Steps to Batch Insert Class Enrollments

Use the **Batch Insert** feature to enroll more than one student at a time.

Step	Screen	Description
2.	View Organization Records Reports Tools Help Students Demographics In programs Records Tests Certificates Employment History Places of Employment Places of Employment Demographics Image: State of Employment Image: State of Employment Image: State of Employment Image: State of Employment	 From the Records menu, Select Students. Click Demographics. From the Toolbar at the top of the list, Click the Container field down arrow. From the drop-down menu,
3.	4906 / 07 03 - East Campus 6/ 15/ 19 4906 / 02 04 - West Campus 8/ 13/ 19 4908 / 03 05 - Sunrise Center 5/ 10/ 19 4908 / 01 07 - Central Library 6/ 21/ 19 4908 / 07 07 - Central Library 6/ 21/ 19 4908 / 07 11 - North City 10/ 18/ 19 4908 / 07 12 - AEBG Consortium 28 Manager 10/ 18/ 19 4908 / 07 Cass Instances 1001 - ABE Interme Demographics New 10 1 - North Campus + Aggregated 3 Subsites = Filter 7 Colu Site Subsites = Filter 7 Colu	 From the list of Students, Click to highlight a Student.
	V V V 4908 / 01 - Nort 983598547 Amnota Somnambulant 10/19/1983 4908 / 01 - Nort 987981771 Andi E Blue 6/21/1986 4908 / 01 - Nort 987981771 Andi E Blue 6/21/1986 4908 / 01 - Nort 95795954 Anh Q Dong 10/10/1993 4908 / 01 - Nort 298349872 Autumn River 4908 / 01 - Nort 268095630 4908 / 01 - Nort 268095630 Ayshem Karahan 7/28/1984 4908 / 01 - Nort 987734982 Bill Gilmore 11/7/1984 4908 / 01 - Nort 908374598 Bill Gilmore 11/7/1984 4908 / 01 - Nort 903898348 Billy S Green 10/6/1989 4908 / 01 - Nort 934903948 Carren Rodriguez 7/30/1957 4908 / 01 - Nort 934903948 Carmen Rodriguez 7/30/1957 4908 / 01 - Nort 93745388 Chaisha M Thrime 11/3/1984 4908 / 01 - Nort 93745398 Chaisha M Thrime 11/2/1994 4908 / 01 - Nort 930393930 Corni	 Hold down the Ctrl key. While scrolling the list, Click additional Students.

Class Records



