

### How to set up a Section for Field trips

This section is for only students in Band, Basketball or other extra activities that are not in a regular classroom setting

School > Scheduling > Sections > FTF1000

Click on the new button

Name the section to describe the activity such as Basketball or Volleyball etc.

Please be very specific, is it Girls, Boy, Junior High, Senior High?

Make them GJHBasketball or BJHBasketball etc.

Please place them in the Scheduled time of CTS, this period is outside the bell schedule and will not interfere with student timetables

PowerSchool  
Welcome, Karen Beuker | Help | Sign Out  
School: Ecole Fox Run School Term: 17-18 Year

Start Page > School Setup > FTF1000 Field Trip Forms

### FTF1000 Field Trip Forms

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
CTS(A-E)	Basketball	17-18	Ratray, Don	Basketball	94	
CTS(A-E)	NakiskaSki	17-18	Ratray, Don	NakiskaSki	53	
CTS(A-E)	BadmintonC	17-18	Ratray, Don	BadmintonC	0	

Make all students listed above the current selection

Start Page > School Setup > FTF1000 Field Trip Forms > Edit Section

### Edit Section

Field	Value																																																																								
Course Name	(Synchronized with PASI)																																																																								
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Schedule	Expression: <table border="1"><thead><tr><th></th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th></tr></thead><tbody><tr><td>P1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>AM</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>PM</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>CTS</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		Mon	Tue	Wed	Thu	Fri	P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Term	2017-2018 Start Date: 09/31/2017/Synchro End Date: 06/29/2018																																																																								

### Enrolling students

Select your group or individual student, make sure they are your **current selection** on the start page .

**Start Page**

Students | Staff | Parents | District Search

Grade\_Level=1


A B C D E F G H I J K L M N O P Q R S T U

K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Sto

**Current Student Selection (18)**

Student

Click on **Teacher Schedules**

 **PowerSchool**

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules**

**Start Page**

Students | Staff

Find the **class** you want to enroll the student in. Click on the **Enrolment #**, make sure your **Entry date** is correct

**FTF1000 Field Trip Forms**

[New](#)

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Make all students listed above the current selection

Use currently selected **18** students to:

Modify Class Enrollments:

[Enroll into this Class >](#) [Drop from this Class >](#)

**Mass Enroll Preview**

Entry Date: 12/23/2016 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
HOMEROOM 2	HMR102	1	2016-2017	No	42/35	Section found