4. Check **Course Name** and enter the first few letters of the course name

5. Select the check box next to the course name

   If needed, deselect all the courses and then select the one you want.
6. Click **Edit Availability for Schools and Years**
7. On the left, select the appropriate school year and click the right-facing arrow
8. Click **Next**
9. On the left, select the appropriate school or schools and click the right-facing arrow
10. For the Association Type, use the default option, **Make Available**
11. Click **Next**
12. Review the summary of changes
13. Click **Submit**

   The course will appear on the school's course list.

A   C

Add courses to your school's master schedule by activating available courses at your school or by creating new courses.

To add a new course:

1. On the Start Page, click **School**
2. Under Scheduling, click **Courses**
3. Click **+ New Course**

   If you don't have permission to add courses, the PowerSchool administrator can modify your access, or the PowerSchool administrator will add the course at the district level.
4.

M   C   A   I

You can add only active classes to the master schedule; you cannot

During the School Year Scheduling: Elementary Schools

D   C

Never delete a section before verifying that no student attendance or enrollment records are associated with the section.

To delete a course section that has no students enrolled:

1. Click **School** > **Sections**
2. Select a course name
3. Select a section number
4. Click **Delete Section**
5. Enter the delete section password (or contact the PowerSchool administrator if you do not have one)
6. Click **Confirm Delete**

During the School Year Scheduling: Elementary Schools

M   E   C

To mass enroll students in a class, first select the group of students you want to enroll. Then, use the Mass Enroll group function to enroll students in the same class.
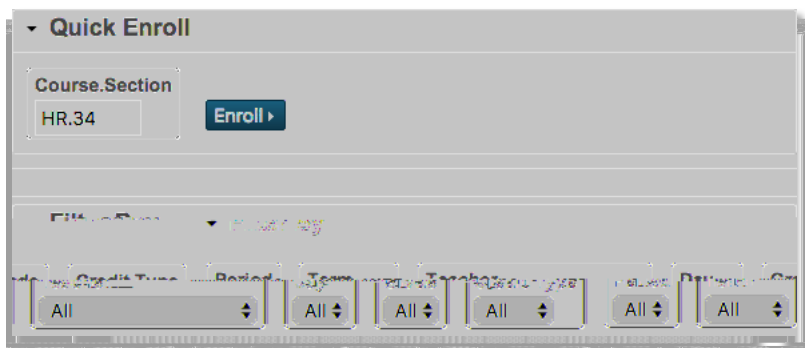
At the beginning of the year, if you have dependent sections set up, then mass enroll students in a teacher's AM Attendance or Homeroom section to enroll them in all dependent sections automatically.

1. Search for a group of students

   If you have students enrolled in some classes already, use the Teacher Schedules page to find the group and mass enroll the students in a different class.
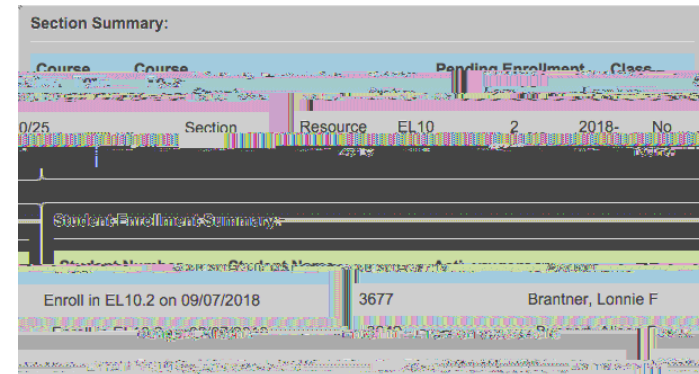2. Click the Select Function arrow and choose **Mass Enroll**
3. In the Quick Enroll section, enter the course.section number of the class

   Be aware that the field is case sensitive. If you don't know the course.section number, use the Filter By fields to search for the correct section.

4. Click **Enroll**
5. Verify the section

6. Edit the enrollment date, as needed

7. Click **Enroll Students**

During the School Year