Power School
Walk-in Scheduling (Elementary)
Walk-In Scheduler

Search for the student on the Start Page. Open the Quick Lookup Screen for the student.

From Scheduling Functions, Choose Modify Schedule. There are two tabs on the Modify Schedule Screen. The Enrollments Tab displays the student’s schedule (section enrollment) and current course requests. The Requests Tab is not needed at the elementary level.
Courses can be scheduled by using the Search Available Courses Function. Click on **Find** to open the Available Courses Screen.

On the Available Courses Screen, Filter courses by Grade. All other filters should be set as All except Term which remains at 13-14. This is a 3rd grade student so the Grade filter is 3. The Enroll Date shows current date and should not be changed.
Click on the appropriate Course Name (appears as a link) to add the course/section to the student schedule. Continue down the page choosing the course/section until all classes have been selected.

Click on the link to enroll the student in the class. Move down the page choosing course/sections for all courses.

To view the completed schedule, choose List View under scheduling.

The completed schedule is shown above with all classes assigned. Instead of Workhabits, PowerSchool uses the term Homeroom.

Individual courses can be added by following the same procedure.