

PowerSchool

Getting Started

Log in to PowerSchool:

1. Open a web browser, such as Internet Explorer or Safari, and enter the address:
<http://pctest.cmcss.net/admin> - this is the test server.

When you have been trained you will want to enter the following address for the live server: <https://powerschool.cmcss.net/admin>

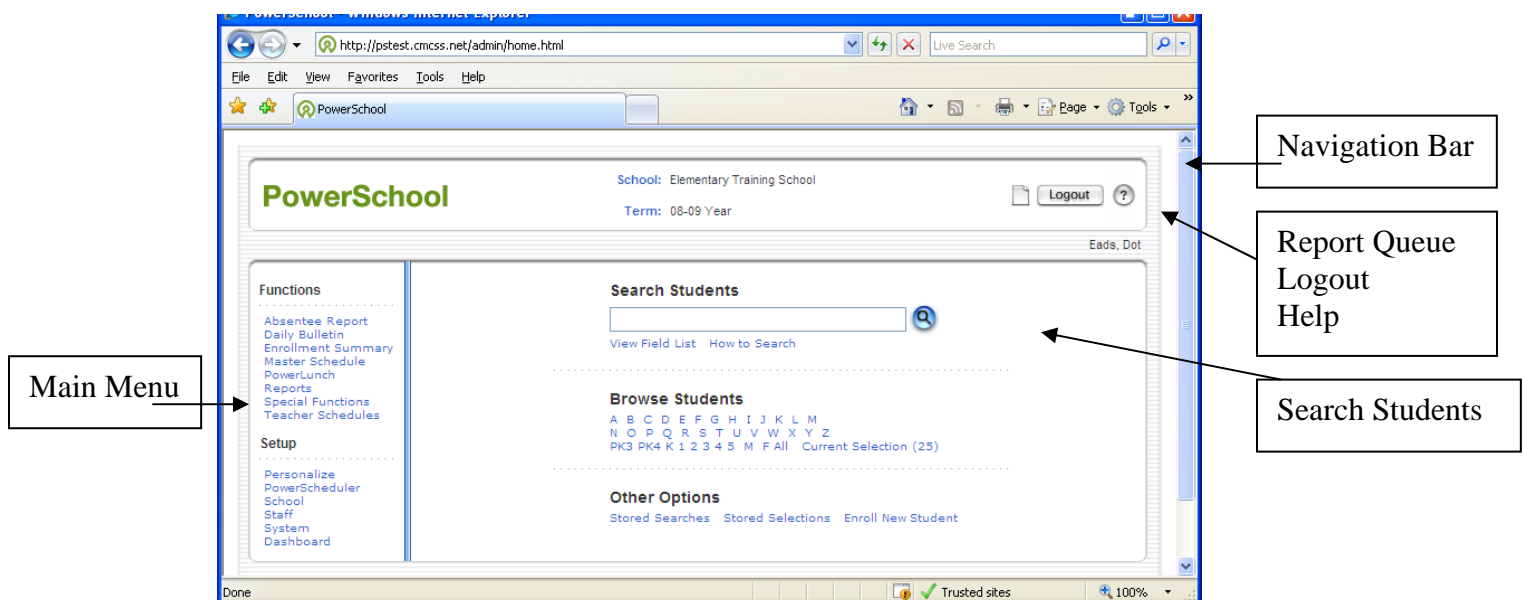
2. Enter your username and password, separated by a semicolon (;). User names have been set up as follows:
User ID – is your munis employee number
Password is your first and last initial and the last 4 numbers of your social.
EX: 12345;de****
Please do not change your user name or password and DO NOT give out to anyone.
Everyone who will need access to PowerSchool will have to be trained and then they will receive their data.

3. Click Enter.

The PowerSchool Start Page

The PowerSchool start page consists of three areas: the Navigation Bar, Main Menu, and Search Students.

The Navigation Bar includes access to three important functions: the Report Queue, Logout, and Online Help.



Report Queue - will contain any reports that you have run >



During the process of running reports, it will very often take that report to the Report Queue, so that you may do other tasks while that report is running. This is very convenient when you are running a large report and need to get to other data in the mean time. When a report is first entered into the Queue, it may say under “Status” – pending, running, completed or error. If your report is small and you want to see it at that time – click on the “Refresh” button next to Report Queue-My Jobs. When the report is finished it will have “Completed” “View” > Select View and it will bring the report up.

Logout – Is exactly what it says – it will log you out of the system.

Online Help – This tool is invaluable. When you are on any page – you can click on the Question Mark

Quick Searches

Symbol	Means	Does This
=	Equals	Searches for an exact first_name=jamaal match of the search argument.
<	Is less than	Searches for all matches grade_level<11 less than the search argument.

>	Is greater than	Searches for all matches grade_level>3 greater than the search argument.
<=	Is less than or equal	Searches for all matches grade_level<=10 less than or equal to the search argument.
>=	Is greater than or Equal to	Searches for all matches grade_level>=4 greater than or equal to the search argument.
#	Does not equal	Searchers for all matches football# that are anything other than the search argument.
contains	The value is contained in the field	Searches for matches street contains maple where the search argument is anywhere in the field.
@	Wildcard	Replaces unknown
/	Active/Inactive	Searches for Active and inactive Students

Student Pages

Working with Individual Students

When you select an individual student, the list of student pages appears in the student pages menu. Use the student pages to view or enter demographic, parent/guardian, and emergency/medical information. You can also perform a function for a student, such as updating the student's attendance record, printing a report, or transferring the student out of school. Make note of which of the following student pages you are likely to use in your job:

Student Pages

Description

Quick Lookup	Displays a summary of the student's current grades and attendance. This page includes information that is similar to what parents and students can view through Parent Access.
Switch Student	You can quickly access another student's information by entering the student's name in the field on the dialog box.
List	Returns you to the Student Selection page and shows the last group of students you selected.

Information

Addresses	Displays both the student's physical and mailing addresses. You can edit these addresses.
Custom Screens	Displays a list of the custom student pages that your district or school has created.
Demographics View	Displays the student's basic demographic information.
Demographics Modify information.	Use this page to modify the student's basic demographic information.
Emergency/Medical	Displays emergency contact and immunization information; you can also add a medical alert for a student using this page.
Family	Displays a list of the selected student's siblings who attend any school within the system. PowerSchool generates this list based on home phone number information.
Modify Info	Displays the parent/guardian and student Parent Access information for PowerSchool. Also displays student information such as graduation requirement set, homeroom, locker number and combination, and so forth.
Other Information	Displays miscellaneous student information such as school and course fee exemption status and if the student is exclude from class rank. You can edit this information; you can also add an "other" student alert using this page.
Parents/Guardian	Displays the student's parents/guardians contact information. If parents/guardians request automatic progress reports be sent via email, this information also appears. You can also add a parent/guardian alert using this page.
Photo	Displays the student's photo.
State/Province Tennessee.	Displays information for state reporting that is specific to You can edit this information.
Transportation	Use this page to log student transportation information to and from school.

Academics

Attendance	Use this page to view and change the student's attendance record.
Enter Attendance	Use this page to change a student's meeting attendance for the current week.

Cumulative Info	Displays the student's GPA and class rank information. Your school decides what information appears on this page.
Graduation Progress	Displays the list of graduation requirements for your school and the courses the student has completed, or is currently enrolled in, to fulfill these requirements. Your school creates the setting for this page.
Historical Grades	Displays the student's academic record. You can modify the student's historical grades from this page. Use this page to enter historical grades for students who transfer into your school.
Honor Roll	Displays a list of each time the student made the honor roll.
Standards	Use this page to access the student's progress with specific standards outlined by your state, district, and school.
Teacher Comments	Displays comments to parents that teachers enter in PowerTeacher.
Term Grades	Displays the student's grades as they were stored and reported on his or her report cards during the current year.
Test Scores	Displays the student's test scores on standardized tests, such as the SAT, ACT, or state norm-referenced tests.
Truancies	Use this page to log incidents of student truancy.
<u>Administration</u>	
District Specific	Displays information that some school districts track in PowerSchool.
Fee Transactions	Displays the student's financial transaction information, including the beginning and current balances. Use this page to record new transactions.
Log Entries	Displays the log entries that have been entered for the student. From this page, you can create new log entries or edit existing ones. Use this page to add a discipline alert.
Net/Phone Access	Displays a summary of the number of times that the parent and student have accessed PowerSchool via the Internet.
SEOP Review	Displays Student Education Occupation Plan information, most often entered and edited by school counselors. (High School)

Enrollment

- Activities Displays the activities in which the student is involved. Use this page to associate the student with activities.

- All Enrollments Displays a list of every course in which the student has been enrolled in Powerschool. From this page, you can see the final letter grade and final percent, as well as a list of the assignments and scores for each course.

- Functions Displays a list of functions that you can perform for this student, including printing a report, transferring out of school, reenrolling in school, transferring to another school, and enrolling in a course at another school.

- Special Programs Use this page to enroll the student in a special program, such as a special education-related or gifted and talented program.

- Transfer Info Displays the student's current and previous enrollments for each school your district has used PowerSchool.

Scheduling

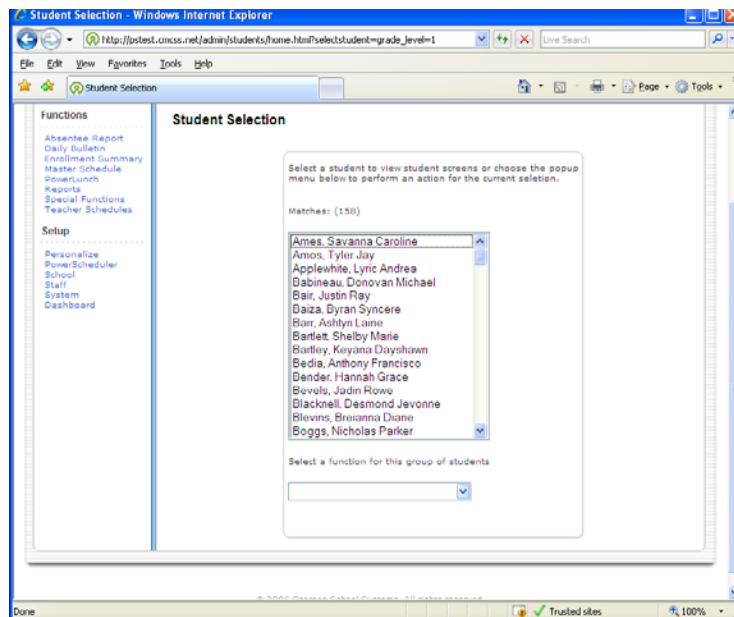
- Bell Schedule View Displays the student's schedule for the current week.

- List View Displays the student's schedule for the selected term in list format.

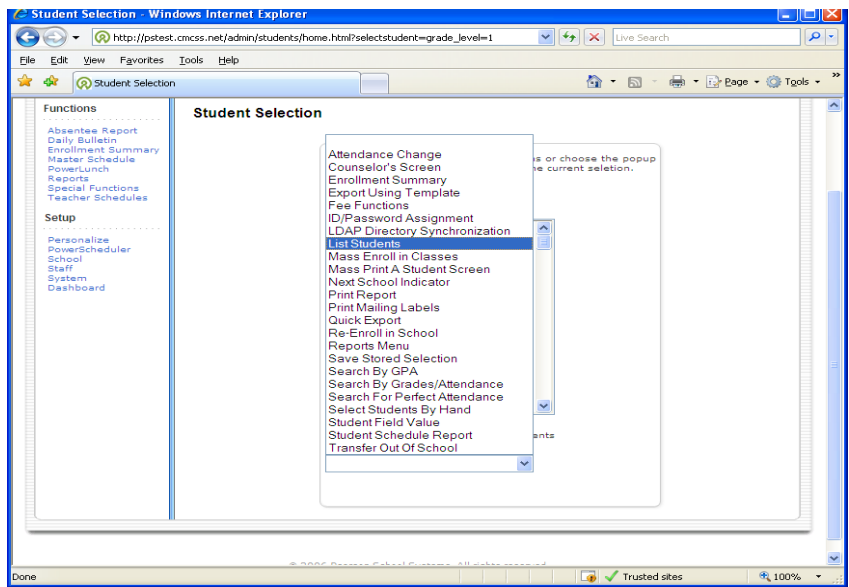
- Matrix View Displays the student's schedule for the selected term in a graphical format.

Student Lists (List Students)

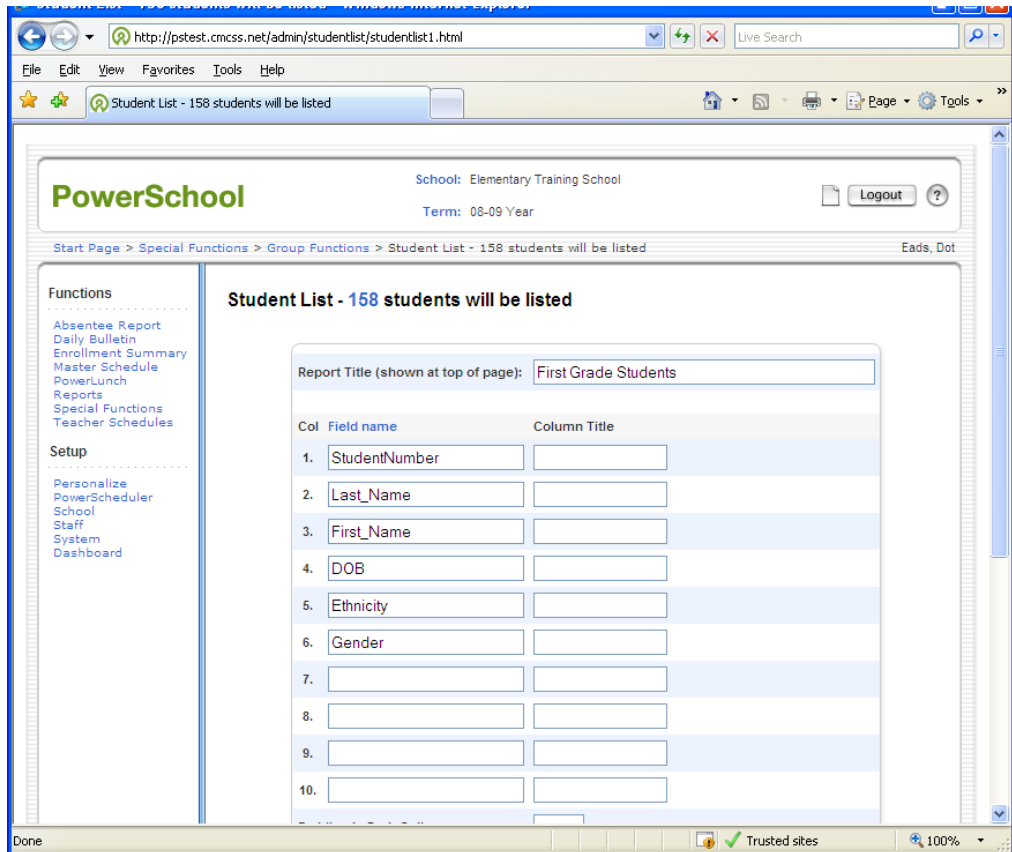
Select a group of students >



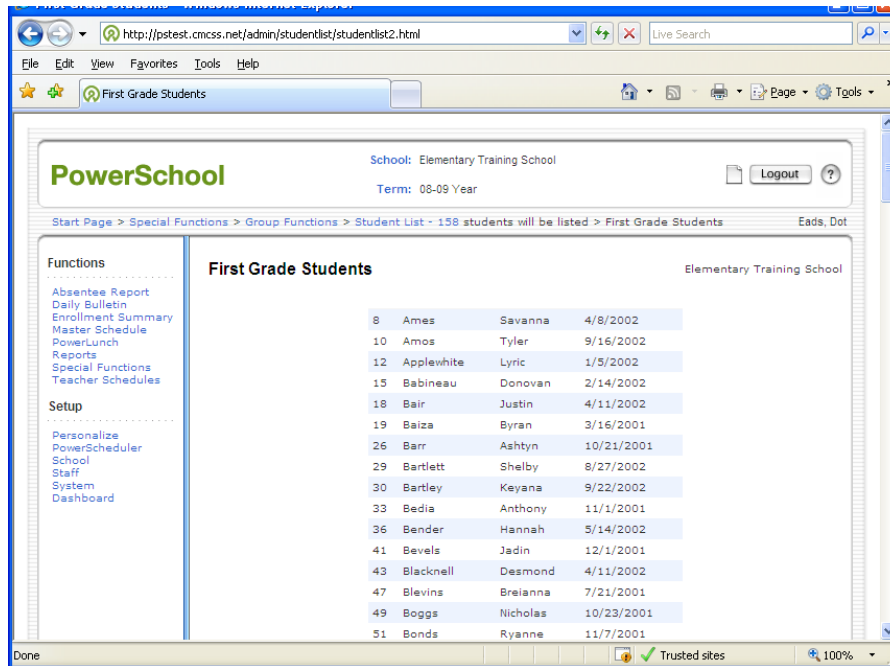
At the bottom pull down – choose List Students >



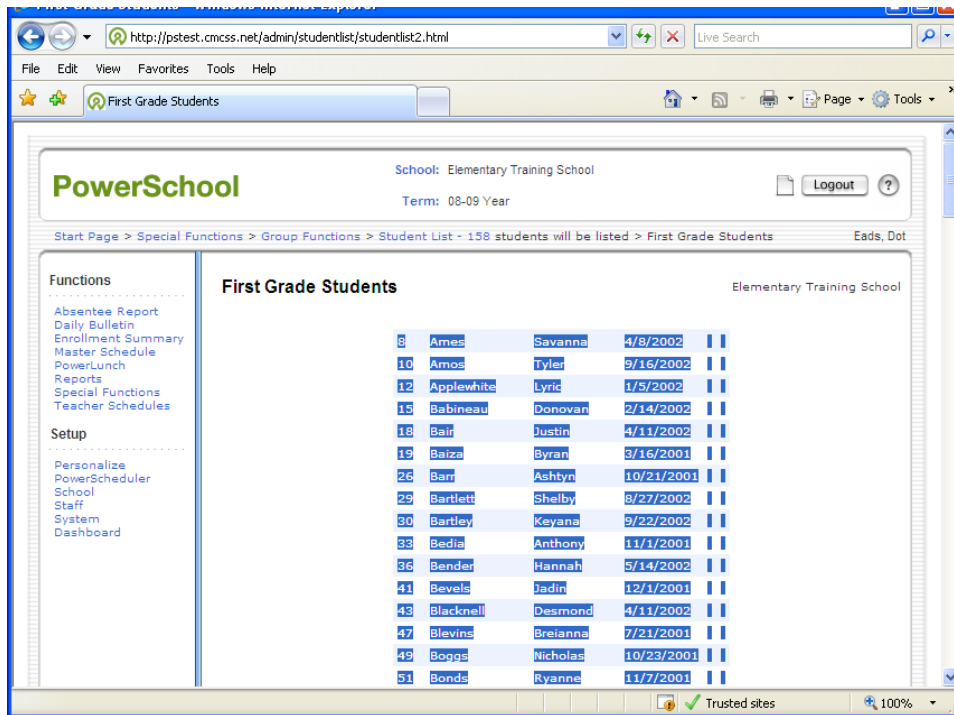
Use the list of fields to create the list with the data that you need. The left column will contain the field name and the right column is the Printed Column Title. If you do not have your list of fields available, you can click on the blue “Field name” above the fields column and it will bring up another window with the fields. This list could be a bus list as well.



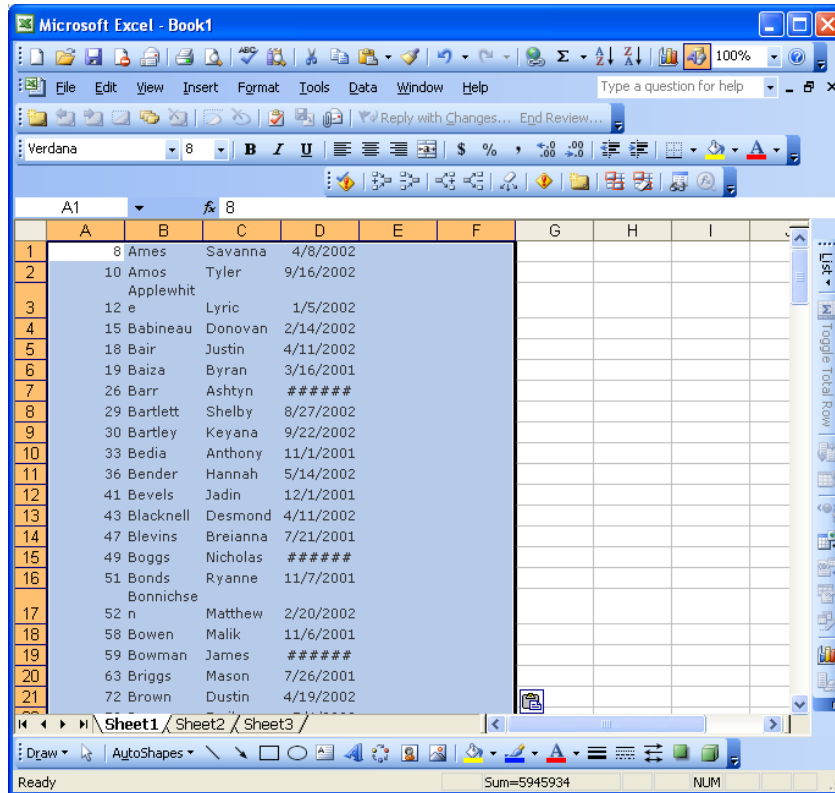
When you submit, you will have a list of the students to use for exporting or just to print.



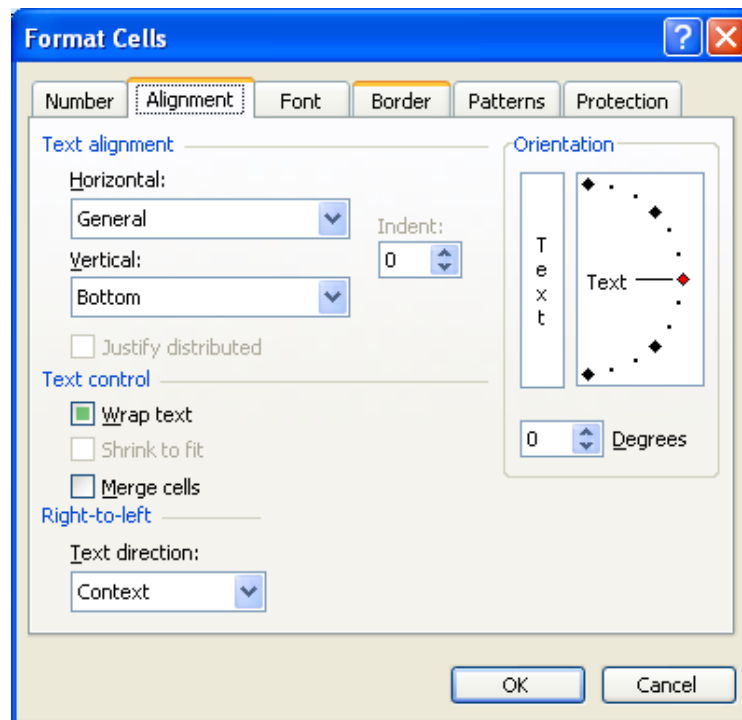
To take this list to a spreadsheet – highlight the first item in the first row and hold the mouse down and drag across and down the columns – right click and choose “Copy”>



Open an Excel Document and right click again and choose “Paste” >



While the names are still highlighted – go to “Format” in the top menu bar and pull down to “Cells”



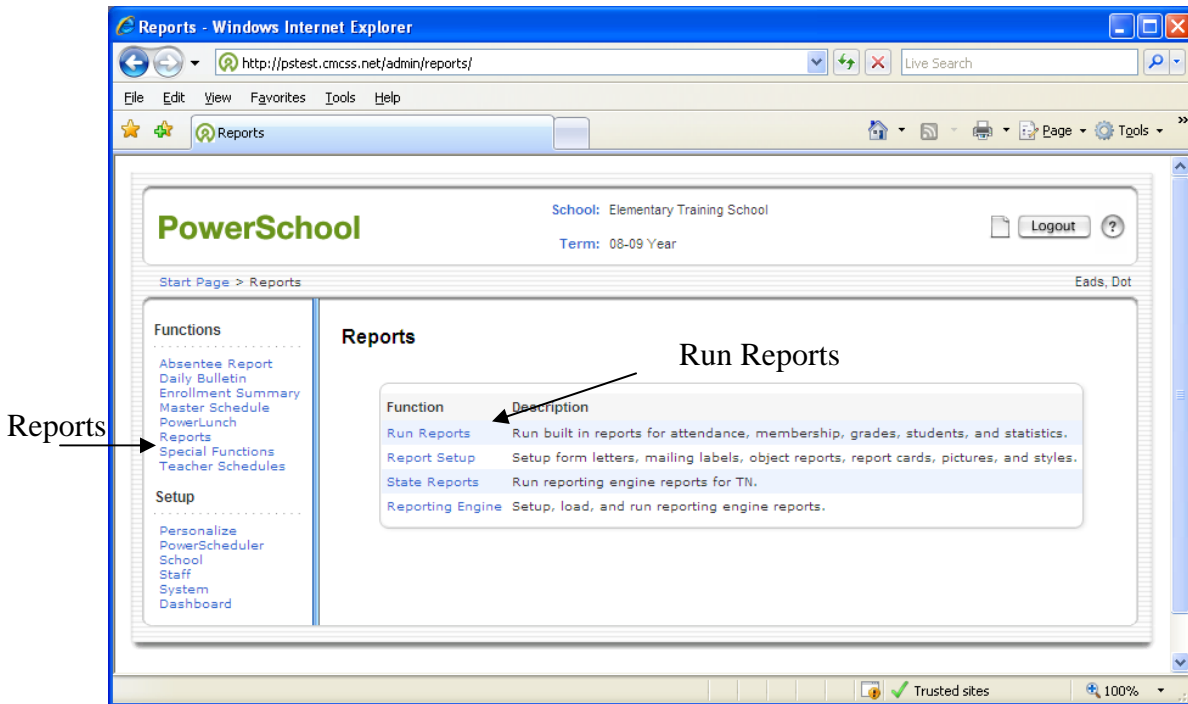
From this screen choose “Alignment” and click twice on the box in front of Wrap text and in front of the Merge cells, if needed – then go to the “Patterns” tab and click on “No Color” – click

OK and your spreadsheet can now be sorted and adjusted as you want. To make the columns show correctly – while the data is highlighted, go to “Format” – “Column” – “Autofit Selection”.

Student Listings Reports/Rosters

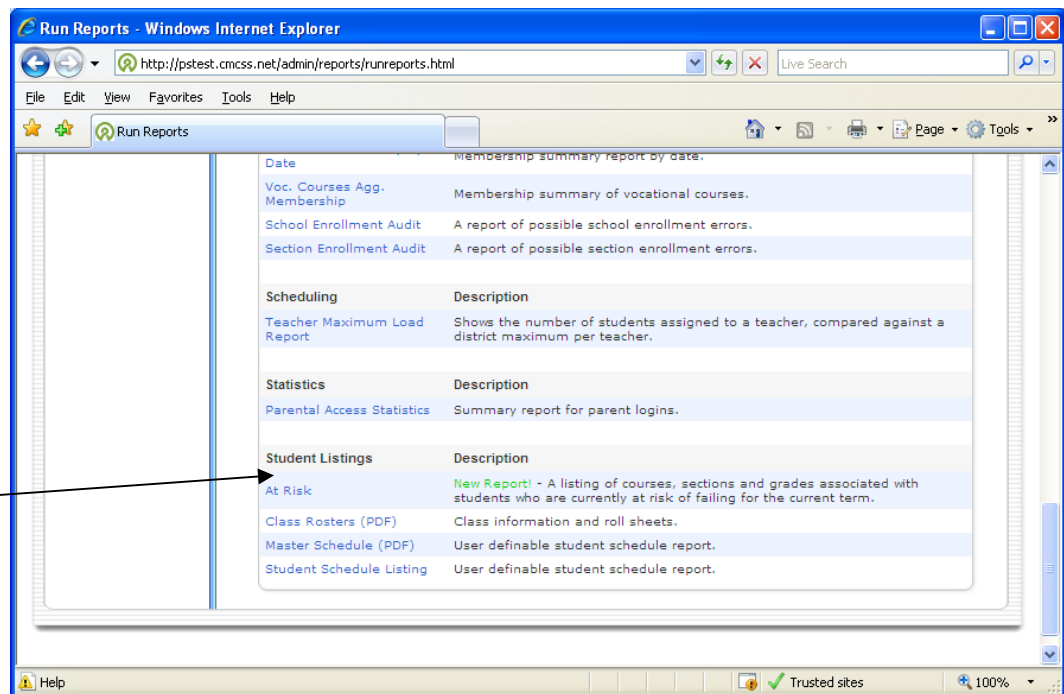
You can use these reports to show student schedule information (including grades and attendance information) print class lists, or print your school’s master schedule.

Choose Reports from the left column > Click on Run Reports >



Scroll to the bottom of the page >

Student Listings



Report

Class Rosters (PDF)

Master Schedule (PDF)

Student Schedule

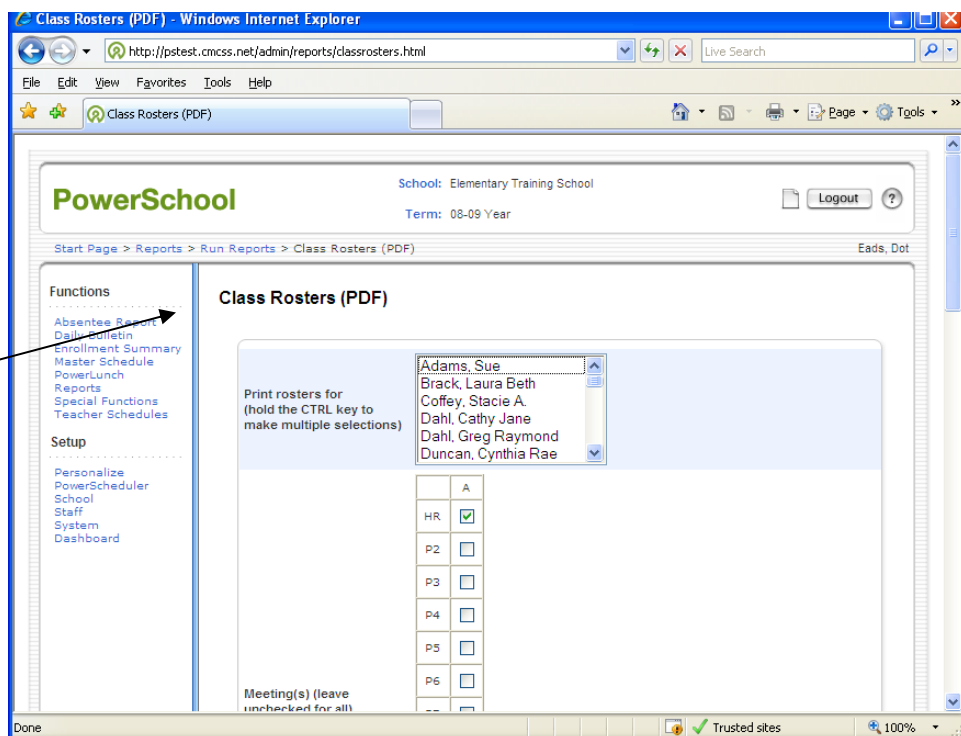
Description

Creates a PDF of the student information you specify for each teacher's selected sections.

Creates a PDF of your school's master schedule. You can specify which periods, days, rooms, or teachers you want to include, as well as how the information is sorted on the report.

Displays student schedule information for Listing either the selected group of students or all currently enrolled students. You can choose to include the room, course name, teacher name, current or historical grade, citizenship, attendance, attendance points, or a single assignment score. You can also specify which periods and days to display on the report.

Class Roster Report



From this screen you can select one homeroom or all homerooms. Middle and High may choose to run by a certain period. The lower half of the page has lots of different settings to help refine the search as well as customize the layout.

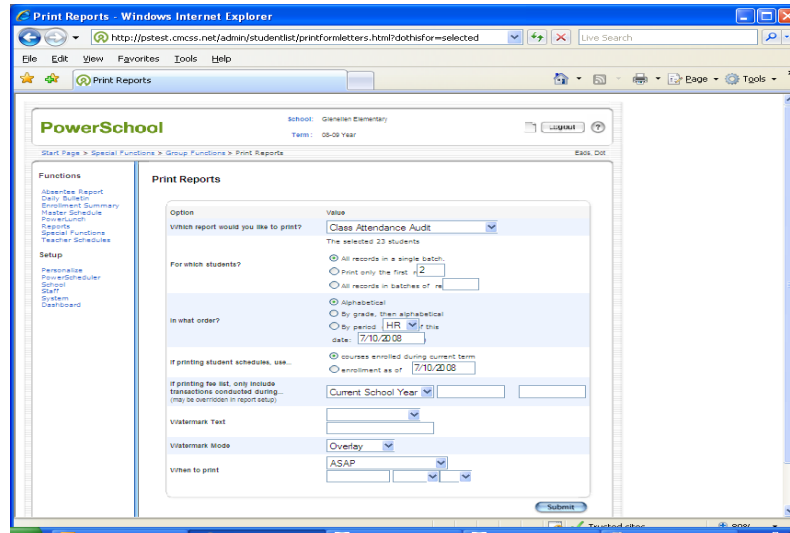
We have a basic class roster with the students name, gender and ethnicity that we can enter to your page. We will add or take away any item that is needed when asked.

WE WILL NEED TO KNOW WHO AT YOUR SCHOOL NEEDS THIS REPORT.

Printing Custom Reports

To print custom reports in PowerSchool, start with the student or group of students for whom you want to print the report.

1. On the start page, search for and select the student group.
2. Choose Print Report from the Functions pop-up menu.
3. Enter information in the fields:



- A. Choose the report from the pop-up menu.
- B. The next line shows the number of students you selected. To print a quick test of a report, select the "Print only the first" checkbox and enter the number of pages you want to print.
- C. Select the order in which you want the report to print for the selected students: alphabetically, by grade, or by period.
- D. If the report you chose contains the student's schedule, select "courses enrolled during current term" for the student's current schedule. Or, select "enrollments as of" and enter a date in the field for a student's schedule as of a specified date.
- E. If the report you chose contains student fee information, you can specify if the fees listed on the report include fees for the entire current school year, current term, current day, or between a date range.
- F. To include a watermark on the report, choose one of the standard phrases from the pop-up menu or choose Custom: and enter the phrase in the blank field.
- G. Choose Overlay if you want the watermark to print on top of the objects on the report, or Watermark to print it behind the objects on the report.
- H. Choose when you want the report to run from the pop-up menu. If you choose On Specific Date/Time, enter the date in the blank field and choose the time from the pop-up menus.

4. Click Submit.

Note: To print a report for an individual student, search for and select the student, click Functions in the student pages menu, and click Print Reports For This Student.

Working With Groups of Students

Searching for Groups of Students

In addition to searching for and working with individual students, you can search for and select groups of students in PowerSchool. Search for groups of students using:

- *Browse Students Links
- * Search commands
- * Search codes

After you search for a group of students, you can work with that group by selecting the students by hand, storing the selection, or performing a PowerSchool function.

Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. Using a search code, you can search for students who were born in the month of June, do not have a Period 1 class, were active as of November 10, or are enrolled in the Gifted and Talented program.

Here are some examples of search codes:

Search Code	Does This	Example
*birthday	Searches for students whose birthday is today, on a certain date, or *birthday>=4/1;*birthday<=4/30 within a specified range.	*birthday=today *birthday=4/1
*as_of	Searches for students who were active on the specified date.	*as_of=10/31/2001
*not_enrolled_in _period	Searches for students who are not enrolled in a course for the specified period.	*not_enrolled_in _period=4
*enrolled_in	Searches for students who are currently enrolled in a specified course or specified period.	*enrolled_in=5600 *enrolled_in=5600.02
*not_enrolled_in	Searches for students who are not currently enrolled in the specified course.	*not_enrolled_in=5600
*has_completed_course	Searches for students who have at least one historical grade entry for the specified course.	*has_completed_course=5600
*has_not_completed	Searches for students who do not have any historical grade entries for the specified course.	*has_not_completed= 5600
*cumulative_credit _hours	Searches for students with the specified number of credit hours.	*cumulative_credit _hours=12 *cumulative_credit _hours<15 *cumulative_credit _hours>5
*number_of_classes	Searches for students who are currently enrolled in the specified number of classes.	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6

*attendance_points	Searches for students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified dates.	*attendance_points>9 *attendance_points (Q1)>9 *attendance_points (8/28/02,12/20/02)>9
*hours_requested	Searches for students who have course requests for the specified number of credit hours.	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Searches for students who are enrolled in the specified special program.	*special_program=resource

Enter search codes as you would any search command in the Search Students field. For example, to find students born on November 10, enter *birthday=11/10 in the Search Students field and click Search.

Using Group Functions

You can perform a function for a group of students. For example, you need to print progress reports for the ninth grade, or excuse the football team tomorrow for Periods 5, 6, and 7.

In PowerSchool, you do not have to repeat the same function for each student. You can search for and select a group of students and then perform a function for that group.

Make note of which group functions you are likely to use in your job:

<u>Group Function</u>	<u>Description</u>
List Students	Use this function to view or print a list of the student group you selected. You can specify up to 10 student fields you want to include.
Enrollment Summary	Displays the Enrollment Summary page only for the student group you selected.
Attendance Change	Use this function to enter or change attendance for the student group you selected.
Fee Functions	Use these functions to add new fees and new transactions for the student group you selected.
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected.

Counselor's Screen	Displays the same student page you specify for each student in the group you selected. To show the page you specified for each student, click the student's last name.
Mass Enroll	Use this function to enroll the student group you selected into the same course section. You specify which section by teacher and meeting or by course section number.
Print Report	Use this function to print a form letter, report card template, or an object report for the student group you selected.
Print Mailing Labels	Use this function to print mailing labels for the student group you selected.
Quick Export	Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected.
ID/Password Assignment	Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, PowerLink PINs, and Lunch ID numbers for the student group you selected.
Search by Grades/Attendance	Use this function to search for students using grades, final grade percent, citizenship marks, and attendance.
Search for Perfect Attendance	Use this function to search for students who have perfect attendance.
Search by GPA	Use this function to search students using cumulative, term, or current GPA.