



Course Enrollment

Quick Start Guide

Using the Course Enrollment feature, teachers can easily enroll one or more students into one or more courses. (Must have permissions to Assign Students to a course).

Note: Both Students and Teachers must be in the system prior to enrollment. If you need assistance throughout the process, hover over the [information icon](#) for additional details.

1 Click on the [Gradebook](#) tab, and then click [Add Enrollment](#).

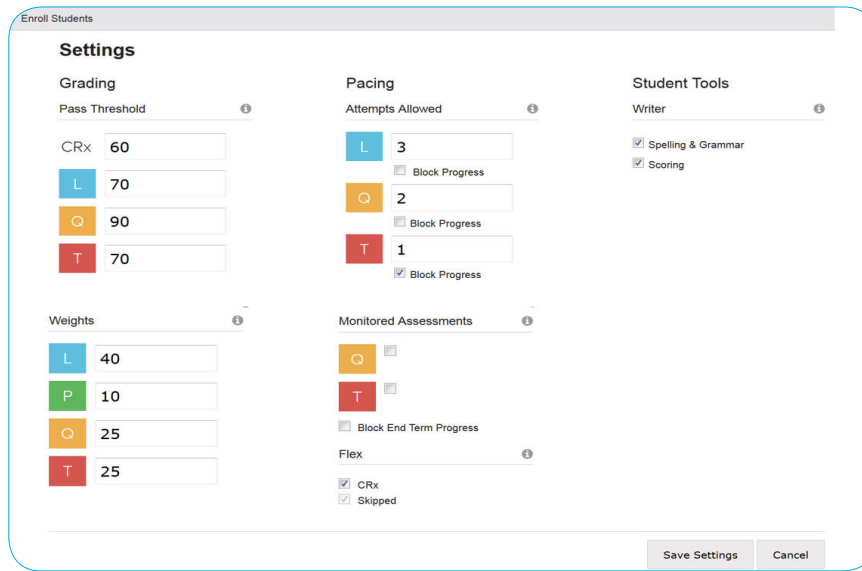
2 Search for single, multiple, or group of [Students](#), and one or more [Courses](#).

After adding courses(s), use icons to choose [Semester](#), [Active](#) status, and [CRx](#) mode. (The [Teacher](#) field defaults to the user ID, but another teacher can be easily assigned.)

3 Choose [Term](#) for each course. FYI: The [Create Another Enrollment](#) option saves the current selection to create additional enrollments with minimal changes - select this option before you create the current enrollment.

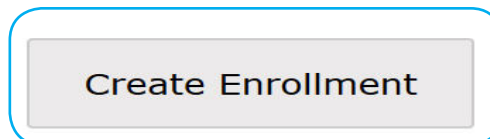
4

Click the **Gear** icon to adjust the **Threshold, Weights, Pacing,** and access to **Student Tools**. Changes made in this window will individualize settings for the courses that are selected.



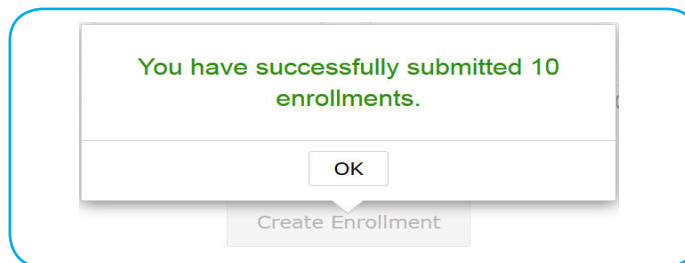
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Click **Create Enrollment** to finalize the process.



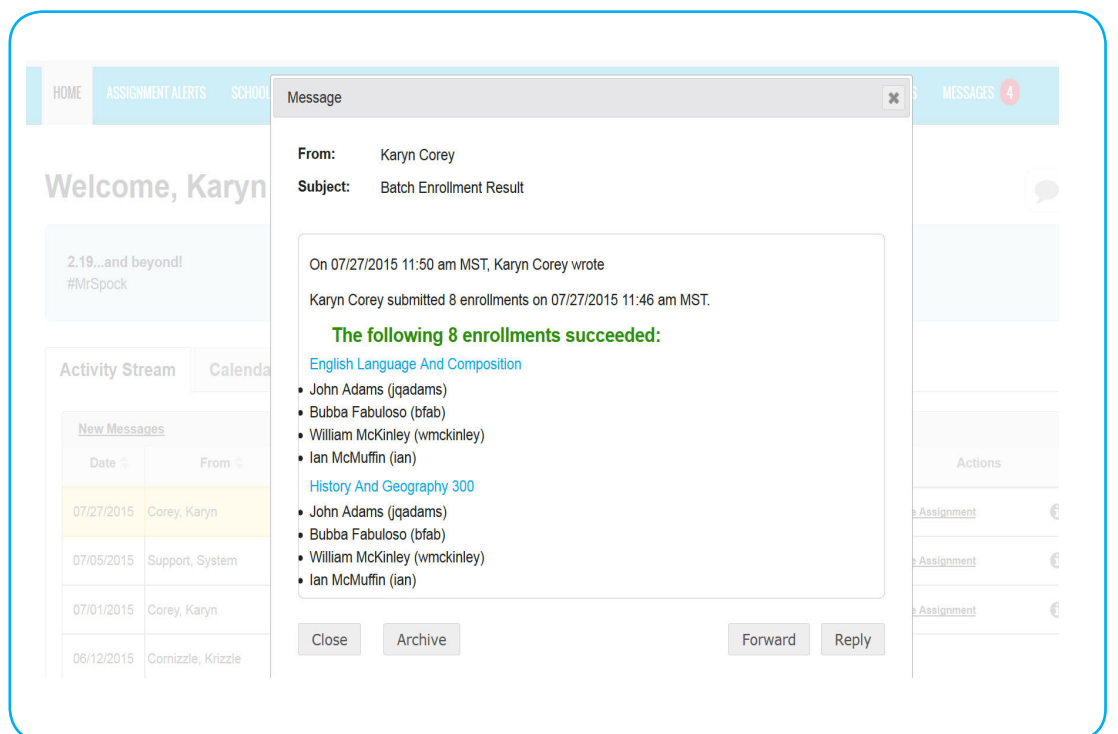
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Once you choose **Create Enrollment**, the system will provide you with a confirmation that your batch has been accepted and your enrollments will be created.



7

The activity of enrollments will now be visible on the **Home** tab, and a **Message** will be sent when the enrollments have been created.



For additional details on enrollments and other features, visit our Training Resource page for videos and tutorials. Click the Help button at the bottom of your screen to start browsing training resources at any time.