

Mass Enrolling Students in High School Homeroom Classes

1. Access the PowerSchool **Start Page**.

School: Bartlett High
Term: 06-07 Year

Search Students



[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F A I

Stored Options

[Stored Searches](#) [Stored Selections](#)

Click on the desired grade level.

2. Select the students by hand.

The screenshot shows a software interface for student management. At the top, it says "Select a student to view student screens or choose the popup menu below to perform an action for the current selection." Below this, it indicates "Matches: (117)". A scrollable list of student names and IDs is shown, including Adams, Corby L; Ahlberg, Emmy C; Allred, Alfred P; Anderson, Maranda P; Andrews, Justin P; Barlow, Elysa F; Bevan, Adam C; Blauer, Ashton G; Bowles, Ben C; Brown, Amber Ann; Brown, Erik N; Burleigh, Heather D; Christensen, Kathryn D; Christensen, Lacy F; and Dottore, Katherine B. To the left of this list is a vertical menu with various options. The option "Select Students By Hand" is highlighted in blue. Below the list, there is a text prompt "Select a function for this group of students" and a dropdown menu. A callout box with an arrow points to the dropdown menu, containing the text: "From the pop-up window at the bottom of the screen, choose **Select Students by Hand**." Another callout box with an arrow points to the "Select Students By Hand" option in the left-hand menu.

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (117)

(10/04/91) (9) Adams, Corby L
(11/23/91) (9) Ahlberg, Emmy C
(05/02/90) (9) Allred, Alfred P
(07/08/91) (9) Anderson, Maranda P
(03/24/90) (9) Andrews, Justin P
(02/16/90) (9) Barlow, Elysa F
(10/16/91) (9) Bevan, Adam C
(07/20/90) (9) Blauer, Ashton G
(03/03/90) (9) Bowles, Ben C
(02/13/90) (9) Brown, Amber Ann
(12/04/91) (9) Brown, Erik N
(10/05/91) (9) Burleigh, Heather D
(11/28/91) (9) Christensen, Kathryn D
(12/26/91) (9) Christensen, Lacy F
(09/15/91) (9) Dottore, Katherine B

Select a function for this group of students

Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Enroll
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Reports Menu
Save Stored Selection
Search By GPA
Search By Grades/Attendance
Search For Perfect Attendance
Select Students By Hand
Student Field Value
Student Schedule Report
Transfer Out Of School

From the pop-up window at the bottom of the screen, choose **Select Students by Hand**.

3. Select the desired students.

Hold down the COMMAND key to make multiple selections

(10/04/91) (9)	Adams, Corby L
(11/23/91) (9)	Ahlberg, Emmy C
(05/02/90) (9)	Allred, Alfred P
(07/08/91) (9)	Anderson, Maranda P
(03/24/90) (9)	Andrews, Justin P
(02/16/90) (9)	Barlow, Elysa F
(10/16/91) (9)	Bevan, Adam C
(07/20/90) (9)	Blauer, Ashton C
(03/03/90) (9)	Bowles, Ben C
(02/13/90) (9)	Brown, Amber Ann
(12/04/91) (9)	Brown, Erik N
(10/05/91) (9)	Burlleigh, Heather D
(11/28/91) (9)	Christensen, Kathryn D
(12/26/91) (9)	Christensen, Lacy F
(09/15/91) (9)	Dottore, Katherine B
(09/16/91) (9)	Dowdle, Jon-Michael D
(02/14/90) (9)	Eastman, Morgan A
(01/29/90) (9)	Edwards, Joey P
(03/13/90) (9)	Farnsworth, Chris B
(09/10/91) (9)	Garner, Justin L
(03/10/91) (9)	Gines, Brieann P
(09/12/91) (9)	Graham, Gregory G
(01/21/90) (9)	Greet, Bob T
(08/16/90) (9)	Haimin, Mckay P
(06/28/90) (9)	Hallock, Kayla H

Keep selected students
 Remove selected students

Selections Functions

1. Hold down the **Apple** key and click on the first student in the list.

2. Release the **Apple** key and hold down the **Shift** key. Click on the last student in the list.

NOTE: You may have to use the scroll bar to see the last student in your list.

3. Click on the **Functions** button.

4. Choose **Mass Enroll**.

Click on
Mass Enroll.

Function	Description
Attendance Change	Changes attendance re
Counselor's Screen	Shows student pages fr
Enrollment Summary	Reports grade and ethn
Export Using Template	Uses a template to exp
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs
LDAP Directory Synchronization	Synchronize PowerSchc
List Students	Prints a quick list of curr
Mass Enroll	Enrolls currently selecte
Mass Enroll Special Program	Enrolls currently selecte
Next School Indicator	Sets the next school ind
Print Reports	Prints reports for curre

5. Enter homeroom code.

1. 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... I(A) hr009.1 (course.section)

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

Enrollment date: 8/01/2006

2. Click **Submit**.

6. Continue until all homerooms have been assigned.