

How to Modify the Roster.

❖ Using the Modify Roster link in MCIR is an easy way to modify persons on the roster as a group. To move persons from one roster to another please Quick tip sheet “How to Move Persons between Rosters.”

- 1) Go to the Person tab, click on the Roster link. To change information for a group or an entire roster click on this link (for example, changing all persons on your roster to the correct reporting period, or an entire group that received vision screening), click on the Modify Roster link.

The screenshot shows the 'Roster' page with a navigation bar containing 'Person', 'Sch/CC', 'Imp/Exp', 'My Site', 'Admin', 'Reports', and 'Other'. The 'Person' tab is selected. Below the navigation bar, there are search fields for 'Last Name' and 'Roster Size: 28'. A red circle highlights the 'Modify Roster' link. A red dotted arrow points from the 'Roster' link in the navigation bar to the 'Modify Roster' link.

Figure 1 Modify Roster

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

The screenshot shows the roster list with columns for Name, Birth Date, MCIR ID, G, Gr, Pd, IS, and Last Eval. Two rows are visible: 'Jones, Tom' and 'Jones, Mary'. Each row has a check box to its left. A red circle highlights the 'Check All' link at the top right of the list. Red arrows point from the 'Check All' link to the check boxes of the two rows.

Figure 2: Roster Check Boxes and Check All

- You may either use the Check All link if all persons on the roster are to be changed (see Figure 2) OR
- Select an individual name by clicking on the check box. (a green check will appear)

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

The screenshot shows five blue buttons at the bottom of the page: 'Modify Checked', 'Assess Checked', 'Delete Checked', 'Mark as Duplicate', and 'Cancel'. A red box highlights the 'Modify Checked' button.

Figure 3: Modify Checked

A pop-up window will appear (see Figure 4). Use the drop down box under the section that need to be changed. For example, Report Period, Grade, Roundup, Vision Screened. Click Submit button to complete the process. A pop-up window will appear and ask you to confirm the request. All persons checked should the choices changed on your roster.

The screenshot shows the 'Modify Roster' pop-up window. It has a title bar with the URL 'https://sso.state.mi.us - Modify Roster - Site: Allendale Transportation Department'. Below the title bar, there is a note: '* Roundup kids should have Roundup set to "Yes" and their grade and report period left alone.' The window contains several dropdown menus: 'Grade' (set to '2nd'), 'Roundup' (set to '- Do not modify -'), 'Report Period' (set to 'November 2009'), and 'Vision Screened' (set to 'Yes'). There is also a 'Move Roster' section with a 'Site' dropdown menu (set to '- Do not modify -'). At the bottom, there are 'Submit' and 'Cancel' buttons. A red box highlights the 'Grade', 'Roundup', 'Report Period', and 'Vision Screened' dropdown menus.

Figure 4: Modify Checked Box

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