

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](#)

The screenshot displays the 'Modify Course Schedule' interface. At the top, the title 'Modify Course Schedule' is highlighted in yellow, followed by a star icon. Below the title are two tabs: 'Enrollments' and 'Requests'. To the right of these tabs are two buttons: 'View Entire Year Schedule' and 'Edit Auto Schedule Parameters'. A 'Functions' dropdown menu is open, showing three main sections: 'Enrollments', 'Search Available Classes', and 'Quick Enroll'. The 'Enrollments' section contains an 'Effective Enrollment Date' field with the value '01/17/2024' and a calendar icon. The 'Search Available Classes' section includes a 'Course Number' input field, a 'Period' dropdown menu set to '1', and a 'Find' button. The 'Quick Enroll' section features a 'Course.Section' input field and an 'Enroll' button.

Effective Enrollment Date: 01/17/2024

Course Number: [] Period: 1 Find Course Section: [] Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A)	23-24	35093-1	AP English Literature & Comp		Phillips, Elizabeth	123	09/05/2023	06/14/2024	<input type="checkbox"/>
	3(A)	23-24	35231-1	Adv Phys Educ		Meldrum, Christopher	Gym	09/05/2023	06/14/2024	<input type="checkbox"/>
	4(A)	23-24	35281-2	Pre-calculus		Isotalo, Emily	136	09/05/2023	06/14/2024	<input type="checkbox"/>
	6(A)	S1	DEB158-1	DECR - BUS 158		Enrollment, Dual		09/05/2023	01/27/2024	<input type="checkbox"/>
	2(A)	S1	MVECPF-1	MV Economics Personal Finance		Myers, Betty	MC	09/05/2023	01/27/2024	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

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

Drop Classes

Per	Term	Crs-Sec	Course
1	23-24	35093-1	AP English Literature & Comp

Exit Date: 01/17/2024

Note about exit dates:
 The exit date is always the day AFTER the last day the student was in class.
 If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Drop Classes

- 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:

Modify Course Schedule


Enrollments Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

▼ **Functions**

Enrollments

Effective Enrollment Date

01/17/2024 

Search Available Classes

Course Number

Period [Find](#)

Quick Enroll

Course.Section [Enroll](#)

- 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 Search Options:

[< Modify Course Schedule](#)


Available Courses

Filter By

Period Term Teacher

Day Grade Credit Type






Course Show only classes with available seats

Enroll date: 

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
35093.1	AP English Literature & Comp		1(A)	23-24	Phillips, Elizabeth	0	E4	1	17/33

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

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A)	23-24	35093-1	AP English Literature & Comp		Phillips, Elizabeth	123	01/18/2024	06/14/2024	<input type="checkbox"/>
	3(A)	23-24	35231-1	Adv Phys Educ		Meldrum, Christopher	Gym	09/05/2023	06/14/2024	<input type="checkbox"/>
	4(A)	23-24	35281-2	Pre-calculus		Isotalo, Emily	136	09/05/2023	06/14/2024	<input type="checkbox"/>
	6(A)	S1	DEB158-1	DECR - BUS 158		Enrollment, Dual		09/05/2023	01/27/2024	<input type="checkbox"/>
	2(A)	S1	MVECPF-1	MV Economics Personal Finance		Myers, Betty	MC	09/05/2023	01/27/2024	<input type="checkbox"/>

Drop Selected

Drop All

Automated Schedule

Manually Schedule Student

Toggle Locks