

## Manually Scheduling Students

There are at least two options for enrolling students in sections of courses in PowerSchool or modifying an existing schedule that do not rely on the presence of student course requests.

### Option 1

1. On the start page, search for and select a student to be scheduled.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu.
3. In the Search Available Classes, select **Period 1** (or the period in which Homeroom or the course you want to select occurs) from the popup menu and click **Find**
  4. Enter the correct date for the enrollment
  5. Then select the Homeroom or other course name for taught by the appropriate teacher
  6. Repeat the process for each period, section and student to be scheduled.

**Scheduling**

- [Bell Schedule View](#)
- [List View](#)
- [Matrix View](#)
- [Modify Schedule](#)
- [Request Management](#)
- [Scheduling Setup](#)

| Filter By    |   |          |            |             |                |       |             |        |            |
|--------------|---|----------|------------|-------------|----------------|-------|-------------|--------|------------|
| Period       | 1   | Term     | S1         | Teacher     | All            |       |             |        |            |
| Day          | All   | Grade    | All        | Credit Type | All            |       |             |        |            |
| Course       | Show only classes with available seats <input type="checkbox"/> |          |            |             |                |       |             |        |            |
| Enroll date: |   | 8/7/2015 |            |             |                |       |             |        |            |
| Crs.Sec      | Course Name   | Note     | Expression | Term        | Teacher        | Grade | Credit Type | Cr Hrs | Enrollment |
| HR.1         | Homeroom  |          | 1(A)       | 15-16       | Adair, Amanda  | 0     |             | 0.0    | 19/25      |
| HR.2         | Homeroom  |          | 1(A)       | 15-16       | Abbot, Julie   | 0     |             | 0.0    | 19/25      |
| HR.3         | Homeroom  |          | 1(A)       | 15-16       | Allen, Sarah F | 0     |             | 0.0    | 18/25      |
| HR.4         | Homeroom  |          | 1(A)       | 15-16       | Arnold, Paul H | 0     |             | 0.0    | 19/25      |

### Option 2

1. On the start page, search for and select a student to be scheduled.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu.
3. Enter the correct date for the enrollment
4. Enter the *Course.section* number for the specific section for the enrollment
5. Click **Enroll**
6. Repeat the process for each section and student to be scheduled.

**Functions**

**Enrollments**

Effective Enrollment Date

8/7/2015

**Search Available Classes**

Course Number

Period: 1

Find

**Quick Enroll**

Course.Section: HR.2

Enroll