

Bulk Course Enrollment

The Bulk Course Enrollment functions allow you to add groups of students to a selected list of courses with the click of a button.

To begin, navigate to the '**Manage Users**' tab on the left-hand side of the screen. Then select the '**Course Enrollment**' button on the right side of the screen.

| | Manage Users | | Find a Student Q 🗘 <table-cell> 🔎</table-cell> |
|----------------------------------|---|--|--|
| Acellus | General Transfer Student Sign I | n Cards Licenses Action Log | Archives |
| Active Teacher Interface | | Setting Up Your School | |
| 😧 Curriculum | Add users manually or use | a spreadsheet. Use the Course Enrollment Tool to se | elect courses for each grade level. |
| Special Lessons | Sync with y | your existing SIS or clean up your school with the Ye | ear-End functions. |
| யி Reports | Search fo | or a User to Manage | Q |
| | Ŷ | 8+ | A |
| 🗊 What's New? | - | | |
| 🖽 Tutorials | Add a Student → | Add a Teacher → | Course Enrollment → |
| Ot Manage Users | Manually add a new student to this school by entering their | Add a Teacher or School Administrator and give them | Select courses for different grade levels to automate student |
| Ø Settings | information. | access to this portal. | enrollment. |
| | | | |
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From here, click the 'Add an Enrollment Group' button located at the top right of the screen. This will bring up a pop-out menu of the categories to create an enrollment group.

| Create your own functions to streamline setup for the next school year. Add an Enfolment Kindergarten - General Education Grade K Language Arts/Reading X Elementary Social & Emotional Health 1 X Introduction to Music Appreciation X | : |
|---|-------|
| Kindergarten - General Education Grade K Language Arts/Reading X Elementary Social & Emotional Health 1 X Introduction to Music Appreciation X | : |
| Grade K Language Arts/Reading X Elementary Social & Emotional Health 1 X Introduction to Music Appreciation X + | |
| | |
| | |
| 9th Grade - Special Education | : |
| High School Social & Emotional Health 2 X Physical Education X + | |
| | |
| Remove students from additional courses. | dents |

There are three categories for these enrollments. Start by selecting a grade, then choose an education program, and then select a specific course(s). Once finished, click **'Save'**.

| Grade | 6th Crade \vee |
|-------------------|-------------------------------|
| Education Program | General Education |
| Courses | Add a course Q |
| Pre-Algebra X | World History & Geography 1 X |
| Life Science X | Grammar and Composition 1 X |

After creating the functions, click '**Enroll Students**' to automatically enroll all students who meet the criteria into the new courses. The '**check mark**' at the bottom left will remove all courses that students are currently enrolled in and add the new courses according to the function created.



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