

PowerSchool Handbook

System Administration for Power Users

Version 2.0
August 3, 2015



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Part 1: Commit Process for Secondary and K-8 Schools

Preparing for the Commit Process

When you have a satisfactory schedule and want to make it your master schedule for the next school year, you must commit it. Once a schedule is committed, it replaces any existing master schedule in the New Year and becomes your current schedule.

All secondary (and K-8) sites using PowerScheduler must complete the following steps regarding the PowerSchool Commit process:

1. **Review your Master Schedule** in PowerScheduler for accuracy and completeness.
2. **Validate Live Side Readiness.**
 - **Verify Bell Schedule.**
 - **Verify Cycle Days.**
3. **Confirm the Final Scenario** is the active one.
4. **Duplicate the Active Scenario.**
5. Ensure that all staff are aware that no activity can happen with scheduling at your site in PowerSchool until IT has notified you that your Commit is complete.
6. On the morning of your Commit day, you must notify IT via email that all steps have been completed and your school is ready to initiate the Commit process.
7. Wait for notification from IT that your Commit was successful ***and is ready to be finalized.***
8. **IMPORTANT! Complete the Calendar:** In order for your Commit to be finalized, your calendar must be completed. Without a complete calendar, teachers will not be able to see students on their class rosters and students cannot be scheduled for classes.

REMINDER! After you receive confirmation from IT, you **NO LONGER USE POWERSCHEDULER** for master schedule purposes. All teacher and student scheduling must be done on the “live-side”.

Review Master Schedule for Accuracy

Be sure that your master schedule is as complete and as accurate as possible.

IMPORTANT! Make sure there are no discontinued courses in your schedule. Sections and students schedules for inactive courses will not be copied to the live side. If there are any discontinued courses in your schedule, you must move the students to an appropriate active course **BEFORE** requesting the Commit process.

Validate Live-Side Readiness

- **Verify Bell Schedule** (See **Part 2: Calendar Set Up** of this Handbook, for instructions on how to set up your **Bell Schedule**). Enter bell schedule and confirm with Pupil Accounting on accuracy.
- **Verify Days.** The Cycle Day Names and Abbreviations must match what you are using in PowerScheduler in order for your schedule to be successfully Committed to PowerSchool. Run the **Check Cycle Day Names for PowerScheduler** report to verify days. Instructions to run this report are as follows:

Check Cycle Day Names for PowerScheduler Report

1. On the **Start Page** under the **Reports**, select **System Reports**.
2. On the **sqlReports4** tab under Scheduling, click **Check Cycle Day Names for PowerScheduler**.
3. When the **Run sqlReport** page opens, click **Submit**.

Run sqlReport

Label	Value
Name	Check Cycle Day Names for PowerScheduler
Description	<p>This report will check Cycle Day Names and Abbreviations for schools using PowerScheduler. Please note that Cycle Day Names and Abbreviations must match what you are using in PowerScheduler in order for your schedule to be successfully Committed to PowerSchool.</p> <p>Please carefully review the report and make any changes to your Cycle Day Names and Abbreviations:</p> <ul style="list-style-type: none"> • If the Cycle Day Name and Abbreviation match, you will see a green checkmark icon displayed on the report (✓). Please make changes to ensure the Cycle Day Names and Abbreviations match. • If the Cycle Day Name is missing, you will see a green plus sign icon displayed on the report (+). • If the Cycle Day Name and Abbreviations do not match, you will see a red error icon displayed on the report (⚠).

Submit

4. If your report contains errors, you must correct them in PowerScheduler.
 - a. From **PowerScheduler**, select **Days** under **Scheduling Set Up**. Change the **Cycle Day Name** and/or **Abbreviation** to match that on the live side.

Check Cycle Day Names for PowerScheduler

Parameters -

Copy CSV Tab PDF

School Name	Cycle Day Letter	Cycle Day Name	Cycle Day Abbreviation	PowerScheduler Letter	PowerScheduler Cycle Day Name	Do Names Match?	PowerScheduler Cycle Day Abbreviation	Do Abbreviations Match?
Marston Middle	A	A	A	A	Regular Day	⚠	RD	⚠

NOTICE the **errors!**
These must be fixed

These **must** match

These **must** match

- b. After you have corrected all errors, run the **Check Cycle Day Names for PowerScheduler** report again. Verify that you have green check marks under “Do Names Match?” and “Do Abbreviations Match?”

Check Cycle Day Names for PowerScheduler

Parameters -

Copy CSV Tab PDF

School Name	Cycle Day Letter	Cycle Day Name	Cycle Day Abbreviation	PowerScheduler Letter	PowerScheduler Cycle Day Name	Do Names Match?	PowerScheduler Cycle Day Abbreviation	Do Abbreviations Match?
Marston Middle	A	A	A	A	A	✓	A	✓

Notice the green check marks.
Your report is correct.

LOOK! These match!

LOOK! These match!

Confirming the Final Scenario is Active

Be sure that your Final Scenario is the active scenario. This must be done and verified before sending your final request to have the Commit process run for your school. Only the **Active** scenario will be used during the Commit process.

1. Navigate to **PowerScheduler** and from under the **Scheduling Setup**, select **Scenarios**.

Scenarios											
Build Scenario	Periods	Days	Last Build	Last Load	Advanced Description	Catalog	Status	%Scheduled	%Core Scheduled	%Requests Satisfied	
15-16 Build for PE	7	1	06/18/2015	0/0/0	Edit	2015-2016 Course Catalog	Active	95	95	97	
2013 - 2014	7	1	07/23/2013	08/27/2013	Edit Automated Schedule Setup	Auto Imported Course Catalog	Inactive	55	55	89	
2014-15 Backup as of 8/8/	7	1	08/08/2014	0/0/0	Edit 14-15 Backup	2014-2015 Course Catalog	Inactive		0	0	
2014-2015 Scenario	7	1	08/20/2014	0/0/0	Edit 2014-2015 Scenario	2014-2015 Course Catalog	Inactive				
2015-2016 Build-Load	7	1	06/03/2015	0/0/0	Edit 2015-2016 Build-Load	2015-2016 Course Catalog	Inactive				

Verify that this **Active Scenario** is the one you want to Commit.

Duplicating the Active Scenario

1. In **PowerScheduler** under **Tools**, select **Functions**.
2. On the **Functions** page, select **Duplicate Scenario**.
3. On the **Duplicate Scenario** page, do the following:
 - a. Select the **Active Scenario** from the **Source Scenario** drop-down menu.
 - b. **NEW for 2015-16!** Use the following format when entering the **New Scenario Name**:
School Year <"Name of Active Scenario"> Final Backup
Example: 2015-16 "15-16 Build for PE" Final Backup.
4. Click **Submit**.

Duplicate Scenarios

This function will copy the selected items from one scenario to another.

Scenario	Value
Source Scenario	15-16 Build for PE
New Scenario Name	2015-16 "15-16 Build for PE"
New Scenario Description	

IMPORTANT!
Required format for **New Scenario Name**:
School Year <"Name of Active Scenario">
Final Backup

For Example:
2015-16 "15-16 Build for PE" Final Backup

Select the Active Scenario you are duplicating from the drop-down menu.

Check ALL boxes.

Select items to copy	<input checked="" type="checkbox"/>
Master Schedule (Must be checked to copy student schedules)	<input checked="" type="checkbox"/>
Student Schedules	<input checked="" type="checkbox"/>
Teacher Assignments	<input checked="" type="checkbox"/>
Constraints	<input checked="" type="checkbox"/>
Course Relationships	<input checked="" type="checkbox"/>

Submit

Final Steps in the Commit Process

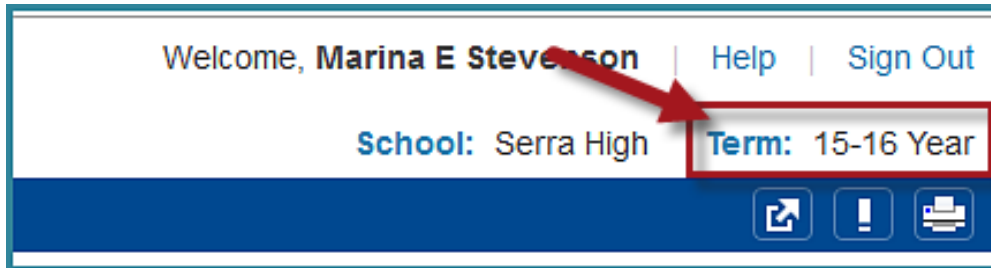
1. **Notify Site Personnel of intent to Commit:** It is imperative that all site personnel stop using scheduling screens on the live side AND in PowerScheduler during the commit process.
2. **Send email notification to IT:** The final steps to the Commit process includes sending an email notification to IT that your site is ready to Commit their master schedule.
3. **Do not access PowerSchool:** Ensure that all staff are aware that no activity can happen with scheduling at your site until you receive an email confirmation from IT that your Commit is complete.
4. **Wait for an email notification from IT of successful Commit:** You will receive an email notification from IT that your Commit process has completed successfully **AND is ready to be finalized. REMINDER!** You cannot access PowerSchool until you receive this notification!
5. **IMPORTANT!** In order for your Commit to be finalized, **you MUST complete the Calendar!** Without a complete calendar, teachers will not be able to see their rostered students, student schedules cannot be added or modified. (See **Part 2: Bell Schedule & Calendar Set Up** of this Handbook, for instructions on how to complete your Calendar.)
6. **Commit Complete:** After the Commit is complete, your site can no longer use PowerScheduler for the 2015 - 2016 school year. Any changes made in PowerScheduler after the Commit is requested cannot be copied to the live side. All changes must be done on the “live side”.

Part 2:

Bell Schedule & Calendar Setup

Years and Terms

The first part of calendar set up is establishing the years and terms for the new academic year. The district will be setting this up for the schools. Before proceeding to the next steps for Calendar and Bell Schedule setup, you must change the term to the upcoming academic school year, if needed.



Creating Bell Schedules

You must define a bell schedule for **Regular**, **Modified** and **Minimum** days at your school.

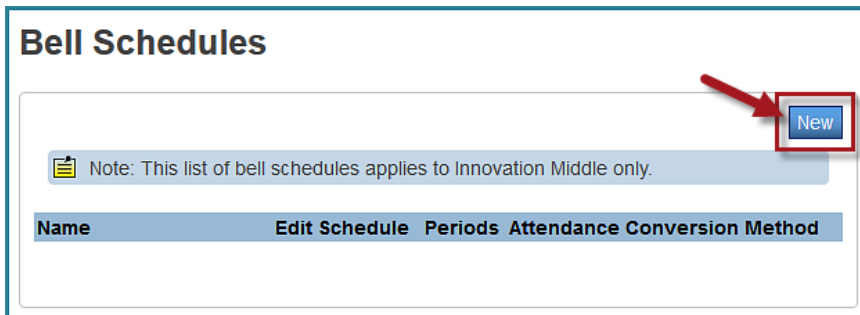
Modified Day bell schedule is used for a short day that occurs once a week such as every Tuesday or Wednesday.

Minimum Day bell schedule is used for short days on selected dates such as parent teacher conference days, back to school night, and testing dates.

NEW! Please differentiate between a ‘**Modified Day**’ and a ‘**Minimum Day**’ by creating two separate bell schedules.

Adding a Bell Schedule

1. On the **Start Page** under the **Setup**, click **School**.
2. On the **School Setup** page under **Calendaring**, click **Bell Schedules**.
3. On the **Bell Schedule** page, click **New**.



Bell Schedules

Note: This list of bell schedules applies to Innovation Middle only.

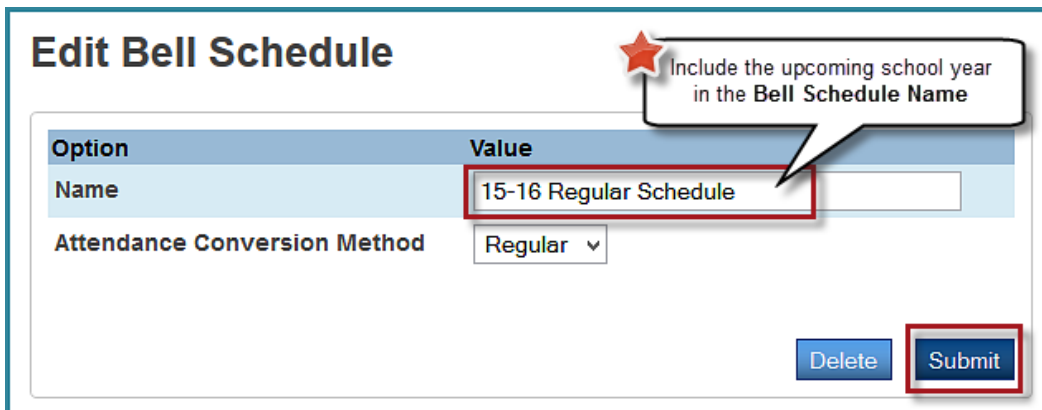
Name	Edit Schedule	Periods	Attendance	Conversion Method
------	---------------	---------	------------	-------------------

4. On the **Edit Bell Schedule** page, give the Bell Schedule a **Name**.

IMPORTANT! Include the upcoming school year in the title (for example: 15-16 Regular Bell Schedule).

NOTE: Leave **Regular** as the **Attendance Conversion Method** for *all* bell schedules. Do NOT Change.

5. Click **Submit**.



Edit Bell Schedule

Include the upcoming school year in the Bell Schedule Name

Option	Value
Name	15-16 Regular Schedule
Attendance Conversion Method	Regular ▼

Delete Submit

6. You will be returned back to the **Bell Schedules** page. Click the **Edit Schedule** link next to the bell schedule name.

Bell Schedules

[New](#)

Note: This list of bell schedules applies to Innovation Middle only.

Name	Edit Schedule	Periods	Attendance Conversion Method
15-16 Regular Schedule	Edit Schedule	7	Regular

7. Click **New** to add the **Period** and **Start/End times**.

Bell Schedule: 15-16 Regular Schedule

[New](#)

Period	Start Time	End Time	Duration
No bell schedule items have been created for this bell schedule.			

8. Configure the **New Bell Schedule Item** page:
- In the **Period** field, choose the appropriate period from the **Period** drop-down menu.
 - In the **Start Time** field, enter the hour, minutes and AM or PM.
 - In the **End Time** field, enter the hour, minute and AM or PM.
 - The **Counts for ADA** will default to be filled. **Do not uncheck!**
 - Click **Submit**.

New Bell Schedule Item

Label	Value
Period	1 <input type="text"/>
Start time	<input type="text" value="08:00 AM"/> (Example entry: 11:50 AM)
End time	<input type="text" value="08:55 AM"/> (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>

[Submit](#)

-
9. **Secondary Schools** – Continue to add the remaining periods by repeating step 7 – 8. Additional Bell Schedules (Minimum Days, Test Days, etc.) can be added by repeating steps 1 – 8.

Elementary Schools – Continue to add the **Minimum Day and/or Modified Day** bell schedule by repeating steps 1 - 8

Creating Additional Bell Schedules

If there is the need to create more bell schedules, follow the steps outlined in the **Adding a Bell Schedule** on page 13.

Completing the Calendar

IT creates the basic calendar shell which includes district holidays, vacations and off-sessions days. Sites are responsible for completing their calendar with appropriate bell schedules and cycle days. It is best practice to review and verify your calendar upon completion.

NEW for 2015 -16! The Automated Calendar Setup feature has been disabled. You no longer have the capability to auto-generate your Regular and Minimum Days. Bell Schedules and Cycle Days must be manually applied to each calendar day.

1. On the **Start Page** under the **Setup**, click **School**.
2. On the **School Setup** page, click **Calendar Setup**.
3. Click the **Month** link to open the appropriate calendar.
 - a. Choose the appropriate **Day** from the **Day drop-down menu**.
 - b. Choose the appropriate **Bell Schedule** from the **Schedule drop-down menu**.
 - c. Repeat the previous step for each date.
4. Click **Submit**.

Calendar Setup - 2015-2016

Click the **Month** link to open the appropriate calendar.

November 2015

9/15 10/15 11/15 12/15 1/16 2/16 3/16 4/16 5/16 6/16

Date	Day	Schedule	Tracks							In	Memb	Type	Note
			A	B	C	D	E	F	Sess	Value			
Sun, Nov 1										0			
Mon, Nov 2	A	15-16 Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1			
Tue, Nov 3	A	15-16 Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1			
Wed, Nov 4	A	15-16 Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1			
Thu, Nov 5	A	15-16 Minimum Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1			
Mon, Nov 23										0			
Tue, Nov 24										0	Off Session		
Wed, Nov 25										0	Off Session		
Thu, Nov 26										0	Holiday	Thanksgiving	
Fri, Nov 27										0	Holiday	Thanksgiving	
Sat, Nov 28										0			
Sun, Nov 29										0			
Mon, Nov 30	A	15-16 Regular Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1			

IT creates a basic calendar shell which includes district holidays, vacations and off-session days.

Select the Day you are applying.

Select the Bell Schedule you are applying.

Verify # of school days in the current month
Set up calendar days according to

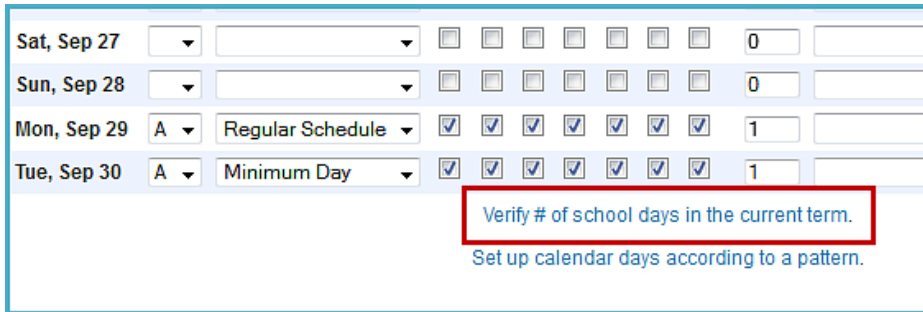
IMPORTANT! You must click **Submit** for each month. If you move to the next month without submitting, the changes you just made will not apply.

Submit

NOTE: You must **Submit** for each month. If you move to the next month without submitting, the changes you made will not apply.


Verify the Number of School Days in a Term

1. On the **Start Page** under the **Setup**, click **School**.
2. On the **School Setup** page, click **Calendar Setup**.
3. Click **Verify # of school days in the current term** link at the bottom of the page.



Verify # of school days in the current term.
Set up calendar days according to a pattern.

4. Verify that the number of school days returned in this report matches the district **Instructional Calendar**.



School: Marston Middle Term: 14-15 Year

Calendar Setup - 2014-2015 > School Days

School Days

2014-2015 Year
180 school days.

This matches the district Instructional Calendar

1. September 2 Tuesday 62. December 4 Thursday 123. March 18 Wednesday
2. September 3 Wednesday 63. December 5 Friday 124. March 19 Thursday
3. September 4 Thursday 64. December 8 Monday

SAN DIEGO UNIFIED SCHOOL DISTRICT
2014-2015 TRADITIONAL INSTRUCTIONAL CALENDAR
Approved by the Board of Education: January 28, 2014

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS	CUM TOTALS	
JULY		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		Jul	0	0
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Aug	0	0
SEPTEMBER	1 H	2 F	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Sep	0	21
OCTOBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Oct	0	23
NOVEMBER	3	4	5	6	7	10	11 H	12	13	14	17	18	19	20	21	24 NI	25 NI	26 NI	27 H	28 H						Nov	0	14
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 NI	23 NI	24 H	25 H	26 NI	29 NI	30 NI	31 H			Dec	0	15
JANUARY				1 H	2 NI	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29	30	Jan	0	19
FEBRUARY	2	3	4	5	6	9	10	11	12	13 H	16 H	17	18	19	20	23	24	25	26	27						Feb	0	18
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30 NI	31 NI			Mar	0	20	
APRIL			1 NI	2 NI	3 NI	6	7	8	9	10	13	14	15	16	17	20					30					Apr	0	19
MAY					1	4	5	6	7	8	11	12	13	14	15	18					31	29				May	0	20
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29				Jun	0	11	
																									Total	0	180	

This matches the Calendar Set Up for 2014-15

Setting Auto Attendance Call Times in PowerSchool and School Messenger

Schools that are using the district's mass communication system to make calls to parents of students with Unverified Absences will need to have their call time(s) set up. Schools can have calls made either once or twice a day.

Attendance call times must be set in **PowerSchool**, as well as in **SchoolMessenger**. In order to avoid potential data inconsistencies, call times will be set in both systems by the district.

It is no longer possible for school sites to change their Auto Attendance call time(s) in PowerSchool. If your school is using the School Messenger automated attendance calls feature, set your call time(s) by emailing jcornelius@sandi.net.

If you have questions or concerns regarding School Messenger, email jcornelius@sandi.net.

Part 3:

Managing

Faculty

Cleaning Up Staff Records - Making Staff Members Active or Inactive

Schools are responsible for maintaining who has access to PowerSchool. Power Users can provide access to the school or remove access from the school by using the Security Settings page in PowerSchool.

Printing a Staff Roster

To print a roster of all teachers and staff currently **Active** at your school site, do the following:

1. From the **Start Page** under **Reports**, select **System Reports**.
2. Click the **sqlReports4 tab**, select **Staff Roster**.
3. Click **Submit**.



Staff Roster
Parameters -

HINT! You can export this report to Excel by clicking Copy

Use the up down arrows to sort by Field Name

Search:


Teacher Number	Title	First Name	Last Name	Position
148786		Benjamin	Abernathy	Teacher
155831		Sam	Adams	Staff
200901		Andy	Allen	Staff
141075		Carri	Barker	Teacher
159875	Mr	Billy	Crystal	Staff

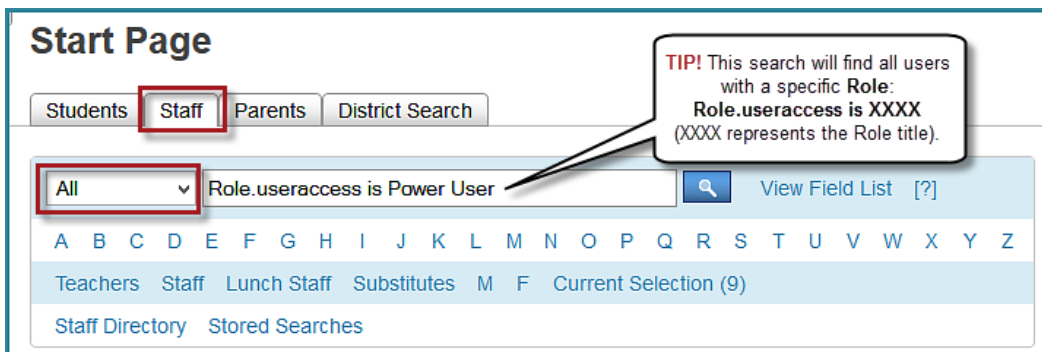
How to Search for All Users with a Specific Role

To search for all users at your site with a specific **Role**, do the following:

1. From the **Start Page**, select the **Staff** tab.
2. Select **All**, if not already selected.
3. Type the following in the search field (in this example we are using “Power User”):


Role.useraccess is Power User

4. Click the search button , or hit the Enter key to start the search.



Start Page

Students **Staff** Parents District Search

All Role.useraccess is Power User  View Field List [?]

TIP! This search will find all users with a specific Role:
Role.useraccess is XXXX
(XXXX represents the Role title).

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

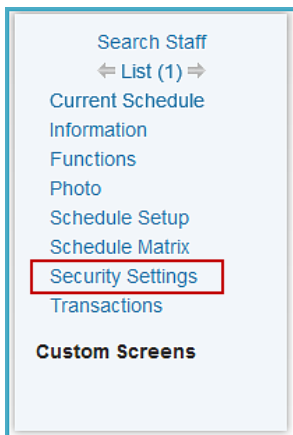
Teachers Staff Lunch Staff Substitutes M F Current Selection (9)

Staff Directory Stored Searches

Changing Staff Status to Inactive

School Power Users can change the status of staff members from **Active** to, *not Active*, using the **Staff Security Settings** in PowerSchool. In the example that follows, we will find and select a staff member that no longer works at the school and make them inactive (*not Active*).

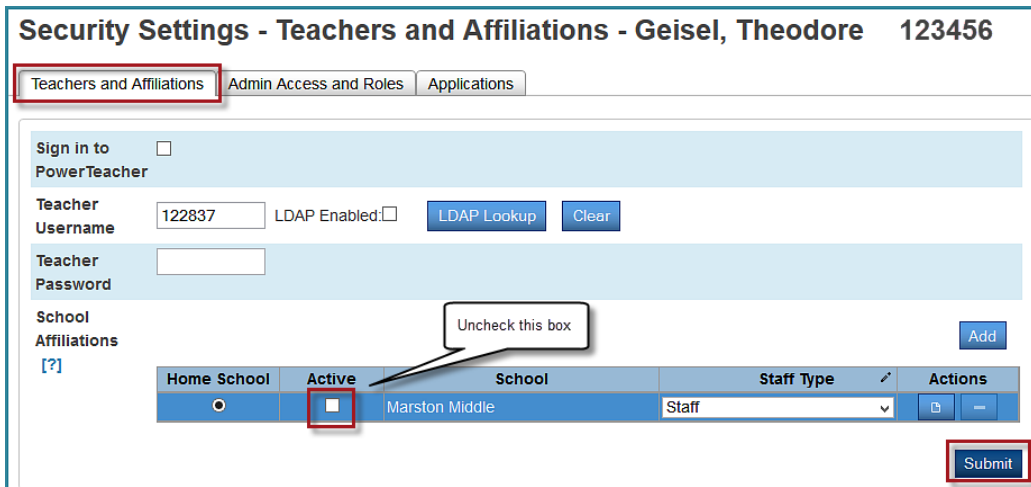
1. On the **Start Page**, click the **Staff** tab.
2. Search for and select the desired staff member.
3. On the **Staff** page, click **Security Settings**.



Search Staff
⇐ List (1) ⇒
Current Schedule
Information
Functions
Photo
Schedule Setup
Schedule Matrix
Security Settings
Transactions

Custom Screens

4. To make this staff member inactive, uncheck the **Active** box, and then click **Submit**.



Security Settings - Teachers and Affiliations - Geisel, Theodore 123456

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to ☐ PowerTeacher

Teacher Username: 122837 LDAP Enabled: ☐ [LDAP Lookup](#) [Clear](#)

Teacher Password:

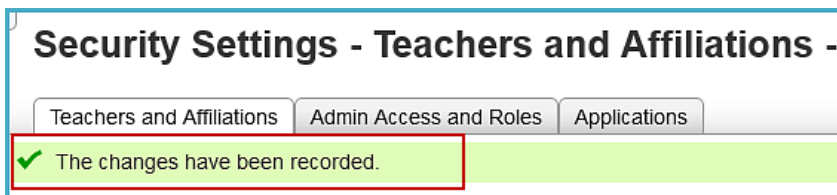
School Affiliations: [Add](#)

Home School	Active	School	Staff Type	Actions
<input checked="" type="radio"/>	<input type="checkbox"/>	Marston Middle	Staff	Edit Delete

[Submit](#)

Uncheck this box

5. The following message will be displayed:



Security Settings - Teachers and Affiliations -

Teachers and Affiliations | Admin Access and Roles | Applications

✓ The changes have been recorded.

NOTE: Check to make sure the **Active** box remains unchecked after the changes have been recorded.

6. Now that this staff member is inactive, access to the school's data must be removed.
7. Select the **Admin Access and Roles** tab.
8. Click the **Edit** button.

Security Settings - Admin Access and Roles - Geisel, Theodore 123456

Teachers and Affiliations **Admin Access and Roles**

Sign in to Administrative Portion of PowerSchool ☒
 Un-checking this box disables the user's ability to login to PowerSchool.
 Do NOT uncheck this box if the staff member has roles at another school.

Admin Username: 123456 LDAP Enabled: ☒ LDAP Lookup Clear

Admin Password:

Default Group: Attendance and Enrollment (2)

Allow Admin Sign in During These Times:
☒ Any time
☐ Allow this user's access from to
 (Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]:

Roles and Schools [?]

School	Roles (Group Name)	Action
Innovation Middle (Home School)	Default Group Access (Attendance and Enrollment)	+ - i e
Marston Middle	Default Group Access (Attendance and Enrollment)	+ - i e

Add Submit

Click the **Edit** button to remove PowerSchool access at this school.

9. On the **Edit User Access Roles** window, check the **No Access** box.
10. Click **OK**.

Edit User Access Roles

Marston Middle

☐ Use Group Default (Attendance and Enrollment) ☒ Use these Roles

Use these Roles

- ☐ Attendance and Enrollment (Attendance and Enrollment)
- ☐ Academic History (Academic History)
- ☐ Enroll In A Class At Another School (Enroll In A Class At Another School)
- ☐ Admin/DataDirector Access (No Access)
- ☒ **No Access (No Access)**
- ☐ Special Programs (Special Programs)
- ☐ Course Requests (Course Requests)
- ☐ Health (Health)
- ☐ Health Tech (Health Tech)
- ☐ Edit Demographics (Edit Demographics)
- ☐ Log Entries for School Counselors (Log Entries for School Counselors)

Cancel OK

This staff member can no longer access the selected school's data in PowerSchool.

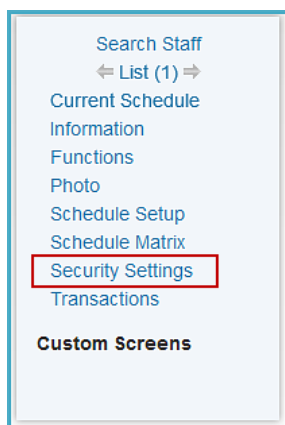
Changing Staff Status to Active

School Power Users can change the status of staff members from *not Active*, to **Active**, using the Staff Security Settings in PowerSchool.

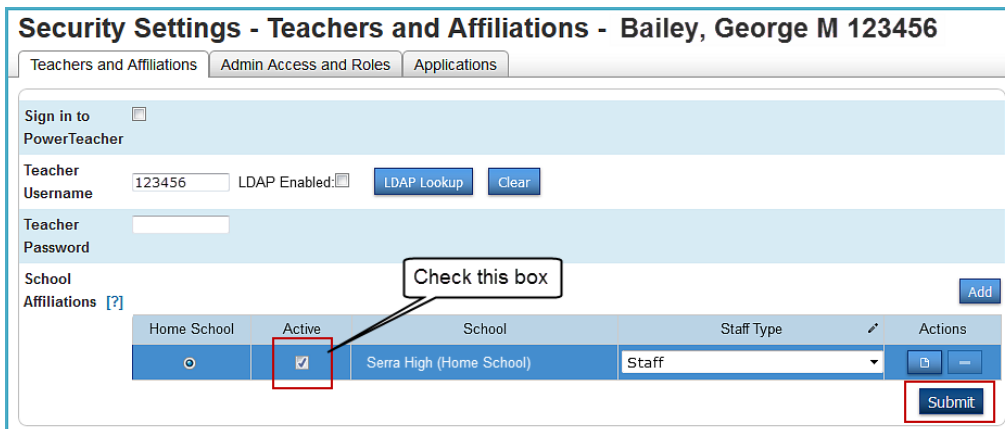
1. On the **Start Page**, click the **Staff** tab.
2. Search for and select the desired staff member.

NOTE: If the Power User cannot see the employee under **Staff Search**, they must contact the Help Desk to have that employee added to their school.

3. On the **Staff** page, click **Security Settings**.



4. To change a staff member from *not Active*, to **Active**, simply check the **Active** box.
5. Click **Submit**.



Security Settings - Teachers and Affiliations - Bailey, George M 123456

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to ☐ PowerTeacher

Teacher Username: 123456 | LDAP Enabled: ☐ | LDAP Lookup | Clear

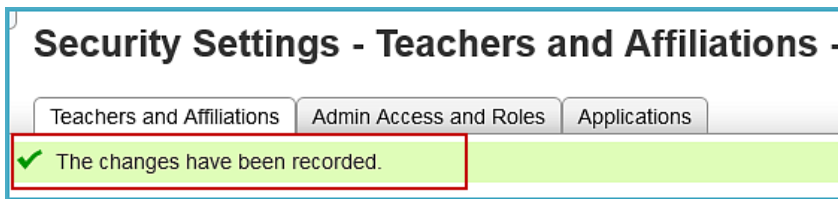
Teacher Password:

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	Serra High (Home School)	Staff	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Submit

6. After the staff member's status has been updated to **Active**, the following message will be displayed:



Security Settings - Teachers and Affiliations -

Teachers and Affiliations | Admin Access and Roles | Applications

✓ The changes have been recorded.

NOTE: Check to make sure the **Active** box remains checked after the changes have been recorded.

Setting Up Security for Office Staff

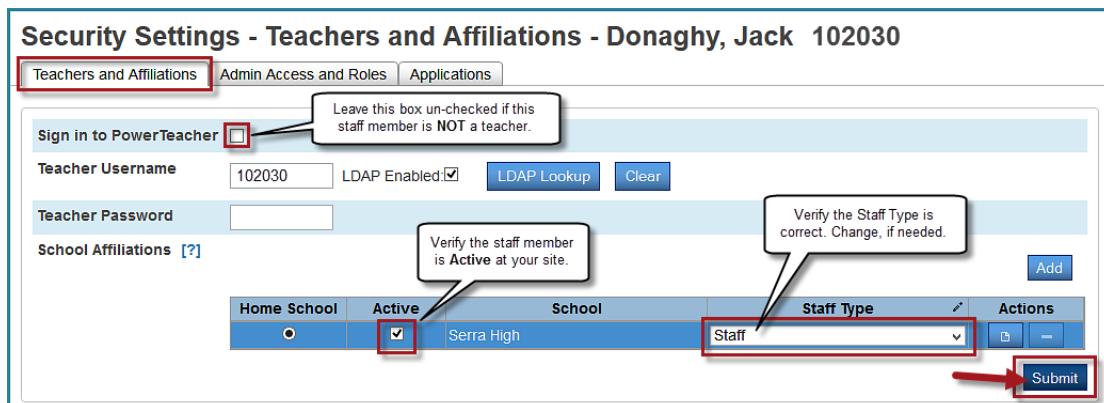
When you have new office staff working at your school, you will need to set these new users up with access to PowerSchool.

IMPORTANT! Do not give the staff member too many **Security Roles** for your school! It is not necessary to check all of the Roles. Checking too many Roles could cause problems with access in PowerSchool.

NOTE: If you are in the Power User role, you have access to most of PowerSchool and do not need other Roles such as Attendance and Enrollment. However, you may need the Special Programs role, for example, to enter and edit Special Programs in PowerSchool.

Please review the [Security Groups](#) job aid for additional details about what each group/role can access in PowerSchool. You can also find it on the district website: **Staff tab > Technical Support/Help Desk > Office Staff Training & Support > Read & Learn > System Administration > Security Groups**

1. On the **Start Page**, click the **Staff** tab.
2. Search for and select the desired staff member.
3. On the **Staff page**, click **Security Settings**.
 - a. Leave **Sign in to PowerTeacher** unchecked.
 - b. Verify the **LDAP Enabled** box is checked.
 - c. Verify the **Home School** radio button is selected (if your school is the Home School), and the **Active** box for your school is checked.
 - d. Verify **Staff** is the selected **Staff Type**.
 - e. Click **Submit**, if changes were made.



Security Settings - Teachers and Affiliations - Donaghy, Jack 102030

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher ☐ Leave this box un-checked if this staff member is NOT a teacher.

Teacher Username: 102030 LDAP Enabled: ☒ LDAP Lookup Clear

Teacher Password:

School Affiliations [\[?\]](#)

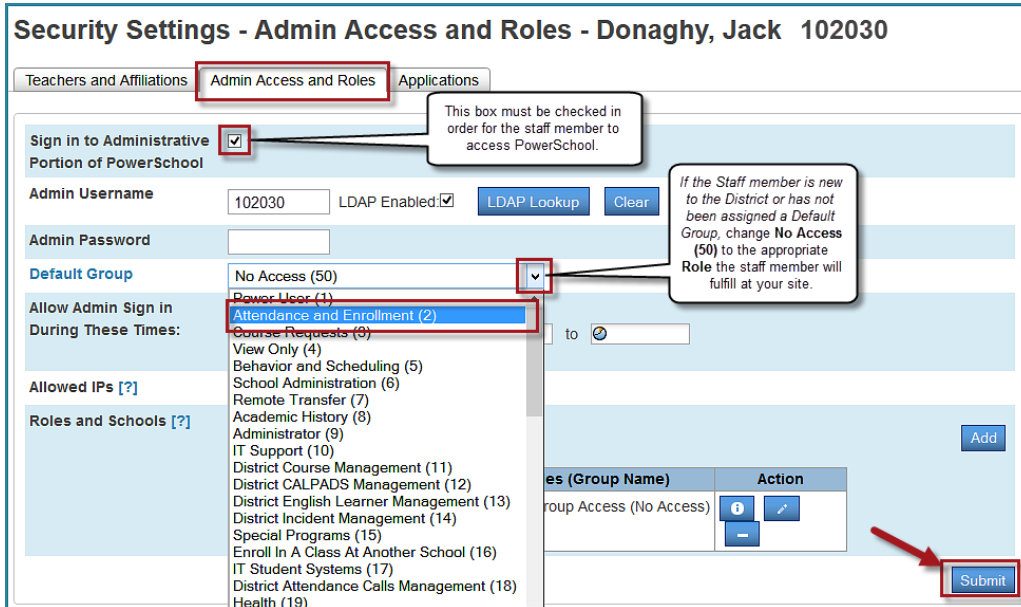
Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	Serra High	Staff	Add Edit Delete

Submit

4. Select the **Admin Access and Roles** tab.
 - a. Check the **Sign in to Administrative Portion of PowerSchool** box.
 - b. Verify that **LDAP Enabled** box is checked. The **Admin Username** will be filled in with the user's district Employee ID number by default.

NOTE: If the Staff member is new to the District, or has never been given security access to PowerSchool, their Default Group is **No Access (50)**.

- c. Change the **Default Group** from **No Access (50)** to the appropriate **Role** the staff member will fulfill at your site, click **Submit**.



Security Settings - Admin Access and Roles - Donaghy, Jack 102030

Teachers and Affiliations | **Admin Access and Roles** | Applications

Sign in to Administrative Portion of PowerSchool ☒ This box must be checked in order for the staff member to access PowerSchool.

Admin Username 102030 **LDAP Enabled** ☒ **LDAP Lookup** **Clear**

Admin Password

Default Group No Access (50) If the Staff member is new to the District or has not been assigned a Default Group, change No Access (50) to the appropriate Role the staff member will fulfill at your site.

Allow Admin Sign in During These Times: **Power User (1)**
Attendance and Enrollment (2)
 Course Requests (9)
 View Only (4)
 Behavior and Scheduling (5)
 School Administration (6)
 Remote Transfer (7)
 Academic History (8)
 Administrator (9)
 IT Support (10)
 District Course Management (11)
 District CALPADS Management (12)
 District English Learner Management (13)
 District Incident Management (14)
 Special Programs (15)
 Enroll In A Class At Another School (16)
 IT Student Systems (17)
 District Attendance Calls Management (18)
 Health (19)

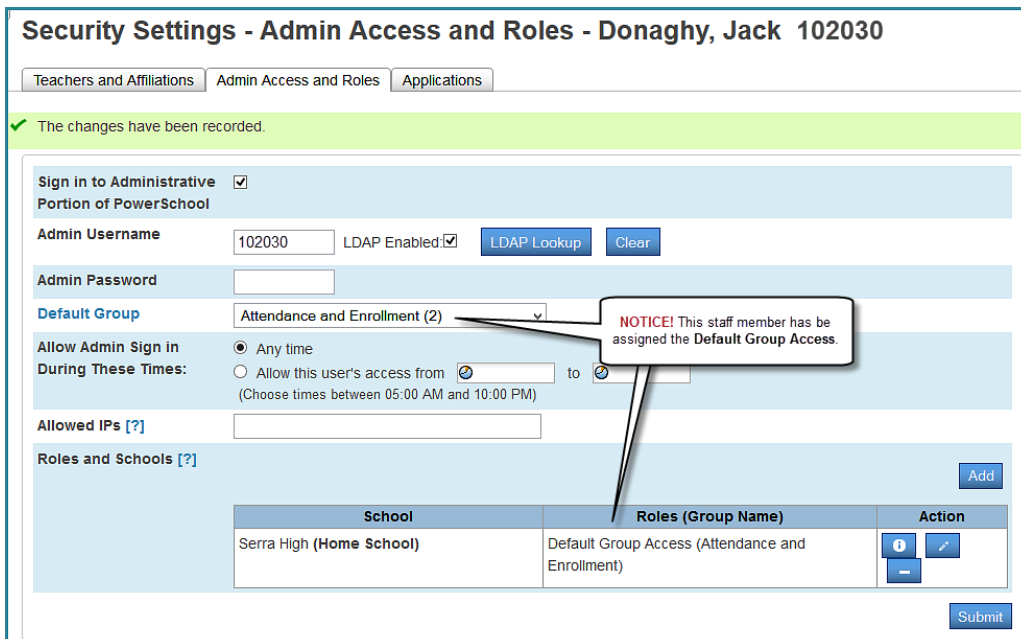
Allowed IPs [?]

Roles and Schools [?]

Roles (Group Name)	Action
Group Access (No Access)	<input type="button" value="i"/> <input type="button" value="p"/>

Submit

- d. Verify the staff member's Roles (Group Name) appears next to the appropriate school.



Security Settings - Admin Access and Roles - Donaghy, Jack 102030

Teachers and Affiliations | **Admin Access and Roles** | Applications

✓ The changes have been recorded.

Sign in to Administrative Portion of PowerSchool ☒

Admin Username 102030 **LDAP Enabled** ☒ **LDAP Lookup** **Clear**

Admin Password

Default Group Attendance and Enrollment (2) NOTICE! This staff member has been assigned the Default Group Access.

Allow Admin Sign in During These Times: ☒ Any time
☐ Allow this user's access from to
 (Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

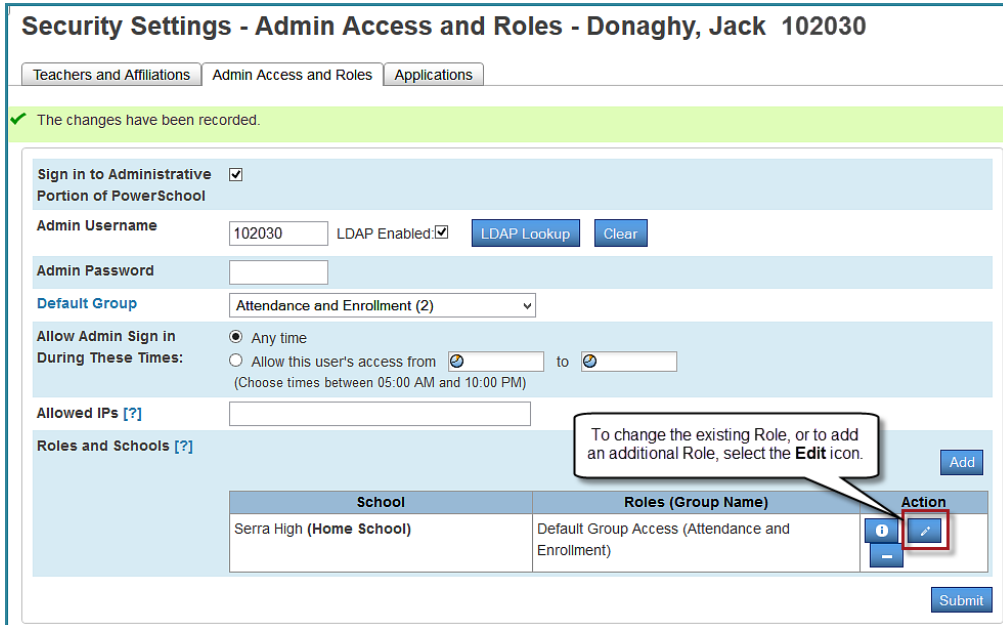
School	Roles (Group Name)	Action
Serra High (Home School)	Default Group Access (Attendance and Enrollment)	<input type="button" value="i"/> <input type="button" value="p"/>

Submit

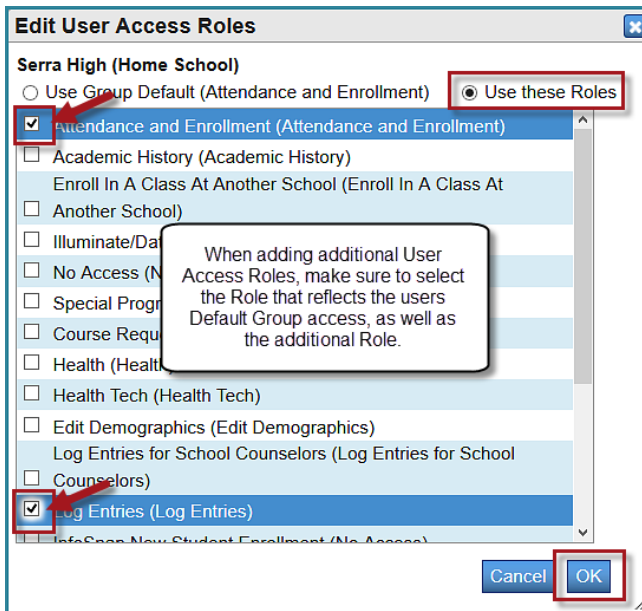
Adding an Additional Security Access Role

There are times the staff member will fulfill a security role in addition to their Default Group. For example, a staff member may need to keep their Attendance and Enrollment access, but also need access to Log Entries.

1. To edit or add an additional Role, select the **Edit** icon.



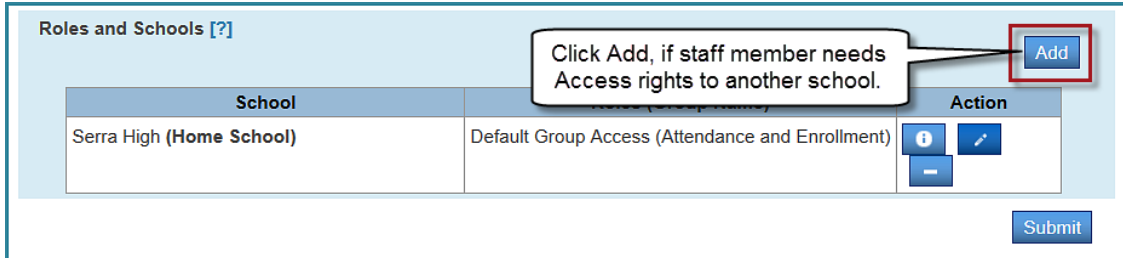
2. On the **Edit User Access Role** window:
 - a. Select the **Use these Roles** button.
 - b. Select the **Role** that reflects the users **Default Group** access, as well as the additional **Role**.
 - c. Select **OK**.



Adding an Access Role at Another School

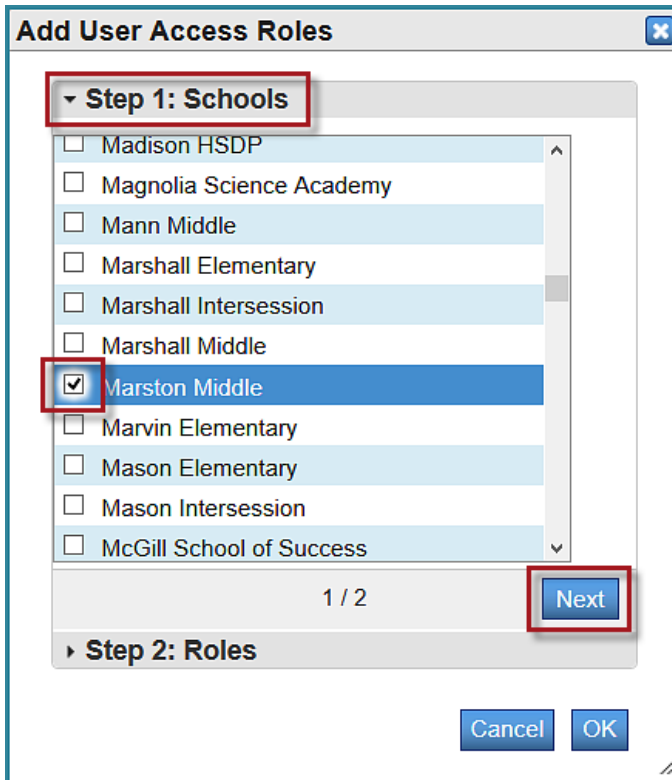
If this staff member needs access rights at another school, do the following:

1. Click **Add**.



School	Role (Group/Primary)	Action
Serra High (Home School)	Default Group Access (Attendance and Enrollment)	<input type="button" value="i"/> <input type="button" value="p"/> <input type="button" value="Add"/>

2. On the **Add User Access Roles** menu:
 - a. On the **Step 1: Schools** menu, select the school.
 - b. Click **Next**.



Add User Access Roles

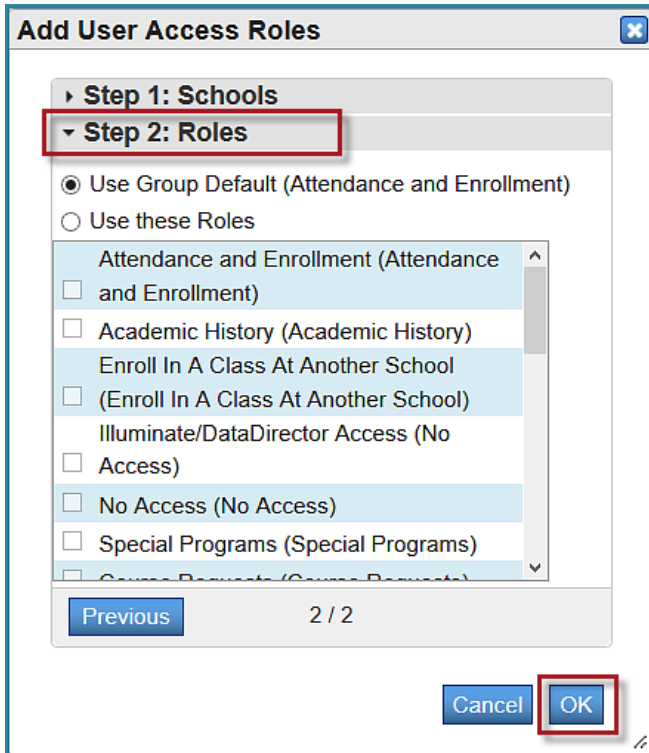
▼ **Step 1: Schools**

- ☐ Madison HSDP
- ☐ Magnolia Science Academy
- ☐ Mann Middle
- ☐ Marshall Elementary
- ☐ Marshall Intersession
- ☐ Marshall Middle
- ☒ Marston Middle
- ☐ Marvin Elementary
- ☐ Mason Elementary
- ☐ Mason Intersession
- ☐ McGill School of Success

1 / 2

► **Step 2: Roles**

3. On the **Step 2: Roles** menu, choose the security group the staff member needs at the other school:
 - If the staff member will have the same rights as her Home school, leave **Default Group Access** selected.
 - If the staff member is going to have different access rights at the other school, check the desired security group from the menu.
 - If the staff member will have the same rights as her Home school in addition to another Role, check **Use these Roles** and check the boxes for both security groups.
4. Click **OK**.



Add User Access Roles

Step 1: Schools

Step 2: Roles

☒ Use Group Default (Attendance and Enrollment)

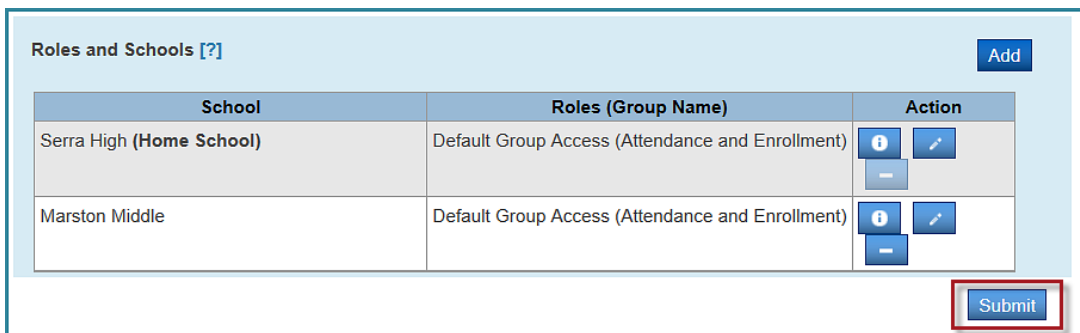
☐ Use these Roles

- ☐ Attendance and Enrollment (Attendance and Enrollment)
- ☐ Academic History (Academic History)
- ☐ Enroll In A Class At Another School (Enroll In A Class At Another School)
- ☐ Illuminate/DataDirector Access (No Access)
- ☐ No Access (No Access)
- ☐ Special Programs (Special Programs)
- ☐ Course Requests (Course Requests)

Previous 2 / 2

Cancel OK

5. Click **Submit**



Roles and Schools [?]

Add

School	Roles (Group Name)	Action
Serra High (Home School)	Default Group Access (Attendance and Enrollment)	Information Edit Delete
Marston Middle	Default Group Access (Attendance and Enrollment)	Information Edit Delete

Submit

Security for Viewing Teachers' Gradebooks

PowerTeacher Administrator (PT Administrator) provides users with the ability to view the Gradebook for teachers at your school. The **Section Readiness** report is also accessible in PowerTeacher Administrator.

It is recommended that schools only provide access to PowerTeacher Administrator for staff that needs this level of access. For example, school staff involved with running report cards or processing student grades may need access. School administrators, such as principals and vice principals, may also need access.

If you, an administrator, or another member of the office staff needs to view teachers' Gradebooks from time-to-time, follow the steps below.

1. On the **Start Page** under the **Search** area on the right, click the **Staff** tab, then from the drop-down menu that appears, choose **Staff**.
2. Search for and select the desired staff member.
3. In the staff pages menu on the left, click **Security Settings**.
4. Click the **Admin Access and Roles** tab and then do the following.
 - a. Verify that **Sign in to Administrative Portion of PowerSchool** is checked.
 - b. Verify that **LDAP Enabled** is checked.

NOTE: The **Admin Username** will be filled in with the user's district Employee ID number by default.

- c. Verify that the correct security group for this employee was chosen in the **Default Group** drop-down menu.
- d. Enter the word *password* in the **Admin Password** field.
- e. Click **Submit**.

Security Settings - Admin Access and Roles - Berry, Halle 456789

Teachers and Affiliations | **Admin Access and Roles** | Applications

Sign in to Administrative Portion of PowerSchool ☒

Admin Username: 456789 LDAP Enabled ☒ LDAP Lookup Clear

Admin Password: Type the word *password* here

Default Group: **Power User (1)**

Allow Admin Sign in During These Times: ☒ Any time ☐ Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

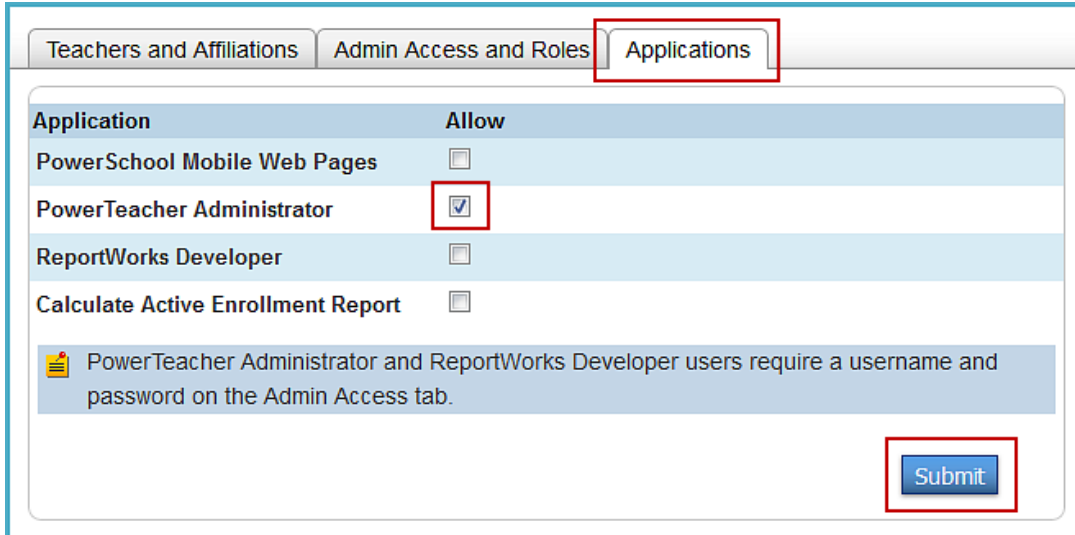
Allowed IPs [\[?\]](#)

Roles and Schools [\[?\]](#) Add


School	Roles (Group Name)	Action
Serra High (Home School)	Default Group Access (Power User)	i + -

Submit

5. Click the **Applications** tab and then do the following:
 - a. Check the **PowerTeacher Administrator** box.
 - b. Click **Submit**.



Application	Allow
PowerSchool Mobile Web Pages	<input type="checkbox"/>
PowerTeacher Administrator	<input checked="" type="checkbox"/>
ReportWorks Developer	<input type="checkbox"/>
Calculate Active Enrollment Report	<input type="checkbox"/>

 PowerTeacher Administrator and ReportWorks Developer users require a username and password on the Admin Access tab.

Submit

6. After you have completed the steps above, call the Help Desk at 619-209-HELP (4357), and request PowerTeacher Administrator access for the user. The request must include the following information:
 - Employee ID
 - First and last name
 - School(s) where user needs PowerTeacher Administrator access.

Setting Up Security for Teaching Staff

If you have a new teacher at your site, check her security settings to make sure she will have access to PowerTeacher.

1. On the **Start Page** under the **Search** area on the right, click the **Staff** tab, and then from the drop-down menu that appears, choose **Teachers**.
2. Search for and select the desired teacher.
3. In the staff pages menu on the left, click **Security Settings**.
4. Do the following on the **Teachers and Affiliations** tab:
 - a. Verify that the **Sign in to PowerTeacher** box is checked.
 - b. Verify that the **LDAP Enabled** box is checked.

NOTE: The **Teacher Username** will be filled in with the user's district Employee ID number by default.

- c. Verify that the teacher has an **Active** status and **Teacher** is displayed in the **Staff Type** drop-down menu.
- d. If you make any changes on this tab, click **Submit**.

Security Settings - Teachers and Affiliations - Einstein, Albert 101010

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher ☒ Verify these boxes are checked

Teacher Username: 101010 LDAP Enabled: ☒ LDAP Lookup Clear

Teacher Password:

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	Marston Middle	Teacher	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Verify teacher is **Active** at your school

Verify **Teacher** is displayed in the **Staff Type** drop-down menu

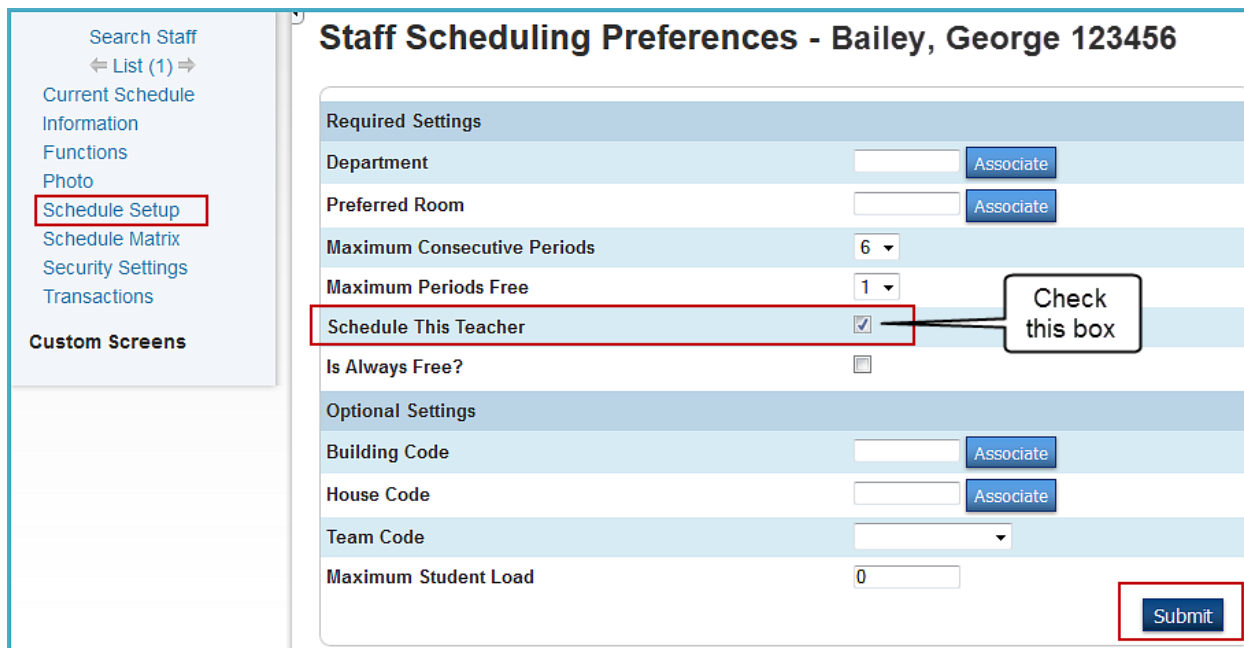
If changes are made to this tab, click **Submit**

NOTE: If a teacher is having trouble logging in to **PowerTeacher**, make sure the **Sign in to PowerTeacher** and the **LDAP Enabled** buttons are checked.

How to Make an Active Teacher Visible to PowerScheduler

When a Power User makes a Teacher **Active**, they must also check the settings of that Teacher on the **Staff Scheduling Preference** page to ensure that they have the appropriate settings for their role.

After selecting the Teacher to be checked, click on the **Schedule Setup** heading on the left side of the page.



Staff Scheduling Preferences - Bailey, George 123456

Search Staff
← List (1) →

Current Schedule
Information
Functions
Photo
Schedule Setup
Schedule Matrix
Security Settings
Transactions

Custom Screens

Required Settings

Department Associate

Preferred Room Associate

Maximum Consecutive Periods 6 ▾

Maximum Periods Free 1 ▾

Schedule This Teacher ☒ Check this box

Is Always Free? ☐

Optional Settings

Building Code Associate

House Code Associate

Team Code

Maximum Student Load 0

Submit

Make sure that the **Schedule This Teacher** box is checked. Then, click **Submit**.

This Teacher will now be visible to **PowerScheduler** when it is used at this site.

District-Wide, Read-Only Access to PowerSchool

District-wide, read-only access can be provided in PowerSchool to San Diego Unified employees who need to see student information but do not need to make changes. Ordinarily, such district-wide access will be granted only to central office employees.

In order for an employee's request to be considered for approval, they must attend PowerSchool training. If the employee has not yet attended training, they will be provided with access once they have completed the class. At the very least, users must attend the **Introduction to PowerSchool** class.

For instructions to request access, refer to the [How to obtain District-wide, Read-only access to PowerSchool](#) job aid. You can also find it on the district website: **Staff tab> Technical Support/Help Desk> Office Staff Training & Support> Read & Learn> System Administration> How to obtain district-wide, read-only access to PowerSchool**

Part 4:

Importing

Student

Photos

Importing Photos for All Students

IMPORTANT! When using PowerSchool, generally Firefox is the preferred browser. However, in some cases Internet Explorer works better. Importing photos is a case where **Internet Explorer is the recommended browser for achieving better results**. If you are using Firefox and experience errors of any kind, try using Internet Explorer instead.

This section will explain the steps to use to import student photos into PowerSchool.

After the Site Tech/Power User receives a CD/DVD of Student/Staff photos supplied by the school's photographer (For example, but not limited to: Boyd Anderson, LifeTouch, Gerardy Photography/Classic School Portraits), they will follow the steps below to import the student photos:

1. Create a zip file of student photos from a CD/DVD
2. Create the Student Photo Mapping File.
3. Import the student photos into PowerSchool.

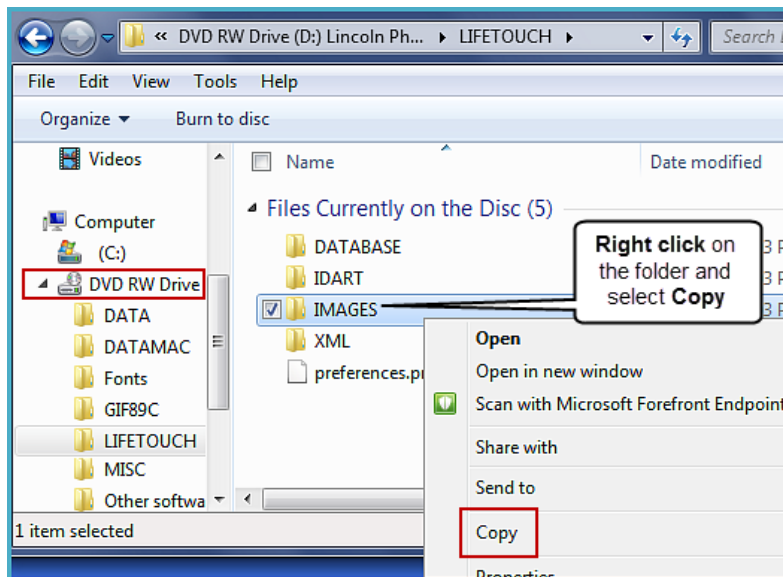
It is important to note that while files in a CD/DVD from LifeTouch Photography are used in the following screen shots, The IT Training Department does not recommend or endorse any one school photographer over another. It should also be noted that each vendor may use a different file name for the student photo images. For the purpose of importing student photos into PowerSchool, it is very important that **ONLY** the file containing the .jpeg images should be used.

Creating a Zip file of Student Photos from a CD/DVD

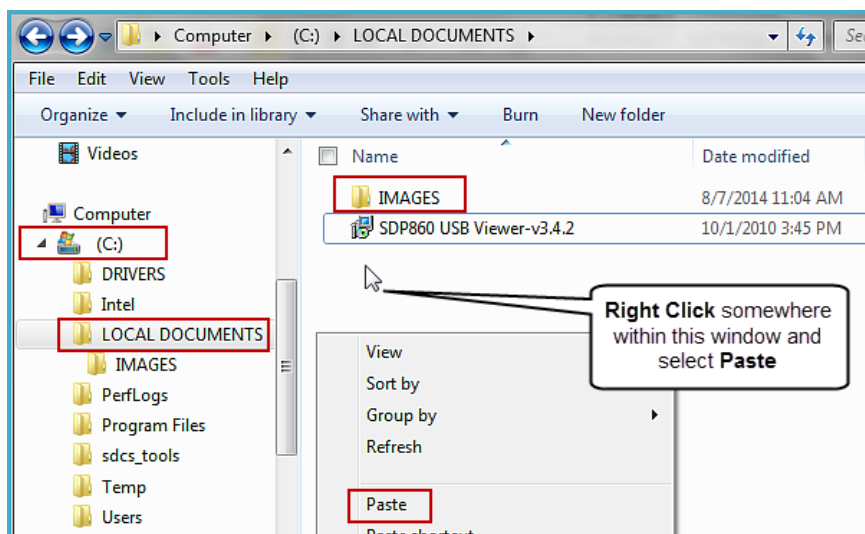
In order to import your student photos into PowerSchool, you will first need to create a zip file of your student photos from the CD/DVD supplied by your school's photographer. Follow the instructions in this section to create a zip file and save it on your computer's (C:) Drive.

1. Insert the photo CD/DVD in your computer's CD/DVD drive.
2. In the navigation pane on the left, click on the **CD/DVD Drive (D:)**. Find the folder containing the student photos (In this example the folder name is **IMAGES**).

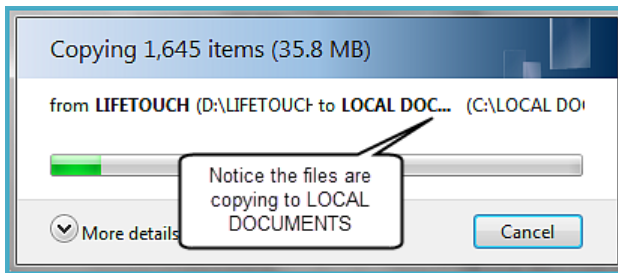
NOTE: Make sure the folder contains *only* the student photos. **Right click** on the folder and select **Copy**.



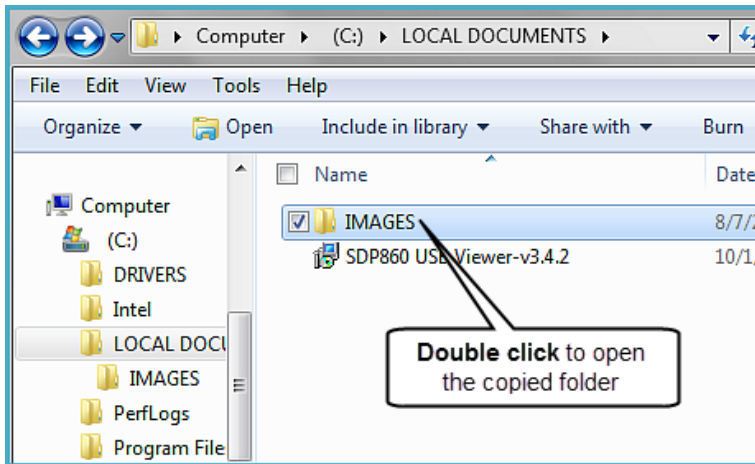
3. In the navigation pane on the left, click on the **(C:) Drive** to expand the folders in the drive. Click on **LOCAL DOCUMENTS**. **Right click** anywhere within the display window and select **Paste**. Notice a copy of the student photo folder appears in the **LOCAL DOCUMENTS** sub folder (In this example the folder name is **IMAGES**).



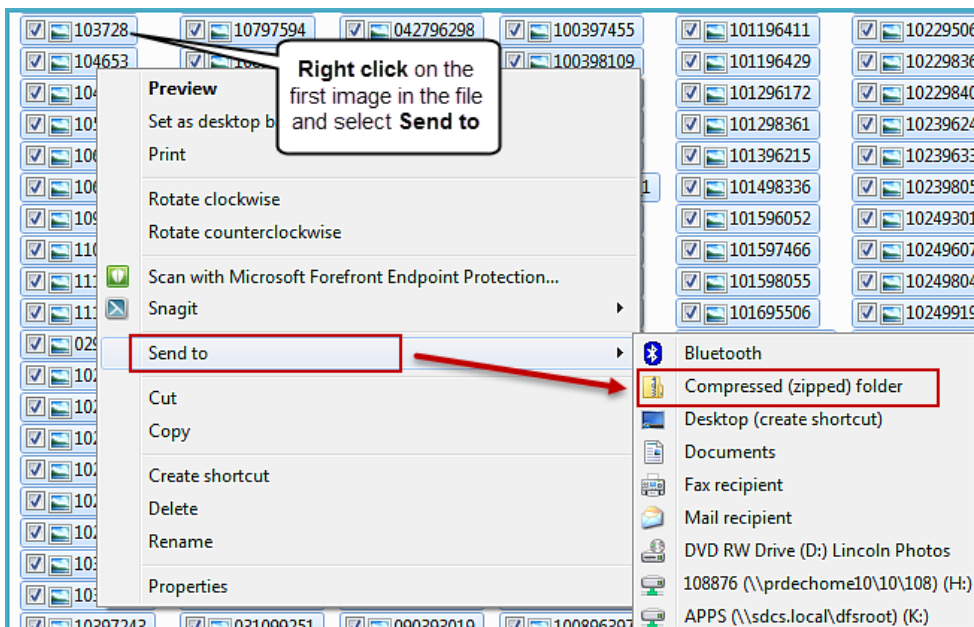
- A message similar to the one below will display while the files are being copied.



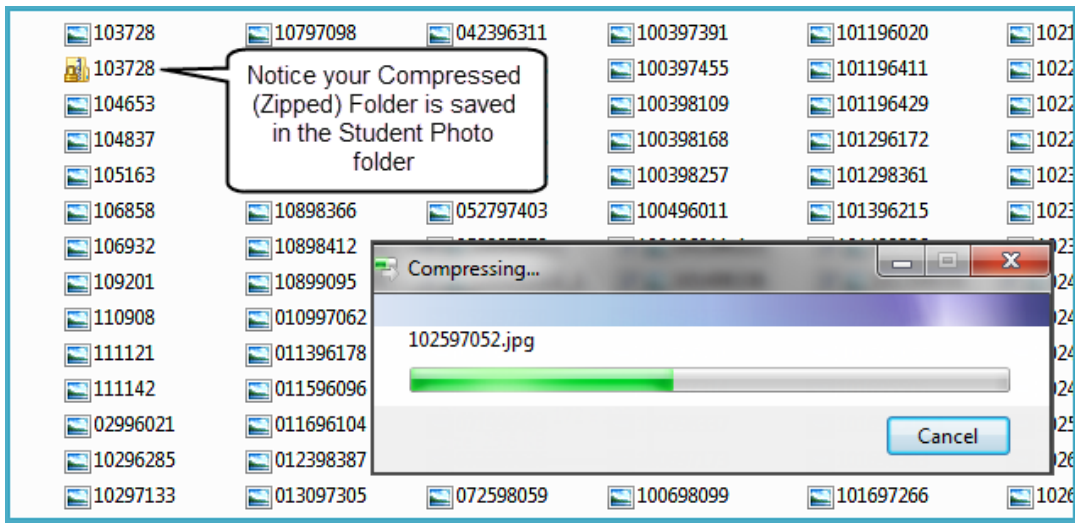
- Once the copy process is complete, locate the copied folder within the **LOCAL DOCUMENTS** folder and **double click** to open it (In this example the folder name is **IMAGES**).



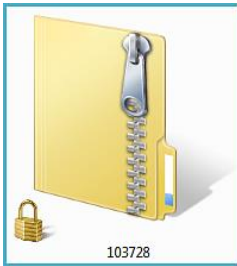
- Once the folder opens, hover the cursor over any image in the file and click **CTRL A** to select all photos in the folder. Once all of the images are high-lighted, **Right click** on the first image in the file, click **Send to** and select **Compressed (zipped) folder**.



- You will notice that as your files are being compressed, a Compressed (Zipped) folder will appear directly below the first image.



- Remember where this file is saved; you will need to be able to find it again when you import your student photos.

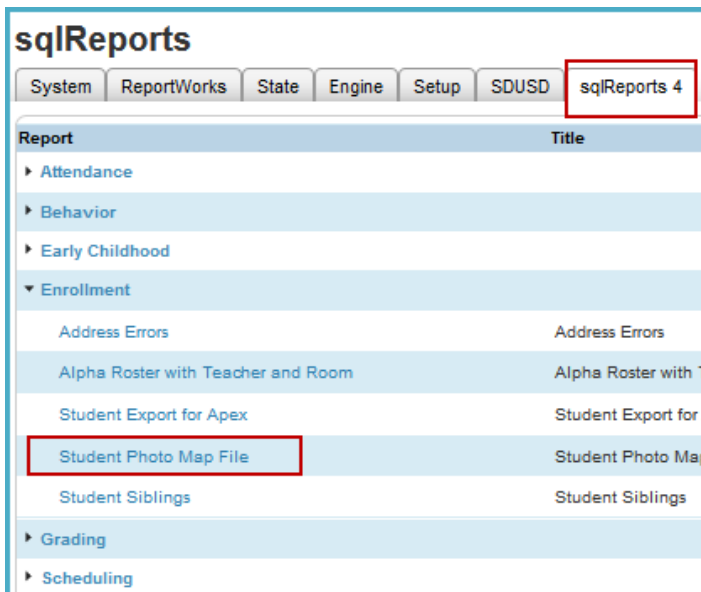


Creating the Student Photo Mapping File

The next step in the process of importing student photos into PowerSchool is creating the Student Photo Mapping File. A Student Photo Mapping File is a text document that includes the student's ID and image (.jpeg). Follow the steps in this section to create the Student Photo Mapping File.

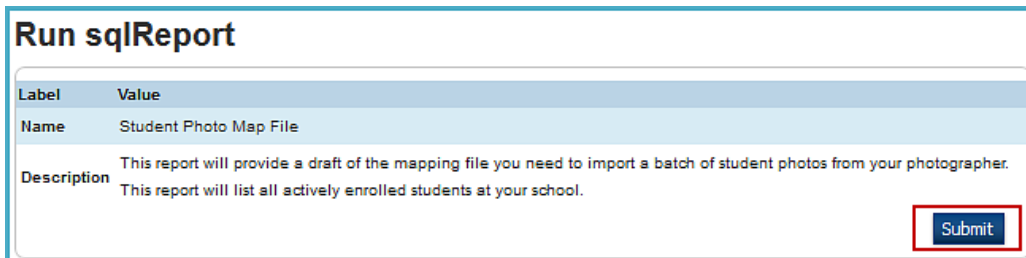
NOTE: Some School Photographer vendors (for example, Gerardy Photography/Classic School Photography) will include a Student Photo Mapping File in their CD/DVD. If your school's photographer includes this file, you may skip this section and proceed to Importing Student Photos into PowerSchool

1. Select the students you are importing photos for. You can choose to import for groups of students such as a specific grade level or for the entire school. The larger the group, the longer it will take to import.
2. Select **System Reports**.
3. On the **Reports** page, Click the **sqlReports4** tab.
4. On the **sqlReports4** tab, click **Student Photo Map File**.



Report	Title
▶ Attendance	
▶ Behavior	
▶ Early Childhood	
▼ Enrollment	
Address Errors	Address Errors
Alpha Roster with Teacher and Room	Alpha Roster with T
Student Export for Apex	Student Export for
Student Photo Map File	Student Photo Map
Student Siblings	Student Siblings
▶ Grading	
▶ Scheduling	

5. Click **Submit**.



Label	Value
Name	Student Photo Map File
Description	This report will provide a draft of the mapping file you need to import a batch of student photos from your photographer. This report will list all actively enrolled students at your school.

Submit

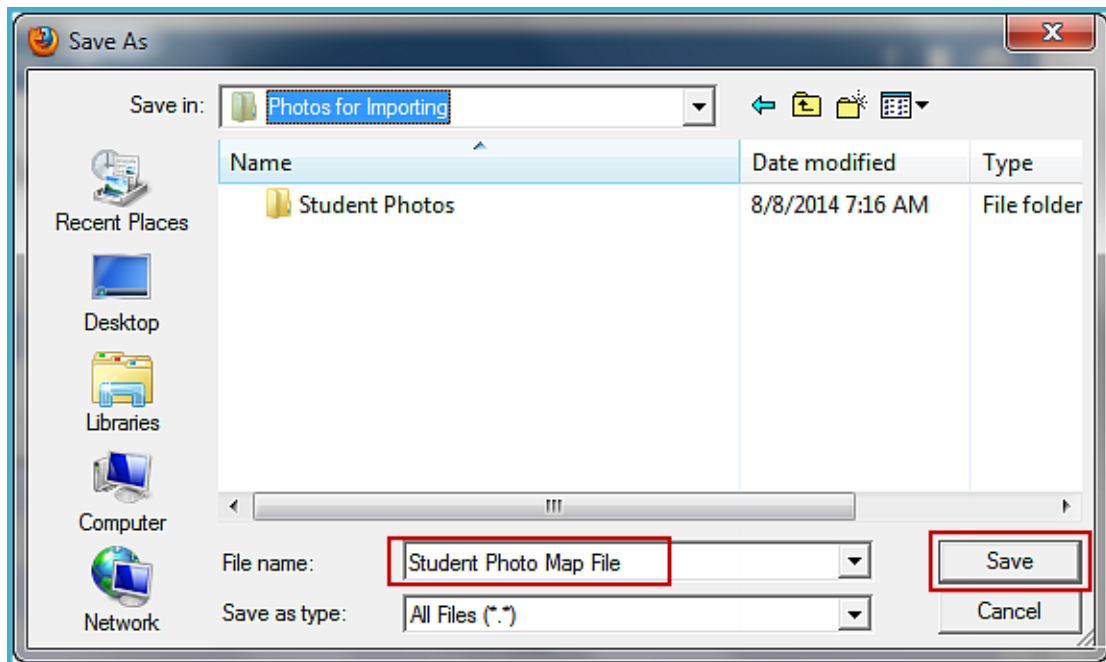
- On the **Student Photo Map File** page, click **CSV** to export the file.

Student Photo Map File

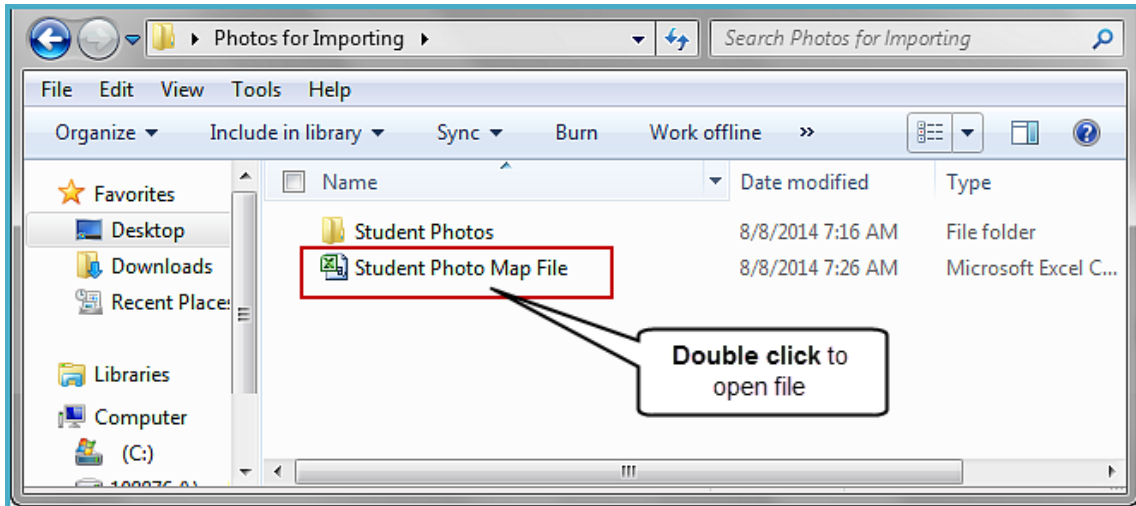
Parameters -

Student Number	Filename
31497	31497.jpg
32517	32517.jpg
32604	32604.jpg
32953	32953.jpg

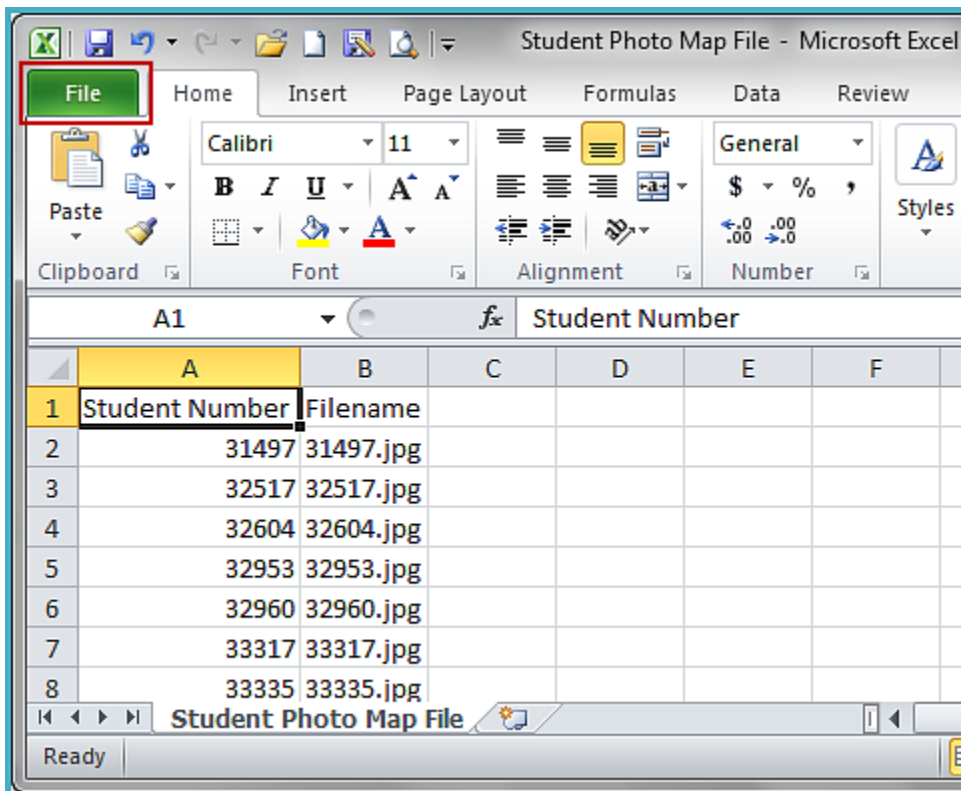
- Select where you would like to save the file on your computer. Make sure you know where you save it so you can access it later.
- Leave the file name as **Student Photo Map File**
- Click **Save**.



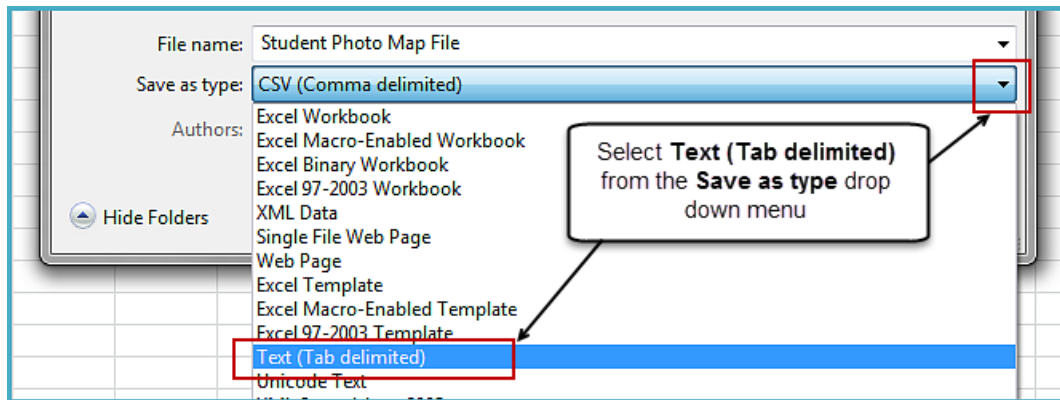
10. Locate the **Student Photo Map File** you just saved on your computer. When you have located the file, **double click** to **Open**. (a CSV file will look similar to an excel file, except it will have an “a,” in the lower right corner of the icon)



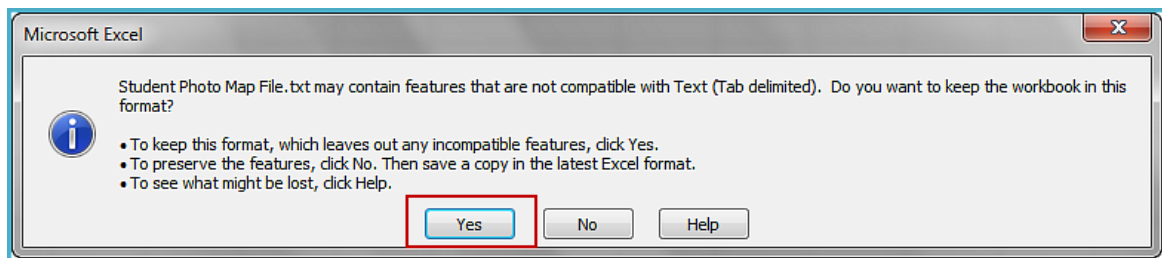
11. The Report should open and look similar to the screenshot below but with your school’s Student ID Numbers. Click the **File** tab then select **Save As**.



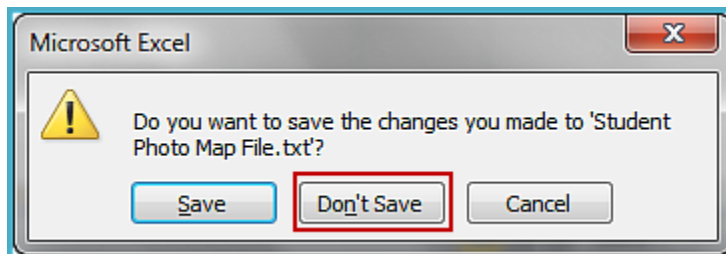
12. Open the drop-down menu for **Save as type** and select **Text (Tab delimited)**.



13. You may see the following message appear. Click **Yes**.



14. Once you click **Yes**, you will be returned back to the **Student Photo Map File**. Close the file by clicking the red "**X**" in the upper right corner, or selecting the **File** tab and clicking **Close**. The following message will display:



15. Click **Don't Save**.
16. Proceed to the next section to complete the third and final part of the importing student photos process.

Importing the Student Photos into PowerSchool

Now that you have the Zip file of your student photos AND the Student Photo Mapping File, you are ready to import the photos into PowerSchool.

1. On the PowerSchool **Start Page**, under the **Setup** area, click **System**.
2. On the System Administrator page, click **Photo Management**.

System Administrator	
Function	Description
Assign New Student Numbers	Replaces student numbers with
Calculate Honor Roll	Calculate and store honor rolls.
Calculate Citizenship GPA's	Calculate and store Citizenship
Copy Master Schedule	Copies the master schedule (se
Export Historical Grades	Exports historical grades for cur
Import Report Template	Imports a report from another sy
Page and Data Management	Manage/Customize Data and P
Permanently Store Grades	Changes current grades into his
Photo Management	Import and/or delete student an
PowerTools	PowerTools Data Diagnostics
Repeated Course Grade Suppression	Run grade suppression policies
Report Queue Settings	Links to Report Queue settings

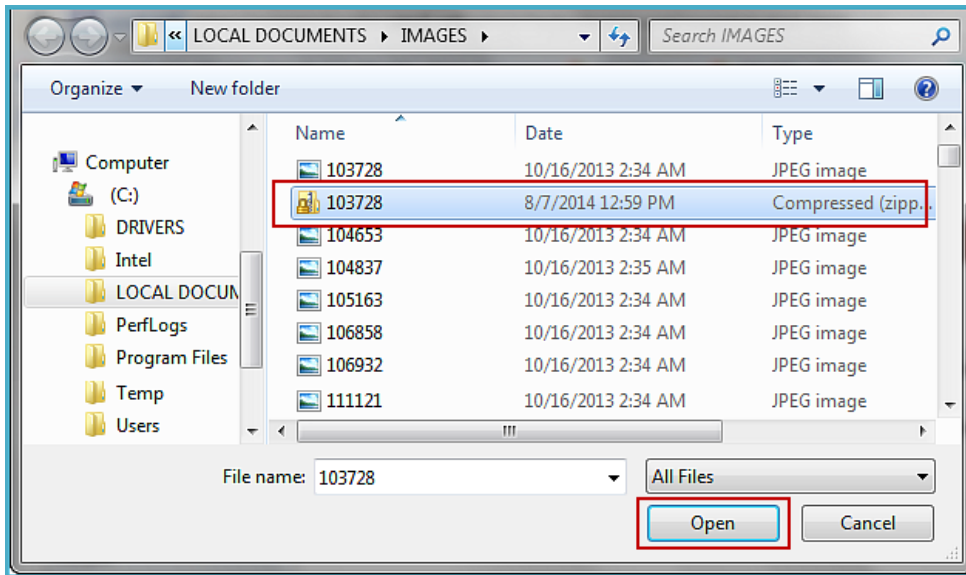
3. On the Photo Management page, click **Import Photos**.

Photo Management	
Function	Description
Import Pictures	Import student or teacher photographs.
Delete Pictures	Delete student or teacher photographs.

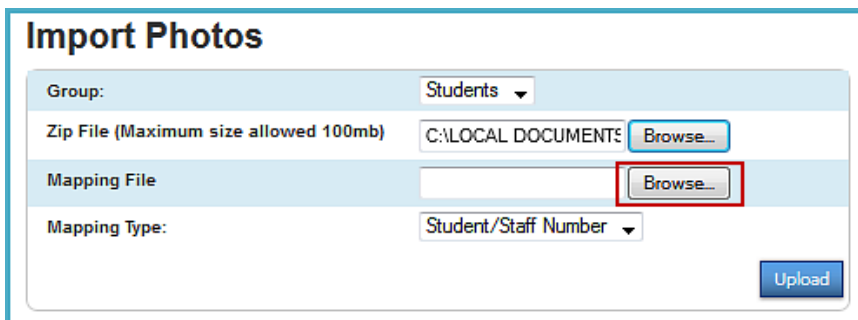
4. On the Import Photos page, make sure **Students** is selected as the Group.
5. Click the **Browse** button to select your Zip File that contains your student photos.

Import Photos	
Group:	Students ▼
Zip File (Maximum size allowed 100mb)	<input type="text"/> Browse...
Mapping File	<input type="text"/> Browse...
Mapping Type:	Student/Staff Number ▼
<input type="button" value="Upload"/>	

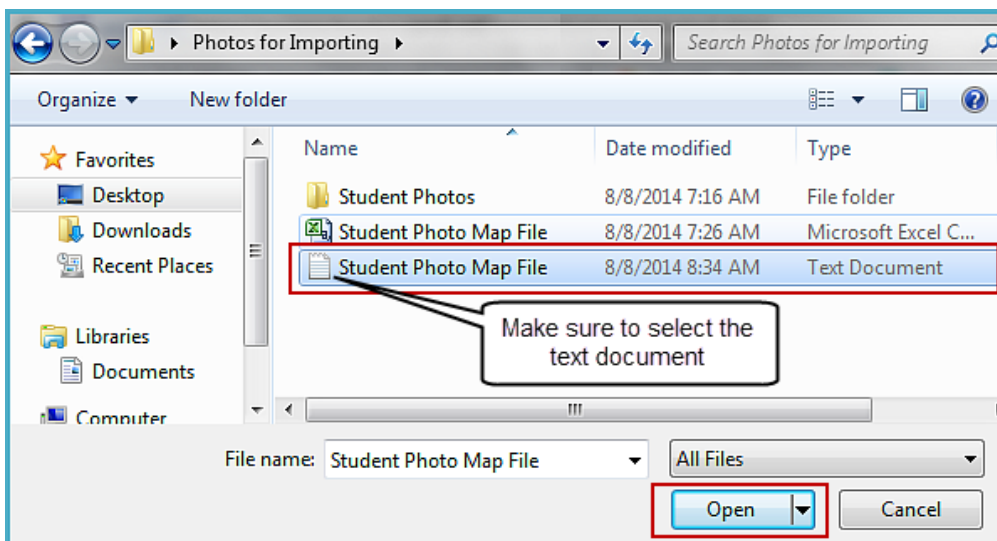
6. Select the **Zip File** that you saved on the (C:)Drive in **LOCAL DOCUMENTS**, Click **Open**.



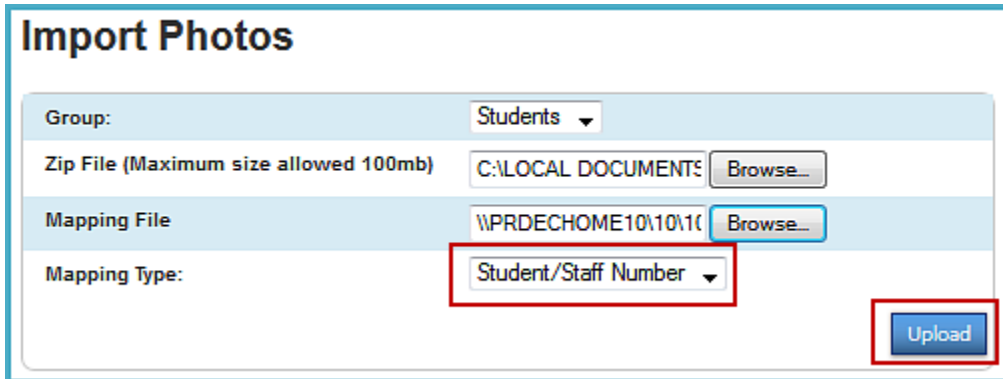
7. Click the second Browse button to select the **Mapping File**. This is the **text** file that contains your students ID numbers.



8. Select your Mapping File. Make sure to choose the **text** document. Click **Open**.



9. Make sure the Mapping Type is selected as **Students/Staff Numbers**. Click **Upload** to begin the importing process.



10. You should receive a message similar to the one shown below. At this point all student photos that have matching student ID numbers in PowerSchool should be imported. You may have some failures. Click the arrow to the left of **Failure Details** to expand a list of the failed imports.



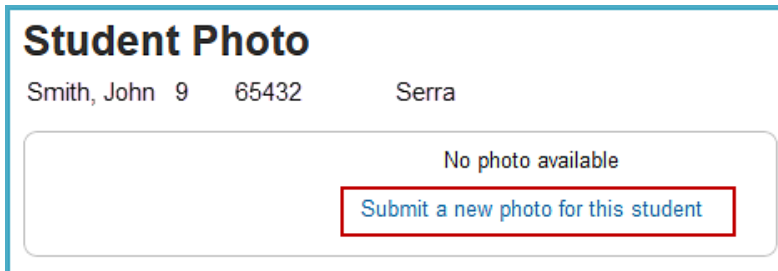
11. Usually the failures are either Student ID Numbers that can't find a photo to match or vice versa. These students are most often the ones who do not have a photo on the CD/DVD or students who have left your school after they had their photo taken. Below is an example of what the Failure Details might look like.



12. If you have any problems importing student photo into PowerSchool, please contact the ITSS Help Desk at (619)209-4357 (HELP).

Importing a Photo for an Individual Student

1. On the **Start** page, search for and select the student.
2. Under the **Information** section on the student menu select **Photo**.
3. Click **Submit a new photo for this student**.



Student Photo

Smith, John 9 65432 Serra

No photo available

[Submit a new photo for this student](#)

4. Click **Browse** on the **Submit Photo** page.



Submit Photo

Smith, John 9 65432 Serra

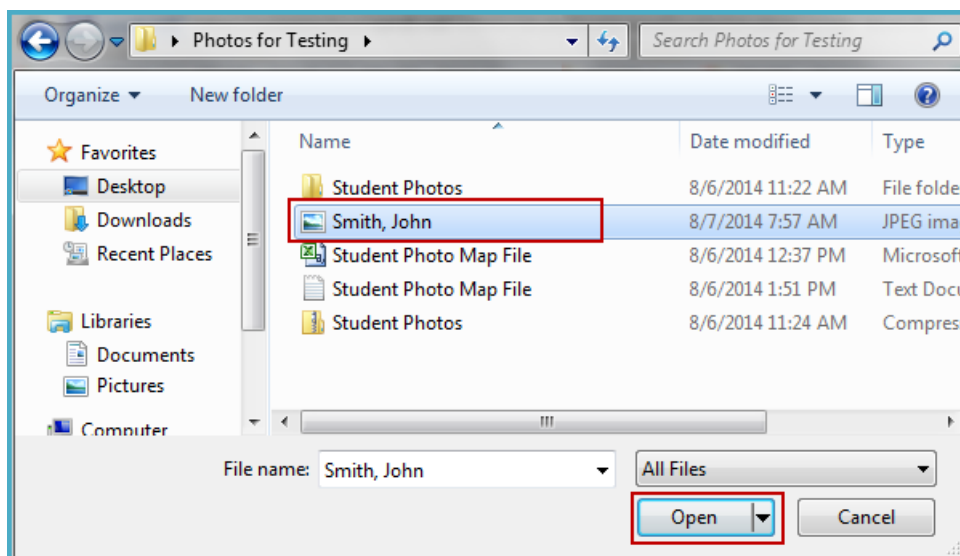
Select the student photo.

[Browse...](#)

Note: The photo *MUST* be in JPEG (.jpg or .jpeg) format.

[Submit](#)

5. Locate file on your computer and click **Open**.



6. Click **Submit**.



Submit Photo

Smith, John 9 65432 Serra

Select the student photo.

\\PRDECHOME10\10\108\1088

Note: The photo *MUST* be in JPEG (.jpg or .jpeg) format.

7. The photo will appear in the center of the screen as well as the header of every student screen.



Start Page > Student Selection > Student Photo

 **Student Photo**

Smith, John 9 65432 Serra



[Submit a new photo for this student](#)

Part 5:

Miscellaneous

The Daily Bulletin

The daily bulletin is a tool administrators, secretaries, counselors, teachers, and staff use to post announcements, messages, and reminders to other staff, students, and parents. The bulletin is an online bulletin board, not an email utility.

Creating Bulletin Items

1. On the **Start Page**, click **Special Functions > Daily Bulletin Setup**.
2. Click **New**.
3. Enter a date range.
4. Select the target audience.
 - **Public:** All users (administrators, parents, students, and teachers) can view the item.
 - **Teacher Users:** Administrative users and teachers can view the item.
 - **Admin Users:** Only administrative users can view the item.
5. Enter the sort order.
6. Enter an item title, such as **Staff Meeting This Friday**.
7. In the Item Body, type your message using the formatting toolbar and HTML, if desired.
8. Click **Submit**.

Editing Bulletin Items

1. On the **Start Page**, click **Special Functions > Daily Bulletin Setup**.
2. Click the start date of the bulletin item you wish to edit.
3. Edit the **Date Range** or **Target Audience** fields.
4. Enter a sort order, such as **50**.
Items that have the same sort order will sort by date. Use the default sort order of 0 for items that are very important and need to be listed first.
5. Edit the Item Title and Item Body fields.
6. Click **Submit**.

Deleting Bulletin Items

1. On the **Start Page**, click **Special Functions > Daily Bulletin Setup**.
2. Click the bulletin item's start date.
3. Click **Delete**.

Viewing All Bulletin Items

1. On the **Start Page**, click **Special Functions > Daily Bulletin Setup**.
2. Below the list of items, click **Show All Bulletin Items, including expired terms**.

Assigning Counselors to a Group of Students (Secondary)

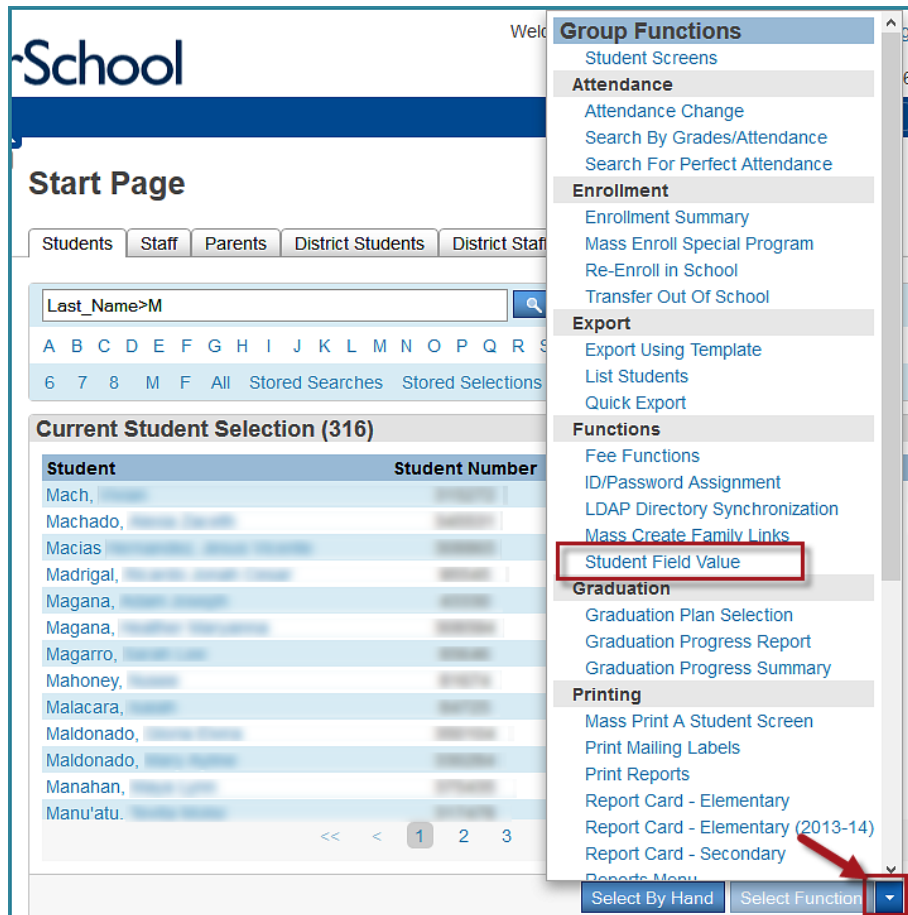
To assign a Counselor to a group of students, do the following:

1. Select the group of students.

HINT: If counselor's case-load is based on student last name, use the following search command as a guideline to finding students

- **Last_Name<M** (this will give you students A – L)
- **Last_Name>M** (this will give you students M – Z)

2. Once the students become the **Current Selection**, click the **Select Function** drop-down menu and select **Student Field Value**.



The screenshot shows the PowerSchool 'Start Page' with a search bar containing 'Last_Name>M'. Below the search bar, a list of students is displayed under the heading 'Current Student Selection (316)'. The list includes columns for 'Student' and 'Student Number'. On the right side of the interface, the 'Group Functions' menu is open, showing various options. The 'Student Field Value' option under the 'Functions' section is highlighted with a red box. A red arrow points to the 'Select Function' dropdown menu at the bottom right of the interface.

3. In the **Student Field Value** screen, do the following:
 - a. From the **Field to Change** drop down menu, select **Counselor**.
 - b. In the **New Field Value** field, enter the last name of the counselor.
 - c. Leave the two checkboxes blank.
 - d. Click **Submit**.

Student Field Value

376 Students are selected

Option	Value
Field To Change (Fields)	Counselor ▼
New Field Value	<div style="border: 1px solid #ccc; padding: 2px;">Brown</div> <div style="margin-top: 5px;"> <input type="checkbox"/> Clear Field Value <small>Insert * to use the current field value with the new field value.</small> </div>
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

4. A **Field Value** confirmation window appears showing the list of students, the field you are changing with the current value, and the field you are changing with the new value.

If the change is *not* correct, cancel the process by clicking on the PowerSchool logo to return to the Start page.

5. If the information is correct, click **Submit**.

Field Value

45 students are selected

Field To Change	CA_Counselor	
New Field Value	Brown	
	Clear Field Value is Off	
Options	Do not overwrite existing data is Off	

WARNING: This change is irreversible.

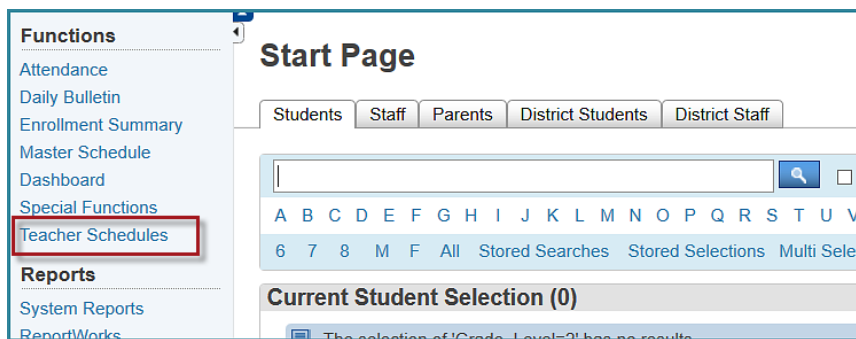
Last, First	Old CA_Counselor	New CA_Counselor
1. Lockwood, Logan Thompson		Brown
2. Landa, Matthew Steven	Wells	Brown
3.
44. ...		Brown
45. ...	Wells	Brown

Submit

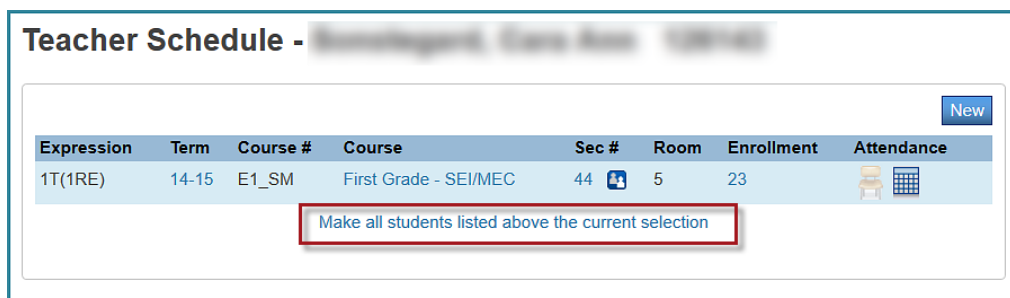
Assigning Homerooms (Elementary)

To assign students to a Homeroom, do the following:

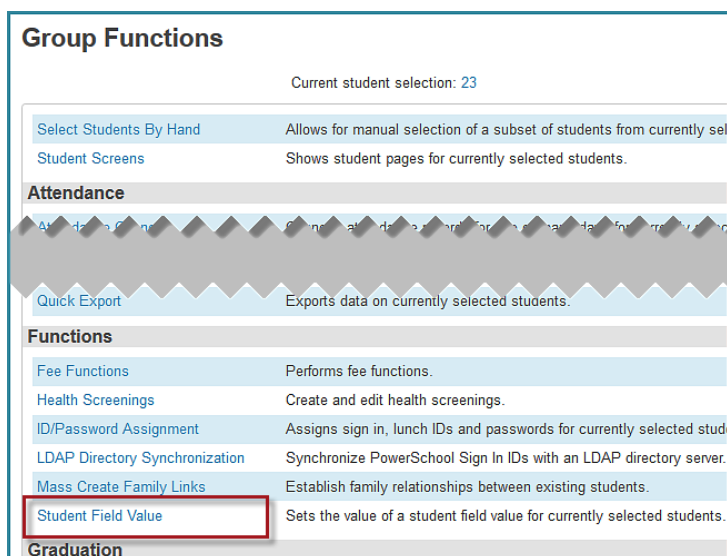
1. On the **Start Page**, click **Teachers Schedules**.



2. Select a teacher.
3. From the Teacher Schedule page, click the blue **Make all the Students Listed above the Current Selection**.



4. On the **Group Functions** screen, click **Student Field Value**.



5. On the Student **Field Value** screen, do the following:
 - a. From the **Field to Change** drop down menu, select **Home Room**.
 - b. In the **New Field Value** field, enter the last name of the Teacher.
 - c. Leave the two checkboxes blank.
 - d. Click **Submit**.

Student Field Value

23 Students are selected

Option	Value
Field To Change (Fields)	Home Room ▼
New Field Value	Murphy
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

6. A **Field Value** confirmation window appears showing the list of students, the field you are changing with the current value, and the field you are changing with the new value.

If the change is *not* correct, cancel the process by clicking on the PowerSchool logo to return to the Start page.

7. If the information is correct, click **Submit**.

Field Value

23 students are selected

Field To Change	Home_Room	
New Field Value	Murphy	
	Clear Field Value is Off	
Options	Do not overwrite existing data is Off	

WARNING: This change is irreversible.

Last, First	Old Home_Room	New Home_Room
1. [blurred]		Murphy
2. [blurred]		Murphy
[wavy line separator]		
21. [blurred]		Murphy
22. [blurred]		Murphy
23. [blurred]		Murphy

Submit

Accessing Student AD Usernames and Passwords

Students need to know their Active Directory (AD) username and password in order to login to iPads and tablets. In most cases, it is the teacher's responsibility to provide students with their AD login information. However, there may be times when the Site Tech/Power User will be asked to provide this information.

There are three types of reports that provide the student AD username and password information:

1. **Student Password Roster:** This report will generate a classroom roster that lists the AD username and password for each student in that class. This can be used as a quick reference for looking up student usernames and passwords when students forget. ***This printed report should be kept in a confidential location so that usernames and passwords are not compromised.***
2. **Student Password Handout:** This report will generate a separate page for each student in the class selected. These should be handed out to students on the first day they login. Students should keep this information in a confidential place and protect their login information. It includes not only student usernames and passwords but also important guidelines for computer use.
3. **Student List:** This report will list username and password information for one student or a selected group of students. Because this report is generated through Special Functions, it must be configured to include the AD username and password fields.

Creating a Student Password Roster

1. From the **Start Page** under **Reports** on the left, select **System Reports**.
2. On the **System** tab, locate the section at the bottom of the list for **Student Listings** and click on **Class Rosters (PDF)**.

Student Listings	Description
At Risk	A listing of courses, sections and grades as:
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

3. In the top right corner of the screen for **Load Report** choose **Student Password Roster** from the drop-down menu.

Load Report: Please select a Report ▼

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

- After the **Student Password Roster** page opens, select the **Teacher(s)** for which you would like to run the report. If selecting multiple teachers, hold the CTRL key while making the selections.

Next, select the **Meetings** (periods) you would like to print. If you are printing for all periods, leave all boxes unchecked. 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.														
Comments	This report is a customized roster that allows the teacher or admin user to print a list of all students in a particular class showing the students' IDs and passwords.														
Print rosters for (Hold the CTRL key to make multiple selections)	<div> All Teachers Asher, Leslie Jean Bowers, Elizabeth Ann Castagnola, Danielle Lynne Catarius, Summer Maria Curigan, Deanne Carol </div>														
Meeting(s) (leave unchecked for all)	<table border="1"> <thead> <tr> <th>A</th> <th>Adv</th> </tr> </thead> <tbody> <tr> <td>2</td> <td><input checked="" 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>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	A	Adv	2	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
A	Adv														
2	<input checked="" type="checkbox"/>														
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
6	<input type="checkbox"/>														
7	<input type="checkbox"/>														
<input type="button" value="Submit"/>															

To select multiple teachers, hold the CTRL key while making your selections.

Check the period for which to run the rosters. Leave all boxes UNCHECKED if you want to run for ALL periods.

- Print the report as needed. Click the web browser **File** menu and choose **Print**. For additional print instructions, see **Instructions** (in red text) at the top of the report page.

Instructions

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer.

Note that due to browser differences, you may fail to properly print this report. For a list of supported browsers, consult the Hardware and Software Requirements for PowerSource.

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings. Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

Marston Middle 313

Student Class Roster - Active Directory Password Report

This information should be kept **CONFIDENTIAL** at all times. Please do not post in the classroom or leave unattended as this information provides access to each student's account in Active Directory.

Class USHST&GEOG 8 SM Section 1
Teacher Einstein, Albert
Period 2(A)

Student				
	Last Name	First Name	AD UserID	AD Password
1.	Abercrombie	Fitch	20200123	not123Gap
2.	Alcott	Louisa	11100456	Hip321gal
3.	Bacon	Kevin	06060606	six060deG
4.	Cruise	Thomas	12312345	Top456gun

Creating a Student Password Handout

1. From the **Start Page** under **Reports** on the left, select **System Reports**.
2. On the **System** tab, locate the section at the bottom of the list for **Student Listings** and click on **Class Rosters (PDF)**.
3. In the top right corner of the screen for **Load Report** choose **Student Password Handout** from the drop-down menu.
4. After the **Student Password Handout** page opens, select the **Teacher(s)** for which you would like to run the report. If selecting multiple teachers, hold the CTRL key while making the selections. Next, select the **Meetings** (periods) you would like to print. If you are printing for all periods, leave all boxes unchecked. Click **Submit**.
5. Print the report as needed. Click the web browser **File** menu and choose **Print**. For additional print instructions, see **Instructions** (in red text) at the top of the report page.

Instructions

This instructional text will not be sent to the printer.

This report card was developed for use on Firefox 12+.

- **Chrome** - At the time of development, Chrome is unable to print background images and colors
- **Internet Explorer** - Every version of Internet Explorer (6,7,8 and 9) currently suffers from a lack of standards compliance. Every effort has been made to work around these issues.
- **Opera** - Limited testing but should work fine.

Go to the browser **File** menu, select **Page Setup**. Follow **Tips for Printing**.

Tips for printing:

- Ensure Page Setup has the orientation set to **Portrait**.
- Turn on printing of backgrounds. Shading and coloration in this report are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- "Ignore scaling and Shrink to Fit Page Width" or the equivalent should be selected

Any area surrounded in a red dotted line will not print.

Close this window to return to the preferences page.

Student Active Directory (AD) Password Handout

Student Last:	Abercrombie	AD User ID:	20200123
---------------	-------------	-------------	----------

The printed Handout will look similar to this:

Student Active Directory (AD) Password Handout

Student Last:	Abercrombie	AD User ID:	not123Gap
Student First	Fitch	AD Password	20200123
Course:	USHST&GEOG 8 SM	Period	2(A)
School:	Marston Middle School		
Teacher:	Einstein, Albert	Date:	08/14/2014

As a student in the San Diego Unified School District, you have been assigned the username and password above for use on district computers. The use of a district computer is for school work only and is a privilege and not a right. Please keep in mind the following guidelines below at all times:

1. Do not share usernames and passwords with other students so that your files will be protected and safe.
2. Logging in using another student's username and password is considered hacking and is prohibited at all times.
3. Using a computer that is not assigned to you is not allowed.
4. Teachers will have a list of student usernames and passwords and can monitor your work at any time as needed.
5. Always follow existing copyright laws. This includes not downloading or making illegal copies of software or files such as music and sound files.
6. Although the district has an Internet safety plan in place, you are expected to notify the teacher whenever you come across information or messages that are inappropriate, dangerous, threatening, or make you feel uncomfortable.
7. If you have identified or know about a security problem, you are expected to tell the details to the teacher without discussing it with other students.

I understand that if I misuse my computer, I will lose access to it for a period of time as determined by my teacher. Not having access to a computer does not excuse me from completing my assignments or projects.

This information should be kept **CONFIDENTIAL** at all times. Please do not post in the classroom or leave unattended as this information provides access to a student's account in Active Directory.

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