

Updating a Student's Site ID

Purpose: Access the **UNI Class Roster** to update a student's Site ID.

Step	Action									
1.	Navigate to UNI Class Roster: Main Menu > Curriculum Management > Class Roster > UNI Class Roster									
	Favorites Main Menu > Curriculum Management > Class Roster > UNI Class Roster									
	UNI Class Roster									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find an Existing Value									
	Maximum number of rows to return (up to 300): 300									
	Academic Institution:	begins with	▼ U	INICS		Q				
	Term:	begins with	/ith 👻			Q				
	Subject Area:	begins with	begins with 👻							
	Catalog Nbr:	begins with	-							
	Class Nbr:	= •								
	Class Section:	begins with	-							
	Session:	= 👻				•	•			
	Course ID:	begins with	-							
	Course Offering Nbr:	= •								
2.	Enter the appropriate search criteria for the class you wish to view. Click the Search button. <i>Example:</i> ELEMECML 3122 61 <i>Result:</i> The Class Roster for the class displays.									
	Class Roster									
	ELEMECML 3122 - 61 Middle Level Classrm Mngmt									
	Lecture/Discussion (36508)									
	FALL 2011 Full Semester University	FALL 2011 Full Semester University of Northern Iowa Undergraduate								
	✓ Meeting Information									
	Tu 6:00PM - 9:00PM TBA	Ins	tructor rc Renni	ing	Meeting Dates 08/22/2011 - 12/09	/2011				
	*Enrollment Status: Enrolled -									
	Enrollment Capacity: 7 Enrolled: 7									
	Enrolled Students					Customiz	e Find	🕼 🔠 First 🖪 1-7 of 7 🕨 Last		
	ID <u>Name</u>	Grad Basis	E Units	s Program and	<u>Plan</u>	<u>Level</u>	<u>ite ID</u>	Site Description		
	1 461935 Brandenburg,V Kelley	ictoria Rae Grad	ed 3.00	Deciding	rgraduate -	Senior	202 Q	Dubuque Community School District - Forum		
	2 462672 Dorethy, Teresa	Ann Grad	ed 3.00	Education-Te Elementary Education/Ele	aching - ementary Education	Senior)640 Q	Eastern Iowa Community College District - 3		
	8 45 Echanya Su		4.200	El montos/	aching -	and the	-	or Bublic Color		



Step	Action							
3.	Use the look-up button in the Site ID field to select the desired Site ID. If you know the Site ID code, enter the code and tab out of the field to display the site description. Enrolled Students Customize Find I I First 1.7 of 7 Last D Hame Grade Units Program and Plan Level Site D Code Site Code Site Code Site Code Site Code Site Code Code							
	Look Up Look Up Site ID Academic Institution: UNICS Site Number: begins with • Description: begins with • Location Code: begins with • Node Number: = County Code: begins with • Look Up Clear Cancel Basic Lookup							
	Search Results View 100 First 1-15 of 15 Site Description Number Code 0195 Northeast Iowa Community College - 1 0196 Northeast Iowa Community College - 2 0197 Dubuque National Guard Armory Image: Community College - 2 (blank) 148 -							
4.	Once you have entered or selected the desired Site ID, click the Save button.							