ADD ENROLLMENTS TO A COURSE IN ONQ USING QERBERUS

Note: A Primary Instructor must be listed for the course in PeopleSoft before enrolment codes become available in Qerberus.

Students are added to a course in onQ by attaching enrolment codes to a course. These codes are used by the automated enrolment script to populate courses with official PeopleSoft/SOLUS student enrolments.

(Note: Enrolments added by this method will not appear in the course immediately; they will be loaded overnight and will appear in the course the following day.)

TO ATTACH ENROLMENT CODES TO A COURSE

1. Click the Enrolments menu on the left sidebar, select My Enrolments (1)
2. then click the + Add Enrolments (2) button
SELECTING YOUR COURSE

Use the **Course Name** dropdown menu to select your course.

![Course Name dropdown menu](image)

SELECTING THE ENROLMENT CODE(S) FOR YOUR COURSE

Enrolment codes are made up of five pieces of information:

1. Course Code
2. Course Number
3. Course Section Number
5. Session Number

**MYTC_100_001_1_1**

Use the **Enrolment Code (PeopleSoft)** field to locate and select the correct enrolment code(s) for your course. If you accidentally click the wrong enrolment code, hold down the **CTRL** key on your keyboard and click the code again. This will clear the selection.
**Please note**, if your course has several enrolment codes (e.g., several different sections), you can multi-select these codes by holding down the **CTRL** key on your keyboard, while clicking each code.

**If you do not see the correct enrolment code(s) for your course**, it is possible the course has not yet been registered in PeopleSoft. In that case, contact your department to inquire about when this will be done.

**Activating Automatic Adds and Drops**

The **Activate Automatic Adds** and **Activate Automatic Drops** checkboxes allow for the automatic synchronization of course enrolment data in PeopleSoft to your course in onQ.

This means that as students are **added** to or **dropped** from your course in PeopleSoft, an automated enrolment script that runs each morning (around 5am) will make the corresponding changes to the course in onQ.
Please note, if you do not check these boxes, new adds and/or drops in PeopleSoft will not be reflected in your course in onQ.

When finished, click the ‘Save Changes’ button.

IMPORTANT:

- In order for a course in onQ to be populated with students, the correct enrolment codes must be associated with it in Qerberus.
- These enrolments will not appear in the course immediately; they will populate the course during the overnight sync and will appear in the Classlist the following day.