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.

Step	Screen	Description
1.	View Organization Records Reports Tools Help Class Instances 1001 - ABE Interme Image: Class Instance Duplicate Image: Class Instance Duplicate Image: Class Instance Duplicate Image: Class Instance Image: Class Ins	 From the Navigator at the left, Click Class Enrollments. To enroll a new student, Click New on the right.
2.	View Organization Bacords Reports Yools Help Class Instances 1001 - ABE Interme New Class Enrollment Image: Class Enrollment Image: Class Enrollment Neightor Teve Save Canced Complete Legislation Image: Class Enrollment Image: Class Enrollment Edit / View Class Enrollment Information Image: Class Enrollment Information Program Year: 7/1/2 Class Description: 101 - ABE Intermediate Class Start Date: 7/1/2 Class Description: 101 - ABE Intermediate Class Start Date: 6/0/2 Student: Date Enterd Class: 7/1/2 Date Enterd Class: 7/1/2 Student: Status in Class Distor: Image: Class Date: Image: Clas	 A new tabbed page opens to Enroll a student in your class. The Navigator already filled in these key fields: Site Program Class Date Entered
3.	Image: Select Student in Program Year Student: Program Year: Student: Image: Select Student in Program Year Student: Image: Select Student in Program Year Student: Image: Program Year: Image: Program Year: Student: Image: Program Year: Image: Program Year: Student: Image: Program Year: Image: P	 All that remains is to select the Student to enroll in your Class. You have <u>three</u> options to do this. Click the Student field down-arrow, Type to Search for the student. Scroll to Select the student. Select [student] from Lister.

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

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Class Records



Step	Screen	Description
4.	Select Student in Program Year Student Student Site: 01 - RHAS: North Campus Program Year: 7/1/2017 - 6/30/2018 (Current)	 When you locate the Student, Click to Select.
	340993385 Dustin P Andrews 01 - RHAS: North Campus Great Streated Hourin Lister are	
5.	Class Enrollment Information Site: 01 - RHAS: North Campus Class Description: 1001 - ABE Intermediate Student: 340993385 / Dustin P Andrews Pick Cancel Pick Filter Columns Sort 21 Site Student Site Student T T Cancel Pick All Filter Columns Sort 21 OI - RHAS: Nort 340993385 Andrews Dustin	 Note! If you used Select from Lister to locate the student. Click Pick from the Toolbar at the top left of the lister.
6.	Select Student in Program Year Student: 01 - RHAS: North Campus Student: Student: Student: Class: Status in Class: T/1/2017 Class: T/1/2017 Campleted Inactive Sun Mon Tue Wed Thu Fri St 25 26 27 28 29 30 31 1 2 3 4 5 30 31 1 2 3 4 5	 The Student field populates with the selected student. Note! By default, the Date Entered Class populates with the Class Start Date. This date may be changed to reflect when the student entered class.
7.	View Organization Records Reports Tools Help Class Insurve 1001 - ABE Interme New Class Enrollment Image: Class Insurve Image: Save in ancel O Delete Duplicate Image: Class Insurve Image: Class Insurve Image: Save in ancel O Delete Duplicate Image: Save in ancel O Delete Duplicate Image: Save in ancel O Delete Duplicate Image: Save Insurve Image: Save Insurve Image: Save Insurve Image: Save Insurve Image: Save Insurve Image: I	 When the New Class Enrollment record is saved, Class Status automatically switches. From N/A. To Active. From the Toolbar at the top, Click Save.

Class Records



Step	Screen	Description
8.	Image: Status: Organization Records Reports Tools Help Image: Class Instances 1001 - ABE Interme 340993385 - Dustin Image: Class Instances Image: Class Enrollment Information Image: Class Enrollment Information Site: 01 - RHAS: North Campus Class Description: 1001 - ABE Intermediate Student: 340993385 / Dustin P Andrews Add Entry/Update Record Image: Class Status: Image: North Class Date Entered Class: 10/1/5/2017 Image: Class Status:	 To close the new enrollment record for your Student, Click the Red X Box on the Class Enrollment tab.
9.	View Organization Records Reports Tools Help Class Instances 1001 - ABE Interme Image: Class Instance Class Instance Cupit Edit / View Image: Class Instance Information Image: Class Instance Information Class Enrollments Class Records Tests 01 - RHAS:: North Campus Aggregater V 01 - RHAS: 268095630 Ayshem Karahan 01 - RHAS: 268095630 Ayshem Karahan 01 - RHAS: 268044517 Skip Greenleaf 01 - RHAS: 23771161 Illana Plotkin 01 - RHAS: 723777111 Saul Aguilar 01 - RHAS: 340993385 Dustin P Andrews	 The new student is now included in the list of Enrollment records for your Class. From here, you may continue to enroll more students in your class by repeating these steps. If you have students to Enroll in your other Classes, Click the Red X Box on the Class Instance tab to close the page.
10.	View Organization Records Reports Tools H Class Instances Image: Class Instances <thimage: class="" instances<="" th=""> Image: Cla</thimage:>	 This returns you to the page listing your Class(s). Repeat the steps to Enroll students in your classes.