PowerSchool

Mass Enroll- a term given to the process of enrolling an entire found set of students (elementary homeroom) into a particular course and section. This action gives your teachers their students in Morning Meeting AND since we have listed many other courses.sections in the dependency sections of MORNING MEETING – it will schedule the kids into all their subjects in the K-4 grades.

Dependent Sections (course.section, course.section, etc.)	50401.1,65401.1,70401.1, 60401.1,92401.1,98408.2,

This image can be found-   Start Page > School Setup > 95401 Morning Meeting-1 >

Before a Mass Enroll can be attempted – WE MUST:
1. Have all students in your database
2. All courses in your database
3. All teachers of ANY SECTIONS must be in your database
4. All sections created and correct EXPRESSION selected!

How to MASS ENROLL

Search Students

1. Go to your school and type into the Search Student field home_room= and then the class you'd like to find.

   home_room=205

   View Field List   How to Search

2. Once you select the search tool, this next image will appear. It's all the kids the PS believes is in that HR. Check some of the names and total from a current list.

   Select a student to view student screens or choose the po menu below to perform an action for the current seletio

   Search: home_room=205

3. At the bottom of the list is another pull down menu, select the Mass Enroll option.

   Matches: (20)
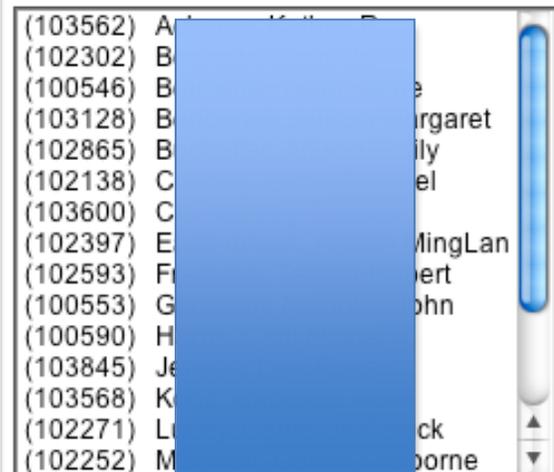
   (103562) A
   (102302) B
   (100546) B
   (103128) B   rgaret
   (102865) B   ily
   (102138) C   el
   (103600) C
   (102397) E   MingLan
   (102593) F   ert
   (100553) G   ohn
   (100590) H
   (103845) Je
   (103568) K
   (102271) L   ck
   (102252) M   orne

   Select a function for this group of students

   Mass Enroll

4. Once the Mass Enroll option has been selected, the following visual prompt appears.
5. For K-4 enrollment, the Select a teacher is not necessary
6. SKIP – LB(M) but as a test this is an expression for Lunch Block on Monday
7. The MORNING MEETING Number (Beal/Spring be careful you have KF, KA, KP) is essential.   Each time you do a Mass Enroll this number must change.
8. Additional you must change the Enrollment Data to the start of the current school year.

Mass Enroll - Term: 04-05 Year

Mass enroll the selected students into which class?

    Select a teacher...   ◆   LB(M) ◆   95401.1   (course.section)

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

Enrollment date: 8/31/2004

[Submit]

9. After you SUBMIT, you will get this prompt. Most of the time RED indicates an error on an import. This time you can see that it doesn't!

 PowerSchool

Alert:

Mass enroll was successful.
20 students were enrolled in:

Morning Meeting-1 (Plourde, Tara) Exp. HR(M-F).

[Back]

10. ALWAYS- ALWAYS check your work. Return to the start page, select a student you just MASS ENROLLED and select the BELL VIEW screen under Scheduling. All the courses (specials) should show up. Most of the matrix remains GRAY!