

## **How to Block Enroll in PAWS**

There are three steps to the Block Enroll Process:

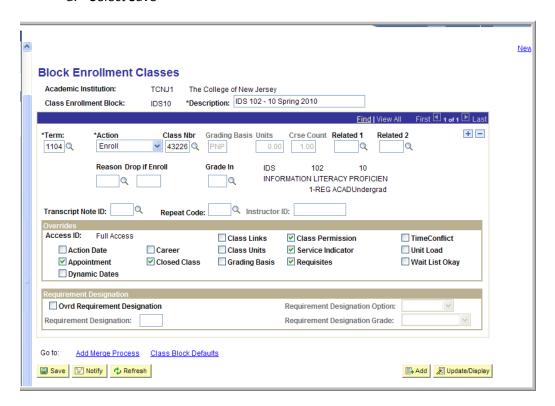
- Create Class Block
- Create Student Block
- Block Enroll Merge

Below are step-by-step instructions on how to complete the Block Enroll Process:

## 1. Create Class Block

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

- a. Add a New Value
- b. Select Term, Action, and Class Nbr
- c. Under Overrides, check off: Appointment, Closed Class, Class Permission, Service Indicator, Requisites
- d. Select Save



## 2. Create Student Block

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block

- 1. Add a new value.
- 2. Input list of students.
- 3. Save.



## 3. Block Enroll Merge

Navigate: Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

- 1. Add a New Value.
- 2. Select the Student Block (created in Step Two) and the Class Block (created in Step One).
- 3. Click Merge.
- 4. To review your request before submitting it, select Retrieve button.
- 5. To process the merge, select Submit.

