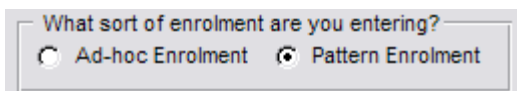


Enrolling Students (Group Enrolment)

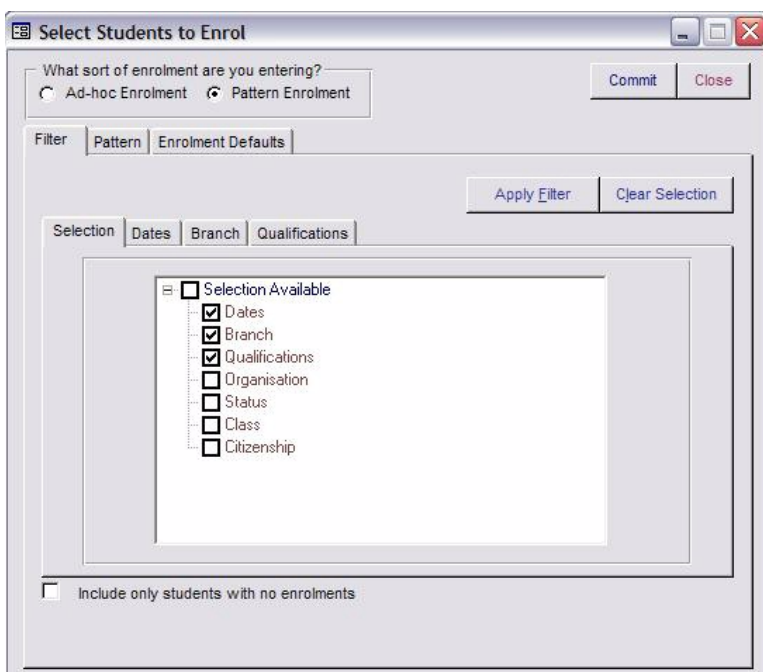
1. Click on the **Student Management** button.
2. Click on the **Enrolments** button.
3. Click on the **Group Enrolment** button.
4. Select the type of enrolment (Pattern or Ad-hoc) to enrol your student in.



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. Otherwise 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”**. Use this option if you are sure that you only want to display students that are currently not enrolled in any courses.
8. Click on the **Apply Filter** button.
9. The student records matching your criteria will be display. Confirm those students you wish to enrol by placing a tick in the **Enrol** column.

What sort of enrolment are you entering?
 Ad-hoc Enrolment Pattern Enrolment

Commit Close

Filter Select Students Pattern Enrolment Defaults

Select All

Students Name	Date of Birth	Nipper ID	Enrol
Clark, Helen	20/11/1955	4	<input checked="" type="checkbox"/>
Dracula, Count	12/09/1941	7	<input checked="" type="checkbox"/>
Dracula, Count	12/09/1941	6	<input type="checkbox"/>
Peter, Winston		5	<input type="checkbox"/>
sadfvasdfvasv, asdfvasdfvasdv	14/10/1944	9	<input type="checkbox"/>
test, test	10/11/1955	2	<input checked="" type="checkbox"/>

10. Click on the **Pattern** tab or **Curriculum Elements** tab.
11. For a pattern enrolment select the pattern in which the student is to be enrolled in.
For an Ad-hoc enrolment select the Qualification and Units Standards in which the student is to be enrolled in.
12. Click on the **Enrolment Defaults** tab.

What sort of enrolment are you entering?
 Ad-hoc Enrolment Pattern Enrolment

Commit Close

Filter Select Students Pattern Enrolment Defaults

Enrolment Start Date: ?

Enrolment Finish Date: Qualification Finish Date

Funding Source:

Location:

Class:

13. Enter in the appropriate enrolment details.
14. Click on the **Commit** button.
15. A message will be displayed indicated enrolment processing has been completed.

Processing Complete

Enrolment processing has completed.

OK