

This document is intended to assist Affiliation Super Users with viewing their Affiliation's enrollment history in ADLC's Student Information System (SIS).

1. Log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu in the dark blue bar near the top of the screen.



2. Click on the **Affiliations** tab.
3. In the menu on the left-side of the screen, click **Active Affiliations**. click on your school name which brings you to the main page.
4. In the menu on the left side, click **Enrollment History**. This will show you a list of all the students who have completed or withdrawn enrollments.
5. You can sort the list by clicking on any column name.

Student	Section	Marker	Start	End	Exit	Status	Grade	Assignments	Weeks	Teacher	School	Semester	Delivery Method	Descriptors	Original Exp. Date	# Granted Extensions	Granted Ext. Type	Current Exp. Date
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For example, if you click on the word **Status**, the data will sort alphabetically. You can click the word **Status** again to reverse the data sort.

*Note: If you would like to export the results into Excel, you can click the button in the upper right hand corner that says **Export Results to Excel**.*

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca