

# PowerSchool for Office Staff

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- Welcome
  - PowerSchool for counselors, secretaries, principals, superintendents, district office
  - Not PS Admins
- Introductions
  - AK PSUG, informal group of PowerSchool users.
    - Google Group
    - Website
    - Get together in the fall and ASTE
    - To help each other
    - Talk about PowerSchool because no one else cares
  - Myself
    - NW Arctic School District
    - 11 schools
    - 2100 students
    - 8 years
- What do YOU DO?
  - Please introduce yourself: name, district, job
  - ----
  - Thinking about the counselors, secretaries, principals, DO staff. What kind of things do they do in PowerSchool? What can we do to help them save time, be more accurate, or make better decisions?
- Goals of this session
  - Further your understanding of what PowerSchool is
  - Answer your questions
    - They may not fully get answered, come to the work session on Monday-Tuesday
  - To show some examples of what PowerSchool can do for secretaries, counselors, principals, DO staff
- PowerSchool Overview
  - Database, important to understand how complex it is so you have an idea for how it works
    - Tables: Students, Courses, Sections, CC
    - Fields: last\_name, course\_name, sectionID, entrydate
  - Reflects reality, does not dictate reality
    - Changes in your school need to be entered in PS
      - Student schedule

- Student information
  - School calendar
  - Staff changes
- Limitations
  - 50/50 on data requests
  - Usually end up with a work-around
  - OR... Make a customization
- Customizations
  - WOW factor
  - WORK factor
  - My advice
    - Is it a NEED or a want?
    - Can you maintain it by yourself?
    - Peer reviewed
    - Other alternatives?
    - Waiting period, if they really want it they will want it a week/month from now.
- Security
  - Do you have SSL?
  - FERPA
    - Designated school official
    - Legitimate educational interest
  - Everything in one place
    - PowerSchool puts everything in one place, not everyone needs to see everything, imagine one big electronic file, with everything in it. Certain information needs to be protected. Certain things only one person should do, or see.
      - Sped
      - LEP
      - Test scores
      - Lunch status, low-income
      - Homeless
      - Log entries
- Logging in
  - We need some data to work with, and a PS server that is the same for everyone.
    - Go to the AK PSUG website to get the link
    - Username: user1 through user30
    - Password: aste
  - Assign a school to use by table.
- Searching for Students
  - Personalize > Interface > Enable Smart Search/Include Inactive
  - Smart Search works for
    - Last names

- Field names
  - Stored searches
- Basic search means one field
  - All boys
  - All migrant students
  - All LEP students
- Advanced Searches
  - What does / mean in PowerSchool?
  - Basketball season, the team has left for a trip, how can we find all of the students on the team
    - Need to have activities set (easy to do)
    - Basketball players
    - High school
    - Girls
    - Activities.zz\_basketball=1;gender=F;grade>8
  - LEP testing, need to find LEP students in certain grades
    - ak\_lep=lp;grade in 3,4,5,6
  - More searches will come as you understand the fields in PowerSchool and what kind of data they contain.
- Stored Searches
  - Any big search you type in is worth saving so you don't have to do it again, use the Stored Search
  - Name on the left, shows you the search parameters
  - Run the search on the left
  - Shared between all users
- Attendance Change
  - The HS girls b-ball team has left for the weekend, need to change their attendance
  - Use stored search to find your HS girls basketball players
  - Functions > Attendance Change
    - Start date, end date
    - Periods to scan (Select ALL)
    - Codes to scan for (ALL)
    - Code to set (SA)
    - Overwrite
    - Comment
  - Check and verify
- Attendance Reports, sticking with the attendance theme...
  - What is one of the biggest indicators of how a school is doing? What % do we report to the state that is used as part of our ASPI score? ATTENDANCE
  - Lots of schools have attendance incentives, to reward students with good attendance. So how do you find students who have 95% or higher attendance?
  - Combine built-in report with Excel

- ADA/ADM by Student, run for 1/4/16 to 2/19/16
  - Report dates are set by your term
  - Copy entire report, paste into Excel
  - Rename columns, delete rows/columns we don't need
    - Entry date
    - Exit date
    - Membership
    - Attendance
    - Absent
    - **Delete totals on the bottom**
  - Days attend/days membership, change to percentage
  - Freeze top row, sort by attend % largest to smallest
- At-Risk Students
  - PowerSchool can search for students with certain grades or attendance patterns. We will use it to find our HS students with a D or an F.
    - Change your term
    - Search for your HS students
    - Select function 'Search by Grades/Attendance'
      - Selected students
      - Min # classes = 1
      - For this final grade: d,f
      - Scan grades in: Current Grades
        - S2 store code
      - As of today
      - Make current selection
- Quick Export
  - Spreadsheets are always better than paper
  - Easily export any student field
    - Can use other functions to export
      - Test scores
      - GPA
      - Earned credit
  - Always include student\_number
    - A list of students is worthless to your PS Admin without student\_number
  - Birthday list
    - Fields: student\_number, lastfirst, grade\_level, DOB
    - Open with Excel
    - Sort by DOB? Will sort by year, we want by month/day
    - Text to columns!