

Block (Batch) Enrollment

“Block Enrollment” is the terminology used in Campus Solutions, though it’s more commonly thought of as a “batch” process.

Best Practices for **Block Enrollment** use are the following TWO cases:

- 1) to directly **Enroll** a group of students into a class or a block of classes
- 2) to **Drop** a group of students from a class (Instructor Drop)

DO NOT use Block Enrollment to add students from the waitlist.

If the student used the CalCentral swap feature to add themselves to your waitlist, you will disrupt the automated process that the system runs for the student in dropping the second class.

Block Enrollment can be used for single or multiple groups of classes. This means that you can block-add or block-drop (or make other changes) a group of students for multiple classes. However, if the group of classes or the group of students are different, than the process must be repeated per each Class Block + Student Block.

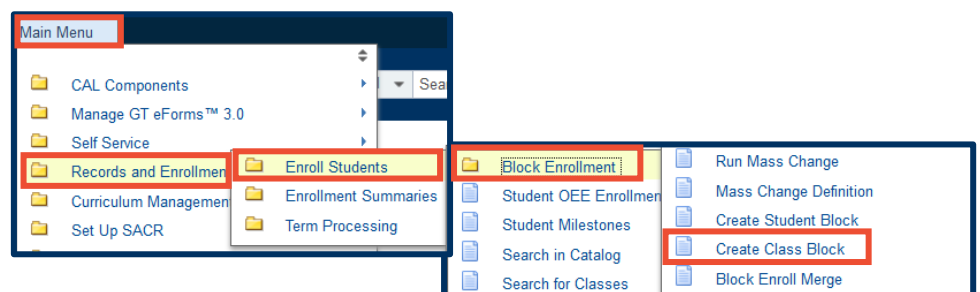
There are three steps for processing Block Enrollment:

- 1) **Create Class Block**
- 2) **Create Student Block**
- 3) **Block Enroll Merge**

Creating a Class Block

1. From the **Main Menu**, navigate to:

Records and Enrollment >
Enroll Students >
Block Enrollment >
Create Class Block.



2. Select the **Add a New Value** tab.

(If a **Class Block** already exists from a previous term/year, search up the specific **Class Block** under the **Find an Existing Value** tab and skip to step number 6).

3. Create and enter your class block code in the **Class Enrollment Block** field.

NOTE: The **Class Enrollment Block** code is max. 5 characters. You will use this same code when you create your student block. For convenience, consider using the same codes throughout using initials and numbers. Since all student and class blocks are viewable by everyone, there may be a case where codes overlap/duplicate when trying to add a new value. If they find a student/class that is not theirs, they should create a new one.

4. Select **Add**.

5. On the next screen, enter a **Description**. This can be up to 30 characters and should include your block code and the term code you are creating this for (e.g., 2168 for Fall 2016).

*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2168	Enroll			0.00			

6. Enter (or update as needed) the **Term**, select your **Action**, enter the **Class Nbr** and **Related** class number(s), if applicable.

Block Enrollment Classes

Academic Institution: UCB01 UC Berkeley
 Class Enrollment Block: TEST1 *Description: test1 2168

Find | View All First 1 of 1 Last

*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2168	Enroll	33331	GRD	3.00	1.00	33537	

Reason Drop if Enroll: Grade In:
 MBA 223 001
 Corp Fin Reporting
 Regular Graduate

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

Access ID:
 Action Date Appointment Dynamic Dates
 Career Closed Class
 Class Links Class Units Grading Basis
 Class Permission Service Indicator Requisites
 TimeConflict Unit Load Wait List Okay

Requirement Designation

OvrD Requirement Designation
 Requirement Designation:
 Requirement Designation Option:
 Requirement Designation Grade:

Go to: [Add Merge Process](#) [Class Block Defaults](#)

7. Select **Save**.

8. To add additional classes to your **Class Enrollment Block**, select the plus icon (+) to add a new row and repeat steps 6 & 7 until your class block is complete.

Creating a Student Block

9. Select **New Window** to open a new Campus Solutions tab in your browser.

This will help you easily refer back to the class block code and description for your next step.

Favorites Main Menu enrollment > Enroll Students > Block Enrollment > Create Class Block Home Sign out

Berkeley Menu Search Advanced Search Add To Notification NavBar

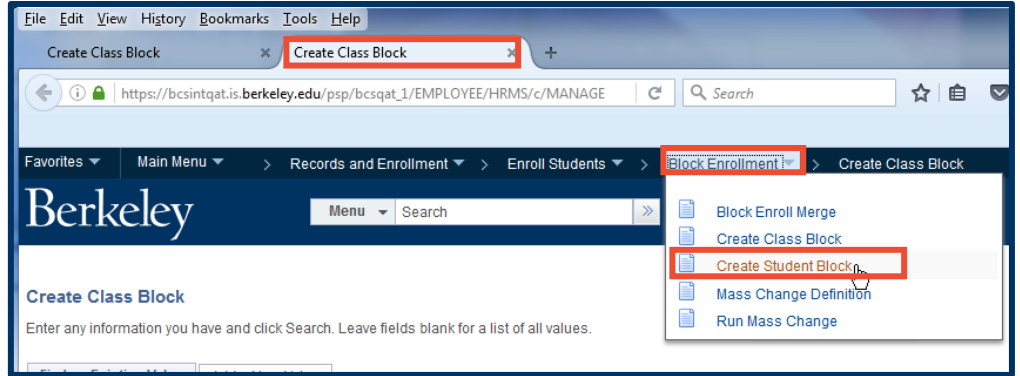
New Window Help | Personalize Page

Block Enrollment Classes

Academic Institution: UCB01 UC Berkeley
 Class Enrollment Block: TEST1 *Description: test1 2168

Find | View All First 1 of 1 Last

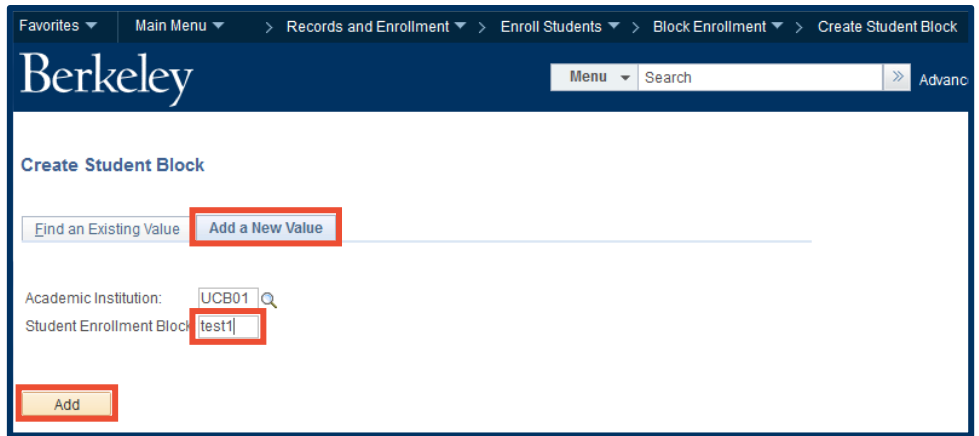
- On the new tab, select **Block Enrollment** on the top menu bar (breadcrumbs/file path), and then select **Create Student Block**.



- Select the **Add a New Value** tab.

(If a **Student Block** already exists from a previous term/year, search up the specific **Student Block** under the **Find an Existing Value** tab and skip to step number 14).

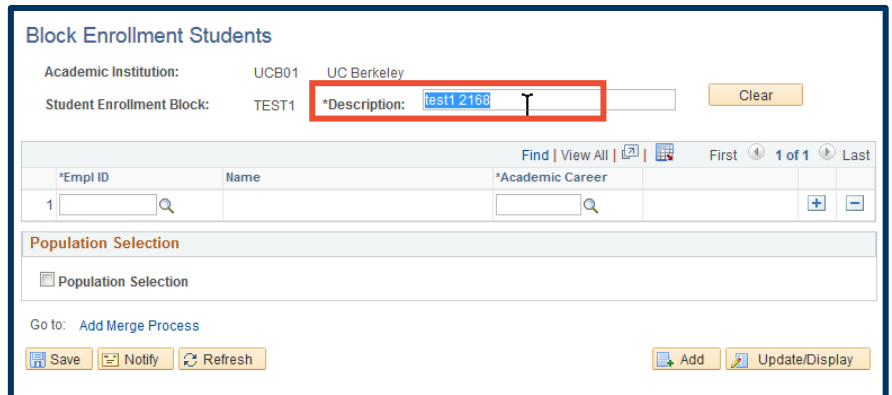
- Enter the **Student Enrollment Block** code, matching the **Class Enrollment Block** code you just created.



- Select **Add**.

- Enter the ***Description**, matching the **Class Enrollment Block Description** from the previous screen.

For existing **Student Blocks**, Clear out the students who currently exist by selecting the **Clear** option to the right of the ***Description** box.



There are two options for entering students into the student block:

Option 1: Manual selection

- 15. Enter the student’s SID in the **Empl ID** field or select the look up icon (🔍) to open the **Look Up** table and search for the student by name.
- 16. Enter the student’s **Academic Career** (e.g., UGRD, GRAD).
- 17. Select the plus (+) button to continue adding students.
- 18. Select **Save** when finished creating list.

Option 2: Upload a .csv file

Prepare your file to upload. Do NOT use headers as the process will fail.

- 19. In Excel:
 - Column A = SID
 - Column B = Academic Career
- 20. Convert the Excel file to a CSV (Comma delimited) file and save to your computer.

	A	B	
1	26991600	GRAD	
2	26991617	GRAD	
3	26991624	GRAD	
4	26991631	GRAD	
5	26991655	GRAD	
6			
7			

21. Select the **Population Selection** checkbox to activate the **Upload File** process.

22. On the **Selection Tool** drop list, select **External File**.

23. Select **Upload File**.

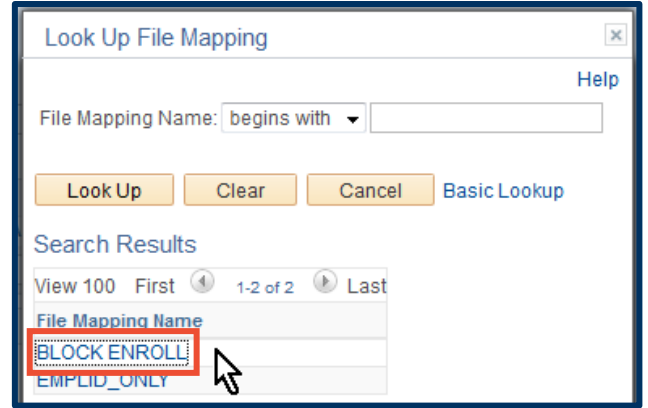
24. Select **Browse** to select your prepared .csv file from your local computer.

25. Select **Upload**.

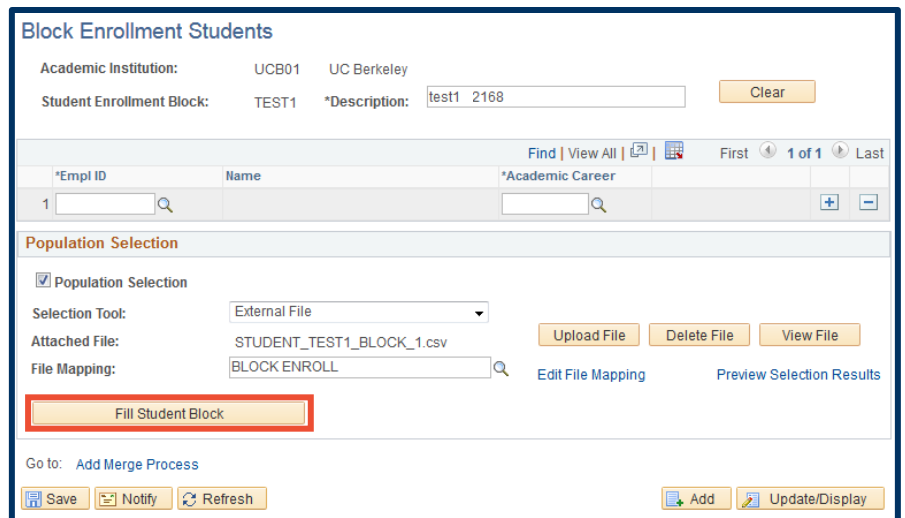
26. Select the look up icon (🔍) to open the **Look Up** table for the **File Mapping** field.

27. Select **BLOCK ENROLL**.

NOTE: If the **BLOCK ENROLL** selection does not automatically appear, select the **Look Up** button.



28. Select the **Fill Student Block** button.



The students you entered will appear in the upper portion of this page.

Block Enrollment Students

Academic Institution: UCB01 UC Berkeley
 Student Enrollment Block: TEST1 *Description: test1 2168 Clear

*Empl ID	Name	*Academic Career	
1 2e	He	GRAD	Graduate
2 2e	Ad	GRAD	Graduate
3 2e	Li	GRAD	Graduate
4 2e	Zi	GRAD	Graduate
5 2e	Zh	GRAD	Graduate

Population Selection

Population Selection

Selection Tool: External File

Attached File: STUDENT_TEST1_BLOCK_1.csv Upload File Delete File View File

File Mapping: BLOCK ENROLL Edit File Mapping Preview Selection Results

Fill Student Block

Go to: [Add Merge Process](#)

Save Notify Refresh Add Update/Display

29. Select **Save**.

Block Enroll Merge

30. Select **Block Enrollment** on the top menu bar (breadcrumbs/file path), and then select **Block Enroll Merge**.

Favorites Main Menu > Records and Enrollment > Enroll Students > **Block Enrollment** > Create Student Block

Berkeley

Block Enrollment Students

Academic Institution: UCB01 UC Berkeley
 Student Enrollment Block: TEST1 *Description: test1 2168 Clear

- Block Enroll Merge**
- Create Class Block
- Create Student Block
- Mass Change Definition
- Run Mass Change

31. Select the **Add New Value** tab.

Block Enroll Merge

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

▼ Search Criteria

32. Enter your **Student Block** code and your **Class Block** code.

33. Select the **Merge** button.

Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail1 | Block Enrollment Detail2

Enrollment Request ID: 0000000000 Request Status: Pending Submit

Merge Blocks

Academic Institution: UCB01 UC Berkeley Merge

Student Block: TEST1 test1 2168 Detail / Create

Class Block: TEST1 test1 2168 Detail / Create

Filtering Criteria

Academic Career: Retrieve

Term: Retrieve

Class Nbr: Detail Status: Detail / Create

Empl ID: Detail / Create

Save Notify Refresh Add Update/Display

34. Select **Submit**.

Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail1 | Block Enrollment Detail2

Enrollment Request ID: 0000233074 Request Status: Pending Submit

Merge Blocks

Academic Institution: UCB01 UC Berkeley Merge

Student Block: TEST1 test1 2168 Detail / Create

Class Block: TEST1 test1 2168 Detail / Create

If the **Request Status** shows "Errors" after selecting **Submit**, take the following steps to resolve these errors. Many override options will be available to you.

35. On the **Detail Status** drop list, select **Errors**.

Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail1 | Block Enrollment Detail2

Enrollment Request ID: 0000233074 Request Status: Errors Submit

Merge Blocks

Academic Institution: UCB01 UC Berkeley Merge

Student Block: Detail / Create

Class Block: Detail / Create

Filtering Criteria

Academic Career: Retrieve

Term: Retrieve

Class Nbr: Detail Status: Errors Messages Pending Success

Empl ID: Detail / Create

Save Return to Search Previous in List Refresh Add

36. Select the **Retrieve** button to review the details for individual errors.

37. This brings you to the **Block Enroll Detail** tab. Select the **DETAIL** link for each student to view each error.

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	26	L	2168	GRAD	33331	Enroll	Errors	DETAIL
2	26	P	2168	GRAD	33331	Enroll	Errors	DETAIL
3	26	L	2168	GRAD	33331	Enroll	Errors	DETAIL
4	26	D	2168	GRAD	33331	Enroll	Errors	DETAIL
5	26	F	2168	GRAD	33331	Enroll	Errors	DETAIL

38. In this example, the error is that the class is full. If there is an open waitlist for the class, you can resolve the error by choosing to add the student to the waitlist.

Enrollment Request ID: 000008196

Enrollment Request

ID: 26 Nu Institution: UC Berkeley
 Career: Graduate Primary Prog: Graduate Professional Programs Term: 2016 Fall

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission
2	Enroll	18173 MATH 1A 001	GRD	18124		

Action Dt: Reason: Regular Undergrad Grade In: Units Taken: 4.00

Request Status: Errors User ID: 184383

Overrides

Access ID: Total Access

Action Date Closed Class Grading Basis Service Indicator
 Appointment Class Links Permission Time Conflict
 Career Class Units Requisites Unit Load
 Dynamic Dates Wait List Okay

Messages

Message Sequence: 1 Severity: Error Last Update DateTime: 05/28/16 12:54:59PM
 Not Enrolled, Class 18124 Full. (14640,7)
 The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.
 If available, choose the Waitlist Ok option and resubmit the request.

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Dis

39. To resolve a “class full” error, select the **Wait List Okay** checkbox.

40. Select **Save**.

41. Select the **Block Enroll Detail** tab to select and resolve the next error.

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	26	L	2168	GRAD	33331	Enroll	Errors	DETAIL
2	26	P	2168	GRAD	33331	Enroll	Errors	DETAIL
3	26	L	2168	GRAD	33331	Enroll	Errors	DETAIL
4	26	D	2168	GRAD	33331	Enroll	Errors	DETAIL
5	26	F	2168	GRAD	33331	Enroll	Errors	DETAIL

42. Another error example is that the student may not meet the reserve capacity requirement group set for the class. Select the **Closed Class** override and then **Save** to resolve this.

43. Repeat steps 36.–40. until errors have been resolved.

NOTE:

A user's security level may prohibit the resolution of certain errors (Term Activation, Class Closed, Unit Load, etc.). If you encounter an error you are unable to resolve, please refer to Support details at the bottom. Make certain to include the **Enrollment Request ID** in the details of your message.

- 44. Return to the **Block Enroll Merge** tab to resubmit the enrollment requests previously in “Error” status.
- 45. Select **Submit**.

The screenshot shows the 'Block Enroll Merge' tab selected. At the top, there are four tabs: 'Block Enroll Merge', 'Block Enroll Detail', 'Block Enr Detail1', and 'Block Enr Detail2'. Below the tabs, the 'Enrollment Request ID' is 0000232935 and the 'Request Status' is 'Pending'. A red box highlights the 'Submit' button. The 'Merge Blocks' section contains fields for 'Academic Institution' (UCB01, UC Berkeley), 'Student Block', and 'Class Block', each with a 'Detail / Create' link and a 'Merge' button. The 'Filtering Criteria' section has search fields for 'Academic Career', 'Term', 'Class Nbr', and 'Empl ID', along with a 'Detail Status' dropdown set to 'Errors' and a 'Retrieve' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 46. A **Request Status** of “Success” or “Message” indicates that the enrollment requests have been successfully submitted.

This screenshot is similar to the previous one, but the 'Request Status' is now 'Success', highlighted with a red box. The 'Submit' button is still present. The 'Merge Blocks' and 'Filtering Criteria' sections remain the same.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>