

Student Rosters - Add a Class

- Start Page > Student Selection
- Courses & Programs > Modify Course Schedule
- If you know the exact course.section:
 - Enter the effective enrollment date.
 - **Be careful!** This date cannot be before the students entry date for the current term: Enrollment > Transfer Info > Entry Date
 - If the student has dropped another class this date must be the day after the drop date for the student's previous..
 - If you are enrolling a Semester 2 course change the Term in the upper right corner of the screen to YY-YY Semester 2.
 - Enter the the course.section in the Quick Enroll Section
 - Enroll
- If you do not know the exact course.section:
 - Choose a period in the Search Available Class Sections
 - Click Find to search available classes
 - Use the search filters to narrow the results
 - Enter the enroll date, which is the first day the student will attend class. **Be careful!** This date cannot be before the students entry date for the current term: Enrollment > Transfer Info > Entry Date. If you are enrolling a Semester 2 course change the Term in the upper right corner of the screen to YY-YY Semester 2.
 - Click the course name you want to add

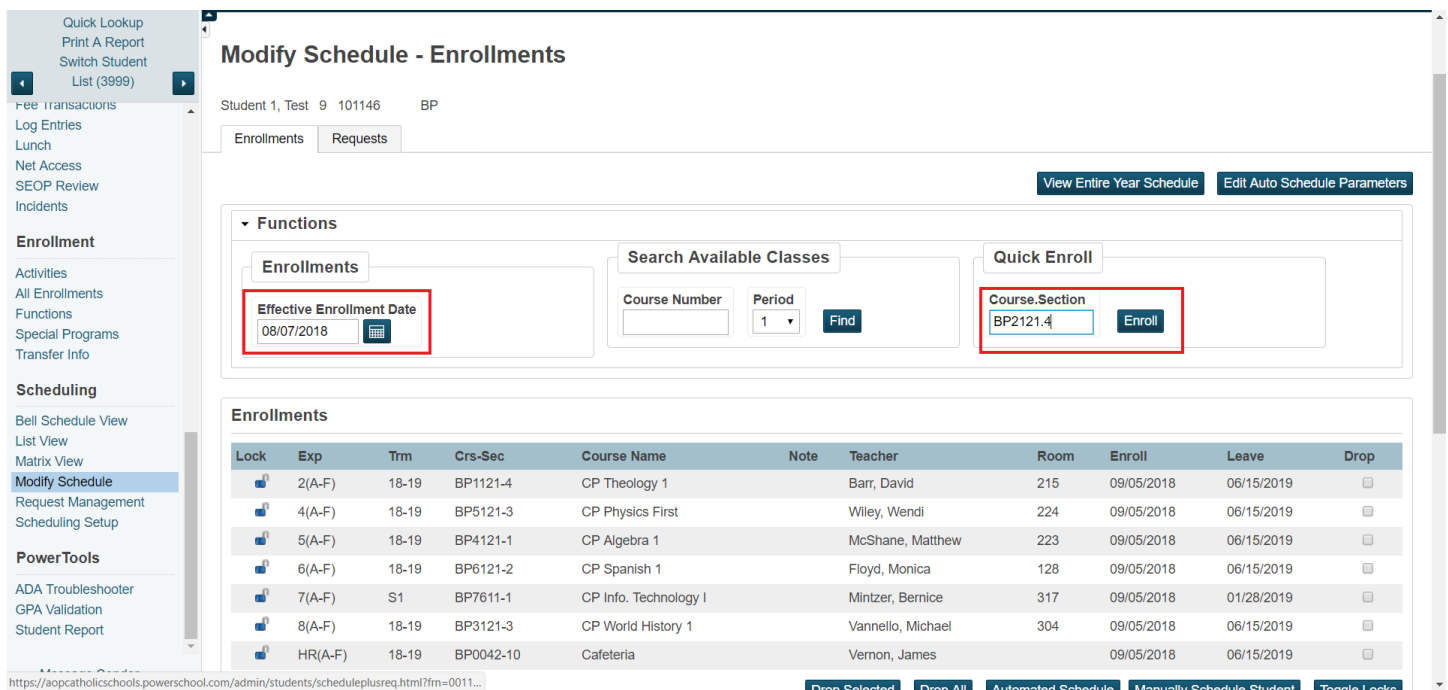
Troubleshooting

- Error: Unable to create section enrollment in database.
 - The first day of the class hasn't been set-up in the calendar
 - Start Page > School > Calendering > Calendar Calendar Set-up
 - Enter cycle day, bell schedule, check school in-session, membership value = 1, check all tracks

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screenshots

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Modify Schedule - Enrollments

Student 1, Test 9 101146 BP

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date
08/07/2018

Search Available Classes

Course Number Period Find

Quick Enroll

Course.Section
BP2121.4 Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	2(A-F)	18-19	BP1121-4	CP Theology 1		Barr, David	215	09/05/2018	06/15/2019	
	4(A-F)	18-19	BP5121-3	CP Physics First		Wiley, Wendi	224	09/05/2018	06/15/2019	
	5(A-F)	18-19	BP4121-1	CP Algebra 1		McShane, Matthew	223	09/05/2018	06/15/2019	
	6(A-F)	18-19	BP6121-2	CP Spanish 1		Floyd, Monica	128	09/05/2018	06/15/2019	
	7(A-F)	S1	BP7611-1	CP Info. Technology I		Mintzer, Bernice	317	09/05/2018	01/28/2019	
	8(A-F)	18-19	BP3121-3	CP World History 1		Vannello, Michael	304	09/05/2018	06/15/2019	
	HR(A-F)	18-19	BP0042-10	Cafeteria		Vernon, James		09/05/2018	06/15/2019	

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Start Page > Search for and select student

- Scheduling > Modify Schedule
- If you do not know the exact course.section:
 - Choose a period in the Search Available Class Sections
 - Click Find to search available classes

Quick Lookup
Print A Report
Switch Student
List (3999)

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date
08/07/2018

Search Available Classes

Course Number
BP2121

Period
1

Find

Quick Enroll

Course.Section
Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
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Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Course Requests

Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
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Use the search filters to narrow the results

Enter the enroll date, which is the first day the student will attend class. **Be careful!** This date cannot be before the students entry date for the current term: Enrollment > Transfer Info > Entry Date. If you are enrolling a Semester 2 course change the Term in the upper right corner of the screen to YY-YY Semester 2.

Click the course name you want to add

Quick Lookup
Print A Report
Switch Student
List (3999)

PowerSchool

Welcome | Help | Sign Out

School: Term:

Start Page > Student Selection > Schedule > Modify Schedule > Available Courses

Available Courses

Student 1, Test 9

Filter By

Period
1

Term
All

Teacher
All

Day
All

Grade
All

Credit Type
All

Course
BP2121

Show only classes with available seats

Enroll date:
08/07/2018

Available Courses

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
BP2121.4	CP ELA 1		1(A-F)	18-19	Moore, Aileen	0		1.00	29/34

Legend

Icons Date Entry