Working with PowerSchool Mobile App

Connecting PowerSchool Mobile App to PowerSchool

After a user downloads the mobile app to their device, the app will need to point to the correct PowerSchool server to authenticate. The PowerSchool Mobile and PowerTeacher Mobile apps walks the user through an on-boarding process. Most users will enter a four-character code that is used to locate the PowerSchool server. If a user does not know their District Code, they can search for their district by district name or school name. They can also manually enter the PowerSchool server URL. In either case, the mobile apps will search for the district code via PowerSource and/or connect via the server if the mobile services are accessible.

Region 14 District Code HMRK

The district code is a four-character code that can be entered on the sign in screen to point the mobile apps to the PowerSchool mobile services. This code is auto generated when the PowerSchool server is registered with PowerSource. The district code should never change for your district. If PowerSchool registers with a new domain name, the district code will update to the new domain name.
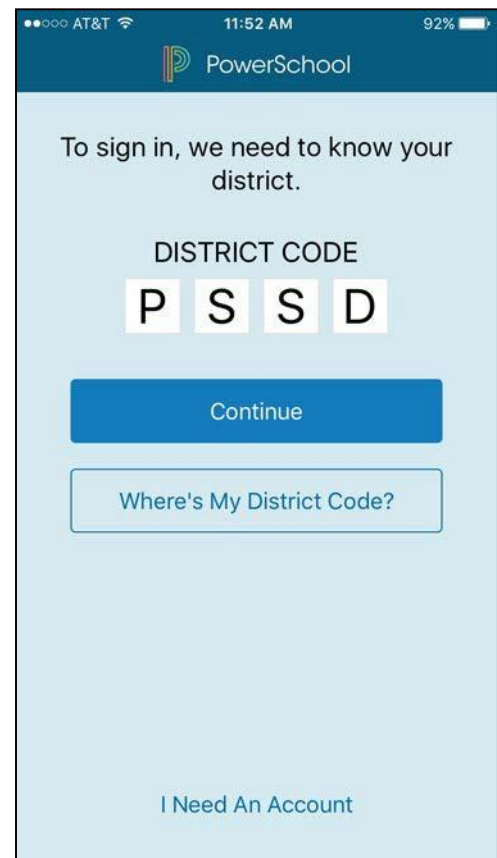
Anytime the district code is updated, it will be validated with PowerSource.
At this point, the user enters their username and password to authenticate with PowerSchool.

How to Locate the District Code

The district code automatically appears on the lower left portion of the navigation menu of the
PowerSchool Student and Parent portal and the PowerTeacher portal.

1. Sign in to PowerSchool Student or Parent portal.
2. On the left navigation menu, locate the District Code located at the bottom of the

3. menu. If no code appears, the server is not registered with PowerSource.

How to Locate the District Code on the Administration Portion of PowerSchool

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Mobile Registration**. The Mobile Registration page appears.
3. If the PowerSchool server is registered with the PowerSource mobile registration server, the Mobile District Code appears. If the PowerSchool server is not registered, dashes appear.

Searching by District Name and/or School Name in the Android App

Users can search for the PowerSchool server by district name or school name.

1. Open the PowerSchool Mobile app.
2. On the Sign In screen tap **Help** or the question mark in the upper right corner.
3. On the District Code Help screen, tap **Search for Your District**.
4. Enter the full district name or school name in the field(s) provided, and then tap **Search**.
5. On the Search Results screen, tap the correct district name.
6. On the District Details screen, tap **Connect to this PowerSchool**.

7. On the Sign In screen, enter your username and password, and then tap **Sign In**.

Manually Entering the PowerSchool Server Address in the Android App

If you share the PowerSchool server address with the parents and students, they can enter it in the mobile app manually.

1. Open the PowerSchool Mobile app.
2. On the Sign In screen tap **Help** or the question mark in the upper right corner.
3. On the District Code Help screen, tap **Search for Your District**.
4. Enter the PowerSchool server address in the field provided, and then tap **Submit**.
5. On the Sign In screen, enter your username and password, and then tap **Sign In**.

Searching by District Name and/or School Name in the iOS App

Users can search for the PowerSchool server by district name or school name.

1. Open the PowerSchool Mobile app.
2. On the Sign In screen tap **Where's My District Code**.
3. Select **Search by School or District**, then enter your school or district name in the search field. Select the district when it appears on the screen.

Manually Entering the PowerSchool Server Address in the iOS App

If you share the PowerSchool server address with the parents and students, they can enter it in the mobile app manually.

1. Open the PowerSchool Mobile app.
2. On the Sign In screen tap **Where's My District Code**.
3. Select **Enter Server Address**.
4. Enter the PowerSchool server address in the field provided, and then tap **Submit**.
5. On the Sign In screen, enter your username and password, and then tap **Sign In**.

PowerSchool iOS Mobile App Features

Feature	Description	Enable/ Disable by Admin?
Dashboard	Can display Class Overview, Attendance and GPA Tap **Edit**, then tap ▬ and drag widgets to change the order. Tap 🔴 to remove widgets. Parents or guardians can create custom Dashboard view for each student. Tap the student photo (or initials if no photo available) to select a different student.	✔️
Classes	Use the Term Picker to filter classes and class details like assignments and attendance by terms set up by your district. Swipe left or right to view additional terms. Tap on a term to select it. On the Classes screen, choose a class to view graded assignments and their details such as if an assignment is missing, late, or incomplete. Tap ✉️ to email a teacher. If the teacher doesn't have an email address available, the button does not appear.	❌
Attendance	Displays student attendance on the Dashboard or Classes screen.	✔️
Calendar	On the Calendar screen, tap on a date to view upcoming assignments. Swipe left/right to navigate between months and up/down to switch between month and week view.	❌
Account:		
Notifications	Tap Account, then tap Notifications to configure the notifications you want to receive. Use the sliders to turn the notifications on or off.	✔️
Student Profiles	Tap Account, then tap Student Profiles to change the student photo.	❌

Feature	Description	Enable/ Disable by Admin?
About	Displays the app version number and information on the PowerSchool Mobile team.	✗
Feedback	Email PowerSchool directly with feature requests or kudos. Or, write a review of the app. **Note**: The PowerSchool app data is configured and managed by the school district. PowerSchool cannot assist with username/password issues, incorrect grades, inaccurate data, or features that are not enabled by the district.	
Mobile Team	View school photos of the PowerSchool Mobile team.	
Acknowledgements	View license acknowledgements.	
Privacy Policy	View the PowerSchool privacy policy.	
PowerSchool Mobile	View the app type (parent or student).	
Version	View the version of the app.	
Help	Displays online help on how to navigate the screens in the app.	✗
Sign Out	Tap Account, and then tap Sign Out.	✗

PowerSchool Android Mobile App Features

Feature	Description	Enable/ Disable by Admin?
Dashboard	Similar to the Quick Lookup screen on the PowerSchool Student and Parent portal, this view displays a column and row view of an individual student's schedule. The rows are organized as the student's schedule and the columns are the grades. The last column is a total count of absences for each specific section. Tapping on a section title, grade, or attendance total will display the specific data details.	✔
Assignments	Displays all assignments and the associated score. Tap on an assignment to view details. Tap Share to post the assignment grade on Twitter. Tap the category to view details. The Filter option allows you to group or sort data, or filter data by terms.	✔
Grades	Tap the tabs across the top of the screen to view Final Grades, Standards, or Citizenship grades. Tap the grade to view grade details. Tap Share to post the grade on Twitter. The Filter option allows you to group or sort data, or filter data by terms.	✔
Attendance	Displays student attendance. The Filter option allows you to group or sort data, or filter data by terms.	✔
Schedule	Displays the current student schedule. Tap on a course to view course details, then tap on an assignment or grade to view further details. The Filter option allows you to group or sort data, or filter data by terms.	✘

Feature	Description	Enable/ Disable by Admin?
Fees/Meals	Tap the tabs across the top of the screen to view Fee Transactions or Meal Transactions. Details about the transactions appear on the screen. **Note**: The Meal Transactions tab will only display if meal transactions are enabled and meal transactions exist.	✔
Teachers	Displays all teachers for the student. Tap on a teacher name to view the courses they teach with the student. Tap the email address to send an email to the teacher. Tap a course to view course details.	✘
Activities	Displays all school activities for the student.	✔
Email Alerts	Set the type of email alerts you want to receive. Use the controls to set the type of email alerts to receive. You can also set the frequency of how often you receive email alerts, and set a distribution list.	✔
Live Feed	Displays current assignment grades, final grades, absences and activities.	✘
Summaries	View current absences, GPA, fee balance and meal balance for each student associated to the parent account.	✘
Announcements	View all announcements for all students associated to the parent account.	✘
Calendar	Displays attendance, assignments due, final grades, standard grades, citizenship grades, announcements, fee/meal transitions, and calendar events for all students associated to the parent account. Tap the navigation arrows to scroll through the calendar to see past or future dates. The Filter option allows you to show or hide	✘

Feature	Description	Enable/ Disable by Admin?
	specific data on the calendar.	
School Map	View the school map that has been uploaded by the PowerSchool administrator. **Note**: This feature will only appear if a school map has been uploaded for at least one school. If a school map has not been uploaded, this feature is hidden.	✗
Settings:		
Notifications	Enable push notifications for final grades and/or attendance	✓
Disabled Features	Displays a list of features that have been disabled by the administrator. The server API version and the District Code also appear at the bottom of the screen.	✓
Attendance Codes	View attendance codes for the district.	✗
Student Photos	Manage the student photo. You can choose an existing photo, take a new photo, delete an existing photo, or update the photo from the PowerSchool server.	✗
Preferred Name	Add a preferred name for the student.	✗
Display Grade Trending	Setting that determines whether or not trending arrows, that indicate when a grade changes are displayed.	✗
FAQs	Displays a list of frequently asked questions about PowerSchool Mobile.	✗
Rate Our App	Submit a rating for the app.	✗

Feature	Description	Enable/ Disable by Admin?
About	Displays the app version number and information on the PowerSchool Mobile team.	✗
Acknowledgements	Displays copyright and permissions from third-party developers.	✗
Privacy Policy	Displays the privacy policy for the PowerSchool Mobile app.	✗
Help Center	Displays online help on how to navigate the screens in the app.	✗
Logout	Tap to logout of the app.	✗

PowerTeacher Mobile App Features

Feature	Description
School Announcements	View school and district announcements.
Current Term	Select a current term, which will change the list of sections available.
Classes:	
Student Roster	• Review class roster. • View student demographics. • View student alerts. • Send email to student contacts. • View student photos.
Attendance	Take attendance using the same Attendance grid available in the PowerTeacher portal.
Assignments	• Create update, and manage assignments. • Record scores for assignments. • Mass fill assignment scores.

Feature	Description
	• Enter comments and score codes for assignments. • Post assignments and scores to parents and student in real time. • View grade scales.
Final Grades	• Set up final grades for each section based on total points, term weight, or category weight calculation. • Manually override the final grades from auto. • Auto-calculate student final grade from PowerSchool.
Student Groups	• Create a group structure for the students in a section. • View Scoresheet for student groups.
Section Information	• Enter a customized name for a section to help you keep track of multiple sections. • Review and update Final Grade Setups
Scoresheet	View all student scores, grades and assignments for a class (only available on an iPad). • Create update, and manage assignments. • Record scores for assignments. • Mass fill assignment scores. • Enter comments and score codes for assignments. • Post assignments and scores to parents and student in real time. • View grade scales. • Review class roster. • View student demographics. • View student alerts. • Send email to student contacts. • View student photos. • Set up final grades for each section based on total points, term weight, or category weight

Feature	Description
	calculation. · Manually override the final grades from auto. · Auto-calculate student final grade from PowerSchool.
Miscellaneous:	
Assignment Categories	Create, update, and manage assignment categories.
Virtual Chalkboard	Use the virtual chalkboard to illustrate ideas on your device.
User Settings	· Passcode Lock - Enable a passcode lock for the app. • Grading – Set grading preferences • Assignment Sort – Define the assignment sort order • Student Sort – Define the student sort • Student Display – Define the student name display • Pull to Refresh – Enable pull to refresh feature • Sounds – Turn app sounds on or off • Photos – Configure student photo settings • Student Settings – Show/hide dropped students • Feedback – Sent user feedback • App Review – Tell everyone how you like the PTM app • About – Mobile app team • Acknowledgements – List acknowledges for PTM development
Help Center	User assistance to help guide you through the app.

Troubleshooting Mobile Services

The following information should help you troubleshoot any issues with mobile services.

How to find my District Code for Mobile Apps

In PowerSchool:

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Mobile Registration**. The Mobile Registration page appears.
3. If the PowerSchool server is registered with the PowerSource mobile registration server, the Mobile District Code appears. If the PowerSchool server is not registered, dashes appear.

In PowerSchool Student and Parent portal:

1. Sign in to PowerSchool Student or Parent portal.
2. On the left navigation menu, locate the District Code located at the bottom of the menu. If no code appears, the server is not registered with PowerSource.

In PowerSchool Android Mobile app:

1. On the overflow menu, tap **Settings > Disabled Features**.
2. Scroll to the bottom of the screen. The District Code appears in parentheses next to the server API version.
   OR
1. On the sign in screen, tap **Where's My District Code?**
2. Select a method to locate your District Code, or enter the PowerSchool server address manually.

In PowerSchool iOS Mobile apps:

1. On the sign in screen, tap **Where's My District Code?**
2. Select a method to locate your District Code, or enter the PowerSchool server address manually.

How to Verify Mobile Services are Installed and Running

Enter the following in a Web browser:

http[s]://[PowerSchool Server Hostname]/pearson-rest/services/listServices
or
http[s]://[PowerSchool Server Hostname]/pearson-rest

How to Uninstall and Reinstall the Mobile Apps on Your Device

Android

1. Depending on the device, apps are uninstalled via the Settings menu > Apps or Application manager.
2. Touch the app you want to uninstall, and then touch **Uninstall**.

3. To reinstall the app, download it from the Google Play Store.

iOS

1. Delete the app on your iPhone by holding on the app's icon for a couple of seconds (hold until the icons start to wiggle), then tap the **x** in the top left corner of the app icon, then tap **Delete**.

2. To reinstall the app, download it from the App Store.

How to Locate the API Version

Enter the following in a Web browser:

http[s]://[PowerSchool Server Hostname]/pearson-rest/services/listServices **or**

http[s]://[PowerSchool Server Hostname]/pearson-rest **or**

In PowerSchool Mobile, tap **More > Settings > Disabled Features** and scroll to the bottom of the screen.

Appendix

PowerSchool Mobile Screen Shots - iOS

About
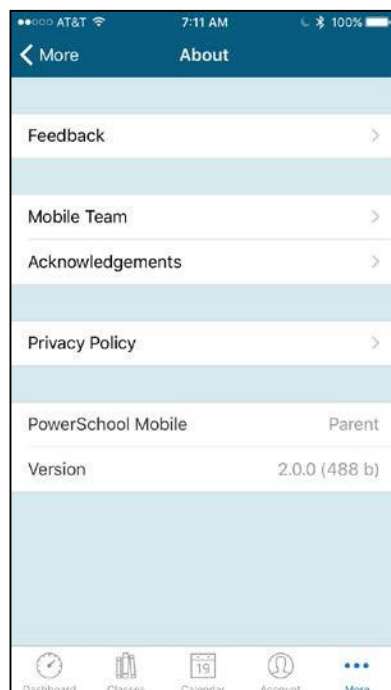
Account/Sign Out
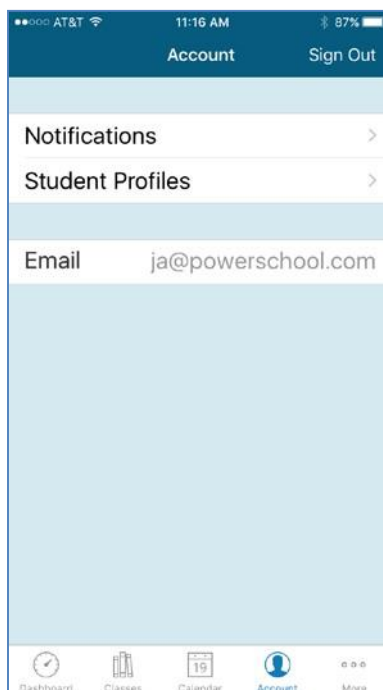
Assignments
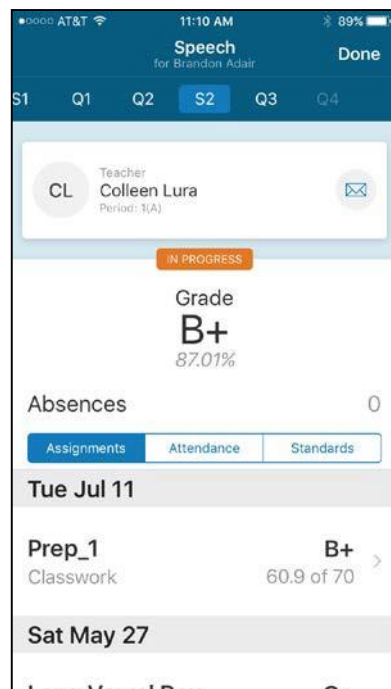
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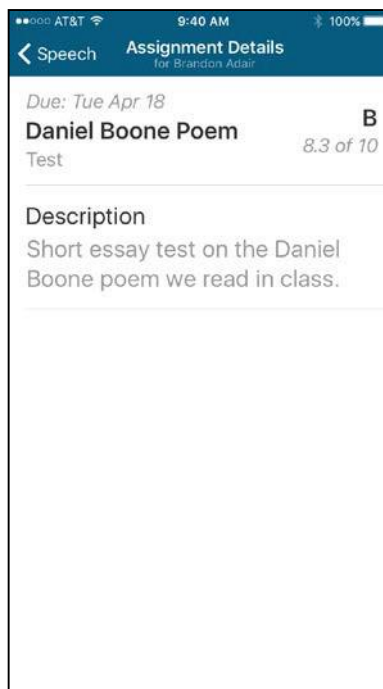
Attedance
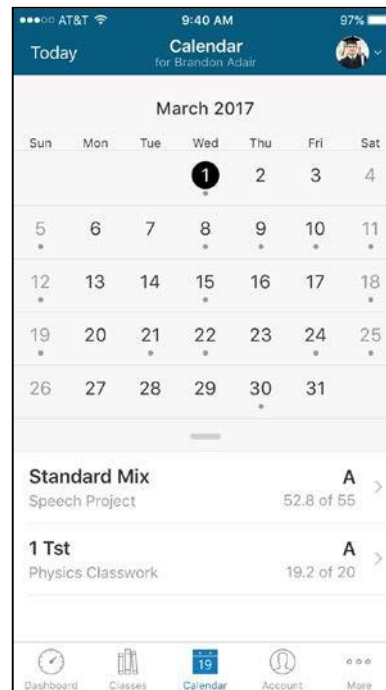
Calendar

Classes
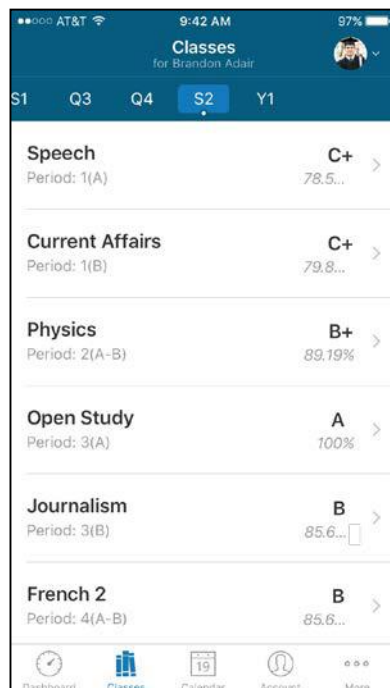
Dashboard
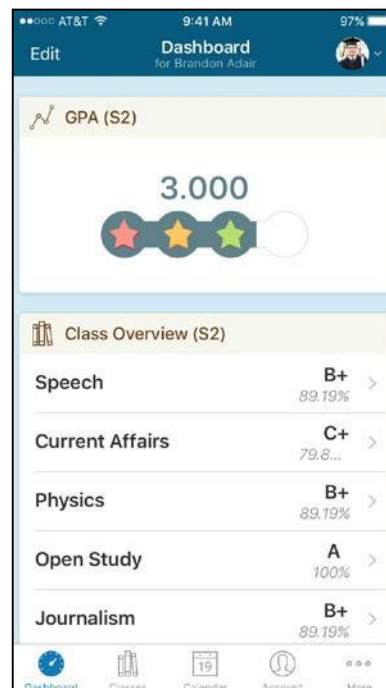
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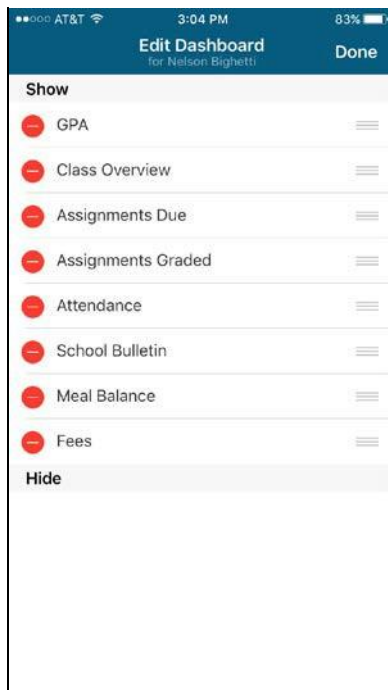
Help Center
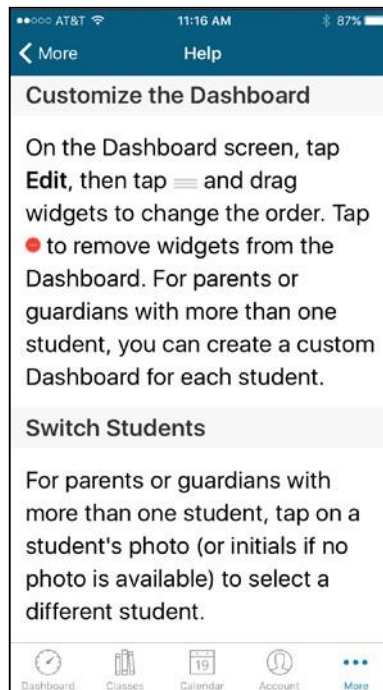
Standards
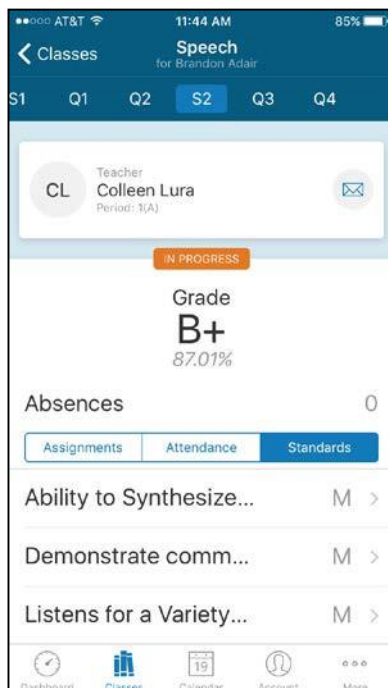
Standards Detail
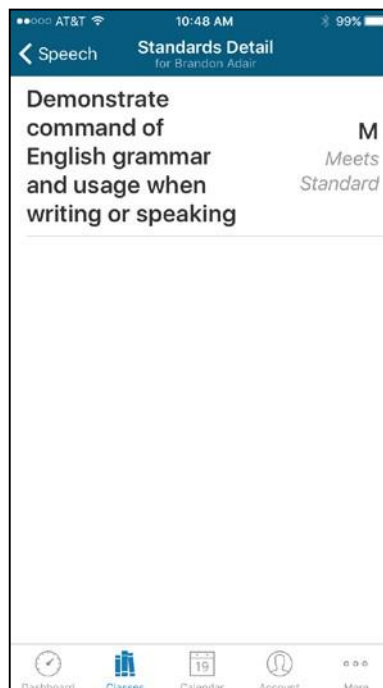
Students Switcher

PowerSchool Mobile Screen Shots –iPad

Dashboard
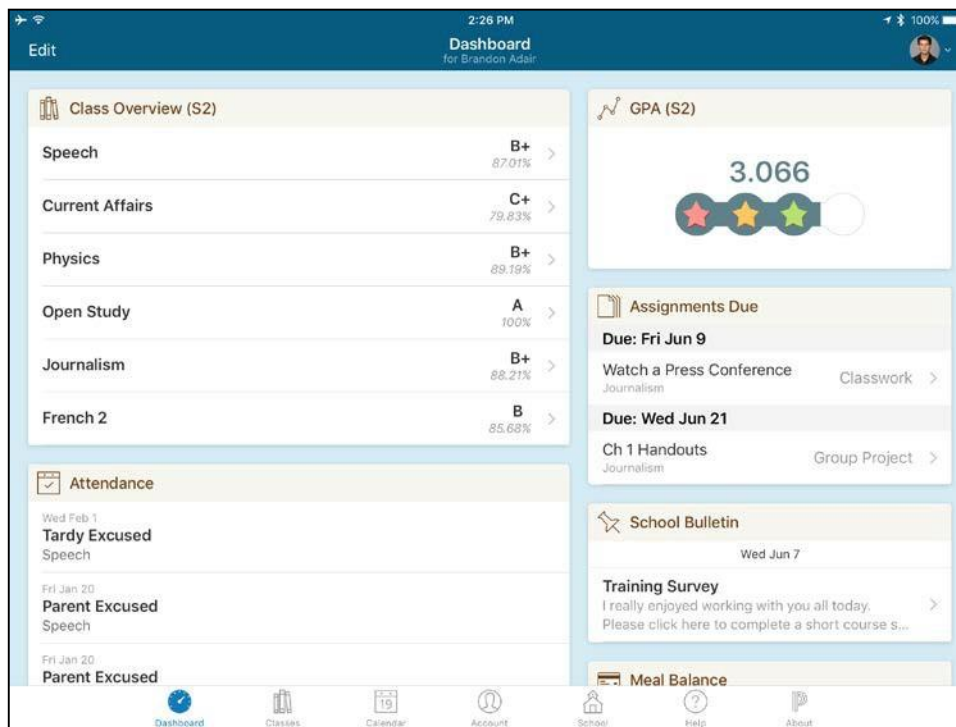
Dashboard continued

Calendar

Classes

Classes All Terms

	Q1	Q2	S1	Q3	Q4	S2	Y1
Speech Period: 1(A) Absences: 21		A- 94%	A- 92%		B	B+ 87.01%	
Current Affairs Period: 1(B) Absences: 12		B+ 89%	A- 91%		D+	C+ 79.83%	
Open Media Period: 2(A) Absences: 12	A 100%	D+ 67%	B 83%				
Physics Period: 2(A-B)						B+ 89.19%	
Chamber Singers Period: 2(B) Absences: 10	A+ 100%	A 100%	A 100%				
Open Study Period: 3(A)						A 100%	
Phys Ed 12 Period: 3(A) Absences: 12	A 100%	A 100%	A 100%				
Journalism Period: 3(B) Absences: 12		F 59%	F 51%		A-	B+ 88.21%	
Consumer Math Period: 4(A-B) Absences: 26	A- 90%	F 45%	D+ 68%				
French 2						B	

PowerSchool Mobile Screen Shots - Android
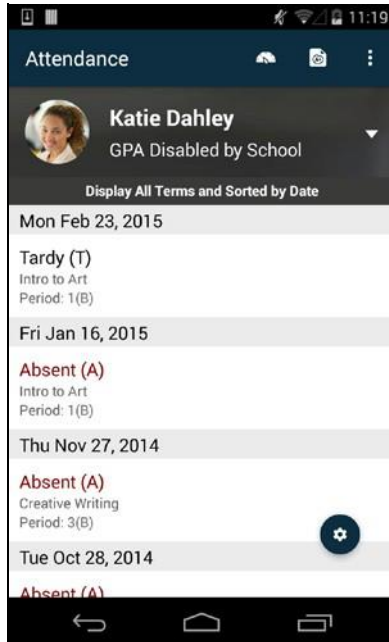
Activities

Assignments

Attendance

Attendance Codes

Calendar

Dashboard

Email Alerts

Fees/Meals

Grades

Help Center

Notifications
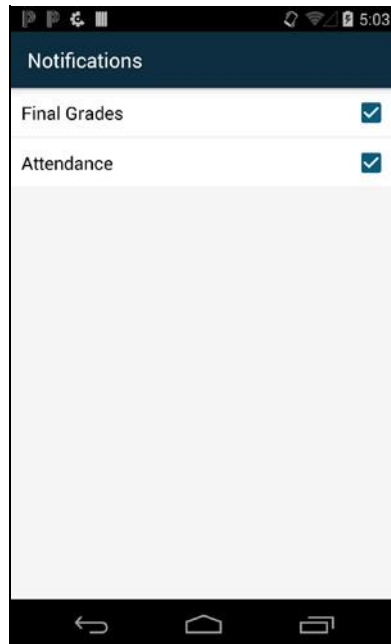
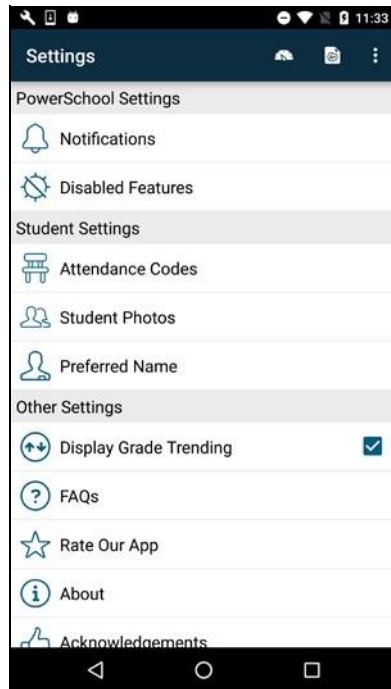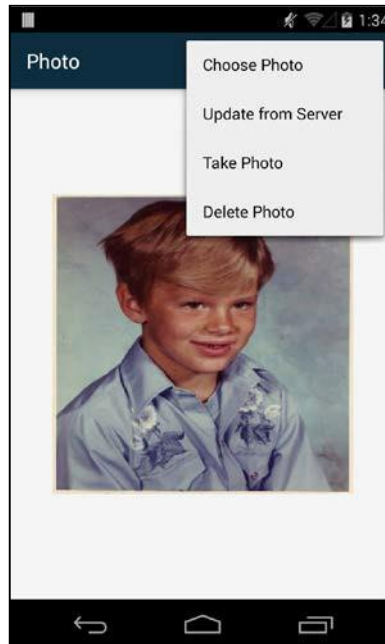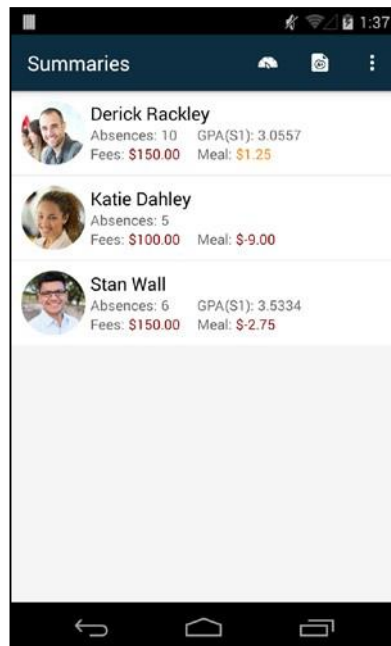## Preferred Name
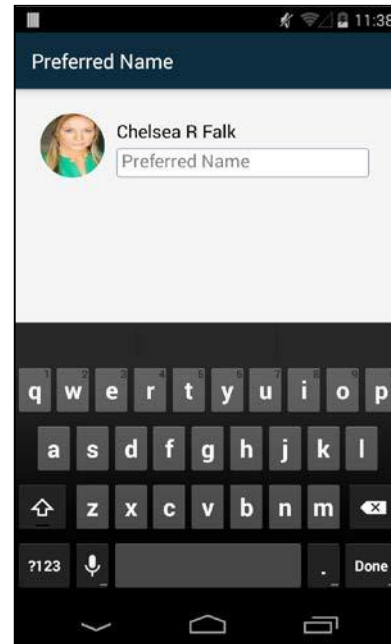
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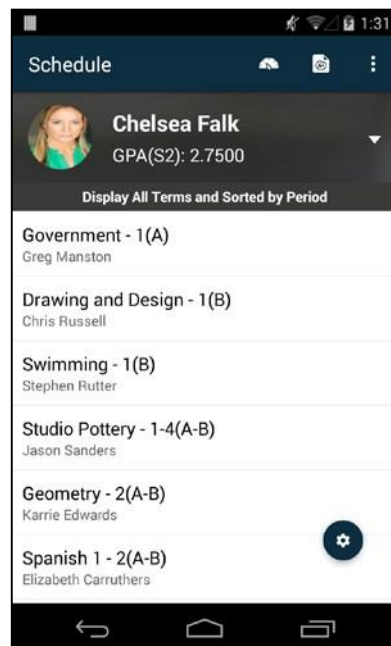
School Map
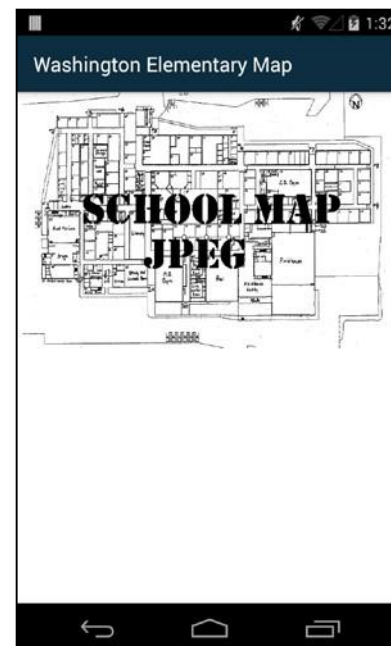
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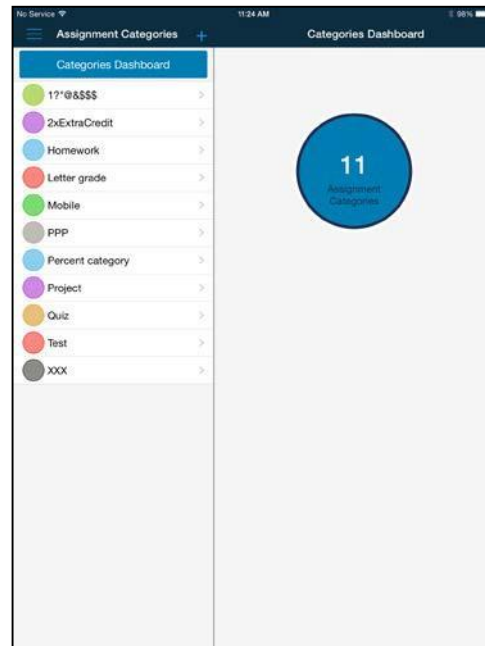

Student Photo

Summaries

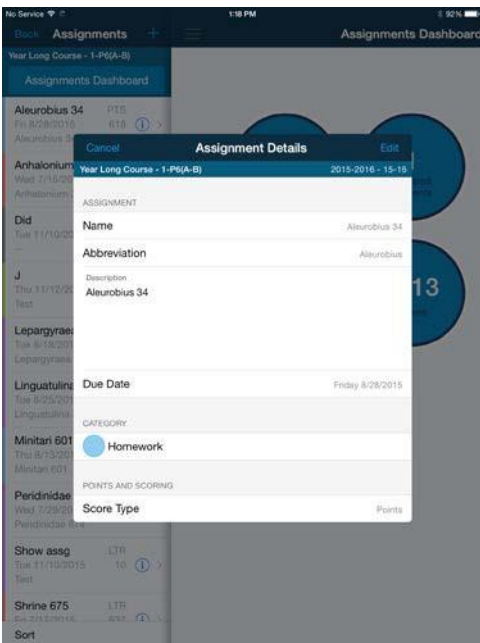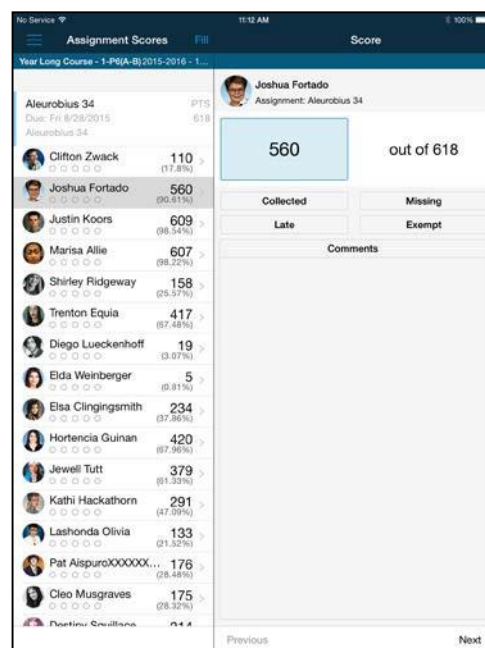# PowerTeacher Mobile App Screen Shots
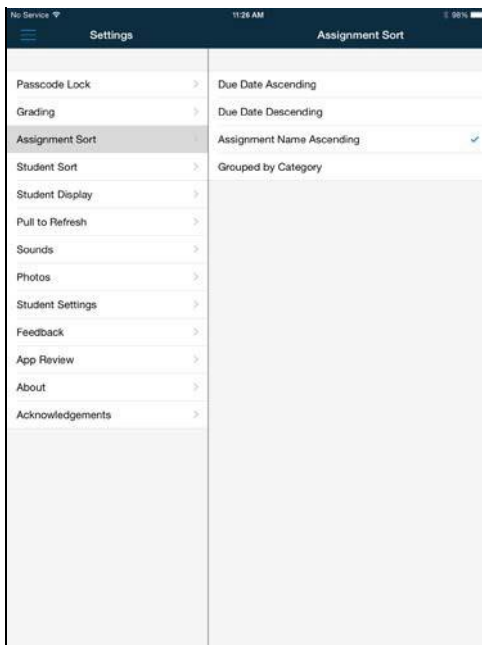
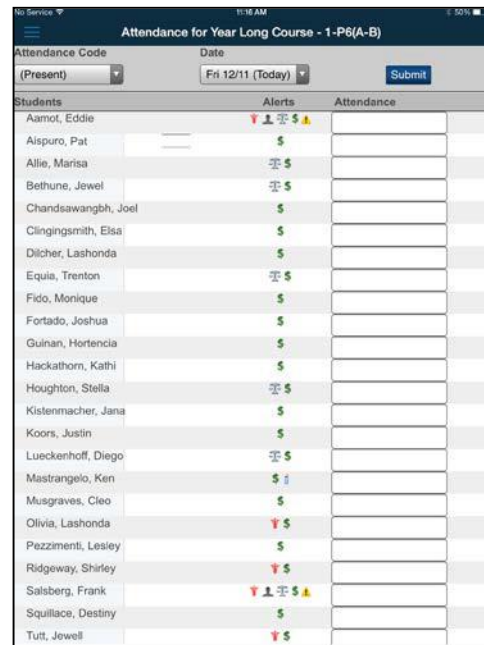## Assignments

Assignment Categories

Assignment Details

Assignment Scores

Assignment Sort

Attendance

Current Term

Final Grades

Final Grade Override

Final Grades Student Display

Final Grades Student Sort

Final Grade Setup

Grading

Settings | **Grading**

Passcode Lock
Grading
Assignment Sort
Student Sort
Student Display
Pull to Refresh
Sounds
Photos
Student Settings
Feedback
App Review
About
Acknowledgements

Select how you want calculated grade values to appear in the app:

[Rounded | Truncated]

Select how many decimal places you want grades calculated to:

[0 | 1 | 2 | 3 | 4 | 5]

Help Center

Help Center | **Scoresheet**

Announcements
Assignments
Assignment Categories
Attendance
Current Term
Final Grades
Final Grade Setup
Login and Onboarding
Scoresheet
Section Information
Student Groups
Student Roster
User Settings
Virtual Chalkboard

Scoresheet

The scoresheet displays students, scores, grades, and assignments.

Note: The Scoresheet link only appears when using PowerTeacher Mobile on an iPad.

Setup the Scoresheet View

1. Tap the side menu icon or swipe the screen to view the menu.
2. Tap a class under Classes.
3. Tap **Scoresheet** under the applicable class to view the Scoresheet screen.
4. Tap ⬚ to select how you want the students sorted on the scoresheet.
5. Tap ⬚ to select how you want the student names to appear on the scoresheet.
6. Tap ⟳ to sync the scoresheet data in the background. When sync is complete, updated data appears on the scoresheet.
7. Tap ⬚ to select how you want assignments sorted on the scoresheet.
8. Tap **Reporting Term** to choose the reporting term data you want to appear on the scoresheet.

Student Details

1. Tap on a student name, and the Student Details screen appears.
2. Tap an item in any of the following sections to view more details: Alerts, Contacts, Grade Scale.
3. Tap **Done** to return to the Scoresheet screen.

Student Scores

1. Tap on a student name, and then tap **Scores** located at the bottom of the screen.
2. Tap an assignment to view the Score screen.
3. Tap the score box to enter or change a score. Tap **Back** to return to the Score screen.
4. Tap an attribute to add the attribute (Collected, Late, Missing, Exempt) to the assignment score. A color dot appears on the assignment on the Student Scores

[Type here]

School Announcements

Scoresheet

| Student Roster	Aleurobius 34 Fri 8/28/2015 PTS: 618	Anhalonium 35 Wed 7/15/2015 PTS: 975	Did Tue 11/10/2015 PTS: 10	J Thu 11/12/2015 PTS: 10	Lepargyraea 657 Tue 8/18/2015 LTR	Linguatulina 32 Tue 8/25/2015 %	Minitari 601 Thu 8/13/2015 LTR	Peridinidae 674 Wed 7/29/2015 LTR	Show assg Tue 11/10/2015 LTR	Shrine 675 Fri 7/17/2015 LTR
Clifton Zwack 9	110	609	---	---	F	81%	F	F	F	F
Joshua Fortado 9	560	405	---	---	F	96%	F	F	F	F
Justin Koors 9	609	302	---	---	B+	95%	C+	F	F	F
Marisa Allie 9	607	409	---	3.65	F	65%	C+	F	C	D
Shirley Ridgeway 9	158	573	---	---	D	33%	F	A-	F	F
Trenton Equia 9	417	669	---	---	C-	11%	B-	F	F	C
Diego Lueckenhoff 10	19	666	---	---	F	28%	A	D	F	F
Elda Weinberger 10	5	312	---	---	A-	96%	A	F	F	F
Elsa Clingingsmith 10	234	343	---	---	F	58%	F	F	F	D

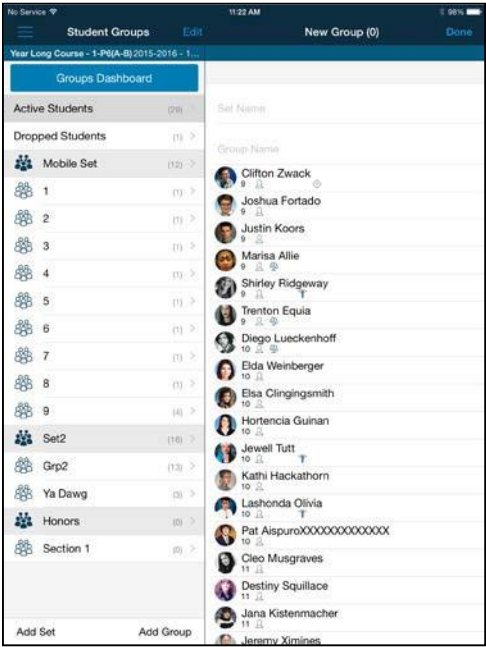[Type here]

Section Information
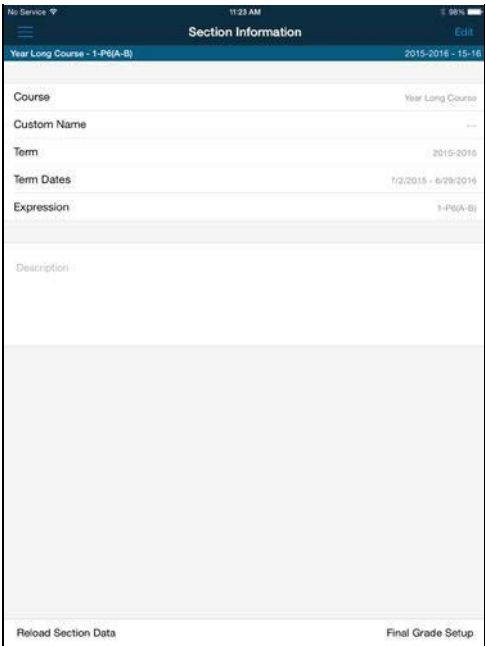
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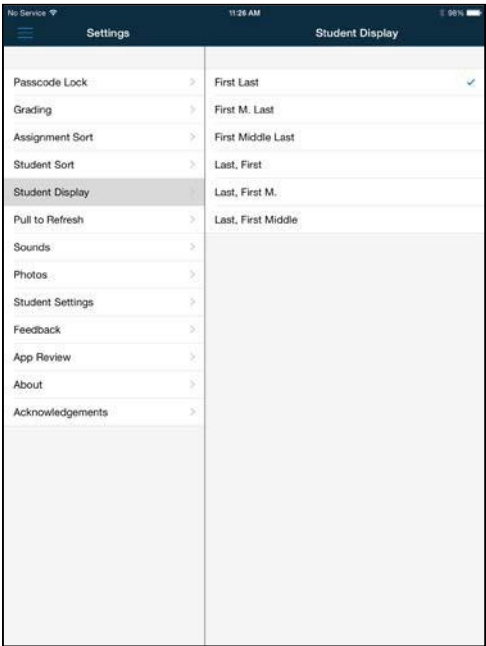
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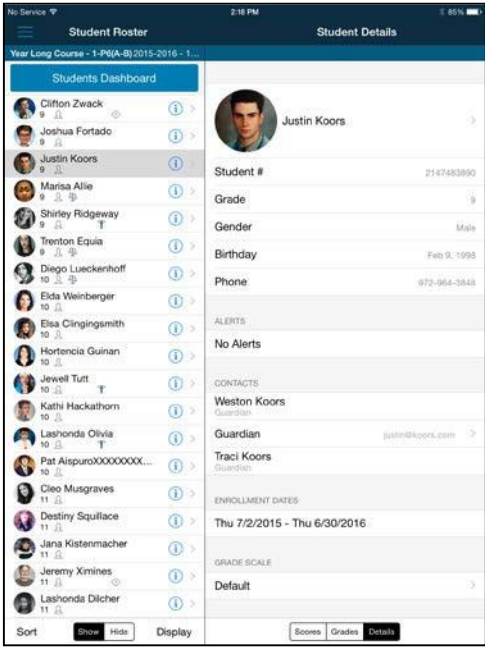
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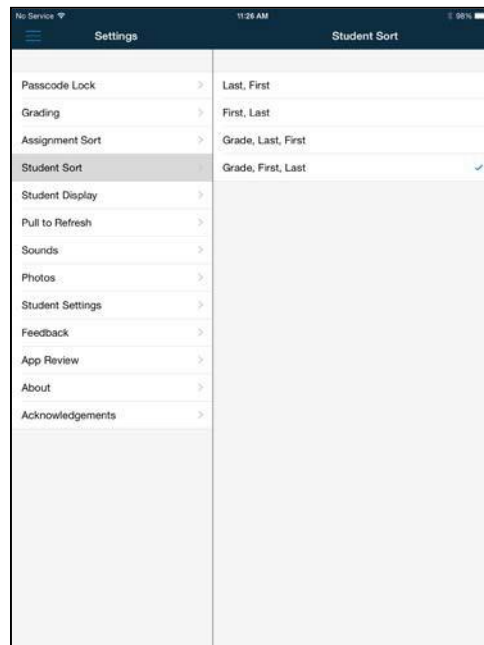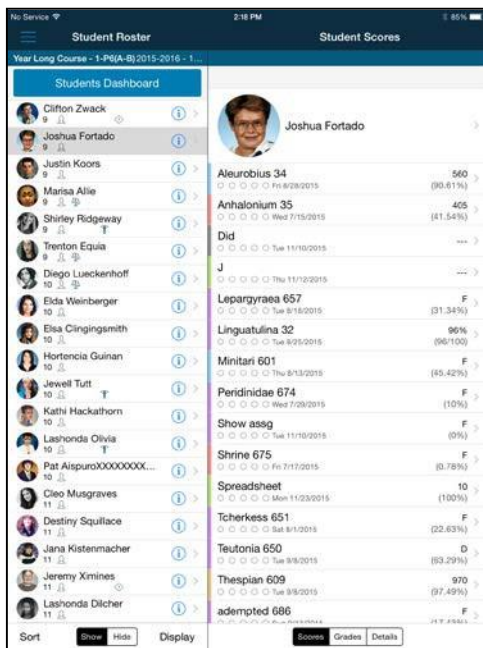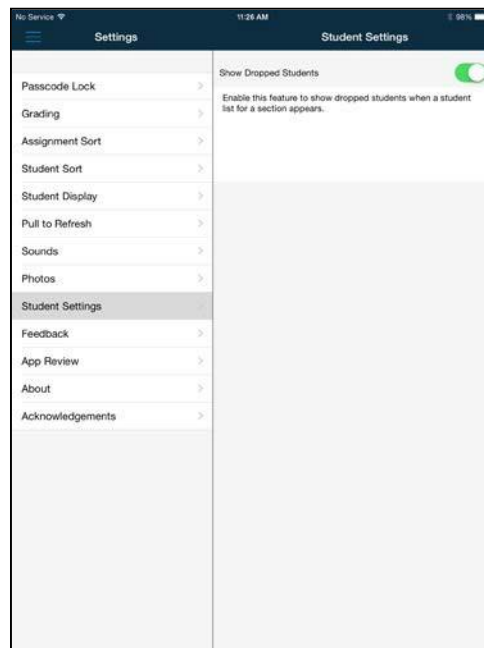

[Type here]

Student Roster

Student Sort

Student Scores

Student Settings

[Type here]

Photos   **Virtual Chalkboard**

[Type here]