

Plugin Management User Guide

PowerSchool 8.x
Student Information System

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This edition applies to Release 8.3.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

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

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

Referenced Sections

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

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

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

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

The Plugin Management Dashboard provides you with a central location from which to manage plugins. Plugins are components that "plug in" to PowerSchool and add a specific feature or service to PowerSchool. PowerSchool provides a number of plugins that are available by default in the application, as well as the ability to quickly and easily install new plugins.

Setup

Before you can begin using a new plugin, perform the following setup items:

- Install Plugin
- View Plugin Information (optional)
- View SSO (optional)
- View Link Details (optional)
- Verify SSO (optional)
- View OAuth Client Credentials (optional)
- Configure Page Size (optional)
- Enable Plugin
- Configure School Access (optional)
- Configure User Access Roles (optional)
- Assign User Access Roles (optional)

Configuration

Install Plugins

In order to successfully install a new plugin, the plugin installation file must have an .xml or .zip extension.

How to Install a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Install**. The Plugin Install page appears.
5. For the **Plugin Installation File**, enter or select the plugin installation file.
6. Click **Install**. A confirmation message appears.

How to Install a Plugin That Requests/Requires Registration

Use this procedure if the plugin you are installing requests/requires registration. PowerSchool will send data to the registration server based on the plugin configuration.

Note: This information is contained within the plugin .xml file.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Install**. The Plugin Install page appears.

5. For the **Plugin Installation File**, enter or select the plugin installation file.
6. Click **Install**. If the plugin installation is successful, the Plugin Registration pop-up appears and displays the information that will be sent to the registration server.
7. Click **Register** to send the registration information automatically. The Registration Results pop-up appears. If the registration was successful, a confirmation message appears. If the registration was unsuccessful, an error message appears.

Note: Click **Cancel** to send the registration information manually. The Plugin Registration pop-up closes.

View Plugin Information

Once a plugin is installed, it appears in the Installed Plugins section on the Plugin Management Dashboard page.

How to View Information for a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
5. Use the following table to view information in the General Information section:

Field	Description
Plugin Name	The name of the plugin.
Plugin Description	A description of the plugin.
Plugin Version	The version number of the plugin.
Publisher	The name of the publisher.
Publisher Email	The email of the publisher.
Enabled	Indicates whether or not the plugin is enabled.
Event Subscription URL	The URL provided by the plugin used by PowerSchool to send events for that plugin.

6. Use the following table to view information in the Installed Resources section:

Note: Information appears if plugin contains the specific resource.

Field	Description
Schema Extensions	Click the arrow to expand the section to view the following

Field	Description
	<p>Schema Extensions information:</p> <ul style="list-style-type: none"> • Extensions • Tables • Fields <p>Note: If a plugin is enabled, schema extensions are formatted into tables. If a plugin is not enabled, schema extensions are presented in XML format.</p>
Data Access Requests	<p>Click the arrow to expand the section to view the following Data Access Requests information:</p> <ul style="list-style-type: none"> • Table Name • Field Name • FLS Controlled • Blacklisted • Status
Named Queries	<p>Click the arrow to expand the section to view the following Named Queries information:</p> <ul style="list-style-type: none"> • Query • Query Arguments • Returned Columns • Query SQL <p>Note: If a plugin is enabled, named queries are formatted into tables. If a plugin is not enabled, named queries are presented in XML format.</p>
Web Resources	<p>Click the arrow to expand the section to view the following Web Resources information:</p> <ul style="list-style-type: none"> • Resource • Mime Type
Permission Resources	<p>Click the arrow to expand the section to view the following Permission Resources information:</p> <ul style="list-style-type: none"> • Name • Content
Message Resources	<p>Click the arrow to expand the section to view the following Message Resources information:</p> <ul style="list-style-type: none"> • Resource • Mime Type

Field	Description
	<ul style="list-style-type: none"> Content

- To print resource details, click **Print Resource Details**. The Print Preview for your browser appears.
- Click **Print**. A report detailing the following information is generated:
 - Plugin Name
 - Plugin Description
 - Plugin Version
 - Publisher
 - Publisher Email
 - Enabled
 - Event Subscription URL
 - Installed Resources

How to View Information for All Plugins

- On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
- Under Server, click **System Settings**. The System Settings page appears.
- Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
- Click **Resource Report**. The Plugins Resource Details page appears.
- View information in the General Information section. For field descriptions, see *How to View General Plugin Information for a Plugin*.
- View information in the Installed Resources section. For field descriptions, see *How to View General Plugin Information for a Plugin*.
- Do one of the following:

Field	Description
Expand All	Click to expand all the sections.
Collapse All	Click to collapse all the sections.
Print All	<ol style="list-style-type: none"> Click to generate a report detailing information for all plugins. The Print Preview for your browser appears. Click Print. A report detailing the following information is generated: <ul style="list-style-type: none"> Plugin Name Plugin Description Plugin Version Publisher Publisher Email Enabled Event Subscription URL

Field	Description
	<ul style="list-style-type: none"> Installed Resource

How to Run the Plugins Resource Report

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Plugins Resource Report** under Plugins. The Plugins Resource Report page appears.
3. Select the **Report Output Locale** from the pop-up menu. The report output will be in the language associated with the locale. For more information, see *Report Output Locale*.
4. Click **Submit**. The Plugins Resource Details page appears.
5. To continue, see Step 7 of *How to View Information for All Plugins*.

View Single Sign-On Settings

Using the Single Sign-On Settings page, you can quickly and easily view detailed information about single sign-on settings that have been added to PowerSchool as part of the plugin installation. Additionally, you can use this page to correct or update single sign-on settings as needed.

Note: This procedure is only applicable if the plugin configuration file you installed declares single sign-on links.

How to View Single Sign-On Settings (OpenID)

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
5. Click **Single Sign-On Settings**. The Single Sign-On Settings page for the selected plugin displays the following information:

Note: Update information if needed.

Field	Description
Name	The name of the plugin, such as Plugin. Note: This field is read-only.
Host Name or IP Address	The relying party's host name, such as plugin.com. Note: This is a required field.
Port	The relying party's port number. The default value is 443 .

Field	Description
	Note: This is a required field.

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

How to View Single Sign-On Settings (SAML)

Note: This procedure is for a plugin that defines PowerSchool as a SAML Identity Provider. For a plugin that defines PowerSchool as a Service Provider, see *SAML Single Sign-On*.

- On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
- Under Server, click **System Settings**. The System Settings page appears.
- Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
- Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
- Click **Single Sign-On Settings**. The Single Sign-On Settings page for the selected plugin appears.
- Use the following table to enter information in the PowerSchool Identity Provider Settings fields:

Note: Update information if needed.

Field	Description
Name	The PowerSchool identity provider's name. The default is set to PowerSchool IDP .
Entity ID	The PowerSchool identity provider's entity ID. The default value is a unique 36 character alphanumeric string prefaced with https:// .
Single Sign-on Certificate	Choose the appropriate PowerSchool identity provider's single sign-on certificate from the pop-up menu. This is the certificate that contains the PowerSchool X.509 client certificate.
View PowerSchool IDP Metadata	<p>The PowerSchool IDP Metadata describes the services offered by the PowerSchool identity provider along with the names and formats of data items passed to the service provider when a user is authenticated.</p> <ol style="list-style-type: none"> Click to view the PowerSchool identity provider's metadata. A separate window appears. When done viewing, close the window.

- Use the following table to enter information in the Service Provider Settings fields:

Note: Update information if needed.

Field	Description
Name	The service provider's name. The value is part of the data imported during plugin install.
Base URL	The service provider's base URL. This is the root of all URLs for the service provider application.
Metadata URL	The service provider's metadata URL. The value is supplied by the service provider, which allows the IDP to communicate with the service provider application.
Host Server and Port	The service provider's entity-ID, which is used to identify the service provider when the service provider initiates single sign-on.

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

View Link Details

Using the Link Details page, you can quickly and easily view detailed information about links that have been added to PowerSchool as part of the plugin installation.

Note: This procedure is only applicable if the plugin configuration file you installed declares navigation links.

How to View Link Details

- On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
- Under Server, click **System Settings**. The System Settings page appears.
- Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
- Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
- Click **Link Details**. The Link Details page for the selected plugin displays the following information:

Field	Description
URL	The URL of the link, including <HostName>: <Port><Path>. Click to edit the single sign-on settings. For more information, see <i>Configure Single Sign-On Settings</i> .
Display Text	The link title text appears.
UI Location	The location(s) where the link appears in the PowerSchool user interface.

Field	Description
SSO	Indicates whether or not the link is used for SSO.

Verify Parent Single Sign-On Security is Enabled

In order for a plugin SSO link to appear in the PowerSchool Student and Parent portal when signed in as a parent, Parent Single Sign-On Security must be enabled. If Parent Single Sign-On Security is not enabled, parents cannot access the plugin.

Note: For more information about Parent Single Sign-On Security, see the *PowerSchool Student and Parent Portal Administrator Guide* available on [PowerSource](#).

How to Verify Parent Single Sign-On Security is Enabled

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Security**. The Security Settings page appears.
4. Verify the **Enable Parent Single Sign-On Security** checkbox is selected.
5. Do one of the following:
 - If the **Enable Parent Single Sign-On Security** checkbox is selected, no action is required and you can exit the page.
 - If the **Enable Parent Single Sign-On Security** checkbox is not selected, select the checkbox and click **Submit**. The start page appears.

View OAuth Client Credentials

PowerSchool uses OAuth 2.0 to secure the data exchange features of a plugin. If you have installed a plugin that uses data exchange, PowerSchool auto-generates the plugin's client credentials. The client credentials are required for the external system to retrieve an access token for data exchange. This is sensitive data and should be kept secure to prevent unauthorized access to PowerSchool data.

PowerSchool is capable of sending the client credentials to the external system automatically if the publisher of the plugin has set up the system to handle automatic registration. If a plugin does not support automatic registration, then it will be necessary for you to manually send the client credentials to the publisher before the external system will be able to use the data exchange features.

Note: This procedure is only applicable if the plugin configuration file you installed includes OAuth configuration information.

How to View OAuth Client Credentials

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.

3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
5. Click **Data Configuration**. The Data Configuration page for the selected plugin appears.
6. Use the following table to view information on the OAuth Credentials section:

Field	Description
Client ID	A value that uniquely identifies the plugin.
Client Secret	The account identifier associating the API client record to the client credentials.

7. Click **OK**. The Setup page for the selected plugin appears.

Configure Page Size

Using the Page Size Configuration settings, you can decrease or increase the number of records that can be requested per page.

Note: For more information, see the *PowerSchool API Developer Guide* available on [PowerSource](#).

How to Configure Page Size

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
5. Click **Data Configuration**. The Data Configuration page for the selected plugin appears.
6. Use the following table to enter information on the Page Size Configuration section:

Field	Description
Maximum Page Size	Enter the maximum number of records that can display on a page. Note: A value of 1 to 1000 may be entered. Increasing the maximum number of records that can display on a page could negatively impact system performance.

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

Enable Plugins

By default, the newly installed plugin is not enabled. Once the plugin is enabled, plugin functionality appears throughout PowerSchool.

How to Enable a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Select the **Enable/Disable** checkbox of the plugin you want to enable. A confirmation message, as well as a provision message appears.

Note: If you have installed a plugin that is dependent on page customizations, you must enable page customizations on the Customizations page. For more information, see *Customizations*.

5. Click **Yes** to proceed.

Note: Once a plugin is enabled, third party links appear in PowerSchool based on the navigation links defined in the plugin configuration file.

Disable Plugins

Once you have enabled a plugin, it may become necessary to disable it. If a plugin is disabled, plugin functionality no longer appears throughout PowerSchool.

How to Disable a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Deselect the **Enable/Disable** checkbox of the plugin you want to disable. A confirmation message appears.
5. Click **Yes**.

Delete Plugins

Once you have installed and configured a plugin, you may find it necessary to remove it. If a plugin is deleted, the plugin is removed from the PowerSchool database altogether.

Note: Deleting a plugin will allow you to re-install it. You may delete and reinstall a plugin if you ever need to revert to the original settings.

How to Delete a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Delete** next to the plugin you want to delete. The Delete Plugin pop-up appears.
5. Click **Yes**. The plugin no longer appears.

School Access

Configure School Access

When a plugin is installed, by default all schools are granted access to the plugin links. Using the School Access function, you can control which schools can view installed plugin links.

Note: Third party links appear in PowerSchool based on the navigation links defined in the plugin configuration file.

Note: This procedure is not applicable to plugins that handle their own school level access.

How to Configure School Access

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the name of the plugin you want to configure. The Setup page for the selected plugin appears.
5. Use the following table to enter information in the School Access section:

Field	Description
Schools without access to plugin	<p>Schools that have not been granted access to the plugin appear.</p> <p>To grant access to a plugin, highlight one or more schools in the list and click the arrow (>). The selected school appears in the Schools with access to plugin column.</p> <p>To grant access to a plugin for all schools, click the double arrow (>>). All schools appear in the Schools with access to plugin column.</p>
Schools with access to plugin	Schools that have been granted access to the plugin appear.

Field	Description
	<p>To revoke access to a plugin, highlight one or more schools in the list and click the arrow (<). The selected school appears in the Schools without access to plugin column.</p> <p>To revoke access to a plugin for all schools, click the double arrow (<<). All schools appear in the Schools without access to plugin column.</p>

- Click **Submit**. The Plugin Management Dashboard displays a confirmation message.

User Access

Configure User Access Roles

If an installed plugin includes teacher and admin SAML authorization, you can use the Roles Administration pages to control the level of access given to PowerSchool users who access plugin links from within PowerSchool and PowerTeacher. For more information, see *Roles Administration*.

Note: This procedure is only applicable if the plugin you installed includes SAML authorization and declares permissions.

Assign User Access Roles

Once you have configured user access roles for a plugin that includes teacher and admin SAML authorization, staff members must then be assigned the appropriate role(s) in order to access plugins from within PowerSchool and PowerTeacher. For more information on assigning a role to a staff member, see *Role Assignments*.

Note: When assigning user access roles to individual staff members, user access roles may be assigned to schools within PowerSchool, as well as to "external systems school" that represents external systems within PowerSchool. User access roles assigned to the external systems school do not grant access to any PowerSchool school or district regardless of the PowerSchool security group.

Mass Assign User Access Roles

The Mass Assign User Access Roles function is only available when there is a SAML plugin that declares permissions. Be sure to review the security settings for the roles you want to mass assign to assure you are providing the correct security settings for each staff member.

Note: When mass assigning user access roles to selected staff members, user access roles may only be assigned to the "external systems school" that represents external systems within PowerSchool. User access roles assigned to the external systems school do not grant access to any PowerSchool school or district regardless of the PowerSchool security group.

How to Mass Assign User Access Roles

Use this procedure to assign roles to multiple staff members.

Note: This page is also accessible via **System > Security > Mass Assign User Access Roles**.

1. On the start page, click **Staff**. The Search Staff page appears.
2. Search for multiple staff members. The Select A Staff Member page appears.
3. Click **Functions**. The Group Staff Functions page appears.
4. Click **Mass Assign User Access Roles**. The Mass Assign User Access Roles page appears.
5. Use the following table to enter information in the fields:

Field	Description
Mass assign User Access Roles with () selected teachers/p>	The selected staff members appear as the current selection.
Possible Roles	<p>Indicate which roles you want to assign.</p> <p>To assign a role:</p> <ol style="list-style-type: none"> 1. Select the role you want to assign. <p>Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role.</p> <ol style="list-style-type: none"> 2. Click the single arrow pointing right. <p>To assign all roles, click the double arrows pointing right.</p>
Selected Roles	<p>The roles selected from the Available User Access Roles appear.</p> <p>To remove a role from this list:</p> <ol style="list-style-type: none"> 1. Select the role you want to remove. <p>Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role.</p> <ol style="list-style-type: none"> 2. Click the single arrow pointing left. <p>To remove all roles from this list, click the double arrows pointing left.</p>

6. Click **Assign**. The Mass Assignment Results page displays a summary of the processed records and any failures. Possible error messages include:

Field	Description
Failed to update the	Check the system logs. For more information, see the

Field	Description
database – Caused by internal error.	<i>PowerSchool Monitor</i> section of the <i>System Administrator User Guide</i> available on PowerSource . Contact your PowerSchool system administrator, if needed.

How to Mass Unassign User Access Roles

Use this procedure to remove plugin roles from multiple staff members.

Note: This page is also accessible via **System > Security > Mass Assign User Access Roles**.

1. On the start page, click **Staff**. The Search Staff page appears.
2. Search for multiple staff members. The Select A Staff Member page appears.
3. Click **Functions**. The Group Staff Functions page appears.
4. Click **Mass Assign User Access Roles**. The Mass Assign User Access Roles page appears.
5. Use the following table to enter information in the fields:

Field	Description
Mass assign User Access Roles with () selected teachers	The selected staff members appear as the current selection.
Possible Roles	<p>Indicate which roles you want to unassign.</p> <p>To unassign a role:</p> <ol style="list-style-type: none"> 1. Select the role you want to unassign. <p>Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role.</p> <ol style="list-style-type: none"> 2. Click the single arrow pointing right. <p>To unassign all roles, click the double arrows pointing right.</p>
Selected Roles	<p>The roles selected from the Available User Access Roles appear.</p> <p>To remove a role from this list:</p> <ol style="list-style-type: none"> 1. Select the role you want to remove. <p>Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role.</p> <ol style="list-style-type: none"> 2. Click the single arrow pointing left. <p>To remove all roles from this list, click the double arrows pointing left.</p>

6. Click **Remove**.
7. Click **Confirm Delete**. The Mass Assignment Results page displays a summary of the processed records and any failures. Possible error messages include:
8. Use the following table to enter information in the fields:

Field	Description
Failed to update the database – Caused by internal error.	<p>Check the system logs. For more information, see the <i>PowerSchool Monitor</i> section of the <i>System Administrator User Guide</i> available on PowerSource.</p> <p>Contact your PowerSchool system administrator, if needed.</p>

Security

Monitor Activity

To ensure system security, you can monitor invalid access attempts to your API services. If a client attempts to obtain an API access token using invalid (expired or non-existent) client credentials or access token, a message is logged in the PSJ runtime log.

How to Monitor Activity

Use the PowerSchool Monitor to monitor the PSJ runtime log. For more information, see *How to View PSJ Runtime Log*.

Reset Client Credentials

If API services credentials have been compromised or you suspect they have been compromised, you can use this procedure to reset the API services credentials.

How to Delete a Plugin

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click **Delete** next to the plugin for which you want to reset the OAuth credentials. The Delete Plugin pop-up appears.
5. Click **Yes**. The plugin no longer appears.

How to Reinstall a Plugin

1. On the Plugin Management Dashboard page, click **Install**. The Plugin Install page appears.
2. For the **Plugin Installation File**, enter or select the plugin installation file.
3. Click **Install**. A confirmation message appears.

How to Reenable a Plugin

1. On the Plugin Management Dashboard page, select the **Enable/Disable** checkbox of the plugin you want to enable. A confirmation message appears.
2. Click **Yes**.

Working With Plugin Links

Once a plugin is enabled, the plugin link appears in PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher based on the navigation links defined in the plugin configuration file. Using the link, users can launch the plugin from within PowerSchool while keeping their PowerSchool session active allowing them to work in both applications simultaneously.

Note: If SAML single sign-on settings have been added to PowerSchool as part of the plugin installation, SAML single sign-on links will only appear in PowerSchool and PowerTeacher if: A user is of the user type the link is specified for, and there are no permissions declared in that plugin; There are permissions declared in that plugin, and one or more of the permissions declared in that plugin is turned on for one or more of the user access roles that are assigned to that user.

Launch a Plugin Application

Use this procedure to launch a plugin application in PowerSchool, the PowerSchool Student and Parent portal, or PowerTeacher.

Note: The plugin link only appears if enabled, if navigation links for PowerSchool, the PowerSchool Student and Parent portal, or PowerTeacher are defined in the plugin configuration file, and if the selected school has been granted access to the plugin link.

How to Launch a Plugin Application from the Navigation Bar

1. Do one of the following:

- Sign in to PowerSchool.
- Sign in to the PowerSchool Student and Parent portal.
- Sign in to PowerTeacher.

Note: For more information about signing in to PowerSchool, see *The Basics User Guide* available on [PowerSource](#). For more information about signing in to the PowerSchool Student and Parent portal, see the *PowerSchool Student and Portal User Guide* available on [PowerSource](#). For more information about signing in to PowerTeacher, see the *PowerTeacher Portal User Guide* available on [PowerSource](#).

2. Click the **Applications** button (an upward-right arrow) in the navigation toolbar. The Applications drawer slides into view.
3. Click the **Application** link you want to launch. The application launches in a separate window (or tab depending on your browser settings).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

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

4. When you are finished working in the application, be sure to sign out of the application.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.

How to Launch a Plugin Application from the Main Menu

1. Do one of the following:
 - Sign in to PowerSchool.
 - Sign in to the PowerSchool Student and Parent portal.
 - Sign in to PowerTeacher.

Note: For more information about signing in to PowerSchool, see *The Basics User Guide* available on [PowerSource](#). For more information about signing in to the PowerSchool Student and Parent portal, see the *PowerSchool Student and Portal User Guide* available on [PowerSource](#). For more information about signing in to PowerTeacher, see the *PowerTeacher Portal User Guide* available on [PowerSource](#).

2. In the main menu on the left side of the page, choose the plugin you want to launch. The application launches in a separate window (or tab depending on your browser settings).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

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

3. When you are finished working in the application, be sure to sign out of the application.
4. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.