

Note: The Eraser will clear what you have entered in a field.

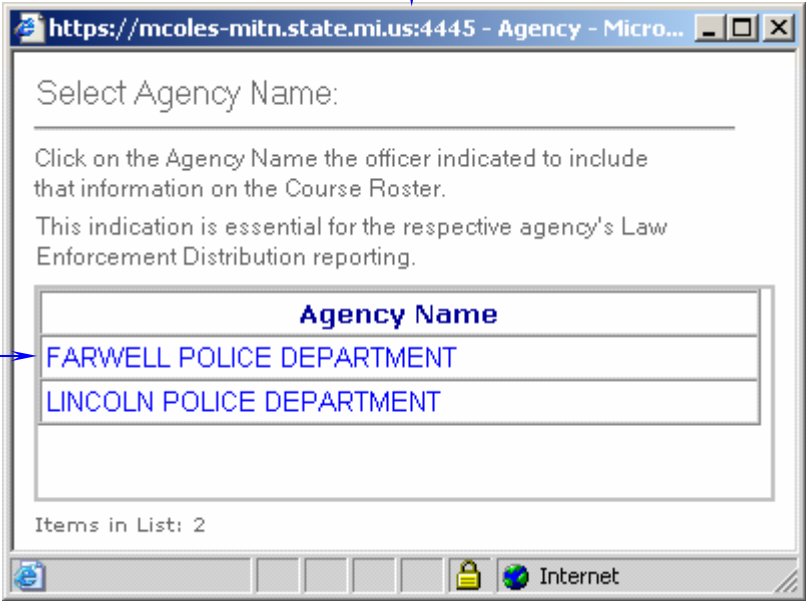
Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892		Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO	Enrolled

5. After retrieving the information, the Student Name and Agency are filled in except for Jones.

6. Jones works for two agencies, so the proper agency must be selected. Click on the Magnifying Glass.

7. A separate window will appear to select the agency.

8. Click on the desired agency, and you will return to the roster and that agency will be filled in.



Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO	Enrolled

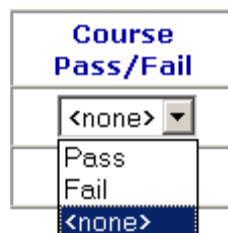
After the information has been retrieved, it must then be saved using the Save & Submit to MCOLES button. Additional students may be added to the roster, using the Insert 10 Blank Rows button as necessary for more lines.

If there are errors on the retrieved information, it must be corrected prior to selecting the Save & Submit to MCOLES button. See Correcting the Roster on page 42.

After a course offering, additional information must be added. The Status for each student should be changed to Attended, Did Not Show, or any other status listed that applies.

14. Course Pass/Fail Indicator

The Course Pass/Fail field is used to indicate if a student has passed a training course. A Pass or Fail must be entered for each student attending the course. Click on the down arrow next to the Pass/Fail box and a list will appear. Click on either Pass or Fail, as applicable.



15. Score

The Score field is optional, and can be used if a score on a test was given. This can be a number or letter grade.