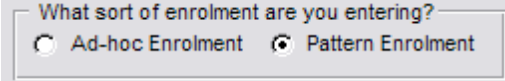


# Tip Sheet No.12

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## Enrol Students as a Group

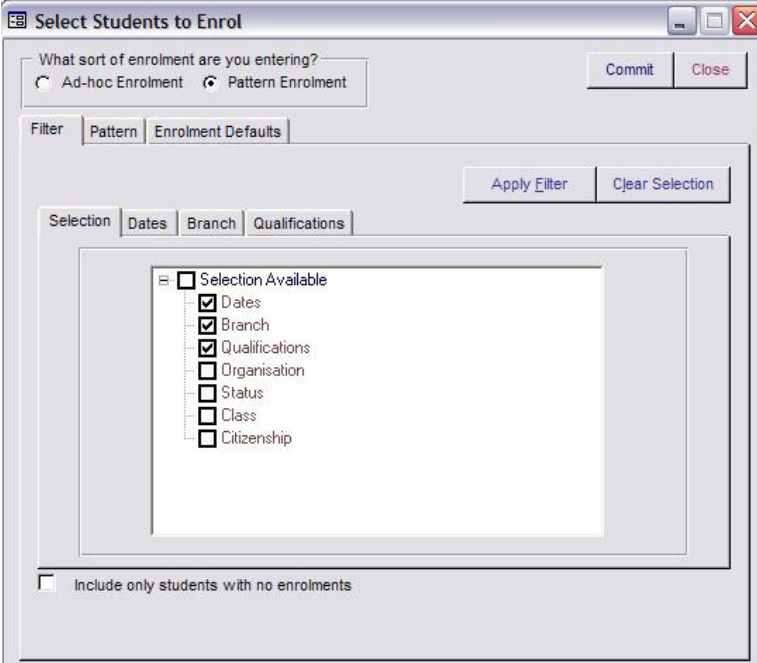
1. Click on the **Student Management** button.
2. Click on the **Enrolments** button.
3. Click on the **Group Enrolment** button.
4. Select the type of enrolment (Pattern or Ad-hoc) to enrol your student in.



What sort of enrolment are you entering?

Ad-hoc Enrolment  Pattern Enrolment

5. Filter the student records so that only those who meet your criteria are displayed.



Select Students to Enrol

What sort of enrolment are you entering?

Ad-hoc Enrolment  Pattern Enrolment

Commit Close

Filter Pattern Enrolment Defaults

Apply Filter Clear Selection

Selection Dates Branch Qualifications

Selection Available

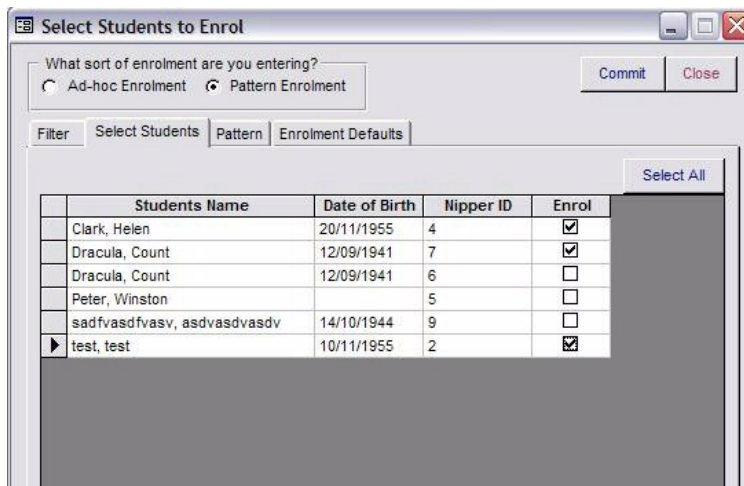
- Dates
- Branch
- Qualifications
- Organisation
- Status
- Class
- Citizenship

Include only students with no enrolments

6. Click on the **Pattern** tab if you are doing a Pattern Enrolment. Or click on the **Curriculum Elements** tab if you are doing an Ad-hoc enrolment
7. Place a tick to “**Include only students with no enrolments**” to display students that are currently not enrolled in any courses.
8. Click on the **Apply Filter** button.

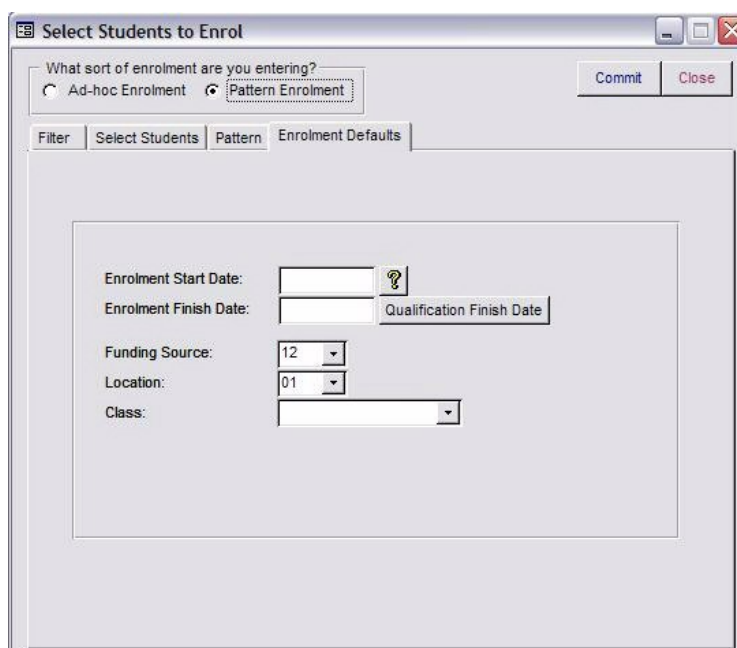
The student records matching your criteria will display.

9. Tick the Enrol column to confirm the students you want to enrol.



10. Click on the **Pattern** tab or **Curriculum Elements** tab.

- 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.
- c. Click on the **Enrolment Defaults** tab.



11. Enter in the appropriate enrolment details.

12. Click on the **Commit** button.

13. A message will be displayed indicated enrolment processing has been completed.

