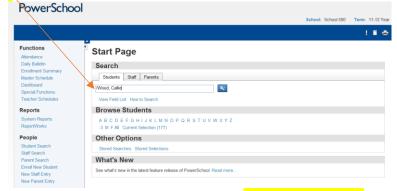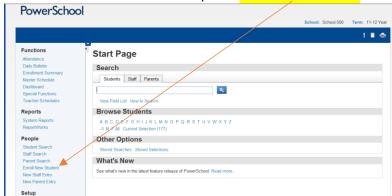PowerSchool Training:

- **enrolling new students –**
  - Start Page
  - Search for students before enrolling by using the Search Student field. Inserting a / before the student name searches active and inactive students.
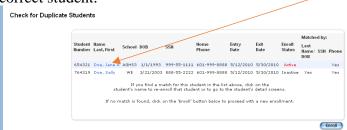 -
  - If student is not found in search, click Enroll New Student on the start page.
  -
  - The Enroll New Student page will appear. Complete all required fields. It is imperative that you fill in as much information as possible on this page. PowerSchool performs a district wide search for the student before it will allow you to enroll. The more information you enter the better the chance you have of not duplicating a student.
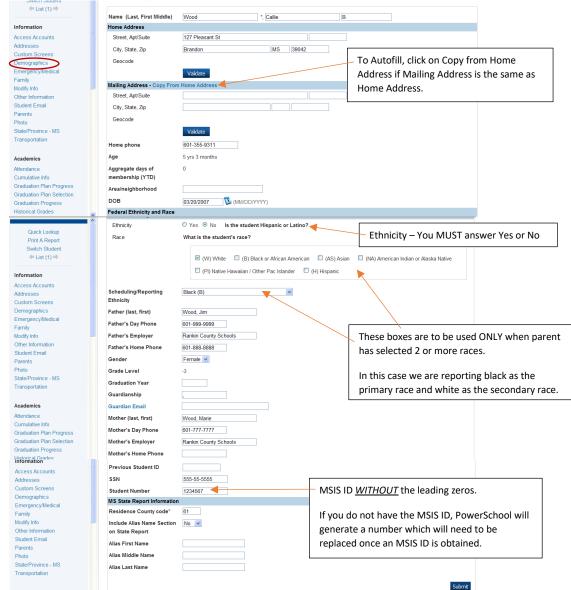
Enroll New Student

Student Information

| Student's Name (Last, First Middle) | Wood | *, Callie | B |

DOB: 3/20/2007 (MM/DD/YYYY)

Student number: 1234567 (If this field is left blank, the syst... — *MSIS ID WITHOUT leading zeros*

Social Security Number: 555-55-5555

Phone Number: 601-955-9311

Enrollment date: 8/7/2012 (MM/DD/YYYY) * — *First day of school OR first day of enrollment*

Full-Time Equivalency: FTE 500 — *Full Time Equivalency must be filled in or the student will not be enrolled.*

Grade Level: -3

Entry Code: E1 (First time in School this year)

Track:

District of Residence: Rankin County School District (6100)

Fee Exemption Status: Student Not Exempted

School: School 500

Mississippi State Information

Special/Secondary Grade Code: — *Special Education and GED grades are marked here (ie – 56, 58, 78, etc.)*

Information for Family Match

Students may be linked to other family members in the school or district and their demographic info...
By creating a link between students, shared information can be synchronized so edits that occur to one student can automatically be made to the linked students.

◉ Enroll without Linking or Copying Information — *Be sure to check Enroll without linking*
○ Search For Family Members to Link to and Copy Information from

Family ID:

Mother's Name: Wood, Marie — *Last Name, First Name*

Father's Name: Wood, Jim

Guardian's Name:

Sibling's Name (Last, First MI):

☑ Include Student's Last Name (Wood) In Search.

Home Address

Street, Apt/Suite: 127 Pleasant St

City, State, Zip: Brandon MS 39042

Geocode:

[Validate]

[Submit]

- o Click Submit. PowerSchool will search for duplicates. If none are found the new student information will be saved. If a duplicate student is found the information will appear on the screen and you will be asked if you still want to enroll the student. If the student is found at a sister school you will need to call Data Management (601-824-9994) and we will transfer the student to you. You will then need to update the student's Demographic information.
- o The screen below shows possible duplicates of an enrolling student. In this case, a last name and phone number were found but no actual name match. If a duplicate student does exist, DO NOT CLICK ENROLL! Click on the student's name in the duplicate screen to check demographic information and verify that this is the correct student.

Check for Duplicate Students

Student Number	Name Last, First	School	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name/ DOB	SSN	Phone
654321	Doe, Jane A	AGHS3	1/1/1993	999-55-1111	601-999-8888	5/12/2010	5/30/2010	Active			Yes
764319	Doe, Sally	WE	3/21/2003	888-55-2222	601-999-8888	5/12/2010	5/30/2010	Inactive	Yes		Yes

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

[Enroll]

o When you have verified that this is indeed a new student you will need to fill in the Demographic, Emergency/Medical, Parent/Guardian, State/Province – MS and Custom Screens for the new student.

o **Demographics**: Click on Demographics under Information in the left sidebar. Complete all required fields. Some of the information will already be filled.

o Click Submit. The Changes Recorded page will appear.
See next page for Emergency/Medical and more…

o **Emergency/Medical:** Enter required fields.

Entering text in this field will cause the Medical Alert symbol 🏥 to appear next to the student's name any time a student is accessed by a user.

o Click Submit. The Changes Recorded page will appear.

o **Parent/Guardian:** Complete all required fields

Entering text in this field will cause the guardian alert symbol 👤 to appear next to the student's name anytime the student is accessed by a user.

o Click Submit. The Changes Recorded page will appear.

- **State/Province – MS:** Complete all required fields. At the bottom of the page you will find links to the Title School and Vocational pages. You must complete the State/Province page and click submit before moving on to these pages. If you do not, your information will not be saved.

- Click Submit. The Changes Recorded page appears.
- Click on State/Province – MS again to move on to the Title and Vocational links at the bottom
- **Title 1:** From the State/Province – MS page scroll to the bottom and click the link for Title 1.

- If your school is a Title school you will enter Yes for the first 4 (four) boxes.
- Non Title schools may leave them blank.
- Click Submit.
- **Vocational/Technical Information:** Enter all required fields and Submit. The Changes Recorded page will appear.

Vocational Student	Yes
Enrolled in a Technical Preparation program	No
Continuing education in vocational programs	
Vocational student continuing education in academic programs	
Graduating senior and will be continuing education in a post-secodary vocational program	
Enlisted in the military	
Employed	
Deceased, arrested, etc	
Passing courses	
Demonstrated academic attainment on the pre-test, post-test series	
Completed two-year Occupational program and entered job in that field	No
Disabled	
Disadvantaged	No
Non-traditional gender	
Single Parent	
Displaced homemaker	
Receiving services from Special Population Personnel	
Graduation Eligibility	
Ungraded	
Passed IEP	No

Students enrolled in a vocational course must be marked Yes otherwise you will receive MSIS errors.

View All Enrollments

Submit

- **Custom Screens:** click on Custom Screens from the list of links on the left

Print A Report

Switch Student

⇐
List (360)
⇒

Information

Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health

PowerScho

Start Page > Student Selection > Miss

Vocational/Technic

Vocational Student

Enrolled in a Technical Preparat

Continuing education in vocatio

Vocational student continuing e

- Click on Student Info 1 on the left
- This page is used to record Township/Range (grid code) information, bus information, Learning Center students, students reported for Truancy and other information. **ie – username and passwords are imported into this page, graduation dates on listed here and Clever logins. See below…

- **Creating a schedule from scratch for new students:**
  - o
- **Changing schedules (add/ drop classes) - checking dates and doing it the proper way for MSIS purposes**
  - o Pull up student in PowerSchool
  - o Select Modify Schedule from the list of links on the left (at the bottom of the list)
  - o Select the course/s you need to drop and click "Drop Selected" button.

  - o You can also click the Drop All button to drop the entire schedule
  - o Enter the correct Exit Date and click "Drop Classes" button

- The exit date must be the last day the student was in the course and cannot be the same date the entry date.
- After dropping the course/s you MUST make the following changes under All Enrollments:
  - Click the All Enrollments link from the list of links on the left
  - Click the Edit link to the right of each course that was dropped
  - Check the box next to "Exclude Class Enrollment from State Reporting" and click Sumbit at bottom of page

Edit Enrollment Record

Student	
Course	ACT/SAT Prep A (ELAST51.10)
Teacher	Knighten, Shelby
Expression	2(A)
Enroll Date	01/09/2018
Exit Date	05/30/2018

Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster Schedule page.

Mississippi State Information	
Exclude Class Enrollment from State Reporting	☑

The following information is for vocational courses only

The fields below are reported for Vocational Courses, and will default to either P or N. Use the drop down values below to override the P or N default valu

| Vocational Course Indicator (Course is checked Vocational) | No |
| Vocational Course Status Indicator | |

  - Here is an example to show several courses that were dropped that will need to be excluded from State Reporting:
    Family Dynamics period 5B has an entry date of 8/10 and exit of 8/25. Scroll further down and you will see that the new 5B class was entered on 8/26 (Photography) and was completed on 1/1 at the end of the semester. The Family Dynamics class will need to be excluded from state reporting. If it is not excluded, MSIS will expect to see a final grade for this class at the end of the year.

Entered	Exited	Exp	Course	Teacher	View	Edit
8/10/2010	8/25/2010	5(B)	Fam. Dynamics	Statum, Coleen	View	Edit
8/9/2010	1/1/2011	1(A)	Child Dev.	Statum, Coleen	View	Edit
8/9/2010	1/1/2011	4(A)	Ceramics	Leach, Michelle	View	Edit
8/9/2010	1/1/2011	2(A)	Phy.Ed.-Sem.	Cable, Chareck	View	Edit
8/26/2010	1/1/2011	5(B)	Photography	Leach, Michelle	View	Edit
1/5/2011	1/24/2011	1(A)	Law-Rel. Ed.	Bartling, Neill	View	Edit
1/5/2011	1/24/2011	2(A)	Sociology	McLaurin, Nathan	View	Edit
1/6/2011	1/24/2011	5(B)	Nut/Wellness	Williams, Jennifer	View	Edit
8/10/2010	2/16/2011	7(B)	AP US Hist.	Tullos, Renee	View	Edit
1/24/2011	5/26/2011	2(A)	Drawing 1	Hodges, Tammy	View	Edit
1/24/2011	5/26/2011	1(A)	Study hall	Thomas, Karen	View	Edit
1/5/2011	5/26/2011	4(A)	Ceramics 2	Leach, Michelle	View	Edit
2/16/2011	5/26/2011	7(B)	USHistory	Fairly, Rebecca	View	Edit

  - All Enrollments is a snapshot of all scheduling entries or drops a student has for the current school year. There are several important things to remember about All Enrollments:
    - All Enrollments CAN NOT BE IGNORED!
    - All scheduling changes within your school will require you to exclude classes from state reporting in All Enrollments.
    - All Enrollments is time sensitive and will cause MSIS errors when sending monthly files if not managed daily!
    - A student enrolling at your school from another Rankin County School (E3's) will need to have classes from the prior school

excluded from state reporting AFTER your monthly file is successful in MSIS.

- If a class is not excluded in All Enrollments, MSIS will expect a grade for that class at the end of the year.
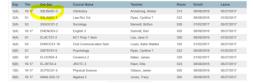- If you exclude a class from state reporting and you receive an error indicating the exit date cannot be before the entry date THAT CLASS HAS NOT BEEN EXCLUDED!! YOU MUST GO BACK AND CORRECT THE DATES BEFORE THE CLASS CAN BE EXCLUDED.

- **Historical Grades**
  - Pull up student in PowerSchool
  - Click Historical Grades from the list of links on the left
  - Click Multiple New Entries button if you have grades to enter from PRIOR YEARS ONLY:
    - Enter the Course name as it is listed on their transcript
    - Enter only the Y1 grade
    - These grades do NOT print on Report Cards
    - These grades DO print on Transcripts
  - Click Single New Entry button if any of the following apply:
    - A student moves from Northwest Middle to Brandon Middle. The historical grades in PowerSchool will remain linked with Northwest Middle course.section until Brandon Middle creates new entries for each class.
    - A student enrolls at your school from a school outside our state or district. Single new entries will need to be made for each course. Use the student's current schedule and enter the grades for each subject from the prior school. Use the student's current schedule for correct course.section numbers.
    - An elementary student moves from one homeroom section to another. Single new entries will need to be made linking that student to the new teacher.
  - **Enter current year grades into Historical**
    - When a student is moving to your school from a school in or outside of the district OR moving from one section to another you will enter grades as a Single New Entry. A separate entry will need to be made for each course. Be very careful when entering the coursenumber-section number as this links the grades you enter to future grades that will be stored for that course.
      - To find the coursenumber-section you will need to look at the student's current schedule.
      - Pull up the student in PowerSchool
      - Click List View from the list of links on the left

    - Click Historical Grades from the list of links on the left

- Select Single New Entry
- Fill in all information making sure to enter the Course Number – Section correctly
  - The School name defaults to your school
  - Enter the current school year. 2017-2018 year would be 2017
  - Enter correct store code (S1, S2, or Y1)
  - Enter grade level of student
  - Enter correct course and section number (looked up in above steps)
  - Leave the Course Name blank, this will be filled in IF the correct coursenumber-section was entered
  - Do not enter Teacher name
  - **WARNING:** Entering course name or teacher name incorrectly will give you double lines in Historical grades. In this example, the course name was entered incorrectly so the student has 2 entries for the ==same subject==. Delete the incorrect entry.

Multiple New Entries	Single New Entry	Previous School Names	Detail View		
Year/Term	**Grd Lvl**	**Course**	**Earned Credit**	**S1**	**S2**	**Y1**
10-11 S2	9	Com.Health Sem	0.500	.	C	C
10-11 S2	9	Desktop Pub	0.500	.	D	D
10-11 YR	9	Desktop Publishing	0.000	.	D	.
10-11 YR	9	English 1	0.000	D	F	F
10-11 YR	9	Homeroom 9th	0.000	.	_	_
10-11 S2	9	LearningStrategies	1.000	D	D	D
10-11 YR	9	Phy. Science	2.000	C	D	D
10-11 YR	9	STEM 1	2.000	C	C	C
10-11 YR	9	Wld. Hist.	0.000	F	F	F

  - Enter grade letter student earned
  - GPA Points leave blank
  - Added Value leave blank
  - Enter Percent (numeric) grade student earned
  - Citizenship leave blank
  - Enter Earned Credit for credit hours earned (middle/high only)
  - Enter Potential Earned Credit the student earned (middle/high only)
  - Enter Credit Type according to which class entering. Here is a list of credit types used in PS:
    - EN for English
    - MA for Math
    - SS for Social Studies
    - SC for Science
    - BU for Business
    - HE for Health
    - FA for Arts
    - PE for PE
    - EL for Elective
    - These are ALL case sensitive, they are ALL UPPERCASE
  - Select to Exclude from GPA or Include
  - Select to Exclude from Class Rank or Include

- Select to Exclude from Honor Roll or Include
- Teacher Comments are optional
- Enter MS State Information Carnegie Code (middle/high only)

000	All year no units	105	1st semester ½ unit
005	All year ½ unit	110	1st semester 1 unit
010	All year 1 unit	200	2nd semester 0 units
020	All year 2 units	205	2nd semester ½ unit
100	1st semester 0 units	210	2nd semester 1 unit

- Click Submit
- Click Single New Entry to add any additional courses
- **IMPORTANT - After Single New Entries are made for a student the old entries from a prior teacher or school must be deleted. When viewing historical, the old entry is usually on top of the new one. This can be verified by scrolling to the bottom of the entry and checking the date created.**

- Open the old entry, scroll to the bottom and click Delete
- ***Notify the teacher with grades to enter in their grade book. If this step is not completed, the student's grades will not average correctly.***
  - o **Entering Credit Recovery into Historical (high schools only)**
    - ▪ Follow the above steps using this information:
      - Course Name: Credit Recovery – Subject
        (ie – Credit Recovery – Geometry)
      - Select to EXCLUDE from GPA, Class Rank, and Honor Roll
      - Grade = P
      - GPA Points = 0
      - Added Value – leave blank
      - Percent = P
      - Citizenship – leave blank
      - Earned Credit = 0
      - Potential Earned Credit = 0

- Carnegie Codes = 000
- Edit the previous failing grade by clicking on the grade in the Y1 column and change to a 60.
- Change Earned Credit Hours to match Potential Credit Hours
- Fill in the correct Carnegie Code from the chart above

- **Entering Prior Year Grades into Historical Grades:**
  - Pull up student in PS
  - Click Historical Grades from the list of links on the left
  - Select Multiple New Entries
    - Enter School Name where credit was earned
    - Enter School year (2016-2017)
    - Enter Historical Grade Level
    - Course Number – leave blank
    - Enter Course Name (not the course ID)
    - Teacher Name – leave blank
    - Credit Type – leave blank (Ask Ginger about this)
    - Select to Exclude or Include from GPA
    - Select to Exclude or Include from Class Rank
    - Select to Exclude or Include from Honor Roll
    - Enter Grade – letter grade student earned
    - Enter GPA Points student earned for this grade
    - Added Value – leave blank
    - Enter Percent (numeric) grade student earned
    - Citizenship – leave blank
    - Enter Earned Credit the student earned
    - Enter Potential Earned Credit the student could have earned
    - Repeat the process for additional courses earned in the school year and click Submit.
    - Repeat the process for additional prior years

- **looking at sections / teacher and class sizes and #'s**
  - **Viewing Sections:**
    - From the PS Start page click School from the list on the left
    - Click Sections under the Scheduling section
    - You can sort by Course Number or Name
    - Click the name of the course
    - You will see all the sections for that course for the current year
    - Click the Sec# to view preferences for that section
    - Click the Enrollment number link to view students enrolled in that section
  - **Viewing Teacher Schedules:**
    - From the PS Start page click Teacher Schedules
    - Click the name of the teacher to view the schedule
    - Click the Sec# to view preferences for that section
    - Click the Enrollment number link to view students enrolled in that section

- **ACT Scores and where to locate state test scores in powerschool**
  - **Locating Test Scores in PS:**
    - Pull up student in PS
    - Click Test Scores from the list of links on the left
    - This shows all test scores that have been imported for that student.
    - There are several reports that show test scores, too.
      - From the PS home page click System Reports
      - Click RCSD Reports tab
      - Under the Test section there are several reports for ACT and SATP
  - **Inputting Test Scores**
    - Test scores are imported by Technology
    - Occasionally test scores cannot be matched to a student in PowerSchool and must be entered by hand. This is due to information being entered incorrectly when the student took the test.
    - When this happens a list of students that need to have test scores entered manually will be emailed to all counselors at their school. They will be in a spreadsheet with all their test information.
    - To enter a test score manually:
      - Pull up the student in PS that needs a test score entered manually
      - Click Test Results from the list on the left
      - Select the correct test from the drop down (ACT, PARCC, SATP, etc…) and click Submit

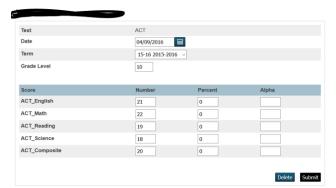   - Enter Date the test was taken
      - Select the correct Term from the drop down list
      - Enter Grade Level
      - Enter correct Number, Percent, & Alpha for Score types listed for that test and click Submit
      - Here is an example of an ACT test:

- **How to assign net access for new student/parents**
  - Students and Parents have the right access information in PowerSchool.
  - Students have an account once they are enrolled. They get a login and password from the Technology Dept that is automatically imported into PowerSchool. It takes up to 2 days for this process to complete. If a username and password is not in PowerSchool please put a work order in for this to be fixed.
    - To view the student's access to PowerSchool pull up the student from the PS start page
    - Click Access Accounts from the list of links on the left
    - Make sure there is a check in the box at the top for "Enable Student Access" AND "Student LDAP Enabled". If these are not checked you may do so and click Submit
    - There must also be a username in the "Student Username" field. If there is not a username click the LDAP Lookup button or type in the students username. The Student Password field can be blank. Click Submit
  - Parents will receive a Parent Portal Letter with information on how to setup an account for their child. This letter can be printed at any time by the school.
    - To view a student's Parent Access Information pull up the student from the PS start page
    - Click Access Accounts from the list of links on the left
    - There needs to be a check in the box "Enable Parent Access", if there is not check it and click Submit
    - The Access ID and Access Password fields should be filled in. If they are not click the "Auto-assign IDs and Passwords for this student" button. This fills in the Access ID and password for the parent.
    - This screen also shows any current Parent Portal accounts the student may have.
    - You can click the Parent's name to view information about the parent account.
  - **Parent Portal Letters:**
    - You can print Parent Portal Letters by student or in bulk
    - To print for one student, pull up the student from the PS start page
    - Click Print A Report from the list of links on the left (it's at the top of the list)
    - For "Which report to print" select "Parent Portal Letter.1" and click Submit
    - To view and save the letter click the View link from the Report queue

    - To print the Parent Portal Letter for multiple students, from the PS start page select your group of students
    - From the Group Functions button drop down select Print Reports
    - Select "Parent Portal Letter.1" from the "Which report would you like to print?"

- - - Click Submit
    - Click the view link in the Report Queue to view your letters
  - **Student Portal Letters:**
    - See how to print Parent Portal Letters but choose Student Network Letter for which report to print.
    - This report prints a student's username and password.
- **Where to find GPA and class rank info**
  - From the PS start page pull up student
  - Click Counselor Dashboard from the list of links on the left
  - This shows the Quick Lookup page (current grades from the gradebook), Current Schedule, Cumulative Info (GPA's, Class Rank, etc…), Historical Grades, Test Scores, and Parent and Student Net Access info. all in one screen.
- **withdrawing students who move**
  - To be added at a later date…
- **where to locate discipline entries in powerschool**
  - To be added at a later date…
- **where to find the "one time" powerschool tasks on the ITD website**
  - Technology PowerSchool website: http://www.rcsd.ms/Page/50395
  - Technology PowerTeacher website: http://www.rcsd.ms/Page/50517
  - Data Management PowerSchool Guide: http://www.rcsd.ms/Page/26680
- **Inputting state test graduation requirement options**
  - To be added at a later date…
- **Add a medical, emergency or guardian alert**
  - To be added at a later date…