

# PowerSchool

Initial Training Workbook

## **PowerSchool**

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# Session 1

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## Introduction to PowerSchool

### Session Goal

In this session, you will learn to access all parts of PowerSchool Student Information System (SIS). You will also learn to navigate PowerSchool, and be able to use different methods to search for students, and then work with individual students.

### Objectives

At the end of this session, you will be able to:

- Navigate PowerSchool.
- Search for students using Browse Students links, last names, student numbers, search commands, and stored searches.
- Use student pages to enter and track information for individual students.

### Key Learning Concepts

#### Introduction to PowerSchool

- Administrators
- Teachers
- Substitutes
- Parents and Students

#### Using the PowerSchool Start Page

- Navigation Bar
- Main Menu

#### Searching for Students

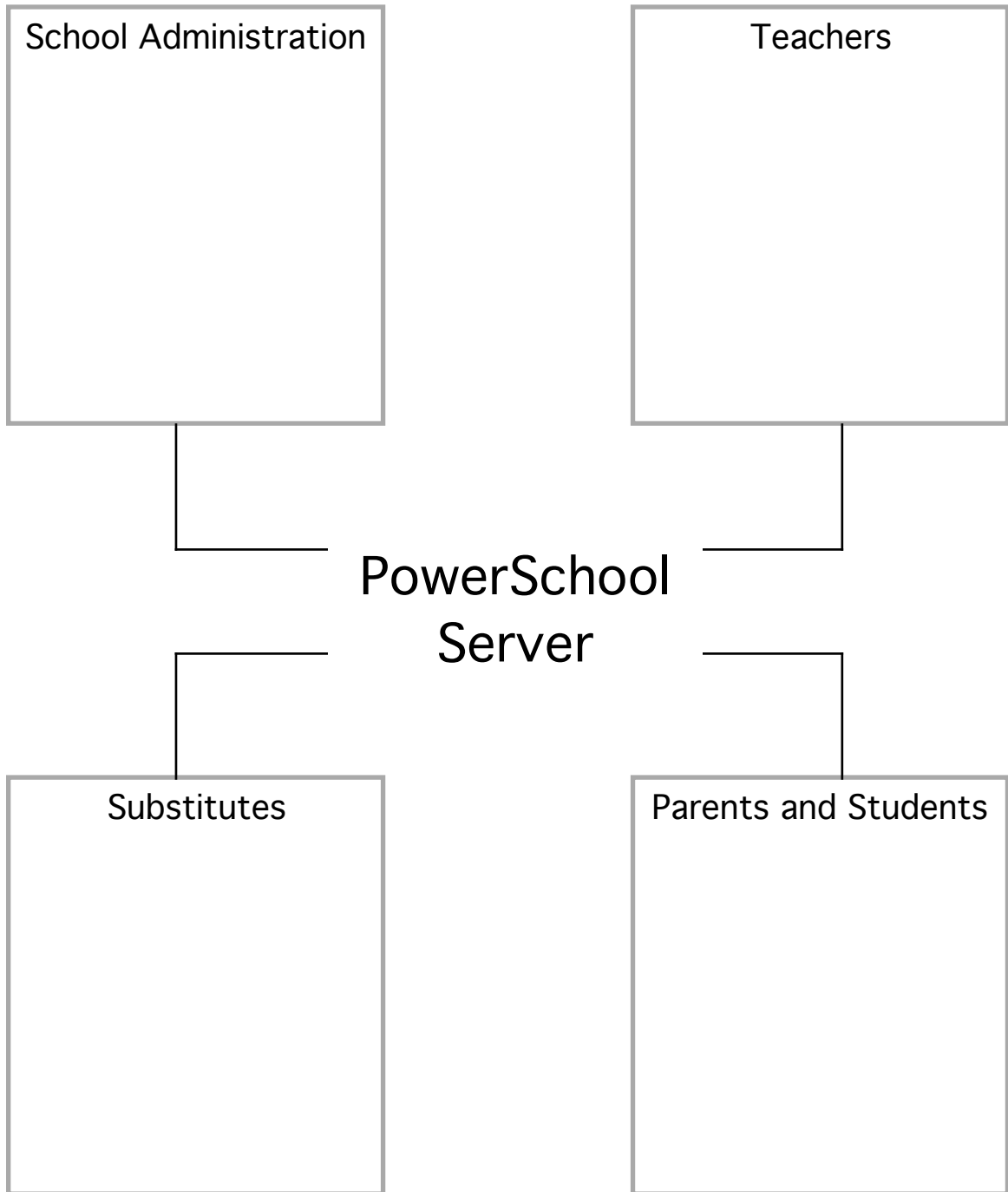
- Browse students
- Last name or student number
- Search commands
- Multiple searches

#### Working with Individual Students

- Introduction to student pages
- Information
- Academics
- Administration
- Enrollment
- Scheduling

## What is PowerSchool?

Welcome to PowerSchool! PowerSchool helps you access and maintain your student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.



## Getting Started

To log in to PowerSchool, you need the following information from your PowerSchool administrator:

- The address of your PowerSchool server
- Your username and password

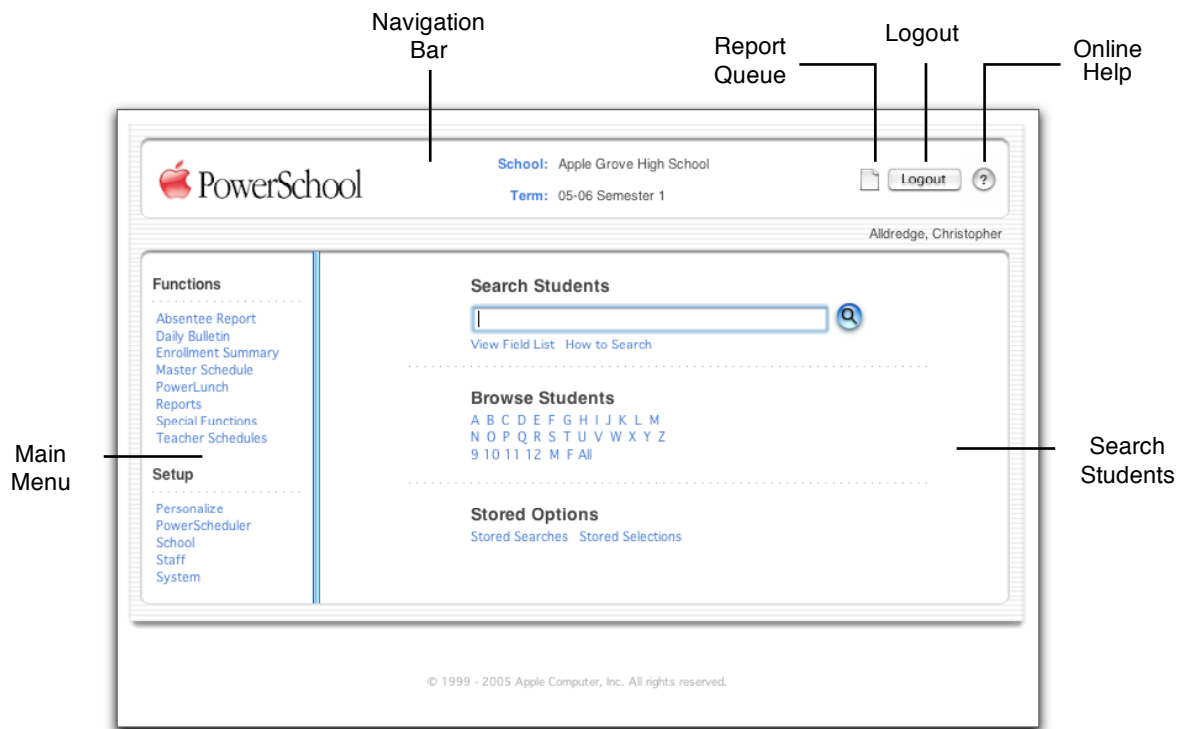
Log in to PowerSchool as an administrative staff member:

1. Open a web browser, such as Netscape Navigator or Internet Explorer, and enter the address of your PowerSchool server followed by /admin in the Address field.
2. Enter your username and password, separated by a semicolon (;). For example, if your username is bmeyer and your password is j9382, enter `bmeyer;j9382`.
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.



## Searching for Students

Use the Search Students area to search for an individual student or groups of students. There are several ways to search for students in PowerSchool. The “How to Search” link provides instructions about how to query the database for information.

### Browse Students

Click one of the Browse Students links to execute specific, single-criteria searches. Using Browse Students links, you can search for students by:

- First letter of the student’s last name
- Grade level
- Gender
- Current enrollment
- Current selection

### Search by Last Name or Student Number

You can search for students by their last names, or a portion of their last names, and by their student numbers. If a student is the only one with the last name you entered, the student pages for that student appear. If the student shares his or her last name with other students in the school, the Student Selection page shows the list of students who match your search criteria.

Each student in your system has been assigned a unique student number. You can search for a student using this number. If you enter any letters in the Search Students field, PowerSchool automatically searches last names; if you enter numbers, PowerSchool searches student numbers.

### Search Commands

In addition to the Browse Students links and the ability to search by last name and student number, you can search using more powerful techniques. You can use search commands to find students who match specific criteria. You can search student fields using search commands; to see a list of the student fields you can use in search commands, click View Field List on the Start Page. For example, you can search for students who live on Maple Drive, attend Mr. De Boer’s homeroom, have a lunch balance of less than \$5, or were assigned locker number 220.

A search command is a statement of search instructions. Search commands must contain three elements: a field name, a comparator, and a search argument. In the following example, the field searched is `first_name`, the comparator is equals (=), and the information searched for is Maria. Thus, this search command searches for all the current students whose first name is Maria:

Field Name	Comparator	Search Argument
<code>first_name</code>	=	Maria

The search argument is the specific information for which you are searching. For example, if you are searching for all of the students with the last name Metzler, then Metzler is the search argument. The search argument is always the last part of the search command.

Click View Field List on the start page for a list of the student fields available in PowerSchool. The field list shows all of the student fields in PowerSchool, including any custom fields your district/school created. Scroll through the list to locate the name of the field that contains the information you want to search for.

Using the Field List - Students page, write down the field names for the following student information:

Student Information	Field Name	Student Information	Field Name
Last Name		Street Address	
Home Phone Number		Gender	
Grade Level		Locker Number	
Mother's Name		Last Name, First Name	
Mailing Address		Student Number	
Enrollment Status		Entry Date	

You can search for the information you want by using the correct comparator in your search command. PowerSchool uses the following comparators:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match of the search argument.	first_name=jamaal
<	Is less than	Searches for all matches less than the search argument.	grade_level<11
>	Is greater than	Searches for all matches greater than the search argument.	grade_level>3
<=	Is less than or equal to	Searches for all matches less than or equal to the search argument.	grade_level<=10
>=	Is greater than or equal to	Searches for all matches greater than or equal to the search argument.	grade_level>=4
#	Does not equal	Searches for all matches that are anything other than the search argument.	football#
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Additional search arguments are separated with commas in the search command.	last_name in yang,holt  (searches for students whose last name is Yang or Holt)

Comparator	Means This	Does This	Example
contains	The value is contained in the field.	Searches for matches where the search argument is anywhere in the field.	street contains maple
!contain	The value is not contained in the field.	Searches for matches where the search argument is not anywhere in the field.	street !contains maple
@	Wildcard	Replaces unknown information in the search argument.	first_name=jacq@  (searches for any student whose first name begins with <i>jacq</i> - such as Jacquine and Jacqueline)

### Use a Search Command

Enter search commands in the Search Students field on the PowerSchool start page and click Search. For example, to find all of the students that live within the 95630 zip code, enter `zip=95630` in the Search Students field and click Search.

### Compound Searches

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the Search Students field, separate the search commands with a semicolon (;). A semicolon between search commands means *and*. For example, to find all the students in Mrs. Pauloski's homeroom class who live on Maple Drive, enter `home_room=pauloski;street contains maple` in the Search Students field and click Search.

### Search for Inactive Students


When you perform searches, PowerSchool only searches active student records in your school. Students who are currently enrolled are considered active. Occasionally, you may need to search for students who preregistered for next year, transferred or dropped out of school midyear, or graduated early. Students in one of these classifications are inactive. To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records.



For example, to find all active and inactive students with the last name Ramirez, enter `/last_name=ramirez` in the Search Students field and click Search.

## 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 Page	Description	Notes
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.	
<b>Information</b>		
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	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 that uses your PowerSchool server. PowerSchool generates this list based on home phone number information.	

Student Page	Description	Notes
<b>Information</b>		
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. You can edit this information.	
 Other Information	Displays miscellaneous student information such school and course fee exemption status and if the student is excluded 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 mother’s name and daytime contact information, father’s name and daytime contact information, as well as a guardian’s name and information, if applicable. If parents or guardians request automatic progress reports be sent via email, this information also appears. You can edit the parent/guardian information. You can also add a parent/guardian alert using this page.	
Photo	Displays the student’s photo. You can submit a new photo for the student using this page.	
State/Province	Displays information for state reporting that is specific to your state requirements, if applicable. You can edit this information.	
Transportation	Use this page to log student transportation information to and from school.	

Student Page	Description	Notes
<b>Academics</b>		
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 settings 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. Your school determines what tests and scores to track in PowerSchool. You can enter test score information using this page.	
Truancies	Use this page to log incidents of student truancy.	

Student Page	Description	Notes
<b>Administration</b>		
District Specific	Displays information that some school districts track in PowerSchool. You can edit this information.	
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.	
Lunch	Displays the student's lunch status information, lunch ID number, and current lunch balance.	
Lunch Transactions	Displays all of the student's transactions in PowerLunch for the current year.	
Net/Phone Access	Displays a summary of the number of times that the parent and student have accessed PowerSchool via the Internet or by phone, if applicable.	
SEOP Review	Displays Student Education Occupation Plan information, most often entered and edited by school counselors.	

Student Page	Description	Notes
<b>Enrollment</b>		
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 since your district began using 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, enrolling in a course at another school, and recalculating lunch balance.	
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 year your district has used PowerSchool.	
<b>Scheduling</b>		
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.	
Modify Schedule	Displays the student's schedule for the selected term in list format. Use this page to modify the student's schedule.	

Student Page	Description	Notes
<b>Scheduling</b>		
Requests Modify Current	Use this page to enter the student's course requests for the current school year.	
Requests View Current	Displays the student's course requests for the current school year.	
Requests Modify Future	Use this page to enter the student's course requests for the next school year.	
Requests View Future	Displays the student's course requests for the next school year.	
Scheduling Setup	Displays the student's scheduling preferences used by PowerScheduler, PowerSchool's scheduling engine. Use this page to edit these preferences.	

*Note:* Depending on your job functions and level of access to PowerSchool, you may not have sufficient access privileges to view and make changes on some student pages. For more information about your level of access, see your PowerSchool administrator.

### **Stored Searches**

If you know you will be using a set of search commands over and over, you can create a new group of students for whom you and other users can search. Stored searches find preset groups of students. You can either set up and save the searches you use most, or use a search that someone else has set up.

### **How to Create a Stored Search**

To create a stored search, click on the Stored Searches link and click New. Then type the command string that includes the search command or commands needed to get the results you want.

For example, if you wanted to store a search for the current day's birthdays, you would use the command string \*birthday=today. Once it is stored, you can run it daily without having to type in the command by clicking the Stored Searches link.

# Session 2

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## Working With Groups of Students

### Session Goal

In this session, you will learn how to search for, select, and perform functions for groups of students. You will also learn the how to enroll, withdraw, and transfer students into and out of school and maintain student schedules.

### Objectives

At the end of this session, you will be able to:

- Search for groups of students using Browse Student links, search commands, and search codes.
- Select students by hand and store frequently referenced selections.
- Use group functions to enter and track student information for groups of students.
- Enroll, withdraw, and transfer students into and out of school.
- Transfer a student from one course to another.

### Key Learning Concepts

#### Searching for groups of students

- Use search codes
- Select students by hand
- Use stored selections

#### Using Group Functions

- List Students
- Enrollment Summary
- Attendance Change
- Daily Attendance Change
- Fee Functions
- Student Field Value
- ID/Password Assignment
- Searching for students by attendance, grades, and GPA
- Searching log entries

#### Enrolling and Withdrawing Students

- Enrolling a new student
- Transferring students out
- Reenrolling a student
- Transferring a student to another school in your district

#### Maintaining Student Schedules

- Dropping courses
- Adding courses

## 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 within a specified range.	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<= 4/30
*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 course and section.	*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

Search Code	Does This	Example
*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:

Group Function	Description	Notes
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.	

Group function	Description	Notes
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.	

## Searching Log Entries

You can search student log entries to view, print a report, or export all of the log entries that relate to a particular event or type of incident. For example, the counselors are teaching an anger management course during first period. You can search for all of the students who have a discipline log entry about fighting to make recommendations as to which students should attend. Your school or district creates the types of log entries that can be tracked with PowerSchool in your school. To access the search log entries feature, choose Special Functions from the main menu and click Search Log Entries on the Special Functions page.

Your PowerSchool administrator decides which groups of users can view, enter, and edit the types of log entries available. You can only search the log entry types to which you have access. For example, the school nurse might be the only person able to search medical log entries.

List the types of log entries to which you may need access:

_____	_____
_____	_____
_____	_____

*Note:* When you specify more than one search criteria on the Log Entries Search page, each criteria set functions as an “AND” search, not an “OR” search.

Once you have searched for the log entries with which you want to work, you can choose to view a list of the log entries in your browser, print a report, or export log entry information.

## Enrolling and Withdrawing Students

During the school year, you may need to enroll students who are new to your school, reenroll students who return to your school, or transfer students out of your school. When you enroll or reenroll a student, PowerSchool activates that student's record. When you transfer a student out of school, PowerSchool inactivates that student's record. By default, inactive student records do not appear in searches and lists. Student records are never deleted - only changed to an inactive status.

### Enrolling a New Student

When new students arrive at your school, enroll them in PowerSchool. After you enroll a student, enter information about that student on his or her student pages.

1. Choose Special Functions from the main menu.
2. Click Enroll New Student.
3. Use the following diagram to enter information in the fields:

The diagram shows a screenshot of the 'Enroll New Student' form with several fields and a 'Submit' button. Annotations with lines pointing to the fields provide instructions:

- Student's Name (Last, First MI):** Enter the student's last name, first name, and middle initial.
- Student number:** If you want to manually assign the student number, enter the number. If you want PowerSchool to automatically assign the number, leave this field blank.
- Social Security Number:** Enter the student's Social Security Number (optional).
- Phone Number:** Enter the student's home phone number.
- Enrollment date:** Enter the date on which the student enrolled at your school. If you enter a future date, PowerSchool automatically activates the student's record on the date you enter.
- Full-Time Equivalency:** Choose the student's full-time equivalency from the pop-up menu.
- Grade Level:** Enter the student's numerical grade level.
- Entry Code:** Choose the appropriate entry code from the pop-up menu.
- Fee Exemption Status:** Choose the student's fee exemption status from the pop-up menu.

4. Click Submit.

To verify that the student does not already exist in the system, PowerSchool searches for any student who matches the new student's last name, phone number, or Social Security Number.

If the system finds a possible match for the new student, the "Check for Duplicate Students" page appears. If you verify that the new student is not a match with any student who appears on this page, click Enroll to continue. Otherwise, click the name of the student who you think is a match and review his or her information. If the system does not find any possible matches, it enrolls the student and displays the student pages on which you can enter the new student's information.

## **Transferring Students Out**

When students leave your school to attend another school in your district, or in another town, state, or country, use the Transfer Out Of School function. You can transfer students out of school individually or as a group.

Transfer an individual student out of school:

1. On the start page, search for and select the student.
2. Click Functions.
3. Click Transfer Out Of School.
4. Enter any comments and the date of transfer, and choose the appropriate exit code.
5. Click Submit.

*Note:* For accurate attendance data, enter in the “Date of transfer” field the date of the day after the last day the student actually attends classes at your school.

You can also transfer out a group of students. For example, if a family is relocating to another area and has four students currently enrolled at your school, you can search for, select, and transfer them all out of school at the same time.

Transfer out a group of students:

1. On the start page, search for and select the appropriate group of students.
2. Choose Transfer Out Of School from the Functions pop-up menu.
3. Enter any comments and the date of transfer, and choose the appropriate exit code.
4. Select the verification checkbox to confirm that you want to transfer out the selected group of students.
5. Click Submit.

### **Reenrolling a Student**

You can reenroll a student who was previously active in PowerSchool before he or she transferred out of school. When you do so, the system reactivates all of the related student information previously entered. After you reenroll a student, you can update the student's information on his or her student pages.

1. Enter a slash (/) and the student's last name in the Search Students field on the start page.
2. Click Search.
3. If only one student matches your search, the student pages for that student appear. If more than one student matches your search, the Select Students page appears. Click the student's name.
4. Click Functions.
5. Click Re-Enroll In School.
6. Enter the date on which the student is reenrolling. Choose an enrollment code, the student's full-time equivalency, current grade level, track (if applicable), and district of residence from the pop-up menus. Enter any comments (optional).
7. From the "Restore class enrollments?" pop-up menu, choose one of the following options:  
Choose Yes if the student is reenrolling at your school during the same schedule term in which he or she transferred out of your school. The system restores the student's class schedule.  
Choose No if the student is reenrolling at your school after the schedule term in which he or she transferred out. You can create a new schedule for the student on his or her Modify Schedule page.
8. Click Submit.

The student is reenrolled in your school. His or her records in PowerSchool are now active again. You can update and edit information on the student pages.

### **Transferring a Student to Another School in Your District**

1. Transfer the student out using the Transfer Out Of School function.
2. Click Functions.
3. Click Transfer To Another School.
4. Choose the school to which the student is transferring from the "To which school?" pop-up menu.
5. Click Submit.

The system checks for students who share the student's last name, Social Security number, or home phone number. Any possible matches appear on the "Check for Duplicate Students" page. Verify that the matches are not duplicates of the student you are transferring. If the student you are transferring is not a duplicate, click Transfer. If no possible matches are found, the system automatically transfers the student to the other school.

After the system successfully transfers the student's records, the student is inactive in the school to which you transferred him or her. The new school can now activate the student using the Re-Enroll In School function.

## Maintaining Student Schedules

During the school year, it is often necessary to change students' schedules. For example, after the first week of the term, a student realizes that he or she is not ready for AP Calculus and needs to change to the college-preparatory level math course. To make changes to a student's schedule, drop his or her original course and then add the new course.

### Dropping Courses

There are two ways to drop courses from a student's schedule. The number of courses the student wants to drop determines the method you use.

If you want to drop all of the student's courses at once, do the following:

1. On the start page, search for and select the student.
2. Click Modify Schedule.
3. Click All at the bottom of the Drop column.
4. Enter the date of the day after the student will finish the courses in the Exit Date field.
5. Click Drop Classes.

If you want to drop one of the student's courses do the following:

1. On the student's Modify Schedule page, click Drop for the course you want to drop.
2. Enter the date of the day after the student will finish the course in the Exit Date field.
3. Click Drop Classes.

*Note:* For accurate attendance data, enter the date of the day after the student actually attends the courses in the Exit Date field.

### Adding Courses

There are several ways to add a course to a student's schedule. The method you use depends on the amount of information you know about the course the student wants to enroll in, as well as your school's registration procedures.

If a student drops a course and needs to schedule another course in the same period, make your selection from a list of courses available in that particular period.

1. On the Modify Schedule page, choose the period you need to enroll the student in a course from the Period pop-up menu near the top of the page.
2. Click Find. The Available Courses page displays.
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the pop-up menus or entering a course number in the Course field in the Filter By area.
4. Enter the correct enrollment date in the "Enroll date" field.
5. Click the course name to enroll the student.

If you know the number of the course the student wants to enroll in, you can enroll him or her on the Modify Schedule page. If you don't know the exact course number, use the wildcard (@) to replace unknown course number information. For example, if all English courses begin with 20, you can enter 20@ to show a list of all English courses and sections.

1. On the Modify Schedule page, enter the course number Course.Section in the Quick Enroll area.
2. Click Enroll. If there are several sections of that course available, the Available Courses page displays.
3. Enter the correct date in the "Enroll date" field.
4. Click the course name to enroll the student.

*Note:* If you know the course and section number, you can enter this information in the Course.Section field in the Quick Enroll area (format: course.section) and click Enroll. This will enroll the student in the specified course and section automatically; likewise, the student is automatically enrolled when only one section of a course exists.

If a student drops a course and needs to review several replacement course options with you, you can select a course from a list of all courses and sections in your school.

1. On the Modify Schedule page, choose All from the Period pop-up menu.
2. Click Find. The Available Courses page displays a list of all current courses and sections in your school for your reference.
3. Refine your search for appropriate courses by choosing a period, day, term, grade, teacher, and credit type from the pop-up menus or entering a course number in the Course field in the Filter By area.
4. Enter the correct date in the "Enroll date" field.
5. Click the course name to enroll the student.

# Session 3

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## Attendance Process and PowerSchool Reports

### Session Goal

In this session, you will learn how to manage student attendance, access student attendance reports, run PowerSchool reports, and access information about state reporting. You will also learn how to create custom form letters and mailing labels, and how to add items to the daily bulletin.

### Objectives

At the end of this session, you will be able to:

- Use the attendance functions to find students who have been marked absent, update student attendance when appropriate, and access attendance reports.
- Use PowerSchool reports.
- Access the instruction guides for your state reports, if applicable.
- Create custom form letters.
- Create mailing labels.
- Add school and faculty announcements to the daily bulletin.

### Key Learning Concepts

#### Managing Student Attendance

- Processing student attendance
- Attendance management reports

#### Using PowerSchool Reports

- Attendance
- Grades and Gradebooks
- Membership and Enrollment
- Statistics

#### Using State Reports

#### Creating Form Letters

- Creating a form letter
- Using HTML tags on a custom report
- Using PowerSchool fields and data codes on a custom report
- Printing custom reports

#### Creating Mailing Labels

#### Using the Daily Bulletin

- Creating a new bulletin item
- Editing or deleting an existing bulletin item
- Viewing the daily bulletin

## **Managing Student Attendance**

You can manage student attendance on a daily basis in PowerSchool. You can search for all of the students who have been marked absent today (or for any specified date), update student attendance when appropriate, and access attendance reports.

Because PowerSchool manages and shows information in real time, you can access a list of the students in your school who have been marked absent by teachers as soon as they take attendance in PowerTeacher. You can even view a list of teachers who have not taken attendance. Likewise, when you make a change to a student's attendance in the office, the teachers see the change you made the next time they open the attendance dialog in PowerTeacher.

Use the attendance process outlined in this session to manage student attendance on a daily basis at your school. You may need to adapt parts of this process in accordance with your school and district attendance policy.

Use the reports for either period attendance or daily attendance, depending on which tracking method your school maintains.

Note: See your PowerSchool administrator if you are not sure what method of attendance tracking has been set up for your school.

## **Processing Student Attendance**

Many schools require that contact be made with each home of the students who have been marked absent one or more periods during the school day. As you contact parents/guardians about a student's absence, you may need to adjust some students' attendance codes. For example, you talk to a parent who explains that the student went to the doctor because of an illness. Depending on your school and district attendance policy, the student's attendance may need to be changed from absent to parent-excused absence.

You can also enter attendance for a student or group of students for future dates. For example, the girls' volleyball team is playing in the state tournament for the next two days. You can excuse the members of that team for the days they will be at the tournament.

Future attendance codes that you enter for students automatically appear for teachers in PowerTeacher.

## Step One: Use the Absentee Report

1. Click Absentee Report on the main menu.
2. Use the following diagram to enter information in the fields:

The screenshot shows the 'Absentee Report' form with the following fields and annotations:

- Report Name:** Absentee
- Version:** 1.7
- Description:** Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
- Attendance Mode:** Meeting (dropdown menu)
- Students to Include:**
  - The selected 3 students only
  - All students
- Grades (leave blank for all):**  9  10  11  12
- Attendance Codes:**
  - ALL CODES
  - A (Absent)
  - T (Tardy)
  - P (Parent Excused)
  - S (School Excused)
  - I (In School Suspension)
  - O (Out of School Suspension)
  - X (Truant)
  - V (Vacation)
  - F (Field Trip)
- Date to Scan:** [Date field]
- Period(s) (leave blank for all):**  1  2  3  4
- Processing Options:** In Background Now (dropdown menu)
- Specific Date/Time:** [Date/Time field]
- Data to be filled:** (Check checkbox on the right to save as default value)
  - Include Student Number
  - Number of Blank Lines Below Student Names (0)
  - Include Verification Line
- Buttons:** Reset All, Submit

Annotations and instructions for the form fields:

- Top Left:** Select the attendance codes you want to scan. You can select ALL CODES or specify which codes you want to scan. Press Command (Mac) or CTRL (PC) to make multiple selections.
- Top Right:** Select if you want to include all students or the currently selected group of students on the report.
- Right Side (Grades):** Choose the attendance mode you want to scan from the pop-up menu.
- Right Side (Attendance Codes):** Select the checkboxes for the grade levels you want to include on the report. To include all grade levels at your school, leave all the checkboxes deselected.
- Left Side (Date to Scan):** Enter the date you want to scan.
- Left Side (Periods):** Select the checkboxes for the periods you want to include on the report. To include all periods, leave all the checkboxes deselected.
- Right Side (Processing Options):** Choose when you want PowerSchool to process your report.
- Right Side (Data to be filled):** Select these checkboxes to specify the default values for including student numbers, blank lines between students, and the verification line for the Absentee Report.
- Bottom Left:** Select this checkbox if you want the student's ID number to appear next to his or her name on the report.
- Bottom Right:** Enter the number of blank lines you want between student names on the report.
- Bottom Center:** Select this checkbox if you want the report to print lines where can manually write the name of the person contacted to discuss the student's attendance, absence and verification details, and the initials of the staff member who made the contact.

3. Click Submit.
4. Choose File > Print to print the report.

Because the Absentee Report includes the home phone number for each student, you can use the printed copy of the report to contact each student's home and record the pertinent information about his or her absence.

You can also find teachers who have not taken attendance by clicking "Find teachers who have not taken attendance" at the bottom of the Absentee Report page.

Note: If you choose a processing option other than Execute Now, access the results of your report through your report queue. To access your report queue, click the Report Queue icon in the Navigation Bar.

## **Step Two: Update Student Attendance**

Use the attendance student page to update student attendance as you make contact with each student's home or receive excuse notes from students. Use the Counselor's Screen group function to quickly access each student's attendance page. You can access the Group Functions page from the Absentee report.

On the Absentee report, click Functions at the bottom of the report.

Click Counselor's Screen.

Choose Attendance from the "Which screen would you like to use to view the list of students" pop-up menu.

Click Submit.

Click each student's *last name* and use the Attendance page to update each student's attendance record.

## **Step Three: Enter Future Attendance**

Many schools struggle with keeping teachers informed about which students should be excused from being absent in class. School-excused lists, attendance bulletins, or absentee slips are often inaccurate when they are printed, copied, and distributed.

In PowerSchool, you can enter future attendance for individual students and groups of students. As soon as you enter future attendance, the attendance codes automatically appear for teachers in PowerTeacher. Use the attendance student page or the Attendance Change group function to enter future attendance for students.

List the steps your school may use to adapt the attendance process to conform with your school/district's attendance policy:

1.

2.

3.

## Attendance Management Reports

Student attendance management reports search for students who have excessive tardies and absences. You can search for this information by the number of occurrences over a period of time and by the number of consecutive occurrences.

Attendance Report	Description	Notes
Attendance Count	Displays a list of students whose attendance records contain the minimum number of the attendance codes you specify. For example, a school may require students with more than three tardies in one month to complete extra “makeup” classwork. At the end of each month, you can use the Attendance Count report to search for all of the students to whom makeup classwork must be assigned.	
Consecutive Absences	Displays a list of students whose attendance records contain a minimum number of consecutive occurrences of the attendance code you specify. For example, a school may send home an attendance warning form letter to all students who have more than three consecutive unexcused absences. You can use the Consecutive Absences report to show the names of students to whom you need to send a form letter.	

## Using PowerSchool Reports

PowerSchool includes several “prebuilt” reports you can use to help you manage your student information. These reports are divided into several categories: Attendance, Discipline, Grades and Gradebooks, Membership and Enrollment, Statistics, and Student Listings.

### Attendance Reports

You can access different types of attendance reports to help you verify that each student’s attendance record is correct. You can choose which report best fits your school and district attendance policies. Access all of these verification reports in the Attendance section of the Run Reports page.

Report	Description	Notes
Class Attendance Audit	Displays attendance for the selected teachers' classes. Attendance appears by student and date. You can specify the teacher, period(s), and date range to display on the report.	
Student Attendance Audit	Displays attendance for the selected students or all students. Attendance appears by date and daily attendance value. The report also displays ADM/ADA totals by student. You can specify the attendance mode, conversion method, students, grade level, and the reporting segment or date range to display on the report.	
Monthly Student Attendance Report	Displays a 20-day summary of student membership and attendance by student and grade level. It also displays an alphabetical list of students enrolled at any time during the reporting period, non-enrollment, and/or absence codes for each day. You can specify the attendance mode, conversion method, students, grade level, and 20-day reporting period by date range or reporting segment to display on the report.	
Attendance Summary by Grade	Displays the number of students at the beginning and the end of the reporting segment or date range as well as the number of school days, days off track, days not enrolled, days absent, days attended and ADA information for each grade level you select. The report will also display this information separately for each special enrollment you track in your school. You can specify the attendance mode, conversion method, grade levels, reporting segment or date range, and the special enrollments to display on the report.	

Report	Description	Notes
Year-to-Date Attendance Summary	Displays the total number of membership days, the number of in-session school days, and the average daily attendance by grade level and reporting segment or date range. You can specify the attendance mode, conversion method, grade levels, and the reporting segment or date range to display on the report.	
PowerGrade Attendance	Displays a list of the teachers who have not taken attendance on the date you specify. The report also displays in which periods the teachers have not taken attendance. You can specify the date and the periods you want to display on the report.	
Weekly Attendance Summary	Displays attendance for the selected teacher's classes. Attendance appears by student and date on a week-by-week basis. The weekly total excused absences, unexcused absences, and tardies for each student also appear. You can specify the teacher, periods, week, and attendance codes to display on the report.	
Period Attendance Verification	Displays students who have been marked absent in all periods except the number of periods you specify. For example, you can use this report to verify that a student attended only one period on a given day. The report includes a teacher signature line where the teacher can initial if the student was, in fact, in class on the days listed on the report. You can specify the week to display on the report.	

### **Discipline Report**

The Discipline Log report displays a list of student discipline incidents by sub-type for the date range you specify.

## Grades and Gradebook Reports

You can use PowerSchool to find the number of students who are earning each grade included in your grade scale, print teacher gradebooks, and view a list of all the students on the honor roll for Quarter 3.

Access all of these reports on the Run Reports page.

Report	Description	Notes
Class Ranking	Displays each student's name, GPA, and percentile sorted by class rank. You can select the grade level and GPA type and which GPAs or percentiles appear.	
Grade Count or by Teacher	Displays the number of students who have earned each grade listed on your school's grade scale. You can select the group of students and determine whether you want to look at current grades or historical grades from a previous grading period. You can also view this report for each teacher in your school.	
Graduation Progress Report (PDF)	Creates a PDF that displays the graduation progress information for the students you specify. You can select all students, the current selection of students, or specify the grade levels you want to include in the report.	
Honor Roll	Displays the list of students who are on the honor roll. You can specify the honor roll method, store code, school year, and historical grade level you want to include in the report.	
Standards	Displays the average score that the students in your school received for each standard tracked by your district in PowerSchool. You can select which students and which scores to include in the report. You can also specify which standards you want to include, and what information you want to appear for each standard.	
Teacher Gradebooks	Creates a PDF file that displays the specified teacher's gradebook. You can select the teachers, periods, assignment range, and final grades you want to include in the report.	

## Membership and Enrollment Reports

In addition to the traditional ADM/ADA reports, PowerSchool includes reports that compile and show membership and enrollment figures for special programs and reporting segments, the enrollment of your school on a specified date, and the enrollment per section or vocational program.

Access all of these reports on the Run Reports page.

Report	Description	Notes
ADM/ADA By Date	Displays the average daily membership/average daily attendance for each date in the range you specify. ADM/ADA totals appear at the bottom of the report.	
ADM/ADA By Student	Displays the average daily membership/average daily attendance for each student in the group you specify during the date range you specify. ADM/ADA totals appear at the bottom of the report.	
ADM/ADA By Minute	Displays the average daily membership/average daily attendance by minute for each period during the date range you specify.	
Aggregate Membership Audit Report	Displays a class list of students who have ever been enrolled in the course/section and their membership information. You can specify the course and section number and the term to display on the report.	
Class Size Reduction Report	Displays daily enrollment totals by section for a specified reporting period or date range. It also displays average enrollment statistics. You can select the reporting segment or date range, the special program to exclude from enrollment statistics, and the sort order of the results. You can also select which courses and sections to include or exclude.	
Enrollment by Grade	Displays detailed enrollment by grade level. You can select the reporting segment and grade levels to display on the report. In addition, the report includes a conflicts report that checks for students with possible enrollment date errors.	

Report	Description	Notes
Enrollment by Section	Displays detailed enrollment and attendance information by each teacher and section. You can select the reporting segment or date range, sort order, and which course and sections you want to include on the report. In addition, the report includes a conflicts report that checks for students with possible course enrollment errors. To access the conflict report, click “Check for possible Conflicts” on the Enrollment By Section page.	
Enrollment Summary by Date	Displays a summary of enrollment for the date you specify. The information appears in a table by grade level, ethnicity, and gender.	
Voc. Courses Agg. Membership	Displays aggregate days membership for all courses that have been designated as a vocational course in the course setup information.	
School Enrollment Audit	Displays possible conflicts with student entry and exit dates. You can also access this report by clicking “Check for possible conflicts” on the Enrollment by Grade report.	
Section Enrollment Audit	Displays possible conflicts with enter and leave dates in course enrollments. You can also access this report by clicking “Check for possible conflicts” on the Enrollment by Section report.	

### Statistics Report

The Parent Access Statistics report shows the Internet, email, and phone access (if applicable) statistics of parents and students who monitor student progress through PowerSchool Parent Access.

## Student Listings Reports

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.

Report	Description	Notes
Class Rosters (PDF)	Creates a PDF of the student information you specify for each teacher's selected sections.	
Master Schedule (PDF)	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.	
Student Schedule Listing	Displays student schedule information for 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.	

## Using State Reports

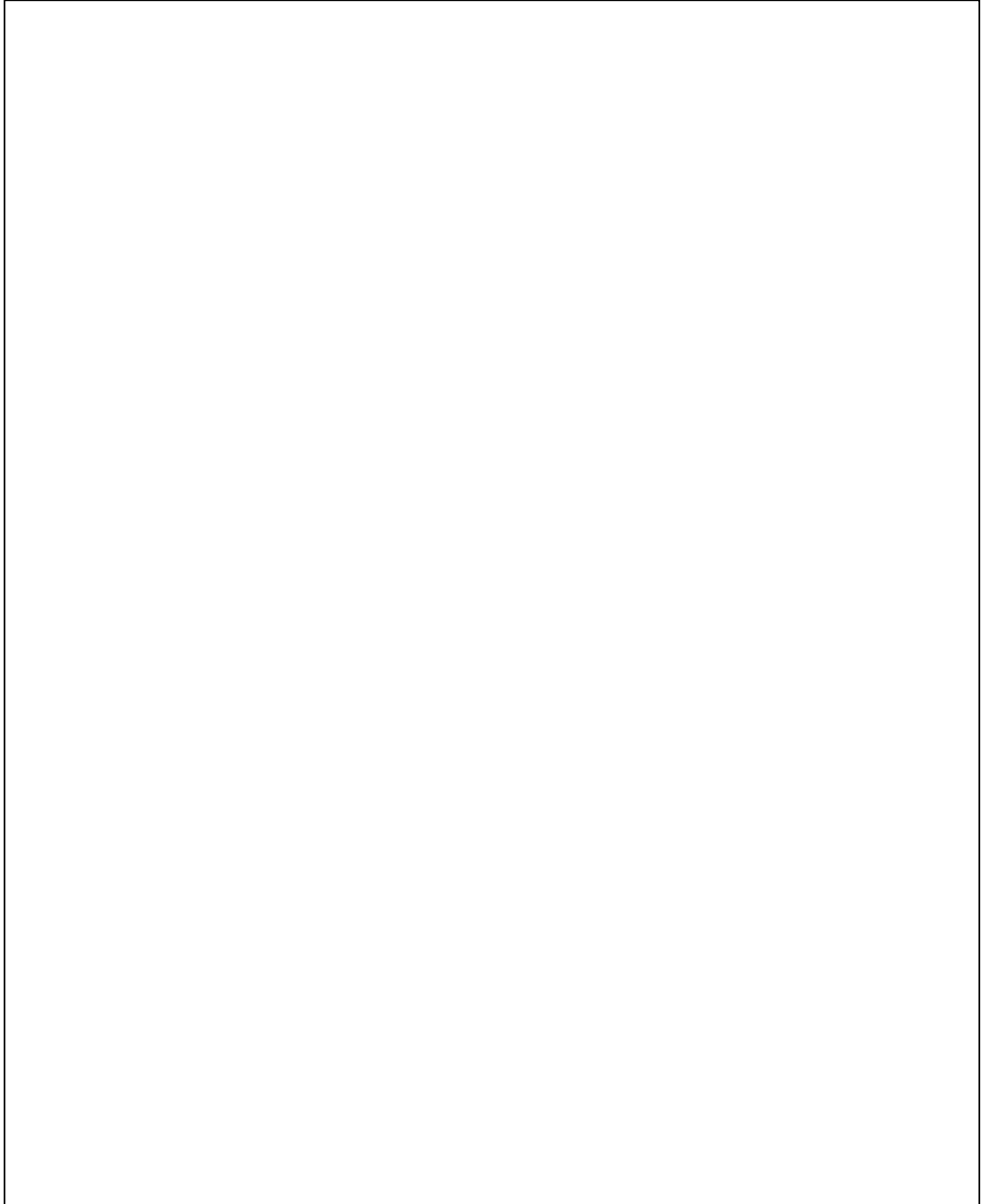
PowerSchool continually strives to update and expand the state reporting capabilities of its student information system. New state reports are added to the system frequently. For more information about state reports, log in to the PowerSource website at <http://powersource.pearsonschools.com> and click the PowerSchool tab.

## Creating Form Letters

You can create form letters to easily print letters for several students at one time or for an individual student. For example, your school can create a letter to send to parents that includes the information they need to log in to Parent Access and view their child's progress.

You can include PowerSchool fields in a form letter so that each student's current information prints on his or her letter.

Plan your first form letter:

A large, empty rectangular box with a thin black border, intended for planning a form letter. It occupies the central portion of the page below the introductory text.

## Using HTML Tags on a Custom Report

You can use HTML tags to format parts of custom reports. For example, to center the name of your school and your school's address at the top of your form letter, use the <center></center> tags to format the text.

The following table provides information about some common HTML tags:

HTML Tag	Does This	Example	Prints This
<center></center>	Centers the text on the page.	<center>Apple Grove High School</center>	Apple Grove High School
<font size=16></font>	Changes the font size to 16 points.	<font size=16>123 Maple Drive</font>	123 Maple Drive
<b> </b>	Changes the style of the text to bold.	Keep your username and password <b>private</b>.	Keep your username and password <b>private.</b>
<i> </i>	Changes the style of the text to italic.	Welcome to <i>Apple Grove High School</i>	Welcome to <i>Apple Grove High School</i>
<u> </u>	Changes the style of the text to underlined.	Report cards will be distributed this <u>Thursday</u> to all students	Report cards will be distributed this <u>Thursday</u> to all students.

## Using PowerSchool Fields and Data Codes on a Custom Report

You can customize your reports for each student by adding PowerSchool fields. For example, a school may send a welcome back letter to each student at the beginning of the school year. You can use PowerSchool fields to automatically print each student's name and address, as well as other information, on the form letter.

To include PowerSchool fields on a custom report, use this format: `^(fieldname)`. For example, to print each student's first name on a form letter, enter `^(first_name)` in the body of the letter where you want the name to appear.

You can also include additional information using data codes. For example, you can automatically include the current date by using the code `^[letter.date]` on a custom report. Data codes that include an asterisk (\*) complete a calculation and display the result on the report.

The following table lists some common PowerSchool report codes:

Code	Does This	Example	Prints This
<code>^[time]</code>	Prints the current time.	This report was printed at <code>^[time]</code> .	This report was printed at 10:37 AM.
<code>^(He/She)</code> <code>^(he/she)</code> <code>^(him/her)</code> <code>^(His/Her)</code> <code>^(his/her)</code> <code>^(son/daughter)</code>	Uses the Gender field to print the correct pronoun for each student.	Your <code>^(son/daughter)</code> is invited to make up <code>^(his/her)</code> attendance points during our Saturday school sessions.	Your daughter is invited to make up her attendance points during our Saturday school sessions.
<code>^(schoolname)</code>	Prints the name of the school.	Welcome to <code>^(schoolname)</code> !	Welcome to Apple Grove High School!
<code>^(yearname)</code>	Prints the name of the school year.	We are looking forward to a great <code>^(yearname)</code> school year.	We are looking forward to a great 2004-2005 school year.
<code>^(*credit_hours)</code>	Prints the number of cumulative credit hours the student has earned.	Your student has earned a total of <code>^(*credit_hours)</code> credits.	Your student has earned a total of 12 credits.

For more information about PowerSchool codes, log in to the PowerSource website at <http://powersource.pearsonschools.com> and click PowerSchool > Downloads.

## 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. Use the following diagram to enter information in the fields:

The screenshot shows the 'Print Reports' form with the following fields and annotations:

- Which report would you like to print?**: A dropdown menu showing 'Web Letter to Parents'. Annotation: 'Choose the report from the pop-up menu.'
- For which students?**: A checkbox for 'Print only the first 2 pages.' and a text field showing 'The selected 57 students'. Annotation: '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.'
- In what order?**: Radio buttons for 'Alphabetical' (selected), 'By grade, then alphabetical', and 'By period 01 class, as of this date: 3/1/2004 (takes extra time)'. Annotation: 'Select the order in which you want the report to print for the selected students: alphabetically, by grade, or by period.'
- If printing student schedules, use...**: Radio buttons for 'courses enrolled during current term' (selected) and 'enrollment as of 3/1/2004'. Annotation: '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.'
- If printing fee list, only include transactions conducted during...**: A dropdown menu showing 'Current School Year' and a text field. Annotation: '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.'
- Watermark Text**: A text input field. Annotation: '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.'
- Watermark Mode**: A dropdown menu showing 'Overlay'. Annotation: '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.'
- When to print**: A dropdown menu showing 'ASAP' and two time selection fields. Annotation: '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.

## Creating Mailing Labels

You can create mailing label layouts to easily print information on labels for several students at one time. For example, for a form letter that must be mailed to each student's home, you can create a mailing label to print and adhere to the envelopes. You can also use mailing label layouts to print simple student information for other uses. For example, the counselors give each incoming ninth-grade student a folder of school information. You can create a mailing label that prints the student's name, locker number, and locker combination and affix it to each folder.

When you create mailing labels, you need to know the size of the label stock that you use. Refer to the label stock box for this information. The sample mailing label layout below is for Avery 5160 label stock:

### New Mailing Label Layout

Layout Name	Parent Mailing Labels - Avery 5160	Table	Students
Font	Academy Engraved LET		
Font Size	10 points	Line Height	10 points
Page Left Margin	.19 inches	Page Top Margin	.5 inches
Label Width	2.63 inches	Label Height	1 inches
How Many Columns Of Labels	3	How Many Rows Of Labels	10
Space Between Each Column	.12 inches	Space Between Each Row	0 inches
Horizontal Padding For Label Text	.2 inches	Vertical Padding For Label Text	.2 inches
Label Content Field List	TO THE PARENTS OF: ^(first_name;uppercase) ^(last_name;uppercase) ^(mailing_street;uppercase) ^(mailing_city;uppercase), ^(mailing_state) ^(mailing_zip)		
Make this label accessible to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Apple Grove High School		
Teachers can print?	<input checked="" type="checkbox"/>		
<a href="#">Export as a template</a>			
<input type="button" value="Submit"/>			

## Using the Daily Bulletin

You can use the daily bulletin to communicate information to parents, students, teachers, and administrators about sporting events, fundraising activities, parent nights, and grading terms.

In addition, you can communicate different messages to different audiences. For example, you can post an announcement that teachers and school administrators can view but parents and students cannot.

One or two administrative staff members should set up and maintain the daily bulletin for your school.

### Creating a New Bulletin Item

1. On the start page, click Special Functions on the main menu.
2. Click Daily Bulletin Setup on the Special Functions page.
3. Click New.
4. Use the following diagram to enter information in the fields:

The screenshot shows a form titled "New Daily Bulletin Item" with the following fields and annotations:

- Item Title:** A text input field with the annotation "Enter the title of the item."
- Date Range:** Two text input fields separated by "to", with the annotation "Enter the date range during which you want this item to appear on the bulletin."
- Target Audience:** A dropdown menu currently showing "Public", with the annotation "Choose the audience from the pop-up menu."
- Sort Order:** A text input field containing "50" with the subtext "(Determines the order that the bulletin items appear)", and the annotation "Enter the number that you want the item to appear on the bulletin in relation to the other items during the date range you specify. For example, enter 1 if you want the item to be at the top of the bulletin."
- Item Body:** A large text area with the annotation "Enter the text of the bulletin item."

A "Submit" button is located at the bottom right of the form.

5. Click Submit.

The target audience you select determines which types of users can view that bulletin item, whether administrators, teachers, substitutes, or parents and students. Complete the following table:

Target Audience	Can Be Viewed By
Public	
Teacher Users	
Admin Users	

#### Editing or Deleting an Existing Bulletin Item

1. On the Daily Bulletin Setup page, click the date in the Date Range column on which the original item begins.
2. Edit information in any field.
3. Click Submit to save your edits. Click Delete to delete the item from the bulletin.

#### Viewing the Daily Bulletin

Teachers view the daily bulletin in PowerTeacher, substitutes view it in PowerSchool Substitute, and parents and students use Parent Access pages to view the bulletin. To view the daily bulletin, choose Daily Bulletin from the main menu. You can view yesterday's or tomorrow's bulletin by clicking the appropriate date at the bottom of the page.

# Session 4

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## End-of-Term Process and Customized Reports

### Session Goal

In this session, you will learn how to verify and store final grades. You will also learn how to create progress reports, student schedule printouts, and report cards. You will also become familiar with object reports.

### Objectives

At the end of this session, you will be able to:

- Complete the end-of-term process.
- Create a progress report, student schedule printout, and report card using report card templates.
- Explain what an object report is and identify the types of reports for which it can be used.

### Key Learning Concepts

Completing the End-of-Term Process

- Preparing to store grades
- Permanently storing grades
- Creating Report Cards
- Planning to Use Object Reports

## Completing the End-of-Term Process

At the end of each grading term, grades must be permanently stored as part of each student's historical grade record. For example, at the end of Quarter 1, the final grades each student earned in Q1 must be stored as historical grades.

To confirm that the grades you store for each grading term are correct, you must validate that each teacher has entered grades for students. In addition, each teacher should verify that the grades appearing in PowerSchool are correct for each student. During the end-of-term process, you not only permanently store each student's final grade for a grading term, but also award graduation credit.

Begin preparing to permanently store student grades a week or two before the end of the term. Starting early ensures that you will have enough time to confirm that teachers have entered grades for students, as well as allow teachers enough time to finalize and verify student grades.

Note: Although many staff members are involved in the end-of-term process, one person at each school should coordinate the completion of each step and perform the Permanently Store Grades function.

### Step One: Set a Final Grade Deadline

You must permanently store grades within **one month** after the end of the grading term. Consequently, teachers should finalize student grades expeditiously after the grading period ends. Set and announce a deadline by which teachers must have grades finalized. For example, some schools store grades a week after the grading term ends; teachers must finalize student grades a day or two before that date.

### Step Two: Run the Student Schedule Listing Report

After you announce the final grade deadline to teachers, use the Student Schedule Listing report to find any teachers who have not entered any grades for the current term. Once identified, these teachers may require special reminders, assistance, or follow-up training to meet the final grade deadline.

Using the Student Schedule Listing report, look through the students' schedules for classes that have an underscore ( \_ ) listed in place of a grade. These teachers have not entered any assignment information for the course listed. Use this report to note the names of the teachers who need follow-up attention before the final grade deadline. A day or two before the store grade deadline, run the Student Schedule Listing report again and double-check that those teachers who had not previously entered grades have now done so.

Note: Some courses, such as Released Time or Work Release, may not have grades associated with them and may be ignored.

### Step Three: Print Grade Verification Reports

After the final grade deadline, use the Class Rosters (PDF) report to print and distribute student grade verifications for each teacher. On this report, you can choose to include a wide variety of student information. For example, for each teacher's courses, you can include the students' names, grades, grade percentages, absences, and tardies.

After you distribute these reports, teachers can review the current grade and attendance information for each student by class. If teachers need to make a correction to a student's grade, they can do so in PowerTeacher and save the updated class information; PowerTeacher automatically updates PowerSchool with any changes. Some schools require that teachers sign the report once they have reviewed it and return it to the office.

Important If the information in the class roster report differs greatly from the information in a teacher's gradebook, have your PowerSchool administrator verify the network/Internet communication between the teacher's computer and the PowerSchool server.

You can customize the heading text and roster columns on the Class Rosters (PDF) report to fit a variety of tasks. Some of the possible codes you can use in the heading text field include:

Code	Does This	Example Result
^(teachername)	Displays the teacher's name.	Barker, Richard
^(expression)	Displays the period(day) combination of the section.	3(B)
^(coursename)	Displays the name of the course.	Algebra 1
^(no_of_students)	Displays the number of students currently enrolled in the section.	27
^(maxenrollment)	Displays the maximum number students who can be enrolled in the section.	35
^(room)	Displays the room number where the section meets.	210

Use the information in the table above to format the information you will use in the heading text of a Class Rosters (PDF) report:

You format the columns of information you want to include in a Class Rosters (PDF) report using the “Roster columns” field. Enter the information in this format:

**student field or roster code \ column title \ column width (in inches) \ alignment**

For example, to format a Quarter 1 grade verification report which includes student name, grade level, final grade, final grade percent, number of absences, number of tardies, and teacher comment, you would enter:

```
lastfirst\Name\1.75\L
grade_level\Grade\.5\C
^(pg.final.grade;Q1)\Q1\.5\C
^(pg.final.percent;Q1)\%\.5\C
^(att;abs;Q1)\Abs\.5\C
^(att;tar;Q1)\Tar\.5\C
^(teachercomment)\Comment\1.5\L
```

Some of the possible codes you can use in the roster column field include:

Example Code	Does This	Example Result
^(pg.final.grade;Q1)	Displays the student’s current Q1 final grade.	A-
^(pg.final.percent;Q1)	Displays the student’s current Q1 final percent.	93
^(pg.final.citizenship;Q1)	Displays the student’s current Q1 citizenship mark.	U
^(teachercomment)	Displays the current teacher comment.	Progressing well in class.
^(historical;Q1;grade)	Displays the student’s stored Q1 final grade.	B+
^(historical;Q1;percent)	Displays the student’s stored Q1 final percent.	89
^(historical;Q1;citizenship)	Displays the student’s stored Q1 citizenship mark.	S
^(historical;Q1;earnedcrhrs)	Displays the number of credits that were stored for the student in Q1.	0.5

Code	Does This	Example Result
^(historical;Q1;comment)	Displays the stored Q1 teacher comment.	Has appropriate work habits.
^(historical;Q1:datestored)	Displays the date that the Q1 grade was stored.	11/05/2004
^(att;abs;Q1)	Displays the total number of absences for Q1.	7
^(att;tar;Q1)	Displays the total number of tardies for Q1.	2
^(att;X;Q1)	Displays the total number of occurrences of the specified attendance code for Q1.	3
^(att;S;10/1/2004;10/31/2004)	Displays the total number of occurrences of the specified attendance code for the date range.	1
^(attpoints)	Displays the total number of attendance points the student accumulated in the teacher's class.	10
^(attpoints;Q1)	Displays the total number of attendance points the student accumulated in the teacher's class during Q1.	7

Use the information in the table above to format the information you will use in the "Roster columns" field of a Class Rosters (PDF) report:

## **Step Four: Permanently Store Grades**

After teachers review the verification reports and make any necessary changes to students' grades, you can permanently store grades for the grading term. Permanently storing grades copies each student's final grade information as of the moment you store it and makes it part of the student's historical grade record. Graduation credit, if applicable, can also be awarded when grades are stored.

To permanently store grades successfully, you must be able answer the following questions:

### **What store code and final grade will be used to store grades?**

The store code is a two-digit code that indicates the term in which the students earned the grade, such as Q1 or S2. The final grade refers to the which final grade column in the teachers' gradebooks is going to be stored. The store code and final grade are usually the same.

Which student enrollments should be considered when grades are stored?

What do you do with those students who dropped a course one week after the grading period began? Or, what do you do with students who transferred to your school two weeks before the end of the grading period? You need to determine which enrollments you will use to store final term grades.

When storing grades, there are two ways to select the enrollments for final term grades:

- Exclude enrollments for students who enrolled in a course after a specified date or dropped a course before a specified date.
- Include only enrollments that are currently active and were active on a specified date during the grading term.

### **What credit must be awarded for courses?**

When you store grades, you can award all, none, or a percentage of the possible credit for each course. For example, some schools award course credit by semester. At the end of Semester 1, they store S1 grades, awarding 100% of the possible course credit for semester-long courses and 50% of the possible course credit for year-long courses. If you store grades for a grading term in which no credit is awarded, you can do so without awarding any graduation credit. For example, some schools store grades every quarter and only award credit every semester. At the end of Quarter 1, they store the Q1 final grades and award 0% of the possible credit for any length course.

### **What final grades will not be stored for some courses?**

Some schools store final grades for only certain courses. To avoid storing a final grade for a course, leave the percent field blank for the length of the course you do not want to store. For example, a school that has set up final grades for Quarter 1 (Q1), Quarter 2 (Q2), Semester 1(S1), and a Final Exam (F1), may not want to store an F1 grade for quarter-length courses. In this case, leave the quarter percent field blank on the Permanently Store Grades page when storing the final exam (F1) grade.

**What should be stored for students who are enrolled in courses at other schools within the school district?**

Many school districts that have two or more high schools, within a short driving distance from each other, often share faculty resources. For example, only one high school in a school district has a Russian language program. Occasionally, the high school that does not have such a program will allow students, who have their own transportation, to attend Russian classes at the other school. If you have this type of arrangement with another school in your district, you must specify if you want to store grades for students who are enrolled in classes at other schools. Additionally, you can specify which school name to use for those classes when grades are stored.

**How many attendance points are required to withhold course credit?**

For students who demonstrate chronic attendance problems because of tardiness and absenteeism, you can automatically withhold credit when you store grades. Your PowerSchool administrator can specify how many attendance points each student receives for each attendance code your school uses. For example, students receive one attendance point every time they are marked absent-unexcused or .5 attendance points for every tardy.

When you store grades, you can specify that students who have received more than a predetermined number of attendance points in any course will not be awarded credit for that course. For example, you can specify that students who have more than 10 attendance points in any one course during the grading term will receive an incomplete grade.

For more information about attendance points and your school’s attendance codes, see your PowerSchool administrator.

Important In some states, you cannot change a student’s grade in a course for attendance reasons. Refer to your district attendance policy before using this feature.

Remember, you only have **one month** after each marking period in which to store grades. With that in mind, consider when your school will have to store grades for the first time using PowerSchool. Write the date before which you must store grades for the first time in the box:

Use the planning guide on the following page to map out how your school will store grades for the first time using PowerSchool.

## Storing Grades Planning Guide

<b>Term Information</b>		Term name
School	Last day of term	
Final deadline by which grades MUST be stored		
Deadline for teachers entering grades in PowerGrade		
Date grades will be stored	Date report cards will be printed	
<b>Grade Verification</b>		Staff member(s) assigned
Date printed and distributed to teachers	Date returned by teachers	
<b>Permanently Store Grades</b>		Staff member(s) assigned
Store code	Final grade	
Store grades for which student enrollments		
<input type="checkbox"/> <b>Exclusion Method</b>	Exclude enrollment records where the student <i>enrolled</i> in the class <i>after</i> this date: Exclude enrollments records where the student <i>dropped</i> the class <i>before</i> this date:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> <b>Inclusion Method</b>	Include only enrollment records that are currently active and were active on this date:	<input style="width: 100%; height: 20px;" type="text"/>
Available store terms (for each length of course)		
School Year _____	% of course credit to award now	<input style="width: 50px; height: 20px;" type="text"/> %
Term _____	% of course credit to award now	<input style="width: 50px; height: 20px;" type="text"/> %
Term _____	% of course credit to award now	<input style="width: 50px; height: 20px;" type="text"/> %
Options for classes enrolled at other schools		
<input type="checkbox"/> There are students enrolled in classes at other schools on my PowerSchool Server. If so, I want the students' transcripts to show that the students attended the class at: <input type="checkbox"/> This school <input type="checkbox"/> The other school		
<input type="checkbox"/> There are NO students enrolled in classes at other schools on my PowerSchool Server.		
Options for withholding credit		
<input type="checkbox"/> If more than <input style="width: 50px;" type="text"/> attendance points have accumulated between the dates of <input style="width: 100px;" type="text"/> and <input style="width: 100px;" type="text"/> then give the student a grade of <input style="width: 50px;" type="text"/> and store the real grade in the "teacher comment" field with this comment: <input style="width: 100%; height: 20px;" type="text"/>		

Refer to your Storing Grades Planning Guide to complete the following diagram:

**Permanently Store Grades**

Warning: Use this function only if you know exactly what you are doing.

Enter the store code that will be used to store grades:

Use this final grade:  (Usually the same as the 'store code').

Exclude enrollment records where the student enrolled in the class after this date:

Exclude enrollment records where the student dropped the class before this date:

Include only enrollment records that are currently active and that were active on this date:

Request that grades be stored only for a specific section  (course.section)

**Available store terms**

School Year % of course credit to award now:  %

Semester % of course credit to award now:  %

**Options for classes enrolled at other schools**

Store grades for classes enrolled at

Record the school name of

**Options for withholding credit - only those items checked can cause credit to be withheld**

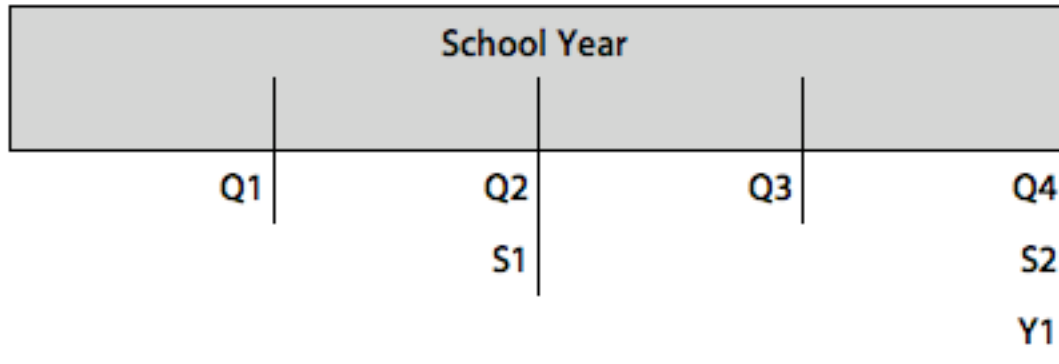
If more than  attendance points have accumulated between the dates of  and

then give the student a grade of  and store the real grade in the "teacher comment" field with this comment:

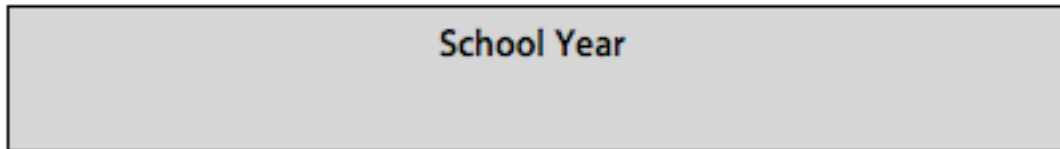
*Note:* You can refer to this diagram to help you complete the Permanently Store Grade page when you store grades for the first time using PowerSchool.

Grades should be stored at the end of every marking period, even if you don't award credit at the end of every marking period or do not display each marking period on student transcripts. Storing grades ensures that you will have a record of each official report card issued by the school. Therefore, after some marking periods, you may have to store grades more than once.

For example, schools that have both semester and quarter marking periods, grades must be stored twice at the end of Semester 1 because it is the end of both Semester 1 and Quarter 2, as shown on the following diagram:



To get an idea of when your school must store grades, plot each of your school's marking periods on the following diagram:



**Step Five: Calculate Honor Roll**

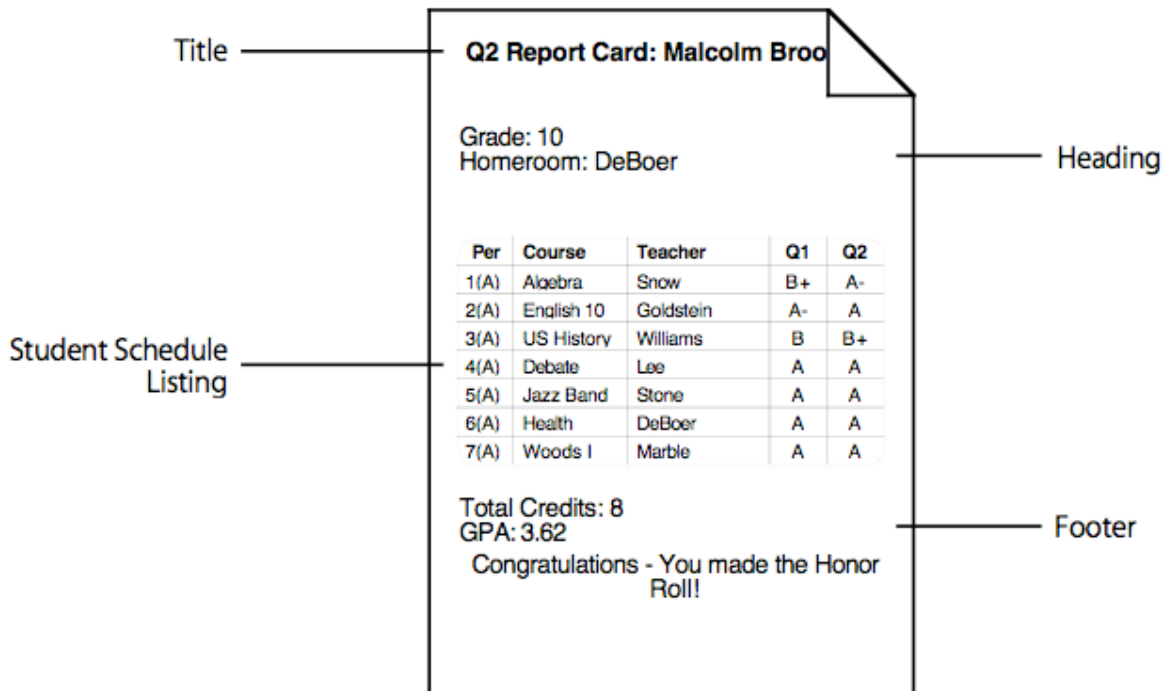
After you store grades, you can calculate which students are qualified to be on the honor roll. To calculate the honor roll, at least one honor roll evaluation method must be set up. Honor roll methods are created by your school.

For more information about how the honor roll is calculated in your school, see your PowerSchool administrator.

## Creating Report Cards

You can use report card templates to create and print report cards and other reports, such as progress reports or student schedules. In addition to student schedule information, you can include PowerSchool fields so that other student information appears on a student's report card.

Report card templates are divided into four areas:



You can use HTML tags and PowerSchool fields and data codes in the heading and footer of a report card template just as you can on a form letter. For information about HTML and PowerSchool fields and codes, see “Use HTML Tags on a Custom Report” on page 40 and “Use PowerSchool Fields and Data Codes on a Custom Report” on page 41.

Plan your first report card:

The form consists of a large outer rectangle. Inside this rectangle, there are three smaller rectangular boxes arranged vertically. The top box is a dashed-line rectangle. The middle box is a solid-line rectangle with rounded corners. The bottom box is a dashed-line rectangle. These boxes are intended for students to plan their first report card.

### **Setting Margins and Page Orientation**

1. At the bottom of the Report Card page, click Margins & Page Setup.
2. In the Margins section, enter the left, top, right, and bottom margins in inches for the report card.
3. Choose Portrait (vertical) or Landscape (horizontal) from the Orientation pop-up menu.
4. Enter the percent of full size you want this report to print.
5. Click Submit.

### **Using Special Printing Options**

Special printing options save time and paper when printing some report card templates. For example, if the report card template you print requires only half of a sheet of paper, you can set two reports to print on each page.

1. At the bottom of the Report Card page, click Special Printing Options.
2. Select the “Multiple reports per page” checkbox if you want several reports to print on each page. Then, enter the number of reports you want to print across and down the page.
3. Enter the amount of space between reports, in inches, if you print multiple reports per page.
4. Select the “Suppress printed column title” checkbox to suppress column titles from printing on the schedule listing.
5. Click Submit.

### **Printing Report Card Templates**

You can print report card templates for an individual student or a group of students. For information about printing custom reports, see “Printing Custom Reports” on page 42.

### **Planning to Use Object Reports**

Object reports are the most versatile type of student reports you can create in PowerSchool. They are named such because you create the report using objects such as boxes, lines, circles, pictures, and text. When you add objects to your report, you define all of the object’s settings as well as exactly where you want it to print on each page.

When you create an object report template, first define the title of the report and other general settings such as margins, font, and font size. Then, create each object you want to include on the report. Object reports that include a lot of information can have many separate objects.

List the types of reports your district/school may want to create using object reports:

1.

2.

3.

4.

5.

6.

7.

8.

