

Mass Registration

Introduction

Use the mass registration feature in eSIS to register all admitted/enrolled students in your school at one time for the same date. Mass registration is usually done just before the first day of school. It can only be performed one time each school year. This guide will demonstrate the navigational steps necessary to initiate the mass registration process.

Mass Register Students

1. On the **eSIS Main Start** screen click the **Attendance** button on the toolbar.
2. Click the **Yes** button on the **Student Information System** window to continue entering the attendance module.
3. The **Period/DailyAtt.-Day Entry** window opens. Verify the correct date is shown and that you are currently on **Day 1** of 180.
4. Click the **OK** button.
5. The **Attendance Start Screen** opens. Click **Daily Attendance** on the menu bar.
6. Click **Verify Registration** on the drop-down menu.
7. Click **Verify All Students...** on the drop-down menu.
8. The **Mass Registration Verification** window opens. Enter the **Default Registration Date**.

NOTE: Daily attendance schools must have homerooms in order to reverse register students in the attendance module.

9. Click the **Register** button. The registration process is complete and students have been successfully registered.
10. Click the **OK** button in the **Done** window.
11. Click the **Exit** button on the **Mass Registration Verification** window.

Reverse Registering Students

1. Click **Daily Attendance** on the menu bar of the **Attendance Start Screen**.
2. Click **Verify Registration** from the drop-down menu.
3. Click **Verify by Home Room** from the drop-down menu.
4. The **Daily Att. –Registration Verification by Homeroom** screen opens.
5. Click the **Reverse Register** radio button. Registered students who are eligible for reverse registration display.
6. Click the checkbox to the left of each student you wish to reverse register.
7. Click the **Save** button to complete the reverse registration.

NOTE: The process can be verified by reviewing the names of students who are eligible for registration.

8. Click the **Register** radio button. The names of the reverse-registered students display.
9. Click the **Exit** button.
10. Click the **Student Information System** (globe) button on the toolbar to exit the attendance module.

Reverse Registering an Individual Student

1. On the **eSIS Main Start** screen execute a query for the desired student.
2. Once the student data populates, click **Main Menu** on the menu bar.
3. Click **Change Student** in the drop-down list.

4. Click **Register** from the drop-down list.
5. The **Registrations** screen opens. Click the **Reverse Register** radio button.
6. Click the **Save** button.
7. Click the **Exit** button.
8. The **eSIS Main Start** screen opens. To refresh the student's record execute another query for the same pupil.
9. When the data displays the student should now be **Not Registered**.