

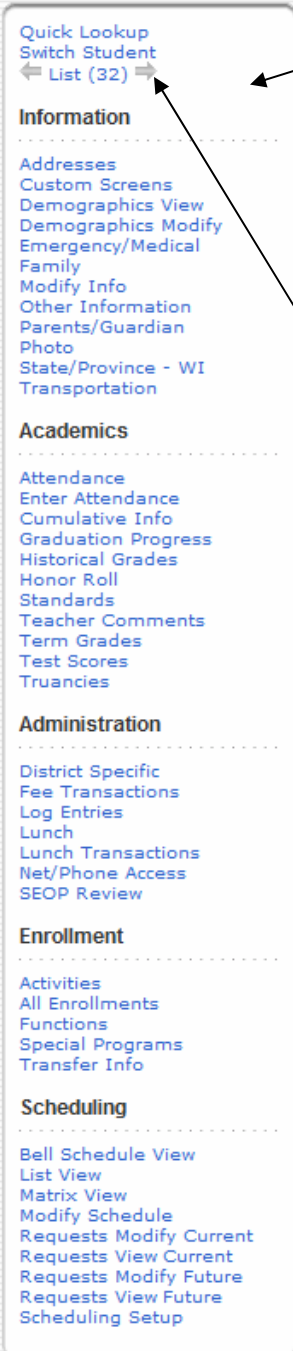


Navigating Student Information Screens

Purpose: *Administrators* – this document is intended to familiarize you with the different screens you will be able to bring up when you access student information in PowerSchool.

PowerSchool

Click the green PowerSchool Title to return to the Start Page at any time in PowerSchool.



When you select an individual student, or list of all the student pages available appears in the **Main Menu** in the left column.

Use the student pages to view or enter demographic, parent/guardian, and emergency/medical information. You can also perform a function for a student, such as updating attendance, printing reports, or transferring the student out of school.

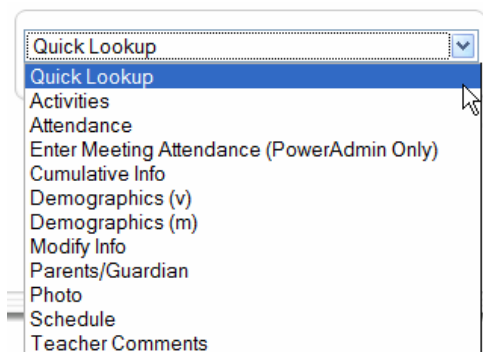
Use the top three options to quickly see student information, switch to a different student or return to your list all of the selected students.

Default Student Page:

After you search for a student and click on the student's name a default student page will come up. **That default page is set by every user.** To set that default page:

1. Click on **Personalize** under Setup on the Main Menu
2. Click on **Initial Student Screen**
3. Choose a default screen from the dropdown list
4. Click **Submit**

You will now be defaulted to that page the first time you go to a student page. IF you are in a student page and select another view, like Quick Lookup, any new students you go to will appear in that last view you went to. The only way to get back to the default view is to select it for one student, or log off then log back on.






Each user will need to determine what student page they use the most and set that to their default. For instance, an attendance secretary might select want the Enter Attendance screen to be their default where the counselor might want the Quick Lookup to be their default.

Page Information

On most student pages you will see some basic student information like this:

Alerts

Additionally, several student pages provide alert features. Use alerts to create and maintain sensitive information for each student. There are four types of alerts: medical, disciplinary, guardian, and general. Enter alert information in the Emergency/Medical, Log Entries, Parent/Guardian, and Other Information student pages, respectively. If a student's record contains an alert, an alert icon appears at the top of each of his or her student pages. Alert details are available to all users by clicking the alert icon on any student page.

- 
Medical Alert
- 
Guardian Alert
- 
Discipline Alert
- 
Balance Alert
- 
Other Information

Clicking on anyone of these alerts brings up a window explaining the alert with special information you may need to know.



Quick Lookup Screen

This screen displays the page that includes commonly used information, such as the student's schedule, teachers, current grades, and attendance record.

Click a **teacher's name** to send that teacher an email message.

Click the **final percent scores** to display grades and other pertinent information about every assignment that makes up that grade.

Click any **absences or tardies** to display details on the "Dates of Attendance" page; lower-case attendance codes indicate that the teacher took attendance, while upper-case attendance codes indicate that an attendance clerk or office staff member took attendance. The attendance totals that appear at the bottom of the page can be used for reports.

Attendance By Class																
Exp	Last Week				This Week				Course	Q1	Q2	S1	Absences		Tardies	
	M	T	W	H	F	M	T	W					H	F	S2	06-07
1(A)	Technical English Grogan, Lynn N	A-90	B-80	B-85	2	5	0	0
2(A)	Speech Lura, Colleen R	B-80	B-80	B-80	2	9	0	0
3(A)	Health 12 Maxedon, Kerry				0	0	0	0
4(A-B)	Environmental Science Garcia, Jerry M				0	0	0	0
1(B)	Studio Pottery Derringer, Malcom B				0	0	0	0
2(B)	Geography Smith, Paul R	B-85	A-100	A-93	0	0	0	0
3(B)	Swimming Pool Director, TBH				0	0	0	0
Attendance Totals												4	14	0	0	

Current Simple GPA (S1): 3.25

Show dropped classes also



Note: Days that appear grayed-out indicate that school is not in session and/or the student is not enrolled on that date.

Special Pages

There are several pages and sections in PowerSchool that are less obvious than others that should be brought to your attention

PowerSchool

Quick Lookup
Switch Student
← List (32) →

Information

Addresses
Custom Screens
Demographics View
Demographics Modify
Emergency/Medical
Family
Modify Info
Other Information
Parents/Guardian
Photo
State/Province - WI
Transportation

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Progress
Historical Grades
Honor Roll
Standards
Teacher Comments
Term Grades
Test Scores
Truancies

Administration

District Specific
Fee Transactions
Log Entries
Lunch
Lunch Transactions
Net/Phone Access
SEOP Review

Enrollment

Activities
All Enrollments
Functions
Special Programs
Transfer Info

Scheduling

Bell Schedule View
List View
Matrix View
Modify Schedule
Requests Modify Current
Requests View Current
Requests Modify Future
Requests View Future
Scheduling Setup

The **Information** section includes basic student and parent demographic information, as well as state reporting information and school transportation info.

Custom Screens

These are customized screens that have been added to your site. This list will change periodically and will most likely become quite useful.

Quick way to enter a single student's attendance

Cumulative GPA Information

Cumulative Info.	Value
Cumulative GPA (Weighted)	3.47
Cumulative GPA (Simple)	3.44
Cumulative % GPA (Weighted)	122.45
Cumulative % GPA (Simple)	123.56
Cumulative Class Rank	8 of 109
Cumulative Credit Hours	7.75
GPA for Current Term	4.00
Projected Cumulative Weighted GPA	3.54

Log Entries like Discipline are entered here

Functions

Print Reports For This Student
Transfer Out Of School
Re-Enroll In School
Transfer To Another School
Enroll In A Class At Another School
Create New School Enrollment
On-Screen Transaction Report
Recalculate Lunch Balance



How to Hide the Main Menu

Occasionally you may not want the main menu to appear on a screen so you can print the screen without the left column. Or, you might not want the main menu on every PowerSchool page 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. The Personalize - [User Name] page appears.

Personalize - Allphin, Timothy

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.

2. Click Interface. The Personalize - Interface page appears.

Personalize - Interface

Hide left navigation menu	<input checked="" type="checkbox"/>
Enable task navigator	<input type="checkbox"/>

3. Select the "Hide left navigation menu" checkbox.
4. Click Submit. The Changes Recorded page appears.