

Enroll Individual Homeroom Students

Individual homeroom students can be scheduled very quickly.

Search for the student who needs to be scheduled by last name or grade level. Click on their name to open their record.

On the left side of the screen, scroll to the bottom, click on 'Modify Schedule'.

*FIRST THING, check the date. The 'Effective Enrollment Date' needs to match the student's first day in school. Make sure this is correct.

Now that your date is correct you can enroll the student in classes by searching for the period or using Quick Enroll.

The easier way is to use Quick Enroll, refer to the list I sent you to see what course.section to enroll the student in, type it in with CAPITAL letters and click 'Enroll'.

The other way is to search for the student's Math class, for most of them it is in P1. Select your period and then click Find. You will get a large list of classes, you can then filter it by Teacher, select the teacher and the page will reload. Click the name of the Math class to enroll them.

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr
ELM3007.56	Art		P1(A)	13-14	Stewart, James	0		0.
ELM3006.56	Inupiaq		P1(A)	13-14	Stewart, James	0		0.
ELM3009.56	Learning Habits		P1(A)	13-14	Stewart, James	0		0.
ELM3002.56	Mathematics		P1(A)	13-14	Stewart, James	0		0.
ELM3008.56	Music		P1(A)	13-14	Stewart, James	0		0.