



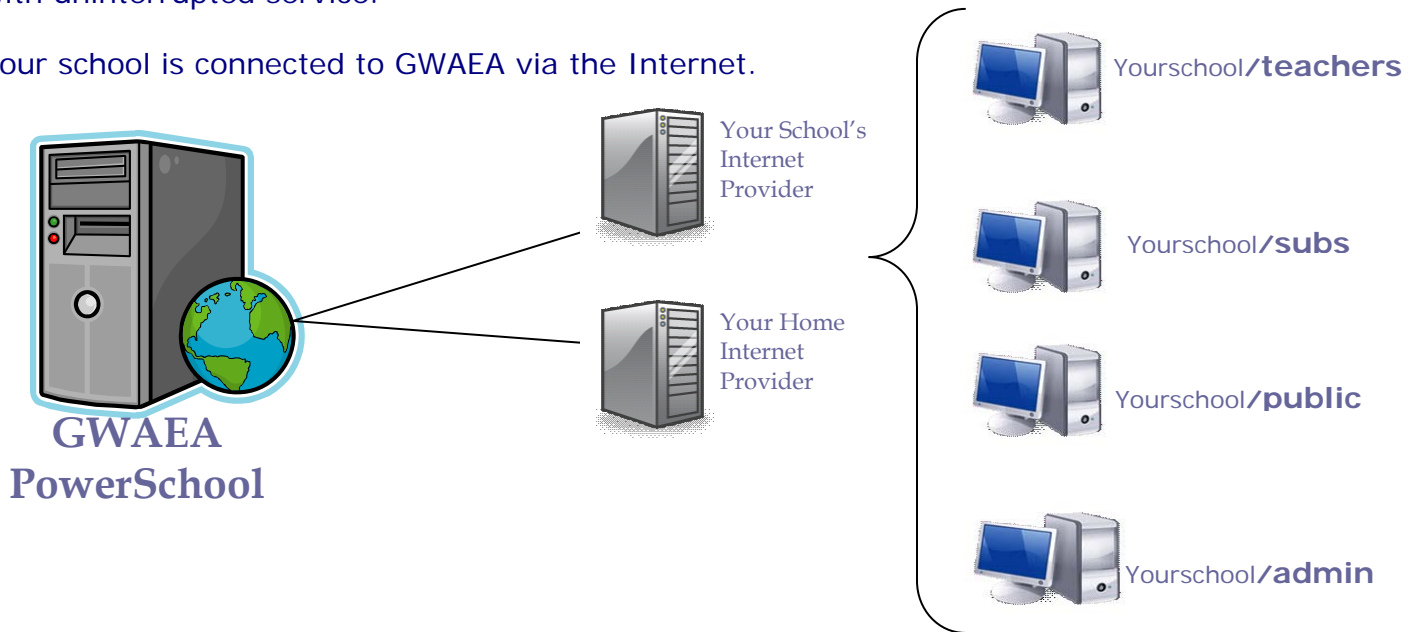
PowerSchool Overview & Basic Navigation

Purpose: All Users - an overview on basic PowerSchool, using the Start Page, using the navigation bar, and using the main menu.

Basics

Your PowerSchool system is serviced, maintained and supported by the Grant Wood Area Education Agency in Cedar Rapids. Servers housing the program are updated with the most recent software upgrades as soon as they are deemed trustworthy and reliable. Servers are backed up nightly and have a large power backup generator operating 7/24 to provide all users with uninterrupted service.

Your school is connected to GWAEA via the Internet.



Logging In - You connect to PowerSchool via any web browser by entering the URL for your district's PowerSchool link which will be provide to you. This illustrates the addresses you will use depending upon your login privileges.

- <http://ps.gwaea.org/admin> – anyone other than a teacher, substitute teacher, parent or student
- <http://ps.gwaea.org/teachers> – all full time teachers
- <http://ps.gwaea.org/subs> – part-time substitute teachers
- <http://ps.gwaea.org/public> – parents & students



Security - You may connect to your PowerSchool web from any Internet connection. Remember that you have access to confidential student information and that use of this system on a public computer must be done with caution. Never leave a public computer without first logging off and if possible restarting the computer.



Use the same caution when logged in to PowerSchool at your school. Never leave your computer unattended and logged into PowerSchool.

Never give your password to a colleague or use another colleague's password. Always use a strong password (one that has at least 6 alpha/numeric characters). Always log out after using PowerSchool or and always log out before surfing to another web page.

The Logon Page

To logon to PowerSchool open your web browser to your school's URL.

The logon page you see will depend upon if you are an administrator or one of the other logon types. Administrators will see this logon page.

Administrators will be instructed on how to logon to this page during IPT.



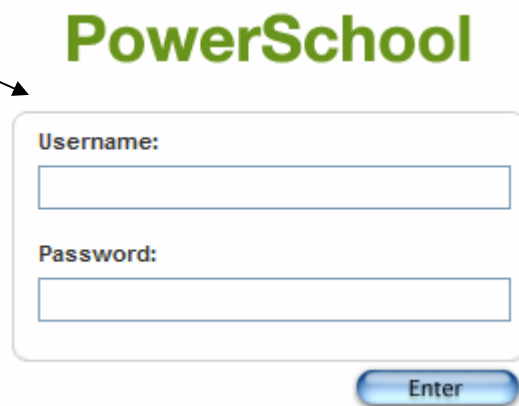
Everyone else will see this logon page.

To logon to this page type your Username in the top box and your password in the lower box.

Passwords will always appear as ***** for security reasons.

Press **Enter**.

The Start Page will appear and you are logged into PowerSchool.





The PowerSchool Start Page includes four main areas:

Home Link

Click this logo from any page and it will return you to this Start Page

Navigation Bar

This bar appears on all pages and provides access to school information; the report queue; Logout; Online Help

The screenshot shows the PowerSchool interface for Apple Grove High School, Term 06-07 Semester 2. The navigation bar at the top includes the PowerSchool logo, school and term information, a print icon, a Logout button, and an Online Help icon. The main content area features a left-hand menu with 'Functions' and 'Setup' sections. The 'Functions' section is circled in red and includes links for Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, and Teacher Schedules. The 'Setup' section includes Personalize, PowerScheduler, School, Staff, and System. The main content area also includes a 'Search Students' search bar, a 'Browse Students' alphabetical index, and 'Stored Options' for searches and selections.

PowerSchool

School: Apple Grove High School

Term: 06-07 Semester 2

Logout ?

Benson, Scott

Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- Personalize
- PowerScheduler
- School
- Staff
- System

Search Students

[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 9 10 11 12 M F All

Stored Options

[Stored Searches](#) [Stored Selections](#)

Main Menu

Use these links to display various pages in the PowerSchool system and to perform certain tasks. The main menu appears elsewhere in the system, often with varying functions.

Search Students

Use the Search Students area to search for an individual student or groups of students.

On the **Navigation Bar** you have several functions that help you get around PowerSchool.

- Clicking on the word **School**: you will be taken to a dropdown listing of other schools or the district page that you can change to. You will only be able to access those schools you have been given permissions to enter.
- Clicking on the word **Term**: you will be able to change the term if you want to work in a different term. The default term is the current term.
- Click this icon to open the print queue.
- Click Logout to log out of PowerSchool
- Click to go to the Online Help.

Under the Setup menu there is a Personalize option. This is where you can set PowerSchool to look and work like you want it to.

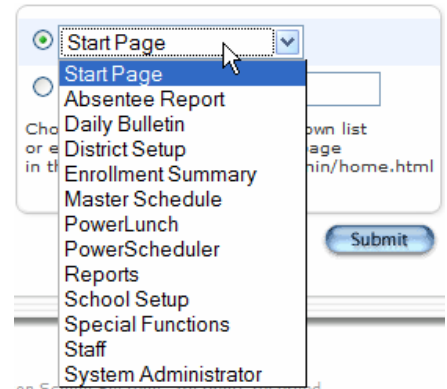
Clicking on **Personalize** will bring up four options.

1. **Change Password** - If this is available to you, you can change your PowerSchool password by entering, and verifying it here.
2. **Default Login Page** - This will personalize the default page that appears after you log in to PowerSchool.

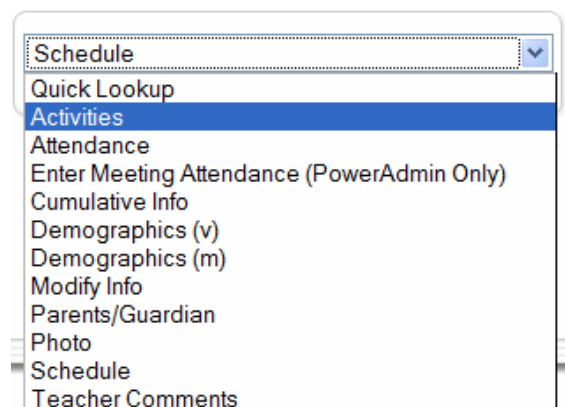
Function	Description
Change password	Change current password to a new one.
Default login page	Sets the default login page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Select an option to indicate your preferred Default Login page:

- If you select the first option, choose a page from the pop-up menu.
- If you select the second option, enter a valid PowerSchool page in the space provided. You may need to use PowerSchool for a while before you can select this setting. When you do know a specific page, 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 start page refreshes. The next time you log in to PowerSchool, the system opens to the page you chose.



3. **Initial Student Screen** - This refers to the first page that appears when you select a student record.
 - Click **Initial student screen**. The Personalize - Initial Student Screen page appears.
 - **Choose** the initial screen you want to appear from the drop down list.
 - Click **Submit**. The start page refreshes. The next time you select a student, the student page you chose will appear.





4. **Interface** - How to Hide the Main Menu & Enable Task Navigator

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."

1. On the start page, choose **Personalize** from the main menu.
2. Click **Interface** from the Personalize menu.
3. Select the "**Hide left navigation menu**" checkbox.
4. Click **Submit**. The Changes Recorded page appears.

Personalize - Interface

Hide left navigation menu

Enable task navigator

Submit

Enable 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, by placing a check mark in the Enable Task Navigator box on the Interface Screen.

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. The following is an example of the Task Navigator in PowerScheduler.



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.

Schedule Parameters

Objective:
Provide step-by-step instructions on how to set up parameters used for scheduling.

Tasks:

1. Set up buildings
2. Set up catalogs
3. Set up schedule days
4. Set up departments
5. Set up facilities
6. Set up houses
7. Set up schedule periods
8. Set up section types
9. Set up teams
10. Set up schedule years and terms

Prerequisites:
None

Uses:
Parameters are used to provide supportive information related to courses, rooms, scenarios, students or teachers in PowerScheduler. Some parameters, such as days and periods, are necessary to define when creating a schedule. However, other parameters, such as teams and buildings, are not essential for creating a schedule.

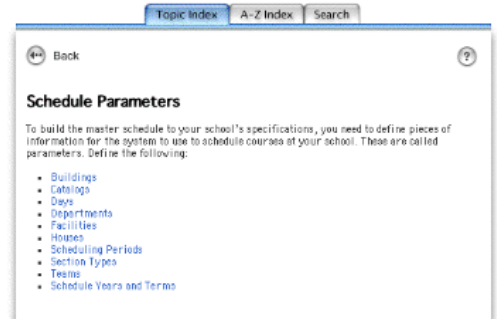
Timeline:

Setup and Prepare for Scheduling	Collect Course Requests	Refine Schedule Setup	Build Schedule	Load Schedule	Finalize Schedule

Help Links:
[Additional information](#)

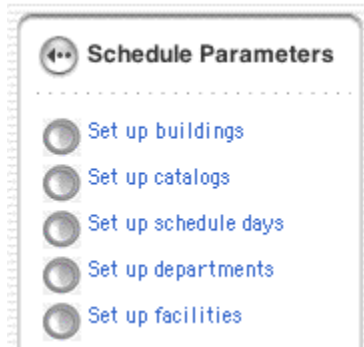


If you needed additional information, you can select any of the Help Links, which will take you to the respective PowerSchool Help topic.



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.



Note: Currently, the icons do not appear “filled-in” if using Internet Explorer for Mac.

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.

