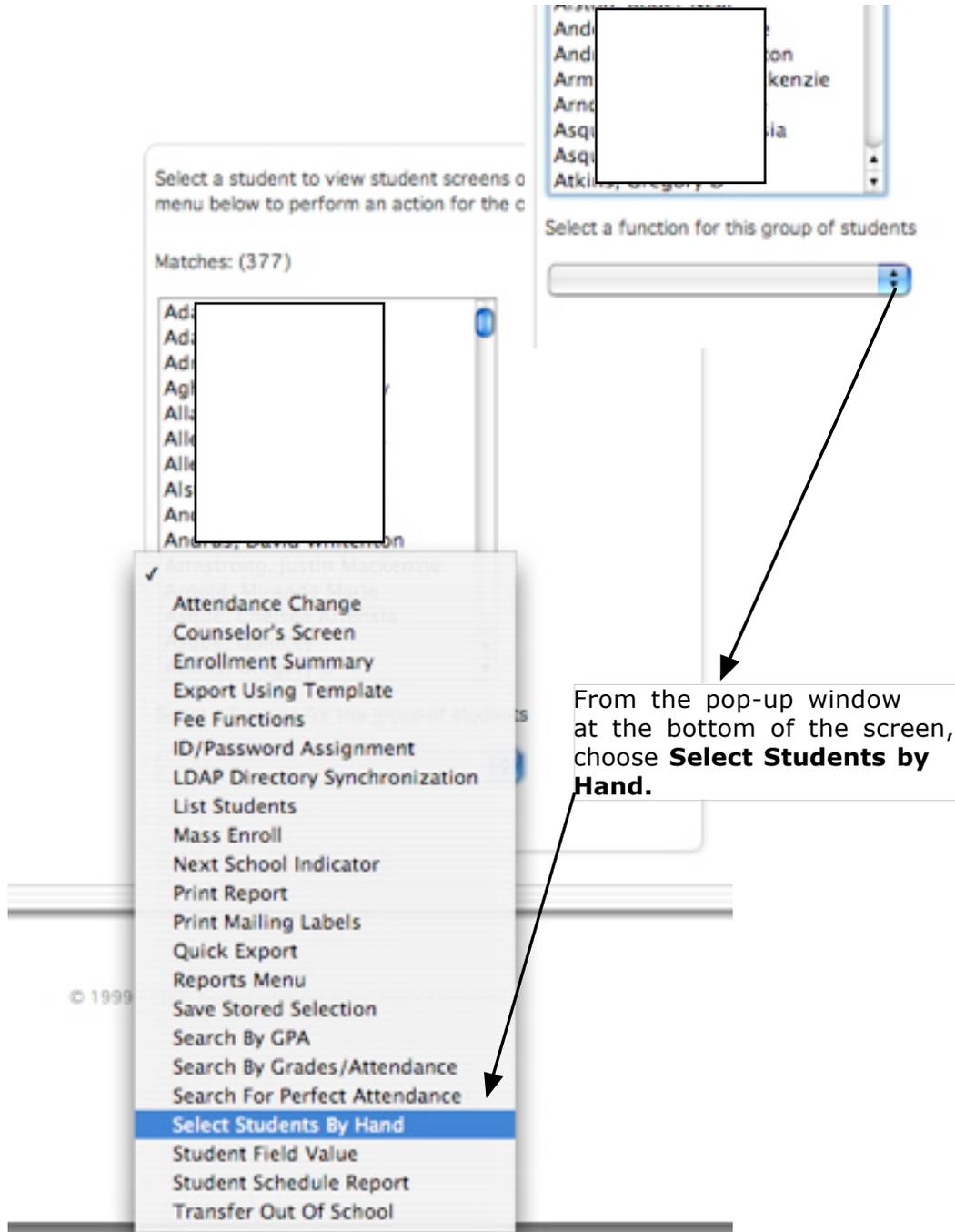
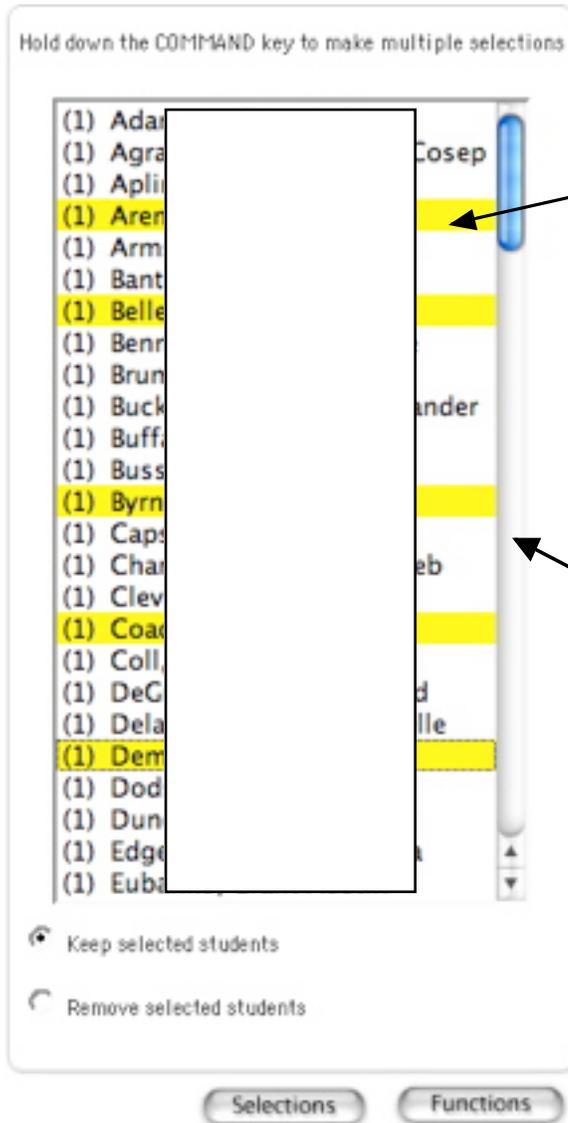


Mass Enrolling Students in Homerooms

1. Access the PowerSchool **Start Page**.
2. Select a subgroup of students. (i.e., Usually a grade level)
3. When the list of students appears, choose **Select Students by Hand** from the **Student Functions** menu.



4. Select the desired students.



a. Hold down the **Apple** key and click on each student that you wish to select.

NOTE: You may have to use the scroll bar to see the other students in your list.

b. Click on the **Functions** button.

5. Choose **Mass Enroll in Class** on the **Functions** menu.

Click on **Mass Enroll in Class**.

Function	Description
Attendance Change	Changes attendance reco
Counselor's Screen	Shows student pages for
Enrollment Summary	Reports grade and ethnic
Export Using Template	Uses a template to expor
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs
LDAP Directory Synchronization	Synchronize PowerScho
List Students	Prints a quick list of cu
Mass Enroll in Class	Enrolls currently select
Mass Enroll Special Program	Enrolls currently select

6. Enter the enrollment information for the group of selected students.

a. Type in the homeroom course code, followed by a period and the section number with no spaces.

Mass enroll the selected students into which class?

Select a teacher... 1(M) rac00.1 (course.section)

Clicking the Submit button below will cause the selected 33 students to be enrolled in the class specified above.

Enrollment date: 8/13/2007

Submit

c. Click **Submit**.

b. Type in the date for the first day of school. (8/13/2007)

7. Continue in the same manner until all homerooms have been assigned.