How to Identify and Delete a Duplicate Class Enrollment (CC record)

Occasionally, a student may have duplicate class enrollment records listed on the All Enrollments student screen. These duplicate enrollments cannot be deleted directly from the All Enrollments screen. In order to delete these records, it is necessary to identify the IDs in the CC table, then switch to DDA, select each record by the ID number, and delete them one by one.

1. Select the student's All Enrollments page.
2. Take note of the course name, entry date and exit date.
3. Select the student's Modify Schedule screen.
4. Take note of the course number.
5. Select the student's Teacher Comments page.
6. Take note of the number in the bottom/middle of the page - this is the student's internal ID number.
8. Select the CC table.
9. Search for:

   StudentID = [ID from Teacher Comments page]
   Course_Number = [number from Modify Schedule page]

10. Click on "Search all X records in this table."
11. Click on List View. You should see a list of all class enrollments this student has had in the specific course.
12. Locate the incorrect record.
13. Switch to DDA and delete the record.

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