School System Administrator User Guide

PowerSchool

Student Information System

PowerSchool

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Contents

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 school system administrators.

Note: For district system administration, see the District System Administrator User Guide.

Security

Everyone who uses PowerSchool, PowerGrade, and PowerSchool Teacher must have a username and confidential password. Users can belong to user groups to make page permissions easier to manage. In addition, you can restrict access to PowerSchool by specific IP addresses to further promote security.

For more information on PowerSchool security, see the following sections:

- "**Security Permissions**"
- "**Substitute Login Settings**"
- "**Login Attempts Restrictions**"
- "**IP Address Restrictions**"

Security Permissions

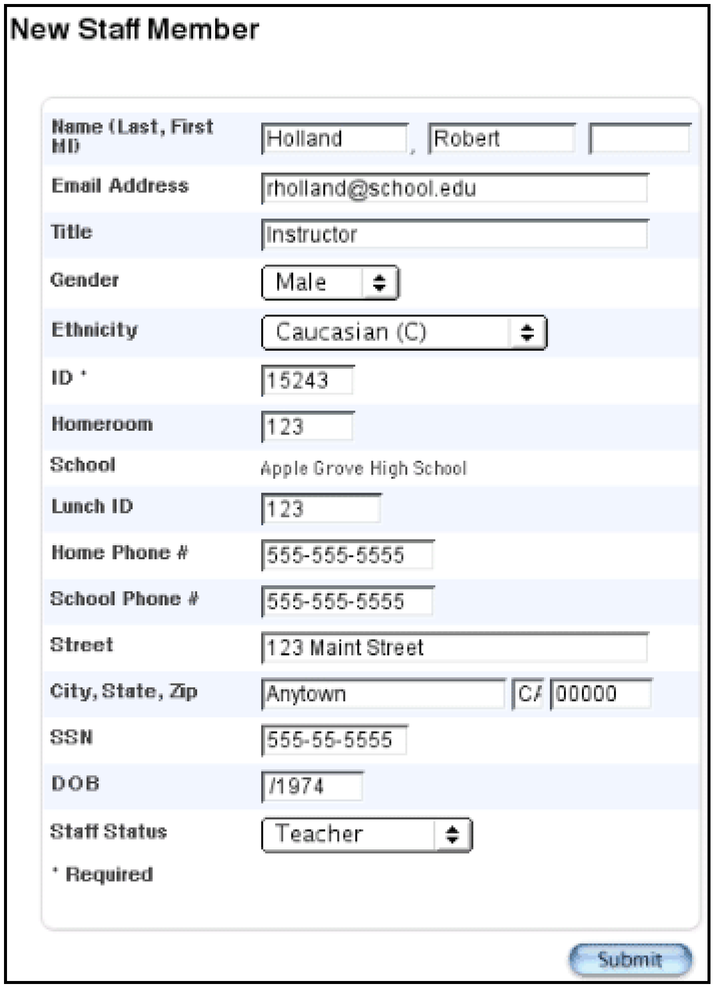
In PowerSchool, system users are considered staff members. Add new staff members and assign permissions to them, if necessary. You can assign permissions by user group or set permissions at the page level.

Those using PowerSchool Teacher will need appropriate security permissions. Not every staff member needs security permissions to PowerSchool. For example, maintenance workers must be set up as staff members before you can enter their contact information. However, all PowerSchool system users, including attendance clerks and teachers, must be set up as staff members before you can assign security permissions.

How to Add a New User

Set up new system users by enrolling new staff members.

1. On the start page, click Staff.
2. On the Search Staff page, click New Staff Entry. The New Staff Member page appears.



New Staff Member

Name (Last, First MI)	Holland, Robert
Email Address	rholland@school.edu
Title	Instructor
Gender	Male
Ethnicity	Caucasian (C)
ID *	15243
Homeroom	123
School	Apple Grove High School
Lunch ID	123
Home Phone #	555-555-5555
School Phone #	555-555-5555
Street	123 Maint Street
City, State, Zip	Anytown CA 00000
SSN	555-55-5555
DOB	/1974
Staff Status	Teacher

* Required

Submit

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

Field	Description
Name	Enter the user's last, first, and middle name.
Email Address	Enter the user's email address.
Title	Enter the user's user role or professional title.
Gender	Choose Male or Female from the pop-up menu.
Ethnicity	Choose the user's ethnicity from the pop-up menu.
ID	Enter the user's identification number. This is a required field.
Homeroom	Enter the user's homeroom number.
School	The selected school appears.
Lunch ID	The user's PowerLunch identification number appears.

Field	Description
Home Phone #	The user's home telephone number appears.
School Phone #	The user's school telephone number appears.
Street	The user's address appears.
City, State, Zip	The user's city, state abbreviation, and postal code appear.
SSN	The user's Social Security number appears.
DOB	The user's birth date appears.
Staff Status	Choose the user's status from the pop-up menu. It is recommended that a status be assigned to each staff member. This makes searching for and selecting staff members more efficient.

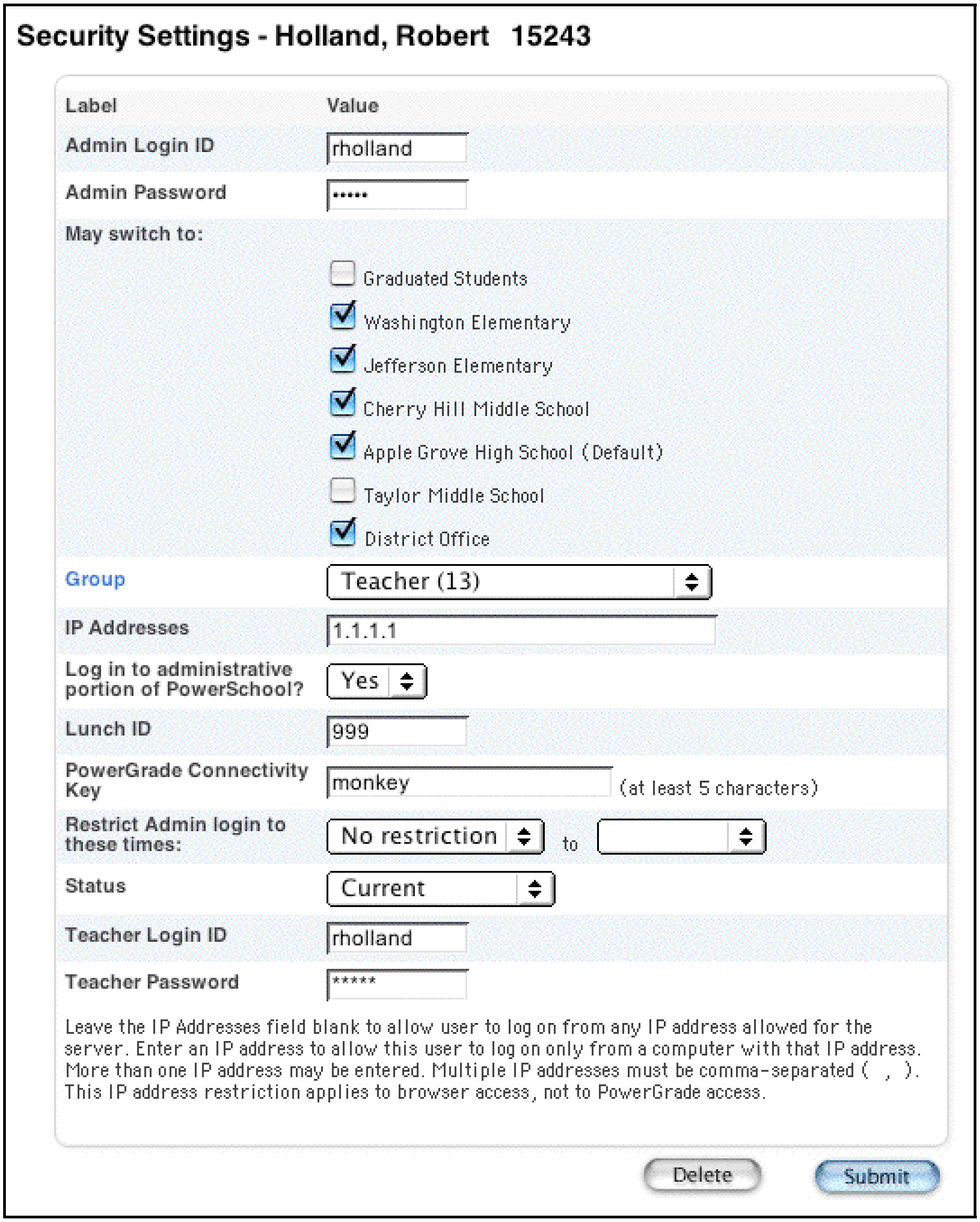
4. Click Submit.
5. On the Staff page, assign permissions to the new user. For instructions and more information, see the section "**How to Edit Security Permissions**."

How to Edit Security Permissions

Edit the permissions of staff members and PowerSchool users.

1. On the start page, click Staff.
2. On the Search Staff page, search for and select a staff member.

   Note: For more information on selecting staff members, see the section "**Select Staff**."
3. On the Staff page, click Security Settings. The Security Settings page appears.



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

Field	Description
Admin Login ID	If you want this staff member to be able to access the entire PowerSchool student information system, enter a login ID. If you do not, leave this field blank. **Note:** Usually, only school administrators, PowerSchool

Field	Description
	administrators, cafeteria personnel, guidance staff, and administrative staff members have access to PowerSchool. Teachers generally only have access to PowerSchool Teacher.
Admin Password	If the staff member has access to the entire PowerSchool system, enter his or her password.
May Switch To	Use these checkboxes to indicate which schools you want this staff member to be able to access. At the minimum, select the staff member's default school, such as Hobble Creek High School (Default). Selecting more than one school activates the School link on the navigation bar at the top of each page in PowerSchool. Click the School link to display the Change Schools page. Only the schools selected here appear in the pop-up menu. The staff member can then choose from the pop-up menu and view information about the selected school. Do one of the following: • Select only the checkbox indicating the staff member's default school. • Select the checkbox next to each additional school you want this staff member to be able to access. To submit a change, be sure that: • If the staff member is permitted to switch schools, select Yes for "Log in to administrative portion of PowerSchool." • If the staff member is not permitted to switch schools, select No for "Log in to administrative portion of PowerSchool." • If you select one or more schools, also select the staff member's default school.
Group	To assign the staff member to a security group, choose the appropriate group from the pop-up menu. **Note:** Click the field name to view each group and its permissions in PowerSchool. For more information, see the section "**How to Edit Security Groups**."
IP Addresses	If you want this staff member to be able to use PowerSchool from certain computers only, enter the IP addresses of those computers in this field. **Note:** If you define more than one IP address, separate each address with a comma.

Field	Description
	If you want this staff member to be able to access PowerSchool from any computer, leave this field blank.
Log in to administrative portion of PowerSchool?	If you want this staff member to be able to log in to PowerSchool, choose Yes from the pop-up menu. Otherwise, choose No.
Lunch ID	Enter the user's PowerLunch identification number.
PowerGrade Connectivity Key	If this staff member is a teacher and uses PowerGrade, define a connectivity key for PowerGrade.
Restrict Logon to These Times	Either select No Restriction, or use the pop-up menus to choose the time range that the user is allowed to log in to PowerSchool.
Status	Choose whether the staff member is Current or "No longer here" from the pop-up menu. If you choose "No longer here," the staff member's PowerSchool account is inactive, and he or she cannot access the system.
Teacher Login ID	If this staff member can use PowerSchool Teacher, define a login ID.
Teacher Password	If this staff member can use PowerSchool Teacher, define a password.

5. Click Submit. The Changes Recorded page appears.

How to Edit Security Permissions by Group

Edit the permissions of staff members and PowerSchool users. Though users have the default permissions of the user group to which they belong, you can modify these permissions per user.

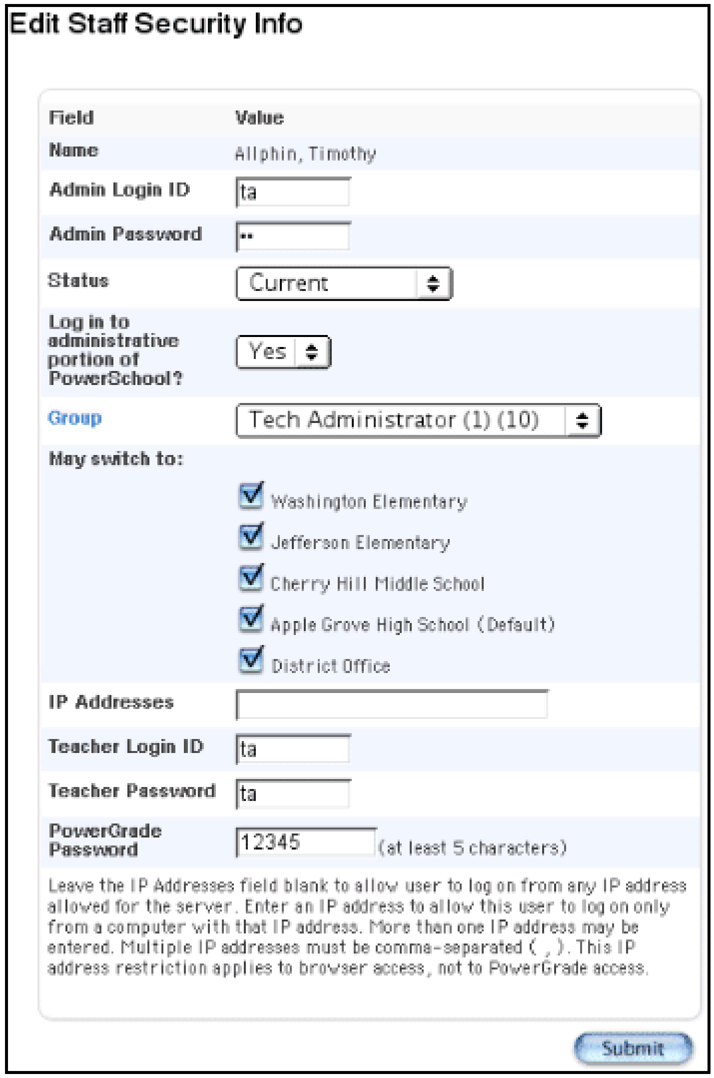
1. On the start page, choose System from the main menu.
2. Click Security.
3. On the Security page, click "Users by Group." The "Users by Group" page appears.

Users By Group

Only those users with current logon access to PowerSchool are listed.

Group	User Name	School
Tech Administrator (1)(10)	Adams, Jonathan	Cherry Hill Middle School
Tech Administrator (1)(10)	Adams, Wendy	Jefferson Elementary
Tech Administrator (1)(10)	Alldredge, Jessica	Apple Grove High School
Tech Administrator (1)(10)	Allen, Jessica Marie	Apple Grove High School
Tech Administrator (1)(10)	Allison, Marissa Marie	Apple Grove High School
Tech Administrator (1)(10)	Allphin, Timothy	Apple Grove High School
Tech Administrator (1)(10)	Anderson, John K	Washington Elementary

4. Click the name of the user in the User Name column. The Edit Staff Security Info page appears.



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

Field	Description
Name	The name of the selected staff member appears.
Admin Login ID	If you want this staff member to be able to access the entire PowerSchool student information system, enter a login ID. If you do not, leave this field blank. **Note:** Usually, only school administrators, PowerSchool administrators, cafeteria personnel, guidance staff, and administrative staff members have access to PowerSchool. Teachers generally only have access to PowerSchool Teacher.
Admin Password	If the staff member has access to the entire PowerSchool system, enter a password.

Field	Description
Status	Choose whether the staff member is Current or "No longer here" from the pop-up menu. If you choose "No longer here," the staff member's PowerSchool account is inactive, and he or she cannot access PowerSchool.
Log in to administrative portion of PowerSchool?	If you want this staff member to be able to log in to the PowerSchool, choose Yes from the pop-up menu. Otherwise, choose No.
Group	To assign the staff member to a security group, choose the appropriate group from the pop-up menu. **Note:** Click the field name to view each group and its permissions in PowerSchool. For more information, see the section "**How to Edit Security Groups**."
May Switch To	Use these checkboxes to indicate which schools you want this staff member to be able to access. At the minimum, select the staff member's default school, such as Hobble Creek High School (Default). Selecting more than one school activates the School link in the navigation bar at the top of each page in PowerSchool. Click the School link to display the Change Schools page. Only the schools selected here appear in the pop-up menu. The staff member can then choose from the pop-up menu and view information about the selected school. Do one of the following: • Select only the checkbox indicating the staff member's default school. • Select the checkbox next to each additional school you want this staff member to be able to access. To submit a change, be sure that: • If the staff member is permitted to switch schools, select Yes for "Log in to administrative portion of PowerSchool." • If the staff member is not permitted to switch schools, select No for "Log in to administrative portion of PowerSchool." • If you select one or more schools, also select the staff member's default school.
IP Addresses	If you want this staff member to be able to use PowerSchool only from certain computers, enter the IP addresses of those computers in this field. **Note:** If you define more than one IP address, separate each

Field	Description
	address with a comma. If you want this staff member to be able to access PowerSchool from any computer, leave this field blank.
Teacher Login ID	If this staff member can use PowerSchool Teacher, define a login ID.
Teacher Password	If this staff member can use PowerSchool Teacher, define a password.
PowerGrade Password	If this staff member is a teacher and uses PowerGrade, define a password for PowerGrade.

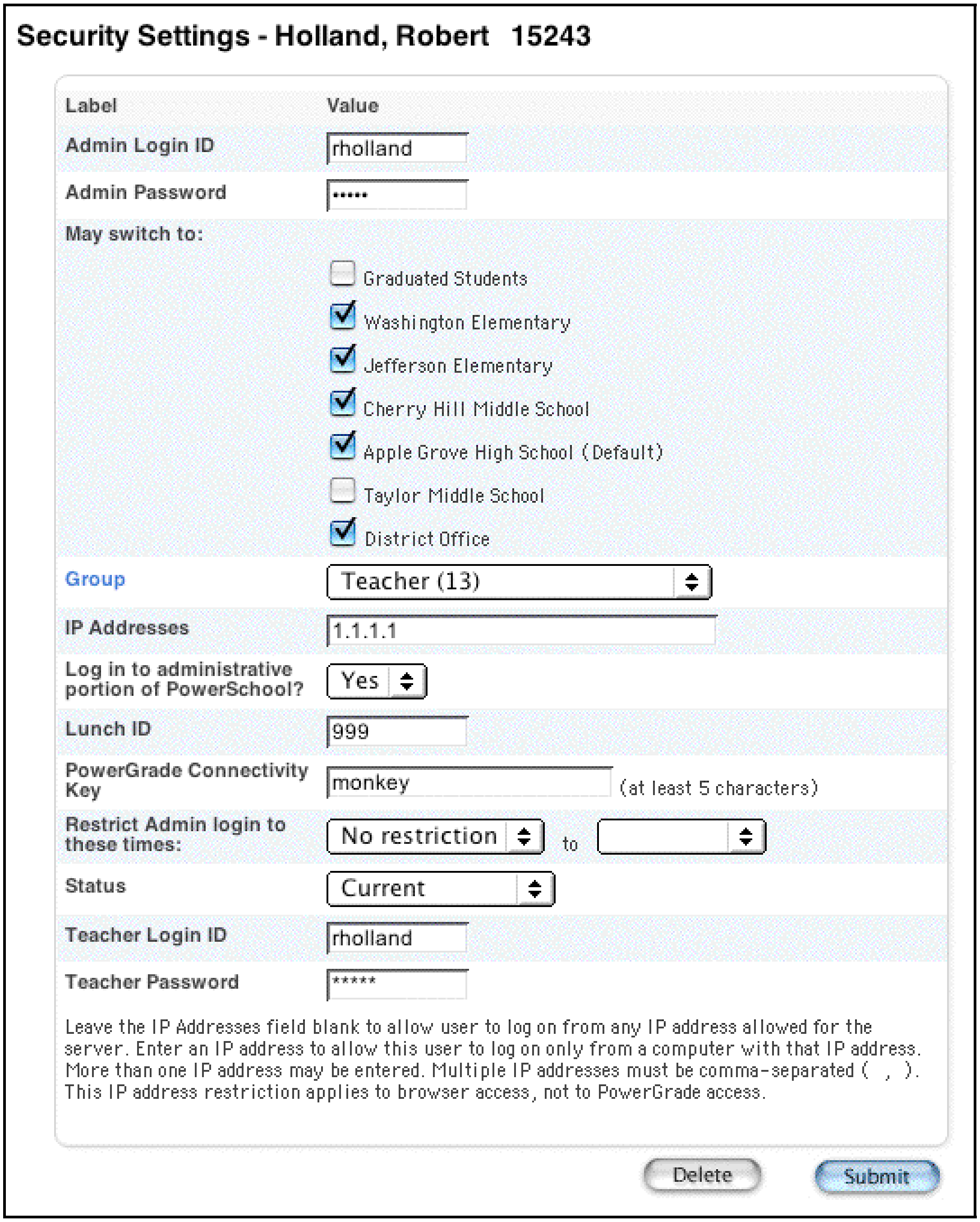
6. Click Submit. The Changes Recorded page appears.

How to Delete a User

Remove a PowerSchool user from the system.

1. On the start page, choose Staff from the main menu.
2. On the Search Staff page, search for and select a staff member.

   Note: For more information on selecting staff members, see the section "**Select Staff**."
3. On the Staff page, click Security Settings. The Security Settings page appears.



Security Settings - Holland, Robert 15243

Label	Value
Admin Login ID	rholland
Admin Password	•••••
May switch to:	☐ Graduated Students ☑ Washington Elementary ☑ Jefferson Elementary ☑ Cherry Hill Middle School ☑ Apple Grove High School (Default) ☐ Taylor Middle School ☑ District Office
Group	Teacher (13)
IP Addresses	1.1.1.1
Log in to administrative portion of PowerSchool?	Yes
Lunch ID	999
PowerGrade Connectivity Key	monkey (at least 5 characters)
Restrict Admin login to these times:	No restriction to
Status	Current
Teacher Login ID	rholland
Teacher Password	*****

Leave the IP Addresses field blank to allow user to log on from any IP address allowed for the server. Enter an IP address to allow this user to log on only from a computer with that IP address. More than one IP address may be entered. Multiple IP addresses must be comma-separated (,). This IP address restriction applies to browser access, not to PowerGrade access.

Delete Submit

4. Click Delete. The Selection Deleted page appears.

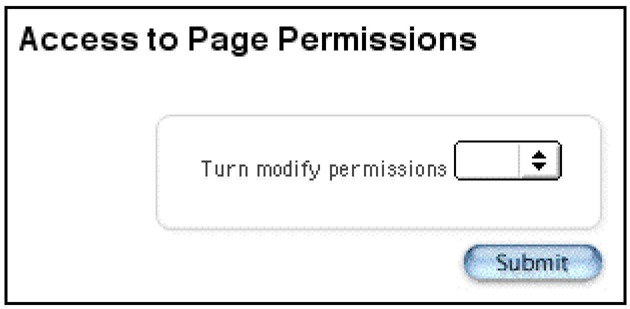
How to Set Page-Level Permissions

To define each user group's access to individual pages within PowerSchool, use this page to activate the page permissions function. The "Modify Access Privileges for this Page" link appears on every page when the page permissions are activated.

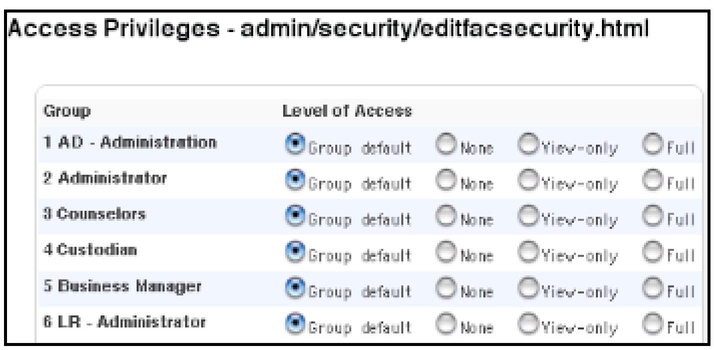
By clicking the link, you can define the access level for only that page (None, View Only, View and Modify) for each user group. If you do not define the page-level access for each group, the system uses the default access level you originally defined for the group on the Edit Group page. For more information, see the section "**How to Edit Security Permissions**."

After defining the access level for every group on every page, return to this page to deactivate the page permissions function.

1. On the start page, choose System from the main menu.
2. Click Security.
3. On the Security page, click "Access to Page Permissions." The "Access to Page Permissions" page appears.

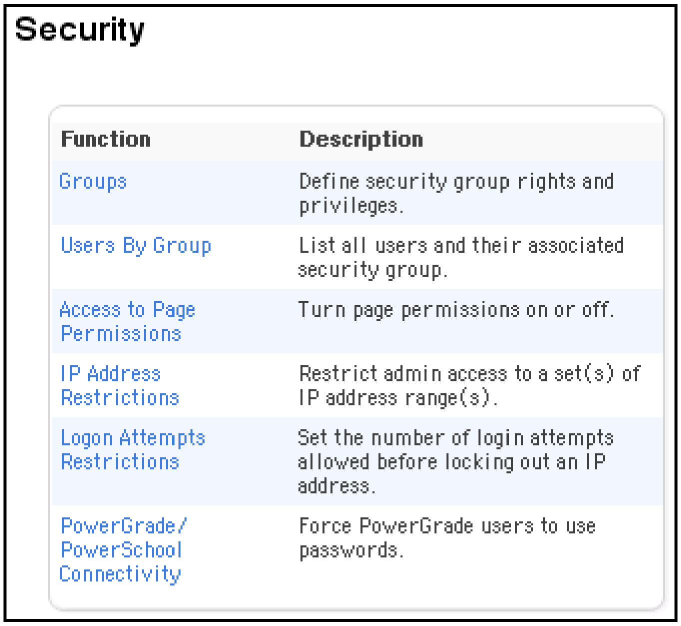


4. Choose On from the "Turn modify permissions" pop-up menu.
5. Click Submit.
6. On the Security page, click "Modify access privileges for this page" on each page for which you want to define permissions. The Access Privileges page appears.



7. Select the option to determine the level of permissions:
   - Group default: Level determined as the group default on the Edit Group page for each group. For more information, see the section "**How to Edit Security Groups**."
   - None: No access to the page.
   - View-only: Can read but not modify the information on the page.
   - Full: Can read and modify information on the page.

8. Click Submit. The page reappears.
9. Click Home.
10. Click System Administrator.
11. Click Security. The Security page appears.



Security

Function	Description
Groups	Define security group rights and privileges.
Users By Group	List all users and their associated security group.
Access to Page Permissions	Turn page permissions on or off.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Logon Attempts Restrictions	Set the number of login attempts allowed before locking out an IP address.
PowerGrade/ PowerSchool Connectivity	Force PowerGrade users to use passwords.

12. Click "Access to Page Permissions." The "Access to Page Permissions" page appears.

13. Choose Off from the "Turn modify permissions" pop-up menu.
14. Click Submit. The Security page appears.

How to Edit Security Groups

Use security groups to identify related users and their security permissions. You can set up to 50 user groups.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Security. The Security page appears.

Security

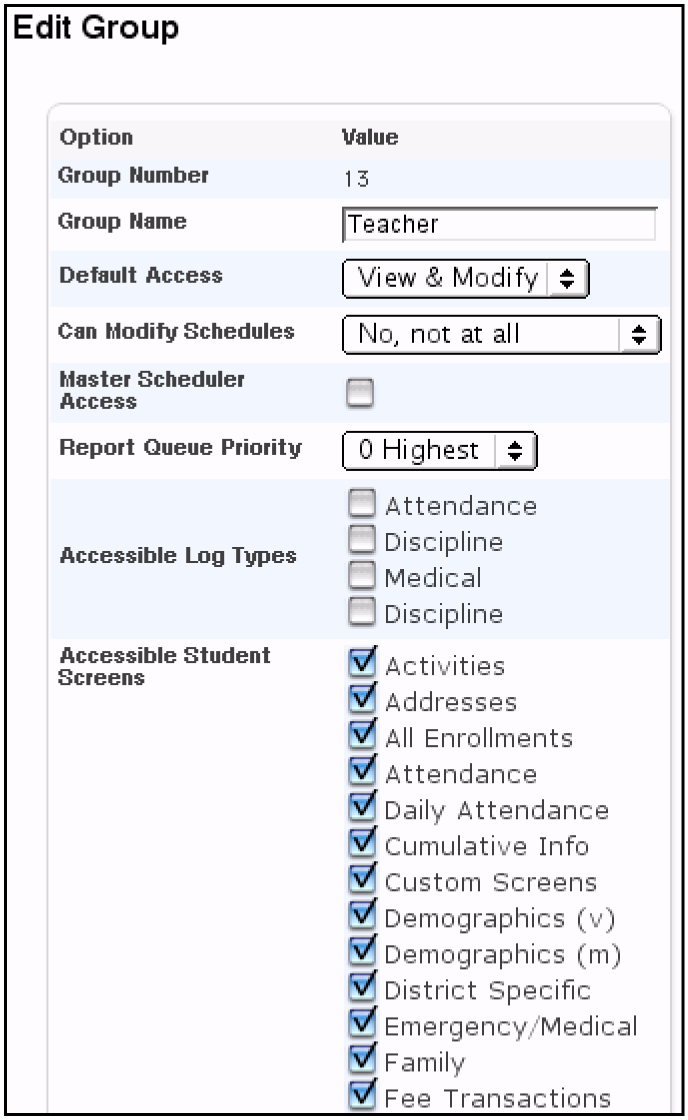
Function	Description
Groups	Define security group rights and privileges.
Users By Group	List all users and their associated security group.
Access to Page Permissions	Turn page permissions on or off.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Logon Attempts Restrictions	Set the number of login attempts allowed before locking out an IP address.
PowerGrade/ PowerSchool Connectivity	Force PowerGrade users to use passwords.

3. Click Groups. The Groups page appears.

Groups

Group Number	Group Name	Default Access Level	Report Queue Priority
1	AD - Administration	View & Modify	
2	Administrator	View & Modify	
3	Counselors	View & Modify	
4	Custodian	View & Modify	
5	Business Manager	View & Modify	

4. Click a name in the Group Name column. The Edit Group page appears.



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

Field	Description
Group Number	The number of the group appears.
Group Name	Edit the name of the group.
Default Access	Use the pop-up menu to choose a level of permission used as the default permissions for users in this group: • No Access • View Only • View & Modify
Can Modify Schedules	Use the pop-up menu to choose a level of permission for modifying schedules:

Field	Description
	modifying schedules: • Yes, in any year • No, not at all • Only for [school years]
Master Scheduler Access	Select this checkbox if users in this group can use the master scheduler features.
Report Queue Priority	Select the report queue priority level for this group. The report queue priority determines which reports run first, based on the user who submitted the report request. For example, a group with the priority level of 10 is the near-highest level of priority for running reports. Only groups with the level of zero would have higher priority.
Accessible Log Types	Select the checkbox next to each log type that you want to be accessible to users in this group.
Accessible Student Screens	Select the checkbox next to each student screen that you want to be accessible to users in this group. The gateway to the student screens is the Quick Lookup page. Only the student screen checkboxes selected here appear as links in the main menu. If a user group is denied all access to the student screens, then the system displays a message indicating access denied. If you disable access to a student screen, which a user has already set as his or her default screen, the system generates an error when the user navigates to the student area. He or she can remedy this by selecting a new default screen using the Personalize function. If a security group was able to access certain student screens prior to this software update, it will still be able to do so.

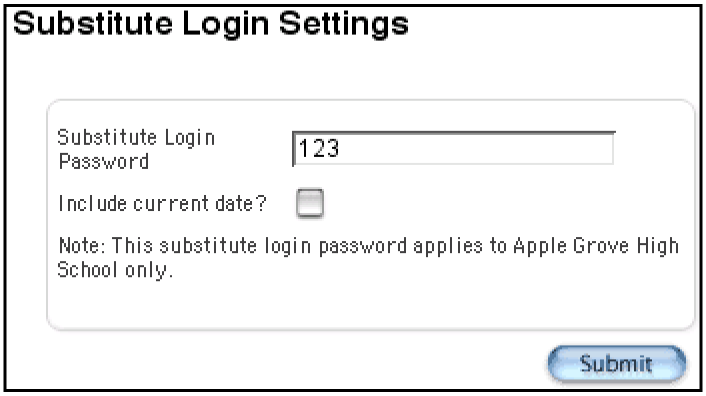
6. Click Submit. The Groups page appears.

Substitute Login Settings

Substitute teachers at your school can use PowerSchool Substitute to enter attendance and lunch counts for the classes they are covering. Provide substitutes with a password so they can access the system. For more information on PowerSchool Substitute, see the section "**PowerSchool Substitute**."

How to Set Substitute Login Settings

1. On the start page, choose School from the main menu.
2. Click Sub Login Settings. The Substitute Login Settings page appears.



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

Field	Description
Sub Login Password	Enter the substitute password.
Include current date?	Select this checkbox if you want to include the current date as a prefix to the password.

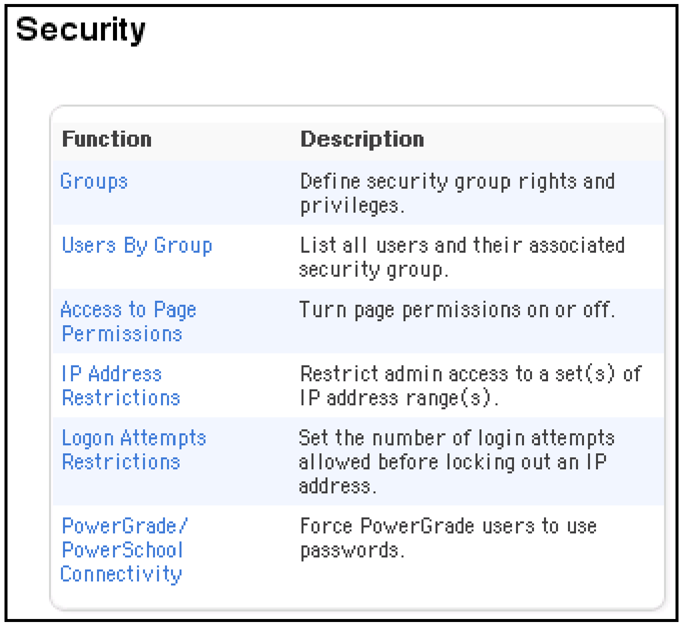
4. Click Submit. The School Setup page appears.

Login Attempts Restrictions

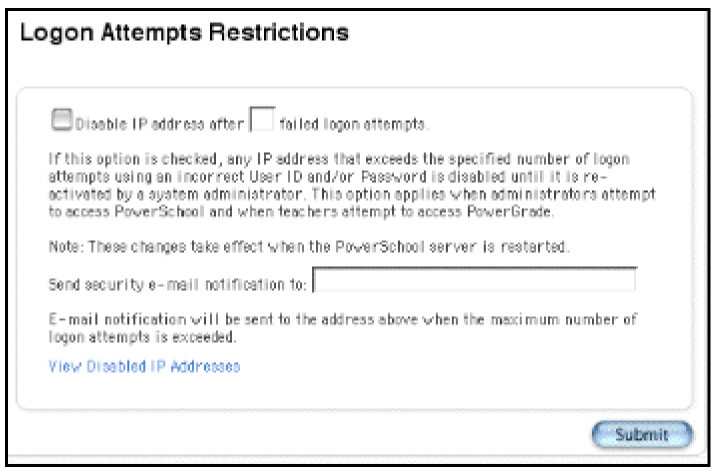
Restrict the number of times an administrative user can unsuccessfully attempt to log in to PowerSchool. Restricting login attempts is a security precaution to minimize the risk of unauthorized persons entering your PowerSchool system. To remove the restriction, reset the user's disabled IP address.

How to Restrict Login Attempts

1. On the start page, choose System from the main menu.
2. Click Security. The Security page appears.



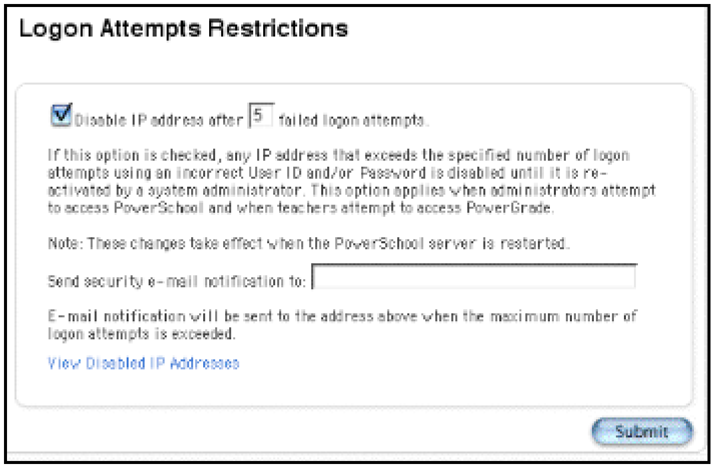
3. Click Logon Attempts Restrictions. The Logon Attempts Restrictions page appears.



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

Field	Description
Disable IP address	Select this checkbox to activate the feature.
failed logon attempts	Enter the number of failed login attempts possible.
Send security e-mail notification to	Enter the email address of the person monitoring security.

5. Click Submit. The Logon Attempts Restrictions page displays the new settings.

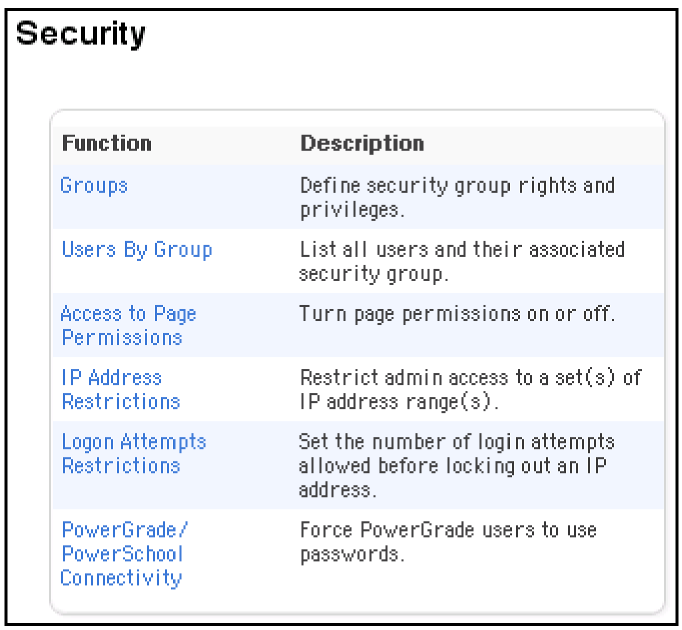


6. Restart the server to activate the settings.

How to Reset Disabled IP Addresses

Reset a user's IP address after being disabled from too many unsuccessful login attempts.

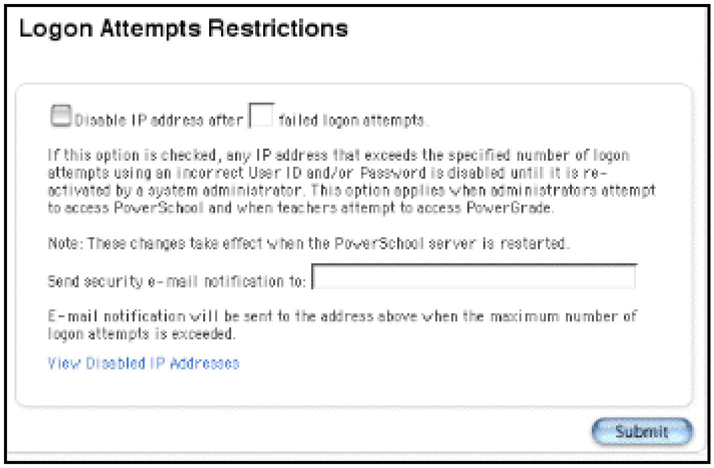
1. On the start page, choose System from the main menu.
2. Click Security. The Security page appears.



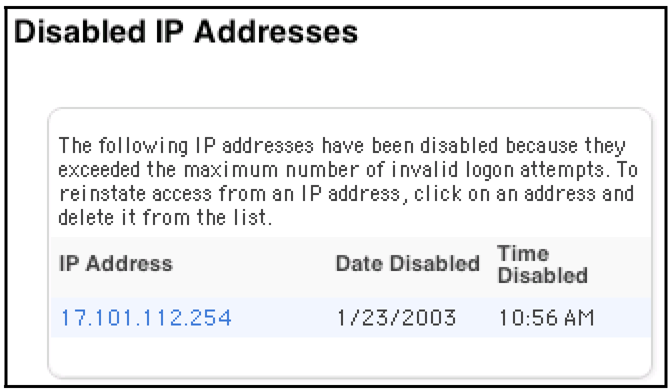
Security

Function	Description
Groups	Define security group rights and privileges.
Users By Group	List all users and their associated security group.
Access to Page Permissions	Turn page permissions on or off.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Logon Attempts Restrictions	Set the number of login attempts allowed before locking out an IP address.
PowerGrade/ PowerSchool Connectivity	Force PowerGrade users to use passwords.

3. Click Logon Attempts Restrictions. The Logon Attempts Restrictions page appears.



4. Click View Disabled IP Addresses. The Disabled IP Addresses page appears.



5. Click an IP address to reset that address and enable additional login attempts. The Edit Disabled IP Address page appears.

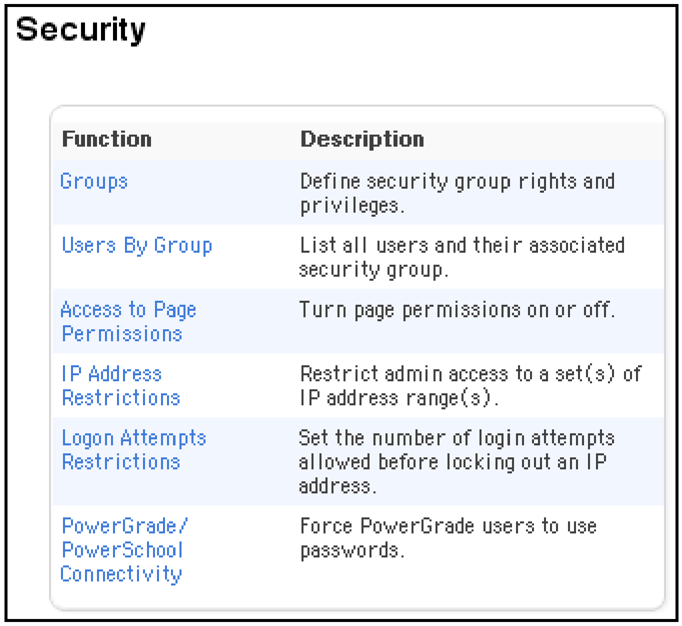
6. Click Delete. The Selection Deleted page appears.

IP Address Restrictions

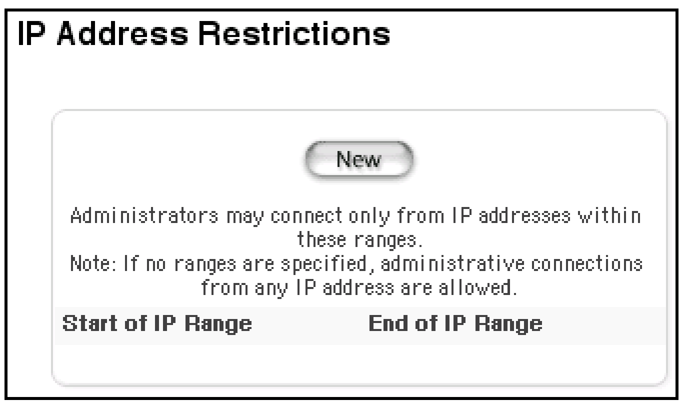
Use this feature to restrict PowerSchool permissions to certain IP addresses. Depending on the network used to access PowerSchool, this can limit the PowerSchool permissions to only certain computers.

How to Restrict IP Addresses

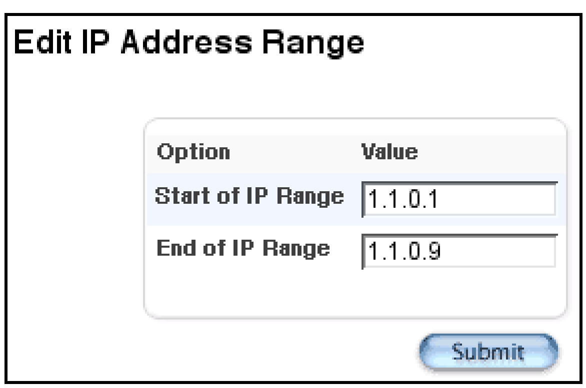
1. On the start page, choose System from the main menu.
2. Click Security. The Security page appears.



3. Click IP Address Restrictions. The IP Address Restrictions page appears.



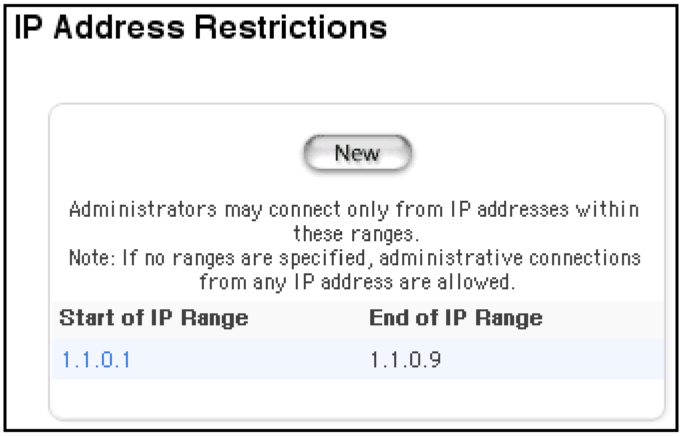
4. Click New. The Edit IP Address Range page appears.



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

Field	Description
Start of IP Range	Enter the starting IP address in the range.
End of IP Range	Enter the ending IP address in the range.

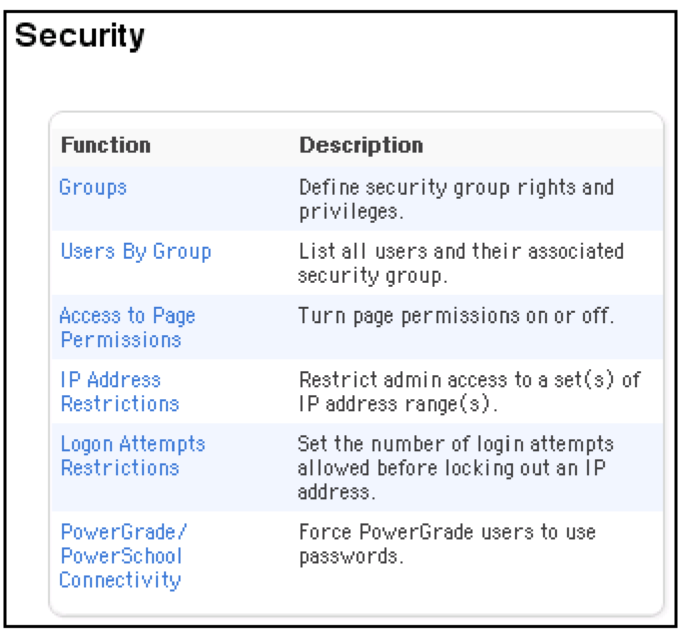
6. Click Submit. The IP Address Restrictions page appears.



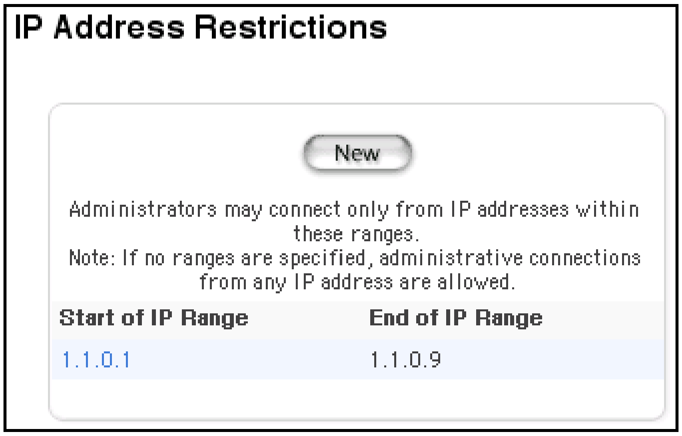
7. Repeat Step 4 through Step 6 for each IP address range.

How to Edit IP Address Restrictions

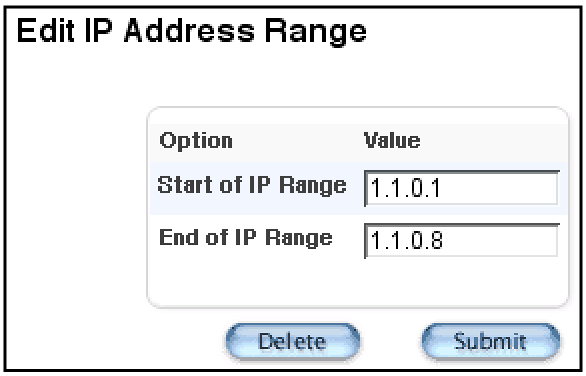
1. On the start page, choose System from the main menu.
2. Click Security. The Security page appears.



3. Click IP Address Restrictions. The IP Address Restrictions page appears.



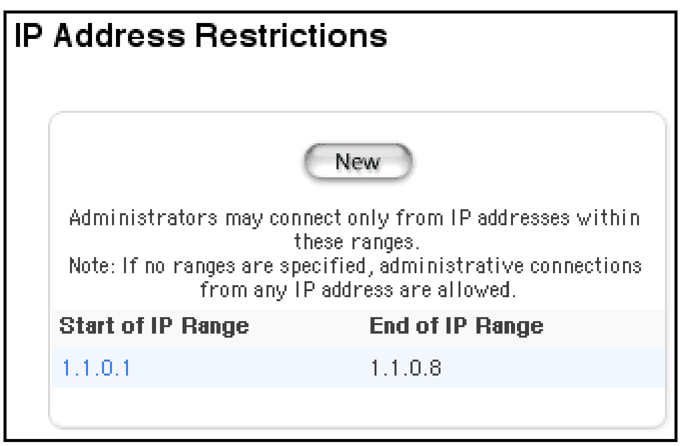
4. Click the IP address to be edited in the "Start of IP Range" column. The Edit IP Address Range page appears.



5. Use the following table to edit information in the fields:

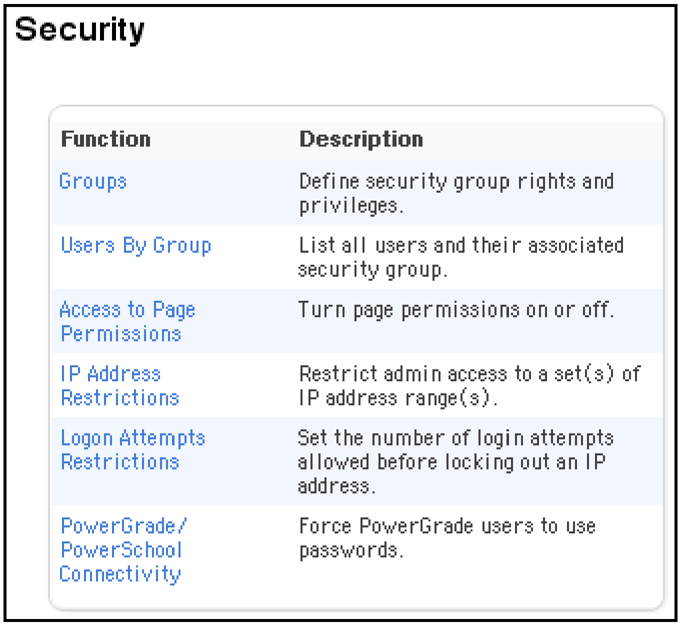
Field	Description
Start of IP Range	Edit the starting IP address in the range.
End of IP Range	Edit the ending IP address in the range.

6. Click Submit. The IP Address Restrictions page displays the edited IP address range.



How to Delete IP Address Restrictions

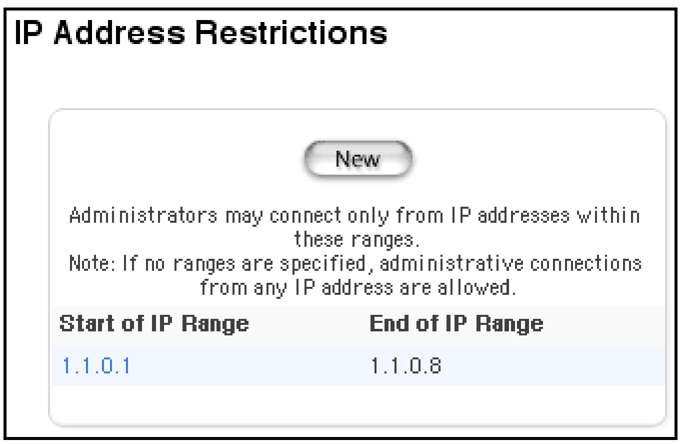
1. On the start page, choose System from the main menu.
2. Click Security. The Security page appears.



Security

Function	Description
Groups	Define security group rights and privileges.
Users By Group	List all users and their associated security group.
Access to Page Permissions	Turn page permissions on or off.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Logon Attempts Restrictions	Set the number of login attempts allowed before locking out an IP address.
PowerGrade/ PowerSchool Connectivity	Force PowerGrade users to use passwords.

3. Click IP Address Restrictions. The IP Address Restrictions page appears.



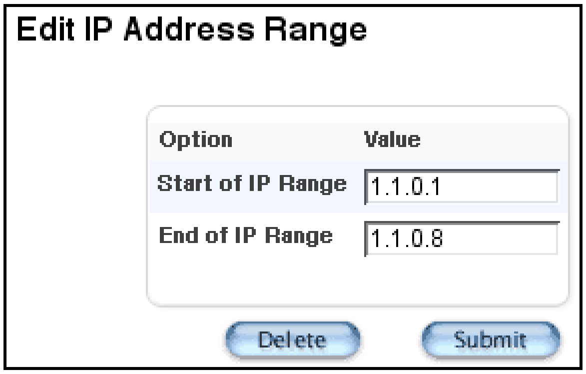
IP Address Restrictions

New

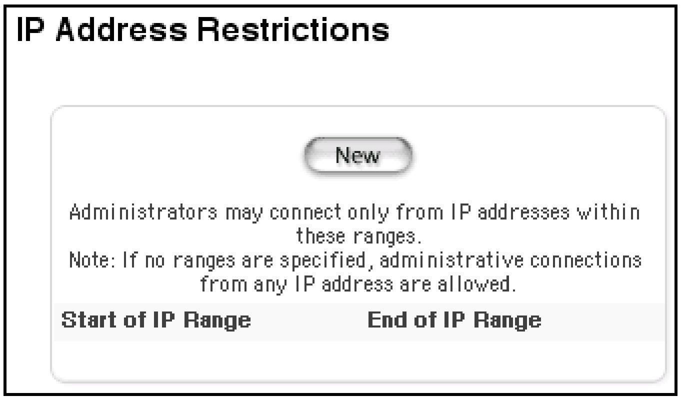
Administrators may connect only from IP addresses within these ranges.
Note: If no ranges are specified, administrative connections from any IP address are allowed.

Start of IP Range	End of IP Range
1.1.0.1	1.1.0.8

4. Click the IP address to be deleted in the "Start of IP Range" column. The Edit IP Address Range page appears.



5. Click Delete. The IP Address Restrictions page displays without the deleted IP address range.



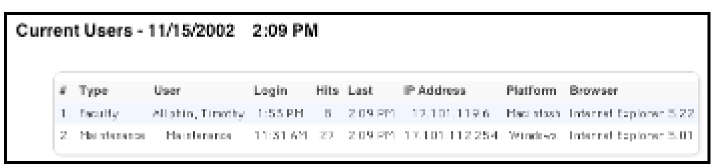
Current Users

The Current Users page displays information about users that are currently logged in to PowerSchool, including their name, IP address, and time they last logged in to the system.

How to View a List of Current Users

The list of current users is view-only for all users.

1. On the start page, choose Special Functions from the main menu.
2. Click Current Users. The Current Users page appears.



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

Field	Description
Type	The user group that this user belongs to appears.

Field	Description
User	The name of the user appears.
Login	The time the user last logged in to the system appears.
Hits	The number of page item requests since the user last logged in to the system appears.
Last	The time of user's last hit appears.
IP Address	The user's computer IP address appears. This field also displays the user's operating system and web browser type and version.

System Administrator

Student Numbers

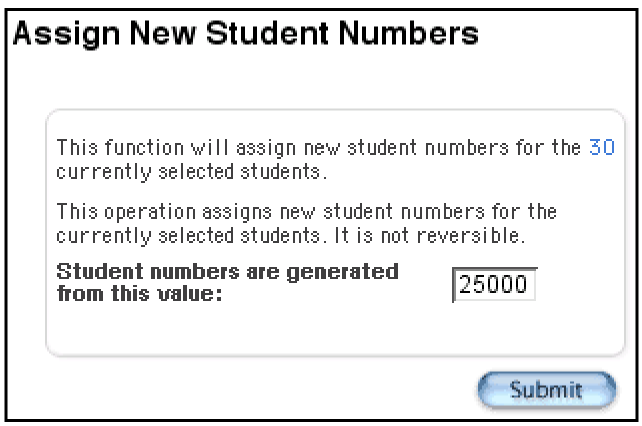
Assign new student ID numbers to a group of students. If you import student numbers from a different system and want to change those numbers in PowerSchool, use this procedure.

Important: This process is not reversible.

How to Assign New Student Numbers

1. On the start page, select a group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page.
2. Click the PowerSchool logo.
3. On the PowerSchool start page, choose System from the main menu.
4. On the System Administrator page, click Assign New Student Numbers. The Assign New Student Numbers page appears.



5. Enter the starting number from which you want the system to assign student numbers in the "Student numbers are generated from this value" field.
6. Click Submit. The Operation Completed page appears.

   Note: If the system displays the alert that some duplicates were found, click Back and start the student numbering from a different number.

AutoComm Setup

Use AutoComm to synchronize the data in your system with that in another system, such as a mainframe system. To synchronize your data, set up intervals at which PowerSchool automatically imports files of data from the other system.

To use AutoComm, create an AutoComm record where you determine the synchronization parameters for each of the following files:

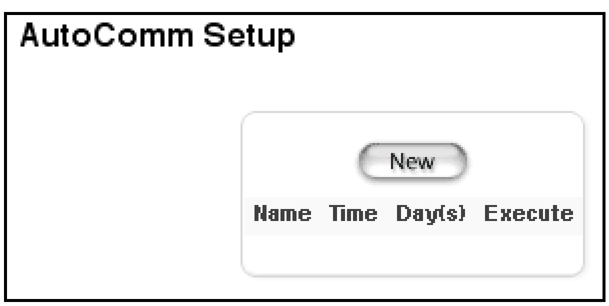
- Courses
- Teachers
- Sections
- Students
- Student schedules

Note: When importing multiple section records, the sections' expressions as defined by your school are required. An expression is the combination of the periods and days in which the section meets. Though PowerSchool creates internal values for periods and days, you are to import the actual values that you want to appear when the system displays expressions. Also, an invalid expression causes an error for that record, which results in the record not being imported.

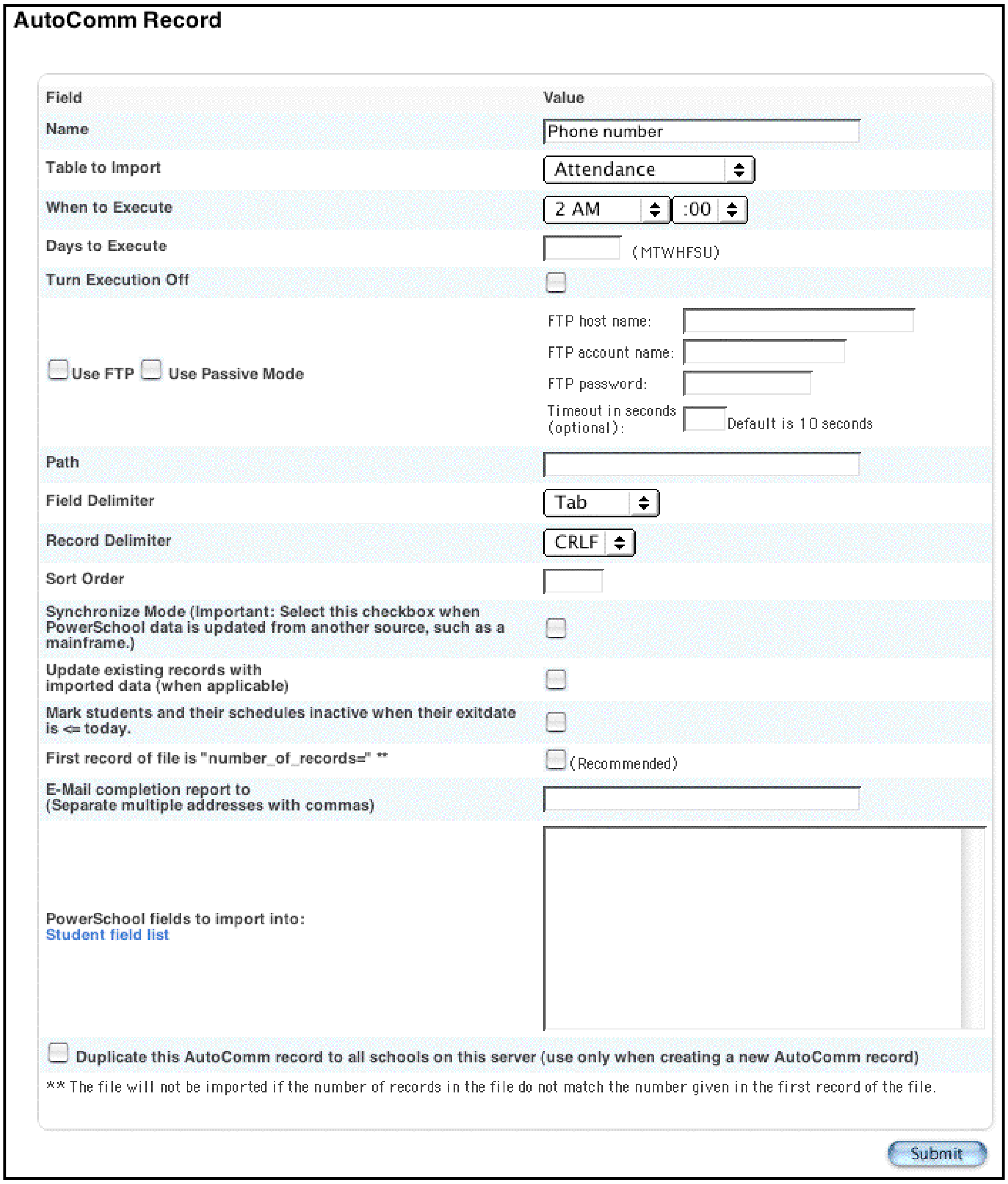
How to Add an AutoComm Record

PowerSchool uses the parameters that you define for the record on this page to import the appropriate data at the dates and times you specify.

1. On the start page, choose System from the main menu.
2. Click AutoComm Setup. The AutoComm Setup page appears.



3. Click New. The AutoComm Record page appears.


AutoComm Record

Field	Value
Name	Phone number
Table to Import	Attendance
When to Execute	2 AM :00
Days to Execute	(MTWHFSU)
Turn Execution Off	
Use FTP Use Passive Mode	FTP host name: FTP account name: FTP password: Timeout in seconds (optional): Default is 10 seconds
Path	
Field Delimiter	Tab
Record Delimiter	CRLF
Sort Order	
Synchronize Mode (Important: Select this checkbox when PowerSchool data is updated from another source, such as a mainframe.)	
Update existing records with imported data (when applicable)	
Mark students and their schedules inactive when their exitdate is <= today.	
First record of file is "number_of_records=" **	(Recommended)
E-Mail completion report to (Separate multiple addresses with commas)	
PowerSchool fields to import into: Student field list	

Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record)

** The file will not be imported if the number of records in the file do not match the number given in the first record of the file.

Submit

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

Field	Description
Name	Enter the name of this record.
Table to Import	Use the pop-up menu to choose the table into which you are importing data with this record: • Attendance • Students • Courses

Field	Description
	• Sections • Student schedules • Teachers
When to Execute	Use the pop-up menus to determine the hour and minutes at which you want PowerSchool to automatically import data.
Days to Execute	Enter the days of the week you want the system to import records. Starting with Monday, use the following abbreviations for the days of the week: MTWHFSU.
Turn Execution Off	Do one of the following: • Select this checkbox to stop the system from automatically importing data. • Deselect this checkbox to turn AutoComm on.
Use FTP	If you want to use the file transfer protocol (FTP) to import the records from the other system, enter information in the following fields: • FTP host name • FTP account name • FTP password • Timeout in seconds (optional): Default is 10 seconds.
Use Passive Mode	Some FTP servers require passive mode. If your FTP has difficulty transferring, select this checkbox.
Path	Enter the path to the folder of the file on your computer or network.
Field Delimiter	Use the pop-up menu to choose one of the following to determine how values are separated in the import file: • Tab • Comma
Record Delimiter	Use the pop-up menu to choose how records are separated in the import file: • CRLF: Carriage return, line feed • CR: Carriage return • LF: Line feed
Sort Order	Enter the order that this record appears on the AutoComm Setup page.

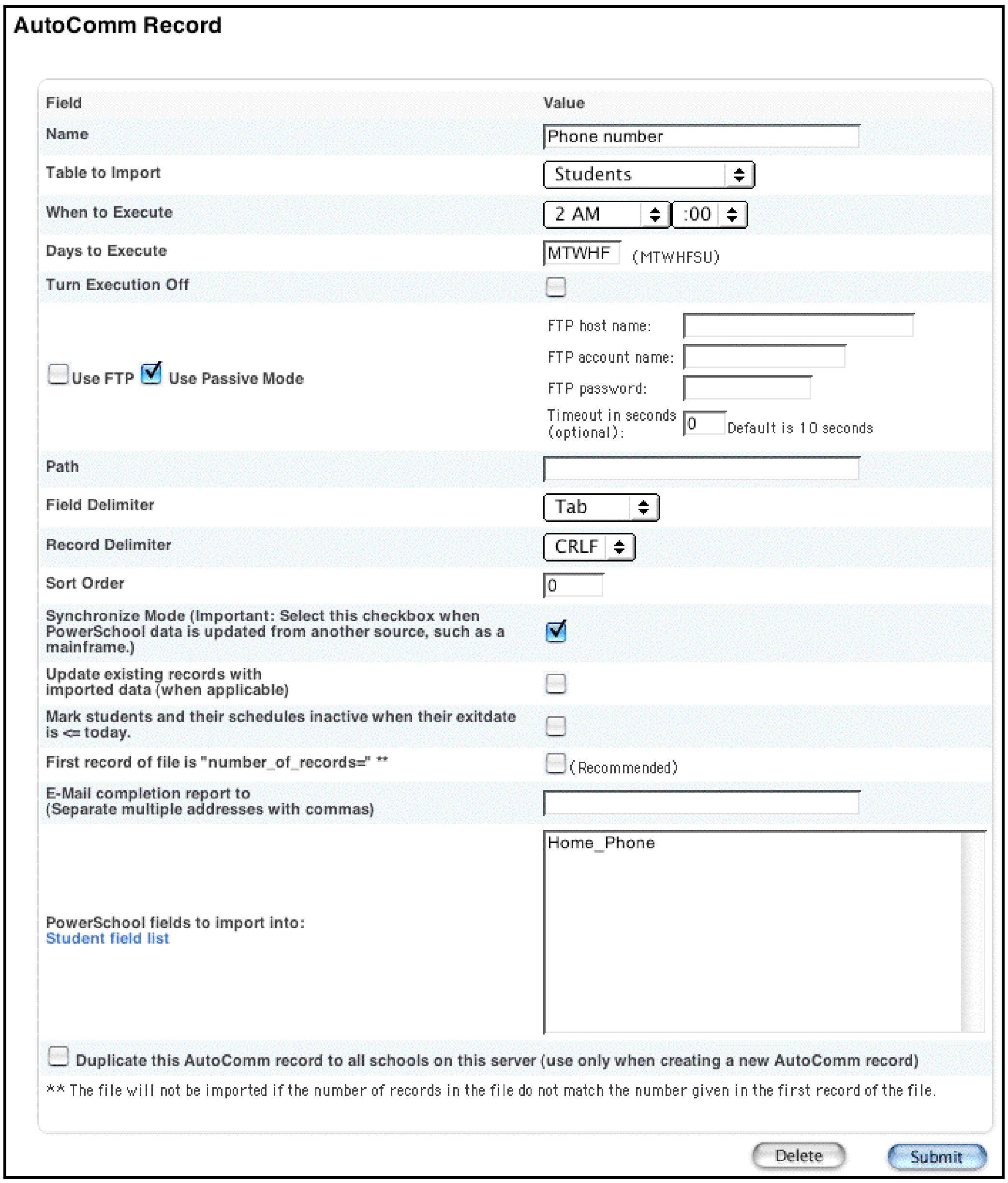
Field	Description
Update existing records with imported data (when applicable)	Do one of the following: • Select this checkbox if you want the system to update existing student records with data from each import. The system updates blank fields within records and creates new records for those that do not exist. • Deselect this checkbox if you do not want the system to update any record that contains data.
Mark students and their schedules inactive when their exit date is <= today.	If you want the system to automatically import a student record as inactive if the student's exit date is earlier than today, select this checkbox. Otherwise, deselect this checkbox.
First record of file is number_of_records=	The system does not import the file if the number of records in it does not match the number given in the first record of the file. It is recommended that you select this checkbox.
E-Mail completion report to	Enter the email addresses of the people you want the system to send a completion report to each time it imports this file. Separate multiple addresses with commas.
PowerSchool fields to import into	Enter the PowerSchool fields in which the system saves each value in the import file. After you enter each field code, press Return (Mac) or Enter (Windows).
Duplicate this AutoComm record to all schools on this server	If you are creating this record for the first time, you can select this checkbox to make the record available to all schools that use your PowerSchool system. Otherwise, deselect this checkbox.

5. Click Submit. The AutoComm Setup page displays the new record.

How to Edit an AutoComm Record

1. On the start page, choose System from the main menu.
2. Click AutoComm Setup. The AutoComm Setup page appears.

3. Click the name of the AutoComm record to be edited in the Name column. The AutoComm Record page appears.



4. Use the following table to edit information in the fields:

Field	Description
Name	Edit the name of this record.
Table to Import	Use the pop-up menu to choose the table into which you are importing data with this record: • Attendance • Students • Courses • Sections • Student schedules • Teachers
When to Execute	Use the pop-up menus to determine the hour and minutes at which you want PowerSchool to automatically import data.
Days to Execute	Edit the days of the week you want the system to import records. Starting with Monday, use the following abbreviations for the days of the week: MTWHFSU.
Turn Execution Off	Select this checkbox to stop the system from automatically importing data. To turn AutoComm on, deselect this checkbox.
Use FTP	If you want to use the file transfer protocol (FTP) to import the records from the other system, edit information in the following fields: • FTP host name • FTP account name • FTP password • Timeout in seconds (optional). Default is 10 seconds.
Use Passive Mode	Some FTP servers require passive mode. If your FTP has difficulty transferring, select this checkbox.
Path	Edit the path to the folder of the file on your computer or network.
Field Delimiter	Use the pop-up menu to choose one of the following to determine how values are separated in the import file: • Tab • Comma
Record Delimiter	Use the pop-up menu to choose how records are separated in the import file:

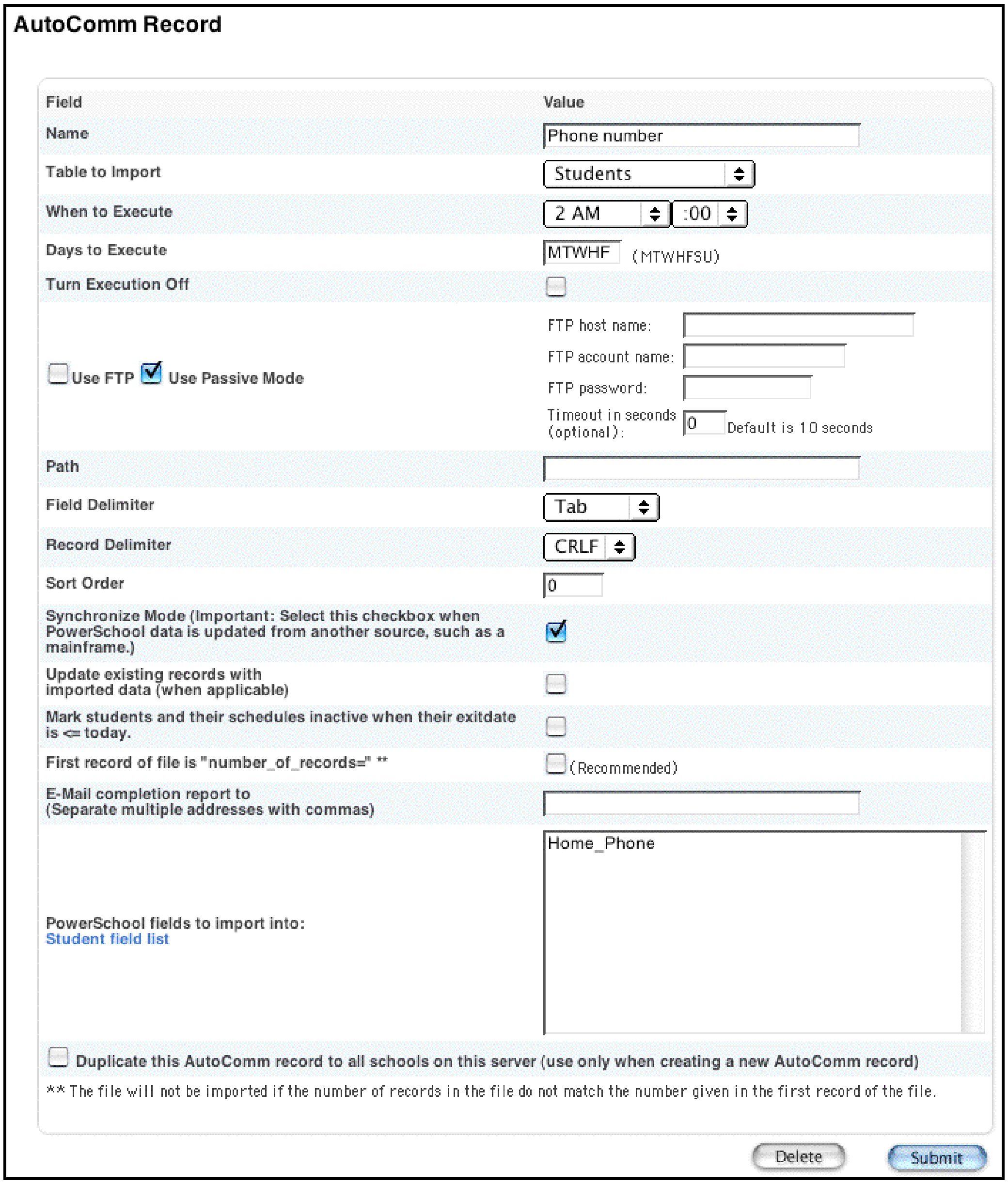
Field	Description
	• CRLF: Carriage return, line feed • CR: Carriage return • LF: Line feed
Sort Order	Edit the order that this record appears on the AutoComm Setup page.
Update existing records with imported data (when applicable)	Do one of the following: • Select this checkbox if you want the system to update existing student records with data from each import. The system updates blank fields within records and creates new records for those that do not exist. • Deselect this checkbox if you do not want the system to update any record that contains data.
Mark students and their schedules inactive when their exit date is <= today.	If you want the system to automatically import a student record as inactive if the student's exit date is earlier than today, select this checkbox. Otherwise, leave this field blank.
First record of file is number_of_records=	The system does not import the file if the number of records in it does not match the number given in the first record of the file. It is recommended that you select this checkbox.
E-Mail completion report to	Edit the email addresses of the people you want the system to send a completion report to each time it imports this file. Separate multiple addresses with commas.
PowerSchool fields to import into	Edit the PowerSchool fields in which the system saves each value in the import file. After you enter each field code, press Return (Mac) or Enter (Windows).
Duplicate this AutoComm record to all schools on this server	If you are creating this record for the first time, you can select this checkbox to make the record available to all schools that use your PowerSchool system. Otherwise, deselect this checkbox.

5. Click Submit. The AutoComm Setup page displays the edited record.

How to Delete an AutoComm Record

1. On the start page, choose System from the main menu.
2. Click AutoComm Setup. The AutoComm Setup page appears.

3. Click the name of the AutoComm record to be deleted in the Name column. The AutoComm Record page appears.



AutoComm Record

Field	Value
Name	Phone number
Table to Import	Students
When to Execute	2 AM :00
Days to Execute	MTWHF (MTWHFSU)
Turn Execution Off	
Use FTP Use Passive Mode	FTP host name: FTP account name: FTP password: Timeout in seconds (optional): 0 Default is 10 seconds
Path	
Field Delimiter	Tab
Record Delimiter	CRLF
Sort Order	0
Synchronize Mode (Important: Select this checkbox when PowerSchool data is updated from another source, such as a mainframe.)	
Update existing records with imported data (when applicable)	
Mark students and their schedules inactive when their exitdate is <= today.	
First record of file is "number_of_records=" **	(Recommended)
E-Mail completion report to (Separate multiple addresses with commas)	
PowerSchool fields to import into: Student field list	Home_Phone

Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record)

** The file will not be imported if the number of records in the file do not match the number given in the first record of the file.

Delete Submit

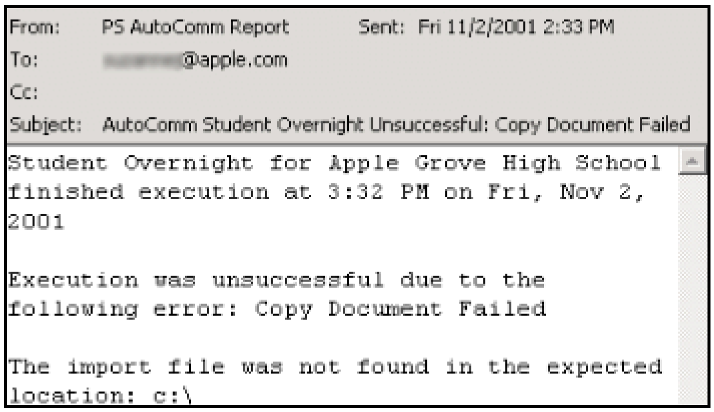
4. Click Delete. The Selection Deleted page appears.

How to Run an AutoComm Record

Manually run an AutoComm record to avoid waiting for the process to automatically run on the specified day and time.

1. On the start page, choose System from the main menu.
2. Click AutoComm Setup. The AutoComm Setup page appears.

3. Click Run Now. The AutoComm record runs, and the AutoComm Setup page appears. If an email address is specified in the "E-Mail completion report to" field, the system emails the recipient the status of the AutoComm process.



AutoSend Setup

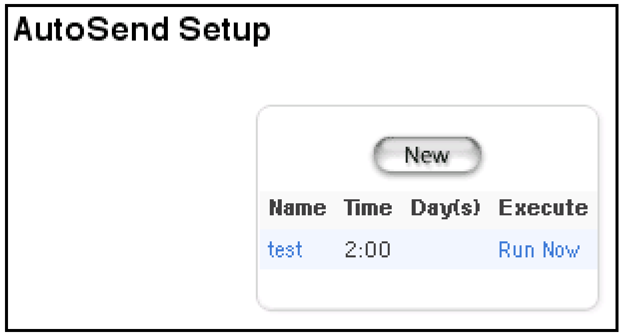
Create AutoSend records to determine that your PowerSchool system can automatically create a copy of the information you specify at the selected date and time intervals, and export the file to another system.

When creating an AutoSend record, you can determine the export parameters for each of the following types of data:

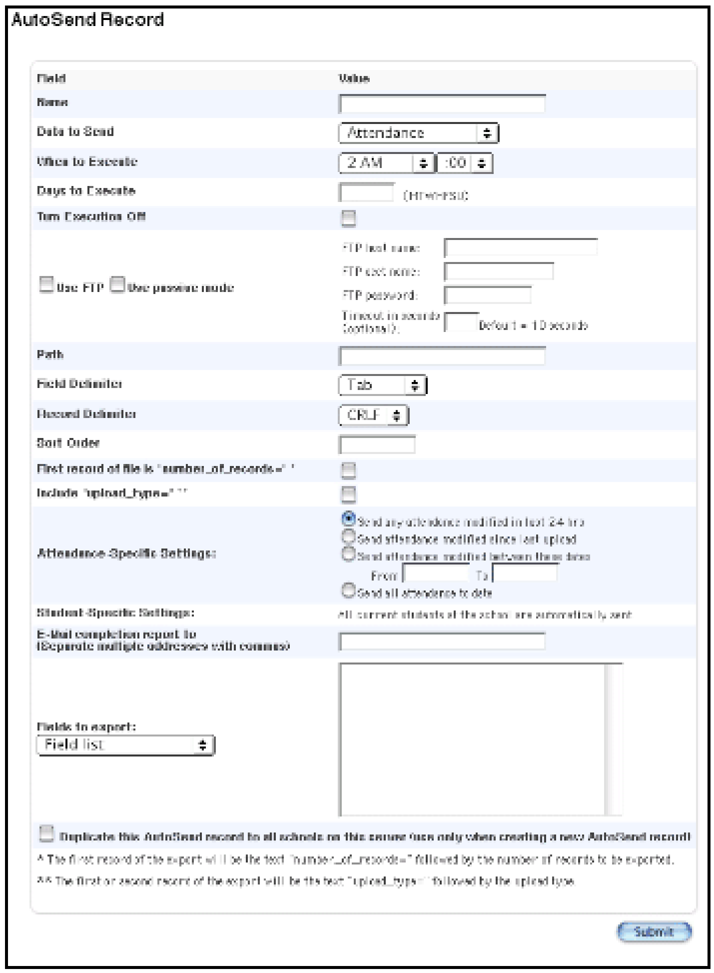
- Attendance
- Course
- Section
- Student schedule
- Student demographic
- Teacher

How to Add an AutoSend Record

1. On the start page, choose System from the main menu.
2. Click AutoSendSetup. The AutoSend Setup page appears.



3. Click New. The AutoSend Record page appears.



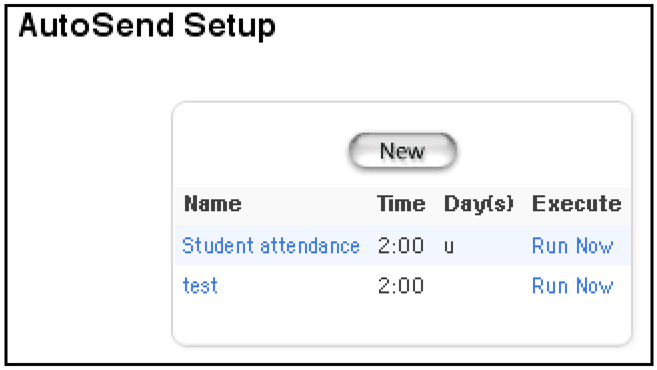
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of this record.

Field	Description
Data to Send	Use the pop-up menu to choose the data you want to send with this record: • Attendance • Courses • Sections • Student Schedules • Students • Teachers
When to Execute	Use the pop-up menus to determine the hour and minutes at which you want PowerSchool to automatically export a copy of the data.
Days to Execute	Enter the days of the week you want the system to export the data. Starting with Monday, use the following abbreviations: MTWHFSU.
Turn Execution Off	Select this checkbox to stop the system from automatically exporting data. To turn AutoSend on, deselect this checkbox.
Use FTP	If you want to use the file transfer protocol (FTP) to export the data to the other system, enter information in the following fields: • FTP host name • FTP account name • FTP password • Timeout in seconds (optional). Default is 10 seconds.
Use Passive Mode	Some FTP servers require passive mode. If your FTP has difficulty transferring, select this checkbox.
Path	If you do not use FTP to send the export file to another system, enter the path to the folder in which you want to save the file on your PowerSchool server.
Field Delimiter	Use the pop-up menu to choose one of the following to determine how values are separated in the export file: • Tab • Comma
Record Delimiter	Use the pop-up menu to choose how records are separated in the export file:

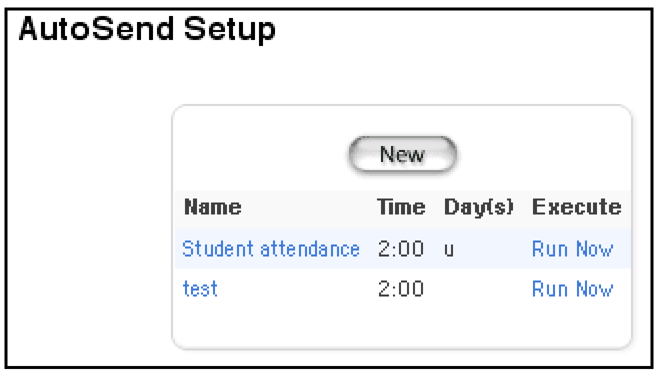
Field	Description
	• CRLF: carriage return, line feed • CR: carriage return • LF: line feed
Sort Order	Enter the order that this record appears on the AutoSend Setup page.
First record of file is number_of_records=	The system does not export the file if the number of records in it does not match the number given in the first record of the file. It is recommended that you select this checkbox.
Include upload_type	If you select this checkbox, the first or second record of the export includes the text "upload_type=", followed by the upload type.
Attendance-Specific Settings	If you chose Attendance from the "Data to Send" pop-up menu, select one of the following options to indicate which attendance data you want the system to include in the export file: • Send any attendance modified in the last 24 hours • Send attendance modified since last upload • Send attendance data modified between these dates: Enter the date range 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. • Send all attendance to date Otherwise, leave this field blank.
Student-Specific Settings	If you chose Students from the "Data to Send" pop-up menu, the page indicates that the system includes all students currently enrolled at your school in the export file.
E-Mail completion report to	Enter the email addresses of the people you want the system to send a completion report to each time it exports this file. Separate multiple addresses with commas.
Fields to export	Choose the PowerSchool fields to include in this export file from the Field List pop-up menu.
Duplicate this AutoSend record to all schools on this server	If you are creating this record for the first time, you can select this checkbox to make the record available to all schools that use your PowerSchool system. Otherwise, deselect this checkbox.

5. Click Submit. The AutoSend Setup page displays the new AutoSend record.

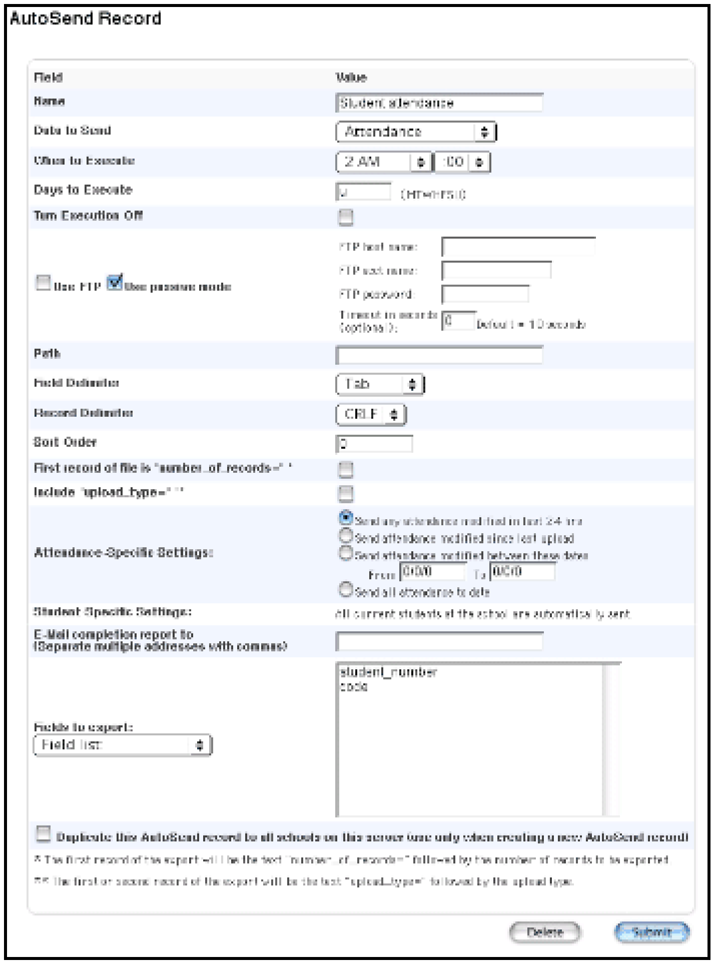


How to Edit an AutoSend Record

1. On the start page, choose System from the main menu.
2. Click AutoSend Setup. The AutoSend Setup page appears.



3. Click the AutoSend record to be edited in the Name column. The AutoSend Record page appears.



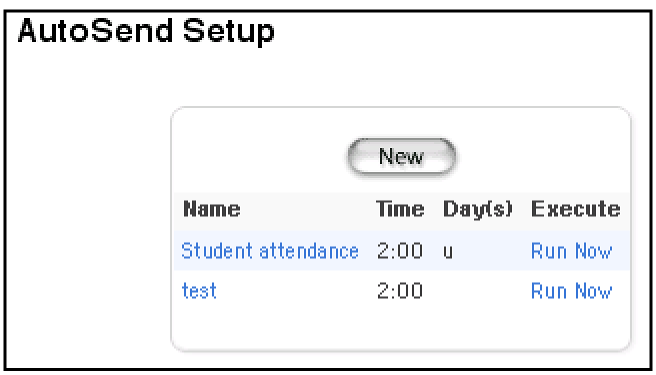
4. Use the following table to edit information in the fields:

Field	Description
Name	Edit the name of this record.
Data to Send	Use the pop-up menu to choose the data you want to send with this record: • Attendance • Students • Teachers
When to Execute	Use the pop-up menus to determine the hour and minutes at which you want PowerSchool to automatically export a copy of the data.
Days to Execute	Edit the days of the week you want the system to export the data. Starting with Monday, use the following abbreviations: MTWHFSU.

Field	Description
Turn Execution Off	Select this checkbox to stop the system from automatically exporting data. To turn AutoSend on, deselect the checkbox.
Use FTP	If you want to use the file transfer protocol (FTP) to export the data to the other system, edit information in the following fields: • FTP host name • FTP account name • FTP password • Timeout in seconds (optional). Default is 10 seconds.
Use Passive Mode	Some FTP servers require passive mode. If your FTP has difficulty transferring, select this checkbox.
Path	If you do not use FTP to send the export file to another system, edit the path to the folder where you want to save the file on your PowerSchool server.
Field Delimiter	Use the pop-up menu to choose one of the following to determine how values are separated in the export file: • Tab • Comma
Record Delimiter	Use the pop-up menu to choose how records are separated in the export file: • CRLF: carriage return, line feed • CR: carriage return • LF: line feed
Sort Order	Edit the order that this record appears on the AutoSend Setup page.
First record of file is number_of_records=	The system does not export the file if the number of records in it does not match the number given in the first record of the file. It is recommended that you select this checkbox.
Include upload_type	If you select this checkbox, the first or second record of the export includes the text "upload_type=", followed by the upload type.
Attendance-Specific Settings	If you chose Attendance from the "Data to Send" pop-up menu, select one of the following options to indicate which attendance data you want the system to include in the export file:

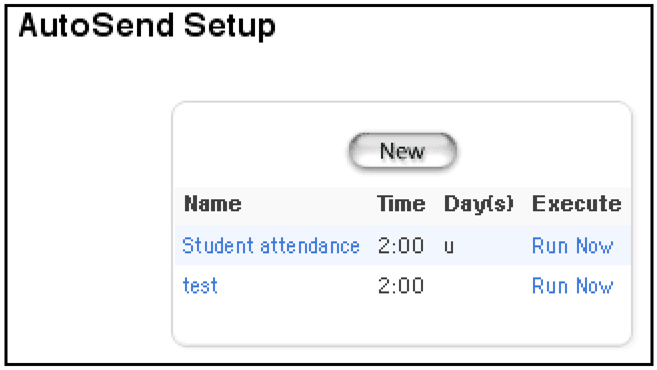
Field	Description
	• Send any attendance modified in the last 24 hours • Send attendance modified since last upload • Send attendance data modified between these dates: Enter the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. • Send all attendance to date Otherwise, leave this field blank.
Student-Specific Settings	If you chose Students from the "Data to Send" pop-up menu, the page indicates that the system includes all students currently enrolled at your school in the export file.
E-Mail completion report to	Edit the email addresses of the people you want the system to send a completion report to each time it exports this file. Separate multiple addresses with commas.
Fields to export	Choose the PowerSchool fields to include in this export file from the Field List pop-up menu.
Duplicate this AutoSend record to all schools on this server	If you are creating this record for the first time, you can select this checkbox to make the record available to all schools that use your PowerSchool system. Otherwise, deselect this checkbox.

5. Click Submit. The AutoSend Setup page displays the edited AutoSend record.

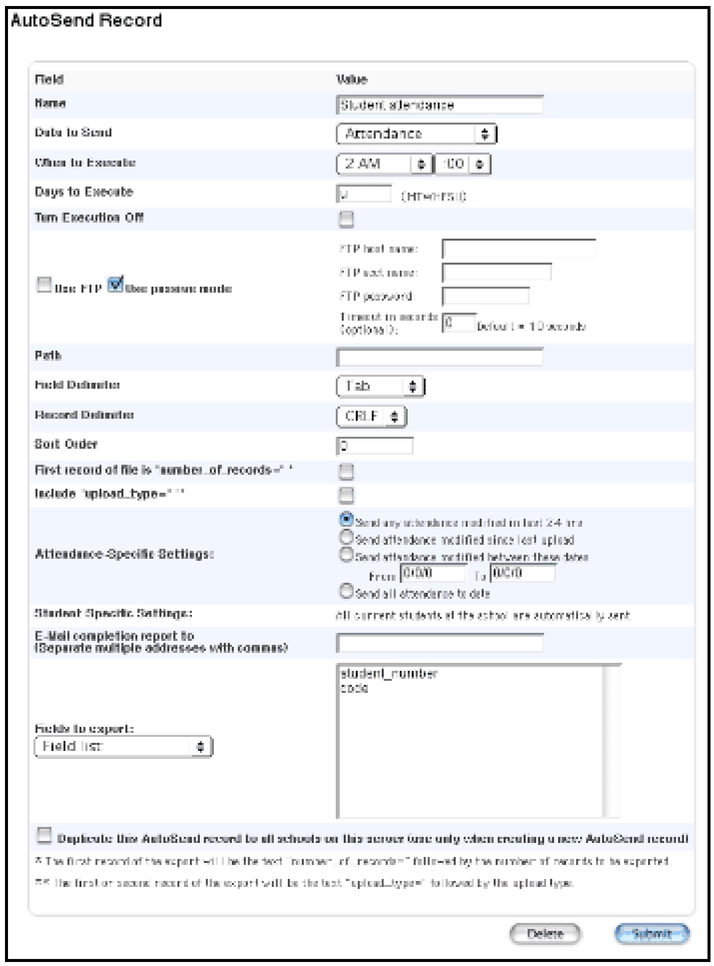


How to Delete an AutoSend Record

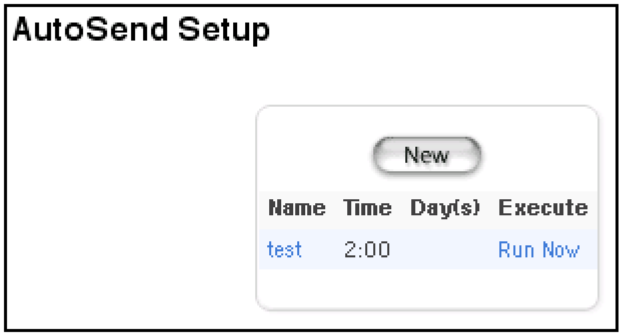
1. On the start page, choose System from the main menu.
2. Click AutoSendSetup. The AutoSend Setup page appears.



3. Click the AutoSend record to be deleted in the Name column. The AutoSend Record page appears.



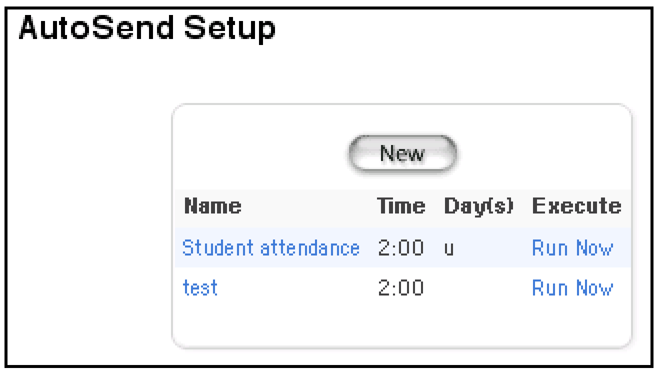
4. Click Delete. The AutoSend Setup page displays without the deleted AutoSend record.



How to Run an AutoSend Record

Manually run an AutoSend record to avoid waiting for the process to automatically run on the specified day and time.

1. On the start page, choose System from the main menu.
2. Click AutoSend Setup. The AutoSend Setup page appears.



3. Click Run Now. The AutoSend record runs and displays the results.

645236526 9/6/2001 A 2011 3 2106055 645236739 8/30/2001 A 8031 01 2106055 645236739 8/31/2001 A 8031 01 2106055 645236739 9/3/2001 A 8031 01 2106055 645236739 9/4/2001 A 8031 01 2106055 645236739 9/5/2001 A 8031 01 2106055 645236739 9/6/2001 A 8031 01 2106055 645236739 9/7/2001 A 8031 01 2106055 645236739 8/30/2001 A 2033 1 2106055 645236739 8/31/2001 A 2033 1 2106055 645236739 9/3/2001 A 2033 1 2106055 645236739 9/4/2001 A 2033 1 2106055 645236739 9/5/2001 A

Average Final Grades

In most cases, final grades are determined by the classroom teacher based on rules defined in the teacher's PowerGrade gradebook. This leaves the control over students' grade reporting, and the calculation methodology of those grades, in the hands of the most authoritative source. However, there are times when PowerGrade cannot meet the requirements of special classes (such as those taught by multiple teachers), or this kind of classroom control may not be appropriate. The final grade averaging function provides school administrators an alternative means of calculating final grades.

The Process

The final grade averaging function can be run periodically by the PowerSchool administrator after storing grades. Final grades are calculated using up to six existing stored grades from each unique course taken during the current school year. Unique courses are identified by course number, not course name or section. Consequently, only grades that have been stored via the store grades process or hand-entered with a course number may be used in the calculation.

Once the stored grades for each course have been identified, the GPA points from each grade are averaged and the resulting value is used to create a new stored grade record. The averaging method can either be a simple arithmetic average, which is used by default, or may be weighted using a user-specified method. Each store code may receive a different weight. The weighting scheme used (20/30/50, 1/1/2, 0.2/0.2/0.6) is left up to the user.

The GPA point value is compared against the grade scale for the course. If an exact match is found, the letter grade corresponding to that value is used. For example, if the three grades A (4.0), B (3.0), and C (2.0) are used, with each having a weight of 1, the result would be 3. This 3 is looked up in the course's grade scale. An exact match of 3.000 is found, and a new stored grade is created using the letter grade B. However, if the C had a weight of 2, the result would be 2.75. In this case, there might not be an exact match, so the result would be rounded to the nearest value. In this case, 2.75 would be closer to 2.667 for a letter grade of B-. The user can change the rounding behavior to always round up, always round down, or find the nearest value.

Since multiple letter grades may have identical GPA point values (for example F, I, NC, WF all have zero GPA points), the user can exclude certain letter grades from being used. This prevents a zero average from matching to NC on the grade scale. This is necessary because only the GPA point values, not the letter grades themselves, are looked at. The list of excluded letter grades must be recorded for each unique grade scale used.

Once the appropriate letter grade has been identified, absences, tardies, potential credit, earned credit (if the letter grade earns graduation credit), and teacher comments are calculated based on user-defined options. The resulting new grades are stored alongside the student's existing grades and can be printed on report cards and transcripts.

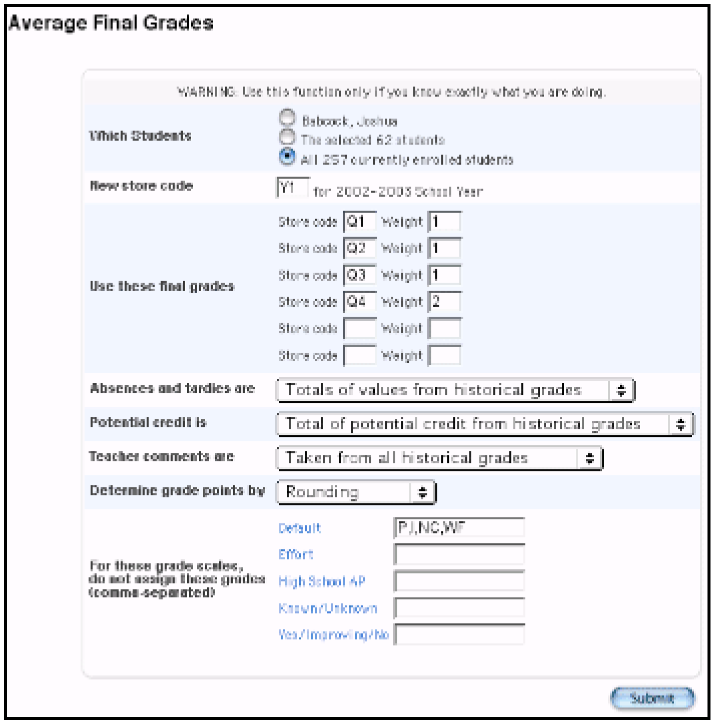
How to Modify Average Final Grades Settings

1. On the start page, choose System from the main menu. The System Administrator page appears.

System Settings

Function	Description
Auto Backup	Setup and edit automatic backup procedures.
Auto Update	Setup and edit the automatic updating system.
Backup PowerSchool	Execute the automatic backup procedure now.
Browser Timeout	Manage Browser Timeout issues (such as those with Safari).
CPU Usage	Display current CPU usage.
Data Validation	Setup and edit data validation options.
E-mail Setup	Setup and edit server email settings.
Mime Types	Setup and edit web server mime types.
Reporting Engine	Setup and edit reporting engine preferences.
Scripts	Manage startup scripts.
Security	Manage server security settings.
Select Student Options	Setup and edit select student options.
Server Licensing	View server license information.
Server Settings	Setup and edit various server settings.
Server Statistics	View server statistics.
Server Tools	Setup and edit automatic ping options.
Styles	Setup and edit report font styles.
Test E-mail server	Run a real time email server test.
Update Pages	Update PowerSchool pages.
Update PowerSchool	Update the PowerSchool server.
Outgoing Mail Queue	Review outgoing email messages.
Mac OS X File Permission Settings	Configure file permissions under Mac OS X.

2. Click Final Average Grades. The Average Final Grades page appears.



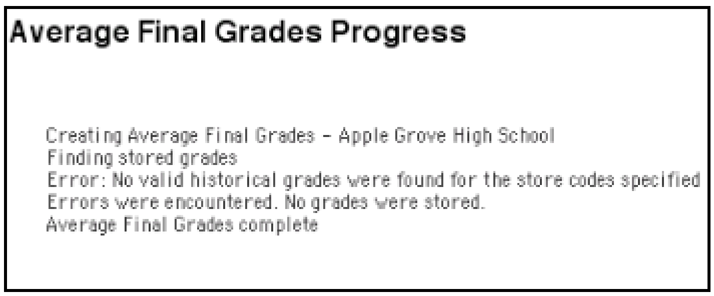
3. Enter information based on the following table:

Field	Description
Which Students	The students for whom you want to calculate average final grades. Do one of the following: • Select the single student option. This option is useful for testing. • Select the "current selection of students" option. This is useful when calculating final grades for a specific group of students, such as all current seniors. • Select the "all enrolled students in the current school" option.
New Store Code	Indicates the new store code to use when storing the resulting final grade. Enter a valid store code (a letter followed by a single number). **Note:** The store code does not need to be defined in the Final Grade Setup section of School Setup.
Use These Final Grades	Enter the store codes for up to six existing stored grades. You may optionally enter a weight value for each grade in the Weight field. This value is used in the calculation of the final letter grade, but will not affect attendance or credit calculations. If no value is entered, 1 is used.

Field	Description
Absences and Tardies Are	The method by which you want absences and tardies calculated. Choose one of the following from the pop-up menu: • "Totals of values from historical grades" to record the cumulative total of absences and tardies from all final grades used. • "Averages of values from historical grades" to record the simple average of the absences and tardies from all final grades used. • "The value of the last record processed" to copy the absence and tardy numbers from the last final grade in the list. • "Do not calculate attendance" to record zeros for absences and tardies.
Potential Credit Is	The method by which you want potential credit hours determined. Choose one of the following from the pop-up menu: • "Total of potential credit from historical grades" to record the cumulative total of potential credit from all final grades used. • "Average of potential credit from historical grades" to record the simple average of the potential credit from all final grades used. • "The value of the last record processed" to copy the potential credit amount from the last final grade in the list. • "Potential credit from course record" to record the potential credit amount of the parent course record. • "Do not award credit" to record zero for potential credit.
Teacher Comments Are	The method by which you want teacher comments to be included. Choose one of the following from the pop-up menu: • "Taken from all historical grades" to copy the teacher comments from all final grades used. Comments are prefixed with the store code. • "Taken from the last record processed" to copy the teacher comment from the last final grade in the list. • "Do not include comments" to not include teacher comments.
Determine Grade Points By	The method by which you want grade points determined. Choose one of the following from the pop-up menu:

Field	Description
	• Rounding: To find the closest match for the calculated value. • Rounding up: To always round up to the nearest value. • Rounding down: To always round down to the nearest value.
For These Grade Scales, Do Not Assign These Grades	Enter a comma-separated list of letter grades that you want to exclude from the calculation, such as WF (withdraw fail), I (incomplete), etc.

4. Click Submit. PowerSchool calculates the average final grades for the requested group of students. Progress is indicated in the browser window.



The system creates new historical grades for the selected students and stores them using the specified store code.

Course Numbers

Change the number of an existing course in your master course list to another number in your master course list. The master course list is the list of courses available to all schools on your PowerSchool system. When changing a course number, the system updates that number in courses, enrollments, sections, and historical data.

For example, assume two high schools on your server offer U.S. History. The course number for U.S. History at School A is 1000; at School B, it is 2000. Assume your district decides that the two schools should share the same course number. You need to change the course number for U.S. History at both schools to 1200.

First, you must create the new course, 1200. Then, change both course 1000 and 2000 to 1200, using the Change Course Number function.

Before changing a course number for a particular school, use the navigation bar at the top of the page to be sure you are working in the school in which you want to change the course number. If you are changing a course number for all schools on your system, it does not matter which school is currently selected.

Prerequisites

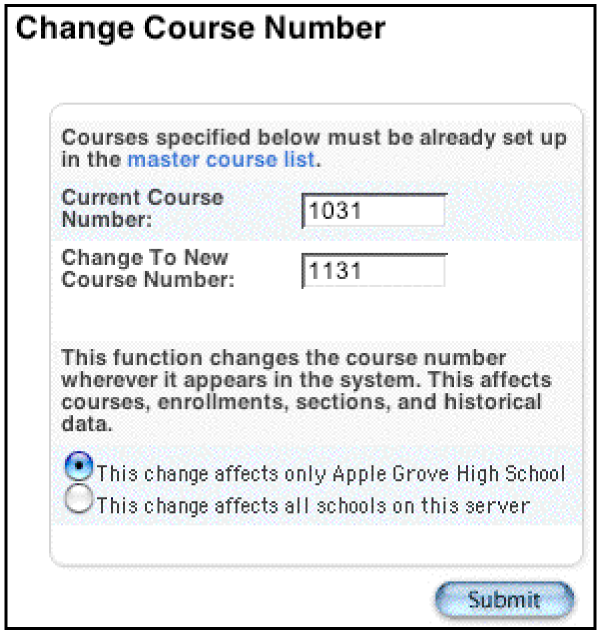
- Import the data from both schools.

- Create a new course with a unique course number for one school's courses.

How to Change a Course Number

Before changing a course number, retrieve the existing course number from the master course list. For more information, see the section "**Master Course List**."

1. On the start page, choose System from the main menu.
2. Click Change Course Number. The Change Course Number page appears.



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

Field	Description
Current Course Number	Enter the existing course number.
Change to New Course Number	Enter the new course number.
This change affects only [school name] This change affects all schools on this server	Select an option to determine the scope of the course number change. **Note:** If you are changing course numbers because of duplicates, select the "This change affects only this school" option. The school name displayed is the school for which you created the new course number.

4. Click Submit.

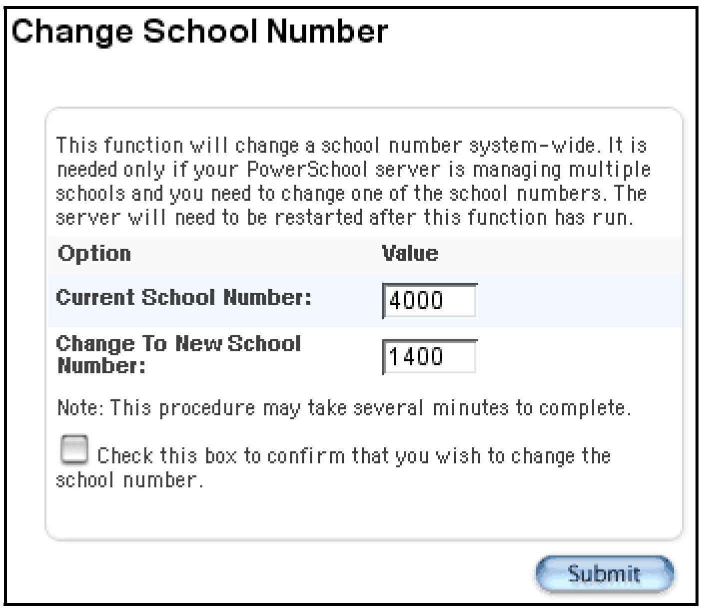
School Numbers

Change your school number only if your PowerSchool system is used by more than one school and you need to change one of the school numbers. For example, assume your district numbered the schools 1, 2, 3, and 4 during the initial installation. Change those numbers to state-specific numbers mandated by the Department of Education.

Note: Back up all data on your PowerSchool system before changing a school number.

How to Change School Numbers

1. On the start page, choose System from the main menu.
2. Click Change School Number. The Change School Number page appears.



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

Field	Description
Current School Number	Enter the school's existing number.
Change to New School Number	Enter the school's new number.
Check this box to confirm that you wish to change the school number	Select this checkbox to confirm that you want to change the number.

4. Click Submit. The system displays the pages that are affected by the school number change.

Support Procedure Status

```
Changing school number from 4000 to 4000:

[Schools]School_Number: Querying
[Schools]School_Number: 1 Records

[Schools]DfltNextSchool: Querying
[Schools]DfltNextSchool: 1 Records

[Schools]Alternate_School_Number: Querying
[Schools]Alternate_School_Number: 0 Records

[Students]Next_School: Querying
[Students]Next_School: 244 Records

[Students]Enrollment_SchoolID: Querying
[Students]Enrollment_SchoolID: 784 Records

[Students]Graduated_SchoolID: Querying
[Students]Graduated_SchoolID: 309 Records
```

5. Click the PowerSchool logo after the process completes.

```
School-Specific Preferences: Querying
School-Specific Preferences: 129 Records

Writing Changes to Disk

Complete. Reinitializing Server.
```

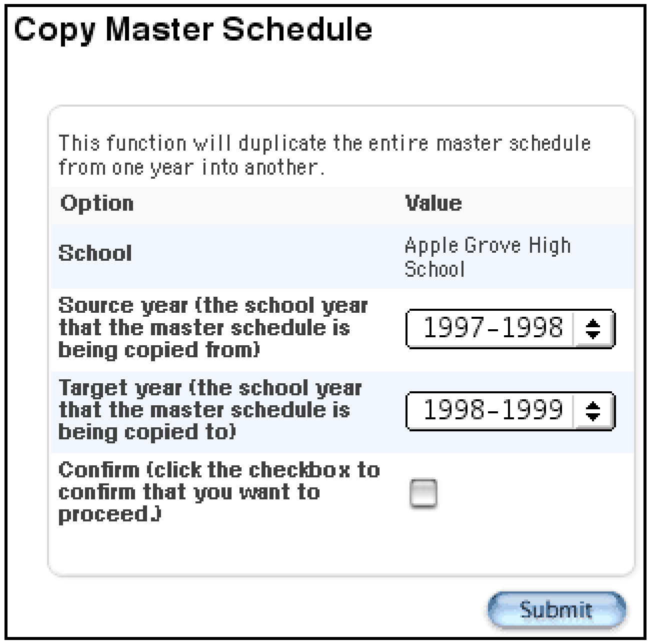
Note: You may need to log in again after clicking the logo.

School Setup Information

Copy the master schedule within the same school or school setup information from one school to another on your PowerSchool system to save time and minimize errors. Setup information includes final grade setup information.

How to Copy the Master Schedule

1. On the start page, choose System from the main menu.
2. Click Copy Master Schedule. The Copy Master Schedule page appears.



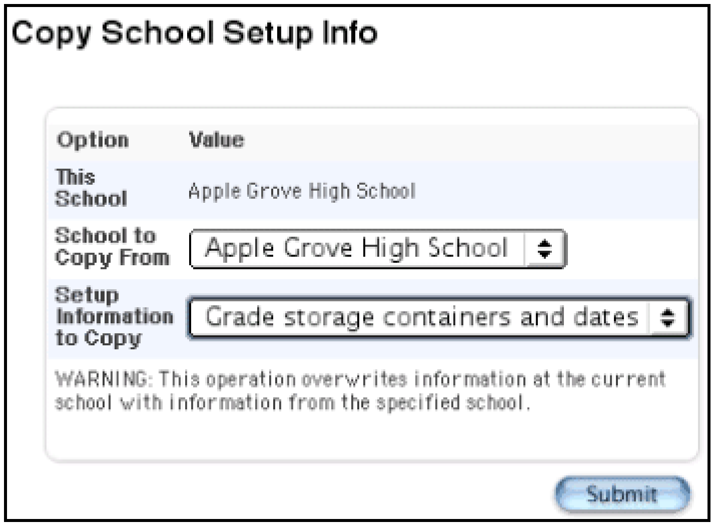
3. Use the following table to enter information in the fields:

Field	Description
School	The school in which you are currently working appears. If this is not the school into which you want to copy master schedule information, change the school by clicking the School link at the top of the page.
Source year	Choose the school year from which you want to copy from the pop-up menu.
Target year	Choose the school year to which you want to copy from the pop-up menu.
Confirm	Select this checkbox to confirm that you want to copy the master schedule.

4. Click Submit. The Changes Recorded page appears.

How to Copy School Setup Information

1. On the start page, choose System from the main menu.
2. Click Copy School Setup Info. The Copy School Setup Info page appears.



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

Field	Description
This School	The school in which you are currently working appears. If this is not the school into which you want to copy setup information, change the school by clicking the School link at the top of the page.
School to Copy From	Choose the school from which you want to copy setup information from the pop-up menu.
Setup Information to Copy	Choose grade storage containers and dates from the pop-up menu. This is the final grade setup information.

4. Click Submit. The system copies the information.

Custom Fields and Screens

Create custom fields to display a variety of information about students, staff, courses, and sections. There is no limit to the number of custom fields that a school can create. You can also create custom screens for students and staff. Include custom fields on those screens. For example, create a page that includes vehicle-related information that you want to track for each student.

First, create the custom fields. Next, create the custom screen. Finally, add the custom fields to the custom screen. For more information, see the sections "**Custom Student Fields and Screens**," "**Custom Staff Fields and Screens**," "**Custom Course Fields**," and "**Custom Section Fields**."

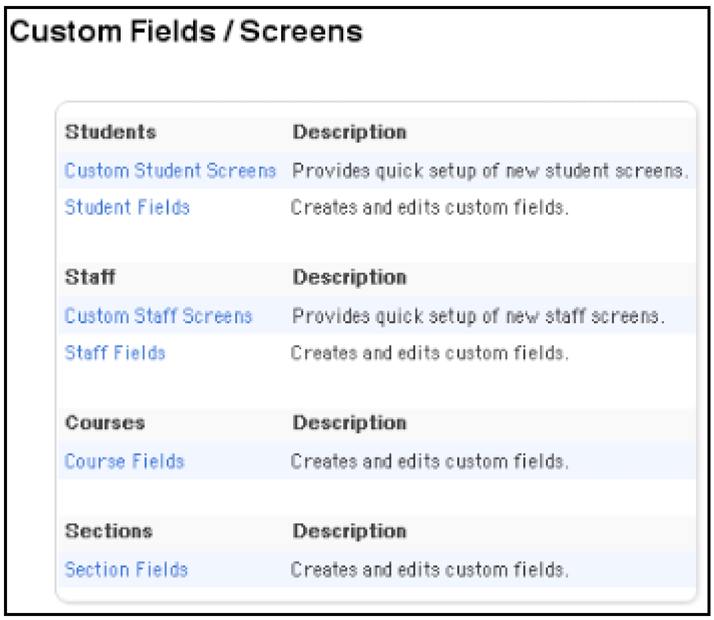
Custom Student Fields and Screens

Use custom fields and screens to display a variety of information about students. There is no limit to the number of custom fields that a school can create. For example, create a page that includes vehicle-related information that you want to track for each student.

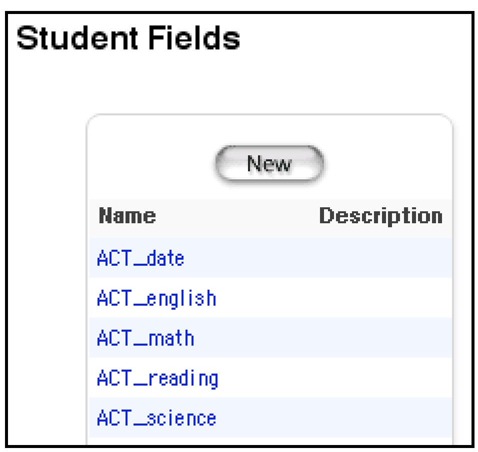
First, create the custom fields. Next, create the custom screen. Finally, add the custom fields to the custom screen you create.

How to Add Custom Student Fields

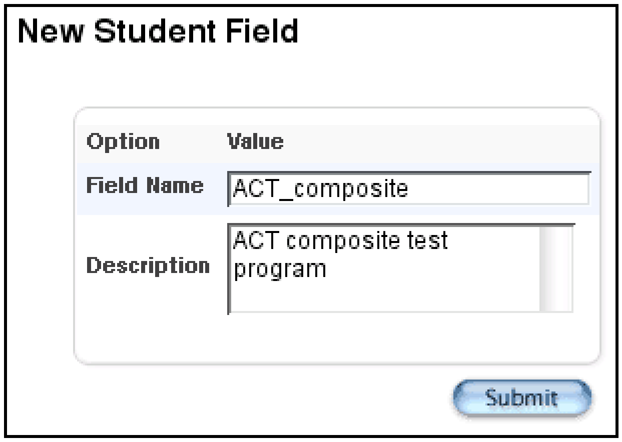
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Student Fields. The Student Fields page appears.



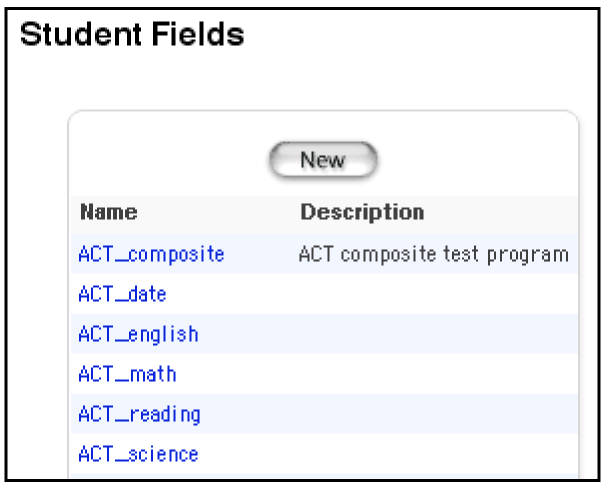
4. Click New. The New Student Field page appears.



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

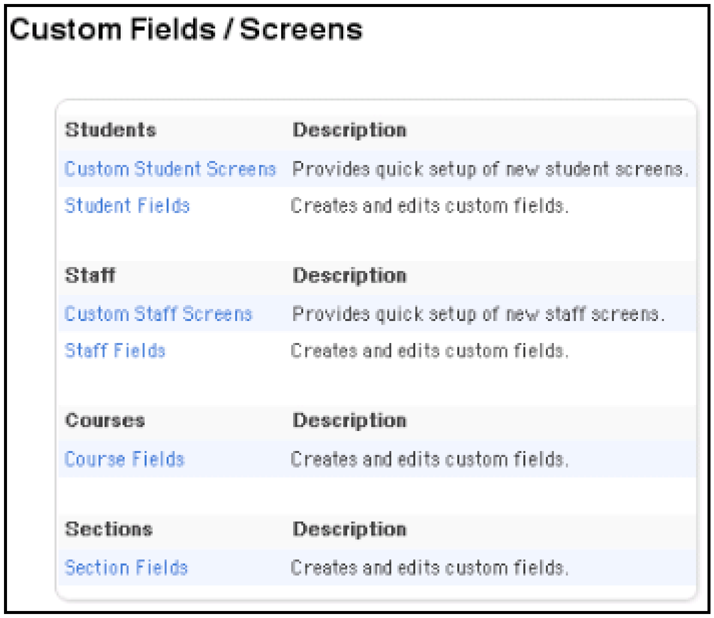
Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

6. Click Submit. The Student Fields page displays the new field.



How to Edit Custom Student Fields

1. On the start page, choose System.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



Custom Fields / Screens

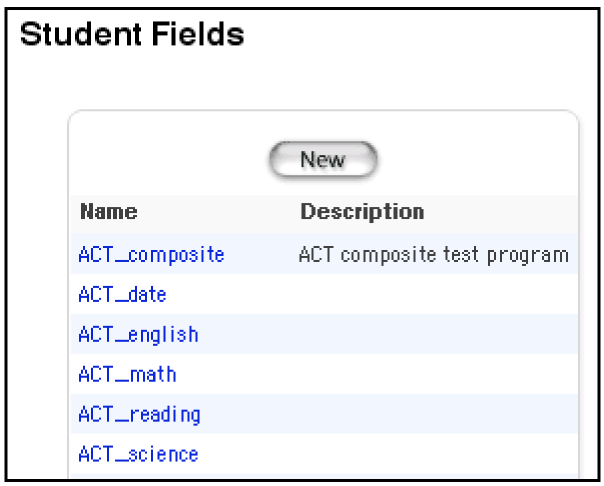
Students	Description
Custom Student Screens	Provides quick setup of new student screens.
Student Fields	Creates and edits custom fields.

Staff	Description
Custom Staff Screens	Provides quick setup of new staff screens.
Staff Fields	Creates and edits custom fields.

Courses	Description
Course Fields	Creates and edits custom fields.

Sections	Description
Section Fields	Creates and edits custom fields.

3. Click Student Fields. The Student Fields page appears.

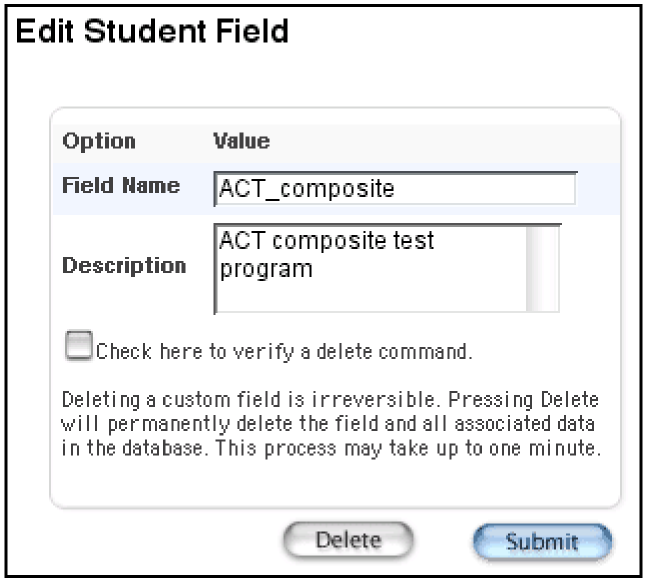


Student Fields

New

Name	Description
ACT_composite	ACT composite test program
ACT_date	
ACT_english	
ACT_math	
ACT_reading	
ACT_science	

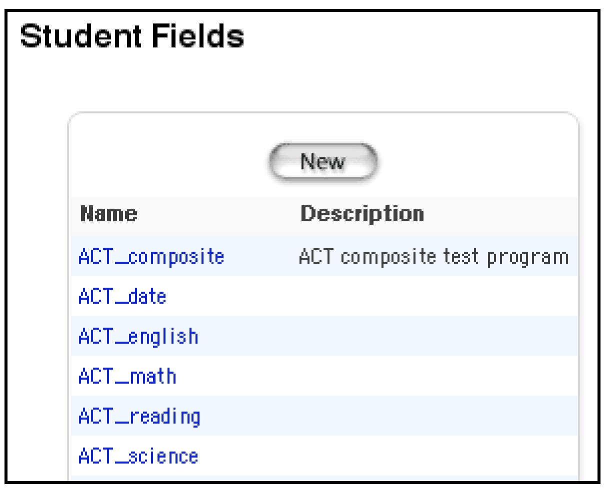
4. Click the name of the field you want to edit. The Edit Student Field page appears.



5. Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

6. Click Submit. The Student Fields page displays the edited field.

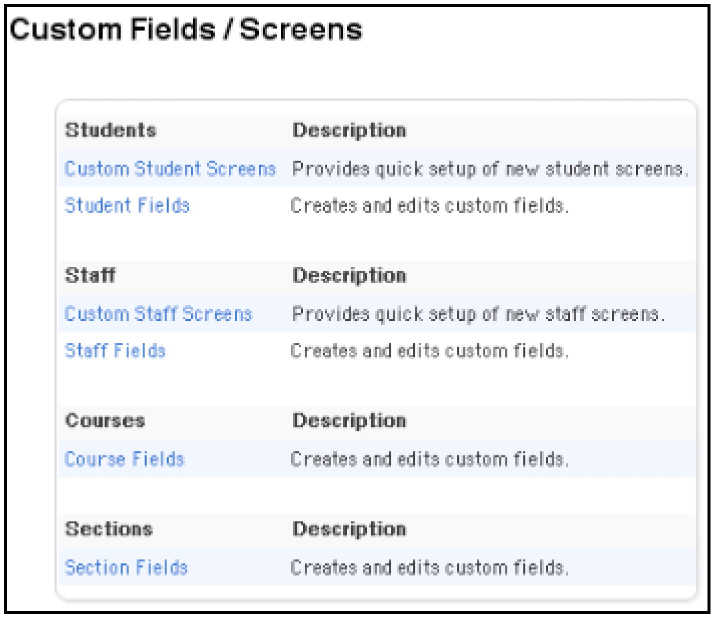


How to Delete Custom Student Fields

Deleting a custom field also deletes the field from any custom pages and the values of that field. If you manually entered the field on a PowerSchool page, you must manually remove the field from the page.

1. On the start page, choose System from the main menu.

2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



Custom Fields / Screens

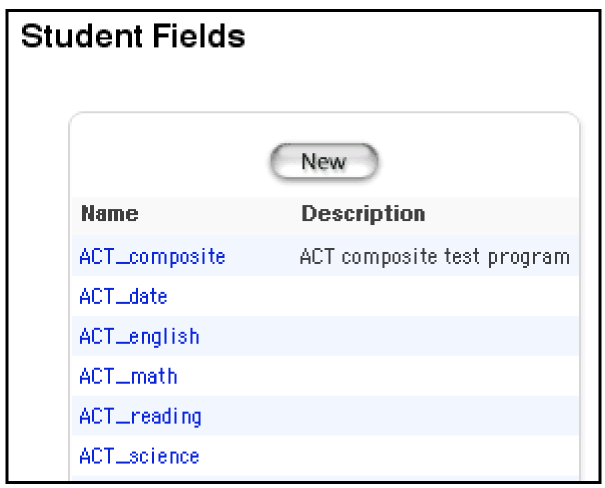
Students	Description
Custom Student Screens	Provides quick setup of new student screens.
Student Fields	Creates and edits custom fields.

Staff	Description
Custom Staff Screens	Provides quick setup of new staff screens.
Staff Fields	Creates and edits custom fields.

Courses	Description
Course Fields	Creates and edits custom fields.

Sections	Description
Section Fields	Creates and edits custom fields.

3. Click Student Fields. The Student Fields page appears.

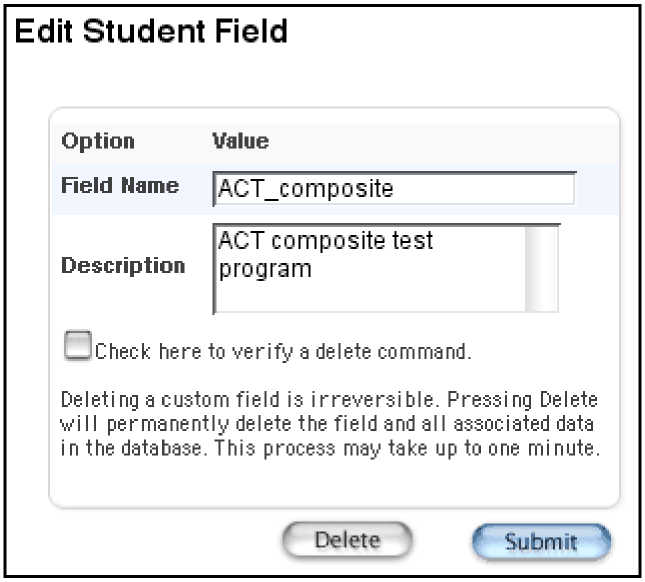


Student Fields

New

Name	Description
ACT_composite	ACT composite test program
ACT_date	
ACT_english	
ACT_math	
ACT_reading	
ACT_science	

4. Click the name of the field you want to delete. The Edit Student Field page appears.



5. Select the checkbox to confirm that you want to delete the field.

   Note: If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

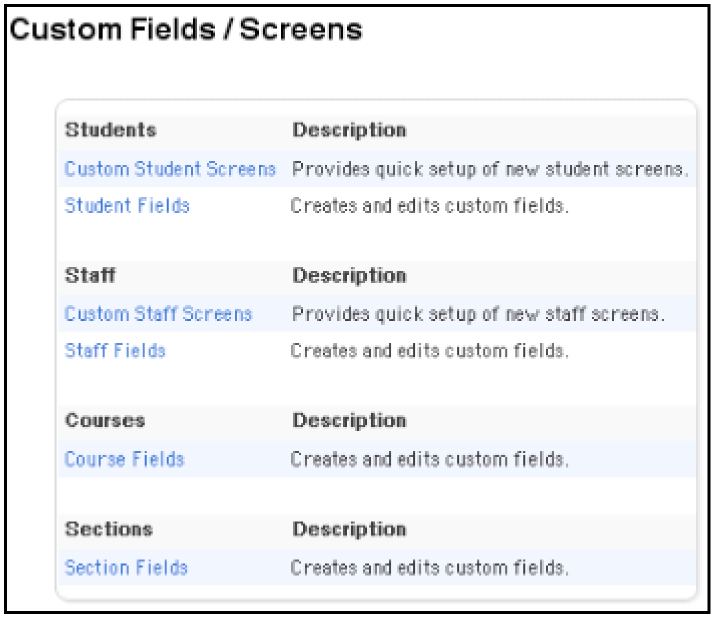
6. Click Delete. Do not leave the page until a message appears indicating that the process is complete. The Student Field Deleted page appears.

   Note: The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

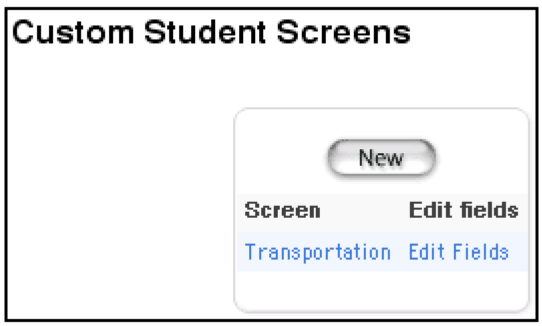
7. Click "Return to Custom Fields." The Custom Fields page appears.

How to Add Custom Student Screens

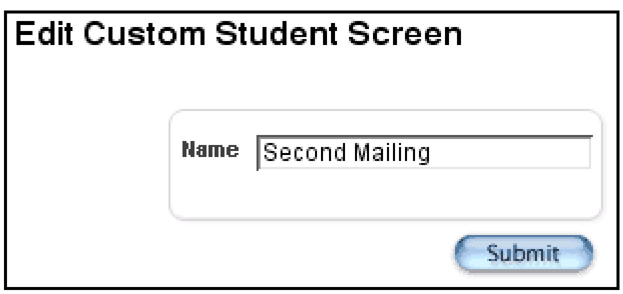
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



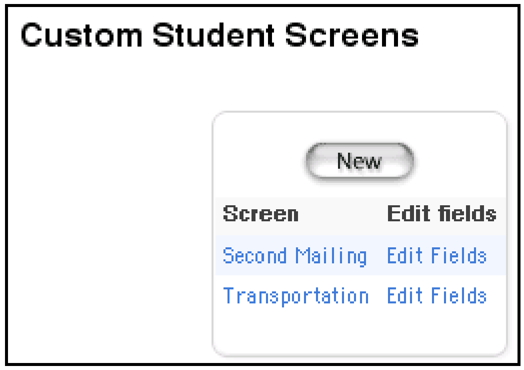
3. Click Custom Student Screens. The Student Custom Screens page appears.



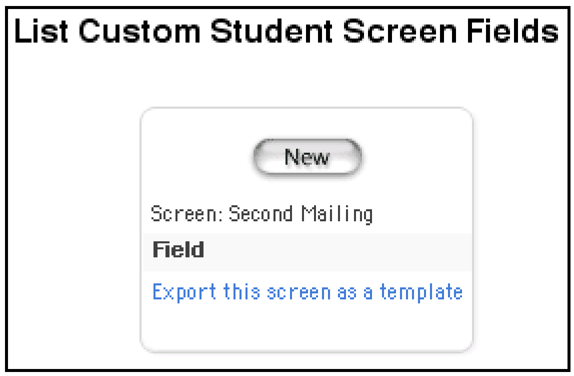
4. Click New. The Edit Custom Student Screen page appears.



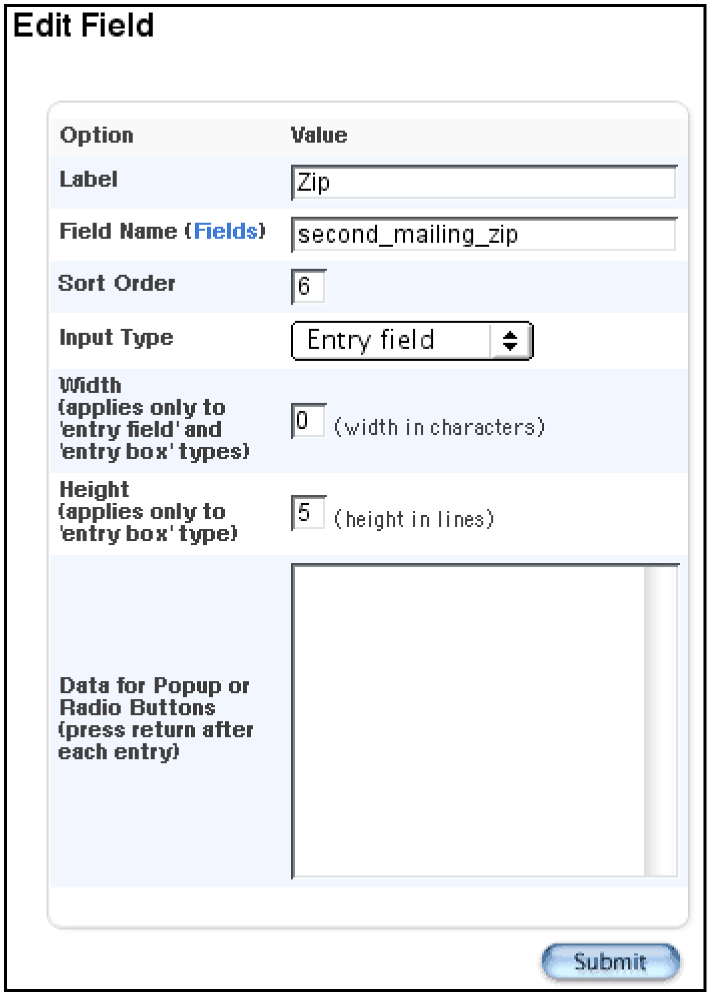
5. Enter the name of the screen in the Name field.
6. Click Submit. The Custom Student Screens page displays the new page.



7. Click Edit Fields next to the new screen. The List Custom Student Screen Fields page appears.



8. Click New. The Edit Field page appears.

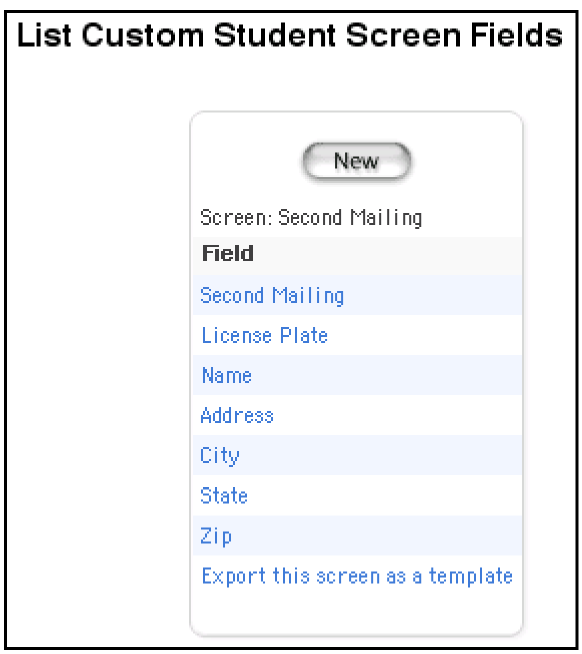


9. Use the following table to enter information in the fields:

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate. **Note:** To list the fields, click Fields. To create a custom field, see the section "**How to Add Custom Student Fields**."
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: • Entry field: A small field in which the user enters free text.

Field	Description
	• Static field: A field in which you cannot change the text. Use static fields to create headers above fields you want to group together, or to explain a field you place below it. • Checkbox: A checkbox a user clicks to select. • Pop-up menu: A pop-up menu from which a user selects a value. • Radio button: A small, round option button a user clicks to select. • Entry box: A large box in which users can enter multiple lines of free text.
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

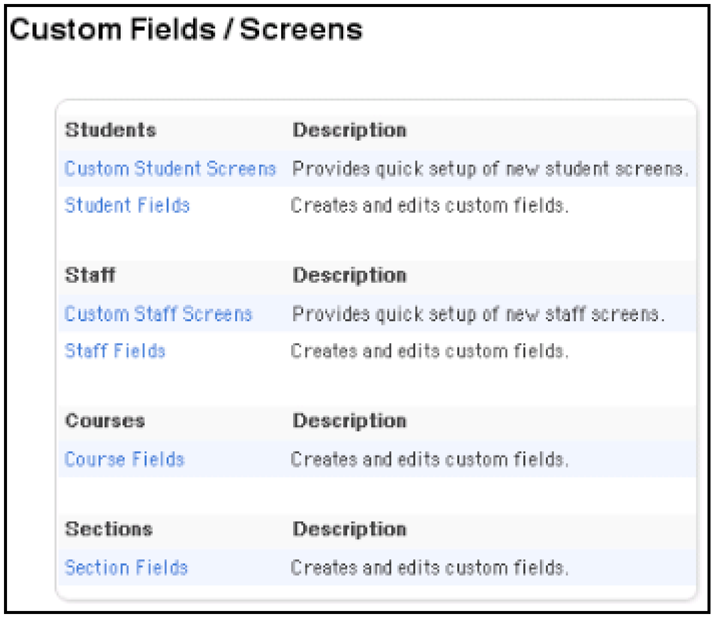
10. Click Submit. The List Custom Student Screen Fields page displays the field.
11. Repeat Step 8 through Step 10 for each field on the custom screen.



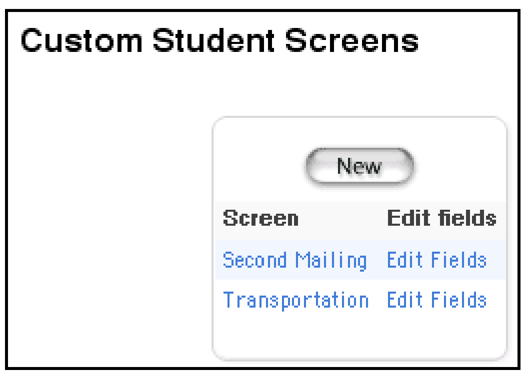
Note: For more information on viewing the custom screen, see the section "**Custom Screens**."

How to Edit Custom Student Screens

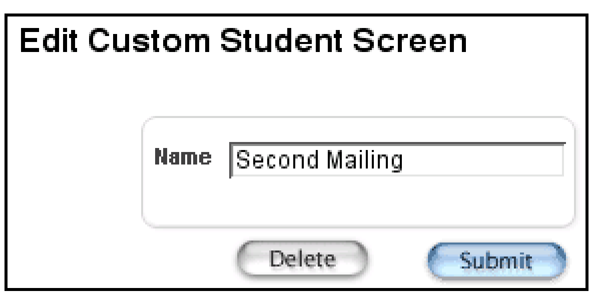
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Custom Student Screens. The Student Custom Screens page appears.



4. Click the name of the custom screen in the Screen column. The Edit Custom Student Screen page appears.

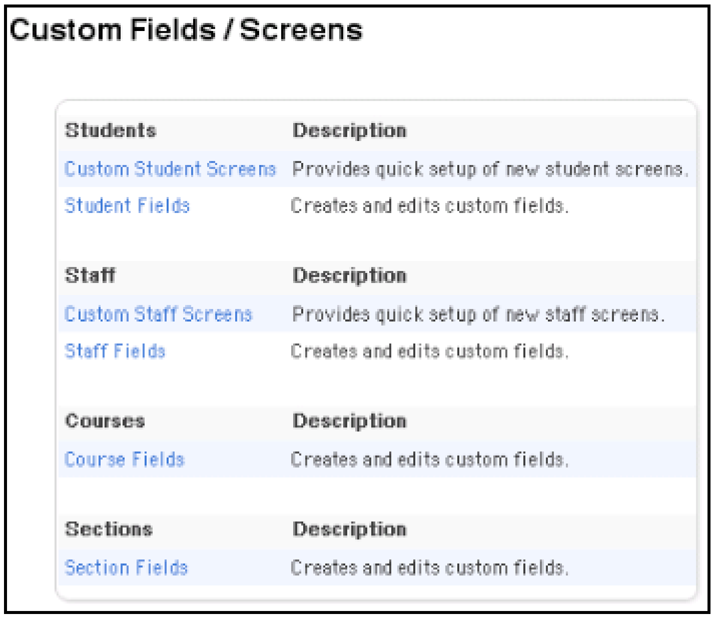


5. Edit the name of the custom student screen in the Name field.

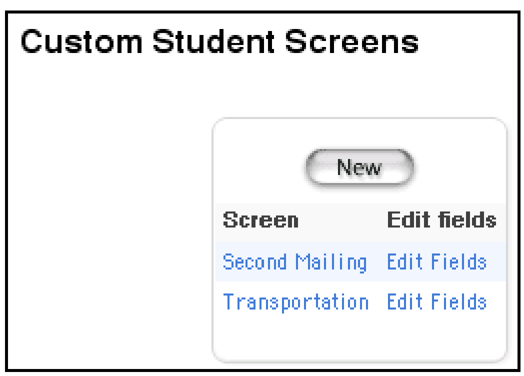
6. Click Submit. The Student Custom Screens page displays the edited screen.

How to Delete Custom Student Screens

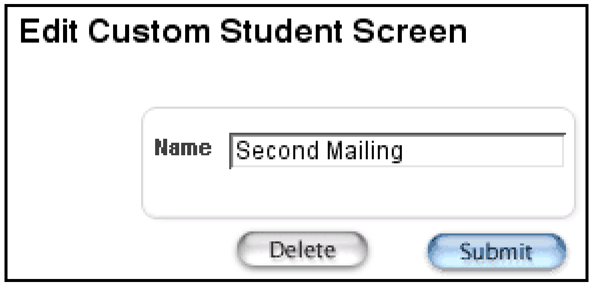
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Custom Student Screens. The Student Custom Screens page appears.



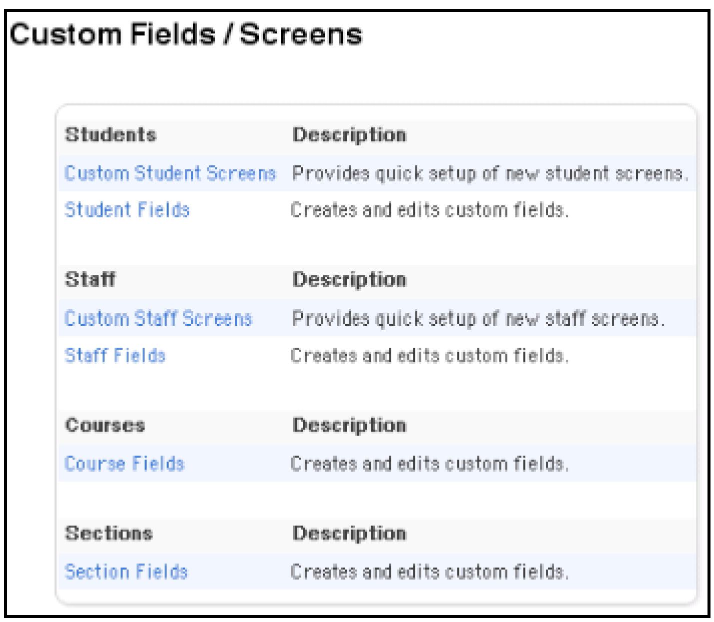
4. Click the name of the custom screen in the Screen column. The Edit Custom Student Screen page appears.



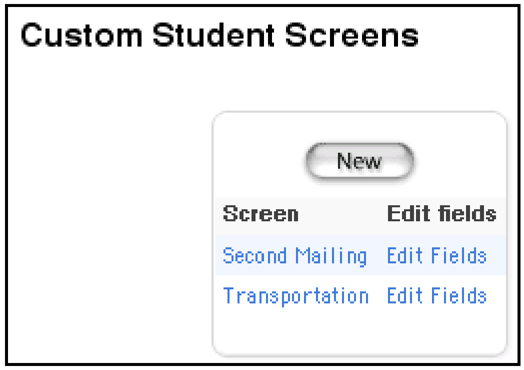
5. Click Delete. The Selection Deleted page appears.

How to Edit Custom Student Screen Fields

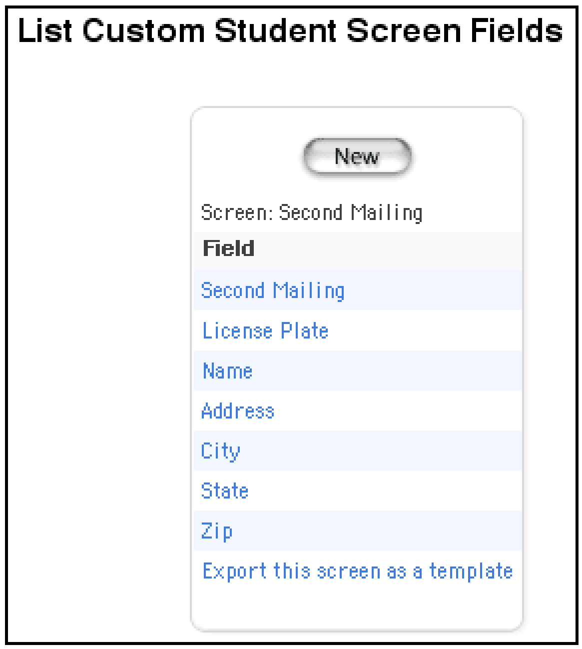
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



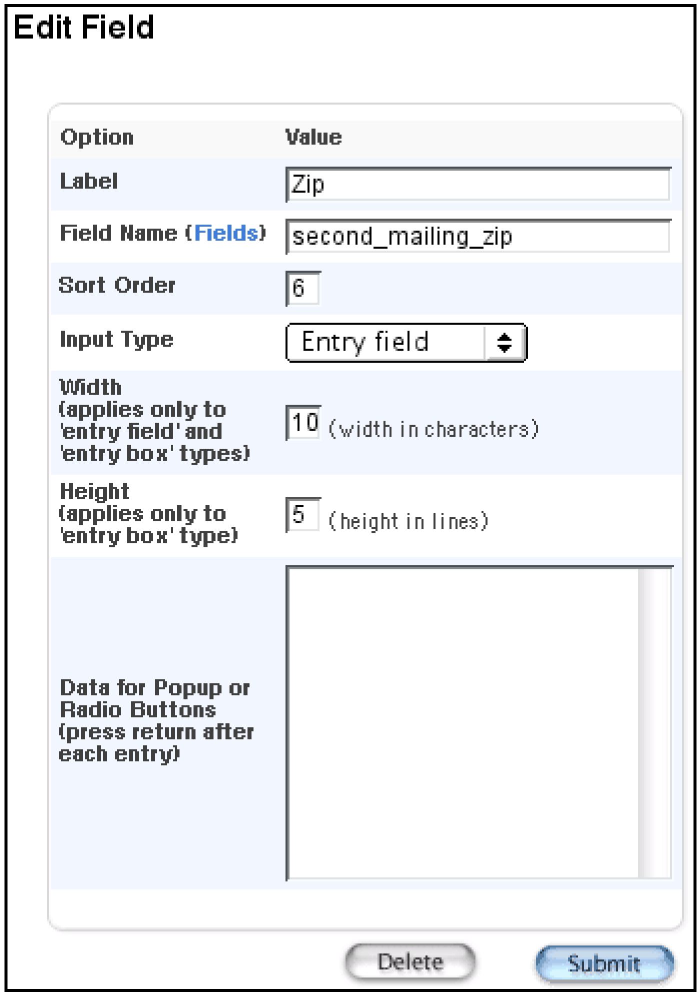
3. Click Custom Student Screens. The Student Custom Screens page appears.



4. Click Edit Fields next to the screen to be edited. The List Custom Student Screen Fields page appears.



5. Click the field to be edited. The Edit Field page appears.

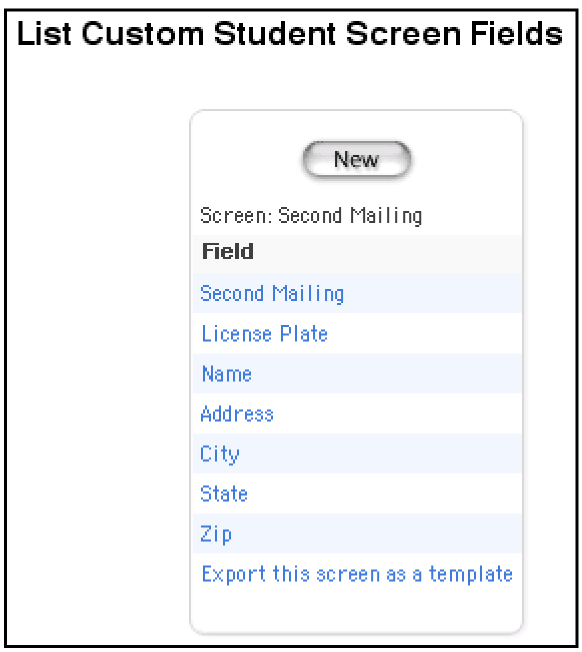


6. Use the following table to edit information in the fields:

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate. **Note:** To list the fields, click Fields. To create a custom field, see the section "**How to Add Custom Student Fields**."
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: • Entry field: A small field in which the user enters free text.

Field	Description
	• Static field: A field in which you cannot change the text. Use static fields to create headers above fields you want to group together, or to explain a field you place below it. • Checkbox: A checkbox a user clicks to select. • Pop-up menu: A pop-up menu from which a user selects a value. • Radio button: A small, round option button a user clicks to select. • Entry box: A large box in which users can enter multiple lines of free text.
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

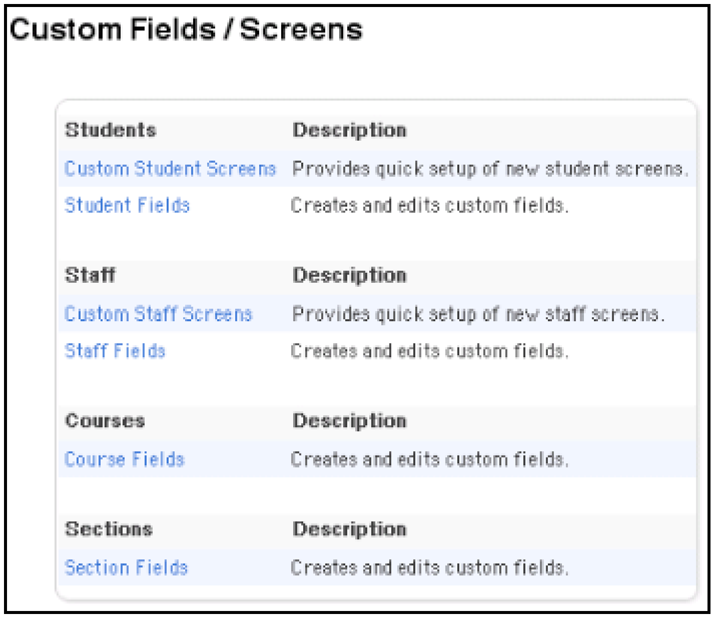
7. Click Submit. The List Custom Student Screen Fields page displays the edited field.



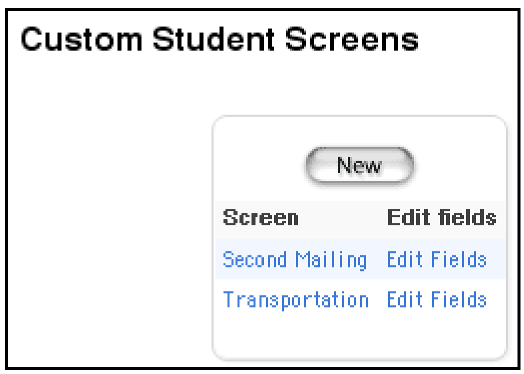
How to Delete Custom Student Screen Fields

1. On the start page, choose System from the main menu.

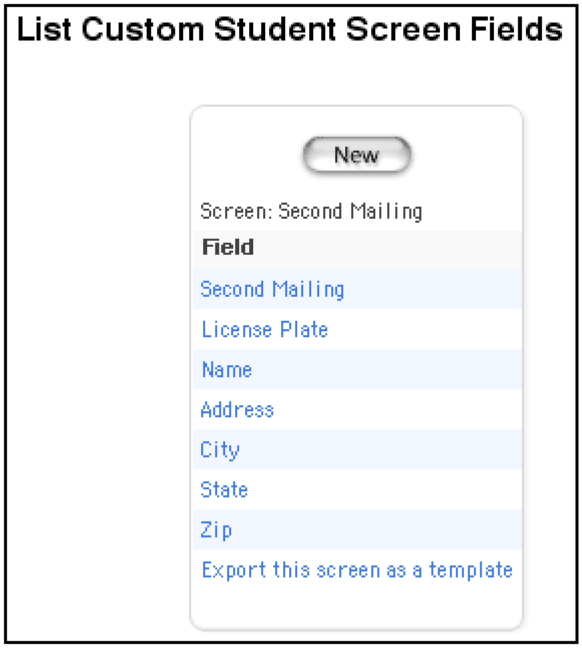
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



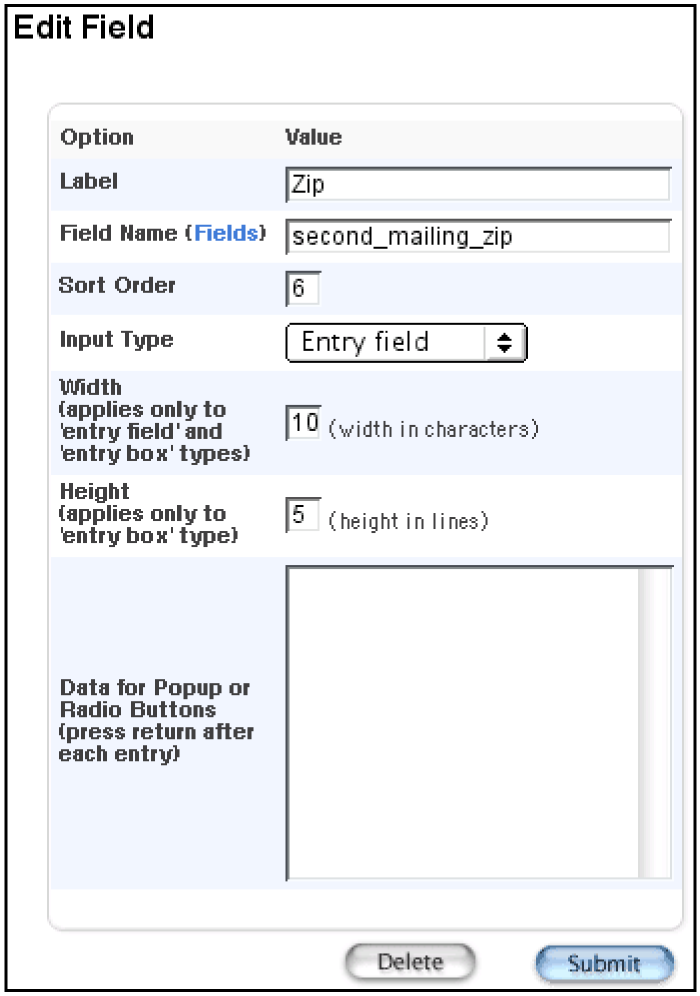
3. Click Custom Student Screens. The Student Custom Screens page appears.



4. Click Edit Fields next to the screen to be edited. The List Custom Student Screen Fields page appears.



5. Click the field to be edited. The Edit Field page appears.



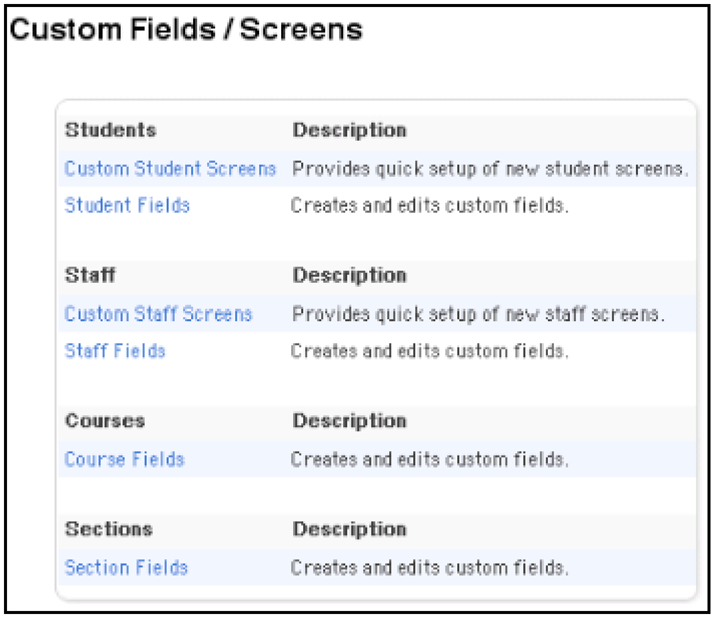
6. Click Delete. The Selection Deleted page appears.

How to Export a Student Screen as a Template

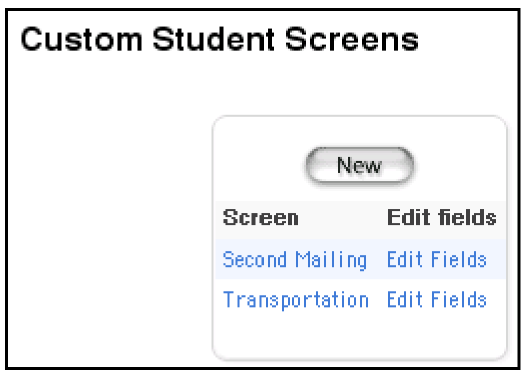
Export a custom screen to share with other PowerSchool administrators or to save as a backup for the custom screen. In addition, by exporting a custom screen and then deleting it, you can remove a custom screen from the system without losing it permanently.

1. On the start page, choose System from the main menu.

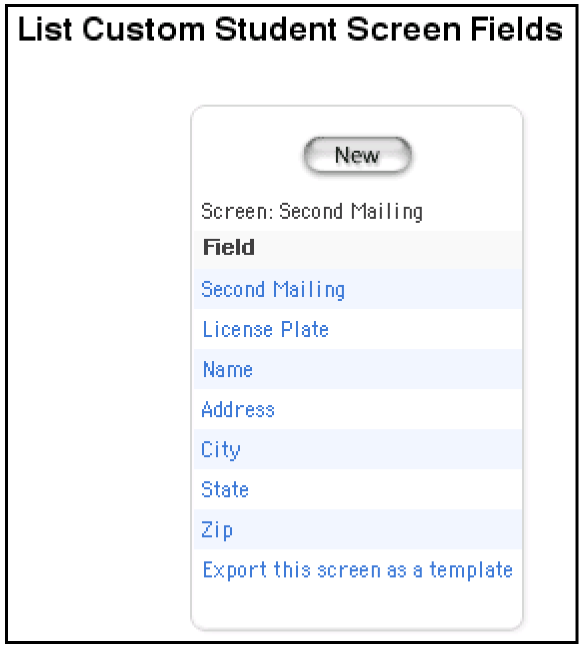
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



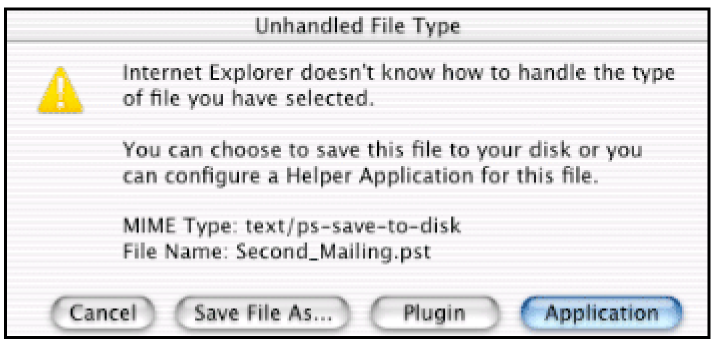
3. Click Custom Student Screens. The Student Custom Screens page appears.



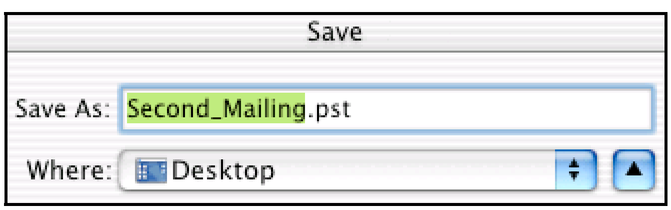
4. Click Edit Fields next to the screen to be exported as a template. The List Custom Student Screen Fields page appears.



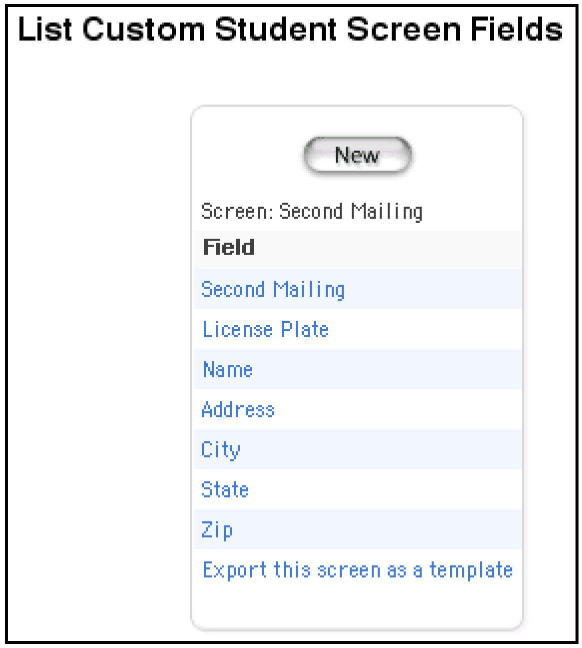
5. Click "Export this screen as a template." The File Download dialog appears.



6. Select Save File As... or "Save this file to disk."
7. Click OK. The Save As dialog appears.



8. Select a file location.
9. Click Save. The custom screen saves as a template, and the List Custom Student Screen Fields page appears.



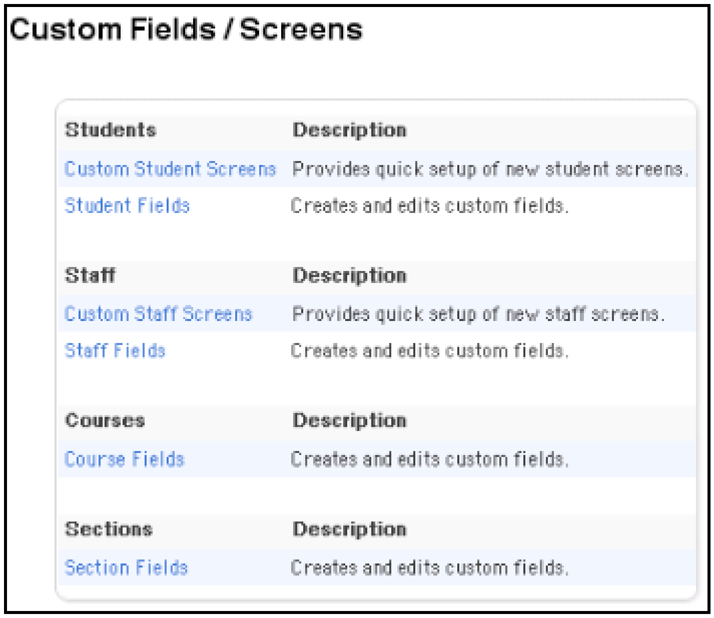
Custom Staff Fields and Screens

Use custom fields and screens to display a variety of information about staff. There is no limit to the number of custom fields that a school can create. For example, create a page that includes teacher certification fields to track this information for each teacher.

First, create the custom fields. Then, create the custom screen. Finally, add the custom fields to the custom screen you created.

How to Add Custom Staff Fields

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Staff Fields. The Staff Fields page appears.

4. Click New. The New Staff Field page appears.

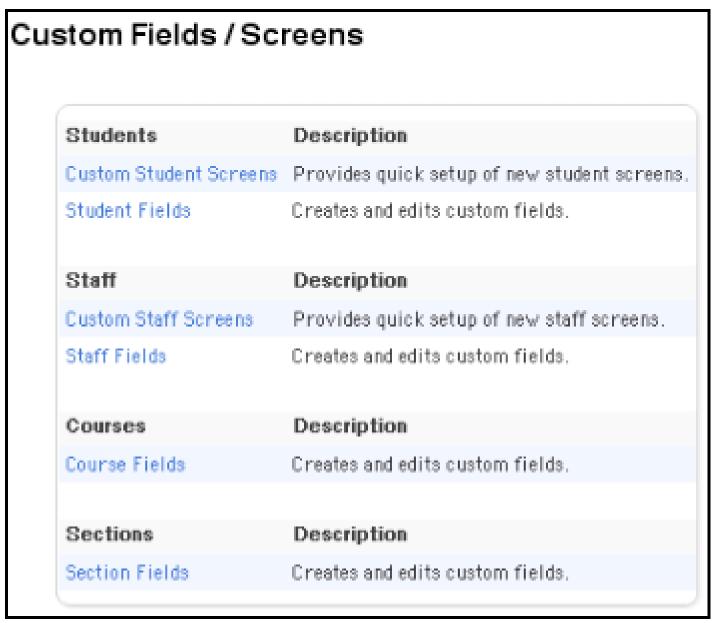
5. Use the following table to enter information in the fields:

Field	Description
Field Name	Enter the name of the field, such as DOE Certificate Number.
Description	Enter an explanation of the field and its purpose.

6. Click Submit. The Staff Fields page displays the new field.

How to Edit Custom Staff Fields

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Staff Fields. The Staff Fields page appears.

4. Click the name of the field you want to edit. The Edit Staff Field page appears.

5. Use the following table to edit information in the fields:

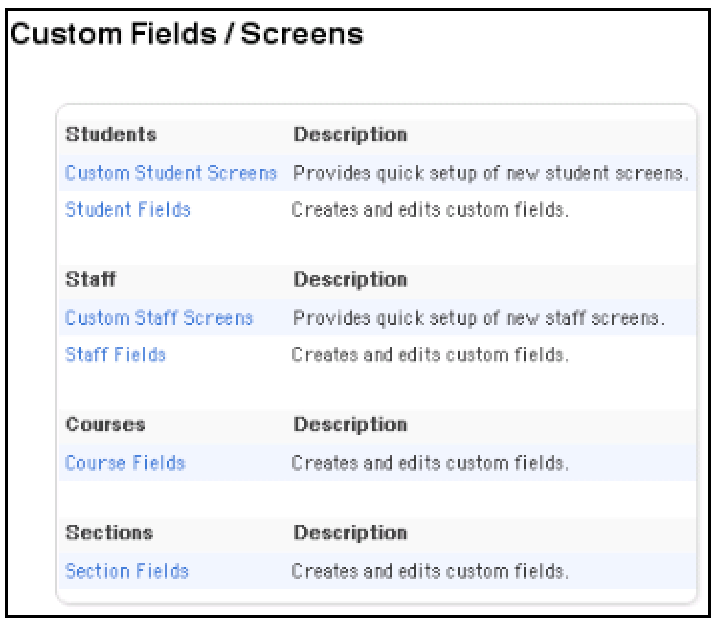
Field	Description
Field Name	Edit the name of the field, such as DOE Certificate Number.
Description	Edit an explanation of the field and its purpose.

6. Click Submit. The Staff Fields page displays the edited field.

How to Delete Custom Staff Fields

Deleting a custom field also deletes that field and its values from any custom pages. If you manually entered the field on a PowerSchool page, you must manually remove the field from the page.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Staff Fields. The Staff Fields page appears.

4. Click the name of the field you want to delete. The Edit Staff Field page appears.

5. Select the checkbox to confirm that you want to delete the field.

Note: If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

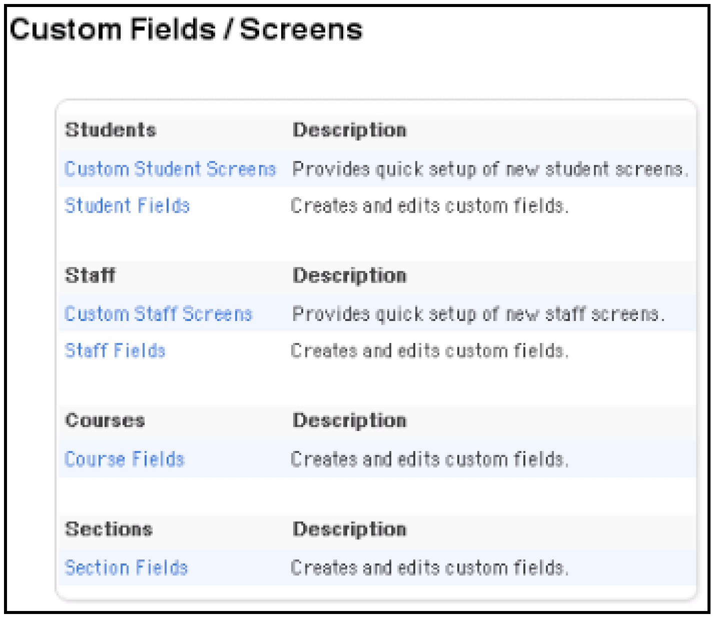
6. Click Delete. Do not leave the page until a message indicates that the process is complete. The Staff Field Deleted page appears.

Note: The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

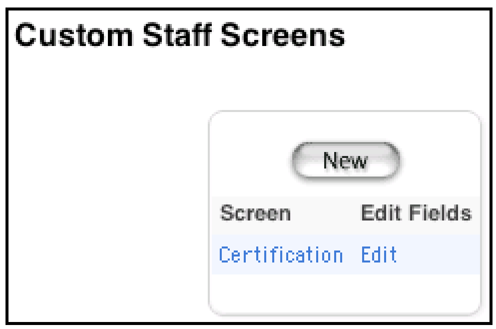
7. Click "Return to Custom Fields." The Custom Fields page displays.

How to Add Custom Staff Screens

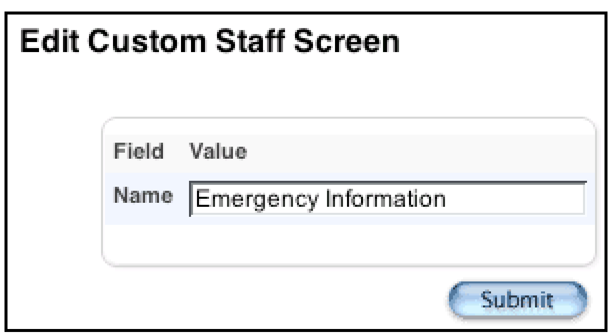
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



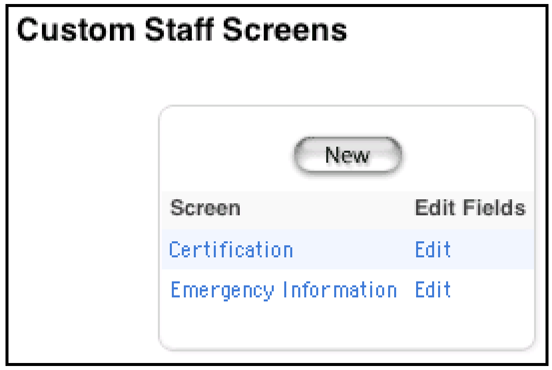
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



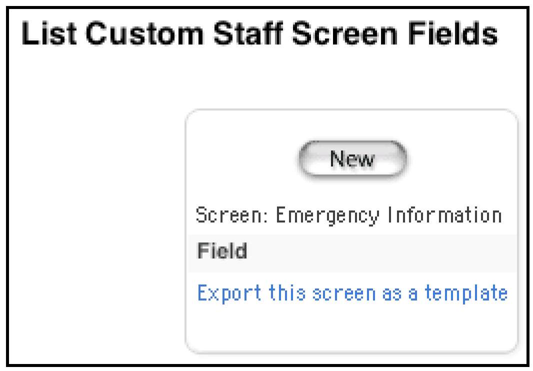
4. Click New. The Edit Custom Staff Screen page appears.



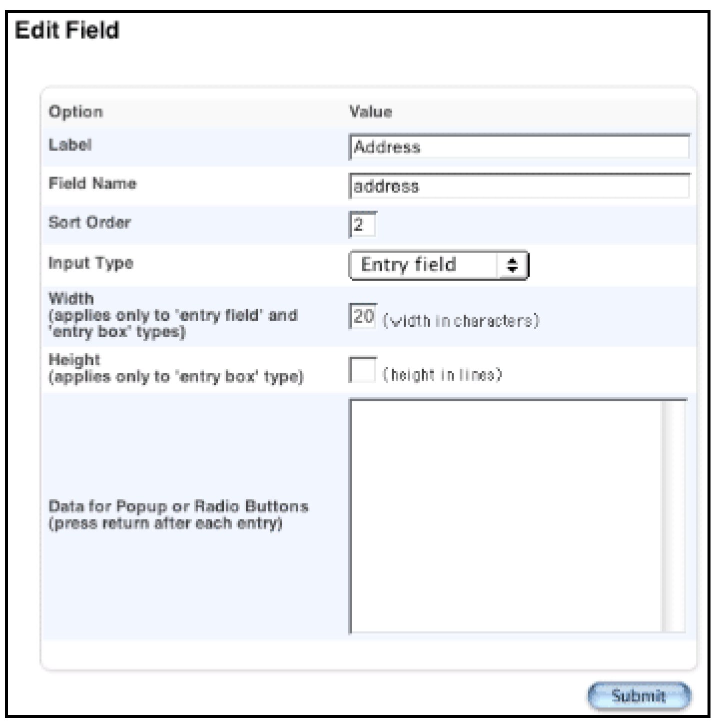
5. Enter the name of the screen in the Name field.
6. Click Submit. The Custom Staff Screens page displays the new page.



7. Click Edit next to the new screen. The List Custom Staff Screen Fields page appears.



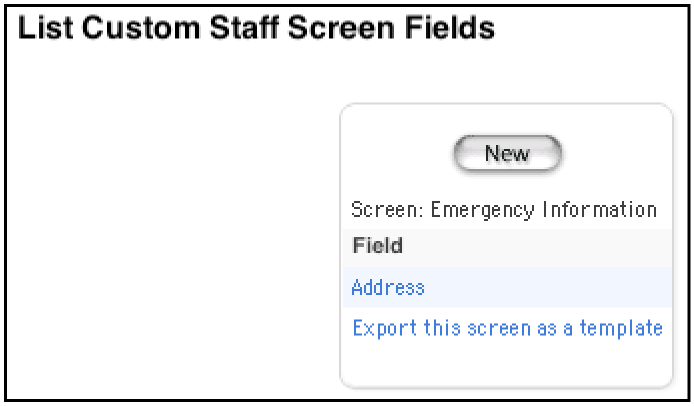
8. Click New. The Edit Field page appears.



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

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate. **Note:** To list the fields, click Fields. To create a custom field, see the section "**How to Add Custom Staff Fields**."
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: • Entry field: A small field in which the user enters free text. • Static field: A field in which you cannot change the text that displays. Use static fields to create headers above fields you want to group together, or to explain a field you place below it. • Checkbox: A checkbox a user clicks to check. • Pop-up menu: A pop-up menu from which a user selects a value. • Radio button: Small, round option button a user clicks to select. • Entry box: A large box in which users can enter multiple lines of free text.
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

10. Click Submit. The List Custom Staff Screen Fields page displays the field.

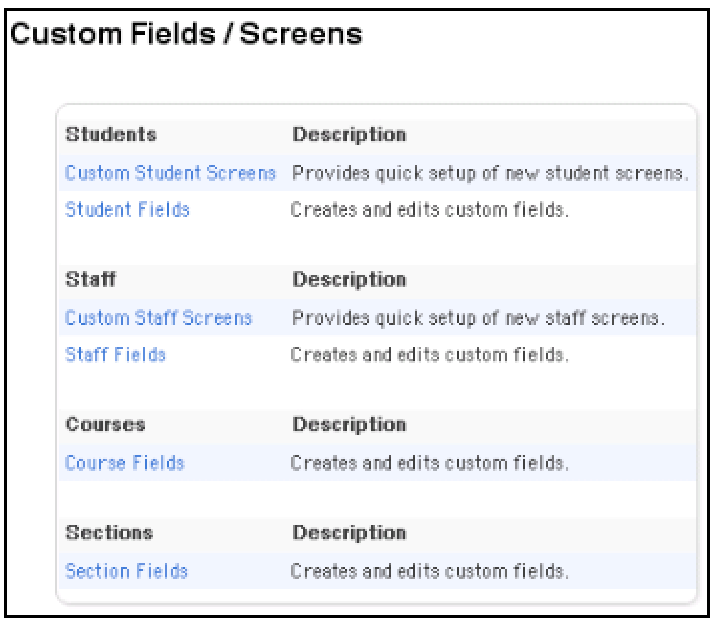


11. Repeat Step 8 through Step 10 for each field on the custom screen.

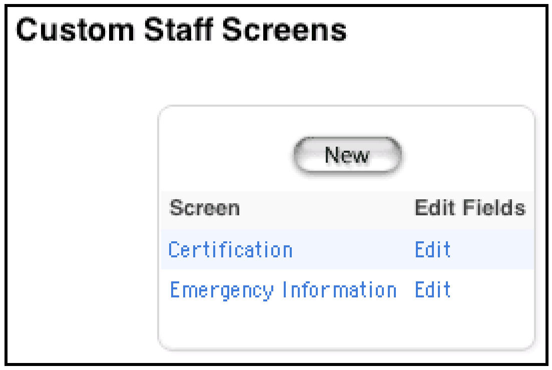
    Note: For more information on viewing the custom screen, see the section "**How to Edit Custom Staff Screens**."

How to Edit Custom Staff Screens

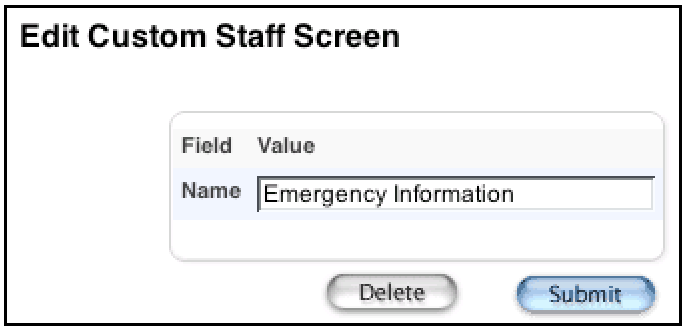
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



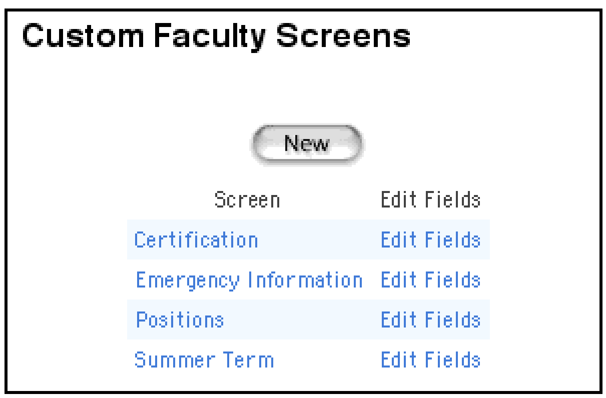
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



4. Click the name of the custom screen in the Screen column. The Edit Custom Staff Screen page appears.

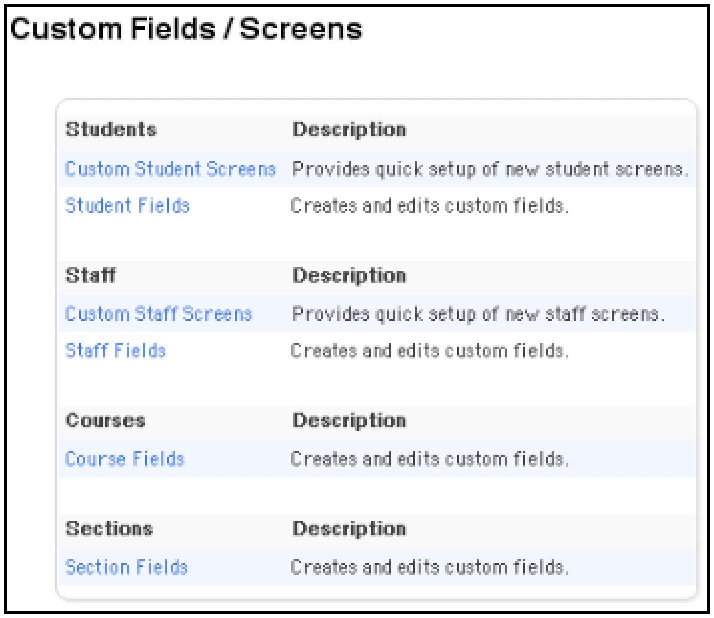


5. Edit the name of the custom staff screen in the Name field.
6. Click Submit. The Custom Staff Screens page displays the edited screen.

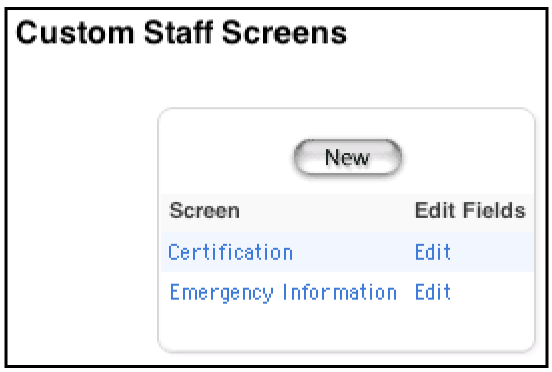


How to Delete Custom Staff Screens

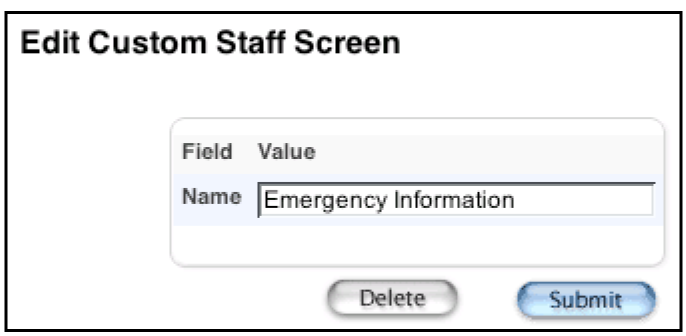
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



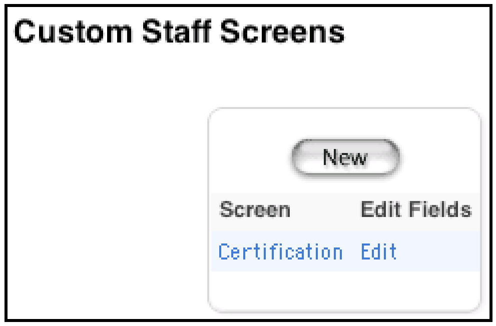
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



4. Click the name of the custom screen in the Screen column. The Edit Custom Staff Screen page appears.

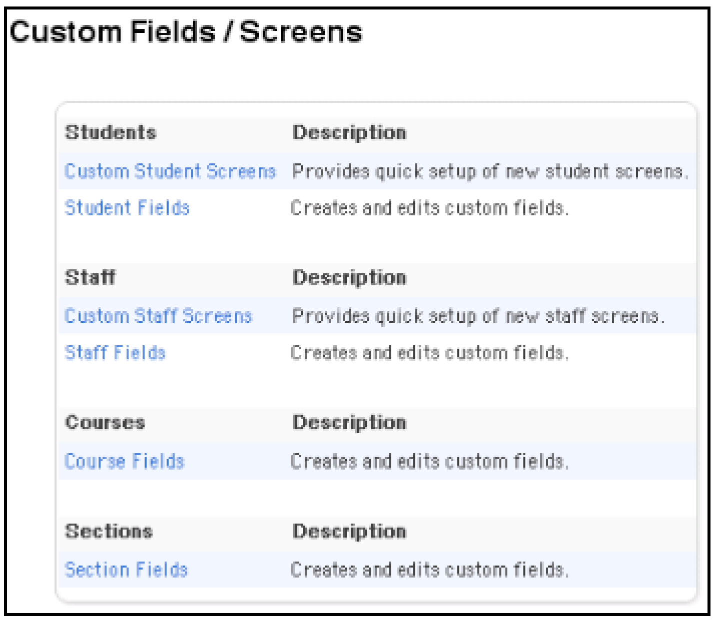


5. Click Delete. The Staff Custom Screens page displays without the deleted screen.

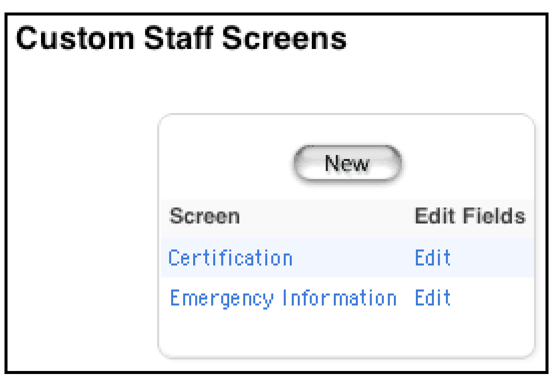


How to Edit Custom Staff Screen Fields

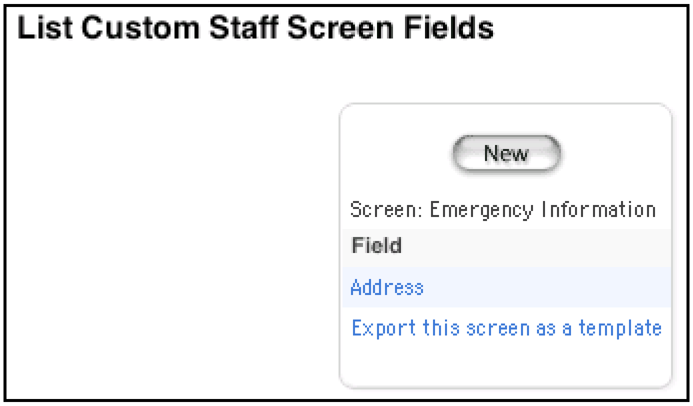
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



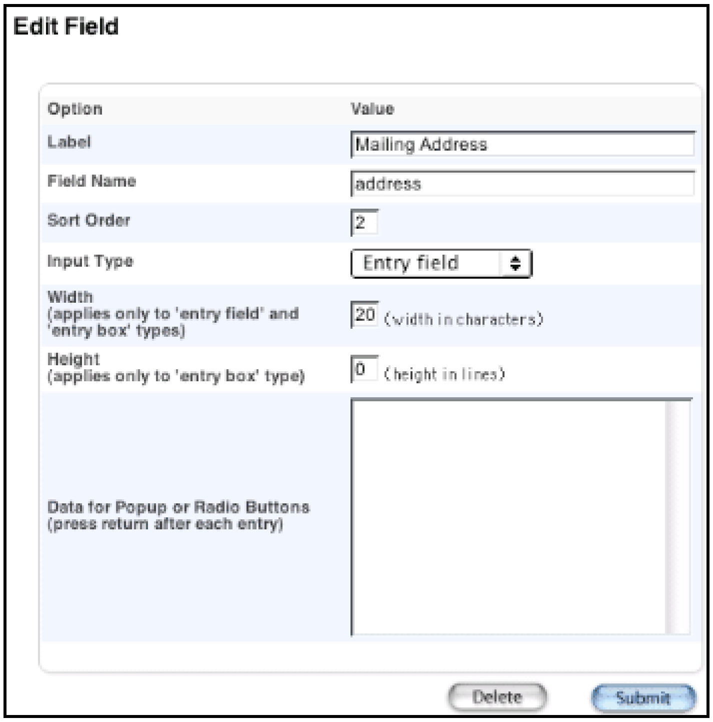
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



4. Click Edit next to the screen to be edited. The List Custom Staff Screen Fields page appears.



5. Click the field to be edited. The Edit Field page appears.



6. Use the following table to edit information in the fields:

Field	Description
Label	Enter the name you want to appear for the field on the custom screen.
Field Name	Define the internal PowerSchool field name, such as License_Plate. **Note:** To list the fields, click Fields. To create a custom field, see the section "**How to Add Custom Staff Fields**."
Sort Order	Enter a number to indicate the order in which you want this field to appear on the custom screen.

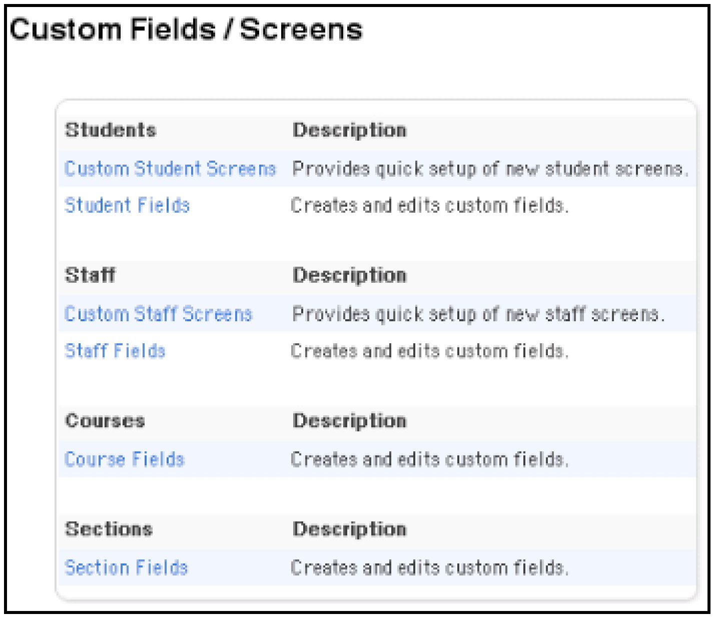
Field	Description
	field to appear on the custom screen.
Input Type	Use the pop-up menu to choose one of the following to determine the type of field you are creating: • Entry field: A small field in which the user enters free text. • Static field: A field in which you cannot change the text that displays. Use static fields to create headers above fields you want to group together, or to explain a field you place below it. • Checkbox: A checkbox a user clicks to check. • Pop-up menu: A pop-up menu from which a user selects a value. • Radio button: Small, round option button a user clicks to select. • Entry box: A large box in which users can enter multiple lines of free text.
Width	If you chose "Entry field" or "Entry box" at the Input Type field, enter the width in characters of the field or box.
Height	If you chose "Entry box" at the Input Type field, enter the height of the box in lines.
Data for Popup or Radio Buttons	If you chose "Pop-up menu" or "Radio button" at the Input Type field, enter the options the users can select at the field.

7. Click Submit. The List Custom Staff Screen Fields page displays the edited field.

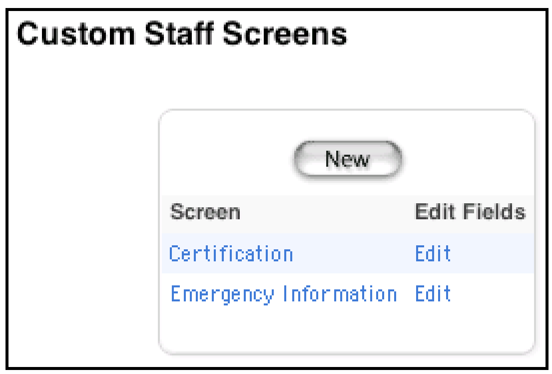
How to Delete Custom Staff Screen Fields

1. On the start page, choose System from the main menu.

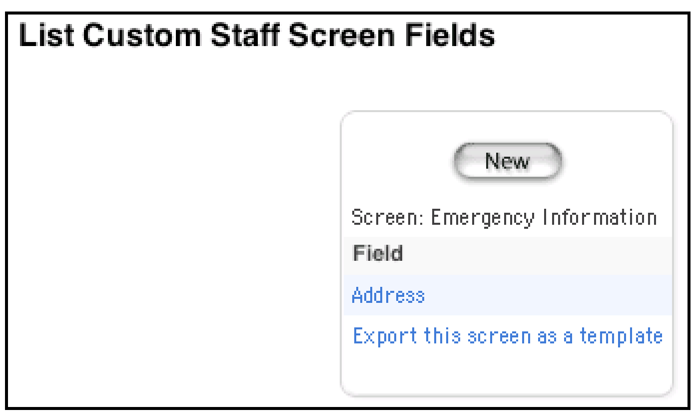
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



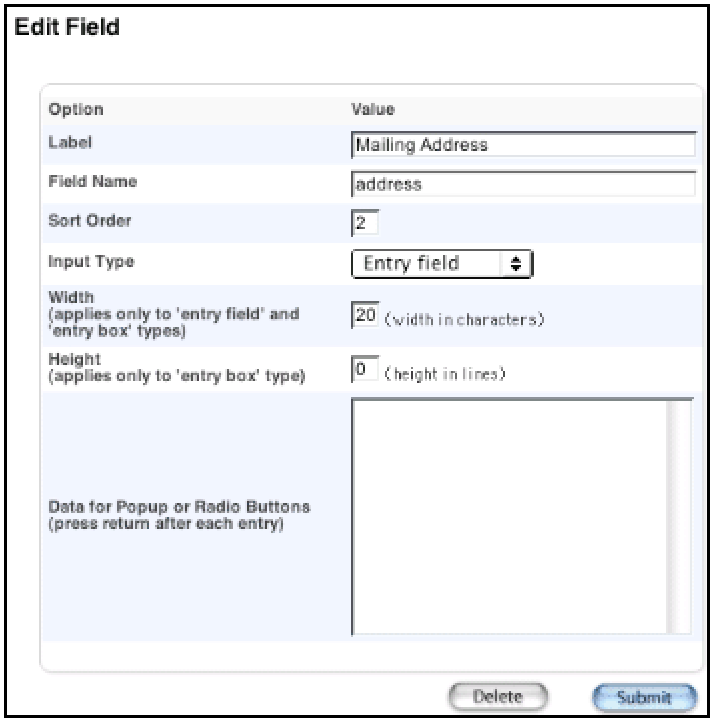
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



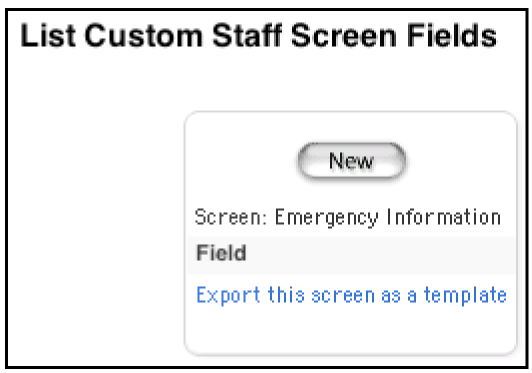
4. Click Edit next to the screen to be edited. The List Custom Staff Screen Fields page appears.



5. Click the field to be edited. The Edit Field page appears.



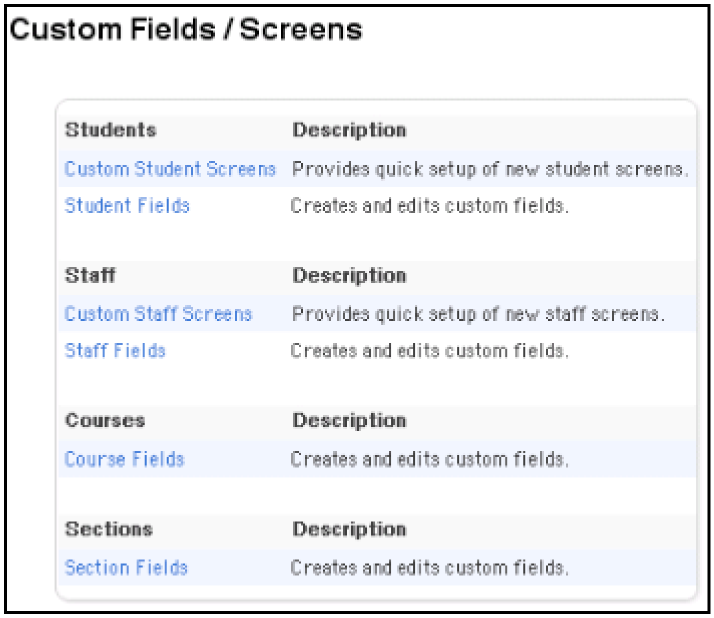
6. Click Delete. The List Custom Staff Screen Fields page displays without the deleted field.



How to Export a Staff Screen as a Template

Export a custom screen to share with other PowerSchool administrators or to save as a backup. In addition, by exporting a custom screen and then deleting it, you can remove a custom screen from the system without losing it permanently.

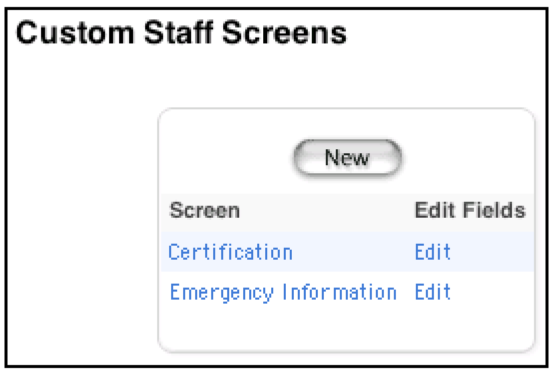
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



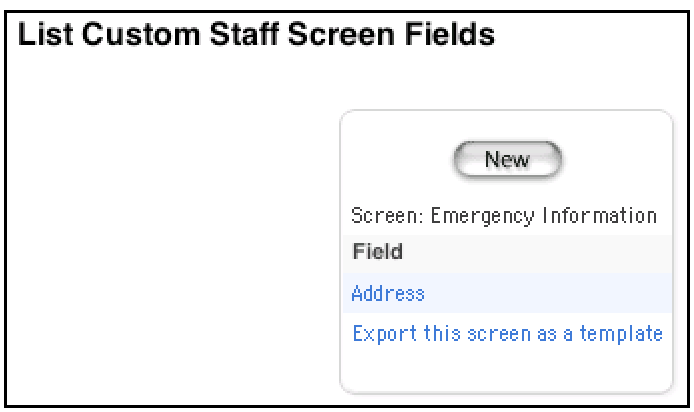
Custom Fields / Screens

Students	Description
Custom Student Screens	Provides quick setup of new student screens.
Student Fields	Creates and edits custom fields.
Staff	**Description**
Custom Staff Screens	Provides quick setup of new staff screens.
Staff Fields	Creates and edits custom fields.
Courses	**Description**
Course Fields	Creates and edits custom fields.
Sections	**Description**
Section Fields	Creates and edits custom fields.

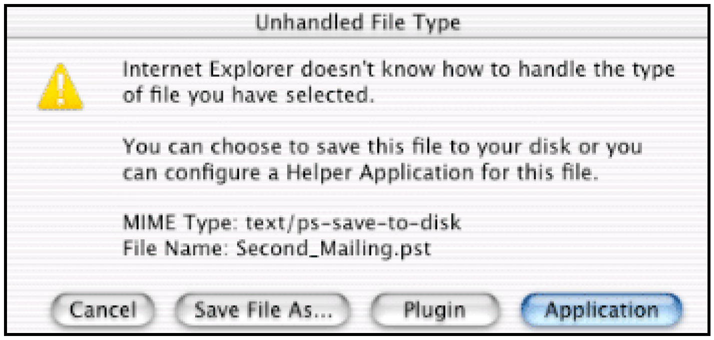
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



4. Click Edit Fields next to the screen to be exported as a template. The List Custom Staff Screen Fields page appears.

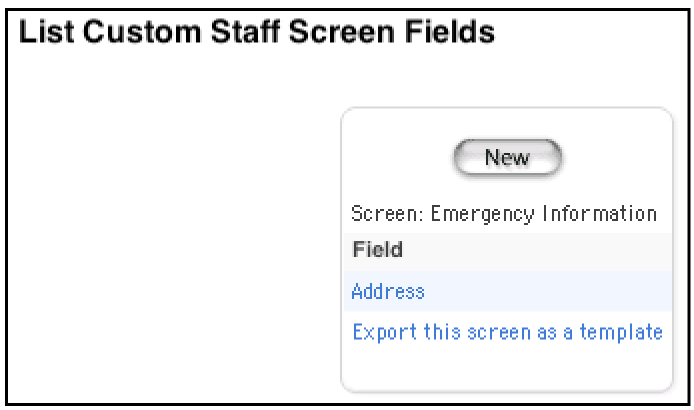


5. Click "Export this screen as a template." The File Download dialog appears.



6. Select "Save this file to disk."
7. Click OK. The Save As dialog appears.

8. Select a file location.
9. Click Save. The custom screen saves as a template, and the List Custom Staff Screen Fields page appears.



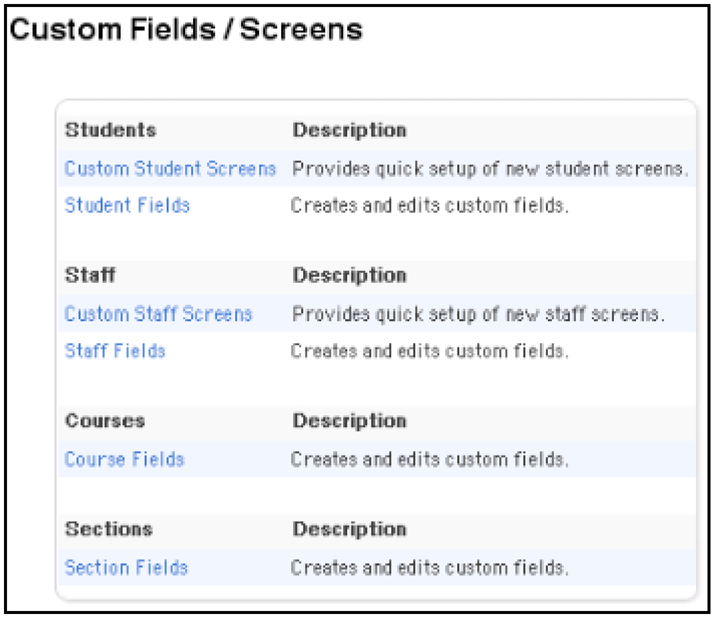
Custom Course Fields

Use custom fields to display a variety of information about courses. There is no limit to the number of custom fields that a school can create. For example, create a custom field called Demand to track last year's demand for a particular course.

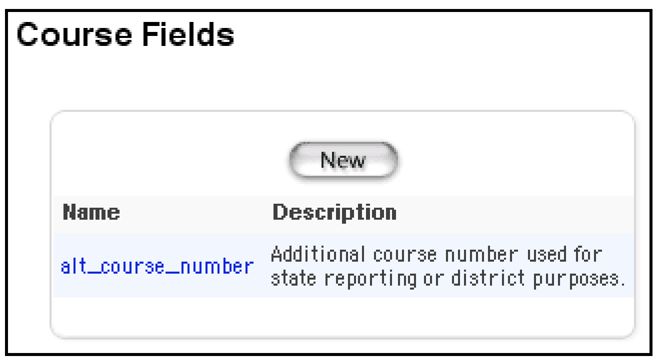
Create the custom course fields. Then, either add the custom fields to a page in PowerSchool or enter values for the fields using the Direct Database Access function, also known as Universal Search & Modify (USM).

How to Add Custom Course Fields

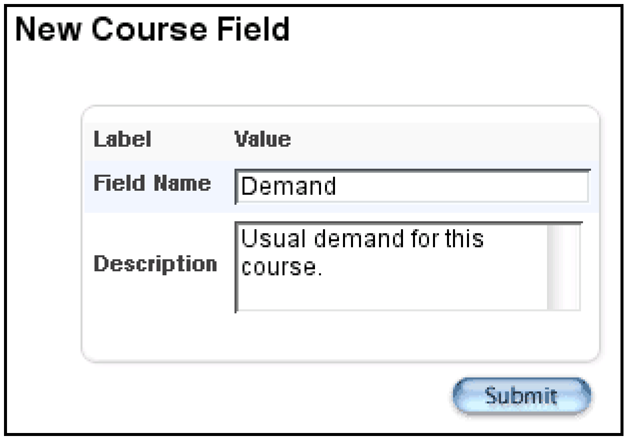
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Course Fields. The Course Fields page appears.



4. Click New. The New Course Field page appears.



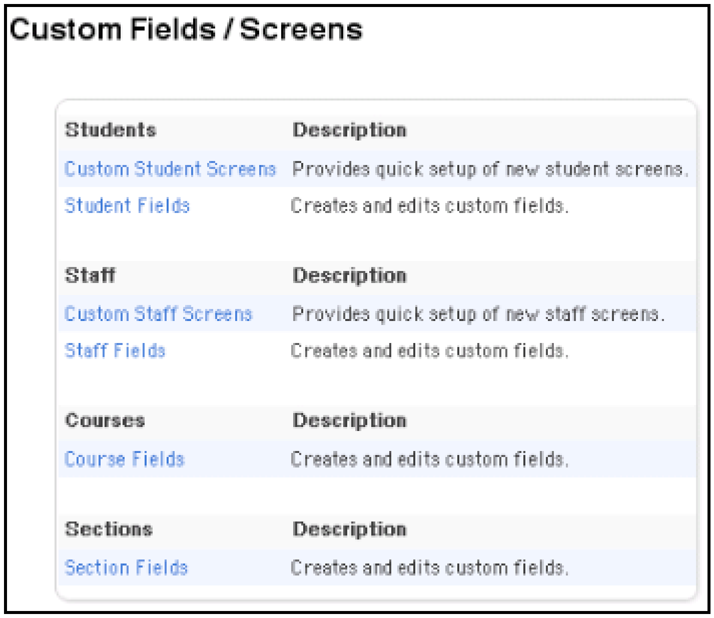
5. Use the following table to enter information in the fields:

Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

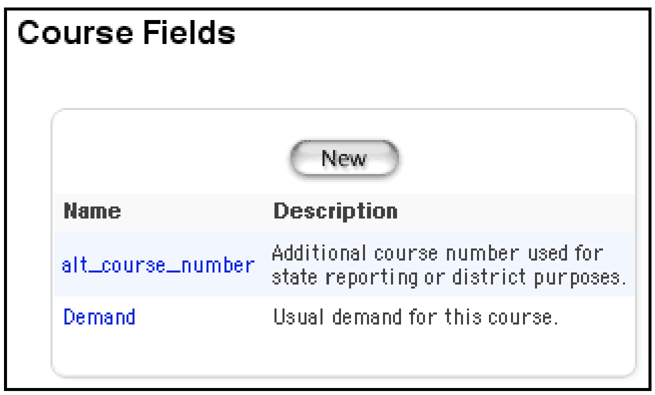
6. Click Submit. The Course Fields page displays the new field.

How to Edit Custom Course Fields

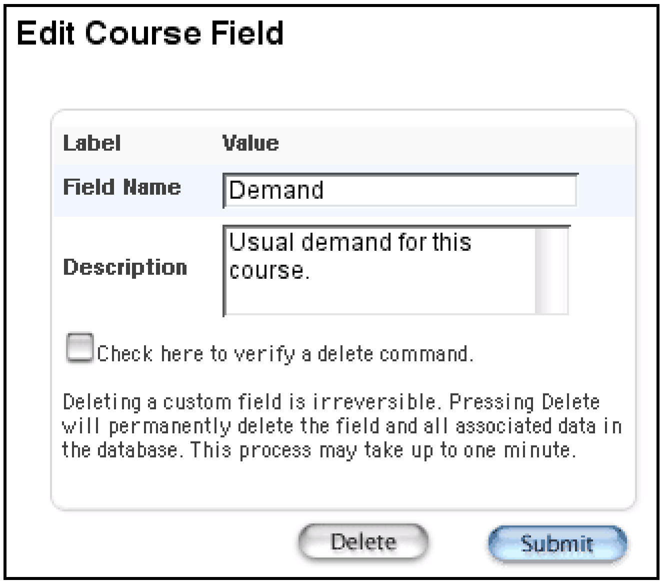
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Course Fields. The Course Fields page appears.



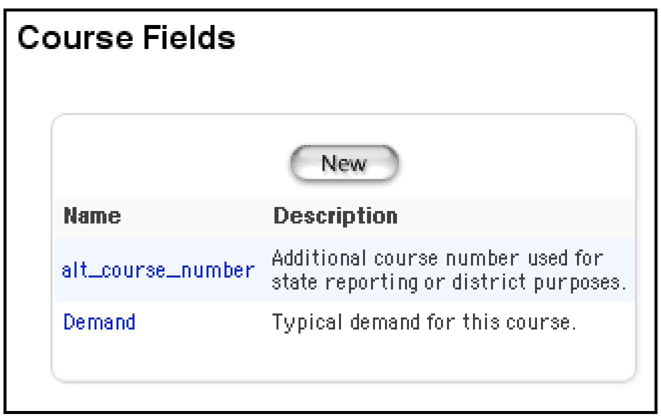
4. Click the name of the field you want to edit. The Edit Course Field page appears.



5. Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

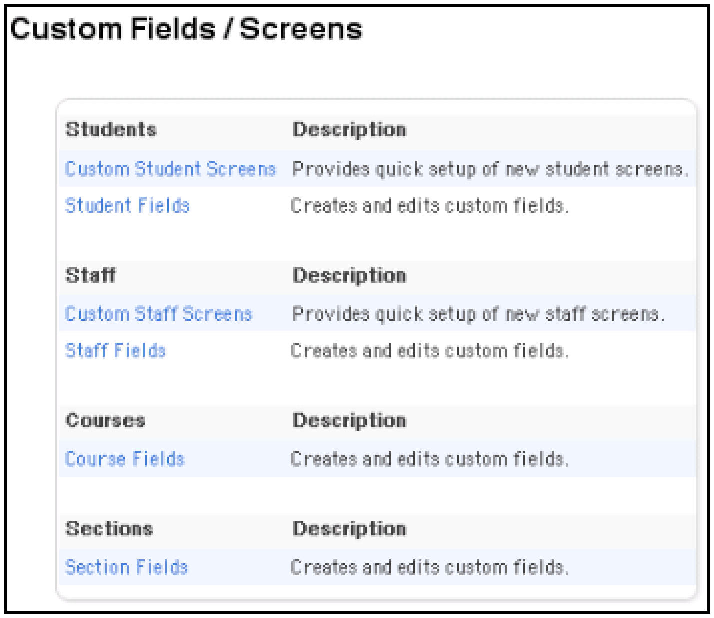
6. Click Submit. The Course Fields page displays the edited field.



How to Delete Custom Course Fields

Deleting a custom field deletes the field and its values. If you manually entered the field on a PowerSchool page, you must manually remove the field from the page.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



Custom Fields / Screens

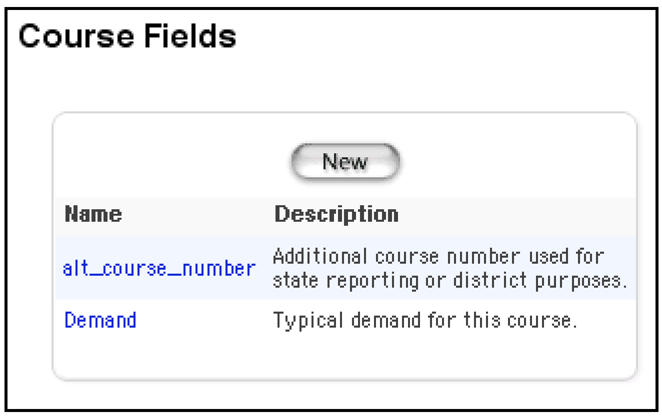
Students	Description
Custom Student Screens	Provides quick setup of new student screens.
Student Fields	Creates and edits custom fields.

Staff	Description
Custom Staff Screens	Provides quick setup of new staff screens.
Staff Fields	Creates and edits custom fields.

Courses	Description
Course Fields	Creates and edits custom fields.

Sections	Description
Section Fields	Creates and edits custom fields.

3. Click Course Fields. The Course Fields page appears.

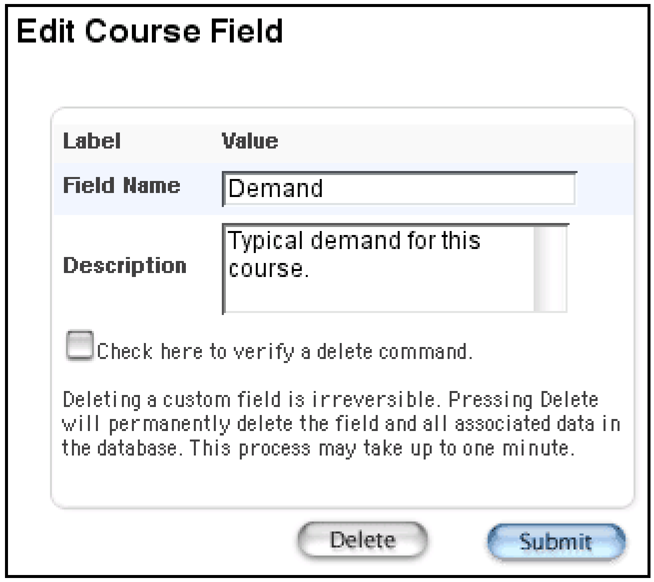


Course Fields

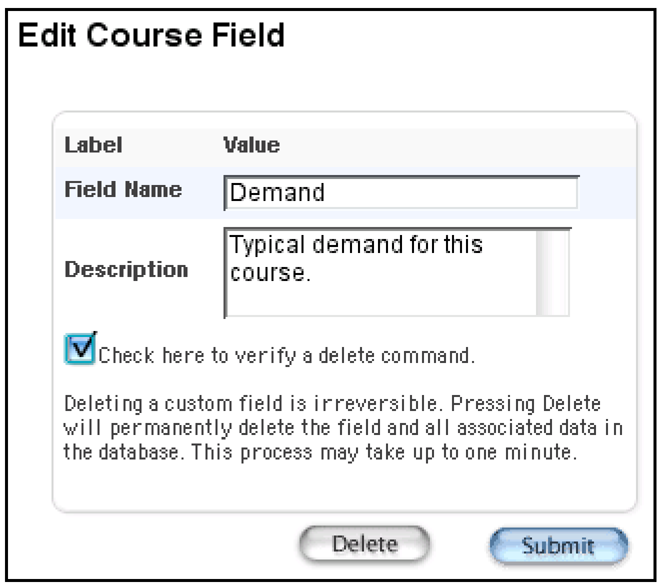
New

Name	Description
alt_course_number	Additional course number used for state reporting or district purposes.
Demand	Typical demand for this course.

4. Click the name of the field you want to delete. The Edit Course Field page appears.



5. Select the checkbox to confirm that you want to delete the field.



Note: If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

6. Click Delete. Do not leave the page until a message appears indicating that the process is complete. The Custom Field Deleted page appears.

Note: The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

7. Click "Return to Custom Fields." The Custom Fields page appears.

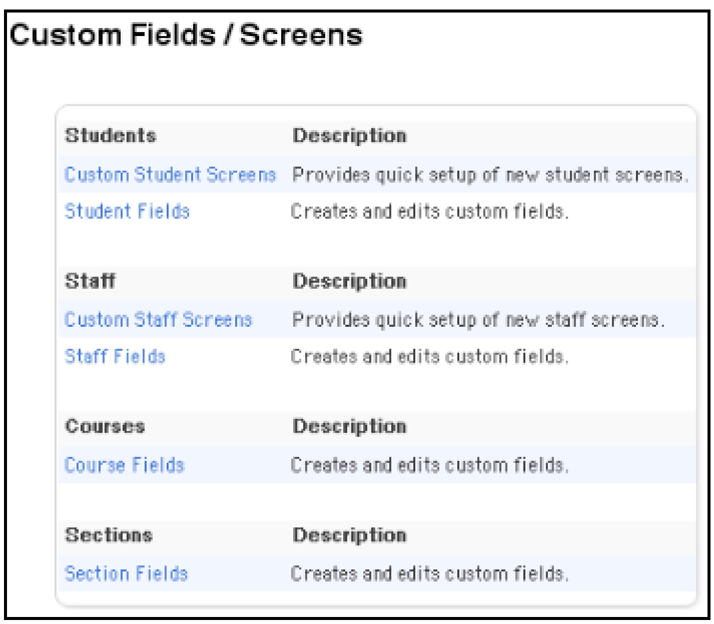
Custom Section Fields

Use custom fields to display a variety of information about sections. There is no limit to the number of custom fields that a school can create. For example, create a custom field called Field Trip to identify the field trips taken during a particular section.

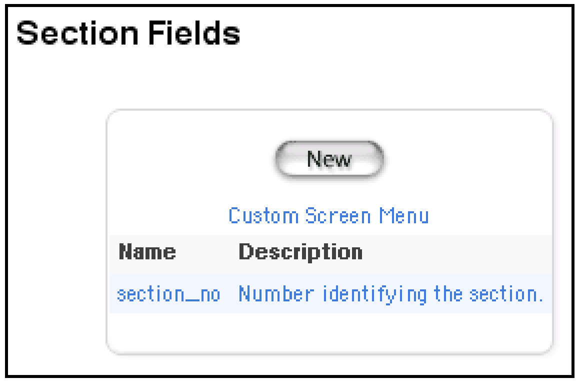
Create the custom section fields. Then, either add the custom fields to a page in PowerSchool or enter values for the fields using the Direct Database Access function, also known as Universal Search & Modify (USM).

How to Add Custom Section Fields

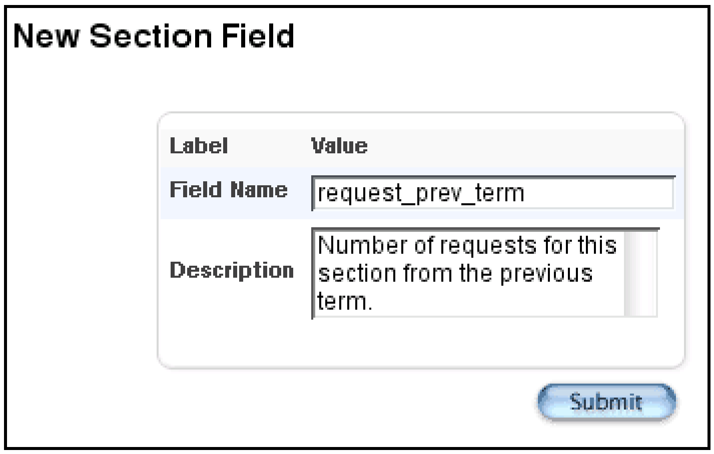
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Section Fields. The Section Fields page appears.



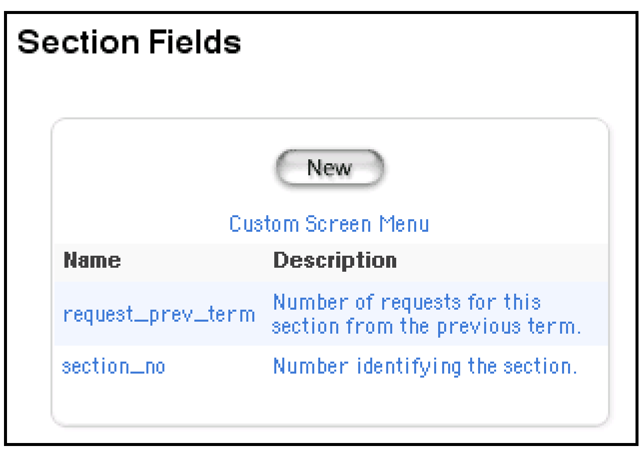
4. Click New. The New Section Field page appears.



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

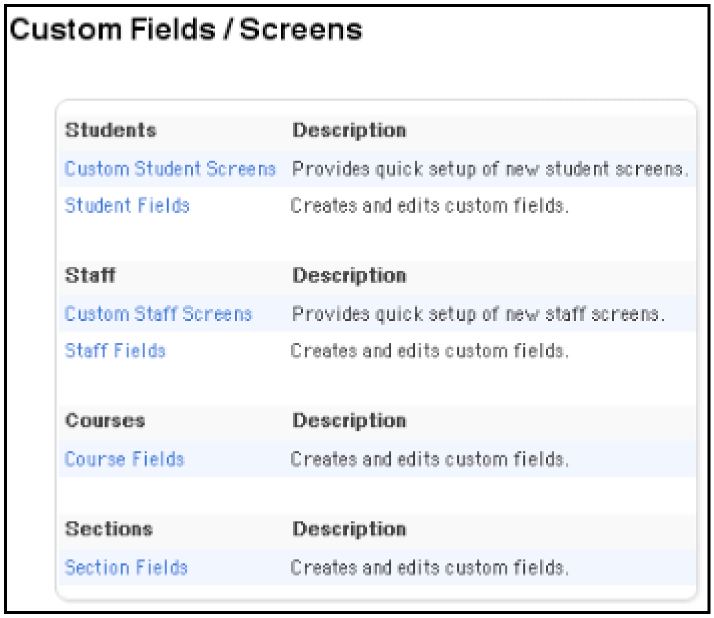
Field	Description
Field Name	Enter the name of the field.
Description	Enter an explanation of the field and its purpose.

6. Click Submit. The Section Fields page displays the new field.

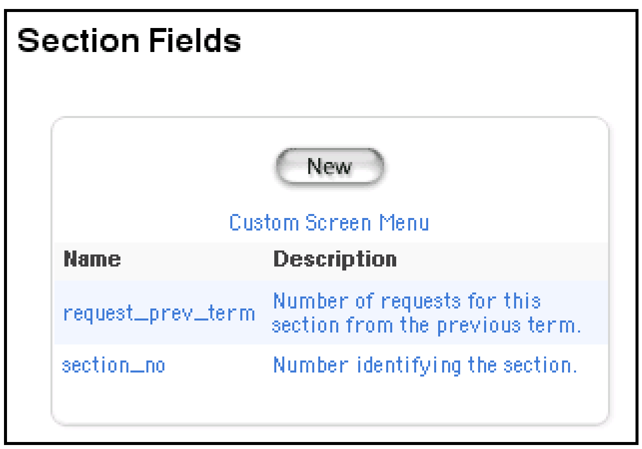


How to Edit Custom Section Fields

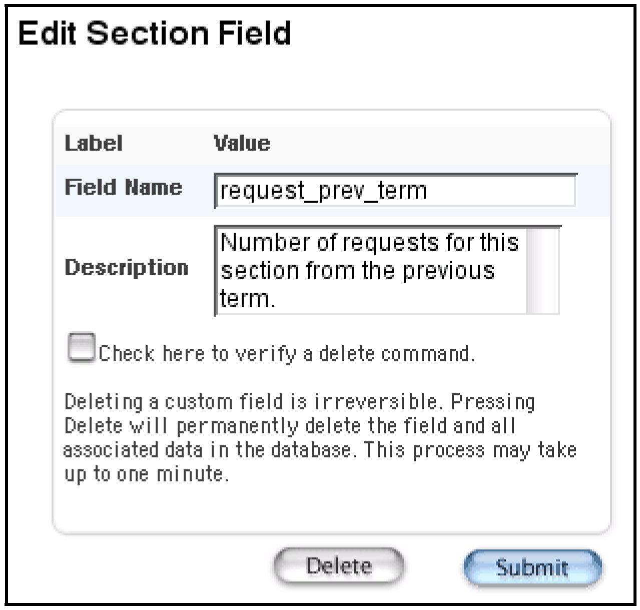
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



3. Click Section Fields. The Section Fields page appears.



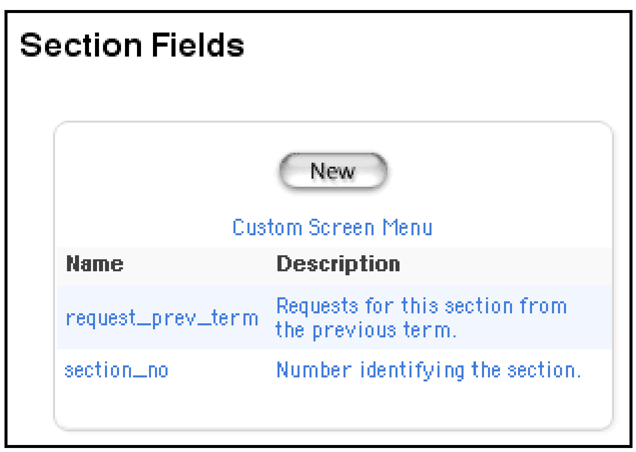
4. Click the name of the field you want to edit. The Edit Section Field page appears.



5. Use the following table to edit information in the fields:

Field	Description
Field Name	Edit the name of the field.
Description	Edit an explanation of the field and its purpose.

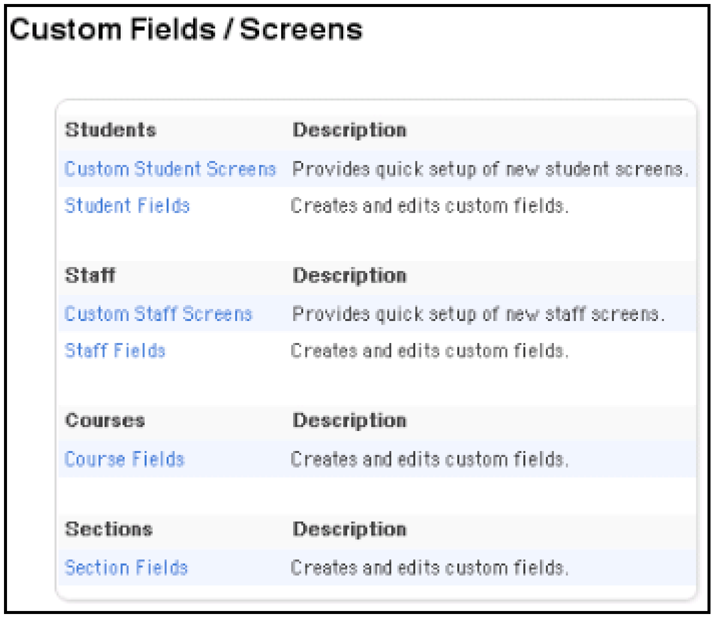
6. Click Submit. The Section Fields page displays the edited field.



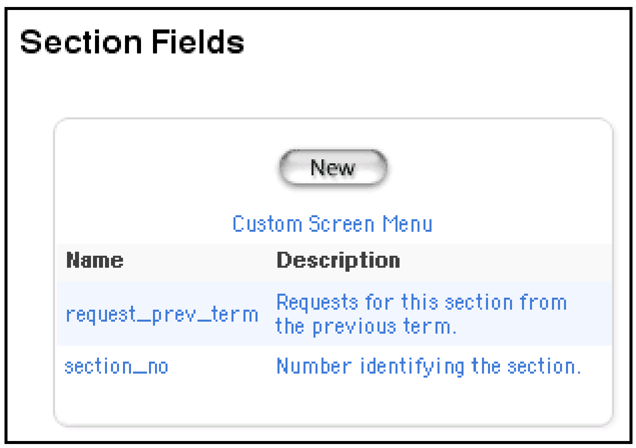
How to Delete Custom Section Fields

Deleting a custom field deletes the field and its values. If you manually entered the field on a PowerSchool page, you must manually remove it from the page.

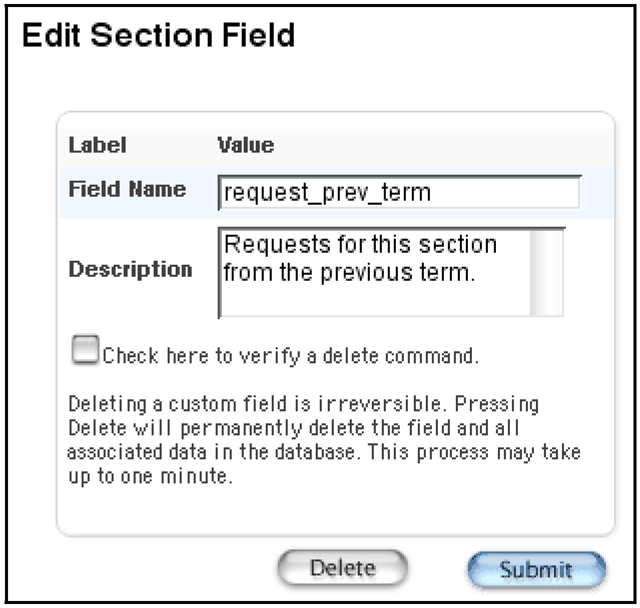
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



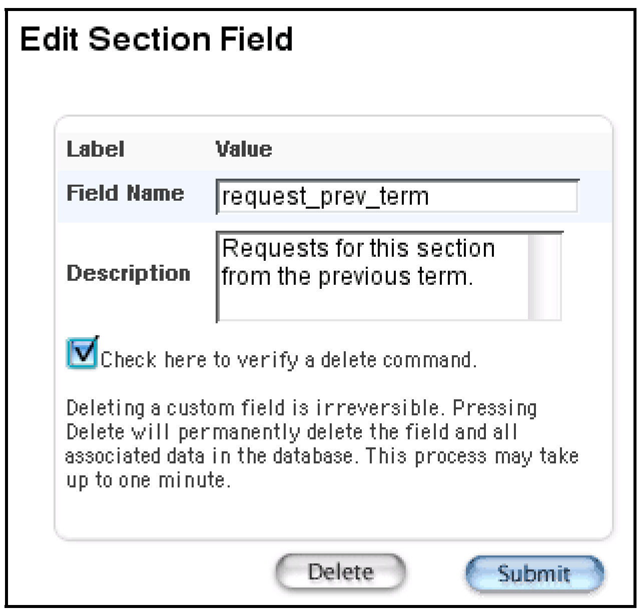
3. Click Section Fields. The Section Fields page appears.



4. Click the name of the field you want to delete. The Edit Section Field page appears.



5. Select the checkbox to confirm that you want to delete the field.



Note: If you do not select this checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.

6. Click Delete. Do not leave the page until a message indicates that the process is complete. The Section Field Deleted page appears.

Note: The system lists any PowerSchool pages that include the custom field. If any pages appear, you must manually remove the fields from those pages.

Direct Database Export

Direct Database Access (DDA), also called Universal Search & Modify (USM), is one of the most versatile features of your PowerSchool system. Use DDA to search and match data in all of the internal tables on your PowerSchool server.

Note: Depending on your security settings, you may not be able to perform all functions.

PowerSchool data is stored in a relational database of tables. Each table contains an unlimited number of fields. When you use DDA, you directly access a table in the relational database.

Use PowerSchool's Direct Database Export (DDE) page when you need to create an export file or report that contains records from the tables. Use another application, such as a spreadsheet application, to view or organize the records. Unlike using the Export Using Template page, you can match and export data from two related tables.

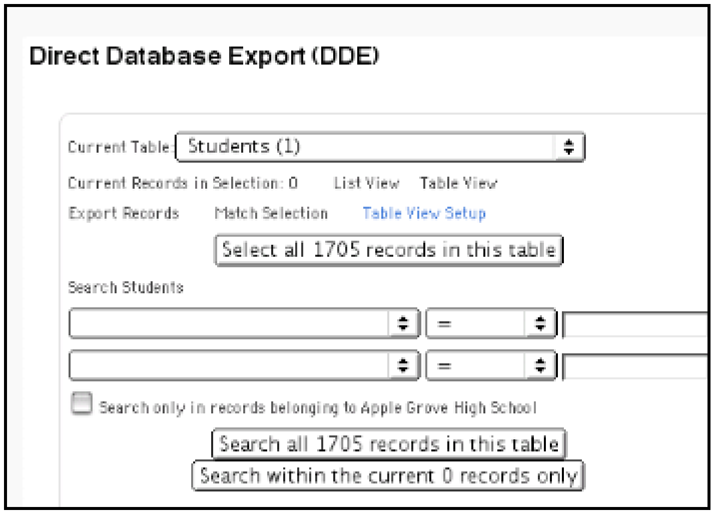
You do not have to access DDA to export data from it. You can export DDA data while you are logged in to PowerSchool. When you export data from DDA, the system creates an independent export file that you can open or update using any application you want.

For example, assume you want to export all ninth graders and their current grades to a software application in which you can create a pie graph. Use the DDE function to match the records in the student table to the current grades table; then, export both tables of data, open the export file in a spreadsheet application, and create the graph.

How to Select Records for Export-List View

View a list of all records in a selected table or search for specific records in a table. You can also limit the export to records for all schools on your system or for just one school. For example, export student data about California residents in fourth grade or above who attend all schools on the system.

1. On the start page, choose System from the main menu.
2. Click Direct Database Export. The Direct Database Export (DDE) page appears.

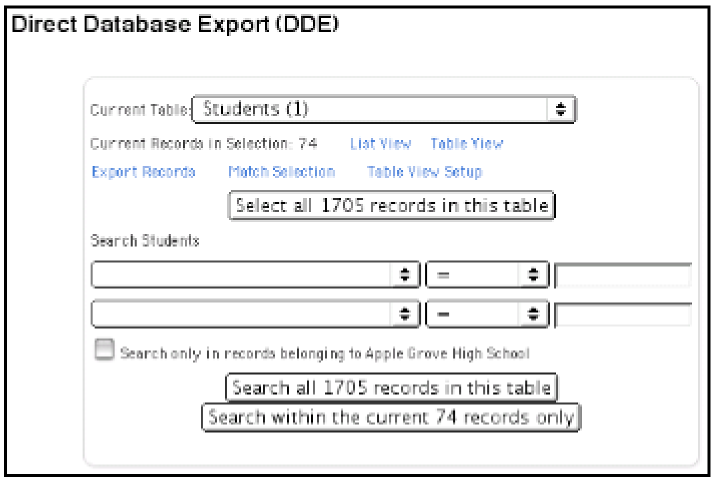


3. Use the following table to enter information in the fields:

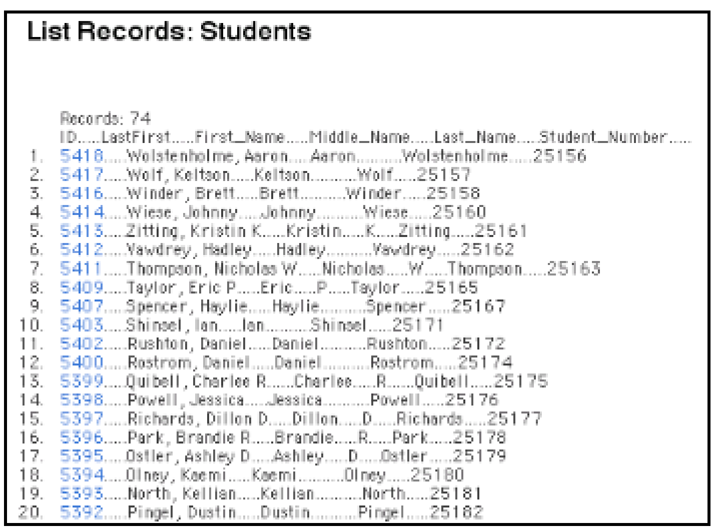
Field	Description
Current Table	Choose the table from which you want to export records from the pop-up menu. **Note:** For a complete list of PowerSchool tables and fields, see **http://your.school.address/admin/home?ac=structure**.
Select all [x] records in this table	To indicate the records to use in the export, do one of the following: • Click "Select all [number of] records in this table" to select all records and skip to Step 10. • Identify search criteria in the Search Students fields by continuing to the next step. **Note:** Search for students either on the Search Students page before beginning this procedure or on the Direct Database Export page. Repeat Step 5 through Step 7 to use the second search field on the Direct Database Export page, or repeat Step 5 through Step 9 to narrow the search results even further.
Search Students	Choose a field from the first pop-up menu. Choose an operator from the second pop-up menu: • Equals (=) • Less than (<) • Greater than (>) • Less than or equal to (<=) • Greater than or equal to (>=)

Field	Description
	• Does not equal (#) • Contains (contains) • Does not contain (!Contain) Enter the value for the field in the last field.
Search only in records belonging to [school name]	Select this checkbox to filter your school's records in the search.

4. Click "Search within the current [# of selected] records only." The Direct Database Export (DDE) page displays the new number of current records in selection.



5. Click List View to make sure you selected the records you want to export. The List Records: [Table name] page appears with the fields separated by five periods.



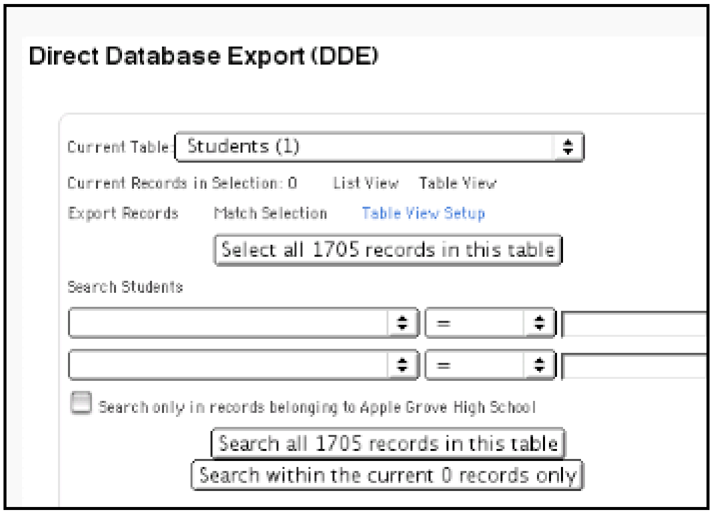
Note: Click the field value to link to the Display Record page.

How to Select Records for Export-Table View

View a report in a table format of all records in a selected table, or search for specific records in a table. You can also limit the export to records for all schools on your system or just one school. For example, export student data about California residents in fourth grade or above who attend all schools on the system.

To modify the format of the table view, see the section "**How to Format the DDE Table View**."

1. On the start page, choose System from the main menu.
2. Click Direct Database Export. The Direct Database Export (DDE) page appears.

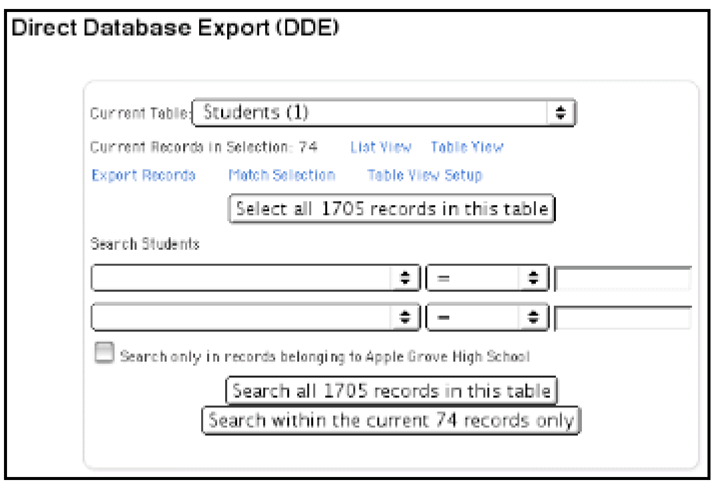


3. Use the following table to enter information in the fields:

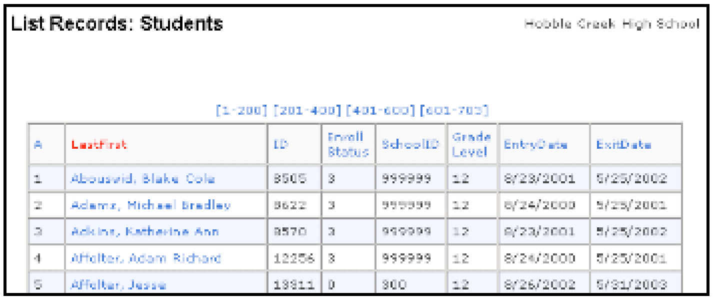
Field	Description
Current Table	Choose the table from which you want to export records from the pop-up menu. **Note:** For a complete list of PowerSchool tables and fields, see **http://your.school.address/admin/home?ac=structure**.
Select all [x] records in this table	To indicate the records to use in the export, do one of the following: • Click "Select all [number of] records in this table" to select all records and skip to Step 10. • Identify search criteria in the Search Students fields by continuing to the next step. **Note:** Search for students either on the Search Students page before beginning this procedure or on the Direct Database Export page. Repeat Step 5 through Step 7 to use the second search field on the Direct Database Export page, or repeat Step 5 through Step 9 to narrow the search results even further.

Field	Description
Search Students	Choose a field from the first pop-up menu. Choose an operator from the second pop-up menu: • Equals (=) • Less than (<) • Greater than (>) • Less than or equal to (<=) • Greater than or equal to (>=) • Does not equal (#) • Contains (contains) • Does not contain (!Contain) Enter the value for the field in the last field.
Search only in records belonging to [school name]	Select this checkbox to filter your school's records in the search.

4. Click "Search within the current [# of selected] records only." The Direct Database Export (DDE) page displays the new number of current records in selection.



5. Click Table View to make sure you selected the records you want to export. The List Records: [Table name] page appears with the records in a table format.

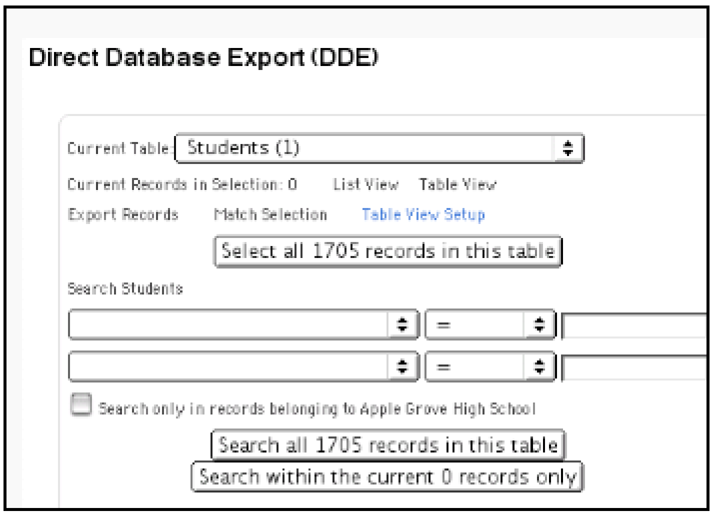


#	LastFirst	ID	Enroll Status	SchoolID	Grade Level	EntryDate	ExitDate
1	Abousvid, Blake Cole	8505	3	999999	12	8/23/2001	5/25/2002
2	Adams, Michael Bradley	8622	3	999999	12	8/24/2000	5/25/2001
3	Adkins, Katherine Ann	8570	3	999999	12	8/23/2001	5/25/2002
4	Affolter, Adam Richard	12256	3	999999	12	8/24/2000	5/25/2001
5	Affolter, Jesse	13811	0	800	12	8/26/2002	5/31/2003

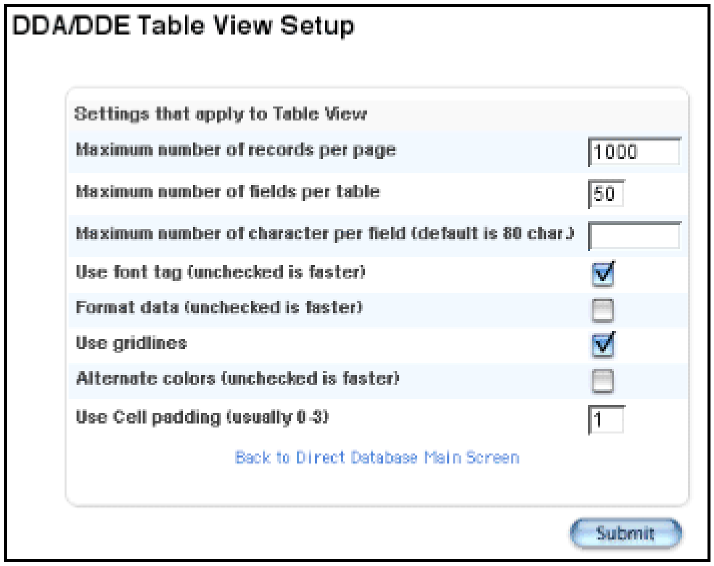
Note: Click the field value to link to the Modify Record page.

How to Format the DDE Table View

1. On the start page, choose System from the main menu.
2. Click Direct Database Export. The Direct Database Export (DDE) page appears.



3. Click Table View Setup. The DDA/DDE Table View Setup page appears.



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

Field	Description
Maximum number of records per page	Enter the maximum number of records you want to appear on each page of the table.
Maximum number of fields per table	Enter the maximum number of fields you want the table to display.
Maximum number of character per field	Enter the maximum number of characters each field in the table can display.
Use font tag	Select this checkbox to apply font formats. Otherwise, deselect this checkbox.
Format data	Select this checkbox if you want the system to format the data within the table. Otherwise, deselect this checkbox.
Use Gridlines	Select this checkbox if you want the table to separate each field of data with gridlines. Otherwise, deselect this checkbox.
Alternate colors	Select this checkbox if you want the table to display each row of data in a different color. Otherwise, deselect this checkbox.
Use Cell padding	Enter a number to indicate how much padding you want each cell of the table to contain around the text. Most users enter a number between 1 and 3.

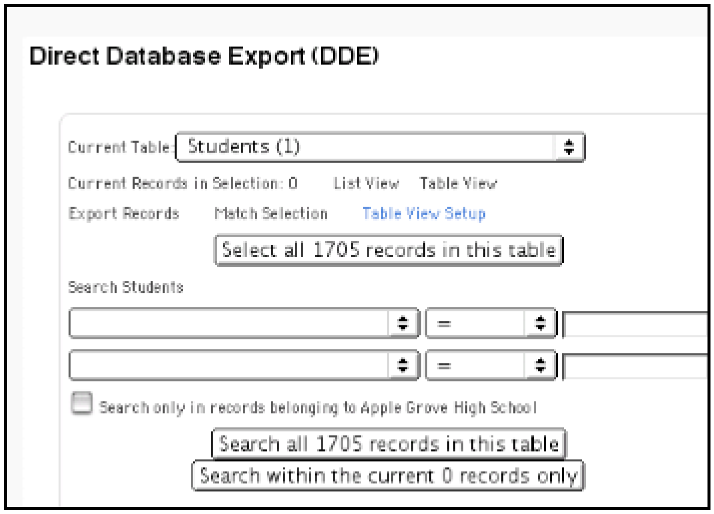
5. Click Submit. The Direct Database Export (DDE) page appears.

How to Match Selections for Export

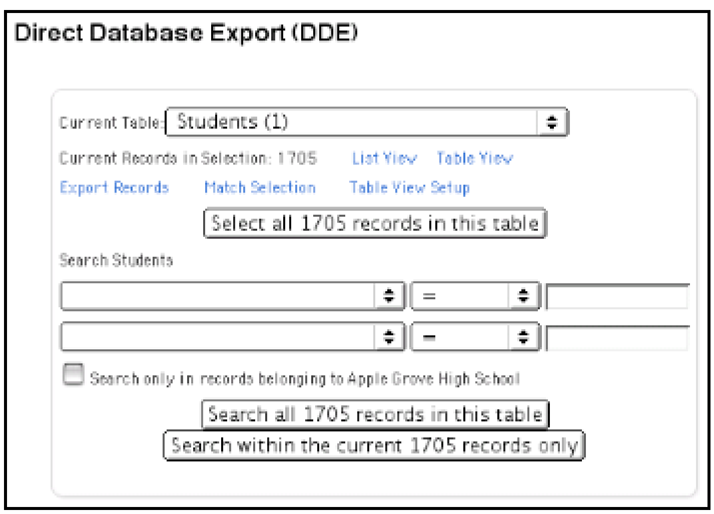
Match the records you searched for and selected in one table to records in another table to gather and select information so you can view what you need. For example, match records in the Students table to records in the CC (current grades) table.

Note: You cannot match tables that do not have a relationship or shared field. For example, you cannot match the Students table to the Teachers table.

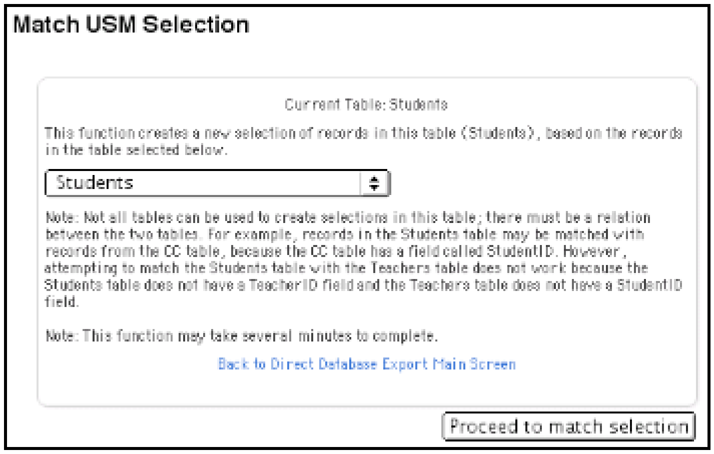
1. On the start page, choose System from the main menu.
2. Click Direct Database Export. The Direct Database Export (DDE) page appears.



3. Choose one of the tables to match from the Current Table pop-up menu.
4. Click "Select all [#] records in this table." The Direct Database Export (DDE) page displays the new number of current records in selection.



5. Click Match Selection. The Match USM Selection page appears.

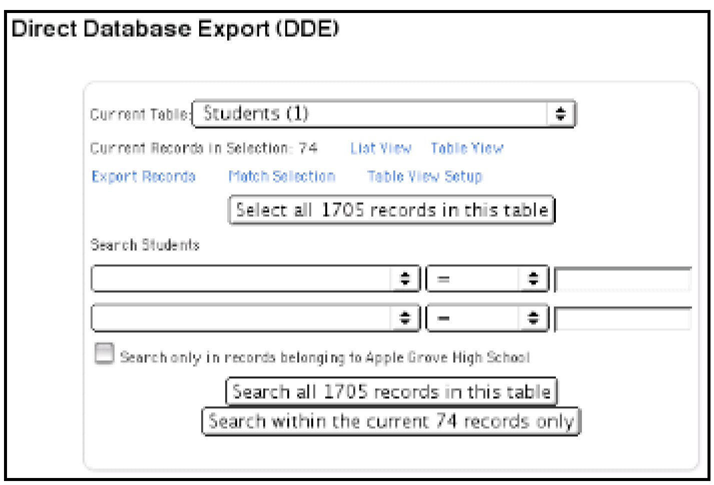


6. Choose the second table to match from the pop-up menu.
7. Click "Proceed to match selection." The Direct Database Export page displays the total number of records between the two matched tables that you can export. To export the selected records, see the section "**How to Export Records**."

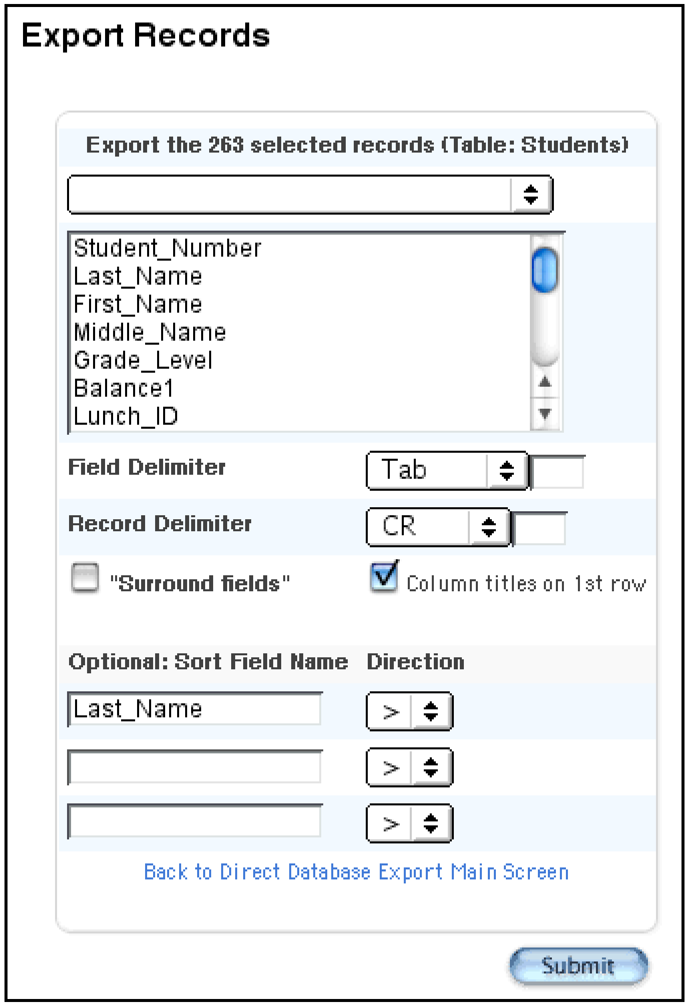
How to Export Records

Select records before exporting using the Direct Database Export function. For more information, see "**How to Select Records for Export-List View**," "**How to Select Records for Export-Table View**," or "**How to Match Selections for Export**."

1. On the start page, choose System from the main menu.
2. Click Direct Database Export. The Direct Database Export (DDE) page appears.



3. Select records for exporting. For more information, see "**How to Select Records for Export-List View**," "**How to Select Records for Export-Table View**," or "**How to Match Selections for Export**."
4. Click Export Records. The Export Records page appears.



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

Field	Description
Fields	Use the pop-up menu to choose the fields from which you want to export a copy of the data. After you choose each field, the system inserts the field name in the text box. To include fields from another table, manually enter the name of the table in brackets, then the field name in the field box. For example, to export fields from the Sections table and include teachers' names, enter [teachers]lastfirst.
Field Delimiter	Use the pop-up menu to choose how you want the system to separate each field in the export file: • Tab • Comma • None

Field	Description
	• Other: Enter the delimiter in the blank field.
Record Delimiter	Use the pop-up menu to choose how you want the system to separate each record in the export file: • CR: Carriage return • CRLF: Carriage return and line feed • LF: Line feed • Other: Enter the delimiter in the blank field.
Surround Fields	Select this checkbox if you want the system to surround each field with quotation marks in the export file. Otherwise, deselect this checkbox.
Column titles on 1st row	Select this checkbox if you want the first row of the export file to have column titles indicating the fields included in each column. Otherwise, deselect this checkbox.
Sorting Records	Determine the order of the records in the export file. Define a primary, secondary, and tertiary sort. In the first field in the Sort Field Name column, enter the field name by which you want to primarily sort the records in the file. Then, select one of the following to determine if you want to sort records by this field in ascending or descending order: • < (descending) • > (ascending)

6. Click Submit. For Mac users, the results of the export appear. For Windows users, continue to the next step.
7. Choose File > Save As....
8. In the Save dialog, specify a name, location, and file type.
9. Click Save. Open the file using a spreadsheet or other application.

End-of-Year Process

As the end of the school year approaches, the process of ending the year in PowerSchool becomes significant. To prepare for the upcoming school year, review PowerSchool's entire end-of-year process, including the procedures that must be performed before actually executing the end-of-year function.

Performing the end-of-year function:

- Validates that students have Next School set for the current year prior to running this function.

Note: If students do not have these values set, use the Set Next School Group Function to enter the values.

- Validates that a school year term for the next school year has been set up in all schools.
- Promotes, retains, or demotes students according to each students Next Grade Level.
- Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.
- Graduates students from district if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
- Sets each student's Exit Date according to the last day of the school year for that school.
- Sets the Next Grade for the new enrollment to the next highest grade level.
- Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.
- Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
- Carries forward lunch balances while clearing out all financial lunch activity records, including:
    - Removes all lunch transactions for all students and staff members
    - Moves the current balances for students and staff into the previous balance field, and sets the current balance to $0.00

  Note: The end-of-year process does not change fee balances and transactions.
- Removes all records of parental access to student records via Internet and telephone, such as:
    - Lunch transaction records
    - DBLog records
    - Login records
    - Bulletin records

Enroll Status

When an enrollment record is created, it is assigned one of the following Enroll Status codes:

- Pre-Registered (-1)
- Active (0)
- Inactive (1)
- Transferred Out (2)
- Graduated (3)
- Imported as Historical (4)

Performing the end-of-year function processes all students with an Enroll Status of Pre-Registered (-1) and Active (0). It does not process students with an Enroll Status of Inactive (1), Transferred Out (2), Graduated (3), or Imported as Historical (4).

Important Notes

- This function processes all students in all schools on your system, not just students in the current school.
- This process is irreversible.
- Your PowerSchool system can become slow or unresponsive at times while performing this process, which can take up to four hours.

Prepare for End-of-Year Process

Before using this function:

1. Complete the SAIS End-of-Year process. For more information, see section "End-of-Year Process" in the "Arizona SAIS Membership State Reporting Instruction Guide."
2. Set up your next school year using valid dates for each school.
3. Verify that students graduating from the district have their Next Grade Level set to 99 and their Next School set to 999999 (Graduating Students School).
4. Shut your PowerSchool server down and make a backup copy of the data file (PowerSchool.data). Then, store this backup data file in a safe place so it can be accessed if needed in coming years.
    - Make an initial backup: Either manually back up the PowerSchool data file or use PowerSchool to force a backup. Though the end-of-year process requires multiple backups to be made, starting with a backup file helps with the process.

      Note: It is suggested that you create a log file to track changes as they are made to the data file. Include all changes and indicate when backups are made so that if you are required to use a backup file, you will know the changes that were made.

      It is important to note the location of the backup file when you back up your data. After the backup is made, navigate to that location and verify that the backup file was created properly. For more information, see the section "**How to Manually Back Up PowerSchool**."
    - Correct and verify data: It is recommended that you run two reports that check for possible conflicts with your student data. One is the "Enrollment by Grade" report and the other is "Enrollment by Section." For more information, see the section "**Enrollment Reports**."

      Note: You may also want counselors and other staff members to verify stored grades and student information.
    - Make complete backups: Copy the PowerSchool folder on your server so that you can restore all of the parameters that were last used to run PowerSchool, if necessary. By making these complete backups, you will ensure that you can return to the exact state you left your data before running the end-of-year process.

On your PowerSchool server, copy the entire PowerSchool folder onto a disk, such as a CD. If necessary, compress the file before copying.

Included in the PowerSchool folder is the PowerSchool and PowerGrade Backups folder. Encourage teachers to make a final PowerGrade backup. To use the PowerGrade backup files, you will need a password; contact PowerSchool Technical Support for a daily password.

- Print student reports: Print reports you need, such as report cards, transcripts, and form letters, for the current students you want to archive. For example, print a copy or save a PDF file of your school's transcripts for this year's graduates.

  Note: Some items, such as class rank, cannot be recalculated for graduates. Ensure that you print and back up appropriate information as described above before running the end-of-year process.

  Produce PDFs of and verify every student report for the previous year. If corrections are made, make a new backup of the data file and log the changes.

- Print school, district, and state reports: Run all school, district, and state reports and make any necessary corrections or additions before running the end-of-year process. Other reports you may want to copy or print include those concerning teacher gradebooks, attendance audits, and ADA/ADM. These reports are very helpful for auditors, even if they are not required at your school. Additionally, print any available state reports, regardless of when they are due to the state.

  You may want to print or export the final lunch balances for students and faculty, though this information is carried forward by the end-of-year process. Also, since the end-of-year process removes all parent and student login information, you may want to print the Parent Access report.

  As usual, any changes to the data should be logged and verified.

  Note: If you make changes to student data, it is critical that you make backups that have the same results as any printed reports.

5. If you want a separate, ASCII-export archive copy of your lunch transactions and/or historical grades, go to Export Data Archives (recommended).
6. Clear all non-essential fields.

   Determine which student fields are not essential and clear the values of those fields. For example, the student Activities field may not be essential since many students' activities, such as basketball, do not carry over from year to year. Therefore, you need to clear the values in these fields at the end of each year. For more information, see the section "**How to Clear Non-Essential Fields**."
7. Complete scheduling.

   Though it is possible to perform the end-of-year process without a complete schedule for the following school year, it is recommended that you complete scheduling for students attending during the next school year. For example, if you complete your schedule for the next school year, students will use the course request page that is appropriate to their grade levels.

   For more information, see the section "**Checklist to Know Your Student Schedules are Complete**."

Note: You must define the first and last days of school before running the end-of-year process. For more information, see the section "**Schedule Years and Terms**."

8. Enter data in the Next Grade Level and Next School Indicator fields.

   Before running the end-of-year process, it is critical that you set the Next School Indicator field for all students. PowerSchool automatically sets students' next year grade levels.

   By default, each student's Next Grade Level Indicator field is set to one grade level higher than the current grade level. Use the Scheduling Setup Screen on an individual student's page to either promote a student that is graduating early or hold him or her back. For example, in the latter case, the grade level for next year is the same as the grade level for this year.

   Students in the highest grade level on your server will be automatically set to have their next grade level as "99". This includes students who may exit your district from grades other than grade 12. PowerSchool uses this number to indicate that these students are finished with school and should be moved to the Graduated Students school. For more information, see the section "**Next School Indicator**."

9. Make a data backup for the new year.

   Make another backup of your PowerSchool data file. For more information, see the section "**How to Manually Back Up PowerSchool**."

10. Clear PowerGrade fields.

    Remove PowerGrade data files from your PowerSchool server. Be sure you made a complete backup of the files. Teachers must create new data files after you perform the end-of-year process.

11. Run process without selecting the "Check here to confirm that you really want to do this." checkbox to make sure no validation errors occur.

12. Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (up to 4 hours).

How to Clear Non-Essential Fields

Consider performing this procedure while logged in to the district office to clear fields for all schools. Also, consider including inactive students in the student selection.

1. On the start page, select the group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Quick Export.
3. On the Quick Export page, export the student_number field and any non-essential fields.
4. Use a spreadsheet program to open the exported file.
5. Clear the values of all fields except student_number and the column headings.
6. On the start page, choose Special Functions from the main menu.

7. On the Special Functions page, click Importing & Exporting.
8. On the Importing & Exporting page, click Quick Import.
9. On the Quick Import page, import the previously exported file. The non-essential fields are now blank for all active students.

How to Perform the End-of-Year Process

Each school specifies a grade level that appears in the first column of the End-of-Year Process page; see the section "**School Information**" to change the grade level. Students at each school who are below this specified grade level remain at their current school and have their grade level increased by one. Students who are currently at or above this grade level in that school graduate. The graduating students' records are either moved to another school on this server or simply moved out of the current student status, depending on each student's Next School Indicator.

Note: The Next School Indicator field applies only to graduating students and is ignored for all others. For more information, see the section "**Next School**."

If a student's next school specifies another school on your PowerSchool system, his or her records are automatically moved to that school and the student is automatically enrolled there. If a student's next school is not set, PowerSchool uses the default next school specified in the second column of the End-of-Year Process page. To save time by not specifying a next school per student, specify the default next school for all graduating students.

For example, if all middle school students graduate to the same high school, set that school as the middle school's default next school. Then, the system moves all students graduating from the middle school to the high school.

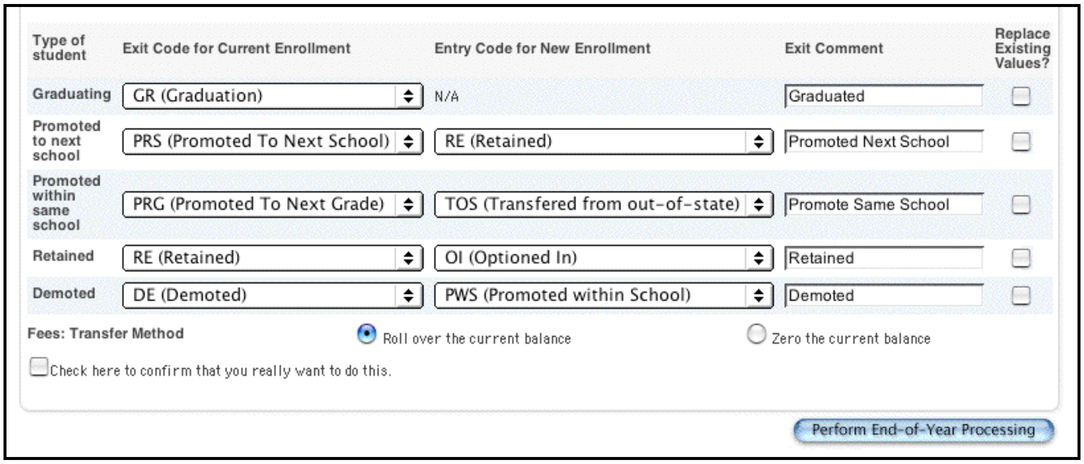
If a student's Next School Indicator is not set and the Default Next School is 999999, that student simply graduates and is not sent to another school. Typically, a high school sets its graduate grade level as 12 and its Default Next School as 999999.

If any of the graduate grade levels or default next school settings are not correct, see the section "**Next School**."

1. Log on at the district level.

   Note: To use the end-of-year process, you must log on at the district level. If accessing the End-of-Year Process page at the school level, the message “This function can only be performed from District mode.” appears.

2. On the start page, choose System from the main menu.
3. Click "End-of-year process." The End-of-Year Process page appears.



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

   Note: Values must be entered for all fields to insure that students receive the appropriate codes/comments in their enrollment records.

Field	Description
School	Displays the full name of each school on the PowerSchool server.
School Number	Displays the identification number for each school on the PowerSchool server.
(1) High Grade for each School	Displays the highest-grade level specified by each school. Students at each school who are below this specified grade level remain at their current school and have their grade level increased by 1. Students at each school who are currently at this grade level will be graduated to the next school. **Note:** If any of the highest-grade levels are not correct, you may modify them using the School Setup pages.
(2) Default Next School for Students in High Grade	Displays the default next school for students who are in the highest-grade level. Students at each school who are currently at this grade level will be graduated to the default next school. **Note:** If any of the default next school settings are not correct, you may modify them using the School Setup pages.
Type of Student	Displays the categories by which you can process students: • Graduating: Student is graduating from the highest grade level on the server. These students need to have their Next Grade Level set to 99 and their Next School to 999999 (Graduating Students School). Option to record Exit Code (current enrollment record) and Exit Comment (re-enrollment record). • Promoted to next school: Student is being promoted

Field	Description
	(Next Grade Level is greater than Current Grade Level) and is transferring to another school (Next School Indicator). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment. • Promoted within same school: Student is being promoted (Next Grade Level is greater than Current Grade Level) but is staying in the current school. Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment. • Retained: Student is being retained (Next Grade Level is equal to Current Grade Level) and (Next School Indicator is equal to Current School). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment. • Demoted: Student is being demoted (Next Grade Level is less than Current Grade Level). Option to record Exit Code (current enrollment record), Entry Code (re-enrollment record), and Exit Comment. **Note:** If any of the graduate grade levels or default next school settings are not correct, you may modify them using the School Setup pages.
Exit Code for Current Enrollment	Choose the appropriate exit code from the pop-up menu, such as: • AP (Alternative Placement) • DE (Death) • DO (Dropout) • EX (Expulsion) • GR (Graduated from HS) • PR (Promoted to next year) • TO (Transfer Out of State) • TS (Transfer within State) • P (Promoted) • R (Retained) • G (Graduated at year end) • C (Completed course of study at year end) • A (Attended, not expecting reenrollment) • SA (Still Enrolled - AIMS)

Field	Description
	• SC (Still Enrolled - Course Study) • SE (Still Enrolled - Met No Requirements) • PS (PowerSchool enrollment status change) • SS (Summer School) • NS (No show) For more information, see the section "**Exit Codes**."
Entry Code for New Enrollment	Choose the appropriate entry code from the pop-up menu, such as: • AP (Alternative Placement) • DO (Previous Drop Out) • HS (Home School) • PR (Promoted from previous year) • TO (Transfer from out of State) • TS (Transfer from within State) • PS (PowerSchool enrollment status change) • SS (Summer School) For more information, see the section "**Entry Codes**."
Exit Comment	Enter a note for the student record affected by the end-of-year process.
Replace Existing Values?	Because student records may already contain an existing Exit Code in the current enrollment, you may or may not want to overwrite the value(s). Do one of the following: • Select this checkbox to replace any existing exit codes. • Leave the checkbox blank to as to not overwrite any existing exit codes. **Note:** Regardless of the checkbox selected, if any exit code fields are blank, the end-of-year function populates those fields with the information entered on this page.
Fees Transfer Method	At the end of the year, students may have fee balances remaining. Use this option to indicate to the system how you want balances handled at the end of the year. • Select the "Roll over the current balance" to roll over the balance as the new balance for the following year. When rolling over current balances, students with a balance of zero are not affected. Students with a balance greater than zero

Field	Description
	(student owes money) or less than zero (school owes money), receive a SOY Balance. This information appears on the student Fee Transactions page. • Select "Zero the current balance" to not roll over any remaining fee balances and start with a balance of zero for the next school year. Remaining balances for the ending school year are kept unmodified so that administrators can collect/distribute money owed in order to reach a zero balance. **Note:** Fees and balances remain in the system as historic records and are available to view based on term selection (at the top of the page). For more information, see the section "**Transfer Fees**."
Check here to confirm that you really want to do this.	Use this checkbox to confirm whether or not you want the end-of-year process to do one of the following: • Select this checkbox to validate your data and perform the end-of-year process. • Leave the checkbox blank to validate your data and make any corrections before actually performing the end-of-year process.

5. Click Perform End-of-Year Processing. The end-of-year process begins.

   If any of the prerequisites have not been met, an alert displays summarizing the error(s). If all of the prerequisites have been met, the end-of-year process proceeds. A message displays indicating that the end-of-year process is being performed.

   After the process completes, verify that the information in the data file is correct. For example, be sure the current eleventh graders were promoted to the twelfth grade level. Make a backup of the data file.

   Note: At this point, you have made backup files of all PowerSchool data. Therefore, this is an ideal time to perform server tasks such as installing additional memory or changing operating systems.

Prepare for the Upcoming School Year

The following is a list of tasks that you may want to perform in preparation for the upcoming school year. If you need to make any system-wide changes, such as modifying course numbers, this is a good time to perform those tasks.

- Perform PowerGrade final grade setups at all schools on the server.
- Verify or create the calendar at all schools and adjust any attendance issues.
- Prepare for state reporting by entering any required information.

- Create custom pages or reports as needed.
- Evaluate what you can improve for next year and make a plan for implementing those improvements.
- Begin implementing a process for all teachers to create a new PowerGrade data file for the upcoming year, including the use of the PowerSchool/PowerGrade connectivity key.
- Make a final backup of the PowerSchool folder after completing all steps. Remove the backup from the server and store in a secure location.

Transfer Fees

During the end-of-year process, school enrollment fees are not assessed even if students are re-enrolled or transferred to a school. This is done so that the school enrollment fees, course enrollment fees, and calendar can be set correctly for the new year. Once the end-of-year process is done, you can assess fees using this procedure.

How to Assess Fees After End-of-Year Process

1. Set up the calendar.
2. Set up school enrollment fees for each school.
3. Set up course enrollment fees for each course.
4. Assess school enrollment fees manually for all students (or some of them at a time).
5. When adding new students, school enrollment fees will be assessed automatically.

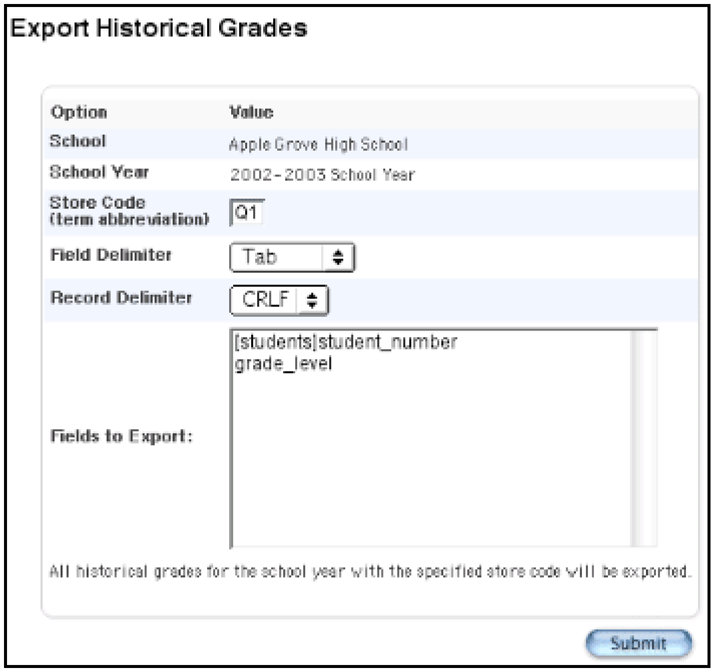
   Note: If you assess school enrollment fees for students more than once, the students will have multiple copies of the fees.

Export Historical Grades

Create an export file that contains the historical grades for a specific term. Use this procedure to save a backup file of each term's historical grades or to maintain a record of historical grades outside of PowerSchool, such as in a spreadsheet program.

How to Export Historical Grades

1. On the start page, choose System from the main menu.
2. Click Export Historical Grades. The Export Historical Grades page appears.



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

Field	Description
School	The page displays the school in which you are currently working. To change the school, click School in the navigation bar.
School Year	The current school year appears.
Store Code	Enter the store code of the term for which you want to export historical grades.
Field Delimiter	Use the pop-up menu to indicate how you want the system to separate fields in the export file: • Tab • Comma
Record Delimiter	Use the pop-up menu to indicate how you want the system to separate records in the export file: • CRLF: carriage return and line feed • CR: carriage return • LF: line feed
Fields to Export	Enter the internal PowerSchool field names of the fields you want to export. **Note:** If you include a field from another table, enter the table name in brackets first, such as [students]student_number. Press

Field	Description
	Return (Mac) or Enter (Windows) after each field name.

4. Click Submit. The exported historical grades appear.

```
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25827 Cozzens 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25825 Duran 9
25822 Gregorio 9
25822 Gregorio 9
```

Note: To save the file, choose File > Save As from your web browser. Select a file location and type, such as a text file. Click Save.

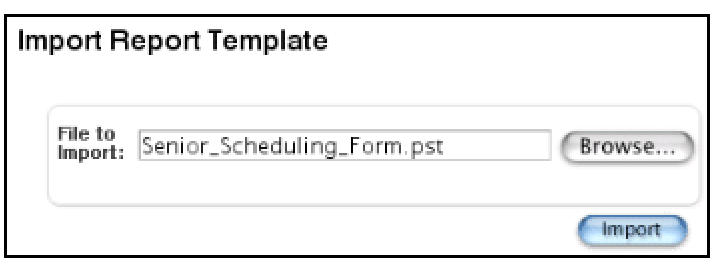
Report Templates

Import report templates from another school that uses PowerSchool. For example, if a PowerSchool administrator from another school already created a report you need, that administrator can attach and send the report template file to you in an email message. When you receive the file, import the template into your PowerSchool system.

Export report templates to share with other PowerSchool administrators or to save as a backup for the template. In addition, by exporting a template and then deleting it, you can remove a template from the system without losing it permanently.

How to Import a Report Template

1. On the start page, choose System from the main menu.
2. Click Import Report Template. The Import Report Template page appears.

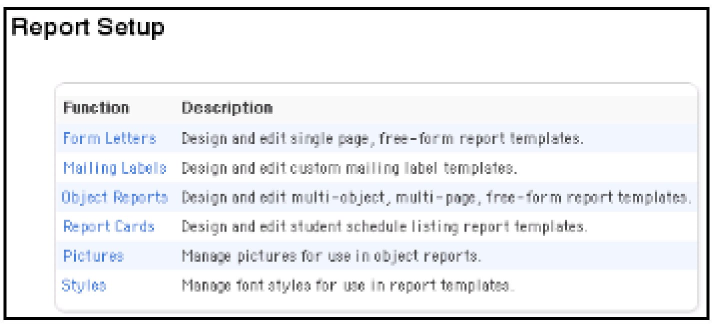


3. Enter the file path and name of the template in the "File to Import" field or click Browse... to select the template file.
4. Click Import. The Alert: Template Successfully Imported page appears.

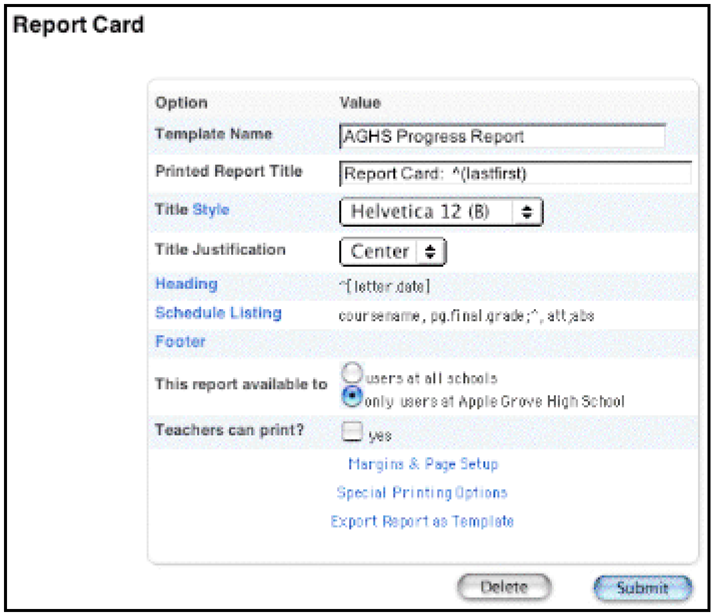
How to Export a Report Template

Export a report template to import into another PowerSchool system or to save as a backup. Report templates can be exported for custom reports only: form letters, mailing labels, object reports, or report cards.

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Form Letters, Mailing Labels, Object Reports, or Report Cards.

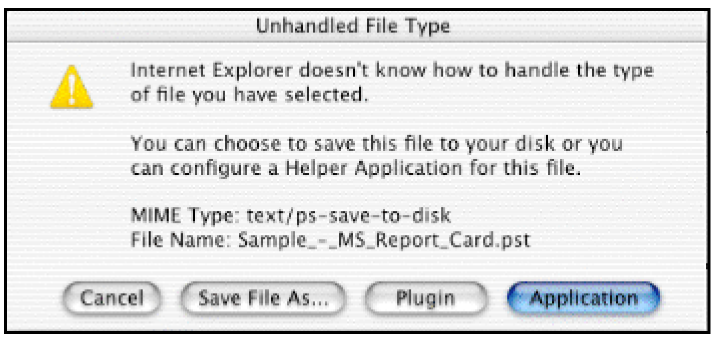


4. Select the report to be exported as a template. The Edit Form Letter, Edit Mailing Label Layout, Object Report: [report name], or Report Card page appears.

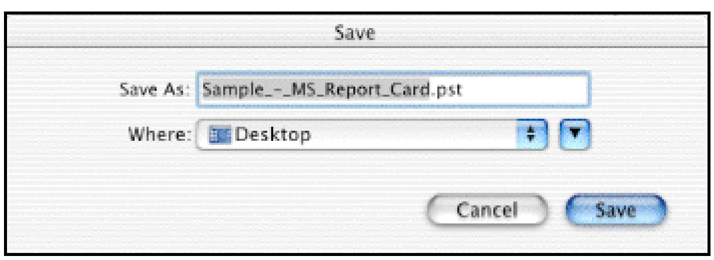


5. Click "Export Report as Template." The File Download dialog appears.

   Note: Depending on the type of report template, the link can be "Export this report as a template" or "Export as a Template."



6. Select "Save this file to disk."
7. Click OK. The Save As dialog appears.



8. Select a file location.
9. Click Save. The system exports the report template.

Permanently Store Grades

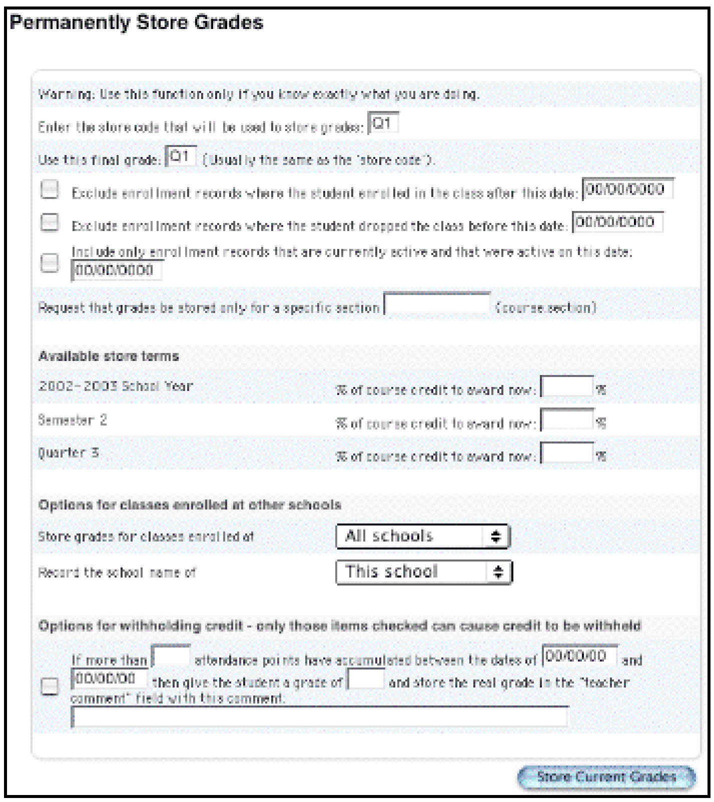
At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerGrade as historical grades.

Before permanently storing grades, be sure that you set up grade scales, final grades, and the current grade display. For more information, see the sections "**Grade Scales**," "**Final Grades Setup**," and "**Current Grade Display**."

How to Permanently Store Grades

It is recommended that you run several reports before permanently storing grades. The Student Schedule Listing report lists the current grades and any missing grades for selected students. Print the Class Rosters report for teachers to verify that all the grades are correct.

1. On the start page, choose System from the main menu.
2. Click Permanently Store Grades. The Permanently Store Grades page appears.



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

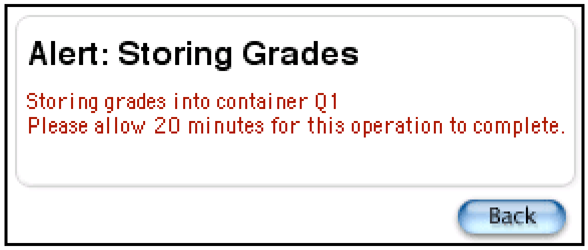
Field	Description
Store Code	Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1. The first character must be a letter, and the second character must be a number. **Note:** Do not use the same store code twice in one year. The

Field	Description
	system will overwrite the grades you stored under the store code the first time with the grades you store the second time.
Use this final grade	Enter the term code from which you want to save the grades. The term code is usually the same as the store code, such as Q1 or S1. For more information on defining term codes, see the section "**Final Grades Setup**."
Exclude and Include Enrollment Records	You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students: • Exclude enrollment records where the student enrolled in the class after this date: Enter the date 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. • Exclude enrollment records where the student dropped the class before this date: Enter the date 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. • Include only enrollment records that are currently active and that were active on this date: Enter the date 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. To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until or after the date. **Note:** If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.
Request that grades be stored only for a specific	If you want to store grades for students in a specific course section only, enter the course and section numbers, separated

Field	Description
section	by a period. For example, enter 113.04 for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades. Store grades for one course section before you store grades for all course sections. Leave this field blank to store grades for all course sections.
Percent of Credits to be awarded each term	For each term, specify the percent of possible credits each student can earn. For example, if you store grades for Q1 in a school year with four quarters, students earn 25% of the possible credits they can earn in a yearlong course. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades and you do not want to award credit, enter 0 in these fields. **Note:** Be sure you define the proper amount of credits for all courses. Also, define that the appropriate grades earn graduation credit on the Gradescale page.
Options for classes enrolled at other schools	Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools: • Store grades for classes enrolled at: Select whether you want to store grades for all schools or for the selected school only. If storing for the selected school only, PowerSchool will not store grades for the other schools at which students may take classes. • Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.
Options for Withholding Credit	You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course. Complete the following steps: a. Select the checkbox. b. Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter. c. Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the

Field	Description
	comment.

4. Click Store Current Grades. The "Alert: Storing Grades" page displays the status of the storing grades process.



Note: If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code. PowerSchool overwrites the existing grades with the new ones.

PowerGrade Settings

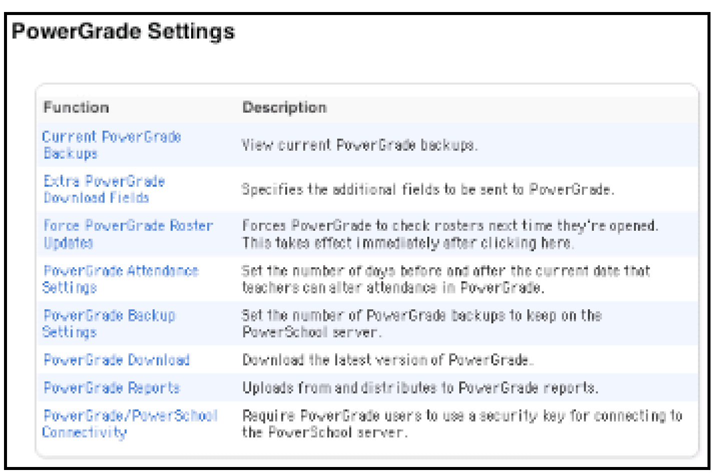
Use this page to edit PowerGrade settings. PowerSchool and the PowerGrade application on each teacher's computer constantly send data back and forth to keep data current.

For example, after enrolling a new student in a class using PowerSchool, PowerSchool sends the new student schedule information to the appropriate teacher's PowerGrade application. Alternatively, when a teacher enters a new assignment grade, PowerGrade sends the grade to PowerSchool, where the student's current grade is adjusted.

How to View Current PowerGrade Backups

Display any current PowerGrade grade backups. Teachers use PowerGrade to make backup files of students' grades.

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.


PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click Current PowerGrade Backups. The Current PowerGrade Backups page appears.

Current PowerGrade Backups

Teacher	BackupName	Date
Alldredge, Jessica	PG3.data[2002.10.30]	10.30.2002
	PG3.data[2002.10.31]	10.31.2002
	PG3.data[2002.11.07]	11.07.2002
Allphin, Timothy	PG3.data[2002.10.10]	10.10.2002
	PG3.data[2002.10.11]	10.11.2002
	PG3.data[2002.10.25]	10.25.2002
	PG3.data[2002.10.29]	10.29.2002
	PG3.data[2002.10.31]	10.31.2002
	PG3.data[2002.11.04]	11.04.2002
Greene, Todd D	PG3.data[2002.06.18]	06.18.2002

How to Add Extra PowerGrade Download Fields

Teachers can use PowerSchool fields that you send to PowerGrade to view student information, including guardian names, daytime phone numbers, and allergies. In PowerSchool, use the fields to search for students or to include on custom reports.

Note: You can create up to ten extra PowerSchool fields to download.

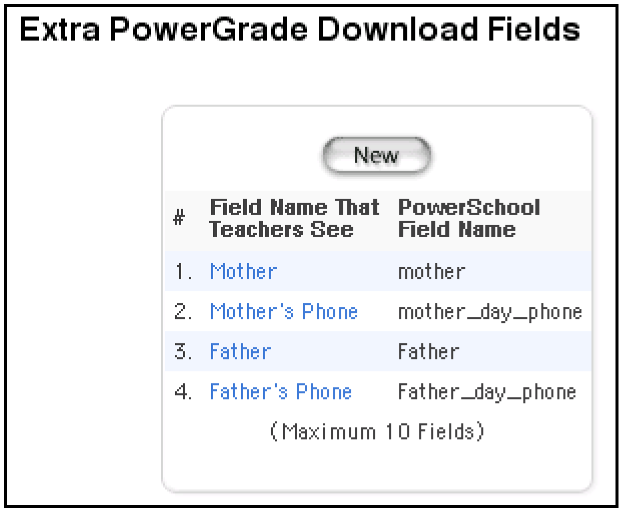
The list of extra PowerGrade fields displays any fields previously created. These fields appear on the Class Roster page in each teacher's PowerGrade application. You can create PowerGrade fields only when logged in to a specific school.

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.

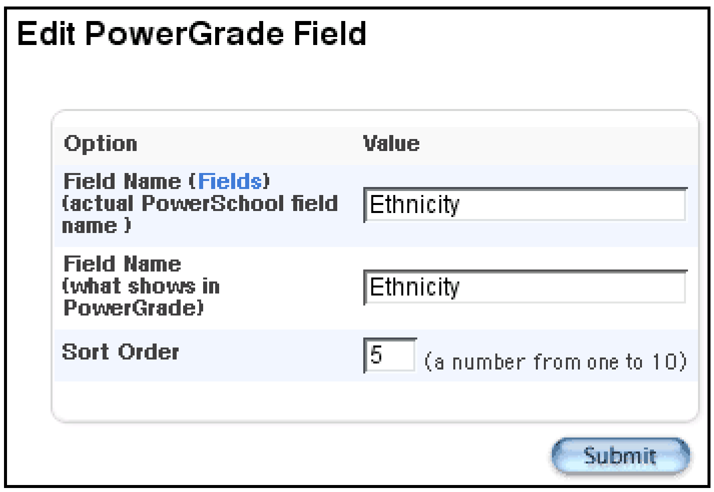
PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click Extra PowerGrade Download Fields. The Extra PowerGrade Download Fields page appears.



4. Click New. The Edit PowerGrade Field page appears.



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

Field	Description
Field Name (Fields)	Enter the internal PowerSchool field name, such as student_nickname. Click Fields to view the PowerSchool field list.
Field Name	Enter the field name that appears on the Class Roster page in PowerGrade, such as Nickname.
Sort Order	Enter a number between 1 and 10 to indicate the order in which you want this field to appear with the other extra PowerGrade fields on the Class Roster page.

6. Click Submit. The Extra PowerGrade Download Fields page displays the new field.

Extra PowerGrade Download Fields

New

#	Field Name That Teachers See	PowerSchool Field Name
1.	Mother	mother
2.	Mother's Phone	mother_day_phone
3.	Father	Father
4.	Father's Phone	Father_day_phone
5.	Ethnicity	Ethnicity

(Maximum 10 Fields)

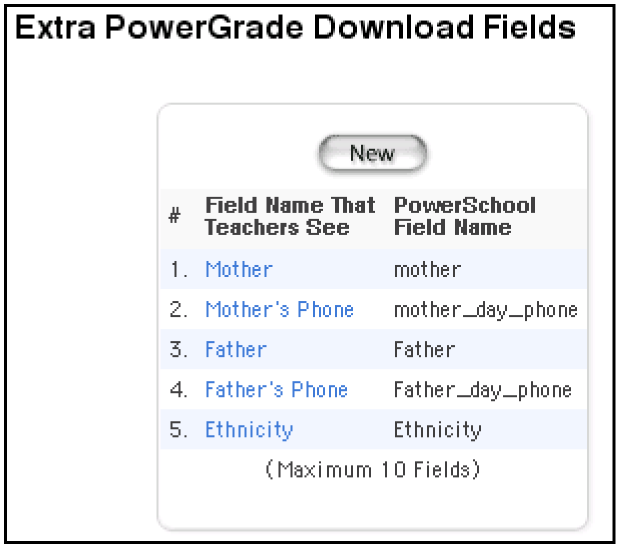
How to Edit Extra PowerGrade Download Fields

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.

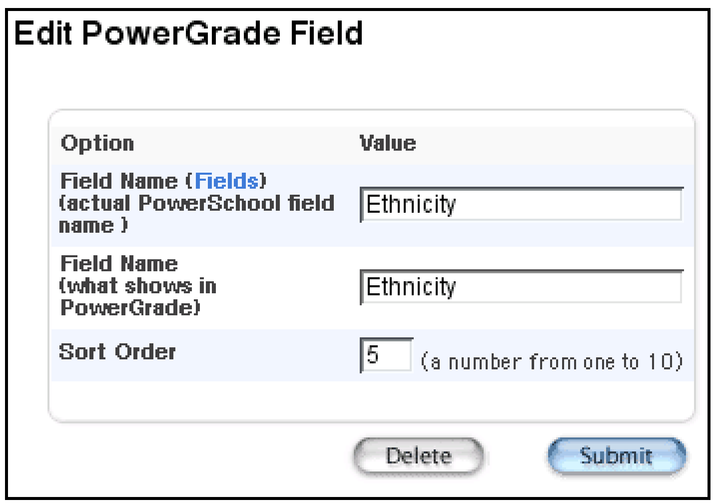
PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click Extra PowerGrade Download Fields. The Extra PowerGrade Download Fields page appears.



4. Click the field to edit in the Field Name That Teachers See column. The Edit PowerGrade Field page appears.



5. Use the following table to edit information in the fields:

Field	Description
Field Name(Fields)	Enter the internal PowerSchool field name, such as student_nickname. Click Fields to view the PowerSchool field list.
Field Name	Enter the field name that appears on the Class Roster page in PowerGrade, such as Nickname.
Sort Order	Enter a number between 1 and 10 to indicate the order in which you want this field to appear with the other extra PowerGrade fields on the Class Roster page.

6. Click Submit. The Extra PowerGrade Download Fields page displays the edited fields.

Extra PowerGrade Download Fields

New

#	Field Name That Teachers See	PowerSchool Field Name
1.	Mother	mother
2.	Mother's Phone	mother_day_phone
3.	Father	Father
4.	Father's Phone	Father_day_phone
5.	Ethnic Background	Ethnicity

(Maximum 10 Fields)

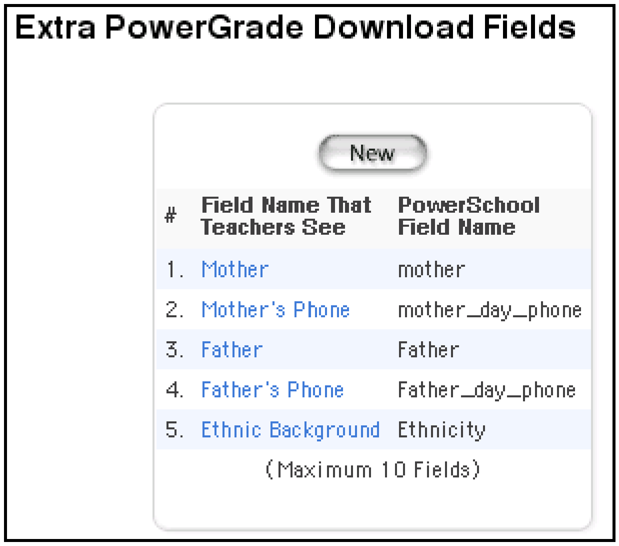
How to Delete Extra PowerGrade Download Fields

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.

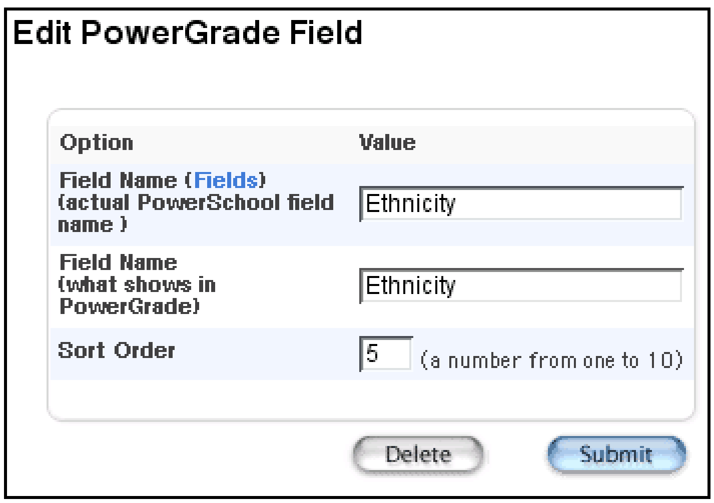
PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

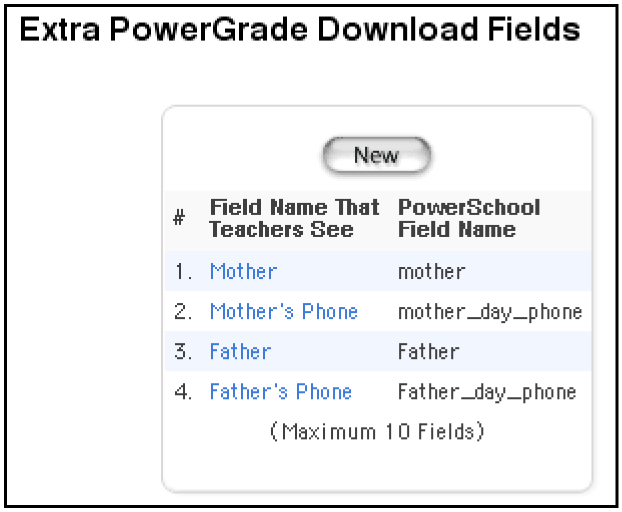
3. Click Extra PowerGrade Download Fields. The Extra PowerGrade Download Fields page appears.



4. Click the field to delete in the Field Name That Teachers See column. The Edit PowerGrade Field page appears.



5. Click Delete. The Extra PowerGrade Download Fields page displays without the deleted field.



Extra PowerGrade Download Fields

New

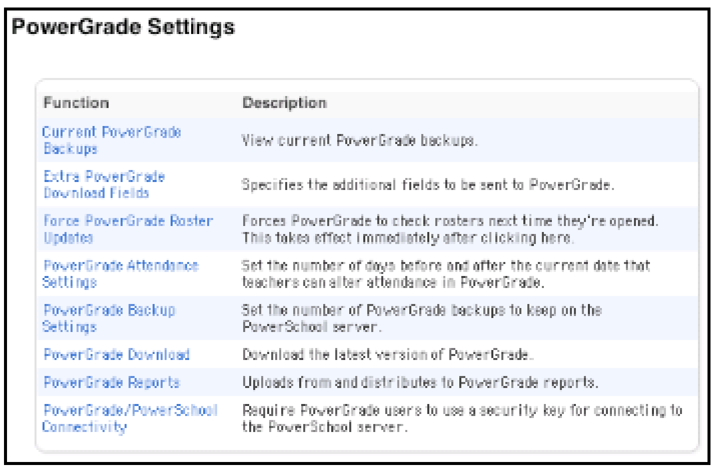
#	Field Name That Teachers See	PowerSchool Field Name
1.	Mother	mother
2.	Mother's Phone	mother_day_phone
3.	Father	Father
4.	Father's Phone	Father_day_phone

(Maximum 10 Fields)

How to Force PowerGrade Roster Updates

Use this feature to force teachers to update their rosters the next time they open PowerGrade.

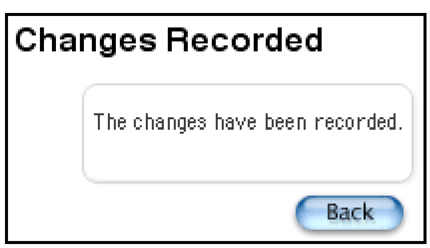
1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.



PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click Force PowerGrade Roster Updates. When the setting takes effect, the Changes Recorded page appears.



Changes Recorded

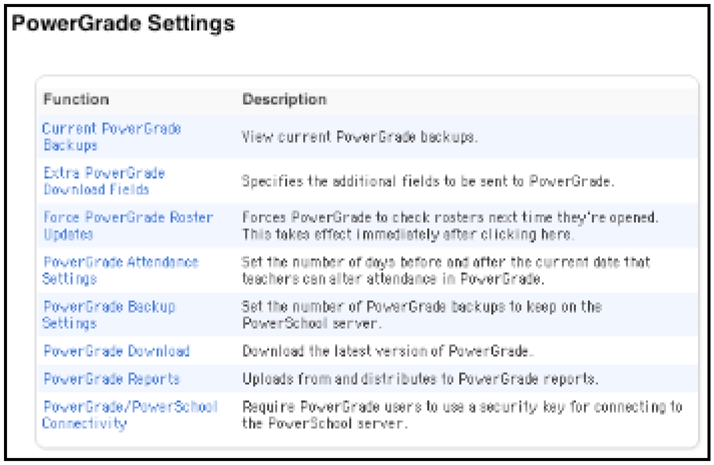
The changes have been recorded.

Back

How to Set PowerGrade Attendance Restrictions

Restrict PowerGrade users from modifying attendance outside of a specified range of days.

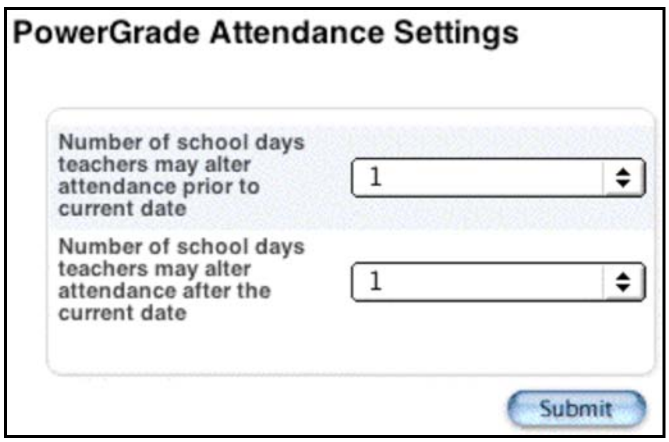
1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.



PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click PowerGrade Attendance Settings. The PowerGrade Attendance Settings page appears.



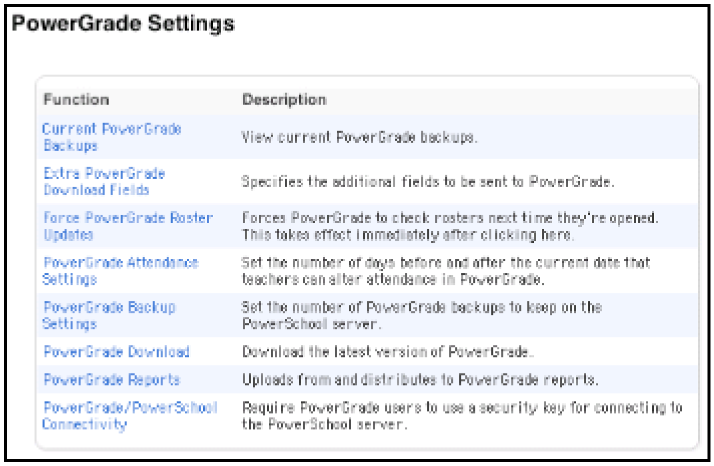
4. Choose the number of school days teachers may alter attendance prior to the current date and the number of school days teachers may alter attendance after the current date from the pop-up menus.
5. Click Submit. The PowerGrade Settings page appears.

How to Edit PowerGrade Backup Settings

Teachers can back up their PowerGrade data files to the PowerSchool server in a folder named PowerGrade Backups. Specify how many backup files to store on the server for each teacher. The most recent backup file replaces the oldest backup file in the folder. Consider any limited server storage space when editing this setting.

1. On the start page, choose System from the main menu.

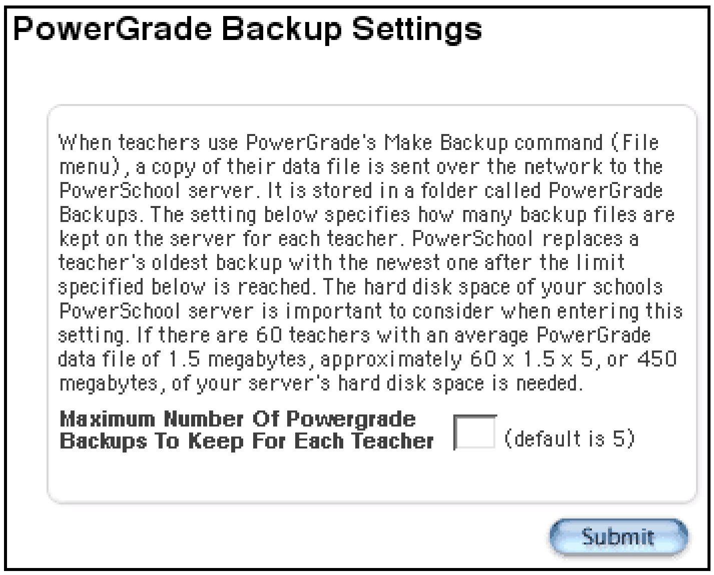
2. Click PowerGrade Settings. The PowerGrade Settings page appears.



PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click PowerGrade Backup Settings. The PowerGrade Backup Settings page appears.



PowerGrade Backup Settings

When teachers use PowerGrade's Make Backup command (File menu), a copy of their data file is sent over the network to the PowerSchool server. It is stored in a folder called PowerGrade Backups. The setting below specifies how many backup files are kept on the server for each teacher. PowerSchool replaces a teacher's oldest backup with the newest one after the limit specified below is reached. The hard disk space of your schools PowerSchool server is important to consider when entering this setting. If there are 60 teachers with an average PowerGrade data file of 1.5 megabytes, approximately 60 x 1.5 x 5, or 450 megabytes, of your server's hard disk space is needed.

Maximum Number Of Powergrade Backups To Keep For Each Teacher (default is 5)

Submit

4. Enter the maximum number of PowerGrade backups to keep for each teacher.
5. Click Submit. The System Settings page appears.

System Settings

Function	Description
Auto Backup	Setup and edit automatic backup procedures.
Auto Update	Setup and edit the automatic updating system.
Backup PowerSchool	Execute the automatic backup procedure now.
Browser Timeout	Manage Browser Timeout issues (such as those with Safari).
CPU Usage	Display current CPU usage.
Data Validation	Setup and edit data validation options.
E-mail Setup	Setup and edit server email settings.
Mime Types	Setup and edit web server mime types.
Reporting Engine	Setup and edit reporting engine preferences.
Scripts	Manage startup scripts.
Security	Manage server security settings.
Select Student Options	Setup and edit select student options.
Server Licensing	View server license information.
Server Settings	Setup and edit various server settings.
Server Statistics	View server statistics.
Server Tools	Setup and edit automatic ping options.
Styles	Setup and edit report font styles.
Test E-mail server	Run a real time email server test.
Update Pages	Update PowerSchool pages.
Update PowerSchool	Update the PowerSchool server.
Outgoing Mail Queue	Review outgoing email messages.
Mac OS X File Permission Settings	Configure file permissions under Mac OS X.

How to Download and Install PowerGrade

Download the latest version of PowerGrade.

Note: If you are using Windows 2000, log in to your local system as the administrator before installation.

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.

PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click PowerGrade Download.
4. On the PowerGrade Download page, click the link to the most recent PowerGrade file for your computer type. PowerGrade saves to a location on your computer.

   Note: If downloading PowerGrade for Windows, verify that the file name extension ".exe" appears in the File Download dialog. If it doesn't, enter .exe after the file name, such as PG[4.0.1.07][1].exe. Click OK.
5. Double-click the installation icon from the location where the file downloaded. The installation process starts.

How to Add PowerGrade Reports

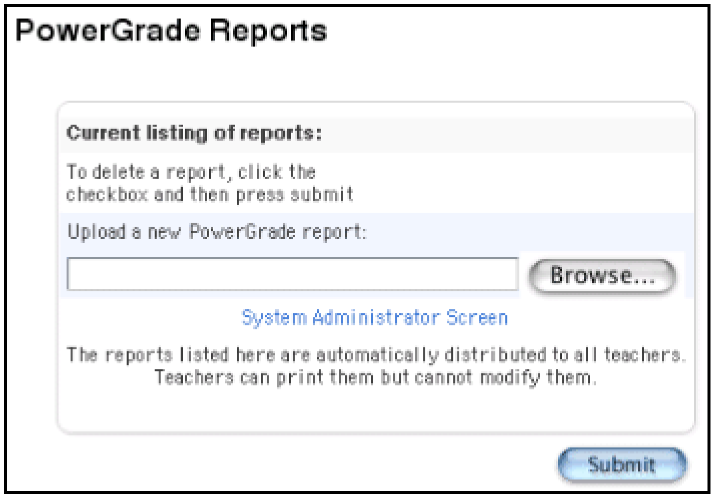
Add a report to the list of reports in PowerGrade that all teachers can edit and print for their classes. A list displays the reports already available to teachers in PowerGrade; teacher-created reports appear at the top of the Edit Reports submenu in PowerGrade, and imported reports appear at the bottom.

1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.

PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

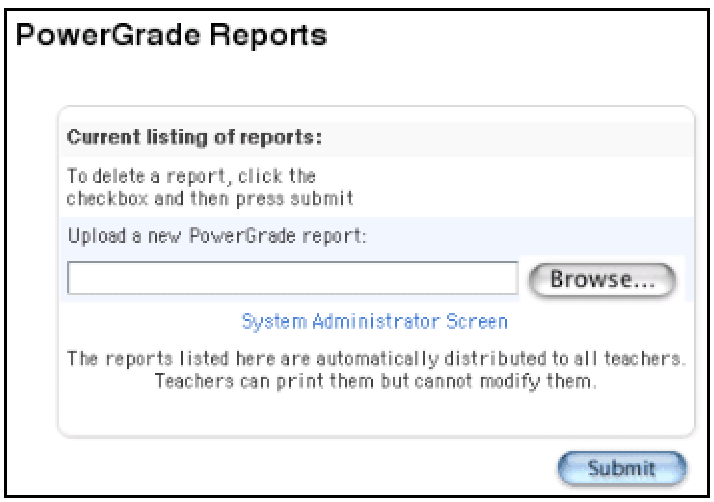
3. Click PowerGrade Reports. The PowerGrade Reports page appears.



4. Enter the path and file name for the template to upload in the "Upload a new PowerGrade report" field.

   Note: Alternatively, click Browse..., navigate to the file, and click Open.

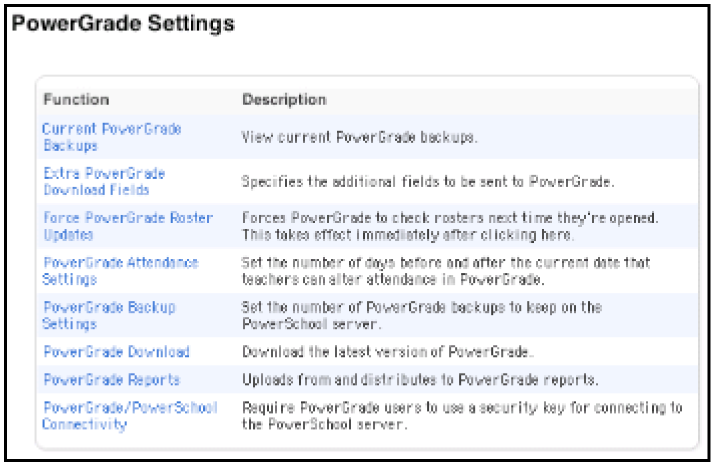
5. Click Submit. The PowerGrade Reports page displays the uploaded template.



How to Delete PowerGrade Reports

Delete a report from the list of reports in PowerGrade that all teachers can print for their classes. The PowerGrade Reports page displays the reports already available to teachers in PowerGrade.

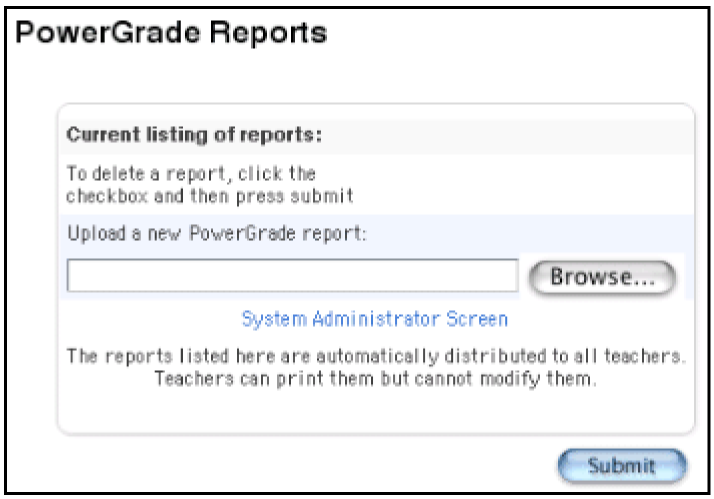
1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.



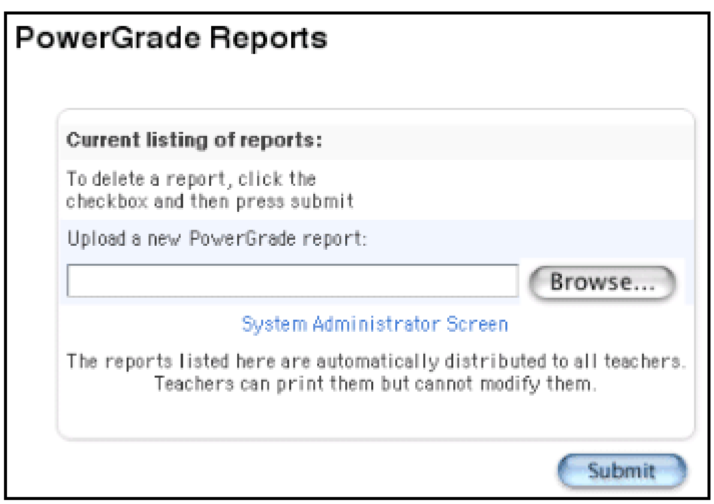
PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click PowerGrade Reports. The PowerGrade Reports page appears.



4. Select the checkbox next to the report template to be deleted.
5. Click Submit. The PowerGrade Reports page displays without the deleted template.



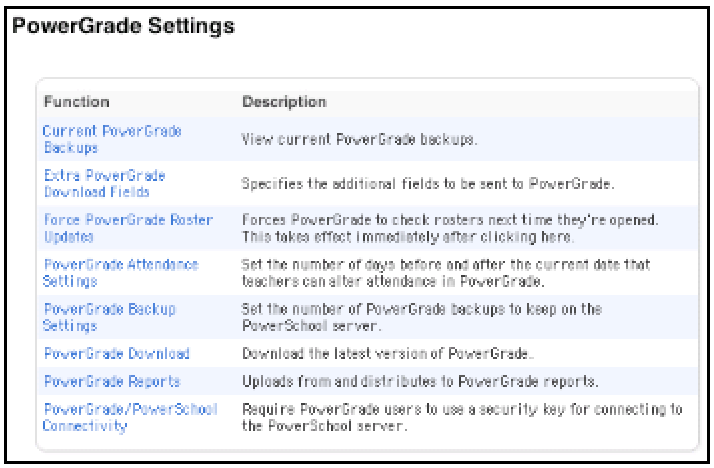
How to Edit PowerGrade and PowerSchool Connectivity Settings

Determine if teachers must enter a security key the first time they start PowerGrade. Set the PowerGrade security key for each teacher. The system uses this key to continue communication between PowerGrade and the PowerSchool system. To stop this communication for any reason, the PowerSchool administrator can change a teacher's connectivity key.

Because PowerGrade is often installed on classroom computers, the connectivity key is very important to ensure that students or other school community members cannot access confidential student information. For more information, see the section "**Staff Security Settings**."

If a teacher is locked out of PowerGrade, an administrator can refer to the Temporary PowerGrade Locking Password on this page to reset the teacher's password.

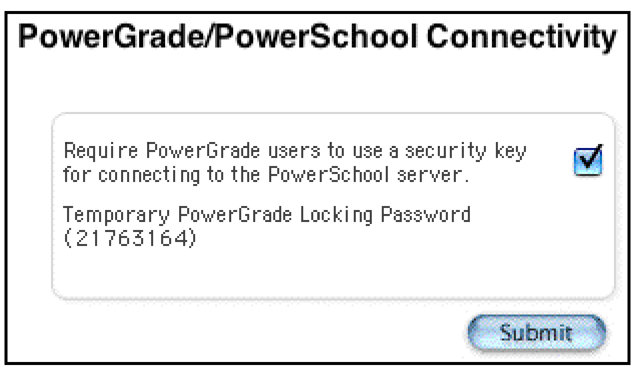
1. On the start page, choose System from the main menu.
2. Click PowerGrade Settings. The PowerGrade Settings page appears.



PowerGrade Settings

Function	Description
Current PowerGrade Backups	View current PowerGrade backups.
Extra PowerGrade Download Fields	Specifies the additional fields to be sent to PowerGrade.
Force PowerGrade Roster Updates	Forces PowerGrade to check rosters next time they're opened. This takes effect immediately after clicking here.
PowerGrade Attendance Settings	Set the number of days before and after the current date that teachers can alter attendance in PowerGrade.
PowerGrade Backup Settings	Set the number of PowerGrade backups to keep on the PowerSchool server.
PowerGrade Download	Download the latest version of PowerGrade.
PowerGrade Reports	Uploads from and distributes to PowerGrade reports.
PowerGrade/PowerSchool Connectivity	Require PowerGrade users to use a security key for connecting to the PowerSchool server.

3. Click PowerGrade/PowerSchool Connectivity. The PowerGrade/PowerSchool Connectivity page appears.

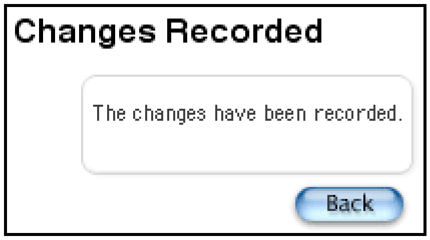


4. Use the following table to edit information in the fields:

Field	Description
Require PowerGrade users to use a security key for connecting to the	Select this checkbox if you want to require teachers to use a security key when transferring information between PowerGrade and PowerSchool. Otherwise, deselect this

Field	Description
PowerSchool server	checkbox.
Temporary PowerGrade Locking Password	Use this temporary password to unlock PowerGrade when teachers are locked out. After you log on to PowerGrade using this password, the teacher can change his or her password. This temporary password changes on a daily basis.

5. Click Submit. The Changes Recorded page appears.



Report Queue

Use the report queue to view, cancel, and reexecute reports that all users submit to the queue. When users submit report requests, the system captures those requests and transmits the jobs to the report queue. The Report Queue page displays the status of the reports as they are processed by the system. The report queue also includes debugging tools and logs to troubleshoot problems with reports.

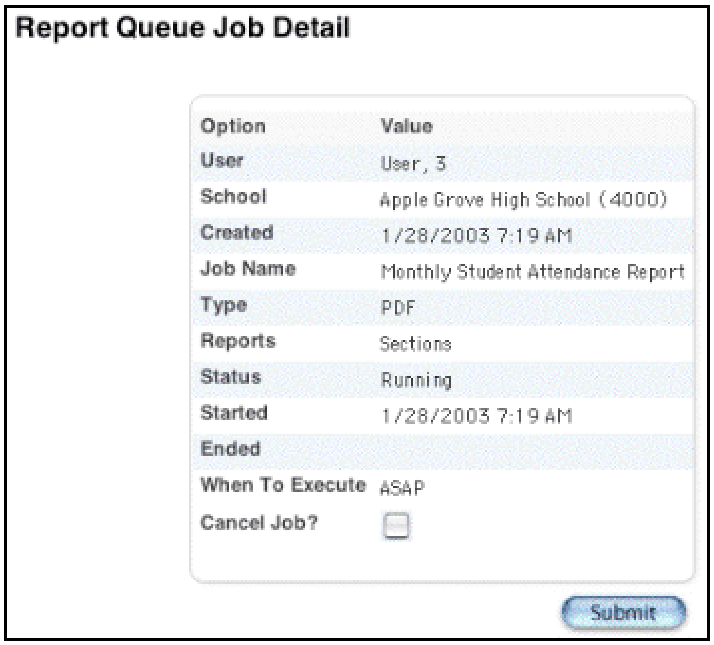
Users can view, cancel, and reexecute only their own jobs. Additionally, only users can delete jobs, and they can delete only their own. For more information, see the procedure "**Report Status**."

How to View Report Queue Jobs

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Report Queue Settings. The Report Queue Settings page appears.

3. Click Current Jobs. The Report Queue - Current Jobs page displays the reports.

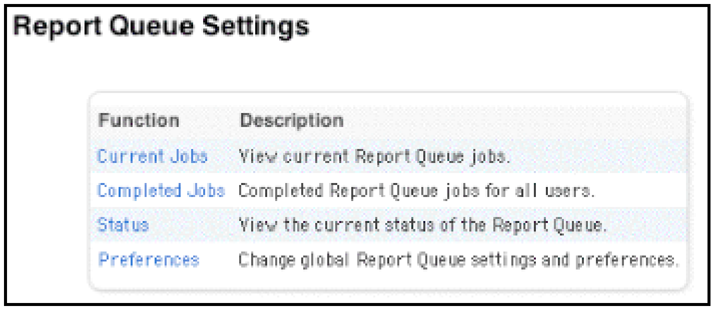
4. Do one of the following:
   - Click Refresh to update the page.
   - Click the job name of the report. The Report Queue Job Detail page displays details of the report job, and you can select the Cancel Job checkbox.



   - Select the Cancel checkbox(es) for the report(s) you want to cancel. Click Cancel Selected Jobs.

How to View Completed Report Queue Jobs

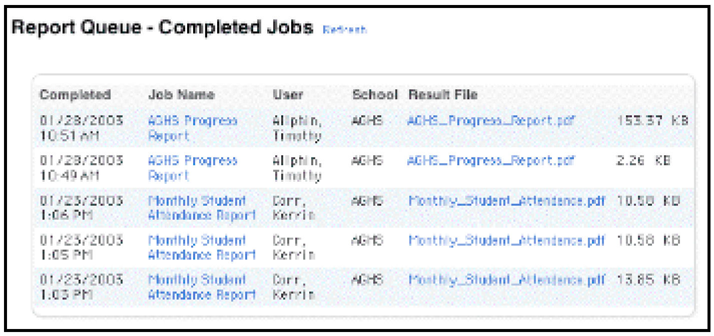
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Report Queue Settings. The Report Queue Settings page appears.



Report Queue Settings

Function	Description
Current Jobs	View current Report Queue jobs.
Completed Jobs	Completed Report Queue jobs for all users.
Status	View the current status of the Report Queue.
Preferences	Change global Report Queue settings and preferences.

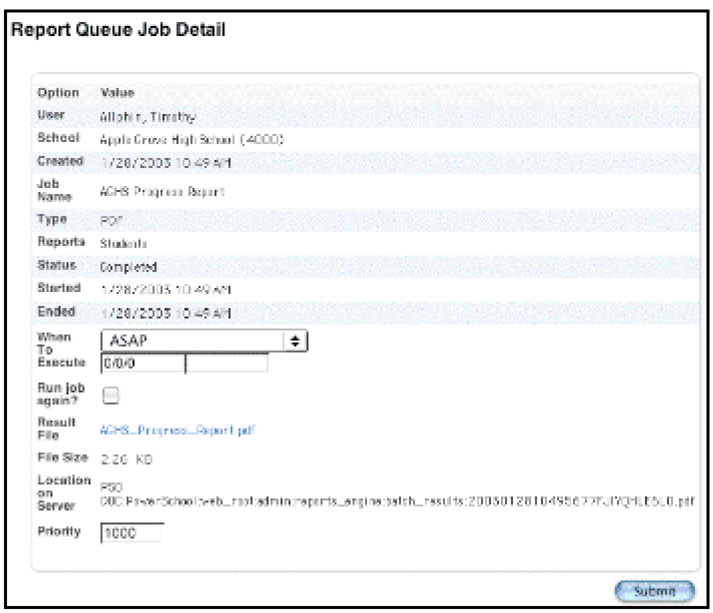
3. Click Completed Jobs. The Report Queue - Completed Jobs page displays the reports.



Report Queue - Completed Jobs Refresh

Completed	Job Name	User	School	Result File	
01/28/2003 10:51 AM	AGHS Progress Report	Allphin, Timothy	AGHS	AGHS_Progress_Report.pdf	153.37 KB
01/28/2003 10:49 AM	AGHS Progress Report	Allphin, Timothy	AGHS	AGHS_Progress_Report.pdf	2.26 KB
01/23/2003 1:06 PM	Monthly Student Attendance Report	Carr, Kerrin	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Carr, Kerrin	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:03 PM	Monthly Student Attendance Report	Carr, Kerrin	AGHS	Monthly_Student_Attendance.pdf	13.85 KB

4. Do one of the following:
   - Click Refresh to update the page.
   - Click the job name of the report. The Report Queue Job Detail page displays details of the report job. See the section "**How to Understand Report Queue Job Details**."



Report Queue Job Detail

Option	Value
User	Allphin, Timothy
School	Apple Grove High School (4000)
Created	1/28/2003 10:49 AM
Job Name	AGHS Progress Report
Type	PDF
Reports	Students
Status	Completed
Started	1/28/2003 10:49 AM
Ended	1/28/2003 10:49 AM
When To Execute	ASAP 0/0/0
Run job again?	
Result File	AGHS_Progress_Report.pdf
File Size	2.26 KB
Location on Server	PSO [illegible]
Priority	1000

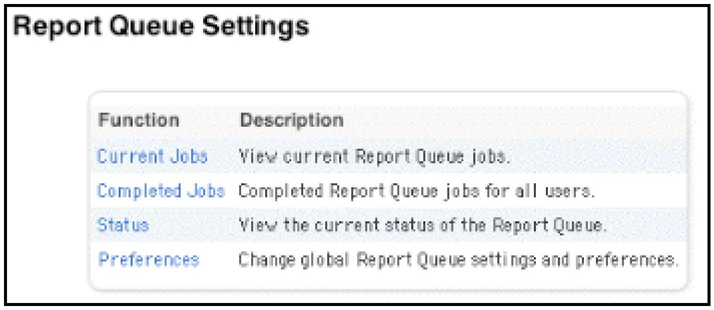
Submit

   - Select the Result File to display the report.

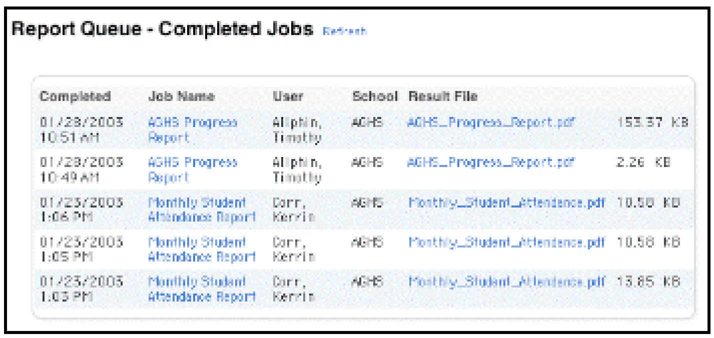
How to Understand Report Queue Job Details

View the job details for any report with any status.

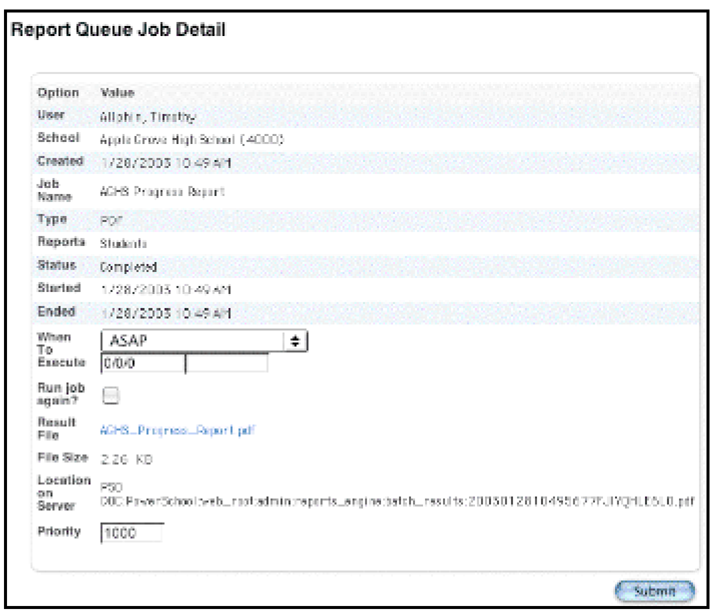
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Report Queue Settings. The Report Queue Settings page appears.



3. Click Completed Jobs. The Report Queue - Completed Jobs page displays the reports.



4. Click the job name of the report. The Report Queue Job Detail page appears.



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

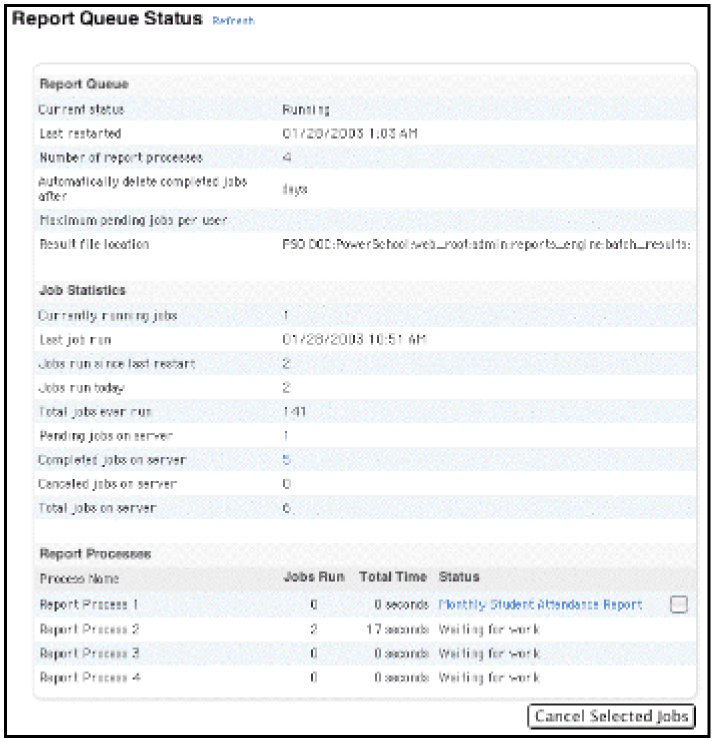
Field	Description
User	The username of the person who ran the report appears.
School	The school name and number for the report appear.
Created	The date and time the report job started appear.
Job Name	The name of the report appears.
Type	The output format of the report appears.
Reports	The name of the table that includes the data used for the report appears.
Status	The status of the report job displays: • Completed: Job is finished. • Running: Job is processing. • Pending: Job has not started. • Canceled: Job has been canceled.
Started	The date and time the report started running appear.
Ended	The date and time the report finished running appear.
When to Execute	Select a time to start running this report: • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields.
Run Job Again?	Select this checkbox to execute the report again.
Result File	Select the Result File to display the report.
File Size	The size of the file appears.
Location on Server	The file location on the PowerSchool server appears. This information is available for completed jobs only.
Priority	Enter a priority for the report. Lower numbers give the report higher priority. This information is available for pending jobs only. You can further modify priorities on the user group security pages. For more information, see the section "**How to Edit Security Groups**."

6. Click Submit to save your changes.

How to View the Report Queue Status

The Report Queue Status page varies depending on the status of the report jobs. For example, you can cancel any jobs with the status Pending or Running, whereas Canceled or Completed jobs cannot be modified.

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Status. The Report Queue Status page appears.



3. Use the following table to understand the fields in the Report Queue section:

Field	Description
Current status	The status of the entire report queue appears. The report queue can be running or not running. Other error or status messages pertaining to the entire report queue may appear.
Last restarted	The date and time of the last time the job was restarted appears.
Number of report processes	The number of report processes currently running in PowerSchool appears.
Automatically delete completed jobs after	The number of days that a job remains in the report queue appears. To modify this number, see the section "**How to Set Report Queue Preferences**."
Maximum pending jobs per user	The maximum number of jobs any one user can have pending in the report queue appears. To modify this number, see the

Field	Description
per user	section "**How to Set Report Queue Preferences**."
Result file location	The file location on the PowerSchool server appears.

4. Use the following table to understand the fields in the Job Statistics section:

Field	Description
Currently running jobs	The number of jobs currently with the running status appears.
Last job run	The date and time of the last job to run appear.
Jobs run today	The number of jobs run so far today appears.
Total jobs ever run	The number of jobs ever run in PowerSchool appears.
Pending jobs on server	The number of jobs currently with the Pending status appears. Click the number to display the jobs.
Completed jobs on server	The number of jobs currently with the Completed status appears. Click the number to display the jobs.
Canceled jobs on server	The number of jobs currently with the Canceled status appears.
Total jobs on server	The total number of jobs currently on the server with any status appears.

5. Use the following table to enter information in the Report Processes section:

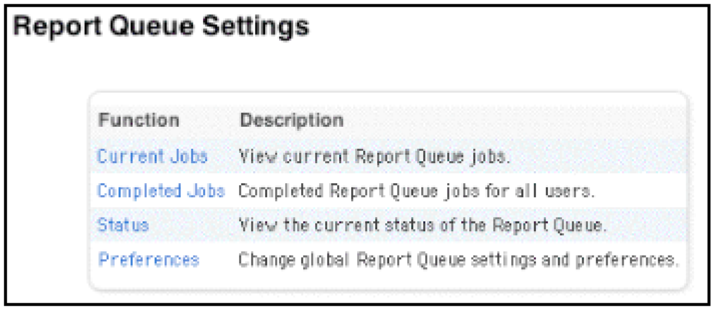
Field	Description
Process Name	The name(s) of the currently running report process(es) appear.
Jobs Run	The number of jobs run for each process appears.
Total Time	The total time each process took appears.
Status	The status of each process appears. If the job is running, the name of the report appears. Click the report name to display the job details. When a job completes, the report name no longer appears.
Cancel Checkbox	Select the checkbox(es) next to the job(s) you want to cancel. Then, click Cancel Selected Jobs.

6. Click Refresh to update the page (optional).

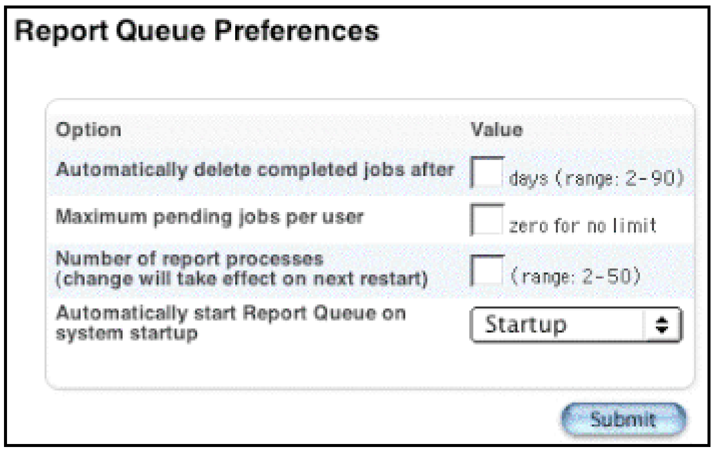
How to Set Report Queue Preferences

1. On the start page, choose System from the main menu.

2. On the System Administrator page, click Report Queue Settings. The Report Queue Settings page appears.



3. Click Preferences. The Report Queue Preferences page appears.



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

Field	Description
Automatically delete completed jobs after	Enter the number of days each job remains in the report queue. After the specified number of days, PowerSchool automatically deletes the affected job.
Maximum pending jobs per user	Enter the maximum number of jobs each user can have in the report queue at one time. To indicate no limit, enter 0.
Number of report processes	Enter the maximum number of report processes, or number of reports running at the same time. This setting does not take effect until the next time the PowerSchool server is restarted.
Automatically start Report Queue on system startup	Select either Startup or Don't Startup to indicate what you want the report queue to do when the PowerSchool server restarts. **Warning:** Modifying this setting affects restarts, so use extreme caution when selecting this option. If you indicate Don't Startup and want to manually start the report queue, enter Repo_Batch_Startup in the PowerSchool Server's Execute window.

Field	Description
	To disable the report queue for a single restart instead of modifying this setting, press Command-Option (Mac) or Control-Alt (Windows) when starting the PowerSchool Server. The report queue will not start up for this session but will do so when the server restarts.

5. Click Submit to save your changes.

Scan Pages

PowerSchool can scan for customized pages that include a no update tag (). PowerSchool scans all pages in the system and returns a report of what pages include the no update tag in the source.

How to Scan for Customized Pages

1. On the start page, choose System from the main menu.
2. Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.

3. Click the file path to view the page.

How to View Customized HTML Pages

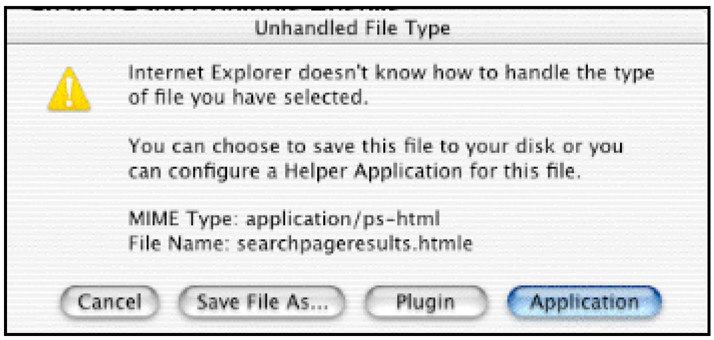
1. On the start page, choose System from the main menu.
2. Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.

3. Click View next to the page name in the File Path column. The page appears.

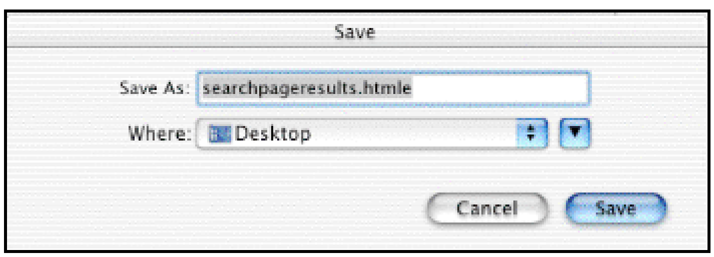
How to Edit Customized HTML Pages

1. On the start page, choose System from the main menu.
2. Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.

3. Click Edit next to the page in the File Path column. The File Download dialog appears.



4. Select "Save this file to disk."
5. Click OK. The Save As dialog appears.



6. Select a file location.
7. Click Save. The Search Page Contents page appears. Edit the file using the appropriate application.

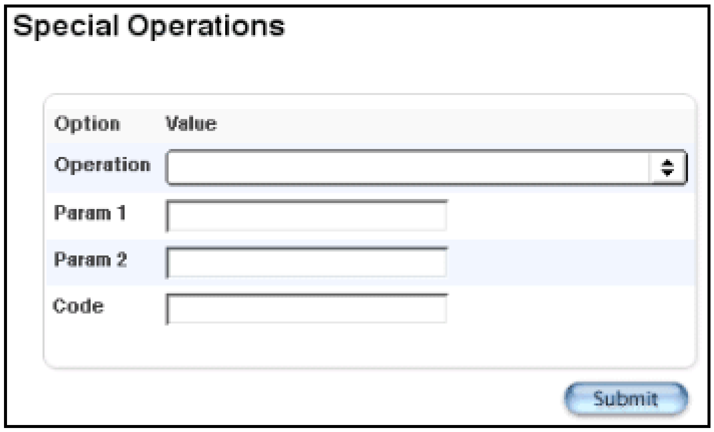
Special Operations

Use this page to perform special operations for your school's PowerSchool data as directed by PowerSchool Technical Support. For example, run the special operation "Clear student photos" to remove all student photos from the selected school.

To recalculate lunch balances for all students, select the "Recalculate lunch balances" operation. To recalculate lunch balances for a single student, see the section "**How to Recalculate a Student's Lunch Balance**."

How to Run a Special Operation

1. On the start page, choose System from the main menu.
2. Click Special Operations. The Special Operations page appears.



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

Field	Description
Operation	Choose the operation, as directed by PowerSchool Technical Support, from the pop-up menu.
Param 1	Enter the information provided by PowerSchool Technical Support.
Param 2	Enter the information provided by PowerSchool Technical Support.
Code	Enter the information provided by PowerSchool Technical Support.

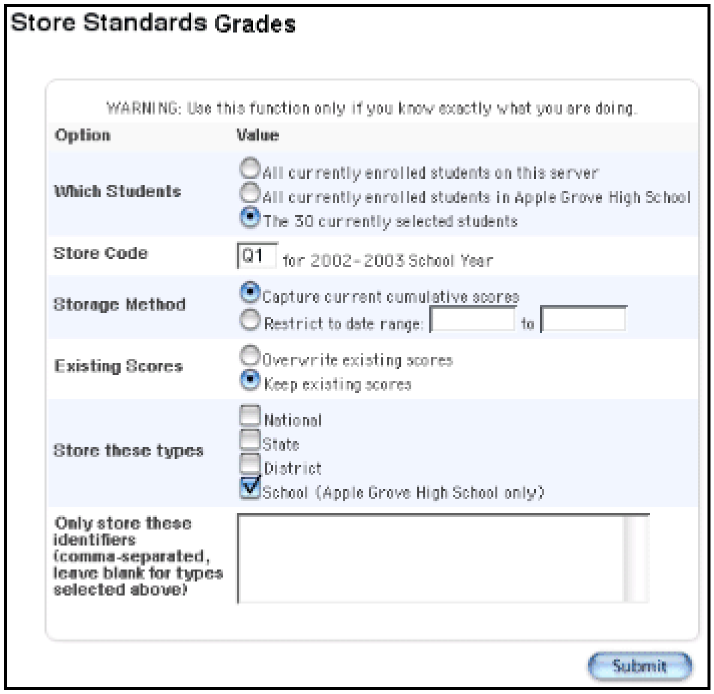
4. Click Submit. The system completes the special operation.

Store Standards Grades

Periodically, you might want to capture standards grades for reporting purposes. You can store standards grades at any time using any store code. Stored standards grades can be used on pages, in reports, or in exports. Elementary reports cards are good examples of using stored standards grades.

How to Store Standards Grades

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Store Standards Grades. The Store Standards Grades page appears.

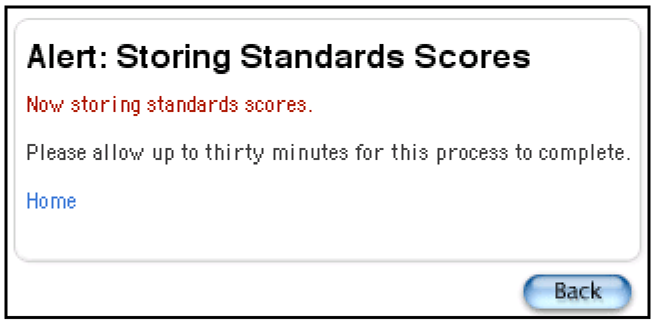


3. Use the following table to enter information in the fields:

Field	Description
Which Students	Select one of the following options to determine for which students you want to store standards grades: • All students on the system • All students at the current school • The selected group of students
Store Code	Enter the store code of the grading term for which you want to store standards grades, such as Q1 or S2.
Storage Method	Select one of the options to indicate whether you want to retrieve current grades or grades for a particular date range. If restricting to a date range, enter that range in the fields 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.
Existing Scores	Select one of the options to indicate whether you want to

Field	Description
	overwrite previously stored grades for this grading term.
Store these types	Select any combination of the checkboxes to indicate which types of standards you want to store: National, State, District, or School.
Only store these identifiers	Either enter single identifiers to store or leave blank for all. Identifiers entered here override the type(s) selected for "Store these types."

4. Click Submit. PowerSchool begins storing grades.



System Settings

Use the System Settings page to access general setting definition functions for your PowerSchool system. Click the links to modify settings for each feature.

System Settings

Function	Description
Auto Backup	Setup and edit automatic backup procedures.
Auto Update	Setup and edit the automatic updating system.
Backup PowerSchool	Execute the automatic backup procedure now.
Browser Timeout	Manage Browser Timeout issues (such as those with Safari).
CPU Usage	Display current CPU usage.
Data Validation	Setup and edit data validation options.
E-mail Setup	Setup and edit server email settings.
Mime Types	Setup and edit web server mime types.
Reporting Engine	Setup and edit reporting engine preferences.
Scripts	Manage startup scripts.
Security	Manage server security settings.
Select Student Options	Setup and edit select student options.
Server Licensing	View server license information.
Server Settings	Setup and edit various server settings.
Server Statistics	View server statistics.
Server Tools	Setup and edit automatic ping options.
Styles	Setup and edit report font styles.
Test E-mail server	Run a real time email server test.
Update Pages	Update PowerSchool pages.
Update PowerSchool	Update the PowerSchool server.
Outgoing Mail Queue	Review outgoing email messages.
Mac OS X File Permission Settings	Configure file permissions under Mac OS X.

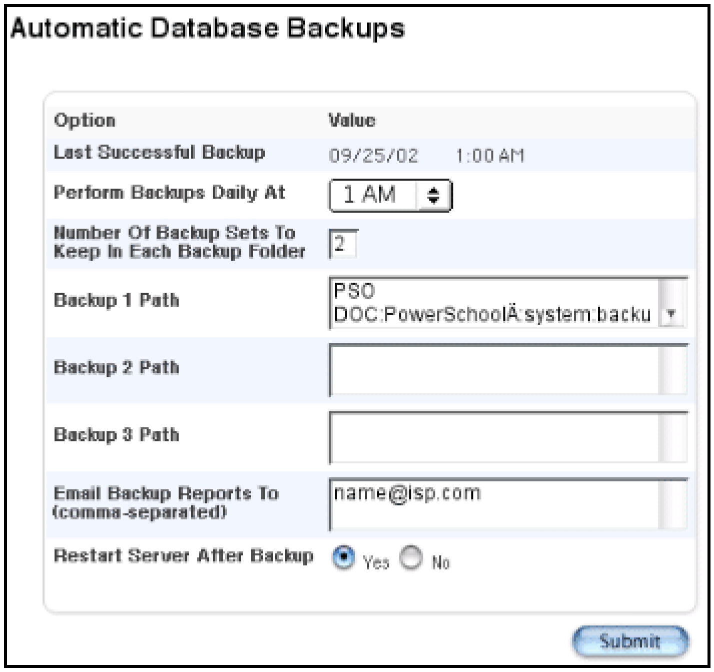
Backups

Specify if you want your PowerSchool server to automatically create daily backups. Alternatively, manually create a backup instead of using the automatic backup function or prior to performing certain procedures, such as the end-of-year process.

A backup is a file that contains a copy of all the data on your PowerSchool server at the specified moment in time. If something or someone corrupts a large amount of data, use the backup to restore a recent, correct copy of all the data.

How to Automatically Back Up PowerSchool

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Auto Backup. The Automatic Database Backups page appears.



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

Field	Description
Last Successful Backup	The exact date and time of the last backup appears.
Perform Backups Daily At	Choose the hour at which you want the system to automatically back up your data from the pop-up menu. Because backups usually take up to ten minutes and users cannot access the server during a backup, it is recommended that you select a time during the night hours when few people, if any, are using the system, such as 2 a.m. or 3 a.m.
Number of Backup Sets To Keep in Each Backup Folder	Define the number of backup files or days' worth of backups you want to store in each backup folder. After the system saves this number of backup files in a folder, the next backup automatically overwrites the oldest backup in the folder.
Backup 1, 2, and 3 Paths	Specify the complete file paths where you want the system to save the backup files. The system usually automatically creates the Backup 1 path as a location on the primary hard drive of the system on which PowerSchool runs. You can change this location or put other locations in the other paths. The system alternates backup paths on a daily basis. For example, Monday's

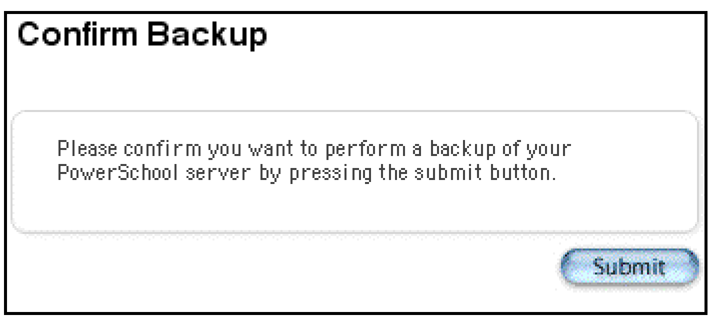
Field	Description
	backup will go to Backup 1 path, Tuesdays backup will go to Backup 2 path, and so on. If you only enter one backup path, PowerSchool backs up to that location every night. These locations can be other local storage devices like hard disks or Jaz drives, or they can be remote file servers.
Email Backup Reports To	Enter the email addresses of the individuals to whom you want the system to automatically send an email message after it completes a backup. Usually, you enter the PowerSchool administrator's address. If you enter more than one address, separate them with commas.
Restart Server After Backup	Select either Yes or No to indicate if you want the server to automatically restart after each backup. Unless PowerSchool suggests otherwise for your school, select Yes.

5. Click Submit. The System Settings page appears.

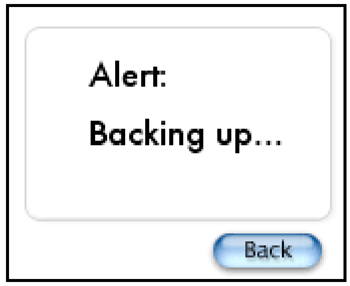
How to Manually Backup PowerSchool

Before manually backing up PowerSchool, you must define a backup path on the Automatic Database Backups page. Otherwise, PowerSchool will not know where to save the backup file. For more information, see the section "**How to Automatically Backup PowerSchool**."

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Backup PowerSchool. The Confirm Backup page appears.



4. Click Submit. The Alert page appears.



PowerSchool Updates

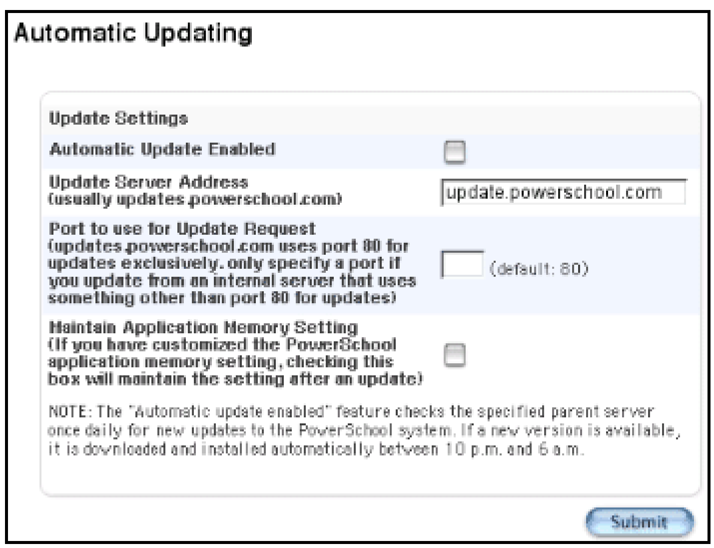
PowerSchool can automatically update your PowerSchool system with the latest system update. You do not need to manually maintain the latest version of the system. However, you can manually force PowerSchool to retrieve the latest update.

Note: When updating PowerSchool, visit the Release Notes on the PowerSchool Customer Support web site (**https://www.powerschool.com/support/documentation/releasenotes/**) so that you know how each update changes your system.

How to Set Auto Update Settings

Set up the Auto Update feature to avoid manual updates. If PowerSchool releases an update, your system automatically updates sometime between 10 p.m. and 6 a.m.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Auto Update. The Automatic Updating page appears.



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

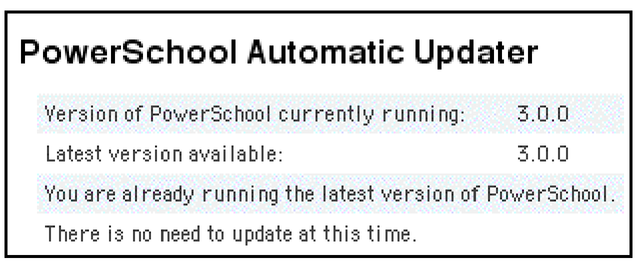
Field	Description
Automatic Update Enabled	Select this checkbox to enable automatic updates to your PowerSchool server.
Update Server Address	Enter the URL of the PowerSchool update server. Contact PowerSchool for this address.
Port to use for Update Request	When you implement PowerSchool at your school, PowerSchool will instruct you to enter a port here, if you need to use a port other than the default. If you are updating from an internal server, this port must match the update port defined on that server's Server Settings page. To use the default port, leave this field blank.
Maintain Application Memory Setting	If you are running PowerSchool on an Apple computer and you customized the PowerSchool application memory setting, select this checkbox to maintain that memory setting after an update.

5. Click Submit. The System Settings page appears.

How to Update PowerSchool

The PowerSchool Automatic Updater compares your PowerSchool system's version to the current release of PowerSchool.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Update PowerSchool. The PowerSchool Automatic Updater page appears.



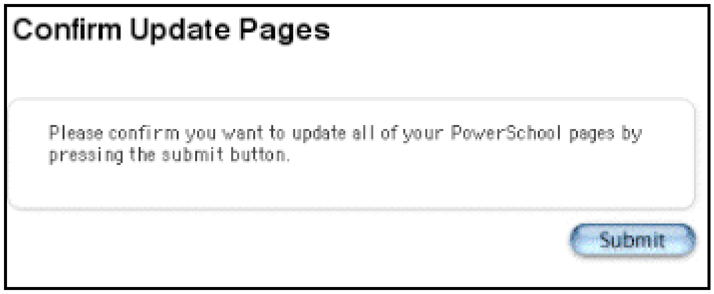
If you need to update PowerSchool, see the section "**How to Update Pages**."

How to Update Pages

The Update Pages function forces the system to automatically check the PowerSchool update server for any updates to pages that your system does not yet include.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.

3. Click Update Pages. The Confirm Update Pages page appears.



4. Click Submit. The Updating Pages message appears.

Browser Timeout

When connecting to your PowerSchool server via your selected browser, specifically Safari, you could potentially experience a time-out error. A time-out error occurs when the browser has waited a certain length of time for some input but has not received it. In order to avoid this interruption, you can set the Browser Timeout settings to have the PowerSchool server send a "ping" to the browser so that the time-out error does not occur.

Enable Browser Timeout

To enable this functionality, select the "Connection Monitor Enabled at Startup" checkbox and click Submit. You must restart your PowerSchool server for the change to take effect.

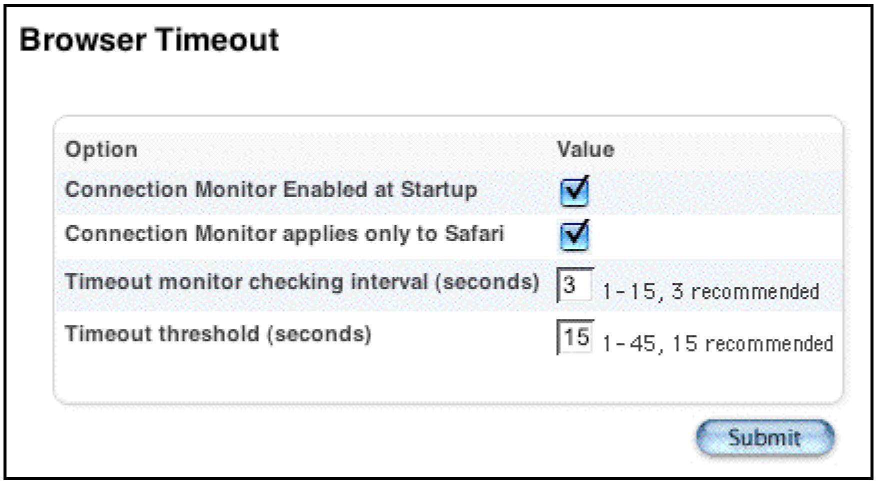
You can change the values for the other three settings: Connection Monitor applies only to Safari, Timeout monitor checking interval (seconds), and Timeout threshold (seconds) at any time and click Submit. Once you click Submit, the changes immediately take effect.

Disable Browser Timeout

To disable this functionality, deselect the "Connection Monitor Enabled at Startup" checkbox and click Submit. Once you click Submit, restart your PowerSchool server for the change to take effect.

How to Set Browser Timeout

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Browser Timeout. The Browser Timeout page appears.



4. Use the following table to enter information in the fields.

Field	Description
Connection Monitor Enabled at Startup	In order to avoid possible time-out errors, this checkbox needs to be selected. To turn off this feature, deselect this checkbox and restart the PowerSchool Web Server. By default this checkbox is selected.
Connection Monitor applies only to Safari	Select this checkbox to apply this feature to Safari only. Deselect this checkbox to apply this feature to Safari, Netscape, and Internet Explorer browsers. By default this checkbox is selected.
Timeout monitor checking interval (seconds)	Enter the number of seconds you want the server to check for open browser connections that are not receiving data from the server. The default is set to 3 seconds.
Timeout threshold (seconds)	Enter the number of seconds you want the server to send communication to the browser in order to keep the connection to the PowerSchool server open. The default is set to 15 seconds.

5. Click Submit. The Changes Recorded page appears.

CPU Usage

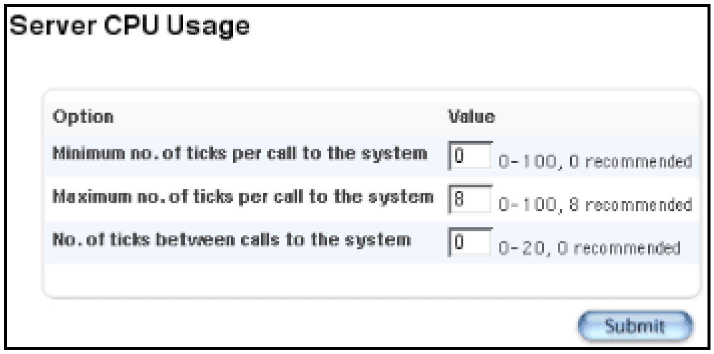
Set CPU settings to adjust the time the system spends on certain operations.

Note: If you are going to use settings other than the default settings, contact PowerSchool Technical Support to discuss your particular server setup.

How to Set CPU Usage

1. On the start page, choose System from the main menu.

2. Click System Settings. The System Settings page appears.
3. Click CPU Usage. The Server CPU Usage page appears.



4. Use the following table to enter information in the fields.

   Note: A tick is equal to 1/60th of a second.

Field	Description
Minimum no. of ticks per call to the system	Enter the least amount of time (in ticks) that is given to the system and other applications by the PowerSchool server.
Maximum no. of ticks per call to the system	Enter the maximum uninterrupted time (in ticks) that is given to the system and other applications by the PowerSchool server.
No. of ticks between calls to the system	Enter the minimum amount of time (in ticks) between interruptions to the PowerSchool server. The actual amount of time taken by the system and other applications is determined by the parameters in the preceding fields.

5. Click Submit. The Changes Recorded page appears.

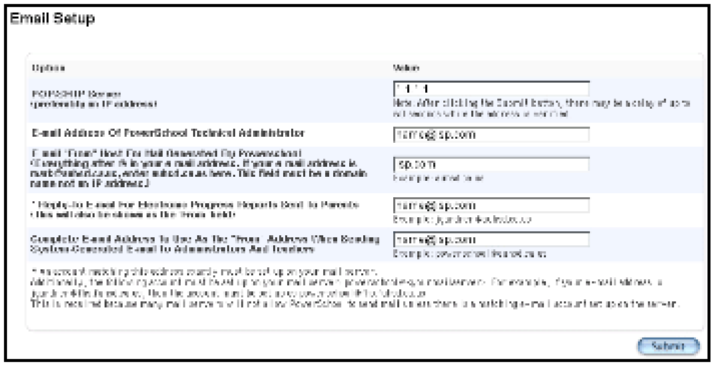
Email Setup

Use this page to set up email for various PowerSchool functions. The system sends email messages to PowerSchool users at your school, including teachers and administrators, as well as sends replies from parents and guardians.

Note: You cannot use PowerSchool to send email messages to other users, parents, or students. The following procedures refer to system-generated email messages only. Use an external email system if you want to provide email services for staff, students, and administrators.

How to Set Up Email Addresses

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click E-mail Setup. The Email Setup page appears.



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

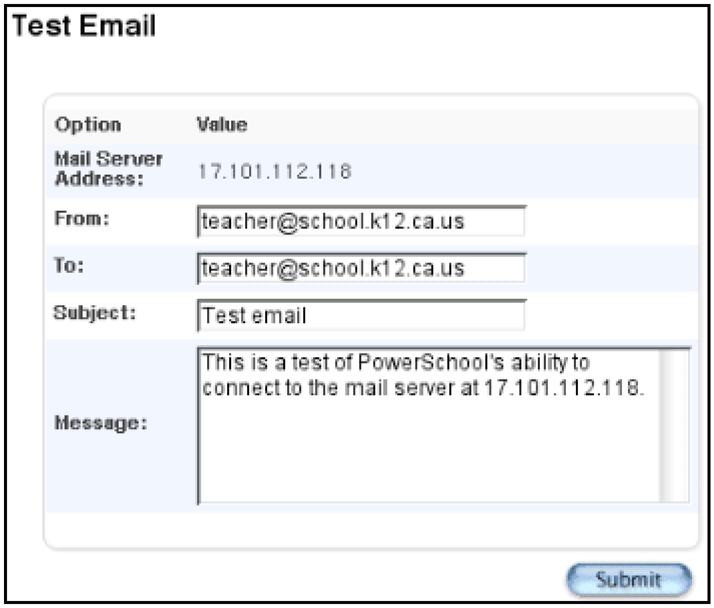
Field	Description
POP/SMTP Server	Enter your PowerSchool mail server address. Although you can enter a URL, an IP address is preferred.
Email Address of PowerSchool Technical Administrator	Enter your system administrator's email address.
E-mail From Host For Mail Generated By PowerSchool	Enter the domain name that appears after all email addresses at your school. For example, if your email address is user@auhsd.ca.us, enter auhsd.ca.us. Do not enter an IP address.
Reply-To E-mail For Electronic Progress Reports Sent To Parents	Enter the email address to which parents can automatically reply when they receive a progress report via email. You must set up an account on your mail server that matches this address. Additionally, the following account must be set up on your mail server: powerschool@<yourmailserver>. For example, if your email address is user@fhs.fuhsd.ca.us, then the account must be set up as powerschool@fhs.fuhsd.ca.us.
Complete E-mail Address To Use As The From Address When Sending System-Generated E-mail To Administrators And Teachers	Enter the email address you want administrators and teachers to reply to when they receive system-generated email messages. The system also displays this address as the From address in an email message. For example, if a student changes classes in the middle of a semester, the system sends an email message to the teacher of the class in which the student is enrolling.

5. Click Submit. The System Settings page appears.

How to Test Email

Use this page to send test email messages in PowerSchool.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Test E-mail server. The Test Email page appears.



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

Field	Description
From	Enter the email address of the sender of the test email message.
To	Enter the email address of the receiver of the test email message.
Subject	Enter a description of the test email message.
Message	Enter the text of the test email message.

5. Click Submit. The system sends an email message to the recipient's address and displays an alert.

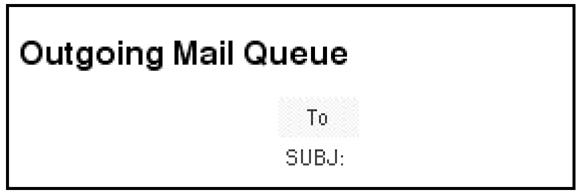
How to View the Outgoing Mail Queue

Use this page to view any email messages created by users on your PowerSchool server that are waiting to be sent. Normally, PowerSchool immediately sends email messages. However, communication failures cause messages to temporarily reside in the outgoing mail queue.

For each email message, the page displays the recipient's address and the subject. You can only view this information.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.

3. Click Outgoing Mail Queue. The Outgoing Mail Queue page displays any unsent email items.



4. Click the name of a message to view.

MIME Types

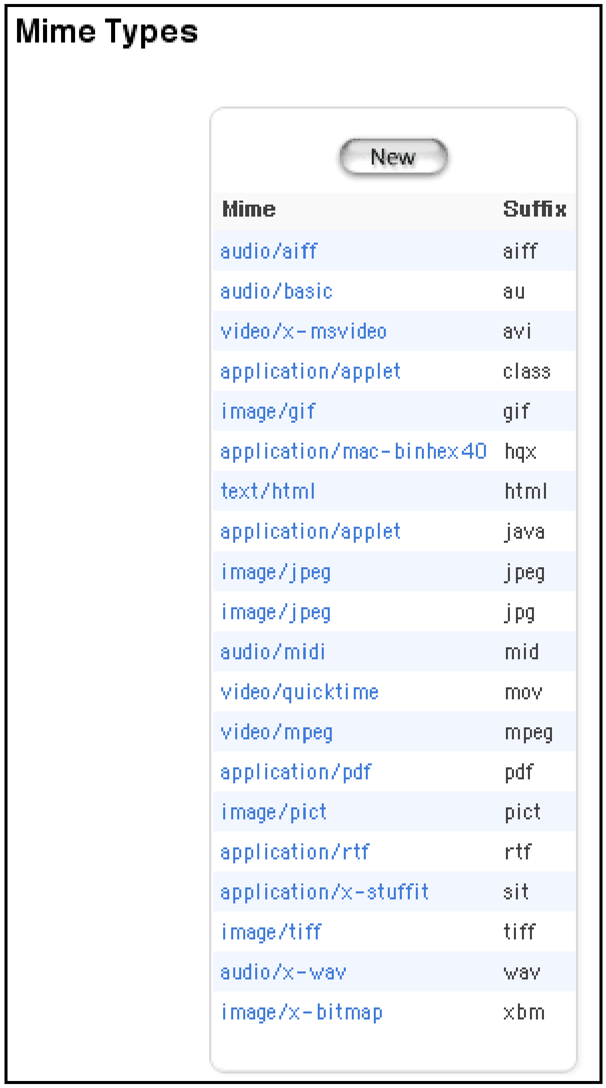
PowerSchool uses Multipurpose Internet Mail Extension (MIME) types to enable a user's browser to display image and text files that are not in HTML format. The MIME type has a type and subtype separated by a slash, such as image/gif and text/plain. Your PowerSchool server sends the MIME type to the user's browser so that it can start the appropriate helper application or plug-in.

Important: Do not perform any procedures related to MIME types without the guidance of PowerSchool Technical Support.

PowerSchool is preconfigured with a number of MIME types. Use this page to add, edit, and delete MIME types in PowerSchool.

How to Add MIME Types

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Mime Types. The Mime Types page appears.

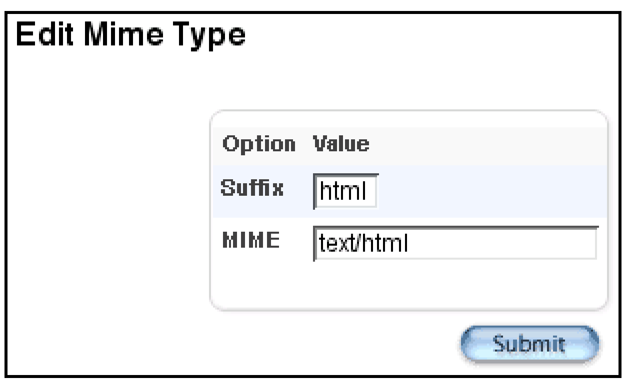


Mime Types

New

Mime	Suffix
audio/aiff	aiff
audio/basic	au
video/x-msvideo	avi
application/applet	class
image/gif	gif
application/mac-binhex40	hqx
text/html	html
application/applet	java
image/jpeg	jpeg
image/jpeg	jpg
audio/midi	mid
video/quicktime	mov
video/mpeg	mpeg
application/pdf	pdf
image/pict	pict
application/rtf	rtf
application/x-stuffit	sit
image/tiff	tiff
audio/x-wav	wav
image/x-bitmap	xbm

4. Click New. The Edit Mime Type page appears.



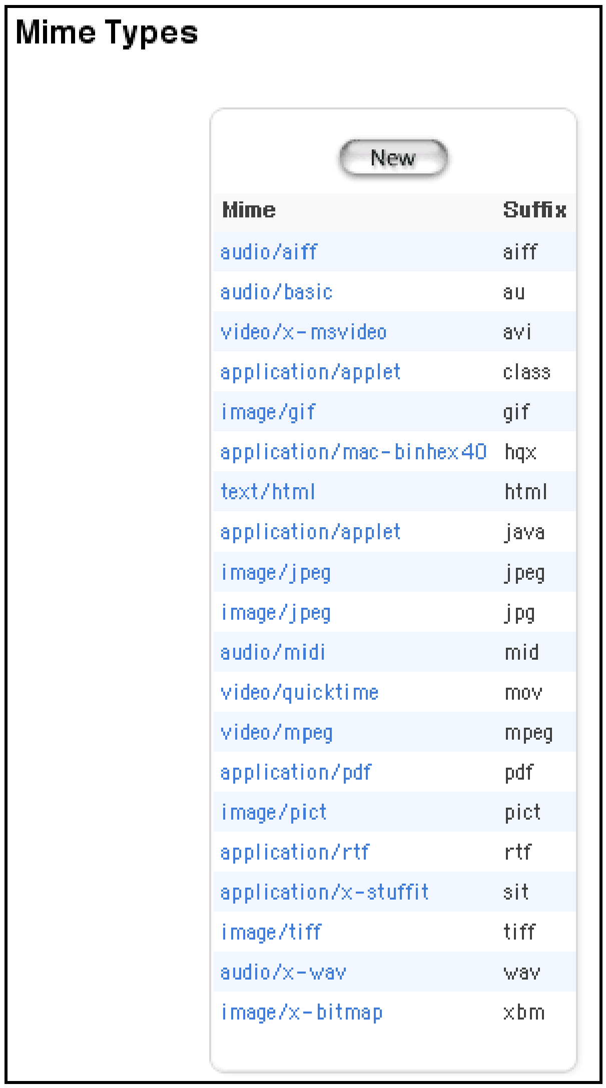
5. Use the following table to enter information in the fields:

Field	Description
Suffix	Enter the file type (extension).
MIME	Enter the MIME type and subtype, separated with a slash (/).

6. Click Submit. The Mime Types page displays the new MIME type.

How to Edit MIME Types

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Mime Types. The Mime Types page appears.

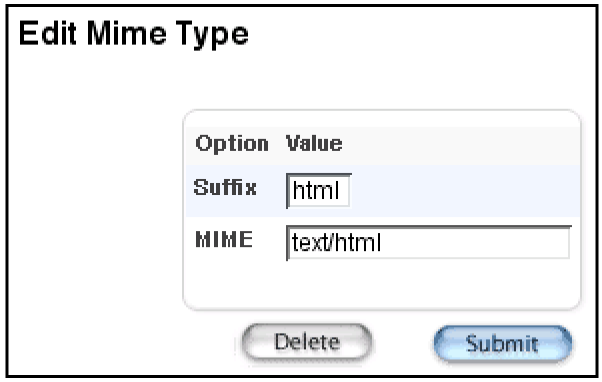


Mime Types

New

Mime	Suffix
audio/aiff	aiff
audio/basic	au
video/x-msvideo	avi
application/applet	class
image/gif	gif
application/mac-binhex40	hqx
text/html	html
application/applet	java
image/jpeg	jpeg
image/jpeg	jpg
audio/midi	mid
video/quicktime	mov
video/mpeg	mpeg
application/pdf	pdf
image/pict	pict
application/rtf	rtf
application/x-stuffit	sit
image/tiff	tiff
audio/x-wav	wav
image/x-bitmap	xbm

4. Click the MIME type to be edited in the Mime column. The Edit Mime Type page appears.



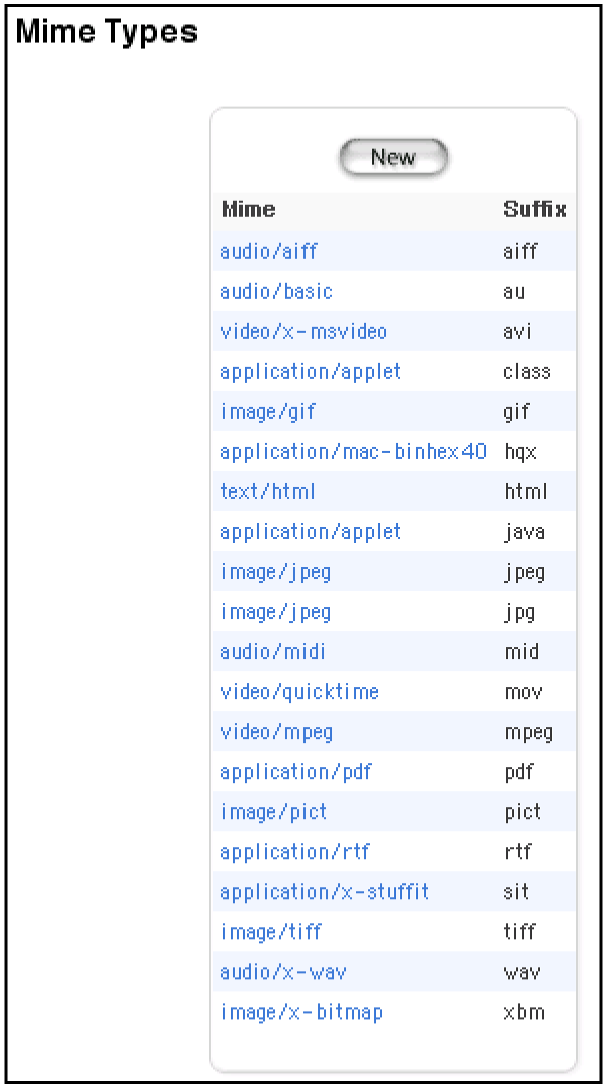
5. Use the following table to edit information in the fields:

Field	Description
Suffix	Edit the file type (extension).
MIME	Edit the MIME type and subtype, separated with a slash (/).

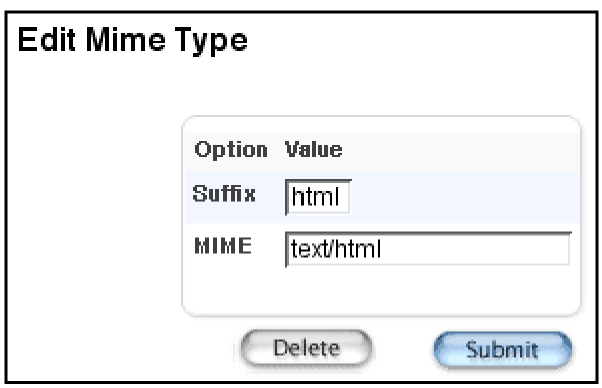
6. Click Submit. The Mime Types page displays the edited MIME Type.

How to Delete MIME Types

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Mime Types. The Mime Types page appears.



4. Click the MIME type to be deleted in the Mime column. The Edit Mime Type page appears.



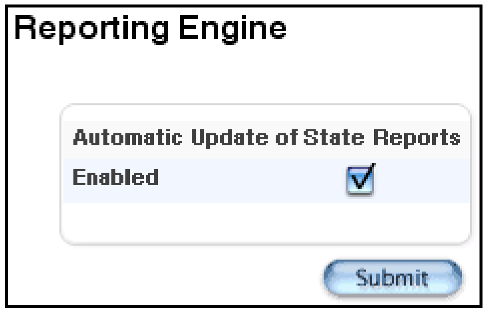
5. Click Delete. The Mime Types page displays without the deleted MIME type.

Reporting Engine Settings

Use this page to automatically update your PowerSchool server with the latest state reports.

How to Modify Reporting Engine Settings

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Reporting Engine. The Reporting Engine page appears.



4. Select the Enabled checkbox if you want PowerSchool to automatically update with any changes to state reports. Otherwise, deselect this checkbox.
5. Click Submit. The Changes Recorded page appears.

System Security

Use this page to modify system-level security settings. The settings relate to the amount of time that can pass before a PowerSchool or Parent Access user is automatically logged out of the system due to inactivity. In addition, specify the default security level for a page when no page-specific security is set. For more information, see the section "**Security**."

How to Set System Security

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Security. The Security Settings page appears.

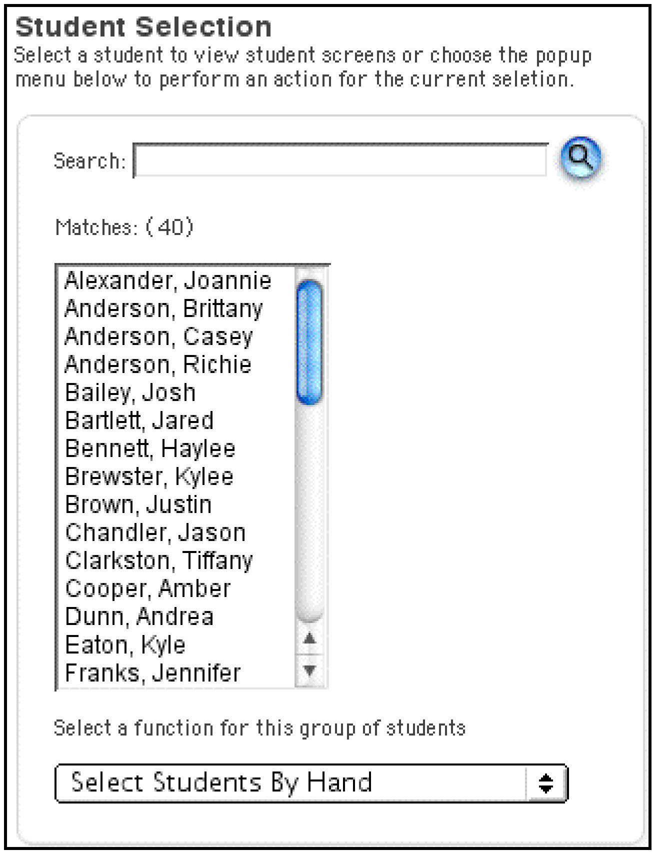
4. Use the following table to enter information in the fields:

Field	Description
Log out Administrative Users After This Many Minutes Of Inactivity	Enter the number of minutes after users have not used the PowerSchool system that the system automatically logs them out.
Log out Guardian Users Off After This Many Minutes Of Inactivity	Enter the number of minutes after parent or guardian users have not actively used the Parent Access pages that the system automatically logs them out.
Unless Specified Otherwise for an Individual Screen, Groups Have This Level Of Access	Enter a default level of access for all users for individual pages. For each user group, you can define their level of access on every PowerSchool page.

5. Click Submit. The System Settings page appears.

Select Student Options

Select up to two fields of information you want to appear next to each student’s name on the Student Selection page.

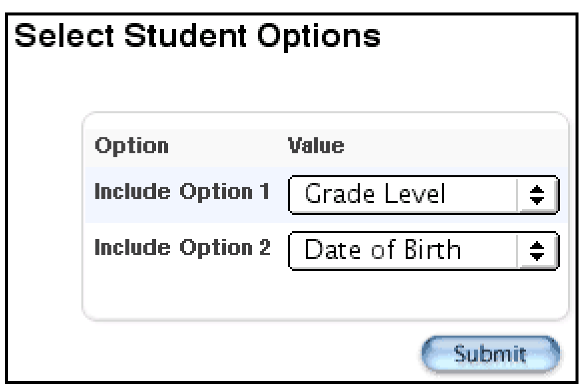


For more information, see the section "**Search and Select**."

Note: You can opt to select either one field or no fields to appear next to students' names. To do this, choose the [blank] option from the pop-up menu.

How to Modify Select Student Options

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Select Student Options. The Select Student Options page appears.



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

Field	Description
Include Option 1	Choose an option from the pop-up menu: • [Blank] • Student Number • Social Security Number (SSN) • Date of Birth • Grade Level
Include Option 2	Choose an option from the pop-up menu: • [Blank] • Student Number • Social Security Number (SSN) • Date of Birth • Grade Level

5. Click Submit. The Select Student Options page displays the modifications.

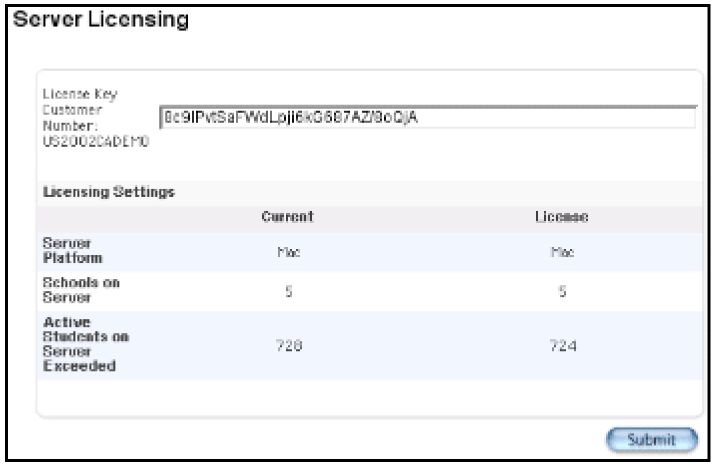
Server Licensing

The PowerSchool server includes software licensing in the form of a server licensing key. During deployment, PowerSchool provides each customer with a server licensing key tied to the server's district customer number. The licensing key enforces a number of items, including the platform, maximum number of schools and students, and expiration dates.

How to Enter the Server License Key

There are two ways to enter a server licensing key: from the server and from the Server Licensing page in PowerSchool. Enter the licensing key from the server during your initial implementation or when a licensing key becomes invalid. Use the Server Licensing page in PowerSchool to enter the initial licensing key for upgrading customers or whenever a new licensing key is required.

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Server Licensing. The Server Licensing page appears.



4. Enter the license key provided by PowerSchool in the License Key field.
5. Click Submit. The server license key is saved.

   If the licensing key is valid, the Licensing Settings section displays the licensing information. If the licensing key is for a beta version, expires, or is tied to a specific version of PowerSchool Server, that information appears at the bottom in red.

   If the licensing key is invalid, does not match, or exceeds the licensing settings, that information also appears in red.

   The next time PowerSchool Server is started, a dialog appears on the server computer and requests a valid licensing number. PowerSchool Server will not function without a valid licensing key.

Server Settings

Server settings relate specifically to the computer that runs the PowerSchool application. Use this page to set the Internet Protocol (IP) address for the PowerSchool server and the ports used for communication. The fields that appear on the Server Settings page will vary if your server runs on Mac OS X or is configured as an update server.

For more information on server settings, see the section "**Server Settings Information**."

How to Modify Server Settings

1. On the start page, choose System from the main menu. The System Administrator page appears.
2. Click System Settings. The System Settings page appears.
3. Click Server Settings. The Server Settings page appears.

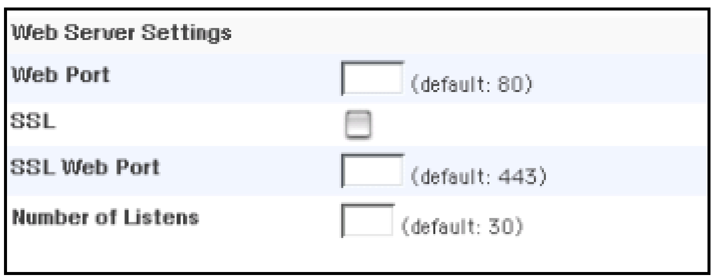
   Note: The Update Server Settings section appears only if the server has been configured as a master update server.

4. Note the Internet Settings section.

5. Use the following table to enter information in the fields in the Internet Settings section:

Field	Description
Domain Name (DNS) or IP Address	The DNS or IP address of your dedicated PowerSchool server. **Note:** Do not modify this information.
Bypass DNS validation of IP Address	Indicates whether or not to skip the process of validating the DNS entry. The default is disabled. **Note:** Do not modify this information.

6. Note the Web Server Settings section.



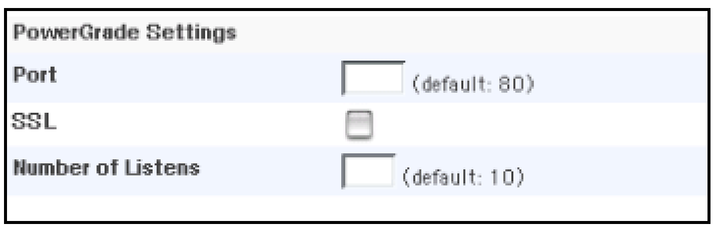
7. Use the following table to enter information in the fields in the Web Server Settings section:

   Note: The "Redirect using OS" checkbox appears only if your PowerSchool server runs on Mac OS X.

Field	Description
Web Port	The port on the server used for the web server. The default is 80, which is used for HTTP traffic. **Note:** Do not modify this information. If you are running your PowerSchool server on Mac OS X, the "Redirect using OS" checkbox appears. Select this checkbox to redirect communication to the port number specified. It is likely that you log in to the PowerSchool server using an administrator account, which means that you cannot access ports with a number less than 1024. Therefore, you can redirect ports such as port 80 to port 8080. Selecting this checkbox sets IP forwarding rules for this redirection using the password set in the Mac OS X administrator field.
SSL	Select this checkbox if you want to enable the SSL connection, which is strong encryption of information sent to and from the

Field	Description
	server. Otherwise, deselect this checkbox to disable the SSL connection. The default is disabled.
SSL Web Port	If SSL is enabled, enter the port on the web server used for the SSL connection. The default is 443. If you are running your PowerSchool server on Mac OS X, the "Redirect using OS" checkbox appears. Select this checkbox to redirect communication to the port number specified. It is likely that you log in to the PowerSchool server using an administrator account, which means that you cannot access ports with a number less than 1024. Therefore, you can redirect ports such as port 443 to port 8443. Selecting this checkbox sets IP forwarding rules for this redirection using the password set in the Mac OS X administrator field.
Number of Listens	The maximum number of listens for requests from the web server. Listening refers to the server receiving page requests from clients and then replying with the contents of the requested page. The default is 30. **Note:** It's OK to modify this information.

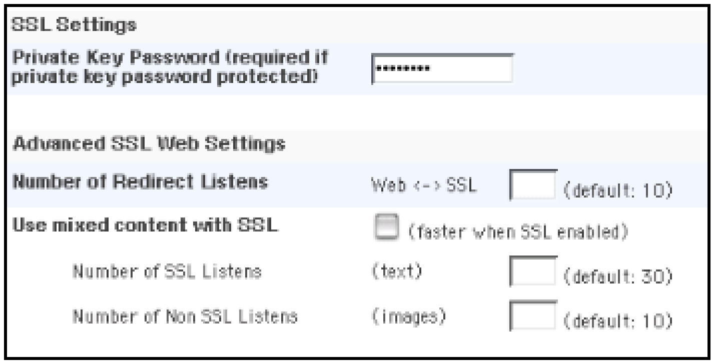
8. Note the PowerGrade Settings section.



9. Use the following table to enter information in the fields in the PowerGrade Settings section:

Field	Description
Port	The port on the server used for the PowerGrade. The default is 80, though many others use 5071.
SSL	Select this checkbox if you want to enable the SSL connection, which is strong encryption of information sent to and from the server. Otherwise, deselect this checkbox to disable the SSL connection. The default is disabled.
Number of Listens	The maximum number of listens for requests from PowerGrade. Listening refers to the server receiving page requests from clients and then replying with the contents of the requested page. The default is 30. **Note:** It's OK to modify this information.

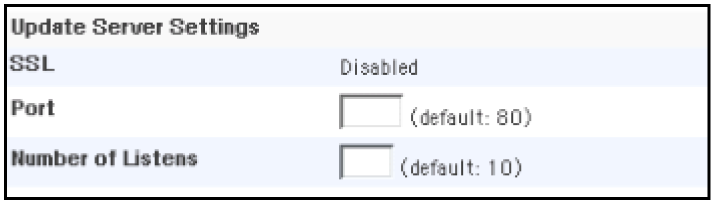
10. Note the SSL Settings and Advanced SSL Web Settings sections.



11. Use the following table to enter information in the fields in the SSL Settings and Advanced SSL Web Settings sections:

Field	Description
Private Key Password	The password used by the server when transmitting secure SSL communication. The password must be at least 4 characters.
Number of Redirect Listens	The number of listens for redirecting unsecured hits to an SSL connection. The default is 10. **Note:** It's OK to modify this information.
Use mixed content with SSL	Indicates whether or not to optimize performance by minimizing the data that requires SSL encryption. By using the advanced settings when SSL for web is enabled, all images from PowerSchool Server will be sent on port 80, an unsecured connection. Images include JPG, GIF, and ICO files. All other data is handled on the SSL connection. Older web browsers, such as Netscape 4.7, do not support mixed content connections. **Note:** It's OK to modify this information.
Number of SSL Listens	If mixed content is enabled, the number of listens for each port can be set independently. The number of listens on port 443. The default is 30. **Note:** It's OK to modify this information.
Number of Non-SSL Listens	If mixed content is enabled, the number of listens for each port can be set independently. The number of listens on port 80. The default is 10. **Note:** It's OK to modify this information.

12. Note the Update Server Settings section.

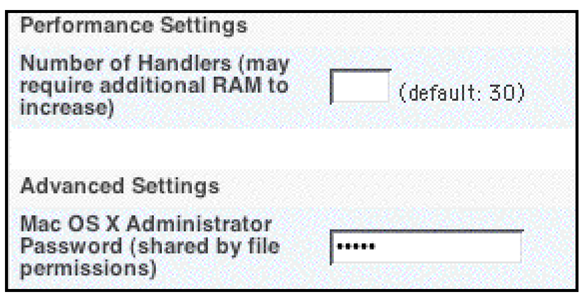


13. Use the following table to enter information in the fields in the Update Server Settings section:

    Note: This section appears only if the server has been configured as a master update server.

Field	Description
SSL	SSL is disabled for updating.
Port	The port on the server used for the server update. The default is port 80. The server updates.powerschool.com uses port 80 only. **Note:** Only enter a value if this server is acting as an internal update server. If so, you must also specify this same port on the servers being updated from their Auto Update page.
Number of Listens	The maximum number of listens to dedicate to requests for server updates. The default is 10. **Note:** It's OK to modify this information.

14. Note the Performance Settings and Advanced Settings sections.



15. Use the following table to enter information in the fields in the Performance Settings and Advanced Settings sections:

    Note: The Mac OS X Administrator Password field appears only if your PowerSchool server runs on Mac OS X.

Field	Description
Number of Handlers	The number of handlers. When user-caused events occur, handlers carry out the requested task. The default is 30. **Note:** It's OK to modify this information.
Mac OS X Administrator Password	If your PowerSchool server runs on Mac OS X, enter the password for the Mac OS X Administrator account. This password is used by PowerSchool to set IP forwarding rules (see

Field	Description
	"**Web Server Settings**") and ensure you are able to read, write, and execute all files in the main PowerSchool directory. For more information, see the section "**How to Set File Permissions**."

16. Click Submit. The server resets.

How to Set File Permissions

The following information applies only if your PowerSchool server runs on Mac OS X.

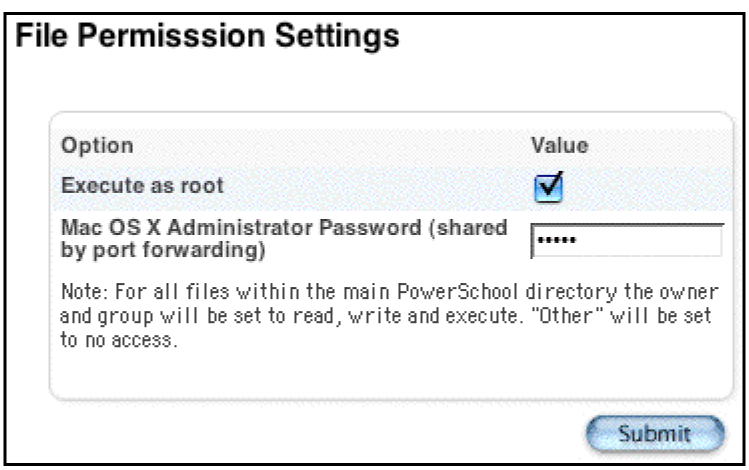
Only by providing to your PowerSchool server a Mac OS X administrator password can you ensure the ability to set permissions for all files in the main PowerSchool directory and set IP forwarding rules.

Setting file permissions does not necessarily require a Mac OS X administrator password. However, if a file's permissions cannot be set by the account under which PowerSchool is running and this account does not have the proper permissions to the file, PowerSchool will not be able to use the file. For example, this can happen when the extension of a remote access application (such as Timbuktu) is running as root and is used to copy a file to the PowerSchool directory. Also, you must enter your Mac OS X administrator password if you use IP forwarding. For more information on IP forwarding, see the section "**Web Server Settings**."

Note: The Mac OS X Administrator Password field on the File Permission Settings page has the same purpose as the field of the same name on the Server Settings page. If you set the password on one of the two pages, the password is set on the other.

1. On the start page, choose System from the main menu. The System Administrator page appears.
2. Click System Settings. The System Settings page appears.

   Note: The Mac OS X File Permission Settings link appears only if your PowerSchool server runs on Mac OS X.
3. Click Mac OS X File Permission Settings. The File Permission Settings page appears.



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

Field	Description
Execute as root	Select this checkbox to ensure that the PowerSchool server application has the highest level of permission on your server by operating under the root user in Mac OS X. It is recommended that you select this checkbox. If you deselect this checkbox, the Mac OS X Administrator Password field entry is ignored and you cannot use IP forwarding. It is then your responsibility to ensure that the account under which PowerSchool is running can properly set file permissions.
Mac OS X Administrator Password	If your PowerSchool server runs on Mac OS X, enter the password for the Mac OS X Administrator account. This password is used by PowerSchool to set IP forwarding rules (see "**Web Server Settings**") and ensure you are able to read, write, and execute all files in the main PowerSchool directory.

5. Click Submit. The Changes Recorded page appears.

Server Settings Information

PowerSchool manages handlers and listens based on specifications made on the Server Settings page. In addition to details related to handlers and listens, the following section discusses the internal minimums, maximums, and defaults for PowerSchool server settings.

Handlers are the processes responsible for handling hits, which are requests for page items. A hit can come from a web browser, PowerGrade, or another PowerSchool server.

Listens receive hits. Once a hit is received, the listen status changes from idle to active. A single main process loops through each listen and checks its status. Once a listen's status is active, the main process wakes up an available handler and assigns it the active listen. The handler then processes the hit. When the hit is complete, the listen is stopped, or killed, the handler goes idle until needed again, and a new listen is created to replace the one killed.

On the Server Settings page, there are three types of listens: web, PowerGrade, and update server. There is also a field for setting the number of handlers. The default numbers for each are specified on the page. However, the relationship of handlers to listens and the minimum and maximum number that PowerSchool uses for each listen are not specified.

Listen	Min	Max	Default
Web	30	500	30
PowerGrade	0	450	10
Update	0	500	10 if an update server; otherwise, 0

The maximum total listens—all the listens combined—is 500. The maximum number of handlers is 200. The number of handlers the system will use is no more than the total number of listens, since it is not necessary to have more handlers than things to handle. However, the number of listens can be greater than the number of handlers. If there are no handlers available to handle an active listen, the listen will go into a queue and wait for a handler to become available.

If SSL is configured (meaning that it may or may not be enabled, but it can open secured listens because the security certificate, private key, and optional password are valid), web redirect listens are created. If SSL is enabled, the web redirect uses port 80. If SSL is disabled, the web redirect uses port 443. The following table identifies the web redirect numbers:

Listen	Min	Max	Default
Web Redirect	0	20	10

If SSL is not configured (meaning that the SSL setup is not valid), no web redirect listens are created. If SSL Mixed Content is enabled, the main web listens are ignored and the numbers are as follows:

Listen	Min	Max	Default
Mixed SSL	30	470	30
Mixed Unsecured	10	470	10

The following table identifies the servers and their ports:

Server	Default
Web	80
Web SSL	443
Web Redirect (SSL enabled)	80
Web Redirect (SSL configured but not enabled)	443
PowerGrade	80
PowerGrade SSL (future functionality)	5072
Update	80
Mixed SSL	443
Mixed Unsecured	80

With SSL disabled, you can actually use both the web and PowerGrade ports to respond to all hits. However, with SSL enabled, a web hit will only respond on port 443; if it is a redirect or has mixed content, the web hit also uses port 80. If SSL is enabled, PowerGrade hits will only respond on the port specified, but not on port 443. PowerGrade SSL is a future functionality.

Server Statistics

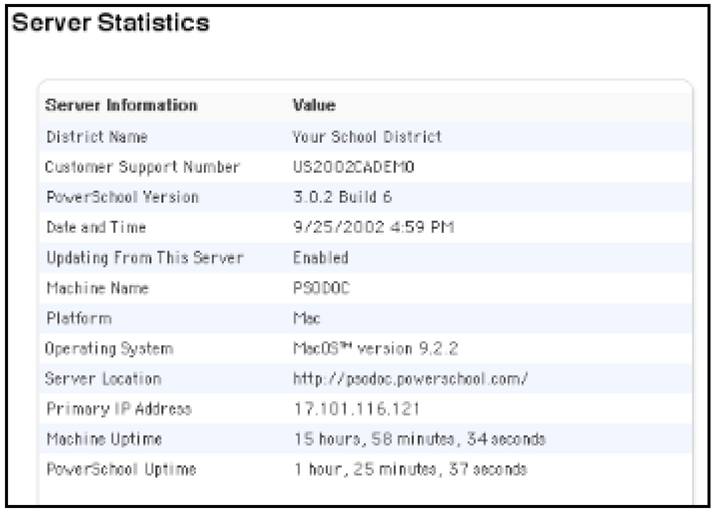
Use this page to view information related to your PowerSchool server. The page is divided into the following sections:

- Server Info: Displays your server's basic information
- Schools: Displays information about each school on this server
- Memory: Displays the amount of memory on your server by memory type
- PowerSchool Volume: Displays the size and location of the PowerSchool system on your server
- Users: Displays the number of users currently logged in to the system and any disabled user IP addresses
- Listens: Displays the information related to receiving hits
- Handlers: Displays handler information
- Streams: Displays the status of the communication between PowerSchool and PowerGrade
- Hits: Displays the number of page item requests by user type, including web pages and images
- Processes: Displays the status of all the services on the server
- Data: Displays the number of active schools, students, staff members, and courses
- Tables: Displays each PowerSchool table name and the number of records in each

For more information on handlers, listens, hits, and ports, see the section "**Server Settings Information**."

How to View Server Statistics

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Server Statistics. The Server Statistics page appears.



Server Statistics

Server Information	Value
District Name	Your School District
Customer Support Number	US2002CADEMO
PowerSchool Version	3.0.2 Build 6
Date and Time	9/25/2002 4:59 PM
Updating From This Server	Enabled
Machine Name	PSDOC
Platform	Mac
Operating System	MacOS™ version 9.2.2
Server Location	http://psdoc.powerschool.com/
Primary IP Address	17.101.116.121
Machine Uptime	15 hours, 58 minutes, 34 seconds
PowerSchool Uptime	1 hour, 25 minutes, 37 seconds

4. Use the following table to understand the information in the Server Info section:

Field	Description
District Name	Name of the district used in your system.
Customer Support Number	Number used to identify your PowerSchool system to PowerSchool Technical Support.
PowerSchool Version	Current version and build number of the PowerSchool system.
Date and Time	Current system date and time.
Updating From This Server	Indicates if updating PowerSchool is possible from this server.
Machine Name	Network name of server.
Platform	Hardware system used to run PowerSchool.
Operating System	Name of the operating system used on the server. An operating system is a program that controls the hardware and application programs on a computer.
Server Location	Internet or network location of the server, expressed as either an IP address or URL.
Primary IP Address	IP address of your PowerSchool system on the server.
Machine Uptime	Amount of time the server has run since the last time it was restarted.
PowerSchool Uptime	Amount of time the PowerSchool system has run since the last time it was restarted.

5. Note the Schools section.

School Name	School Number	Grade Range	Number of Active Students
Graduated Students	999999	0 - 0	0
Washington Elementary	1000	0 - 3	213
Jefferson Elementary	2000	4 - 5	95
Cherry Hill Middle School	3000	6 - 8	163
Apple Grove High School	4000	9 - 12	257

6. Use the following table to understand the information in the Schools section:

Field	Description
School Name	Name of the schools on the system.
School Number	School number assigned to each school. **Note:** For more information, see the section "**School Numbers**."
Grade Range	Range of grade levels for each school.
Number of Active Students	Current number of enrolled students at each school.

7. Note the Memory section.

Memory	Value
Installed RAM	384.00 MB
Virtual Memory	393.52 MB
PowerSchool Free Memory	95.71 MB

8. Use the following table to understand the information in the Memory section:

Field	Description
Installed RAM	Number of bytes of random access memory (RAM) installed on the server.
Virtual Memory	Number of bytes of hard drive space used to supplement the server's memory capacity.
PowerSchool Free Memory	Number of bytes of memory that are available to run PowerSchool.

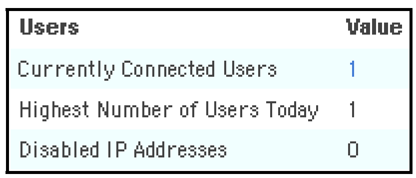
9. Note the PowerSchool Volume section.

PowerSchool Volume	Value
Installed Path	PSO DOC:PowerSchoolƒ:
Volume Size	9.44 GB
Used Space	3.44 GB
Free Space	5.99 GB
Data File Path	PSO DOC:PowerSchoolƒ:powerschool_app:powerschool.data
Data File Size	
Buffers Last Flushed	

10. Use the following table to understand the information in the PowerSchool Volume section:

Field	Description
Installed Path	Path of the PowerSchool root directory.
Volume Size	Number of bytes of storage on the server.
Used Space	Current number of used bytes of storage on the server.
Free Space	Current number of available bytes of storage on the server.
Data File Path	Name and path of file used to store PowerSchool data.
Data File Size	Current size of the PowerSchool data file.
Buffers Last Flushed	Last date and time the buffers were purged. A buffer is a holding area (usually in RAM) used by the central processing unit (CPU) to process data before transferring it to a storage device.

11. Note the Users section.



12. Use the following table to understand the information in the Users section:

Field	Description
Currently Connected Users	Number of users currently logged on to PowerSchool. Click the number to view the users' usernames and IP addresses.
Highest Number of Users Today	Highest number of users logged in to PowerSchool at any time today.
Disabled IP Addresses	Number of IP addresses disabled due to multiple failed login attempts. For more information, see the section "**Login Attempts Restrictions**."

13. Note the Listens section.

Listens	Value
Busy Listens	0
Highest Number of Busy Listens	4
Maximum Listens	50
Web Port 80	30
Web Redirect Port 443	0
Web Mixed Content SSL Port 443	0
Web Mixed Content Non SSL Port 80	0
PowerGrade Port 80	10
Update Server Port 80	10

14. Use the following table to understand the information in the Listens section:

Field	Description
Busy Listens	Current number of listens that respond as busy.
Highest Number of Busy Listens	The busiest listens at any time today.
Maximum Listens	Setting for the maximum number of listens. For more information, see the section "**Server Settings**."
Web Port Number/SSL Status	Setting for the number of listens dedicated to the web port.
Web Redirect Port Number	Setting for the number of listens dedicated to redirecting web hits between SSL and Non-SSL ports.
Web Mixed Content SSL Port 443	Setting for the number of listens dedicated to web SSL hits when Mixed Content is enabled.
Web Mixed Content Non SSL Port 80	Setting for the number of listens dedicated to web Non-SSL hits when Mixed Content is enabled.
PowerGrade Port Number	Setting for the number of listens dedicated to the PowerGrade port.
Update Server Port Number	Setting for the number of listens dedicated to the Update Server port. This port is only applicable when the server has been set up as a master update server.

15. Note the Handlers section.

Handlers	Value
Busy Handlers	1
Highest Number of Busy Handlers	4
Maximum Handlers	30

16. Use the following table to understand the information in the Handlers section:

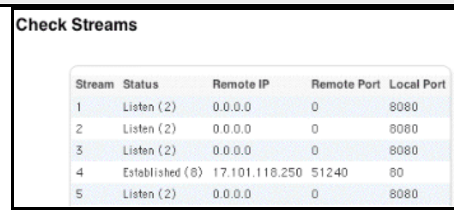
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Busy Handlers</td><td>Current number of handlers that respond as busy. Click the number to view the handlers and their statuses, which user accounts are using the handlers, and for how long the handler has been busy processing a hit. The Check Handlers page appears.
Check Handlers
<table>
<tr><th>Number</th><th>Status</th><th>User</th><th>Data</th><th>Duration</th></tr>
<tr><td>1</td><td>Busy</td><td>Allphin, Timothy</td><td>URL= admin/tech/checkhandlers.html
AC=
REF= admin/systemsettings/serverstats.html</td><td>00:00:00</td></tr>
<tr><td>2</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
<tr><td>3</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
<tr><td>4</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
<tr><td>5</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
<tr><td>6</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
<tr><td>7</td><td>Ready</td><td></td><td></td><td>00:00:00</td></tr>
</table></td></tr>
<tr><td>Highest Number of Busy Handlers</td><td>The most busy handlers at any time today.</td></tr>
<tr><td>Maximum Handlers</td><td>Setting for the maximum number of handlers. For more information, see the section "Server Settings."</td></tr>
</table>

17. Note the Streams section.

Streams	Value
Current Streams	Stream Status
Current PowerGrade Connections	0
Bytes Sent Since Last Restart	3.15 MB
Bytes Received Since Last Restart	230.21 KB

18. Use the following table to understand the information in the Streams section:

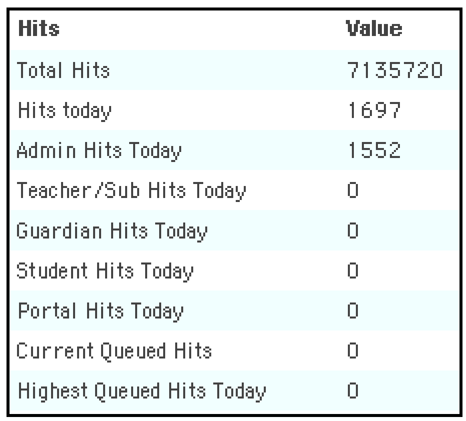
Field	Description
Current Stream	Click Stream Status to view the status of the data stream between PowerSchool and a client. The Check Streams page appears.

Field	Description
	
Current PowerGrade Connections	Current number of users sending or receiving information between PowerGrade and PowerSchool.
Bytes Sent Since Last Restart	Number of bytes sent since the last time the server was restarted.
Bytes Received Since Last Restart	Number of bytes received since the last time the server was restarted.

Check Streams

Stream	Status	Remote IP	Remote Port	Local Port
1	Listen (2)	0.0.0.0	0	8080
2	Listen (2)	0.0.0.0	0	8080
3	Listen (2)	0.0.0.0	0	8080
4	Established (8)	17.101.118.250	51240	80
5	Listen (2)	0.0.0.0	0	8080

19. Note the Hits section.



Hits	Value
Total Hits	7135720
Hits today	1697
Admin Hits Today	1552
Teacher/Sub Hits Today	0
Guardian Hits Today	0
Student Hits Today	0
Portal Hits Today	0
Current Queued Hits	0
Highest Queued Hits Today	0

20. Use the following table to understand the information in the Hits section:

Field	Description
Total Hits	Number of hits or file requests made to PowerSchool since installed.
Hits today	Number of hits made to PowerSchool so far today.
Admin Hits Today	Number of hits made to the PowerSchool Administration pages so far today.
Teacher/Sub Hits Today	Number of hits made to the PowerSchool Teacher or the Substitute Teacher pages so far today.
Guardian Hits Today	Number of hits made to the PowerSchool Parent Access pages under a parent or guardian username so far today.
Student Hits Today	Number of hits made to the PowerSchool Parent Access pages under a student username so far today.

Field	Description
	under a student username so far today.
Portal Hits Today	Number of hits made to the PowerSchool Parent Access pages so far today.
Current Queued Hits	Number of current hits that are waiting for a response from PowerSchool.
Highest Queued Hits Today	The most queued hits at any time today.

21. Note the Processes section.

Processes	Value
Task Server	Running
Web Server	Running
Communication Server	Running
PowerLink	Down
Log Process	Running
Report Queue	Running

22. Use the following table to understand the information in the Processes section:

Field	Description
Task Server	Indicates if the Task Server is running or not.
Web Server	Indicates if the Web Server is running or not.
Communication Server	Indicates if the Communication Server is running or not.
PowerLink	Indicates if PowerLink is running or not.
Log Process	Indicates if the Log Process is running or not.

23. Note the Data section.

Data	Value
Schools on Server	5
Active Students on Server	728
Active staff on Server	183
Courses on Server	389

24. Use the following table to understand the information in the Data section:

Field	Description
Schools on Server	Number of schools on the server.

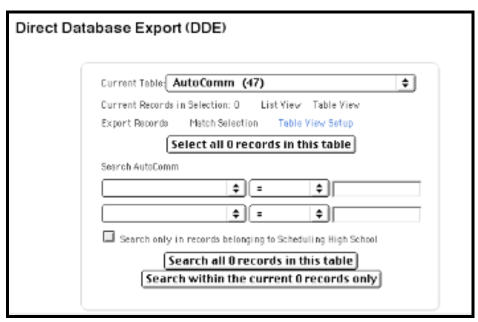
Field	Description
Active Students on Server	Number of students enrolled at all schools on the server.
Active Staff on Server	Number of current staff members at all schools on the server.
Courses on Server	Number of courses at all schools on the server.

25. Note the Tables section.

Table Name (number)	Records
AggStats (46)	765
AttendanceQueue (48)	0
AutoComm (47)	1
AutoSend (49)	0
Batches (28)	3,361
Blobs (12)	0
Books (14)	15,108
BulletinItems (26)	1,384
Calendar (29)	21
CC (4)	80,933

26. Use the following table to understand the information in the Tables section:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Table Name (number)</td><td>Name of the table.</td></tr>
<tr><td>Records</td><td>Number of records in the table. Click the number next to the table to run the Direct Database Export for that table. The Direct Database Export (DDE) page appears.



For more information, see the section "**Direct Database Export**."</td></tr>
</table>

Server Tools

Server tools include the ability to automatically ping the server to confirm the server's availability.

How to Use Server Tools

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Server Tools. The Server Tools page appears.

4. Use the following table to enter information in the field:

Field	Description
Auto Ping Every 5 Mins.	Select this checkbox to try reaching your server every five minutes. This checkbox is typically selected when you want to make sure your server is running and available and when troubleshooting.

5. Click Submit. The server tools are either active or inactive, depending on your selection.

System Styles

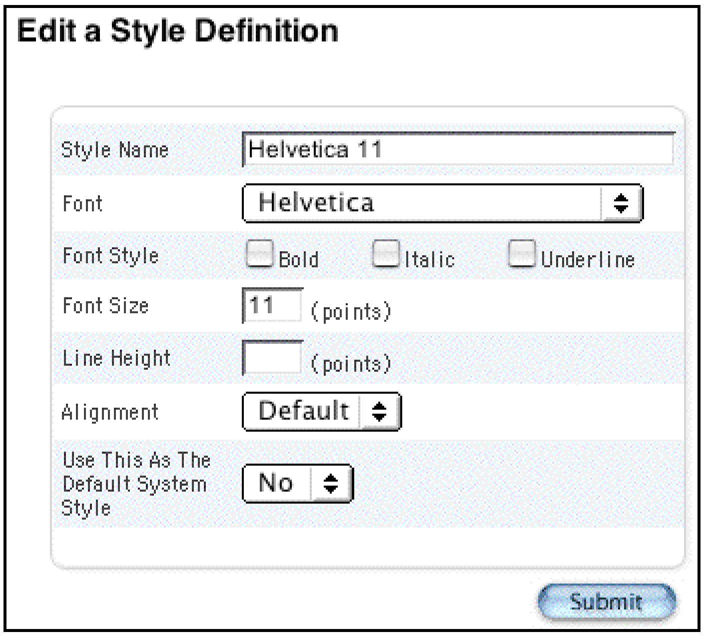
System styles are used when creating custom reports. They include font, font size, and alignment. Use this page to add styles, edit styles, and set style defaults.

Fonts are an important part of how your custom reports look. Perhaps you like report titles to be in large, bold, capital letters. Or perhaps you prefer that footer text be small and italicized. PowerSchool provides several styles you can use so that you don't have to set these preferences each time. Or create new styles according to your own preferences and needs. If you do not want to create styles at this point, you can still create reports. For more information, see the section "**Report Cards**."

How to Add Styles

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Styles. The Styles page appears.

4. Click New. The "Edit a Style Definition" page appears.



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

Field	Description
Style Name	Enter the name of the style.
Font	Choose a font from the pop-up menu.
Font Style	Select any combination of the three style checkboxes: • Bold • Italic • Underline
Font Size	Enter the font size in points.

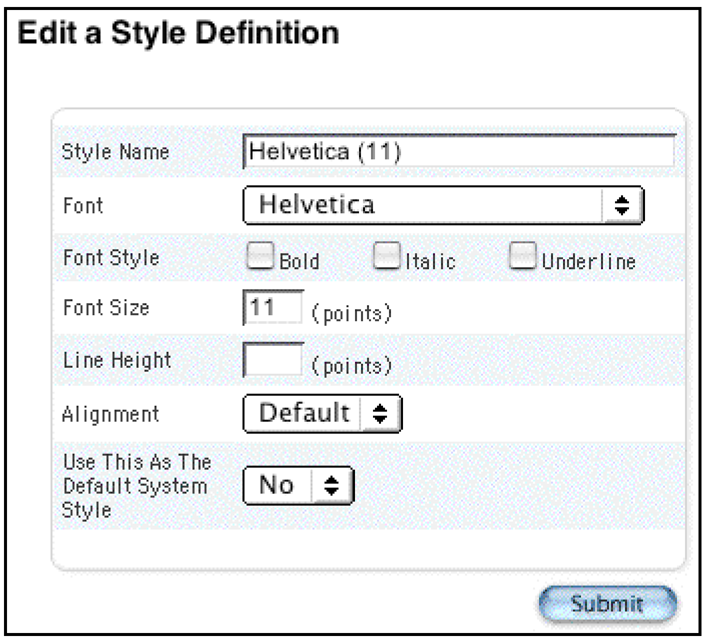
Field	Description
	Note: One point is 1/72 of an inch.
Line Height	Enter the height of each line in a paragraph in points. **Note:** One point is 1/72 of an inch.
Alignment	Choose the paragraph alignment from the pop-up menu: • Default • Left • Center • Right
Use This As The Default System Style	Use the pop-up menu to choose Yes if you want the system to apply this font to all reports, unless you specify a different font when you create a report. Otherwise, choose No.

6. Click Submit. The Styles page displays the new style.

How to Edit Styles

1. On the start page, choose System from the main menu.
2. Click System Settings. The System Settings page appears.
3. Click Styles. The Styles page appears.

4. Click the style to be edited. The "Edit a Style Definition" page appears.



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

Field	Description
Style Name	Edit the name of the style.
Font	Choose a font from the pop-up menu.
Font Style	Select any combination of the three style checkboxes: • Bold • Italic

Field	Description
	• Underline
Font Size	Edit the font size in points. **Note:** One point is 1/72 of an inch.
Line Height	Edit the height of each line in a paragraph in points. **Note:** One point is 1/72 of an inch.
Alignment	Choose the paragraph alignment from the pop-up menu: • Default • Left • Center • Right
Use This As The Default System Style	Use the pop-up menu to choose Yes if you want the system to apply this font to all reports, unless you specify a different font when you create a report. Otherwise, choose No.

6. Click Submit. The Styles page displays the edited style.

School Setup

Attendance

Attendance Overview

PowerSchool's attendance function makes it possible to track students' attendance in a number of ways. Depending on your school's needs, you can track either daily attendance or section attendance. Additionally, you can consolidate the multiple roll calls normally required when multiple course sections meet at the same time. For more information on these topics, see the sections "**Daily Attendance**," "**Meeting Attendance**," and "**Concurrent Attendance**," respectively.

Given the proper permissions, administrators, teachers, and substitute teachers can take attendance using the following:

- PowerSchool: There are several ways to take and change attendance in PowerSchool for a student or group of students, either for one day or several days.
- PowerGrade: Teachers can take attendance, even when they are working on a computer that has PowerGrade but is not connected to their school's network. When they connect to the network, PowerGrade sends attendance records to PowerSchool. Attendance secretaries can always override information entered by a teacher Codes entered by the secretary automatically appear in the PowerGrade files of the student's teachers. For more information on PowerGrade, see the section "**The Basics**."
- PowerSchool Teacher: Teachers can use PowerSchool Teacher's attendance function to take attendance for their current classes. For more information, see the section "**Current Classes Page**."
- PowerSchool Substitute: Substitute teachers can use PowerSchool Substitute to take attendance for their designated classes. For more information, see the section "**How to Take Attendance in PowerSchool Substitute**."

A number of attendance-related reports are available. For more information, see the sections "**Attendance Count and Audit Reports**" and "**Attendance Reports**."

Attendance Modes

There are three modes of taking attendance, by day, by meeting, or concurrently.

Daily Attendance

In PowerSchool, you can take attendance for one or more days. The Daily Attendance feature calculates attendance by the minute or by attendance code.

Meeting Attendance

In PowerSchool Teacher and PowerGrade, you can take attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

Concurrent Attendance

In PowerSchool Teacher, you can take attendance either by class meeting or by concurrently meeting sections. A class meeting is the span of time a class takes place within a given day. If the class spans multiple periods you may need to take attendance multiple times depending on your schools policies. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

For example, assume a Biology section, BIO102, meets for periods 1 and 2, and the schedule expression for this section is 1-2(A). The class' teaching assistant meets in the class at the same time, though the assistant's section, TA100, differs from BIO102.

Section	BIO102	TA100
Schedule expression	1-2(A)	1-2(A)
Number of students	20	1

All the students in the classroom at that time have the same meeting (that is, they meet at the same time and place, and have the same teacher). You can choose to either take attendance per section or, to combine the sections' rosters for attendance purposes, take attendance by meeting using either section. By opting to take attendance by meeting, all 21 students from both sections appear on the attendance page.

Often, multi-section meetings are more complex situations than in the given example. For example, if two teaching assistant sections each span half of the BIO102 section, it becomes important as to which section you use to take attendance. In the following example, no more than 21 students meet at a time since the two teaching assistant sections meet during different periods.

Section	BIO102	TA100	TA101
Schedule expression	1-2(A)	1(A)	2(A)
Number of students	20	1	1

In this example, the teacher can still take attendance by meeting. However, the teacher should look up TA100 to take attendance for the first period and then TA101 to take attendance for the second period since attendance can be taken only once per day per section, taking attendance for BIO102 in Period 2 will overwrite the attendance taken in Period 1. In this situation, taking attendance for

BIO102 in either period will not account for the attendance in both TA sections, but rather only one TA section.

In all cases, it is best to use the most specific section when taking attendance by meeting. That is, use sections that do not span more periods than any other sections in the same meeting.

Attendance Conversion

The Attendance Data Migration is part of the PowerSchool 4.0 installation process, which migrates your previous PowerSchool attendance codes, FTE, daily attendance, section attendance, and attendance preferences into the new system. After installing PowerSchool 4.0, the Attendance Data Migration tool automatically launches and builds preferences and moves data for one year.

You can also launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process to convert data for subsequent years.

For more information, refer to System Notes for PowerSchool 4.0 available on the installation CD you received or by download from the PowerSchool Customer Support web site at **www.powerschool.com/support/**.

Attendance Setup

All attendance setup is performed at the school level under School Setup. All attendance-related setup items are conveniently located under the Attendance category. In addition, you will also need to setup up other school-related setup items that work in conjunction with attendance. The following list outlines the recommended "Attendance" setup process:

- Years and Terms
- Days
- Periods
- Schedules, including Section Attendance Settings
- Class Exclusions
- Attendance Code Categories
- Attendance Codes
- FTE Codes
- Attendance Preferences
- Attendance Conversions
- Bell Schedules
- Calendar
- Reporting Segments

Taking Attendance

There are three ways to mark or change an attendance record in PowerSchool:

- Mark or change a single attendance instance.
- Mark or change a student's attendance records for blocks of time. This is particularly useful when the student has been or will be out for an extended period.
- Mark or change a group of students' attendance records for blocks of time. This is particularly useful when a class goes on a field trip or for sporting events.

Use any or all of the methods described either to change a record from the past where a code has already been entered or to enter new data for an unmarked date range, day, or period in the past or future.

Attendance Data Migration Tool

To accommodate the considerable enhancements made to the underlying framework of Attendance, conversion of your attendance data needs to be performed. In order to "automate" the conversion, the Attendance Data Migration tool has been created. The Attendance Data Migration tool performs five processes, including: Attendance Codes, Daily Attendance, Section Attendance, FTE, and Attendance Preferences. Specifically, the following occurs:

- Attendance codes currently in PowerSchool are school specific, but not year specific. A copy is made in the new Attendance_Code table for each school that has a valid calendar for the years converted.
- Daily attendance records associated with valid school days are created in the attendance table for years converted. Valid means the student was enrolled in school and school was in session.
- Valid attendance is created for valid CC records in the new attendance table. Valid means the student was enrolled in school, school was in session, and the class met on that particular day.
- FTEs are created in each school based on values students have in the fultimeequiv field in the student and re-enrollment records Those FTEs are then associated with the appropriate students and re-enrollment records. If nothing exists for a student, an FTE of 1 is created and associated.
- Attendance preferences for each school are created for each year that is converted.

How to Access the Attendance Data Migration Tool

The Attendance Data Migration is part of the PowerSchool 4.0 installation process. After installing PowerSchool 4.0, the Attendance Data Migration tool automatically launches. The tool only migrates one year at a time. After running through the initial process and successfully migrating one year, you will not be prompted on startup to run any other years you may have.

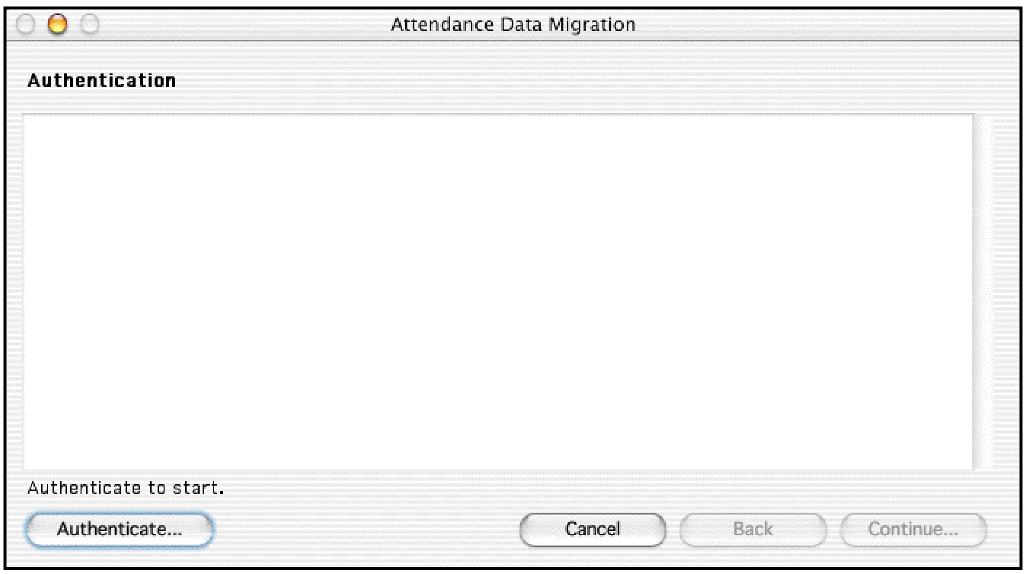
If you have multiple years that you want to migrate, you will have an opportunity to migrate those other years after the first conversion process is done and the PowerSchool server is up and running. For example, if you need to do attendance reporting on historical data, such as Senior Transcripts, you need to migrate each of the years that you want to include in the report. In this case, you would need to migrate the last three years of data in order to have up-to-date attendance information for your 04-05 senior class.

The migration process can take a very long time to run, up to 20 hours or more, depending on how fast your server is and how many attendance records need to be moved. Because of this you may want to convert the 2004-2005 school year to get your server up and running. As time permits you can convert past years. Keep in mind the conversion is very processor intensive and it will cause the server to be slow; you will want to do it when there is very low server load.

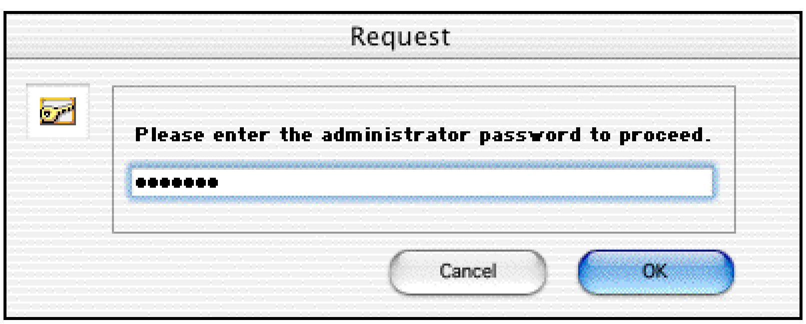
To launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process, go to the server and access PowerSchool. From the menu bar, select Execute from the hidden menu. The Execute window appears. Enter att_migrate and click OK.

How to Run the Attendance Data Migration Tool

1. Make a back up of your data file by copying it to a safe location.
2. Start PowerSchool 4.0 for the first time. The Authentication page appears.

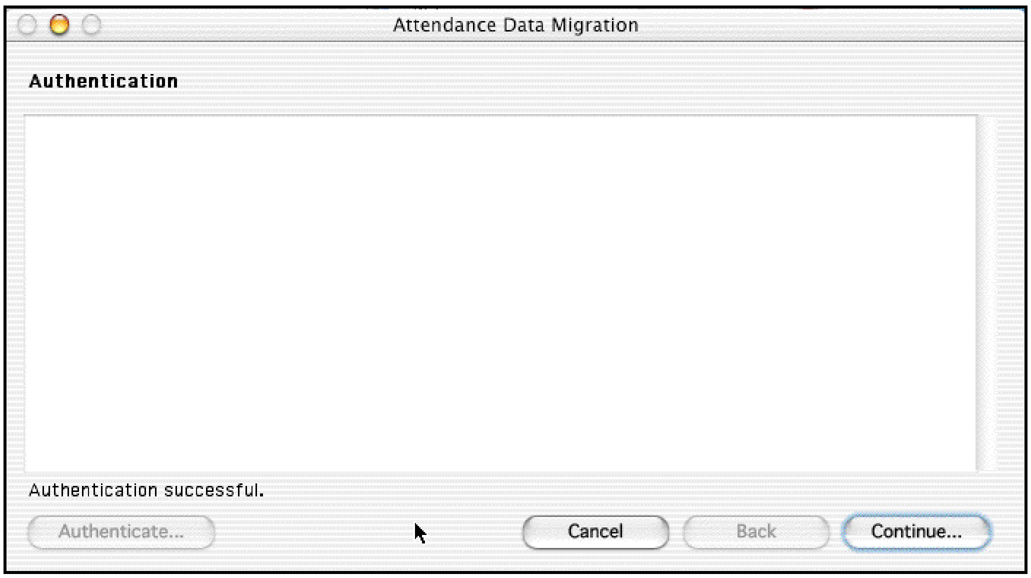


3. Click Authenticate. The Request page appears.

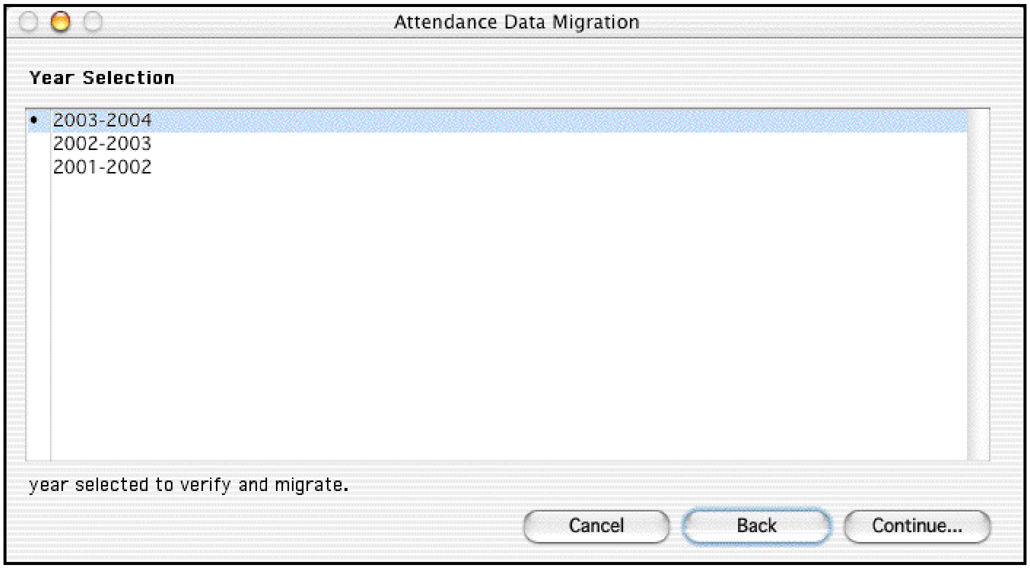


4. Enter your PowerSchool administrator password. This is the portion of your admin login following the semicolon. For example, if your login to PowerSchool is johnsmith;cantguess, then you would enter cantguess.
5. Click OK. The system verifies that you have access to the PowerSchool server. If the authentication is successful, the Authentication page refreshes and the Authenticate button becomes grayed out, whereas the Continue button is enabled.

   Note: At any time you want to stop the attendance data migration process, click Cancel. The system prompts you to Quit or Start PowerSchool. If you want to perform the attendance data migration process at another time, select Quit. However, if you want to correct errors within the attendance data, click Start PowerSchool. If you select Start PowerSchool, keep in mind that the data is not ready to be used in a production environment, as you have not yet completed the attendance data migration process.



6. Click Continue to proceed. The Year Selection page appears displaying a list of all the years in the data file.



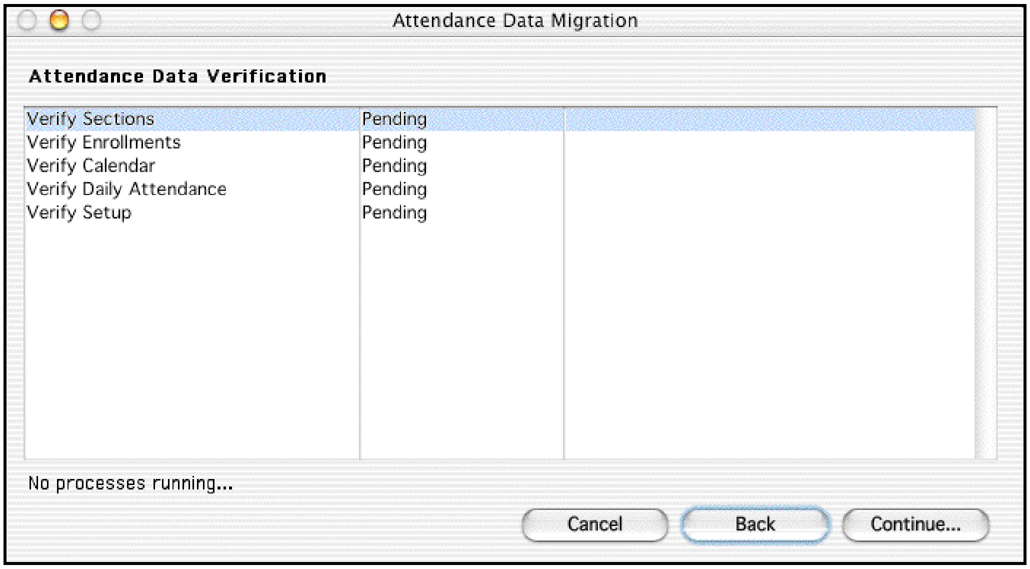
7. Select the year for which you want to migrate attendance data by clicking the appropriate term name.

   The Attendance Data Migration tool only runs one year at a time. If you have multiple years that you want to migrate, you will need to run each year through the process after the first conversion process is done and the server is up and running.

   Note: If you have the 2004-2005 school year created, it converts much faster than a past year because little to no attendance has been taken for that year.

8. Click Continue to proceed. The Attendance Data Verification page appears displaying a list of the processes and the state they are in from the last time the Attendance Data Migration tool was run for the selected year. If have gone through part of the attendance data migration process before and clicked Cancel to stop the process, this list shows which validations you have completed. If this is the first pass all verifications appear as Pending.

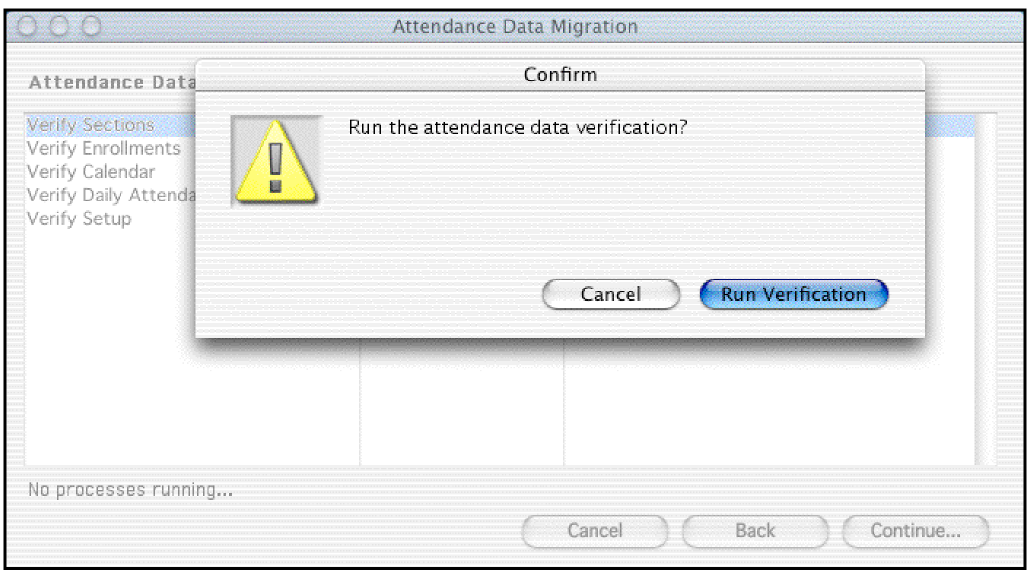
   Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.



9. Click Continue to proceed. A Confirm dialog box appears asking you whether or not you want to run attendance data verification.

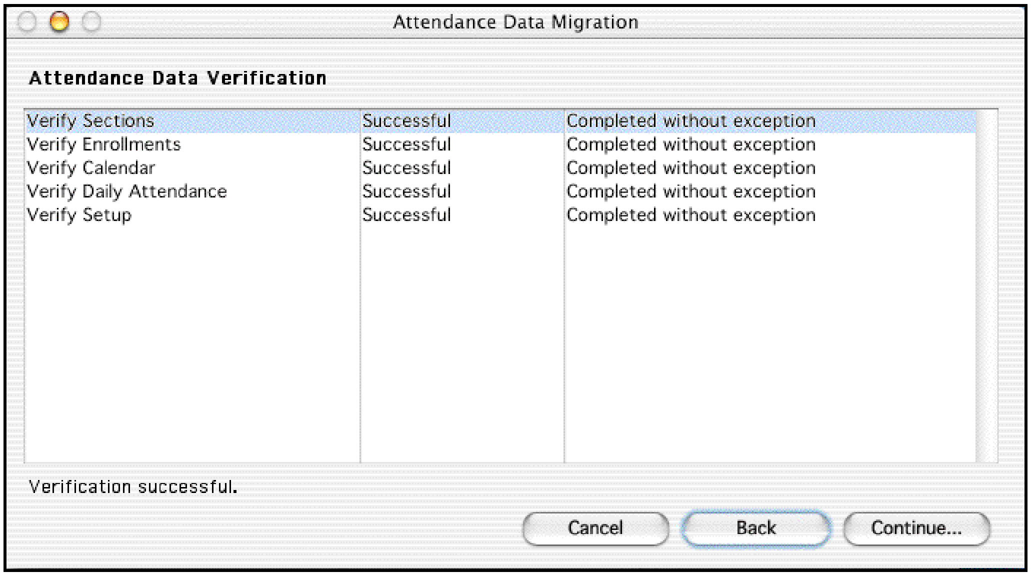
   Note: To select a different year or to double-check the year you selected, click Back to return to the Year Selection page (Step 7).

   Attendance data verification checks for errors, such as multiple years for a school in one year or no calendar associated with a school that has attendance that can hinder the attendance data migration process and possibly cause it to crash.



10. Click Run Verification to proceed. This only takes a few minutes. Once verification is complete, the Attendance Data Verification page displays the status of each process (pending, running, successful. or failed).

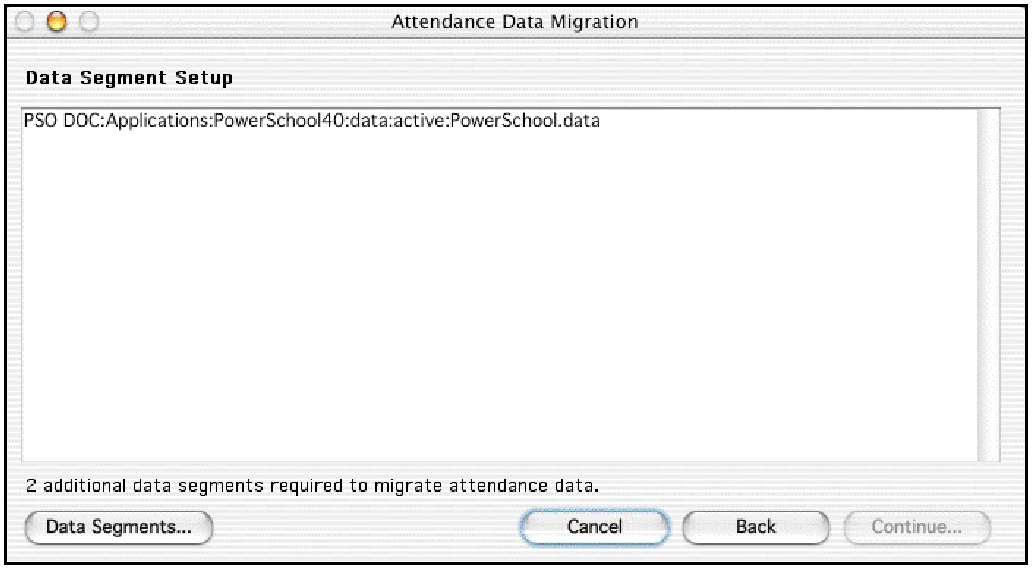
    Note: To select a different year or to double-check the year you selected, click Cancel to return to the Data Verification page then click back (Step 7).



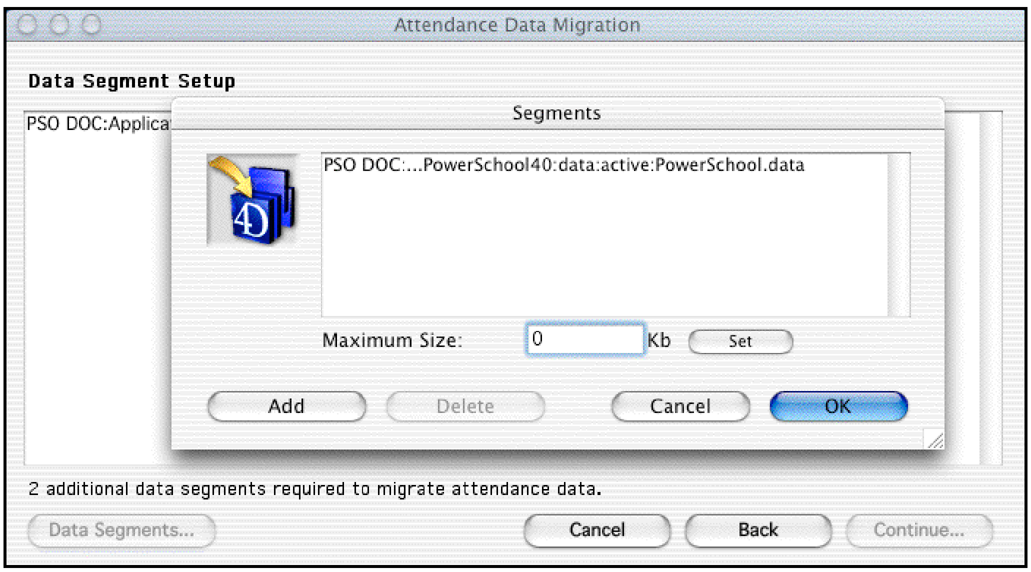
11. Do one of the following:
    - If the page displays Verification successful, click Continue. The Data Segment Setup page appears displaying a list with the path to the data file and any segments (Step 12).
    - To select a different year, click Back to return to the Year Selection page (Step 7).
    - If the page indicates that the verification was unsuccessful, you will need to determine the data problems. To do so, click Cancel to stop the attendance data migration process. Select Start PowerSchool and log in to the application.

    To assist in determining what the data problems are, review the log files, which are found in your PowerSchool folder Powerschool40/data/log/migrate/verify/the folder with a name of the date and time you ran the process/the year you validated/the name of the process that failed. For example, if you started the migration tool at 2:03pm on July 5th 2004 for the 2004-2005 school year and the sections verification failed, the path would look like this:
    HardDiskDrive/SomeFolder/PowerSchool40/data/log/migrate/verify/0705041403/2004-2005/Att_MigrateVerifySections.html

    Once you have made your corrections, begin the attendance data migration process again (Step 1).



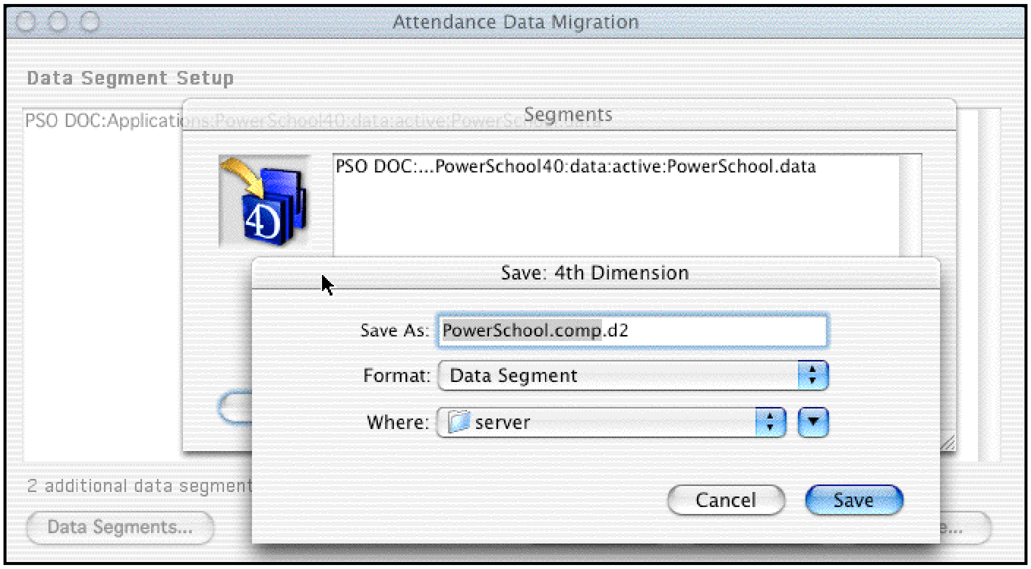
12. Click Data Segments in order to proceed. The Segments dialog box appears.



In addition to your data file, you need to create two more data segments. This is to help ensure that you do not exceed the data file capacity during the course of the school year. The Continue button appears grayed-out preventing you from proceeding until you have created the minimum number of data segments.

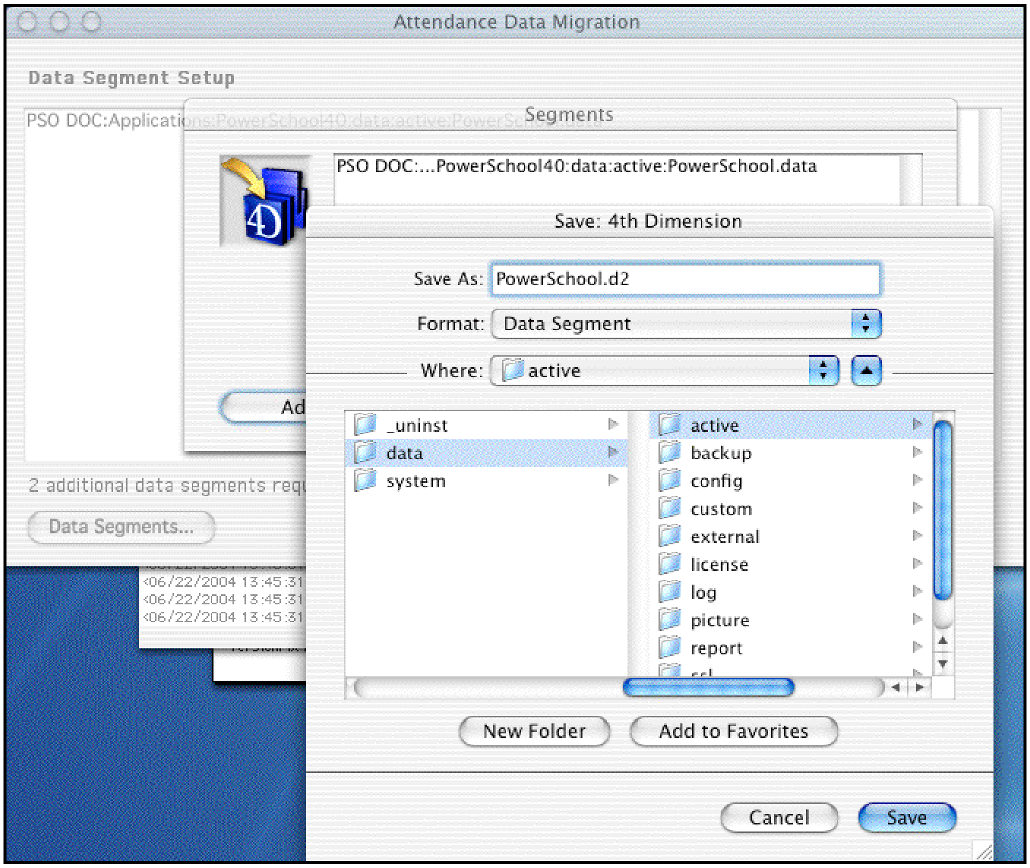
Note: While the Segments dialog box initially displays the same data file as the Data Segment Setup page below it the Segments dialog box is a separate application not created by PowerSchool and used to create new data segments. Therefore, you will need to follow these directions very carefully.

13. Click Add to create a new data segment. The Save 4th Dimension window appears. You are prompted to enter the name of the file you wish to save.

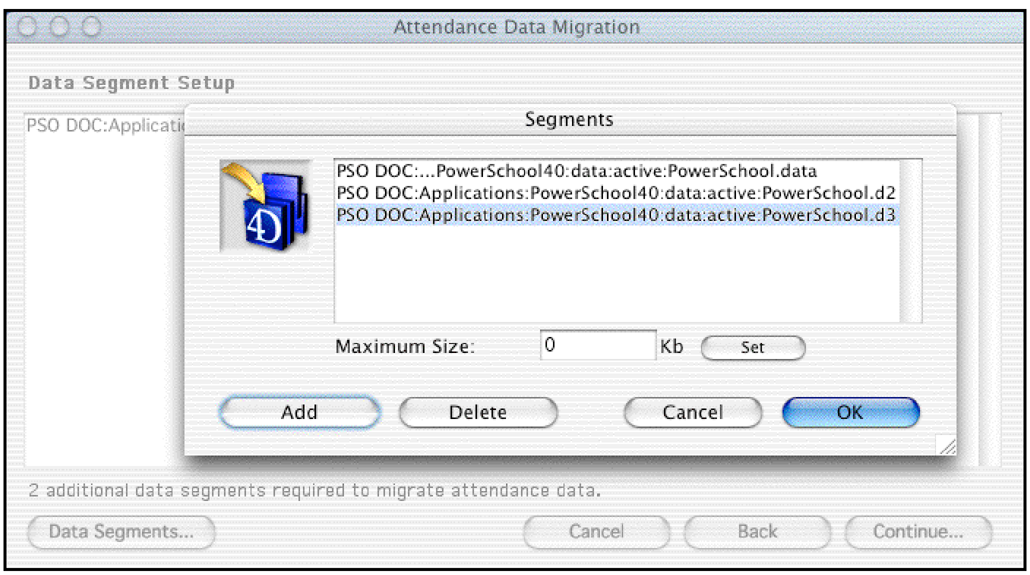


14. Enter the name of the file in the Save As field. You want this to be the same name as your PowerSchool data file with an extension of d and the number of the data segment. This should be as easy as removing .comp from the name presented to you. Do NOT click Save just yet.
15. Locate the PowerSchool data file, which should be located at PowerSchool40/data/active/

    Note: By default, Server is selected. This is the folder where your PowerSchool application is located. However, this is NOT where you want to save your data segments. To maintain system integrity, we strongly recommend you save your data segments in the same folder as the data file, which is located at PowerSchool40/data/active/.

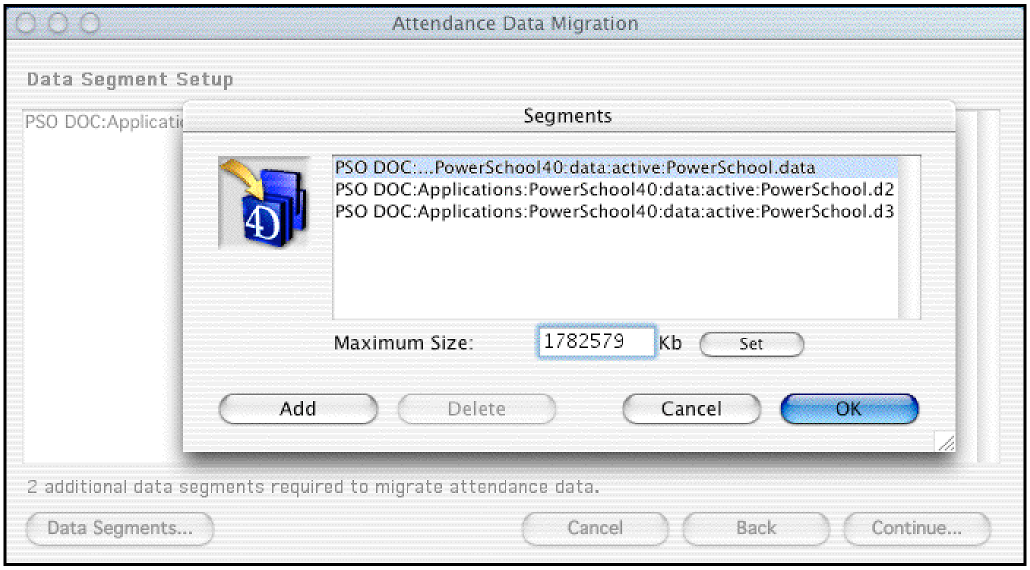


16. Click Save. The new data segments appear in the Segments window.

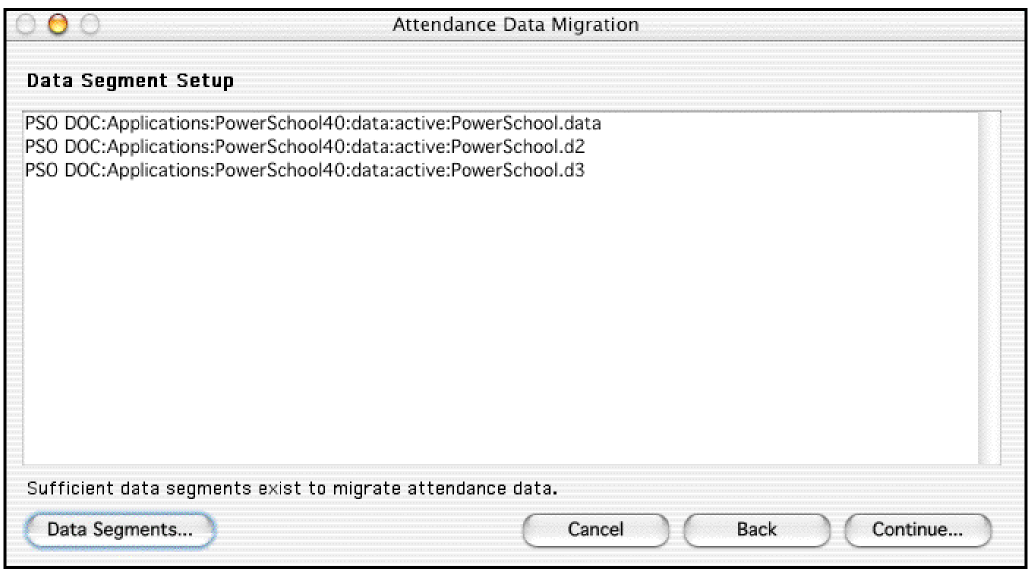


17. Repeat Steps 13 through Step 16 to create the next segment.
18. After you have thee data segments, you need to set the Maximum size for each. Select one of the data segments by clicking it. Note your selection appears highlighted.

19. Enter 1782579 in the Maximum Size field.

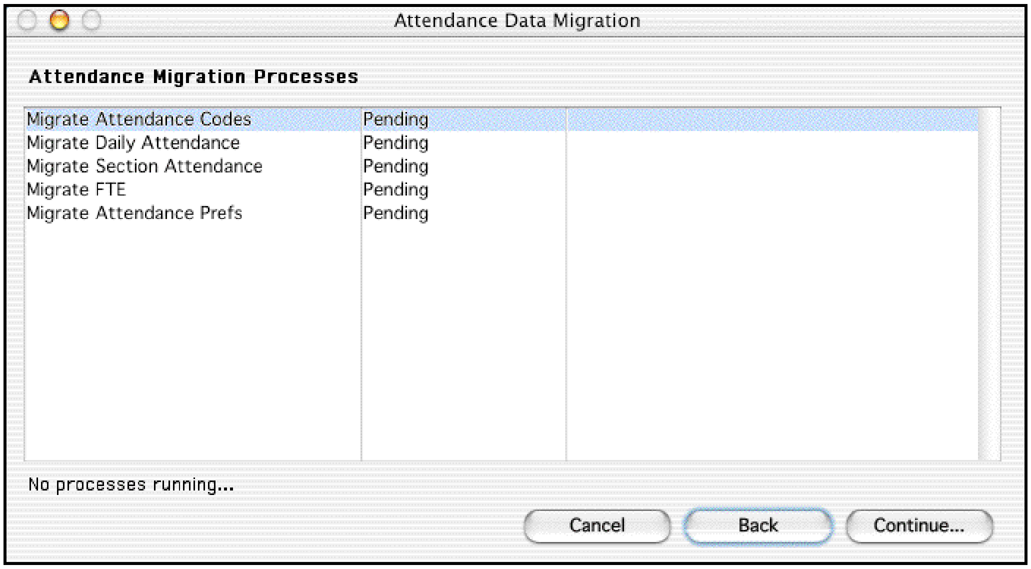


20. Click Set.
21. Repeat Step 18 through Step 20 for each data segment including the original data file.
22. Click OK. The Data Segment Setup page appears displaying the newly created data segments and the Continue button appears active.



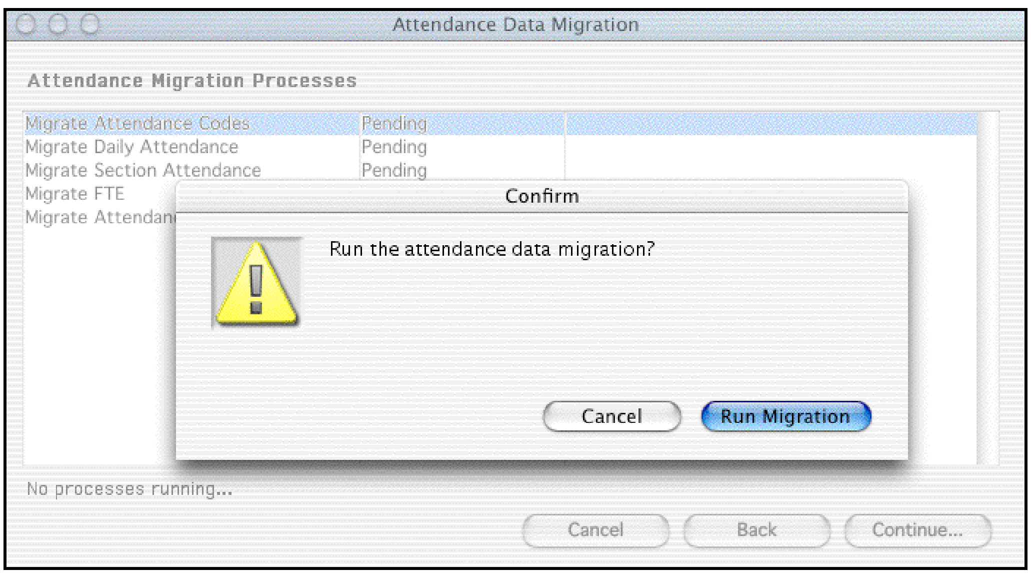
23. Click Continue to proceed. The Attendance Migration Processes page appears.

   Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.

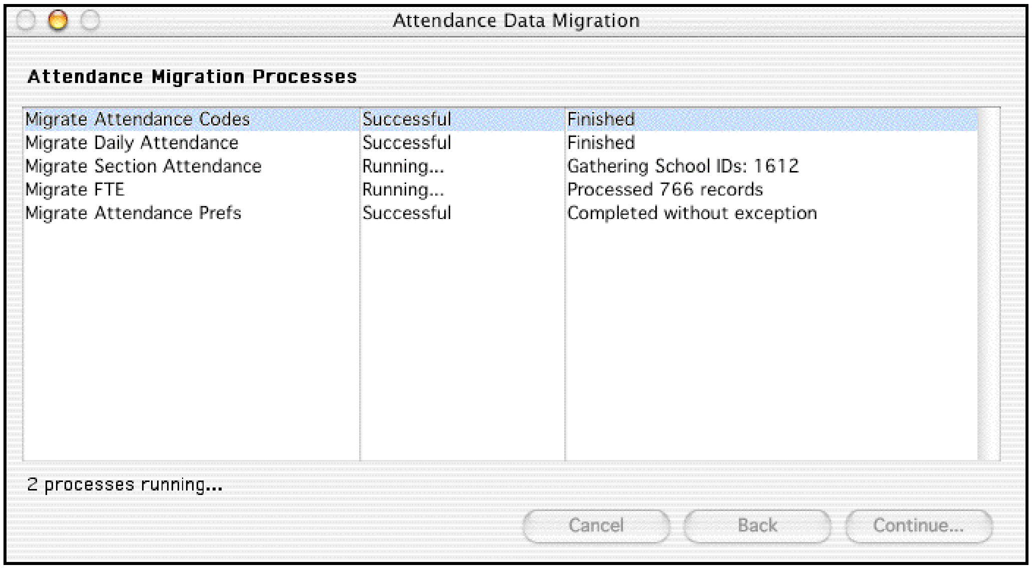


24. Click Continue to proceed. A Confirm dialog box appears asking you whether or not you want to run the attendance data migration.

    Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.

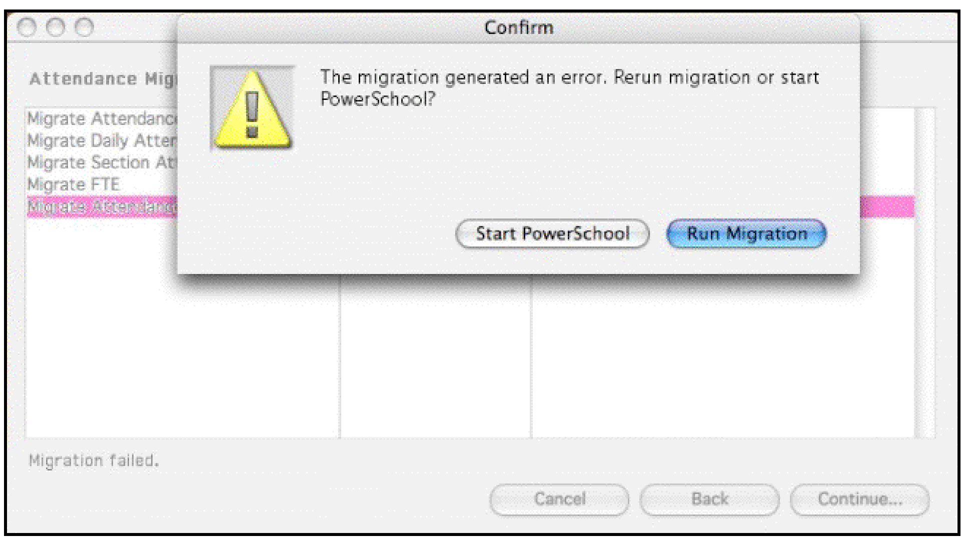


25. Click Run Migration. The Confirm dialog box disappears and the Attendance Data Migration Processes page refreshes as the processes begin to run.



You can gauge progress by the percent given for each process so that you will know approximately how long it's going to take to run. Large data files may take many hours (i.e. 20 or more) depending on how many attendance records you have, weather you used daily attendance and how fast your server is. Errors may still be encountered. If errors are encountered, A Confirm dialog box may appear stating that the migration generated an error. These errors will need to be fixed. If you are not presented with a confirm box proceed to Step 27.

Note: Click Cancel to return to the Migration Process page.



26. Do one of the following:
    - Click Run Migration to force the migration to continue. Doing so allows you to deal with the errors at the end. This is the easiest thing to do but may leave you with uncovered errors to deal with next time you run the migration tool.

- Pressing Start PowerSchool will stop the process migration process and start the PowerSchool server allowing you to fix the error. Once you have made your corrections, begin the attendance data migration process again (Step 1).

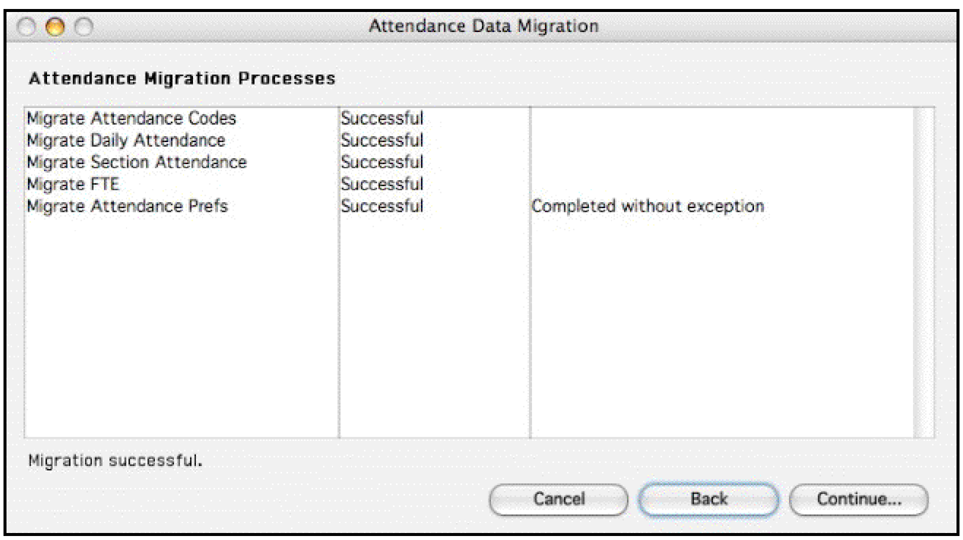
27. If the page indicates that the migration was unsuccessful, click Cancel to stop the attendance data migration process. You may choose Start PowerSchool. This causes the server to start normally and you will be able to log in.

    To assist in determining what the data problems are, review the log files, which are found in your PowerSchool folder Powerschool40/data/log/migrate/migrate/the folder with a name of the date and time you ran the process/the year you validated/the name of the process that failed. For example If you started the migration tool at 2:03pm on July 5th 2004 for the 2004-2005 school year and the sections verification that failed the path would look like this: HardDiskDrive/SomeFolder/PowerSchool40/data/log/migrate/migrate/0705041403/2004-2005/Attendance_Codes.html

    The Attendance_Prefs.html and FTE.html log file will be at the same level as the year folder because they set global settings applying to the server as a whole. Once these have been preformed successfully they will not appear again if you run the migration tool a second or third time.

    Once you have made your corrections, begin the attendance data migration process again (Step 1).

    When the process completes, the Attendance Migration Processes page displays "Migration successful."



28. Click Continue to proceed. PowerSchool automatically launches.

    Note: To quit the attendance data migration process, click Cancel. To return to the previous page, click Back.

    To launch the Attendance Data Migration tool after you have initially installed PowerSchool 4.0 and have run through the attendance data migration process, go to the server and access PowerSchool. Select Execute from the hidden menu. The Execute window appears. Enter att_migrate and click OK. Now you are able to proceed again from Step 1.

Attendance Codes

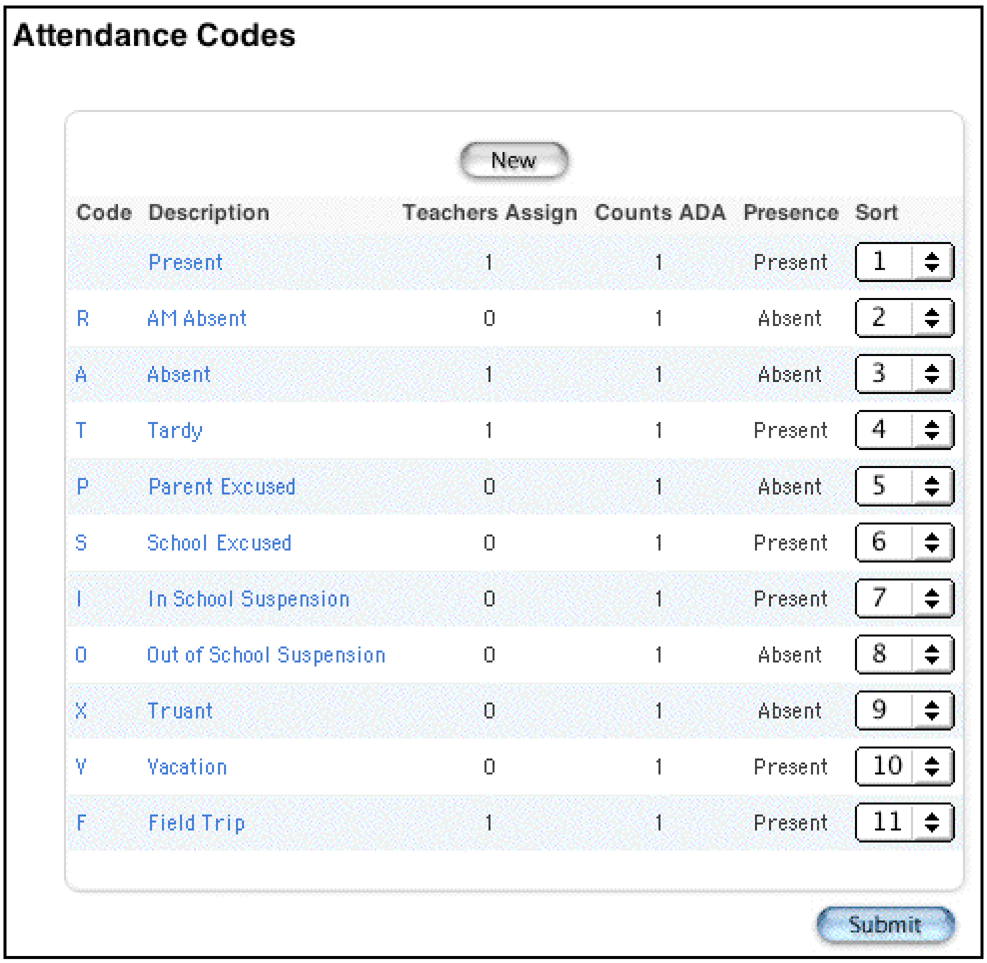
Use this page to view, add, delete, or edit an attendance code used at your school. You must set up attendance codes before taking attendance in either PowerGrade or PowerSchool.

Note: Before you can set up attendance codes, you must set up **attendance code categories**.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Code Page

5. On the start page, choose School from the main menu.
6. Click Attendance Codes. The Attendance Codes page appears.



Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11

Submit

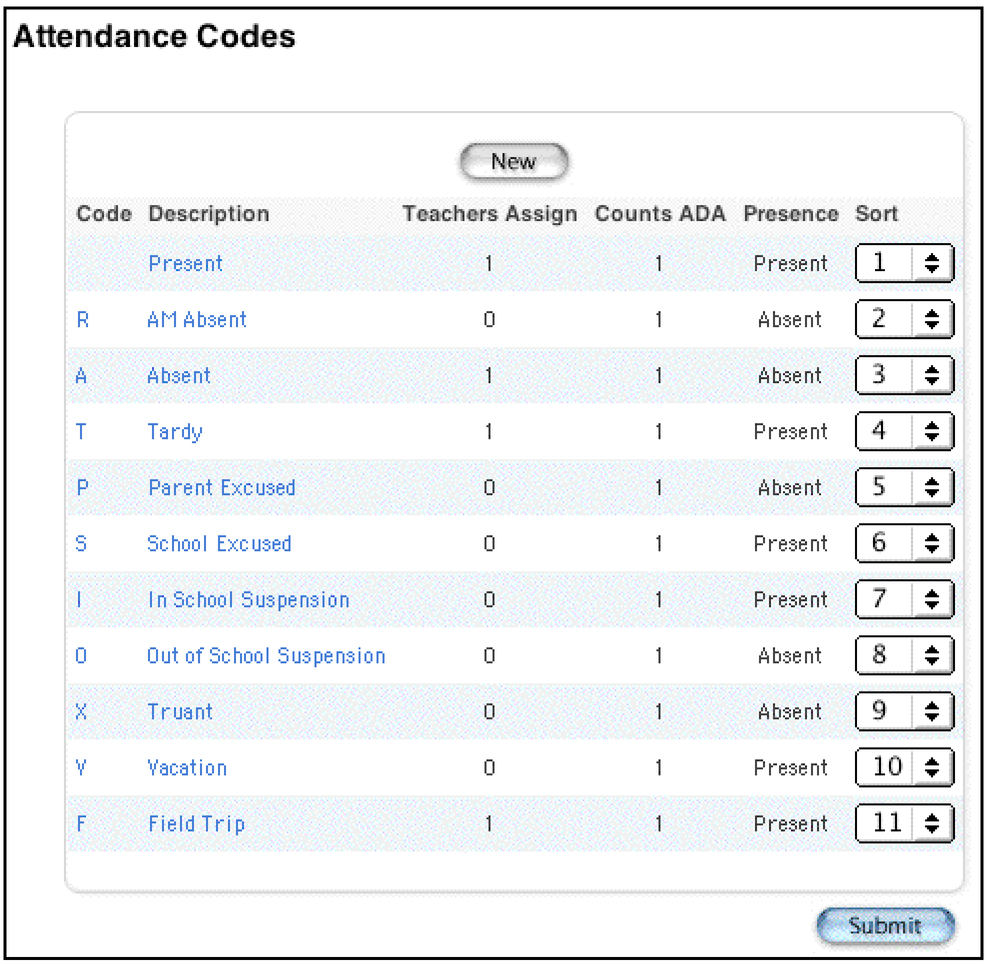
The following information displays:

Field	Description
Code	The attendance code.
Description	A description of the attendance code.

Field	Description
Teachers Assign	Indicates whether or not teachers can assign this attendance code in PowerGrade and PowerSchool Teacher.
Counts ADA	Indicates whether or not the attendance code counts towards average daily attendance (ADA).
Presence	Indicates whether or not the attendance code counts towards membership totals.
Sort	The sort order of the attendance code as it appears in the Attendance Code pop-up menu.

How to Add an Attendance Code

7. On the start page, choose School from the main menu.
8. Click Attendance Codes. The Attendance Codes page appears.



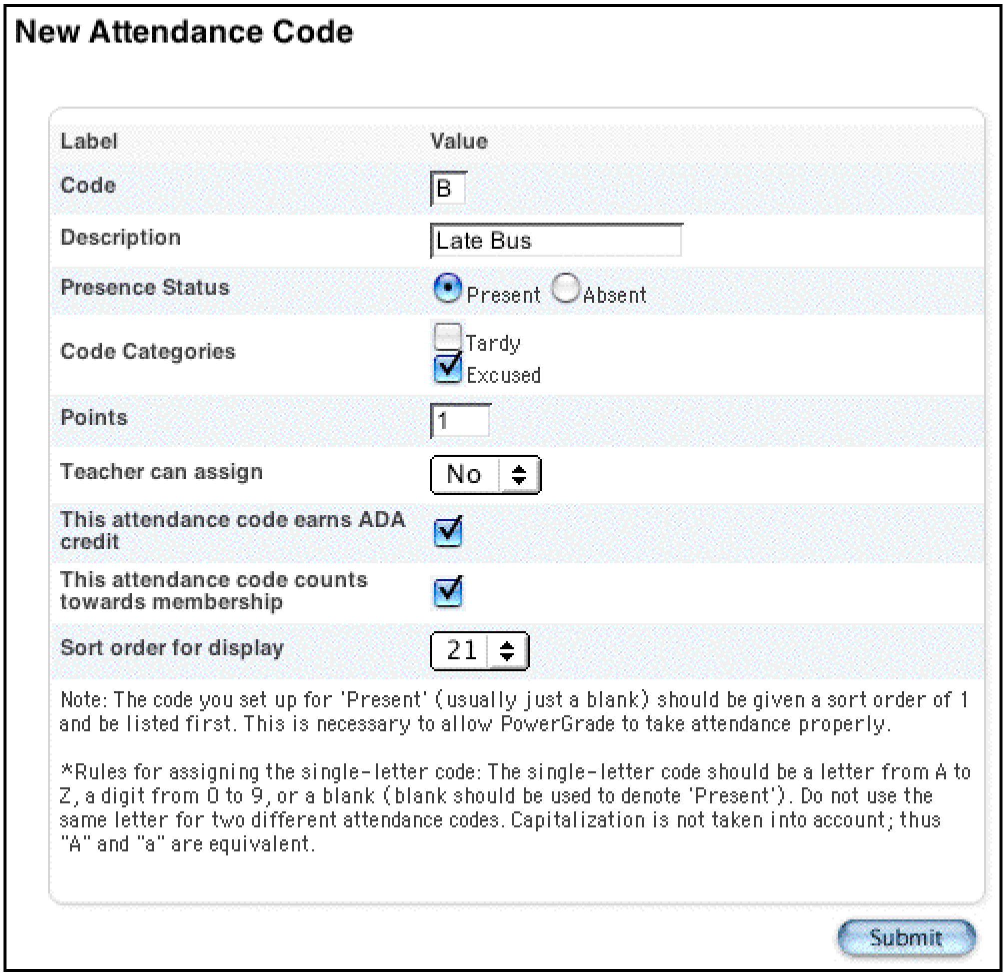
Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11

Submit

9. Click New. The New Attendance Code page appears.



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

Field	Description
Code	Enter an attendance code. By default you can still only create single-character attendance codes. However, if you want to create multiple-character attendance codes, select "Enable multiple character attendance codes" checkbox on the Attendance Preferences page. If you do not want teachers to be able to change attendance for certain attendance types, use numeric codes (0-9). If you enter a number in this field, do not select the "Teacher can assign" checkbox. Teachers cannot assign numeric codes. For example, enter 1 for the attendance code that means the student's parent or guardian excused the student by calling the main office. You can enter P/G Phoned In in the Alternate code field for teachers to understand. If a teacher or anyone assigns that code, the attendance cannot be changed using PowerGrade or PowerSchool Teacher.

Field	Description
Description	Enter a description for the attendance code.
Presence Status	Choose the type of attendance code from the pop-up menu: • Present • Absent
Code Categories	Select the attendance code category you want to associate to this attendance code: • Tardy • Excused
Points	Enter the number of attendance points a student receives for this attendance code, such as absent=1, tardy=2, and present=0.
Teacher can assign	Use the pop-up menu to determine if teachers can assign this attendance code in PowerGrade and PowerSchool Teacher. **Note:** If you enter a number in the Code field, do not select this checkbox. Teachers cannot assign numeric codes.
This attendance code counts towards membership	Select this checkbox if this attendance code counts towards membership totals.
Sort order for display	Use the pop-up menu to determine the sort order of the attendance code within the Attendance Code pop-up menu. **Note:** You must choose a sort order of 1 for the Present attendance code. This is required for PowerGrade and PowerSchool attendance functions to work properly.

11. Click Submit. The Attendance Codes page displays the new attendance code.

Attendance Codes

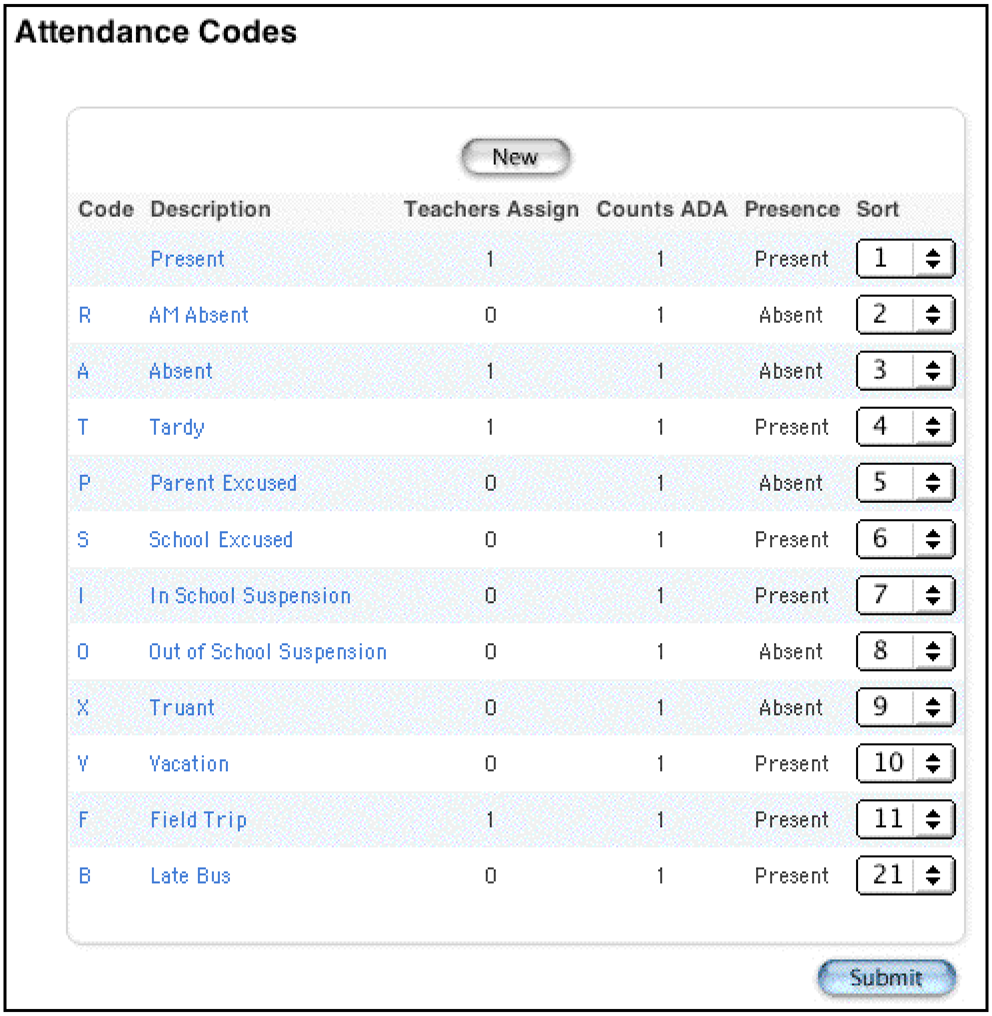
New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

How to Edit an Attendance Code

8. On the start page, choose School from the main menu.
9. Click Attendance Codes. The Attendance Codes page appears.

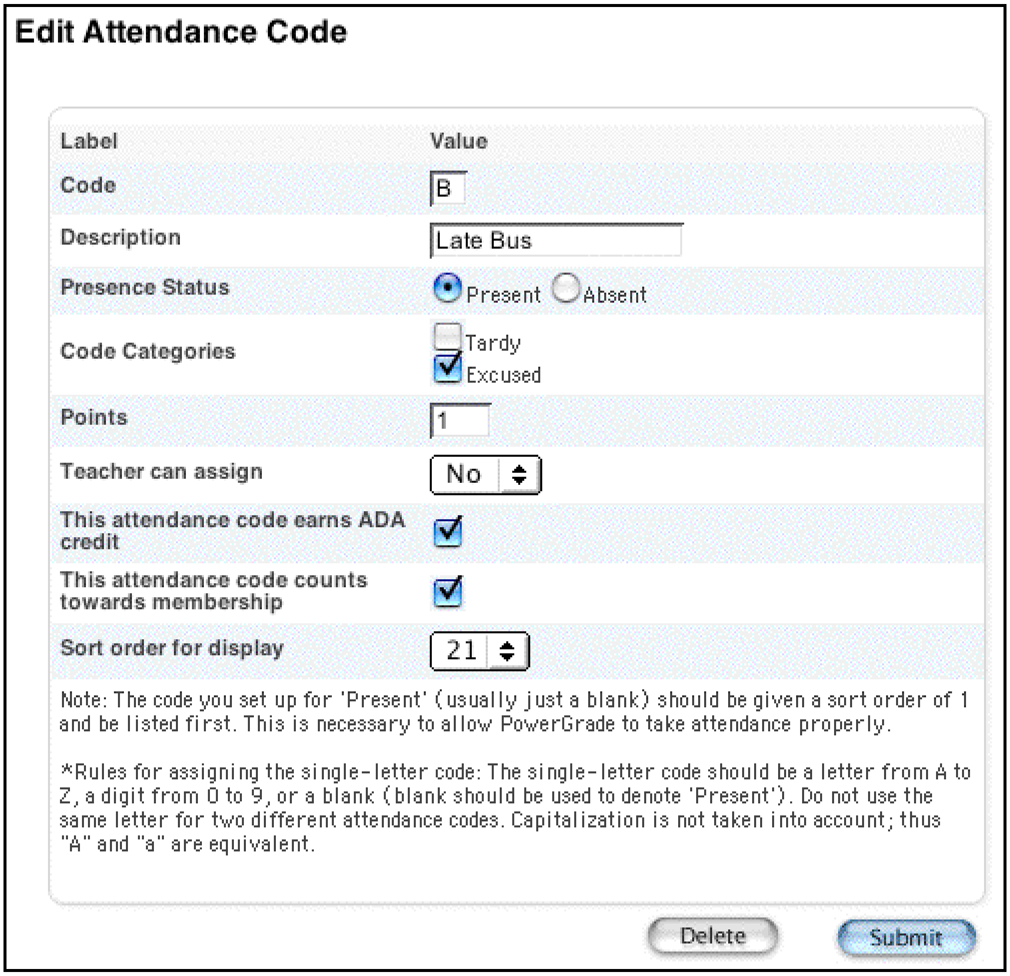

Attendance Codes

New

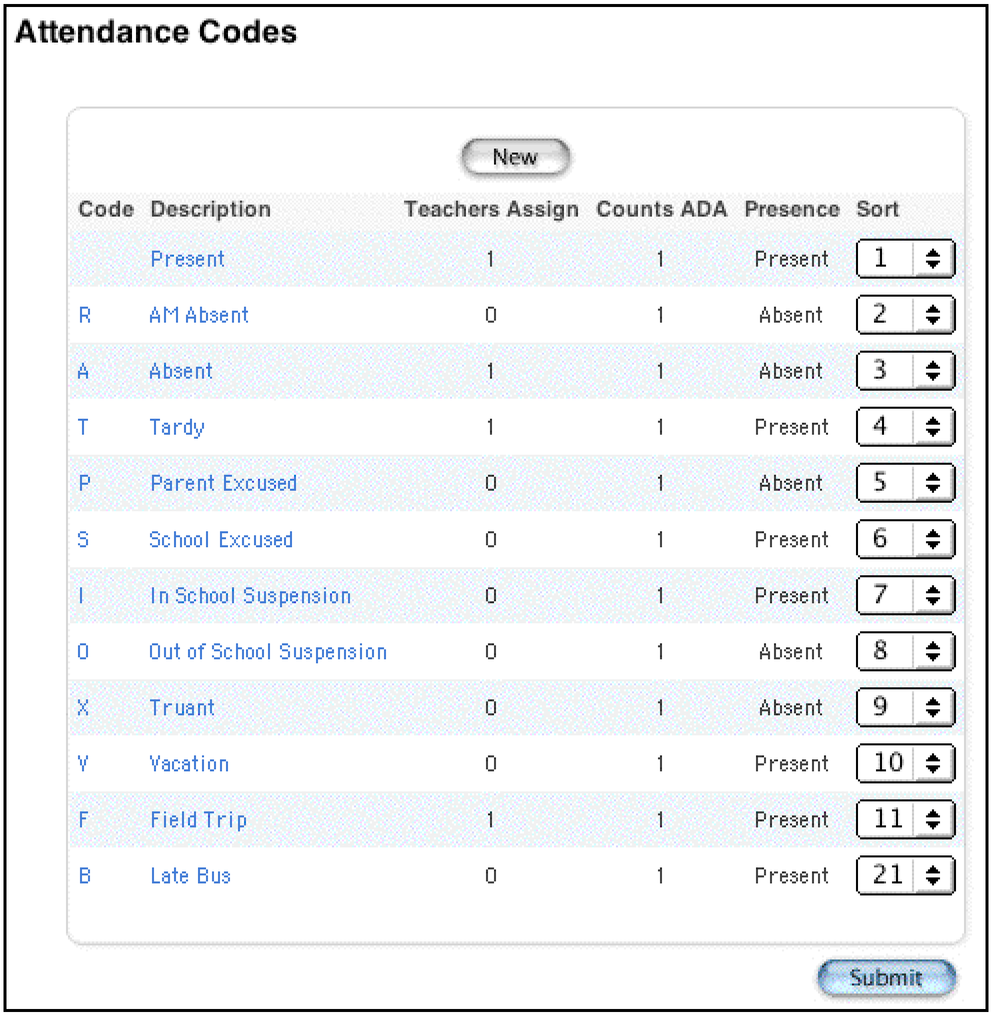
Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

10. Click the Code or Description of the attendance code you want to edit. The Edit Attendance Code page appears.



11. Edit information as needed. See “Use the following table to enter information in the fields” under “How to Add an Attendance Code.”
12. Click Submit. The Attendance Codes page displays the edited attendance code.



Attendance Codes

New

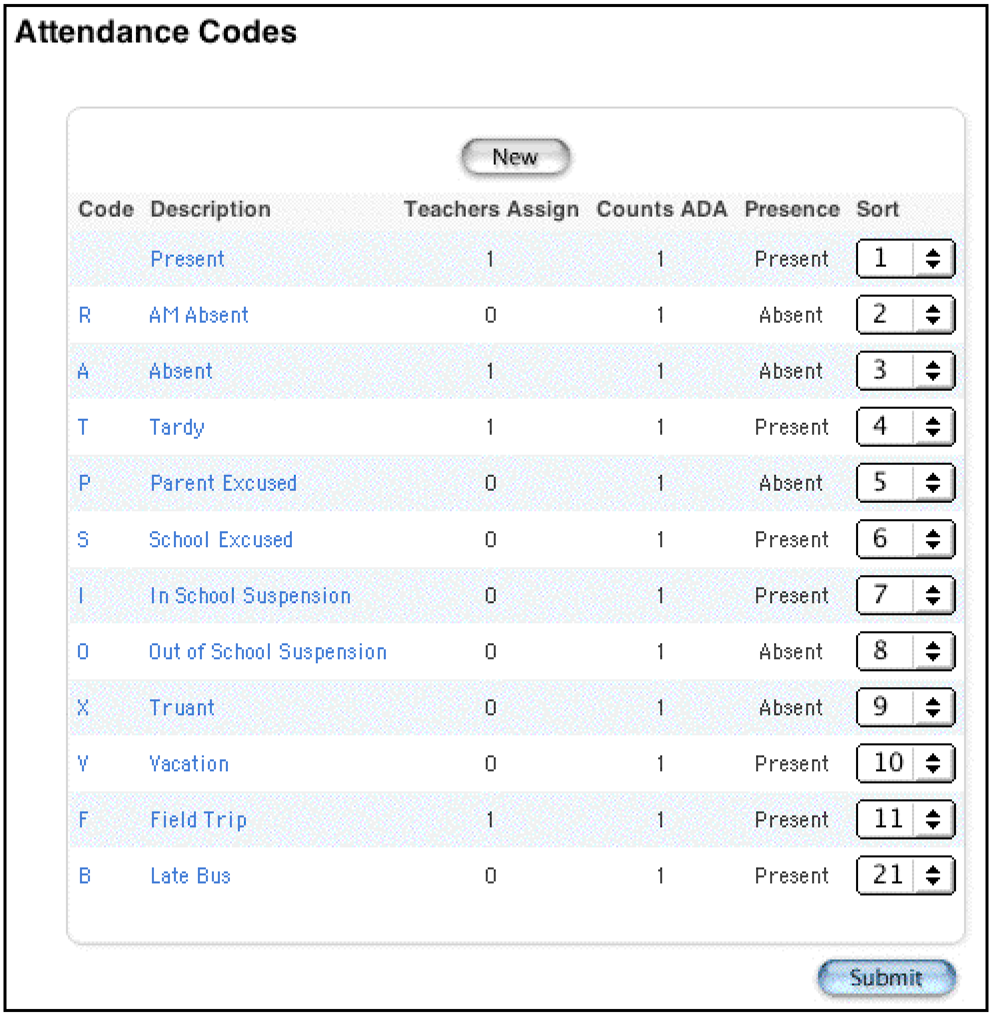
Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

How to Delete an Attendance Code

When you delete an attendance code, you directly impact other users and student records. Delete an attendance code when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a code and no one has used it yet. If the attendance code is already in use, it cannot be deleted.

7. On the start page, choose School from the main menu.
8. Click Attendance Codes. The Attendance Codes page appears.



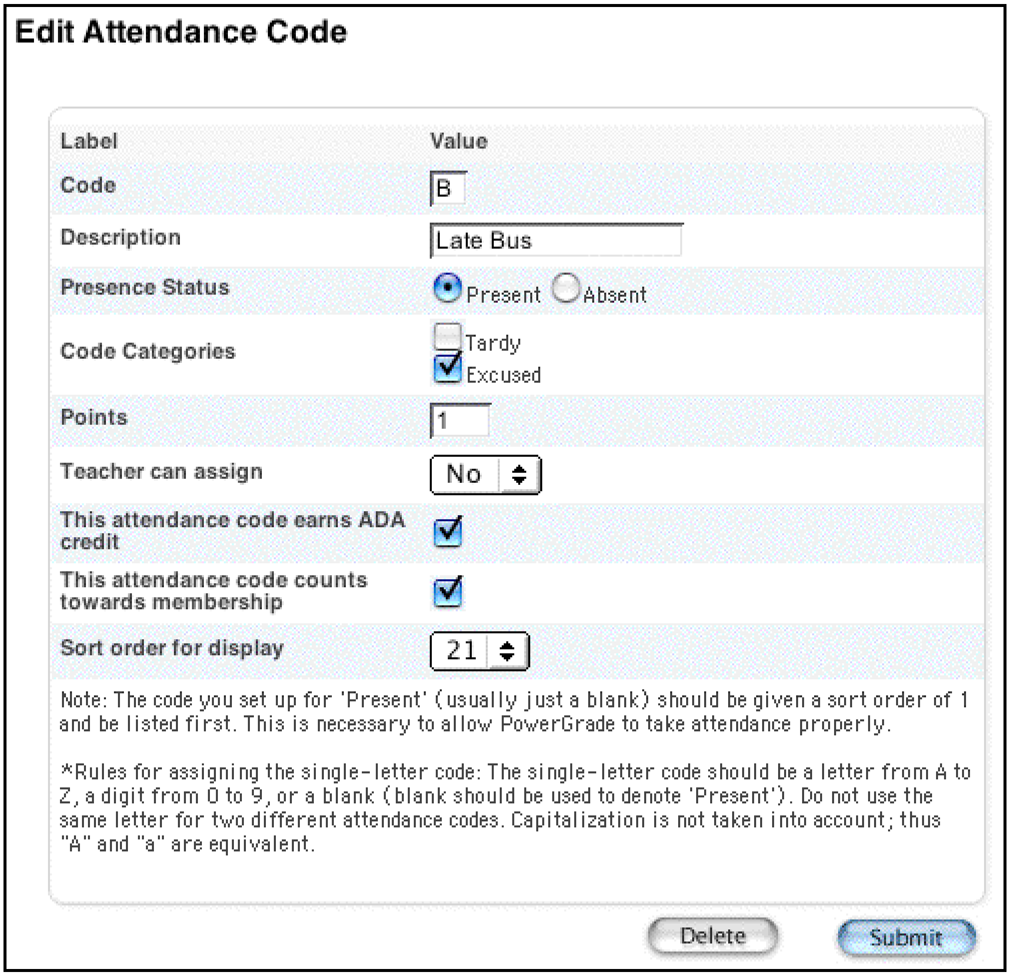
Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

9. Click the Code or Description of the attendance code you want to delete. The Edit Attendance Code page appears.



10. Click Delete. The Selection Deleted page appears.

How to Sort Attendance Codes

Though you must choose a sort order of 1 for the "present" attendance code, you can change the sort order of the other attendance codes without using the Edit Attendance Code page.

6. On the start page, choose School from the main menu.
7. Click Attendance Codes. The Attendance Codes page appears.

Attendance Codes

New

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	1	1	Present	1
R	AM Absent	0	1	Absent	2
A	Absent	1	1	Absent	3
T	Tardy	1	1	Present	4
P	Parent Excused	0	1	Absent	5
S	School Excused	0	1	Present	6
I	In School Suspension	0	1	Present	7
O	Out of School Suspension	0	1	Absent	8
X	Truant	0	1	Absent	9
V	Vacation	0	1	Present	10
F	Field Trip	1	1	Present	11
B	Late Bus	0	1	Present	21

Submit

8. Choose different sort orders for the attendance codes from the Sort Order pop-up menus.
9. Click Submit. The page re-sorts the attendance codes.

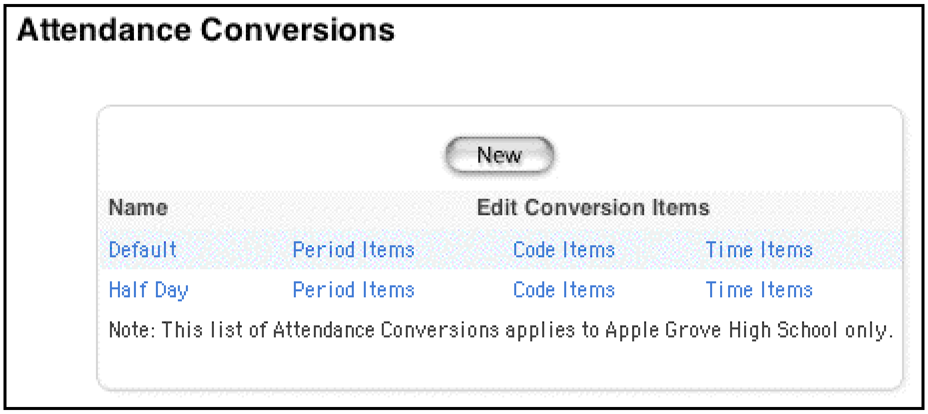
Attendance Conversions

Set up attendance conversions to calculate attendance. You can create multiple attendance conversions methods, such as Full Day, Half Day, etc. For example, a student receives only a half-day of attendance credit if he or she is absent for two to four periods, and receives no credit if absent for five or more periods. After creating attendance conversions, set up **attendance conversion items**.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Conversions Page

1. On the start page, choose School from the main menu.
2. Click Attendance Conversions. The Attendance Conversions page appears.

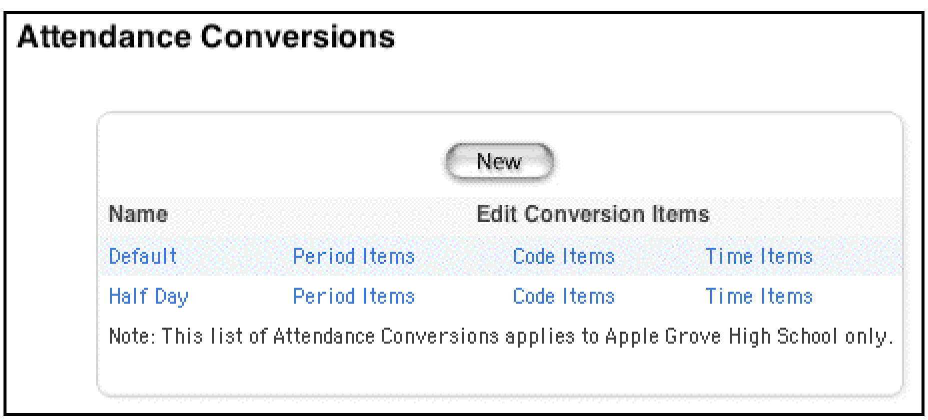


The following information displays:

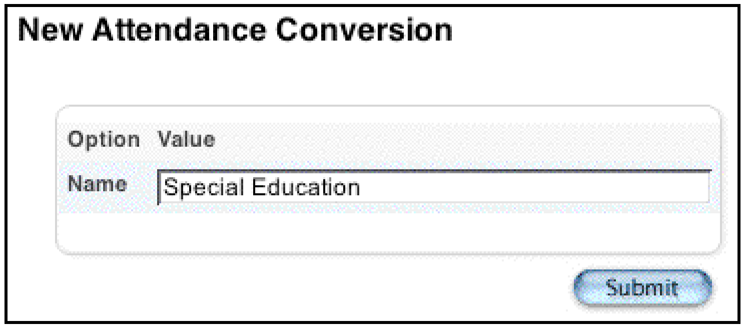
Type	Description
Name	The name of the attendance conversion.
Edit Conversion Items	The types of attendance conversion items you can create/edit/delete: • Period - Use to define the number of periods in which the student must be present/absent in order to receive the number of points ADA value you define. • Code - Use to define the ADA value you want a student to receive when a specific attendance code is given. • Time - Use to define the cut off points for attendance and the ADA value a student should receive at each.

How to Add Attendance Conversions

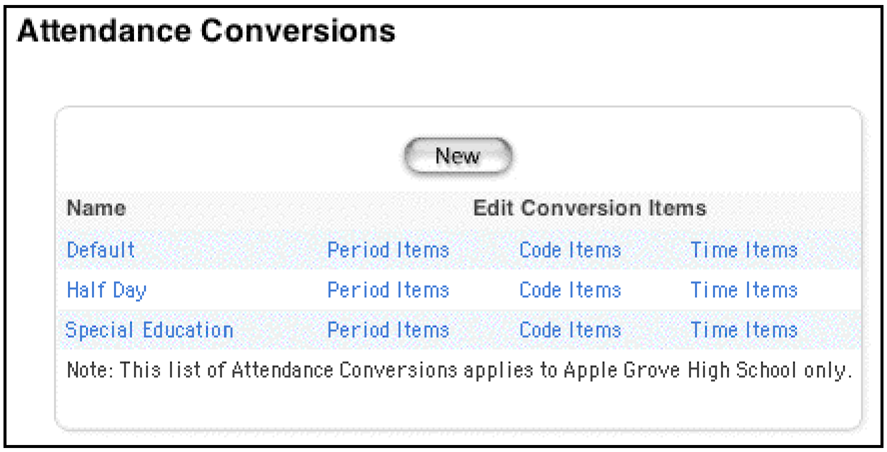
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click New. The New Attendance Conversion page appears.

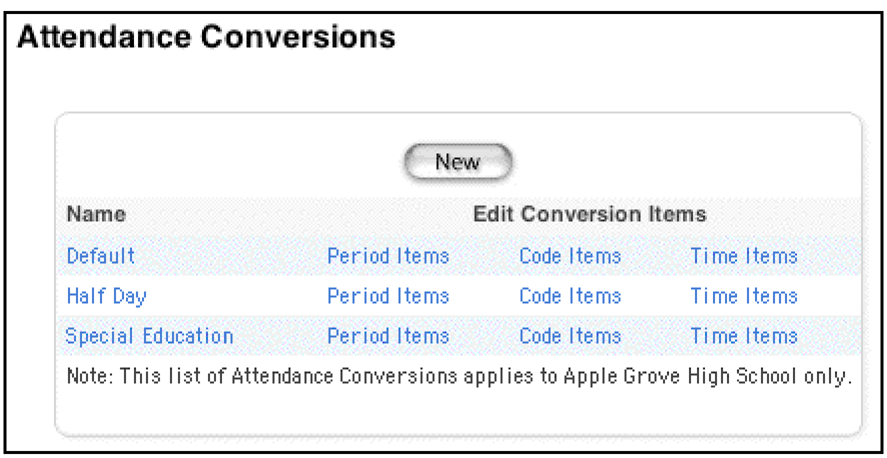


4. Enter the Name for the attendance conversion.
5. Click Submit. The Attendance Conversions page displays the new attendance conversion.

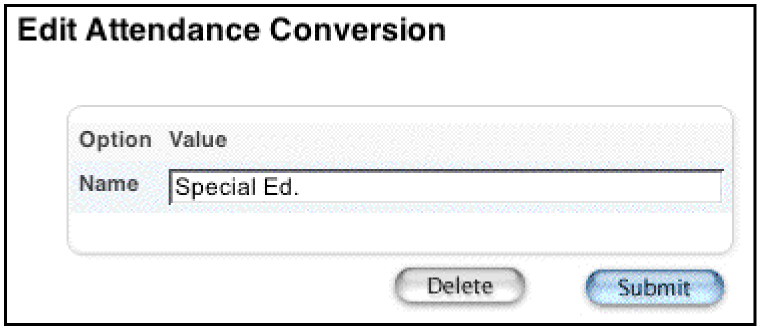


How to Edit Attendance Conversions

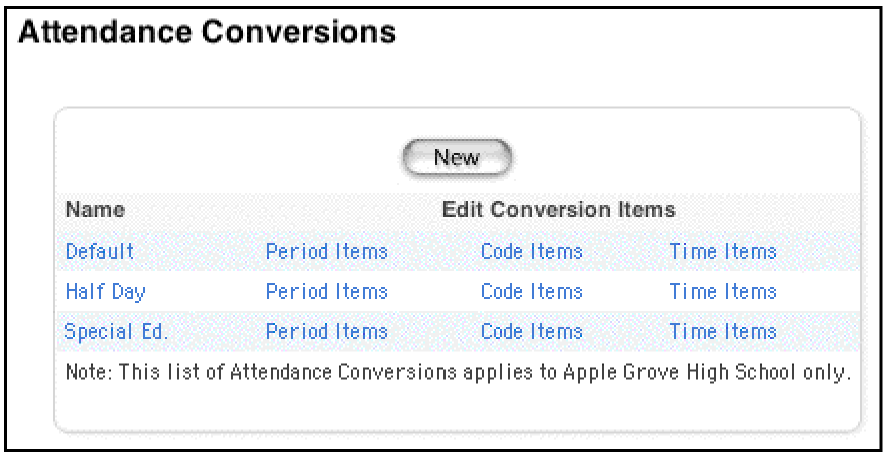
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click the Name of the attendance conversion you want to edit. The Edit Attendance Conversion page appears.

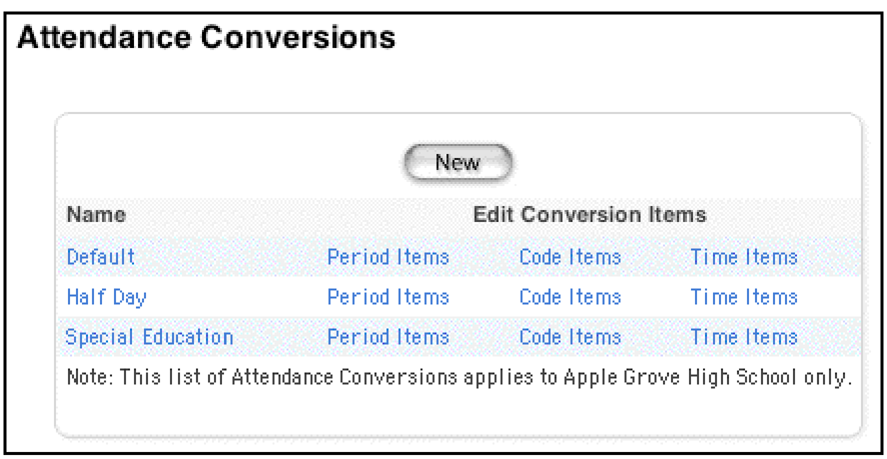


4. Edit the Name of the attendance conversion.
5. Click Submit. The Attendance Conversions page displays the edited attendance conversion.

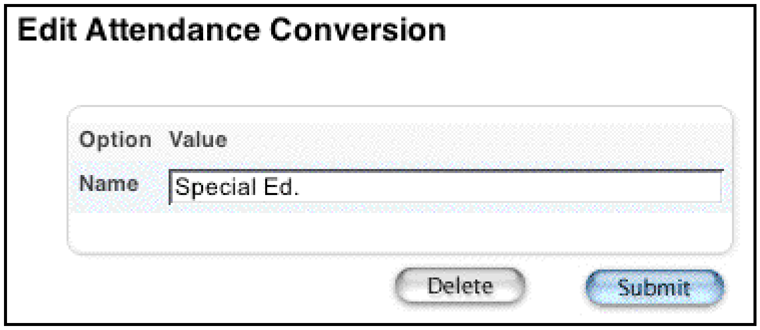


How to Delete Attendance Conversions

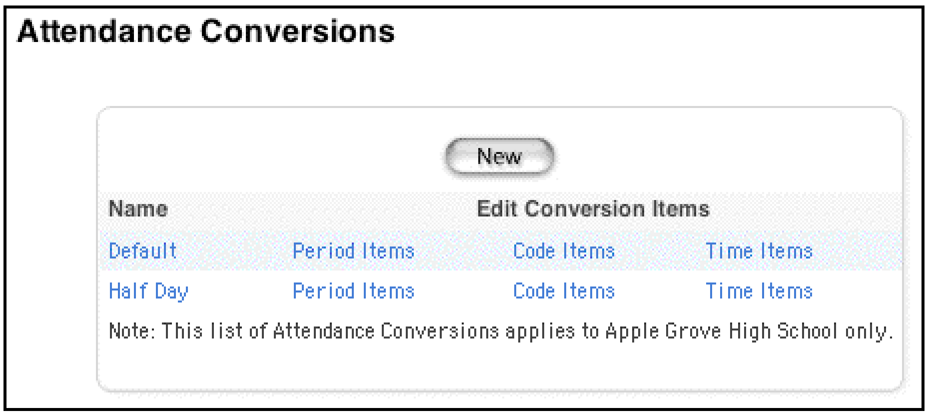
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click the Name of the attendance conversion you want to delete. The Edit Attendance Conversion page appears.



4. Click Delete. The Attendance Conversions page displays without the deleted attendance conversion.



Attendance Conversion Items

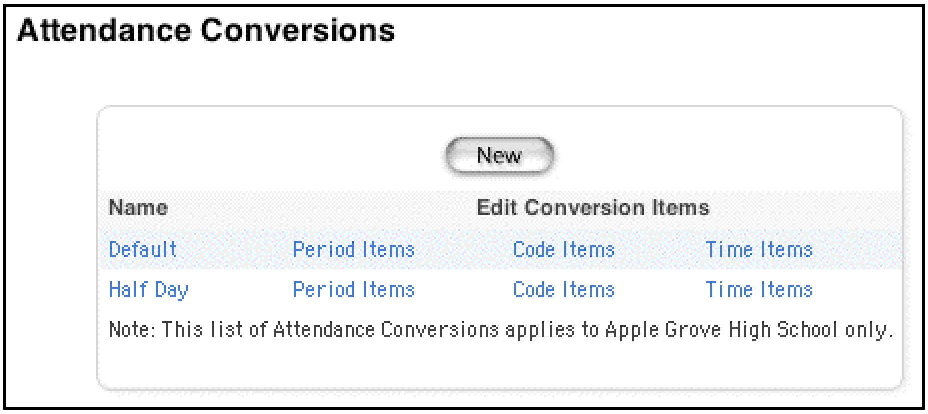
The system uses attendance conversion items to calculate attendance for the purposes of state reports and student records. There are three types of attendance conversion items you can create for each attendance conversion method: period, code, and time.

How to Define Period Items

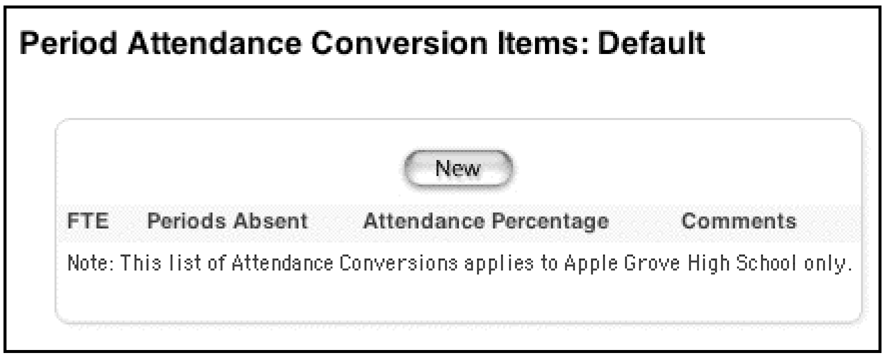
For each period item, define the number of periods in which the student must be present/absent in order to receive the number of points ADA value you define.

Add Period Items

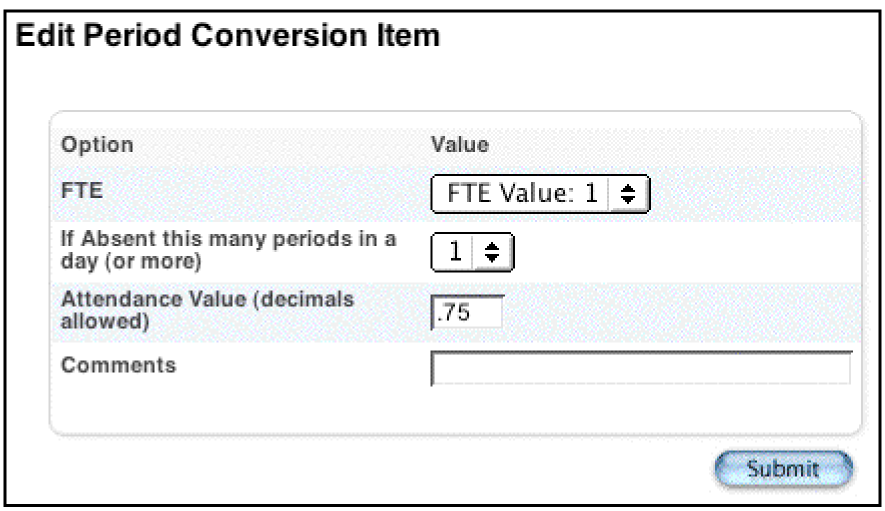
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click Period Items next to the conversion item for which you want to add period items. The Period Attendance Conversion Items [attendance conversion name] page appears.



4. Click New. The Edit Period Conversion Item page appears.

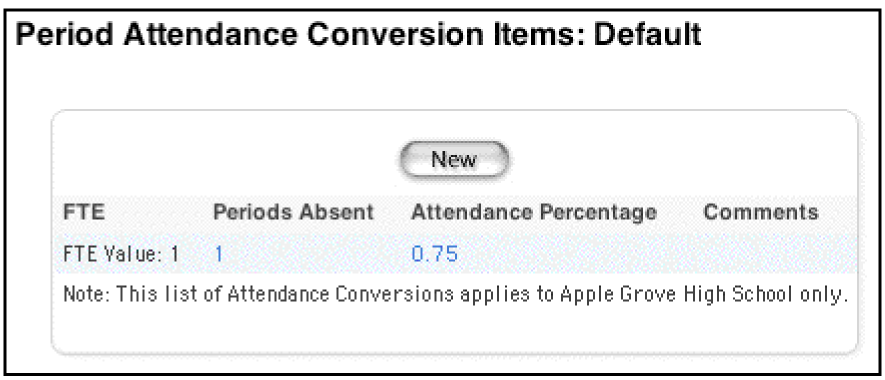


5. Use the following table to enter information in the fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the

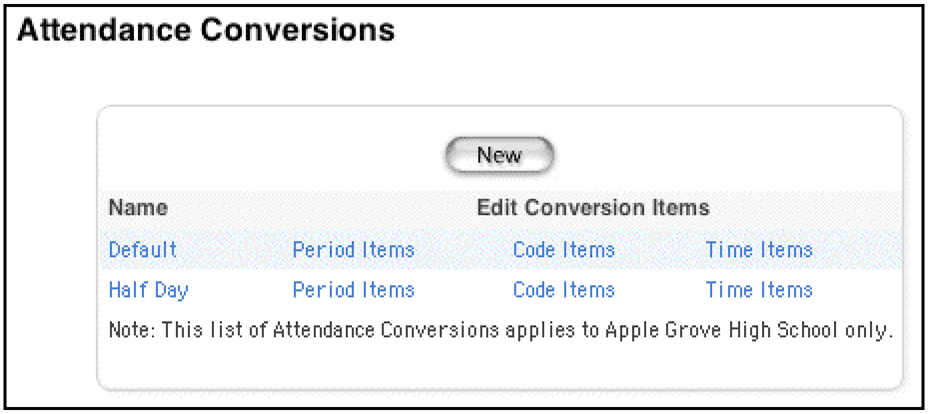
Field	Description
	section "**FTE**."
If Absent this many periods in a day	Choose from the pop-up menu the minimum number of periods a student must be absent to earn the number of attendance points specified in the next field. For example, choose 5 to define that students who are absent five or more periods in a school day receive the points entered in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of periods you chose in the previous field. For example, if students are counted as absent for the entire day if they are absent for five or more periods, choose 5 in the previous field and enter 0 in this field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

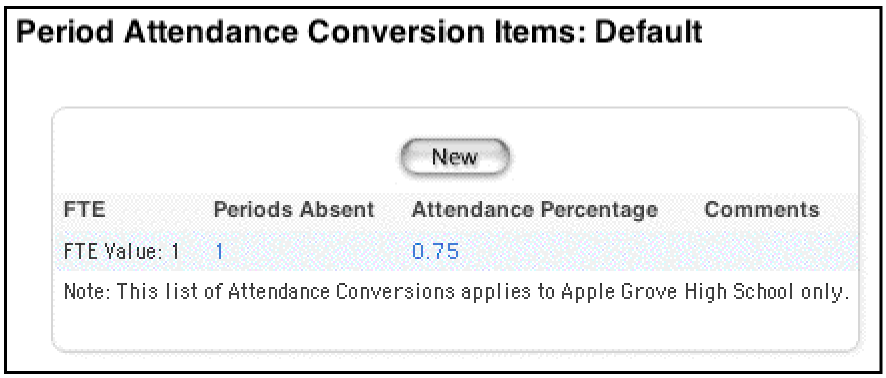


Edit Period Items

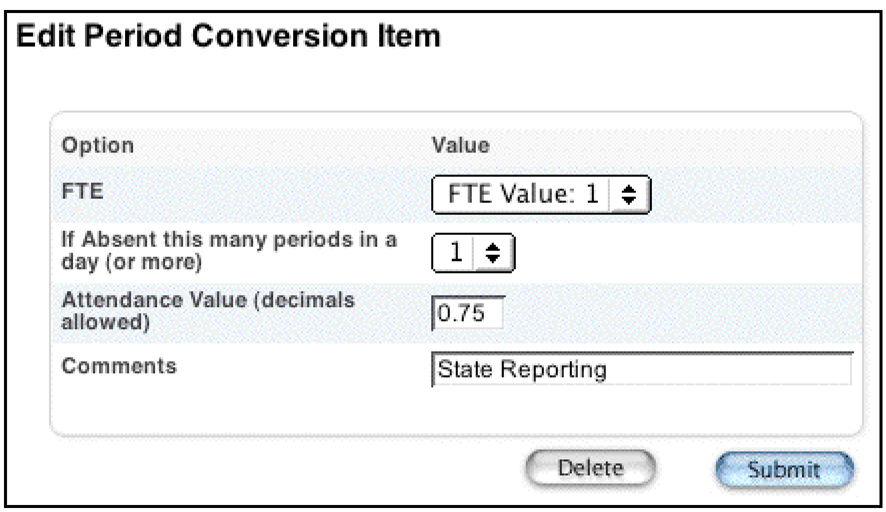
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click Period Items next to the conversion item for which you want to edit period items. The Period Attendance Conversion Items [attendance conversion name] page appears.

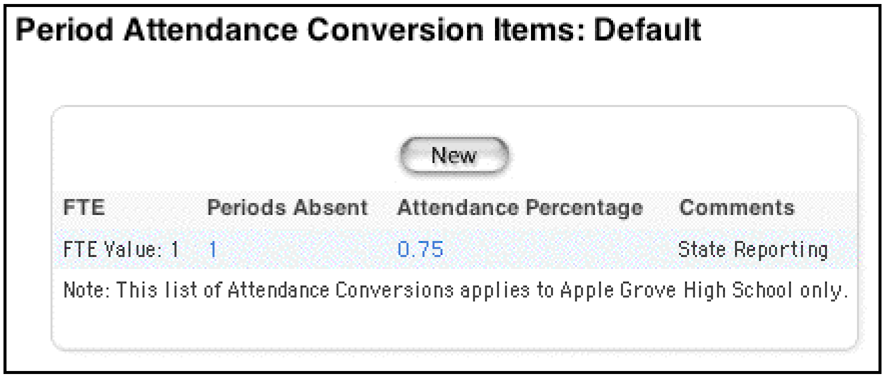


4. Click either the Period Absent or the Attendance Percentage of the period attendance conversion item you want to edit. The Edit Period Conversion Item page appears.



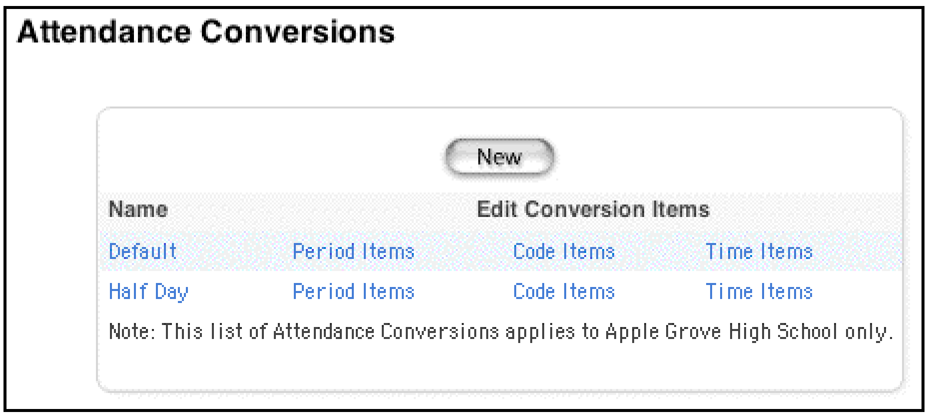
5. Edit the information as needed. For detailed information, see the table under the section "**Add Period Items**."

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

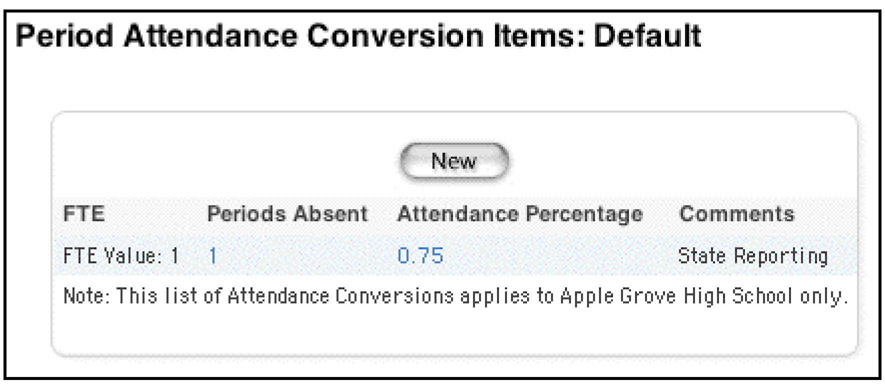


Delete Period Items

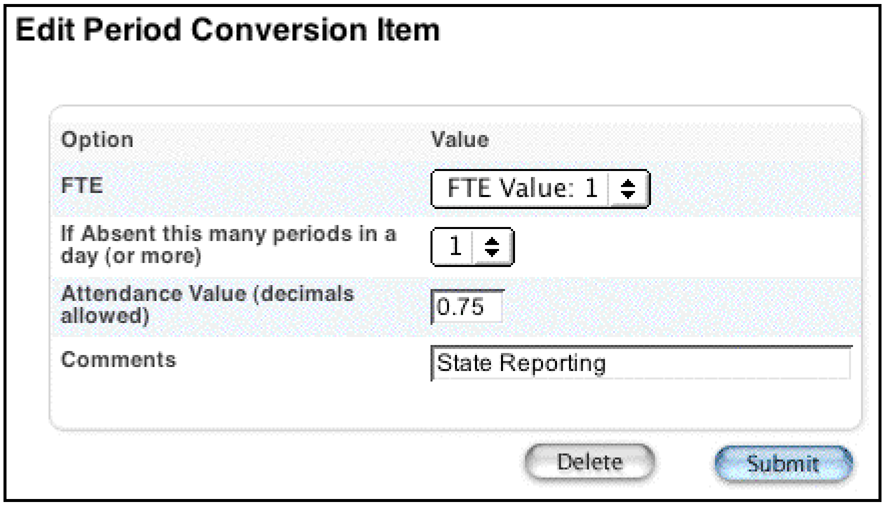
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



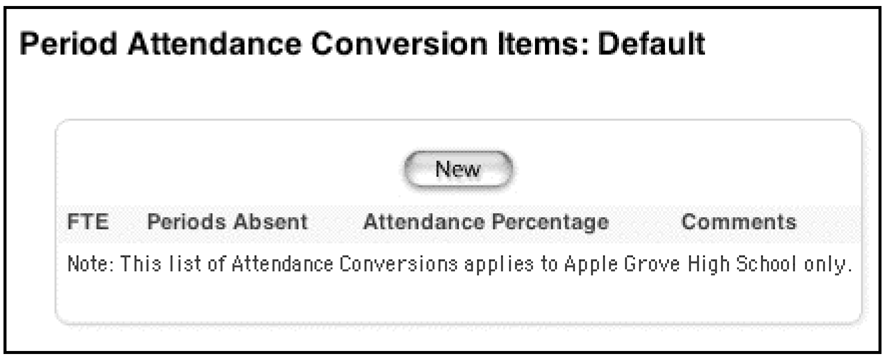
3. Click Period Items next to the conversion item for which you want to delete period items. The Period Attendance Conversion Items [attendance conversion name] page appears.



4. Click either the Period Absent or the Attendance Percentage of the period attendance conversion item you want to delete. The Edit Period Conversion Item page appears.



5. Click Delete. The Selection Deleted page appears.

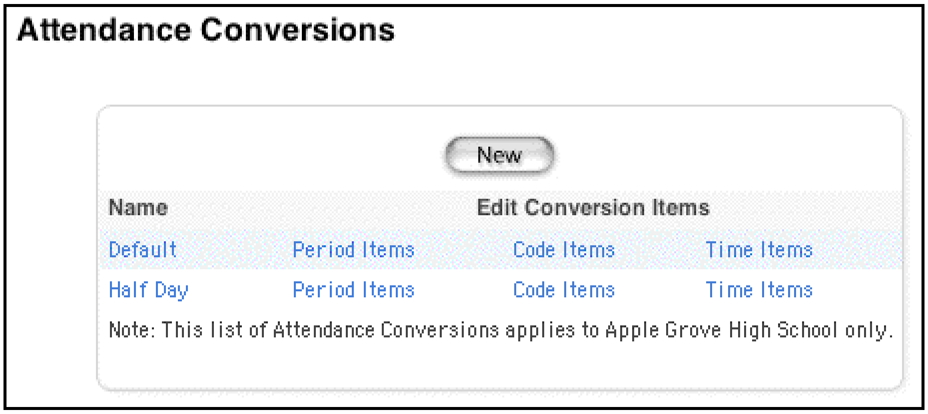


How to Define Code Items

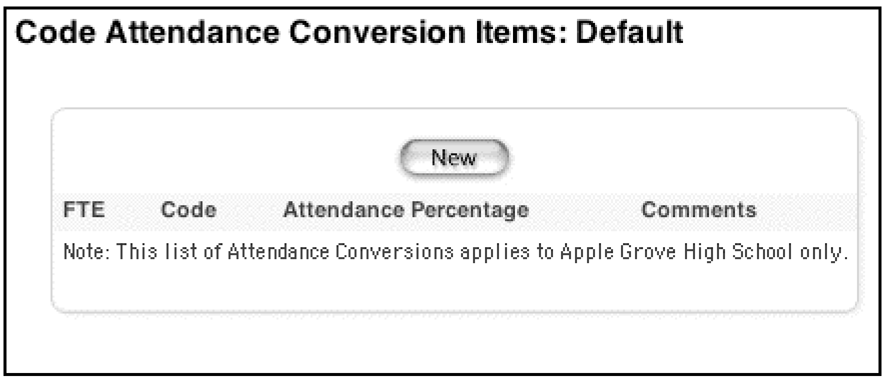
For each code item, define the ADA value you want a student to receive when a specific attendance code is given.

Add Code Items

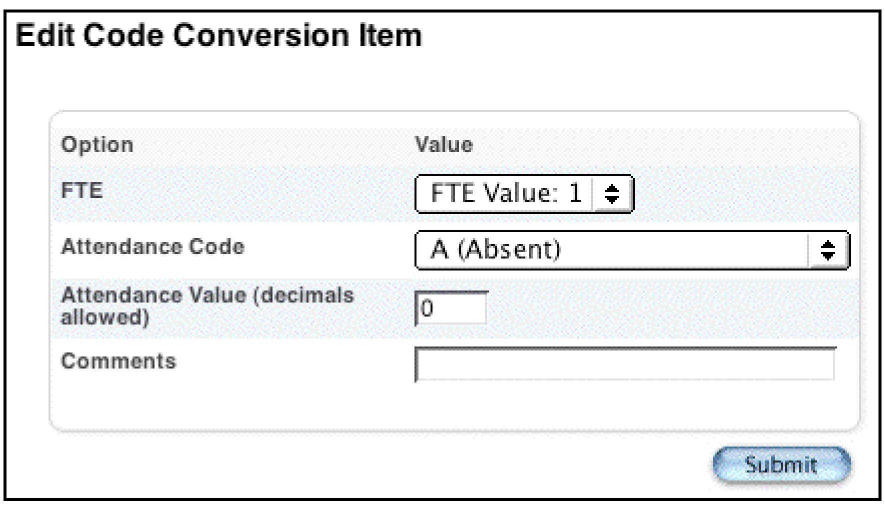
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click Code Items next to the conversion item for which you want to add code items. The Code Attendance Conversion Items [attendance conversion name] page appears.



4. Click New. The Edit Code Conversion Item page appears.

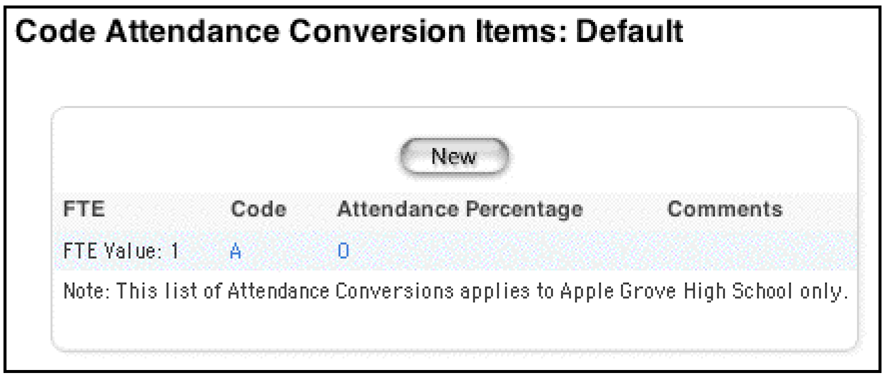


5. Use the following table to enter information in the fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the

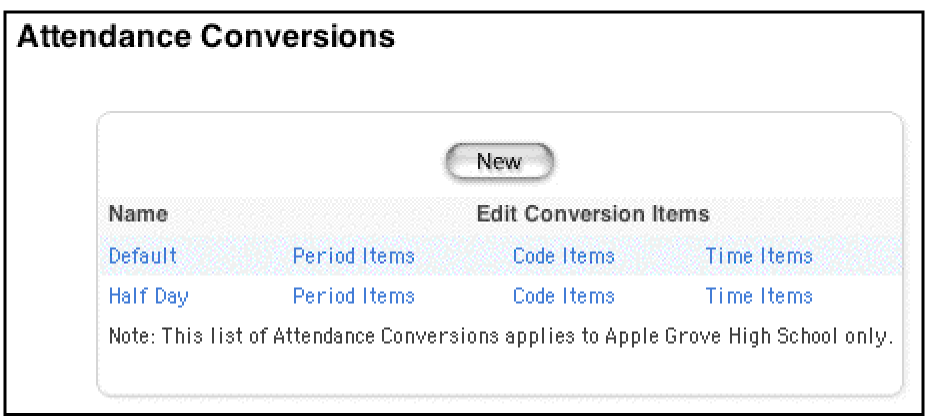
Field	Description
	section "**FTE**."
Attendance Code	Choose from the pop-up menu the attendance code a student must receive to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the code you chose in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

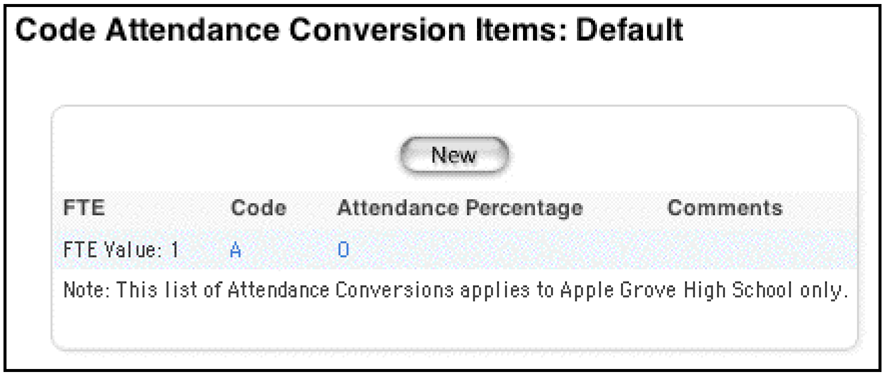


Edit Code Items

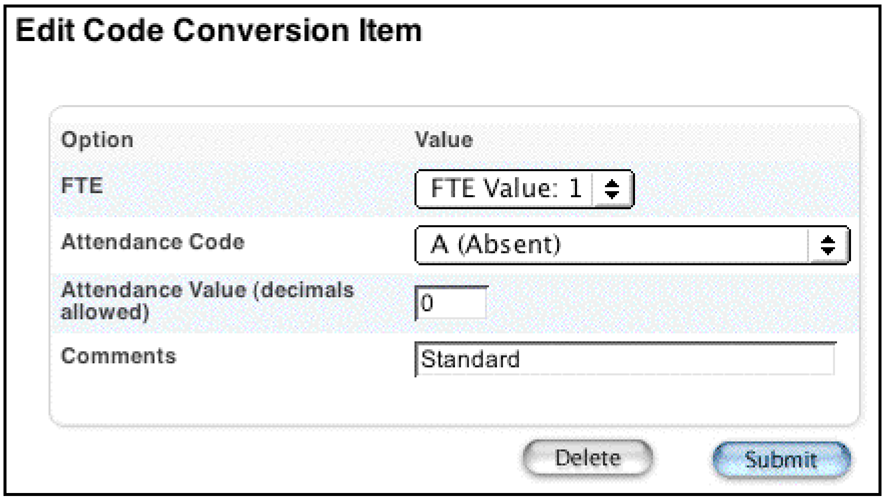
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



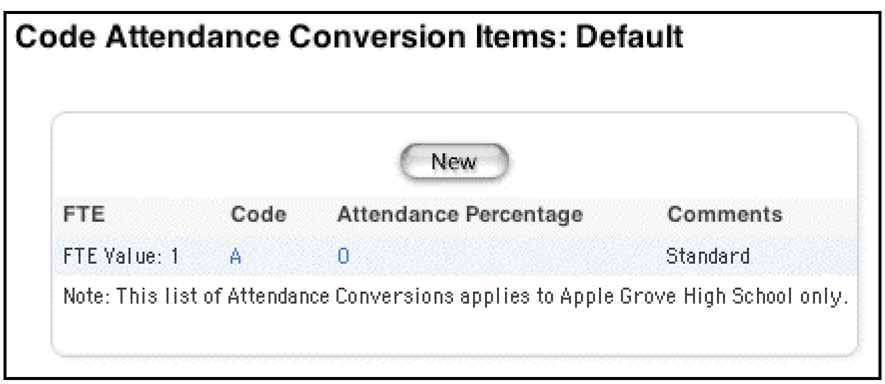
3. Click Code Items next to the conversion item for which you want to edit code items. The Code Attendance Conversion Items [attendance conversion name] page appears.



4. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to edit. The Edit Code Conversion Item page appears.



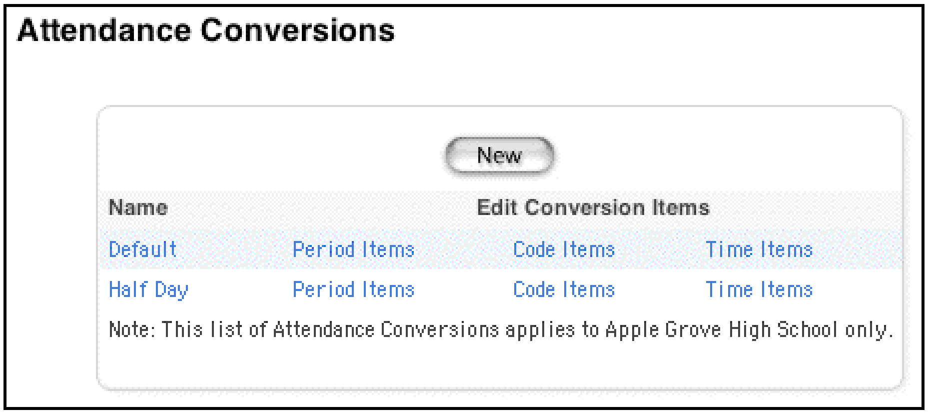
5. Edit the information as needed. For detailed information, see the table under the section "**Add Code Items**."
6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.



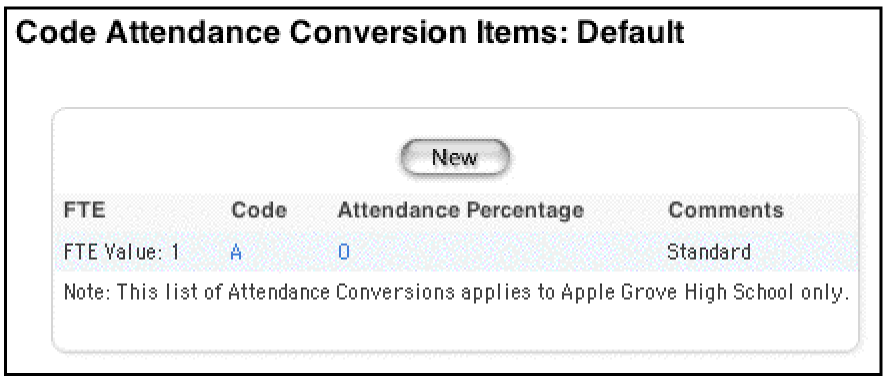
Delete Code Items

1. On the start page, choose School from the main menu.

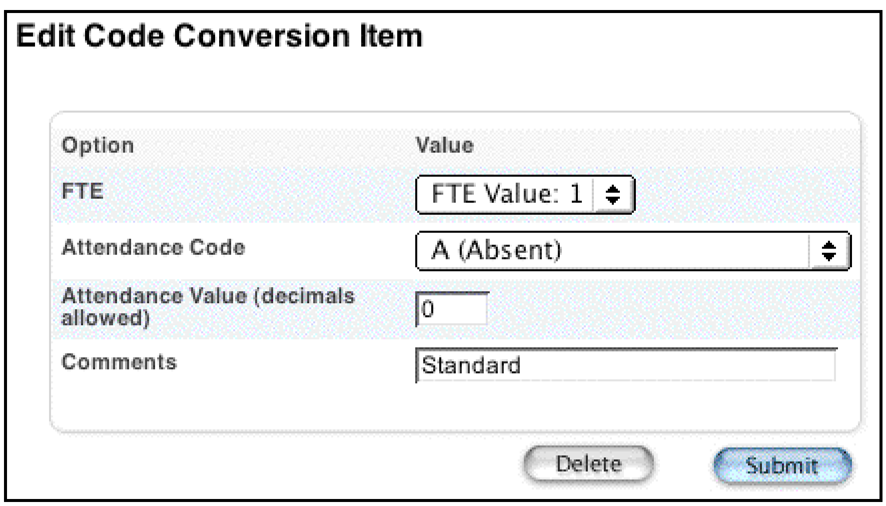
2. Click Attendance Conversion. The Attendance Conversions page appears.



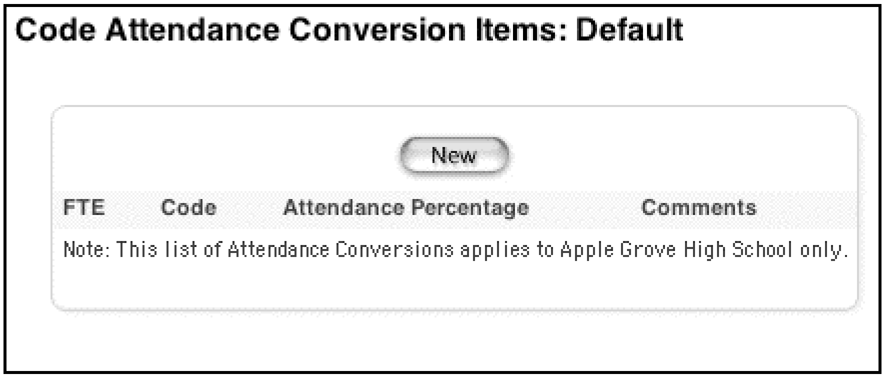
3. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to delete. The Edit Code Conversion Item page appears.



4. Click either the Code or the Attendance Percentage of the code attendance conversion item you want to delete. The Edit Code Conversion Item page appears.



5. Click Delete. The Selection Deleted page appears.

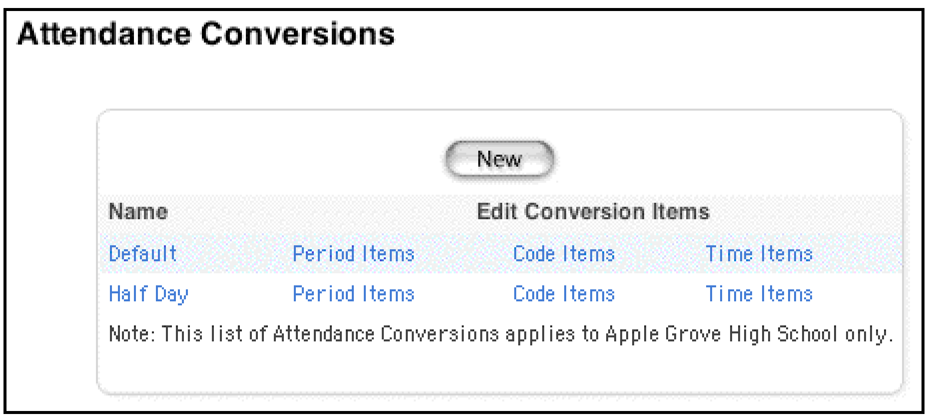


How to Define Time Items

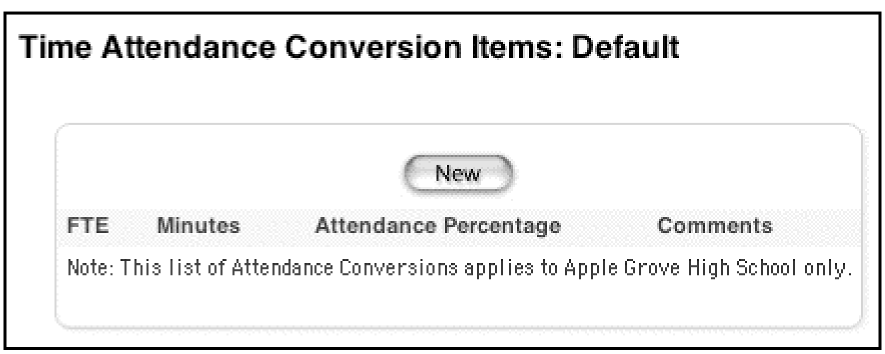
For each time item, define the cut off points for attendance and the ADA value a student should receive at each.

Add Time Items

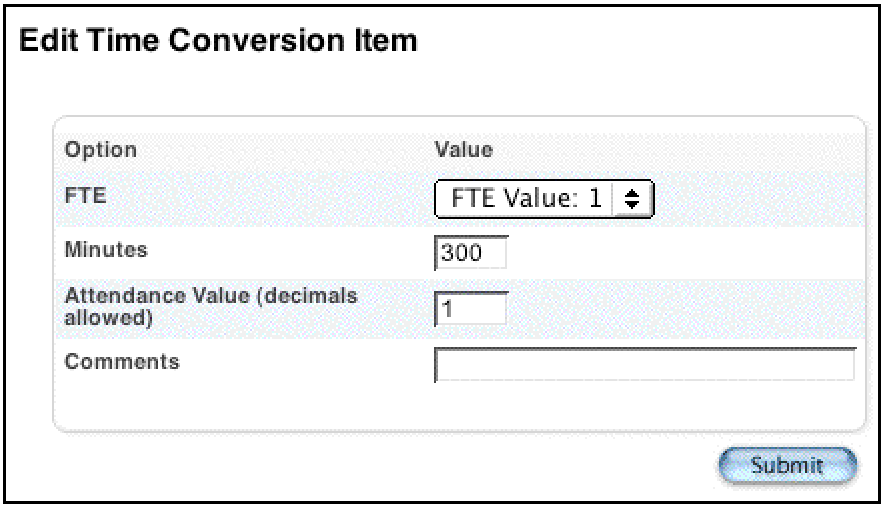
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



3. Click Time Items next to the conversion item for which you want to add time items. The Time Attendance Conversion Items [attendance conversion name] page appears.



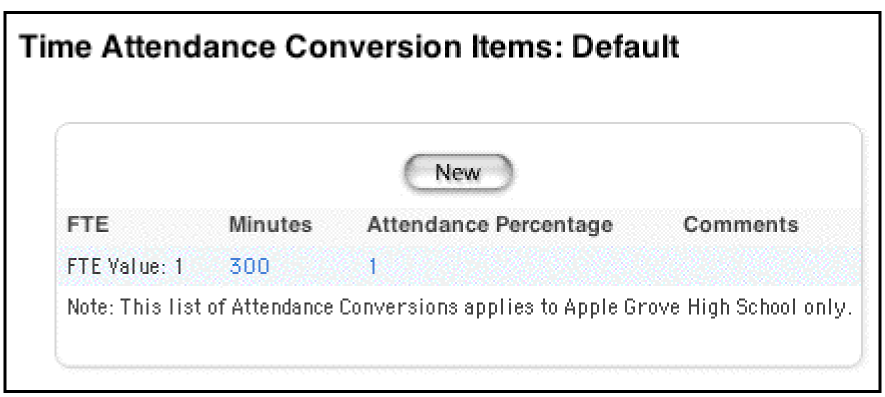
4. Click New. The Edit Time Conversion Item page appears.



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

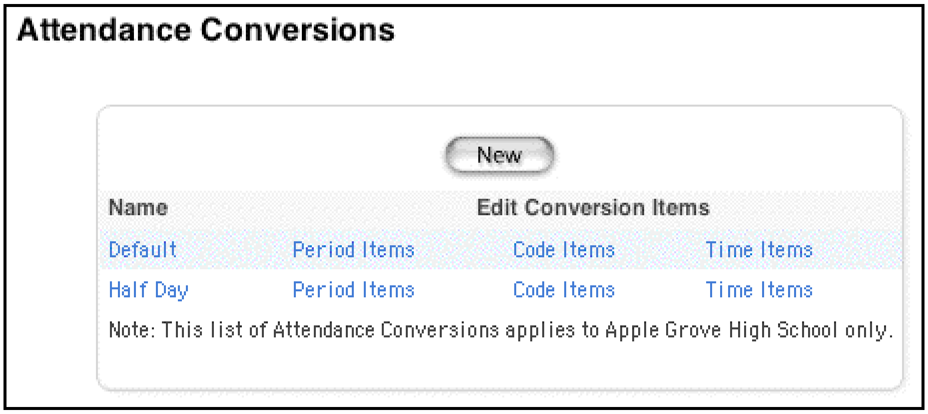
Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the section "**FTE**."
Minutes	Enter the minimum number of minutes a student must be absent to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of minutes you enter in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

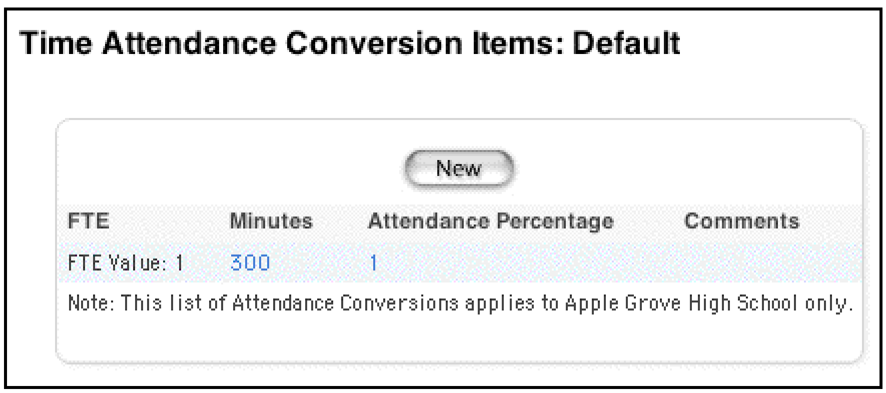


Edit Time Items

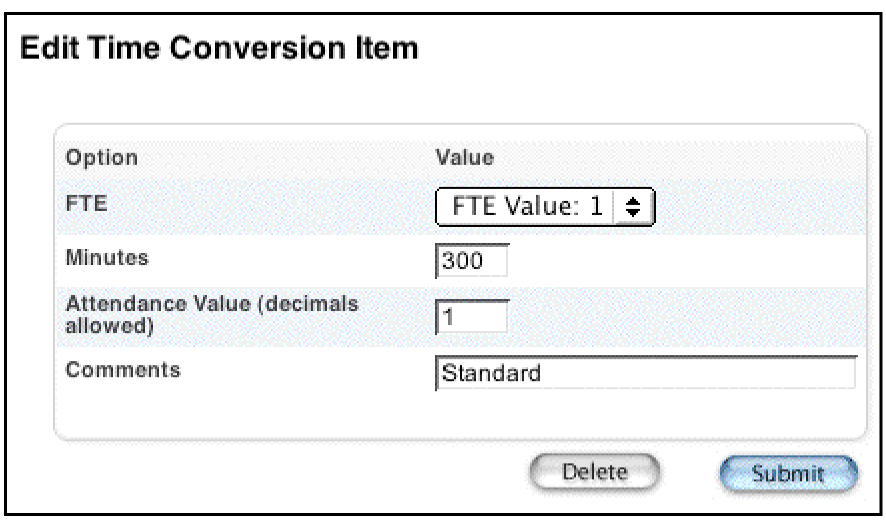
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



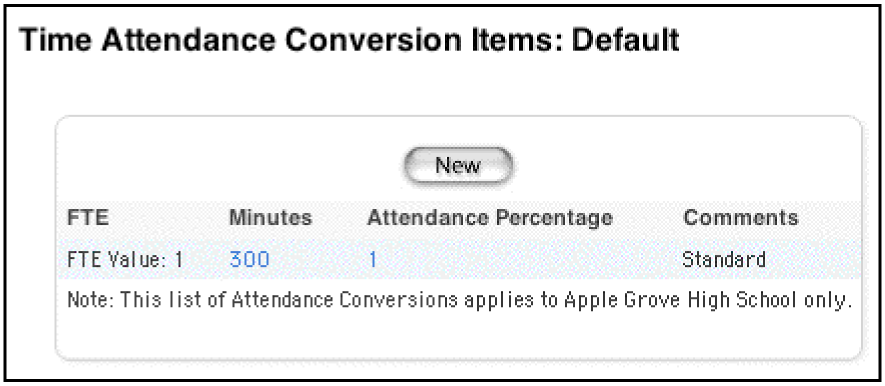
3. Click Time Items next to the conversion item for which you want to edit time items. The Time Attendance Conversion Items [attendance conversion name] page appears.



4. Click either the Minutes or the Attendance Percentage of the time attendance conversion item you want to edit. The Edit Code Conversion Item page appears.

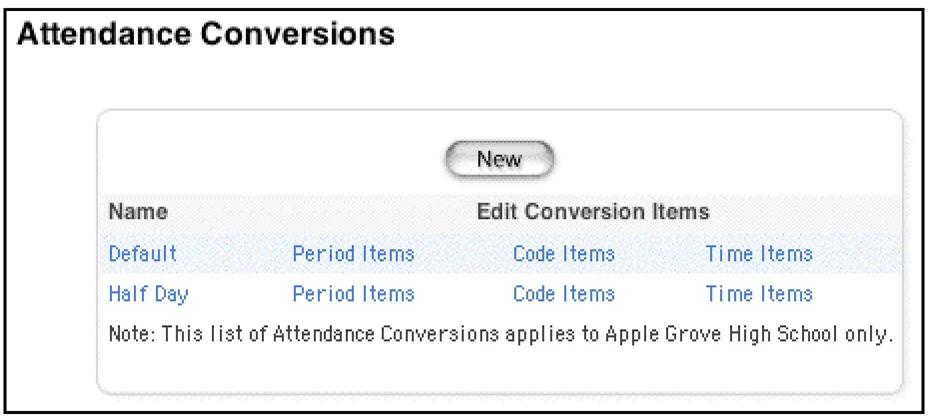


5. Edit the information as needed. For detailed information, see the table under the section "**Add Time Items**."
6. Click Submit. The new attendance conversion item appears on the Attendance Conversion Items: [attendance conversion name] page.

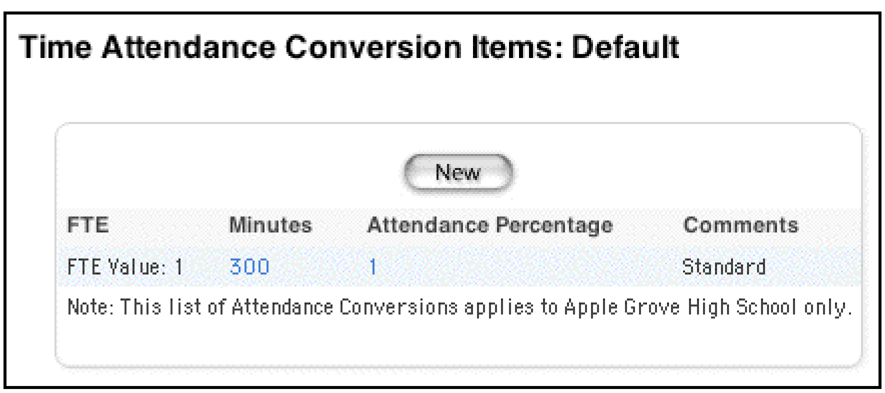


Delete Time Items

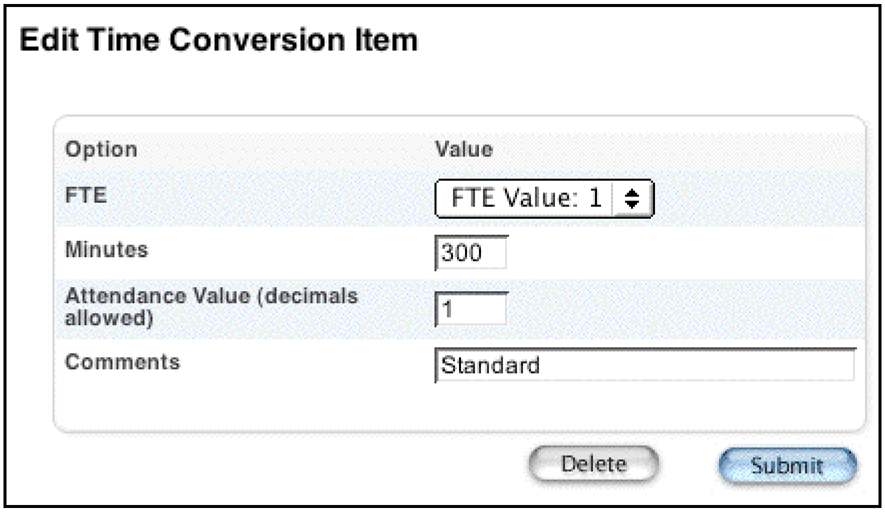
1. On the start page, choose School from the main menu.
2. Click Attendance Conversion. The Attendance Conversions page appears.



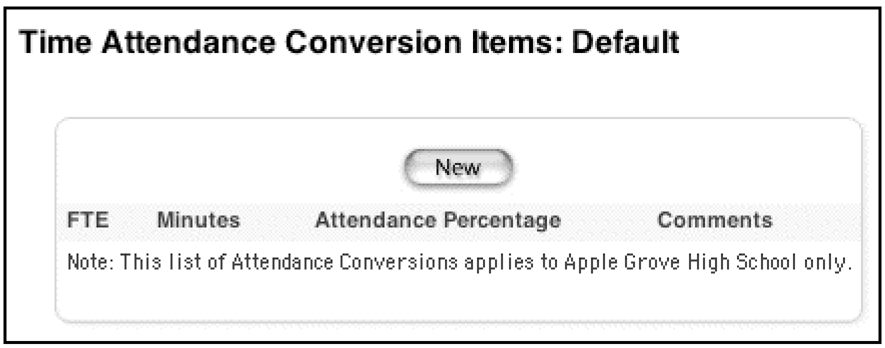
3. Click Time Items next to the conversion item for which you want to delete time items. The Time Attendance Conversion Items [attendance conversion name] page appears.



4. Click either the Minutes or the Attendance Percentage of the time attendance conversion item you want to delete. The Edit Time Conversion Item page appears.



5. Click Delete. The Selection Deleted page appears



Full-Time Equivalencies

Attendance calculations supports full-time equivalency (FTE) codes, which automatically tracks and reports part-time students. The FTE codes are numeric values ranging from 0 to 1 (zero not included) used to specify partial attendance for a student. The FTE value influences the attendance and membership results for that student. For example, a part-time student who has an FTE of 0.5 and is present during half a day, the attendance and membership values for that day will be 0.5.

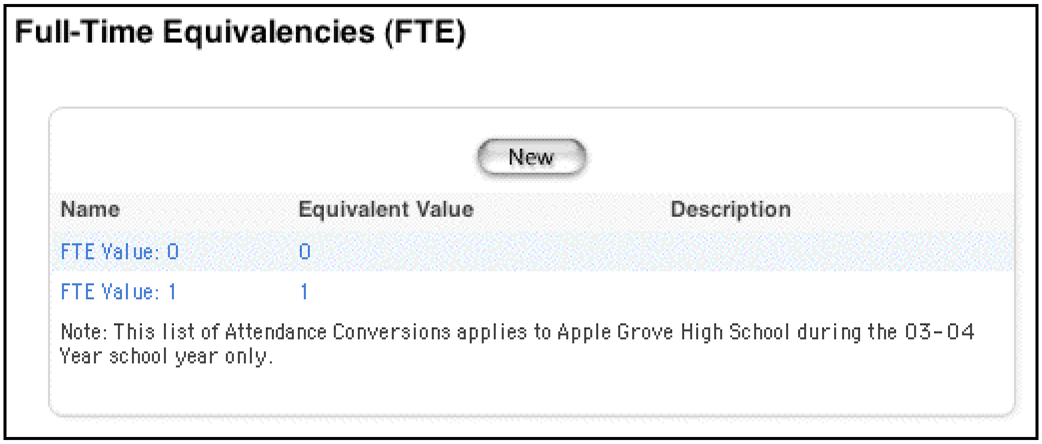
An added feature of FTE is that it can handle multiple groups with the same FTE value and allows attendance to be calculated differently for them. For example a Kindergarten student may count as a full-time student but they are only enrolled in one class a day, morning or afternoon kindergarten, while a full-time 5th grader at the same school may need to be present in four classes.

From the School Setup menu, click the Full-Time Equivalencies (FTE) link to access the Full-Time Equivalencies (FTE) Codes page. Using this page, you can set up and use FTE codes to indicate what portion of a school day students attend. If this is the first time you have accessed the FTE Codes page, you will notice an FTE of 1 was created. This is to maintain backwards compatibility, as previously PowerSchool assumed students were full-time.

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Full-Time Equivalencies Page

1. On the start page, choose School from the main menu.
2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.

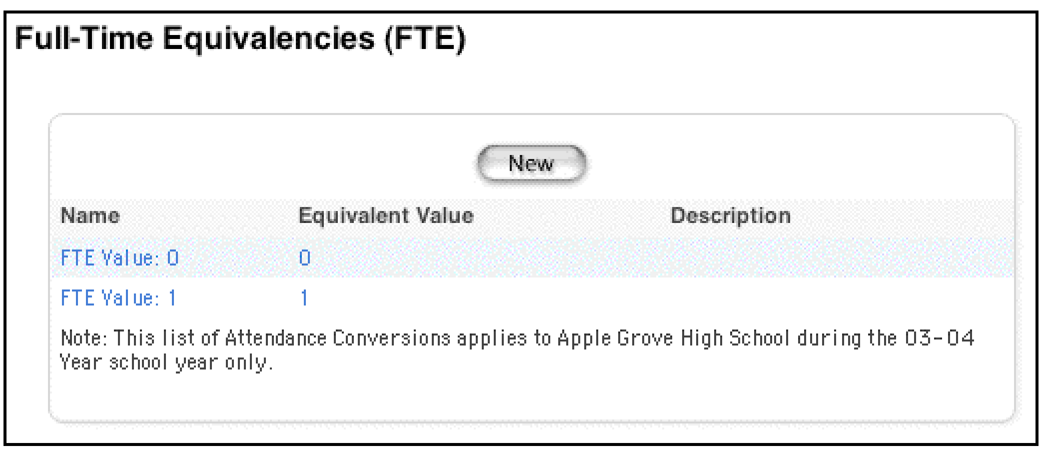


The following information displays:

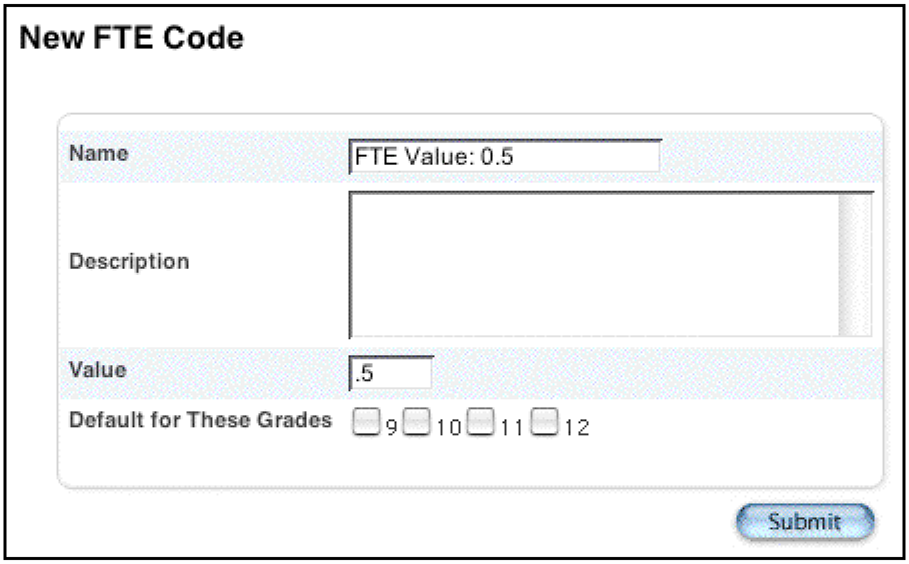
Field	Description
Name	The code representing the FTE.
Equivalent Value	The value of the FTE code.
Description	A description of the FTE code.

How to Add an FTE Code

1. On the start page, choose School from the main menu.
2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.



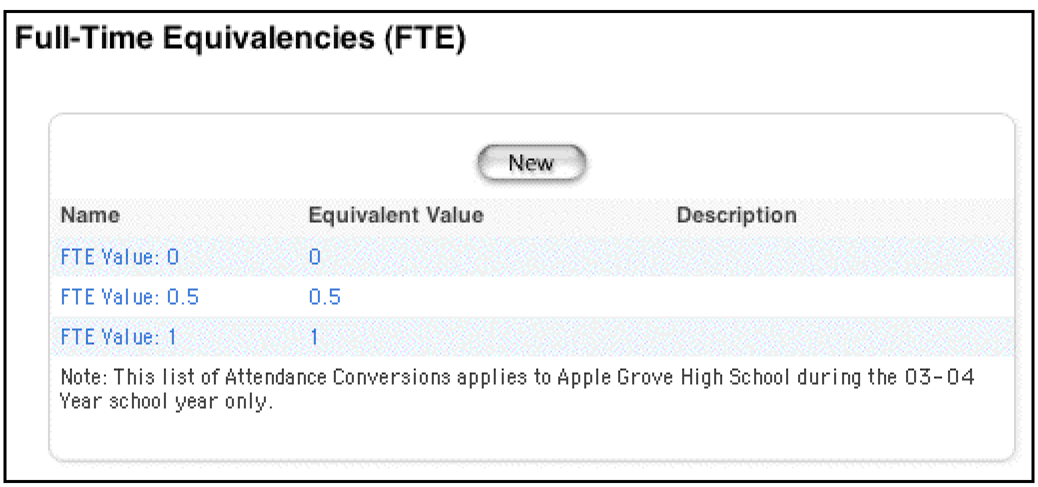
3. Click New. The New FTE Code page appears.



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

Field	Description
Name	The code representing the FTE.
Equivalent Value	The value of the FTE code.
Description	A description of the FTE code.
Default for These Grades	Select the grades for which you want the FTE code to be applied.

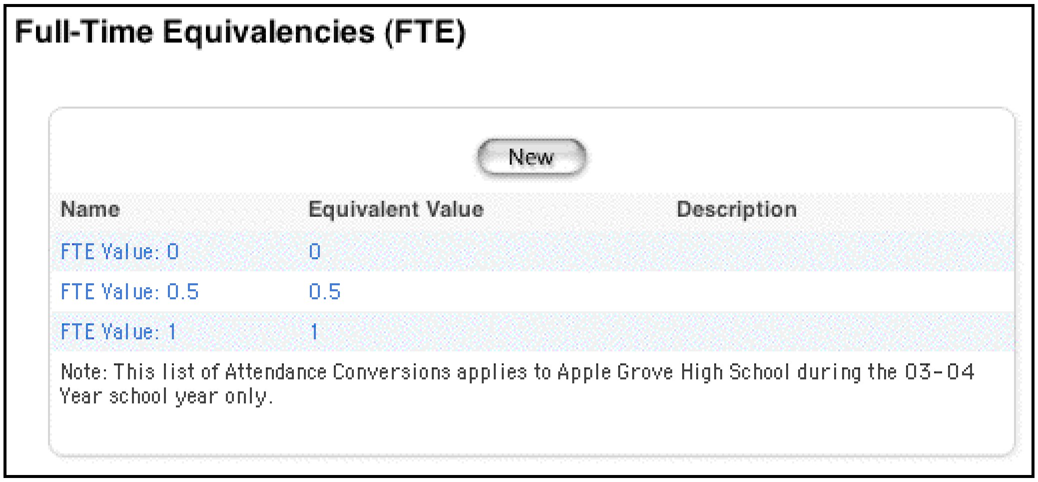
5. Click Submit. The Full-Time Equivalencies (FTE) page displays the new FTE code.



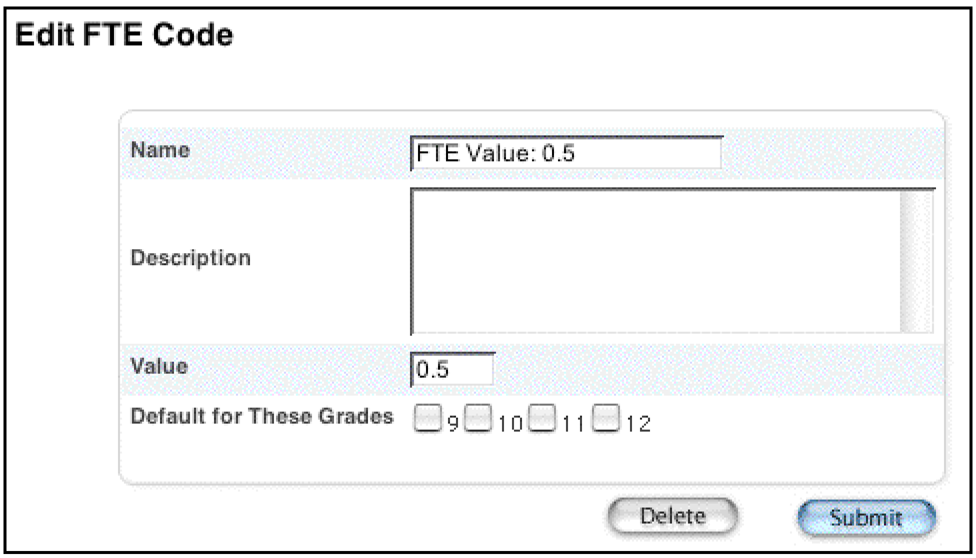
How to Edit an FTE Code

1. On the start page, choose School from the main menu.

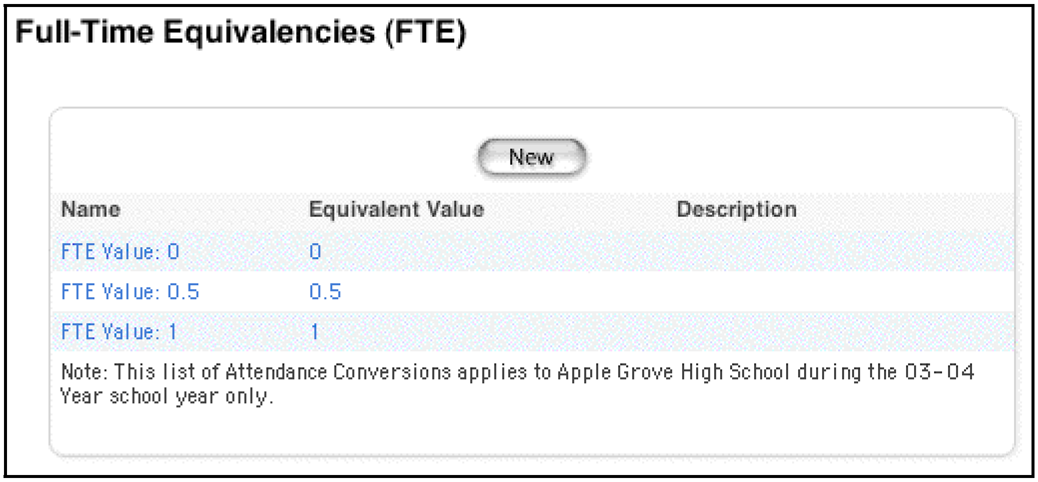
2. Click Full-Time Equivalencies (FTE). The Full-Time Equivalencies (FTE) page appears.



3. Click the Name or Equivalent Value of the FTE code you want to edit. The Edit FTE Code page appears.



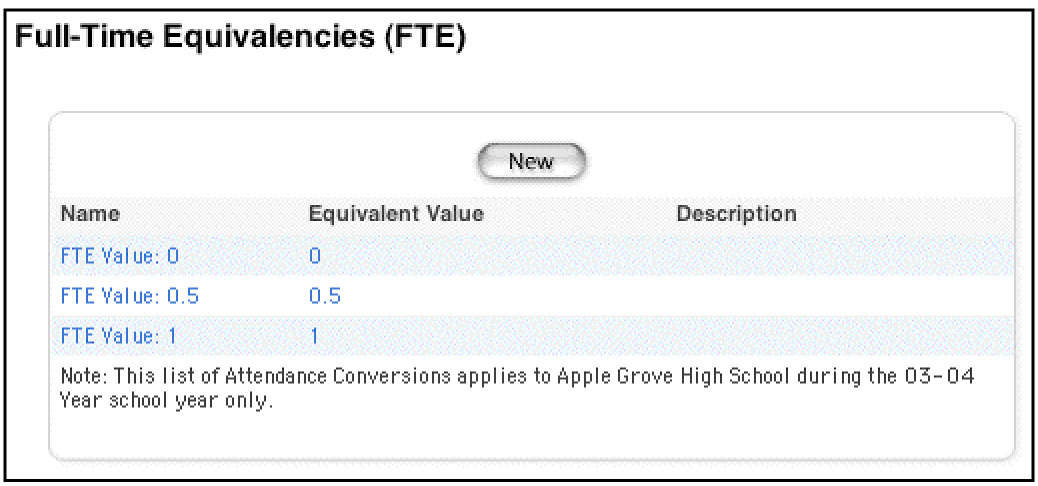
4. Edit information as needed. See "Use the following table to enter information in the fields" under "How to Add an FTE Code."
5. Click Submit. The Full-Time Equivalencies (FTE) page displays the edited FTE code.



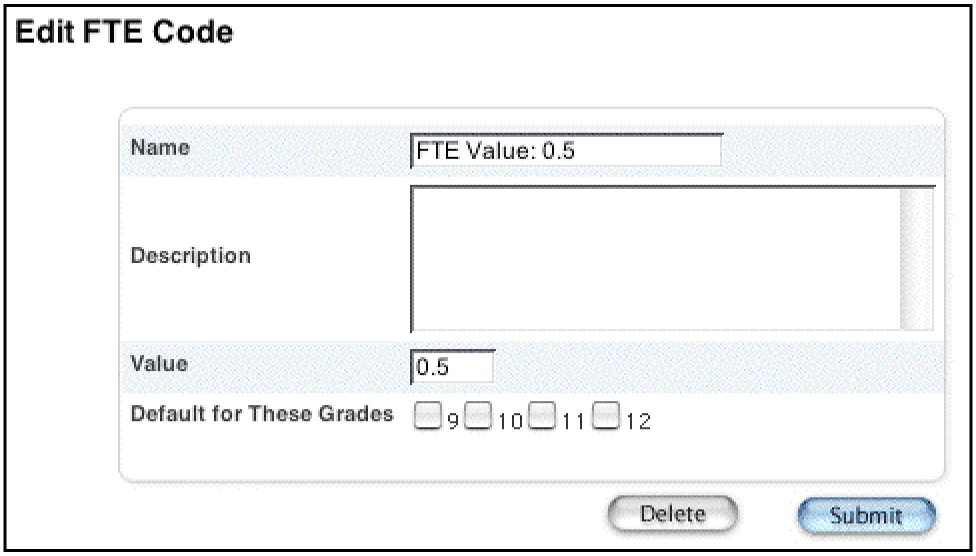
How to Delete an FTE Code

When you delete an FTE code, you directly impact other users and student records. Delete an FTE code when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a code and no one has used it yet. If the FTE code is already in use, it cannot be deleted.

1. On the start page, choose School from the main menu.
2. Click Full-Time Equivalencies (FTE) The Full-Time Equivalencies (FTE) page appears.



3. Click the Name or Equivalent Value of the FTE code you want to delete. The Edit FTE Code page appears.



4. Verify this is the FTE code category you want to delete.
5. Click Delete. The Selection Deleted page appears.

Attendance Code Categories

Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting purposes. From the School Setup menu, click the Attendance Code Categories link. The Attendance Code Categories page appears. Use this page to view, add, delete, or edit an attendance code categories used at your school.

After creating attendance code categories, proceed to creating attendance codes. Attendance must be set up in its entirety before taking attendance in either PowerGrade or PowerSchool.

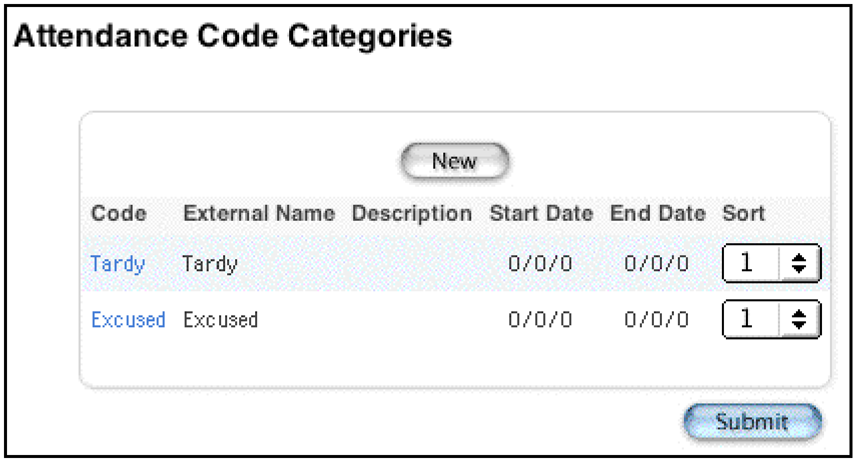
Note: Attendance code categories are not used to group attendance codes by Present or Absent. All attendance codes are categorized as Present or Absent when creating the attendance code via the Attendance Code page. For more information, see the section "**Attendance Codes**."

For more information on attendance, see the section "**Attendance Overview**."

How to Access the Attendance Code Categories Page

You can create as many categories as you want. Tardy and Excused are available by default.

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.

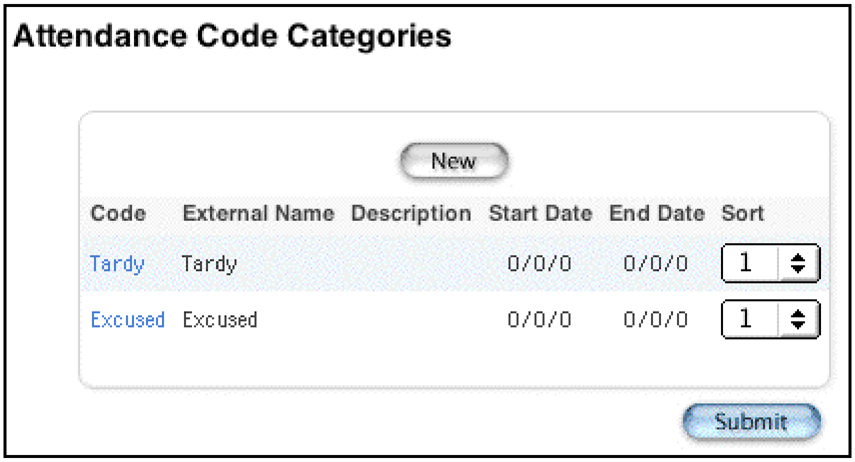


The following information displays:

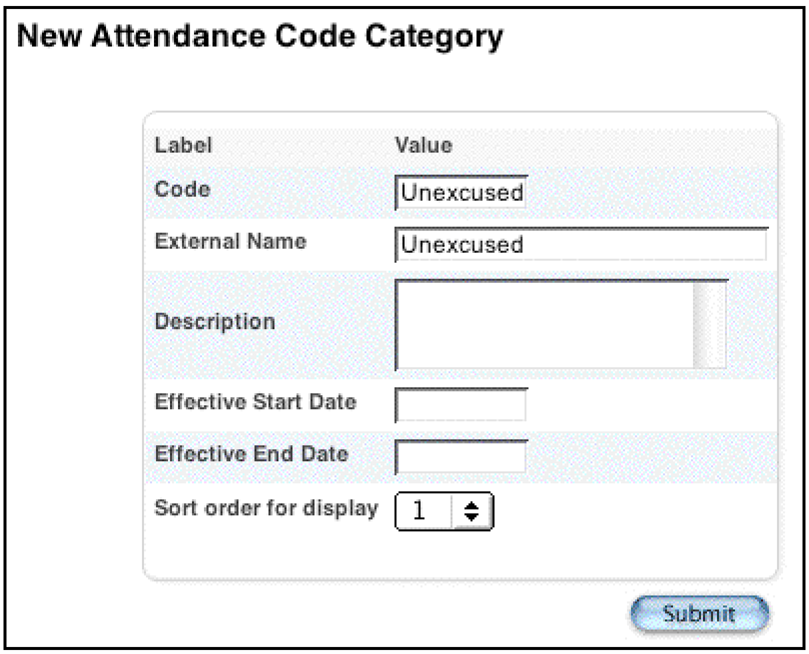
Field	Description
Code	The code representing the attendance code category.
External Name	The name of the attendance code category.
Description	A description of the attendance code category.
Start Date	The date, which the attendance code category becomes active.
End Date	The date, which the attendance code category becomes inactive.
Sort	The sort order of the attendance code category as it appears in the Attendance Code Categories pop-up menu.

How to Add an Attendance Code Category

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.



3. Click New. The New Attendance Code Category page appears.

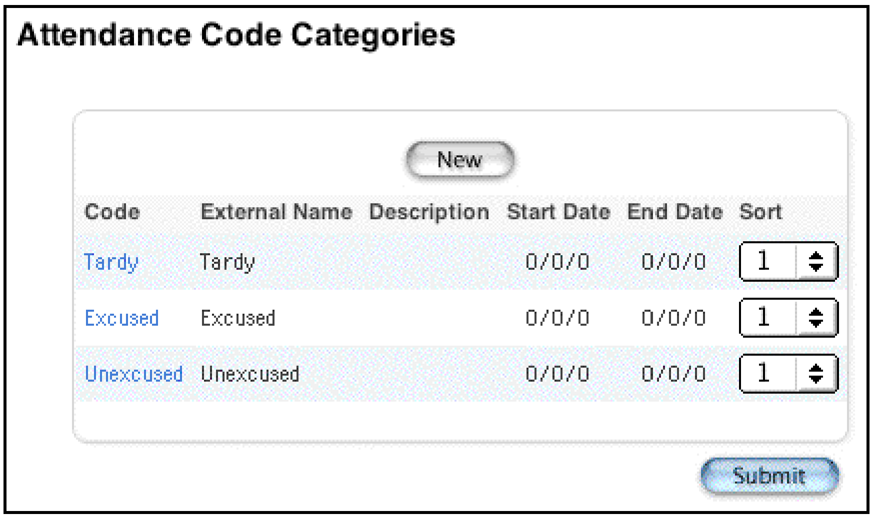


4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the attendance code category.
External Name	Enter a name of the attendance code category.
Description	Enter a description of the attendance code category.
Effective Start Date	Enter the date using the format mm/dd/yyyy or mm-dd-yyyy, which the attendance code category becomes active. If you do not use this format, an alert appears. If you do not want to enter an effective date range, leave this field blank.

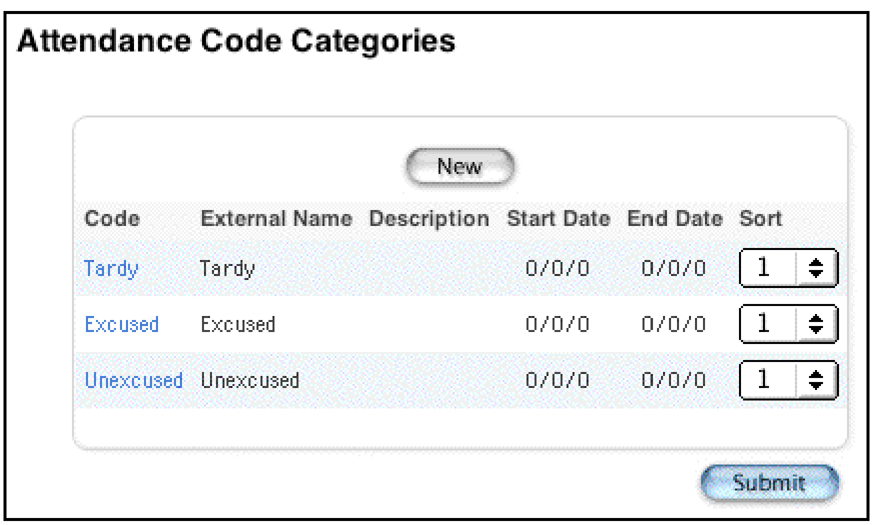
Field	Description
Effective End Date	Enter the date using the format mm/dd/yyyy or mm-dd-yyyy, which the attendance code category becomes inactive. If you do not use this format, an alert appears. If you do not want to enter an effective date range, leave this field blank.
Sort order for display	Use the pop-up menu to determine the sort order of the attendance code category within the Attendance Code Categories pop-up menu.

5. Click Submit. The Attendance Code Categories page displays the new attendance code.

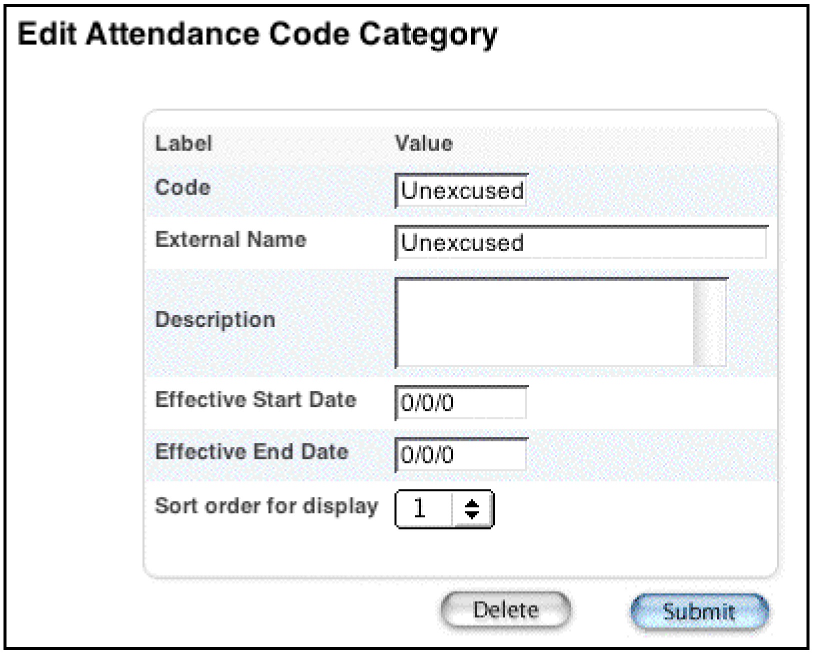


How to Edit an Attendance Code Category

1. On the start page, choose School from the main menu.
2. Click Attendance Code Categories. The Attendance Code Categories page appears.



3. Click the Code of the attendance code category you want to edit. The Edit Attendance Code Category page appears.



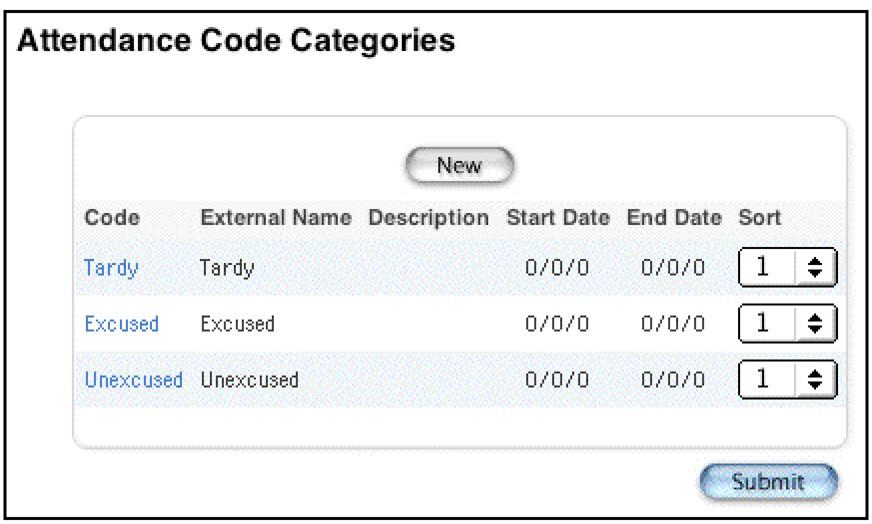
Edit Attendance Code Category

Label	Value
Code	Unexcused
External Name	Unexcused
Description	
Effective Start Date	0/0/0
Effective End Date	0/0/0
Sort order for display	1

Delete Submit

Note: You can also click the links for the attendance code category in the Code and Char columns.

4. Edit information as needed. See "Use the following table to enter information in the fields" under "How to Add an Attendance Code Category."
5. Click Submit. The Attendance Code Categories page displays the edited attendance code.



Attendance Code Categories

New

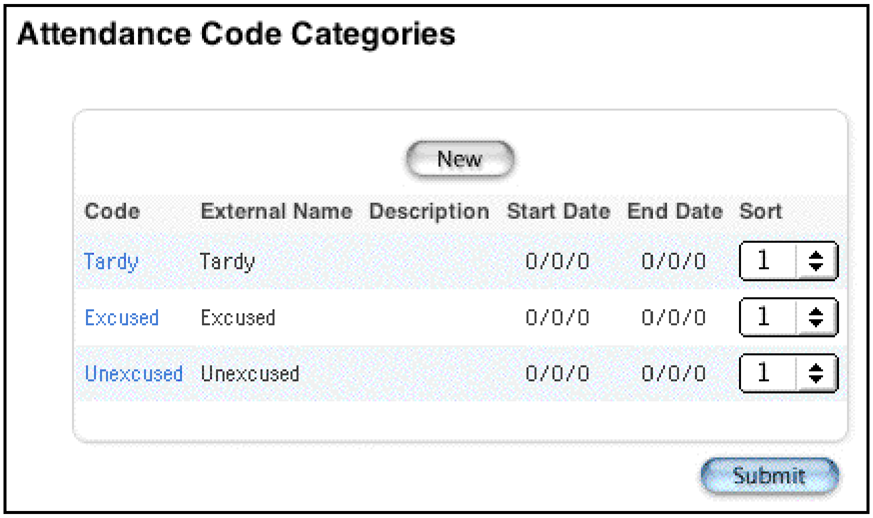
Code	External Name	Description	Start Date	End Date	Sort
Tardy	Tardy		0/0/0	0/0/0	1
Excused	Excused		0/0/0	0/0/0	1
Unexcused	Unexcused		0/0/0	0/0/0	1

Submit

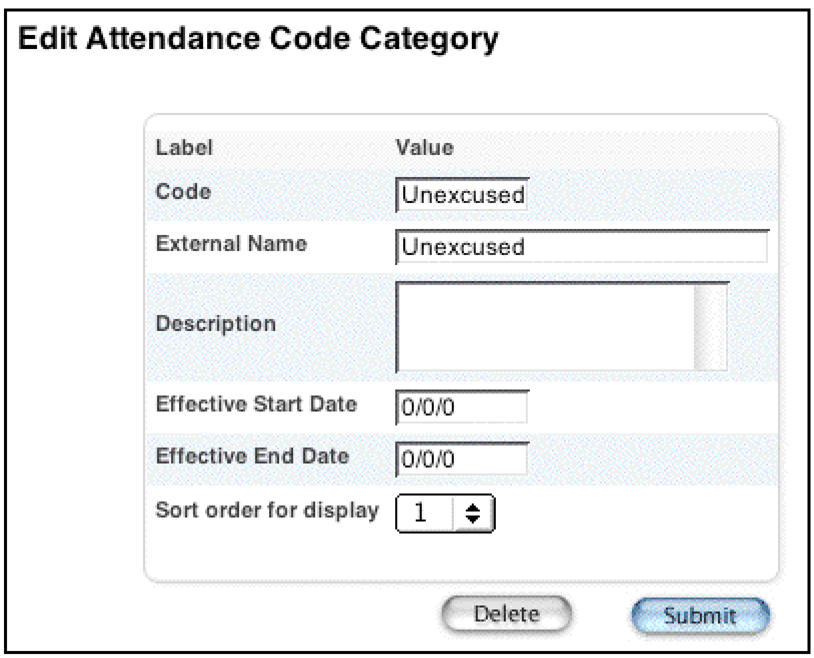
How to Delete an Attendance Code Category

When you delete an attendance code category, you directly impact other users and student records. Delete an attendance code category when an error is made during the process of setting up your school in PowerSchool. Perform this procedure only if you have just erroneously added a code and no one has used it yet. If the attendance code category is already in use, it cannot be deleted.

1. Click Attendance Code Categories. The Attendance Code Categories page appears.



2. Click the Code of the attendance code category you want to delete. The Edit Attendance Code Category page appears.

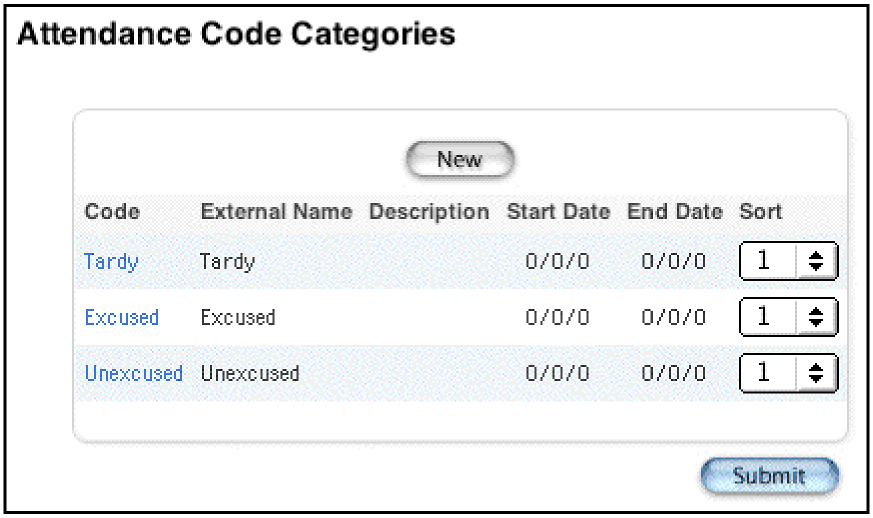


3. Click Delete. The Selection Deleted page appears.

How to Sort Attendance Code Categories

1. On the start page, choose School from the main menu.

2. Click Attendance Code Categories. The Attendance Code Categories page appears.



3. Choose different sort orders for the attendance code category from the Sort Order pop-up menus.
4. Click Submit. The page re-sorts the attendance code categories.

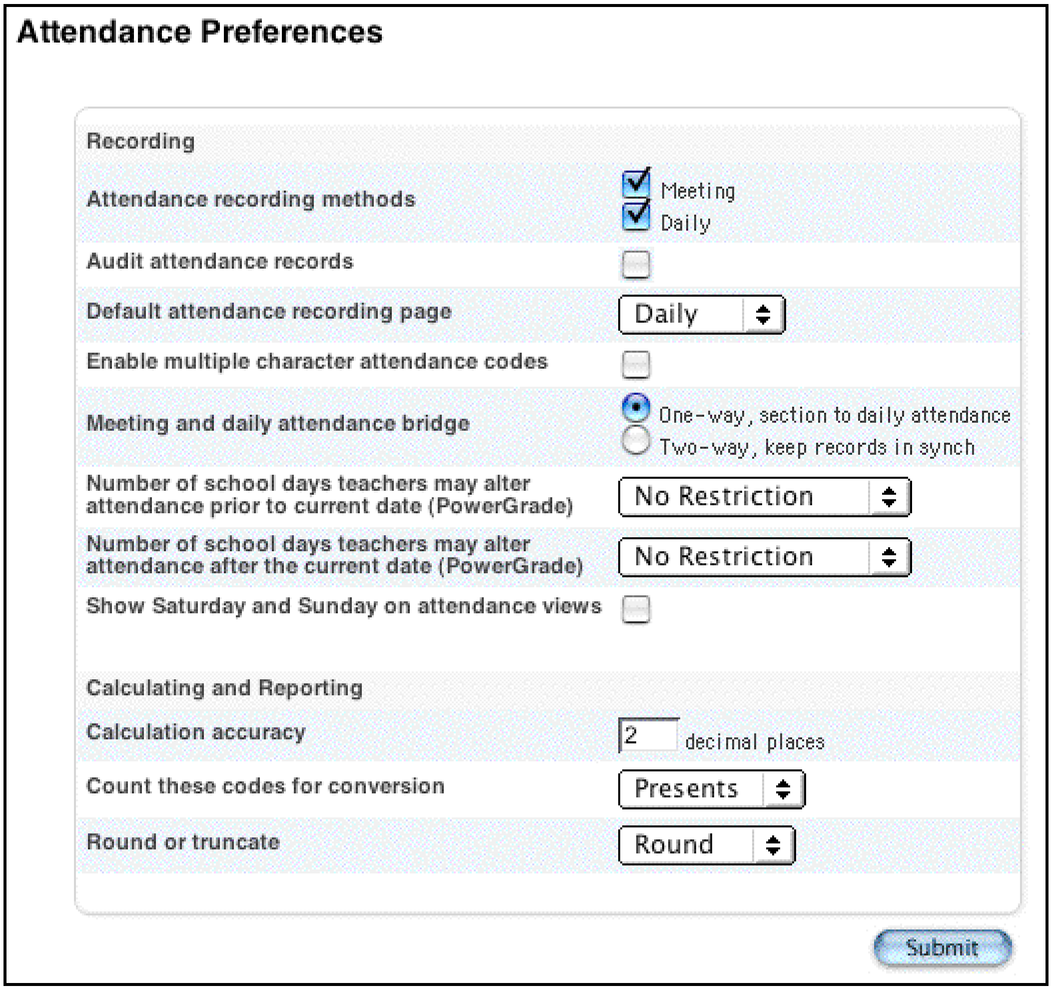
Attendance Preferences

Use this page to specify general attendance preferences.

For more information on attendance, see the section "**Attendance Overview**."

How to Specify General Attendance Preferences

1. On the start page, choose School from the main menu.
2. Click Preferences. The Attendance Preferences page appears.



3. Use the following table to enter information in the Reporting section:

Type	Description
Attendance recording methods	Select the appropriate checkboxes that apply: • Select the Meeting checkbox to indicate you want to be able to record attendance by meeting for this year. • Select the Daily checkbox to indicate you want to be able to record attendance by day for this year.
Default attendance recording page	Use the pop-up menu to indicate the default attendance page you want to appear when viewing student information. The menu items that appear in the pop-up menu vary based on the Attendance Recording Methods you select.
Enable multiple character attendance codes	By default you can still only create single-character attendance codes. However, if you want to create multiple-character attendance codes, select this checkbox.

Type	Description
Meeting and daily attendance bridge	If you have selected Meeting and Daily, by default attendance records are created when a period in the bell schedule is designated as the daily attendance period. If you want, you can select the Two-way, keep records in synch option to have changes in the daily record affect those meeting attendance records by selecting 2-way. **Note:** This feature only functions with sections and section enrollments, which reside in the same school.
Number of school days teachers may alter attendance prior to current date (PowerGrade)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerGrade.
Number of school days teachers may alter attendance after the current date (PowerGrade)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerGrade.
Audit attendance records	Select this checkbox to enable change audit trail for attendance, which logs what attendance used to be when attendance changes.
Show Saturday and Sunday on attendance views	Select this checkbox if you want to display Saturday and Sundays on the Student Attendance pages.

4. Use the following table to enter information in the Calculating and Reporting section:

Type	Description
Count these codes for conversion	Use the pop-up menu to select Presents if your school calculates daily attendance using the number of periods a student is present. For example, if a student is present four out of seven periods, he or she is present. Select Absences if your school calculates daily attendance using the number of periods a student is absent. For example, if a student is absent five out of seven periods, he or she is absent.
Count attendance recorded at this school for students enrolled at another school	Select this checkbox to indicate that students from other schools who attend classes at this school will count those students as part of this school student body for the periods they are in this school. They will be subject to attendance conversions at this school for their FTE.

Type	Description
Count attendance recorded at another school for students enrolled at this school	Select this checkbox to indicate that students from this school who take classes at another school checking will count all time and periods as part of this schools attendance. The students will be subject to attendance conversions at this school for their FTE. **Warning:** Having both the "Count attendance recorded at this school for students enrolled at another school" and "Count attendance recorded at another school for students enrolled at this school" checkboxes selected can result in double attendance.
Round or truncate	Use the pop-up menu to indicate how you want the system to handle long decimals that exceed the maximum when calculating attendance.
Calculation accuracy	Enter the number of decimal places to carry calculations out to.

5. Click Submit. The Changes Recorded page appears.

Section Attendance Settings

Use the Section Attendance Settings page to create sections where attendance will be taken every period. These sections are sections created for the sole purpose of taking attendance in a section that meets more than once per day.

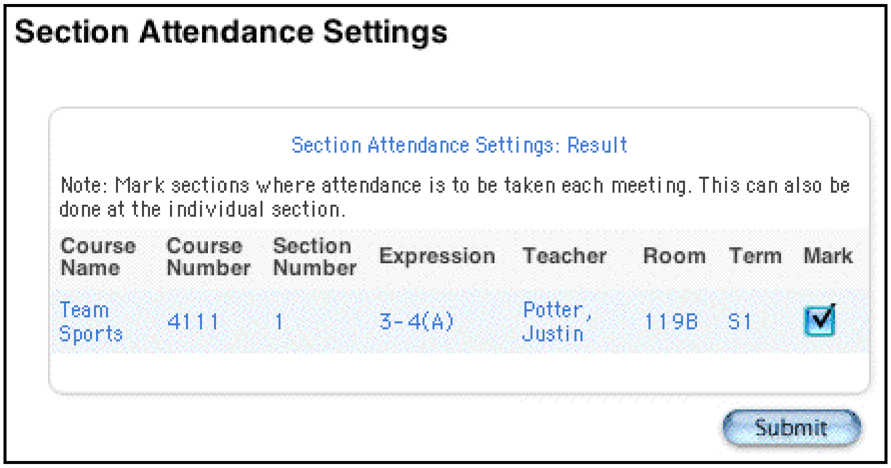
For example, if a section of Biology 101 meets during Period 1 for lecture during each day of a two-day cycle and also meets during Period 3 for field study on alternating days, the expression for this section would be 1(A-B) 3(A). If you do not use this option, attendance taken during 3(A) will overwrite attendance taken during 1(A).

For more information on attendance, see the section "**Attendance Overview**."

How to Define Section Attendance Settings

Perform the following procedure if you want to create sections where attendance will be taken every period and either your school has committed a master schedule with sections or sections are created from the School Setup page.

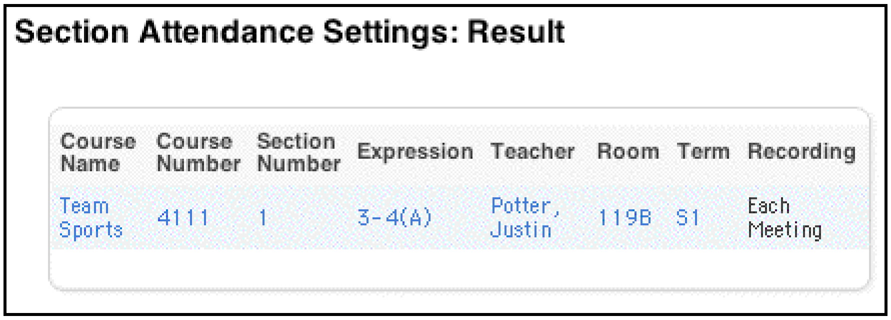
1. On the start page, choose School from the main menu.
2. Click Section Attendance Settings. The Section Attendance Settings page appears.



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

Field	Description
Course Name	The name of the course appears. Click the course name to display the Edit Course page.
Course Number	The number of the course appears. Click the course number to display the Edit Course page.
Section Number	The number of the section. Click the section number to display the Edit Section page.
Expression	The expression, or period and day combination, for the section appears. Click the expression to display the Edit Section page.
Teacher	The section's teacher appears. Click the teacher's name to display the teacher's current schedule.
Room	The section's room appears. Click the room to display the Edit Section page.
Term	The term abbreviation in which the section is taught appears. Click the term to display the Term page.
Mark	Select this checkbox if you want to take attendance each period separately.

4. Click Submit. The Section Attendance Settings: Result page appears.



Section Attendance Settings: Result

Course Name	Course Number	Section Number	Expression	Teacher	Room	Term	Recording
Team Sports	4111	1	3-4(A)	Potter, Justin	119B	S1	Each Meeting

Note: To redisplay the Section Attendance Settings: Result page from the School Setup page, click Section Attendance Settings and then Section Attendance Settings: Result.

Calendaring

Calendar Setup

Use this page to view, edit, or set up your school's calendar for the current academic year. At the top of the page, the system displays the month you are currently viewing and the six months before and after it. While your school calendar displays information regarding when school is in session for users, the system uses the calendar and the prerequisites you define to calculate your school's ADA/ADM statistics that you report to your state.

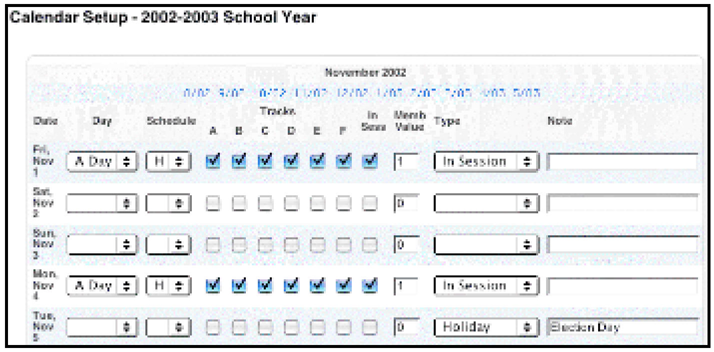
Prerequisites

- Set up years and terms.
- Set up periods and days, either when setting up years and terms or by committing a master schedule.
- Set up attendance conversions.
- Set up bell schedules.

How to Set Up the Calendar

Before the start of a school year, define each field for each date in that year.

1. On the start page, choose School from the main menu.
2. Click Calendar Setup. The Calendar Setup page appears.



Note: Use the Back and Forward icons to move back and forward through the months of the year.

3. Click a month to view its calendar. For example, click 1/03 to view the calendar for January of 2003.
4. Use the following table to enter information in the fields:

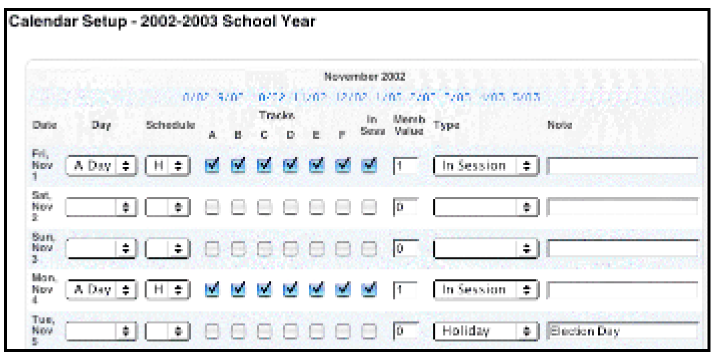
Field	Description
Date	Each day of the month appears, including weekends.
Day	Choose the cycle day for the specific date from the pop-up menu.
Schedule	Choose the bell schedule you want to assign to this date from the pop-up menu.
Tracks/In Sess	If your school does not use tracks and all students attend school on the same dates, select the In Sess checkbox to indicate that school is in session for all students on this date. If your school uses multiple student tracks, select the checkboxes for the tracks for which school is in session on this date. **Note:** If your school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear only on the Calendar Setup page.
Memb Value	Enter the attendance value students receive if they are present in school on this date.
Type	Choose either Holiday, In Session or "Not in Session" from the pop-up menu.
Note	Enter any comments to describe the schedule on this date, such as Half-Day, Holiday, or Spring Break.

5. Repeat the previous step for each date needing schedule definition.
6. Click Submit.
7. Click Back after the Changes Recorded page appears.

How to Edit the Calendar

During the school year, you might need to edit or update your school's calendar. For example, at the beginning of the year, assume you define a normal bell schedule for January 5. On that date, a snowstorm causes a two-hour delay and students are not able to make it to their first two periods. You can change the bell schedule and membership value you originally defined for the date and enter a note to explain the circumstances. By changing the bell schedule for that day, you can either remove the first two periods from that day or shorten all the periods for the day.

1. On the start page, choose School from the main menu.
2. Click Calendar Setup. The Calendar Setup page appears.



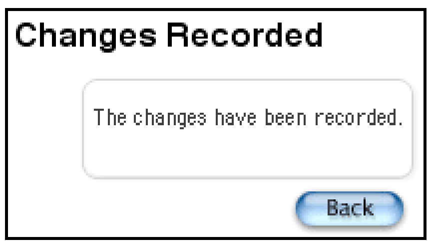
Note: Use the Back and Forward icons to move back and forward through the months of the year.

3. Click a month to view its calendar. For example, click 1/03 to view the calendar for January of 2003.
4. Use the following table to edit information in the fields:

Field	Description
Date	Each day of the month appears, including weekends.
Day	Choose the cycle day for the specific date from the pop-up menu.
Schedule	Choose the bell schedule you want to assign to this date from the pop-up menu.
Tracks/In Sess	If your school does not use tracks and all students attend school on the same dates, select the In Sess checkbox to indicate that school is in session for all students on this date. If

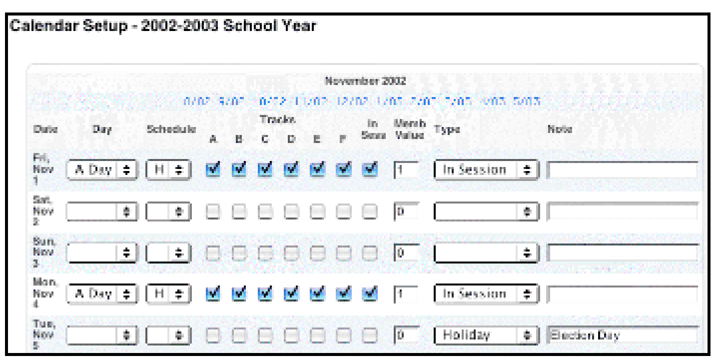
Field	Description
	your school uses multiple student tracks, select the checkboxes for the tracks for which school is in session on this date. **Note:** If your school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear only on the Calendar Setup page.
Memb Value	Edit the attendance value students receive if they are present in school on this date.
Type	Choose either In Session or "Not in Session" from the pop-up menu.
Note	Edit any comments to describe the schedule on this date, such as Half-Day, Holiday, or Spring Break.

5. Repeat the previous step for each date that needs editing.
6. Click Submit.
7. Click Back after the Changes Recorded page appears.



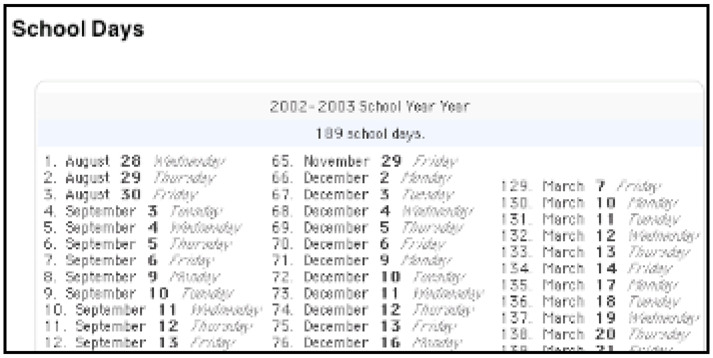
How to Verify the Number of School Days in a Term

1. On the start page, choose School from the main menu.
2. Click Calendar Setup. The Calendar Setup page appears.



Note: Use the Back and Forward icons to move back and forward through the months in the year.

3. Click a month to view its calendar. For example, click 1/03 to view the calendar for January of 2003.
4. Click "Verify # of school days in the current term." The School Days page displays the number of school days in the current term.



Note: To change the current term, see the section "**How to Change Terms**."

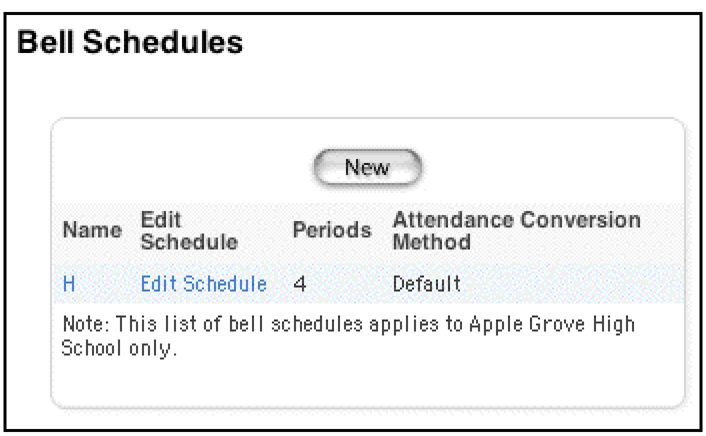
How to Set Up Bell Schedules

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. When setting up your school calendar, you can associate different bell schedules to different days of the year. For example, set up a bell schedule called Assembly, where each period meets for a shorter amount of time in order to accommodate a school event that day.

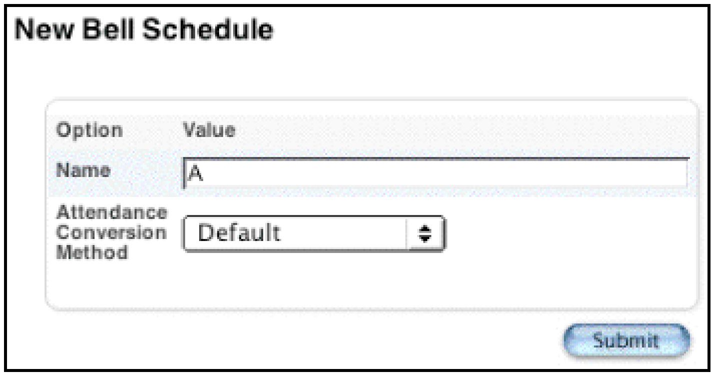
You must first set up an attendance conversions to properly calculate attendance. For more information, see the section "**How to Set Up Attendance Conversion Values**."

Note: Do not set up bell schedules until after you commit your master schedule. If you set up bell schedules and then re-commit a master schedule, the bell schedules lose their references to the schedule periods. Without this reference, you cannot take attendance. For more information on committing your master schedule, see the section "**When to Commit the Master Schedule**."

1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click New. The New Bell Schedule page appears.



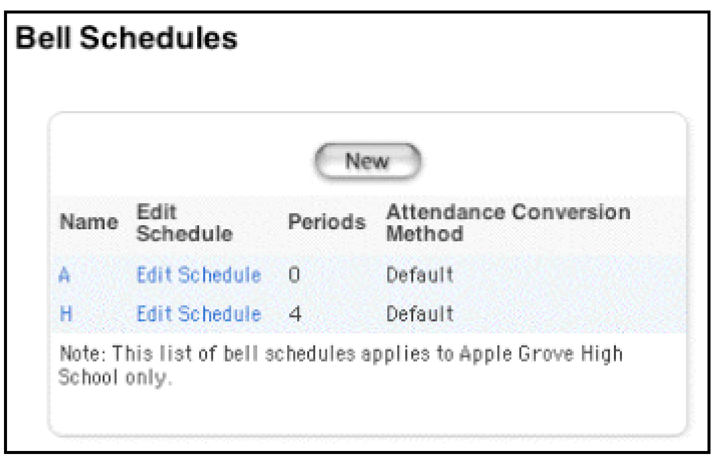
4. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the bell schedule. For example, enter H or Half for half-day schedules.
Attendance Conversion Method	Choose the attendance conversion from the pop-up menu. For more information, see the section "**How to Set Up Attendance Conversion Values**." **Note:** The number of periods in the attendance conversion must not exceed the number of periods in the bell schedule.

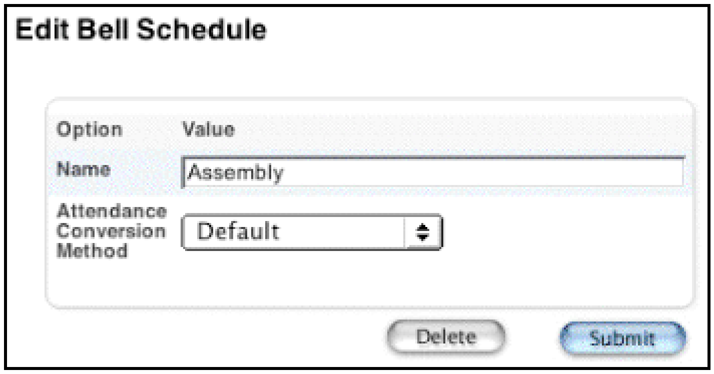
5. Click Submit. The new bell schedule appears on the Bell Schedules page.

How to Edit Bell Schedules

1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click the name of the bell schedule you want to edit. The Edit Bell Schedule page appears.



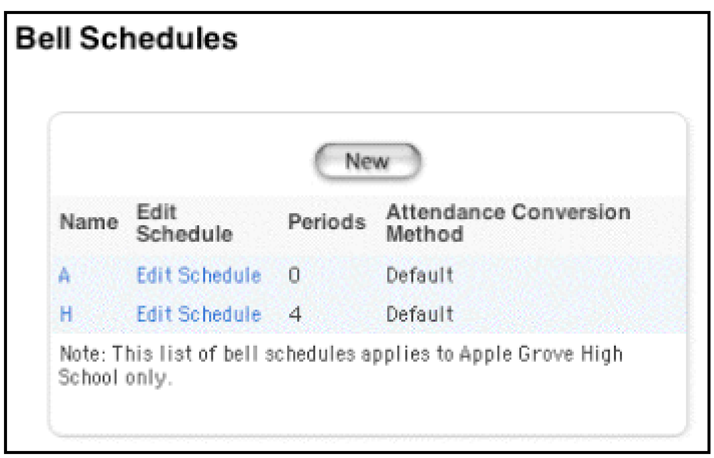
4. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the bell schedule. For example, enter H or Half for half-day schedules.
Attendance Conversion Method	Choose the attendance conversion from the pop-up menu. For more information, see the section "**How to Set Up Attendance Conversion Values**." **Note:** The number of periods in the attendance conversion must not exceed the number of periods in the bell schedule.

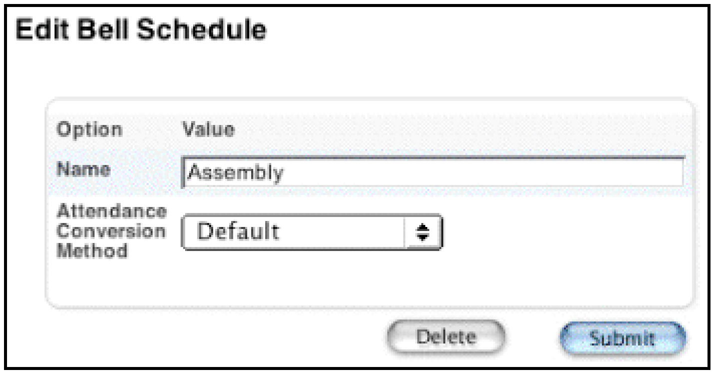
5. Click Submit. The Bell Schedules page displays the edited bell schedule.

How to Delete Bell Schedules

1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click the name of the bell schedule you want to delete. The Edit Bell Schedule page appears.

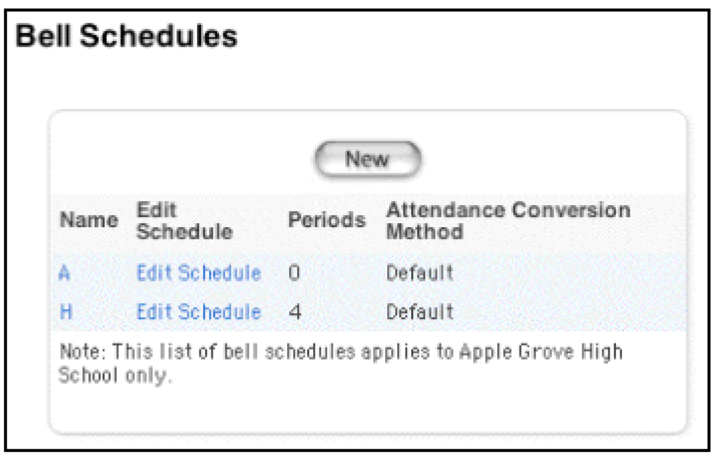


4. Click Delete. The Selection Deleted page appears.

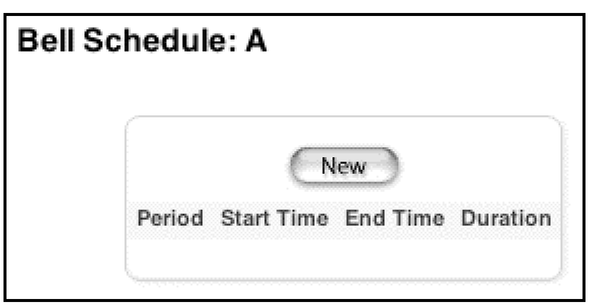
How to Set Up Bell Schedule Items

Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

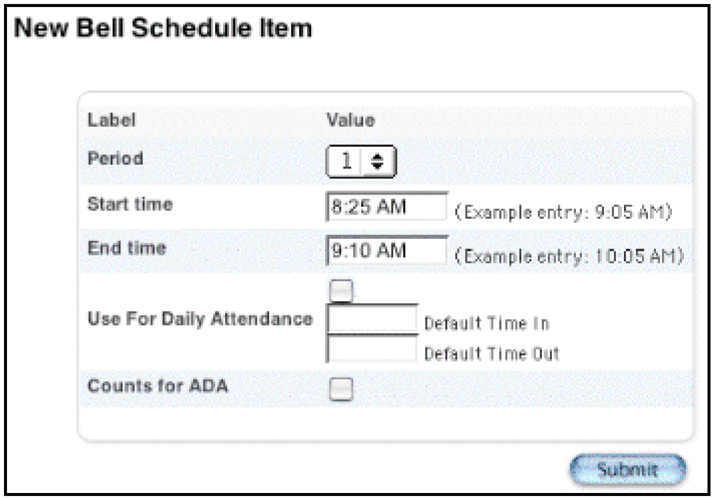
1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click Edit Schedule next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.



4. Click New. The New Bell Schedule Item page appears.



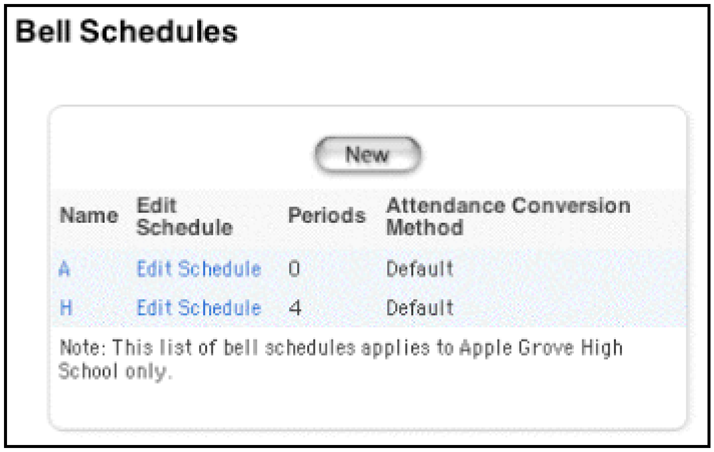
5. Use the following table to edit information in the fields:

Field	Description
Period	Choose the period from the pop-up menu.
Start Time	Enter a start time for the period. Indicate if it is AM or PM.
End Time	Enter a finish time for the period. Indicate if it is AM or PM.
Use for Daily Attendance	Select this checkbox if you want to use daily attendance for this bell schedule item. If you select this checkbox, enter the start and end times that will be used to calculate daily attendance.
Counts for ADA	Select this checkbox if you want to count this bell schedule item in average daily attendance calculations.

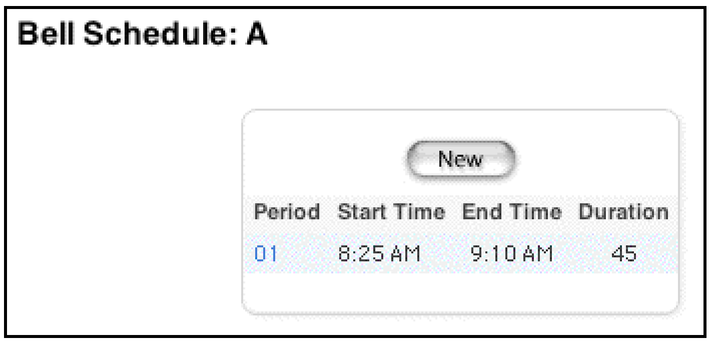
6. Click Submit. The Bell Schedule: [bell schedule] page displays the new bell schedule item.
7. Repeat Step 4 through Step 6 for each period in the bell schedule.

How to Edit Bell Schedule Items

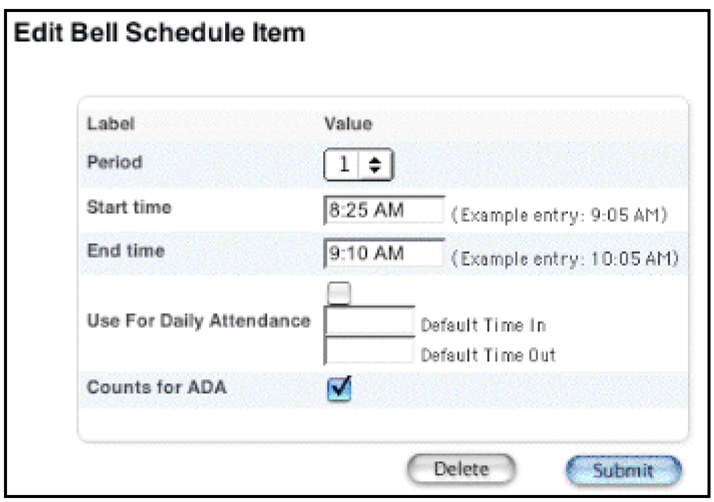
1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click Edit Schedule next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.



4. Click the period number for the bell schedule item you want to edit. The Edit Bell Schedule Item page appears.



5. Use the following table to edit information in the fields:

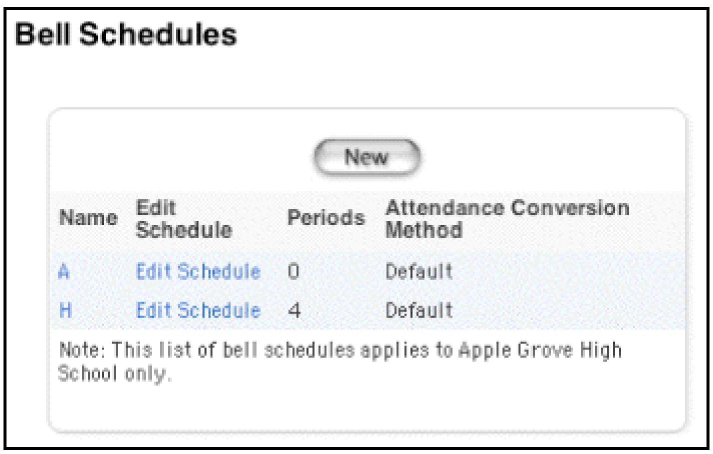
Field	Description
Period	Choose the period from the pop-up menu.

Field	Description
Start Time	Enter a start time for the period. Indicate if it is AM or PM.
End Time	Enter a finish time for the period. Indicate if it is AM or PM.
Use for Daily Attendance	Select this checkbox if you want to use daily attendance for this bell schedule item. If you select this checkbox, enter the start and end times that will be used to calculate daily attendance.
Counts for ADA	Select this checkbox if you want to count this bell schedule item in average daily attendance calculations.

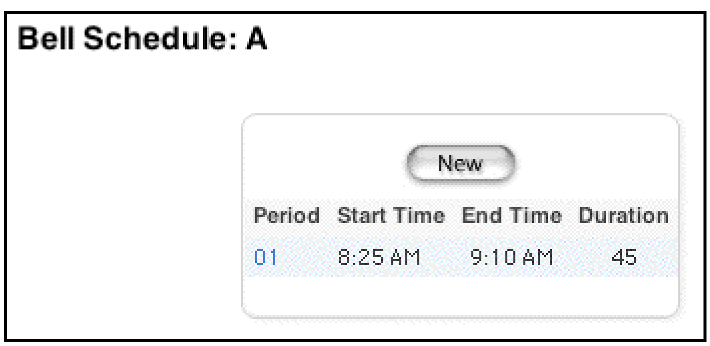
6. Click Submit. The Bell Schedule: [bell schedule] page displays the edited bell schedule item.

How to Delete Bell Schedule Items

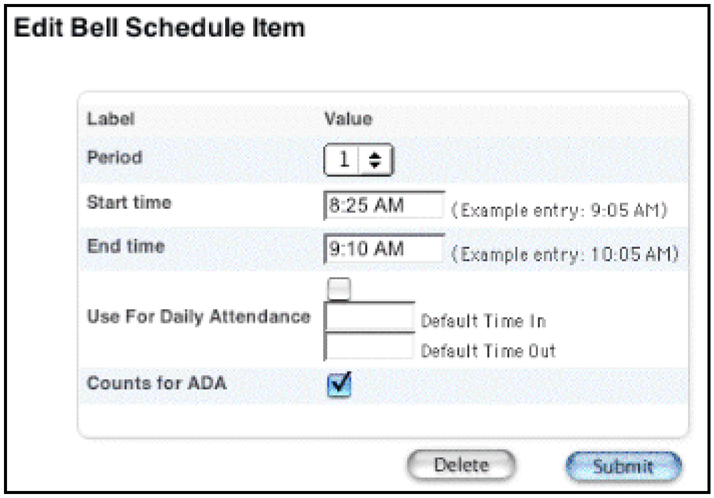
1. On the start page, choose School from the main menu.
2. Click Bell Schedules. The Bell Schedules page appears.



3. Click Edit Schedule next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.



4. Click the period number for the bell schedule item you want to delete. The Edit Bell Schedule Item page appears.



5. Click Delete. The Selection Deleted page appears.

Reporting Segments

If your school is in the state of California, use this page to view, create, change, or delete reporting segments or terms for the selected school. The system uses reporting segments for non-monthly reports such as the "Enrollment by Grade" report.

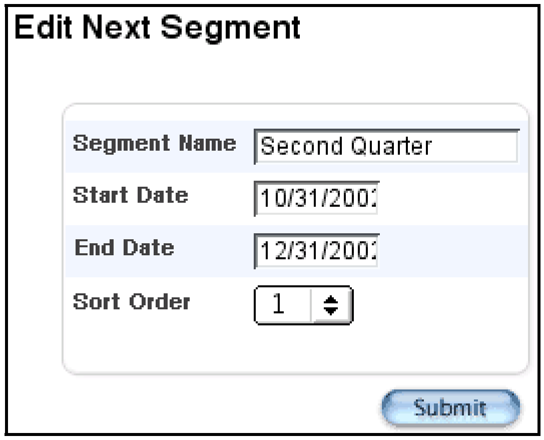
Note: Be sure you do not skip dates between the reporting segments you define, or reports might not be accurate.

On this page, the system displays the name, start date, end date, and sort order for each existing reporting segment.

How to Create a Reporting Segment

1. On the start page, choose School from the main menu.
2. Click Reporting Segments. The Reporting Segments page appears.

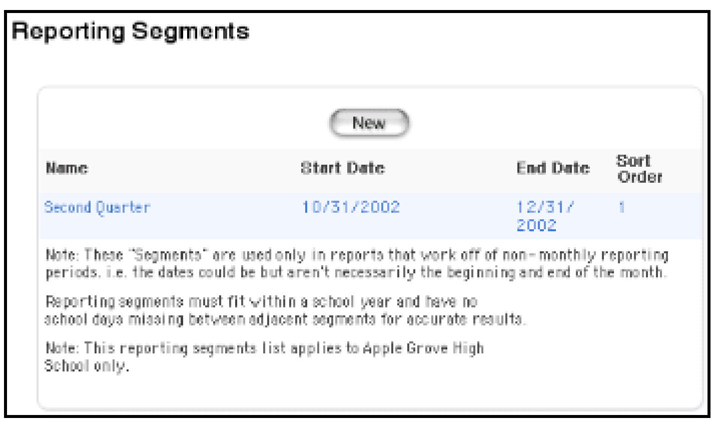
3. Click New. The Edit Next Segment page appears.



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

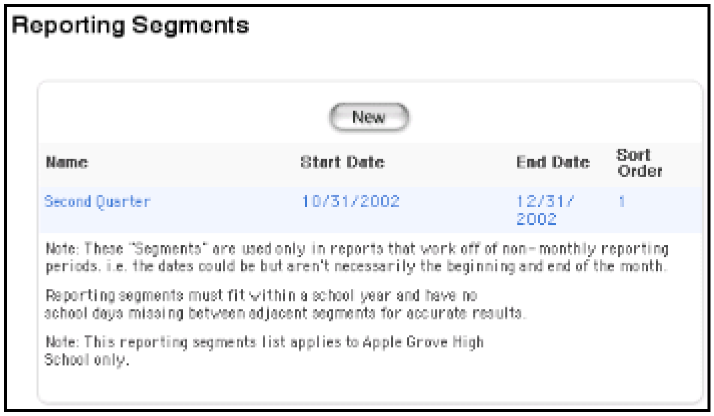
Field	Description
Segment Name	Enter a description of the segment.
Start Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
End Date	Enter the last day of the date range 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.
Sort Order	Choose a sort order from the pop-up menu.

5. Click Submit. The Reporting Segments page displays the new segment.

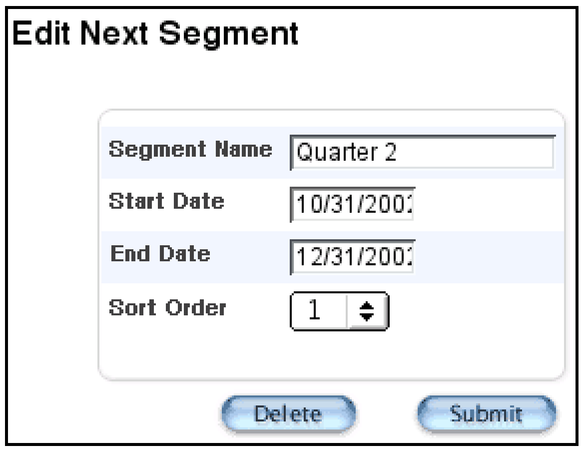


How to Edit a Reporting Segment

1. On the start page, choose School from the main menu.
2. Click Reporting Segments. The Reporting Segments page appears.



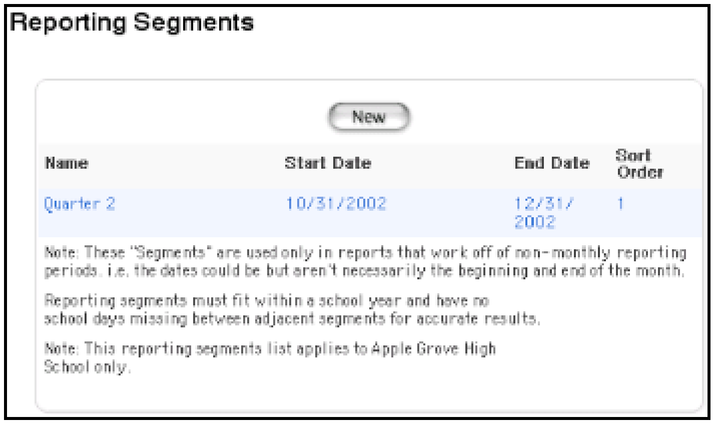
3. Click the name, start date, end date, or sort order for the reporting segment to be edited. The Edit Next Segment page appears.



4. Use the following table to edit information in the fields:

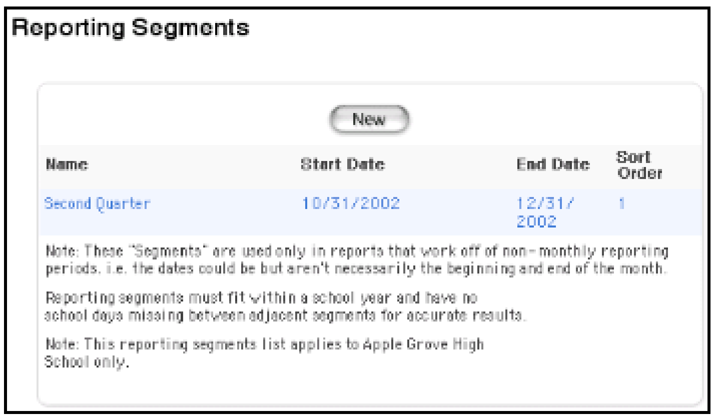
Field	Description
Segment Name	Edit a description of the segment.
Start Date	Edit the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
End Date	Edit the last day of the date range 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.
Sort Order	Choose a sort order from the pop-up menu.

5. Click Submit. The Reporting Segments page displays the edited segment.

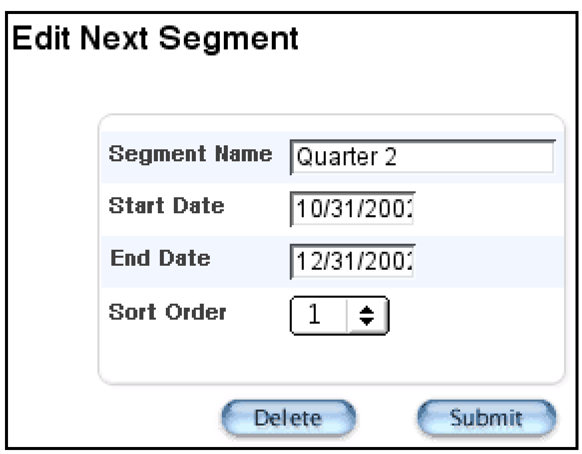


How to Delete a Reporting Segment

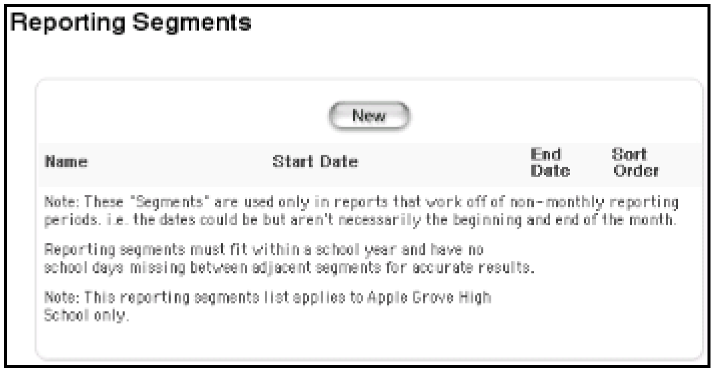
1. On the start page, choose School from the main menu.
2. Click Reporting Segments. The Reporting Segments page appears.



3. Click the name, start date, end date, or sort order for the reporting segment to be deleted. The Edit Next Segment page appears.



4. Click Delete. The Reporting Segments page displays without the deleted segment.



Reporting Segments

New

Name	Start Date	End Date	Sort Order

Note: These "Segments" are used only in reports that work off of non-monthly reporting periods. i.e. the dates could be but aren't necessarily the beginning and end of the month.

Reporting segments must fit within a school year and have no school days missing between adjacent segments for accurate results.

Note: This reporting segments list applies to Apple Grove High School only.

General

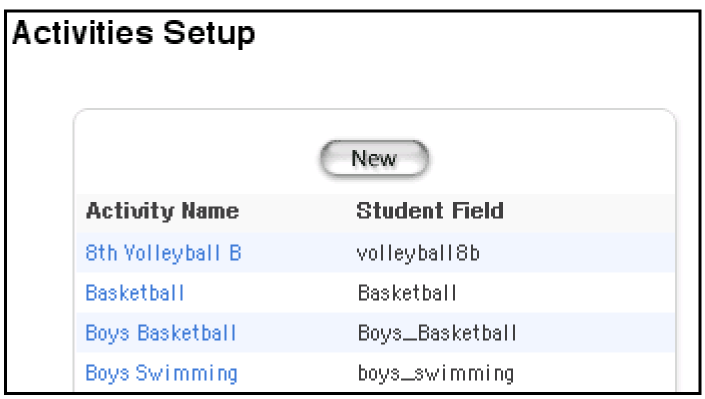
Activities Setup

Create, modify, or delete the activities available to students in PowerSchool. You can also clear the values of the activities field for all students, such as at the end of each school year.

How to Add an Activity

Create an activity so that you and other users can add it to student records as needed. Indicate if the new activity affects all schools on your system or just your school.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.

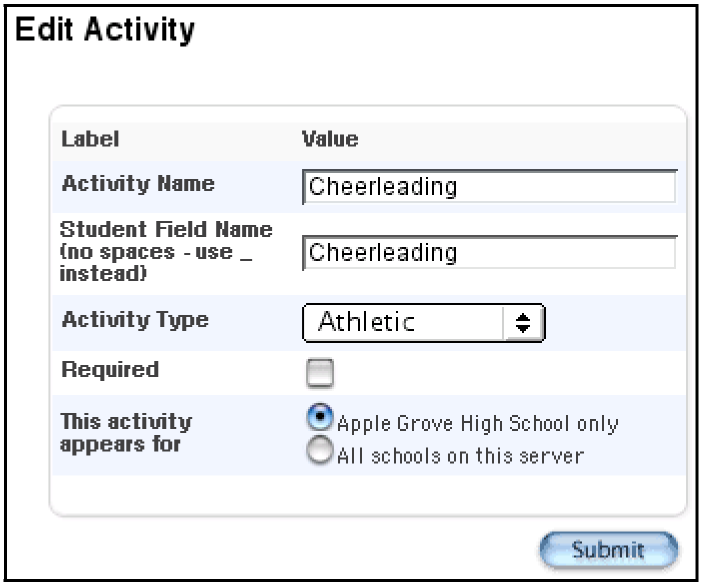


Activities Setup

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming

3. Click New. The Edit Activity page appears.

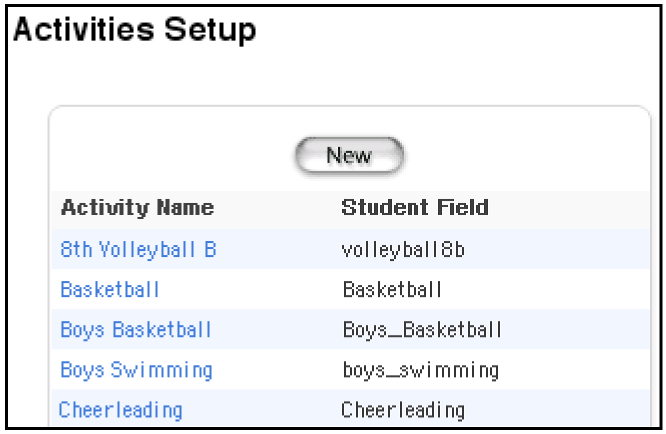


Note: If performing this procedure after selecting or working with a student record, the student's name, grade, and student number replace the Invalid Student ID heading in this example.

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

Field	Description
Activity Name	Enter the name of the activity.
Student Field Name	Enter the activity's field name. Remember that spelling is important and that you must use underscores (_) rather than spaces between words.
Activity Type	Enter the type of activity.
Required	Select this checkbox to indicate the activity is a requirement.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click Submit. The Activities Setup page displays the new activity.

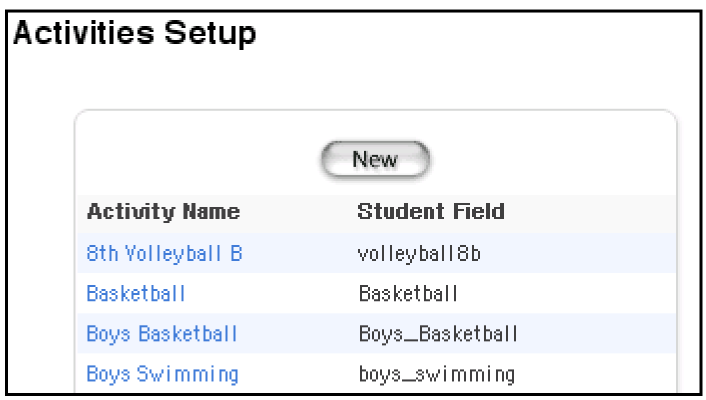


Add the activity to a student record. For more information, see the section "**How to Add or Delete Activities on a Student Record**."

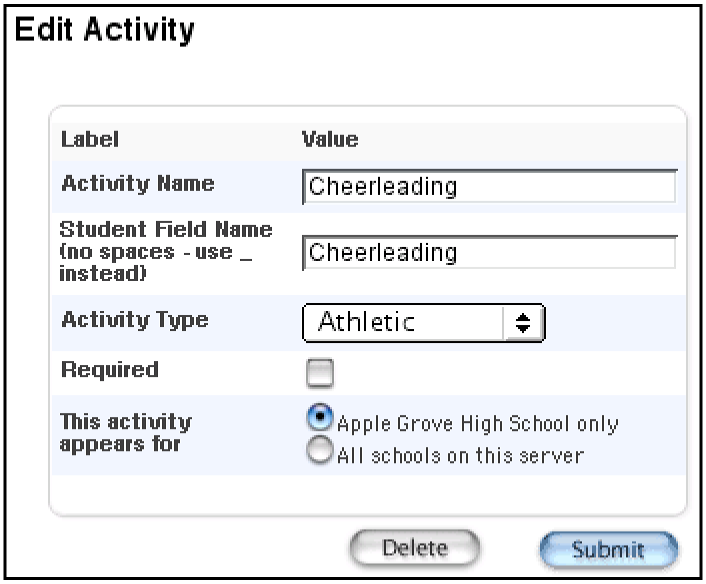
How to Edit an Activity

Changing an activity affects all PowerSchool users for your school or system. It does not change the activity's status on individual records, just the information about the activity on the PowerSchool system.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.



3. Click the name of the activity to be edited. The Edit Activity page appears.

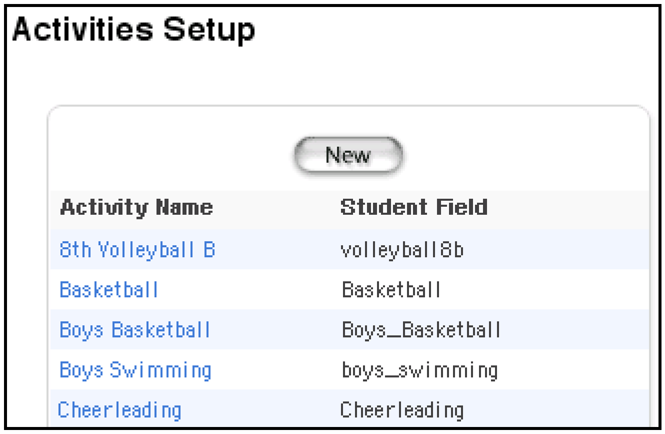


Note: If performing this procedure after selecting or working with a student record, the student's name, grade, and student number replace the Invalid Student ID heading in this example.

4. Use the following table to edit information in the fields:

Field	Description
Activity Name	Edit the name of the activity.
Student Field Name	Edit the activity's field name. Remember that spelling is important and that you must use underscores (_) rather than spaces between words.
Activity Type	Edit the type of activity.
Required	Select this checkbox to indicate the activity is a requirement.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click Submit. The Activities Setup page appears.



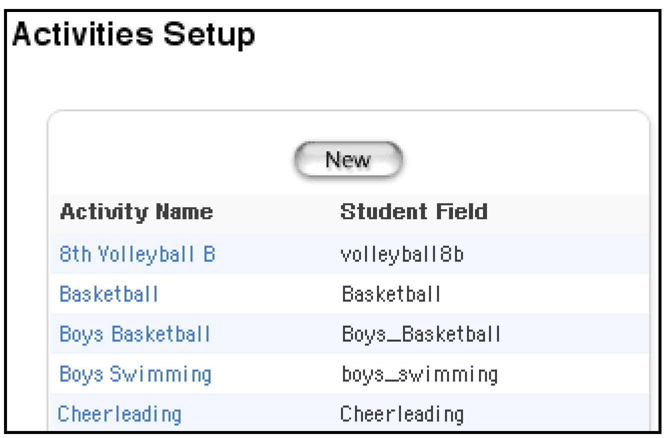
Add the activity to a student record. For more information, see the section "**How to Add or Delete Activities on a Student Record**."

How to Delete an Activity

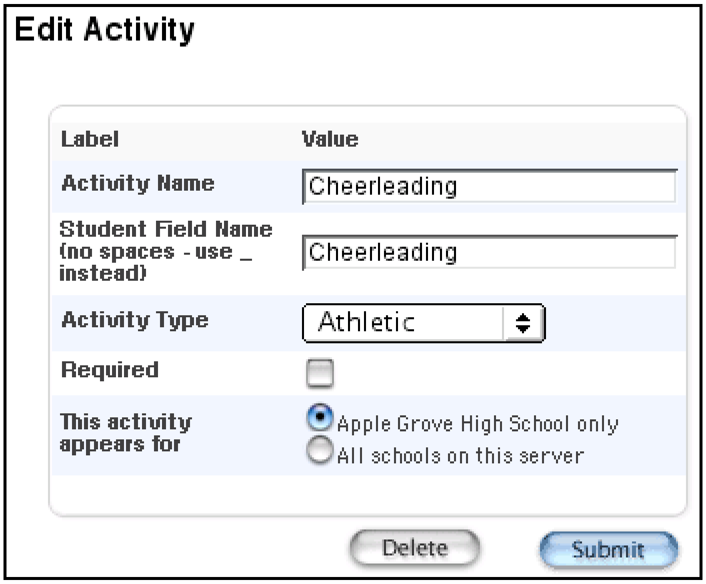
This action deletes the activity from your school or your system. It also deletes the activity from any student records that indicate participation in the activity.

Important: This action cannot be undone. Contact other users before deleting an activity from the PowerSchool system.

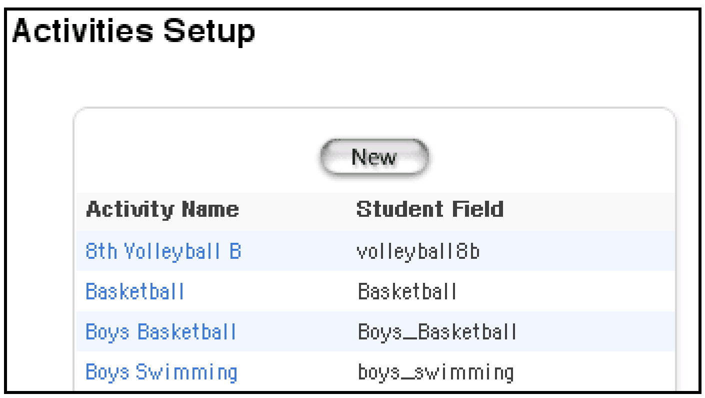
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Activities Setup. The Activities Setup page appears.



3. Click the name of the activity to be deleted. The Edit Activity page appears.



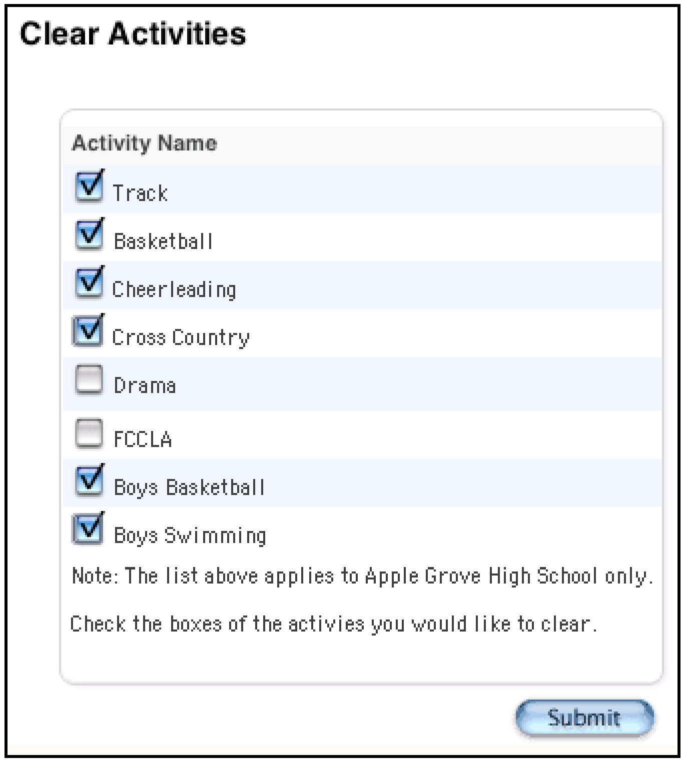
4. Click Delete. The Activities page displays without the deleted activity.



How to Clear Activities for All Students

Clear the values of the activities field for all students. For example, clear the activities for all students at the end of each school year. This does not remove the activity from PowerSchool. To remove an activity, see the section "**How to Delete an Activity**."

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Clear Activities. The Clear Activities page appears.



3. Select the checkbox(es) next to the activity for which you want to delete the values for all students in the selected school.
4. Click Submit. The System Administrator page appears.

Balance Alert

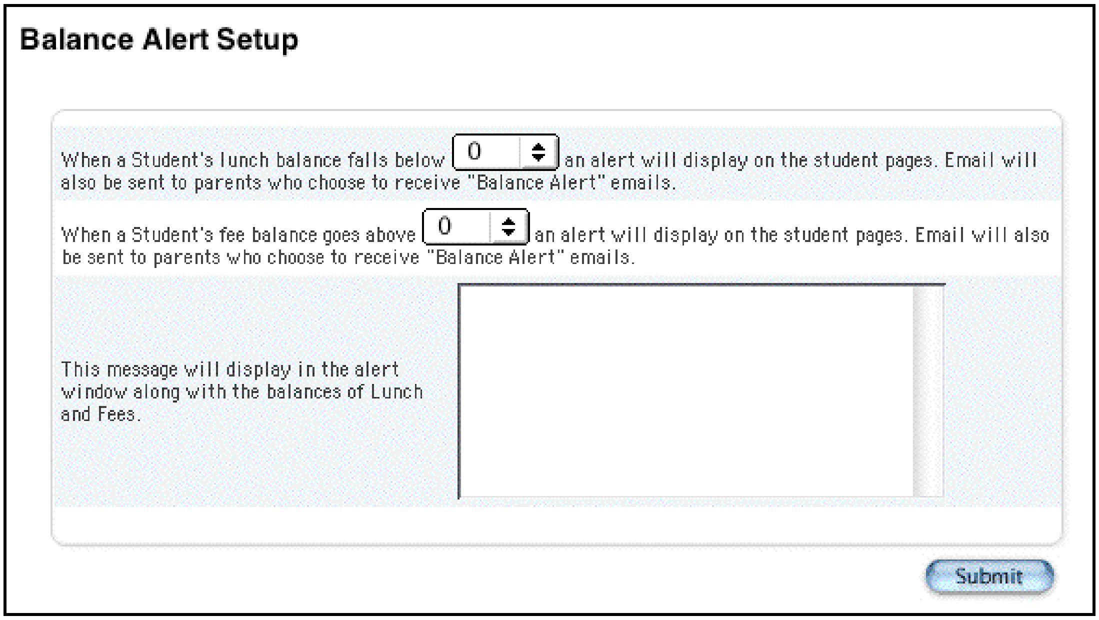
Using the Balance Alert Setup page, you can define thresholds for students' lunch account balances and fee account balances. If students' account balances go over a set threshold, an alert appears on the student page indicating that the student is in the "red."

The balance alert also appears in PowerSchool Parent Access if the "Do not show the lunch balance on parent/student pages if you do not want to display the alert" checkbox has not been selected during district setup. For more information, see the section "**How to Set Up Miscellaneous District Settings.**"

The Balance Automatic Email feature automatically sends parents or guardians email messages informing them that their students' accounts are in the red. For more information, see the section "**Parents/Guardian**."

How to Set Up the Balance Alert

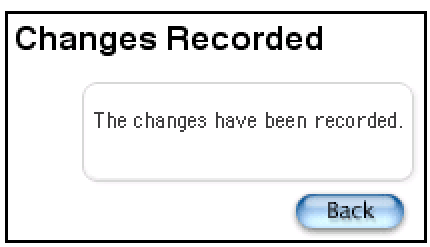
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Balance Alert. The Balance Alert Setup page appears.



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

Field	Description
[Lunch Balance Alert]	Choose the lunch balance level from the pop-up menu. An email is sent to parents who choose to receive "Balance Alert" emails.
[Fee Balance Alert]	Choose the fee balance level from the pop-up menu. An email is sent to parents who choose to receive "Balance Alert" emails
[Alert Email]	Enter the balance alert text in the field. This message will appear in the alert window along with the balances of lunch and fees.

4. Click Submit. The Changes Recorded page appears.



Fees Management Overview

Fees Management spans PowerSchool, PowerSchool Teacher, and PowerSchool Parent Access. This section covers the different features of Fees Management.

IMPORTANT: If you decide to upgrade to this release and use fees, you will need to perform a fee conversion due to the restructuring of the data model. The conversion must be performed prior to performing any fee functions. For more information, see the section "**Fee Conversion Process**."

Fee Categories

Fee Categories serve as the first tier within the Fees Management structure. To access Fee Categories, log in at the district level, navigate to the District Setup page, and click Fee Categories. Using the Fee Categories page, you can add, edit, and delete fee categories. It is advised that you do not delete or modify the default fee categories.

There are two default categories, School and Course. Fees created using the fee category of School are called school enrollment fees and are automatically assessed at the school level when students enroll in a school. Fees created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course.

A third fee category of SOY (Start of Year) Balance may display if balances have been transferred using the End-of-Year process or if you have performed the Fee Conversion. You cannot associate fee types to this category, nor can you create fees using it. This information acts "behind the scenes" and appears on the student Fee Transactions page.

In addition to School, Course, or SOY Balance, you can create as many other fee categories as your district needs, such as Field Trip. Fees created using these other fee categories are called student fees and are assessed manually.

Note: If you delete a fee category, you must then update any fee record containing that category and select a new category. Transaction records already created are not affected.

Once fee categories have been created, you can create payment methods.

Payment Methods

Payment Methods indicate the method by which fees are paid. To access Payment Methods, log in at the district level, navigate to the District Setup page, and click Payment Methods. Using the Payment Methods page, you can add, edit, and delete payment methods. Although payment methods can be deleted, it is preferred that you do not delete them in order to maintain uniformity across the states for state reporting purposes.

There are six default methods of payment, cash, credit card, check, electronic fund transfer, money order, and other. In addition, you can create as many other payment methods as your district needs.

Note: If you delete a payment method, you must then update any fee record containing that payment method and select a new payment method. Transaction records already created are not affected.

Once fee categories and payment methods have been created, you can associate (create) fee types under those fee categories.

Fee Types

Fee Types serve as the second tier within the Fees Management structure. For each fee category created, you can then associate (create) fee types. Fee types created using the fee category of School are called school enrollment fees and automatically assessed at the school level when students enroll in a school. Fee types created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course. Fee types created using fee categories other than School, Course, or SOY Balance are called student fees and are assessed manually.

To access Fee Types, log in at the school level, navigate to the School Setup page, and click Fee Types. Using the Fee Types page, you can add, edit, and delete fee types. Additionally, you can use the Priority field to indicate the order by which a payment/credit is to be distributed against/towards a student's fee balance. A value of 0 to 99 can be entered.

Note: If you delete a fee type, you must then update any fee record containing that fee type and select a new fee type. Transaction records already created are not affected.

Once fee categories and payment methods have been created and fee types have been associated (created) under those fee categories, you can create school enrollment fees, course enrollment fees, and student fees.

School Enrollment Fees

School Enrollment Fees are used to automatically assess certain fees when a student enrolls in school. To access School Enrollment Fees, log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section where you can add, edit, and delete school enrollment fees. Only those fee types with the fee category of School are available in the Fee Type pop-up menu. When creating school enrollment fees, you can indicate whether or not you want the fee pro ratable. If Pro Ratable is selected, the school fee will be assessed on the basis of the number of school days in the year. If a student enrolls in school after the start date or withdraws from school before the end date, the student will only be charged for that portion of the school year.

Note: When importing students, school enrollment fees are not automatically assessed. You must manually assess school enrollment fees using Fee Functions. For more information, see the section "**Fee Functions**."

Course Enrollment Fees

Course enrollment fees are used to automatically assess certain fees when a student enrolls in a course. To access Course Enrollment Fees, log in at the school level, navigate to the Edit Course page, and scroll down to the course Curse Enrollment fee information section where you can add, edit, and delete course enrollment fees. Only those fee types with the fee category of Course are available in the Fee Type pop-up menu. When creating course enrollment fees, you can indicate whether or not you want the fee to be pro ratable. If Pro Ratable is selected, the course fee will be assessed on the basis of the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

Note: When importing students, course enrollment fees are not automatically assessed. You must manually assess course enrollment fees using Fee Functions. For more information, see the section "**Fee Functions**."

Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from automatic fees, such as school or course fees.

To exempt an individual student, log in at the school level, search for and select a student, and click Other Information. Using the Fee Exemption Status pop-up menu, you can exempt the student from course fees, school fees, or all fees. If the student is enrolling in school, you can use the "Enroll a New Student" page to select the student's fee exemption status.

To exempt a group of students in a school, log in at the district level, navigate to the Edit School page, and scroll down to the School Fee Information section. Using the Fee Exemption Status pop-up menu, you can exempt group of students (per school) from course fees, school fees, or all fees.

Note: While you can indicate to the system that fees are not being assessed automatically, this does not prohibit fees being assessed manually.

Student Fees

Student Fees are used to manually assess fees other than school or course fees, which are assessed automatically. You can manually assess student fees to an individual student or to a group of student.

To manually assess student fees to an individual student, log in at the district or school level, search for and select a student, and click Fee Transactions. Using the Fee Transactions page, you can create and assess student fees, as well as view existing fee information.

To manually assess student fees to a group of students, log in at the district or school level, search for and select a group of students, and then select Fee Functions from the pop-up menu. The Fee Functions page is also accessible via the Special Functions link on the start page. Using the Fee Functions pages, you can create and assess student fees to a group of students.

Fee Transactions

Fee Transactions represent the exchanges of funds for a student within PowerSchool. To access Fee Transactions, log in at the district or school level, search for and select a student, and click Fee Transactions. The Fee Transaction page displays the student's fee and transaction information for the current school year. Using this page, you can view transaction information, create new transactions, distribute payments, and issue refunds. When distributing a payment, funds are allocated based on the priority established on the Fee Types page.

Fee Functions

Fee Functions offers similar functionality as Fee Transactions but for a selected group of students. You can access Fee Functions one of two ways; using the Special Functions link on the start page or by searching for and selecting a group of students, and choosing Fee Functions from the pop-up menu on the Student Selection page. From the Fee Functions page, you can create transactions, assess school and course fees, and clear current balances. Each time you perform a group fee function, the system generates a group ID. The group ID can then be used to perform additional actions, such as reversing fee assessments or transactions and for generating reports.

Note: Fee Functions is accessible at the school level.

Searching and Selecting Students

Searching and selecting students based on fee and transaction information can be performed at the district or school level via the start page. For example, to search for students who have one or more fees and/or transactions associated to them, enter *fee.fee_balance>0 in the Search Students field on the PowerSchool start page.

End-of-Year Processing

End-of-Year Processing now includes a Fees Transfer Method section, which you can use to indicate to the system how you want balances handled at the end of the year. To view this new option, log in at the school level, navigate to the System Administrator page, and click End-of-Year. Scroll down to the bottom of the page. Note the Fees Transfer Method section. You can “Roll over the current balance” or you can “Zero the current balance.” If you rollover the balance, students with a balance remaining will receive a SOY Balance at the start of the next school year.

Reports

Use object reports containing fee and transaction information to create a variety of reports to suit your needs. To access Object Reports, log on at the district or school level, navigate to the Report Setup page and click Object Reports. The Object Reports page displays the list of any object report templates created for your school. When creating or editing an object report, you can include fee-related information using the Fee List object.

PowerSchool Teacher

If a student has a fee transactions balance, the Balance icon and the balance amount display on the student pages in order to indicate and make the staff members aware of this information.

Note: If the Fee Transactions section on the Balance page does not display in PowerSchool Teacher, log in to PowerSchool at the district level, and then navigate to the Miscellaneous page. Verify that the “Do not show the lunch balance on parent/student pages” checkbox is not selected. If it is, deselect the checkbox and click Submit.

PowerSchool Parent

Parents can view their students’ fee transactions information via the Balance page. The Fee Transaction section displays current balance information, as well as detailed information per fee/transaction.

Note: If the Fee Transactions section on the Balance page does not display in PowerSchool Parent, log in to PowerSchool at the district level, and then navigate to the Miscellaneous page. Verify that the “Do not show the lunch balance on parent/student pages” checkbox is not selected. If it is, deselect the checkbox and click Submit.

Fee Types

Fee Types serve as the second tier within the Fees Management structure. For each fee category created, you can then associate (create) fee types. Fee types created using the fee category of School are called school enrollment fees and automatically assessed at the school level when students enroll in a school. Fee types created using the fee category of Course are called course enrollment fees and are automatically assessed at the course level when students enroll in a course. Fee types created using fee categories other than School, Course, or SOY Balance are called student fees and are assessed manually.

Example

Fee Category	Fee Type	Assessed
School	Enrollment Uniform	Automatically when students enroll in school.
Course	Textbook Materials	Automatically when students enroll in a course.
Trip	Instructional Recreational	Manually by district or school administrator.

To access fee types, log in at the school level, navigate to the School Setup page, and click the Fee Types link. Using the Fee Types page, you can add, edit, and delete fee types. Additionally, you can use the Priority field to indicate the order by which a payment/credit is to be distributed against/towards a student's fee balance. A value of 0 to 99 can be entered.

Once fee categories and payment methods have been created, and fee types have been associated (created) under those fee categories, you can create school enrollment fees, course enrollment fees, and student fees.

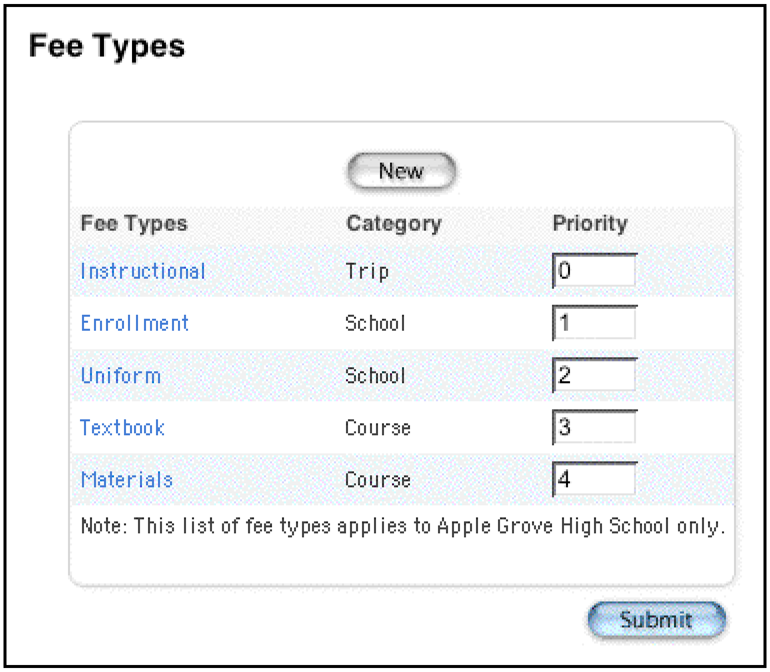
Notes

- For information on exempting individual students from course fees, see the section “**Other Information**.”
- For information on exempting a group of students, see the section “**School Information**.”
- This option does not apply to lunch account balances. For information on lunch transactions, see the section “**Lunch Transactions**.”
- Fee information can appear on object reports; for more information, see the section “**Object Reports**.”

How to View Fee Types

You must log in to a school before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.

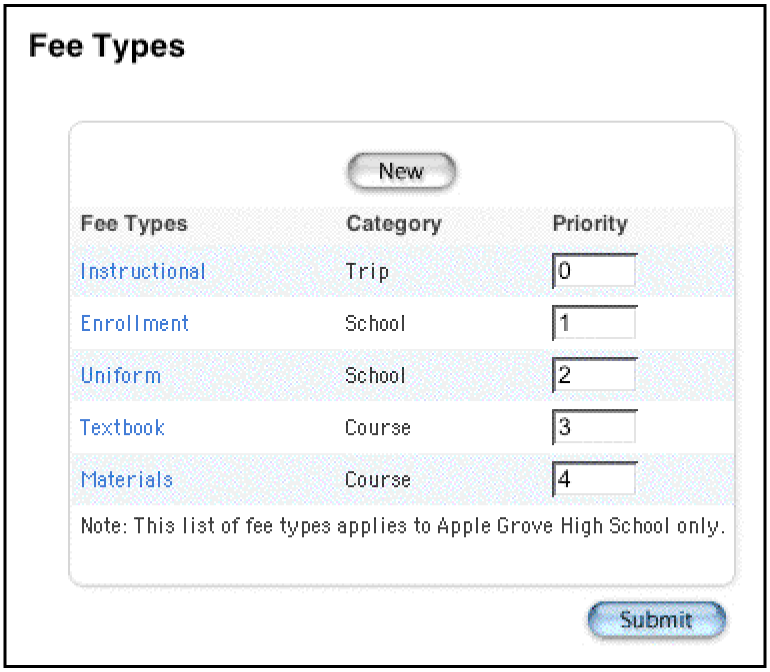


How to Add Fee Types

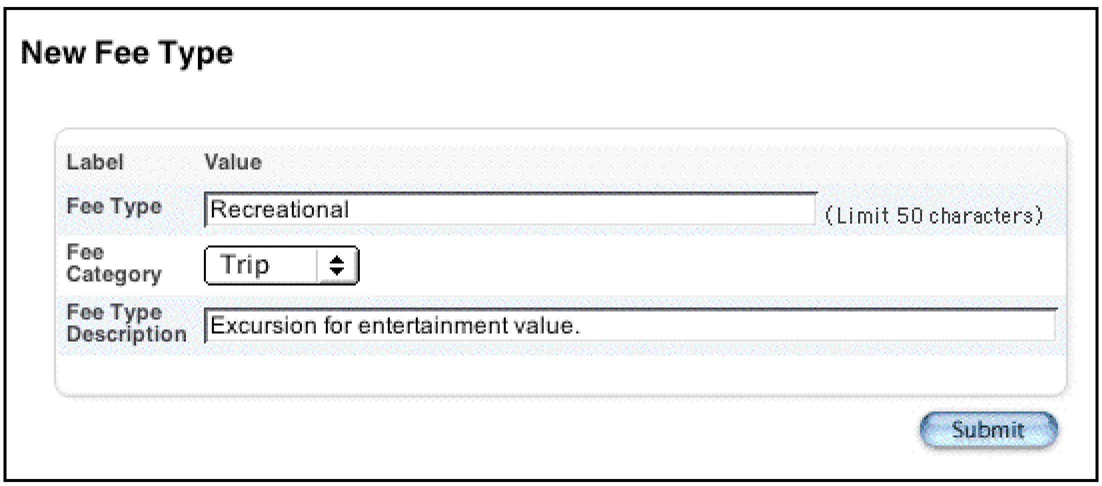
You must log in to a school before performing this procedure.

Note: Before adding fee types, fee categories must be created. For more information, see the section "**Fee Categories**."

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.



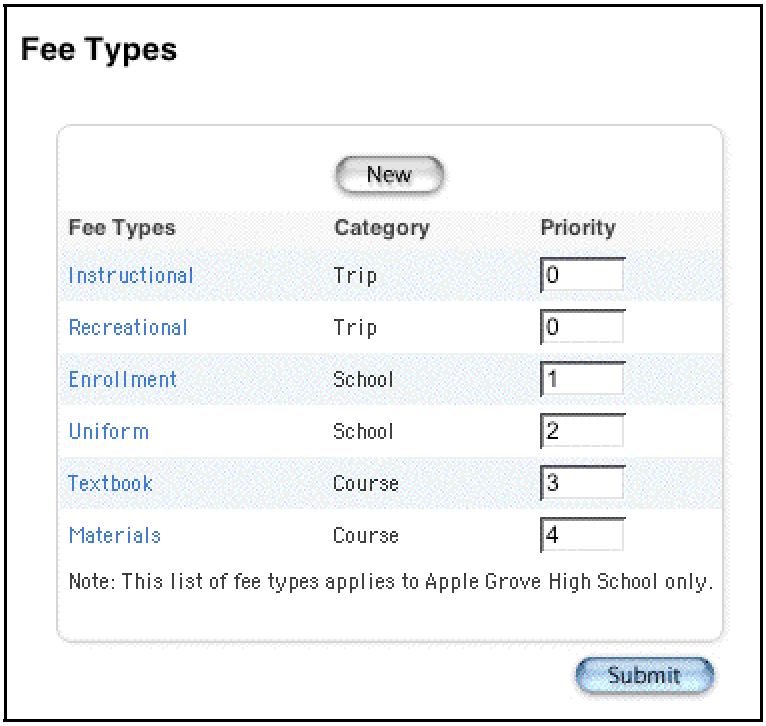
3. Click New. The New Fee Type page appears.



4. Use the following table to edit information in the fields:

Field	Description
Fee Type	Enter the name of the fee type, such as Recreational.
Fee Category	Choose the fee category you want to associate the fee type to from the pop-up menu, such as Trip.
Fee Type Description	Enter an explanation of the fee type, such as Excursions for entertainment/amusement value.

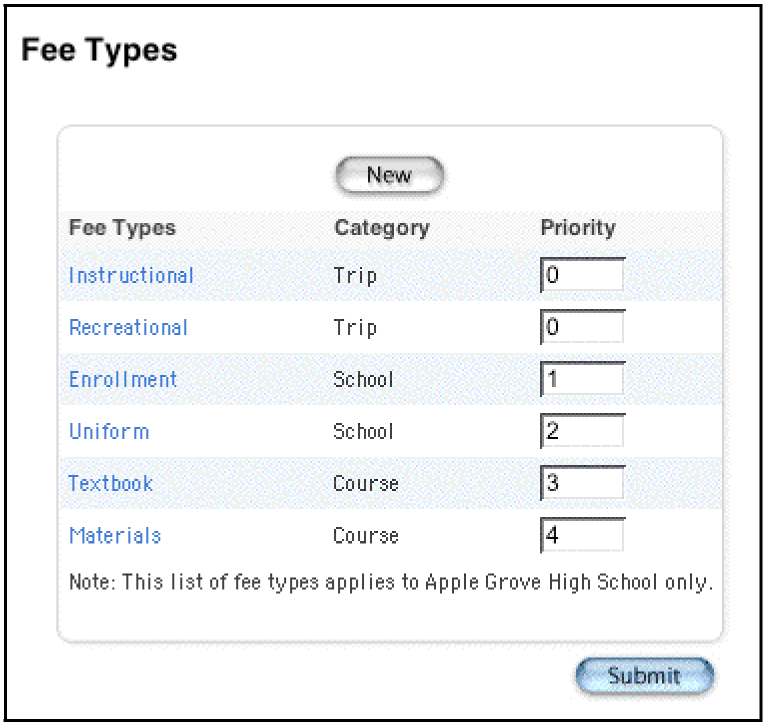
5. Click Submit. The Fee Types page displays the new fee type.



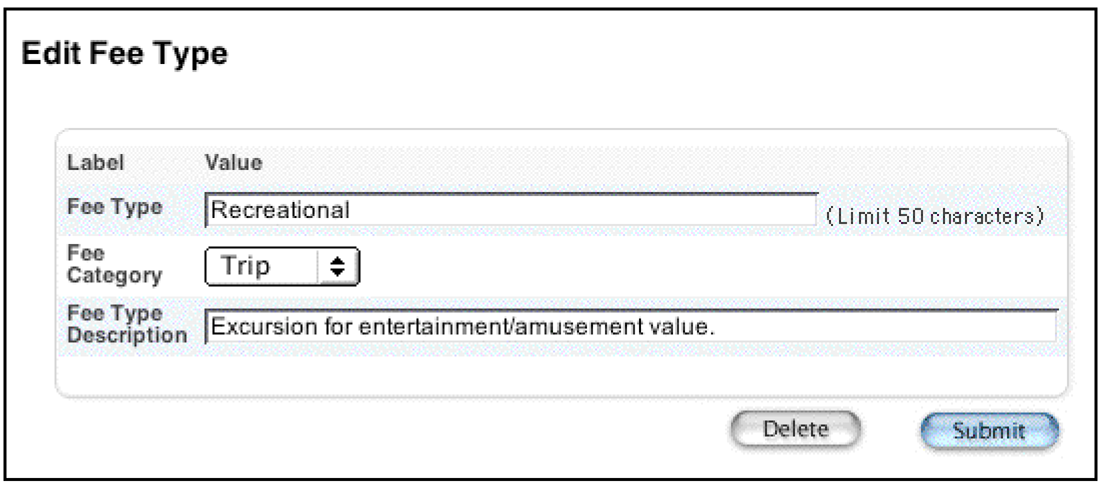
How to Edit Fee Types

You must log in to a school before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.



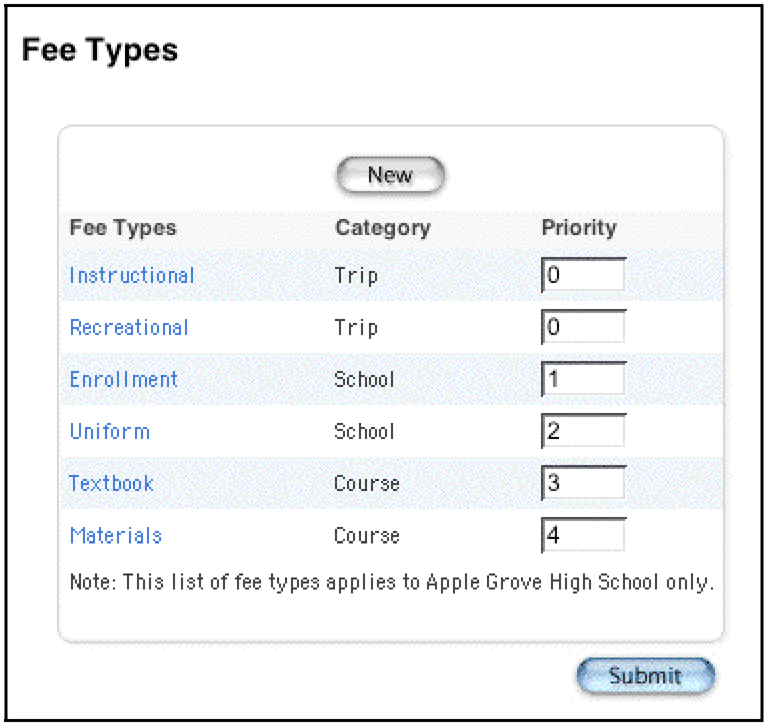
3. Click the fee type to be edited. The Edit Fee Type page appears.



4. Use the following table to edit information in the fields:

Field	Description
Fee Type	Enter the name of the fee type, such as Recreational.
Fee Category	Choose the fee category you want to associate the fee type to from the pop-up menu, such as Trip.
Fee Type Description	Enter an explanation of the fee type, such as Excursions for entertainment/amusement value.

5. Click Submit. The Fee Types page displays the edited fee type.

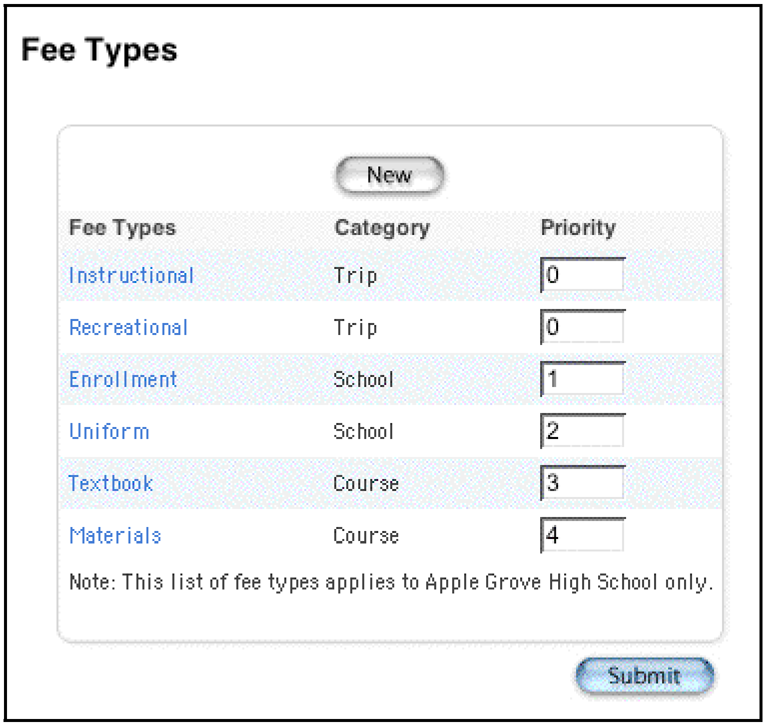


How to Delete Fee Types

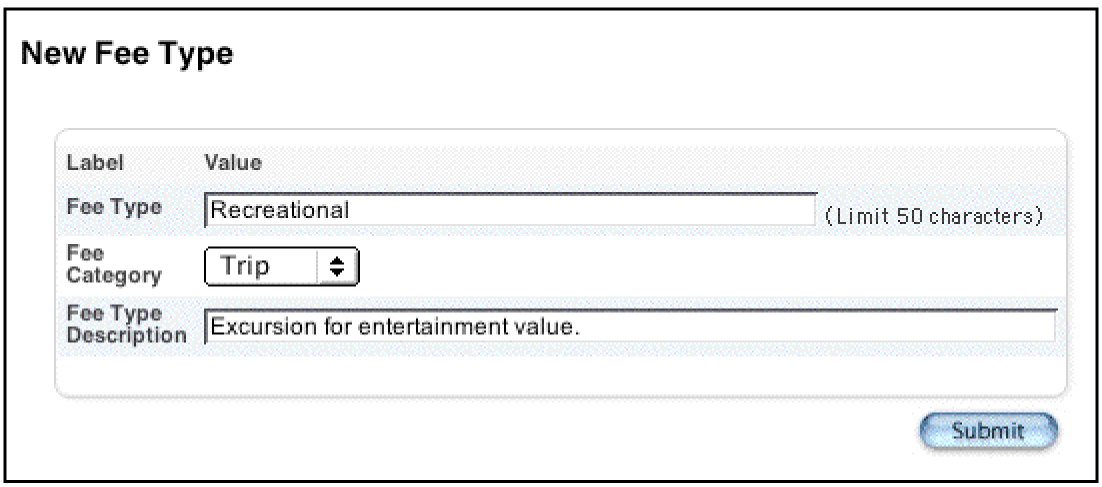
You must log in to a school before performing this procedure.

Note: If you delete a fee type, you must then update any fee record containing that fee type and select a new fee type. Transaction records already created are not affected.

1. On the start page, choose School from the main menu.
2. Click Fee Types. The Fee Types page appears.



3. Click the fee type to be deleted. The Edit Fee Type page appears.



4. Click Delete. The Selection Deleted page appears.

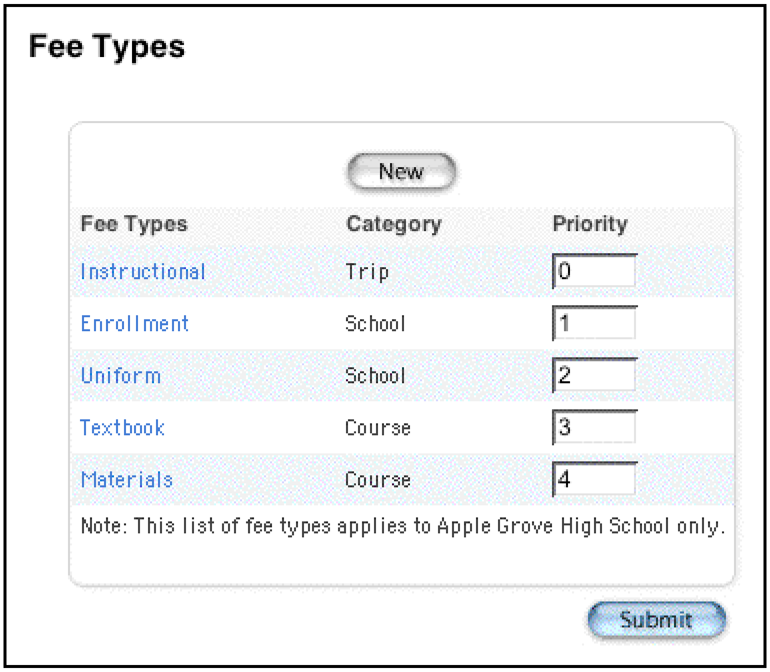
How to Rank Fee Types

Once you have created fee types, you can rank them in order by which you want the fees to be paid. A lower value, such as 1, indicates the fee type that will be paid before a fee type with a higher value, such as 3. You can also assign a Priority value of 0 for one-off fees, such as a specific event.

You must log in to a school before performing this procedure.

1. On the start page, choose School from the main menu.

2. Click Fee Types. The Fee Types page appears.



3. Note the Priority field for each fee type.
4. Enter a numeric value for each fee type indicating the order in which payments are to be distributed.
5. Click Submit. The Fee Types page displays.

Course Enrollment Fees

Once fee categories and payment methods have been created, and fee types have been associated (created) under those fee categories, you can create course enrollment fees.

Course enrollment fees are used to automatically assess certain fees when a student enrolls in a course. To access course enrollment fees, log in at the district or school level, navigate to the Edit Course page, and click the Fees tab to access the Edit Course Enrollment Fees page where you can add, edit, and delete course fees. Only those fee types with the fee category of Course are available in the Fee Type pop-up menu.

Note: When importing students, course enrollment fees are not automatically assessed. You must manually assess course enrollment fees using Fee Functions. For more information, see the section "**Fee Functions**."

W hen creating course enrollment fees, you can indicate whether or not you want the fee to be pro ratable. If Pro Ratable is selected, the course enrollment fee will be assessed on the basis of the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from course enrollment fees. To exempt an individual student, log in at the school level, search for and select a student, and click the Other Information link. For information on exempting individual students from course fees, see the section "**Other Information**." If the student is enrolling in school, you can use the Enroll a New Student page to select the student's fee exemption status. For information on exempting individual students from course fees, see the section "**Work With an Individual Student**." To exempt a group of students (by school), log in at the district level, navigate to the Edit School page, and scroll down to the School Enrollment Fee section. For information on exempting a group of students, see the section "**School Information**."

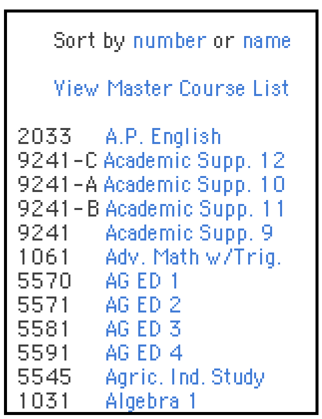
Notes

- When scheduling students using Walk-in Scheduling or Power Scheduler, enrollment fees that are associated to a course will be assessed to those students enrolling in the course.
- This option does not apply to lunch account balances. For information on lunch transactions, see the section "**Lunch Transactions**."
- Fee information can appear on object reports; for more information, see the section "**Object Reports**."

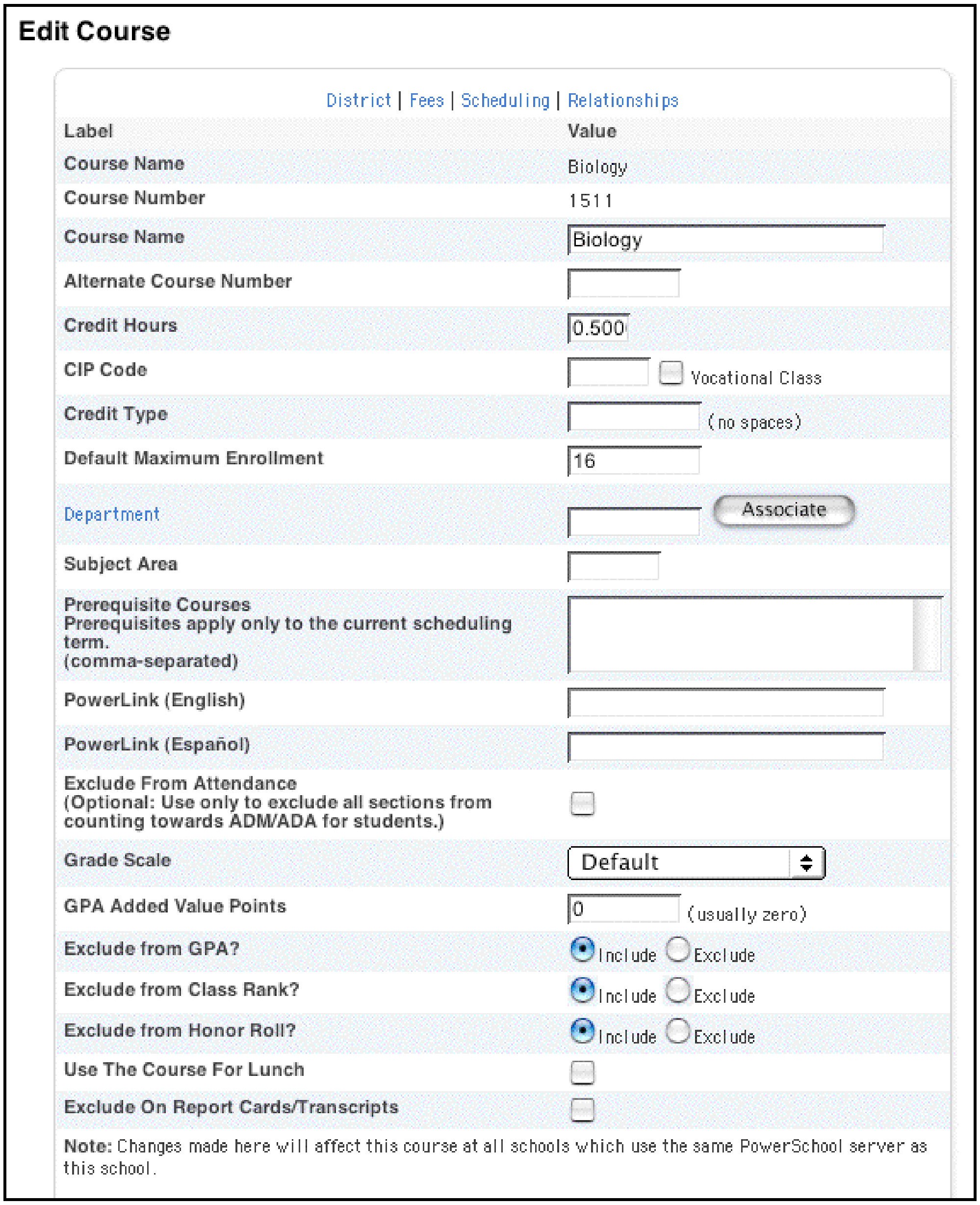
How to View Course Enrollment Fees

Determine if fees will be applied to student accounts when students are scheduled in a particular course section.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.



3. Click the name of a course. The Edit Course page appears.
4. Click the Fees tab. The Edit Course Enrollment Fees page appears. If there are any enrollment fees associated to this course, they will appear in the Course Enrollment Fees section.



Edit Course

District | Fees | Scheduling | Relationships

Label	Value
Course Name	Biology
Course Number	1511
Course Name	Biology
Alternate Course Number	
Credit Hours	0.500
CIP Code	Vocational Class
Credit Type	(no spaces)
Default Maximum Enrollment	16
Department	Associate
Subject Area	
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	
PowerLink (English)	
PowerLink (Español)	
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)	
Grade Scale	Default
GPA Added Value Points	0 (usually zero)
Exclude from GPA?	Include Exclude
Exclude from Class Rank?	Include Exclude
Exclude from Honor Roll?	Include Exclude
Use The Course For Lunch	
Exclude On Report Cards/Transcripts	

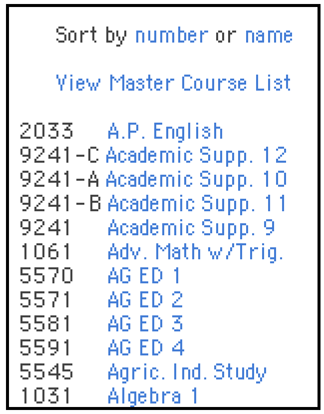
Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

How to Add Course Enrollment Fees

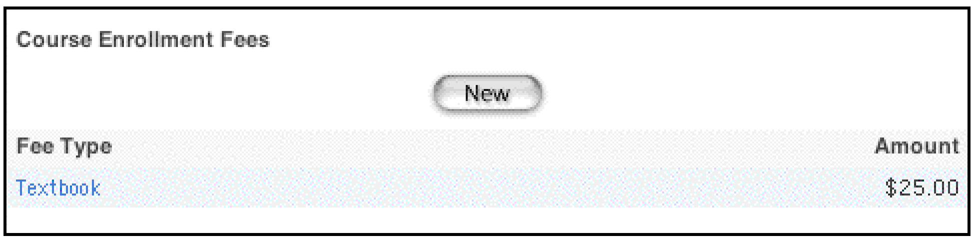
Add a fee that will be charged to each student scheduled in a particular course. Multiple fees can be added to a course by repeating this procedure.

Note: Before adding course enrollment fees, the fee category of Course must be created and fee types associated to it. For more information, see the section "**Fee Categories**" and "**Fee Types**."

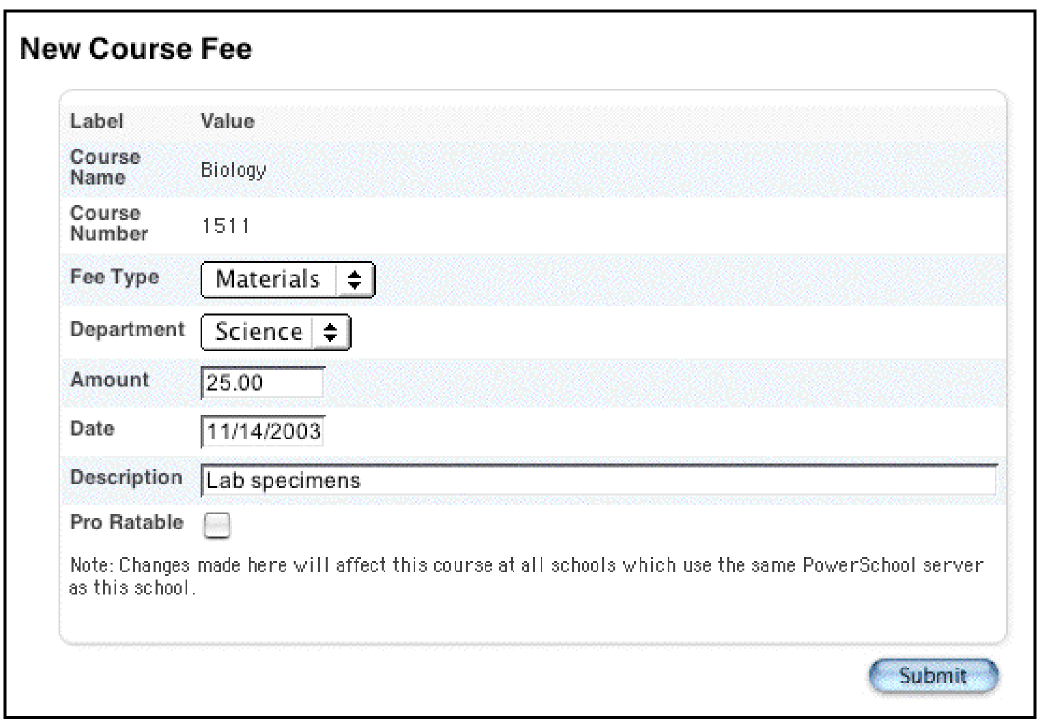
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.



3. Choose the name of the course from the courses menu. The Edit Course page appears.
4. Click the Fees tab. The Edit Course Enrollment Fees page appears.



5. Click New in the Course Enrollment Fees section. The New Course Fee page appears.



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

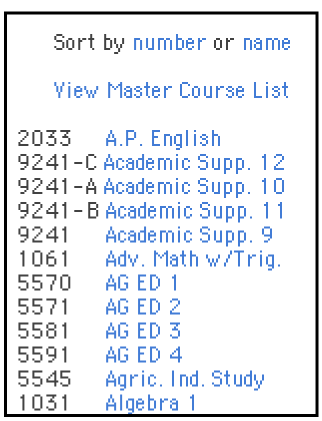
Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Fee Type	Choose the type of fee from the pop-up menu. The menu only contains fee types for the selected school that fall under the category type of Course. **Note:** For more information on fee types, see the section "**Fee Types**."
Department	Choose the name of the department you want to associate the fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Description	Enter an descriptive explanation of the fee.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

7. Click Submit. The Courses page appears.

How to Edit Course Enrollment Fees

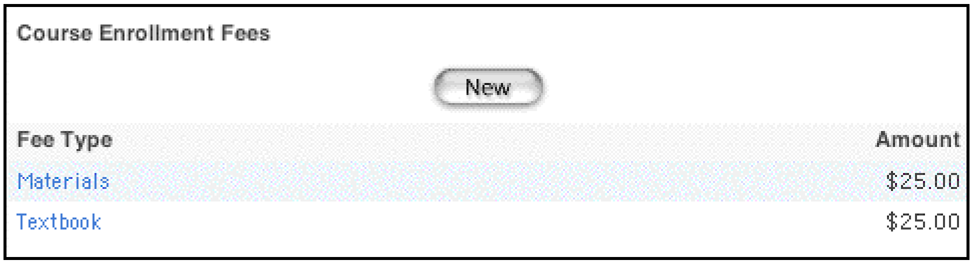
Use this procedure to change the fee or the type of fee for a course.

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.

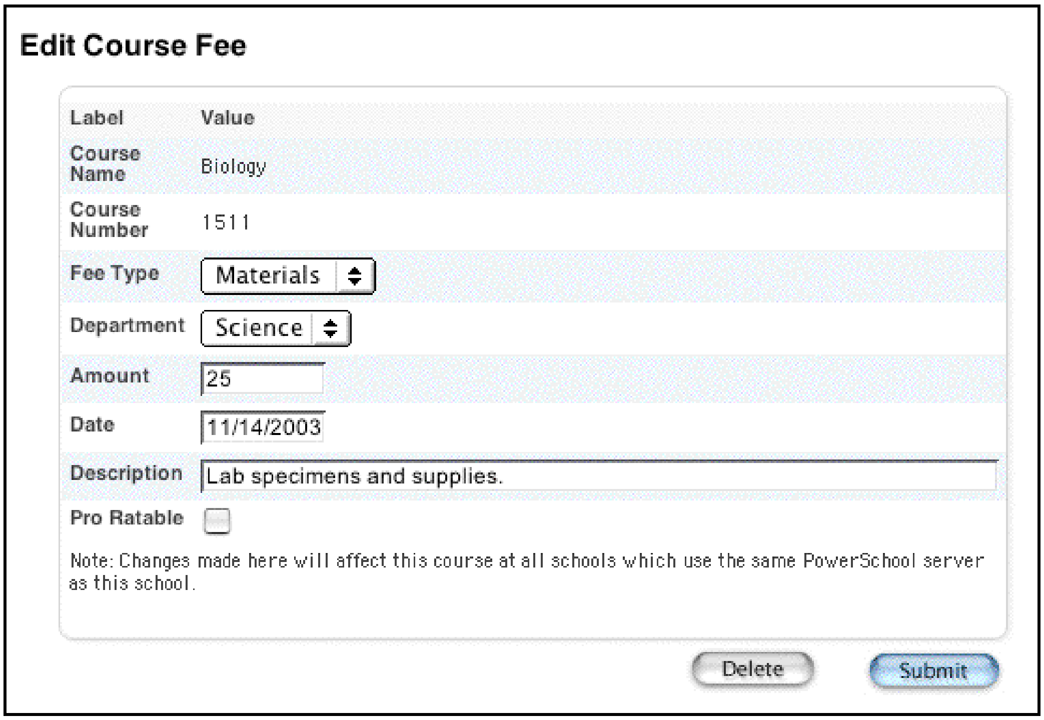


3. Choose the name of the course from the courses menu. The Edit Course page appears.

4. Click the Fees tab. The Edit Course Enrollment Fees page appears.



5. Click the course enrollment fee in the Fee Type column that you want to edit. The Edit Course Fee page appears.



6. Use the following table to edit information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Fee Type	Choose the type of fee from the pop-up menu. The menu only contains fee types for the selected school that fall under the category type of Course. **Note:** For more information on fee types, see the section "**Fee Types**."
Department	Choose the name of the department you want to associate the fee to from the pop-up menu.

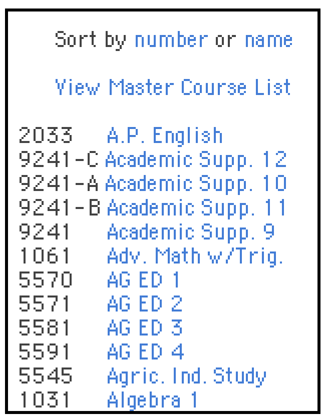
Field	Description
	fee to from the pop-up menu.
Amount	Enter the amount of the fee to be assessed.
Date	Enter the date the fee becomes applicable. The default is set to today's date.
Description	Enter an descriptive explanation of the fee.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on the number of days within the term for the course section. If a student enrolls in the course after the start date or drops the course before the end date, the student will only be charged for that portion of the course.

7. Click Submit. The Courses page appears.

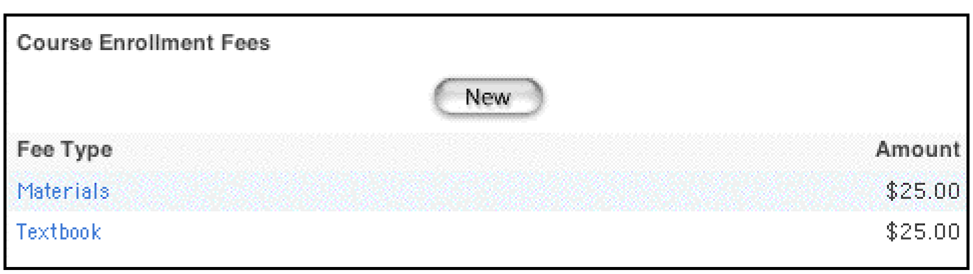
How to Delete Course Enrollment Fees

Use this procedure to delete a course fee.

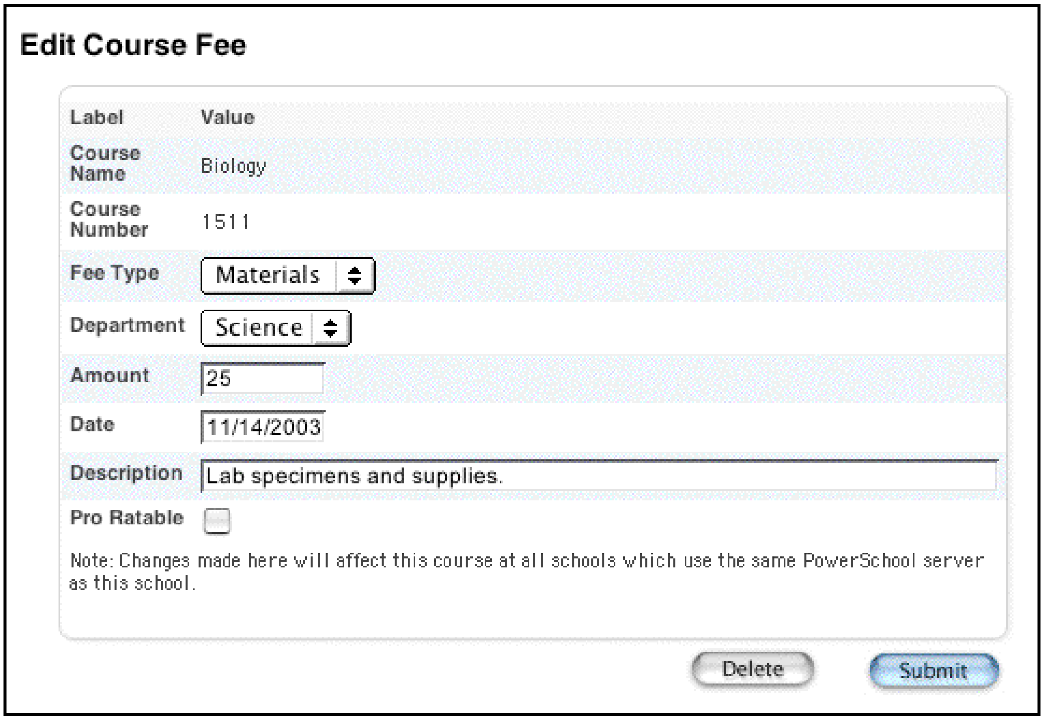
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Courses. The Courses page appears.



3. Choose the name of the course from the courses menu. The Edit Course page appears.
4. Click the Fees tab. The Edit Course Enrollment Fees page appears.



5. Click the course fee in the Fee Type column. The Edit Course Fee page appears.



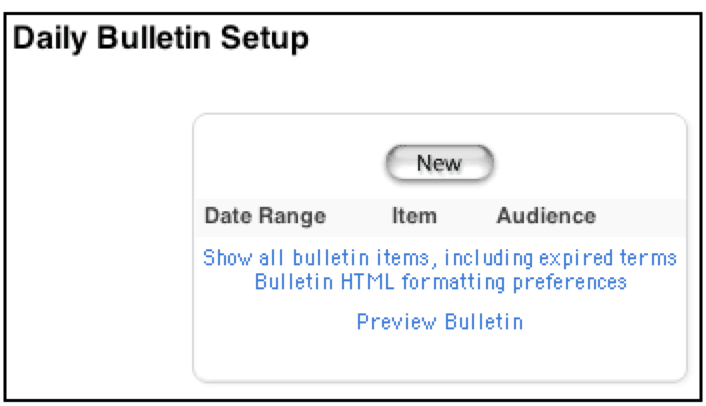
6. Click Delete. The Courses page appears.

Daily Bulletin Setup

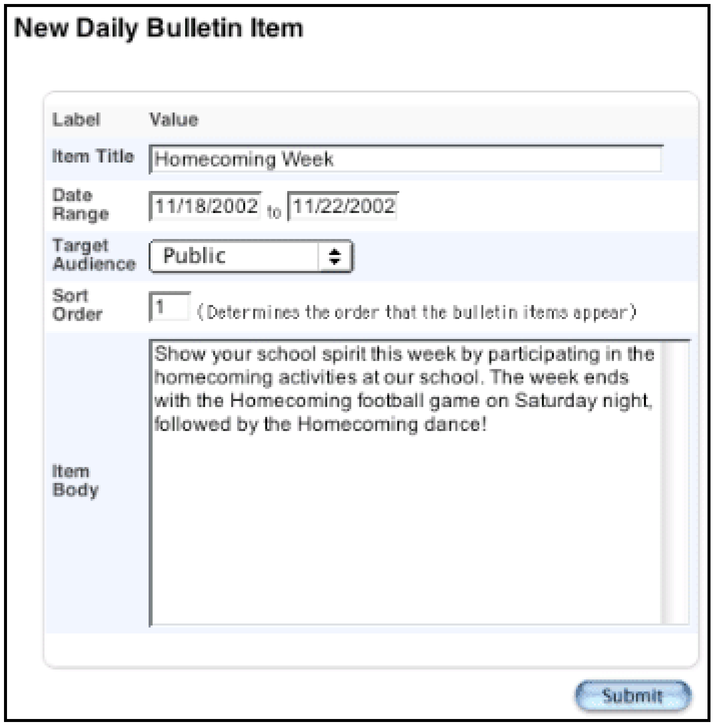
Use this page to set up the daily bulletin for viewing in PowerSchool and on the Parent Access and PowerSchool Teacher pages. In addition, you can modify the format of the daily bulletin, preview it, and view all bulletin items, including those that have expired.

How to Add a Daily Bulletin Item

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.



3. Click New. The New Daily Bulletin Item page appears.

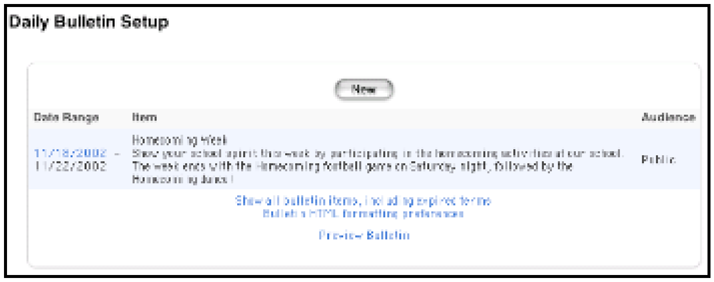


4. Use the following table to enter information in the fields:

Field	Description
Item Title	Enter the title of the item.
Date Range	Enter the dates on which you want this item to appear 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.
Target Audience	Use the pop-up menu to choose the audience of the bulletin item, identified by the user's permissions: • Public: Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html. • Teachers: Only those with permission to PowerSchool Teacher and the PowerSchool Admin web pages can view this bulletin item. • Admin: Only those with permission to the PowerSchool Admin web page can view this bulletin item.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.

Field	Description
	Note: You can use the sort order 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.
Item Body	Enter the text of the bulletin item.

5. Click Submit. The Daily Bulletin Setup page displays the new bulletin item.

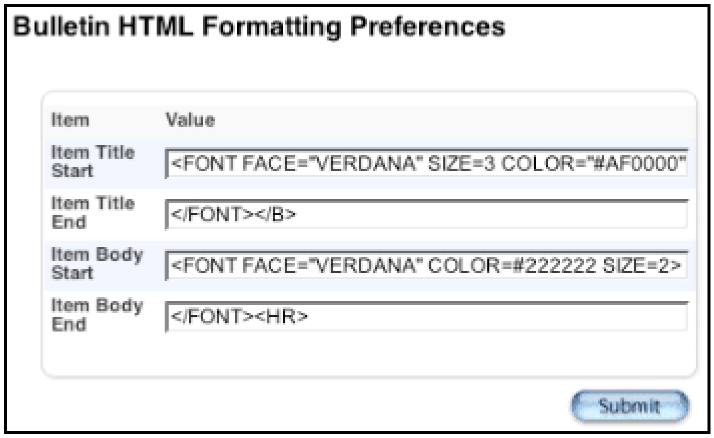


How to Change Bulletin Formats

Change the font, font size, and color of daily bulletin items. Modifications on this page require basic knowledge of Hypertext Markup Language (HTML).

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.

3. Click "Bulletin HTML formatting preferences." The Bulletin HTML Formatting Preferences page appears.



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

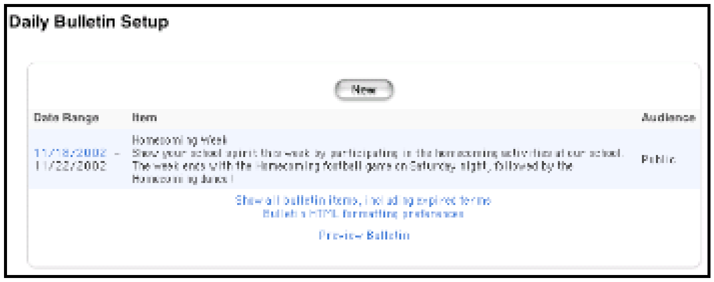
Field	Description
Item Title Start	Enter the start tags for your title to determine how your title will look.
Item Title End	If you do not want the body text to look the same as the title text, enter the end tags for your title text.
Item Body Start	Enter the start tags for your body text to determine how your body text will look.
Item Body End	Enter the end tags for your body text.

5. Click Submit. The Daily Bulletin Setup page appears.

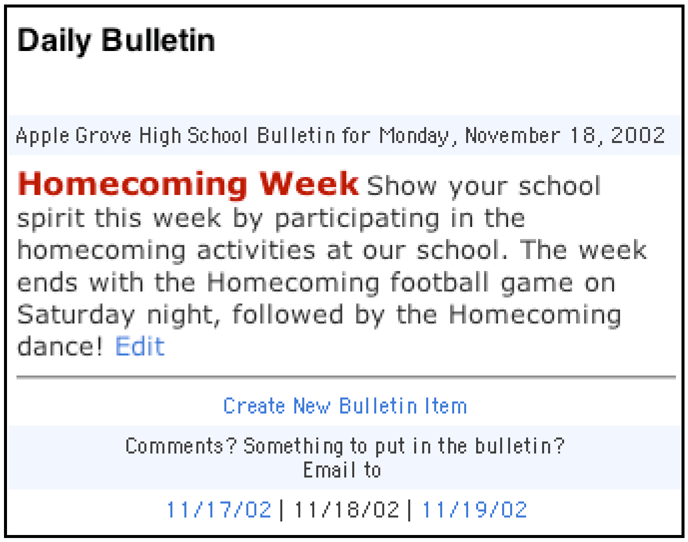
How to Preview the Daily Bulletin

Though it is possible to view the daily bulletin in PowerSchool and from the PowerSchool Teacher start page and the Parent Access pages, view the bulletin items for a particular day from the Special Functions page.

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.



3. Click Preview Bulletin. The Daily Bulletin page appears.

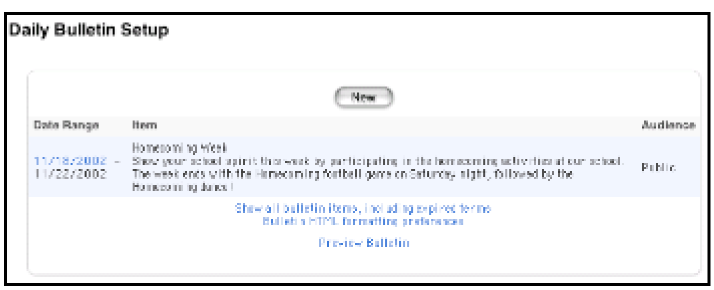


4. Click the dates to navigate to different pages of the bulletin.

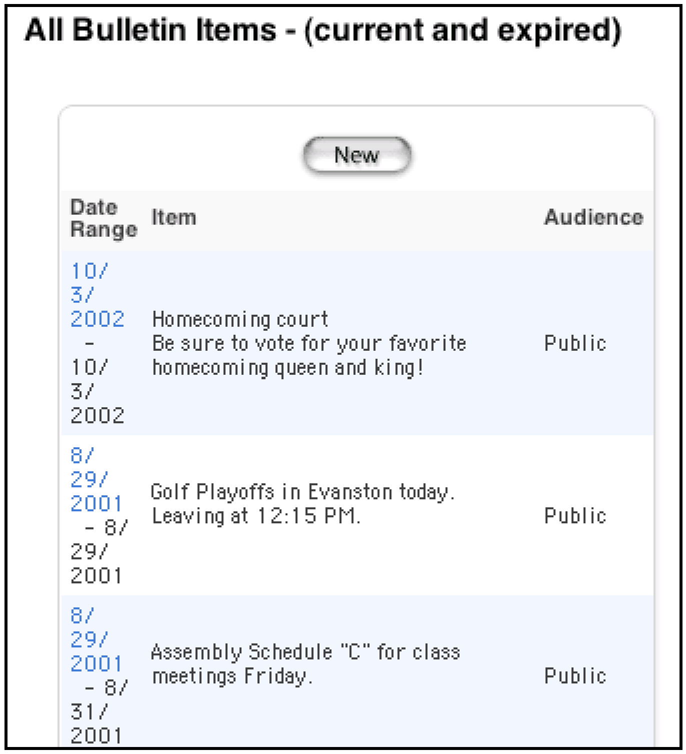
How to View All Bulletin Items

Though it is possible to view the daily bulletin in PowerSchool and from the PowerSchool Teacher start page and the Parent Access pages, view all of the bulletin items, including expired items, from the Special Functions page.

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.



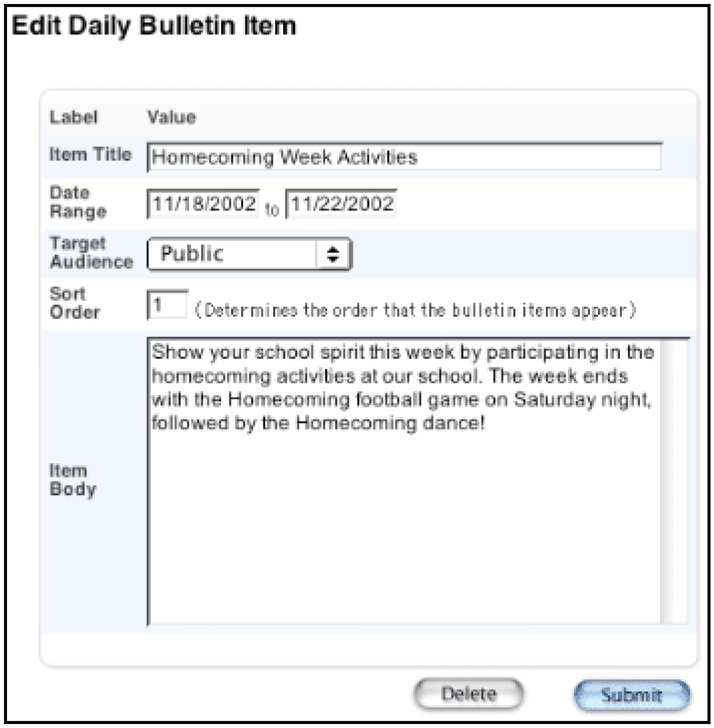
3. Click "Show all bulletin items, including expired terms" to view bulletin items. The All Bulletin Items page appears.



How to Edit a Daily Bulletin Item

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.

3. Click the date of the bulletin item to be edited. The Edit Daily Bulletin Item page appears.



4. Use the following table to edit information in the fields:

Field	Description
Item Title	Enter the title of the item.
Date Range	Enter the dates on which you want this item to appear 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.
Target Audience	Use the pop-up menu to choose the audience of the bulletin item, identified by the user's permissions: • Public: Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html. • Teachers: Only those with permission to PowerSchool Teacher and the PowerSchool Admin web pages can view this bulletin item. • Admin: Only those with permission to the PowerSchool Admin web page can view this bulletin item.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.

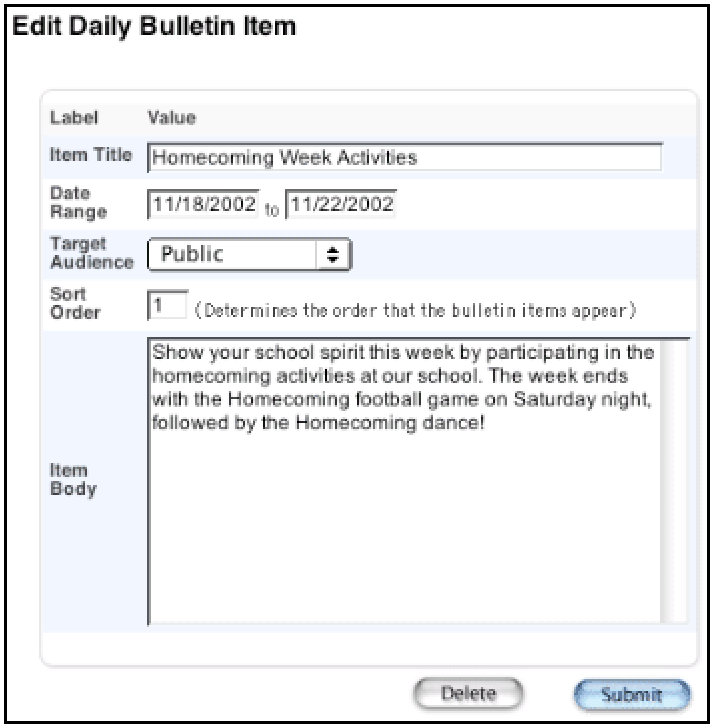
Field	Description
	Note: You can use the sort order 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.
Item Body	Enter the text of the bulletin item.

5. Click Submit. The Daily Bulletin Setup page displays the edited bulletin item.

How to Delete a Daily Bulletin Item

1. On the start page, choose Special Functions from the main menu.
2. Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.

3. Click the date of the bulletin item to be deleted. The Edit Daily Bulletin Item page appears.



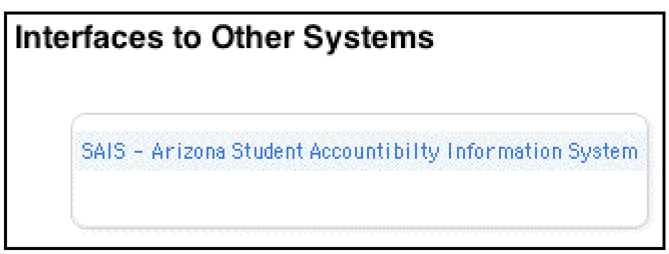
4. Click Delete. The Selection Deleted page appears.

Interfaces to Other Systems

Use this page to access special functions used to send and receive data from other organizations or systems.

How to Interface to Other Systems

1. On the start page, choose Special Functions from the main menu.
2. Click "Interfaces to Other Systems." The "Interfaces to Other Systems" page appears.



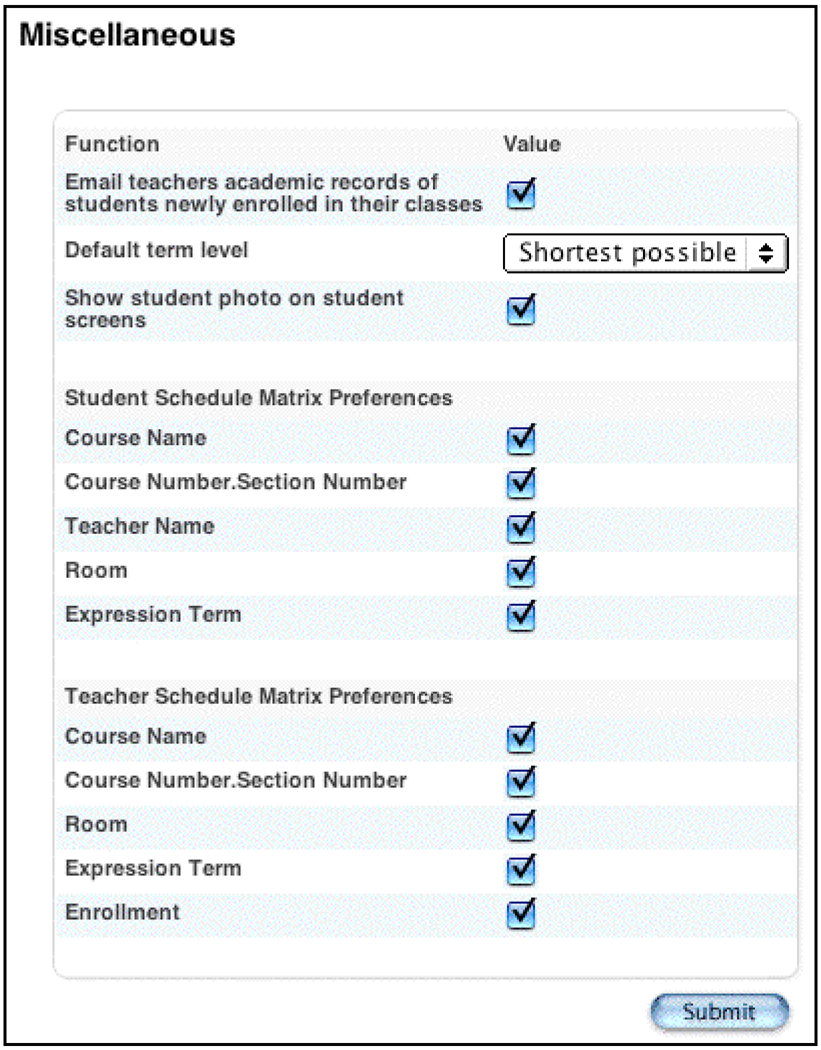
3. Click the external system to link to its functions. The specific procedures that follow are dependent on the external system.

Miscellaneous System Administration

Use the Miscellaneous page to view or change other settings that affect your school. To change miscellaneous settings for all schools on your PowerSchool system, see the section "**Other District Setup Functions**."

How to Change Miscellaneous School Settings

1. On the start page, choose School from the main menu.
2. Click Miscellaneous. The Miscellaneous page appears.



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

Field	Description
Email teachers academic records of students newly enrolled in their	Select this checkbox if you want the system to automatically send an email message to a teacher that contains the record of a new student enrolling in his or her class.

Field	Description
classes	a new student enrolling in his or her class.
Default term level	Choose the term duration from the pop-up menu.
Show student photo on student screens	Select this checkbox if you want to display student photos on student pages. Photos appear only for student records that include photos. For more information, see the section "**Photo**."
Student Schedule Matrix Preferences	Select the checkboxes to indicate what data you want to include on the student schedule matrix: • Course Name: Displays the course name. • Course Number.Section Number: Displays the course and section numbers. • Teacher Name: Displays the teacher name. • Room: Displays the room number. • Expression Term: Displays the expression, which is the period and day combination. For more information, see the section "**How to Display a Student Schedule Matrix**."
Teacher Schedule Matrix Preferences	Select the checkboxes to indicate what data you want to include on the teacher schedule matrix: • Course Name: Displays the course name. • Course Number.Section Number: Displays the course and section numbers. • Room: Displays the room number. • Expression Term: Displays the expression, which is the period and day combination. • Enrollment: Displays the number of students currently enrolled in the section as well as the maximum number of students allowed in the section. For more information, see the section "**How to View the Teacher Schedule Matrix**."

4. Click Submit. The Changes Recorded page appears.

PowerLink

PowerLink is an optional system used to communicate with callers regarding attendance, grades, and other student information. Callers can be students, parents, or guardians. Every caller needs a personal identification number (PIN) to access PowerLink. For more information, see the section "**ID/Password Assignment**."

Note: Your system must have an Apple server and an additional piece of hardware per server to use PowerLink. The hardware will be sent to you if it is indicated on your PowerSchool purchase order. Otherwise, communicate your need to your sales agent.

To use PowerLink, set up the messages a caller hears when calling in to the system, navigating through the menu, and before hanging up the telephone. You can also modify the voice and the voice speed, as well as startup options.

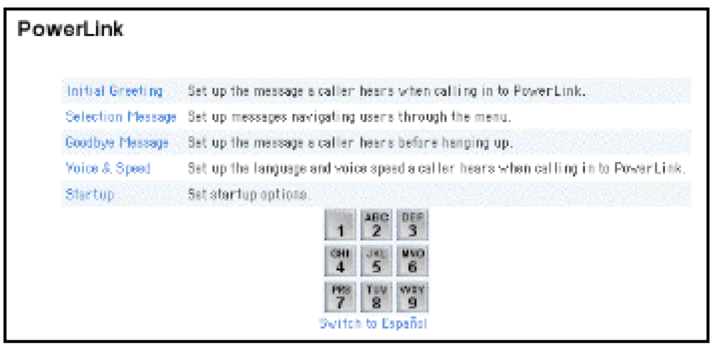
How to Set Up the PowerLink Initial Greeting

Use this page to define the first message callers hear. The message must instruct them to enter their PIN number, followed by the number sign (#).

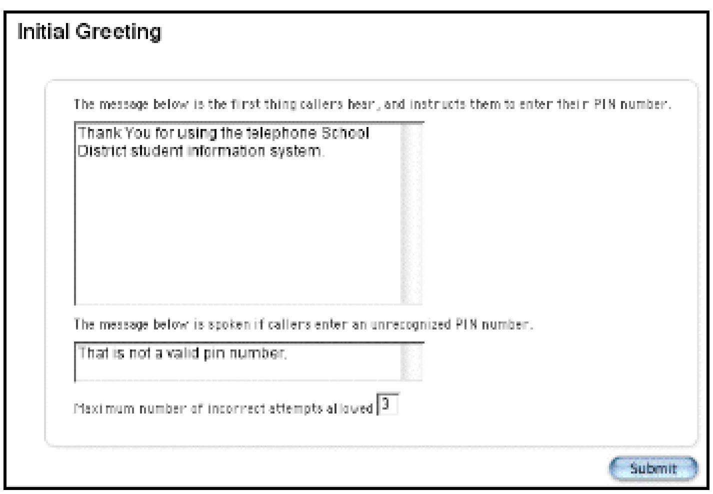
In the text box, enter the message. For example: Welcome to the Smith County School District telephone information system. Using your telephone keypad, please enter your PIN number followed by the pound key. Then, define the message callers hear if they enter an incorrect PIN number. For example: The PIN number you entered is invalid. Please enter your PIN number followed by the number sign.

In addition, you can define the number of times a parent/guardian can enter an incorrect PIN number before the system automatically disconnects the telephone call.

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



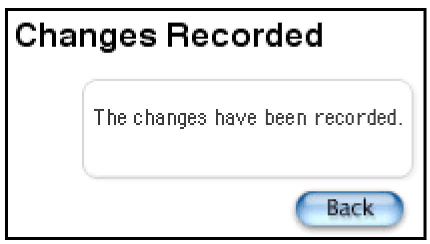
3. Click Initial Greeting. The Initial Greeting page appears.



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

Field	Description
The message below is the first thing callers hear, and instructs them to enter their PIN number.	Enter the initial message regarding the caller's PIN number.
The message below is spoken if callers enter an unrecognized PIN number.	Enter the message used when the PIN number entered is incorrect.
Maximum number of incorrect attempts allowed	Enter the maximum PIN attempts a caller can make before being disconnected.

5. Click Submit.
6. Click Back after the Changes Recorded page appears.

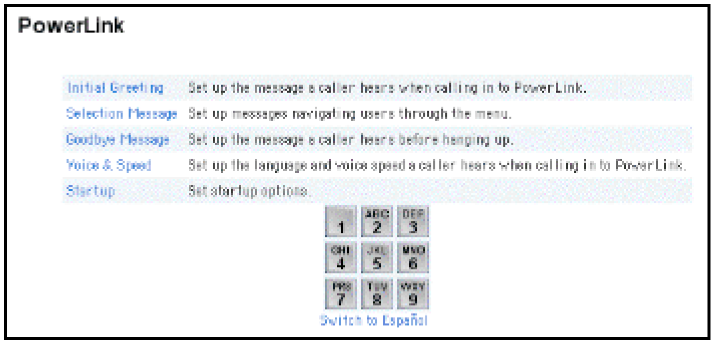


How to Set Up the PowerLink Selection Message

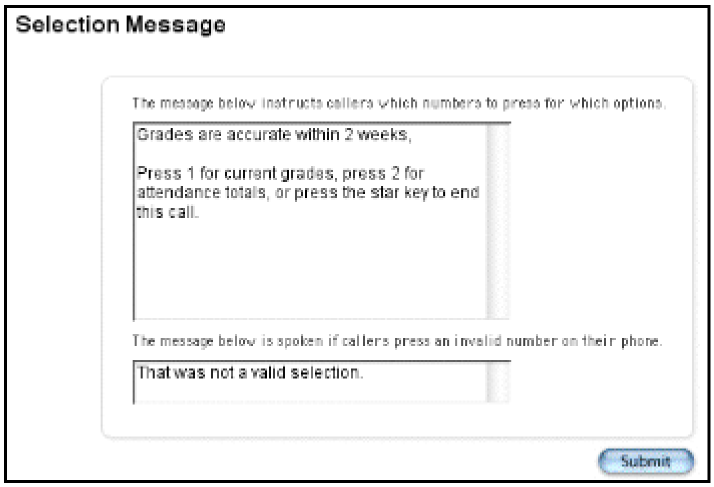
Use this page to define the message the PowerLink system uses to inform callers which keypad numbers to press to hear particular information. For example: Press 1 for your student's current grades... Press 2 for attendance totals... Press 3 for lunch account balance ...Or press the star key to terminate this call. Define the message callers hear if they press a number for which you do not define a selection. For example: The number you pressed is not a valid selection.

To define the actions for each number pressed, see the section "**How to Set Up the PowerLink Response to Keypad**."

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



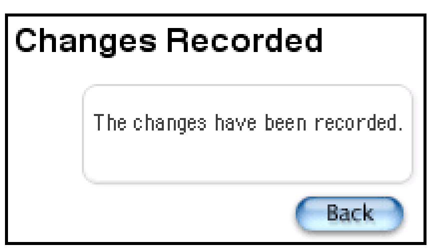
3. Click Selection Message. The Selection Message page appears.



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

Field	Description
The message below instructs callers which numbers to press for which options.	Enter the telephone keypad instructions and options.
The message below is spoken if callers press an invalid number on their phone.	Enter the message used when the caller presses an invalid number on the telephone keypad.

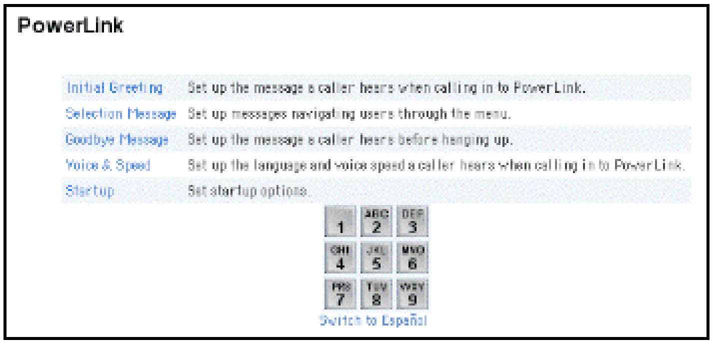
5. Click Submit.
6. Click Back after the Changes Recorded page appears.

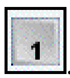


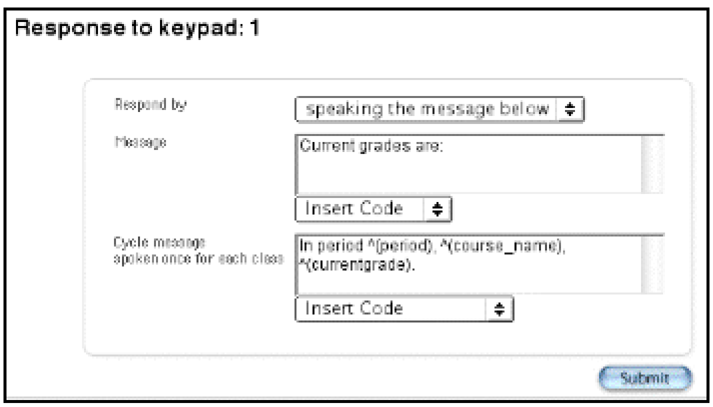
How to Set Up the PowerLink Response to Keypad

Define the actions for each number pressed by the caller. To set up the message that callers hear, see the section "**How to Set Up the PowerLink Selection Message**."

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



3. Click 1 on the keypad . The "Response to keypad: 1" page appears.



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

Field	Description
Respond by	Use the pop-up menu to choose an action for the system to take after the caller presses the selected telephone keypad number: • speaking the message below • switching to English • switching to Spanish
Message	If you chose "speaking the message below" from the "Respond by" pop-up menu, enter the message to be spoken. Use the Insert Code pop-up menu to insert PowerSchool codes in the message. For example, to read the student's lunch balance,

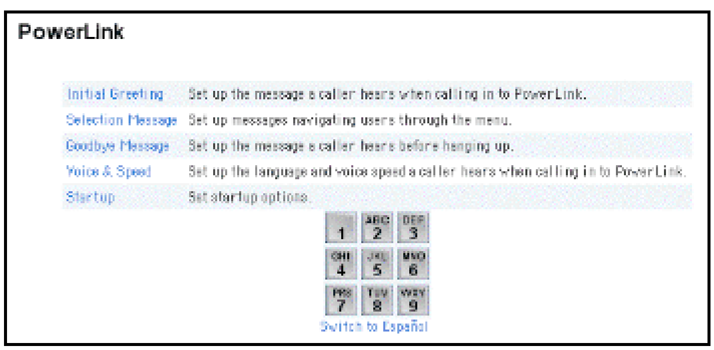
Field	Description
	enter: The current lunch account balance is ^(balance1). PowerLink only reads this message once, immediately after the caller presses the number. Therefore, if the caller presses this number to hear information for multiple classes, you can define a generic introductory message in this field, such as: Your students' current grades are. Alternatively, if the caller presses the number to hear one piece of information, such as the student's lunch account balance, you can define that the message reads the student's balance only. Do not define the "Cycle message" below.
Cycle message	If the caller presses the number to hear information for each of a student's classes, enter the information the system should read for each class. Use the Insert Code pop-up menu to insert PowerSchool codes in the message. For example, if the selection reads a student's current grades in each class, enter: In period ^(period), (course_name), ^(currentgrade).

5. Click Submit.
6. Repeat Step 3 through Step 5 for each telephone keypad number to be activated.

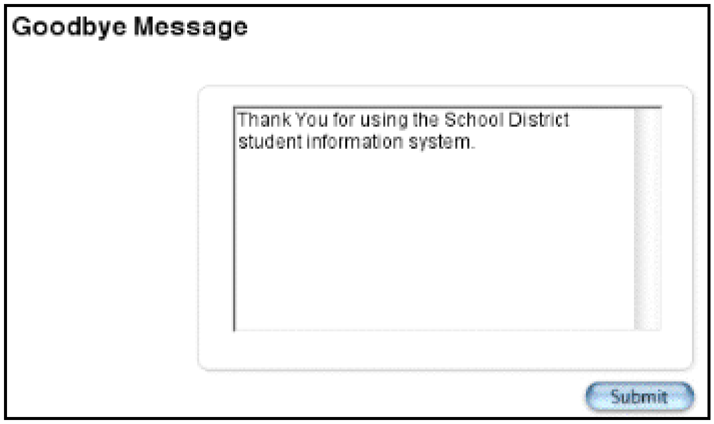
How to Set Up the PowerLink Goodbye Message

Use this page to define the message the PowerLink system reads before the caller terminates the call. For example: Thank you for using Smith County Public School's telephone system. Goodbye.

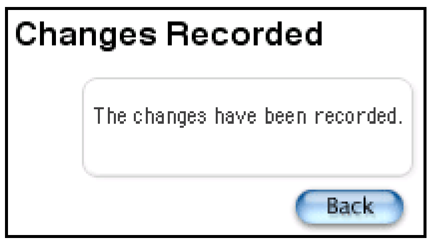
1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



3. Click Goodbye Message. The Goodbye Message page appears.



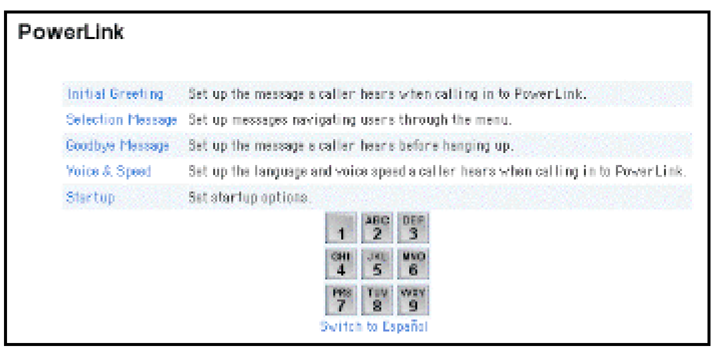
4. Enter the message in the field.
5. Click Submit.
6. Click Back after the Changes Recorded page appears.



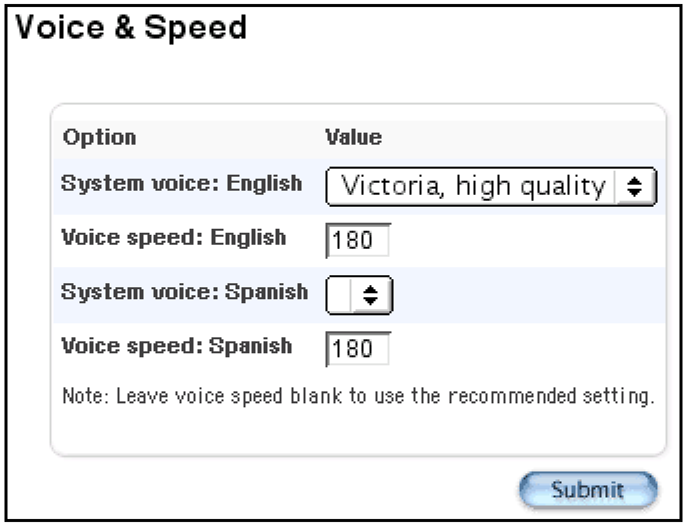
How to Modify the PowerLink Voice and Speed

Use this page to determine the language and voice speed a caller hears when calling your school's PowerLink system.

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



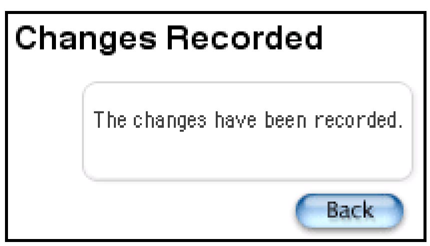
3. Click Voice & Speed. The Voice & Speed page appears.



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

Field	Description
System voice: English	Choose the English system voice from the pop-up menu.
Voice speed: English	Choose the English voice speed from the pop-up menu. Use a blank field to set the voice speed to the default setting.
System voice: Spanish	Choose the Spanish system voice from the pop-up menu.
Voice speed: Spanish	Choose the Spanish voice speed from the pop-up menu. Use a blank field to set the voice speed to the default setting.

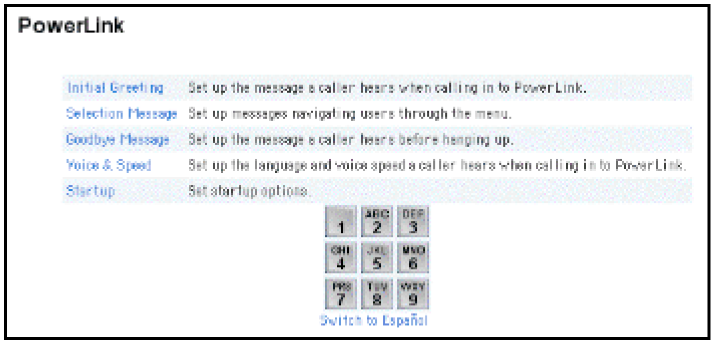
5. Click Submit.
6. Click Back after the Changes Recorded page appears.



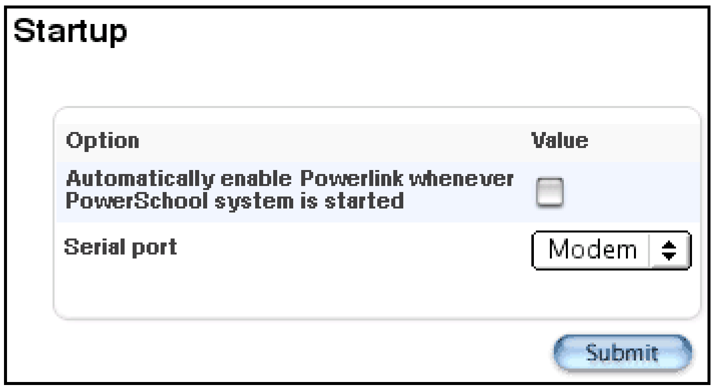
How to Edit PowerLink Startup Settings

Use this page to define the startup settings for your school's PowerLink system.

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



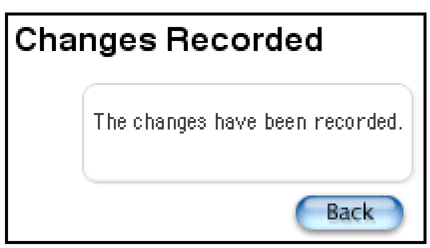
3. Click Startup. The Startup page appears.



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

Field	Description
Automatically enable PowerLink whenever PowerSchool system is started	Select this checkbox to enable PowerLink when PowerSchool starts. To manually start PowerLink, deselect this checkbox.
Serial port	Choose the serial port for the PowerLink communication device from the pop-up menu.

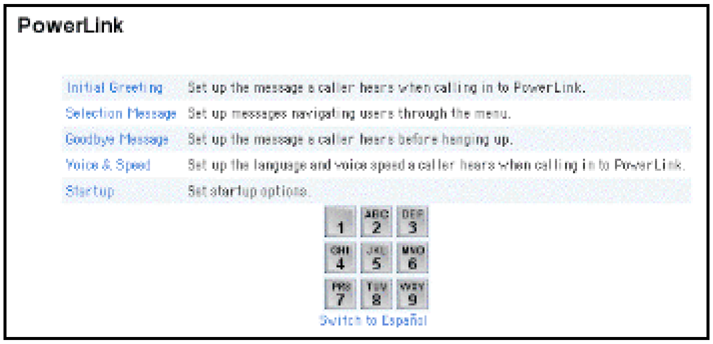
5. Click Submit.
6. Click Back after the Changes Recorded page appears.



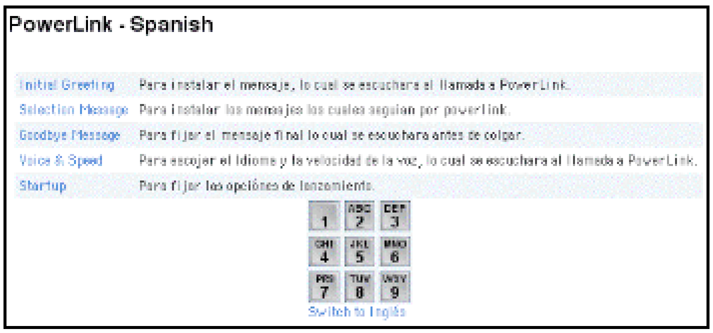
How to Use PowerLink in Spanish

PowerLink communicates with callers in both English and Spanish.

1. On the start page, choose System from the main menu.
2. Click PowerLink. The PowerLink page appears.



3. Click "Switch to Español." The PowerLink page appears.



Note: To switch to English, click "Switch to Inglés."

4. Complete the procedures to set up the initial greeting, the selection message, and the goodbye message for Spanish-speaking callers.

Grading

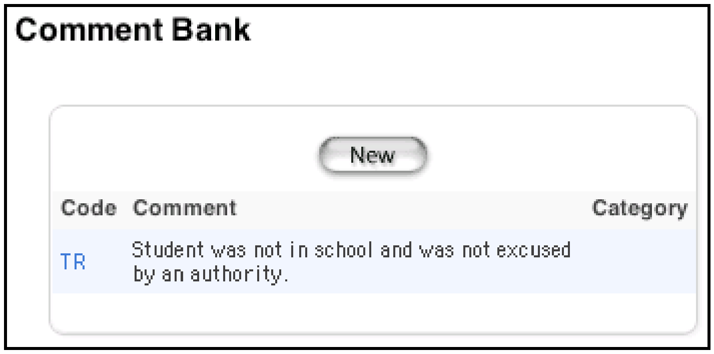
Comment Bank

Teachers create comments that appear for each student per section. View comments in PowerSchool Teacher, from the student pages menu in PowerSchool, and on the Parent Access pages. Parent notes created by teachers in PowerGrade are sent to the PowerSchool system, where they are called teacher comments.

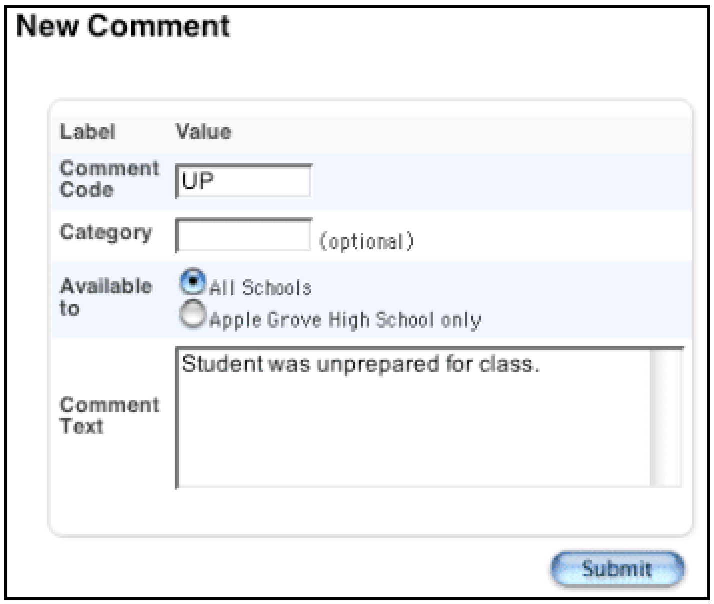
Additionally, teachers can select from an unlimited number of comment codes in a district-wide comment bank. The comment text can include links to web sites. Teachers select comment bank codes from the comment bank in both PowerGrade and PowerSchool Teacher.

How to Create Comments in the Comment Bank

1. On the start page, choose School from the main menu.
2. Click Comment Bank. The Comment Bank page appears.



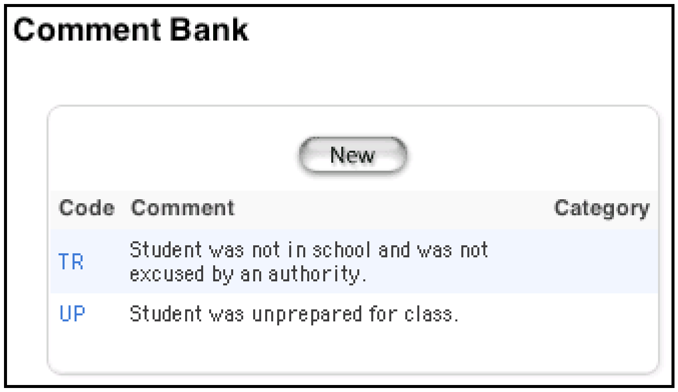
3. Click New. The New Comment page appears.



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

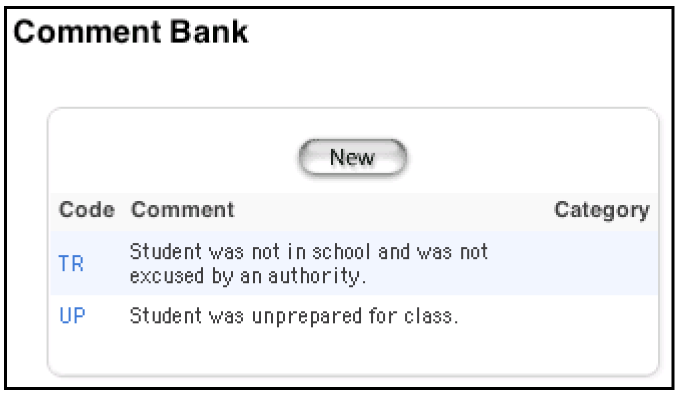
Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the comments by category. **Note:** Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and HTML.

5. Click Submit. The Comment Bank page displays the new comment.

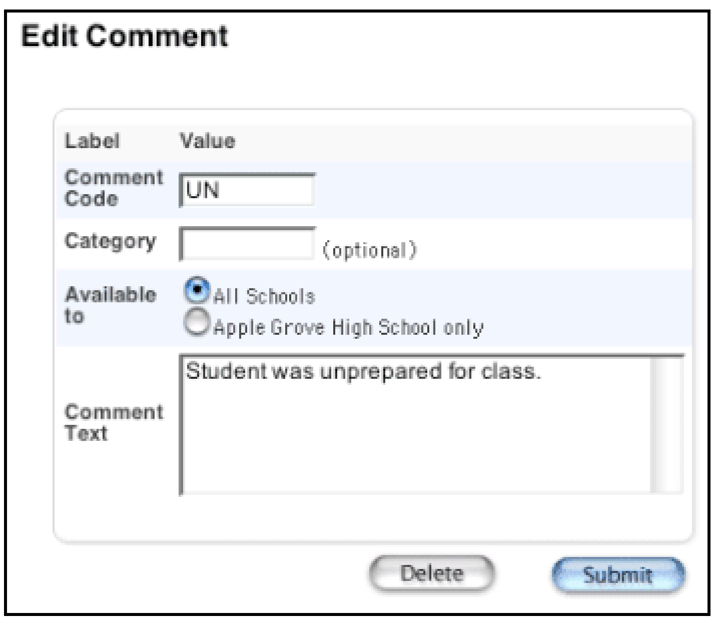


How to Edit Comments in the Comment Bank

1. On the start page, choose School from the main menu.
2. Click Comment Bank. The Comment Bank page appears.



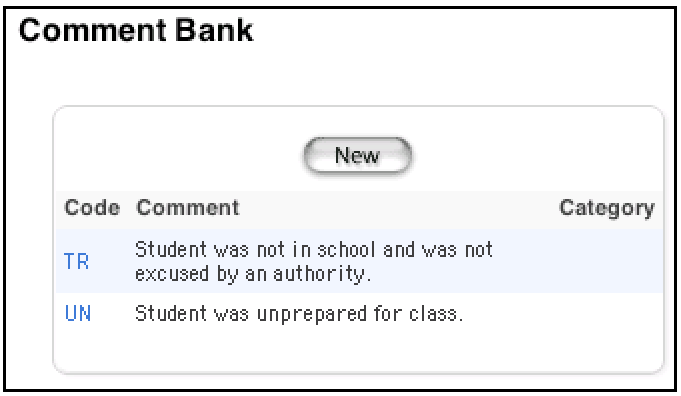
3. Click the code for the comment you want to edit. The Edit Comment page appears.



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

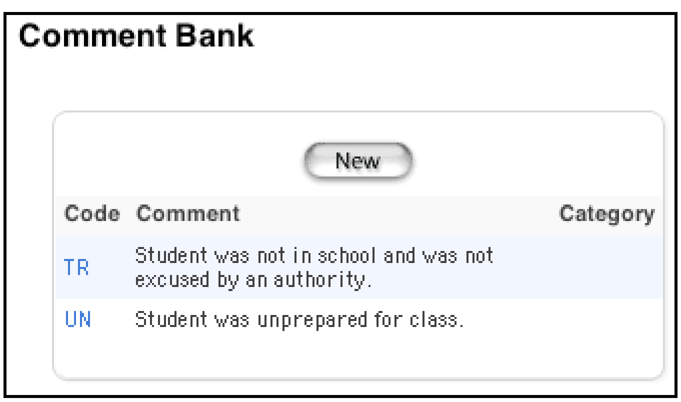
Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the comments by category. **Note:** Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Comment Text	Enter the comment text, which can include hyperlinks and HTML.

5. Click Submit. The Comment Bank page displays the edited comment.

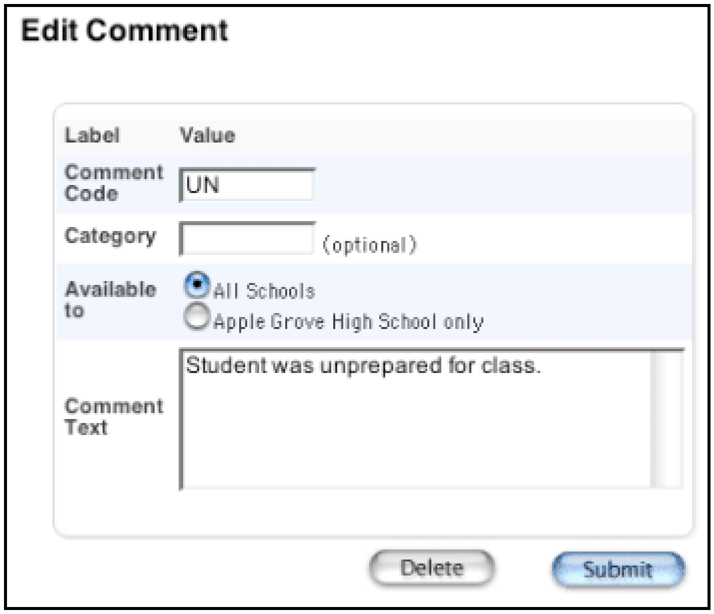


How to Delete Comments in the Comment Bank

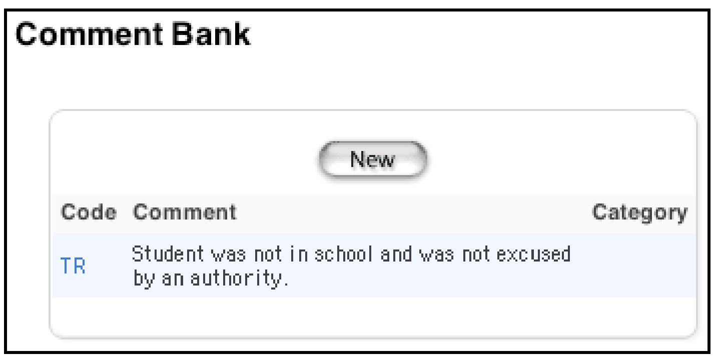
1. On the start page, choose School from the main menu.
2. Click Comment Bank. The Comment Bank page appears.



3. Click the code for the comment you want to delete. The Edit Comment page appears.



4. Click Delete. The Comment Bank page appears without the comment.



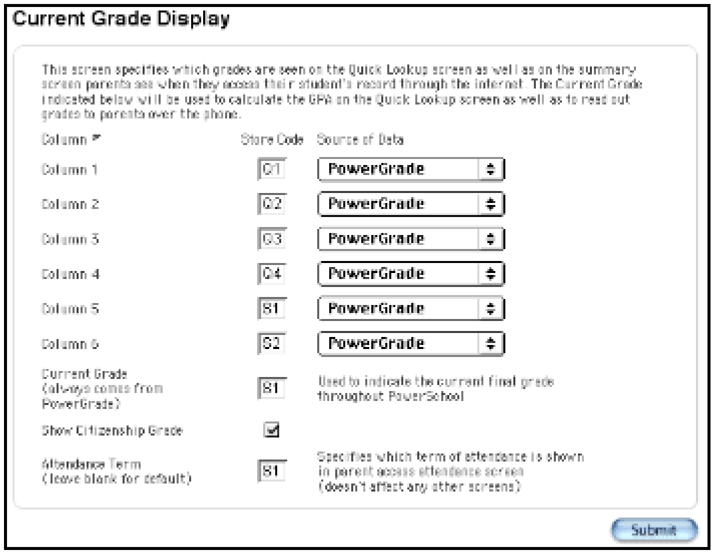
Current Grade Display

Use this page to set up or change how the system displays a student's grade and attendance information on the Quick Lookup page in PowerSchool and the "Current Grades and Attendance" page that parents use in Parent Access.

Update the settings on this page at the end of each grading term to be sure administrators, administrative staff, and parents view the most up-to-date information for students.

How to Add or Edit Current Grade Display

1. On the start page, choose School from the main menu.
2. Click Current Grade Display. The Current Grade Display page appears.



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

Field	Description
Store Code	Enter a store code for each numbered column. Define that the pages display up to six columns of grade data. For example, define columns for Quarters 1, 2, 3, and 4, as well as Semesters 1 and 2.
Source of Data	Use the pop-up menu to determine where you want the system to display the grade information in this column. Choose PowerGrade if you want the system to display the term grade that currently exists in the teacher's PowerGrade or if a grading term is not complete (since the historical grades file does not have a final grade for a term). Choose Historical if you want the system to display the term grade from the student's historical file or after the completion of a grading term.
Current Grade	Enter the store code for the current grading term. The system uses this to determine which grade to display in all current grade fields.
Show citizenship grade	Select this checkbox if you want the system to display the student's citizenship code for each grading term. Otherwise, deselect this checkbox.
Attendance Term	Enter the grading term for which you want the system to display the students' attendance.

4. Click Submit. The Current Grade Display page displays the changes.

Final Grades Setup

Use this page to view and set up your school's grading terms and their parameters. Define the dates of each grading term in the school year and assignment names for which teachers use PowerGrade to enter citizenship grades for that term.

When you store final grades at the end of each term, you store a specific final grade, such as Q1. Before you can store final grades, you must set up final grades in PowerSchool. Ensure that the following steps have been completed so that teachers can use PowerGrade to report their students' grades to PowerSchool.

Note: You must set up final grades for each school that shares your PowerSchool server.

Set up final grades one term at a time. When you set up final grades for a term, you affect only the courses that belong to that term. For example, a first semester course belongs only to Semester 1; it does not belong to Quarter 1, Quarter 2, or the entire school year.

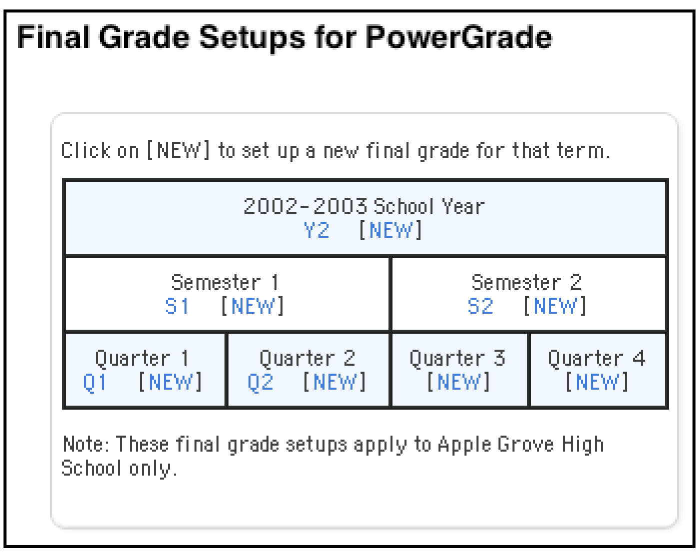
After you set up final grades in PowerSchool, PowerSchool automatically sends the information to each teacher's PowerGrade. Then, when a teacher opens a class for the first time, the new final grade columns appear on the PowerGrade spreadsheet.

Note: If you do not define the final grade setup for a grading term, teachers will not be able to open the class in PowerGrade.

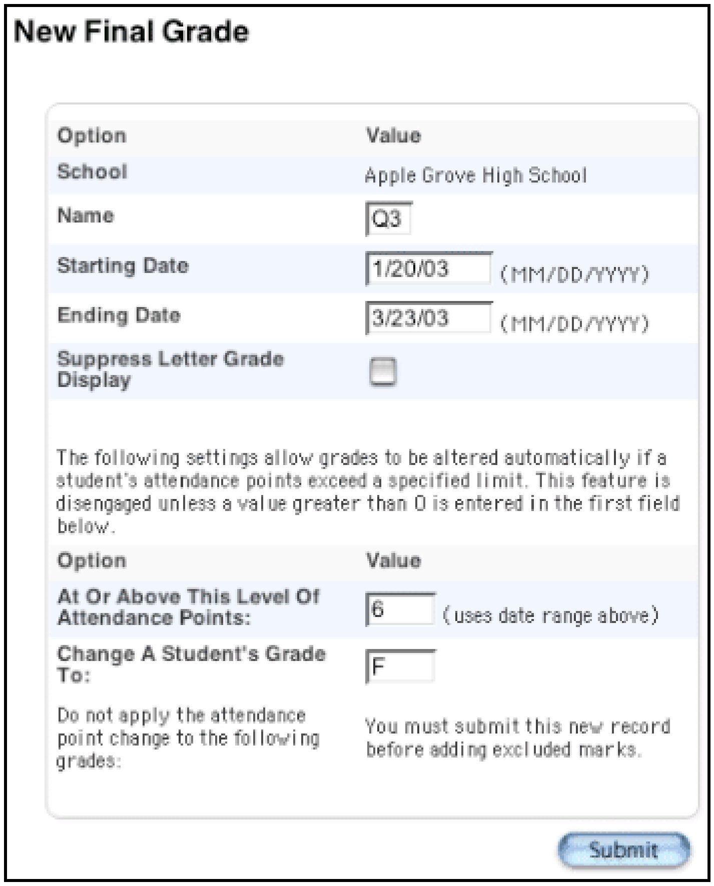
For information on setting up final grades entry in PowerSchool Teacher, see the section "**Standards Final Grade Entry in PowerSchool Teacher**." The page displays any grading terms already defined for the current school year.

How to Set Up Final Grades for PowerGrade

1. On the start page, choose School from the main menu.
2. Click Final Grade Setup. The "Final Grade Setups for PowerGrade" page appears.



3. Click New under the term for which you want to set up final grades. The New Final Grade page appears.

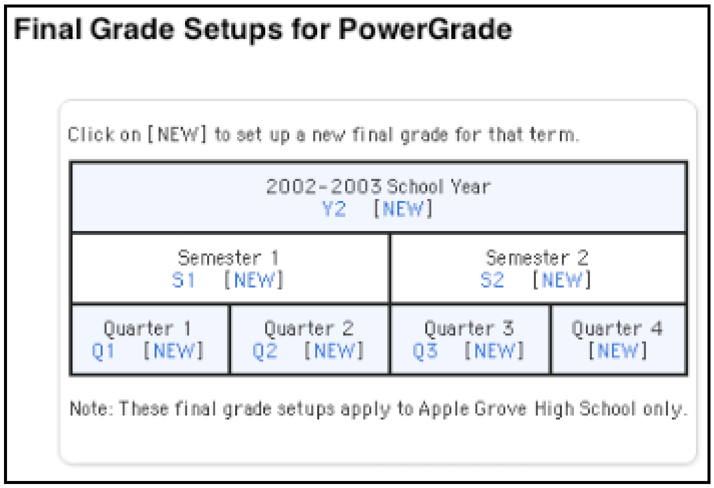


4. Use the following table to enter information in the fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as Q3.
Staring Date	Enter the starting date to indicate the date the term begins 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.
Ending Date	Enter the ending date to indicate the date the term ends 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.
Suppress Letter Grade Display	Select this checkbox if you do not want to display letter grades in the system and on reports. Only percentage grades appear.
At or Above This Level of	Enter a level of attendance points for the given date range if

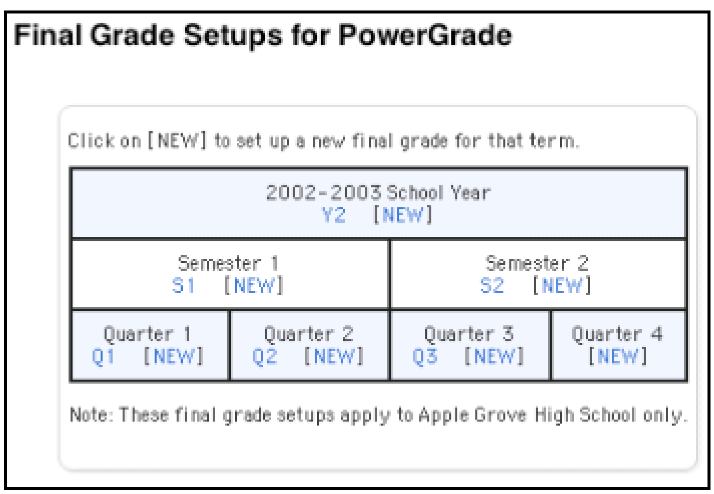
Field	Description
Attendance Points	you want to automatically affect students' grades due to attendance. Otherwise, enter 0 or leave the field blank.
Change a Student's Grade to	Enter the grade that students receive after meeting or exceeding the attendance points indicated in the previous field.
Do not apply the attendance point change to the following grades	Make exclusions to the attendance point change. For more information, see the section "**How to Exclude Final Grades From Being Affected by Attendance**."

5. Click Submit. The "Final Grades Setups for PowerGrade" page displays the new final grade.

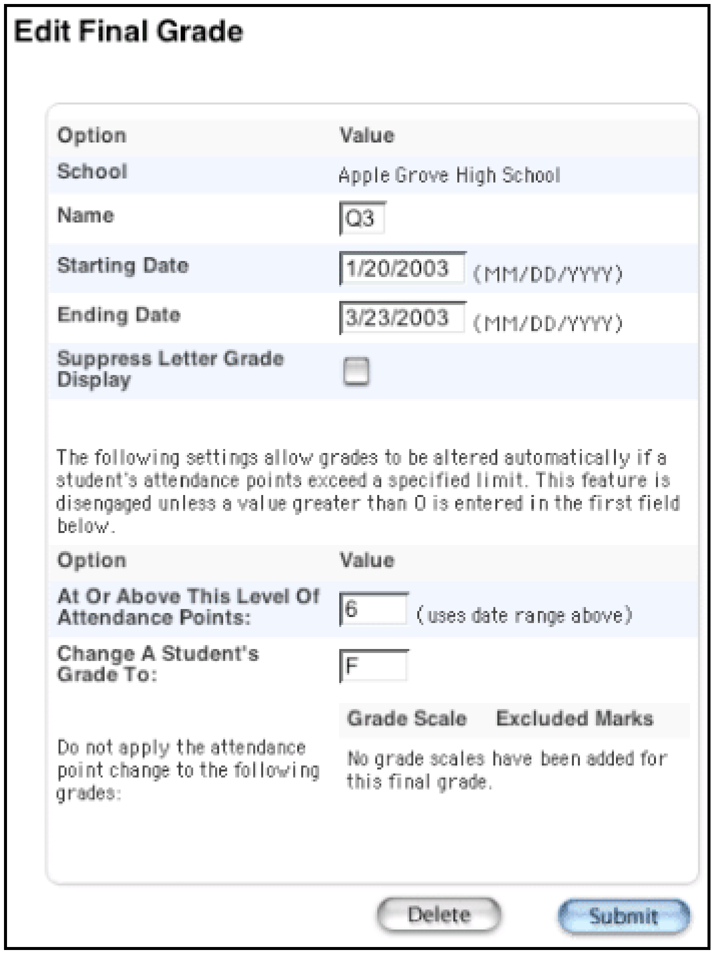


How to Edit Final Grades for PowerGrade

1. On the start page, choose School from the main menu.
2. Click Final Grade Setup. The "Final Grade Setups for PowerGrade" page appears.



3. Click the term name that you want to edit. The Edit Final Grade page appears.

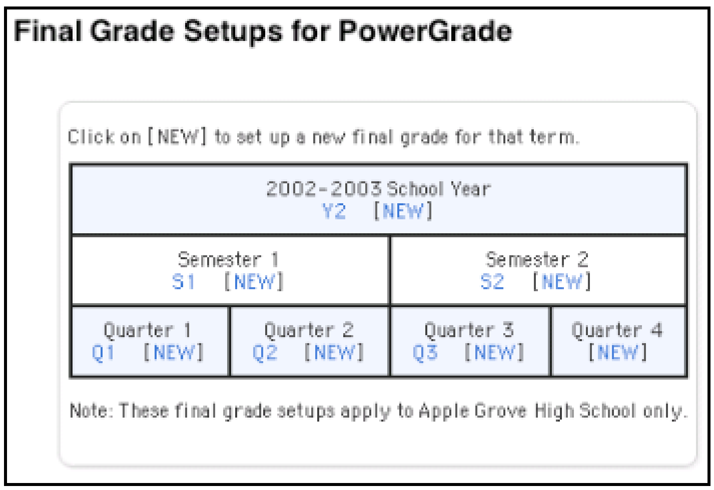


4. Use the following table to enter information in the fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as Q3.
Staring Date	Enter the starting date to indicate the date the term begins 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.
Ending Date	Enter the ending date to indicate the date the term ends 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.
Suppress Letter Grade	Select this checkbox if you do not want to display letter grades

Field	Description
Display	in the system and on reports. Only percentage grades appear.
At or Above This Level of Attendance Points	Enter a level of attendance points for the given date range if you want to automatically affect students' grades due to attendance. Otherwise, enter 0 or leave the field blank.
Change a Student's Grade to	Enter the grade that students receive after meeting or exceeding the attendance points indicated in the previous field.
Do not apply the attendance point change to the following grades	Make exclusions to the attendance point change. For more information, see the section "**How to Exclude Final Grades From Being Affected by Attendance**."

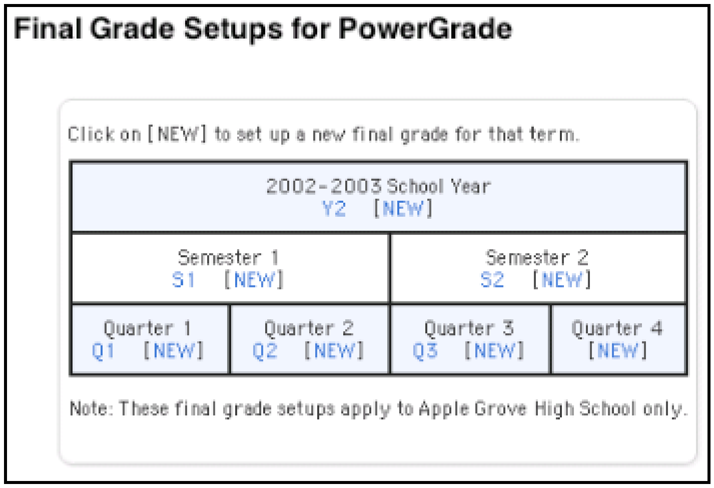
5. See the section "**How to Exclude Final Grades From Being Affected by Attendance**" to exclude a grade from being affected by attendance.
6. Click Submit. The "Final Grade Setups for PowerGrade" page appears.



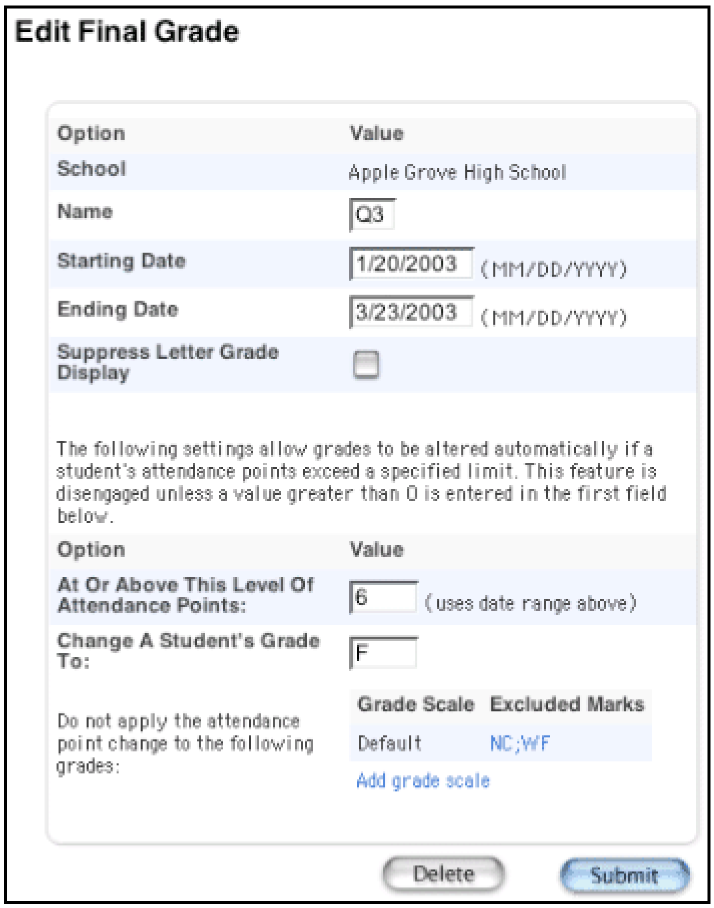
How to Delete Final Grades for PowerGrade

If you delete final grades for PowerGrade between the process of entering final grades and storing grades, you will lose final grade information. You cannot retrieve stored final grades back into PowerGrade.

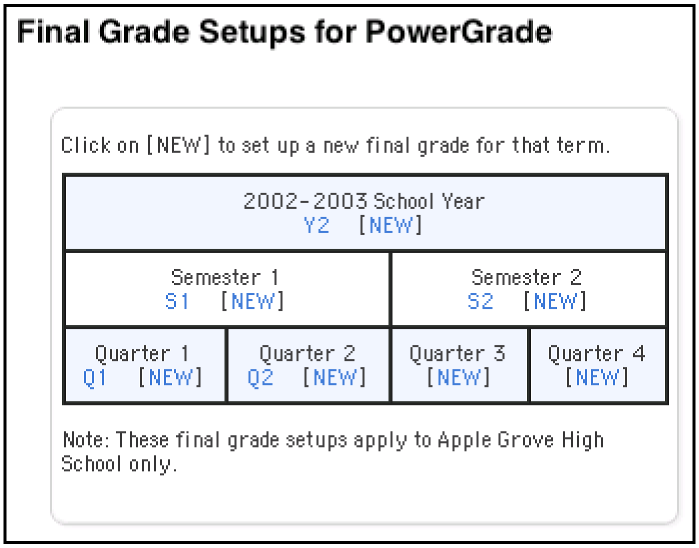
1. On the start page, choose School from the main menu.
2. Click Final Grade Setup. The "Final Grade Setups for PowerGrade" page appears.



3. Click the term name that you want to delete. The Edit Final Grade page appears.



4. Click Delete. The "Final Grade Setups for PowerGrade" page displays without the deleted final grade.

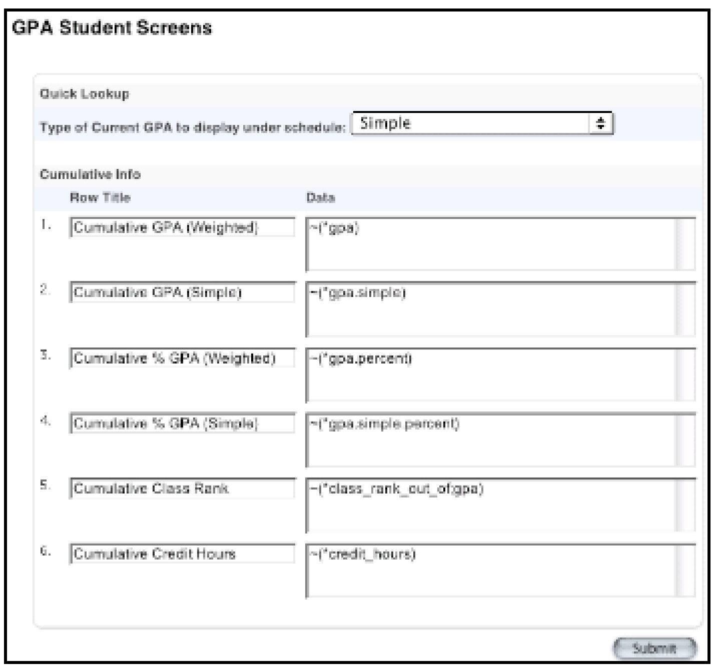


GPA Student Screens

Use the GPA Student Screens function to determine what appears on GPA-related student pages, including the Quick Lookup page and the Cumulative Information page.

How to Define GPA Settings for Quick Lookup Page

1. On the start page, choose School from the main menu.
2. Click GPA Student Screens. The GPA Options - Student Screens page appears.



3. Choose the type of current GPA to display under schedule from the pop-up menu:

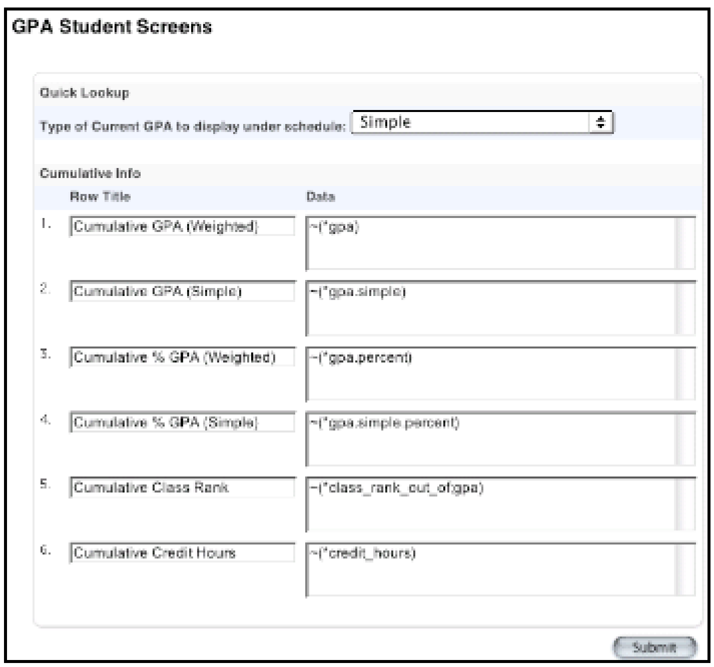
- Weighted: If your school calculates weighted GPAs, the system also includes the number of credit hours students earn in each course in the GPA calculation.
- Weighted Percent
- Simple: If your school calculates simple GPAs, only the students' grades are involved in the calculation, and the credit hours of each course are not referenced.
- Simple Percent
- Total Earned Credit

4. Click Submit. The GPA Options - Student Screens page displays the changed Quick Lookup option.

How to Define GPA Settings for Cumulative Info Page

For the Cumulative Info student page, you can define the rows of information that appear for each student.

1. On the start page, choose School from the main menu.
2. Click GPA Student Screens. The GPA Options - Student Screens page appears.



3. Enter the name of the row you want to appear in the first Row Title field. The name should clearly indicate the information the user is viewing, such as Cumulative GPA (Weighted).
4. Use the following tables to determine the information you want to display in the Data column.

   For Cumulative GPAs:

Field expression	Code	Notes
Cumulative GPA (weighted)	^(*gpa)	The cumulative GPA for the student.
Cumulative GPA (simple)	^(*gpa.simple)	Same as Cumulative GPA (weighted), except uses the simple calculation method rather than weighted.
Cumulative credit hours earned	^(*credit_hours)	Includes all courses from the Historical Grades page.
Class rank (based on cumulative weighted GPA)	^(*class_rank_out_of;gpa)	Use any valid GPA type as the GPA parameter, such as gpa.simple and gpa.percent.
Cumulative avg. % earned in all classes (weighted)	^(*gpa.percent)	See Cumulative Percentage GPA.
Cumulative avg. % earned in all classes (simple)	^(*gpa.percent.simple)	See Cumulative Simple Percentage GPA.

For GPAs for specific years and terms:

Field expression	Code	Notes
GPA for Quarter 1 (weighted)	^(*gpa;Q1)	Calculates the GPA for Q1 of the current school year, such as the year in which the user is currently working. Q1's grades must have already been stored.
GPA for the student's entire junior year	^(*gpa;11)	Calculates the GPA for grade 11.
GPA for Q1 of the student's junior year	^(*gpa;11;Q1)	Calculates the GPA for Q1 of grade 11 for the current student. **Note:** The sequence of the parameters Q1 and 11 is not significant; ^(*gpa;Q1;11) returns the same number as ^(*gpa;11;Q1).
GPA for the year 2004	^(*gpa;2004)	Calculates the GPA for 2004 for the current student.
GPA for Quarter 3 (simple)	^(*gpa.simple;Q3)	Same as GPA for the year 2004 but using the simple calculation method. Percent

Field expression	Code	Notes
		can be used instead of simple if you want the percent GPA.

For Current GPAs:

Field expression	Code	Notes
The current GPA (simple)	^(*gpa.current)	From the grades on the Quick Lookup page, such as those current as of today. **Note:** Current grades are always calculated using the simple method.
The average % being earned in the current classes (simple)	^(*gpa.current.percent)	From the grades on the Quick Lookup page, such as those current as of today.

For Weighted GPAs by Credit Type:

Field expression	Code	Notes
Weighted GPA by Credit Type	^(*gpa.credit_type.ENG)	Weighted GPA for grades for the current student in the current year that are of the credit type ENG. To calculate all historical grades, see the "Weighted GPA by Credit Type by Grade" code.
Weighted GPA by Credit Type by Grade	^(*gpa.credit_type.ENG;12)	Same as "Weighted GPA by Credit Type," but also includes grade 12. For all historical grades, enter each grade and separate each grade with commas, such as *gpa.credit_type.ENG;9,10,11,12.

5. Click Submit. The GPA Options - Student Screens page displays the new settings.

Honor Roll Administration

The ability to calculate your honor roll based on grading, behavior, or attendance information is vitally important to a school. Every school has its own way of calculating or determining who is on the honor roll and who is eligible for extracurricular activities.

First, define the various honor roll lists used by a school or district. Within those lists, set up the different honor levels that may be attained and the criteria for meeting each level. Once the setup is complete, the PowerSchool administrator will run the calculation function periodically throughout the school year. The results of the calculation are stored in a separate table in the database. These results can be viewed as a summary for a single student, a group report, or as individual components of a custom page, export, or custom report using report codes.

Honor Roll Methods

Honor roll methods define the various honor roll lists used by a school or district. You can create as many different honor roll methods as needed. Honor roll methods can be school-specific or shared among all schools on a server.

Honor Roll Levels

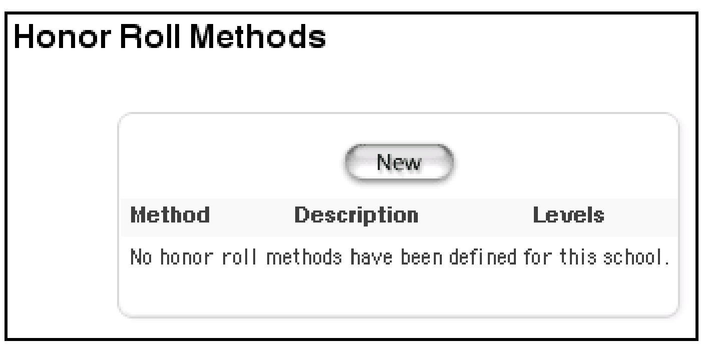
Every honor roll method will contain one or more honor roll levels. The evaluation order of honor roll levels is significant. Typically, the highest honor with the most stringent criteria is evaluated first. If a student does not meet the criteria for that level, the criteria for the next highest honor will be evaluated, and so on. If a student meets the criteria for an honor roll level, a record of that honor is created and the remaining levels are skipped. The evaluation of the criteria within each honor roll level is cumulative, meaning a student must meet all of the specified options to receive that honor. You can create as many different honor roll levels as needed.

Honor Roll Calculations

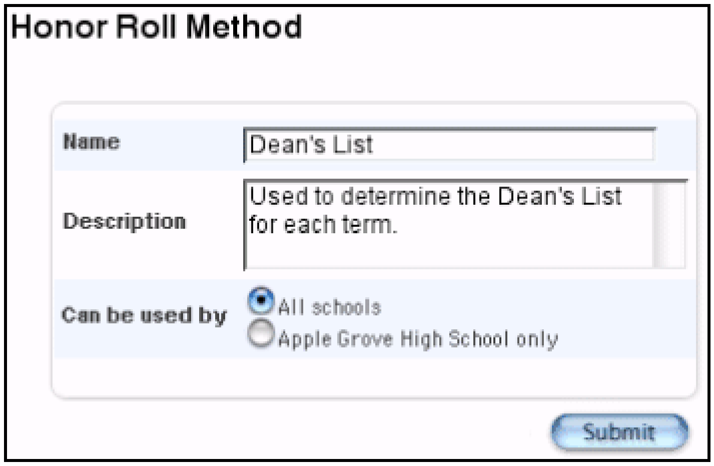
Once the honor roll methods and levels have been set up, you can calculate an honor roll at any time.

How to Create an Honor Roll Method

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.



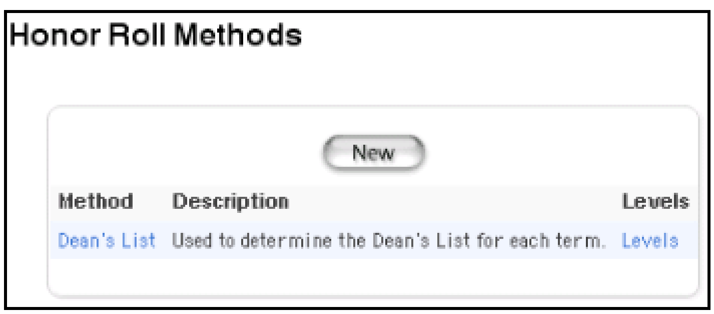
3. Click New. The Honor Roll Method page appears.



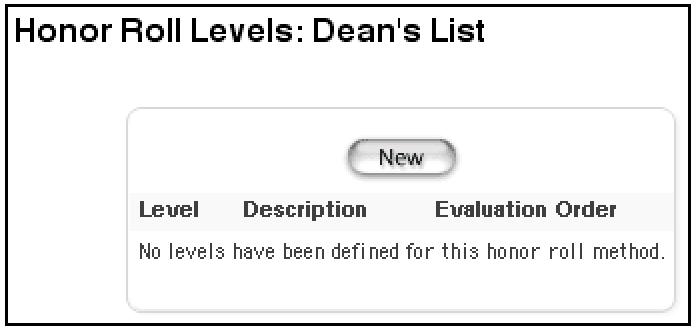
4. Use the following table to enter information in the fields:

Type	Description
Name	Enter the name of the honor roll method. This is the name that will be referred to in honor roll report codes and on other menu pages.
Description	Enter a description of the honor roll method.
Can be used by	Specifies whether the honor roll method can be used by all schools on the server, or only the current school. Do one of the following: • Select the current school option. • Select the all schools option.

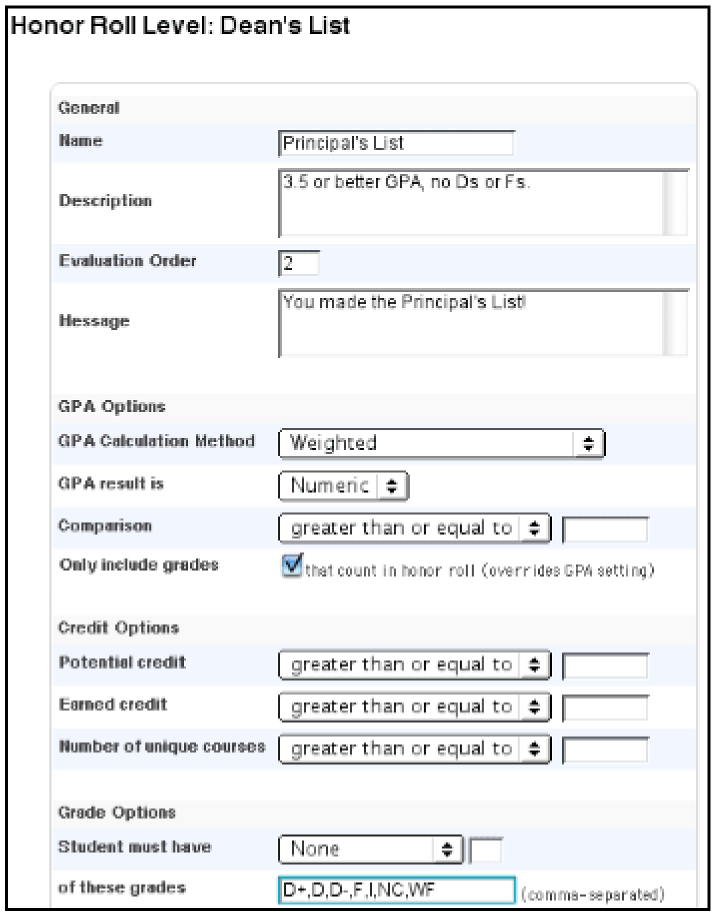
5. Click Submit. The Honor Roll Methods page displays the new honor roll method.



6. Click Levels next to the method you just created. The Honor Roll Levels page appears.



7. Click New. The Honor Roll Level detail page appears.



8. Use the following table to enter general information:

Type	Description
Name	Enter the name of the honor roll level. This is the level name that appears on report pages and is the default value returned by the honor roll report code. This name does not need be unique, allowing you to define multiple sets of criteria for a given level.

Type	Description
Description	Enter a description of the honor roll level.
Evaluation Order	Enter a value specifying the order in which the various honor roll levels will be evaluated. Lower numbers are evaluated first.
Message	Enter the text message you want to appear on report cards and transcripts. **Note:** The message should be longer than the level name.

9. Use the following table to enter GPA options:

Type	Description
GPA Calculation Method	Choose the GPA calculation method to use when evaluating this honor roll level from the pop-up menu. The GPA calculation method is used for two things: determining a GPA value that may be compared against a specified cutoff value, and building a list of letter grades that will be used in the Grade Options settings described below. Every honor roll level must specify a GPA calculation method.
GPA result is	Since GPA calculation methods can return alphanumeric results, choose whether the comparison should be numeric or text from the pop-up menu.
Comparison	Choose the comparator to use when comparing the result of the GPA calculation from the pop-up menu. Enter the cutoff value in the provided field. If you do not want to compare the value of the GPA calculation, leave the cutoff value field blank.
Only include grades	If selected, this checkbox setting allows you to override the settings used in the GPA calculation method so that any grades that have been flagged to be excluded from honor roll are not used in the calculation or returned in the list of grades for the grade options. Do one of the following: • Select this checkbox to allow you to override the settings used in the GPA calculation method. • Deselect this checkbox to not allow you to override the settings used in the GPA calculation method.

10. Use the following table to enter credit options information:

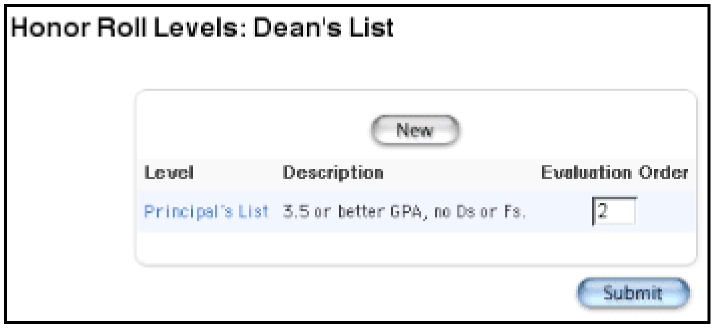
Type	Description
Potential Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the potential credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value

Type	Description
	in the provided field. If you do not want to compare the value of the potential credit hours, leave the cutoff value field blank.
Earned Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the earned credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the earned credit hours, leave the cutoff value field blank.
Number of unique courses	Use the pop-up menu to choose the comparator to use when comparing the number of unique course numbers found in the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the number of unique course numbers, leave the cutoff value field blank.

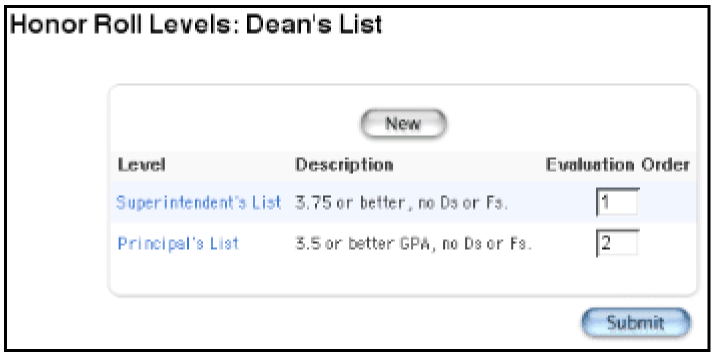
11. Use the following table to enter grade options information:

Type	Description
Student must have	These four groups of grade options allow you to do comparisons on the list of letter grades returned by the GPA calculation. Choose a comparison from the pop-up menu: • At least: There must be at least <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • No more than: There cannot be any more than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • Exactly: There must be no more than and no less than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • None: There cannot be any of the grades below in the list of grades returned by the GPA calculation • Only: There must be only the grades below in the list of grades returned by the GPA calculation.
Of the grades	Enter a comma-separated list of letter grades to use with the "Student must have" comparison. If you do not want to compare letter grades in one or more of the grade options, leave this field blank.
And	Choose additional comparisons from the pop-up menu. For each additional comparison, enter the "Students must have" and "Of these grades" information.

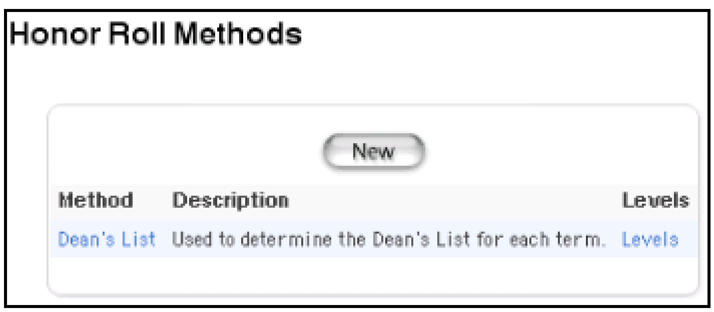
12. Click Submit. The Honor Roll Methods page displays the new honor roll level.



13. Repeat Step 7 through Step 12 for each level you want to create.
14. Verify the evaluation order.

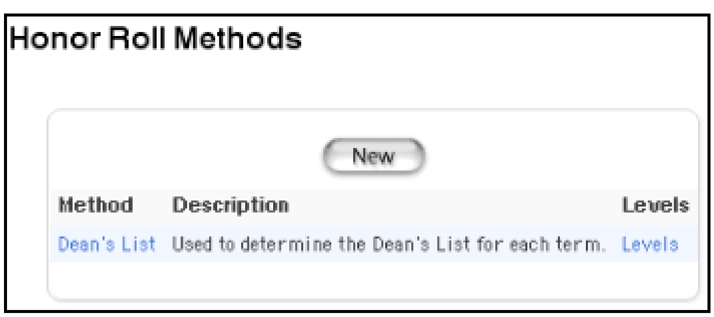


15. Click Submit. The Honor Roll Methods page appears.

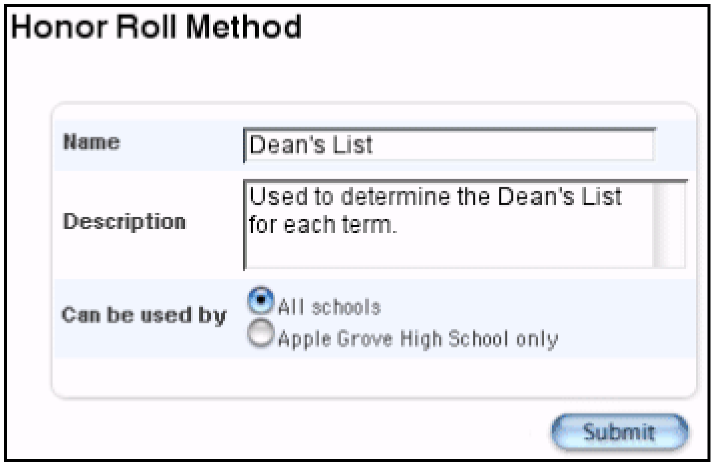


How to Edit an Honor Roll Method

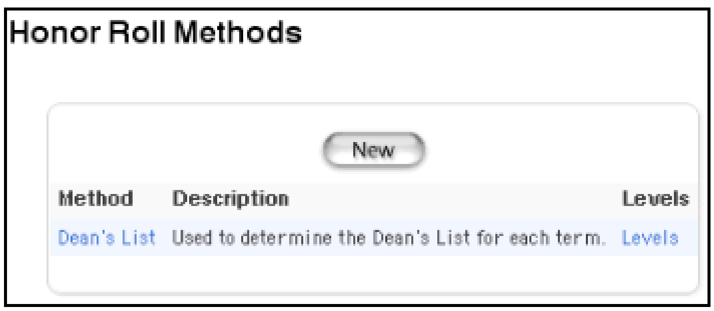
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.



3. Click the method you want to edit. The Honor Roll Method page appears.

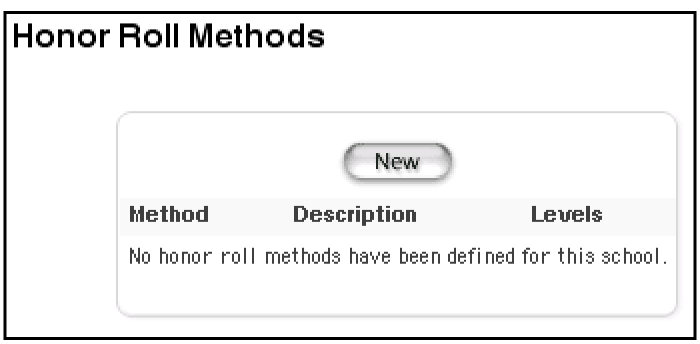


4. Edit the method. See the section "**How to Create an Honor Roll Method**."
5. Click Submit. The Honor Roll Methods page displays the edited honor roll method.

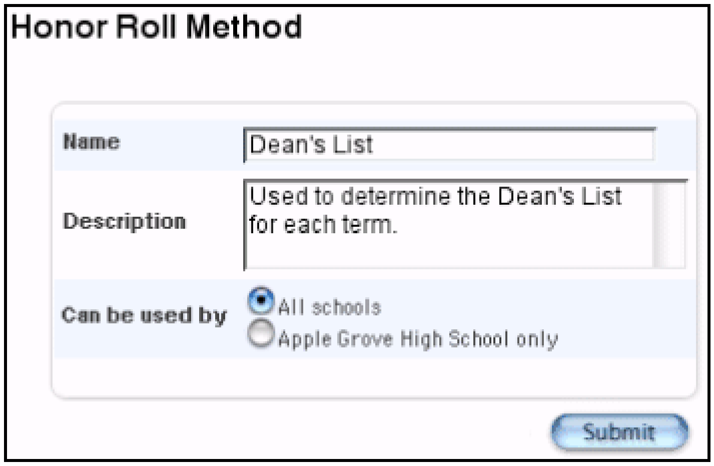


How to Delete an Honor Roll Method

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.

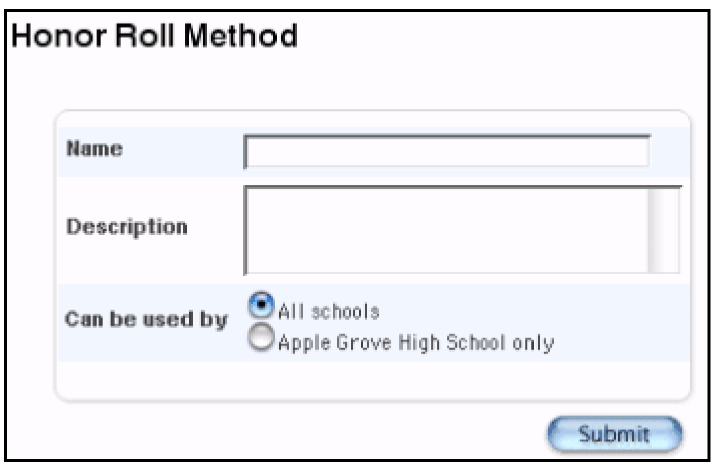


3. Click the method you want to delete. The Honor Roll Method page appears.



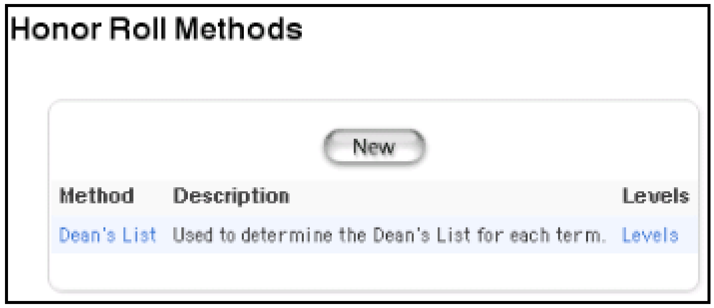
4. Click Delete. The Selection Deleted page appears.

5. Click Back. The Honor Roll Methods page appears.

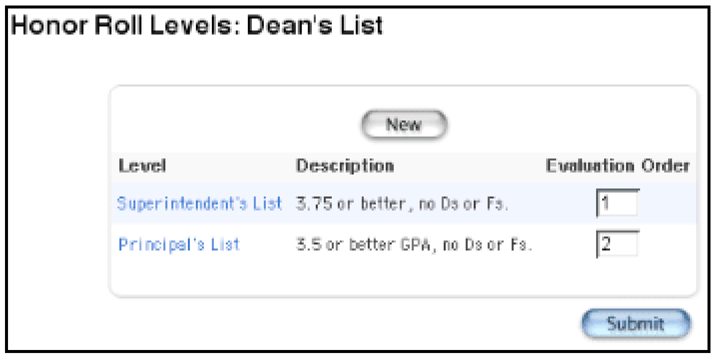


How to Edit Honor Roll Levels

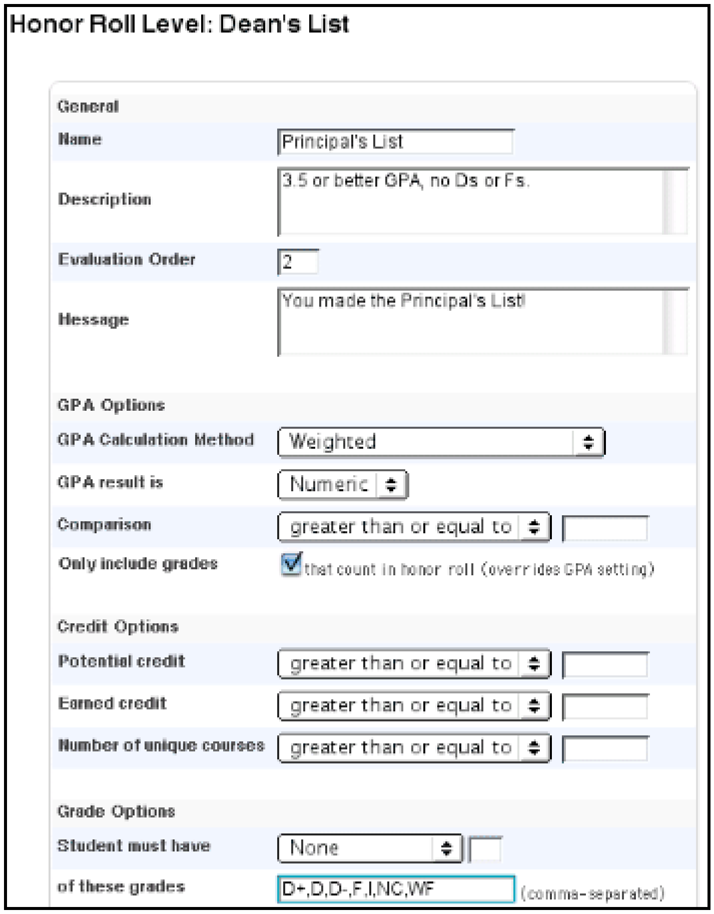
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.



3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.



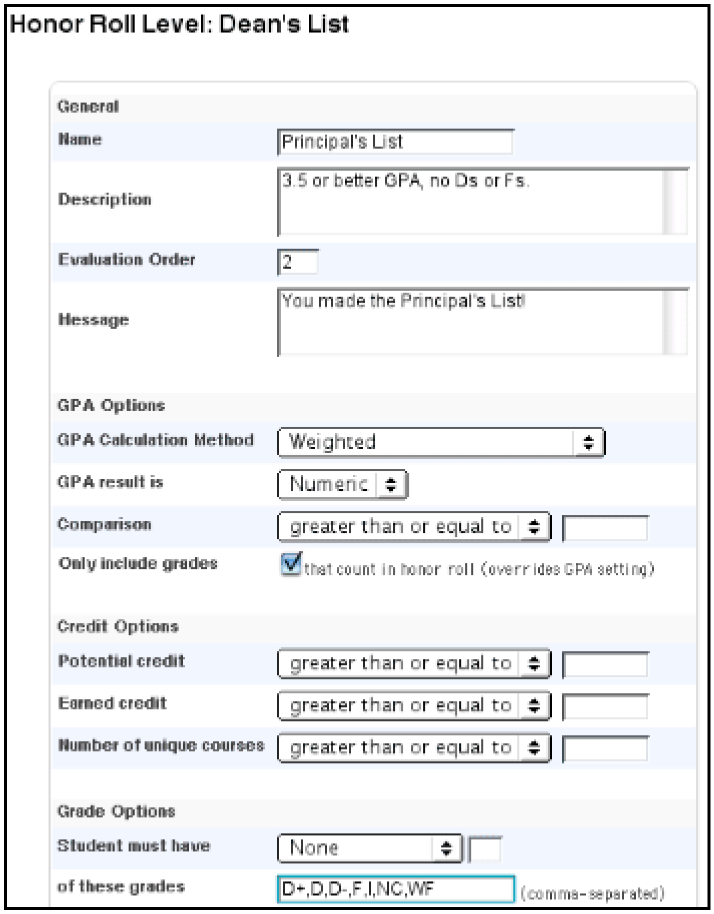
4. Click the level you want to edit. The Honor Roll Levels detail page appears.



Honor Roll Level: Dean's List

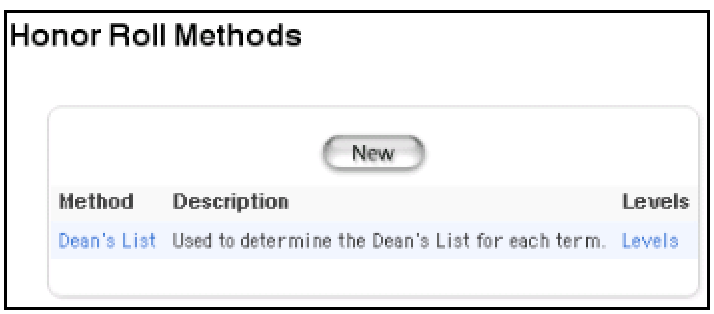
General	
Name	Principal's List
Description	3.5 or better GPA, no Ds or Fs.
Evaluation Order	2
Message	You made the Principal's List!
GPA Options	
GPA Calculation Method	Weighted
GPA result is	Numeric
Comparison	greater than or equal to
Only include grades	that count in honor roll (overrides GPA setting)
Credit Options	
Potential credit	greater than or equal to
Earned credit	greater than or equal to
Number of unique courses	greater than or equal to
Grade Options	
Student must have	None
of these grades	D+,D,D-,F,I,NC,WF (comma-separated)

5. Edit the General, GPA Options, Credit Options, and Grade Options sections. See the section "**How to Create an Honor Roll Method**."
6. Click Submit. The Honor Roll Levels detail page reappears.

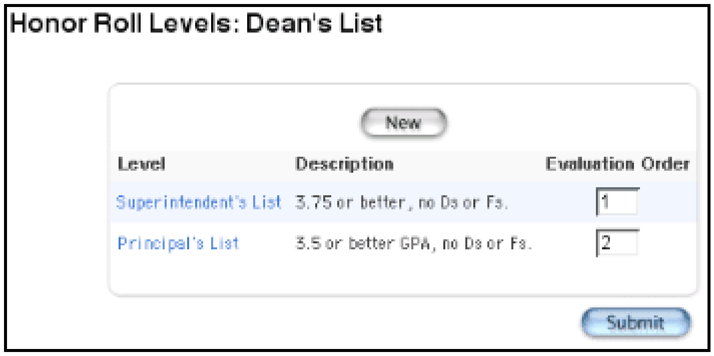


How to Delete Honor Roll Levels

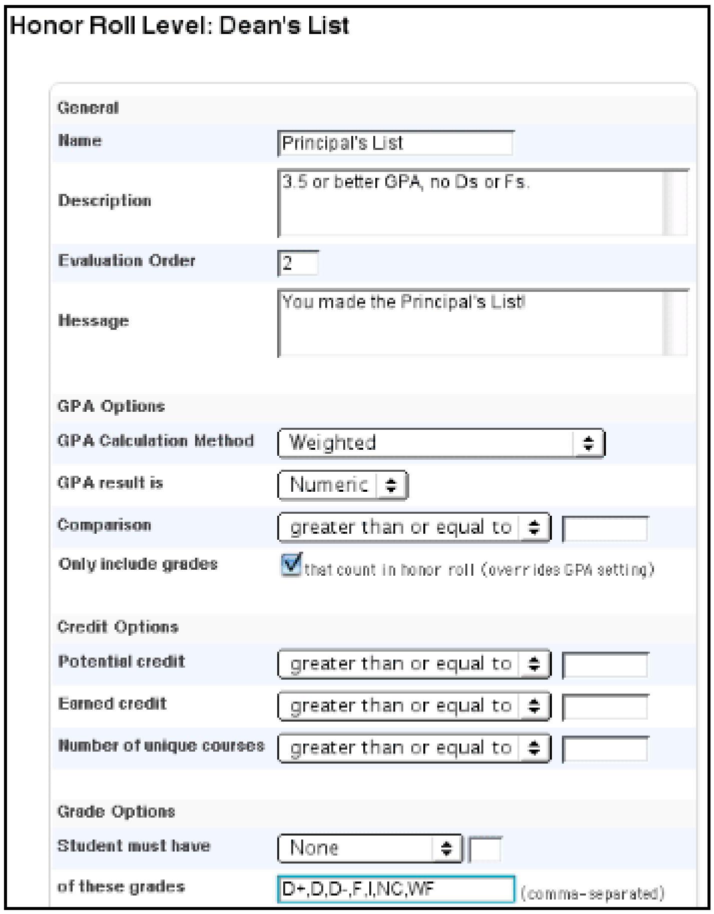
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.



3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.

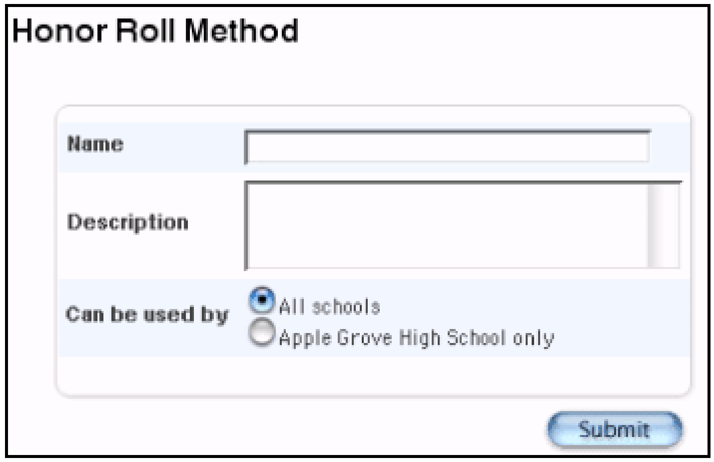


4. Click the level you want to delete. The Honor Roll Levels detail page appears.



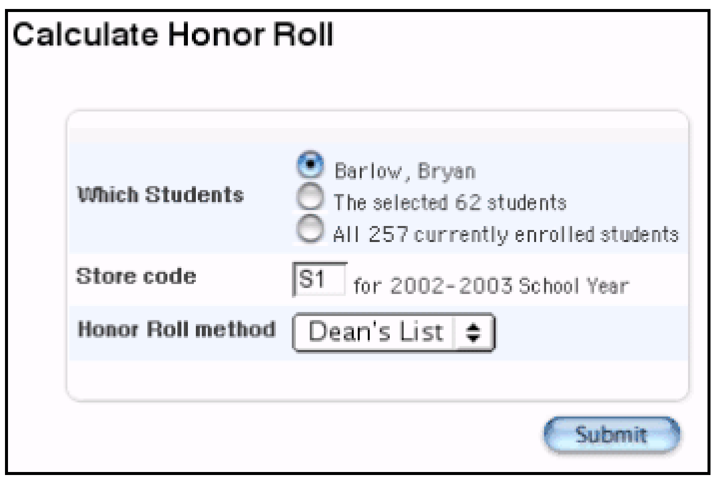
5. Click Delete. The Selection Deleted page appears.

6. Click Back. The Honor Roll Methods page appears.



How to Calculate the Honor Roll

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Calculate Honor Roll. The Calculate Honor Roll page appears.

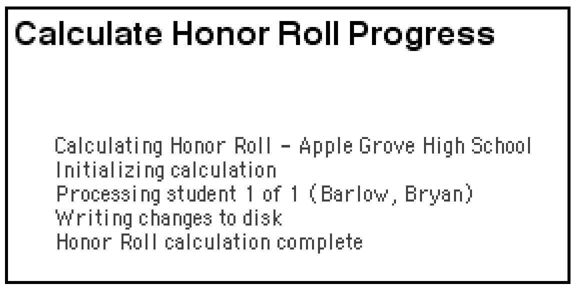


3. Use the following table to enter information in the fields:

Type	Description
Which Students	The students for whom you want to calculate honor roll. Do one of the following: • Select the single student option. This option is useful for testing. • Select the current selection of students option. This selection is useful when calculating honor roll for a specific group of students, such as all current seniors.

Type	Description
	• Select the all enrolled students in the current school option.
Store Code	Indicates the new store code to use when storing the resulting honor roll. Enter a valid store code (a letter followed by a single number). **Note:** Results of the honor roll calculation will be stored using this store code for the current school year.
Honor Roll Method	The method by which you want honor roll calculated. Use the pop-up menu to make your choice. **Note:** Only one honor roll method can be calculated at a time.

4. Click Submit. PowerSchool calculates the specified honor roll method for the selected student(s).



The results of honor roll calculations may be viewed for a single student or for a group of students.

Honor Roll Codes

The honor roll code returns data based on honor roll calculations that are periodically run by the PowerSchool administrator. The honor roll code provides an easy way to access the stored data when working with a single student, such as a custom student page, quick export, or object report.

The basic syntax of the honor roll code is illustrated by the examples below. The code always starts with *honorroll and is followed by several parameters (name/value pairs). These parameters are always of the form name=value. Certain parameters are required. All other parameters are optional and default values will be used if omitted.

~(*honorroll method=High School term=Q2) ~(*honorroll method=NHS term=S1 year=2002 result=gpa) ~(*honorroll method=Honors term=Q2 grade=11)

The following table lists the parameters, values, and examples for the honor roll code. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the honor roll method to return. These methods are predefined by the user in the Honor Roll section of school setup	method=High School method=NHS

Parameter	Description	Example
	user in the Honor Roll section of school setup. The method parameter is required. If omitted, an error message is returned.	
term	A single term abbreviation. Specifies the store code of the appropriate honor roll record. The term parameter is required. If omitted, an error message is returned.	term=S1 term=Q3
grade	A single grade level. For KG, PK, use the numeric code 0, -1, and so forth. Specifies the historical grade level of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	grade=12 grade=8
year	A single four-digit school year. Remember that school years in PowerSchool are specified using the start year. For example, for the 2003-2004 school year, use 2003. Specifies the school year of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	year=2003 year=2004
result	The type of data to return as the result. Valid options are level, message, gpa, schoolname, and date. Level means return the name of the honor roll level met. Message means return the text message for the honor roll level. GPA means return the GPA used to determine the honor roll level. Schoolname means return the name of the school where the student earned the honor roll. Date means return the date the honor roll was calculated. If omitted, level is returned. Note that if no honor roll is found that matches the parameters specified, no text will be returned regardless of the result setting.	result=level result=message result=gpa result=schoolname result=date

The following are annotated examples of various honor roll codes.

High school honor roll from Q3 of the student's junior year: ~(*honorroll method=High School term=Q3 grade=11)

The GPA used to determine that honor roll level: ~(*honorroll method=High School term=Q3 grade=11 result=gpa)

The NHS honor roll message from S2 of the current school year: ~(*honorroll method=NHS term=S2 result=message)

The date the Q1 Honors honor roll was calculated for this student in the 2002-2003 school year: ~(*honorroll method=Honors term=Q1 year=2002 result=date)

Standards Final Grade Entry in PowerSchool Teacher

If your school does not use PowerGrade or your school does not use PowerGrade for non-academic courses, PowerSchool can capture final standards grades for each school year term. For example, some elementary schools might not use PowerGrade to track attendance, assignments, and assignment grades. Their teachers can use PowerSchool Teacher for standards final grade entry.

Note: Although PowerSchool can capture final grades if you do not use PowerGrade, your school still loses the ability for administrators, parents, and students to have real-time access to assignment scores via the web.

Before teachers can use PowerSchool Teacher to enter standards final grades, you need to set up your PowerSchool system to do so.

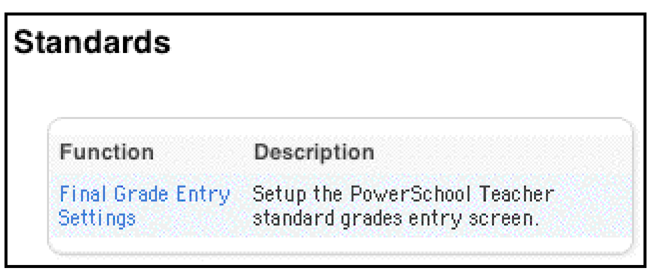
How to Set Up PowerSchool Teacher for Final Grade Entry

In PowerSchool, when you enter standards to be used for final grade entry, you must remember to do the following for each standard:

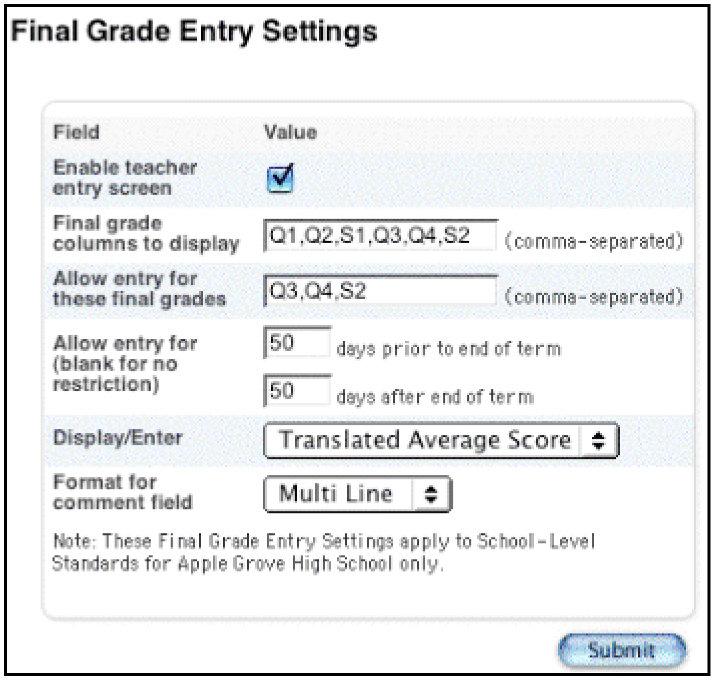
- Enter a course number or course numbers. Only those standards that list a course number matching the course number of the teacher's current class appear for final grade entry.
- Select the "Allow assignments to be tied to this standard" checkbox for the appropriate standards in PowerSchool. Teachers may only record final grades for those standards that have this checkbox selected.

Use the Final Grade Entry Settings page to allow final grade entries for standards using PowerSchool Teacher.

1. On the start page, choose School from the main menu.
2. Click Standards. The Standards page appears.



3. Click Final Grade Entry Settings. The Final Grade Entry Settings page appears.



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

Field	Description
Enable teacher entry screen	Select this checkbox to allow teachers to enter final grades in PowerSchool Teacher.
Final Grade columns to display	Enter the final grade columns you want to appear in PowerSchool Teacher.
Allow entry for these final grades	Enter the grading terms for which teachers can enter final grades in PowerSchool Teacher.
Allow entry for	Enter the number of days before the end of the term and the number of days after the end of the term that teachers can enter final grades in PowerSchool Teacher.
Display/Enter	Choose the conversion scale grades to use from the pop-up menu.
Format for comment field	Use the pop-up menu to determine if the Comment field on the PowerSchool Teacher Final Grade Entry page provides for entries that are single line or multi-line.

5. Click Submit.

   Make sure that the settings you enter look correct for the teachers by logging in as a teacher.

   Note: To check that you entered the correct settings, go to PowerSchool Teacher. The PowerSchool Teacher URL for your school is http://[your PowerSchool URL]/teachers.

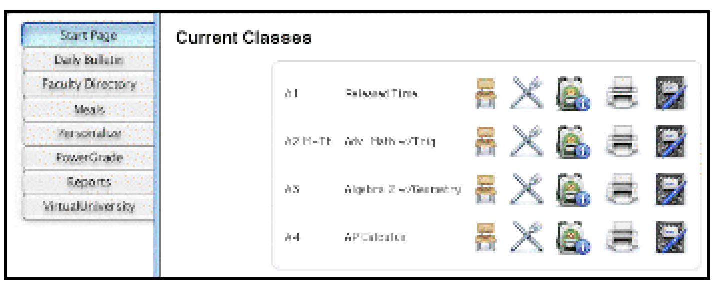
After you define the course number and select the checkbox for each standard, and after you define final grade entry settings in PowerSchool, teachers of the indicated courses can use PowerSchool Teacher to enter final grades.

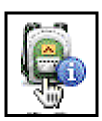
How to Enter Standards Final Grades in PowerSchool Teacher

Teachers can enter standards final grades in PowerSchool Teacher.

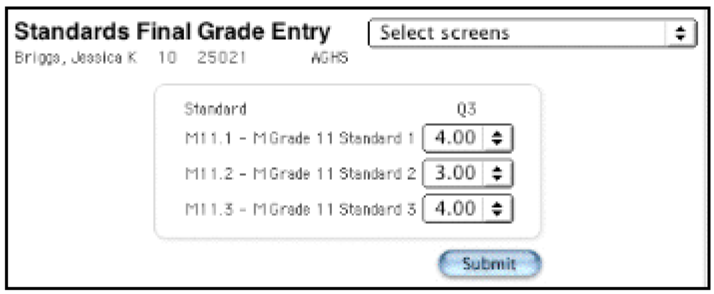
1. Open PowerSchool Teacher. The PowerSchool Teacher URL for your school is http://[your PowerSchool URL]/teachers. The Logon page appears.

2. Enter the username and password for a teacher who instructs a course you have identified to use the standards final grades option.
3. Click Submit. The teacher's Current Classes page appears.



4. Click the backpack icon  next to the course for which you want to enter final grades. A list of the students currently enrolled in the course appears.

5. Click a student’s name.
6. Choose Standards Final Grade Entry from the "Select screens" pop-up menu. The Standards Final Grade Entry page appears.



7. Choose the appropriate grades for each standard for the student from the pop-up menus, or enter the final percentages for each standard. The entry type is determined on the Final Grade Entry Settings page in PowerSchool.

   Note: Comments may be present, depending on how the page is set up. For more information, see the section "**How to Set Up PowerSchool Teacher for Final Grade Entry**."
8. Click Submit.
9. Repeat the process for each student in the class by clicking the students' first names.

After the teacher submits standards final grades for each student, PowerSchool stores the grades in the Standards Stored Grades table.

Scheduling

Load Constraints

The School Setup menu includes a Scheduling link, Constraints. Click the Constraints link to access the Constraints page, which you can use to define scheduling constraints for students. Load constraints restrict the way the system loads students into courses that have already been scheduled.

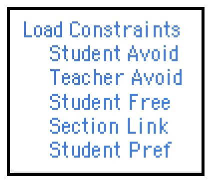
This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

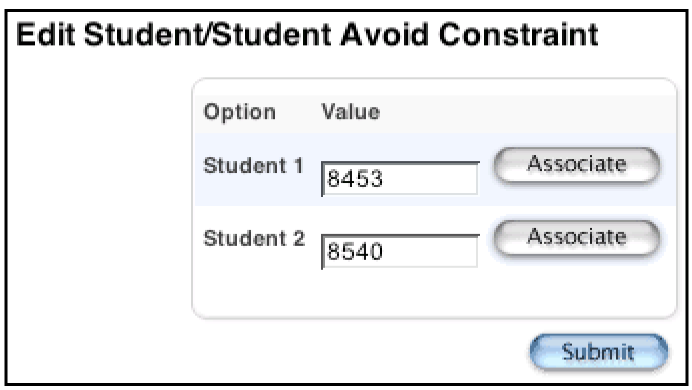
How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click Student Avoid. The Student/Student Avoid Constraints page appears.
4. Click New. The Edit Student/Student Avoid Constraint page appears.



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

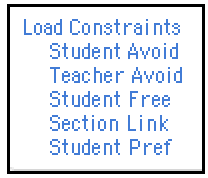
Field	Description
Student 1	Click Associate to select the name of one of the students you want to separate from one another.
Student 2	Click Associate to select the name of the other student.

6. Click Submit. The Student/Student Avoid Constraints page appears.

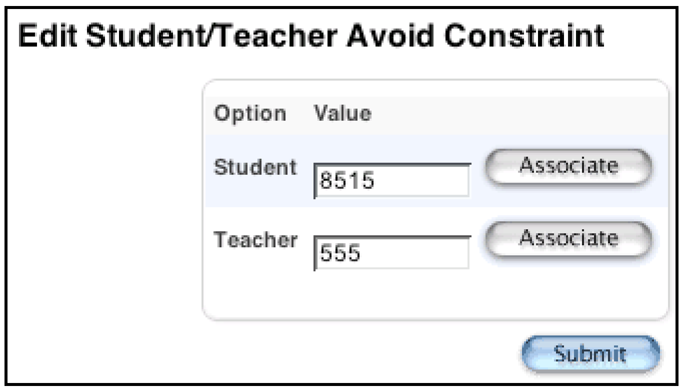
How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click Teacher Avoid. The Student/Teacher Avoid Constraints page appears.
4. Click New. The Edit Student/Teacher Avoid Constraint page appears.



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

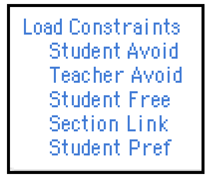
Field	Description
Student	Click Associate to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click Associate to select the name of the teacher you want to avoid scheduling with the selected student.

6. Click Submit. The Student/Teacher Avoid Constraints page appears.

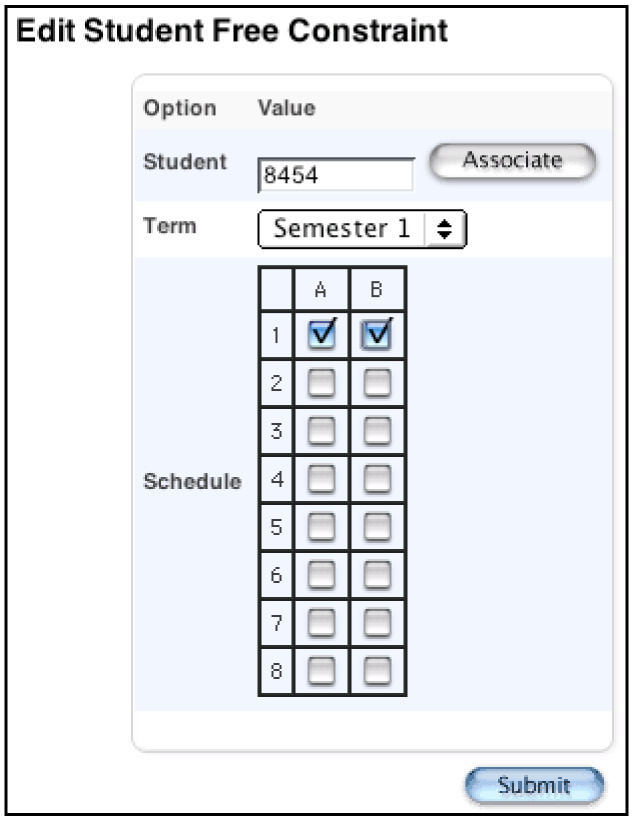
How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click Student Free. The Student Free Constraints page appears.
4. Click New. The Edit Student Free Constraint page appears.



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

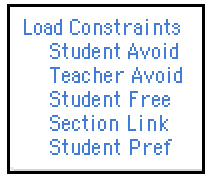
Field	Description
Student	Click Associate to select the name of the student who needs to have a free period(s).
Term	Choose the term that this student needs the free period(s) from the pop-up menu.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free period(s).

6. Click Submit. The Student Free Constraints page appears.

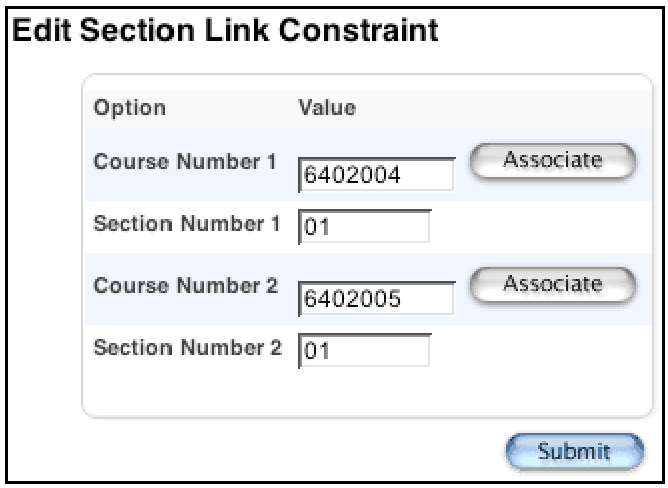
How to Add a Section Link Constraint

Use a Section Link constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click Section Link. The Section Link Constraints page appears.
4. Click New. The Edit Section Link Constraint page appears.



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

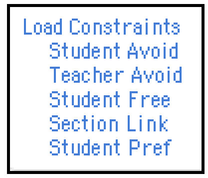
Field	Description
Course Number 1	Click Associate to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click Associate to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click Submit. The Section Link Constraints page appears.

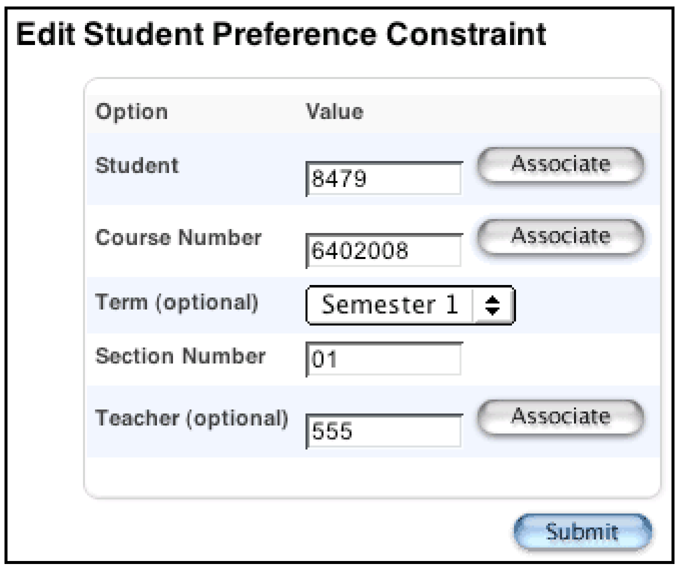
How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section. You can also specify the course per a specific term and teacher.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click Student Pref. The Student Preference Constraints page appears.
4. Click New. The Edit Student Preference Constraint page appears.



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

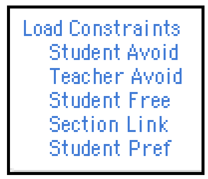
Field	Description
Student	Click Associate to select the name of the student you want to force to schedule in a specific course section.
Course Number	Click Associate to select the name of the course.
Term	Choose the term to which you want this constraint to apply from the pop-up menu (optional).
Section Number	Enter the section number of the course into which you want the student to be scheduled.
Teacher	Click Associate to select the name of the teacher who instructs this course section (optional).

6. Click Submit. The Student Preference Constraints page appears.

How to Modify Load Constraints

After creating load constraints, you can modify them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.

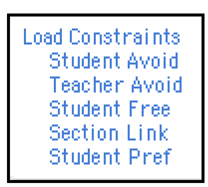


3. Click the name of the type of constraint you want to modify, such as Student Avoid.
4. Click the course name, student name, or teacher name in the row of the constraint you want to modify. The Edit page for that particular constraint appears.
5. Edit the information as needed:
    - Student Avoid
    - Teacher Avoid
    - Student Free
    - Section Link
    - Student Pref
6. Click Submit. The appropriate constraints page appears.

How to Delete Load Constraints

After creating load constraints, you can delete them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Constraints. The Constraints page appears.



3. Click the name of the type of constraint you want to delete, such as Student Preference.
4. Click the course name, student name, or teacher name in the row of the constraint you want to delete. The Edit page for that particular constraint appears.

5. Click Delete. The Selection Deleted page appears.

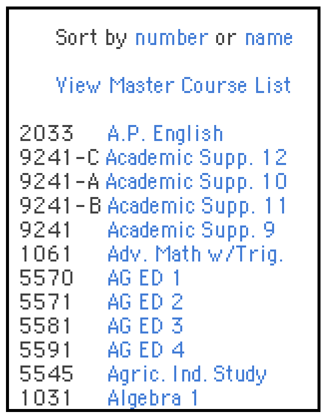
Master Course List

The master course list displays all the active courses for your school. To view sections of courses, see the section "**Sections**."

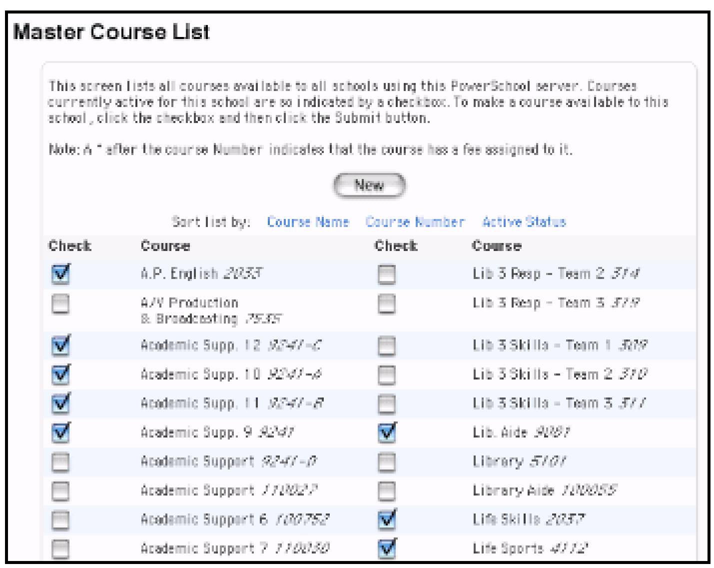
How to View the Master Course List

The master course list displays all courses for the selected school(s). Asterisks (*) next to course names indicate associated course fees.

1. On the start page, choose District from the main menu. The District Setup page appears.
2. Click Courses. The Courses page appears.



3. Click View Master Course List from the courses menu. The Master Course List page appears.



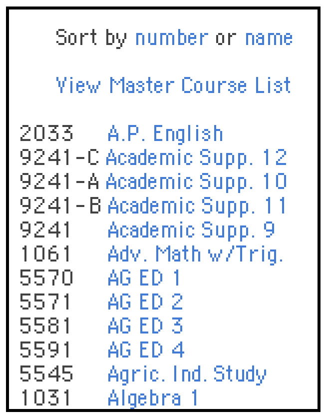
4. Use this page to do any of the following:
   - Click Course Number to sort the list of courses by number.

- Click Course Name to sort the list of courses by name.
- Click Active Status on the Master Course List page to sort the list of courses by either active or inactive status.
- Click the name of a course in the courses menu to view course details and edit course information.

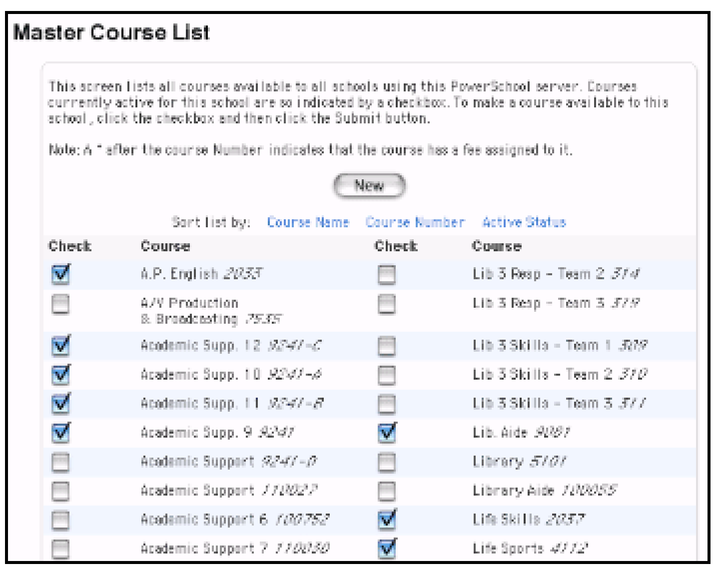
How to Add a Course to the Master Course List

Courses are created at the district level and then associated with individual schools. To associate a course with a school, see the section "**How to Edit Course Status**." You must first log in to the district office before performing this procedure.

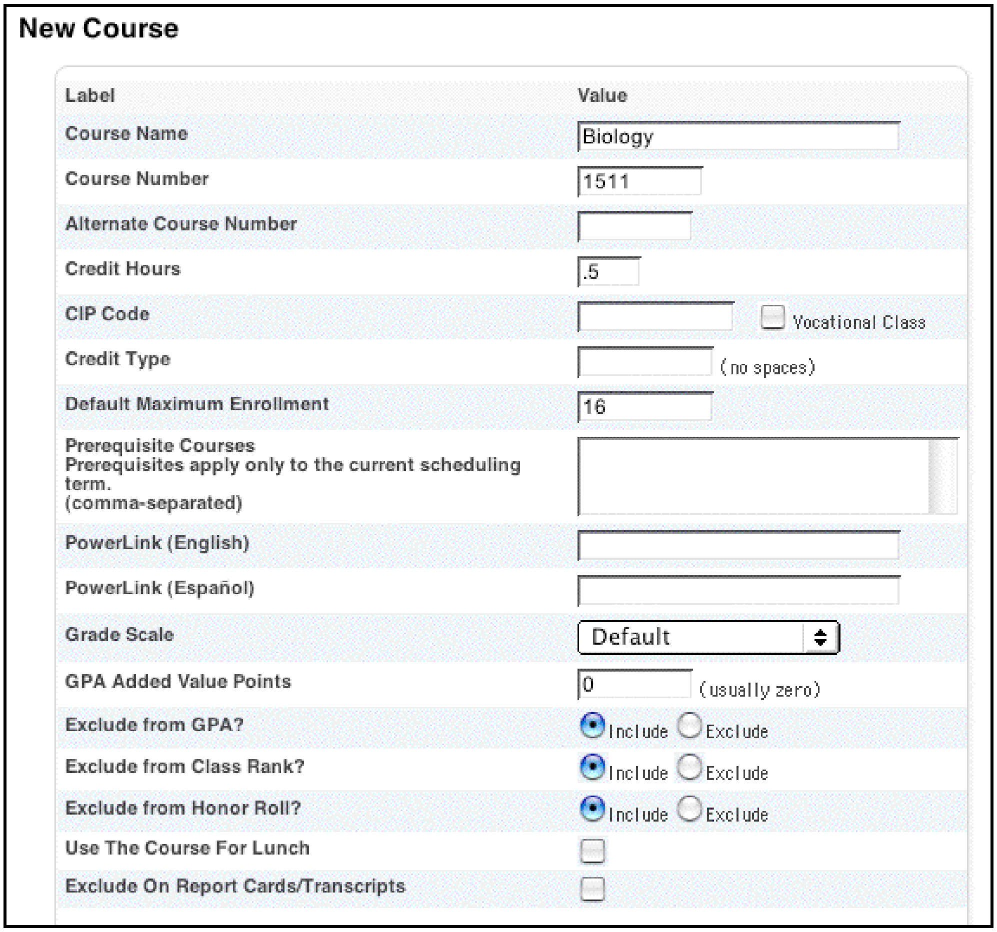
1. On the start page, choose District from the main menu. The District Setup page appears.
2. Click Courses. The Courses page appears.



3. Click View Master Course List from the courses menu. The Master Course List page appears.



4. Click New. The New Course page appears.



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

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Alternate Course Number	An additional number used to identify the course appears.
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Select this checkbox if the course is a vocational class.
Credit Type	Enter the type of credit a student receives for passing this course, such as standard, advanced, or remedial. You can then apply this credit to a graduation type.

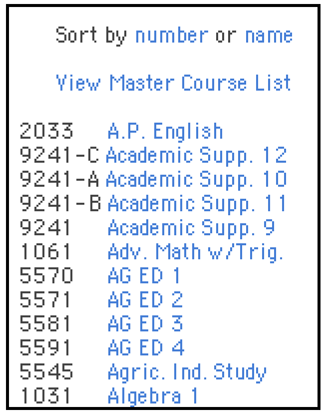
Field	Description
Default Maximum Enrollment	The maximum number of students who can be enrolled in this course appears.
Prerequisite Courses	The course number(s) that students must complete with a passing grade before they can take this course appear. Separate multiple courses with commas. **Note:** When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.
PowerLink (English)	PowerLink reads course-related text entered here when parents and guardians access student information and select the English option.
PowerLink (Español)	PowerLink reads course-related text entered here when parents and guardians access student information and select the Spanish option.
Gradescale	Choose the grade scale from the Gradescale pop-up menu. For more information, see the section "**How to Assign Grade Scales to Courses**."
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select this checkbox to use all sections of this course for lunch. Otherwise, leave blank.
Exclude on Report Cards/Transcripts	Select this checkbox to exclude all sections of this course from appearing on Report Cards/Transcripts. Otherwise, leave blank.

6. Click Submit. The new course appears on the master course list.

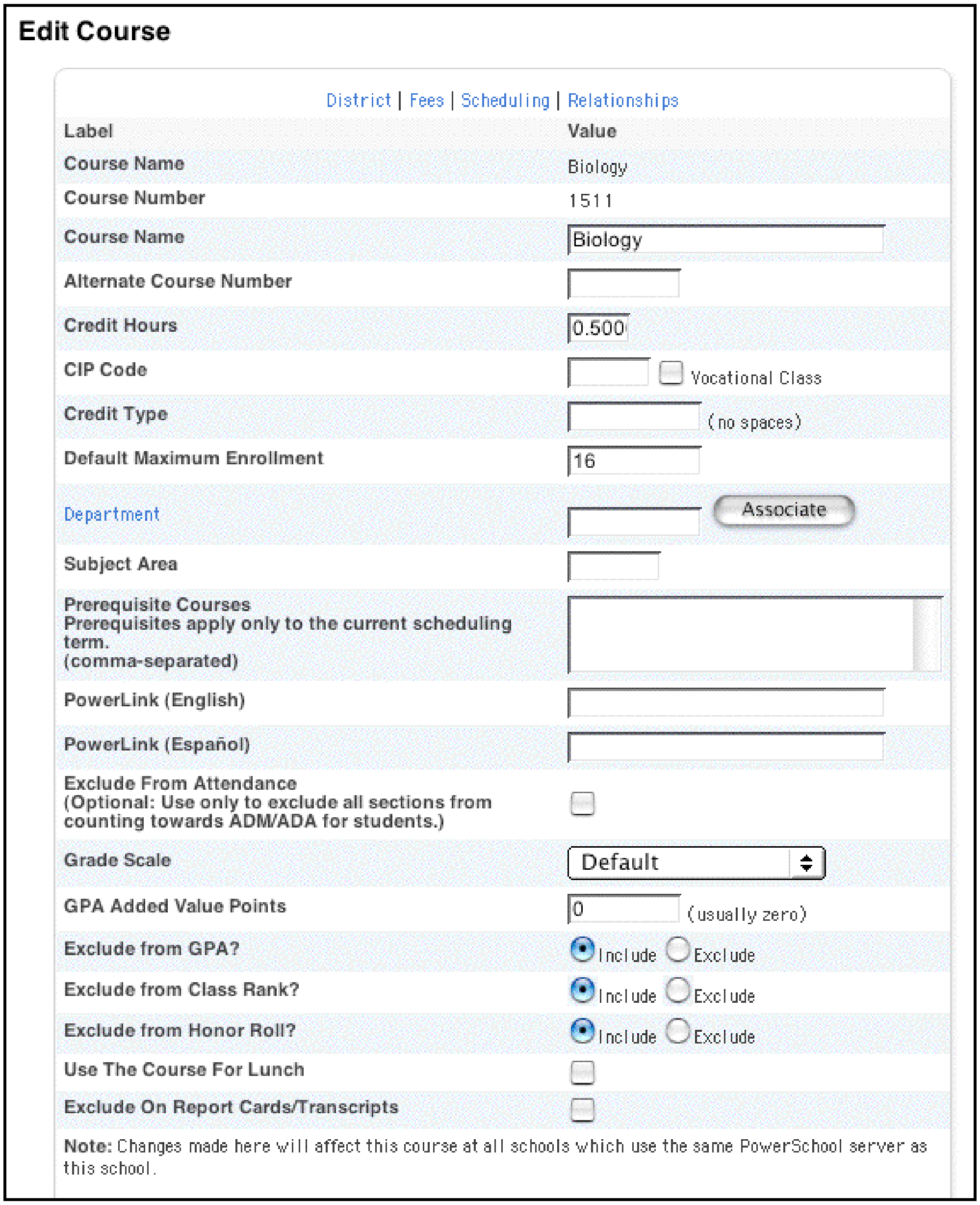
How to Edit Course Information

You can edit course information at the school or district level. To edit a course at the district level, log in to the district office and click District. Continue with Step 2 below.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Courses. The Courses page appears.



3. Choose the name of the course from the courses menu. The Edit Course page appears. Note that the page is divided into four functional areas: District, Fees, Scheduling, and Relationships. By default, the District tab is selected.



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

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Course Name	Edit the name of the course.
Alternate Course Number	An additional number used to identify the course appears.

Field	Description
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Select this checkbox if the course is a vocational class.
Credit Type	Edit the type of credit a student receives for passing this course, such as standard, advanced, or remedial. You can then apply this credit to a graduation type.
Default Maximum Enrollment	Edit the maximum number of students who can be enrolled in this course.
Department	Click Associate to select the department for this course. **Note:** Click Department to create or edit departments at your school.
Subject Area	Edit the subject area for the course.
Prerequisite Courses	The course number(s) that students must complete with a passing grade before they can take this course appear. Separate multiple courses with commas. **Note:** When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.
PowerLink (English)	PowerLink reads course-related text entered here when parents and guardians access student information and select the English option.
PowerLink (Español)	PowerLink reads course-related text entered here when parents and guardians access student information and select the Spanish option.
Grade Scale	Choose the grade scale from the Grade Scale pop-up menu. For more information, see the section "**How to Assign Grade Scales to Courses**."
Exclude from Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations. Otherwise, leave blank.
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.

Field	Description
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select this checkbox to use all sections of this course for lunch. Otherwise, leave blank.
Exclude on Report Cards/Transcripts	Select this checkbox to exclude all sections of this course from appearing on Report Cards/Transcripts. Otherwise, leave blank.

5. Click the Fees tab to access the Edit Course Enrollment Fees page.

   Note: For more information on course fees, see the section "**Course Enrollment Fees**."

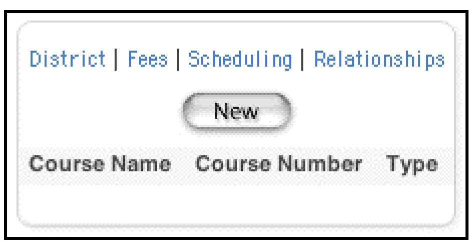
6. Click the Scheduling tab to access the Edit Course Scheduling Information page. This page displays course-specific scheduling information used by the scheduling engine when building a student's schedule. This information is either captured as part of the PowerScheduler commit process or can be manually defined using this page.

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

Field	Description
Allow Student Repeat in Same Term	Select this checkbox to allow the system to schedule a student in more than one section of this course in the same term. For example, occasionally students need to double-up on a course within the same term. This is usually done for elective courses, such as Work Release.
Allow Student Repeat in Different Term	Select this checkbox to allow the system to schedule a student in more than one section of this course in different terms. Use this option for either academic or elective courses.
Load Priority	Enter a numerical value of 1 to 99 (1 being the highest priority) to prioritize in which course the system should schedule a student when a conflict between two of the student's requests arises. You can enter the same load priority number for several courses. For example, enter a load priority of 10 for all academic courses to ensure that students are loaded into these courses first, 20 for academic electives, and 30 for non-academic electives.
Load Type	Use the pop-up menu to choose whether this is an academic, elective, or alternate course. The system uses this classification to balance the types of courses in which the student is scheduled during a schedule term. For example, if your school’s

Field	Description
	scheduling terms are semesters, the system does not schedule the student in all elective courses the first semester and all academic courses the second semester.
Use Pre-Established Teams	Select this checkbox if you want the system to reference teams when scheduling students into this course.
Use Section Types	Select this checkbox if you want the system to schedule courses according to section types.
Don't Allow Substitutions	Select this checkbox if you do not want the system to attempt to schedule a student in alternate courses if this course is full.
Global Substitution 1	Click Associate to select the first course substitution you want the system to schedule for every student who cannot be scheduled in this course.
Global Substitution 2	Click Associate to select the second course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 1 is no longer available.
Global Substitution 3	Click Associate to select the third course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 2 is no longer available.

8. Click the Relationships tab to access the Edit Course Relationships page. This page displays course relationship information between two courses.



For each course, you can define related courses. The scheduling engine uses these course relationships when building a student's schedule. If you define a relationship for a course with another course, you do not have to define the relationship for both courses. But, you can define the relationship for both courses so that it is easy to identify this relationship regardless of which course you are viewing. The following three types of course relationships are used in PowerSchool:

- Prerequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course so that the course is completed prior to the beginning of the second course.
- Corequisite: Indicates relationship between two courses ensures that the student will be scheduled into both courses so that the courses are taken concurrently.

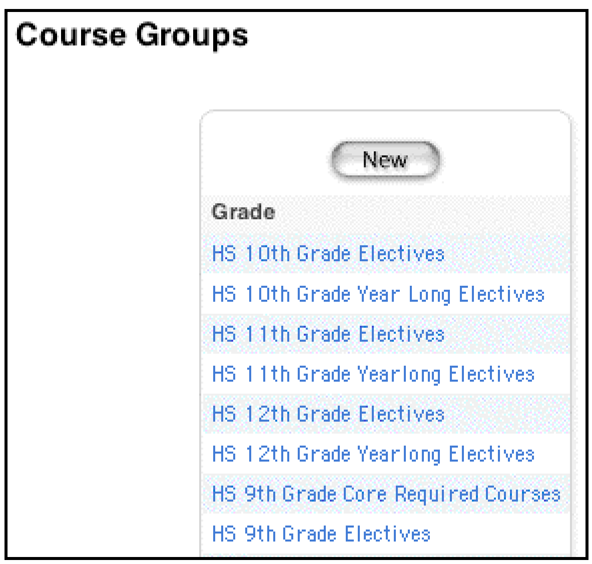
- Postrequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course after the student has completed the first course in the relationship.

9. This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using this page:
    - To add a new relationship, click New. The Edit Course Relationship page appears. Click the Associate button next to Course Number to select the number of the course for which you want to define a relationship. Use the Relationship pop-up menu to choose the appropriate relationship. Click Submit. The Course Relationships page appears.
    - To edit an existing relationship, click the name of the course you want to edit. The Edit Course Relationship page appears. Make the necessary changes. Click Submit. The Course Relationships page appears.
    - To delete an existing relationship; click the name of the course for which you want to delete a relationship. The Edit Course Relationship page appears. Click Delete. The Selection Deleted page appears.
10. Click Submit. The Edit Course page displays the edited course.

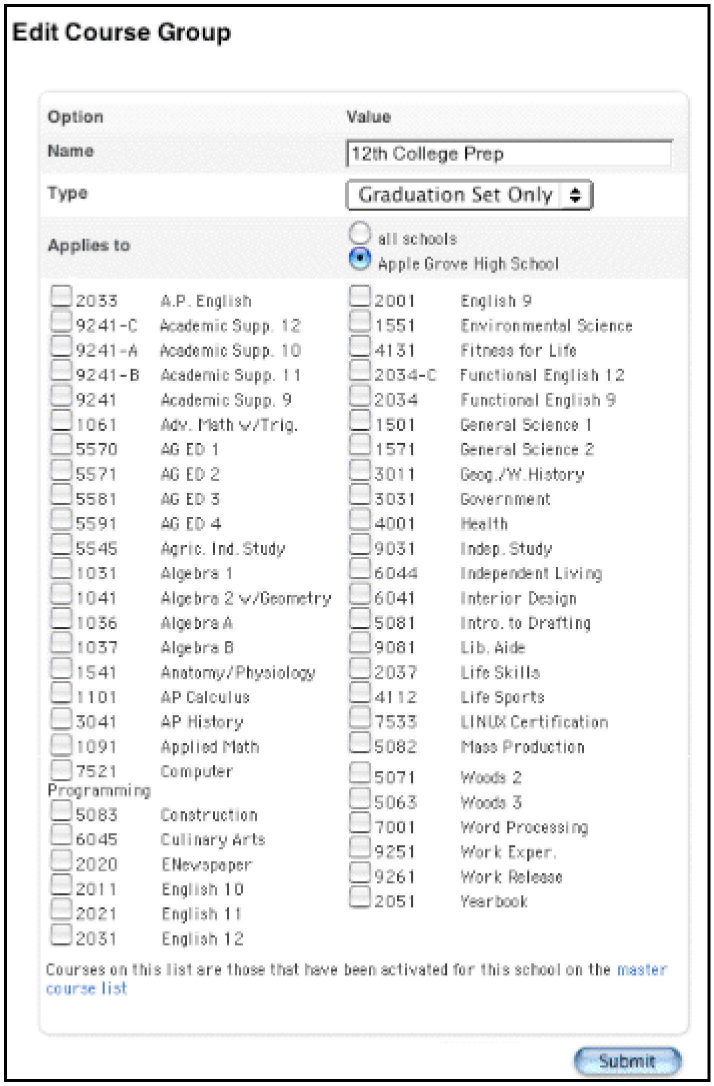
How to Create a Course Group

To make it easier to associate courses, you have the option of creating course groups.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Choose Course Groups. The Course Groups page appears.



3. Click New in the courses menu. The Edit Course Group page appears.

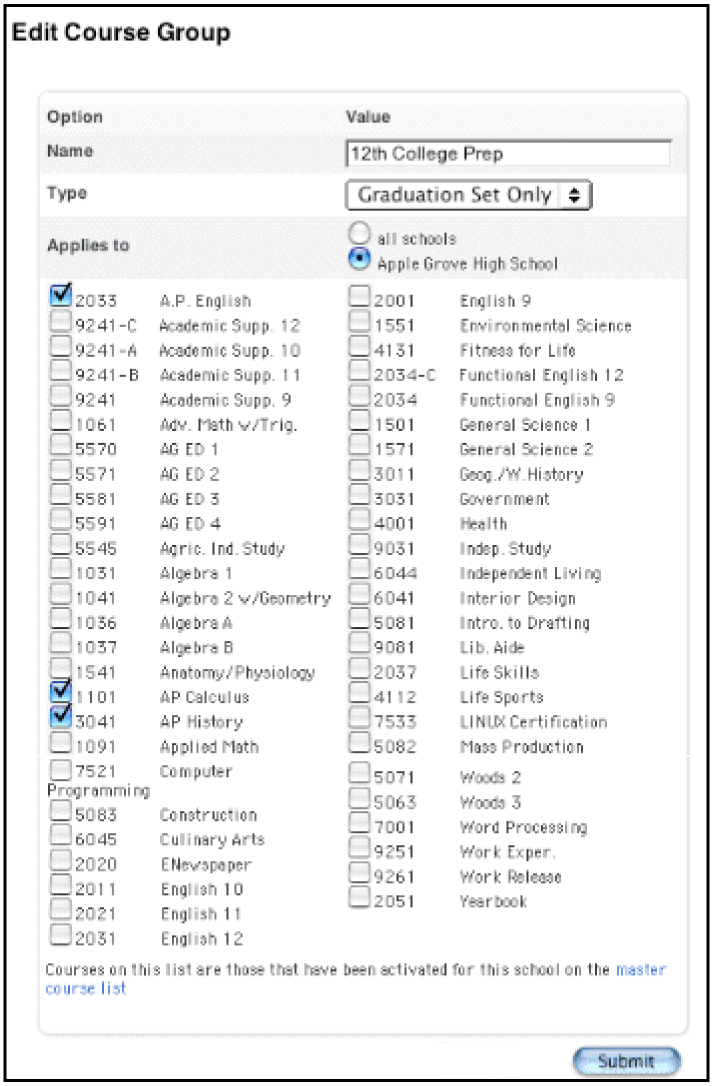


4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the course group. **Note:** If there are multiple high schools on your server, you may want to create a system for naming your course groups so that they sort in a certain way. For example, you might call Apple Grove High School's course group containing ninth-grade core courses AGHS-9-Core Courses. If you followed this system, all of your high schools would sort together, as would the grade levels within them.
Type	Choose the type of course group from the pop-up menu: • Scheduling Only: Course group is used for scheduling purposes only.

Field	Description
	• Graduation Set Only: Course group is used for graduation requirement purposes only. • Both: Course group is used for both scheduling and for graduation requirement purposes.
Applies to	Set course groups to apply to all schools or to the current school only. Existing groups are set to all schools by default.

5. Select the checkbox next to the name of each course that should belong to this group.

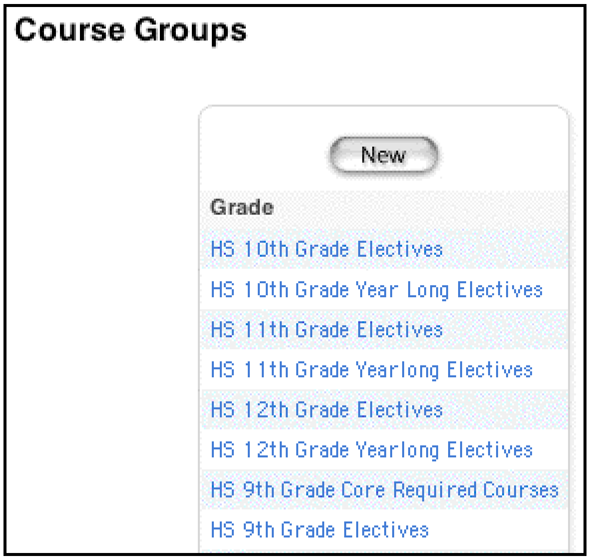


6. Click Submit.

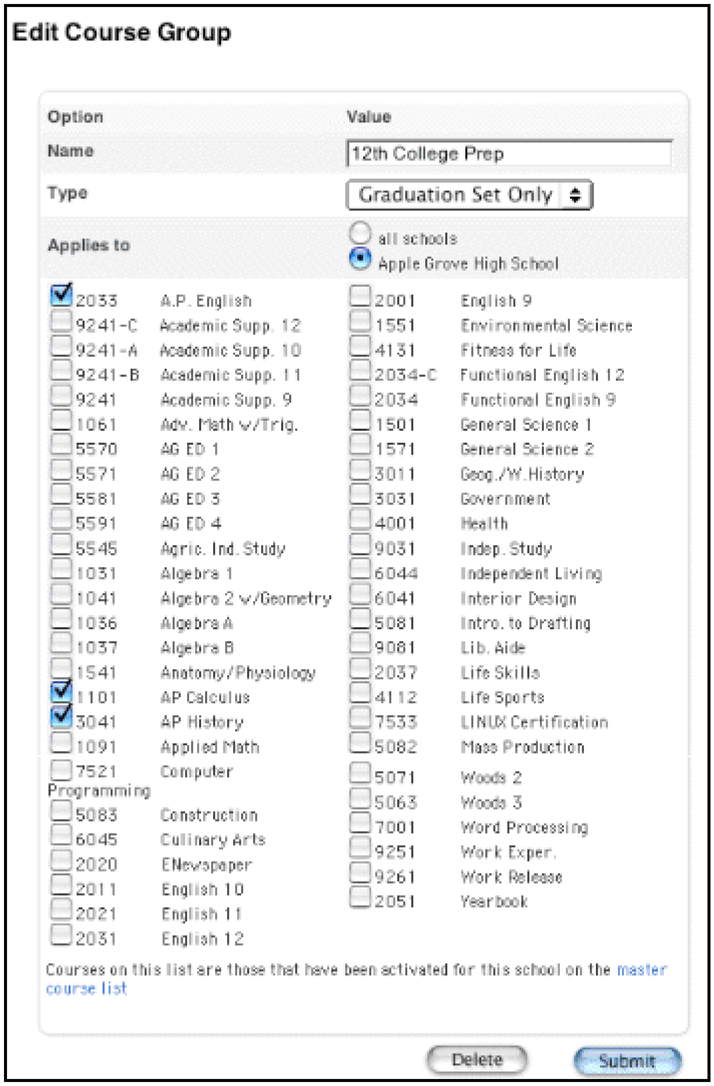
How to Delete a Course Group

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Choose Course Groups. The Course Groups page appears.



3. Choose the course group to be deleted from the courses menu. The Edit Course Group page appears.

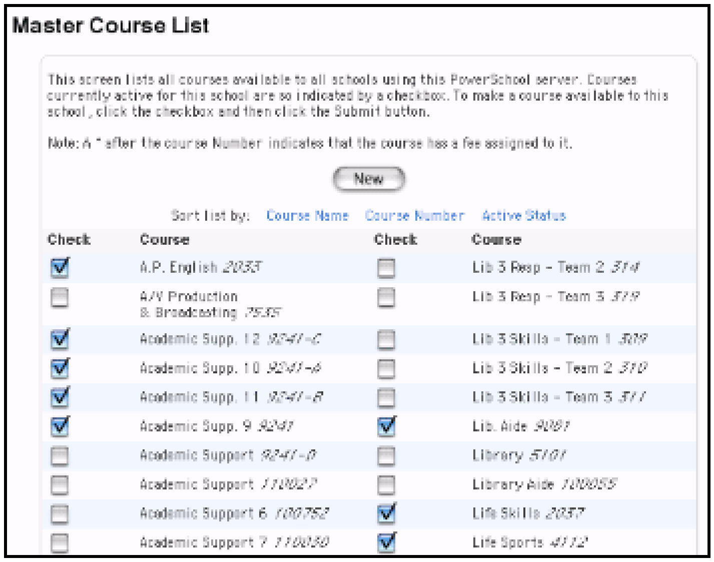


4. Click Delete. The Selection Deleted page appears.

How to Edit Course Status

Change a course's status from active to inactive or vice versa. Active courses are used to schedule students. Additionally, use this page to remove all the courses from the master course list that do not have sections taught in the current year.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Courses. The Courses page appears.
3. Click View Master Course List from the courses menu. The Master Course List page appears.



4. Select the checkbox next to the class you want to activate. Deselect the checkbox next to the class you want to deactivate.
5. Select the checkbox to remove all courses from this school's course list that do not have any sections taught this year (optional).
6. Click Submit. The Courses page appears.

School Parameters

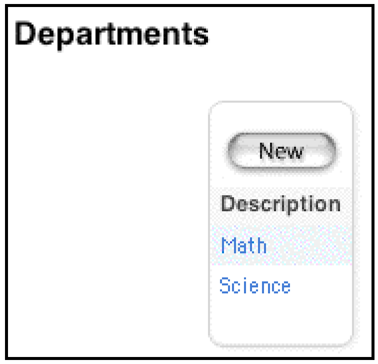
School parameters include the school's departments, facilities, and rooms, which are used for scheduling purposes. Use the following procedures to view, add, edit, or delete parameters. However, it is suggested that you define these parameters in PowerScheduler instead so that they appear system-wide. For more information, see the sections "**Departments**," "**Facilities**," and "**Rooms**."

Additionally, you can edit the names of cycle days, which, when combined with periods, create schedule expressions that indicate when a section is taught.

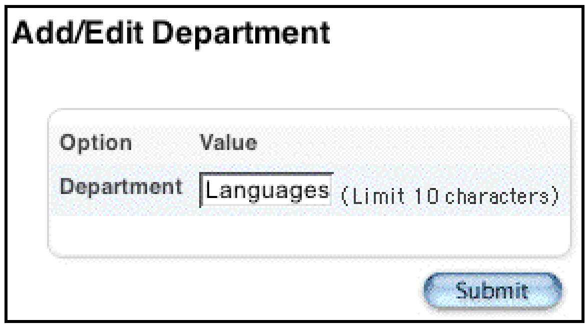
How to Add a Department

Create departments in order to sort information by department, such as on the master schedule.

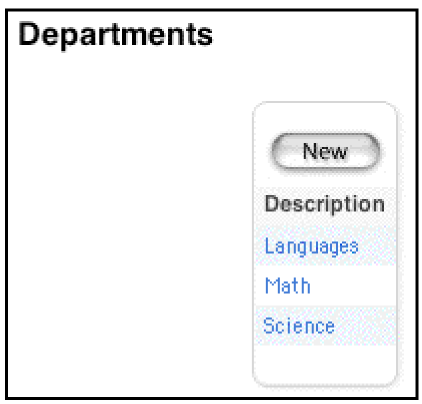
1. On the start page, choose School from the main menu.
2. Click Departments. The Departments page appears.



3. Click New. The Add/Edit Department page appears.

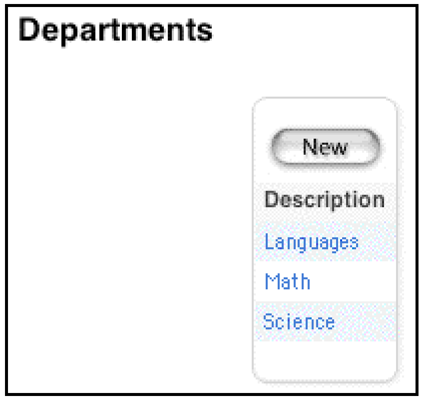


4. Enter the department name.
5. Click Submit. The Departments page displays the new department.

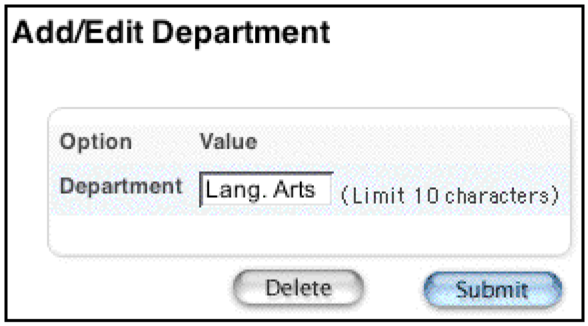


How to Edit a Department

1. On the start page, choose School from the main menu.
2. Click Departments. The Departments page appears.



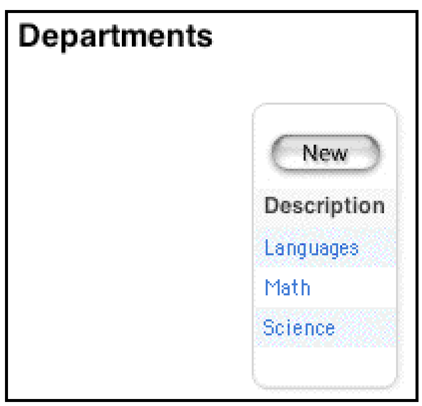
3. Click the name of the department to be edited. The Add/Edit Department page appears.



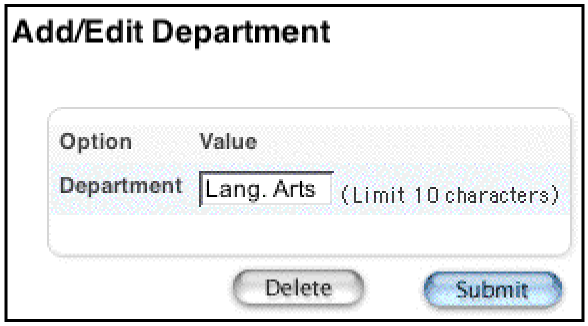
4. Edit the department name.
5. Click Submit. The Departments page displays the edited department.

How to Delete a Department

1. On the start page, choose School from the main menu.
2. Click Departments. The Departments page appears.



3. Click the name of the department to be edited. The Add/Edit Department page appears.



4. Click Delete. The Selection Deleted page appears.

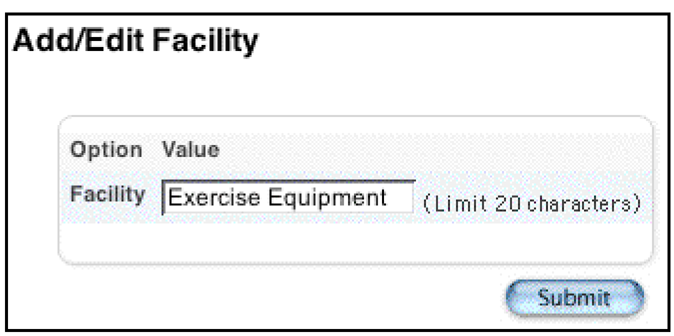
How to Add a Facility

Some courses require special equipment or facilities. For example, a chemistry course requires a lab, and a film course requires audio and video equipment. To associate courses that need special equipment, use facilities.

Note: You can assign multiple facilities to courses and rooms.

1. On the start page, choose School from the main menu.
2. Click Facilities. The Facilities page appears.

3. Click New. The Add/Edit Facility page appears.

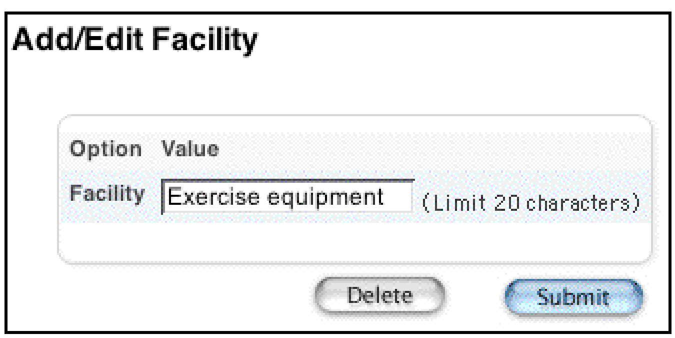


4. Enter the facility name.
5. Click Submit. The Facilities page displays the new facility.

How to Edit a Facility

1. On the start page, choose School from the main menu.
2. Click Facilities. The Facilities page appears.

3. Click the name of the facility to be edited. The Add/Edit Facility page appears.

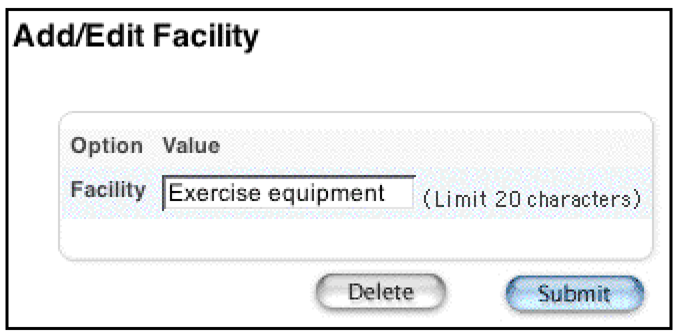


4. Edit the facility name.
5. Click Submit. The Facilities page displays the edited facility.

How to Delete a Facility

1. On the start page, choose School from the main menu.
2. Click Facilities. The Facilities page appears.

3. Click the name of the facility to be deleted. The Add/Edit Facility page appears.

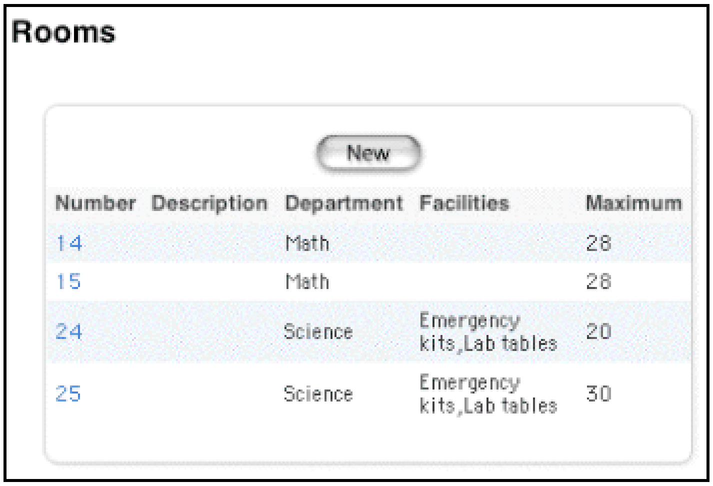


4. Click Delete. The Selection Deleted page appears.

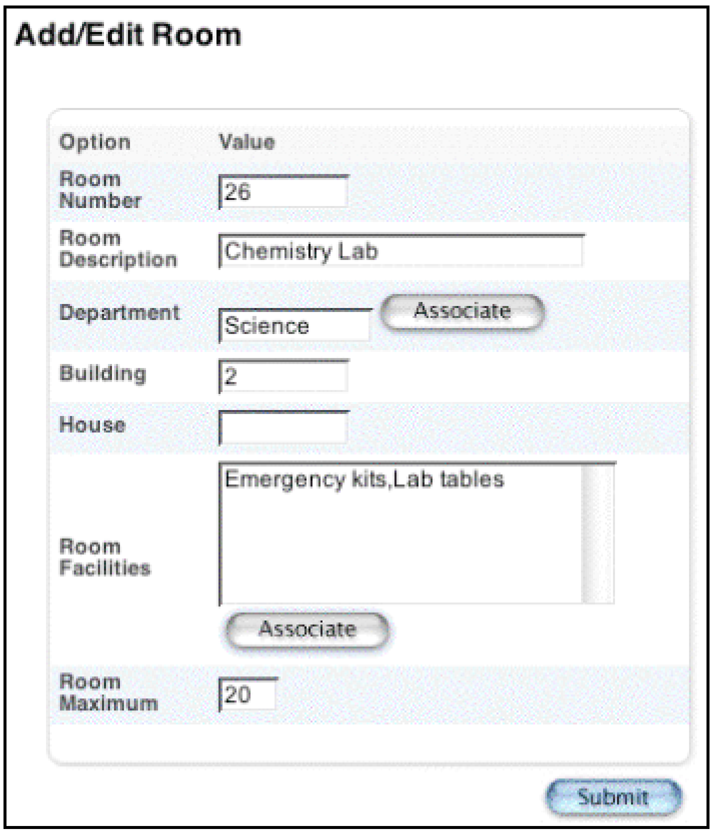
How to Add a Room

Define rooms to provide locations for courses to be taught. To determine if a room is scheduled during a particular time and day, sort the master schedule by room. For more information, see the section "**Master Schedule**."

1. On the start page, choose School from the main menu.
2. Click Rooms. The Rooms page appears.



3. Click New. The Add/Edit Room page appears.

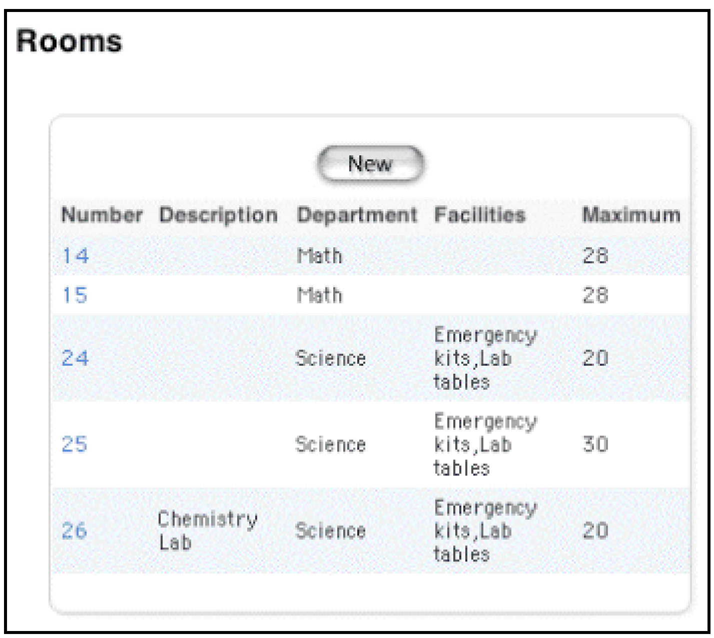


4. Use the following table to enter information in the fields:

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.

Field	Description
Department	Click Associate to select the department for this room. **Note:** Click Department on the School Setup page to create or edit departments at your school.
Building	Enter this room's building, if applicable.
House	Enter this room's house, if applicable.
Room Facilities	Click Associate to select this room's facilities, if applicable. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility. There is a limit of 50 characters that can be entered in this field. **Note:** Click Facilities on the School Setup page to create or edit facilities at your school.
Room Maximum	Enter a number to determine the maximum number of students that this room can accommodate. The capacity of the room limits the number of students that can enroll in a course.

5. Click Submit. The Rooms page displays the new room.



Rooms

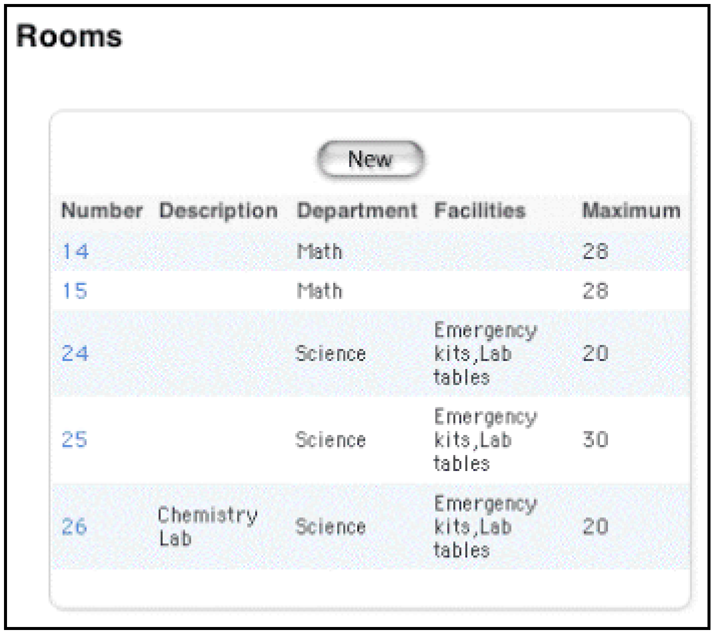
New

Number	Description	Department	Facilities	Maximum
14		Math		28
15		Math		28
24		Science	Emergency kits,Lab tables	20
25		Science	Emergency kits,Lab tables	30
26	Chemistry Lab	Science	Emergency kits,Lab tables	20

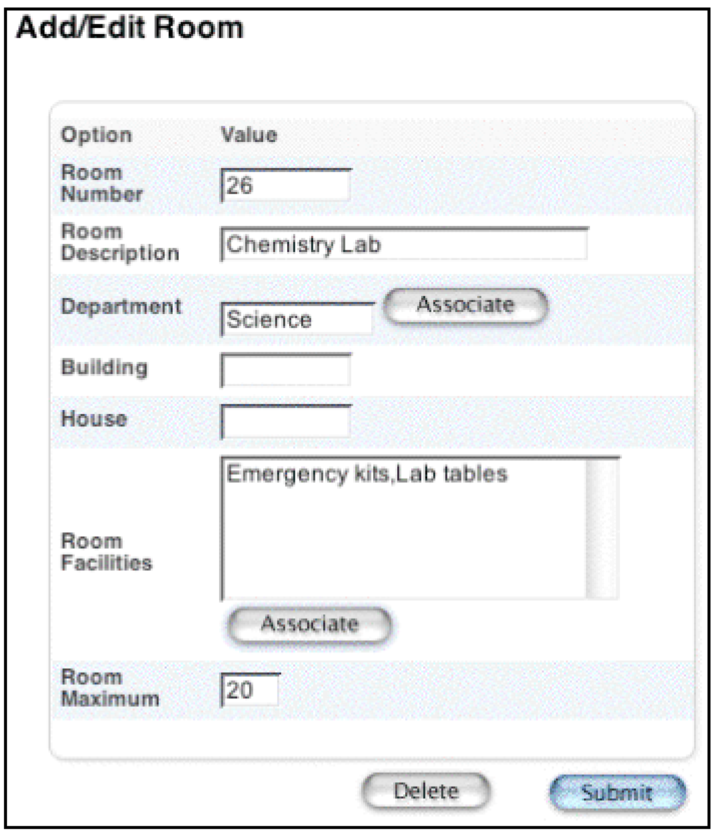
How to Edit a Room

1. On the start page, choose School from the main menu.

2. Click Rooms. The Rooms page appears.



3. Click the name of the room to be edited. The Add/Edit Room page appears.



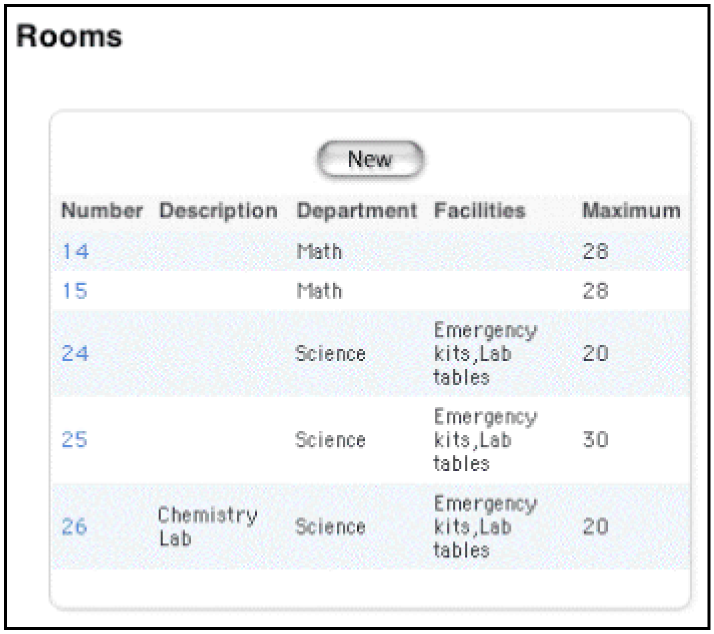
4. Use the following table to enter information in the fields:

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.
Department	Click Associate to select the department for this room. **Note:** Click Department on the School Setup page to create or edit departments at your school.
Building	Enter this room's building, if applicable.
House	Enter this room's house, if applicable.
Room Facilities	Click Associate to select this room's facilities, if applicable. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility. There is a limit of 50 characters that can be entered in this field. **Note:** Click Facilities on the School Setup page to create or edit facilities at your school.
Room Maximum	Enter a number to determine the maximum number of students that this room can accommodate. The capacity of the room limits the number of students that can enroll in a course.

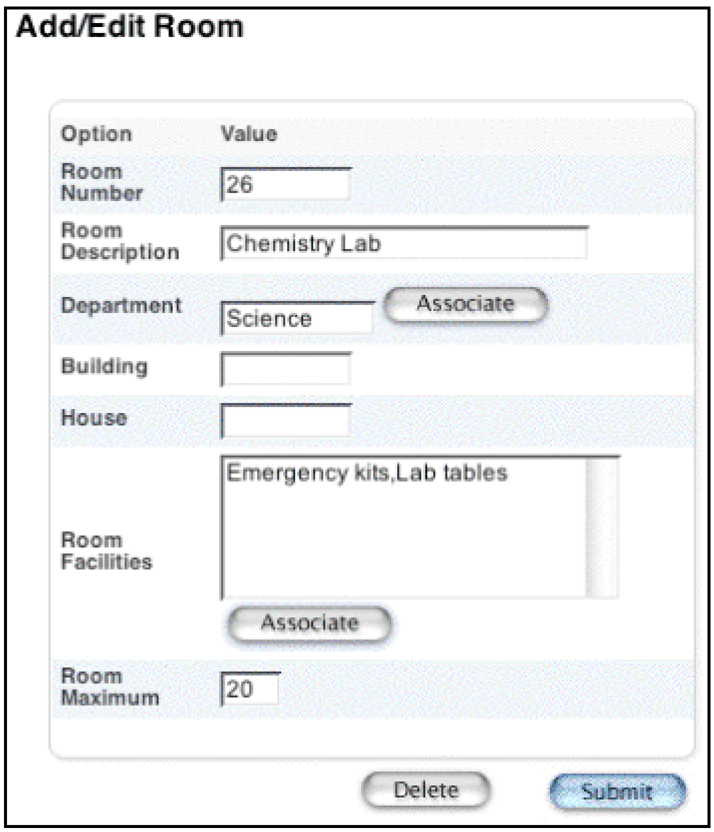
5. Click Submit. The Rooms page displays the edited room.

How to Delete a Room

1. On the start page, choose School from the main menu.
2. Click Rooms. The Rooms page appears.



3. Click the name of the room to be deleted. The Add/Edit Room page appears.

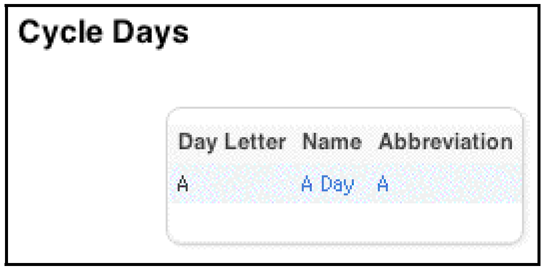


4. Click Delete.
5. Click Submit. The Selection Deleted page appears.

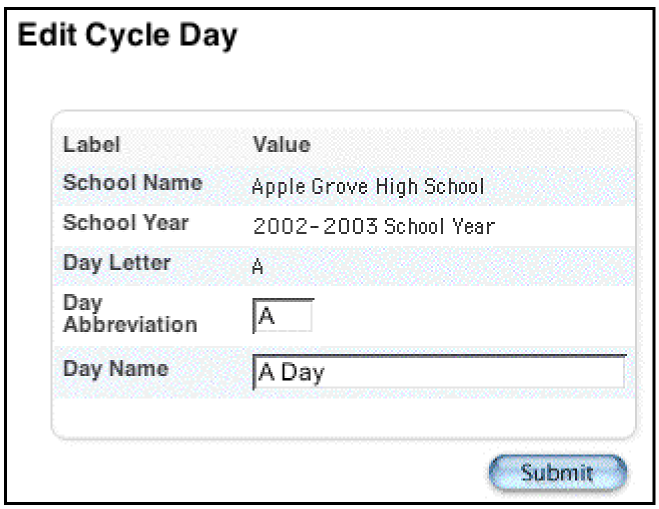
How to Edit a Cycle Day Name

Use this procedure to modify a schedule day's abbreviation, which appears in places such as the master schedule.

1. On the start page, choose School from the main menu.
2. Click Days. The Cycle Days page appears.



3. Click the name or abbreviation of the day name to be edited. The Edit Cycle Day page appears.



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

Field	Description
Day Abbreviation	Enter the abbreviation for the day, not to exceed three characters.
Day Name	Enter the name of the day.

5. Click Submit. The Cycle Days page displays the edited day.

Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

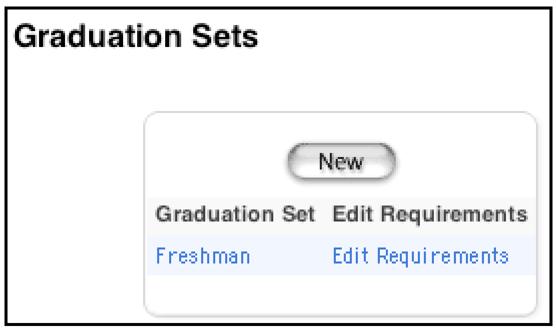
Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see the section "**Graduation Requirements**."

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see the section "**Graduation Progress**."

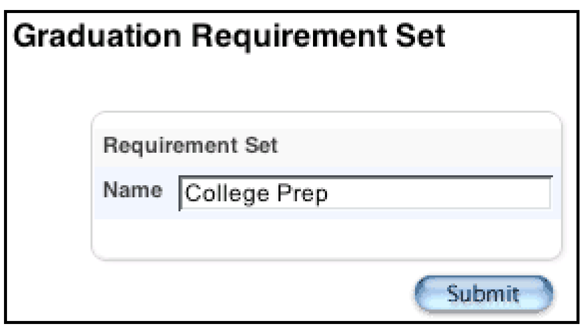
How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set. Then, define individual subject area requirements within the set by using course groups or individual course numbers.

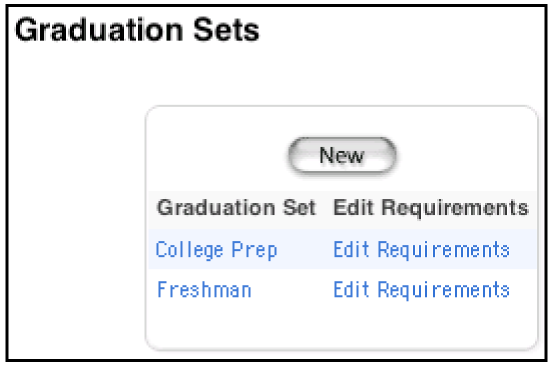
1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click New. The Graduation Requirement Set page appears.



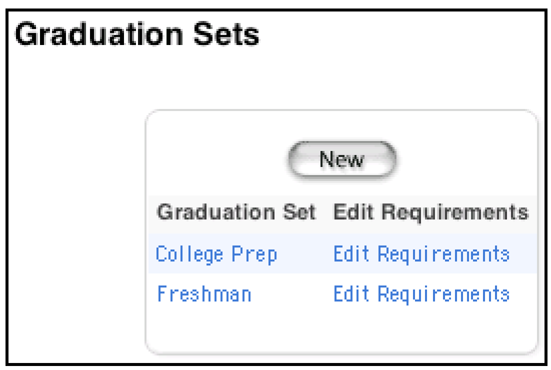
4. Enter the name of the graduation set.
5. Click Submit. The Graduation Sets page displays the new graduation set.



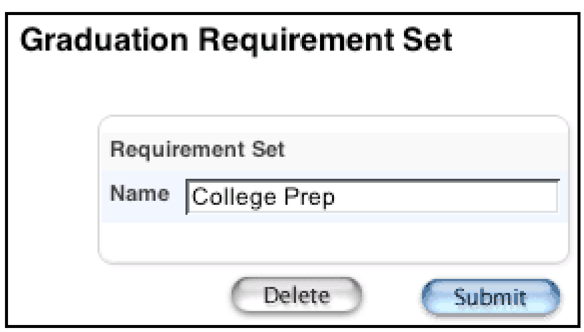
How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see the section "**Graduation Requirements**."

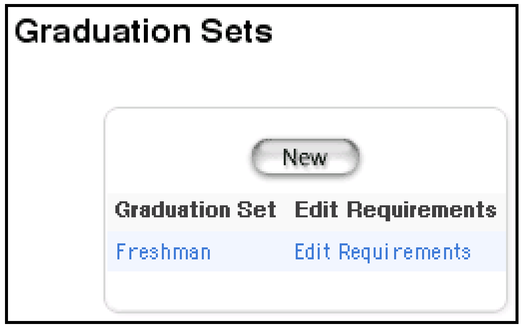
1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click the name of the graduation set to be edited in the Graduation Set column. The Graduation Requirement Set page appears.



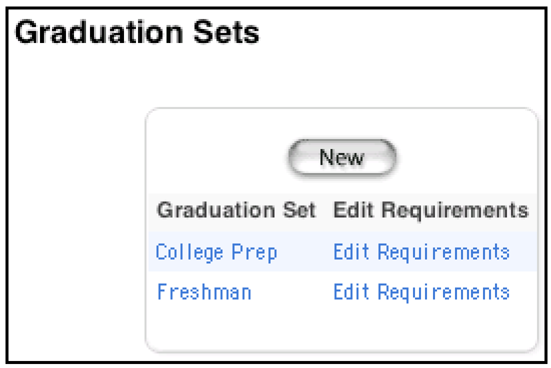
4. Edit the name of the graduation set.
5. Click Submit. The Graduation Sets page displays the edited graduation set.



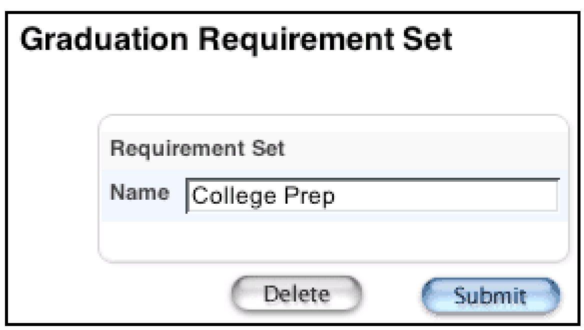
How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

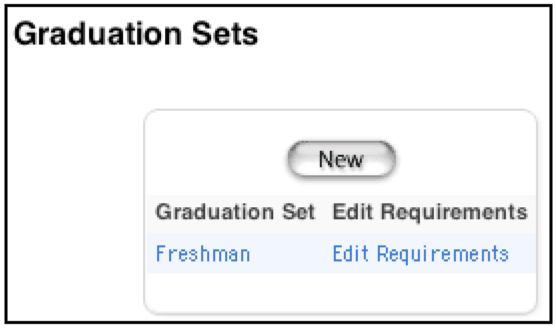
1. On the start page, choose School from the main menu.
2. Click Graduation Sets. The Graduation Sets page appears.



3. Click the name of the graduation set to be deleted in the Graduation Set column. The Graduation Requirement Set page appears.



4. Click Delete. The Graduation Sets page displays without the deleted graduation set.



Graduation Sets

New

Graduation Set	Edit Requirements
Freshman	Edit Requirements

Next School

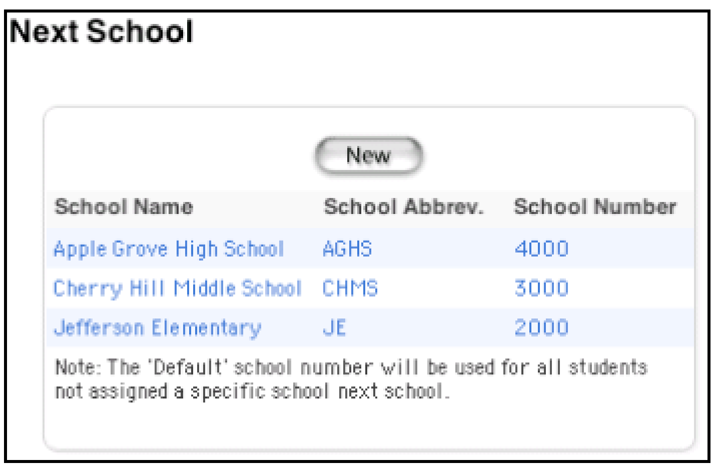
Add, edit, or delete a school to which the selected group of students graduates when they leave your school. Next school selections are made either per student or as a default for all students. For more information on setting the default school, see the section "**Next School Indicator**."

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next school indicators.

1. On the start page, choose School from the main menu.
2. Click Next School. The Next School page appears.



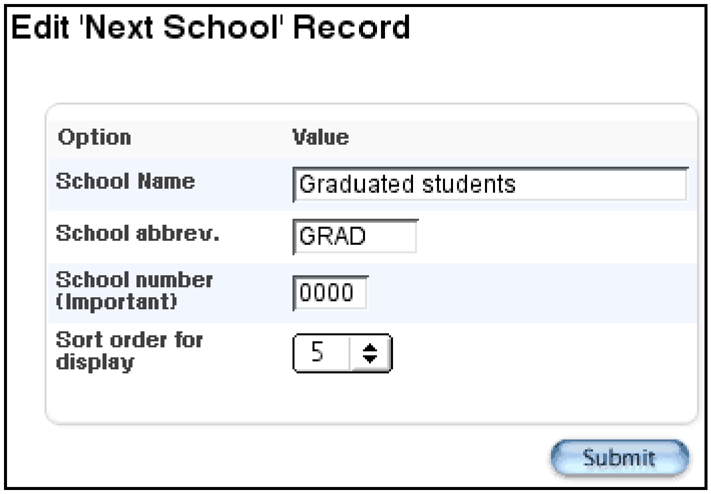
Next School

New

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

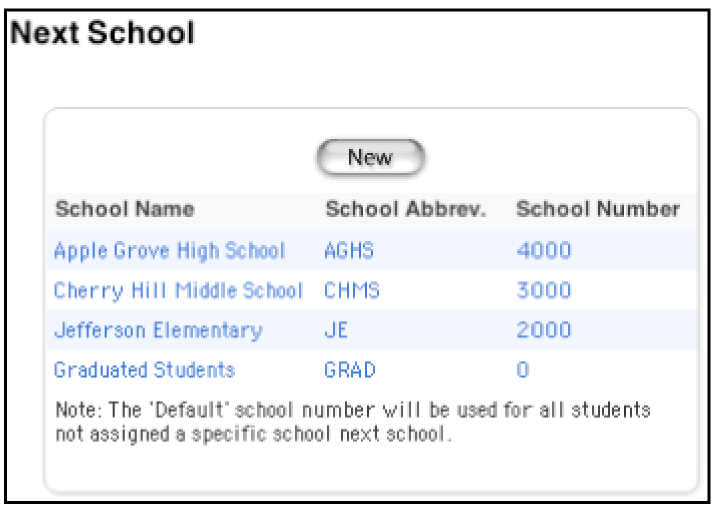
3. Click New. The Edit 'Next School' Record page appears.



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

Field	Description
School Name	Enter the name of the school.
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click Submit. The Next School page displays the new school.

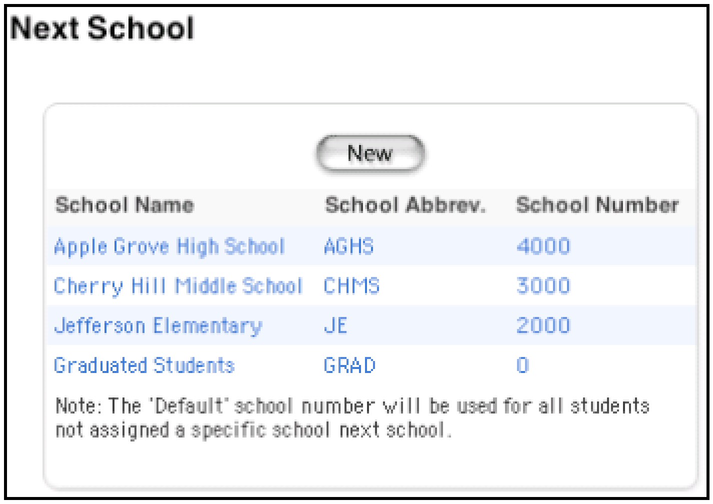


Now you and other users can assign it as the next school for any student.

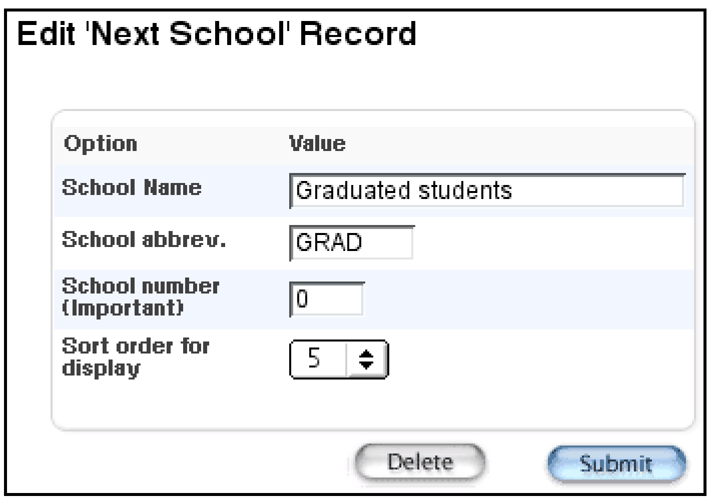
How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

1. On the start page, choose School from the main menu.
2. Click Next School. The Next School page appears.



3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.

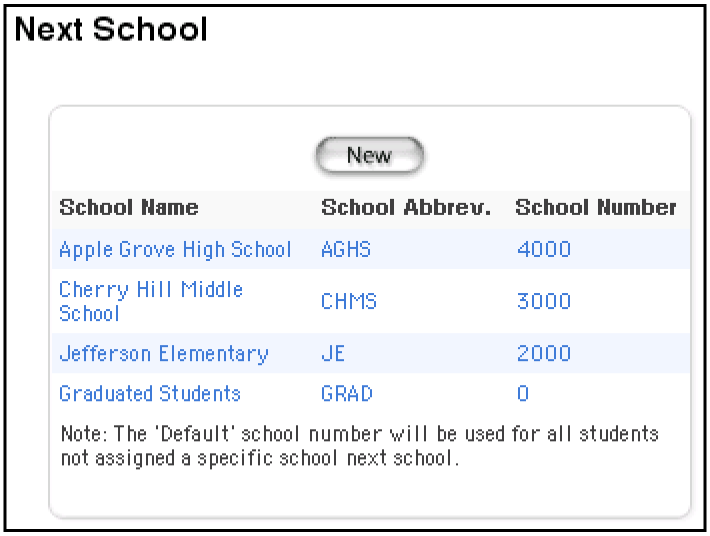


4. Use the following table to edit information in the fields:

Field	Description
SchoolName	Edit the name of the school.
School abbrev.	Edit the abbreviation for the school.
School number	Edit the school number.

Field	Description
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

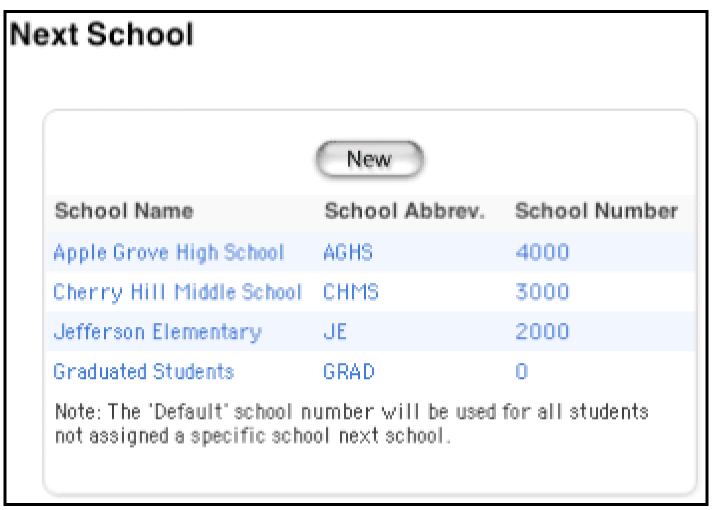
5. Click Submit. The Next School page displays the changes.



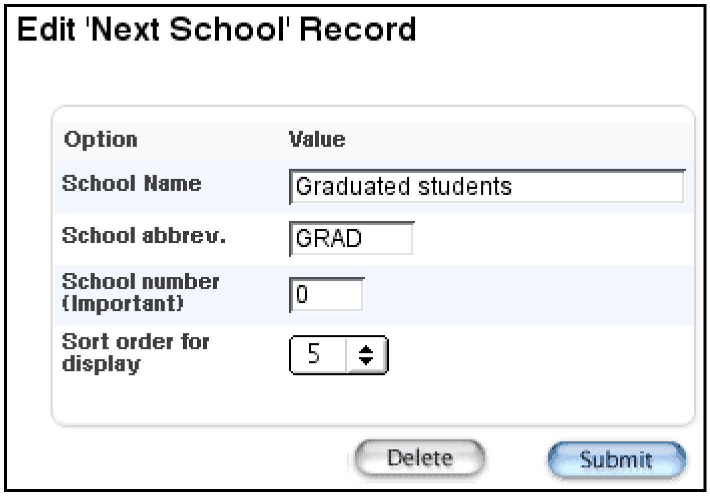
How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

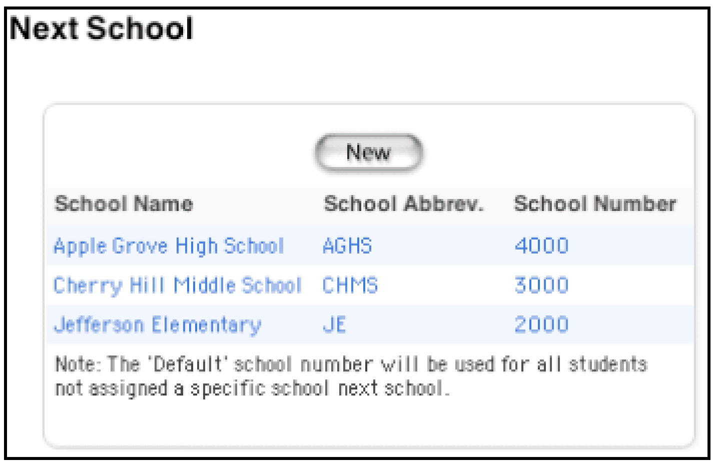
1. On the start page, choose School from the main menu.
2. Click Next School. The Next School page appears.



3. Click the school name, school abbreviation, or school number to be deleted. The Edit 'Next School' Record page appears.



4. Click Delete. The Next School page displays without the deleted school.



Periods

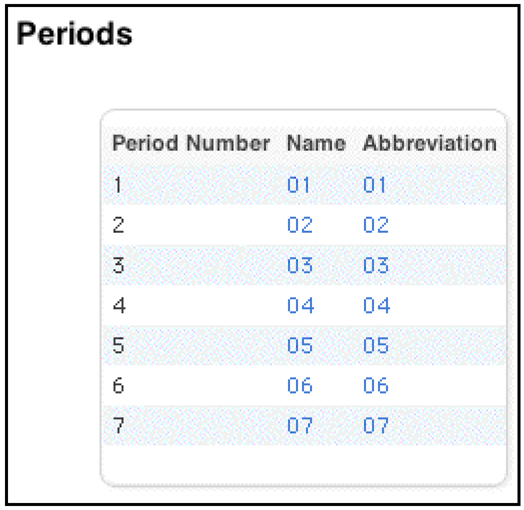
Use this page to view the list of periods already created for your school. Periods are set on the "Years and Terms" page; for more information, see the section "**Years and Terms**." Here, you can edit period names and abbreviations.

Note: Each school on your PowerSchool system creates and maintains its own list of class periods.

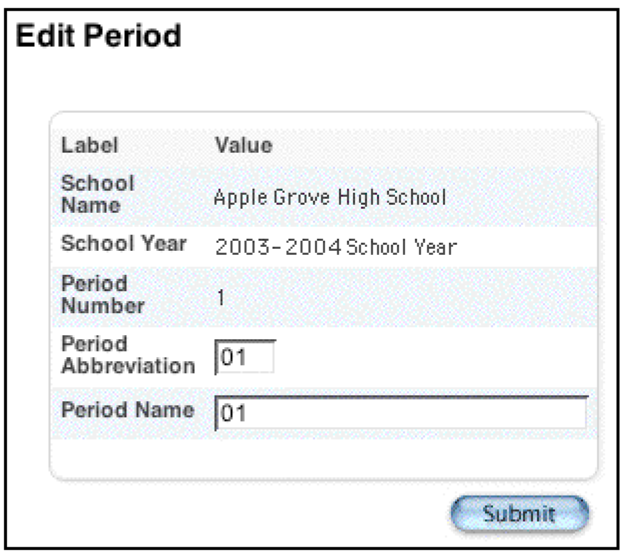
Periods are used in combination with days to create schedule expressions. For example, a section of Biology that meets for the first period on each day of a two-day schedule has the expression 1(A-B). Periods are also part of what is defined as a section meeting. That section of Biology has two meetings, which are noted as 1(A) and 1(B). When running reports or viewing schedules, you can often filter by periods and/or days. Before displaying the results, however, your selections are validated against your school's bell schedule and calendar to determine if the period is valid for the selected date or date range.

How to Edit a Period

1. On the start page, choose School from the main menu.
2. Click Periods. The Periods page appears.



3. Click the period name in the Name or Abbreviation column. The Edit Period page appears.

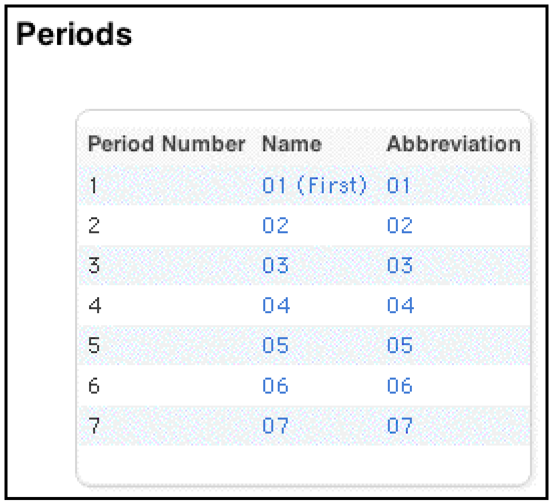


4. Use the following table to edit information in the fields:

Type	Description
School Name	The name of the selected school appears.
School Year	The selected school year appears.
Period Number	The number of the selected period appears.
Period Abbreviation	Edit the abbreviation for the period, not to exceed three characters. The period abbreviation appears on various pages,

Type	Description
	such as the Edit Section page.
Period Name	Edit the name of the period. The period name can be descriptive.

5. Click Submit. The Periods page displays the edited period.



Scheduling Preferences

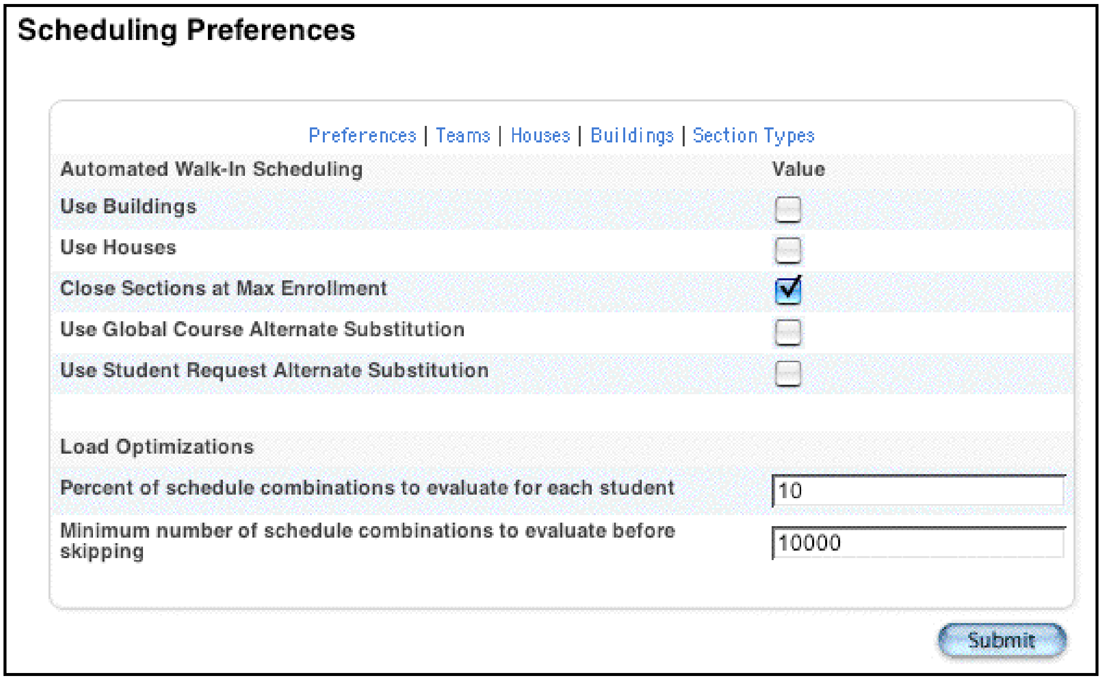
The School Setup menu includes a Scheduling link, Preferences. Click the Preferences link to access the Scheduling Preferences page, which you can use define scheduling preferences, teams, houses, buildings, and section types. Note the page is divided into five functional areas: Preferences, Teams, Houses, Buildings, and Section Types. By default, the Preferences tab is selected.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

How to Define Scheduling Preferences

Use this page to define parameters, which determine how long the system spends scheduling each course, section, and student.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.



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

Field	Description
Use Buildings	Select this checkbox if this scenario uses buildings.
Use Houses	Select this checkbox if this scenario uses houses.
Close Sections at Max Enrollment	Select this checkbox to ensure that courses close at their maximum enrollment numbers.
Use Global Course Alternate Substitution	Select this checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use Student Request Alternate Substitution	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.

Field	Description
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

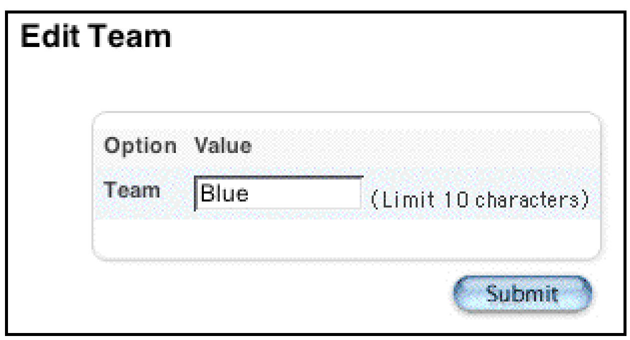
4. Click Submit. The Changes Recorded page appears.

How to Define Teams

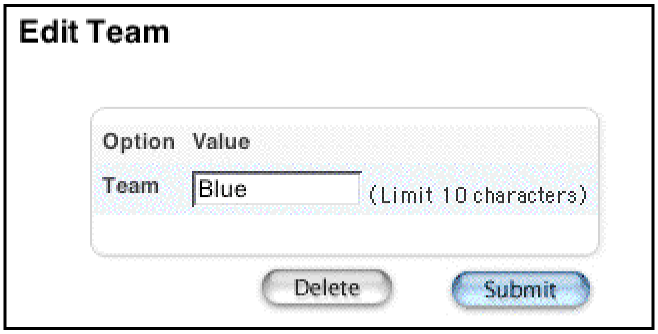
Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system. The second tab on the Scheduling Preferences page is Teams. The Teams page displays the team name and number. Use this page to add, edit, and delete teams.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.
3. Click the Teams tab. The Teams page appears.

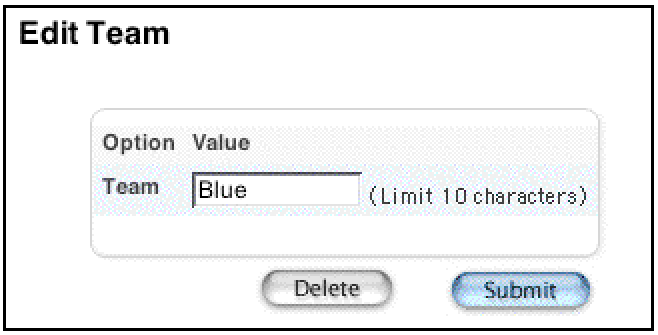
4. To add a new team, click New. The Edit Team page appears.



5. Enter a name for the team (ten-character limit).
6. Click Submit. The Teams page appears.
7. To edit an existing team, click the name of the team you want to edit. The Edit Team page appears.



8. Edit the name of the team (ten-character limit).
9. Click Submit. The Teams page appears.
10. To delete an existing team, click the name of the team you want to delete. The Edit Team page appears.



11. Click Delete. The Selection Deleted page appears.

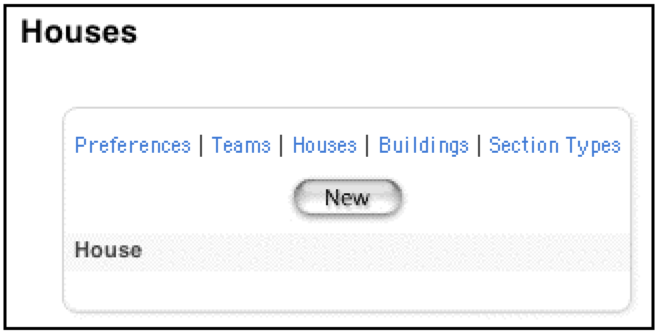
How to Define Houses

Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the "Use houses" checkbox is selected on the Scheduling Preferences page, the system references which house a room is assigned to before scheduling courses in that room and gives scheduling priority to the appropriate house.

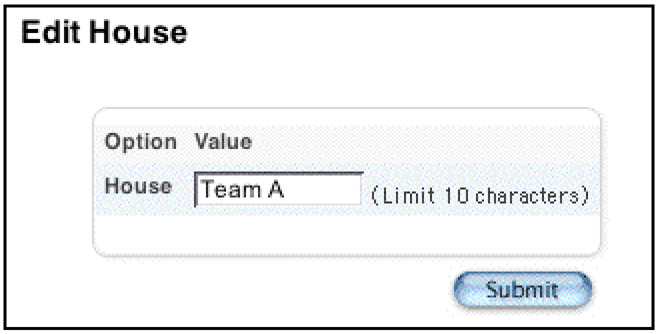
Also, sections will be scheduled for houses based on the house assignment of the teachers scheduled for those sections. Students assigned to a house will be assigned to a section either without a house or with the same house, whereas students not assigned a house can be assigned to any section.

The third tab on the Scheduling Preferences page is Houses. The Houses page displays the house name and number. Use this page to add, edit, and delete houses.

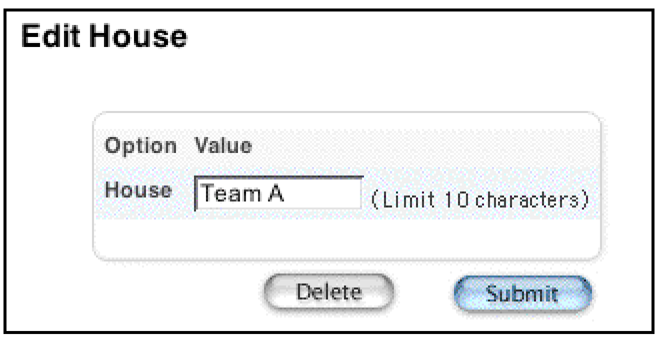
1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.
3. Click the Houses tab. The Houses page appears.



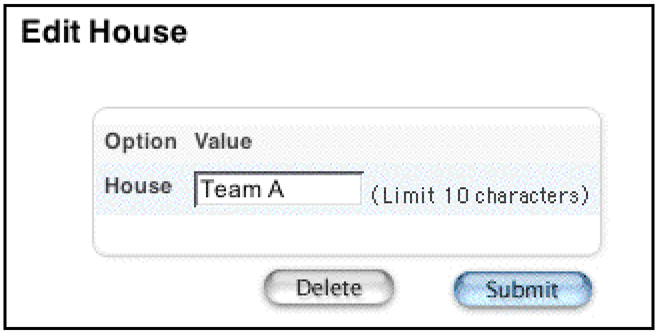
4. To add a new house, click New. The Edit House page appears.



5. Enter a name for the house (ten-character limit).
6. Click Submit. The Houses page appears.
7. To edit an existing house, click the name of the house you want to edit. The Edit House page appears.



8. Edit the name of the house (ten-character limit).
9. Click Submit. The Houses page appears.
10. To delete an existing house, click the name of the house you want to delete. The Edit House page appears.



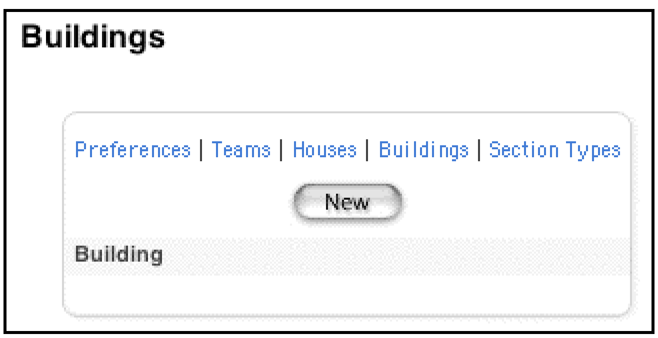
11. Click Delete. The Selection Deleted page appears.

How to Define Buildings

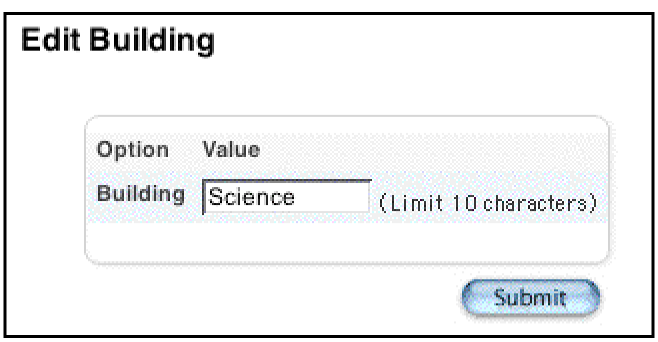
If your school campus contains several buildings, you can define each of them. Then, you can associate these buildings with students, teachers, and rooms. This way, the system knows to schedule courses in the appropriate building, taught by the appropriate teacher, and taken by the appropriate students.

The fourth tab on the Scheduling Preferences page is Buildings. The Buildings page displays the building name and number. Use this page to add, edit, and delete buildings.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.
3. Click the Buildings tab. The Buildings page appears.

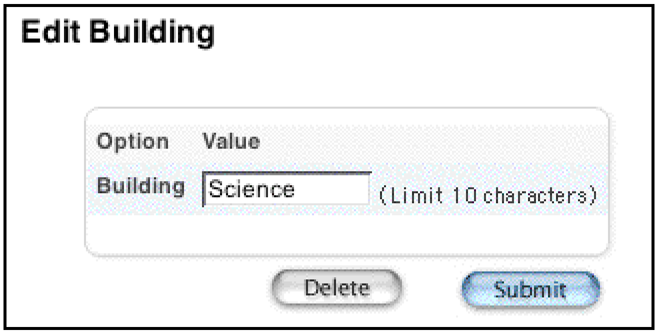


4. To add a new building, click New. The Edit Building page appears.

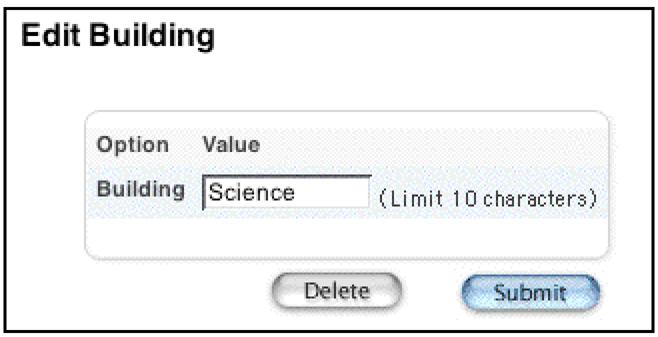


5. Enter a name for the building (ten-character limit).

6. Click Submit. The Buildings page appears.
7. To edit an existing building, click the name of the building you want to edit. The Edit Building page appears.



8. Edit the name of the building (ten-character limit).
9. Click Submit. The Buildings page appears.
10. To delete an existing building, click the name of the building you want to delete. The Edit Building page appears.



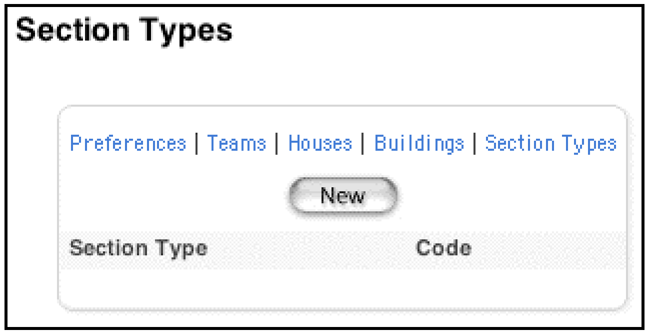
11. Click Delete. The Selection Deleted page appears.

How to Define Section Types

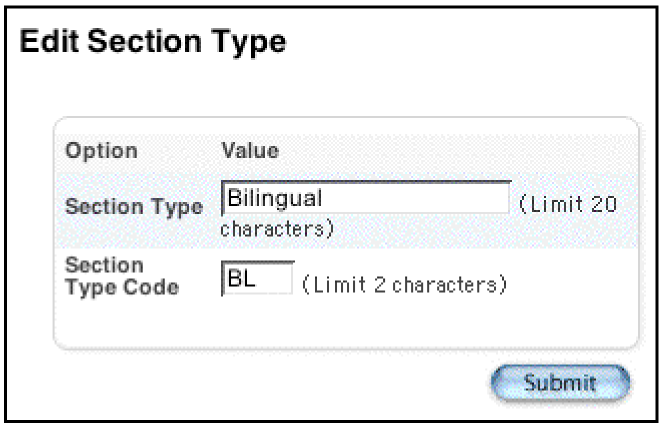
Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course will be identified as bilingual. The teacher who instructs this section will have a bilingual section type assignment. The students' requests will also reflect the bilingual section type.

The fifth tab on the Scheduling Preferences page is Section Types. The Section Types page displays the section type name and number. Use this page to add, edit, and delete section types.

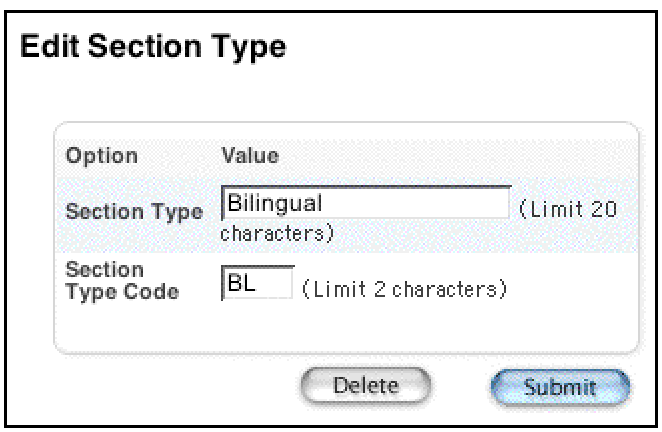
1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.
3. Click the Section Types tab. The Section Types page appears.



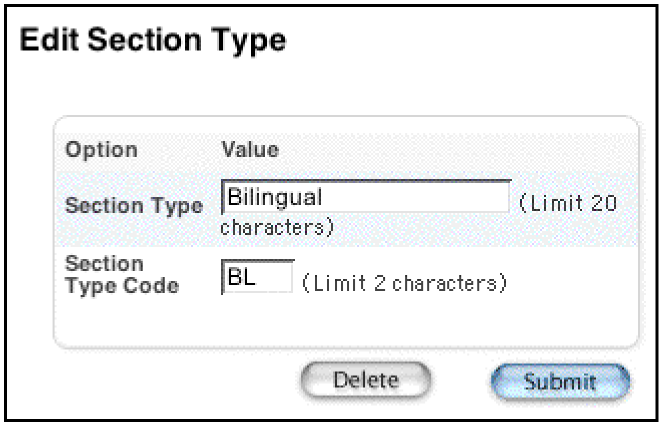
4. To add a new section type, click New. The Add/Edit Section Types page appears.



5. Enter a name for the section type (twenty-character limit).
6. Enter a section type code (two-character limit).
7. Click Submit. The Section Types page appears.
8. To edit an existing section type, click the name of the section type you want to edit. The Add/Edit Section Types page appears.



9. Edit the information as needed.
10. Click Submit. The Section Types page appears.
11. To delete an existing section type, click the name of the section type you want to delete. The Add/Edit Section Types page appears.



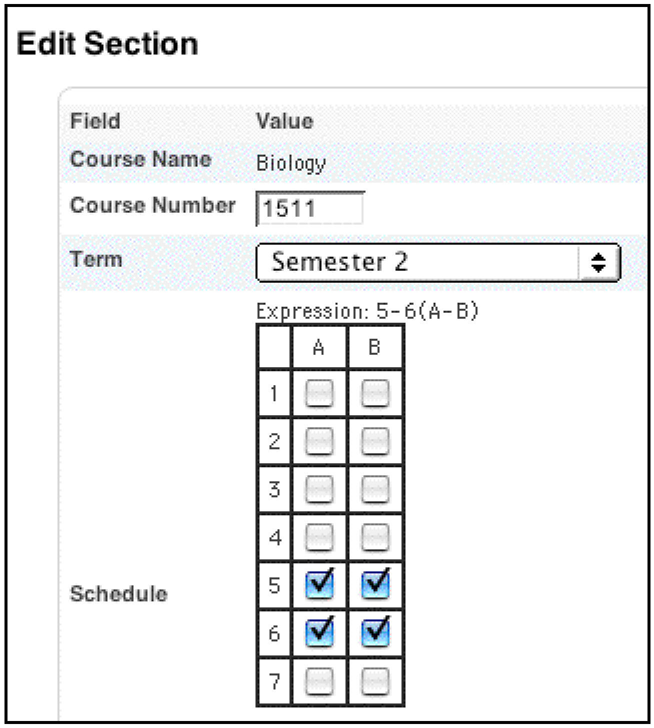
12. Click Delete. The Selection Deleted page appears.

Sections

A section is an occurrence of a course. Each course can have several sections that meet in different rooms at different times and are taught by different teachers. View, add, edit, and delete course sections from the School Setup page.

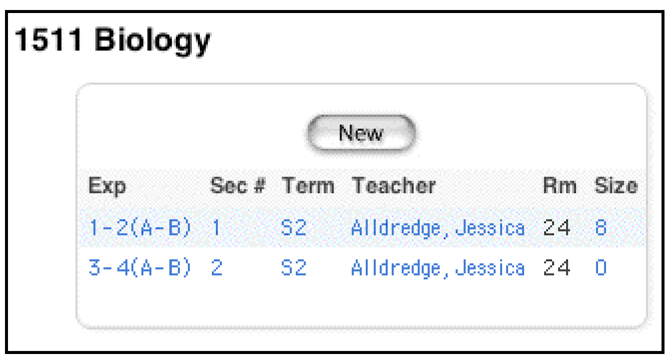
For example, a school has a chemistry course; however, because there are too many students for one class, there are several sections of chemistry. Two different teachers instruct it for four different periods each. Thus, the school has eight sections of chemistry. Each section has a different number, usually preceded by the same course number to indicate that it is part of the same chemistry course.

Each section has an associated schedule expression, which is the combination of period(s) and day(s) in which this section is taught. For example, a section of Biology meets during fifth and sixth period on A and B days. The schedule expression 5-6(A-B) appears on the Edit Section page.



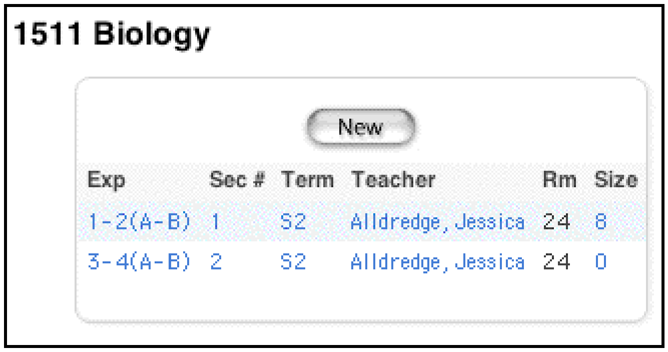
How to View Course Sections

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page lists the course sections.

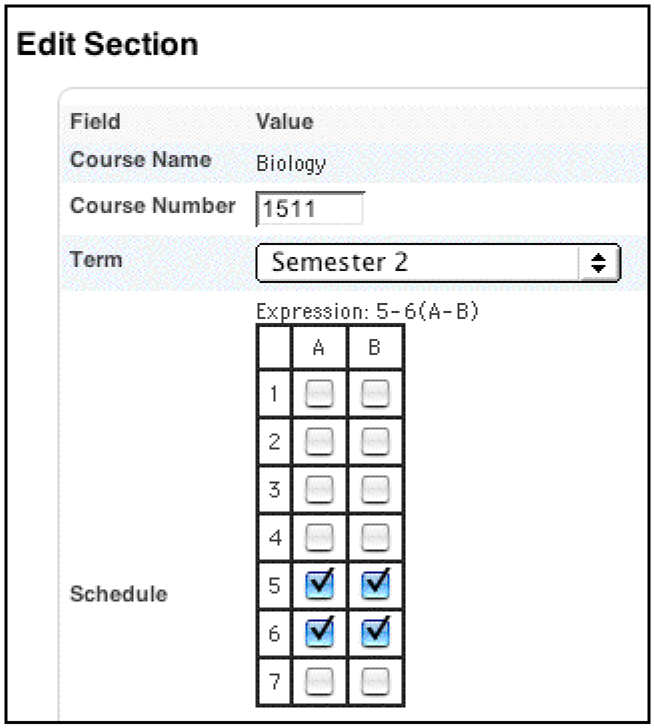


How to Add a Section

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page lists the course sections.



4. Click New. The Edit Section page appears.



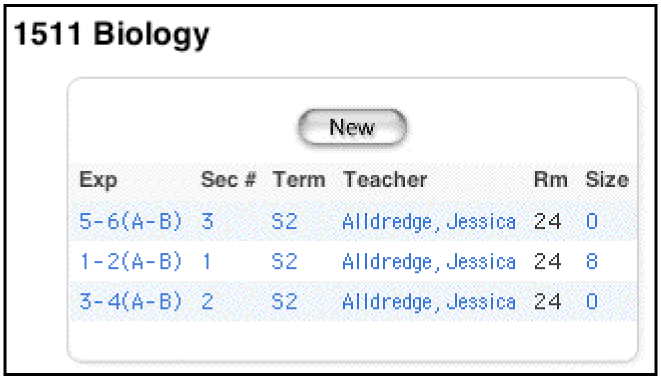
5. Use the following table to enter information in the fields:

Field	Description
Course Name	This is the name of the course you selected.
Course Number	If you want to define a section for a different course number than the one you selected, enter that course number.
Term	Choose the correct term from the pop-up menu.
Schedule	Select the checkbox(es) for the combination of days and periods in which this section meets. For example, select the checkbox for Period 1 and Day A if a section of Chemistry meets during first period on A days.

Field	Description
Teacher	Choose the correct teacher from the pop-up menu.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Current Enrollment	This is the number of students currently enrolled in this course section.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Record Attendance Using Attendance Mode	Use the pop-up menu to indicate the method by which you want attendance recorded. At this time Meeting attendance is your only option.
Record Attendance	If the section meets more than one period in a day you can choose to take attendance once or for every period by selecting the Select the Once for All Meetings option or the Each Meeting Separately option.

Field	Description
Exclude From Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see the section "**Grade Scales**."
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional). **Note:** For more information, see the section "**How to Define Section Types**."
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click Associate to select a team to which this section belongs. **Note:** For more information, see the section "**How to Define Houses**."
Team	Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose the team associated with this section from the pop-up menu. **Note:** For more information, see the section "**How to Define Teams**."
Close section at max	Identifies to the engine whether to enroll students into the section even if the maximum enrollment has been reached. If this is true then no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select this checkbox to not accept more enrollments than the maximum number of enrolled students.

6. Click Submit. The course information page displays the new section.



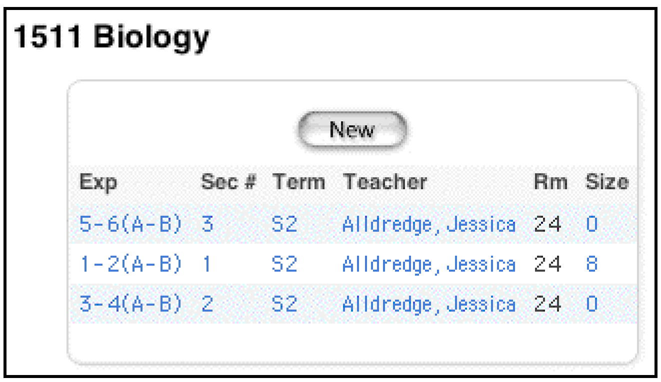
1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

How to Edit a Section

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page appears.

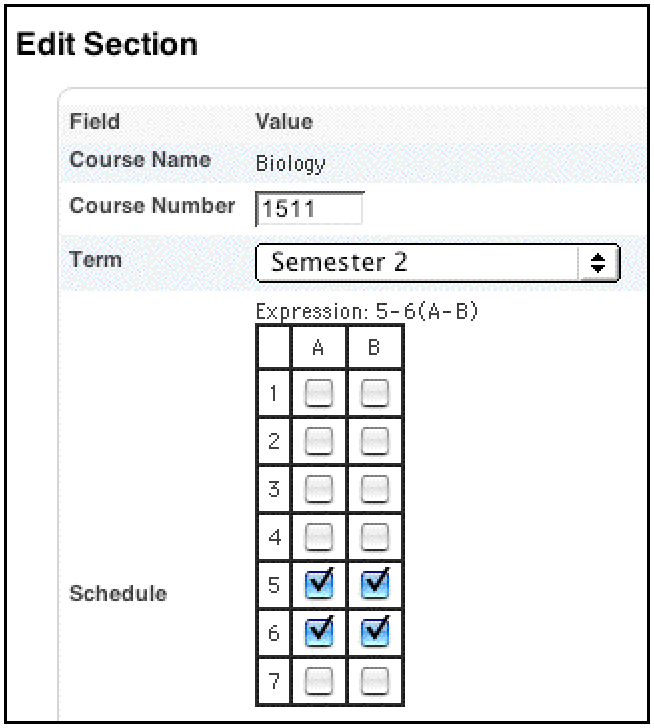


1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.



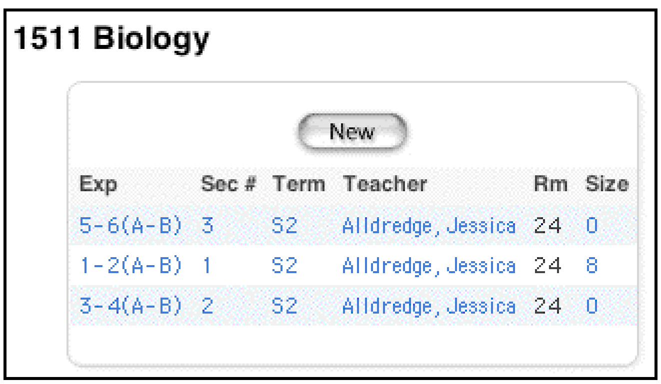
5. Use the following table to edit information in the fields:

Field	Description
Course Name	This is the name of the course you selected.
Course Number	If you want to define a section for a different course number than the one you selected, enter that course number.
Term	Choose the correct term from the pop-up menu.
Schedule	Select the checkbox(es) for the combination of days and periods in which this section meets. For example, select the checkbox for Period 1 and Day A if a section of Chemistry meets during first period on A days.
Teacher	Choose the correct teacher from the pop-up menu.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Current Enrollment	This is the number of students currently enrolled in this course section

Field	Description
	section.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Exclude From Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Allow Meeting Attendance	TBD
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see the section "**Grade Scales**."
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional). **Note:** For more information, see the section "**How to Define**

Field	Description
	Section Types."
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click Associate to select a team to which this section belongs. **Note:** For more information, see the section "**How to Define Houses**."
Team	Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose the team associated with this section from the pop-up menu. **Note:** For more information, see the section "**How to Define Teams**."
Close section at max	Identifies to the engine whether to enroll students into the section even if the maximum enrollment has been reached. If this is true then no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select this checkbox to not accept more enrollments than the maximum number of enrolled students.

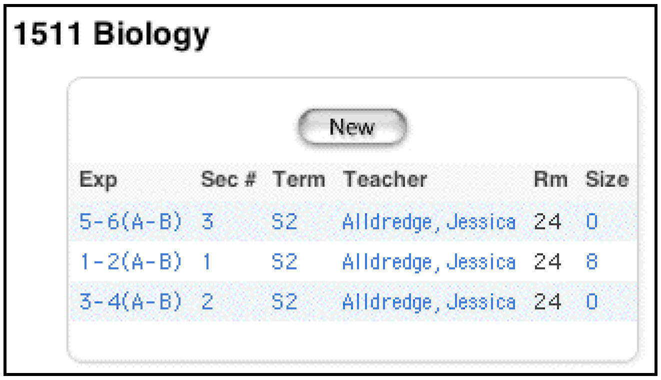
6. Click Submit. The course information page displays the edited section.



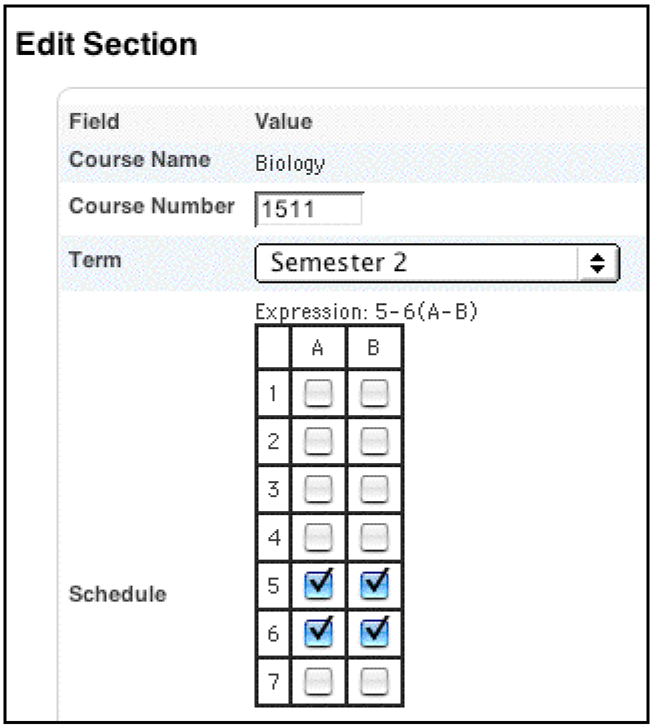
How to Delete a Course Section

When you delete a course section, all enrollment records associated with that section, both past and present, also are deleted. Therefore, you need to know the password to delete a course section.

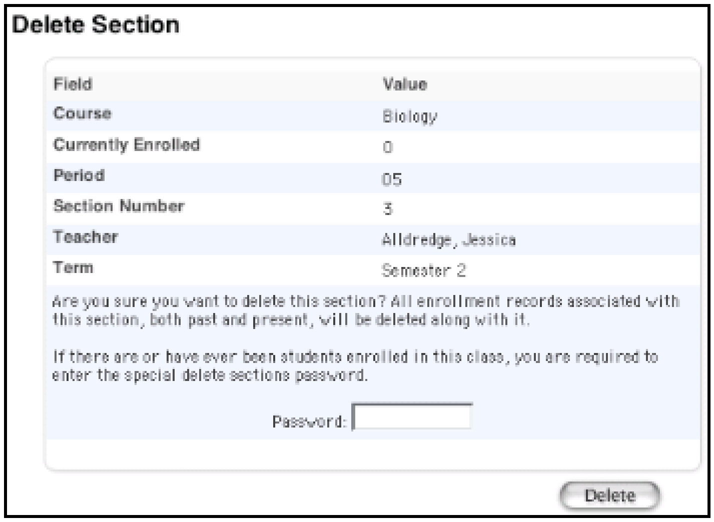
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page appears.



4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.



5. Click Delete. The Delete Section page appears.



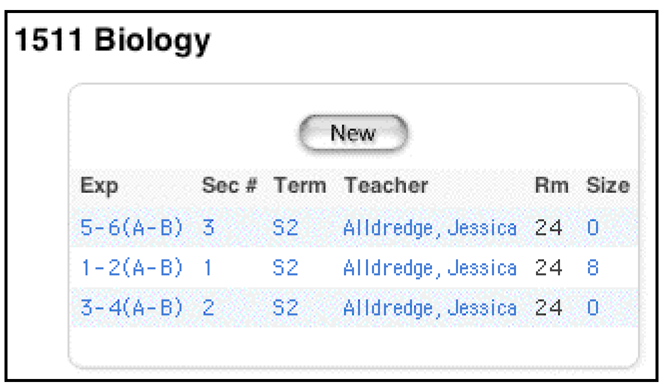
6. Enter the required password in the Password field.

   Note: Your school's PowerSchool administrator can set this password.

7. Click Delete. The section is deleted.

How to View Sections by Term

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page appears.



4. Click the term in the Term column. The Term page appears.

Term

Option	Value
Term Name	Semester 2
Abbreviation	S2
Dates	1/10/2004 - 5/30/2004

How to View Sections by Teacher

1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page appears.

1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

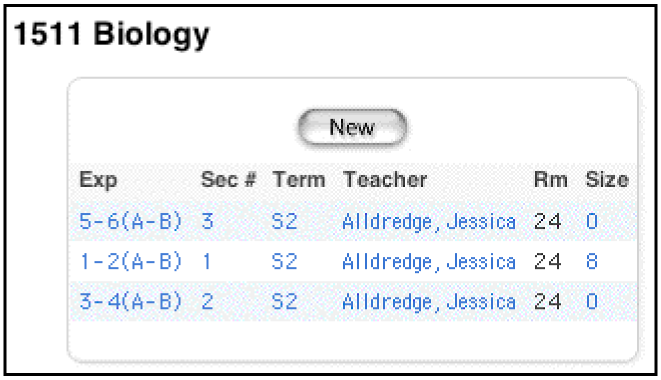
4. Click the name of the teacher. The schedule for that teacher appears.

Alldredge, Jessica

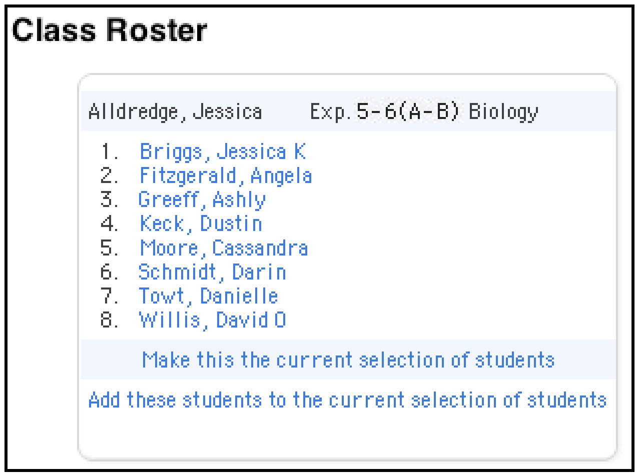
Exp.	Term	Course #	Course	Size	Sec. #
5-6(A-B)	S2	1511	Biology	0	3
1-2(A-B)	S2	1511	Biology	8	1
3-4(A-B)	S2	1511	Biology	0	2

How to View the Class Roster

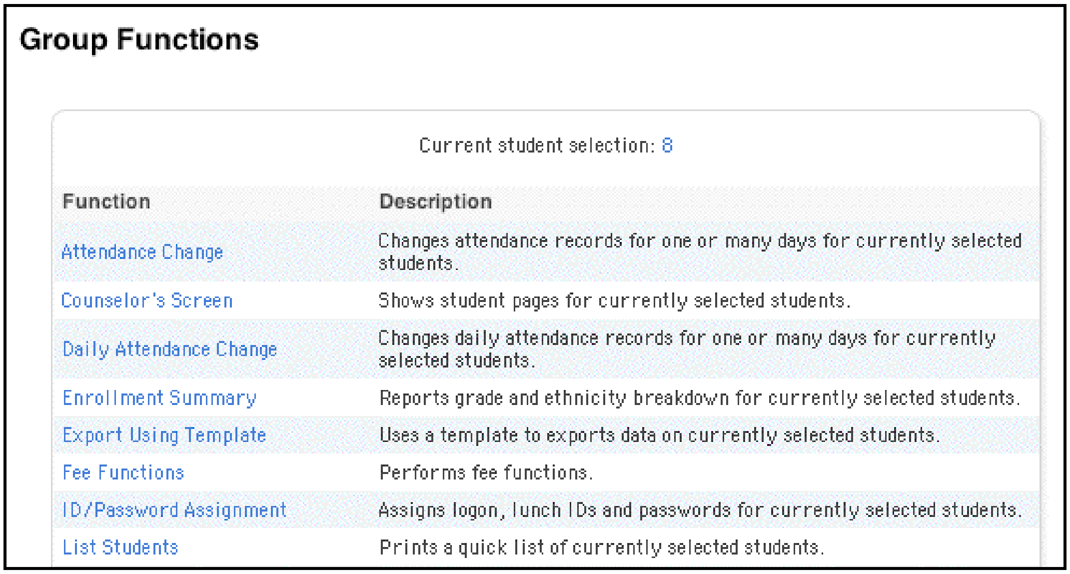
1. On the start page, choose School from the main menu.
2. On the School Setup page, click Sections.
3. Choose the course name from the courses menu. The course information page appears.



4. Click the number in the Size column. The Class Roster page appears.



5. Select "Make this the current selection of students" to select the students in the class as the only group with which you want to work. To select a specific student, click his or her name.
6. Select "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.



Group Functions

Current student selection: 8

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Counselor's Screen	Shows student pages for currently selected students.
Daily Attendance Change	Changes daily attendance records for one or many days 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.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
List Students	Prints a quick list of currently selected students.

7. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

Years and Terms

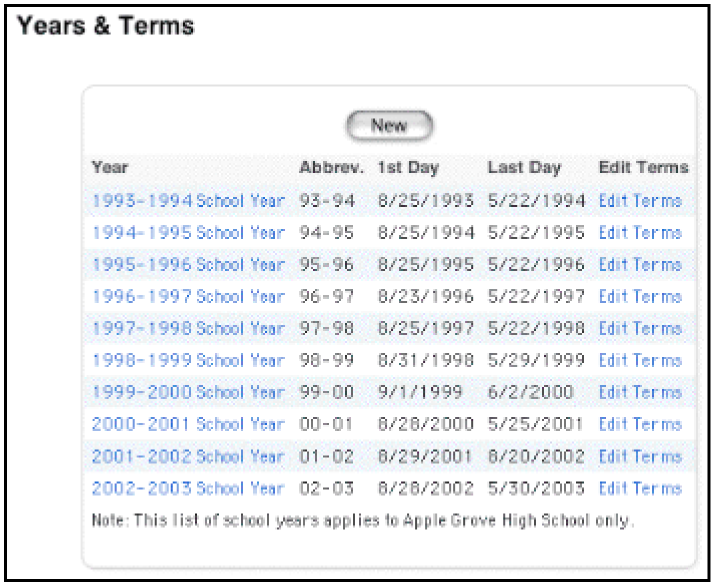
Define years and terms for your school. The years and terms affect many parts of the system, such as the calendar setup, scheduling, enrollment, and final grades.

First, add a new school year for your school. Then, define the terms in that school year.

How to Add a School Year

Once you add a school year for a school, you cannot delete it.

1. On the start page, choose School from the main menu.
2. Click Years & Terms. The Years & Terms page appears.



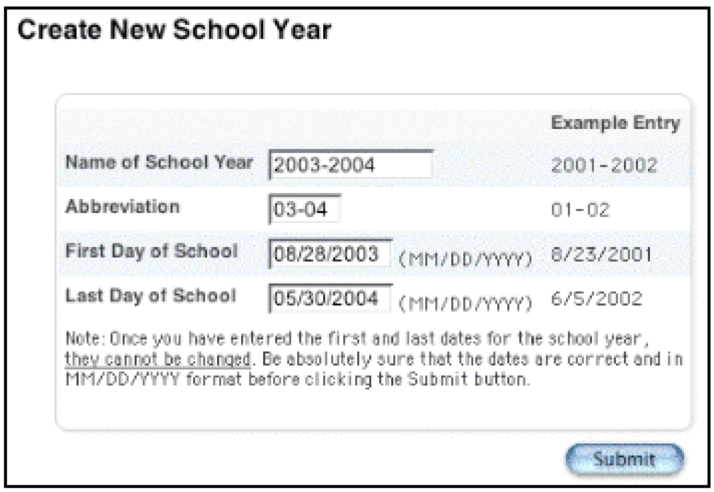
Years & Terms

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

3. Click New. The Create New School Year page appears.

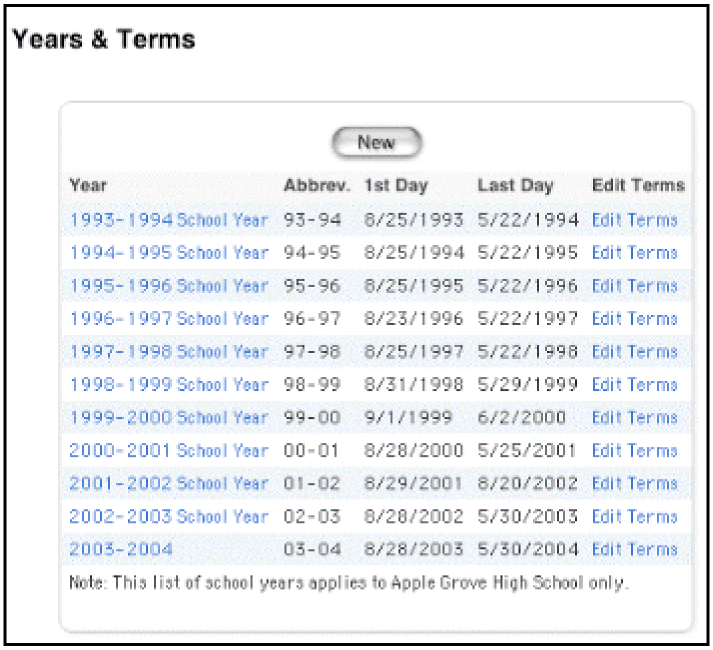


4. Use the following table to enter information in the fields:

Type	Description
Name of School Year	Enter the school year name.
Abbreviation	Enter the abbreviation of the school year.
First Day of School	Enter the start date of the school year 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.
Last Day of School	Enter the end date of the school year 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,

Type	Description
	the date field will be submitted as a blank entry.

5. Click Submit. The Years & Terms page displays the new school year.



Years & Terms

New

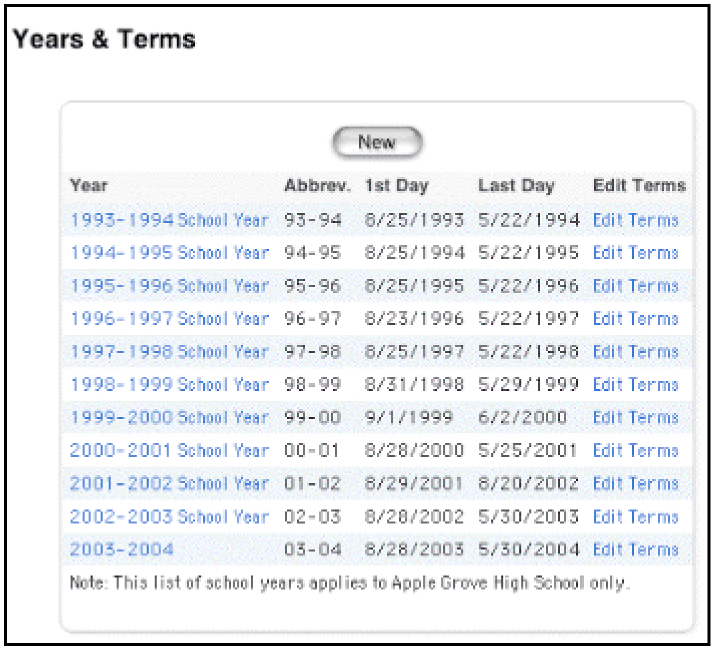
Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms
2003-2004	03-04	8/28/2003	5/30/2004	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

How to Edit a School Year

Once you add a school year for a school, you cannot edit only the name and abbreviation of the school year.

1. On the start page, choose School from the main menu.
2. Click Years & Terms. The Years & Terms page appears.



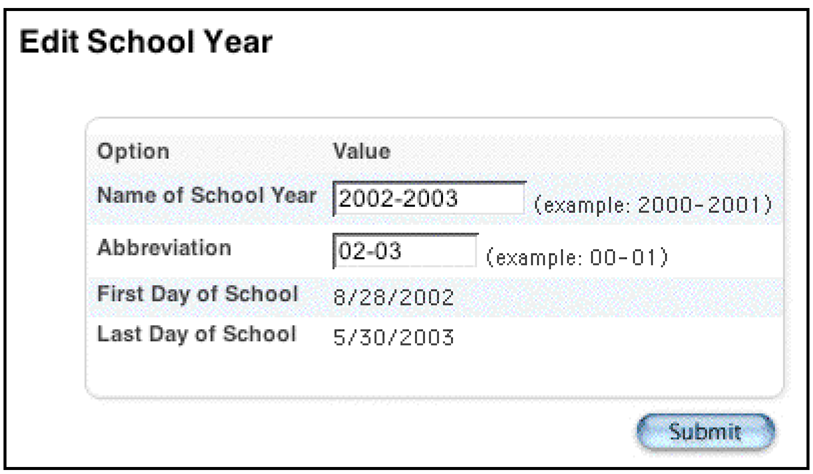
Years & Terms

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms
2003-2004	03-04	8/28/2003	5/30/2004	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

3. Click the year of the school year to be edited. The Edit School Year page appears.



Edit School Year

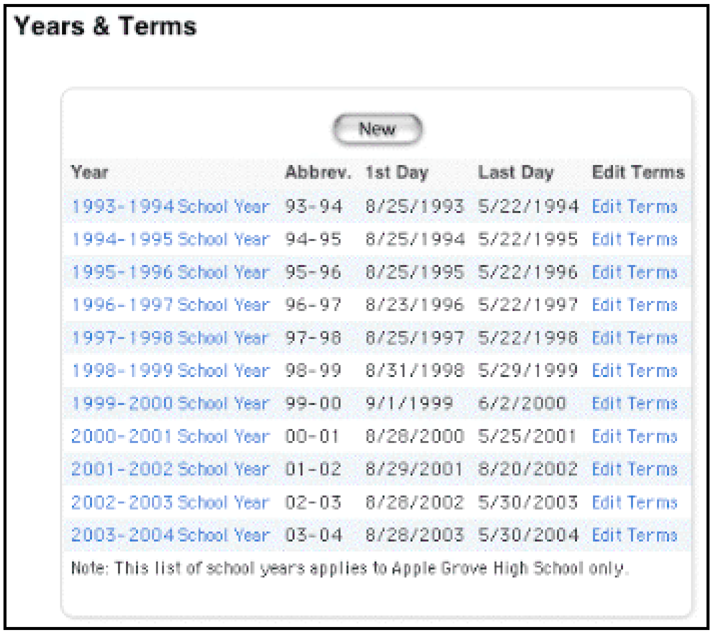
Option	Value
Name of School Year	2002-2003 (example: 2000-2001)
Abbreviation	02-03 (example: 00-01)
First Day of School	8/28/2002
Last Day of School	5/30/2003

Submit

4. Use the following table to edit information in the fields:

Type	Description
Name of School Year	Edit the school year name.
Abbreviation	Edit the abbreviation of the school year.
First Day of School	The first day of the school year appears.
Last Day of School	The last day of the school year appears.

5. Click Submit. The Years & Terms page displays the edited school year.



Years & Terms

New

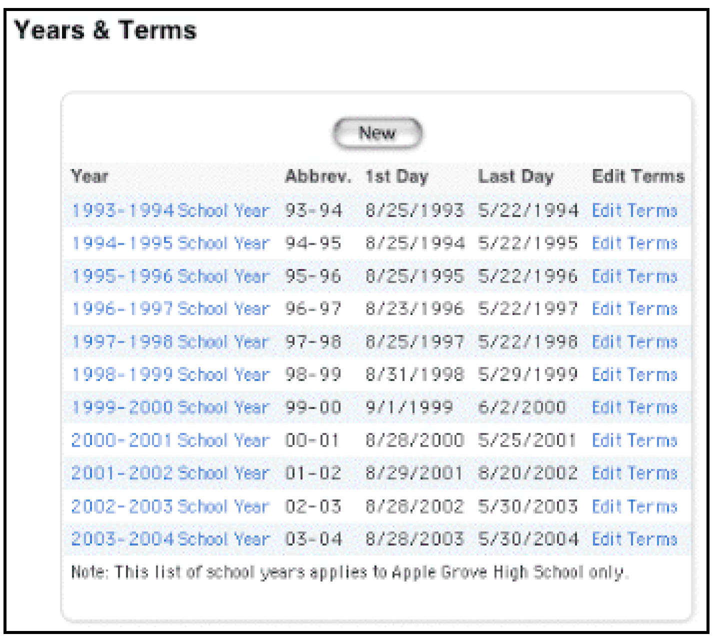
Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms
2003-2004 School Year	03-04	8/28/2003	5/30/2004	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

How to Define Terms

Once you add a term to a school year, you cannot delete it. However, you can edit the term. For more information, see the section "**How to Edit Terms**."

1. On the start page, choose School from the main menu.
2. Click Years & Terms. The Years & Terms page appears.



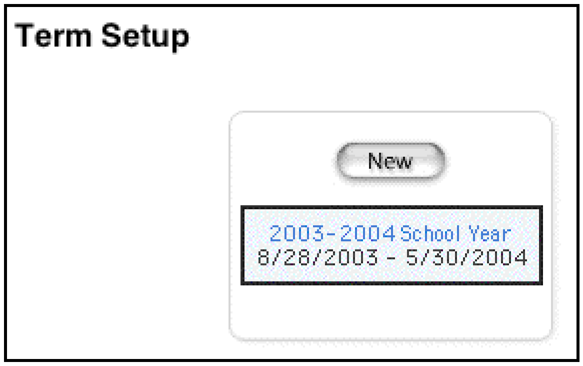
Years & Terms

New

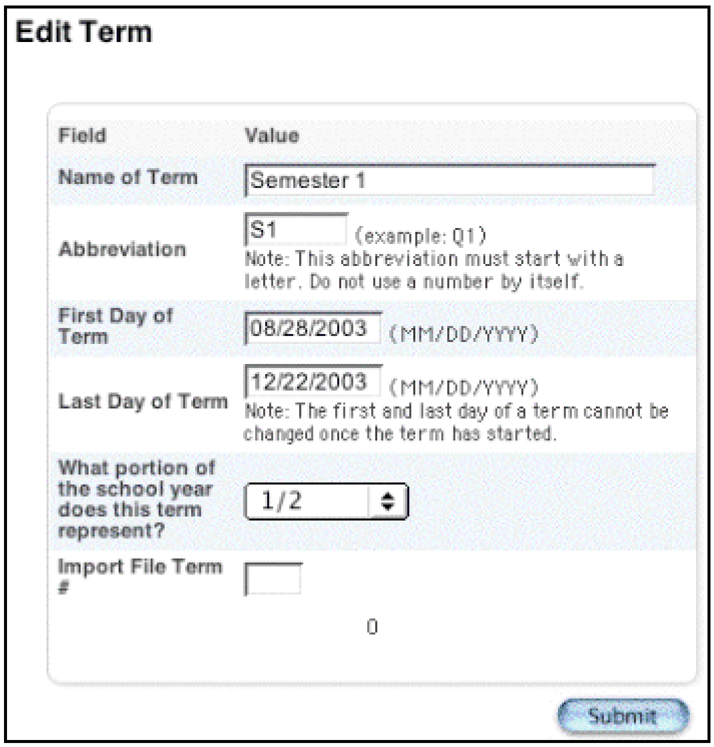
Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms
2003-2004 School Year	03-04	8/28/2003	5/30/2004	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

3. Click Edit Terms next to the school year for which you want to define terms. The Term Setup page appears.



4. Click New. The Edit Term page appears.

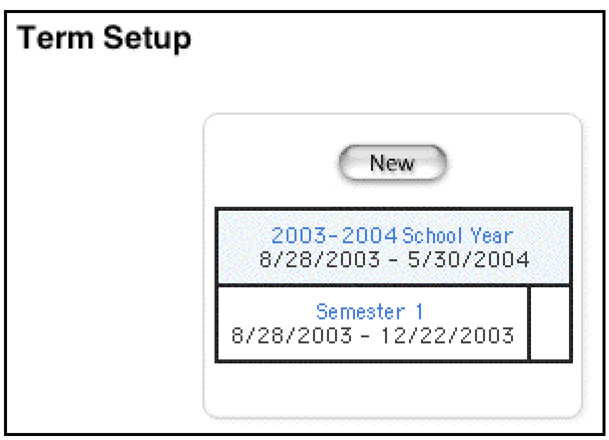


5. Use the following table to enter information in the fields:

Field	Description
Name of the Term	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter Semester 1.
Abbreviation	Enter an abbreviation for the term. The first character of the abbreviation must be a letter. For example, enter S1 for Semester 1.
First Day of Term	Enter the date of the first day of the term 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.

Field	Description
Last Day of Term	Enter the date of the last day of the term 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.
What portion of the school year this term represents	Use the pop-up menu to choose the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Import File Term #	If you plan to import schedule or historical data from another system and the data is different from the abbreviation you define, enter the term code the other system uses to represent this term. For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms. But in your PowerSchool system, you define quarters with Q1, Q2, Q3, and Q4. Therefore, when you define Q1, enter 1 in this field. Then, when you import any schedule, grade, or historical data from the other system, PowerSchool knows to save any information from Term 1 as Term Q1 in your system.

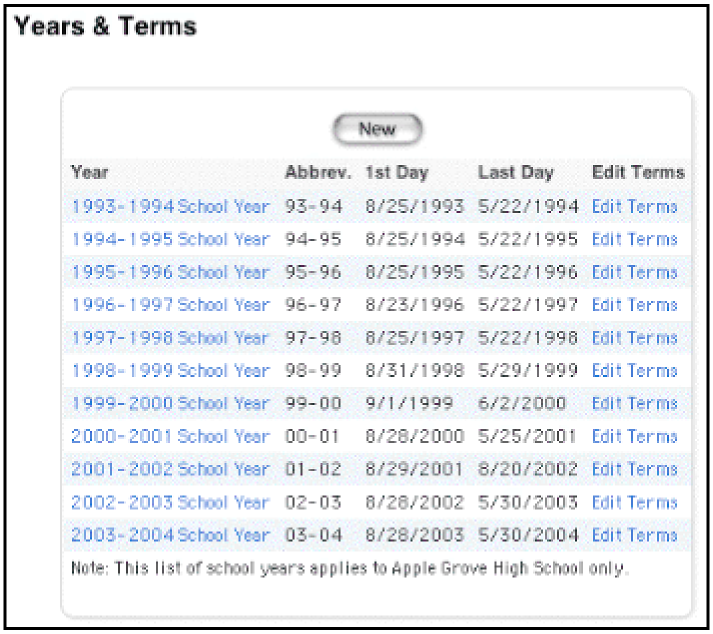
6. Click Submit. The Term Setup page displays the edited terms.



7. Repeat Step 4 through Step 6 for each term, including semesters, trimesters, or quarters.

How to Edit Terms

1. On the start page, choose School from the main menu.
2. Click Years & Terms. The Years & Terms page appears.



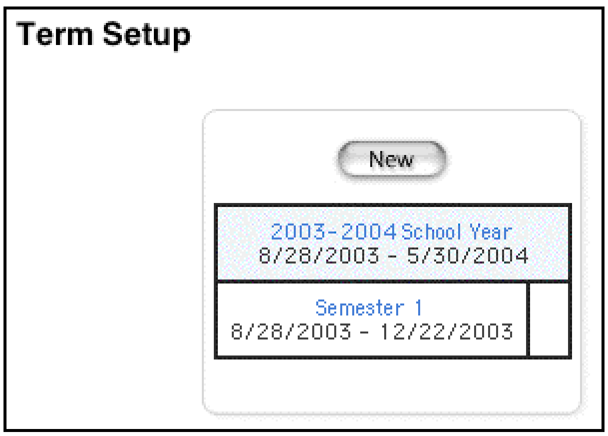
Years & Terms

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	Edit Terms
1994-1995 School Year	94-95	8/25/1994	5/22/1995	Edit Terms
1995-1996 School Year	95-96	8/25/1995	5/22/1996	Edit Terms
1996-1997 School Year	96-97	8/23/1996	5/22/1997	Edit Terms
1997-1998 School Year	97-98	8/25/1997	5/22/1998	Edit Terms
1998-1999 School Year	98-99	8/31/1998	5/29/1999	Edit Terms
1999-2000 School Year	99-00	9/1/1999	6/2/2000	Edit Terms
2000-2001 School Year	00-01	8/28/2000	5/25/2001	Edit Terms
2001-2002 School Year	01-02	8/29/2001	8/20/2002	Edit Terms
2002-2003 School Year	02-03	8/28/2002	5/30/2003	Edit Terms
2003-2004 School Year	03-04	8/28/2003	5/30/2004	Edit Terms

Note: This list of school years applies to Apple Grove High School only.

3. Click Edit Terms next to the school year to be edited. The Term Setup page appears.



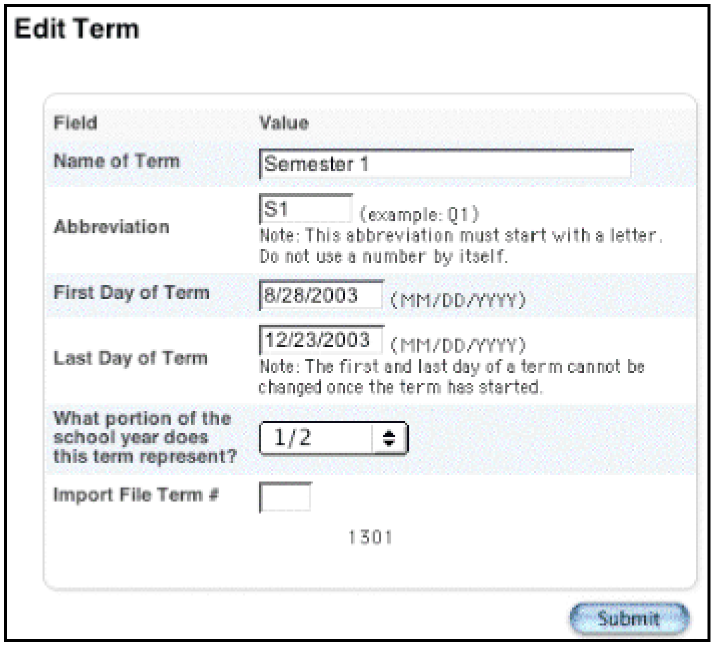
Term Setup

New

2003-2004 School Year
8/28/2003 - 5/30/2004

Semester 1
8/28/2003 - 12/22/2003

4. Click the term to be edited. The Edit Term page appears.



5. Use the following table to edit information in the fields:

Field	Description
Name of the Term	Edit the name of the term, which indicates when the term occurs during the academic year. For example, enter Semester 1.
Abbreviation	Edit an abbreviation for the term. The first character of the abbreviation must be a letter. For example, enter S1 for Semester 1.
First Day of Term	Edit the date of the first day of the term 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.
Last Day of Term	Enter the date of the last day of the term 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.
What portion of the school year this term represents	Use the pop-up menu to choose the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Import File Term #	If you plan to import schedule or historical data from another system and the data is different from the abbreviation you define, enter the term code the other system uses to represent

Field	Description
	this term. For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms. But in your PowerSchool system, you define quarters with Q1, Q2, Q3, and Q4. Therefore, when you define Q1, enter 1 in this field. Then, when you import any schedule, grade, or historical data from the other system, PowerSchool knows to save any information from Term 1 as Term Q1 in your system.

6. Click Submit. The Term Setup page displays the edited term.