

## Step-by-Step: Bulk Add Students to a Course in FACTS

### Before You Begin

#### 1. Confirm Access:

- This walkthrough uses a demo database—your school's version of FACTS may look different.
- If you can't access certain features, you may have a **permissions issue**. Contact your admin (or Jeremy, if applicable).

#### 2. Ensure Courses Are Set Up Properly:

- Go to **Academics > Courses**.
  - Open each course you want to schedule.
  - Confirm the following fields are set:
    - **Grade Level**
    - **School Division**
    - **Instructor Assigned**
    - *(Optional)* Max Size
    - For homerooms: check the "**Homeroom**" box.
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### Bulk Enroll Students

#### 3. Navigate to Scheduling:

- Click the **three bars (main menu)**.
- Select **Scheduling**.

#### 4. Access Group Enrollment:

- A new tab will open.
- Scroll down and select **Group Enrollment**.

#### 5. Select an Enrollment Template:

- Choose the **template** tied to your school calendar (e.g., "Elementary School").

- If no appropriate template exists, contact your implementation manager.

#### 6. **Create a New Enrollment Group:**

- Click to create a **new group**.
- Give it a unique name (e.g., “Sample” to avoid duplicates).

#### 7. **Add Courses to the Group:**

- Click the **pencil icon** next to "Class List".
- Select the appropriate **Grade Level** (e.g., Grade 2).
- Use the **double arrows** to move all listed grade-level courses to the right.

#### 8. **Add Students to the Group:**

- Ensure all students are correctly associated with the grade you selected.
  - If not, it likely means they’re tied to the **wrong grade**.
- Move the students into the group.

#### 9. **Save the Group:**

- Click **Save**.
- It may take a moment to process.

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### **Verify Enrollment**

#### 10. **Check the Rosters:**

- Return to **Academics > Courses**.
- Open any course (e.g., a second-grade class).
- Go to the **Roster** tab.
- You should see all students have been added in bulk.

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### **Notes & Tips**

- You **must do this by grade level**.
- If your school uses multiple tracks or sections:

- You may need to create separate enrollment groups for each.
  - Or manually select specific students.
- For **single-track schools**, this method is the most efficient.