How to Mass Drop Section Enrollments Using DDA

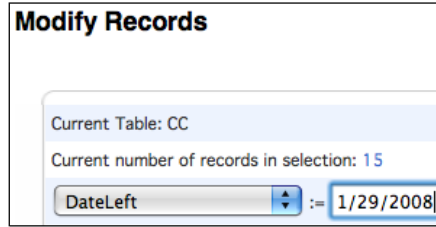**Note:** These instructions are intended to drop ALL enrollments for a particular section.

1. Note the ID of the section in which you wish to drop students. The SectionID is displayed at the bottom of the Edit Section page.

2. Attendance: You cannot drop an enrollment if there is attendance.

3. From the Start page, navigate to System > Direct Database Export (DDE).

4. Choose the CC (4) table.

5. Search for:

    TermID = [enter the TermID for this section]
    SchoolID = [enter SchoolID]
    SectionID = [enter the SectionID for this section]

Direct Database Export (DDE)

Current Table: CC (4)

Current Records in Selection: 0   List View   Table View

Export Records   Match Selection   Table View Setup

(Select all 25017 records in this table)

Search CC

| SectionID | = | 12512 |
| TermID | = | 1800 |

☐ Search only in records belonging to Apple Grove High School 1

(Search all 25017 records in this table)
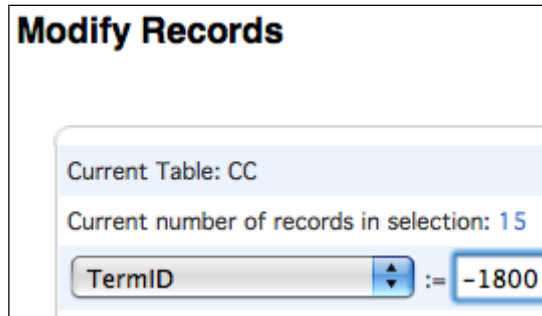(Search within the current 0 records only)

6. Click on "Search all XXX records in this table".

7. Verify that you have the correct section enrollments by clicking on "List View". Once you are satisfied that you have the right selection then you will need to modify the following 3 fields:
    DateLeft
    TermID
    SectionID

8. Change from DDE to DDA.

9. Verify that you have the same records in the selection on the DDA search page.

10. Click on Modify Records

11. Select the DateLeft field. In the text box enter the date of the day after the last day the students will be in that class. For example, if the last day the students are physically in class is 1/28, the DateLeft is 1/29.
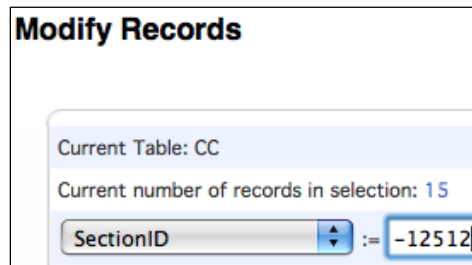
Modify Records

Current Table: CC

Current number of records in selection: 15

DateLeft := 1/29/2008

12. Click on Modify Selected Records.

13. On the DDA search page click on Modify Records.

14. Select the TermID field. To indicate that the section is dropped, the TermID field needs a negative sign. For example if the TermID is 1702, enter -1702.

Modify Records

Current Table: CC

Current number of records in selection: 15

TermID := -1800

15. Click on Modify Selected Records.

16. Repeat this process for the SectionID field: click on Modify Records, select the SectionID field and if the SectionID is 12345, enter -12345 and click on Modify Selected Records.

Modify Records

Current Table: CC

Current number of records in selection: 15

SectionID := -12512

17. Navigate to the Start Page > System > Special Operations.

18. From the drop down menu and select Rebuild schedules and rosters.

19. Leave fields blank and Submit.

Caution: Manual modifications to database records should only be attempted by authorized technical contacts, and can result in the loss of information if not executed properly.