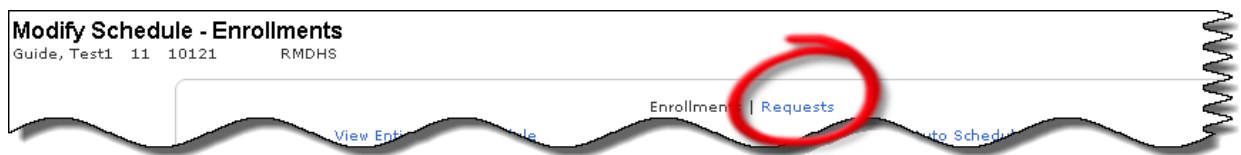


### ASSIGNING STUDENTS TO CLASSES

Once the school has been scheduled and a new student arrives there are two ways to add the student to a class, manually or automatically. The following guide will describe both methods.

#### Automatic Scheduler

1. Select the student on the start page.
2. Click **Modify Schedule**, under the Scheduling section.
3. Click on **Request** at the top of the screen.



4. Click on **New**.
5. If you know the course codes you can type them in, with each course separated by a comma, if you do not know the course numbers then click **Associate**.
6. Hold down the CTRL key (on a PC), on a Mac, hold down the Command key and select the courses. (It is recommended to make extra requests because not all the requests will be granted.) When all the requests are selected click **OK**.
7. Review the courses and click **Submit**.
8. Next, set a priority for the courses selected.
9. Press **Automatic Schedule**.
10. The schedule can then be tweaked using the manual method, or you can lock the classes you prefer and re-do the process for automatic scheduling.

#### MANUALLY SCHEDULE STUDENTS USING ADD/DROP

You can use the Modify Schedule page to manually add classes to a student's schedule.

1. Select a student on the start page.
2. Click **Modify Schedule**, under the **Scheduling** section.
  - Make sure the effective enrolment date is the date the student is starting classes.
  - Ensure you are in the right term (at the top of the page).
3. Search for Available Classes.
  - Use the search filters to narrow the results.
4. Click on **Find**.
5. Click the **course name** to be added.
  - You will see the class listed under Enrolments.

**HINT:** after the first class has been added, keep a matrix view. Right mouse click and open in a new tab, as you add classes, refresh the second tab, you can get a visual of how the schedule looks and what periods need to be filled.

- Continue until the all the classes are scheduled.




If you know the exact course and section number (course.section), then use **Quick Enrol** by entering the course and section number and clicking on **enrol**.

### Drop a Class

An easy way to drop classes from a student's schedule is to use the Modify Schedule page. If the student has never attended a class the drop date must be the same date they enrolled.

1. Select a student on the **Start Page**.
2. Click **Modify Schedule** from the **Scheduling** section of the menu.
3. Select the check box next to class to be dropped.
4. Enter the **Exit Date**; the exit date must be the day after the student's the last day of attendance.

Start Page > Student Selection > Drop Classes z2, 2

**Drop Classes**   

Ahlberg, Emmy 10 5 AGHS1

Per	Term	Crs-Sec	Course
2	S2	OPmedia-8	Open Media

Exit Date

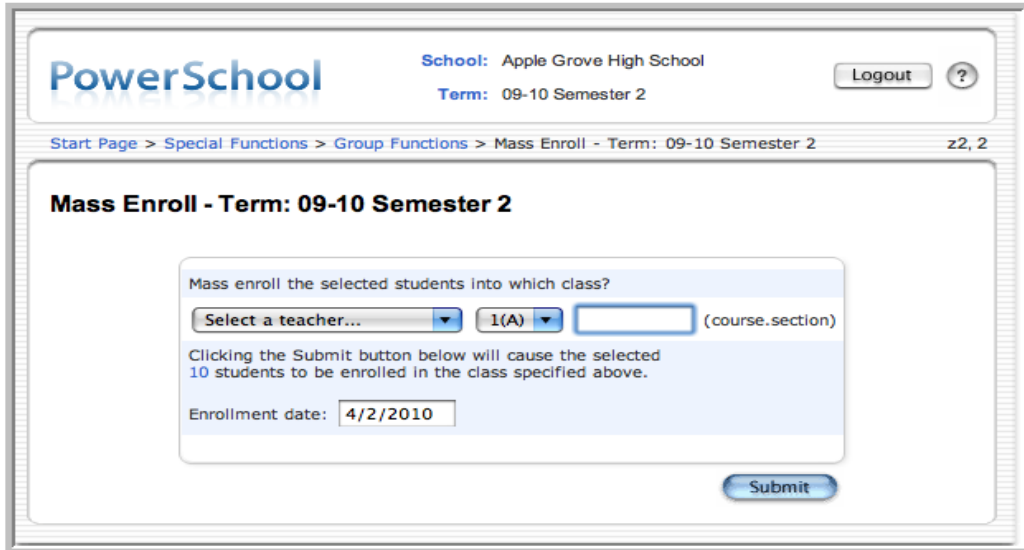
Note about exit dates:  
The exit date is always the day AFTER the last day the student was in class.  
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Date format is month/day

## MASS ENROLLING STUDENTS IN A CLASS

To mass enrol a group of students into a class, you must first select the group of students you want to enrol. Then, use the **Mass Enrol** Function to enrol students in a class with the teacher's name and period, or with the course.section number.

1. Select a group of students on the Start Page.
2. Click **Group Functions**.
3. Click **Mass Enrol**.
4. You can select a teacher and the period (or) enter the course.section number.



The screenshot shows the PowerSchool web interface for mass enrolling students. At the top, it displays the school name 'Apple Grove High School' and the term '09-10 Semester 2'. There are 'Logout' and '?' buttons. The breadcrumb trail is 'Start Page > Special Functions > Group Functions > Mass Enroll - Term: 09-10 Semester 2'. The main heading is 'Mass Enroll - Term: 09-10 Semester 2'. Below this, a form asks 'Mass enroll the selected students into which class?'. It features a 'Select a teacher...' dropdown menu, a '1(A)' dropdown menu, and a text input field for '(course.section)'. A note states: 'Clicking the Submit button below will cause the selected 10 students to be enrolled in the class specified above.' There is an 'Enrollment date:' field with '4/2/2010' entered. A 'Submit' button is located at the bottom right of the form.

5. Enter the Enrolment date; this is the first day of attendance in the section.
6. Click **Submit**.

## MASS ENROLLING STUDENTS INTO AN ADDITIONAL PROGRAM

You can mass enrol a group of students into an additional program.

1. Select a group of student on the start page, either by doing a search or selecting students. using the **Selection Students By Hand**.
2. Click **Group Functions**.
3. Click **Mass Enrol Special Program**.
4. Select the **Program** from the drop down list.
5. Enter the Entry Date.
6. Enter the Exit Date, keeping in mind:

# WALK IN SCHEDULER

## Quick Reference Guide

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- a. Keep attendance records accurate, the exit date must be the day after the last day of the school year.
8. This date can be left blank for students who won't exit prior to the end of the year or will continue in the program for next year.
9. Enter an Exit Code, if applicable.
10. Enter a **Comment**.
11. Click **Submit**.

You may access the training and knowledgebase modules in Power Source for more help with the walk in scheduler.

*If you do not have an account for Power Source contact your help desk.*