



MASS ASSIGNING STUDENTS TO CLASS SECTIONS FOR ATTENDANCE PURPOSES

Purpose: Administration - This document outlines the procedures for mass assigning students to Homeroom class sections in PowerSchool based on the student's Demographic Homeroom entry (found on Modify Info screen).

This procedure assumes the following:

- You have assigned students to their **Demographic Homeroom**
- You have set up your Course and Class Sections for Homeroom

NOTE: The Demographic Homeroom will be utilized as the Search – Selection criteria, so please be absolutely sure you are consistent in entering this data and be sure you know how your entered it.

SEARCHING – SELECTING THE SPECIFIC STUDENTS TO MASS UPDATE

This procedure needs to be done for EACH Home room independent of each other.

Selecting the students:

1. From the Start Page enter a Search command based on a Homeroom
Example: Home_Room=110 Dempsey

This should select ALL students that have 110 Dempsey entered as their Homeroom

Once the Students have been selected:

2. From the Group Functions Menu (below your list of selected students)
Select **"Mass Enroll in Classes"**
3. You will receive a screen like the one below – allowing you to select the Teacher

Mass enroll the selected students into which class?

Select a teacher... [v] 1(A) [v] [] (course.section)

Clicking the Submit button below will cause the selected 17 students to be enrolled in the class specified above.

Enrollment date: 6/12/2007

Submit

4. Select the **Teacher & Period**

NOTE: Since Homeroom is usually set in one specific period, you will NOT NEED to enter a Course – Section.

5. Click **SUBMIT**



You will receive a Confirmation Screen indicating the Students were assigned.



Alert:

Mass enroll was successful.
17 students were enrolled in:

Homeroom (Dempsey, Cathy A) Exp. 1-2(A).

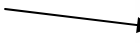
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If you wish to look at specific Section information:

1. Click on the **School** Link under the Setup menu
2. Under Scheduling – select **Sections**
3. Click on the **Course Number** for Homeroom (left hand menu)
4. This will display a list of ALL sections for the Homeroom Course
5. Clicking on the Section descriptions will display information about the Class Section
6. Clicking on the number in the size – column will display the names of students enrolled in that section.

Setup

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Exp	Sec #	Term	Teacher	Rm	Size
1-2(A)	9	07-08	Dempsey, Cathy A	110	17
1-2(A)	8	07-08	Yossi, Pat	104	50
1(A)	7	07-08	Hogan, Sally D	111	3
1(A)	01	07-08	Green, Matthew O	175	52
1(A)	02	07-08	Dempsey, Cathy A	205	23
1(A)	03	07-08	Gerritse, Kathleen Q	180	25
1(A)	04	07-08	Gorres, Kathleen S	190	47
1(A)	05	07-08	Grieco, Richard U	195	25
1(A)	06	07-08	Forest, Tucker K	220	6

Repeat the process for EACH Homeroom.