

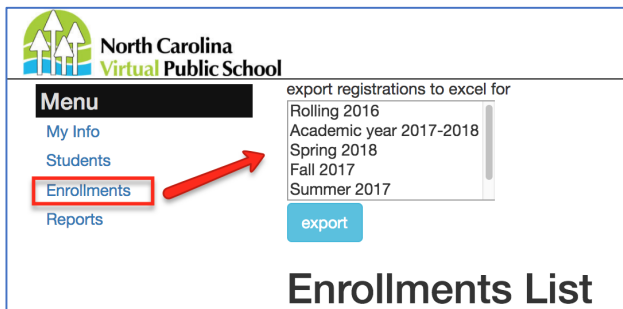
# Guide for Accessing NCVPS Enrollment Reports

Enrollment reports show student enrollment status, student usernames and passwords, teacher contact information, and teacher SAR data.

School ELAs will see their school enrollments, and district coordinators will see enrollments for their entire district.

1. To access an NCVPS enrollment report, log in to the NCVPS registration system at <https://registration.ncvps.org/>

2. Click the Enrollments button.



3. Click on the semester that you need. If you have students enrolled in yearlong courses and block courses, you would have to run two separate reports to see all your enrollments for the semester. Yearlong courses would be the Academic Year report. Block would be the fall or spring option. Summer has its own report.

4. Click the export button.

5. An Excel spreadsheet will open that shows your enrolled students and your waitlisted students. Look for the column labeled "Status" to see if a student is enrolled or waitlisted.

AT	AU	AV	
	teacher email	status	
ames]	[james.pullen@ncpublic	Enrolled	r
egan]	[megan.johnson@ncpub	Enrolled	r
Stephanie]	[Stephanie.Thurow@ncp	Enrolled	r
Jessica]	[jessica.ludders@ncpubl	Enrolled	r

6. You will also find student usernames and passwords in the enrollment report. Look for the LMS (learning management system) User Id and LMS Password columns on the report:

Type	LMS User Id	last name	First name	Email	LMS Password	Stude

The LMS User Id is the student's PowerSchool ID number.

Be sure to give login information students. NCVPS does not send usernames and passwords to students.

7. The enrollment report will also show teacher contact information and SAR data. Be sure to share this information with your data manager.

name	UID	teacher ethnicity	teacher birthday	teacher experience
, Deborah]	[2378875924]	[African American]	[05-17-1974]	[2-First year employ
n, Jeremy]	[1388656418]	[Caucasian]	[04-13-1981]	[2-First year employ
anna]	[3619616337]	[Multiracial]	[09-28-1982]	[2-First year employ
n-Duke, Sa]	[6232833139]	[American Indian]	[08-23-1956]	[2-First year employ
s, Angela]	[4921335427]	[Caucasian]	[04-18-1983]	[2-First year employ
w, Debra]	[1512775851]	[Hispanic]	[09-08-1957]	[2-First year employ
orie]	[4155164183]	[Caucasian]	[07-22-1960]	[2-First year employ
w, Debra]	[1512775851]	[Hispanic]	[09-08-1957]	[2-First year employ
haron]	[3193192635]	[Asian]	[04-06-1963]	[2-First year employ

8. After the semester begins, you can also find all this information in a grade report, which we post every two weeks (weekly during the summer).