Who uses PowerSchool?
Accessing PowerSchool

http://yourschool.powerschool.com

Administrative Staff: /admin

Teachers: /teachers

Substitutes: /subs

Students and Parents: /public
Admin Sign In

http://powerschoolserveraddress/admin

Administrator Sign In

Username
Password

Sign In

06/10/2015 06:07 PM 9.0.0
Based on their permission settings, staff with admin access can:

- Add district- and school-level settings
- View, add, and change student and staff information
- Advanced searching
- Monitor attendance
- Print reports and forms
- CREATE mailing labels and form letters
Admin Start Page

Start Page

Current Student Selection (0)

What's New

See what's new in the latest feature release of PowerSchool. Read more...
Searching for Individual Students

Browse:

First letter of last name

Grade level

Gender

Current Enrollment (all)

Current Selection
Search students by typing in the search box

Last name

Student number

Takes you to Student Pages
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Comparator</th>
<th>Search Argument</th>
</tr>
</thead>
</table>

Use the field list link
The FILTER is useful when becoming familiar with field names
= equals
>
greater than
<
less than
\geq\greater\text{\ than\ or\ equal\ to}\n\leq\less\text{\ than\ or\ equal\ to}
# does not equal

in one of these values is present in field

contains value is contained in the field

!contain value is not contained in the field

@ wildcard

REMINDER: THE ? BUTTON GIVES YOU A CHEATSHEET OF ALL THIS
The Student Pages

- Print A Report
- Quick Lookup
- Information
- Academics
- Administration
- Enrollment
- Scheduling
Parent/Student Access

(Select a student) > Access Accounts
Advanced Search

Use a NEW search to look WITHIN your current selection

Search a grade level then click advanced box

Now search football#

Now click “within”

Or “add” students by using check marks

Or “subtract” students by using check marks

Then “set” your current selection
Group Functions

Perform 35 different tasks for any group of students.
Using the Setup Tab - Creating mailing labels and form letters

**DATA ACCESS TAG SUPPLEMENT**
found in PowerSource for form letters

### Reports

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

### ReportWorks Report Setup

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
</table>
Other Office Tasks

- Change a student’s attendance
- Create and modify student schedules
- Print reports for individual students and groups of students
- Record disciplinary actions
Admin Review

Security permissions set the level of access for each administrative user. Based on permissions, users can:

- Search for students
- Review and modify student records
- Enter additional student information
- Assign parent/student sign-in information
- Change a student’s attendance
- Print reports
- Work with staff records
Teacher Sign In

PowerTeacher

http://powerschoolserveraddress/teachers
Teachers

- Access the system from any Internet-linked location
- Submit attendance and lunch counts
- View student information
- Record traditional and standards grades
- Read the daily bulletin
PowerSchool Teacher Portal

Current Classes

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>PowerTeacher Pro</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(A)</td>
<td>U.S. History</td>
<td></td>
</tr>
<tr>
<td>3(B)</td>
<td>Current Affairs</td>
<td></td>
</tr>
<tr>
<td>4(A)</td>
<td>U.S. History</td>
<td></td>
</tr>
</tbody>
</table>
PowerTeacher Icons

Use the icons to perform certain tasks:

• Take attendance
• Take attendance for multiple days
• Access the seating chart
• Submit lunch counts
• View student information
• Print a report
Take Attendance

1. Click the Chair icon
2. Choose an attendance code
3. Mark students absent or tardy
4. Click **Submit**
Take Lunch Count

1. Click the Utensil icon
2. Enter the counts
3. Click **Submit**
View Student Screens as a Teacher

Start Page > Backpack icon

<table>
<thead>
<tr>
<th>Exp</th>
<th>Trm</th>
<th>Crs-Sec</th>
<th>Course</th>
<th>Teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(A)</td>
<td>S1</td>
<td>HEC9-5</td>
<td>Home Ec</td>
<td>Brachemyer, Dan</td>
<td></td>
</tr>
<tr>
<td>1(B)</td>
<td>15-16</td>
<td>ENG9-1</td>
<td>English Survey</td>
<td>Geraghty, Mark P</td>
<td></td>
</tr>
<tr>
<td>2(A)</td>
<td>15-16</td>
<td>SOC1000-4</td>
<td>U.S. History</td>
<td>Higgins, Theodore X</td>
<td></td>
</tr>
<tr>
<td>2(B)</td>
<td>S1</td>
<td>ART9-2</td>
<td>Art</td>
<td>Brachemyer, Dan</td>
<td></td>
</tr>
<tr>
<td>3(A)</td>
<td>S1</td>
<td>HE09-1</td>
<td>Health 9</td>
<td>Swaney, Jim H</td>
<td></td>
</tr>
<tr>
<td>3(B)</td>
<td>S1</td>
<td>PE09-1</td>
<td>Phys Ed 9</td>
<td>Sand, Victor E</td>
<td></td>
</tr>
<tr>
<td>4(A-B)</td>
<td>S1</td>
<td>SCI1000-8</td>
<td>Biology</td>
<td>Oram, Christopher Y</td>
<td>207</td>
</tr>
</tbody>
</table>

Start Date: 05/25/2015      End Date: 11/29/2015

Gym
Launch PowerTeacher Pro

Launch PowerTeacher Pro for all classes or for a single class.
PowerTeacher Pro

### Assignments

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ASSIGNMENTS</th>
<th>SCORED</th>
<th>DUE DATE</th>
<th>SCORE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>1. Ch 14 Questions</td>
<td>19 / 19</td>
<td>10/9/2016</td>
<td>Points pts: 20</td>
</tr>
<tr>
<td>Proj</td>
<td>2. Civil War Timeline</td>
<td>19 / 19</td>
<td>10/9/2016</td>
<td>Points pts: 50</td>
</tr>
<tr>
<td>Quiz</td>
<td>3. Terminology quiz</td>
<td>19 / 19</td>
<td>10/1/2016</td>
<td>Points pts: 50</td>
</tr>
<tr>
<td>Home</td>
<td>4. SPED</td>
<td>0 / 19</td>
<td>9/23/2016</td>
<td>Points pts: 20</td>
</tr>
<tr>
<td>Proj</td>
<td>5. Character Study</td>
<td>19 / 19</td>
<td>9/4/2016</td>
<td>Points pts: 50</td>
</tr>
</tbody>
</table>
Teacher Review

• Take attendance and meal counts
• View student information
• View teacher comments and log entries
• Access PowerTeacher Pro
Substitute Sign In

http://powerschoolserveraddress/subs
/Subs

- Access the system from any Internet-linked location
- Take attendance
- Submit lunch counts
- Read the daily bulletin
PowerTeacher Substitute

Welcome, Substitute for Michael Abram
School: Apple Grove High School   Term: 16-17 Semester 1

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1(A)</strong></td>
<td><strong>U.S. History</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4(A)</strong></td>
<td><strong>U.S. History</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3(B)</strong></td>
<td><strong>Current Affairs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the chair to take attendance or the silverware to submit lunch counts for each class.

When you are finished, click the 'Sign Out' link above.
Setting Up the Sub Sign In

From the administrator’s Start Page, click **School** to format the settings.

### General

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Setup</td>
<td>Define school specific extra-curricular activities.</td>
</tr>
<tr>
<td>Balance Alert</td>
<td>Define cutoffs for fee and lunch balance alerts.</td>
</tr>
<tr>
<td>Boundary</td>
<td>Define the geographical boundary for this school.</td>
</tr>
<tr>
<td>Fee Types</td>
<td>Define fee types.</td>
</tr>
<tr>
<td>Graduation Planner Setup</td>
<td>Enable Graduation Plan Progress for students.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Define other setup items.</td>
</tr>
<tr>
<td>Mobile Settings</td>
<td>Define mobile access setup items for this school.</td>
</tr>
<tr>
<td>Parent/Student Pages</td>
<td>Configure settings for Parent/Student Pages.</td>
</tr>
<tr>
<td>School Map</td>
<td>Upload or delete school map for this school.</td>
</tr>
<tr>
<td><strong>Sub Sign In Settings</strong></td>
<td>Define substitute teacher sign in IDs and passwords.</td>
</tr>
</tbody>
</table>

Start Page > School
Sub Sign In Settings

• Create a password for all subs at your school

• Select “Include current date?” (optional) to add the current date to the beginning of the password

• Try using the CREATE mailing label feature to print out daily passwords for subs
Substitute Review

• Take attendance
• View the daily bulletin
• Create the sign-in password
Public Sign In

http://powerschoolserveraddress/public
Sign In for Students and Parents

Student and Parent Sign In

Sign In  Create Account

Username

Password

Forgot Username or Password?

Sign In
/Public

• Access the system from any Internet-linked location
• View grades and attendance
• Email teachers
• View student graduation progress
• Request classes
### Grades and Attendance: Anderson, Cody N

#### Attendance By Class

<table>
<thead>
<tr>
<th>Exp</th>
<th>Last Week</th>
<th>This Week</th>
<th>Course</th>
<th>Q1</th>
<th>Q2</th>
<th>S1</th>
<th>Q3</th>
<th>Q4</th>
<th>S2</th>
<th>Y1</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(A-B)</td>
<td></td>
<td></td>
<td>Biology</td>
<td>A</td>
<td>100</td>
<td>A</td>
<td>94</td>
<td>A</td>
<td>97</td>
<td></td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2(A)</td>
<td></td>
<td></td>
<td>U.S. History</td>
<td>A</td>
<td>94</td>
<td>A</td>
<td>100</td>
<td>A</td>
<td>97</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2(B)</td>
<td></td>
<td></td>
<td>Individual Sports</td>
<td>B</td>
<td>84</td>
<td>B</td>
<td>87</td>
<td>B</td>
<td>86</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3(A)</td>
<td></td>
<td></td>
<td>English Survey</td>
<td>[i]</td>
<td>A</td>
<td>[i]</td>
<td>97</td>
<td>[i]</td>
<td>96</td>
<td></td>
<td>[i]</td>
<td></td>
</tr>
<tr>
<td>3(B)</td>
<td></td>
<td></td>
<td>Home Ec</td>
<td>A</td>
<td>93</td>
<td>A</td>
<td>100</td>
<td>A</td>
<td>96</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4(A)</td>
<td></td>
<td></td>
<td>Music</td>
<td>A</td>
<td>93</td>
<td>A</td>
<td>97</td>
<td>A</td>
<td>95</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4(B)</td>
<td></td>
<td></td>
<td>Phys Ed 9</td>
<td>A</td>
<td>93</td>
<td>A</td>
<td>97</td>
<td>A</td>
<td>95</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Attendance Totals

<table>
<thead>
<tr>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
Oh, really? Let’s check...

- View attendance and grades
- View teacher comments
- Request email notifications
- View the daily bulletin
Parent and Student Review

• View attendance and grades
• View assignment details and teachers’ comments
• View fee balances
• View the daily bulletin
• Sign up for email notifications
Key Points

• Signing in – Add the appropriate sign-in suffix to your PowerSchool server’s Internet address

• Administration – Conduct student searches, enroll students, manage attendance, and print reports

• Teachers – Take attendance and find student information in the PowerSchool Teacher Portal; and record grades using PowerTeacher Pro

• Substitutes – Take attendance and read the daily bulletin

• Students and parents – Use the portals and PowerSchool Mobile to view attendance data, grades, and schedules