21st Century Registrar

PowerSchool
Student Information System
PowerSchool University 2007

PowerSchool

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Contents

Introduction **4**
Enrolling Students **5**
Re-enrolling a Student 7
Hands-On Activity 1 8
New Schedules and Schedule Changes **9**
The Automated Schedule 10
Manually Schedule 11
Filtering Classes 13
Dropping a Class 14
Enroll in Class at a Another School 14
Mass Enrolling Students 15
Hands-On Activity 2 16
Part A – An Elementary Schedule 16
Part B – A Middle School or High School Schedule 17
Entering Student Fees **18**
Assessing Individual Fees 18
Hands-On Activity 3 19
Assessing Group Fees 20
Hands-On Activity 4 20
Entering Historical Grades **22**
A Single New Entry 22
Hands-On Activity 5 24
Multiple New Entries 25
Hands-On Activity 6 26
Transferring Students **28**
Hands-On Activity 7 28

Introduction

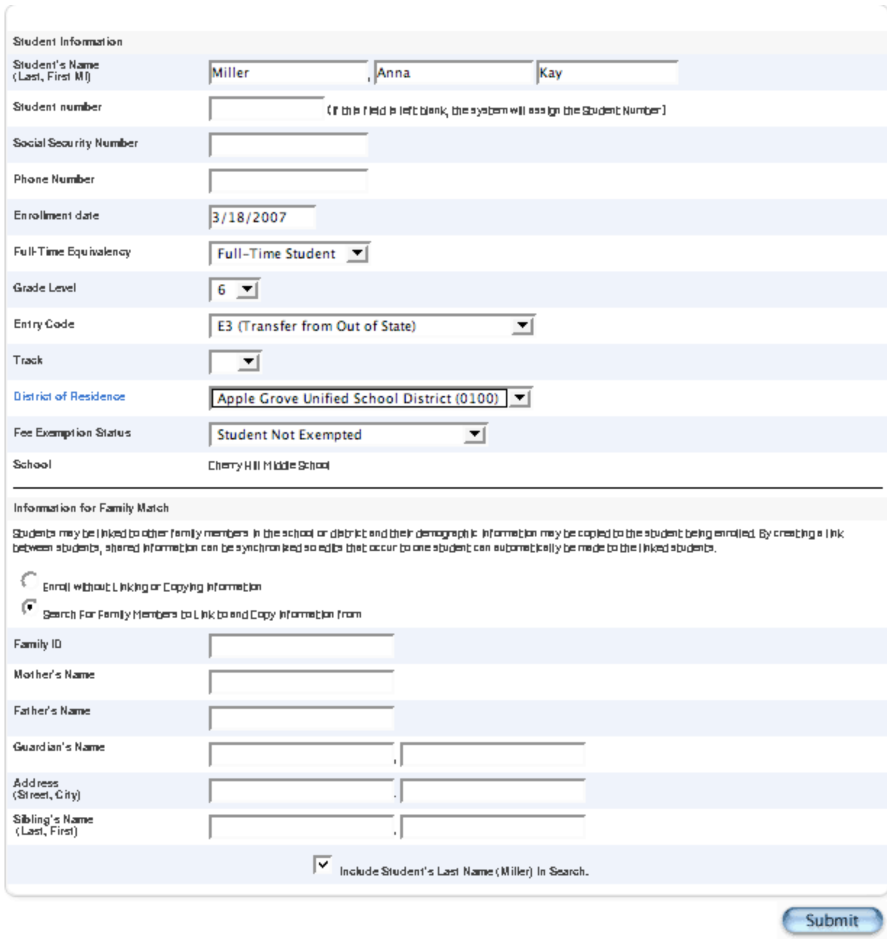
The 21st Century is certainly the age of technology. So this century's registrars need new types of intelligence and skill. They have to be ready to step up and face a challenge head on. This course will cover a variety of tasks that Registrars will complete every day in the PowerSchool Student Information System (SIS). You will learn how to complete the following daily tasks from the perspective of a PowerSchool registrar:

- Enrolling a new student.
- Modifying a student schedule.
- Entering historical grades.
- Entering a new fee.
- Transferring a student out of school.

Enrolling Students

Whether the student is a first-grader or tenth-grader, all new students are entered into PowerSchool the same way. The process following the initial enrollment will differ depending on the grade level and how your school schedules students. If you are enrolling students prior to the start of the school year, their enrollment date will be the first day of school. The following process will quickly get a student entered into PowerSchool so a schedule may be completed.

1. From the Start Page, click **Special Functions** > **Enroll New Student**.



2. Complete the enrollment screen. The following fields must be completed to submit: name, enrollment date, full-time equivalency, and grade level. It is certainly most efficient to enter all fields for which you have information at your fingertips when you start a student enrollment. PowerSchool will alert you if any pertinent information has been left out.
3. Choose whether you want the computer to search for family members.
4. Click **Submit**.

Student Number	Name Last, First	School	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by:		
								Last Name	SSN	Phone
840000235	Miller, Amelia P	AGHS	555-55-7244	916-555-2001	7/7/2004	1/15/2005	Inactive	Yes		
840001065	Miller, Cole F	AGHS	555-55-7159	916-555-1565	9/2/2003	6/3/2004	Inactive	Yes		
840000321	Miller, Courtney R	WE	555-55-5683	916-555-1580	9/4/2002	6/5/2003	Inactive	Yes		
10337	Miller, Amy P	WE	555-55-6063	916-555-2744	5/15/2006	5/12/2007	Active	Yes		
10216	Miller, Andy C	WE	555-55-5643	916-555-2715	5/15/2006	5/12/2007	Active	Yes		
35169	Miller, Anna Kay	WE			3/17/2007	5/12/2007	Active	Yes		
10280	Miller, Anne S	WE	555-55-5911	916-555-2743	5/15/2006	5/12/2007	Active	Yes		
840001830	Miller, Emily R	AGHS	555-55-7843	916-555-3397	5/15/2006	5/12/2007	Active	Yes		

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.

Enroll

5. Look over the duplicate student screen. As long as the student is not listed, click **Enroll**. If there are no matches to the student you enrolled, you will not see this screen.

The following list of students represent those who matched all or some of the search criteria and may possibly be family members of the current student. To use one of the listed students as a source to copy demographic, guardian and emergency contact information from the select the appropriate "Copy" radio button. To establish a family link between the student enrolled and any of the students listed below, check the "Link" checkbox. The system will establish a link between them and keep their common family information synchronized.

Copy									
Related									
Student Name	Miller, Amelia P	Miller, Amy P	Miller, Andy C	Miller, Anna Kay	Miller, Anna Kay	Miller, Anne S	Miller, Cole F	Miller, Courtney R	Miller, Emily R
Student Number	840000235	10337	10216	35169	35170	10280	840001065	840000321	840001830
School	Apple Grove High School (12)	Washington Elementary (5)	Washington Elementary (2)	Washington Elementary (3)	Cherry Hill Middle School (6)	Washington Elementary (4)	Apple Grove High School (12)	Washington Elementary (1)	Apple Grove High School (11)
Enroll Status	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled
Family ID									
Sibling Last Name	Miller	Miller	Miller	Miller	Miller	Miller	Miller	Miller	Miller
Sibling First Name	Amelia	Amy	Andy	Anna	Anna	Anne	Cole	Courtney	Emily
Student Phone	916-555-2001	916-555-2744	916-555-2715		916-555-2001	916-555-2743	916-555-1565	916-555-1580	916-555-3397
Physical Address	1100 Central Expressway	1867 Franklin Road 383	1837 Birch Road 156		1100 Central Expressway	1866 Franklin Road 382	2458 9th Street	1301 Remington Road	1583 Byron Street
Mailing Address	1399 Aster Avenue	1224 Disten Place	221 Pomeroy Avenue		1399 Aster Avenue	699 E. Arques Avenue	1386 30th Street 202	652 Saratoga Avenue 54	1583 Byron Street
Mother's Name	Heather Miller	Heather Miller	Ashley Miller		Heather Miller	Lindsay Miller	Courtney Miller	Cherise Miller	Kira Miller
Father's Name	Kenneth Miller	Fode, Miller	Hayes, Miller		Kenneth Miller	Johnk, Miller	Keltson Miller	Branson Miller	Brett Miller
Guardian's Name									
Mother's Phone	281-653-3129	281-656-7519	281-656-7427			281-656-7517	281-653-2643	281-653-2658	978-497-3995
Fathers' Phone	979-555-2536	979-555-1839	979-555-1932			979-555-2158	979-555-2527	979-555-1267	979-555-3398
Guardian's Phone									
Student's Last Name	×	×	×	×	×	×	×	×	×

Submit

6. If the student has siblings already entered in the district, choose one from whom to copy demographics. Also, mark all other related students.
7. Click **Submit**.

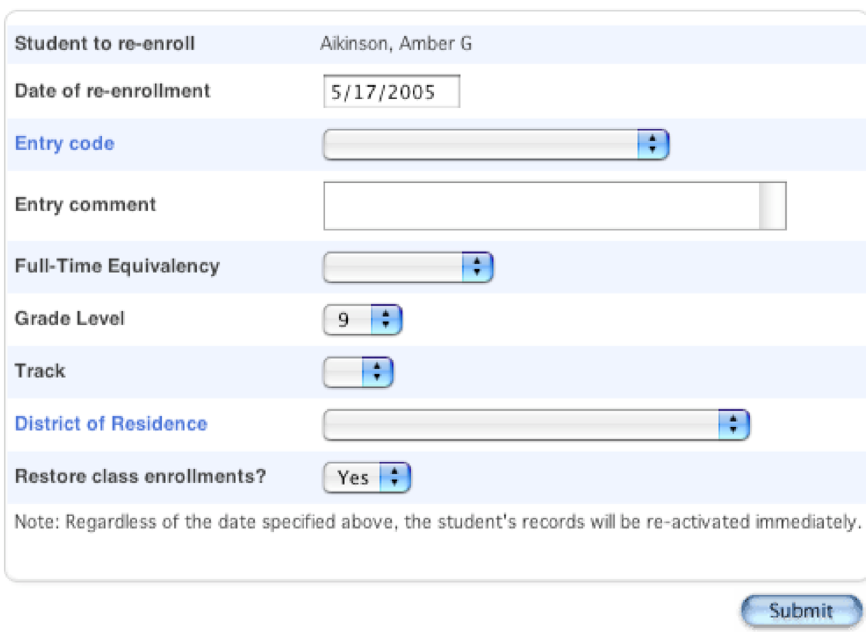
Now that your student is enrolled, the remaining demographic information may be entered. The student's pages should be displayed automatically. Complete items such as: addresses, contact information, health information, and parents or guardians.

Are you wondering "What is FTE?" It stands for full-time equivalency. It is used in schools that need to associate groups of students with different attendance values for the same day - for example, full-time and part-time students.

Re-enrolling a Student

Students are never removed from the PowerSchool server; they are only inactivated. When a student returns to the district, the enrollment process is shorter. All their previous information is still on the server. First activate the student record and then make any changes that are necessary.

1. From the Start Page, type the student's name in the search field typing / (inactive search) before their name.
2. Click the magnifying glass.
3. If a list of students appears, click the correct **student's name**.
4. Click **Functions** > **Re-Enroll in School**.



5. Enter the date they will start attending school.
6. Choose the entry code.
7. Enter any comments describing the enrollment (this is optional).
8. Choose a Full-Time Equivalency.
9. Choose a Grade Level.
10. If your district has Tracks, choose one.
11. Choose a District of Residence.

12. If the student is returning during the same school year, choose **Yes** to restore class enrollments. If not, choose **No** from the pop-up menu.
13. Click **Submit**.

After the student has been re-enrolled, make any changes to the demographics or schedule that are needed.

Hands-On Activity 1

School has been in session for a few weeks, but still students are enrolling. Today you are enrolling another new student. To make it fun, enroll yourself! Follow the steps we have just covered and refer to Activity 1 in your handout. Don't actually enter your data in the fields except for your name. For the protection of the innocent, we will fake the data. You may enroll yourself at whichever school you are most comfortable working in.

1. From the Start Page, click **School** on the Navigation Bar.
2. Choose the school you will attend.
3. From the Start Page, click **Special Functions** > **Enroll New Student**.
4. Complete the enrollment screen with your information. The following fields must be completed to submit: name, enrollment date, full-time equivalency, and grade level. Enter fake information in the fields.
5. Select the radio button **Search for family members**.
6. Click **Submit**.
7. If the duplicate student screen appears, look it over and click **Enroll**.
8. If there are students on the family screen, select one to copy data from. Select any other related students.
9. Click **Submit**.

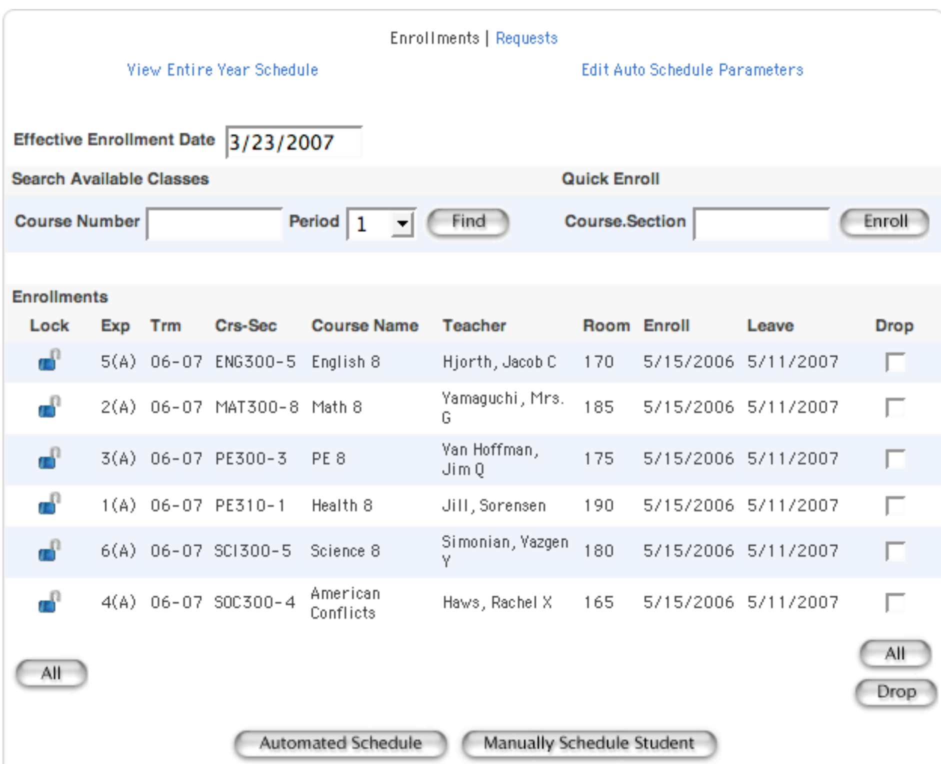
New Schedules and Schedule Changes

Scheduling in the past meant hand written requests, long lines, and a giant magnetic board for moving classes and students around so everyone is accommodated. And let's not forget making the special "favor" for getting someone in a class that is already full! With PowerSchool, the days of scheduling headaches are over. Students can request classes electronically, scheduling can be done automatically or manually, and PowerSchool will close classes once the maximum capacity has been reached. Now you can use your magnetic board for something more important or fun.

All schools are not the same and neither are all schedules. PowerSchool offers several scheduling options.

- Automated Schedule
- Manually Schedule
- Filter Classes
- Mass Enroll

New schedules and schedule changes are made from the Modify Schedule screen in the student's pages. We are not going to cover every option in great detail, but we will touch on each one.

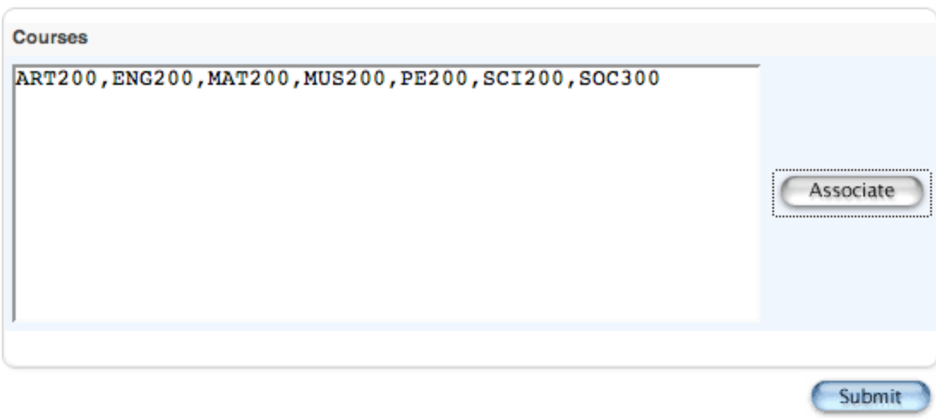


The Automated Schedule

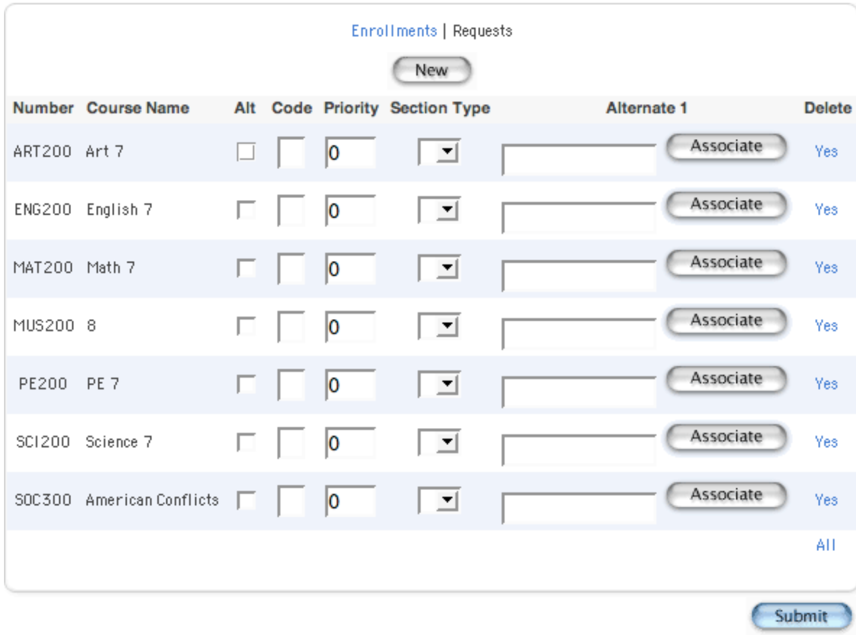
The automated schedule feature creates a new student's schedule. Automated scheduling is course-specific. You enter a student's request for specific course(s). The system then automatically schedules the student for the sections that best fits his or her schedule. However, to use the automated schedule feature you must have your PowerScheduler engine formatted. If your school does not use the PowerScheduler, this scheduling option will not be available to you.

The Modify Schedule - Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule** > **Requests** > **New** > **Associate**.
4. Press the Control key (Windows) or Apple key (Mac) to request multiple classes.
5. Click **Submit**.



6. The courses may not be edited from this screen. If you realize one course was forgotten, don't try to add the course from here. You will clear the other courses. These must be submitted first. Click **Submit**.



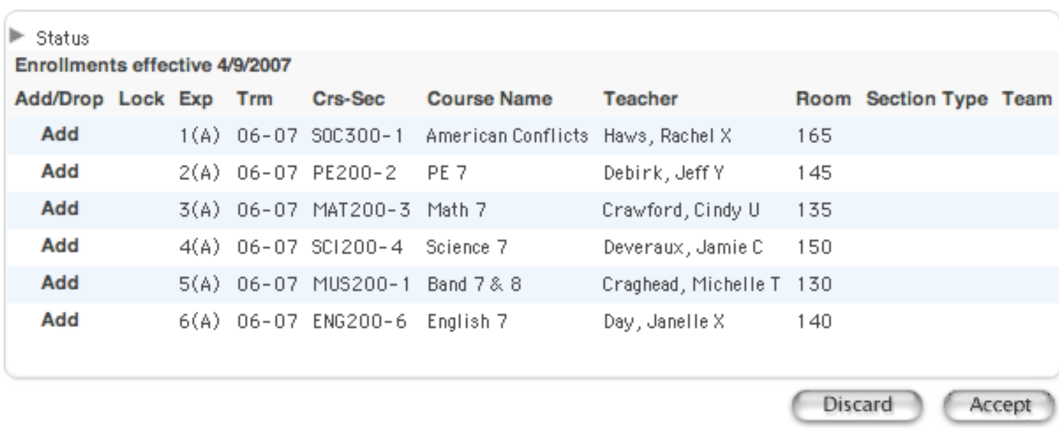
Enrollments | Requests

New

Number	Course Name	Alt	Code	Priority	Section Type	Alternate 1		Delete
ART200	Art 7			0			Associate	Yes
ENG200	English 7			0			Associate	Yes
MAT200	Math 7			0			Associate	Yes
MUS200	8			0			Associate	Yes
PE200	PE 7			0			Associate	Yes
SCI200	Science 7			0			Associate	Yes
SOC300	American Conflicts			0			Associate	Yes
								All

Submit

7. If you choose a course by mistake, click **Yes** at the far right of the course and delete the request.
8. Click **New** to add any other classes that may have been forgotten.
9. Click **Enrollments** at the top of the screen.
10. Click the **Automated Schedule** button.



Status

Enrollments effective 4/9/2007

Add/Drop	Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Section Type	Team
Add		1(A)	06-07	SOC300-1	American Conflicts	Haws, Rachel X	165		
Add		2(A)	06-07	PE200-2	PE 7	Debirk, Jeff Y	145		
Add		3(A)	06-07	MAT200-3	Math 7	Crawford, Cindy U	135		
Add		4(A)	06-07	SCI200-4	Science 7	Deveraux, Jamie C	150		
Add		5(A)	06-07	MUS200-1	Band 7 & 8	Craghead, Michelle T	130		
Add		6(A)	06-07	ENG200-6	English 7	Day, Janelle X	140		

Discard Accept

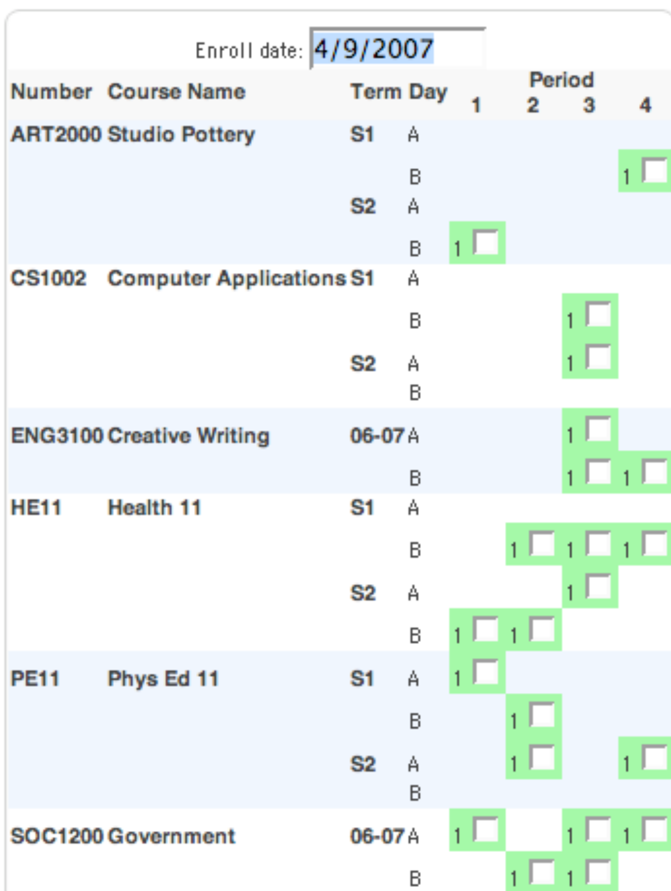
11. Click the **Accept** button.

Manually Schedule

Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule (if one exists). Manually Schedule displays requests and current enrollments as well as when other sections of requested courses are offered. This is a helpful screen for switching around sections of the same class or scheduling a student for the first time. Manually schedule offers a good view for both current students and newly enrolled students who have course requests entered. This screen will be blank until you have entered requests.

Note: The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the student is in the class. An asterisk (*) notation means that the class is full, regardless of color. If enrolling the student in a full class, you will need to enter a special password in the field at the bottom of the page to override the maximum enrollment.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule** > **Requests** > **New** > **Associate**.
4. Press the Control key (Windows) or the Apple key (Mac) to request multiple classes. If you are using the manually schedule for a schedule change, just choose the new class.
5. Click **Submit**.
6. The courses may not be edited from this screen. If you realize one course was forgotten, don't try to add the course from here. You will clear the other courses. These must be submitted first. Click **Submit**.
7. Click **Enrollments** at the top of the screen.
8. Click the **Manually Schedule** button.



9. Select the check boxes that will complete the student's schedule. If you are changing a student from one class to another, make sure to clear the check box of the prior class.
10. Click **Submit** to schedule the chosen classes.
11. Click the **Continue** button.

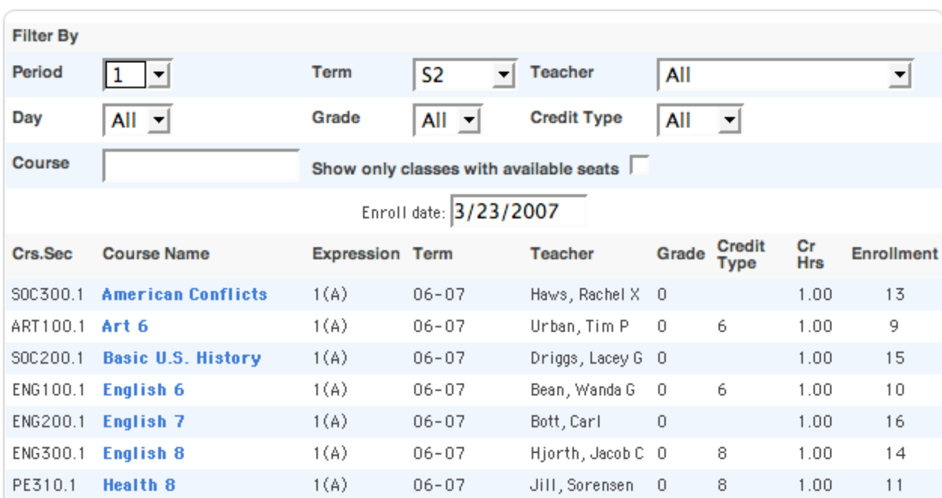
Filtering Classes

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students.

The classes contained in your master schedule may be filtered to show the available classes 3rd hour and 2nd Semester. You can view the classes the student may choose. This method may also be used to create a new schedule for students who enroll at your school during the year. This may not be the quickest way to schedule a student, but it will allow you see all the classes that meet your criteria, especially when you are trying to schedule a student who doesn't know what classes they want.

You do not need to enter requests to add a class with this method. Adding a class is as simple as clicking on the blue link for the course name. If you click on a link for a course that shows enrollment numbers in red, a full class, you will have to know the password to override the maximum enrollment set for the course.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule**.
4. Choose a period from the pop-up menu under Search Available Classes.
5. Click the **Find** button.



Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
SOC300.1	American Conflicts	1(A)	06-07	Haws, Rachel X	0		1.00	13
ART100.1	Art 6	1(A)	06-07	Urban, Tim P	0	6	1.00	9
SOC200.1	Basic U.S. History	1(A)	06-07	Driggs, Lacey G	0		1.00	15
ENG100.1	English 6	1(A)	06-07	Bean, Wanda G	0	6	1.00	10
ENG200.1	English 7	1(A)	06-07	Bott, Carl	0		1.00	16
ENG300.1	English 8	1(A)	06-07	Hjorth, Jacob C	0	8	1.00	14
PE310.1	Health 8	1(A)	06-07	Jill, Sorensen	0	8	1.00	11

6. All the filtering options are located at the top of the screen. Choose a specific term, teacher, day, grade, credit type, course, or classes with available seats. You may

leave the menus as is or make changes. The screen will refresh after each change automatically.

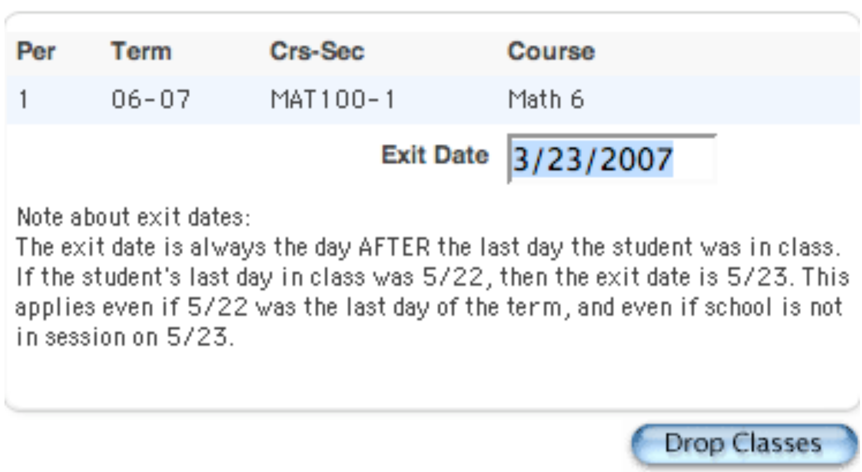
7. Click the **course title** to add the class to the schedule.

As soon as the student is scheduled in the class, they will appear on the teacher's roster. There is no waiting for the student to appear or any need for manually putting them on the roster. When the teacher opens the class in PowerGrade, an alert will appear letting the teacher know a student has been enrolled. So, make sure the class is not added to their schedule with the wrong enrollment date. That date may be adjusted on the All Enrollments screen.

Dropping a Class

You can drop section enrollments individually and immediately by clicking the appropriate Drop button next to the section enrollment you want to delete.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule**.
4. Drop a course individually by choosing the check box next to that course.
5. Click the **Drop** button.
6. Drop all the classes by clicking on the **All** button.



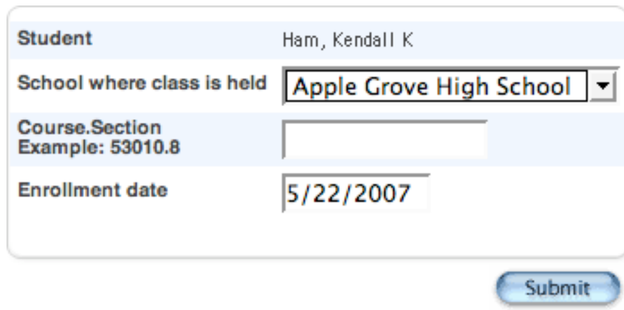
7. Click the **Drop Classes** button.

For accurate attendance data, set the Exit Date to be the date of the day after the last day the student actually attends the course(s).

Enroll in Class at a Another School

There are times when a student needs to be placed in a class that is not taught at the school they are enrolled. Geometry is only taught at the High School, but an eighth grader needs that class. The school where that student is enrolled can schedule that class. The course number and section number are required to process the enrollment.

1. From the Start Page, type the student's name in the Search field.
2. Click the magnifying glass.
3. Click **Functions** > **Enroll In A Class At Another School**.



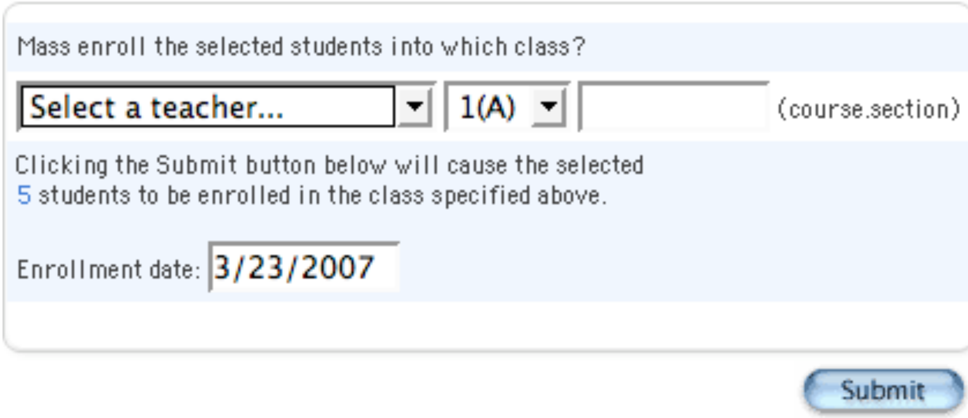
4. Choose the school where the class is held from the pop-up menu.
5. Enter the course and section number.
6. Enter the date they will start attending the class.
7. Click **Submit**.

Although that student is taking a class at the High School, the staff doesn't have access to the student's record. There is a search code that can be utilized to find those students. Enter *secondarystudent= into the Search field and the result will be any student current taking classes at your school, but not enrolled the school.

Mass Enrolling Students

At the elementary level, the staff doesn't have all the scheduling headaches that secondary schools do. But, don't think that each of your students have to be scheduled individually. With PowerSchool you can mass enroll a group of students into a specific class.

1. From the Start Page, click one grade level under Browse Students.
2. Choose **Select Students By Hand** from the pop-up menu.
3. Press the Control key (Windows) or Apple key (Mac) to choose multiple students.
4. Select the **Keep selected students** radio button.
5. Click the **Functions** button.
6. Click **Mass Enroll**.



7. Choose a teacher from the pop-up menu.
8. Choose a period.
9. Enter a course number and section number.
10. Enter the date these students will start attending this class.
11. Click **Submit**.

Hands-On Activity 2

Now it is time to schedule you in classes. Follow the steps we have just covered and refer to Activity 2 in your handout. This will be a little different for everyone. If you are enrolled at the Elementary school, your schedule will be entered with a different method than a Middle school student. Elementary students use the Filter Classes method. High School and Middle School students use the Manually Schedule method. You may not find the exact classes you are looking for or classes that match those in your district, but the goal is to create a full schedule.

Part A – An Elementary Schedule

1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule**.
4. Choose Homeroom from the pop-up menu under Search Available Classes.
5. Click the **Find** button.
6. All the filtering options are located at the top of the screen. Choose a specific term, teacher, day, grade, credit type, course, or classes with available seats.
7. Click the **course title** to add the class to the schedule.
8. Choose Period 2 from the pop-up menu under Search Available Classes.
9. Click **Find**.
10. Click the **course title** to add the class to the schedule.

Part B – A Middle School or High School Schedule

1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Modify Schedule** > **Requests** > **New** > **Associate**.
4. Press the Control Key (Windows) or the Apple key (Mac) to request multiple classes.
5. Click **Submit**.
6. Click **Submit**.
7. Click **Enrollments** at the top of the screen.
8. Click **Manually Schedule**.
9. Select the check boxes that will complete your schedule.
10. Click **Submit** to schedule the chosen classes.
11. Click **Continue**.
12. Click **Matrix View**, located on the menu on the left side of the screen.

Entering Student Fees

Besides the big tasks of enrollments and scheduling, there are some other, not as frequently used tasks a registrar may perform. One of those is entering student fees.

Not to be confused with PowerLunch, the Fee Transactions screen displays the student's financial transaction information, including the ending and current balances for academic and nonacademic activities. Use this functionality to record new transactions in the types and categories that are setup by the PowerSchool administrator. Also, a balance alert can be set to display when students are exceeding a preset limit.

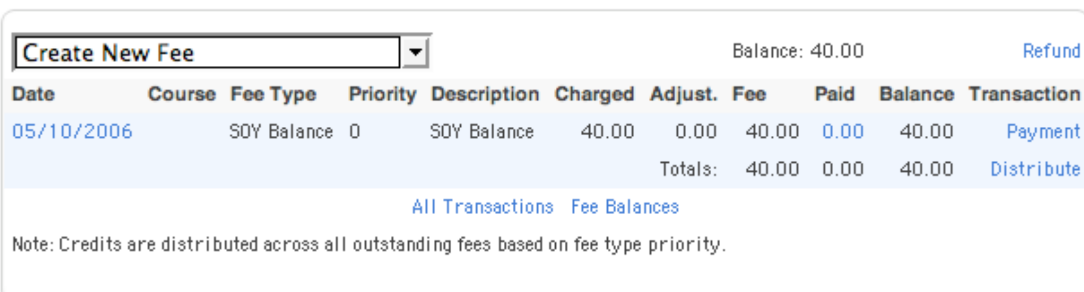
There are two methods of establishing fees for students:

- Individual
- Group

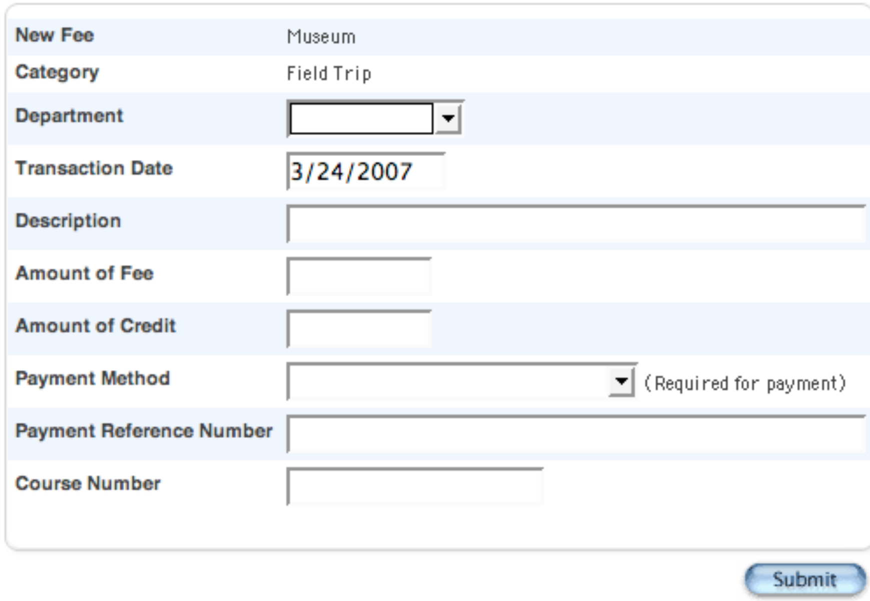
Assessing Individual Fees

There may be times when one student needs to be charged a specific fee. The fee could be a library fine or admission to the local museum. If you realize a fee needs to be assessed, but no type is listed; contact the PowerSchool administrator. Fee types may be entered at any time during the school year, but must be added at the district level.

1. From the Start Page, type the student's name in the search field.
2. Click the magnifying glass.
3. Click **Fee Transactions**.



4. Choose a fee type from the pop-up menu.



5. Choose a Department from the pop-up menu. This is optional.
6. Enter the date of the transaction.
7. Use the Description field to elaborate on the fee assessed.
8. Enter in the amount of the fee.
9. Payments may be entered when the fee is assessed. Enter the credit if the student has paid.
10. Choose the payment method, if the student has paid.
11. Payment Reference number provides an area for check number, receipt number or another type of indicator. This is optional.
12. Enter a Course Number that is related to this fee. This is optional.
13. Click **Submit**.

Hands-On Activity 3

Well, you have enrolled yourself and created a schedule. Now it is time to assess a fee. Follow the steps we have just covered and refer to Activity 3 in your handout. You may not find a fee your school charges or it may not apply to your schedule. However, for the sake of practice everyone will be assessed a fee. You may choose to pay the fee when you create it or not. Be creative!

1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Fee Transactions**.
4. Choose a fee type from the pop-up menu.
5. Enter information in the following areas:

   a. Department
   b. Transaction date
   c. Description
   d. Amount of Fee
   e. Course Number
6. Click **Submit**.

Assessing Group Fees

You also can assess fees for a group of students. If an entire class goes on a field trip, you don't have to charge the students individually. Save yourself time and charge the group with one function.

1. From the Start Page, click one grade level under Browse Students.
2. Choose **Fee Functions** from the pop-up menu under the list.
3. Click **New Fee**.
4. Choose a fee type from the pop-up menu.
5. Choose a Department from the pop-up menu. This is optional.
6. Enter the date of the transaction.
7. Use the Description field to elaborate on the fee assessed.
8. Enter the amount of the fee.
9. Payments may be entered when the fee is assessed. Enter a credit if the students have paid. Because this is a group function, the credit will be applied to all the student accounts. Don't enter a credit if some have paid and some haven't.
10. Choose the payment method, if the students have paid. The same payment method will be applied to all students.
11. Payment Reference number provides an area for check number, receipt number or another type of indicator. This is optional.
12. Enter a Course Number that is related to this fee. This is optional.
13. Click **Submit**.

Hands-On Activity 4

Practice makes perfect! So, we are going to assess a fee for your entire grade level. Follow the steps we have just covered and refer to Activity 4 in your handout. If possible, enter a fee that actually exists in your district. Do not enter any payment information for this fee.

1. From the Start Page, click your **grade level** under Browse Students.
2. Choose Fee Functions from the pop-up menu under the list.
3. Click **New Fee**.

4. Choose a fee type from the pop-up menu.
5. Enter information in the following areas:
    a. Department
    b. Transaction date
    c. Description
    d. Amount of Fee
    e. Course Number
6. Click **Submit**.

Entering Historical Grades

Entering new student data doesn't stop with demographics or what the enrollments. Transcripts also need to be entered into PowerSchool. The grade information you find on a transcript is recorded on the Historical Grade screen. This may not be necessary for all grade levels, but if you want it printed on transcripts, you must enter the grades here.

Don't confuse historical grades with current grades. Current grades are ongoing and are used to track student progress throughout the grading term. Historical grades are final grades and are permanently stored in a student's record after the term is finished.

The Historical Grades screen is view-only for most users; only those with proper access, such as a school counselor, or the registrar have the right to edit historical grades. There are two methods of entering grades from a student's transcript:

- Single New Entry
- Multiple New Entries

Year/Term	Grd Lvl	Course	Earned Credit	Q1	Q2	Q3	Q4	S1	S2	Y1
06-07 S2	12	Chamber Singers	0.00	.	_	.	.	.	.	.
06-07 YR	12	Current Affairs	0.00	.	_	_	_	.	.	.
06-07 YR	12	Journalism	0.75	.	A	A-	A	.	.	.

A Single New Entry

Registrars can enter a new student's grades one at a time using this method. The information recorded on this page is often confusing unless the person accessing the page has complete understanding of how the school handles transfer courses. A few questions that need to be answered are:

- How is a past class given credit?
- How are classes that don't match a school's current offerings added to historical grades?

Frequently a counselor will need to work closely with the registrar to make interpretations for transcripts that are not straightforward. Some transcripts require translation and some courses require creativity in determining Credit Type/Department categorization. If you are using the Graduation Progress function, courses will need to be entered with your school's course numbers. Make sure you understand the complete process before beginning. Changes can always be made, but it will save time knowing the answers from the start.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Historical Grades** > **Single New Entry**.

4. Enter the School name where the student earned the grade.
5. Enter the four-character Year when they earned the grade, such as `2003`.
6. Enter the Store Code for term, such `Q2` or `S1`.
7. Enter the Grade level of the student when they earned the grade.
8. Enter the Course and Section number if this information exists. This is required for the course to appear on a report card.
9. Enter the Course name.
10. Enter the Teacher name, if available.
11. Enter the letter grade earned, such as `A` or `C`.
12. Enter the GPA points received for the grade, such as `3`.
13. Enter any added value, such as `1` for an Honor's class. Fractions of a point may be used.
14. Enter the Percent, if available.
15. Enter the Citizenship code for the term. This is optional.
16. Enter the Earned credit for the course, if credit was awarded.
17. Enter the Credit hours the student could have earned. If the student earned credit the potential credit should be equal to or greater than the earned credit.

18. Enter the Credit Type that this course fulfills. The type will need to match the types defined in your district, even if the course is not offered.
19. Select the radio button to Include or Exclude this grade from GPA calculations.
20. Select the radio button to Include or Exclude this grade from class ranking.
21. Select the radio button to Include or Exclude this grade from honor roll calculations.
22. Enter Teacher comments if any are given.
23. Click **Submit**.

If you realize that a mistake has been made, you can return to this screen by clicking that final grade.

Hands-On Activity 5

We are going to enter one historical grade. This, of course, will be in your student pages. Each of you enrolled yourself at different grade levels, so don't worry about the grade level specifics. If a specific field does not apply to your grade level, just leave it blank. Follow the steps we have just covered and refer to Activity 5 in your handout.

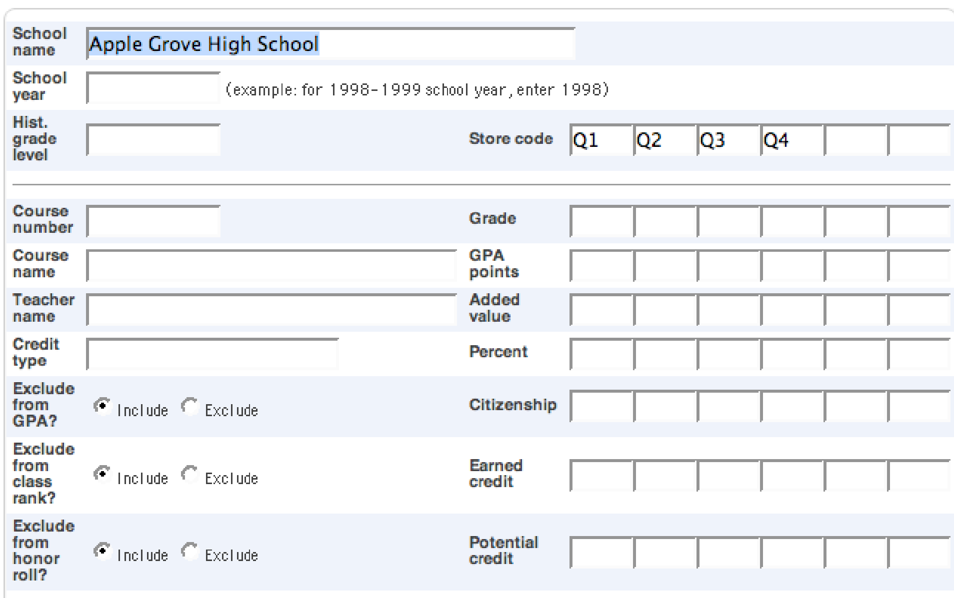
1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Historical Grades** > **Single New Entry**.
4. Enter the School name.
5. Enter the School year, such as `2005`.
6. Enter the store code, such as `S1`.
7. Enter the Historical Grade Level.
8. Enter the Course name.
9. Enter the letter grade earned, such as `A` or `C`.
10. Enter the GPA points received for the grade, such as `3`.
11. Enter the Percent.
12. Enter the Citizenship code for the term. This is optional.
13. Enter the Earned credit for the course, if credit was awarded.
14. Enter the Credit hours the student could have earned. If the student earned credit the potential credit should be equal to or greater than the earned credit.
15. Enter the Credit Type that this course fulfills.
16. Select the radio button to Include or Exclude this grade from GPA calculations.
17. Select the radio button to Include or Exclude this grade from class ranking.
18. Select the radio button to Include or Exclude this grade from honor roll calculations.
19. Enter Teacher comments if any are given.

20. Click **Submit**.

Multiple New Entries

Entering classes one at a time may not be the best way to approach a transcript. When needed, registrars can use the Multiple New Entries. The full-page view in PowerSchool accommodates 8 course entries. This is an efficient and frequently used method to record a year's worth of courses with one screen. Depending on the number of courses per grading term, you may have to break the year down into two or four sections. Use the method that best fits your needs.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Historical Grade** > **Multiple New Entries**.



4. Enter the School name where the student earned the grade.
5. Enter the four-character Year when they earned the grade, such as `2003`.
6. Enter the Grade level when they earned the grade.
7. Enter the Store Code for terms, such `S1` and `S2`. Each box will contain one store code and every grade entered in that column will have that specific store code assigned.
8. Enter the Course number if this information exists. This is required for the course to appear on a report card.
9. Enter the Course name.
10. Enter the Teacher name, if available.
11. Enter the Credit Type that this course fulfills. The type will need to match the types defined in your district, even if the course is not offered.
12. Select the radio button to Include or Exclude this grade from GPA calculations.

13. Select the radio button to Include or Exclude this grade from class ranking.
14. Select the radio button to Include or Exclude this grade from honor roll calculations
15. Enter the letter grade earned under each term, such as `A` and `B`.
16. Enter the GPA points received for each grade, such as `3`.
17. Enter any added value, such as `1` for an Honor's class. Fractions of a point may be used.
18. Enter the Percent, if available.
19. Enter the Citizenship code for each term. This is optional.
20. Enter the Earned credit for each term, if credit was awarded.
21. Enter the Credit hours the student could have earned. If the student earned credit the potential credit should be equal to or greater than the earned credit.
22. Repeat steps 7-20 with each course. Not every course may have a grade for each term you have specified. Just complete the term where grades were received.
23. Click **Submit**.

If you receive an error code indicating Invalid Store Codes, check for valid information making sure to use a valid store code such as S1. Make sure a number, such as Q1 or S2, follows a single letter; otherwise no records will be saved. Make sure that no spaces appear in the unused store code fields with grades populated.

Hands-On Activity 6

Now we are going to enter a group of grades. We will follow the steps even if you are enrolled in the first-grade and these don't apply. Everyone needs to understand how to enter multiple historical grades. Break up the class for the elementary students into subjects, such as: Reading, Phonics, Math, etc. Follow the steps we have just covered and refer to Activity 6 in your handout.

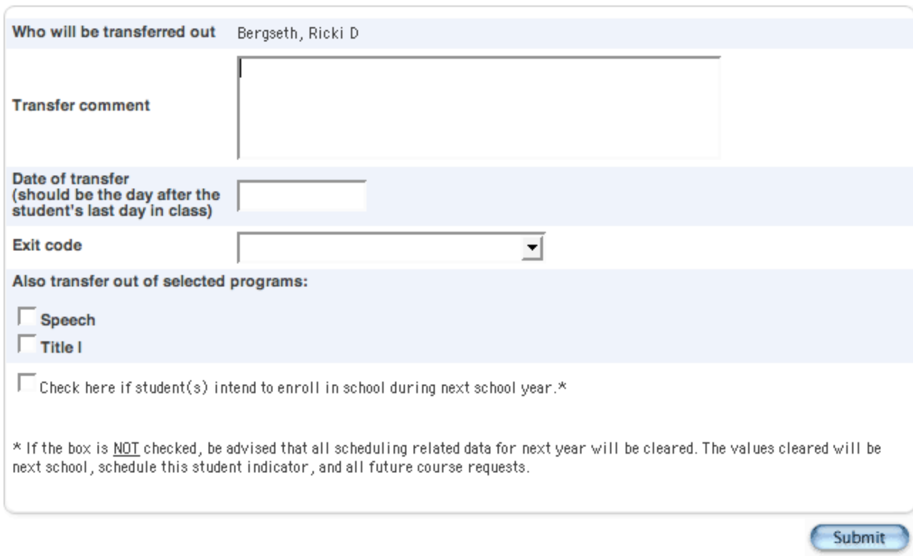
1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Historical Grade** > **Multiple New Entries**.
4. Enter the School name.
5. Enter the School year, such as `2005`.
6. Enter the Historical Grade Level.
7. Enter the Store Code for terms, such as `S1` and `S2`. Each box will contain one store code and every grade entered in that column will have that specific store code assigned.
8. Enter the Course name.
9. Enter the Credit Type that this course fulfills.
10. Select the radio button to Include or Exclude this grade from GPA calculations.
11. Select the radio button to Include or Exclude this grade from class ranking.

12. Select the radio button to Include or Exclude this grade from honor roll calculations
13. Enter the letter grade earned under each term, such as `A` and `B`.
14. Enter the GPA points received for each grade, such as `3`.
15. Enter the Percent.
16. Enter the Citizenship code for each term. This is optional.
17. Enter the Earned credit for each term, if credit was awarded.
18. Enter the Credit hours the student could have earned. If the student earned credit the potential credit should be equal to or greater than the earned credit.
19. Repeat steps 7-20 with each course. Not every course may have a grade for each term you have specified. Just complete the term where grades were received.
20. Click **Submit**.

Transferring Students

When students leave your school to attend another school in your district, or in another town, state, or country, use the Transfer Out Of School function. This does not delete students out of PowerSchool. It will inactivate the student, so you will still have access to all of their information and grades.

1. From the Start Page, type your student's name in the search field.
2. Click the magnifying glass.
3. Click **Functions** > **Transfer Out Of School**.


Who will be transferred out Bergseth, Ricki D
Transfer comment
Date of transfer (should be the day after the student's last day in class)
Exit code
Also transfer out of selected programs:
Speech
Title I
Check here if student(s) intend to enroll in school during next school year.*
* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.
Submit

4. Enter a transfer comment into the text box.
5. Enter the date. For accurate attendance data, this is the date of the day after the last day the student actually attends classes at your school.
6. Choose the exit code from the pop-up menu.
7. Check the special programs the student will be leaving.
8. If the student intends to enroll next year, check that box.
9. Click **Submit**.

Hands-On Activity 7

Well, we have just about covered everything. One more task is left to do, to transfer you out of school. Even though you were only present for one day it will not cause any errors. Follow the steps we have just covered and refer to Activity 7 in your handout.

1. Type your name in the search field.
2. Click the magnifying glass.
3. Click **Functions** > **Transfer Out Of School**.

4. Enter a transfer comment into the text box.
5. Enter the date.
6. Choose the exit code from the pop-up menu.
7. Click **Submit**.