

The Basics User Guide

PowerSchool
Student Information System

PEARSON



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Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

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 the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

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 be on the menu that results from your previous selection.

The Basics

PowerSchool is an Internet-based student information system (SIS) that functions either independently or with other computer applications. Web browsers, spreadsheet programs, and other applications all work in different ways to complement PowerSchool and to provide users with robust tools for viewing, manipulating, storing, and retrieving data.

For information on other concepts related to PowerSchool, see *What Is...?*

What is PowerSchool?

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

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

What Is a PDF?

PDF is the acronym for Portable Document Format; it is the file format for Adobe System's Acrobat Reader application. You must have Acrobat Reader or a similar application installed on your computer to view PDF files. To download Acrobat Reader, see Adobe's Web site: <http://www.adobe.com/products/acrobat/readstep.html>.

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

Some PowerSchool reports generate PDF files so that you can print the reports from your Web browser, Adobe Acrobat Reader, or a similar application.

What Is a Spreadsheet?

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

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

The most common spreadsheet applications are Excel and Lotus 1-2-3. Other well-known spreadsheet applications include Quattro Pro, ClarisWorks, and MS Works. All of these

applications can be used with PowerSchool. In fact, any spreadsheet application that uses ASCII tab-delimited files can be used with PowerSchool.

What Is Importing and Exporting?

Periodically, you may need to either put a large amount of information into a system or get a large amount of information out of a system. To expedite this process, utilize the available importing and exporting tools.

Importing

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

The importing process involves several steps and has the potential to cause disorder in the PowerSchool database if it is not done properly. For this reason, your PowerSchool administrator or someone with equivalent experience should handle imports to the PowerSchool system. For more information on importing, see *Quick Import*.

Exporting

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

Log In to PowerSchool

Because PowerSchool is a secure system, you need a secure connection to use it. To access PowerSchool, you must first log in to the system.

Note: To access PowerLunch, you need to log in to PowerSchool. For more information, see *PowerLunch Security*.

PowerSchool URL

PowerSchool is Web-based; therefore, the PowerSchool system at your school must have a URL that you can enter in your Web browser's address bar. If you do not know the URL of the PowerSchool system at your school, contact your PowerSchool administrator.

Username

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

Password

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

Note: Do not use your colleague's password or give your password to a colleague. Security is very important in PowerSchool. For more information, see *Security*.

How to Log In to PowerSchool

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

Start Page

Before working with PowerSchool, become familiar with the layout of the start page, which includes the following functions. Some of them you will not use very often, but others you will use on a daily basis.

The PowerSchool start page includes four main areas:

- Navigation bar
- Main menu
- Home link
- Page content, including the sections Search Students, Browse Students, and Other Options

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

Navigation Bar

After navigating from the start page, the navigation bar displays the School and Term links, as well as the Report Queue, Logout, and Help icons.

Search Students

Use this field to enter the search criteria to find a student or group of students. For more information on searches, see *Search and Select*.

View Field List

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

Note: Fields are regularly added to the field list with new versions of PowerSchool.

How to Search

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

Browse Students

Alphabet

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

Numbers

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

M/F

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

Current Selection

Use this link to quickly return to the last group of selected students without repeating a search function. For more information on searches, see *Search and Select*.

Other Options

Stored Searches

This link connects you to a list of preset search criteria used to quickly find groups of students. For more information, see *Stored Searches*.

Stored Selections

Use this link to create or work with a saved list of students. For more information, see *Stored Selections*.

Enroll New Student

Click to enroll a student into your school. For more information, see *Work With an Individual Student*.

Navigation Bar

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

Navigation Bar Items

How to Change Schools

If the school name at the top of the page is not your school, use the following procedure to work with your school's information or to work at the district office level. Not everyone has permission to switch schools. Switching schools cancels any selection of students made in the previous school.

1. Click **School**. The Change Schools page appears
2. Choose the appropriate school name or choose District Office from the School pop-up menu. The navigation bar displays the name of the school you just selected.

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

How to Change Terms

By default, the navigation bar displays the current term. Change the term to work in a different term.

1. Click **Term**. The Change Term page appears.

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

2. Choose the term from the Change To pop-up menu. The navigation bar displays the name of the term you just selected.

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

Report Queue

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

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

If you have any jobs in the queue, click the Report Queue icon to view your reports. For more information, see *Report Queue*.

How to Access Online Help

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

On the navigation bar, click the Help icon, which looks like a question mark. PowerSchool Help displays links to a variety of topics and to the searchable database. For more help information, see *Help*.

How to Use the PowerSchool Home Button

Use the PowerSchool logo at the top left of each page to display the start page. Click the logo anywhere in the application to return to the start page.

How to Use the Logout Button

Click **Logout** to exit PowerSchool. For more information, see *User Security*.

Navigation Path

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

Note: These navigational links are often referred to as "breadcrumbs" because the navigation path displays each step you made to reach your current page. Click a link in the navigation path to backtrack to a previous page.

Main Menu

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

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

Absentee Report

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

How to Run the Absentee Report

1. On the start page, choose **Absentee**. The Absentee Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.

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

Field	Description
Attendance Mode	<p>Use the pop-up menu to select one of the following attendance modes for which you want to run this report:</p> <ul style="list-style-type: none"> ○ Choose Meeting to display report output by meeting period. ○ Choose Daily to display report output by day. <p>Attendance mode indicates the method by which attendance is recorded, such as meeting or daily. For more information, see <i>Attendance Overview</i>.</p> <p>Note: Only the attendance modes selected in School Setup > Attendance > Preferences appear in the pop-up menu.</p>
Students to Include	<p>Indicate which students you want to run the report for by selecting one of the following options:</p> <ul style="list-style-type: none"> ○ Select The selected [x] students only to run the report for the selected group of students. ○ Select the All students to run the report for all students within the selected school.
Grades	<p>Select the checkboxes to indicate which grade levels you want to include in the report. Selecting one or more grades narrows the student selection to include only those students having the same grade level as those selected.</p> <p>Alternatively, not selecting any grades results in all of the students selected in the Students to Include selection being included in the report.</p>
Attendance Codes	<p>Select the checkboxes to indicate which attendance codes to scan for the report. Press and hold COMMAND (Mac) or CONTROL (Windows) to select multiple attendance codes.</p>
Date to Scan	<p>Enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</p> <p>Note: The date must be for the current school year.</p>
Periods	<p>Select the checkboxes for the periods to scan, or deselect all checkboxes to choose all periods.</p> <ul style="list-style-type: none"> ○ If Meeting has been chosen from the Attendance Mode pop-up menu, select the appropriate periods (ascending top to bottom) by cycle day (ascending left to right) for the report to scan. ○ If Daily has been chosen from the Attendance Mode

Field	Description
	<p>pop-up menu, periods do not apply.</p> <p>Note: The report automatically detects multiple meeting of one section and multiple sections in one meeting for periods entered.</p>
Processing Options	<p>Select a time to run the report:</p> <ul style="list-style-type: none"> ○ Choose In Background Now to execute the report immediately in the background. ○ Choose ASAP to execute the report in the order it is received in the Report Queue. ○ Choose At Night to execute the report during the next evening. ○ Choose On Weekend to execute the report during the next weekend. ○ Choose On Specific Date/Time to execute the report on the date and time specified in the Specific Date/Time fields. <p>After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.</p>
Specific Date/Time	<p>If you selected the On Specific Date/Time processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</p> <p>Use the pop-up menus to indicate hour and minute.</p>
Data to be filled	<p>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose Set All to select all checkboxes and Reset All to remove all checkboxes next to the following fields.</p>
Include Student Number	<p>Select the checkbox to include the student numbers on the report.</p>
Number of Blank Lines Below Student Names	<p>Enter the number of blank lines to include as separators after each student name.</p>
Include Verification Line	<p>Select the checkbox to include one line for each student where the following can be recorded on the report: talked to, relationships, reason, verify date, and employee.</p>

3. Click **Submit**. The report queue appears.
4. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The resulting report displays records marked with the indicated code on the specified date. Thoroughly review it to verify that the formatting and content are correct.

5. Do one of the following:
 - Click a name to open the student pages menu.
 - Click **Functions** at the bottom of the report to open the Group Functions page. For more information, see *Work With Groups*.
 - Click **Find teachers who have not taken attendance** to identify teachers who have not yet taken attendance. For more information, see *How to Run the PowerGrade Attendance Report*.
 - If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

Daily Bulletin

Certain users can view and add items to the school's daily bulletin. Not all users at all schools have permission to create items for the bulletin, but everyone's including parents and students can view the notices. For information on daily bulletin setup, see *Daily Bulletin Setup*.

How to View the Daily Bulletin

1. On the start page, choose Daily Bulletin. The Daily Bulletin page appears.
2. Do one of the following:
 - Click a date to view the bulletin for that day.
 - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.

Enrollment Summary

The Enrollment Summary provides a breakdown of students at your school by ethnicity and grade. For more information, see *Enrollment Summary*.

Master Schedule

Click **Master Schedule** to display the schedule for all teachers in your school. You can either view all meetings for all sections and teachers or select certain teachers, days, and periods.

How to View the Master Schedule

View the master schedule for all teachers for all meetings. You may need to first set your master schedule preferences. For more information, see *How to Change Master Schedule Preferences*.

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

Note: If the Master Schedule Preferences page appears, you must first set your master schedule preferences. For more information, see *How to Change Master Schedule Preferences*.

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

Note: To edit the section, see *Sections*. If you do not want to edit the section, click **Back** on your Web browser to return to the Master Schedule page.

3. On the Edit Section page, click an underlined number for one of the classes to view a list of students in that class. The Class Roster page displays the students enrolled in the class.
4. Do one of the following:
 - Click a student's name to work with the selected student.
 - Click **Make this the current selection of students** to select the students in the class as the only group with which you want to work.
 - Click **Add these students to the current selection of students** to add this group to a previously selected group. The Group Functions page displays the number of selected students.

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

How to Change Master Schedule Preferences

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

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

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

Note: If the master schedule appears, click **Show Preferences** at the bottom of the page. The Master Schedule Preferences page appears.

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

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

Field	Description
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the All Days checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as MATH . To display all credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. Select All Rooms to display all rooms.
Teachers	Select the teachers to display on the master schedule. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. Select All Teachers to display all teachers.
Sort By	Select a sort order option for the master schedule: <ul style="list-style-type: none"> ○ Course Name ○ Credit Type ○ Department ○ Room ○ Teachers
View By	Select whether you want to view the master schedule in a Matrix (grid) or List format.

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

PowerLunch

PowerLunch is the lunch program management portion of PowerSchool. For more information, see *PowerLunch*.

Reports

Click **Reports** to access custom and preconfigured reports. For more information, see *Custom Reports* and *Preconfigured Reports*. Additionally, use this link for state reporting and reporting engine functions.

Special Functions

Click **Special Functions** to perform a variety of procedures, including functions related to attendance, fees, and special programs.

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

Teacher Schedules

Click **Teacher Schedules** to view the current schedule of a selected teacher.

How to View Teacher Schedules From the Main Menu

1. On the start page, choose **Teacher Schedules** from the main menu.
2. On the Teacher Schedules page, click the name of the staff member. The selected teacher's schedule appears.
3. Do one of the following:
 - To work with the group of students in all of the selected teacher's classes listed in the schedule, click **Make all students listed above the current selection**. The Group Functions page appears. For more information, see *Work With Groups*.
 - To add a section to the teacher's schedule, click **New** and complete the Create New Section page. For more information, see *How to Add Sections to Teacher Schedules*.
 - Click the term next to a course to view term information for this section. For more information, see *How to View Sections by Term*.
 - Click the name of the course in the Course column to view basic course information.
 - Click the section number next to a course to view information about this section. For more information, see *Sections*.
 - Click the size to display the section's class roster. For more information, see *How to View the Class Roster*.

Personalize

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

Either keep the default settings, change your preferences now, or wait until you are more familiar with PowerSchool. Change any combination of the settings as often as you want.

How to Reset Your Password

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Change password**. The Personalize - Change Password page appears.
3. Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password. You used this password to enter the system.
New Password	Enter a new password.

Verify New Password	Enter your new password again in this field.
---------------------	--

- Click **Submit**. The Changes Recorded page appears. The next time you log in to PowerSchool, use the new password you just set.

Note: It is important to select a password that you will remember. If you forget it, you cannot log in to the system without help from your PowerSchool administrator. For more information, see *Security*.

How to Set the Login Page

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

- On the start page, choose **Personalize** from the main menu. The Personalize page appears.
- Click **Default login page**. The Personalize - Default Login Page appears.
- Select an option to indicate your preferred Default Login page:
- Choose a standard page from the first pop-up menu.
- Enter a valid PowerSchool page name in the second pop-up menu. To determine the page name, navigate to that page. Copy the URL from the Location or Address field on your Web browser and paste it into this field.
- Click **Submit**. The Changes Recorded page appears. The next time you log in to PowerSchool, the system opens to the page you chose.

How to Set the Default Student Page

Personalize the default page when working with a student.

- On the start page, choose **Personalize** from the main menu. The Personalize page appears.
- Click **Initial student screen**. The Personalize - Initial Student Screen page appears.
- Choose an initial student screen from the pop-up menu. This will be the default page that appears when you select a student record.
- Click **Submit**. The Changes Recorded page appears. The next time you select a student, the student page you chose will appear.

Note: After selecting a student, the default student page appears unless you viewed a different student page since you logged in to PowerSchool. For more information, see *Work With an Individual Student*.

How to Hide the Main Menu

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

- On the start page, choose **Personalize** from the main menu. The Personalize page appears.
- Click **Interface**. The Personalize - Interface page appears.

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

Task Navigator

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

Use the following functions while working with the Task Navigator:

- Question Mark
- Process Link

Question Mark

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

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

Process Link

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

Selecting the task link launches the Task Help window, which provides a description of the task. Note the different sections of the window: Task, Task number, Navigation, Objective, and Prerequisites. These sections and the order in which they appear are standard for all Task Help windows.

How to Enable the Task Navigator

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

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Interface**. The Personalize - Interface page appears.
3. Select the **Enable task navigator** checkbox.

Note: To disable The Task Navigator, deselect the checkbox.

4. Click **Submit**. The Changes Recorded page appears.

PowerScheduler

Click **PowerScheduler** to access the PowerScheduler menu in PowerSchool. Use the functions on the PowerScheduler menu to build, load, and commit a master schedule for your school. For more information, see *Master Schedule Overview*, *Prepare to Build the Master Schedule*, *Build Master Schedule Introduction*, or *Master Schedule Reports*.

School

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

Staff

Click **Staff** to search for staff members at your school, to view demographic information about a selected staff member, or make changes to a staff member's record. For more information, see *Select Staff*.

System

Click **System** to access setup and system maintenance functions. PowerSchool administrators use these functions to set up the system and perform various other technical duties. Most users do not need to work with the System Administrator page. For more information, contact your PowerSchool administrator.

Dashboard

The Dashboard, accessible at both the district and school level, provides you with an instant Flash-based view of a broad range of data in a concise, graphical format. Each Flash chart, or widget, can be added or removed to customize the data that appears on your Dashboard. Different widgets display based on whether you are logged in at the district level or the school level.

How to View the Dashboard

1. Log in to PowerSchool at the District level or School level.
2. On the start page, choose **Dashboard** from the main menu. The Dashboard page appears.

Note: By default, all of the available widgets display on the Dashboard.

How to Add Widgets to the Dashboard

1. On the Dashboard page, use the pop-up menu to choose the widget you want to add.
2. Click **Add Widget**. The widget opens, and the other widgets reorganize on the page.

The following widgets are available on the District Dashboard:

Widget	Description
Active Students Per School	Displays the total number of active enrollments at each school in the district.
Server Processes Status	Displays server uptime, PowerSchool uptime, and status of the Task Server, Web Server, Communication Server, and Log Process.
Average Server Logins	Displays the average number of server log-ins per hour.
Server Report Queue Jobs	Displays the current report queue status, the number of report processes, result file location, and a bar chart indicating the current, pending, canceled, and completed report queue jobs.
Server Handlers	Displays total number of busy and dormant handlers.
Server Memory	Displays amount of installed RAM, virtual memory status, and PowerSchool free memory.
Server Volume	Displays information on physical disk space, PowerSchool installed file path, hard disk size, used space, and free space.
Server Hits	A pie chart that displays the number of Web requests for the Admin Teacher and Public portals of PowerSchool.

The following widgets are available on the School Dashboard:

Widget	Description
School Enrollment Trend	Displays active enrollments for each month of the current school year. The total number includes students who were added and excludes those that were dropped in a given month.
School Membership Trend	Displays total membership for each month of the school year, based on days in session and student enrollment.
Programs Active Enrollments	Displays the active enrollments in special programs.
In Session Days	Displays the number of days school is in session during each month, and provides links to the Calendar Setup page.
Server Processes Status	Displays server uptime, PowerSchool uptime, and status of the Task Server, Web Server, Communication Server, and Log Process.
Average Server Logins	Displays the average number of server log-ins per hour.
Server Report	Displays the current report queue status, the number of

Widget	Description
Queue Jobs	report processes, result file location, and a bar chart indicating the current, pending, canceled, and completed report queue jobs.
Server Handlers	Displays total number of busy and dormant handlers.
Server Memory	Displays amount of installed RAM, virtual memory status, and PowerSchool free memory.
Server Volume	Displays information on physical disk space, PowerSchool installed file path, hard disk size, used space, and free space.
Server Hits	A pie chart that displays the number of Web requests for the Teacher and Public portals of PowerSchool.

How to Remove Widgets from the Dashboard

On the Dashboard page, click the red **Close** button on the specific widget you want to remove. The widget closes, and the title of the removed widget appears in the pop-up menu located on the Dashboard page. The remaining widgets reorganize on the page.

User Security

Before working in PowerSchool, you are required to log in with your username and password. Everyone who uses PowerSchool must have a confidential password. Do not share your password with anyone. Doing so compromises the security of your PowerSchool system.

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

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

How to Log Out

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

The login page appears, and you must reenter your username and password to redisplay the start page. For more information, see *Log In to PowerSchool*.

Help

PowerSchool is a user-friendly system, but it is likely that you will need some assistance from time to time. In addition to the PowerSchool Online Help, there are other resources where you may find answers to your questions.

PowerSchool Customer Support Web Site

The PowerSchool Customer Support Web site offers a wealth of information, including documentation, user forums, and knowledgebase articles. The address for this site is <https://support.powerschool.com>. Be sure to bookmark this Web site for future use.

Note: You will need a username and password to log in. Contact your PowerSchool administrator for access.

User Guides

You can download a printable copy of any of the user guides from the PowerSchool Customer Support Web site. Go to <https://support.powerschool.com> and navigate to Documentation > User Guides. Once you locate your version of PowerSchool, read the headings to locate the sections specific to your needs.

State Reports

For state reporting documentation, go to <https://support.powerschool.com>, navigate to Documentation > State Reports, and click your state's link. If your state is not listed, documentation or functionality does not yet exist for that state.

Release Notes

To learn more about a specific release, go to <https://support.powerschool.com>, navigate to Documentation > Release Notes, and locate the version of PowerSchool you would like to read about.

Email

Ask your question by sending an email message to: support@powerschool.com.

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