System Administrator User Guide

PowerSchool 8.x
Student Information System

ALWAYS LEARNING

PEARSON

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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.

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.

Contents

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:**."

System Settings

Use the System Settings page to specify preferences and process functions related to your PowerSchool server, including:

- *Centris Sync*
- *Customizations*
- *Data Validation*
- *Email*
- *Global API/SIF Settings*
- *Global Server Settings*
- *Gradebook Launch Installers*
- *Mime Types*
- *Plugin Management Configuration*
- *PowerSchool Diagnostics*
- *Reporting Engine*
- *Reset Server*
- *Scripts*
- *Security*
- *Select Student Options*
- *Server Array Settings*
- *Server Licensing*
- *Server Settings*
- *Server Statistics*
- *Server Tools*
- *Styles*

Customizations

When updating PowerSchool, you can prevent the update process from overwriting custom pages. Enabling customization allows you to save custom pages in an existing custom web_root directory at PowerSchoolPremier/data/custom/web_root. The custom web_root directory contains the same folder structure as the stock, non-custom PowerSchool web_root at PowerSchoolPremier/resources/web_root. To use custom pages and files, enable customization and store your custom pages and files in the appropriate subdirectory of the custom web_root. When PowerSchool retrieves a page or file to display, it first checks the custom web_root directory and directory structure. If found in the custom web_root directory, the custom page loads. If it is not found in the custom web_root directory, the page or file loads from the standard PowerSchool web_root directory. Disable customization to ignore the custom web_root directory and simply load pages and files from the standard PowerSchool web_root directory.

Note: Any custom page placed in the standard web_root will be overwritten when you update PowerSchool. Be sure to store such pages in the custom web_root.

Updating PowerSchool may cause the standard and custom web roots to differ in structure. For example, if a folder related to new functionality is created in the standard web_root when updating the core PowerSchool application on your server, a folder of the same name in the same location needs to be created in the custom web_root before you can store any custom pages related to that new function. If necessary, manually add or remove folders from your custom web_root to mirror the standard web_root.

If you need to restore your custom web_root directory structure, download and install the same version of PowerSchool you are currently using from the Downloads area of **PowerSource**. You will need your username and password to sign in. If you do not have this information, see your System Administrator. When running the installer, choose the **Update** option to refresh the custom web_root directory structure.

You can also use the Customization page to manually refresh the index of your custom pages.

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.

How to Disable 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. Deselect the **Customization Enabled** checkbox.

   Note: If you have installed a plugin that requires customizations to be enabled, deselecting the checkbox will also disable the associated plugin. For more information, see *Enable Plugins*.

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

Set Up Data Validation

PowerSchool can validate data when submitting date and alphabetical field values. Data validation ensures that the day, month, and year for a date field is within a valid range and that an alphabetical field does not contain characters with ASCII codes between and including 1 and 31. If an invalid date is entered, PowerSchool sets the date to 00/00/00. If an invalid character in an alphabetical field is entered, PowerSchool deletes that character.

Note: In addition to enabling basic date validation, Pearson also recommends configuring field-specific data validation rules using *Data Validation Configuration*.

How to Set Up Data Validation

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 **Data Validation**. The Data Validation page appears.
4. Use the following table to enter information in the fields:

Field	Description
Data Validation Disabled	Select the checkbox to disable data validation.
Send Messages to Log Window	Select the checkbox to send information regarding invalid values to the server log window.
Year: Lower Limit	Enter the lower limit for the years considered to be valid. The default value is 1930. **Note:** If you set the lower limit to a value greater than 2000 or less than 0, the default value 1930 is used for the lower limit.

5. Click **Submit**. The System Settings page appears.
6. Restart PowerSchool for the changes to take effect.

Enable Scripts

Various scripts can run when PowerSchool is restarted on your system. In the folder /powerschool/system/server/resources/script/startup, several subfolders contain scripts, including the folders /user and /USA_[state], as well as /global. On the System Settings page, you can enable the scripts in the /global subfolder to run upon system restart.

How to Enable Scripts

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 **Scripts**. The Scripts page appears.
4. Select the **Global Scripts Enabled** checkbox to run scripts at startup.
5. Click **Submit**. The System Settings page appears.

PowerSchool Diagnostics

Using the PowerSchool Diagnostics page, you can enable performance-profiling tools useful for diagnosing where processing time is spent in PowerSchool.

How to Set Up PowerSchool Diagnostics

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 **PowerSchool Diagnostics**. The PowerSchool Diagnostics page appears.
4. Use the following table to enter information in the fields:

Field	Description
PerfCapture enabled? (overrides below settings if off)	Select the checkbox to enable the PerfCapture performance-profiling tool. If enabled, PerfCapture will increase the size of the PowerSchool log files, which places additional load on the system. **Note:** Enabling this option will take immediate effect on this server. On other servers in the array, there may be some delay based on server activity.
Output Transcript logs at level (lower increases impact)	If enabled, PerfCapture will include transcript log information in the PowerSchool log files, which places further load (greatest impact on log file size) on the system. To enable, indicate the level detail you want included in the transcript logs by choosing one of the following • **EntryPoint** (least details) • **Tier** • **Critical** • **Major** • **Minor** (most details) To disable, select **Off**. This is the default setting.
Output Aggregated logs at level (lower increases impact)	If enabled, PerfCapture will include aggregated log information in the PowerSchool log files, which places further load (minimal impact on log file size) on the system. To enable, indicate the level detail you want included in the aggregated logs by choosing one of the following: • **EntryPoint** (least details) • **Tier** • **Critical** • **Major** • **Minor** (most details) To disable, select **Off**. This is the default setting.
Output Aggregated logging every	If **Output Aggregated logs at level** is enabled, enter the frequency (lower impact on log file size) you want a

Field	Description
(minutes)	PerfCapture message added to the aggregated logs.
Thread dumps enabled?	Select the checkbox to enable the thread dumps performance-profiling tool. If enabled, periodic thread dumps will be written to the folder C:\PowerSchoolThreadDumps. These thread dumps provide valuable data for PowerSchool software engineers. Thread dumps will place additional load on the system and consume disk space. **Note:** Enabling this option will take immediate effect on this server. On other servers in the array, there may be some delay based on server activity.
Disable PerfCapture logging and Thread Dumps at startup?	If PerfCapture and/or Thread Dumps is enabled, select the checkbox to automatically suspend PerfCapture logging and thread dumps when restarting PowerSchool. If disabled, you can avoid unnecessary logging, which takes up space on the server.

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

Reset Server

Using the Confirm Reset page, you can restart tomcat services on this server.

How to Reset the Server

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 **Reset Server**. The Confirm Reset page appears.
4. Use the following table to enter information in the fields:

Field	Description
Restart the OLTP Tomcat Service (includes PowerSchool)	Select the checkbox if this service needs to be restarted immediately. Otherwise, leave the checkbox blank.
Restart the OLAP Tomcat Service (includes ReportWorks)	Select the checkbox if this service needs to be restarted immediately. Otherwise, leave the checkbox blank.

5. Click **Restart selected services now**. The System Settings page appears.

Note: Based on the selected option, the system will go down momentarily until the service has been restarted.

Average Final Grades

In most cases, final grades are determined by the classroom teacher based on rules defined in PowerTeacher gradebook. This leaves the control over students' grade reporting, and the calculation methodology of those grades, in the hands of the most authoritative source. However there are times when schedules are set up in a way where administrators want to average grades themselves instead of the teachers or they want to average grades across sections. The final grade averaging function provides school administrators an alternative means of calculating final grades.

The Process

The final grade averaging function can be run periodically by the PowerSchool administrator after storing grades. Final grades are calculated using up to six existing stored grades from each unique course taken during the current school year. Unique courses are identified by course number, not course name or section. Consequently, only grades that have been stored via the store grades process or hand-entered with a course number may be used in the calculation.

Once the stored grades for each course have been identified, the GPA points from each grade are averaged and the resulting value is used to create a new stored grade record. The averaging method can either be a simple arithmetic average, which is used by default, or may be weighted using a user-specified method. Each store code may receive a different weight. The weighting scheme used (20/30/50, 1/1/2, 0.2/0.2/0.6) is configurable.

The GPA point value is compared against the grade scale for the course. If an exact match is found, the letter grade corresponding to that value is used. For example, if the three grades A (4.0), B (3.0), and C (2.0) are used, with each having a weight of 1, the result would be 3. This 3 is looked up in the course's grade scale. An exact match of 3.000 is found, and a new stored grade is created using the letter grade B. However, if the C had a weight of 2, the result would be 2.75. In this case, there might not be an exact match, so the result would be rounded to the nearest value. In this case, 2.75 would be closer to 2.667 for a letter grade of B-. You can change the rounding behavior to always round up, always round down, or find the nearest value.

Since multiple letter grades may have identical GPA point values (for example, F, I, NC, and WF all have zero GPA points), the user can exclude certain letter grades from being used. This prevents a zero average from matching to NC on the grade scale. This is necessary because only the GPA point values, not the letter grades themselves, are looked at. The list of excluded letter grades must be recorded for each unique grade scale used.

Once the appropriate letter grade has been identified, absences, tardies, potential credit, earned credit (if the letter grade earns graduation credit), and teacher comments are calculated based on user-defined options. The resulting new grades are stored alongside the student's existing grades and can be printed on report cards and transcripts.

How to Modify Average Final Grades Settings

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Grades, click **Average Final Grades**. The Average Final Grades page appears.
3. Use the following table to enter information in the fields:

Field	Description
Which Students	The students for whom you want to calculate average final grades. Do one of the following: • Select the single student option. This option is useful for testing. • Select **The selected students** option. This is useful when calculating final grades for a specific group of students, such as all current seniors. • Select the **All currently enrolled students** option. **Note:** If no students have been selected, only the **All currently enrolled students** option is available.
New store code	Indicates the new store code to use when storing the resulting final grade. Enter a valid store code (a letter followed by a single number). **Note:** The store code does not need to be defined in the Final Grade Setup section of School Setup.
Limit to this term	To filter by a term in the current school year, choose the term from the pop-up menu. To select all terms, do not select a term from the pop-up menu. If a specific term is selected, only stored grades from sections associated to the term will be averaged. This setting provides the ability to create administrative-level final grade weighting for a section that met during a specific term.
Use these final grades	Enter the store codes for up to six existing stored grades. You may optionally enter a weight value for each grade in the Weight field. This value is used in the calculation of the final letter grade, but will not affect attendance or credit calculations. If no value is entered, 1 is used.
Absences and tardies are	The method by which you want absences and tardies calculated. Choose one of the following from the pop-up menu: • **Totals of values from historical grades** to record the cumulative total of absences and tardies from all final grades used. • **Averages of values from historical grades** to record the simple average of the absences and

Field	Description
	tardies from all final grades used. • **The value of the last record processed** to copy the absence and tardy numbers from the last final grade in the list. • **Do not calculate attendance** to record zeros for absences and tardies.
Potential credit is	The method by which you want potential credit hours determined. Choose one of the following from the pop-up menu: • **Total of potential credit from historical grades** to record the cumulative total of potential credit from all final grades used. • **Average of potential credit from historical grades** to record the simple average of the potential credit from all final grades used. • **The value of the last record processed** to copy the potential credit amount from the last final grade in the list. • **Potential credit from course record** to record the potential credit amount of the parent course record. • **Do not award credit** to record zero for potential credit.
Teacher comments are	The method by which you want teacher comments to be included. Choose one of the following from the pop-up menu: • **Taken from all historical grades** to copy the teacher comments from all final grades used. Comments are prefixed with the store code. • **Taken from the last record processed** to copy the teacher comment from the last final grade in the list. • **Do not include comments** to not include teacher comments.
For these grade scales, do not assign these grades	For each grade scale, enter a comma-separated list of letter grades that you want to exclude from the calculation, such as **WF** (withdraw fail) or **I** (incomplete). To include all grades from the grade scale in the calculation, leave the field blank.
Calculate average using	Use this pop-up menu to indicate whether or not to calculate the average using points or percentages by selecting one of the following: • **Grade Points**

Field	Description
	• **Percentages**
Store which Section ID	Use this pop-up menu to indicate whether or not to populate SectionID in the new stored grade record, thus allowing inclusion of the grade on report cards. Select one of the following: • **Do not store Section ID** • **First Enrolled Section** • **Last Enrolled Section**
Use Alternate Grade Points in Calculation	Select the checkbox to use alternate grade points in the calculation. If selected, the Alternative Grade points field that appears on the New Grade/Edit Grade pages will be used in the calculation.
Store Alternate Grade Points in Stored Grades Record	Select the checkbox to store alternate grade points in the new stored grade record. If deselected, the regular grade points for the resulting grade will be stored.
Overwrite Existing Stored Grades Records	Select the checkbox to allow the calculated average for a particular store code to overwrite existing data for the same store code. If deselected, the existing data will not be overwritten. In addition, extra records for the store code are not created.

4. Click **Submit**. PowerSchool calculates the average final grades for the requested group of students. Progress is indicated in the browser window.

   The system creates new historical grades for the selected students and stores them using the specified store code.

Email Setup

Use this page to set up email for various PowerSchool functions. The system sends email messages to PowerSchool users at your school, including teachers and administrators, as well as parents and guardians. PowerSchool can be configured to send automatic emails to students, guardians, teachers, and other staff members. However, before automatic emails are sent out, PowerSchool must be configured to relay these email messages through an email server.

Note: You cannot use PowerSchool to send email messages to other users, parents, or students. The following procedures refer to system-generated email messages only. Use an external email system to provide email services for staff, students, and administrators.

How to Set Up Email

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 **Email**. The Email Setup page appears. By default the Email Setup tab appears selected.
4. Use the following table to enter information in the fields:

Field	Description
Enable Email Notifications	In order for PowerSchool users to receive scheduled email notifications, choose **Yes** from the pop-up menu. Alternatively, if you do not want PowerSchool users to receive scheduled email notifications, choose **No** from the pop-up menu. **Note:** This setting only applies to scheduled email notifications and not to the **Send Now** feature available on the PowerSchool Student and Parent portal. Parents can receive information immediately whenever needed.
POP/SMTP Server	Enter your PowerSchool mail server address. Although you can enter a domain name, an IP address is preferred.
E-mail Address Of PowerSchool Technical Administrator	Enter your system administrator’s email address.
E-mail "From" Host For Mail Generated By PowerSchool	Enter the domain name that appears after all email addresses at your school. For example, if your email address is user@auhsd.ca.us, enter **auhsd.ca.us**. Do not enter an IP address in this field.
Use Advanced Email Settings	To use the new email architecture for PowerSchool emails, click the switch to **On**. By default, this feature is not enabled. The transport configuration parameters enabled by the new email architecture are typically required to use any Internet-based email service.
Email Transport Configuration Parameters	When the **Use Advanced Email Settings** switch is enabled, you can configure the following parameters: • **Use SMTP Authentication**: Click the switch to **On** to enable SMTP authentication, which allows PowerSchool to authenticate to a SMTP server. When selected, the following fields appear: o **Username**: Enter the SMTP username for your district email server. Typically, this is the email address you use on the server, but some servers may use other types of

Field	Description
	username. o **Password**: Enter the SMTP password for your district email server. • **SSL Mode**: Choose the connection method defined by the email server you are connecting to. • **Allow unsecure SSL ciphers**: Click the switch to **On** to enable SSL ciphers. When you enable this option, a checkbox appears. Select the checkbox to allow PowerSchool to use a large set of encryption options (ciphers) to communicate with the SFTP server. Deselect the checkbox to allow PowerSchool to use the most secure encryption options (ciphers) to communicate with the SFTP server. This is the more secure option. • **Port Number**: Enter the port number used by your district email server. If you do not enter a port number, the system defaults to 25. **Note:** For specific information about configuring your district email server, refer to your district email server documentation.
Reply-To E-mail For Electronic Progress Reports Sent To Parents	Enter the email address to which parents can automatically reply when they receive a progress report email. On your mail server, you must set up an account that matches this address. Ensure that the email address you enter exists on your district's email server. For more information, see *PowerSchool Student and Parent Portal*.
Reply-to Email For Parent Account Management	Enter the email address to which parents can automatically reply when they receive an account created, an account updated, or a password recovery email notification. On your mail server, you must set up an account that matches this address. Ensure that the email address you enter exists on your district's email server. For more information, see *PowerSchool Student and Parent Portal*.
Complete E-mail Address To Use As The "From" Address When Sending System-Generated E-mail To Administrators And Teachers	Enter the email address you want administrators and teachers to reply to when they receive system-generated email messages. The system also displays this address as the From address in an email message. For example, if a student changes classes in the middle of a semester, the system sends an email message to the teacher of the class in which the student is enrolling. Ensure that the email address you enter exists on your district's email server.

5. Set up the following account on your mail server: powerschool@<yourmailserver>. For example, if your email address is user@fhs.fuhsd.ca.us, then the account must be set up as **powerschool@fhs.fuhsd.ca.us**.

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

How to View the Outgoing Mail Queue

Use this page to view any email messages sent to users from your PowerSchool server. The Outgoing Mail Queue page has two different formats, depending on whether PowerSchool is configured to use advanced email settings.

If the **Use Advanced Email Settings** switch on the Email Setup tab is **Off**, the outgoing email queue only shows the recipient's email address and only shows messages that are waiting to be sent. Normally, PowerSchool immediately sends email messages and, with advanced email settings disabled, the messages only show up on the outgoing mail queue page while waiting to be sent. However, communication failures cause messages to temporarily reside in the outgoing mail queue.

If the **Use Advanced Email Settings** switch on the Email Setup tab is **On**, the Outgoing Mail Queue has more capabilities. All messages sent by PowerSchool are listed, including messages already sent successfully. For each email message, the page displays the more information for each message, including the recipient's address and the subject. You can only view this information.

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 **Email**. The Email Setup page appears. By default the Email Setup tab appears selected.
4. Click the **Outgoing Mail Queue** tab. The Outgoing Mail Queue page displays.

   - If the **Use Advanced Email Settings** switch is **Off**, the page only displays unsent email messages.
   - If the **Use Advanced Email Settings** switch is **On**, the page displays unsent email messages, a Filter Results By function, additional email information, and navigation links:

Field	**Description**
Filter Results By	Use the filter function to narrow the list of emails by one or more of the following: • **Component** - Choose **All**, **PowerSchool**, or **PowerTeacher**. • **Status** - Choose **All**, **Completed**, **Failed**, or **Pending**. • **Date** - Enter the date for which you want to view emails or click the **Calendar** icon to select a date. Emails from that date and prior will appear. Click the arrow to collapse this section. Click the arrow again to expand this section.
Results	For each email listed, the following information appears: • Date

Field	Description
	• Component • Status • Recipients • Subject
[Navigation Links]	Click the arrows to scroll through the list of emails, or enter a page number in the field provided to navigate to a specific page of the list. Use the pop-up menu to change the number of lines that display in the list.

How to Test Email

Use this page to send test email messages in PowerSchool.

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 **Email**. The Email Setup page appears. By default the Email Setup tab appears selected.
4. Click the **Test Email** tab. The Test Email page appears.
5. Use the following table to enter information in the fields:

Field	Description
From	Enter the email address of the sender of the test email message.
To	Enter the email address of the receiver of the test email message.
Subject	Enter a description of the test email message.
Message	Enter the text of the test email message.

6. Click **Submit**. The system sends an email message to the recipient's address and displays an alert.

Global Server Settings

Use the Global Server Settings page to configure any application or external system that requires a connection to PowerSchool.

How to Configure PowerSchool Configuration - External Access

Note: These settings are initially configured during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on **PowerSource**.

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 **Global Server Settings**. The Global Server Settings page appears.
4. Use the following table to enter information in the PowerSchool Configuration - External Access fields:

Field	Description
Secure Server SSL	Select the checkbox if you are enabling SSL. **Note:** When utilizing the internal IP address behind the load balancer, SSL is typically not enabled. If so, do not select this checkbox. **Note:** This requires additional Tomcat configuration.
Server Host Name or IP Address	Verify that the information is the same as the PowerSchool server hostname or IP address on the internal network. **Note:** It is recommend that you do not use 127.0.0.1. If used, Tomcat must be running on every node PowerSchool is running on. If it is not, user will receive an error message when attempting to sign in to the PowerSchool Student and Parent portal on that node.
Port	Do one of the following: • If you are enabling SSL, enter **443**. This is the default SSL port. • If you are not enabling SSL, enter **80**. This is the default non-SSL port. N**ote:** When utilizing the internal IP address behind the load balancer, SSL is typically not enabled. If so, enter a non-SSL port. **Note:** You can also configure a different port if you wish to do so.
Allow connections only via host name	If selected and if connections are only allowed via the host name, any connections using any server address other than the Web server host name will be redirected to use the Web server host name. **Note:** It is recommended that the checkbox is deselected.

5. Click **Submit**.

Note: It is recommended that you begin running without SSL to ensure that the application is configured properly before configuring the system to use SSL.

How to Configure PowerSchool Configuration - Internal Access

Note: These settings are initially configured during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on **PowerSource**.

Note: To determine if you need a different server hostname or IP address for Tomcat Configuration Internal Access, open a browser on the server and launch PowerTeacher Gradebook. If the gradebook launches, the Tomcat Configuration - External Access values can be used to set up the Tomcat Configuration - Internal Access. If the gradebook does not launch, you need to use different values to set up Tomcat Configuration - Internal 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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the PowerSchool Configuration - Internal Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Click **Submit**.

   Note: It is recommended that you begin running without SSL to ensure that the application is configured properly before configuring the system to use SSL.

How to Configure PowerTeacher Gradebook Settings - External Access

Note: These settings are initially configured during the PowerTeacher Gradebook installation process. For more information, see the *PowerTeacher Installation and Setup Guide* available on **PowerSource**.

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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the PowerTeacher Gradebook Settings - External Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Enter a value in the **PowerTeacher Gradebook Socket Timeout (Minutes)** field to indicate how many minutes PowerTeacher Gradebook will wait for a response from the server when processing any long-running transaction. If left blank, the timeout will use the default value of 3 minutes. You can set this value from 1-10 minutes.
7. Click **Submit**.

   Note: It is recommended that you begin running without SSL to ensure that the application is configured properly before configuring the system to use SSL.

How to Configure ReportWorks Developer Settings - External Access

Note: These settings are initially configured during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on **PowerSource**.

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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the ReportWorks Developer Settings - External Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.

   Important: Make sure you set this to the same port that was specified during the PowerSchool installation process. The default port is **7980**.

6. Click **Submit**.

   Note: It is recommended that you begin running without SSL to ensure that the application is configured properly before configuring the system to use SSL.

How to View Application Message Service - Internal Access

Note: These settings are initially configured during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on **PowerSource**. Only one messaging server is set up for all environments.

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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the Application Message Service - Internal Access section. The following information appears:

   - **Server Host Name or IP Address**
   - **Port** - The default is set to **61616**.

   Note: For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.

How to Configure Document Attachments Settings - External Access

Note: These fields are populated with the **Server Host name or IP Address** and **Port** information entered for PowerSchool Configuration - External 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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the Document Attachments Settings - External Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Click **Submit**.

How to Configure Document Attachments Settings - Internal Access

Note: These fields are populated with the **Server Host name or IP Address** and **Port** information entered for PowerSchool Configuration - Internal 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 **Global Server Settings**. The Global Server Settings page appears.
4. Scroll down to the Document Attachments Settings - Internal Access section.
5. Enter information as needed. For field descriptions, see *How to Configure PowerSchool Configuration - External Access*.
6. Click **Submit**.

Gradebook Launch Installers

The PowerTeacher Gradebook Launch installers provide you with a way to distribute a new launch method for the Gradebook that protects teachers from Java updates. It also includes a desktop shortcut that allows teachers to login to the Gradebook directly. Teachers with access to install and run files on their computers can complete the quick setup themselves. Or you can access the installers to help with their deployment.

How to Install Gradebook Launch

The Gradebook Launcher is installed one time on each computer that accesses PowerTeacher Gradebook. Once installed, teachers can click Launch on the PowerTeacher navigation menu, or use the desktop shortcut to launch the Gradebook.

To navigate to more information on helping teachers with the install, choose **System** under Setup in the main menu on the start page. The System Administrator page appears.

1. Click **System Settings**. The System Settings page appears.
2. Click **Gradebook Launch Installers**. The Gradebook Launch Installers page appears.
3. Do one of the following:

    - Click **Windows (All users on computer)** to download and install the all users version of the launcher. Deploy this installer in a lab environment where multiple users sign in to a single computer.
    - Click **Windows (Single user)** to download and install the single user version of the launcher. This is the same installer that is available to teacher from PowerTeacher portal. Deploy this installer if you have only a single user access the Gradebook.
    - Click **Mac** to download and install the Mac version of the launcher. Be sure and move the Gradebook.app to the /Applications folder after installation if multiple users will access the Gradebook.

    Note: Click the FAQ tab for troubleshooting tips.

    Note: Internet Explorer with SmartScreen Filter enabled may see a warning message when downloading the launcher. On the warning message, click **More Options**, and then select **Run Anyway** to allow the launcher to download.

MIME Types

PowerSchool uses Multipurpose Internet Mail Extension (MIME) types to enable a Web browser to display image and text files that are not in HTML format. The MIME type has a type and subtype separated by a slash, such as **image/gif** and **text/plain**. Your PowerSchool server sends the MIME type to the Web browser so that it can start the appropriate helper application or plug-in.

PowerSchool is preconfigured with a number of MIME types. Use this page to add, edit, and delete MIME types in PowerSchool.

How to Add MIME Types

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 **Mime Types**. The Mime Types page appears.
4. Click **New**. The Edit Mime Type page appears.
5. Use the following table to enter information in the fields:

Field	Description
Suffix	Enter the file type (extension).
MIME	Enter the MIME type and subtype, separated with a slash (**/**).

6. Click **Submit**. The Mime Types page displays the new MIME type.

How to Edit MIME Types

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 **Mime Types**. The Mime Types page appears.
4. Click the MIME type in the Mime column that you want to edit. The Edit Mime Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add MIME Types*.
6. Click **Submit**. The Mime Types page displays the edited MIME Type.

How to Delete MIME Types

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 **Mime Types**. The Mime Types page appears.
4. Click the MIME type in the Mime column that you want to delete. The Edit Mime Type page appears.

5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Delete page appears.

Reporting Engine Settings

Use this page to automatically update your PowerSchool server with the latest state reports.

How to Modify Reporting Engine Settings

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 **Reporting Engine**. The Reporting Engine page appears.
4. Select the **Automatic Update of State Reports Enabled** checkbox if you want PowerSchool to automatically update with any changes to state reports. Otherwise, deselect the checkbox.
5. Select the **Automatic Update of Global Reports Enabled** checkbox if you want PowerSchool to automatically update with any changes to global reports. Otherwise, deselect the checkbox.
6. Click **Submit**. The Changes Recorded page appears.

Configure Global API and SIF Settings

Use this page to configure global settings for SIF and API data change events and throttling.

Data Event API Services

Enabling Data Event API Services allows notifications of data change events between PowerSchool and a third party application.

SIF Agent for PowerSchool

Enabling the SIF Agent for PowerSchool makes it possible to seamlessly interoperate with a third party application with the use of SIF. For more information about the PowerSchool SIF Agent, see **PowerSource**.

Note: SIF-related fields appear on the **School Information** page and the **Scheduling/Reporting Ethnicity Codes** page.

How to Configure Global API and SIF Settings

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 **Global Event Services and SIF**. The Global Event Services and SIF page appears.
4. Use the following table to enter information in the fields:

Field	Description
All Off	Choose this option to disable event generation and SIF.
Data Event API Services Only	Choose this option to enable event generation. **Note:** This option is the recommended setting.
Data Event API Services + SIF Agent for PowerSchool	Choose this option to enable event generation and SIF.
Minimum time interval (ms) between API requests per plugin	Enter the window of time (in milliseconds) within which the maximum number of API requests an API plugin can be make to the Powerschool server. If an API plugin makes more than one API request within this window of time, the request is rejected and an error message is sent indicating too many requests and to wait for a certain number of seconds before making another request. To disable, enter a value of zero or leave blank. **Note:** Any changes to this setting will require a server restart. In a server array environment, each node will need to be restarted.

5. Click **Submit**. The server tools are either active or inactive, depending on your selection.

   Note: The server needs to be restarted if **Minimum time interval (ms) between API requests per plugin** has been updated.

Select Student Options

Select up to three fields of information you want to appear next to each student’s name on the Student Selection page. For more information about searching for and selecting students, see *Student Search*.

How to Modify Select Student Options

You can opt to select either three fields, two fields, one field, or no fields to appear next to students' names on the Student Selection page. To select less than three fields, choose the [blank] option from the remaining pop-up menus.

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 **Select Student Options**. The Select Student Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Include Option 1	Choose an option from the pop-up menu: • [Blank] • **Student Number** • **Social Security Number (SSN)** • **Date of Birth** • **Grade Level**
Include Option 2	Choose an option from the pop-up menu: • [Blank] • **Student Number** • **Social Security Number (SSN)** • **Date of Birth** • **Grade Level**
Include Option 3	Choose an option from the pop-up menu: • [Blank] • **Student Number** • **Social Security Number (SSN)** • **Date of Birth** • **Grade Level**

5. Click **Submit**. The Select Student Options page displays the modifications.

Server Array Settings

PowerSchool server array is designed around a distributed network of PowerSchool servers. This type of server configuration improves data access and processing by spreading the load across multiple servers. Typically the Oracle database is installed on a dedicated server and PowerSchool is installed on two or more dedicated servers for handling web requests, PowerTeacher access, and processing reports

The Server List page displays the status of server roles. These roles may include:

- Task Master
- ReportWorks Queue
- Background Attendance
- Web Server
- DCF Scavenger

Note: For comprehensive information about server array settings, see the *PowerSchool Installation Guide* available on **PowerSource**.

How to Set Automatic Page Refresh on the Server List

You can choose how often the Server List page refreshes.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. On the **Refresh** button, click the arrow. A pop-up menu displays the units of time you can set for the automatic page updates; 30 seconds, one minute, five minutes, or 10 minutes.
6. Select a value from the pop-up menu. A countdown clock appears on the Refresh button and displays the time until the page updates, based on your selection.
7. To cancel the automatic page refresh, click the arrow and select the **Cancel** button.

How to Configure Server Array Preferences

Note: These settings are initially configured during the PowerSchool installation process.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server Array Preferences**. The Server Array Preferences page appears.
5. Edit the following information as needed:
    - **UDP Messaging Port**

   Note: For field descriptions, see the *PowerSchool Installation Guide* available on **PowerSource**.

6. Click **Submit**. The server configuration resets.

How to Configure General Server Settings

The General Server Settings section displays basic information about the server.

Note: These settings are initially configured during the PowerSchool installation process.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. Click the **ID** or **Supplied Name** of the server you want to edit. The Edit Server page appears.
6. Edit the following information in the General Server Settings section as needed:

    - **User Supplied Name**
    - **Description**

Note: For field descriptions, see the *PowerSchool Installation Guide* available on **PowerSource**.

7. Click **Submit**. The server configuration resets.

How to Configure Server Role Settings

Note: These settings are initially configured during the PowerSchool installation process.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. Click the **ID** or **Supplied Name** of the server you want to edit. The Edit Server page appears.
6. Edit the following information in the Server Role Settings section as needed:

    - **Run the Task Master on this server**
    - **Run a Report Queue on this server**
    - **My Report Queue**
    - **Run Web Server**

    Note: For field descriptions, see the *PowerSchool Installation Guide* available on **PowerSource**.

    Note: The **Run the Application Message Service on this server** checkbox is read-only and appears selected if a message service was enabled and configured on this server during the PowerSchool installation process. For more information, see the *PowerSchool Installation Guide* available on **PowerSource**.

7. Click **Submit**. The server configuration resets.

How to Configure Background Attendance Processes Settings

If you have configured PowerSchool to process teacher/sub attendance in the background**,** then you will need to also run background attendance processes on this server.

Note: Modifying these options impacts background attendance processing in real time.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. Click the **ID** or **Supplied Name** of the server you want to edit. The Edit Server page appears.
6. Enter the following information in the Background Attendance Processes Settings section as needed:

Field	Description
Run Background Attendance Processes on this Server	Select the checkbox to run background attendance processes on this server. **Note:** Before enabling, verify the **Process teacher/sub attendance in the background?** checkbox on the Global Attendance Preferences page is selected. For more information, see *Global Attendance Settings*.
Background Attendance Processes	Enter the number of processes that are to be dedicated to background attendance processing. If 0, or null, processes are entered, the system default of 5 processes will be used.

7. Click **Submit**. The server configuration resets.

How to Configure Web Server Image URL Handling

One way to improve the performance of PowerSchool is to designate a separate image server to store and handle the images associated with PowerSchool Web pages. This section of the Edit server page allows you to specify the name of an image server.

Note: These settings are initially configured during the PowerSchool installation process.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. Click the **ID** or **Supplied Name** of the server you want to edit. The Edit Server page appears.
6. Edit the following information in the Web Server Image URL Handling section as needed:

   - **Use Image Server**
   - **Image Server Address**
   - **Use Mixed Content for SSL**

   Note: For field descriptions, see the *PowerSchool Installation Guide* available on **PowerSource**.

7. Click **Submit**. The server configuration resets.

How to Configure Web Server Hit Log

The Web Server Hit Log causes PowerSchool to generate an NCSA Combined formatted log file. This file can be analyzed with a third-party log analysis tools.

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 **Server Array Settings**. The Server Array Settings page appears.
4. Click **Server List**. The Server List page appears.
5. Click the **ID** or **Supplied Name** of the server you want to edit. The Edit Server page appears.
6. Enter the following information in the Web Server Hit Log section as needed:

Field	Description
Hit Log Enabled	Select the checkbox to enable HTTP and TCP Error Logging. By default, the checkbox is not selected.
Log DNS Name Instead of IP Address	Select the checkbox to override logging the IP Address with the DNS name when errors occur. By default, the checkbox is not selected. **Note:** Enabling this function may impact performance.

7. Click **Submit**. The server configuration resets.

Server Licensing

The PowerSchool server includes software licensing in the form of a server licensing key. During deployment, PowerSchool provides each customer with a server licensing key tied to the server's district customer number. The licensing key enforces a number of items, including the platform, maximum number of schools and students, and expiration dates.

How to Enter the Server License Key

There are two ways to enter a server licensing key: from the server and from the Server Licensing page in PowerSchool. Enter the licensing key from the server during your initial implementation or when a licensing key becomes invalid. Use the Server Licensing page in PowerSchool to enter the initial licensing key for upgrading customers or whenever a new licensing key is required.

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 **Server Licensing**. The Server Licensing page appears.
4. Enter the license key provided by PowerSchool in the **License Key** field.
5. Click **Submit**. The server license key is saved.

   If the licensing key is valid, the Licensing Settings section displays the licensing information. If the licensing key is for a beta version, expires, or is tied to a specific version of PowerSchool Server, that information appears at the bottom in red.

   If the licensing key is invalid, does not match, or exceeds the licensing settings, that information also appears in red.

   The next time PowerSchool Server is started, a dialog appears on the server computer and requests a valid licensing number. PowerSchool Server will not function without a valid licensing key.

Server Settings

Server settings relate specifically to the dedicated server that runs the PowerSchool application.

Note: For comprehensive information about server array settings, see the *PowerSchool Installation Guide* available on **PowerSource**.

How to Configure Web Server Image URL Handling Settings

One way to improve the performance of PowerSchool is to designate a separate image server to store and handle the images associated with PowerSchool Web pages. This section of the Edit server page allows you to specify the name of an image server.

Note: These settings are initially configured during the PowerSchool installation process.

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 **Server Settings**. The Edit Server page appears.
4. Edit the following information in the Web Server section as needed:

    - **Use Image Server**
    - **Image Server Address**

    Note: For field descriptions, see the *PowerSchool Installation Guide* available on **PowerSource**.

5. Click **Submit**. The server configuration resets.

How to Configure Web Server Hit Log

The Web Server Hit Log causes PowerSchool to generate an NCSA Combined formatted log file. This file can be analyzed with a third-party log analysis tools.

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 **Server Settings**. The Edit Server page appears.
4. Enter the following information in the Web Server section as needed:

Field	Description
Hit Log Enabled	Select the checkbox to enable HTTP and TCP Error Logging. By default, the checkbox is not selected.
Log DNS Name Instead of IP Address	Select the checkbox to override logging the IP Address with the DNS name when errors occur. By default, the checkbox is not selected. **Note:** Enabling this function may slow performance.

5. Click **Submit**. The server configuration resets.

How to Configure Background Attendance Processes Settings

If you have configured PowerSchool to process teacher/sub attendance in the background, then you will need to also run background attendance processes on this server.

Note: Modifying these options impacts background attendance processing in real time.

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 **Server Settings**. The Edit Server page appears.
4. Enter the following information in the Background Attendance Settings section as needed:

Field	Description
Run Background Attendance Processes on this Server	Select the checkbox to run background attendance processes on this server. **Note:** Before enabling, verify the **Process teacher/sub attendance in the background?** checkbox on the Global Attendance Preferences page is selected. For more information, see *Global Attendance Settings*.
Number of Attendance Processes	Enter the number of processes that are to be dedicated to background attendance processing. If 0, or null, processes are entered, the system default of 5 processes will be used.

5. Click **Submit**. The server configuration resets.

Server Statistics

Use this page to view information related to your PowerSchool server. The page is divided into the following sections:

- **Server Information:** Displays your server's basic information.
- **Schools:** Displays information about each school on this server.
- **Memory:** Displays the amount of memory on your server by memory type.
- **PowerSchool Volume:** Displays the size and location of the PowerSchool system on your server.
- **Users:** Displays the number of users currently signed in to the system and any disabled user IP addresses.
- **Handlers:** Displays handler information.
- **Background Attendance Processes:** Displays process queued teacher attendance submissions.
- **Hits:** Displays the number of page item requests by user type, including web pages and images.
- **Processes:** Displays the status of all the services on the server.
- **Data:** Displays the number of active schools, students, staff members, and courses.

- **Tables:** Displays each PowerSchool table name and the number of records in each.

For more information about handlers, listens, hits, and ports, see *Server Settings Information*.

How to View Server Statistics

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 **Server Statistics**. The Server Statistics page appears.
4. Use the following table to understand the information in the Server Info section:

Field	Description
District Name	Name of the district used in your system.
Customer Support Number	Number used to identify your PowerSchool system to PowerSchool Technical Support.
PowerSchool Version	Current version and build number of the PowerSchool system.
Date and Time	Current system date and time.
Updating From This Server	Indicates if updating PowerSchool is possible from this server.
Machine Name	Network name of server.
Platform	Hardware system used to run PowerSchool.
Operating System	Name of the operating system used on the server. An operating system is a program that controls the hardware and application programs on a computer.
Server Location	Internet or network location of the server, expressed as either an IP address or URL.
Primary IP Address	IP address of your PowerSchool system on the server.
Machine Uptime	Amount of time the server has run since the last time it was restarted.
PowerSchool Uptime	Amount of time the PowerSchool system has run since the last time it was restarted.

5. Use the following table to understand the information in the Schools section:

Field	Description

Field	Description
School Name	Name of the schools on the system.
School Number	School number assigned to each school. For more information, see *School Numbers*.
Grade Range	Range of grade levels for each school.
Number of Active Students	Number of enrolled students at each school.

6. Use the following table to understand the information in the Memory section.

Field	Description
Pre-allocated memory	Number of bytes of random access memory (RAM) installed on the server.
Maximum memory	Number of bytes of hard drive space used to supplement the server's memory capacity.
Free pre-allocated memory	Number of bytes of memory that are available to run PowerSchool.

7. Use the following table to understand the information in the PowerSchool Volume section:

Field	Description
Installed Path	Path of the PowerSchool root directory.
Volume Size	Number of bytes of storage on the server.
Used Space	Number of used bytes of storage on the server.
Free Space	Number of available bytes of storage on the server.
Document Attachment Quota	Number of bytes used and total number of bytes of storage on the server for document attachments.

8. Use the following table to understand the information in the Users section:

Field	Description
Currently Connected Users	Number of users currently signed in to PowerSchool. Click the number to access the Current Users page, which displays information about users that are currently logged in to PowerSchool. For more information, see *Current Users*.

Field	Description
Highest Number of Users Today	Highest number of users signed in to PowerSchool at any time today.

9. Use the following table to understand the information in the Handlers section:

Field	Description
Busy Handlers	Number of threads (processes) the web server is currently running, such as 5. Click the number to access the Process Status page, which displays information about what processes are running or potentially blocked from running. On the Process Status page, click the **ID** number to view detailed information about a thread (process). The Process Detail page displays a "thread-dump," which can be used for diagnostic purposes. **Note:** If a thread (process) becomes idle for too long, it is terminated by the web server.
Current Handlers	Number of threads (processes) sitting in a waiting state, such as 15. If more users connect to the web server, these threads (processes) turn into Busy Handlers. **Note:** The number of threads (processes) fluctuates as the web server detects more or less activity.
Maximum Handlers	Maximum number of threads (processes) the web server is configured to run, such as 20. If there are not enough threads (processes) to handle the current work load, the web server creates more threads (processes), up to the maximum number that has been configured. For more information, see *Server Settings*.

10. Use the following table to understand the information in the Background Attendance Process section:

Note: Information only appears if **Process Teacher/Sub attendance in the background** is enabled. For more information, see *Global Attendance Preferences*.

Field	Description
Busy Processes	Number of processes actively processing records.
Attendance Pending	Number of teacher attendance submissions yet to be processed. **Note:** Each submission may contain multiple attendance records and edits to existing records.

11. Use the following table to understand the information in the Hits section:

Field	Description
Total Hits	Number of hits or file requests made to PowerSchool since installed.
Hits today	Number of hits made to PowerSchool so far today.
Admin Hits Today	Number of hits made to the PowerSchool Administration pages so far today.
Teacher/Sub Hits Today	Number of hits made to the PowerTeacher or the Substitute Teacher pages so far today.
Parent Hits Today	Number of hits made to the PowerSchool Parent Access pages under a parent username so far today.
Student Hits Today	Number of hits made to the PowerSchool Parent Access pages under a student username so far today.
Portal Hits Today	Number of hits made to the PowerSchool Parent Access pages so far today.

12. Use the following table to understand the information in the Processes section:

Field	Description
Task Server	Indicates if the Task Server is running or not.
Background Attendance	Indicates if the Background Attendance is running or not.
Log Process	Indicates if the Log Process is running or not.
Report Queue	Indicates if the Report Queue is running or not.

13. Use the following table to understand the information in the Data section:

Field	Description
Schools on Server	Number of schools on the server.
Active Students on Server	Number of students enrolled at all schools on the server.
Active Staff on Server	Number of current staff members at all schools on the server.
Courses on Server	Number of courses at all schools on the server.

14. Use the following table to understand the information in the Tables section:

Field	Description
Table Name (number)	Name of the table.
Records	Number of records in the table. Click the number next to the table to access the Direct Database Export (DDE) page, which you can use to run the Direct Database Export for that table. For more information, see *Direct Database Export*.

Server Tools

Server tools include the ability to automatically ping the server to confirm the server's availability.

How to Use Server Tools

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 **Server Tools**. The Server Tools page appears.
4. Select the **Auto Ping Every 5 Mins.** checkbox to try reaching your server every five minutes. This checkbox is typically selected when you want to make sure your server is running and available and when troubleshooting.
5. Click **Submit**. The server tools are either active or inactive, depending on your selection.

School and District

District Information

Use this page to add, view, or edit your district's information. You may need to see this information if you call PowerSchool Technical Support for a related issue.

How to Add District Information

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **District Info**. The District Information page appears.
3. Use the following table to enter information in the fields:

Field	Description
Name of District	Enter your school district's complete and official name.
District Number	Enter the number assigned to your district by your state. **Note:** In order for the PowerSchool GUID generation to function properly, the appropriate District Customer Support Number must be entered during the PowerSchool implementation process. For more information, see *PowerSchool Implementation Services* available on **PowerSource**.
District Address	Enter the address of the district office.
District City	Enter the city of the district office.
District State/Province	Choose your district's state or province from the pop-up menu.
District Postal Code	Enter the postal code for the district office.
District Country	Choose your district's country from the pop-up menu.
District Office Phone Number	Enter the telephone number for the district office.
District Office FAX Number	Enter the fax number for the district office.
Customer Support Number	The identification number for PowerSchool Technical Support appears. When calling PowerSchool Technical Support, you may be asked for this information.
PowerSchool District	The PowerSchool district ID number appears.

Field	Description
ID	
Superintendent's Name	Enter the name of the district superintendent.
Superintendent's Phone	Enter the telephone number of the district superintendent.
Superintendent's FAX	Enter the fax number of the district superintendent.
Technical Support Email	Enter the email address for technical support. This information appears on the Parent and Student portals.
Technical Support Phone	Enter the phone number (if applicable) to call for technical support. This information appears on the Parent and Student portals.
Technical Support URL	Enter the URL (if applicable) for the district technical support web site. This information appears on the Parent and Student portals.

4. Click **Submit**. The District Information page displays the changes.

How to Edit District Information

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **District Info**. The District Information page appears.
3. Edit the information as needed. For field descriptions, see *How to Add District Information*.
4. Click **Submit**. The District Information page displays the changes.

Districts of Residence

Use this page to add, edit, or delete districts of residence. Your state may require you to set up districts of residents for reporting purposes.

Use the Districts of Residence function to track where a student lives. Set the value for each student on the **Transfer Info** student page. If a student changes residency districts, transfer the student out of school and then reenroll them into school to generate a reenrollment transaction record that reflects this change. Use PowerSchool attendance-related reports to reflect such status changes. For more information, see *Transfer Info* and *Attendance Reports*.

How to Add a District of Residence

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Districts of Residence**. The Districts of Residence page appears.
3. Click **New** to add a district of residence. The New District of Residence page appears.
4. Use the following table to enter information in the fields:

Field	Description
District ID	Enter a code for the district of residence, such as the state-assigned district number.
District Name	Enter a description for the code.
Sort Order	Enter a sort order to determine the order in which you want this district of residence to appears on the Districts of Residence page and in the pop-up menus on the Transfer Info student pages menu.
District Boundary	If Address Management is enabled, use this field to define the geographical boundary for your district. The geographical boundary is captured within a single encoded polyline. The encoded polyline is made up of sets of latitude/longitude pairs marking the boundary. The sets of latitude/longitude pairs are also known as points. For more information, see *Define District Boundaries*.

5. Click **Submit**. The Districts of Residence page displays the new or edited district of residence.

How to Edit a District of Residence

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Districts of Residence**. The Districts of Residence page appears.
3. Click the district of residence you want to edit. The Edit District of Residence page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a District of Residence*.
5. Click **Submit**. The Districts of Residence page displays the new or edited district of residence.

How to Delete a District of Residence

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

2. Under District Information, click **Districts of Residence**. The Districts of Residence page appears.
3. Click the district of residence you want to delete. The Edit District of Residence page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

CIP Setup

Classification of Instructional Program (CIP) codes are used by schools in some states to identify courses as part of a state-managed vocational program. Set up CIP codes at the district level to enter CIP codes for appropriate courses offered at each school.

How to Add a CIP Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **CIP Setup**. The CIP Setup page appears.
3. Click **New** to add a new CIP code. The CIP Edit page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the CIP code.
Codes	Enter the 6-digit CIP code.

5. Click **Submit**. The Changes Recorded page appears.

How to Edit a CIP Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **CIP Setup**. The CIP Setup page appears.
3. Click the name of the CIP code you want to edit. The CIP Edit page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a CIP Code*.
5. Click **Submit**. The Changes Recorded page appears.

How to Delete a CIP Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **CIP Setup**. The CIP Setup page appears.
3. Click the name of the CIP code you want to delete. The CIP Edit page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

Miscellaneous District Settings

Other district setup functions include defining miscellaneous settings, such as student photo dimension defaults.

How to Set Up Miscellaneous District Settings

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Miscellaneous**. The Miscellaneous page appears.
3. Use the following table to enter information in the fields:

Field	Description
Dimensions to display student photos in	Enter the default measurements, in pixels, for displaying student photos on each student page. In the W and H columns, enter the width and height (in pixels) of the student photos. **Note:** The recommendation is 200 W by 300 H.
Password required to delete a section	To limit users' ability to delete a course section, enter a password. Then, only users who know the password can delete course sections. Otherwise, leave this field blank.
Password required to override a section's maximum enrollment	To limit users' ability to override the maximum number of students who can enroll in a course section, define a password. Then, only users who know the password can override the maximum enrollment numbers for course sections. Otherwise, leave this field blank. For more information, see *Mass Enroll*.
Name of district that parents see on sign in screen	Enter the name of the school district as you want it to appear in the PowerSchool Student and Parent portal. For more information, see *PowerSchool Student and Parent Portal*.
Teacher's Maximum Daily Student Load	Select the checkbox to use the teacher maximum load function. For more information, see *Teacher Maximum Load*.
Allow importing in district office mode	Though it is not recommended, select the checkbox to allow imports to occur at the district level. This affects both Quick Import and Data Import Manager. **Note:** Select the checkbox only when necessary. Importing data at the district level can cause serious data issues when not performed properly.
Allow importing into database extensions at the school level	Do one of the following: • Select the checkbox to allow imports into database extensions at the school level. When selected,

Field	Description
	database extensions appear in the **Import Into** pop-up menu on the Data Import Manager page. • Deselect the checkbox to prohibit imports into database extensions at the school level. When deselected, database extensions do not appear in the **Import Into** pop-up menu on the Data Import Manager page.
Disable searching on lunch status	Select the checkbox to disallow searching on lunch statuses, such as Free or Exempt. A student's lunch status, such as Free or Reduced, can be considered sensitive information. You may want to select the checkbox to protect the privacy of students and staff.
Disable meal price	Select the checkbox to hide meal prices on the screen when serving breakfast or lunch. You may want to select the checkbox to protect the privacy of students and staff. For more information, see *Serve Breakfast or Lunch*.
Do not show the lunch balance on parent/student pages	If your school/district does not use PowerLunch to track student lunch balances, select the checkbox to disable the Balance icon in the PowerSchool Student and Parent portal and PowerTeacher. When selected, the PowerSchool Student and Parent portal and PowerTeacher navigation bars no longer display the Balance icon. Alternatively, if your school/district does use PowerLunch to track student lunch balances, deselect the checkbox to enable the Balance icon in the PowerSchool Student and Parent portal and PowerTeacher. When selected, the PowerSchool Student and Parent portal and PowerTeacher navigation bars display the Balance icon. For more information, see *PowerSchool Student and Parent Portal*.
Enable auto-update for state reports	If PowerSchool generates your state reports, this function updates these reports from the reporting engine. Select the checkbox to automatically retrieve any state reporting updates.
Allow public access to school bulletin	Select the checkbox to allow users to access the school bulletin without signing into PowerSchool. When enabled, users can access the school bulletin at a publicly-accessible address using the following format: http://[server address]/bulletin/[school number]. Replace [server address] with your server's host name or IP address. Replace [school number] with the school number of the bulletin you want to view. For example: http://powerschool.myschool.edu/bulletin/12345. Alternatively, deselect the checkbox to prevent public access to the school bulletin. When disabled, users can only access the school bulletin if they are signed into

Field	Description
	PowerSchool. **Note:** This setting only applies to the district office. To apply to a school, see *How to Change Miscellaneous School Settings*.
Show student photo on student screens (while in district mode)	Select the checkbox to display student photos on student screens for users signed in to the district. Leave the checkbox blank to display student photos only for users signed in to a specific school.
Show faculty photo on faculty screens (while in district mode)	Select the checkbox to display faculty photos on faculty screens for users signed in to the district. Leave the checkbox blank to display faculty photos only for users signed in to a specific school.
Enable Smart Search	Select the checkbox to enable the autocomplete search feature. Otherwise, leave the checkbox blank. For more information, see *Smart Search*.
Send anonymous data to Pearson for analysis	Select the checkbox to enable the sending of anonymous data to Pearson. Otherwise leave the checkbox blank. In order to better support PowerSchool, Pearson needs to understand how each of its customers has their production environments configured. To support this, when this option is enabled, your PowerSchool server will occasionally send the following information to Pearson: • Number of active students • Total number of students • PowerSchool version number • Number of server nodes • Operating system version running on each application node Note this does not include any identifiable information.
Enable Mobile Web Pages	Select the checkbox to enable access to the mobile pages of PowerSchool. Otherwise leave the checkbox blank. For more information, see *Enable Mobile Web Pages at the District Level* or the *Mobile Administration User Guide* available on **PowerSource**.
Default Term When Between School Years	When signing into PowerSchool, by default, the current term appears when the server date falls within a scheduling term. If the server date does not fall within a scheduling term, the term defaults to this setting. Choose one of the following from the pop-up menu: • **Closest School Year** (default) • **Previous School Year**

Field	Description
	• **Next School Year** **Note**: Changes to this district setting will take effect during the PowerSchool nightly process or when the server is restarted, whichever occurs first.
Default Term Level	When signing into PowerSchool, by default, the shortest possible term level appears. To change this setting, choose one of the following from the pop-up menu: • **Shortest Possible** • **1/4 (Quarter)** • **1/2 (Semester)** • **1/3 (Trimester)** • **1/1 (Full Year)** **Note**: Changes to this district setting will take effect during the PowerSchool nightly process or when the server is restarted, whichever occurs first.
PowerSource Registration of District's Mobile App Services	See *How to Register Your PowerSchool Server with PowerSource*.
When changing schools, always set term based on the school's default term level	Do one of the following: • Select the checkbox to enable. If enabled, when changing schools, the term is set based on the school's default term level. The **Default Term Level** is specified via **School Setup > Miscellaneous**. • Deselect the checkbox to disable. If disabled, when changing schools, the matching term abbreviation is selected. If there is no matching term abbreviation, then the school's default term level is selected. **Note:** By default, this checkbox is not selected.

4. Click **Submit**. The Changes Recorded page appears.

Miscellaneous System Administration

Use the Miscellaneous page to view or change other settings that affect your school. To change miscellaneous settings for all schools on your PowerSchool system, see *Miscellaneous District Settings*.

How to Change Miscellaneous School Settings

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Miscellaneous**. The Miscellaneous page appears.
3. Use the following table to enter information in the fields:

Field	Description
Email teachers academic records of students newly enrolled in their classes	Select the checkbox if you want the system to automatically send an email message to a teacher that contains the record of a new student enrolling in his or her class.
Default term level	Choose the term duration from the pop-up menu.
Show student photo on student screens	Select the checkbox to display student photos on student pages. Photos appear only for student records that include photos. For more information, see *Photo*.
Allow public access to school bulletin	Select the checkbox to allow users to access the school bulletin without signing into PowerSchool. When enabled, users can access the school bulletin at a publicly-accessible address using the following format: http://[server address]/bulletin/[school number]. Replace [server address] with your server's host name or IP address. Replace [school number] with the school number of the bulletin you want to view. For example: http://powerschool.myschool.edu/bulletin/12345. Alternatively, deselect the checkbox to prevent public access to the school bulletin. When disabled, users can only access the school bulletin if they are signed into PowerSchool. **Note:** This setting only applies to the selected school. To apply to the district office, see *How to Set Up Miscellaneous District Settings*.
Student Schedule Matrix Preferences	Select the checkboxes to indicate what data you want to include on the student schedule matrix: • **Course Name**: Displays the course name. • **Course Number.Section Number**: Displays the course and section numbers. • **Teacher Name**: Displays the teacher name. • **Room**: Displays the room number. • **Expression Term**: Displays the expression, which is the period and day combination. For more information, see *How to Display a Student Schedule Matrix*.

Field	Description
Teacher Schedule Matrix Preferences	Select the checkboxes to indicate what data you want to include on the teacher schedule matrix: • **Course Name**: Displays the course name. • **Course Number.Section Number**: Displays the course and section numbers. • **Room**: Displays the room number. • **Expression Term**: Displays the expression, which is the period and day combination. • **Enrollment**: Displays the number of students currently enrolled in the section, as well as the maximum number of students allowed in the section. For more information, see *How to View the Teacher Schedule Matrix*.

4. Click **Submit**. The Changes Recorded page appears.

Parent/Student Pages

Using the Parent/Student Pages settings, you can configure which term information appears in the PowerSchool Student and Parent portal.

How to Configure Parent/Student Pages

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Parent/Student Pages**. The Parent/Student Pages page appears.
3. Use the following table to enter information in the fields:

Field	Description
Default Student Matrix Term	Use this setting to indicate what term appears as the default term when viewing the My Schedule Matrix View page. By default, the shortest possible term level appears. To change this setting, choose one of the following from the pop-up menu: • **Shortest Possible** • **1/4 (Quarter)** • **1/2 (Semester)** • **1/3 (Trimester)** • **1/1 (Full Year)**

Field	Description
	Note: Changes to this district setting will take effect during the PowerSchool nightly process or when the server is restarted, whichever occurs first.
Default Term Between Years	When signing into the PowerSchool Student and Parent portal, by default, the current term appears when the server date falls within a scheduling term. If the server date does not fall within a scheduling term, the term defaults to this setting. Choose one of the following from the pop-up menu: • **Closest School Year** (default) • **Previous School Year** • **Next School Year** **Note**: Changes to this district setting will take effect during the PowerSchool nightly process or when the server is restarted, whichever occurs first.

4. Click **Submit**. The Changes Recorded page appears.

Pearson Applications

A number of Pearson applications can be used in conjunction with PowerSchool.

How to Access the Pearson Applications Page

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 displays links to the following applications:

    - Analytics
    - Schoolnet
    - SuccessNet
    - Tapestry

    Note: For more information, see respective sections.

School Map

You can upload a map of your campus that is visible to students using the PowerSchool Parent and Student Mobile apps. Add text to the map to allow students to search for specific information. For best results, use a PDF with a maximum files size of 1 MB.

How to Upload a School Map

Upload a school map in PDF, JPEG, or PNG format. See the upload page for detailed information on recommended specifications.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **School Map**. The School Map page appears.
3. Click **Choose File** (or **Browse**) to select the school map file.
4. Click **Submit**. The School Map page appears. The uploaded map file appears as a download link.

How to Delete a School Map

Once the school map has been uploaded, you may need to remove it in the future.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **School Map**. The School Map page appears.
3. Click **Delete School Map**. The School Map page appears and the school map link is removed.

School Numbers

School numbers are unique identifiers that affect many records in a number of tables. School numbers (SchoolIDs) are referenced in critical tables such as Attendance, StoredGrades, and Students. Because of these relationships, you should change your school number only if there is a compelling reason to do so, such as a new state government-mandated school numbering convention.

Note: Back up all data on your PowerSchool system before changing a school number.

How to Change School Numbers

1. On the start page, choose **System** under Setup in the main menu. The System Administrator Page appears.
2. Under Data Management, click **Change School Number**. The Change School Number page appears.
3. Use the following table to enter information in the fields:

Field	Description
Current School Number	Enter the school's existing number.
Change to New School Number	Enter the school's new number.
Check this box to confirm that you	Select the checkbox to confirm that you want to change the number.

Field	Description
wish to change the school number	

4. Click **Submit**. The system displays the pages that are affected by the school number change.

School Setup Information

Copy the master schedule within the same school or school setup information from one school to another on your PowerSchool system to save time and minimize errors. Setup information includes final grade setup information.

School Information

The School Information page provides information about the selected school. Use this page to add a new school to the system or to edit information about a school already in the system.

How to Add a School

Once you add a school to the system, you cannot delete it.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Schools/School Info**. The Schools/School Info page appears.
3. Click **New**. The Edit School page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
Is a Summer School	Select the checkbox to indicate that this is a summer school. For more information, see the *PowerSchool Summer School Setup Guide* available on **PowerSource**.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.
School City	Enter the school's city.

Field	Description
School State/Province	Select the school's state from the pop-up menu.
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including area code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you enter this number, do not change it. **Note:** States usually assign school numbers.
Alternate School Number	If you wish to use an number other than what is listed above to identify the school, enter the number here. Otherwise, leave blank.
StatePrId	Use only when Schools Interoperability Framework (SIF) is enabled. For more information about SIF, visit **PowerSource**.
Exclude From State Reporting?	Select the checkbox to exclude this school from state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for data such as cumulative GPAs, graduation, and credit. Students at the highest level are affected by the end-of-year process. For more information, see *End-of-Year Process*.
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as **0** for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.
When Scheduling, Display Courses From	Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year: • **Current school** • **Next school**: The system only displays courses from the next school for students whom you have indicated a next school.

5. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal	
Name	Enter the name of the school's principal.
Phone Number	Enter the telephone number of the school's principal.
Email Address	Enter the email address of the school's principal.
Assistant/Vice Principal	
Name	Enter the name of the school's assistant or vice-principal.
Phone Number	Enter the telephone number of the school's assistant or vice-principal.
Email Address	Enter the email address of the school's assistant or vice-principal.
Attendance Secretary	
Email Address	Enter the email address of the attendance secretary.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily Bulletin page for users to link to when submitting daily bulletin items.
Email Copies of New Teacher Log Entries To	Enter the email addresses of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.
Registrar	
Name	Enter the name of the school's registrar.
Phone Number	Enter the telephone number of the school's registrar.
Email Address	Enter the email address of the school's registrar.
Notes	Enter any pertinent information you want to communicate. For example, you can enter the registrar’s work schedule, alternate contact information, etc.

6. Use the following table to edit information in the fields in the County Information section:

Field	Description

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

7. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	Use the School Fee Information section to indicate the fee exemptions status for all students within the selected school. For more information, see *How to Assign Fee Exemption Status to a Group of Students*.

8. Use the following table to edit information in the Auto Enrollment Program Information section:

Field	Description
Special Program Link	Use the Auto Enrollment Program to avoid having to separately enroll each new student into a program if every student enrolled in the school must be enrolled into a specific program. Students are automatically enrolled into the program specified here when they are enrolled into the school. Only a program in which all students in the school participate should be selected. If there are no programs that meet this criteria, the correct option to select is **None Selected**. The available programs that can be selected are those defined in *Special Programs*.

9. Use the following table to edit information in the fields in the School Enrollment Fees section:

Field	Description
Fee Type	Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see *School Enrollment Fees*.

10. Click **Submit**. The Schools/School Info page displays the new school.

How to Edit School Information

Although you cannot delete a school, you can edit school information.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Schools/School Info**. The Schools/School Info page appears.
3. Click the name of the school in the Schools column that you want to edit. The Edit School page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a School*.
5. Click **Submit**. The Schools/School Info page displays the edited school.

3rd Party Configuration

Use the following procedure to configure 3rd Party applications, such as Centris Sync or Address Management.

How to Set Up 3rd Party Applications

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **3rd Party Configuration**. The 3rd Party Configuration page appears.
3. Use the following table to enter information in the fields:

Field	Description
Centris Group	To enable, see **How to Enable Centris Sync**. For more information, see *Centris Sync*.
Address Management	To enable, see *How to Enable Address Management.* For more information, see *Address Management*.

4. Click **Submit**. The District Setup page appears.

Student and Staff

Student Numbers

Using the Manage Student Numbers page, you can view statistical information about student numbers, as well as update student number ranges for all schools in the district.

Note: Updating student number ranges affects Quick Import, Manual Student Enrollment and REST-API Student Enrollment automatic student number generation.

How to Manage Student Numbers

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Student Numbers**. The Manage Student Numbers page appears.
3. Use the following table to view information in the Student Number Statistics fields:

Field	Description
Student Number Range	The difference between the smallest and largest student ID numbers.
Available Student Numbers From Last Assigned	The range of student ID numbers that still may be assigned.
Last Assigned Student Number	The last student ID number within range that was assigned.
Remaining Student Numbers	The total number of student ID numbers within the range that may still be assigned.
Total Assigned Student Numbers	The total number of student ID numbers within the range that have been assigned.

4. Use the following table to enter information in the Manage Student Number Ranges fields:

Field	Description
Student Number Low	Enter the smallest student ID number within the range.
Student Number High	Enter the largest student ID number within the range. **Note:** The largest value you may enter is 2,147,483,647.

5. Click **Submit**. The Changes Recorded page appears.

Assign Student Numbers

Assign new student ID numbers to a group of students. If you import student numbers from a different system and want to change those numbers in PowerSchool, use this procedure.

Important: This process is not reversible.

How to Assign New Student Numbers

1. On the start page, select a group of students.

   Note: Depending on the selection method used, the Group Functions page appears either immediately or after selecting students from the Student Selection page.

2. Click the PowerSchool logo. The PowerSchool start page appears.
3. Choose **System** under Setup in the main menu. The System Administrator page appears.
4. Click **Assign New Student Numbers**. The Assign New Student Numbers page appears.
5. Enter the starting number from which you want the system to assign student numbers in the **Student numbers are generated from this value** field.
6. Click **Submit**. The Operation Completed page appears.

   Note: If the system displays the alert that some duplicates were found, click **Back** and start the student numbering from a different number.

Family Management

Family Management provides a streamlined approach to creating and understanding family relationships within PowerSchool. Identifying related students and the ability to share data among those students is the goal of family management, which allows schools to enter student data once and share data among family members.

Use family management to identify siblings or other students within the district who share the same demographic and guardian information. Once identified, shared data can be copied without additional data entry. Additionally, edited data can be dynamically updated for all students with the predetermined family relationship.

Family management provides districts with the flexibility to allow family associations across the district, or limited associations within just one school. If the scope of family management is limited to a single school, the student information cannot be associated or shared with students from other schools.

The Family Management function enables the district to:

- Control which student fields are copied from one student to another.
- Limit the scope of student records visible to a school administrator.
- Limit the scope of family associations to only those student records within the same school.

How to Select Student Fields to Copy

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Family Management, click **Family Management**. The Family Management page appears.
3. Use the following table to select information:

Field	**Description**
Do not allow schools to view and copy from students at other schools	Select the checkbox to not allow schools to view or copy information from a student who is not enrolled in their own school.
Do not allow schools to copy data to students at other schools	Select the checkbox to allow schools to view but not copy information to a student who is not enrolled in their own school.
Available Student Fields to Copy	Displays all student fields including database extensions (legacy custom fields) created for student records. This is a multiple select list; several adjacent fields can be selected simultaneously by clicking on the field and holding the SHIFT key. To select separate fields, press and hold COMMAND (Mac) or CONTROL (Windows) as you click the field names.
Selected Student Fields to Copy	Displays fields that are copied from one student to another when using family management. By default, this column is pre-populated with the most common fields shared by siblings.
Add	Click to add the selected fields in the Available Student Fields to Copy column to the Selected Student Fields to Copy column. Removes the selected fields from the Available Student Fields to Copy column.
Remove	Click to move the selected fields from the Selected Student Fields to Copy column to the Available Student Fields to Copy column.
Remove All	Click to remove all the fields, whether selected or not, from the Selected Student Fields to Copy column and move them back to the Available Student Fields to Copy column.
Load Defaults	Click to display the most common fields shared by siblings.
Reset	Click to reset the list of Student Fields to Copy to the list that existed when the page was first loaded.
Hyperlink numbers and letters	Click a letter or number to view a consolidated list of fields sorted by the selected letter or number.

4. Click **Submit**. The Changes Recorded page appears.

How to Mass Create Family Links

At the district level, the Mass Create Family Links function provides a quick way to establish family relationships between existing students in the district. This function searches for all active and inactive students in the district, all students with active enrollments in the district, or only the selected students.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Functions, choose **Mass Create Family Links**. The Mass Create Family Links page appears.

   Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following table to enter information on this page:

Field	Description
Students to Include	Indicate which students you want to search for by selecting all students with active enrollments, or all active and inactive students in the district.
Search for Match on	Indicate the criteria by which you want to search by selecting **Family ID**, **Student Phone**, or both.

5. Click **Submit**. PowerSchool searches for students who match the criteria. When the search is complete, a message page displays the number of students located in the search and the number of new family management links created.

Activities Setup

Create, modify, or delete the activities available to students in PowerSchool. You can also clear the values of the activities field for all students, such as at the end of each school year.

How to Add an Activity

Create an activity so that you and other users can add it to student records as needed. Indicate if the new activity affects all schools on your system or just your school. After adding an activity, you can add it to student records. For more information, see *How to Add or Delete Activities on a Student Record*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click **New**. The Edit Activity page appears.
4. Use the following table to enter information in the fields:

Field	Description
Activity Name	Enter the name of the activity.
Student Field Name	Enter the activity's field name. Remember that spelling is important and that you must use underscores (_) rather than spaces between words.
Activity Type	Choose on of the following types of activity from the pop-up menu: • **Academic** • **Athletic** • **Community** • **Music**
Required	Select the checkbox if students are required to participate in this activity.
This Activity Appears For	Select an option to display this activity for only the selected school or all schools on this server.

5. Click **Submit**. The Activities Setup page displays the new activity.

How to Edit an Activity

Changing an activity affects all PowerSchool users for your school or system. It does not change the activity's status on individual records, just the information about the activity on the PowerSchool system. After editing an activity, you can add it to student records. For more information, see *How to Add or Delete Activities on a Student Record*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click the name of the activity you want to edit. The Edit Activity page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Activity*.
5. Click **Submit**. The Activities Setup page appears.

How to Delete an Activity

This action deletes the activity from your school or your system. It also deletes the activity from any student records that indicate participation in the activity.

Important: This action cannot be undone. Contact other users before deleting an activity from the PowerSchool system.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Activities Setup**. The Activities Setup page appears.
3. Click the name of the activity you want to delete. The Edit Activity page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

How to Clear Activities for All Students

Clear the values of the activities field for all students. For example, clear the activities for all students at the end of each school year. This does not remove the activity from PowerSchool. To remove an activity, see *How to Delete an Activity*.

Note: This procedure may only be performed at the school level.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Clear Activities**. The Clear Activities page appears.
3. Select the checkboxes next to the activity for which you want to delete the values for all students in the selected school.
4. Click **Submit**. The System Administrator page appears.

Balance Alert

Using the Balance Alert Setup page, you can define thresholds for students' lunch account balances and fee account balances. If students' account balances go over a set threshold, an alert appears on the student page indicating that the students' accounts are in deficit.

The balance alert also appears in the PowerSchool Student and Parent portal if the **Do not show the lunch balance on parent/student pages if you do not want to display the alert** checkbox has not been selected during district setup. For more information, see *How to Set Up Miscellaneous District Settings*.

The Balance Alert email function automatically sends parents or guardians email messages informing them that their students' accounts are in deficit. For more information, see *Parents*.

How to Set Up the Balance Alert

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under General, click **Balance Alert**. The Balance Alert Setup page appears.
3. Use the following table to enter information in the fields:

Field	Description
[Lunch Balance	Choose the lunch balance level from the pop-up menu. An

Field	Description
Alert]	email is sent to parents who choose to receive Balance Alert emails.
[Fee Balance Alert]	Choose the fee balance level from the pop-up menu. An email is sent to parents who choose to receive Balance Alert emails.
[Alert Email]	Enter the balance alert text in the field. This message appears in the alert window in the PowerSchool Student and Parent portal along with the balances of lunch and fees.

4. Click **Submit**. The Changes Recorded page appears.

Citizenship Codes

Use this page to create, view, edit, or delete citizenship codes used when grading students. These codes are available in PowerTeacher gradebook.

How to Add a Citizenship Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click **New**. The Edit Citizenship Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the citizenship code.
Description	Enter a description for the citizenship code.
Sort order for display	Use the pop-up menu to choose the sort order to appear on the Citizenship Codes page.

5. Click **Submit**. The Citizenship Codes page displays the new citizenship code.

How to Edit a Citizenship Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click either the code or the description of the citizenship code you want to edit. The Edit Citizenship Code page appears.

4. Edit the information as needed. For field descriptions, see *How to Add a Citizenship Code*.
5. Click **Submit**. The Citizenship Codes page displays the edited citizenship code.

How to Delete a Citizenship Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Citizenship Codes**. The Citizenship Codes page appears.
3. Click either the code or the description of the citizenship code you want to delete. The Edit Citizenship Code page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

How to Add an Entry Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Entry Codes**. The Entry Codes page appears.
3. Click **New**. The Edit Entry Codes page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the **Entry Code** pop-up menu. **Note:** You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.

5. Click **Submit**. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Entry Codes**. The Entry Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Entry Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Entry Code*.
5. Click **Submit**. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Entry Codes**. The Entry Codes page appears.
3. Click the code or the meaning of the code you want to delete. The Edit Entry Codes page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Exit Codes

Use exit codes to identify the reasons why students leave your school.

How to Add an Exit Code

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Exit Codes**. The Exit Codes page appears.
3. Click **New**. The Edit Exit Codes page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears

Field	Description
	on the **Exit Code** pop-up menu. **Note:** You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.

5. Click **Submit**. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.

How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Exit Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Exit Code*.
5. Click **Submit**. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Enrollment, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to delete. The Edit Exit Codes page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Next School

Use the Next School Indicator to add, edit, or delete the names of schools identified as "next schools" which are schools that student graduates will attend when they leave your school. Next school selections are made either per student or as a default for all students. For more information about setting the default school, see *Next School Indicator*.

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click **New**. The Edit 'Next School' Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the name of the school.
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click **Submit**. The Next School page displays the new school.

Now you and other users can assign it as the next school for any student.

How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Next School Indicator*.
5. Click **Submit**. The Next School page displays the changes.

How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.

3. Click the school name, school abbreviation, or school number you want to delete. The Edit 'Next School' Record page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Special Program Setup

Use the Special Program page to add, edit, or delete special programs for your district. Additionally, you can view and print a list of special programs or students enrolled in a special program.

Once you have created a new special program, any PowerSchool user with the proper access can add students to that program. To add a student to a special program, see *Special Programs*.

Note: The Special Programs page for Utah schools displays the link **Utah schools click here**. Click the link to display the Utah Special Programs page, which describes state-specific special program information.

How to Add a Special Program

1. On the start page, choose District from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click **New**. The Special Program Information page appears.
4. Use the following table to enter information in the fields:

Field	Description
Program name	Enter the name of the program.
Qualifies as a special education program	Select the checkbox if the special program is considered a special education program.
Include in Quick Lookup	Select the checkbox to indicate that this special program is to appear in the Attendance by Program grid on the Quick Lookup page. By default, the checkbox is not selected.

5. Click **Submit**. The Special Programs page displays the new program.

   Any authorized PowerSchool user can add students to the program.

How to Edit a Special Program

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click the program name for the program you want to edit. The Special Program Information page appears.

4. Edit the information as needed. For field description, see *How to Add a Special Program*.
5. Click **Submit**. The Special Program page displays the edited program.

How to Delete a Special Program

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Special Programs**. The Special Programs page appears.
3. Click the program name for the program you want to delete. The Special Program Information page appears.
4. Click **Delete**. The Selection Deleted page appears.

Scheduling

Years and Terms

Define years and terms for your school. Years and terms affect many aspects of PowerSchool, such as the calendar setup, scheduling, enrollment, and final grades.

First, create the year term for your school. Then, define additional terms for the school year, if necessary.

Terms created on the Years & Terms page are "scheduling terms," which define the entire length of a school year (year term) as well as the length of sections offered during the school year (semester, quarter, etc.). Classes offered during the school year determine the required scheduling terms. If students have the same teacher, room, and section throughout the year, only the year term is needed. However, if students change teachers, rooms, or sections throughout the year, create additional terms of varying lengths (semester, quarter, etc.).

Note: Scheduling terms differ from "grading terms." For information about defining grading terms, see *Final Grade Setup*.

How to Add a School Year

Once you add the year term for a school, you cannot delete it.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **New**. The Create New School Year page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name of School Year	Enter the school year name.
Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers. For example, enter **09-10** for the 2009-2010 school year.
First Day of School	Enter the start date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of School	Enter the end date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The Years & Terms page displays the new school year.

How to Edit a School Year

Once you add a year term for a school, you can edit the elements of the term.

Note: When editing years and terms, be sure to follow the documented process outlined in Knowledgebase article **56872**.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms.** The Term setup page appears.
4. Click the name of the year term. The Edit Term page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a School Year*.
6. Click **Submit**. The Years & Terms page displays the edited school year.

How to Define Terms

Define terms shorter than the year term in order to schedule sections of varying lengths (semester, quarter, etc.).

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms** next to the school year for which you want to define terms. The Term Setup page appears.
4. Click **New**. The Edit Term page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of the Term	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter **Semester 1**.
Abbreviation	Enter an abbreviation for the term. For the year term, use numbers. For example, enter **09-10** for the 2009-2010 school year. For additional terms, the first character of the abbreviation must be a letter. For example, enter **S1** for Semester 1.
First Day of Term	Enter the date of the first day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of Term	Enter the date of the last day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an

Field	Description
	incorrect format, the date field is submitted as a blank entry.
What portion of the school year this term represents	Select the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Import File Term #	If you plan to import schedule or historical data from another system and the data is different from the abbreviation you define, enter the term code the other system uses to represent this term. For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms Q1, Q2, Q3, and Q4. When you define **Q1**, enter **1** in the **Import File Term #** field. Then, when you import any data from the other system, PowerSchool saves information from term **1** as term **Q1**.

6. Click **Submit**. The Term Setup page displays the edited terms.
7. Repeat steps 4-6 for each term, including semesters, trimesters, or quarters.

How to Edit Terms

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms** next to the school year you want to edit. The Term Setup page appears.
4. Click the term you want to edit. The Edit Term page appears.
5. Edit the information as needed. For field descriptions, see *How to Define Terms*.
6. Click **Submit**. The Term Setup page displays the edited term.

Calendar Membership Types

Define calendar membership types before setting up the school calendar. Assign them to days on your school calendar. For example, create a Holiday calendar membership type to assign to holidays. Calendar membership types are for informational use only and do not affect attendance calculations.

How to Add a Calendar Membership Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

2. Under Calendar, click **Calendar Membership Types**. The Calendar Membership Types page appears.
3. Click **New**. The Edit Calendar Membership Type page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter a code for the membership type.
Meaning	Enter a description of the code.

5. Click **Submit**. The Calendar Membership Types page displays the new membership type.

How to Edit a Calendar Membership Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **Calendar Membership Types**. The Calendar Membership Types page appears.
3. Click the link in either the code or meaning column for the membership type you want to edit. The Edit Calendar Membership Type page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Calendar Membership Type*.
5. Click **Submit**. The Calendar Membership Types page displays the edited membership type.

How to Delete a Calendar Membership Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **Calendar Membership Types**. The Calendar Membership Types page appears.
3. Click the link in either the code or meaning column for the membership type you want to delete. The Edit Calendar Membership Type page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Calendar Setup

Use Calendar Setup to view, edit, or set up your school's calendar for the current academic year. At the top of the page, the system displays the month you are currently viewing and the six months before and after it. While your school calendar displays information regarding when school is in session for users, the system uses the calendar and the prerequisites you define to calculate your school's ADA/ADM statistics that you report to your state.

Prerequisites

- Set up years and terms.
- Set up periods and days, either when setting up years and terms or by committing a master schedule.
- Set up attendance conversions.
- Set up bell schedules.

Calendar

Before the start of a school year, define each field for each date in that year. During the school year, you might need to edit or update your school's calendar. For example, at the beginning of the year, assume you define a normal bell schedule for January 5. On that date, a snowstorm causes a two-hour delay and students are not able to make it to their first two periods. You can change the bell schedule and membership value you originally defined for the date and enter a note to explain the circumstances. By changing the bell schedule for that day, you can either remove the first two periods from that day or shorten all the periods for the day.

How to Set Up a Calendar

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Use the following table to enter information in the fields:

Field	Description
Date	Each day of the month appears, including weekends.
Day	Choose the cycle day for the specific date from the pop-up menu.
Schedule	Choose the bell schedule you want to assign to this date from the pop-up menu.
Tracks/In Sess	If your school does not use tracks and all students attend school on the same dates, select the In Sess checkbox to indicate that school is in session for all students on this date. If your school uses multiple student tracks, select the checkboxes for the tracks for which school is in session on this date. **Note:** If your school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear only on the Calendar Setup page.

Field	Description
Memb Value	Enter the attendance value students receive if they are present in school on this date.
Type	Choose **Holiday**, **In Session** or **Not in Session** from the pop-up menu.
Note	Enter any comments to describe the schedule on this date, such as **Half-Day**, **Holiday**, or **Spring Break**.

5. Repeat the previous step for each date needing schedule definition.
6. Click **Submit**. The Changes Recorded page appears.
7. Click **Back** to return to The Calendar Setup page.

Note: If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

How to Edit a Calendar

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Edit information as needed. For field descriptions, see *How to Set Up a Calendar*.
5. Repeat the previous step for each date that needs editing.
6. Click **Submit**. The Changes Recorded page appears.
7. Click **Back** to return to The Calendar Setup page.

Note: If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

How to Verify the Number of School Days in a Term

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Click **Verify # of school days in the current term**. The School Days page displays the number of school days in the current term.

Note: To change the current term, see *How to Change Terms*.

How to Display Days not in Session in Mobile Apps

Display days not in session in the Parent and Student Mobile apps.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Deselect the **In Sess** checkbox for the applicable day or days.
5. Select a type from the **Type** pop-up menu.
6. Enter further information in the **Note** field, if applicable. This information appears in the Mobile apps.
7. Click **Submit**. The days not in session with a type selected will now appear in the Parent and Student Mobile apps.

   Note: In order for Not in Session days to appear in the Parent and Student Mobile apps, a **Type** must be selected, and the **In Sess** checkbox must be deselected. It is also a good idea to add a descriptive note to the day to let parents and students know why school is not in session.

Bell Schedules

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. When setting up your school calendar, you can associate different bell schedules to different days of the year. For example, set up a bell schedule called Assembly, where each period meets for a shorter amount of time to accommodate a school event that day.

You must first set up an attendance conversions to properly calculate attendance. For more information, see *Attendance Conversions*.

Note: Do not set up bell schedules until after you commit your master schedule. If you set up bell schedules and then re-commit a master schedule, the bell schedules lose their references to the schedule periods. Without this reference, you cannot take attendance. For more information about committing your master schedule, see *When to Commit the Master Schedule*.

How to Set Up Bell Schedules

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **New**. The New Bell Schedule page appears.
4. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the bell schedule. For example, enter **H** or **Half** for half-day schedules.
Attendance Conversion Method	Choose the attendance conversion from the pop-up menu. For more information, see *Attendance Conversions*. **Note:** The number of periods in the attendance conversion

Field	Description
	must not exceed the number of periods in the bell schedule.

5. Click **Submit**. The new bell schedule appears on the Bell Schedules page.

How to Edit Bell Schedules

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to edit. The Edit Bell Schedule page appears.
4. Edit the information as needed. For field descriptions, see *How to Set Up Bell Schedules*.
5. Click **Submit**. The Bell Schedules page displays the edited bell schedule.

How to Delete Bell Schedules

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to delete. The Edit Bell Schedule page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Bell Schedule Items

Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

How to Set Up Bell Schedule Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
4. Click **New**. The New Bell Schedule Item page appears.
5. Use the following table to edit information in the fields:

Field	Description

Field	Description
Period	Choose the period from the pop-up menu.
Start Time	Enter a start time for the period. Indicate if it is AM or PM.
End Time	Enter a finish time for the period. Indicate if it is AM or PM.
Counts for ADA	Select the checkbox to count this bell schedule item in average daily attendance calculations.
Day Part	Indicate the portion of the day Average Daily Attendance (ADA) is to be calculated by choosing one of the following from the pop-up menu: • **Blank** – Counts only toward full day ADA. • **AM** – Counts toward full day and AM ADA. • **PM** – Counts toward full day and PM ADA. **Note:** This field only appears if Day Part Attendance is enabled.
Use For Daily Attendance	Select the checkbox to use daily attendance for this bell schedule item. If you select the checkbox, enter the start and end times that will be used to calculate daily attendance.

6. Click **Submit**. The Bell Schedule: [bell schedule] page displays the new bell schedule item.
7. Repeat steps 4-6 for each period in the bell schedule.

How to View Bell Schedule Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page displays the following:

    - Period
    - Day Part
    - Start Time
    - End Time
    - Duration

Note: Day Part only appears if Day Part Attendance is enabled. For more information, see the *State and Provincial Reporting Day Part Attendance Setup Guide* available on **PowerSource**.

How to Edit Bell Schedule Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
4. Click the period number for the bell schedule item you want to edit. The Edit Bell Schedule Item page appears.
5. Edit the information as needed. For field descriptions, see *How to Set Up Bell Schedule Items*.
6. Click **Submit**. The Bell Schedule: [bell schedule] page displays the edited bell schedule item.

How to Delete Bell Schedule Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
4. Click the period number for the bell schedule item you want to delete. The Edit Bell Schedule Item page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Automated Calendar Setup

The Automated Calendar Setup tool can be used in combination with Calendar Setup to set up or edit your school's calendar for the current academic year. The Automated Calendar Setup tool simplifies the calendar setup process by providing you with a quick and easy way to perform the following functions for a specified date range:

- Set In-Session Flags
- Set Cycle Days Pattern
- Set Bell Schedule Value
- Set Membership Value
- Clean Up Not-In-Session Days

Prerequisites

- Set up years and terms.
- Set up periods and days, either when setting up years and terms or by committing a master schedule.
- Set up attendance conversions.
- Set up bell schedules.
- Set up holidays and vacations on your school's calendar for the current academic year.

How to Use Automated Calendar Setup

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Automated Calendar Setup**. The Auto Calendar page appears
3. Use the following table to enter information in the Days to Affect fields:

Field	Description
First Date to be Changed	Enter the first date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term, must be today or later, and be before or equal to the last date to be changed.
Last Date to be Changed	Enter the last date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term.

4. Use the following table to enter information in the Days of Week to Change fields (optional):

Field	Description
Days of Week to Change	Indicate the days of the week you want to update by selecting the appropriate checkboxes. • **Mon** • **Tue** • **Wed** • **Thu** • **Fri** • **Sat** • **Sun**

5. Use the following table to enter information in the Set In-Session Flags fields:

Field	Description
Set In-Session Flags	Select the checkbox to set which tracks are in-session for a particular range/pattern of days.
[Set In-Session Flags]	For each days of the week you want to set, select the appropriate options:

Field	Description
	• **Leave As-Is** • **In-Session** • **Not-In-Session** **Note:** To reset the calendar to its "out of the box" state, set the date range to the entire school year, set the days to change to Monday through Friday, and set all tracks and the master in-session flags to **In-Session**.

6. Use the following table to enter information in the Set Cycle Days Pattern fields:

Field	Description
Set Cycle Days Pattern	Select the checkbox to set the cycle days pattern for all in-session days within the specified date range.
Follow Pattern	Indicate the cycle days pattern you want to follow by choosing the appropriate cycle days from the applicable pop-up menus.
Reset Day Pattern Every	Indicate the day of the week you want to reset the cycle days pattern by selecting the appropriate checkbox.
Suspend Day Pattern for Days	Indicate the days of the week you want to suspend the cycle days pattern by selecting the appropriate checkboxes.
Handle Not-In-Session Days as	Indicate how you want to handle not-in-session days by selecting one of the following options: • Select **Ignore** to continue the cycle days pattern on not-in-session days. • Select **Pass Over** to suspend the cycle days pattern on not-in-session days and resume the pattern on the next in-session day. • Select **Reset** to restart the cycle days pattern after not-in-session days.

7. Use the following table to enter information in the Set Bell Schedule Value fields:

Field	Description
Set Bell Schedule Value	Select the checkbox to set the bell schedule value for all in-session days within the specified date range.
Adjust Which Bell Schedules	Select one of the following options: • **Empty** to update empty bell schedules to a new bell schedule value.

Field	Description
	• **All** to update all bell schedules to a new bell schedule value.
Set Value to	Choose the new bell schedule value from the pop-up menu.

8. Use the following table to enter information in the Set Membership Value fields:

Field	Description
Set Membership Value	Select the checkbox to set the membership value for all in-session days within the specified date range.
Set Value to	Enter the new membership value (attendance value students receive if they are present in school).

9. Use the following table to enter information in the Clean Up Not-In-Session Days fields:

Field	Description
Clean Up Not-In-Session Days	Select the checkbox to perform the following basic cleanup of not-in-session days, such as holidays or weekends, within the specified date range: • Cycle Day will be reset to blank. • Bell Schedule will be reset to blank. • All A-F Track In-Session flags will be cleared (not in-session). • Membership Value will be set to 0.0

10. Click **Submit**. The Calendar Setup page for the current academic year appears.

School Parameters

School parameters include the school's departments, facilities, and rooms, which are used for scheduling purposes. Use the following procedures to view, add, edit, or delete parameters. However, it is suggested that you define these parameters in PowerScheduler instead so that they appear system-wide. For more information, see *Departments*, *Facilities*, and *Rooms*.

Additionally, you can edit the names of cycle days, which, when combined with periods, create schedule expressions that indicate when a section is taught.

How to Add a Department

Create departments to sort information by department, such as on the master schedule.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click **New**. The Add/Edit Department page appears.
4. Enter the department name.
5. Click **Submit**. The Departments page displays the new department.

How to Edit a Department

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click the name of the department you want to edit. The Add/Edit Department page appears.
4. Edit the department name.
5. Click **Submit**. The Departments page displays the edited department.

How to Delete a Department

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click the name of the department you want to delete. The Add/Edit Department page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Facility

Some courses require special equipment or facilities. For example, a chemistry course requires a lab, and a film course requires audio and video equipment. To associate courses that need special equipment, use facilities.

Note: You can assign multiple facilities to courses and rooms.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click **New**. The Add/Edit Facility page appears.
4. Enter the facility name.
5. Click **Submit**. The Facilities page displays the new facility.

How to Edit a Facility

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click the name of the facility you want to edit. The Add/Edit Facility page appears.

4. Edit the facility name.
5. Click **Submit**. The Facilities page displays the edited facility.

How to Delete a Facility

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click the name of the facility you want to delete. The Add/Edit Facility page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Room

Define rooms to provide locations for courses to be taught. To determine if a room is scheduled during a particular time and day, sort the master schedule by room. For more information, see *Master Schedule*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click **New**. The Add/Edit Room page appears.
4. Use the following table to enter information in the fields:

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.
Department	Click **Associate** to select the department for this room. **Note:** Click **Department** on the School Setup page to create or edit departments at your school.
Building	Enter this room's building, if applicable.
House	Enter this room's house, if applicable.
Room Facilities	Click **Associate** to select this room's facilities, if applicable. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility. There is a limit of 50 characters that can be entered in this field. **Note:** Click **Facilities** on the School Setup page to create or edit facilities at your school.
Room Maximum	Enter a number to determine the maximum number of

Field	Description
	students that this room can accommodate. The capacity of the room limits the number of students that can enroll in a course.

5. Click **Submit**. The Rooms page displays the new room.

How to Edit a Room

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click the name of the room you want to edit. The Add/Edit Room page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Room*.
5. Click **Submit**. The Rooms page displays the edited room.

How to Delete a Room

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click the name of the room you want to delete. The Add/Edit Room page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Edit a Cycle Day Name

Use this procedure to modify a schedule day's abbreviation, which appears in places such as the master schedule.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Days**. The Cycle Days page appears.
3. Click the name or abbreviation of the day name you want to edit. The Edit Cycle Day page appears.
4. Use the following table to enter information in the fields:

Field	Description
Day Abbreviation	Enter the abbreviation for the day, not to exceed three characters.
Day Name	Enter the name of the day.

5. Click **Submit**. The Cycle Days page displays the edited day.

Periods

Use this page to view the list of periods already created for your school. Periods are set on the Years and Terms page. For more information, see *Years and Terms*. Here, you can edit period names and abbreviations.

Note: Each school on your PowerSchool system creates and maintains its own list of class periods.

Periods are used in combination with days to create schedule expressions. For example, a section of Biology that meets for the first period on each day of a two-day schedule has the expression 1(A-B). Periods are also part of what is defined as a section meeting. That section of Biology has two meetings, which are noted as 1(A) and 1(B). When running reports or viewing schedules, you can often filter by periods and/or days. Before displaying the results, however, your selections are validated against your school's bell schedule and calendar to determine if the period is valid for the selected date or date range.

How to View Periods

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page displays the following:

   - **Period Number**
   - **Name**
   - **Abbreviation**
   - **Sort**

How to Sort Periods

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page appears.
3. Note the **Sort** column indicates the order in which the periods will appear.
4. Drag and drop the period you want to move.
5. Repeat Step 4 for each period you want to move.
6. Click **Submit**.

How to Edit a Period

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page appears.
3. Click the period Name or Abbreviation column. The Edit Period page appears.
4. Use the following table to edit information in the fields:

Field	Description
School Name	The name of the selected school appears.

Field	Description
School Year	The selected school year appears.
Period Number	The number of the selected period appears.
Period Abbreviation	Edit the abbreviation for the period, not to exceed three characters. The period abbreviation appears on various pages, such as the Edit Section page.
Period Name	Edit the name of the period. The period name can be descriptive.

5. Click **Submit**. The Periods page displays the edited period.

Load Constraints

The School Setup menu includes a Scheduling link, Constraints. Click the Constraints link to access the Constraints page, which you can use to define scheduling constraints for students. Load constraints restrict the way the system loads students into courses that have already been scheduled.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Avoid**. The Student/Student Avoid Constraints page appears.
4. Click **New**. The Edit Student/Student Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student 1	Click **Associate** to select the name of one of the students you want to separate from one another.
Student 2	Click **Associate** to select the name of the other student.

6. Click **Submit**. The Student/Student Avoid Constraints page appears.

How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Teacher Avoid**. The Student/Teacher Avoid Constraints page appears.
4. Click **New**. The Edit Student/Teacher Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click **Associate** to select the name of the teacher you want to avoid scheduling with the selected student.

6. Click **Submit**. The Student/Teacher Avoid Constraints page appears.

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Free**. The Student Free Constraints page appears.
4. Click **New**. The Edit Student Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student who needs to have a free periods.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free periods.
Term	Choose from the pop-up menu the term that this student needs the free periods.

6. Click **Submit**. The Student Free Constraints page appears.

How to Add a Section Link Constraint

Use a Section Link constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Section Link**. The Section Link Constraints page appears.
4. Click **New**. The Edit Section Link Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click **Associate** to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click **Associate** to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click **Submit**. The Section Link Constraints page appears.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section. You can also specify the course per a specific term and teacher.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Pref**. The Student Preference Constraints page appears.
4. Click **New**. The Edit Student Preference Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to force to schedule in a specific course section.
Course Number	Click **Associate** to select the name of the course.
Section Number	Enter the section number of the course into which you want the student to be scheduled.

Field	Description
Term	Choose from the pop-up menu the term to which you want this constraint to apply (optional).
Teacher	Click **Associate** to select the name of the teacher who instructs this course section (optional).

6. Click **Submit**. The Student Preference Constraints page appears.

How to Modify Load Constraints

After creating load constraints, you can modify them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click the name of the type of constraint you want to modify, such as Student Avoid.
4. Click the course name, student name, or teacher name in the row of the constraint you want to modify. The Edit page for that particular constraint appears.
5. Edit the information as needed:

   - **Student Avoid**
   - **Teacher Avoid**
   - **Student Free**
   - **Section Link**
   - **Student Pref**

6. Click **Submit**. The appropriate constraints page appears.

How to Delete Load Constraints

After creating load constraints, you can delete them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click the name of the type of constraint you want to delete, such as Student Preference.
4. Click the course name, student name, or teacher name in the row of the constraint you want to delete. The Edit page for that particular constraint appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Scheduling Preferences

The School Setup menu includes a Scheduling-related link, Preferences, used to access the Scheduling Preferences page, which you use to define scheduling preferences, teams, houses, buildings, and section types. The page is divided into five functional areas: Preferences, Teams, Houses, Buildings, and Section Types. By default, the Preferences tab is selected.

This information is either captured as part of the PowerScheduler commit process or you can manually define it (add, edit, and delete) using these pages.

How to Define Scheduling Preferences

Use this page to define parameters that determine how long the system spends scheduling each course, section, and student.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Use the following table to enter information in the Automated Walk-In Scheduling section:

Field	Description
Use Buildings	Select the checkbox if this scenario uses buildings.
Use Houses	Select the checkbox if this scenario uses houses.
Close Sections at Max Enrollment	Select the checkbox to ensure that courses close at their maximum enrollment numbers.
Use Global Course Alternate Substitution	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use Student Request Alternate Substitution	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.

4. Use the following table to enter information in the Load Optimizations section:

Field	Description
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of	The default value of this field is 10,000. Change this value

Field	Description
schedule combinations to evaluate before skipping	only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Use the following table to enter information in the Sorting section:

Field	Description
Class Day and Period Precedence	Choose an option from the pop-up menu to determine the sort order of the enrollments' expressions on the Modify Schedule - Enrollments student page. If sorted by **Day then Period**, enrollments are listed by day and sub-sorted by period, such as 1(A), 2(A), 3(A), 1(B), 2(B), then 3(B). If sorted by **Period then Day**, enrollments are listed by period and sub-sorted by day, such as 1(A), 1(B), 2(A), 2(B), 3(A), then 3(B).
Modify Schedule Enrollments	Choose an option from the pop-up menu to determine the sort order of the enrollments on the Modify Schedule - Enrollments student page. Select **Expression** to sort the student's enrollments by schedule expression, such as 1(A) then 2(A) or 1(A) then 1(B), depending on the sort order selected in the previous field. Select **CourseNumber-SectionNumber** to sort enrollments by course number and section number, such as ART100-2, PE101-1, then PE101-2.

6. Use the following table to enter information in the Engine Loader section:

Field	Description
Enable Server-Side Engine Loader	Select the checkbox to enable. If enabled, this feature removes the need to run the client scheduling engine on client machines, provides program balancing, and optimizes processing for faster and better results. **Note:** If enabled, define which programs you want to include in balancing. See *How to Define Program Balancing.*

7. Click **Submit**. The Changes Recorded page appears.

How to Add a Team

Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click **New**. The Edit Team page appears.
5. Enter the name of the team (limited to 10 characters).
6. Click **Submit**. The Teams page appears.

How to Edit a Team

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to edit. The Edit Team page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Team*.
6. Click **Submit**. The Teams page appears.

How to Delete a Team

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to delete. The Edit Team page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a House

Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the **Use houses** checkbox is selected on the Scheduling Preferences page, the system references which house a room is assigned to before scheduling courses in that room and gives scheduling priority to the appropriate house.

Also, sections are scheduled for houses based on the house assignment of the teachers scheduled for those sections. Students assigned to a house are assigned to a section either without a house or with the same house, whereas students not assigned a house can be assigned to any section.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click **New**. The Edit House page appears.
5. Enter a name for the house (limited to 10 characters).
6. Click **Submit**. The Houses page appears.

How to Edit a House

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to edit. The Edit House page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a House*.
6. Click **Submit**. The Houses page appears.

How to Delete a House

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to delete. The Edit House page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Building

If your school campus contains several buildings, you can define each of them. Then, you can associate these buildings with students, teachers, and rooms. This way, the system knows to schedule courses in the appropriate building, taught by the appropriate teacher, and taken by the appropriate students.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click **New**. The Edit Building page appears.
5. Enter a name for the building (limited to 10 characters).
6. Click **Submit**. The Buildings page appears.

How to Edit a Building

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to edit. The Edit Building page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Building*.
6. Click **Submit**. The Buildings page appears.

How to Delete a Building

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to delete. The Edit Building page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Section Type

Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course is identified as bilingual. The teacher who instructs this section has a bilingual section type assignment. The students' requests also reflect the bilingual section type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click **New**. The Add/Edit Section Types page appears.
5. Enter a name for the section type (limited to 20 characters).
6. Enter a section type code (limited to two characters).
7. Click **Submit**. The Section Types page appears.

How to Edit a Section Type

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to edit. The Edit Section Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Section Type*.
6. Click **Submit**. The Section Types page appears.

How to Delete a Section Type

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to delete. The Edit Section Types page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Attendance

Attendance Code Categories

Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting and searching purposes. Use the Attendance Code Categories page to view, add, delete, or edit the attendance code categories used at your school.

Note that attendance code categories are the one exception to year-specific data. Attendance code categories are a constant and should not be deleted from any year that uses them.

Tardy and Excused attendance code categories are set up by default and should not be deleted. In order for an attendance code to count as tardy, the attendance code must be associated to the attendance code category of Tardy. In order for an attendance code to count as excused, the attendance code must be associated to the attendance code category of Excused. Similarly, if you create other attendance code categories, in order for an attendance code to count as the attendance code category, the attendance code must be associated to that attendance code category.

Note: Attendance code categories are not used to group attendance codes by Present or Absent. All attendance codes are categorized as Present or Absent when creating the attendance code via the Attendance Code page. For more information, see *Attendance Codes*.

After creating attendance code categories, proceed to creating attendance codes. Attendance must be set up completely before taking attendance in PowerSchool.

For more information about attendance, see *Attendance Overview*.

How to Access the Attendance Code Categories Page

You can create as many categories as needed. Tardy and Excused are available by default.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page displays the following information:

Field	Description
Code	The code representing the attendance code category. This value is used in various data access tags, such as **^(per.att)**.
Name	The name of the attendance code category. **Note:** This field is currently not used anywhere else in PowerSchool.
Description	A description of the attendance code category.

Field	Description
Sort	The sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

How to Add an Attendance Code Category

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click **New**. The New Attendance Code Category page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the attendance code category. This value is used in various data access tags, such as **^(per.att)**.
Name	Enter a name of the attendance code category. **Note:** This field is currently not used anywhere else in PowerSchool.
Description	Enter a description of the attendance code category.
Sort order for display	Use the pop-up menu to indicate the sort order of the attendance code category as it appears in the Code Categories list of checkboxes on the New/Edit Attendance Code pages.

5. Click **Submit**. The Attendance Code Categories page displays the new attendance code.

How to Edit an Attendance Code Category

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click the code of the attendance code category you want to edit. The Edit Attendance Code Category page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Attendance Code Category*.
5. Click **Submit**. The Attendance Code Categories page displays the edited attendance code.

How to Delete an Attendance Code Category

When deleting an attendance code category, other users and student records may be directly impacted. Deleting an attendance code category is not recommended unless the attendance code category was created in error. If the attendance code category is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Click the code of the attendance code category you want to delete. The Edit Attendance Code Category page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Sort Attendance Code Categories

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Code Categories**. The Attendance Code Categories page appears.
3. Choose different sort orders for the attendance code category from the **Sort** pop-up menus.
4. Click **Submit**. The page re-sorts the attendance code categories.

Attendance Codes

Attendance codes are used to define values, points, and calculations for school-specific attendance codes. Use this page to view, add, delete, or edit an attendance code used at your school. You must set up attendance codes before taking attendance in PowerSchool.

Note: Before you can set up attendance codes, you must set up attendance code categories. For more information, see *Attendance Code Categories*.

For more information about attendance, see *Attendance Overview*.

How to Access the Attendance Code Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page displays the following information:

Field	Description
Code	The attendance code appears.
Description	A description of the attendance code appears.

Field	Description
Teachers Assign	Indicates whether teachers can assign this attendance code in PowerTeacher.
Counts ADA	Indicates whether the attendance code counts towards average daily attendance (ADA).
Presence	Indicates whether the attendance code counts towards membership totals.
Sort	The sort order of the attendance code appears as it is in the attendance codes pop-up menu on the student attendance pages.

How to Add an Attendance Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click **New**. The New Attendance Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter an attendance code. Attendance codes can use characters A-Z, 0-9 and _- (underscore and hyphen). Attendance codes are not case-sensitive. There are other restrictions, including the code must be unique for this school and year and cannot be the same name as a Code Category for this school. **Note:** By default, only single-character attendance codes are allowed. However, to create multiple-character attendance codes, select the **Enable multiple character attendance codes** checkbox on the Attendance Preferences page.
Description	Enter a description for the attendance code.
Presence Status	All attendance codes are categorized as present or absent. Indicate whether the attendance code should be categorized as present or absent by selecting the appropriate option.
Code Categories	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes. In order for an attendance code to count as an attendance code category, the attendance code must be associated to that attendance code category. Indicate which attendance code category you want to

Field	Description
	associate to this attendance code by selecting the appropriate checkbox.
Points	Enter the number of attendance points a student receives for this attendance code, such as absent=1, tardy=2, and present=0.
Teacher can assign	Use the pop-up menu to choose whether teachers can assign this attendance code in PowerTeacher.
This attendance code is considered in ADA calculations	Select the checkbox if this attendance code should be considered in Average Daily Attendance (ADA) calculations.
This attendance code counts towards membership	Select the checkbox if this attendance code counts towards Average Daily Membership (ADM).
Sort order for display	Use the pop-up menu to choose a sort order of this attendance code as it appears in the attendance codes pop-up menu on the student attendance pages.

5. Click **Submit**. The Attendance Codes page displays the new attendance code.

How to Edit an Attendance Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click the code or description of the attendance code you want to edit. The Edit Attendance Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Attendance Code*.
5. Click **Submit**. The Attendance Codes page displays the edited attendance code.

How to Delete an Attendance Code

When deleting an attendance code, other users and student records may be directly impacted. Deleting an attendance code is not recommended unless the attendance code was created in error. If the attendance code is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click the code or description of the attendance code you want to delete. The Edit Attendance Code page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Sort Attendance Codes

Though you must choose a sort order of 1 for the "present" attendance code, you can change the sort order of the other attendance codes without using the Edit Attendance Code page.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Choose different sort orders for the attendance codes from the **Sort** pop-up menus.
4. Click **Submit**. The page re-sorts the attendance codes.

Full-Time Equivalencies

Attendance calculations support full-time equivalencies (FTEs). FTEs are a powerful tool used in schools that need to associate groups of students with different attendance values for the same day, for example, full-time and half-time students.

FTEs are also used to determine default settings for reporting on Average Daily Attendance and Average Daily Membership (ADA/ADM). These settings include the default attendance mode (Meeting or Daily) and conversion type (Period to Day, Time to Day, or Code to Day). FTEs are school- and year-specific, but will be duplicated when new years are created.

Using Full-Time Equivalencies (FTE) page, you can set up and use FTEs to indicate what portion of a school day students attend.

Note: If this is the first time you have accessed the Full-Time Equivalencies (FTE) page, you will notice an FTE of 1 was created. This is to maintain backwards compatibility, as previously PowerSchool assumed students were full-time.

For more information about attendance, see *Attendance Overview*.

Set Students' FTEs

Once attendance is set up, you will need to set students' FTEs for school enrollments via the student Transfer Information page.

FTE is a grouping that associates a student's school enrollment with a set of attendance conversion values. When ADA runs, for a student, it runs for each school enrollment during the report dates. When processing each school enrollment, it uses the student's FTE to locate the set of attendance conversions to use when looking up the attendance value for the day. For more information, see *Transfer Information*.

How to Access the Full-Time Equivalencies Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page displays the following information:

Field	Description

Field	Description
Name	The name of the FTE as it appears in the Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Description	A description of the FTE code.
Default Attendance Mode	Attendance mode that will be used for reporting purposes if a specific mode is not provided.
Default Attendance Conversion	Attendance conversion that will be use for reporting purposes if specific conversion is not provided.

How to Add an FTE Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click **New**. The New FTE Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the FTE as you want it to appear in the Full-Time Equivalency pop-up menu on the Edit Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Default Attendance Mode	Choose the attendance mode from the pop-up menu that will be used for reporting purposes if specific mode is not provided.
Default Attendance Conversion	Choose the attendance conversion from the pop-up menu that will be use for reporting purposes if specific conversion is not provided.
Description	Enter a description of the FTE code.
Default for These Grades	Indicate which grades you want the FTE code to be applied to by selecting the appropriate checkboxes. These checkboxes determine what FTE a student of a particular grade level will be assigned when the End of Year process moves them into their new grade for the next year. The values should be defined for the upcoming school year's FTEs before running the End of Year process for the

Field	Description
	current school year.

5. Click **Submit**. The Full-Time Equivalencies (FTE) page displays the new FTE code.

How to Edit an FTE Code

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click the name or description of the FTE code you want to edit. The Edit FTE Code page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an FTE Code*.
5. Click **Submit**. The Full-Time Equivalencies (FTE) page displays the edited FTE code.

How to Delete an FTE Code

When deleting an FTE code, other users and student records may be directly impacted. Deleting an FTE code is not recommended unless the FTE code was created in error. If the FTE code is already in use, it cannot be deleted.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click the name or description of the FTE code you want to delete. The Edit FTE Code page appears.
4. Verify this is the FTE code category you want to delete.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Attendance Preferences

Use the attendance Preferences page to specify general attendance preferences. Each preference is school- and year-specific. For global preferences at the district level, see *Global Attendance Preferences*.

Use the Quick Look Up Preferences page to specify attendance preferences as they relate to the Quick Look Up page for each student.

For more information about attendance, see *Attendance Overview*.

Enable Enter Attendance Link on Student Pages Menu

To enable the Enter Attendance link to appear in the student pages menu, you must select Meeting or Interval as one of the attendance recording methods and set it as the default attendance recording page. You can use the Enter Attendance link as a shortcut to the Edit Meeting Attendance page or the Edit Interval Attendance page.

How to Specify General Attendance Preferences

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Preferences**. The Attendance Preferences page appears.
3. Use the following table to enter information in the Recording section:

Field	Description
Attendance recording methods	Select the appropriate checkboxes that apply (any combination of the four options is valid): • **Meeting** to record attendance by meeting for this year • **Daily** to record attendance by day for this year • **Time** to record attendance this year by entering a time value • **Interval** to record attendance this year according to a specified time interval
Audit attendance records	Select the checkbox to enable auditing of attendance. After an attendance record is initially created, PowerSchool keeps track of any change, its previous value, and who made the change.
Default attendance page	Use the pop-up menu to indicate the default attendance page to display when viewing student attendance. The items that appear in the pop-up menu vary based on the attendance recording methods you select.
Enable multiple character attendance codes	By default, you can only create single-character attendance codes. To create multiple-character attendance codes, select the checkbox.
Meeting and daily attendance bridge	When using both Meeting and Daily attendance modes, this setting allows you to synchronize attendance records based on a bridge period. You can define a bridge period in each bell schedule. To create and synchronize Daily attendance records based on the bridge period, select **One-Way**. To keep the corresponding meeting attendance record synchronized whenever a change is made to a daily attendance record, select **Two-Way**. **Note:** It is not necessary to bridge Meeting and Daily attendance. Daily attendance can be managed manually. However, bridging attendance does provide a convenient way of automatically creating and maintaining attendance when both attendance modes are in use.

Field	Description
	Bridging attendance only functions with sections and section enrollments, which reside in the same school.
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerTeacher. The default is set to 14 days. **Note:** This setting does not apply to PowerSchool.
Number of school days teachers may alter attendance after the current date (PowerTeacher)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerTeacher. The default is set to 7. **Note:** This setting does not apply to PowerSchool.
Show Saturday and Sunday on attendance views	Select the checkbox to display Saturday and Sunday on the Student Attendance pages. This is typically not needed unless you have in-session days on weekends where student attendance marks need to be displayed.
Interval Duration (in Minutes)	Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour. When using Interval Attendance mode, the number of opportunities for which attendance can be recorded during a given class is determined by dividing the bell time for the class by the interval duration. For instance, if a class is 90 minutes long and the interval duration is 60 minutes, then there will be two opportunities provided to take attendance. The first is at the beginning of class and the second is after 60 minutes has gone by. The default for this field is 60 minutes.

4. Use the following table to enter information in the Calculating and Reporting section:

Field	Description
Calculation accuracy	Enter the number of decimal places to use when calculating attendance values.
Count Meeting attendance recorded at another school for students enrolled at this school	If a student is enrolled in a class at another school, and there is attendance associated with that class, select this option to include this attendance when calculating Average Daily Attendance (ADA).
Count these codes for period conversion	This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion. Use the pop-up menu to select **Presents** if your school

Field	Description
	calculates attendance using the number of periods a student is present in a day. Select **Absences** if your school calculates attendance using the number of periods a student is absent in a day.
Round or truncate	Use the pop-up menu to indicate how you want the system to handle long decimals that exceed the maximum when calculating attendance.

5. Use the following table to enter information in the Daily Attendance Calculations section:

Field	Description
Enable ADA Periods and Passing Time Deductions	To enable, see *How to Specify Attendance Preferences* for Daily Time Exclusion. For more information, see the *Daily Time Exclusion*.
Deduct Passing Time	To enable, see *How to Specify Attendance Preferences* for Daily Time Exclusion. For more information, see the *Daily Time Exclusion*.

6. Click **Submit**. The Changes Recorded page appears.

How to Specify Quick Look Up Preferences

The Quick Lookup page displays absences and tardies for each student. You can choose whether to count attendance for sections that meet multiple times per day as single or multiple instances. For example, if a student misses a class that meets during 2 periods per day, you can specify whether that student's Quick Lookup page displays a 1 or 2 for the number of absences for that class. For more information about the Quick Lookup page, see *Student Page Layout*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Quick Look Up Preferences**. The Quick Look Up Preferences page appears.
3. Select the **Count Multi-Period Meeting attendance once per day** checkbox to count only one attendance instance for a class that meets more than once per day. Deselect the checkbox to count attendance for each period.
4. Click **Submit**. The Changes Recorded page appears.

Global Attendance Preferences

Use the Global Attendance Preferences page to configure background processing of attendance and suppress attendance information on the Quick Lookup pages.

When recorded using PowerSchool Teacher, attendance is processed and committed to the PowerSchool database immediately. Due to performance issues, this can cause the server to be unavailable when it is under a heavy load. Alternatively attendance recorded via PowerSchool Teacher and PowerSchool Substitute can be staged for later processing. When configured, teachers and substitute teachers receive immediate feedback indicating that the attendance update has been received by the PowerSchool server and will be updated at a later time.

How to Set Global Attendance Preferences

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance**. The Global Attendance Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Suppress attendance display on Quick Lookup...	Select the checkboxes to hide attendance counts per enrolled course and attendance totals on the students' Quick Lookup pages for the following users: • **...for parent users?** • **...for student users?** • **...for teacher users?** • **...for admin users?**
Process teacher/sub attendance in the background?	Select the checkbox to allow teachers and substitute teachers to submit attendance immediately but have the server process the attendance at a later time.

4. Click **Submit**. The Changes Recorded page appears.

Attendance Indicator

On the PowerTeacher start page, a dot appears next to each class' Chair icon. The color of the dot indicates whether or not the teacher has taken attendance for that class. A clear dot indicates attendance has not been taken. A yellow dot and fraction indicates partial attendance has been taken. A green dot indicates attendance has been taken.

To provide you with flexibility, you can customize the attendance indicator images by replacing them with graphics of your own. You can switch these images as often as you like. For example, you may want to switch your images seasonally by using such images hearts, four-leaf clovers, autumn leaves, or snowmen.

How to Customize the Attendance Indicator

1. Determine the replacement images.

2. Name the replacement images accordingly:

    - For the image that indicates that attendance has not been taken (clear dot), use **attendancetaken_no.png**.
    - For the image that indicates that partial attendance has been taken (yellow dot), use **attendancetaken_some.png**.
    - For the image that indicates that attendance has been taken (green dot), use **attendancetaken_yes.png**.

3. On your PowerSchool Server, navigate to **data > custom > web_root**.
4. Create an **images** folder, if one does not already exist.
5. Open the **images** folder.
6. Copy the replacement images to this folder.

How to Enable Customizations

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. Select the **Customization Enabled** checkbox.
5. Click **Submit**.

How to Disable Customizations

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. Deselect the **Customization Enabled** checkbox.
5. Click **Submit**.

Attendance Conversions

Set up attendance conversions to calculate attendance. You can create multiple attendance conversion methods, such as Full Day or Half Day. For example, a student receives only a half-day of attendance credit if he or she is absent for two to four periods and receives no credit if absent for five or more periods. After creating attendance conversions, set up attendance conversion items. For more information, see *Attendance Conversion Items*. For more information about attendance, see *Attendance Overview*.

How to Access the Attendance Conversions Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversions**. The Attendance Conversions page displays the following information:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Attendance Conversion</td><td>The name of the attendance conversion</td></tr>
<tr><td>FTE</td><td>The name of the Full Time Equivalent (FTE). Students with one FTE can have a different set of conversions than students with a different FTE.</td></tr>
<tr><td>[Attendance Conversion Item]</td><td>The types of attendance conversion items you can create, edit, or delete:

Period - Use to define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.
Code - Use to define the full day ADA value you want a student to receive when a specific attendance code is given.
Time - Use to define the cut off points for attendance and the ADA value a student should receive at each.

Note: Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day and partial day ADA values.

One of the following displays for each attendance conversion item entry:

Defined – Indicates attendance conversion items have been defined.
(NONE) – Indicates no attendance conversion items have been defined.

Note: Values may vary slightly when Day Part Attendance is not enabled.</td></tr>
</table>

How to Add Attendance Conversions

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **New**. The New Attendance Conversion page appears.
4. Enter the name for the attendance conversion.
5. Click **Submit**. The Attendance Conversions page displays the new attendance conversion.

How to Edit Attendance Conversions

You can edit the name of an attendance conversion. To edit conversion items, see *Attendance Conversion Items*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to edit. The Edit Attendance Conversion page appears.
4. Edit the name of the attendance conversion.

   Note: If the attendance conversion is being used by a bell schedule, links to the bell schedule appear. Click the name of the bell schedule to access the Edit Bell Schedule page. For more information, see *How to Set Up Bell Schedules*. Click the duration of the bell schedule to access the Bell Schedule: [Name] page. For more information, see *How to Set Up Bell Schedule Items*.

5. Click **Submit**. The Attendance Conversions page displays the edited attendance conversion.

How to Delete Attendance Conversions

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click the name of the attendance conversion you want to delete. The Edit Attendance Conversion page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Attendance Conversion Items

PowerSchool uses attendance conversion items to calculate attendance for the purposes of state and provincial reports and student records. There are three types of attendance conversion items you can create for each attendance conversion method: period, code, and time.

Note: Period and Time conversions work with daily attendance and partial attendance and can contribute to both full day and partial day ADA values. Whereas, code conversion only works with daily attendance and can only contribute to full day and partial day ADA values. For more information about code conversion, see the *Attendance User Guide* available on **PowerSource**.

Period Items

For each period item, define the number of periods in which the student must be present/absent to receive the number of points ADA value you define.

How to Add Period Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Period column next to the conversion item for which you want to add period items. The Period-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Periods Present / Periods Absent	Period items can be configured for periods present or absent. Present is used if your school calculates attendance using the number of periods a student is present in a day. Absent is used if your school calculates attendance using the number of periods a student is absent in a day. **Note:** To configure, see the **Count these codes for period conversion** setting in the *Attendance User Guide* available on **PowerSource**.
Day Attendance Value	If **Period Present**, enter the number of attendance points students receive toward full day ADA if they are present, based on the number of periods in the **Period Present** column. For example, students are counted as absent for the entire day if they are present for zero or one period, enter **0** in the fields next to 0 and 1 periods present. If **Period Absent**, enter the number of attendance points students receive if they are absent, based on the number of periods in the **Period Absent** column.
AM Attendance Value	If **Period Present**, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are present, based on the number of periods in the **Period Present** field. If **Period Absent**, enter the number of attendance points students receive toward partial day ADA for the AM day part if they are absent, based on the number of periods in the **Period Absent** field. **Note:** This field only appears if Day Part Attendance is enabled.
PM Attendance Value	If **Period Present**, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are present, based on the number of periods in the **Period Present** field. If **Period Absent**, enter the number of attendance points students receive toward partial day ADA for the PM day part if they are absent, based on the number of periods in

Field	Description
	the **Period Absent** field. **Note:** This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

Note: Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**. A confirmation message appears.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Period Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit period items. The Period-to-Day Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Period Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Code Items

For each code item, define the ADA value you want a student to receive when a specific attendance code is given.

Note: Code is not applicable if Day Part Attendance is enabled. For more information, see the *State and Provincial Reporting Day Part Attendance Setup Guide* available on **PowerSource**.

How to Add Code Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Code column next to the conversion item for which you want to add code items. The Code-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Attendance Value	For each attendance code, enter the number of attendance points students receive if they are marked with that attendance code.
Comments	Enter any comments that are relevant to this attendance conversion item.

Comments	Enter any comments that are relevant to this attendance conversion item.

Note: Alternatively, click **Copy From Other Conversion Table** to copy code items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Code Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit code items. The Code-to-Day Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Code Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Time Items

For each time item, define the cut off points for attendance and the ADA value a student should receive at each.

How to Add Time Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** next to the conversion item for which you want to add time items. The Time-To-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Minutes Present	Enter the minimum number of minutes a student must be present to earn the number of attendance points specified in the next field. Use the first row for zero minutes present. **Note:** Only numeric values containing no decimals may be entered.
Day Attendance Value	Enter the number of attendance points students receive toward the full day ADA value if they are present, based on the number of minutes you enter in the **Minutes Present** field.
AM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the AM day part if they are present, based on the number of minutes in the **Minutes Present** field. **Note:** This field only appears if Day Part Attendance is enabled.
PM Attendance Value	Enter the number of attendance points students receive toward the partial day ADA value for the PM day part if they are present, based on the number of minutes in the **Minutes Present** field. **Note:** This field only appears if Day Part Attendance is enabled.
Comments	Enter any comments that are relevant to this attendance conversion item.

Note: Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**. A confirmation message appears.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

How to Edit Time Items

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **Defined** next to the conversion item for which you want to edit time items. The Time Attendance Conversion page appears.
4. Edit the information as needed. For field descriptions, see *How to Add Time Items*.
5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

Grading

Comment Setup

Teacher comments are an essential tool for communicating information about a student's achievements and/or behavior.

Setup

If using PowerTeacher gradebook, you can set up a predefined comment bank and define comment lengths. For detailed information, see *Comment Bank* and *Comment Length*.

Entry

Teacher comments can be entered in PowerTeacher and PowerTeacher gradebook. In PowerTeacher teacher comments can be entered manually and in PowerTeacher gradebook, teacher comments can be entered manually or you can use the district's predefined comment banks or your own personal comment bank.

View

Once entered, teacher comments can be viewed in PowerSchool, the PowerSchool Student and Parent portal, PowerTeacher, and PowerTeacher gradebook.

Comment Bank

Use the comment bank to create and maintain a collection of ready-to-use comments that teachers can then apply in PowerTeacher gradebook.

Note: The Comment Bank is only available in PowerTeacher gradebook at this time. For more information about PowerTeacher gradebook, see *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to Create Comments in the Comment Bank

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click **New**. The New Comment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Comment Code	Enter a numeric, alphabetical, or alphanumeric code.
Category	Enter a category to which you want to assign your comment (optional). The comment bank groups the

Field	Description
	comments by category. **Note:** Categories are not relevant to reports or searches. Comment categories affect only how the comments appear on the Comment Bank page.
Available to	Select an option to display this comment for all schools on this server or only the selected school.
Insert Smart Text	Use smart text to simplify comment entry and personalize standardized comments. Smart text may be inserted into a comment, which will then be auto-populated when the comment is used. For example, rather than entering "Student making steady progress academically," you can personalize the comment by entering "<first name> is making steady progress academically," which translates to "Kate is making steady progress academically." To add smart text to a comment, place the cursor in the **Comment Text** field where you want to add the smart text, and then choose one of the following smart text from the pop-up menu: Student Names • <first name> - translates to PSM_Student.Firstname • <last name, first name> - translates to PSM_Student.LastName, PSM_Student.FirstName • <first name last name> - translates to PSM_Student.Firstname PSM_Student.LastName • <preferred name> - translates to the **Preferred Name** on the Student Info window in PowerTeacher gradebook; if one has not been entered, it translates to PSM_Student.FirstName. • <last name> - translates to PSM_Student.LastName Pronouns based on PSM_Student.Gender • <he/she> - translates to *he* or *she* • <his/her> - translates to *his* or *her* • <him/her> - translates to *him* or *her* • <He/She> - translates to *He* or *She* • <His/Her> - translates to *His* or *Her* • <Him/Her> - translates to *Him* or *Her* The selected smart text then appears within the comment.
Comment Text	Enter the comment text, which can include smart text, hyperlinks and some HTML.

5. Click **Submit**. The Comment Bank page displays the new comment.

How to Edit Comments in the Comment Bank

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the code for the comment you want to edit. The Edit Comment page appears.
4. Edit the information as needed. For field descriptions, see *How to Create Comments in the Comment Bank*.
5. Click **Submit**. The Comment Bank page displays the edited comment.

How to Delete Comments in the Comment Bank

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the code for the comment you want to delete. The Edit Comment page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Delete page appears.

Comment Length

In PowerTeacher gradebook, teachers may enter final grade comments and standard final grade comments. Using the comment length setting, you can define the maximum number of characters that may not be exceeded when entering a comment in PowerTeacher gradebook. If comment length is defined at the district level, the setting is applicable to all schools within the district. If the comment length is defined at the school level, it will override the district setting.

Note: Comment length is only available in PowerTeacher gradebook. For more information about PowerTeacher gradebook, see *PowerTeacher Gradebook User Guide* available on **PowerSource**.

How to Define Final Grade Comment Length

Use the following procedure to define the final grade comment length at the district level.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Comment Setup**. The Maximum Comment Character Length page appears.
3. Enter the number of characters (up to 2048) allowed in the **Approximate maximum number of characters** field.
4. Click **Save**. A confirmation message appears.

How to Define Standard Grade Comment Length

Note: Standard grade comments are adjusted individually for each standard. For more information, see *Enter Standards*.

How to Define Final Grade Comment Length

Use the following procedure to define the final grade comment length at the school level.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Final Grade Comments section select the **School Level** option and then enter the number of characters (up to 2048) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district** option. For more information, see *How to Define Maximum Length for Final Grade Comment at District Level*.

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

How to Define Standard Grade Comment Length

Use the following procedure to define the standard grade comment length at the school level.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Standards Comments section select the **School Level** option and then enter the number of characters (up to 4000) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district standards setup** option. For more information, see *Enter Standards*.

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

Comment Length

In PowerTeacher gradebook, teachers may enter final grade comments and standard final grade comments. Using the comment length setting, you can define the maximum number of characters that may not be exceeded when entering a comment in PowerTeacher gradebook. If comment length is defined at the district level, the setting is applicable to all schools within the district. If the comment length is defined at the school level, it will override the district setting.

Note: Comment length is only available in PowerTeacher gradebook. For more information about PowerTeacher gradebook, see *PowerTeacher Gradebook User Guide* available on **PowerSource**.

District Setting

How to Define Final Grade Comment Length

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Comment Setup**. The Maximum Comment Character Length page appears.
3. Enter the number of characters (up to 2048) allowed in the **Approximate maximum number of characters** field.
4. Click **Save**. A confirmation message appears.

How to Define Standard Grade Comment Length

Note: Standard grade comments are adjusted individually for each standard. For more information, see *Enter Standards*.

School Setting

How to Define Final Grade Comment Length

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.
3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Final Grade Comments section select the **School Level** option and then enter the number of characters (up to 2048) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district** option. For more information, see *How to Define Maximum Length for Final Grade Comment at District Level*.

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

How to Define Standard Grade Comment Length

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Comment Setup**. The Comment Bank page appears.

3. Click the **Comment Length** tab. The Maximum Comment Character Length page appears.
4. In the Standards Comments section select the **School Level** option and then enter the number of characters (up to 4000) allowed.

   Note: To apply the maximum length defined by the district, select the **Same as district standards setup** option. For more information, see *Enter Standards*.

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

Grade Scales

Create multiple grade scales and assign them to different courses or sections. For example, grades given for AP Calculus count more towards a student's GPA than grades for Basic Math. Assign the two courses to different grade scales. For more information about assigning grade scales to courses, see *Course Grade Scales*.

The grade scales you define become the set of grades that are possible to use at all schools on your PowerSchool system. The value of a grade is determined when an historical grade is given to a student taking a particular course. Even if the grade scale for that course changes, the values of that student's grade do not change.

How to Create a Grade Scale

Note: To allow teachers to modify grades scales, sign in to PowerTeacher Administrator, navigate to **Gradebook > Grade Scales,** and select the **Editable** checkbox next to each grade scale. The selected grade scales are then editable in PowerTeacher gradebook.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **New**. The New Grade Scale page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the grade scale.
Description	Enter a description for the grade scale.
Repeated Course Grade Suppression Policy	Choose the repeated course grade suppression policy you want to enable from the pop-up menu. If enabled, stored grades associated to this grade scale will be evaluated based on the selected repeated course grade suppression policy during the permanently store grades process. **Note:** The default is set to **None** indicating that stored grades associated to this grade scale will be included in the stored grades process, but will be excluded from the repeated course grade suppression portion of the process. **Examples**

Field	Description
	For example, you may want to create separate grade scales for courses such as these: • The following example illustrates when you might want to allow repeated course grade suppression. The high school Algebra course is a requirement for students wanting to apply to college. Some students may need to repeat the course in order to receive a passing grade and those grades should be evaluated for repeated course grade suppression. • The following example illustrates when you might want to not allow repeated course grade suppression. The high school Band course is expected to be repeated by students each year and those grades should not be evaluated for repeated course grade suppression. **Note:** For more information, see *Repeated Course Grade Suppression*.

5. Click **Submit**. The Grade Scales page displays the new grade scale.
6. Click **Edit Scale** next to the new grade scale. The Grade Scale: [Grade Scale] page appears.
7. Click **New**. The New Grade page appears.
8. Use the following table to enter information in the fields:

Field	Description
Grade	Enter the grade that you want to create for this grade scale, such as **A**, **B**, or **F**.
Description	Enter a description of the grade in the field, such as Superior. This description appears on grading reports.
Grade Points	Enter the number of grade points to include in the GPA. You can enter up to and including the number 200. For example, an A could be worth 4.0 grade points, a B worth 3.0 grade points, and an F worth 0 grade points.
Cutoff percent	Enter the lowest percentage students can earn to receive this grade. For example, if you enter **93** for an A, then students must earn at least 93% of the total points to receive an A. The system uses the next highest cutoff percentage you define for a different grade to determine the highest percent grade students can earn to receive this grade. **Note:** This is a suggested cutoff for your teachers to use. Teachers can define their own cutoff percentages for this grade in PowerTeacher gradebook if the selected grade

Field	Description
	scale is **editable**.
Gradebook value	This field indicates the value of a letter grade when teachers give letter grades instead of numeric grades. Enter a number for the value of the letter grade; usually, this is in the middle of the range for the grade, such as 88 for a B+.
Counts in GPA?	Select the checkbox to determine that this grade calculates in the GPA.
Receives added value?	Select the checkbox if users can enter a value for this grade that exceeds the normal grade points.
Earns graduation credit?	Select the checkbox to determine that this grade earns credit towards graduation requirements.
Teachers grade scale?	Select the checkbox to indicate that teachers use this grade scale.

9. In the Used By Average Final Grades section, use the following table to enter information in the fields:

Field	Description
Exclude from Average Final Grade Calculation?	Use the checkbox to indicate whether or not to exclude the grade from the average final grade calculation. Any stored grade that contains a grade that is flagged for exclusion will be exempted from the average final grade calculation.
Alternative Grade Points	If your school assigns grades a GPA point value AND a grade averaging point value, use this field to indicate a grade averaging point value. Otherwise, leave blank. This field is used only when the **Use Alternative Grade Points in Calculation** checkbox on the Average Final Grades page is selected.
Cutoff Points	Use this field to indicate the lowest points students can earn to receive this grade. For example, if you enter 4.0 for an A, then students must earn at least 4.0 points to receive an A. The system uses the next highest cutoff points you define for a different grade to determine the highest points grade students can earn to receive this grade.

10. Click **Submit**. The Grade Scale: [grade scale] page appears.
11. Repeat steps 8-10 for each grade in this grade scale.

How to Edit a Grade Scale Grade

Edits to any grade scales affect the grade scales for all of the schools on your system. Use caution when editing a grade scale, because changes to a grade scale entry affect current GPA calculations. Modifications to a grade scale are possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options - Calculations page. For more information, see *GPA Calculations*.

Note: On the Edit Section page for each course, there is an option to override a course's grade scale with either "Same as Course," Default, or any other grade scales.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **Edit Scale** next to the name of the grade scale you want to edit. The Grade Scale: [grade scale] page appears.
4. Click the grade you want to edit. The Edit Grade page appears.
5. Edit the information as needed. For field descriptions, see *How to Create a Grade Scale*.
6. Click **Submit**. The Grade Scale: [grade scale] page displays the edited grade scale.

How to Delete a Grade Scale Grade

Deleting a grade for a grade scale affects all of the schools on your system. Use caution when deleting a grade scale grade because changes affect current GPA calculations.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click **Edit Scale** next to the name of the grade scale you want to edit. The Grade Scale: [grade scale] page appears.
4. Click the grade you want to edit. The Edit Grade page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Edit a Grade Scale

Edits to any grade scales affect the grade scales for all of the schools on your system.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click the name of the grade scale you want to edit. The Edit Grade Scale page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Grade Scale*.
5. Click **Submit**. The Grade Scales page displays the edited grade scale.

How to Delete a Grade Scale

Deleting a grade scale does not affect grades that have already been assigned. The system uses the default grade scale for any course or section that is no longer associated with a grade scale. Deleting a grade scale is possible only if the **Permit modification of grade scales** checkbox is selected on the GPA Options - Calculations page. For more information, see *GPA Calculations*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Grade Scales**. The Grade Scales page appears.
3. Click the name of the grade scale you want to delete. The Edit Grade Scale page appears.

   Note: You cannot delete the default grade scale.

4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

GPA Calculations

Before running a grade-related report, such as a report card, set up the correct parameters to calculate your school's grade point average. Some schools also choose to factor into the GPA calculation the number of times a student takes a course. Since GPAs are calculated on-the-fly, any changes take effect immediately and affect all schools on the server.

For information about setting the calculation methods and attempt types, see the following sections:

- *GPA Calculation Methods*
- *GPA Attempt Types*

For information about other GPA settings, see *How to Set Other GPA Settings*.

GPA Calculation Methods

Create GPA calculation methods to define the formula and criteria for GPA calculations. PowerSchool includes four standard calculation methods: Simple, Simple Percent, Weighted, and Weighted Percent. You can modify the standard methods to meet your needs or create an unlimited number of additional calculation methods.

Any changes or additions to the list of calculation methods affect all schools on your server. To share a method with schools on other servers, export the method as a template. For more information, see *How to Export GPA Calculation Methods*. If you have the proper permissions, you can remove a calculation method using DDA/DDE. For more information, see *Direct Database Export*.

Once GPA is calculated, the GPA code is used to present GPA information on reports, exports, and student pages. This code always starts with *gpa and is followed by optional parameters that include pairs of names and values.

Examples of the GPA code include:

- **~(*gpa)** returns the cumulative weighted GPA for a student for all years at the school
- **~(*gpa method=weighted type=cumulative grade=12 credittypeCORE)** returns a weighted GPA for core classes for the student's senior year

The following table lists the parameters and values. All parameters except for "method" are overridden by any settings in the calculation method. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the specific calculation method that should be used when performing this calculation. If omitted, a method called "weighted" will be used.	method=weighted method=simple method=honors
Type	Specifies the type of the calculation. Valid options are: • **Cumulative:** Uses values from historical grades only. • **Current:** Uses the current (not stored) grades sent by PowerTeacher. If "current" is specified, the term, grade, and year attributes, if specified, are ignored; only grades from the in-session school year using the store code specified on the Current Grade Display settings page in District Setup will be used. • **Projected:** Uses the historical grades, plus those projected grades as defined in the calculation method. If omitted, "cumulative" is	type=cumulative type=current type=projected

Parameter	Description	Example
	used.	
Term	One or more term abbreviations. Only grades whose store codes match the specified abbreviations will be used in the calculation. Separate multiple terms with commas. If omitted, any store code is permitted. If one or more term abbreviations are specified but no grade or year, only grades from the current school year are used.	term=S1 term=Q1,Q2,Q3
Grade	One or more grade levels. Only grades stored at the specified grade levels will be used in the calculation. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used.	grade=12 grade=7,8,9
Year	One or more four-digit school years. Only grades stored during the specified school years will be used in the calculation. Specify the start year of a school year that spans multiple calendar years. For example, use 2003 for the 2003-2004 school year. Separate multiple years with commas. If omitted, all school years are used.	year=1999 year=1998,1999,2000
credittype	One or more credit types. Only grades that match one or more of the specified credit types will be used in the calculation. Separate multiple credit types with commas. If omitted, grades with any credit type, including no credit type, are used.	credittype=English credittype=ENG,SCI,MATH credittype=Core,Electives

Parameter	**Description**	**Example**
Scale	The name of the grade scale to use for this calculation. If a particular letter grade is not present in the specified grade scale, that grade will not be included in the calculation. If the name of the grade scale specified is unrecognized, a scale called Default is used. If omitted, the GPA points from the grade itself are used.	scale=Default scale=Standard scale=Honors

How to Add GPA Calculation Methods

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click **New**. The GPA Calculation Method page appears.
5. Use the following table to enter information in the fields:

Field	**Description**
Method name	Enter the name of the calculation method. This is the name that will be referred to in GPA codes on other pages in PowerSchool. **Note:** The standard methods Weighted and Simple cannot be renamed.
Description	Enter a description of the calculation method. This description appears on the GPA Calculation Methods page.
Formula	Enter the formula for the method used to determine the result of the calculation. The formula closely resembles a formula used on a spreadsheet. Formulas can include functions, such as average, round, and sum. Use standard operators, such as **+** (addition) and ***** (multiplication), or use logical operators such as **=** (equal to) and **>** (greater than). For more information, see *Formulas for Calculation Methods*.
Calculation type	Choose an option from the pop-up menu:

Field	Description
	• **Cumulative:** Uses historical grades in the calculation that match the query options specified. • **Current:** Uses current final grades in the calculation, as determined in the School Setup area. A current calculation type uses the current final grades from PowerTeacher. Terms, grade levels, and school years are ignored with this calculation type. • **Projected:** Uses historical grades and additional grades as defined in the Projected GPA Options area of the GPA Calculation Method page. A projected calculation type uses historical grades that match the query options specified, plus additional grades determined by any Projected GPA Options. If the calculation type is specified, the type parameter of the GPA code is ignored.
Grade scale	To override the GPA points used in the calculation with a single grade scale, choose the grade scale from this pop-up menu. If a specific letter grade is not found in the grade scale, it is not used in the calculation. Ordinarily, the GPA points associated with the stored grade are used in the calculation. Typically, these are the weighted points. A single grade scale may be specified to override these GPA points with the values in the specified grade scale for this calculation. For example, a stored grade A may have 5 GPA points. That same A may only be worth 4 GPA points on the Standard grade scale. Use scales to calculate complex weighted GPAs for class ranking and honor roll applications, while maintaining a standard 4.0 scale to use on transcripts and college applications. If a grade scale is specified, the scale parameter of the GPA code is ignored.
Terms	Optionally, specify one or more term abbreviations, such as **Q1** or **S2**, to use in the calculation. Separate multiple values with commas. Only grades whose store code matches one of the term abbreviations will be included in the calculation. If the calculation type is Current, terms are ignored. If terms are specified, the term parameter of the GPA code is ignored.
Grade levels	Optionally, specify one or more grade levels to use in the calculation. Use the numeric grade level, such as **11** for eleventh grade or **0** for kindergarten. Separate multiple

Field	Description
	values with commas. Only grades recorded when a student was at the specified grade levels will be included in the calculation. Note that only grades that fall within the historical grade levels specified in the school's record in District Setup may be specified. For example, if the historical range for the school is 912, specifying **8** in the GPA code will return zero. Separate multiple grade levels with commas. If omitted, the historical grade range for the school is used. If the calculation type is Current, grade levels are ignored. If grade levels are specified, the grade parameter of the GPA code is ignored.
School years	Optionally, specify one or more four-digit school years to use in the calculation. For example, enter **2003** for the 2003-2004 school year. Separate multiple values with commas. Only grades recorded during the specified school years will be included in the calculation. School years are closely related to grade levels. As such, if the school year specified translates to a student's grade level that is outside the historical range for the school, zero will be returned. For more information, refer to the "Grade levels" field. If the calculation type is Current, school years are ignored. If school years are specified, the year parameter of the GPA code is ignored.
Credit types	Optionally, specify one or more credit types to use in the calculation. Separate multiple values with commas. Only grades whose credit type matches one of the types specified will be included in the calculation. In case of a current GPA, the course's credit type is used. In case of a cumulative GPA, the credit type specified for the stored grade is used if present; otherwise, the course's credit type is used, if found. If an historical grade does not have a credit type or if the calculation type is Current, the course's credit type is used. If credit types are specified, the credittype parameter of the GPA code is ignored.
Only include grades	Select all, none, or a combination of the following checkboxes to narrow the selection of grades used in the calculation: • **That count in GPA:** Includes only historical grades that are specified to be included in the GPA. If the calculation type is Current, only grades from courses and sections that have been flagged to be

Field	Description
	included in GPA will be included in the calculation. • **That count in class rank:** Includes only historical grades that are specified to be included in the class rank. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in class rank will be included in the calculation. • **That count in honor roll:** Includes only historical grades that are specified to be included in the honor roll. If the calculation type is Current, only grades from courses and sections that have been flagged to be included in honor roll will be included in the calculation. • **With potential credit:** Includes only historical grades that have a potential credit that is not zero. If the calculation type is Current, the potential credit is determined by referring to the corresponding course record. If you deselect all of these checkboxes, all historical grades will be included in the calculation.
Projected grades are	If the calculation type is Projected, choose the type of grades used for projected GPA calculations from this pop-up menu. Projected grades are used to determine grades mid-term, such as when colleges want grades for a twelfth-grade student for admission purposes: • **Current final grades:** Uses current final grades from PowerTeacher, as determined in the School Setup area. • **Stored grades from this term:** Enter the term abbreviation in the blank field.
Do not add grade if	If the calculation type is Projected, choose the term for the grade to use in projected GPA calculations from this pop-up menu: • **A grade for the course exists in any term** • **A grade for the course exists in this term:** Enter the term abbreviation in the blank field. A grade will not be added to the calculation if there already exists an historical grade for the current school year with the same course number for any store code or for the specified store code.
Stored credit hours	If the calculation type is Projected, choose the credit hours option used in projected GPA calculations from this pop-up menu:

Field	Description
	• **Use actual credit hours** • **Get potential credit from course** If projected grades are historical grades, specify whether to use the actual potential and earned credit stored with the grade or to use the potential credit hours from the corresponding course.

Note: When using projected GPA options, most schools will set the last three options as **Projected grades are stored grades from this [specified] term**, **Do not add grade if a grade for this course exists in any term**, and **Stored credit hours use the course's potential credit hours**.

6. Click **Submit**. The GPA Calculation Methods page displays the new method.

How to Edit GPA Calculation Methods

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method you want to edit. The GPA Calculation Method page appears.
5. Edit the information as needed. For field descriptions, see *How to Add GPA Calculation Methods*.
6. Click **Submit**. The GPA Calculation Methods page displays the edited method.

How to Export GPA Calculation Methods

After you create and save a calculation method, you can export the calculation method for use on another PowerSchool server. The option to export the calculation method is available only for saved methods.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Calculation Methods**. The GPA Calculation Methods page appears.
4. Click the name of the calculation method to be exported. The GPA Calculation Method page appears.
5. Click **Export as template**. Save the file as a PowerSchool Template file (*.pst). You can now share the file with other PowerSchool servers.

Formulas for Calculation Methods

Like a formula in a spreadsheet, create formulas for calculation methods in PowerSchool. Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average.

There are five categories of functions:

- **Numeric:** Such as rounded, truncated by specified number of places
- **Logical:** Such as "if," "and," "or"
- **Statistical:** Such as average, max, min, median, product, sum
- **Text:** Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions:** Such as number of grades counted in GPA, course numbers, GPA calculation

Results of GPA functions may be arrays of values, which are in braces and separated by commas. For example, the function gpa_percent() may return the result {95.5,83.2,67.8,92} for a student. When you combine the gpa_percent() function with the statistical function average, the formula average(gpa_percent()) returns the result of 84.625 for those four grades.

Embed functions within each other to return the exact result you want. When appending the Round function to the example above to create the formula round(average(gpa_percent()),2), the result is 84.63. The value 2 in the formula indicates the number of digits to round from the decimal point.

You can also use any standard numeric or text operators in a formula, such as **+** (addition), **-** (subtraction), ***** (multiplication), **/** (division), **** (integer division), **^** (exponentiation), **%** (modulo), and **&** (concatenation). The following comparison operators may be used in logical functions: **<** (less than), **<=** (less than or equal to), **>** (greater than), **>=** (greater than or equal to), **=** (equal to), and **<>** (not equal to). For example, use the formula if((average(gpa_percent()))>90,Outstanding Academic Achievement,) to return the phrase Outstanding Academic Achievement if a student's average percentage for the grades exceeds 90 percent. If not, the formula returns nothing.

For more information about functions, see *Functions*. For a list of functions, see the following sections:

- *Numerical Functions*
- *Logical Functions*
- *Statistical Functions*
- *Text Functions*
- *GPA Functions*

GPA Attempt Types

When calculating a student's GPA, you may want to consider the number of times he or she attempts to take a course. An attempt is a numerical expression to determine the length of the term. The name of the attempt type is the first letter of the term abbreviation, such as Y for year or S for semester. The corresponding number is the numeric expression, using decimals for fragments of the term.

Attempt types are used by the gpa_attempts() function. Attempts for a grade are determined by looking up the first character of the store code or term abbreviation, which is listed with the attempt type. If a match is found, the value specified for the attempt type is returned. If a match is not found, zero is returned as a result of that function. For more information about functions, see *Formulas for Calculation Methods*.

How to Add GPA Attempt Types

If you are using the gpa_attempts() function, set up GPA attempt types to factor the number of times a student takes a course in GPA calculations. Otherwise, it is not necessary to create attempt types.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click **New**. The GPA Attempt Type page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the attempt type, which is the first letter of the term abbreviation.
Value	Enter the value of the attempt type.
Description	Enter a description for the attempt type.

6. Click **Submit**. The GPA Attempt Types page displays the new attempt type.

How to Edit GPA Attempt Types

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click the name of the attempt type you want to edit. The GPA Attempt Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add GPA Attempt Types*.
6. Click **Submit**. The GPA Attempt Type page displays the edited attempt type.

How to Delete GPA Attempt Types

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Attempt Types**. The GPA Attempt Types page appears.
4. Click the name of the attempt type you want to delete. The GPA Attempt Type page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Set Other GPA Settings

Modify other global settings related to GPA calculations, including the number of decimal places used in credit hours and the ability to prevent modifications of grade scales.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **GPA Calculations**. The GPA Settings page appears.
3. Click **Miscellaneous**. The GPA Misc Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Number of decimal places in credit hours	Enter the number of places from the decimal point to display for the credit hours.
Permit modification of grade scales	Select the checkbox if you want users to be able to modify grade scales. You should deselect the checkbox after the start of the school year to prevent users from modifying grade scales.

5. Click **Submit**. The Changes Recorded page appears.

Tests Setup

Before entering test scores for an individual student, create new tests that are available to all the schools on your system. If the test already exists on your system, you can edit test information, such as its description or the sort order of test scores.

How to Create a New a Test

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **New**. The New Test page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the test.
Type	Choose the level of the test from the pop-up menu.
Description	Enter a description for the test that appears on the Test Scores and student pages menus.

5. Click **Submit**. The Test Scores page displays the new test. To add test scores, see *How to Create a Test a Score*.

How to Edit a Test

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click the name of the test you want to edit. The Edit Test page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a New a Test*.
5. Click **Submit**. The Test Scores page displays the edited test. To add test scores, see *How to Create a Test Score*.

How to Delete a Test

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click the name of the test you want to delete. The Edit Test page appears.
4. Select the checkbox at the end of the warning note.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Test Scores Setup

Test scores are scores associated with a particular test. Use the test score fields when entering scores for individual students. Before creating test scores, identify or create the appropriate test. For more information, see *Tests Setup*.

How to Create a Test Score

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.
4. Click **New**. The New Test Score: [Test Name] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the test score
Sort Order	Indicate the order for the test score. **Note:** Alternatively, leave the Sort Order field blank and set the sort order from the Test Scores: [Test Name] page. For more information, see *How to Edit a Test*.
Description	Enter a description for the test to appear on the Test Scores page.

6. Click **Submit**. The Test Scores: [Test Name] page displays the new test score.

How to Edit Test Scores

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test you want to edit. The Test Scores: [Test Name] page appears.
4. Skip to Step 6 to edit a test score. To change the sort order of the test scores, enter the order of each test scores in the Sort Order fields.
5. Click **Submit**.
6. Click the score name for the test score you want to edit. The Edit Test Score: [Test Name] page appears.
7. Edit the information as needed. For field descriptions, see *How to Create a Test Score*.
8. Click **Submit**. The Test Scores: [Test Name] page displays the edited test score.

How to Delete a Test Score

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Grading, click **Tests**. The Test page appears.
3. Click **Edit Scores** next to the test. The Test Scores: [Test Name] page appears.
4. Click the score name for the test score you want to delete.
5. Select the checkbox at the end of the warning note.
6. Click **Delete**.
7. Click **Confirm Delete**. The Selection Deleted page appears.

Functions

Formulas consist of functions and arguments, in most cases. Functions are used to perform operations on values, such as calculating a sum or an average, including a grade point average (GPA).

There are five categories of functions:

- **Numerical functions**: Such as rounded, truncated by specified number of places
- **Logical functions**: Such as "if," "and," "or"
- **Statistical functions**: Such as average, max, min, median, product, sum
- **Text functions**: Such as ASCII characters, uppercase, repeat text by specified number of times
- **GPA functions**: Such as number of grades counted in GPA, course numbers, GPA calculation

Functions must always include the parentheses, even if no arguments are specified. When specifying arguments to functions, be sure to enclose text values in quotation marks.

GPA Samples

Sample GPA formulas are listed below to illustrate the options available.

PowerSchool's traditional cumulative weighted GPA, rounded to 3 decimal places:

round((gpa_sum(gpa_gpapoints()*gpa_potentialcredit()/sum(gpa_potentialcredit()),3)

PowerSchool's traditional cumulative simple GPA, truncated to 2 decimal places:

trunc((average(gpa_gpapoints()),2)

A value added GPA:

average(gpa_gpapoints())+sum(gpa_addedvalue())

The number of A grades received:

countof(A,gpa_grade())+countof(A+,gpa_grade())+countof(A-,gpa_grade())

Total of all earned credit:

sum(gpa_earnedcredit())

The text "You are a star student!" if the student received more than 3 A+ grades:

if(countof(A+,gpa_grade())>=3,You are a star student!,)

The list of all letter grades, GPA points, and potential credit values used by the calculation:

gpa_grade()&&gpa_gpapoints()&&gpa_potentialcredit()

The result of one GPA calculation if the student has any grades with added value, or the result of another if not:

if(sum(gpa_addedvalue())>0,gpa_calculation(honors),gpa_calculation(standard))

Numerical Functions

Functions are used to perform operations on values, such as rounding numbers to a specified number of digits. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Abs (Absolute Value)	abs(number)	Returns the absolute value of the number. The result is either a positive number or zero.	abs(-4) returns 4 abs(78) returns 78 abs(0) returns 0
Dec (Decimal) or Frac (Fraction)	dec(number)	Returns the decimal (fractional) part of a real number. The result is always positive.	dec(22.575) returns 0.575 dec(-4.12) returns 0.12

Function name or alternate function	Function	Description	Examples
Exp (Exponent)	exp(number)	Returns e raised to the power of the number. The constant e equals 2.718281828459, the base of the natural logarithm.	exp(1) returns 2.71828... exp(0.707) returns 2.02811...
Fact (Factorial)	fact(number)	Returns the factorial of the number, equal to 1*2*3*...*number. If the number is negative, returns the #NUM! error value.	fact(5) returns 120 fact(7) returns 5040
Int (Integer)	int(number)	Rounds the number down to the nearest integer. If the number is positive, returns the integer equal to or less than the number. If the number is negative, rounds down to the next lowest whole number.	int(5.76) returns 5 int(-42.123) returns -43
Ln (Natural Log)	ln(number)	Returns the natural logarithm of the number. If the number is negative, returns the #NUM! error value.	round(ln(2.71828), 3) returns 1 ln(4) returns 1.3863...
Log2 (Log to Base 2)	log2(number)	Returns the logarithm of the number to base 2. If the number is negative, returns the #NUM! error value.	log2(43) returns 5.4263...
Log10 (Log to Base 10)	log10(number)	Returns the logarithm of the number to base 10. This is the inverse of the number E in	log10(100000) returns 5

Function name or alternate function	Function	Description	Examples
		scientific notation. If the number is negative, returns the #NUM! error value.	
Log	log(number{,base})	Returns the logarithm of the number to a base. If the base is omitted, uses 10. If the number or base is negative, returns the #NUM! error value.	log(10000) returns 4 log(10000,6) returns 5.1404...
Mod (Modulo)	mod(number,divisor)	Returns the remainder when the number is divided by the divisor. The result has the same sign as the value of the number being divided. If the number or divisor is a real number, it will be rounded before calculating the modulo.	mod(5,-2) returns 1 mod(23,7) returns 2
Pi	pi()	Returns pi, the ratio of a circle's circumference to its diameter.	pi() returns 3.141592653589793116
Power	power(number,power)	Returns the result of the number raised to a power.	power(2,8) returns 256 power(14,0.5) returns 3.7417...
Rand (Random)	rand({number})	Returns a random number between 0 and the number. If the number is omitted, the returned value is between 0 and 1.	rand() returns 0.8462... rand(50) returns 31.4896...
Round	round(number,digits)	Returns a number rounded to the	round(59.72893,3) returns 59.729

Function name or alternate function	Function	Description	Examples
		specified number of digits from the decimal point. If digits is positive, it specifies the number of digits to the right of the decimal point. If negative, it specifies the number of digits to the left of the decimal point.	round(115925.45,-3) returns 116000
Sign	sign(number)	Returns 1 when the number is positive, -1 when it is negative, and 0 when it is zero.	sign(42) returns 1 sign(-827.32) returns -1 sign(0) returns 0
Sqrt (Square Root)	sqrt(number)	Returns the positive square root of the number. If the number is negative, returns the #NUM! error value.	sqrt(25) returns 5 sqrt(86) returns 9.2736...
Trunc (Truncate)	trunc(number{,digits})	Truncates the number by removing the decimal (fractional) part of the number. If digits is specified, it specifies the precision (number of decimal places) to truncate.	trunc(548.14687) returns 548 trunc(3.4583,2) returns 3.45

Logical Functions

Functions are used to perform operations on values, such as returning a specified number if certain conditions are met. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples

Function name or alternate function	Function	Description	Examples
And	and(logical1{,logical2,...})	Returns 1 if all of the arguments are true (not zero), or 0 if any argument is false (zero).	and(1,0,1,43) returns 0 and((5=5),1) returns 1
If	if(logical,true_value,false_value)	Returns the true_value if the logical argument is true (not zero), or the false_value if the logical argument is false (zero).	if(1,100,0) returns 100 if(gpa_count()>20, Lots,Few) returns Few
IsBlank	isblank(text)	Returns 1 if the text is blank or 0 if it is a number or contains text.	isblank(83.2) returns 0 isblank(test) returns 0 isblank() returns 1
IsEven	iseven(number)	Returns 1 if the number is zero or evenly divisible by 2, or 0 if it is not.	iseven(42) returns 1 iseven(-17) returns 0
IsLogical	islogical(value)	Returns 1 if the argument can be interpreted as a logical value (0 or 1), or 0 if it cannot.	islogical(0) returns 1 islogical(gpa) returns 0
IsNumber	isnumber(value)	Returns 1 if the argument is a number, or 0 if it is text.	isnumber(3.412) returns 1 isnumber(A+) returns 0
IsOdd	isodd(number)	Returns 1 if the number is not zero or evenly divisible by 2, or 0 if it is.	isodd(42) returns 0 isodd(-17) returns 1
IsText	istext(value)	Returns 1 if the argument is text, or 0 if it is a number.	istext(0) returns 0 istext(gpa) returns 1

Function name or alternate function	Function	Description	Examples
Not	not(logical)	Reverses the logic of the logical value: Returns 1 if logical is false (zero), or 0 if logical is true (not zero).	not(1) returns 0 not(5=4) returns 1
Or	or(logical1{,logical2,...})	Returns 1 if any of the arguments are true (not zero), or 0 if all are false (zero).	or(0,0,1,0) returns 1 or((5=4),0) returns 0

Statistical Functions

Functions are used to perform operations on values, such as calculating a sum or an average. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Average or Avg or Mean	average(number1{, number2, ...})	Returns the average (arithmetic mean) of the numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	average(12,18,25,15) returns 17.5 average(gpa_percent()) returns 80.5
Count	count(value1{,value2, ...})	Returns the number of arguments given. The arguments may be individual values or results of functions that return arrays of values.	count(12,18,25,15) returns 4 count(gpa_percent()) returns 5
CountOf	countof(search_value,value1 {,value2, ...})	Returns the number of occurrences of search_value in the remaining	countof(3.5,4,3.75, 3.5,3,3, 4,3,2,3.5,2.5,3) returns 2

Function name or alternate function	Function	Description	Examples
		arguments. The arguments may be individual values or results of functions that return arrays of values.	countof(A,gpa_grade()) returns 1
Distinct	distinct(value1{,value2, ...})	Returns an array of the unique values found in the arguments. The arguments may be individual values or results of functions that return arrays of values.	distinct(4,3.75,3.5,3,3,4,3,2,3.5,2.5,3) returns {4,3.75,3.5,3,2,2.5} distinct(gpa_grade()) returns {A,B+,B,C+,F}
Geomean (Geometric Mean)	geomean(number1{,number2, ...})	Returns the geometric mean of the positive numeric arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	geomean(12,18,25,15) returns 16.8702 ... geomean(gpa_percent()) returns 79.0972 ...
Harmean (Harmonic Mean)	harmean(number1{,number2, ...})	Returns the harmonic mean of the positive numeric arguments, the reciprocal of the arithmetic mean of reciprocals. The arguments may be individual numbers or results of functions that return arrays of numbers. If any argument is negative, returns the #NUM! error value.	harmean(12,18,25,15) returns 16.2896 ... harmean(gpa_percent()) returns 77.5126 ...

Function name or alternate function	Function	Description	Examples
Max (Maximum)	max(number1 {,number2, ...})	Returns the largest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	max(12,18,25,15) returns 25 max(gpa_percent()) returns 96.2
Maxa (Maximum Alphabetic)	maxa(value1 {,value2, ...})	Sorts the arguments alphabetically, then returns the last value. The arguments may be individual values or results of functions that return arrays of values.	maxa(red,white,blu e,green) returns white
Median	median(number1 {,number1, ...})	Returns the median of the numeric arguments. The median is the number in the middle; half of the numbers are greater than the median, half are less. If there is an even number of arguments, returns the average of the two numbers in the middle.	median(1,2,3,4,5) returns 3 median(1,2,3,4,5,6) returns 3.5 median(gpa_gpapoi nts()) returns 3.333
Min (Minimum)	min(number1 {,number2, ...})	Returns the smallest number in the list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers.	min(12,18,25,15) returns 12 min(gpa_percent()) returns 54.8
Min (Minimum	mina(value1	Sorts the arguments	mina(red,white,blue

Function name or alternate function	Function	Description	Examples
Alphabetic)	{,value2, ...})	alphabetically, then returns the first value. The arguments may be individual values or results of functions that return arrays of values.	,green) returns blue
Mode	mode(value1 {,value2, ...})	Returns the mode of the arguments. The mode is the most frequently occurring, or repetitive, value. If no value repeats, returns #N/A. In the case of a uniform distribution, or multiple modes, returns only one value. The arguments may be individual values or results of functions that return arrays of values.	mode(12,18,25,15) returns #N/A mode(12,18,25,15, 19, 14,18,9,16,20) returns 18 mode(gpa_gpagrade()) returns B
Product	product(number1 {,number2, ...})	Multiplies all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	product(12,18,25,15) returns 8100
Range	range(number1 {,number2, ...})	Returns the difference between the largest and smallest numeric arguments. The arguments may be individual numbers or results of functions that return arrays of	range(12,18,25,15) returns 13 range(gpa_gpapoints()) returns 4

Function name or alternate function	Function	Description	Examples
		numbers.	
Stdev (Standard Deviation)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of a population based on a sample given as a list of arguments using the nonbiased or n-1 method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Stdevp.	stdev(12,18,25,15) returns 5.56778 ... stdev(gpa_percent()) returns 15.6962 ...
Stdevp (Standard Deviation Population)	stdev(number1,number2 {,number3, ...})	Calculates the standard deviation of an entire population given as a list of arguments using the biased or n method. A standard deviation is a measure of how widely values are dispersed from the average value (arithmetic mean). The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Stdev.	stdev(12,18,25,15) returns 4.8218 ... stdev(gpa_percent()) returns 14.0391 ...

Function name or alternate function	Function	Description	Examples
Sum	sum(number1 {,number2, ...})	Adds all the numeric arguments and returns the result. The arguments may be individual numbers or results of functions that return arrays of numbers.	sum(12,18,25,15) returns 70 sum(gpa_potentialc redit()) returns 4
Var (Variance)	var(number1,numb er2 [,number3, ...})	Returns the variance of a population based on a sample given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents the entire population, use Varp.	var(12,18,25,15) returns 31 var(gpa_gpapoints( )) returns 2.5138 …
Varp (Variance Population)	var(number1,numb er2 {,number3, ...})	Returns the variance of an entire population given as a list of arguments. The arguments may be individual numbers or results of functions that return arrays of numbers. If your data represents a sample of the population, use Var.	varp(12,18,25,15) returns 23.25 varp(gpa_gpapoints ()) returns 2.0110 …

Text Functions

Functions are used to perform operations on values, such as joining two strings of text together. The functions in this category are listed alphabetically.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
Char (Character)	char(number)	Returns the ASCII character corresponding to the number. The ASCII set used is the Macintosh extended ASCII set.	char(65) returns A char(92) returns \
Code (ASCII Code)	code(text)	Returns the numeric ASCII code of the first character in the text. The ASCII set used is the Macintosh extended ASCII set.	code(A) returns 65 code(gpa is fun) returns 103
Concatenate or Concat	concatenate(text1{, text2,...})	Joins several strings of text into one string of text.	concatenate(gpa,is, fun) returns gpaisfun concatenate(gpa_count(),,grades) returns 29 grades
Exact	exact(text1,text2)	Returns 1 if both arguments are identical in case and characters, or 0 if different.	exact(GPA,gpa) returns 0 exact(Mr. Smith,Mr. Smith) returns 1
Left	left(text{,num_characters})	Returns the first (leftmost) character or characters in the text. If num_characters is omitted, returns 1 character.	left(GPA) returns G left(Mr. Smith,3) returns Mr.
Len (Length)	len(text)	Returns the number of characters in the text, including spaces, numbers, and special characters.	len(GPA) returns 3 len(Mr. Smith) returns 8
Lower	lower(text)	Converts any uppercase characters in the text to lowercase.	lower(GPA) returns gpa lower(Mr. Smith) returns mr. smith

Function name or alternate function	Function	Description	Examples
Mid (Middle)	mid(text,start_position, num_characters)	Returns a specific number of characters from the text starting at the position you specify.	mid(GPA,1,1) returns P mid(Mr. Smith,3,4) returns . Smi
Proper	proper(text)	Capitalizes the first letter and any letter following a non-letter in the text.	proper(GPA) returns Gpa proper(2-cent's worth) returns 2-Cent'S Worth
Replace	replace(text,start_position, num_characters,new_text)	Replaces num_characters characters of text with the new_text starting at the position you specify.	replace(gpa codes,4,5,is fun) returns gpa is fun replace(Mr. Smith,1,3,Mrs.) returns Mrs. Smith
Rept (Repeat)	rept(text,number_times)	Repeats the text the specified number of times.	rept(gpa is fun ,5) returns gpa is fun gpa is fun gpa is fun gpa is fun gpa is fun rept(-,average(gpa_gpapoints())*4) returns -----------
Right	right(text{,num_characters})	Returns the last (rightmost) characters in the text. If num_characters is omitted, returns 1 character.	right(GPA) returns A right(Mr. Smith,4) returns mith
Trim	trim(text)	Removes leading, trailing, and extra spaces from the text.	trim(gpa is fun) returns gpa is fun
Upper	upper(text)	Converts any lowercase characters in the text to uppercase.	upper(gpa is fun) returns GPA IS FUN upper(Mr. Smith) returns MR. SMITH

GPA Functions

Functions are used to perform operations on values, such as returning the number of grades used to determine a student's GPA. The functions in this category are listed alphabetically. For more information abour GPA functions, see **PowerSource**.

Most functions have at least one required argument, though some do not accept any arguments. Optional arguments are surrounded by braces { }. A brief description and one or more examples follow each function.

Function name or alternate function	Function	Description	Examples
GPA_AddedValue	gpa_addedvalue()	Returns a numeric array listing the added value for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_addedvalue() returns {0,0.02,0,0,0}
GPA_Attempts	gpa_attempts()	Returns a numeric array listing the attempts for each grade used in the GPA calculation. The attempts are determined by comparing the first character of the store code to a lookup table defined in District Setup. If the character is not found in the lookup table, a zero is used. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_attempts() returns {1,1,2,2,2}
GPA_Calculation	gpa_calculation(text)	Returns the result of the GPA calculation method whose name is specified.	gpa_calculation(weighted) returns 3.254

Function name or alternate function	Function	Description	Examples
GPA_Concat	gpa_concat(formula)	Evaluates the formula once for every grade used in the GPA calculation and returns a concatenated string of the results. When used inside gpa_concat(), the following functions return an individual value instead of an array: • gpa_addedvalue() • gpa_attempts() • gpa_coursenumber() • gpa_earnedcredit() • gpa_gpapoints() • gpa_grade() • gpa_gradelevel() • gpa_percent() • gpa_potentialcredit() • gpa_storecode() • gpa_termid() **Note:** A gpa_concat() or gpa_sum() function cannot be used within the formula.	gpa_concat(if(left(gpa_grade())=B,*,)) returns **
GPA_Count	gpa_count()	Returns the number of grades used in the GPA calculation. Functionally equivalent to count(gpa_grade()), but faster.	gpa_count() returns 8

Function name or alternate function	Function	Description	Examples
GPA_CountSchoolYears	gpa_countschoolyears()	Returns the number of unique school years (not grade levels) for the grades used in the GPA calculation.	gpa_countschoolyears() returns 2
GPA_CountUniqueCourses	gpa_countuniquecourses()	Returns the number of unique courses (based on course number) for the grades used in the GPA calculation.	gpa_countuniquecourses() returns 6
GPA_CountYearTerms	gpa_countyearterms()	Counts the number of unique store codes in each school year, then returns a grand total.	gpa_countyearterms() returns 4
GPA_CourseNumber	gpa_coursenumber()	Returns a text array listing the course numbers for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_coursenumber() returns {MA1001,SC2001, FA540,LS105, PE200}
GPA_EarnedCredit	gpa_earnedcredit()	Returns a numeric array listing the earned credit hours for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_earnedcredit() returns {0,0.5,0.5,1,0}
GPA_GPAPoints	gpa_gpapoints()	Returns a numeric array listing the gpa points for each grade used in the GPA calculation. If	gpa_gpapoints() returns {4,3.5,3.333,2.5,0}

Function name or alternate function	Function	Description	Examples
		used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	
GPA_Grade	gpa_grade()	Returns a text array listing the letter grade for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_grade() returns {A,B+,B,C+,F}
GPA_GradeLevel	gpa_gradelevel()	Returns a numeric array listing the grade level for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_gradelevel() returns {9,9,9,10,10}
GPA_Percent	gpa_percent()	Returns a numeric array listing the percentage for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_percent() returns {96.2,88.5,84,79,54.8}
GPA_PotentialCredit	gpa_potentialcredit()	Returns a numeric array listing the potential credit hours for each grade used in the GPA calculation. If used within	gpa_potentialcredit() returns {0,0.5,0.5,1,1}

Function name or alternate function	Function	Description	Examples
		gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	
GPA_StoreCode	gpa_storecode()	Returns a text array listing the store code for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_storecode() returns {Q1,Q2,S1,S1,S2}
GPA_Sum	gpa_sum(formula)	Evaluates the formula once for every grade used in the GPA calculation and returns the numeric total of the results. When used inside gpa_concat(), the following functions return an individual value instead of an array: • gpa_addedvalue() • gpa_attempts() • gpa_coursenumber() • gpa_earnedcredit() • gpa_gpapoints() • gpa_grade() • gpa_gradelevel() • gpa_percent() • gpa_potentialcredit() • gpa_storecode()	gpa_sum(gpa_gpapoints()*gpa_potentialcredit()) returns 5.9165

Function name or alternate function	Function	Description	Examples
		• gpa_termid( ) **Note:** A gpa_concat() or gpa_sum() function cannot be used within the formula.	
GPA_TermID	gpa_termid()	Returns a numeric array listing the term ID for each grade used in the GPA calculation. If used within gpa_concat() or gpa_sum(), returns a single value. See the note in gpa_sum().	gpa_termid() returns {1004,1005,1001, 1101,1102}

Class Rank

Use class rank to determine the order of students when sorted by grade point average (GPA). For example, the student with the highest GPA ranks at the top of the class. Since class rank calculates based on GPAs, the appropriate GPA calculation methods must exist before determining class rank.

Create a class rank method to set parameters for calculating the class rank. Use multiple class rank methods with varying settings to determine multiple sets of class rankings. For example, you can rank all current students using one method and then rank all current students plus students who graduated early using another method.

Class rank is calculated either manually or automatically at specified intervals, such as every week or only after grades are stored. Since calculating class rank affects all class rank methods, it is best to avoid creating more class rank methods than necessary.

Note: Though you can edit class rank methods, you cannot delete class rank methods via the Class Rank Settings page. Instead, you must use Direct Database Access to remove the class rank method. For more information, see *Direct Database Export*.

View the results of the class rank calculation using the Class Ranking Report. For more information, see *How to Run the Class Ranking Report*. You can also include class rank data access tags on custom reports and exports. For more information about data codes, see *PowerSchool Data Codes*.

How to Add a Class Rank Method

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click **New**. The Class Rank Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Description	Enter a description of the class rank method, such as **Class Rank - Simple GPA**.
GPA Calculation Method	Select from the pop-up menu which GPA calculation method to use when calculating class rank. The GPA calculation method determines what is queried and how grades are calculated.
GPA result is	Select from the pop-up menu how you want to assess the class rank: • **Numeric** - Assesses rank numerically, such as giving the student with the highest GPA the rank of 1. This is the most commonly-used selection. • **Text** - Assesses rank alphabetically, such as giving the student with a GPA of A the rank of 1. Select this option when the GPA method returns a text value. For more information, see *GPA Calculation Methods*.
Only include grades	Select the checkbox to include only grades for courses or sections that count in class rank. **Note:** When selected, the class rank grade results may differ from GPA calculation results. This is the only class rank method setting that returns a result that may differ from the GPA.
Exclude students	Select the checkbox to exclude students that are set as excluded from class rank on the students' Other Information page. Some students may be excluded from class rank because they are enrolled for a short amount of time and should not be ranked amongst longer-term students. For more information about excluding a student from the class rank, see *Other Information*. Deselect the checkbox to override the student exclusion setting.
Include early graduates?	Select the checkbox to include students that graduate early. This checkbox filters students that have already exited the school using an exit code that identifies an early graduation. If selected, you must specify in the next field

Field	Description
	the early graduation exit code.
Early graduation exit code	If the checkbox in the previous field is selected, enter an exit code that specifies an early graduation.

6. Click **Submit**. The Class Rank Methods page displays the new class rank method.

How to Edit a Class Rank Method

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Class Rank Methods**. The Class Rank Methods page appears.
4. Click the name of the class rank method you want to edit. The Class Rank Method page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Class Rank Method*.
6. Click **Submit**. The Class Rank Methods page displays the edited class rank method.

How to Recalculate Class Rank

To refresh class rank data, recalculate all class rank methods either manually or at specified intervals.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Class Rank**. The Class Rank Settings page appears.
3. Click **Recalculation Frequency**. The Class Rank Recalculation Frequency page appears.
4. Select at which frequency the class rank should recalculate:

    - **Daily** - Recalculates automatically during the nightly process
    - **Weekly** - Recalculates automatically each weekend
    - **Monthly** - Recalculates automatically once per month
    - **After storing grades** - Recalculates automatically each time grades are stored
    - **Manually** - Never recalculates automatically

    Note: To manually recalculate the class rank, click **Recalculate now**. The class rank recalculates immediately. Once complete, the Changes Recorded page appears.

5. Click **Submit**. The GPA Options Changed page appears.

Honor Roll

The ability to calculate your honor roll based on grading, behavior, or attendance information is important to a school. Every school has its own way of calculating or determining who is on the honor roll and who is eligible for extracurricular activities.

First, define the various honor roll lists used by a school or district. Within those lists, set up the different honor levels that may be attained and the criteria for meeting each level. Once the setup is complete, the PowerSchool administrator should run the calculation function periodically throughout the school year. The results of the calculation are stored in a separate table in the database. These results can be viewed as a summary for a single student, a group report, or as individual components of a custom page, export, or custom report using report codes.

Honor Roll Methods

Honor roll methods define the various honor roll lists used by a school or district. You can create as many different honor roll methods as needed. Honor roll methods can be school-specific or shared among all schools on a server.

Honor Roll Levels

Every honor roll method will contain one or more honor roll levels. The evaluation order of honor roll levels is significant. Typically, the highest honor with the most stringent criteria is evaluated first. If a student does not meet the criteria for that level, the criteria for the next highest honor will be evaluated, and so on. If a student meets the criteria for an honor roll level, a record of that honor is created and the remaining levels are skipped.

The evaluation of the criteria within each honor roll level is cumulative, meaning a student must meet all of the specified options to receive that honor. You can create as many different honor roll levels as needed.

Honor Roll Calculations

Once the honor roll methods and levels have been set up, you can calculate an honor roll at any time.

How to Create an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click **New**. The Honor Roll Method page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the honor roll method. This is the name that will be referred to in honor roll report codes and on

Field	Description
	other menu pages.
Description	Enter a description of the honor roll method.
Can be used by	Specifies whether the honor roll method can be used by all schools on the server, or only the current school. Do one of the following: • Select the current school option. • Select the all schools option.

5. Click **Submit**. The Honor Roll Methods page displays the new honor roll method.
6. Click **Levels** next to the method you just created. The Honor Roll Levels page appears.
7. Click **New**. The Honor Roll Level detail page appears.
8. Use the following table to enter general information:

Field	Description
Name	Enter the name of the honor roll level. This is the level name that appears on report pages and is the default value returned by the honor roll report code. This name does not need be unique, allowing you to define multiple sets of criteria for a given level.
Description	Enter a description of the honor roll level.
Evaluation Order	Enter a value specifying the order in which the various honor roll levels will be evaluated. Lower numbers are evaluated first.
Message	Enter the text message you want to appear on report cards and transcripts. **Note:** The message should be longer than the level name.

9. Use the following table to enter GPA options:

Field	Description
GPA Calculation Method	Choose the GPA calculation method to use when evaluating this honor roll level from the pop-up menu. The GPA calculation method is used for two things: determining a GPA value that may be compared against a specified cutoff value, and building a list of letter grades that will be used in the Grade Options settings described below. Every honor roll level must specify a GPA calculation method.
GPA result is	Since GPA calculation methods can return alphanumeric

Field	Description
	results, choose whether the comparison should be numeric or text from the pop-up menu.
Comparison	Choose the comparator to use when comparing the result of the GPA calculation from the pop-up menu. Enter the cutoff value in the provided field. If you do not want to compare the value of the GPA calculation, leave the cutoff value field blank.
Only include grades	If selected, the checkbox setting allows you to override the settings used in the GPA calculation method so that any grades that have been flagged to be excluded from honor roll are not used in the calculation or returned in the list of grades for the grade options. Do one of the following: • Select the checkbox to allow you to override the settings used in the GPA calculation method. • Deselect the checkbox to not allow you to override the settings used in the GPA calculation method.

10. Use the following table to enter credit options information:

Field	Description
Potential Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the potential credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the potential credit hours, leave the cutoff value field blank.
Earned Credit	Use the pop-up menu to choose the comparator to use when comparing the total of the earned credit hours from the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the value of the earned credit hours, leave the cutoff value field blank.
Number of unique courses	Use the pop-up menu to choose the comparator to use when comparing the number of unique course numbers found in the list of grades returned by the GPA calculation. Enter the cutoff value in the provided field. If you do not want to compare the number of unique course numbers, leave the cutoff value field blank.

11. Use the following table to enter grade options information:

Field	Description
Student must have	These four groups of grade options allow you to do comparisons on the list of letter grades returned by the GPA calculation. Choose a comparison from the pop-up menu: • **At least**: There must be at least <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **No more than**: There cannot be any more than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **Exactly**: There must be no more than and no less than <the specified number> of any of the grades below in the list of grades returned by the GPA calculation • **None**: There cannot be any of the grades below in the list of grades returned by the GPA calculation • **Only**: There must be only the grades below in the list of grades returned by the GPA calculation.
Of the grades	Enter a comma-separated list of letter grades to use with the "Student must have" comparison. If you do not want to compare letter grades in one or more of the grade options, leave this field blank.
And	Choose additional comparisons from the pop-up menu. For each additional comparison, enter the "Students must have" and "Of these grades" information.

12. Click **Submit**. The Honor Roll Methods page displays the new honor roll level.
13. Repeat steps 7 through 12 for each level you want to create.
14. Verify the evaluation order.
15. Click **Submit**. The Honor Roll Methods page appears.

How to Edit an Honor Roll Method

Note: Honor rolls that use a GPA Calculation Type of Current (Start Page > District Setup > GPA Calculations > Calculation Methods > New > Calculation Type = Current) must have a term set up that matches the Final Grade setup. For example, if an Honor Roll for the Q1 Final Grade is used, not only is a Q1 Final Grade needed, but a Q1 term setup in years and terms is also needed.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to edit. The Honor Roll Method page appears.
4. Edit the information as needed. For field descriptions, see *How to Create an Honor Roll Method*.

5. Click **Submit**. The Honor Roll Methods page displays the edited honor roll method.

How to Delete an Honor Roll Method

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the method you want to delete. The Honor Roll Method page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Edit Honor Roll Levels

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to edit. The Honor Roll Levels detail page appears.
5. Edit the information as needed. For field descriptions, see *How to Create an Honor Roll Method*.
6. Click **Submit**. The Honor Roll Levels detail page reappears.

How to Delete Honor Roll Levels

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Honor Roll**. The Honor Roll Methods page appears.
3. Click the levels of the honor roll you want to edit. The Honor Roll Level page appears.
4. Click the level you want to delete. The Honor Roll Levels detail page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Calculate the Honor Roll

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Grades, click **Calculate Honor Roll**. The Calculate Honor Roll page appears.
3. Use the following table to enter information in the fields:

Field	Description
Which Students	Indicate which students for whom you want to calculate honor roll by selecting one of the following options: • Select the **[Student name]** option to calculate honor roll for a single student. This option is useful for testing.

Field	Description
	• Select **The selected [x] students** option to calculate honor roll for the current selection of students. This selection is useful when calculating honor roll for a specific group of students, such as all current seniors. • Select the **All [x] currently enrolled students** option to calculate honor roll for all enrolled students in the selected school.
Store Code	Indicates the new store code to use when storing the resulting honor roll. Enter a valid store code (a letter followed by a single number). **Note:** Results of the honor roll calculation will be stored using this store code for the current school year.
Honor Roll Method	The method by which you want honor roll calculated. Use the pop-up menu to make your choice. **Note:** Only one honor roll method can be calculated at a time.

4. Click **Submit**. PowerSchool calculates the specified honor roll method for the selected students.

   The results of honor roll calculations may be viewed for a **single student or for a group of students**.

Honor Roll Codes

The honor roll code returns data based on honor roll calculations that are periodically run by the PowerSchool administrator. The honor roll code provides an easy way to access the stored data when working with a single student, such as a custom student page, quick export, or object report.

The basic syntax of the honor roll code is illustrated by the examples below. The code always starts with ***honorroll** and is followed by several parameters (name/value pairs). These parameters are always of the form **name=value**. Certain parameters are required. All other parameters are optional and default values will be used if omitted.

~(*honorroll method=High School term=Q2)
~(*honorroll method=NHS term=S1 year=2002 result=gpa)
~(*honorroll method=Honors term=Q2 grade=11)

The following table lists the parameters, values, and examples for the honor roll code. Parameters and values can be included in the code in any sequence.

Parameter	Description	Example
method	Specifies the name of the honor roll method to return. These methods are	method=High School method=NHS

Parameter	Description	Example
	predefined by the user in the Honor Roll section of school setup. The method parameter is required. If omitted, an error message is returned.	
Term	A single term abbreviation. Specifies the store code of the appropriate honor roll record. The term parameter is required. If omitted, an error message is returned.	term=S1 term=Q3
Grade	A single grade level. For KG, PK, use the numeric code 0, -1, and so forth. Specifies the historical grade level of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	grade=12 grade=8
Year	A single four-digit school year. Remember that school years in PowerSchool are specified using the start year. For example, for the 2003-2004 school year, use 2003. Specifies the school year of the appropriate honor roll record. Note that grade and year are often mutually exclusive and the use of both parameters in the code may cause no record to be found. If no grade or year parameter is specified, will find an honor roll record from the current school year.	year=2003 year=2004

Parameter	Description	Example
Result	The type of data to return as the result. Valid options are level, message, gpa, schoolname, and date. Level means return the name of the honor roll level met. Message means return the text message for the honor roll level. GPA means return the GPA used to determine the honor roll level. Schoolname means return the name of the school where the student earned the honor roll. Date means return the date the honor roll was calculated. If omitted, level is returned. Note that if no honor roll is found that matches the parameters specified, no text will be returned regardless of the result setting.	result=level result=message result=gpa result=schoolname result=date

The following are annotated examples of various honor roll codes.

High school honor roll from Q3 of the student's junior year:
~(*honorroll method=High School term=Q3 grade=11)

The GPA used to determine that honor roll level:
~(*honorroll method=High School term=Q3 grade=11 result=gpa)

The NHS honor roll message from S2 of the current school year:
~(*honorroll method=NHS term=S2 result=message)

The date the Q1 Honors honor roll was calculated for this student in the 2002-2003 school year:
~(*honorroll method=Honors term=Q1 year=2002 result=date)

Current Grade Display

Use Current Grade Display to set up or change how the system displays a student's grade and attendance information on the Quick Lookup page in PowerSchool and the Current Grades and Attendance page that parents use in the PowerSchool Student and Parent portal.

Update the settings on this page at the end of each grading term to be sure administrators, administrative staff, and parents view the most up-to-date information for students.

How to Add or Edit Current Grade Display

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Current Grade Display**. The Current Grade Display page appears.
3. Click the **Quick Lookup** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Store Code	Enter a store code for each numbered column. Define that the pages display up to six columns of grade data. For example, define columns for Quarters 1, 2, 3, and 4, as well as Semesters 1 and 2.
Source of Data	Indicate which term grade information you want to display in this column by choosing one of the following from the pop-up menu: • **Gradebook**: to display the term grade that currently exists in the teacher's PowerTeacher gradebook • **Historical**: to display the term grade from the student's historical file or after the completion of a grading term
Current Grade	Enter the store code for the current grading term. The system uses this to determine which grade to display in all current grade fields.
Show citizenship grade	Select the checkbox if you want the system to display the student citizenship code for each grading term. Otherwise, deselect the checkbox.
Hide standards grade in Parent Access	Select the checkbox if you do not want standards grades to display in the PowerSchool Student and Parent portal.
Parent/Student Access Term	Enter the grading term for which you want the system to display the student attendance on the Quick Lookup page in the PowerSchool Student and Parent portal.

5. Click **Submit**. The Current Grade Display page displays the changes.

Final Grade Entry Options (PowerTeacher)

In some cases, your district may only want teachers to enter final grades and not use a gradebook. These teachers can only enter final grades in PowerTeacher. Before teachers can use PowerTeacher to enter final grades, you need to set up your PowerSchool system to do so.

Note: These setup procedures are only applicable if you are using PowerTeacher. They are **NOT** applicable if you are using PowerTeacher gradebook. For information about setting up final grades for PowerTeacher gradebook, see *Final Grade Setup (PowerTeacher Gradebook)*.

PowerTeacher Gradebook Final Grade Entry

Teachers using PowerTeacher gradebook should **NOT** use PowerTeacher to enter final grades. For teachers who only do final standards grade entry, PowerTeacher gradebook has been designed to be much faster and fixes all of the previous issues with PowerTeacher final grade entry. No information entered in PowerTeacher will appear in PowerTeacher gradebook. It is advised that all teachers move to PowerTeacher gradebook for standards grades entry. No setup in the Final Grade Entry Options within the School Setup section of PowerSchool is required for teachers using PowerTeacher gradebook.

How to Set Up PowerTeacher for Final Grade Entry

In PowerSchool, when you enter standards to be used for final grade entry or for use with PowerTeacher gradebook, you must remember to do the following for each standard in the district office standards setup:

- Enter a course number or course numbers. Only those standards that list a course number matching the course number of the teacher's current class appear for final grade entry.
- Select the **Allow assignments to be tied to this standard** checkbox for the appropriate standards in PowerSchool. Teachers may only record final grades for those standards that have the checkbox selected.

For detailed information, see *Enter Standards*.

How to Set Up Final Grade Entry - Global Options

Use this page to set up global final grade entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Global Settings**. The Final Grade Entry - Global Options page appears.
4. Use the following table to enter information in the fields:

Field	Description

Field	Description
Enable final grade entry in PowerTeacher Portal?	Select the checkbox to allow teachers to enter final grades in PowerTeacher.
Final grade columns to display	Enter the final grade columns you want to appear in PowerTeacher.
Allow entry for these final grades	Enter the grading terms for which teachers can enter final grades in PowerTeacher.
Allow entry for	Do one of the following: • Leave both blank to indicate there is no date restriction. • Enter the number of days before the end of the term and the number of days after the end of the term that teachers can enter final grades in PowerTeacher.
Combine Traditional and Standards-based entry on same page	Indicate whether or not to combine traditional and standards-based entry on same page: • Leave the checkbox blank if you want Final Grade Entry (Traditional) and Final Grade Entry (Standards) to appear on separate pages. • Select the checkbox to combine traditional and standards-based entry on same page.

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.

How to Set Up Traditional Final Grade Entry Options

Use this page to set up traditional grading entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Traditional Grading**. The Final Grade Entry Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Enable Final Grade (Letter) entry	Use the pop-up menu to indicate whether or not teachers can enter Final Grade (Letter): • Choose **Disabled** from the pop-up menu if you do not want to allow teachers to enter Final Grade (Letter). • Choose **Pop-up** from the pop-up menu to allow teachers to enter Final Grade (Letter) via a pop-up menu. Section's Grade Scale settings provide the pop-up menu selections. • Choose **Text Field** from the pop-up menu to allow teachers to enter Final Grade (Letter) via a text field. **Note:** To allow teachers to enter final grade comments, do not disable this field.
Enable Final Grade (Citizenship) entry	Use the pop-up menu to indicate whether or not teachers can enter Final Grade (Citizenship): • Choose **Disabled** from the pop-up menu if you do not want to allow teachers to enter Final Grade (Citizenship). • Choose **Pop-up** from the pop-up menu to allow teachers to enter Final Grade (Citizenship) via a pop-up menu. District-level Citizenship Codes provide the pop-up menu selections. • Choose **Text Field** from the pop-up menu to allow teachers to enter Final Grade (Citizenship) via a text field.
Enable Final Grade (Percentage) entry	Indicate whether or not teachers can enter Final Grade (Percentage): • Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Percentage). • Select the checkbox blank to allow teachers to enter Final Grade (Percentage).
Enable Final Grade (Points) entry	Indicate whether or not teachers can enter Final Grade (Points): • Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Points). • Select the checkbox blank to allow teachers to enter Final Grade (Points).
Enable Final Grade	Indicate whether or not teachers can enter Final Grade

Field	Description
(Total Points) entry	(Total Points): • Leave the checkbox blank if you do not want to allow teachers to enter Final Grade (Total Points). • Select the checkbox blank to allow teachers to enter Final Grade (Total Points).

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.

How to Set Up Standards-based Final Grade Entry Options

Use this page to set up standards-based entry options.

Note: These settings apply to the selected school only. This feature is for PowerTeacher portal final grade entry only. Changes made in PowerTeacher portal will not be reflected in PowerTeacher gradebook and changes made in PowerTeacher gradebook overwrites data entered in PowerTeacher portal.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Entry Options**. The Teacher Final Grade Entry Options page appears.
3. Click **Standards-based Grading**. The Standards-based Final Grade Entry Options page appears.
4. Use the following table to enter information in the fields:

Field	Description
Display/Enter	Choose the conversion scale grades to use from the pop-up menu.
Format for comment field	Use the pop-up menu to determine if the Comment field on the PowerTeacher Final Grade Entry page provides for entries that are single line or multi-line.
Enable standards final grade entry in PowerTeacher Portal?	Select the checkbox to allow standards final grade entry in PowerTeacher.

5. Click **Submit**. The Teacher Final Grade Entry Options page appears.
6. Make sure that the settings you enter look correct for the teachers by signing in as a teacher.

   Note: To check that you entered the correct settings, go to PowerTeacher. The PowerTeacher URL for your school is http://[your PowerSchool URL]/teachers.

After you define the course number and select the checkbox for each standard, and after you define final grade entry settings in PowerSchool, teachers of the indicated courses can use PowerTeacher to enter final standards grades.

How to Enter Standards Final Grades in PowerTeacher

To enable standards final grades entry, the **Enable teacher entry screens** checkbox on the Final Grade Entry - Global Options page must be selected AND the **Enable standards final grade entry in PowerTeacher Portal?** checkbox on the Standards-based Final Grade Entry Options page must be selected. Once enabled, teachers can enter standards final grades in PowerTeacher.

Note: Standards final grade entry may appear on same page as traditional final grade entry based on **Final Grade Entry Global Options settings**.

Note: Standards information entered in PowerTeacher do not display in the PowerSchool Parent Portal. Only standards information entered in PowerTeacher gradebook appear in PowerSchool Parent Portal.

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu.

3. Click **Sign In**. The start page appears.
4. Click the **Backpack** icon next to the class whose standards final grades you want to view or enter. The class roster appears.
5. Click a student's name.
6. Choose **Final Grade Entry (Standards)** from the **Select screens** pop-up menu. The Final Grade Entry page for standards appears.
7. Enter the appropriate grades for each standard for the student.

   Note: To view a detailed list of the standards codes and descriptions, choose Standards from the **Select screens** pop-up menu and click on the appropriate course section.

8. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.
9. Click **Submit** to store the final grades.
10. Repeat the process for each student in the class by clicking the student’s first name.

How to Enter Traditional Final Grades in PowerTeacher

To enable traditional final grades entry, the **Enable teacher entry screens** checkbox on the Final Grade Entry - Global Options page must be selected AND at least one traditional final grade setting must be enabled on the Teacher Final Grade Entry Options page. Once enabled, teachers can enter traditional final grades in PowerTeacher.

Note: Standards final grade entry may appear on same page as traditional final grade entry based on **Final Grade Entry Global Options settings**.

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in.
Select Language	Choose the language in which you want to view PowerTeacher from the pop-up menu.

3. Click **Sign In**. The start page appears.
4. Click the **Backpack** icon next to the class whose traditional final grades you want to view/enter. The class roster appears.
5. Click a student's name.
6. Choose **Final Grade Entry (Traditional)** from the **Select screens** pop-up menu. The Final Grade Entry page for traditional grading appears.
7. Enter or choose from the pop-up menus the appropriate grade, percent, or points for each final grade for the student.
8. To enter a final grade comment regarding the student's achievement or behavior, enter text in the appropriate **Comment** field.

   Note: Standards final grades entries may appear on the same page as traditional final grade entry based on the Final Grade Entry Global Options set by the system administrator. If combined, the Comment Bank does not appear.

9. Click **Submit** to store the final grades and any comments you entered.
10. Repeat the process for each student in the class by clicking the student’s first name.

Final Grade Setup (PowerTeacher Gradebook)

Use Final Grades Setup to view and set up your school's grading terms and their parameters. Define the dates of each grading term in the school year and assignment names for which teachers enter final grades for that term.

When you store final grades at the end of each term, you store a specific final grade, such as Q1. Before you can store final grades, you must set up final grades in PowerSchool. Ensure that the following steps have been completed so that teachers can use the gradebook to report their students' grades to PowerSchool.

Note: You must set up final grades for each school that shares your PowerSchool server.

Set up final grades one term at a time. When you set up final grades for a term, you affect only the courses that belong to that term. For example, a first semester course belongs only to Semester 1; it does not belong to Quarter 1, Quarter 2, or the entire school year.

After you set up final grades in PowerSchool, the information is automatically sent to each teacher's gradebook.

Note: If you do not define the final grade setup for a grading term, teachers will not be able to enter grades in the gradebook.

For information about setting up final grades entry in PowerTeacher, see *PowerTeacher Final Grade Entry*. The page displays any grading terms already defined for the current school year.

How to Add Final Grades

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click **New** under the term for which you want to set up final grades. The New Final Grade page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as Q3.
Staring Date	Enter the starting date to indicate the date the term begins using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Ending Date	Enter the ending date to indicate the date the term ends using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Suppress Letter Grade Display	Select the checkbox if you do not want to display letter grades in the system and on reports. Only percentage grades appear.
Suppress Percent Display	Select the checkbox if you do not want to display percent grades in the system on reports. Only letter grades appear.
At or Above This Level of Attendance Points	Enter a level of attendance points for the given date range to automatically affect students' grades due to attendance. Otherwise, enter 0 or leave the field blank.

Field	Description
Change a Student's Grade to	Enter the grade that students receive after meeting or exceeding the attendance points indicated in the previous field.
Do not apply the attendance point change to the following grades	**Note**: These fields only appear when editing an existing final grade. To make exclusions to the attendance point change: 1. Click **Add a Gradescale**. The Final Grade Exclusion page appears. 2. Choose a grade scale from the Grade Scale pop-up menu. 3. Click **Submit**. The Edit Final Grade page appears. 4. Click **No Marks Excluded**. The Final Grade Exclusions page appears. 5. Select the **Marks to Exclude** checkboxes that apply. 6. Click **Submit** to save the changes, or click **Delete** to remove.

5. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Edit Final Grades

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click the term name that you want to edit. The Edit Final Grade page appears.
4. Edit the information as needed. For field descriptions, see *How to Edit Final Grades*.
5. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Set Options for Presuming Complete

The Options for Presuming Complete field applies to course prerequisite rules and graduation plan progress. Entering value indicates the number of days after the end of enrollment that you want the course prerequisite rule evaluator to presume completion and graduation plans to include the enrollment as in progress. This number allows the administrator some number of days between the end of a term and the storage of grades for that term. A negative number allows specification of the number of days before the day the enrollment ends, for instances where the school typically records grades prior to enrollments ending (rare). For more information, see *Graduation Planner* or the *Graduation Planner User Guide* available on **PowerSource**.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.

3. Enter the appropriate value in the **Options for presuming complete** field.
4. Click **Submit**. The Final Grades Setups page displays the new final grade.

How to Delete Final Grades

If you delete final grades between the process of entering final grades and storing grades, you will lose final grade information.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click the term name that you want to delete. The Edit Final Grade page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. A warning message appears indicating deleting the reporting term will also delete all final grades, comments, and standards grades related to this reporting term.
6. To delete these records, click **OK**. The Selection Deleted page appears.

GPA Student Screens

Use the GPA Student Screens function to determine what appears on GPA-related student pages, including the Quick Lookup page and the Cumulative Information page.

How to Define GPA Settings for Quick Lookup Page

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **GPA Student Screens.** The GPA Options - Student Screens page appears.
3. Choose the type of current GPA to display under schedule from the pop-up menu:

    - **Weighted**: If your school calculates weighted GPAs, the system also includes the number of credit hours students earn in each course in the GPA calculation.
    - **Weighted Percent**
    - **Simple**: If your school calculates simple GPAs, only the students' grades are involved in the calculation, and the credit hours of each course are not referenced.
    - **Simple Percent**
    - **Total Earned Credit**

4. Click **Submit**. The GPA Options - Student Screens page displays the changed Quick Lookup option.

How to Define GPA Settings for Cumulative Info Page

For the Cumulative Info student page, you can define the rows of information that appear for each student.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **GPA Student Screens**. The GPA Options - Student Screens page appears.
3. Enter in the first Row Title field the name of the first row to appear on the Cumulative Info page. The name should clearly indicate the information the user is viewing, such as Cumulative GPA (Weighted).
4. Use the following tables to determine the information you want to display in the Data column.

For Cumulative GPAs:

Field Expression	Code	Notes
Cumulative GPA (weighted)	`^(*gpa)`	The cumulative GPA for the student.
Cumulative GPA (simple)	`^(*gpa.simple)`	Same as Cumulative GPA (weighted), except uses the simple calculation method rather than weighted.
Cumulative credit hours earned	`^(*credit_hours)`	Includes all courses from the Historical Grades page.
Class rank (based on cumulative weighted GPA)	`^(*class_rank_out_of;gpa)`	Use any valid GPA type as the GPA parameter, such as gpa.simple and gpa.percent.
Cumulative avg. % earned in all classes (weighted)	`^(*gpa.percent)`	See Cumulative Percentage GPA.
Cumulative avg. % earned in all classes (simple)	`^(*gpa.percent.simple)`	See Cumulative Simple Percentage GPA.

For GPAs for specific years and terms:

Field Expression	Code	Notes
GPA for Quarter 1 (weighted)	`^(*gpa;Q1)`	Calculates the GPA for Q1 of the current school year, such as the year in which the user is currently working. Q1's grades must have already been stored.
GPA for the student's entire junior year	`^(*gpa;11)`	Calculates the GPA for grade 11.

Field Expression	Code	Notes
GPA for Q1 of the student's junior year	`^(*gpa;11;Q1)`	Calculates the GPA for Q1 of grade 11 for the current student. **Note:** The sequence of the parameters Q1 and 11 is not significant; ^(*gpa;Q1;11) returns the same number as ^(*gpa;11;Q1).
GPA for the year 2004	`^(*gpa;2004)`	Calculates the GPA for 2004 for the current student.
GPA for Quarter 3 (simple)	`^(*gpa.simple;Q3)`	Same as GPA for the year 2004, but using the simple calculation method. You can use percent instead of simple if you want the percent GPA.

For Current GPAs:

Field Expression	Code	Notes
The current GPA (simple)	`^(*gpa.current)`	From the grades on the Quick Lookup page, such as those current as of today. **Note:** Current grades are always calculated using the simple method.
The average % being earned in the current classes (simple)	`^(*gpa.current.percent)`	From the grades on the Quick Lookup page, such as those current as of today.

For Weighted GPAs by Credit Type:

Field Expression	Code	Notes
Weighted GPA by Credit Type	`^(*gpa.credit_type.ENG)`	Weighted GPA for grades for the current student in the current year that are of the credit type ENG. To calculate all historical grades, see the Weighted GPA by Credit Type by Grade field expression.

Field Expression	Code	Notes
Weighted GPA by Credit Type by Grade	^(*gpa.credit_type.ENG; 12)	Same as Weighted GPA by Credit Type, but also includes grade 12. For all historical grades, enter each grade and separate each grade with commas, such as ***gpa.credit_type.ENG;9, 10,11,12**.

For Class Ranking by GPA:

Class ranking codes always begin with *classrank and may be followed by zero to three optional parameters:

- o Parameter "method" - Specifies the name of the class rank method for which a rank should be returned. Class rank calculation methods are defined by the user in the Class Rankings section of School Setup.
- o Parameter "result" - Specifies the type of data to return as the result. Possible values are "rank", "outof", "rankoutof", "percentile", "rankdate", "gpa", and "schoolname". If omitted, the default value is "rank".

Parameter "percentiledigits" - If the parameter "result" is "percentile", this parameter specifies the number of decimal places to compute the percentage. If omitted, "2" is the default.

Field Expression	Code	Notes
Class rank, weighted (default)	^(*classrank) or ^(*classrank method="weighted")	Numerical class rank based on cumulative weighted GPA for the student's entire academic career for this school.
Class rank, user defined	^(*classrank method="UserDefined")	Class rank based on a user-defined GPA calculation method as specified in Class Rankings in School Setup.
Class rank, rank result	^(*classrank) or ^(*classrank result="rank")	Numerical class rank based on cumulative weighted GPA for the student's entire academic career for this school.
Class rank, outof result	^(*classrank result="outof")	Number of students ranked.
Class rank, rankoutof result	^(*classrank result="rankoutof")	Rank for the student, the text "out of", and the number of students

Field Expression	Code	Notes
		ranked.
Class rank, percentile result	^(*classrank result="percentile")	Student rank percentile to the number of places specified by the percentiledigits parameter.
Class rank, rankdate result	^(*classrank result="rankdate")	Date the rank was last updated.
Class rank, gpa result	^(*classrank result="gpa")	Result of the GPA code used to determine the class rank.
Class rank, schoolname result	^(*classrank result="schoolname")	Name of the school where the student earned the rank.

5. Click **Submit**. The GPA Options - Student Screens page displays the new settings

End-of-Year Process

As the end of the school year approaches, the process of ending the year in PowerSchool becomes significant. To close out the recently completed school year and prepare for the upcoming school year, review PowerSchool's entire end-of-year process, including the procedures that must be performed before actually executing the end-of-year function.

The end-of-year function performs the following:

- Validates that students have Next School set for the current year prior to running this function.

  Note: If students do not have these values set, use the Set Next School Group Function to enter the values.

- Validates that a school year term for the next school year has been set up in all schools.
- Promotes, retains, or demotes students according to each students Next Grade Level.
- Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.
- Graduates students from district if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
- Sets each student's Exit Date according to the last day of the school year for that school.
- Sets the Next Grade for the new enrollment to the next highest grade level.
- Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.

- Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
- Carries forward lunch balances while clearing out all financial lunch activity records, including:
    - Removes all individual meal transactions (GLDetail records) for all students and staff members.
    - Moves the current balances for students and staff into the starting balance field.

Note: The end-of-year process does not change fee balances and transactions.

- Removes all records of parental access to student records via Internet and telephone, including:
    - PhoneLog records
    - DBLog records
    - Sign In records
    - Bulletin records
- Copies Courses records to CoursesByYear Archive for the upcoming year.

Before using this function:

- Set up your next school year using valid dates for each school.
- Make sure the next year has been created at the District Office.
- Verify that students graduating from the district have their Next Grade Level set to 99 and their Next School set to 999999 (Graduating Students School).
- Shut your PowerSchool server down and make an export of your database. Then, store this backup in a safe place so it can be accessed if needed in coming years.
- If you want a separate, ASCII-export archive copy of your lunch transactions and/or historical grades, go to Export Data Archives (recommended).
- Run "Perform EOY Validation" process to make sure no validation errors occur.
- Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (up to 4 hours).
- Note that this process is irreversible.

IMPORTANT: The End-of-Year process will assign students to an FTE for next year based on the "Default for these Grades" FTE option. Please ensure that FTEs exist for next year and that all grade levels have been tied to an FTE for next year, from the School Setup > Full-Time Equivalencies (FTE) > Edit FTE Code page(s). This should be done for all schools in the upcoming school year. If not done, students will not have a valid FTE for next year, and ADA calculations will be inaccurate unless FTEs are manually assigned.

How to Perform the End-of-Year Process

For instructions on preparing for, validating, and running the end-of-year process, see the *End-of-Year Process Guide* available on **PowerSource**.

Reports

Report Templates

Import report templates from another school that uses PowerSchool. For example, if a PowerSchool administrator from another school already created a report you need, that administrator can attach and send the report template file to you in an email message. When you receive the file, import the template into your PowerSchool system.

Export report templates to share with other PowerSchool administrators or to save as a backup for the template. In addition, by exporting a template and then deleting it, you can remove a template from the system without losing it permanently.

How to Import a Report Template

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Import Report Template**. The Import Report Template page appears.
3. Enter the file path and name of the template in the File to Import field or click **Choose File** (or **Browse**) to select the template file.
4. Click **Import**. The Alert: Template Successfully Imported page appears.

How to Export a Report Template

Export a report template to import into another PowerSchool system or to save as a backup. Report templates can be exported for custom reports only: form letters, mailing labels, object reports, or report cards.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page.
3. Click **Form Letters**, **Mailing Labels**, **Object Reports**, or **Report Cards**.
4. Select the report to be exported as a template. The Edit Form Letter, Edit Mailing Label Layout, Object Report: [report name], or Report Card page appears.
5. Click **Export as Template**. The File Download dialog appears.

   Note: Export as Template link varies based on selected report template.

6. Select **Save this file to disk**.
7. Click **OK**. The Save As dialog appears.
8. Select a file location.
9. Click **Save**. The system exports the report template.

System Styles

System styles are used when creating custom reports. They include font, font size, and alignment. Use this page to add styles, edit styles, and set style defaults.

Fonts are an important part of how your custom reports look. Perhaps you like report titles to be in large, bold, capital letters. Or perhaps you prefer that footer text be small and italicized. PowerSchool provides several styles you can use so that you don't have to set these preferences each time. Or create new styles according to your own preferences and needs. If you do not want to create styles at this point, you can still create reports. For more information, see *Report Cards*.

How to Add a Style

Once you add a style to the system, you cannot delete it.

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 **Styles**. The Styles page appears.
4. Click **New**. The Edit a Style Definition page appears.
5. Use the following table to enter information in the fields:

Field	Description
Style Name	Enter the name of the style.
Font	Choose a font from the pop-up menu.
Font Style	Select any combination of the three style checkboxes: • **Bold** • **Italic** • **Underline**
Font Size	Enter the font size in points. **Note:** One point is 1/72 of an inch.
Line Height	Enter the height of each line in a paragraph in points. **Note:** One point is 1/72 of an inch.
Alignment	Choose the paragraph alignment from the pop-up menu: • **Default** • **Left** • **Center** • **Right**
Use This As The Default System	Use the pop-up menu to choose **Yes** if you want the system to apply this font to all reports, unless you specify a

Field	Description
Style	different font when you create a report. Otherwise, choose **No**.

6. Click **Submit**. The Styles page displays the new style.

How to Edit a Style

Although you cannot delete a style, you can edit style information.

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 **Styles**. The Styles page appears.
4. Click the style you want to edit. The Edit a Style Definition page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Style*.
6. Click **Submit**. The Styles page displays the edited style.

Reporting Segments

If your school is in the state of California, use this page to view, create, change, or delete reporting segments or terms for the selected school. The system uses reporting segments for non-monthly reports such as the Enrollment by Grade report.

Note: Be sure you do not skip dates between the reporting segments you define, or reports might not be accurate.

On this page, the system displays the name, start date, end date, and sort order for each existing reporting segment.

How to Create a Reporting Segment

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Reporting Segments**. The Reporting Segments page appears.
3. Click **New**. The Edit Next Segment page appears.
4. Use the following table to enter information in the fields:

Field	Description
Segment Name	Enter a description of the segment.
Start Date	Enter the first day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
End Date	Enter the last day of the date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Sort Order	Choose a sort order from the pop-up menu.

5. Click **Submit**. The Reporting Segments page displays the new segment.

How to Edit a Reporting Segment

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Reporting Segments**. The Reporting Segments page appears.
3. Click the name, start date, end date, or sort order for the reporting segment you want to edit. The Edit Next Segment page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Reporting Segment*.
5. Click **Submit**. The Reporting Segments page displays the edited segment.

How to Delete a Reporting Segment

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Calendaring, click **Reporting Segments**. The Reporting Segments page appears.
3. Click the name, start date, end date, or sort order for the reporting segment you want to delete. The Edit Next Segment page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Report Queue Preferences

Administrators can set global preferences for the report queue, such as how many days a report can remain in the queue. For more information about the report queue, see *Report Queue*.

To view or work with PowerReports, click the PowerReports tab. For more information, see *PowerReporting Administrator Report Queue.*

How to Set Report Queue Preferences

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **Report Queue Settings**. The Report Queues page appears.
3. Click **Preferences**. The Report Queue Preferences page appears.
4. Use the following table to enter information in the fields:

Field	Description
Automatically delete completed jobs after	Enter the number of days each job remains in the report queue. After the specified number of days, PowerSchool automatically deletes the affected job.
Maximum pending jobs per user	Enter the maximum number of jobs each user can have in the report queue at one time. To indicate no limit, enter **0**.
Number of report processes	Enter the maximum number of report processes, or number of reports running at the same time. This setting does not take effect until the next time the PowerSchool server is restarted.
Automatically start Report Queue on system startup	Select either **Startup** or **Don't Startup** to indicate what you want the report queue to do when the PowerSchool server restarts. **Warning:** Modifying this setting affects restarts, so use extreme caution when selecting this option. If you indicate Don't Startup and want to manually start the report queue, enter **Repo_Batch_Startup** in the PowerSchool Server's Execute window. To disable the report queue for a single restart instead of modifying this setting, press COMMAND+OPTION (Mac) or CTRL+ALT (Windows) when starting the PowerSchool Server. The report queue will not start up for this session but will do so when the server restarts.

5. Click **Submit** to save your changes.

ReportWorks Administration

The Report Works Administration page is where you create categories to organize reports. These categories appear on the ReportWorks report page and in the ReportWorks developer application. In addition, the ReportWorks Administration page allows you to set preferences that affect the ReportWorks timeout setting, the report scheduler node, load balancer address, and report queue settings.

Changing the settings on this page may require a restart of Tomcat. For more information, see the *Administering Tomcat* section of the *PowerSchool Installation Guide* available on **PowerSource**.

How to Create Report Categories

You must create categories in order to have ReportWorks publish reports to PowerSchool. If no categories are created, the **Application** and **Category** pop-up menus in ReportWorks will be blank.

Note: At least one category must be created in order for PowerSchool to appear as a selection on the **Application** pop-up menu in ReportWorks.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **ReportWorks Administration**. The ReportWorks Administration page appears.
3. Click **Report Categories**. The Report Categories page appears.
4. Click **Add New Report Category**. A blank **Name** field appears at the bottom of the page.
5. Enter the name of the report category in the **Name** field.
6. Click **Submit**. The category appears at the bottom of the page.

How to Delete Report Categories

Delete one or multiple categories that do not have published reports assigned to them.

1. On the ReportWorks Administration page, click **Report Categories**. The Report Categories page appears.
2. Click the red X icon next to the Name field of the category or categories you want to delete. The category appears shaded, marking it for deletion.
3. Click **Submit**.

   Note: An error message appears if the category has a published report assigned to it.

How to Sort Report Categories

When new categories are created, they appear at the bottom of the category list by default. Change the order in which the categories appear with the sort function.

1. On the ReportWorks Administration page, click **Report Categories**. The Report Categories page appears.
2. Click and hole the horizontal three-line icon and drag up or down to change the display order of the categories.
3. Click **Submit**. The new sort order is saved, and the updated order appears in ReportWorks and on the **ReportWorks Reports** page.

   Note: You must click **Submit** to save the updated sort order.

How to Set ReportWorks Preferences

Set specific preferences related to the ReportWorks application and the ReportWorks queue.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **ReportWorks Administration**. The ReportWorks Administration page appears.
3. Click **ReportWorks Preferences**. The ReportWorks Preferences page appears.
4. Use the following table to enter information in the fields:

Field	Description
ReportWorks Scheduler Node	Enter the node address in the field to designate the server that collects submitted reports for scheduling. Changing this value in a server array environment requires a restart of all Tomcat instances in the cluster. The Scheduler Node does not run or execute the report, it simply schedules them. The node(s) that execute the report is specified in the **Scheduler Sends Report Rendering Work to** field.
Scheduler Sends Report Rendering Work to (address and port)	Enter localhost, the fully qualified domain name of a different server running Tomcat, or the IP address of the load balancer. In a single server environment, the default is the local host and port specified during the ReportWorks Service installation or configuration process. By default the port for the ReportWorks tomcat service is **7980**. In a server array environment using a load balancer, set this value to the address or fully qualified domain name of the load balancer. For example: http://loadbalancer.powerschool.com:7980/powerschool-sdkhttpinvoke. This address designates the node that generates the report. In a load balanced environment, any of the nodes in the Tomcat pool (set up on the load balancer) may execute the report. OR Enter localhost, the fully qualified domain name of a different server running Tomcat, or the IP address of the load balancer. In a single server environment, the default is the local host. Make sure you set this to the same port that was specified during the Application installation. The default port is **7980** for the ReportWorks tomcat service. In a server array environment using a load balancer, set this value to the address or fully qualified domain name of the load balancer. For example: http://loadbalancer.powerschool.com:7980/powerschool-sdkhttpinvoke. This address designates the node that

Field	Description
	generates the report. In a load balanced environment, any of the nodes in the Tomcat pool (set up on the load balancer) may execute the report.
Number of Concurrent Report Jobs	Select the number of report jobs that can run at the same time from the pop-up menu.
Completed Report Retention Period	Select the number of days to retain completed reports in the report queue from the pop-up menu. ReportWorks has a nightly cleanup job that deletes reports older than the number of days specified in this field. Changing this setting requires that the Scheduler Node Tomcat instance to be restarted.
ReportWorks Application Timeout	Select the timeout period from the pop-up menu. This indicates the number of minutes that the application is inactive before it requires you to sign in again. The default setting is 60 minutes.

5. Click **Submit** to save the preferences.

How to Set Grades Data Set Refresh Status

Enable the Grades data set to automatically refresh during the nightly process.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **ReportWorks Administration**. The ReportWorks Administration page appears.
3. Click **Grades Data Set**. The Grades Data Set page appears.
4. Use the following table to select information:

Field	Description
Data Set Status	Select **Enabled** from the pop-up menu to enable this feature. When enabled, the Grades data set appears in ReportWorks and can be used to create projects and reports. Alternatively, select **Disabled** from the pop-up menu to disable this feature. When disabled, the Grades data set no longer appears in ReportWorks. As a result, new projects and reports can no longer be created using the Grades data set and any existing projects and reports containing the Grades data set are deleted. **Note**: If you select Disabled, any existing reports using the

Field	Description
	Grades data set in all ReportWorks Report Queues will be deleted. Alert report developers before disabling the feature.

5. Click **Submit**.

How to Manually Refresh the Grades Data Set

The Grades data set automatically refreshes at 1:30 a.m. each day. Use the following procedure to enable the refresh as needed.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Reports, click **ReportWorks Administration**. The ReportWorks Administration page appears.
3. Click **Grades Data Set**. The Grades Data Set page appears.
4. Click **Refresh**. While the process is running, the status on the page displays "Running."

    - If the process completed without errors, the status on the page displays "Success" with the date and time of the successful completion. Be sure this process status displays before regenerating ReportWorks reports based on the Grades data set.
    - If the process failed, the status on the page displays "Failed" with the date and time of the failed process.

    Note: Depending on the size of the data set, this process can take more than 30 minutes to complete.

How to Refresh the Grades Data Set

The Grades data set automatically refreshes at 1:30 a.m. each day. Use the following procedure to enable the refresh as needed.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Click **ReportWorks Administration**. The ReportWorks Administration page appears.
3. Click **Grades Data Set Refresh**. The Grades Data Set Refresh page appears.
4. Click **Start Refresh**. While the process is running, the status on the page displays "Running."

    If the process completed without errors, the status on the page displays "Success" with the date and time of the successful completion. Be sure this process status displays before regenerating ReportWorks reports based on the Grades data set.

    If the process failed, the status on the page displays "Failed" with the date and time of the failed process.

Note: Depending on the size of the data set, this process can take more than 30 minutes to complete.

Digital Certificate Management

Digital Certificate Management provides you with a central location from which to manage digital certificates. A digital certificate is an attachment to an electronic message used for security purposes. The attachment, which contains a public key and a variety of other identification information, is used to encrypt and decrypt messages to protect them against third party tampering.

PowerSchool Certificates

PowerSchool uses two digital certificates to secure communication with your PowerSchool server. This includes the server certificate used to enable SSL and possibly the client certificate used to access secure web services on other systems.

The PowerSchool server certificate is stored in the keystore. The keystore is a repository where public/private key pairs are stored. The X.509 client certificate may also be stored here if it was issued with a private decryption key. Otherwise, it is stored in the truststore.

Note: For example, Verisign issues a server certificate that also serves as a X.509 client certificate. It contains three parts: the public encryption key, the private decryption key, and the X.509 client certificate. Because the client certificate was issued with a private key, it would be stored in the keystore. StartSSL.com and other providers offer free or low-cost X.509 client certificates that are primarily used to sign emails. These certificates are stand-alone and rely on the root certificate for the Certificate Authority to be trusted. Therefore, they would be stored in the truststore. For more information, see *External Server Certificates*.

How to Import a PowerSchool Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page appears.
4. Select the **Key Store** tab, if needed.
5. Use the following table to enter information in the Import Digital Certificate fields:

Field	Description
Select an Option	Do one of the following: • Choose **I have one file and a password** from the pop-up menu if you have your private key and certificate authority (CA) signed certificate (such as Verisign, Start SSL) in the same file and the private key is password protected. • Choose **I have one file and no password** from

Field	Description
	the pop-up menu if you have your private key and CA signed certificate in the same file and the private key is not password protected. • Choose **I have two files and a password** from the pop-up menu if you have your private key in one file and CA signed certificate in another file and the private key is password protected. • Choose **I have two files and no password** from the pop-up menu if you have your private key in one file and CA signed certificate in another file and the private key is not password protected. • Choose **I would like to create and import a self-assigned certificate** from the pop-up menu if you want to create a private key and self signed certificate. This option is used for test purposes. For example, you may want to test SSL or SAML communication between PowerSchool and NTC servers before setting up a production server. **Note:** *How do I know if my private key is password protected or not?* If you generated the private key yourself using a command line tool, such as keytool, openssl, CertReq.exe, etc., or CA provided tool, such as Verisign, then you already know if the private key is password protected or not. If the private key was given to you by another person, such as from your IT department, that person should indicate if the private key is password protected or not and if it is, what the password is. **Note:** Once you select an option, the appropriate fields display.
Certificate Name	Enter a name for the PowerSchool certificate to be used in lists. **Note:** Do not use [System] in the name, as it is reserved by PowerSchool. If [System] is entered, the following message appears, "Certificate name cannot start with [System]".
File 1	Click **Choose File** and select a certificate.
File 2	Click **Choose File** and select a certificate. **Note:** This field only appears if applicable to the selected option.
Password	Enter your password. **Note:** This field only appears if applicable to the selected option.

6. Click **Import**. A confirmation message appears.
7. Repeat Step 6 and Step 7 for each PowerSchool certificate you want to import. The imported PowerSchool certificate appears in the List of Certificates with Private Key section.

How to View a PowerSchool Certificate

1. On the start page, choose **System** under Setup in the main menu. The System Administration page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Digital Certificate Management**. The Digital Certificate Management page appears.
4. Select the **Key Store** tab, if needed. The List of Certificates with Private Key section displays the following information:

Field	Description
[Status]	The status/validity of the certificate: • Green checkmark indicates the certificate is valid. • Orange exclamation mark indicates the certificate will expire in next 30 days. • Double red exclamation mark indicates the certificate is invalid.
Certificate Names	The name of the certificate.
Actions	Actions that can be taken for the certificate.

5. Click **View** next to the name of the PowerSchool certificate you want to view. The View Certificate pop-up appears.
6. When done viewing, close the pop-up.

How to Export a PowerSchool Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page displays.
4. Select the **Key Store** tab, if needed.
5. In the List of Certificates with Private Key section, click **Export** next to the name of the PowerSchool certificate you want to export. The PowerSchool certificate is then saved to your Downloads folder.

How to Delete a PowerSchool Certificate

1. On the start page, choose **System** under Setup in the main menu. The District Setup page appears.
2. Under Server, click **System Settings**. The System Settings page appears.
3. Click **Digital Certificate Management**. The Digital Certificate Management page displays.
4. Select the **Key Store** tab, if needed.
5. In the List of Certificates with Private Key section, click **Delete** next to the name of the PowerSchool certificate you want to remove. The Delete Certificate pop-up appears.
6. Click **Yes**. A confirmation message appears. The deleted PowerSchool certificate no longer appears in the List of Certificates with Private Key section.

External Server Certificates

External server certificates are the digital certificates of servers that you want your PowerSchool server to trust and be able to communicate with.

External server certificates are stored in the Trust Store. The Trust Store is a repository where the public certificates of servers that are trusted within the application are stored. These certificates are never used to decrypt data and thus have no need for a private key. These certificates can be the public portion of the server certificate from an external server, or a client X.509 certificate.

How to Import an External Server Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page appears.
4. Select the **User Trust Store** tab for non-synced, user certificates.
5. Use the following table to enter information in the Import Digital Certificate fields:

Field	Description
Certificate Name	Enter a name for the external server certificate to be used in lists. **Note:** Do not use [System] in the name, as it is reserved by PowerSchool. If [System] is entered, the following message appears, "Certificate name cannot start with [System]".
Certificate	Click **Choose File** and select a certificate. **Note:** If using Firefox or Internet Explorer, Click **Browse** and select a certificate.

6. Click **Import**. A confirmation message appears.

7. Repeat Step 6 and Step 7 for each certificate you want to add. The imported certificate appears in the List of Certificates without Private Key section.

How to View an External Server Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page appears.
4. Do one of the following:

   - Select the **User Trust Store** tab for non-synced, user certificates.
   - Select the **System Trust Store** tab for synced, system certificates.

   The List of Certificates without Private Key section displays the following information:

Field	Description
[Status]	The status/validity of the certificate: • Green checkmark indicates the certificate is valid. • Orange exclamation mark indicates the certificate will expire in next 30 days. • Double red exclamation mark indicates the certificate is invalid.
Certificate Name	The name of the certificate.
Actions	Actions that can be taken for the certificate.

5. Click **View** next to the name of certificate you want to view. The View Certificate pop-up appears.
6. When done viewing, close the pop-up.

How to Export an External Server Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page displays.
4. Do one of the following:

   - Select the **User Trust Store** tab for non-synced, user certificates.
   - Select the **System Trust Store** tab for synced, system certificates.

5. In the List of Certificates without Private Key section, click **Export** next to the name of the certificate you want to export. The certificate is then saved to your Downloads folder.

How to Delete an External Server Certificate

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 **Digital Certificate Management**. The Digital Certificate Management page displays.
4. Do one of the following:

    - Select the **User Trust Store** tab for non-synced, user certificates.
    - Select the **System Trust Store** tab for synced, system certificates.

5. In the List of Certificates without Private Key section, click **Delete** next to the name of the certificate you want to remove. The Delete Certificate pop-up appears.
6. Click **Yes**. A confirmation message appears. The deleted certificate no longer appears in the List of Certificates without Private Key section.

Duplicate Enrollment Records

To assist in reconciling any duplicate enrollment records, two special operations are available to help database administrators manage these records by deleting duplicates, and merging attendance data where necessary. Because the special operations involve removing duplicate data from the database, it is highly recommended that you make a backup before running the special operation.

Reconcile Duplicate Enrollments

Many duplicate enrollment records are exact matches, which can be automatically reconciled without any user input. A duplicate enrollment occurs when a student is enrolled in a section more than once, where the section ID and the enroll and exit dates are exactly the same for two or more different records. Use the **Auto-Fix Duplicate CC Enrollments** operation to automatically reconcile exact duplicate enrollments district-wide.

How to Reconcile Duplicate Enrollments

1. On the start page, choose **System** under Setup in the main menu.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. From the **Operation** pop-up menu, choose **Auto-Fix Duplicate CC Enrollments**.
4. Click **Submit**. The system completes the special operation. The Alert page displays the number of fixed duplicate CC enrollments.
5. To reconcile remaining duplicate records that were not exact matches, use the **Select Students with Overlapping CC Enrollments** operation.

Reconcile Overlapping Enrollments

To reconcile overlapping enrollments district-wide, you can use the **Select Students with Overlapping CC Enrollments** operation. An overlapping enrollment occurs when a student is enrolled in a section more than once, where the section ID is an exact match and the enroll and exit dates overlap for two or more different records.

How to Reconcile Overlapping Enrollments

1. On the start page, choose **System** under Setup in the main menu.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. Choose **Select Students with Overlapping CC Enrollments** from the **Operation** pop-up menu.
4. Click **Submit**. The Alert page displays the number of overlapping enrollments.
5. Click **Show Selection**. The Student Selection page appears.
6. Select the first student. The Clean Up Overlapping Section Enrollments page displays all overlapping enrollments for the student.
7. Before proceeding, you may directly edit enrollments or view attendance information using the following links:

Field	Description
Start or End	Click the date of the enrollment record you want to edit. The Edit Enrollment Record page appears.
Non-Blank Attendance	Click the attendance count of the enrollment record you want to view. The Dates of Attendance page appears.
All Enrollment List	Click to view the student's enrollment history The All Enrollments page appears. You can also edit a specific enrollment record on this page by clicking **Edit**.
Modify Schedule Page	Click to modify the student's schedule. The Modify Schedule - Enrollments page appears.
Refresh this Page	Click to reflect any changes made using the preceding links.
Term	If Other Years with Duplicates appears, you can click **Term** in the navigation bar to view overlapping enrollments for that term.

8. For each set of overlapping enrollments, do one of the following:

   - Leave the default option of **Leave overlapping enrollments** selected.
   - Select the enrollment record option you want to keep.

9. Click **Next Step (Attendance)**. The Merge Attendance page appears. For each enrollment record, the Date, Period, Marks Made, and Note appear.

Note: Selections made on the Clean Up Overlapping Section Enrollments page are not saved upon clicking **Next Step (Attendance)**. The Merge Attendance page displays the impact your selections make on attendance associated to the enrolment records before any changes are actually submitted

10. Work through each enrollment group, verifying the attendance for all questionable dates. You may use the following links directly edit enrollments or view attendance information:

Field	Description
[Enrollment Dates]	Click the date of the enrollment you want to edit. The Edit Enrollment Record page appears.
Meeting Attendance	Click the to view attendance information. The Attendance page appears.

11. If you selected the **Leave overlapping enrollments** option for a group, no further action is required. If you selected an enrollment option for a group that does not contain attendance marks, no further action is required. If you selected an enrollment option for a group that does contain attendance marks, attendance marks appear in the Marks Made column.
12. For each enrollment group containing multiple marks, select the mark you want to keep.
13. For each enrollment group you want to submit, select the confirmation checkbox.
14. Click **Submit**.

Interfaces to Other Systems

Use this page to access special functions used to send and receive data from other organizations or systems.

How to Interface to Other Systems

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Interfaces to Other Systems**. The Interfaces to Other Systems page appears.
3. Click the external system to link to its functions. The specific procedures that follow are dependent on the external system.

Page and Data Management

The Page and Data Management page provides you with a central location from which to access functionality allowing you to create and manage database extensions and fields, migrate and manage legacy custom fields, access custom page management functionality, as well as data validation, data import, data export, and data view features.

Pearson SuccessNet

PowerSchool includes a close integration with Pearson SuccessNet (PSN), which allows you to extract PowerSchool student enrollment data into PSN. PSN, a Learning Management System (LMS) used by more than 10 million registered users, provides instruction, assessment and intervention to help K-12 teachers and students. PSN contains numerous courses in History, Languages, Literature, Mathematics, Reading, Science and many other subjects.PSN also provides planning and reporting capabilities to help teachers manage their classes.

To perform these setup procedures, you must have both PowerSchool and PSN, be a district or school administrator, and be registered on PSN. If you are not already registered on PSN, see **www.pearsonsuccessnet.com** to register before continuing.

Obtain PSN School IDs

Use this procedure to obtain the PSN School IDs needed for mapping PowerSchool schools to PSN.

Note: For more information, see Pearson SuccessNet's online help.

How to Obtain PSN School IDs

1. Log in to PSN as an administrator.
2. On the home page, click **Upload Students (advanced)**. The Upload School Rosters or Upload Students page appears.
3. Click the **click here for important information and to download a spreadsheet template** link. The Creating a Text File page appears.
4. In the Rules and Codes for Valid Text File Entries section, click the **Click here** link for School ID. A list of valid School IDs appears.
5. Using the list of valid School IDs, proceed to *Map PowerSchool School Number to PSN School ID* to continue.

Map PowerSchool School Number to PSN School ID

Once you have obtained a PSN School ID, you can map each of the PowerSchool schools to a valid PSN School ID.

Note: All students being exported must be tied to a valid PSN School ID in order for the student to be added successfully to PSN.

How to Map PowerSchool School Number to PSN ID

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 **SuccessNet Pearson School ID Setup**. The SuccessNet Pearson School ID Setup page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The name of the school.
Abbrev.	The short name of the school.
School Number	School number created by PowerSchool Administrator. **Note:** The School_Number field in the Schools table is the same value that is referred to as SchoolID in all other PowerSchool Premier tables when referencing a school.
SuccessNet ID	Enter the identification number for the school provided by PSN.

5. Click **Submit**.

Generate Roster Upload File

Once you have finished mapping PowerSchool schools to PSN, you can generate the roster upload file.

Note: To generate the roster upload file for all students from a specific school, look up the school number (**District > Schools/School Info > School Number**) and then search for students based on the school number (**Start Page > SchoolID=[School Number] > Search**).

How to Generate Roster Upload File

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 **SuccessNet Roster Upload File Creation**. The SuccessNet Roster Upload File Creation page appears. The upper portion of the page displays the report's name, version number, description, and comments.
4. Use the following table to enter information in the fields:

Field	Description
Students to Include	Indicate which students you want to run the report for by selecting one of the following options: • **The selected students only** to run the report for students in the current selection enrolled in the specified date range. • **All students** to run the report for all students in the current school enrolled in the specified date range.

Field	Description
Grades	Select the checkboxes of the grade levels you want to scan. Doing so takes the selection of students selected in the "Students to Include" section and narrows the selection to include only those students having the same grade level as those selected. Alternatively, leave all the checkboxes blank to scan all grade levels. Doing so includes all of the students selected in the "Students to Include" selection.
Destination	**Note:** This function does not apply, as the roster upload file is automatically sent to the Report Queue.

5. Click **Submit**. The Report Queue - My Jobs page appears.
6. To view the roster upload file, click **View** once the Status column for the roster upload file displays as "Completed."
7. Save the roster upload text file to your Desktop.

   Note: The roster upload file should appear as a tab-delimited text file.

Parse Roster Upload File

Once you have generated the roster upload file, you will need to review the file to see how many rows the file contains. If it is more than 1000, you will need to parse the roster upload file.

Note: The following procedures address parsing to your Desktop. However, you may also choose to parse to a directory. Be sure to note the location so that you can find the files when you are ready to upload. Parsed files, as well as a directory, can be zipped into a single .zip file before uploading.

How to Parse Roster Upload File (Macintosh)

1. Download **SplitFile.exe** for Macintosh from PowerSource to your Desktop.
2. Open the Terminal.
3. Type **cd desktop** and press **RETURN**.
4. Type **./User/[Your Login]/Desktop/SplitFileMac [NameOfRosterUploadFile.txt]** and press **RETURN**.
5. Type your password and press **RETURN**. The parsed roster upload text file appears on your Desktop.

How to Parse Roster Upload File (Windows)

1. Download **SplitFile.exe** for Windows from PowerSource to your Desktop.
2. Drag and drop the roster upload text file onto the **SplitFile.exe** icon. The parsed roster upload text file appears on your Desktop.

Roster Upload File Layout

All fields are required during upload into PSN. Missing data will cause the entire upload file to fail.

Data Element	Additional Information	[Table]FieldName	Length
School ID	Entered via **District > Pearson Applications > SuccessNet Pearson School ID Setup.**	Custom School Field: PSN_SchoolPID	Numeric value. PSN maximum of 8 digits.
FirstName	N/A	[Students]First_Name	PSN maximum of 20 characters.
MiddleName	N/A	N/A	Exports as blank for all students.
LastName	N/A	[Students]Last_Name	PSN maximum of 32 characters.
Student ID	N/A	[Students]ID	Numeric value. Maximum of 22 digits.
Grade	N/A	[Students]Grade_Level	Converts on report to: K, 01, 02, 03...12. Any other grade levels are exported as "XX."
SuccessNet Language	Not entered via PowerSchool.	N/A	Exports as “ENG” for all students.
UserName	N/A	[Students]Student_Web_ID If blank, auto-generated as [Students]Last_Name[Students]DOB	PSN requires 6-30 characters. PowerSchool allows shorter usernames. Imports into PSN will fail for all usernames less than 6 characters
Password	The password is auto-generated for all students. PowerSchool’s student sign in password is not	[Students]Last_Name[Students]DOB	Maximum of 30 characters.

Data Element	Additional Information	[Table]FieldName	Length
	exported.		
Password Confirmation	Same as above.	Same as above.	Same as above.
Gender	Choose either female or male from the pop-up menu. Valid values: F = Female, M = Male.	[Students]Gender	Any gender not set is exported as “UN.”

Upload Roster File to PSN

Once you have prepared the roster upload file, you can upload the file into PSN. At the completion of this process, students will be registered within PSN and associated with their correct schools. At this point, teachers can set up classes and select the students from the school roster.

Note: For more information, see Pearson SuccessNet’s online help.

How to Upload Roster Upload File to PSN

1. Log in to PSN as an administrator.
2. On the home page, click **Upload Students (advanced)**. The Upload School Rosters or Upload Students page appears.
3. Use the following table to enter information in the fields:

Field	Description
What would you like the system to do if a student in your import file currently exists at a different school?	Select one of the following options: • **Transfer the student to the school in the import file. This will also remove the student from all classes (in PSN).** • **Consider this an error and fail the import.**
File location	Do one of the following: • Enter the file path and name of the file you want to upload. • Click **Browse**, navigate to the file you want to upload, and click **Open**.

4. Click **Upload**. The Upload History section displays the status of the upload. If no errors occur while uploading the file, the message "Successful" appears in the Status column of the uploaded file.

   Note: If an error occurs while uploading the file, the message "Failed: View errors" appears in the Status column of the uploaded file. Click the **View errors** link to view detailed information about the error, make any necessary corrections, and then upload again. Continue this process until all files are uploaded. If an error cannot be resolved, contact PSN Technical Support.

Associate Students with Classes

Once the file has been uploaded into PSN, the final step is to have the teacher associate students to their class. To do this, log into PSN, create the class if it has not already been created, and then search for students on the school roster and add them to the class. For detailed information, see Pearson SuccessNet's online help.

Photo Management

PowerSchool now provides a tool within the PowerSchool admin web portal for managing student and/or staff photos making uploading or deleting photos fast and easy. With the introduction of this web-based feature, direct access to your PowerSchool server is no longer required to add or update student or staff photos in mass.

Upload Photos

Use the Import Pictures function to upload student and/or staff photos.

Mapping Type

Before uploading student or staff photos, you need to decide the mapping type. Mapping type indicates whether you will be using student and staff numbers or names in your mapping file. Mapping by student or staff number is performed at the district level. Whereas mapping by student or staff name is performed at the school level in order to reduce the risk of duplicating records. If mapping by student or staff name, individual zip files and mapping files will need to be created for each school for which you want to upload photos.

Mapping File

Once you have determined your mapping type, then you need to create a tab-delimited mapping text file. The mapping file is used to specify which columns in your mapping file correspond to which photos in your zip file. The information contained within the mapping file depends on you mapping type and can be obtained by exporting from the Students or Teachers table and including the applicable fields, such as Student_Number, TeacherNumber, Last_Name, First_Name, etc.

- If uploading student or staff photos using student or staff numbers, the mapping file must contain the following data: **[Student_Number] or [TeacherNumber]** and **[File Name]**. Column headers are not required. For example:

  420101752 1.jpg
  420103883 2.jpg
  420101493 3.jpg
  420101494 4.jpg

- If uploading student photos using student names, the mapping file must contain the following columns and data: **Last_Name**, **First_Name**, **Middle_Name** (optional), and **Grade_Level** (optional). Column headers are required for all columns except the last column containing the file name. For example:

  Last_Name First_Name Grade_Level
  davis deanne 9 1.jpg
  davis teresa 9 2.jpg
  deyo karen 9 3.jpg
  draper catherine 9 4.jpg

- If uploading staff photos using staff names, the mapping file must contain the following columns and data: **Last_Name**, **First_Name**, and **Middle_Name** (optional). Column headers are required for all columns except the last column containing the file name. For example:

  Last_Name First_Name
  hunter david 1.jpg
  johnson marla 2.jpg
  lee anthony 3.jpg
  morris sam 4.jpg

Zip File

Before uploading photos, you need to create a flat zip file of the photos you want to upload.

How to Upload Photos

Note: Uploading photos by student or staff ID number can only be done by district level. Uploading photos by student or staff name can only be done at the school level.

1. On the start page, choose **System** under Setup in the main menu.
2. Under Data Management, click **Photo Management**. The Photo Management page appears.
3. Click **Import Pictures**. The Import Pictures page appears.
4. Use the following table to enter information in the fields:

Field	Description
Group	Indicate the group for which you want to import photos by

Field	Description
	choosing one of the following from the pop-up menu: • **Students** • **Staff**
Zip File	Enter the file path and name of the zip file or click **Browse** to select the zip file.
Mapping File	Enter the file path and name of the mapping file or click **Browse** to select the mapping file.
Mapping Type	To map based on student or staff ID, choose **Student/Staff Number** from the pop-up menu. To map based on student or staff name, choose **Student/Staff Name** from the pop-up menu.

5. Click **Upload**. The Import Photos Results page displays a summary of the processed records and any failures.

   If uploading student photos, possible error messages include:

Error	Description
Failed to load student record – Caused by using an invalid student number in the mapping file.	Correct invalid student number and then perform import again.
Failed to update the database – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to process picture – Caused by invalid image data or internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to locate student record – Caused by invalid student name.	Correct invalid student name and then perform import again.
Failed to update student record – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to find image in archive – Specified file was not found at top level of archive.	Move image file to top level of archive and then perform import again.
Failed to extract image – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.

   If uploading staff photos, possible error messages include:

Error	Description
Failed to load teacher record – Caused by using an invalid teacher number in the mapping file.	Correct invalid teacher number and then perform import again.
Failed to update the database – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to process picture – Caused by invalid image data or internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to locate teacher record – Caused by invalid teacher name.	Correct invalid teacher name and then perform import again.
Failed to update teacher record – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.
Failed to find image in archive – Specified file was not found at top level of archive.	Move image file to top level of archive and then perform import again.
Failed to extract image – Caused by internal error.	Check the system logs. Contact your PowerSchool system administrator, if needed.

Delete Photos

Use the Delete Pictures function to delete student and/or staff photos.

Note: Deleting photos results in all photos being deleted for the entire district regardless of whether or not a school is selected. It is important to note that this action is irreversible.

How to Delete Photos

1. On the start page, choose **System** under Setup in the main menu.
2. Under Data Management, click **Photo Management**. The Photo Management page appears.
3. Click **Delete Pictures**. The Delete Pictures page appears.
4. Indicate the photos you want to delete by choosing one of the following from the **Group** pop-up menu:
    - **Student**
    - **Staff**
5. Click **Delete**. A confirmation message appears.
6. Click **Delete**. The Delete Photos Results page displays a summary of the deleted records.

PowerSchool Monitor

PowerSchool Monitor is a stand-along application that resides on the host server. Using PowerSchool Monitor, you can monitor the state of PowerSchool services with the information provided by the various logs and address items that require attention.

Startup Errors

PowerSchool startup may be aborted under certain conditions, such as if a schema update requires a re-start on upgrade or an error is encountered. To identify the condition which caused the startup to abort, refer to the PSJ Runtime Log and Lifecycle Log.

Launch PowerSchool Monitor

When installing PowerSchool, you have the option to indicate whether or not you want PowerSchool Monitor to automatically launch when logging into Windows. This is done by creating a shortcut to the application in the Windows\Startup folder. In addition, a shortcut is also created in the Program Files\PowerSchool\ folder, which can be double-clicked to manually start PowerSchool Monitor.

Note: The shortcut in the PowerSchool folder is created regardless of whether or not PowerSchool Monitor is set to automatically launch when logging into Windows.

Actions Menu

The Action Menu appears in the toolbar and includes the following functions:

Action	Description
Pause	Select to pause all log file monitoring.
Resume	Select to resume/start all log file monitoring.
Reinit	Select to restart monitoring logs from their beginning.
About	Select to view information about this instance of PowerSchool Monitor.
Exit	Click to end this PowerSchool Monitor session.

PowerSchool Monitor Configuration

Use the Config tab to configure PowerSchool Monitor run-time properties on a per-session basis.

Note: The next time PowerSchool Monitor is launched, all modified settings are replaced by the default settings.

How to Configure PowerSchool Monitor

1. Launch PowerSchool Monitor.
2. Click the **Config** tab.
3. Use the following table to enter information in the fields:

Field	Description
Find Log Pause	Enter the number of seconds the system should wait between checking to see if a log exists. By default, this value is set to **5**.
Read Log Pause	Enter the number of seconds the system should wait between checking to see if a new log entry exists. By default, this value is set to **5**.
Max List Size	Enter the maximum number of log lines to display. By default, this value is set to **1000**.
Retained List Size	Enter the number of log lines of context you want retained in log window after maximum is exceeded. By default, this value is set to **10**.
Throttle Window	Some error conditions, such as loss of database connectivity, result in a tremendous number of log messages. The PowerSchool Monitor is responsible for reading each message, and if it meets the filter criteria, display it. In certain situations the PowerSchool Monitor could consume all the available CPU capacity trying to keep up with reading the log, making it very difficult to take corrective action. Throttling is what the PowerSchool Monitor uses to prevent this condition – it limits the amount of CPU it will consume. Every time throttling suspends or resumes log monitoring, lifecycle events will be written thus alerting you of the high volume of log activity. Enter the window of time (in seconds) within which the maximum number of log lines can be read (throttle threshold). By default, this value is set to **1**. The window of time resets when the maximum number of log lines are read or if the interval of time has expired since the last log message.
Throttle Threshold	Enter the maximum number of log lines that can be read in Throttling Window seconds before throttling. By default, this value is set to **2500**.
Throttle Pause	Enter the period of time (in seconds) that the PowerSchool Monitor will pause monitoring the log file if throttling is required. By default, this value is set to **10**.

4. Click **Apply to Current Session**.

Status Log

The Status tab shows the health of any monitored Tomcat container. The container is considered up if it can serve pages, down if it can't make network contact, and transitional if it is somewhere in between.

How to Monitor the Status Log

1. Launch PowerSchool Monitor.
2. Click the **Status** tab. The Status page displays the following information for each Tomcat container:

Field	Description
[Tomcat Container]	If this checkbox is selected, the Tomcat container is being monitored. If this checkbox is not selected, the Tomcat container is not being monitored. The dot indicates the status of the connection and indicates the last date and time the health of the system was checked: • Green: Indicates the system is up and serving pages. • Yellow: Indicates that the system is either coming up or going down. • Red: Indicates that the system is down and cannot make network contact. • Gray: Indicates that the system is not being monitored.

PSJ Runtime Log

Use the PSJ tab to monitor the PSJ runtime log. Monitoring can be toggled on or off using the **Play** and **Pause** buttons. Entries which were historically written to data/log<date>pslog.txt_ are now mirrored in the psj-runtime log, and identified as such.

How to View PSJ Runtime Log

1. Launch PowerSchool Monitor.
2. Click the **PSJ** tab. The PSJ-Runtime log appears.
3. Use the following table to enter information in the fields:

Field	Description
Filter	From the toolbar click and select the filter you would like to

Field	Description
	apply to narrow or widen the log messages that appear: • **All** • **PSLog** • **Fatal** • **Error** • **Warn** • **Info**
[Pause Button]	Click to pause the log.
[Play Button]	If you have paused the log, click to unpause. **Note:** By default, monitoring is on.

LifeCycle Log

Use the LifeCycle tab to monitor lifecycle events. LifeCylce events are considered events that denote a state change or require intervention. When the system transitions from stopped to starting, or vice versa, an entry is made in the LifeCycle log. These events are not deemed to require intervention and are there to provide context. Any other log line that matches one of the LifeCycle events changes, such as schema update which requires a restart, will cause the LifeCycle tab to turn red until the log is viewed by clicking the tab.

How to View LifeCycle Log

1. Launch PowerSchool Monitor.
2. Click the **LifeCycle** tab. The LifeCycle log appears.

Remote Connection Management

Remote Connection Management allows you to configure a connection to a secure remote server. Remote connections are configured from the PowerSchool Plugin Console.

When you create a remote connection, it is available to select as a report parameter when generating certain state-specific reports. For more information, see the applicable state reporting guide available on **PowerSource**.

Page permissions determine the options available on the Remote Connection Management page.

Important Note: This feature is currently used for state/provincial reporting to establish a remote connection from your PowerSchool server to a reporting authority. For more information, refer to the reporting guide for your state or province.

Enable/Disable Remote Connection Manager

Enable Remote Connection Manager to configure a remote connection to PowerSchool.

How to Enable Remote Connection Manager

By default, Remote Connection Management is enabled. Once enabled, you can configure a remote connection, upload, and download reports.

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 **Plugin Console Configuration**. The Plugin Console Dashboard page appears.
4. Select the **Enable/Disable Remote Connection Manager** checkbox.

How to Disable Remote Connection Manager

Once you have enabled Remote Connection Manager, it may become necessary to render it inoperative. If Remote Connection Manager is disabled, you configure a remote connection in PowerSchool, but you cannot upload or download reports.

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 **Plugin Console Configuration**. The Plugin Console Dashboard page appears.
4. Deselect the **Enable/Disable Remote Connection Manager** checkbox. A confirmation message appears.
5. Click **Yes**.

Work with Remote Connections

You can create, view, edit, and delete remote connections on the Manage Remote Connections page. PowerSchool page permissions determine the available options on this page, depending on the user ID.

How to Add a Remote Connection

Enter the information you receive from the host of the remote server on the Remote Connection Management page in order to configure the remote connection.

Note: The remote connection is dependent on the network firewall in order to operate correctly. Be sure your network allows for remote connections before configuring this feature.

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 **Plugin Console Configuration**. The Plugin Console Dashboard page appears.
4. Click **Configure** next to Remote Connection Manager. The Remote Connection Manager Setup page appears.

5. Click **Remote Connection Manager**. The Manage Remote Connections page appears.
6. Click **Create Connection**. The Create Remote Connection dialog appears.
7. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the connection.
Description	Enter a description for the connection. This information is only visible on this dialog when viewing existing connections.
Protocol	Select the format for transferring data from the pop-up menu.
Allow unsecure ciphers	Do one of the following • Select the checkbox to allow PowerSchool to use a larger set of encryption options (ciphers) to communicate with the SFTP server. • Deselect the checkbox to allow PowerSchool to use the most secure encryption options (ciphers) to communicate with the SFTP server. This is the more secure option.
Host	Enter the IP address or server DNS.
Port	Enter the port number. The default port is 22.
Username	Enter the username provided by the remote server host.
Password	Enter the password provided by the remote server host.
Confirm Password	Re-enter the password to confirm.
Test Connection	Click to assure that the remote connection is configured correctly and established a connection to the server. A message appears on the dialog if the connection is successfully established.
Finger Print	This security information is populated when you accept the host key and a successful connection is established with the remote server. To enter a host key received via secure email or another communication method, click the hyperlink to display the Host Key field.
Host Key	Click the **Finger Print** hyperlink to display this field. Copy and paste the host key information received from the remote host via secure email or another communication method into this field. Once the information is entered in the field, click Test Connection again to verify the server security.
Remote Path	Leave this field blank in order for the PowerSchool report to automatically detect the correct folder path unless you are directed to enter a folder path manually.
Allow Download	Select the checkbox to allow downloads from the remote connection.

Field	Description
Allow Upload	Select the checkbox to allow uploads to the server from PowerSchool.

8. Click **Submit**. The Create Connection dialog closes.

How to Edit a Remote Connection

You can only edit a remote connection if you have permissions assigned to do so.

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 **Plugin Console Configuration**. The Plugin Console Dashboard page appears.
4. Click **Configure** next to Remote Connection Manager. The Remote Connection Manager Setup page appears.
5. Click **Remote Connection Manager**. The Manage Remote Connections page appears.
6. Click the remote connection you want to edit. The Edit Remote Connection dialog appears. Edit information as needed. For field descriptions, see *How to Add a Remote Connection*.
7. Click **Submit**.

How to Delete a Remote Connection

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 **Plugin Console Configuration**. The Plugin Console Dashboard page appears.
4. Click **Configure** next to Remote Connection Manager. The Remote Connection Manager Setup page appears.
5. Click **Remote Connection Manager**. The Manage Remote Connections page appears.
6. Click the remote connection you want to delete. The Edit Remote Connection dialog appears.
7. Click **Delete**. The Confirm Delete button appears on the dialog.
8. Click **Confirm Delete**. The Edit Remote Connection dialog closes and the connection is removed from the Manage Remote Connections page.

Search Page Contents

You can search for either whole strings, or you can specify a starting string and an ending string (<img src="`">). You may use both search types in a query. If you specify starting and ending strings, they must be on the same line, separated with the accent character ( ` - it's right above the tab key). If you do not specify any search arguments, you simply get a list of each file in that directory.

The search direction affects how start and end strings are handled. If you search forwards, the search engine looks for an occurrence of the starting string, then finds the closest ending string. If you search backwards, the search engine looks for an occurrence of the ending string, then finds the closest starting string. Why would you want to search backwards? Suppose you want to get a list of all images used on pages. You might search for ("`.jpg"). By searching backwards, we find ' .jpg" ' first, then look back to the closest double quote. If you searched forwards, your search results would begin with the first double quote on the page, then continue on to the first ' .jpg" '.

Results to return tells the search engine how many results to display. If you select unique values only (which is really most useful when specifying starting and ending strings), you will only receive one search result per successful query. If you select all occurrences, you will receive every successful query. Using the above example, if you specify 'Unique values only', the search results will list each unique image only once, regardless of the number of pages on which it is found. Otherwise, you will get a list of every file that contains that image.

Finally, your search results can either be sorted by the search result or the file path.

How to Search for Page Contents

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Click **Search Page Contents**. The Search Pages Contents page appears.
3. Use the following table to edit information in the fields:

Field	Description
Directories to Search	Enter the directories you want to search.
Search Subdirectories?	Indicate if you wan to search subdirectories by selecting one of the following: • **Yes** • **No**
Valid File Extensions	Enter valid file extensions. You may enter multiple extensions. Each extension must be on a new line.
Search Arguments	Enter search arguments, if any. You may enter multiple arguments. Each argument must be on a new line. See the note below on how the search works.
Search Direction	Indicate the direction you want to run the search by selecting one of the following: • **Search forwards** • **Search backwards**
How to Search	Indicate if you wan to include search arguments by selecting one of the following: • **Contains any**

Field	Description
	• **Does not contain any search arguments**
Results to Return	Indicate the results you want returned by selecting one of the following: • **Unique values only** • **All occurrences of search arguments**
How to Sort Results	Indicate how you want results sorted by selecting one of the following: • **By search result** • **By file path**

4. Click **Submit**. The Search Page Contents Results page appears.
5. Click the file path to view the page.

How to View Page Contents

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Click **Search Page Contents**. After the system scans for customized pages, the Search Page Contents Results page appears.
3. Click **View** next to the page name in the File Path column. The page appears.

How to Edit Page Contents

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Click **Search Page Contents**. After the system scans for customized pages, the Search Page Contents Results page appears.
3. Click **Edit** next to the page in the File Path column. The File Download dialog appears.
4. Click **Save this file to disk**.
5. Click **OK**. The Save As dialog appears.
6. Select a file location.
7. Click **Save**. The Search Page Contents page appears. Edit the file using the appropriate application.

Special Operations

Use Special Operations to perform a variety of specialized procedures for your school's PowerSchool data as directed by PowerSchool Technical Support. For example, run the special operation **Clear student photos** to remove all student photos from the selected school.

To recalculate lunch balances for all students, select the **Recalculate lunch balances** operation. To recalculate lunch balances for a single student, see *How to Recalculate a Student's Lunch Balance*.

How to Run a Special Operation

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. Use the following table to enter information in the fields:

Field	Description
Operation	Choose the operation from the pop-up menu.
Server	Choose the task server you want to start from the pop-up menu.
Param 1	Enter the information provided by PowerSchool Technical Support.
Param 2	Enter the information provided by PowerSchool Technical Support.
Code	Enter the information provided by PowerSchool Technical Support.

4. Click **Submit**. The system completes the special operation.

How to Stop/Start the Task Server

The task server runs on each node and runs five-minute, hourly, nightly, monthly, etc., jobs. If an issue arises during one of these jobs, you can temporarily suspend the task server using the **Stop Task Serve**r special operation in order to troubleshoot the issue. Once you have resolved the issue, you will want to immediately restart the task server using the **Start Task Server** special operation. Restarting the task server It will automatically restart the node.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Special Operations**. The Special Operations page appears.
3. Use the following table to enter information in the fields:

Field	Description

Field	Description
Operation	Do one of the following: • To stop the task server, choose **Stop Task Server** from the pop-up menu. • To restart the task server, choose **Start Task Server** from the pop-up menu.
Server	Do one of the following: • Choose the task server you want to stop from the pop-up menu. • Choose the task server you want to restart from the pop-up menu.

4. Click **Submit**. The system completes the special operation.

Tapestry

Tapestry is a web-based connected learning environment built specifically for K-12. Tapestry provides a platform for seamlessly integrating aligned digital content and assessments with analytics, next generation web tools, and PowerSchool in real-time through a single point of access.

Configure Tapestry Single Sign-On (SSO) Settings

Using single sign-on setup, you can configure the settings needed for establishing a successful SSO connection between Tapestry and PowerSchool making the transition between Tapestry and PowerSchool seamless.

How to Configure Tapestry Single Sign-On (SSO) Settings

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 **Tapestry Single Sign-On (SSO) Settings**. The Tapestry Single Sign-On (SSO) Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
SSO Inbound Enabled	Select the checkbox to enable inbound SSO. When enabled, a user signed into Tapestry can access PowerSchool and PowerTeacher without having to sign in to PowerSchool.

Field	Description
Tapestry Public Key	Enter Tapestry's public key string supplied to PowerSchool by the Tapestry administrator. **Note:** Because the key is a 256+ alphanumeric string, it is strongly recommended that you copy and paste the string into this field.
SSO Outbound Enabled	This feature is currently unavailable.
Tapestry Hostname or IP address	This feature is currently unavailable.

5. Click **Submit**.

Teacher Maximum Load

Use the Teacher Maximum Load function to prevent teachers from being scheduled to teach more students in a day than is allowed by their contracts. Activate the Teacher Maximum Load function at the district level and give each teacher who has a maximum load a value of the number of students they can teach in a day. To activate this function, see *How to Set Up Miscellaneous District Settings*. To specify a maximum load per teacher, see *Staff Scheduling Preferences*.

For sections to count towards a teacher's daily maximum load, you must modify the section to not be exempt from the maximum load calculation. Since you may not want some classes (such as supervised study hall) to count towards a teacher's maximum load, you can set sections as exempt from the maximum load calculation. To set a section's load status, see *Sections*.

When specifying a teacher's maximum load, the number must be a numeric integer representing the total number of students that a teacher can be scheduled for on any given day. Also, the aggregation of the number of students scheduled for a teacher is be based on seats scheduled; that is, if a student is scheduled into more than one of that teacher's classes, then the student is counted as many times as they are scheduled in that teacher's classes.

There are two ways to report on teacher maximum load information. One reports on the sections' maximum enrollment and the teachers' maximum student load for the term in which the specified date is included. However, since a section may have added or dropped enrollments, the report displays aggregated numbers for the maximum load. For more information, see *How to Run the Teacher Maximum Load Report*. The other recalculates the teacher maximum load and displays each enrollment violation for the current date. For more information, see *How to Calculate Teacher Maximum Load*.

How to Calculate Teacher Maximum Load

Use this function to display load violations and to refresh the maximum load information by recalculating teachers' maximum load information. Events that require recalculations include:

- When modifying the school calendar: changing a lettered day (such as making an A day a B day), marking a day as "in session," or switching bell schedules
- When modifying a section: changing the expression [such as from 1(A) to 1(B)], changing the maximum load status to or from Exempt, or changing the assigned teacher
- When changing a teacher's maximum load, specifically to a lower number

Note: Using USM to modify the course records (CC) table invalidates the daily count for the affected teacher, thereby circumventing the preventative controls of Teacher Maximum Load function. Also, running the special operation "Recover from mass transfer out" also invalidates the maximum load count. After performing either of these activities, perform the Teacher Maximum Load Setup function to recalculate and report violations of load counts.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Scheduling, click **Teacher Maximum Load Setup**. The Teacher Maximum Load Setup page appears.
3. Select a teacher or select **All Teachers** from the **Select a Teacher** pop-up menu.
4. Click **Submit**. The Maximum Load Table Setup Progress page appears. After calculating and updating the daily load counts for the selected teacher(s), the report lists any load violations. If no violations exist, the message "No violations found" appears.

UI Examples

The pages in PowerSchool are constructed using a standardized set of HTML tags and styles using CSS. These pages provide a reference guide so that you can more easily construct and modify your custom pages. Reusing these design patterns not only makes custom page development easier, it helps you to learn to use new pages by providing a familiar look and feel.

Note: For more information about custom web pages, see the PowerSchool Administrator online help or the *Custom Web Pages User Guid*e available on **PowerSource**.

How to Access UI Examples via PowerSchool

1. On the start page, enter /admin/ui_examples/home.html in the **Address** field.
2. Press **ENTER** or **RETURN**. The UI Examples page appears.
3. Use the field description table to below to assist you in constructing and modifying your custom pages.

How to Access UI Examples Via PowerSchool Administrator

1. Sign in to PowerSchool. The PowerSchool start page appears.
2. Click **PS Administrator**. The PowerSchool Administrator Login page appears.
3. Log in to PowerSchool Administrator. The PowerSchool Administrator start page appears.
4. Click **Custom Pages**. The Custom Pages page appears.
5. Click **UI Examples**. The UI Examples page appears.

6. Use the following tables to assist you in constructing and modifying your custom pages:

HTML

Link	Description
Admin Page	Click to view an overview of the Admin page structure.
Teacher Page	Click to view an overview of the Teacher page structure.
Parent Page	Click to view an overview of the Parent page structure.
The Content Section	Click to view information about how to code the content area.
Tables	Click view information about how to code tables in PowerSchool.
Static Tabs	Click to view information about how to code tabs in PowerSchool.
Buttons	Click to view information about how to code buttons in PowerSchool.
Tooltips	Click to view information about how to code tooltips in PowerSchool.

JavaScript

Link	Description
Double Click Prevention	Click for information about double click prevention.
Calendar Popup	Click for information about calendar popups.
Dialog Popups	Click for information about dialog popups.
Dynamic Tabs	Click for information about dynamic tabs.
Collapsing boxes	Click for information about collapsible boxes.

Example Page

Link	Description
UI Live Example	Click to view a page that has a near complete collection of all the UI elements provided in PowerSchool.

Variable Credit Setup

Variable Credit

To support alternative education programs, PowerSchool now offers variable credit. Using variable credit, teachers can now specify how much credit each student is attempting (potential credit) and how much credit each student is awarded (earned credit) regardless of the credit hours specified for the course or the grade the student earned for the class in a term.

To use this feature, variable credit must be enabled either for an individual section or for multiple sections. You have the option to permit teachers to enter variable awarded credit and variable attempted credit. By default, both variable awarded credit and variable attempted credit are disabled.

Note: Setting variable credit for an individual section can be done using the Edit Section page, as well as the **Variable Credit Setup page**. Setting variable credit for multiple sections can only be done using the **Variable Credit Setup page**. When setting up variable credit, you can disable both attempted and awarded credit, enabled both attempted and awarded credit, or only enable awarded credit.

Once enabled, respective column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. For more information, see Scoresheet in the PowerTeacher gradebook online help.

Finally, variable credit scores entered in PowerTeacher gradebook can then be permanently stored. For more information, see *Options for Storing Variable Credit*.

Variable Credit Setup

Using variable credit setup, you can enable or disable variable credit for multiple sections. Variable credit setup also provides the option to enable and disable variable credit for an individual section.

How to Mass Update Variable Credit

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Grading, click **Variable Credit Setup**. The Variable Credit Setup page appears.
3. Use the following table to enter information in the fields:

   Note: Click Section List column headings to sort in ascending order. Click again to sort in descending order. Click **<<first**, **<prev**, [number], **next>**, **last>>** to view all of the Section List search results.

Field	Description
Search Filter	By default, the Section List is empty. Click the arrow, select one or more of the following checkboxes, enter the

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>appropriate information in each field, and then click Search:
Course Name
Course Number
Section Number
Teacher
Expression
Year
Term
Variable Awarded Credit
Variable Attempted Credit
Selected Term Context</td></tr>
<tr><td>Change for all listed section to</td><td>Use the pop-up menus to indicate whether or not to permit teachers to enter variable credit for all sections in the Section List:
To permit teachers to enter variable awarded credit, choose Variable Awarded Credit from the first pop-up menu, Yes from the second pop-up menu, and then click Set. As a result, the Variable Awarded Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value.
To prevent teachers from entering variable awarded credit, choose Variable Awarded Credit from the first pop-up menu, No from the second pop-up menu, and then click Set. As a result, the Variable Awarded Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.
To permit teachers to enter variable attempted credit, choose Variable Attempted Credit from the first pop-up menu, Yes from the second pop-up menu, and then click Set. As a result, the Variable Attempted Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value.
To prevent teachers from entering variable attempted credit, choose Variable Attempted Credit from the first pop-up menu, No from the second pop-up menu, and then click Set. As a result, the Variable Attempted Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.</td></tr>
<tr><td>Course Name</td><td>The name of the course.</td></tr>
</table>

Field	Description
Course Number	The number used to identify the course.
Section Number	The number used to identify the course section.
Teacher	The name of the teacher teaching the course section.
Expression	The period and day combination of the course section.
Year	The year in which the course section is being taught.
Term	The term in which the course section is being taught.
Variable Awarded Credit	Use the pop-up menu to indicate whether or not to permit teachers to enter variable awarded credit for the selected section: • To permit teachers to enter variable awarded credit, choose **Yes** from the pop-up menu. As a result, the Variable Awarded Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. • To prevent teachers from entering variable awarded credit, choose **No** from the pop-up menu. As a result, the Variable Awarded Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.
Variable Attempted Credit	Use the pop-up menu to indicate whether or not to permit teachers to enter variable attempted credit for the selected section: • To permit teachers to enter variable attempted credit, choose **Yes** from the pop-up menu. As a result, the Variable Attempted Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value. • To prevent teachers from entering variable attempted credit, choose **No** from the pop-up menu. As a result, the Variable Attempted Credit column will not appear in PowerTeacher gradebook on the Scoresheet in Final Grade mode.

4. Click **Submit**. The Variable Credit Setup page appears and the message "Changes Saved" displays.

Other

Daily Bulletin Setup

Use this page to set up the daily bulletin for viewing in PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher. In addition, you can modify the format of the daily bulletin, preview it, and view all bulletin items, including those that have expired.

How to Add a Daily Bulletin Item

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click **New**. The New Daily Bulletin Item page appears.
4. Use the following table to enter information in the fields:

Field	Description
Date Range	Enter the dates on which you want this item to appear using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Target Audience	Use the pop-up menu to choose the audience of the bulletin item, identified by the user's permissions: • **Public:** Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html. • **Teachers:** Only those with permission to PowerTeacher and the PowerSchool Admin Web pages can view this bulletin item. • **Admin:** Only those with permission to the PowerSchool Admin Web pages can view this bulletin item.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin. **Note:** You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.
Item Title Start	Enter the start tags for your title to determine how your title will look. Recommended value: <div

Field	Description
	class="bulletin"><h3>
Item Title End	If you do not want the body text to look the same as the title text, enter the end tags for your title text. Recommended value: </h3>
Item Body Start	Enter the start tags for your body text to determine how your body text will look. Recommended value: <div class="bulletin-body">
Item Body End	Enter the end tags for your body text. Recommended value: </div></div>

5. Click **Submit**. The Daily Bulletin Setup page displays the new bulletin item.

How to Change Bulletin Formats

Change the font, font size, and color of daily bulletin items. Modifications on this page require basic knowledge of Hypertext Markup Language (HTML).

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click **Bulletin HTML formatting preferences**. The Bulletin HTML Formatting Preferences page appears.
4. Use the following table to enter information in the fields:

Field	Description
Item Title Start	Enter the start tags for your title to determine how your title will look.
Item Title End	If you do not want the body text to look the same as the title text, enter the end tags for your title text.
Item Body Start	Enter the start tags for your body text to determine how your body text will look.
Item Body End	Enter the end tags for your body text.

5. Click **Submit**. The Daily Bulletin Setup page appears.

How to Preview the Daily Bulletin

Though it is possible to view the daily bulletin in PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher, you can preview the bulletin items for a particular day from the Special Functions page.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click **Preview Bulletin**. The Daily Bulletin page appears.
4. Click the dates to navigate to different pages of the bulletin.

How to View All Bulletin Items

Though it is possible to view the daily bulletin in PowerSchool, the PowerSchool Student and Parent portal, and PowerTeacher, view all of the bulletin items, including expired items, from the Special Functions page.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click **Show all bulletin items, including expired terms** to view bulletin items. The All Bulletin Items page appears.

How to Edit a Daily Bulletin Item

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click the date of the bulletin item you want to edit. The Edit Daily Bulletin Item page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Daily Bulletin Item*.
5. Click **Submit**. The Daily Bulletin Setup page displays the edited bulletin item.

How to Delete a Daily Bulletin Item

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click the date of the bulletin item you want to delete. The Edit Daily Bulletin Item page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Localize a Daily Bulletin Item

You can create different language versions of the bulletin for each locale you have configured in PowerSchool. For detailed information, see *Localize Daily Bulletin*.

Database Extensions and Custom Field Migration

Database extensions allow you to display customized information in PowerSchool. Database extensions replace what was formerly known as custom fields. You can manage your database extensions in PowerSchool. In addition, you will be able to use existing functionality such as import, export, and reporting tools to access database extension data. Database extensions provide an expandable foundation for developing custom page content.

Database extensions provide the following benefits:

- Improves the reliability of custom data elements and provides a solution for existing pages and reports.
- Improves application performance when accessing database extension data elements directly.
- Removes the dependency on custom fields and virtual tables, enabling PowerSchool to run in a fully customized manner.

How it Works

Database extensions may be created through the PowerSchool user interface and define the table structure and related fields. There are three basic types of tables defined in a database extension:

- One-to-one table extension
- One-to-many table extension
- Independent table (not linked to a PowerSchool table)

You can use different combinations of these table types:

- Add a one-to-one table extension to a PowerSchool table, a one-to-many table extension, or an independent table. You can only have one table extension on any other table.
- Add a one-to-many table extension to a PowerSchool table, another one-to-many table extension, or an independent table.
- Independent tables do not extend from another table.

Once a table is extended, you can add fields to the table and specify data types as well as migrate remaining user-created legacy custom fields to the extension table. The new table and field extensions are available on the Custom Fields and Screens pages.

Create Table and Field Extensions

Create new and manage existing database extensions from the Page and Data Management page. Coordinate with your district to ensure that migration of custom fields are only processed by one person.

The overall steps for adding a database extension are as follows:

1. Select the functional area of the application to extend, or create an independent table for the extended data.
2. Select a workflow type. You can add fields to the default extension, or create and manage database extensions, tables and fields.
3. Choose a PowerSchool database extension table to modify, or create a new table.
4. Create new fields for the database extension table.

How to Add a Field to a Default Extension

Use the default database extension group and table to easily add a new field. A default extension is available for every table. To create an independent table, see ***How to Create a New Independent Table***.

Note: Data migration from a legacy custom field is required at the time the Database Extension column is created. Once an extension column is created, legacy custom field data can no longer be migrated into the Database Extension column.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Database Management, click **Manage Database Extensions**. The Manage Database Extensions page appears.
4. Use the following table to enter information in the Choose Functional Area section:

Field	Description
Choose the Database Table to Extend	Choose the PowerSchool table that you want to extend from the pop-up menu. **Note:** To view a longer list of PowerSchool tables, choose **Other**, and then select a table from the additional pop-up that appears.
Choose Workflow Type	Select the **Basic Extension** option.

5. Click **Next**. The Create New Fields for Database Extension Table: [Table Name] section appears.
6. To add new fields for the database extension table, click **Add**. The Add Field pop-up appears.
7. Use the following table to enter information in the fields:

Field	Description
Name	Enter the field name as it will appear in PowerSchool.

Type	Select the filed data type from the pop-up menu: o **String**: Fixed-length character string. Strings in excess of 4000 characters will be truncated. o **Integer**: A number that can be written without a fractional or decimal component. o **Date**: A point-in-time value. o **Double**: An approximate representation of a decimal value. o **Boolean**: Data has two values (1=true and 0=false). o **CLOB**: (Character Large Object) data stored in a separate location referenced by the table. o **BLOB**: (Binary Large Object) collection of binary data stored as a single entity.
Length	Enter the maximum length of data that can be entered in the field.
Default Value	Enter the default value for the field.
Migrate Data From	**Note:** This option must be performed at field creation if the legacy data is required in the newly created field. Choose a legacy custom field in order to migrate data from the selected field to your database extension field. The default **Type** is set to **String** and the default **Length** is set to **4000** automatically. This option is unavailable if there are no remaining legacy custom fields. (**Note:** The data is migrated after you create your field list and you click **Submit**.)
Description	Enter a brief description of the field.

2. Click **Apply** on the Add Field pop-up when you have finished entering field information.

   To modify the field you added:

   - Click **Edit** to change the field details.
   - Click **Delete** to remove the field from the list.

     Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

   - To return to the previous section, click **Previous**.
3. Click **Submit**. The database extension and fields you added are saved.

How to Choose or Add New Database Extension Group for a Selected Table

Add fields to an existing database extension group of your choosing. You can also add a new group.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Database Management, click **Manage Database Extensions**. The Manage Database Extensions page appears.
4. Use the following table to enter information in the Choose Functional Area section:

Field	Description
Choose the Database Table to Extend	Choose the PowerSchool table that you want to extend from the pop-up menu. **Note:** To view a longer list of PowerSchool tables, choose **Other**, and then select a table from the additional pop-up that appears.
Choose Workflow Type	Select the **Advanced Extension** option.

5. Click **Next**. The Choose or Add New Database Extension Group for [Table Name] section appears.
6. Select one of the following options:
   - **View only database extension groups for the current functional area** to filter the list to display only the extension groups for the functional area you selected.
   - **View all user created database extension groups** to filter the list to display all of the extension groups created by your PowerSchool users.
7. To add a new extension group, click **Add** and then enter the extension name in the pop-up. The name will be prefixed with U_ in the title. Click **Apply** when you have finished entering the group name. The extension group you added now appears in the Choose or Add New Database Extension Group for [Table Name] section.

   To modify the group you added:

   - Click **Edit** to change the Extension Name.
   - Click **Delete** to remove the group from the list.

     Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

   - To return to previous sections, click **Previous**.
8. Select the database extension group you want to work with from the list provided.
9. Click **Next**. The Choose or Add New Database Extension Table for [Selected Group] section appears.
10. To add a new extension table, click **Add** and then enter the table name in the pop-up. The name will be prefixed with U_ in the title. Click **Apply** when you have finished entering the group name on the Add Extension pop-up. The table you added

now appears in the Choose or Add New Database Extension Table for [Selected Group] section.

Note that you can only add a single one-to-one extended table, but you can add multiple one-to-many extension tables. When adding a one-to-many extension table, select the **Can have multiple records** checkbox.

To modify the table you added:

- Click **Edit** to change the Extension Table Name.
- Click **Delete** to remove the table from the list.

  Note: You cannot change the name of a one-to-one table. In order to change the name of a one-to-one table, delete the default table and then add a new one-to-one table with the name you choose.

  Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

- To return to previous sections, click **Previous**.

Note: Some database extensions are provided in PowerSchool. These preconfigured database extensions and fields are not accessible or modifiable by users. For a complete listing of these extensions, see the *PowerSchool Data Dictionary Tables* available on **PowerSource**.

11. Select the database extension table you want to add fields to from the list provided.
12. Click **Next**. The Create New Fields for Database Extension Table section appears.
13. To add new fields for the database extension table, click **Add**. The Add Field pop-up appears.
14. Use the following table to enter information in the fields provided:

Field	Description
Name	Enter the field name as it will appear in PowerSchool
Type	Select the filed data type from the pop-up menu: o **String**: Fixed-length character string. Strings in excess of 4000 characters will be truncated. o **Integer**: A number that can be written without a fractional or decimal component. o **Date**: A point-in-time value. o **Double**: An approximate representation of a decimal value. o **Boolean**: Data has two values (1=true and 0=false). o **CLOB**: (Character Large Object) data stored in a separate location referenced by the table. o **BLOB**: (Binary Large Object) collection of binary data stored as a single entity.

Length	Enter the maximum length of data that can be entered in the field.
Default Value	Enter the default value for the field.
Migrate Data From	**Note:** This option must be performed at field creation if the legacy data is required in the newly created field. Choose a legacy custom field in order to migrate data from the selected field to your database extension field. The default **Type** is set to **String** and the default **Length** is set to **4000** automatically. This option is unavailable if there are no remaining legacy custom fields. (**Note:** The data is migrated after you create your field list and you click **Submit**.)
Description	Enter a brief description of the field.

15. Click **Apply** when you have finished entering field information on the Add Field pop-up.

    To modify the field you added:

    - Click **Edit** to change the field details.
    - Click **Delete** to remove the field from the list.

      Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

    - To return to previous sections, click **Previous**.
16. Click **Submit**. The database extension and fields you selected or added are saved.

    Note: You must restart ReportWorks Services in the PowerSchool Installer in order for these changes to take effect in ReportWorks. For more information, see *Reset Server*.

Create a New Independent Table

You can create an independent table extension not associated with an existing PowerSchool table.

How to Create a New Independent Table

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Database Management, click **Manage Database Extensions**. The Manage Database Extensions page appears.
4. In the Choose Functional Area section, select **Other** from the pop-up menu.

5. Click **Add Independent Table** to create a table that is independent of any existing tables or functional areas. The Choose or Add New Database Extension Group for IndependentTable section appears.
6. Select one of the following options:
   - **View only database extension groups for the current functional area** to filter the list to display only the extension groups for the functional area you selected.
   - **View all user created database extension groups** to filter the list to display all of the extension groups created by your PowerSchool users.
7. To add a new extension group, click **Add** and then enter the extension name in the pop-up. The name will be prefixed with U_ in the title. Click **Apply** when you have finished entering the group name. The extension group you added now appears in the Choose or Add New Database Extension Group for IndependentTable section.

   To modify the group you added:

   - Click **Edit** to change the Extension Name.
   - Click **Delete** to remove the group from the list.

     Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

   - To return to previous sections, click **Previous**.
8. Select the database extension group you want to work with from the list provided.
9. Click **Next**. The Choose or Add New Database Extension Table for [Selected Group] section appears.
10. To add a new extension table, click **Add** and then enter the table name in the pop-up. The name will be prefixed with U_ in the title. Click **Apply** when you have finished entering the group name on the Add Extension pop-up. The table you added now appears in the Choose or Add New Database Extension Table for [Selected Group] section.

    Note that you can only add a single one-to-one extended table, but you can add multiple one-to-many extension tables. When adding a one-to-many extension table, select the **Can have multiple records** checkbox.

    To modify the table you added:

    - Click **Edit** to change the Extension Table Name.
    - Click **Delete** to remove the table from the list.

      Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

    - To return to previous sections, click **Previous**.

    Note: Some database extensions are provided in PowerSchool. These preconfigured database extensions and fields are not accessible or modifiable by users. For a complete listing of these extensions, see the *PowerSchool Data Dictionary Tables* available on **PowerSource**.

11. Select the database extension table you want to add fields to from the list provided.
12. Click **Next**. The Create New Fields for Database Extension Table section appears.
13. To add new fields for the database extension table, click **Add**. The Add Field pop-up appears.
14. Use the following table to enter information in the fields provided:

Field	Description
Name	Enter the field name as it will appear in PowerSchool
Type	Select the filed data type from the pop-up menu: o **String**: Fixed-length character string. Strings in excess of 4000 characters will be truncated. o **Integer**: A number that can be written without a fractional or decimal component. o **Date**: A point-in-time value. o **Double**: An approximate representation of a decimal value. o **Boolean**: Data has two values (1=true and 0=false). o **CLOB**: (Character Large Object) data stored in a separate location referenced by the table. o **BLOB**: (Binary Large Object) collection of binary data stored as a single entity.
Length	Enter the maximum length of data that can be entered in the field.
Default Value	Enter the default value for the field.
Migrate Data From	Choose a legacy custom field in order to migrate data from the selected field to your database extension field. The default Type is set to String and the default Length is set to 4000 automatically. This option is unavailable if there are no existing legacy custom fields.
Description	Enter a brief description of the field.

15. Click **Apply** when you have finished entering field information on the Add Field pop-up.

    To modify the field you added:

    - Click **Edit** to change the field details.
    - Click **Delete** to remove the field from the list.

      Note: The **Edit** and **Delete** buttons will remain available until you click **Submit**.

    - To return to previous sections, click **Previous**.
16. Click **Submit**. The database extension and fields you selected or added are saved.

Note: You must restart ReportWorks Services in the PowerSchool Installer in order for these changes to take effect in ReportWorks. For more information, see *Reset Server*.

Database Reserved Words

PowerSchool leverages Oracle, the leading relational database management solution for enterprise applications. Oracle is an SQL-based database. SQL is a standard language that many applications use to communicate with database management systems. The PowerSchool application is written in Java and translates web requests to standard SQL statements that are sent to Oracle for processing.

The following words are reserved by Oracle. That is, they have a special meaning to Oracle and cannot be redefined. For this reason, you cannot use them to name database extensions.

Oracle Reserved Words

Access	Else	Modify	Start
Add	Exclusive	Noaudit	Select
All	Exists	Nocompress	Session
Alter	File	Not	Set
And	Float	Notfound	Share
Any	For	Nowait	Size
Arraylen	From	Null	Smallint
As	Grant	Number	Sqlbuf
Asc	Group	Of	Successful
Audit	Having	Offline	Synonym
Between	Identified	On	Sysdate
By	Immediate	Online	Table
Char	In	Option	Then
Check	Increment	Or	To
Cluster	Index	Order	Trigger
Column	Initial	Pctfree	Uid
Comment	Insert	Prior	Union

Compress	Integer	Privileges	Unique
Connect	Intersect	Public	Update
Create	Into	Raw	User
Current	Is	Rename	Validate
Date	Level	Resource	Values
Decimal	Like	Revoke	Varchar
Default	Lock	Row	Varchar2
Delete	Long	Rowid	View
Desc	Maxextents	Rowlabel	Whenever
Distinct	Minus	Rownum	Where
Drop	Mode	Rows	With

Oracle Keywords

Admin	End	Min	Reuse
After	Escape	Minextents	Role
Allocate	Events	Minvalue	Roles
Analyze	Except	Module	Rollback
Archive	Exceptions	Mount	Savepoint
Archivelog	Exec	New	Schema
Authorization	Execute	Next	Scn
Avg	Explain	Noarchivelog	Section
Backup	Extent	Nocache	Segment
Become	Externally	Nocycle	Sequence
Before	Fetch	Nomaxvalue	Shared
Begin	Flush	Nominvalue	Snapshot
Block	Force	None	Some
Body	Foreign	Noorder	Sort

Cache	Fortran	Noresetlogs	Sql
Cancel	Found	Normal	Sqlcode
Cascade	Freelist	Nosort	Sqlerror
Change	Freelists	Numeric	Sqlstate
Character	Function	Off	Statement_Id
Checkpoint	Go	Old	Statistics
Close	Goto	Only	Stop
Cobol	Groups	Open	Storage
Commit	Including	Optimal	Sum
Compile	Indicator	Own	Switch
Constraint	Initrans	Package	System
Constraints	Instance	Parallel	Tables
Contents	Int	Pctincrease	Tablespace
Continue	Key	Pctused	Temporary
Controlfile	Language	Plan	Thread
Count	Layer	Pli	Time
Cursor	Link	Precision	Tracing
Cycle	Lists	Primary	Transaction
Database	Logfile	Private	Triggers
Datafile	Manage	Procedure	Truncate
Dba	Manual	Profile	Under
Dec	Max	Quota	Unlimited
Declare	Maxdatafiles	Read	Until
Disable	Maxinstances	Real	Use
Dismount	Maxlogfiles	Recover	Using
Double	Maxloghistory	References	When
Dump	Maxlogmembers	Referencing	Work

Each	Maxtrans	Resetlogs	Write
Enable	Maxvalue	Restricted	

PL/SQL Reserved Words

Abort	Between	Crash	Digits
Accept	Binary_Integer	Create	Dispose
Access	Body	Current	Distinct
Add	Boolean	Currval	Do
All	By	Cursor	Drop
Alter	Case	Database	Else
And	Char	Data_Base	Elsif
Any	Char_Base	Date	End
Array	Check	Dba	Entry
Arraylen	Close	Debugoff	Exception
As	Cluster	Debugon	Exception_Init
Asc	Clusters	Declare	Exists
Assert	Colauth	Decimal	Exit
Assign	Columns	Default	False
At	Commit	Definition	Fetch
Authorization	Compress	Delay	Float
Avg	Connect	Delete	For
Base_Table	Constant	Delta	Form
Begin	Count	Desc	From
Function	New	Release	Sum
Generic	Nextval	Remr	Tabauth
Goto	Nocompress	Rename	Table
Grant	Not	Resource	Tables

Group	Null	Return	Task
Having	Number	Reverse	Terminate
Identified	Number_Base	Revoke	Then
If	Of	Rollback	To
In	On	Rowid	True
Index	Open	Rowlabel	Type
Indexes	Option	Rownum	Union
Indicator	Or	Rowtype	Unique
Insert	Order	Run	Update
Integer	Others	Savepoint	Use
Intersect	Out	Schema	Values
Into	Package	Select	Varchar
Is	Partition	Separate	Varchar2
Level	Pctfree	Set	Variance
Like	Positive	Size	View
Limited	Pragma	Smallint	Views
Loop	Prior	Space	When
Max	Private	Sql	Where
Min	Procedure	Sqlcode	While
Minus	Public	Sqlerrm	With
Mlslabel	Raise	Start	Work
Mod	Range	Statement	Xor
Mode	Real	Stddev	
Natural	Record	Subtype	

Java

The following Java keywords cannot be used as extension names.

Abstract	Else	Interface	Switch
Assert	Enum	Long	Synchronized
Boolean	Extends	Native	Switch
Break	False	New	Synchronized
Byte	Final	Null	This
Case	Finally	Package	Throw
Catch	Float	Private	Throws
Char	For	Protected	Transient
Class	Goto	Public	True
Const	If	Return	Try
Continue	Implements	Short	Void
Default	Import	Static	Volatile
Do	Instanceof	Strictfp	While
Double	Int	Super	

Legacy Custom Field Data Migration

Migrate PowerSchool legacy custom fields to database extensions. Legacy custom fields can be mapped to extended fields and data migrated within the application using this feature. This allows all current functionality, including reports and custom pages, to continue to work and pull data from the new extended field without having to re-create the pages.

Once your user-created legacy custom fields have been migrated, you will no longer have the ability to create new custom fields in PowerSchool. Until that time, the custom fields set is dynamically updated when you access the Custom Field Data Migration page, and the Migration Report will capture all current custom fields.

IMPORTANT NOTE: This is a **one-time** irreversible data migration. Data in excess of 4000 1-byte (or 2000 2-byte) characters will be truncated and cannot be retrieved. Run the Migration Report to see if you have any data in this state. Back up your data before migrating.

How to Migrate Custom Fields

1. Sign in at the District Office.
2. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.

3. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
4. Under Database Management, click **Custom Field Data Migration**. The data migration page appears.
5. Click **Migration Readiness Check** to check and identify any duplicate IDs and fieldno values in the FIELDSTABLE prior to migration. If any duplicate IDs or fieldno values are found, you must contact Pearson Support to resolve the issue. Do not continue with the migration until the duplicates are resolved. The **Migrate Fields** button will not be enabled until the duplicates are resolved.
6. Click **Choose Custom Field Set**. The section expands to display more options.
7. Choose the custom fields set you want to migrate from the pop-up menu. The following table describes the available field sets:

Field Set	Description
User_Created_Custom_Fields	This field set will migrate all user-created legacy custom fields. The content of this field set is dynamically updated each time you access the Custom Field Data Migration page until these fields have been migrated.
Core Fields	This field set will migrate 61 Pearson provided custom fields to become StudentCoreFields and UserCoreFields database extensions. For more details about Pearson provided database extensions, see the *PowerSchool Data Dictionary Tables* available on **PowerSource**. **Note:** This field set only displays if it has not been previously migrated.
Core Fields2	This field set will migrate all remaining custom fields that were not created by the user excluding State Reporting and Compliance fields. **Note:** This field set only displays if it has not been previously migrated.
[State Compliance Field Set]	This field set will migrate the State Compliance custom fields. If this field set is selected, the **Pre-Migration Validation** button appears. This tool allows you to preview and correct any data type issues associated with your state-specific legacy custom fields prior to migration. For more information, see the Pre-Migration Data Validation Guide for PowerSchool, available on **PowerSource**.

8. Click **Migration Readiness Check** to check and identify any duplicate IDs and fieldno values in the FIELDSTABLE prior to migration. If any duplicate IDs or fieldno values are found, you must contact Pearson Support to resolve the issue. Do not continue with the migration until the duplicates are resolved. The **Migrate Fields** button will not be enabled until the duplicates are resolved.
9. Click **Migration Report**.
10. On the start page, click the **Report Queue** button in the navigation bar.

11. Click on **Custom Field Migration Report** to view details on the records where data will be truncated.
12. Return to the Custom Field Data Migration page.
13. Click **Get Data** to download a zip file archive of text files containing custom field data in excess of 4000 1-byte (or 2000 2-byte) characters that will be truncated when migrated. Archive the files, or modify the records as needed and re-import the updates using Quick Import.
14. Re-run the migration report on the Migrate Custom Fields page to verify your changes.
15. When all applicable fields have been modified, return to the Migrate Custom Fields page.
16. On the Migrate Custom Fields page, click **Next**. The Migrate Fields section expands to display more options.
17. Click **Migrate Fields**.

    Note: If the selected migration is already running from another session/server, a message appears alerting you that the migration is already running and includes the server information.

18. Click **Next**. The Migration Summary section expands
19. When the migration is complete, summary information appears, with details on the types of records migrated, the number of records migrated, and the number of records truncated (if any).

View Migration History

To view a list of all custom fields sets that have previously been migrated, click Migration History. Each field set that has been migrated appears on the page. When the field set is migrated, it is no longer available to select on the Field Set to Migrate pop-up menu on the Choose Custom Fields Set section of the page.

District Calendars

Use District Calendars to create one or more calendar templates. Once set up, you can quickly and easily push the calendar template to one or more selected schools. When creating a calendar template, you have the ability to enter which dates will be pushed to school calendars, allowing an entire school year to be set or just modify a few days.

District Calendar Cycle Days and Bell Schedules

Before creating a calendar template, you must define the calendar cycle days and bell schedules.

How to Create a District Calendar Cycle Day

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Cycle Days**. The Cycle Days page appears.
3. Click **New**. The New Cycle Day page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the cycle day name. **Note:** If the district calendar is to be copied to a school, then the cycle day name created at the district level must be identical to the one at the school level. **Note:** If a district calendar is to be copied to multiple schools, then the schools must follow the exact same naming convention for the cycle day name.

5. Click **Submit**. The Cycle Days page appears.

How to Edit a District Calendar Cycle Day

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Cycle Days**. The Cycle Days page appears.
3. Click the name of the cycle day you want to edit. The Edit Cycle Day page appears.
4. Edit information as needed. For field description, see *How to Create District Calendar Cycle Days*.
5. Click **Submit**. The Cycle Days page appears.

How to Delete a District Calendar Cycle Day

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Cycle Days**. The Cycle Days page appears.
3. Click the name of the cycle day you want to delete. The Edit Cycle Day page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Cycle Days page appears.

How to Create a District Calendar Bell Schedule

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Bell Schedules**. The Bell Schedules page appears.
3. Click **New**. The New Bell Schedule page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter the bell schedule name. **Note:** If the district calendar is to be copied to a school, then the bell schedule name created at the district level must be identical to the one at the school level. **Note:** If a district calendar is to be copied to multiple schools, then the schools must follow the exact same naming convention for the bell schedule name.

5. Click **Submit**. The Cycle Days page appears.

How to Edit a District Calendar Bell Schedule

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to edit. The Edit Bell Schedule page appears.
4. Edit information as needed. For field description, see *How to Create District Calendar Bell Schedule*.
5. Click **Submit**. The Bell Schedules page appears.

How to Delete a District Calendar Bell Schedule

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendar Bell Schedules**. The Bell Schedules page appears.
3. Click the name of the bell schedule you want to delete. The Edit Bell Schedule page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Bell Schedules page appears.

District Calendars

Once you have created cycle days and bell schedules, you can then set up a calendar template for each unique attendance schedule. Once created, the calendar template can be pushed to one or more schools.

How to Create a District Calendar

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars page appears.
3. Click **New**. The New Calendar page appears.
4. Use the following table to enter information in the [Details] fields:

Field	Description
Calendar Name	Enter the calendar name.
Calendar Description	Enter the calendar description.
Calendar Start Date	Enter the calendar start date. This will be the first day marked as in session in the calendar.
Calendar End Date	Enter the calendar end date. This will be the last day marked as in session in the calendar. Set up the standard school week to be used as the basic weekly setup for a newly submitted district calendar. Select Day, Schedule, Tracks, in-session indicator, membership value, calendar day type and notes for the standard school week.

5. Use the following table to enter information in the Weekdays Setup fields (optional):

Field	Description
Date	Each day of the week appears, including weekends.

Field	Description
Day	Choose the cycle day for the specific date from the pop-up menu.
Schedule	Choose the bell schedule you want to assign to this date from the pop-up menu.
Tracks	If your school uses multiple student tracks, select the checkboxes for the tracks for which school is in session on this date. **Note:** If your school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear only on the Calendar Setup page.
In Sess	If your school does not use tracks and all students attend school on the same dates, select the checkbox to indicate that school is in session for all students on this date. **Note:** When editing, the total of in-session days appears at the top of the page.
Memb Value	Enter the attendance value students receive if they are present in school on this date.
Type	Choose the appropriate membership type as defined in the district setup. For example, **Holiday**.
Note	Enter any comments to describe the schedule on this date, such as **Spring Break**.

6. Click **Submit**. The District Calendars page appears.

How to Edit District Calendar Details

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars page appears.
3. Click the name of the district calendar you want to edit. The Edit District Calendar *([Calendar Name])* page appears.
4. On the Details tab, edit information as needed. For field description, see *How to Create District Calendar*.
5. Click **Submit**. The District Calendars page appears.

How to Edit District Automated Calendar Setup

The Automated Calendar Setup tool simplifies the calendar setup process by providing you with a quick and easy way to perform the following functions for a specified date range:

- Set In-Session Flags

- Set Cycle Days Pattern
- Set Bell Schedule Value
- Set Membership Value
- Clean Up Not-In-Session Days

Note: Automated Calendar Setup may also be used at the school level. For more information, see *Automated Calendar Setup*.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars page appears.
3. Click the name of the district calendar you want to edit. The Edit District Calendar *([Calendar Name])* page appears.
4. On the **Automated Calendar Setup** tab.
5. Use the following table to enter information in the Days to Affect fields:

Field	Description
First Date to be Changed	Enter the first date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term, must be today or later, and be before or equal to the last date to be changed.
Last Date to be Changed	Enter the last date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term.

6. Use the following table to enter information in the Days of Week to Change fields (optional):

Field	Description
Days of Week to Change	Indicate the days of the week you want to update by selecting the appropriate checkboxes. • **Mon** • **Tue** • **Wed** • **Thu** • **Fri** • **Sat** • **Sun**

7. Use the following table to enter information in the Set In-Session Flags fields:

Field	Description
Set In-Session Flags	Select the checkbox to set which tracks are in-session for a particular range/pattern of days.
[Set In-Session Flags]	For each days of the week you want to set, select the appropriate options: • **Leave As-Is** • **In-Session** • **Not-In-Session** **Note:** To reset the calendar to its "out of the box" state, set the date range to the entire school year, set the days to change to Monday through Friday, and set all tracks and the master in-session flags to **In-Session**.

8. Use the following table to enter information in the Set Cycle Days Pattern fields:

Field	Description
Set Cycle Days Pattern	Select the checkbox to set the cycle days pattern for all in-session days within the specified date range.
Follow Pattern	Indicate the cycle days pattern you want to follow by choosing the appropriate cycle days from the applicable pop-up menus.
Reset Day Pattern Every	Indicate the day of the week you want to reset the cycle days pattern by selecting the appropriate checkbox.
Suspend Day Pattern for Days	Indicate the days of the week you want to suspend the cycle days pattern by selecting the appropriate checkboxes.
Handle Not-In-Session Days as	Indicate how you want to handle not-in-session days by selecting one of the following options: • Select **Ignore** to continue the cycle days pattern on not-in-session days. • Select **Pass Over** to suspend the cycle days pattern on not-in-session days and resume the pattern on the next in-session day. • Select **Reset** to restart the cycle days pattern after not-in-session days.

9. Use the following table to enter information in the Set Bell Schedule Value fields:

Field	Description
Set Bell Schedule	Select the checkbox to set the bell schedule value for all in-

Field	Description
Value	session days within the specified date range.
Adjust Which Bell Schedules	Select one of the following options: • **Empty** to update empty bell schedules to a new bell schedule value. • **All** to update all bell schedules to a new bell schedule value.
Set Value to	Choose the new bell schedule value from the pop-up menu.

10. Use the following table to enter information in the Set Membership Value fields:

Field	Description
Set Membership Value	Select the checkbox to set the membership value for all in-session days within the specified date range.
Set Value to	Enter the new membership value (attendance value students receive if they are present in school).

11. Use the following table to enter information in the Clean Up Not-In-Session Days fields:

Field	Description
Clean Up Not-In-Session Days	Select the checkbox to perform the following basic cleanup of not-in-session days, such as holidays or weekends, within the specified date range: • Cycle Day will be reset to blank. • Bell Schedule will be reset to blank. • All A-F Track In-Session flags will be cleared (not in-session). • Membership Value will be set to 0.0

12. Click **Submit**. The District Calendars page appears.

How to Edit District Calendar Days

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars *([Calendar Name])* page appears.

3. Click the name of the district calendar you want to edit. The Edit District Calendar page appears.
4. Click the **Days** tab. The Edit Calendar Days page appears.
5. Edit information as needed. For field description, see *How to Create District Calendar*.
6. Click **Submit**. The District Calendars page appears.

How to Push a District Calendar to Schools

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars page appears.
3. Click the name of the district calendar you want to push. The Edit District Calendar page appears.
4. Click the **Push** tab. The Push Calendar *([Calendar Name])* page appears.
5. Use the following table to enter information in the Days to Affect fields:

Field	Description
First Date To Be Changed	Enter the first date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term, must be today or later, and be before or equal to the last date to be changed.
Last Date To Be Changed	Enter the last date of the date range you want to apply updates to using the format specific to your locale. If you do not use this format, an alert appears. **Note:** The date entered must fall within the selected school year term.

6. Use the following table to enter information in the Filter fields:

Field	Description
Filter ([Number])	Click the arrow to expand this section. Click the arrow again to collapse this section. **How to Filter Schools (Simple)** To narrow the list of schools using simple search: 1. Verify the **Advanced** checkbox is deselected. 2. Enter search criteria in the search field. 3. Click **Apply**. The page refreshes and display filtered results. **Note:** To remove all filter selections, click **Clear**.

Field	Description
	How to Filter Schools (Advanced) To narrow the list of school using advanced search: 1. Select the **Advanced** checkbox. 2. Choose the column by which you want to filter courses: ▪ **School Name** ▪ **Minimum Grade** ▪ **Maximum Grade** 3. Do one of the following: ▪ Enter search criteria in the search field. ▪ Select search criteria from the pop-up menu. 4. To add another filter, click **+** and repeat Step 1. 5. To delete a filter, click **-** next the filter. 6. Click **Apply**. The page refreshes and display filtered results. **Note:** To remove all filter selections, click **Clear**.

7. The following information appears:

   Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
School Name	The name of the school.
Minimum Grade	The lowest grade level that will be attending this school.
Maximum Grade	The highest grade level that will be attending this school.

8. Do one of the following:

   - Select the checkbox in the header row to push the district calendar to all schools.
   - Select the checkbox next to each school you want to push the district calendar to.

9. Click **Push Calendar to Selected Schools**. When the calendar has been pushed to all of the selected schools, the Push Calendar Results pop-up displays the following information:

Field	Description
Calendar Pushed From	The name of the district calendar being pushed to schools.
Failed	The number of schools the district calendar was not

Field	Description
	successfully pushed to. Click to view a list of the schools.
Successful	The number of schools the district calendar was successfully pushed to. Click to view a list of the schools.
School Name	The name of the school. **Note:** Click column headings to sort in ascending order. Click again to sort in descending order.
Minimum Grade	The lowest grade level that will be attending this school.
Maximum Grade	The highest grade level that will be attending this school.
Status	The reason the district calendar was or was not successfully pushed to the school. The push may be unsuccessful due to any of the following reasons: • Bell schedule missing. • Calendar day count mismatch. • Cycle day missing. • Dates after the context year. • Dates before the context year. • District calendar days does not exist. • Found associated attendance for calendar days. • Invalid district calendar ID. • Invalid school number. • Invalid year ID. • No term found for school and year. • Last Date cannot be after the Calendar End Date. First Date cannot be before the Calendar Start Date.

10. When you are done viewing, click the **x** in the upper-right corner of the Push Calendar Results pop-up to close. The Push Calendar *([Calendar Name])* page appears.

How to Delete a District Calendar

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Calendar, click **District Calendars**. The District Calendars page appears.
3. Click the name of the district calendar you want to delete. The Edit District Calendar *([Calendar Name])* page appears.
4. On the Details tab, click **Delete**.
5. Click **Confirm Delete**. The District Calendars page appears.