

Mass Enrolling Students from a Populated Class (Primarily for Elementary)

1. Access the PowerSchool **Start Page**.
2. Click on the **School** in the **Setup** section in the menu on the left side of the screen.
3. Scroll to the **Scheduling** section and click on **Sections**.
4. On the **Sections** screen, click on **Number** at the top of the **Sections** menu on the left side of the window.



Click on **Number** to sort the sections by the course number.

5. Scroll to the bottom of the **Sections** menu and click on the homeroom code for the grade level with which you are working.

RAC01 1st Homeroom
 RAC02 2nd Homeroom
 RAC03 3rd Homeroom
 RAC04 4th Homeroom
 RAC05 5th Homeroom

Click on appropriate grade level.

6. When the sections for that homeroom level are displayed, click on the number of students in the **Size** column for the first section.

Click on the number of students for Section 1.

Exp	Sec #	Term	Teacher	Size
HR(M-F)	1	06-07	Smith, Donna Kay	134 16
HR(M-F)	3	06-07	Bailey, Sharon	128 17
HR(M-F)	5	06-07	Jones, Linda Sue	129 17
HR(M-F)	2	06-07	Hanson, John	130 16
HR(M-F)	4	06-07	Hartman, Charlotte	133 17

7. At the bottom of the student list, click on **Make this the current selection of students.**

Smith, Donna Kay Exp. HR(M-F) 1st Homeroom

1. Abbott, John Chester
2. Baker, Gracie Sue
3. Bates, James Henry
4. Cox, Courtney
5. Dillinger, John Harvey
6. Frost, Jack
7. Grant, Ashley Louise
8. Green, Marvin M
9. Hanley, Darius
10. Macey, Emily Grace
11. Nichols, Correy Daniel
12. Parker, Jeannie Rae
13. Rodgers, Betty Ann
14. Shields, Calvin R
15. Simpson, Jasmine Shareef
16. Wilson, Sandra A

Make this the current selection of students
Add these students to the current selection of students

Click here to select these students.

8. In the **Group Functions** window, click on **Mass Enroll.**

Current student selector: 16

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.

Click here.

9. On the **Mass Enroll** screen, type in the coursenum.section of the section where you entered the dependent sections. (Example: AEN15.1) This will enroll the students in RAC01.1 in all of their classes.

Type in course.section.

Mass enroll the selected students into which class?

Select a teacher... HR/MI AEN15.1 (course.section)

Clicking the Submit button below will cause the selected 16 students to be enrolled in the class specified above.

Enrollment date: 9/2/2006

Click **Submit.**

10. Repeat this process for each homeroom section.

