**Batch Enroll into a Classroom Course (All sections, Complete and Present)**

Step 1: Click on My Responsibilities

Step 2: Click on Training

Step 3: In the Manage Content section, click on Management Enrollment for Classroom Courses

Step 4: Search for the course by typing in the course number or search term and click search
Batch Enroll into a Classroom Course (All sections, Complete and Present)

Step 5: Click on the title of the course

Step 6: Choose all sections, complete and present form the section status drop down menu. You can choose dates accordingly. Then click filter.
Batch Enroll into a Classroom Course (All sections, Complete and Present)

Step 7: Click Enroll Users for the event you are administering

Step 8: Type in the last name, first name, and choose the appropriate domain. Then click search.

Step 9: Click on the box beside the appropriate name and then click both enroll users