

# Roster Students in Summer School Sections

02/06/2026 7:25 am EST

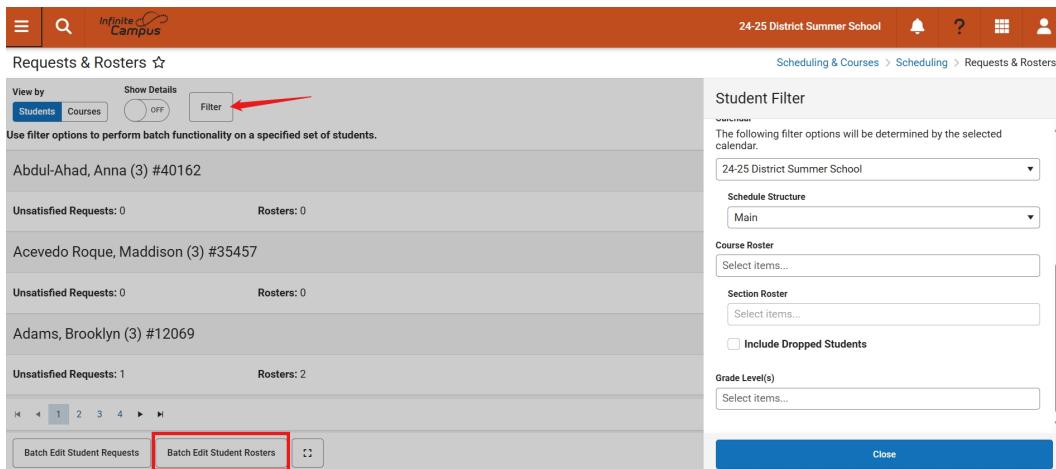
## Roster Students

Students must be rostered into the created sections. Use the Students or Courses view to add rosters for students.

***Navigation: Scheduling & Courses > Scheduling > Requests & Rosters***

### Students View

- Use the **Filter** to narrow the student list based on scheduling needs.
- Once students are filtered, click **Batch Edit Student Rosters** to begin rostering students.



The screenshot shows the 'Requests & Rosters' page. At the top, there are 'View by' buttons for 'Students' (selected) and 'Courses', a 'Show Details' button, and a 'Filter' button with a red arrow pointing to it. The main area lists students with their names, IDs, and counts of unsatisfied requests and rosters. To the right is a 'Student Filter' sidebar with dropdowns for 'Schedule Structure' (set to 'Main'), 'Course Roster' (with a 'Select items...' button), 'Section Roster' (with a 'Select items...' button), and a checkbox for 'Include Dropped Students'. At the bottom of the sidebar is a 'Grade Level(s)' section with a 'Select items...' button. At the very bottom of the page are buttons for 'Batch Edit Student Requests' and 'Batch Edit Student Rosters'.

- Select the **Courses** to add for the students.
- Select the **Section** to add for the students
- Click **Add** to add the students to the course/sections.

Requests & Rosters ☆

Batch Edit Student Roster Information

6 student records will be affected

Filter Results:

Gardner, E  
Unsatisfied R  
Ledbetter, C  
Unsatisfied R  
Redish, H  
Unsatisfied R  
Wood, E  
Unsatisfied R  
Woodward, C  
Unsatisfied R  
ZelayaAm  
Unsatisfied R

Course Number or Name  
99329ZD Activity Period/Homeroom  
99359ZOSSE Summer School Enrichment  
99359ZOSSM Summer School Math

Teacher  
Select items... Select All Unselect All

Department  
Select Items...

Course Department Section Teacher Start Date End Date

99339ZD Activity Period/Homeroom 11: Alford, Lisa month/day/year month/day/year month/day/year month/day/year month/day/year month/day/year  
99359ZOSSE Summer School Enrichment 11: Alford, Lisa month/day/year month/day/year month/day/year month/day/year month/day/year month/day/year  
99359ZOSSM Summer School Math 11: Alford, Lisa month/day/year month/day/year month/day/year month/day/year month/day/year month/day/year  
99359ZOSR Summer School Reading 11: Alford, Lisa month/day/year month/day/year month/day/year month/day/year month/day/year month/day/year

Batch Edit Student Roster Information Add Remove Cancel

- Click **Continue** to Add Rosters.

## Course View

- Select **courses** by using the filter or clicking on the course/section.

Requests & Rosters ☆

Scheduling & Courses > Scheduling > Requests & Rosters

View by Students Courses Collapse All Filter

Use filter options to perform batch functionality on a specified set of courses.

96102ZOSSE ELA Summer School 2 Sections —  
1) Dunn, Sharika Max Students: Students In Roster: 30 >  
2) Max Students: Students In Roster: 0 >  
96102ZOSSM Math Summer School 2 Sections —  
1) Dunn, Sharika Max Students: Students In Roster: 30 >  
2) Max Students: Students In Roster: 0 >  
99329ZOSSE SS Homeroom 2 Sections —  
1) Max Students: Students In Roster: 15 >  
2) Max Students: Students In Roster: 0 >

Batch Edit Course Requests Batch Edit Course Rosters Feedback

- Click **Roster Builder** to select students.
- Click on **student names** to add the student to the roster. Use the search options to narrow the list of students as needed.
- Click **Save & Next** or **Save & Close** to add students to the roster.

96102Z0SSE - 2 ELA Summer School

Select items...

Unsatisfied Requests Request Type Select items...

● = Strict Student Constraint Conflict

| STUDENT                      | GRADE | NUMBER | GENDER | START DATE | END DATE   | REPEAT                   | NO CREDIT                |
|------------------------------|-------|--------|--------|------------|------------|--------------------------|--------------------------|
| Adkins, Jameson              | 3     | 43252  | M      | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| Anariva Rodriguez, Alejandro | 3     | 30686  | M      | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| David, Xavier                | 3     | 13096  | M      | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| Dimarzo, Morgan              | 3     | 41509  | F      | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| Durgan, Cristian             | 3     | 27219  | M      | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| Abdul-Ahad, Anna             | 3     | 40162  | F      |            |            |                          |                          |

**Save & Next**  ◀ Prev - 96102Z0SSE - 1 ELA Summer School | 96102Z0SSM - 1 Math Summer School - Next ▶

- Click **Continue** to confirm.

## Summer School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

NCSIS Knowledgebase | Article: Roster Students in Summer School Sections | Last Updated: 02/06/2026 7:25 am EST