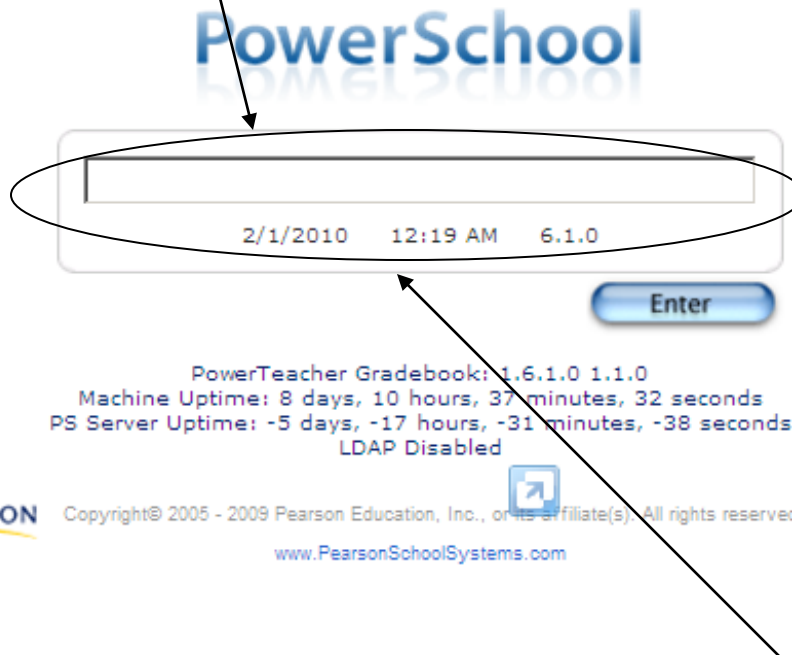




Getting Started with PowerSchool

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 for both PowerSchool and PowerTeacher Gradebook. The latest version that is available is: 6.1.0.1

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.



PowerSchool 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

Security feature to see when you were last logged on:

PowerSchool

School: District Office
Term: 09-10 Quarter 1

Logout ?

(Last Login: 11/2/2009 at 1:34 PM) Contreras, Flora

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- District
- Personalize
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

Search Students

View Field List How to Search

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 13 M Fall

Other Options

Stored Searches Stored Selections Enroll New Student

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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

- **Attendance**: Click to access the Attendance menu where you can perform a variety of attendance procedures.
- **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

- **District**: (If you are on the main page in District mode) The District 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.
- **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.



PowerSchool Basics – Navigating PowerSchool

- **School:** (If you are on the main page at a 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.
- **Dashboard:** Accessible at both the district and school level, it provides you with an instant Flash-based view of a broad range of data in a concise, graphical format. Each Flash chart, or widget, can be added or removed to customize the data that appears on your Dashboard. Different widgets display based on whether you are logged in at the district level or the school level.
- **Administrator:** PowerSchool Administrator is an application that can be used with PowerSchool and other student information systems intended to help you monitor and maintain the PowerSchool system. It includes the ability to view drive information, schedule backups, and manage custom pages. Click to launch the application in a new window. If you have a PowerSchool Administrator account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the PowerSchool Administrator login page appears.
- **PT Administrator:** PowerTeacher Administrator is an application that can be used with PowerSchool and other student information systems to complete and distribute gradebook information to a number of teachers, thereby maintaining organization and minimizing teachers' workloads. Click to launch the application in a new window. If you have a PowerTeacher Administrator account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the PowerTeacher Administrator login page appears.
- **ReportWorks:** ReportWorks is an application that can be used with PowerSchool and other student information systems that provides the tools to give report developers an easy way to find, evaluate, and share information. Click to launch the application in a new window. If you have a ReportWorks account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the ReportWorks login page appears.