Entering CTE Data via Mass Enrollment

Under the Action Section, select Mass Enrollment:

DE56PerkinsAccountability	
Production	
Actions	Distri
Instructions Class Assignments	Atten
Point of Contact	
Teacher Information Mass Enrollment	Caree
Individual Enrollment	Class
Industry Certificates	Class
<u>Course Enrollment Upload</u> <u>Placement Upload</u>	Credi
Score Upload Program Application	
<u>Frogram Application</u>	

Then, select the applicable option for each of the selector boxes. Then click on **Show Students**.

istrict Andes Centr	ral 11-1 🗸
Attendance Center	01 Andes Central High School - 01 🗸
Career Cluster Agricu	Ilture, Food & Natural Resources
lass Assignment Int	roduction to Agriculture, Food, and Natural Resources (18001)
Credits .5	Show Students

Then, click on **Enroll** on the far right:

Career Cluster Ag	riculture, Food & Natu	ral Resource	s 🗸				
Class Assignment	Food Science (18305	5)				~	
Credits .5			Show Students				L
Last Name	First Name	SIMS	Placement Description	TSA	Grade	Attendance Center	
	Nathaniel				09	E	nroll
	Muna				10	E	nroll
	37				10	T	

Then, enter the grade earned by the student. It needs to be a whole number. So 92 works however .92 does not work. Letter grades also do not work.

Then, select Done.

Bau	Sawyei		L		EIIIOII
	Jack	Select Placement Type	1	12	Done Cancel
	Tyler		C)9	Enrol
Darcovin	Marlee		1	10	Enroll