

Enrolling Students into Classes with Scheduler

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

After class schedules have been built, you are ready to begin enrolling students. To enroll students, click the "Enroll" button next to the Result you wish to schedule students in to.

Enrollment Order

The Scheduler will reference the scheduling sort key on any classifications to determine the order in which to schedule student enrollments. If course classifications were used to prioritize the order in which classes were scheduled, they will also determine which classes students will be enrolled in first. [Learn more about managing classifications.](#)

If no scheduling order has been manually set using classifications, the Scheduler will try to prioritize student enrollments in the same way classes are prioritized: the most difficult enrollments will be scheduled first. For most schools, this means the Scheduler will first enroll students in the courses that only have the fewest number of sections, and courses that have many requests (typically core or required classes).

Enrolling Students Multiple Times

When the enrollment process has finished, you may find you want to run the enrollment procedure a second time for your current Result, especially if changes were made to class schedules after the enrollment procedure was first run. If you enroll students more than once in the same Result, the Scheduler will preserve any existing enrollment records the student might have. However, the Scheduler may shuffle existing enrollments around between sections to try and satisfy as many of the student's course requests as possible.

Though the Scheduler can move enrollments around, it will not drop a student from a course altogether if they were already scheduled for it. Therefore, a student can only end up with additional

classes in their schedule if they are enrolled multiple times.

Be aware that if additional classes were scheduled after the enrollment procedure was first run, the Scheduler will not re-balance classes with multiple sections when enrolling students a second time. This is only done when initially scheduling students.

The Scheduler will check to see if students who were not previously scheduled for that course can now be placed in one of the newly scheduled sections, and it will also consider these new classes when trying to satisfy unscheduled requests. However, the Scheduler will not shuffle enrollments between sections to balance them out if students already have a fully satisfied schedule. As a result, to achieve the best balance across class sections, schedule ALL classes before enrolling students.

Enrolling Students Between Classification Scheduling

If you chose to [schedule classes incrementally using course classifications](#), you can optionally enroll students in to each individual classification as they are scheduled. When classes in the first classification have been scheduled to your liking, you can then enroll students in to just those classes that were scheduled.

To do this, click the “Enroll” button next to the result with your scheduled classification(s). Once students have been enrolled in to the scheduled classes, you can review their enrollments before continuing. If you prefer to wait to enroll students until all classes are scheduled, only click “Enroll” after all your classifications have been scheduled.

As you continue building your schedule with course classifications, you can continue to alternate between scheduling classes and enrolling students in to those classes as you go.

As mentioned above, when enrolling students multiple times in the same Result, the Scheduler will keep any existing enrollment records and build on top of them. The Scheduler may move students between sections, but it will not remove students from a course they were already scheduled for.
