

# District System Administrator User Guide

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## PowerSchool Student Information System



**PowerSchool**

## Document Properties

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## Introduction

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

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

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

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

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

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

page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

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

## Legend

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

## Audience

This document is intended for district system administrators.

**Note:** For school system administration, see the School 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

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

\* Required

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.



Field	Description
School	The selected school appears.
Lunch ID	The user's PowerLunch identification number appears.
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.

### Security Settings - Holland, Robert 15243

Label	Value
Admin Login ID	<input type="text" value="rholland"/>
Admin Password	<input type="password" value="*****"/>
<b>May switch to:</b>	
	<input type="checkbox"/> Graduated Students <input checked="" type="checkbox"/> Washington Elementary <input checked="" type="checkbox"/> Jefferson Elementary <input checked="" type="checkbox"/> Cherry Hill Middle School <input checked="" type="checkbox"/> Apple Grove High School (Default) <input type="checkbox"/> Taylor Middle School <input checked="" type="checkbox"/> District Office
<b>Group</b>	<input type="text" value="Teacher (13)"/>
<b>IP Addresses</b>	<input type="text" value="1.1.1.1"/>
<b>Log in to administrative portion of PowerSchool?</b>	<input type="text" value="Yes"/>
<b>Lunch ID</b>	<input type="text" value="999"/>
<b>PowerGrade Connectivity Key</b>	<input type="text" value="monkey"/> (at least 5 characters)
<b>Restrict Admin login to these times:</b>	<input type="text" value="No restriction"/> to <input type="text"/>
<b>Status</b>	<input type="text" value="Current"/>
<b>Teacher Login ID</b>	<input type="text" value="rholland"/>
<b>Teacher Password</b>	<input type="password" value="*****"/>

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.

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

Field	Description
	you do not, leave this field blank.  <b>Note:</b> 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 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: <ul style="list-style-type: none"> <li>• Select only the checkbox indicating the staff member's default school.</li> <li>• Select the checkbox next to each additional school you want this staff member to be able to access.</li> </ul> To submit a change, be sure that: <ul style="list-style-type: none"> <li>• If the staff member is permitted to switch schools, select Yes for "Log in to administrative portion of PowerSchool."</li> <li>• If the staff member is not permitted to switch schools, select No for "Log in to administrative portion of PowerSchool."</li> <li>• If you select one or more schools, also select the staff member's default school.</li> </ul>
Group	To assign the staff member to a security group, choose the appropriate group from the pop-up menu.  <b>Note:</b> Click the field name to view each group and its permissions in PowerSchool. For more information, see the section " <a href="#">How to Edit Security Groups.</a> "

Field	Description
IP Addresses	<p>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.</p> <p><b>Note:</b> If you define more than one IP address, separate each address with a comma.</p> <p>If you want this staff member to be able to access PowerSchool from any computer, leave this field blank.</p>
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)	<a href="#">Adams, Jonathan</a>	Cherry Hill Middle School
Tech Administrator (1)(10)	<a href="#">Adams, Wendy</a>	Jefferson Elementary
Tech Administrator (1)(10)	<a href="#">Alldredge, Jessica</a>	Apple Grove High School
Tech Administrator (1)(10)	<a href="#">Allen, Jessica Marie</a>	Apple Grove High School
Tech Administrator (1)(10)	<a href="#">Allison, Marissa Marie</a>	Apple Grove High School
Tech Administrator (1)(10)	<a href="#">Allphin, Timothy</a>	Apple Grove High School
Tech Administrator (1)(10)	<a href="#">Anderson, John K</a>	Washington Elementary

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

### Edit Staff Security Info

Field	Value
<b>Name</b>	Allphin, Timothy
<b>Admin Login ID</b>	<input type="text" value="ta"/>
<b>Admin Password</b>	<input type="password" value="**"/>
<b>Status</b>	<input type="text" value="Current"/>
<b>Log in to administrative portion of PowerSchool?</b>	<input type="text" value="Yes"/>
<b>Group</b>	<input type="text" value="Tech Administrator (1) (10)"/>
<b>May switch to:</b>	<input checked="" type="checkbox"/> Washington Elementary <input checked="" type="checkbox"/> Jefferson Elementary <input checked="" type="checkbox"/> Cherry Hill Middle School <input checked="" type="checkbox"/> Apple Grove High School (Default) <input checked="" type="checkbox"/> District Office
<b>IP Addresses</b>	<input type="text"/>
<b>Teacher Login ID</b>	<input type="text" value="ta"/>
<b>Teacher Password</b>	<input type="text" value="ta"/>
<b>PowerGrade Password</b>	<input type="text" value="12345"/> (at least 5 characters)
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.	
<input type="button" value="Submit"/>	

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.  <b>Note:</b> 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.

Field	Description
Admin Password	If the staff member has access to the entire PowerSchool system, enter a password.
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.  <b>Note:</b> Click the field name to view each group and its permissions in PowerSchool. For more information, see the section " <a href="#">How to Edit Security Groups</a> ."
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: <ul style="list-style-type: none"> <li>• Select only the checkbox indicating the staff member's default school.</li> <li>• Select the checkbox next to each additional school you want this staff member to be able to access.</li> </ul> To submit a change, be sure that: <ul style="list-style-type: none"> <li>• If the staff member is permitted to switch schools, select Yes for "Log in to administrative portion of PowerSchool."</li> <li>• If the staff member is not permitted to switch schools, select No for "Log in to administrative portion of PowerSchool."</li> <li>• If you select one or more schools, also select the staff</li> </ul>

Field	Description
	member's default school.
IP Addresses	<p>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.</p> <p><b>Note:</b> If you define more than one IP address, separate each address with a comma.</p> <p>If you want this staff member to be able to access PowerSchool from any computer, leave this field blank.</p>
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.

- Click Submit. The Changes Recorded page appears.

## How to Delete a User

Remove a PowerSchool user from the system.

- On the start page, choose Staff from the main menu.
- 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](#)."
- On the Staff page, click Security Settings. The Security Settings page appears.



### Security Settings - Holland, Robert 15243

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

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.

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.

Modify access privileges for this page

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.

### Access to Page Permissions

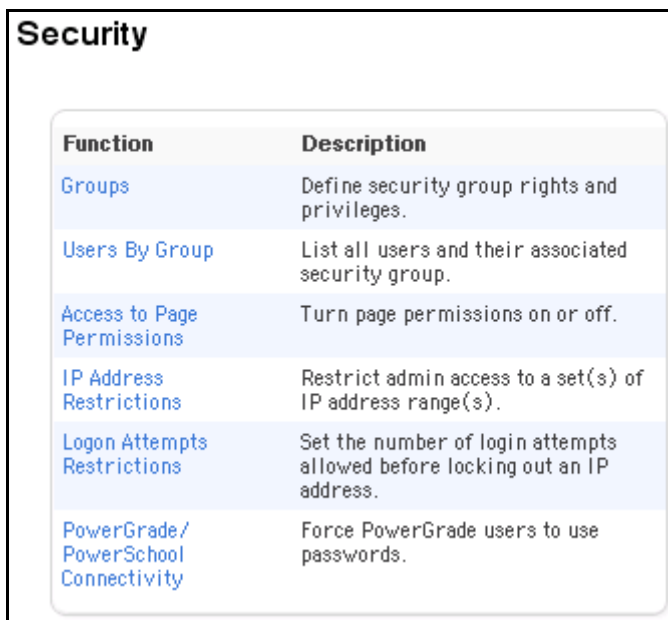
Turn modify permissions

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.

#### Access Privileges - admin/security/editfacsecurity.html


Group	Level of Access			
1 AD - Administration	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full
2 Administrator	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full
3 Counselors	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full
4 Custodian	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full
5 Business Manager	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full
6 LR - Administrator	<input checked="" type="radio"/> Group default	<input type="radio"/> None	<input type="radio"/> View-only	<input type="radio"/> Full

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.



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

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



**Access to Page Permissions**

Turn modify permissions

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
<a href="#">Groups</a>	Define security group rights and privileges.
<a href="#">Users By Group</a>	List all users and their associated security group.
<a href="#">Access to Page Permissions</a>	Turn page permissions on or off.
<a href="#">IP Address Restrictions</a>	Restrict admin access to a set(s) of IP address range(s).
<a href="#">Logon Attempts Restrictions</a>	Set the number of login attempts allowed before locking out an IP address.
<a href="#">PowerGrade/PowerSchool Connectivity</a>	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	<a href="#">AD - Administration</a>	View & Modify	
2	<a href="#">Administrator</a>	View & Modify	
3	<a href="#">Counselors</a>	View & Modify	
4	<a href="#">Custodian</a>	View & Modify	
5	<a href="#">Business Manager</a>	View & Modify	

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

### Edit Group

Option	Value
<b>Group Number</b>	13
<b>Group Name</b>	<input style="width: 100%;" type="text" value="Teacher"/>
<b>Default Access</b>	<input style="border: 1px solid gray;" type="text" value="View &amp; Modify"/>
<b>Can Modify Schedules</b>	<input style="border: 1px solid gray;" type="text" value="No, not at all"/>
<b>Master Scheduler Access</b>	<input type="checkbox"/>
<b>Report Queue Priority</b>	<input style="border: 1px solid gray;" type="text" value="0 Highest"/>
<b>Accessible Log Types</b>	<input type="checkbox"/> Attendance <input type="checkbox"/> Discipline <input type="checkbox"/> Medical <input type="checkbox"/> Discipline
<b>Accessible Student Screens</b>	<input checked="" type="checkbox"/> Activities <input checked="" type="checkbox"/> Addresses <input checked="" type="checkbox"/> All Enrollments <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Daily Attendance <input checked="" type="checkbox"/> Cumulative Info <input checked="" type="checkbox"/> Custom Screens <input checked="" type="checkbox"/> Demographics (v) <input checked="" type="checkbox"/> Demographics (m) <input checked="" type="checkbox"/> District Specific <input checked="" type="checkbox"/> Emergency/Medical <input checked="" type="checkbox"/> Family <input checked="" type="checkbox"/> Fee Transactions

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: <ul style="list-style-type: none"> <li>• No Access</li> <li>• View Only</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>View &amp; Modify</li> </ul>
Can Modify Schedules	Use the pop-up menu to choose a level of permission for modifying schedules: <ul style="list-style-type: none"> <li>Yes, in any year</li> <li>No, not at all</li> <li>Only for [school years]</li> </ul>
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.

- 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.

### Substitute Login Settings

Substitute Login Password

Include current date?

Note: This substitute login password applies to Apple Grove High School only.

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.

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

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

### Logon Attempts Restrictions

Disable IP address after  failed logon attempts.

If this option is checked, any IP address that exceeds the specified number of logon attempts using an incorrect User ID and/or Password is disabled until it is re-activated by a system administrator. This option applies when administrators attempt to access PowerSchool and when teachers attempt to access PowerGrade.

Note: These changes take effect when the PowerSchool server is restarted.

Send security e-mail notification to:

E-mail notification will be sent to the address above when the maximum number of logon attempts is exceeded.

[View Disabled IP Addresses](#)

- 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.

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



### Logon Attempts Restrictions

Disable IP address after  failed logon attempts.

If this option is checked, any IP address that exceeds the specified number of logon attempts using an incorrect User ID and/or Password is disabled until it is re-activated by a system administrator. This option applies when administrators attempt to access PowerSchool and when teachers attempt to access PowerGrade.

Note: These changes take effect when the PowerSchool server is restarted.

Send security e-mail notification to:

E-mail notification will be sent to the address above when the maximum number of logon attempts is exceeded.

[View Disabled IP Addresses](#)

- 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.

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

### Security

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

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

### Logon Attempts Restrictions

Disable IP address after  failed logon attempts.

If this option is checked, any IP address that exceeds the specified number of logon attempts using an incorrect User ID and/or Password is disabled until it is re-activated by a system administrator. This option applies when administrators attempt to access PowerSchool and when teachers attempt to access PowerGrade.

Note: These changes take effect when the PowerSchool server is restarted.

Send security e-mail notification to:

E-mail notification will be sent to the address above when the maximum number of logon attempts is exceeded.

[View Disabled IP Addresses](#)

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

### Disabled IP Addresses

The following IP addresses have been disabled because they exceeded the maximum number of invalid logon attempts. To reinstate access from an IP address, click on an address and delete it from the list.

IP Address	Date Disabled	Time Disabled
17.101.112.254	1/23/2003	10:56 AM

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

### Edit Disabled IP Address

Option	Value
IP Address	17.101.112.254
Date Disabled	1/23/2003
Time Disabled	10:56 AM

- 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.

### 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

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

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

### Edit IP Address Range

Option	Value
Start of IP Range	<input style="width: 100%;" type="text" value="1.1.0.1"/>
End of IP Range	<input style="width: 100%;" type="text" value="1.1.0.9"/>

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.

### IP Address Restrictions

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	1.1.0.9

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.

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

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

IP Address Restrictions	
<input type="button" value="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
<a href="#">1.1.0.1</a>	1.1.0.9

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

### Edit IP Address Range

Option	Value
Start of IP Range	<input style="width: 100%;" type="text" value="1.1.0.1"/>
End of IP Range	<input style="width: 100%;" type="text" value="1.1.0.8"/>

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.

### IP Address Restrictions

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

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

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

IP Address Restrictions	
<input type="button" value="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
<a href="#">1.1.0.1</a>	1.1.0.8

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

### Edit IP Address Range

Option	Value
Start of IP Range	<input style="width: 100%;" type="text" value="1.1.0.1"/>
End of IP Range	<input style="width: 100%;" type="text" value="1.1.0.8"/>

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

### IP Address Restrictions

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

## 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.

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

**Current Users - 11/15/2002 2:09 PM**

#	Type	User	Login	Hits	Last	IPAddress	Platform	Browser
1	Faculty	Alstis, Timothy	1:55 PM	8	2:09 PM	17.101.112.6	Mac OS X	Internet Explorer 5.22
2	Maintenance	Maintenance	11:31 AM	23	2:09 PM	17.101.112.254	Windows	Internet Explorer 5.01

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



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

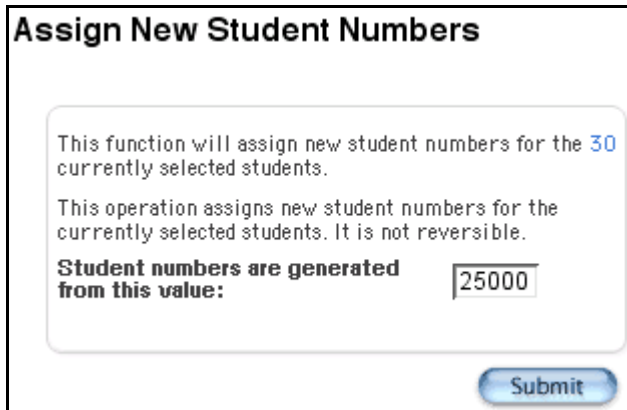
## Student Numbers

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.



**Assign New Student Numbers**

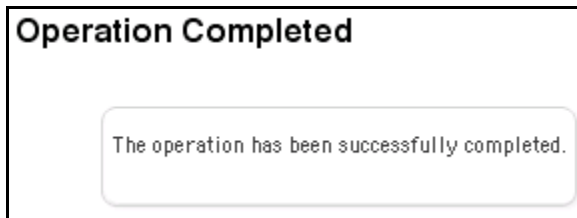
This function will assign new student numbers for the 30 currently selected students.

This operation assigns new student numbers for the currently selected students. It is not reversible.

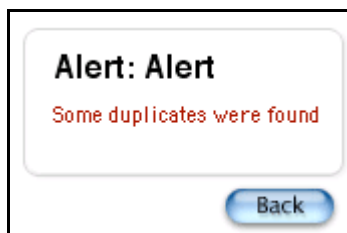
**Student numbers are generated from this value:**

**Submit**

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.



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

**Average Final Grades**

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

**Which Students**

Beback, Jenius  
 The selected 62 students  
 All 257 currently enrolled students

**New store code**  for 2002-2003 School Year

**Use these final grades**

Store code	<input type="text" value="Q1"/>	Weight	<input type="text" value="1"/>
Store code	<input type="text" value="Q2"/>	Weight	<input type="text" value="1"/>
Store code	<input type="text" value="Q3"/>	Weight	<input type="text" value="1"/>
Store code	<input type="text" value="Q4"/>	Weight	<input type="text" value="2"/>
Store code	<input type="text"/>	Weight	<input type="text"/>
Store code	<input type="text"/>	Weight	<input type="text"/>

**Absences and tardies are**

**Potential credit is**

**Teacher comments are**

**Determine grade points by**

**For these grade scales, do not assign these grades (comma-separated)**

Default	<input type="text" value="P,NC,WF"/>
Effort	<input type="text"/>
High School AP	<input type="text"/>
Known/Unknown	<input type="text"/>
Wor/Improving/No	<input type="text"/>

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: <ul style="list-style-type: none"> <li>• Select the single student option. This option is useful for testing.</li> <li>• 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.</li> <li>• Select the "all enrolled students in the current school" option.</li> </ul>
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). <b>Note:</b> 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.
Absences and Tardies Are	The method by which you want absences and tardies calculated. Choose one of the following from the pop-up menu: <ul style="list-style-type: none"> <li>• "Totals of values from historical grades" to record the cumulative total of absences and tardies from all final grades used.</li> <li>• "Averages of values from historical grades" to record the simple average of the absences and tardies from all final grades used.</li> <li>• "The value of the last record processed" to copy the absence and tardy numbers from the last final grade in the list.</li> <li>• "Do not calculate attendance" to record zeros for absences and tardies.</li> </ul>
Potential Credit Is	The method by which you want potential credit hours determined. Choose one of the following from the pop-up menu:

Field	Description
	<ul style="list-style-type: none"> <li>• "Total of potential credit from historical grades" to record the cumulative total of potential credit from all final grades used.</li> <li>• "Average of potential credit from historical grades" to record the simple average of the potential credit from all final grades used.</li> <li>• "The value of the last record processed" to copy the potential credit amount from the last final grade in the list.</li> <li>• "Potential credit from course record" to record the potential credit amount of the parent course record.</li> <li>• "Do not award credit" to record zero for potential credit.</li> </ul>
Teacher Comments Are	The method by which you want teacher comments to be included. Choose one of the following from the pop-up menu: <ul style="list-style-type: none"> <li>• "Taken from all historical grades" to copy the teacher comments from all final grades used. Comments are prefixed with the store code.</li> <li>• "Taken from the last record processed" to copy the teacher comment from the last final grade in the list.</li> <li>• "Do not include comments" to not include teacher comments.</li> </ul>
Determine Grade Points By	The method by which you want grade points determined. Choose one of the following from the pop-up menu: <ul style="list-style-type: none"> <li>• Rounding: To find the closest match for the calculated value.</li> <li>• Rounding up: To always round up to the nearest value.</li> <li>• Rounding down: To always round down to the nearest value .</li> </ul>
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.

```
Average Final Grades Progress

Creating Average Final Grades - Apple Grove High School
Finding stored grades
Error: No valid historical grades were found for the store codes specified
Errors were encountered. No grades were stored.
Average Final Grades complete
```

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

## 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

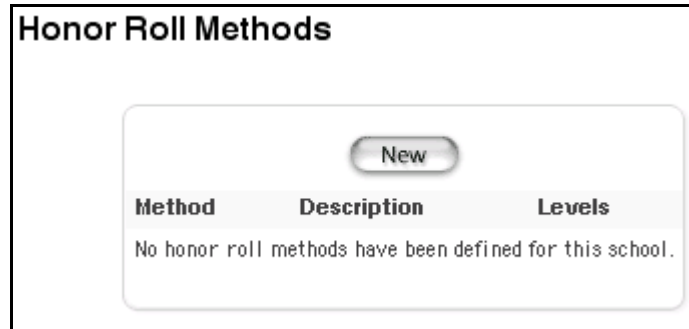
Every honor roll method will contain one or more honor roll levels. The evaluation order of honor roll levels is significant. Typically, the highest honor with the most stringent criteria is evaluated first. If a student does not meet the criteria for that level, the criteria for the next highest honor 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

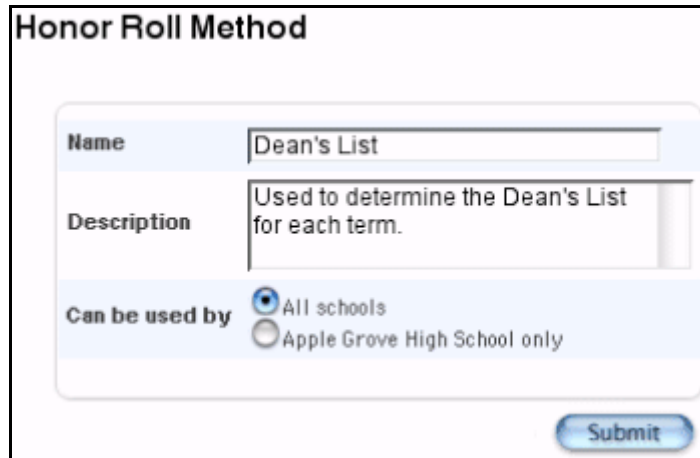
Once the honor roll methods and levels have been set up, you can calculate an honor roll at any time.

## 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.

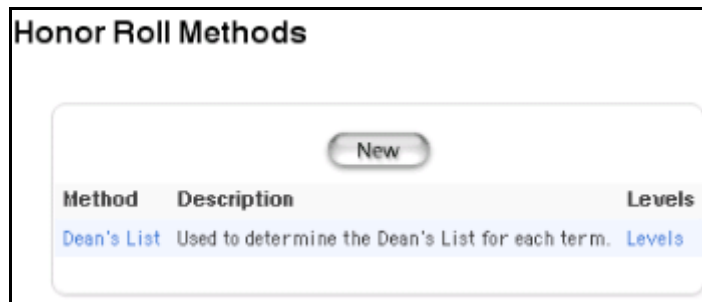


4. Use the following table to enter information in the fields:

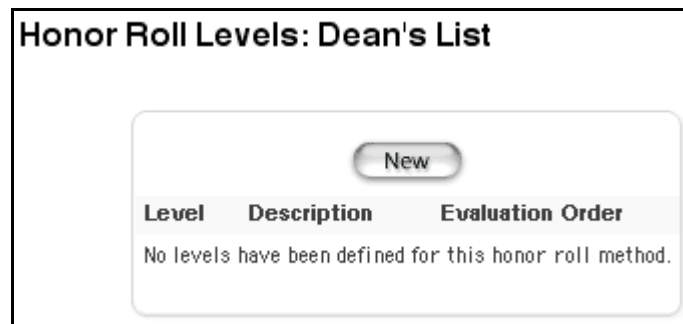
Type	Description
Name	Enter the name of the honor roll method. This is the name that will be referred to in honor roll report codes and on other menu pages.
Description	Enter a description of the honor roll method.
Can be used by	Specifies whether the honor roll method can be used by all schools on the server, or only the current school. Do one of the following: <ul style="list-style-type: none"> <li>• Select the current school option.</li> <li>• Select the all schools option.</li> </ul>



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.

**Honor Roll Level: Dean's List**

**General**

**Name**

**Description**

**Evaluation Order**

**Message**

**GPA Options**

**GPA Calculation Method**

**GPA result is**

**Comparison**

**Only include grades**  that count in honor roll (overrides GPA setting)

**Credit Options**

**Potential credit**

**Earned credit**

**Number of unique courses**

**Grade Options**

**Student must have**

**of these grades**  (comma-separated)

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.
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. <b>Note:</b> 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	<p>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.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Select this checkbox to allow you to override the settings used in the GPA calculation method.</li> <li>• Deselect this checkbox to not allow you to override the settings used in the GPA calculation method.</li> </ul>

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 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

Type	Description
	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	<p>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:</p> <ul style="list-style-type: none"> <li>• At least: There must be at least &lt;the specified number&gt; of any of the grades below in the list of grades returned by the GPA calculation</li> <li>• No more than: There cannot be any more than &lt;the specified number&gt; of any of the grades below in the list of grades returned by the GPA calculation</li> <li>• Exactly: There must be no more than and no less than &lt;the specified number&gt; of any of the grades below in the list of grades returned by the GPA calculation</li> <li>• None: There cannot be any of the grades below in the list of grades returned by the GPA calculation</li> <li>• Only: There must be only the grades below in the list of grades returned by the GPA calculation.</li> </ul>
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.

**Honor Roll Levels: Dean's List**

[New](#)

Level	Description	Evaluation Order
<a href="#">Principal's List</a>	3.5 or better GPA, no Ds or Fs.	<input type="text" value="2"/>

[Submit](#)

13. Repeat Step 7 through Step 12 for each level you want to create.

14. Verify the evaluation order.

**Honor Roll Levels: Dean's List**

[New](#)

Level	Description	Evaluation Order
<a href="#">Superintendent's List</a>	3.75 or better, no Ds or Fs.	<input type="text" value="1"/>
<a href="#">Principal's List</a>	3.5 or better GPA, no Ds or Fs.	<input type="text" value="2"/>

[Submit](#)

15. Click Submit. The Honor Roll Methods page appears.

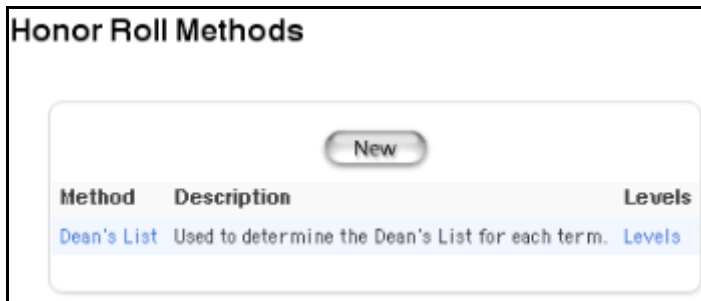
**Honor Roll Methods**

[New](#)

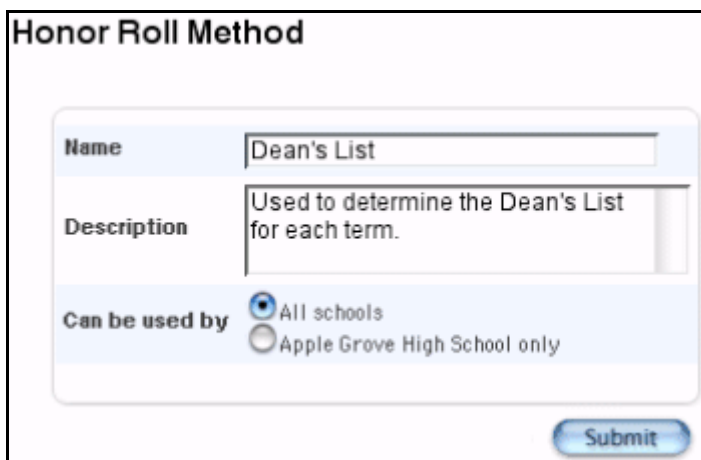
Method	Description	Levels
<a href="#">Dean's List</a>	Used to determine the Dean's List for each term.	<a href="#">Levels</a>

## 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.



- Click the method you want to edit. The Honor Roll Method page appears.



**Honor Roll Method**

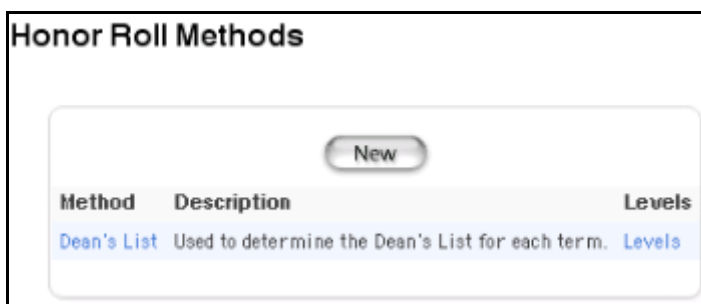
Name:

Description:

Can be used by:  All schools  Apple Grove High School only

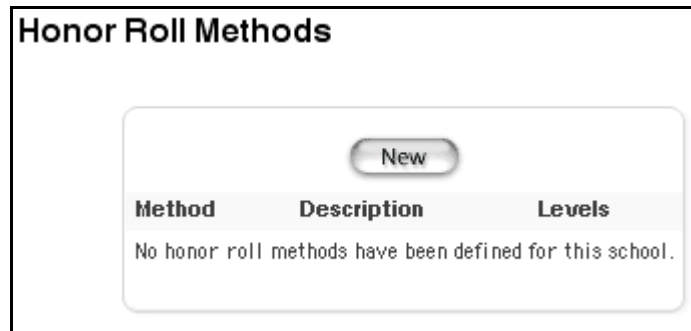
Submit

- Edit the method. See the section "[How to Create an Honor Roll Method.](#)"
- Click Submit. The Honor Roll Methods page displays the edited honor roll method.



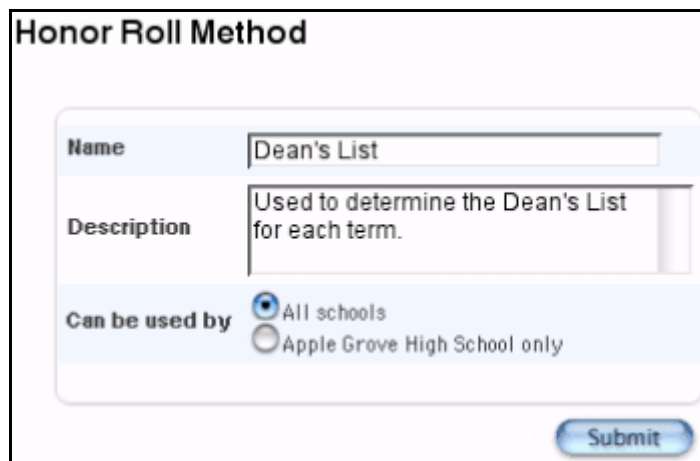
## How to Delete an Honor Roll Method

- On the start page, choose School from the main menu.
- On the School Setup page, click Honor Roll. The Honor Roll Methods page appears.



Method	Description	Levels
No honor roll methods have been defined for this school.		

- Click the method you want to delete. The Honor Roll Method page appears.



Name	Dean's List
Description	Used to determine the Dean's List for each term.
Can be used by	<input checked="" type="radio"/> All schools <input type="radio"/> Apple Grove High School only

Submit

- Click Delete. The Selection Deleted page appears.



The selection(s) have been deleted.

Back

- Click Back. The Honor Roll Methods page appears.

### Honor Roll Method

**Name**

**Description**

**Can be used by**  All schools  
 Apple Grove High School only

## 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.

### Honor Roll Methods

Method	Description	Levels
<a href="#">Dean's List</a>	Used to determine the Dean's List for each term.	<a href="#">Levels</a>

3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.

### Honor Roll Levels: Dean's List

Level	Description	Evaluation Order
<a href="#">Superintendent's List</a>	3.75 or better, no Ds or Fs.	<input type="text" value="1"/>
<a href="#">Principal's List</a>	3.5 or better GPA, no Ds or Fs.	<input type="text" value="2"/>

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.

**Honor Roll Level: Dean's List**

**General**

Name:

Description:

Evaluation Order:

Message:

**GPA Options**

GPA Calculation Method:

GPA result is:

Comparison:

Only include grades:  that count in honor roll (overrides GPA setting)

**Credit Options**

Potential credit:

Earned credit:

Number of unique courses:

**Grade Options**

Student must have:

of these grades:  (comma-separated)

## 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.

**Honor Roll Methods**

Method	Description	Levels
<a href="#">Dean's List</a>	Used to determine the Dean's List for each term.	<a href="#">Levels</a>

3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.

**Honor Roll Levels: Dean's List**

Level	Description	Evaluation Order
Superintendent's List	3.75 or better, no Ds or Fs.	<input type="text" value="1"/>
Principal's List	3.5 or better GPA, no Ds or Fs.	<input type="text" value="2"/>

- Click the level you want to delete. The Honor Roll Levels detail page appears.

**Honor Roll Level: Dean's List**

**General**

Name

Description

Evaluation Order

Message

**GPA Options**

GPA Calculation Method

GPA result is

Comparison

Only include grades  that count in honor roll (overrides GPA setting)

**Credit Options**

Potential credit

Earned credit

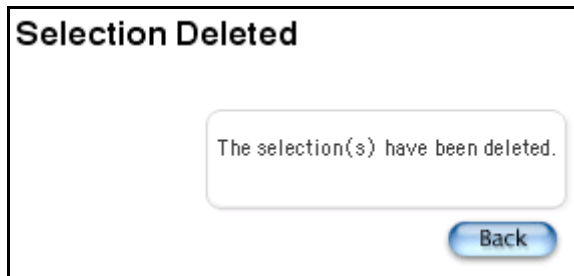
Number of unique courses

**Grade Options**

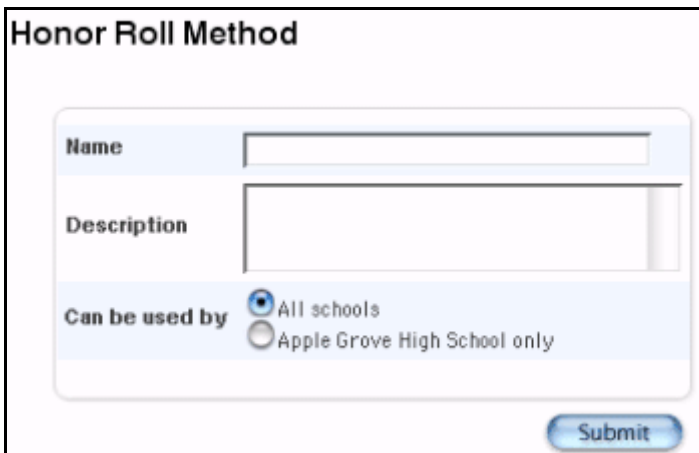
Student must have

of these grades  (comma-separated)

- Click Delete. The Selection Deleted page appears.



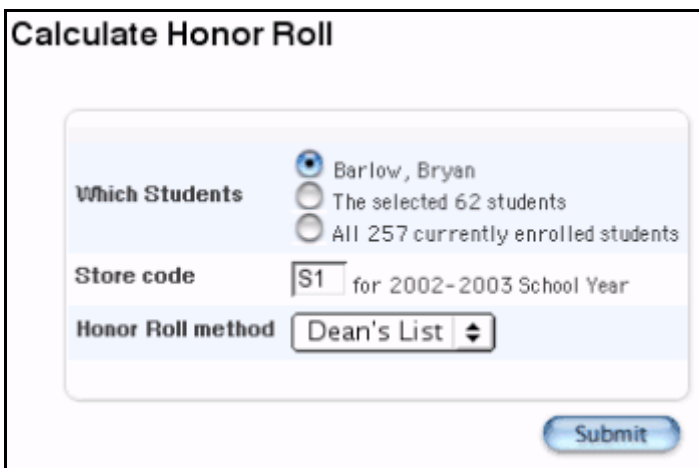
6. Click Back. The Honor Roll Methods page appears.



A screenshot of the "Honor Roll Method" form. It features a "Name" text field, a "Description" text area, and a "Can be used by" section with two radio button options: "All schools" (selected) and "Apple Grove High School only". A blue "Submit" button is located at the bottom right.

## 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.

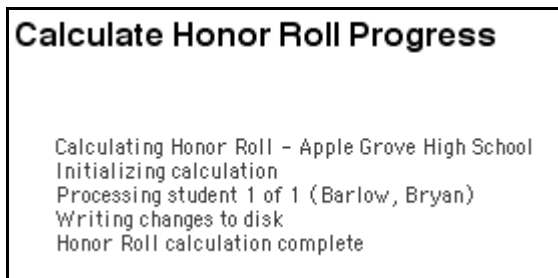


A screenshot of the "Calculate Honor Roll" form. It includes a "Which Students" section with three radio button options: "Barlow, Bryan" (selected), "The selected 62 students", and "All 257 currently enrolled students". Below this is a "Store code" field containing "S1" for "2002-2003 School Year". The "Honor Roll method" is set to "Dean's List" in a dropdown menu. A blue "Submit" button is at the bottom right.

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: <ul style="list-style-type: none"> <li>• Select the single student option. This option is useful for testing.</li> <li>• 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.</li> <li>• Select the all enrolled students in the current school option.</li> </ul>
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).  <b>Note:</b> 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.  <b>Note:</b> 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. The method parameter is required. If omitted, an error message is returned.	method=High School method=NHS
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	result=level result=message result=gpa result=schoolname result=date

Parameter	Description	Example
	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.	

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)

## 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.

### Change Course Number

Courses specified below must be already set up in the [master course list](#).

Current Course Number:

Change To New Course Number:

This function changes the course number wherever it appears in the system. This affects courses, enrollments, sections, and historical data.

This change affects only Apple Grove High School  
 This change affects all schools on this server

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.  <b>Note:</b> 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.

### Change School Number

This function will change a school number system-wide. It is needed only if your PowerSchool server is managing multiple schools and you need to change one of the school numbers. The server will need to be restarted after this function has run.

Option	Value
<b>Current School Number:</b>	<input style="width: 80px;" type="text" value="4000"/>
<b>Change To New School Number:</b>	<input style="width: 80px;" type="text" value="1400"/>

Note: This procedure may take several minutes to complete.

Check this box to confirm that you wish to change the school number.

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.

## 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

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming

- Click New. The Edit Activity page appears.

### Edit Activity

Label	Value
Activity Name	<input type="text" value="Cheerleading"/>
Student Field Name (no spaces - use _ instead)	<input type="text" value="Cheerleading"/>
Activity Type	<input type="text" value="Athletic"/>
Required	<input type="checkbox"/>
This activity appears for	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

**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.

- 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.

Field	Description
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.

- Click Submit. The Activities Setup page displays the new activity.



**Activities Setup**

New

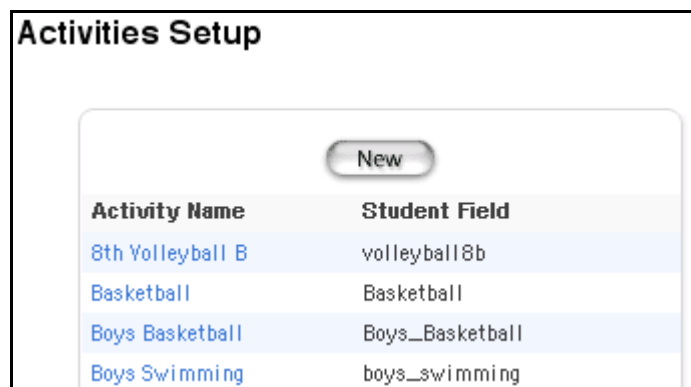
Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

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.

- On the start page, choose School from the main menu.
- 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

- Click the name of the activity to be edited. The Edit Activity page appears.

### Edit Activity

Label	Value
Activity Name	<input type="text" value="Cheerleading"/>
Student Field Name (no spaces - use _ instead)	<input type="text" value="Cheerleading"/>
Activity Type	<input type="text" value="Athletic"/>
Required	<input type="checkbox"/>
This activity appears for	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

**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.

**Activities Setup**

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

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.

**Activities Setup**

New

Activity Name	Student Field
8th Volleyball B	volleyball8b
Basketball	Basketball
Boys Basketball	Boys_Basketball
Boys Swimming	boys_swimming
Cheerleading	Cheerleading

3. Click the name of the activity to be deleted. The Edit Activity page appears.

### Edit Activity

Label	Value
Activity Name	<input type="text" value="Cheerleading"/>
Student Field Name (no spaces - use _ instead)	<input type="text" value="Cheerleading"/>
Activity Type	<input type="text" value="Athletic"/>
Required	<input type="checkbox"/>
This activity appears for	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

- Click Delete. The Activities page displays without the deleted activity.

### Activities Setup

Activity Name	Student Field
<a href="#">8th Volleyball B</a>	volleyball8b
<a href="#">Basketball</a>	Basketball
<a href="#">Boys Basketball</a>	Boys_Basketball
<a href="#">Boys Swimming</a>	boys_swimming

## 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](#)."

- On the start page, choose System from the main menu.
- On the System Administrator page, click Clear Activities. The Clear Activities page appears.

### Clear Activities

Activity Name
<input checked="" type="checkbox"/> Track
<input checked="" type="checkbox"/> Basketball
<input checked="" type="checkbox"/> Cheerleading
<input checked="" type="checkbox"/> Cross Country
<input type="checkbox"/> Drama
<input type="checkbox"/> FCCLA
<input checked="" type="checkbox"/> Boys Basketball
<input checked="" type="checkbox"/> Boys Swimming

Note: The list above applies to Apple Grove High School only.  
Check the boxes of the activities you would like to clear.

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.

## 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.



### Copy Master Schedule

This function will duplicate the entire master schedule from one year into another.

Option	Value
<b>School</b>	Apple Grove High School
<b>Source year (the school year that the master schedule is being copied from)</b>	1997-1998 ▾
<b>Target year (the school year that the master schedule is being copied to)</b>	1998-1999 ▾
<b>Confirm (click the checkbox to confirm that you want to proceed.)</b>	<input type="checkbox"/>

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.

### Copy School Setup Info

Option	Value
<b>This School</b>	Apple Grove High School
<b>School to Copy From</b>	Apple Grove High School ▾
<b>Setup Information to Copy</b>	Grade storage containers and dates ▾

WARNING: This operation overwrites information at the current school with information from the specified school.

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 Overview

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.



The screenshot shows a web interface titled "Custom Fields / Screens". It contains four sections, each with a header and two rows of links and descriptions:

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.

Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.

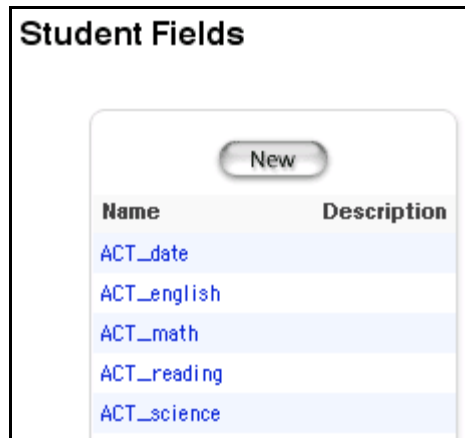
  

Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.

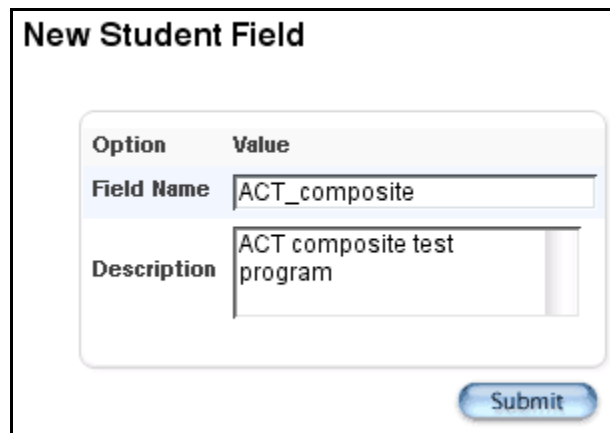
  

Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

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.

Student Fields	
<a href="#">New</a>	
Name	Description
<a href="#">ACT_composite</a>	ACT composite test program
<a href="#">ACT_date</a>	
<a href="#">ACT_english</a>	
<a href="#">ACT_math</a>	
<a href="#">ACT_reading</a>	
<a href="#">ACT_science</a>	

### 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
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

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

### Student Fields

Name	Description
<a href="#">ACT_composite</a>	ACT composite test program
<a href="#">ACT_date</a>	
<a href="#">ACT_english</a>	
<a href="#">ACT_math</a>	
<a href="#">ACT_reading</a>	
<a href="#">ACT_science</a>	

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

### Edit Student Field

Option	Value
<b>Field Name</b>	<input type="text" value="ACT_composite"/>
<b>Description</b>	<input type="text" value="ACT composite test program"/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

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.

Student Fields	
<a href="#">New</a>	
Name	Description
<a href="#">ACT_composite</a>	ACT composite test program
<a href="#">ACT_date</a>	
<a href="#">ACT_english</a>	
<a href="#">ACT_math</a>	
<a href="#">ACT_reading</a>	
<a href="#">ACT_science</a>	

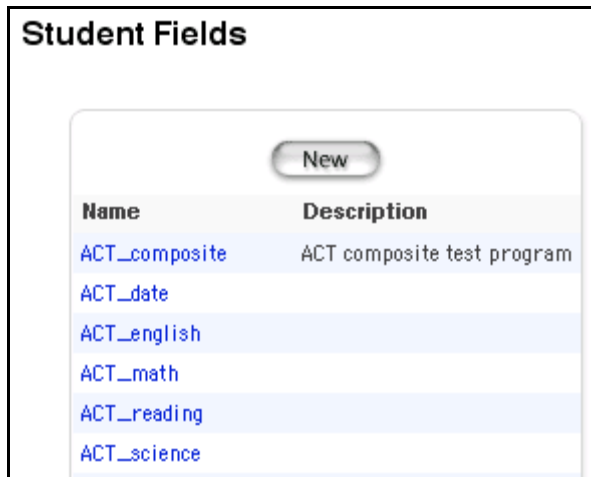
## How to Delete Custom Student Fields

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.

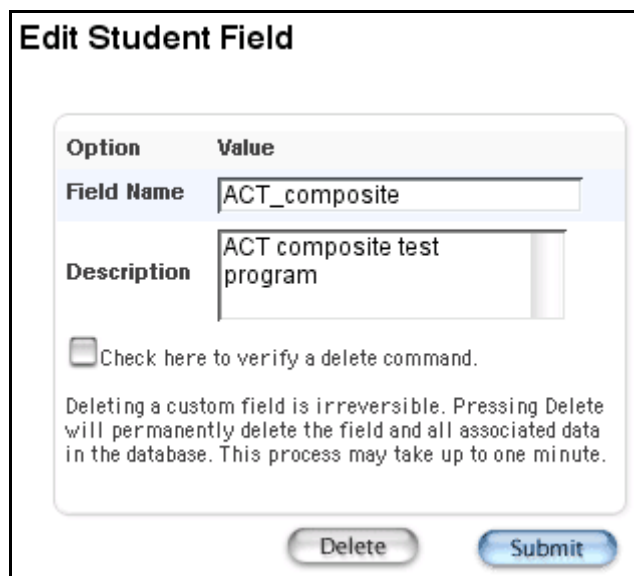
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

Custom Fields / Screens	
Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

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



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



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

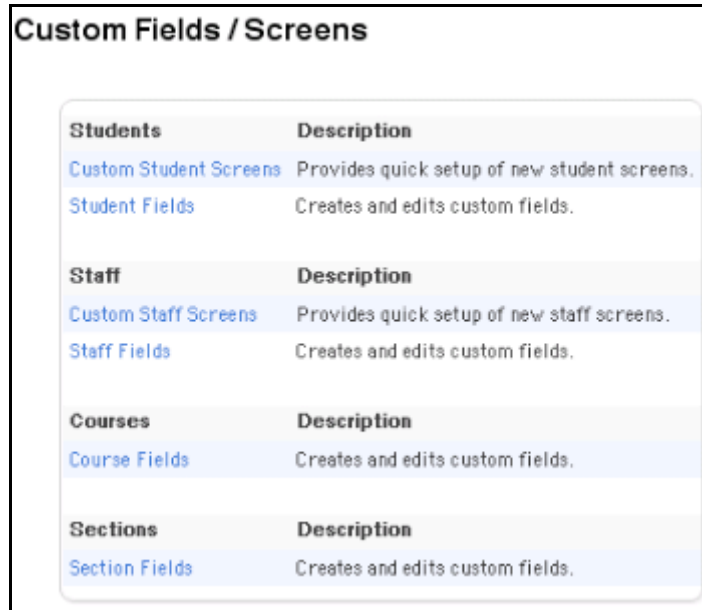
**Note:** If you do not select the checkbox and click Delete, the system displays a message indicating that the field was not deleted. Click Back to return to the previous page. Select the checkbox, and then click Delete.
- Click Delete. Do not leave the page until a message appears indicating that the 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.
- Click "Return to Custom Fields." The Custom Fields page appears.

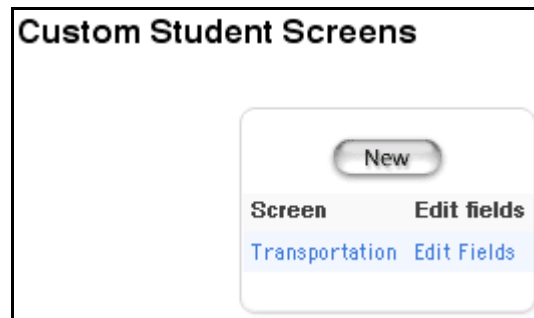


## How to Add Custom Student Screens

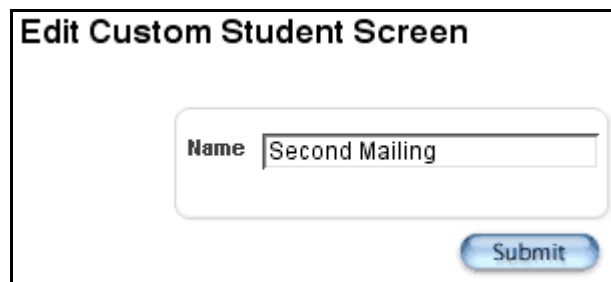
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



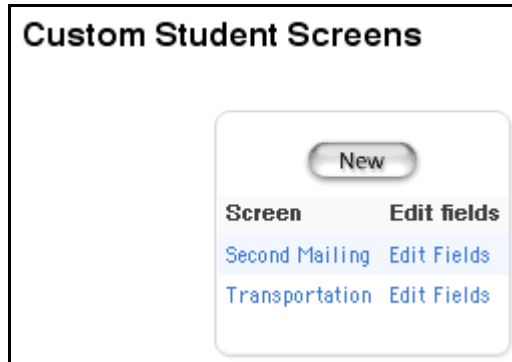
3. Click Custom Student Screens. The Student Custom Screens page appears.



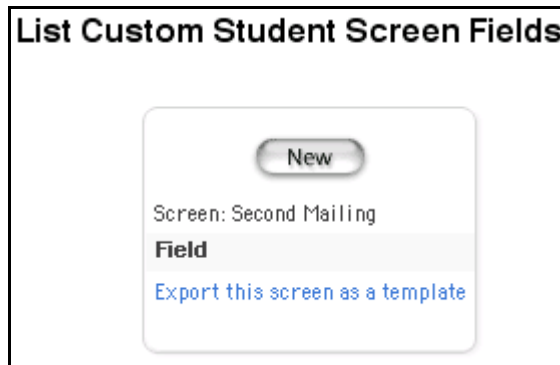
4. Click New. The Edit Custom Student Screen page appears.



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.

### Edit Field

Option	Value
Label	<input type="text" value="Zip"/>
Field Name (Fields)	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="0"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	

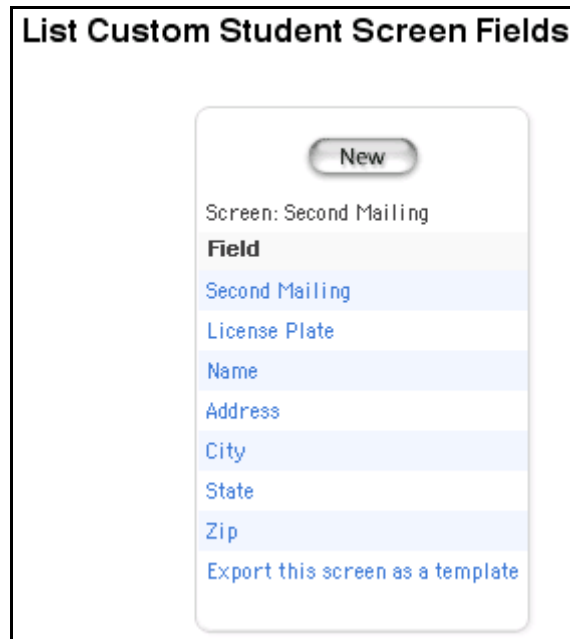
9. Use the following table to enter information in the fields:

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.  <b>Note:</b> To list the fields, click Fields. To create a custom field, see the section " <a href="#">How to Add Custom Student Fields.</a> "
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:

Field	Description
	determine the type of field you are creating: <ul style="list-style-type: none"> <li>• Entry field: A small field in which the user enters free text.</li> <li>• 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.</li> <li>• Checkbox: A checkbox a user clicks to select.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: A small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
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.

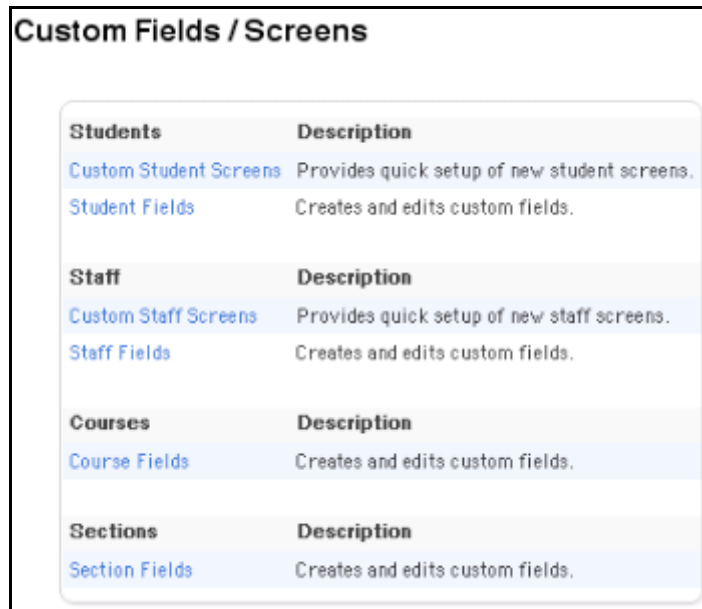
11. Repeat Step 8 through Step 10 for each field on the custom screen.



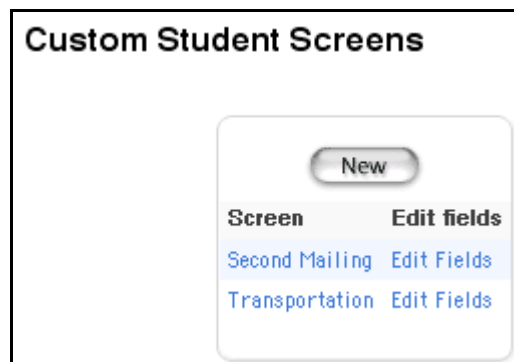
**Note:** For more information on viewing the custom screen, see the section "[Custom Screens](#)."

## How to Edit Custom Student Screens

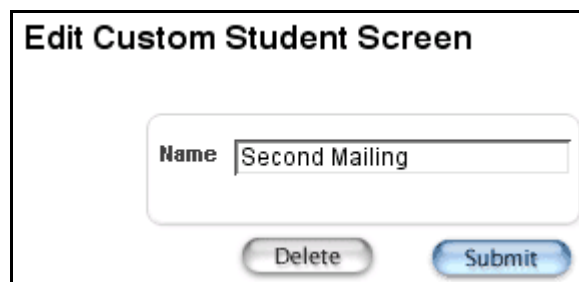
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



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



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



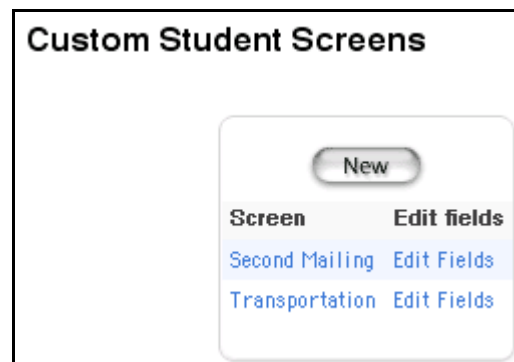
- Edit the name of the custom student screen in the Name field.
- Click Submit. The Student Custom Screens page displays the edited screen.

## 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.

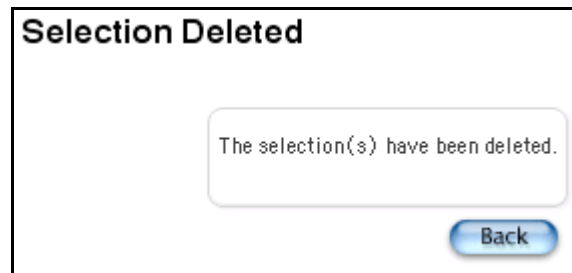


**Edit Custom Student Screen**

Name

[Delete](#) [Submit](#)

5. Click Delete. The Selection Deleted page appears.



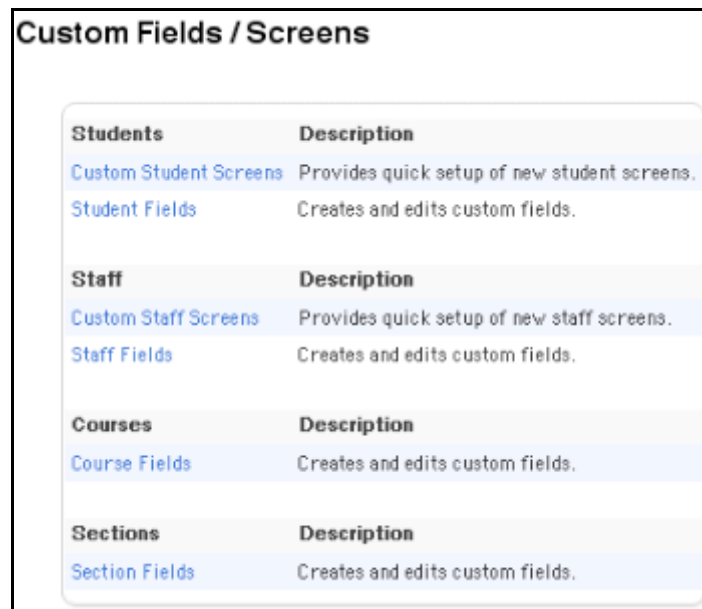
**Selection Deleted**

The selection(s) have been deleted.

[Back](#)

## How to Edit Custom Student Screen Fields

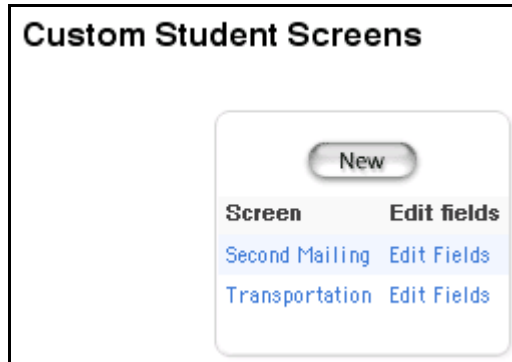
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



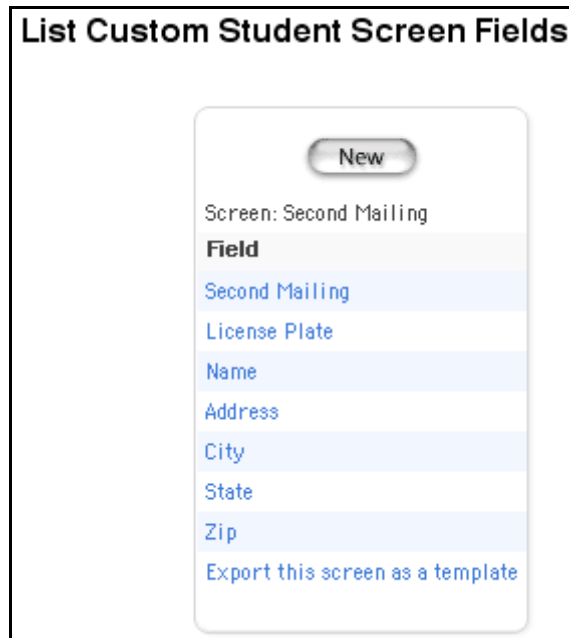
Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

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.

### Edit Field

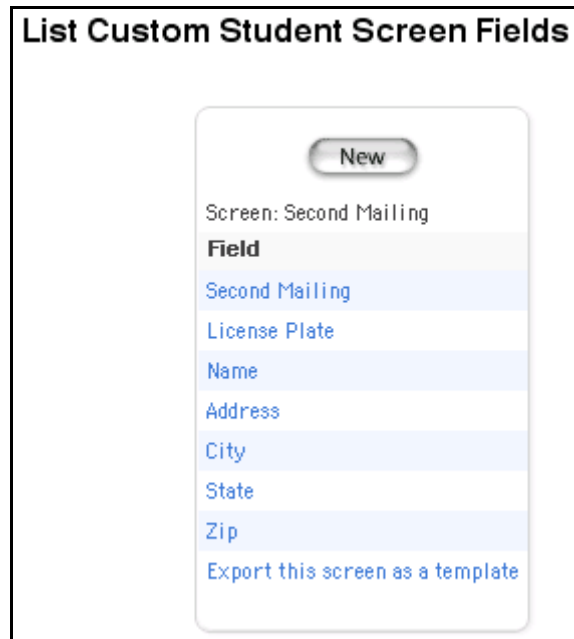
Option	Value
Label	<input type="text" value="Zip"/>
Field Name (Fields)	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="10"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

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.  <b>Note:</b> To list the fields, click Fields. To create a custom field, see the section " <a href="#">How to Add Custom Student Fields.</a> "
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:

Field	Description
	determine the type of field you are creating: <ul style="list-style-type: none"> <li>• Entry field: A small field in which the user enters free text.</li> <li>• 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.</li> <li>• Checkbox: A checkbox a user clicks to select.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: A small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
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.

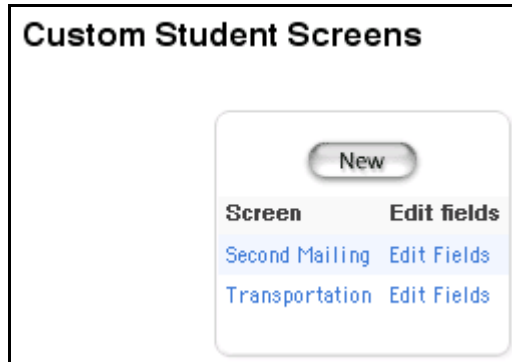


## How to Delete Custom Student Screen Fields

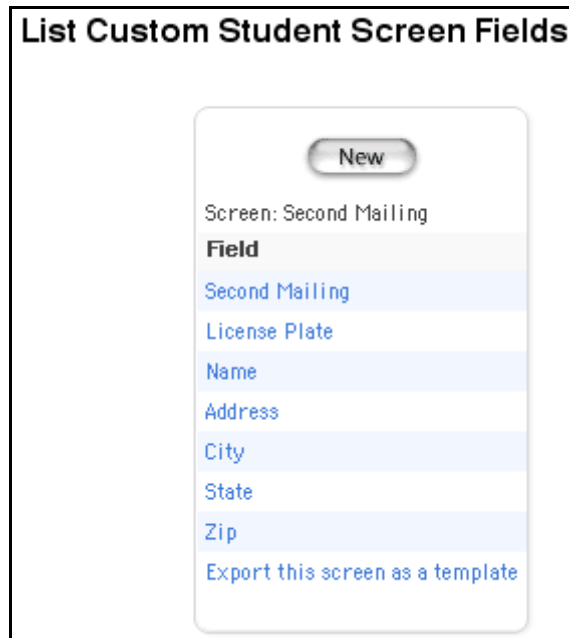
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



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.

### Edit Field

Option	Value
Label	<input type="text" value="Zip"/>
Field Name (Fields)	<input type="text" value="second_mailing_zip"/>
Sort Order	<input type="text" value="6"/>
Input Type	<input type="text" value="Entry field"/>
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="10"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="5"/> (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

- Click Delete. The Selection Deleted page appears.

### Selection Deleted

The selection(s) have been deleted.

## 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.

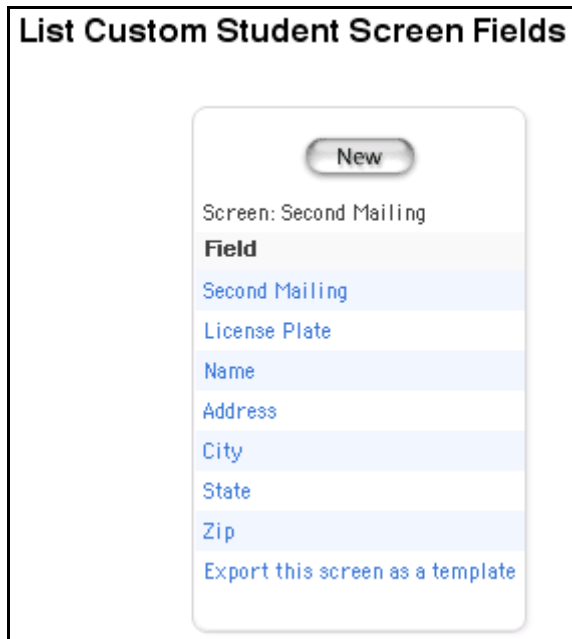
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

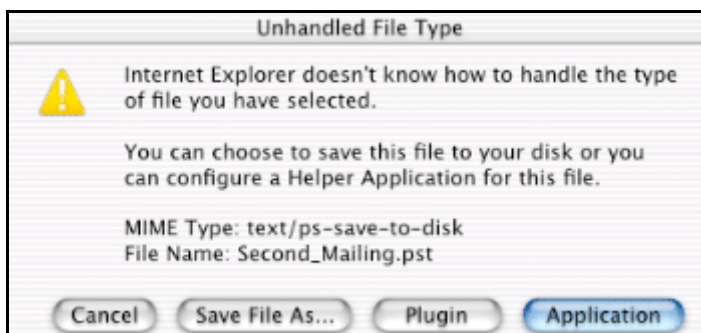
3. Click Custom Student Screens. The Student Custom Screens page appears.

Custom Student Screens	
<a href="#">New</a>	
<b>Screen</b>	<b>Edit fields</b>
<a href="#">Second Mailing</a>	<a href="#">Edit Fields</a>
<a href="#">Transportation</a>	<a href="#">Edit Fields</a>

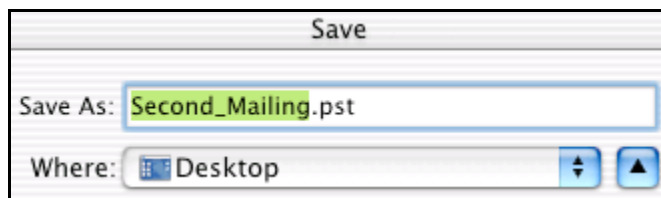
4. Click Edit Fields next to the screen to be exported as a template. The List Custom Student Screen Fields page appears.



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

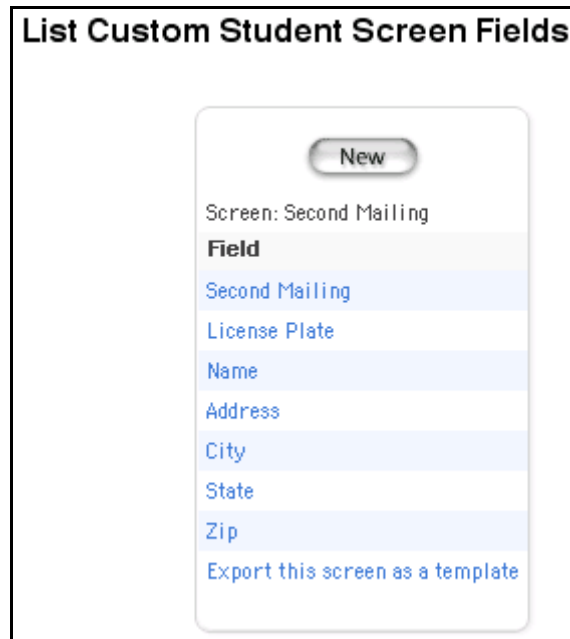


- Select Save File As... or "Save this file to disk."
- Click OK. The Save As dialog appears.



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





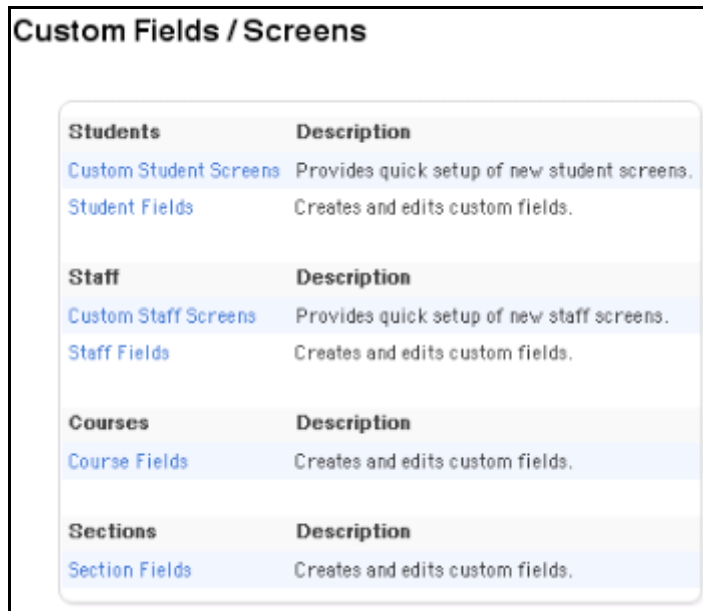
## Custom Staff Fields and Screens

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.



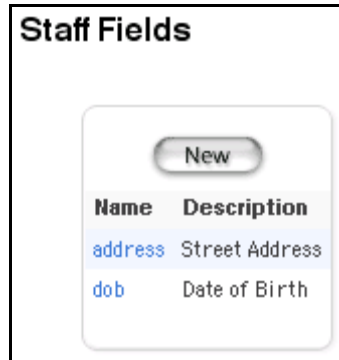
4. Click New. The New Staff Field page appears.



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

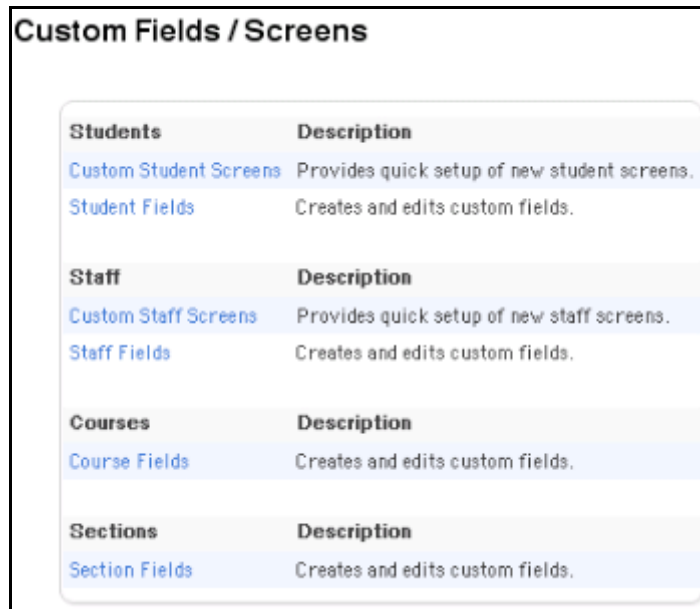
Field	Description
Field Name	Enter the name of the field, such as DOE Certificate Number.
Description	Enter an explanation of the field and its purpose.

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



## How to Edit Custom Staff Fields

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



- 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.



Label	Value
Field Name	address
Description	Street Address

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

Delete Submit

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.

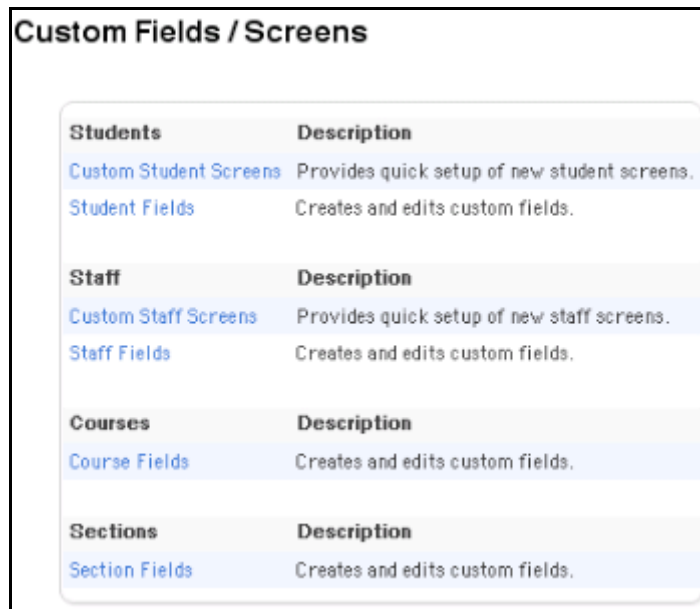
6. Click Submit. The Staff Fields page displays the edited field.



## 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.

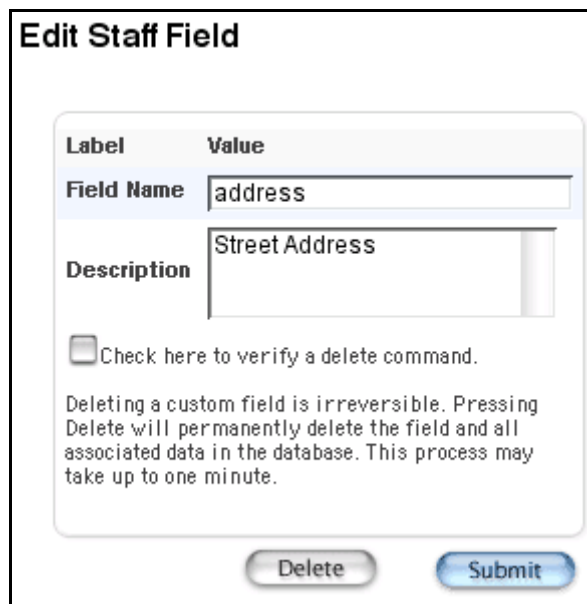
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



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.



**Edit Staff Field**

Label	Value
Field Name	address
Description	Street Address

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

Delete Submit

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

### Edit Staff Field

Label	Value
<b>Field Name</b>	<input type="text" value="address"/>
<b>Description</b>	<input type="text" value="Street Address"/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

**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.

### Staff Fields

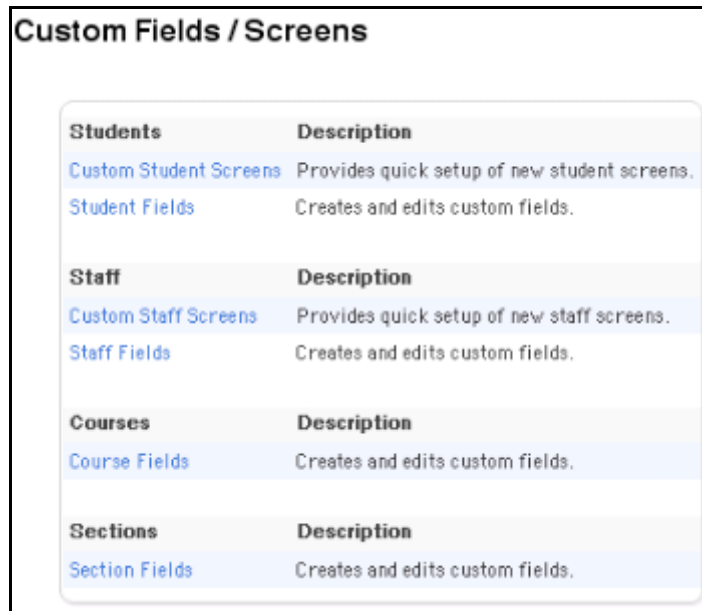
Name	Description
dob	Date of Birth

**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.

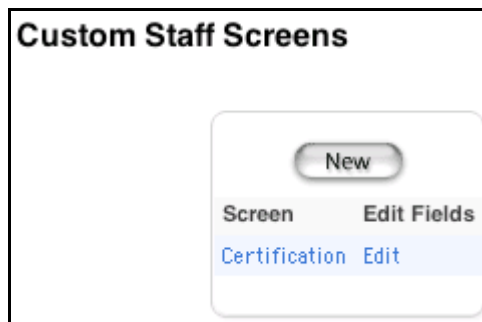
7. Click "Return to Custom Fields." The Custom Fields page displays.

## How to Add Custom Staff Screens

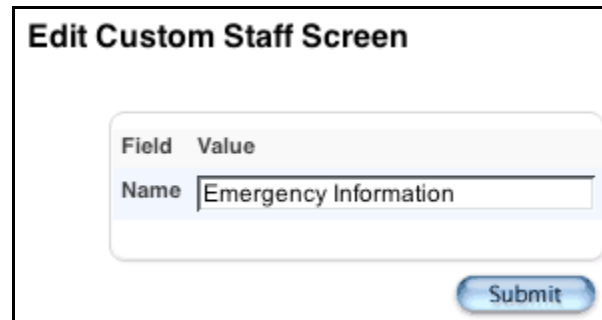
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



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

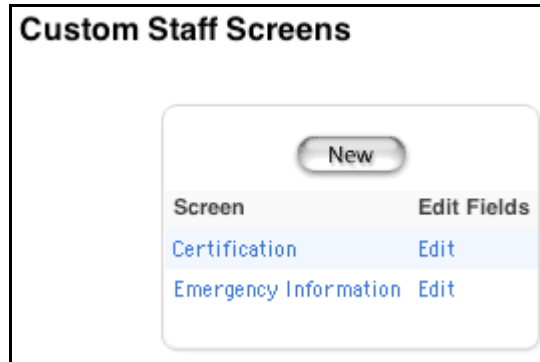


- Click New. The Edit Custom Staff Screen page appears.

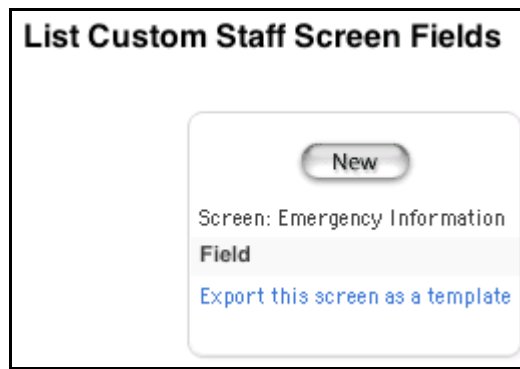


- Enter the name of the screen in the Name field.
- Click Submit. The Custom Staff Screens page displays the new page.





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



8. Click New. The Edit Field page appears.

**Edit Field**

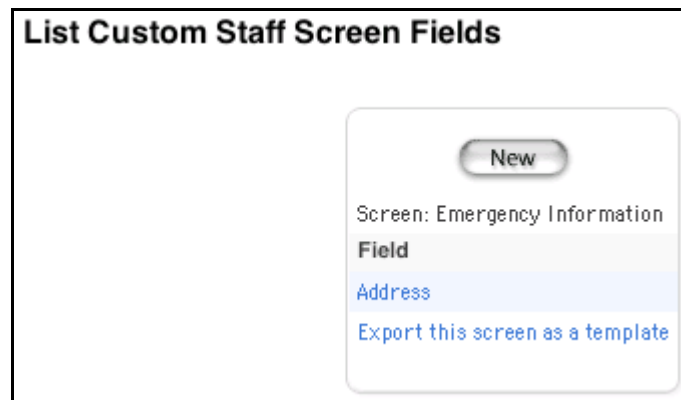
Option	Value
Label	<input type="text" value="Address"/>
Field Name	<input type="text" value="address"/>
Sort Order	<input type="text" value="2"/>
Input Type	<input type="text" value="Entry field"/>
Width <small>(applies only to 'entry field' and 'entry box' types)</small>	<input type="text" value="20"/> (width in characters)
Height <small>(applies only to 'entry box' type)</small>	<input type="checkbox"/> (height in lines)
Data for Popup or Radio Buttons <small>(press return after each entry)</small>	
<input type="button" value="Submit"/>	

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.  <b>Note:</b> To list the fields, click Fields. To create a custom field, see the section " <a href="#">How to Add Custom Staff Fields.</a> "
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: <ul style="list-style-type: none"> <li>• Entry field: A small field in which the user enters free text.</li> <li>• 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.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Checkbox: A checkbox a user clicks to check.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: Small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
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.

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

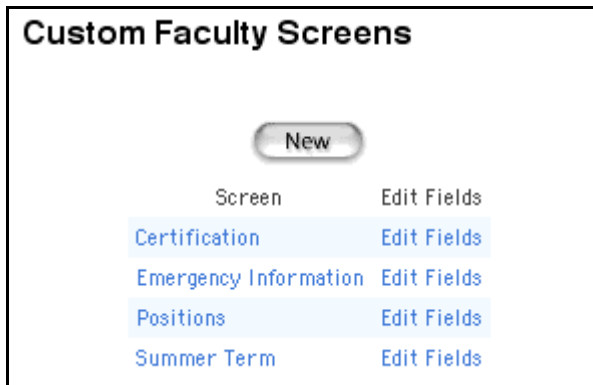
- Click Custom Staff Screens. The Custom Staff Screens page appears.

Custom Staff Screens	
<a href="#">New</a>	
Screen	Edit Fields
<a href="#">Certification</a>	<a href="#">Edit</a>
<a href="#">Emergency Information</a>	<a href="#">Edit</a>

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

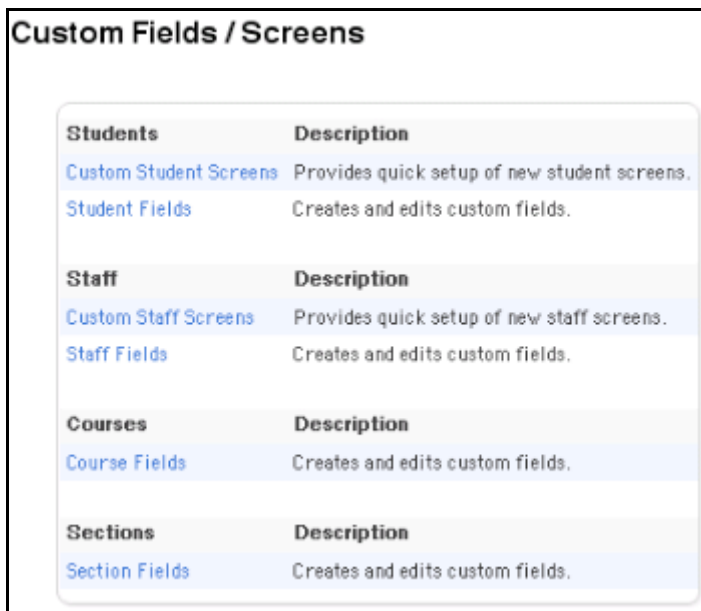
Edit Custom Staff Screen	
<b>Field</b>	<b>Value</b>
Name	<input type="text" value="Emergency Information"/>
<a href="#">Delete</a> <a href="#">Submit</a>	

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

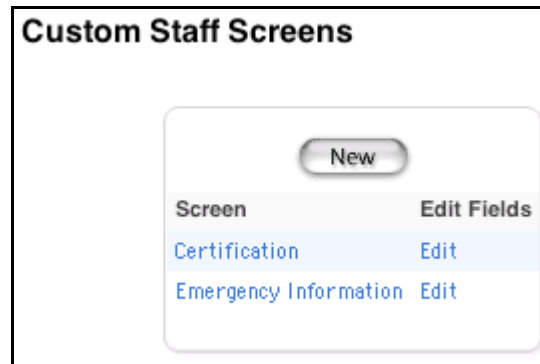


## How to Delete Custom Staff Screens

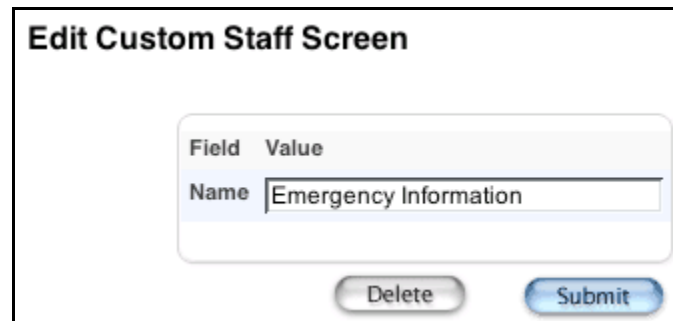
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



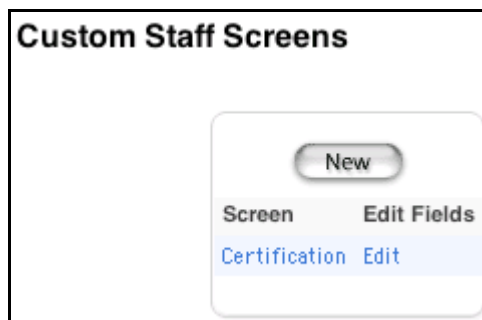
3. Click Custom Staff Screens. The Custom Staff Screens page appears.



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



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



## How to Edit Custom Staff Screen Fields

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

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

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

Custom Staff Screens	
<a href="#">New</a>	
Screen	Edit Fields
<a href="#">Certification</a>	<a href="#">Edit</a>
<a href="#">Emergency Information</a>	<a href="#">Edit</a>

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

List Custom Staff Screen Fields	
<a href="#">New</a>	
Screen: Emergency Information	
Field	
<a href="#">Address</a>	
<a href="#">Export this screen as a template</a>	

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

### Edit Field

Option	Value
Label	Mailing Address
Field Name	address
Sort Order	2
Input Type	Entry field <input type="button" value="v"/>
Width <small>(applies only to 'entry field' and 'entry box' types)</small>	20 <small>(width in characters)</small>
Height <small>(applies only to 'entry box' type)</small>	0 <small>(height in lines)</small>
Data for Popup or Radio Buttons <small>(press return after each entry)</small> <div style="border: 1px solid gray; height: 100px; width: 100%; margin-top: 5px;"></div>	
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

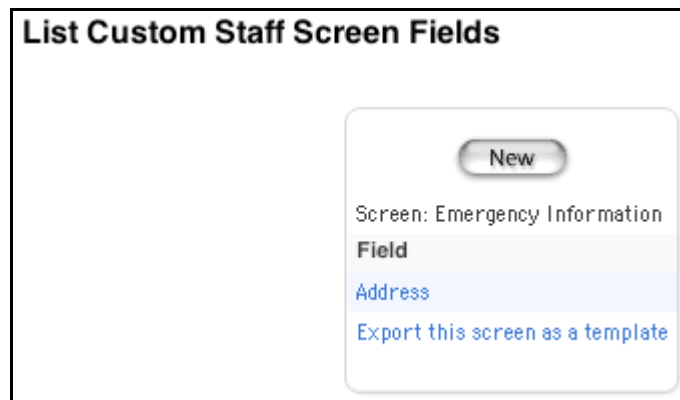
6. Use the following table to edit information in the fields:

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.  <b>Note:</b> To list the fields, click Fields. To create a custom field, see the section " <a href="#">How to Add Custom Staff Fields.</a> "
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: <ul style="list-style-type: none"> <li>Entry field: A small field in which the user enters free text.</li> <li>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.</li> </ul>



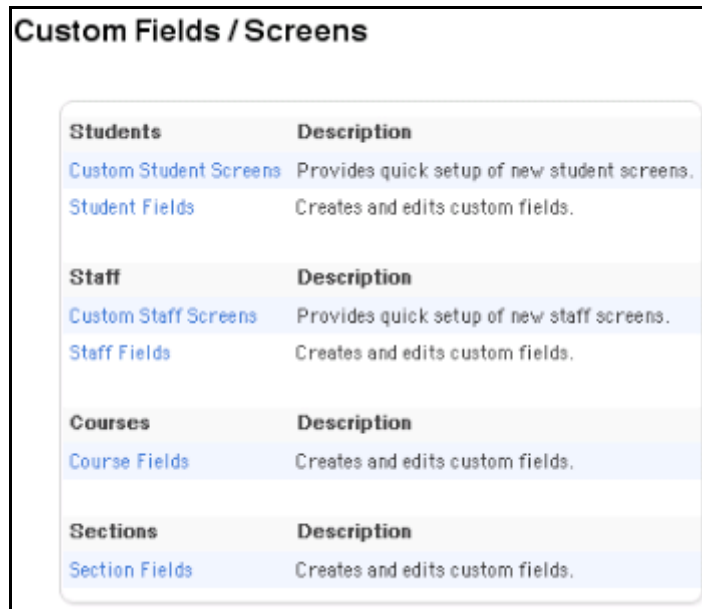
Field	Description
	<ul style="list-style-type: none"> <li>• Checkbox: A checkbox a user clicks to check.</li> <li>• Pop-up menu: A pop-up menu from which a user selects a value.</li> <li>• Radio button: Small, round option button a user clicks to select.</li> <li>• Entry box: A large box in which users can enter multiple lines of free text.</li> </ul>
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.

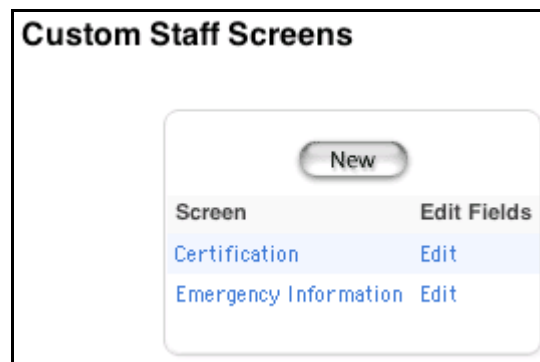


## How to Delete Custom Staff Screen Fields

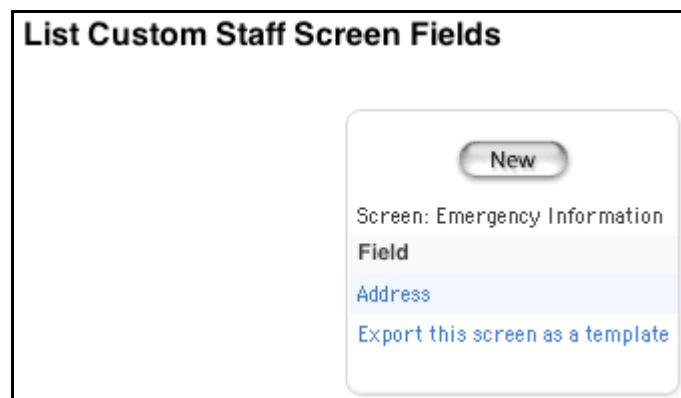
1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



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



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



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

**Edit Field**

Option	Value
Label	Mailing Address
Field Name	address
Sort Order	2
Input Type	Entry field
Width (applies only to 'entry field' and 'entry box' types)	20 (width in characters)
Height (applies only to 'entry box' type)	0 (height in lines)
Data for Popup or Radio Buttons (press return after each entry)	

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

**List Custom Staff Screen Fields**

Screen: Emergency Information

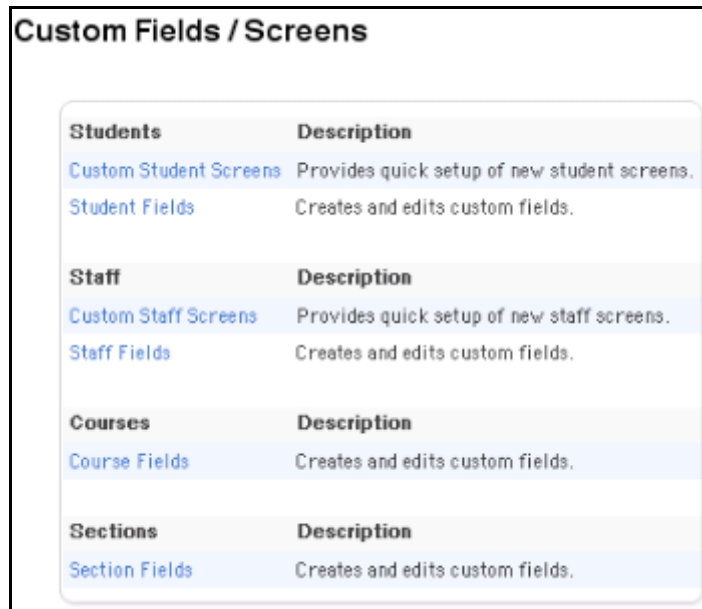
**Field**

[Export this screen as a template](#)

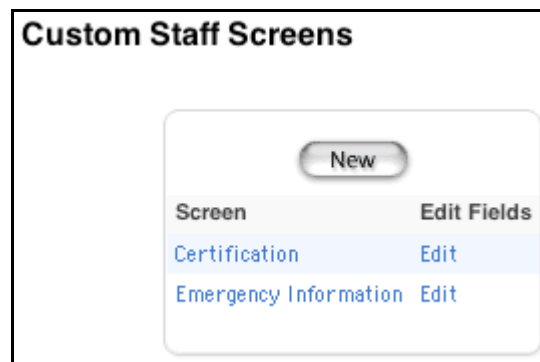
## How to Export a Staff Screen as a Template

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.

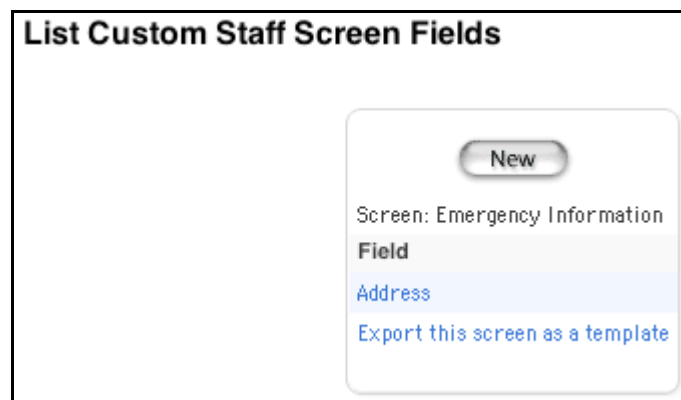
- On the start page, choose System from the main menu.
- On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



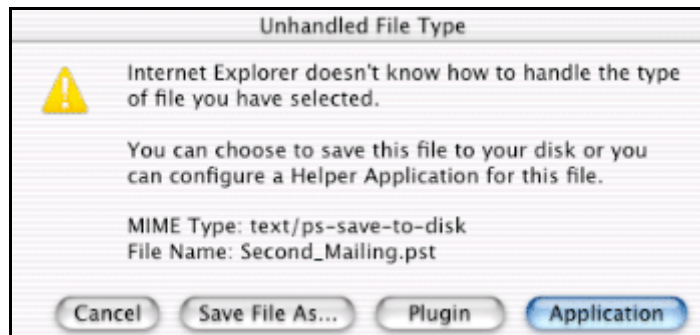
- Click Custom Staff Screens. The Custom Staff Screens page appears.



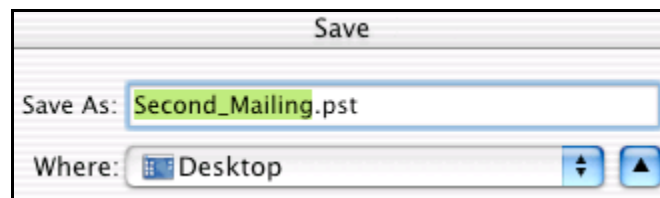
- Click Edit Fields next to the screen to be exported as a template. The List Custom Staff Screen Fields page appears.



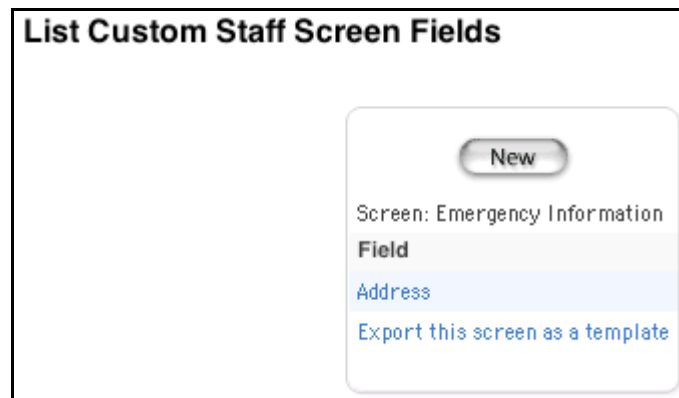
5. Click "Export this screen as a template." The File Download dialog appears.



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.

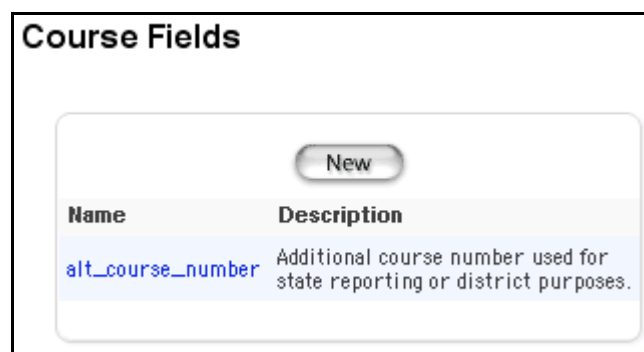
Create the custom course fields. Then, either add the custom fields to a page in PowerSchool or enter values for the fields using the Direct Database Access function, also known as Universal Search & Modify (USM).

## 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.

### New Course Field

Label	Value
<b>Field Name</b>	<input style="width: 90%;" type="text" value="Demand"/>
<b>Description</b>	<input style="width: 90%; height: 40px;" type="text" value="Usual demand for this course."/>

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.

### Course Fields

Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Usual demand for this course.

## 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.

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

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

Course Fields	
<a href="#">New</a>	
<b>Name</b>	<b>Description</b>
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Usual demand for this course.

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



### Edit Course Field

Label	Value
<b>Field Name</b>	<input type="text" value="Demand"/>
<b>Description</b>	<input style="width: 100%;" type="text" value="Usual demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

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.

### Course Fields

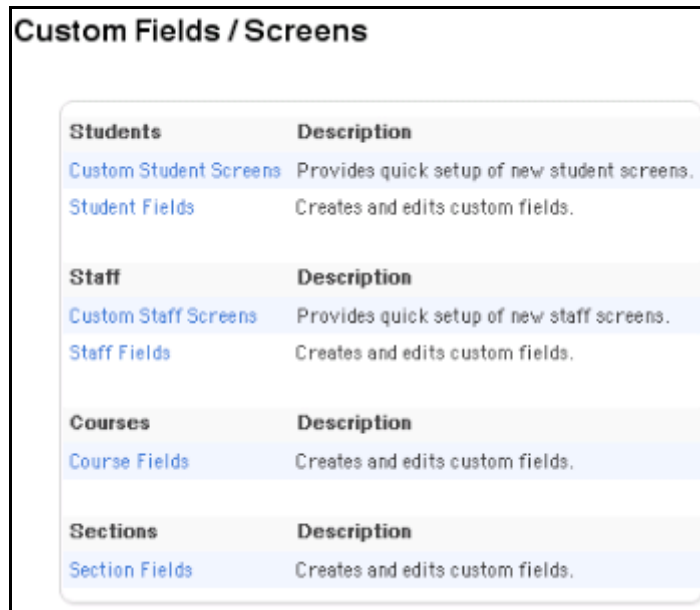
Name	Description
alt_course_number	Additional course number used for state reporting or district purposes.
Demand	Typical demand for this course.

## 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.

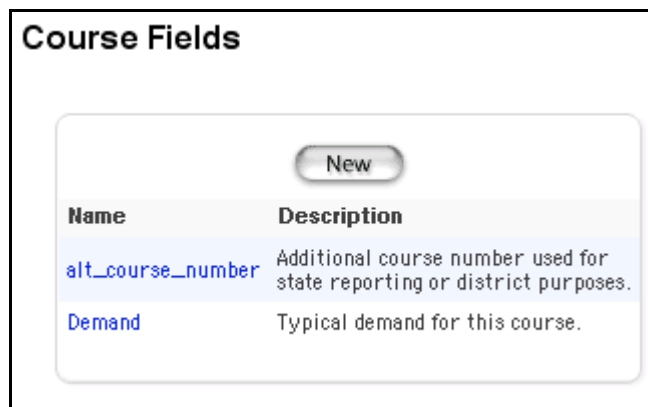
2. On the System Administrator page, click Custom Fields/Screens. The Custom Fields/Screens page appears.



The screenshot shows the 'Custom Fields / Screens' page. It features a table with four sections: Students, Staff, Courses, and Sections. Each section has a 'Description' header and two rows of links with descriptions.

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

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



The screenshot shows the 'Course Fields' page. It has a 'New' button at the top and a table with two columns: 'Name' and 'Description'.

Name	Description
<a href="#">alt_course_number</a>	Additional course number used for state reporting or district purposes.
<a href="#">Demand</a>	Typical demand for this course.

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

**Edit Course Field**

Label	Value
Field Name	<input type="text" value="Demand"/>
Description	<input type="text" value="Typical demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

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

**Edit Course Field**

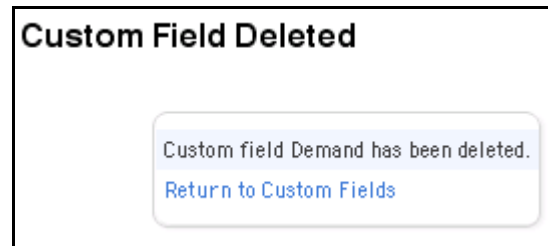
Label	Value
Field Name	<input type="text" value="Demand"/>
Description	<input type="text" value="Typical demand for this course."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

**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.

### Custom Fields / Screens

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.
Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click Section Fields. The Section Fields page appears.

### Section Fields

[New](#)

[Custom Screen Menu](#)

Name	Description
<a href="#">section_no</a>	Number identifying the section.

- Click New. The New Section Field page appears.

### New Section Field

Label	Value
Field Name	<input type="text" value="request_prev_term"/>
Description	<input type="text" value="Number of requests for this section from the previous term."/>

[Submit](#)

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.

### Custom Fields / Screens

Students	Description
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.

Staff	Description
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.

Courses	Description
<a href="#">Course Fields</a>	Creates and edits custom fields.

Sections	Description
<a href="#">Section Fields</a>	Creates and edits custom fields.

- Click Section Fields. The Section Fields page appears.

### Section Fields

[New](#)

[Custom Screen Menu](#)

Name	Description
<a href="#">request_prev_term</a>	Number of requests for this section from the previous term.
<a href="#">section_no</a>	Number identifying the section.

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

### Edit Section Field

Label	Value
<b>Field Name</b>	<input type="text" value="request_prev_term"/>
<b>Description</b>	<input style="width: 100%;" type="text" value="Number of requests for this section from the previous term."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

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.

### Section Fields

Custom Screen Menu

Name	Description
request_prev_term	Requests for this section from the previous term.
section_no	Number identifying the section.

## 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.

Custom Fields / Screens	
<b>Students</b>	<b>Description</b>
<a href="#">Custom Student Screens</a>	Provides quick setup of new student screens.
<a href="#">Student Fields</a>	Creates and edits custom fields.
<b>Staff</b>	<b>Description</b>
<a href="#">Custom Staff Screens</a>	Provides quick setup of new staff screens.
<a href="#">Staff Fields</a>	Creates and edits custom fields.
<b>Courses</b>	<b>Description</b>
<a href="#">Course Fields</a>	Creates and edits custom fields.
<b>Sections</b>	<b>Description</b>
<a href="#">Section Fields</a>	Creates and edits custom fields.

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

Section Fields	
<input type="button" value="New"/>	
<a href="#">Custom Screen Menu</a>	
<b>Name</b>	<b>Description</b>
<a href="#">request_prev_term</a>	Requests for this section from the previous term.
<a href="#">section_no</a>	Number identifying the section.

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

### Edit Section Field

Label	Value
<b>Field Name</b>	<input type="text" value="request_prev_term"/>
<b>Description</b>	<input type="text" value="Requests for this section from the previous term."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

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

### Edit Section Field

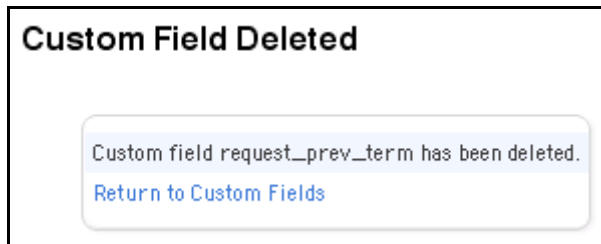
Label	Value
<b>Field Name</b>	<input type="text" value="request_prev_term"/>
<b>Description</b>	<input type="text" value="Requests for this section from the previous term."/>

Check here to verify a delete command.

Deleting a custom field is irreversible. Pressing Delete will permanently delete the field and all associated data in the database. This process may take up to one minute.

**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.

### Direct Database Export (DDE)

Current Table: Students (1)

Current Records in Selection: 0    List View    Table View

Export Records    Match Selection    [Table View Setup](#)

Select all 1705 records in this table

Search Students

  =  

  =  

Search only in records belonging to Apple Grove High School

Search all 1705 records in this table

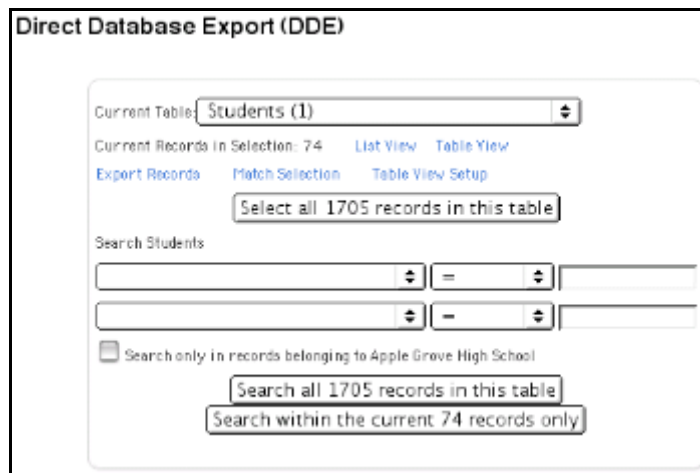
Search within the current 0 records only

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.  <b>Note:</b> For a complete list of PowerSchool tables and fields, see <a href="http://your.school.address/admin/home?ac=structure">http://your.school.address/admin/home?ac=structure</a> .
Select all [x] records in this table	To indicate the records to use in the export, do one of the following: <ul style="list-style-type: none"> <li>Click "Select all [number of] records in this table" to select all records and skip to Step 10.</li> <li>Identify search criteria in the Search Students fields by continuing to the next step.</li> </ul> <b>Note:</b> 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: <ul style="list-style-type: none"> <li>Equals (=)</li> <li>Less than (&lt;)</li> <li>Greater than (&gt;)</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Less than or equal to (&lt;=)</li> <li>• Greater than or equal to (&gt;=)</li> <li>• Does not equal (#)</li> <li>• Contains (contains)</li> <li>• Does not contain (!Contain)</li> </ul> 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.

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



- 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.

**List Records: Students**

Records: 74

ID	LastFirst	First_Name	Middle_Name	Last_Name	Student_Number
1. 5418	Wolstenholme, Aaron	Aaron		Wolstenholme	25156
2. 5417	Wolf, Keltson	Keltson		Wolf	25157
3. 5416	Winder, Brett	Brett		Winder	25158
4. 5414	Wiese, Johnny	Johnny		Wiese	25160
5. 5413	Zitting, Kristin K.	Kristin	K.	Zitting	25161
6. 5412	Yavdrey, Hadley	Hadley		Yavdrey	25162
7. 5411	Thompson, Nicholas W.	Nicholas	W.	Thompson	25163
8. 5409	Taylor, Eric P.	Eric	P.	Taylor	25165
9. 5407	Spencer, Haylie	Haylie		Spencer	25167
10. 5403	Shinsel, Ian	Ian		Shinsel	25171
11. 5402	Rushton, Daniel	Daniel		Rushton	25172
12. 5400	Rostrom, Daniel	Daniel		Rostrom	25174
13. 5399	Quibell, Charlee R.	Charlee	R.	Quibell	25175
14. 5398	Powell, Jessica	Jessica		Powell	25176
15. 5397	Richards, Dillon D.	Dillon	D.	Richards	25177
16. 5396	Park, Brandie R.	Brandie	R.	Park	25178
17. 5395	Ostler, Ashley D.	Ashley	D.	Ostler	25179
18. 5394	Olney, Kaemi	Kaemi		Olney	25180
19. 5393	North, Kellian	Kellian		North	25181
20. 5392	Pingel, Dustin	Dustin		Pingel	25182

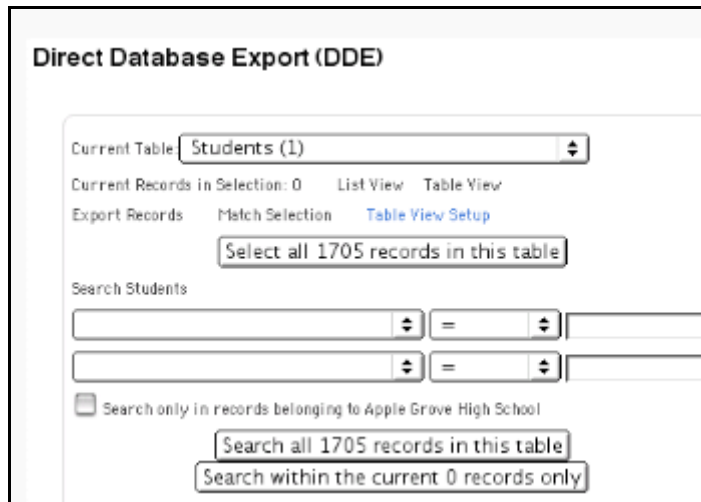
**Note:** Click the field value to link to the Display Record page.

## 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.  <b>Note:</b> For a complete list of PowerSchool tables and fields, see <a href="http://your.school.address/admin/home?ac=structure">http://your.school.address/admin/home?ac=structure</a>
Select all [x] records in this table	To indicate the records to use in the export, do one of the following: <ul style="list-style-type: none"> <li>• Click "Select all [number of] records in this table" to select all records and skip to Step 10.</li> <li>• Identify search criteria in the Search Students fields by continuing to the next step.</li> </ul> <b>Note:</b> 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: <ul style="list-style-type: none"> <li>• Equals (=)</li> <li>• Less than (&lt;)</li> <li>• Greater than (&gt;)</li> <li>• Less than or equal to (&lt;=)</li> <li>• Greater than or equal to (&gt;=)</li> <li>• Does not equal (#)</li> <li>• Contains (contains)</li> <li>• Does not contain (!Contain)</li> </ul> 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.

**Direct Database Export (DDE)**

Current Table:

Current Records in Selection: 74    [List View](#)    [Table View](#)

[Export Records](#)    [Match Selection](#)    [Table View Setup](#)

Search Students

=

-

Search only in records belonging to Apple Grove High School

- 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.

**List Records: Students** Hobble Creek High School

[1-200] [201-400] [401-600] [601-700]

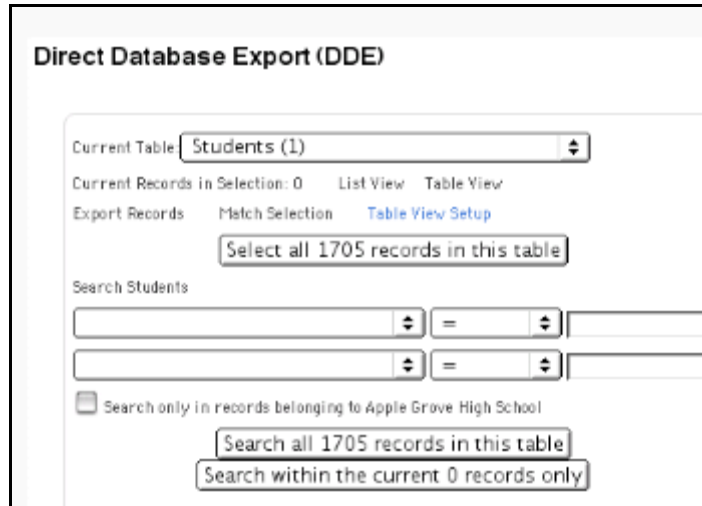
A	LastFirst	ID	Enroll Status	SchoolID	Grade Level	EnrollDate	ExitDate
1	Albousaid, Blake Cole	8505	3	999999	12	8/23/2001	5/25/2002
2	Adams, Michael Bradley	8622	3	999999	12	8/24/2000	5/25/2001
3	Adkins, Katherine Ann	8570	3	999999	12	8/23/2001	5/25/2002
4	Affelter, Adam Richard	12256	3	999999	12	8/24/2000	5/25/2001
5	Affelter, Jesse	18911	0	900	12	8/26/2002	5/31/2003

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

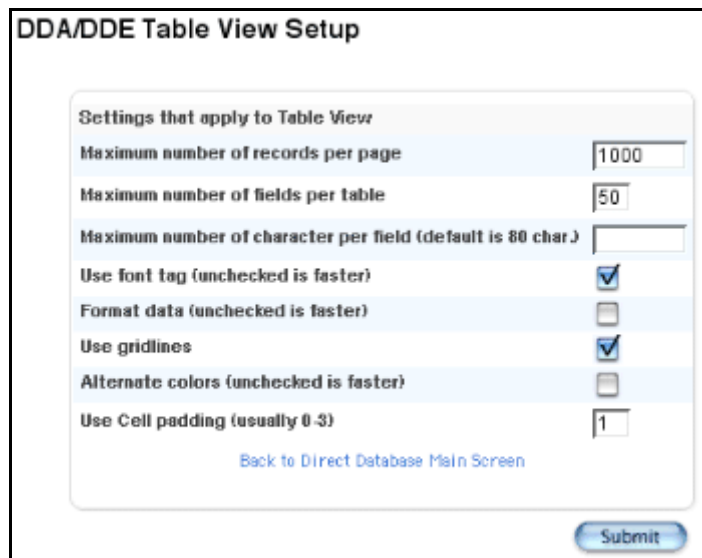
## How to Format the DDE Table View

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





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



- 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.

Field	Description
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.

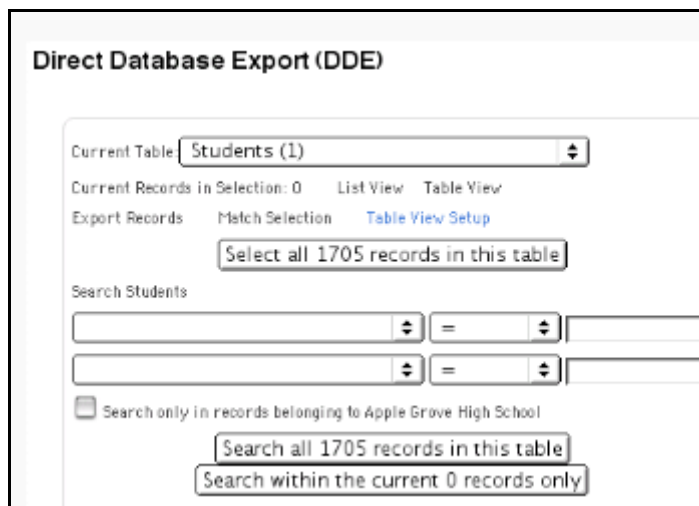
- Click Submit. The Direct Database Export (DDE) page appears.

## How to Match Selections for Export

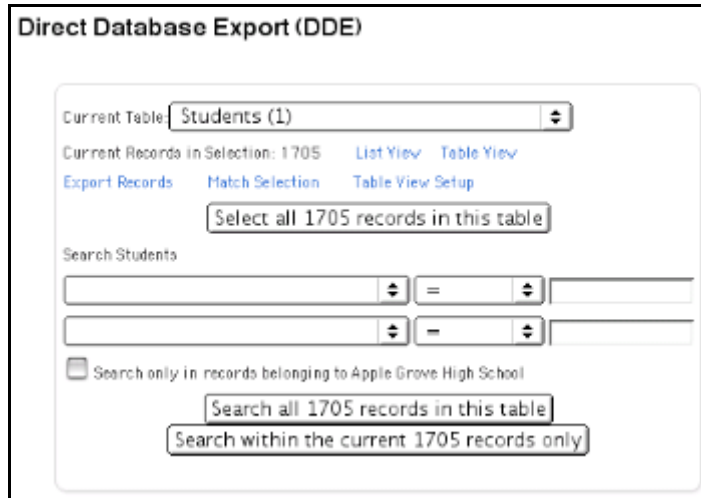
Match the records you searched for and selected in one table to records in another table to gather and select information so you can view what you need. For example, match records in the Students table to records in the CC (current grades) table.

**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.

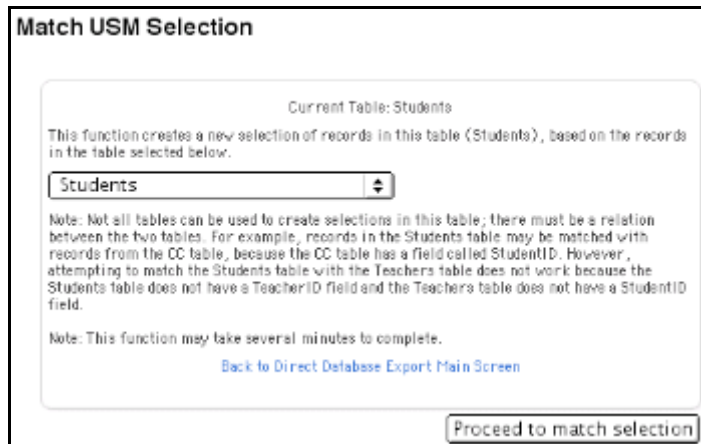
- On the start page, choose System from the main menu.
- Click Direct Database Export. The Direct Database Export (DDE) page appears.



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.

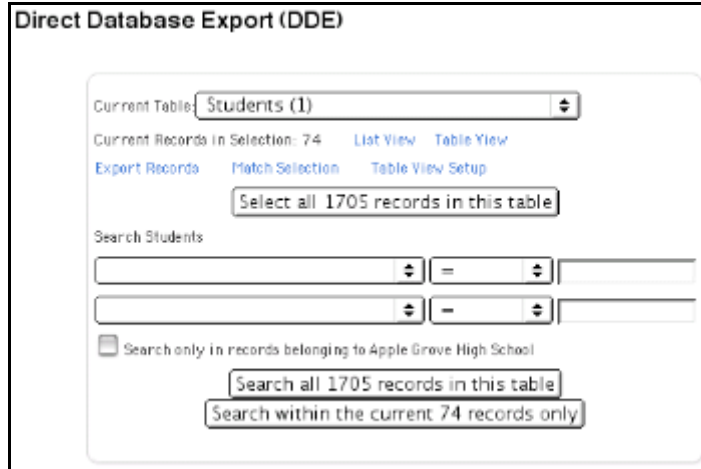


6. Choose the second table to match from the pop-up menu.
7. Click "Proceed to match selection." The Direct Database Export page displays the total number of records between the two matched tables that you can export. To export the selected records, see the section "[How to Export Records](#)."

## 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.

### Export Records

**Export the 263 selected records (Table: Students)**

Student\_Number

Last\_Name

First\_Name

Middle\_Name

Grade\_Level

Balance1

Lunch\_ID

**Field Delimiter**      Tab

**Record Delimiter**      CR

"Surround fields"       Column titles on 1st row

Optional: Sort Field Name	Direction
Last_Name	>
	>
	>

[Back to Direct Database Export Main Screen](#)

Submit

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

Field	Description
Fields	<p>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.</p> <p>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.</p>
Field Delimiter	<p>Use the pop-up menu to choose how you want the system to separate each field in the export file:</p> <ul style="list-style-type: none"> <li>• Tab</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Comma</li> <li>• None</li> <li>• Other: Enter the delimiter in the blank field.</li> </ul>
Record Delimiter	Use the pop-up menu to choose how you want the system to separate each record in the export file: <ul style="list-style-type: none"> <li>• CR: Carriage return</li> <li>• CRLF: Carriage return and line feed</li> <li>• LF: Line feed</li> <li>• Other: Enter the delimiter in the blank field.</li> </ul>
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: <ul style="list-style-type: none"> <li>• &lt; (descending)</li> <li>• &gt; (ascending)</li> </ul>

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 student's 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.

Type of student	Exit Code for Current Enrollment	Entry Code for New Enrollment	Exit Comment	Replace Existing Values?
Graduating	GR (Graduation)	N/A	Graduated	<input type="checkbox"/>
Promoted to next school	PRS (Promoted To Next School)	RE (Retained)	Promoted Next School	<input type="checkbox"/>
Promoted within same school	PRG (Promoted To Next Grade)	TOS (Transferred from out-of-state)	Promote Same School	<input type="checkbox"/>
Retained	RE (Retained)	OI (Optioned In)	Retained	<input type="checkbox"/>
Demoted	DE (Demoted)	PWS (Promoted within School)	Demoted	<input type="checkbox"/>

Fees: Transfer Method  Roll over the current balance  Zero the current balance

Check here to confirm that you really want to do this.

[Perform End-of-Year Processing](#)

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. <b>Note:</b> If any of the highest-grade levels are not correct, you may

Field	Description
	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.  <b>Note:</b> 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: <ul style="list-style-type: none"> <li>• 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).</li> <li>• Promoted to next school: Student is being promoted (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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <b>Note:</b> 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:

Field	Description
	<ul style="list-style-type: none"> <li>• AP (Alternative Placement)</li> <li>• DE (Death)</li> <li>• DO (Dropout)</li> <li>• EX (Expulsion)</li> <li>• GR (Graduated from HS)</li> <li>• PR (Promoted to next year)</li> <li>• TO (Transfer Out of State)</li> <li>• TS (Transfer within State)</li> <li>• P (Promoted)</li> <li>• R (Retained)</li> <li>• G (Graduated at year end)</li> <li>• C (Completed course of study at year end)</li> <li>• A (Attended, not expecting reenrollment)</li> <li>• SA (Still Enrolled - AIMS)</li> <li>• SC (Still Enrolled - Course Study)</li> <li>• SE (Still Enrolled - Met No Requirements)</li> <li>• PS (PowerSchool enrollment status change)</li> <li>• SS (Summer School)</li> <li>• NS (No show)</li> </ul> <p>For more information, see the section "<a href="#">Exit Codes</a>."</p>
Entry Code for New Enrollment	<p>Choose the appropriate entry code from the pop-up menu, such as:</p> <ul style="list-style-type: none"> <li>• AP (Alternative Placement)</li> <li>• DO (Previous Drop Out)</li> <li>• HS (Home School)</li> <li>• PR (Promoted from previous year)</li> <li>• TO (Transfer from out of State)</li> <li>• TS (Transfer from within State)</li> <li>• PS (PowerSchool enrollment status change)</li> <li>• SS (Summer School)</li> </ul>

Field	Description
	For more information, see the section " <a href="#">Entry Codes</a> ."
Exit Comment	Enter a note for the student record affected by the end-of-year process.
Replace Existing Values?	<p>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:</p> <ul style="list-style-type: none"> <li>• Select this checkbox to replace any existing exit codes.</li> <li>• Leave the checkbox blank to as to not overwrite any existing exit codes.</li> </ul> <p><b>Note:</b> 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.</p>
Fees Transfer Method	<p>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.</p> <ul style="list-style-type: none"> <li>• Select the "Roll over the current balance" to roll over the balance as the new balance for the following year.</li> </ul> <p>When rolling over current balances, students with a balance of zero are not affected. Students with a balance greater than zero (student owes money) or less than zero (school owes money), receive a SOY Balance. This information appears on the student Fee Transactions page.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>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.</p> <p><b>Note:</b> 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).</p> <p>For more information, see the section "<a href="#">Transfer Fees</a>."</p>
Check here to confirm that you really want to do this.	<p>Use this checkbox to confirm whether or not you want the end-of-year process to do one of the following:</p> <ul style="list-style-type: none"> <li>• Select this checkbox to validate your data and perform the end-of-year process.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Leave the checkbox blank to validate your data and make any corrections before actually performing the end-of-year process.</li> </ul>

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.

### Export Historical Grades

Option	Value
School	Apple Grove High School
School Year	2002 - 2003 School Year
Store Code (term abbreviation)	Q1
Field Delimiter	Tab
Record Delimiter	CRLF

**Fields to Export:**

```
[students]student_number
grade_level
```

All historical grades for the school year with the specified store code will be exported.

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: <ul style="list-style-type: none"> <li>• Tab</li> <li>• Comma</li> </ul>
Record Delimiter	Use the pop-up menu to indicate how you want the system to separate records in the export file: <ul style="list-style-type: none"> <li>• CRLF: carriage return and line feed</li> <li>• CR: carriage return</li> <li>• LF: line feed</li> </ul>
Fields to Export	Enter the internal PowerSchool field names of the fields you want to export.  <b>Note:</b> If you include a field from another table, enter the table name in brackets first, such as [students]student_number. Press 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
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.

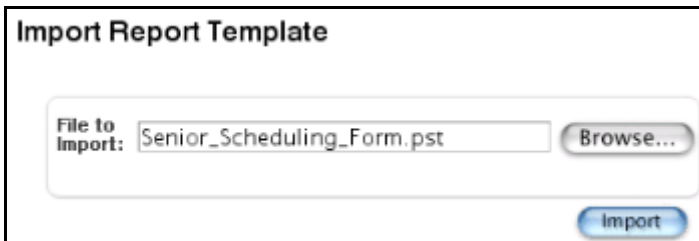
## Report Templates

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.

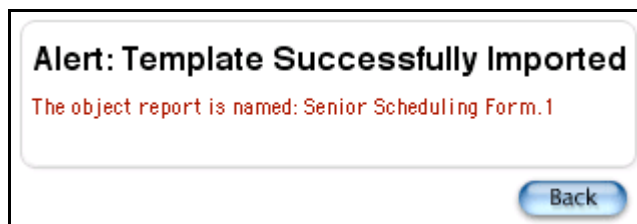
### How to Import a Report Template

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

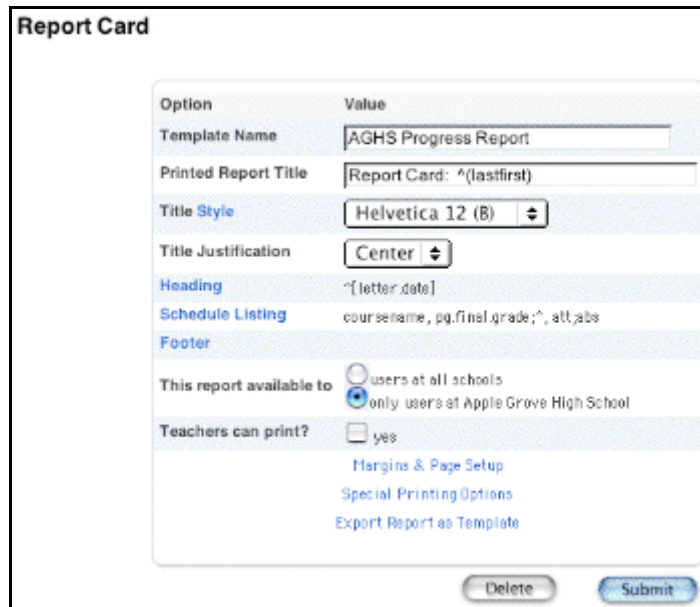
Export a report template to import into another PowerSchool system or to save as a backup. Report templates can be exported for custom reports only: form letters, mailing labels, object reports, or report cards.

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.

A screenshot of the "Report Setup" page. It features a table with two columns: "Function" and "Description". The table lists six options: Form Letters, Mailing Labels, Object Reports, Report Cards, Pictures, and Styles, each with a brief description of its function.

Function	Description
Form Letters	Design and edit single page, free-form report templates.
Mailing Labels	Design and edit custom mailing label templates.
Object Reports	Design and edit multi-object, multi-page, free-form report templates.
Report Cards	Design and edit student schedule listing report templates.
Pictures	Manage pictures for use in object reports.
Styles	Manage font styles for use in report templates.

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.



Option	Value
Template Name	AGHS Progress Report
Printed Report Title	Report Card: ^(lastfirst)
Title Style	Helvetica 12 (B)
Title Justification	Center
Heading	^[letter.date]
Schedule Listing	course:aname, pg.final grade;^, alt:abs
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Apple Grove High School
Teachers can print?	<input type="checkbox"/> yes

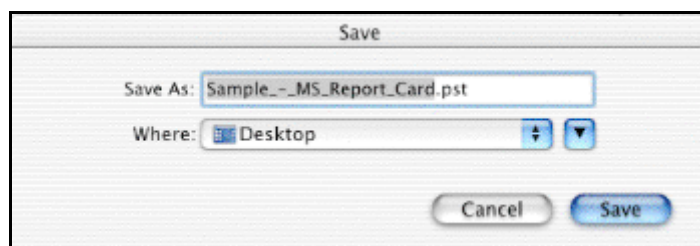
[Margins & Page Setup](#)  
[Special Printing Options](#)  
[Export Report as Template](#)

- 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."



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



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

## Permanently Store Grades

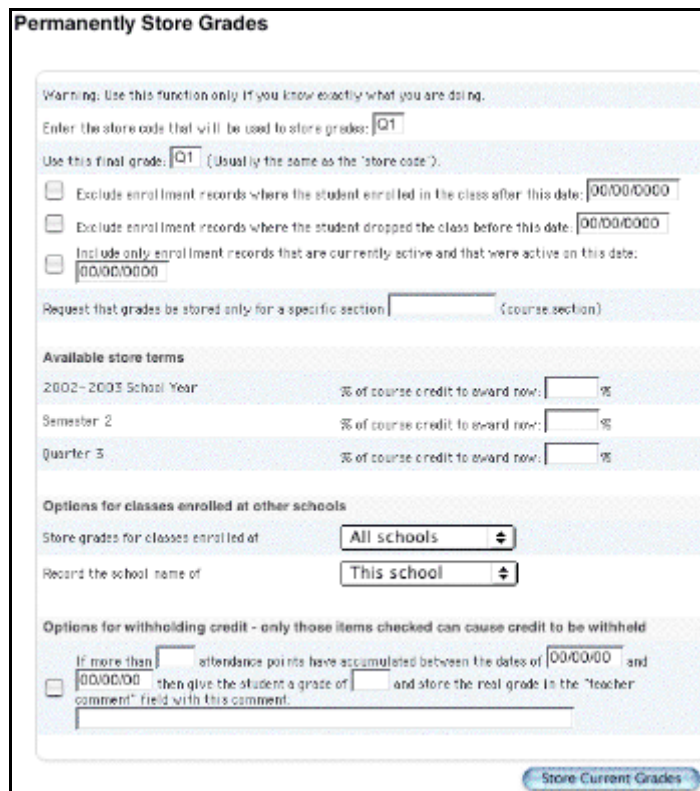
At the end of each grading term, use the Permanently Store Grades function to copy and store the students' current grades in PowerGrade as historical grades.

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.



**Permanently Store Grades**

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

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

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

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

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

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

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

**Available store terms**

2002 - 2003 School Year	% of course credit to award now: <input type="text" value=""/>	%
Semester 2	% of course credit to award now: <input type="text" value=""/>	%
Quarter 3	% of course credit to award now: <input type="text" value=""/>	%

**Options for classes enrolled at other schools**

Store grades for classes enrolled at:

Record the school name of:

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

If more than  attendance points have accumulated between the dates of  and  then give the student a grade of  and store the real grade in the "teacher comment" field with this comment:

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

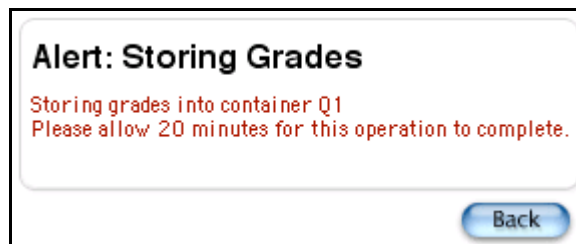
Field	Description
Store Code	<p>Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1. The first character must be a letter, and the second character must be a number.</p> <p><b>Note:</b> Do not use the same store code twice in one year. The system will overwrite the grades you stored under the store code the first time with the grades you store the second time.</p>
Use this final grade	<p>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 "<a href="#">Final Grades Setup</a>."</p>
Exclude and Include Enrollment Records	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Note:</b> 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</p>

Field	Description
	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 section	If you want to store grades for students in a specific course section only, enter the course and section numbers, separated 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	<p>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.</p> <p><b>Note:</b> 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.</p>
Options for classes enrolled at other schools	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.</li> </ul>
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.



Field	Description
	Complete the following steps: <ol style="list-style-type: none"> <li>a. Select the checkbox.</li> <li>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.</li> <li>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 comment.</li> </ol>

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.

- 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.

Extra PowerGrade Download Fields		
<input type="button" value="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)		

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

### Edit PowerGrade Field

Option	Value
Field Name (Fields) (actual PowerSchool field name)	<input type="text" value="Ethnicity"/>
Field Name (what shows in PowerGrade)	<input type="text" value="Ethnicity"/>
Sort Order	<input type="text" value="5"/> (a number from one to 10)

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

#	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.

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)		

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

### Edit PowerGrade Field

Option	Value
<b>Field Name (Fields)</b> (actual PowerSchool field name)	<input style="width: 100%;" type="text" value="Ethnicity"/>
<b>Field Name</b> (what shows in PowerGrade)	<input style="width: 100%;" type="text" value="Ethnicity"/>
<b>Sort Order</b>	<input style="width: 50px;" type="text" value="5"/> (a number from one to 10)

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		
<input type="button" value="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.

### Extra PowerGrade Download Fields

#	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)

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

### Edit PowerGrade Field

Option	Value
Field Name ( <b>Fields</b> ) (actual PowerSchool field name)	<input type="text" value="Ethnicity"/>
Field Name (what shows in PowerGrade)	<input type="text" value="Ethnicity"/>
Sort Order	<input type="text" value="5"/> (a number from one to 10)

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



### Extra PowerGrade Download Fields

#	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.

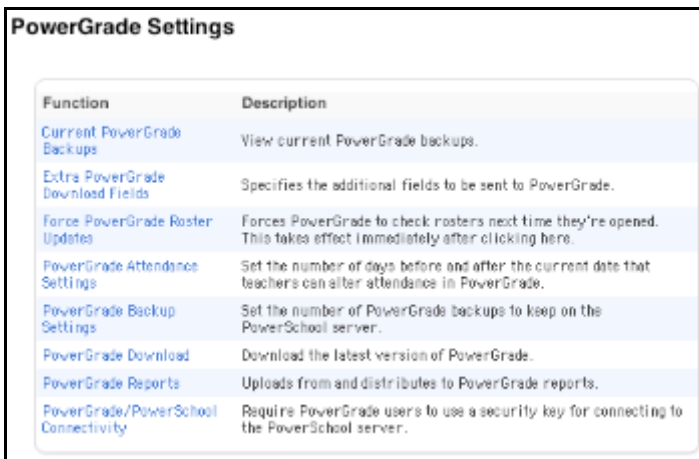
### Changes Recorded

The changes have been recorded.

## How to Set PowerGrade Attendance Restrictions

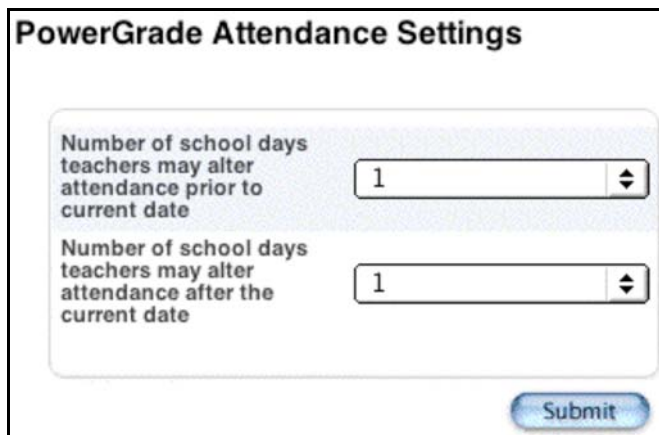
Restrict PowerGrade users from modifying attendance outside of a specified range of days.

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



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.



**PowerGrade Attendance Settings**

Number of school days teachers may alter attendance prior to current date:

Number of school days teachers may alter attendance after the current date:

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	Requires 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  $60 \times 1.5 \times 5$ , 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.

## 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.

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.

- Click PowerGrade Reports. The PowerGrade Reports page appears.

### PowerGrade Reports

**Current listing of reports:**

To delete a report, click the checkbox and then press submit

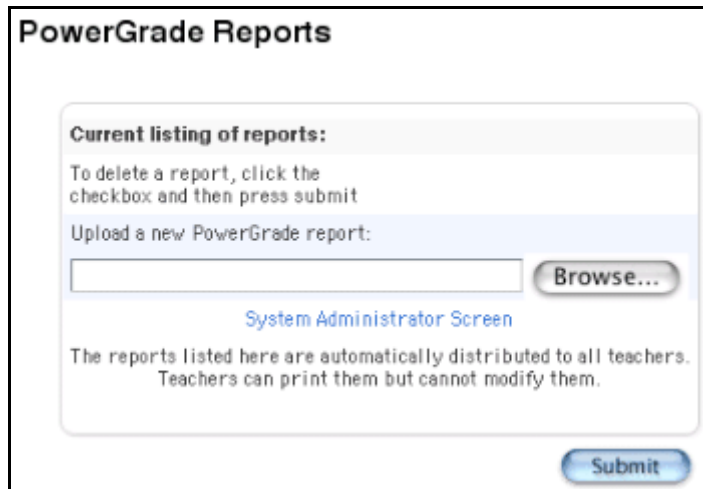
Upload a new PowerGrade report:

[System Administrator Screen](#)

The reports listed here are automatically distributed to all teachers. Teachers can print them but cannot modify them.

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

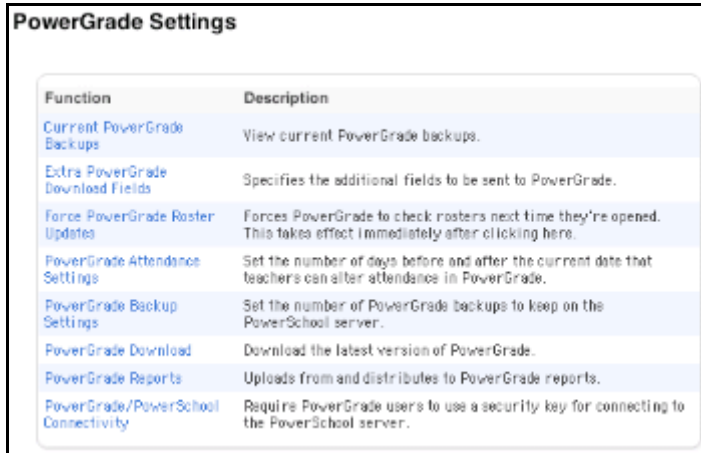
**Note:** Alternatively, click Browse..., navigate to the file, and click Open.
- Click Submit. The PowerGrade Reports page displays the uploaded template.



## How to Delete PowerGrade Reports

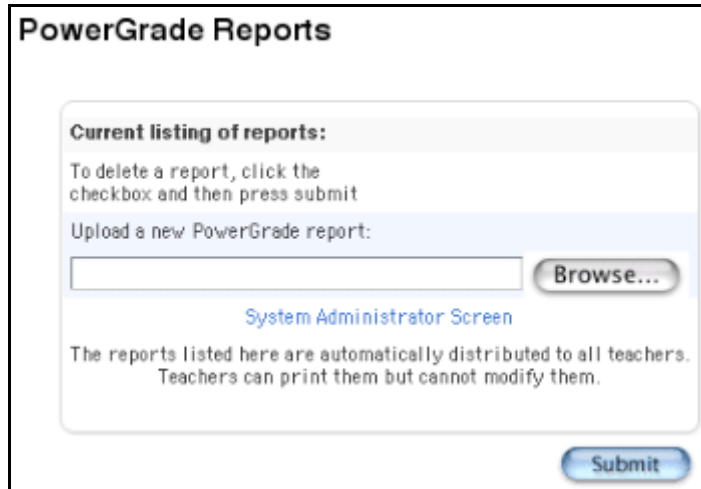
Delete a report from the list of reports in PowerGrade that all teachers can print for their classes. The PowerGrade Reports page displays the reports already available to teachers in PowerGrade.

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



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	Requires PowerGrade users to use a security key for connecting to the PowerSchool server.

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



**PowerGrade Reports**

**Current listing of reports:**

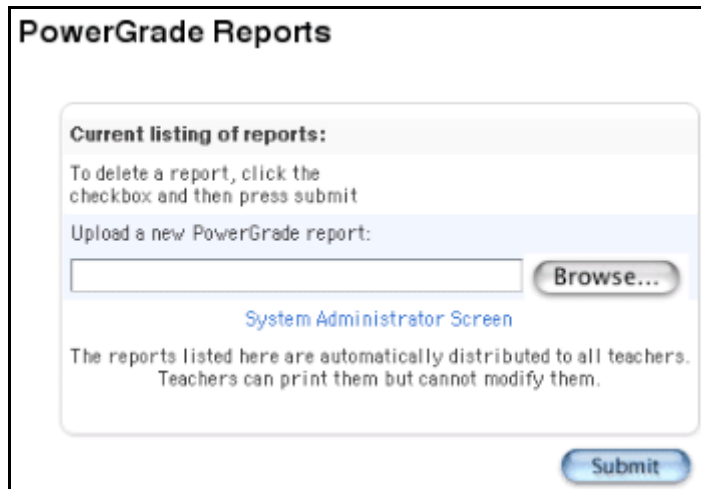
To delete a report, click the checkbox and then press submit

Upload a new PowerGrade report:

[System Administrator Screen](#)

The reports listed here are automatically distributed to all teachers.  
Teachers can print them but cannot modify them.

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



**PowerGrade Reports**

**Current listing of reports:**

To delete a report, click the checkbox and then press submit

Upload a new PowerGrade report:

[System Administrator Screen](#)

The reports listed here are automatically distributed to all teachers.  
Teachers can print them but cannot modify them.

## 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.

### PowerGrade/PowerSchool Connectivity

Require PowerGrade users to use a security key for connecting to the PowerSchool server.

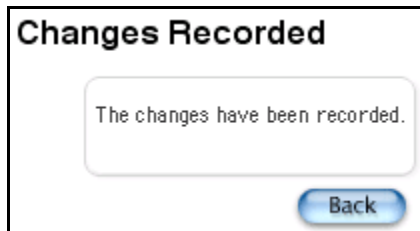
Temporary PowerGrade Locking Password (21763164)

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 PowerSchool server	Select this checkbox if you want to require teachers to use a security key when transferring information between PowerGrade and PowerSchool. Otherwise, deselect this 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.

### Report Queue Job Detail

Option	Value
User	User, 3
School	Apple Grove High School ( 4000)
Created	1/28/2003 7:19 AM
Job Name	Monthly Student Attendance Report
Type	PDF
Reports	Sections
Status	Running
Started	1/28/2003 7:19 AM
Ended	
When To Execute	ASAP
Cancel Job?	<input type="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

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

### Report Queue Settings

Function	Description
<a href="#">Current Jobs</a>	View current Report Queue jobs.
<a href="#">Completed Jobs</a>	Completed Report Queue jobs for all users.
<a href="#">Status</a>	View the current status of the Report Queue.
<a href="#">Preferences</a>	Change global Report Queue settings and preferences.

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

Report Queue - Completed Jobs <a href="#">Refresh</a>					
Completed	Job Name	User	School	Result File	
01/28/2003 10:51 AM	AGHS Progress Report	Alphin, Timothy	AGHS	AGHS_Progress_Report.pdf	153.37 KB
01/28/2003 10:49 AM	AGHS Progress Report	Alphin, Timothy	AGHS	AGHS_Progress_Report.pdf	2.26 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Carr, Kerria	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Carr, Kerria	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Carr, Kerria	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](#)."

Option	Value
User	Alphin, 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
Run job again?	<input type="checkbox"/>
Result File	AGHS_Progress_Report.pdf
File Size	2.26 KB
Location on Server	D:\PowerSchool\web_root\admin\reports_engine\batch_results\2003012810495677F41924E500.pdf
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.

### Report Queue Settings

Function	Description
<a href="#">Current Jobs</a>	View current Report Queue jobs.
<a href="#">Completed Jobs</a>	Completed Report Queue jobs for all users.
<a href="#">Status</a>	View the current status of the Report Queue.
<a href="#">Preferences</a>	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 1:05 PM	Monthly Student Attendance Report	Corr, Kerria	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Corr, Kerria	AGHS	Monthly_Student_Attendance.pdf	10.58 KB
01/23/2003 1:05 PM	Monthly Student Attendance Report	Corr, Kerria	AGHS	Monthly_Student_Attendance.pdf	13.85 KB

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

### 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 <input type="button" value="v"/>
Run job again?	<input type="checkbox"/>
Result File	AGHS_Progress_Report.pdf
File Size	2.26 KB
Location on Server	POC:PowerSchool/web_root/admin/reports_aghs/attach_results/2003012810495677F0VQHL050.pdf
Priority	1000

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

Field	Description
User	The username of the person who ran the report appears.

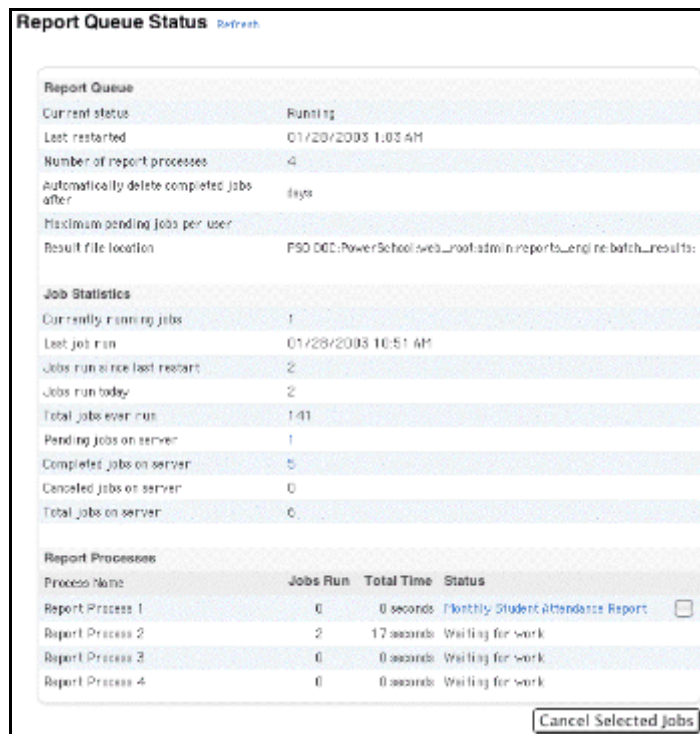
Field	Description
School	The school name and number for the report appear.
Created	The date and time the report job started appear.
Job Name	The name of the report appears.
Type	The output format of the report appears.
Reports	The name of the table that includes the data used for the report appears.
Status	The status of the report job displays: <ul style="list-style-type: none"> <li>• Completed: Job is finished.</li> <li>• Running: Job is processing.</li> <li>• Pending: Job has not started.</li> <li>• Canceled: Job has been canceled.</li> </ul>
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: <ul style="list-style-type: none"> <li>• ASAP: Execute immediately.</li> <li>• At Night: Execute during the next evening.</li> <li>• On Weekend: Execute during the next weekend.</li> <li>• On Specific Date/Time: Execute on the date and time specified in the following fields.</li> </ul>
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 " <a href="#">How to Edit Security Groups.</a> "

- 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.

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



- 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.

Field	Description
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 " <a href="#">How to Set Report Queue Preferences.</a> "
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 section " <a href="#">How to Set Report Queue Preferences.</a> "
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:

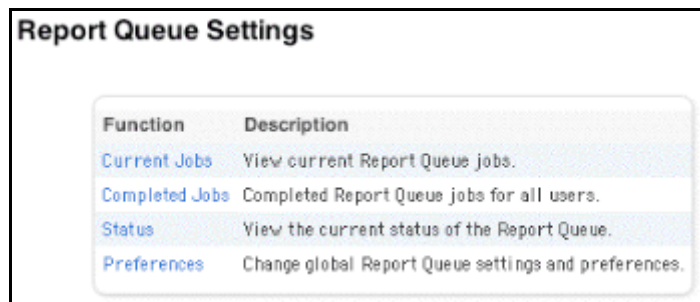
Field	Description
Process Name	The name(s) of the currently running report process(es) appear.
Jobs Run	The number of jobs run for each process appears.
Total Time	The total time each process took appears.
Status	The status of each process appears. If the job is running, the name of the report appears.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

Field	Description
Cancel Checkbox	Select the checkbox(es) next to the job(s) you want to cancel. Then, click Cancel Selected Jobs.

- Click Refresh to update the page (optional).

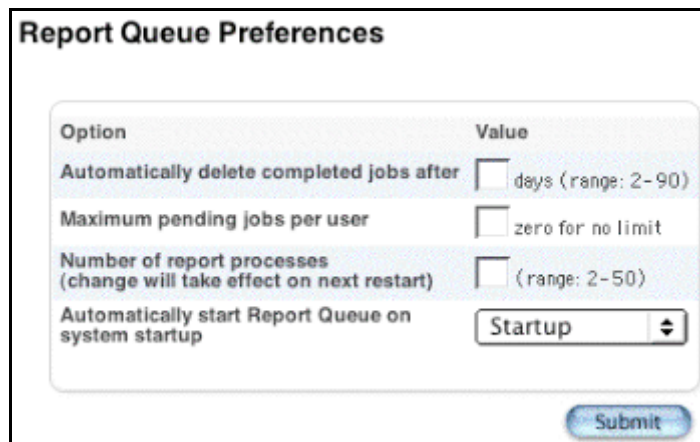
## How to Set Report Queue Preferences

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



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.

- Click Preferences. The Report Queue Preferences page appears.



Option	Value
Automatically delete completed jobs after	<input type="checkbox"/> days (range: 2-90)
Maximum pending jobs per user	<input type="checkbox"/> zero for no limit
Number of report processes (change will take effect on next restart)	<input type="checkbox"/> (range: 2-50)
Automatically start Report Queue on system startup	Startup

- 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.



Field	Description
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	<p>Select either Startup or Don't Startup to indicate what you want the report queue to do when the PowerSchool server restarts.</p> <p><b>Warning:</b> Modifying this setting affects restarts, so use extreme caution when selecting this option.</p> <p>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.</p> <p>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.</p>

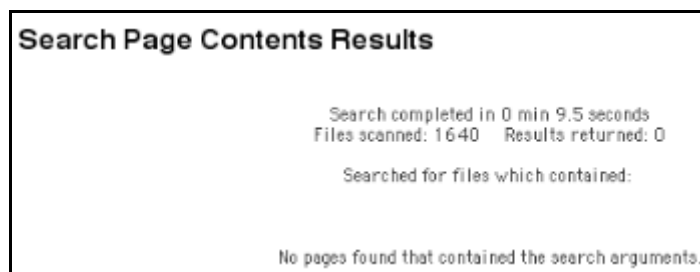
- Click Submit to save your changes.

## 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

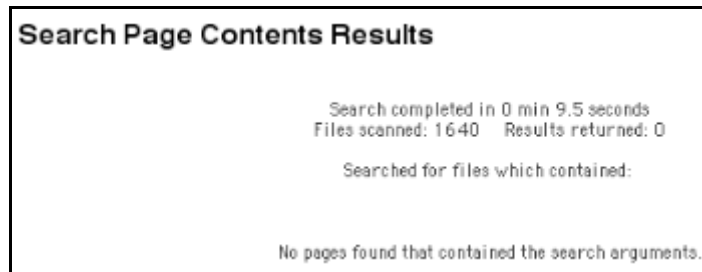
- On the start page, choose System from the main menu.
- Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.



- Click the file path to view the page.

## How to View Customized HTML Pages

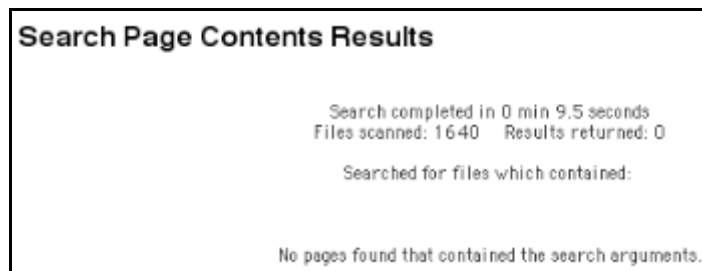
1. On the start page, choose System from the main menu.
2. Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.



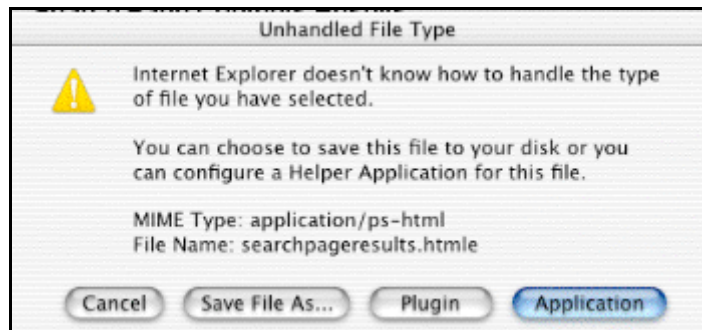
3. Click View next to the page name in the File Path column. The page appears.

## How to Edit Customized HTML Pages

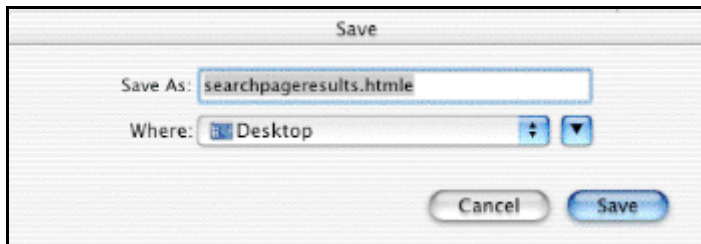
1. On the start page, choose System from the main menu.
2. Click Scan Pages. After the system scans for customized pages, the Search Page Contents Results page appears.



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.

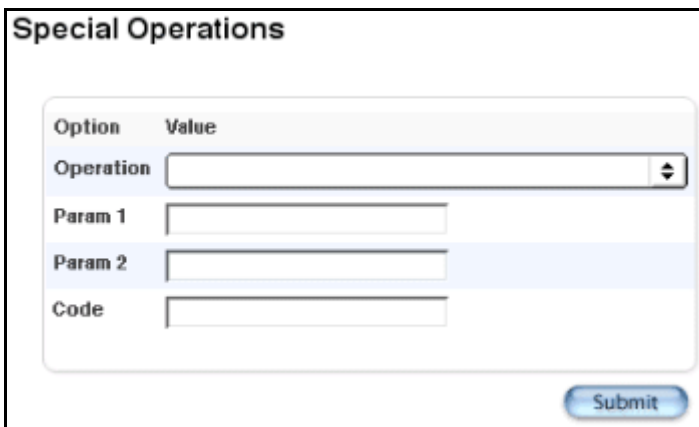
## Special Operations

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.



Option	Value
Operation	<input type="text"/>
Param 1	<input type="text"/>
Param 2	<input type="text"/>
Code	<input type="text"/>

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.

**Store Standards Grades**

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

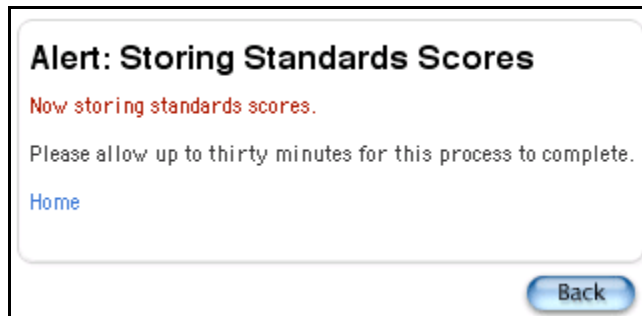
Option	Value
<b>Which Students</b>	<input type="radio"/> All currently enrolled students on this server <input type="radio"/> All currently enrolled students in Apple Grove High School <input checked="" type="radio"/> The 30 currently selected students
<b>Store Code</b>	<input type="text" value="Q1"/> for 2002 - 2003 School Year
<b>Storage Method</b>	<input checked="" type="radio"/> Capture current cumulative scores <input type="radio"/> Restrict to date range: <input type="text"/> to <input type="text"/>
<b>Existing Scores</b>	<input type="radio"/> Overwrite existing scores <input checked="" type="radio"/> Keep existing scores
<b>Store these types</b>	<input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> District <input checked="" type="checkbox"/> School (Apple Grove High School only)
Only store these identifiers (comma-separated, leave blank for types selected above)	<input style="width: 100%;" type="text"/>

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: <ul style="list-style-type: none"> <li>All students on the system</li> <li>All students at the current school</li> <li>The selected group of students</li> </ul>
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 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

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

**Automatic Database Backups**

Option	Value
Last Successful Backup	09/25/02 1:00 AM
Perform Backups Daily At	1 AM
Number Of Backup Sets To Keep in Each Backup Folder	2
Backup 1 Path	PS0 DOC:PowerSchool\system:backu
Backup 2 Path	
Backup 3 Path	
Email Backup Reports To (comma-separated)	name@isp.com
Restart Server After Backup	<input checked="" type="radio"/> Yes <input type="radio"/> No

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



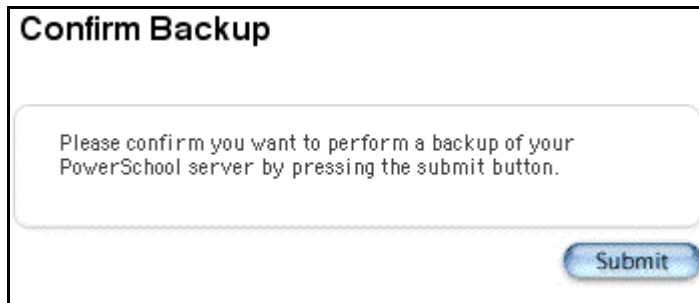
Field	Description
Folder	automatically overwrites the oldest backup in the folder.
Backup 1, 2, and 3 Paths	<p>Specify the complete file paths where you want the system to save the backup files. The system usually automatically creates the Backup 1 path as a location on the primary hard drive of the 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 backup will go to Backup 1 path, Tuesdays backup will go to Backup 2 path, and so on.</p> <p>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.</p>
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.

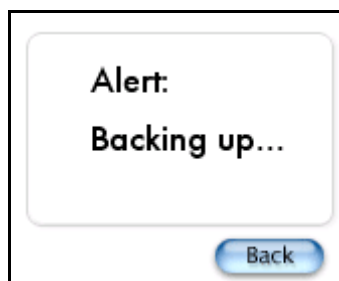
## How to Manually Backup PowerSchool

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.

### Automatic Updating

**Update Settings**

**Automatic Update Enabled**

**Update Server Address**  
(usually updates powerschool.com)

**Port to use for Update Request**  
(updates powerschool.com uses port 80 for updates exclusively. only specify a port if you update from an internal server that uses something other than port 80 for updates)

**Maintain Application Memory Setting**  
(If you have customized the PowerSchool application memory setting, checking this box will maintain the setting after an update)

NOTE: The "Automatic update enabled" feature checks the specified parent server once daily for new updates to the PowerSchool system. If a new version is available, it is downloaded and installed automatically between 10 p.m. and 6 a.m.

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.

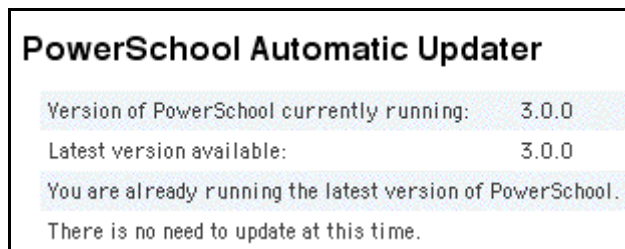
5. Click Submit. The System Settings page appears.

## 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.

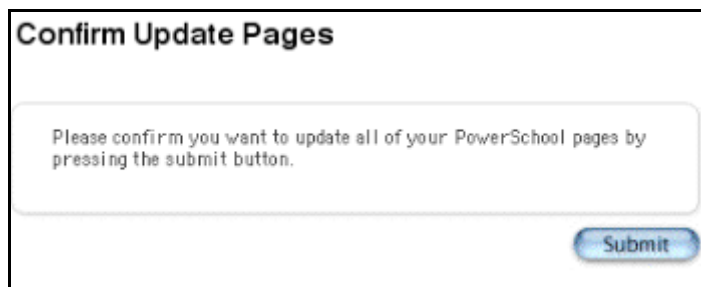


If you need to update PowerSchool, see the section "[How to Update Pages](#)."

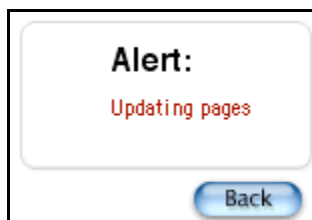
## How to Update Pages

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.

#### Browser Timeout

Option	Value
Connection Monitor Enabled at Startup	<input checked="" type="checkbox"/>
Connection Monitor applies only to Safari	<input checked="" type="checkbox"/>
Timeout monitor checking interval (seconds)	<input style="width: 40px;" type="text" value="3"/> 1 - 15, 3 recommended
Timeout threshold (seconds)	<input style="width: 40px;" type="text" value="15"/> 1 - 45, 15 recommended

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.

- 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

- On the start page, choose System from the main menu.
- Click System Settings. The System Settings page appears.
- Click CPU Usage. The Server CPU Usage page appears.

**Server CPU Usage**

Option	Value
Minimum no. of ticks per call to the system	<input type="text" value="0"/> 0-100, 0 recommended
Maximum no. of ticks per call to the system	<input type="text" value="8"/> 0-100, 8 recommended
No. of ticks between calls to the system	<input type="text" value="0"/> 0-20, 0 recommended

- 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.

- Click Submit. The Changes Recorded page appears.

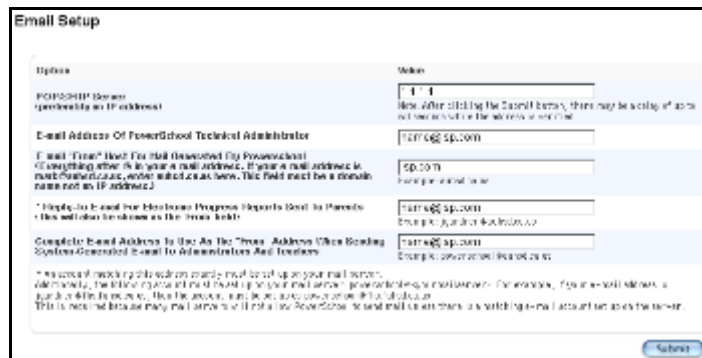
## Email Setup

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

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



### Test Email

Option	Value
Mail Server Address:	17.101.112.118
From:	<input type="text" value="teacher@school.k12.ca.us"/>
To:	<input type="text" value="teacher@school.k12.ca.us"/>
Subject:	<input type="text" value="Test email"/>
Message:	<input style="width: 100%; height: 40px;" type="text" value="This is a test of PowerSchool's ability to connect to the mail server at 17.101.112.118."/>

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.

### Outgoing Mail Queue

To  
SUBJ:

4. Click the name of a message to view.

## MIME Types

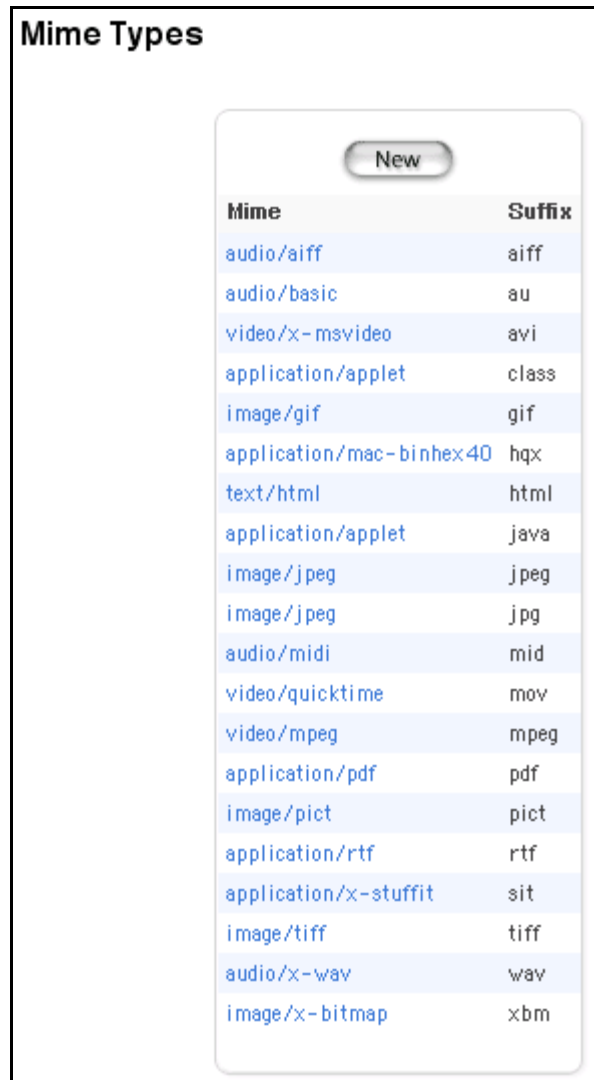
PowerSchool uses Multipurpose Internet Mail Extension (MIME) types to enable a user's browser to display image and text files that are not in HTML format. The MIME type has a type and subtype separated by a slash, such as image/gif and text/plain. Your PowerSchool server sends the MIME type to the user's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

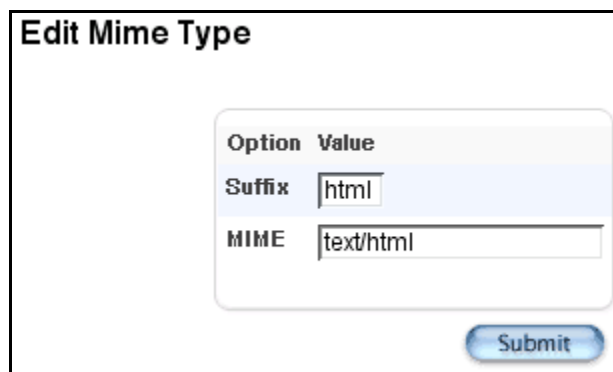
PowerSchool is preconfigured with a number of MIME types. Use this page to add, edit, and delete MIME types in PowerSchool.

## 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.



- 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

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

**Edit Mime Type**

Option	Value
Suffix	html
MIME	text/html

Delete Submit

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.

**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

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

**Edit Mime Type**

Option	Value
Suffix	html
MIME	text/html

Delete      Submit

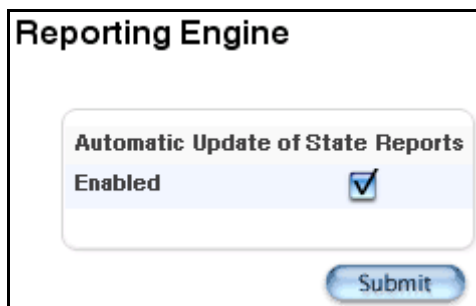
5. Click Delete. The Mime Types page displays without the deleted MIME type.

## 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.



### Security Settings

Option	Value
Log Off Administrative Users After This Many Minutes Of Inactivity	<input style="width: 50px;" type="text" value="30"/>
Log Off Guardian Users After This Many Minutes Of Inactivity	<input style="width: 50px;" type="text" value="15"/>
Unless Specified Otherwise for an Individual Screen, Groups Have This Level Of Access	<input type="checkbox"/>

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.


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

Search:  

Matches: ( 40)

Alexander, Joannie
Anderson, Brittany
Anderson, Casey
Anderson, Richie
Bailey, Josh
Bartlett, Jared
Bennett, Haylee
Brewster, Kylee
Brown, Justin
Chandler, Jason
Clarkston, Tiffany
Cooper, Amber
Dunn, Andrea
Eaton, Kyle
Franks, Jennifer

Select a function for this group of students

Select Students By Hand 

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.

### Select Student Options

Option	Value
Include Option 1	Grade Level
Include Option 2	Date of Birth

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

Field	Description
Include Option 1	Choose an option from the pop-up menu: <ul style="list-style-type: none"> <li>[Blank]</li> <li>Student Number</li> <li>Social Security Number (SSN)</li> <li>Date of Birth</li> <li>Grade Level</li> </ul>
Include Option 2	Choose an option from the pop-up menu: <ul style="list-style-type: none"> <li>[Blank]</li> <li>Student Number</li> <li>Social Security Number (SSN)</li> <li>Date of Birth</li> <li>Grade Level</li> </ul>

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

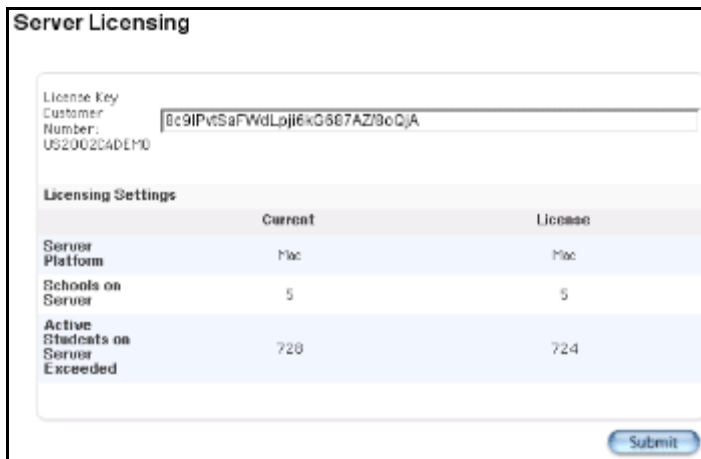
## Server Licensing

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.



Server Licensing		
License Key		
Customer Number:	Bc9IPvSaFWdLpji6xG6E7AZ/9eQJA	
Number:	US2002CADEM0	
Licensing Settings		
	Current	License
Server Platform	Mac	Mac
Schools on Server	5	5
Active Students on Server Exceeded	728	724
Submit		

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.

Internet Settings	
Domain Name (DNS) or IP Address	<input type="text" value="http://psodoc.powerschool.com"/>
Bypass DNS Validation of IP Address	<input type="checkbox"/> (recommend: disabled)

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. <b>Note:</b> 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. <b>Note:</b> Do not modify this information.

6. Note the Web Server Settings section.

Web Server Settings	
Web Port	<input type="text" value="80"/> (default: 80)
SSL	<input type="checkbox"/>
SSL Web Port	<input type="text" value="443"/> (default: 443)
Number of Listens	<input type="text" value="30"/> (default: 30)

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.

Field	Description
	80, which is used for HTTP traffic. <b>Note:</b> 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 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. <b>Note:</b> It's OK to modify this information.

8. Note the PowerGrade Settings section.

**PowerGrade Settings**

Port  (default: 80)

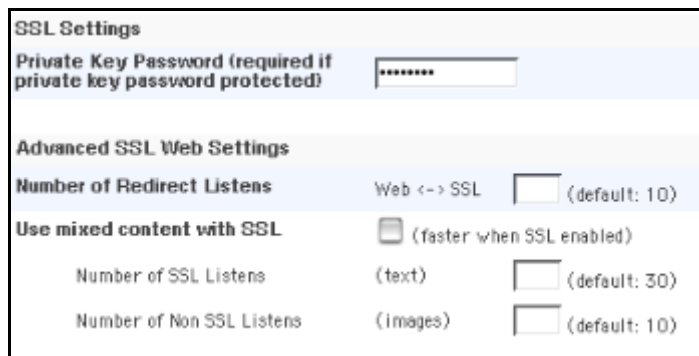
SSL

Number of Listens  (default: 10)

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.  <b>Note:</b> 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.  <b>Note:</b> It's OK to modify this information.

Field	Description
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.  <b>Note:</b> 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.  <b>Note:</b> 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.  <b>Note:</b> It's OK to modify this information.

12. Note the Update Server Settings section.

Update Server Settings	
SSL	Disabled
Port	<input type="text"/> (default: 80)
Number of Listens	<input type="text"/> (default: 10)

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

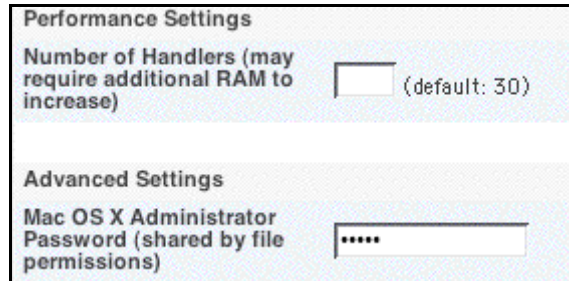
**Note:** This section appears only if the server has been configured as a master update server.

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.  <b>Note:</b> 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.



Field	Description
Number of Listens	The maximum number of listens to dedicate to requests for server updates. The default is 10. <b>Note:</b> 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. <b>Note:</b> 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 " <a href="#">Web Server Settings</a> ") and ensure you are able to read, write, and execute all files in the main PowerSchool directory. For more information, see the section " <a href="#">How to Set File Permissions</a> ."

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.

### File Permission Settings

Option	Value
<b>Execute as root</b>	<input checked="" type="checkbox"/>
<b>Mac OS X Administrator Password (shared by port forwarding)</b>	<input type="password" value="....."/>

Note: For all files within the main PowerSchool directory the owner and group will be set to read, write and execute. "Other" will be set to no access.

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

Field	Description
Execute as root	<p>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.</p> <p>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.</p>

Field	Description
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 " <a href="#">Web Server Settings</a> ") and ensure you are able to read, write, and execute all files in the main PowerSchool directory.

- 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	US2002CADEM0
PowerSchool Version	3.0.2 Build 6
Date and Time	9/25/2002 4:59 PM
Updating From This Server	Enabled
Machine Name	PS000C
Platform	Mac
Operating System	MacOS™ version 9.2.2
Server Location	http://psodoc.powerschool.com/
Primary IP Address	17.101.116.121
Machine Uptime	15 hours, 58 minutes, 34 seconds
PowerSchool Uptime	1 hour, 25 minutes, 57 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.

Field	Description
School Number	School number assigned to each school. <b>Note:</b> For more information, see the section " <a href="#">School Numbers</a> ."
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	PS0 DOC:PowerSchoolj:
Volume Size	9.44 GB
Used Space	3.44 GB
Free Space	5.99 GB
Data File Path	PS0 DOC:PowerSchoolj: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.

Field	Description
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.

Users	Value
Currently Connected Users	1
Highest Number of Users Today	1
Disabled IP Addresses	0

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 " <a href="#">Login Attempts Restrictions</a> ."

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 " <a href="#">Server Settings</a> ."
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:

Field	Description																																													
Busy Handlers	<p>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.</p> <div data-bbox="711 768 1354 1094" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="5">Check Handlers</th> </tr> <tr> <th>Number</th> <th>Status</th> <th>User</th> <th>Data</th> <th>Duration</th> </tr> </thead> <tbody> <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> </tbody> </table> </div>	Check Handlers					Number	Status	User	Data	Duration	1	Busy	Allphin, Timothy	URL= admin/tech/checkhandlers.html AC= REF= admin/systemsettings/serverstats.html	00:00:00	2	Ready			00:00:00	3	Ready			00:00:00	4	Ready			00:00:00	5	Ready			00:00:00	6	Ready			00:00:00	7	Ready			00:00:00
Check Handlers																																														
Number	Status	User	Data	Duration																																										
1	Busy	Allphin, Timothy	URL= admin/tech/checkhandlers.html AC= REF= admin/systemsettings/serverstats.html	00:00:00																																										
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7	Ready			00:00:00																																										
Highest Number of Busy Handlers	The most busy handlers at any time today.																																													
Maximum Handlers	Setting for the maximum number of handlers. For more information, see the section " <a href="#">Server Settings</a> ."																																													

17. Note the Streams section.

Streams	Value
Current Streams	<a href="#">Stream Status</a>
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 <a href="#">Stream Status</a> to view the status of the data stream between PowerSchool and a client. The <a href="#">Check Streams</a> page

Field	Description																														
	appears. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Check Streams</b></p> <table border="1"> <thead> <tr> <th>Stream</th> <th>Status</th> <th>Remote IP</th> <th>Remote Port</th> <th>Local Port</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Listen (2)</td> <td>0.0.0.0</td> <td>0</td> <td>8080</td> </tr> <tr> <td>2</td> <td>Listen (2)</td> <td>0.0.0.0</td> <td>0</td> <td>8080</td> </tr> <tr> <td>3</td> <td>Listen (2)</td> <td>0.0.0.0</td> <td>0</td> <td>8080</td> </tr> <tr> <td>4</td> <td>Established (8)</td> <td>17.101.118.250</td> <td>51240</td> <td>80</td> </tr> <tr> <td>5</td> <td>Listen (2)</td> <td>0.0.0.0</td> <td>0</td> <td>8080</td> </tr> </tbody> </table> </div>	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
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																											
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.																														

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.

Field	Description
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.
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.

<b>Data</b>	<b>Value</b>
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:

<b>Field</b>	<b>Description</b>
Schools on Server	Number of schools on the server.
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.

<b>Table Name (number)</b>	<b>Records</b>
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:

<b>Field</b>	<b>Description</b>
Table Name (number)	Name of the table.
Records	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.

Field	Description
	<div data-bbox="808 331 1273 638" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Direct Database Export (DDE)</b></p> <p>Current Table: <b>AutoComm (47)</b> [v]</p> <p>Current Records in Selection: 0    List View    Table View</p> <p>Export Records    Match Selection    Table View Setup</p> <p style="text-align: center;"><b>Select all 0 records in this table</b></p> <p>Search AutoComm</p> <p>[v] = [v]</p> <p>[v] = [v]</p> <p><input type="checkbox"/> Search only in records belonging to Scheduling High School</p> <p style="text-align: center;"><b>Select all 0 records in this table</b></p> <p style="text-align: center;"><b>Search within the current 0 records only</b></p> </div> <p>For more information, see the section "<a href="#">Direct Database Export</a>."</p>

## 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.

**Server Tools**

Option	Value
Auto Ping Every 5 Mins.	<input type="checkbox"/> (normally should not be selected)

[Submit](#)

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

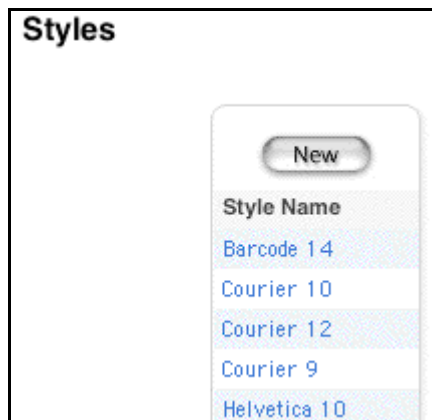
System styles are used when creating custom reports. They include font, font size, and alignment. Use this page to add styles, edit styles, and set style defaults.

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.

### Edit a Style Definition

Style Name	<input style="width: 90%;" type="text" value="Helvetica 11"/>
Font	<input style="width: 90%;" type="text" value="Helvetica"/>
Font Style	<input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Font Size	<input style="width: 40%;" type="text" value="11"/> (points)
Line Height	<input style="width: 40%;" type="text"/> (points)
Alignment	<input style="width: 80%;" type="text" value="Default"/>
Use This As The Default System Style	<input style="width: 40%;" type="text" value="No"/>

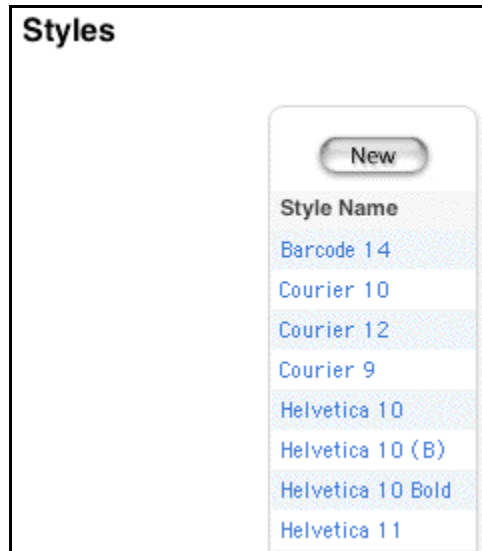
5. Use the following table to enter information in the fields:

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: <ul style="list-style-type: none"> <li>Bold</li> <li>Italic</li> <li>Underline</li> </ul>
Font Size	Enter the font size in points. <b>Note:</b> One point is 1/72 of an inch.
Line Height	Enter the height of each line in a paragraph in points. <b>Note:</b> One point is 1/72 of an inch.
Alignment	Choose the paragraph alignment from the pop-up menu: <ul style="list-style-type: none"> <li>Default</li> <li>Left</li> <li>Center</li> <li>Right</li> </ul>



Field	Description
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.

- Click Submit. The Styles page displays the new style.

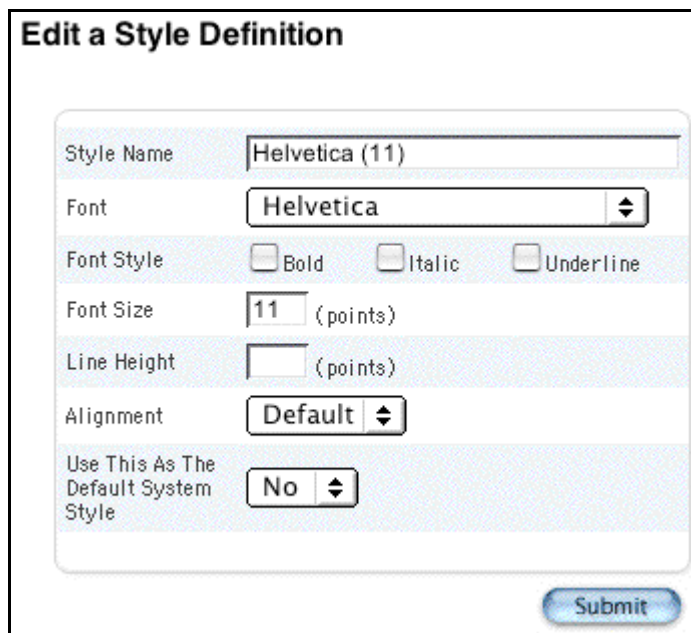


## How to Edit Styles

- On the start page, choose System from the main menu.
- Click System Settings. The System Settings page appears.
- Click Styles. The Styles page appears.



- Click the style to be edited. The "Edit a Style Definition" page appears.

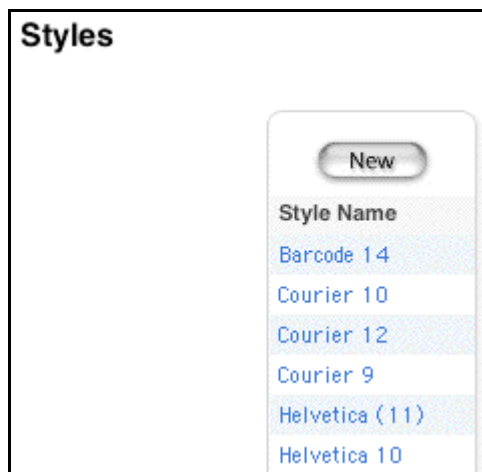


- Use the following table to enter information in the fields:

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:

Field	Description
	<ul style="list-style-type: none"> <li>• Bold</li> <li>• Italic</li> <li>• Underline</li> </ul>
Font Size	Edit the font size in points. <b>Note:</b> One point is 1/72 of an inch.
Line Height	Edit the height of each line in a paragraph in points. <b>Note:</b> One point is 1/72 of an inch.
Alignment	Choose the paragraph alignment from the pop-up menu: <ul style="list-style-type: none"> <li>• Default</li> <li>• Left</li> <li>• Center</li> <li>• Right</li> </ul>
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.



## District Setup

### General

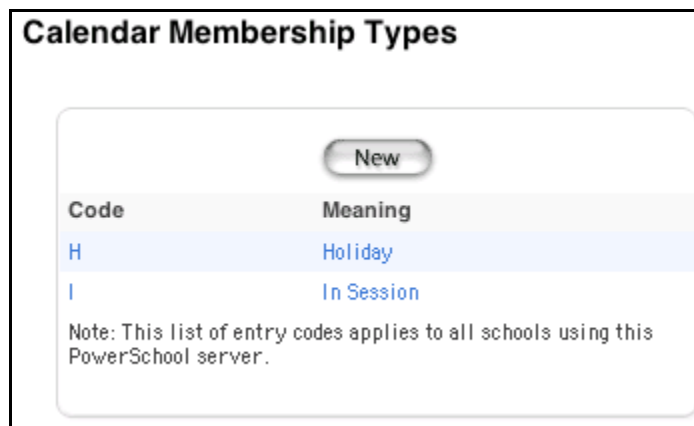
#### Calendar Membership Types

Define calendar membership types before setting up the school calendar. Assign them to days on your school calendar. For example, create a Holiday calendar membership type to assign to holidays. Calendar membership types are for informational use only and do not affect attendance calculations.

To perform any of the following procedures, you must first switch schools to the district office. See the section "[How to Change Schools](#)."

#### How to Add a Calendar Membership Type

1. On the start page, choose District from the main menu.
2. Click Calendar Membership Types. The Calendar Membership Types page appears.



3. Click New. The Edit Calendar Membership Type page appears.

### Edit Calendar Membership Type

Code

Meaning

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

Field	Description
Code	Enter a code for the membership type.
Meaning	Enter a description of the code.

5. Click Submit. The Calendar Membership Types page displays the new membership type.

### Calendar Membership Types

Code	Meaning
H	Holiday
I	In Session
N	No Session

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Edit a Calendar Membership Type

1. On the start page, choose District from the main menu.
2. Click Calendar Membership Types. The Calendar Membership Types page appears.

### Calendar Membership Types

Code	Meaning
H	Holiday
I	In Session

Note: This list of entry codes applies to all schools using this PowerSchool server.

- Click the link in either the code or meaning column for the membership type to be edited. The Edit Calendar Membership Type page appears.

### Edit Calendar Membership Type

Code

Meaning

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

Field	Description
Code	Edit the code for the membership type.
Meaning	Edit the description of the code.

- Click Submit. The Calendar Membership Types page displays the edited membership type.

### Calendar Membership Types

[New](#)

Code	Meaning
<a href="#">H</a>	<a href="#">Holiday</a>
<a href="#">I</a>	<a href="#">In Session</a>
<a href="#">N</a>	<a href="#">No Session</a>

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Delete a Calendar Membership Type

1. On the start page, choose District from the main menu.
2. Click Calendar Membership Types. The Calendar Membership Types page appears.

### Calendar Membership Types

[New](#)

Code	Meaning
<a href="#">H</a>	<a href="#">Holiday</a>
<a href="#">I</a>	<a href="#">In Session</a>
<a href="#">N</a>	<a href="#">No Session</a>

Note: This list of entry codes applies to all schools using this PowerSchool server.

3. Click the link in either the code or meaning column for the membership type to be deleted. The Edit Calendar Membership Type page appears.

### Edit Calendar Membership Type

Code

Meaning

4. Click Delete. The Calendar Membership Types page displays without the deleted membership type.

### Calendar Membership Types

Code	Meaning
H	Holiday
I	In Session

Note: This list of entry codes applies to all schools using this PowerSchool server.

## Citizenship Codes

Use this page to create, view, edit, or delete citizenship codes used when grading students.

### How to Add a Citizenship Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Citizenship Codes. The Citizenship Codes page appears.



### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="▲▼"/>
S	Satisfactory	2 <input type="button" value="▲▼"/>
N	Needs to improve	3 <input type="button" value="▲▼"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

- Click New. The Edit Citizenship Code page appears.

### Edit Citizenship Code

Label	Value
Code	<input type="text" value="U"/>
Description	<input type="text" value="Unsatisfactory"/>
Sort order for display	4 <input type="button" value="▲▼"/>

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

Field	Description
Code	Enter the citizenship code.
Description	Enter a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

- Click Submit. The Citizenship Codes page displays the new citizenship code.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="↕"/>
S	Satisfactory	2 <input type="button" value="↕"/>
N	Needs to improve	3 <input type="button" value="↕"/>
U	Unsatisfactory	4 <input type="button" value="↕"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

## How to Edit a Citizenship Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Citizenship Codes. The Citizenship Codes page appears.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="↕"/>
S	Satisfactory	2 <input type="button" value="↕"/>
N	Needs to improve	3 <input type="button" value="↕"/>
U	Unsatisfactory	4 <input type="button" value="↕"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

3. Click either the code or the description of the citizenship code to be edited. The Edit Citizenship Code page appears.

### Edit Citizenship Code

Label	Value
<b>Code</b>	<input style="width: 80%;" type="text" value="U"/>
<b>Description</b>	<input style="width: 80%;" type="text" value="Unsatisfactory"/>
<b>Sort order for display</b>	<input style="width: 80%;" type="text" value="4"/> ▾

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

Field	Description
Code	Edit the citizenship code.
Description	Edit a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

5. Click Submit. The Citizenship Codes page displays the edited citizenship code.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	<input style="width: 80%;" type="text" value="1"/> ▾
S	Satisfactory	<input style="width: 80%;" type="text" value="2"/> ▾
N	Needs to improve	<input style="width: 80%;" type="text" value="3"/> ▾
U	Un-satisfactory	<input style="width: 80%;" type="text" value="4"/> ▾

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

## How to Delete a Citizenship Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Citizenship Codes. The Citizenship Codes page appears.

### Citizenship Codes

Code	Description	Sort Order
H	Honorable	1 <input type="button" value="↓"/>
S	Satisfactory	2 <input type="button" value="↓"/>
N	Needs to improve	3 <input type="button" value="↓"/>
U	Un-satisfactory	4 <input type="button" value="↓"/>

Note: This list of citizenship codes applies to all schools using this PowerSchool server. Even if your school does not use citizenship codes, you must set up at least one for PowerGrade to function correctly.

3. Click either the code or the description of the citizenship code to be deleted. The Edit Citizenship Code page appears.

### Edit Citizenship Code

Label	Value
Code	<input type="text" value="U"/>
Description	<input type="text" value="Unsatisfactory"/>
Sort order for display	4 <input type="button" value="↓"/>

4. Click Delete. The Selection Deleted page appears.

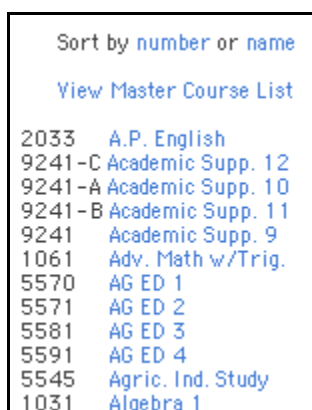
## Master Course List

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.

Sort by [number](#) or [name](#)

[View Master Course List](#)

2033 [A.P. English](#)

9241-C [Academic Supp. 12](#)

9241-A [Academic Supp. 10](#)

9241-B [Academic Supp. 11](#)

9241 [Academic Supp. 9](#)

1061 [Adv. Math w/Trig.](#)

5570 [AG ED 1](#)

5571 [AG ED 2](#)

5581 [AG ED 3](#)

5591 [AG ED 4](#)

5545 [Agric. Ind. Study](#)

1031 [Algebra 1](#)

3. Click View Master Course List from the courses menu. The Master Course List page appears.

### Master Course List

This screen lists all courses available to all schools using this PowerSchool server. Courses currently active for this school are so indicated by a checkbox. To make a course available to this school, click the checkbox and then click the Submit button.

Note: A \* after the course Number indicates that the course has a fee assigned to it.

Sort list by: [Course Name](#) [Course Number](#) [Active Status](#)

Check	Course	Check	Course
<input checked="" type="checkbox"/>	A.P. English 2033	<input type="checkbox"/>	Lib 3 Resp - Team 2 314
<input type="checkbox"/>	A/V Production & Broadcasting 7535	<input type="checkbox"/>	Lib 3 Resp - Team 3 319
<input checked="" type="checkbox"/>	Academic Supp. 12 9241-C	<input type="checkbox"/>	Lib 3 Skills - Team 1 309
<input checked="" type="checkbox"/>	Academic Supp. 10 9241-A	<input type="checkbox"/>	Lib 3 Skills - Team 2 310
<input checked="" type="checkbox"/>	Academic Supp. 11 9241-B	<input type="checkbox"/>	Lib 3 Skills - Team 3 311
<input checked="" type="checkbox"/>	Academic Supp. 9 9241	<input checked="" type="checkbox"/>	Lib. Aide 3087
<input type="checkbox"/>	Academic Support 9241-D	<input type="checkbox"/>	Library 3101
<input type="checkbox"/>	Academic Support 110027	<input type="checkbox"/>	Library Aide 100055
<input type="checkbox"/>	Academic Support 6 100752	<input checked="" type="checkbox"/>	Life Skills 2037
<input type="checkbox"/>	Academic Support 7 110050	<input checked="" type="checkbox"/>	Life Sports 4112

4. Click New. The New Course page appears.

### New Course

Label	Value
Course Name	<input type="text" value="Biology"/>
Course Number	<input type="text" value="1511"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value=".5"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="16"/>
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	<input type="text"/>
PowerLink (English)	<input type="text"/>
PowerLink (Español)	<input type="text"/>
Grade Scale	<input type="text" value="Default"/>
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

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.

Field	Description
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.
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.  <b>Note:</b> 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 " <a href="#">How to Assign Grade Scales to Courses.</a> "
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.

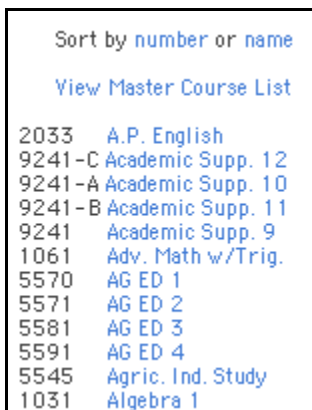


6. Click Submit. The new course appears on the master course list.

## 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.



<a href="#">Sort by number or name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

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.

### Edit Course

[District](#) | [Fees](#) | [Scheduling](#) | [Relationships](#)

Label	Value
Course Name	Biology
Course Number	1511
Course Name	<input type="text" value="Biology"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="0.500"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="16"/>
Department	<input type="text"/> <input type="button" value="Associate"/>
Subject Area	<input type="text"/>
Prerequisite Courses <small>Prerequisites apply only to the current scheduling term. (comma-separated)</small>	<input type="text"/>
PowerLink (English)	<input type="text"/>
PowerLink (Español)	<input type="text"/>
Exclude From Attendance <small>(Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)</small>	<input type="checkbox"/>
Grade Scale	<input type="text" value="Default"/> ▾
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

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.

Field	Description
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	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. <b>Note:</b> 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. <b>Note:</b> 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 " <a href="#">How to Assign Grade Scales to Courses</a> ."

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. 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.
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.

- Click the Fees tab to access the Edit Course Enrollment Fees page.

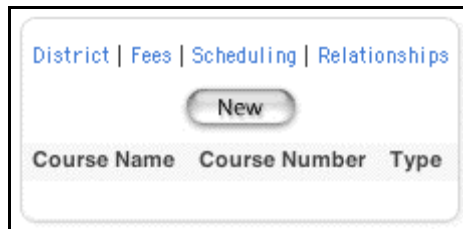
**Note:** For more information on course fees, see the section "[Course Enrollment Fees](#)."

- 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.
- 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

Field	Description
	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 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.

- Click the Relationships tab to access the Edit Course Relationships page. This page displays course relationship information between two courses.



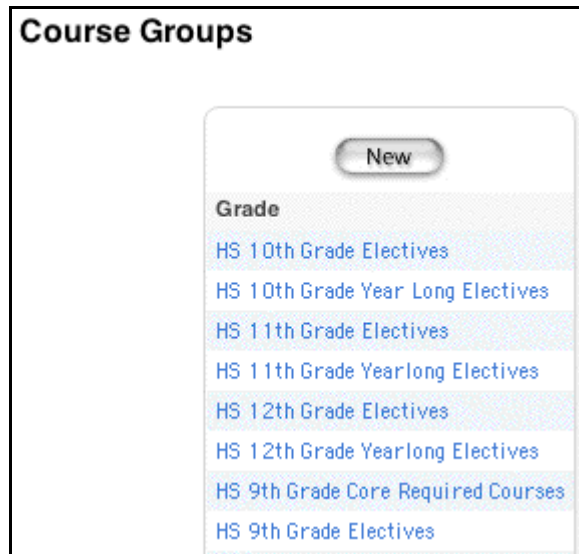
For each course, you can define related courses. The scheduling engine uses these course relationships when building a student's schedule. If you define a relationship for a course with another course, you do not have to define the relationship for both courses. But, you can define the relationship for 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.

### Edit Course Group

<b>Option</b>	<b>Value</b>
<b>Name</b>	<input type="text" value="12th College Prep"/>
<b>Type</b>	<input type="text" value="Graduation Set Only"/>
<b>Applies to</b>	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School

<input type="checkbox"/> 2033 A.P. English <input type="checkbox"/> 9241-C Academic Supp. 12 <input type="checkbox"/> 9241-A Academic Supp. 10 <input type="checkbox"/> 9241-B Academic Supp. 11 <input type="checkbox"/> 9241 Academic Supp. 9 <input type="checkbox"/> 1061 Adv. Math w/Trig. <input type="checkbox"/> 5570 AG ED 1 <input type="checkbox"/> 5571 AG ED 2 <input type="checkbox"/> 5581 AG ED 3 <input type="checkbox"/> 5591 AG ED 4 <input type="checkbox"/> 5545 Agric. Ind. Study <input type="checkbox"/> 1031 Algebra 1 <input type="checkbox"/> 1041 Algebra 2 w/Geometry <input type="checkbox"/> 1036 Algebra A <input type="checkbox"/> 1037 Algebra B <input type="checkbox"/> 1541 Anatomy/Physiology <input type="checkbox"/> 1101 AP Calculus <input type="checkbox"/> 3041 AP History <input type="checkbox"/> 1091 Applied Math <input type="checkbox"/> 7521 Computer Programming <input type="checkbox"/> 5083 Construction <input type="checkbox"/> 6045 Culinary Arts <input type="checkbox"/> 2020 ENewspaper <input type="checkbox"/> 2011 English 10 <input type="checkbox"/> 2021 English 11 <input type="checkbox"/> 2031 English 12	<input type="checkbox"/> 2001 English 9 <input type="checkbox"/> 1551 Environmental Science <input type="checkbox"/> 4131 Fitness for Life <input type="checkbox"/> 2034-C Functional English 12 <input type="checkbox"/> 2034 Functional English 9 <input type="checkbox"/> 1501 General Science 1 <input type="checkbox"/> 1571 General Science 2 <input type="checkbox"/> 3011 Geog./W. History <input type="checkbox"/> 3031 Government <input type="checkbox"/> 4001 Health <input type="checkbox"/> 9031 Indep. Study <input type="checkbox"/> 6044 Independent Living <input type="checkbox"/> 6041 Interior Design <input type="checkbox"/> 5081 Intro. to Drafting <input type="checkbox"/> 9081 Lib. Aide <input type="checkbox"/> 2037 Life Skills <input type="checkbox"/> 4112 Life Sports <input type="checkbox"/> 7533 LINUX Certification <input type="checkbox"/> 5082 Mass Production <input type="checkbox"/> 5071 Woods 2 <input type="checkbox"/> 5063 Woods 3 <input type="checkbox"/> 7001 Word Processing <input type="checkbox"/> 9251 Work Exper. <input type="checkbox"/> 9261 Work Release <input type="checkbox"/> 2051 Yearbook
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Courses on this list are those that have been activated for this school on the [master course list](#)

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

Field	Description
Name	Enter a name for the course group.  <b>Note:</b> 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.



Field	Description
Type	Choose the type of course group from the pop-up menu: <ul style="list-style-type: none"><li data-bbox="691 390 1398 453">• Scheduling Only: Course group is used for scheduling purposes only.</li><li data-bbox="691 470 1308 533">• Graduation Set Only: Course group is used for graduation requirement purposes only.</li><li data-bbox="691 550 1422 613">• Both: Course group is used for both scheduling and for graduation requirement purposes.</li></ul>
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.

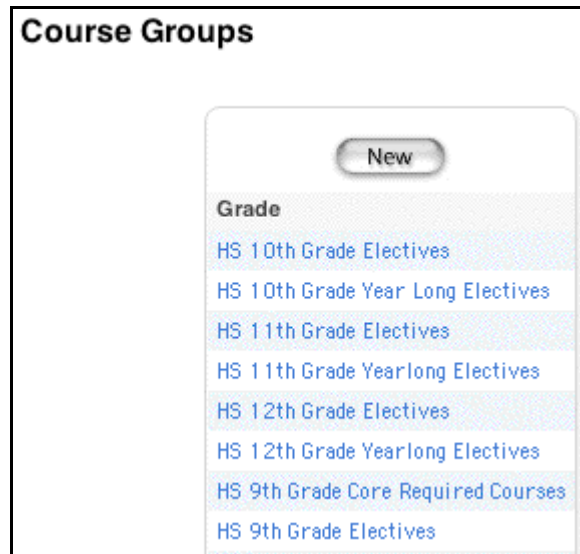
### Edit Course Group

Option	Value
Name	<input type="text" value="12th College Prep"/>
Type	<input type="text" value="Graduation Set Only"/>
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School
<input checked="" type="checkbox"/> 2033 A.P. English <input type="checkbox"/> 9241-C Academic Supp. 12 <input type="checkbox"/> 9241-A Academic Supp. 10 <input type="checkbox"/> 9241-B Academic Supp. 11 <input type="checkbox"/> 9241 Academic Supp. 9 <input type="checkbox"/> 1061 Adv. Math w/Trig. <input type="checkbox"/> 5570 AG ED 1 <input type="checkbox"/> 5571 AG ED 2 <input type="checkbox"/> 5581 AG ED 3 <input type="checkbox"/> 5591 AG ED 4 <input type="checkbox"/> 5545 Agric. Ind. Study <input type="checkbox"/> 1031 Algebra 1 <input type="checkbox"/> 1041 Algebra 2 w/Geometry <input type="checkbox"/> 1036 Algebra A <input type="checkbox"/> 1037 Algebra B <input type="checkbox"/> 1541 Anatomy/Physiology <input checked="" type="checkbox"/> 1101 AP Calculus <input checked="" type="checkbox"/> 3041 AP History <input type="checkbox"/> 1091 Applied Math <input type="checkbox"/> 7521 Computer Programming <input type="checkbox"/> 5083 Construction <input type="checkbox"/> 6045 Culinary Arts <input type="checkbox"/> 2020 ENewspaper <input type="checkbox"/> 2011 English 10 <input type="checkbox"/> 2021 English 11 <input type="checkbox"/> 2031 English 12	<input type="checkbox"/> 2001 English 9 <input type="checkbox"/> 1551 Environmental Science <input type="checkbox"/> 4131 Fitness for Life <input type="checkbox"/> 2034-C Functional English 12 <input type="checkbox"/> 2034 Functional English 9 <input type="checkbox"/> 1501 General Science 1 <input type="checkbox"/> 1571 General Science 2 <input type="checkbox"/> 3011 Geog./W. History <input type="checkbox"/> 3031 Government <input type="checkbox"/> 4001 Health <input type="checkbox"/> 9031 Indep. Study <input type="checkbox"/> 6044 Independent Living <input type="checkbox"/> 6041 Interior Design <input type="checkbox"/> 5081 Intro. to Drafting <input type="checkbox"/> 9081 Lib. Aide <input type="checkbox"/> 2037 Life Skills <input type="checkbox"/> 4112 Life Sports <input type="checkbox"/> 7533 LINUX Certification <input type="checkbox"/> 5082 Mass Production <input type="checkbox"/> 5071 Woods 2 <input type="checkbox"/> 5063 Woods 3 <input type="checkbox"/> 7001 Word Processing <input type="checkbox"/> 9251 Work Exper. <input type="checkbox"/> 9261 Work Release <input type="checkbox"/> 2051 Yearbook
Courses on this list are those that have been activated for this school on the <a href="#">master course list</a>	
<input type="button" value="Submit"/>	

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.

### Edit Course Group

Option	Value
Name	<input type="text" value="12th College Prep"/>
Type	<input type="text" value="Graduation Set Only"/>
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School
<input checked="" type="checkbox"/> 2033 A.P. English <input type="checkbox"/> 9241-C Academic Supp. 12 <input type="checkbox"/> 9241-A Academic Supp. 10 <input type="checkbox"/> 9241-B Academic Supp. 11 <input type="checkbox"/> 9241 Academic Supp. 9 <input type="checkbox"/> 1061 Adv. Math w/Trig. <input type="checkbox"/> 5570 AG ED 1 <input type="checkbox"/> 5571 AG ED 2 <input type="checkbox"/> 5581 AG ED 3 <input type="checkbox"/> 5591 AG ED 4 <input type="checkbox"/> 5545 Agric. Ind. Study <input type="checkbox"/> 1031 Algebra 1 <input type="checkbox"/> 1041 Algebra 2 w/Geometry <input type="checkbox"/> 1036 Algebra A <input type="checkbox"/> 1037 Algebra B <input type="checkbox"/> 1541 Anatomy/Physiology <input checked="" type="checkbox"/> 1101 AP Calculus <input checked="" type="checkbox"/> 3041 AP History <input type="checkbox"/> 1091 Applied Math <input type="checkbox"/> 7521 Computer Programming <input type="checkbox"/> 5083 Construction <input type="checkbox"/> 6045 Culinary Arts <input type="checkbox"/> 2020 ENewspaper <input type="checkbox"/> 2011 English 10 <input type="checkbox"/> 2021 English 11 <input type="checkbox"/> 2031 English 12	<input type="checkbox"/> 2001 English 9 <input type="checkbox"/> 1551 Environmental Science <input type="checkbox"/> 4131 Fitness for Life <input type="checkbox"/> 2034-C Functional English 12 <input type="checkbox"/> 2034 Functional English 9 <input type="checkbox"/> 1501 General Science 1 <input type="checkbox"/> 1571 General Science 2 <input type="checkbox"/> 3011 Geog./W. History <input type="checkbox"/> 3031 Government <input type="checkbox"/> 4001 Health <input type="checkbox"/> 9031 Indep. Study <input type="checkbox"/> 6044 Independent Living <input type="checkbox"/> 6041 Interior Design <input type="checkbox"/> 5081 Intro. to Drafting <input type="checkbox"/> 9081 Lib. Aide <input type="checkbox"/> 2037 Life Skills <input type="checkbox"/> 4112 Life Sports <input type="checkbox"/> 7533 LINUX Certification <input type="checkbox"/> 5082 Mass Production <input type="checkbox"/> 5071 Woods 2 <input type="checkbox"/> 5063 Woods 3 <input type="checkbox"/> 7001 Word Processing <input type="checkbox"/> 9251 Work Exper. <input type="checkbox"/> 9261 Work Release <input type="checkbox"/> 2051 Yearbook

Courses on this list are those that have been activated for this school on the [master course list](#)

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.

### Master Course List

This screen lists all courses available to all schools using this PowerSchool server. Courses currently active for this school are so indicated by a checkbox. To make a course available to this school, click the checkbox and then click the Submit button.

Note: A \* after the course Number indicates that the course has a fee assigned to it.

Sort list by: [Course Name](#) [Course Number](#) [Active Status](#)

Check	Course	Check	Course
<input checked="" type="checkbox"/>	A.P. English 2033	<input type="checkbox"/>	Lib 3 Resp - Team 2 314
<input type="checkbox"/>	A/V Production 7535	<input type="checkbox"/>	Lib 3 Resp - Team 3 319
<input checked="" type="checkbox"/>	Academic Supp. 12 9241-C	<input type="checkbox"/>	Lib 3 Skills - Team 1 309
<input checked="" type="checkbox"/>	Academic Supp. 10 9241-A	<input type="checkbox"/>	Lib 3 Skills - Team 2 310
<input checked="" type="checkbox"/>	Academic Supp. 11 9241-B	<input type="checkbox"/>	Lib 3 Skills - Team 3 311
<input checked="" type="checkbox"/>	Academic Supp. 9 9241	<input checked="" type="checkbox"/>	Lib. Aide 3087
<input type="checkbox"/>	Academic Support 9241-D	<input type="checkbox"/>	Library 3101
<input type="checkbox"/>	Academic Support 110022*	<input type="checkbox"/>	Library Aide 100055
<input type="checkbox"/>	Academic Support 6 100752	<input checked="" type="checkbox"/>	Life Skills 2037
<input type="checkbox"/>	Academic Support 7 110030	<input checked="" type="checkbox"/>	Life Sports 4112

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.

## District Information

Use this page to add, view, or edit your district's information. You may need to see this information if you call PowerSchool Technical Support for a related issue.

To perform any of the following procedures, you must first switch schools to the district office. See the section "[How to Change Schools](#)."

### How to Add or Edit District Information

1. On the start page, choose District from the main menu.
2. Click District Info. The District Information page appears.

**District Information**

Label	Value
Name of District	Your School District
District Number	1
District Address	90 Iron Point Circle #200
District City	Folsom
District State/Province	Arizona
District Postal Code (Zip + 4)	95630
District Country	United States of America
District Office Phone Number	
District Office FAX Number	
Customer Support Number	US2002CADEMO
PowerSchool District ID	11111
Superintendent's Name	
Superintendent's Phone	
Superintendent's FAX	
Superintendent's Email	

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

Field	Description
Name of District	Enter your school district's complete and official name.
District Number	Enter the number assigned to your district by your state.
District Address	Enter the address of the district office.
District City	Enter the city of the district office.
District State/Province	Choose your district's state or province from the pop-up menu.
District Postal Code	Enter the postal code for the district office.
District Country	Choose your district's country from the pop-up menu.
District Office Phone Number	Enter the telephone number for the district office.
District Office FAX Number	Enter the fax number for the district office.
Customer Support Number	The PowerSchool customer support number appears.
PowerSchool District ID	The PowerSchool district ID number appears.

Field	Description
Superintendent's Name	Enter the name of the district superintendent.
Superintendent's Phone	Enter the telephone number of the district superintendent.
Superintendent's FAX	Enter the fax number of the district superintendent.

- Click Submit. The District Information page displays the changes.

## Districts of Residence

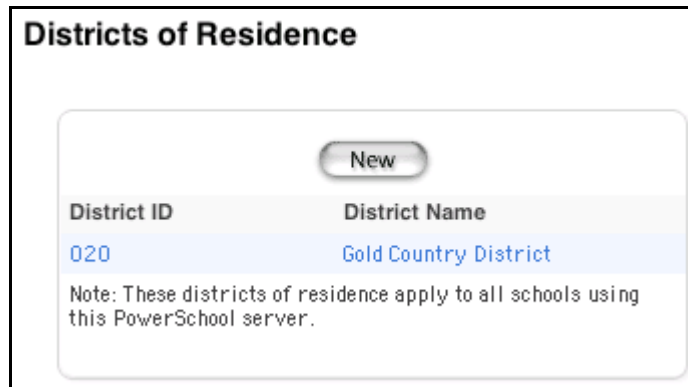
Use this page to add, edit, or delete districts of residence. Your state may require you to set up districts of residents for reporting purposes.

Use the "Districts of Residence" feature to track where a student lives. Set the value for the student on the Transfer Info student page. If a student changes residency districts, transfer out and then reenroll him or her into your school to generate a reenrollment transaction record that reflects this change. Use the Transfer Info page to also change the student's grade level and track number. Use PowerSchool attendance-related reports to reflect such updates when these status changes occur. For more information, see the sections "[Transfer Info](#)" and "[Attendance Reports](#)."

To perform any of the following procedures, you must first switch schools to the district office. See the section "[How to Change Schools](#)."

### How to Add Districts of Residence

- On the start page, choose District from the main menu.
- Click "Districts of Residence." The "Districts of Residence" page appears.



Districts of Residence	
<input type="button" value="New"/>	
District ID	District Name
020	Gold Country District
Note: These districts of residence apply to all schools using this PowerSchool server.	

- Click New. The "New District of Residence" page appears.

### New District of Residence

Option	Value
Code	<input style="width: 80%;" type="text" value="030"/>
Meaning	<input style="width: 90%;" type="text" value="Foothills District"/>
Sort Order	<input style="width: 20%;" type="text" value="2"/>

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

Field	Description
Code	Enter a code for the district of residence, such as the state-assigned district number.
Meaning	Enter a description for the code.
Sort Order	Enter a sort order to determine the order in which you want this district of residence to appear on the "Districts of Residence" page and in the pop-up menus on the Transfer Info student pages menu.

5. Click Submit. The "Districts of Residence" page displays the new district of residence.

### Districts of Residence

District ID	District Name
020	Gold Country District
030	Foothills District

Note: These districts of residence apply to all schools using this PowerSchool server.

## How to Edit Districts of Residence

1. On the start page, choose District from the main menu.
2. Click "Districts of Residence." The "Districts of Residence" page appears.



### Districts of Residence

District ID	District Name
020	Gold Country District
030	Foothills District

Note: These districts of residence apply to all schools using this PowerSchool server.

- Click either District ID or District Name for the district to be edited. The "Edit District of Residence" page appears.

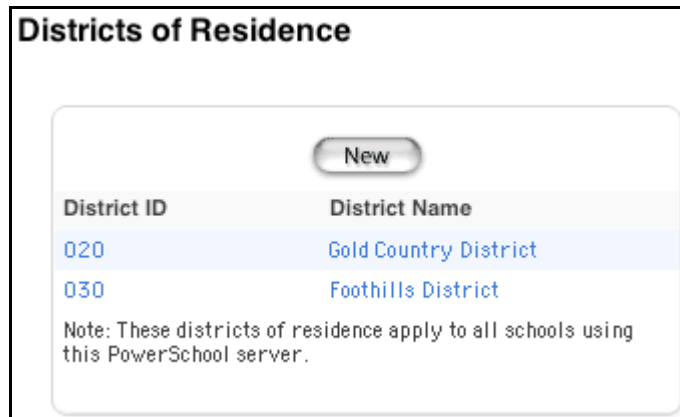
### Edit District of Residence

Option	Value
Code	<input type="text" value="030"/>
Meaning	<input type="text" value="Foothills District"/>
Sort Order	<input type="text" value="2"/>

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

Field	Description
Code	Enter a code for the district of residence, such as the state-assigned district number.
Meaning	Enter a description for the code.
Sort Order	Enter a sort order to determine the order in which you want this district of residence to appear on the "Districts of Residence" page and in the pop-up menus on the Transfer Info student pages menu.

- Click Submit. The "Districts of Residence" page displays the edited district of residence.

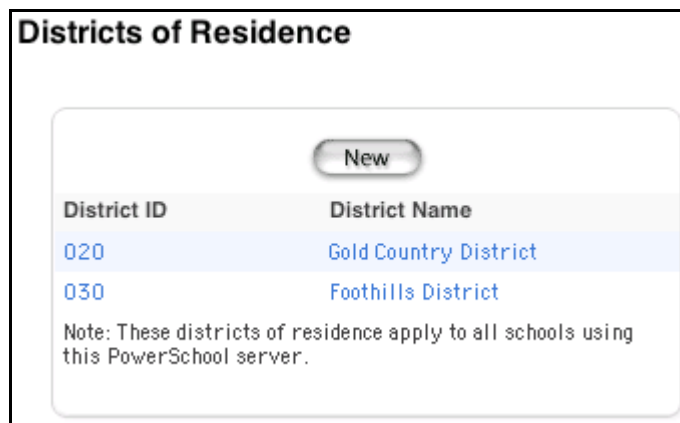


District ID	District Name
020	Gold Country District
030	Foothills District

Note: These districts of residence apply to all schools using this PowerSchool server.

## How to Delete Districts of Residence

1. On the start page, choose District from the main menu.
2. Click "Districts of Residence." The "Districts of Residence" page appears.



District ID	District Name
020	Gold Country District
030	Foothills District

Note: These districts of residence apply to all schools using this PowerSchool server.

3. Click either District ID or District Name for the district to be deleted. The "Edit District of Residence" page appears.

### Edit District of Residence

Option	Value
Code	<input style="width: 80%;" type="text" value="030"/>
Meaning	<input style="width: 95%;" type="text" value="Foothills District"/>
Sort Order	<input style="width: 20%;" type="text" value="2"/>

4. Click Delete. The Selection Deleted page appears.

## Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

### How to Add an Entry Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

3. Click New. The Edit Entry Codes page appears.

### Edit Entry Code

Option	Value
<b>Code</b>	<input style="width: 80%;" type="text" value="HS"/>
<b>Meaning</b>	<input style="width: 80%;" type="text" value="Home School"/>

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

5. Click Submit. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

### Entry Codes

Code	Meaning
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

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

Code	Meaning
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

Note: This list of entry codes applies to all schools using this PowerSchool server.

3. Click the code or the meaning of the code to be edited. The Edit Entry Codes page appears.

### Edit Entry Code

Option	Value
Code	<input type="text" value="HS"/>
Meaning	<input type="text" value="Home School"/>

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

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

5. Click Submit. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

### Entry Codes

[New](#)

Code	Meaning
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

Note: This list of entry codes applies to all schools using this PowerSchool server.

## How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Entry Codes. The Entry Codes page appears.

### Entry Codes

[New](#)

Code	Meaning
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

Note: This list of entry codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be deleted. The Edit Entry Codes page appears.

### Edit Entry Code

Option	Value
Code	<input style="width: 80%;" type="text" value="HS"/>
Meaning	<input style="width: 90%;" type="text" value="Home School"/>

- Click Delete. The Entry Codes page displays without the deleted code:

### Entry Codes

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

## Ethnicity Codes

Set up ethnicity codes to assign to students using the Demographics page. For more information on assigning ethnicity codes, see the section "[How to Modify Student Demographics.](#)"

### How to Add an Ethnicity Code

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Ethnicity Codes. The Ethnicity Codes page appears.

### Ethnicity Codes

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

- Click New. The Edit Ethnicity Code page appears.

### Edit Ethnicity Code

Option	Value
Code	<input type="text" value="P"/>
Description	<input type="text" value="Pacific Islander"/>

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

Field	Description
Code	Enter the ethnicity code.
Description	Enter a description for the code.

- Click Submit. The Ethnicity Codes page displays the new ethnicity code.



### Ethnicity Codes

[New](#)

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

## How to Edit an Ethnicity Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Ethnicity Codes. The Ethnicity Codes page appears.

### Ethnicity Codes

[New](#)

Code	Description
A	Asian
C	Caucasian
F	African American
H	Hispanic
I	Native American
O	Other
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

3. Click the ethnicity code or description to be edited. The Edit Ethnicity Code page appears.

### Edit Ethnicity Code

Option	Value
Code	<input style="width: 80%;" type="text" value="P"/>
Description	<input style="width: 80%;" type="text" value="Pacific Islander"/>

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

Field	Description
Code	Edit the ethnicity code.
Description	Edit the description for the code.

5. Click Submit. The Ethnicity Codes page displays the edited ethnicity code.

### Ethnicity Codes

Code	Description
A	Asian
B	African-American
C	Caucasian
H	Hispanic
I	American Indian
O	Other Ethnicity
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

## How to Delete an Ethnicity Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Ethnicity Codes. The Ethnicity Codes page appears.

Ethnicity Codes	
<input type="button" value="New"/>	
Code	Description
A	Asian
B	African-American
C	Caucasian
H	Hispanic
I	American Indian
O	Other Ethnicity
P	Pacific Islander

Note: This list of ethnicity codes applies to all schools using this PowerSchool server.

- Click the ethnicity code or description to be deleted. The Edit Ethnicity Code page appears.

Edit Ethnicity Code	
Option	Value
Code	<input type="text" value="P"/>
Description	<input type="text" value="Pacific Islander"/>
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

- Click Delete. The Selection Deleted page appears.

## Exit Codes

Use exit codes to identify the reasons why students leave your school.

### How to Add an Exit Code

You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Exit Codes. The Exit Codes page appears.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click New. The Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
Code	DO
Meaning	Drop Out

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

- Click Submit. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.

**Exit Codes**

[New](#)

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

### Exit Codes

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be edited. The Edit Exit Codes page appears.

### Edit Exit Codes

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

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

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

- Click Submit. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

**Exit Codes**

[New](#)

<b>Code</b>	<b>Meaning</b>
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

Note: This list of exit codes applies to all schools using this PowerSchool server.

## How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

**Exit Codes**

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

- Click the code or the meaning of the code to be deleted. The Edit Exit Codes page appears.

**Edit Exit Codes**

Option	Value
Code	<input type="text" value="DO"/>
Meaning	<input type="text" value="Drop Out"/>

- Click Delete. The Exit Codes page displays without the deleted code.



Exit Codes	
<input type="button" value="New"/>	
Code	Meaning
AP	Alternative Placement
DE	Death
EX	Expulsion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State
Note: This list of exit codes applies to all schools using this PowerSchool server.	

## 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 Course 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 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 the Fee Categories link. 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 student enroll in a course.

A third fee category of SOY 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 is used 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 Trip. Fees created using these other fee categories are called student fees and are assessed manually. Once fee categories have been created, you can create payment methods.

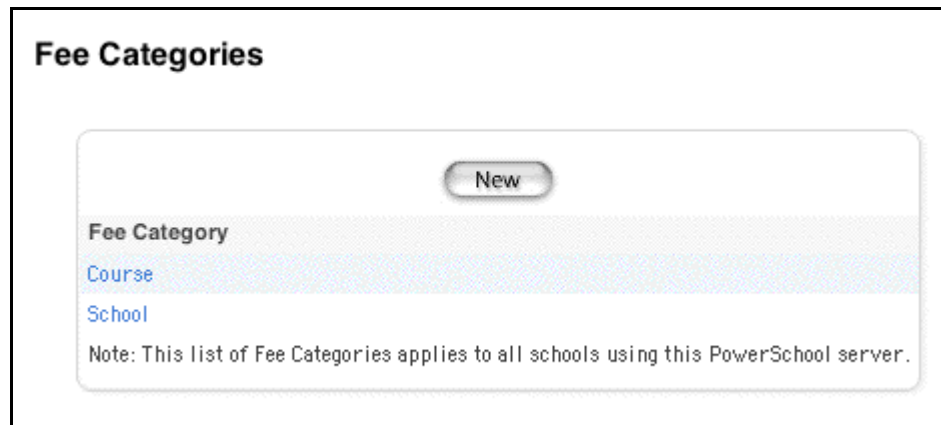
### Notes

- 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 Categories

You must log in to the district office before performing this procedure.

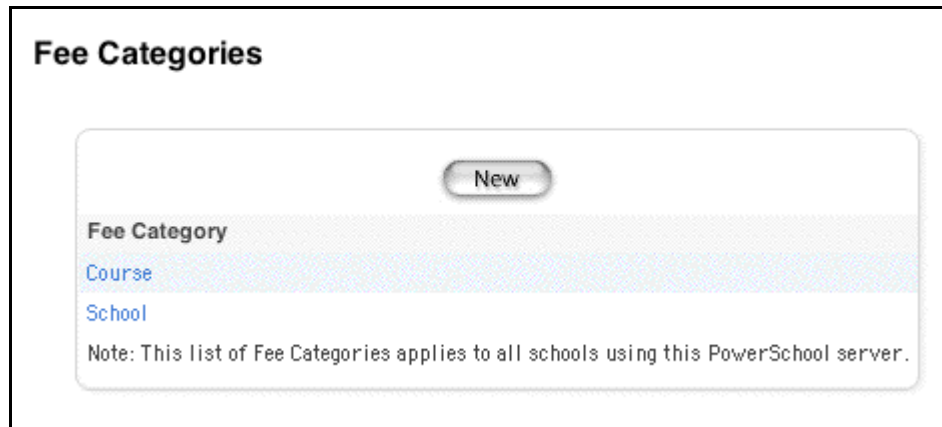
1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



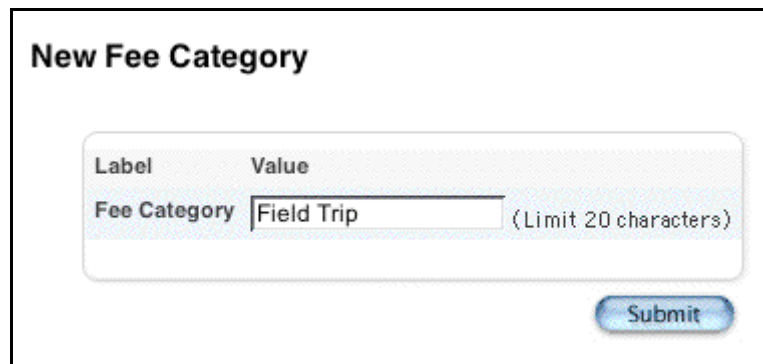
### How to Add Fee Categories

You must log in to the district office before performing this procedure.

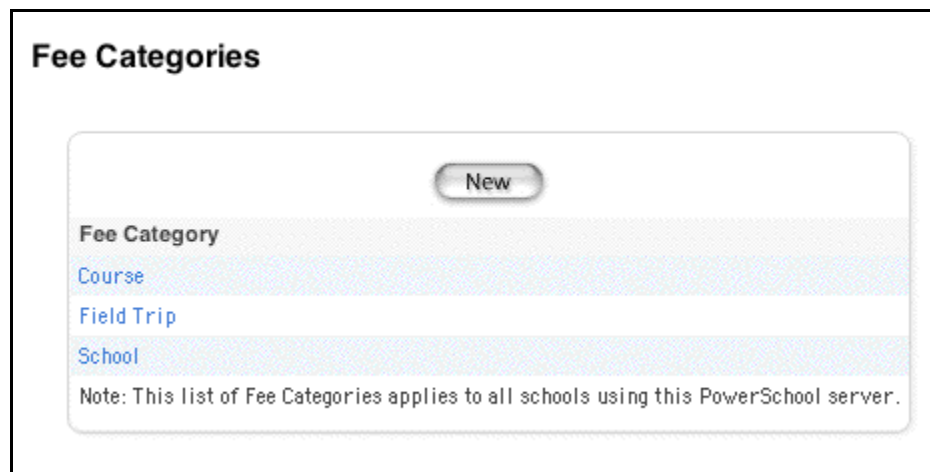
1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



3. Click New. The New Fee Category page appears.



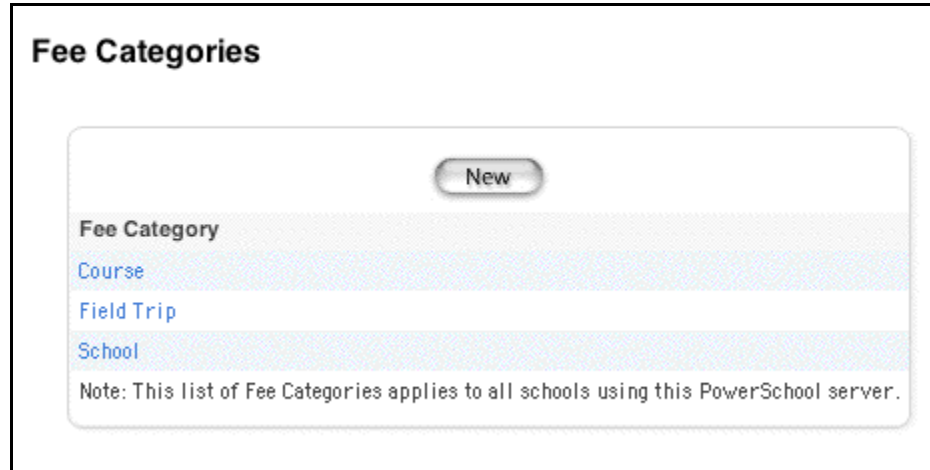
4. Enter the name of the fee category in the Fee Category field, such as Trip.
5. Click Submit. The Fee Categories page displays the new fee category.



## How to Edit Fee Categories

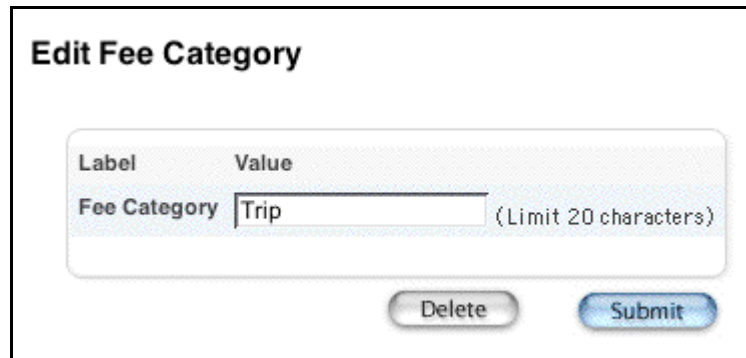
You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



The screenshot shows the 'Fee Categories' page. At the top, there is a 'New' button. Below it, there is a list of fee categories: 'Fee Category', 'Course', 'Field Trip', and 'School'. A note at the bottom states: 'Note: This list of Fee Categories applies to all schools using this PowerSchool server.'

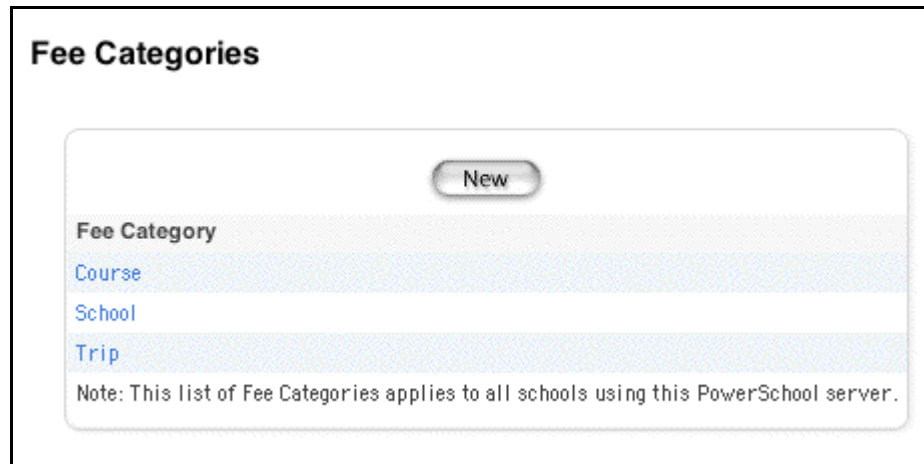
3. Click the fee category to be edited. The Edit Fee Category page appears.



The screenshot shows the 'Edit Fee Category' page. It features a table with two columns: 'Label' and 'Value'. The 'Label' column contains 'Fee Category' and the 'Value' column contains 'Trip'. A note next to the 'Value' field says '(Limit 20 characters)'. Below the table, there are two buttons: 'Delete' and 'Submit'.

4. Edit the name of the fee category in the Fee Category field.
5. Click Submit. The Fee Categories page displays the edited fee category.



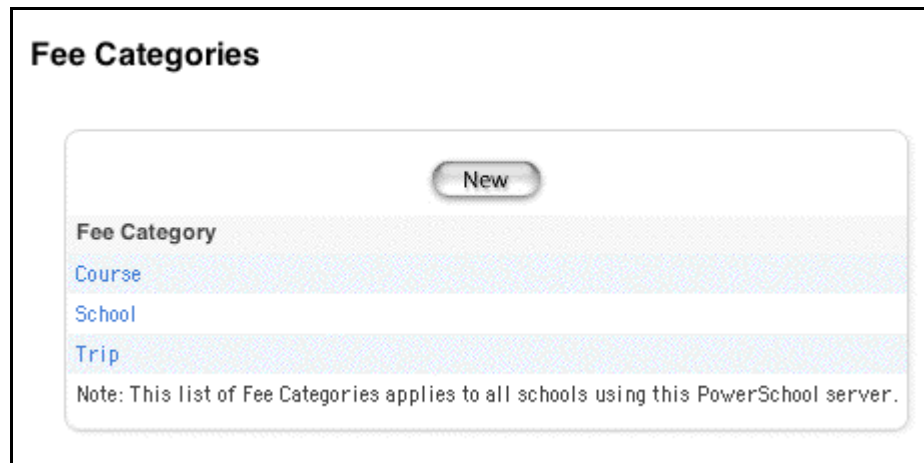


## How to Delete Fee Categories

You must log in to the district office before performing this procedure.

**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.

1. On the start page, choose District from the main menu.
2. Click Fee Categories. The Fee Categories page appears.



3. Click the fee category to be deleted. The Edit Fee Category page appears.

### Edit Fee Category

Label	Value
Fee Category	<input style="width: 80%;" type="text" value="Trip"/> <span style="float: right; font-size: small;">(Limit 20 characters)</span>

4. Click Delete. The Selection Deleted page appears.

## School 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 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.

**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.”](#)

When creating school enrollment fees, you can indicate whether or not you want the fee pro ratable. If Pro Ratable is selected, the school enrollment 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.

### Fee Exemption Status

Fee Exemption Status can be used to exempt an individual student or a group of students from school 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

- 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 School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose School from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click the name of a school. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

#### School Fee Information

**Fee Exemption Status**  ▾

#### School Enrollment Fees

Fee Type	Amount
Enrollment	\$1,200.00

## How to Create School Enrollment Fees

You must log in to the district office before performing this procedure.

**Note:** Before adding school enrollment fees, the fee category of School 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 District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click the name of a school. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

#### School Fee Information

**Fee Exemption Status**  ▾

#### School Enrollment Fees

Fee Type	Amount
Enrollment	\$1,200.00

5. Click New. The New School Enrollment Fee page appears.

### New School Enrollment Fee

Label	Value
School Name	Apple Grove High School
Fee Type	Uniform <span style="float: right;">⌵</span>
Department	<input type="text"/> <span style="float: right;">⌵</span>
Amount	<input type="text" value="125.00"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Required school uniform."/>
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

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

Field	Description
School Name	The selected school's full name.
Fee Type	Choose the type of fee from the pop-up menu. Only those fee types with the fee category of School appear in the Fee Type pop-up menu.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types</a> ."
Department	Choose the department you want to associate the fee to from the pop-up menu, if any.
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.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on 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.

7. Click Submit. The Fee Types page displays the new fee type.

School Enrollment Fees	
<input type="button" value="New"/>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

## How to Edit School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

Schools/School Info			
<input type="button" value="New"/>			
Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click the name of a school. The Edit School page appears.



### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

**School Enrollment Fees**

Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

5. Click the fee type to be edited. The Edit School Enrollment Fee page appears.

### Edit School Enrollment Fee

Label	Value
School Name	
Fee Type	Uniform
Department	
Amount	125
Date	11/14/2003
Description	Required school uniform to be purchased at Campus Store.
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

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

Field	Description
School Name	The selected school's full name.
Fee Type	Choose the type of fee from the pop-up menu. Only those fee types with the fee category of School appear in the Fee Type pop-up menu.  <b>Note:</b> For more information on fee types, see the section " <a href="#">Fee Types</a> ."
Department	Choose 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.
Pro Ratable	Select this checkbox to indicate that the fee is to be assessed based on 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.

7. Click Submit. The Fee Types page displays the updated fee type.

School Enrollment Fees	
<a href="#">New</a>	
Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

## How to Delete School Enrollment Fees

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

Schools/School Info			
<a href="#">New</a>			
Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

[Submit](#)

3. Click the name of a school. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

4. Scroll down to the School Enrollment Fee section.

**School Enrollment Fees**

Fee Type	Amount
<a href="#">Enrollment</a>	\$1,200.00
<a href="#">Uniform</a>	\$125.00

5. Click the fee type to be deleted. The Edit School Enrollment Fee page appears.

### Edit School Enrollment Fee

Label	Value
School Name	
Fee Type	Uniform
Department	
Amount	125
Date	11/14/2003
Description	Required school uniform to be purchased at Campus Store.
Pro Ratable	<input type="checkbox"/>

**Note:** Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

6. Click Delete. The Selection Deleted page appears.

## Log Entry Fields

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

The default Log Entries page contains over forty fields, which may or may not be applicable to your district. Based on your needs, you can customize the page to eliminate superfluous fields thereby enhancing the function of entering a log. Any Log Entries page customizations made are reflected on both PowerSchool's Log Entries page and PowerGrade's Submit Log Entry page.

To access log entry fields, log in at the district level, navigate to the District Setup page, and click Log Entry Fields. Using the Log Entry Setup page, you can determine which fields appear and the selections for each field, the format in which the field appears, and the order in which the field appears on the page.

**Note:** If you have customized the HTML in the Log Entries page in a previous release and have now updated to PowerSchool 4.0, you will need to enter the customized values in the "Data for Popup or Radio Buttons" field on the Log Entry Setup page in order to maintain data integrity.

## How to Customize the Log Entries Page

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Entry Fields. The Log Entry Setup page appears.

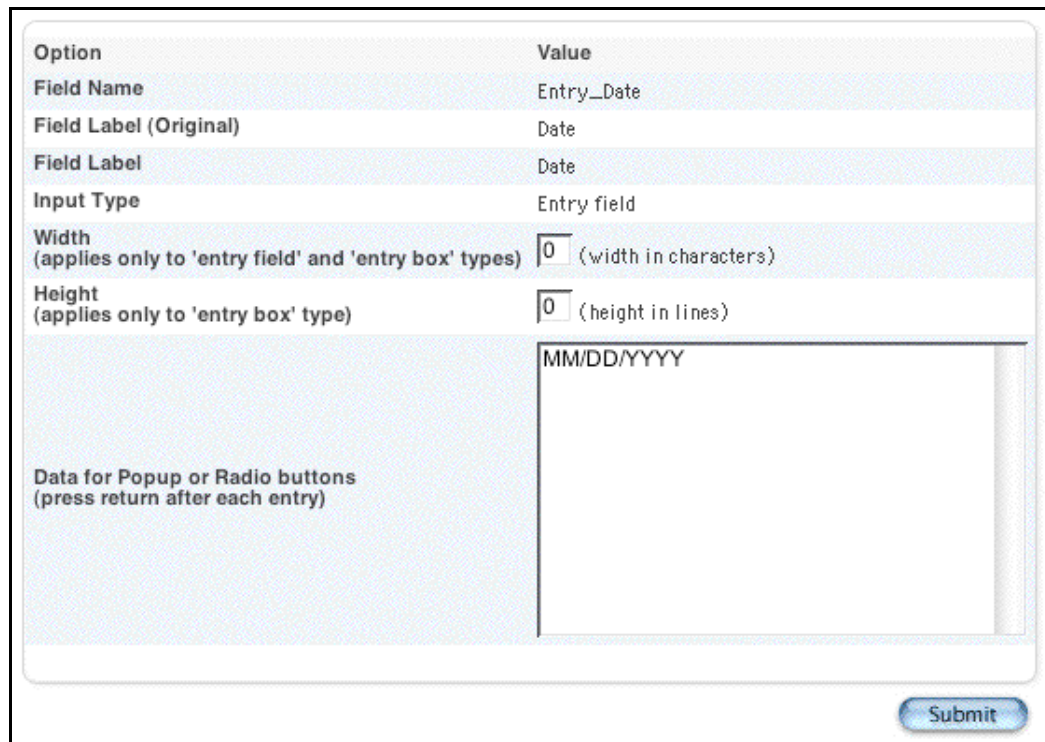
Field Name	Field Label	Description	Sort Order
<a href="#">Entry_Date</a>	Date	The date when the Log entry was created	1
<a href="#">Entry_Time</a>	Time	The time when the Log entry was created	2
<a href="#">Entry_Author</a>	Author	The name of the person who created the Log entry	3
<a href="#">LogType</a>	Log Type	Describes the Log entry type	4
<a href="#">Subtype</a>	Subtype (optional for discipline)	Describes the Log entry subtype	5
<a href="#">Consequence</a>	Consequence (optional for discipline)	The outcome for the incident	6
<a href="#">Subject</a>	Title	A summary of the incident	7
<a href="#">Entry</a>	Log Entry Text	The textual description of the incident	8
<a href="#">Discipline_IncidentType</a>	Incident Type	Describes the type of the incident	9
<a href="#">Discipline_IncidentTypeCategory</a>	Incident Type Category	The incident type category	10
<a href="#">Category</a>	Category	The incident category	11
<a href="#">Discipline_IncidentTypeDetail</a>	Incident Type Detail	Provides detail for the incident type	12
<a href="#">Discipline_IncidentDate</a>	Incident Date (MM/DD/YYYY)	The date of the incident	13
<a href="#">Discipline_IncidentContext</a>	Incident Context	Detailed description of the context in which the incident occurred	14
<a href="#">Discipline_IncidentLocation</a>	Incident Location	The location where the incident took place	15
<a href="#">Discipline_IncidentLocDetail</a>	Incident Loc Detail	Detailed description of the incident location	16
<a href="#">Discipline_Offender</a>	Offender	A categorical description of the offender	17

The following information displays for each of the 44 configurable log entry fields:

Field	Description
Field Name	Name of all the log entry field as it appears in the database. To edit this information, click the corresponding Field Name link.
Field Label	Title of field name, which appears on the Log Entries page.
Description	Description of field name. This information is for reference only and does not appear on the Log Entries page.
Sort Order	Indicates the order in which field appears on the Log Entries page. A value of 1 to 44 can be assigned. If two or more fields are given the same value, the fields appear in ascending alphabetical order within the selected sort order.  If you do not want a field to appear on the Log Entries page, choose Hide. Fields that are not assigned a value appear in

Field	Description
	ascending alphabetical order at the bottom of this page. <b>Note:</b> The Hide menu item cannot be applied to the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.

- Click the Field Name link of the appropriate field you want to customize. The Edit Log Entry Field page appears. The page varies based on the field you selected.



Option	Value
Field Name	Entry_Date
Field Label (Original)	Date
Field Label	Date
Input Type	Entry field
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="0"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="0"/> (height in lines)
Data for Popup or Radio buttons (press return after each entry)	
MM/DD/YYYY	

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

Field	Description
Field Name	Name of the log entry field as it appears in the database.
Field Label (Original)	The default title of the field name as it appears on the Log Entries page.
Field Label	Enter the title of the field name, which you want to appear on the Log Entries page. HTML formatting is supported. <b>Note:</b> The Field Label cannot be modified for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.

Field	Description
Input Type	<p>Use the pop-up menu to select the form in which you want the field to appear:</p> <ul style="list-style-type: none"> <li>• Entry field</li> <li>• Static field</li> <li>• Checkbox</li> <li>• Popup menu</li> <li>• Radio buttons</li> <li>• Entry box</li> </ul> <p>Not all menu items are available for each Field Name. Only those menu items that are applicable Input Types appear.</p> <p><b>Note:</b> The Input Type cannot be modified for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.</p>
Width	<p>If the Field Type of "Entry field" or "Entry box" is selected, enter a value to indicate the width of the field/box.</p>
Height	<p>If the Field Type of "Entry field" or "Entry box" is selected, enter a value to indicate the height of the field/box.</p>
Data for Popup or Radio buttons	<p>If the Input Type of "Popup menu" or "Radio buttons" is selected, enter the information you want to appear.</p> <p>A "Popup menu" contains values, which consists of two segments. The first segment is the value that is stored in the database. This value is not visible on the Log Entries page. The second segment is the label, which appears within the "Popup menu." The first and second segments use a semi-colon as a delimiter. To set a default value for a "Popup menu," enter a semi-colon as the delimiter and then enter an asterisk at the end of the default entry. The following is an example of a properly formatted data for a "Popup menu" where "P;Police" is the default entry:</p> <p style="padding-left: 40px;">S;Student T;Teacher A;Administrator O;Other School Staff P;Police;* N;Non-School Individual U;Unknown</p> <p>Some fields in the Log table are called "flag fields" because they end with "Flag," such as "Discipline_FelonyFlag" and "Discipline_LikelyInjuryFlag." Flag fields are stored as numeric values. No is stored as a 0 while Yes is stored as 1. The following is an example of properly formatted flag fields:</p>



Field	Description
	0;No 1;Yes  A "Radio button" follows the same rules as a "Popup menu." The only difference is with a "Popup menu" you can enter numerous sets of values. Whereas, with a "Radio button," you are limited to only two sets of values.

5. Once you have entered the appropriate data on the Edit Log Entry Field page, click Submit. Upon submitting your customizations, data validation is performed. An error page appears if one or more invalid entries are found due to the following:
  - An empty entry.
  - More than one default value.
  - An entry that has only one segment.
  - An entry that has only one segment where that entry is marked as the default entry.

The error page lists the line numbers where the error occurred and instructs you to return to the Edit Log Entry Field page to make corrections. The following are example of error messages you may encounter:

- The entry in line 2 of the popup values is invalid.
- The entries in these lines of the popup values are invalid: 2 and 4.
- The entries in these lines of the popup values are invalid: 2, 3, and 4.

**Note:** Additionally, the system removes nulls (Char(0)) though no alert page is returned.

6. Once you have made all of your Log Entry Field customizations, click Submit.

## Log Entry Fields

Field	Description
Entry_Date	The date the log entry is entered, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries student page and is auto-populated with today's date.
Entry_Time	The time the log entry is entered, such as 3:41 PM. By default this field appears as an "Entry field" on the Log Entries page as is auto-populated with the current time.
Entry_Author	The name of the staff member making the log entry. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with the author's username.
LogType	Classification indicating the nature of a log entry. By default this field appears as a "Popup menu" on the Log Entries page. To

Field	Description
	field appears as a "Popup menu" on the Log Entries page. To modify the field selections, see the sections " <b>Log Types.</b> "
Subtype	Further characterization of a log entry associated to a specific LogType. By default this field appears as a "Popup menu" on the Log Entries page. To modify the field selections, see the sections " <b>Log Types.</b> "
Consequence	Action resulting from the log entry. By default this field appears as a "Popup menu" on the Log Entries page.
Subject	The title for the log entry. By default this field appears as an "Entry field" on the Log Entries page.
Entry	Description for making the log entry. By default this field appears as an "Entry box" on the Log Entries page. There is no limit to the length of the entry.
Custom	Custom field created by your district to display a variety of information about students, staff, courses, and sections.

The following fields were incorporated into PowerSchool in order to address the Federal Gun-Free Schools Act.

Field	Description
Discipline_IncidentType	The type of incident. Discipline incident types indicate the nature of an incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentTypeCategory	The category of incident. Discipline incident categories are the general groups of incidents. Add a discipline incident category to further classify group incidents. By default this field appears as a "Popup menu" and an "Entry field" on the Log Entries page.
Discipline_IncidentTypeDetail	The details of the incident. Discipline incident details include specific information about incidents. Use discipline incident details to record additional information about an incident. By default this field appears as a "Popup menu" and an "Entry field" on the Log Entries page.
Discipline_IncidentDate	The date the incident occurred, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with today's date.
Discipline_IncidentContext	Indicates if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity. By

Field	Description
xt	default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentLocation	Indicates if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_IncidentLocationDetail	Discipline location details include specific information about incident locations. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_Offender	Category of the person committing the incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_Reporter	Category of the person reporting the incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ReporterID	Identification number of the person reporting the incident. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_VictimType	Category of the person victimized by the incident. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_FelonyFlag	Indicates if the incident was a felony. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_LikelyInjuryFlag	Indicates if the incident likely resulted in an injury. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_SchoolRulesViolationFlag	Indicates if the incident was a violation of school rules. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_PoliceInvolvedFlag	Indicates if there were police involved in the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_HearingOfficerFlag	Indicates if there was a hearing officer involved in the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_GangRelatedFlag	Indicates if the incident was gang-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.

Field	Description
Discipline_HateCrimeRelatedFlag	Indicates if the incident was a hate crime. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_AlcoholRelatedFlag	Indicates if the incident was alcohol-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_DrugRelatedFlag	Indicates if the incident was drug-related. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_DrugTypeDetail	Discipline drug details include specific information about drug-related incidents. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_WeaponRelatedFlag	Indicates if a weapon was used during the incident. By default this field appears as a Yes or No "Popup menu" on the Log Entries page.
Discipline_WeaponType	Indicates the type of weapon. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_WeaponTypeNotes	Notes relating to the weapon type. By default this field appears as an "Entry field" on the Log Entries page. A maximum of 79 characters can be entered.
Discipline_MoneyLossValue	The amount of money lost in the incident, if the incident results in a dollar loss amount for any party. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_ActionDate	The date the discipline action was taken, such as 5/17/2004. By default this field appears as an "Entry field" on the Log Entries page and is auto-populated with today's date.
Discipline_ActionTaken	The disciplinary action taken against a student. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ActionTakenDetail	Specific information about disciplinary action taken against a student. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_ActionTakenEndDate	The date the discipline action ends. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_DurationAssigned	The assigned duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page.
Discipline_DurationActual	The actual duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page.

Field	Description
Discipline_DurationChangeSource	Reasons for any difference in the values of the Discipline_DurationActual from the Discipline_DurationAssigned fields. By default this field appears as a "Popup menu" on the Log Entries page.
Discipline_DurationNotes	Notes relating to the duration of the discipline action. By default this field appears as an "Entry field" on the Log Entries page. A maximum of 79 characters can be entered.
Discipline_Sequence	The numerical sequence of this log entry if entering more than one log entry for the incident. By default this field appears as an "Entry field" on the Log Entries page.

## Log Types

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

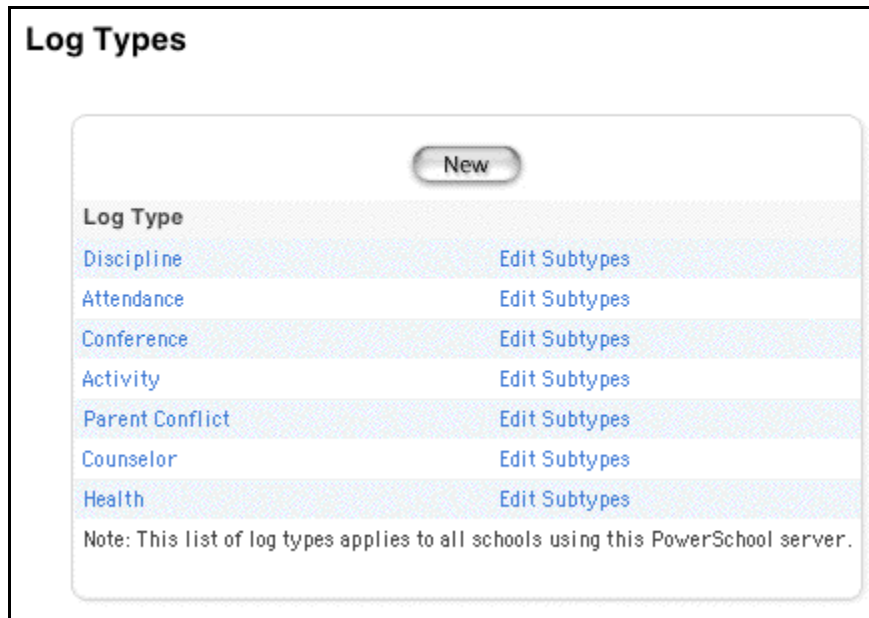
Log types are used to group log entries by classification indicating the nature of a log entry. Additionally, subtypes can be created within each log type to further characterize the log entry. For example, a log entry related to cheating on a test is discipline-related. Discipline is the log type, and cheating is the subtype. For more information on log entries and the use of log types, see the sections "[Log Entry Fields](#)" and "[Log Entries](#)."

To access log types, log in at the district level, navigate to the District Setup page, and click Log Types. Using the Log Types page, you can add, edit, and delete log types and subtypes.

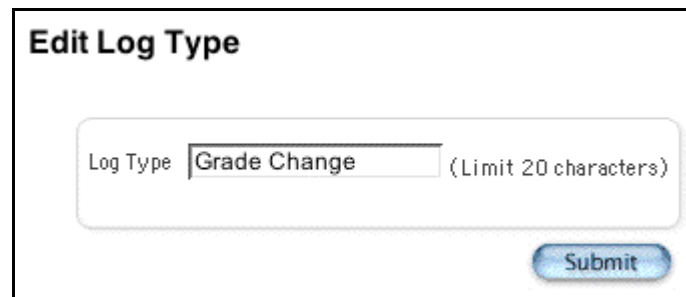
## How to Add a Log Type

You must log in to the district office before performing this procedure.

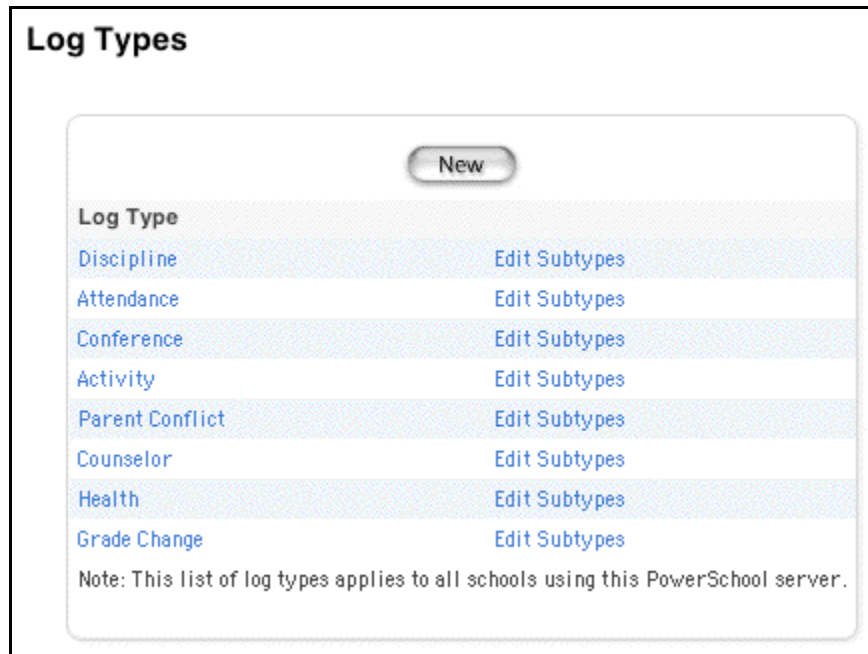
1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.



3. Click New. The Edit Log Types page appears.



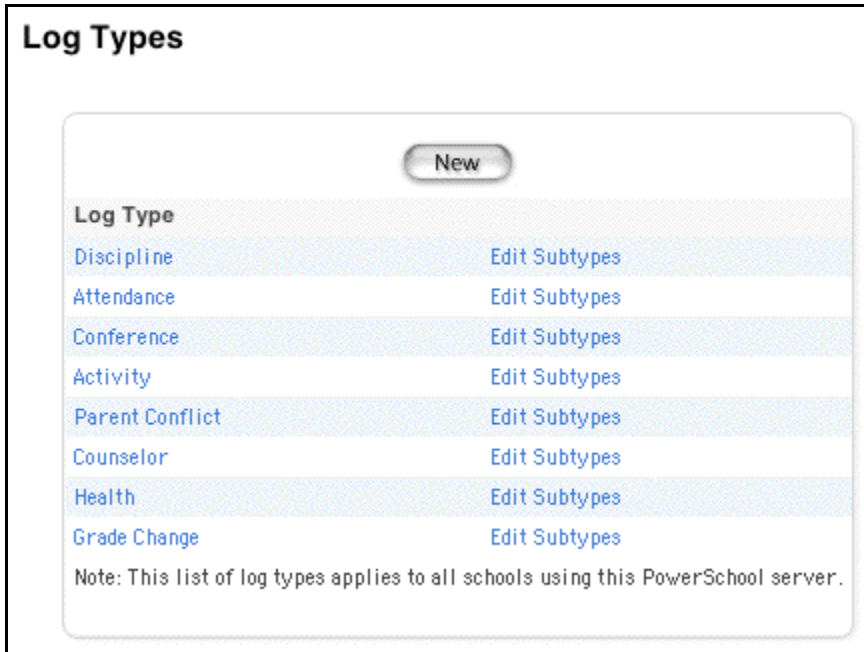
4. Enter a log type in the Log Type field.
5. Click Submit. The Log Types page displays the new log type. To add subtypes, see the section "[How to Add a Log Subtype.](#)"



## How to Edit a Log Type

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Type. The Log Types page appears.



Log Types	
<a href="#">New</a>	
Log Type	Edit Subtypes
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>
<a href="#">Grade Change</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

- Click the log type to be edited. The Edit Log Type page appears.



**Edit Log Type**

Log Type  (Limit 20 characters)

[Delete](#) [Submit](#)

- Edit the log type.
- Click Submit. The Log Types page displays the edited log type. To edit subtypes, see the section "[How to Edit a Log Subtype.](#)"



### Log Types

[New](#)

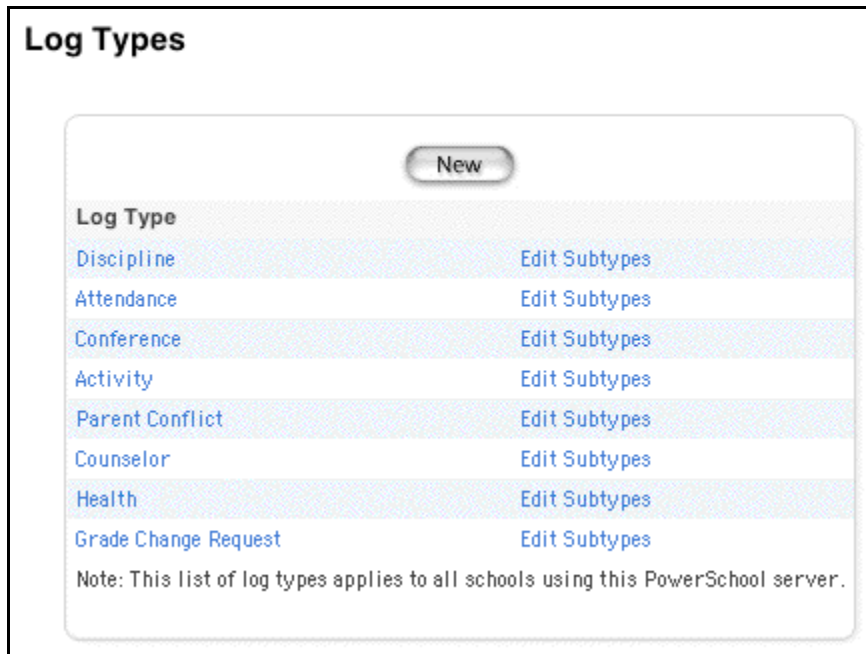
Log Type	
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>
<a href="#">Grade Change Request</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

## How to Delete a Log Type

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.



3. Click the log type to be deleted. The Edit Log Type page appears.



4. Click Delete. The Log Types page displays without the deleted log type.

### Log Types

[New](#)

Log Type	
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

## How to Add a Log Subtype

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.

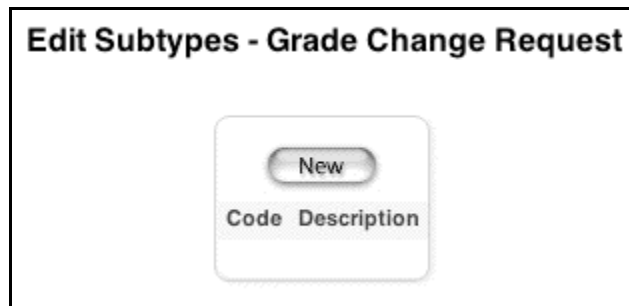
### Log Types

[New](#)

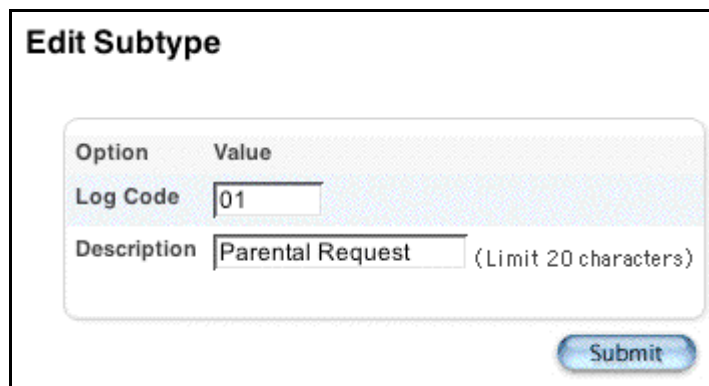
Log Type	
<a href="#">Discipline</a>	<a href="#">Edit Subtypes</a>
<a href="#">Attendance</a>	<a href="#">Edit Subtypes</a>
<a href="#">Conference</a>	<a href="#">Edit Subtypes</a>
<a href="#">Activity</a>	<a href="#">Edit Subtypes</a>
<a href="#">Parent Conflict</a>	<a href="#">Edit Subtypes</a>
<a href="#">Counselor</a>	<a href="#">Edit Subtypes</a>
<a href="#">Health</a>	<a href="#">Edit Subtypes</a>
<a href="#">Grade Change Request</a>	<a href="#">Edit Subtypes</a>

Note: This list of log types applies to all schools using this PowerSchool server.

- Click Edit Subtypes next to the log type to be edited. The Edit Subtypes page appears.



- Click New. The Edit Subtype page appears.



**Edit Subtype**

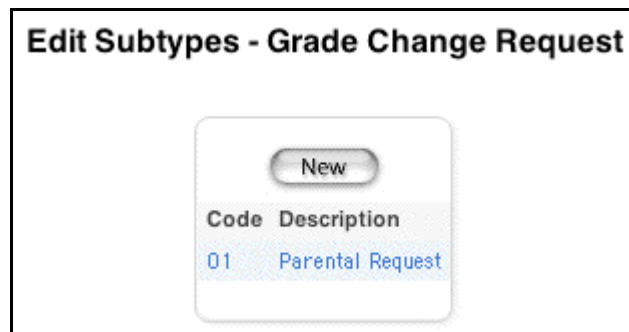
Option	Value
Log Code	01
Description	Parental Request (Limit 20 characters)

Submit

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

Field	Description
Log Code	Enter the code for the log subtype.
Description	Enter a description of the log subtype. This appears in the Subtype pop-up menu when using log entries.

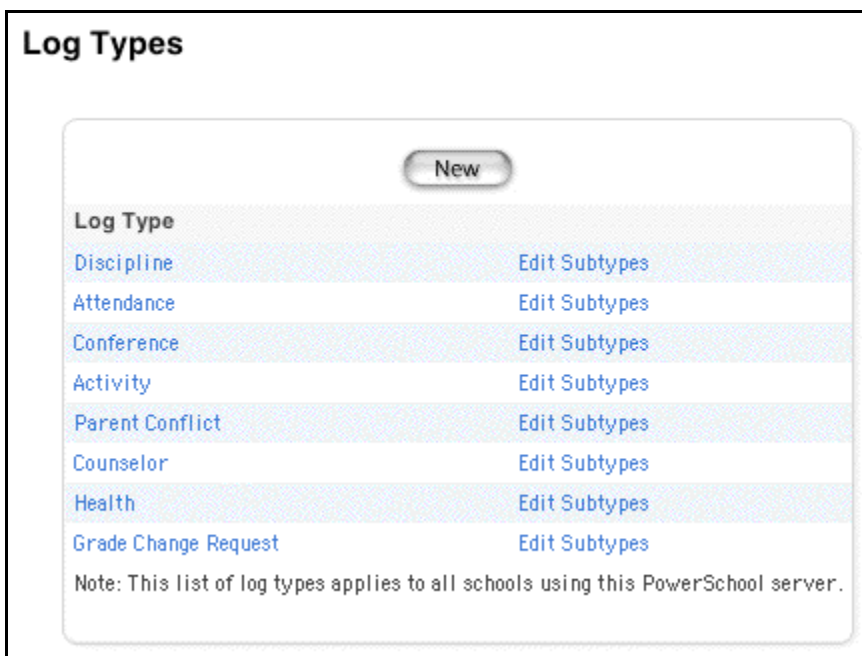
- Click Submit. The Edit Subtypes page appears.



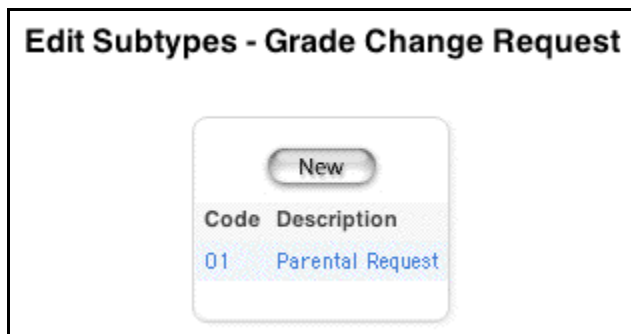
## How to Edit a Log Subtype

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.



3. Click Edit Subtypes next to the log type you want to edit. The Edit Subtypes page appears.



4. Click either the code or description of the subtype want to edit. The Edit Subtype page appears.

### Edit Subtype

Option	Value
Log Code	<input type="text" value="01"/>
Description	<input type="text" value="Parental Request"/> (Limit 20 characters)

5. Edit the log subtype.
6. Click Submit. The Edit Subtypes page displays the edited log subtype.

### How to Delete a Log Subtype

You must log in to the district office before performing this procedure.

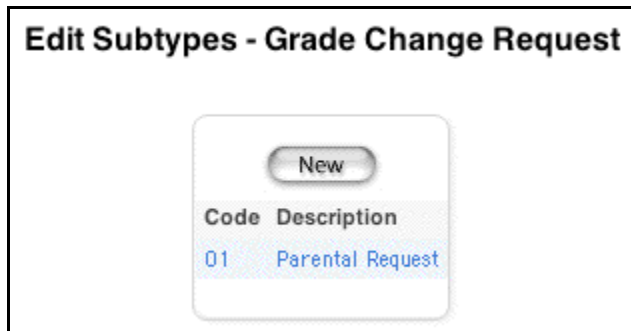
1. On the start page, choose District from the main menu.
2. Click Log Types. The Log Types page appears.

### Log Types

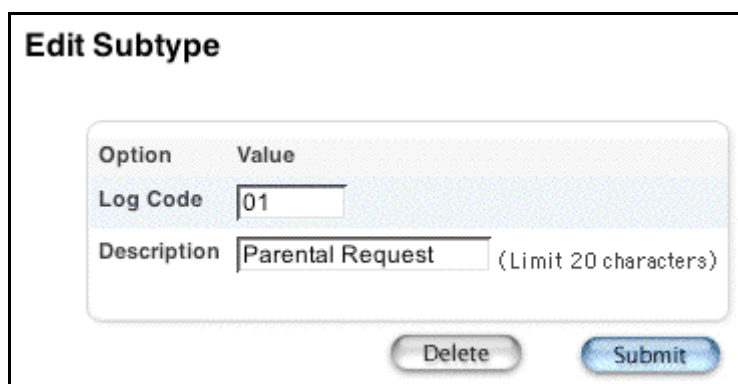
Log Type	
Discipline	Edit Subtypes
Attendance	Edit Subtypes
Conference	Edit Subtypes
Activity	Edit Subtypes
Parent Conflict	Edit Subtypes
Counselor	Edit Subtypes
Health	Edit Subtypes
Grade Change Request	Edit Subtypes

Note: This list of log types applies to all schools using this PowerSchool server.

3. Click Edit Subtypes next to the log type to be edited. The Edit Subtypes page appears.



- Click either the code or description of the subtype you want to delete. The Edit Subtype page appears.



- Click Delete. The Edit Subtypes page appears.

## 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 the Payment Methods link. 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 (state reporting).

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.

Once fee categories and payment methods have been created, you can associate (create) fee types under those fee categories.

### Notes

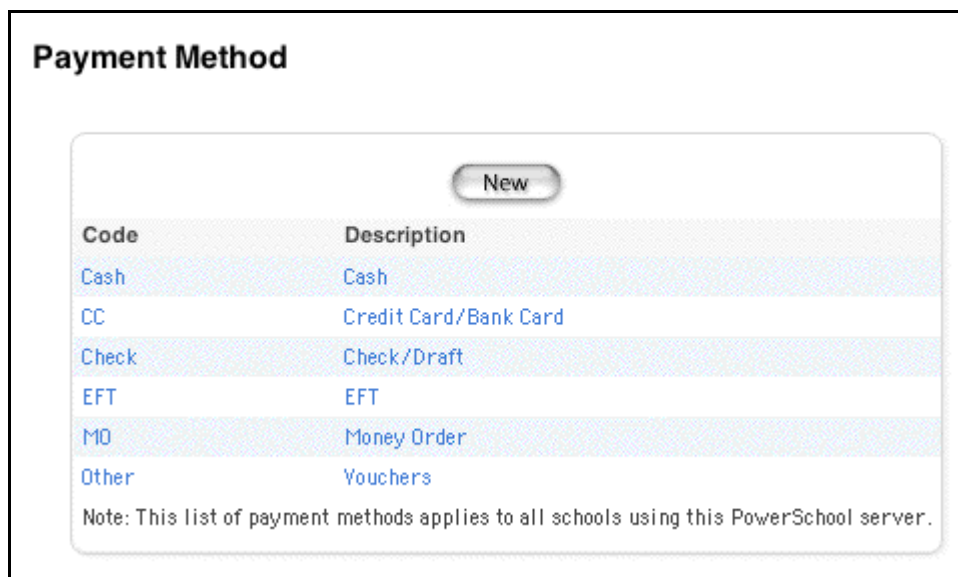
- This option does not apply to lunch account balances. For information on lunch transactions, see the section "[Lunch Transactions](#)."

- Fee information can appear on object reports; for more information, see the section ["Object Reports."](#)

## How to View Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Methods page appears.



## How to Add Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Methods page appears.



**Payment Method**

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

- Click New. The New Payment Method page appears.

**New Payment Method**

Option	Value
Code	<input type="text" value="CP"/>
Description	<input type="text" value="Coupon"/>

- Enter the name of the method of payment in the Code field, such as CP.
- Enter a description of the method of payment in the Description field, such as Coupon.
- Click Submit. The Payment Methods page displays the new payment method.

**Payment Method**

[New](#)

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

## How to Edit Payment Methods

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Payment Methods. The Payment Method page appears.

**Payment Method**

[New](#)

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

3. Click the payment method to be edited. The Edit Payment Method page appears.

### Edit Payment Method

Option	Value
Code	<input type="text" value="CP"/>
Description	<input type="text" value="Redeemable Coupon"/>

4. Edit the name of the method of payment in the Code field, if needed.
5. Edit the description of the method of payment in the Description field, if needed.
6. Click Submit. The Payment Methods page displays the edited payment method.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Redeemable Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

## How to Delete Payment Methods

You must log in to the district office before performing this procedure.

**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.

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

- Click Payment Methods. The Payment Method page appears.

### Payment Method

Code	Description
Cash	Cash
CC	Credit Card/Bank Card
Check	Check/Draft
CP	Redeemable Coupon
EFT	EFT
MO	Money Order
Other	Vouchers

Note: This list of payment methods applies to all schools using this PowerSchool server.

- Click the payment method to be deleted. The Edit Payment Method page appears.

### Edit Payment Method

Option	Value
Code	<input type="text" value="CP"/>
Description	<input type="text" value="Redeemable Coupon"/>

- Click Delete. The Selection Deleted page appears.

## 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.”](#)

When creating course enrollment fees, you can indicate whether or not you want the fee to be pro rata. 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.

Sort by <a href="#">number</a> or <a href="#">name</a>	
<a href="#">View Master Course List</a>	
2033	<a href="#">A.P. English</a>
9241-C	<a href="#">Academic Supp. 12</a>
9241-A	<a href="#">Academic Supp. 10</a>
9241-B	<a href="#">Academic Supp. 11</a>
9241	<a href="#">Academic Supp. 9</a>
1061	<a href="#">Adv. Math w/Trig.</a>
5570	<a href="#">AG ED 1</a>
5571	<a href="#">AG ED 2</a>
5581	<a href="#">AG ED 3</a>
5591	<a href="#">AG ED 4</a>
5545	<a href="#">Agric. Ind. Study</a>
1031	<a href="#">Algebra 1</a>

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	<input type="text" value="Biology"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="0.500"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="16"/>
Department	<input type="text"/> <input type="button" value="Associate"/>
Subject Area	<input type="text"/>
Prerequisite Courses <small>Prerequisites apply only to the current scheduling term. (comma-separated)</small>	<input style="width: 100%;" type="text"/>
PowerLink (English)	<input type="text"/>
PowerLink (Español)	<input type="text"/>
Exclude From Attendance <small>(Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)</small>	<input type="checkbox"/>
Grade Scale	<input type="text" value="Default"/> ▾
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

**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.

- On the School Setup page, click Courses. The Courses page appears.

Sort by [number](#) or [name](#)

[View Master Course List](#)

2033	A.P. English
9241-C	Academic Supp. 12
9241-A	Academic Supp. 10
9241-B	Academic Supp. 11
9241	Academic Supp. 9
1061	Adv. Math w/Trig.
5570	AG ED 1
5571	AG ED 2
5581	AG ED 3
5591	AG ED 4
5545	Agric. Ind. Study
1031	Algebra 1

- Choose the name of the course from the courses menu. The Edit Course page appears.
- Click the Fees tab. The Edit Course Enrollment Fees page appears.

**Course Enrollment Fees**

[New](#)

Fee Type	Amount
Textbook	\$25.00

- Click New in the Course Enrollment Fees section. The New Course Fee page appears.

**New Course Fee**

Label	Value
Course Name	Biology
Course Number	1511
Fee Type	<input type="text" value="Materials"/>
Department	<input type="text" value="Science"/>
Amount	<input type="text" value="25.00"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Lab specimens"/>
Pro Ratable	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

[Submit](#)



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.  <b>Note:</b> For more information on fee types, see the section " <b>Fee Types.</b> "
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.

Sort by [number](#) or [name](#)

[View Master Course List](#)

- 2033 [A.P. English](#)
- 9241-C [Academic Supp. 12](#)
- 9241-A [Academic Supp. 10](#)
- 9241-B [Academic Supp. 11](#)
- 9241 [Academic Supp. 9](#)
- 1061 [Adv. Math w/Trig.](#)
- 5570 [AG ED 1](#)
- 5571 [AG ED 2](#)
- 5581 [AG ED 3](#)
- 5591 [AG ED 4](#)
- 5545 [Agric. Ind. Study](#)
- 1031 [Algebra 1](#)

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.

**Course Enrollment Fees**

[New](#)

Fee Type	Amount
<a href="#">Materials</a>	\$25.00
<a href="#">Textbook</a>	\$25.00

5. Click the course enrollment fee in the Fee Type column that you want to edit. The Edit Course Fee page appears.

**Edit Course Fee**

Label	Value
Course Name	Biology
Course Number	1511
Fee Type	<a href="#">Materials</a> ▾
Department	<a href="#">Science</a> ▾
Amount	<input type="text" value="25"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Lab specimens and supplies."/>
Pro Ratable	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

[Delete](#)    [Submit](#)

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.  <b>Note:</b> For more information on fee types, see the section " <b>Fee Types.</b> "
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 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.

Sort by [number](#) or [name](#)

[View Master Course List](#)

2033	A.P. English
9241-C	Academic Supp. 12
9241-A	Academic Supp. 10
9241-B	Academic Supp. 11
9241	Academic Supp. 9
1061	Adv. Math w/Trig.
5570	AG ED 1
5571	AG ED 2
5581	AG ED 3
5591	AG ED 4
5545	Agric. Ind. Study
1031	Algebra 1

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.

**Course Enrollment Fees**

[New](#)

Fee Type	Amount
Materials	\$25.00
Textbook	\$25.00

5. Click the course fee in the Fee Type column. The Edit Course Fee page appears.

**Edit Course Fee**

Label	Value
Course Name	Biology
Course Number	1511
Fee Type	<a href="#">Materials</a> ▾
Department	<a href="#">Science</a> ▾
Amount	<input type="text" value="25"/>
Date	<input type="text" value="11/14/2003"/>
Description	<input type="text" value="Lab specimens and supplies."/>
Pro Ratable	<input type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

[Delete](#)    [Submit](#)

6. Click Delete. The Courses page appears.

## Special Program Setup

Use this page to view a list of special programs already defined for your school and all the schools that use your PowerSchool server or to view the students enrolled in a special program. You can print enrollment reports for each special program.

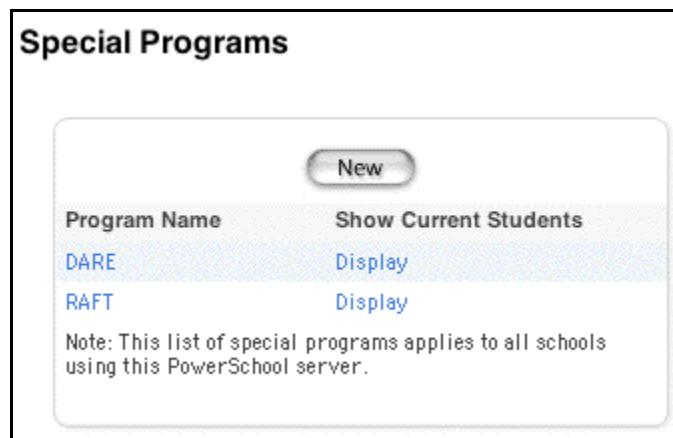
Create a new program on the PowerSchool system. Then, any PowerSchool user with the proper access can add students to that program. To add a student to a special program, see the section "[Special Programs](#)."

**Note:** The Special Programs page for Utah schools displays the link "Utah schools click here." Click the link to display the Utah Special Programs page, which describes state-specific special program information.

## How to View Students in a Special Program

You must log in to the district office before performing this procedure.

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



3. Click Display next to the program to be viewed. The Enrolled Students: [program name] page displays the students enrolled in the special program.

**Enrolled Students: Career Training**

Students	Student Number	Grade Level
Bradshaw, Charidee B	25225	12
Christensen, Ali L	25228	12
DuMars, Kelly A.	25223	12
Ford, Angela	26672	12
Hansen, Amanda	25213	12
Hardy, Phillip K	25212	12
Hicks, Charrli	26563	12
Huntington, Danielle A	25202	12
Johnson, Eliza	25199	12
Miller, Amy W	25187	12
Mortimer, Matthew	25193	12
Nielsen, Douglas	25190	12
Olsen, Byron	25188	12
Parry, Jason	25185	12
Richards, Dillon D	25177	12
Webber, Kelvin	26662	12
Wolstenholme, Aaron	25156	12

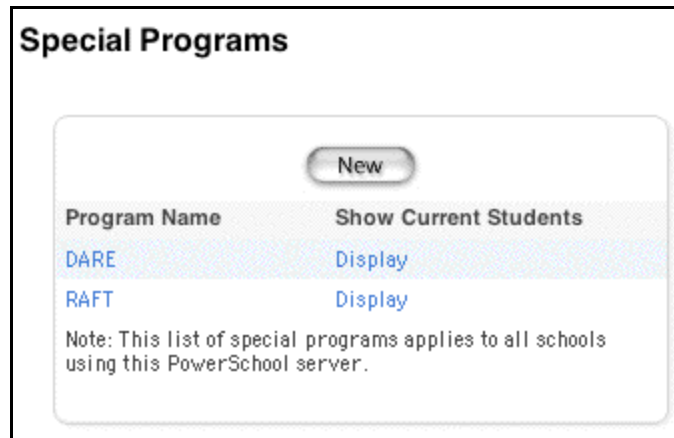
[Make this the current selection of students](#)

[Add these students to the current selection of students](#)

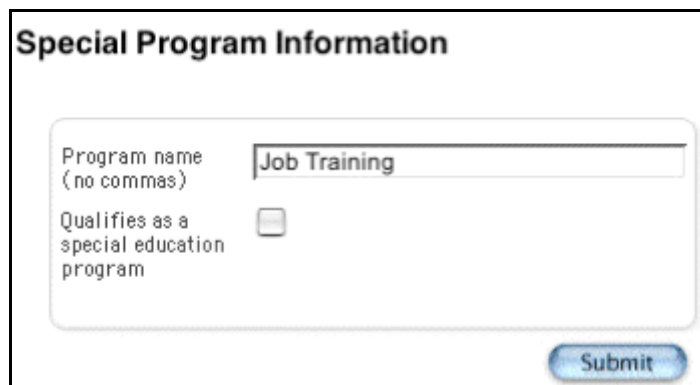
## How to Add a Special Program

You must log in to the district office before performing this procedure.

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



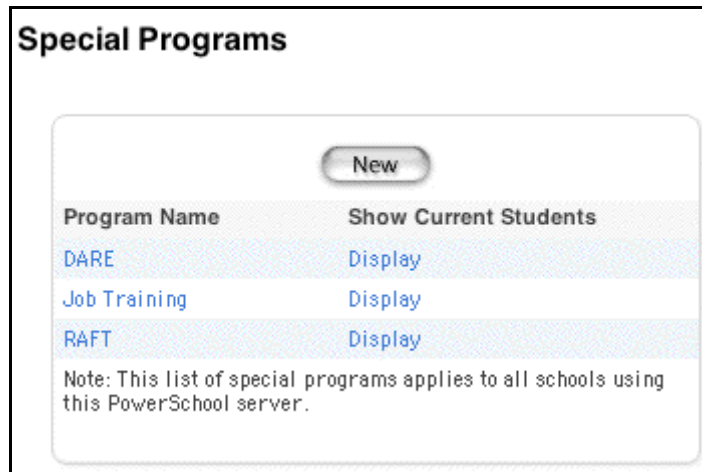
- Click New. The Special Program Information page appears.



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

Field	Description
Program name	Enter the name of the program.
Qualifies as a special education program	Select this checkbox if the special program is considered a special education program.

- Click Submit. The Special Programs page displays the new program.

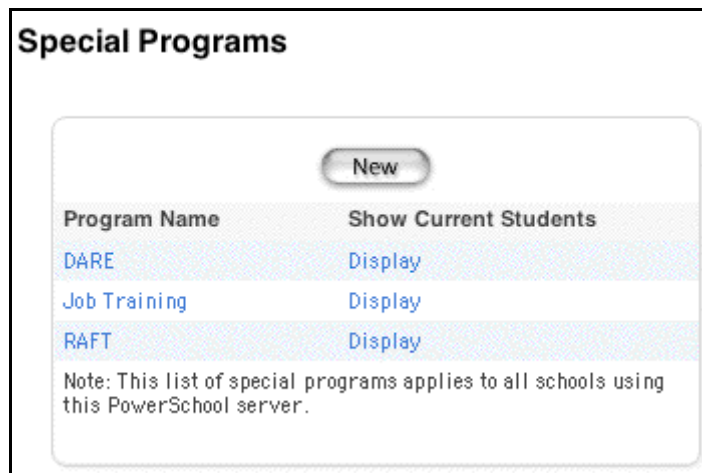


Any authorized PowerSchool user can add students to the program.

## How to Edit a Special Program

You must log in to the district office before performing this procedure.

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



3. Click the program name for the program to be edited. The Special Program Information page appears.



### Special Program Information

Program name (no commas)

Qualifies as a special education program

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

Field	Description
Program name	Edit the name of the program.
Qualifies as a special education program	Select this checkbox if the special program is considered a special education program.

5. Click Submit. The Special Program page displays the edited program.

### Special Programs

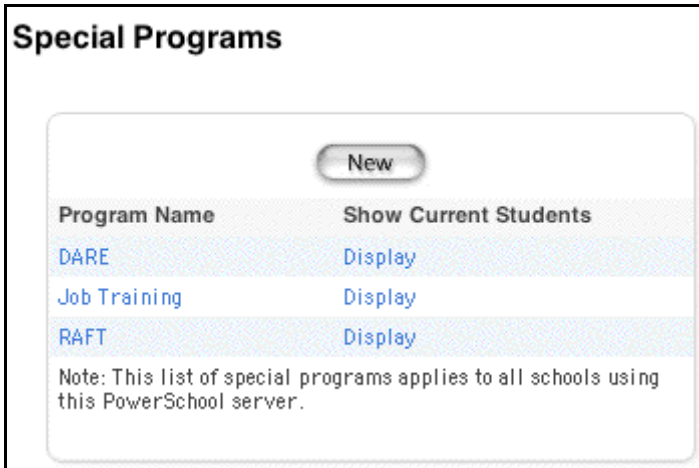
Program Name	Show Current Students
Career Training	<a href="#">Display</a>
DARE	<a href="#">Display</a>
RAFT	<a href="#">Display</a>

Note: This list of special programs applies to all schools using this PowerSchool server.

## How to Delete a Special Program

You must log in to the district office before performing this procedure.

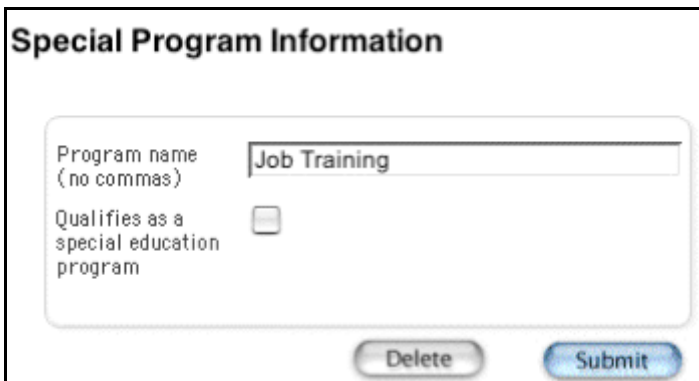
1. On the start page, choose District from the main menu.
2. Click Special Programs. The Special Programs page appears.



Program Name	Show Current Students
DARE	Display
Job Training	Display
RAFT	Display

Note: This list of special programs applies to all schools using this PowerSchool server.

3. Click the program name for the program to be deleted. The Special Program Information page appears.



Program name (no commas)

Qualifies as a special education program

Delete Submit

4. Click Delete. The Selection Deleted page appears.

## School Information

The School Information page provides information about the selected school. Use this page to add a new school to the system or to edit information about a school already in the system.

### How to Add a School

Once you add a school to the system, you cannot delete it. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.

**Schools/School Info**

Schools	Abbrev.	School Number	Sort Order
<a href="#">Graduated Students</a>	Graduated Students	999999	<input type="text" value="0"/>
<a href="#">Washington Elementary</a>	WE	1000	<input type="text" value="10"/>
<a href="#">Jefferson Elementary</a>	JE	2000	<input type="text" value="20"/>
<a href="#">Cherry Hill Middle School</a>	CHMS	3000	<input type="text" value="30"/>
<a href="#">Apple Grove High School</a>	AGHS	4000	<input type="text" value="40"/>

3. Click New. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ▾
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number (9 digit maximum)</b>	<input type="text" value="8000"/> (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="07"/> - <input type="text" value="09"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="07"/> - <input type="text" value="09"/>
<b>Default Next School</b>	<input type="text" value="1000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="50"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ▾

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

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.
School City	Enter the school's city.
School State/Province	Select the school's state from the pop-up menu.

Field	Description
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including are code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you submitted to the system, do not change. <b>Note:</b> States usually assign school numbers.
Alternate School Number	If you wish to use an number other than what is listed above to identify the school, enter the number here. Otherwise, leave blank.
Exclude From State Reporting?	Select this checkbox is you want to exclude this school from being included in state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for cumulative GPAs, graduation, credit, etc. Students at the highest level are affected by the end-of-year process. For more information, see the section " <a href="#">End of Year Process.</a> "
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as 0 for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.
When Scheduling, Display Courses From	Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year: <ul style="list-style-type: none"> <li>• Current school</li> <li>• Next school: The system only displays courses from the next school for students whom you have indicated a next school.</li> </ul>

5. Note the School Administration Information section.

School Administration Information	
Principal's Name	Elaine Kartowski
Principal's Phone	555-555-1111
Principal's Email	ek@tms.edu
Assistant/Vice-Principal's Name	George Randolph
Assistant/Vice-Principal's Phone	555-555-1112
Assistant/Vice-Principal's Email	gr@tms.edu
Bulletin Email (where correspondence pertaining to the bulletin should go)	bulletin@tms.edu
Attendance Secretary Email	attendance@tms.edu
Registrar Email	registrar@tms.edu
Email Copies of New Teacher Log Entries To:	gr@tms.edu

6. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal's Name	Enter the name of the school's principal.
Principal's Phone	Enter the telephone number of the school's principal.
Principal's Email	Enter the email address of the school's principal.
Assistant/Vice-Principal's Name	Enter the name of the school's assistant or vice-principal.
Assistant/Vice-Principal's Phone	Enter the telephone number of the school's assistant or vice-principal.
Assistant/Vice-Principal's Email	Enter the email address of the school's assistant or vice-principal.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily Bulletin page for users to link to when submitting daily bulletin items.
Attendance Secretary Email	Enter the email address of the attendance secretary.
Registrar Email	Enter the email address of the registrar.

Field	Description
Email Copies of New Teacher Log Entries To	Enter the email address(es) of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.

7. Note the County Information section.

County Information	
County Name	<input type="text" value="Tulare"/>
County Number	<input type="text" value="1234"/>

8. Use the following table to edit information in the fields in the County Information section:

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

9. Note the School Fee Information section.

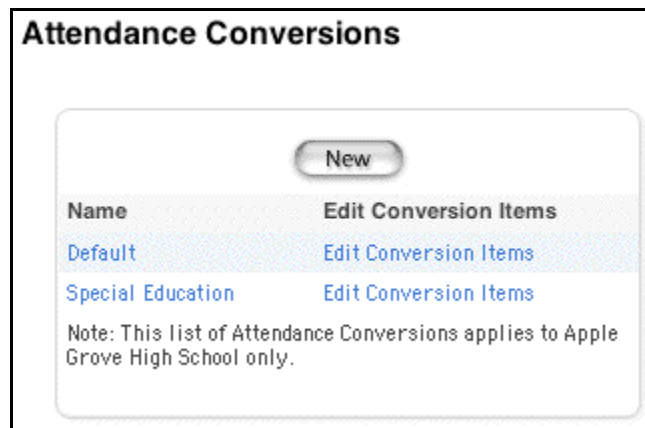
School Fee Information	
Fee Exemption Status	<input type="text" value="Students Not Exempted"/>
School Enrollment Fees	
<input type="button" value="New"/>	
Fee Type	Amount
Enrollment	\$1,200.00

10. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	<p>School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted from having these fees assigned to them automatically by using this pop-up menu. While you can indicate to the system that school and/or course enrollments fees are not be assigned, this does not prohibit fees being assigned manually.</p> <p>Choose the students' fee exemption status the pop-up menu in</p>

Field	Description
	the School Fee Information section: <ul style="list-style-type: none"> <li>• Students not Exempted</li> <li>• Students Exempted from Course Fees</li> <li>• Students Exempted from School Fees</li> <li>• Students Exempted from All Fees</li> </ul> <p><b>Note:</b> For information on exempting an individual student at a particular school, see the section "<a href="#">Other Information.</a>"</p>
Fee Type	Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see the section " <a href="#">School Enrollment Fees.</a> "

11. Click Submit. The Schools/School Info page displays the new school.



## How to Edit School Information

Although you cannot delete a school, you can edit school information. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Schools/School Info. The Schools/School Info page appears.



### Attendance Conversions

Name	Edit Conversion Items
<a href="#">Default</a>	<a href="#">Edit Conversion Items</a>
<a href="#">Special Education</a>	<a href="#">Edit Conversion Items</a>

Note: This list of Attendance Conversions applies to Apple Grove High School only.

- Click the school name in the Schools column for the school to be edited. The Edit School page appears.

### Edit School

<b>School Name</b>	<input type="text" value="Taylor Middle School"/>
<b>School Abbreviation</b>	<input type="text" value="TMS"/> (example: FHS)
<b>School Address (Full) (include school name)</b>	<input type="text" value="123 Main Street&lt;br/&gt;Anytown, CA 12345"/>
<b>School Address</b>	<input type="text" value="123 Main Street"/>
<b>School City</b>	<input type="text" value="Anytown"/>
<b>School State/Province</b>	<input type="text" value="California"/> ⌵
<b>School Postal/Zip Code</b>	<input type="text" value="12345"/>
<b>School Phone Number</b>	<input type="text" value="555-555-5555"/>
<b>School FAX Number</b>	<input type="text" value="555-555-0000"/>
<b>School Number</b>	8000 (once entered, do not change later)
<b>Alternate School Number</b>	<input type="text" value="0"/> (leave as zero to use school number)
<b>Exclude From State Reporting?</b>	<input type="checkbox"/>
<b>Grades</b>	<input type="text" value="7"/> - <input type="text" value="8"/> (lowest - highest)
<b>Historical Grade Levels (only historical data in this range of grade levels is used for cumulative GPAs, graduation credit, etc.)</b>	<input type="text" value="7"/> - <input type="text" value="8"/>
<b>Default Next School</b>	<input type="text" value="4000"/> (a school number where students who graduate from this school will be sent. Leave as 0 for none.)
<b>Sort Order</b>	<input type="text" value="60"/>
<b>When Scheduling, Display Courses From</b>	<input type="text" value="Current School"/> ⌵

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

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
School Address (Full)	Enter the school's address.

Field	Description
School Address	Enter the school's street address.
School City	Enter the school's city.
School State/Province	Select the school's state from the pop-up menu.
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including are code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you submitted to the system, do not change. <b>Note:</b> States usually assign school numbers.
Alternate School Number	If you wish to use an number other than what is listed above to identify the school, enter the number here. Otherwise, leave blank.
Exclude From State Reporting?	Select this checkbox is you want to exclude this school from being included in state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for cumulative GPAs, graduation, credit, etc. Students at the highest level are affected by the end-of-year process. For more information, see the section " <a href="#">End of Year Process.</a> "
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as 0 for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.
When Scheduling, Display Courses From	Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year: <ul style="list-style-type: none"> <li>• Current school</li> <li>• Next school: The system only displays courses from the next school for students whom you have indicated a next school.</li> </ul>

5. Note the School Administration Information section.

School Administration Information	
Principal's Name	Elaine Kartowski
Principal's Phone	555-555-1111
Principal's Email	ek@tms.edu
Assistant/Vice-Principal's Name	George Randolph
Assistant/Vice-Principal's Phone	555-555-1112
Assistant/Vice-Principal's Email	gr@tms.edu
Bulletin Email (where correspondence pertaining to the bulletin should go)	bulletin@tms.edu
Attendance Secretary Email	attendance@tms.edu
Registrar Email	registrar@tms.edu
Email Copies of New Teacher Log Entries To:	gr@tms.edu

6. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal's Name	Enter the name of the school's principal.
Principal's Phone	Enter the telephone number of the school's principal.
Principal's Email	Enter the email address of the school's principal.
Assistant/Vice-Principal's Name	Enter the name of the school's assistant or vice-principal.
Assistant/Vice-Principal's Phone	Enter the telephone number of the school's assistant or vice-principal.
Assistant/Vice-Principal's Email	Enter the email address of the school's assistant or vice-principal.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily Bulletin page for users to link to when submitting daily bulletin items.
Attendance Secretary Email	Enter the email address of the attendance secretary.
Registrar Email	Enter the email address of the registrar.

Field	Description
Email Copies of New Teacher Log Entries To	Enter the email address(es) of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.

7. Note the County Information section.

County Information	
County Name	<input type="text" value="Tulare"/>
County Number	<input type="text" value="1234"/>

8. Use the following table to edit information in the fields in the County Information section:

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

9. Note the School Fee Information section.

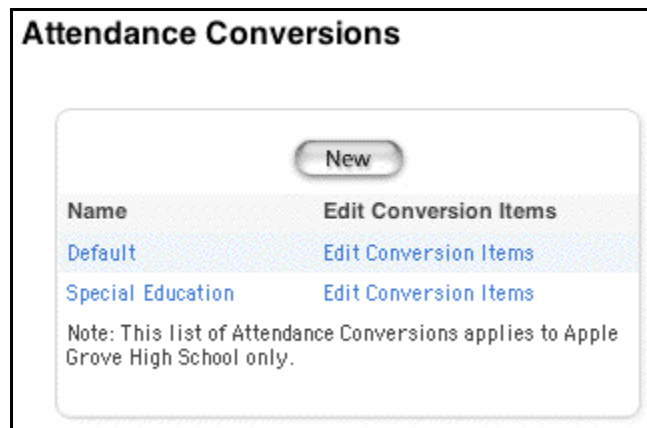
School Fee Information	
Fee Exemption Status	<input type="text" value="Students Not Exempted"/>
School Enrollment Fees	
<input type="button" value="New"/>	
Fee Type	Amount
Enrollment	\$1,200.00

10. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	<p>School and course enrollment fees are automatically assigned to students when they enroll in school or in a course. Students can be exempted from having these fees assigned to them automatically by using this pop-up menu. While you can indicate to the system that school and/or course enrollments fees are not be assigned, this does not prohibit fees being assigned manually.</p> <p>Choose the student's fee exemption status the pop-up menu in</p>

Field	Description
	the School Fee Information section: <ul style="list-style-type: none"> <li>• Students not Exempted</li> <li>• Students Exempted from Course Fees</li> <li>• Students Exempted from School Fees</li> <li>• Students Exempted from All Fees</li> </ul> <p><b>Note:</b> For information on exempting an individual student at a particular school, see the section "<a href="#">Other Information.</a>"</p>
Fee Type	Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see the section " <a href="#">School Enrollment Fees.</a> "

11. Click Submit. The Schools/School Info page displays the edited school.



## 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

Year	Abbrev.	1st Day	Last Day	Edit Terms
<a href="#">1993-1994 School Year</a>	93-94	8/25/1993	5/22/1994	<a href="#">Edit Terms</a>
<a href="#">1994-1995 School Year</a>	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
<a href="#">1995-1996 School Year</a>	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
<a href="#">1996-1997 School Year</a>	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
<a href="#">1997-1998 School Year</a>	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
<a href="#">1998-1999 School Year</a>	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
<a href="#">1999-2000 School Year</a>	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
<a href="#">2000-2001 School Year</a>	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
<a href="#">2001-2002 School Year</a>	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
<a href="#">2002-2003 School Year</a>	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>

Note: This list of school years applies to Apple Grove High School only.

- Click New. The Create New School Year page appears.

### Create New School Year

	Example Entry
Name of School Year <input style="width: 80%;" type="text" value="2003-2004"/>	2001-2002
Abbreviation <input style="width: 80%;" type="text" value="03-04"/>	01-02
First Day of School <input style="width: 80%;" type="text" value="08/28/2003"/> (MM/DD/YYYY)	8/23/2001
Last Day of School <input style="width: 80%;" type="text" value="05/30/2004"/> (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

- 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.

Type	Description
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, the date field will be submitted as a blank entry.

- Click Submit. The Years & Terms page displays the new school year.

**Years & Terms**

Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	<a href="#">Edit Terms</a>
1994-1995 School Year	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
1995-1996 School Year	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
1996-1997 School Year	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
1997-1998 School Year	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
1998-1999 School Year	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
1999-2000 School Year	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
2000-2001 School Year	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
2001-2002 School Year	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
2002-2003 School Year	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>
2003-2004	03-04	8/28/2003	5/30/2004	<a href="#">Edit Terms</a>

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.

- On the start page, choose School from the main menu.
- Click Years & Terms. The Years & Terms page appears.

### Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
1993-1994 School Year	93-94	8/25/1993	5/22/1994	<a href="#">Edit Terms</a>
1994-1995 School Year	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
1995-1996 School Year	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
1996-1997 School Year	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
1997-1998 School Year	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
1998-1999 School Year	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
1999-2000 School Year	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
2000-2001 School Year	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
2001-2002 School Year	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
2002-2003 School Year	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>
2003-2004	03-04	8/28/2003	5/30/2004	<a href="#">Edit Terms</a>

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	<input type="text" value="2002-2003"/> (example: 2000-2001)
Abbreviation	<input type="text" value="02-03"/> (example: 00-01)
First Day of School	8/28/2002
Last Day of School	5/30/2003

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.



- Click Submit. The Years & Terms page displays the edited school year.

**Years & Terms**

Year	Abbrev.	1st Day	Last Day	Edit Terms
<a href="#">1993-1994 School Year</a>	93-94	8/25/1993	5/22/1994	<a href="#">Edit Terms</a>
<a href="#">1994-1995 School Year</a>	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
<a href="#">1995-1996 School Year</a>	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
<a href="#">1996-1997 School Year</a>	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
<a href="#">1997-1998 School Year</a>	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
<a href="#">1998-1999 School Year</a>	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
<a href="#">1999-2000 School Year</a>	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
<a href="#">2000-2001 School Year</a>	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
<a href="#">2001-2002 School Year</a>	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
<a href="#">2002-2003 School Year</a>	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>
<a href="#">2003-2004 School Year</a>	03-04	8/28/2003	5/30/2004	<a href="#">Edit Terms</a>

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](#)."

- On the start page, choose School from the main menu.
- 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	<a href="#">Edit Terms</a>
1994-1995 School Year	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
1995-1996 School Year	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
1996-1997 School Year	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
1997-1998 School Year	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
1998-1999 School Year	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
1999-2000 School Year	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
2000-2001 School Year	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
2001-2002 School Year	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
2002-2003 School Year	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>
2003-2004 School Year	03-04	8/28/2003	5/30/2004	<a href="#">Edit Terms</a>

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.

### Term Setup

[New](#)

2003-2004 School Year  
8/28/2003 - 5/30/2004

4. Click New. The Edit Term page appears.

### Edit Term

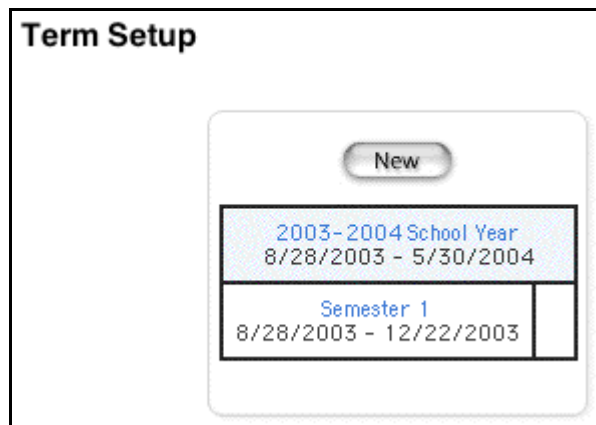
Field	Value
Name of Term	<input type="text" value="Semester 1"/>
Abbreviation	<input type="text" value="S1"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="08/28/2003"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="12/22/2003"/> (MM/DD/YYYY) <small>Note: The first and last day of a term cannot be changed once the term has started.</small>
What portion of the school year does this term represent?	<input type="text" value="1/2"/>
Import File Term #	<input type="text" value="0"/>

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.
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.

Field	Description
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 #	<p>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.</p> <p>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.</p>

- Click Submit. The Term Setup page displays the edited terms.



- Repeat Step 4 through Step 6 for each term, including semesters, trimesters, or quarters.

## How to Edit Terms

- On the start page, choose School from the main menu.
- 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	<a href="#">Edit Terms</a>
1994-1995 School Year	94-95	8/25/1994	5/22/1995	<a href="#">Edit Terms</a>
1995-1996 School Year	95-96	8/25/1995	5/22/1996	<a href="#">Edit Terms</a>
1996-1997 School Year	96-97	8/23/1996	5/22/1997	<a href="#">Edit Terms</a>
1997-1998 School Year	97-98	8/25/1997	5/22/1998	<a href="#">Edit Terms</a>
1998-1999 School Year	98-99	8/31/1998	5/29/1999	<a href="#">Edit Terms</a>
1999-2000 School Year	99-00	9/1/1999	6/2/2000	<a href="#">Edit Terms</a>
2000-2001 School Year	00-01	8/28/2000	5/25/2001	<a href="#">Edit Terms</a>
2001-2002 School Year	01-02	8/29/2001	8/20/2002	<a href="#">Edit Terms</a>
2002-2003 School Year	02-03	8/28/2002	5/30/2003	<a href="#">Edit Terms</a>
2003-2004 School Year	03-04	8/28/2003	5/30/2004	<a href="#">Edit Terms</a>

Note: This list of school years applies to Apple Grove High School only.

- 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	

- Click the term to be edited. The Edit Term page appears.

### Edit Term

Field	Value
Name of Term	<input type="text" value="Semester 1"/>
Abbreviation	<input type="text" value="S1"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="8/28/2003"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="12/23/2003"/> (MM/DD/YYYY) <small>Note: The first and last day of a term cannot be changed once the term has started.</small>
What portion of the school year does this term represent?	<input type="text" value="1/2"/> ▾
Import File Term #	<input type="text" value="1301"/>

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.

Field	Description
Import File Term #	<p>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.</p> <p>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.</p>

- Click Submit. The Term Setup page displays the edited term.

**Term Setup**

2003-2004 School Year 8/28/2003 - 5/30/2004	
Semester 1 8/28/2003 - 12/23/2003	

## Grading

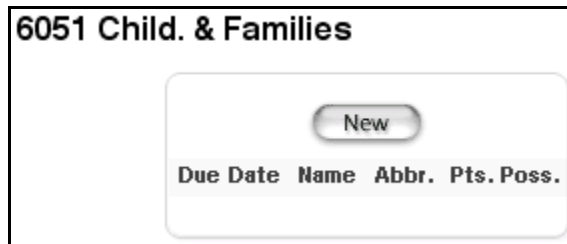
### District Web Assignments

Use this page to add, edit, or delete web assignments at the district level. Enter assignments and assignment categories, then follow the procedure "[How to Create Teacher Web Assignments](#)" to create web assignments for all sections of courses for which you created assignments.

To perform any of the following procedures, you must first switch schools to the district office. See the section "[How to Change Schools](#)."

## How to Add a District Web Assignment

1. On the start page, choose District from the main menu.
2. Click Course Assignments.
3. Choose a course name from the courses menu. The [course number] [course name] page appears.



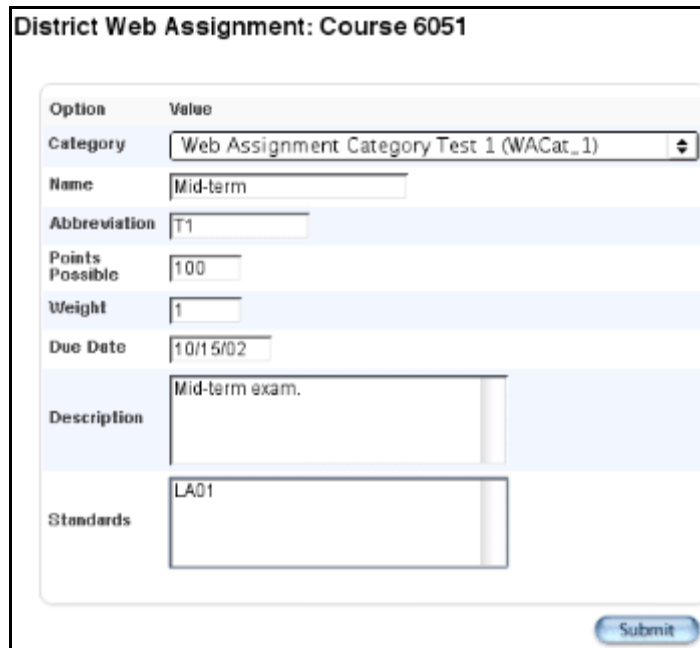
**6051 Child. & Families**

New

Due Date Name Abbr. Pts. Poss.

**Note:** To sort the course list by course name, choose "name" from the top of the menu. To sort the course list by course number, choose "number."

4. Click New. The District Web Assignment: Course [course number] page appears.



**District Web Assignment: Course 6051**

Option	Value
Category	Web Assignment Category Test 1 (WACat_1)
Name	Mid-term
Abbreviation	T1
Points Possible	100
Weight	1
Due Date	10/15/02
Description	Mid-term exam.
Standards	LA01

Submit

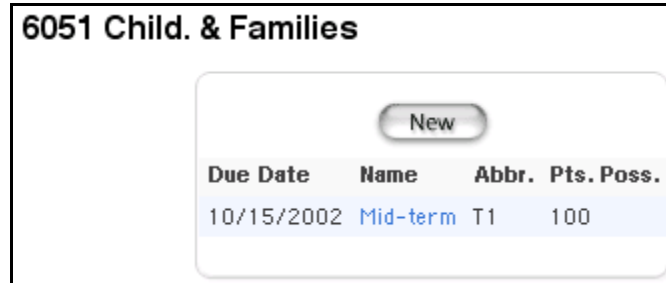
5. Use the following table to enter information in the fields:

Field	Description
Category	Choose an assignment category from the pop-up menu. To create or edit categories, see the sections " <a href="#">How to Add a District Web Assignment Category</a> " and " <a href="#">How to Edit a</a> "



Field	Description
	<b>District Web Assignment Category,"</b> respectively.
Name	Enter the name of the assignment.
Abbreviation	Enter an abbreviation for the assignment name.
Points Possible	Enter the total points possible for the assignment.
Weight	Enter the weight of this assignment. Grade weighting is an important part of how final grades are calculated. Weight grades to make certain assignments count for more or less towards the final grade.
Due Date	Enter the date the assignment is due 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.
Description	Enter a description of the assignment.
Standards	Enter any associated standards for this assignment.

- Click Submit. The [course number] [course name] page displays the new assignment.



## How to Edit a District Web Assignment

- On the start page, choose District from the main menu.
- Click Course Assignments.
- Choose a course name from the courses menu. The [course number] [course name] page appears.

**6051 Child. & Families**

Due Date	Name	Abbr.	Pts. Poss.
10/15/2002	<a href="#">Mid-term</a>	T1	100

**Note:** To sort the course list by course name, choose "name" from the top of the menu. To sort the course list by course number, choose "number."

- Click the name of the assignment to be edited. The District Web Assignment: Course [course number] page appears.

**District Web Assignment: Course**

Option	Value
Category	<input type="text" value="Web Assignment Category Test 1 (WACat_1)"/>
Name	<input type="text" value="Mid-term"/>
Abbreviation	<input type="text" value="T1"/>
Points Possible	<input type="text" value="100"/>
Weight	<input type="text" value="1"/>
Due Date	<input type="text" value="10/15/2002"/>
Description	<input type="text" value="Mid-term exam."/>
Standards	<input type="text" value="LA01"/>

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

Field	Description
Category	Choose an assignment category from the pop-up menu. To create or edit categories, see the sections " <a href="#">How to Add a District Web Assignment Category</a> " and " <a href="#">How to Edit a District Web Assignment Category</a> ," respectively.
Name	Enter the name of the assignment.
Abbreviation	Enter an abbreviation for the assignment name.

Field	Description
Points Possible	Enter the total points possible for the assignment.
Weight	Enter the weight of this assignment. Grade weighting is an important part of how final grades are calculated. Weight grades to make certain assignments count for more or less towards the final grade.
Due Date	Enter the date the assignment is due 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.
Description	Enter a description of the assignment.
Standards	Enter any associated standards for this assignment.

- Click Submit. The [course number] [course name] page displays the edited assignment.

6051 Child. & Families			
New			
Due Date	Name	Abbr.	Pts. Poss.
10/15/2002	Mid-term	T1	150

## How to Delete a District Web Assignment

- On the start page, choose District from the main menu.
- Click Course Assignments.
- Choose a course name from the courses menu. The [course number] [course name] page appears.

6051 Child. & Families			
New			
Due Date	Name	Abbr.	Pts. Poss.
10/15/2002	Mid-term	T1	100

**Note:** To sort the course list by course name, choose "name" from the top of the menu. To sort the course list by course number, choose "number."

- Click the name of the assignment to be deleted. The District Web Assignment: Course [course number] page appears.

**District Web Assignment: Course**

Option	Value
Category	Web Assignment Category Test 1 (WACat_1)
Name	Mid-term
Abbreviation	T1
Points Possible	100
Weight	1
Due Date	10/15/2002
Description	Mid-term exam.
Standards	LA01

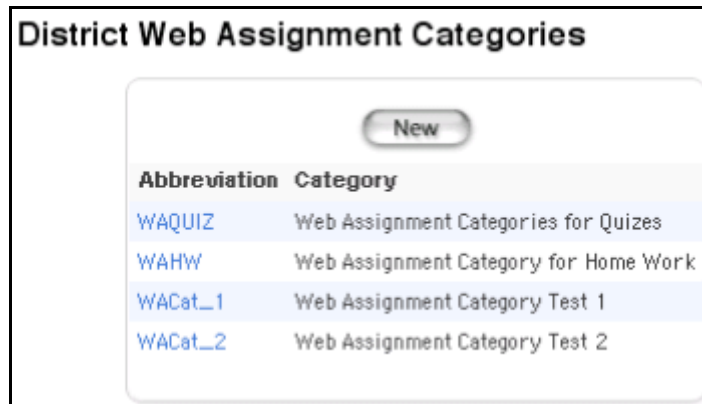
- Click Delete. The [course number] [course name] page displays without the deleted assignment.

**6051 Child. & Families**

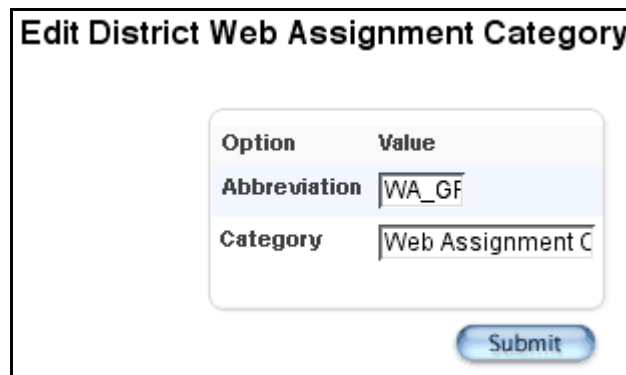
Due Date	Name	Abbr.	Pts. Poss.

### How to Add a District Web Assignment Category

- On the start page, choose District from the main menu.
- Click Course Assignments.
- Choose Edit Categories from the courses menu. The District Web Assignment Categories page appears.



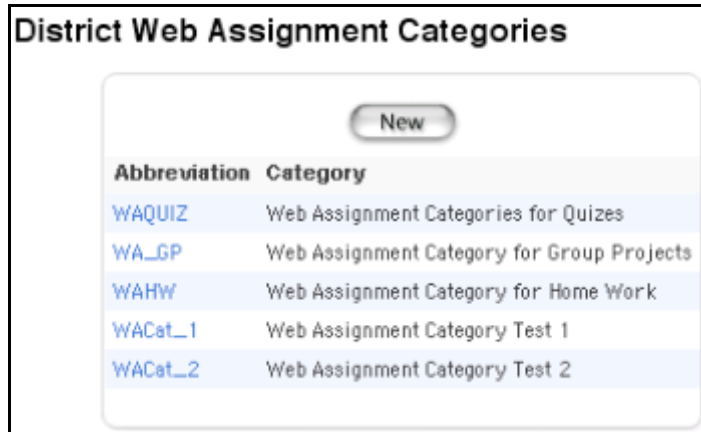
4. Click New. The Edit District Assignment Category page appears.



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

Field	Description
Abbreviation	Enter an abbreviation for the assignment category.
Category	Enter a full name for the assignment category.

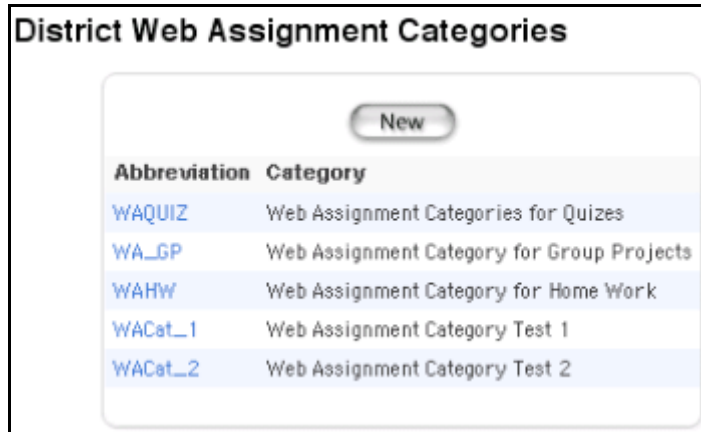
6. Click Submit. The District Web Assignment Categories page displays the new assignment category.



Abbreviation	Category
WAQUIZ	Web Assignment Categories for Quizes
WA_GP	Web Assignment Category for Group Projects
WAHW	Web Assignment Category for Home Work
WACat_1	Web Assignment Category Test 1
WACat_2	Web Assignment Category Test 2

### How to Edit a District Web Assignment Category

1. On the start page, choose District from the main menu.
2. Click Course Assignments.
3. Choose Edit Categories from the courses menu. The District Web Assignment Categories page appears.



Abbreviation	Category
WAQUIZ	Web Assignment Categories for Quizes
WA_GP	Web Assignment Category for Group Projects
WAHW	Web Assignment Category for Home Work
WACat_1	Web Assignment Category Test 1
WACat_2	Web Assignment Category Test 2

4. Click the name of the assignment category to be edited. The Edit District Assignment Category page appears.

### Edit District Web Assignment Category

Option	Value
Abbreviation	<input type="text" value="WA_GF"/>
Category	<input type="text" value="Web Assignment C"/>

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

Field	Description
Abbreviation	Enter an abbreviation for the assignment category.
Category	Enter a full name for the assignment category.

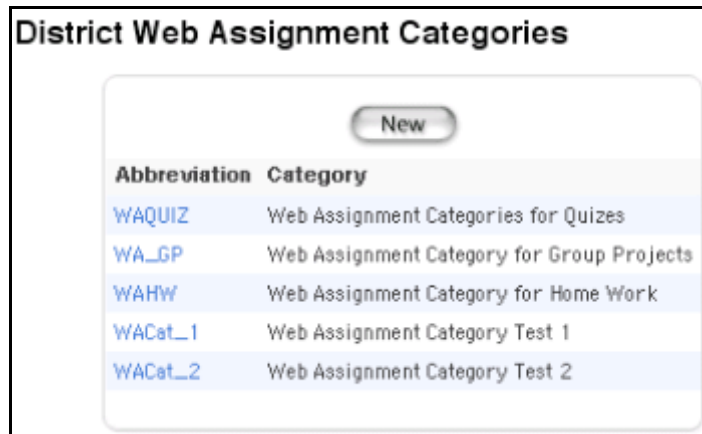
6. Click Submit. The District Web Assignment Categories page displays the edited assignment category.

### District Web Assignment Categories

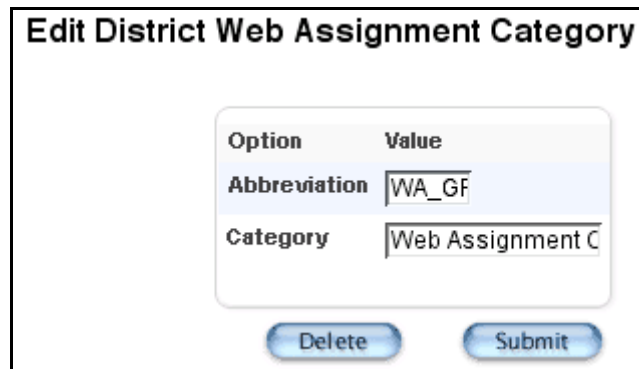
Abbreviation	Category
<a href="#">WAQUIZ</a>	Web Assignment Categories for Quizzes
<a href="#">WAGP</a>	Web Assignment Category for Group Projects
<a href="#">WAHW</a>	Web Assignment Category for Home Work
<a href="#">WACat_1</a>	Web Assignment Category Test 1
<a href="#">WACat_2</a>	Web Assignment Category Test 2

## How to Delete a District Web Assignment Category

1. On the start page, choose District from the main menu.
2. Click Course Assignments.
3. Choose Edit Categories from the courses menu. The District Web Assignment Categories page appears.



- Click the name of the assignment category to be deleted. The Edit District Assignment Category page appears.



- Click Delete. The District Web Assignment Categories page displays without the deleted assignment category.



## How to Create Teacher Web Assignments

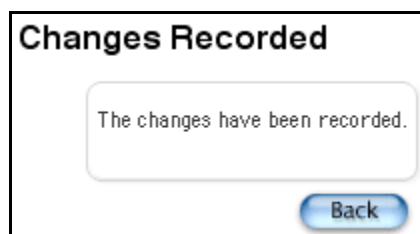
Create teacher web assignments to commit the assignments you created for each course.



1. On the start page, choose District from the main menu.
2. Click Course Assignments.
3. Choose Create Assignments from the courses menu. The Create District Web Assignments page appears.



4. Select the checkbox to verify that you want to create assignments for each section of each course with assignments.
5. Click Submit. The Changes Recorded page appears.



## Grade Scales

Create multiple grade scales and assign them to different courses or sections. For example, grades given for AP Calculus count more towards a student's GPA than grades for Basic Math. Assign the two courses to different grade scales. For more information on assigning grade scales to courses, see the section "[Course Grade Scales](#)."

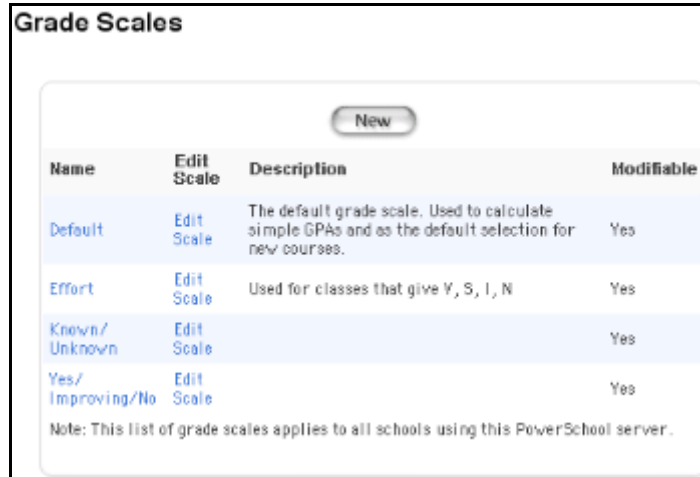
The grade scales you define become the set of grades that are possible to use at all schools on your PowerSchool system. After you set up the grade scales in PowerSchool, the system sends the grades you select for PowerGrade to each teacher's PowerGrade default grade scale.

The value of a grade is determined when an historical grade is given to a student taking a particular course. Even if the grade scale for that course changes, the values of that student's grade do not change.

## How to Create a Grade Scale

The grade scales you create are shared by all of the schools on your system. You must log in to the district office before performing this procedure.

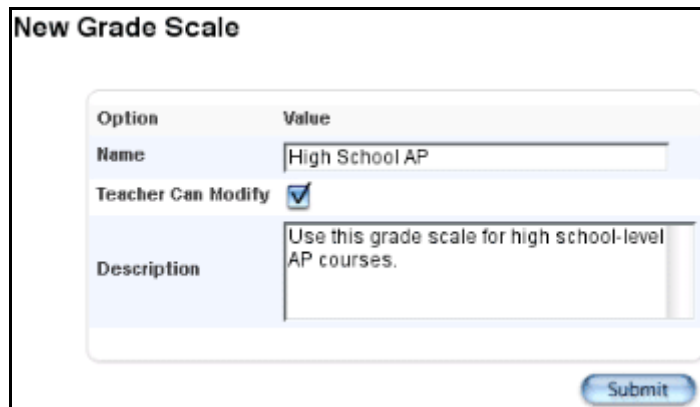
1. On the start page, choose District from the main menu.
2. Click Grade Scales. The Grade Scales page appears.



Name	Edit Scale	Description	Modifiable
Default	Edit Scale	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	Edit Scale	Used for classes that give V, S, I, N	Yes
Known/Unknown	Edit Scale		Yes
Yes/Improving/No	Edit Scale		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click New. The New Grade Scale page appears.



Option	Value
Name	High School AP
Teacher Can Modify	<input checked="" type="checkbox"/>
Description	Use this grade scale for high school-level AP courses.

Submit

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

Type	Description
Name	Enter a name for the grade scale.
Teacher Can Modify	Use this checkbox to indicate whether or not teachers can edit this grade scale in PowerGrade.  Do one of the following: <ul style="list-style-type: none"> <li>• Select this checkbox to allow teachers to edit this grade scale in PowerGrade.</li> <li>• Deselect this checkbox to restrict teachers from editing this grade scale in PowerGrade.</li> </ul>

Type	Description
Description	Enter a description for the grade scale.

5. Click Submit. The Grade Scales page displays the new grade scale.

**Grade Scales**

[New](#)

Name	Edit Scale	Description	Modifiable
Default	<a href="#">Edit Scale</a>	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	<a href="#">Edit Scale</a>	Used for classes that give Y, S, I, N	Yes
High School AP	<a href="#">Edit Scale</a>	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	<a href="#">Edit Scale</a>		Yes
Yes/Improving/No	<a href="#">Edit Scale</a>		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

6. Click Edit Scale next to the new grade scale. The Grade Scale: [Grade Scale] page appears.

**Grade Scale: High School AP**

[New](#)

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
There are no entries for this grade scale.						

7. Click New. The New Grade page appears.

### New Grade: High School AP

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text"/>
Gradebook value	<input type="text" value="82.5"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

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

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A, B, or F.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200.  For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade.  <b>Note:</b> This is a suggested cutoff for your teachers to use.

Field	Description
	Teachers can define their own cutoff percentages for this grade in PowerGrade.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select this checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select this checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select this checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select this checkbox to indicate that teachers use this grade scale.
PowerLink (English)	If your school uses PowerLink, enter the phonetic English spelling of this grade.
PowerLink (Spanish)	If your school uses PowerLink, enter the phonetic Spanish spelling of this grade.

9. Click Submit. The Grade Scale: [grade scale] page appears.

**Grade Scale: High School AP**

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

10. Repeat Step 8 through Step 9 for each grade in this grade scale.

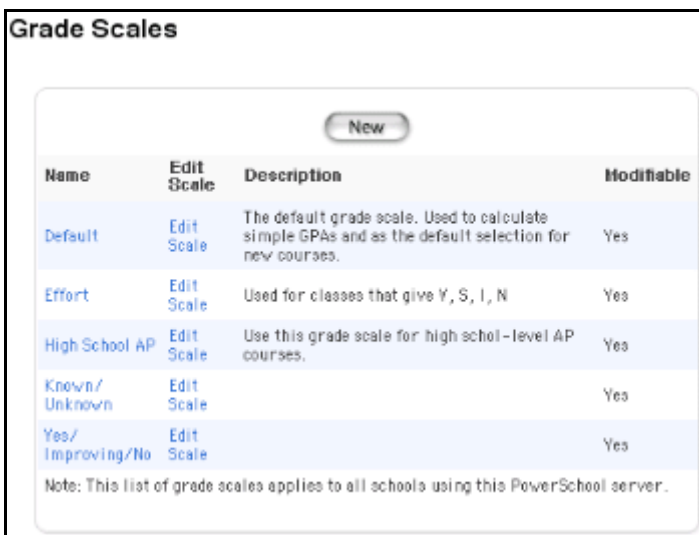
## How to Edit a Grade Scale Grade

Edits to any grade scales affect the grade scales for all of the schools on your system. Use caution when editing a grade scale, because changes to a grade scale entry affect current GPA calculations.

Modifications to a grade scale are possible only if the "Permit modification of grade scales" checkbox is selected on the GPA Options - Calculations page. For more information, see the section "[GPA Calculations](#)."

**Note:** On the Edit Section page for each course, there is an option to override a course's grade scale with either "Same as Course," Default, or any other grade scales.

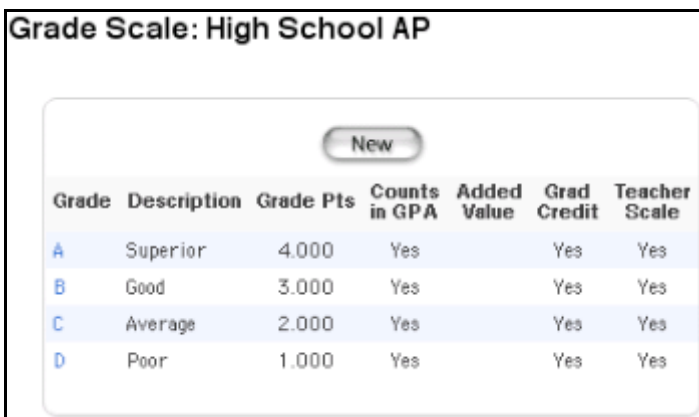
1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.



Name	Edit Scale	Description	Modifiable
Default	<a href="#">Edit Scale</a>	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	<a href="#">Edit Scale</a>	Used for classes that give Y, S, I, N	Yes
High School AP	<a href="#">Edit Scale</a>	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	<a href="#">Edit Scale</a>		Yes
Yes/Improving/No	<a href="#">Edit Scale</a>		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click Edit Scale next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.



Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

4. Click the grade to be edited. The Edit Grade page appears.

### Edit Grade: High School AP

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text" value="83.5"/>
Gradebook value	<input type="text" value="0"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

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

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as A, B, or F.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200.  For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter 93 for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade.  <b>Note:</b> This is a suggested cutoff for your teachers to use.

Field	Description
	Teachers can define their own cutoff percentages for this grade in PowerGrade.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select this checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select this checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select this checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select this checkbox to indicate that teachers use this grade scale.
PowerLink (English)	If your school uses PowerLink, enter the phonetic English spelling of this grade.
PowerLink (Spanish)	If your school uses PowerLink, edit the phonetic Spanish spelling of this grade.

6. Click Submit. The Grade Scale: [grade scale] page displays the edited grade scale.

**Grade Scale: High School AP**

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

## How to Delete a Grade Scale Grade

Deleting a grade for a grade scale affects all of the schools on your system. Use caution when deleting a grade scale grade because changes affect current GPA calculations.



1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.

**Grade Scales**

Name	Edit Scale	Description	Modifiable
Default	<a href="#">Edit Scale</a>	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	<a href="#">Edit Scale</a>	Used for classes that give Y, S, I, N	Yes
High School AP	<a href="#">Edit Scale</a>	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	<a href="#">Edit Scale</a>		Yes
Yes/Improving/No	<a href="#">Edit Scale</a>		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click Edit Scale next to the name of the grade scale to be edited. The Grade Scale: [grade scale] page appears.

**Grade Scale: High School AP**

Grade	Description	Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale
A	Superior	4.000	Yes		Yes	Yes
B	Good	3.000	Yes		Yes	Yes
C	Average	2.000	Yes		Yes	Yes
D	Poor	1.000	Yes		Yes	Yes

4. Click the grade to be edited. The Edit Grade page appears.

**Edit Grade: High School AP**

Option	Value
Grade	<input type="text" value="B"/>
Description	<input type="text" value="Good"/>
Grade points	<input type="text" value="3"/>
Cutoff percent	<input type="text" value="83.5"/>
Gradebook value	<input type="text" value="0"/>
Counts in GPA?	<input checked="" type="checkbox"/>
Receives added value?	<input type="checkbox"/>
Earns graduation credit?	<input checked="" type="checkbox"/>
Teacher's grade scale?	<input checked="" type="checkbox"/>
PowerLink (English)	<input type="text"/>
PowerLink (Spanish)	<input type="text"/>

- Click Delete. The Selection Deleted page appears.

**Selection Deleted**

The selection(s) have been deleted.

## How to Edit a Grade Scale

Edits to any grade scales affect the grade scales for all of the schools on your system.

- On the start page, choose School from the main menu.
- Click Grade Scales. The Grade Scales page appears.

### Grade Scales

Name	Edit Scale	Description	Modifiable
Default	<a href="#">Edit Scale</a>	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	<a href="#">Edit Scale</a>	Used for classes that give Y, S, I, N	Yes
High School AP	<a href="#">Edit Scale</a>	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	<a href="#">Edit Scale</a>		Yes
Yes/Improving/No	<a href="#">Edit Scale</a>		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click the name of the grade scale you want to edit. The Edit Grade Scale page appears.

### Edit Grade Scale

Option	Value
<b>Name</b>	<input type="text" value="High School AP"/>
<b>Teacher Can Modify</b>	<input checked="" type="checkbox"/>
<b>Description</b>	<input type="text" value="Use this grade scale for high school-level AP courses."/>

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

Type	Description
Name	Edit the name for the grade scale. <b>Note:</b> You cannot rename the default grade scale.

Type	Description
Teacher Can Modify	Use this checkbox to indicate whether or not teachers can edit this grade scale in PowerGrade.  Do one of the following: <ul style="list-style-type: none"> <li>• Select this checkbox to allow teachers to edit this grade scale in PowerGrade.</li> <li>• Deselect this checkbox to restrict teachers from editing this grade scale in PowerGrade.</li> </ul>
Description	Edit the description for the grade scale.

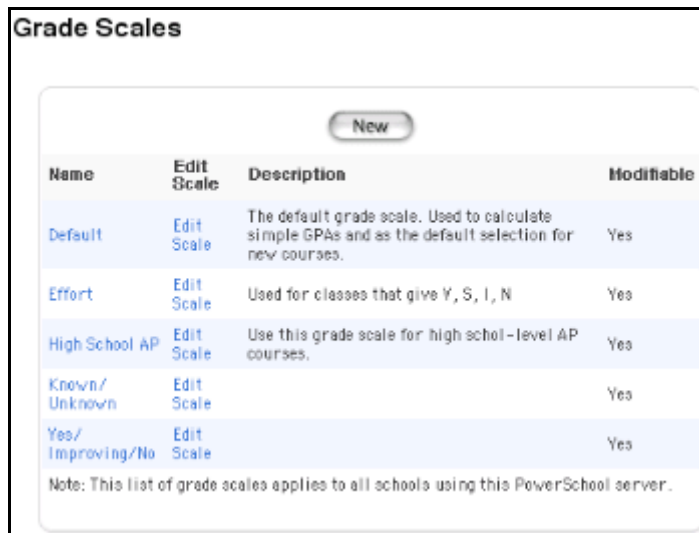
5. Click Submit. The Grade Scales page displays the edited grade scale.

## How to Delete a Grade Scale

Deleting a grade scale does not affect grades that have already been assigned. The system uses the default grade scale for any course or section that is no longer associated with a grade scale.

Deleting a grade scale is possible only if the "Permit modification of grade scales" checkbox is selected on the GPA Options - Calculations page. For more information, see the section "[GPA Calculations](#)."

1. On the start page, choose School from the main menu.
2. Click Grade Scales. The Grade Scales page appears.



Name	Edit Scale	Description	Modifiable
Default	<a href="#">Edit Scale</a>	The default grade scale. Used to calculate simple GPAs and as the default selection for new courses.	Yes
Effort	<a href="#">Edit Scale</a>	Used for classes that give Y, S, I, N	Yes
High School AP	<a href="#">Edit Scale</a>	Use this grade scale for high school-level AP courses.	Yes
Known/Unknown	<a href="#">Edit Scale</a>		Yes
Yes/Improving/No	<a href="#">Edit Scale</a>		Yes

Note: This list of grade scales applies to all schools using this PowerSchool server.

3. Click the name of the grade scale you want to delete. The Edit Grade Scale page appears.

### Edit Grade Scale

Option	Value
Name	<input type="text" value="High School AP"/>
Teacher Can Modify	<input checked="" type="checkbox"/>
Description	<input type="text" value="Use this grade scale for high school-level AP courses."/>

**Note:** You cannot delete the default grade scale.

4. Click Delete. The Selection Deleted page appears.

## GPA Calculations

Before running a grade-related report, such as a report card, set up the correct parameters to calculate your school's grade point average. Some schools also choose to factor into the GPA calculation the number of times a student takes a course. Since GPAs are calculated on-the-fly, any changes take effect immediately and affect all schools on the server.

For information on setting the calculation methods and attempt types, see the following sections:

- ["GPA Calculation Methods"](#)
- ["GPA Attempt Types"](#)

For information on other GPA settings, see the section ["How to Set Other GPA Settings."](#)

## GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted, and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see the section ["How to Export GPA Calculation Methods."](#) If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see the section ["Direct Database Export."](#)

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with \*gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- ~(\*gpa) returns the cumulative weighted GPA for a student for all years at the school
- ~(\*gpa method=weighted type=cumulative grade=12 credittypeCORE) returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when performing this calculation. If omitted, a method called "weighted" will be used.	method=weighted method=simple method=honors
type	Specifies the type of the calculation. Valid options are: <ul style="list-style-type: none"> <li>• <b>Cumulative:</b> Uses values from historical grades only.</li> <li>• <b>Current:</b> Uses the current (not stored) grades sent by PowerGrade. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade Display settings page in District Setup will be used.</li> <li>• <b>Projected:</b> Uses the historical grades, plus those projected grades as defined in the calculation method.</li> </ul> If omitted, "cumulative" is used.	type=cumulative type=current type=projected
term	One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified but no grade or year, only grades from the current school year are used.	term=S1 term=Q1,Q2,Q3

Parameter	Description	Example
grade	One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.	grade=12 grade=7,8,9
year	One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.	year=1999 year=1998,1999,2000
credittype	One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.	credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives
scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are used.	scale=Default scale=Standard scale=Honors

## How to Add GPA Calculation Methods

You must log in to the district office before performing this procedure.

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

### GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Calculation Methods. The GPA Calculation Methods page appears.

### GPA Calculation Methods

Name	Description	Formula
Simple		<code>round((sum(gpa_gpapoints())/gpa_count()),3)</code>
Simple Percent		<code>round((sum(gpa_percent())/gpa_count()),3)</code>
Weighted		<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>
Weighted Percent		<code>round((gpa_sum(gpa_percent()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>

- Click New. The GPA Calculation Method page appears.



### GPA Calculation Method

**General**

Method name

Description

**GPA Calculation**

Formula

Calculation type

Grade scale

**Query Options**

Terms  (comma-separated)

Grade levels  (comma-separated)

School years  (comma-separated)

Credit types  (comma-separated)

Only include grades  
 that count in GPA  
 that count in class rank  
 that count in honor roll  
 with potential credit

**Projected GPA Options**

Projected grades are

Do not add grade if

Stored credit hours

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

Field	Description
Method name	Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool.  <b>Note:</b> The standard methods Weighted and Simple cannot be renamed.
Description	Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.
Formula	Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet.

Field	Description
	<p>Formulas can include functions, such as average, round, and sum. Use standard operators, such as + (addition) and * (multiplication), or use logical operators such as = (equal to) and &gt; (greater than).</p> <p>For more information, see the section "<a href="#">Formulas for Calculation Methods</a>."</p>
Calculation type	<p>Choose an option from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• Cumulative: Uses historical grades in the calculation that match the query options specified.</li> <li>• Current: Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerGrade. Terms, grade levels, and school years are ignored with this calculation type.</li> <li>• Projected: Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades determined by any Projected GPA Options.</li> </ul> <p>If the calculation type is specified, the type parameter of the GPA code is ignored.</p>
Grade scale	<p>To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation.</p> <p>Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation.</p> <p>For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications.</p> <p>If a grade scale is specified, the scale parameter of the GPA code is ignored.</p>

Field	Description
Terms	<p>Optionally, specify one or more term abbreviations, such as Q1 or S2, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation.</p> <p>If the calculation type is Current, terms are ignored. If terms are specified, the term parameter of the GPA code is ignored.</p>
Grade levels	<p>Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as 11 for eleventh grade or 0 for kindergarten. Separate multiple values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation.</p> <p>Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 9&amp;shy;12, specifying 8 in the GPA code will return zero. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.</p> <p>If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.</p>
School years	<p>Optionally, specify one or more four-digit school years to use in the calculation. For example, enter 2003 for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation.</p> <p>School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field.</p> <p>If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA code is ignored.</p>
Credit types	<p>Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation.</p> <p>In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is</p>

Field	Description
	used, if found.  If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.
Only include grades	Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation: <ul style="list-style-type: none"> <li>• That count in GPA: Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in GPA will be included in the calculation.</li> <li>• That count in class rank: Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class rank will be included in the calculation.</li> <li>• That count in honor roll: Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation.</li> <li>• With potential credit: Includes only historical grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record.</li> </ul> If you deselect all of these checkboxes, all historical grades will be included in the calculation.
Projected grades are	If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes. <ul style="list-style-type: none"> <li>• Current final grades: Uses current final grades from PowerGrade, as determined in the School Setup area.</li> <li>• Stored grades from this term: Enter the term abbreviation in the blank field.</li> </ul>

Field	Description
Do not add grade if	If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu: <ul style="list-style-type: none"> <li>• A grade for the course exists in any term</li> <li>• A grade for the course exists in this term: Enter the term abbreviation in the blank field.</li> </ul> A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.
Stored credit hours	If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu: <ul style="list-style-type: none"> <li>• Use actual credit hours</li> <li>• Get potential credit from course</li> </ul> If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.

**Note:** When using projected GPA options, most schools will set the last three options as: "Projected grades are stored grades from this [specified] term;" "Do not add grade if a grade for this course exists in any term;" and "Stored credit hours use the course's potential credit hours."

6. Click Submit. The GPA Calculation Methods page displays the new method.

## How to Edit GPA Calculation Methods

You must log in to the district office before performing this procedure.

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

### GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Calculation Methods. The GPA Calculation Methods page appears.

### GPA Calculation Methods

Name	Description	Formula
Simple		<code>round((sum(gpa_gpapoints())/gpa_count()),3)</code>
Simple Percent		<code>round((sum(gpa_percent())/gpa_count()),3)</code>
Weighted		<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>
Weighted Percent		<code>round((gpa_sum(gpa_percent()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>

- Click the name of the calculation method to be edited. The GPA Calculation Method page appears.

### GPA Calculation Method

**General**

**Method name:** Weighted

**Description:**

**GPA Calculation**

**Formula:** `round((gpa_sum(gpa_gpapoints)*  
gpa_potentialcredit0)/sum(gpa_potentialcredit0),3)`

**Calculation type:**

**Grade scale:**

**Query Options**

**Terms:**  (comma-separated)

**Grade levels:**  (comma-separated)

**School years:**  (comma-separated)

**Credit types:**  (comma-separated)

**Only include grades:**

- that count in GPA
- that count in class rank
- that count in honor roll
- with potential credit

**Projected GPA Options**

**Projected grades are:**

**Do not add grade if:**

**Stored credit hours:**

[Export as template](#)

5. Modify the GPA Calculation Method information. See the section "[How to Add GPA Calculation Methods](#)" to enter information in the fields.
6. Click Submit. The GPA Calculation Methods page displays the edited method.

## How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

You must log in to the district office before performing this procedure.

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

### GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the gpa_attempts() calculation function.
Miscellaneous	Various other settings related to GPA calculations.

- Click Calculation Methods. The GPA Calculation Methods page appears.

### GPA Calculation Methods

New

Name	Description	Formula
Simple		<code>round((sum(gpa_gpapoints())/gpa_count()),3)</code>
Simple Percent		<code>round((sum(gpa_percent())/gpa_count()),3)</code>
Weighted		<code>round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>
Weighted Percent		<code>round((gpa_sum(gpa_percent()*gpa_potentialcredit())/sum(gpa_potentialcredit())),3)</code>

- Click the name of the calculation method to be exported. The GPA Calculation Method page appears.



### GPA Calculation Method

**General**

**Method name:** Weighted

**Description:**

**GPA Calculation**

**Formula:** `round((gpa_sum(gpa_gpapoints)*gpa_potentialcredit()/sum(gpa_potentialcredit())),3)`

**Calculation type:**

**Grade scale:**

**Query Options**

**Terms:**  (comma-separated)

**Grade levels:**  (comma-separated)

**School years:**  (comma-separated)

**Credit types:**  (comma-separated)

**Only include grades:**

that count in GPA

that count in class rank

that count in honor roll

with potential credit

**Projected GPA Options**

**Projected grades are:**

**Do not add grade if:**

**Stored credit hours:**

[Export as template](#)

- Click "Export as template." Save the file as a PowerSchool Template file (\*.pst). You can now share the file with other PowerSchool servers.

## Formulas for Calculation Methods

Like a formula in a spreadsheet, create formulas for calculation methods in PowerSchool. Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average.

There are five categories of functions:

- **Numeric:** Such as rounded, truncated by specified number of places
- **Logical:** Such as "if," "and," "or"
- **Statistical:** Such as average, max, min, median, product, sum

- Text: Such as ASCII characters, uppercase, repeat text by specified number of times
- GPA functions: Such as number of grades counted in GPA, course numbers, GPA calculation

Results of GPA functions may be arrays of values, which are in braces and separated by commas. For example, the function `gpa_percent()` may return the result `{95.5,83.2,67.8,92}` for a student. When you combine the `gpa_percent()` function with the statistical function `average`, the formula `average(gpa_percent())` returns the result of 84.625 for those four grades.

Embed functions within each other to return the exact result you want. When appending the `Round` function to the example above to create the formula `round(average(gpa_percent()),2)`, the result is 84.63. The value 2 in the formula indicates the number of digits to round from the decimal point.

You can also use any standard numeric or text operators in a formula, such as + (addition), - (subtraction), \* (multiplication), / (division), \ (integer division), ^ (exponentiation), % (modulo), and & (concatenation). The following comparison operators may be used in logical functions: < (less than), <= (less than or equal to), > (greater than), >= (greater than or equal to), = (equal to), and <> (not equal to). For example, use the formula `if((average(gpa_percent()))>90,Outstanding Academic Achievement,)` to return the phrase Outstanding Academic Achievement if a student's average percentage for the grades exceeds 90 percent. If not, the formula returns nothing.

For more information on functions, see the section "[Functions](#)." For a list of functions, see the following sections:

- "[Numerical Functions](#)"
- "[Logical Functions](#)"
- "[Statistical Functions](#)"
- "[Text Functions](#)"
- "[GPA Functions](#)"

After you work with GPA calculations, you may want to see the [GPA Quick Reference Card](#) for sample functions and output, as well as a description and examples of using the GPA code for reporting purposes. The GPA Quick Reference Card is in PDF format; you must have Adobe Acrobat Reader to view the file. For more information on the PDF file type, see the section "[What Is a PDF?](#)"

## GPA Attempt Types

When calculating a student's GPA, it may be important to consider the number of times he or she attempts to take a course. An attempt is a numerical expression to determine the length of the term. The name of the attempt type is the first letter of the term abbreviation, such as Y for year or S for semester. The corresponding number is the numeric expression, using decimals for fragments of the term.

Attempt types are used by the `gpa_attempts()` function. Attempts for a grade are determined by looking up the first character of the store code or term abbreviation, which is listed with the

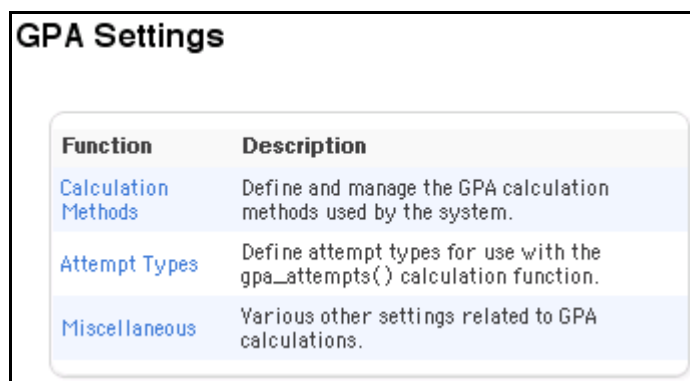
attempt type. If a match is found, the value specified for the attempt type is returned. If a match is not found, zero is returned as a result of that function. For more information on functions, see the section "[Formulas for Calculation Methods](#)."

## How to Add GPA Attempt Types

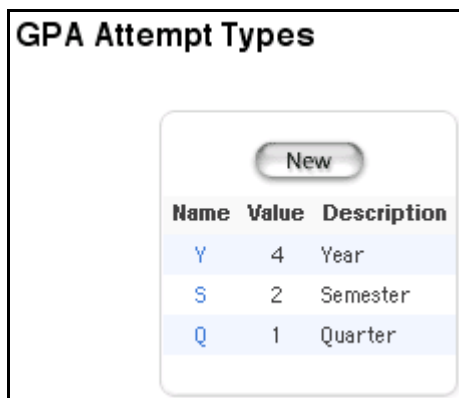
If you are using the `gpa_attempts()` function, set up GPA attempt types to factor in GPA calculations the number of times a student takes a course. Otherwise, it is not necessary to create attempt types.

You must log in to the district office before performing this procedure.

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



3. Click Attempt Types. The GPA Attempt Types page appears.



4. Click New. The GPA Attempt Type page appears.

### GPA Attempt Type

Label	Value
<b>Name</b>	<input style="width: 80%;" type="text" value="T"/>
<b>Value</b>	<input style="width: 80%;" type="text" value="2"/>
<b>Description</b>	<input style="width: 95%;" type="text" value="Trimester"/>

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

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

6. Click Submit. The GPA Attempt Types page displays the new attempt type.

### GPA Attempt Types

Name	Value	Description
Y	4	Year
T	2	Trimester
S	2	Semester
Q	1	Quarter

## How to Edit GPA Attempt Types

You must log in to the district office before performing this procedure.

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

### GPA Settings

Function	Description
<a href="#">Calculation Methods</a>	Define and manage the GPA calculation methods used by the system.
<a href="#">Attempt Types</a>	Define attempt types for use with the gpa_attempts() calculation function.
<a href="#">Miscellaneous</a>	Various other settings related to GPA calculations.

- Click Attempt Types. The GPA Attempt Types page appears.

### GPA Attempt Types

[New](#)

Name	Value	Description
<a href="#">Y</a>	4	Year
<a href="#">T</a>	2	Trimester
<a href="#">S</a>	2	Semester
<a href="#">Q</a>	1	Quarter

- Click the name of the attempt type to be edited. The GPA Attempt Type page appears.

### GPA Attempt Type

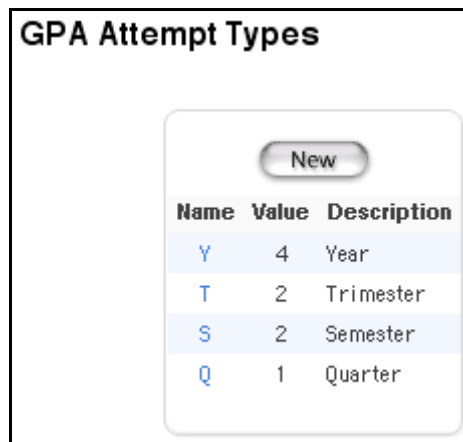
Label	Value
Name	<input type="text" value="T"/>
Value	<input type="text" value="2"/>
Description	<input type="text" value="Trimester"/>

[Delete](#)
[Submit](#)

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

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

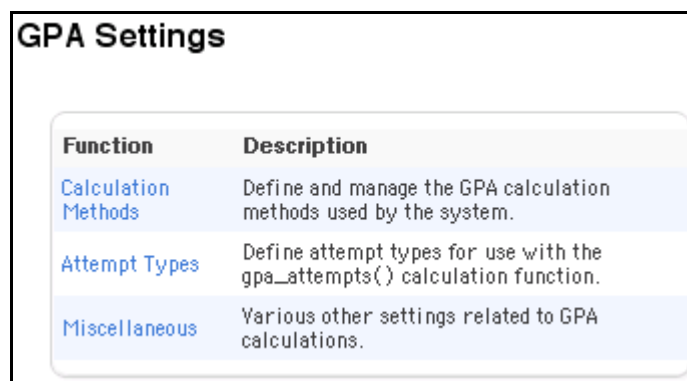
- Click Submit. The GPA Attempt Type page displays the edited attempt type.



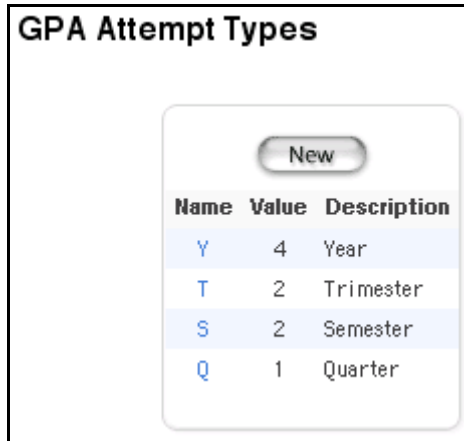
## How to Delete GPA Attempt Types

You must log in to the district office before performing this procedure.

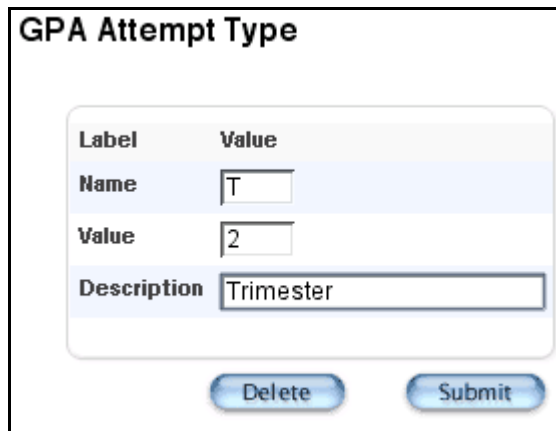
- On the start page, choose District from the main menu.
- Click GPA Calculations. The GPA Settings page appears.



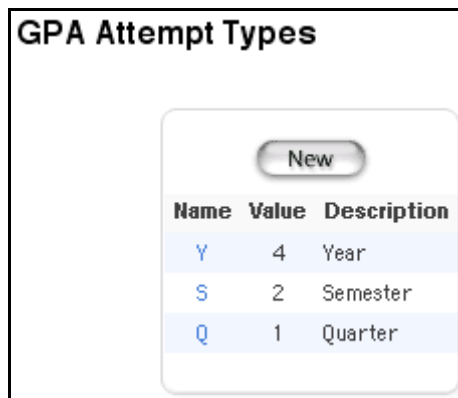
- Click Attempt Types. The GPA Attempt Types page appears.



- Click the name of the attempt type to be deleted. The GPA Attempt Type page appears.



- Click Delete. The GPA Attempt Types page displays without the deleted attempt type.



## How to Set Other GPA Settings

Modify other global settings related to GPA calculations, including the number of decimal places used in credit hours and the ability to prevent modifications of grade scales.

You must log in to the district office before performing this procedure.

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

### GPA Settings

Function	Description
Calculation Methods	Define and manage the GPA calculation methods used by the system.
Attempt Types	Define attempt types for use with the <code>gpa_attempts()</code> calculation function.
Miscellaneous	Various other settings related to GPA calculations.

3. Click Miscellaneous. The GPA Misc Settings page appears.

### GPA Misc Settings

Option	Value
Number of decimal places in credit hours	<input style="width: 40px;" type="text" value="4"/>
Permit modification of grade scales	<input checked="" type="checkbox"/>

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

Field	Description
Number of decimal places in credit hours	Enter the number of places from the decimal point to display for the credit hours.
Permit modification of grade scales	Select this checkbox if you want users to be able to modify grade scales. It is suggested that you deselect this checkbox after the start of the school year to prevent users from modifying grade scales. Regardless of this setting, grade scales can still be modified in PowerGrade.

5. Click Submit. The Changes Recorded page appears.



## Functions

Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average (GPA).

There are five categories of functions:

- Numerical functions: Such as rounded, truncated by specified number of places
- Logical functions: Such as "if," "and," "or"
- Statistical functions: Such as average, max, min, median, product, sum
- Text functions: Such as ASCII characters, uppercase, repeat text by specified number of times
- GPA functions: Such as number of grades counted in GPA, course numbers, GPA calculation

Functions must always include the parentheses, even if no arguments are specified. When specifying arguments to functions, be sure to enclose text values in quotation marks.

## GPA Samples

Sample GPA formulas are listed below to illustrate the options available.

PowerSchool's traditional cumulative weighted GPA, rounded to 3 decimal places:

```
round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit()/sum(gpa_potentialcredit()),3)
```

PowerSchool's traditional cumulative simple GPA, truncated to 2 decimal places:

```
trunc((average(gpa_gpapoints()),2)
```

A value added GPA:

```
average(gpa_gpapoints()+sum(gpa_addedvalue()))
```

The number of A grades received:

```
countof(A,gpa_grade()+countof(A+,gpa_grade()+countof(A-,gpa_grade()))
```

Total of all earned credit:

```
sum(gpa_earnedcredit())
```

The text "You are a star student!" if the student received more than 3 A+ grades:

```
if(countof(A+,gpa_grade())>=3,You are a star student!,)
```

The list of all letter grades, GPA points, and potential credit values used by the calculation:

```
gpa_grade()&&gpa_gpapoints()&&gpa_potentialcredit()
```

The result of one GPA calculation if the student has any grades with added value, or the result of another if not:

```
if(sum(gpa_addedvalue())>0,gpa_calculation(honors),gpa_calculation(standard))
```

## Numerical Functions

Functions are used to perform operations on values, such as rounding numbers to a specified number of digits. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Abs (Absolute Value)	abs(number)	Returns the absolute value of the number. The result is either a positive number or zero.	abs(-4) returns 4 abs(78) returns 78 abs(0) returns 0
Dec (Decimal) or Frac (Fraction)	dec(number)	Returns the decimal (fractional) part of a real number. The result is always positive.	dec(22.575) returns 0.575 dec(-4.12) returns 0.12
Exp (Exponent)	exp(number)	Returns e raised to the power of the number. The constant e equals 2.718281828459, the base of the natural logarithm.	exp(1) returns 2.71828... exp(0.707) returns 2.02811...
Fact (Factorial)	fact(number)	Returns the factorial of the number, equal to 1*2*3*...*number.	fact(5) returns 120 fact(7) returns 5040

Function name or alternate function	Function	Description	Examples
		If the number is negative, returns the #NUM! error value.	
Int (Integer)	int(number)	Rounds the number down to the nearest integer. If the number is positive, returns the integer equal to or less than the number. If the number is negative, rounds down to the next lowest whole number.	int(5.76) returns 5 int(-42.123) returns -43
Ln (Natural Log)	ln(number)	Returns the natural logarithm of the number. If the number is negative, returns the #NUM! error value.	round(ln(2.71828),3) returns 1 ln(4) returns 1.3863...
Log2 (Log to Base 2)	log2(number)	Returns the logarithm of the number to base 2. If the number is negative, returns the #NUM! error value.	log2(43) returns 5.4263...
Log10 (Log to Base 10)	log10(number)	Returns the logarithm of the number to base 10. This is the inverse of the number E in scientific notation. If the number is negative, returns the #NUM! error value.	log10(100000) returns 5
Log	log(number,{base})	Returns the logarithm of the number to a base. If the base is omitted, uses 10. If the	log(10000) returns 4 log(10000,6) returns 5.1404...

Function name or alternate function	Function	Description	Examples
		number or base is negative, returns the #NUM! error value.	
Mod (Modulo)	mod(number,divisor)	Returns the remainder when the number is divided by the divisor. The result has the same sign as the value of the number being divided. If the number or divisor is a real number, it will be rounded before calculating the modulo.	mod(5,-2) returns 1 mod(23,7) returns 2
Pi	pi()	Returns pi, the ratio of a circle's circumference to its diameter.	pi() returns 3.141592653589793116
Power	power(number,power)	Returns the result of the number raised to a power.	power(2,8) returns 256 power(14,0.5) returns 3.7417...
Rand (Random)	rand({number})	Returns a random number between 0 and the number. If the number is omitted, the returned value is between 0 and 1.	rand() returns 0.8462... rand(50) returns 31.4896...
Round	round(number,digits)	Returns a number rounded to the specified number of digits from the decimal point. If digits is positive, it specifies the number of digits to the right	round(59.72893,3) returns 59.729 round(115925.45,-3) returns 116000

Function name or alternate function	Function	Description	Examples
		of the decimal point. If negative, it specifies the number of digits to the left of the decimal point.	
Sign	sign(number)	Returns 1 when the number is positive, -1 when it is negative, and 0 when it is zero.	sign(42) returns 1 sign(-827.32) returns -1 sign(0) returns 0
Sqrt (Square Root)	sqrt(number)	Returns the positive square root of the number. If the number is negative, returns the #NUM! error value.	sqrt(25) returns 5 sqrt(86) returns 9.2736...
Trunc (Truncate)	trunc(number{,digits })	Truncates the number by removing the decimal (fractional) part of the number. If digits is specified, it specifies the precision (number of decimal places) to truncate.	trunc(548.14687) returns 548 trunc(3.4583,2) returns 3.45

## Logical Functions

Functions are used to perform operations on values, such as returning a specified number if certain conditions are met. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces {}. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
And	and(logical1{,logical2 ,...})	Returns 1 if all of the arguments are true	and(1,0,1,43) returns 0

Function name or alternate function	Function	Description	Examples
	,...})	(not zero), or 0 if any argument is false (zero).	0 and((5=5),1) returns 1
If	if(logical,true_value,false_value)	Returns the true_value if the logical argument is true (not zero), or the false_value if the logical argument is false (zero).	if(1,100,0) returns 100 if(gpa_count())>20,Lots,Few) returns Few
IsBlank	isblank(text)	Returns 1 if the text is blank or 0 if it is a number or contains text.	isblank(83.2) returns 0 isblank(test) returns 0 isblank() returns 1
IsEven	iseven(number)	Returns 1 if the number is zero or evenly divisible by 2, or 0 if it is not.	iseven(42) returns 1 iseven(-17) returns 0
IsLogical	islogical(value)	Returns 1 if the argument can be interpreted as a logical value (0 or 1), or 0 if it cannot.	islogical(0) returns 1 islogical(gpa) returns 0
IsNumber	isnumber(value)	Returns 1 if the argument is a number, or 0 if it is text.	isnumber(3.412) returns 1 isnumber(A+) returns 0
IsOdd	isodd(number)	Returns 1 if the number is not zero or evenly divisible by 2, or 0 if it is.	isodd(42) returns 0 isodd(-17) returns 1
IsText	istext(value)	Returns 1 if the argument is text, or 0 if it is a number.	istext(0) returns 0 istext(gpa) returns 1
Not	not(logical)	Reverses the logic of the logical value: Returns 1 if logical is	not(1) returns 0 not(5=4) returns 1

Function name or alternate function	Function	Description	Examples
		false (zero), or 0 if logical is true (not zero).	
Or	or(logical1{,logical2,..})	Returns 1 if any of the arguments are true (not zero), or 0 if all are false (zero).	or(0,0,1,0) returns 1 or((5=4),0) returns 0

## Statistical Functions

Functions are used to perform operations on values, such as calculating a sum or an average. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Average or Avg or Mean	average(number1{,number2, ...})	Returns the average (arithmetic mean) of the numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	average(12,18,25,15) returns 17.5 average(gpa_percent()) returns 80.5
Count	count(value1{,value2, ...})	Returns the number of arguments given. The arguments may be individual values or results of functions that return arrays of values.	count(12,18,25,15) returns 4 count(gpa_percent()) returns 5
CountOf	countof(search_value,value1 {,value2, ...})	Returns the number of occurrences of search_value in the remaining arguments. The	countof(3.5,4,3.75,3.5,3,3, 4,3,2,3.5,2.5,3) returns 2 countof(A,gpa_grade()) returns 1

Function name or alternate function	Function	Description	Examples
		arguments may be individual values or results of functions that return arrays of values.	e()) returns 1
Distinct	distinct(value1{,value 2, ...})	Returns an array of the unique values found in the arguments. The arguments may be individual values or results of functions that return arrays of values.	distinct(4,3.75,3.5,3,3,4,3,2,3.5,2.5,3) returns {4,3.75,3.5,3,2,2.5} distinct(gpa_grade()) returns {A,B+,B,C+,F}
Geomean (Geometric Mean)	geomean(number1 {,number2, ...})	Returns the geometric mean of the positive numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	geomean(12,18,25,15) returns 16.8702 ... geomean(gpa_percent()) returns 79.0972 ...
Harmean (Harmonic Mean)	harmean(number1 {,number2, ...})	Returns the harmonic mean of the positive numeric arguments, the reciprocal of the arithmetic mean of reciprocals. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	harmean(12,18,25,15) returns 16.2896 ... harmean(gpa_percent()) returns 77.5126 ...



Function name or alternate function	Function	Description	Examples
Max (Maximum)	max(number1 {,number2, ...})	Returns the largest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	max(12,18,25,15) returns 25  max(gpa_percent()) returns 96.2
Maxa (Maximum Alphabetic)	maxa(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the last value. The arguments may be individual values or results of functions that return arrays of values.	maxa(red,white,blue,green) returns white
Median	median(number1 {,number1, ...})	Returns the median of the numeric arguments. The median is the number in the middle; half of the numbers are greater than the median, half are less. If there is an even number of arguments, returns the average of the two numbers in the middle.	median(1,2,3,4,5) returns 3  median(1,2,3,4,5,6) returns 3.5  median(gpa_gpapoints()) returns 3.333
Min (Minimum)	min(number1 {,number2, ...})	Returns the smallest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	min(12,18,25,15) returns 12  min(gpa_percent()) returns 54.8
Min (Minimum)	mina(value1 {,value2,	Sorts the arguments	mina(red,white,blue,

Function name or alternate function	Function	Description	Examples
Alphabetic)	...})	alphabetically, then returns the first value. The arguments may be individual values or results of functions that return arrays of values.	green) returns blue
Mode	mode(value1 {,value2, ...})	Returns the mode of the arguments. The mode is the most frequently occurring, or repetitive, value. If no value repeats, returns #N/A. In the case of a uniform distribution, or multiple modes, returns only one value. The arguments may be individual values or results of functions that return arrays of values.	mode(12,18,25,15) returns #N/A mode(12,18,25,15,19,14,18,9,16,20) returns 18 mode(gpa_gpgrade ()) returns B
Product	product(number1 {,number2, ...})	Multiplies all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	product(12,18,25,15) returns 8100
Range	range(number1 {,number2, ...})	Returns the difference between the largest and smallest numeric arguments. The arguments may be individual numbers	range(12,18,25,15) returns 13 range(gpa_gpapoints()) returns 4

Function name or alternate function	Function	Description	Examples
		or results of functions that return arrays of numbers.	
Stdev (Standard Deviation)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of a population based on a sample given as a list of arguments using the nonbiased or n-1 method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Stdevp.	stdev(12,18,25,15) returns 5.56778 ...  stdev(gpa_percent()) returns 15.6962 ...
Stdevp (Standard Deviation Population)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of an entire population given as a list of arguments using the biased or n method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results	stdev(12,18,25,15) returns 4.8218 ...  stdev(gpa_percent()) returns 14.0391 ...

Function name or alternate function	Function	Description	Examples
		of functions that return arrays of numbers. If your data represents a sample of the population, use Stdev.	
Sum	sum(number1 {,number2, ...})	Adds all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	sum(12,18,25,15) returns 70 sum(gpa_potentialcredit()) returns 4
Var (Variance)	var(number1,number2 [,number3, ...])	Returns the variance of a population based on a sample given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Varp.	var(12,18,25,15) returns 31 var(gpa_gpapoints()) returns 2.5138 ...
Varp (Variance Population)	var(number1,number2 {,number3, ...})	Returns the variance of an entire population given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the	varp(12,18,25,15) returns 23.25 varp(gpa_gpapoints()) returns 2.0110 ...

Function name or alternate function	Function	Description	Examples
		population, use Var.	

## Text Functions

Functions are used to perform operations on values, such as joining two strings of text together. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces {}. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Char (Character)	char(number)	Returns the ASCII character corresponding to the number. The ASCII set used is the Macintosh extended ASCII set.	char(65) returns A char(92) returns \
Code (ASCII Code)	code(text)	Returns the numeric ASCII code of the first character in the text. The ASCII set used is the Macintosh extended ASCII set.	code(A) returns 65 code(gpa is fun) returns 103
Concatenate or Concat	concatenate(text1{,text2,...})	Joins several strings of text into one string of text.	concatenate(gpa,is,fun) returns gpaisfun concatenate(gpa_count(),,grades) returns 29 grades
Exact	exact(text1,text2)	Returns 1 if both arguments are identical in case and characters, or 0 if different.	exact(GPA,gpa) returns 0 exact(Mr. Smith,Mr. Smith) returns 1
Left	left(text{,num_characters})	Returns the first (leftmost) character	left(GPA) returns G

Function name or alternate function	Function	Description	Examples
	acters})	or characters in the text. If num_characters is omitted, returns 1 character.	left(Mr. Smith,3) returns Mr.
Len (Length)	len(text)	Returns the number of characters in the text, including spaces, numbers, and special characters.	len(GPA) returns 3 len(Mr. Smith) returns 8
Lower	lower(text)	Converts any uppercase characters in the text to lowercase.	lower(GPA) returns gpa lower(Mr. Smith) returns mr. smith
Mid (Middle)	mid(text,start_position, num_characters)	Returns a specific number of characters from the text starting at the position you specify.	mid(GPA,1,1) returns P mid(Mr. Smith,3,4) returns . Smi
Proper	proper(text)	Capitalizes the first letter and any letter following a non-letter in the text.	proper(GPA) returns Gpa proper(2-cent's worth) returns 2-Cent'S Worth
Replace	replace(text,start_position, num_characters,new_text)	Replaces num_characters characters of text with the new_text starting at the position you specify.	replace(gpa codes,4,5,is fun) returns gpa is fun replace(Mr. Smith,1,3,Mrs.) returns Mrs. Smith
Rept (Repeat)	rept(text,number_times)	Repeats the text the specified number of times.	rept(gpa is fun ,5) returns gpa is fun gpa is fun gpa is fun gpa is fun rept(-,average(gpa_gpapoi

Function name or alternate function	Function	Description	Examples
			nts()*4) returns ----- -----
Right	right(text,num_characters})	Returns the last (rightmost) characters in the text. If num_characters is omitted, returns 1 character.	right(GPA) returns A right(Mr. Smith,4) returns mith
Trim	trim(text)	Removes leading, trailing, and extra spaces from the text.	trim( gpa is fun ) returns gpa is fun
Upper	upper(text)	Converts any lowercase characters in the text to uppercase.	upper(gpa is fun) returns GPA IS FUN upper(Mr. Smith) returns MR. SMITH

## GPA Functions

Functions are used to perform operations on values, such as returning the number of grades used to determine a student's GPA. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

**Note:** See the values listed on the GPA Quick Reference Card to compare the arrays of values used in the function.

Function name or alternate function	Function	Description	Examples
GPA_AddedValue	gpa_addedvalue()	Returns a numeric array listing the added value for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the	gpa_addedvalue() returns {0,0.02,0,0,0}

Function name or alternate function	Function	Description	Examples
		note in gpa_sum().	
GPA_Attempts	gpa_attempts()	Returns a numeric array listing the attempts for each grade used in the GPA calculation. The attempts are determined by comparing the first character of the store code to a lookup table defined in District Setup. If the character is not found in the lookup table, a zero is used. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_attempts() returns {1,1,2,2,2}
GPA_Calculation	gpa_calculation(text)	Returns the result of the GPA calculation method whose name is specified.	gpa_calculation(weighted) returns 3.254
GPA_Concat	gpa_concat(formula)	Evaluates the formula once for every grade used in the GPA calculation and returns a concatenated string of the results. When used inside gpa_concat(), the following functions return an individual value instead of an array: gpa_addedvalue(), gpa_attempts(), gpa_coursenumber()	gpa_concat(if(left(gpa_grade()) =B,*)) returns **



Function name or alternate function	Function	Description	Examples
		, gpa_earnedcredit(), gpa_gpapoints(), gpa_grade(), gpa_gradelevel(), gpa_percent(), gpa_potentialcredit(), gpa_storecode(), gpa_termid(). A gpa_concat() or gpa_sum() function cannot be used within the formula.	
GPA_Count	gpa_count()	Returns the number of grades used in the GPA calculation. Functionally equivalent to count(gpa_grade()), but faster.	gpa_count() returns 8
GPA_CountSchoolYears	gpa_countschoolyears()	Returns the number of unique school years (not grade levels) for the grades used in the GPA calculation.	gpa_countschoolyears() returns 2
GPA_CountUniqueCourses	gpa_countuniquecourses()	Returns the number of unique courses (based on course number) for the grades used in the GPA calculation.	gpa_countuniquecourses() returns 6
GPA_CountYearTerms	gpa_countyearterms()	Counts the number of unique store codes in each school year, then returns a grand total.	gpa_countyearterms() returns 4
GPA_CourseNumber	gpa_coursenumber()	Returns a text array listing the course numbers for each grade used in the	gpa_coursenumber() returns {MA1001,SC2001, FA540,LS105, PE200}

Function name or alternate function	Function	Description	Examples
		GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	FA540,LS105, PE200}
GPA_EarnedCredit	<code>gpa_earnedcredit()</code>	Returns a numeric array listing the earned credit hours for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_earnedcredit()</code> returns {0,0.5,0.5,1,0}
GPA_GPAPoints	<code>gpa_gpapoints()</code>	Returns a numeric array listing the gpa points for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_gpapoints()</code> returns {4,3.5,3.333,2.5,0}
GPA_Grade	<code>gpa_grade()</code>	Returns a text array listing the letter grade for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_grade()</code> returns {A,B+,B,C+,F}
GPA_GradeLevel	<code>gpa_gradelevel()</code>	Returns a numeric array listing the grade level for each grade used in the	<code>gpa_gradelevel()</code> returns {9,9,9,10,10}

Function name or alternate function	Function	Description	Examples
		GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	
GPA_Percent	<code>gpa_percent()</code>	Returns a numeric array listing the percentage for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_percent()</code> returns {96.2,88.5,84,79,54.8}
GPA_PotentialCredit	<code>gpa_potentialcredit()</code>	Returns a numeric array listing the potential credit hours for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_potentialcredit()</code> returns {0,0.5,0.5,1,1}
GPA_StoreCode	<code>gpa_storecode()</code>	Returns a text array listing the store code for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_storecode()</code> returns {Q1,Q2,S1,S1,S2}
GPA_Sum	<code>gpa_sum(formula)</code>	Evaluates the formula once for every grade used in the GPA calculation	<code>gpa_sum(gpa_gpapoints() *gpa_potentialcredit())</code> returns 5.9165

Function name or alternate function	Function	Description	Examples
		and returns the numeric total of the results. When used inside <code>gpa_concat()</code> , the following functions return an individual value instead of an array: <code>gpa_addedvalue()</code> , <code>gpa_attempts()</code> , <code>gpa_coursenumber()</code> , <code>gpa_earnedcredit()</code> , <code>gpa_gpapoints()</code> , <code>gpa_grade()</code> , <code>gpa_gradelevel()</code> , <code>gpa_percent()</code> , <code>gpa_potentialcredit()</code> , <code>gpa_storecode()</code> , <code>gpa_termid()</code> . A <code>gpa_concat()</code> or <code>gpa_sum()</code> function cannot be used within the formula.	<code>()</code> returns 5.9165
GPA_TermID	<code>gpa_termid()</code>	Returns a numeric array listing the term ID for each grade used in the GPA calculation. If used within <code>gpa_concat()</code> or <code>gpa_sum()</code> , returns a single value. See the note in <code>gpa_sum()</code> .	<code>gpa_termid()</code> returns {1004,1005,1001,1101,1102}

## Standards Setup

Before using standards in PowerSchool, understand what your district wants and is expected to report to a board of education, superintendent, or the state Department of Education (DOE). There is no need to define benchmarks levels at every grade level if you are not expected to report that information. For example, the Wyoming DOE requires schools to report student progress at the fourth-, eighth-, and eleventh-grade levels. Schools in Wyoming often select to have all teachers match their assignments to only those benchmarks unless their local DOE requires it at every grade

level. Kindergarten through fourth-grade teachers can align to the fourth-grade set of benchmarks; fifth- through eighth-grade teachers can align to the eighth-grade set; and so on.

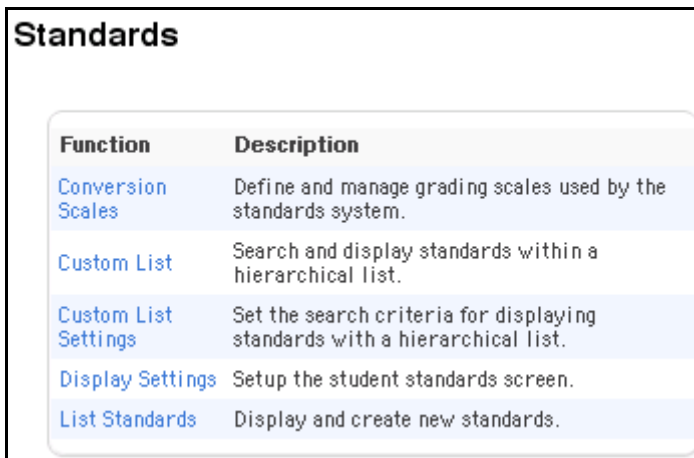
This section outlines the procedures to set up standards and benchmarks. Use the following procedures to set up standards:

- Set up conversion tables to convert percentage scores given by teachers to standard letter or number scores.
- Enter each set of standards. This includes assigning parent relationships, aligning standards, and creating conversion tables.

## How to Create a Conversion Scale

Before entering standards, you must first create at least one conversion scale. Log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.



Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click Conversion Scales. The Custom Standards List page appears.

### Custom Standards List

Name	Edit Scale	Description
Academic Key	Edit Scale	Yes=66%, Improving=33%, No=0%
Default	Edit Scale	1,2,3,4
Height	Edit Scale	
Known/Unknown	Edit Scale	Used in Kindergarten Grading
Letter +/- Scale	Edit Scale	Used for A-F with +/-
Next Year Grade	Edit Scale	Used to indicate next year's grade level.
Not Applicable	Edit Scale	Not Applicable
Urie Effort Scale	Edit Scale	Used for Y-N scale
Weight	Edit Scale	

Note: These Standards Conversion Scales apply to all schools on this server.

The Standards Conversion Scales page displays with the default scale already created. However, you must define each scale and enter the cutoffs for each level and for the converted score.

**Note:** It is advantageous to leave a default scale in your system for importing purposes.

4. Click New. The New Standard Conversion Scale page appears.

### New Standard Conversion Scale

<b>Option</b>	<b>Value</b>
Name	<input type="text" value="Satisfactory Scale"/>
Type	<input type="text" value="Alphanumeric"/>
Description	<input type="text" value="Used for Satisfactory/Unsatisfactory/ Outstanding scale."/>

5. Use the following table to select the grade scale type:

Type	Description
Name	Enter a name for the standard conversion scale.
Type	Choose a grade scale type from the pop-up menu:

Type	Description
	<ul style="list-style-type: none"> <li>Alphanumeric: Used for letter grades such as A, B, C or E, S, and N, or descriptive grades such as Excellent, Satisfactory, and Unsatisfactory.</li> <li>Numeric (2 decimal places): Used for GPA-type grades such as 4.00, 3.00, and 2.00.</li> <li>Numeric (zero decimal places): Used for simple numerical grades such as 1, 2, 3, and 4.</li> </ul>
Description	Enter a description.

- Click Submit. The Standards Conversion Scales page appears.

**Note:** Enter as many conversion scales as needed for the district.

## How to Enter Cutoffs

After defining the conversion scale, enter the scale cutoffs. You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click Conversion Scales. The Custom Standards List page appears.

**Custom Standards List**

Name	Edit Scale	Description
Academic Key	Edit Scale	Yes=66%, Improving=33%, No=0%
Default	Edit Scale	1,2,3,4
Height	Edit Scale	
Known/Unknown	Edit Scale	Used in Kindergarten Grading
Letter +/- Scale	Edit Scale	Used for A-F with +/-
Next Year Grade	Edit Scale	Used to indicate next year's grade level.
Not Applicable	Edit Scale	Not Applicable
Satisfactory Scale	Edit Scale	Used for Satisfactory/Unsatisfactory/Outstanding scale.
Urie Effort Scale	Edit Scale	Used for Y-N scale
Weight	Edit Scale	

Note: These Standards Conversion Scales apply to all schools on this server.

- Click Edit Scale for the scale you want to modify. The Custom Standards List page appears.

**Custom Standards List**

Description	PowerGrade % earned*	Translates to
There are no scale entries.		

\*Similar to a gradebook gradescale, entries in the "% earned" column cover percentages from the level specified up until the next highest % entry.

- Click New. The New Standard Conversion Scale Entry page appears.

**New Standard Conversion Scale Entry**

Option	Value
Description	<input type="text" value="Outstanding"/>
Cutoff Percent	<input type="text" value="90"/>
Translates to	<input type="text" value="0"/>

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



Field	Description
Description	Enter a description of the new standard conversion scale entry.
Cutoff Percent	Enter the cutoff percent. This is the minimum a student must earn on an assignment to receive this grade.
Translates to	Enter the conversion grade. This must follow the scale rule previously defined for this scale being alphanumeric or numeric, with or without decimal places.

- Click Submit. The Custom Standards List page appears.

**Custom Standards List**

Description	PowerGrade % earned*	Translates to
Outstanding	90	0

\*Similar to a gradebook gradescale, entries in the "% earned" column cover percentages from the level specified up until the next highest % entry.

**Note:** Enter as many conversion scale entries as needed for the conversion scale.

## Enter Standards

After setting up conversion scales, you can begin entering standards into the system. There are three methods for entering standards: manually, manually by example, and through an import.

**Note:** Importing is the easiest way to enter standards into PowerSchool. For more information, see the section "[Quick Import](#)."

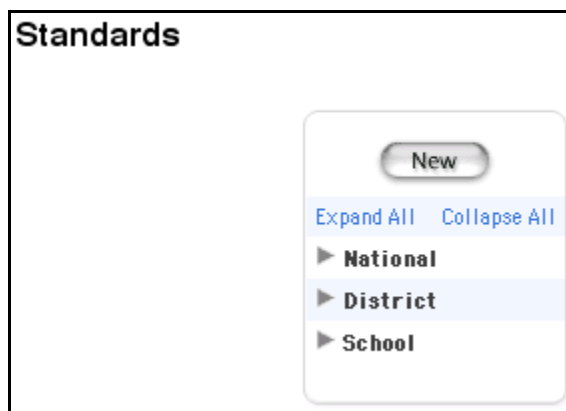
### How to Manually Enter Standards

Complete this procedure for each standard you want to enter manually. You must log in to the district office before performing this procedure.

- On the start page, choose District from the main menu.
- Click Standards. The Standards page appears.

Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click List Standards. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.



4. Click New to create a standard. The New Standard page appears.

**New Standard**

Field	Value
Name	Language - Reading Comprehension
Identifier	LA.15.02 (ex. - LA.1.1.3.12)
Subject Area	Language Arts
Alignment Identifier	
Calculation Parent	
List Parent	LA
Type	District
Level	1
Sort Order	02
Course Number	<small>(only applies to School standards)</small>
Comments	<input type="checkbox"/> Include comment field <small>(only applies to School standards)</small>
Conversion Scale	Default
Assignments	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
Description	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

[Submit](#)

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

Field	Description
Name	Enter the name of the standard. This will be used for reporting purposes.
Identifier	Enter the code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Enter the global naming convention. This will be used for reporting purposes.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards; for example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field.

Field	Description
List Parent	Enter a hierarchical identifier that always identifies the owning standard.
Type	Choose National, State, District, or School from the pop-up menu.
Level	Choose a level from 1 to 6 from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	<p>This field is used to identify which standards should be presented to a teacher on the Standards Final Grade Entry page in PowerSchool Teacher.</p> <p>The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.</p> <p>This field may contain multiples values separated by commas.</p>
Comments	Select this checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a previously defined conversion scale; each standard can have only one.
Assignments	Select this checkbox to allow a teacher to assign a standard identifier to an assignment.
Description	Enter a description of the standard. This field is used for reporting purposes only.

6. Click Submit. The Changes Recorded page appears.

## How to Manually Enter Standards by Example

Manually enter standards by example to preset many of the required fields for repeated use. You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click Custom List Settings. The Custom Standards List Settings page appears.

### Custom Standards List Settings

Only the Standards matching the criteria below will be included in the listing. You may specify as many criteria as desired. The '\$' means 'contains' and the '!\$' means 'does not contain' in the Name, Identifier, Subject Area, and Description search comparator popups.

<b>Field</b>	<b>Value</b>
Name	<input type="text"/>
Identifier	<input type="text" value="LA01.01"/>
Subject Area	<input type="text"/>
Description	<input type="text"/>
Course Number(s)	<input type="text" value="1031"/> (comma-separated)
Type	<input type="text"/>
Level	<input type="text"/> <input type="text"/>
Assignments	<input type="text"/>
Conversion Scale	<input type="text"/>
Sort Order	<input type="text" value="Hierarchical"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Columns to Show	<input checked="" type="checkbox"/> Identifier <input checked="" type="checkbox"/> Level <input checked="" type="checkbox"/> Name <input type="checkbox"/> Type <input type="checkbox"/> Subject Area <input type="checkbox"/> List Parent <input type="checkbox"/> Calculation Parent <input type="checkbox"/> Alignment Identifier <input type="checkbox"/> Conversion Scale <input type="checkbox"/> Allow Assignments <input type="checkbox"/> Course Number <input type="checkbox"/> Description

**Note:** Use the list settings to search for a particular standard by multiple criteria. However, after you submit the search, enter new standards using the criteria defined by your search.

4. Use the following table to select a search comparator:

Comparator	Description
(Blank)	Ignore this field.
=	Must be an exact match.
#	Must not be an exact match.
\$	Contains.
!\$	Does not contain.

5. Use the following table to search for a standard:

Field	Description
Name	Name of the standard.
Identifier	Code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Global naming convention.
Description	Description of the standard.
Course Number	Used to send standard identifiers to each teacher's PowerGrade for school-specific standards.
Type	National, State, District, or School.
Level	Used for identification purposes only.
Assignments	Allows a teacher to assign a standard identifier to an assignment.
Conversion Scale	Allows you to select a previously defined conversion scale; each standard can have only one.
Sort Order	Defines how the search results appear.
Columns to Show	Defines what the search displays.

6. Click Submit. The Custom Standards List page appears.

Custom Standards List		
New Standard by Example		
Identifier	Level	Standard
LA	1	Language Arts

After searching for the specific criteria, the results of your search appear; however, the results can be blank.

- Click "New Standard by Example" to create new standards using the criteria you specified in the search as the initial values for the entry fields. The "New Standard by Example" page appears.

Field	Value
Name	Language - Composition
Identifier	LA.08.15 (ex. - LA.1.1.3.12)
Subject Area	Language Arts
Alignment Identifier	
Calculation Parent	
List Parent	LA
Type	National
Level	1
Sort Order	1
Course Number	(only applies to School standards)
Comments	<input type="checkbox"/> Include comment field (only applies to School standards)
Conversion Scale	Default
Assignments	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
Description	National-level standard for composition.

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

Field	Description
Name	Enter the name of the standard. This will be used for reporting purposes.
Identifier	Enter the code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Enter the global naming convention. This will be used for reporting purposes.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards; for example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field.
List Parent	Enter a hierarchical identifier that always identifies the owning standard.
Type	Choose National, State, District, or School from the pop-up menu.
Level	Choose a level from 1 to 6 from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	<p>This field is used to identify which standards should be presented to a teacher on the Standards Final Grade Entry page in PowerSchool Teacher.</p> <p>The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.</p> <p>This field may contain multiples values separated by commas.</p>
Comments	Select this checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a previously defined conversion scale; each standard can have only one.
Assignments	Select this checkbox to allow a teacher to assign a standard identifier to an assignment.



Field	Description
Description	Enter a description of the standard. This field is used for reporting purposes only.

- Click Submit. The Custom Standards List page appears.

## How to View Standards

View standards in a hierarchical listing. You must log in to the district office before performing this procedure.

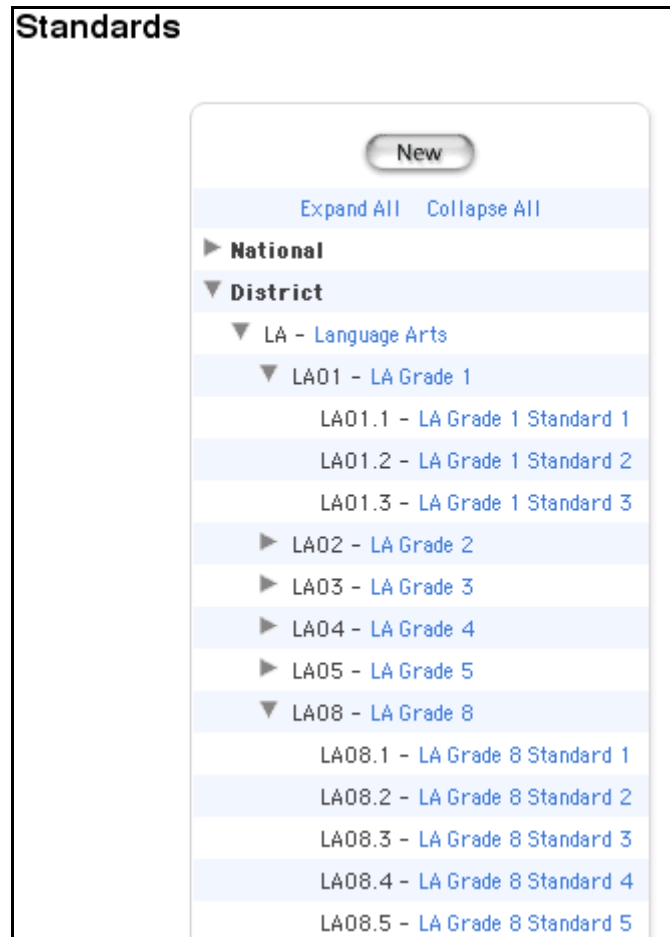
- On the start page, choose District from the main menu.
- Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

- Click List Standards. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.

Standards	
<input type="button" value="New"/>	
<a href="#">Expand All</a> <a href="#">Collapse All</a>	
▶	<b>National</b>
▶	<b>District</b>
▶	<b>School</b>

- Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click Expand All to expand all levels.



- Click the name of a standard to view its details. The Edit Standard page appears.

### Edit Standard

Field	Value
Name	LA Grade 1 Standard 1
Identifier	LA01.1 (ex. - LA.1.1.3.1.2)
Subject Area	Language Arts
Alignment Identifier	
Calculation Parent	LA01
List Parent	LA01
Type	District
Level	3
Sort Order	0
Course Number	<small>(only applies to School standards)</small>
Comments	<input type="checkbox"/> Include comment field <small>(only applies to School standards)</small>
Conversion Scale	Default
Assignments	<input checked="" type="checkbox"/> Allow assignments to be tied to this standard
Description	Students read a variety of grade level materials, applying strategies appropriately to various situations.

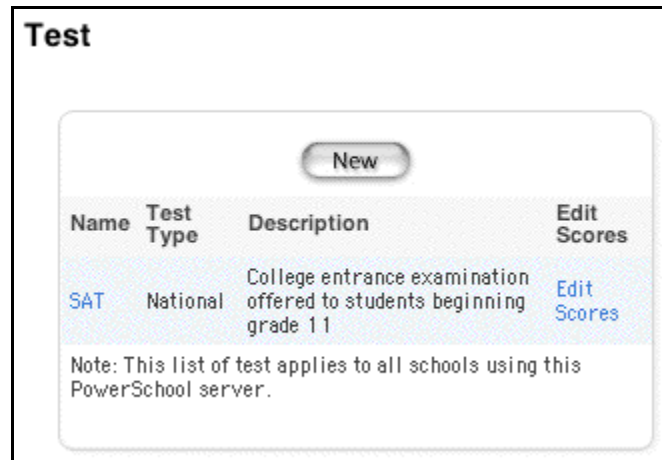
## Tests Setup

Before entering test scores for an individual student, create new tests that are available to all the schools on your system. If the test already exists on your system, you can edit test information, such as its description or the sort order of test scores.

### How to Create New Tests

You must log in to the district office before performing this procedure.

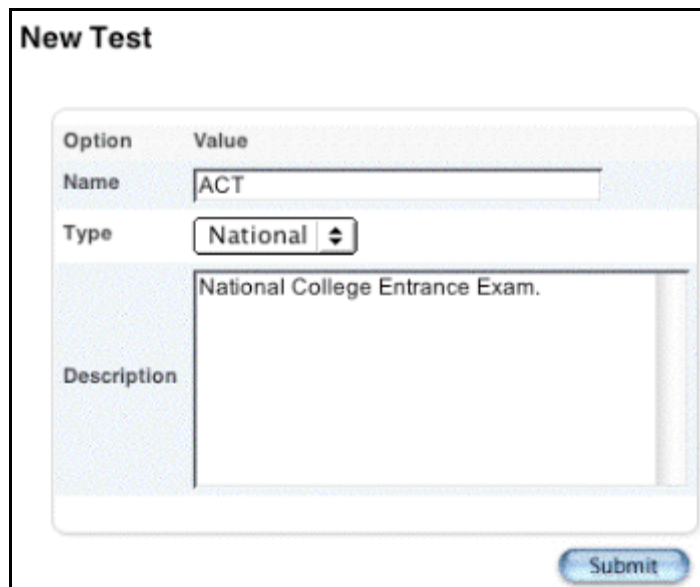
1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.



Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click New. The New Test page appears.



Option	Value
Name	ACT
Type	National
Description	National College Entrance Exam.

[Submit](#)

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

Field	Description
Name	Enter the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Enter a description for the test that appears on the Test Scores and student pages menus.

- Click Submit. The Test Scores page displays the new test. To add test scores, see the section "[How to Create Test Scores.](#)"

**Test**

[New](#)

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

## How to Edit Tests

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

**Test**

[New](#)

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

3. Click the name of the test you want to edit. The Edit Test page appears.

### Edit Test

Option	Value
Name	<input style="width: 90%;" type="text" value="ACT"/>
Type	<input style="width: 90%;" type="text" value="National"/>
Description	<div style="border: 1px solid black; padding: 5px; min-height: 40px;">National College Entrance Exam.</div>

Note: Deleting this test will cause ALL Student scores of this type to be deleted.  
 Click this checkbox to confirm that you want to delete this test.

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

Field	Description
Name	Edit the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Edit the description for the test that appears on the Test Scores and student pages menus.

5. Click Submit. The Test Scores page displays the edited test. To add test scores, see the section "[How to Create Test Scores.](#)"

## How to Delete Tests

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

**Test**

New

Name	Test Type	Description	Edit Scores
ACT	National	National College Entrance Exam.	<a href="#">Edit Scores</a>
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click the name of the test you want to delete. The Edit Test page appears.

**Edit Test**

Option	Value
Name	ACT
Type	National
Description	National College Entrance Exam.

Note: Deleting this test will cause ALL Student scores of this type to be deleted. Click this checkbox to confirm that you want to delete this test.

Delete Submit

- Select the checkbox at the end of the warning note.
- Click Delete. The Test Scores page displays without the deleted test.

## Single Student Standards Report

The single student standards report lists a student's progress for each standard. Before you print the report, you can determine which particular standards fields you want to appear on it.

For information about running standards reports for more than one student, see the section "[Standards Reports](#)."

## How to Set Up the Single Student Standards Report

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Standards. The Standards page appears.

Standards	
Function	Description
<a href="#">Conversion Scales</a>	Define and manage grading scales used by the standards system.
<a href="#">Custom List</a>	Search and display standards within a hierarchical list.
<a href="#">Custom List Settings</a>	Set the search criteria for displaying standards with a hierarchical list.
<a href="#">Display Settings</a>	Setup the student standards screen.
<a href="#">List Standards</a>	Display and create new standards.

3. Click Display Settings. The Standards Display Settings page appears.

Standards Display Settings	
Field	Value
	<input checked="" type="checkbox"/> Identifier
	<input checked="" type="checkbox"/> Name
	<input checked="" type="checkbox"/> Number of Scores
	<input checked="" type="checkbox"/> Average Score
	<input checked="" type="checkbox"/> Translated Average Score
	<input checked="" type="checkbox"/> High Score
	<input checked="" type="checkbox"/> Translated High Score
	<input checked="" type="checkbox"/> Description
Score to display on stored scores screen	Number of Scores (school-specific)
Number of decimal places in percent scores	2
Include "%" character in percent scores	<input checked="" type="checkbox"/>
Suppress display of scores if no assignments	<input checked="" type="checkbox"/>
Sort assignment list	Reverse Chronologically
Note: Unless otherwise indicated, these Standards Display Settings apply to all schools on this server.	
<input type="button" value="Submit"/>	

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

Field	Description
Fields to Display on Student Summary Screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page:



Field	Description
	<ul style="list-style-type: none"> <li>• Identifier</li> <li>• Name</li> <li>• Number of Scores</li> <li>• Average Score</li> <li>• Translated Average Score</li> <li>• High Score</li> <li>• Translated High Score</li> <li>• Description</li> </ul>
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal places in percent scores	Enter the number of digits you want to appear after a decimal point.
Include the % character in percent scores	Select this checkbox if you want to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select this checkbox if you do not want to display zeros on the report if there are no associated assignments.
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: <ul style="list-style-type: none"> <li>• Chronologically</li> <li>• Reverse Chronologically</li> </ul>

5. Click Submit. The system saves your changes.

## How to Access the Single Student Standards Report

1. On the start page, search for and select the student.
2. Choose Standards from the student pages menu. The Standards page appears.

### Standards

Briggs, Jessica K AGHS

Enter a Standard Identifier in the box below or select one from the list.

Identifier

Current
  Stored
 Submit

[Expand All](#)   [Collapse All](#)

**▼ District**

- ▶ LA - Language Arts Stored
- ▶ M - Mathematics Stored
- ▶ SC - Science Stored
- ▶ SS - Social Studies Stored
- ▶ FL - Foreign Language Stored
- ▶ H - Health Stored
- ▶ PE - Physical Education Stored
- ▶ VC - Vocational/Careers Stored
- ▶ FPA - Fine Performing Arts Stored

**▶ School**

3. Click the triangles to access any level of standards where scores are reported.
4. Click the standard identifier when you reach the level you want.

**Note:** You can also view stored standard scores by clicking the scores stored on that line.

**Current Standards Scores: LA08**

Briggs, Jessica K   ID: 28807   AGHS

Standard	View	Num Scores	Avg Score	High Score	Low Score	Descriptors	
LA08	LA Grade 8 Standard 0	7	69.7143	9.00	100.0000	0.00	Reading, writing, speaking, and listening are inter-related processes and skills. They are used to understand, to exchange, to create, to extend, to connect with, and to learn in the various contexts of life and learning. Students write for a variety of purposes and audiences and use a variety of media.
LA08.1	LA Grade 8 Standard 1	5	85.4545	2.00	75.0000	5.00	Students read a variety of grade-level materials, applying strategies appropriate to various situations.
LA08.2	LA Grade 8 Standard 2	1	68.4211	0.00	100.0000	4.00	Students write for a variety of purposes and audiences with multiple formats and genres appropriate to the grade level.
LA08.3	LA Grade 8 Standard 3	1	62.7273	0.00	80.0000	0.00	Students listen for a variety of purposes appropriate to the grade level.
LA08.4	LA Grade 8 Standard 4	1	75.0000	0.00	75.0000	0.00	Students speak for a variety of purposes and audiences with multiple formats and genres appropriate to the grade level.
LA08.5	LA Grade 8 Standard 5	1	70.0000	0.00	70.0000	0.00	Students synthesize oral-level language arts skills.

5. Click the number of scores in the Num Scores column that you opted to show. The Standard Scores: [Standard] page displays each assignment score that is contributing to this standard score.

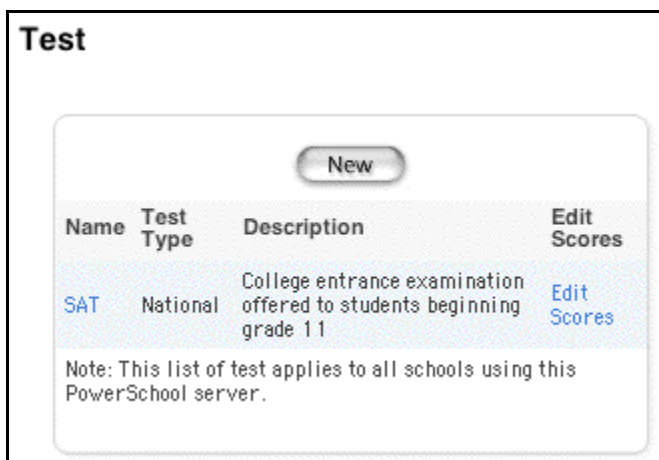
## Test Scores Setup

Test scores are scores associated with a particular test. Use the test score fields when entering scores for individual students. Before creating test scores, identify or create the appropriate test. For more information, see the section "[Tests Setup](#)."

### How to Create Test Scores

You must log in to the district office before performing this procedure.

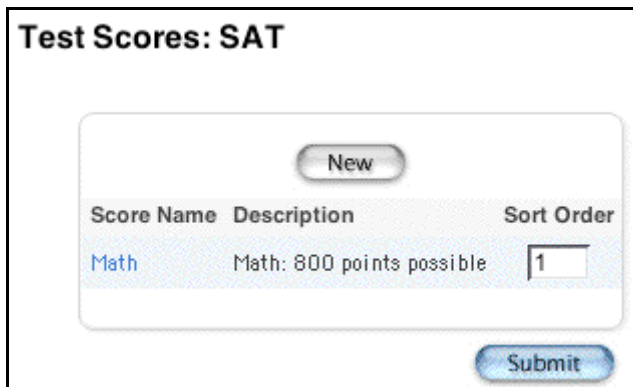
1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.



Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

3. Click Edit Scores next to the test you want to edit. The Test Scores: [Test Name] page appears.



Score Name	Description	Sort Order
Math	Math: 800 points possible	1

Submit

4. Click New. The New Test Score: [Test Name] page appears.

**New Test Score: SAT**

Option	Value
Name	<input type="text" value="Verbal"/>
Sort Order	<input type="text" value="2"/>
Description	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

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

Field	Description
Name	Enter the name of the test score
Sort Order	Indicate the order for the test score. <b>Note:</b> Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see the section " <a href="#">How to Edit Tests.</a> "
Description	Enter a description for the test to appear on the Test Scores page.

6. Click Submit. The Test Scores: [Test Name] page displays the new test score.

## How to Edit Test Scores

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

### Test

Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	Edit Scores

Note: This list of test applies to all schools using this PowerSchool server.

- Click Edit Scores next to the test you want to edit. The Test Scores: [Test Name] page appears.

### Test Scores: SAT

Score Name	Description	Sort Order
Math	Math: 800 points possible	<input style="width: 40px;" type="text" value="1"/>

- Skip to Step 6 to edit a test score. To change the sort order of the test scores, enter the order of each test scores in the Sort Order fields.
- Click Submit.
- Click the score name for the test score you want to edit. The Edit Test Score: [Test Name] page appears.

**Edit Test Score: SAT**

Option	Value
Name	<input type="text" value="Verbal"/>
Sort Order	<input type="text" value="2"/>
Description	<input style="height: 40px;" type="text"/>

Note: Deleting this score will cause ALL Student scores of this type to be deleted.  
 Click this checkbox to confirm that you want to delete this score.

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

Field	Description
Name	Edit the name of the test score
Sort Order	Indicate the order for the test score.  <b>Note:</b> Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see the section " <a href="#">How to Edit Tests.</a> "
Description	Edit a description for the test to appear on the Test Scores page.

8. Click Submit. The Test Scores: [Test Name] page displays the edited test score.

## How to Delete Test Scores

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Tests. The Test page appears.

**Test**

Name	Test Type	Description	Edit Scores
SAT	National	College entrance examination offered to students beginning grade 11	<a href="#">Edit Scores</a>

Note: This list of test applies to all schools using this PowerSchool server.

- Click Edit Scores next to the test. The Test Scores: [Test Name] page appears.

**Test Scores: SAT**

Score Name	Description	Sort Order
Math	Math: 800 points possible	<input type="text" value="1"/>

- Click the score name for the test score you want to delete.
- Select the checkbox at the end of the warning note.
- Click Delete. The Test Scores: [Test Name] page displays without the deleted test score.

## Other

### Other District Setup Functions

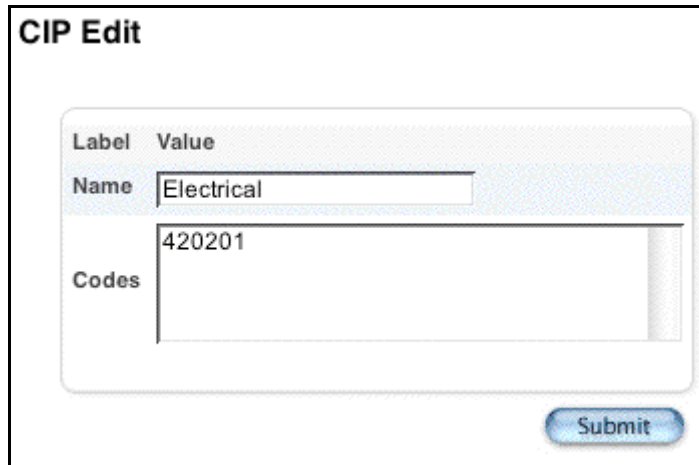
Other district setup functions include setting up CIP codes for vocational courses and defining settings, such as student photo dimension defaults.

To perform any of the following procedures, you must first switch schools to the district office. See the section "[How to Change Schools](#)."

## How to Add a CIP Code

Classification of Instructional Program (CIP) codes are used by schools in some states to identify courses as part of a state-managed vocational program. Set up CIP codes at the district level in order to enter CIP codes for appropriate courses offered at each school.

1. On the start page, choose District from the main menu.
2. Click CIP Setup.
3. Click New. The CIP Edit page appears.



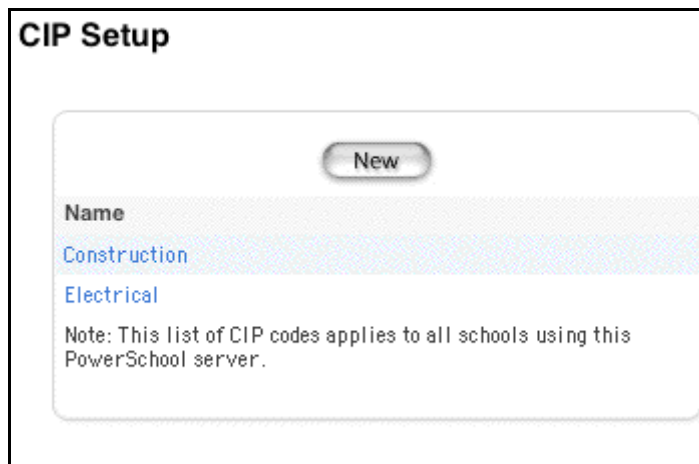
Label	Value
Name	Electrical
Codes	420201

[Submit](#)

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

Field	Description
Name	Enter the name of the CIP code.
Codes	Enter the six-digit CIP code.

5. Click Submit. The CIP Setup page displays the new code.



[New](#)

**Name**

- Construction
- Electrical

Note: This list of CIP codes applies to all schools using this PowerSchool server.



## How to Edit a CIP Code

1. On the start page, choose District from the main menu.
2. Click CIP Setup.
3. Click the name of the CIP code to be edited. The CIP Edit page appears.

### CIP Edit

Label	Value
Name	<input type="text" value="Electrical Technician"/>
Codes	<input type="text" value="420201"/>

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

Field	Description
Name	Enter the name of the CIP code.
Codes	Enter the six-digit CIP code.

5. Click Submit. The CIP Setup page displays the edited code.

### CIP Setup

**Name**

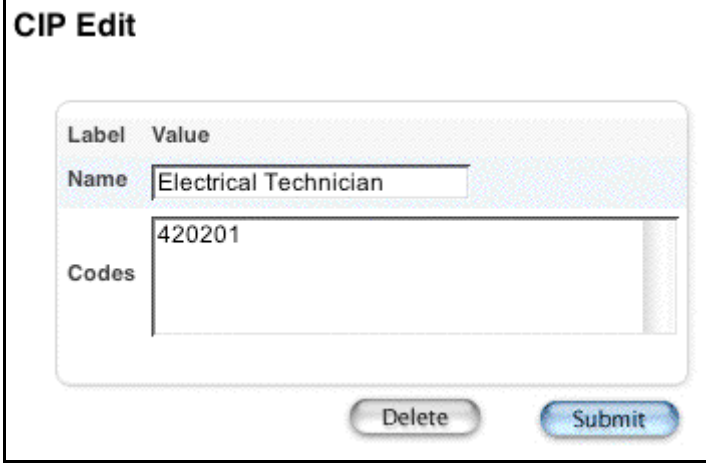
[Construction](#)

[Electrical Technician](#)

Note: This list of CIP codes applies to all schools using this PowerSchool server.

## How to Delete a CIP Code

1. On the start page, choose District from the main menu.
2. Click CIP Setup.
3. Click the name of the CIP code to be deleted. The CIP Edit page appears.



The screenshot shows a web form titled "CIP Edit". It contains a table with two columns: "Label" and "Value". The "Name" row has the value "Electrical Technician". Below this is a "Codes" section with a text input field containing "420201". At the bottom of the form are two buttons: "Delete" and "Submit".

Label	Value
Name	Electrical Technician
Codes	420201

Buttons: Delete, Submit

4. Click Delete. The Selection Deleted page appears.

## How to Set Up Miscellaneous District Settings

1. On the start page, choose District from the main menu.
2. Click Miscellaneous. The Miscellaneous page appears.

### Miscellaneous

Function	Value
Number of digits in course numbers	<input type="text" value="6"/>
Dimensions to display student photos in	<input type="text"/> W: <input type="text"/> H:
Password required to delete a section	<input type="text" value="apple"/>
Password required to override a section's maximum enrollment	<input type="text"/>
Name of district that parents see on login screen	<input type="text"/>
Allow importing in district office mode (not recommended; can be dangerous)	<input checked="" type="checkbox"/>
Disable searching on lunch status	<input type="checkbox"/>
Disable meal price	<input type="checkbox"/>
Disable remote support	<input type="checkbox"/>
Do not show the lunch balance on parent/student pages	<input type="checkbox"/>
Enable auto-update for state reports	<input checked="" type="checkbox"/>

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

Field	Description
Number of digits in course numbers	Enter the number of digits that are used for course numbers.
Dimensions to display student photos in	Enter the default measurements, in pixels, for displaying student photos on each student page. In the W and H columns, enter the width and height (in pixels) of the student photos. <b>Note:</b> The recommendation is 200 W by 300 H.
Password required to delete a section	If you want to limit users' ability to delete a course section, enter a password. Then, only users who know the password can delete course sections. Otherwise, leave this field blank.
Password required to override a section's maximum enrollment	If you want to limit users' ability to override the maximum number of students who can enroll in a course section, define a password. Then, only users who know the password can override the maximum enrollment numbers for course sections. Otherwise, leave this field blank.
Name of district that parents see on login screen	Enter the name of the school district. The name entered here appears in PowerSchool Parent.

Field	Description
Allow importing in district office mode	<p>Though it is not recommended, select this checkbox to allow imports to occur at the district level.</p> <p><b>Note:</b> Selecting this checkbox is recommended only when necessary. Importing data at the district level can cause serious data problems when not performed properly.</p>
Disable searching on lunch status	<p>Select this checkbox to disallow searching on lunch statuses, such as Free or Exempt. A student's lunch status, such as free or reduced, can be considered sensitive information. You may want to select this checkbox to protect the privacy of students and staff.</p>
Disable meal price	<p>Select this checkbox to hide meal prices on the screen when serving breakfast or lunch. You may want to select this checkbox to protect the privacy of students and staff. For more information, see the section "<a href="#">Serve Breakfast or Lunch</a>."</p>
Disable remote support	<p>Select this checkbox if you do not want PowerSchool users, including PowerSchool Technical Support staff, to be able to remotely access your PowerSchool server. If you want to be able to remotely access your PowerSchool server, deselect this checkbox..</p>
Do not show the lunch balance on parent/student pages	<p>Select this checkbox to hide students' balances (lunch and fees) in PowerSchool Parent Access and PowerSchool Teacher.</p> <p><b>Note:</b> You can select this checkbox if your school/district does not use PowerLunch to track student lunch balances.</p>
Enable auto-update for state reports	<p>If PowerSchool generates your state reports, this function updates these reports from the reporting engine. Select this checkbox to automatically retrieve any state reporting updates.</p>

4. Click Submit. The Changes Recorded page appears.