

2018

PowerSchool for Beginners

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Cantey Technology

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Introduction

The purpose of this manual is to help new PowerSchool Admins and PowerSchool Data Entry Clerks to operate and perform daily task in PowerSchool. PowerSchool is the Student Information System (SIS) that is used throughout the state of South Carolina PowerSchool and the only source used by the South Carolina Department of Education (SCDE) for student data collection.

Objectives

This manual will guide users on how to log into PowerSchool and perform basic or advanced student search. Also, users will learn how to navigate the start page, student page and other pages within PowerSchool. Some other basic functions that will be discussed in this manual are customize preferences, changing password and printing of reports.

PowerSchool URLs

[https://\[district domain name\]/admin/pw.html](https://[district domain name]/admin/pw.html)

Staff will log into this portal and perform any task pertaining to their position permissions.

[https://\[district domain name\]/teachers/pw.html](https://[district domain name]/teachers/pw.html)

Teacher will log into PowerTeacher / PowerTeacher Pro to enter in daily attendance, enter grades in the gradebook, etc.

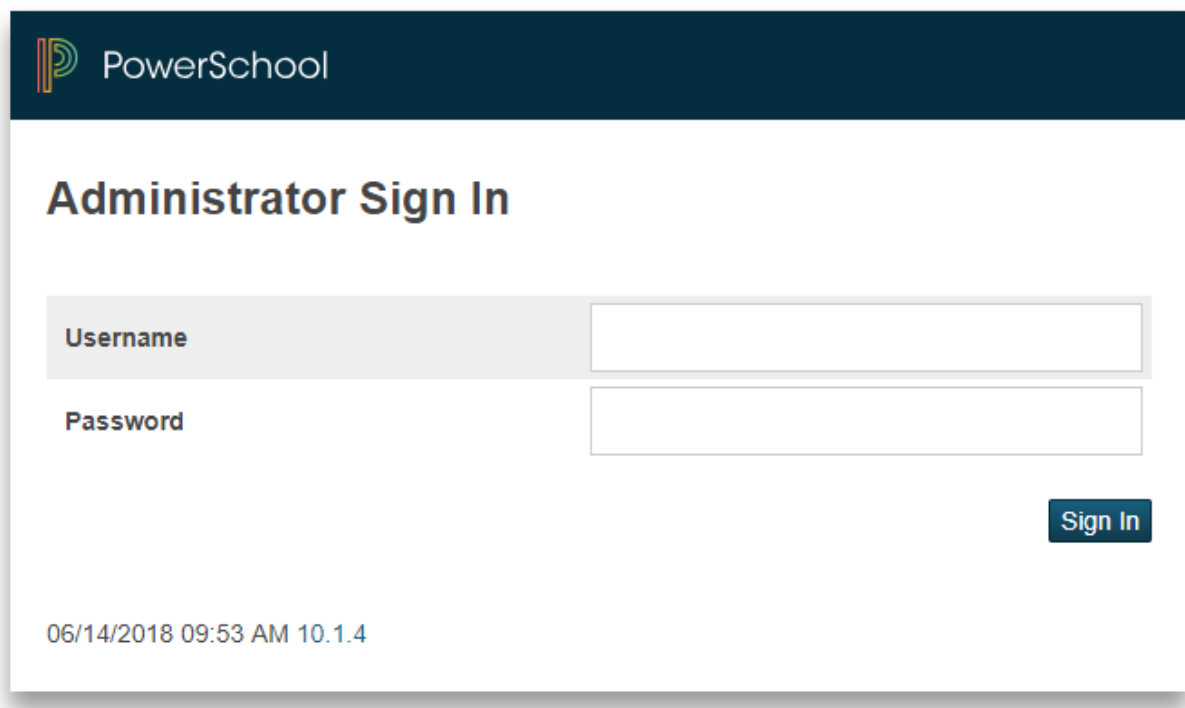
[https://\[district domain name\]/public/](https://[district domain name]/public/)

Parents or students can log into this public site and view grades, assignments, attendance, and school information.

Logging into PowerSchool

Before you can log into any of the PowerSchool portals, you must have a username and password created. Follow district policy to have a username and password created. Do not share password.

1. Open supported browser.
2. Enter the districts URL in the address box of the browser, then click enter on your keyboard.
3. PowerSchool login page will appear.

The image shows the PowerSchool Administrator Sign In page. At the top is a dark blue header with the PowerSchool logo and name. Below the header, the title "Administrator Sign In" is displayed in a large, bold, dark font. Underneath the title are two input fields: "Username" and "Password". To the right of the "Password" field is a dark blue "Sign In" button. At the bottom left of the page, the date and time "06/14/2018 09:53 AM" and the version number "10.1.4" are displayed in a small, light blue font.

4. Enter username and password. Note: A district can enable LDAP settings. If the district has enabled LDAP, use those login credentials.
5. The date, time and PowerSchool version number display at the bottom of login box.
6. Click the version number and a pop-up will appear. The pop-up displays:
 - **Version:** PowerSchool version number
 - **State/Provincial:** Current State Reporting version
 - **PowerTeacher Gradebook:** PowerTeacher version
 - **Machine Uptime:** Local device uptime
 - **PS Server Uptime**

- **LDAP:** “Enabled” or “Disabled”

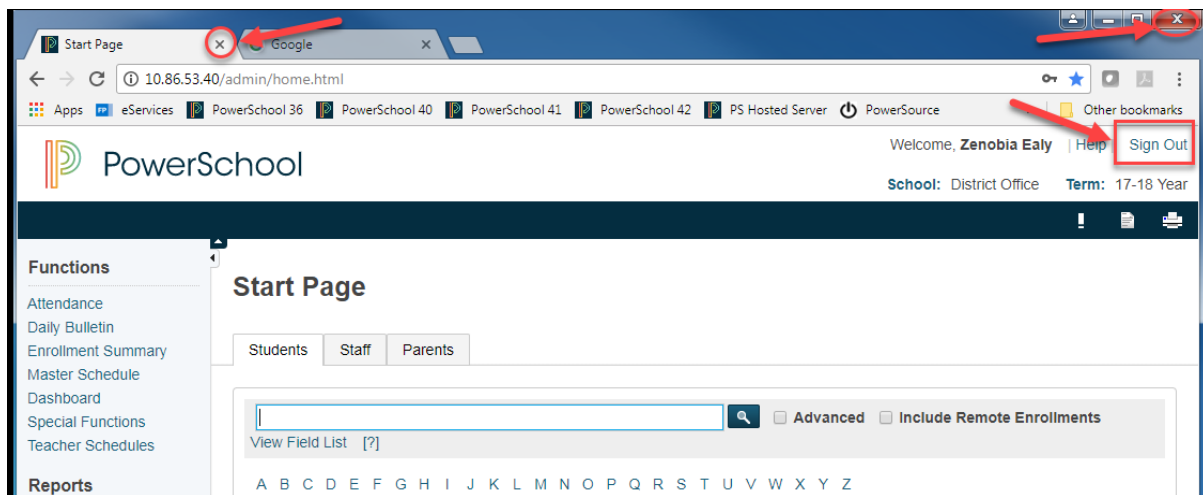
Note: Some login pages will have an option to “Select Language”. This option must be enabled by your district PS Administrator. When a language is selected it will translate the system into that language.

Note: There is no reset password link. If you forget your password or for some reason cannot log into PowerSchool follow your district procedures or contact your district PS Administrator. Districts will designate personnel that can reset passwords or provide user login information.

Sign Out of PowerSchool

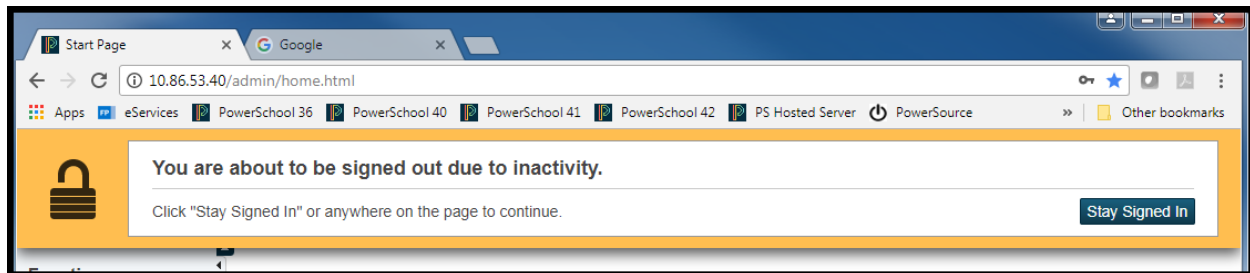
When you have completed your task or must step away from the computer always sign out of the PowerSchool application.

- “Sign Out” link is in the upper right-hand corner of page.
- Close/Exit out of browser tab or the browser itself.

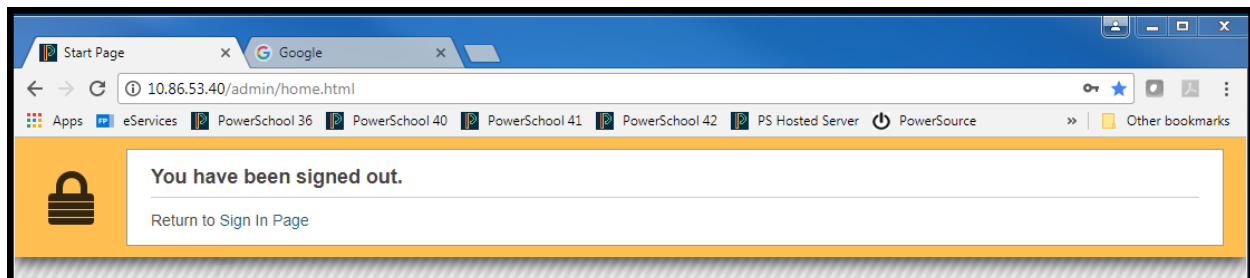


Session Time Out

Districts can enable PowerSchool to time out if a session has been idle for a set number of minutes. Before PowerSchool times out a message prompt will display a “Stay Signed In” button. User can click the button to stay logged into PowerSchool or they can let the time expire and PowerSchool will sign out.



If PowerSchool times out a message will display with a “Sign In Page” link. To log back into PowerSchool just click on the “Sign In Page” link and enter login information (username & password) again.



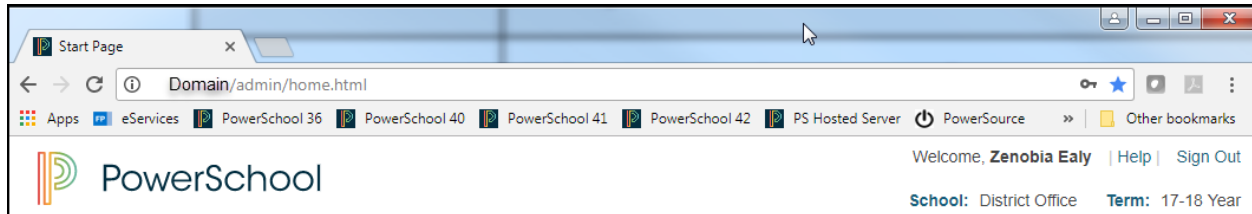
Start Page

PowerSchool start page is separated into several sections, which we will be discussing in this section of the manual.

Header Section

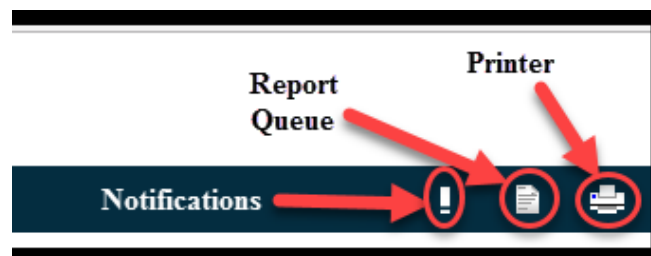
- **PowerSchool** (upper left corner of page): If visible click and no matter what page the user is on at that time they will return to the start page.
- **Welcome**, (user name displays): The first and last name of this user account will display. Note: If the name that is displaying is not your name, contact either the district or school PS Admin.
- **Help**: Click to access PowerSchool online help.
- **Sign Out**: Click to sign out of PowerSchool. This is recommended once a task has been completed or every time you walk away from your computer.

- **School:** The name of your default school (or district) appears. If you have access to more than one school in your district, you can click the drop-down to choose another school. Note: Before starting a task in PowerSchool verify that the correct school/district is selected and displaying.
- **Term:** By default, the term appears when the server date falls within a scheduling term designated at the district level. Note: If the server date does not fall within a scheduling term, the term defaults to the Default Term When Between School Years setting.



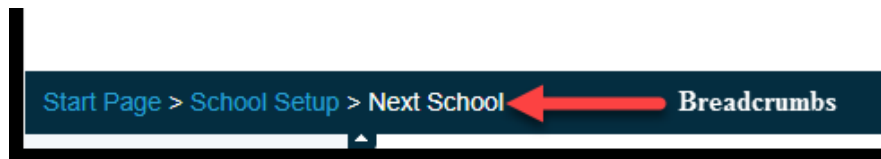
Navigation Bar

- Exclamation icon:** If the selected school has any notifications for the user requiring attention, the number of notifications appears next to the exclamation icon. Click the exclamation icon to display message on the Notification pop-up. By default, if there are no notifications and you click the exclamation icon it will display the last sign in date and time.
- Paper with Lines icon:** This icon will take you directly to the report queue. The report queue will list reports that have been ran under the user account. The report queue will list all reports, including pending, running, completed, and canceled reports. If any of the reports are currently running, the piece of paper button displays animated writing.
- Printer icon:** Clicking this icon allows for a printer-friendly version of the page to be printed.



Note: As you navigate through the application, the breadcrumbs will appear at the top of a page in the Navigation Bar, which provide “breadcrumb” links back to each previous

page. Click any of the breadcrumb links to access a page that was previously navigated too.



Left Menu Bar

The vertical left side menu bar is divided into five functional areas:

1. Functions
2. Reports
3. People
4. Setup
5. Applications

Function

- **Attendance:** Run a variety of attendance functions and reports. Note: Functions and reports vary between district office or school.

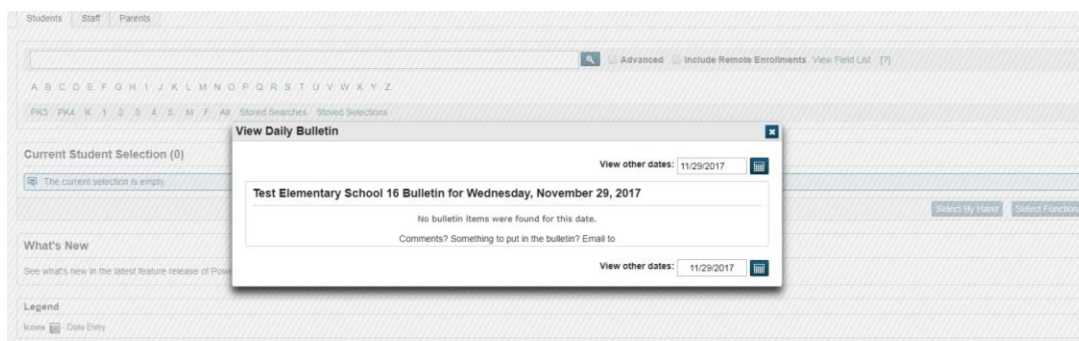
Attendance	
Function	Description
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.

Reports and functions displayed at district office.

Attendance	
Reports Daily Meeting Consecutive Absences	
Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.

Reports and functions displayed at school.

- **Daily Bulletin:** The daily bulletin is used to provide information to parents, students, teachers and staff about general school or district information; which could include report card distribution, general assembly, sporting events, fundraising activities, parent nights, etc.



- **Enrollment Summary:** A report that gives a daily breakdown of active students by grade level and gender.

Enrollment Summary: Scheduling/Reporting Ethnicity as of 11/29/2017 (A)

Test Elementary School 16

<div> View: Scheduling/Reporting Ethnicity Students: All Active Enrollments Current Selection Date: 11/29/2017 </div>									
Grade Level	Total in Grade	Asian	Black or African American	Hispanic/Latino	American Indian or Alaska Native	Two or More Races	Native Hawaiian or Other Pacific Islander	White	Unclassified
-2	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0
-1	40 25 / 15	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	2 1 / 1	0 0 / 0	37 23 / 14	0 0 / 0
0	99 46 / 53	0 0 / 0	2 0 / 2	3 2 / 1	0 0 / 0	8 3 / 5	0 0 / 0	86 41 / 45	0 0 / 0
1	91 62 / 29	0 0 / 0	0 0 / 0	5 3 / 2	0 0 / 0	3 2 / 1	0 0 / 0	83 57 / 26	0 0 / 0
2	81 39 / 42	0 0 / 0	1 0 / 1	3 2 / 1	0 0 / 0	2 0 / 2	0 0 / 0	75 37 / 38	0 0 / 0
3	100 53 / 47	0 0 / 0	2 2 / 0	4 2 / 2	0 0 / 0	2 0 / 2	0 0 / 0	92 49 / 43	0 0 / 0
4	117 57 / 60	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	4 1 / 3	0 0 / 0	112 55 / 57	0 0 / 0
5	116 59 / 57	0 0 / 0	2 1 / 1	3 2 / 1	0 0 / 0	3 2 / 1	0 0 / 0	108 54 / 54	0 0 / 0
Total	645 341 / 304	0 0 / 0	7 3 / 4	20 13 / 7	0 0 / 0	24 9 / 15	0 0 / 0	594 316 / 278	0 0 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend
Icons - Date Entry

Scheduling/Reporting Ethnicity

Enrollment Summary: Federal Ethnicity and Race Report as of 11/29/2017 (A)

Test Elementary School 16

View:

Federal Ethnicity and Race

Students:

All Active Enrollments

Current Selection

Date:

11/29/2017

Grade Level	Total in Grade	Asian	Black or African American	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	1 0 / 1
-1	40 25 / 15	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	38 24 / 14	1 1 / 0	1 0 / 1	0 0 / 0
0	99 46 / 53	0 0 / 0	2 0 / 2	0 0 / 0	0 0 / 0	89 43 / 46	3 2 / 1	5 1 / 4	0 0 / 0
1	91 62 / 29	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	82 56 / 26	6 4 / 2	3 2 / 1	0 0 / 0
2	81 39 / 42	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	75 37 / 38	3 2 / 1	2 0 / 2	0 0 / 0
3	100 53 / 47	0 0 / 0	2 2 / 0	0 0 / 0	0 0 / 0	91 48 / 43	4 2 / 2	3 1 / 2	0 0 / 0
4	117 57 / 60	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	112 55 / 57	1 1 / 0	4 1 / 3	0 0 / 0
5	116 59 / 57	0 0 / 0	2 1 / 1	0 0 / 0	0 0 / 0	108 54 / 54	3 2 / 1	3 2 / 1	0 0 / 0
Total	645 341 / 304	0 0 / 0	7 3 / 4	0 0 / 0	0 0 / 0	595 317 / 278	21 14 / 7	21 7 / 14	1 0 / 1

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

Legend

Icons - Date Entry

Federal Ethnicity and Race

- Master Schedule:** This page displays all the teacher sections in either a Matrix View or List View. The matrix view provides links to the course/section to view the setup and to the class enrollment to view students. The list view lists pertinent course/section information with no links. Note: The first time you access the master schedule, you must set your master schedule preferences.

Daniel, Sharene Nawaf (572820368)	M	2nd Homeroom 08060200.2 22/30 Room 3 1(M-F) Term: 16-17	2nd ELA 10012000.2 22/30 Room 34 3(M-F) Term: 16-17	2nd Handwriting 10992100.2 22/30 Room 25 4(M-F) Term: 16-17	2nd Social Studies 13012000.2 22/30 Room 99 6(M-F) Term: 16-17	2nd Math 11102000.2 22/30 Room 59 7(M-F) Term: 16-17	2nd Science 12012000.2 22/30 Room 37 9(M-F) Term: 16-17	
	T	2nd Homeroom 08060200.2 22/30 Room 3 1(M-F) Term: 16-17	2nd ELA 10012000.2 22/30 Room 34 3(M-F) Term: 16-17	2nd Handwriting 10992100.2 22/30 Room 25 4(M-F) Term: 16-17	2nd Social Studies 13012000.2 22/30 Room 99 6(M-F) Term: 16-17	2nd Math 11102000.2 22/30 Room 59 7(M-F) Term: 16-17	2nd Science 12012000.2 22/30 Room 37 9(M-F) Term: 16-17	
	W	2nd Homeroom 08060200.2 22/30 Room 3 1(M-F) Term: 16-17	2nd ELA 10012000.2 22/30 Room 34 3(M-F) Term: 16-17	2nd Handwriting 10992100.2 22/30 Room 25 4(M-F) Term: 16-17	2nd Social Studies 13012000.2 22/30 Room 99 6(M-F) Term: 16-17	2nd Math 11102000.2 22/30 Room 59 7(M-F) Term: 16-17	2nd Science 12012000.2 22/30 Room 37 9(M-F) Term: 16-17	
	R	2nd Homeroom 08060200.2 22/30 Room 3 1(M-F) Term: 16-17	2nd ELA 10012000.2 22/30 Room 34 3(M-F) Term: 16-17	2nd Handwriting 10992100.2 22/30 Room 25 4(M-F) Term: 16-17	2nd Social Studies 13012000.2 22/30 Room 99 6(M-F) Term: 16-17	2nd Math 11102000.2 22/30 Room 59 7(M-F) Term: 16-17	2nd Science 12012000.2 22/30 Room 37 9(M-F) Term: 16-17	
	F	2nd Homeroom 08060200.2 22/30 Room 3 1(M-F) Term: 16-17	2nd ELA 10012000.2 22/30 Room 34 3(M-F) Term: 16-17	2nd Handwriting 10992100.2 22/30 Room 25 4(M-F) Term: 16-17	2nd Social Studies 13012000.2 22/30 Room 99 6(M-F) Term: 16-17	2nd Math 11102000.2 22/30 Room 59 7(M-F) Term: 16-17	2nd Science 12012000.2 22/30 Room 37 9(M-F) Term: 16-17	
De Rechter, Sharyn Orlee (572820113)	M	5th Homeroom 08060500.4 23/30 Room 68 1(M-F) Term: 16-17	5th ELA 10015000.4 23/30 Room 27 5(M-F) Term: 16-17			5th Social Studies 13015000.2 22/30 Room 85 9(M-F) Term: 16-17	5th ELA 10015000.2 22/30 Room 89 10(M-F) Term: 16-17	5th Social Studies 13015000.4 23/30 Room 23 11(M-F) Term: 16-17
	T	5th Homeroom 08060500.4 23/30 Room 68 1(M-F) Term: 16-17	5th ELA 10015000.4 23/30 Room 27 5(M-F) Term: 16-17			5th Social Studies 13015000.2 22/30 Room 85 9(M-F) Term: 16-17	5th ELA 10015000.2 22/30 Room 89 10(M-F) Term: 16-17	5th Social Studies 13015000.4 23/30 Room 23 11(M-F) Term: 16-17
	W	5th Homeroom 08060500.4 23/30 Room 68 1(M-F) Term: 16-17	5th ELA 10015000.4 23/30 Room 27 5(M-F) Term: 16-17			5th Social Studies 13015000.2 22/30 Room 85 9(M-F) Term: 16-17	5th ELA 10015000.2 22/30 Room 89 10(M-F) Term: 16-17	5th Social Studies 13015000.4 23/30 Room 23 11(M-F) Term: 16-17
	R	5th Homeroom 08060500.4 23/30 Room 68 1(M-F) Term: 16-17	5th ELA 10015000.4 23/30 Room 27 5(M-F) Term: 16-17			5th Social Studies 13015000.2 22/30 Room 85 9(M-F) Term: 16-17	5th ELA 10015000.2 22/30 Room 89 10(M-F) Term: 16-17	5th Social Studies 13015000.4 23/30 Room 23 11(M-F) Term: 16-17

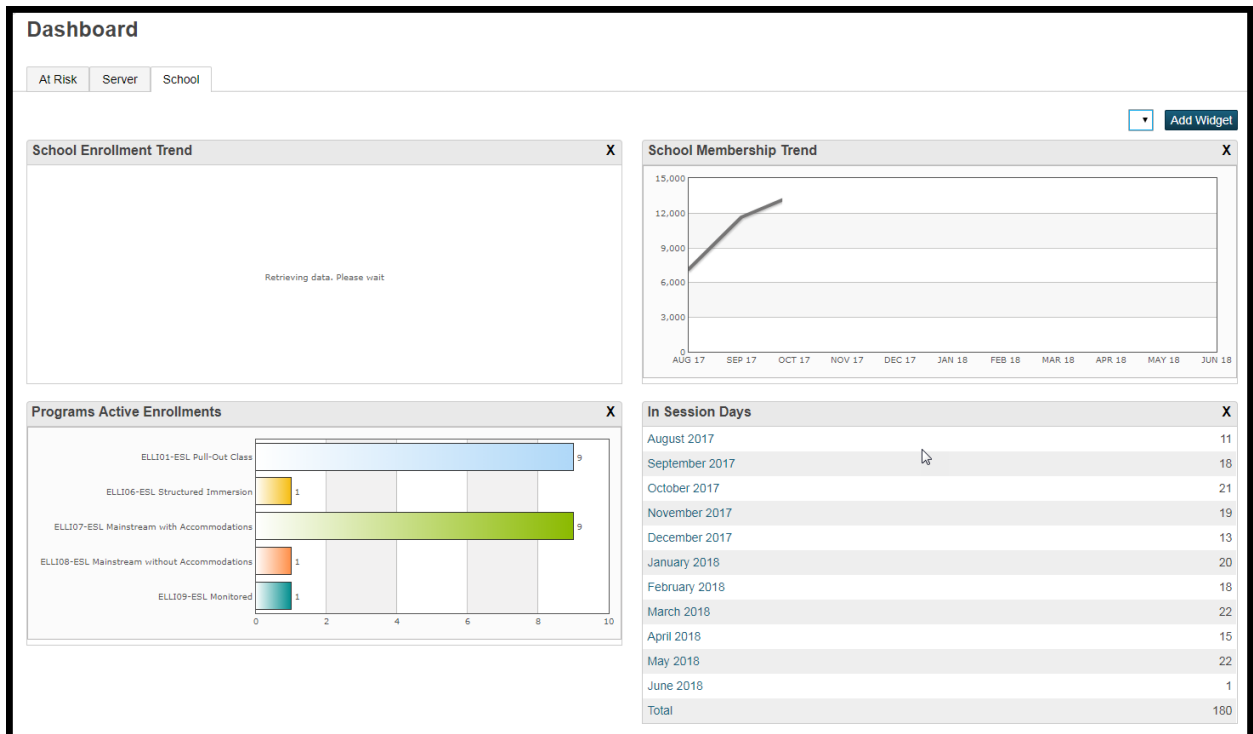
Matrix View

Master Schedule List By Course								
Number.Section	Course Name	Expression	Term	Teacher Name	Teacher Dept.	Room	Students	Max Seats
15011000.1	1st Art	9(C)	16-17	Visick, Ausia Blaise		67	18	30
15011000.2	1st Art	9(B)	16-17	Visick, Ausia Blaise		80	17	30
15011000.3	1st Art	9(D)	16-17	Visick, Ausia Blaise		77	17	60
15011000.4	1st Art	9(A)	16-17	Visick, Ausia Blaise		71	17	30
15011000.5	1st Art	9(E)	16-17	Visick, Ausia Blaise		46	16	30
17011000.1	1st Computer Lab	9(D)	16-17	Wilshire, Emani Daneille		11	18	30
17011000.2	1st Computer Lab	9(C)	16-17	Wilshire, Emani Daneille		54	17	30
17011000.3	1st Computer Lab	9(E)	16-17	Wilshire, Emani Daneille		79	17	60
17011000.4	1st Computer Lab	9(B)	16-17	Wilshire, Emani Daneille		42	17	30
17011000.5	1st Computer Lab	9(A)	16-17	Wilshire, Emani Daneille		5	16	30
10011000.1	1st ELA	3(A-E)	16-17	Chat, Avienne Shrita		42	18	30
10011000.2	1st ELA	3(A-E)	16-17	Hassent, Jeanita Arquilla		77	17	30
10011000.3	1st ELA	3(A-E)	16-17	Itzkovitch, Josen Bryana		18	17	30
10011000.4	1st ELA	3(A-E)	16-17	Blasoni, Matin Sylvain		50	17	30
10011000.5	1st ELA	3(A-E)	16-17	Debling, Raeniyah Evin		47	16	30
10991100.1	1st Handwriting	4(A-E)	16-17	Chat, Avienne Shrita		65	18	30
10991100.2	1st Handwriting	4(A-E)	16-17	Hassent, Jeanita Arquilla		28	17	30
10991100.3	1st Handwriting	4(A-E)	16-17	Itzkovitch, Josen Bryana		100	17	30
10991100.4	1st Handwriting	4(A-E)	16-17	Blasoni, Matin Sylvain		49	17	30
10991100.5	1st Handwriting	4(A-E)	16-17	Debling, Raeniyah Evin		85	16	30
08060100.1	1st Homeroom	1(A-E)	16-17	Chat, Avienne Shrita		97	18	30
08060100.2	1st Homeroom	1(A-E)	16-17	Hassent, Jeanita Arquilla		74	17	30
08060100.3	1st Homeroom	1(A-E)	16-17	Itzkovitch, Josen Bryana		95	17	30
08060100.4	1st Homeroom	1(A-E)	16-17	Blasoni, Matin Sylvain		48	17	30
08060100.5	1st Homeroom	1(A-E)	16-17	Debling, Raeniyah Evin		43	16	30

List View

- Dashboard:** This page provides a brief broad range of data in a graphical and easy to understand format. Users can customize the dashboard to meet there needs by

adding or removing charts and widgets. Note: Depending on your system configurations, two or three tabs may appear on your dashboard.




- **Special Functions:** Special Functions menu allows user to perform a variety of specialized procedures. Not every user will have access to this page, which is determined by security permissions.

Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

- **Teacher Schedules:** A list of teachers that have been enrolled at the school. After selecting a teacher, you can view their current sections for the school year.

Akred, Alyshia Curtia
Ather, Stark Hayne
Barabisch, Kaidince Zailyn
Biggin, Dasiyah Rayelynn
Blasoni, Matin Sylvain
Blastock, Rosemari Dazsha
Brosini, Krystie Ezmariah
Chat, Avienne Shrita
Daniel, Sharene Nawaf
De Rechter, Shany Orlee
Debling, Raeniyah Evin
Doncom, Liseli Samyriah
Gennutt, Desarae Derrek
Hassent, Jeanita Arquilla
Heise, Bemicia Ramelo
Hettwer, Jakeena Iyisha
Itzkovitch, Josen Bryana
Jansey, Alexandira Amith
Kish, Ianah Geriann
Le Breton, Samsam Leyla
Lubomirski, Cyris
Quontavious
McPhelimy, Briant Eliab
McSperron, Kaiicen
Deshondra
Moravek, Kalayla Sequoyah

 **PowerSchool**

Welcome, **Yuga Samarri Mendoza** | [Help](#) | [Sign Out](#)






School: Test Elementary School 1 **Term:** 17-18 Year

[Start Page](#) > **Teacher Schedule - Kish, Ianah Geriann 70**

Teacher Schedule - Kish, Ianah Geriann 70

PowerTeacher Pro

New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(M-F)	16-17	08060500	5th Homeroom	1	71	24	
11(M-F)	16-17	13015000	5th Social Studies	1	11	24	
5(M-F)	16-17	10015000	5th ELA	1	52	24	
6(M-F)	16-17	13015000	5th Social Studies	3	32	23	
7(M-F)	16-17	10015000	5th ELA	3	21	22	






Make all students listed above the current selection

Reports

- **System Reports:** List several preconfigured system reports.

Reports	
System	ReportWorks
State	State Initialization
Engine	Setup
Enterprise Reporting	
Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Weekly Attendance Summary (Meeting)	A weekly attendance summary by section.
Weekly Attendance Summary (Daily)	A weekly attendance summary by Teacher.
Period Att. Verification	Report showing students marked present a specified number of periods.

- **ReportWorks:** List any report created and published in ReportWorks Developer.
Note: To view reports on the ReportWorks tab, when reports are created it must be published at the user school and security group.

Reports	
System	ReportWorks
State	State Initialization
Engine	Setup
Enterprise Reporting	
Schedule	Description
 CK Student Schedule	
Enrollment	Description
 Enrollment Summary By Grade Level	
Incident Management	Description
 Incident Report	Incident Report by School
 Incident Report With Action Data	Report printing Action Data
 List of Incidents and Reporters	List of Incidents and Reporters

People

- **Student Search:** Search for students.
- **Staff Search:** Search for staff (teachers, administrators, etc.).
- **Parent Search:** Search for parents.
- **Enroll New Student:** This is where you would go to enroll a new student in school.
- **New Staff Entry:** This is where you would go to enter a new teacher in school.
- **New Parent Entry:** Create an account for Parent Portal.

Setup

- **District** (District Office level): This is where you would go to set up, add, or edit district information. Information entered here will affect the entire district. Not every user will have access to this page, which is determined by security permissions.
- **School** (School level): This is where you would go to set up and edit school information. Information entered, or setup here will affect the school. Not every user will have access to this page, which is determined by security permissions.
- **System:** The System Administrator menu allows users to perform a variety of setup and system maintenance procedures. Information that is entered or setup here will affect the entire district or/and school. Not every user will have access to this page, which is determined by security permissions.
- **Personalize:** This is where a user can customize PowerSchool to meet their needs and preferences. Also, this is where a user can change their password.

Personalize - Mendoza, Yuga Samarri

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

Applications

- **PowerLunch:** This is a management system in PowerSchool that helps monitor meals sold as well as student account balances and transactions.
- **PowerScheduler:** This is an automated system that will allow districts to set up student schedules for the upcoming school year. Prepare, build, load and commit your master schedule using PowerScheduler.
- **PS Administrator:** PowerSchool Administrator is an application that help users monitor and maintain the PowerSchool system, custom pages and servers. Not every user will have access to this page, which is determined by security permissions. Note: There is a generic username and password that should be disabled and deleted for security purpose immediately.
- **PT Administrator:** PowerTeacher Administrator allows users read only access to teacher's PowerTeacher gradebooks at their assigned schools. Note: PowerTeacher Pro does not use PT Administrator.
- **ReportWorks Developer:** This application in PowerSchool allows for custom ReportWorks reports to be created, developed and published.

Main Page

Search

- **Students** [tab]: Search the database for individual student or group of students.
- **Staff** [tab]: Search the database for individual staff/teachers or group of staff/teachers.
- **Parent** [tab]: Search the database for individual parent or group of parents.
- **Advanced** [check box]: Checking this box will allow a narrower search from the initial search.
- **Include Remote Enrollment** [check box]: Checking this box will include student that are remote enrolled at another school in the district.
- **View Field List**: Displays a list of all the PowerSchool fields that can be used to perform a student search.
- **Browse for Students by:**
 1. First Alphabet of Last Name
 2. Grade Level
 3. Gender
 4. All
- **Stored Searches**: Store frequently used search commands.
- **Stored Selections**: Store group of students or staff that will be frequently used.
- **Current Student Selection**: All those that meet the search criteria will appear in this window.
- **Select By Hand**: After student's appear in the Current Student Selection window; Select by hand will allow you to select or de-select students from the selection.

- **Select Functions:** List group functions.