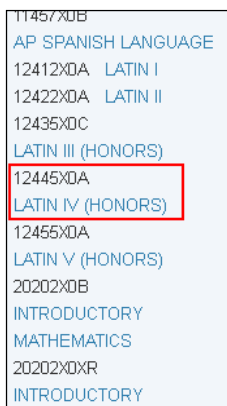# Transferring a Group of Students from One Course/Section to Another

There are times when it is necessary to move an entire class of students from one class to another (e.g., incorrect course number used). In PowerSchool, users can move the students from one class to another, dropping the incorrect course and section from the student schedule. Attendance can be removed from the dropped course/section at the time of the transfer, but will have to be manually re-entered into the new course/section.

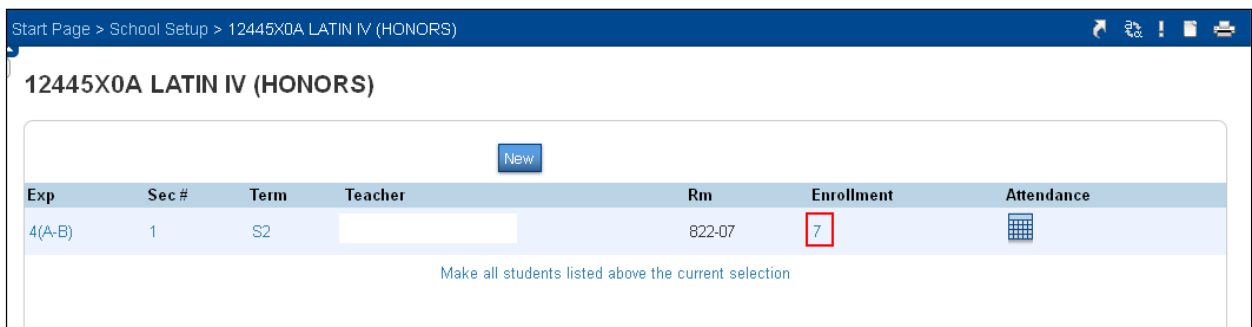**Navigation:** Start Page > School Setup > Sections

Dropping Students from a Section

1. Click on the course from which students need to be moved.

11457X0B
AP SPANISH LANGUAGE
12412X0A   LATIN I
12422X0A   LATIN II
12435X0C
LATIN III (HONORS)
12445X0A
LATIN IV (HONORS)
12455X0A
LATIN V (HONORS)
20202X0B
INTRODUCTORY
MATHEMATICS
20202X0XR
INTRODUCTORY

2. Click on the number in the **Enrollment** column of that section.

Start Page > School Setup > 12445X0A LATIN IV (HONORS)

12445X0A LATIN IV (HONORS)

New

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
4(A-B)	1	S2		822-07	7	

Make all students listed above the current selection

3. Click `Drop from this Class`.

4. Click the `Edit Date` button and enter the correct drop date (field defaults to current date).

5. To remove attendance that may have been entered for dates after the effective drop date, check the box for `Clear Attendance on and after Exit Date`.

6. Click `Drop Students and Reschedule`.

The `Mass Enroll` screen will be displayed. These same students can now be added to another section of the same course or a section of a different course using either the `Filter By` or `Quick Enroll` areas.

Using Quick Enroll

On the `Mass Enroll` screen, the currently selected students can be enrolled into another course section by entering the course.section in `Quick Enroll`. To use `Quick Enroll` it is necessary to know the exact course code and section number.

1. Type the course and section number in the `Quick Enroll` area using the format of `Course.Section`.

2. Click `Enroll`.

Mass Enroll

✔ Your changes have been saved.

Enroll currently selected 8 students into a section:

▾ Quick Enroll

Course.Section
| 12422X01.4 | Enroll ▸ |

▾ Filter By

Period	Term	Teacher	Day	Grade	Credit Type	Course	Show only classes with available seats	
All ▾	All ▾	All	All ▾	All ▾	All ▾		◯ Off	Search

3. On the `Mass Enroll Preview` screen, do the following:
    a. Edit the `Entry Date` if necessary (defaults to the current date).
    b. Verify the course information is correct.
    c. Verify the correct students are listed.

Mass Enroll Preview

Entry Date: 09/13/2013   Edit Date

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
LATIN V (HONORS)	12455X0A	1	Semester 2	No	9/20	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013
		Enroll in 12455X0A.1 on 09/13/2013

◂ Back   Enroll Students   Enroll Students and Reschedule

4. Click `Enroll Students` or `Enroll Students and Reschedule.`
    a. Click `Enroll Students` if this is the only change for this group of students.

   b. Click `Enroll Students and Reschedule` to continue working with this group of students.

Using Filter By

If the exact course code and section of the new class is not known, the `Filter By` section can be used to search for course sections based on entered criteria.

   1.   Enter the desired criteria:
   a. `Period` = period the class is taught
   b. `Day` = day the class is taught (e.g., A day or B day)
   c. `Term` = term the class is taught (e.g., Semester 1, Semester 2)
   d. `Grade` = grade level of the course
   e. `Teacher` = teacher assigned to the class
   f. `Credit Type` = Do not use
   g. `Course` = enter the exact course code of the desired course
   h. `Show only classes with available seats` = check to see only classes that have seats available or leave unchecked to see all classes

   2.   Click `Search`. Classes match the entered search criteria will be displayed.

   3.   Click the `Course Name` for the desired course and section.

   4.   On the `Mass Enroll Preview` screen, do the following:
   a. Edit the `Entry Date` if necessary (defaults to the current date).
   b. Verify the course information is correct.
   c. Verify the correct students are listed.

5. Click **Enroll Students** or **Enroll Students and Reschedule**
    a. Click **Enroll Students** if this is the only change for this group of students.
    b. Click **Enroll Students and Reschedule** to continue working with this group of students.