

**The Basics User Guide**

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**PowerSchool  
Student Information System**



**PowerSchool**

## Document Properties

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Owner	Technical Communication and Documentation
Last Updated	8/10/2004
Version	4.0

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## Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

**Note:** You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "[Introduction to PowerSchool](#)." Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.
- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "[Search and Select](#)."
- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.
- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.
- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

## Legend

- This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window", begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

## Audience

This document is intended for all who use PowerSchool.

## The Basics

PowerSchool is an Internet-based student information system (SIS) that functions either independently or with other computer applications. PowerGrade, web browsers, and spreadsheet applications all work in different ways to complement PowerSchool and to provide users with robust tools for viewing, manipulating, storing, and retrieving data. The following items are the major tools that comprise PowerSchool. For information on other concepts related to PowerSchool, see the section "[What Is](#)."

### What is PowerSchool?

PowerSchool tracks student records and progress. School administrators and teachers enter data into the system, where it is stored. When you need to access the information, perform searches and pull reports. Parents can monitor their children's progress and learn about school activities.

The types of information managed by PowerSchool include grades, attendance records, school schedules, class schedules, daily bulletins, lunch balances, and citizenship. All of this information is accessed through a web browser.

### What is PowerGrade?

PowerGrade is the software employed by the teachers at schools that use PowerSchool. It is important to understand that PowerGrade and PowerSchool are not the same. PowerGrade is used to keep grades and take attendance. The information in PowerGrade is automatically sent to the PowerSchool system whenever a teacher saves the information. There is nothing else the teacher must do for the data to be stored on the PowerSchool system.

PowerSchool is a system that manages the data entered by school administrators and by some teachers and is the repository for PowerGrade information. PowerSchool receives the information from PowerGrade and stores it for daily administration and management. For more information on PowerGrade, see the "[PowerGrade User Guide](#)."

### What is a Web Browser?

A web browser is a computer application used to view web pages. The two most common web browsers are Netscape Navigator (the specific application is called Netscape Communicator) and Microsoft's Internet Explorer. To access PowerSchool, you must use either Netscape 4.7 or Internet Explorer 5.0 or later. Though Netscape and Explorer are both compatible with PowerSchool, there are some configuration limitations with Explorer. If some PowerSchool features do not work properly (especially certain reporting functions), either contact your PowerSchool administrator or use Netscape. Download Netscape from the following web site:

<http://browsers.netscape.com/browsers/main.tmpl>.




What if you have never used a web browser? By using the basic instructions in the sections "[Open a Web Browser](#)," "[Web Navigation](#)," and "[Advanced Web Navigation](#)," you will be browsing the web (and PowerSchool) in no time.



**Note:** While these instructions are geared towards using PowerSchool, you can also use them to visit any web site.

## Open a Web Browser

Your first item of business is to launch your web browser application. Your computer probably has a web browser icon on the desktop:

- If you use Safari, the icon looks like this .
- If you use Netscape, the icon looks like this .
- If you use Internet Explorer, it looks like this .

If you do not notice either icon on your desktop, contact your PowerSchool administrator. He or she needs to put a shortcut on your desktop, install a web browser, or locate a different web browser.

To launch your web browser, double-click the icon and wait for your default homepage to appear. Your homepage probably does not look the same as the following example, and the buttons might look different. However, the standard web browser functions are the same, and the buttons will operate as described in the section "[Web Browser Navigation](#)."



## Web Address (URL)




Once your web browser is open, enter a Uniform Resource Locator (URL) to begin browsing the World Wide Web. The first place you will visit is the PowerSchool web site.

## How to Enter a URL

1. Place the cursor at the beginning of the address in the [Address] field if using Safari, Location field if using Netscape (Netscape also uses the terms Go to: and Netsite), or Address field if using Internet Explorer. To place the cursor, click at the beginning of the field.

**Note:** If the contents of the field are already selected or highlighted, skip to step 3.

2. Hold down the mouse button and drag your mouse to the end of the address until it highlights. Release the mouse.

- If you use Safari, 
- If you use Netscape, 
- If you use Internet Explorer, 

3. Press Delete.

**Note:** This step is optional; by entering a new URL, the web browser automatically deletes the existing URL.

4. Enter the following into the address field: `www.powerschool.com`

**Note:** Most web sites have a URL that begins with the `www` prefix. In addition, most web browsers assume the protocol `http` when you enter a URL. It is usually not necessary to include the `http` protocol and `://` separator before a URL.



5. Press Return (Mac) or Enter (Windows). You are now at the PowerSchool start page and can start exploring the web.

**Note:** The address field automatically changed and now displays <http://www.apple.com/education/powerschool/>. Since the PowerSchool web site is part of the Apple web site, PowerSchool's URL is actually an Apple URL. This process, known as redirection, is an easy way for visitors to enter a simple URL rather than a URL that is much more difficult to remember.



## Web Navigation

After opening a web browser to the PowerSchool web site at <http://www.powerschool.com>, click Store to view Apple's online store. For now, do not click anywhere on the page that appears; just review the information. Next, explore by clicking different text and images that take you to different web pages. When you finish exploring, click the tab with the Apple icon next to the Store tab.

**Note:** If the Apple homepage or the tab with the Apple logo does not appear, you could have inadvertently clicked a link to a different web site. Return to the PowerSchool web site by opening your web browser to <http://www.powerschool.com>.

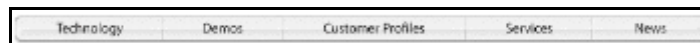
## How to Navigate Using Links

A link is a word, phrase, or graphic that takes you to a new webpage when clicked. The word and phrase links are often underlined and are generally colored blue. If you pass the cursor over any link without clicking, a pointing finger appears. If you click the link, a new page appears.

1. Open the PowerSchool homepage at <http://www.powerschool.com>. You can do this no matter what page currently appears on your computer. The PowerSchool page appears.

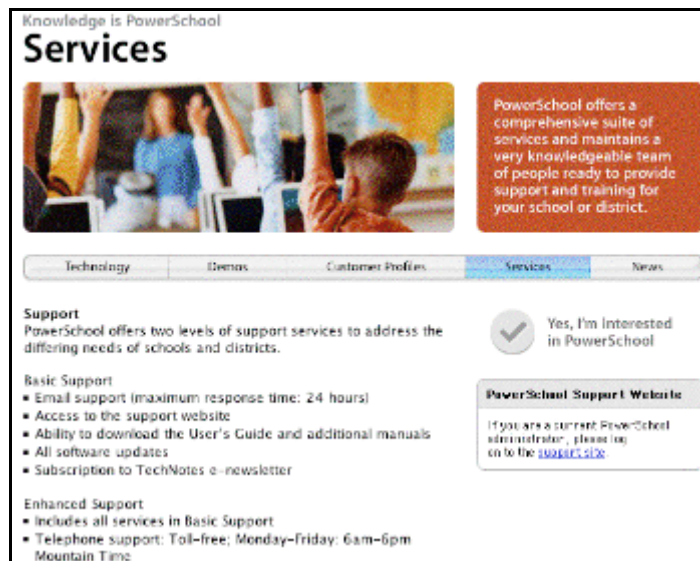


A group of links appears further down the page.

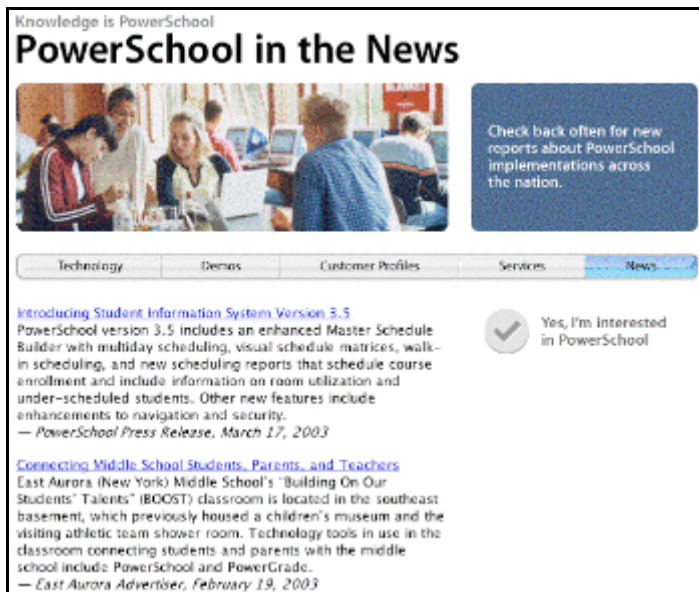


**Note:** Links take you to other pages or sometimes to a specific part of a page.

2. Click Services. The Services page appears.



3. Click News. The "PowerSchool in the News" page appears.



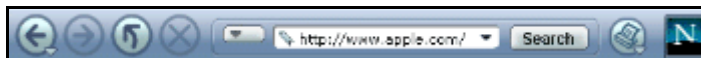
As you can imagine, there are endless links on the World Wide Web. Your web browser's navigation buttons should keep you from getting lost.

## Web Browser Navigation

- If using Safari:



- If using Netscape:



- If using Internet Explorer:



Browsers include several navigation buttons to help you move from site to site. They often help you find your way back to your starting point, and they can also help you go to specific sites without having to enter the address.

## Back

- If using Safari, 




- If using Netscape, 

- If using Internet Explorer, 

Click Back to review the sites you visited in reverse order. The button will not work if it is grayed-out; this usually means that you are already back to where you started.

1. Click Back several times until you return to the default homepage. You will pass through any web sites you visited.
2. Stop at your default homepage.




## Forward

- If using Safari, 
- If using Netscape, 
- If using Internet Explorer, 

Click this button to review the sites you visited, but in the same order you visited them the first time. The button will not work if it is grayed-out; this usually means that you are already as far forward as possible.

1. Click Back several times, if possible.
2. Click Forward several times until you return to the last page you visited. You will pass through the web sites you already visited.

## Home

- If using Safari, 
- If using Netscape, 
- If using Internet Explorer 




This button takes you back to your default homepage with just one click. No matter how many sites you visited, clicking this button once puts you back to your default homepage. This is especially important if the Back or Forward buttons are grayed-out. Click Home to return to the starting point.

**Note:** Most businesses that put sites on the Internet have their own homepage. You will often notice Home links on web sites. Do not confuse this Home with your web browser's Home button. Your web browser's Home button will take you back to the default page that you view when you start your web browser. The Home link on a specific web site displays that company's homepage.

For example, click the Apple logo  on the Apple web site to return to the Apple homepage.



## Stop



- If using Safari, .
- If using Netscape, .
- If using Internet Explorer .

The speed at which your web browser can display a specific web site depends on your Internet service provider, the site you visit, the time of day, your geographic region, and a host of other variables. A particular site can have too many people trying to reach it at the same time. Your Internet service provider may not have enough phone lines to accommodate large numbers of users logging in at the same time. This is also true for the neighborhood from which you access the Internet. Any of these factors can prevent you from accessing a site in a speedy manner.

When a web site takes too long to display, click Stop. This stops the web browser from trying to access site. At that point, you can try again, click Back, click Home, or visit a different site.



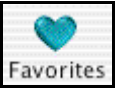
**Note:** Some web browsers shade the Stop button when the webpage finishes loading. The Stop button becomes active again when the web browser loads another page.

## Print

- If using Safari, choose File > Print.
- If using Netscape, .
- If using Internet Explorer, .

Print prints the page on your computer. The page prints to your default printer, and it prints text as well as graphics. If the printing process takes too long, click Stop to cancel the job.

## Favorites/Bookmarks

- If using Safari, .
- If using Netscape, .
- If using Internet Explorer, .

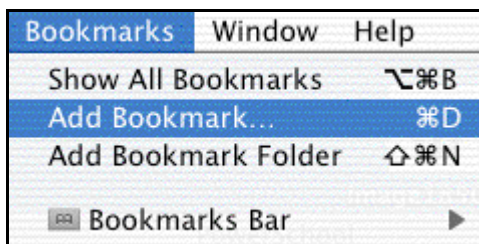
Use Favorites or Bookmarks so that you can visit your favorite web sites without having to enter the address each time. If you use Safari or Netscape, you have Bookmarks. If you use Internet Explorer, you have Favorites. All mark sites in the same manner and can be organized according to your

preferences. Bookmark the PowerSchool or Apple web sites as favorites. For more information on URLs, see the section "[Web Address](#)."

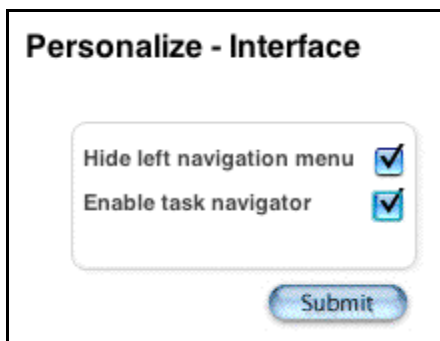
### Safari Users



1. In the address field, enter your school's PowerSchool system address.
2. Press Return (Mac) or Enter (Windows).
3. Choose Bookmarks > Add Bookmark.



4. Enter a new name for the site, if you wish.
5. Click OK.



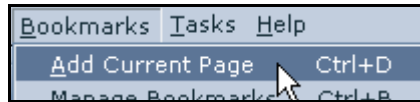
The next time you want to visit the PowerSchool system, do so without entering the URL. With your web browser open to any page, choose Bookmarks, Bookmarks Bar, and then your PowerSchool system from the list.

### Netscape Users



1. In the Location field, enter your school's PowerSchool URL.
2. Press Return (Mac) or Enter (Windows).
3. Choose Bookmarks > Add Current Page.



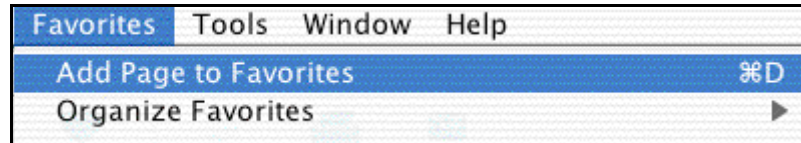


The next time you want to visit the PowerSchool system, do so without entering the address. With your web browser open to any page, choose Bookmarks and then the PowerSchool bookmark.

## Internet Explorer Users



1. In the Address field, enter your school's PowerSchool system address.
2. Press Return (Mac) or Enter (Windows).
3. Choose Favorites > Add Page to Favorites.



The next time you want to visit the PowerSchool system, do so without entering the URL. With your web browser open to any page, choose Favorites and then your PowerSchool system from the list.

## Advanced Web Navigation

### How to Use Forms

You might be asked to complete a form when using PowerSchool or another web-based application. This means that you answer the questions by entering information in fields on the form. Once you complete the necessary information, you must click a button to send the information to the system. The buttons used to send the information back to the system could be called Go, Enter, Submit, or Save. PowerSchool uses the term Submit. By clicking Submit, you are telling the system to save the information you entered. If you do not click Submit, your information will not be saved, and you will have to reenter it. It is very important to click Submit when you finish entering or changing data.

### How to Open a Second Web Browser

Opening a second (or third, or more) instance of the web browser is not necessary, but you will find it helpful on many occasions. For example, open a web browser to the PowerSchool support site and open your PowerSchool system in the second web browser at the same time. Alternatively, open another web browser to see this guide online as you perform the described tasks in PowerSchool. In addition, it is a good idea to have a second page appear when you create reports so that you can preview them as you work.

**Note:** Some computers are not equipped to handle this. If you find that it is taking a long time for pages to appear, close all but one web browser. Try closing any unnecessary applications to help speed up the process.

1. Leave your first web browser window open to the PowerSchool start page.
2. Return to the desktop and restart your web browser as you did the first time.
3. Open PowerSchool to the start page.
4. Navigate to any PowerSchool page.
5. Switch windows by clicking in the Finder (Mac) or Taskbar (Windows).

You can now go anywhere on the web and find any type of information. Web browser capabilities are far greater than discussed here. For more information, see your web browser's Help menu. See the web browser tutorials at the following web sites:

- <http://www.apple.com/safari/> for Safari
- <http://home.netscape.com/browsers/using/newusers/basics/index.html> for Netscape
- <http://www.microsoft.com/windows/ie/using/default.asp> for Internet Explorer

## What Is a PDF?

PDF is the acronym for Portable Document Format; it is the file format for Adobe Systems Acrobat. You must have Acrobat Reader installed on your computer to view PDF files. If you are reading this document from your computer, you already have Acrobat Reader installed. To download Acrobat Reader, see Adobe's web site: <http://www.adobe.com/products/acrobat/readstep.html>.

Documents are often created in one application and then saved as PDF files because all users can read PDFs, regardless of the operating system or other applications on the user's computer. A PDF file can include any combination of text, graphics, or images. It can be one page or thousands of pages, and can be very simple or extremely complex with a rich use of fonts, graphics, color, and images.

This document was created in Microsoft Word but saved again as a PDF file so that all users can read it using a web browser. Some PowerSchool reports generate PDF files so that you can print the reports from your web browser.

## What Is a Spreadsheet?

A spreadsheet is a table of values arranged in rows and columns. Examples of documents that can be spreadsheets include class rosters, transcripts, and gradebooks.

PowerSchool is unique among student information systems because you can move virtually any data from the PowerSchool system into a spreadsheet application and back into PowerSchool, if needed. This means that you can export any PowerSchool data (such as demographic information, grades, and test scores) to a spreadsheet where you can sort, filter, and perform calculations. A spreadsheet is an excellent complement to the PowerSchool system because it gives you enormous flexibility when working with and formatting data.

The most common spreadsheet applications are Excel and Lotus 1-2-3. Other well-known spreadsheet applications include Quattro Pro, ClarisWorks, and MS Works. All of these applications can be used with PowerSchool. In fact, any spreadsheet application that uses ASCII tab-delimited files can be used with PowerSchool. For more information on working with spreadsheets, see the Help menu for the spreadsheet application on your computer.

## What Is Importing and Exporting?

Periodically, you will need to either put a large amount of information into a system or get a large amount of information out of a system. To expedite this process, some applications provide importing and exporting tools.

### Importing

Importing refers to the process by which data moves from an external application into PowerSchool. This is helpful if you have been using another student information system and need the data in your new PowerSchool system. It is also helpful if you create spreadsheets in another application and want to store that data in PowerSchool. Sometimes it is actually faster to first create spreadsheets and then import the necessary data into PowerSchool rather than to enter the data into PowerSchool directly. Types of data that can be imported include student demographic, teacher, course, and scheduling data, and course requests.

The importing process involves several steps and has the potential to cause disorder in the PowerSchool database if it is not done properly. For this reason, your PowerSchool administrator handles imports to the PowerSchool system. If you have data in a non-PowerSchool application to use in PowerSchool, contact your school's PowerSchool administrator. For more information on importing, see the section "[Quick Import](#)."

### Exporting

Exporting is the process by which data moves from the PowerSchool system to an external application such as a spreadsheet application. This can be done easily by most PowerSchool users and provides great flexibility when formatting data. By exporting data, you can quickly prepare an honor roll list to present to your local newspaper, an attendance summary to include on a report for state auditors, or a host of other documents for just about anyone else. You can even import the data back into PowerSchool after you worked with it in the other application to which you exported it. For more information on exporting, see the section "[Quick Export](#)."

## Log In to PowerSchool

Because PowerSchool is a secure system, you need a secure connection to use it. To access PowerSchool, you log in to the system. To access PowerLunch, you need to log in to PowerSchool. For more information, see the section "[PowerLunch Security](#)."

**Note:** For general information about PowerSchool, see the section "[Introduction to PowerSchool](#)."

## PowerSchool URL

PowerSchool is web-based; therefore, the PowerSchool system at your school must have a URL.

**Note:** This is not the address of the PowerSchool start page discussed in the section "[Web Browser Navigation](#)."

If you do not know the URL of the PowerSchool system at your school, contact your PowerSchool administrator.

## Username

The PowerSchool administrator at your school assigns usernames, which are typically variations of the users' first or last names. If you are not sure of your username, contact your PowerSchool administrator.

## Password

The PowerSchool administrator at your school assigns your password. When you log in to the system, enter your password exactly as it is assigned. Spelling is important! If you do not know your password, contact your PowerSchool administrator. You cannot access PowerSchool without it.

**Note:** Do not use your colleague's password or give your password to a colleague. Security is very important in PowerSchool. For more information, see the section "[Security](#)."

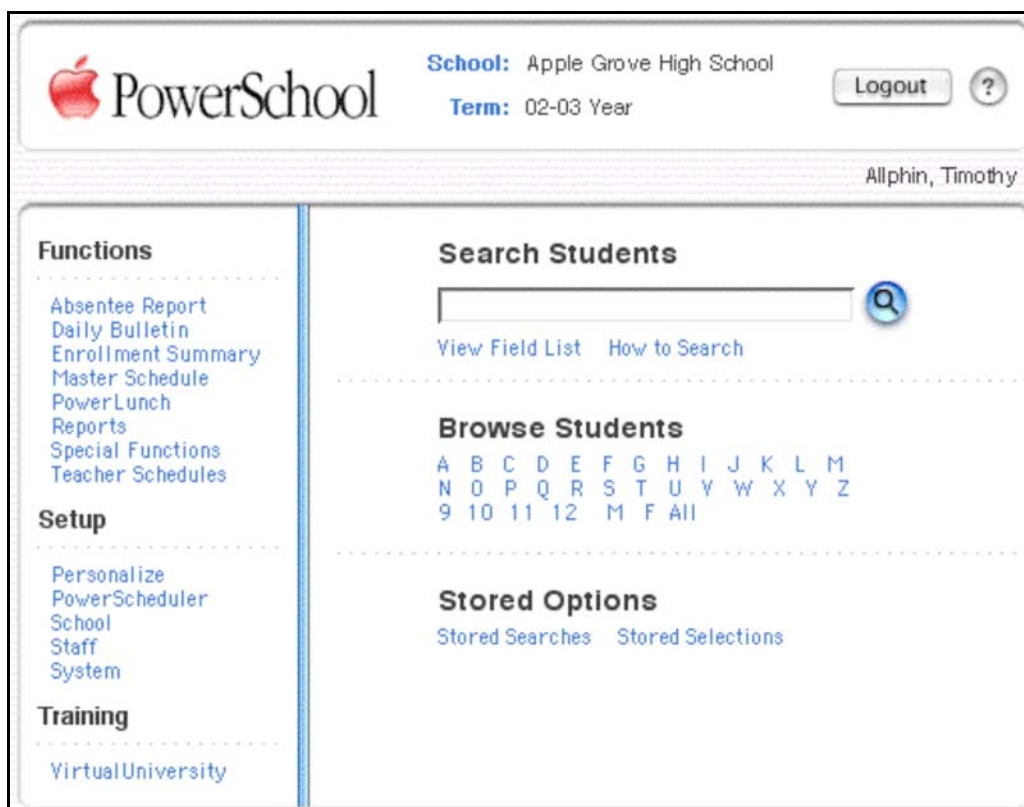
## How to Log In to PowerSchool

1. Open your web browser to your school's PowerSchool URL. The Log On page appears.



The login screen features the PowerSchool logo at the top. Below it is a large text input field. Underneath the input field, the date "10/9/2002", time "1:04 PM", and version "3.0.4" are displayed. A blue "Enter" button is positioned at the bottom right of the input area.

2. Enter your username, followed by a semicolon, then your password. The characters display as asterisks (\*) to ensure greater security when you log in. For example, when Chris Smith enters `chriss;password`, it appears in the password field as `*****`.
3. Click Enter. The start page appears, and you are logged in to PowerSchool.



The home page displays the PowerSchool logo and the school name "Apple Grove High School". The current term is "02-03 Year". A "Logout" button and a help icon are visible. The user's name, "Allphin, Timothy", is shown in the top right. The page is divided into several sections:

- Functions:** Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, Teacher Schedules.
- Setup:** Personalize, PowerScheduler, School, Staff, System.
- Training:** VirtualUniversity.
- Search Students:** A search input field with a magnifying glass icon, and links for "View Field List" and "How to Search".
- Browse Students:** A grid of letters for navigation: 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.
- Stored Options:** Links for "Stored Searches" and "Stored Selections".

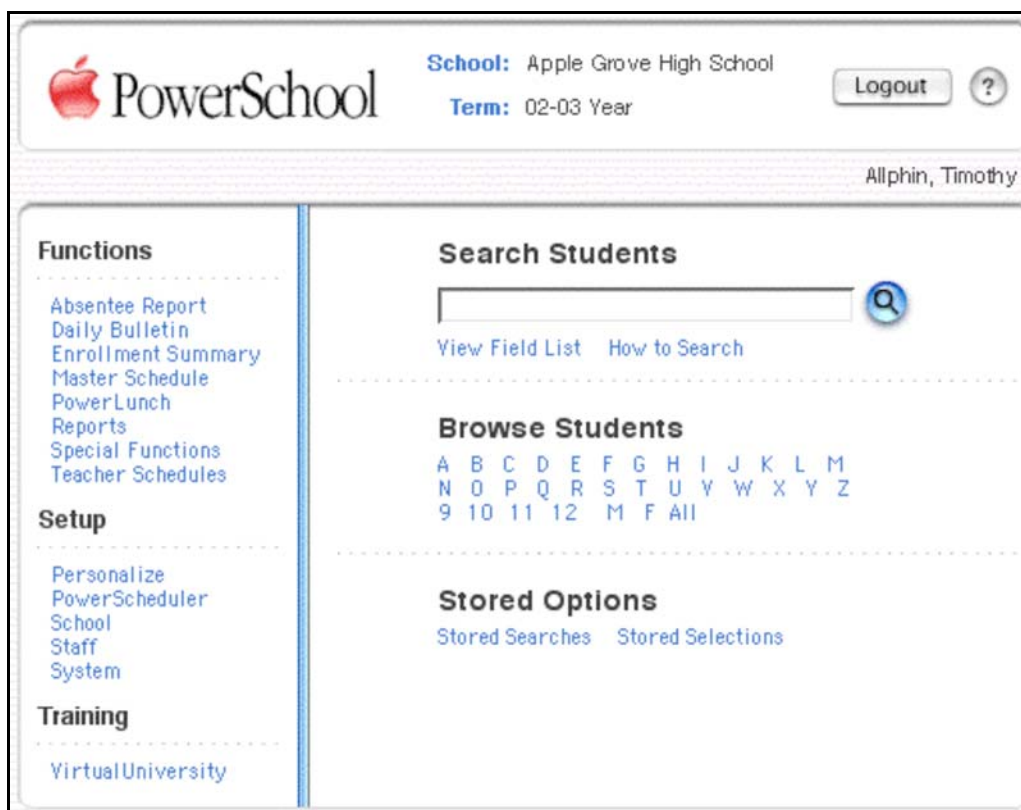
## Start Page

Before working with PowerSchool, become familiar with some of the most commonly used pages. The following items are on the start page. Some of them you will not use very often, but others you will use on a daily basis. Thus, it is important that you have a basic understanding of all the functions and know where to find each page. Bookmark the pages that you frequently use.

The PowerSchool start page includes four main areas:

- [Navigation bar](#)
- [Main menu](#)
- Home link
- Page content, including Search Students, View Field List, "How to Search," Browse Students, Stored Searches, and Stored Selections links

Many of these areas appear on other pages. Due to varying content, the exact page content differs among pages. For example, the main menu appears on most pages, but contains links appropriate for each page.



## Navigation Bar

After navigating from the start page, the navigation bar displays the following links:



## Search Students Field

This is where your work with PowerSchool begins every time you start the system. This is also where you enter the search criteria to find a student or group of students. For more information on searches, see the section "[Search and Select](#)."

## Alphabet

These links display a list of students whose last names begin with the selected letter. For example, if you click B, the system displays the students at your school whose last names begin with a "B."

## Numbers

These links display a list of students in the selected grade. If you click 9, the system displays a list of ninth graders at your school.

## M/F

These links display lists of all the male (M) or female (F) students at your school.

## Current Selection

Use this link to quickly return to the last group of selected students without repeating a search function. For more information on searches, see the section "[Search and Select](#)."

## How to Search

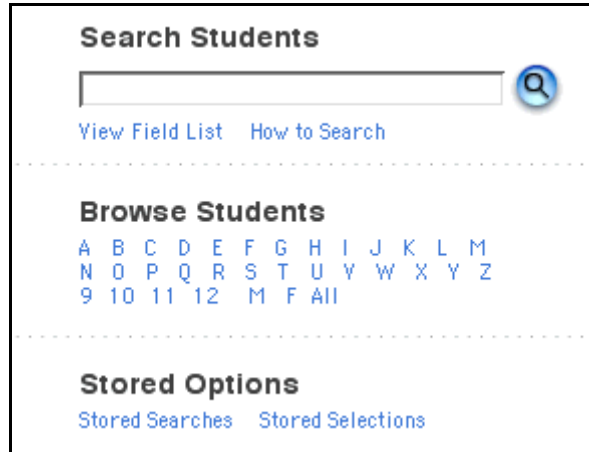
This link provides information on how to conduct searches. Click "How to Search" on the start page to learn about searching for a student or a group of students. When you finish your review, either click Back on the web browser until you return to the start page or click the PowerSchool logo. For more information on searches, see the sections "[Search and Select](#)" and "[Advanced Search and Select](#)."

## View Field List

This link connects you to a list of all fields stored in your school's PowerSchool database. Like many other applications, PowerSchool stores data in fields. A field is a unit of information defined by your PowerSchool administrator. PowerSchool comes with a set of standard fields used by all schools, but your school can add other fields that are particular to your needs. Click View Field List on the

start page to view the list of fields for your school. When you finish your review, either click Back on the web browser until you return to the start page or click the PowerSchool logo.

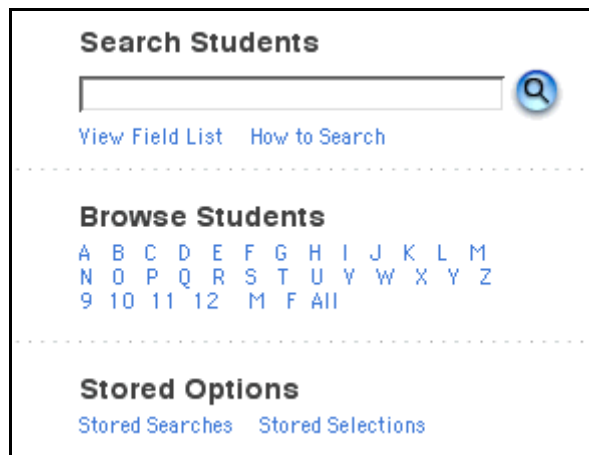
**Note:** Fields are added to the field list on a regular basis; they can change with new versions of PowerSchool.



The screenshot shows a web interface for searching students. It is divided into three sections by horizontal dashed lines. The top section, titled "Search Students", contains a search input field with a magnifying glass icon to its right, and two links below it: "View Field List" and "How to Search". The middle section, titled "Browse Students", displays a grid of letters representing filters: the first row contains A through M, the second row contains N through Z, and the third row contains 9, 10, 11, 12, M, F, and All. The bottom section, titled "Stored Options", contains two links: "Stored Searches" and "Stored Selections".

## Stored Searches

This link connects you to a list of preset searches used to find groups of students more quickly. Click Stored Searches to view groups at your school. When you finish your review, either click Back on the web browser until you return to the start page or click the PowerSchool logo. For more information on stored searches, see the section "[Search and Select](#)."



This is an identical screenshot to the one above, showing the "Search Students" interface with its search field, filters, and stored options.

## Navigation Bar

While performing procedures in PowerSchool, you probably notice that some items appear on all of the pages. Click these links to perform important functions from anywhere in the system.

For example, click Stored Searches on the start page. Notice the navigation bar across the top of the page.





**School:** Bethesda High School  Logout 

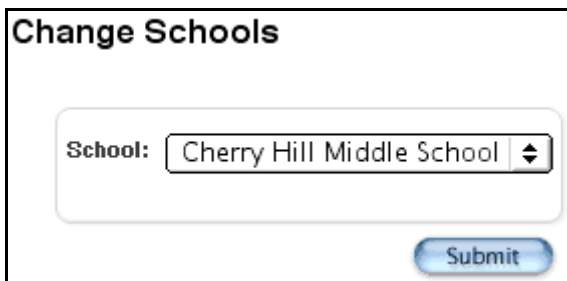
**Term:** 02-03 Year

## Navigation Bar Items


### How to Change Schools

Look at the school name at the top of the page. If this is not your school, use the following procedure to change schools. Not everyone has permission to switch schools. Switching schools cancels any selection of students made in the previous school.

1. Click School.
2. On the Change Schools page, choose the appropriate school from the School pop-up menu.



**Change Schools**

**School:**  

The start page reappears with the name of the school you just selected in the navigation bar.

**Note:** If the page does not refresh automatically, click Submit.



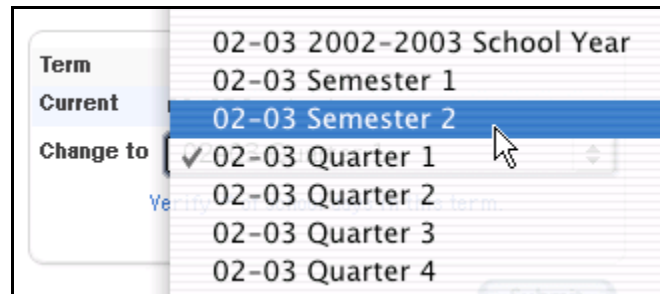
**School:** Bethesda High School  Logout 

**Term:** 02-03 Year

### How to Change Terms

Look at the term noted in the navigation bar. By default, it is the current term. Change the term from the navigation bar if you want to work in a different term.

1. Click the underlined term.
2. On the Change Term page, choose the term from the Change To pop-up menu.



**Note:** To verify the number of school days in this term, click "Verify # of school days in this term" on the Change Term page.

School Days					
2002-2003 School Year Semester 2					
95 school days.					
1.	January	20	Monday	33.	March 5 Wednesday
2.	January	21	Tuesday	34.	March 6 Thursday
3.	January	22	Wednesday	35.	March 7 Friday
4.	January	23	Thursday	36.	March 10 Monday
5.	January	24	Friday	37.	March 11 Tuesday
6.	January	27	Monday	38.	March 12 Wednesday
7.	January	28	Tuesday	39.	March 13 Thursday
8.	January	29	Wednesday	40.	March 14 Friday
9.	January	30	Thursday	41.	March 17 Monday
10.	January	31	Friday	42.	March 18 Tuesday
11.	February	3	Monday	43.	March 19 Wednesday
12.	February	4	Tuesday	44.	March 20 Thursday
13.	February	5	Wednesday	45.	March 21 Friday
14.	February	6	Thursday	46.	March 24 Monday
15.	February	7	Friday	47.	March 25 Tuesday
16.	February	10	Monday	48.	March 26 Wednesday
17.	February	11	Tuesday	49.	March 27 Thursday
18.	February	12	Wednesday	50.	March 28 Friday
				65.	April 18 Friday
				66.	April 21 Monday
				67.	April 22 Tuesday
				68.	April 23 Wednesday
				69.	April 24 Thursday
				70.	April 25 Friday
				71.	April 28 Monday
				72.	April 29 Tuesday
				73.	April 30 Wednesday
				74.	May 1 Thursday
				75.	May 2 Friday
				76.	May 5 Monday
				77.	May 6 Tuesday
				78.	May 7 Wednesday
				79.	May 8 Thursday
				80.	May 9 Friday
				81.	May 12 Monday
				82.	May 13 Tuesday

- Click Submit, if necessary. The start page appears with the newly selected term in the navigation bar.



## Report Queue

The report queue is a list of all reports, including pending, running, completed, and canceled report requests. When you submit a report request to the system, the system captures that request and transmits it to the report queue. The queue displays all reports until each report ages beyond a specified number of days. Depending on the status of the report and the permissions of the user, reports can be canceled, deleted, or re-executed.

The Report Queue icon, which looks like a piece of paper, displays only when you have any report requests, or jobs, in the system. If any of the jobs are currently running, the icon displays animated writing on the paper icon.

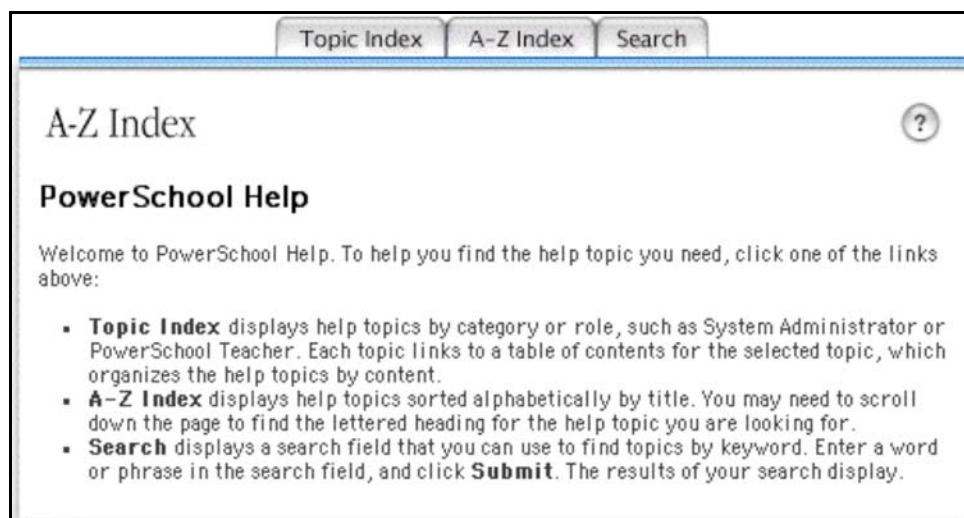
If you have any jobs in the queue, click the Report Queue icon  to view your reports.

## How to Access Online Help

This link displays PowerSchool Help, where you can follow procedures and find answers to many common questions. PowerSchool Help also provides a search function that searches all procedures. When you click the Help icon on most pages, help information related to that particular page appears.

**Note:** Depending on your web browser, PowerSchool Help may first find the specific help topic text and then load the images associated with that help topic. You may need to click the Help icon again to jump to the specific help topic after the images load.

On the navigation bar, click the Help icon, which looks like a question mark. PowerSchool Help displays links to a variety of topics and to the searchable database. For more help information, see the section "[Help](#)."



## How to Use the PowerSchool Home Button

Another item takes you to the PowerSchool start page. The PowerSchool logo at the top left of each page functions like the Home link. Click PowerSchool anywhere in the application to return to the start page.

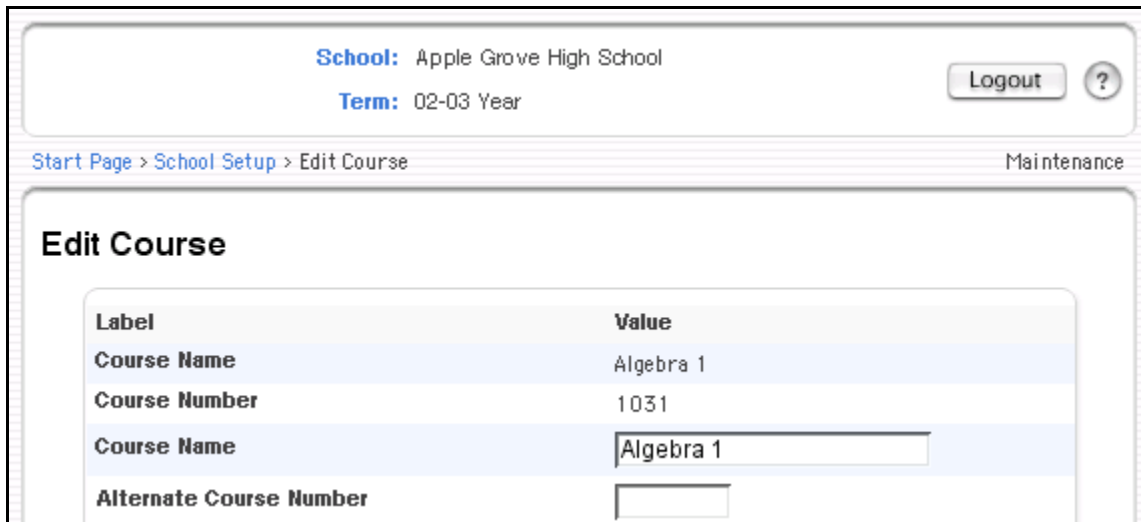


## How to Use the Logout Button

Click Logout to exit PowerSchool. For more information, see the section "[User Security](#)."

## Navigation Path

PowerSchool provides you with an easy-to-use navigational tool called a navigation path or bread crumbs. As you navigate through the application, the navigation path appears at the top of a page, providing links back to each previous page that you navigated through. Click any of the links in the navigation path to access that particular page of the application.



The screenshot shows the 'Edit Course' page in PowerSchool. At the top, it displays 'School: Apple Grove High School' and 'Term: 02-03 Year'. A 'Logout' button and a help icon are also visible. Below this, a navigation path is shown: 'Start Page > School Setup > Edit Course'. The main content area is titled 'Edit Course' and contains a table with the following data:

Label	Value
Course Name	Algebra 1
Course Number	1031
Course Name	<input type="text" value="Algebra 1"/>
Alternate Course Number	<input type="text"/>

**Note:** The navigation path is not available on all pages of the application. Some pages, such as the Changes Recorded page, have navigation on the page instead. In these cases, the system won't know exactly where you came from since such pages are shared across many pages in the application.

## Main Menu

The start page has a main menu on the left side containing links. Use these links to display various pages in the PowerSchool system and perform certain tasks. The main menu appears elsewhere in the system, often with varying functions.

There are three headings on the start page main menu: Functions, Setup, and Training. Each includes links to relevant functions.

## Absentee Report

Use the Absentee report to generate single-day period-by-period attendance code information. For example, you can use this report to search for students who received an unexcused absence code for the previous day. You can then telephone the students' guardian to verify whether or not the student actually has an excused absence.

### How to Run the Absentee Report

1. On the start page, choose Absentee. The Absentee Report page appears.
2. Use the following table to enter information in the fields:

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Attendance Mode	<p>Use the pop-up menu to select one of the following attendance modes for which you want to run this report:</p> <ul style="list-style-type: none"> <li>• Choose Meeting to display report output by period.</li> <li>• Choose Daily to display report output by day.</li> </ul> <p>Attendance mode indicates the method by which attendance is recorded, such as meeting or daily. For more information, see the section "<a href="#">Attendance Overview</a>."</p> <p><b>Note:</b> Only the attendance modes selected in School Setup &gt; Attendance &gt; Preferences appear in the pop-up menu.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>• Select "The selected students only" to run the report for the selected group of students.</li> <li>• Select the "All students" to run the report for all students within the selected school.</li> </ul>
Grades	<p>Select the checkbox(es) to indicate which grade levels you want to include in the report. Selecting one or more grades narrows the student selection to include only those students having the same grade level as those selected.</p> <p>Alternatively, not selecting any grades results in all of the students selected in the Students to Include selection being included in the report.</p>
Attendance Codes	Select the checkbox(es) to indicate which attendance code(s) to scan for the report. Press and hold Command (Mac) or Control (Windows) to select multiple attendance codes.
Date to Scan	<p>Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.</p> <p><b>Note:</b> The date must be for the current school year.</p>

Field	Description
Period(s)	Select the checkboxes for the periods to scan, or select the "All periods" checkbox. <ul style="list-style-type: none"> <li>If Meeting has been chosen from the Attendance Mode pop-up menu select the appropriate periods (ascending top to bottom) by cycle day (ascending left to right) for the report to scan.</li> <li>If Daily has been chosen from the Attendance Mode pop-up menu, Period(s) do not apply.</li> </ul> <p><b>Note:</b> The report automatically detects multiple meeting of one section and multiple sections in one meeting for periods entered.</p>
Include Student Number	Select this checkbox to include the student number(s) on the report.
Number of Blank Lines Below Student Names	Enter the number of blank lines to include as separators after each student name.
Include Verification Line	Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.

- Click Submit. The resulting report displays records marked with the indicated code on the specified date.

Absentee Report		Apple Grove High School	
		10/29/2002	
<b>Period Attendance</b>			
<b>Codes: T</b>			
Student	Grade	Phone	02
Briggs, Jessica K	10	427-555-5552	T
Briggs, John K	10	427-555-2673	T
Cornia, Lacey	10	427-555-6548	T
Merriam, Matthew Y	10	427-555-3156	T
<b>Functions</b>			
Find teachers who have not taken attendance			

- Do one of the following:
  - Click a name to open the student pages menu.
  - Click Functions at the bottom of the report to open the Group Functions page. For more information on what you can do from that menu, see the section "[Work With Groups](#)."
  - Click Find to identify teachers who have not yet taken attendance. For more information on this feature, see the section "[How to Run the PowerGrade Attendance Report](#)."

- The Absentee report provides you with the ability to produce an output file containing a list of students with the specified attendance code(s) based on attendance mode, such as meeting or daily. For example, Print or save the report. For more information, see the section "[Run, Print, and Save Reports](#)."

## Daily Bulletin

Certain users can view and add items to the school's daily bulletin. Not all users at all schools have permission to create items for the bulletin, but everyone's including parents and students can view the notices.

When working with the daily bulletin:

- Click a date to view the bulletin for that day.
- Click the email address to send a message to the person who creates items for the daily bulletin. Send an announcement for the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.

## Enrollment Summary

The Enrollment Summary provides a breakdown of students at your school by ethnicity and grade. It was formerly named the Ethnicity and Grade Breakdown Report. For more information, see the section "[Preconfigured Reports](#)."

## Master Schedule

The master schedule displays the schedule for all teachers in your school. You can either view all meetings for all sections and teachers or select certain teachers, days, and periods.

### How to View the Master Schedule

View the master schedule for all teachers for all meetings. You may need to first set your master schedule preferences. For more information, see the section "[How to Change Master Schedule Preferences](#)."

1. On the start page, choose Master Schedule from the main menu to view the schedule for your school. All classes for each teacher and the number of students in each class appear on the Master Schedule page.



Master Schedule - School Year By Teachers								
Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
				Chemistry 2 1591.4 0/5 Room 25 2(A-B) 3(B) Term: S1				
		Chemistry 2 1591.3 0/5 Room 25 1(A-B) 3(A) Term: S1	Chemistry 2 1591.4 0/5 Room 25 2(A-B) 3(B) Term: S1	Chemistry 2 1591.3 0/5 Room 25 1(A-B) 3(A) Term: S1				
Alldredge, Jessica	A	Chemistry 1 1521.1 0/20 Room 25 1(A-B) 3(A) Term: S1	Chemistry 1 1521.2 18/20 Room 25 2(A-B) 3(B) Term: S1	Chemistry 1 1521.2 18/20 Room 25 2(A-B) 3(B) Term: S1	Biology 1511.2 0/20 Room 24 3-4(A-B) 3(A) Term: S2			

- Click a course number to edit the information for that section of the selected course.

**Note:** To edit the section, see "[Sections](#)." If you do not want to edit the section, click Back on your web browser to return to the Master Schedule page.

- On the Edit Section page, click an underlined number for one of the classes to view a list of students in that class. The Class Roster page displays the students enrolled in the class.

Class Roster	
Alldredge, Jessica	Exp. 5-6(A-B) Biology
1.	<a href="#">Briggs, Jessica K</a>
2.	<a href="#">Fitzgerald, Angela</a>
3.	<a href="#">Greeff, Ashly</a>
4.	<a href="#">Keck, Dustin</a>
5.	<a href="#">Moore, Cassandra</a>
6.	<a href="#">Schmidt, Darin</a>
7.	<a href="#">Towt, Danielle</a>
8.	<a href="#">Willis, David O</a>
<a href="#">Make this the current selection of students</a>	
<a href="#">Add these students to the current selection of students</a>	

- Do one of the following (optional):
  - Click a student's name to work with the selected student.
  - Click "Make this the current selection of students" to select the students in the class as the only group with which you want to work.
  - Click "Add these students to the current selection of students" to add this group to a previously selected group. The Group Functions page displays the number of selected students.

When you finish your review or working with the group, either click Back on your web browser until you return to the start page or click the PowerSchool logo.



## How to Change Master Schedule Preferences

Filter the master schedule by periods, days, credit type, rooms, and teachers. Preferences are associated with each user account. Therefore, your preferences will appear when you log in to any computer with your username and password.

The first time you display the master schedule or any time you want to view the master schedule after changing terms, you must set your master schedule preferences.

1. On the start page, choose Master Schedule from the main menu to view the schedule for your school. The master schedule appears on the Master Schedule page.

Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
				Chemistry 2 1591.4 0/5 Room 25 2(A-B) 3(B) Term: S1				
		Chemistry 2 1591.3 0/5 Room 25 1(A-B) 3(A) Term: S1	Chemistry 2 1591.4 0/5 Room 25 2(A-B) 3(B) Term: S1	Chemistry 2 1591.3 0/5 Room 25 1(A-B) 3(A) Term: S1				
Alldredge, Jessica	A	Chemistry 1 1521.1 0/20 Room 25 1(A-B) 3(A) Term: S1	Chemistry 1 1521.2 18/20 Room 25 2(A-B) 3(B) Term: S1	Chemistry 1 1521.2 18/20 Room 25 2(A-B) 3(B) Term: S1	Biology 1511.2 0/20 Room 24 3-4(A-B) 3(A) Term: S2			

2. Click "Show Preferences" at the bottom of the page. The Master Schedule Preferences page appears.

### Master Schedule Preferences

Option	Value
	<input checked="" type="checkbox"/> 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> All periods
<b>Periods</b>	
	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> All days
<b>Days</b>	
<b>Credit type</b>	<input type="text"/> (leave blank for all)
<b>Rooms</b>	<div style="border: 1px solid #ccc; padding: 5px;">                     All Rooms                 </div>
<b>Teachers</b>	<div style="border: 1px solid #ccc; padding: 5px;">                     All Teachers                      Alldredge, Jessica                      Allphin, Timothy                      Boren, Maggie                      House, James                 </div>
<b>Sort By</b>	<input type="radio"/> Credit Type <input type="radio"/> Department <input type="radio"/> Room <input checked="" type="radio"/> Teachers

3. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkbox(es) to indicate which periods to display on the master schedule. To display all periods, select the All Periods checkbox.

Field	Description
Days	Select the checkbox(es) to indicate which days to display on the master schedule. To display all days, select the All Days checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as <b>MATH</b> . To display all credit types, do not enter anything in the field.
Rooms	Select the room(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Rooms to display all rooms.
Teachers	Select the teacher(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Teachers to display all teachers.
Sort By	Select a sort order option for the master schedule: <ul style="list-style-type: none"> <li>• Credit Type</li> <li>• Department</li> <li>• Room</li> <li>• Teachers</li> </ul>

4. Click Submit. The Master Schedule page displays the information for the selected options.

## PowerLunch

PowerLunch is the lunch program management portion of PowerSchool. For more information, see the section "[PowerLunch](#)."

## Reports

The Reports option links you to custom and preconfigured reports. For more information, see the sections "[Custom Reports](#)" and "[Preconfigured Reports](#)," respectively. Additionally, use this link for state reporting and reporting engine functions.

## Special Functions

The Special Functions option links you to frequently used procedures. Choose Special Functions from the main menu. The functions most often used by PowerSchool administrators are discussed in various sections throughout this guide. Notice what you can do from this page, and take a moment to review the various options. When you finish your review, either click Back on your web browser until you return to the start page or click the PowerSchool logo.

**Note:** You may not have access to some of the functions, or you may have view-only permissions.

## Teacher Schedules

View the current schedule of the selected teacher.

### How to View Teacher Schedules From the Main Menu

1. On the start page, choose Teacher Schedules from the main menu.
2. On the Teacher Schedules page, click the name of the staff member. The selected teacher's schedule appears.

**Teacher Schedule - Allphin, Timothy 6**

Period	Term	Course #	Course	Sec #	Room	Size
01	S2	9271	Prep	36	B211	0
02	S2	6011	Basic Foods	03	B211	10
03	S2	9001	Teachers Aide	74		1
03	S2	6044	Independent Living	01	B211	6
04	S2	6005	Textile Design	2		1
04	S2	6045	Culinary Arts	2		11
05	S2	6051	Child. & Families	02	B211	16
06	S2	6005	Textile Design	1		10
07	S2	9001	Teachers Aide	72		1
07	S2	6011	Basic Foods	04	B211	13

Make all students listed above the current selection

3. Do one of the following:
  - To work with the group of students in all of the selected teacher's classes listed in the schedule, click "Make all students listed above the current selection." The Group Functions page appears. For more information, see the section "[Work With Groups](#)."
  - To add a section to the teacher's schedule, click New and complete the Create New Section page.
  - Click the term next to a course to view term information for this section. For more information, see the section "[How to View Sections by Term](#)."
  - Click the name of the course in the Course column to view basic course information.
  - Click the section number next to a course to view information about this section. For more information, see the section "[Sections](#)."

- Click the size to display the section's class roster. For more information, see the section "[How to View the Class Roster.](#)"

## Personalize

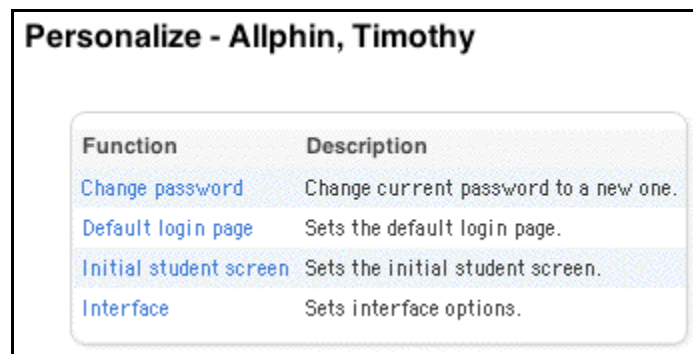
Customize some PowerSchool settings to make the system more convenient for your daily needs.

**Note:** Keep the default settings, change your preferences now, or wait until you are more familiar with PowerSchool. Change any combination of the settings as often as you want. Click Submit when you enter or select information for each preference. If you try to change more than one at time, only the preference immediately above the Submit button is saved. Any other changes made at the same time are lost.

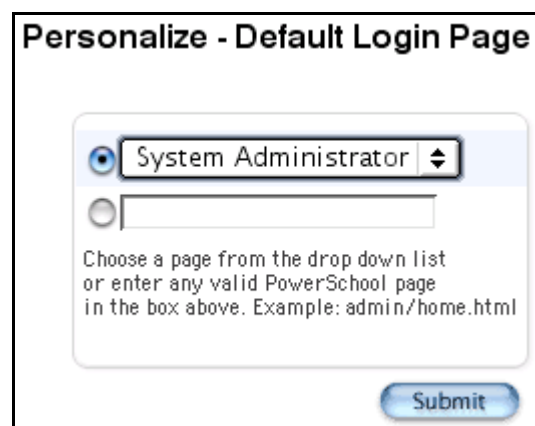
### How to Set the Login Page

Personalize the default page that appears after you log in to PowerSchool.

1. On the start page, choose Personalize from the main menu. The Personalize - [User Name] page appears.



2. Click "Default login page." The Personalize - Default Login Page appears.



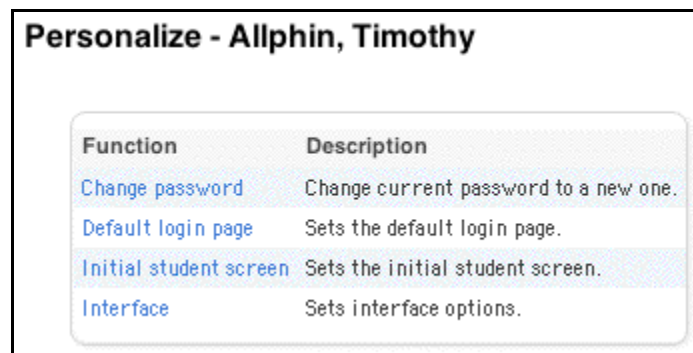
3. Select an option to indicate your preferred Default Login page:
  - If you select the first option, choose a page from the pop-up menu.

- If you select the second option, enter a valid PowerSchool page in the space provided. You may need to use PowerSchool for a while before you can select this setting. When you do know a specific page, navigate to that page. Copy the URL from the Location or Address field on your web browser and paste it into this field.
4. Click Submit. The start page refreshes. The next time you log in to PowerSchool, the system opens to the page you chose.

## How to Set the Default Student Page

Personalize the default page when working with a student.

1. On the start page, choose Personalize from the main menu. The Personalize - [User Name] page appears.



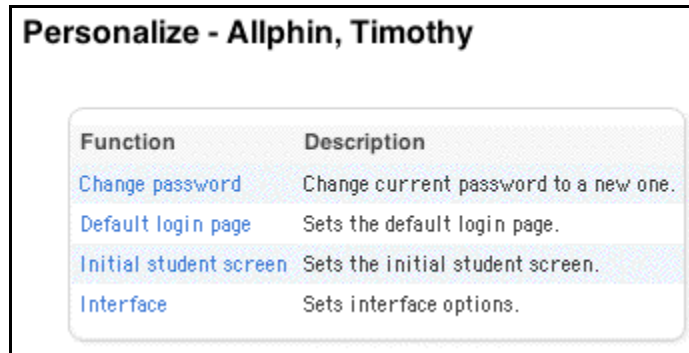
2. Click "Initial student screen." This refers to the first page that appears when you select a student record. The Personalize - Initial Student Screen page appears.



3. Click Submit. The start page refreshes. The next time you select a student, the student page you chose will appear.

## How to Reset Your Password

1. On the start page, choose Personalize from the main menu. The Personalize - [User Name] page appears.



- Click "Change password." The Personalize - Change Password page appears.



- Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password. You used this password to enter the system earlier.
New Password	Enter a new password.
Verify New Password	Enter your new password again in this field.

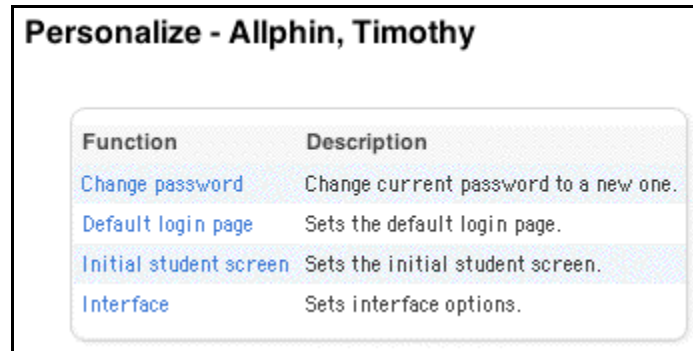
- Click Submit. The start page refreshes. The next time you log in to PowerSchool, use the new password you just set.

**Note:** It is important to select a password that you will remember. If you forget it, you cannot log in to the system without help from your PowerSchool administrator. Do not write your password anywhere, since an unauthorized user could find it and gain access to PowerSchool. Imagine the problems if a student logged in with your username and password! Try to commit your password to memory. For more information on passwords and security, see the section "[Security](#)."

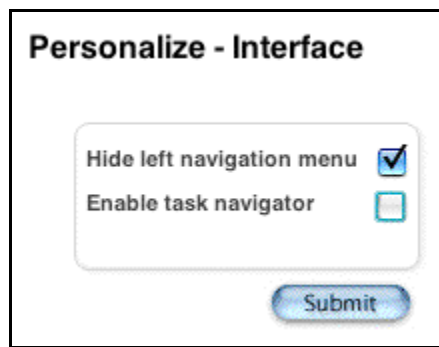
## How to Hide the Main Menu

If you do not want the main menu on every PowerSchool page, you can select a preference to hide the main menu from all pages except the start page. To navigate in PowerSchool without using the main menu, use the navigation path or "breadcrumbs."

1. On the start page, choose Personalize from the main menu. The Personalize - [User Name] page appears.



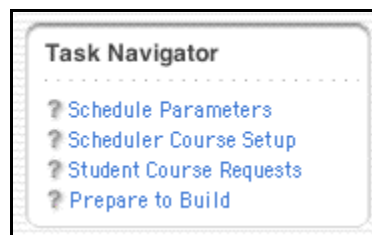
2. Click Interface. The Personalize - Interface page appears.



3. Select the "Hide left navigation menu" checkbox.
4. Click Submit. The Changes Recorded page appears.

## How to Enable the Task Navigator

The Task Navigator is a tool that provides process-oriented help for certain complex tasks. The Task Navigator can be enabled or disabled, depending on each user's preference. When enabled, the Task Navigator appears as a frame in the lower left of pages in PowerSchool that include task navigation. The Task Navigator displays a list of defined processes and the order in which they should be performed, depending on the page being viewed. The following is an example of the Task Navigator in PowerScheduler.





## Question Mark

Selecting a question mark next to a linked process launches the Process Help window, which provides a description of the process. Note the different sections of the window: Objective, Tasks, Prerequisites, Uses, Timeline, and Help Links. These sections and the order in which they appear are standard for all Process Help windows.

**Schedule Parameters**

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**Objective:**  
Provide step-by-step instructions on how to set up parameters used for scheduling.

**Tasks:**

1. Set up buildings
2. Set up catalogs
3. Set up schedule days
4. Set up departments
5. Set up facilities
6. Set up houses
7. Set up schedule periods
8. Set up section types
9. Set up teams
10. Set up schedule years and terms

**Prerequisites:**  
None

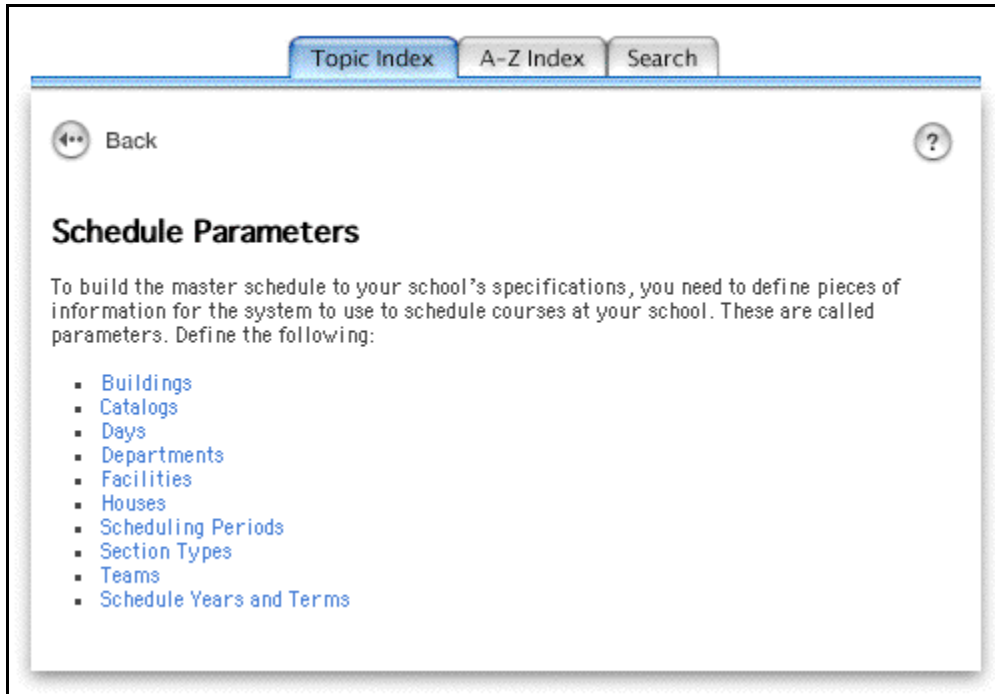
**Uses:**  
Parameters are used to provide supportive information related to courses, rooms, scenarios, students or teachers in PowerScheduler. Some parameters, such as days and periods, are necessary to define when creating a schedule. However, other parameters, such as teams and buildings, are not essential for creating a schedule.

**Timeline:**

Setup and Prepare for Scheduling	Collect Course Requests	Refine Schedule Setup	Build Schedule	Load Schedule	Finalize Schedule

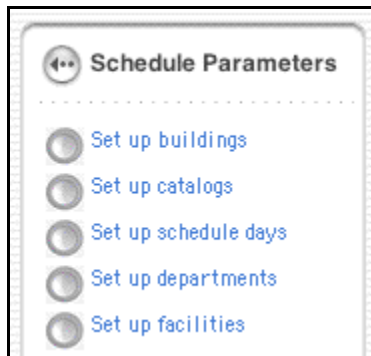
**Help Links:**  
[Additional information](#)

If you needed additional information, you can select any of the Help Links, which will take you to the respective PowerSchool Help topic.



### Process Link

Selecting a process link refreshes the frame, which then displays the tasks necessary to accomplish the selected process. Note the circular icon next to each task. Once you select a task, the icon next to the task appears filled in. This function is for visual reference to indicate that the Task Navigator launched the selected task. However, it does not indicate validation or completion of the task.



Selecting the task link launches the Task Help window, which provides a description of the task. Note the different sections of the window: Task, Task number, Navigation, Objective, and Prerequisites. These sections and the order in which they appear are standard for all Task Help windows. Note the circular icon next to each task. Once you select a task, the icon next to the task appears filled in. This function is for visual reference to indicate that the Task Navigator launched the selected task. However, it does not indicate validation or completion of the task.

**Schedule Parameters**

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**Task 1:**  
Define buildings as schedule parameters.

**Navigation:**  
Start Page > PowerScheduler > Buildings

**Objective:**  
To create a schedule that considers campus buildings, define buildings and associate them with students, teachers, and rooms.

**Prerequisites:**  
None

**Note:** Currently, the icons do not appear if using Internet Explorer for Mac.

### Enable Task Navigator

The Task Navigator can be enabled or disabled according to each user's preferences. All new users have the Task Navigator enabled by default.

1. On the start page, choose Personalize from the main menu. The Personalize - [User Name] page appears.

**Personalize - Allphin, Timothy**

Function	Description
<a href="#">Change password</a>	Change current password to a new one.
<a href="#">Default login page</a>	Sets the default login page.
<a href="#">Initial student screen</a>	Sets the initial student screen.
<a href="#">Interface</a>	Sets interface options.

2. Click Interface. The Personalize - Interface page appears.

**Personalize - Interface**

Hide left navigation menu

Enable task navigator

3. Select the "Enable task navigator" checkbox.

**Note:** To disable The Task Navigator, deselect this checkbox.

4. Click Submit. The Changes Recorded page appears.

## PowerScheduler

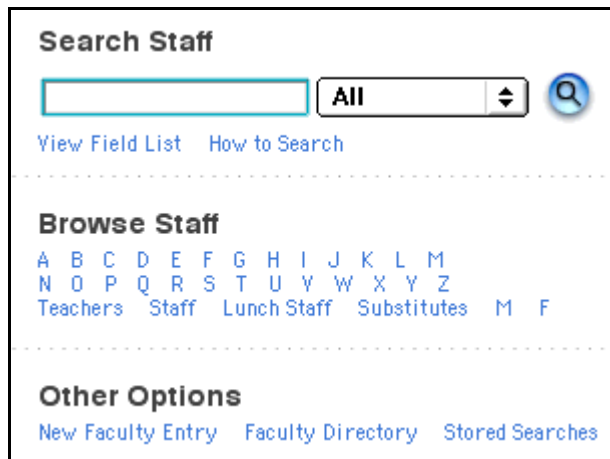
The PowerScheduler option links you to the PowerScheduler menu in PowerSchool. Use the functions on the PowerScheduler menu to build, load, and commit a master schedule for your school. For more information, see the "[Master Schedule Overview](#)," or the sections "[Prepare to Build the Master Schedule](#)," "[Build Master Schedule Introduction](#)," and "[Master Schedule Reports](#)."

## School

Your PowerSchool administrator uses the School Setup option when setting up the system at your school. For more information, contact your PowerSchool administrator.

## Staff

This option links you to a list of the staff members at your school. Choose Staff from the main menu to search for staff at your school. Then, click a specific name to view demographic information about that staff member or make changes to the staff member's record. When you finish your review, either click Back on your web browser until you return to the start page or click the PowerSchool logo. For more information, see the section "[Select Staff](#)."



The screenshot shows a web interface for searching staff. At the top is the title "Search Staff". Below it is a search input field, a dropdown menu set to "All", and a magnifying glass search icon. Underneath are two links: "View Field List" and "How to Search". A horizontal dashed line separates this from the "Browse Staff" section, which features a grid of letters (A-M, N-Z) and categories like "Teachers", "Staff", "Lunch Staff", and "Substitutes". Another dashed line leads to the "Other Options" section, which includes links for "New Faculty Entry", "Faculty Directory", and "Stored Searches".

## System

The System link is for PowerSchool administrators who set up the system and perform various other technical duties. Most users do not need to work with the System Administrator page. For more information, contact your PowerSchool administrator.

## VirtualUniversity

Click VirtualUniversity to participate in online training courses from PowerSchool VirtualUniversity. In addition to the five free courses that tutor users on basic skills and provide an overview of PowerSchool's newest features, advanced users will find beneficial courses available for a fee. Order

VirtualUniversity courses either by purchasing an annual subscription to all courses at a per-server annual rate of \$3,000 or by purchasing courses individually at \$500 per course. To order VirtualUniversity courses, select a course on the VirtualUniversity page and follow the instructions; contact [sales@powerschool.com](mailto:sales@powerschool.com); or call 888-470-0808.

## User Security

Before you can actually access the PowerSchool system, you will be asked to enter your username and a password. Everyone who uses PowerSchool must have a confidential password. Do not share your password with anyone. Doing so compromises the security of the PowerSchool system.

In addition, it is best to memorize your password. If you think you will not remember it and must write it down, keep it in a secure place where no one else will find it. Imagine the problems if a student enters the system with your username and password!

The last component of PowerSchool security is the assigned level of access. In addition to assigning passwords, your PowerSchool administrator also assigns appropriate levels of access to PowerSchool users. No one must be allowed access to more information than necessary. Different groups of users have different levels of access to perform different activities. A specific user's access depends on that person's job responsibilities.

## How to Log Out

When you finish your work in PowerSchool, it is important to log out. Log out of PowerSchool from any page in the system. Click Logout on the navigation bar.



The Password page appears, and you must enter your password again to redisplay the start page. For more information, see the section "[Log In to PowerSchool](#)."



## Help

PowerSchool is a user-friendly system, but there will undoubtedly be times when you need assistance. In addition to the onscreen PowerSchool Help, there are other resources where you can find answers to your questions.

## Guide

Read the headings to locate the sections specific to your needs. You can download a printable copy of this guide from <https://www.powerschool.com/support/documentation/userguides/>. This URL is case-sensitive.

**Note:** You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

## Internet

In addition to PowerSchool Online Help and the user guides, you can also access PowerSchool Customer Support web site at <https://www.powerschool.com/support/> where you can find answers to your questions. This URL is case-sensitive.

You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

Visit <https://www.powerschool.com/support/documentation/> for all documentation resources or use the links below to view a specific type of documentation:

- <https://www.powerschool.com/support/documentation/userguides/>
- <https://www.powerschool.com/support/documentation/releasenotes/>
- <https://www.powerschool.com/support/documentation/technotes/>
- <https://www.powerschool.com/support/documentation/statereports/>

**Note:** If your state is not listed, documentation and/or functionality does not yet exist for that state.

- <https://www.powerschool.com/support/documentation/systemrequirements/>

These URLs are case-sensitive. Bookmark those links you find most helpful.

## Email

Ask your question by sending an email message to: [support@powerschool.com](mailto:support@powerschool.com).