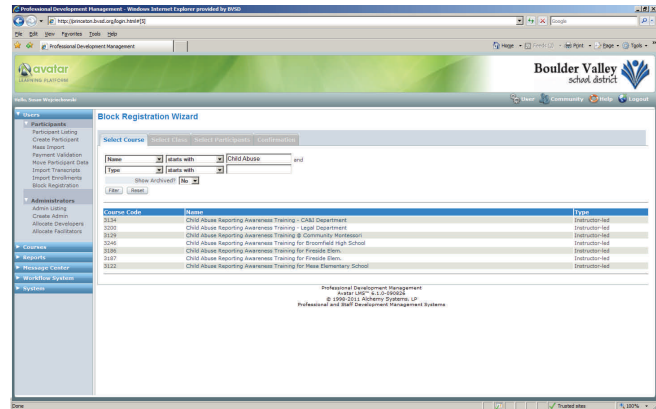
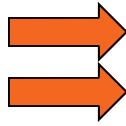


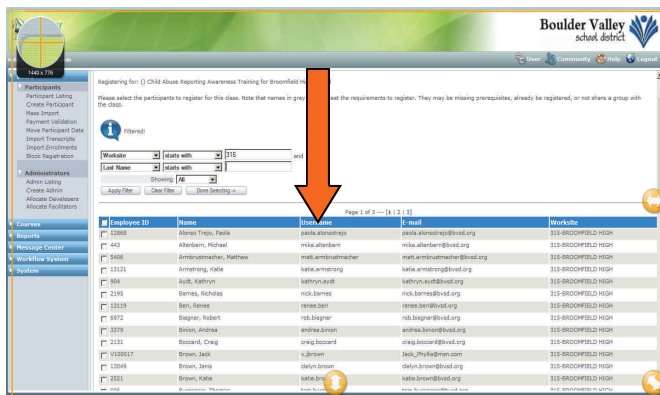
# Group Staff Enrollment

Pull down User Menu and choose Block Registration. Type in Name of Course or pull down menu to type in Course code.

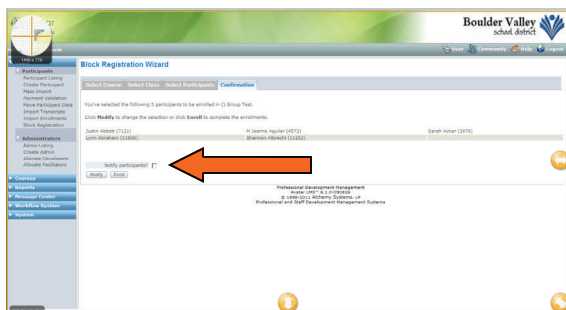
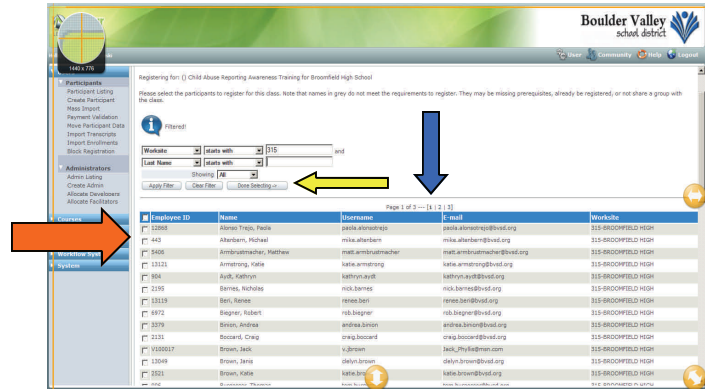
Click on the course name and click again on the Course/Class name



The list of employees should be a list of employees at your school. If not you can use the pull down menu to filter by worksite number.



To select all employees, place check mark in small white box in the blue title bar or select a member individually by clicking the small box next to the name. If there are multiple pages (blue arrow), you will need to go to each page to select either all or individual names as above. Once done selecting, click on Done Selecting (yellow arrow)



Decide if you want to alert all participants that they have been enrolled via an email. If yes, then click on box, if no, then click on enroll.

**Note:** All employees are designated to a worksite in Avatar. If you have someone that will attend that is not in your list, you will still need to add them manually. You will also still need to follow directions for taking attendance after the meeting and issuing credit found in the HOW TO document for the Principal Assistant on the website at: <http://www.bvsd.org/development/Pages/default.aspx>