

Basics

Logging in to PowerSchool

1. Go to 00.000.000.000/admin (if in NY) or 00.000.000.000/admin (if in NJ)
2. Enter your username (first initial first name, last name), a semicolon ";", and your password (set up as 123 initially)
3. Go to "Personalize". Select "Change Password" and set your password to a new password you will remember.

Navigating in PowerSchool

- To get back to the main page, you can always click the PowerSchool logo
- To get back to a previous page, follow the "breadcrumbs" along the top that show the path of screens you have taken.

Key Student Screens in PowerSchool

Screen	Information
Quick Lookup	Provides an overview of the student's courses, attendance, GPA/grades and any alerts on the student. <i>Note: a yellow triangle alert means there is an IEP or at-risk warning on the the student's record and you can consult the SPED coordinator for a copy of their IEP.</i>
Log Entries	Provides all logs entered for a student for: discipline, conferences, counseling, SPED service provision, homework, tutoring, detention.
Parents / Guardian	Provides contact information for calling parents
Scheduling	Provides information on the student's schedule

Quick Lookup 5

Class	Class Name	Section	Days	Time	Teacher	Room	Prerequisites
ENGL	English 1	01	M	1:00-2:00	Mr. Smith	101	
MATH	Math 1	01	T	2:00-3:00	Mr. Jones	102	
SCIENCE	Science 1	01	W	3:00-4:00	Ms. Brown	103	
ART	Art 1	01	Th	4:00-5:00	Mr. Green	104	
PE	Physical Education 1	01	F	5:00-6:00	Ms. White	105	

Viewing Student Records

Searching for Students

1. On the PowerSchool Start Page, enter search commands in the Search Students field.
2. First type in the field name (e.g. "zip" for zip code, "grade_level" for grade level, etc.)
 - To ensure you have the field names accessible, right-click the Field Names option and select "Open in New Window."
 - Then type the desired comparator (e.g. "=" for equals, "<" for is less than)
 - Last type the search argument (e.g. 10681 for a zip code search, 7 for a grade level search)
3. Click Search.

Helpful Tips:

- If there is a search you do often (E.g. by homeroom/team/advisory, etc.), you can save the search using Stored Searches. Click "New" to create a new one, and select the search to run it again.
- You can use the links below search to search by last name initial, gender, grade, etc.
- If you type a name into the search area without any fields or search commands, it will search by last name.

Search Students

[View Field List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F All Current Selection (16)

Stored Options

[Stored Searches](#) [Stored Selections](#)

Log Entries – Homework, Tutoring, Detention

- Use this function on the student file to record Discipline (required), Homework (ECS/LPCS/WCCS), Tutoring (WCCS), Detention (WCCS) and Special Education Provision (all).
- Teachers can log these from PowerGrade and/or PowerSchool Teacher but they are not associated to a category (like HW, Tutoring, etc.) The office needs to classify them (since all come into PowerSchool as Discipline logs)

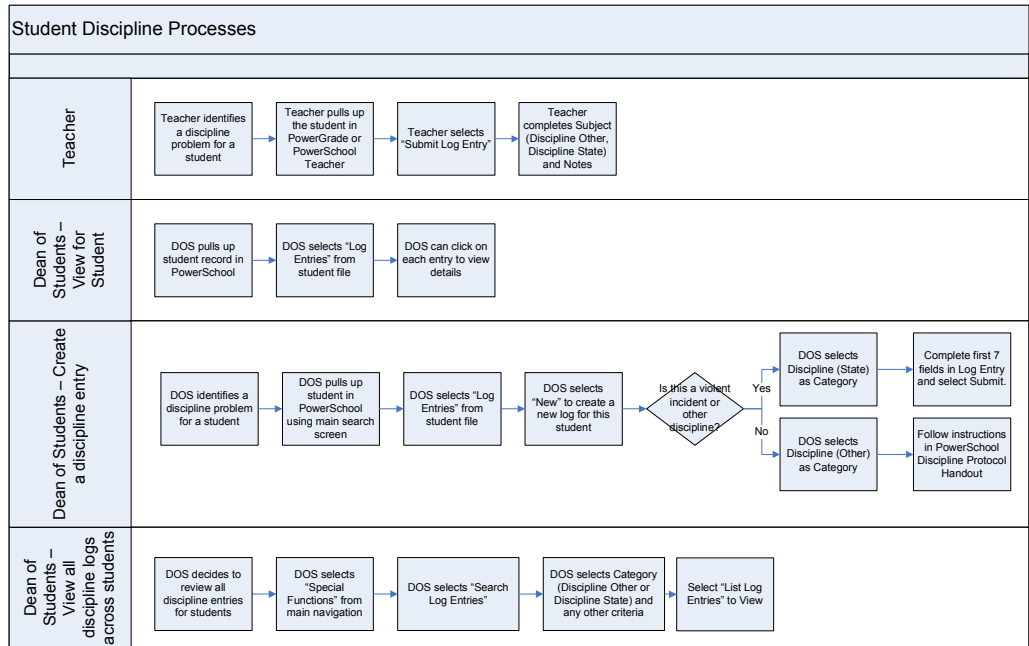
To Enter a Log Entry in PS (instead of a teacher entering):

1. Select the student and click "Log Entries" from the left navigation bar. Select "New."
2. Select the Category and subtype for your log entry. Enter the teacher's name in the Author field and the academic subject area in the Title field, if applicable. Notes can be used to provide more detail, if necessary.
3. Complete any other relevant information / comments and click Submit.
NOTE: Create a separate entry for each incident.

To Search for and update Log Entries already submitted (NOTE: REQUIRED FOR ECS/LPCS/WCCS HOMEWORK, TUTORING AND DETENTION TRACKING):

1. Select Special Functions from the left navigation bar. Select "Search Log Entries."
2. Enter Log type (Homework, Tutoring, Detention, Discipline, SpEdSvcProvision, etc.) and sub-type (if desired). Click Submit.
 1. To generate a simple list in order to update the log entries and classify them correctly, select "List Log Entries". Select Log type and date, if applicable. Click Submit.
 - Select each name to update the log entry with the right category and subcategory (any entry submitted by a teacher will automatically be put in Discipline (other)).
 2. To export the list of log entries so that they can be formatted in Excel, select, Quick Export.
 - Type or cut/paste the following into the Field Description area (no commas, returns between each field):
 - [01]LastFirst, Entry_Author, Entry_Date , Subject , Entry, Consequence, Subtype , Category , Logtypeid
 - Column titles on 1st row: Select this checkbox to include column titles on the first row of the exported data.
 - Click Submit. The exported data appears.
 - Choose File > Save As... to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.
 - NOTE: Because the search log entries are searched by Category, the category field does not export out – you will need to add a column or title on each section of entries to identify them as HW, Tutoring, etc.

Log Entries - Student Discipline



To create a new log entry (Dean of Students):

1. Select the student from the search screen on the Start Page.
2. Click on "Log Entries" in the left menu.
3. Click "New."
4. If the incident is required to be reported for state violence, select Category = Discipline (State) and follow the handout for the discipline protocol. If it is a regular discipline incident, select Discipline (other) and complete the first 7 fields.

To search for Discipline Log Entries:

1. From the start page, click Special Functions. Click Search Log Entries.
2. Enter log type – if required for state reporting, select Discipline (state). If a regular discipline event, select Discipline (other). Enter sub-type (if desired).
3. Enter any other information and click submit.
4. You can choose to list the log entries, print a report, or do a quick export. Choose based on your needs.

Accessing PowerSchool Help



Still Have Questions?

To access the PowerSchool Online Help, click the Help icon in the upper right hand corner of your screen.