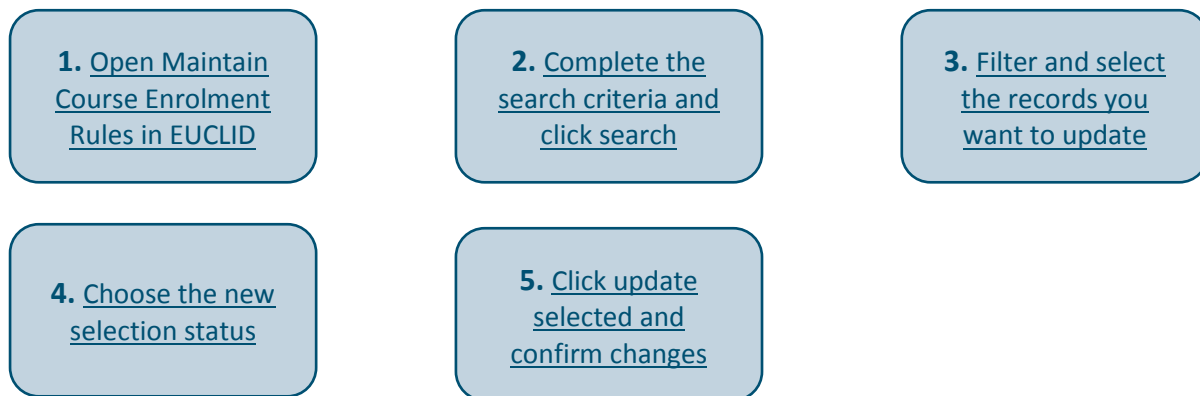# How to change the selection status in Maintain Course Enrolment Rules

Process Overview

1. Open Maintain Course Enrolment Rules in EUCLID

2. Complete the search criteria and click search

3. Filter and select the records you want to update

4. Choose the new selection status

5. Click update selected and confirm changes

Step by Step Instructions

1. Open Maintain Course Enrolment Rules in EUCLID

This is under the "Students" tab, then the Maintain Students section. Exactly where the tool is under Maintain Students will depend on your role and access.
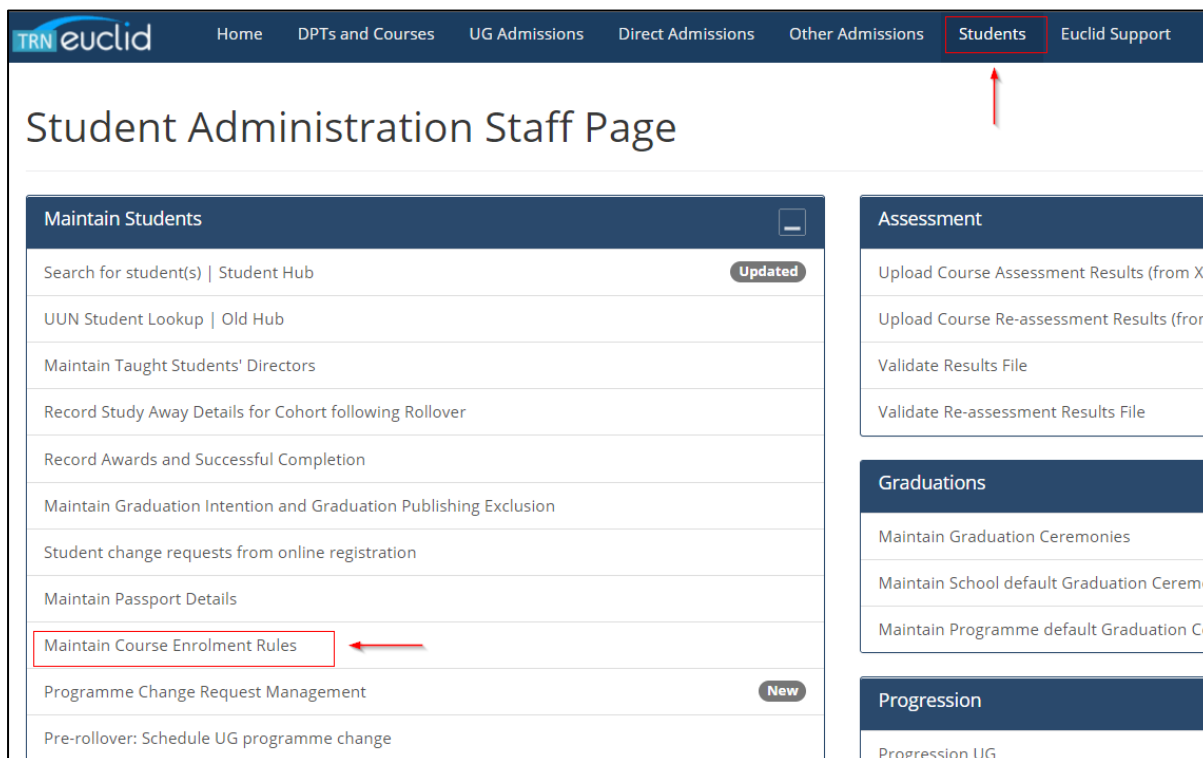
2. Complete the search criteria and click search

2.1 Select an academic year

You must select an academic year to continue.

2.2 Select the school

This may already be pre-populated based on your role.

2.3 Enter the programme, course and/or student details you want to retrieve

You don't need to complete every field, just the ones to retrieve the information you want.

Use the table below to understand what each search box is for.

Programme Subject Area	If you're searching on a programme, you can choose a Programme Subject Area to help limit the number of students returned. Click the list button on the right to select, or type a subject area - e.g. Social Anthropology.
Programme	You can enter the programme name or code. When you start typing you'll see a drop down list to choose from. This will retrieve all students on that programme, filtered depending on the other information you enter.
Year of programme	Select the cohort for the year of programme you want to look at.
Enrolled on course	Enter a course code to return all the enrolments of the students taking that course. This will retrieve the enrolments for the course you have entered, as well as other courses the students are enrolled on.

You can enter the course name or code and when you start typing you'll see a drop down list to choose from. |
| Student UUNs | Enter student UUNs to retrieve all the enrolments for those specified students. You can narrow it down further by entering courses in the course list. |
| Course list – Add course | Enter multiple courses here to retrieve enrolments only on those courses. You can enter the course name or code and when you start typing you'll see a drop down list to choose from. |

The selected search criteria will build up on the right side of the page as you make your selections:

2.4   Click Search

3.   Filter and select the records you want to update

3.1   Apply a programme filter and group by course, student, or programme

Depending on your search criteria you may find it useful to filter the results by programme. For example, if you have searched by "enrolled on course", enrolments may be across programmes. If you have searched by programme you won't need to filter the results.

You can also choose to group by course, student or programme.

3.2 Select the records you want to change

There are different selection boxes to choose depending on what you want to change:

Select all enrolments

At the top of all enrolments, there is a "Select all" box. This will select all records you have retrieved. The screenshot below has retrieved for all students on the programme.

Select all within a section

There are selection boxes at the top of each section in the blue header. Choosing this will select all records within that section – e.g. for the course, student, or programme.

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Select specific records

Use the tick boxes beside each individual record if you want to only update those records

4. Choose the new selection status

You can change the programme year or enrolment rule that the record is "badged" to:

Change programme year

Click on the box "don't change programme year" and choose a new one from the list

Change enrolment rule

Click on the box with the current enrolment rule and choose a new one from the list

5. Click update selected and confirm changes

A pop up box will appear asking you to confirm the changes for the selected records. Click update records