Mass Enroll Homeroom Students

Updated 9/9/22

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.

Start Page

Students ▼ All ▼

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 F M All
Stored Searches Stored Selections View Field List Advanced MultiSelect

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

Alert Selected Students | Select By Hand | Mass Enroll | ▼

Scheduling

Invalid Requests

✓ Mass Enroll

Mass Remote/Summer School Enrollment

Next School Indicator

At the Mass Enroll page you have two choices: Quick Enroll, or search by filtered choices.

Mass Enroll

Enroll currently selected 46 students into a section:

▾ 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.

Course.Section

[   ] Enroll ▸

▾ Filter By

Period	Term	Teacher	Day	Grade	Credit Type
All ▼	All ▼	Hoke, Tammy ▼	All ▼	All ▼	All ▼

Show only classes with available seats
Off   Search

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

Results

Select one or more filters and click search.

This will bring up a list of all the teacher's classes. Depending on the grade you have selected, you'll 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.

Filter By

Period	Term	Teacher	Day	Grade	Credit Type
All	All	Hoke, Tammy	All	All	All

Show only classes with available seats
Off   Search

Results

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	C
ATTAM.KC	AM Attendance		AM(M-F)	22-23	Hoke, Tammy	0	
K1100.KC	KG English Language Arts		ADV(M-F)	22-23	Hoke, Tammy	0	EN
K1102.KC	KG Integrated Subject Areas		ADV(M-F)	22-23	Hoke, Tammy	0	
K1101.KC	KG Mathematics		ADV(M-F)	22-23	Hoke, Tammy	0	
K1104.KC	KG Personal & Social Developmen		ADV(M-F)	22-23	Hoke, Tammy	0	

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Mass Enroll Preview

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.

Entry Date: 09/08/2022   Edit Date

Section Summary:

Course Name	Course Number	Section
PM Attendance	ATTPM	KC
KG Personal & Social Development	K1104	KC
KG Mathematics	K1101	KC
KG English Language Arts	K1100	KC
Advisory	ADV	99
KG Integrated Subject Areas	K1102	KC
KG Inupiat Culture Development	K1103	KC
AM Attendance	ATTAM	KC

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

Already Enrolled in ATTAM.KC on 09/08/2022
Enroll in ATTPM.KC on 09/08/2022
Enroll in K1104.KC on 09/08/2022
Enroll in K1101.KC on 09/08/2022
Enroll in K1100.KC on 09/08/2022
Already Enrolled in ADV.99 on 08/23/2022
Enroll in K1102.KC on 09/08/2022
Enroll in K1103.KC on 09/08/2022
Enroll in ATTAM.KC on 09/08/2022

Back   Enroll Students   Enroll Students and Resch

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.

Start Page

Students ⌄ | All ⌄ | grade>8

PK3 PK4 K 1 2 3 4 5 6 7 8 9

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. Click the names you want.

<< < **1** 2 > >>

Select By Hand | Alert Selected Students

Then, click "Update Section"

<< < **1** 2 > >>

Alert Selected Students | Cancel | Update Selection

Then, click "Mass Enroll"

Alert Selected Students | Mass Enroll | ⌄

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	Term	Teacher
2 ⌄	S1 ⌄	Gindt, Clayton ⌄

Show only classes with available seats

Off | 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.

Results

Crs.Sec ⬍	Course Name	Note	Expression	Term
HS10152.4	English 10		2(M-F)	S1
HS10152.10	English 10		2(M-F)	S2