

PowerSchool for Administrators

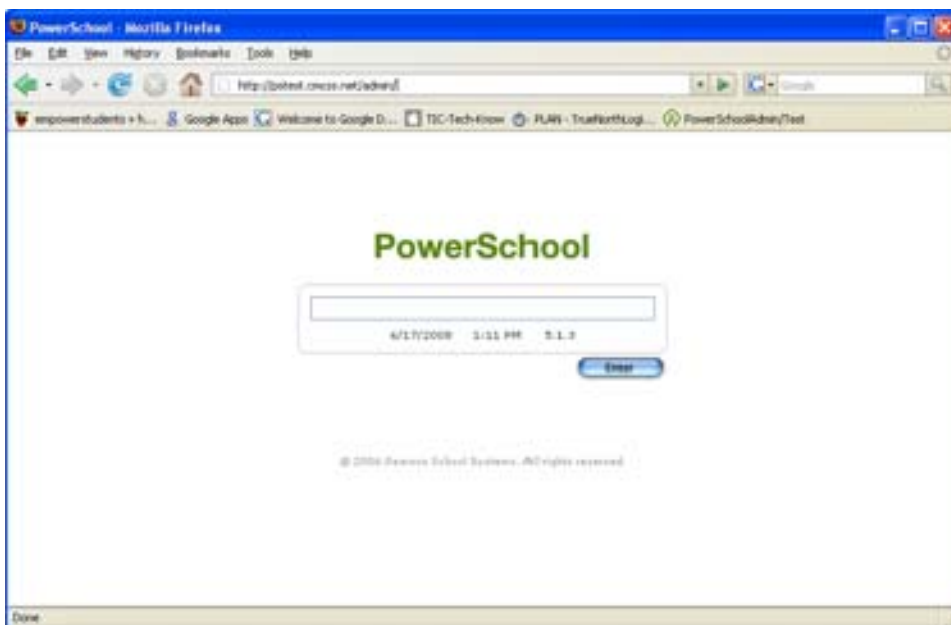
1. Prepare to offer guidance regarding weighting grades and communicate expectations to point of contacts before August sessions to set up grade books. (Weighting categories, etc.)
**Note - Teachers can use total points to calculate grades and still put assignments in categories for filtering (sorting) purposes without weighting the categories at all.*
 2. Prepare to be responsible for approving who gets access to what in PowerSchool. Initial permissions will be set up before launch. All changes in permissions must be [emailed to Dot Eads](#). In order to assure that the district has documentation of permissions, no phone calls will be accepted.
 3. Consider who will be responsible for managing the daily bulletin.
 4. Prepare to communicate procedures and district expectations to faculty.
- All grades for previous week will be published by midnight on Monday.
 - All graded assignments that are included in final grade must be published.
 - At this time, administrators will create all discipline log entries.
 - Paper referrals will still be needed because teachers will have no way to view log entries submitted, so they are being instructed not to use that feature.

Login name;password is the same on the test server and the actual server.
The CMCSS PowerSchool server address is <http://powerschool.cmcss.net/admin>

Logging in to the Test Server

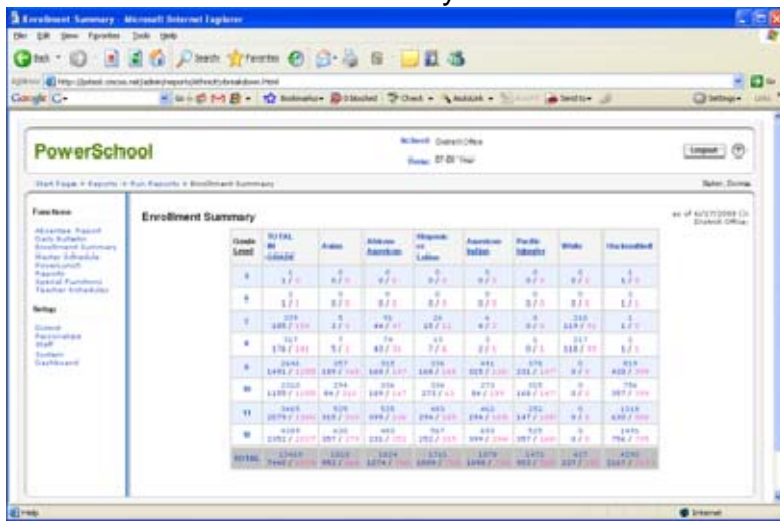
Go to: <http://pctest.cmcss.net/admin/>
Type in your **login name;password** which is:

Munis#;FL####

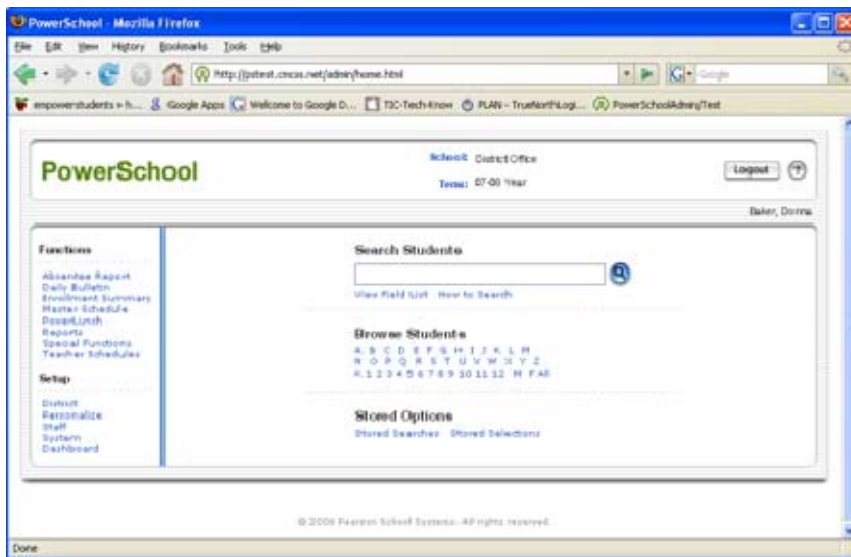


Enrollment Summary

1. Click on Enrollment Summary under Functions in the left hand menu.



Explore Navigation and Search Methods



Navigation Bar - Top

Main Menu - Left Hand Column

1. Search Students Box - Search by last name or enter [field name] [comparator] [search argument]
2. Alphabetical by last name - Use letters under Browse Students
3. Grade - Use Numbers under Browse Students
4. Gender - Use M or F to the right of Grade Levels
5. All – list of all students
6. Search by fields - See View Field List (for fields available) and How to Search (for basic instructions)

enter [field name] [comparator] [search argument]

For example: Last_Name = Hernandez

- | | | | |
|--------------|--------------|----------|----------|
| Student ID | Demographics | Address | Parents |
| • First_Name | • Ethnicity | • Street | • Father |

- Last_Name
- Gender
- City
- Mother
- LastFirst
- Grade_Level
- Zip
- Fatherdayphone
- Student_Number
- LunchStatus
- DOB
- Mother_home_phone
- Home_Phone

Search Practice:

List of searches administrators identify as commonly used:

Submit a Log Entry

1. Go to the Start Page by clicking on the PowerSchool Icon in the top left corner
2. Select a letter, grade level, gender, or all to get a list of students.
Click on any student
3. Click on Log Entries in the Left Navigation bar under Administration
4. Click on New
5. Select Discipline under Log Type
6. Enter required information.
7. Click on Submit.

Notes::

Incident Type (State Reporting) has the state infraction codes.

Incident Type (local Reporting) has the local infraction codes.

Action Taken (State Reporting) has the state actions (used with the state infractions).

Action Taken (Local Reporting) has the local actions (used with the local infractions).

Administrators will also need to enter:

Incident Date is the date the infraction took place.

Action Date is the action start date and

ActionTaken End Date is the end date.

Search for Log Entries

1. Go back to the Start Page
2. Click on Special Functions in the Left Navigation bar under Setup
3. Click on Search Log Entries
4. Select Discipline under Log Type
5. Type in "DET" under Title contains this text
6. Type in today's date under Entered on or after this date
7. Click on Submit