Mass Enroll Homeroom Students

Homeroom students are scheduled by their grade level, begin by selecting all students in the grade. The quickest way to do this is to click on the grade from the Start Page.

Once that group is selected you can choose a group function, choose Mass Enroll in Classes.

At the Mass Enroll page you have two choices. Filter By, or Quick Enroll.

Quick Enroll is handy if you know the course and section number, if you don't, or want to see the list of teacher's classes use Filter By.

Select the name of the teacher in the Filter By search box and click Search.

This will bring up a list of all the teacher's classes. Depending on the grade you have selected you need to put the students in a specific class.

PK– Enroll in the PK Standards class unless you have AM/PM, then use the AM or PM class.
K– Enroll in the Mathematics K class
1st/2nd– Enroll in Mathematics (ELM2002)
3rd-5th- Enroll in Mathematics (ELM3002)

Click on the name of the course to select it.

You will then see the Mass Enroll Preview page, ALWAYS be sure to check the date to be sure it is correct. Students need to be enrolled in classes the day they are enrolled in school. You will also see a summary of what classes the students will be enrolled in. Homeroom classes are linked, so that adding the correct Math class (or PK Standards class) will assign all classes.

Click Enroll Students to finish. You will then see a confirmation page.

Mass Enroll MS/HS Students

MS and HS classes often have a mix of students in different grade levels, a good way to pick just the students you need is to select them by hand.

In this example we'll enroll a group of HS students in a class. First search for all HS students, grade>8. Now select the function, 'Select students by hand'.

This will list all the students in alphabetic order, hold down Command and click the names you want (CTRL on a PC). Then click the Functions button.

Start Page

Search

| Students | Staff | Parents |

grade>8|

Select a function for this group of students

Select Students By Hand

Immunization Compliance
Invalid Requests
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Mass Print A Student Screen
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School
Reports Menu
Save Stored Selection
Search By GPA
Search By Grades/Attendance
Search For Perfect Attendance
Select Students By Hand

At the Group Functions page click 'Mass Enroll'.

Mass Create Family Links

Mass Enroll ←

Mass Enroll Special Program

From here you can find the class by filtering by Teacher, Period, or Term. Once you have found the correct class, click on the name to select it.

Be sure to check your date, always enroll students in classes the same day they enrolled in school.

Filter By

Period	2	Term	S1	Teacher	Copenhaver, Jason
Day	All	Grade	All	Credit Type	All
Course		☐ Show only classes with available seats			Search

***HS classes are split up by semester, 1st and 2nd semester classes are separate and you must enroll students in each semester separately. To enroll students in 2nd semester classes you must be in the year term or 2nd semester term.

Crs.Sec ▲	Course Name	Note	Expression	Term
HS10206.29	Global Studies		3(M-F)	S1
HS10201.71	Inupiaq Studies		3(M-F)	S2