

How to Assign Course Instances to a Batch

From the list of all batches, click the **course instance icon** for the batch to which you want to **assign course instances**.

Program Management > Manage Batches

Manage Batches

AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Search

Add Batch

NAME ↓	DESCRIPTION	PARENT PROGRAM	COURSE INSTANCES
Diploma in Computer Science	This track outlines the complete study pathway for the Diploma in Computer Science program over four semesters. It includes core courses in programming, databases, data structures, operating systems, web development, and a final project to build practical skills in computer science.	Diploma in Computer Science (DCS)	10
3D Animation tools training Program Session 2026	This is 2026 batch of 3D Animation tools training Program.	3D Animation Tools	2
Fall 2026 Intake - Semester 2		Bachelor of Computer Science	4

After opening the **course instances tab**, you will see the course instances **currently assigned** to the batch. To assign **additional** course instances, click the **Available to Assign** button.

Program Management > Manage Tracks > 2026 Batch - BEEE (Batch_TRK_BEEE2026)

2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign Class Instances

Detail Edit User Sets Users **Class Instances** Roles

Currently Assigned **Available To Assign**

Auto-create class instances

+ Save search

Filters: ID Number: Any Course Description: All Auto-enrol: All + Add

ID NUMBER	COURSE DESCRIPTION	SEMESTER	AUTO-ENROL	ACTIONS
DCS_11101	Programming Basics		No	

Showing 1-1 of 1 Result Page: 1

Bulk Edits To perform bulk actions, drag rows here.

Add All 1 Search Results Clear

A list of **available course instances** will be displayed. Select the **course instance** you want to **assign**.

Click the **arrow icon** to move the course instance to the assignment area.

After clicking the arrow, the **following option** will appear:

1. Auto-enroll users into this course instance when they are added to this batch

Enable this option to automatically enroll users into the course instance when they are added to the batch, ensuring users get access without manual enrollment and keeping batch and class enrollments synchronized.

After selecting the required course instance, click the **green tick (?)** to confirm the assignment.

2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign Class Instances

Detail Edit User Sets Users **Class Instances** Roles

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any x + Add

ID NUMBER	NAME	ACTIONS
DCS_11102	Math	
You are about to assign this class instance to the track, proceed? ☒ Auto-enrol users into this class instance when they are added to this track		
DCS_11105	Data Structures	
DCS_11106	Operating Systems (OS)	

Bulk Assignment To perform bulk actions, drag rows here.

Web Development

Add All 49 Search Results Clear

Next, click on the **Currently Assigned** button to view all **course instances** that have been **successfully assigned** to the batch.

Assign course instances Using Filters:

If the required course instance is **not visible** in the **list**, click the **Add button** to apply filters and search for it.

You can search using available fields such as:

- ID Number
- Start Date
- End Date

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2026 Batch - BEEE (Batch_TRK_BEEE2026): Assign Class Instances

Detail Edit User Sets Users **Class Instances** Roles

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any x **+ Add**

- Start Date
- End Date
- Course Description

ID NUMBER	NAME	ACTIONS
DCS_11102	Math	
DCS_11105	Data Structures	
DCS_11106	Operating Systems (OS)	
DCS_11107	Web Development	
DCS_11108	Project	

Bulk Assignment To perform bulk actions, drag rows here.

Add All 49 Search Results Clear

Once the required course instance appears, click the arrow icon and confirm the assignment using the **green tick (?)**.

The course instance will then **appear** in the **Currently Assigned** section.

Bulk User Action:

Purpose:

Use this feature to assign multiple course instances efficiently.

Method 1:

- Select those course instances you want to assign.
- After making your selections, click the “Add All 11 Selected Items” button to add the selected course instances.

The number displayed in the button (e.g., 11) represents the number of items currently selected and will change depending on how many items you select.

22	SEM6-11106-11040	Operating Systems (OS)	🔍
23	SEM6-11106-Batch_TRK_DCS2026	Operating Systems (OS)	🔍

Showing 1-20 of 55 Results Page: **1** 2 3 ▶

Bulk Assignment To perform bulk actions, drag rows here.

Add All 55 Search Results
 Add All 11 selected items
 Clear

- Then click on the **Assign button** in the Bulk Assignment Section to move the **course instances** to the assigned list.

Showing 1-20 of 44 Results Page: **1** 2 3 ▶

Bulk Assignment for 11 selected items

Assign
 Add All 55 Search Results
 Clear

Showing 1-11 of 11 Results Page: **1** ▶

SEM6-11106-Batch_TRK_DCS2026
SEM6-11106-11040
DCS_11106
11102-vbfsvd
11102-12.2
11102-12.1
...

Method 2:

- Click the “Add All 55 Search Results” button to add all course instances with a single click. The number displayed in the button (e.g., 55) may vary depending on the number of course instances available in the search results.
- If you want to clear everything, click the Clear button.

22	SEM6-11106-11040	Operating Systems (OS)	🔍
23	SEM6-11106-Batch_TRK_DCS2026	Operating Systems (OS)	🔍

Showing 1-20 of 55 Results Page: **1** 2 3 ▶

Bulk Assignment To perform bulk actions, drag rows here.

Add All 55 Search Results
 Clear

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