

Adding Courses to Student Schedule

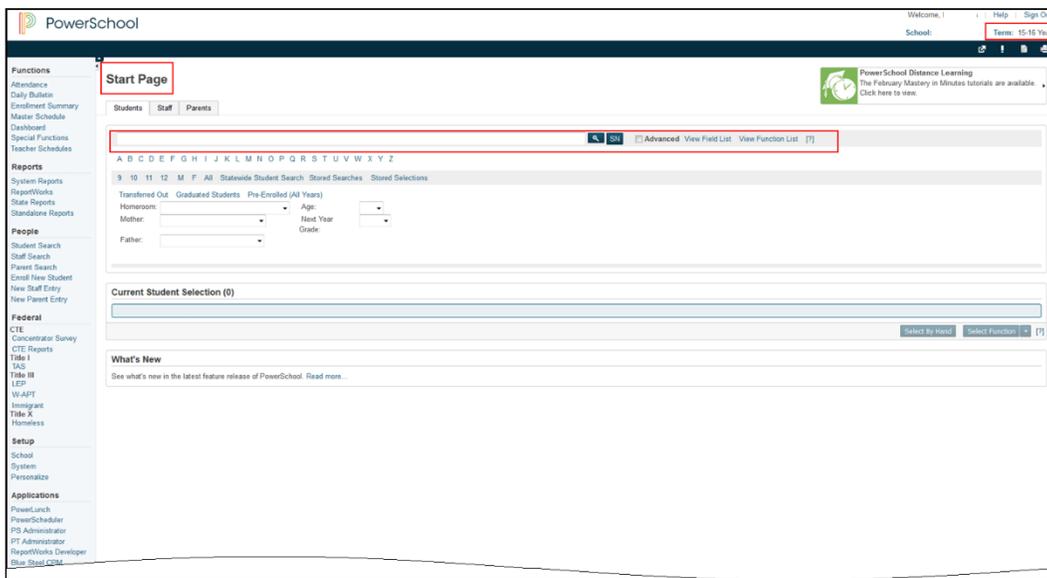
The Modify **schedule** screen is used to add new courses to a student’s schedule. Classes can be added in two ways: **Search Available Classes** or **Quick Enroll**. This document will demonstrate both ways of adding a class to a student schedule in the current year.

Adding Courses – Search Available Classes

This option is used when the desired course AND section are not known; or, when a student needs a course for a specific period. Users can search in this area for either a desired course or a desired period.

Navigation: Start Page > Select Student > Scheduling > Modify Schedule

1. Verify the correct **Year** and **Term** are selected and query for the desired student.



2. On the student’s menu, click **Modify schedule** found in the **scheduling** section.



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Enter the **Effective Enrollment Date** (this date will be the first day the student will start the course).

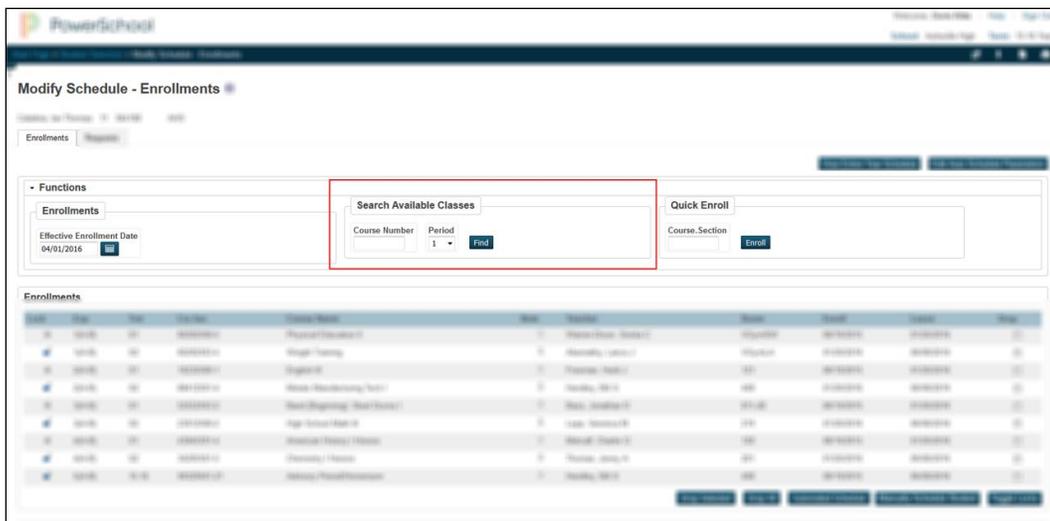


The screenshot shows a 'Functions' dropdown menu. Underneath, there is a box labeled 'Enrollments'. Inside this box, there is a field for 'Effective Enrollment Date' with the value '04/01/2016' and a calendar icon to its right.

3. There are two ways to search for classes when using the **Search Available Classes** area:
 - a. By **Course Number** = enter the desired course number in which to enroll the student
 - b. By **Period** = select the desired period from the drop-down

Note: When searching by **Period** the user can select one period in which to search or ALL periods. To search for all available courses in period 1, leave the **Course Number** blank and select 1 from the **Period** drop-down.

4. Click **Find** once all the search criteria has been entered.



The screenshot shows the 'Modify Schedule - Enrollments' screen in PowerSchool. The 'Search Available Classes' section is highlighted with a red box. It contains two input fields: 'Course Number' and 'Period' (with a dropdown arrow), and a 'Find' button. To the right of this section is a 'Quick Enroll' section with a 'Course.Section' field and an 'Enroll' button. Below these sections is a table of 'Enrollments' with columns for 'ID', 'Type', 'Status', 'Course Name', 'Grade', 'Teacher', 'Room', 'Section', 'Term', 'Start', 'End', and 'Days'.

5. The **Available Courses** screen will display all courses scheduled during the time of search. This page contains additional filtering options in the **Filter By** section. Enter additional filter options if desired.
 - a. **Period** = filter by period
 - b. **Term** = filter by term
 - c. **Teacher** = filter by teacher
 - d. **Day** = filter by day in your school
 - e. **Grade** = filter by grade level

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- f. **Credit Type** = filter by credit type
- g. **Course** = course number
- h. **Show only classes with available seats** = if checked, shows only classes with open seats
- i. **Enroll date** = verify the date the student will begin class

The screenshot shows the 'Available Courses' interface. At the top, there is a breadcrumb trail: 'Start Page > Student Selection > Schedule > My Schedule > Available Courses'. Below this is a 'Filter By' section with dropdown menus for Period (1), Term (15-16), Teacher (All), Day (All), Grade (All), and Credit Type (All). There is a checkbox for 'Show only classes with available seats' which is checked. Below the filters is a table of available courses.

Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
2A01730V.1	AP Calculus BC NCVPS		1(B)	15-16		9	2A01	1.00	4/29
1A007301.1	AP English Language and Composition		1(A)	15-16		9	1A00	1.00	24/29
1A007301.2	AP English Language and Composition		1(B)	15-16		9	1A00	1.00	20/29
1A017301.1	AP English Literature and Composition		1(B)	15-16		9	1A01	1.00	10/29
1A017301.2	AP English Literature and Composition		1(A)	15-16		9	1A01	1.00	12/29
4A077301.1	AP United States History		1(B)	15-16		9	4A07	1.00	24/29
4A077301.2	AP United States History		1(A)	15-16		9	4A07	1.00	20/29
4A087301.1	AP World History		1(A)	15-16		9	4A08	1.00	10/29
4A087301.2	AP World History		1(B)	15-16		9	4A08	1.00	12/29
IL092X00.1	Cosmetology I		1(A-B)	15-16		9	IL09	2.00	9/20
CS972X01.8	CTE Internship		1(A)	15-16		9	CS97	1.00	1/29
96102X001.1	EC Curriculum Assistant		1(B)	15-16		9	9610	1.00	1/1
10210X.99	English I		1(A-B)	15-16		0	1021	1.00	8
60492X01.1	Health and Physical Education: Grade 9		1(A)	15-16		9	6049	1.00	15/29
60492X01.3	Health and Physical Education: Grade 9		1(B)	15-16		9	6049	1.00	18/29
4C065X01.1	HIS132 American History II		1(B)	15-16		9	4C06	1.00	1/1
95045X00.1	Leadership Ed IV Honors		1(A)	15-16		9	9504	1.00	1/1
99359X01.1	Not Returning		1-4(A-B)	15-16		9	9935	0.00	0/29

Important: Courses displayed with the **Enrollment** column data in red are full. Additional students cannot be added to these sections without the administrative override password.

6. Click on the desired **Course Name**. (Be sure to select a class with available seats.)

This is a close-up view of the course table from the previous screenshot. The second row, corresponding to 'AP English Language and Composition' (1A007301.1), is highlighted with a red background. This row has an enrollment of 24/29, which is shown in red text, indicating that the class is full.

Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
2A01730V.1	AP Calculus BC NCVPS		1(B)	15-16		9	2A01	1.00	4/29
1A007301.1	AP English Language and Composition		1(A)	15-16		9	1A00	1.00	24/29
1A007301.2	AP English Language and Composition		1(B)	15-16		9	1A00	1.00	20/29
1A017301.1	AP English Literature and Composition		1(B)	15-16		9	1A01	1.00	10/29
1A017301.2	AP English Literature and Composition		1(A)	15-16		9	1A01	1.00	12/29
4A077301.1	AP United States History		1(B)	15-16		9	4A07	1.00	24/29
4A077301.2	AP United States History		1(A)	15-16		9	4A07	1.00	20/29
4A087301.1	AP World History		1(A)	15-16		9	4A08	1.00	10/29
4A087301.2	AP World History		1(B)	15-16		9	4A08	1.00	12/29
IL092X00.1	Cosmetology I		1(A-B)	15-16		9	IL09	2.00	9/20
CS972X01.8	CTE Internship		1(A)	15-16		9	CS97	1.00	1/29
96102X001.1	EC Curriculum Assistant		1(B)	15-16		9	9610	1.00	1/1
10210X.99	English I		1(A-B)	15-16		0	1021	1.00	8
60492X01.1	Health and Physical Education: Grade 9		1(A)	15-16		9	6049	1.00	15/29
60492X01.3	Health and Physical Education: Grade 9		1(B)	15-16		9	6049	1.00	18/29
4C065X01.1	HIS132 American History II		1(B)	15-16		9	4C06	1.00	1/1
95045X00.1	Leadership Ed IV Honors		1(A)	15-16		9	9504	1.00	1/1
99359X01.1	Not Returning		1-4(A-B)	15-16		9	9935	0.00	0/29

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The newly selected course will now display in the **Enrollments** section of the **Modify Schedule** screen for the student.

Lock	Exp	Trm	Crs Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
✓	1(A)	15-16	5A00701-1	AP English Language and Composition			121	04/04/2016	06/08/2016	☐
✓	15-16	15	5A00701-1	Physical Education II			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Weight Training			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	English II			121	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Health (Beginning Year Course)			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Health (Beginning Year Course)			101	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	High School Math II			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	American History I/History			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Chemistry I/Science			101	08/18/2016	01/18/2016	☐
✓	15-16	15-16	5A00701-1	Advanced Placement Honors			100	08/18/2016	01/18/2016	☐

Adding Courses – Quick Enroll

The **Quick Enroll** section can be used when the desired course code and section are known.

Navigation: Start Page > Select Student > Scheduling > Modify Schedule

1. Once the student has been selected, navigate to the **Modify Schedule** screen in the **Scheduling** area.
2. In the **Quick Enroll** area enter the desired course and section in the **Course.Section** field.

Modify Schedule - Enrollments

Calabria, Ian Thomas 11 364188 AHS

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date 04/01/2016

Search Available Classes

Course Number Period 1 Find

Quick Enroll

Course.Section 5A00702.1 Enroll

Enrollments

Note Teacher Room Enroll Leave Drop

Important: Verify a dot has been entered between the course number and the section number.

3. Click **Enroll**.
 - a. If there are available seats, the student will be enrolled in the class and the class will be displayed in the **Enrollments** area of the **Modify Schedule** screen.

Lock	Exp	Trm	Crs Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
✓	15-16	15	5A00701-1	AP English Language and Composition			121	04/04/2016	06/08/2016	☐
✓	15-16	15	5A00701-1	Physical Education II			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Weight Training			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	English II			121	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Health (Beginning Year Course)			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Health (Beginning Year Course)			101	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	High School Math II			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	American History I/History			100	08/18/2016	01/18/2016	☐
✓	15-16	15	5A00701-1	Chemistry I/Science			101	08/18/2016	01/18/2016	☐
✓	15-16	15-16	5A00701-1	Advanced Placement Honors			100	08/18/2016	01/18/2016	☐
✓	15-16	15-16	5A00702-1	AP Art History			823	04/04/2016	06/08/2016	☐

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- b. If there are no seats available, the 'Section is Full' screen will display.

Section is Full

10 316

The section of ADVANCED PLACEMENT HUMAN GEOGRAPHY requested (45027X0A.1) is already at its maximum capacity of 30.
To enroll the student in this section on 7/15/2013, you must enter the special override password. Otherwise, click the 'Back' button below and select a different section.

Password:

[Back](#) [Submit](#)

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