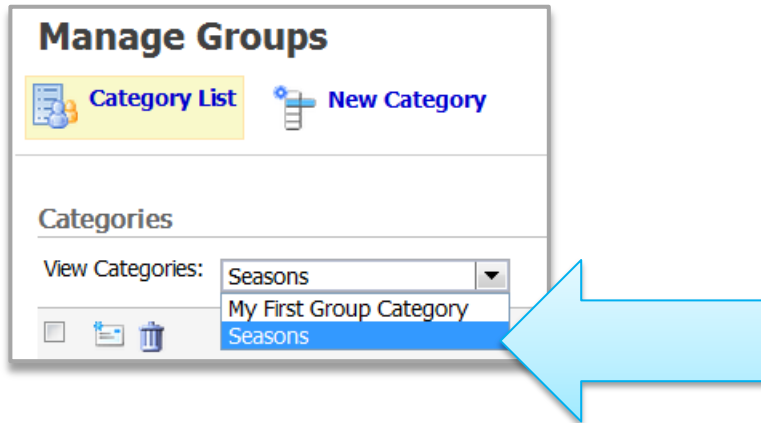


Manually Enrolling Students into Groups

After you've created your groups you'll be ready to enroll students.

Click on the **Groups** link.

Select the category from the drop down menu



Click on the **Enroll Users** link.

The Enroll Users screen will appear. From here we can do the following:

Enroll Users - Seasons

Category: Seasons
Display: All Groups

Search For: Search [Show Search Options](#)

First Name ▲, Last Name	Fall Users: 1	Spring Users: 1	Summer Users: 0	Winter Users: 0
Demo08 Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demo09 Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Callout boxes:

- Display options where we can show all groups or select a specific group.
- Search options that allow you to locate a student by specific criteria including first and last name and enrollment.
- Search options that allow you to locate a student by specific criteria including first and last name and enrollment.
- Checkbox that indicates if a student is enrolled and what group that student belongs too.