

The Basics User Guide

PowerSchool 7.x
Student Information System

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This edition applies to Release 7.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File** > **New** > **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

Introduction

PowerSchool is an Internet-based student information system (SIS) that functions either independently or with other computer applications. Web browsers, spreadsheet programs, and other applications all work in different ways to complement PowerSchool and to provide users with robust tools for viewing, manipulating, storing, and retrieving data.

What is PowerSchool?

PowerSchool tracks student records and progress. School administrators and teachers enter data into the system, where it is stored. When you need to access the information, you can perform searches and run reports. Parents can monitor their children's progress and learn about school activities.

The types of information managed by PowerSchool include grades, attendance records, school schedules, class schedules, daily bulletins, lunch balances, and citizenship. All of this information is accessed through a Web browser.

What Is a PDF?

PDF is the acronym for Portable Document Format; it is the file format for Adobe System's Acrobat Reader application. You must have Acrobat Reader or a similar application installed on your computer to view PDF files. To download Acrobat Reader, see Adobe's Web site: <http://www.adobe.com/products/acrobat/readstep.html>.

Documents are often created in one application and then saved as PDF files because all users can read PDFs, regardless of the operating system or other applications on the user's computer. A PDF file can include any combination of text, graphics, or images. It can be one page or thousands of pages, and can be very simple or extremely complex with a rich use of fonts, graphics, color, and images.

Some PowerSchool reports generate PDF files so that you can print the reports from your Web browser, Adobe Acrobat Reader, or a similar application.

What Is a Spreadsheet?

A spreadsheet is a table of values arranged in rows and columns. Examples of documents that can be spreadsheets include class rosters, transcripts, and gradebooks.

PowerSchool is unique among student information systems because you can move virtually any data from the PowerSchool system into a spreadsheet application and back into PowerSchool, if needed. This means that you can export any PowerSchool data (such as demographic information, grades, and test scores) to a spreadsheet where you can sort, filter, and perform calculations. A spreadsheet is an excellent complement to the PowerSchool system because it gives you enormous flexibility when working with and formatting data.

The most common spreadsheet applications are Excel and Lotus 1-2-3. Other well-known spreadsheet applications include Quattro Pro, ClarisWorks, and MS Works. All of these applications can be used with PowerSchool. In fact, any spreadsheet application that uses ASCII tab-delimited files can be used with PowerSchool.

What Is Importing and Exporting?

Periodically, you may need to either put a large amount of information into a system or get a large amount of information out of a system. To expedite this process, utilize the available importing and exporting tools.

Importing

Importing refers to the process by which data moves from an external application into another application, such as PowerSchool. This is helpful if you have been using another student information system and need the data in your PowerSchool system. It is also helpful if you create spreadsheets in another application and want to store that data in PowerSchool. Sometimes it may be faster to first create spreadsheets and then import the necessary data into PowerSchool rather than to enter the data into PowerSchool directly. Types of data that can be imported include student demographics, teacher, course, and scheduling data, and course requests.

The importing process involves several steps and has the potential to cause disorder in the PowerSchool database if it is not done properly. For this reason, your PowerSchool administrator or someone with equivalent experience should handle imports to the PowerSchool system. For more information about importing, see *Quick Import*.

Exporting

Exporting is the process by which data moves from an application, such as PowerSchool, into an external application, such as a spreadsheet application. This can be done easily by most PowerSchool users and provides great flexibility when formatting data. By exporting data, you can quickly prepare an honor roll list to present to your local newspaper, an attendance summary to include on a report for state auditors, or a host of other documents for just about anyone else. You may even be able to import the data back into PowerSchool after you worked with it in another application. For more information about exporting, see *Quick Export*.

What Does an Asterisk Next to a Field Mean?

An asterisk next to a field indicates that a value for that field is required.

Get Started

Sign In to PowerSchool

Before working in PowerSchool, you are required to sign in with your username and password. Everyone who uses PowerSchool must have a confidential password. Do not share your password with anyone. Doing so compromises the security of your PowerSchool system.

In addition, it is best to memorize your password. If you think you will not remember it and must write it down, keep it in a secure place where no one else will find it. Imagine the problems if a student accesses PowerSchool with your username and password!

The last component of PowerSchool security is the assigned level of access. In addition to assigning passwords, your PowerSchool administrator also assigns appropriate levels of access to PowerSchool users. No one must be allowed access to more information than necessary. Different groups of users have different levels of access to perform different activities. A specific user's access depends on that person's job responsibilities.

Note: To access PowerLunch, you need to sign in to PowerSchool. For more information, see *PowerLunch Security*.

PowerSchool URL

PowerSchool is Web-based; therefore, the PowerSchool system at your school must have a URL that you can enter in your Web browser's address bar. If you do not know the URL of the PowerSchool system at your school, contact your PowerSchool administrator.

Username

The PowerSchool administrator at your school assigns usernames. If you are not sure of your username, contact your PowerSchool administrator.

Password

Typically, the PowerSchool administrator at your school assigns your password. When you sign in to the system, enter your password exactly as it is assigned. Spelling is important! If you do not know your password, contact your PowerSchool administrator. You cannot access PowerSchool without it. If the Password Reset Rule is enabled, you will be required to reset your password upon first signing in to PowerSchool.

Note: Do not use your colleague's password or give your password to a colleague. Security is very important in PowerSchool. For more information, see *Security*.

How to Sign In to PowerSchool

1. Open your Web browser to your school's PowerSchool URL. The Administrator Sign In page appears.

2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerSchool from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username and Password	Enter your username, followed by a semicolon, then your password. The characters display as asterisks (*) to ensure greater security when you sign in. For example, when Chris Smith enters chriss;password , it appears in the field as *****.
[Server Information]	The date, time, and version number appear. Click the version number to view the Server Details pop-up. When you are done viewing, click the x in the upper-right-hand corner to close.

3. Click **Sign In**. The start page appears. For more information, see *PowerSchool Start Page*.

Notes:

- If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.
- If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your PowerSchool administrator.

How to Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

Note: This procedure is only available if the Password Reset Rule or the Password Expiration Rule is enabled.

1. Sign in to PowerSchool. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will

Field	Description
	display. Enter your password based upon these requirements. Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerSchool Start Page*.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerSchool, use your new password.

PowerSchool Start Page

When you sign in to PowerSchool, the start page appears. This page serves as the central point from which you begin your PowerSchool session. The start page consists of the following main areas:

- **Header**
- **Navigation toolbar**
- **Main menu**
- **Report an Issue**

Header

The header appears at the top of PowerSchool. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.

Field	Description
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.
Help	Click to access the PowerSchool online help. Assistance is just a click away! For more information, see <i>Help</i> .
Sign Out	Click to sign out of PowerSchool.

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
School	The name your default school (or district) appears. If you have access to more than one school (or district), you can click the link to choose another school. Before beginning any PowerSchool procedure, be sure the school (or district) in which you want to work. Note: In order to activate the School link, more than one May switch to school checkbox must be selected when assigning security permission. In order for District Office to appear in the pop-up menu, the May switch to district office checkbox must be selected when assigning security permission. Security permission may be assigned for individual users using the Security Settings page (see <i>Security Permissions</i>) or for user groups using the Edit Staff Security Info page (see <i>Group Security Permissions</i>). How to Change Schools 1. Click School. The Schools pop-up menu appears. Note: You can enter the first couple of letters of the school or district to take you to a specific menu item. 2. Choose the appropriate school name or choose District Office from the School pop-up menu. The navigation toolbar displays the name of the selected school. Note: Switching schools cancels any selection of students made in the previous school.
Term	By default, the current term appears. Before beginning any PowerSchool procedure, be sure the term in which you want to work appears. How to Change Terms

Field	Description
	1. Click Term. The Term pop-up menu appears. 2. Choose the term from the Change To pop-up menu. The navigation toolbar displays the name of the selected term.
[Verify # of school days in this term Icon]	When changing terms, this icon appears next the the Term pop-up menu. Click to view the number of school days in the currently selected term. When you are done viewing, click the x in the upper-right-hand corner to close.
[Navigation Path]	PowerSchool provides a navigational tool called a navigation path. As you navigate through the application, the navigation path appears at the top of a page, providing links back to each previous page that you navigated through. Click any of the links in the navigation path to access that particular page of the application. Note: These navigational links are often referred to as "breadcrumbs" because the navigation path displays each step you made to reach your current page. Click a link in the navigation path to backtrack to a previous page.
[Localize Page Icon]	Click to access the Localize Page pop-up. For more information, see <i>Localization Individual Pages</i>. Note: This icon only appears if enabled and you have the proper security permissions.
[Notifications Icon]	The Notifications icon appears as an exclamation point in the navigation toolbar. If the selected school has any notifications requiring attention, the number of notifications appears next to the icon. Click to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school. If in school-mode, the Record & Transcript Exchange section displays. For more information see, <i>View Notifications</i>. Note: The Record & Transcript Exchange section only appears if enabled and you have the proper security permissions. For more information, see <i>Record & Transcript Exchange Setup</i>.
[Report Queue Icon]	The report queue is a list of all reports, including pending, running, completed, and canceled report requests. When you submit a report request to the system, the system captures that request and transmits it to the report queue. The queue displays all reports until each report ages beyond a specified number of days. Depending on the status of the report and the permissions of the user, reports can be canceled, deleted, or

Field	Description
	run again. Click the icon, which looks like a piece of paper, to display any report requests or "jobs" you have any jobs in the queue. If any of the jobs are currently running, the icon displays animated writing on the paper icon. For more information, see <i>Report Queue</i> .
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student. Note: Web pages or reports that exceed the normal portrait orientation can be printed in landscape or adjusted to fit the page. On Mac systems, if your browser does not support those options, click Preview on the browser's Print Options dialog, then use the expanded printing options available in Preview to print the page.

Main Menu

The main menu appears in the vertical frame on the left side of the page and is divided into five functional areas and includes links to the following:

Note: You may not have access to some of the functions, or you may have view-only permissions.

Functions

Field	Description
Dashboard	Click to access a Flash-based view of a broad range of data for the district or selected school. For more information, see <i>Dashboard</i> .
Attendance	Click to access the Attendance menu where you can perform a variety of attendance procedures.
Daily Bulletin	Click to view the daily bulletin of the selected district or school . For more information, see <i>Daily Bulletin</i> .
Enrollment Summary	Click to view a breakdown of students by ethnicity and grade. For more information, see <i>Enrollment Summary</i> .
Master Schedule	Click to define master schedule preferences. For more information, see <i>Master Schedule Preferences</i> .
Special Functions	Click to access the Special Functions menu where you can perform a variety of specialized procedures. For more information, see the online help for particular special function

Field	Description
	you are performing.

Report

Field	Description
Reports	Click to access Reports menu where you can perform a variety of reporting procedures. For more information, see <i>Custom Reports</i> and <i>Preconfigured Reports</i> . Additionally, use this link for state reporting and reporting engine functions.
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 signed in to automatically. Otherwise, the ReportWorks sign in page appears.

People

Field	Description
Student Search	Click to search for students. For more information, see <i>Student Search</i> .
Enroll New Student	Click to enroll a student into your school. For more information, see <i>Work With an Individual Student</i> .
Parent Search	Click to search for an existing parent account. For more information, see <i>Parent Search</i> .
New Parent Entry	Click to create a new parent account. For more information, see <i>Manage Parent Accounts</i> .
Staff Search	Click to search for staff members at your school, to view demographic information about a selected staff member, or make changes to a staff member's record. For more information, see <i>Staff Search</i> .
New Staff Entry	Click to add a new staff member to your school. For more information, see <i>How to Add a New User</i> .
Teacher Schedules	Click to view the current schedule of the selected teacher. For more information, see <i>Teacher Schedules</i> .

Setup

Field	Description
Personalize	Click to access the Personalize menu where you can customize your PowerSchool settings. For more information, see <i>Personalize</i> .
District	Click to access the District Setup menu where you can set up district information. Typically, your PowerSchool administrator uses the option. For more information, contact your PowerSchool administrator. Note: You must be signed in to the district office in order to see this link. For more information, see <i>How to Change Schools</i> .
School	Click to access the School Setup menu where you can set up information for the selected school. Typically, your PowerSchool administrator uses the option. For more information, contact your PowerSchool administrator. Note: You must be signed in to a school in order to see this link. For more information, see <i>How to Change Schools</i> .
System	Click to access the System Administrator menu where you can perform a variety of setup and system maintenance procedures. Typically, your PowerSchool administrator uses this option. For more information, contact your PowerSchool administrator.

Applications

Field	Description
PowerLunch	Click to access PowerLunch menu where you can perform a variety of lunch management procedures. For more information, see <i>PowerLunch</i> .
PowerScheduler	When in school mode, click to access the PowerScheduler menu where you can prepare, build, load and commit your master schedule. For more information, see <i>Master Schedule Overview</i> , <i>Prepare to Build the Master Schedule</i> , <i>Build Master Schedule Introduction</i> , or <i>Master Schedule Reports</i> . Note: You must be signed in to a school in order to see this link. For more information, see <i>How to Change Schools</i> .
PS 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

Field	Description
	Administrator account that is linked to your PowerSchool account, you will be signed in to automatically. Otherwise, the PowerSchool Administrator sign in 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 signed in to automatically. Otherwise, the PowerTeacher Administrator sign in page appears.
ReportWorks Developer	Click to access the Launch ReportWorks page.

Report an Issue

If enabled, the **Report an Issue** link appears at the bottom right hand corner of every page within PowerSchool.

Note: For information about setting up the Data Collection feature, see *Reported Issues*.

How to Report an Issue with Recording

Use this procedure to capture and report the issue you are encountering.

1. Click **Start Recording**. Capture the issue you are encountering.
2. To add a comment, click **Add Issue Comment**. The Add Issue Comment pop-up appears.
3. Enter your comment in the **Comments** field.
4. Click **Submit**. The Add Issue Comment pop-up closes.

Note: You can add an issue comment per each page included in the recording.

5. When finished capturing the issue you are encountering, click **Finish Recording**. The Submit Recording pop-up appears.
6. Use the following table to enter information in the fields:

Field	Description
Issue Name	Enter a name for the issue you are encountering.
Description	Enter a description of the issue you are encountering.

7. Click **Submit**. A confirmation message appears.
8. Note your issue ID.
9. Close the Report an Issue pop-up.

How to Report an Issue without Recording

Use this procedure to report the issue you are encountering.

1. Click **Report Issue**. The Report an Issue pop-up appears.
2. Use the following table to enter information in the fields:

Field	Description
Issue Name	Enter a name for the issue you are encountering.
Description	Enter a description of the issue you are encountering.

3. Click **Submit**. A confirmation message appears.
4. Note your issue ID.
5. Close the Report an Issue pop-up.

Work with the Main Menu

Note: For main menu links that do not appear in this section, please refer to respective user guide.

Smart Search

In order to help you get the search result you want faster, you can enable Smart Search. Smart Search works in conjunction with the Search Student and Search Staff fields on the PowerSchool Start Page. When enabled, as you enter your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches, fields, and PowerSchool page names. Suggestions provide the following visual cues as to the type of the suggestion:

Result Type	Icon	Text Color
Students		Orange
Staff		Orange
Stored Searches		Green
Fields		Black
PowerSchool Page Names		Blue

Note: Suggestions are dependent upon how Smart Search is enabled, as well as whether you are searching for students or staff.

How to Enable Smart Search

In order to make Smart Search available for users to turn on and off, you must enable Smart Search at the district level.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Enable Smart Search** checkbox.
4. Click **Submit**. The Changes Recorded page appears.

How to Disable Smart Search

Once you have enabled Smart Search, later you may find it necessary to disable it. Although Smart Search then is no longer available to users, users' personalized Smart Search settings are retained.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.

3. Deselect the **Enable Smart Search** checkbox.
4. Click **Submit**. The Changes Recorded page appears.

How to Personalize Smart Search

If Smart Search is enabled, each PowerSchool user can then opt to turn Smart Search on or off at any time.

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Interface**. The Personalize - Interface page appears.
3. Select the **Enable Smart Search** checkbox. Alternately, deselect the checkbox to disable this feature.
4. Select the **Include Page Results** checkbox to make those PowerSchool pages that are accessible to you searchable. Otherwise, leave the checkbox blank.
5. Select the **Include Inactive Student / Staff Results** checkbox to make inactive students and staff searchable. Otherwise, leave the checkbox blank.
6. Click **Submit**. The Changes Recorded page appears.

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. For information about daily bulletin setup, see *Daily Bulletin Setup*.

How to View the Daily Bulletin

1. On the start page, choose **Daily Bulletin** from the main menu. The View Daily Bulletin pop-up window appears.

Note: If the Default Sign In Page is set to Daily Bulletin, the daily bulletin appears as a page. For more information, see *How to Set the Default Sign In Page*.

2. Do one of the following:
 - Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
 - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.
3. When done viewing, close the View Daily Bulletin pop-up window.

Master Schedule

Use this page to display 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.

How to View the Master Schedule

View the master schedule for all teachers for all meetings. You may need to first set your master schedule preferences. For more information, see *How to Change Master Schedule Preferences*.

1. On the start page, choose **Master Schedule** from the main menu. The Master Schedule page displays all classes for each teacher and the number of students in each class.

Note: If the Master Schedule Preferences page appears, you must first set your master schedule preferences. For more information, see *How to Change Master Schedule Preferences*.

2. Click a course number to edit the information for that section of the selected course.

Note: To edit the section, see *Sections*. If you do not want to edit the section, click **Back** on your Web browser to return to the Master Schedule page.

3. On the Edit Section page, click an underlined number for one of the classes to view a list of students in that class. The Class Roster page displays the students enrolled in the class.
4. Do one of the following:
 - Click a student's name to work with the selected student.
 - Click **Make this the current selection of students** to select the students in the class as the only group with which you want to work.
 - Click **Add these students to the current selection of students** to add this group to a previously selected group. The Group Functions page displays the number of selected students.

When you finish your review or working with the group, either click **Back** on your Web browser until you return to the master schedule page or click the **PowerSchool** logo to return to the start page.

How to Change Master Schedule Preferences

Filter the master schedule by periods, days, credit type, rooms, and teachers. Preferences are associated with each user account. Therefore, your preferences will appear when you sign in to any computer with your username and password.

The first time you display the master schedule or any time you want to view the master schedule after changing terms, you must set your master schedule preferences.

1. On the start page, choose **Master Schedule** from the main menu. The Master Schedule Preferences page appears.

Note: If the master schedule appears, click **Show Preferences** at the bottom of the page. The Master Schedule Preferences page appears.

2. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkboxes to indicate which periods to display on the master schedule. To display all periods, select the All Periods checkbox.
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the All Days checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as MATH . To display all credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. Select All Rooms to display all rooms.
Teachers	Select the teachers to display on the master schedule. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. Select All Teachers to display all teachers.
Sort By	Select a sort order option for the master schedule: • Course Name • Credit Type • Department • Room • Teachers
View By	Select whether you want to view the master schedule in a Matrix (grid) or List format.

3. Click **Submit**. The Master Schedule page displays the information for the selected options.

Teacher Schedules

Use this page to view the current schedule of a selected teacher.

How to View Teacher Schedules From the Main Menu

1. On the start page, choose **Teacher Schedules** from the main menu. The Teacher Schedules page appears.

2. Click the name of the staff member. The selected teacher's schedule appears.
3. Do one of the following:
 - To work with the group of students in all of the selected teacher's classes listed in the schedule, click **Make all students listed above the current selection**. The Group Functions page appears. For more information, see *Work With Groups*.
 - To add a section to the teacher's schedule, click **New** and complete the Create New Section page. For more information, see *How to Add Sections to Teacher Schedules*.
 - Click the term next to a course to view term information for this section. For more information, see *How to View Sections by Term*.
 - Click the name of the course in the Course column to view basic course information.
 - Click the section number next to a course to view information about this section. For more information, see *Sections*.
 - Click the size to display the section's class roster. For more information, see *How to View the Class Roster*.

Personalize

You can customize PowerSchool to meet your needs and preferences. Preferences can be changed at any time, or you can use the default settings. Change any combination of the settings as often as you want.

How to Change Your Password

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Change Password**. The Personalize - Change Password page appears.
3. Use the following table to enter information in the fields:

Field	Description
Old Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without help from your PowerSchool administrator; this will delay your work. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Verify New Password	Enter your new password again exactly as you entered it in

Field	Description
	the above field.

- Click **Submit**. The Changes Recorded page appears.

Note: If one of the following alert messages appears, click **Back** and re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerSchool, use your new password.

How to Set the Default Sign In Page

Personalize the default page that appears after you sign in to PowerSchool.

- On the start page, choose **Personalize** from the main menu. The Personalize page appears.
- Click **Default Sign In Page**. The Personalize - Default Sign In Page appears.
- Select an option to indicate your preferred Default Sign In page:
 - Choose a standard page from the first pop-up menu.
 - Enter a valid PowerSchool page name in the second pop-up menu. To determine the page name, navigate to that page. Copy the URL from the Location or Address field on your Web browser and paste it into this field.
- Click **Submit**. The Changes Recorded page appears. The next time you sign in to PowerSchool, the system opens to the page you chose.

How to Set the Default Student Page

Personalize the default page when working with a student.

- On the start page, choose **Personalize** from the main menu. The Personalize page appears.
- Click **Initial Student Screen**. The Personalize - Initial Student Screen page appears.
- Choose an initial student screen from the pop-up menu. This will be the default page that appears when you select a student record.
- Click **Submit**. The Changes Recorded page appears. The next time you select a student, the student page you chose will appear.

Note: After selecting a student, the default student page appears unless you viewed a different student page since you signed in to PowerSchool. For more information, see *Work With an Individual Student*.

How to Personalize Your PowerSchool Interface

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Interface**. The Personalize - Interface page appears.
3. Use the following table to enter information in the fields:

Field	Description
Hide left navigation menu	If you do not want the main menu on every PowerSchool page, you can select a preference to hide the main menu from all pages except the start page. To navigate in PowerSchool without using the main menu, use the navigation path or "breadcrumbs." Select the checkbox to hide the Main Menu. Alternately, deselect the checkbox to show the Main Menu.
Enable task navigator	The Task Navigator is a tool that provides process-oriented help for certain complex tasks. The Task Navigator can be enabled or disabled, depending on each user's preference. When enabled, the Task Navigator appears as a frame in the lower left of pages in PowerSchool that include task navigation. The Task Navigator displays a list of defined processes and the order in which they should be performed, depending on the page being viewed. Select the checkbox to enable Task Navigator. Alternately, deselect the checkbox to disable Task Navigator.
[Smart Search]	For more information, see <i>Smart Search</i> .

4. Click **Submit**. The Changes Recorded page appears.

Dashboard

The Dashboard, accessible at both the district and school level, 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.

Depending on your system configuration and how you sign in to PowerSchool, two or three tabs appear on the page.

Tab	Description
Sever	Displays server information widgets.
School	Displays school information widgets. This tab appears if signed

Tab	Description
	in to PowerSchool at the school level.
District	Displays district information widget. This tab appears if signed in to PowerSchool at the district level.
Analytics	Displays the Analytics Dashboard. Note: You must have access to view the Analytics Dashboard. For more information, see <i>How to Enable Analytics</i>. Note: The data that appears on the page is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

How to Add Widgets to the Dashboard

1. On the start page, choose **Dashboard** from the main menu. The Dashboard page appears.

Note: By default, all of the available widgets display on the Dashboard.

2. Use the pop-up menu to choose the widget you want to add.
3. Click **Add Widget**. The widget opens, and the other widgets reorganize on the page.

The following widgets are available on the Server Dashboard:

Field	Description
Server Processes Status	Displays server uptime, PowerSchool uptime, and status of the Task Server, Web Server, Communication Server, and Log Process.
Average Server Sign Ins	Displays the average number of server log-ins per hour.
Server Report Queue Jobs	Displays the current report queue status, the number of report processes, result file location, and a bar chart indicating the current, pending, canceled, and completed report queue jobs.
Server Handlers	Displays total number of busy and dormant handlers.
Server Memory	Displays amount of installed RAM, virtual memory status, and PowerSchool free memory.
Server Volume	Displays information on physical disk space, PowerSchool installed file path, hard disk size, used space, and free space.
Server Hits	A pie chart that displays the number of Web requests for

Field	Description
	the Admin Teacher and Public portals of PowerSchool.

The following widgets are available on the District Dashboard:

Widget	Description
Active Students Per School	Displays the total number of active enrollments at each school in the district.

The following widgets are available on the School Dashboard:

Widget	Description
School Enrollment Trend	Displays active enrollments for each month of the current school year. The total number includes students who were added and excludes those that were dropped in a given month.
School Membership Trend	Displays total membership for each month of the school year, based on days in session and student enrollment.
Programs Active Enrollments	Displays the active enrollments in special programs.
In Session Days	Displays the number of days school is in session during each month, and provides links to the Calendar Setup page.

How to Remove Widgets from the Dashboard

1. On the start page, choose **Dashboard** from the main menu. The Dashboard page appears.
2. Click the applicable Dashboard tab (Server, School or District).
3. Click the red **Close** button on the specific widget you want to remove. The widget closes, and the title of the removed widget appears in the pop-up menu located on the Dashboard page. The remaining widgets reorganize on the page.

Quit PowerSchool

When finished working in PowerSchool, it is important to sign out of the application.

Sign Out of PowerSchool

You can sign out of PowerSchool from any page in the application.

Note: If you are not actively working in PowerSchool, your session may timeout. If so, you need to sign in again.

How to Sign Out of PowerSchool

Click **Sign Out** in the header. The Sign In page appears.

Need More Information?

PowerSchool is a user-friendly system, but it is likely that you will need some assistance from time to time. In addition to the PowerSchool online help, there are other resources where you may find answers to your questions.

PowerSource

PowerSource, is a support Web site that offers a wealth of information, including documentation, user forums, and knowledgebase articles. The address for this site is **<https://powersource.pearsonschoolsystems.com>**. Be sure to bookmark this Web site for future use.

Note: You will need a username and password to sign in. If you do not have a username and password, contact your PowerSchool administrator.

User Guides

For a printable copy of any of the user guides, visit **PowerSource** and navigate to **Support > Documentation > PowerSchool > User Guides**. Once you locate your version of PowerSchool, read the headings to locate the sections specific to your needs.

State Reporting

For state reporting documentation, visit **PowerSource** and navigate to **Support > Documentation > PowerSchool > State Reporting**, and click your state's link. If your state is not listed, documentation or functionality does not yet exist for that state.

Release Notes

To learn more about a specific release, visit **PowerSource** and navigate to **Support > Documentation > PowerSchool > Release Notes**, and locate the version of PowerSchool you would like to read about.

Email

Ask your question by sending an email message to: support@powerschool.com.