

PowerSchool Counselor Guide

The following guide provides instructions to help counselors search for students, view student information, submit a log entry, run reports, and create or modify a schedule. Further questions can **always** be addressed by calling the PowerSchool helpline at (805) 549-1313.

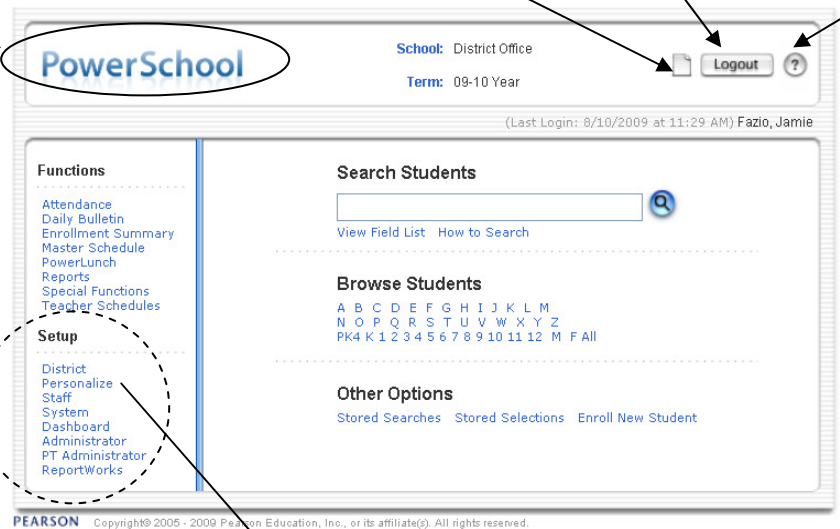
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I. Home Page/Start Page

- Login to www.sis.slcsd.org/admin

Click here to return to the Home Page from whatever location you may be in PowerSchool.

- To change your password click **Personalize** on the main menu. **The longer the password the more secure it is. Change your password regularly (at least once a year).**

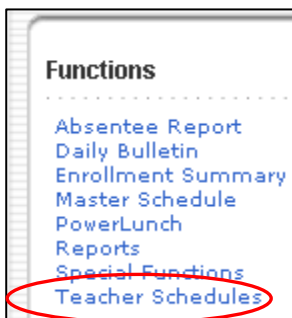


- Select **Change Password**
- Can change your Default screen with **Default login page**
 - Screen that first comes up when you log-on to PowerSchool
- Can change student default screen using **Initial Student Screen**.
 - Screen that first comes up when you select a student for the first time

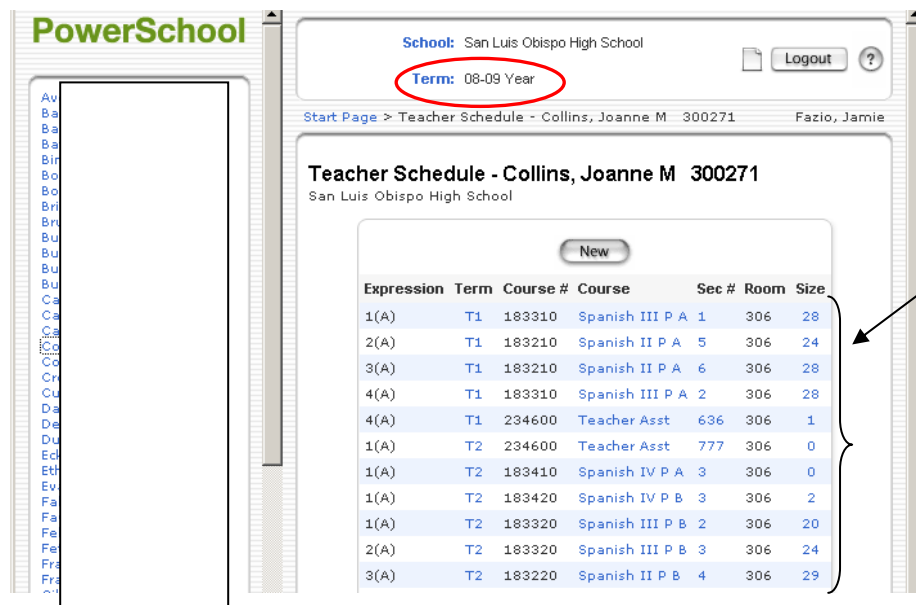
Function	Description
Change password	Change current password to a new one.
Default login page	Sets the default login page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

- View **Teacher Schedules** to obtain a list of students in a specific class.

- Click on the teacher's name to see their schedule for the term listed on the top of the page.
- Click on the number of students in the **Size** column to see list of students



List of Teachers

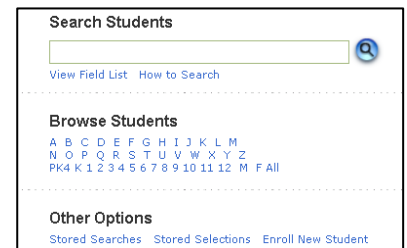


II. Working with Students

A. Search for a Student

a. Search Students

- i. Enter student's last name into the search field **or**
- ii. Enter student number into the search field
- iii. You can enable the Smart Search function by going to the Start Page and select **Personalize>Interface**. Check the box for "Enable Smart Search." This feature will auto-generate a list of students, and fieldnames that match your search criteria as you type.
- iv. To search for students who are inactive because they have been dropped from your school, **put a forward slash (/)** before your search. (/last name)



b. Browse Students

- i. Select an *alphabet letter* (first letter of last name), *grade level*, or *gender* (M/F) to get a list of all students that meet that criterion.

c. Other Options

- i. If you perform a certain search often and would like to save it, use the **Stored Searches** function. (Stores the *criteria* used to search for a group of students, not the fixed list of students' names.)
 - EX: You want a list of students with last names A-G, which changes often (enrolls/exits). Create a stored search, and run it when you would like to see students who *currently* match the conditions:
 - Click on **Stored Searches**:
 - **Name** you search (all users can see & use it, so use a naming rule such as your site's initials to distinguish your searches. (Ex: LAMS_AG). **Do not** name it the same as any *field* in PowerSchool as it causes confusion with the SmartSearch function.)
 - In **Search Instructions**, enter the search commands like you do in the Search Student's bar.
 - Use one command on each line.
 - Click Submit. It will take you back to the list of stored searches.
 - Find your stored search and hit **Run Search**. When complete, the current selection will have students who meet the **Search Instructions**.
- ii. If you work with a particular group of students frequently, use **Stored Selections** to easily retrieve the group. *Stored Selections* hold the actual list of students at the time you create the stored selection.
 - EX: if you have students with last names A-G (and group doesn't change) then you can perform the following search, and save the students it selects.
 - `last_name>=a@;last_name<h@`
 - After you perform the search, you will get a list of the students. From the drop-down menu, select "Save Stored Selection"

Option	Value
Name	<input type="text"/>
Search instructions (one search command on each line) (Fields)	<code>last_name>=a@ last_name<h@</code>

d. Basic/Common Searches for “Search Students”

i. [field name] [comparator] [search argument]

- See [Appendix A](#) for Common **Field Names**:
- Compound searches:
 - Use semi-colon (;) between field names, no spaces
 - **Last_name=smith;first_name=Jamie**
 - Will return all with the name Jamie Smith
 - **Grade_level=9;gender=F**
 - Will return all 9th grade females
- Comparators
 - Click on **How to Search** to see list of comparators and other searching tips/tools

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
PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All

Other Options

[Stored Searches](#) [Stored Selections](#) [Enroll New Student](#)

e. Student Selections

- ##### i.
- If one student matches your search criteria, it will take you straight to their student screens. If more than one student matches, you will be given a **Student Selection** screen. (See [Part B](#) below) Click on the student name you want to select and it will go to that student’s student screens or if you want to work with the group as a whole, select a function from the drop-down box. (See [Part C](#) below)

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (96)

Select a function for this group of students

B. Working with a Particular Student

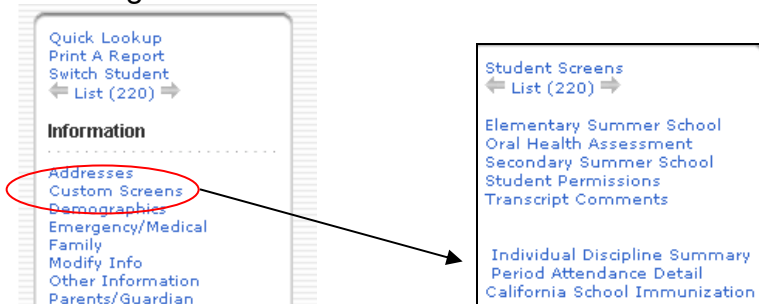
- Access/View a student schedule using
 - ☐ [Quick Lookup](#) (also can view *attendance*, and *current grades*)
 - ☐ [Bell Schedule](#)
 - ☐ [List](#), or [Matrix View](#) screens.

- To view a student's graduation status, select [Graduation Progress](#) and select the appropriate **Graduation Requirement Set**: from the drop-down box. Page also displays Cumulative Credit Hours (also found on [Cumulative Info](#) screen).

- Select [Historical Grades](#) to see student's Stored Grades from current and past-year classes.
 - ☐ Select [Previous School Names](#) to see a list of grades from previously attended schools (ex: LAMS or LOMS)

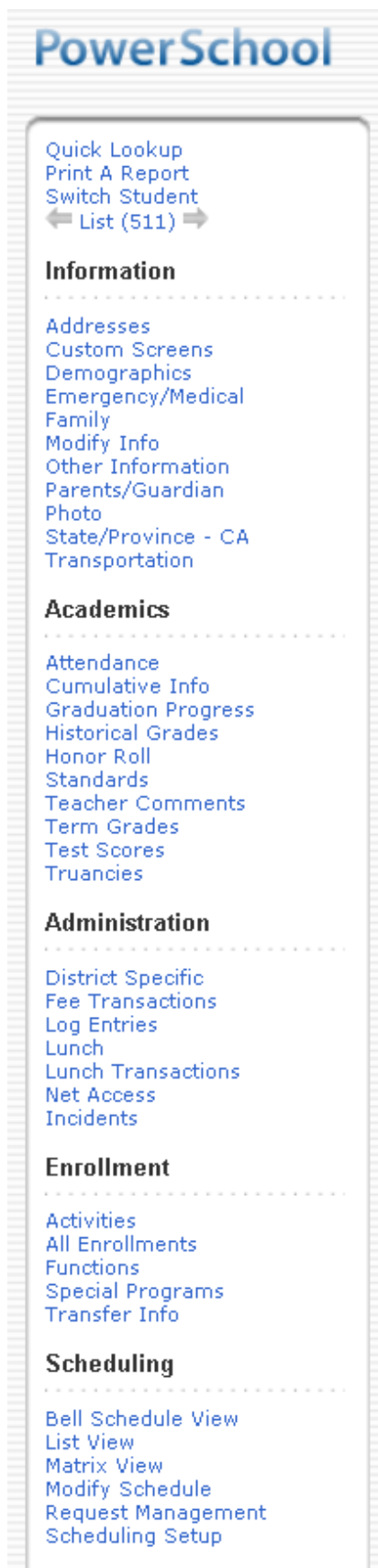
Multiple New Entries Single New Entry <u>Previous School Names</u> Detail View										
Year/Term	Grd Lvl	Course	Earned Credit	P1	P2	P3	Q1	Q3	S1	
08-09 S1	9	Algebra I P A	5.00	B	C+	.	C	.	B-	
08-09 S2	9	Algebra I P B	0.00	.	.	C-	.	D	.	
08-09 S1	9	English I P A	5.00	B	C	.	C	.	B-	

- To view attendance for current term, use [Attendance](#) screen.
 - ☐ Can also view attendance by selecting [Custom Screens](#) then selecting [Period Attendance Detail](#).









- Log Entries:** You can create log entries or edit the Discipline Alert on the student. (Please check with your site's Dean about Log Entry protocol).

- ☐ Select [Log Entries](#)
 - Select **New** to create a new entry
 - Fill out necessary info
 - Click **Submit** when finished
 - Or Select **Edit Discipline Alert** to add or update information on the student alert that can be viewed by staff.
 - Type in the specific text, an expiration date if applicable and click **Submit**.
 - This can now be viewed by staff when they select the student as explained below.



- **Alerts:** Icon will appear next to the page title on top of screen on all student pages.
 - ❑ Clicking on anyone of these alerts brings up a window explaining the alert with any additional information and an expiration date, if any.
 - ❑ Below are *descriptions* of the alerts and the **page/screen** they are entered/modified on:

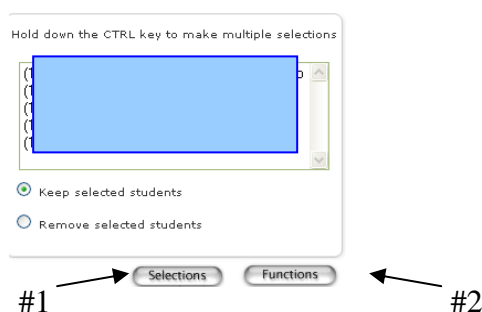
-  *Medical:* **Emergency/Medical**
-  *Guardian:* **Parent/Guardian**
-  *Discipline:* **Log Entries**
-  *Other:* **Other Information**
-  *Birthday:* Appears when Birthday within next week
-  *Balance:* (not yet implemented by our district)

C. Working with a Group of Students

a. Group Functions

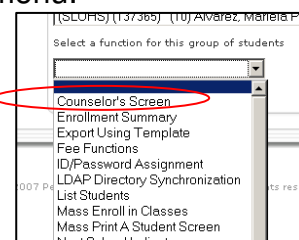
There are many functions you can perform for a group of selected students. Get your group of students by searching for a grade level, gender, teacher section etc.

- To narrow your selection down to specific students out of the larger group, choose **Select Students by Hand**.
 - Hold CTRL key to select more than one student for your group.
 - Choose to *keep or remove* selected students, then either
 - **#1** Save the currently selected students as a Stored Selection by selecting “Selections” or
 - **#2** Proceed to **Group Functions** by choosing “Functions”

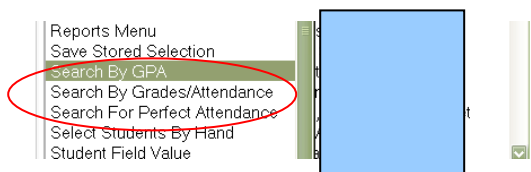


- To view the same page for a group of students selected, use the **Counselor Screen**.

- Select *Counselor's Screen* from drop-down menu.
- Next, select the screen you'd like to view. Click *Submit*.
- To view this screen, click the *last name* of the student. (**Smith, Jamie**)
 - If you click the *first name*, it will open the student menu for that one student.



- iii. To find students based on their GPA, grades, or attendance, you can select to **Search by GPA**, **Search by Grades/Attendance**, and **Search for Perfect Attendance**.



- Enter necessary settings and hit *Submit*.

- iv. **Quick Export** is helpful in getting a list of students and selected fields into Excel.

Type Field Names or use **FIELDS** link to input what fields you want exported for each student.

Quick Export

Export the 273 selected students

lastfirst
gender
DOB

Field Delimiter: ☐ Tab ☒ Comma

Record Delimiter: ☐ CR ☒ LF

☐ "Surround Fields" ☒ Column titles on 1st row

FIELDS

It will prompt you to open in Excel and each field will be displayed in its own column. This makes data sorting easy!

- v. To create a quick list of students to see or print out with specific fields, select **List Students**.

****See [Appendix A](#) and [Appendix C](#) for common fields and other codes****

Next to the line number, click on **Fields** to see a list of all fields in PowerSchool, or type in field name.

Student List - 878 students will be listed

Report Title (shown at top of page): Master List

Col	Field Name	Column Title
1.	Fields lastfirst	Name
	Fields	
3.	Fields	
4.	Fields	
5.	Fields	
6.	Fields	
7.	Fields	
8.	Fields	
9.	Fields	
10.	Fields	

Padding In Each Cell: (in points)

Rows In Between Breaks:

Other Options: ☐ Gridlines ☐ Export

Optional: Sort Field Name: Direction:

- vi. The list of Group Functions can also be accessed by selecting **Special Functions**, then **Group Functions** from the home page.

Functions	Special Functions																								
<ul style="list-style-type: none"> Absentee Report Daily Bulletin Enrollment Summary Master Schedule PowerLunch Reports Special Functions Teacher Schedules 	<table border="1"> <thead> <tr> <th>Function</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Attendance Functions</td><td>Performs attendance related functions.</td></tr> <tr> <td>Assign IDs & Passwords</td><td>Automatically assigns IDs and passwords to students.</td></tr> <tr> <td>Current Users</td><td>Shows the names of those currently logged on to PowerSchool.</td></tr> <tr> <td>Daily Bulletin Setup</td><td>Adds and edits items on the daily bulletin.</td></tr> <tr> <td>Enroll New Student</td><td>Adds a new student to PowerSchool.</td></tr> <tr> <td>Fee Functions</td><td>Performs fee functions.</td></tr> <tr> <td>Group Functions</td><td>Performs functions for the currently selected student(s).</td></tr> <tr> <td>Importing & Exporting</td><td>Transfers data into and out of PowerSchool.</td></tr> <tr> <td>Interfaces to other systems</td><td>Links to other systems which can be used with PowerSchool.</td></tr> <tr> <td>Incident Management</td><td>Create, update, and delete Incidents.</td></tr> <tr> <td>Search By GPA</td><td>Searches students by GPA.</td></tr> </tbody> </table>	Function	Description	Attendance Functions	Performs attendance related functions.	Assign IDs & Passwords	Automatically assigns IDs and passwords to students.	Current Users	Shows the names of those currently logged on to PowerSchool.	Daily Bulletin Setup	Adds and edits items on the daily bulletin.	Enroll New Student	Adds a new student to PowerSchool.	Fee Functions	Performs fee functions.	Group Functions	Performs functions for the currently selected student(s).	Importing & Exporting	Transfers data into and out of PowerSchool.	Interfaces to other systems	Links to other systems which can be used with PowerSchool.	Incident Management	Create, update, and delete Incidents.	Search By GPA	Searches students by GPA.
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Incident Management	Create, update, and delete Incidents.																								
Search By GPA	Searches students by GPA.																								

D. Other Student Functions:

a. Transcripts

- i. You can print transcripts for an Individual Student, or for a group of students.

- Individual Student

- When you have student selected, click on the [Print A Report](#) link at the top of the menu on the left. The following screen will display:

PowerSchool

Quick Lookup
Print A Report
Switch Student
List (96)

Information

Addresses
Custom Screens
Demographics

Print the report (pdf) for [dropdown]

Which report to print [Class Attendance Audit]

☒ courses actively enrolled in during current term (excludes dropped courses)
☐ all courses enrolled in during current term (includes dropped courses)
☐ enrollment as of 5/4/2009

If printing fee list, only include transactions conducted during... (may be overridden in report setup)
Current School Year [dropdown] to [dropdown]

Watermark Text [dropdown]

Watermark Mode [Overlay]

When to print [ASAP]

Submit

- Drop down “**Which report to print**” box and select appropriate transcript. Hit **Submit**.
- You will be taken to the **Report Queue**. (See [Part III: Reports](#) below for information on viewing completed report)

- Group of Students

- When you have a selected group of students, there is a Group Function called “Print Report.” The following screen will display:

Select a function for this group of students

Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Mass Print A Student Screen
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School

Which report would you like to print? [Class Attendance Audit]

The selected 46 students

For which students?
☒ All records in a single batch.
☐ Print only the first 2 records.
☐ All records in batches of records.

In what order?
☒ Alphabetical
☐ By grade, then alphabetical
☐ By period 1 class, as of this date: 5/4/2009 (takes extra time)

If printing student schedules, use...
☒ courses enrolled during current term
☐ enrollment as of 5/4/2009

If printing fee list, only include transactions conducted during... (may be overridden in report setup)
Current School Year [dropdown] to [dropdown]

Watermark Text [dropdown]

Watermark Mode [Overlay]

When to print [ASAP]

Submit

- Drop down the “**Which report would you like to print?**” box and select appropriate transcript. Hit **Submit**.
- You will be taken to the **Report Queue**. (See [Part III: Reports](#) below for information on viewing completed report)

III. Reports

A. Report Functions




PowerSchool has many reports that can be run for a group of students.

a. Accessing/Running Reports:

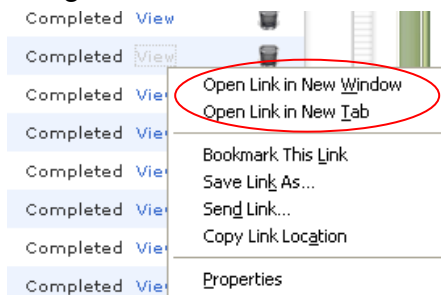
- i. Select **Reports** from the Home/Start Page menu.
- ii. The System Reports tab opens.
 - Some reports to note: *Discipline Log, Grades Distribution, and Master Schedule.*
- iii. Select desired report, complete the appropriate fields, and click **Submit**.
- iv. This will then take you to the **Report Queue**. Click the **Refresh** link next to **"My Jobs"** right on the screen to finish the job.

Report Queue - My Jobs [Refresh](#)

- v. Continue to click **Refresh** until under Status, the report goes from **"Running"** to **"Completed."** Click on the word **View** to view your report.

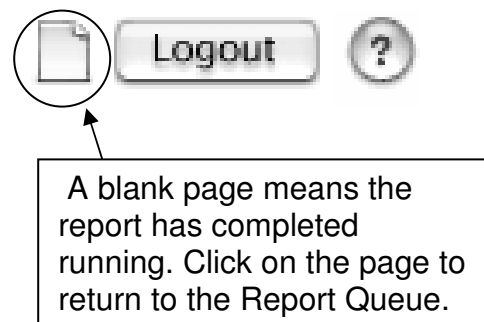
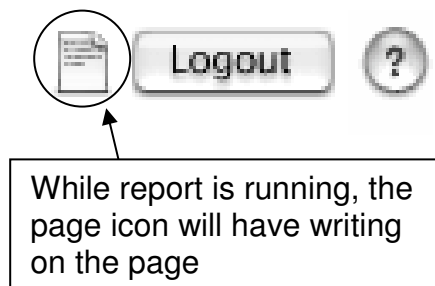
Status	
Running	
Running	
Completed	View 

- vi. **You can also *right-click View*, and select "Open in New Tab" or "Open in New Window" to view reports separately, and still keep PowerSchool available to work in. Be sure to close these additional screens when you are done viewing them.



B. Report Queue

Some reports may take several minutes to run; however, you can continue working in PowerSchool while they are running. To quickly return to the **Report Queue**, you can click on the page icon at the top right of the page, next to the Logout button.



IV. Student Scheduling

Throughout the year, you will need to create, modify and view student's schedules. PowerSchool has multiple ways of performing these tasks. There are two methods to maintain student schedules: *manual* and *auto-scheduling*. Manual scheduling allows you to pick specific sections in which to enroll the student. In Auto-scheduling you enter a student's request for specific course(s) and the system automatically schedules the student for the sections that best fits his or her schedule. See Parts B, C, and D below for instructions on modifying schedules

A. Viewing Student Schedules

You can view a student's schedule under **Scheduling** on the student pages menu. Each displays the student schedule from a different perspective. In addition to those below, the **Quick Look-Up** Screen shows a students schedule, along with current grades and attendance.

Scheduling

Bell Schedule View
List View
Matrix View
Modify Schedule
Request Management
Scheduling Setup

	Monday March 23, 2009	Tuesday March 24, 2009	Wednesday March 25, 2009	Thursday March 26, 2009	Friday March 27, 2009
9:00 AM		PE 7 Ottrando, Joseph L Gym 3 8:20 AM - 9:24 AM	PE 7 Ottrando, Joseph L Gym 3 8:20 AM - 9:24 AM	PE 7 Ottrando, Joseph L Gym 3 8:20 AM - 9:24 AM	PE 7 Ottrando, Joseph L Gym 3 8:20 AM - 9:24 AM
10:00 AM	PE 7 Ottrando, Joseph L Gym 3 9:30 AM - 10:23 AM	WA Home Ec Carlin, Kristine M D6 9:29 AM - 10:23 AM	WA Home Ec Carlin, Kristine M D6 9:29 AM - 10:23 AM	WA Home Ec Carlin, Kristine M D6 9:29 AM - 10:23 AM	WA Home Ec Carlin, Kristine M D6 9:29 AM - 10:23 AM
11:00 AM	WA Home Ec Carlin, Kristine M D6 10:28 AM - 11:21 AM	Science 7 Saxby, Peter S E18 10:28 AM - 11:22 AM	Science 7 Saxby, Peter S E18 10:28 AM - 11:22 AM	Science 7 Saxby, Peter S E18 10:28 AM - 11:22 AM	Science 7 Saxby, Peter S E18 10:28 AM - 11:22 AM
12:00 PM	Science 7 Saxby, Peter S E18 11:26 AM - 12:39 PM	English 7 Coward, Mark A D5 11:37 AM - 12:31 PM	English 7 Coward, Mark A D5 11:37 AM - 12:31 PM	English 7 Coward, Mark A D5 11:37 AM - 12:31 PM	English 7 Coward, Mark A D5 11:37 AM - 12:31 PM
1:00 PM	English 7 Coward, Mark A D5 12:44 PM - 1:27 PM	Read Skills 7 Delmartini, Sandra E D5 1:06 PM - 2:00 PM	Read Skills 7 Delmartini, Sandra E D5 1:06 PM - 2:00 PM	Read Skills 7 Delmartini, Sandra E D5 1:06 PM - 2:00 PM	Read Skills 7 Delmartini, Sandra E D5 1:06 PM - 2:00 PM
2:00 PM	Read Skills 7 Delmartini, Sandra E D5 1:32 PM - 2:15 PM	Pre Algebra Heck, Deborah E1 2:05 PM - 2:59 PM	Pre Algebra Heck, Deborah E1 2:05 PM - 2:59 PM	Pre Algebra Heck, Deborah E1 2:05 PM - 2:59 PM	Pre Algebra Heck, Deborah E1 2:05 PM - 2:59 PM

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	08-09	M240000-1	PE 7	Ottrando, Joseph L	Gym 3	9/8/2008	6/20/2009
2(A)	Q4	M700012-4	WA ComputerTech	Haymes, Cheryl L	E9	3/30/2009	6/20/2009
3(A)	08-09	M290000-8	Science 7	Saxby, Peter S	E18	8/26/2008	6/20/2009
4(A)	08-09	M150000-3	English 7	Coward, Mark A	D5	8/26/2008	6/20/2009
6(A)	08-09	M210300-6	Pre Algebra	Heck, Deborah	E1	9/8/2008	6/20/2009

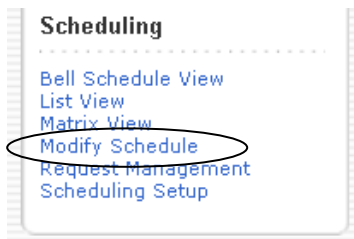
08-09 Quarter 4
Entire Year Schedule

08-09 Semester 1							
rm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	
8-09	M240000-1	PE 7	Ottrando, Joseph L	Gym 3	9/8/2008	6/20/2009	
1	M700001-1	WA Art	Badrigian, Nancy H	D1	9/8/2008	10/25/2008	
12	M700003-2	WA Spanish	Vujovich-LaBarre, Mila	G14	10/27/2008	1/23/2009	
8-09	M290000-8	Science 7	Saxby, Peter S	E18	8/26/2008	6/20/2009	
8-09	M150000-3	English 7	Coward, Mark A	D5	8/26/2008	6/20/2009	
8-09	M210300-6	Pre Algebra	Heck, Deborah	E1	9/8/2008	6/20/2009	

08-09 Semester 2							
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	08-09	M240000-1	PE 7	Ottrando, Joseph L	Gym 3	9/8/2008	6/20/2009
2(A)	Q3	M700002-3	WA Home Ec	Carlin, Kristine M	D6	1/23/2009	3/28/2009
2(A)	Q4	M700012-4	WA ComputerTech	Haymes, Cheryl L	E9	3/30/2009	6/20/2009
10-8		Science 7	Saxby, Peter S	E18	8/26/2008	6/20/2009	
10-3		English 7	Coward, Mark A	D5	8/26/2008	6/20/2009	
10-6		Pre Algebra	Heck, Deborah	E1	9/8/2008	6/20/2009	

Enrollments for current school only.						
Day	Terms	1	2	3	4	5
A	Q1					WB ComputerTech M700007.1 Haymes, Cheryl L Room: E9 5(A) Q1
	S1					WB Home Ec M700006.2 Carlin, Kristine M Room: D6 5(A) Q2
	Q2	World History 7 M321000.6 Wright, Val W Room: H3 1(A) 08-09	PE 7 M240000.2 Ottrando, Joseph L Room: Gym 3 2(A) 08-09	Pre Algebra M210300.9 Pearson, Charles A Room: E7 3(A) 08-09	English 7 M150000.3 Coward, Mark A Room: D5 4(A) 08-09	Science 7 M290000.12 Cossey, Steven E Room: G16 6(A) 08-09
	Q3					WB Ind Tech M700005.3 Guerra, Mike E Room: A1 5(A) Q3
	S2					WB Spanish M700004.4 Vujovich-LaBarre, Mila Room: G14 5(A) Q4
	Q4					

B. Modify Schedule



a. **Modify Schedule- Enrollments Page Overview:**

- i. Functions on this page are used to create a new student's schedule, or to modify an existing student's schedule. The page is divided into two areas: *Enrollments* and *Requests*. (By default, Enrollments is selected.) The *Enrollments* page displays the student's section enrollments for the current term/year and school.

Click to view student's schedule by term for the entire year (quarter, semester, trimester)

A screenshot of the 'Modify Schedule - Enrollments' page. Annotations include: a box pointing to 'View Entire Year Schedule' with the text 'Click to view student's schedule by term for the entire year (quarter, semester, trimester)'; a circle around the 'Enrollments' tab; and an arrow pointing to the 'Requests' tab. The page includes fields for 'Effective Enrollment Date', 'Search Available Classes' (with 'Course Number' and 'Period' dropdowns), and 'Quick Enroll' (with 'Course.Section' and an 'Enroll' button).

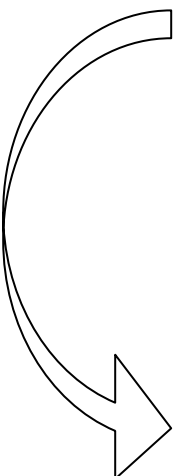
- ☐ **Effective Enrollment Date**- When creating a new section enrollment, use this field to enter the date that any enrollment becomes effective. The field defaults to today's date.
- ☐ **Search Available Classes**- Use to filter search results to enroll the student into a course:
 - **Course Number** - Use to search for available sections of specific course. If no course number is entered, then the query will return all sections for whatever period was defined.
 - **Period** - Use as filter to search for available sections for specific period.
 - **Find** - Click to search for available classes.
- ☐ **Quick Enroll**- Use to enroll student into a section when course/section # are known.
 - **Course.Section** - Use to enroll the student immediately into the section. (Course number and section number must be known and typed as: **Course . Section**)
 - **Enroll** - Click to initiate search/enroll.
- ☐ **AutoComplete**- Use to find courses to enroll students in. Change the **Term** at the top of the page for the term you would like to enroll the student in. Change the **Effective Enrollment Date** to the first day of the term you've selected. Start typing the course name to see a dynamic drop-down box that displays the *course name, teacher name, current/max enrollment, Period, Term, and Course#.Section*. You can select the course, and click on "Enroll".

A screenshot of the 'AutoComplete Course name' search bar. It includes a text input field labeled 'Course Name' and an 'Enroll' button.

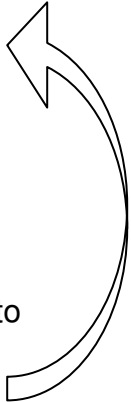
- **Enrollments**- Use to view, lock, or drop the student's current section enrollments.
 - **Lock** - Select the Lock icon next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if you want the student to remain in Algebra for period 1 on MWF, select the **Lock** checkbox for that section enrollment (The icon will change to a locked position).

- **Note:** If the *Effective Enrollment Date* (see [above page](#)) is set to a date that is *after* the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed.

- **(Lock) All**- Click to lock all section enrollments.



Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
	2(A)	08-09	M153000-2	English 8 Acc	Delmartini, Sandra E	G6	8/26/2008	6/20/2009	<input type="checkbox"/>
	1(A)	08-09	M200000-1	Shop I	Guerra, Mike E	A1	8/26/2008	6/20/2009	<input type="checkbox"/>
	4(A)	08-09	M211300-2	Geometry P	Pagan, Deborah A	G12	8/26/2008	6/20/2009	<input type="checkbox"/>
	5(A)	08-09	M241000-4	PE 8	Morrow, Douglas E	Gym 1	8/26/2008	6/20/2009	<input type="checkbox"/>
	3(A)	08-09	M291000-6	Science 8	Jones, R Debbie	G17	8/26/2008	6/20/2009	<input type="checkbox"/>
	6(A)	08-09	M322000-9	US History 8	Vujovich-LaBarre, Mila	G14	8/26/2008	6/20/2009	<input type="checkbox"/>



- **Drop**- Drop enrollments individually by clicking the appropriate check box next to the section enrollment you want to drop.
- **(Drop) All**- Click to immediately drop all the current section enrollments for the student.

- **Automated Schedule**-Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule. ([Instructions to follow in Part B](#))
- **Manually Schedule Student**-Use to manually schedule the student into available courses by period. ([Instructions to follow in Part C](#))

<input type="button" value="Automated Schedule"/> <input type="button" value="Manually Schedule Student"/>
--

- **Course Requests**-Use to *view* the student's current course requests. (Can be edited by clicking on "Requests" on top of page. [See Part c below](#).)

Number	Course Name	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
N153000	English 8 Acc		<input type="checkbox"/>	0		
N200000	Shop I		<input type="checkbox"/>	0		
N211300	Geometry P		<input type="checkbox"/>	0		
N241000	PE 8		<input type="checkbox"/>	0		
N291000	Science 8		<input type="checkbox"/>	0		
N322000	US History 8		<input type="checkbox"/>	0		

b. Using *Modify Schedule- Enrollments* Page:

i. Adding Enrollments

- On the start page, search for and select the student.
- Choose **Modify Schedule** from the student pages menu. The *Modify Schedule-Enrollments* page appears.
- Change the **Term** at the top of the page to the term associated with the section you are enrolling students in. Only section from the term you choose will display
- Enter the **Effective Enrollment Date**, **Course Number** and/or the **Period** for the section, then click **Find**.
- The page will load with a list of sections matching search criteria.

Example of Results:

Can change filters to expand/restrict list of results.

Filter By

Period	1	Term	T2	Teacher	Godsey, Michael
Day	All	Grade	All	Credit Type	All
Course	<input type="text"/>				

Show only classes with available seats ☐

Enroll date: 3/11/2009

Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
153220.1	AP English Lit B	1(A)	T2	Godsey, Michael	0	EN,ZZ	5.00	35/35

Red indicates a full section.

- To enroll the student in a section, click on the blue **course name**. The student will automatically be enrolled using the effective enrollment date and the page will re-load with the student's enrollments.
- If the Enrollment appears in red, the class is full and will require the Max. Enrollment Override password to enroll the student in section.
- When complete, you are brought back to the *Modify Schedule-Enrollments* screen and if needed, can repeat process.
- **You can now also use the **AutoComplete Course Number** function to quickly locate and enroll students in available sections. See description on [Pg. 11](#) above.

ii. Dropping Enrollments

- Follow same instructions to get to Modify Schedule page.
- Locate the section from the list of current enrollments. If the section is not listed, verify that the **term** at the top of the page encompasses the date range of the section.
- Check the box next to the section under **Drop**.
- Click on the **Drop** button at the bottom of the page.
- On the Drop Classes page, enter the student's **exit date** for the

Per	Term	Crs-Sec	Course
4	S2	152120-4	English 11 P B

Exit Date

Note about exit dates:
The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

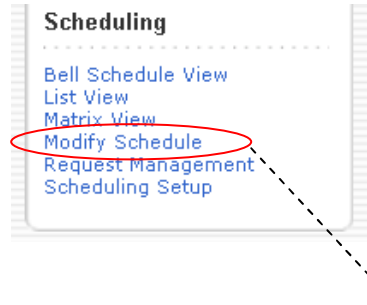
Drop Classes

NOTE: The exit date is always the day AFTER the last day the student was in class—even if it was the last day of the term, or if school is not in session on that next day *including Saturdays*. This allows teachers to take attendance on the last day (attendance cannot be taken on the exit date).

c. *Modify Schedule- Requests Page Overview*

- i. The second tab on the **Modify Schedule** page is *Requests*. Use this page to edit and enter course requests for the student. Requests are what the engine uses to determine the student's schedule. Students will not be scheduled for any course that is not requested. *Locked* enrollments will be kept even if a request does not exist for the course. (Existing requests entered by any other method will appear on this page.)

Click **Requests** at the top of the screen. The *Modify Schedule - Requests* page appears.



- The following information is either captured as part of the PowerScheduler *process* or can be *manually* defined:

- ☐ **New** - Click to create a new course request.
- ☐ **Number** -The number of the requested course.
- ☐ **Course Name** -The name of the requested course.
- ☐ **Alt** - Select the check box to indicate whether this is an Alternate course request (System will use if an elective request is not met). If this box is checked, there must be an entry in the Code field.
- ☐ **Code** – If this course request cannot be met but can be replaced with any course request selected as **Alternate**, enter **E** in this field.
- ☐ **Alt Priority** - If you selected the **Alt** check box, enter a priority number so the system will know which alternate to load first when a student does not receive the elective.
- ☐ **Alternate 1** - Click **Associate** to select the name of the first alternate for this course.
- ☐ **Delete** -To delete:
 - One course request, click **Yes** under the Delete column next to the appropriate course request.
 - All course requests, click **All** at the bottom of the Delete column.

Number	Course Name	Alt	Code	Priority	Section Type	Alternate 1	Delete
M200000	Shop I	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> Yes
M241000	PE 8	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> Yes
M200000	Shop I	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Associate"/> Yes

d. Using *Modify Schedule- Requests* Page

i. Create a New Course Request

- Click **Requests**. The *Modify Schedule - Requests* page appears.
- Click **New**. The Edit Course Request: [student name] page appears.
- Click **Associate** to select the name of the course. The Associate Course page appears. (Press and hold Ctrl to make multiple course selections.)
- Click **Submit**.
- After you see a comma-separated list of the new requests, Click **Submit**. The *Modify Schedule- Requests* page now reflects the new requests.
- Modify the requests by identifying which ones are alternates and assigning priorities or associating one alternate course for the primary requests.
- Click **Submit**. The *Modify Schedule - Requests* page refreshes.

ii. How to Edit or Delete a Course Request

- Click **Requests**. The *Modify Schedule - Requests* page appears.
- Update information as needed.
- To delete:
 - An existing course request, click **Yes** under the Delete column next to the appropriate course request.
 - All existing course requests, click **All** at the bottom of the Delete column.
- Click **Submit**.

The diagram illustrates the process of creating a new course request. It shows a sequence of steps:

- Clicking **New** in the *Enrollments | Requests* section.
- Entering course information (Crs Num, Crs Name) and clicking **Associate**.
- Selecting a course from the *Courses to Request* list.

The *Courses to Request* list includes the following courses:



- 100 (Homeroom)
- 1000 (1st Grade Reading)
- 1001 (1st Grade Writing)
- 1002 (1st Grade Mathematics)
- 1003 (1st Grade Social Studies)
- 100310 (Ag Int Sci P A)
- 100320 (Ag Int Sci P B)
- 1004 (1st Grade Science)
- 100410 (Ag Int Sci H A)
- 100420 (Ag Int Sci H B)
- 1005 (1st Grade Physical Education)
- 1006 (1st Grade Music)
- 1007 (1st Home Room)
- 101210 (Ag Biology P A)

C. Modify a Student's Schedule using Automated Schedule

a. Automated Walk-In Scheduling (AWI):

By using the AWI, you can use the scheduling engine to determine the most optimal schedule for the student. It takes into account the constraints previously set-up by PowerSchedulers. (Load and enrollment constraints, course relationships, and section types). You can choose to accept or reject the schedule returned by the engine before it is made permanent.

i. Creating new schedule or modify an existing schedule for a student:

- On the start page, search for and select the student.
- Choose **Modify Schedule** from the student pages menu. The *Modify Schedule – Enrollments* page appears.
- Enter the date the enrollment becomes effective.
- Before continuing, you can:
 - Click the Lock icon next to each section enrollment that *you do not want changed by the scheduling engine*. (Ex: if you want the student to remain in Algebra for P(1), select the Lock icon next to that enrollment.
 - The Icon will changed from  to 
- [To add new, or modify existing requests, see [Part c](#) above. To return to the *Modify Schedule - Enrollments* page click on **Enrollments** at the top of the page.]
- Click **Automated Schedule** button. The scheduling engine will create the optimal schedule for the student based on the student's course requests, load constraints, course relationships and scheduling parameters.

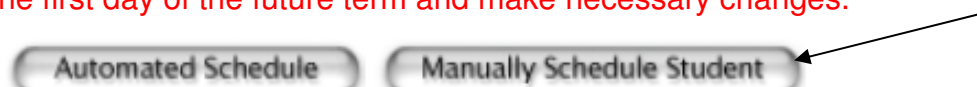


- Once the engine determines a schedule for the student, the *Automated Schedule Results* page appears.
 - Displays any error messages, enrollments, and course requests.
 - The results have not been made permanent yet. The results can only be accepted or rejected in its entirety.
- Do one of the following
 - If the results are undesirable, click **Discard** to clear the results. The *Modify Schedule- Enrollments* page displays the *original* schedule.
 - If you hit **Automated Schedule** again, the same results will appear. You have to either lock more/less enrollments and/or add/delete requests to get the engine to produce a different schedule.
 - If the results are acceptable, click **Accept**. The *Modify Schedule - Enrollments* page displays the *new* schedule.
 - You *cannot* “undo” after hitting **Accept**.

C. Modify a Student's Schedule using Manually Schedule Student

a. Manually Scheduling Student:

This screen displays the student's schedule for the currently selected term as well as all other courses the student requested, and lists the Periods/Days where sections are available for that course each term. It can be used when enrolling a new student who has requests entered, or to re-schedule an existing student. *It is important to follow the directions depending on the specific student's situation.* ****Due to date inconsistencies, we do not recommend making changes in different terms using the same Enroll Date. Therefore, make changes in only one term at a time. After hitting **Submit**, change the date to the first day of the future term and make necessary changes.**



b. Rescheduling a Student that is already scheduled

i. Dropping one section of a course and enrolling the student in the same course but a different section.

- 1) On the start page, search for and select the student.
- 2) Choose **Modify Schedule** from the student pages menu.
- 3) Click **Manually Schedule Student** button.
 - All possible sections of the courses will appear. The courses the student is already scheduled in will appear in as grey boxes with the checkbox checked under the period they are scheduled.
- 4) If you want to move them to another section or a course they are already enrolled in, uncheck their current assignment for the course and check the box for their new timeslot.
- 5) Enter the **Enroll date** to indicate when the student enrolled in the selected courses. This will need to be the date the student starts the new section. PowerSchool will automatically enter a drop date (same day) for the old section.
 - **Note:** The student's currently scheduled classes appear in gray, available classes in green and full classes in red. An asterisk (*) means that the class is full, regardless of color.
- 6) Click **Submit** after making changes.
 - **Note:** To refresh the page to display the last saved selections, click **Reset**.

- 7) Once satisfied with the schedule, click **Continue** to return to the student's Schedule List page. The student's new schedule will now appear on the Modify Schedule screen, Bell Schedule view on the All Enrollments screen.

ii. Dropping a course then Re-Scheduling the student in a completely different

A screenshot of the 'Manually Schedule Student' interface. It features a table with columns for 'Number', 'Course Name', 'Term', 'Day', and 'Period' (01-07). The table lists various courses like Algebra A, General Science 1, English 9, Health, Swimming, Fitness for Life, Word Processing, Software Applications 1, Software Applications 2, and Chorus. Each row has checkboxes for each period. A legend at the bottom indicates: red for 'This section is full', green for 'This section is available', and grey for 'This section is scheduled'. There are 'Reset', 'Continue', and 'Submit' buttons at the bottom right.

Number	Course Name	Term	Day	01	02	03	04	05	06	07
1036	Algebra A	S1	A							
		S2	A							
1501	General Science 1	S1	A							
1571	General Science 2	S2	A							
2001	English 9	S1	A							
		S2	A							
4001	Health	S1	A							
		S2	A							
4121	Swimming	S1	A							
4131	Fitness for Life	S1	A							
		S2	A							
7001	Word Processing	S1	A							
		S2	A							
7550	Software Applications 1	S1	A							
		S2	A							
7555	Software Applications 2	S2	A							
8571	Chorus	S1	A							
		S2	A							

* This section is full
This section is full
This section is available
This section is scheduled

Enter a password for maximum enrollment override

Reset Continue Submit

course. (For example the student is dropping Spanish 3 to instead enroll in Leadership.) In this case you will only use the Manually Schedule Student function for half of the process.

- 1) You first want to drop the first course. Do this using the **Modify Schedule** page.
- 2) Check the **drop checkbox** next to the course they want dropped.
- 3) Click **Drop** button below.
- 4) You will be asked to enter a **drop date**. Enter the day *after* the last day the student was in class. If it is a future enrollment, enter the first day the class would have started.

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
	P2(A)	S2	M152020-4	English 8 B	Perryess, Charlie	F1	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P7(A)	S2	M200010-2	Shop A	Bruington, Jed A	A4	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P5(A)	S2	M211220-5	Algebra I P B	Kirby, Murray G	E2	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P1(A)	S2	M233020-9	Advisory 8 B	Perryess, Charlie	F1	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P4(A)	S2	M241020-2	PE 8 B	Atkinson, Susan L	Gym 1	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P6(A)	S2	M291020-5	Science 8 B	Strickland, Priscilla G	E1	1/23/2009	6/20/2009	<input type="checkbox"/>	
	P3(A)	S2	M322020-3	US History 8 B	Wilcox, Greg K	G7	1/23/2009	6/20/2009	<input type="checkbox"/>	

- 5) Click **Drop Classes**.
- 6) Next, a new Request will be needed if the new class needed has not yet been requested. See [Part C](#) above.
- 7) Return to the *Modify Schedule-Enrollments* page and Click **Manually Schedule Student** button.
- 8) Find the course you want the student enrolled in and check the box next to the appropriate period/section.
- 9) Enter **Enroll Date** (Students first day in class).
- 10) Click **Submit** after making changes.
 - o **Note:** To refresh the page to display the last saved selections, click **Reset**.
- 11) Once satisfied with the schedule, click **Continue** to return to the student's Schedule List page.

****Important Note**** Whenever you use the **Manually Schedule Student** page, it is **very important** to double check the dates on the **All Enrollments** Page after you are complete to verify their accuracy. After you enroll a student into a new class/section using this page, please navigate to the **All Enrollments** page and double-check all enter and exit dates are correct.

Appendix A: Commonly-Used PowerSchool Fields

The following table lists the most commonly-used PowerSchool Fields. This list **is not** comprehensive. The up-to-date, complete field list can always be viewed in PowerSchool by clicking on [View Field List](#) under the Search Students heading on the Start Page.

Search Students

[View Field List](#)
[How to Search](#)

Please let us know if you believe a field should be added to this list ph: 805-549-1313.

	Student Demographic Fields
	Parent/Guardian Fields
	School enrollment Fields

PowerSchool Field Name	Description	Example
Alert_discipline	Full text of a discipline alert	Alert_discipline# (This search is saying "show me all students whose discipline alert is not blank")
Alert_guardian	Full text of a guardian alert	Alert_guardian contains father
Alert_medical	Full text of a medical alert	Alert_medical contains asthma
Alert_other	Full text of a other alert	Alert_other# (This search is saying "show me all students whose other alert is not blank")
AllowWebAccess	Will be a 1 if Parent web access is turned on	Allowwebaccess#1 (Shows students who <i>do not</i> have parent web access turned on)
CA_PrimaryLanguage	Student's Primary Language	CA_PrimaryLanguage=01 (Students who first language is Spanish)
CA_ELAStatus	Student's English Proficiency	CA_ELAStatus=EL (Shows all English Learners)
City	City of the student's main address	City=San Luis Obispo City contains San
Cnt1_city	Info. regarding students' Contact #1. Replace Cnt1 with Cnt2 and Cnt3 for info on contacts entered on <i>Parents/Guardian</i> Screen	Cnt1_city contains Paso
Cnt1_fname		Cnt1_fname=Deb@
Cnt1_lname		Cnt1_lname=Smith
Cnt1_rel		Cnt1_rel=mother
Cnt1_hphone		Cnt1_hphone contains 2541
Cnt1_recvmail	See Above. Designates if Contact should receive school mailings.	Cnt1_recvmail# (All Contact#1 who wish to receive mailings)
Counselor_Name	School assigned Counselor – Updated on the <i>Transcript Comments</i> Custom Screen	Counselor_Name contains Jones
DOB	Date of Birth	DOB<9/1/88
Entrydate	Entry date into the <i>current</i> school	Entrydate>10/1/08 (this finds students enrolled after Oct 1, 2008)
Exitdate	Exit date from the current school	/Exitdate>=9/1/08;exitdate<10/1/08 (this search finds students who dropped during Sept. Use backslash!)
Father	Father name from <i>Demographics</i> Page	Father contains Albert

First_name	Student's First name	First_name=John
Gender	M or F	Gender = M
Grade_level	Current grade level	Grade_level # 10 or Grade_level>5 (First search finds students who are not in the 10th grade, and next finds students in 6-12th)
Graduation_year	Student's graduation year on <i>Demographics</i> page	Graduation_year=2008
Guardianship	Name of Guardians	Guardianship contains Jon@
Home_phone	Main Home Phone number	Home_phone=559-555-1212
Last_name	Student's last name	Last_name=smith
Lastfirst	Combined first and last name. In the format of Last, First	Lastfirst contains Lee (finds students whose first or last name is Lee)
Mailing_Street Mailing_City Mailing_State Mailing_Zip	Student's mailing address in parts.	Mailing_city !contain San Luis (Finds students whose mailing city might be out of San Luis Obispo)
Middle_name	Middle name or initial	Middle_name=G@
Mother	Mother name from <i>Demographics</i> page	Mother=sus@
Next_School	Shows which school student is expecting to attend in next school year	Next_school contains Monarch
PermHeathInsurance PermMedDiscuss PermPTABoost PermIntTVRadioNews PermNamePhotoInternet PermSchlDir PermSurveyCAHlthKids PermRingDiplomaCapGownPics PermMilitary PermCollegeRep PermGradNtCom PermSrPortrait	All permissions found on <i>Student Permissions</i> Custom Screen. Updated periodically. Yes or No answers (Except PermHeathInsurance)	PermIntTVRadioNews=No (Find students who cannot have their picture taken for the newspaper etc.)
Schoolid	School number of where student is currently enrolled	Schoolid=6067102 (Use at District) (Finds students active at Laguna Middle)
Street	Street address including house number	Street contains cedar
Student_AllowWebAccess	A "1" if student web access is turned on	Allowwebaccess#1 (shows students who do not have student web access turned on)
Student_number	SLCUSD Student ID	Student_number=180000
Student_Web_ID	Student Web ID for Novell & PowerSchool log-in.	Student_web_ID= (Shows students whose web id is blank)
Student_web_password	Student Web Password for Novell & PowerSchool log-in.	Student_web_password=AHSGDJ
Web_ID	Parent Web ID	Web_ID= (shows students whose parent web id is blank)
Web_password	Parent Web password	Web_password=QUWIET
ZIP	Student ZIP code	ZIP = 93706

Appendix B: Additional Special Searches

The following table contains special searches. They are special, because they search more than a simple student database field.

PowerSchool Field Name	Description	Example
*birthday	Allows searching of month and day only for birthdays	*birthday=11/12 (birthdays on 11/12) *birthday=today *birthday>=6/1;*birthday<7/1 (finds birthdays in June)
*as_of	Finds all students enrolled on a particular date	*as_of = 9/5/86 (finds all students Active/enrolled on 9/5)
*enrolled_in	Finds students enrolled in a particular class	*enrolled_in=2700 (for all students in this course) *enrolled_in=2700.08 (for all students in this specific section)
*not_enrolled_in	Finds students not enrolled in a particular course (by number)	*not_enrolled_in=400000
*number_of_classes	Lists number of classes the student is enrolled in	*number_of_classes<6 (finds students with less than 6 classes)
*not_enrolled_in_period	Finds students who do not have the specified period in their schedule	*not_enrolled_in_period=1
*has_completed_course	Finds who have completed a course	*has_completed_course=400000
*has_not_completed	Finds who have not completed a course	*has_not_completed=400000
*cumulative_credit_hours	Finds students with a certain amount of credits	*cumulative_credit_hours<15 (less than 15 credit hours)
*hours_requested	Finds students who have a certain amount of credits requested.	*hours_requested<10 (less than 10 credit hours)

Appendix C: Additional Codes for Exporting, or Listing Students

The following table contains special codes that you can use on the “List Students” or “Quick Export” options after selecting a group of students. The *period_info searches both the students database & the course catalog database to list or export data from the student schedules.

PowerSchool Data Search	Description	Data
*period_info;5(a);teacher_name or ^(*period_info;5(a);teacher_name) →the ^() is used when exporting	Searches students' period 5 classes and returns their period 5 teachers' name.	Johnson, Sarah
*period_info;5(a);room or ^(*period_info;5(a);room)	Searches students' period 5 classes and returns their period 5 classroom.	S21
*period_info;5(a);course_name	Searches students' period 5 class and returns the name of their Per. 5 class.	English IV
*period_info; 5(a);course_number *period_info; 5(a);current_citizenship *period_info; 5(a);current_grade;S1 *period_info; 5(a);section_number *period_info; 5(a);teacher_comment	See above, but returns other fields from course table.	