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# Manually Scheduling Students in PowerScheduler

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June 2023 • Version 1.0

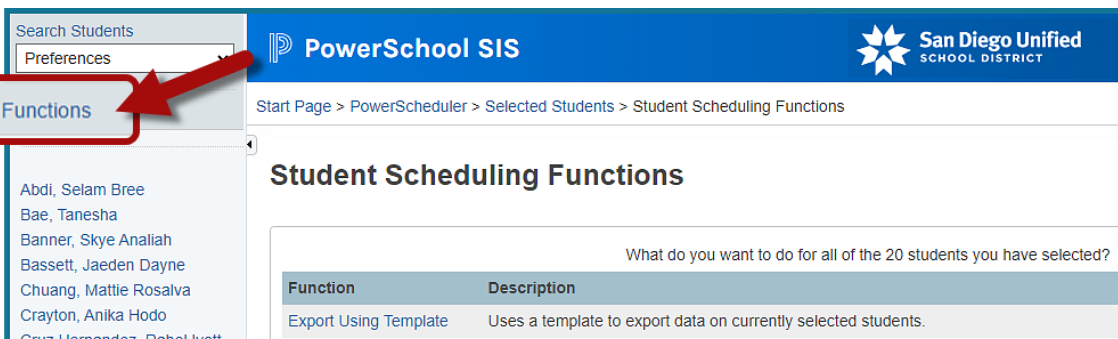


Dates, terms, courses, and schools depicted throughout this handbook are used as examples and may not reflect the current summer school year, term, or school-type.

## Scheduling a Group of Students

To schedule a group of students, do the following:

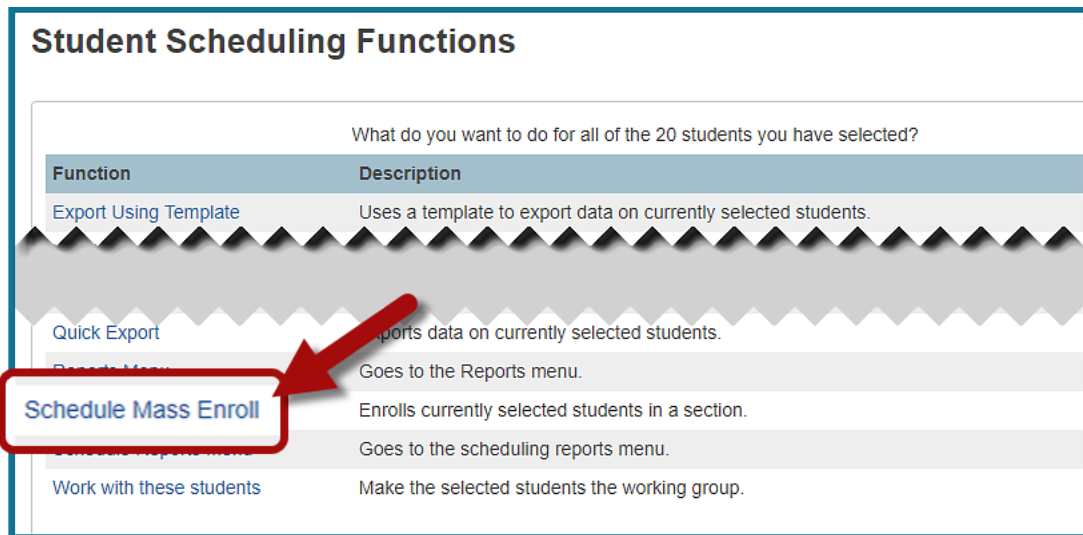
1. On the PowerScheduler page, under Resources on the left side menu, click **Students**.
2. Select the student group.
3. Above the list of selected students, click **Functions**.



The screenshot shows the PowerSchool SIS interface. The left sidebar menu has 'Functions' highlighted with a red box and a red arrow pointing to it. The main content area shows the 'Student Scheduling Functions' page with a table of functions.

Function	Description
Export Using Template	Uses a template to export data on currently selected students.

4. From the list of Student Scheduling Functions, select **Schedule Mass Enroll**.



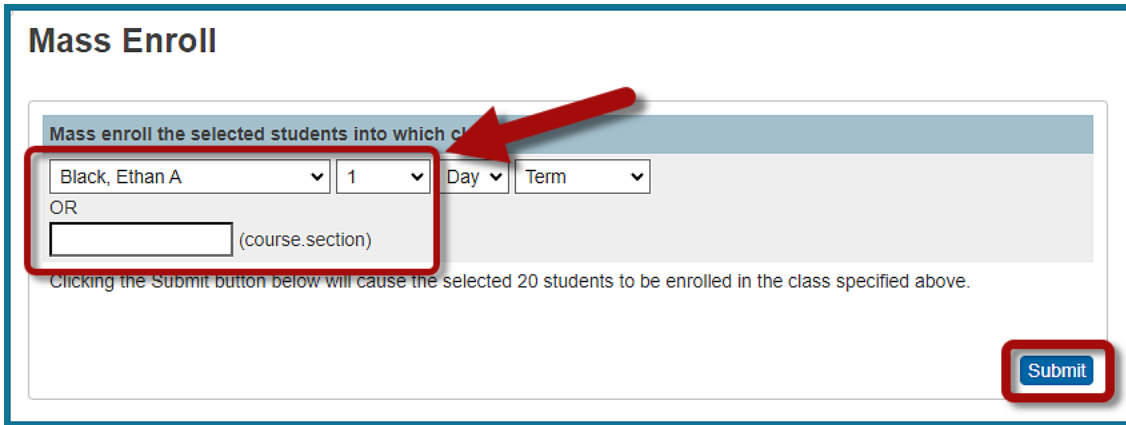
The screenshot shows a closer view of the 'Student Scheduling Functions' table. The 'Schedule Mass Enroll' function is highlighted with a red box and a red arrow pointing to it.

Function	Description
Export Using Template	Uses a template to export data on currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
<b>Schedule Mass Enroll</b>	Enrolls currently selected students in a section.
Scheduling Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

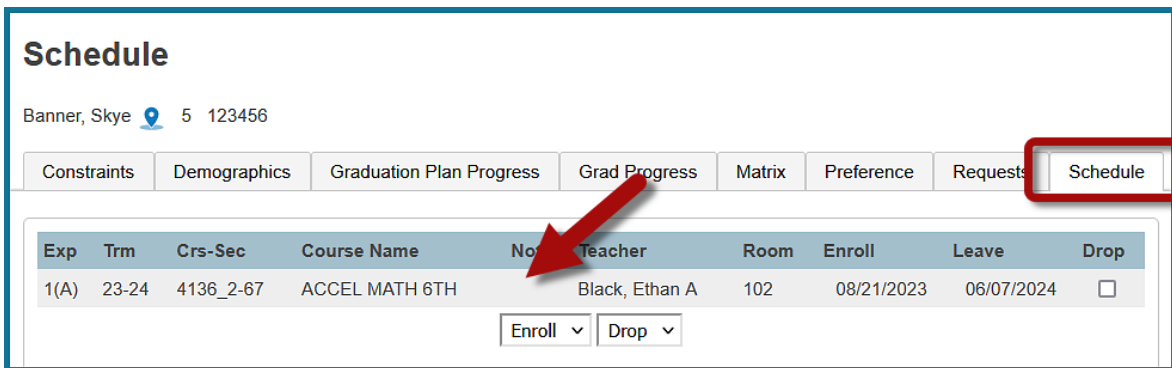
- On the Mass Enroll screen, select the **teacher** and **period** from the drop-down menus.

**NOTE:** If the teacher has multiple sections for the selected period, an alert will indicate a specified course and section must be entered instead.

- Click **Submit**.



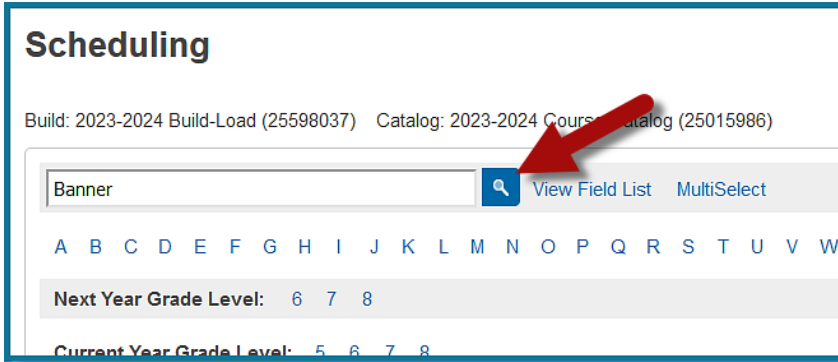
- Spot check student schedules.



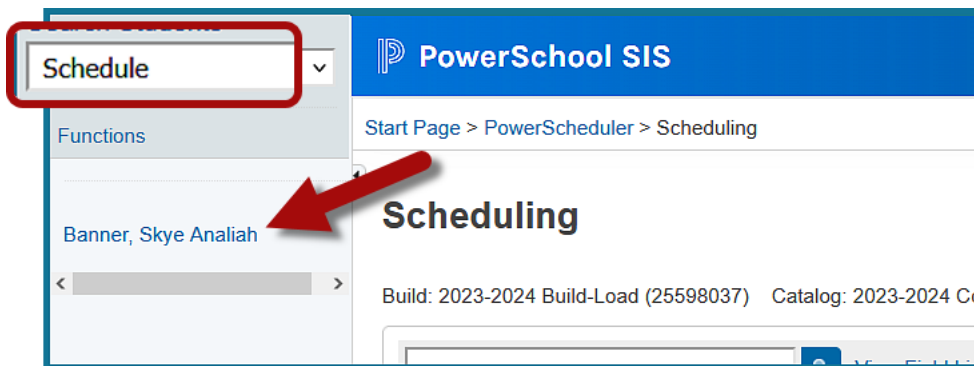
Exp	Trm	Crs-Sec	Course Name	No.	Teacher	Room	Enroll	Leave	Drop
1(A)	23-24	4136_2-67	ACCEL MATH 6TH		Black, Ethan A	102	08/21/2023	06/07/2024	<input type="checkbox"/>

## Scheduling One Student

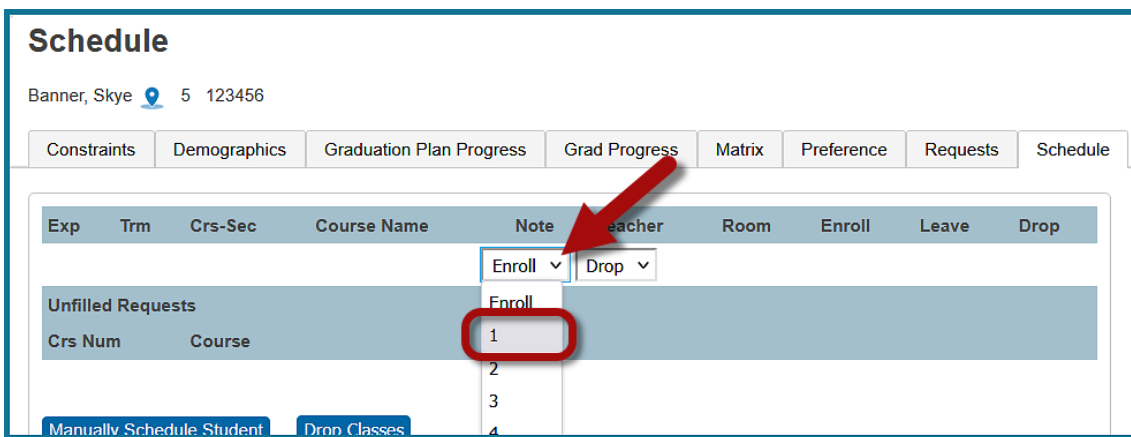
1. On the PowerScheduler page, under Resources on the left side menu, click **Students**.
2. Search for and select the student.



3. On the left-side menu, select Schedule from the drop-down menu, then click the selected student's name.



4. On the Schedule tab, expand the **Enroll** drop-down menu and make a period selection.



5. Select from the list of available class options.

**Available Courses:**  
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Constraints Demographics Graduation Plan Progress Grad Progress Matrix Preference Requests Schedule

Filter By

Period 1 Term All Teacher All

Day All Grade All Credit Type All

Course  Show only classes with available seats

Crs.Sec	Course Name	Notes	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
4136_2.67	ACCEL MATH 6TH		1(A)	23-24	Black, Ethan A	0	S	2	19/36
1708_2.215	ENGLISH 6TH		1(A)	23-24	Cuen, Evelia Lynn	0	S	2	0/36
1708_2.214	ENGLISH 6TH		1(A)	23-24	Cooks, Cora M	0	S	2	0/36

6. Spot check the student's schedule.

**Schedule**  
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Constraints Demographics Graduation Plan Progress Grad Progress Matrix Preference Requests Schedule

Exp	Trm	Crs-Sec	Course Name	Notes	Teacher	Room	Enroll	Leave	Drop
1(A)	23-24	4136_2-67	ACCEL MATH 6TH		Black, Ethan A	102	08/21/2023	06/07/2024	<input type="checkbox"/>

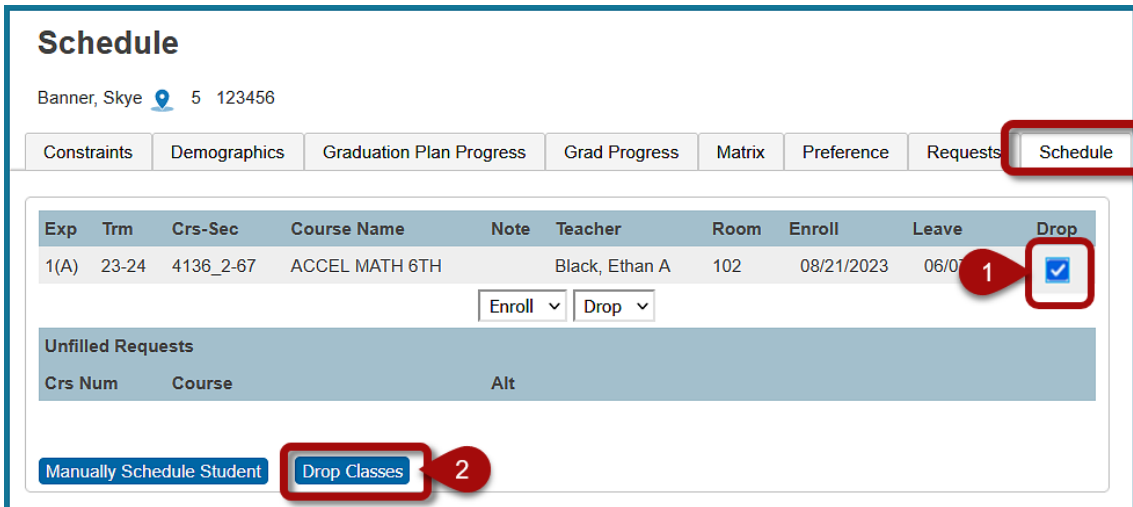
Enroll Drop

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## Dropping a Class

In PowerScheduler, students must be dropped individually.

1. On the PowerScheduler page, under Resources on the left side menu, click **Students**.
2. Search for and select the student.
3. On the left-side menu, click the student's name.
4. On the Schedule tab, below the **Drop** column, check the boxes of the classes to drop.
5. Click **Drop Classes**.



**Schedule**

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Constraints Demographics Graduation Plan Progress Grad Progress Matrix Preference Requests **Schedule**

Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
1(A)	23-24	4136_2-67	ACCEL MATH 6TH		Black, Ethan A	102	08/21/2023	06/0	<input checked="" type="checkbox"/>

Enroll ▾ Drop ▾

Unfilled Requests

Crs Num	Course	Alt
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Manually Schedule Student **Drop Classes**