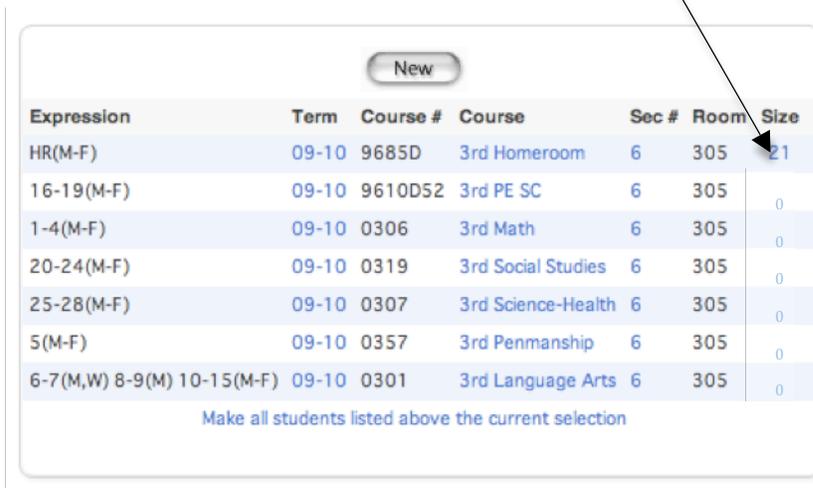


Mass Enrolling Students Using Dependent Sections

1. From the PowerSchool **Start Page**, click on **Teacher Schedules** on the menu on the left of the screen.
2. When the list of teachers is displayed, click on the appropriate teacher.
3. Select the students in the homeroom class.

Click on the number of students in the **Size** column.

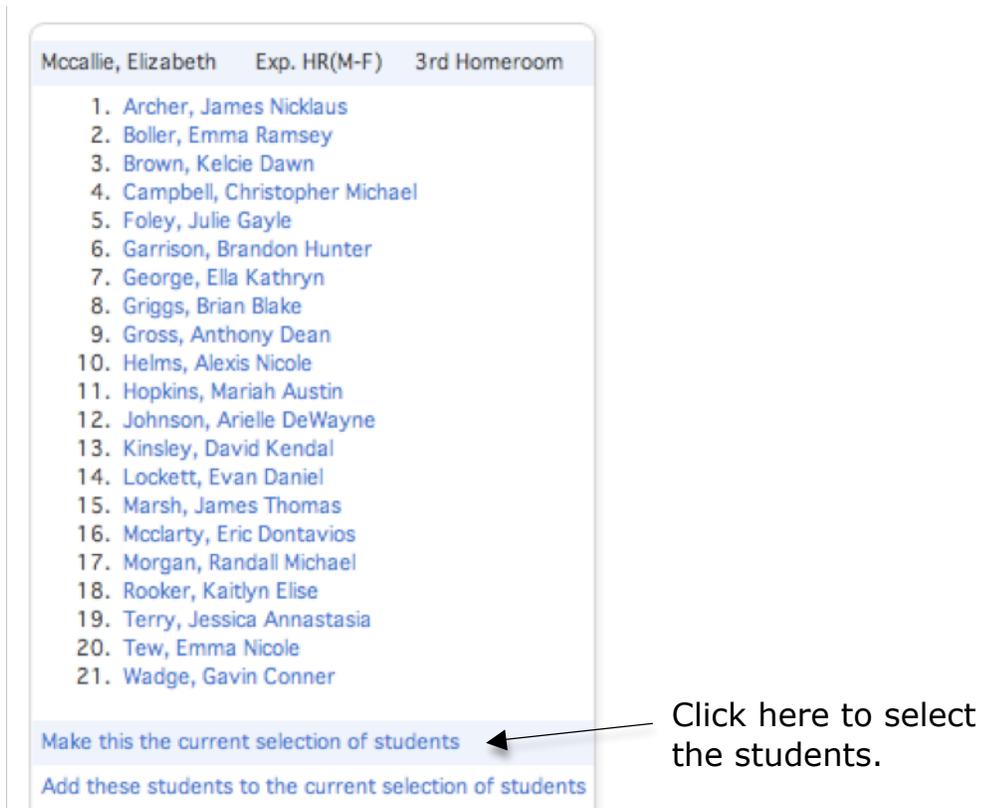


New

Expression	Term	Course #	Course	Sec #	Room	Size
HR(M-F)	09-10	9685D	3rd Homeroom	6	305	21
16-19(M-F)	09-10	9610D52	3rd PE SC	6	305	0
1-4(M-F)	09-10	0306	3rd Math	6	305	0
20-24(M-F)	09-10	0319	3rd Social Studies	6	305	0
25-28(M-F)	09-10	0307	3rd Science-Health	6	305	0
5(M-F)	09-10	0357	3rd Penmanship	6	305	0
6-7(M,W) 8-9(M) 10-15(M-F)	09-10	0301	3rd Language Arts	6	305	0

Make all students listed above the current selection

4. Make the students the current selection.



Mccallie, Elizabeth Exp. HR(M-F) 3rd Homeroom

1. Archer, James Nicklaus
2. Boller, Emma Ramsey
3. Brown, Kelcie Dawn
4. Campbell, Christopher Michael
5. Foley, Julie Gayle
6. Garrison, Brandon Hunter
7. George, Ella Kathryn
8. Griggs, Brian Blake
9. Gross, Anthony Dean
10. Helms, Alexis Nicole
11. Hopkins, Mariah Austin
12. Johnson, Arielle DeWayne
13. Kinsley, David Kendal
14. Lockett, Evan Daniel
15. Marsh, James Thomas
16. McClarty, Eric Dontavios
17. Morgan, Randall Michael
18. Rooker, Kaitlyn Elise
19. Terry, Jessica Anastasia
20. Tew, Emma Nicole
21. Wadge, Gavin Conner

Make this the current selection of students

Add these students to the current selection of students

Click here to select the students.

5. On the **Group Functions** screen, select **Mass Enroll in Class**.

Group Functions

Current student selection: 21

Function	Description
Attendance Change	Changes attendance records for one or many days.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for current students.
Export Using Template	Uses a template to export data on currently selected students.
Fee Functions	Performs fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Creates a printable graduation progress report for current students.
Graduation Progress Summary	View summary of graduation plan progress against current students.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for current students.
Immunization Compliance	Searches students by immunization compliance, excluding current students.
Invalid Requests	Lists student requests which are invalid due to current student status.
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory.
List Students	Prints a quick list of currently selected students.
Mass Create Family Links	Establish family relationships between existing students.
Mass Enroll	Enrolls currently selected students in a section.

Click to Mass Enroll the students.

6. Enter the math section for grades 1-5 or the KK Academics section for kindergarten. (Examples: For homeroom **9685D.6**, enter **0306.6**. For homeroom **9685A.1**, enter **0003.1**.)

For grades 1.5, enter the math section for this homeroom. For Kindergarten, enter the KK Academics section for the homeroom.

Mass enroll the selected students into which class?

Select a teacher... HR(M) 0306.6 (course.section)

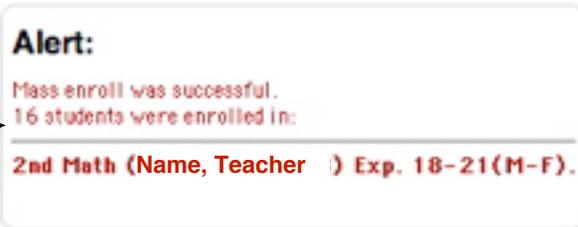
Clicking the Submit button below will cause the selected 21 students to be enrolled in the class specified above.

Enrollment date: 8/9/2010

Submit

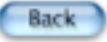
7. When the mass enrollment is complete, a message similar to the following should be displayed.

The number of students should match the number of students in the homeroom.



Alert:
Mass enroll was successful.
16 students were enrolled in:
2nd Math (Name, Teacher) Exp. 18-21 (M-F).

Click the **Back** button to continue working.



8. Please verify that the number of students in each dependant section matches the number of students in the homeroom section by viewing the schedule for the homeroom teacher and the specialist.