

How to Mass Schedule Student's in PowerSchool SIS

This document will provide instructions on how to manually schedule a group of students in Mass in the PowerSchool SIS live side. This process would be used to schedule students after the Master Schedule has been committed and the EOY process has also been run.

Overview

This document will cover the following process:


- Step 1-Select the group of students to be mass scheduled(registered)
- Step 2-Use the Mass Register group function to enroll the students into the same class

Mass Scheduling a group of Students in PowerSchool SIS(live side):

1. Select the group of Students to be enrolled: [Start Page > Select a group of Students and then click select by hand to obtain the group of students to be scheduled, once you select the correct students click Update Selections > Click the Functions arrow > Mass Register]

The screenshot displays the PowerSchool SIS 'Start Page'. At the top, there is a 'Students' dropdown menu set to 'All' and a search bar. Below this is an alphabetical index (A-Z) and a list of filters including '-5(VE)', '-4(AS)', '-3(ECSE)', '-2(GSRP)', and '-1(PK)'. A 'Current Selection' box shows 'Clear All' and 'Grade Level: 3'. Below this is a table titled 'Current Student Selection (36)' with columns for 'Student' and 'Student Number'. A dropdown menu is open on the right side, listing various functions. The 'Mass Register' option is highlighted with a red box. At the bottom right, there are buttons for 'Select By Hand' and 'Select Action' with a dropdown arrow, also highlighted with a red box.

2. Use the Mass Register group function to enroll the students into the same class:

Mass Register 

Register currently selected 3 students into a section.

Quick Register

Course.Section

Filter By

Period:
 Term:
 Teacher:
 Day:
 Grade:
 Credit Type:
 Course:
 Show only classes with available seats: Off

Results

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
CZ1.1	Citizenship - 1		1(A)	23-24			EL-E	0	23/50
CZ1.2	Citizenship - 1		1(A)	23-24			EL-E	0	9/50
CZ2.1	Citizenship - 2		1(A)	23-24			EL-E	0	21/50
CZ2.2	Citizenship - 2		1(A)	23-24			EL-E	0	11/50
CZ3.1	Citizenship - 3		1(A)	23-24			EL-E	0	24/50
CZ3.2	Citizenship - 3		1(A)	23-24			EL-E	0	12/50
CZ4.1	Citizenship - 4		1(A)	23-24			EL-E	0	22/50

- Quick Register:** You can add the Course.Section Number and Click Register-the students are now enrolled in the course
- Filter By:** You can search by Period, Term, Teacher, Day, Grade or Course Number
- If you Search for a course, the available courses will come up for you to make a selection
- Click on the name of the course you wish to register them in.
- You will be directed to a Mass Register Preview Page. The page will show a Section Summary, this will include any dependent courses attached to an anchor course. Make sure that you **Edit** the **Enrollment Date** if needed, this should be the first day the students will be in the seat in the classroom.

Mass Register Preview

Entry Date: 05/02/2024

[Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Registration Count	Class Status
Reading - 1	RD1	1	2023-2024	No	23/32	Section found
Spelling - 1	SP1	1	2023-2024	No	23/32	Section found
Writing - 1	WL1	1	2023-2024	No	23/32	Section found
Citizenship - 1	CZ1	1	2023-2024	No	23/32	Section found
Science - 1	SC1	1	2023-2024	No	23/32	Section found
Art - 1	ART1	1	2023-2024	No	23/32	Section found
Math - 1	MTH1	1	2023-2024	No	23/32	Section found
Physical Education - 1	PE1	1	2023-2024	No	23/32	Section found
Technology - 1	TC1	1	2023-2024	No	23/32	Section found
Social Studies - 1	SS1	1	2023-2024	No	23/32	Section found
Music - 1	MS1	1	2023-2024	No	23/32	Section found

Student Registration Summary:

Student Number	Student Name	Action
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- Review the information and select one of the following:
 - a. **Back**-if this information doesn't appear correct, you can go back and this will NOT register the students in this course
 - b. **Enroll Students**-The students will be enrolled in the courses listed on the page
 - c. **Enroll Students and Reschedule**-The students will be enrolled in the courses listed on the page. **Please note** that if student's were previously scheduled into a course or courses, they will need to be dropped from those courses prior to enrolling them into the new courses. If they are not dropped, the students will be enrolled in all courses.
- Once completed, spot check student schedules and view Teacher rosters for accuracy.