

## Un-enrolling and Enrolling Students Out of Activity Course Codes

*This document has been created so that students are properly dropped from being enrolled in invalid activity course code and then re-enrolled in a valid activity course code in PowerSchool. All steps must be followed so historical and accurate data is obtained. Not following all the steps can result in data inaccuracy which will be the school's responsibility in resolving.*

1. The school must verify if they have any invalid activity course codes active at their school and students enrolled in them that have been deemed by the SC Department of Education for the 2015-2016 school years as invalid/phased-out/retired.
2. To do this the school will need to log into PowerSchool:
  - a. Select **School** on the start page
  - b. Scroll to the *Scheduling* header and select **Courses**
  - c. Click on **Manage Courses for this school**
  - d. Verify and notate if an Active course code at the school for the current year has the word **RETIRED** in the Department column.

*Note: Course codes that are active at the school will have a check under the Active column*

### Available Courses for 2015-2016

Active	Course Name ^	Course Number	Department	Credit Type
<input checked="" type="checkbox"/>	ART MS	25017800		MS
<input checked="" type="checkbox"/>	Activity Support 4	390R32CW		HS,X
<input checked="" type="checkbox"/>	Algebra 1	411100CW	RETIRED	HS,C

3. If the school has an Active activity course code that is marked as **RETIRED**, they should go to the Sections page and verify if students are enrolled in the course code(s).
  - a. Select **School** on the start page
  - b. Scroll to the *Scheduling* header and select **Sections**
  - c. Look for the identified **RETIRED** course code, click on it and verify if any students are enrolled. To verify click on the number link under Enrollment header, even if the number reads 0 because PowerSchool has a known issue of displaying the enrollment number as being 0 but students still being enrolled in the course code number.

## 411100CW Algebra 1

Exp	Sec#	Term	Teacher	Rm	Enrollment	Attendance
P3(A-E)	1	15-16		G	0	

Make all students listed above the current selection

Note: Click on the enrollment number even if it displays 0 to make sure no student is enrolled in the **RETIRED** course code.

### Class Roster: Exp. P3(A-E) Algebra 1

Detailed View: On

Filter Results By: Filtered By: Active Students

Active  Dropped  Pre-Registered

Gender: All

Grade Level: All

Results

Select All 0 Students

Name	Gender	Grade Level	Entered	Exited	Status
------	--------	-------------	---------	--------	--------

Use checked students to:

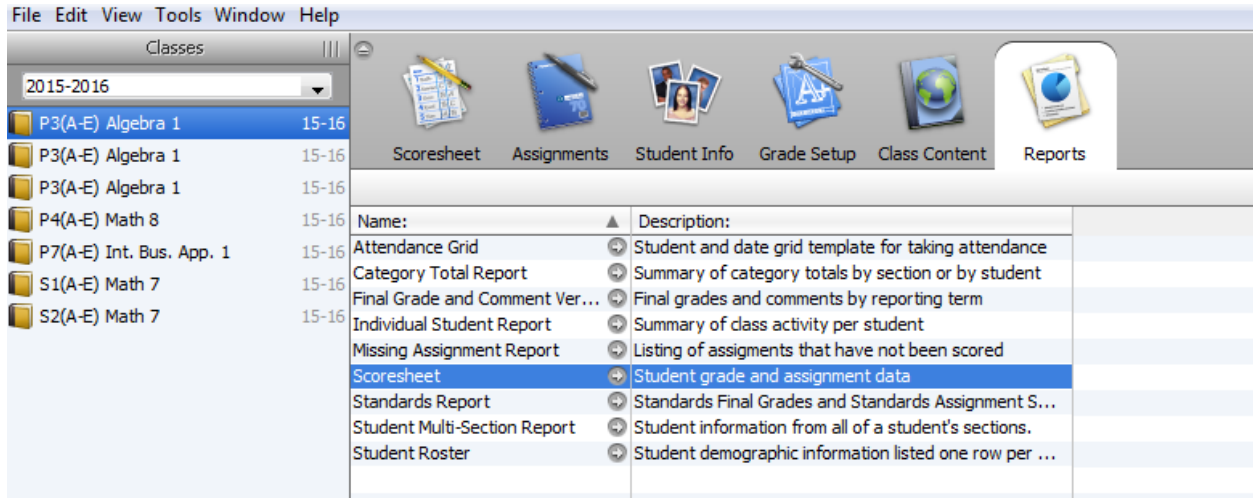
Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

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

Note: Make sure no student is listed under Results.

4. If no students are enrolled then **SKIP TO STEP 17 AND PROCEED**. If students are enrolled in the **RETIRED** course code proceed to the NEXT step below.
5. Either you or/and the teacher in the **RETIRED** course code class should manually record the student's attendance and grades (if the school uses PT Gradebook).
6. You would use PowerSchool to verify the student's attendance and the teacher would use PowerTeacher.
  - a. PowerSchool:
    - i. Select **School** on the start page
    - ii. Scroll to the *Scheduling* header and select **Sections**
    - iii. Look for the identified **RETIRED** course code and click on it then click on the number link under Enrollment header.
    - iv. Make sure all students are selected.
    - v. Click on the **Make Current Student Selection** button
    - vi. Click on the number for Current student selection
    - vii. Go to the student Attendance page and screenshot their daily or/and attendance. This depends on how your school records attendance in PowerSchool.
  - b. PowerTeacher:
    - i. Have the teacher log into PowerTeacher and manually record any student absent days.

7. After attendance has been recorded for the student's in the class you can proceed and manually record assignments grades if the teacher uses PT Gradebook.
  - a. In PowerSchool on the start click **PT Administrator**
  - b. Select the teacher PT Gradebook.  
The steps for that are on The BookShelf: <https://sccharter-public.sharepoint.com/Documents/PowerSchool%20Documents/PT%20Administrator%20School%20Level%20Admin.pdf>
  - c. Once you have the teacher's PT Gradebook open click **Reports**
  - d. Select Scoresheet report





**Name:** Scoresheet

**Description:** Student grade and assignment data

**Output Type:**  PDF  Export (CSV)

**Sections:**  Selected Class  Active Classes

**Students:**  All Enrolled  Selected Groups and/or Students

**Student Field:**  Student Name  Student Number Sort By:

**Category:**

**Assignment Display:**  Assignment Name  Assignment Abbreviation

**Items To Include:**  Final Grades   Assignments

**Date Range:**

**Start Date:**

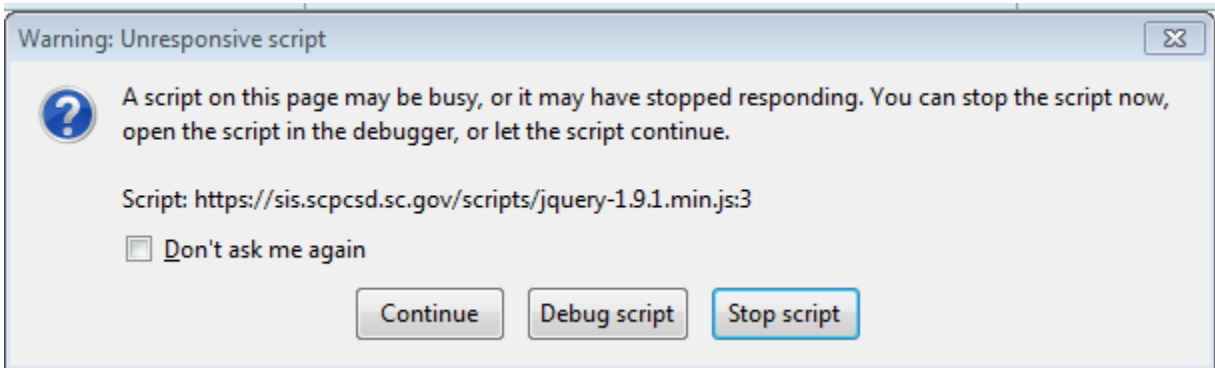
**End Date:**

*Note: Choose the same options as seen in the picture above.*

- e. Click **Run Report** button
8. After you have manually recorded student's attendance, assignments and grades you can proceed to drop the students out of the invalid course code and enroll them in the correct course code.
  9. You should first create a new section using a 15-16 defined activity course code. To determine if a course code is valid you should use the 15-16 Activity Coding System Manual which is posted on The Bookshelf, its name "15-16 Activity Course Codes revised June 2015".
  10. After you have found a valid course code you will then search for it in PowerSchool to see if it has already been created.
    - a. Select **School** on the start page
    - b. Scroll to the *Scheduling* header and select **Courses**
    - c. Click the ► Filter Results
    - d. Make sure Active, Inactive and Unavailable are checked
    - e. Make sure Course Number is checked and enter the first 4 characters of the course code.

- f. If you do not see the valid course code use the district ticket system to request that a new course code be created. Then proceed to step 11 after the new course code has been added to PowerSchool.
  - g. If you see the course code, proceed to the next step.
11. Click **Manage Courses for this school**
  12. Click the **Unavailable** tab and search for the valid course code. Once you find the valid course code check the Make Available and Active box to make course code active at your school. After checking the Make Available and Active box the course code will now display on the Section page.

*Note: When searching for the course code you may see a “Warning: Unresponsive script” message. If you receive this message click the **Continue** button until the error stops popping up.*



13. After you have created the sections for the new valid course code(s) you can now start dropping the students from the invalid course code sections and enrolling them into the valid course code sections.
  - a. On Start page click **School**.
  - b. Scroll to the *Scheduling* header and select **Sections**
  - c. Select the invalid course code name
  - d. Then click the value under the **Enrollment** header.

## 411210CW Algebra 2

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
1(A)	3	15-16	<input type="text"/>	Homeroom 9	4	

Click the value number

- e. Verify all students are checked and then click the **“Drop from this class”** button.
- f. Then the next page that appears will be the Drop Students Preview for .... Here you will change the Exit Date and make it the first day of class for the students.
  - i. To do this click on the **Edit Date** button and make the exit date the student’s first day of class.
  - ii. Check the **Clear Attendance on and after Exit Date**
  - iii. Verify your data

- iv. Click the **Drop Students and Reschedule** button. The students will be removed from the class effective the scheduled exit date and the Mass Enroll page will appear.

## Mass Enroll

Enroll currently selected 4 students into a section:

**Quick Enroll**

**Filter By**

<b>Period</b>	<b>Term</b>	<b>Teacher</b>	<b>Day</b>	<b>Grade</b>	<b>Credit Type</b>	<b>Course</b>	<b>Show only classes with available seats</b>	
All	All	All	All	All	All		<input type="checkbox"/> Off	<input style="border: none; background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;" type="button" value="Search"/>

**Results**

- 14. Mass enroll the students into the valid new section that you just created.
  - a. If you know the Course Number and Section Number use the **Quick Enroll** field.  
Example: 411210CW.3

## Mass Enroll

Enroll currently selected 4 students into a section:

**Quick Enroll**

- 15. If you do not know the course number and the specific section of the course you want to enroll the selected students in, you can use the Filter By function to help you find the section you are looking for and once you have located the section select it.

## Mass Enroll

Enroll currently selected 4 students into a section:

**Quick Enroll**

**Filter By**

<b>Period</b>	<b>Term</b>	<b>Teacher</b>	<b>Day</b>	<b>Grade</b>	<b>Credit Type</b>	<b>Course</b>	<b>Show only classes with available seats</b>	
All	15-16	All	All	All	All	411210CW	<input type="checkbox"/> Off	<input style="border: none; background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;" type="button" value="Search"/>

**Results**

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
411210CW.3	Algebra 2		1(A)	15-16		0	HS.C	1.00	4/50

16. The Mass Enroll Preview page will appear.

### Mass Enroll Preview

Entry Date: 02/04/2016 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Algebra 2	411210CW	3	2015-2016	No	4/50	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
		Already Enrolled in 411210CW.3 on 08/17/2015
		Already Enrolled in 411210CW.3 on 01/14/2016
		Already Enrolled in 411210CW.3 on 01/14/2016
		Already Enrolled in 411210CW.3 on 08/17/2015

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

- Click the **Edit Date** button to change the entry date. Change the Entry Date to the first date the student should have been enrolled in this course code.
- Verify student data
- Click **Enroll Students** button

17. At this time the district is not deleting sections, the invalid course code will have to remain a section with no students enrolled. (*optional*) If teachers request not to have the section appear in their gradebook you can remove/delete the Expression for the section.

- Select **School** on the start page
- Scroll to the Scheduling header and select **Sections**
- Select the RETIRED course code with no student's enrolled.
- Then click the **Section #**
- Uncheck any/all boxes in the Schedule field/section

### Edit Section

Field	Value												
Course Name	Algebra 2												
Course Number	<input type="text" value="411200CW"/>												
Schedule	Expression: P4(A) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P5</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	P1	<input type="checkbox"/>	P2	<input type="checkbox"/>	P3	<input type="checkbox"/>	P4	<input type="checkbox"/>	P5	<input type="checkbox"/>
	A												
P1	<input type="checkbox"/>												
P2	<input type="checkbox"/>												
P3	<input type="checkbox"/>												
P4	<input type="checkbox"/>												
P5	<input type="checkbox"/>												

*Note: Removing the Expression in an unused section so it does not display in the teachers PT Gradebook is an optional step.*