Wisconsin PowerSchool
User's Group Meeting
November 18th-19th, 2009
Kalahari Resort, Wisconsin Dells

PowerSchool Tips & Tricks
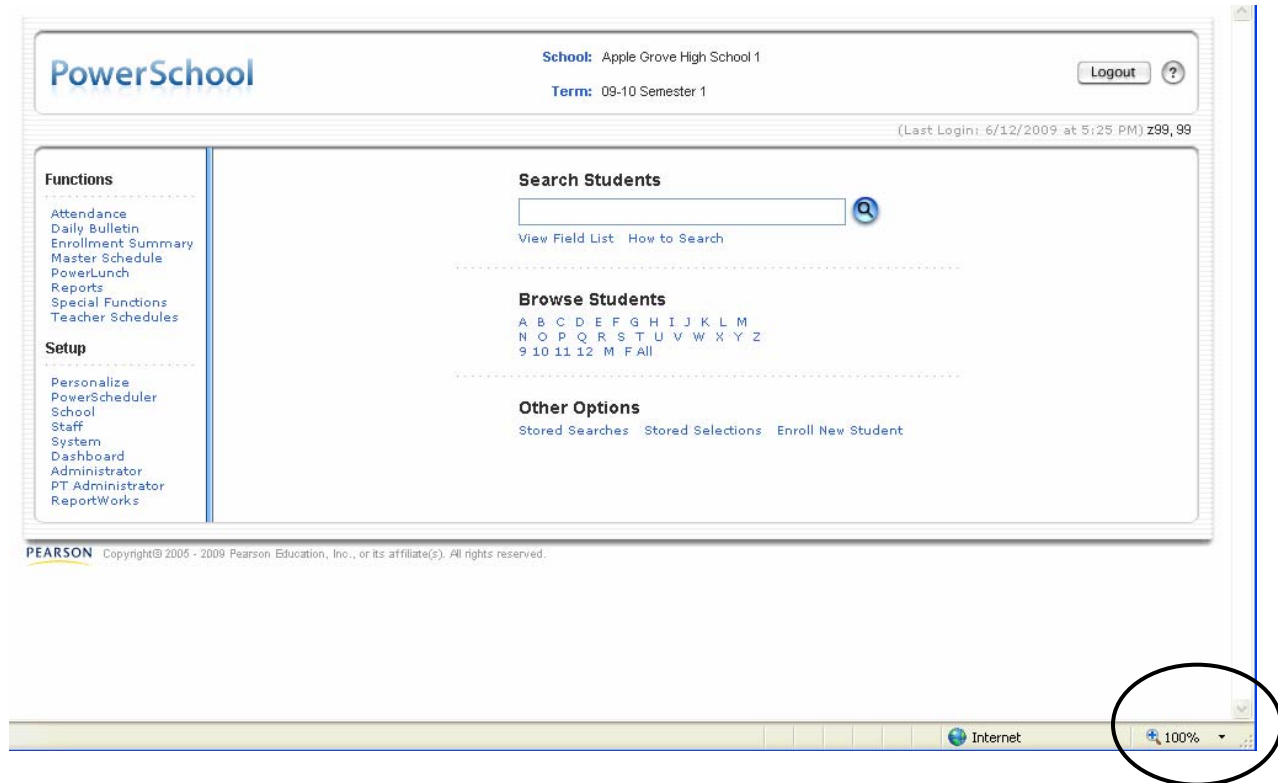
Brenner Associates

PEARSON

PowerSchool Tips and Tricks

Presented by: Patt Goerke, Data Manager
Wauwatosa School District

TRICK: To enlarge PowerSchool pages

Change your Zoom level to be higher than 100% either by clicking on the Zoom Level at the bottom right corner of your page and increasing over 100% or by using **CTRL+ (plus sign).**   To decrease your Zoom level, click on the Zoom Level in the bottom right corner of your page and decrease back to 100% or by using **CTRL- (minus sign).**   This sometimes helps those who have 'View Only' access.

** Tip: What I have found sometimes when you increase the Zoom Level and you want to search for a student by going to 'Browse Students' it throws the placement off. Also, depending on the size of your screen, you might have to scroll left/right and/or up/down more often.

TRICK: Opening link in a new window or in a new tab
Right-mouse click on the PowerSchool logo and select 'Open link in new window or new tab'. This will give you a new PowerSchool window/tab so you can easily switch back and forth. This is helpful when you want to copy/paste data, or if you are working on multiple page changes. I used this when I initially was setting up our courses and had to verify course numbers. The 'Open window in new tab' works well when wanting to switch back and forth between students.

TRICK: To print a pane, simply right-mouse click

To print out the correct pane in PowerSchool, simply right-mouse click on the pane you want and select Print. You will be guaranteed you are printing off the correct pane. Example: You want to print out a student's Quick Lookup pane but when you go to File>Print you end up printing the top portion of the PowerSchool page and/or just the Navigation menu on the left. This is because PowerSchool usually has 3 panes created on one page. If you place your cursor on the Quick Lookup pane and right-mouse click, you will be able to select 'Print', which will print only that Quick Lookup pane.

Quick Lookup
Print A Report
Switch Student
← List (209) →

Information

Addresses
Custom Screens
Demographics View
Demographics Modify
Emergency/Medical
Family
Parent Access/Misc
Other Information
Parents/Guardian
Photo
State/Province - WI
State Reports
Transportation
Dashboard

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Progress
Historical Grades
Honor Roll
Standards
Teacher Comments
Term Grades
Test Scores
Truancies

Administration

District Specific
Fee Transactions
Log Entries

Quick Lookup

Adair, Brandon   12   3   AGHS1
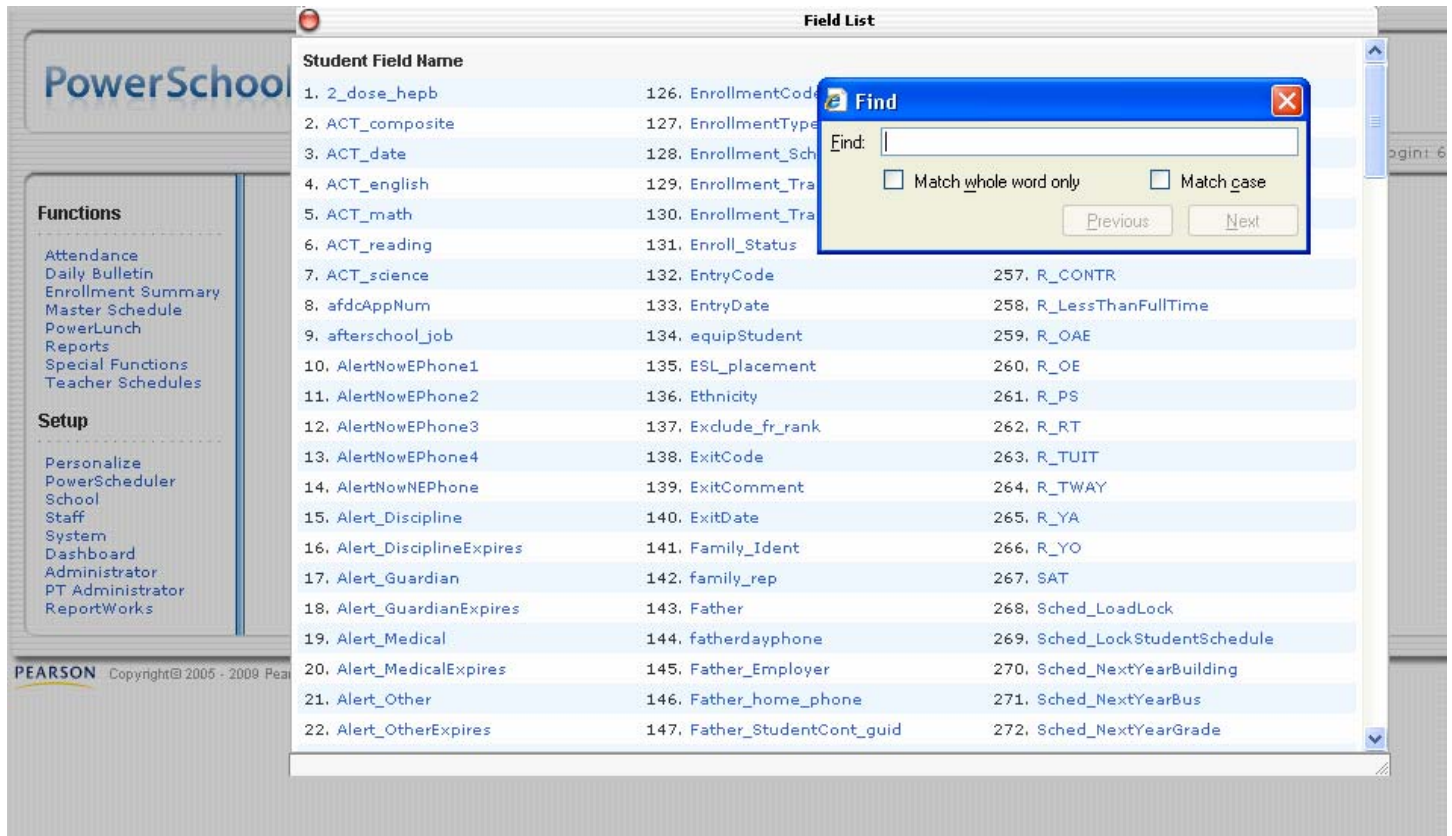
View Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F						S1	09-10	S1	09-10
1(A)	.		.		.		.			.	Speech Lura, Colleen R	B-	A 98	A- 90	--	3	3	1	1
2(A)	.		.		.		.			.	Open Media Accatino, Steve	A	D+ 67	--	--	2	2	0	0
3(A)	.		.		.		.			.	Phys Ed 12 Maxedon, Kerry	A	A 98	--	--	2	2	0	0
3(A-B)											Algebra Vigen, Robert R	--	--	--	--	0	0	1	1
3(A)	.		.		.		.			.	Beginning Pottery Wright, Scott T	--	--	--	--	0	0	0	0
4(A-B)		T									Consumer Math Adams, Mark B	--	F 52.5	--	--	3	3	2	2
P5(A-B)											Football Coach, Football	--	--	--	--	1	1	0	0
P5(A-B)											Band Coach, Football	--	--	--	--	1	1	0	0
1(B)	.		.		.		.			'	Current Affairs Manston, Greg T	A-	B+ 89	A- 90	A- 91	3	3	1	1
1(B)	.		.		.		.			'	AP Calculus Mitchell, Sean V	F	--	--	--	1	1	1	1
2(B)	.		.		.		.			'	Chamber Singers Berndt, Gordie E	A	A 100	--	--	4	4	1	1

TRICK: Searching in the View Field List
The View Field List can be quite lengthy and sometimes confusing to new users as they might not know the exact field name on which they need to search. Once the View Field List is open do a 'Find' by CTRL-F to get the "Find' pop-up box. You can then search on fields which contain various words. Ex: search for the entry date field if you do not know what the exact field name, just type in the word 'entry' or the word 'date' and you will be presented with all fields that contain your search word.

** **Tip:**   Remember that you can also move this pane around your screen and/or make it larger to see more of the field list.

** **Tip:** For new users, you might want to suggest they print out a field list.   Several ways to do this would be; 1.) Highlight the contents in the View Field List and copy it to Word, then print it out. You might also suggest they highlight their most used fields on the hard-copy. 2.)   You can highlight all the text and then print or, 3.) I believe you can right-mouse click and select print to print the contents in the pane.

** Tip: Our District created field codes are all in CAPS so as to distinguish between our codes and the default PowerSchool field codes.

** **Tip:**   You must always close out the Field List pane.

TRICK: Other field lists searches

Field List

Functions

Export Log

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- District
- Personalize
- Staff
- System
- Dashboard
- PT Administrator

Log Field Name

1. Category	18. Discipline_HateCrimeFlag	35. Discipline_VictimType
2. Consequence	19. Discipline_HearingOfficerFlag	36. Discipline_WeaponRelatedFlag
3. Custom	20. Discipline_IncidentContext	37. Discipline_WeaponType
4. Discipline_ActionDate	21. Discipline_IncidentDate	38. Discipline_WeaponTypeNotes
5. Discipline_ActionTaken	22. Discipline_IncidentLocation	39. Entry
6. Discipline_ActionTakenDetail	23. Discipline_IncidentLocDetail	40. Entry_Author
7. Discipline_ActionTakenEndDate	24. Discipline_IncidentType	41. Entry_Date
8. Discipline_AdministratorID	25. Discipline_IncidentTypeCategory	42. Entry_Time
9. Discipline_AlcoholRelatedFlag	26. Discipline_IncidentTypeDetail	43. ID
10. Discipline_DrugRelatedFlag	27. Discipline_LikelyInjuryFlag	44. LogTypeID
11. Discipline_DrugTypeDetail	28. Discipline_MoneyLossValue	45. SchoolID
12. Discipline_DurationActual	29. Discipline_Offender	46. StudentID
13. Discipline_DurationAssigned	30. Discipline_PoliceInvolvedFlag	47. Student_Number
14. Discipline_DurationChangeSource	31. Discipline_Reporter	48. Subject
15. Discipline_DurationNotes	32. Discipline_ReporterID	49. Subtype
16. Discipline_FelonyFlag	33. Discipline_SchoolRulesVioFlag	50. TeacherID
17. Discipline_GangRelatedFlag	34. Discipline_Sequence	

Student Field Name

1. 2_dose_hepb	187. ecnt4_city	373. Next_School
2. Academic_Decathlon	188. ecnt4_cphone	374. parttimestudent

If you switch to Staff on the Navigation Menu, your field list will be for the staff.

Another list you can obtain is the Discipline list(shown above) by going to PowerSchool start page> Special Functions> Search Log Entries> select Discipline> Submit. Then click on the Quick Export and select the Fields link. This time the field list will bring up both the Log Entry field list as well as the Student field list.

** **TIP:** Another way to view a field list is to use DDE and select the table you want to use.

TRICK: Using Student Search prefixes, commands and codes

** Tip: Refer to PowerSource for more information and guidelines regarding Student Searches
** Tip: Use the ";" (semi-colon) to separate multiple search criteria.
** Tip: Use the "&" to search within results. Note the "&" must come before any "/" prefix.
** Tip: Use the "/" to include inactive students. Note that this may be placed after (not before) a "+"
      or "&" prefix.
** Tip: Use the "+" to add results of a new search. Note that the "+" must come before any "/" prefix.

(When doing these searches, remember to use your search codes.)

EX: To search for students who have a medical alert
      In the Search Students field type or insert fields of: alert_medical#

Ex: To search for football players who have a discipline alert
       In the Search Students field type or insert fields of: football# ; Alert_Dsicipline#

EX: To search for students who play soccer <u>or</u> football
      In the Search Students field type or insert fields of: soccer#
      On the Student Selection page, delete soccer# and replace with +football#

EX: To search for inactive students
      In the Search Students field type or insert fields of: /enroll_status=2

EX: To search for inactive students who have the last name of "Smith"
      In the Search Students field type or insert fields of: /enroll_status=2; last_name=smith

EX: To search for how many students have a last name that ends in 'ski'
      In the Search Students field type or insert fields @ski

A search code is a special type of search command that includes a calculation as part of the search.
Search codes start with an asterisk (*). These codes will not be listed in the field list. Enter search
codes as you would any search command in the Search Students field.

EX: To find students born on November 10
      In the Search Students field type *birthday=11/10

EX: To find 12TH grade students who were enrolled as of Sept. 18
      In the Search Students field type grade_level = 12 ; *as_of = 09/18/2009

EX: To find how many students are in the Gifted and Talented program
      In the Search Students field type *special_program = Gifted and Talented

EX: To find how many students do not have a 1st hour class
      In the Search Students field type *not_enrolled_in_period = 1

EX: To find how many middle school students are taking a class at the high school
      In the Search Stodents field type *secondarystudents = all

TRICK: List Students

One of the nice tricks I have found is for the List Students. Most times I will use the first field as my counter by using the code of *Count

Student List - 631 students will be listed

Report Title (shown at top of page): Goerke's list

Col		Field Name	Column Title
1.	Fields	*count	#
2.	Fields	lastfirst	name
3.	Fields	EntryDate	entry date
4.	Fields	home_phone	phone
5.	Fields	Alert_Medical	medical
6.	Fields		
7.	Fields		

Goerke's list

#	name	entry date	phone	medical
1.	Adair, Brandon	6/1/2009	706-275-7215	Allergic to peanuts
2.	Adams, Corby	6/1/2009	916-555-2892	Hates to go back to work!
3.	Adams, Julie	6/1/2009	706-275-7215	Allergic to Bee Sting
4.	Ahlberg, Emmy	6/1/2009	916-555-9714	Spleen injured in Rugby. No sports for six months
5.	Aikinson, Andy G	6/1/2009	916-555-4895	Allergic to Peanuts
6.	Alfonso, Scott	6/1/2009	916-555-2569	
7.	Allen, Victor C	6/1/2009	920-555-8839	Alergic to bee stings
8.	Allred, Alfred P	6/1/2009	916-555-2209	Diabetic - Insulin available from nurse
9.	Allred, Christopher N	6/1/2009	916-555-8744	allergic to homework
10.	Allred, Jacee L	6/1/2009	916-555-1726	Prone to seizures

TRICK: Easy way to print same report
If you are printing the same report over and over again, save yourself some time!! Instead of going through the steps of selecting the students, selecting the report and then generating the report again, simply make your changes and switch over to the Report Queue. On the Report Queue – My Jobs pane, click on the Job Name and check the box 'Run Job Again', then click Submit.

Report Queue Job Detail

Option	Value
User	Goerke, Patt
School	Washington Elementary School (240)
Created	11/6/2009 11:49 AM
Job Name	4-5 Wauwatosa Report Card
Type	PDF
Reports	Students
Status	Completed
Started	11/6/2009 11:49 AM
Ended	11/6/2009 11:49 AM
When To Execute	ASAP 0/0/0
Run job again?	☐
Result File	4-5_Wauwatosa_Report_Card.pdf
File Size	77.70 KB

Submit

Once back on the Report Queue – My Jobs pane, click on the Refresh link to update the page and finally click the 'View' link. Your job will be viewed with the changes you have made.

** TIP: This is a great way to push out report changes in a quick manner. I used this when reviewing changes made to our report cards, as well as changes made to our transcripts.

TRICK: An easy way to print out a student's absences is to use the Quick Lookup screen and select the total absences link. You will get a list of absences by sections/course, as well as the date of absence and reason.

Adair, Brandon   12   3   AGHS1

View Standards Grades

Attendance By Class

Exp	Last Week M T W H F	This Week M T W H F	Course	Q1	Q2	Q3	Q4		Absences 09-10		Tardies 09-10	
1(A)	. . . .	. .	Speech Lura, Colleen R	B-	A 98	A- 90	--		3	3	1	1
2(A)	. . .	. A .	Open Media Accatino, Steve	A	D+ 67	--	--		2	2	0	0
2(A-B)	▓▓▓▓▓	▓▓▓▓	Physics Martin, Gabriel U	--	--	A- 92	A- 92		0	0	0	0
3(A)	. . . .	. .	Phys Ed 12 Maxedon, Kerry	A	A 98	--	--		2	2	0	0
3(A-B)			Algebra Vigen, Robert R	--	--	--	--		0	0	1	1
3(A)	. . . .	. .	Beginning Pottery Wright, Scott T	--	--	--	--		0	0	0	0
3(A)	▓▓▓▓▓	▓▓▓▓	Open Study Accatino, Steve	--	--	A 100	A 100		0	0	1	1
4(A-B)			Consumer Math Adams, Mark B	--	F 52.5	--	--		3	3	2	2
4(A-B)	▓▓▓▓▓	▓▓▓▓	French 2 Kyser, Kenneth	--	--	A 100	A- 92		4	4	0	0
P5(A-B)			Football Coach, Football	--	--	--	--		1	1	0	0
P5(A-B)			Band Coach, Football	--	--	--	--		1	1	0	0
1(B)	. . . .	. .	Current Affairs Manston, Greg T	A-	B+ 89	A- 90	A- 91		3	3	1	1
1(B)	. . . .	. .	AP Calculus Mitchell, Sean V	F	--	--	--		1	1	1	1
2(B)	. . . .	. .	Chamber Singers Berndt, Gordie E	A	A 100	--	--		4	4	1	1
3(B)	. . . .	. .	Journalism Hastings, Jacquelyn V	F	F 59	F 12	F 45		4	4	1	1
			Attendance Totals						28	28	9	9

Dates of all absences for 09-10:

Speech - Exp. 1(A) (ENG2100.3)
1. Tuesday, June 2, 2009 - A
2. Friday, July 24, 2009 - A
3. Monday, August 17, 2009 - A

Open Media - Exp. 2(A) (OPmedia.16)
1. Monday, August 17, 2009 - A
2. Thursday, November 12, 2009 - A

Physics - Exp. 2(A-B) (SCI2200.4)
Algebra - Exp. 3(A-B) (MAT1100.3)
Beginning Pottery - Exp. 3(A) (ART2100.3)
Phys Ed 12 - Exp. 3(A) (PE12.1)
1. Tuesday, June 2, 2009 - A
2. Monday, August 17, 2009 - A

Open Study - Exp. 3(A) (OPstudy.6)
Consumer Math - Exp. 4(A-B) (MAT1000.2)
1. Monday, June 1, 2009 - A
2. Monday, August 17, 2009 - A
3. Tuesday, October 20, 2009 - A

** TIP: This is a great little report for conferences with parents, or if you have a student going to court for truancy issues, etc. What's nice is that all users (principals, guidance counselors and teachers) have access to the Quick Lookup.

Also remember from a previous trick you can right-mouse click and print this pane!

TRICK: If the Quick Lookup is not for you, then try the Attendance pane. It's easier to view if you switch to a specific term, because as we all know the Attendance pane for a student can be quite lengthy as it shows all the weeks in your school calendar. If you need to make this page more manageable, switch your school term to be a semester, quarter or trimester in length. You can then right-mouse click to print the page.

** TIP: Remember if your students switch classes quite often, you might want to select to 'Show dropped classes also'

TRICK: If your attendance is not correct on your elementary report cards, there are several places you should check. Depending on the size of your District will determine how much time you should allow.

Wauwatosa School District
Lincoln Elementary School
Principal

WAUWATOSA
SCHOOL DISTRICT
• Your Educational Community •

2009-2010

ATTENDANCE	1st	2nd	3rd
Days in Trimester	45	74	62
Days Absent	22.	37.0	31.0
Days Tardy	0	0	0

GENERAL DEVELOPMEN
Appears comfortable at school
Displays self discipline
Works and plays cooperatively, is considerate of others
Seeks others as playmates
Shows initiative in seeking out a
Shows growth in small muscle co
Works independently

Rating Scale/Proficiency Key:

4 = Secure
3 = Improvement has been shown, developing
2 = Developing, showing improvement
1 = Needs attention
0 = Not assessed

Check:

Attendance Conversions
Calendar Setup
Attendance Preferences

The biggest reminder I can give is once you have made the appropriate corrections, go to Special Functions› Attendance Functions› Refresh Premier Attendance Views Data. This special function allows you to update the attendance views as needed, rather than wait for the nightly process to execute this same functionality automatically. This update process recalculates and re-populates the Membership Defaults tables based on the date ranges you specify.

** Tip: Important Information Regarding Attendance

Attendance Codes
Attendance codes are used to define values, points, and calculations for school specific attendance codes. Examples of codes are A (Absent), T (Tardy), P (Parent Excused), and F (Field Trip). In a typical PowerSchool setup, blank, or no code, represents Present, and you should assign it a sort order of "1."

To add, edit, or delete an attendance code, click **School › Attendance Codes**. On this page, set up the codes associated with a particular attendance code category.
There are several codes that you cannot use because they are reserved for PowerSchool system use.
Do NOT use these codes!! ABS, *ABS, TAR, *TAR, ALL, and *ALL

Attendance Points

When you create an attendance code, you can assign it a point value. This value represents the number of points awarded when a student receives this code. It can be either a positive or negative number. Examples are absent=1, tardy=.5, and present=0. Attendance points can help you identify students with chronic attendance problems. You can use a special search code to search for students who have accumulated excessive attendance points for the semester. For example, on the Start Page, in the Search Students field, enter *attendance_points (T1)>10 to search for all students with more than 10 attendance points during Trimester 1.

** TIP: Useful Attendance reports

PowerTeacher Attendance Report

Before you run the Absentee Report, run the PowerTeacher Attendance Report to verify that all teachers have taken attendance. To run the report, click **Reports > PowerTeacher Attendance**. Select the date and periods to view which teachers have not yet submitted attendance. You can then contact teachers whose names appear on the report and remind them to take attendance.

You can also use the Teacher Attendance Submission Status report to view a progress indicator for all the teachers at your school. *Red* indicators mean attendance has not been submitted. *Green* indicators mean attendance has been submitted. *Yellow* indicators mean attendance has been submitted, but not for all classes. This indicator is great for a quick glance at the overall attendance submission progress. For more information, click a teacher's overall indicator to view individual indicators for each class.

Verifying Attendance

After all teachers have taken attendance, you can run the Absentee Report to generate a single-day period-by-period attendance code report. The Absentee Report lists students' home phone numbers. Sometimes the parents cannot be contacted at home during the day, so you need to call their work phone number. You can use the Counselor's Screen to view a student page containing additional contact information for a group of students. You can access the Counselor's Screen from the Absentee Report. On the bottom of the report, click **Functions > Counselor's Screen**. For "Which screen would you like to use to view the list of students," choose **Demographics** and then click **Submit**. The names of the students who are on the Absentee Report appear on the left. Click a student's last name to view the student's Demographics page and find parents' work numbers. Move to the next student's Demographic page by clicking on the last name of the next student.

Updating Attendance

You can also use the Counselor's Screen to update attendance. On the bottom of the Absentee Report, click **Functions > Counselor's Screen**. (Alternatively, click **Student Selection** in the breadcrumb and then select **Counselor's Screen** from the Group Functions menu.) This time, for "Which screen would you like to use to view the list of students," choose **Attendance**, and then click **Submit**. The names of the students who are on the Absentee Report appear on the left. Click a student's last name to open the student's Attendance page. You can now modify current or future attendance. After you change the attendance, click **Submit**. Then select the next student's last name from the list on the left.

Trick: Control Your Standards
You can create standards one at a time, or you can import them with a spreadsheet. Even though the import is faster, you should create a few standards manually so that you have an understanding of the required columns in the spreadsheet to be imported.

WSD.K123RD - Effort

      WSD.K123RD.1 - Reads for meaning

      WSD.K123RD.2 - Uses a variety of strategies to decode unknown words

      WSD.K123RD.3 - Reads fluently

      WSD.K123RD.4 - Reads independently

** Tip: Make sure your Standards are clear, concise and precise and make sure you know what you are doing!!
Once you have created a few standards manually, export the standards into an Excel spreadsheet using the Standards(53) table and exporting all the fields. You can now use this spreadsheet as your master adding your other standards to it.

** Tip: The spreadsheet for importing standards must contain columns for all of the necessary fields that make up a standard.

Final Tips:

1.) It is best to have only one person assigned to the PowerSchool Administrator group
2.) If you are in the PowerSchool Administrator group, obtain a teacher login and password so you can go into PowerTeacher and the teacher's gradebook.
3.) If at all possible use only the buttons and links provided
4.) Keep a spiral in order to document each and every time you do a quick import. Document the date, time, and include which school the data is intended for as well as the fields and results. If someone requested this import I also document that as well as where the data is coming from, the name of the file, etc. Lastly, I always create a Word document to track the results of the import.