Power-School Training Modules

Navigation & Searches

Topics covered:

- Signing in
- Start Page Navigation
  - Header
  - Navigation Toolbar
  - Main Menu
  - Searching Students
- Searches
  - Browse Students
  - Last name/Student Number
  - Smart Search
  - Search Commands
  - Compound Searches
  - Current Selection
  - Teacher Schedules
  - Parent Searches
  - Stored Searches and Selections
  - Search codes

Time needed: 2 hours

Audience: Admin, Classified & Counselors

Description:

This course introduces users to Power School's Start Page and main menu, and teaches how to perform searches for individual students and groups.

Individual Student Pages & Group Functions

Topics covered:

- Switch students
- Arrows(next students)
- Quick Lookup
- Demographics
- Parents
- Access Accounts
- Family
- Emergency/Medical
- Student alerts
- Schedule Views
  - Bell Schedule
  - List View
  - Matrix View
- Log Entries
- Incidents
- Activities
- Printing Reports

Time needed: 2 hours

Audience: Admin, Classified & Counselors

 Description:

This course introduces users to student pages, schedule views, documenting student activity and how to use basic report and printing functions.

- Report Queue
- Select Students by Hand
- List Students
- Print Reports
- Print Mailing Labels
- Quick Export

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Enrollment & Transferring

Topics covered:

- Use Family Management
- Family match
- Enrolling students in the same household
- Enrolling new students
- Transfer info student page
- State reporting info
- Transfer a new student out of school
- Re-enroll students
- Transfer a student to another school in district
- Pre-enroll students

Time needed: 2 hours

Audience: Admin & Classified

Description:

This course covers the management o f student enrollment including enrollment in to school, out of school, and between schools. Learn how to use Power School to activate an inactive student, link to family demographic information, and avoid duplicating student data. Finally, learn how to pre-enroll students for kindergarten.

Scheduling

Topics covered:

- Create dependent sections
- Schedule students using add / drop
- Enroll a student in class at another school (secondary only)
- Mass enroll students in a class
- Enroll an individual student in a special program
- Mass enroll students in special programs
- Counselor's screen

Time needed: 2 hours

Audience: Admin ,Classified & Counselors

Description:

This course covers creating sections and performing several scheduling-related tasks.

Attendance

Topics covered:

- Demonstration: How teachers record attendance
- View individual student attendance pages
- Quick lookup
- Attendance
- Find teachers who have not taken attendance
- Teacher attendance submission status
- Power Teacher attendance report
- Find students who are absent
- Absentee report
- Record/update meeting attendance for individual students
- Update meeting attendance for the current week, for dates in the past or future, and for multiple days.
- Record/update meeting attendance for student groups
- Record/Update daily attendance for individual students
- Update daily attendance for the current week, dates in the past or future, and for multiple days
- Record/update daily attendance for student groups
- Run attendance verification reports
- Weekly attendance summary
- Period attendance verification (meeting attendance only)
- Search by grades/attendance
- Attendance count
- Consecutive absences report
- Attendance points
- Run attendance audit reports
- Class attendance audit
- Student attendance audit
- ADA/ADM reports

Time needed: 2 hours

Audience: Admin and Classified

Description:

This course explores the many options for viewing, recording, and modifying attendance

Power-School Training Modules

Managing Grades and Academic Data

Topics covered:

- The difference between current and historical grades
- End of term process to change current grades to historical grades
- Honor Roll (term based) and Class Rank (current or term based)
- Enter Transcripts for Transfer Students
- Multiple Transcripts Entries
- Single New Entry
- Make Change to Historical Grades
- Track Student Progress toward graduation
- Using Graduation set
- Using graduation planner
- Enter & Import test scores
- Use the Cumulative Info Page
- Search for Students who are at risk of failing
- Manage Student Activity eligibility
- Searching by grades
- Searching by current or historical GPA
- Using the Student Schedule Listing Report

Time needed: 2 hours

Audience: Admin, Classified & Counselors

Description:

Learn the basic skills of using Power School's student information system to enter, manage, and report on a student's academic data. This course is focused primarily on entering and tracking transcripts and historical grade information, but also teaches how to identify graduation progress, at risk students, and student activity eligibility.

Power-School Training Modules

Communication Tools

Topics covered:

- Mailing labels
- Formatting labels for label stock and for US Postal Service format
- Using the ^(fieldname; uppercase)Syntax
- Review of printing report for individuals and groups fo students/staff
- Report cards
- Specifying a report title
- Creating the heading and footer
- Using the schedule listing
- Using the report card template to create different types of reports including: Simple student schedule, attendance letter, and progress reports and report cards
- Report exports and imports
- Class rosters
- Formatting the heading and the roster columns
- The daily bulleting
- Bulletin HTML formatting preferences
- Creating bulletin items
- Editing/deleting bulletin items- including expired items
- Viewing all bulletin items- including expired items
- Viewing the daily bulletin

Time needed: 2 hours

Audience: Admin, Classified & Counselors

Description:

When it comes to communication PowerSchool offers a variety of tools that school administrators can use to effectively share information with students, parents and staff members. This course introduces you to these communication tools and will show you how to create your own form letters, mailing labels, reports, rosters and daily bulletins.

Power-School Training Modules

Power Teacher: Navigation/Attendance & Reports

Topics covered:

- Take Attendance
- Seating Charts
- View Student Information
- Print Reports and Records
- Run Gradebook Reports
- View student demographic information and alerts
- Change the student's grade scale
- Format Extra Class Columns
- Enter Teacher Comments and Notes

Time needed: 2 hours

Audience: Teachers

Description:
Learn how teachers enter, view
And analyze student information
Using Power Teacher

Power Teacher: Gradebook

Topics covered:

- Set Up Gradebook
- Create assignments
- record scores
- add categories
- set up term final grade calculations
- Copy and assign grade scales
- Personalize class columns
- Set up Gradebook preferences
- Work with the Class Content tab
- Use the Gradebook in the Class
- Publish and filter assignments
- Copy assignments
- Weight assignments
- Use the Score Inspector
- Record standard grades
- Override a final grade manually
- Work with student groups

Time needed: 2 hours

Audience: Teachers

Description:
Learn how teachers enter, view
And analyze student grades
and Power Teacher Gradebook