

# How to Mass Schedule Student's in PowerScheduler

This document will provide instructions on how to schedule students in Mass in the PowerScheduler. This process would be used to schedule students prior to committing the Master Schedule and prior to the EOY process.

## Overview

This document will cover the following process:

- Step 1-Select the group of students to be mass scheduled in PowerScheduler
- Step 2-Use the Schedule Mass Enroll Student Scheduling Function to enroll the students into classes

## Mass Scheduling a group of Students in PowerScheduler

1. Select the group of Students to be enrolled:

[\[Start Page > Applications > PowerScheduler > Under Resources select > Students](#)

Start Page > PowerScheduler > Scheduling

### Scheduling

Build: 2024 - 2025 (401) Catalog: 2024-2025 Course Catalog (101)

View Field List MultiSelect

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Next Year Grade Level: -5(VE) -4(AS) -3(ECSE) -2(GSRP) -1(PK) K 1 2 3 4 5

Current Year Grade Level: -6 -5(VE) -4(AS) -3(ECSE) -2(GSRP) -1(PK) K 1 2 3 4 5

Other Options: M F All

- Select a grade level
- Click Select Student's by hand

## Selected Students

Matches: (10)

(227000116) (01/19/19) (-4(AS)) Cantlin, Olivia Marie  
(227000165) (06/20/20) (-5(VE)) Drouillard, Memphis Arthur  
(227000163) (06/13/14) (4) Gorski, Marcus  
(227000145) (10/08/20) (-3(ECSE)) Graham, Derek Daniel  
(227000105) (05/05/20) (-3(ECSE)) Hemphill, Declyn Daniel  
(221002022) (09/13/18) (K) Jackson, Owen Daniel  
(227000166) (01/08/18) (K) Knebler, Jameson Michael  
(221002588) (05/24/18) (K) Patton, Raelynn Marie  
(227000117) (05/15/19) (-4(AS)) Strong, Colton Lawrence  
(227000122) (06/23/19) (-4(AS)) Yamin, Jacob Wallace

Select Students By Hand

Select these students

- Use **CTRL** key to make multiple selections-choose the students you wish to work with this way
- Once you have your selection click FUNCTIONS

## Select Students By Hand - (10)

Hold down the **CTRL** key to make multiple selections

(227000116) (01/19/19) (-4(AS)) Cantlin, Olivia Marie  
(227000165) (06/20/20) (-5(VE)) Drouillard, Memphis Arthur  
(227000163) (06/13/14) (4) Gorski, Marcus  
(227000145) (10/08/20) (-3(ECSE)) Graham, Derek Daniel  
(227000105) (05/05/20) (-3(ECSE)) Hemphill, Declyn Daniel  
(221002022) (09/13/18) (K) Jackson, Owen Daniel  
(227000166) (01/08/18) (K) Knebler, Jameson Michael  
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(227000122) (06/23/19) (-4(AS)) Yamin, Jacob Wallace

Functions

Select these students

## 2. Use the Schedule Mass Enroll Student Function to Schedule the Students

Student Scheduling Functions	
Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected students at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
<b>Schedule Mass Enroll</b>	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

- Use the Mass Enroll Screen to Select a Teacher, Period and Day or Term **OR** enter the Course.Section number

### Mass Enroll

Mass enroll the selected students into which class?

Select a teacher...  Period  Day  Term

OR

(course.section)

Clicking the Submit button below will cause the selected 7 students to be enrolled in the class specified above.

- Click Submit
- You will be directed to a screen: Mass Enroll - Dependent Sections
- You can select to Enroll the students in the course and its dependent sections or only in the selected course. Make a selection
- Click **SUBMIT**
- A Green Bar that states Changes have been recorded will appear at the top of the screen

Continue this process until you have scheduled all of your students

### Mass Enroll - Dependent Sections

CZK.1 has dependent sections. For the selected 4 students:

- Enroll in CZK.1 and its dependent sections
- Enroll in CZK.1 only

Submit