

## PowerSchool SIS: Basics

Learn the basics of PowerSchool SIS, including signing in, basic navigation, searching for student records, working with individual student records, and using group functions.

### Sign In and Basic Navigation

In the address bar of the browser, type the URL of the server, plus the extension that matches your level of access to PowerSchool SIS:

- Administrators: `http://[yourserver]/admin`
- Teachers: `http://[yourserver]/teachers`
- Substitutes: `http://[yourserver]/subs`
- Parent/Student: `http://[yourserver]`

When you navigate to the parent/student URL, /public is added by default.

### Start Page

Familiarize yourself with the Start Page as it's the launching point whenever you sign in to PowerSchool SIS.

The header section includes the PowerSchool SIS logo and five icons: the Notifications icon, the Report Queue icon, the Printer icon, the Help icon, and one for the User menu. The PowerSchool SIS logo appears at the top of most pages in PowerSchool SIS. Click the logo to return to the Start Page.

The navigation toolbar includes the breadcrumb navigation path, the School menu, and the Term menu.

Use the main menu on the left to navigate and use functions, reports, student information, and much more in PowerSchool SIS.

The main part of the Start Page, beneath the navigation toolbar and to the right of the main menu, contains the People menu, the Search menu, and the search field.

### User Settings

To personalize PowerSchool SIS, open the User menu and click **Settings**. Select from the following settings to personalize your account.

Setting	Use
Change Password	Update your password
Page to Display When You Sign In	Choose the page that appears first when you sign in—the Start Page is selected by default
Page to Display When You Open a Student Profile	Choose the student page that appears first when you navigate to a student record—Quick Lookup is the default
Disable New Experience	Check the box to disable the new navigation released in PowerSchool SIS version 20.4
Display Quick Search Alphabet	Check the box to show the alphabet shortcuts under the Search field
PowerScheduler Task Navigator	Check the box to enable the PowerScheduler Task Navigator
Disable Smart Search	Check the box to disable Smart Search, which is on by default
Include Inactive Student/Staff Results	Check the box to include inactive students or staff in your search results

Click the PowerSchool SIS logo to return to the Start Page.

# PowerSchool SIS: Basics

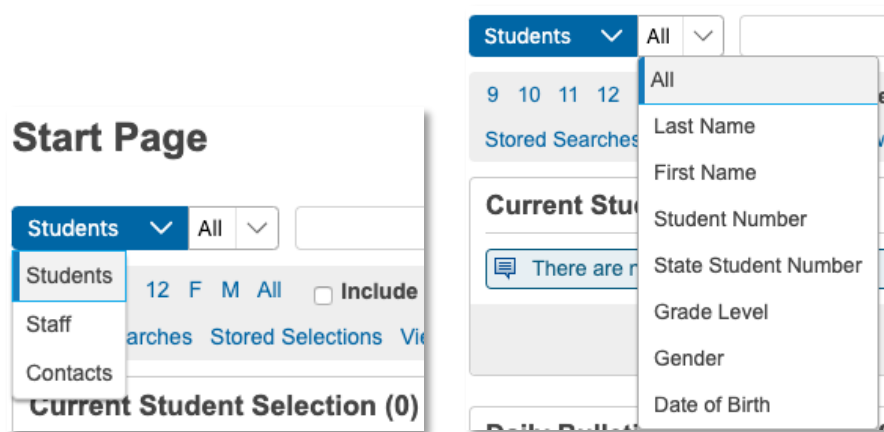
## Quick Reference Card

### Daily Bulletin

View the daily bulletin on the Start Page beneath the search area. The current day's bulletin is displayed by default. To change the date of the bulletin displayed, click the calendar icon and select the day of the bulletin to view. To add, edit, or remove a bulletin item, click the gear icon to open the Daily Bulletin Setup page. To return to the Start Page, in the breadcrumbs, click **Start Page**.

### Searches

On the Start Page, use the People menu to search for students, staff, or contacts. From the Search menu, select from the default fields (such Last Name) for your search or use the built-in shortcuts to browse for students by their grade levels or by their genders.



### Search Commands

In addition to using the menu options and built-in shortcuts to search for students by grade level or gender, search for student records using fields, comparator symbols, and text to locate the student or students based on matching attributes.

When you create a search command, it consists of three parts:

[Field name]      [Comparator]      [What you're looking for]  
**Alert\_Medical**    **contains**            **peanut**

The Search menu includes some fields that you can use for searching. To view additional student or staff field names, click **View Field List** to see a list of student or staff field names. Use comparator symbols in search commands to compare a value to what you're looking for.

Symbol	Means	Does	Example
=	Equals	Finds exact match	<b>First_name=cody</b>
<	Less than	Finds all matches less than the number you enter	<b>Grade_level&lt;11</b>
>	Greater than	Finds all matches greater than the number you enter	<b>Grade_level&gt;3</b>
<=	Less than or equal to	Finds all matches less than or equal to the number you enter	<b>Grade_level&lt;=10</b>

# PowerSchool SIS: Basics

## Quick Reference Card

Symbol	Means	Does	Example
>=	Greater than or equal to	Finds all matches greater than or equal to the number you enter	<code>Grade_level&gt;=4</code>
in	One of these values is present in the field	Finds all matches that contain one of the items you entered	<code>Last_name in smith, jones</code>
@	Wildcard	Fills in unknown information in the search	<code>last_name=@ski</code> Finds any student whose last name ends with "ski," such as Kowalski
#	Does not equal	When used as a search command, returns all matching results  When used as a comparator, finds everything that doesn't match what you entered	<code>Football#</code> Returns all students who have the Football check box selected  <code>Football#1</code> Returns all students who don't have the Football check box selected

Symbol	Means	Does	Example
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	<code>Street contains maple</code>
!contain	Value is not contained in the field	Excludes matches to what you typed	<code>Street !contain maple</code>

Other commands can be added to a search to look for student status information.

Command	Use
<code>alert_medical#</code>	For students with medical alerts
<code>/enroll_status=-1</code>	For preregistered students
<code>enroll_status=0</code>	For active students only
<code>/enroll_status#0</code>	For any student who isn't active
<code>/enroll_status=1</code>	For inactive students only
<code>/enroll_status=2</code>	For transferred-out students
<code>/enroll_status=3</code>	For graduated students
<code>/enroll_status=4</code>	For historical grades imported for students who were never active in the PowerSchool SIS application

# PowerSchool SIS: Basics

## Quick Reference Card

Command	Use
<code>mother contains -</code>	For mothers who have hyphenated names

### Compound Searches

Use a compound search to combine two or more searches into one and perform multiple searches simultaneously. Separate the search commands with a semicolon (;), which means "and."

Example: `grade_level=9;street contains Maple`

### Advanced Searches and Current Selection

Use the Advanced search options to refine, add, or subtract from the search results. When you check **Advanced** on the Start Page, you separate the search results from the current selection. You are verifying that the search worked before making the students the current selection.

1. On the Start Page, select a grade level
2. Check **Advanced**
3. In the search field, delete the search command and enter `football#`
4. Press **Enter**

You should have two different groups of students in the results area.

5. Click **Within** to find the students who are listed in both the current selection and the search results, and make those students the current selection
6. Click **Add** to add the football players to the current selection of students

7. Click **Subtract** to find the students who are listed in both areas, and remove them from the current selection
8. Click **Set** to make the football players the current selection and replace the original current selection

### Selections by Hand

Once you've selected a group of students, select individual students for a more defined sub-group.

1. Below the current selection, click **Select By Hand**
2. Clear the Student column header check box
3. Select the students you want in the group
4. Click **Update Selection**

The students you selected are now the current selection.

### Stored Searches

Create a stored search when you know you're going to run the same set of search commands routinely.

1. On the Start Page, click **Stored Searches**
2. Click **New**
3. Give the search a descriptive name
4. In the Search instructions box, enter the search commands

For compound searches, enter one command per line.

5. Click **Submit**
6. Click **Run Search** to verify that you entered the search correctly

# PowerSchool SIS: Basics

## Quick Reference Card

### Search Codes

Use search codes in the first part of a search command. Place a search code in the same position as a PowerSchool SIS field. Also, on the Start Page, click **View Field List** and scroll to the bottom of the field list to see a list of the available search codes.

Search Code	Does	Example
*birthday	Finds students whose birthdays are today, on a certain date, or in a specific range	*birthday=today *birthday=4/1 *birthday>=4/1; *birthday<=4/30
*as_of	Finds students who were active on the specified date	*as_of=8/31/2019
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	*not_enrolled_in_period=4
*enrolled_in	Finds students who are currently enrolled in a specified course and section	*enrolled_in=SOC1200 *enrolled_in=SOC1200.4
*not_enrolled_in	Finds students who are currently not enrolled in the specified course	*not_enrolled_in=SOC1200

Search Code	Does	Example
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	*has_completed_course=SOC1200
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	*has_not_completed=SOC1200
*cumulative_credit_hours	Finds students with the specified number of credit hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
*number_of_classes	Finds students who are currently enrolled in the specified number of classes	*number_of_classes=5 *number_of_classes<5 *number_of_classes>5 *number_of_classes#6

# PowerSchool SIS: Basics

## Quick Reference Card

Search Code	Does	Example
*attendance_points	Finds students who have the specified number of attendance points in any course, during a specified term, or between a specified range of dates	*attendance_points>9 *attendance_points(S1)>9 *attendance_points(8/28/19,12/20/19)>9
*hours_requested	Finds students who have course requests for the specified number of credit hours	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Finds students who are enrolled in the specified special program	*special_program=resource
*fee.fee_balance	Finds students who owe money on their student fee accounts	*fee.fee_balance>0
*secondarystudents	Finds students who are scheduled in classes at your school but attend another school in the district	*secondarystudents=all

## Smart Search

Smart Search is an auto-completion feature that works with the search field. Smart Search is enabled by default and as you type in the search field, you will see a suggestion menu below the field relating to possible student or staff names, fields, or stored searches. Use the cursor to select one of the suggestions or continue typing in the field.

To disable Smart Search:

1. Open the User menu
2. Click **Settings**
3. On the User Settings page in the Smart Search Options section, check **Disable Smart Search**

## More Search Options

The Start Page contains more options to find students and other users. Access to some of these options depends on your security settings.

By default, the People menu is set to Students. Select **Staff** to find teachers and staff members at the school.

Select **Contacts** to find contacts who are associated with students, along with users who have PowerSchool SIS Parent Portal accounts.

Find another helpful search tool on the Teacher Schedules page. To view individual teacher schedules and class rosters, click **Teacher Schedules** in the main menu and select a teacher. View the teacher's class roster for a section by clicking the enrollment number.

You can make those students the current selection or add those students to the current selection.

# PowerSchool SIS: Basics

## Quick Reference Card

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### Individual Students

Select an individual student to access the student pages. The pages you see will vary based on the security settings. The student pages contain the student's information, including attendance, grades, demographic information, log entries, and class schedules.

### Arrows

At the top of the main menu, next to the breadcrumbs, use the arrows to the right and left of List (#) to move between the next and previous student records respectively. Using this feature, staff members can find parent or guardian phone numbers for several students with just a couple clicks.

### Switch Student

To find an additional student's contact information after setting your current selection, click **Switch Student** in the main menu to search for an additional student by his/her name. Once located, that student's record will open on the same student page.

### Quick Lookup

Use the Quick Lookup screen to see at a glance the student's name, grade level, school, class schedule, reported grades, and attendance data.

1. Click the teacher's name to send an email
2. Click the current grade to view scores and PowerTeacher Pro assignments
3. Click a recorded attendance number to open the Dates of Attendance page

### Demographics

In the student pages menu, click **Demographics** to change student information, such as home or mailing address, parents' employers or phone numbers, or to add an alias name for a student.

### Contacts

To view all of the contacts listed for a student, click **Contacts**. Change the order of the contacts by using the arrows in the Order column to move a contact up or down the list. List the primary contact first. View the contact type to help determine when to call a contact.

1. To add a student contact, on the top-right side, click **Add**
2. To edit the contact's information, on the right side, click the Edit icon (looks like a pencil)
3. To remove a contact, on the right side, click the Delete icon (looks like a - sign)

### Access Accounts

On the Access Accounts page, give students and parents access to the student and parent portals and assign them usernames and passwords.

1. Check **Enable Student Access**
2. Check **Enable Parent Access**
3. To generate usernames and passwords for the student and parent, click **Auto-assign IDs and Passwords for this student**
4. To add another student contact, click **Add New Contact**

# PowerSchool SIS: Basics

## Quick Reference Card

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### Family

In PowerSchool SIS, students from the same family can be linked in order to share and update family information once.

1. From the main menu, click **Family** to open the "Students with Shared Family Information" page
2. If no family members appear, click **Search for Additional Family Members**
3. Enter information to help narrow the search
4. Click **Submit**
5. In the list of possible family members, find the student's family member(s)
6. To copy the student's demographic information to the new family contact and to indicate they are related, click **Copy**
7. If you want to only establish the family relationship but not copy any information, click **Related**

### Health

Student records require tracking of immunizations, provided screenings, administration of medication, and more. Since student health information is protected by laws and regulations, this information is visible to only users with certain permissions.

1. From the main menu, click **Health**
2. On the Immunizations tab, view, add, or modify the student's immunizations record
3. On the Screenings tab, view, add, or modify the student's screening records
4. On the Office Visits tab, view, add, or modify the student's office visits record to view the details of when medication was administered

5. On the Grade Level Entry Certificates tab, view, add, or modify the student's grade level entry certifications
6. On the Health Plans tab, view, add, or modify the student's health plan
7. On the Monitoring tab, view, add, or modify health information for students with diabetes

### Emergency/Medical

Find a student's emergency contact information on the Emergency Contact/Medical page. The student's doctor, dentist, special medical considerations, and allergies are all listed here.

Use the Emergency/Medical student screen to add an alert for teachers and staff to view any urgent or important medical considerations.

1. From the student pages menu, choose **Emergency/Medical**
2. In the Medical Alert Text box, write a short description of the medical condition or allergy
3. At the bottom of the page, click **Submit**

Learn more about this alert, which will appear at the top of any student page, and the five other student alerts used in PowerSchool SIS in the following table.









# PowerSchool SIS: Basics

## Quick Reference Card

### Student Alerts

View, modify, or add one of six student alerts in PowerSchool SIS to track important student information. You'll find these alert icons at top of the student pages.

Alert	Use	Symbol
Medical Alert	View warnings about a student's health, such as dietary restrictions, medication schedules, or allergy information	
Guardian Alert	View information about the student's parents or guardians, such as custody court orders	
Discipline Alert	View information regarding behavior at school, such as a recent suspension	
Balance Alert	View the amount of student fees owed and the balance of the student's lunch account	

Alert	Use	Symbol
Birthday Alert	View a reminder of a student's birthday within one week of the date	
Other Alert	View reminders regarding the student's status, such as times the student needs to attend study hall	

### Schedule Views

The information you need depends on the circumstances but locating a student on campus is one of the most common requests. Use the following pages to find current-year schedule information:

- Bell Schedule View
- List View
- Matrix View

# PowerSchool SIS: Basics

## Quick Reference Card

### Find Me

Use the Find Me icon (blue location symbol) to locate a student on campus. The Find Me icon is at the top of each student page next to the student's name.




### Enter a Log Entry

Use log entries to create permanent records of student interactions with staff, such as discipline incidents, visits to the nurse's office, or meetings with a counselor. The Log Entries student page contains a list of all the logs related to a student.

1. Search for and select a student
2. From the student pages menu, click **Log Entries**
3. Click **New**

The Date, Time, and Author fields are filled in automatically.

4. From the menu, choose a log type
5. Choose a subtype
6. If entering a discipline log, select a consequence from the menu
7. Enter a title for the entry
8. In the Log Entry Text box, enter a description for the log entry
9. If additional information is required by the policies of your state or region, enter it in the appropriate fields

Date & Time	8/16/2019  12:50 PM
Author	Ochoa, Pat
Log Type	Attendance ▾
Subtype (optional for discipline)	03 Tardies ▾
Consequence (optional for discipline)	In School Suspension ▾
Title	3 Tardies
Log Entry Text	Three tardies in one week

10. Click **Submit**

### Incidents

Under Administration on the student pages menu, click **Incidents** to view, edit, or create a new incident report. You can search student incidents by date range, incident title, incident ID, or incident type. When creating an incident report, you can include reporters, victims, offenders, and witnesses with codes and descriptions that can be used for reporting incidents.

### Activities

On the student Activities page, you can indicate the extracurricular activities a student is involved in by checking the box next to the activity in the list.

# PowerSchool SIS: Basics

## Quick Reference Card

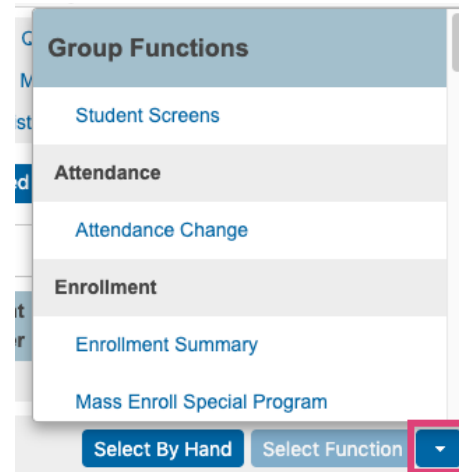
### Print a Report for an Individual Student

Generate a report for a single student using built-in report templates.

1. Search for and select a student
2. From the student pages menu, click **Print A Report**
3. From the "Which report to print" menu, select a report
4. Determine the enrollment period if you are printing schedules, or the time period if you are printing a fee list
5. Select a watermark (optional), and choose when to print (default is ASAP)
6. Click **Submit**
7. On the "Report Queue (System) - My Jobs" page, click **Refresh** to update the status of the report
8. When the status says Completed, click **View**
9. Use your browser's print function to print the report

### Group Functions

On the Start Page, once you select a group of students, you can perform a variety of tasks. Access these functions using the Select Function menu under the Current Student Selection area.



### Store a Selection

Create a stored selection of students when you will be working with the same group of students routinely.

1. Search for a group of students
2. Click the Select Function arrow and choose **Save Stored Selection**
3. Give the selection of students a descriptive name, such as **Top Students Or Discipline Watch**
4. From the list of options, select **SAVE the current selection with a new name**
5. Click **Submit**

The new selection appears in the list below the options.

# PowerSchool SIS: Basics

## Quick Reference Card

### List Students

Use the List Students function to create a quick report of student information by selecting certain fields.

1. Search for a group of students
2. Click the Select Function arrow and choose **List Students**
3. Enter a report title, such as **Student Helpers**
4. Type a field name, or click **Fields** and select a field from the Fields list
5. Enter a name for the column title

For example, if you added `lastfirst` under Field Name for column 1, then enter `Name` under Column Title for column 1.

6. Specify what additional columns you want on the list by adding more field names and column titles
7. Select **Gridlines** if you want lines between rows and columns
8. Indicate which field you want to sort the list by
9. Click **Submit**

Last Name	First Name	Homeroom
Adair	Brandon	Jones
Aikinson	Andy	Adams
Allred	Jacee	Bryant

### Print Mailing Labels

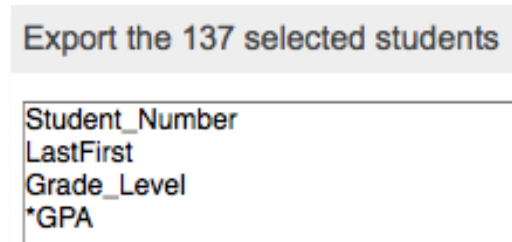
Print mailing labels directly from PowerSchool SIS for an efficient way to send mass mail.

1. Search for a group of students
2. Click the Select Function arrow and choose **Print Mailing Labels**
3. From the menu, choose the mailing label layout to print
4. Select how many pages to print, the sort order, and when to print the report
5. Click **Submit**
6. Refresh the report queue
7. When the status says Completed, click **View**
8. Use your browser's print function to print the report

### Perform a Quick Export

Export student information to work with data using an external spreadsheet application.

1. Search for a group of students
2. Click the Select Function arrow and choose **Quick Export**
3. In the text entry box, enter the field names for the information that you want to export (one per line)
4. Click **Fields** to see a list of field names



5. When you finish selecting fields to export, click **Submit**

# PowerSchool SIS: Basics

## Quick Reference Card

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6. Save and open the file using a spreadsheet application

### View Student Screens

Use the Student Screens function to navigate to the same student page for a selection of students.

1. Search for a group of students
2. Click the Select Function arrow and choose **Student Screens**
3. From the menu, choose the student page you wish to view for the selection of students
4. Click **Submit**
5. Click a student's name from the left-side menu
6. Click the name of each student whose student page you want to view