

Roster Students in Summer School Sections

02/06/2026 7:25 am EST

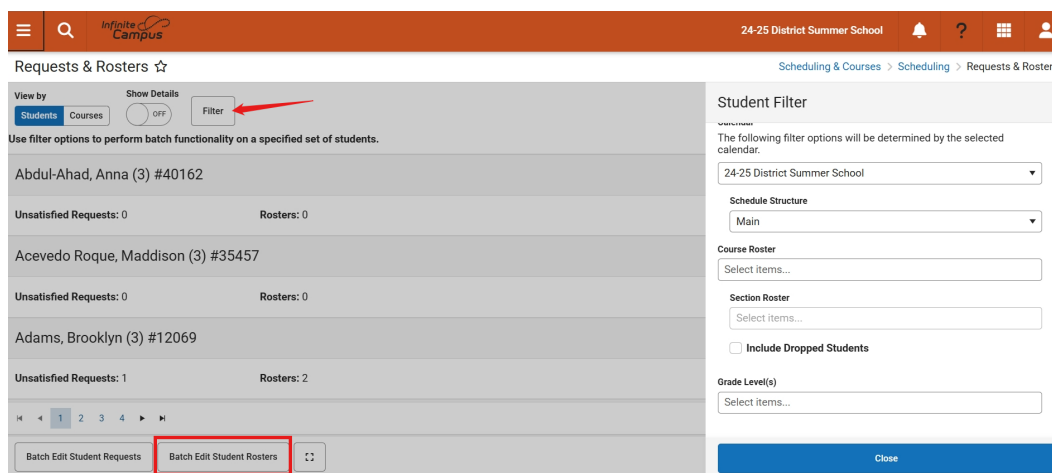
Roster Students

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' interface. At the top, there's a navigation bar with 'Infinite Campus' and '24-25 District Summer School'. Below that, the 'Requests & Rosters' section is active. The 'View by' dropdown is set to 'Students', and the 'Filter' button is highlighted with a red arrow. The main area displays a list of students with their names, IDs, and rostering status. The 'Batch Edit Student Rosters' button is highlighted with a red box. On the right, the 'Student Filter' sidebar is open, showing filter options for '24-25 District Summer School', 'Schedule Structure', 'Course Roster', 'Section Roster', and 'Grade Level(s)'. The 'Include Dropped Students' checkbox is unchecked.

- 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 ☆ Scheduling & Courses > Scheduling > Requests & Rosters

View by: **Students** | Collapse All | Filter

Batch Edit Student Roster Information

6 student records will be affected

Filter the result set using the fields below.
Add or remove students to a roster by selecting the course and section from the filtered list.
Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name: 9932920 Activity Period/Homeroom | Department: Select Items...
 9935920SSE Summer School Enrichment
 9935920SSM Summer School Math

Teacher: Select Items... | Select All | Unselect All

COURSE	DEPARTMENT	SECTION TEACHER	START DATE	END DATE
✓ 9932920 Activity Period/Homeroom		11: Aiford, Lisa	month/day/year	month/day/year
✓ 9935920SSE Summer School Enrichment		11: Aiford, Lisa	month/day/year	month/day/year
✓ 9935920SSM Summer School Math		11: Aiford, Lisa	month/day/year	month/day/year
✓ 9935920SSR Summer School Reading		11: Aiford, Lisa	month/day/year	month/day/year

Batch Edit B | **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.

96102Z0SSE ELA Summer School			2 Sections
1) Dunn, Sharika	Max Students:	Students in Roster: 30	>
2)	Max Students:	Students in Roster: 0	>
96102Z0SSM Math Summer School			2 Sections
1) Dunn, Sharika	Max Students:	Students in Roster: 30	>
2)	Max Students:	Students in Roster: 0	>
9932920SS SS Homeroom			2 Sections
1)	Max Students:	Students in Roster: 15	>
2)	Max Students:	Students in Roster: 0	>

1 - 3 of 3 items

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
Select items...

Request Type


• 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"/>
+ Davis, 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 Cancel

< Prev - 96102Z0SSE - 1 ELA Summer School 96102Z0SSM - 1 Math Summer School - Next >

- Click **Continue** to confirm.



You've completed this section.

Choose where to go next.

← Return to Summer School

Continue to Summer School Processes →

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