

Viewing Your FDE Student Roster



1. Log into QuickBase
2. Open the 5th Day Experience App
3. Click on the Events Tab
4. Search for the name of your event.
5. This will bring up a list of events that related to your search.
6. Click on the FDE you are offering.
7. Scroll down to see the student roster.
8. Emails are included on the roster.

*In order to make sure student are prepared for your FDE, you may want to contact students if there are specific things they need to bring with them when they attend your FDE. We did list things on the FDE website that students would need to bring to your FDE (as you requested), but it is unlikely they will all go back and check to make sure they are fully prepared.

9. Student registrations for the upcoming week will be cut-off each Tuesday evening at 8pm. At this point, students will not be able to make changes to their FDE schedules for the upcoming Friday.

10. Any issues or questions, please contact Megan Reed (reedm@butlertech.org or fde@butlertech.org, 513-645-8261, or 513-227-1025).