**How To Enroll Students in Multi-Grade Class**

All students for multi-grade classes are enrolled through math classes NOT attendance as is done for single grade classes.

Select students for your first grade level, (example: for K/1 classroom Select all K students), click Select By Hand, select those students you are enrolling in that classroom, click Update Selection, Under Select Function choose Mass Enroll under Scheduling. You will now be at Mass Enroll. Under Quick Enroll enter the course.section (example EM2.1), Edit Date to proper start date, you will see all 9 Dependent Sections appear under Course Name, scroll down and click Enroll Students.

Repeat above for the second grade level needed. Make sure that you again choose the proper math class (course) and section to enroll the students.

All students will be enrolled in both attendance classes.