



1. Click on the **Students** tab, on the left side of the window, click on **Bulk Actions**
2. Right click on the drop-down menu to select your **School, Grade Level, Status: "Active"**
3. The student's names will be displayed

My Dashboard | Admission | **Students** | Enrollments | Teachers | Mentors | Reports | Schools | Messages | Resource Center

MENTOR | Print page | Export Results to Excel

Search criteria:

School: School 1 (VSS) | District: Select...
Status: Select... | Grade Level: Select...
Special Ed: Select... | Gender: Select...
LEP/ELL: Select... | State: Select...
Free/Reduced Lunch: Select... | ZIP: Select...
Part-Time/Full-Time: Select...
Counselor: Select...

Get Data

There are 48 students matching your criteria:

Check All

Select	ID	Student	District	School	Grade	Enrollments	Username	Password
<input type="checkbox"/>	353025	Car, Sara	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	0	0	SaintClair	SaintClair
<input type="checkbox"/>	36607	Cross, Anne	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	10	2	adene	annden01
<input type="checkbox"/>	45263	Cross, Joel	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	10	6	apridene	apri12
<input type="checkbox"/>	53865	Cross, August	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	12	1	adene3	adene3
<input type="checkbox"/>	70632	Cross, Feb	SIS TRAINING DISTRICT (IS)	School 1 (VSS)	9	1	fbdene1	fbdene1

4. Organize the students by clicking on the **Student column** or use the **Search bar**.
5. Click in the checkbox for all the students you want to enroll in a course.
6. Scroll to the bottom of the window, click on **Bulk Enroll in Course**

Enrollment Information

Select a District: SIS TRAINING DISTRICT (IS) ▼

Term: Ongoing - SIS Training Distr... ▼

Course: Algebra I A ▼

Start Date: 2/10/2022

End Date: 6/16/2022

Activation Date: 2/7/2022

Enroll

7. Select your **Course, Start Date, End Date** and **Activation Date**
8. Select **Enroll**