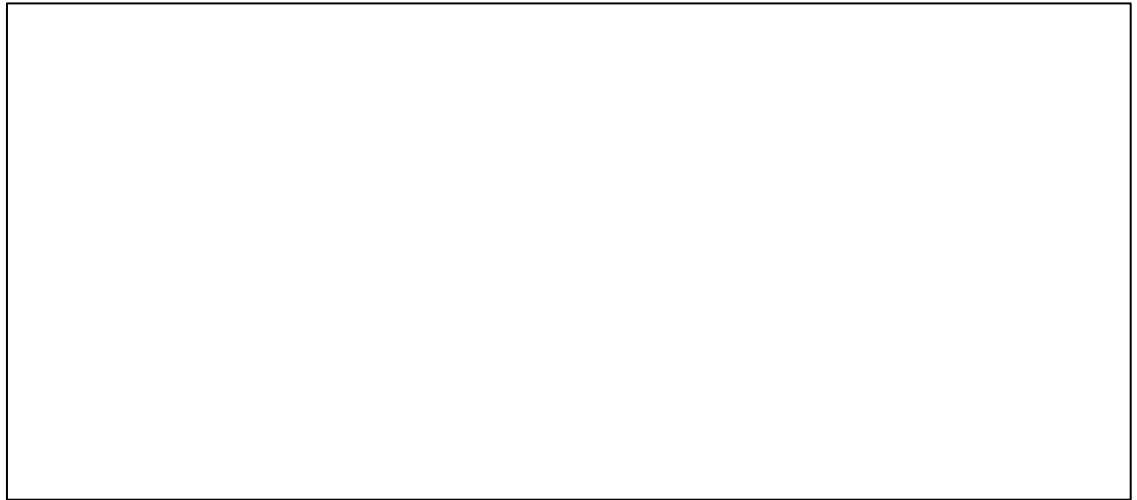


Working with Multiple Students Schedules : Mass Enroll Students into Classes

Enrolling a group of students into a specific class simplifies scheduling. Elementary schools often use the mass enroll method to schedule a group quickly into the same class.

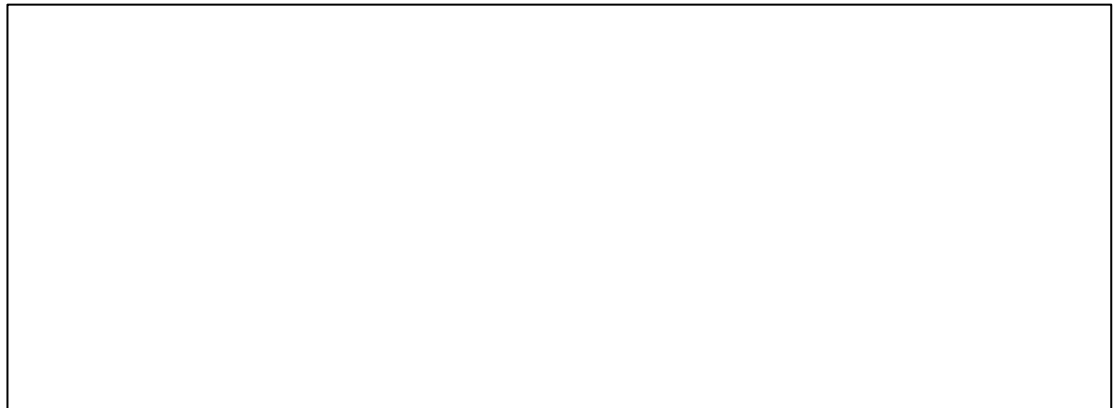
To mass enroll a group of students into a class, follow the steps below:

1. Select the group of students.
2. Click the Group Functions Arrow . The Group Functions menu appears.



3. Select Mass Enroll from the Group Functions menu. The Mass Enroll page appears.

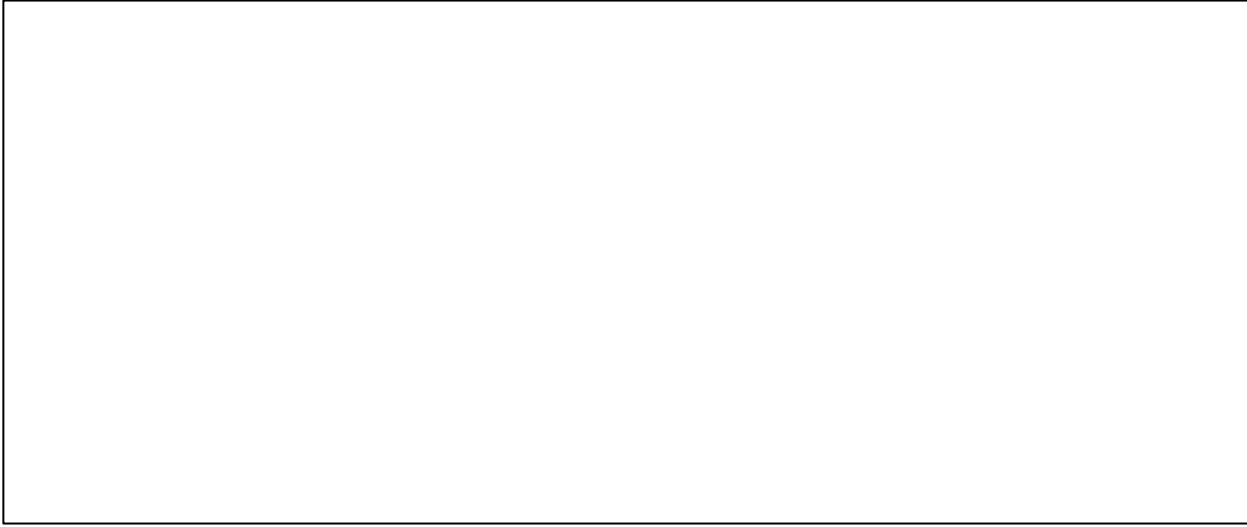
4. On the Mass Enroll page, using the Quick Enroll section, in the Course.Section field enter the course number followed by a period then the section number.



For example, course number 1200 for English I and you want to enroll the students into section 1, enter 1200.1

5. Click Enroll. The Mass Enroll Preview page appears.

6. Review the Entry Date. To adjusted, click Edit Date and then enter the correct date.



7. Click Enroll Students