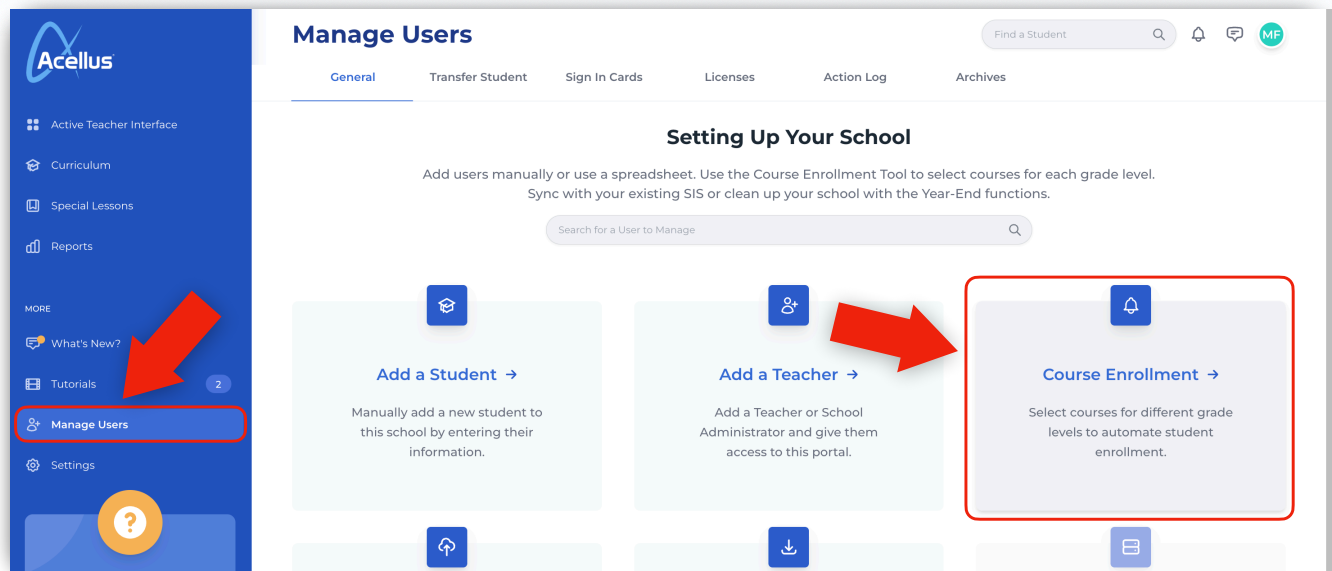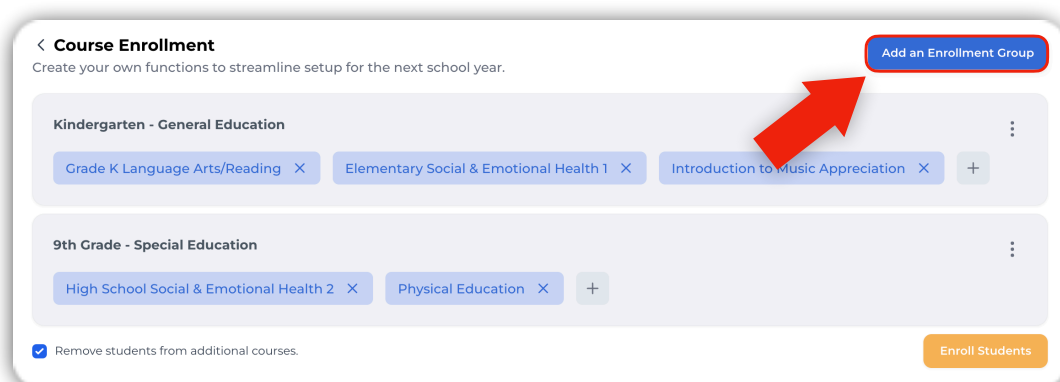ACELLUS TUTORIAL

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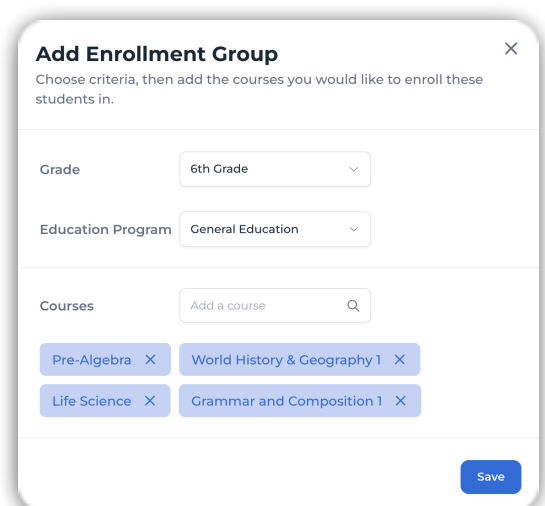
To begin, navigate to the '**Manage Users**' tab on the left-hand side of the screen. Then select the '**Course Enrollment**' button on the right side of the screen.

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.

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'**.

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.