







## Hand Enrolling New Student in Multiple Classes

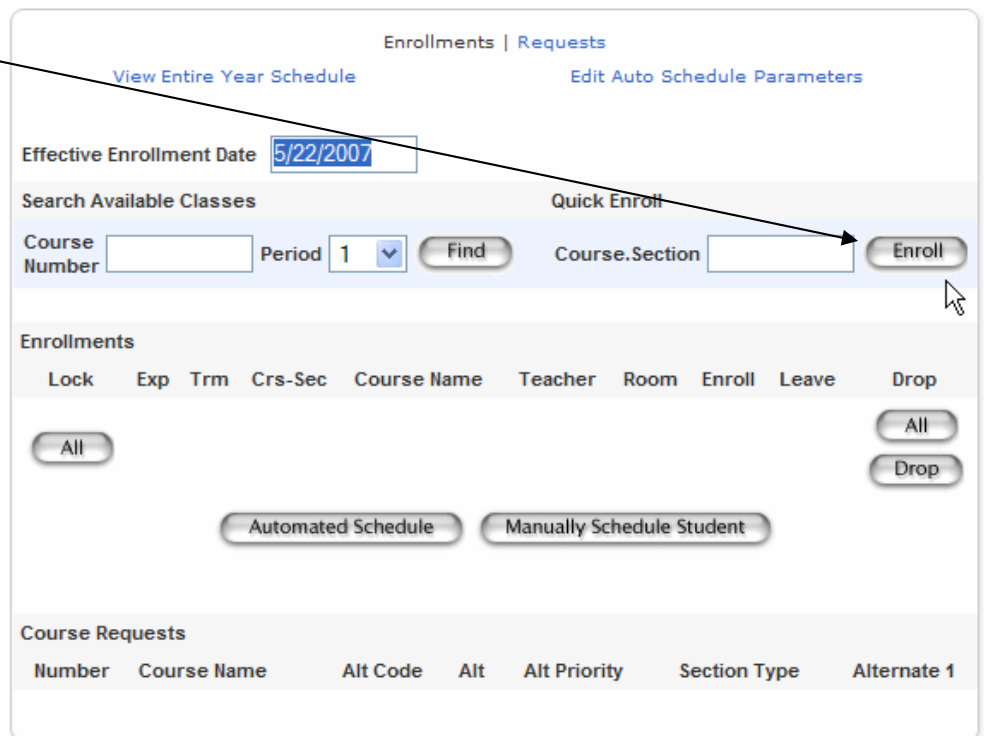
**Purpose:** *Administration* – After a new student has been properly enrolled in your school and appropriate demographic information has been entered, you may want to create and maintain a class schedule for that student. These instructions will lead you through the process of creating a new schedule for a new student.

### Enrolling Student in Multiple Classes

1. Find student from **Start Page**
2. Click **Modify Schedule** Under Scheduling on the Menu

**Modify Schedule - Enrollments**      
Adams, Corby L 11 840000547 AGHS

3. Click **Enroll**



Enrollments | Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Effective Enrollment Date

Search Available Classes Quick Enroll

Course Number  Period   Course.Section

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
All									
All									
Drop									
Automated Schedule									
Manually Schedule Student									

**Course Requests**

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
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4. A list of all available courses will appear. From here you can further refine your search by checking a box in the Filter By area.



**Available Courses:**

Adams, Corby L 11 840000547 AGHS

Filter By

Period  Term  Teacher

Day  Grade  Credit Type

Course  Show only classes with available seats

Enroll date:

Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
MAT1100.1	<a href="#">Algebra</a>	1(A-B)	S1	Vigen, Robert R	0	MAT	1.00	0/25
MAT3000.1	<a href="#">AP Calculus</a>	1(A-B)	S1	Carlson, Steven N	0	MAT	1.00	0/22
SOC3100.1	<a href="#">AP History</a>	1(B)	07-08	Mitchell, Sean V	0	SOC	1.00	0/30
THR1000.1	<a href="#">Beginning Acting</a>	1(B)	S1	Leier, Joshua P	0	THR	1.00	0/30
SCI1000.4	<a href="#">Biology</a>	1(A-B)	S1	Dombeck, Bartolomeu E	0	SCI	1.00	0/22
SCI1000.6	<a href="#">Biology</a>	1(A-B)	S1	Oram, Christopher Y	0	SCI	1.00	0/22
MAT2100.1	<a href="#">Calculus</a>	1(A-B)	S1	Bryant, Renata L	0	MAT	1.00	0/25
SCI2000.1	<a href="#">Chemistry 1</a>	1(A-B)	S1	Sheen, Brian T	0	SCI	1.00	0/30
SCI2100.1	<a href="#">Chemistry 2</a>	1(A-B)	S1	Norberg, Shel K	0	SCI	1.00	0/30
MAT1000.1	<a href="#">Consumer Math</a>	1(A-B)	S1	Adams, Mark B	0	MAT	1.00	0/25

5. Set the **Enroll date** for the date the student will first be in a seat in that class. If you are enrolling the student in a future term, the date will automatically take the first day of that term for the enroll date.
6. Click on a **Course Name** for a course you want to enroll the student in.
7. You will be returned to the Modify Schedule screen where you will see the class added to his enrollment.
8. Click **Enroll** again to return to the Available Courses list and repeat steps **5, and 6** for each course you want to enroll this student in.