QUICK ENROLL A STUDENT: ENROLL

This instruction guide will walk you through the process of quick enrolling a student into a course.

NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Enroll Students
6. Click Quick Enroll a Student
7. Click Add New Value

PROCESS

Use the following steps to enroll a student into a course:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Enter the class number in the Class Nbr field
6. Press the tab key to see the course code populate
7. Click the Submit button

8. Note the status has changed from Pending to Success. The status may also change to Errors or Messages
   - If it changes to Success, the student has been successfully registered
   - If it changes to Errors, the enrollment action was not posted. Click the Errors link to review the error message
   - If the status has changed to Messages, click the Messages link to review the message
     • This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.