



JOB AID

Block Enrollment – Merging Student and Class Blocks

06/25/2021





Block Enrollment – Merging Student and Class Blocks

Scenario 1 – Enrolling a block of students into multiple classes

In this example, you have a list of students, and you need to enroll them all in two classes – MTH 103, Section 1 (Class # 20909) and WRA 101, Section 1 (Class # 29787) for fall 2021 semester.

1. Use the flat file process to create a student block.

	A	B
1	162182746	UGRD
2	162195227	UGRD
3	161794925	UGRD
4	159072959	UGRD
5	159791386	UGRD
6	161900812	
7	161747299	
8	162334942	
9	161765141	

Save As

Recent

Documents

Block-Scenario1

CSV UTF-8 (Comma delimited) (*.csv)

Save

More options...

Michigan State University

OneDrive - Michigan State Uni...

- a. Create an Excel spreadsheet with the EmplIDs in column A and the Careers in column B, then save as a CSV file.



[Admin Home](#) **Create Student Block** [Home](#) [Notifications](#) [Help](#) [Personalize Page](#)

Block Enrollment Students

Academic Institution MSU55 Michigan State University
Student Enrollment Block SB-S1
*Description Scenario 1 example [Clear](#)

*ID	Name	*Academic Career	Academic Program		
1	K	UGRD Undergraduate		+	-
2	E	UGRD Undergraduate		+	-
3	M	UGRD Undergraduate		+	-
4	S	UGRD Undergraduate		+	-
5	C	UGRD Undergraduate		+	-
6	L	UGRD Undergraduate		+	-
7	A	UGRD Undergraduate		+	-
8	K	UGRD Undergraduate		+	-
9	E	UGRD Undergraduate		+	-
10	K	UGRD Undergraduate		+	-

Population Selection

Population Selection

Selection Tool External File

Attached File Block-Scenario1.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](#)

- b. Create a student block using the Population Selection option and upload the file created in step one.



2. Create a class block.

Block Enrollment Student Block Create Class Block

New Window | Help | Personalize Page

Block Enrollment Classes

Academic Institution MSU55 Michigan State University
Class Enrollment Block SB-S1 *Description Scenario 1 example

Find | View 1 First 1-2 of 2 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2218	Enroll	20909	UND	3.00	1.00	20974	
	Reason	Drop if Enroll	Grade In	MTH 103 College Algebra FS21	103 Regular	001 Undergrad	
	Transcript Note ID	Repeat Code	Instructor ID				

Overrides

<input type="checkbox"/> Access ID	<input type="checkbox"/> Career	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Class Permission	<input checked="" type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Service Indicator	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Appointment		<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Wait List Okay
<input type="checkbox"/> Dynamic Dates				

Requirement Designation

Ovrd Requirement Designation
Requirement Designation
Requirement Designation Option
Requirement Designation Grade

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2218	Enroll	29787	UND	4.00	1.00		
	Reason	Drop if Enroll	Grade In	WRA 101 Writing as Inquiry FS21	101 Regular	001 Undergrad	
	Transcript Note ID	Repeat Code	Instructor ID				

Overrides

<input type="checkbox"/> Access ID	<input type="checkbox"/> Career	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Class Permission	<input checked="" type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Service Indicator	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Appointment		<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Wait List Okay
<input type="checkbox"/> Dynamic Dates				

Requirement Designation

Ovrd Requirement Designation
Requirement Designation
Requirement Designation Option
Requirement Designation Grade

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

- a. Set the **Action** to **Enroll** and create a class block for the two specified classes and term.
 - i. Note that MTH 103 requires the associated lecture section to be selected.
 - ii. If you want to enter overrides, you will need to select the checkboxes for both classes.



3. Merge the student and class blocks.

Navigation: NavBar > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block and then **Add a New Value** – OR – Click the **Add Merge Process** link at the bottom of either the Student Block or Class Block page.

Block Enrollment Merge | Block Enrollment Detail | Block Enrollment Detail 1 | Block Enrollment Detail 2

- a. Enter the below information:
 - **Academic Institution:** MSU55.
 - **Student Block:** The name of the block created in Step 1.
 - **Class Block:** The name of the block created in Step 1.
 - Click the **Merge** button.
- b. Click the **Submit** button.
- c. The **Request Status** will change from “Pending” to either “Success” or “Errors.”
- d. Click the **Retrieve** button to see the messages.



Admin Home **Block Enroll Merge** Home Bell Settings Refresh

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 000647404

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	15		2218	UGRD	20909	Enroll	Success	DETAIL
2	15		2218	UGRD	29787	Enroll	Success/Messages	DETAIL
3	15		2218	UGRD	20909	Enroll	Success	DETAIL
4	15		2218	UGRD	29787	Enroll	Success/Messages	DETAIL
5	16		2218	UGRD	20909	Enroll	Success	DETAIL
6	16		2218	UGRD	29787	Enroll	Success/Messages	DETAIL
7	16		2218	UGRD	20909	Enroll	Success	DETAIL
8	16		2218	UGRD	29787	Enroll	Success/Messages	DETAIL
9	16		2218	UGRD	20909	Enroll	Success	DETAIL
10	16		2218	UGRD	29787	Enroll	Success/Messages	DETAIL
11	16		2218	UGRD	20909	Enroll	Errors found	DETAIL
12	16		2218	UGRD	29787	Enroll	Errors found	DETAIL
13	16		2218	UGRD	20909	Enroll	Success	DETAIL

e. Click on the **DETAIL** link for any record that does not have a status of "Success."

Block Enrollment Student Block **Block Enroll Merge** Home Bell Settings Refresh

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 000647404

Enrollment Request Find | View All First 1 of 1 Last

ID 1 Institution Michigan State University
Career Undergraduate Primary Prog Agriculture & Natural Resource Term FS21

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission
2	Enroll	29787	UND			

Reason

Request Status Messages User ID 181000010

Overrides

<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Service Indicator
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Permission	<input checked="" type="checkbox"/> Time Conflict
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			<input checked="" type="checkbox"/> Wait List Okay

Messages Find | View All First 1 of 1 Last

Message Sequence	Severity	Message	Last Update DateTime
1		Class 29787 is Closed. Student placed on Wait List, position number 1. (14640,154)	07/14/21 8:34:20AM

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

- In this case, we have several records that have a status of Success/Messages. The detail for this record shows that section was closed so the student was placed on the waitlist.



Block Enroll Merge

Enrollment Request ID 0000647405

Enrollment Request Find | View All First 1 of 1 Last

ID [redacted] Institution Michigan State University
Career Undergraduate Primary Prog Agriculture & Natural Resource Term FS21

Enrollment

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission
1	Enroll	20909 MTH College Algebra Regular	UND	20974		

Action Dt [redacted] Reason [redacted] Grade In [redacted] Units Taken 3.00 Academic Program [redacted]

Request Status Errors User ID 181000010

Overrides

Access ID	Value		
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Service Indicator
<input type="checkbox"/> Appointment	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Permission	<input checked="" type="checkbox"/> Time Conflict
<input type="checkbox"/> Career	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Requisites	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			<input checked="" type="checkbox"/> Wait List Okay

Messages Find | View All First 1 of 1 Last

Message Sequence	Severity	Error	Last Update DateTime
1	Error	Already Enrolled in Class, Add Not Processed. (14640.5) The enrollment request was not processed, an enrollment record already exists for the class and term specified. Verify class number and term, and resubmit the request.	07/14/21 8:51:20AM

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

- There were also some records with a status of "Error." The detail for this record shows that it could not enroll the student because they are already enrolled.



Scenario 2 – Correcting a course offering

Some course changes, for example changing an associated class or the session, can only be made if there are no enrollments. In this example, you must modify LB 144 Section 3 (Class # 17665), but there are students already enrolled and on the wait list for the class.

1. Use the PS Query MSU_SR_BLOCKENROLL_CLASS to create a class block for the enrolled students.

< Meetings
Create Student Block

[New Window](#) | [Help](#) | [Personalize Page](#)

Block Enrollment Students

Academic Institution MSU55 Michigan State University

Student Enrollment Block SB-E

*Description Clear

*ID	Name	*Academic Career	Academic Program	
1	K	UGRD	Undergraduate	+ -
2	S	UGRD	Undergraduate	+ -
3	K	UGRD	Undergraduate	+ -
4	S	UGRD	Undergraduate	+ -
5	Y	UGRD	Undergraduate	+ -
6	S	UGRD	Undergraduate	+ -
7	G	UGRD	Undergraduate	+ -
8	M	UGRD	Undergraduate	+ -
9	E	UGRD	Undergraduate	+ -
10	V	UGRD	Undergraduate	+ -

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



2. Use the PS Query MSU_SR_BLOCKENROLL_WAIT to create a class block for the waitlisted student.
 - a. Please note: You should view the class roster before dropping the waitlisted student in order to confirm they are still in the same order after the merge process.

< Meetings
Create Student Block

[New Window](#) | [Help](#) | [Personalize Page](#)

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	[Redacted]	UGRD	Undergraduate						
2	[Redacted]	UGRD	Undergraduate						
3	[Redacted]	UGRD	Undergraduate						
4	[Redacted]	UGRD	Undergraduate						
5	[Redacted]	UGRD	Undergraduate						
6	[Redacted]	UGRD	Undergraduate						
7	[Redacted]	UGRD	Undergraduate						
8	[Redacted]	UGRD	Undergraduate						
9	[Redacted]	UGRD	Undergraduate						
10	[Redacted]	UGRD	Undergraduate						

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



3. Drop the enrolled students.

- a. Click the **Add Merge Process** link on the Student Block page.

Enter the following information:

- **Academic Institution:** MSU55
- **Student Block:** The name of the block created for the enrolled students.
- **Class Block:** Since we did not create a class block, we can create one here by clicking on the **Detail/Create** link.

- b. Enter the following information:



- **Term:** Enter the 4-digit term or select from the list.
 - **Action:** Drop
 - **Class Nbr:** Enter the 5-digit class number or search for it using the magnifying glass.
- a. Click **OK** to return to the main page.
 - d. Click the **Merge** button and then the **Submit** button.
 - e. The **Request Status** will change from “Pending” to either “Success” or “Errors.”
 - f. Click the **Retrieve** button to review any records that have messages or errors.

4. Drop the waitlist students.

Enrollment Request ID 0000000000 Request Status Pending

Merge Blocks

Academic Institution | MSU55 | Michigan State University

Student Block | SB-W | My Student Block - Waitlist

Detail / Create

Class Block | |

Detail / Create

Filtering Criteria

Block Enrollment Merge

Create Customized Class Block

Academic Institution MSU55 Michigan State University

*Term	Action	Class Nbr	Grading Basis	Units
2218	Drop	17665	UND	0.00

Reason

Grade In

LB 144

Biology I: Organic Regul

Overrides

Access ID

- a. Navigate back to Block Enrollment Merge and add a new value with the name of the block for the waitlisted students and use the **Detail/Create** link to create a class block for the drop.
- b. Click the **Merge** button and then the **Submit** button.
- c. The **Request Status** will change from “Pending” to either “Success” or “Errors.”
- d. Click the **Retrieve** button to review any records that have messages or errors.

5. Make the necessary changes to the class.



6. Create a class block to enroll the students.

Admin Home Create Class Block Home Notifications More Refresh

New Window | Help | Personalize Page

Block Enrollment Classes

Academic Institution MSU55 Michigan State University
Class Enrollment Block SBEN *Description SB Enroll

Find | View All First 1 of 1 Last

*Term	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
2218	Enroll	17665	UND	4.00	1.00	17674	
Reason	Drop if Enroll	Grade In	LB	144	003	Biology I: Organismal Biology Regular Undergrad	
Transcript Note ID	Repeat Code	Instructor ID					

Overrides

<input type="checkbox"/> Access ID	<input checked="" type="checkbox"/> Career	<input type="checkbox"/> Class Links	<input checked="" type="checkbox"/> Class Permission	<input checked="" type="checkbox"/> TimeConflict
<input type="checkbox"/> Action Date	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Units	<input checked="" type="checkbox"/> Service Indicator	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Appointment		<input type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Requisites	<input checked="" type="checkbox"/> Wait List Okay
<input type="checkbox"/> Dynamic Dates				

Requirement Designation

Ovrdr Requirement Designation
Requirement Designation

Requirement Designation Option
Requirement Designation Grade

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

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

a. Enter the following information:

- **Term:** Enter the 4-digit term or select from the list.
- **Action:** Enroll.
- **Class Nbr:** Enter the 5-digit class number or search for it using the magnifying glass.
- **Related 1:** If there is a related class, it must be entered here. Click on the magnifying glass to search for related classes.

Look Up Related 1 Help

Cancel

Search Results

View 100 First 1 of 1 Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course Component	Class Section	Description
MSU55	2218	17665	17674	LB	144	Regular	Lecture	LEC2	Biology I: Organismal Biology

Overrides

- Check the necessary overrides to ensure all students are enrolled. If you miss an override, you will get an error in the run the merge process.



7. Enroll the students back in the class.
 - a. Navigate back to Block Enroll Merge.

The screenshot shows the 'Block Enroll Merge' web application interface. At the top, there is a dark green header with the title 'Block Enroll Merge' and a notification bell icon. Below the header, there are navigation tabs: 'Block Enroll Merge', 'Block Enroll Detail', 'Block Enroll Detail 1', and 'Block Enroll Detail 2'. The main content area displays the following information:

- Enrollment Request ID: 000000000
- Request Status: Pending
- Submit button
- Merge Blocks** section:
 - Academic Institution: MSU55 (Michigan State University) with a Merge button.
 - Student Block: SB-E (My Student Block - Enrolled) with a Detail / Create link.
 - Class Block: SBEN (SB Enroll) with a Detail / Create link.
- Filtering Criteria** section:
 - Academic Career: [text input]
 - Term: [text input]
 - Class Nbr: [text input with search icon]
 - Detail Status: [dropdown menu]
 - ID: [text input]
 - Retrieve button
- Bottom navigation: Save, Notify, Refresh, Add, and Update/Display buttons.
- Footer: Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

- b. Add a new value with the name of the block for the enrolled students and enter the class block value created in step 6.
 - c. Click the **Merge** button and then the **Submit** button.
 - d. The **Request Status** will change from “Pending” to either “Success” or “Errors.”
 - e. Click the **Retrieve** button to review any records that have messages or errors.
8. Add the waitlisted students back to the waitlist.
 - a. Navigate back to Block Enroll Merge.



Block Enroll Merge

New Window | Help | Personalize Page

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail 1 | Block Enroll Detail 2

Enrollment Request ID 0000000000 Request Status Pending

Merge Blocks

Academic Institution	MSU55	Michigan State University	<input type="button" value="Merge"/>
Student Block	SB-W	My Student Block - Enrolled	Detail / Create
Class Block	SBEN	SB Enroll	Detail / Create

Filtering Criteria

Academic Career	<input type="text"/>	<input type="button" value="Retrieve"/>
Term	<input type="text"/>	
Class Nbr	<input type="text"/>	Detail Status <input type="text"/>
ID	<input type="text"/>	

[Block Enroll Merge](#) | [Block Enroll Detail](#) | [Block Enroll Detail 1](#) | [Block Enroll Detail 2](#)

- b. Add a new value with the name of the block for the waitlist students and enter the class block value created in Step 6.
 - c. Click the **Merge** button and then the **Submit** button.
 - d. The **Request Status** will change from “Pending” to either “Success” or “Errors.”
 - e. Click the **Retrieve** button to review any records that have messages or errors.
9. View the Class Roster to verify that the waitlist students are in the same order.