The Basics User Guide

PowerSchool 6.x
Student Information System

PEARSON

Contents

Introduction

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

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

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

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

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

The Basics

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

For information about other concepts related to PowerSchool, see *What Is…?*.

What is PowerSchool?

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

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

What Is a PDF?

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

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

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

What Is a Spreadsheet?

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

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

The most common spreadsheet applications are Excel and Lotus 1-2-3. Other well-known spreadsheet applications include Quattro Pro, ClarisWorks, and MS Works. All of these

applications can be used with PowerSchool. In fact, any spreadsheet application that uses ASCII tab-delimited files can be used with PowerSchool.

What Is Importing and Exporting?

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

Importing

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

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

Exporting

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

Log In to PowerSchool

Because PowerSchool is a secure system, you need a secure connection to use it. To access PowerSchool, you must first log in to the system.

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

PowerSchool URL

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

Username

The PowerSchool administrator at your school assigns usernames, which are typically variations of the user's first or last names. If you are not sure of your username, contact your PowerSchool administrator.

Password

Typically, the PowerSchool administrator at your school assigns your password. When you log in to the system, enter your password exactly as it is assigned. Spelling is important! If you do not know your password, contact your PowerSchool administrator. You cannot access PowerSchool without it.

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

How to Log In to PowerSchool

1. Open your Web browser to your school's PowerSchool URL. The Login page appears.
2. Enter your username, followed by a semicolon, then your password. The characters display as asterisks (*****) to ensure greater security when you log in. For example, when Chris Smith enters **chriss;password**, it appears in the field as ***************.
3. Click **Enter**. The start page appears, and you are logged in to PowerSchool.

PowerSchool Start Page

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

- Navigation bar
- ID bar
- Main menu
- Search Students

- Search Staff

Navigation Bar

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

Field	Description
PowerSchool	Click to return to the start page.
School	The name of your default school (or district) appears. If you have access to more than one school, you can click the link to access the Change Schools page where you can select another school. Not everyone has permission to switch schools. Switching schools cancels any selection of students made in the previous school. Before beginning any PowerSchool procedure, be sure the school (or district) in which you want to work appears. **How to Change Schools** 1. Click **School**. The Change Schools page appears 2. Choose the appropriate school name or choose **District Office** from the **School** pop-up menu. The navigation bar displays the name of the school you just selected. **Note:** If the page does not refresh automatically, click **Submit**.
Term	By default, the current term appears. Before beginning any PowerSchool procedure, be sure the term in which you want to work appears. **How to Change Terms** 1. Click **Term**. The Change Term page appears. **Note:** To view the number of school days in the currently selected term, click **Verify # of school days in this term** on the Change Term page. 2. Choose the term from the **Change To** pop-up menu. The navigation bar displays the name of the term you just selected. **Note:** If the page does not refresh automatically, click **Submit**.
[Report Queue]	The report queue is a list of all reports, including pending, running, completed, and canceled report requests. When you

Field	Description
	submit a report request to the system, the system captures that request and transmits it to the report queue. The queue displays all reports until each report ages beyond a specified number of days. Depending on the status of the report and the permissions of the user, reports can be canceled, deleted, or run again.
	Click the Report Queue icon, which looks like a piece of paper, to display any report requests or "jobs" you have any jobs in the queue. If any of the jobs are currently running, the icon displays animated writing on the paper icon. For more information, see *Report Queue*.
Logout	Click to log out of PowerSchool. For more information, see *How to Log Out*.
[Help]	The Help icon is used to display PowerSchool Help, where you can follow procedures and find answers to many common questions. PowerSchool Help also provides a search function that searches all procedures. When you click the Help icon on most pages, help information related to that particular page appears.
	Click the Help icon, which looks like a question mark, to find answers to your questions as you work in PowerSchool. PowerSchool Help displays links to a variety of topics and to the searchable database. For more help information, see *Help*.
[Navigation Path]	PowerSchool provides a navigational tool called a navigation path. As you navigate through the application, the navigation path appears at the top of a page, providing links back to each previous page that you navigated through. Click any of the links in the navigation path to access that particular page of the application.
	Note: These navigational links are often referred to as "breadcrumbs" because the navigation path displays each step you made to reach your current page. Click a link in the navigation path to backtrack to a previous page.

ID Bar

The ID bar appears just below the navigation bar and displays your name. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. For example, if you only accesses PowerSchool during business hours, and Monday morning you log in and discover that your last login was 9:38 p.m. the previous night, you may want to report this to your System Administrator to investigate. If you experience any unusual account activity, report it to your school.

Main Menu

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

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

Functions

Field	Description
Attendance	Click to access the Attendance menu where you can perform a variety of attendance procedures.
Daily Bulletin	Click to view the daily bulletin of the **selected district or school**. For more information, see *Daily Bulletin*.
Enrollment Summary	Click to view a breakdown of students by ethnicity and grade. For more information, see *Enrollment Summary*.
Master Schedule	Click to define master schedule preferences. For more information, see *Master Schedule Preferences*.
PowerLunch	Click to access PowerLunch menu where you can perform a variety of lunch management procedures. For more information, see *PowerLunch*.
Reports	Click to access Reports menu where you can perform a variety of reporting procedures. For more information, see *Custom Reports* and *Preconfigured Reports*. Additionally, use this link for state reporting and reporting engine functions.
Special Functions	Click to access the Special Functions menu where you can perform a variety of specialized procedures. For more information, see the online help for particular special function you are performing.
Teacher Schedules	Click to view the current schedule of the **selected teacher**. For more information, see *Teacher Schedules*.

Setup

Field	Description
Administrator	PowerSchool Administrator is an application that can be used with PowerSchool and other student information systems intended to help you monitor and maintain the PowerSchool system. It includes the ability to view drive information, schedule backups, and manage custom pages. Click to launch the application in a new window. If you have a PowerSchool Administrator account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the PowerSchool Administrator login page appears.

Field	Description
Dashboard	Click to access a Flash-based view of a broad range of data for the district or selected school. For more information, see *Dashboard*.
District	Click to access the District Setup menu where you can set up district information. Typically, your PowerSchool administrator uses the option. For more information, contact your PowerSchool administrator. **Note:** You must be logged in to the district office in order to see this link. For more information, see *How to Change Schools.*
Personalize	Click to access the Personalize menu where you can customize your PowerSchool settings. For more information, see *Personalize*.
PowerScheduler	When in school mode, click to access the PowerScheduler menu where you can prepare, build, load and commit your master schedule. For more information, see *Master Schedule Overview*, *Prepare to Build the Master Schedule*, *Build Master Schedule Introduction*, or *Master Schedule Reports*. **Note:** You must be logged in to a school in order to see this link. For more information, see *How to Change Schools*.
PT Administrator	PowerTeacher Administrator is an application that can be used with PowerSchool and other student information systems to complete and distribute gradebook information to a number of teachers, thereby maintaining organization and minimizing teachers' workloads. Click to launch the application in a new window. If you have a PowerTeacher Administrator account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the PowerTeacher Administrator login page appears.
ReportWorks	ReportWorks is an application that can be used with PowerSchool and other student information systems that provides the tools to give report developers an easy way to find, evaluate, and share information. Click to launch the application in a new window. If you have a ReportWorks account that is linked to your PowerSchool account, you will be logged in automatically. Otherwise, the ReportWorks login page appears.
School	Click to access the School Setup menu where you can set up information for the selected school. Typically, your PowerSchool administrator uses the option. For more information, contact your PowerSchool administrator. **Note:** You must be logged in to a school in order to see this link. For more information, see *How to Change Schools*.
Staff	Click to search for staff members at your school, to view demographic information about a selected staff member, or

Field	Description
	make changes to a staff member's record. For more information, see *Search Staff* or *Select Staff*.
System	Click to access the System Administrator menu where you can perform a variety of setup and system maintenance procedures. Typically, your PowerSchool administrator uses this option. For more information, contact your PowerSchool administrator.

Search Students

When first logging in, the main part of the start page displays the Search Students function. Additionally, you can click the **PowerSchool** logo from any page in PowerSchool to access the Search Student function. For more information about searches, see *Search and Select* and *Advanced Search and Select*.

Search

The following information can be used to search for students:

Field	Description
[Search Students]	Enter search criteria in the search field. If Smart Search is enabled, as you begin entering your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from. For more information, see *Smart Search*.
[Search Icon]	Click to initiate the search.
View Field List	Like many other applications, PowerSchool stores data in fields. A field is a unit of information defined by your PowerSchool administrator. PowerSchool comes with a set of standard fields used by all schools, but your school can add other fields that are particular to your needs. Additionally, fields are added to the field list with new versions of PowerSchool. Click to display a list of all student-related fields stored in your school's PowerSchool database. For more information, see *How to Select Students by Other Fields*.
How to Search	Click to learn about searching. When you finish your review, either click **Back** on the Web browser until you return to the start page or click the **PowerSchool** logo.

Browse

The following information can be used to browse for students:

Field	Description
[Alphabet]	Click a letter of the alphabet to display a list of students whose last names begin with the selected letter. For example, if you click **B**, the system displays the students at your school whose last names begin with a "B". For more information, see, *How to Select an Individual Student by Last Name*.
[Grade]	Click a number to display a list of students in the selected grade. If you click **9**, the system displays a list of ninth graders at your school. For more information, see *How to Search for Students by Grade Level*.
[Gender]	Click **M** to display a list of all the male students at your school. Click **F** to display a list of all the female students at your school. For more information, see *How to Search for Students by Gender*.
All	Click to display a list of all active students at your school. For more information, see *How to Search for All Active Students*.
Current Selection	Click to quickly return to the last group of selected students without repeating a search function. For more information, see *Current Selection*.

Other Options

When searching for students, the following other options are available for selection:

Field	Description
Stored Searches	Click to create or work with a saved list of preset search criteria used to quickly find groups of students. For more information, see *Stored Searches*.
Stored Selections	Click to create or work with a saved list of students. For more information, see *Stored Selections*.
Enroll New Student	Click to enroll a student into your school. For more information, see *Work With an Individual Student*.
Search Parents/Guardians	Click to search for an existing parent/guardian account or to create a new parent/guardian account. For more information, see *Parent/Guardian Accounts* in the *PowerSchool Parent Portal Administrator Guide*.

Search Staff

To search for staff, simply click the **Staff** link in the main menu. The main part of the start page will then display the Search Staff function. For more information, see *Select Staff*.

Search

The following information can be used to search for staff:

Field	Description
[Search Staff]	Enter search criteria in the search field. If Smart Search is enabled, as you begin entering your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from. For more information, see *Smart Search*. Use the pop-up menu to choose the type of staff member. To select from all staff groups, choose **All**. For more information, see *How to Search for All Staff Members*.
[Search Icon]	Click to initiate the search.
View Field List	Like many other applications, PowerSchool stores data in fields. A field is a unit of information defined by your PowerSchool administrator. PowerSchool comes with a set of standard fields used by all schools, but your school can add other fields that are particular to your needs. Additionally, fields are added to the field list with new versions of PowerSchool. Click to display a list of all teacher-related fields stored in your school's PowerSchool database. For more information, see *How to Select Staff by Other Fields*.
How to Search	Click to learn about searching. When you finish your review, either click **Back** on the Web browser or click the **Staff** link in the main menu.

Browse

The following information can be used to browse for staff:

Field	Description
[Alphabet]	Click a letter of the alphabet to display a list of staff whose last names begin with the selected letter. For example, if you click **B**, the system displays the staff at your school whose last names begin with a "B". For more information, see *How to Select Staff by Last Name*.
Teachers	Click to display a list of all teachers at your school. For more information, see *How to Search for All Teachers*.
Staff	Click to display a list of all staff members at your school. For more information, see *How to Search for All Staff*.
Lunch Staff	Click to display a list of all lunch staff at your school. For more information, see *How to Search for All Lunch Staff*.
Substitutes	Click to display a list of all substitutes at your school. For more information, see *How to Search for All Substitutes*.

Field	Description
[Gender]	Click **M** to display a list of all the male staff members at your school. Click **F** to display a list of all the female staff members at your school. For more information, see *How to Select Staff by Gender*.

Other Options

When searching for staff, the following other options are available for selection:

Field	Description
New Staff Entry	Click to add a new staff member to your school. For more information, see *How to Add a New User*.
Staff Directory	Click to view the staff directory. For more information, see *Staff Directory*.
Stored Searches	Click to create or work with a saved list of preset search criteria used to quickly find groups of staff members. For more information, see *Staff Stored Searches*.

Smart Search

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

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

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

How to Enable Smart Search

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

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

How to Disable Smart Search

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

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

How to Personalize Smart Search

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

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

Daily Bulletin

Certain users can view and add items to the school's daily bulletin. Not all users at all schools have permission to create items for the bulletin, but everyone's including parents and students can view the notices. For information about daily bulletin setup, see *Daily Bulletin Setup*.

How to View the Daily Bulletin

1. On the start page, choose **Daily Bulletin** from the main menu. The Daily Bulletin page appears.
2. Do one of the following:

   - Click a date to view the bulletin for that day.
   - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the

bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.

Master Schedule

Use this page to display the schedule for all teachers in your school. You can either view all meetings for all sections and teachers or select certain teachers, days, and periods.

How to View the Master Schedule

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

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

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

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

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

3. On the Edit Section page, click an underlined number for one of the classes to view a list of students in that class. The Class Roster page displays the students enrolled in the class.
4. Do one of the following:

    -   Click a student's name to work with the selected student.
    -   Click **Make this the current selection of students** to select the students in the class as the only group with which you want to work.
    -   Click **Add these students to the current selection of students** to add this group to a previously selected group. The Group Functions page displays the number of selected students.

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

How to Change Master Schedule Preferences

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

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

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

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

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

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

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

Teacher Schedules

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

How to View Teacher Schedules From the Main Menu

1. On the start page, choose **Teacher Schedules** from the main menu. The Teacher Schedules page appears.
2. Click the name of the staff member. The selected teacher's schedule appears.
3. Do one of the following:

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

Personalize

Use this page to customize PowerSchool to make the system more convenient for your daily needs. Either keep the default settings, change your preferences now, or wait until you are more familiar with PowerSchool. Change any combination of the settings as often as you want.

How to Reset Your Password

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

Field	Description
Old Password	Enter your current password. You used this password to enter the system.
New Password	Enter a new password.
Verify New Password	Enter your new password again in this field.

4. Click **Submit**. The Changes Recorded page appears. The next time you log in to PowerSchool, use the new password you just set.

Note: It is important to select a password that you will remember. If you forget it, you cannot log in to the system without help from your PowerSchool administrator. For more information, see *Security*.

How to Set the Login Page

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

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Default login page**. The Personalize - Default Login Page appears.
3. Select an option to indicate your preferred Default Login page:

   - Choose a standard page from the first pop-up menu.
   - Enter a valid PowerSchool page name in the second pop-up menu. To determine the page name, navigate to that page. Copy the URL from the Location or Address field on your Web browser and paste it into this field.

4. Click **Submit**. The Changes Recorded page appears. The next time you log in to PowerSchool, the system opens to the page you chose.

How to Set the Default Student Page

Personalize the default page when working with a student.

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

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

How to Personalize Your PowerSchool Interface

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

Field	Description
Hide left navigation menu	If you do not want the main menu on every PowerSchool page, you can select a preference to hide the main menu from all pages except the start page. To navigate in PowerSchool without using the main menu, use the

Field	Description
	navigation path or "breadcrumbs." Select the checkbox to hide the Main Menu. Alternately, deselect the checkbox to show the Main Menu.
Enable task navigator	The Task Navigator is a tool that provides process-oriented help for certain complex tasks. The Task Navigator can be enabled or disabled, depending on each user's preference. When enabled, the Task Navigator appears as a frame in the lower left of pages in PowerSchool that include task navigation. The Task Navigator displays a list of defined processes and the order in which they should be performed, depending on the page being viewed. Select the checkbox to enable Task Navigator. Alternately, deselect the checkbox to disable Task Navigator.
[Smart Search]	For more information, see *Smart Search*.

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

Dashboard

The Dashboard, accessible at both the district and school level, provides you with an instant Flash-based view of a broad range of data in a concise, graphical format. Each Flash chart, or widget, can be added or removed to customize the data that appears on your Dashboard.

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

Tab	Description
Sever	Displays server information widgets.
School	Displays school information widgets. This tab appears if logged in to PowerSchool at the school level.
District	Displays district information widget. This tab appears if logged in to PowerSchool at the district level.
Inform	Displays the Pearson Inform Dashboard. **Note**: You must have access to view the Pearson Inform Dashboard. For more information, see *How to Enable Pearson Inform.* **Note**: The data that appears on the page is not served by PowerSchool. It is rendered from a separate Pearson Inform server. For more information on the configuration of Pearson Inform, see the Pearson Inform documentation.

How to Add Widgets to the Dashboard

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

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

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

   The following widgets are available on the Server Dashboard:

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

The following widgets are available on the District Dashboard:

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

The following widgets are available on the School Dashboard:

Widget	Description
School Enrollment Trend	Displays active enrollments for each month of the current school year. The total number includes students who were added and excludes those that were dropped in a given month.
School Membership Trend	Displays total membership for each month of the school year, based on days in session and student enrollment.

Widget	Description
Programs Active Enrollments	Displays the active enrollments in special programs.
In Session Days	Displays the number of days school is in session during each month, and provides links to the Calendar Setup page.

How to Remove Widgets from the Dashboard

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

User Security

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

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

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

How to Log Out

When you finish your work in PowerSchool, it is important to log out. Log out of PowerSchool from any page in the system. Click **Logout** on the navigation bar.

The login page appears, and you must reenter your username and password to redisplay the start page. For more information, see *Log In to PowerSchool*.

Help

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

PowerSource

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

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

User Guides

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

State Reports

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

Release Notes

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

Email

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