How to locate and access a student’s groups from Student Enquiry

To locate and access a student’s groups:

- Search a student in Student Enquiry
- Select the Registration History icon
- Select the year you need to access the groups
- Click the people icon of the group required

Search for the student using Student Enquiry. When located, click on the Registration History icon

The list displays shows the student’s history for each year they have been registered. If you click on the year of interest all groups that the student is associated with will be displayed.

Locate the group required (roll class in this example) and click on the to display the full student list for that group

From this point, you can select the student and complete normal processing functions of this person.