




**PLUG IN &
CONNECT**
HOME BASE SYMPOSIUM
2017

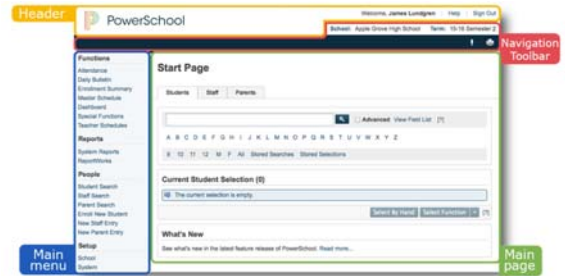
PowerSchool 102
Donna Harrs
Grandover EAST

Agenda

- Welcome and Introductions
- Starting with the Start Page
- Using the Search Feature
- Selecting Menu Options
- Working with Reports
- Using Setup Functions
- Using District-Level Features



<http://yourschool.powerschool.com/admin>




Header PowerSchool

Main menu

Start Page

Navigation Toolbar

Main page



Using the Navigation Toolbar

School menu displays the current school

Term menu displays the currently selected term

Navigation path or breadcrumbs

Notification button, Report queue button, and Printer button

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Selecting a School

Washington Elementary School

Cherry Hill Middle School

Apple Grove High School

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Understanding Terms


Change the term to:

- Work in a certain school term, such as Semester 1
(schedules and attendance may look different)
- Work in a different school year

Term: 16-17 Semester 1


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Traveling the Navigation Path - breadcrumbs





Start Page > School Setup > Bell Schedules > Edit Bell Schedule

Click to return to the Bell Schedules page without returning to the Start Page




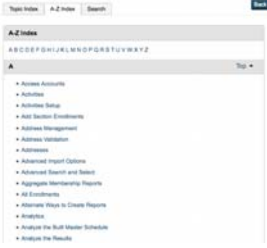
Using Navigation Buttons

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



Using the Help Menu

- Review descriptions
- See how-to steps
- Locate a feature



Main Menu Sections

Functions

Reports

People

Setup

Applications

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Using Functions (main functions, group functions and special functions)

Functions

Reports

People

Setup

Applications

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Viewing the Master Schedule

Matrix View

Master Schedule - School Year By Teachers

Teacher	Day	Period 1	Period 2	Period 3	Period 4
Abreu, Michael (1)	A	U.S. History SOC1000.2 1425 Room: 125 1/A			U.S. History SOC1000.3 1125 Room: 124

List View

Master Schedule List By Teachers

Teacher Name	Teacher Seat	Course Name	Number Section	Expression	Term	Room	Students	Max. Seats
Abreu, Michael		U.S. History	SOC1000.2	1/A	15-16	125	18	25
Abreu, Michael		Current Affairs	SOC2000.3	3/B	15-16	123	28	25
Abreu, Michael		U.S. History	SOC1000.5	4/A	15-16	124	17	25
Acosta, Steve		Open Media	OPMedia.1	1/A	81	141	17	25
Acosta, Steve		Open Study	OPStudy.16	1/A	81	LL	17	25
Acosta, Steve		Open Media	OPMedia.13	1/B	81	141	13	25
Acosta, Steve		Open Study	OPStudy.12	1/B	81	LL	11	25

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Setting Master Schedule Preferences

Select preferences to determine how you view the master schedule.

- Periods, days, rooms
- Teachers—all, a group, or individuals
- Sorting options
- Viewing options



Viewing Teacher Schedules

Teacher Schedule - Bowe, Sheldon K 12006

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(B)	15-16	ENGR	English Survey	1	220	31	
3(A)	15-16	ENGR	English Survey	2	118	34	
3(B)	15-16	ENG3000	AP American Lit and Comp	1	118	31	
4(B)	15-16	ENGR	English Survey	4	118	29	

Make all students listed above the current selection

**This is where you will soon be able to access Teacher Gradebooks if you have permission

Start Page > Teacher Schedules



Using Group Functions

Examples of group functions:

- Use Student Screens to view student pages for the group
- Enroll all students from the class into a special program
- Modify student field values
- Print reports
- Save the group as a stored selection



Using Special Functions

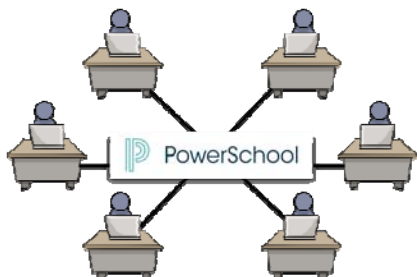
Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Creates, updates, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.



Start Page > Special Functions



Who's using the system?



Special Functions > Current Users



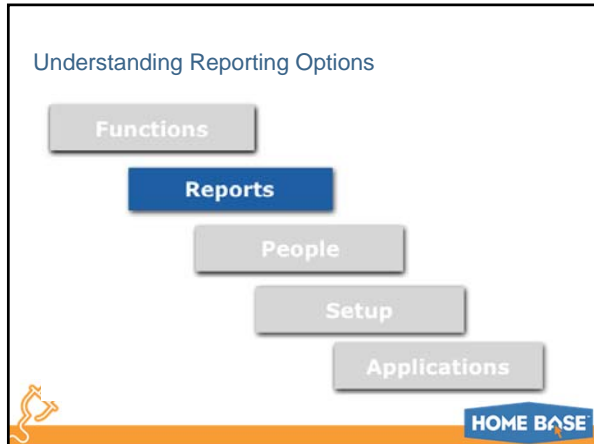
Searching by Grades

under Functions (main menu) > Special Functions > Search by Grades/Attendance

Searching by GPA

under Functions (main menu) > Special Functions > Search by GPA





Running System Reports

Reports

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

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Weekly Attendance Summary (Meeting)	A weekly attendance summary by section.
Weekly Attendance Summary (Daily)	A weekly attendance summary by Teacher.

Start Page > System Reports

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Running the Absentee Report

Meeting Attendance
Code: A

Student	Grade	Phone	1	2	3	4
Evans, Dave	9	1-555-555-1178	A			
Flygare, Casey D	9	1-555-555-1448	A			
Hazlipak, Amanda	9	1-555-555-1029	A			
Hurdley, Matthew H.	9	1-555-555-1311	A			
Kowalski, Samantha R	9	1-555-555-3351	A	A		
Lingress, Kelley V	9	1-555-555-2332	A			
Mica, Kaley F	9	1-555-555-2130	A			
Murray, Brett M	9	1-555-555-0541	A			
Pearson, Erica B	9	1-555-555-0112	A			

Functions
Find teachers who have not taken attendance

Systems Reports > Absentee


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Running System Reports

Parental Access Statistics

Date Range: 1/16/2017 to 2/17/2017
Report Output Locale: English
Submit

System Reports > Parental Access Statistics




Additional Report Options

Reports

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

System Reports



Using the Setup Tab – push reports out to teachers


Reports

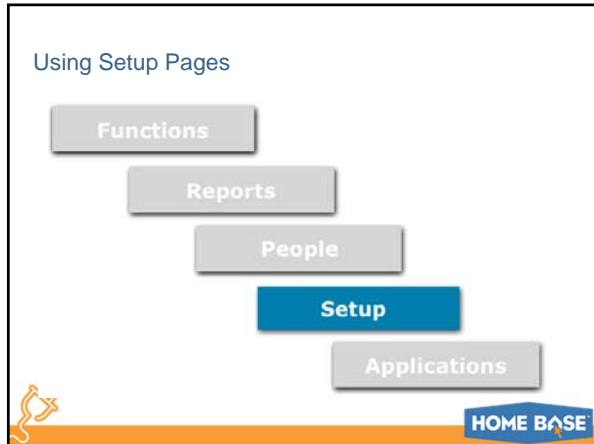
System | ReportWorks | State | Engine | Setup | Enterprise Reporting

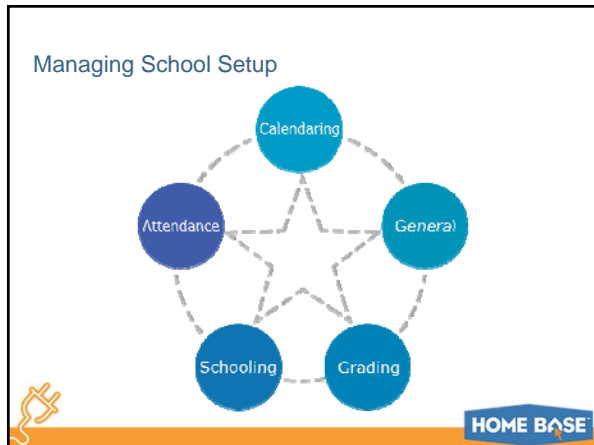
System Report Setup	
Function	Description
Form Letters	Design and edit single page, free-form report templates.
Mailing Labels	Design and edit custom mailing label templates.
Object Reports	Design and edit multi-object, multi-page, free-form report templates.
Report Cards	Design and edit student schedule 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







Managing Attendance – change teachers codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
T	Tardy	Yes	Yes	Present	3
TE	Tardy Excused	Yes	Yes	Present	4
P	Parent Excused	Yes	Yes	Absent	5
U	Unexcused		Yes	Absent	6
S	School Excused	Yes	Yes	Present	7
I	In School Suspension		Yes	Present	8
O	Out of School Suspension		Yes	Absent	9
X	Truant		Yes	Absent	10
V	Vacation	Yes	Yes	Absent	11
F	Field Trip		Yes	Present	12

School > Attendance Codes

Viewing Sections

SOC1000 U.S. History

Exp	Sec #	Term	Teacher	Am	Enrollment	Attendance
1(A)	1	15-16	Higgins, Theodore X	124	24	
1(B)	3	15-16	Higgins, Theodore X	124	17	
2(A)	4	15-16	Higgins, Theodore X	124	28	
4(B)	6	15-16	Michael, Sean V	124	21	
4(A)	5	15-16	Abram, Michael	124	17	
1(A)	2	15-16	Abram, Michael	125	18	

Make all students listed above the current selection



School > Sections > (Select a course)



Editing a Section

Edit Section

Section
 Course Name: AP Calculus
 Course Number: 1473003
 Schedule:

Section	Am	Enrollment
1	0	0
2	0	0
3	0	0
4	0	0

 Term: Semester 2 Start Date: 11/20/2016 End Date: 05/20/2017
 Teacher: Section Lead:

Staff	Role	% Allocation	Start Date	End Date	Actions
Carson, Brian W.	Lead Teacher	100	11/20/2016	05/20/2017	

 Teachers/Staff:

Additional	
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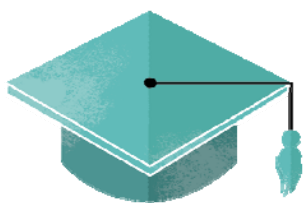
 No records found

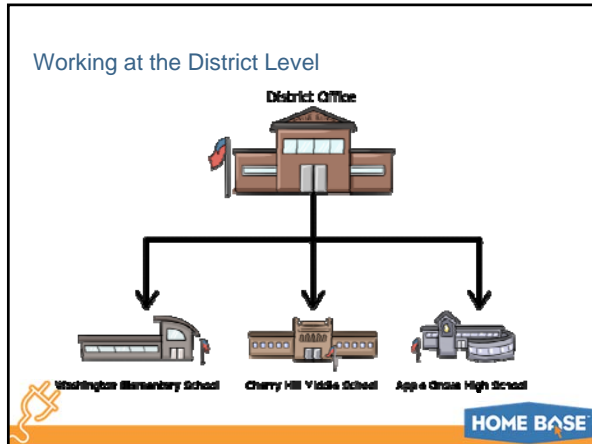


School > Sections > (Select a course) > (Select a section)



Using District-Level Features





Setting the Default Term

Default Term When Between School Years:

Default term level:

When changing schools always set term based on the schools default term level:

Disable Student and Parent Portals/Mobile Apps:

1/4 (Quarter)
1/2 (Semester)
1/3 (Trimester)
1/1 (Full year)

District > Miscellaneous (under district information)

The HOME BASE logo is in the bottom right corner.

Setting Up PowerSchool Security

Security	
Access to Page Permissions	Turn page permissions on or off.
Field Level Security	View the status of locked field level security rules and create, update or remove rules.
Groups	Define security group rights and privileges.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
LDAP Directory Setup	Configure PowerSchool to authenticate via an LDAP directory server.
LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server.
Locked Accounts	View and unlock accounts which have been locked out due to multiple failed sign in attempts.
Mass Assign/Remove User Access Roles	Mass assign/remove User Access roles to selected staff.
Password Rules Management	Set the complexity, reuse, and expiration rules for passwords.
Report of Invalid Sign In Attempts	Report of Unsuccessful Sign In Attempts.
Roles Administration	Links to Roles settings and functions.
Sign In Attempts Restrictions	Set the number of sign in attempts allowed before locking out an IP address.
State Report Security	Edit security group settings for state or provincial reports.
Users By Group	List all users and their associated security group.

System > Security section

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Better Safe than Sorry – Security Settings



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Key Points

- Header – PowerSchool icon, staff member associated with the sign-in credentials, a link to the Help menu, and a link to sign out of the system
- Navigation toolbar – School menu, Terms menu, navigation path or breadcrumbs, and navigation buttons
- Main page – Conduct student, staff, and parent searches
- Main menu – Divided into Functions, Reports, People, Setup, and Applications sections, each containing links to other PowerSchool features



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