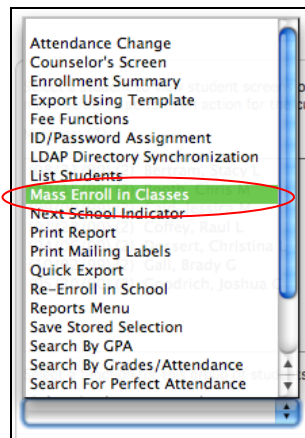# Mass Enrolling Students into Class

Use the Mass Enroll group function to enroll a group of students into the same course and section at the same time.

- Select a group of students on the Start Page. Elementary schools would typically select a grade level.

- From the functions drop-down menu, select either **Mass Enroll** or **Select Students by Hand**.

- If using **Select Students by Hand**, choose either a group of students using the "Shift" key, or random individual students using the "Command" key (Ctrl).
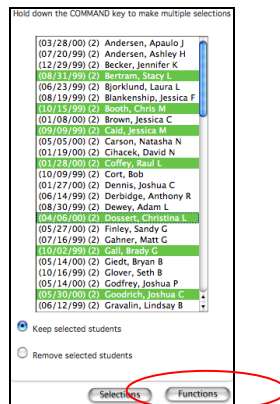
- Click on **Functions** and select **Mass Enroll** from the functions menu.

Always make sure you have the correct number of students selected. Make selections to filter by and Search or use Quick Enroll by entering the Course.Section number and select Enroll

In the example below we have selected 2 students to mass enroll. We are filtering on Period 2 and Search which produced a list of the available classes in period 2. Select the Course Name to enroll the students into that class. If you already know the course and section you want to enroll the students in you can key that in **Quick Enroll**

Mass Enroll

Enroll currently selected 2 students into a section.

Filter By

Period	2	Term	All	Teacher	All
Day	All	Grade	All	Credit Type	All
Course		☐ Show only classes with available seats	Search

Quick Enroll

Course.Section [ ]   Enroll ▶

Crs.Sec ▲	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
MAT1100.2	Algebra		2(A-B)	S1	Kook, Steve M	0	MAT	1.0	0/24
ART9.2	Art		2(B)	S1	Brachemyer, Dan	0	ART	0.5	0/30
ART9.3	Art		2(B)	S2	Brachemyer, Dan	0	ART	0.5	29/30
18001.1	Band		1-4(A-B)	12-13	Bean, Ben	0	MU	0.5	0
SCI1000.2	Biology		2(A-B)	S2	Wright, Scott T	0	SCI	1.0	21/22
SCI1000.7	Biology		2(A-B)	S1	Oram, Christopher Y	0	SCI	1.0	0/22
SCI3100.2	Botany		2(A-B)	S1	Sheen, Brian T	0	SCI	1.0	1/22
SCI3100.3	Botany		2(A-B)	S2	Sheen, Brian T	0	SCI	1.0	17/22

If you use the Filter and search, a list will be displayed at the bottom of the page. You simply select the class (blue link) that you want to enroll the students in. On the Mass Enroll Preview page select Edit Date and key in the first day the students will be in class. If everything is correct, select Enroll Students. You can also Enroll Students and Reschedule which will enroll the students in this class and take you back to the Mass Enroll page where you can mass enroll this group of students into another class.

Mass Enroll Preview

Entry Date: 12/14/2012   Edit Date

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Art	ART9	1	Semester 2	No	23/30	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
1066	Zabel, Colton Ann	Enroll in ART9.1 on 12/14/2012
20027	Zacharia, Ben	Enroll in ART9.1 on 12/14/2012

◄ Back   Enroll Students   Enroll Students and Reschedule