

# PowerSchool Enrolling a Student in a Course



Summary: This guide will assist with the process for enrolling a student in a course.

Use the steps to enroll a student in a course:

1. From the **Start Page** search for the student you want to enroll in a course and select their name.
2. In the left-hand column under the Scheduling Heading choose **“Modify Schedule”**.
3. Fill in the appropriate information
  - Enrollment date
  - Course Number
  - Period
  - If you know the course.section, you can put that in the Quick Enroll and enroll the student that way.

The screenshot shows the PowerSchool interface for a student named Aaron A. Smith. The interface includes a left-hand navigation menu with categories like Administration, Enrollment, and Scheduling. The main content area has tabs for Enrollments and Requests. Under the Enrollments tab, there are three main sections: Enrollments, Search Available Classes, and Quick Enroll. The Enrollments section has a form for Effective Enrollment Date (08/05/2021). The Search Available Classes section has fields for Course Number and Period (1), with a Find button. The Quick Enroll section has a field for Course.Section and an Enroll button. Below these sections are tables for Enrollments and Course Requests. The Enrollments table has columns for Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, and Drop. The Course Requests table has columns for Number, Course Name, Note, Alt Code, Alt, Alt Priority, Section Type, and Alternate 1. There are also buttons for Drop Selected, Drop All, Automated Schedule, Manually Schedule Student, and Toggle Locks.