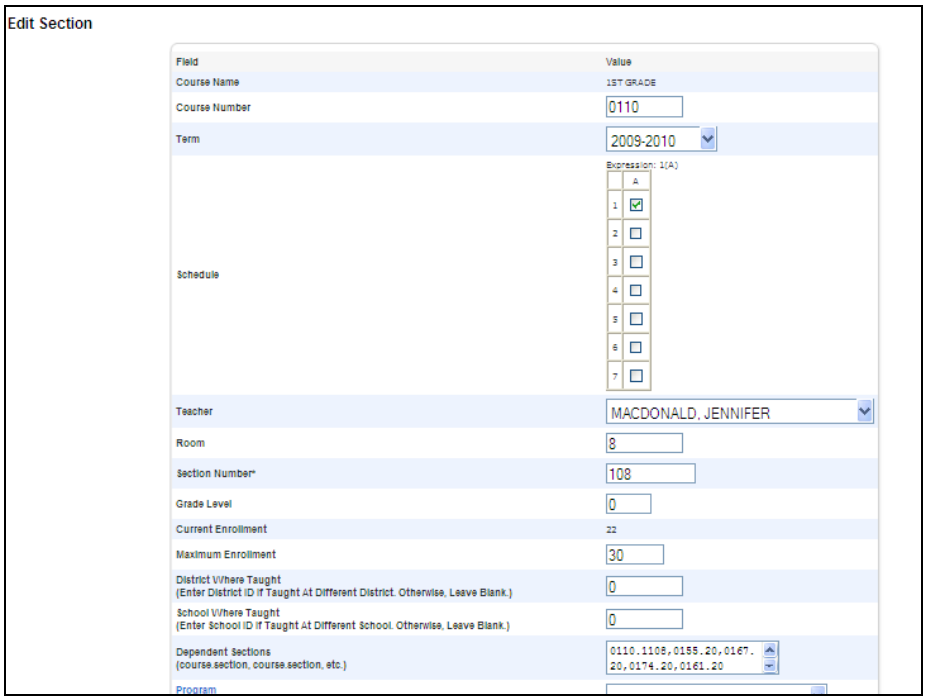
Creating Dependent Sections & Mass Enroll

Setup Dependent Sections

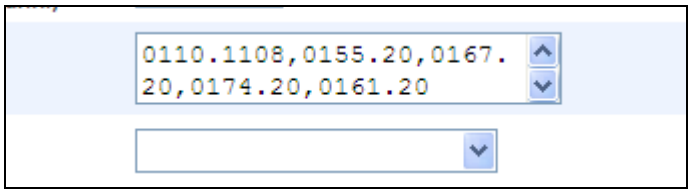
- If your schedule will be AM & PM only, open the AM section and key in the **course.section** for the PM class in the Dependent Sections box.

- If your schedule will have separate courses for each subject, key in each course.section into the AM section creating the dependent sections.

  From the Start page select School then Sections. Select a Course on the left and the Edit Section page will display.



Note that there is a comma between each **course.section** and no spaces:



Once you setup your dependent sections, you can enroll the students into the AM class and they will also be enrolled in all the classes listed as its dependent section. After you have enrolled students into the first section, check the student's schedules to make sure all the dependent sections are listed. It would be wise to check one student in each class to make sure your dependents were all listed correctly.

Mass Enroll Students

- Select a grade level
- Drop down Functions and select "Select Students by Hand"
- Select students by holding down Ctrl and click on the name
- When all are selected select Functions
- Select Mass Enroll and note the number of students you have selected
- Make your selection for the AM anchor class teacher
- Key in the Course.Section – Keep a paper Master Schedule list on hand with the Course.Section numbers for your convenience
- MAKE SURE THE ENROLLMENT DATE IS FIRST DAY OF CLASS
- Check one student in each class to make sure all the dependent sections scheduled

Enroll Individual Student

When you have to add 1 student to a class:

- Find the student
- Select Modify Schedule
- MAKE SURE THE ENROLLMENT DATE IS THE FIRST DAY OF CLASS
- Either:
    - Key in Course.Section under Quick Enroll and Submit
      OR
    - Search Available Classes for P1; Select the Teacher's anchor section which will automatically schedule this student
- Check the schedule in List View

Dropping a Class

To drop student from a class:

- Select Modify Schedule
- Check the Drop box
- Select Drop
- Enter the drop date. If it's before the student ever went to class and no attendance has been taken, the Exit date should be the same as the Enter date. If the student has been to class, the Exit date is the day after the student's last day of class (first day of unenrollment).