

Tip Sheet No.11

Enrol a Student

1. Click on the **Student Management** button.
2. Click on the **Enrolments** button.
3. Click on the **Student Enrolment** button.
4. Select the type of enrolment (Pattern or Ad-hoc) to enrol your student in.

What sort of enrolment are you entering?

Ad-hoc Enrolment
 Pattern Enrolment

5. Select the student to enrol.

Select Student to Enrol

What sort of enrolment are you entering?

Ad-hoc Enrolment
 Pattern Enrolment

Commit Close

Select Student | Pattern | Enrolment Defaults

Choose your selection order.

Select by

Name
 Internal ID
 NSI ID
 TEC ID
 Other ID

Make your selection from the available records within the dropdown.

Selection

Full Name	ID	Preferred	Date of Birth
Clark, Helen	4		20/11/1955
Dracula, Count	7		12/09/1941
Dracula, Count	6		12/09/1941
Peter, Winston	5		
sadfvasdfvasv, asdfvasdfvasd	9		14/10/1944
test, test	2		10/11/1955

6. Click on the **Pattern** tab if you are doing a Pattern Enrolment. Otherwise click on the **Curriculum Elements** tab if you are doing an Ad-hoc enrolment.

Select Student to Enrol

What sort of enrolment are you entering?

Ad-hoc Enrolment
 Pattern Enrolment

Commit Close

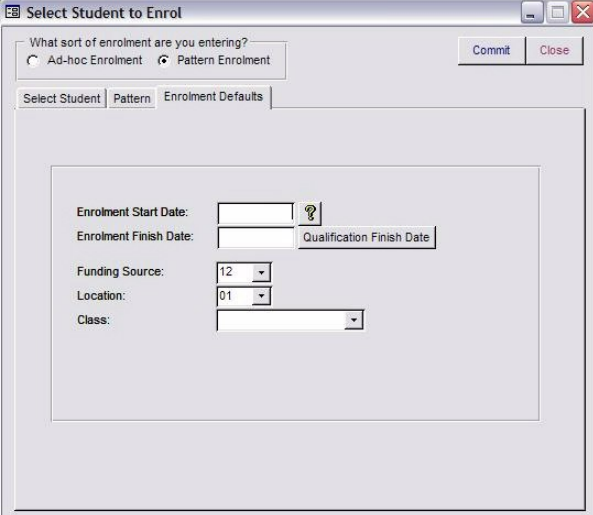
Select Student | Pattern | Enrolment Defaults

Available Patterns

Code	Title
AP	Assessing Performance
EP	Enrolment Pattern

Sorted by Code Title

- a. For a pattern enrolment select the pattern in which the student is to be enrolled in.
 - b. For an Ad-hoc enrolment select the Qualification and Units Standards in which the student is to be enrolled in.
7. Click on the **Enrolment Defaults** tab.



The screenshot shows a window titled "Select Student to Enrol". At the top, there are two radio buttons: "Ad-hoc Enrolment" (unselected) and "Pattern Enrolment" (selected). To the right of these are "Commit" and "Close" buttons. Below the radio buttons are three tabs: "Select Student", "Pattern", and "Enrolment Defaults" (which is the active tab). The "Enrolment Defaults" tab contains a form with the following fields:

- Enrolment Start Date: [text input] [help icon]
- Enrolment Finish Date: [text input] [Qualification Finish Date]
- Funding Source: [dropdown menu] (value: 12)
- Location: [dropdown menu] (value: 01)
- Class: [dropdown menu]

8. Enter in the appropriate enrolment details.
9. Click on the **Commit** button.

A message will be displayed indicating the enrolment processing has been completed.