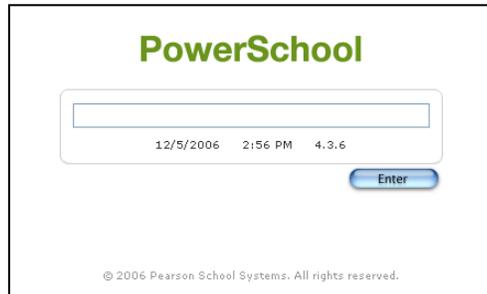


**LOGGING ON TO POWERSCHOOL**

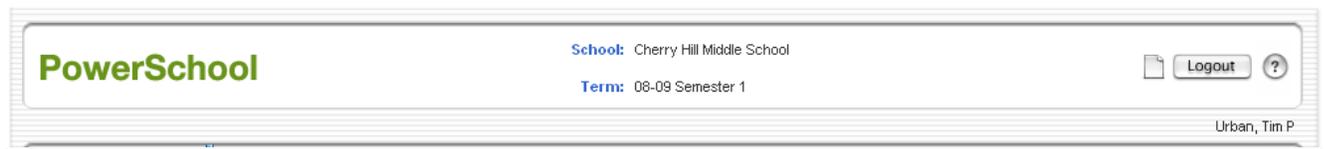
1. Open your web browser to your school’s PowerSchool URL. The log on page appears.



2. Enter your username, followed by a semicolon (;), then your password.  
For example, Mark Adams enters **madams;123**
3. Click **Enter**. The start page appears, and you are now logged in to PowerSchool.

**POWERSCHOOL START PAGE**

- Three areas—Navigation Bar, Main Menu, Search Students



**1. Navigation Bar**

Link	Description
<b>PowerSchool</b>	Link to take you to the Start Page
<b>School:</b> Apple Grove High School <b>Term:</b> 08-09 Semester 1	Change the current school or term
	Lists your reports pending, running, completed, etc.
	Logout of PowerSchool
	Access PowerSchool’s online help

- Under the Navigation Bar
  - Breadcrumbs Start Page > Student Selection > Quick Lookup
  - User Name Urban, Tim P

## 2. Main Menu

- Use these links to perform functions, access reports, view pages or choose settings:

Functions
<a href="#">Absentee Report</a> <a href="#">Daily Bulletin</a> <a href="#">Enrollment Summary</a> <a href="#">Master Schedule</a> <a href="#">PowerLunch</a> <a href="#">Reports</a> <a href="#">Special Functions</a> <a href="#">Teacher Schedules</a>
Setup
<a href="#">Personalize</a> <a href="#">PowerScheduler</a> <a href="#">School</a> <a href="#">Staff</a> <a href="#">System</a>

Functions	
Absentee Report	Lists students whose records contain the specified attendance codes
Daily Bulletin	Important announcements
Enrollment Summary	Currently enrolled students by ethnicity, grade level, and gender
Master Schedule	Shows master schedule in matrix or list form
PowerLunch	PowerLunch is the lunch program management portion of PowerSchool
Reports	Shows reports page. Used for report generation and setup
Special Functions	Shows a list of frequently used procedures such as setting up the daily bulletin and enrolling new students
Teacher Schedules	Selection list of teachers for viewing schedules
Setup	
Personalize	Change password, specify login and default pages and other options
PowerScheduler (if you have access)	Links you to functions on the PowerScheduler menu to build, load, and commit a master schedule for your school
School	Customizable school setting options (with appropriate security access)
Staff	Search staff members
System	PowerSchool administrator functions
Dashboard	Displays graphs of various statistics

## 3. Search Students

- Most commonly used to find student by last name
- Browse students – Predefined Searches**
  - Alphabet (last name)

**Search Students**



[View Field List](#) [How to Search](#)

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**Browse Students**

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 FALL

Click  
spyglass to  
search

- Grade level
- Gender
- Current selection (last group of selected students)
- Search students – by last name, student number or search commands

***View Field List*** - link to list of all PowerSchool student file field names

## **WORKING WITH INDIVIDUAL STUDENTS**

When you select an individual student, the student pages menu appears to the left. Use the student pages to view or enter demographic, parent/guardian, and emergency/medical information, take attendance, view schedules, etc.

### **PowerSchool**



- Can perform functions such as updating attendance, printing a report, or transferring a student out of school.
- Access and edit rights to student pages are dependent upon your security level.
- In PowerSchool, any [blue link](#) means you can drill down to more information.
- Quick Lookup – Shows summary of grades and attendance.
- Print – Takes you to a page where custom reports created by your district can be run.
- Switch Student - Displays a search dialog to look for other student records.
- **←List (##)→** - When viewing the student pages menu from a selection of students, click List to display the Student Selection page or use the arrows to scroll through the selection of students.
- Refer also to the ***Overview of Individual Student Pages*** for further detail

NOTE: Entry of data in the appropriate fields will generate the following icons. These will display at the top of each student page.

	<b>Medical Alert</b>		<b>Balance Alert</b>
	<b>Guardian Alert</b>		<b>Birthday Alert</b>
	<b>Discipline Alert</b>		<b>Other Alert</b>

## HOW TO ENROLL A STUDENT

1. Log into the school the student will attend.
2. On the **Start Page**, choose **Enroll New Student** (under Other Options) or choose **Special Functions** from the main menu.
3. On the **Special Functions** page, click **Enroll New Student**.  
The Enroll New Student page appears as shown below.
4. On the **Enroll New Student** page, enter the following:
  - **Student Name**
  - **Student number** (PowerSchool is set to automatically assign student numbers if left blank)
  - **Enrollment date**
    - Can be in the future- the student will become active on that date.
    - If enrollment is for the next year, use first day of the term.
  - **Full Time Equivalency**
  - **Grade Level**
    - If enrollment is for next year, use next year's grade.
  - **Entry Code**
  - **Information for Family Match**
    - Click the radio button to *Enroll without Linking or Copying Information* (This setting should be used for the first student in a new family, or to quickly enroll a student without looking for family members at this time).

Student Information	
Student's Name (Last, First MI)	Adams, Robert W
DOB	
Student number	(If this field is left blank, the system will assign the Student Number)
Social Security Number	
Phone Number	716-555-5678
Enrollment date	10/23/2008
Full-Time Equivalency	
Grade Level	7
Entry Code	0011 (Enrollment in building or grade)
Track	
District of Residence	
Fee Exemption Status	Student Not Exempted
School	Cherry Hill Middle School

- Click **Submit**.
- If similar records exist, the **Check for Duplicate Students** screen will display, asking you to check for duplicate records as shown below. It will also show if a student attended previously.

**Check for Duplicate Students**

Student Number	Name Last, First	School	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
								Last Name	SSN	Phone
840000357	Adams, Jade P	WE	555-55-5654	916-555-1084	8/28/2000	7/15/2016	Inactive	Yes		
24023	Adams, Molly T	AGH	555-55-6627	916-555-3581	7/14/2003	7/15/2008	Inactive	Yes		
840001916	Adams, Bobby M	AGH	555-55-7929	916-555-3415	7/7/2004	7/7/2005	Active	Yes		
840000547	Adams, Corby L	CHMS	555-55-6462	916-555-2892	7/7/2004	7/7/2005	Active	Yes		
10019	Adams, George	SPSmb			9/19/2003	0/0/0	Active	Yes		
10576	Adams, Jennifer G	WE	555-55-5607	916-555-3209	7/7/2004	7/7/2005	Active	Yes		

- If the student's name appears on the list and it is a link, click the name. Then you can re-enroll the student. If the name is not a link, then someone with the proper access level must re-enroll the student. If the student's name does not appear, meaning they were never enrolled before, click **Enroll**.
- Enter additional information on student screens.

<b>Some commonly used screens when enrolling a student for the first time are:</b>	
<u>Screen</u>	<u>Student Information</u>
Addresses	Student Address & Contact Information
Demographics	DOB & Parent/Guardian Information
Modify Info	Home Room & Locker Number
Emergency/Medical	Emergency Contacts & Medical Alert
Parent/Guardian	Guardian Alert

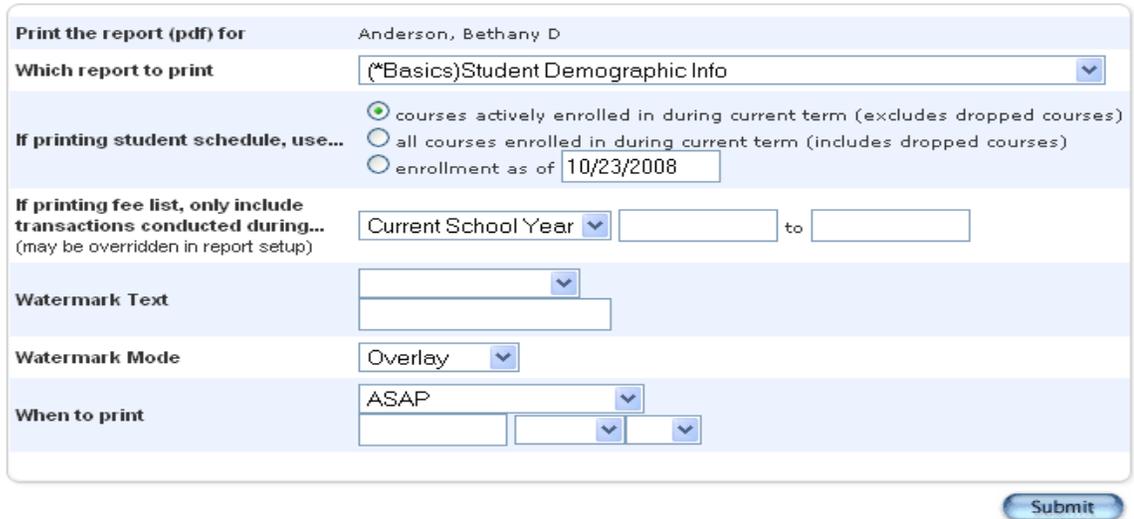
- Refer also to the **Enrollment Procedures** document for re-enrollment and transfer procedures.

## HOW TO PRINT A REPORT FOR AN INDIVIDUAL STUDENT

1. Select your student
2. From **Functions** under Enrollment, choose **Print Reports For This Student**. A screen like the following appears:

Print A Report     
Anderson, Bethany D 7 10308

CHMS



Print the report (pdf) for Anderson, Bethany D

Which report to print (\*Basics)Student Demographic Info

If printing student schedule, use...  
 courses actively enrolled in during current term (excludes dropped courses)  
 all courses enrolled in during current term (includes dropped courses)  
 enrollment as of 10/23/2008

If printing fee list, only include transactions conducted during...  
(may be overridden in report setup) Current School Year to

Watermark Text

Watermark Mode Overlay

When to print ASAP

Submit

3. Choose the name of the report you wish to print. Enter any option choices you wish to make and click **Submit**.
4. The Report Queue screen displays. Update the **Status** column by clicking the **Refresh** link.
5. When the status of the report is complete, click on the word **Completed** to open the report. You may wish to right click (or control-click on Macs) and choose the option to open the report in a new window.

## WORKING WITH GROUPS OF STUDENTS

- Can search for and select multiple students
- Can select and perform functions on groups of students using the Functions drop-down menu or button

**Searching Students using Search Commands** – Requires a field name, comparator and argument. For example:

<i>Field</i>	<i>Comparator</i>	<i>Argument</i>
First_Name	=	Michael

Some commonly used PowerSchool field names are:		
Last_Name	First_Name	Grade_level
Gender	DOB	Ethnicity
Student_Number	Home_Room	Home_Phone
Mailing_Street	Mailing_City	Mailing_State

The following table illustrates the use of several comparators:

Comparator	Description	Example	Result
=	Equals	First_Name=Michael	Students whose first name is Michael
<	Less than	Last_Name<D	Students whose last names start with A through C
>	Greater than	Entrydate>9/5/2006	Active students who entered 9/6/2006 or later
<=	Less than or equal to	DOB<=11/30/1990	Students with birthdays prior to and including 11/30/1990
>=	Greater than or equal to	NY_DateOfEntryGrade9>=9/01/2004	Students whose 9 <sup>th</sup> grade entry date was on or after 9/1/2004
#	Does not equal	Grade_Level#9	Students not in 9 <sup>th</sup> grade
In	Is field present in the search argument?	Grade_Level In 9,11	Students who are in grade 9 or 11
Contains	Is the argument contained in the field?	Street Contains Iron	Students whose street address includes the word "Iron" (e.g. Iron Point Way)
!Contain	Is the argument not contained in the field?	Zip !Contain 14075	Students whose zipcode does not contain 14075
@	Wildcard	First_Name=Kat@	Students whose first name begins with the letters "k-a-t" followed by any other letters

Other capabilities of searches include:

- Finding blank data using the equals (=) operator
- Finding non-blank data using the number sign (#) operator
- Searching on multiple criteria using a semi-colon (;) to separate

The following table provides examples:

Search	Result
DOB=	Students with no birth date
Home_Room=	Students with no homeroom
Alert_Medical#	Students who have a Medical Alert
Home_Room=123;Gender=F	Females in Home Room 123

Using Search Prefixes:

- Include non-active students by preceding with a forward slash (/)

Example:

Prefix	Search	Result
/	/Entrydate>=7/1/2008	Students who entered on or after 7/1/2008 including non-active students.

When working with non-active students, it helps to know the PowerSchool status codes, which are held in the `Enroll_Status` field.

Enroll_Status Code	Description	Notes
-1	Pre-registered	Means entry date is in future. Students with this status automatically become active on their entry date
0	Active	All active students have this value
2	Transferred Out	Students exited from PowerSchool
3	Graduated	Students in Graduated School

Note: Other status codes exist but pertain only to rare import situations.

You can now create searches that involve the `Enroll_Status` code:

Search	Result
/Enroll_Status=-1	All Pre-registered students
/Entrydate>=7/1/2008;Enroll_Status#0	Students entering on or after 7/1/2008 who are not active (so their status is not 0)

In addition to the forward slash (/) there are other prefixes that may be used to help narrow down a search. These prefixes will adjust how the search is carried out.

Prefix	Search	Result
&	Grade_Level=9 &Gender=M (*Note: after obtaining result of 1 <sup>st</sup> search enter 2 <sup>nd</sup> search. See example below.)	Students that are in the 9 <sup>th</sup> grade and are male.
+	Grade_Level=9 +Grade_Level=11 (*Note: after obtaining result of 1 <sup>st</sup> search enter 2 <sup>nd</sup> search. See example below.)	Students that are in 9 <sup>th</sup> grade and students that are in 11 <sup>th</sup> grade.

**Note:** The & or + prefixes must become BEFORE any “/” prefix when used together.

*Example:* /Grade\_Level=9  
&/Gender=M

**Search Students**

grade\_level=9

[View Field List](#) [How to Search](#)

---

**Browse Students**

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 Options**

[Stored Searches](#) [Stored Selections](#)

Part 1 of search using &

**Student Selection**

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: &gender=m

Matches: (77)

- (12/19/90) (9) Andrews, Joshua M
- (04/26/91) (9) Bennett, Cody B
- (01/18/91) (9) Briggs, Jeffrey P
- (07/11/90) (9) Briggs, Justin D
- (01/03/91) (9) Brito, Jordan H
- (11/27/90) (9) Bushman, Joshua C
- (10/10/90) (9) Butterfield, Nicholas D
- (04/11/91) (9) Eddy, Summer

Part 2 of search using &

**Search Students**

grade\_level=9

[View Field List](#) [How to Search](#)

---

**Browse Students**

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 Options**

[Stored Searches](#) [Stored Selections](#)

Part 1 of search using +

**Student Selection**

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: +grade\_level=11

Matches: (319)

- (03/02/90) (11) Adams, Cathy Gertrude
- (01/10/90) (9) Adams, Katherine Louise
- (10/21/90) (11) Allred, Christopher N
- (08/19/90) (11) Almanza, Harold B
- (07/09/90) (11) Anderson, Emily S
- (10/28/90) (11) Anderson, John J
- (11/20/90) (11) Anderson, Nichole F
- (04/19/90) (11) Anderson, Sheila F

Part 2 of search using +

## GROUP FUNCTIONS

- Once you select a group of students, you can work with the group's records in a variety of ways by using the options in **Group Functions**. Depending on your selection method, PowerSchool displays the **Group Functions** page or the group function must be chosen from the drop down list box below the student selection list as shown:

### Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (74)

Attendance Change  
Counselor's Screen  
Enrollment Summary  
Export Using Template  
Fee Functions  
ID/Password Assignment  
List Students  
Mass Enroll  
Mass Print A Student Screen  
Next School Indicator  
Print Report  
Print Mailing Labels  
Quick Export  
Reports Menu  
Save Stored Selection  
Search By GPA  
Search By Grades/Attendance  
Search For Perfect Attendance  
Select Students By Hand  
Student Field Value  
Transfer Out Of School

er C

ents

Drop down list appears when you click in the box under **Select a function for this group of students**

- Group Functions include:*
  - List Students**
  - Select Students by Hand**
  - Print Report**
  - Quick Export**

## List Students

- Use to create a report on your selected group of students
1. Select your group of students
    - **Note:** Depending on the selection method you used, either the *Group Functions* page appears or the function must be chosen from the drop down list box below the student selection list.
  2. From the list of Group Functions, choose *List Students*.
  3. Name your report and enter PowerSchool field names and column heading titles. Click on *Field Name* link for a list of available PowerSchool fields for this list. You are limited to using 10 PowerSchool fields in this report.
  4. Complete the screen with cell padding, row breaks, gridlines, exporting and sorting options.

Report Title (shown at top of page):

Col	Field name	Column Title
1.	<input type="text" value="Student_Number"/>	<input type="text" value="Number"/>
2.	<input type="text" value="LastFirst"/>	<input type="text" value="Name"/>
3.	<input type="text" value="DOB"/>	<input type="text" value="Birthdate"/>
4.	<input type="text" value="Enroll_Status"/>	<input type="text" value="Status"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

Padding In Each Cell  (in points)

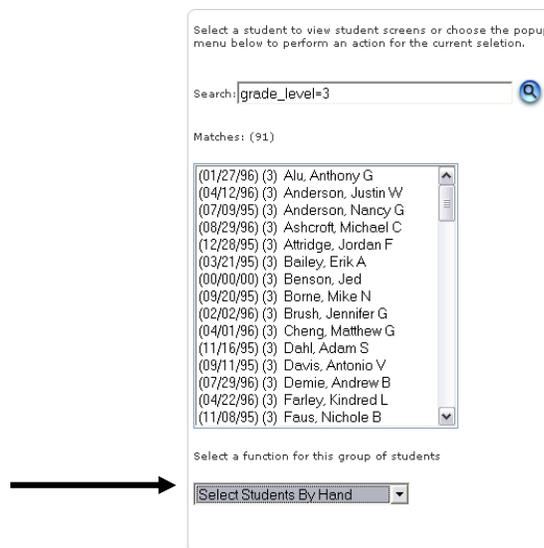
#Rows In Between Breaks

Other Options  Gridlines  Export

4. Click **Submit**. Your list will appear on the next screen.
5. You can print your list (**File > Print**) or copy and paste into another application.

## Select Students by Hand

- Use to hand pick a group that cannot be selected by any other means
1. Perform a primary search to narrow down your list as much as possible. If not possible then click **All** under **Browse Students**.
  2. When the list of students appears, choose **Select Students by Hand** from the **Functions** menu.
  3. Press and hold the Command key (Mac) or Control key (Windows) and click the names of the students to include in the group.



4. Click the **Functions** button. The **Group Functions** screen comes up as shown below, allowing you to either click the number listed as the **Current student selection** to get a **Student Selection screen**, or simply execute one of the functions.

## Group Functions

Current student selection: 43

Function	Description
<a href="#">Attendance Change</a>	Changes attendance records for one or many days for currently selected students.
<a href="#">Counselor's Screen</a>	Shows student pages for currently selected students.
<a href="#">Enrollment Summary</a>	Reports grade and ethnicity breakdown for currently selected students.
<a href="#">Export Using Template</a>	Uses a template to exports data on currently selected students.

## Print a Report

- Use **Print Report** to generate a report on your group of students

### 1. Select your group of students

- a. **Note:** Depending on the selection method you used, either the **Group Functions** page appears or the function must be chosen from the drop down list box below the student selection list.

**Print the report (pdf) for** Abplanalp, Julie C

**Which report to print**

**If printing student schedule, use...**  
 courses actively enrolled in during current term (excludes dropped courses)  
 all courses enrolled in during current term (includes dropped courses)  
 enrollment as of

**If printing fee list, only include transactions conducted during...**  
Current School Year  to   
(may be overridden in report setup)

**Watermark Text**

**Watermark Mode**

**When to print**

2. From the list of Group Functions, choose **Print Report**. A screen like the following appears:

3. Choose the name of the report you wish to print. Enter any option choices you wish to make and click **Submit**.

4. Click the report queue icon in the upper right corner. Update the **Status** column by clicking the **Refresh** link.
  
5. When the status of the report is complete, click on the word **Completed** to open the report. You may wish to right click (or command-click on Macs) and choose the option to open the report in a new window.

## Quick Export

- Use **Quick Export** to create a report on your group of students.
1. Select your group of students.
  2. From the list of Group Functions, choose **Quick Export**. A screen like the following appears:

### Quick Export

Export the 25 selected students

Student\_Number  
lastfirst  
DOB  
Grade\_level  
Home\_Room

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields"  Column titles on 1st row

FIELDS

Submit

3. Enter the PowerSchool field names to be included in the export. Enter your fields, one field per line. Click on the **FIELDS** link at the bottom of the page for a list of available PowerSchool fields.
4. Choose a field delimiter and a record delimiter. Typically, these fields are left at the default settings.
5. Check **"Surround Fields"** and **Column titles on 1<sup>st</sup> row** if needed.
6. Click **Submit**.

7. On PCs, PowerSchool will ask if you want to **Open** or **Save** your list. You may wish to have it open in Excel. On Macs, your list will appear as text or you can change your preferences to have it open in Excel.
  
8. Choose **File > Save As** to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.