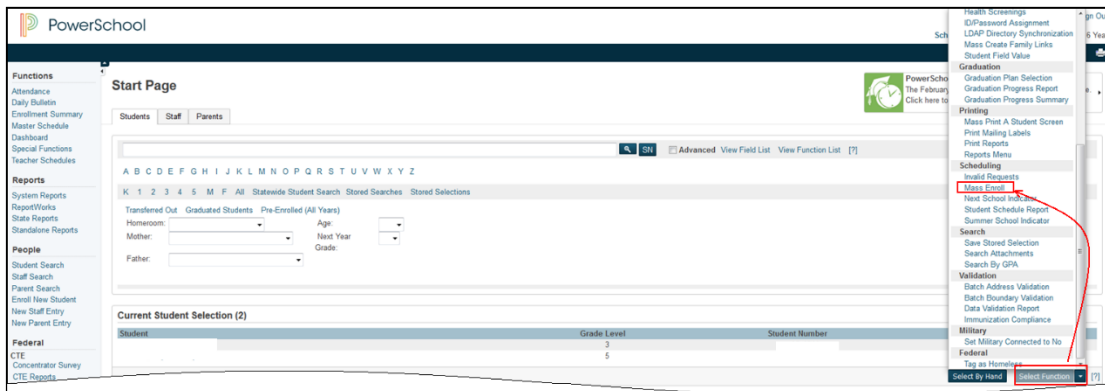


Mass Enroll Students into a Class

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**.



3. 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.

Mass Enroll Students into a Class

Mass Enroll

Enroll currently selected 2 students into a section:

Quick Enroll

Course.Section
[] [Enroll]

Filter By

Period: All Term: All Teacher: Adams, John Day: All Grade: All Credit Type: All Course: [] Show only classes with available seats: ☐ Off [Search]

Results

Crs. Sec *	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
99329201.1	Activity Period/Homeschool		10(A-E)	15-16	Adams, John	0	9932	0.00	17/28
99359203.1	Computer Lab		3(C)	15-16	Adams, John	0	9935	0.00	13/28
96102203.1	Developmental Centers		60(A-E)	15-16	Adams, John	0	9610	0.00	17/24
10502206.1	ELA Kindergarten		1(A-E) 4(A-E)	15-16	Adams, John	0	1050	0.00	17/24
96102202.1	Intervention/Enrichment		2(A-E)	15-16	Adams, John	0	9610	0.00	17/26
20002206.1	Kindergarten Bath		8(A-E)	15-16	Adams, John	0	2000	0.00	17/24
40002201.1	Kindergarten Social Studies		6(A-E)	15-16	Adams, John	0	4000	0.00	17/24
99359202.1	Recess		5(A-E)	15-16	Adams, John	0	9935	0.00	17/28
30002201.1	SCIENCE-KINDERGARTEN		7(A-E)	15-16	Adams, John	0	3000	0.00	17/24

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4. SUCCESS!

Mass Enroll Preview

Entry Date: 04/07/2016 [Edit Date]

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Computer Lab	99359203	1	2015-2016	No	15/28	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
123	BI	Enroll in 99359203.1 on 04/07/2016
127	BI	Enroll in 99359203.1 on 04/07/2016

[Back] [Enroll Students] [Enroll Students and Reschedule]

a. Quick Enroll

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

Mass Enroll

Enroll currently selected 2 students into a section:

Quick Enroll

Course.Section
[993292011.1] [Enroll]

Filter By

Period: All Term: All Teacher: All Day: All Grade: All Credit Type: All Course: [] Show only classes with available seats: ☐ Off [Search]

5. On the **Mass Enroll Preview** screen, enter the correct **Enrollment Date** using the **Edit Date** button.

- 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.
- Verify the **Section Summary** and **Student Enrollment Summary** areas are correct.

Mass Enroll Students into a Class

Mass Enroll Preview

Entry Date: 08/26/2013 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Art 6	ART100	1	2013-2014	No	20/20	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
7379	Baum, Jonathan R	Enroll in ART100.1 on 08/26/2013
7046	Brito, Brad H	Enroll in ART100.1 on 08/26/2013
7368	Brown, Erica C	Enroll in ART100.1 on 08/26/2013
7371	Clark, Jacob M	Enroll in ART100.1 on 08/26/2013
7426	Dahley, Katie R	Enroll in ART100.1 on 08/26/2013
7440	Davis, Matthew T	Enroll in ART100.1 on 08/26/2013

[Back](#) [Enroll Students](#) [Enroll Students and Reschedule](#)

6. Choose between the following to enroll the students into this class:
- Click **Enroll Students** to enroll in this class. The group will be enrolled in this class.
 - 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.

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