

GWAEA/PowerSchool Business Review – School Settings

Implementation Form B

The following information is needed to complete Implementation of your school site. GWAEA will enter the data collected on this form into your PowerSchool server during your School Setup. (Complete a Form B for each school.)

School Information: *Schools/School Info (Required)*

Name of School	
School Abbreviation	
School Address	
School City	
School State/Province	
School Postal Code (Zip Code + 4)	
School Phone Number	
School FAX Number	
School Number (9 digit max) Enter state assigned school number (required if you are using PowerSchool for state reporting). If you do not report to the state, use any number. (e.g. 100, 200, etc)	
Exclude from State Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grade Levels	-
Historical Grade Levels (Enter grade levels for which you want to generate GPA's)	-
Default Next School Number (Must be the school number of a school on your PowerSchool server)	
Principal's Name	
Principal's Phone Number	
Principal's E-mail	
Assistant/Vice-Principal's Name	
Assistant/Vice-Principal's Phone Number	
Assistant/Vice-Principal's E-mail	
Bulletin E-mail (responses to posted bulletins will be sent to this address)	
Attendance Secretary's E-mail	
Registrar's E-mail	
E-mail copies of new discipline log entries entered by teachers to: (list E-mail addresses)	
County Name / County Number	
Fee Exemption Status – Which fees are students exempt from by default?	<input type="checkbox"/> All Fees <input type="checkbox"/> Course Fees <input type="checkbox"/> Not Exempt <input type="checkbox"/> School Fees

Entering School Info

Do from **District**

This information is done from:

1. District>Schools/ School Info
2. Choose school

Important!

Scheduling

Years and Terms (Required)

Define the school year and any terms in which you give grades or schedule classes. If a term is not used, leave it blank. List additional terms (other than semester, trimester, and quarter) that your school uses on another sheet.

Recommended Best Practices for setting up Years and Terms:

- There should not be any date gaps between the terms. (e.g. if Semester 1 ends on the 10th and Semester 2 starts on the 13th enter the 12th for the Semester 1 end date)
- The term abbreviation is a combination of a letter and a number (e.g. "S1")

Full Year	Name (e.g. 2005 – 2006)				
Abbreviation. (e.g. 05-06)					
Start Date End Date					
Semester	Name		Name		
	Abbreviation (e.g. S1)		Abbreviation (e.g. S2)		
Start Date End Date		Start Date End Date			
Trimester	Name	Name		Name	
	Abbreviation	Abbreviation		Abbreviation	
	Start Date End Date	Start Date End Date		Start Date End Date	
Quarters	Name	Name	Name		Name
	Abbr.	Abbr.	Abbr.		Abbr.
	Start Date End Date	Start Date End Date	Start Date End Date		Start Date End Date
	Start Date End Date	Start Date End Date	Start Date End Date		Start Date End Date

Entering Years & Term information

Do From EACH School site.

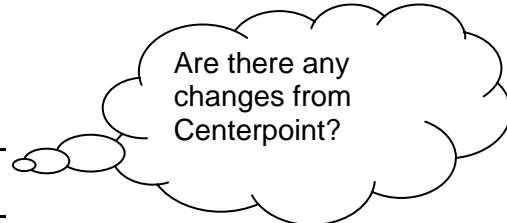
1. School (under Setup Menu)
2. Years & Terms (under Scheduling)
3. The 08-09 school year should already be created for you but you need to know where to tweak the dates to be continuous.

Changing the dates of your school year and terms after you have them created in PS is NOT Recommended!!

Periods and Days (Required)

Maximum periods scheduled per day: _____

Number of unique schedule days: _____



Examples of unique schedule days:

- Students attend same classes every day = 1 day schedule.
- Students attend one set of classes on a "Gold" day and another set of classes on a "Blue" day = 2 day schedule.
- Students with a M-W-F and a T-TH schedule = 2 day schedule.
- Students attend a different set of classes each day of the week = 5 day schedule

For elementary schools, define a period for each subject area that receives a grade on the report card (include a period for homeroom if teachers take attendance).

Define the period and day abbreviations and names that are used at this school. For example: "P1" = "Period 1," "B" = "Blue Day." (These abbreviations will be used in the sections data import template.)

<u>Period Abbreviation</u>	<u>Period Name</u>

<u>Day Abbreviation</u>	<u>Day Name</u>

Next School (Required) List the other schools on your PowerSchool server that students may attend next year. Include the current school for students that are returning to this school next year. (* Include "Graduated Students" only in schools that have students who are graduating.)

<u>School Name</u>	<u>School Abbreviation</u>	<u>School Number</u>
*Graduated Students	GS	999999

The Number of Unique Schedule days are what we commonly call Rotation days. You may not need as many rotation days in PS as you can accomplish the same thing by using the Bell Schedule settings.

To Enter Periods:

1. School
2. Years & Terms
3. Click on the School year
4. Set number of Periods
5. Set number of Days

To set and change the Period names and abbreviations:

1. School
2. Periods
3. Click on the Name or Abbreviation and change appropriately.

NEXT SCHOOL

1. School
2. Next School (under scheduling)
3. Click on New to enter a new school with name, abbreviation, School number.

Enter all schools in your district a student can be promoted to.

Attendance

Attendance Preferences: Preferences (Required)

Recording	
Attendance recording methods	<input type="checkbox"/> Meeting <input type="checkbox"/> Daily <input type="checkbox"/> Both
Audit attendance records	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Default attendance recording page	<input type="checkbox"/> Meeting <input type="checkbox"/> Daily
Enable multiple character attendance codes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Meeting and daily attendance bridge	<input type="checkbox"/> One-way, section to daily attendance <input checked="" type="checkbox"/> Two-way, keep records in synch
Number of school days teachers may alter attendance prior to current date (PowerGrade)	<input type="checkbox"/> No restriction <input type="checkbox"/> 1-20 days () <input type="checkbox"/> Current date only
Number of school days teachers may alter attendance after the current date (PowerGrade)	<input type="checkbox"/> No restriction <input type="checkbox"/> 1-20 days () <input type="checkbox"/> Current date only
Show Saturday and Sunday on attendance views	<input type="checkbox"/> Yes <input type="checkbox"/> No
Calculation and Reporting	
Calculation Accuracy	Decimal Places
For reporting purposes, we report on:	
<ul style="list-style-type: none"> ▪ Number of periods present ▪ Number of periods absent 	<input type="checkbox"/> Presents <input checked="" type="checkbox"/> Absences
Round or truncate attendance conversions	<input type="checkbox"/> Round <input type="checkbox"/> Truncate
Use Default Settings in FTE	<input checked="" type="checkbox"/> Yes (Recommended)

Meeting means Period by period.

Daily indicates taking attendance by the day or half day

Entering Attendance Preferences:

1. School
2. Preferences (under Attendance Menu)

Recommend current date only for both of these but is up to building.

Full-Time Equivalencies (FTE) (Required)

FTEs allow you to group students for purposes of calculating Average Daily Attendance (ADA) values. If you convert attendance in the same manner for all of your students, you need to define only one FTE. If you convert attendance differently for different groups of students, then you need to define more than one FTE.

For example, in a K-8 school, Grade 1 – Grade 8 students attend six sections a day for an ADA value of 1. Kindergartners attend two sections to earn the same ADA value of 1. In this scenario, you need two FTEs: one for the 1-8 grades and one for the Kindergartners.

Example: “KG” = FTE Name, “Kindergarten” = FTE Description; “0-0” = Default grades
 “G1-G8” = FTE Name, “Grades 1-8” = FTE Description; “1-8” = Default grades

<u>FTE Name</u>	<u>FTE Description</u>	<u>Default for these grades</u>		
			-	
			-	
			-	
			-	

Attendance Code Categories (Required)

Attendance Code Categories are used to group attendance codes by classification, beyond Present or Absent, for reporting purposes.

For example:

- “TE” (Tardy Excused) and “TU” (Tardy Unexcused) may both be categorized as Tardy. “TE” can be categorized as Excused, and “TU” can be categorized as Unexcused

Recommended Best Practices for setting up Attendance Code Categories:

- Excused and Tardy are required
- Unexcused is recommended
- Attendance Code Categories must differ from Attendance Codes (i.e. you cannot have an Attendance Code Category of “A” **AND** an Attendance Code of “A”)

<u>Code</u>	<u>Name</u>	<u>Description</u>
<i>Excused</i>	<i>Excused</i>	Excused
<i>Tardy</i>	<i>Tardy</i>	Tardy
<i>Unexcused</i>	<i>Unexcused</i>	Unexcused

Enter FTE

1. School
2. Full-Time Equivalencies (FTE) (under Attendance)
3. New
4. Enter Name
5. Set Default Mode
6. Set Default Att Conversion (Code to Day for Daily conversion Period to Day for Period or Meeting Attendance.
7. Enter short description
8. Check boxes for which grades this conversion will be the default for. A grade may be set to default for only one conversion.

Set Attendance Code Categories:

1. School
2. Attendance Codes (under Attendance)
3. Click New to enter new code categories.
- 4.

You MUST have these default codes entered exactly as shown here

Attendance Codes (Required)

Requirements for setting up attendance codes:

- "Present" must be listed first; leave the *code* blank. List other codes that teachers can assign next, followed by codes that only the office staff can assign.
- **The following codes are reserved for PowerSchool internal use and cannot be used:**
 - **Present**
 - **Absent, ABS, *ABS**
 - **Tardy, TAR, *TAR**
 - **ALL, *ALL**
 - **Excused**
 - **Any code that you have defined as an Attendance Category Code.**
- Single Letter Codes -- The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank used only to denote *Present*).
- Do not use the same code for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

IMPORTANT – THESE ARE RESERVED AND YOU CANNOT USE THEM FOR YOUR OWN CODES!!

Entering Attendance Codes:

1. School
2. Attendance Codes (under Attendance)
3. Click NEW to enter new codes

You will want to indicate which category a code belongs in for reporting purposes.

For each attendance code defined, you will need to setup the following:

- **Code** – This is the code that teachers can see
- **Description** – Description of the Attendance Code
- **Status** – This code counts as Present or Absent
- **Code Category** – Attendance Code Category you want to associate to this code
- **Points** - Points are used to withhold course credit due to excessive absences. If you choose this option, enter the number of attendance demerit points a student receives for this Attendance Code.
- Teachers Can Assign this Code – Y/N
- ADA Credit – Y/N – this is always “Y”
- ADM Credit – Y/N - this is always “Y”

List the Attendance Codes you currently use in the table below. Both the Present and Tardy codes are provided as examples.

Code	Description	Status	Code Category	Points	Teachers can assign	ADA Credit	ADM Credit
	Present	Present	Present		Y	Y	Y
T	Tardy	Present	Present, Tardy	1	Y	Y	Y

Attendance Conversions (Required)

Attendance conversions are used to calculate average daily attendance (ADA) values. You can create multiple attendance conversions methods, such as Full Day, Half Day, etc. For each attendance conversion, specify the manner in which you will calculate ADA, either by period, by code, and/or by time in minutes. You will need at least one attendance conversion.

Attendance Conversion Name	How is attendance tracked for this conversion method?
	<input type="checkbox"/> Period <input type="checkbox"/> Code <input type="checkbox"/> Time (in minutes)
	<input type="checkbox"/> Period <input type="checkbox"/> Code <input type="checkbox"/> Time (in minutes)
	<input type="checkbox"/> Period <input type="checkbox"/> Code <input type="checkbox"/> Time (in minutes)
	<input type="checkbox"/> Period <input type="checkbox"/> Code <input type="checkbox"/> Time (in minutes)
	<input type="checkbox"/> Period <input type="checkbox"/> Code <input type="checkbox"/> Time (in minutes)

Enter Conversions:

1. School
2. Attendance Conversions (under Attendance)
3. Click New to enter new conversion to enter a name.
4. Click on the (none) link under either Period or Code to define the conversion information.

Attendance Conversion Items (Required)

For each Attendance Conversion defined above, you will need to set up Attendance Conversion Items.

Meeting: Period Items

If you are using Meeting attendance (period to day conversion), specify how many periods present (or absent) earn what ADA percentage under Period Items for each FTE. Specify a value for each period.

For example:

- 6 periods present = ADA value of 1
- 5 periods present = ADA value of 1
- 4 periods present = ADA value of 1
- 3 periods present = ADA value of 0.5
- 2 periods present = ADA value of 0.5
- 1 periods present = ADA value of 0.5
- 0 periods present = ADA value of 0

If you are tracking meeting attendance complete the following table:

<u>FTE</u>	<u>Periods</u>	<u>Attendance Value</u>

See explanations below for Period & Code conversion methods. Time is not generally used in Iowa.

Period to day conversion means the system will convert your period value to a daily ADA.

Daily: Code Items

If you are using Daily (AM/PM) attendance (code to day conversion), specify the ADA values for each Attendance Code under Code Items for each FTE.

For example:

- Present = ADA value of 1
- Absent = ADA value of 0

If you are tracking daily attendance complete the following table:

<u>FTE</u>	<u>Attendance Code</u>	<u>Attendance Value</u>

Code to Day conversion means the system will convert your attendance codes to a daily value. In Iowa that value will be 0, 1, or .5 as the state requires AM/PM attendance totals.

Minutes: Time Items

If you are tracking attendance by the minute (time to day conversion), specify how many minutes count for what ADA value under Time Items for each FTE.

For example:

- 400 minutes = ADA value of 1
- 200 minutes = ADA value of 0.5
- 0 minutes = ADA value of 0

Not generally used in Iowa

<u>FTE</u>	<u>Minutes</u>	<u>Attendance Value</u>

Bell Schedules (Required)

A Bell Schedule is associated to each calendar day, and indicates which periods are in session on a given day. Each Bell Schedule is associated with an attendance conversion.

If this is an elementary school, review Elementary Best Practice Guide for more information on how to setup Bell Schedules.

Define here the Bell Schedules that your school will use this year. (e.g., “normal,” “early-release,” “AM Assembly,” etc.) For each Bell Schedule, indicate each period’s start and end time. Use the Period abbreviations defined in the “Periods” section. Attach additional bell schedules if necessary.

Bell Schedule Name: _____

Period	Counts for ADA	Start Time	End Time
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Enter Bell Schedule

1. School
2. Bell Schedule (under Calendaring)
3. Click New to assign a name to the bell schedule
4. Click Edit Schedule
5. Click the link to each period to set start/end time, ADA, and if this period is used for daily attendance.

Bell Schedule Name: _____

Period	Counts for ADA	Start Time	End Time
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Use another sheet if more bell schedules are needed

General

Activities: Activities Setup

Define extra-curricular activities such as sports, teams, or clubs. You can use Activities to track a student’s participation in the activity by entering the student into an activity. You can then search for, send form letters to, and compare grades for students in each activity. An activity will have a name that can contain spaces and a student field name that should not contain any spaces. Please list the different activities that you track for students at this school. Typically students’ participation in activities is tracked for the current year only; the information is cleared as part of the year-end process. The “student field name” is the name of activity in the database.

For example:

- Activity Name = “Chess Club” and Student Field Name = “Chess_Club”

<u>Activity Name</u>	<u>Student Field Name</u>

<u>Activity Name</u>	<u>Student Field Name</u>

Balance Alert

For Balance Alert Setup, you can define thresholds for students' lunch account balances and fee account balances. If students' account balances go over or under a set threshold, an alert appears on the student page indicating that the student is in the "red."

Do you want to use a Balance Alert? Yes No

For the student’s lunch balance, define the dollar amount (between –80 and 80) that triggers the alert message display: _____

For the student’s fee balance, define the dollar amount (between –100 and 100) that triggers the alert message display: _____

What message do you want to display for the alert?

NOTE: This message will be displayed if either balance reaches the cutoffs you specified above)

NOTE: Every activity you add, adds a filed to the district site. Try to coordinate activity names district wide to eliminate using up database fields.

Enter Activities:

1. School
2. Activities Setup (under General)
3. Click New
4. Enter an Activity Name
5. Enter a student field name. This name cannot have spaces. Use a _between words. Make the name as short as possible and abbreviate when you can. Try to generalize names; i.e. Football instead of 7th grade Football & 8th grade Football. You will be able to sort on a grade level within an activity so use as few field names as possible.
6. Choose an Activity Type
7. Check required if it is required
8. Check to indicate whether or not other school will use the same code.

Balance Alert

1. School
2. Balance Alert (under General)

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 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 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 or Course are student fees and are assessed manually.

<u>Fee Type</u>	<u>Fee Category</u>	<u>Description</u>

Enter Fee Types:

1. School
2. Fee Types (under General)
3. Choose New
4. Enter Fee Type
5. Choose a Category(categories are defined on the district level)
6. Enter a fee description

Miscellaneous

E-mail teachers the academic records of students newly enrolled in their classes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Default term level -- This option controls the default term view admin users and teachers will see when logging into the web portion of PowerSchool.	<input type="checkbox"/> Shortest Possible <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year view
Show student photo on student screens	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow public access to school bulletin	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student/Teacher Schedule Matrix Preferences The options below can be shown on the student or teacher schedule matrix. Check the items you want to see.	
Course Name	<input type="checkbox"/> Student <input type="checkbox"/> Teacher
Course Number.Section Number	<input type="checkbox"/> Student <input type="checkbox"/> Teacher
Teacher Name	<input type="checkbox"/> Student
Room	<input type="checkbox"/> Student <input type="checkbox"/> Teacher
Expression Term	<input type="checkbox"/> Student <input type="checkbox"/> Teacher
Enrollment	<input type="checkbox"/> Teacher

Enter Misc. Info

1. School
2. Miscellaneous (under General)

This is for any member of the public that does not have a login to PowerSchool i.e. alumni, school board members, or anyone else you want to give the URL to, to see the bulletin.

Sub Login Settings

Substitute teachers at your school can use PowerSchool Substitute to enter attendance and lunch counts for the classes they are covering.

Define the password you will provide to substitutes so they can access PowerSchool Substitute. _____

Include current date: For example, if the password is *sub*, and today is September 3, then the password would be *3sub* if you included the current date.

Grading

Final Grade Setup (Required)

Final Grade Setup is used to define grading terms. Grading terms must be defined for each course length offered. For example, if a section is associated to the full year and the students in that section receive semester and quarter grades, then each semester and quarter must be defined at the full year level. If a section is associated to a semester and the students in that sections will receive only 1 semester grade and 2 quarter grades, then those 3 grading terms must be defined at the semester level.

For example: If you have students enrolled in a full year class and you give grades at each quarter and each semester, set up the following terms: Q1, Q2, S1, Q3, Q4, and S2 under the full year. If you have students enrolled in semester length classes then set up Q1, Q2, and S1 in Semester 1 and Q3,Q4, and S2 in Semester 2.

Full Year	2005-2006 School Year			
	[New]			
	■ ■ ■ ■ ■ ■ ■ ■			
	S1 [New]		S2 [New]	
Semester	■ ■ ■ ■		■ ■ ■ ■	
	T1 [New]		T2 [New]	
Trimester	■ ■ ■ ■		■ ■ ■ ■	
	T3 [New]		■ ■ ■ ■	
Quarter	Q1 [New]	Q2 [New]	Q3 [New]	Q4 [New]
	■	■	■	■

Setting Sub Login

1. School
2. Sub Login Setting
3. Enter Password
4. Decide whether or not to include a date in the PW

Setting Final Grade Bins

1. School
2. Final Grade Setup
3. Click on NEW under the term you want to set a grading bin for.
4. Enter a Name i.e Q1
5. Enter actual term start date
6. Enter actual term end date.
7. Fill out remainder of page if necessary.
8. Submit

If you have terms other than Semester, Quarter or Trimester, i.e. Exploratory, you should consult with GWAEA to define these Grading Terms

Current Grade Display

Current Grade Display controls what grades (current and historical) are displayed on the Quick Lookup student screen. This page displays up to 6 grades. These should be the same abbreviations as defined in Final Grade Setup.

<u>Column Number</u>	<u>Store Code (Term Abbreviation)</u>	<u>Column Number</u>	<u>Store Code (Term Abbreviation)</u>
1		4	
2		5	
3		6	

Final Grade Entry Options

Use this option in addition to Final Grade Setup to setup and enable the PowerTeacher Final Grade and Final Standards Grade entry screen.

For example, some elementary schools might not use PowerGrade to track attendance, assignments, and assignment grades. Their teachers can instead use PowerSchool Teacher for final grade entry.

<u>Teacher Final Grade Entry Options - Global Settings</u>	
Enable teacher final grade entry screens	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final grade columns to display	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Allow entry for these final grades	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Number of days prior to end of term that grades may be entered (leave blank for no restriction)	
Number of days after end of term that grades may be entered (leave blank for no restriction)	
Combine Traditional and Standards-based Grade entry on same page	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enter Current Grade Display

1. School
2. Current Grade Display (under Grading)
3. Enter the Store Code and Source of Data

Store code is the Term in which the grade should come from.

Source of data is either the teacher current gradebook or finalized or stored grades.

Enter Final Grade Entry Options

1. School
2. Final Grade Entry Options (under Grading)
3. Global Settings
4. Select the check box to allow teachers to enter final grades in PowerTeacher.
5. Enter the final grade columns you want to appear in PowerTeacher.
6. Enter the grading terms for which teachers can enter final grades in PowerTeacher.
7. Decide the number of days before and after the end of term teachers can enter grades.
8. Submit

GPA Student Screens

The GPA Student Screens controls what will be displayed on the student Cumulative Information page as well as the GPA listed on the Student Quick Lookup page. There are 12 different rows of information that can be setup. Typically a school will use this page to list results for class rank, honor roll, cumulative GPA, GPA for a specific term. Check the options you would like to have listed.

Class Rank	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Honor Roll	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cumulative Weighted GPA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cumulative Simple GPA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cumulative Credit Hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
GPA for specific terms (Please list the terms)		

Class Rank

Define the class ranking method(s) in use at your school.

Class Rank Description	
GPA Calculation Name Used (Weighted, Simple)	
GPA result is	<input type="checkbox"/> Numeric <input type="checkbox"/> Text
Only include grades that count in class rank	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exclude students that are excluded from class rank	<input type="checkbox"/> Yes <input type="checkbox"/> No
Include early graduates	<input type="checkbox"/> Yes <input type="checkbox"/> No
Early graduation exit code	
Is your class rank calculated based on:	<input type="checkbox"/> Cumulative Grades <input type="checkbox"/> Current Grades

Enter Info for GPA Screens

1. School
2. GPA Student Screens (under Grading)
3. Choose Type to display on Quick Lookup. Recommended type is Weighted
4. Cumulative Info screen setup will depend on what you choose to have show.

Class Rank Setup

1. School
2. Class Rank (under Grading)
3. Click Class Rank Methods
4. Click New
5. Enter a Description
6. Choose Weighted
7. GPA Result should be Numeric
8. Decide to only include grades that count in class rank
9. Decide on excluding students that are excluded from class rank
10. Include or exclude early graduates
- 11.

Honor Roll

PowerSchool allows you to specify one or more Honor Roll methods. Upper and lower levels may be defined within each honor roll method. (e.g. Your school calculates 2 levels of Honor Roll results; High Honors and Honors. Both use the same GPA calculation method but they have different criteria. High Honors requires a minimum 3.75 GPA and no failing grades. The level Honors requires a minimum 3.00 GPA and no failing grades. In this scenario, you would set up one Honor Roll Method with two levels.)

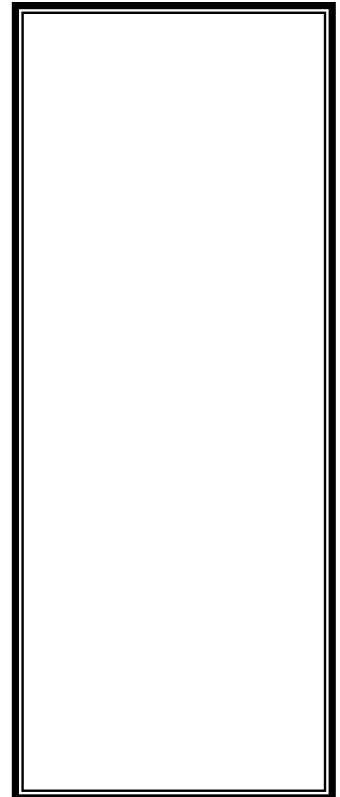
Enter Honor Roll

1. School
2. Honor Roll (under Grading)
3. New
4. Enter a name, description and which schools can use this Honor Roll
5. Submit
6. After the new entry has been made, click on Levels
7. Enter information in fields

Honor Roll Method Name: _____	
First Honor Roll Level Name (level with the strictest requirements)	
First Honor Roll Level requirements (Example: minimum GPA of 3.75 with no failing grades)	
Second Honor Roll Level Name (next level based on requirements)	
Second Honor Roll Level requirements (Example: minimum GPA of 3.0 with no failing grades)	
Third Honor Roll Level Name (next level based on requirements)	
Third Honor Roll Level requirements (Example: minimum GPA of 3.0 with one failing grade)	

Additional Honor Roll Method

Honor Roll Method Name: _____	
First Honor Roll Level Name (level with the strictest requirements)	
First Honor Roll Level requirements (Example: minimum GPA of 3.75 with no failing grades)	
Second Honor Roll Level Name (next level based on requirements)	
Second Honor Roll Level requirements (Example: minimum GPA of 3.0 with no failing grades)	
Third Honor Roll Level Name (next level based on requirements)	
Third Honor Roll Level requirements (Example: minimum GPA of 3.0 with one failing grade)	



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.

Field	Description
Include Option 1	Choose one option: <ul style="list-style-type: none"> • [Blank] • Student Number • Social Security Number (SSN) • Date of Birth • Grade Level
Include Option 2	Choose one option: <ul style="list-style-type: none"> • [Blank] • Student Number • Social Security Number (SSN) • Date of Birth • Grade Level

Enter Student Options

1. School
2. On the start page, choose System from the main menu.
3. Click System Settings.
4. Click Select Student Options
5. Choose One option from either option or leave them blank