

# **Analytics User Guide**

---

PowerSchool 8.x  
Student Information System

**Released July 2014**

Document Owner: Documentation Services

This edition applies to Release 8.0.1 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2014 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

# Contents

<b>Preface</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>5</b>
<b>Analytics Server Settings</b> .....	<b>6</b>
Set Up District Dashboard and Student Profile Templates .....	6
Add Vendors on the Analytics Server .....	6
Add Users on the Analytics Server .....	6
Analytics Settings in PowerSchool .....	7
Enable Analytics.....	8
Enable Analytics User Access .....	11
Manage Analytics Data Libraries.....	11
Disable Analytics.....	12
<b>View Analytics Data</b> .....	<b>13</b>
View Analytics Data via the Dashboard .....	13
View Analytics Course Data .....	13
View Analytics Section Data.....	13
View Analytics Teacher Data.....	14
View Analytics Student Data .....	14
View Analytics Student Data via the PowerSchool Student and Parent Portal.....	14
View Analytics Student Data via PowerTeacher .....	15

## 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

PowerSchool includes a close integration with Analytics. Analytics provides substantial analytic tools for evaluating test scores and other data.

Using the search power of PowerSchool, users can now select students, sections, courses, schools, teachers or the entire district, and view the Analytics District Dashboard and Student Profile views within PowerSchool.

## Analytics Server Settings

There are several settings that must be in place on the Analytics server to have a successful Analytics integration with PowerSchool. The following section provides details on these settings.

### Set Up District Dashboard and Student Profile Templates

On the Analytics server, make sure you have set up the District Dashboard and Student Profile templates. These templates display the Analytics data inside the PowerSchool application.

### Add Vendors on the Analytics Server

You must add a vendor on the Analytics server to view Analytics data in PowerSchool. The information you enter on the Edit Vendor page is used to populate fields on the Analytics Settings page in PowerSchool.

The Vendor Name, Username, and password provided in this procedure are used as examples. You may enter a value of your choice in each of these fields.

#### How to Add a Vendor on the Analytics Server

1. Sign in to the Analytics Server.
2. Click **Setup & Maintenance**. The Setup & Maintenance menu appears.
3. Select **Other Maintenance**. The Other Maintenance menu appears.
4. Select **Vendor**. The Vendor List appears.
5. Click **Add Vendor**. The Edit Vendor page appears.
6. Use the following table to enter information in the fields:

Field	Description
Vendor Name	Enter <b>powerschool</b> .
Username	Enter <b>powerschool</b> .
Password	Enter a password.

7. Click **Save**.

### Add Users on the Analytics Server

Create a user name on the Analytics server to allow access to Analytics data through the PowerSchool application.

## How to Add a User on the Analytics Server

1. On the Analytics server, click **Setup & Maintenance**. The Setup & Maintenance menu appears.
2. Select **Other Maintenance**. The Other Maintenance menu appears.
3. Select **Users**. The User List appears.
4. Choose **District Office** from the **Choose a Building** pop-up menu.
5. Click **Add User**. The Add User page appears.
6. Use the following table to enter information in the fields:

Field	Description
Internal Key	Enter a value. This value will be entered in the <b>User Name</b> field on the Analytics Settings page in the PowerSchool application.
Username	Enter the same value you entered in the <b>Internal Key</b> field.
Password	Enter a password. <b>Note:</b> This field is required, but is not currently used to authenticate with the PowerSchool server.
Confirm Password	Re-enter the password. <b>Note:</b> This field is required, but is not currently used to authenticate with the PowerSchool server.
Email	Enter the user's email address. <b>Note:</b> This field is required, but is not currently used to authenticate with the PowerSchool server.
Role	Choose the appropriate role from the pop-up menu.
User Security Group	Choose the appropriate user security group from the pop-up menu.

7. Click **Save**.

## Analytics Settings in PowerSchool

Once you have completed adding a vendor and user on the Analytics server, you must add the information in PowerSchool to allow for single sign on access.

When creating user accounts, you can select from the following two types:

- Synchronized accounts allow you to ensure that the exact permissions of an administrator or teacher in PowerSchool match the exact permissions of that same user in Analytics. When the user loads Analytics, they will be restricted to exactly the permissions given their specific account. This ability allows you to give specific administrators or teachers more access to Analytics, while limiting access to other

users. The Synchronized Accounts model is the preferred method as it has more fine tuned permission roles.

- Shared generic accounts (Shared Authentication) allow you to set up one-to-three generic users in Analytics, and assign permissions according to the type of user. This is an alternative to the synchronized accounts model. Normally, there will be a generic admin Analytics user, a generic teacher user, and a generic parent user. Permissions will be set in Analytics separately for each type of user.

Additionally, it is important to note:

- **Teacher Role:** When creating a new teacher in PowerSchool, even though you may not specify a security group, the security group defaults to "Unassigned Group 1". In order for teachers to be able to access Analytics, Analytics will need to be enabled for this security group.

**Note:** If you are already using "Unassigned Group 1", it is recommended to create a new group and reassign users currently belonging to this group to the new group and reserve the "Unassigned Group 1" to assign Analytic access for teachers.

- **Teacher and Admin Role:** If a teacher also serves as an admin, typically a specific security group is assigned to accommodate this dual role. In order for teachers to be able to access Analytics, Analytics will need to be enabled for this security group.

## Enable Analytics

You must enable Analytics to be able to view the Analytics Dashboard in PowerSchool and the PowerSchool Student and Parent portal. Once enabled, you can manage the data libraries in PowerSchool.

### How to Enable Analytics

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Pearson Applications**. The Pearson Applications page appears.
3. Choose **Analytics Settings**. The Analytics Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Analytics Enabled	Select the checkbox to enable Analytics.
Domain or Host IP	Enter the domain or host IP of the Analytics application server, provided by Analytics, such as <b>https://prod1.analytics.com</b> .  <b>Note:</b> Changing this setting does not require a restart of PowerSchool. However, you may still be required to clear your browser cookies before the update takes effect.
Dataset Name	Enter the dataset (Analytics instance name) provided by

Field	Description
	<p>Analytics.</p> <p>The Dataset Name is the same value that you enter after the IP address when you sign in to your Analytics Server, such as <b>https://prod2.analytics.com/signin/demo-applegrove</b>. In this example, the Dataset Name would be "demo-applegrove."</p>
Vendor Name	<p>Enter the vendor name you created on the Analytics server. For more information, see <i>How to Add a Vendor on the Analytics Server</i>.</p>
Vendor Password	<p>Enter the vendor password you created on the Analytics server. For more information, see <i>How to Add a Vendor on the Analytics Server</i>.</p>
Teacher/Admin Authentication Mode	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>Choose <b>Synchronized Accounts</b> from the pop-up menu. The <b>Guardians Shared Analytics User</b> field appears.</li> </ul> <p><b>Note:</b> Synchronized account authentication requires that the same user accounts exist in both PowerSchool and Analytics. When using the Analytics data loader, teacher accounts from PowerSchool are automatically created and updated in Analytics for all teachers identified in the class roster data that's extracted from PowerSchool. Admin accounts can also be automatically created and updated in Analytics for each user included in a USER file that may optionally be included as part of the Analytics data load process. If a USER file is not provided, the admin accounts will need to be created manually in Analytics to enable single sign-on access from PowerSchool. For synchronized authentication to work for any PowerSchool user, the corresponding user account in Analytics must have the correct value in the <b>Internal Key</b> field. When using the data loader, this field is populated automatically for all users identified (i.e. teachers identified in class roster data and other users provided in the USER file). SIF will populate this field for all teacher accounts.</p> <p><b>Note on the Analytics Internal Key:</b> The Analytics Internal key should match the system defined <b>Teacher ID</b> field in PowerSchool not the Teacher_Number, which is accessed via DDE. This is the key that allows the synchronized accounts to work successfully. If the admin accounts in Analytics do not have the <b>Internal Key</b> field, then this must</p>

Field	Description
	<p>be populated for this synchronized setting to work for administrators.</p> <ul style="list-style-type: none"> <li>Choose <b>Shared Authentication</b> from the pop-up menu. The <b>Admin Shared Analytics User</b>, <b>Teacher Shared Analytics User</b>, and <b>Guardians Shared Analytics User</b> fields appear.</li> <li>Enter the value from the <b>Internal Key</b> field on the Analytics server. For more information, see <i>How to Add a User on the Analytics Server</i>.</li> </ul> <p><b>Note:</b> Ensure that Analytics has one-to-three generic users set up. Ideally, there is one for each Admin, Teacher, and Parent. If using the same shared account for all three types of users, parents will always be restricted to just the student they have access to, with no ability to navigate.</p>
Enable Analytics in the Following Locations	<p>Select the applicable checkbox to add Analytics in the following areas:</p> <p><b>Note:</b> All check boxes are selected by default, except for Student Analysis (Parent Portal), which is deselected by default.</p> <ul style="list-style-type: none"> <li><b>Overall District Management</b> - Select to allow access to Analytics Management dashboard.</li> <li><b>District Dashboard</b> - Select to allow district access to the Analytics dashboard on the PowerSchool Dashboard page. For more information, see <i>Dashboard</i>.</li> <li><b>School Dashboard</b> - Select to allow school access to the Analytics dashboard on the PowerSchool Dashboard page. For more information, see <i>Dashboard</i>.</li> <li><b>Course Analysis</b> - Select to allow access to Analytics Course view on the Courses page. For more information, see <i>How to View the Course List</i>.</li> <li><b>Section Analysis</b> - Select to allow access to Analytics Section view on the Section page. For more information, see <i>How to View Course Sections</i>.</li> <li><b>Teacher Analysis</b> - Select to allow access to Analytics Teacher View on the Staff page. For more information, see <i>How to View Analytics Teacher Data</i>.</li> <li><b>Student Analysis (Admin Portal)</b> - Select to allow access to Analytics Student Sandbox on the Student Quick Lookup page. For more information, see <i>Student Page Layout</i>.</li> <li><b>Student/Section Analysis (Teacher Portal)</b> - Select to allow access to Analytics on the Start page</li> </ul>

Field	Description
	<p>and Student Quick Lookup page in the PowerTeacher portal. For more information, see <i>PowerTeacher Start Page</i> and <i>PowerTeacher Student Information</i> in the PowerTeacher online help.</p> <ul style="list-style-type: none"> <li>• <b>Student Analysis (Parent Portal)</b> - Select to allow access to Analytics on the Grades and Attendance page in the PowerSchool Student and Parent portal. For more information, see <i>Grades and Attendance</i> in the PowerSchool Student and Parent portal online help.</li> </ul>

5. Click **Submit**. The Analytics Settings page appears.

## Enable Analytics User Access

In order to allow access to Analytics, you must set the user group security permissions. Modify the related users group security permissions to allow access to Analytics.

**Note:** For more information, see *Group Security Permissions*.

### How to Enable Analytics User Access

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Security**. The Security page appears.
3. Click **Groups**. The Groups page appears.
4. Click a name in the **Group Name** column. The Edit Group page appears.
5. Select the **Analytics Access** checkbox.

**Note:** This field only displays if Analytics is enabled. For more information, see *Enable Analytics*.

6. Click **Submit**.

## Manage Analytics Data Libraries

If Analytics is enabled, you can manage the data libraries via PowerSchool.

### How to Manage Analytics Data Libraries

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Pearson Applications**. The Pearson Applications page appears.
3. Click **Analytics Management**. The Analytics Management page appears.

**Note:** The data that appears on the page is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

## Disable Analytics

Once you have enabled Analytics, later you may find it necessary to render it inoperative.

**Note:** To enable Analytics, see *Enable Analytics*.

### How to Disable Analytics

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **Pearson Applications**. The Pearson Applications page appears.
3. Click **Analytics Settings**. The Analytics Settings page appears.
4. Deselect the **Analytics Enabled** checkbox.
5. Click **Submit**. The Analytics Settings page appears.

## View Analytics Data

Once enabled, Analytics data appears throughout PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher. For more information, see *Enable Analytics*.

**Note:** The data that appears is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

## View Analytics Data via the Dashboard

Use this procedure to view Analytics data in PowerSchool via the Dashboard.

### How to View Analytics Data via the Dashboard

1. Sign in to PowerSchool.
2. On the start page, choose **Dashboard** under Functions in the main menu. The Dashboard page appears.
3. Click the **Analytics** tab to view Analytics data.

**Note:** For more information, see *Dashboard*.

## View Analytics Course Data

Use this procedure to view Analytics course data in PowerSchool.

### How to View Analytics Course Data

1. Sign in to PowerSchool.
2. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
3. Under Courses, click **Courses**. The Courses page displays.
4. Click the **Analytics** icon to view Analytics data.

**Note:** For more information, see *Manage Courses*.

## View Analytics Section Data

Use this procedure to view Analytics section data in PowerSchool.

### How to View Analytics Section Data

1. Sign in to PowerSchool.
2. On the start page, choose **School** under Setup the main menu. The School Setup page appears.

3. Under Scheduling, click **Sections**. The Sections page appears.
4. Choose the course name from the courses menu. The course information page lists the course sections.
5. To work with the group of students in all of the sections of the selected course, click **Make all students listed above the current selection**. The Group Functions page appears. For more information, see *Work With Groups*.
6. Click the **Analytics icon** to view Analytics data.

## View Analytics Teacher Data

Use this procedure to view Analytics teacher data in PowerSchool.

### How to View Analytics Teacher Data

1. Sign in to PowerSchool.
2. On the start page, search for and select a staff member. For more information, see *Staff Search*.
3. Click **Analytics Teacher View**. The Analytics Teacher View page appears.

**Note:** You can also access the Analytics Teacher View from the Teacher Schedule page. For more information, see *Staff Current Schedule*.

**Note:** For more information see *Analytics Teacher View*.

## View Analytics Student Data

Use this procedure to view Analytics student data in PowerSchool.

### How to View Analytics Student Data

1. Sign in to PowerSchool.
2. On the start page, click the **Analytics** icon to view Analytics student data.

**Note:** For more information see *Analytics Student View*.

## View Analytics Student Data via the PowerSchool Student and Parent Portal

Use this procedure to view Analytics student data in the PowerSchool Student and Parent portal.

### How to View Analytics Student Data via the PowerSchool Student and Parent Portal

1. Sign in to the PowerSchool Student and Parent portal.

2. On the start page, click **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
3. Click the **Analytics Student View** tab. The Analytics Student View page appears.

## View Analytics Student Data via PowerTeacher

Use this procedure to view Analytics student data in the PowerTeacher.

### How to View Analytics Student Data via PowerTeacher

1. Sign in to the PowerTeacher portal.
2. Do one of the following:
  - On the start page, click the **Analytics** icon to view Analytics student data.
  - On the Student Information page, click the **Analytics Student View** tab to view Analytics Student data.