

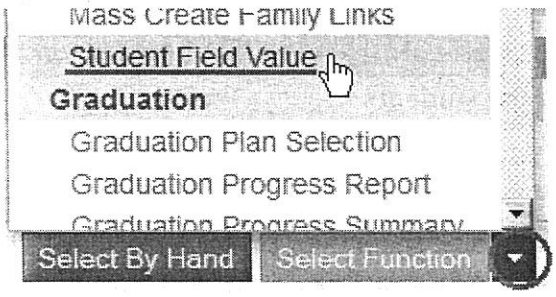
Start here

8-11-11

Assign a group of students into a homeroom

- 1) Browse for students on the start page (example, click grade 2 to display all active 2nd graders)
- 2) Click the Select By Hand button. Checkmark the students you want to work with then click the Update Selection button

3) Access the functions menu and select 'Student Field Value'



- 4) On the Student Field Value screen, confirm the correct number of students is selected
- 5) Field to Change: Home_Room
- 6) New Field Value: enter the homeroom number of homeroom teacher name
- 7) Click the Submit button to review the proposed changes
- 8) Each student will be listed with their current home_room field data and their new proposed home_room field data. Click Submit to commit the changes for these students
- 9) The students' home_room field is now updated. Click the PowerSchool logo to return to the start page. Repeat steps for other groups of students and homerooms

You can search for a group of students by their homeroom on the start page by searching that home_room field. For example, search home_room=Smith to find all the students in Smith's homeroom. You can also find students who are NOT in a homeroom by searching for home_room= and press enter. This returns students with a blank home_room field.

An individual student's homeroom field can be seen on their Modify Info link.

Note: updating the student home_room field does not schedule the student into their academic classes or update their schedule. See next page for those steps

Assign a homeroom of students into classes

- 1) Search for students in the homeroom you want to schedule into classes (home_room=smith)
- 2) From the functions menu select Mass Enroll
- 3) Search for the course using the Filter By dropdowns and click Search. If you already know the course number and section number, enter it in the Quick Enroll box and click Enroll
- 4) Note the Entry Date. If you need to change the class start date, click the Edit Date button and change the class start date to the first day of class for the students
- 5) Click Enroll Students
- 6) Repeat for each course section the homeroom students need on their schedule. If you assigned the students a course section with dependent sections attached, it will assign the parent course section and all associated dependent sections at once
- 7) You can confirm successful course section enrollments by selecting a student on the start page and checking the List View link under Scheduling

An individual student's schedule can be modified on their Modify Schedule link