

Identifying Students Without a Full Class Load

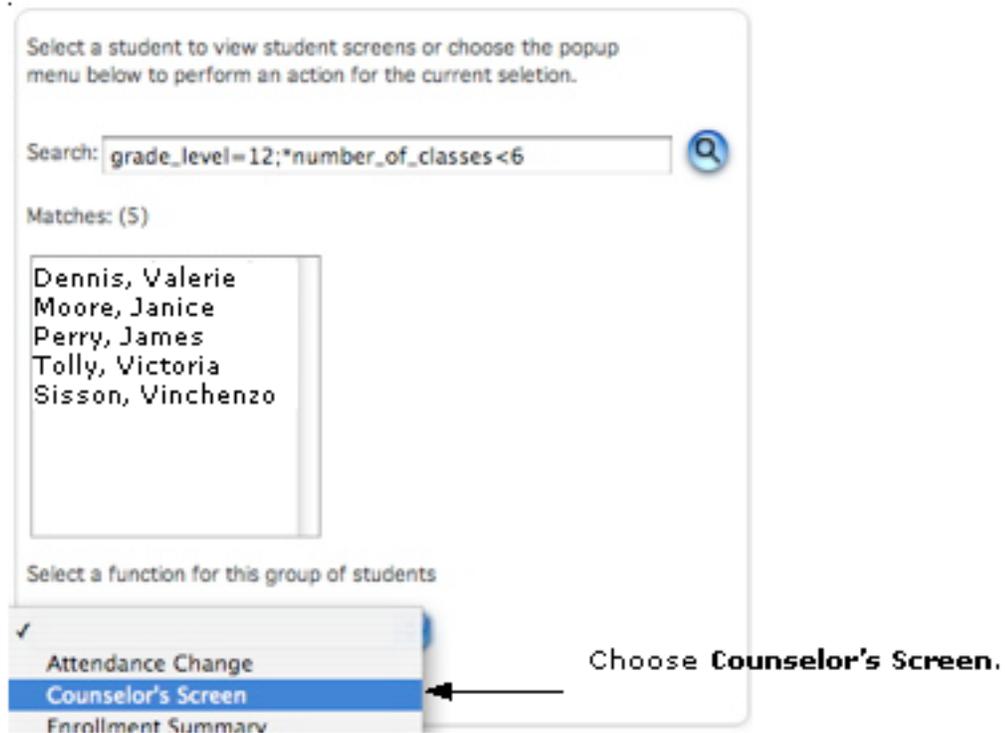
The following search term will help you identify students who do not have a full class load.

In the search box on the PowerSchool **Start Page**, enter the following search terms:

grade_level=12;*number_of_classes<6

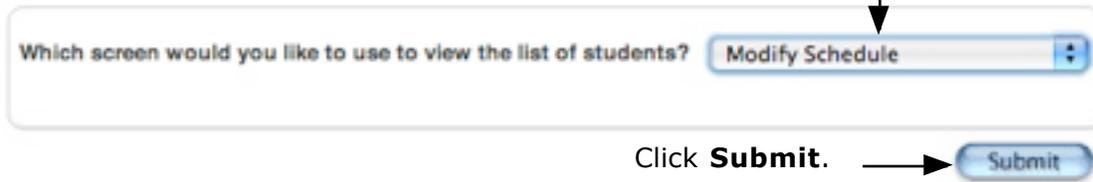
This will return all of the students in the 12th grade who have less than six classes. You can repeat the search for each grade level. If you have scheduled students for homeroom, you might search for students with less than 7 classes instead of 6.

Once the list of students appears, choose **Counselor's Screen** from the **Select a function for the group of students** menu.



On the Counselor's Screen, choose **Modify Schedule** from the drop-down menu.

Choose **Modify Schedule** from the drop-down menu. (near the bottom of the list)



Which screen would you like to use to view the list of students?

Click **Submit**.

The image shows a web form with a question: "Which screen would you like to use to view the list of students?". To the right of the question is a drop-down menu with "Modify Schedule" selected. Below the question and menu is a "Submit" button. An arrow points from the text above to the drop-down menu, and another arrow points from the text "Click Submit." to the "Submit" button.

When the student names appear on the left side of the screen, click the **last** name of each student to modify each schedule as required. Be sure to click on the **last** name. Clicking on the first name will exit you from the **Counselor's Screen**.

Another set of search strings that may prove helpful, is the following:

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grade_level=12;gender=M;*not_enrolled_in_period=1
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Change the grade level, gender, and period values as needed. This search will show every male student in grade 12 who does not have a first period class.

NOTE: This search takes a while. The more you can narrow it down the better.