Quick Add Feature - Planner

This is how to enroll students via the Quick Add feature on the Course Offerings Registration panel.

1) After searching for a course, click view for the desired section.

2) Select Registration from drop down list.
3) Enter the student’s hawkid or UID, and click **Add**.
   - *Please note - You need to know the student’s hawkid or UID to use the Quick Add feature.*

4) You will receive the following message, and the student will be on the **Current Enrollments** list.
   - *Please note – UID value is shown as all zeros for this example to protect student confidentiality.*