This video is going to show you how to enroll students into your ASAP roster so that you can start taking attendance. First thing you do is go to asapconnected.com. Then you're going to need to log in. Log in using the agency number 4406 but you probably won't have to do that if you've been here before. Your username should appear and then you sign in.

Remember, you're not going to be typing in any student's information but you're going to find your students and add them to a list. So the way you do that is you go to Quick Enroll. This brings up in here a way to search for every single student which exists in our ASAP database so far. A lot of your students that you will have in your class this semester already have ASAP numbers. So, you can go ahead at the first day, to take your sign-in sheet, to take all the paperwork that you've collected – like registration forms, blue bubble sheets – and use those to help find you students and put them into your ASAP class.

So, let's say I had a student named Pamela who came to my class. When I searched by her first name, I had three choices, and – sure enough – she's there. Pamela Ortega. I know it's her because when I looked at her registration form, she had her birthday same as this birthday, and I know she's been here before because she knew her student ID number and here it is. Everything matches. That's Pamela.

So I clicked on her name, and just by clicking it, it moved her name up to the top. And that is the person I'm going to put into my class. Now, I can go straight ahead and add somebody else.

Let's say that I want to add somebody by the last name of Rojas. I can search by last name. When I search by Rojas, I find that there are four different Rojas, and that's good. I'm actually glad that I used the last name because if I had put, for example, the name Maria, that would be crazy. Let me just show you what happens when I search by the name Maria. Whoops – first I need to spell it correctly. Ok. Anybody want to know how many Marias we have? Take a look. Crazy! Alright, we don't want to search by the name Maria. If you knew her name was Rojas, go by the most unusual part. And you can identify, yeah, that looks about right. 1971. That's probably talking the right person.

I clicked one time on the box and she moved up here too. Let's do another one here. Let's say I have a person Maria. Now, that's a common name, so I don't want to do just Maria, so I type her full name – Maria Alegria. How many Maria Alegrias do we have? There's a lot of Marias, but here's two that fit that name. I have to be so careful. It's easy to say, "Oh there she is." Click. Done. But this is why we want you to take a lot of time, you know. Be careful. Is it this one who was born in '69? Or this one that was born in '83? Maybe that alone, if you are a good guesser of ages, will be a good help. Otherwise, you have their paperwork in front of you. What's their birthday? What's their student number? You can move them up here.

Notice, I kind of accidently moved her up here. If I didn't want her, I could just hit this "remove" button and remove her, and then I'm back to where I was.

Ok, now let's say I have about five people. You don't want to go much more than five people. My next part is to go up to this side. So you're going to add them to what class? Make sure your time up here says Spring Semester 2017. That's the one you want. And you don't have to use what group, or pick any of these kind of things. Just put your section number in here.

Let's say my section number is 8001. I type that in and then I would search. Now, I don't want to do this on my little training video because I don't want to mess up 8001 and enter people who later have to be dropped. There is no going back and pretending it didn't happen when it happens. Now I know some of

you will make mistakes and then you will go back and say "whoops" and then drop them. But it just gets a little messy, so we would prefer that until you're really sure, you don't go ahead and put them in. So I'm just going to show you "how to" without doing it.

Spring Semester… type your number… and then when you type your number and it searches, that will come down here the same place that the names came down, and you will have to do the same thing. Click on it, like you would have to click on the name. when you click on the name, see how it turns green? Well, when you click on your class, it's also going to turn green, and then it's going to appear up here.

So you're going to have the people, you're going to have the class, and then there will be a button that says "Enroll" or "do you want to enroll?" and you say "Yes."

Now to make sure it actually worked, and you're not enrolling people over and over, it's a simple thing to go over here to the Home page. So if you go to your home page and then again took your section number, and select "Class" and say "OK, show me the class" and you went there, it would show people listed. OK, here's the class that I searched for, and when I go there, the people in the class that I had just enrolled would now be listed and members of my class. So that's how it's going to work.

A couple things Terri told me before I made this video: One is, sometimes you get an error message and it says "you do not have access to this" or "you cannot access it," just say Ok, and hit Ok and continue on as you were. 'Cause it does work.

Another thing that Terri said is, obviously, new students will not have ASAP numbers. So you will not find them when you try to search for them in Quick Enroll and you try to add someone who has never been in our program before. So just to remind you what to do in that situation.   A new person, first of all, needs to have their paperwork turned in without an ASAP number. So turn in their test form, their entry form, their registration form, without their ASAP number bubbled in. Please make sure that you're not just missing it somewhere in ASAP. You've really looked all around – used their last name, used their birthday, used their phone number – to make sure that they are not here in ASAP first.

But if you're totally sure that we don't have them in ASAP and they're new, then turn in all your paperwork, and Terri will enter them into the database herself. She will do the registration process which creates an ASAP number and then you will be receiving an email from her that says, "All of your paperwork from you class has been processed. All of your new students have been entered into ASAP." Once you receive that email from her, you should go back to Quick Enroll, and yes, you've had your other students in there for weeks, or for a week. Terri says that once you have your paperwork in to her, in less than five days, you'll have it back and have it done for you.

So let's say we have a guy named Fred who was new. We search for Fred and here we have two Freddys. And like "Oh good. He is in here." So I chose Fred and I go put him in the class I want. And all of that works out great, and that's how you handle new students.

Ok. Thank you for Quick Enrolling. This really helps us out because you can start using these rosters that you create. Please watch the video about how to print out an attendance sheet based on your ASAP roster. Thank you!