

## PS Quickstart Guides- Hand Enrollment of a section

1. Scenario- A teacher in Grade 2 doesn't have any enrollment in her morning meeting. When we look at sections and we have already done a mass enroll and some sections show zero enrollment.
2. Go to your school for the current year you would like to draw from and select the ALL button for the choices beneath Browse Students
3. Once the alpha list of students appears, go to the "select function" at the bottom of the list. It immediately takes you to another page.
4. The page is Select Student by Hand. The number (756) represents the total number of students in your school. For this example- Floral
5. To select the teachers class, have a roster available and hand select each student. If you hold down the Apple key you can select multiple names and they will remain highlighted.
6. Please note, while holding down the Apple key, this prevents you from using the scrolling ball. The down arrows still work fine! BY DEFAULT this list is set to KEEP selected students.
7. Once all the names are selected, please double check first by scrolling, then select the Functions button below this list.

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: ( 756 )  
(only first 500 are listed here)

(103562)	Ach	Ethan
(101602)	Ada	
(101423)	Ake	
(103682)	Akk	
(102452)	Alag	Subramanian
(101443)	Alar	hen
(101776)	Aliz	ardis NMN
(101657)	Alle	eline
(101474)	Ama	atnam
(16969)	Ama	mas
(100212)	Amb	n
(100530)	Ame	e
(16444)	Ame	
(16445)	Ame	
(100213)	Amr	elle

Select a function for this group of students

Select Students By Hand

Hold down the COMMAND key to make multiple selections  
(Additional options only display for 500 or fewer students.)

Ach	Ethan
Ada	
Ake	
Akk	
Alag	Subramanian
Alar	hen
Aliz	ardis NMN
Alle	eline
Ama	atnam
Ama	mas
Amb	n
Ame	e
Ame	
Ame	
Amr	elle
And	
And	cott
And	aly
And	
And	dward
And	ean
Ante	le
Anu	ichelle
Apa	saw
Ape	

Keep selected students  
 Remove selected students

Selections      Functions

- Once you select the Function buttons, many choices appear, select the Mass Enroll option. You have used these next steps before. Change enrollment date and then added the CORRECT course and section number.

Mass enroll the selected students into which class?

Select a teacher...  (course.section)

Clicking the Submit button below will cause the selected 20 students to be enrolled in the class specified above.

Enrollment date:

Submit

- Hit Submit and if everything was done properly, a successful Alert will be returned to you.

**Alert:**

Mass enroll was successful.  
20 students were enrolled in:

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**L/R 11:00-11:40 (Lunch, Recess) Exp. LR(M-F).**

- You may not be able to see the results immediately, but please check either section enrollment or a student schedule to see if your actions are visible. Refreshing the web browser can help, but each night the data bases does purges itself of changes. BAD Team can force a server refresh.