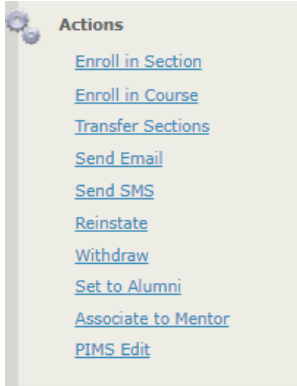




Enrolling Individual Students

1. Search for student
2. Click on the student's name that you want to enroll in the course
3. Go to **Actions** on the bottom left side of the window, click on **Enroll in Course**



4. When the new window opens, select your course, you can start typing the course name and courses will appear.
5. Select your **Course, Start Date, End Date** and **Activation Date**

A screenshot of a form titled "Enrollment Information". The form contains several fields: "Select a District:" with a dropdown menu showing "SIS TRAINING DISTRICT (IS)"; "Term:" with a dropdown menu showing "Ongoing - SIS Training Distr..."; "Course:" with a dropdown menu showing "Algebra I A"; "Start Date:" with a text input field containing "2/10/2022"; "End Date:" with a text input field containing "6/16/2022"; and "Activation Date:" with a text input field containing "2/7/2022". At the bottom right of the form is a button labeled "Enroll".

6. Click the **Enroll** button and wait for the green banner that will confirm the enrollment is complete.
7. Repeat if student needs an additional Course Enrollment.