Mailing Labels

Use mailing label templates to print mailing or other information on labels for students or staff. For example, for a form letter that must be mailed to each student's home, you can create mailing labels for the envelopes. Or you can create file folder labels or name badges.

To set up the mailing label template:

1. Navigate to **Start Page** > **Reports** > **Setup**
2. Click **Mailing Labels**
3. Click **New**
4. Enter a title reflecting the purpose of the labels and the label stock type, such as `Guardian Mailing Label Avery 5160`
5. Select a data table: **Students** or **Staff**
6. Set the page dimensions, including:
   a. The font size and line height should match when creating labels
   b. Be sure to use padding to create a margin on the label, but not too much or the lines will creep down the page
   c. Print a test page to check the alignment
7. Enter the label size dimensions using the information from the label stock box, or use a ruler to figure out the dimensions
8. Type in the Label Content
   a. Enter text
   b. Enter PowerSchool fields and data access tags using the syntax ^(field name)
   c. Make sure to put spaces between the objects
   d. Bulk mailing labels should use uppercase letters in Courier or Helvetica font, no punctuation and two spaces between the state and zip code
   e. Use the syntax ^(field name;uppercase) for uppercase letters
9. Select whether the labels will be available to all users or only users at your school
10. Select whether teachers can print the labels and click **Submit**
11. Note: Do not use page scaling or shrinking in Adobe when printing the resulting PDF file

Edit Mailing Label Layout

Layout Name	Parent/Guardian Mailing Label (Avery 5160)	Table Students	
Font	Courier		
Font Size	10 points	Line Height	10 points
Page Left Margin	.19 inches	Page Top Margin	.5 inches
Label Width	2.63 inches	Label Height	1 inches
How Many Columns Of Labels	3	How Many Rows Of Labels	10
Space Between Each Column	.12 inches	Space Between Each Row	0 inches
Horizontal Padding For Label Text	.2 inches	Vertical Padding For Label Text	.2 inches

Label Content Fields

```
TO THE PARENTS/GUARDIANS OF:
^(first_name;uppercase) ^(last_name;uppercase)
^(mailing_street;uppercase)
^(mailing_city;uppercase) ^(mailing_state)
^(mailing_zip)
```

Make this label accessible to
○ users at all schools
● only users at Apple Grove High School

Teachers can print? ☐

Export as a template

Delete   Submit

Printing Reports

The Print Reports page is used to print custom reports for individual students and staff members, as well as groups of students and staff members. The main difference between printing reports for individuals, groups, and for staff is the navigation path to the Print Reports page.

Printing Reports for an Individual Student:

1. Select the student
2. Click **Functions** under the Enrollment section of the student pages menu
3. Click **Print Reports For This Student**
4. Select the report to be printed
5. If printing student schedules, select enrollments to include
6. If printing a fee list, select which transactions to include
7. If using a watermark, select text and mode
8. Define when to print the report
9. Click **Submit**

Printing Reports for an Individual Staff Member:

1. On the Start Page, click **Staff**
2. Select the staff member
3. Click **Functions**
4. Click **Print a Report for [staff member's name]**
5. Select the report to be printed
6. If printing a fee list, select which transactions to include
7. If using a watermark, select text and mode
8. Click **Submit**

Printing Reports for Groups of Students

1. Select a group of students
2. Select **Print Report** from the **Group Functions** menu
3. Select the report to be printed
4. Select the print order
5. If printing student schedules, select enrollments to include
6. If printing a fee list, select which transactions to include
7. If using a watermark, select text and mode
8. Define when to print the report
9. Click **Submit**

Printing Reports for Groups of Staff Members:

1. On the Start Page, click **Staff**
2. Select a group of staff members
3. Click **Functions**
4. Click **Print a Report**
5. Select whether to run a test report by printing the first few pages
6. If using a watermark, select text and mode
7. Click **Submit**

Form Letters

Use form letters to print customized letters for students and staff. For example, you can create a password letter for parents notifying them of their specific PowerSchool user ID and password. There are two parts to setting up a form letter.

Setting up the form letter template

1. Navigate to **Start Page** > **Reports** > **Setup**
2. Click **Form Letters**
3. Click **New**
4. Enter a title, such as `Perfect Attendance Award`
5. Select a data table: **Students** or **Staff**
6. For the Attendance letter, choose the **Students** table
7. Set the page style and dimensions
8. The rule of thumb is to make the line height two points higher than the font size
9. Select whether the form letter will be available to all users or only users at your school
10. Select whether teachers can print
11. Click **Submit**

Setting up the body of the letter

1. Click the title of the form letter
2. Click **Report Body**
3. Type the letter
4. If desired, format as follows:
   a. Use PowerSchool fields to insert information from the database (click the blue Fields link to select valid fields)
   b. Use data access tags to insert data from the server
   c. Use HTML tags to format the style of the text with bold or italics emphasis
5. Click **Submit**

Edit Body: Perfect Attendance Award

Fields

```
^(schoolname)

^[letter.date]

To the Parents/Guardians of ^(first_name),

This letter is to inform you that your ^(son/daughter), ^(first_name),
has earned the <b>Perfect Attendance Award</b> for the ^(yearname)
school year. We would like to congratulate you and your
^(son/daughter) on this great achievement!

Daily attendance is crucial to a student's academic success. We hope
that ^(first_name) continues to demonstrate excellent attendance
habits throughout ^(his/her) academic career. Awards will be
distributed to students next week.


Sincerely,

Principal Miller
```

Submit

Report Cards

Use the report card template to create any report on which you need student schedule information, such as report cards, progress reports, student schedules, and attendance letters. There are four parts to setting up a report card template.

1. Navigate to the report card template: **Start Page** > **Reports** > **Setup**
2. Click **Report Cards**
3. Click **New**

Title

1. Enter a title for the template, such as `Progress Report` or `Semester 1 Report Card`
2. Enter a title for the report card or progress report
3. Select the title style
4. Click **Submit**

Create New Report Card Format

Option	Value
Name of new report card template	2008 High School Report Card
Title (printed at top of page)	Apple Grove High School
Title style	Helvetica 12

Note: The ^(lastfirst) tag will be replaced with the student's name when this report is printed.

Submit

Heading

1. Click the title of the report card template
2. Click **Heading**
3. Select the heading text style and alignment
4. Enter text that you want to appear in the heading
5. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
6. Enter HTML tags to format the style of the text
7. Click **Submit**

Report Card Heading: 2008 High School Report Card

The heading is printed below the title, but above the student's schedule

Heading text style Helvetica 12 Left (Fields)

```
<BR>^[date]<BR>
^(lastfirst) - Grade ^(grade_level)<BR><BR>
Semester 1 Report Card<BR><BR>
```

Submit

Using the Schedule Listing

1. Click **Schedule Listing**
2. Select a font for column titles and class listings
3. Select whether to use a Future Schedule
4. Set the report card body dimensions
   a. The rule of thumb is to make the line height two points higher than the font size
   b. Add a frame, or thin line around the schedule listing with a width of 1 or 2 points
   c. Enter a value for corner rounding to round the corners of the frame
   d. The higher the number of points, the more rounded the corners
   e. Try 6 points, for example
   f. To create a grid around the schedule information, enter values for the horizontal and vertical divider line widths such as .25 points
   g. Enter a value for cell padding to create white space within the grid cells to increase the readability such as 6 points
5. Enter terms to repeat, if you want to show schedule listings for two different terms in two separate grids
6. Define the columns
   a. Select what each column shows
   b. Specify the term code
   c. Enter column titles
   d. Set column widths in inches
   e. Set column alignments - L (left), R (right), or C (center)
7. Select special schedule listing options, if for example, you want to prevent a class that does not have a grade (such as Lunch or Study Hall) from appearing on the report card or you want to include additional stored grades
8. Click **Submit**

Student Schedule Listing for Report Card: 2008 High School Report Card

Option	Value		
Column Title Style	Helvetica 12		
Class Listings Style	Helvetica 12		
Use Future Schedule (student's schedule for next year)	☐		

The items below this line in this area are optional and may be left blank.

Option	Value				
Listing Line Height	14	points			
Frame	1	Width	6	Corner Rounding	
Divider Line Width	.25	Horizontal	.25	Vertical	
Padding	6				
Terms to Repeat (comma-separated)					

Col	Shows		Column Title	Width	Align
1	Expression		P	.75	L
2	Course name		COURSE	1.75	L
3	Teacher		TEACHER	1.75	L
4	Historical grade	Q1	Q1	.5	C
5	Historical grade	Q2	Q2	.5	C
6	Historical grade	S1	S1	.5	C
7	Absences	S1	ABS	.5	C
8	Tardies	S1	TAR	.5	C

Footer

1. Click **Footer**
2. Select the footer text style and alignment
3. Enter text
4. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
5. Enter HTML tags to format the style of the text
6. Click **Submit**

Report Card Footer: 2008 High School Report Card

The footer is printed below the student's schedule

Footer text style [Helvetica 10] [Left] (Fields)

```
<BR>Quarter 1 GPA: ^(*gpa term="Q1")<BR>
Quarter 2 GPA: ^(*gpa term="Q2")<BR>
Semester 1 GPA: ^(*gpa term="S1")
```

[Submit]

Completing the Setup

1. Select whether the report card will be available to all users or only users at your school
2. Select whether teachers can print
3. Alter the margins and page setup if you want to print the report on school letterhead
4. Click **Submit**

Importing and Exporting Reports

Importing Reports

Reports can be borrowed from other PowerSchool users. These may be available from the PowerSchool User Group (PSUG), other user groups, or directly from other PowerSchool users. Make sure the template is a .pst file.

1. Navigate to **Start Page** > **System** > **Import Report Template**
2. Select the character set to match your operating system of your server, if it has not been set automatically (Mac Roman is the default for Mac users; Windows ANSI is the default for Windows PC users)
3. Select the file to import
4. Click **Import**

Import Report Template

Character Set: [Mac Roman ▾]

File to Import: [   ] [Browse...]

[Import]

Communication Tools

Exporting Reports

Reports can also be exported. A report may be exported for several reasons. You may wish to share a report with another PowerSchool user, or you may want to save a backup of a particular report.

1. Navigate to **Start Page** > **Reports** > **Setup**
2. Choose one of the following: Form Letters, Mailing Labels, Report Cards, or Object Reports
3. Click the title of a report
4. Click **Export Report as Template**
5. Choose to **save the export file to disk** and click **OK**

Printing Class Rosters

The Class Rosters (PDF) report creates a PDF file that displays specified information for students in the classes of teachers you choose. Printing a copy of the Class Roster is an excellent way for the teacher to have a class list as a field trip rosters or end of term grade verification sheet.

1. Navigate to **Start Page** > **Reports** > **System**
2. Click **Class Roster (PDF)** under Student Listings
3. Select the teacher(s) for whom to print rosters
4. Select the Meetings or leave blank for all the current ones
5. Select which students to include
6. Make the following changes:
   a. Heading font
   b. Line height
   c. Style
   d. The rule of thumb is to make the line height two points higher than the font size
7. Select which pages to print the heading on (e.g. All pages, First page of each class)
8. Set up the Heading Text
9. Enter text
10. Enter PowerSchool fields to pull information from the Sections table and enter data access tags as needed. Note: the field ^(class_expression) does not work; use ^(expression) instead

11. Set the column title font, size, line height, and style
12. Set the roster font, size, line height, and style
13. Set up the Roster Columns using the format: field name\column title\column width\alignment
14. Set the roster page dimensions
15. If using a watermark, select text and mode
16. Define when to print the report
17. Click **Submit**

Using 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. It is an online bulletin board, not an email utility.

Creating Bulletin Items

1. Navigate to **Start Page** > **Special Functions** > **Daily Bulletin Setup**
2. Click **New**
3. Enter an Item Title like `Minimum Day This Friday`
4. Enter a Date Range for when you want the item to appear in the bulletin
5. Select the Target Audience
   a. Public: All users (administrators, parents, students, and teachers) can view the item
   b. Teacher Users: Only teachers can view the item
   c. Admin Users: Only administrative users can view the item
6. Enter the Sort Order, keeping in mind that unless a bullet item is of great importance, set it to 50, and the items will sort by date
7. Type your message in the Item Body; format with HTML if desired
8. Click **Submit**

Communication Tools

Editing Bulletin Items

1. Navigate to **Start Page** > **Special Functions** > **Daily Bulletin Setup**
2. Click the start date of the bulletin item you wish to edit
3. Edit the Item Title
4. Edit the Date Range for when you want the item to appear in the bulletin
5. Edit the Target Audience
   a. Public: All users (administrators, parents, students, and teachers) can view the item
   b. Teacher Users: Only teachers can view the item
   c. Admin Users: Only administrative users can view the item
6. Edit the Sort Order, keeping in mind that unless it is very important and needs to be the first item, set the sort order of all items to 50 and they will be sorted by date
7. Edit the message in the Item Body
8. Click **Submit**

Deleting Bulletin Items

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

Viewing All Bulletin Items

1. Navigate to **Start Page** > **Special Functions** > **Daily Bulletin Setup**
2. Click **Show All Bulletin Items, including expired terms**

Bulletin HTML Formatting Preferences

1. Navigate to **Start Page** > **Special Functions** > **Daily Bulletin Setup**
2. Click **Bulletin HTML formatting preferences** at the bottom of the page
3. Enter HTML tags for Item Title Start, as shown below, to specify how you want text to appear in Bulletin Item titles
4. Indicate which font to use, how large the letters should be, and what color the letters should be
5. Enter HTML tags for Item Title End to turn off the specifications for font, size, and color that you entered in the Title Start field
6. Enter HTML tags for Item Body Start to specify how you want the text to appear in the body of messages
7. Enter HTML tags for Item Body End
8. Click **Submit**

Note: Changes made to the HTML preferences affect all bulletins and may override HTML entered in the body of messages