

Drop a Student(s) from Assigned Classes and Enroll in New Classes

Process to move a currently enrolled student from one class to another

***Scenario One: Student in Grade 6 is changing homerooms from one teacher to another
(this will work for students who move together as a group...K-8 for the most part)***

1. Find the student from the main PowerSchool page
2. Click on their name
3. From the left hand menu of options go to the Modify Schedule option
4. Click DROP ALL and you will be prompted to confirm that you want to do this
5. The student has now been removed from all classes they were in
6. Go back to PowerSchool home page and click on the letter of the alphabet for the student
7. Click on SELECT BY HAND and uncheck the check box at the top so all students are not selected
8. Check the box beside the student you need to enroll in a different class
9. From the DOWN ARROW menu to the right of the student list click on it and select MASS ENROLL
10. Find the teacher name that you want to enroll the student in and click SEARCH
11. Select the class to enroll in (*see dependent sections note below) and click on the blue class name
12. Click on ENROLL STUDENT. The student has now been enrolled in the new class.
13. To confirm you can click on Matrix View from the left menu items to see the new schedule.

***Scenario Two: Student in Grade 9 is changing Math classes from one teacher to another
(this will work for students who move independently...9-12 for the most part)***

1. Find the student from the main PowerSchool page
2. Click on their name
3. From the left hand menu of options go to the Modify Schedule option
4. Click on box beside the subject you are removing and then click DROP SELECTED and you will be prompted to confirm that you want to do this.
5. The student has now been removed from the class(es) they were in
6. Go back to PowerSchool home page and click on the letter of the alphabet for the student
7. Click on SELECT BY HAND and uncheck the check box at the top so all students are not selected
8. Check the box beside the student you need to enroll in a different class
9. From the DOWN ARROW menu to the right of the student list click on it and select MASS ENROLL
10. Find the teacher name that you want to enroll the student in and click SEARCH
11. Select the class to enroll in and click on the blue class name
12. Click on ENROLL STUDENT. The student has now been enrolled in the new class.
13. To confirm you can click on Matrix View from the left menu items to see the new schedule.

Note to schools that have included Dependent Sections as part of their schedule set up

If you included dependent sections as part of your schedule set up you will only need to enroll students once and they will automatically be enrolled in all associated dependent classes. You will need to know what class you have created dependent sections off of in order to enroll them properly. For most schools these dependent sections are created off the English Language Arts class

Part Two

How to check to see if there are dependent sections created.

1. From the PowerSchool home page click on TEACHERS SCHEDULES
2. Choose a teacher and click on their name
3. Click on the SECTION NUMBER of the Homeroom or English Language Arts Class. Do not click on the name of the course.
4. Scroll about half way down the page to where it says DEPENDENT SECTIONS.
5. If the box is empty there are no dependent sections entered
6. If the box is filled with data then that is the class you want to enroll the students in
7. You can go back to the steps above in Part One to enroll students in classes