

Completing the enrollment spreadsheet

Important Notes

- ❖ Use one line for each individual enrollment
- ❖ Include only enrollments for the current term
- ❖ Do not add or delete any columns
- ❖ Do not edit anything in rows 1 and 2
- ❖ Double check entries, once imported these are live enrollments
- ❖ Email the completed form to support@aveteaching.com for processing.

Form Fields

- Columns A & B leave Blank
- **Column C** - Student ID
 - a. Login to Maestro
 - b. Click the Students tab
 - c. Find the ID for the student you wish to enroll
 - i. For a single student type in part of the Name, to see all students leave name blank
 - ii. If the student is not already enrolled limit Status to Inactive, if student is enrolled limit to Active, if enrollment status is unknown limit to blank
 - iii. Identify the number in the ID field and enter it exactly into Column C

Se	Edi	Id	Name	Organization	State ID	Grade	Status	Enr
<input type="checkbox"/>				test		▼	Active ▼	
<input type="checkbox"/>		46798	<u>Student_Test</u>	Test Org 2 Maestro API	1212121212	2	Active	2
<input type="checkbox"/>		46799	<u>Student II_Test</u>	Test Org 2 Maestro API	1212121212	2	Active	1
<input type="checkbox"/>		46800	<u>Student III_Test</u>	Test Org 2 Maestro API	12222222	2	Active	1

C
Student ID
Mandatory (numeric) This is used to look up the student in Maestro. This data is optional if Student Client Code is entered for student lookup. Edits not allowed.
46798

- Column D leave Blank

- **Column E** - Section ID
 - You will be provided with a section list applicable to the current term
 - Find the ID for the section you wish to enroll into
 - Enter the section ID exactly into Column E
 - If you are unable to find a section listed email support@aveteaching.com for an ID.
 - Include the course name, version, and semester
Example: Algebra I – Credit Recovery – Semester II
 - IT will provide the ID for addition to your list

Id	Section	Teacher	Term
12562	DEMO TEST 2020	Graded, Auto	Fall 2020

E
Section ID
Mandatory (numeric) This is used to look up the section in Maestro. This data is optional if Section Client Code is entered for section lookup.
12562

- Column F leave Blank
- **Column G** - Start Date
 - Enter MM/DD/YYYY
 - Must match a start date in the term
- **Column H** - End Date
 - Enter MM/DD/YYYY
 - Must match an optional end date for term
- **Column I** - Is Audit
 - Enter "0"
- **Column J** - Show On Transcript
 - Enter "1"
- **Column K** - Enrollment Status
 - Enter "Active"
- Columns L - W leave Blank

G	H
Start Date	End Date
Mandatory(date) (format: MM/DD/YYYY) Start Date of the Enrollment	Mandatory(date) (format: MM/DD/YYYY) End Date of the Enrollment
08/10/2020	01/15/2021

I	J	K
Is Audit	Show On Transcript	Enrollment Status
Mandatory(bool) 0/1(0 as false, 1 as true). If is not set to (0/1) it will be set to default value (0 as false).	Mandatory(bool) 0/1(0 as false, 1 as true). If is not set to (0/1) it will be set to default value (0 as false).	Mandatory
0	1	ACTIVE