

Enroll a Student into a Course

Complete the steps below to enroll a student into a course. Please note that you must have access to the Student Details page to enroll a student into a course.

1. Login to the system.
2. Click the **Control Panel** icon at the top of the screen.
3. Click **Students**.
4. Select the school and search criteria, such as search for a student by ID, First Name, or Last name.
5. Once your search results have populated, click the **ID** of the correct student you would like to use.
6. Click the **Academic Info** tab.
7. Click the **Enrollment** subtab on the left side.
8. Select how you would like to search for the course, such as by **Course Name**.
9. Click the dropdown arrow next to the course into which you would like to enroll the student.
10. Select the section of the course into which you would like to enroll that student.

Enrollment

Enroll By: Course Program: Full Time School Year: 2016-2017DEMO Search By: Course Name algebra 1 part 1

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Course Name	Course Code	Is Transcript	Max Seats	Open Seats
Algebra 1 Part 1	EDHS.MA002.A	Yes	Unlimited	-
Algebra 1 Part 1 [Competency Based]	EDCB.MA002.A	Yes	Unlimited	-
Algebra 1 Part 1 [Credit Recovery]	EDSS.MA002.A	Yes	Unlimited	-
Algebra 1 Part 1 [Foundation]	EDCP.MA002.A	Yes	Unlimited	-

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Section Code	Teachers	Max Seats	Open Seats	Credits	Course View	Action
DEMO.CP.MA002.A	Pitt,Teacher Test	-	-	0.25	HTML5 Course Player	<input type="button" value="Select"/>
DEMO.CP.MA002.A.Flash	No Teacher	-	-	0.25	Course Player	<input type="button" value="Select"/>

Algebra 1 Part 1 [Project Based]	EDPB.MA002.A	Yes	Unlimited	-
Common Core Algebra 1 Part 1 [Competency Based]	EDCB.MA102.A	Yes	Unlimited	-
Common Core Algebra 1 Part 1 [Credit Recovery]	EDSS.MA102.A	Yes	Unlimited	-
Middle School Algebra 1 Part 1	EDMS.MA001.A	Yes	Unlimited	-

11. Once you click Select, the screen below will appear. This is where you can apply a diagnostic to the enrollment (if applicable), mark the student as adaptive (if applicable), and select the school term.
12. Once you have verified everything is correct, click **Submit**.

Enrollment

Name: Algebra 1 Part 1 [Foundation]
Section Code: DEMO.CP.MA002.A **Credits:** 0.25
Open Seats: - **Max Seats:** -

Assign Diagnostic	<input type="checkbox"/>
Assign Progress Test	<input type="checkbox"/>
Assign EOC Test	<input type="checkbox"/>
Adaptation Answers	<input type="checkbox"/>
Adaptation Questions	<input type="checkbox"/>
Block Forums	<input type="checkbox"/>
School Term	1617FY
Start Date	<input type="text"/>
End Date	<input type="text"/>