

## Staff Management

Use staff member pages to add new staff members, change security settings, assign security groups, and view schedules.

### Change Security Settings

1. On the Start Page, click **Staff**
2. Search for the staff member
3. Click **Security Settings**
4. Select a security group
5. Verify that the staff member's status is set appropriately:
  - a. **Current** for staff and teachers still at the school
  - b. **No Longer Here** for staff and teachers no longer employed
6. Ensure that the "Log in to the administrative portion of PowerSchool?" setting is set to **Yes** for administrative users
7. Ensure that the "PowerTeacher Administrator user?" setting is set to **Yes** for PowerTeacher administrators
8. Ensure that the "ReportWorks Developer user?" setting is set to **Yes** for users who will create ReportWorks reports
9. Click **Submit**

### Staff Directory

1. On the Start Page, click **Staff**
2. Click **Staff Directory**
3. At the bottom of the page is a list of all the staff members' email addresses, separated by commas

### View Schedules

1. On the Start Page, click **Staff**
2. Click **Teachers**
3. Select the teacher's name from the list
4. Click **Current Schedule** to see a list view
5. Click **Schedule Matrix** to see a matrix view

# School, Staff & Student Management Quick Reference Card

## Student Management

Use student pages to manage incidents and log entries, identify "at risk" students, view academic records, and view statistics for parental access.

### Incident Management and Creation

1. On the Start Page, click **Special Functions**
2. Click **Incident Management**
3. Click **Create New Incident** to record a new incident:
  - a. Choose an Incident Type from the menu (ex: Truancy)
  - b. Define the Incident Date and Time
  - c. Choose a Time Frame for when the incident occurred
  - d. Enter a Title and Description
  - e. Choose a Location and enter a Location Description
  - f. Record the name of the person who filed the report in the "Prepared by" field
  - g. Enter a Financial Impact dollar amount, if any
  - h. For Incident Builder, include as applicable
    - i. Offenders, Reporters, Victims and/or Witnesses
    - ii. Resulting Actions
    - iii. Objects
    - iv. Behaviors and Attributes
  - i. Complete the record by clicking **Submit Incident**

### Log Entries

1. On the Start Page, search for the student
2. Click **Log Entries**
3. Click **New**
4. Enter the following information:
  - a. Type a Date and Time
  - b. Select a Log Type (ex: Conference)
  - c. Choose an applicable Subtype (ex: Parent & Teacher)
  - d. Select a Consequence, if appropriate
  - e. Enter a Title that describes the entry
  - f. Enter a description in the Log Entry Text field
  - g. Click **Submit**

# School, Staff & Student Management

## At Risk Report

1. Navigate to **Reports > System** tab > **At Risk**
2. The important points here are:
  - a. This report searches by all the defined criteria
  - b. Select an Attendance Mode
    - a. Daily, if your school takes daily attendance
    - b. Meeting, if your school takes period attendance
  - c. Select which students to include
  - d. If searching for Attendance problems, define which attendance codes to include
  - e. Specify a date range
5. There are three sub-sections of Risks:
  - a. Attendance: to enable, check **Use Attendance Report Query** and type the number of occurrences of specified attendance codes a student needs to be considered at risk
  - b. Grades: to enable, check **Use Grades Report Query**
    - i. Choose the final grade type; either Current or Historical
    - ii. Enter the number of failing grades a student has to have to be at risk, and what grades qualify as failing
    - iii. Type each grade you wish to include on the report, separated by a comma (ex: D,D+,D-,F,I)
  - c. Discipline: to enable, check **Use Discipline Report Query** Select the number of discipline incidents per student and the subtypes assigned to students to include in the report
  - d. Click **Submit**

## Viewing Student Academic Records

1. Search for the student's record on the Start Page
2. Click **All Enrollments**: the All Enrollments page displays current classes and classes that a student has taken in the past (including dropped classes)
3. Click **View** to see grades on individual assignments for a class
4. Click **Historical Grades** to see all completed grades to date
5. Click **Graduation Progress** or **Graduation Plan Progress** to see how many credit hours a student still needs to graduate
6. Click **Test Scores** to view the standardized tests a student has taken and the scores he or she received

## Teacher Gradebooks

1. Navigate to **Reports > System** tab > **Teacher Gradebooks**
2. Select a teacher or multiple teachers
3. To show assignments within a specific time period only, check **Only assignments in this Date Range**, then enter the dates
4. Select an Assignment header from the menu
5. Choose to print either the Student Name or Student Number in the name column
6. To print final grades, enter the Final Grades, separated by commas (ex: Q1,Q2,S1)
7. If you include final grades, check **Letter Grade** and/or **Percent**, and select the type of assignment score that will print on the report (ex: Point Value, Letter Grade)
8. Use the remaining fields to define the report page layout and dimensions
9. Click **Submit**

## Grade Distribution Report

1. Navigate to **Reports > System** tab > **Grades Distribution**
2. Use the Report By menu to define how the grades will be listed on the report (ex: by Student, Teacher, or Department)
3. Set the Grades to Scan menu to either Current or Historical
4. Choose to Distribute Grades By either Letter Grade or Percentage
5. To facilitate the distribution, define the headings that appear at the top of each view by entering the letter grades or percentages, separated by commas (ex: A,B,C,D,F), in the Distribution Display field
6. If distributing by Letter Grade, enter the corresponding grades in the Passing Grades and Failing Grades fields
7. If distributing grades by Historical Grades, select the Term and enter the applicable Store Code
8. Click **Submit**

## Parental Access Statistics

1. Navigate to **Reports > System** tab > **Parental Access Statistics**
2. Enter the Date Range and click **Submit**