

Use the following procedure to block enroll a number of students at one time. There are three steps to this process:

- x Create Class Block
- x Create Student Block
- x Block Enroll Merge

Step1: Create Class Block

1. Click the Records and Enrollment link.

Records and Enrollment

2. Click the Enroll Students link.

Enroll Students

3. Click the Block Enrollment link.

Block Enrollment

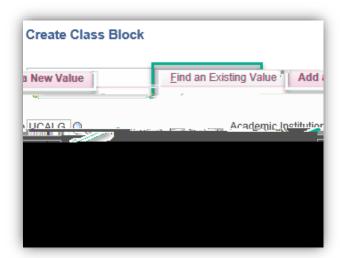
The first step is to Create the Class Block.
Click the Create Class Block link.

Create Class Block

5. To create a class block you must add a new value. Tip: After add a new value you can search for previously created class blocks and reuse it changing values as required Click the Add a New Value tab.

Add-a New Value

6. The Class Enrollment Block identifier should include part of the faculty or department name. For this example, we will use Public Policy (PPOL)Enter the desired information into the Class Enrollment Block field. Enter a valid value e.g. "PPOL and click the Add button.



Block Enrollment SA-Registration



9. Enter the class number for the related class (e.g. 11877 Public Finances 615) ip: Use the Look up tool to search for classes if you do not know the class number. Enter the desired information into the Class Nbr field e.g. "11877" and click the Tab

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13. Repeat the previous steps including the Term, class number (e.g. 11879 Govern, Int &Public Policy) and override options (Service Indicator). When completed, press save to continue to the next step. Click the Save button.

14.

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5. Then enter the



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| 8 | Click the | Submit | hutton |

9. Once the two blocks have merged, and if there are no errors the process will be complete. However, if there are any errors the Request Status will indicate "Errors". To investigate the errors click the Retrieve button.

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| 10. | Note there are two errors for each of the students. Click the DETAIL link. |
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| 11. | Scroll down to view the error message. For this example the student is not allowed to enroll in this class as they are an undergraduate student. Use the Next in List or Previous in List buttons to navigate through the students in error. |
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| | For the corresponding online learning, consult the student administration training website. |
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