

PowerSchool Mass Enrolling Students in a Course



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

Use the steps to enroll a group of students in a course:

1. From the **Start Page** search for the students you want to enroll in a course and select their names.
2. In the in the lower right-hand side select **Special Functions > Mass Enroll**.

The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this, there are navigation links for '9 10 11 12 F M N All' and an 'Include Remote Enrollments' checkbox. A 'Current Selection' section shows 'Clear All' and 'All: (x)'. The main area is titled 'Current Student Selection (652)' and contains a table with columns 'Student' and 'Student Number'. The table lists students from Adair, Brandon (3) to Anderson, Barry (13). A dropdown menu is open on the right side, showing options like 'Graduation Progress Summary', 'Printing', 'Scheduling', and 'Search'. The 'Mass Enroll' option under 'Scheduling' is highlighted in yellow. At the bottom right, there are buttons for 'Select By Hand' and 'Select Function'.

3. The Quick Enroll function can be used to enroll using the course.section.
4. Or use any of the filters to search for a course to enroll the student in.

Mass Enroll

Enroll currently selected 652 students into a section:

The screenshot shows the 'Mass Enroll' form. It has a 'Quick Enroll' section with a 'Course.Section' dropdown set to '41325.1' and an 'Enroll' button. Below this is a 'Filter By' section with several dropdown menus: 'Period' (All), 'Term' (All), 'Teacher' (All), 'Day' (All), 'Grade' (All), and 'Credit Type' (All). There is also a 'Course' text input field, a 'Show only classes with available seats' checkbox (set to 'Off'), and a 'Search' button.