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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.

NAVIGATION

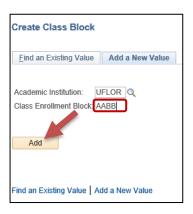
To access Block Enrollment, follow the steps below.

- 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 1: CREATE A CLASS BLOCK

The first step in the Block Enrollment process is to Create a Class Block.

- 1. From Block Enrollment, select Create Class 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 Class Enrollment Block.
- 5. Click Add to identify classes that should be added to the block.



- 6. Enter a **Description** for the block.
- 7. Enter Term.

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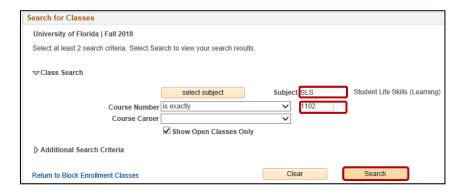




8. Enter Class Nbr. You can also click the magnifying glass beside the Class Nbr field to search for classes.



- a. Enter the Subject.
- b. Enter the Course Number.
- c. Click Search.

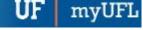


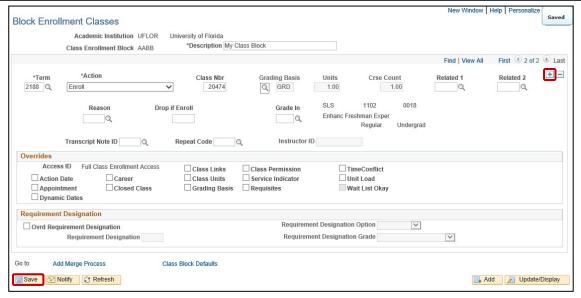
- d. Click OK if you receive a message stating that the "Search will return over 50 classes."
- e. Click Select to choose a class.



- 9. Click "+" to add additional classes to the block.
- 10. Click Save.







Note: The bottom of the screen is reserved for overrides. These overrides will be based on security and will be the same overrides to which you have access in Quick Enroll. Overrides can be handled at this point or later in the Block Enroll Merge process. If they are used now, they will apply to all students in the block. If they are handled later, you will have to individually override each student's errors as in the Quick Enroll a Student process.

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.
- The Academic Institution should default to **UFLOR**.
- Identify a 5-character alphanumeric code for your Student Enrollment Block.

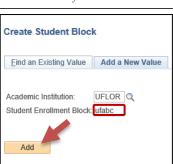
Note: Student blocks cannot be deleted but may be reused. Consider a naming convention that would be easy to retrieve next semester.

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5. Click Add.

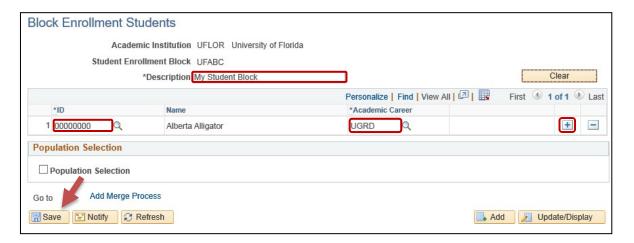




6. Enter a **Description** for the block.

Find an Existing Value | Add a New Value

- 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.



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.

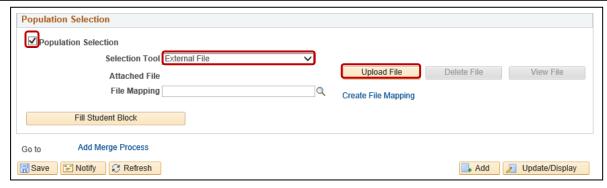
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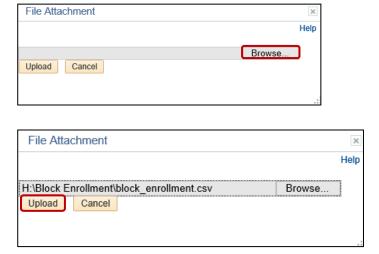
- 2. After completing steps 1-5 above, select the Population Selection tool check box.
- 3. In the Selection Tool field, select External File. Select Upload File.







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

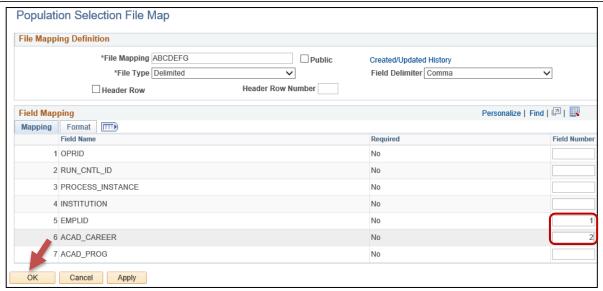


- 5. <u>If the File Mapping is already created</u>: In the File Mapping field, click on the magnifying glass. Click Look Up. Select ID and Career. Click Fill Student Block.
- 6. <u>To Create File Mapping</u>: Click **Create File Mapping**. Enter the correct **field number** for employee ID (EMPLID) and Academic Career (ACAD_CAREER). Click **OK**.









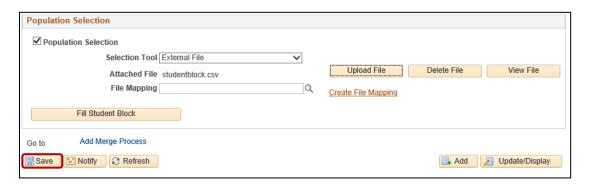
7. Click Fill Student Block.



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



9. Click Save.



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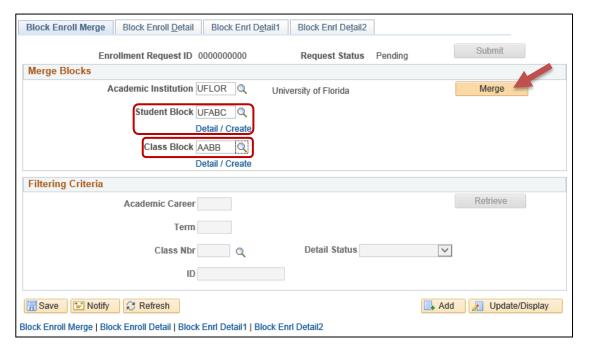
STEP 3: BLOCK ENROLL MERGE

Block Enroll Merge is intended to enroll many students into one or many classes at once. While the first two steps can be combined into this step using the Detail/Create links, it is only recommended for one-time use cases and advanced users of this process. If errors occur, it is up to the user to individually override the errors (if the user has the ability).

- 1. From Block Enrollment, select Block Enroll Merge.
- 2. Click the Add a New Value tab.
- 3. Enter the Student Block and Class Block that were created/edited in the previous steps.

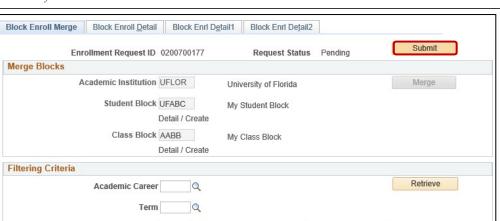
Note: Click the magnifying glasses and click Look Up to search for the codes if you do not remember.

4. Click Merge.



5. Click Submit.





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6. Click **Retrieve** to navigate back to **Block Enroll Detail** to review the transaction and verify that the correct students have been brought over from the block and that classes have been added to Pending.

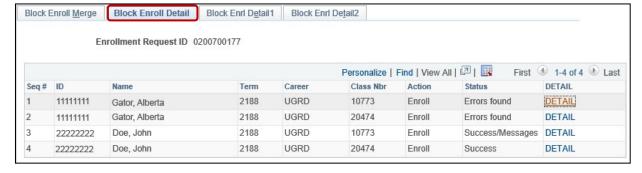
Add Display

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Detail Status





VIEWING ERRORS

- 1. Student errors may be located from the **Block Enroll Merge** screen once you have clicked Retrieve.
- 2. This will take you to the 2nd tab, **Block Enroll Detail**.

Class Nbr

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Save Motify Refresh

3. Locate the Status field to see if the request for a class for a particular student was successful.



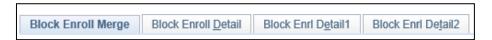




4. If an error is noted, click **DETAIL**.



5. Additional errors may be viewed by clicking the **tabs** at the top of the screen.



CORRECTING COMMON ERRORS

No Valid Appointment:

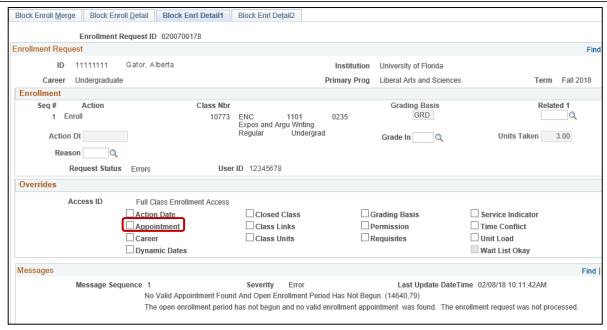
- 1. View the error in Block Enroll Detail by following the steps above for "Viewing Errors."
- 2. Click Detail.
- 3. Error States: No Valid Appointment Found.
- 4. On the Block Enroll Detail1 tab, in the Overrides section, click the Appointment box to override this error.

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R Save 5. Click Save.

Maximum Term Unit Load Exceeded:

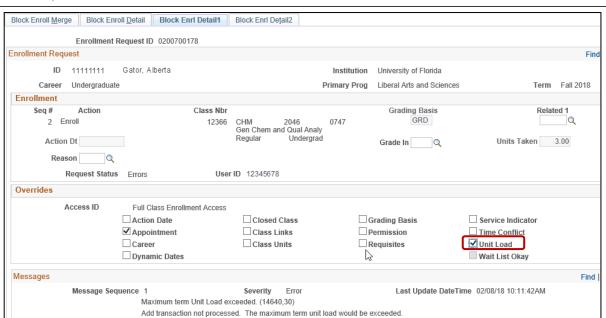
- 1. View the error in Block Enroll Detail by following the steps above for "Viewing Errors."
- 2. Click Detail.
- 3. Error States: Maximum Term Unit Load Exceeded.
- 4. On the Block Enroll Detail1 tab, in the Overrides section, click the Unit Load box to override this error.

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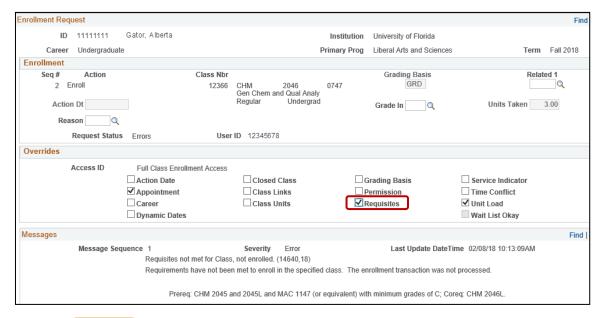




5. Click Save.

Requisites Not Met for Class:

- 1. View the error in Block Enroll Detail by following the steps above for "Viewing Errors."
- 2. Click Detail.
- 3. Error States: Requisites not met for Class.
- 4. On the Block Enroll Detail1 tab, in the Overrides section, click the Requisites box to override this error.



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5. Click Save.



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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/.