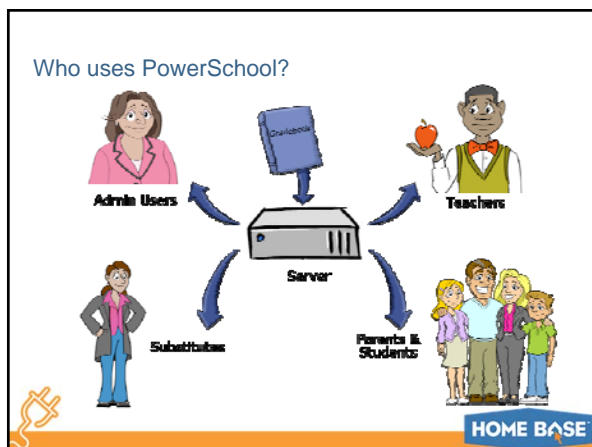


PLUG IN & CONNECT
HOME BASE SYMPOSIUM 2017

PowerSchool 101

Donna Harrs
Grandover EAST |



Accessing PowerSchool

<http://yourschool.powerschool.com>

Administrative Staff: **/admin**


Teachers: **/teachers**

Substitutes: **/subs**

Students and Parents: **/public**

HOME BASE

Admin Sign In



/admin

PowerSchool
http://powerschoolserveraddress


Administrator Sign In

Username:


Password:

Sign In


06/10/2016 08:07 PM 9.0.0



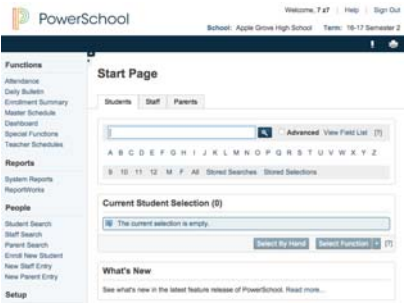
/Admin



- Based on their permission settings, staff with admin access can:
- Add district- and school-level settings
- View, add, and change student and staff information
- Advanced searching
- Monitor attendance
- Print reports and forms
- CREATE mailing labels and form letters



Admin Start Page



PowerSchool

Welcome, T xT | Help | Sign Out

School: Apple Creek High School Term: 16-17 Semester 2

Functions

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

Reports

- Spoken Reports
- ReportForms

People

- Student Search
- Staff Search
- Parent Search
- Send New Student
- New Staff Entry
- New Parent Entry

Setup

Start Page

Students | Staff | Parents

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


9 10 11 12 M F All Stored Searches Shared Selections

Current Student Selection (0)

The current selection is empty.

What's New

See what's new in the latest feature release of PowerSchool. Read more...



Searching for Individual Students

Browse:

- First letter of last name
- Grade level
- Gender
- Current Enrollment (all)
- Current Selection

Search students by typing in the search box

Last name

Student number

Takes you to Student Pages

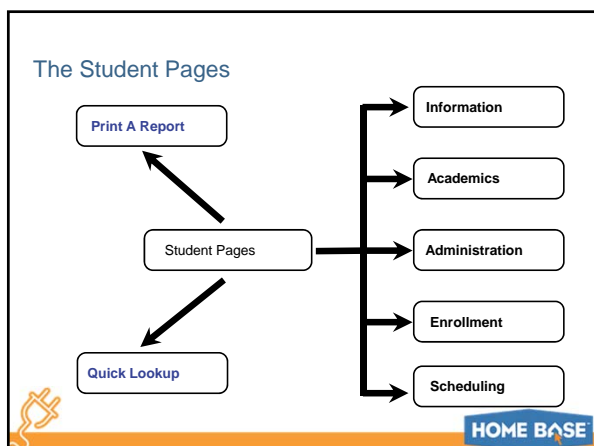
Search Commands

[Field Name](#) [Comparator](#) [Search Argument](#)

Use the field list link
The FILTER is useful when becoming familiar with field names

= equals
> greater than
< less than
>= greater than or equal to
<= less than or equal to

does not equal
in one of these values is present in field
contains value is contained in the field
!contains value is not contained in the field
@ wildcard
REMINDER: THE ? BUTTON GIVES YOU A CHEATSHEET OF ALL THIS



Parent/Student Access

Access Accounts

Adair, Brandon 12 3 A AQHS1

Student Access Account

Enable Student Access

Student Username

Student Password

[Auto-assign IDs and Passwords for this student](#)

Access Keys


Enable Parent Access

Access ID

Access Password

[Add New Guardian](#)

(Select a student) > Access Accounts



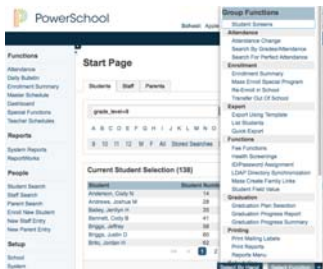
Advanced Search

Use a NEW search to look WITHIN
your current selection


Search a grade level then click advanced box
Now search football#
Now click "within"
Or "add" students by using check marks
Or "subtract" students by using check marks
Then "set" your current selection

Group Functions

Perform 35 different tasks for any group of students.



The image shows the PowerSchool interface with the 'Group Functions' menu open. The menu includes options like Attendance, Attendance Change, Search by Grade/Attendance, Search by Period/Attendance, Enrollment, Enrollment Summary, Make Email Special Program, Mail Email or Special, Transfer Out of School, Export, Export Using Template, Link Records, Check Export, Favorites, Fee Functions, Health Screenings, ID/Passport Management, LDAP Directory Synchronization, Make Contact Family Link, Student Peer Note, Statistics, Graduation Plan Selection, Graduation Progress Report, Graduation Progress Summary, Printing, Print Meeting Lists, Print Reports, Reports Menu, and Reports Summary.



Using the Setup Tab - Creating mailing labels and form letters

**DATA ACCESS TAG SUPPLEMENT
found in PowerSource for form letters


Reports

System | ReportWorks | State | Engine | Setup | Enterprise Reporting

System Report Setup	
Function	Description
Form Letters	Design and edit single page, free-form report templates.
Mailing Labels	Design and edit custom mailing label templates.
Object Reports	Design and edit multi-object, multi-page, free-form report templates.
Report Cards	Design and edit student schedule listing report templates.
Pictures	Manage pictures for use in object reports.
Styles	Manage font styles for use in report templates.



ReportWorks Report Setup	
Function	Description
ReportWorks	Launch the ReportWorks Developer Application.

System Reports > Setup



Other Office Tasks



- Change a student's attendance
- Create and modify student schedules
- Print reports for individual students and groups of students
- Record disciplinary actions



Admin Review

Security permissions set the level of access for each administrative user. Based on permissions, users can:

- Search for students
- Review and modify student records
- Enter additional student information
- Assign parent/student sign-in information
- Change a student's attendance
- Print reports
- Work with staff records



Teacher Sign In

/teachers

HOME BASE

/Teachers

- Access the system from any Internet-linked location
- Submit attendance and lunch counts
- View student information
- Record traditional and standards grades
- Read the daily bulletin

HOME BASE

PowerSchool Teacher Portal

PowerSchool

Welcome, Michael Abram | Help | Sign Out

School: Apple Grove High School Term: 15-17 Semester 1

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meets
- Personalize
- Reports
- Recommendations

Current Classes

1(A)	U.S. History	PowerTeacher Pro
3(B)	Current Affairs	PowerTeacher Pro
4(A)	U.S. History	PowerTeacher Pro

PG 117

Download on the App Store

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PowerTeacher Icons

Use the icons to perform certain tasks:

- Take attendance
- Take attendance for multiple days
- Access the seating chart
- Submit lunch counts
- View student information
- Print a report



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Take Attendance

1. Click the Chair icon
2. Choose an attendance code
3. Mark students absent or tardy
4. Click **Submit**



HOME BASE

Take Lunch Count

1. Click the Utensil icon
2. Enter the counts
3. Click **Submit**



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View Student Screens as a Teacher

Schedule ↑ ↓ 🔍 5

Andrew, Joshua M 9 28 AGHS1

Exp	Trm	Crs-Sec	Course	Teacher
1(A)	S1	HEC9-5	Home Ec	Brachemyer, Dan
1(B)	15-16	ENG9-1	English Survey	Geraghty, Mark P
2(A)	15-16	SOC1000-4	U.S. History	Higgins, Theodore X
2(B)	S1	ART9-2	Art	Brachemyer, Dan
3(A)	S1	HE09-1	Health 9	Sweeney, Jim H
3(B)	S1	PE09-1	Phys Ed 9	Sand, Victor E
4(A-B)	S1	SCH1000-6	Biology	Oram, Christopher Y

Select screens

- Select screens
- Cumulative Grade Information
- Demographics
- Graduation Plan Progress
- Meeting Attendance
- Net Access Summary
- Print A Report
- Quick Lookup
- Recommendations
- Schedule
- Student Photo
- Submit Log Entry
- Teacher Comments
- Term Grades

Start Page > Backpack icon



Launch PowerTeacher Pro

Launch PowerTeacher Pro for all classes or for a single class.

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Maps
- Personalize
- Reports
- Recommendations

Current Classes

1(A)	U.S. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PowerTeacher Pro									
3(B)	Current Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PowerTeacher Pro									
4(A)	U.S. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PowerTeacher Pro									

All classes
A single class



PowerTeacher Pro

1(A) U.S. History 16:17

Closes

Assignments Q1

Filter Clear Apply

1-6 of 6 items

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
None	1. Ch 14 Questions	19 / 19 ✓	10/9/2016	Points pts: 20	<input type="checkbox"/>
Pre	2. Civil War Timeline	19 / 19 ✓	10/9/2016	Points pts: 50	<input type="checkbox"/>
Quiz	3. Terminology quiz	19 / 19 ✓	10/1/2016	Points pts: 50	<input type="checkbox"/>
None	4. SPED	0 / 19	9/23/2016	Points pts: 20	<input type="checkbox"/>
Pre	5. Character Study	19 / 19 ✓	9/4/2016	Points pts: 50	<input type="checkbox"/>



Teacher Review

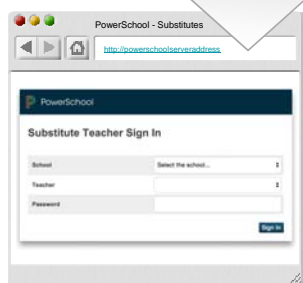
- Take attendance and meal counts
- View student information
- View teacher comments and log entries
- Access PowerTeacher Pro



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Substitute Sign In

/subs



HOME BASE

/Subs

- Access the system from any Internet-linked location
- Take attendance
- Submit lunch counts
- Read the daily bulletin



HOME BASE

PowerTeacher Substitute

PowerSchool
 Welcome, Substitute for Michael Abram | Help | Sign Out
 School: Apple Grove High School Term: 16-17 Semester 1

Navigation
 Start Page
 View Daily Bulletin

Start Page

1(A)	U.S. History			
4(A)	U.S. History			
3(B)	Current Affairs			

Click on the chair to take attendance or the silverware to submit lunch counts for each class. When you are finished, click the 'Sign Out' link above.

Setting Up the Sub Sign In

From the administrator's Start Page, click **School** to format the settings.

General	
Activities Setup	Define school specific extra-curricular activities.
Balance Alert	Define cutoffs for fee and lunch balance alerts.
Boundary	Define the geographical boundary for this school.
Fee Types	Define fee types.
Graduation Planner Setup	Enable Graduation Plan Progress for students.
Miscellaneous	Define other setup items.
Mobile Settings	Define mobile access setup items for this school.
Parent/Student Pages	Configure settings for Parent/Student Pages.
School Map	Upload or delete school map for this school.
Sub Sign In Settings	Define substitute teacher sign in IDs and passwords.

Start Page > School

Sub Sign In Settings

- Create a password for all subs at your school
- Select "Include current date?" (optional) to add the current date to the beginning of the password
- Try using the CREATE mailing label feature to print out daily passwords for subs

Substitute Sign In Settings

Substitute Sign In Password:

Include current date?

Note: This substitute sign in password applies to Apple Grove High School only.

School > Sub Sign In Settings

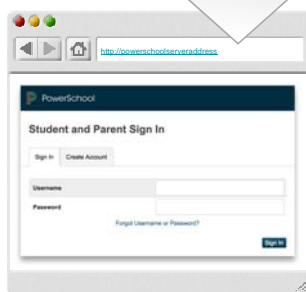
Substitute Review

- Take attendance
- View the daily bulletin
- Create the sign-in password



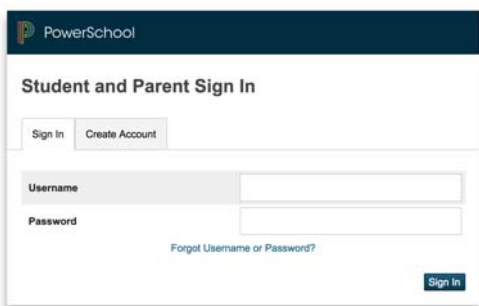
HOME BASE

Public Sign In



HOME BASE

Sign In for Students and Parents



HOME BASE

/Public

- Access the system from any Internet-linked location
- View grades and attendance
- Email teachers
- View student graduation progress
- Request classes



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PowerSchool Student and Parent Portals

ID#	Last Period	This Week	Courses	Attendance							T	Totals
				01	02	03	04	05	06	07		
1240			English I	A	A	A	A	A	A	A	1	0
1240			U.S. History	A	A	A	A	A	A	A	0	0
1240			Individual Sports	A	A	A	A	A	A	A	0	0
1240			English Survey	A	A	A	A	A	A	A	0	0
1240			Home E	A	A	A	A	A	A	A	0	0
1240			Physical Education	A	A	A	A	A	A	A	0	0
1240			Math II	A	A	A	A	A	A	A	0	0
1240			Spanish I	A	A	A	A	A	A	A	0	0
1240			Art	A	A	A	A	A	A	A	0	0
1240			Attendance Totals								1	0

HOME BASE

The "After School" Questions

How was school today?




Do you have any homework?



HOME BASE




Oh, really? Let's check...

- View attendance and grades
- View teacher comments
- Request email notifications
- View the daily bulletin



Parent and Student Review

- View attendance and grades
- View assignment details and teachers' comments
- View fee balances
- View the daily bulletin
- Sign up for email notifications



Key Points

- Signing in – Add the appropriate sign-in suffix to your PowerSchool server's Internet address
- Administration – Conduct student searches, enroll students, manage attendance, and print reports
- Teachers – Take attendance and find student information in the PowerSchool Teacher Portal; and record grades using PowerTeacher Pro
- Substitutes – Take attendance and read the daily bulletin
- Students and parents – Use the portals and PowerSchool Mobile to view attendance data, grades, and schedules

