BLOCK ENROLLMENT

This instruction guide will cover the process for Block Enrollment of students. This process allows colleges and departments to identify cohorts of students with similar, or identical, course needs and enroll them in one process. The role required for this process is **UF_SR_BLOCK_ENROLL**.

There are 3 steps required to complete Block Enrollment; Create a Class Block, Create a Student Block, and Block Enroll Merge. This instruction guide will cover how to **Create a Student Block**.

NAVIGATION

To access Block Enrollment, follow the steps below.

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Block Enrollment**.

STEP 2: CREATE A STUDENT BLOCK

The second step in the Block Enrollment process is to Create a Student Block.

1. From Block Enrollment, select **Create Student Block**.
2. Click the **Add a New Value** tab.
3. The Academic Institution should default to **UFLOR**.
4. Identify a **5-character alphanumeric code** for your Student Enrollment Block.

   Note: Student blocks cannot be deleted, but may be reused. Consider a naming convention that would be easy to retrieve next semester.
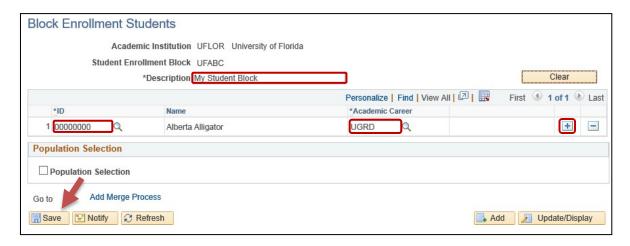
5. Click **Add**.

6. Enter a **Description** for the block.
7. Enter the **UFID** for the student who should be added to the block. If you do not know the student's UFID, click the **magnifying glass** and search for a student by name.
8. Enter the **Academic Career**. The student must be Term Activated for the selected career.
9. Click **"+"** to add additional students and repeat the process until all students are added.
10. Click **Save**.

Block Enrollment Students

Academic Institution UFLOR University of Florida
Student Enrollment Block UFABC
*Description My Student Block   Clear

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

*ID	Name	*Academic Career		
1 00000000 🔍	Alberta Alligator	UGRD 🔍		＋ －

Population Selection

☐ Population Selection

Go to   Add Merge Process

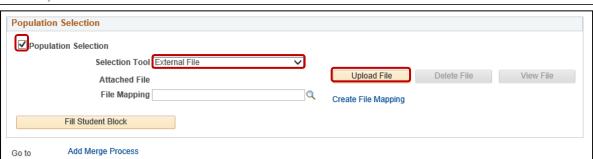🖫 Save   ✉ Notify   ⟳ Refresh   ➕ Add   📝 Update/Display

Using Excel to add a list of students:

1. Create an **excel document** and enter the Student UFIDs and Careers into 2 separate columns. Then save the excel document as a .csv file.
2. After completing steps 1-5 above, select the **Population Selection tool check box**.
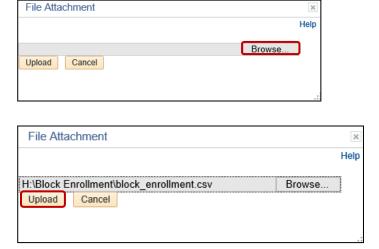3. In the Selection Tool field, select **External File**. Select **Upload File**.

4. Click **Browse** to locate file. Select file and click **Open**. Click **Upload**.

5. <u>If the File Mapping is already created</u>: In the File Mapping field, click on the **magnifying glass**. Click **Look Up**. Select **ID** and **Career**. **Click Fill Student Block**.

6. <u>To Create File Mapping</u>: Click **Create File Mapping**. Enter the correct **field number** for employee ID (EMPLID) and Academic Career (ACAD_CAREER). Click **OK**.

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Population Selection File Map

File Mapping Definition

*File Mapping	ABCDEFG	☐ Public
*File Type	Delimited	
☐ Header Row	Header Row Number	

Created/Updated History

Field Delimiter: Comma

Field Mapping

Personalize | Find | 🗗 | 📊

Mapping | Format | 📇

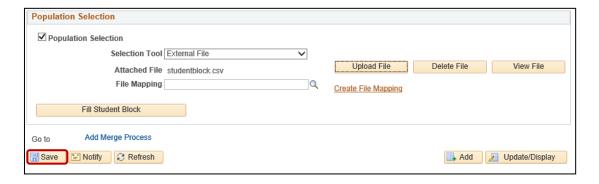|	Field Name	Required	Field Number
1	OPRID	No	
2	RUN_CNTL_ID	No	
3	PROCESS_INSTANCE	No	
4	INSTITUTION	No	
5	EMPLID	No	1
6	ACAD_CAREER	No	2
7	ACAD_PROG	No	

OK | Cancel | Apply

7. Click **Fill Student Block**.

Population Selection

☑ Population Selection

Selection Tool | External File
Attached File | studentblock.csv
File Mapping | 🔍

Upload File | Delete File | View File

Create File Mapping

Fill Student Block

Go to | Add Merge Process

💾 Save | 📧 Notify | 🔄 Refresh

➕ Add | 📝 Update/Display

8. Click **"+"** to add additional students. Enter **ID** and **Academic Career**.

Personalize | Find | View All | 🗗 | 📊   First ◀ 1 of 1 ▶ Last

	*ID	Name	*Academic Career		
1	🔍		🔍	➕	➖

9. Click **Save**.

Population Selection

☑ Population Selection

Selection Tool | External File
Attached File | studentblock.csv
File Mapping | 🔍

Upload File | Delete File | View File

Create File Mapping

Fill Student Block

Go to | Add Merge Process

💾 Save | 📧 Notify | 🔄 Refresh

➕ Add | 📝 Update/Display

ADDITIONAL HELP

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to block enrollment, contact the Office of the University Registrar at 352-392-1374 or https://registrar.ufl.edu/.