

Adding a Class to a Student's Schedule

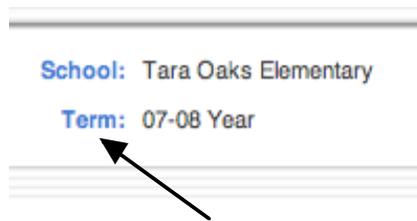
NOTE: IF you are replacing an existing class, drop the current class before adding the replacement.

Quick Enroll

Note: If you want to enroll a student in a one semester course, you must access that term before you use **Quick Enroll**.

Changing the Term for a One Semester Course

At the top of the screen, click the blue **Term:** link below the school name.



Select the appropriate semester from the drop-down menu.



Using Quick Enroll

If you know the course number and the specific section of the course in which you want to enroll the student, you can use the **Quick Enroll** function to enroll the student immediately into the section.

1. On the start page, search for and select the student or work from the Counselor's Screen.
2. Choose **Modify Schedule** from the student pages menu in the **Scheduling** section or from the **Counselor's Screen** menu.

3. Enter the correct enrollment date in the **Effective Enrollment Date** field and the course and section number in the **Course.Section** field.

NOTE: If you are dropping a class and replacing it with another class, the drop and add date should be the same.

a. Be sure the enrollment date matches the first day the student will attend the class.

b. Type the course_number.section_number.

View Entire Year Schedule Enrollments / Requests Edit Auto Schedule Parameters

Effective Enrollment Date 8/13/2007

Search Available Classes Quick Enroll

Course Number Period 1 Course.Section 55131.G

c. Click Enroll.

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	05-07	EN451-1	English IV Standard	Hill, Kevin M	309	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	05-07	WE121-6	Lifetime Wellness	Wiedowski, Martin	M GYM	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S1	SS412-2	Economics	Sory, Adam C	410	8/7/2006	1/3/2007	<input type="checkbox"/>
<input type="checkbox"/>	5-6(A)	05-07	TH65-1	Chem. Of Cosmetology	Clarke, Ginger F	V13	8/1/2006	6/2/2007	<input type="checkbox"/>

4. The **Modify Schedule - Enrollments** page refreshes and displays the new enrollment.
5. Repeat to add more classes.

Search Available Classes

To search for available courses per period, use the **Search Available Course** function. You can enter the number of the course in the **Course Number** field or leave it blank to search for all courses. Then, choose the period from the **Period** drop-down menu to search for sections that are available at that time.

1. On the start page, search for and select the student or use the **Counselor's Screen**.
2. Choose **Modify Schedule** from the student pages menu in the **Scheduling** section or from the **Counselor's Screen** menu.

- Choose the period in which you want to enroll the student from the **Period** drop-down menu. Enter the correct enrollment date in the **Effective Enrollment Date** field. Type in the course number in the **Course Number** field or leave the field blank to search for all available course sections in the chosen period. Click **Find**.

- Enter the correct enrollment date.

- Enter course number if known.

- Choose the period from the drop-down menu.

- Click **Find**.

- The **Available Courses** page appears displaying a list of all courses taught during the selected period or sections of the specified course.

Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
BT355.1	Admin Management Sys	S-E(A)	06-07	Tolbert, Vera W	0	BT	2.0	14/20
MA441.3	Adv Algebra And Trig	6(A)	06-07	Tanner, Susan M	0	MA	1.0	17/30
MA251.6	Algebra II	6(A)	06-07	Price, John	0	MA	1.0	22/30
MA251.8	Algebra II	6(A)	06-07	Burton, Cheryl V	0	MA	1.0	23/30
BE242.5	Am. Business-Legal	6(A)	S2	Forrester, Harold R	0	BE	0.5	21/30

Click on the class name of any class and the student will be enrolled.

- The **Modify Schedule - Enrollment** screen is displayed with the new class.
- Repeat to add additional classes.