

How to Move Persons Between Rosters.

- ❖ Using the Modify Roster link in MCIR is an easy way to move persons from one Roster to another. To Modify other data please see Quick tip sheet “How to Modify A Roster”
 - ❖ First the user must have access to both of the sites (your own site/building and also to the other site/building in the MCIR.) Contact the other building’s MCIR Site Administrator for access to their building in the MCIR (Michigan Care Improvement Registry).
- 1) Go to the Person tab, click on the Roster link. To move a group of individuals from one building to another (for example, 5th graders to the 6th grade building), click on the Modify Roster link.

Roster Print Help
Home Exit

Person Sch/CC Imp/Exp My Site Admin Reports Other

Add/Find Roster

Last Name Search Roster Size: 28 Modify Roster

Current Period: November 2009
Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Figure 1 Modify Roster

- 2) Next see that there is a **Check Box** in front of all the names (see Figure 2).

Last Name Search Roster Size: 218 Check All Clear All

1 2 3 Next> Last>>

Current Period: November 2006
Red grade background indicates a grade not valid for this site.

<input checked="" type="checkbox"/> Name	<input type="radio"/> Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval
<input type="checkbox"/> Jones, Tom	06/27/1995		F	05	Nov06	C	01/22/2006
<input type="checkbox"/> Jones, Mary	02/04/1998		M	02	Nov06	C	10/21/2005

Figure 2: Roster Check Boxes and Check All

- You may either use the Check All link (see Figure 2) OR
- Select an individual name by clicking on the check box.

Once the selection is made, scroll to the bottom of the page. At the bottom of the page are 5 blue buttons (see Figure 3). Click Modify Checked

Modify Checked
Assess Checked
Delete Checked
Mark as Duplicate
Cancel

Figure 3: Modify Checked

A pop-up window will appear (see Figure 4). Use the drop down box under Move Roster to select the site the students need to be moved. Any site you have access will show up listed here. Click the Submit button to complete the transfer.

** Roundup kids should have Roundup set to "Yes" and their grade and report period left alone.*

Modify Roster

Grade - Do not modify - Roundup - Do not modify - Report Period - Do not modify -

Vision Screened - Do not modify -

Move Roster

Site - Do not modify -

Submit Cancel

Figure 4: Modify Checked Box

If you have questions, please call the MCIR Helpdesk at 1-888-243-6652.