Infosnap User Guide

PowerSchool 8.x
Student Information System

ALWAYS LEARNING PEARSON

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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.

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Contents

Introduction **4**

Get Information About InfoSnap 4

Setup **5**

Enable Customizations 5

Working With InfoSnap **6**

Launch InfoSnap 6

Introduction

PowerSchool has a close integration with InfoSnap, which allows authorized PowerSchool users to seamlessly transition from PowerSchool into InfoSnap. InfoSnap provides custom online admissions and registration solutions. For details on enabling the InfoSnap integration, go to www.InfoSnap.com/About/PowerSchool.

Get Information About InfoSnap

Using the InfoSnap link in PowerSchool, you can access the InfoSnap web site to learn more about InfoSnap.

How to Get Information About InfoSnap

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 **InfoSnap**. The InfoSnap web site launches in a separate window (or tab depending on your browser setting).
5. When you are finished viewing the InfoSnap web site, close the window (or tab depending on your browser setting).

Setup

Before you can begin using InfoSnap, perform the following setup items:

- Install Plugin
- View General Plugin Information (optional)
- View SSO (optional)
- View Link Details (optional)
- Verify SSO (optional)
- View OAuth Client Credentials (optional)
- Enable Plugin
- Configure School Access (optional)
- Enable Customizations

Enable Customizations

Once you have performed the above setup items, you will then need to enable customizations if the plugin files includes custom pages. For more information, see *System Settings*.

Note: When customizations is disabled, the **Information** icon (circle with lowercase "i") does not appear next to the **InfoSnap** link in the PowerSchool Student and Parent portal.

How to Enable Customization

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 **Customization**. The Customization page appears.
4. Select the **Customization Enabled** checkbox to prevent overwriting custom pages on your server when updating PowerSchool.
5. Click **Synchronize Custom web_root** to manually synchronize the custom pages with the Web root folder on your server. The page refreshes.
6. Click **Submit**. The System Settings page appears.

Working With InfoSnap

Once InfoSnap is configured, the InfoSnap link appears in PowerSchool or the PowerSchool Student and Parent portal based on the navigation links defined in the InfoSnap configuration file. The navigation links may appear as "InfoSnap" or some other name as defined in the InfoSnap configuration file. Using the InfoSnap link, users can launch InfoSnap from within PowerSchool while keeping their PowerSchool session active allowing them to work in both applications simultaneously.

Launch InfoSnap

Use this procedure to launch InfoSnap in PowerSchool or the PowerSchool Student and Parent portal.

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

How to Launch InfoSnap from the Navigation Bar

1. Do one of the following:

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

   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 Parent 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 **[InfoSnap]** link. InfoSnap 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 InfoSnap, be sure to sign out of InfoSnap.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.

How to Launch InfoSnap from the Main Menu

1. Do one of the following:

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

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 Parent Portal User Guide* available on **PowerSource**.

2. If the **Information** icon (circle with lowercase "i") appears next to the **[InfoSnap]** link, you can click it to view information about InfoSnap. A pop-up displays InfoSnap information as defined in the InfoSnap plugin. When done viewing, click the x in the upper-right corner.
3. In the main menu on the left side of the page, choose **[InfoSnap]**. InfoSnap 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 InfoSnap, be sure to sign out of InfoSnap.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.