



Initial Product Training (IPT) Agenda

Suggested Attendees for IPT (These sessions Not intended for teachers)

- Office Staff who will be using PS first to enter student information enrollments, schedule students, and track demographic information
- District PowerSchool Administrator
- Technical Support Staff
- School and District Administrators (Separate training will be offered for an administrative overview for those administrators who want only basic product overview information)
- Counselors, Guidance Staff

Sessions 1/ Day 1 (½ day session)

Introduction to PowerSchool

Session 1 Objectives

In this session, users learn to access all parts of PowerSchool Student Information System (SIS). They also learn to navigate PowerSchool, and be able to use different methods to search for students, and then work with individual students.

Agenda

Data Base Basics

Introduction to PowerSchool

- Administrators
- Introduction to Student Pages
- Teachers
- Substitutes
- Parents and Students

Using the PowerSchool Start Page

- Navigation Bar
- Main Menu

Searching for Students

- Browse Students
- Last Name or Student Number
- Search Commands
- Multiple Searches
- Inactive Students
- Stored Searchers

Working with Individual Students

- Information
- Academics
- Administration
- Enrollment
- Scheduling
- Parent/Guardian
- Mass Assigning Homerooms
- Setting Homeroom Class Sections



Session 2/Day 2 (½ day session)

Working with Groups of Students

Objectives

In this session, users learn how to search for, select, and perform functions for groups of students. They also learn the how to enroll, withdraw, and transfer students into and out of school and maintain student schedules.

Agenda

Searching for Groups of Students

- Browse Students
- Search Commands
- Use Search Codes
- Teacher Schedules
- Select Students by Hand
- Use Stored Selections

Using Group Functions

- List Students
- Enrollment Summary
- Attendance Change
- Daily Attendance Change
- Fee Functions
- Student Field Value
- Counselor's Screen
- Mass Enroll
- Print Reports and Mailing Labels
- Quick Export
- ID/Password Assignment
- Searching for Students by Attendance, Grades, and GPA
- Searching Log Entries

Enrolling and Withdrawing Students

- Enrolling Students
- Transferring Students Out
- Reenrolling a Student
- Transferring a Student to Another School in the District

Maintaining Student Schedules

- Dropping Courses
- Adding Courses
- Manually Scheduling Students

Other

- Adding Staff
 - Substitute Teachers
 - Special Programs
 - Activities
 - School Calendar
-



Session 3/Day 3 (½ day session)

Attendance Processing & PowerSchool Reports Teacher – Parent/Student Logins

Objectives

In this session, users learn how to manage student attendance, access student attendance reports, run PowerSchool reports, and access information about state reporting. They also learn how to create custom form letters and mailing labels, and how to add items to the daily bulletin.

Agenda

Managing Student Attendance

- Processing Student Attendance
- Attendance Management Reports

Using PowerSchool Reports

- Attendance Item
- Grades and Grade books
- Membership and Enrollment
- Statistics

Using State Reports

Creating Mailing Labels

Using the Daily Bulletin

- Creating a New Bulletin Item
- Editing or Deleting an Existing Bulletin
- Viewing the Daily Bulletin

Other

- Logs

Parent Log in

Sub Log in

Teacher Portal

Teacher PowerTeacher Gradebook
