

# 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.

Requests & Rosters ☆

View by: Students Courses OFF Filter

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

Abdul-Ahad, Anna (3) #40162	Unsatisfied Requests: 0	Rosters: 0
Acevedo Roque, Maddison (3) #35457	Unsatisfied Requests: 0	Rosters: 0
Adams, Brooklyn (3) #12069	Unsatisfied Requests: 1	Rosters: 2

Batch Edit Student Requests Batch Edit Student Rosters

**Student Filter**

The following filter options will be determined by the selected calendar:

24-25 District Summer School

Schedule Structure: Main

Course Roster: Select items...

Section Roster: Select items...

☐ Include Dropped Students

Grade Level(s): Select items...

Close

- 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

**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, 9935920SSE Summer School Enrichment, 9935920SSM Summer School Math

Department: Select Items...

Teacher: Select Items... [Select All] [Unselect All]

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

[Batch Edit] [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	>
99329Z0SS 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.

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

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