



JOB AID

Block Enrollment – Create a Student Block

06/25/2021





Block Enrollment – Create a Student Block

Navigation: NavBar > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block

< Admin Home Create Student Block Home Search Notifications Help

New Window | Help

Create Student Block

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

*Academic Institution: 🔍

Student Enrollment Block:

[Find an Existing Value](#) | [Add a New Value](#)

1. Click the **Add a New Value** tab and enter the below information:

- **Academic Institution:** MSU55
- **Student Enrollment Block:** Type in any value, up to 5-characters
 - Note: You will be able to modify any student block created. Consider using your initials in the block value in order to find your blocks easier in the future.

2. Click **Add** and the **Create Student Block** page will appear.



3. Enter the **Description** of your block at the top.
4. Next, you will need to add students to your block. There are three ways to do this: manually (A), Population Selection / External File (B), and Population Selection / PS Query (C).

Block Enrollment Students

Academic Institution MSU55 Michigan State University

Student Enrollment Block SB

A *Description

| *ID | Name | *Academic Career | Academic Program |
|------|---------|------------------|------------------|
| 1 15 | Bradley | UGRD | |
| 2 15 | Kayla | UGRD | |

Population Selection

Population Selection

B Selection Tool

C Attached File

File Mapping

Go to

5A. To manually add students, fill out the below fields:

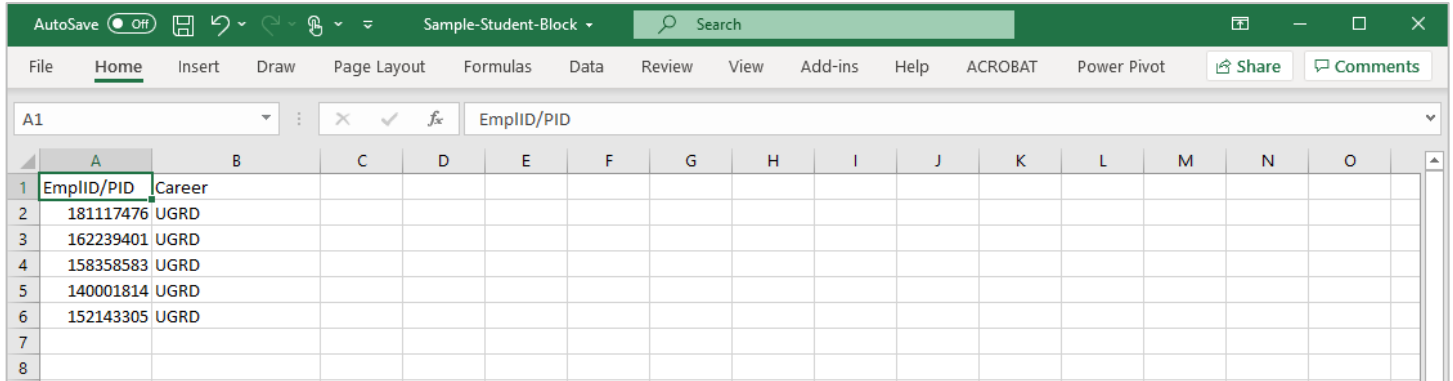
- **ID:** Enter student ID or click on the magnifying glass to search for a student.
- **Academic Career:** Select academic career for the student.
- **Academic Program:** Optional.
- Click the plus '+' button to add additional students and the minus '-' button to delete students from the block.

5B. To add students via **Population Selection – External File:**

- Check the box next to **Population Selection**, then choose **External File** from the Selection Tool drop-down menu.

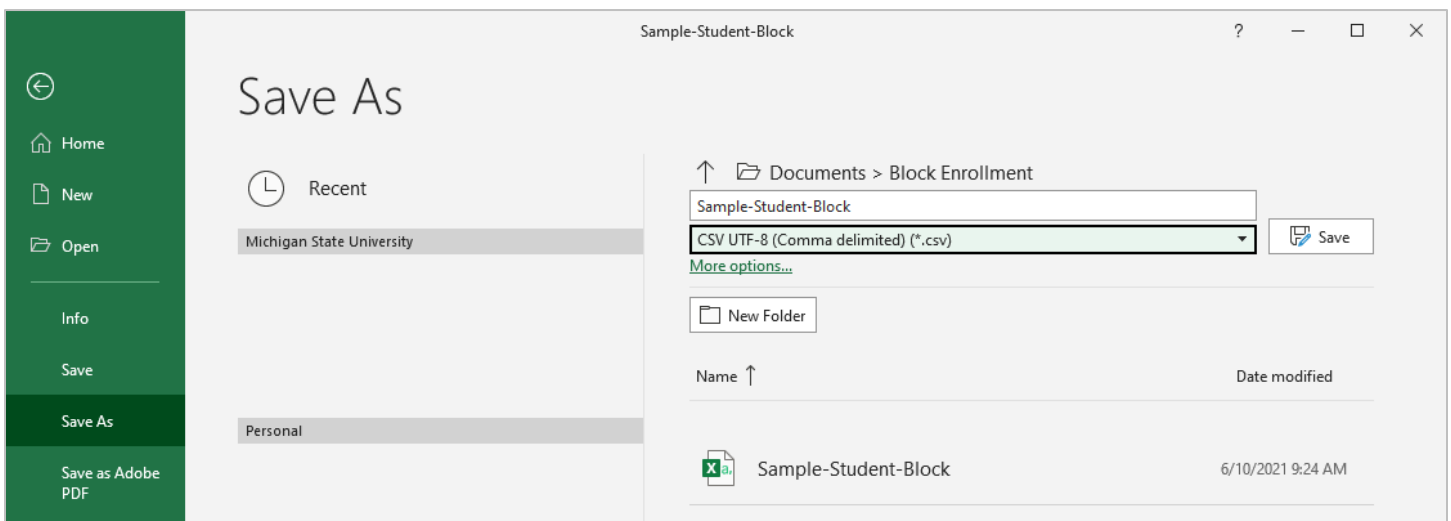


- This option allows you to create a file of student information and upload it. To create your file, build an Excel spreadsheet with two columns, EmplID and Career, and key in all of the student IDs and Career information. Below is an example:

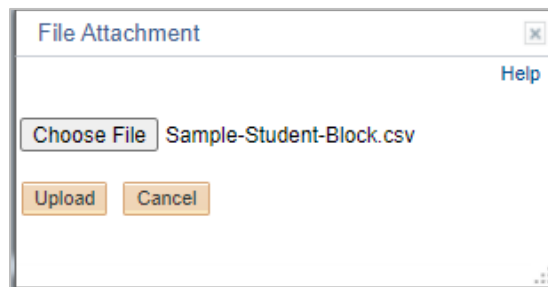


| EmplID/PID | Career |
|------------|--------|
| 181117476 | UGRD |
| 162239401 | UGRD |
| 158358583 | UGRD |
| 140001814 | UGRD |
| 152143305 | UGRD |

- Click **File > Save As**.
- Enter a name for the file and select the file type of CSV (Comma delimited).



- Once the Excel sheet has been saved, click the **Upload File** button on the **Block Enrollment Students** page (where we previously were).
 - The **File Attachment** page will pop-up, prompting you to select a file to upload.





- Enter the **File Mapping** to read “EMPLID_CAREER.”
 - This file mapping assumes a file with EMPLID in the first column and CAREER in the second column.

Block Enrollment Students

Academic Institution MSU55 Michigan State University

Student Enrollment Block SB

*Description My Student Block

Selection Tool External File

Attached File Sample-Student-Block.csv

File Mapping EMPLID_CAREER

Upload File Delete File View File

Edit File Mapping Preview Selection Results

Fill Student Block

Go to Add Merge Process

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- Optional step: Click the **Preview Selection Results** link to preview results.

Preview Selection Results

Return

| | OPRID | RUN_CNTL_ID | PROCESS_INSTANCE | INSTITUTION | EMPLID | ACAD_CAREER | ACAD_PROG |
|---|-------|-------------|------------------|-------------|-----------|-------------|-----------|
| 1 | | | 0 | | 181117476 | UGRD | |
| 2 | | | 0 | | 162239401 | UGRD | |
| 3 | | | 0 | | 158358583 | UGRD | |
| 4 | | | 0 | | 140001814 | UGRD | |
| 5 | | | 0 | | 152143305 | UGRD | |

Return

- Click the **Fill Student Block** button to bring the students from your flat file into the student block and click **Save**.



< Courses and Classes Create Student Block Home | Notifications | Settings | Logout

New Window | Help | Personalize Page

Block Enrollment Students

Academic Institution: MSU55 Michigan State University
Student Enrollment Block: SB
*Description: My Student Block Clear

| *ID | Name | *Academic Career | Academic Program | | |
|-----|----------------|--------------------|------------------|---|---|
| 1 | Lisa Spartan | UGRD Undergraduate | | + | - |
| 2 | Julie Spartan | UGRD Undergraduate | | + | - |
| 3 | Suzie Spartan | UGRD Undergraduate | | + | - |
| 4 | Gruff Spartan | UGRD Undergraduate | | + | - |
| 5 | Sparty Spartan | UGRD Undergraduate | | + | - |

Population Selection

Population Selection

Selection Tool: External File

Attached File: Sample-Student-Block.csv Upload File | Delete File | View File

File Mapping: EMPLID_CAREER Edit File Mapping | Preview Selection Results

Fill Student Block

Go to: Add Merge Process

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

5C. To add students via **Population Selection – PS Query**:

- Check the box next to **Population Selection**, then choose **PS Query** from the Selection Tool drop-down menu.
- This option allows you to use a query to identify a set of students.
 - Note: If you do not have the security access to create queries, you will have to use delivered queries



< Admin Home Create Student Block New Window | Help | Personalize Page

Block Enrollment Students

Academic Institution MSU55 Michigan State University
Student Enrollment Block SB
*Description My Student Block Clear

| *ID | Name | *Academic Career | Academic Program |
|-----|------|------------------|------------------|
| 1 | | | |

Population Selection

Population Selection

Selection Tool PS Query

Query Name MSU_SR_BLOCKENROLL_CLASS Edit Prompts

Launch Query Manager Preview Selection Results

Fill Student Block

Go to Add Merge Process

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

- **Query Name:** Click on the magnifying glass to search for a query.
 - There are two queries that have been written for block enrollment:
 1. MSU_SR_BLOCKENROLL_CLASS – Students enrolled in a specified class and term.
 2. MSU_SR_BLOCKENROLL_WAIT – Students on the wait list in a specified class and term.

Look Up Query Name Help

Query Name: begins with MSU_SR_BLOCK

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

| Query Name | Description |
|--------------------------|--------------------------------|
| MSU_SR_BLOCKENROLL_CLASS | class list to use for Block En |
| MSU_SR_BLOCKENROLL_WAIT | waitlist to use for Block En |



- After you have selected the query, click on **Edit Prompts** (which will not be visible until after selecting a query) to enter the class criteria.

A dialog box titled "Query Prompts" with a "Help" link in the top right corner. It contains two input fields: "Term:" with the value "2218" and a search icon, and "Class Nbr:" with the value "17665" and a search icon. Below the fields are two buttons: "OK" and "Cancel".

- **Term:** Enter the 4-digit term or select from the list
- **Class Nbr:** Enter the 5-digit class number, which can be found on the Maintain Schedule of Classes page, as shown below, then click **OK**.

A screenshot of the "Maintain Schedule of Classes" web application. The page has a dark green header with navigation icons and a breadcrumb trail: "New Window | Help | Personalize Page". Below the header is a tabbed interface with "Basic Data" selected. The main content area displays course information: Course ID 119798, Course Offering Nbr 1, Academic Institution Michigan State University, Term Fall Semester 2021, Undergrad, Subject Area LB, Lyman Briggs College, Catalog Nbr 144, and Biology I: Organismal Biology. An "Auto Create Component" button is visible. The "Class Sections" section is active, showing details for Session 1, Regular Academic Session, Class Nbr 17665 (highlighted with a red box), Class Section 003, Component LAB, Laboratory, Class Type Enrollment Section, Associated Class 997, Units 4.00, Campus MAIN, Main, Location ELANSING, East Lansing, and Event ID 000898839. There is an "Add Fee" button and two checked options: "Schedule Print" and "Student Specific Permissions".



Create Student Block

Block Enrollment Students

Academic Institution MSU55 Michigan State University
Student Enrollment Block SB-E
*Description My Student Block - Enrolled Clear

Personalize | Find | View All | First 1-10 of 22 Last

| *ID | Name | *Academic Career | Academic Program | | |
|-----|------|------------------|------------------|--|-----|
| 1 | | UGRD | Undergraduate | | + - |
| 2 | | UGRD | Undergraduate | | + - |
| 3 | | UGRD | Undergraduate | | + - |
| 4 | | UGRD | Undergraduate | | + - |
| 5 | | UGRD | Undergraduate | | + - |
| 6 | | UGRD | Undergraduate | | + - |
| 7 | | UGRD | Undergraduate | | + - |
| 8 | | UGRD | Undergraduate | | + - |
| 9 | | UGRD | Undergraduate | | + - |
| 10 | | UGRD | Undergraduate | | + - |

Population Selection

Population Selection

Selection Tool PS Query Edit Prompts
Query Name MSU_SR_BLOCKENROLL_CLASS Launch Query Manager Preview Selection Results

Fill Student Block

Go to Add Merge Process

Save Return to Search Notify Refresh Add Update/Display

- Click **Fill Student Block** and the query will execute and place all the enrolled students for the class into the block.
 - You can optionally use **Preview Selection Results** to confirm before adding the students to your block.



Block Enrollment Students

Academic Institution MSU55 Michigan State University

Student Enrollment Block SB-W

*Description

[Clear](#)

Personalize | Find | View All | | | First 1-10 of 11 Last

| *ID | Name | *Academic Career | Academic Program | |
|-----|----------------------|------------------|------------------|----------------------|
| 1 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 2 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 3 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 4 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 5 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 6 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 7 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 8 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 9 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |
| 10 | <input type="text"/> | UGRD | Undergraduate | <input type="text"/> |

Population Selection

Population Selection

Selection Tool

[Edit Prompts](#)

Query Name

[Launch Query Manager](#)

[Preview Selection Results](#)

[Fill Student Block](#)

Go to [Add Merge Process](#)

- [Save](#)
- [Return to Search](#)
- [Previous in List](#)
- [Next in List](#)
- [Notify](#)
- [Refresh](#)
- [Add](#)
- [Update/Display](#)