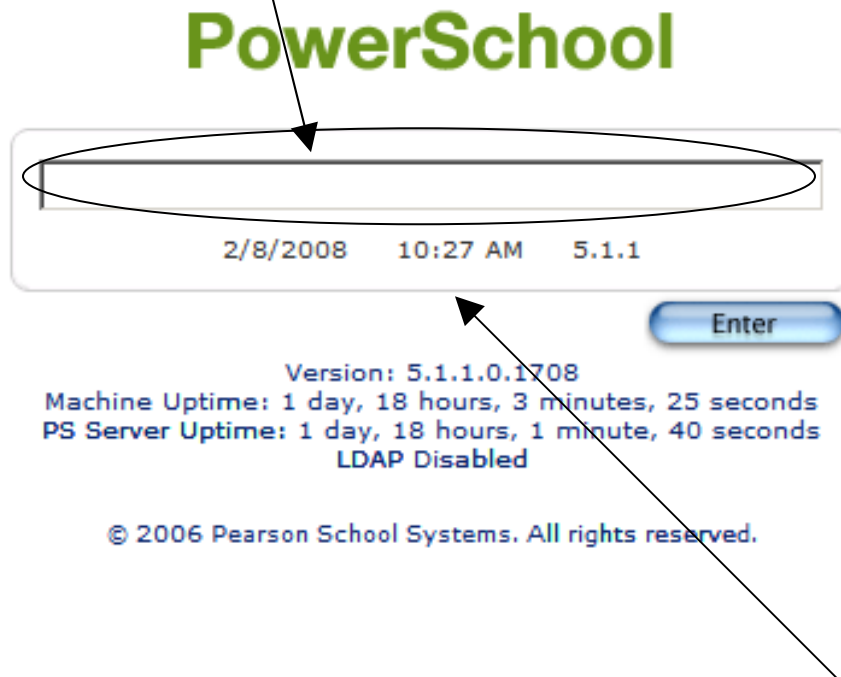




Getting Started with PowerSchool

To log in you need to type in your username followed by a semicolon and then the password, i.e. username;password click Enter

Different districts may use different ways to set this up. We use the user's first initial followed by their last name and then set up passwords for them.



Please note that on the start page you will notice the Date, Time and Version that your district is running.

Once you have logged in you will be at the Start Page: Depending on your role within in your school district, may depend on how much access you will have. Typically you will only have access to the school you are located at, if you are in a district role you may have access to all schools in your system, again this will depend on your role and the administrative rights you have been given.

A couple of things to remember or know about PowerSchool are:

1. Everything in **Blue** is a link to another page. If you ever get “stuck” somewhere, and are not sure how to return you can always click on the **PowerSchool** icon, this will always take you back to the start page.

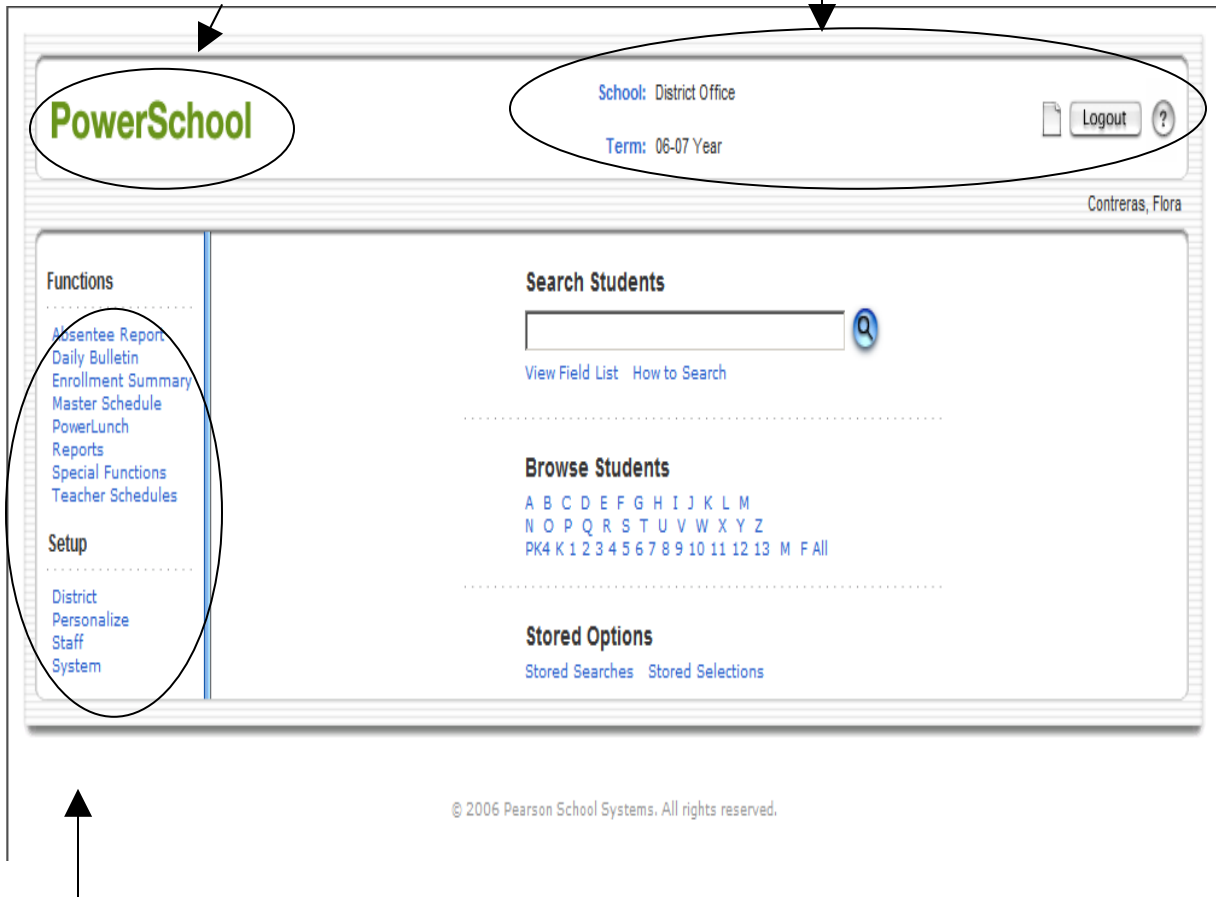


Back to the Basics – Navigating PowerSchool

2. There are two additional icons on each side of the “Logout” button, one looks like a sheet of paper and the other is a question mark, also know as your help button. Both of these are very useful. Whenever you are stuck or unsure what to do next wherever you are in PowerSchool if you click on the question mark, there is a great deal of information on the task you are working on.

Navigation Bar: Includes the ability to change schools (if permitted), terms, verify number of days in session, report queue, help button, and to logout.

Home Link Icon/Button



Main Menu: The start page has a main menu on the left side containing links. Use these links to display various pages in the PowerSchool system and perform certain tasks. The main menu is always there, the only time it changes (the functions), is when a student is selected, then the main menu applies to the various functions allowed for you to see by your district.

There are two headings on the start page main menu: Functions and Setup. Each includes links to relevant functions.



Functions

Absentee Report: The Absentee report is used to generate single-day period by period attendance code information.

Daily Bulletin: Certain users can view and add items to the school's daily bulletin. Not all users at all schools have permission to create items for the bulletin, but everyone's including parents and students can view the notices.

Enrollment Summary: The Enrollment Summary provides a breakdown of students at your school by ethnicity and grade.

Master Schedule: The master schedule displays the schedule for all teachers in your school. You can either view all meetings for all sections and teachers or select certain teachers, days, and periods.

PowerLunch: PowerLunch is the lunch program management portion of PowerSchool.

Reports: The Reports option links you to custom and preconfigured reports. Additionally, use this link for state reporting and reporting engine functions.

Special Functions: The Special Functions option links you to frequently used procedures. Choose Special Functions from the main menu. The functions most often used by PowerSchool administrators. Note: You may not have access to some of the functions, or you may have view-only permissions.

Teacher Schedules: View the current schedule of the selected teacher.

Set Up

Personalize: Customize some PowerSchool settings to make the system more convenient for your daily needs. Note: Keep the default settings, change your preferences now, or wait until you are more familiar with PowerSchool. Change any combination of the settings as often as you want. Click Submit when you enter or select information for each preference. If you try to change more than one at time, only the preference immediately above the Submit button is saved. Any other changes made at the same time are lost.

PowerScheduler: The PowerScheduler option links you to the PowerScheduler menu in PowerSchool. Use the functions on the PowerScheduler menu to build, load, and commit a master schedule for your school.

School: Your PowerSchool administrator uses the School Setup option when setting up the system at your school. For more information, contact your PowerSchool administrator.

Staff: This option links you to a list of the staff members at your school. Choose Staff from the main menu to search for staff at your school. Then, click a specific name to view demographic information about that staff member or make changes to the staff member's record.

System: The System link is for PowerSchool administrators who set up the system and perform various other technical duties. Most users do not need to work with the System Administrator page. For more information, contact your PowerSchool administrator.