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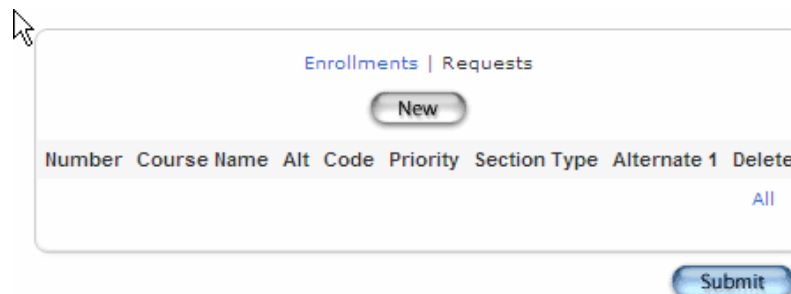
## MANUALLY SCHEDULE STUDENT or RE-SCHEDULE A STUDENT

**Purpose:** Administrator – Instructions on manually setting up a student’s schedule, multiple classes at a time. Also details on re-scheduling a student (dropping existing courses and adding one or multiple courses at once).

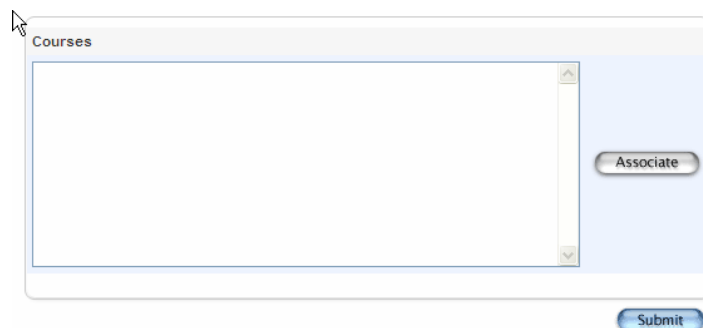
While it is true that schools must either use PowerScheduler or do a significant amount of setup work in order to use the Walk In Scheduler, they may find the process described below easier and quicker than Modifying the Student Schedule one period at a time. While there are several steps to go through, particularly when scheduling a new Student, we believe you will find this process to be of great assistance.

### Scheduling a New Student to Your School

1. Enroll the Student in your school as you normally would
2. Once enrolled go to the **Modify Schedule** link for that student
3. Click the **Requests** link at the top of the screen (right of center)
4. You will receive a screen like the one below – Click **NEW**



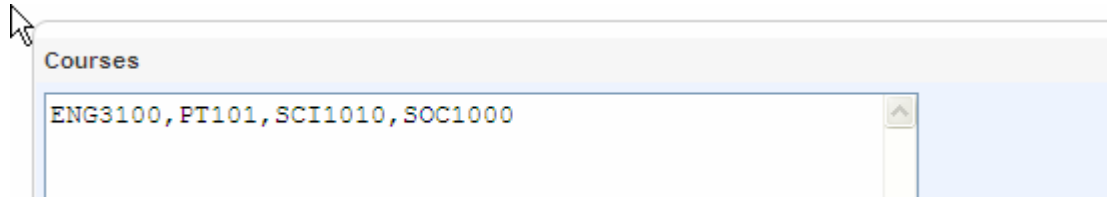
This will lead you to a second screen like the one here:



5. Click the **Associate** button on the right to bring up a list a of available courses.



6. Click on the first course you wish to request – then hold the **CONTROL** key down and select all other additional Courses you wish to request.
7. Click **Submit** when all are selected.
8. Your screen should now display the Course Numbers selected



9. Click **Submit**.
10. You will most likely receive the following warning message:



11. Click **BACK** – Your Requests should be displayed.
12. Click the **Enrollments** link at the top (left of center).
13. This will bring you back to the original Modify Schedule page, however the Student's Requests will be listed at the bottom of the screen.
14. If the requests appear correct – click the **"Manually Schedule Student"** button.

This will bring up a screen similar to the one below. This will display the Courses the Student Requested, By Term and lists the Periods – Days where sections are available for that Course.



To Enroll Students in the correct section – do the following:

1. Make sure the correct **Enroll Date** is displayed at the top
2. Check the **time slot** for each where you want the Student enrolled in that Course

NOTE: While it may be difficult to see in this screen shot there is some color coding to designate to the user the following information:

1. Red – Means that the Section is Full
  2. Green – Means the Section is Available
  3. Gray – Indicates that the Section is already scheduled
3. Click **Continue** to enroll the Student in those Sections.

Enroll date:

Number	Course Name	Term	Day	Period			
				1	2	3	4
MAT2001	Geometry	S1	2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		S2	2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PT201	Advanced PT	07-08	2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCI1000	Biology	S1	1(A-B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		S2	4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Student is now scheduled

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	3(A-B)	S1	MAT2001-2	Geometry	Garcia, Jerry M	208	10/20/2007	11/18/2007	<input type="checkbox"/>
	4(A-B)	07-08	PT201-2	Advanced PT	Nelson, Scott		10/20/2007	5/12/2008	<input type="checkbox"/>
	1(A-B)	S1	SCI1000-4	Biology	Dombeck, Bartolomeu E	207	10/20/2007	11/18/2007	<input type="checkbox"/>

The Modify Schedule page will be displayed; class lists, grade books, etc. should all be updated.



## USING THIS SAME PROCEDURE TO RE-SCHEDULE A STUDENT THAT IS ALREADY SCHEDULED

You can essentially use this same procedure to re-schedule a student that has already been scheduled. There are two options to consider.

### I. Dropping one section of a course and enrolling the student in the same course but a different section.

From the start page, find the student you want to modify.

1. Click **Modify Schedule** link under the Scheduling category on the menu.
2. On the Modify Schedule – Enrollments page select the **Manually Schedule Student** button at the bottom of the page.
3. All possible sections of the same courses will appear. The courses the student is already scheduled into will appear with the timeslot where they are currently scheduled highlighted in gray and the checkbox checked.

<b>VOC1000</b>	<b>Computer Applications</b>	<b>S1</b>	2(A) <input type="checkbox"/>
			1(A-B) <input type="checkbox"/>
		<b>S2</b>	1(A-B)* <input type="checkbox"/>
			2(B) <input type="checkbox"/>
		<b>07-08</b>	3(A) <input type="checkbox"/>
			1(A-B)* <input type="checkbox"/>
			1-2(A-B) <input checked="" type="checkbox"/>
			4(A-B)* <input type="checkbox"/>

1. Red – Means that the Section is Full
2. Green – Means the Section is Available
3. Gray – Indicates that the Section is already scheduled

4. If you want to move them to another section, uncheck their current assignment for the course and check the box for their new timeslot.

5. Enter an **Enroll Date**. This will need to be the date the student starts the new section. PowerSchool will automatically enter a drop date(same day) for the old section.

6. Click **Continue**
7. The student's new schedule will now appear on the Modify Schedule screen Bell Schedule view and at the same time, new enrollment records are written to the All Enrollments screen

### II. Dropping a course then Re-Scheduling the student in a completely different course.

Drop any Classes you wish to no longer have the student involved in. If for example, they are dropping French 2 (not changing sections) go through the Drop procedure so that it does not continue in the re-scheduling process.

Enrollments									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
		1(A-B)	07-08 SOC1000-2	U.S. History	Abram, Michael	125	6/13/2007	5/12/2008	<input checked="" type="checkbox"/>
		4(A-B)	07-08 SOC1200-7	Government	Welty, Debbie		8/9/2007	5/12/2008	<input type="checkbox"/>
		3(A-B)	07-08 SOC2100-7	World History x	Pearson, Ben	109	8/9/2007	5/12/2008	<input type="checkbox"/>
		1-2(A-B)	07-08 VOC1000-17	Computer Applications	Benson, Jay		8/20/2007	5/12/2008	<input type="checkbox"/>



Drop the course from the Modify Schedule page.

1. Click the **drop box** for the course you want dropped.
2. Click **Drop**.
3. Enter a **drop date** (the day after the last day the student was in class).
4. Click **Drop Classes**.

Per	Term	Crs-Sec	Course
1	07-08	SOC1000-2	U.S. History

Exit Date

Note about exit dates:  
The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

From the Modify Schedule page:

5. Click the **Requests** link at the top
6. Click **New** (if the student previously made course request you will see them here).
7. Click **Associate**.
8. A list of available courses will appear.
9. Choose one or more course.
10. Click **Submit**.

Hold down the CTRL key to make multiple selections

- 1050 Art 101
- 598374897 Sweater Knitting
- 6000 Graphics 1
- 6001 Graphics 2
- 6002 Graphics 3
- 90150 Life Skills
- 90237 Mixed Media
- 9100 Study Hall
- ART1000 Intro to Art
- ART1100 Drawing and Design
- ART2000 Studio Pottery
- ART2100 Beginning Pottery
- ART2200 Painting
- ART3000 Studio Art
- ART9 Art
- CS1000 Keyboarding
- CS1001 Word Processing
- CS1002 Computer Applications
- CS2000 Programming

11. Click the **Enrollment** link to return you to the Modify Schedule Page

Enrollments | Requests

Number	Course Name	Alt	Code	Priority	Section Type	Alternate 1	Delete
CS1000	Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="button" value="Associate"/>	<input type="button" value="Yes"/>

12. Click

13. Find the course(s) you want to enroll the student in and place a check in the appropriate box.
14. Enter an **Enroll Date** (Will be the student's first day in that class).

15. Click **Continue**

Enroll date:

Number	Course Name	Term	Day	Period			
				1	2	3	4
ART2100	Beginning Pottery	S1	3(A)	<input type="checkbox"/>			
			4(A)	<input type="checkbox"/>			
		S2	3(B)	<input checked="" type="checkbox"/>			
			2(A-B)*	<input type="checkbox"/>			

You will now see the student's new schedule with all the changes you just made.