

mCLASS - Student to Class Extract

06/18/2025 6:41 am EDT

If a class does not have any students assigned to it, check these conditions:

1. Student must be in one of the following grade levels:

- a. Kindergarten
- b. 1st
- c. 2nd
- d. 3rd

i. Navigation to verify grade level: [Search Student > Student Information > General > Enrollments](#)

2. Student must be enrolled in one of the following course codes:

- a. 1050
- b. 1051
- c. 1052
- d. 1053
- e. 1054*
- f. 1055*
- g. 11512Z0
- h. 11512Z1
- i. 11512Z2
- j. 11512Z3
- k. 11512Z4*
- l. 11512Z5*

i. Navigation to verify student schedule: [Search Student > Student Information > General > Schedule](#)

3. Student must have an active enrollment in school.

a. Navigation to verify student enrollment: [Search Student > Student Information > General > Enrollments](#)

**Applicable if the PSU has purchased mCLASS for 4th and/or 5th grade.*

If a student does not have an active enrollment, check with the data manager to ensure the enrollment is up to date. Enroll dates

must be on or before today's date. Once the date has passed the student should become active. The data manager should know how to correct the issue, if for some reason this does not happen. If they do not, they can contact support.

****Duplicate Classes:** If your teachers departmentalize, check to ensure individual sections are not represented (i.e., two different sets of students for content area), before manually deleting those classes with no student data.

Use the RtA Staff Roles (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rta-roles>) **article to add roles to staff.**

NCSIS Knowledgebase | Article: mCLASS - Student to Class Extract | Last Updated: 06/18/2025 6:41 am EDT
