How to Drop and Add Courses using Modify Course Schedule

This document will show you how to Drop and Add Courses to an individual Student Schedule.

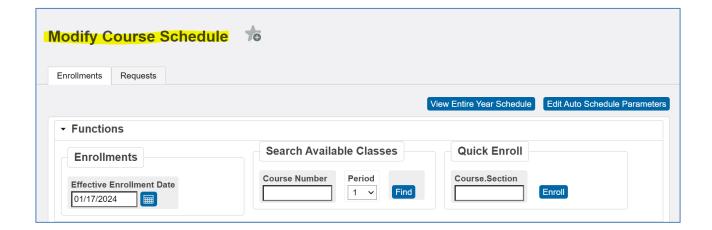
Overview

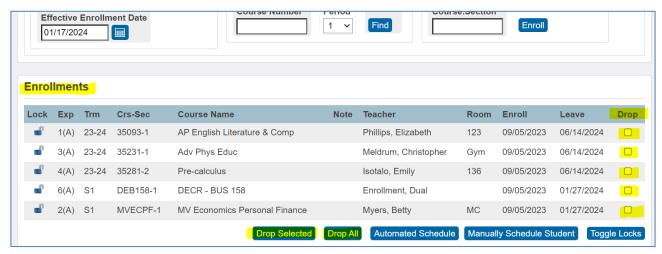
This document will cover the following process: Drop and Add Courses to a Student Schedule.

Note: to avoid attendance issues it is recommend you drop classes from the teachers class roster.

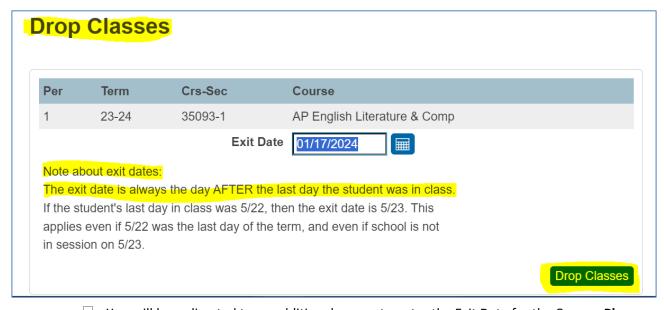
Drop and Add Courses to a Student Schedule:

1. Dropping a course from a student schedule: Start Page > Select a student > Courses and Programs > Modify Course Schedule

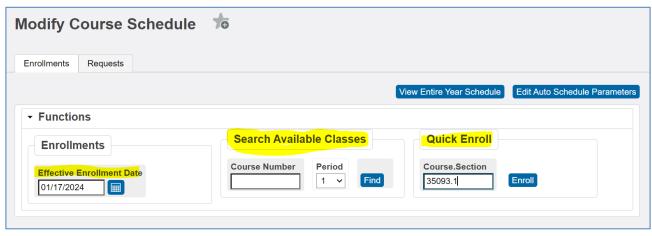




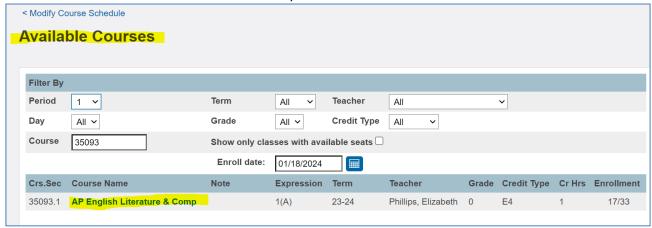
Place a checkmark in the Box next to the course you wish to drop from the Student Schedule and **Click Drop Selected**



- ☐ You will be redirected to an additional screen to enter the Exit Date for the Course. Please Note: The exit date should always be the day after the student's last day in the course, even if it is the last day of the term. This will allow PowerSchool to keep the attendance records for the student's last day.
- ☐ Verify the information on the screen and click on **Drop Classes**
- 2. Adding a course to a Student Schedule: Start Page > Select a student > Courses and Programs > Modify Course Schedule
 - Once you are on the Modify Course Schedule page you can make the proper selection:



- ☐ Enrollments:-Select the Effective Enrollment Date
- ☐ Search Available Classes: You can search by Course Number or Period or both
- Quick Enroll: You can add the Course.Section Number and Click Enroll
- If you Search for a course, the available courses will come up for you to make a selection as well as more Advanced Seach Options:



- ☐ If you see an available course that you would like to enroll the student in, click on the
- ☐ The Student will be enrolled in the course automatically

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
m 2	1(A)	23-24	35093-1	AP English Literature & Comp		Phillips, Elizabeth	123	01/18/2024	06/14/2024	
•	3(A)	23-24	35231-1	Adv Phys Educ		Meldrum, Christopher	Gym	09/05/2023	06/14/2024	
1	4(A)	23-24	35281-2	Pre-calculus		Isotalo, Emily	136	09/05/2023	06/14/2024	
1 10	6(A)	S1	DEB158-1	DECR - BUS 158		Enrollment, Dual		09/05/2023	01/27/2024	
•	2(A)	S1	MVECPF-1	MV Economics Personal Finance		Myers, Betty	MC	09/05/2023	01/27/2024	
				Drop Selected	Drop All	Automated Schedule	Manual	ly Schedule St	udent Togg	le Locks