How to enroll students into classes using **PowerScheduler**
(before Roll-up)

WARNING, YOU MUST BE IN POWERSCHEDULER OR YOU WILL CHANGE THE CLASSES FOR THE CURRECT YEAR

From the main Start Page in PowerSchool, Click on PowerScheduler in the lower left Navigation menu.

Applications

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Task Navigator

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? Scheduler Course Setup
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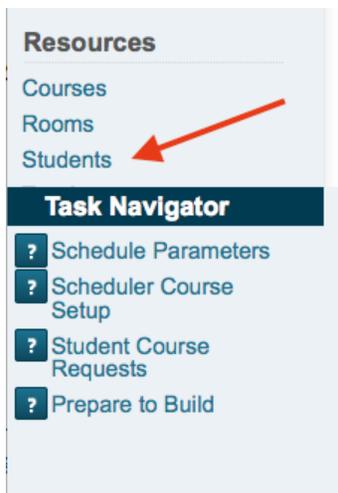
Click on Students in the left Navigation menu. From here you can either select the group the students by the Current Grade Level or Next Years Grade Level.

Scheduling

[_____] 🔍 View Field List

A B C D E F G H I J K L M N O P Q R S T U V

Next Year Grade Level: PK3 PK4 K 1 2 3 4 5 6

Current Year Grade Level: -3 PK3 PK4 K 1 2 3 4 5 6

Other Options: M F All

Click on "Select Students by Hand". Holding down the COMMAND key you can select the students for the teacher you are working on.
 Click on Functions > Schedule Mass Enroll.
Select a teacher, Period, Day, Term as 2016-2017 School Year, Submit. Students are now enrolled in that course.

**If a student is not listed in PowerScheduler:
- Student is not pointed to your school
- Students "Next Year Grade Level" is not correct on the Scheduling Setup page
- "Schedule this Student" field is not marked on the Scheduling Setup page.

Do not change the student room number until after the rollup