



# Bulk Enroll GQ Memberships



**Reminder: You can only Bulk enroll students who are in the Same building. This cannot be done at a district level.**

1. Breadcrumb trail: **StudentInformation** > **SIS** > **School** > **Membership Members**
  - Select Bulk Addition of Students

Go To StudentInformation > SIS > School > Membership Members

## Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 12 - Early College High School Membership: 120010 - Early College high School

Show Active Members  Show Members From: 11/3/2023 To: 11/3/2023

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
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continued...

2. Enter Student using comma-separated list.  
(You must use student ID's)

Link to separate student ID's: <https://convert.town/column-to-comma-separated-list>

StudentInformation > SIS > School > Membership Members - Bulk Addition

### Membership Members - Bulk Addition (415004 ) - Student Council

From this screen, you can add students to the selected membership in a bulk addition manner.

Student ID (comma-separated list):\*

Effective Date:\* 2/15/2017

End Date:

Staff Member:

Program Provider IRN:\* \*\*\*\*\*

3. **Must have a start date and click save.**