

Integrated National Education Information System (iNEIS™)

Manage Student Admission – Student Enrollment

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Introduction

This document contains step-by-step instructions to guide user on how to enroll student into their respective registration classes and their subject classes. The process can only be done when student exist in iNEIS™ system where they have existing ID for that career. This process need to be done so that student attendance can be taken and exam marks can be entered into the system. Other than enrolling student, they can also be dropped from class if there is wrong class enrollment.

This process can be done in two methods; individually or batch process. Individual enrollment means student will be enrolled into classes individually especially for transferring student if enrollment has been done beforehand. Batch enrollment is where students will be enrolled in batch. This is usually done at the start of every term.

The activities needed to be done are as follows:

- Individually
 1. Term Activate Student Individually
 2. Enroll Student Individually
 3. Drop Student Individually (*if required*)
- Batch
 1. Term Activate Student in Batch
 2. Enroll Student in Batch
 3. Drop Student in Batch (*if required*)

The role involved for the above activities will be the School Student Registrar.

Individual Enrollment

1. Term Activate Student Individually

1. Navigate to **Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student**.
2. User will be directed to **Term Activate a Student** page.
3. Search for a particular student by entering the **Birth Certificate ID, National ID, or ID (EMPLID)**.
4. Click on the **Search** button.
5. User will be directed to the **Term Activation** page.
6. Click on the “+” button to add new record.
7. Click on the look-up button and select the **Term** to be activated.
8. Make the **Eligible to Enroll** checkbox is ticked so student can be enroll into class.
9. Click on the **Save** button.

2. Enroll Student Individually

2.1 Enroll Student via Enrollment Request

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Enrollment Request**.
2. User will be directed to Enrollment Request’s **Add a New Value** page.
3. Enter the newly uploaded/ transferred student’s **ID (EMPLID), Academic Career** and **Term**.
4. Click on the **Add** button.
5. User will be directed to the **Enrollment Request** page.
6. Select **Action** dropdown list as “**Enroll**” to enroll students into a class.
7. Tick the **Override Action Date** checkbox.
8. Click on the **Calendar** icon and select the **Action Date**. It should be the date when the student enter the class.
9. Click on the look-up button of **Class Nbr** to search for the class.
10. To obtain **Class Nbr**:
 - Option 1:**
 - a. Click on the look-up button for **Class Nbr**.
 - b. Click on the dropdown button and select the **Course Subject** and **Course Career**.
 - c. Click on the **Search** button.
 - d. Look for the class section the user wish to enroll the students into and click on the **Select Class** button.
 - e. User will be directed back to the **Enrollment Request** page.
 - Option 2:**
 - a. Click on **New Window** link at the top of the page.
 - b. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**
 - c. Search the query “**MOE_ENRL_STATUS**”.
 - d. Click “**HTML**” link in the result and fill in all the fields.

- e. Get the respective **Class Nbr** and enter it into the **Class Nbr** field in **Enrollment Request** page.
11. Click on the “+” button to enroll student into more **subject classes**.
12. Repeat step 6 - 11.
13. When user is done with enrolling student into subject classes, click on the **Submit** button.
14. Verify that the **Status** of the enrolment is a **Success** to ensure student has been successfully enrolled into classes.

2.2 Add Student into Student Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block**.
2. User will be directed to **Create Student Block, Find an Existing Value** page.
3. Enter the existing **Student Enrollment Block** where the student should be in.
4. Click on **Search** button.
5. User will be directed to the **Block Enrollment Students** page.
6. Click on the “+” button to add the student into the **Student Enrollment Block**.
7. Enter the **Student ID** and **Academic Career**.
8. Click on **Save** button.

2.3 Verify Enrolled Student from Enrollment Summary

1. Navigate to **Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary**.
2. Search for a particular student by entering the **Birth Certificate ID, National ID, or ID (EMPLID)**.
3. Click on the **Search** button.
4. Verify the student’s **Enrollment Summary**. Make sure student is enrolled into the correct class.

3. Drop Student Individually *(if required)*

3.1 Drop Student via Enrollment Request

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Enrollment Request**.
2. User will be directed to **Enrollment Request's Add a New Value** page.
3. Enter the student's **ID (EMPLID)**, **Academic Career** and **Term**.
4. Click on the **Add** button.
5. User will be directed to the **Enrollment Request** page.
6. Select **Drop** from **Action** drop down list to drop student from a class.
7. Click on the look-up button of **Action Reason** to select reason student is dropped from class.

Note:

- **IENL** – Wrong Enrollment (Student enrolled into wrong class)
- **SDRP** - Student Dropped Class (Student transfer class/school)
- **WITH** – Withdrew from School (Student withdrawn from school)

8. Tick the **Override Action Date** checkbox.
9. Click on the **Calendar** icon and select the **Action Date**. It should be the date when the student drop from the class.
10. Click on the look-up button of **Class Nbr** to search for the class to drop.
11. User will be directed to the **Enrollment Listing** page.
12. Select the **Class** user wish to drop the student from.
13. User will be directed back to the **Enrollment Request** page.
14. Click on the “+” button to drop student from more classes.
15. Repeat step 6 – 14.
16. When the user is done selecting the **Class Sections** to drop the student from, click on the **Submit** button.
17. Verify that the **Status** of the drop of classes is a **Success** to indicate that student was successfully dropped from class.

3.2 Delete Student from Student Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block**.
2. User will be directed to **Create Student Block, Find an Existing Value** page.
3. Enter the existing **Student Enrollment Block** where the student should be drop from.
4. Click on **Search** button.
5. User will be directed to the **Block Enrollment Students** page.
6. Click on the “-” button to remove the student from the **Student Enrollment Block**.
7. The **Delete Confirmation** box will appear. Click on the **OK** button.
8. Click on **Save** button.

3.3 Verify Dropped Student from Enrollment Summary

1. Navigate to **Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary**.
2. Search for a particular student by entering the **Birth Certificate ID, National ID, or ID (EMPLID)**.
3. Click on the **Search** button.
4. Verify the student's **Enrollment Summary**. Make sure student is dropped from the correct class.

Batch Student Enrollment

1. Term Activate Students in Batch

Note:

- This step is applicable to **ALL** careers.
- Do the step for each career one at a time. For example, for secondary school run the process for **“Secondary”** first then run another process for **“CCA Sec”**.

1. Navigate to **Main Menu > Records and Enrollment > Term Processing > Term Activation > Term Activation Batch Process**.
2. Click on the **Add a New Value** tab.
3. Enter a new **Run Control ID** (Format are as follow: School code_Term_Career). Example: 1001_T1610_PRES, 3001_T1610_SECS.
4. Click on the **Add** button.
5. Click on the look-up button and select the **Academic Career**:
 - i. For Pre School do for **“Pre-School”**.
 - ii. For Primary do for **“CCA Pri”** and **“Primary”**.
 - iii. For Secondary do for **“CCA Sec”** and **“Secondary”**.
 - iv. For Pre-U do for **“CCA 6 form”** and **“Sixth Form”**.
 - v. For Sport School do for **“Sports Sch”**.
6. Click on the look-up button and select the **Activation Term** as the term student should be term activated.
7. Click on the look-up button and select the **Campus**.
8. Click on the **Process Control** tab.
9. Click on the **Eligible to Enroll** dropdown list and select **“Yes”**.
10. Click on the **Run** button to begin term activation.
11. Ensure that the process name **SRTRMAC** in the **Process Scheduler Request** page is checked.
12. Click on the **OK** button.
13. In the Process Control page, click on the **Process Monitor link**.
14. User will be directed to the Process List page and should be able to see that **“Run Status: Queued”** and **“Distribution Status: N/A”** for the process name SRTRMAC.
15. At interval times, click on the **Refresh** button until user sees the **“Run Status: Success”** and **“Distribution Status: Posted”**.
16. Click on the **Details** link that is to the right of the process name **SRTRMAC**.
17. In the Process Detail page, click on the **View Log/Trace** link.
18. Click on the **.out** link to view the result of the upload.
19. In the **Summary** page, verify the **List of the Activated Students, No. of Students Activated, No. of Students Updated, No. of Students Ineligible and Total no. of Students Processed**.

2. Enroll Students in Batch

2.1 Create Student Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block.**
2. Click on **Add a New Value** tab.
3. Enter the **Student Enrollment Block.**

<p>Student Block Naming Convention (Max. 15 characters only)</p> <p><u>Registration Class & Core Subject:</u> Student Block Code: SSSS-YLCCC SSSS = School Code Y = Academic Year (E.g. 2015 = 5, 2016 = 6) L = Level (E.g. Year 1 = 1, Year 9 = 9) CCC = Class Section (E.g. A, B, C) E.g. 1071-52A for campus 1071, Year 2015, class 2A</p> <p><u>Optional Subject:</u> <i>(for Secondary and Sport School career ONLY)</i> Student Block Code: SSSS-YLCCCXXX SSSS = School Code Y = Academic Year (E.g. 2015 = 5, 2016 = 6) L = Level (E.g. Year 1 = 1, Year 9 = 9) CCC = Class Section (E.g. A, B, C) XXX = Subject/Group (E.g. Mathematics = MAT, English = ENG) E.g. 3002-57BDRM for campus 3002, Year 2015, class 7B, Subject DRM</p>

4. Click on **Add** button.
5. Enter the Description for **Student Enrollment Block.**
6. Enter the **ID** and **Academic Career** of the group of students which the user wish to enroll into the block.
7. Click on the **“+”** icon to add more students.
8. Repeat steps 6 to 7.
9. Click on **Save** button if all student is already added.

2.2 Create Class Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block**.
2. Click on **Add a New Value** tab.
3. Enter the **Class Enrollment Block**.

Class Block Naming Convention (Max. 15 characters only)

Registration Class & Core Subject:
Student Block Code: SSSS-YLCCCT#
SSSS = School Code
Y = Academic Year (E.g. 2015 = 5, 2016 = 6)
L = Level (E.g. Year 1 = 1, Year 9 = 9)
CCC = Class Section (E.g. A, B, C)
T# = Term (E.g. T2 = Term 2, T3 = Term 3)
E.g. 1071-52A for campus 1071, Year 2015, class 2A

Optional Subject: *(for Secondary and Sport School career ONLY)*
Student Block Code: SSSS-YLCCCXXXT#
SSSS = School Code
Y = Academic Year (E.g. 2015 = 5, 2016 = 6)
L = Level (E.g. Year 1 = 1, Year 9 = 9)
CCC = Class Section (E.g. A, B, C)
XXX = Subject/Group (E.g. Mathematics = MAT, English = ENG)
T# = Term (E.g. T2 = Term 2, T3 = Term 3)
E.g. 3002-57BDRM for campus 3002, Year 2015, class 7B, Subject DRM

4. Enter the Class Enrollment Block **Description**.
5. Enter the respective **Term** as and ensure **Action** is set as **“Enroll”**.
6. To obtain **Class Nbr**:
Option 1:
 - a. Click on the look-up button for **Class Nbr**.
 - b. Click on the dropdown button and select the **Course Subject** and **Course Career**.
 - c. Click on the **Search** button.
 - d. Look for the class section the user wish to enroll the students into and click on the **Select Class** button.
 - e. User will be directed back to the **Block Enrollment Classes** page.**Option 2:**
 - a. Click on **New Window** link at the top of the page.
 - b. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**
 - c. Search the query **“MOE_ENRL_STATUS”**.
 - d. Click **“HTML”** link in the result and fill in all the fields.
 - e. Get the respective **Class Nbr** and enter it into the **Class Nbr** field in **Block Enrollment Classes** page.

7. Ensure the **Action Date**, **Closed Class**, **Class Permission**, **Requisites**, and **Unit Load** checkbox are checked.
8. Enter the **Action Dt** as of the day the student enter the class.
9. Click on the “+” icon to add more class.
10. Repeat steps 5 to 9.
11. Click on the **Save** button.

2.3 Merge Enrollment Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge**.
2. Click on **Add a New Value** tab.
3. Enter the corresponding **Student Block** and **Class Block** into the respective field.
4. Click on the **Merge** button.
5. Click on the **Submit** button.
6. Ensure that the **Request Status** changes from **Pending** to **Success/Error**.
7. Click on the **Retrieve** button to view status of student enrolment into classes.
8. In the **Block Enroll Detail** page, it will show the list of students and the status of the merging process for the respective student.
9. Click on the **Detail** link to the most right of the student’s name to view the error messages.

Note:

User can refer to [online help](http://help.ineis.moe.gov.bn/enrol_issues.php) to solve the merging error issues: http://help.ineis.moe.gov.bn/enrol_issues.php under the title “**Encounter Error when Merging Student Block and Class Block**”

10. To view the other student details, go back to the **Block Enroll Detail** page by clicking on the **Block Enroll Detail** tab.
11. Repeat step 9 – 10.

2.4 Verify Class Roster

To get Class Nbr:

- Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**
- Search the query “**MOE_ENRL_STATUS**”
- Click “**HTML**” link in the result and fill in all the fields.

1. Navigate to **Main Menu > Curriculum Management > Class Roster > Class Roster**.
2. Search for Class Roster by **Term** and **Class Nbr**.
3. Click on the **Search** button.
4. User will be directed to the **Class Roster** page where the **Class Details** and the **List of Students Enrolled** into the class can be viewed.

3. Drop Students in Batch *(if required)*

3.1 Create Drop Class Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block**.
2. User will be directed to **Create Class Block** page.
3. Click on the **Add a New Value** tab.
4. Enter the **Class Enrollment Block** field. (e.g. 1071-Drop)
5. Click on **Add** button.
6. User will be directed to the **Block Enrollment Classes** page.
7. Enter the **Class Enrollment Block Description**.
8. Click on the look-up button and select the **Term**.
9. Click on the dropdown list and select ***Action** as **“Drop”**.
10. Click on the lookup button and select the **Reason** for drop action.

Note:

- **IENL** – Wrong Enrollment (Student enrolled into wrong class)
- **SDRP** – Student Dropped Class (Student transfer class/school)
- **WITH** – Withdrew from School (Student withdrawn from school)

11. Enter the **Class Nbr** the user wish to drop the batch of students from.
12. Click on the **“+”** button if user wish to add more classes to drop from for the same batch of students.
13. Repeat steps 8 to 12.
14. Click on the **Save** button.

3.2 Merge Drop Enrollment Block

1. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge**.
2. User will be directed to **Block Enroll Merge** page.
3. Click on the **Add a New Value** tab.
4. Enter the corresponding **Student Block** and **Class Block** into the respective field.
5. Click on the **Merge** button to combine student block and class block.
6. Click on the **Submit** button to drop student out of classes.
7. Ensure that the **Request Status** changes from **Pending** to **Success/Error**.
8. Click on the **Retrieve** button to view status of student enrollment.
9. User will be directed to the **Block Enroll Detail** page where it shows the list of students and the classes they were successfully dropped out of.
10. Click on the **Detail** link to the most right of the student’s name to view class details.
11. User will be directed to the **Block Enrl Detail1** page and user will be able to verify the class details and **Messages** if any.

12. To view the other student details, go back to the **Block Enroll Detail** page by clicking on the **Block Enroll Detail** tab.
13. Repeat step 10 – 12.

3.3 Verify Class Roster

1. Navigate to **Main Menu > Curriculum Management > Class Roster > Class Roster**.
2. Search for Class Roster by **Term** and **Class Nbr**.
3. Click on the **Search** button.
4. User will be directed to the **Class Roster** page where the **Class Details** and the **List of Students Enrolled** into the class can be viewed. Make sure the class is empty and the student is already dropped from class.