

101 PowerSchool Basics FUSD Training

Contextual Help

- There is a help link in the top right of most screens.



Web Page (www.fresno.k12.ca.us/sis)

- Offers Online training, Site Status, Downloads, and Contact Information
-

Contents

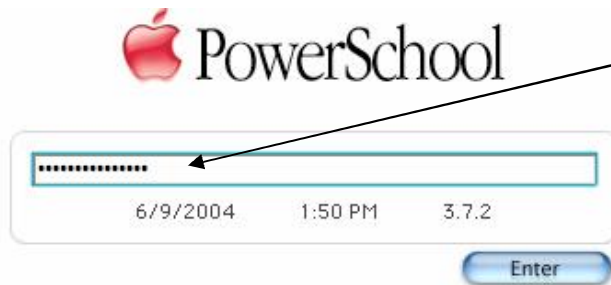
1. Access, Security and Personalization
2. Finding Individual Students
3. Individual Student Screens
4. Group Functions (Preview)

*PowerSchool Version 4.2.5
Updated September 5, 2006*

1. Access, Security and Personalization

172.16.4.200/admin	172.16.4.202/admin	172.16.4.204/admin	172.16.4.206/admin	172.16.1.227/admin
Fresno High	Bullard	Baird	Ahwahnee	Cambridge
McLane	Edison	Bullard Talent	Carver	Dewolf
Roosevelt	Hoover	Computech	Cooper	Dewolf West
Sunnyside	Duncan	Ft. Miller	Kings Canyon	New Horizon
Design Science		Hamilton	Scan	Roosevelt Cont.
		Lawless	Sequoia	
		Tehipite	Tioga	
		Tenaya	Yosemite	
		Terronez		
		Wawona		

A. Login



Enter your user name and password. Put a ";" (semi-colon) between the user name and password. Press Return when you are finished.

Example: If my username is **kbradl** and my password is **1234**, then I would type the following:

kbradl;1234

B. Log off

Click the "log off" button in the top-right of any screen. For security reasons is **important** to do this whenever you leave your desk.



C. Auto Log off

PowerSchool will automatically log you off there is no activity for 30 minutes. If you click after 30 minutes you will be sent to the initial login screen. Simply re-login to continue.

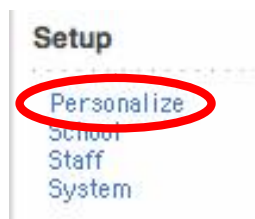
D. PowerSchool Button

Clicking on "PowerSchool" in the top left corner of every screen takes you back to the beginning screen.



E. Personalize

Click the "Personalize" link in the bottom left of the home screen.



Function	Description
Change password	Change current password to a new one.
Default login page	Sets the default login page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

1. **Change password** – You can change your default student screen and change your password here

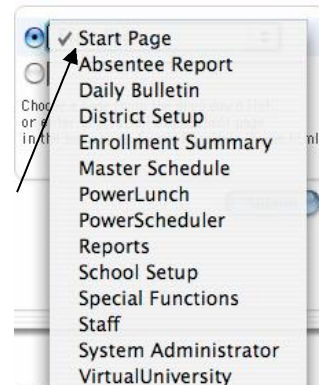
- Enter your Old Password
- Enter your New Password
- Verify your New Password by entering it again and click

Submit.

For security reasons, you are strongly encouraged to change your password from the original one. Always keep your password secure and private.

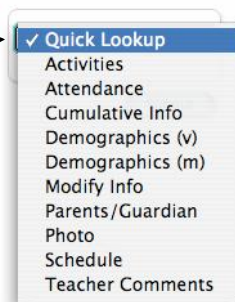
Access to Student information is governed by State and Federal Laws. Specifically, the Family Educational Rights and Privacy Act (FERPA) offers guidelines on access to student information. As a credentialed employee of FUSD you have been entrusted with information that is protected by law. More information is available at: <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html> Make sure to not leave information (paper or electronic) open and available when you are not able to supervise its access. Be sure and logout or lock your computer.

2. **Default login page** – You can change which page you see upon login. Choose the page and click **Submit**.



Personalize - Initial Student Screen

3. **Initial Student Screen** – You may change the initial student screen you view when you look up your first student.



4. **Interface** – You may want to change setting that affect the Interface (or look) of your screen. These help people who have small screens.

Personalize - Interface

Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- Personalize
- PowerScheduler
- School

Start Page > Personalize - Forbes, John D > Personalize - Interface

2. Finding Students

A. Finding a particular student

You may type a student number, or as much of a last name that you know.

- The alphabet represents a query for that letter of a student's last name.
- The numbers represent grade level.
- M and F represent gender.

If duplicates exist for your query, you will be given a selection screen. Click on the student name to go to the specific student screens.

- To search students who have been made inactive because they have been dropped from your school put a **forward slash (/)** before your search.

Here are examples from the 105 Student Demographic Queries training:

First name

Type – first_name = jen@

Street Address

Type – street contains cedar

Entry Date

Type – entrydate > 9/5/04

Exit Date

Type – /exitdate < 9/19/04 *The '/' is required to find dropped students*

ELD Level

Type – ELD_level = 3
Or ELD_level < 5

All students except the seniors

Type – Grade_level # 12

- You can enter multiple search criteria by separating each with a semi-colon (;).
- There are special search codes (i.e., *birthday=today)

Search Students



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

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F All

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

Matches: (41)

(364312)	(12)	EACOCK, JILLIAN
(391536)	(10)	EACOCK, ROBERT G
(366440)	(12)	EADES, DESEAN
(380408)	(11)	EARLS, MELANIE
(507287)	(10)	EASTMAN, CHRISTIAN
(409618)	(9)	EATON, MIKE E
(397102)	(10)	EBERT, LEXANDRA
(439086)	(9)	ECHARTEA, ABEL ISAIAS

B. Switch Student (when in an individual student)

Once in a student screen you can quickly switch by clicking this link. You will be given a window in which you may enter a student number, student name, or any other search query.



C. Teacher Schedules

You may find or group students according to the class they are in with respect to teacher.

- Click "Teacher Schedules" from the Home screen.
- Click the teacher's name from the left column.
- You may now select all this teacher's students,



- or click the number under the **Size** column to view a particular class

Expression	Term	Course #	Course	Sec #	Room	Size
04(A)	S2-04	3195	EARTH SCI B S/P	3195042	S89	27
02(A)	S2-04	3195	EARTH SCI B S/P	3195022	S89	33

- You may click an student's name to go to the student screen

Anderson, Martin A	Per. 04	EARTH SCI B S/P
1. AVALOS, SANDY		
2. BAUTISTA, CAROLINA		
3. BERRUECOS, NATALI		
4. CASTRO, NORMA		
5. CAROLIA, MAYRA		

3. Individual Student Screens

A. Quick Lookup

- This screen shows the current grade and attendance for the student.
- Clicking on the grade percent reveals the assignments that made up the grade.
- Cumulative absences and tardies are shown in the far right columns.
- Clicking on a number under Absences or Tardies will reveal the specific dates.

Exp	Last Week					This Week					Course	Q3	Q4	S2	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F					Q4-04	YTD	Q4-04	YTD
01(A)											GEOM B G Pearson, Jeffery B	B 84 G	B 84 G	B 84 G	1	6	1	1
02(A)											SPANISH II P Bolanos, Jose L	A- 91 G	A+ 97 G	A+ 96 G	1	5	0	1
03(A)											COMPUTERS Moore, Larry A	A+ 96 G	A+ 100 G	A+ 99 G	1	5	0	0
04(A)											ENG/LANG ARTS G Statham, Clare E	B 83.91 G	A 96.12 G	B+ 89.04 G	1	5	0	0
05(A)											US HIST/GEOG G Statham, Clare E	B+ 89.26 G	A 94.06 G	A 92.28 G	1	5	0	0
06(A)											SCIENCE 8 G Greenmyer, David	A 94.1 G	A 91.2 G	N/A 0 G	1	5	0	0
07(A)											TEACHER AIDE Linxwiler, Julie A				1	5	0	0
08(A)											PHYSICAL ED Hampton, John	A+ 100 G	A+ 100 G	A+ 100 G	1	5	0	0
Attendance Totals															8	41	1	2

B. Attendance

- Attendance for the entire term may be viewed here by period.

C. Parents/Guardian

- This page allows an administrator to enter information for sending automatic email progress report to parents.
- Parents may also enter email progress report information through their web login.

Parents/Guardian Automatic Email Reports

Guardian is registered to receive

- Summary of current grades and attendance
- Detailed report of attendance
- Detailed report showing all assignment scores for each class
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Guardian's email address:

D. Demographics View

- This screen will show address, phone number, birthday, age, grade level, and student number.

Demographics	Value
Name (Last, First MI)	BARBATO, ALEXANDER
Address	1074 E FREMONT FRESNO, CA 93710
Home Phone	559.447.5067
Age	13 yrs 11 months
Aggregate days of membership (YTD)	180
Area/neighborhood	.
DOB	7/7/1990
Ethnicity	1
Father	DONALD

E. Family

- PowerSchool uses the home phone number to link students in the same family.

F. Teacher Comments

- If teacher have left comments regarding this student they will be displayed.
- These comments are also viewable by the parent web site.

G. Log Entries

- Log Entries replaces SASI Alt-D. Logs can be set up for more documentation than just discipline.
- Schools can choose to limit access to particular log types.
- Only admin users have access to discipline logs. Teachers, parents, and students who login do not see the log entry screen.

H. Modify Info

- The Modify Info screen reveals the Guardian (Parent) and Student Login and Passwords for the web. You can use this screen to look up individual student login information for parents.
- **IMPORTANT – Before releasing login information ALWAYS verify the identify of the person you are assisting. Use Student ID number, DOB, Home address and Home Phone to verify. Also check any alerts or custody issues.**

I. Functions —> Print a Report for this student

Functions
Print Reports For This Student

- The functions screen button (under the **Enrollment** heading) allows you to click a link “Print Reports For This Student”
- Choose a report to print and click **Submit**.
- You will be taken to the **Report Queue** page. Click the blue **Refresh** until you see the word **Completed**.
- Click the word **Completed** to load the report into Acrobat Reader

Print the report (pdf) for FAJARDO, PAOLA

Which report to print: Parent Web Access HS P2

If printing student schedule, use...
 courses enrolled during current term
 enrollment as of 11/9/2004

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

Extras:

The Birthday alert – When you see a candle on a student screen, click on it to reveal upcoming birthday activity.



4. Group Functions – Preview –

The following information is covered in the training “201 Student Intervention Queries”

A. Enrollment Summary

- Shows grade level, ethnicity, and gender for any selection
- You can show the enrollment summary for any query of students
- The numbers on the enrollment summary are live links to students
- Use **Reports**→**Run Reports**→**Enrollment Summary by Date** to view this screen on any date of the school year.

Enrollment Summary

as of 6/9/04 ()
Fresno High Test

Grade Level	TOTAL IN GRADE	Caucasian	Hispanic	Black	Asian	American Indian	Filipino	Pacific Islander	Unclassified
9	837 419 / 418	146 81 / 65	482 232 / 250	82 43 / 39	98 47 / 51	11 6 / 5	11 5 / 6	7 5 / 2	0 0 / 0
10	712 401 / 311	127 80 / 47	396 214 / 182	83 46 / 37	89 48 / 41	11 9 / 2	2 2 / 0	4 2 / 2	0 0 / 0
11	624 310 / 314	110 55 / 55	348 167 / 181	60 32 / 28	93 47 / 46	3 2 / 1	6 5 / 1	4 2 / 2	0 0 / 0
12	490 253 / 237	91 44 / 47	232 125 / 107	58 29 / 29	96 49 / 47	2 1 / 1	6 2 / 4	5 3 / 2	0 0 / 0
TOTAL	2663 1383 / 1280	474 260 / 214	1458 738 / 720	283 150 / 133	376 191 / 185	27 18 / 9	25 14 / 11	20 12 / 8	0 0 / 0

B. List Students

- Allows you to quickly list any student field on your screen and then print (if desired) any field for the selected students.
- There are a number of special fields you can use to pull information like teacher name, current grade and attendance.

Report Title (shown at top of page): Perfect Attendance West Point - Sem 1

Col	Field name	Column Title
1.	LastFirst	Name
2.	Student_number	ID
3.	Grade_level	Grade
4.	*period_info;07(A);room	Homeroom
5.	*period_info;07(A);Teacher	teacher
6.	Entrydate	Enrolled
7.	project_access	PA

C. Search by Grades/Attendance

- You can screen any group of students for attendance and current grade criteria.
- Enter in the Minimum # of classes
- Make sure and select “Current grades” to view recent grade information. NOTE: Historical grades do not exist yet in PowerSchool.
- Be sure and enter the correct Store code/Final Grade: Use Q1, Q2, Q3, Q4 or S1, S2 (depending on your school’s set-up)

Which students to include
 The selected 41 students
 All 2663 currently enrolled students

Term
04-05 Semester 1

Minimum # of classes needed to meet search criteria
2

Scan for this final grade (comma separated) = F

Scan for this final grade percentage >

Scan for this citizenship grade (comma separated) = n

Scan for attendance (single-letter attendance code)
 Scan for * | a > 6
 Cumulative for each class
 8/25/03 - 5/14/04 (dates)

Scan for grades in
Store code/Final grade: Q4

Scan for all classes enrolled
 as of this date 6/9/2004
 anytime during the current term

Results
 Make this the current selection of students
 Display matching students & Sections

Search by GPA