

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

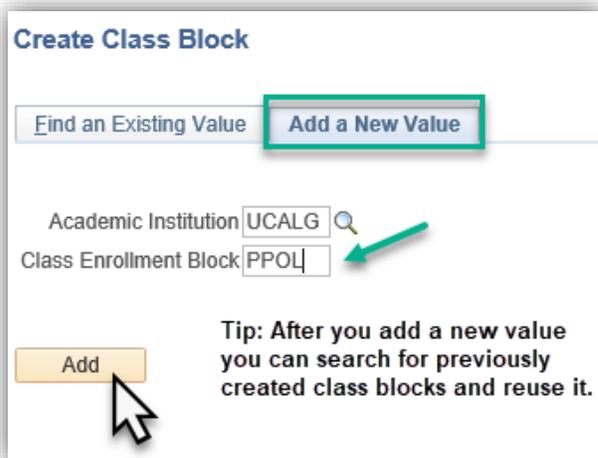
4. The first step is to Create the Class Block.
Click the **Create Class Block** link.

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.



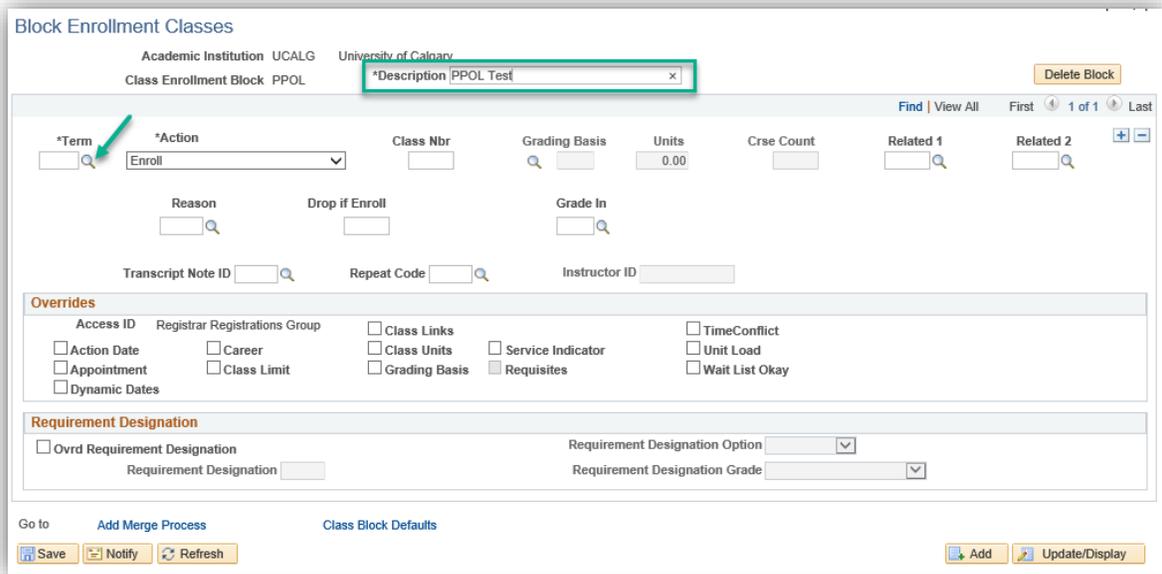
Create Class Block

Academic Institution

Class Enrollment Block

Tip: After you add a new value you can search for previously created class blocks and reuse it.

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.



Block Enrollment Classes

Academic Institution UCALG University of Calgary
Class Enrollment Block PPOL *Description PPOL Test x Delete Block

Find | View All First 1 of 1 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
	Enroll			0.00			

Reason Drop if Enroll Grade In

Transcript Note ID Repeat Code Instructor ID

Overrides

<input type="checkbox"/> Access ID	<input type="checkbox"/> Registrar Registrations Group	<input type="checkbox"/> Class Links	<input type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Service Indicator
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Requisites
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Unit Load
			<input type="checkbox"/> Wait List Okay

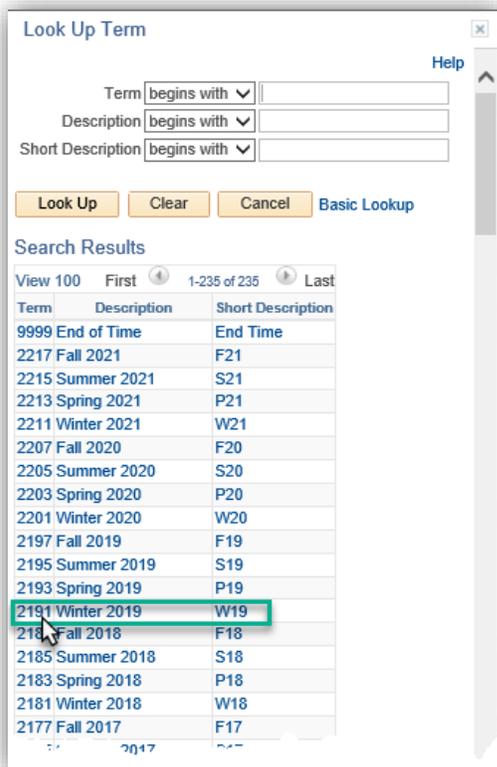
Requirement Designation

Ovr Requirement Designation Requirement Designation Option Requirement Designation Grade

Go to Add Merge Process Class Block Defaults

Save Notify Refresh Add Update/Display

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



Look Up Term Help

Term begins with
Description begins with
Short Description begins with

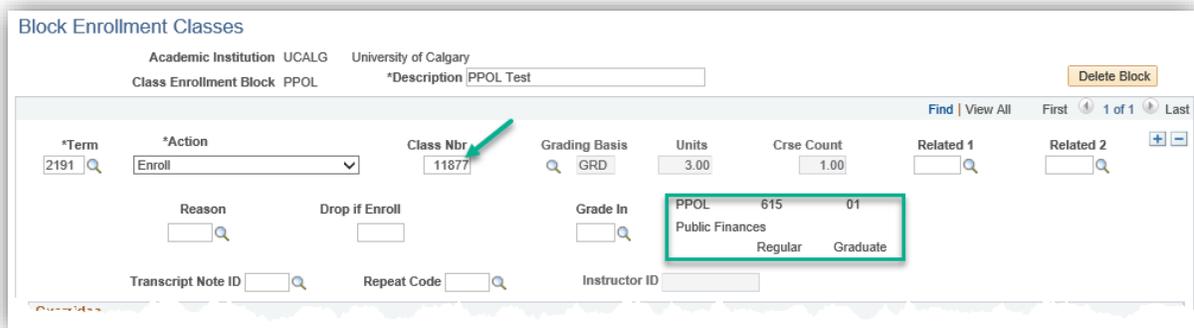
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-235 of 235 Last

Term	Description	Short Description
9999	End of Time	End Time
2217	Fall 2021	F21
2215	Summer 2021	S21
2213	Spring 2021	P21
2211	Winter 2021	W21
2207	Fall 2020	F20
2205	Summer 2020	S20
2203	Spring 2020	P20
2201	Winter 2020	W20
2197	Fall 2019	F19
2195	Summer 2019	S19
2193	Spring 2019	P19
2191	Winter 2019	W19
2189	Fall 2018	F18
2185	Summer 2018	S18
2183	Spring 2018	P18
2181	Winter 2018	W18
2177	Fall 2017	F17

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.



Block Enrollment Classes

Academic Institution UCALG University of Calgary
Class Enrollment Block PPOL *Description PPOL Test

Find | View All First 1 of 1 Last

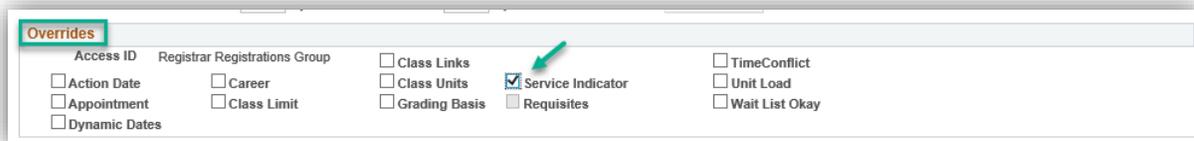
*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2191	Enroll	11877	GRD	3.00	1.00		

Reason Drop if Enroll Grade In

Transcript Note ID Repeat Code Instructor ID

PPOL 615 01
Public Finances Regular Graduate

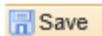
10. The Class Name will display including the course id, units (3), course count (1) and grading basis. Indicate what overrides should be observed (e.g. Service Indicator). There can be more than one. Click the **Service Indicator** option.



Overrides

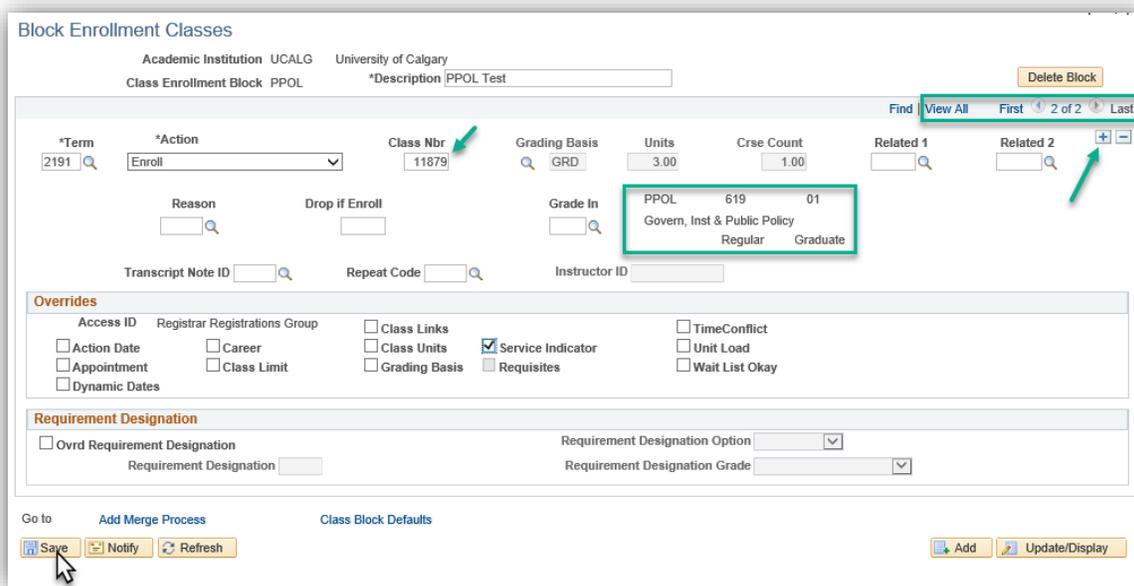
<input type="checkbox"/> Access ID	<input type="checkbox"/> Registrar Registrations Group	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Service Indicator	<input type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Grading Basis		<input type="checkbox"/> Wait List Okay
<input type="checkbox"/> Dynamic Dates				

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

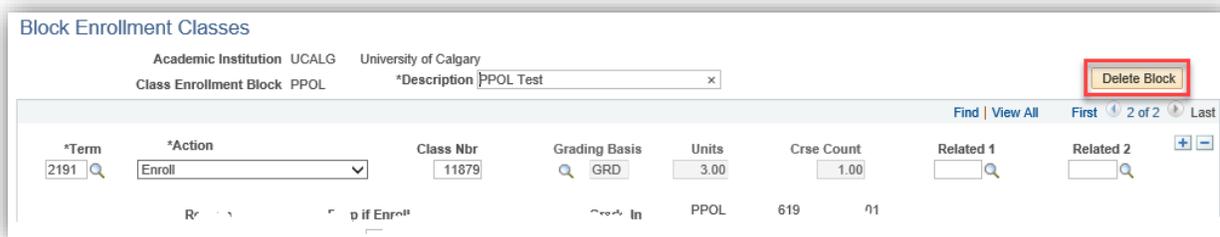


12. To add another class block to this block enrollment, add another row. Click the **Add a new row** button.

- 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.

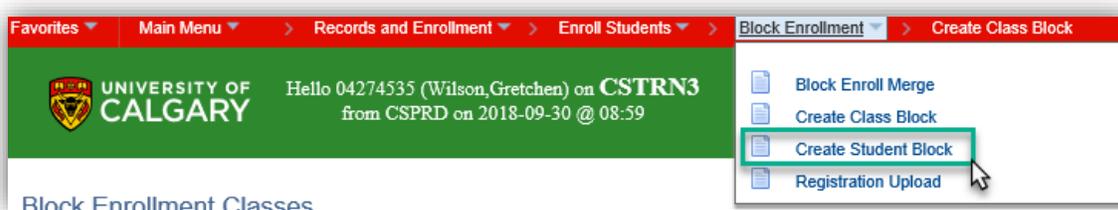


- If this class block is no longer required, click the **Delete Block** button to remove the class block.

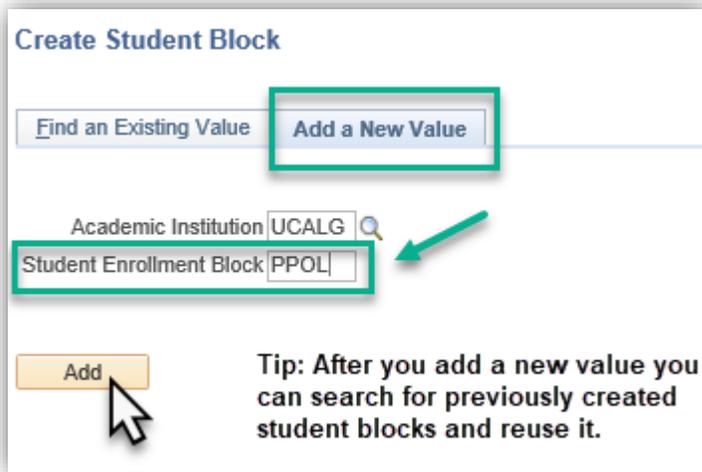


Step 2: Create Student Block:

- 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.



- 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.
- Enter a description for the **Student Enrollment Block** that includes the faculty/department name (e.g. PPOL for Public Policy). Click the **Add** button.



Create Student Block

Find an Existing Value | **Add a New Value**

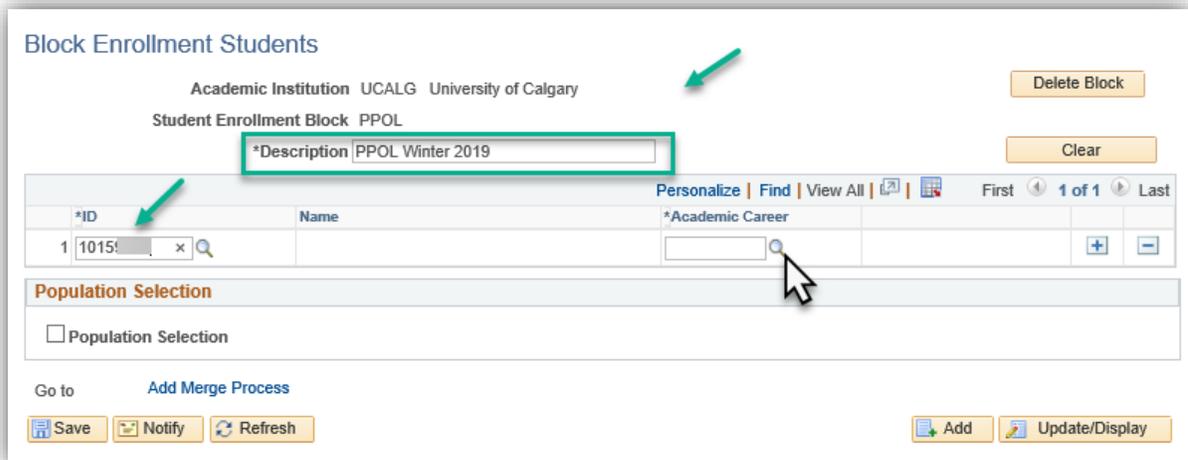
Academic Institution UCALG

Student Enrollment Block PPOL

Add

Tip: After you add a new value you can search for previously created student blocks and reuse it.

- 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.



Block Enrollment Students

Academic Institution UCALG University of Calgary

Student Enrollment Block PPOL

*Description PPOL Winter 2019

*ID	Name	*Academic Career
1 1015		

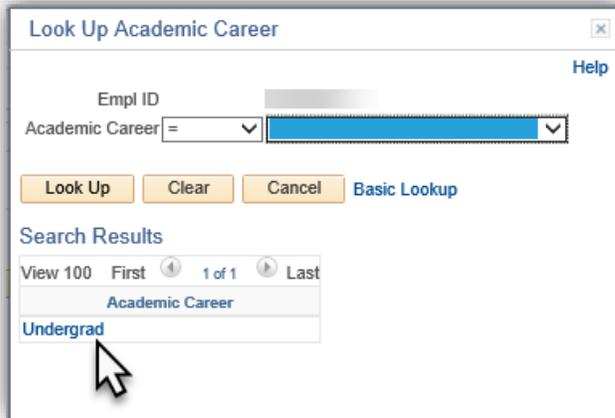
Population Selection

Population Selection

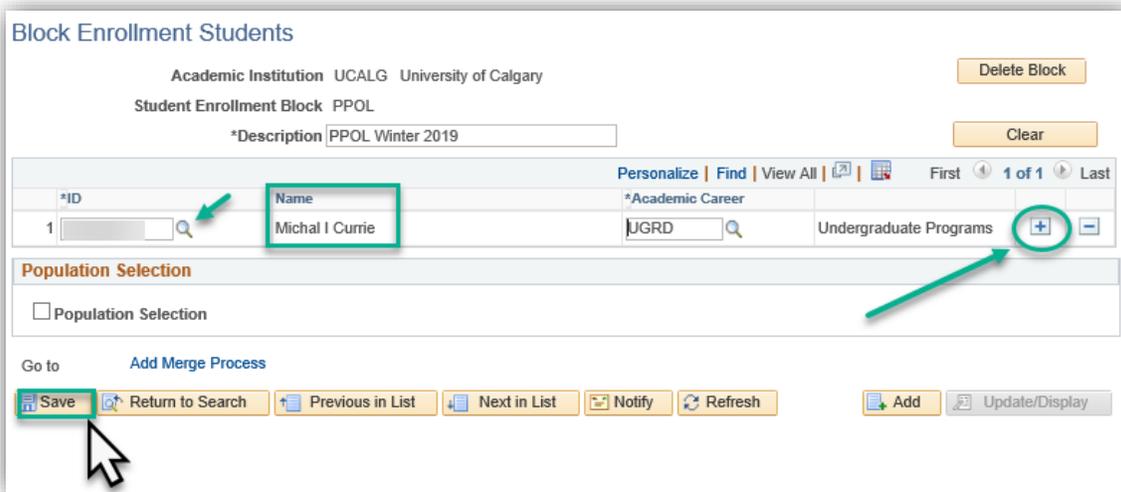
Go to [Add Merge Process](#)

Save | Notify | Refresh | Add | Update/Display

5. Click the **Undergrad** link.

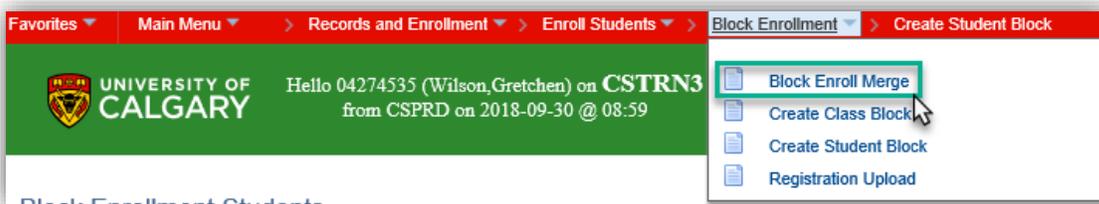


6. Click the **Add a new row** button. Repeat this process for all the students you need on the student block. When completed click the **Save** button.

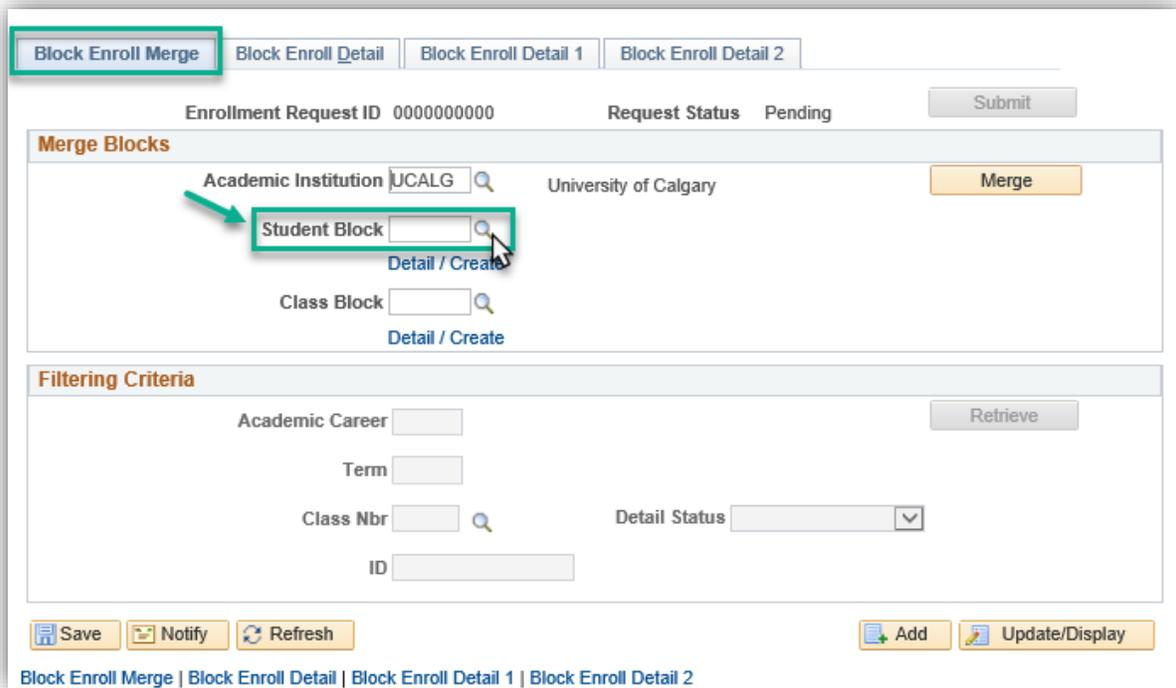


Step 3: Block Enroll Merge

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**.



- 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.
- Enter the previously created Student Block (e.g. PPOL Winter 2019) or use the Look up tool. Click the **Look up Student Block** button.



Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0000000000 Request Status Pending Submit

Merge Blocks

Academic Institution UCALG University of Calgary Merge

Student Block Detail / Create

Class Block Detail / Create

Filtering Criteria

Academic Career Retrieve

Term

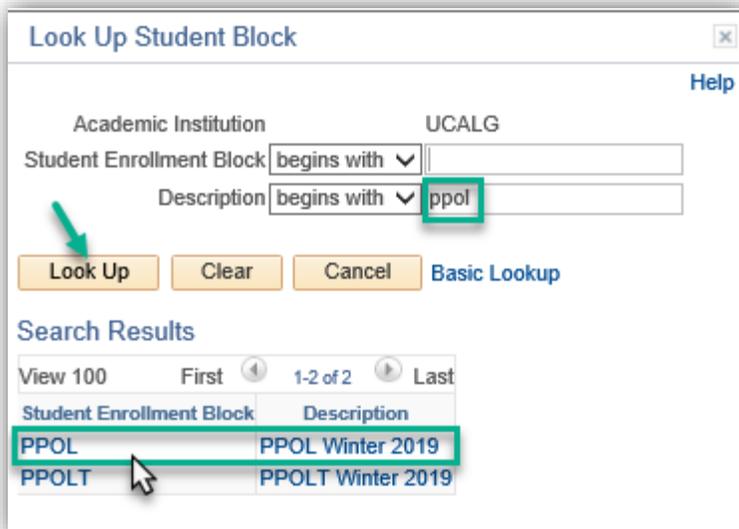
Class Nbr Detail Status

ID

Save Notify Refresh Add Update/Display

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

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



Look Up Student Block Help

Academic Institution UCALG

Student Enrollment Block begins with

Description begins with ppol

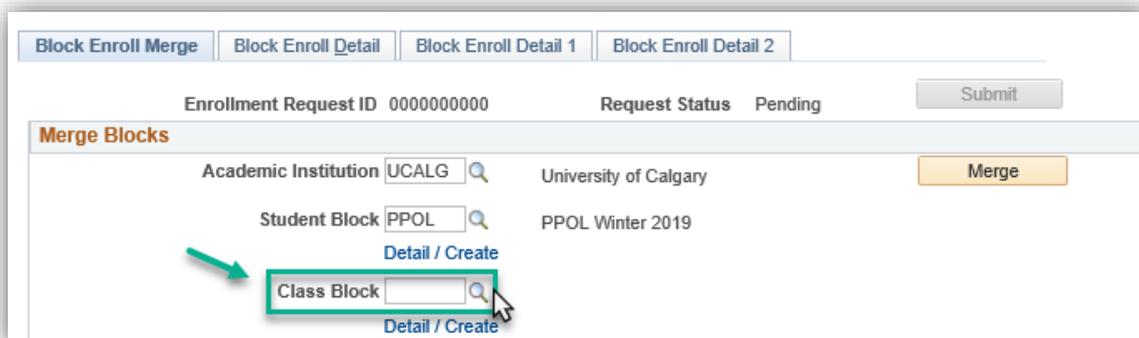
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Student Enrollment Block	Description
PPOL	PPOL Winter 2019
PPOLT	PPOLT Winter 2019

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



Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail 1 | Block Enrollment Detail 2

Enrollment Request ID 0000000000 Request Status Pending Submit

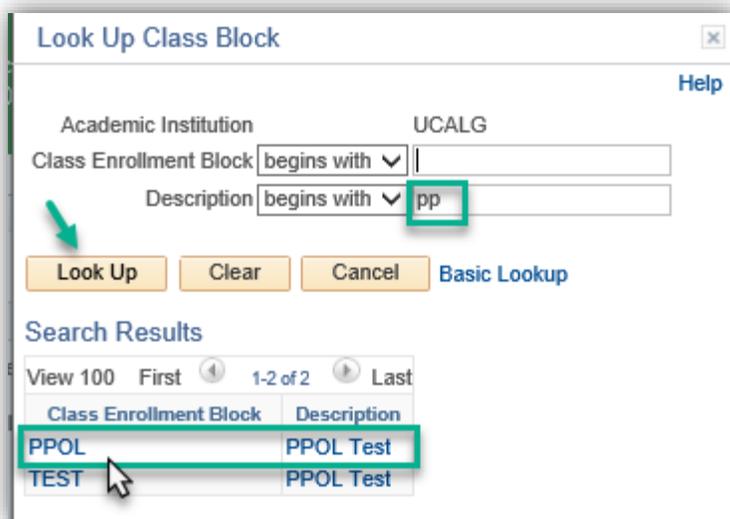
Merge Blocks

Academic Institution UCALG University of Calgary Merge

Student Block PPOL PPOL Winter 2019 Detail / Create

Class Block [] Detail / Create

- 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.



Look Up Class Block Help

Academic Institution UCALG

Class Enrollment Block begins with []

Description begins with pp

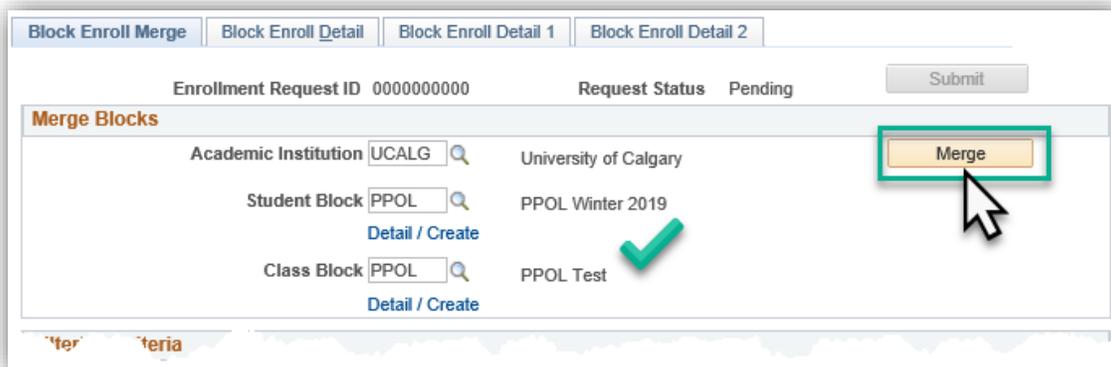
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Class Enrollment Block	Description
PPOL	PPOL Test
TEST	PPOL Test

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



Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail 1 | Block Enrollment Detail 2

Enrollment Request ID 0000000000 Request Status Pending Submit

Merge Blocks

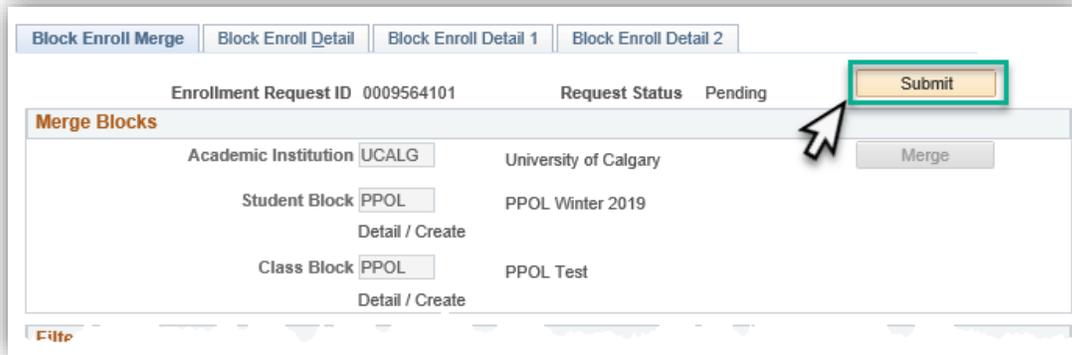
Academic Institution UCALG University of Calgary Merge

Student Block PPOL PPOL Winter 2019 Detail / Create

Class Block PPOL PPOL Test ✓ Detail / Create

8. Click the **Submit** button.

Submit



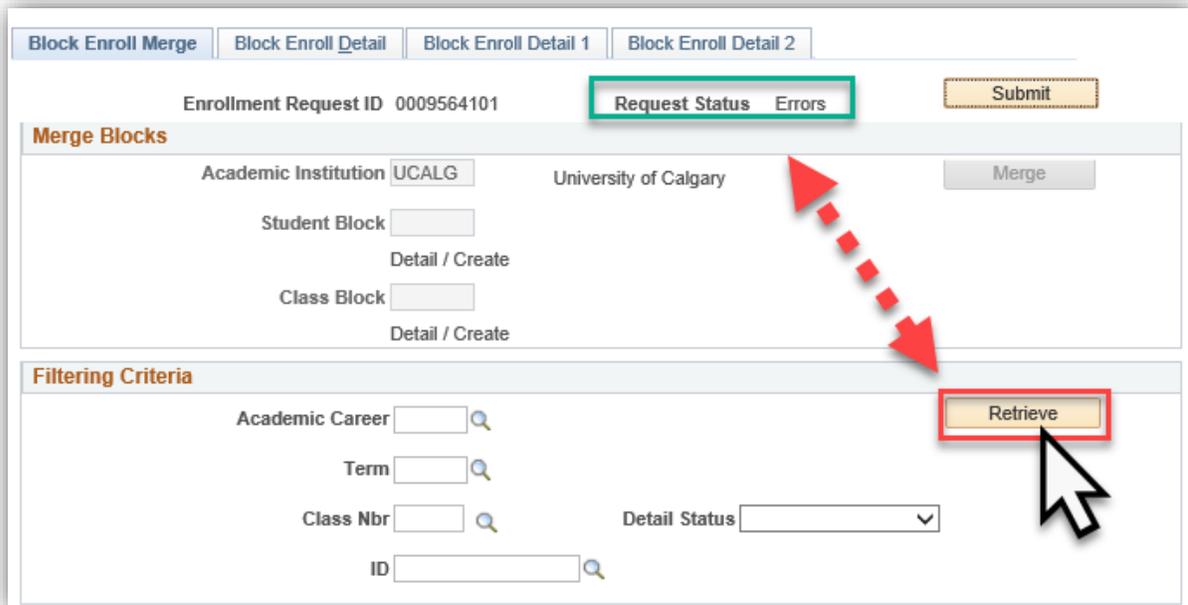
The screenshot shows the 'Block Enrollment Merge' interface. At the top, there are tabs: 'Block Enrollment Merge', 'Block Enrollment Detail', 'Block Enrollment Detail 1', and 'Block Enrollment Detail 2'. Below the tabs, the 'Enrollment Request ID' is 0009564101 and the 'Request Status' is 'Pending'. A 'Submit' button is highlighted with a red box and a mouse cursor. Below this, there is a section titled 'Merge Blocks' with a 'Merge' button. The 'Merge Blocks' section contains three rows of information:

Academic Institution	UCALG	University of Calgary	Merge
Student Block	PPOL	PPOL Winter 2019	
Class Block	PPOL	PPOL Test	

Each row has a 'Detail / Create' link below it. At the bottom left, there is a 'Filter' button.

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

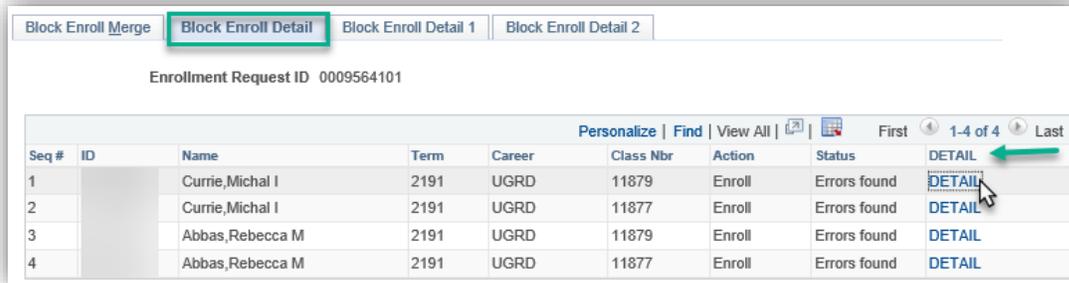


The screenshot shows the 'Block Enrollment Merge' interface after the merge process. The 'Request Status' is now 'Errors', which is highlighted with a red box. A red dashed arrow points from the 'Request Status' to the 'Retrieve' button, which is also highlighted with a red box and has a mouse cursor. The 'Merge Blocks' section now shows empty input fields for 'Student Block' and 'Class Block'. Below this is a section titled 'Filtering Criteria' with several search fields:

Academic Career	<input type="text"/>	<input type="button" value="Q"/>
Term	<input type="text"/>	<input type="button" value="Q"/>
Class Nbr	<input type="text"/>	<input type="button" value="Q"/>
ID	<input type="text"/>	<input type="button" value="Q"/>

There is also a 'Detail Status' dropdown menu.

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

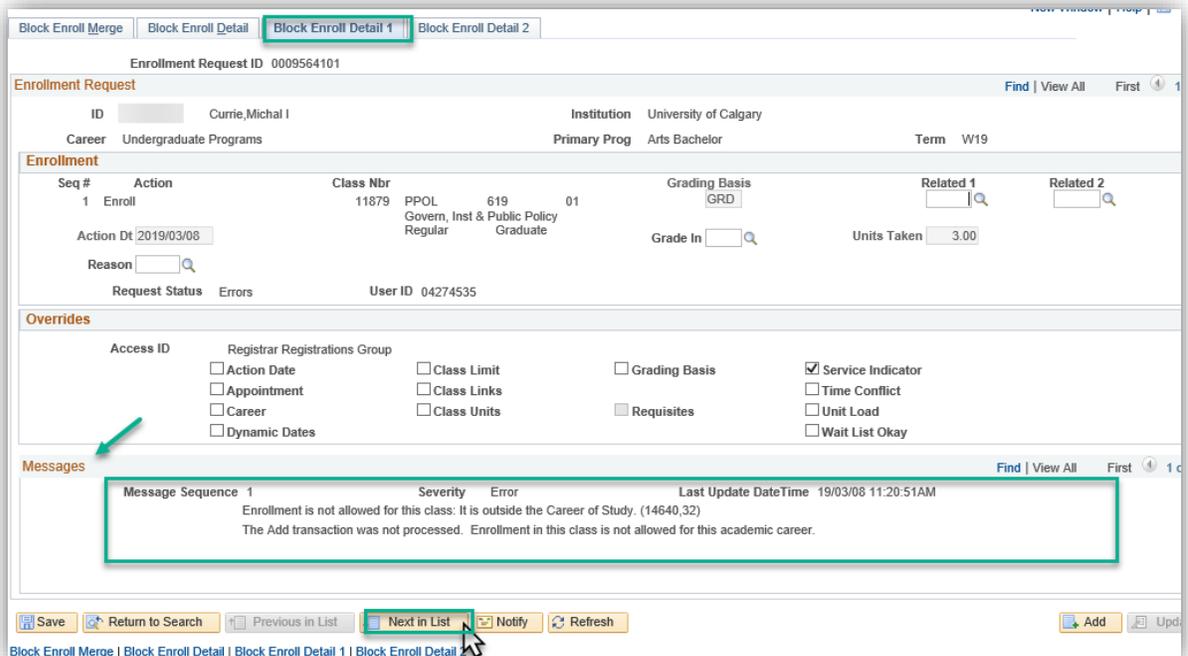


Block Enroll Merge | **Block Enroll Detail** | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0009564101

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1		Currie, Michal I	2191	UGRD	11879	Enroll	Errors found	DETAIL
2		Currie, Michal I	2191	UGRD	11877	Enroll	Errors found	DETAIL
3		Abbas, Rebecca M	2191	UGRD	11879	Enroll	Errors found	DETAIL
4		Abbas, Rebecca M	2191	UGRD	11877	Enroll	Errors found	DETAIL

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.



Block Enroll Merge | Block Enroll Detail | **Block Enroll Detail 1** | Block Enroll Detail 2

Enrollment Request ID 0009564101

Enrollment Request

ID Currie, Michal I Institution University of Calgary
Career Undergraduate Programs Primary Prog Arts Bachelor Term W19

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2
1	Enroll	11879	GRD		

Action Dt 2019/03/08
Reason
Request Status Errors User ID 04274535

Overrides

Access ID	Registrar Registrations Group		
<input type="checkbox"/> Action Date	<input type="checkbox"/> Class Limit	<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Service Indicator
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Links		<input type="checkbox"/> Time Conflict
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			<input type="checkbox"/> Wait List Okay

Messages

Message Sequence	Severity	Error	Last Update DateTime
1	Error	Enrollment is not allowed for this class: It is outside the Career of Study. (14640,32) The Add transaction was not processed. Enrollment in this class is not allowed for this academic career.	19/03/08 11:20:51AM

Save | Return to Search | Previous in List | **Next in List** | Notify | Refresh | Add | Update

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