



SETTING UP & USING ALERTS

Purpose: Administration - This document will review the setup and use of several different types of Alerts that are present in PowerSchool. We make some suggestions as to how to set these Alerts up, how to use Search to locate students that have these alerts set and some potential uses after you have located the students.

In general, while we will talk about two types of Alerts. Medical and General will be featured in this article, however the same concepts apply to other alerts as well.

We would strongly encourage Districts to adopt a set of Common Phrases, Words, to describe Various Alert situations! By utilizing these Common Phrases, you will be able to conduct searches, consistently at each Building in the District as well as from the District Office for an overall perspective. Allowing each Building to do their own thing, will severely limit their potential uses!

Alerts can be seen by those logging in as Administrators, Teachers, and Substitutes. Alerts cannot be seen by parents or students.

Alerts are not for Private or sensitive information.

Medical Alerts



**(Keep in mind these are alerts that many people can see
& they should be kept brief)**

Some Common phrases, words you may choose to use:

- Allergic to Peanuts
- Allergic to Latex
- Asthma
- Diabetic

The above are simply examples – your list can certainly vary from that, and will most likely have more entries.

ENTERING A MEDICAL ALERT ON A STUDENT

You may enter a Medical Alert for an Individual Student or if several students require the same entry – you can do them all at once through Group Functions.

First – Entering a Medical Alert for ONE student at a time

1. From the Start Page – locate and call up a student's record
2. Click on the **EMERGENCY/MEDICAL** link on the left menu

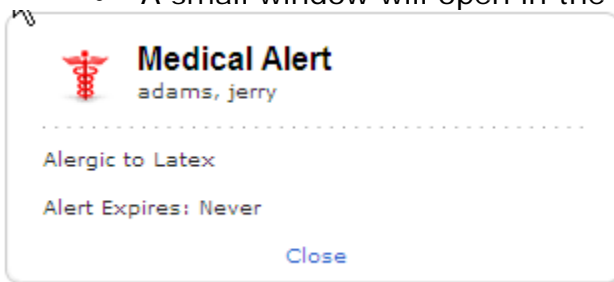


3. About half way down the page – you will see a Medical Alert Text box- **enter the alert phrase or word you wish to enter**
4. Enter **an expiration date**. If the Alert does not expire – simply leave 0/0/0 as the expiration date.
5. Click **Submit** in the lower right part of the screen.

Once the alert is entered – you should see a Red Medical symbol at the top of each Student Screen. Those Teachers that have the student in class will see the Medical symbol as well.

To View the Medical Alert for a student:

- Click on the Red Medical symbol at the top
- A small window will open in the upper left – displaying the text that was entered



- Click Close to close the Medical Alert Window.

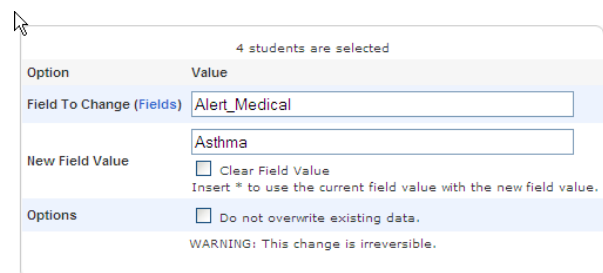
Second – Entering the Same Medical Alert Text for a Group of Selected Students

In this scenario, you have several students that all require the same Medical Alert be entered in for them. Rather than do this one student at a time, it is much quicker to do this through Group Functions. Here are the steps:

1. From the School Start Page – Select **ALL** – to select all of the students
2. From **Group Function** Menu – below the list of students – select the Group Function – **Select Students by Hand**
3. Click on the first name you want to select, then holding the Control Key down, select any other students you want to be included.
4. Once students have been selected – click on the **Functions** button at the bottom of the list.
5. Select Group Function – **Student Field Value**

You should receive a screen like this:

6. The field we wish to change is Alert_Medical
7. In this example, the medical phrase or word we are putting in the record is Asthma (it could be anything else)
8. Click **Submit**





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9. You will receive a Verification screen – YOU MUST hit **Submit** again for the Change to take place

How Do I Search for Students with a Specific Medical Alert

Here is where it is critical that people have entered them consistently.

Example: For this example, we will search for students with asthma

From the School Start Page:

1. Enter the following search command: Alert_Medical contains Asthma
2. This should find those students that have asthma entered in the Medical Alert

Again, the phrase or word used in conjunction with the Contains Search command makes this an easy tool to use. Simply substitute the word or phrase for the Medical Alert you are trying to capture.

NOTE: To search for ALL NON-BLANK Medical Alerts – use this command

Alert_Medical#. This would provide you with a list of all students that have some sort of medical alert.

Once I have located the Students I want- what are my options?

Once you have located the students you want – you have the full range of Group Functions available to you. These include:

- Printing Mail Labels
- List Students
- Quick Export
- Export Using A Template
- Attendance Change
- Student Field Value

While it takes some coordination and effort to put this information in, we believe you will find it very beneficial from both a teacher notification stand point as well as using the Group Functions to generate special mailings, etc.

You can remove the Medical Alert by simply removing the Text that you entered originally.



General Alert

You can setup the alerts as described above for a General Alert by using the same steps to find students, change one student or change multiple students at a time.

To enter a General Alert for one student

1. From the Student's Record – Click the Other Information link on the left
2. Enter the Other Alert Text in the box- click Submit



To enter a General Alert for multiple students – follow the Search and Select instructions listed above – then Group Function – Student Field Value

- The field you wish to change is Alert_Other





Some examples of General Alerts you may want to consider using:

- No Photo
- 504
- IEP
- Student cell phone number
- Family Relationships ie. Mother is actually Step Mother

The same type of Search capability exists for this field as the Medical Alert.

The General Alert Field name is Alert_Other and when an entry is present, it posts a yellow yield sign with an Exclamation Mark at the top of the Student Screens.

All Alert Types, Student Field, Where to Find, Uses

Alert Type	Student Field	Where to Find from Student Page	Uses
 Medical Alert	Alert_Medical	Emergency/Medical>Medical Alert Text	Medical information all users should be aware of
 General Alert	Alert_Other	Other Information>Other Alert Text	Use for information that all school users should see but there is no other place for it. Good use would be for Parent relationship i.e. Foster mother; Step Father
 Guardian Alert	Alert_Guardian	Parents/Guardian>Guardian Alert Text	Use to alert teachers and staff of special circumstances surrounding guardians i.e. "Father not to pick up student after school"
 Discipline Alert	Alert_Discipline	Log Entries>Edit Discipline Alert	A place for special information related to discipline that you want all to know about.

