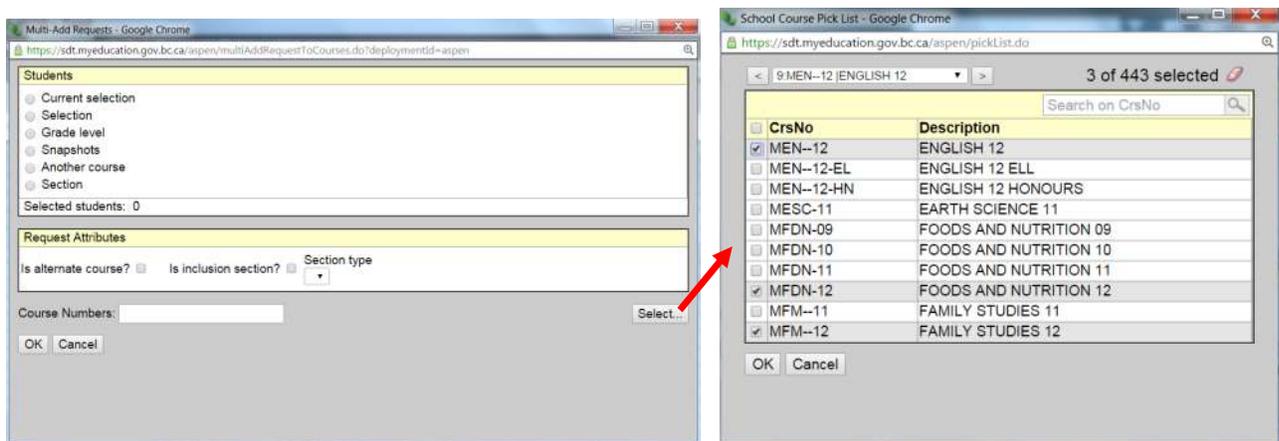# Multi Add Courses to Students

This document explains how to **multi add** courses or a course to **multiple studen**ts. This entry mode needs to be completed in the **Build View** but can be completed in multiple areas within this view. This is where you would add your packages to all grades if you are using them.

1) Build View → Choice of Student Top tab (no side tab) **or** Course Top Tab (no side tab) **or** Global Top Tab (Requests side tab) → **Options Multi Add Request**

2) A pop up will appear. You can select students based on:

   - Current Selection (use the currents students you saw on your screen)
   - Selection (multi pick from a list of the entire school)
   - Grade Level (all students from a certain grade)
   - Snapshot (group of students in a snapshot)
   - Another course (students who all selected a particular course)
   - Section (students from a section of a course from the previous year)

   You can select if you want this to be an alternate course. Do not use the "is inclusion section".

   Use the select tool to choose which course(s) you wish to add to the particular group of students.

3) Click ok. This will add the selected courses to all the students you chose.