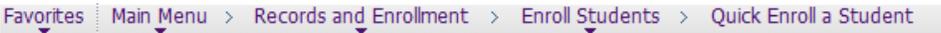
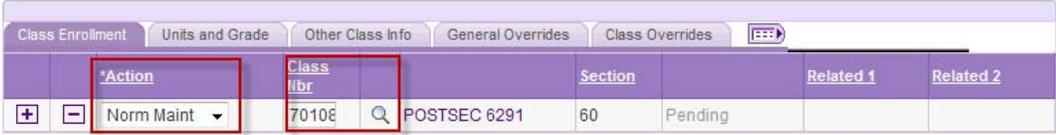
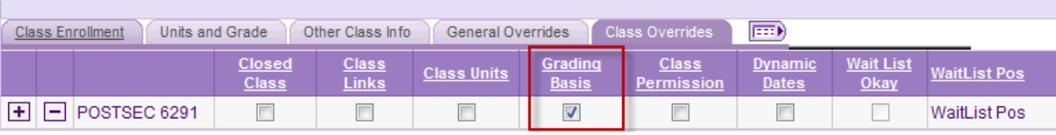
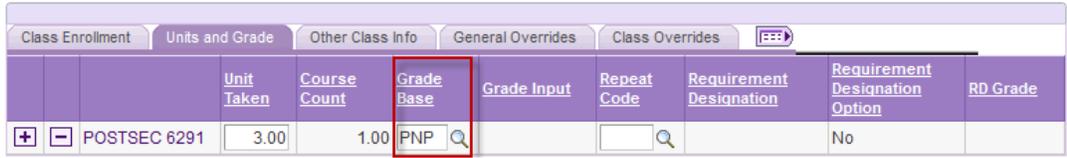
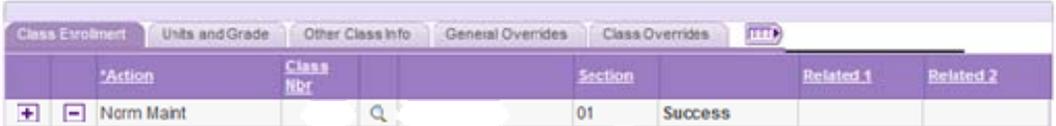


Changing Grading Basis using Quick Enroll

Purpose: Use the **Quick Enroll** component to change the grading basis for students already enrolled in a class. For example, the student enrolls in a class and later decides they wish to take this class on a credit/no-credit basis.

Step	Action
1.	<p>Navigate to the Quick Enrollment page: Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student</p>  <p>Quick Enroll a Student</p>  <p>ID: <input type="text"/> </p> <p>Academic Career: <input type="text"/> </p> <p>Academic Institution: UNICS </p> <p>Term: <input type="text"/> </p> <p><input type="button" value="Add"/></p>
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> • ID – Enter the student’s ID • Academic Career – Enter graduate or undergraduate • Term – Enter the appropriate term (e.g. 2112 for Fall 2011)
3.	<p>Click the Add button. <input type="button" value="Add"/></p> <p>Result: The Quick Enrollment page displays.</p>
4.	<p>Select <i>Normal Maintenance</i> in the Action field. Click the search icon to select the class.</p> 
5.	<p>Tab out of the Class Nbr field to display the class. Click the Class Overrides tab. Check the Grading Basis override.</p> 



Step	Action
6.	<p>Click the Units and Grade tab. Change the Grade Basis to the desired value. In this case, the student wishes to take this class on a “Credit/No Credit basis”, so select PNP.</p> 
7.	<p>Click the Submit button.</p> <p>Result: The status changes to Success. If there is any reason the enrollment cannot be processed, the status will show Error. Click the Error link to view details.</p> <p>Quick Enrollment</p> <p>Request ID: 0000001747 ID: Career: Undergrad Institution: UNI Term: 2011 FALL <input type="button" value="Submit"/></p> 

Note: You may verify the update by checking the student’s **Enrollment Summary**. Select **Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary**

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary

Enrollment Summary | Term Statistics

Term: 2012 SPRG Career: Undergrad University of Northern Iowa Print Study List Report Manager

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
50295	MGMT	3145	Full Sem	01	Enrolled	Enrolled	CBAUG	Graded	3.00
Info Systems Applications			Lect/Disc						
52806	MUS ED	1750	Full Sem	01	Enrolled	Enrolled	CBAUG	P/NP	2.00
Guitar In Classroom			Lect/Disc						

Return to Search Notify Previous tab Next tab