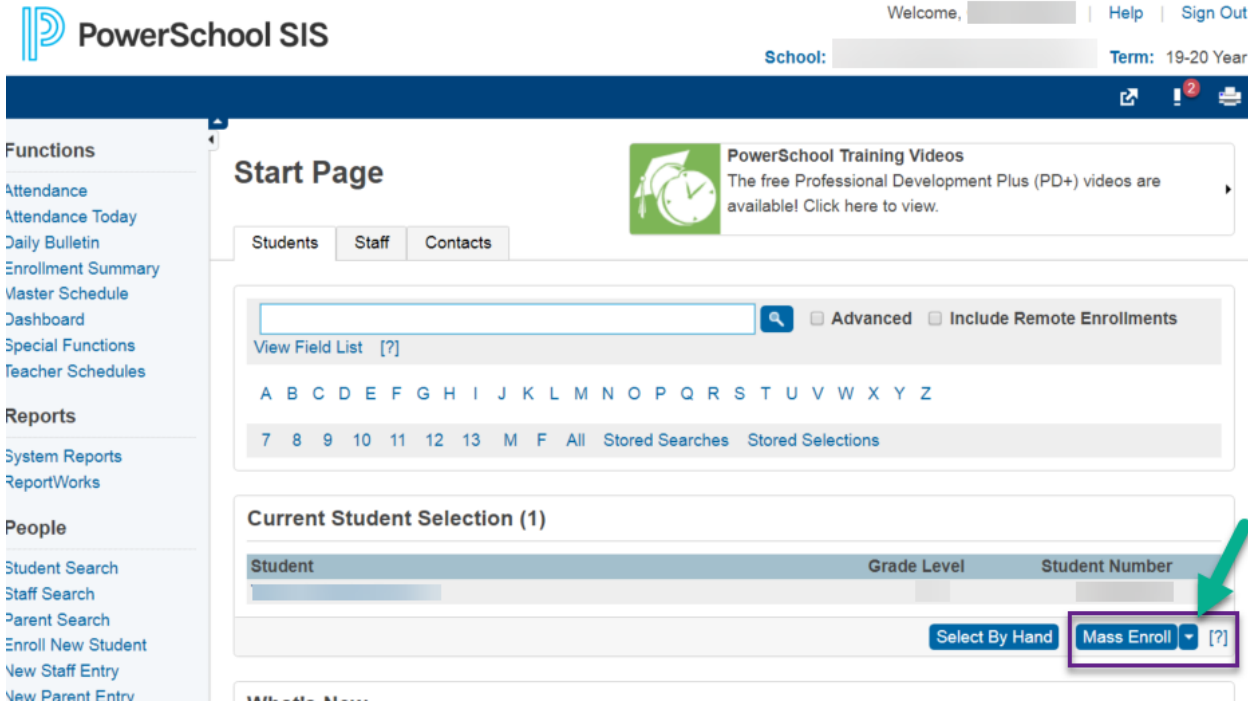


# Enroll Student(s) in a Class Section

1. Start page
  - a. Select one student, one grade, or a selection of students
  - b. Click "mass enroll" (If you don't see "mass enroll", you will need to click the small arrow to see the entire quick menu and select it.)



2. Mass Enroll:

## Mass Enroll

Enroll currently selected 1 students into a section: accurate?

**Quick Enroll**

Course.Section

Use these to narrow course section search. Otherwise you'll see all course sections for all teachers.

**Filter By**

Period: All Term: All Teacher: All Day: All Grade: All Credit Type: All

Course:  Show only classes with available seats:  Off

3.

### Mass Enroll Preview

Entry Date: 10/08/2019 [Edit Date](#) Important to use the correct date!

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status

Student Enrollment Summary:

Student Number	Student Name	Action

Confirm correct class, correct date, correct student(s) [← Back](#) [Enroll Students](#) [Enroll Students and Reschedule](#)

NOTE: If a student is already enrolled in a class, it will tell you in the Student Enrollment Summary.

Student Enrollment Summary:

Student Number	Student Name	Action
		Already Enrolled in SST0009.JB on 10/08/2019

[← Back](#) [Enroll Students](#) [Enroll Students and Reschedule](#)

4. Go back to Start Page and enroll student(s) in another class section.

5. If you click Enroll Student and Reschedule you'll see this screen: **PROCEED WITH CAUTION**  
It is very easy to enroll kids in a class by mistake using this button.

PowerSchool SIS

Welcome, [redacted] Help | Sign Out

School: [redacted] Term: 19-20 Yea

Start Page > Teacher Schedule

### Class Roster: [redacted]

Teacher: [redacted]

✓ Your changes have been saved.

Detailed View:  On

Filter Results By: Filtered By: Active Students

Active  Dropped  Pre-Registered

Gender:  ▼

Grade Level:  ▼

### Results

Select All 8 Students

	Name ↕	Gender	Grade Level	Entered	Exited	Status
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	10/09/2019	06/27/2020	Active
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	09/04/2019	06/27/2020	Active

**Use checked students to:** all students in this class would be enrolled in your next section in you use these buttons

Modify Current Student Selection:

Make Current Student Selection and Modify Class Enrollments:

Use currently selected 1 students to:

Modify Class Enrollments: