# Completing a Student

## **Manage Program Enrollments**

* Click **Search** to pull up the grid view of your roster
* Click the little blue man to go in and edit your student
* Change the **Program Enroll Status** to **Completed Program**
* Change **Program Completion Status** to **Program Completed**
* Add/update **Program Completion Date**
* **Last Date Student Attended**
* **Save Changes**