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Nova Scotia Student Information System

Nova Scotia Public Education System

# Modifying a Student's Schedule: Ways to Add and Drop Courses

## User Guide

Revision Date:  
January 9, 2026

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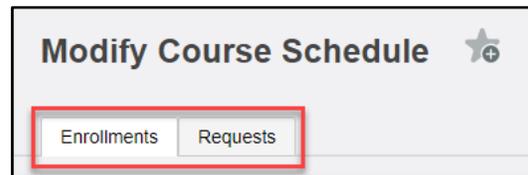
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*(Note: Student and teacher names appearing in this document are fictitious names)*

## 1. OVERVIEW

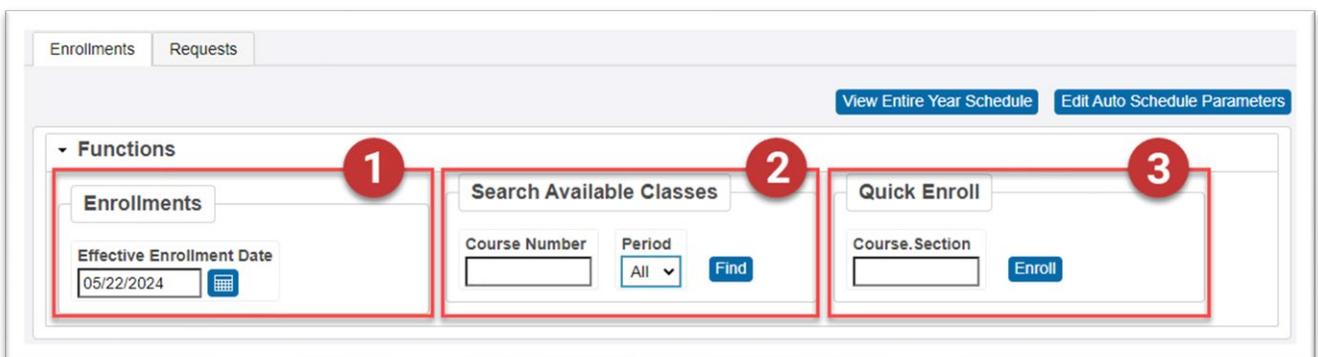
The **Modify Course Schedule** page (located under the **Courses and Programs** student menu) is used to create a new schedule or modify an existing schedule for one student.

The page has two tabs: **Enrollments** and **Requests**.



The **Enrollments** tab provides scheduling functions and shows the student's current schedule information as well as a view-only list of course requests for the current school year.

The **Functions** area displays the following:



1. **Enrollments** - when creating a new section enrollment, enter the date that any enrollment becomes effective in the **Effective Enrollment Date** field.
2. **Search Available Classes** - this function allows available sections to be filtered by course number and/or by period.
3. **Quick Enroll** - this function is used to quickly enroll students into a class if the course and section number are known.

The **Enrollments** area provides additional methods to register students into classes and displays the following:

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3)	S1	ECM11-1	ENGLISH_COMMUNICATIONS 11		Smith, Conrad	2103	09/01/2023	02/01/2024	<input type="checkbox"/>
	H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3)	S1	ECM12-1	ENGLISH_COMMUNICATIONS 12		Smith, Conrad	2103	09/01/2023	02/01/2024	<input type="checkbox"/>
	H1(Tu) H2(M,W1-W4) H3(F) H5(Tu-Th,W2)	S2	FDSCI12-1	FOOD SCIENCE 12		Bonnett, Abdullah	1119	02/01/2024	06/29/2024	<input type="checkbox"/>
	H1(Tu) H2(M,W1-W4) H3(F) H5(Tu-Th,W2)	S1	GG12-1	GLOBAL GEOGRAPHY 12		Edmonson, Martin	2009	09/01/2023	02/01/2024	<input type="checkbox"/>
	H1(M,W1-W4) H2(F) H4(Tu-Th) H5(M,W1)	S1	MTW12-1	MATHEMATICS AT WORK 12		Simmons, Jackie	2104	09/07/2023	02/01/2024	<input type="checkbox"/>
	H1(F) H3(Tu-Th) H4(M,W1-W4) H5(F,W4)	S2	NE12-1	NETUKULMK 12		Damico, Dawn	1115	02/01/2024	06/29/2024	<input type="checkbox"/>
	H1(M,W1-W4) H2(F) H4(Tu-Th) H5(M,W1)	S2	PDT12-1	PRODUCTION TECHNOLOGY 12		Brown, Cecilia	1102	02/01/2024	06/29/2024	<input type="checkbox"/>

Drop Selected
Drop All
Automated Schedule
Manually Schedule Student
Toggle Locks

**Student Schedule** - this area displays the student's current schedule along with their respective enrollment dates as well as checkboxes used during the drop course process.

**Drop Selected** - click this button to drop selected classes from the student's schedule.

**Drop All** - click this button to quickly drop all classes from the student's schedule.

**Automated Schedule** - this process automatically creates the most optimal schedule based on the student's current course requests. Course requests must be entered before using this function.

**Manually Schedule Student** - this scheduling process works by manual selection of available sections by period. Course requests must be entered before using this function.

**Toggle Locks** - click the **Lock** icon next to each section to lock/unlock that section when using the Automated Schedule function. Locked sections will be ignored when making student schedule changes. The **Toggle Lock** button will quickly change all locked sections to unlocked, and vice versa.

The **Requests** tab is used to enter, update, or delete current year student course requests.

Modify Course Schedule - Requests for 2023-2024									
Enrollments <b>Requests</b>									
Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Associate	Delete
BIOL12	BIOLOGY 12		<input type="checkbox"/>		0			Associate	Yes
COOP12	CO_OPERATIVE EDUCATION 12		<input type="checkbox"/>		0			Associate	Yes
COOP20212	CO_OPERATIVE EDUCATION 12 TWO		<input type="checkbox"/>		0			Associate	Yes
ENG12	ENGLISH 12		<input type="checkbox"/>		0			Associate	Yes
GG12	GLOBAL GEOGRAPHY 12		<input type="checkbox"/>		0			Associate	Yes
MT12	MATHEMATICS 12		<input type="checkbox"/>		0			Associate	Yes
									All
									Submit

## 2. REGISTERING INDIVIDUAL STUDENTS INTO CLASSES

Once the school has been scheduled and as new students arrive, there are several ways to add these students to classes.

### 2.1. Search Available Classes

Use this function to filter available classes at the school which can then be scheduled for the selected student.

1. From the Start Page, select the student.
2. On the Student page, under **Courses and Programs** on the left-side menu, select **Modify Course Schedule**.
3. Enter the **Effective Enrollment Date** for the class.
4. In the **Search Available Classes** area, enter the course number and/or period from the drop-down menu to search for available classes. If no filter is applied, the search will list all available sections for all periods. To refine the list of sections, use the **Filter By** dropdowns to update the list of sections based on your filtering criteria.
5. Click **Find** to display courses matching your search criteria. Once the classes are displayed, you can further refine the class list by filtering by additional options such as: Day, Term, Grade Level, Teacher, only classes with available seats.
6. From the list of available classes, click the **Course Name** of the section to be scheduled. In the example below, the student will be enrolled in English 10, section 3 (ENG10.3) with an effective enrollment date of May 22, 2024.

Filter By	Period	Term	Teacher	Day	Grade	Credit Type			
Course	ENG10	Show only classes with available seats <input type="checkbox"/>		Enroll date:	05/22/2024				
Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
ENG10.02	ENGLISH 10		H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3)	S2	Stanley, Juan	10	EL1,10	1	21/30
ENG10.1	ENGLISH 10		H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3)	S1	Boyd, Helen	10	EL1,10	1	9/30
ENG10.3	ENGLISH 10		H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3)	S1	Teem, Aaron	10	EL1,10	1	1/10

7. Repeat steps 3 to 6 to schedule additional classes to the student.

## 2.2. Quick Enroll

If you know the exact course and section number (course.section), then use **Quick Enroll** from the student's **Schedule Course Schedule** page. Ensure the effective enrolment date is correct. Enter the course and section number, then click **Enroll**. The student is immediately scheduled in the specified course and section.

The screenshot shows a web interface with a 'Functions' dropdown menu. Under 'Enrollments', there are three main sections: 'Effective Enrollment Date' with a date field set to '05/22/2024' and a calendar icon; 'Search Available Classes' with 'Course Number' (ENG10), 'Period' (H1), and a 'Find' button; and 'Quick Enroll' which is highlighted with a red box. The 'Quick Enroll' section contains a 'Course.Section' input field and an 'Enroll' button.

**Note:** If your school has set up the dependent sections, as you enroll students in their parent section, the dependent sections will be automatically added as defined.

## 2.3. Automated Schedule

The screenshot shows a table titled 'Enrollments' with columns: Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, and Drop. Below the table are several action buttons: 'Drop Selected', 'Drop All', 'Automated Schedule' (highlighted with a red box), 'Manually Schedule Student', and 'Toggle Locks'. A red arrow points from the 'Automated Schedule' button to the text below.

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
🔒	1-4(A)	S1	ENG12-4	ENGLISH 12		Smith, Carol	Rm32	09/01/2023	02/01/2024	<input type="checkbox"/>
🔒	13-16(A)	S1	EXSCAC12-1	EXERCISE SCIENCE 12		Brown, Richard	CTR4	09/01/2023	02/01/2024	<input type="checkbox"/>
🔒	13-16(A)	S2	GG12-4	GLOBAL GEOGRAPHY 12		Schwartz, Gerald	Rm42	02/01/2024	06/29/2024	<input type="checkbox"/>
🔒	9-12(A)	S2	MT12-2	MATHEMATICS 12		Hill, Lisa	Rm47	02/01/2024	06/29/2024	<input type="checkbox"/>
🔒	1-4(A)	S2	SOC12AC-3	SOCIOLOGY 12 ACADEMIC		Powell, Clemente	Rm41	02/01/2024	06/29/2024	<input type="checkbox"/>

The **Automated Schedule** feature operates using the same scheduling engine as the master scheduling engine in PowerScheduler. It schedules students into classes based on their course requests and PowerScheduler parameters. The resulting schedule can only be accepted or rejected in its entirety.

Select the student on the Start Page and then click **Modify Course Schedule**, under the **Courses and Programs** section. Complete steps 1 to 5 only if the student has no course requests, or if you need to modify current requests.

1. Click on the **Request** tab at the top of the page.

2. On the Modify Schedule Request screen, click **Yes** under the **Delete** column to remove a course request, or click **All** to delete all requests.
3. Click on **New** to add new course requests.
4. Click on **View Courses** to see the list of available courses, hold down the CTRL key (on a PC), on a Mac, hold down the Command key and select the courses. (It is recommended to make extra requests because not all the requests will be granted.) When all the requests are selected click **Okay**.
5. Review the courses and then click **Submit** to add the requests to the student.
6. Next, assign any scheduling parameters you require (i.e., Alternates, Priority, Code). Refer to section 2.5 for more information on course requests.
7. Click **Submit**.
8. Click on the **Enrollments** tab and ensure the **Effective Enrollment Date** is correct.
9. Press **Automated Schedule**.
10. If the results are acceptable, click **Accept**. The Modify Course Schedule Enrollments page displays the new schedule. If the results are unacceptable, click **Discard**. The Modify Course Schedule Enrollments page displays the student's original schedule. Use other means, as described in sections 2.1, 2.2, 2.4, to continue to schedule the student.

### 2.4. Manually Schedule Student

You can use the **Modify Course Schedule** page to manually add classes to a student's schedule using a scheduling matrix based on their course requests.

1. Select a student from the Start Page.
2. Click **Modify Course Schedule**, under the **Courses and Programs** section.
3. Make sure the **effective enrollment date** is correct.
4. Click **Manually Schedule Student**. The courses listed on the **Manually Schedule Student** page will depend on the course requests entered for the student.

Enroll date:

Number	Course Name	Term	Day	Period											
				E1	E2	E3	E4	E5	E6	E7	E8	E9	AM	PM	H1
COOP12	CO_OPERATIVE EDUCATION 12	S1		<div style="background-color: red; color: white; padding: 2px;">H1(M,W1-W4) H2(F) H4(Tu-Th) H5(M,W1) <input type="checkbox"/></div> <div style="background-color: green; color: white; padding: 2px;">H1(Tu) H2(M,W1-W4) H3(F) H5(Tu-Th,W2) <input type="checkbox"/></div> <div style="background-color: green; color: white; padding: 2px;">H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3) <input type="checkbox"/></div> <div style="background-color: green; color: white; padding: 2px;">H3(Tu-Th) H4(M,W1-W2,W4) H5(F,W4) <input type="checkbox"/></div>											
ENG12	ENGLISH 12	S2		<div style="background-color: gray; color: white; padding: 2px;">H1(Th) H2(Tu-Th) H3(M,W1-W4) H4(F) H5(W3) <input checked="" type="checkbox"/></div>											
FDSCI12	FOOD SCIENCE 12	S2		<div style="background-color: gray; color: white; padding: 2px;">H1(Tu) H2(M,W1-W4) H3(F) H5(Tu-Th,W2) <input checked="" type="checkbox"/></div>											
HGS12	GLOBAL HISTORY 12	S1		<div style="background-color: green; color: white; padding: 2px;">H1(Tu) H2(M,W1-W4) H3(F) H5(Tu-Th,W2) <input type="checkbox"/></div>											
MTW12	MATHEMATICS AT WORK 12	S1		<div style="background-color: green; color: white; padding: 2px;">H1(M,W1-W4) H2(F) H4(Tu-Th) H5(M,W1) <input type="checkbox"/></div>											

\* This section is full

\* This section is full

\* This section is available

\* This section is scheduled

Enter a password for maximum enrollments override:

5. Check or uncheck the appropriate boxes based on the course, term, and expression to create or update the student's schedule. Make note of the colours in the scheduling matrix when deciding which classes to schedule:
  - Courses in **Green** indicate the section is available,
  - Courses in **Red** indicate the section is full (if you need to overfill the class, you will require the override password),
  - Courses in **Gray** indicate the student's current schedule,
  - **Tip:** Hover your cursor over the checkbox to view teacher name and class size.
6. Click **Submit**.

## 2.5. Add Requests and Manually Schedule a Student into Multiple Courses

1. Do a search for and select the student.
2. Under the section **Courses and Programs**, click on **Modify Course Schedule**.  
Click on the **Request** tab at the top of the page.
3. In the Modify Schedule Request screen, click on **New**.

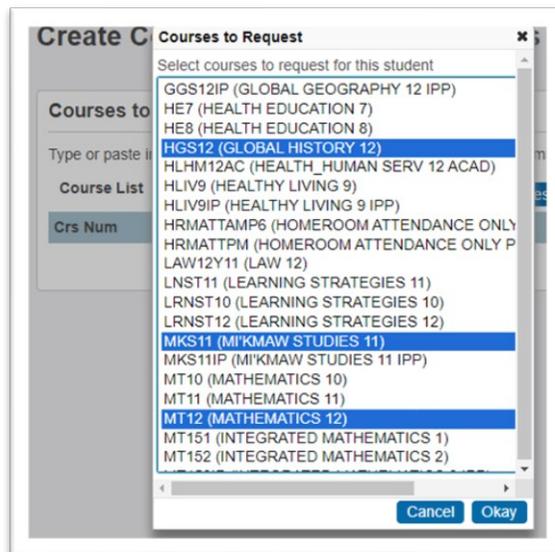
### Modify Course Schedule - Requests for 2023-2024 ★

Enrollments
Requests

Course Catalog
New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
All								
<input type="button" value="Submit"/>								

4. Click on [View Courses](#) to see the list of available courses, hold down the CTRL key (on a PC), on a Mac, hold down the Command key and select the courses. It is recommended to make extra requests because not all the requests will be granted.
5. When all the requests are selected, click **Okay**.
  
6. Review the courses and click **Submit**.



**Courses to request**

Type or paste in a comma-separated list of courses to request, then submit to create the requests

Course List:  [View Courses](#)

Crs Num	Crs Name
BIOL12	BIOLOGY 12
CHE1512	CHEMISTRY 12
COOP12	CO_OPERATIVE EDUCATION 12
ENG12	ENGLISH 12
HGS12	GLOBAL HISTORY 12
MKS11	MI'KMAW STUDIES 11
MT12	MATHEMATICS 12

[Submit](#)

The **Modify Course Schedule Request** page will show the student's current course requests.

**Modify Course Schedule - Requests for 2023-2024** ★

Enrollments **Requests**

[Course Catalog](#) [New](#)

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
BIOL12	BIOLOGY 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
CHE1512	CHEMISTRY 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
COOP12	CO_OPERATIVE EDUCATION 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
ENG12	ENGLISH 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
HGS12	GLOBAL HISTORY 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
MKS11	MI'KMAW STUDIES 11	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes
MT12	MATHEMATICS 12	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<a href="#">Associate</a> Yes

All [Submit](#)

When using **Automated Schedule** to schedule a student, alternate course requests can be scheduled when the first-choice electives cannot be scheduled due to conflicts or full sections.

The following example depicts a student's electives and alternates as course requests.

1. Enter an **E** in the **Code** field to identify elective courses.

**Important:** Do not confuse elective course requests in PowerSchool with elective courses for graduation. For instance, Mi'kmaw Studies 11 can meet the Canadian Content requirement. If a student has already met this requirement, enter 'E' to indicate the course is not essential.

Conversely, if a student wants to take Calculus 12 even though it is not needed for graduation (having already completed three Math credits), do not enter 'E' to ensure the course is considered required for scheduling.

2. Check the **Alt** box to identify each alternate request that can be scheduled in place of elective requests.
3. Enter a **Priority** number so the system will know which alternate to load first when a student does not receive the elective. The lower the number, the higher the priority.
4. Click **Submit** to save changes.

Below is an example of a student's Request screen comprised of required, elective, and alternate courses.

### Modify Course Schedule - Requests for 2023-2024 ★

Enrollments
Requests

Number	Course Name	Note	Alt	Code	Priority	Section Type			
BIOL12	BIOLOGY 12	<input type="checkbox"/>	<input type="checkbox"/>		0				
CHE1512	CHEMISTRY 12	<input type="checkbox"/>	<input type="checkbox"/>		0				
COOP12	CO_OPERATIVE EDUCATION 12	<input type="checkbox"/>	<input type="checkbox"/>	E	2				
ENG12	ENGLISH 12	<input type="checkbox"/>	<input type="checkbox"/>		0				
FDSCI12	FOOD SCIENCE 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	4				
FVP12	FILM AND VIDEO PRODUCTION 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	3				<input type="text"/> Associate
HGS12	GLOBAL HISTORY 12	<input type="checkbox"/>	<input type="checkbox"/>		0				<input type="text"/> Associate
MKS11	MI'KMAW STUDIES 11	<input type="checkbox"/>	<input type="checkbox"/>	E	1				<input type="text"/> Associate
MT12	MATHEMATICS 12	<input type="checkbox"/>	<input type="checkbox"/>		0				<input type="text"/> Associate

New Delete Yes Yes Yes Yes Yes Yes All Submit

**Legend:**

- Required courses for scheduling
- Elective courses for scheduling
- Alternate courses for scheduling

## 2.6. Scheduling Using Dependent Sections

Using this method assumes dependent sections have been set up in the parent course, and assigning dependent sections to the parent section will enroll the student into several classes at once. When the parent section is added to a student's schedule any dependent sections will also be added to the student's schedule.

To add dependent sections to the parent section, the user must have access to the **Course Sections** page which is located by navigating to: Start Page > School Management > Courses and Programs. Open the section and in the field labeled **Dependent Sections (course.section, course.section, etc.)** enter the course\_number.section\_number for all courses you wish to be linked. Classes are comma separated and ensure that no spaces or extra characters are entered in the string (see image below for example where ENG164.8 represents the parent section). Click **Submit** once ready to save changes to the parent section.

**Dependent Sections**  
(course.section, course.section, etc.)

HRMATTAMP6.8,HRMATTPM.8,MT164.8,SOCST164.8,VISART164.8,SCI164.8,PHYE164.8,MUSIC164.8,HE164.8,FR164.8,ICT4.8

To quickly view any courses at your school containing any dependent sections, run the **Dependent Section List** custom report. The report is located by navigating to: Start Page > Data and Reporting > Custom Reports > Scheduling.

Course Code	Sec.	Course Name	Term	Teacher	Room	Dependent Sections
ENG151	100	INTEGRATED LANGUAGE ARTS 1	25-26	Brown, Vance	100	HRMATTAMP6.100,HRMATTPM.100,MT151.100,PHYE1.100,MUSIC1.100
ENG151	112	INTEGRATED LANGUAGE ARTS 1	25-26	Bones, Cory	112	HRMATTAMP6.112,HRMATTPM.112,MT151.112,PHYE1.112,MUSIC1.112

To enroll a student into a parent section containing dependent sections:

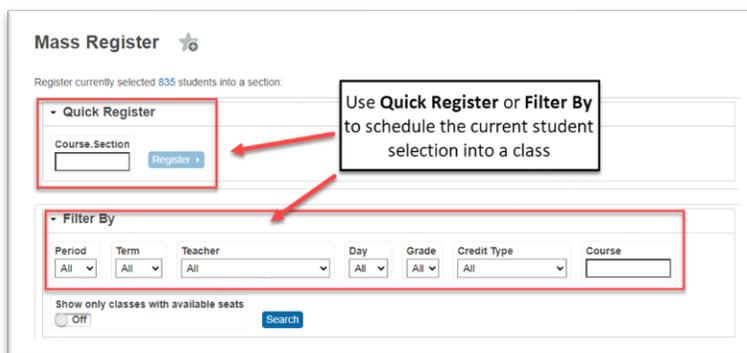
1. Do a search for and select the student.
2. Under the **Courses and Programs** section, click on **Modify Course Schedule**.
3. Ensure the effective enrolment date is correct.
4. Enter the parent course and the section in the **Quick Enroll** course.section box and click **Enroll**. Alternatively, you can use the **Search Available Classes** function to enroll the student. Refer to sections 2.1 and 2.2 for more information on enrolling students using these methods.
5. Once enrolled in the parent course, all the dependent courses will be scheduled at the same time.

## 3. REGISTERING MULTIPLE STUDENTS INTO CLASSES

### 3.1.Using the Mass Register Group Action

To mass register a group of students into a class, you must first select the group of students you want to register into the class(es). Afterwards, from the Start Page, use the **Mass Register** group action to register students into classes.

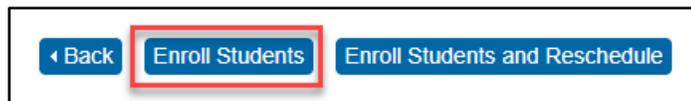
1. Select a group of students from the Start Page.
2. From Group Functions Select **Mass Register**.
3. You may search for available courses by either entering the course.section for **Quick Register** or by using the **Filter By** area. Refer to sections 2.1 and 2.2 for more details on using the Filter By and Quick Register options.



- On the **Mass Register Preview** page be sure to verify the class information and to enter the correct entry date.



- Click **Enroll Students**. Note: If the number of students exceeds the section capacity, you will need the overwrite password.



Alternatively, you can click **Enroll Students and Reschedule** to register the same group of students into another class.

### 3.2.Using the Teacher Schedules Page

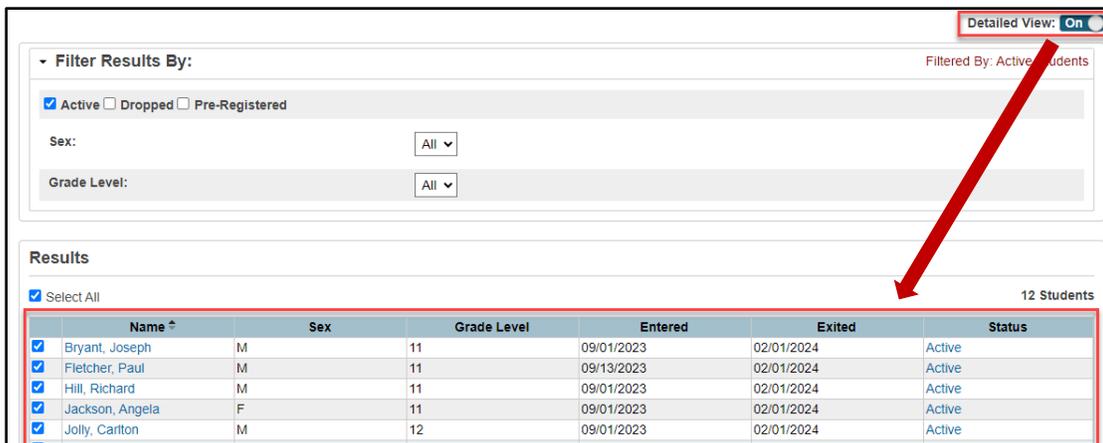
If you need to register students currently registered in the same section into a different section, you can use the **Teacher Schedule** page to register all students, or a subset of these students, into another section.

To view the class roster from the Teacher Schedules page:

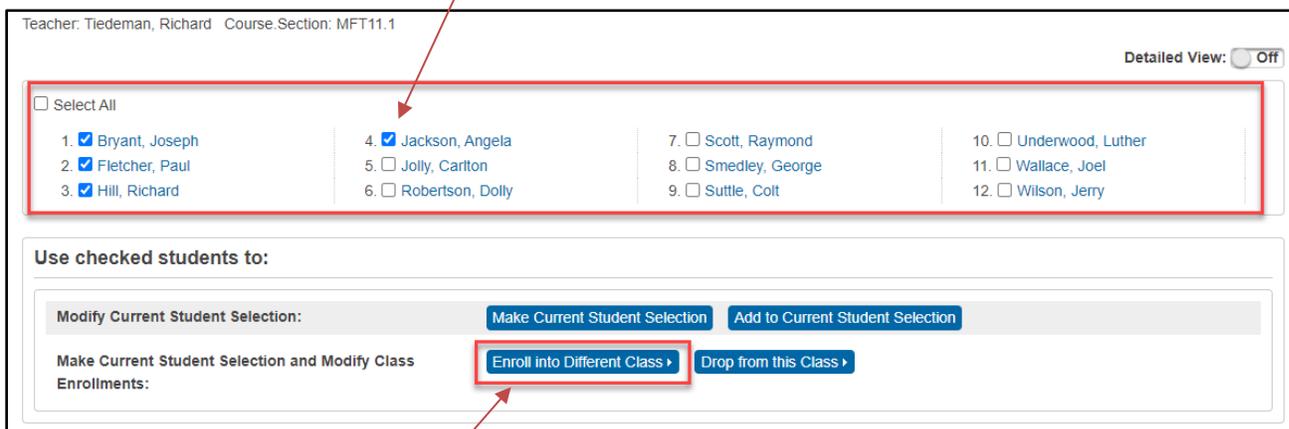
- From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.
- The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	1-2(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	3	Rm7	28				
<input type="checkbox"/>	3-4(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	2	Rm16	29				
<input type="checkbox"/>	13-16(A)	23-24	ENG9	ENGLISH LANGUAGE ARTS 9	2	Rm16	29				

3. Click **Enrollment** to display the section's class roster.
4. By default, the Class Roster page displays only the names of active students in the class. To view additional information on the class roster, click the **Detailed View** switch to **On**. The page refreshes and displays each student's: Name, Gender, Grade Level, the date the student entered the class, the date the student exited the class, and the course status for each student. Use the **Filter Results By** area to narrow or expand the student list by Active, Dropped, and/or Pre-Registered status.



5. On the Class Roster page, do one of the following:
  - a. Check the **Select All** checkbox to select all students in the class roster.
  - b. If all students are already selected, deselect the checkbox(es) to remove the checkmarks from students in the class roster who are not to be registered into a different class.



6. Click **Enroll into Different Class** to quickly and easily mass register the selected students from this class into a different class.

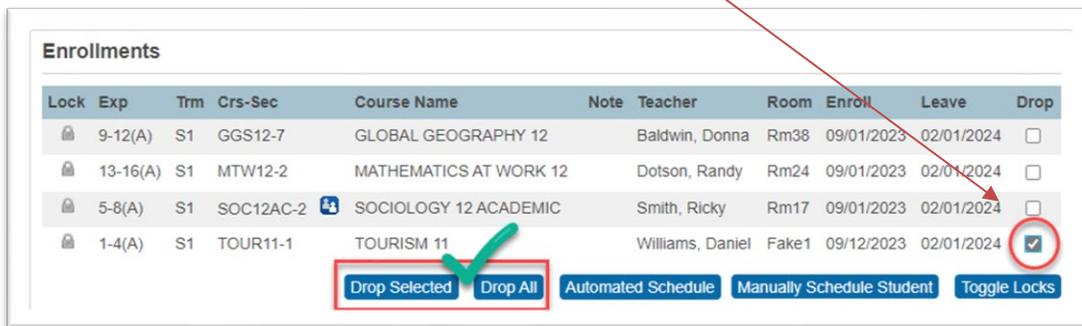
- The **Mass Register** page appears. This page is identical to the Mass Register page described in section 3.1 so refer to that section for more information on how to use it.

## 4. DROPPING INDIVIDUAL STUDENTS FROM CLASSES

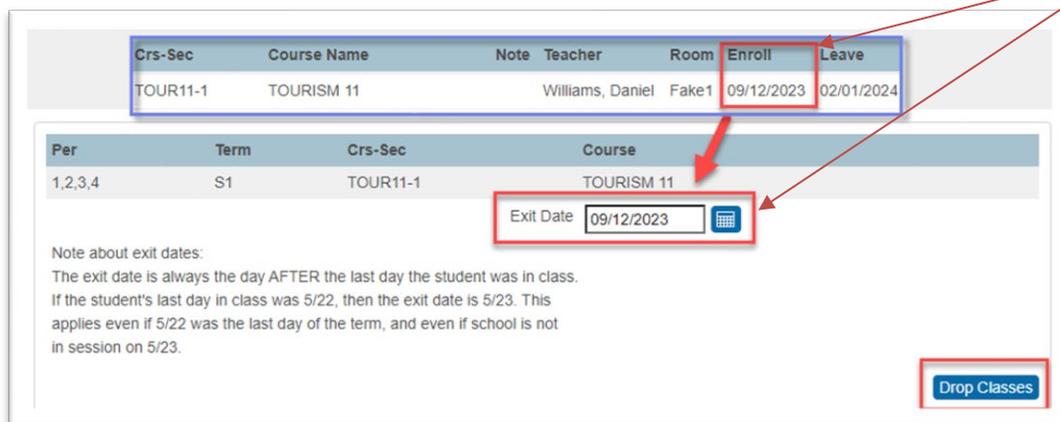
### 4.1. Drop a Class for a Single Student

An easy way to drop classes from a student's schedule is to use the **Modify Course Schedule** page.

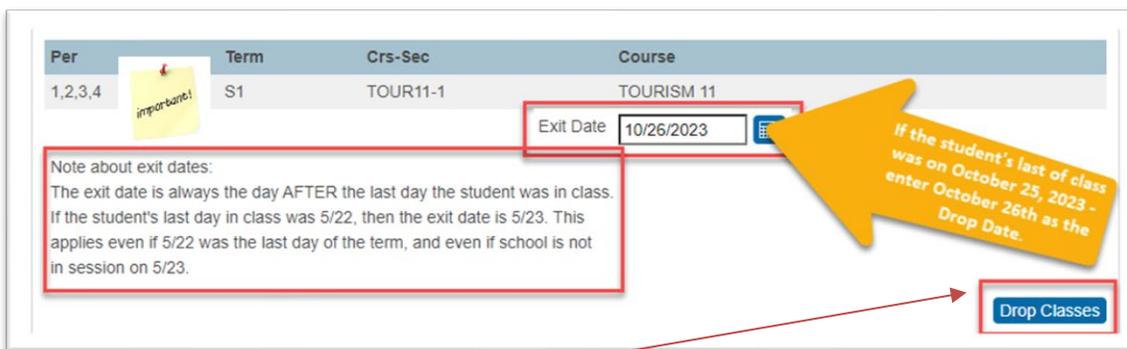
- Select a student on the **Start Page**.
- Click **Modify Course Schedule** from the **Courses and Programs** student menu.
- Select the checkbox next to the class(es) to be dropped.



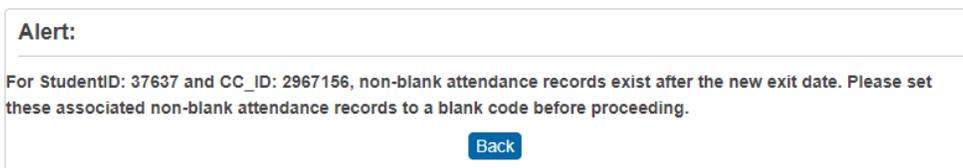
- Click **Drop Selected** to drop the selected class(es) or click **Drop All** to drop all classes from the student's schedule.
- The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.
  - Scenario A:** If the student has never attended the class, the Exit Date **must be the same date** as the Enroll Date. This will remove the class from the student's course registrations.



- Scenario B:** If the student did attend any portion of the class, then the exit date must be the **day AFTER the student's last day of class** to ensure attendance data is correct.



6. Click **Drop Classes** to drop the class(es).
7. If the student has attendance on or after the Exit Date, an **Alert** message will appear informing the user that the class cannot be dropped due to 'non-blank attendance records' (since PowerSchool will not allow the existence of 'orphan' attendance records in the system).



If an alert message appears, first remove attendance records that exist on or after the Exit Date, then return to the **Modify Course Schedule** page to re-attempt the dropping of the class(es). **[Alternatively, you can use the method described in section 4.2 to integrate the removal of attendance records into the course drop process.]**

8. The page will return to the student's schedule page and list the remaining scheduled classes.

## 4.2.Using the Teacher Schedules Page

If you need to drop a student from one or more classes, and if you know that the student has attendance records on or after the Exit Date, rather than first removing the attendance records and then dropping the class(es), you can use the **Teacher Schedule** page to **perform both actions at the same time** (i.e., drop the class(es) and also clear any attendance records on or after the Exit Date). Even if you are unsure if attendance records exist for the student, using the Teacher Schedule page will ensure that any attendance records are removed when the class is dropped. However, if you need to drop several classes for the student, using the method described in section 4.1 may be preferable.

To search for and select the student from the Teacher Schedules page:

1. From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.

- The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	1-2(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	3	Rm7	28				
<input type="checkbox"/>	3-4(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	2	Rm16	29				
<input type="checkbox"/>	13-16(A)	23-24	ENG9	ENGLISH LANGUAGE ARTS 9	2	Rm16	29				

- Click **Enrollment** to display the section's class roster. Refer to section 3.2 to learn more about the **Detailed View** switch.
- On the Class Roster page, uncheck the **Select All** box and select the student requiring the class to be dropped.

Select All

1.  Caldwell, Neil      3.  Eaton, Ayanna      5.  Porter, Darla  
 2.  Cooper, Erin      4.  Lauer, Alicia

Use checked students to:

Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

Make Current Student Selection and Modify Class Enrollments: [Enroll into Different Class](#) [Drop from this Class](#)

- Click **Drop from this Class**.
- The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.
- If dropping a student who has attendance records on or after the entered exit date, the below message will appear and the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded.

Exit Date: 06/03/2024 [Edit Date](#)

**Clear Attendance on and after 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 06/02/2024, then the exit date is 06/03/2024. This applies even if 06/02/2024 was the last day of the term, and even if school is not in session on 06/03/2024.

1 Student

Number	Name	Action
3500068261	Caldwell, Neil	None (student has attendance on or after 06/03/2024)

[Back](#) [Drop Students](#) [Drop Students and Reschedule](#)

- Check the **Clear Attendance on and after Exit Date** box to clear the attendance records. Clearing attendance records avoids attendance records being orphaned.

- Once checked, the page will refresh and indicate the attendance records to be deleted upon dropping the course.

Exit Date: 06/03/2024 [Edit Date](#)

Clear Attendance on and after 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 06/02/2024, then the exit date is 06/03/2024. This applies even if 06/02/2024 was the last day of the term, and even if school is not in session on 06/03/2024.

Number	Name	Action
3500068261	Caldwell, Neil	Drop on 06/03/2024, delete attendance records (1 A, 2 AWN)

1 Student

[Back](#) [Drop Students](#) [Drop Students and Reschedule](#)

- Click **Drop Students** to drop the class as well as remove the attendance records. The page will return to the class roster page with the student removed from it.

Teacher: White, Charles Course.Section: MUSIC11B.1

✓ Your changes have been saved.

Detailed View:  Off

Select All

- Cooper, Erin
- Eaton, Ayanna
- Lauer, Alicia
- Porter, Darla

- Alternatively, click **Drop Students and Reschedule** to drop the class and register the student into another class. In this case, the **Mass Register** page will appear.

## 5. DROPPING MULTIPLE STUDENTS FROM CLASSES

- From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.
- The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	1-2(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	3	Rm7	28				
<input type="checkbox"/>	3-4(A)	23-24	CITEDU9	CITIZENSHIP EDUCATION 9	2	Rm16	29				
<input type="checkbox"/>	13-16(A)	23-24	ENG9	ENGLISH LANGUAGE ARTS 9	2	Rm16	29				

- Click **Enrollment** to display the section's class roster. Refer to section 3.2 to learn more about the **Detailed View** switch.
- On the Class Roster page, do one of the following:

- a. Check the **Select All** checkbox to select all students in the class roster.
- b. If all students are already selected, deselect the checkbox(es) to remove the checkmarks from students in the class roster who are not to be dropped from the class.

Select All

1. <input checked="" type="checkbox"/> Hand, Charlotte	3. <input checked="" type="checkbox"/> Stroud, Peter
2. <input checked="" type="checkbox"/> Lovett, Tyrell	4. <input checked="" type="checkbox"/> Wiener, Charles

Use checked students to:

Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

Make Current Student Selection and Modify Class Enrollments: [Enroll into Different Class](#) [Drop from this Class](#)

5. Click **Drop from this Class**.
6. The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.
7. If any of the selected student have attendance records on or after the entered exit date, the below message will appear and the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded.

Exit Date: 06/03/2024 [Edit Date](#)

Clear Attendance on and after 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 06/02/2024, then the exit date is 06/03/2024. This applies even if 06/02/2024 was the last day of the term, and even if school is not in session on 06/03/2024.

Number	Name	Action
3500192566	Hand, Charlotte	None (student has attendance on or after 06/03/2024)
3500284462	Lovett, Tyrell	None (student has attendance on or after 06/03/2024)
3500458744	Stroud, Peter	None (student has attendance on or after 06/03/2024)
3500507789	Wiener, Charles	None (student has attendance on or after 06/03/2024)

4 Students

[Back](#) [Drop Students](#) [Drop Students and Reschedule](#)

8. Check the **Clear Attendance on and after Exit Date** box to clear the attendance records. Clearing attendance records avoids attendance records being orphaned.

- Once checked, the page will refresh and indicate the attendance records to be deleted upon dropping the course.

Exit Date: 06/03/2024 [Edit Date](#)

Clear Attendance on and after 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 06/02/2024, then the exit date is 06/03/2024. This applies even if 06/02/2024 was the last day of the term, and even if school is not in session on 06/03/2024.

Number	Name	Action
3500192566	Hand, Charlotte	Drop on 06/03/2024, delete attendance records (1 A, 2 AWN)
3500284462	Lovett, Tyrell	Drop on 06/03/2024, delete attendance records (1 A, 1 AWN)
3500458744	Stroud, Peter	Drop on 06/03/2024, delete attendance records (1 A, 1 AWN, 1 MR)
3500507789	Wiener, Charles	Drop on 06/03/2024, delete attendance records (1 A, 1 AWN)

4 Students

[Back](#) [Drop Students](#) [Drop Students and Reschedule](#)

- Click **Drop Students** to drop the class as well as remove the attendance records. The page will return to the class roster page with the student removed from it.

Teacher: White, Charles Course Section: MUSIC12B.1

✓ Your changes have been saved.

Detailed View:  Off

Select All

No students found who are enrolled in the section.

- Alternatively, click **Drop Students and Reschedule** to drop the class and register the student into another class. In this case, the **Mass Register** page will appear.

## 6. PRINTING THE STUDENT SCHEDULE

To print a schedule for a single student or group of students:

- Search for and select the student(s).
- From the Start Page, select **Data and Reporting** from the left menu, then select **Custom Reports**.
- Click on the header **Scheduling** to expand the section, then select the **Student Bell Schedule**.
- The **Student Schedule** report page appears.

# Modifying a Student's Schedule: Ways to Add and Drop Courses

User Guide

January 9, 2026

Choose Semester 1 in the term selector (top right) to print 1st Semester schedules and Semester 2 to print 2nd Semester schedules.

Option	Value
Student Schedules to Print	The selected 4 students
Student Sort Order	<input checked="" type="radio"/> Last Name <input type="radio"/> Grade Level <input type="radio"/> HOMEROOM
Choose Schedule Start Date	02/08/2024
Choose Schedule End Date	02/20/2024
Number of Days in the Cycle	8
Term	Semester 2

[Submit](#)

In this example, the school has an eight day cycle. If printing a Semester 2 schedule, one of the S2 cycle start dates is February 8. Skipping weekends and holidays, the cycle end date is February 20.

- The number of students you have selected is displayed, so ensure this number is correct.
- You may use the **Sort** function to determine print order.
- Schedule Start Date: enter a date corresponding to when the Day A of the cycle begins. The date can be a date in the past or in the future.
- Schedule End Date: enter a date corresponding to when the last day of the cycle ends. The date entered must be associated with the same cycle as entered above.
  - Note:** if you are unsure when a particular cycle begins and ends, and if you have access, refer to the school's [Configure Calendar](#) page (located under Start Page > School Management > Scheduling > Configure Calendar).
- Number of Days in the Cycle: indicate the number of days in the cycle at this school.
- Term: select the term from the dropdown.
- Click **Submit**.

The student schedules appear for the selected student(s) and can be printed for distribution.

23-24 Year Student Schedule Abbott, Earnest (250000207) - NewRm							
School: Rocky Shore School							
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 08:50-10:20	ENGLISH 10 Blackwell, Emma Room: Rm30 08:50-10:20	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 08:50-10:20	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 08:50-10:20	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 08:50-10:20	ENGLISH 10 Blackwell, Emma Room: Rm30 08:50-10:20	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 08:50-10:20	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 08:50-10:20
ENGLISH 10 Blackwell, Emma Room: Rm30 10:30-11:40	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 10:30-11:40	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 10:30-11:40	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 10:30-11:40	ENGLISH 10 Blackwell, Emma Room: Rm30 10:30-11:40	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 10:30-11:40	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 10:30-11:40	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 10:30-11:40
PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 12:35-1:45	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 12:35-1:45	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 12:35-1:45	ENGLISH 10 Blackwell, Emma Room: Rm30 12:35-1:45	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 12:35-1:45	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 12:35-1:45	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 12:35-1:45	ENGLISH 10 Blackwell, Emma Room: Rm30 12:35-1:45
HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 1:50-3:00	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 1:50-3:00	ENGLISH 10 Blackwell, Emma Room: Rm30 1:50-3:00	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 1:50-3:00	HUMAN BIOLOGY 11 Baker, Russell Room: Rm39 1:50-3:00	AGRICULTURE_AGRIFOOD 11 Razo, Stephanie Room: Rm100 1:50-3:00	ENGLISH 10 Blackwell, Emma Room: Rm30 1:50-3:00	PHYSICAL EDUCATION 10 Kelly, John Room: GYM2 1:50-3:00