

PowerSchool Basics

Log in

In the address bar of your browser, type the url of your server, plus the extension that matches your level of access to PowerSchool:

Administrators: [http://\(yourserver\)/admin](http://(yourserver)/admin)

On the Log in page type your user name and password on the one line. The user name and password are separated by a semicolon - **username;password**.

NOTE: if the log in page is idle for more than five minutes, hit the refresh button or F5 to refresh this page and then type your username; password.

The Start Page

The start page is made up of four basic areas:

1. Navigation Bar

- The PowerSchool logo is the Home Page
- Change Schools
- Change Terms
- Logout
- Help

2. ID Bar

- Your last login information
- Current user's name
- Bread crumbs

3. Main Menu

Divided into two sections

Anything in *blue* is a link. The **PowerSchool** logo will return you to the start page (Use either this logo or the cookie crumbs to get back to the start page - **NOT** the browser's back button).

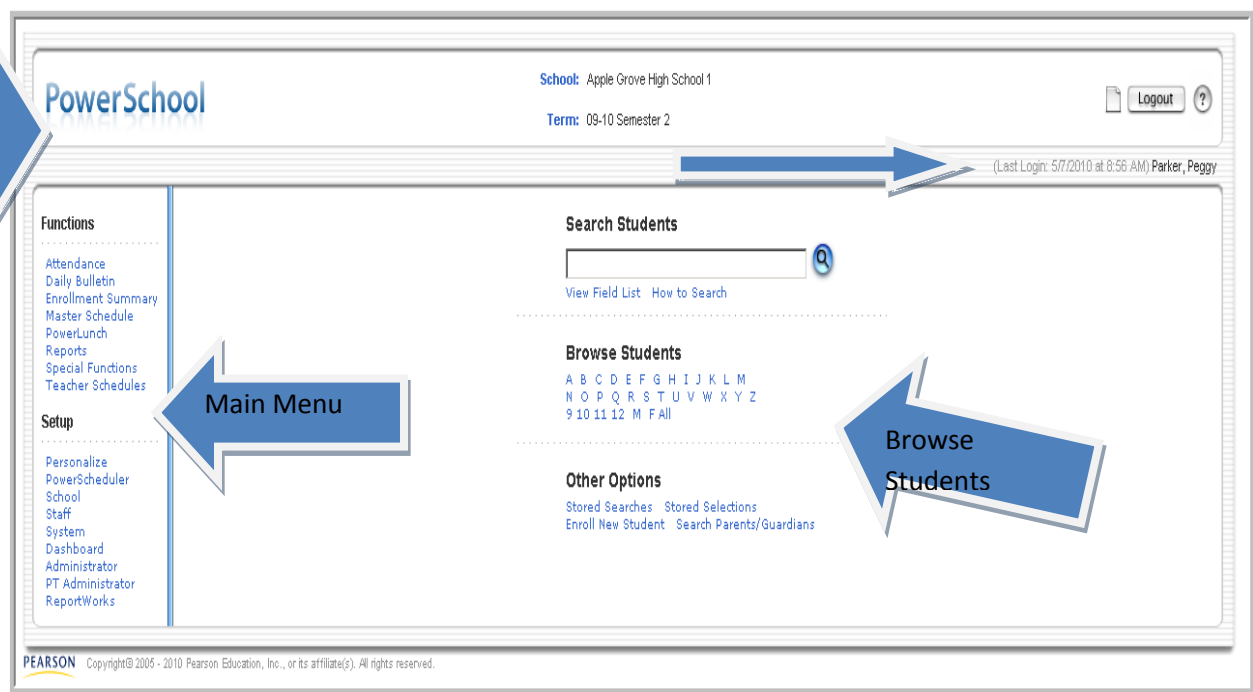
School: change the school you want to work in

Term: change the term you want to work in

- Functions – a list of things you can do within PowerSchool
- Setup –setting up your school. Decisions about school setup can be made at various levels.
 - Provincially – a group of representatives from the Department of Education and the school boards, in consultation with the schools.
 - School Boards
 - Schools

4. Browse Window

This window allows you to search for the students in your school, or at the Board level within the board.



Turn on Smart Search

1. On the Main Menu, under Setups click on **Personalize**.
2. Click on **Interface**.
3. Click on **Enable Smart Search**.





Smart Search is a PowerSchool auto-completion feature that works with the Search field. Once enabled, as you type in the Search field, the feature creates a suggestion menu below the field, relating to possible student or staff names, fields, or stored searches. Use the cursor to select your choice, or continue typing in the field.

Also on this screen users can set the option to view inactive students at all times. If this option is not set to view inactive student the user must insert a / before the student search.

Conducting Searches

In the Browse Students Screen:

- Click on a letter, this will return all the students that start with that letter.
- Click on a specific grade level to view all the students in that grade.
- Select **M**(male) or **F**(female) .
- To view all students in the school, click **All**.
- Start typing the student’s last name, with smart search on, the auto completion will start listing students, teachers, fields, and stored searches corresponding to the letters you are typing.

Result Type	Icon	Text Color
Student Name		Orange
Staff Name		Orange
Student/Staff Field		Black
Stored Searches		Green

Searches are made up of three parts

Field Name	Comparator	Search Argument
Last_name	=	smith

To see the field names, click on the link, **View Field List**



To make the window bigger drag on the corner

Comparators:

Comparators are tools that you can use to search for records by combining two or more criteria. Following are a list of the most common comparators used in PowerSchool.

Symbol	Means	Does	Example
=	Equals	Finds exact match	First_name=jamaal
<	Is Less Than	Finds all matches smaller than the number you enter	Grade_level<11
>	Is Greater Than	Finds all matches greater than the number you enter	Grade_level>3
<=	Is less than or equal to	Finds all matches less than or equal to the number you enter	Grade_level<=10
>=	Is greater than or equal to	Finds all matches greater than or equal to the number you enter	Grade_level>=4

Symbol	Means	Does	Example
#	Does not equal	Finds everything that doesn't match what you entered	NS_Football#
In	One of these values is present in the field	Finds all matches that contain one of the items you entered	Last_name in yang,holt
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	Street contains maple
!contain	Value not contained in the field	Excludes matches to what you typed	Street !contain maple
@	Wildcard	Fills in unknown information in the search	last_name=@ski (Finds any student whose last name ends with "ski" such as Kowalski)

PowerSchool created has some pre defined search commands; some of the most common are listed in the table below.

Command	Use
alert_medical#	Find students with medical alerts
/enrol_status=-1	For pre-registered students
/enrol_status=0	Zero for only active, which is what you get anyway without the /

/enrol_status=1	For only inactive students
/enrol_status=2	For transferred-out students
/enrol_status=3	For graduated students
/enrol_status=4	For historical grades imported for students who were never active in the PowerSchool application
mother contains -	Finds mothers who have hyphenated names

PowerSchool searches are not case sensitive. While the spelling of the field name is important case is not. E.G. GenDER=F, Gender=f or Gender=F will render the same results.

Compound Searches

When you need to search on more than one field you can use compound searches. Enter multiple searches separated by a semicolon (;) which means 'and', for example.

Last_name=smith;street contains maple
 Grade_level =>9;gender=F;NS_hockey#

When using the symbols, +, = etc. do not use spaces in the search. If using words, contains, in, etc, spaces are required.

Search Prefixes

Search Prefixes are used to broaden your search.

Prefix	Example
/	/last_name=Ramirez
	Include inactive students in search
&	grade_level=9 &*birthday=today
	Search within the results of a selection you've been working with
+	First: football# Then: band#
	Add results of a new search to previous search

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 an additional program (called special program, in the field list). Following are some of the most commonly used codes.

Search Code	Example
*birthday	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<=4/30
	Finds students whose birthday is today, on a certain date, or within a specific range
*as_of	*as_of=10/31/2007
	Finds students who were active on the specified date

Search Code	Example
*not_enroled_in_period	*not_enroled_in_period=4
Finds students who are not enroled in a course for the specified period	
*enroled_in	*enroled_in=math10 *enroled_in=math10.02
Finds students who are currently enroled in a specified course and section	
*not_enroled_in	*not_enroled_in=Eng10
Finds students who are currently not enroled in the specified course	
*has_completed_course	*has_completed_course=Eng11
Finds students who have at least one historical grade entry for the specified course	
*has_not_completed	*has_not_completed=Eng11
Finds students who do not have any historical grade entries for the specified course	
*cumulative_credit_hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
Finds students with the specified number of credit hours	
*number_of_classes	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
Finds students who are currently enroled in the specified number of classes	

Search Code	Example
*attendance_points	*attendance_points>9 *attendance_points(Q1)>9 *attendance_points(8/28/07,12/20/07)>9
Finds students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified range of dates	
*hours_requested	*hours_requested<6 *hours_requested>8 *hours_requested=10
Finds students who have course requests for the specified number of credit hours	
*special_program	*special_program=resource
Finds students who are enrolled in the specified additional program	

“Additional Programs” is the label of the field, special programs is the field name

Stored searches

Create a stored search when you know you’re going to run the same set of search commands on a regular basis.

1. On the start page, click on **Stored Searches**.
2. Click on **New**.
3. Give the search a descriptive title.
4. In the Search Instruction box, enter the search command, if you are creating a compound search; enter one search command per line.
5. Click on **Submit**.

In the sample below, the stored search will return all the students who have a birthday in the month of May; you could store this search and change the dates for a different month.

Option	Value
Name	Birthday List by Month
Search instructions (one search command on each line) (Fields)	*birthday>=4/1 *birthday<=4/30


[Submit](#)

Stored searches are dynamic, meaning, if you enrol a new student who has a birthday in May, this student will appear on the birthday list. All schools on the server will see your search, but not your data.

To edit the stored search, click on the name of the search, edit and submit again, to run the search, click on **Run Search**.

Once the Stored Search is run you can perform group functions on the selected students. To see the number of selected student look for the number at the top of the **Group Functions** screen. By clicking on this inconspicuous number you will see the actual list of students.

Group Functions


 Current student selection: 1

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.

Log Entry

The types of logs available are created at the Provincial level. Who has access to create, view and delete these logs is based on the security settings that have been assigned to you. To create a log entry:

1. Search for an individual student and make a selection.
2. From the student page, click on **Log Entries**.
3. On the log entries page, click on **New**.
4. Enter a description for the log in the **Log Entry Text Box**, the author ID will be pre filled.
5. Choose a **Log Entry Type** from the drop down menu.
6. Select a **Subtype** for the log you are creating.
7. Click on **Submit**.
 - To view log entries, select a student and click on **Log Entries**, if nothing appears then no log entries have been created for this student.
 - To delete a log entry select a student, click on Log Entries, click on the date of the log you wish to delete, click on **Delete**, found at the bottom of the screen.

Search Log Entries

To search for log entries, click on **Special Functions** from the main menu, then click on **Search Log Entries**, fill in the search parameters, click **Submit**.

Print A Report For An Individual Student

1. Search for a student and make a selection.
2. From the student pages, click on **Print A Report**.
3. From the drop down menu, select a report.
4. Determine the parameters for the report and the desired options for printing.
5. Click **Submit**.
6. The **Report Queue** will pop up; it is important to note that you need to click on the **Refresh** button to update the status of the report; this is the only way to see when the job is finished and ready to view.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
05/12/2010	Sample - Attendance Letter.1	05/12/2010 9:19 AM	05/12/2010 9:19 AM	Completed View

- When the report is complete, click on **View** to open the report for viewing or printing. Click on the Browser **Back** button. **This is the only time you should click the Back Button.**

Group Functions

Use group functions when you need to perform the same function for a group of students. Once you have a group of student selected, you can perform a variety of tasks. Following is a list of group functions:

Group Function	Description
Attendance Change	Use this function to enter or change attendance for the student group you selected.
Batch Address Validation	Use this function to verify that the specified group of students has valid addresses.
Batch Boundary Validation	Use this function to find which students from the specified group have addresses within or outside the selected boundary.
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.
Enrolment Summary	Displays the Enrolment Summary page only for the student group you selected.
Export Using Template	Use this function to export information with a pre-defined template for the specified group of students.
ID/Password Assignment	Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, and lunch ID numbers for the student group you selected.

Group Function	Description
Invalid Requests	Use this function to find invalid course requests due to course prerequisites for the specified group of students.
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.
Mass Create Family Links	Use this function to establish family relationships for the specified group of students based on family ID and/or phone number.
Mass Enrol	Use this function to enrol the student group you selected into the same course section. You specify which section by teacher and meeting or by course section number.
Mass Enrol Special Program	Use this function to enrol the student group you selected into the same Special Program.
Next School Indicator	Use this function to set the next school indicator for the specified group of students.
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.
Reports Menu	Displays the Reports page so you can run a report for the student group you selected.

Group Function	Description
Save Stored Selection	Use this function to save the specified group of students or later use.
Search by GPA	Use this function to search for students using cumulative, term, or current GPA.
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.
Select Students By Hand	Use this function to manually select students from the specified group of students.
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected.
Student Schedule Report	Use this function to create a printable schedule matrix report for the specified group of students.

There are many group functions; please refer to the “Students User Guide” on PowerSource for a detailed explanation for each of them.

<https://powersource.pearsonschoolsystems>.

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Following are just a few of the most frequently used, **Stored Selections, Select Students by Hand, List Students, Print a Report, Quick Export and the Councillors Screen.**

Stored Selections

Create a Stored Selection when you know you will be working with the same group of student routinely. Unlike Stored Searches, Stored Selections are static. Once created the list of students never change. For example if the same group of students are on the chess club all year, create a stored search and perform group functions with the selection, for example, enter attendance for an upcoming field trip, print off a list, search to see if grades and attendance are up to standard, etc. To create stored selections follow these steps:

1. Select a group of students.
2. From the Group Functions menu, click **Save Stored Selection**.
3. Give the selection a descriptive name.
4. From the list of options, select **Save the current selection with a new name**.
5. Click on **Submit**.
 - At this point, the stored selection is yours, if you chose to **Publish**, and then everyone on in your board will be able to see it. They will not see your data, just the search criteria.
6. To use the stored selection, click on **Stored Selections** from the start page, click on **Go Functions**.
7. To edit the name of the Stored Selection, click on the name of the section and rename it.

Select Students By Hand

1. Search for a group of students and make a selection.
2. From the Group Functions menu, click **Select Students by Hand**, this will open the student list in a window where you can select multiple names.
3. Hold down the Control Key (Windows) or the Command Key (Mac) and click on the names of the students you want to select.
4. Choose either **“Keep the Selected Students”** and these students will become your selected list or **“Remove the Selected Students”** and every student except these will be the selected list.
5. Next, either click on button **Selections** to save the as a Stored Selection OR
6. Click **Functions** to pick from the list of Group Functions.

List Students

You can create a list of students and print the list from the web browser or export the list to another application such as Excel. The latter option will give you more flexibility in formatting and is useful when dealing with a long list.

Alternatively, you can get to the same page by:

Clicking on **Go Functions** from a Stored Selection

Or if you have a current selection, click on **Special Functions**, then **Group Functions**

1. Search for a group of students and make a selection.
2. From the Group Functions menu, select **List Students**.
3. In the new screen, enter the information you want to appear on the list. See the example below.

Report Title (shown at top of page):

Col	Fields	Field Name	Column Title
1.	Fields	<input type="text" value="LastFirst"/>	<input type="text" value="Name"/>
2.	Fields	<input type="text" value="Grade_Level"/>	<input type="text" value="Grade"/>
3.	Fields	<input type="text" value="Alert_Medical"/>	<input type="text" value="Medical Alert"/>
4.	Fields	<input type="text" value="Alert_Guardian"/>	<input type="text" value="Guardian Alert"/>
5.	Fields	<input type="text" value="City"/>	<input type="text" value="City"/>
6.	Fields	<input type="text"/>	<input type="text"/>
7.	Fields	<input type="text"/>	<input type="text"/>
8.	Fields	<input type="text"/>	<input type="text"/>
9.	Fields	<input type="text"/>	<input type="text"/>
10.	Fields	<input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name	Direction
<input type="text" value="LastFirst"/>	> ▾
<input type="text"/>	> ▾
<input type="text"/>	> ▾

- a. **Report Title**- use a descriptive title for your list.

- b. **Field Name**- select or type the field you want on the list, to access the field names click on the link **Field**.
 - c. **Column Title**- this may or may not be the same as the field name, for example you may want Birthday as the column title but the field name is DOB.
 - d. **Padding**- refers to the points of space between the cell and the text.
 - e. **# of Rows**- refers to the number of student's names to print before a break, column titles are repeated after each break. Enter 0 if you do not want any breaks.
 - f. **Gridlines**- if checked, lines around the rows and columns and a border are added.
 - g. Check the box for **Export** if you want to export to another application, if unchecked you can print the list from your web browser only.
 - h. Choose your sort order.
4. Click **Submit**, if the list appears as desired, continue to the next step; if not then click the **Back** button, make the necessary changes and submit again.
 5. If you choose file and print, you will print the entire browser window, but if you highlight the list and copy, you can paste it into Microsoft Excel.

*The file is exported as an HTML file, save this to your desktop and open it in Excel. If you want a numbered list, enter *count in the first column with no title.*

Print a report for a Group of Students

1. Search for a group of students.
2. From the Group Functions menu, select **Print Report**.
3. From the report menu, select the desired report from the drop down menu
4. Design your report
 - a. How many students' records to print.
 - b. Decide in what order to print.
 - c. Determine the enrolment period if printing schedules for a term.
 - d. You can then choose a watermark and finally choose when you want the report to print.
5. Click **Submit**.

Option	Value
Which report would you like to print?	Class Attendance Audit
	The selected 5 students
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period P1 class, as of this date: 5/10/2010 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 5/10/2010
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

[Submit](#)

Print Mailing Labels

1. Make your selection of students.
2. From the Group Functions menu select **Print Mailing Labels**.
3. Determine your options using the label menu.
4. Click **Submit**.

Option	Value
Print Mailing Labels For	The selected 5 students
Use this mailing label layout :	CummFile Avery5163
How Many Pages?	<input type="radio"/> One page only <input checked="" type="radio"/> All pages
Sort Order?	<input checked="" type="radio"/> Student's last name <input type="radio"/> Mailing Zip Code <input type="radio"/> Address Zip Code
When to print	ASAP <input type="text"/> <input type="text"/> <input type="text"/>

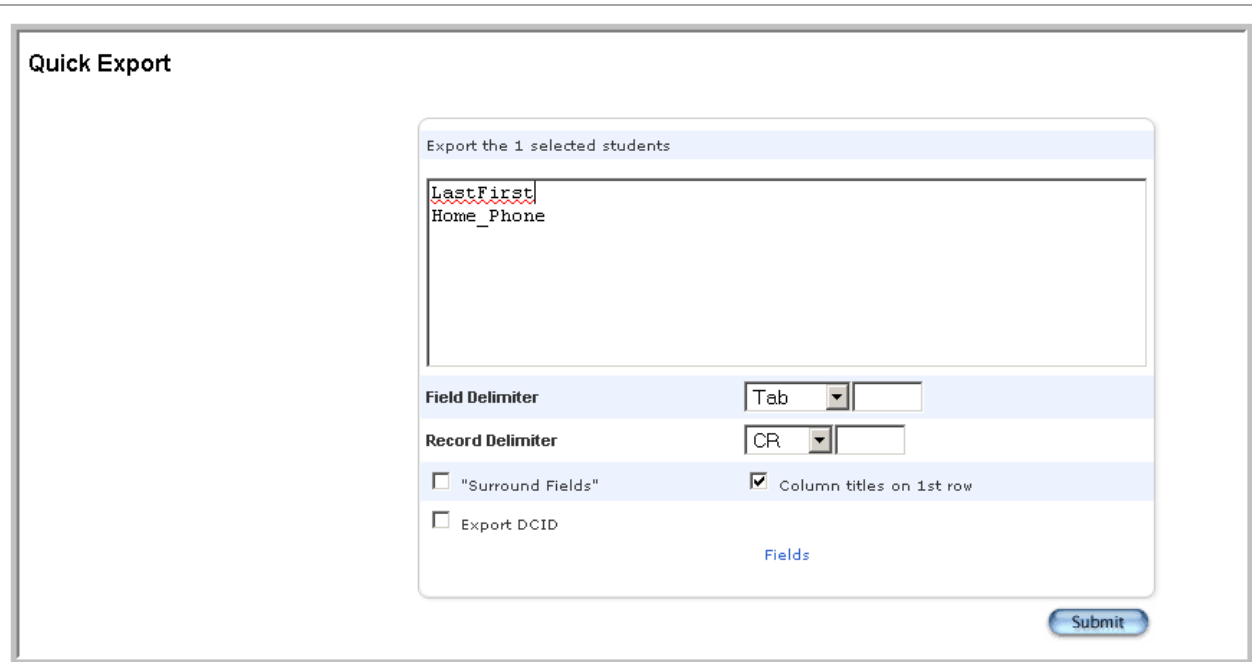
HINT: when you save your lables, not put a space at the end of the label name or an apostrophe in the label name.

To print labels for a teacher: select the teachers schedule, and click on **make the all the students listed above the current selection**, then in Group Functions, select Print Mailing Labels. Or pick any other group function. Teachers can also use this function in the Grade Book to produce mailing labels.

Quick Export

Use this function to quickly export student information from PowerSchool.

1. Search for a group of students and make a selection.
2. From the Group Functions menu, select **Quick Export**.
3. In the text box, enter the fields you want to export; if you need to access the field names, click the link to the **Fields**.



4. Choose the **Field Delimiter**, this refers to character that separate the fields the exported data; if you select “**Other**”, you must enter the delimiter.
5. Choose the **Record Delimiter**; this refers to how each record will be separated in the export.
 - Do not check the box for **Export to DCID**.
6. Click **Submit**.
7. You then have the option to save the file or open it in an application of your choice.

Counsellor’s Screen

This screen is useful as it give you access to the student page of your choice. You would use this if you wanted to look at the same page for a group of students.

1. Search for a group of students and make a selection.
2. From the Group Function menu, select **Counsellor’s Screen**.
3. From the available menu, select the desired student page you want to view for your selection.
4. Click on a student’s **LAST name** from the left hand side. Be sure to use only the last name of the student as you go through your list; this will keep you on the same page for each student. If you click on the first name, you lose your vertical list but you keep your selection; in this case use the arrows to move to the next student.



Creating a Daily Bulletin

Administrators can create a Daily Bulletin, which may be published for staff or for parents and students as well.

1. From the Start Page, click on Special Functions and select **Daily Bulletin Setup**.
2. Click **New**.
3. Enter a title for the new bulletin item.
4. Enter a start date and an end date. These dates determine the date range that this particular bulletin item is displayed.
5. Select the Target Audience. The audience determines who can view the bulletin item
6. Enter the sort order for the new bulletin item, the higher the number, the closer to the top.
7. In the Item Body field, enter the content for the bulletin item.
 - You can add HTML coding to your bulletin to format it, but avoid overdoing it. For some examples of HTML and how to use it, refer to this web site.
http://www.arachnoid.com/lutusp/html_tutor.html

Edit or Delete an Existing Bulletin Item

1. Navigate to Start Page, click on Special Functions, click on **Daily Bulletin Setup**. PowerSchool displays all existing bulletin items.
2. Select a bulletin item to edit by clicking on the start date in the **Date Range column**.
3. To edit the bulletin item, modify the values in the Item Title, Date Range, Target Audience, Sort Order, and Item Body fields then submit your changes.
4. To delete the bulletin item, click the **Delete** button.

View the Daily Bulletin

PowerSchool Administrators can view the daily bulletin by clicking the **Daily Bulletin** link on the Start Page.

Teachers can view the daily bulletin by clicking the Daily Bulletin link when logged into PowerTeacher. Parents and Students can view the Daily Bulletin by clicking on the link in the Parent Portal.

HINT: To create a daily bulletin item that is only visible at a single school, switch to that school before creating the new bulletin item.

To create a daily bulletin item that is visible at all schools, switch to the district office before creating the new bulletin item.