Enrolling Students into Sections

After you've completed creating all your sections, you're ready to work with student schedules. You can add or delete classes from a student's schedule manually using the student's **Modify Schedule** page.

Enrolling an individual student into a section

1. Search for and select a student
2. Click **Modify Schedule** (under Scheduling)
3. Under **Search Available Classes**, choose a period and click **Find** to search for available classes
   a. If you know the exact section number, use the **Quick Enroll** area
4. Click the **Course Name** that you want to add
5. The student is now enrolled in the class

Dropping a section

1. Search for and select a student
2. Click **Modify Schedule**
3. Next to each class that you want to drop, check **Drop** (check box on the far right of the screen)
   a. NOTE: To move a student from one teacher to another, be sure to drop all classes taught by the former teacher
4. Click **Drop Selected**
5. Enter the exit date, which should be the day after the student's last day of class
6. Click **Drop Classes**

Mass Enroll Students into a Section

To mass enroll students in a section first select the group of students you want to enroll.

1. In the Main Page, click on to display all students
2. Under the list of students, click **Select By Hand**
3. Check the boxes next to the names of students you'd like to enroll
4. Click **Update Selection**
5. The selected students will now be listed under **Current Student Selection**
6. Click , on the bottom right corner of the **Current Student Selection** area
7. On the dropdown, select **Mass Enroll** under "Scheduling"
8. You can either enter a specific Section Number or search by Period, Term, or Teacher name, click **Search**
9. Click the appropriate section link under **Course Name**
10. Click on **Enroll Students**