Custom Web Page Management User Guide

PowerSchool System Administrator

Contents

Welcome

Introduction

PowerSchool System Administrator provides a graphical user interface to administer the PowerSchool Oracle database, functions that are typically performed through the Command Prompt or Terminal interface.

As part of PowerSchool System Administrator, you can now manage your custom web pages independently of PowerSchool.

About Getting Started

To get started, you must first log in to PowerSchool System Administrator.

Log In to PowerSchool System Administrator

Before you can log in to PowerSchool System Administrator, you will need your school's PowerSchool System Administrator URL, your username, and your password. If you do not have this information or if you have questions, contact your system administrator.

Note: Do not use someone else's password or give your password to anyone else.

How to Log In to PowerSchool System Administrator from 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.

4. Choose **PS Administrator** from the main menu. The PowerSchool System Administrator login page appears.

5. Enter your PowerSchool System Administrator username in the **Username** field.

6. Enter your PowerSchool System Administrator password in the **Password** field.

   Note: The characters in the Password field appear as asterisks (*) to ensure greater security when you log in.

7. Click **Submit**. The **PowerSchool System Administrator start page** appears.

How to Log In to PowerSchool System Administrator

1. Open your Web browser to your school's PowerSchool System Administrator URL. The PowerSchool System Administrator Log In page appears.

2. Enter your PowerSchool System Administrator username in the **Username** field.

3. Enter your PowerSchool System Administrator password in the **Password** field.

   Note: The characters in the Password field appear as asterisks (*) to ensure greater security when you log in.

4. Click **Submit**. The **PowerSchool System Administrator start page** appears.

View PowerSchool System Administrator Start Page

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

- Header

- Navigation Bar

- Navigation Tabs

Header

The header appears at the top of PowerSchool System Administrator. The header includes the following information:

Field	Description
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.
Help	Click to access the PowerSchool System Administrator online help. Assistance is just a click away! For more information, see *Help*.
Sign out	Click to sign out of PowerSchool.

Navigation Toolbar

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

Field	Description
Print	Click to print the page you are viewing.

Main Menu

The main menu appears in the vertical frame on the left side of the page and includes links to the following:

Field	Description
Home	Click to return to the start page.
Administration	Click to perform functions relating to account management.
Database	Click to perform functions such as setting database configurations, scheduling backups, and managing the database recovery area.
Custom Pages	Click to perform functions relating to Custom Web Page Management. For more information, see *About Custom Web Page Management*.

PowerSchool System Administrator Help

About PowerSchool System Administrator Help

PowerSchool System Administrator Help provides comprehensive information on navigating and using PowerSchool System Administrator. Use PowerSchool System Administrator Help to follow procedures and find answers to many common questions. PowerSchool System Administrator Help also provides a search function that searches all procedures.

Set Browser Preferences

Before you begin using PowerSchool System Administrator Help, check your browser preferences to make sure your browser is set to open in a new window. If you do not set your browser to open in a new window, the Help window launches in the existing open window or in a new tab, replacing PowerSchool System Administrator. Also, if you are using Internet Explorer, you must add PowerSchool System Administrator to the list of trusted Web sites.

Note: Supported browsers include Firefox 3, Internet Explorer 7, or Safari 3.

How to Set Browser Preferences for Firefox

1. Open **Firefox**.
2. From the menu bar, choose **Firefox > Preferences** (Mac) or **Tools > Options** (PC).
3. Click **Tabs**.
4. In the "New pages should be opened in" section, select the **a new window** option.
5. Close the window.

How to Set Browser Preferences for Internet Explorer

Note: For PC users only.

1. Open **Internet Explorer**.
2. From the menu bar, choose **Tools > Internet Options**.
3. Click the **General** tab.
4. In the "Open links from other programs in" section, select the **A new window** option.
5. Click the **Security** tab.
6. Select **Trusted Sites**.
7. Click **Sites…**.
8. In the "Add this Web site to the zone" field, enter the URL for PowerSchool System Administrator.

9. Click **OK**.

10. Click **OK**.

How to Set Browser Preferences for Safari

1. Open **Safari**.

2. From the menu bar, choose **Safari > Preferences** (Mac) or **Edit > Preferences** (PC).

3. Click the **General** tab.

4. In the "Open links from applications" section, select the **in a new window** option.

5. Close the window.

Launch PowerSchool System Administrator Help

Launch PowerSchool System Manager Help to search for a variety of topics.

How to Launch System Manager Help

On the Navigation Bar, click the **Help** button. The PowerSchool System Administrator Help window appears.

Note: You can resize the Help window and move the Help window to a convenient location on your desktop so you can continue to work with PowerSchool System Administrator. The PowerSchool System Administrator Help window remains open until you choose to close it.

View PowerSchool System Administrator Help Window

The PowerSchool System Administrator Help window is divided into two panes: the navigation pane on the left and the topic pane on the right.

Navigation Pane

The navigation pane on the left contains the **Contents**, **Index**, and **Search** tabs, as well as navigation buttons you use to access and navigate the help topics.

Contents Tab

The **Contents** tab shows the organization of the Help into folders. Each folder contains related topics with conceptual and procedural information.

- Click **Contents** to view a complete list of the different folders.

- Click a folder to show the topics related to that section.

- Click the folder again to hide the topics related to that section.

- Click a topic to view the information in the topic pane.

- Click **X** to hide the navigation pane.

Index Tab

The **Index** tab provides a way to search for information interactively. The index behaves differently depending on the computer you are using.

- If using Mac, topics are sorted by alphabetical listing. Click the letter that corresponds to the first letter of the index entry you want, and then click the topic. The information appears in the topic pane.

- If using Windows, a text field appears. Click **Index** and enter a keyword or phrase in the text box. The topics containing the index term display below the text box. Click the appropriate topic and the information appears in the topic pane.

Search Tab

The **Search** tab provides a way to locate occurrences of a specific word or phrase in the Help. Click **Search**, enter a keyword or phrase in the text box, and then click **Go**. The topics containing the search phrase display below the text box. Select the appropriate topic and the information appears in the topic pane.

Topic Pane

The topic pane on the right displays individual Help topics, such as information about PowerSchool System Administrator concepts or step-by-step procedures for using specific PowerSchool System Administrator features.

Links

Within Help topics are links to additional information or procedures. These links display as underlined text. Click the underlined text to display the additional information.

Custom Web Page Management

About Custom Web Page Management

Initially, Custom Web Page Management was designed with PowerSchool ASP customers in mind whereby providing them with the ability to independently manage their custom web pages. However, customers who are self-hosted can also choose to use Custom Web Page Management to manage their custom web pages or continue to manage their custom web pages as they currently do.

Quick Start

To get started immediately and begin taking advantage of Custom Web Page Management, perform the following tasks to set up and use the feature:

- **Enable Customization**
- **Enable Custom Web Page Management**
- **Migrate Custom Web Pages** (optional)

Enable Customization in PowerSchool

In order to use the custom web page application, you must first verify that customization is enabled in PowerSchool. For more information, see *System Settings: How to Enable Customization* in the PowerSchool Help.

How to Enable Customization

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Customization**. The Customization page appears.
4. Verify the **Customization Enabled** checkbox is selected. If it is not, select the checkbox.
5. Click **Submit**. The System Settings page appears.

Enable Custom Web Page Management

Enabling the custom web page application results in custom web pages being stored and retrieved from the PowerSchool System Administrator database instead of the PowerSchool custom web root directory.

When enabling the custom web page application, you will have the opportunity to migrate your existing custom web pages from the PowerSchool custom web root directory into the PowerSchool System Administrator database in order for your customizations to continue

working properly. If you do not migrate your existing custom web pages, your customizations will no longer appear in PowerSchool. Only customizations entered using the custom web page application will appear.

Important Note: If using the custom web page application where customized images are used, be sure that PowerSchool's image server is disabled. If enabled, PowerSchool will serve images from the image server instead of the of the customized images in the PowerSchool System Administrator database. To verify the image server is disabled, from the PowerSchool start page, choose **System > System Settings > Server Settings**. Verify the **Use image server** checkbox is deselected.

Note: To disable the custom web page application, see *Disable Custom Web Page Management*.

How to Enable Custom Web Page Management

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. Click **Setup**. The **Setup: Custom Web Page Management pop-up window** appears.

3. Select the **Enable custom web page application** checkbox. The Migrate Existing Custom Pages section appears.

4. Do one of the following:

   - To enable the custom web page application without migrating your existing custom web pages, click **OK**. The Setup: Custom Web Page Management pop-up window closes.

   - To migrate your existing custom web pages, proceed to Step 4 of *How to Migrate Custom Web Pages*.

5. Reinitialize the PowerSchool server(s) by logging in to your PowerSchool server and selecting **System Settings > Customization**.

Migrate Custom Web Pages

Once the custom web page application is enabled, you will have the opportunity to migrate your existing custom web pages from the PowerSchool custom web root directory into the PowerSchool System Administrator database in order for those custom web pages to continue working properly.

When performing the migration process, a report is generated indicating whether or not the migration was successful and identifies any issues that were encountered during the migration. Using the report, you can reconcile issues and perform the migration again.

The migration process can be performed as often as needed. Note that file names are not case sensitive. Therefore, files with the same name will be overwritten.

Note: If you are using PowerSchool Server Array where the server array is using a share point for the custom directory, PowerSchool must be actively running on the same machine as the Tomcat server hosting the custom pages web application for the migration to run correctly.

How to Migrate Custom Web Pages

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. Click **Setup**. The **Setup: Custom Web Page Management pop-up window** appears.

3. Verify the **Enable custom web page application** checkbox is selected.

4. Click **Migrate**. The Migrating Pages progress bar appears. When the migration is complete, the Migration Summary displays.

   Note: If the **Migrate** button does not appear, deselect the **Enable custom web page application** checkbox and then select it again. The Migrate Existing Custom Pages section appears.

5. Click **View Report**. The Migration Summary Report appears.

6. Click **OK**. The Setup: Custom Web Page Management pop-up window appears.

7. Click **OK**. The Custom Pages page appears.

8. Reinitialize the PowerSchool server(s) by logging in to your PowerSchool server and selecting **System Settings > Customization**.

Disable Custom Web Page Management

Once you have enabled the custom web page application, later you may find it necessary to render it inoperative. If you disable the custom web page application, custom files contained within the PowerSchool System Administrator database will no longer appear in PowerSchool. Only files contained within PowerSchool's custom web root directory will appear. It is important to note that files contained within the custom web page application cannot be exported from the PowerSchool System Administrator database. Any additions or modifications will need to be recreated in the PowerSchool custom web root directory.

Note: To enable the custom web page application, see *Enable Custom Web Page Management*.

How to Disable Custom Web Page Management

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. Click **Setup**. The **Setup: Custom Web Page Management pop-up window** appears.

3. Deselect the **Enable custom web page application** checkbox. The Migrate Existing Custom Pages section disappears.

4. Click **OK**. The Custom Pages page appears.

Upload Files

You can transfer individual files from your computer into the PowerSchool System Administrator database using the **Upload File** function. Only the following valid file types

may be uploaded: binary, css, csv, dmg, exe, ftl, gif, hqx, htm, html, ico, ics, ifb, jar, javascript, jpeg, jpg, js, json, macbinary, mov, pdf, png, ps-savetodisk, rpt, sit, swf, text, tif, tiff, tsv, txt, xml, and zip. If uploading an image, be sure to upload the image to the same folder as the file in which the image is to appear. Otherwise, the image will not display.

Notes:

- A zip archive of multiple files or directories cannot be downloaded from the PowerSchool System Administrator database. To "download" a zip archive of multiple files or directories, copy and paste the file content from the Customize Page text box. This applies only to customers with access to the PowerSchool web root directory (non-asp customers).

- A zip archive of multiple files or directories cannot be uploaded to the PowerSchool System Administrator database. To "upload" a zip archive of multiple files or directories, perform the Migrate function. It is important to note that re-migrating overwrites any files currently in the database including files that have been modified using Custom Web Page Management. This applies only to customers with access to the PowerSchool web root directory (non-asp customers).

- When uploading a file that is 2.4 megabytes or greater, the file appears to upload successfully. However, a script error is generated and the file is not uploaded. Therefore, do not upload a file greater than 2.4 megabytes.

- When uploading a QuickTime file (.mov), the file appears as an asset. However, the file does not appear in the Site Structure and therefore cannot be customized.

How to Upload Files

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. Click **+ Add** and select **+ Upload File**. The **Upload a file pop-up window** appears.

3. Click **Choose File** to select the file you want to upload. The name of the selected file appears.

4. Within the Site Structure, select the location in which you want to upload the file. The selected location appears highlighted and the **File Path** field populates.

5. Click **Submit**. A confirmation message appears.

6. Click **OK**. The uploaded file, indicated by blue, appears in the specified location.

   Note: If the uploaded file does not appear automatically in the Site Structure, refresh your browser.

Create Folders

Folders assist you in organizing the custom files you create or upload into the PowerSchool System Administrator database. You can create folders within the Site Structure where needed using the **Create Folder** function.

Once a folder is created, it cannot be deleted. Therefore, be sure to select to the exact location in which you want to add a folder. If you select a file, the new folder will appear in the folder in which the selected file resides. If you select a folder, the new folder will appear

in the selected folder. If you want to add a folder to the root level, click **Custom Pages** to refresh the page before clicking **+ Add**. If you want to create several folders within a particular folder, you will need to select that particular folder each time.

How to Create a Folder

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. Within the Site Structure, select the location in which you want to add a new folder. The selected location appears highlighted.

3. Click **+ Add** and select **+ Create Folder**. The **Please enter a name pop-up window** appears.

4. Enter the name of the folder in the **Name** field.

5. Click **Submit**. A confirmation message appears.

6. Click **OK**. The new folder, indicated by blue, appears in the specified location.

   Note: If the folder does not automatically appear in the Site Structure, refresh your browser.

Create Files

In addition to creating customized files based on built in PowerSchool files, you can also create your own files using the **Create File** function. When creating a new file, an empty draft version of the file appears in the Site Structure. Only the following valid file types may be created: css, csv, ftl, htm, html, javascript, js, json, rpt, text, tsv, txt, and xml.

Once a file is created, it cannot be renamed or moved. However, you can create a new file with a new name/location and copy/paste the content of the previous file into the new file, and then delete the old file.

Note: To create a new file based on a built in PowerSchool file, see *Customize Built In PowerSchool Files*.

How to Create a File

1. On the PowerSchool System Administrator start page, click **Custom Pages.** The **Custom Pages page** appears.

2. Within the Site Structure, select the location in which you want to add a new file. The selected location appears highlighted.

   Note: If you select a file, the new file appears in the folder in which the selected file resides. If you select a folder, the new file appears in the selected folder. If you want to add a file to the root level, click **Custom Pages** to refresh the page.

3. Click **+ Add** and select **+ Create File**. The **Please enter a name pop-up window** appears.

4. Enter the name of the file in the **Name** field.

5. Click **Submit**. A confirmation message appears.

6. Click **OK**. The new file, indicated by blue, appears in the specified location.

   Note: If the file does not automatically appear in the Site Structure, refresh your browser.

7. To enter content to the new file, proceed to Step 2 of *How to Enter File Content*.

Enter File Contents

Once you have created a new file, an empty draft version of the file appears in the Site Structure. You can then select the file and begin drafting your content using the **Customized Page** text box.

Note: This procedure can only be performed for text files.

How to Enter File Content

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the new file for which you want to enter content. The **Customized Page** text box appears empty, the **Original Page** text box indicates that no file content is available, and a Draft version appears in the **Version** list box.

3. Enter file content in the **Customized Page** text box, as needed.

   Note: If you navigate away from the custom page currently being edited before saving your changes, a confirmation message appears providing you with the opportunity to save or discard the changes. Once you have saved or discarded your changes, you will be navigated to the intended target.

4. Click **Save**. A confirmation message appears.

5. Click **OK**.

6. To publish, see *Publish Custom Web Pages*.

Customize Built In PowerSchool Files

In addition to creating new files, you can also create custom files based on existing built in PowerSchool files.

Note: To create a new file, see *Create Files*.

How to Customize a Built In PowerSchool File

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the built in PowerSchool file you want to edit. The **Customize Page** button appears in the non-editable **Customized Page** text box and the content of the selected file appears in the **Original Page** text box.

   Note: The **Publish**, **Cancel**, and **Save** buttons appear shaded.

3. Click **Customize Page**. The original content of the selected built in PowerSchool file appears in the now editable **Customized Page** text box and a Draft version appears in the **Version** list box.

Note: The **Publish**, **Cancel**, and **Save** buttons now appear active.

4. Edit the file content in the **Customized Page** text box, as needed.

Note: On Mac systems, the **Select All** function cannot be used to select and copy all text from the Original Page text box to the Customize Page text box. Instead, you can select the text and drag it or copy/paste it.

Note: If you navigate away from the custom page currently being edited before saving your changes, a confirmation message appears providing you with the opportunity to save or discard the changes. Once you have saved or discarded your changes, you will be navigated to the intended target.

5. Click **Save**. A confirmation message appears.

6. Click **OK**. The edited file, indicated by blue, appears in the Site Structure.

Note: If the file does not automatically appear in the Site Structure, refresh your browser.

7. To publish, see ***Publish Custom Web Pages***.

Edit Files

Once you have created a new file and entered content to it or customized an existing built in PowerSchool file, you may find in necessary to make additional changes. Only the following valid file types may be edited: css, csv, ftl, htm, html, javascript, js, json, rpt, text, tsv, txt, and xml.

How to Edit a File

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the custom file you want to edit. Information appears in the **Customized Page** text box, **Original Page** text box, and **Version** list box depending on the file you selected.

Note: The **Publish**, **Cancel**, and **Save** buttons may appear shaded. If so, they will appear active once you make your selection from the **Version** list box.

3. Select the **Draft** version from the **Version** list box.

Note: If both an Active and Draft version appear in the **Version** list box, the Active version cannot be edited as it has already been published. Published files cannot be edited.

4. Edit the file content in the **Customized Page** text box, as needed.

Note: On Mac systems, the **Select All** function cannot be used to select and copy all text from the **Original Page** text box to the **Customize Page** text box. Instead, you can select the text and drag it or copy/paste it.

Note: If you navigate away from the custom page currently being edited before saving your changes, a confirmation message appears providing you with the opportunity to

save or discard the changes. Once you have saved or discarded your changes, you will be navigated to the intended target.

5. Click **Save**. A confirmation message appears.

6. Click **OK**. The edited file, indicated by blue, appears in the Site Structure.

7. To publish, see *Publish Custom Web Pages*.

Extract Custom Page Text for Translation

Customized PowerSchool pages can be converted to display on the Language Translation page in PowerSchool for batch translation. Use the Extract to Key button on the HTML editing toolbar to covert the data for translation.

How to Extract Custom Page Text for Translation

1. On the PowerSchool System Administrator start page, click **Custom Pages**. The Custom Pages page appears.

2. From the Site Structure, select the customized page file you want to edit. The content of the selected file appears in the Customized Page tab view.

    Note: To increase the view area, click the **blue double arrow** on the Customized Page tab to hide the Site Structure. Click the blue double arrow again to display the Site Structure.

3. Highlight the text you want to convert for translation and click the **Extract to Key** button on the HTML editing toolbar. Repeat for each text string to be translated.

4. Click the **Preview Keys** button to display all of the extracted keys and the current text value.

5. Click **Save**. A confirmation message appears.

6. Click **OK**. The edited file, indicated by blue, appears in the Site Structure, and the extracted keys are now available for batch translation on the Language Translation page in PowerSchool.

Publish Files

Once you have finished customizing a file and want to make it available for users to access, you can publish the file to PowerSchool. Publishing a draft version of the custom file changes the status of the file from Draft to Active.

Note: If you want to view a file before publishing it to PowerSchool, giving you an opportunity to make adjustments, publish the file to your test server. Once you are satisfied with the file, then publish it to your active server.

How to Publish a File

1. On the PowerSchool System Administrator main window, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the file you want to publish.

3. Select the **Draft** version you want to publish from the **Version** list box.

    Note: If an Active version of the file appears in the **Version** list box, it cannot be published.

4. Click **Publish**. A confirmation message appears.

5. Click **OK**.

    Note: To view the file, log in to the appropriate PowerSchool application and navigate to the page of the application you customized.

Revert to Original Pages

Once you have customized a built in PowerSchool file, later you may find it necessary to delete it. If so, you can delete the customized file and revert to the original built in PowerSchool file. Reverting a file removes all customized versions of the file permanently from the PowerSchool System Administrator database.

How to Revert to an Original Page

1. On the PowerSchool System Administrator main window, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the customized built in PowerSchool file you want to revert. The file appears highlighted.

3. Click **Delete**. A confirmation message appears.

4. Click **OK**. The deleted file no longer appears in the Site Structure. The original built in PowerSchool file appears in its place.

    Note: If the original built in PowerSchool file does not appear automatically in the Site Structure, refresh your browser.

Delete Files

Once you have created a file, later you may find it necessary to delete it. If so, you can delete it from the Site Structure. Deleting a file removes all versions of the file permanently from the PowerSchool System Administrator database.

How to Delete a File

1. On the PowerSchool System Administrator main window, click **Custom Pages**. The **Custom Pages page** appears.

2. From the Site Structure, select the file you want to delete. The file appears highlighted.

3. Click **Delete**. A confirmation message appears.

4. Click **OK**. The deleted file no longer appears in the Site Structure.

    Note: If the deleted file still appears in the Site Structure, refresh your browser.

Quitting PowerSchool System Administrator

About Quitting

When finished working in PowerSchool System Administrator, it is important to sign out of the application.

Sign Out of PowerSchool System Administrator

You can sign out of PowerSchool System Administrator from any page in the application.

Note: If you are not actively working in PowerSchool System Administrator, your session may time out. If so, you need to **log in** again.

How to Sign Out of PowerSchool System Administrator

Click **Sign out** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool System Administrator start page.

Appendix: Field Description Tables

Custom Pages Page

The following tables describe the fields that are visible on this page when performing certain functions.

Field	Description
Setup	Click to access the **Setup: Custom Web Page Management pop-up window**.
Site Structure	Copy of the PowerSchool web root directory structure.
[Folders]	Folders within the web root directory structure. **Note:** Custom folders appear blue.
[Files]	Files within the web root directory structure. **Note:** Custom files appear blue.
+ Add	Once you have selected a location within the Site Structure, click to **create a folder**, **create a file**, or **upload a file**. **Note:** Once you create a folder, it cannot be deleted.
- Delete	Once you have selected the file you want to **remove** or **revert**, click to delete the file. **Note:** Deleting a file permanently removes all versions of the file from the database.
Customize Page	Click to copy Original Page content to be **edited**.
Customized Page	When **customizing** a built-in PowerSchool file, click to access the **Customize Page** tabbed page view. **Note**: To increase the view area, click the **blue double arrow** on the Customized Page tab to hide the Site Structure. Click the blue double arrow again to display the Site Structure.

HTML Editing Toolbar	A toolbar appears on the Customize Page tabbed page view, providing standard HTML editing tools. In addition, the following PowerSchool editing tools are available:
	▪ [Template]: Click to choose one of the following formatted PowerSchool elements to insert in the page:
	    o Box
	    o Tabs

Field	Description
	o Dynamic Tabs o Toggle o Dialog o Calendar o Table ▪ [Page Template] Click to choose one of the following formatted PowerSchool page templates: o Admin o Teacher o Parent ▪ [Extract to Key] Click to extract the selected text to a key for translation. ▪ [Clean] Click to remove all HTML tags and display only the page text. ▪ [Preview Keys] Click to preview the extracted keys for the page. A dialog displays the extracted key and the current text display. ▪ [Preview Page] Click to preview the page in the browser view.
Publish	Click to **publish** the selected file to PowerSchool.
Cancel	Click to discard any changes you made.
Save	Click to save your changes.
Original Page	Once you have selected a file from the Site Structure, the contents of the file appear. If creating a new file, the tabbed view appears empty.
Version	If you created a file or customized a built-in PowerSchool file, a Draft of the file appears in the list box. Once you publish the Draft, it will then appear as Active in the list box. Active versions cannot be edited or re-published. If updates are made to the Active version, a new Draft appears in the list box. Only two versions of a file, Active and Draft, may appear in the list box at any given time.

Please Enter a Name Pop-Up Window

The following tables describe the fields that are visible on this page when performing certain functions.

Field	Description
Name	Do one of the following: ▪ Enter the name of the file. Files must contain a valid file type. For more information, see **Create Files**. ▪ Enter the name of the folder. Folders cannot be deleted. For more information, see **Create Folders**.
Submit	Click to save your changes.
Cancel	Click to discard any changes you made.

Setup: Custom Web Page Management Pop-Up Window

The following tables describe the fields that are visible on this page when performing certain functions.

Field	Description
Enable custom web page application	Select the checkbox to enable Custom Web Page Management. Alternately, deselect the checkbox to disable Custom Web Page Management. For more information, see **Enable Custom Web Page Management** or **Disable Custom Web Page Management** respectively.
Migrate	Click to migrate your existing custom web pages from the PowerSchool custom web root directory into the PowerSchool System Administrator database. For more information, see **Migrate Custom Web Pages**.
Migrating Pages	Once Migrate is clicked, this progress bar appears.
View Report	Click to the view the Migration Summary Report. For more information, see **Migrate Custom Web Pages**.
Cancel	Click to discard any changes you made.
OK	Click to save your changes.

Upload a File Pop-Up Window

The following tables describe the fields that are visible on this page when performing certain functions.

Field	Description
File	The name of the file to be uploaded.
Choose File	Click to select the file you want to upload.
File Path	The location within the Site Structure where the file is to be uploaded.
Submit	Click to save your changes.
Cancel	Click to discard any changes you made.