

## Steps to Enroll Students in Your Class

These steps demonstrate how to **Enroll** students in your class. To ensure data-entry accuracy, use the record **Navigator** to enroll students in your **Class**, which will prepopulate key fields about your class.

**Access: TE > Organization > Classes > Instances > Class Instance > Enrollments**

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Navigator</b> at the left,                             <ul style="list-style-type: none"> <li>Click <b>Class Enrollments</b>.</li> </ul> </li> <li>To enroll a new student,                             <ul style="list-style-type: none"> <li>Click <b>New</b> on the right.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>A new tabbed page opens to <b>Enroll</b> a student in your class.</li> <li>The <b>Navigator</b> already filled in these key fields:                             <ul style="list-style-type: none"> <li><b>Site</b></li> <li><b>Program</b></li> <li><b>Class</b></li> <li><b>Date Entered</b></li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>All that remains is to select the <b>Student</b> to enroll in your <b>Class</b>.</li> <li>You have <b>three</b> options to do this.</li> <li>Click the <b>Student</b> field down-arrow,                             <ol style="list-style-type: none"> <li><b>Type to Search</b> for the student.</li> <li><b>Scroll to Select</b> the student.</li> <li><b>Select [student] from Lister</b>.</li> </ol> </li> </ul>

Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>When you locate the <b>Student</b>,                             <ul style="list-style-type: none"> <li>Click to <b>Select</b>.</li> </ul> </li> </ul>
5.		<p><i>Note!</i></p> <ul style="list-style-type: none"> <li>If you used <b>Select from Lister</b> to locate the student,                             <ul style="list-style-type: none"> <li>Click <b>Pick</b> from the <b>Toolbar</b> at the top left of the lister.</li> </ul> </li> </ul>
6.		<ul style="list-style-type: none"> <li>The <b>Student</b> field populates with the selected student.</li> </ul> <p><i>Note!</i></p> <ul style="list-style-type: none"> <li>By default, the <b>Date Entered Class</b> populates with the <b>Class Start Date</b>.</li> <li>This date may be changed to reflect when the student entered class.</li> </ul>
7.		<ul style="list-style-type: none"> <li>When the <b>New Class Enrollment</b> record is saved,                             <ul style="list-style-type: none"> <li><b>Class Status</b> automatically switches.                                     <ul style="list-style-type: none"> <li>From <b>N/A</b>.</li> <li>To <b>Active</b>.</li> </ul> </li> </ul> </li> <li>From the <b>Toolbar</b> at the top,                             <ul style="list-style-type: none"> <li>Click <b>Save</b>.</li> </ul> </li> </ul>

Step	Screen	Description
8.		<ul style="list-style-type: none"> <li>To close the new enrollment record for your Student,                             <ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the <b>Class Enrollment</b> tab.</li> </ul> </li> </ul>
9.		<ul style="list-style-type: none"> <li>The new student is now included in the list of <b>Enrollment</b> records for your <b>Class</b>.</li> <li>From here, you may continue to enroll more students in your class by repeating these steps.</li> <li>If you have students to <b>Enroll</b> in your other <b>Classes</b>,                             <ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the <b>Class Instance</b> tab to close the page.</li> </ul> </li> </ul>
10.		<ul style="list-style-type: none"> <li>This returns you to the page listing your <b>Class(s)</b>.</li> <li>Repeat the steps to <b>Enroll</b> students in your classes.</li> </ul>