Mass Enroll Students into a Class

This document provides the steps necessary to enroll a group of students into the same course/section. The entire group is enrolled at the same time verses enrolling each student individually into a course/section.

Navigation: Start Page > Student Selection > Group Functions > Mass Enroll

- **1.** Select desired group of students on the Start page.
 - a. On the Start Page, select a group of students.
 - **b.** Under Current Student Select, click **Select by Hand** and do one or more of the following:
 - i. Select the checkbox in the header row to select all students.
 - ii. Deselect the checkbox in the header row to deselect all students.
 - iii. Select the checkbox next to each student you want to work with.
 - iv. Deselect the checkbox next to each student you do not want to work with.
 - c. Click Update Selection.
 - d. Click the dropdown for student Functions.
- 2. From the Functions list, click Mass Enroll.

PowerS	chool		Sch	ID/Password Assignment LDAP Directory Synchronization Mass Create Family Links Student Field Value	gn Out 6 Year
Functions Attendance Daily Bulletin Enrollment Summary Master Schedula	Start Page		PowerScho The February Click here to	Graduation Graduation Plan Selection Graduation Progress Report Graduation Progress Summary Printing Mass Print A Student Screen	0. ,
Dashboard Special Functions Teacher Schedules Reports	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	SN 🗆 Adv	vanced View Field List View Function List [7]	Print Mailing Labels Print Reports Reports Menu Scheduling Invalid Requests Mass Enroll	
System Reports ReportWorks State Reports Standalone Reports People	K 1 2 3 4 5 M F All Statewids Student Sarach Stand Salections Transformd Cut Gaduated Students Pie Ersteld (All Years) Homeoon: Apr: Nather: Next Year Gade:			Next School Indicator Student School Indicator Summer School Indicator Search Save Stored Selection Search Attachments	
Student Search Staff Search Parent Search Enroll New Student New Staff Entry	Fahar:			Search By GPA Validation Batch Address Validation Batch Boundary Validation Data Validation Report	Ę
New Parent Entry	Student	Grade Level	Student Number	Immunization Compliance Military Set Military Connected to No	
CTE Concentrator Survey CTE Reports		3 5		Select By Hand Select Function	[?]

- There are two ways to enroll the group into a class.
 a. Filter By
 - i. Search by desired criteria:
 - 1. Period
 - 2. Day
 - 3. Term
 - 4. Grade
 - 5. Teacher
 - 6. Credit Type
 - 7. Course
 - ii. Click Search.
 - iii. Click on the desired class.

	students into a section:								
- Quick Enroll									
Course.Section	Enroll •								
· Filter By		_							
Period Term	Teacher Adams, John		rade Credit Type Co	Show of Off	only classes with available se	Search			
esults									
Crs. Sec *	Course Name	Note	Expression	Term	Teacher 🗲	Grade	Credit Type	Cr Hrs	Enrollment
329Z01.1	Activity Period/Homeroom		10(A-E)	15-16	Adams, John	0	9932	0.00	17/28
3592003.1	Computer Lab		3(C)	15-16	Adams, John	0	9935	0.00	13/28
102Z03.1	Developmentaringinters		60(A-E)	15-16	Adams, John	0	9610	0.00	17/24
502Z00.1	ELA Kindergarten		1(A-E) 4(A-E)	15-16	Adams, John	0	1050	0.00	17/24
102Z02.1	Intervention/Enrichment		2(A-E)	15-16	Adams, John	0	9610	0.00	17/26
0002Z00.1	Kindergarten Math		8(A-E)	15-16	Adams, John	0	2000	0.00	17/24
002201.1	Kindergarten Social Studies		6(A-E)	15-16	Adams, John	0	4000	0.00	17/24
359Z02.1 002Z01.1	Recess		5(A-E)	15-16	Adams, John	0	9935	0.00	17/28
	SCIENCE-KINDERGARTEN		7(A-E)	15-16	Adams, John	0	3000	0.00	17/24

4. SUCCESS!

Mass Enroll Previe	ew					
_	_					
	t Date					
Section Summary:						
Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Computer Lab	993592003	1	2015-2016	No	15/28	Section found
Student Enrollment Summary	у:					
Student Number	Student Name				Action	
123	Bi				Enroll in 99359Z003.1 on 04/07/2016	
127	BI				Enroll in 99359Z003.1 on 04/07/2016	
						Back Enroll Students Enroll Students and Reschedu

a. Quick Enroll

- i. Enter the course number and section in the **Course.Section** field (format of course.section).
- ii. Click Enroll.

	nroll						
II currenti	ly selected 2 st	udents into a section:					
Quick	Enroll						
Course.S 9329Z01		roll •					
Filter	Ву						
Filter Period	By Term	Teacher	Day	Grade	Credit Type	Course	Show only classes with available seats

- 5. On the Mass Enroll Preview screen, enter the correct Enrollment Date using the Edit Date button.
 - **a.** The date should be the first day of the class (e.g. first day of school, first day of the semester or term) or the student's first day in class if the class has already started.
 - **b.** Verify the **Section Summary** and **Student Enrollment Summary** areas are correct.

Mass Enroll Preview								
ntry Date: 08/26/20	013 Edit Date							
Section Summa	ury:							
Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status		
Art 6	ART100	1	2013-2014	No	20/20	Section found		
Student Enrolli	nent Summary:							
Student Number	Stud	ent Name		Action	ı			
7379	Baur	n, Jonathan R		Enroll in ART100.1 on 08/26/2013				
7046	Brito	, Brad H		Enroll in ART100.1 on 08/26/2013				
7368	Brow	m, Erica C		Enroll	in ART100.1 on 08/26/2013			
7371	Clark	, Jacob M		Enroll	in ART100.1 on 08/26/2013			
7426	Dahl	ey, Katie R		Enroll	in ART100.1 on 08/26/2013			
7440	Davis	s, Matthew T		Enroll	in ART100.1 on 08/26/2013			
					Back Enroll Students E	nroll Students and Reschedu		

- **6.** Choose between the following to enroll the students into this class:
 - **a.** Click **Enroll Students** to enroll in this class. The group will be enrolled in this class.
 - **b.** Click **Enroll Students and Reschedule** to enroll this same group of students into another class. User will be returned to the **Mass Enroll** screen. Repeat steps 3-5 to continue enrolling this group of students into more of the same classes.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.