
Student Password Information – for PowerSchool Admin Users

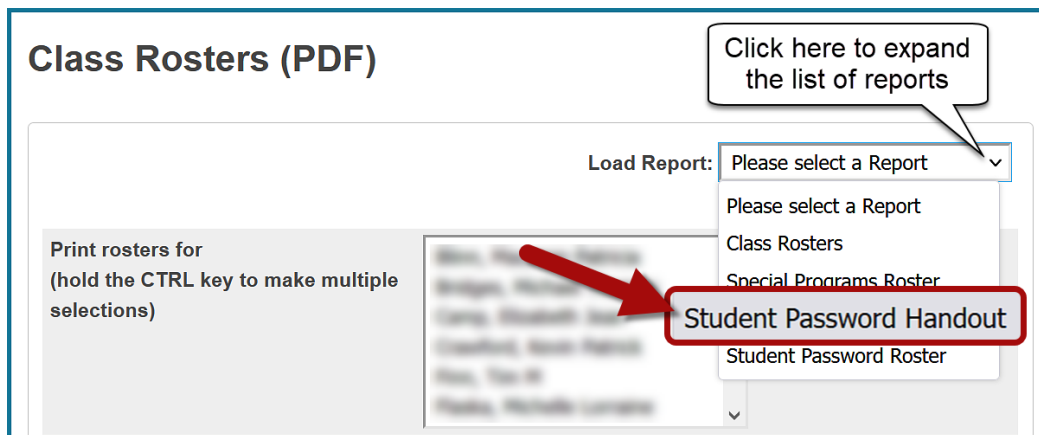
Version 1.0

The following PowerSchool reports can be used to provide student username and password information:

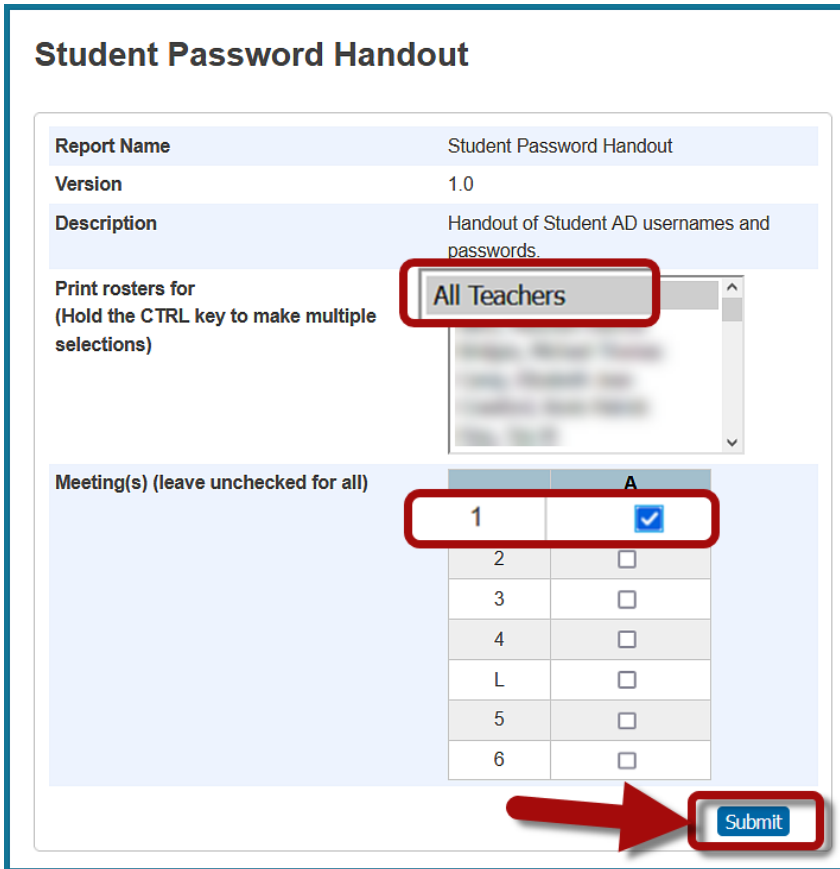
- **Password Handout for Secondary School Teachers** - The **Student Password Handout** report generates username and password information and important guidelines for computer use on a separate page for each student for the selected class. ***IMPORTANT!*** *Students should keep this information in a confidential place and never share it with anyone other than their parent/guardian.*
- **Password Class Roster for Elementary School Teachers**- The **Student Password Roster** report generates a class roster with username and password information for each student in class. ***IMPORTANT!*** *Students should keep this information in a confidential place and never share it with anyone other than their parent/guardian.*
- **Confidential Student List for School Office Staff** – The **List Students** group function generates a school-wide roster with username and password information for all students actively enrolled at your school. ***IMPORTANT!*** *This printed report must be kept in a confidential location so that usernames and passwords are not compromised.*

Student Password Handout – for Secondary School Teachers

1. From the Start Page, under Reports on the left-side menu, select **System Reports**.
2. On the System tab, under Student/Staff Listings, select **Class Rosters (PDF)**.
3. Expand the Load Report menu, select **Student Password Handout**.



4. Make the following selections:
 - Select **All Teachers**
 - Check the Meeting(s) box that corresponds to **Period 1**
5. Click **Submit**.



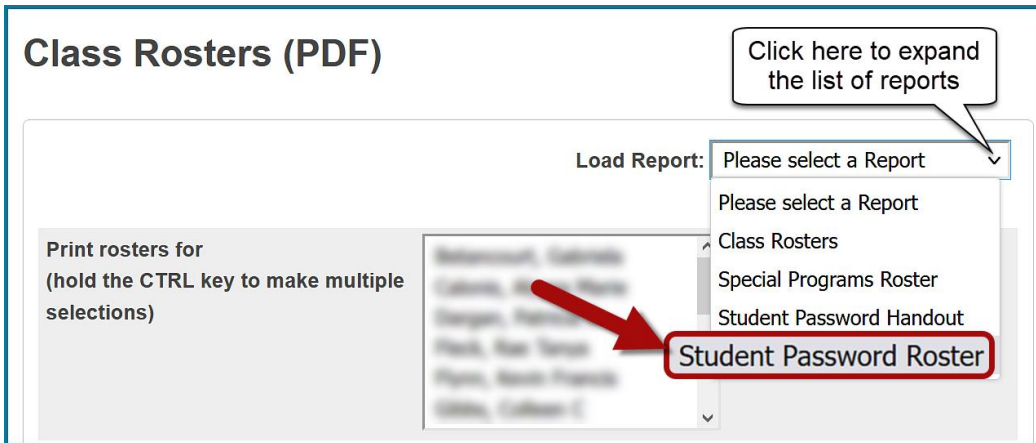
Student Password Handout

Report Name	Student Password Handout																
Version	1.0																
Description	Handout of Student AD usernames and passwords.																
Print rosters for (Hold the CTRL key to make multiple selections)	<div style="border: 1px solid gray; padding: 2px;">All Teachers</div>																
Meeting(s) (leave unchecked for all)	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>L</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	L	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
	A																
1	<input checked="" type="checkbox"/>																
2	<input type="checkbox"/>																
3	<input type="checkbox"/>																
4	<input type="checkbox"/>																
L	<input type="checkbox"/>																
5	<input type="checkbox"/>																
6	<input type="checkbox"/>																
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Submit</div>																	

6. On the open report, hold the **Ctrl** key and type **P (Ctrl + P)** to open the browser's print preview page.
7. The following settings may need adjustment depending on the browser:
 - Select the **printer** from the *Destination* menu.
 - Set the *page orientation* to **Portrait**.
 - Turn **off** *Print headers and footers*.
 - Turn **on** *Print backgrounds*.
8. Click **Print**.

Student Password Roster – For Elementary School Teachers

1. From the Start Page, under Reports on the left-side menu, select **System Reports**.
2. On the System tab, under Student/Staff Listings, select **Class Rosters (PDF)**.
3. From the Load Report menu, select **Student Password Roster**.



Class Rosters (PDF)

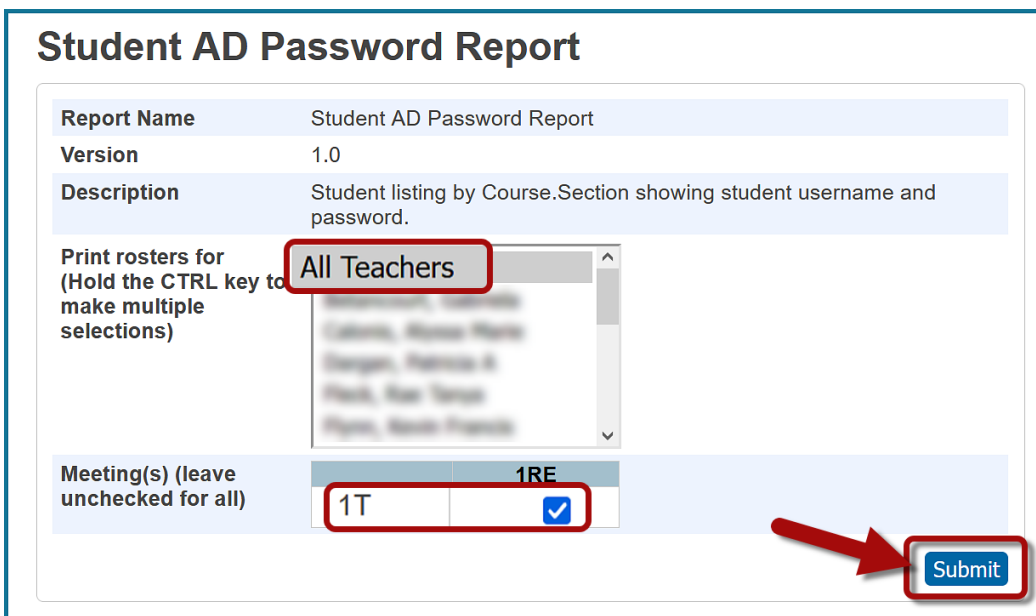
Print rosters for (hold the CTRL key to make multiple selections)

Load Report: Please select a Report

- Please select a Report
- Class Rosters
- Special Programs Roster
- Student Password Handout
- Student Password Roster**

Click here to expand the list of reports

4. Make the following selections:
 - Select **All Teachers**
 - Check the Meeting(s) box
5. Click **Submit**.



Student AD Password Report

Report Name	Student AD Password Report
Version	1.0
Description	Student listing by Course.Section showing student username and password.

Print rosters for (Hold the CTRL key to make multiple selections)

All Teachers

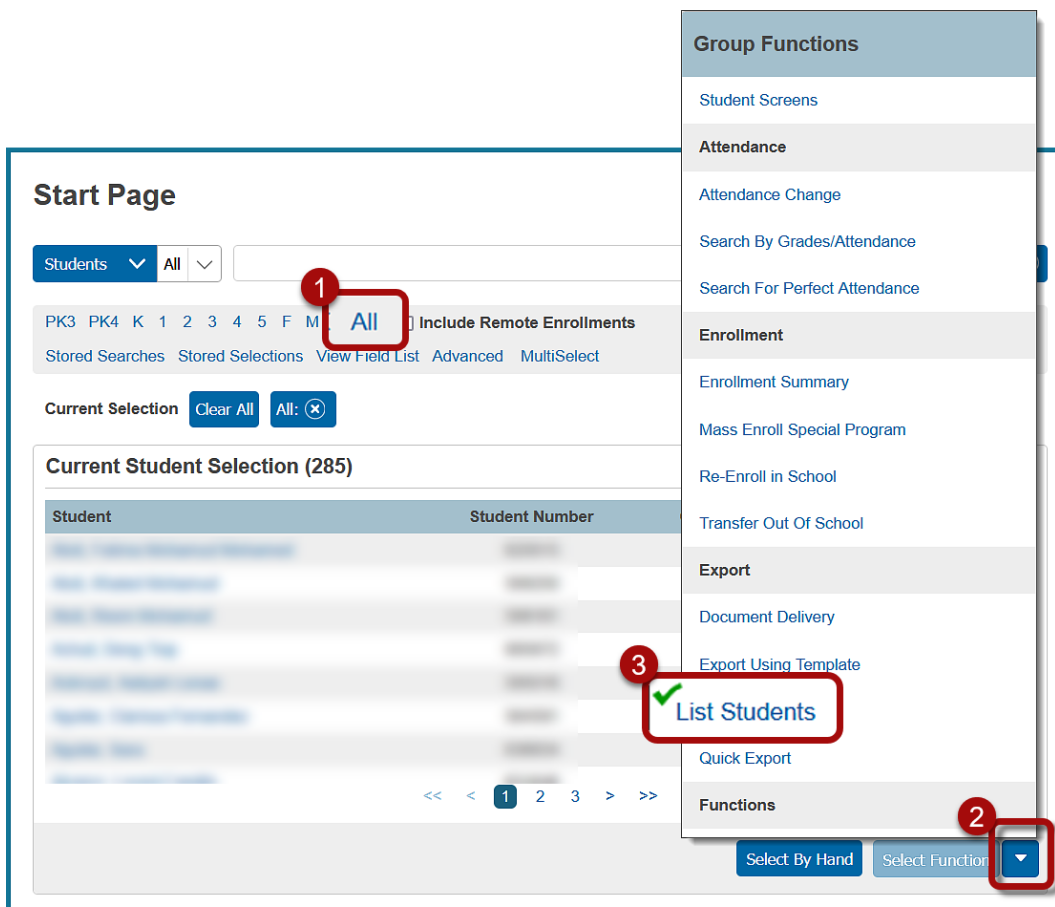
Meeting(s) (leave unchecked for all)	
1T	<input checked="" type="checkbox"/>

Submit

6. On the open report, hold the **Ctrl** key and type **P (Ctrl + P)** to open the browser's print preview page.
7. The following settings may need adjustment depending on the browser:
 - Select the **printer** from the *Destination* menu.
 - Set the *page orientation* to **Portrait**.
 - Turn **off** *Print headers and footers*.
 - Turn **on** *Print backgrounds*.
8. Click **Print**.

Confidential Student List for School Office Staff

1. From the Start Page, click **All** to select all students.
2. Expand the **Select Functions** menu and select **List Students**.



The screenshot shows the PowerSchool 'Start Page' interface. On the left, under 'Current Student Selection (285)', there is a table with columns 'Student' and 'Student Number'. Above the table, there is a 'Current Selection' section with buttons for 'Clear All' and 'All: (X)'. A red circle with the number '1' highlights the 'All' button in the 'Current Selection' section. On the right, a 'Group Functions' menu is open, showing various options. A red circle with the number '2' highlights the 'Select Function' dropdown button at the bottom of the menu. A red circle with the number '3' highlights the 'List Students' option, which has a green checkmark next to it.

3. Enter a **Report Title**.
4. Type the following **Field Names**:
 - **LastFirst**
 - **Student_Number**
 - **U_Students_AD.AD_login**
 - **U_Students_AD.AD_passwd**
5. Add the following **Column Titles**:
 - **Student Name**
 - **Student ID**
 - **Username**
 - **Password**
6. Turn on the box to display **Gridlines**.
7. Click **Submit**.

Student List - 285 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1. Fields	<input type="text" value="LastFirst"/>	<input type="text" value="Student Name"/>
2. Fields	<input type="text" value="Student_Number"/>	<input type="text" value="Student ID"/>
3. Fields	<input type="text" value="U_Students_AD.AD_login"/>	<input type="text" value="Username"/>
4. Fields	<input type="text" value="U_Students_AD.AD_passwd"/>	<input type="text" value="Password"/>
5. Fields	<input type="text"/>	<input type="text"/>

Padding In Each Cell: (in points)

Rows In Between Breaks:

Other Options: ☒ Gridlines ☐ Export

Optional: Sort Field Name Direction

<input type="text"/>	> v
<input type="text"/>	> v
<input type="text"/>	> v

8. Click the **printer icon** in the upper right of the page to print the report, or highlight and copy the report column headers and data, and paste to excel.