

Power School Handbook

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Topic: Logging in to PowerSchool

The URL for the administrator section of PowerSchool is <http://sis.ccps.org/admin>. To login in enter your username and password separated by a semicolon, (username; password) and the click Submit. PowerSchool will automatically logout users after 15 minutes of inactivity within the system. Always logout when you are finished using PowerSchool.

Topic: Basic Navigation and Tips in PowerSchool

- Please use the links within Powerschool to navigate through the application. Refrain from using the BACK button located in your Browser’s toolbar.
- Click the green PowerSchool logo to return to the main search screen in PowerSchool.
- As you navigate through the menus, you will see a list of the links (in the upper left) that represents the pages that you’ve visited to get to the page that you are currently viewing. You can use these links to go back if necessary.
- To print a page in PowerSchool use the File>Print option within your browser.
- Click the question mark (?) in the upper right of the screen to access the Help screen for the current page that you are viewing. Once in Help you can search the full Help database.
- Data entry screens will have a Submit button in the lower right. This MUST be clicked in order to Save any newly entered or changed data.
- The TAB key can be used to move from field to field within a PowerSchool page.
- To access your Report Queue, click the page icon located to the left of the Logout button. The page icon only appears if you have a report in the queue. Most reports go to a Report Queue as a PDF and are then viewed using Adobe Acrobat.
- To change schools, click the School link located in the top center of the PowerSchool screen and then select the desired school from the drop down list. Some users may be restricted to view only their school.
- To change terms click the Terms link located in the top center of the PowerSchool screen and then select the desired term.

Topic: Main Screen Menu Options and their Meaning

Absentee Report	Prints the attendance for any particular day, for whole school
Daily Bulletin	Use to send daily messages to staff signed on to Power School
Enrollment Summary	Produces a table of Gender/Race/Grade Statistics
Master Schedule	Section Detail with Teacher Name and Enrollment Counts
Power Lunch	Used to track Student Lunch Balances and Transactions
Reports	Go here to create Reports/Mailing Labels or to run Power School Reports
Special Functions	Use to see Current Users, Enroll a new student, Search by Grades or Attendance
Teacher Schedules	Use to view teacher schedules and students enrolled in them
Personalize	Change your password; choose a beginning screen and/or a default student screen
PowerScheduler	Contains all the procedures for building a next years’s schedule and loading students
School	School setups for courses, sections, grades, activities, years, terms, attendance, etc.
Staff	Create and setup security for Power School users and Power School Teacher users
System	System Administrator functions
Search Field	Use the Search box to select a group of students based upon specific criteria.
Alphabet Links	Used to select all students whose last name begins with the letter selected.
Grade Level Links	Used to select all students whose are in the selected grade level.
Stored Searches	Used to save a set of Search commands to repeat at a later time.
Stored Selection	Use to save a group of students who met specific criteria on a specific date.

Topic: Searching for a Specific Student or a Group of Students

Comparator	Meaning/Entry	Example	Result
	Enter beg of last name	Mc	All students whose name starts with Mc
	Enter last name	McDonald	All students named McDonald
	Enter numbers	123456	Student with that ID
	Key / before name	/McDonald	Active and Inactive students
=	equals	Gender=m	All male students
<	less than	Grade_level<4	All students in PK through 3
>	greater than	Grade_level >3	All students in Grades 4 - 5
<=	less than or equal to	Grade_level<=4	All students in PK through 4
>=	Greater than or equal to	Grade_level>=3	All students in 3,4 and 5
#	Does not equal	Grade_level#5	All students in PK – 4
# for activity	Enter Activity name#	Drama#	All drama students
In	Check field for multiple values	Grade_level in 3,5	Students in Grades 3 and 5
Contains	Is value within the field	Street contains Race	Students who live on Race St
!contain	Does not contain	Home_phone !contain 410	Those without an areacode
@	Wildcard	First_name=mic@	All with name that starts with Mic
		Click the 9	Find all 9 th graders
		Click the S	Students with names starting with S
	Compound Conditions	Gender=M;Grade_level < 1	All the males in K and Pre K

Common Power School Field Names	Description
cc_BusAMNumber/ccBusPMNumber	Bus # Am or PM
DOB	Complete Date of Birth
EntryCode	Most Recent Entry Code
EntryDate	Most Recent Entry Date
Ethnicity	Ethnic Code
ExitCode	Last Exit Code
ExitDate	Last Exit Date or End of Year if Active
Father	Father's Name
First_Name	Student's First Name
Gender	M/F
Grade_Level	-1,0,1-5
Home_phone	Home Phone
Home_room	Homeroom Code
Lastfirst	Last Name, First Name
Last_name	Last Name
Mailing_City	Mailing City
Mailing_State	Mailing State
Mailing_street	Mailing Street Address
Mother	Mother's Name
ST_SPED	Special Education Status (1=Active, 2 Exited)
Schoolname	School Name
SSN	Social Security Number
State	Home State
Street	Home Street Address
Student_number	Student ID
Zip	Zipcode

Power School Special Expressions/Operators

Result	Code to use in a SEARCH
Birthdays for the Month	*birthday>=5/1; *birthday<=5/31
Active Students as of a certain date	*as_of = 10/1/00
Students who have completed a course	*has_completed = 1000
Students who have not completed a course	*has_not_completed = 1000
Students currently enrolled in a course	*enrolled_in = 1000
Students with more than 10 absences in any period	*attendance_points > 10
> 10 absences in a particular time period	*attendance_points (5/1/2003;5/31/2003) > 10
Students in the After School Special Program	*special_program = after school
Students in the Band Activity	ac_Band#
Special Codes	Use the following with REPORTS/LABELS/EXPORTS
Formatting a Date to yield 050190	^(dob;dateformat=MMDDYY)
Formatting a Date to yield May 1	^(dob:dateformat=MMMM DD)
Formatting a Date to yield 5/1	^(dob;dateformat=MM/DD)
Formatting a Number	^(student_number;numberformat=000-00-0000)
GPA	^(*gpa) ^(*gpa.simple) ^(*gpa;2002)
Credit Hours	^(*credit_hours)
Class Rank based on weighted cumulative gpa	^(*class_rank_out_of;gpa)
Testing a Value with an IF	^(gender;if.fieldvalue.m.then=Male)
	^(mother;if.blank.then=^(father))
Testing for Multiple Values	^(decode;^(gender);M;Male;F;Female)
Days of Membership by Date	^(*dm;8/28/2002;6/7/2003>true)
Days of Attendance by Date	^(*da;8/28/2002;6/7/2003>true)
Days absent this year	^(*dabs)
Year Abbreviation e.g. 01-02	^(yearabbr)
Teacher Name	^(teachername)
Student's Age short and long 10 or 10 years 3 mos	^(age) ^ (age;long)
School Name	^(schoolname)
Student's Gender	^(his/her) ^ (him/her) ^ (he/she)
	^(son/daughter) ^ (He/She)
Time	^[time] note square brackets
Today's Date in format Tue, Jun 05, 2001	^[short.date] note square brackets
Today's Date in format June 5, 2001	^[letter.date] note square brackets

Topic: Student Screens Options and their Meaning

You will find that some of the data is repeated on different screens. You would only enter it once and it should then show up on each of the related screens.

Quick Lookup	Summary of this year's attendance and grades; Click the grade to see assignments Displayed Terms controlled by Current Grade Display in School Setup
Switch Student <- List ->	Allows you to switch to another student by entering last name Allows you to step through the current selection of students

Activities	Use to enroll a student in an activity such as baseball or band. Must first create activity in school setup
Addresses	Shows the Home Address and the Mailing Address
All Enrollments	Shows the history of enrollments by course; make corrections to class enrollments (dates) when necessary
Attendance	Attendance Screen to enter/view attendance Can be viewed by term, semester or the whole year
Cumulative Info	Cumulative credits, gpa's, etc. Designed by your system administrator.
Custom Screens	Click here to see additional student screens. Your system administrator can create additional screens.
Demographics View	View the basic demographic data about a student
Demographics Modify	Modify the basic demographic data about a student
District Specific	Some districts use this for storing standardized test scores
Emergency/Medical	Emergency and Medical Information
Family	Will display all children in the district who have the same phone number
Functions	Use to Transfer and re-enroll a student as well as Print a Student Report
Graduation Progress	Will reflect student's graduation progress if setup in School Setup
Historical Grades	History of Course Grades for a student. Grades get posted from PowerTeacher Grade book to historical grades at term end or Entered for transfer students
Honor Roll	Will display Honor Roll status if defined in School Setup
Log Entries	Use to enter discipline transactions
Lunch	For the Power Lunch feature
Modify Info	Data such Homeroom and Web access kept here
Parents/Guardian	Parent and Guardian Info
Photo	If photos have been imported
Requests	Use to enter student requests for scheduling; screens must be setup first
Schedule	The Student's Classes in – "A Week at a Glance" format
Schedule List	Schedule in List Form
Schedule Matrix	The Student's schedule in chart form by period
Schedule Modify	Use to Modify Schedule
Scheduling Setup	Data such as Next Grade, Next School, and Year of Graduation
SEOP Review	Combines common links for review of a student's progress
Special Programs	Use to enroll in Special Programs that have been setup for your school
Standards	Curriculum indicators Can be used for elementary school report cards
Teacher Comments	Current comments, usually comes from Power Grade
Term Grades	This year's Historical Grades by Term
Test Scores	Standardized Assessments; must be setup/defined to use; usually imported
Transfer Info	Student transfer history as well as current grade level
Transportation	For tracking morning and afternoon bus/pickup information
Truancies	Use to track truancy

Topic: To Enter Attendance and to Change Attendance for a Single Student

Note: Attendance options vary from district to district and the setups must be done by the Administrator before any attendance can be taken and students have to be enrolled in sections

- Select the student for whom you have an attendance entry
- Choose the Attendance screen for that student
- Click the desired day Monday through
- Choose the correct Attendance Code from the drop down box
- Click the appropriate class/period or choose Set All for all periods
- Click Submit
- Use the Switch Student Link to continue to the next student

Topic: Enroll a Student in a class (specific course/section) at your school

Once students are enrolled in your school, they must be enrolled in one or more sections. The sections would have already been setup with a Course, a Teacher, a period, etc.

Enroll a student in a particular section of a Course

- Select the student by keying their last name (use / to find an inactive student, / not necessary if the student is active)
- Choose Modify Schedule from the choices on the left side of the screen
- On the Schedule Screen, filter for the appropriate course(s)
- Enter the Enrollment Date (very important)
- Choose the class from the list of section names

Topic: Change a Student's Schedule

- Select the student
- Click Modify Schedule on the menu choices on the left
- If you need to drop a class, click the box for Drop and click submit
- If you need to add a class, click Enroll and choose the period
- Enter the Enrollment Date (very important)
- Choose from the list of choices for that period

Topic: Enter a Discipline Log for a student

Before Log Entries can be entered by the counselors or administrators, the types of log entries need to be defined on the District Setup page. Try to establish some consistency in the text that is entered so that Discipline Searches can be done effectively.

Select a student > Select Log Entries > Click New

On the Log screen, the following fields must be filled out:

- Date & Time
- Author
- Log Type (Discipline)
- Sub-type
- Log Entry Text (Description of Incident)
- Incident Date (Date of Offense)
- Infraction Code (Offense Code)
- Disposition Code
- Suspension Days ("round up" number of days suspended; cannot be a decimal)
- Length of Removal (CAN be a decimal)
- SPED (Special Education status)

The following Maryland Discipline Log Information Fields should be filled if information is available:

- Location Code
- Teacher Referral
- Suspension Date
- Day of Week

Topic: Enter a Transferred Grade into a Student's Record (Historical Grades)

For most students, the grades in Historical Grades are a result of a posting process that occurs at the end of each term. In the posting process, grades from the teachers' grade books (Power Teacher) are posted/copied into historical grades. The Power School Administrator usually performs that posting process. There are, however, times when you need to enter or alter a grade. If a student transfers in from another school, you will need to enter the transferred grades. If a student's grade needs to be corrected you will have to go into historical grades to make the change.

The primary fields on the historical grade screen are store code, grade level, course and section numbers, course name, teacher name, grade (letter), GPA points, percent, earned credit hours and potential credit hours. Store codes are defined at the School Setup level (Final Grade Setup) and will be reflected in the teachers' grade books. Typical ones are M1, M2, S1, M3, M4, S2 and Y1. Manual modification and entry of this data needs to be done carefully.

Historical Grade Entry: Multiple New Entries vs. Single New Entry

If you have many grades to enter from a student's transcript, use the Multiple Entry form; if only one or two grades use the single entry. Usually one grade per course would be entered for a transferred student (M1, M2, Y1).

Topic: Differences between Special Programs and Activities

Special Programs – Currently CCPS does not use Special Programs

A student can be enrolled in Special Programs as well as Activities. You may use Special Programs to store information for programs that require more than a check to show that a student's participates. The Special Programs feature has the option to indicate beginning and ending dates as well as comments. Activities do not have that option. The Power School Administrator defines special programs in the District Setup functions.

To enter a student into a Special Program

- Choose the Special Program option on the student screen
- Choose the particular Special Program from the drop down box of choices and then complete the date and comments section.
- From this screen you may also view the other members of the Special Program as well as create a new Program

To search for all students enrolled in the After School program

- Go to Special Functions and choose Special Programs

Mass Enroll Students in a Special Program

- Select the students you wish to enroll
- Get to the Group Functions screen
- Select Mass Enroll Special Programs
- Complete the Screen and click Submit

Activities

A student can also be enrolled in an activity. The Power School Administrator defines activities in the School Setup functions. Activity names appear on the Student Field Name List so it is a good idea to prefix them with AC so they appear together on the list.

To Enter a student into an activity

Select Activity from the Student Options

Choose the activity (or activities) you wish to enter him/her into.

To Find all Students in a particular Activity

Key ac_Gifted# in the main screen search box

Topic: Alerts

You can create alerts for students and they will appear as icons on the top of the Student's Individual page. You may use the following alert types: Medical Alert (Emergency/Medical Screen), Discipline Alert (Log Entries Screen), Other Alert (Other Information Screen), Guardian Alert (Parent/Guardian Screen).

Create a Medical Alert for a student.

Choose a student

Click Emergency/Medical from the Student Options

Type Allergic to Penicillin in the Medical Alert text box

Do not enter an expiration date

Click Submit

Notice the alert that now appears

Create a Discipline Alert for the same student

Click Log Entries from the Student Options

Click Edit Discipline Alert

Type a description of the discipline problem in the text box

Click submit

Topic: Functions you can use on a particular student

If you have selected a single student you can do the following **Functions** from the Functions Option on the Student Screen

Print a Report for this student

Transfer out of School

Re-Enroll in School

Transfer to another School

Enroll in a class at another School

On-Screen Transaction Report

Recalculate Lunch Balance

Print individual report cards, letters, labels, etc.

First step in transferring

Use to enroll a transferred or returning student

Second step in transferring within district

Allows a student to take a class in another Power School school

Financial data

If using Power Lunch

Topic: Enroll a New Student

Verify that the student does not already have an electronic record in CIMS or PowerSchool
Choose Special Functions from the Main Menu
Choose Enroll a New Student from the Special Functions Menu
Complete the information about the student
Click the Submit button at the bottom of the screen to continue
If there is a student with the same name, Social Security Number or Phone Number you will see a list of possible duplicates on the next screen. Click Enroll to continue
If you see the Bell Schedule View screen and it says “Not Enrolled”, it means not enrolled in any classes yet.
Navigate to Demographics Modify, Emergency/Medical, State/Province MD, Custom Screens, and Modfiy Info to complete the rest of the student’s data entry.
You must now enter the student in a class or classes

Topic: Enroll a Student in a class (specific course/section) at your school

Once students are enrolled in your school, they must be enrolled in one or more sections. The sections would have already been setup with a Course, a Teacher, a period, etc.

Enroll a student in a particular section of a Course

Select the student by keying their last name (use / to find an inactive student, / not necessary if the student is active)
Choose Modify Schedule from the choices on the left side of the screen
On the Modify Schedule Screen Click the box that says Enroll and choose the Period
Enter the Enrollment Date (very important)
Enrolling a student into a Homeroom will automatically populate the rest of the student’s schedule (with the exception of special courses such as Band or Strings) – ***elementary schools only***
Choose the class from the list of section names

Topic: Transferring Students

When a student leaves your school, if you are within a term, you transfer him/her out of your school. The student then becomes an inactive student and his records must be retrieved using a slash (/) when searching. When the student gets to the new school the new school must enroll him/her into their school, through a re-enrollment step.

Topic: Transfer a Student out of your school

This process makes a student inactive at your school.
Select the student
Choose Functions
Choose Transfer out of School
Enter the date and the exit code and click submit

Topic: Enroll a Transferred Student into your school

This process makes an inactive student active at your school. From the District Office, you must use the slash (/) when searching to find the transferred student. After locating the student:

- Choose Functions
- Transfer Student to Another School
- Select your school from the list
- Return to your school within PowerSchool
- Search for the student within your school, using the slash (/)
- Select the student
- Choose Functions
- Choose Re-enroll a student and complete the screen
- Click Submit

Topic: Functions you can perform on a Group of Students

If you have selected a group of students you can do the following **Group Functions**:

Attendance Change	Use to change attendance records
Counselor's Screen	Shows student pages for current selection
Enrollment Summary	Gives grade/ethnicity breakdown for current selection
Export using Template	Use a template to export data to Excel
ID/Password Assignment	For future use
List Students	Prints a quick list of students, you choose the fields to print
Mass Enroll	Enrolls currently selected students in a Section
(Mass Print a Student Screen)	Prints student screens (PC Only)
Next School Indicator	Sets the next school for the current selection
Print Report	Print already developed form letter, report card, object report
Print Mailing Labels	Print already developed mailing labels
Quick Export	Exports current selection to Excel
Reports Menu	Goes to the Reports Menu
Search by GPA	Allows a search by GPA/enrollment, etc.
Search by Grades/Attend	Allows a search of grades and attendance
Select Students by Hand	Allows you to select a subset from the current selection

Topic: Print Mailing Labels

- Search for the appropriate group of students (main search screen or teacher schedules)
- Choose Print Mailing Labels from the Functions Screen
- Choose desired label and click Submit to send the Report to the Report Queue

Topic: Print a Report from the Report Queue

- If the report indicates that it is still running, click Refresh until Completed
- The report is in PDF format and you will review it using Adobe Acrobat
- You may delete reports either by using the Trash can or by clicking Delete All

Topic: Print a Form Letter for a group of students

- Select a group of students (e.g. all the fifth graders)
- Choose Functions
- Choose Print Form Letters
- Select a letter from the list

Topic: GPA Analysis by Race and Gender (Enrollment Summary)

Select a group of students (e.g. all the students in grades 9 and 10)
Choose Functions
Choose Search by GPA
Complete the screen to see students with Weighted GPA's less than 1
Make that the current selection
Run an Enrollment Summary

Topic; Discipline Searches

Once the log entries have been entered, you can use the Search log Entries option on the Special; Functions screen to extract groups of students with a specific infraction or infractions within a particular time period or infractions reported by a particular teacher.

Go to Power School's Main Menu
Select the Special Functions option
Choose Search Log Entries
Choose Discipline as the Log Type
Enter Gum into Contains this text
Click Submit
You will then see a list of the infractions that meet your search criteria.
Click Make this the current selection of students

From the Group Functions screen you can send a letter or make a list, etc.

Topic: Enroll a Group of Students in a specific class

You may also enroll at one time a group of students in a particular section. Before doing this, though, you must know the exact course number and section number as well as the name of the teacher. You can get that information from the sections option on the School Setup page or from the Master Schedule.

Enroll a group of students in a particular section of a Course

Select the group you wish to enroll
You will see the students on the screen
Choose Mass Enroll from the Functions drop down list
Select the Teacher Name and Select the Period
Enter the exact course number and section (e.g. 10012.10)
Enter the enrollment date (very important) and click Submit

Topic: Absentee Report

From the main menu choose Absentee Report
Enter the desired date
Indicate the codes to look for or select All Codes
When you see the report on the screen, Print it to get a list of that day's absences

Topic: Use List Students to get a Sorted List of the Absences

To get a list sorted by grade click Functions at the bottom of the Absentee List
Choose List Students from the Group Functions Menu
Complete the screens to print the report (Title, Columns, Sort)
Enter the field names without special characters e.g. lastfirst would give you the complete name
Enter the following fields: *count, grade_level, lastfirst, home_phone
Enter appropriate column headings
Sort by grade_level then by lastfirst
Click submit to get a report that you can then print and distribute
If the menu options are showing up on the side, click personalize
Click Interfaces and Click the checkbox

Enter the Absence Reasons for an individual student

As you get the absence reasons go to each student's record individually
Search for the student and choose the Attendance screen
Click the desired day
Change to the appropriate code

Topic: Using Quick Export to Export to Excel

Select a group of students
Choose Functions
Choose Quick Export
Select Tab Delimiter as the type of field delimiter
Select Carriage Delimiter as the record delimiter
Leave the checkbox checked to include Column Titles on the first row
Enter the names of the fields to be exported using the appropriate field names. Press Return after each field name
lastfirst
gender
ethnicity
grade_level
home_phone
entrydate

Click Submit

To Open in Excel right click on saved file> Open With> Excel

HTML Tags

To do this...	Include this HTML tag in the text of your Letter/Label
Change the font to Palatino	type text
Change the font size to 10 point	type text
Change the font and the font size at the same time	 type text
Make a word bold	type text

Make a word italic	<I>type text</I>
Underline a word or phrase	<u>type text</u>
Make a word bold and italic	<I>type text</I>
Cause text to be centered	<CENTER>Special Bulletin</CENTER>
Draw a horizontal line	<HR>
Change the font size to 10 point	 type text
Move to specific tab positions (inch)	<TABTO 2>
Move to the next line (line break)	
Move to a position and align right	<tabr 4>
Move to a position and center	<tabc 4>
Move to a position and align decimals	<tabd 3>
Tab over .5 " (use n labels)	<tab>

Topic: Create a Mailing Label for Mailing

Choose Reports from the Main Menu
Choose Report Setup
Choose Mailing Labels
Click New Entry
Create/Name the Label and choose which Table you wish to use (Students/Teachers)
Enter the Name of Your Label
Enter a Font Size of 10 and Line Height of 10
Enter .5 as the left and .5 as the top margin (settings are for a 5160 label)
Enter 2.75 as the width and 1 as the height of the label
Enter 3 for the number of columns and 10 for the number of labels
Click that this label is only for this school (or for all and/or for the teachers)
Enter the following text into the large white box using the HTML codes as shown
 To the Parents /Guardians of:
 ^(first_name) ^(last_name)
 ^(street)
 ^(city), ^(state) ^(zip)
Click Submit to save it
Go back to the Start/Home Page screen and select some students
Choose Functions
Choose Print Mailing Labels
Choose your own label and click Submit

Note: If you are using Mailing Street, when the home address differs from the mailing address you might use an if to check for the presence of data:

 ^(mailing_street;if.blank.then=^(street))

Will insert Mailing Street if there is data, otherwise it will insert the data in Street.

Topic: Create a Label for School Records

Choose Reports from the Main Menu
Choose Report Setup
Choose Mailing Labels
Click New Entry
Create/Name the Label
Enter the Name of Your Label
Complete the formatting fields using a font size of 9 and a size of 2 by 4
Place 10 labels on a page in 2 columns of 5 each
Click that this label is only for this school
Enter the following text into the large white box
 ^(first_name) ^(last_name)
 Birthdate: ^(DOB) Sex: ^(gender) Phone: ^(home_phone)
 Entry Date: ^(entrydate) Exit Date: ^(exitdate)
 Ethnicity: ^(decode;^(ethnicity);I;Indian;A;Asian;B;African
 American;C;Caucasian;H;Hispanic)
Go back to the Start/Home Page screen and select some students
 Choose Functions and Choose Print Mailing Labels
 Choose your own label and click Submit

Topic: Create a Form Letter

Choose Reports from the Main Menu

Choose Report Setup

Choose Form Letter

Click New Entry

Create/Name the Letter

Enter the Name of Your Letter

Complete the formatting fields

Click that this letter is only for this school

Specify whether teachers can print from Power School Teacher

Click Submit

Create/Edit the Body of the Letter

Click the Form Letter you just created

Click Report Body and Enter the following text:

```
<center><font size=15> ^([schools]name)
^([schools]schooladdress)
^([schools]schoolcity), ^([schools]schoolstate) ^([schools]schoolzip)</font></center>
<hr>
<br><br>
<tabto 6>^[letter.date]
```

To the Parents/Guardians of ^(first_name) ^(last_name):

<tab>Your ^(son/daughter) has been selected to be a member of the Gifted and Talented Program. As part of ^(his/her) responsibility ^(he/she) must maintain a passing average. Currently ^(his/her) S1 term average is ^(*gpa method=weighted type=current term=s1).

<tabto 6>^[schools]Principal)

Click Submit

Now Select a Group of Students to Receive this letter

Go to Start/Home Page and select some students

Click Functions and choose Print Report from the drop down list

Select Your Letter

Click to print only a portion of the letters

Click the radio button to indicate the Sort Order of the letters

Click Submit

Topic: Daily Bulletin

The Daily Bulletin feature allows you to create messages for teachers, staff, parents and students

To Setup a Daily Bulletin

Go to the Special Functions menu/Choose Daily Bulletin Setup

Click New

Enter the desired message (you may use your HTML codes for formatting)

Include the Audience and the dates you wish it to appear

To View a Daily Bulletin

Click Daily Bulletin from the Main Menu

Topic: Pre Configured Reports

There are reports for attendance history and statistics, grade book status, class ranking, enrollment and membership and student listings.

Topic: Use the Attendance Count Report

Go to the Run Reports Screen (Reports/Run Reports)

Choose Attendance Count

Answer the prompts appropriately

Topic: Create a Class Roster

The Class Roster feature allows you to build a report that prints the students by the sections they are enrolled in. You can design the heading and body of the report. However, it will only save your most recent settings so it is a good idea to save your setup in a Word document. You can then paste the settings in when you need to run the report. This feature is useful for Name and Address Lists, Attendance Rosters and End of Term Grade Verifications.

Choose Reports from the Main Menu unless you are already in the Run Reports Screen

Choose Class Rosters from the list of reports

Key the following into the Heading Box

<center>Current Class Averages as of ^[letter.date] </center>

Teacher: ^(teachername)

Period: ^(expression) Term: ^(termname)

Course: ^([courses]course_name)

Key the following into the Student Columns box (syntax: fieldname\heading\length\align)

^(count)\#\.5\r

Lastfirst\Name\2\l

Home_phone\Phone\1\r

Gender\Gender\.8\c

Ethnicity\Race\.8\c

^(pg.final.grade;q1)\Q1 Gr\.8\c

^(pg.final.percent;q1)\Q1 %\.8\r

^(att;abs;Q1)\Absences\.8\r

^(teachercomment)\Comment\2\l

Topic: Changing your Password/ Security Issues

Due to the confidential nature of the data in Power School it is imperative that you take every precaution to ensure that access to it does not get in the hands of the students. .

To change your password

On the main menu Click Personalize
Follow the directions to change your password

Do not keep a copy of your password where others can find it!

Users are encouraged to sign off after each use. Your Power School Administrator may set your system up to automatically sign a user off if there is no activity in a set period of time. (e.g. 20 minutes)

Topic: Historical Grades vs Power Grade Grades

During the course of a term, students' grades are maintained in the teachers' grade books using Power Grade. At the end of each term, the grades from the current term are posted to Historical Grades. If a change should occur to a student's grade for a term that has already been posted, the change will have to be made manually into the Historical Grades' area. Teachers must be careful not to inadvertently change a prior term's grades because incorrect course averages will be calculated. The Quick Lookup screen allows a view of a student's grades and the current term will always reflect the values in the teachers' gradebooks. The prior terms will reflect the values in Historical grades.

Grades that are being transferred from another school have to be entered into Historical Grades.

Schools should control who has access to **change** Historical Grades to ensure data integrity.

Topic: Overview of Power Grade

Teachers will use **Power Grade** to enter class assignments and grades and perhaps attendance, Using Power Grade the teacher will have the following capabilities:

- View students in the class
- Enter categories of assignments with individual weights
- Enter assignments with individual weights
- Take attendance either through a list form or a seating chart
- View demographic data about each student
- Create discipline log entries
- Create student progress reports
- Enter comments
- Track specific data about a student such as student's email address
- Term and Semester averaging done automatically based on individual teacher's grading scheme. Could be category weighting or total points.

Topic: Overview of Power School Teacher

Power School Teacher is a web-based tool, accessible on any computer that can get to the internet, allowing the teachers to

- View their students' progress in their other classes
- Print reports
- Create discipline log entries (if district allows)
- Take attendance as an alternative to using their grade book
- Enter assignments and grades for Power Grade users. **Assignments and grades will be transferred to Power Grade the next time the teacher opens Power Grade.**
- Enter grades if doing a standards based report card (elementary school)

Many of these features will already be available to the teachers who are using Power Grade. For the teachers who are not using Power Grade (elementary schools), Power School Teacher provides some very useful classroom management tools. A sign on User ID and Password is required.

Topic: GPA Considerations

- A GPA can be calculated in several ways: simple or weighted; cumulative or by specific term.
- A weighted GPA takes into consideration course credits.
- A simple GPA does not consider credits and weights all courses equally.
- GPA can be calculated from Historical Grades or from Power Grade.
- Credit is not posted to Historical Grades until the course is complete.

Categories:

1. Login and Navigation
2. Searching
3. Student Screens
4. Interims/Report Cards/Historical Grades
5. Enrolling and Withdrawals
6. Reports/Labels/Letters
7. Attendance
8. Group Functions
9. Data Export
10. Daily Bulletin