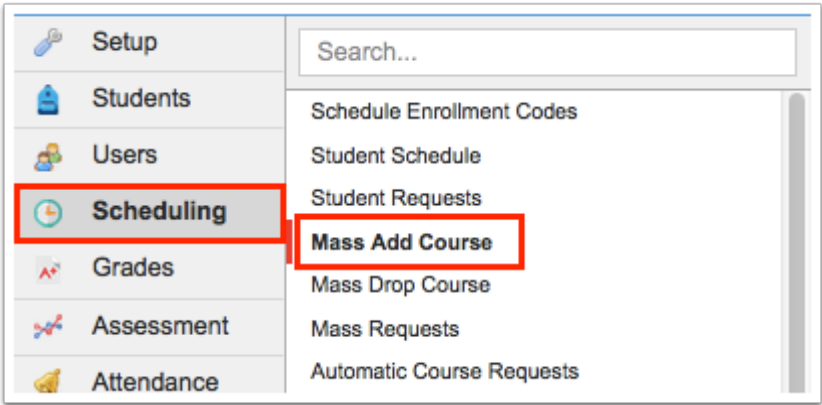


# Mass Add Course

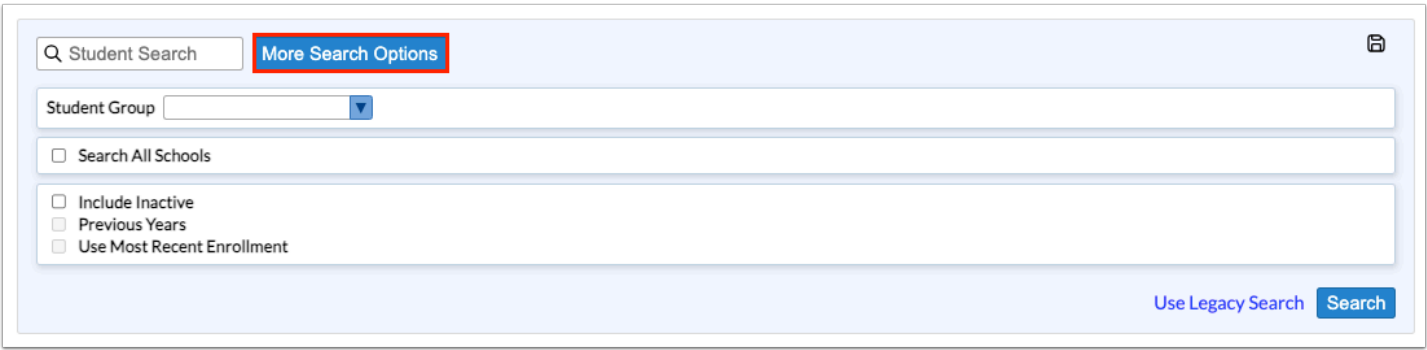
The Mass Add Course screen is used to enroll a group of students into one or multiple courses.

## Mass Adding a Course to a Group of Students

1. In the **Scheduling** menu, click **Mass Add Course**.



2. On the Search Screen, enter search criteria to locate the group of students. Click **More Search Options** to search using a variety of criteria.



3. Click a category in the pull-down, and then click the field to search by.

In this example, the Scheduling category was clicked, followed by the Scheduled into Course(s) field.

Q Student Search **More Search Options**

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Search...  
 Contact Info  
 Course History  
 Discipline  
 Eligibility  
 Florida Fields  
 Grade Level  
 Grades/GPA/Class Rank/Honor Roll  
 Name, Student ID, Address, & Schools  
**Scheduling**  
 Student Fields  
 Test History

Billed By  
 Requested Course(s)  
 Requested Grad Subject(s)  
 Scheduled into an Inclusion Section Last Year  
 Scheduled into at least 1 active Course  
**Scheduled into Course(s)**  
 Scheduled into Inclusion Course(s)  
 Scheduled into Section(s)  
 Scheduled into Teacher  
 Scheduled with an Out of Field Teacher  
 Scheduled with Student

Use Legacy Search **Search**

💡 To quickly find a field to search by, enter the field name in the **Search** text box at the top of the More Search Options pull-down. Click the desired field in the search results.

Q Student Search **More Search Options**

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

**scheduled into course**  
 Scheduling → **Scheduled into Course(s)**

Use Legacy Search **Search**

4. Once the search field is added, set the search criteria.

In this example, the search will look for students scheduled into English 1 Honors last year.

Q Student Search **More Search Options**

Student Group


☐ Search All Schools


☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

⊖ Is Scheduled into Course(s) ENG HON 1 (1001320) Last Year Choose ⊕

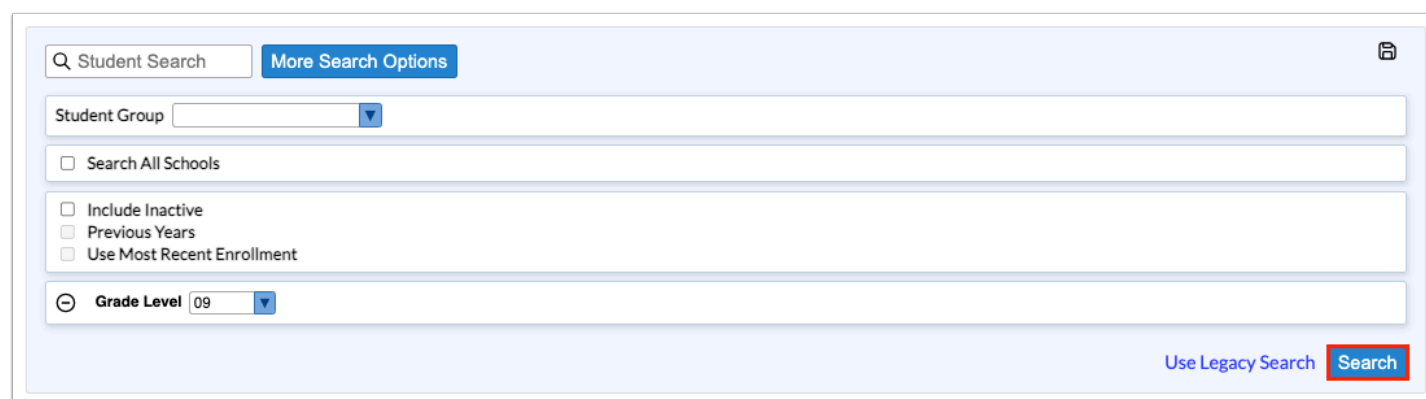
Use Legacy Search **Search**

5. Continue adding additional search criteria as needed.

 If you have a spreadsheet that includes student IDs, the student IDs can be copied from the spreadsheet and pasted into the Student Search field.

 For more information about searching for students, including searching using student groups, saving a student search, and more, see [Searching for Students](#).

6. When finished entering the search criteria, click **Search**.



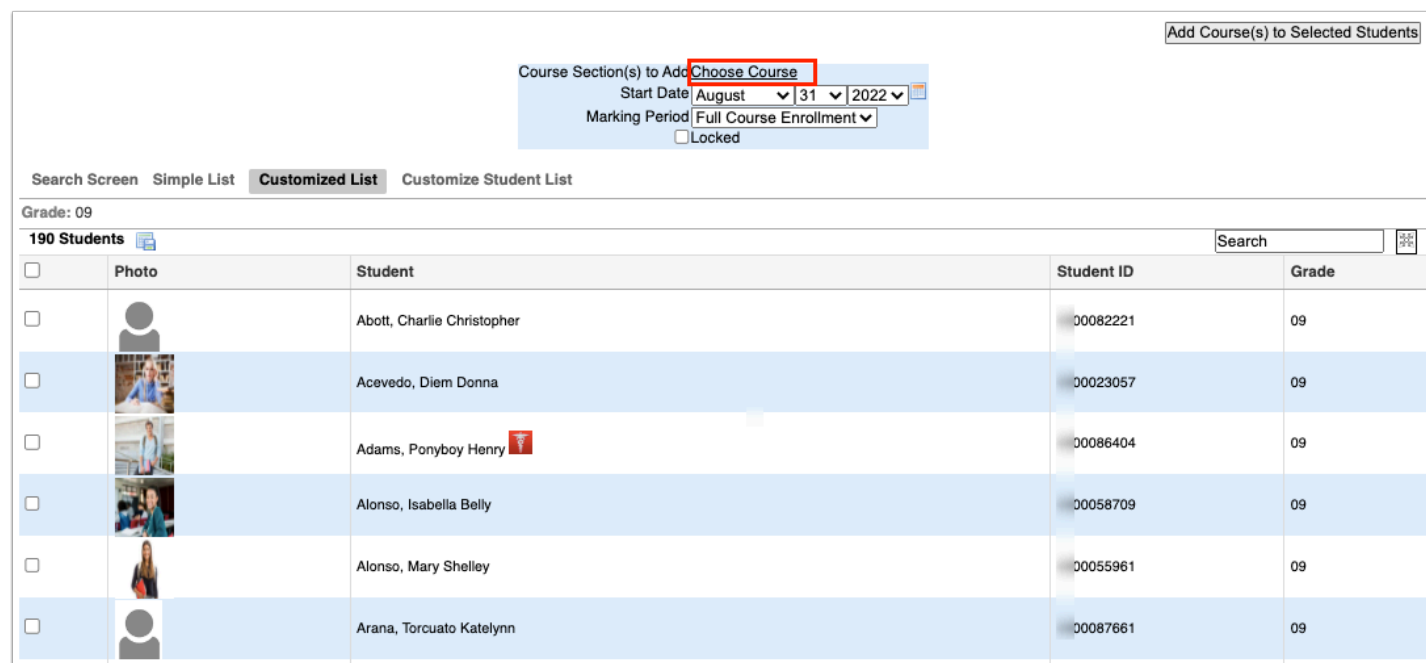
Student Search interface showing search criteria and the **Search** button.

Search criteria include:

- Student Group: [Dropdown]
- ☐ Search All Schools
- ☐ Include Inactive
- ☐ Previous Years
- ☐ Use Most Recent Enrollment
- Grade Level: 09 [Dropdown]

Buttons: [Use Legacy Search](#), **Search**

7. At the top of the screen, click the **Choose Course** link.



Course Section(s) to Add: **Choose Course**

Start Date: August 31 2022

Marking Period: Full Course Enrollment

☐ Locked

Search Screen Simple List **Customized List** Customize Student List

Grade: 09

190 Students

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09
<input type="checkbox"/>		Alonso, Mary Shelley	00055961	09
<input type="checkbox"/>		Arana, Torcuato Katellynn	00087661	09

8. In the pop-up window, click the subject, course, and section to add to the students.

Courses			
View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search			
14 Subjects	13 Courses	5 Sections	
Subject	Course	Course Num	Section
Dual Enrollment	AP ENG COMPO	1001420	Period 1 - 004 - Lizette Carol Velasco
Electives	AP ENG LIT COMPO	1001430	Period 2 - 005 - Lizette Carol Velasco
English	ENG 1	1001310	Period 3 - 002 - Carlo Blake Burgess
Exceptional Student	ENG 1 THROUGH ESOL	1002300	Period 5 - 001 - Carlo Blake Burgess
Math	ENG 2	1001340	Period 7 - 003 - Lizette Carol Velasco
No Credit	ENG 2 THROUGH ESOL	1002310	
Performing Fine Arts	ENG 3	1001370	
Physical Education	ENG 3 THROUGH ESOL	1002320	
Practical Arts	ENG 4	1001400	

The selected section is displayed next to Course Section(s) to Add.

Add Course(s) to Selected Students

Course Section(s) to Add

X ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
Choose more Courses





Start Date: August 31 2022  
Marking Period: Full Course Enrollment  
☐ Locked

Search Screen Simple List Customized List Customize Student List

Grade: 09

190 Students

Search

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

9. Click the **Choose more Courses** link to add more sections if needed.

Add Course(s) to Selected Students

Course Section(s) to Add ✗ ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
 + Choose more Courses  
 Start Date: August | 31 | 2022  
 Marking Period: Full Course Enrollment  
☐ Locked

Search Screen Simple List **Customized List** Customize Student List

Grade: 09

190 Students Search   Add PDF

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry <span style="color: red; font-weight: bold;">✗</span>	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

10. If the wrong section was selected, click the red **X** next to the section.

Add Course(s) to Selected Students

Course Section(s) to Add ✗ ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
 + Choose more Courses  
 Start Date: August | 31 | 2022  
 Marking Period: Full Course Enrollment  
☐ Locked

Search Screen Simple List **Customized List** Customize Student List

Grade: 09

190 Students Search   Add PDF

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input type="checkbox"/>		Adams, Ponyboy Henry <span style="color: red; font-weight: bold;">✗</span>	00086404	09
<input type="checkbox"/>		Alonso, Isabella Belly	00058709	09

11. Select the **Start Date** of the course.

12. Select the **Marking Period** of enrollment. Selecting Full Course Enrollment will enroll the students for the full course length set on the course.

13. Select the **Locked** check box to lock this section on the student's schedule. When a section is locked, it will not be affected by subsequent Scheduler runs.

Course Section(s) to Add ✗ ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
 + Choose more Courses  
 Start Date: August | 31 | 2022  
 Marking Period: Full Course Enrollment  
☐ Locked

**14.** Scroll down to the student list. Select the check box next to each student to mass add this course to, or select the check box in the column header to select all the students in the list.

Add Course(s) to Selected Students

Course Section(s) to Add ✖ ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
[+ Choose more Courses](#)

Start Date August ▼ 31 ▼ 2022 ▼

Marking Period Full Course Enrollment ▼

☐ Locked

Search Screen
Simple List
Customized List
Customize Student List

Grade: 09

190 Students 
190 Selected

10/20/2021

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input checked="" type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input checked="" type="checkbox"/>		Alonso, Isabella Belly	00058709	09

**15. Click **Add Course(s) to Selected Students** at the top of the screen.**

Add Course(s) to Selected Students

Course Section(s) to Add ✖ ENG 1 - Period 1 - 004 - Lizette Carol Velasco  
[+ Choose more Courses](#)

Start Date August ▾ 31 ▾ 2022 ▾

Marking Period Full Course Enrollment ▾

☐ Locked

Search Screen
Simple List
**Customized List**
Customize Student List

Grade: 09

**190 Students** **190 Selected**

Search

12:50  
2/24

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abott, Charlie Christopher	00082221	09
<input checked="" type="checkbox"/>		Acevedo, Diem Donna	00023057	09
<input checked="" type="checkbox"/>		Adams, Ponyboy Henry	00086404	09
<input checked="" type="checkbox"/>		Alonso, Isabella Belly	00058709	09

A green check mark and confirmation message is displayed, indicating the course has been added to the selected students.

✔ That course has been added to the selected students' schedules.

[Search Screen](#) [Simple List](#) [Customized List](#)

#### Student Search

Student

Student Group

☐ Search All Schools

☐ Include Inactive Students

▶ [More Search Options](#)

Search

Reset

❗ The course will be added to the selected students regardless if a student already is already scheduled into the course.

i If the room is at capacity, the error message "Room at Capacity" will display. You cannot proceed unless you have the Student Schedule profile permission "Allow User to Overfill Rooms."

If the section is full, the error message "Section is full" will display. You cannot proceed unless you have the Student Schedule profile permission "Allow User to Overfill Sections."