PowerSchool SIS: Managing Staff and Students

Managing information is key to keeping accurate data. The information that you will manage in PowerSchool SIS falls into one of two categories: staff information and student information.

Staff Management

Learn how to use staff pages to add new staff member user accounts, change security settings, assign security groups, and view schedules.

Adding a New Staff Member

When adding a new staff member, you will create a PowerSchool SIS user account for that person. Follow these steps to add a new staff member.

1. Navigate to the school that will serve as the home school for the user
2. On the Start Page, locate the People section of the main menu and click **New Staff Entry**
3. Enter the staff member's last name, first name, and middle initial
4. Enter an email address, and choose a gender and ethnicity
5. Enter the staff ID (this is a required field)
6. Complete the remaining information fields
7. From the Staff Type menu, choose **Teacher** or **Staff**

8. Click **Submit**

The staff pages menu for the new staff member will appear on the left. The Match Existing Staff page with a list of potential staff matches will appear only if the information you entered is the same or similar to staff information already in the system. If the staff member has an existing record, select the name from the Match Existing Staff page to work with that record.

For a new staff member who does not have a record already in the system, click **Create New**.

Editing Staff Accounts

Follow these steps to edit an existing staff member's account. To navigate back to the Start Page, click the PowerSchool SIS logo.

1. Click the Staff tab on the Start Page
2. Either enter a staff member's name in the Staff field or use the browsing options
3. From the staff pages menu on the left, select **Information** to change a staff member's personal information

   Any field on the page can be modified, such as the staff member's last name or the ID.
4. To save your changes, click **Submit**

Setting Up Security

After creating a new user account, configure the security settings so the staff member can access PowerSchool SIS. The Security Settings page is divided into three tabs:

- Teachers and Affiliations – Decide whether the user will have access to PowerTeacher, enter PowerTeacher sign-in information, and associate schools with the user

- Admin Access and Roles – Choose whether the user will have access to the administrative side of PowerSchool SIS, enter admin sign-in information, choose a default security group, limit admin access to certain times and IP addresses, and assign roles and schools

- Applications – Designate whether or not the admin user can access the mobile version of PowerSchool SIS, PowerTeacher Administrator, and ReportWorks Developer

The sections you complete will depend on what parts of PowerSchool SIS the staff member will need access to.

Setting Up Security for a Teacher

Follow these steps to provide access to PowerTeacher for new and existing staff members.

1. In the staff pages menu, click **Security Settings**

2. On the Teachers and Affiliations tab, check **Sign in to PowerTeacher**

3. Enter a username and password

   Each username must be unique.

4. Verify that a home school is listed as a school affiliation

   School affiliations are limited to PowerTeacher and do not apply to PowerSchool SIS.

   If no home school is listed, continue to step 5.

5. Click **Add** to give the teacher access to an additional school or to a different school (if applicable)

6. Select a school and then choose a staff type from the menu

   The staff type you choose determines whether the teacher shows up as a teacher or staff member when you search using the Teacher or Staff links on the Staff Search page.

7. Click **OK**

8. Click **Add** to affiliate other schools to this teacher (if applicable)

   If you associate more than one school to a teacher, select which school is the home school.

9. When you are finished, click **Submit**

   Next time the teacher signs in to PowerTeacher and a gradebook, he or she can switch between the selected schools using the School menu.

Setting Up Security for Office Staff

Provide access to the administrative side of PowerSchool SIS for new and existing staff members.

1. In the staff pages menu on the left, click **Security Settings**

2. Click **Admin Access and Roles**

3. Check **Sign in to Administrative Portion of PowerSchool**

4. Enter a username and password

5. Choose a default group

   The user will have the security access of the default group unless the security role selected for a school is different.

6. Choose to limit the time or the IP addresses the user can use to access PowerSchool SIS

7. Click **Add** to give the user access to a school

8. Select a school or schools, and click **Next**

9. Choose a role

   You can override the default security group when you select a role. This means that a user could have view and modify access to the home school with group security, and view-only access to another school with role security.
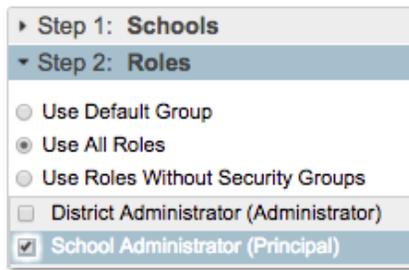
10. Click **OK**

11. Click **Add** to affiliate other schools with this user

12. When you are finished, click **Submit**

Enabling Application Access

Use the Applications tab to assign office staff access to the mobile version of PowerSchool SIS, PowerTeacher Administrator, and/or ReportWorks Developer.

1. In the staff pages menu on the left, click **Security Settings**

2. Click the Applications tab

3. Check **PowerTeacher Administrator** to give the user access to this feature

4. Check **ReportWorks Developer** to give the user access to this feature

5. Check **Oracle Application Express Account (APEX)** to give the user access to this feature

   Enter a password so the staff member can use this feature. Confirm the password.

6. Click **Submit**

Removing System Access for a Teacher or a Staff Member

Instead of deleting staff records and losing data when staff members leave, take away their access to the system.

1. On the Start Page, click **Staff Search** and search for the staff member

2. In the staff pages menu, click **Security Settings**

3. On the Teachers and Affiliations tab, clear the "Sign in to PowerTeacher" check box

4. Click **Submit**

5. On the Admin Access tab, clear the "Sign in to Administrative Portion of PowerSchool" check box

6. Click **Submit**

   The staff member's record is still active, but he or she cannot sign in to PowerTeacher or PowerSchool SIS.

Viewing the Staff Directory

Access teacher and staff member contact information, such as email addresses and school and home phone numbers.

1. On the Start Page, click the Staff tab

2. Click **Staff Directory**

   The list contains all staff members. Click a listing option (at the top of the page) to filter the list by teachers, staff, lunch staff, or substitutes.

   At the bottom of the page is a list of all the staff members' email addresses, separated by commas.

3. Copy the list into your email application to quickly email all staff members

Viewing Teacher Schedules

Follow these steps to view a teacher's schedule.

1. On the Start Page, click **Teacher Schedules**

2. Select a teacher's name from the list

3. Click the enrollment number to see the students who are enrolled and to work with the class as a group

Configuring Co-Teacher Roles

To ensure that students' needs are met, schools may provide teachers with additional teaching support in their classrooms. For example, in addition to the teacher, a classroom may have a teacher's aide, a co-teacher, a student teacher, or a classroom observer.

Set up a new role for a co-teacher.

1. On the Start Page click **System** > **Roles Administration** > **Co-Teaching**

2. Click **New**

3. Enter the name of the role, such as `Student Teacher`

4. Enter a description for the role

5. Check **Access sections in PowerTeacher Portal**

6. Check **Display this role in PowerSchool Admin**

7. Enter an allocation percentage (refer to your regulatory compliance guidelines to find the percentage to enter)

8. Click **Submit**

Assign the co-teacher to a section by navigating to the Edit Section page [**School** > **Sections** > (Course name)]. Click **New** if you're adding a new section, or select a section to edit. You'll see a section for the lead teacher and a section for the additional staff. In the "Teachers/Staff – Additional" section, click **Add** and enter the co-teacher's information. Click **Submit**.

Student Management

Manage student incidents and log entries, identify "at risk" students, view academic records, and view PowerSchool SIS Student and Parent Portal access statistics.

Using Incident Management

Record the details of an incident involving students on school grounds using Incident Management. Use this tool when more than one person is involved.

1. On the Start Page, click **Special Functions**

2. Click **Incident Management**

3. Click **Create New Incident** to record a new incident

4. Choose an incident type from the menu, for example, select **Bullying**

5. Change the Incident Date and Time fields, if needed

6. Choose a time frame for when the incident occurred

7. Enter a title and description

8. Choose a location and enter a location description

9. For the "Prepared by" option, record the name of the person who filed the report

10. Enter a financial impact dollar amount, if any

11. For the Participants option, click the **+** sign

12. Enter a student last name, and click **Search**

13. Select the student name, and click **Add**

14. To add participant attributes, click the **+** sign and make a selection

15. Select the role of the participant, and click **Add Participant Attributes**

16. For the Incident Elements section, include as applicable:

- o Resulting actions

- o Objects used in the incident

- o Behaviors and attributes of the incident

    If you choose to add a behavior, you will click **Add Behavior** when you are finished. Then drag the behavior to the offender.

17. Complete the record by clicking **Submit Incident**

Creating a Student Log Entry

Record an event such as a meeting with a student regarding scheduling issues or a counseling matter. These events typically only involve the student.

1. On the Start Page, search for and select a student

2. Click **Log Entries**

3. Click **New**

4. Choose a log type

5. Choose an applicable subtype

6. Choose a consequence, if appropriate

7. Enter a title that describes the entry

8. In the Log Entry Text field, enter a description

9. Enter additional information about the action taken if applicable

10. Click **Submit**

Using the At Risk Dashboard

Use the At Risk Dashboard to find students with attendance and grade problems. View the number of students who are at high risk, moderate risk, and some risk. By default, the dashboard displays these three categories in three tiles that show how many students are exhibiting some level of risk on a four-point scale.

The At Risk Dashboard must be enabled for each school from the District Office (**District** > **At Risk Setup**).

1. On the Start Page, click **Dashboard**

2. To see the names of the students in each category, click the appropriate tile

    Each student in the selected risk category is listed at the bottom of the page, along with the student's grade level, grade risk, attendance risk, and overall risk index.

3. To choose all the students in the selected risk category, select the check box next to Student Name

    Or check the boxes next to certain students' names to choose individual students.

4. To download the list of selected students, click the Download arrow and select a document format, such as **Excel Spreadsheet**

5. Click **Set Current Selection** to create a selection of students so you can work with their records in PowerSchool SIS or perform a group function

6. Click a student's name to navigate to his or her student pages

7. Use the Filter area to search for at-risk students by name, grade risk, attendance risk, risk index, or grade level

    For example, to find the at-risk ninth graders, open the Filter menu by clicking the **+** sign, select **Grade Level**, select **9** in the search field, and click **Apply**.

Running the At Risk Report

Run the At Risk report to find students with attendance, grade, or discipline problems.

1. On the Start Page, click **System Reports** > **At Risk**

2. Select an attendance mode

o Daily, if your school takes daily attendance

o Meeting, if your school takes period attendance

3. Select which students to include

4. If searching for attendance problems, choose which attendance codes to include

5. Specify a date range

6. Use any or all of the three sub-categories of risks in the search:

o To include attendance, check **Use Attendance Report Query** and type the number of occurrences for the specified attendance codes a student needs to be considered "at risk"

o To include grades, check **Use Grades Report Query**, choose the final grade type (either Current or Stored), enter the number of failing grades, and the grade values

Enter each grade that qualifies as failing, separated by a comma with no spaces; for example, enter `D,D+,D-,F,I`.

o To include discipline, check **Use Discipline Report Query** and select the number of discipline logs per student and the subtypes assigned to those logs

7. Click **Submit**

8. On the "Report Queue (System) – My Jobs" page, click **Refresh**

9. When the status of the report says Completed, click **View**

Searching for a Contact

Perform a contact search to find the phone number for the parent or guardian to discuss the student's attendance problems.

1. On the Start Page, search for and select a student

2. In the student pages menu, in the Information area, click **Contacts**

3. View the contacts listed to locate the phone number for the parent or guardian

4. To change the order of the list of contacts, use the arrows to the left of the name to move them up or down

5. To edit the contact information, on the far right side, click the Edit icon

6. To remove a contact from the student's list, on the far right side, click the Delete icon (which looks like the - sign)

Viewing Student Academic Records

Follow these steps to locate a student's academic records.

1. On the Start Page, search for and select a student

2. At the top of the student pages menu, click **Quick Lookup** to view current grades and attendance information

Click a letter grade, percentage, or absence number for more detailed information.

3. In the Enrollment section, click **All Enrollments**

The All Enrollments page displays current classes and classes that a student has taken in the past (including dropped classes).

Click **View** to see individual assignment grades for a class.

4. In the Academics section, click **Historical Grades** to see all completed grades to date

5. In the Academics section, click **Graduation Progress** to see which classes a student has completed and how many credits he needs to graduate

You may need to select a graduation requirement set from the menu and click **Submit**.

6. Also in the Academics section, click **Test Results** to view the standardized tests that a student has taken; click the test name to view the scores he received

7. In the Enrollment section, click **Transfer Info** to view the student's current enrollment record and all previous enrollment records

Running the Teacher Gradebooks Report

Run a report showing a teacher's gradebook, including students' assignments and scores.

1. On the Start Page, click **System Reports** > **Teacher Gradebooks**

2. Select a teacher or multiple teachers

3. Leave the Meetings check boxes unchecked to print all classes in any period

4. Choose whether to include classes that have no students or have no assignments

5. To show assignments in a certain time period, check **Only assignments in this Date Range**, then enter the dates

6. Choose an assignment header

7. For the "Print in name column" option, choose to print either the student name or the student number

8. For the "Print Final Grades" option, enter the grade terms, separated by commas; for example, enter `Q1,Q2,S1`

9. If you include final grades, check **Letter Grade** and/or **Percent**, and select the type of assignment score that will print on the report; for example, select **Letter Grade**

10. Use the remaining fields to define the report page layout and dimensions

11. Click **Submit**

Running the Grades Distribution Report

Follow these steps to run a report showing trends in students' grades and teachers' grading.

1. On the Start Page, click **System Reports** > **Grades Distribution**

2. Use the Report By menu to define how the grades will be listed on the report; for example, by course, student, teacher, or department

3. Choose to scan either current or historical grades

4. Choose to distribute grades by letter grade or percentage

5. For the Distribution Display option, define the headings that appear at the top of each view by entering the letter grades or percentages, separated by commas; for example, `A,B,C,D,F`

6. When distributing by percentage, enter the cutoff percentage for pass or fail

7. When distributing by letter grade, enter the corresponding grades in the Passing Grades and Failing Grades fields

8. If distributing grades by historical grades, choose the term and enter the applicable store code(s)

9. Click **Submit**

Running the Parental Access Statistics Report

View a report that shows the percentage of students and parents using your schools' PowerSchool SIS Student and Parent Portals.

1. On the Start Page, click **System Reports** > **Parental Access Statistics**

2. Enter a date range

3. Click **Submit**