

# Online Tutorial: Modifying Student Schedules

## How to add a course:

**Step 1:** In the left navigation bar, click on “Teacher Schedules” under the “Functions” heading

### Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Step 2:** Find the teacher you’re looking for and click on his/her name.

**Step 3:** Look at the box in the center of the page and write down the course name and course number you’d like to enroll the student in. An example is below.

New

Expression	Term	Course #	Course	Sec #	Room	Size
1(A)	S1	2010	English 12A	5	C-16	25
2(A)	S1	2010	English 12A	6	C-16	26
4(A)	S1	2012	AP English Literature A	2	C-16	22
5(A)	S1	2010	English 12A	7	C-16	22
6(A)	S1	2010	English 12A	8	C-16	23

Make all students listed above the current selection

**Step 4:** Click the PowerSchool logo in the top left corner to return to the start page.



**Step 5:** Search for a student or browse students to find the student whose schedule you’d like to modify.

### Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

### Browse Students

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
9 10 11 12 M F All Current Selection (25)

**Step 6:** In the left navigation bar, click on “Modify Schedule” under the “Scheduling” heading.



**Step 7:** Enter the course number and period that you wrote down in Step 3.

**Step 8:** Click the “Find” button.

Search Available Classes

Course Number  Period  Find

**Step 9:** In the middle of the screen, change the term to the current semester.

Term

**Step 10:** Click on the course and section in which you’d like to enroll the student.

How to drop a course:

**Step 1:** Search for a student or browse students to find the student whose schedule you’d like to modify.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

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Browse Students

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
9 10 11 12 M F All Current Selection (25)

**Step 2:** In the left navigation bar, click on “Modify Schedule” under the “Scheduling” heading.



Drop

All

Drop

**Step 3:** On the right side of the screen, click the checkbox for the course you’d like to drop.

**Step 4:** Click the “Drop” button.