This job aid provides you with the minimum steps that you need to take in order to bulk enroll students into a classroom course using the custom tools function. You must have an elevated role to perform this task; Bulk Enroll, Agency Delegate or Domain Administrator.

1. Click on **Custom Tools**.

2. From the Custom Tools page, select **Admin Tools**.

3. From the Admin Tools drop down menu, select **Bulk Enrollment**.

Select an action to proceed.
4. On the Bulk Enroll screen, if you would like to enroll all the attendees with a completion status, select the checkbox next to *Enroll with Completion Status*.

5. You’ll have the option to give the students a complete, audit, incomplete, no show, or fail. You can also change the duration of the course if it was different than what you originally set-up.
6. The search page will display. Click on **Search Courses**. A new window will display.

7. Enter in the **title** of the course. If you want to search for courses that occurred in the past then select **Include sections in the past**. Select **Search**.
8. To select the course that you want to enroll people into, select the **green plus sign**. After selecting the green plus sign, **close out** of the search window. On the Bulk Enrollment screen you will see that the course has been added.

![Course Selection](image)

9. To enroll people into the course you have selected, click on **Search Users**. A new window will display.

![Search Users](image)

- **Enroll with Completion Status**

After you have finished your selections click the Process Enrollment button to assign all of the selected users to the selected courses.
10. Enter in the search criteria for the learner you are looking for and click on **Search**.

11. To select the learner you want to enroll into the course, select the **green plus sign**.

12. Repeat steps 7-9 until you have added all of the learners you want to bulk enroll into the course. Once you are done close out of the search for learner window.

13. On the Bulk Enrollment screen you will see all of the learners that you want to enroll in the course.

14. To process the enrollments select **Process Enrollments**. You will receive a confirmation at the top of the screen once it is complete.