Use the following procedure to block enroll a number of students at one time. There are three steps to this process:

- Create Class Block
- Create Student Block
- Block Enroll Merge

Step1: Create Class Block

1. Click the **Records and Enrollment** link.

   Records and Enrollment

2. Click the **Enroll Students** link.

   Enroll Students

3. Click the **Block Enrollment** link.

   Block Enrollment

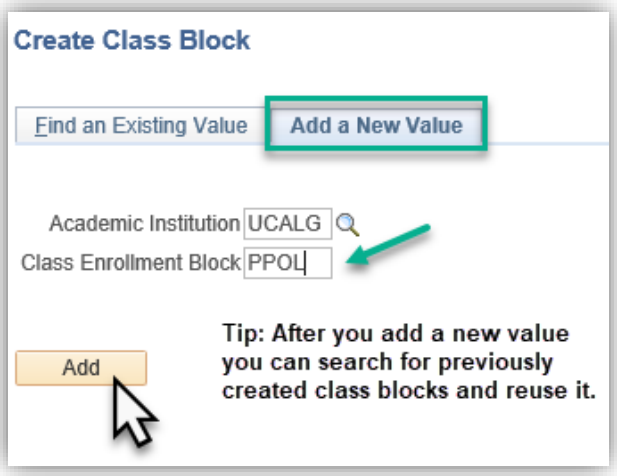
4. The first step is to Create the Class Block.
   Click the **Create Class Block** link.

   Create Class Block

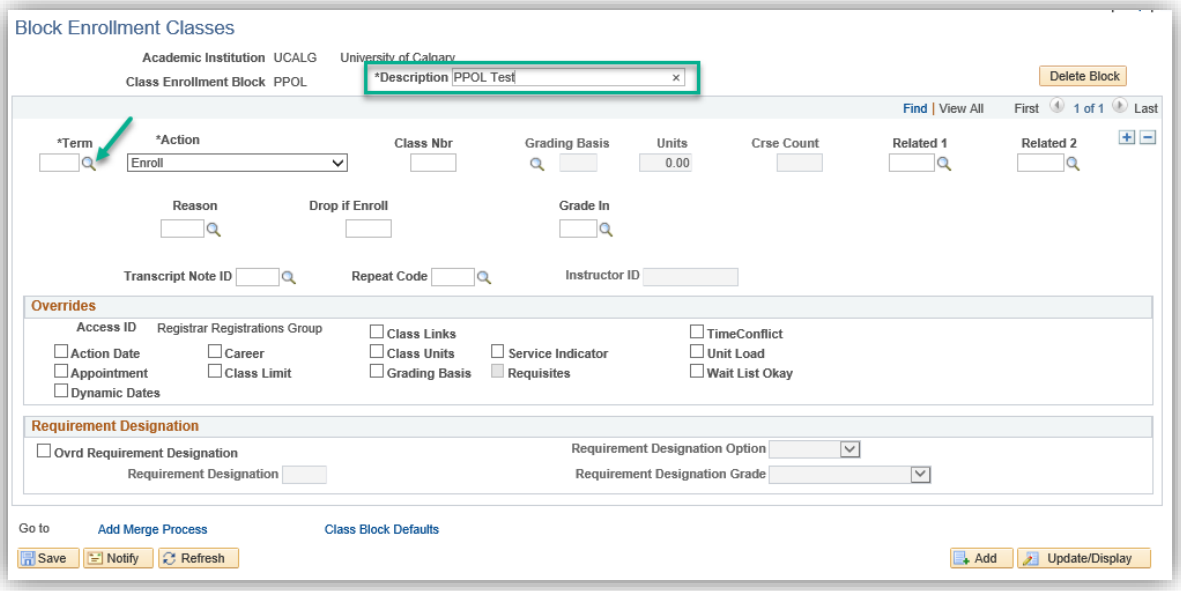
5. To create a class block you must add a new value. **Tip:** After add a new value you can search for previously created class blocks and reuse it changing values as required. Click the **Add a New Value** tab.

   Add a New Value

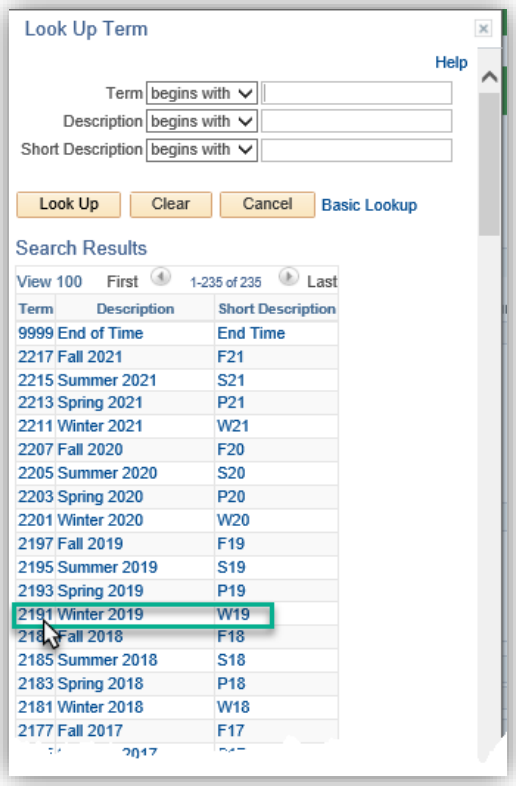
6. The Class Enrollment Block identifier should include part of the faculty or department name. For this example, we will use Public Policy (PPOL). Enter the desired information into the **Class Enrollment Block** field. Enter a valid value e.g. "**PPOL**" and click the **Add** button.



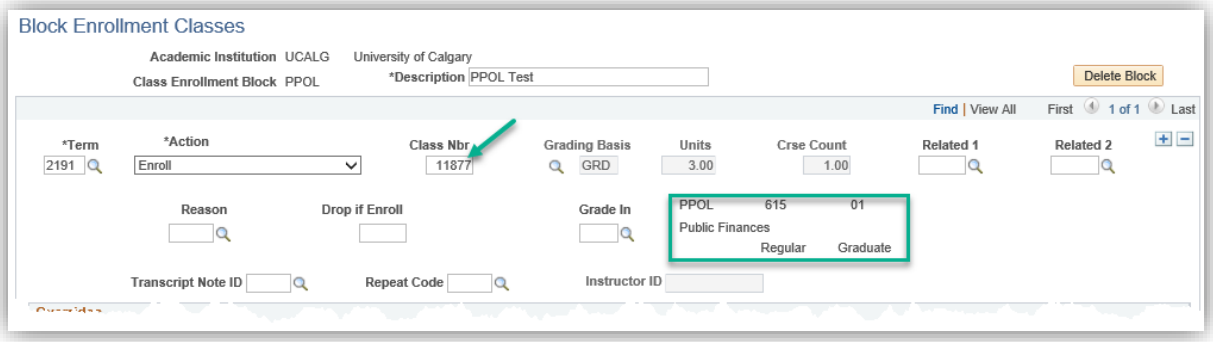
7. In the **Description** field, enter a description for the Block Enrollment Classes that will help you identify the class block during the merge process (e.g. PPOL Test). The term must be entered. Click the **Look up Term** button.



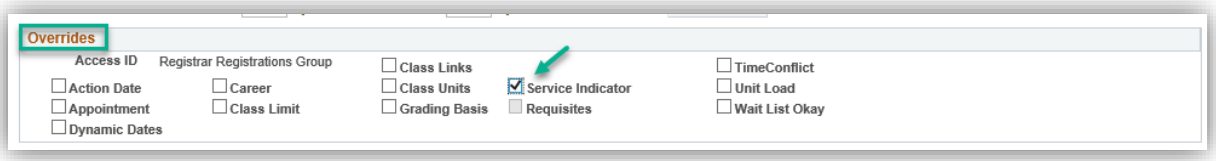
8. Select the applicable term (e.g. 2191). Click the **2191** link. **Tip:** You can enter the term directly.



9. Enter the class number for the related class (e.g. 11877 Public Finances 615). **Tip:** Use the Look up tool to search for classes if you do not know the class number. Enter the desired information into the **Class Nbr** field e.g. "**11877**" and click the **Tab** key to populate the class description fields.



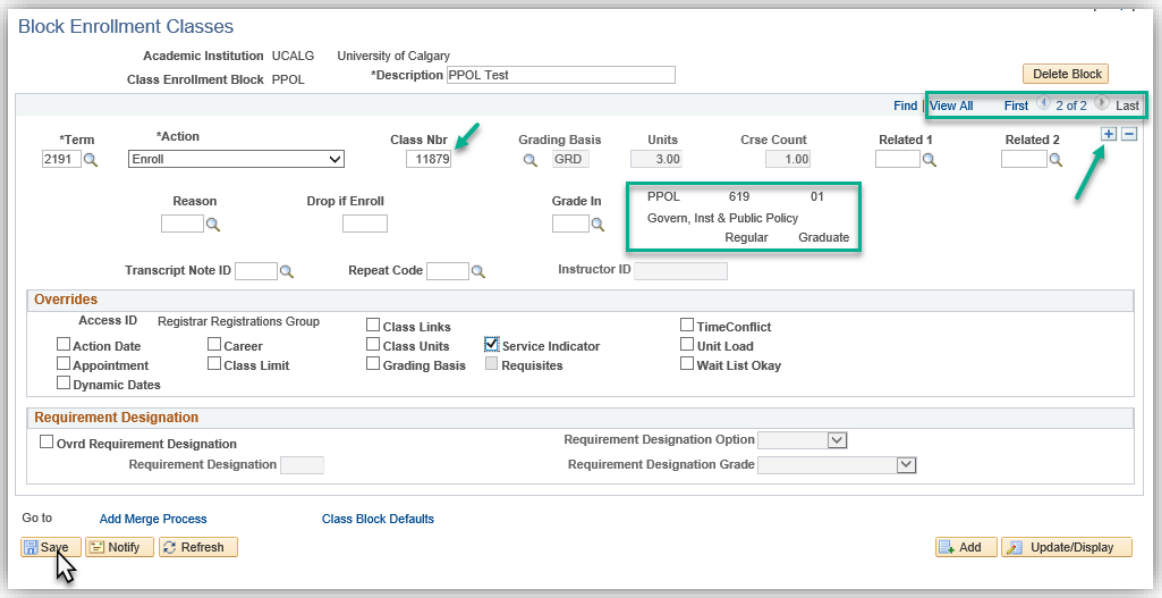
10. The Class Name will display including the course id, units (3), course count (1) and grading basis. Indicate what overrides should be observed (e.g. Service Indicator). There can be more than one. Click the **Service Indicator** option.



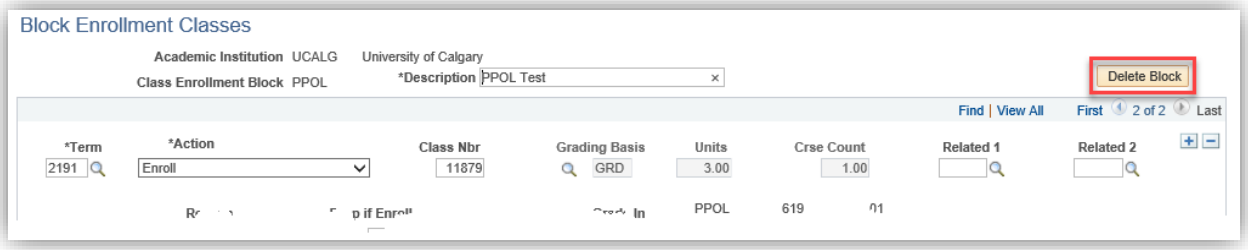
11. When completed with this class block save and continue adding another class block if desired. Click the **Save** button.

12. To add another class block to this block enrollment, add another row. Click the **Add a new row** button.

13. Repeat the previous steps including the Term, class number (e.g. 11879 Govern, Int & Public Policy) and override options (Service Indicator). When completed, press save to continue to the next step. Click the **Save** button.

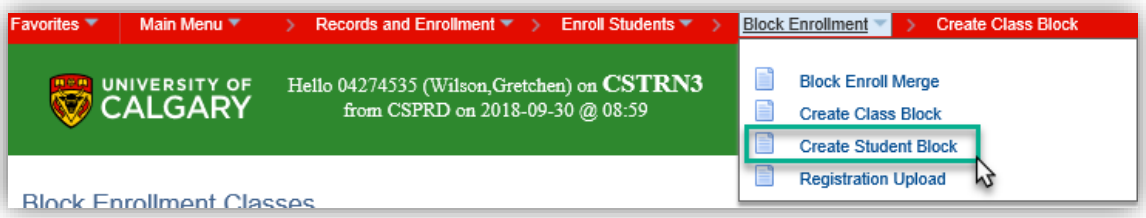


14. If this class block is no longer required, click the **Delete Block** button to remove the class block.

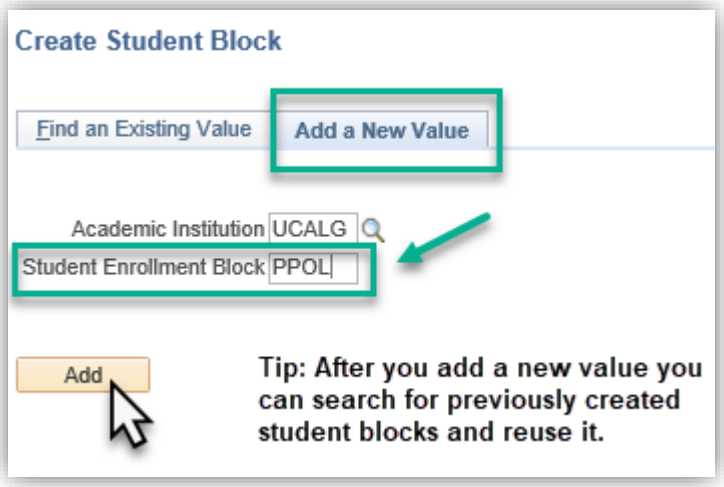


Step 2: Create Student Block:

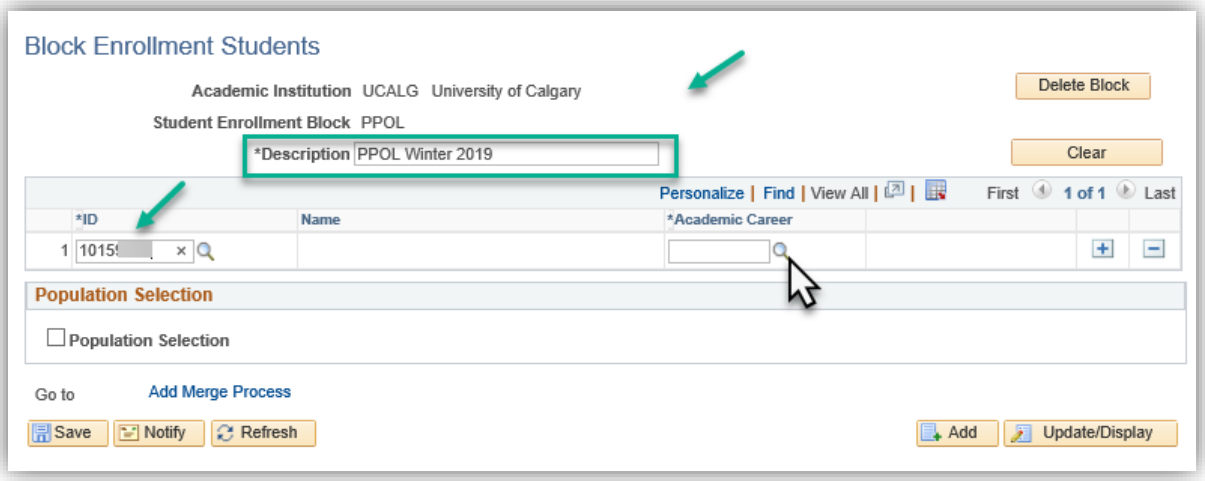
1. The next step will be Create Student Block. Use the breadcrumbs to navigate to the component or navigate to **Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block**. Click the **Create Student Block** link.



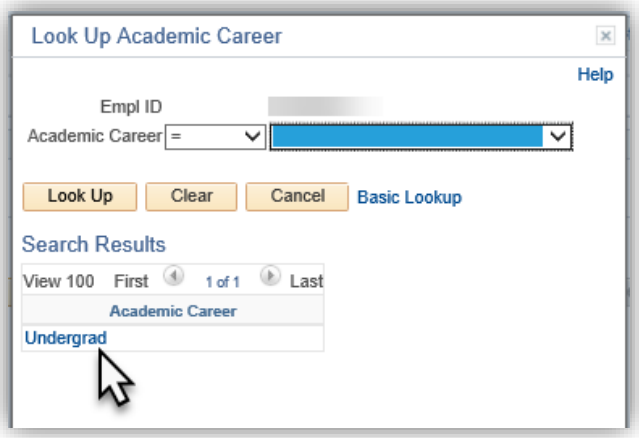
2. To create a student block you must add a new value. **Tip:** After add a new value you can search for previously created student blocks and reuse it changing students as required. Click the **Add a New Value** tab.
3. Enter a description for the **Student Enrollment Block** that includes the faculty/department name (e.g. PPOL for Public Policy). Click the **Add** button.



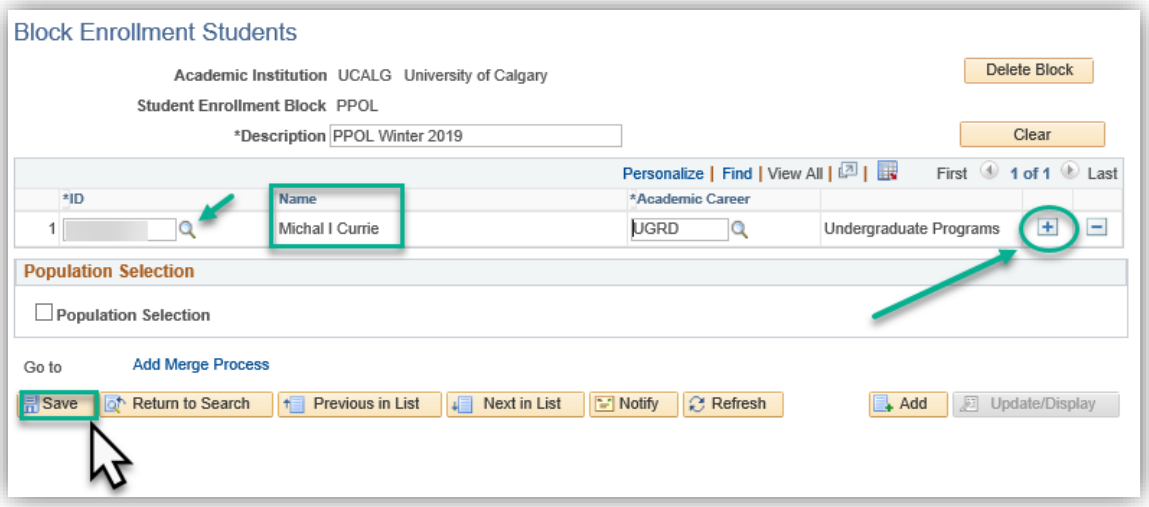
4. On Block Enrollment Students, enter a description relative to the faculty/department (e.g. PPOL Winter 2019). Enter the student Id number for the student to be included on the student block (removed for FOIP reasons). Enter the Academic career. Click the **Academic Career** button.



5. Click the **Undergrad** link.

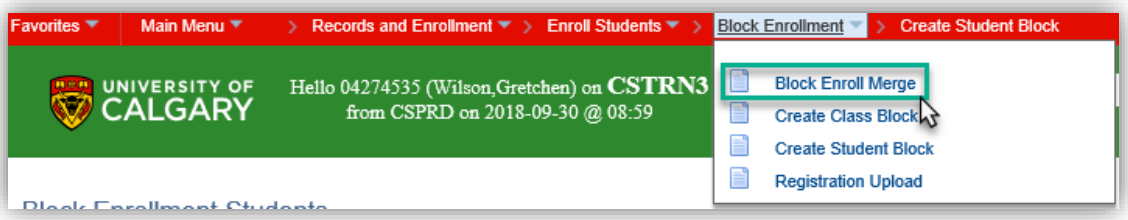


6. Click the **Add a new row** button. Repeat this process for all the students you need on the student block. When completed click the **Save** button.

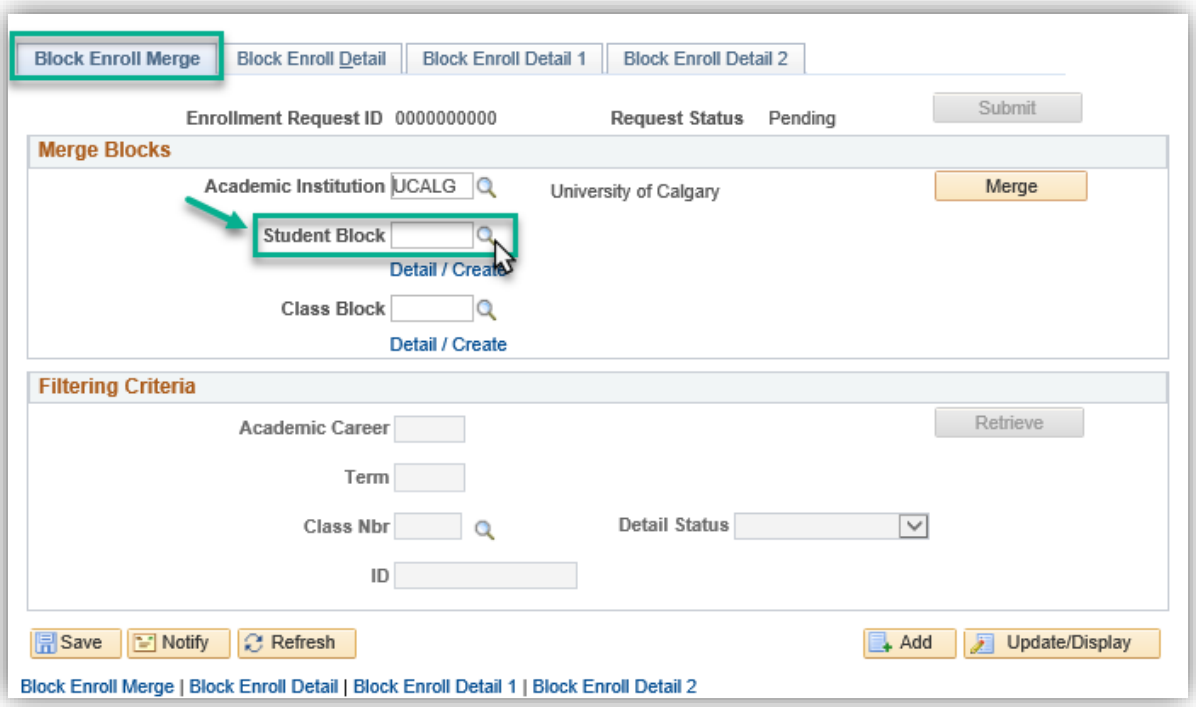


Step 3: Block Enroll Merge

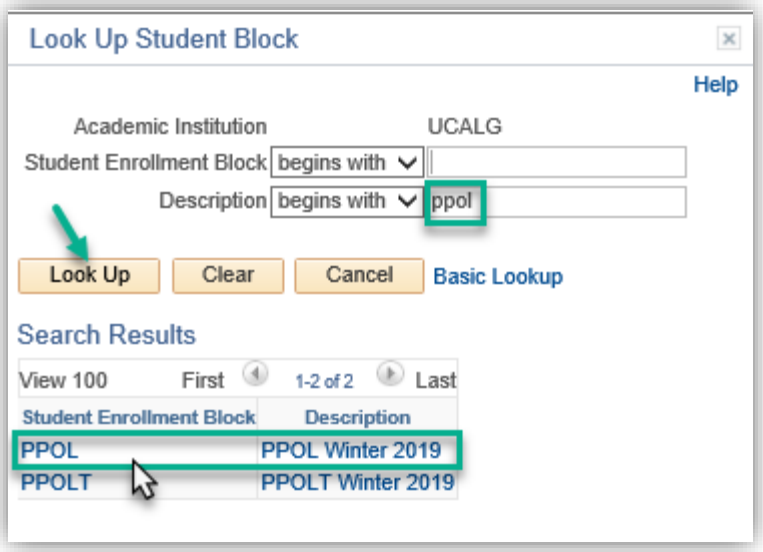
1. The final step will be to merge the class block and the student block using Block Enroll Merge. Use the breadcrumbs to navigate to Block Enroll Merge or navigate to **Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge**.



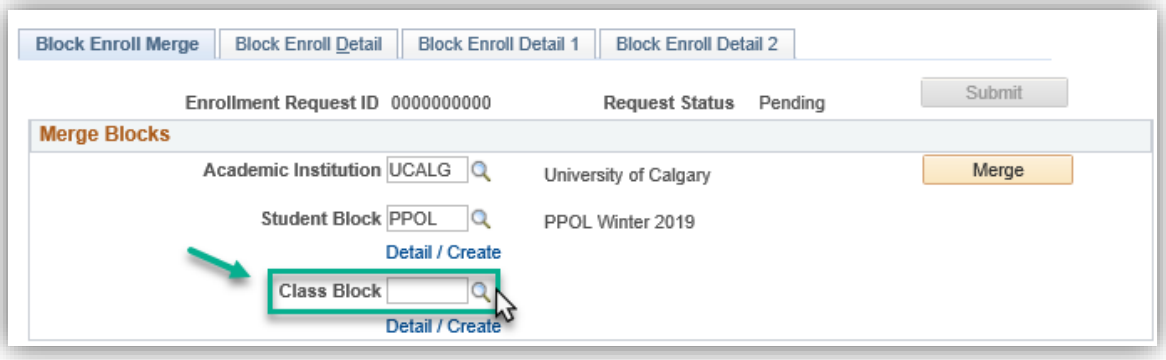
2. To create a Block Enroll Merge you must add a new value. **Tip:** After add a new value you can search for previously created Block Enroll Merge and reuse it changing values as required. Click the **Add a New Value** tab.
3. Enter the previously created Student Block (e.g. PPOL Winter 2019) or use the Look up tool. Click the **Look up Student Block** button.



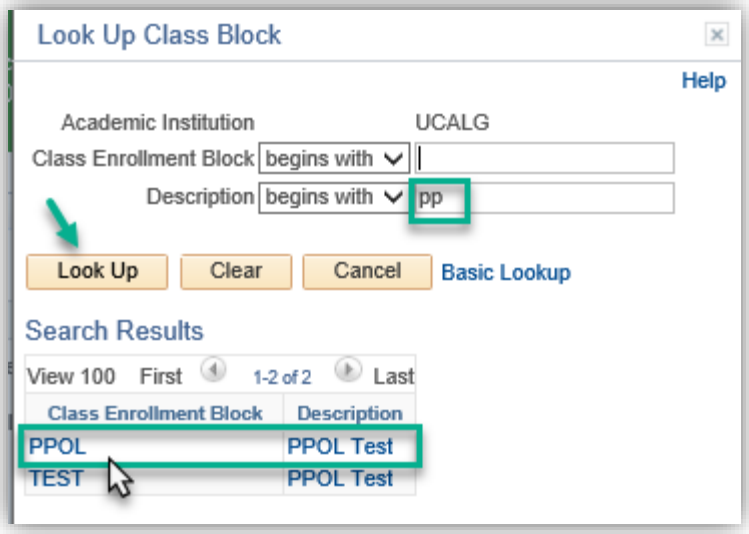
4. Enter the desired information into the **Description** field. Enter a valid value e.g. "**ppol**", click **Look Up** button and click the **PPOL** link.



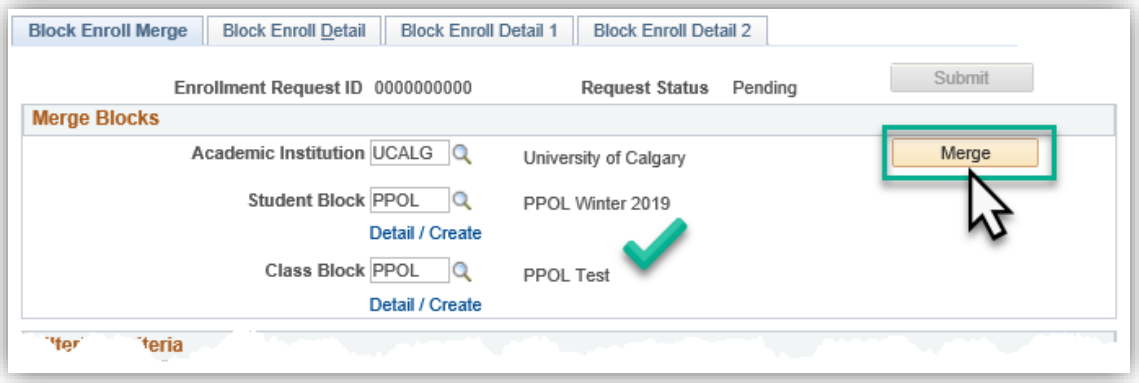
5. Then enter the previously created Class Block (e.g. PPOL) or use the Look up tool. Click the **Look up Class Block** button.



6. Enter the desired information into the **Description** field. Enter a valid value e.g. "**pp**" and click the **Look Up** button and click the **PPOL** link.

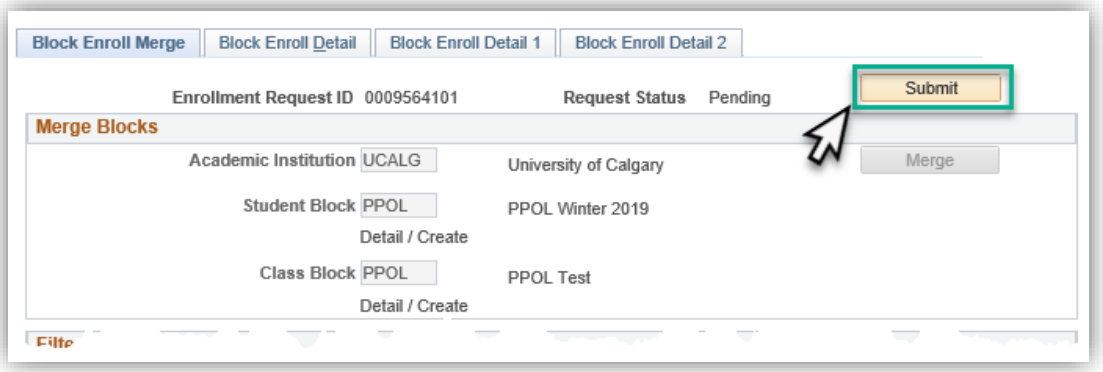


7. After the merge block information has been entered, click the **Merge** button.



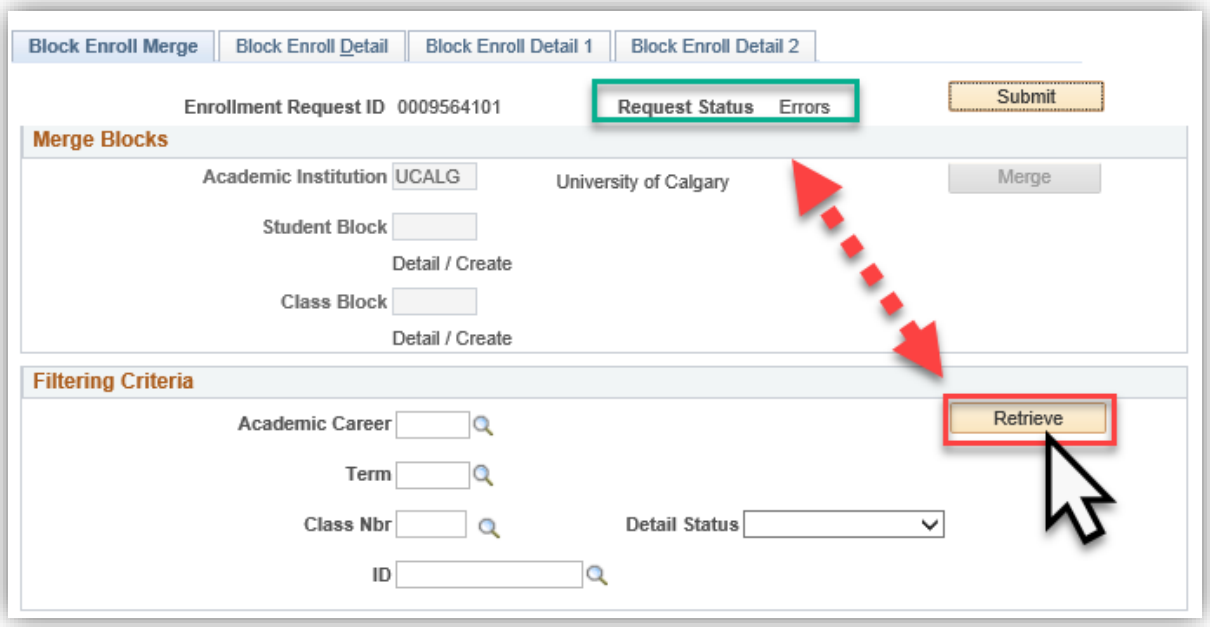
8. Click the **Submit** button.

Submit

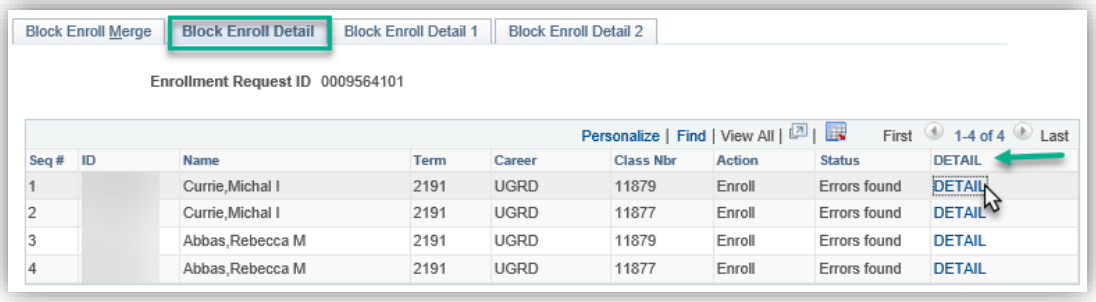


9. Once the two blocks have merged, and if there are no errors the process will be complete. However, if there are any errors the Request Status will indicate "Errors". To investigate the errors click the **Retrieve** button.

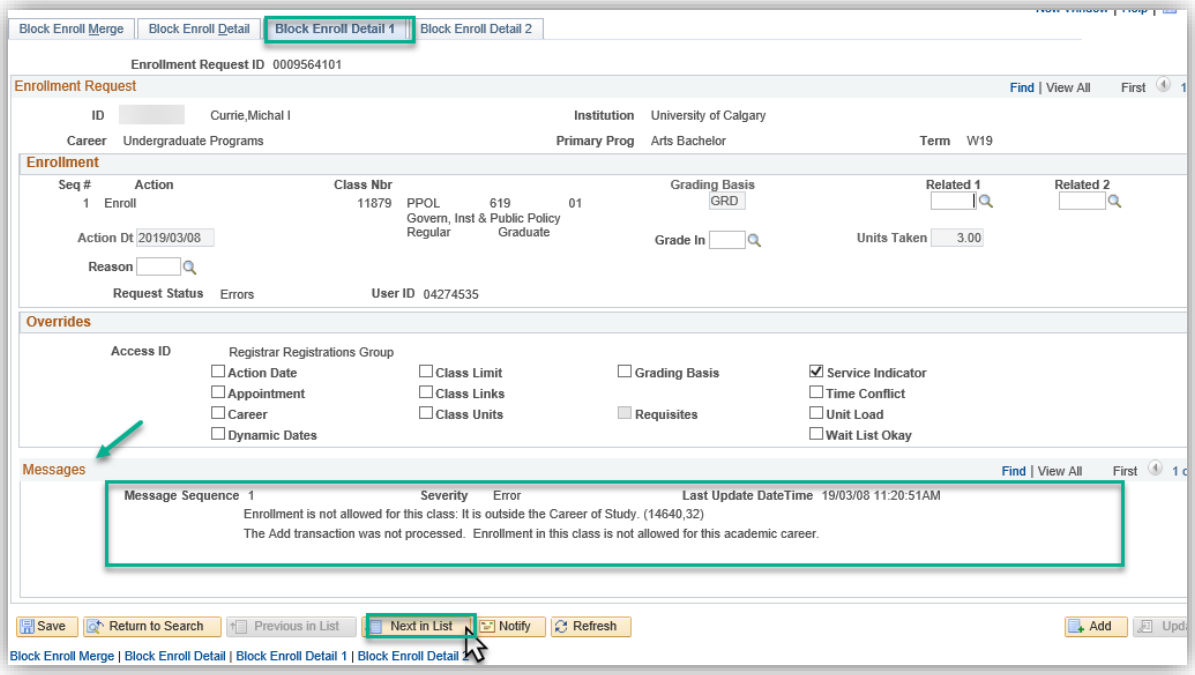
Retrieve



10. Note there are two errors for each of the students. Click the **DETAIL** link.



11. Scroll down to view the error message. For this example the student is not allowed to enroll in this class as they are an undergraduate student. Use the **Next in List** or **Previous in List** buttons to navigate through the students in error.



For the corresponding online learning, consult the student administration training website.

End of Procedure.