Entering Rosters in PowerSchool
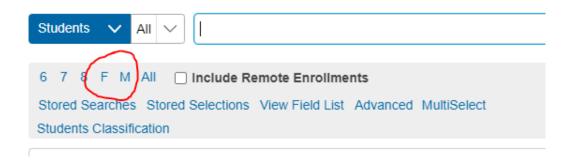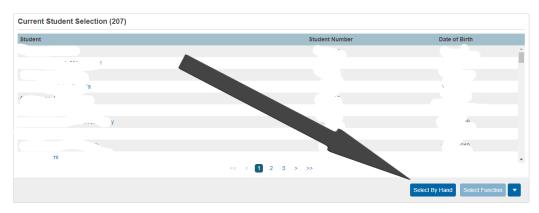
1. Log out of Teacher PowerSchool account.
2. Log into Administrator PowerSchool account.
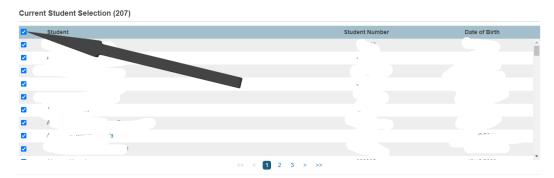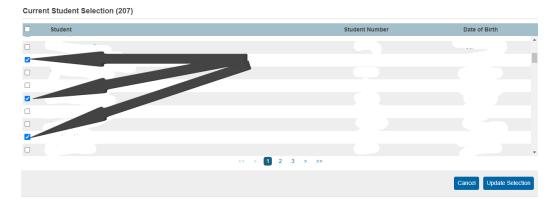3. On the start page select the gender for the roster being entered.
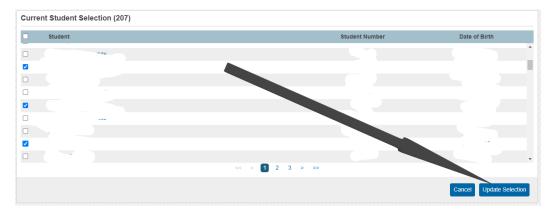

4. Click on "Select By Hand"

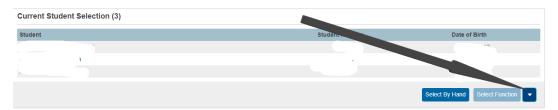5. Unselect all boxes by clicking on the box next to Student.

6. Select the boxes next to each student that is on the roster you are entering.

Current Student Selection (207)

Student	Student Number	Date of Birth

<< < 1 2 3 > >>

Cancel   Update Selection

7. Once all students on the roster are selected with a blue checkmark next to the students' names, click on "Update Selection".

Current Student Selection (207)

Student	Student Number	Date of Birth

<< < 1 2 3 > >>

Cancel   Update Selection

8. Click on the down arrow at the bottom right to open up the Selection Menu.

Current Student Selection (3)

Student	Student Number	Date of Birth

Select By Hand   Select Function   ▼

9. Select "Mass Enroll Student Program".

6 7 8 F M All ☐ Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect
Students Classification

Current Selection Clear All Gender: Female ⊗ Selected By Hand (3) ⊗

Current Student Selection (3)

Student	Student Number

Search For Perfect Attendance

Enrollment

Enrollment Summary

Mass Enroll Student Program

Re-Enroll in School

Transfer Out Of School
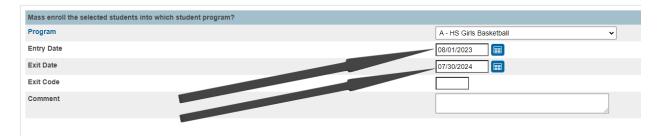
Export

Export Using Template

List Students

Select By Hand   Select Function   ▼

10. Select the sport for the correct roster. Be sure to select the correct level. Sports labeled as HS are for high school, and sports labeled MS are for middle school.

Mass enroll the selected students into which student program?	
Program	A - HS Girls Basketball
Entry Date	MM/DD/YYYY
Exit Date	MM/DD/YYYY
Exit Code	
Comment	

11. Enter the correct start and end dates. (The most common mistake is entering an incorrect end date. The end date is always July 30 after the current school year.)

Mass enroll the selected students into which student program?	
Program	A - HS Girls Basketball
Entry Date	08/01/2023
Exit Date	07/30/2024
Exit Code	
Comment	

12. Click Submit.

Mass enroll the selected students into which student program?	
Program	A - HS Girls Basketball
Entry Date	08/01/2023
Exit Date	07/30/2024
Exit Code	
Comment	
	Submit

13. Repeat for each sport.