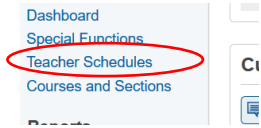


# Unlock Terms for Individual Teacher Sections

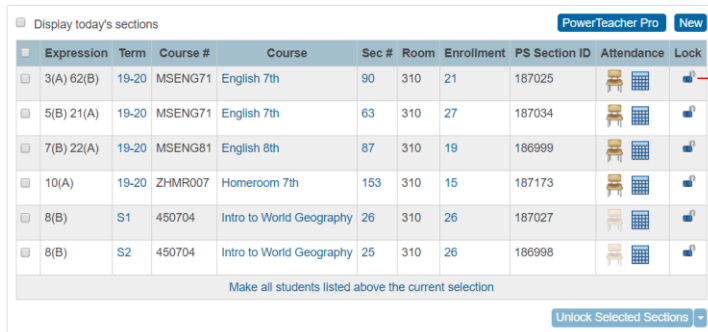
All Schools

(updated: 8/29/2019)

1. Can only be done by a Principal/Assistant Principal or Counselor at each school.
2. From the PowerSchool home page click Teacher Schedules on the left



3. Select the teacher from the list on the left that you want to unlock a section for
4. You should see a screen similar to one below:

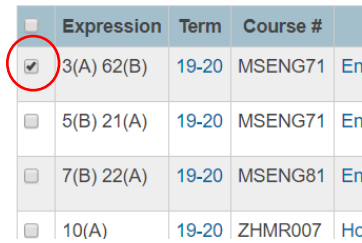


Expression	Term	Course #	Course	Sec #	Room	Enrollment	PS Section ID	Attendance	Lock
3(A) 62(B)	19-20	MSENG71	English 7th	90	310	21	187025		
5(B) 21(A)	19-20	MSENG71	English 7th	63	310	27	187034		
7(B) 22(A)	19-20	MSENG81	English 8th	87	310	19	186999		
10(A)	19-20	ZHMR007	Homeroom 7th	153	310	15	187173		
8(B)	S1	450704	Intro to World Geography	26	310	26	187027		
8(B)	S2	450704	Intro to World Geography	25	310	26	186998		

Lock/Unlocked Indicator – This section is currently unlocked

5. To unlock a section so a teacher can enter/change a grade in the Gradebook, check the box next to the Expression for the section you want to unlock

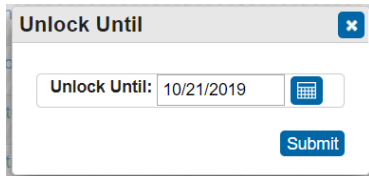
Display today's sections



Expression	Term	Course #	Course	Sec #	Room	Enrollment	PS Section ID	Attendance	Lock
<input checked="" type="checkbox"/> 3(A) 62(B)	19-20	MSENG71	English 7th	90	310	21	187025		
<input type="checkbox"/> 5(B) 21(A)	19-20	MSENG71	English 7th	63	310	27	187034		
<input type="checkbox"/> 7(B) 22(A)	19-20	MSENG81	English 8th	87	310	19	186999		
<input type="checkbox"/> 10(A)	19-20	ZHMR007	Homeroom 7th	153	310	15	187173		

**Unlock Selected Sections** ▾

6. Click the Unlock Selected Sections button at bottom right
7. Enter the Unlock Until date and click Submit. Once submitted this section will stay unlocked until the date you entered.



Unlock Until: 10/21/2019

**Submit**

8. There is also Lock Selected Sections and Clear Manual Lock/Unlock options in the drop-down section of the Lock Selected Sections button.

