How To Add Student Enrollment Code In School Settings

To add enrollment code for students, navigate to:

Menu Bar >> Settings >> Students

Click on Enrollment Codes.

You will see that there are default enrollment codes provided for your convenience. You can use it as it is or customize them according to your school's need by adding more codes.



Clicking on the '+Add New Enrollment Code'.



When you add a new enrollment code you will get a popup page where you will need to add details like-

- Enrollment Code Title
- Short name
- Sort order
- Choose type between 'Add' and 'Drop'

Click Submit to save.

You can follow the same steps to add more enrollment codes.

You can choose what you want to view in the grid by selecting the Filter Column.

Clicking on the **Excel logo** will download all the enrollment codes into an Excel sheet.

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