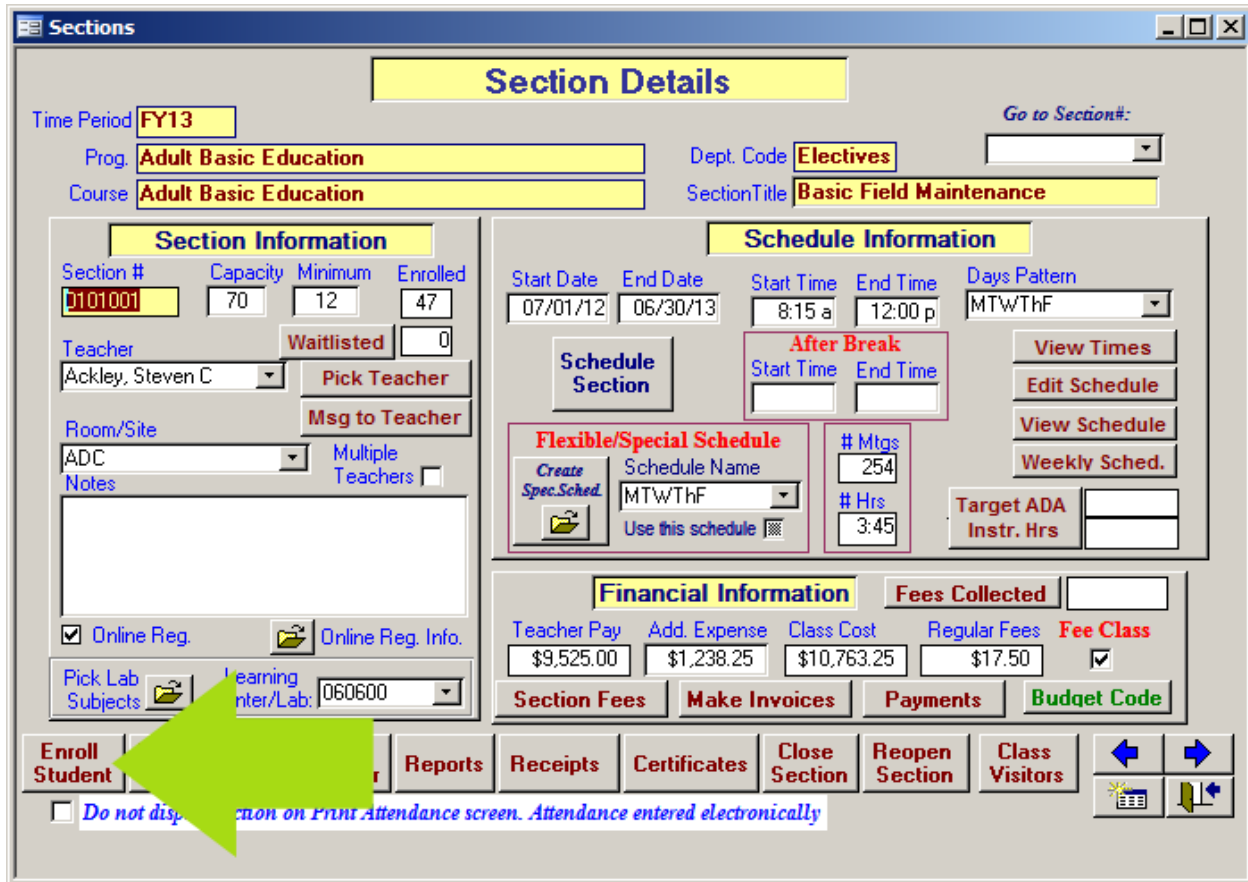


Section – Enroll Students

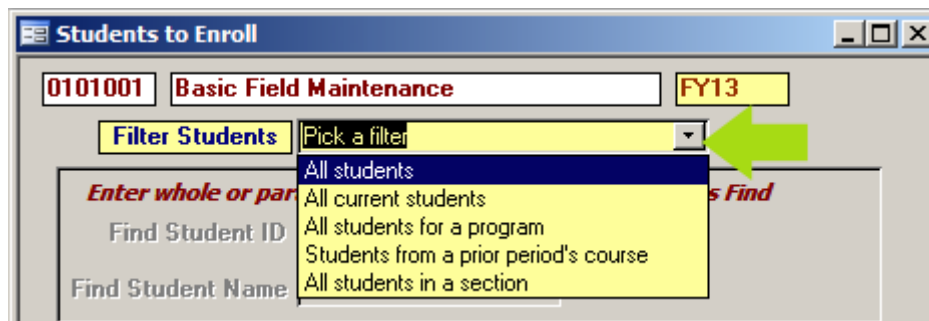
You can enroll a student from the Student screen or from the Section screen. Enrolling from the Section screen allows you to enroll several students at once.



The screenshot shows the 'Sections' window with the following details:

- Section Details:** Section # 0101001, Capacity 70, Minimum 12, Enrolled 47.
- Section Information:** Teacher Ackley, Steven C, Room/Site ADC, Notes field.
- Schedule Information:** Start Date 07/01/12, End Date 06/30/13, Start Time 8:15 a, End Time 12:00 p, Days Pattern MTWThF.
- Financial Information:** Teacher Pay \$9,525.00, Add. Expense \$1,238.25, Class Cost \$10,763.25, Regular Fees \$17.50, Fee Class checked.
- Buttons:** Enroll Student, Reports, Receipts, Certificates, Close Section, Reopen Section, Class Visitors.

Click on the down-arrow next to the Filter Students field. From the list, make a selection as follows:



The 'Students to Enroll' dialog box shows the following details:

- Section # 0101001, Section Title Basic Field Maintenance, Time Period FY13.
- Filter Students:** A dropdown menu is open with the following options:
 - All students
 - All current students
 - All students for a program
 - Students from a prior period's course
 - All students in a section
- Fields:** Enter whole or part, Find Student ID, Find Student Name.

- All students (all students in your database)
- All current students (all students with attendance in the current Time Period)
- All students for a program (such as all students enrolled in ESL)
- Students from a prior period's course (choose the course and the Time Period)



- All students in a section (choose the Time Period and the section). The last one is handy if you are merging sections.

When the list of students displays, either type in the ID# or name and press Enter twice, or go down the list and choose the students by clicking in the "Pick" check-boxes. After you have picked all the students to be enrolled, click the "Enroll Picked" button.

Caution: Do NOT pick the students and then click on "Enroll All." The "Enroll All" button should only be used if you want to enroll all the students listed on this screen.

Notes: For easier selection, do an A-Z sort on either the ID Number or Name if you are selecting students by number or by name in the "Find ..." fields.

Once you find the student by using either of the "Find ..." fields, you do not need to use the mouse to click. Simply press the Enter key twice to put a check-mark in the "Pick" box