



PS Special Services Guide

PowerSchool will provide staff, parents and students with real-time information to your students' schedules, attendance, grades, and test scores. The following instructions can help you search for students, see student information, complete reports, utilize special function options and add/view special programs.

Home Page/Start Page

- Login to www.meadsd.net/admin
- To change your password click **Personalize** on the main menu. Also change your student default screen here using **Initial Student Screen**.
- View **Teacher Schedules** to obtain a list of students in a specific class by clicking on the number of students in the Size column.

Search for a Student

- Select an alphabet letter, grade level or enter student's last name into the search field.
- Select the student name.
- You now have access to the student information menu.

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 Fall

Stored Options

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

Quick Lookup
Switch Student
← List (64) →

Information

Custom Screens
Demographics View
Emergency/Medical
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Academics

Historical Grades
Teacher Comments
Term Grades
Test Scores
Truancies

Administration

Log Entries

Enrollment

All Enrollments
Functions

Scheduling

Bell Schedule View
List View
Matrix View
Requests View Future

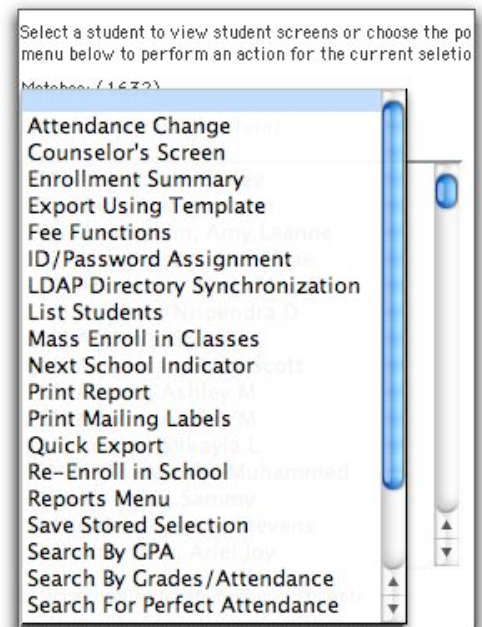
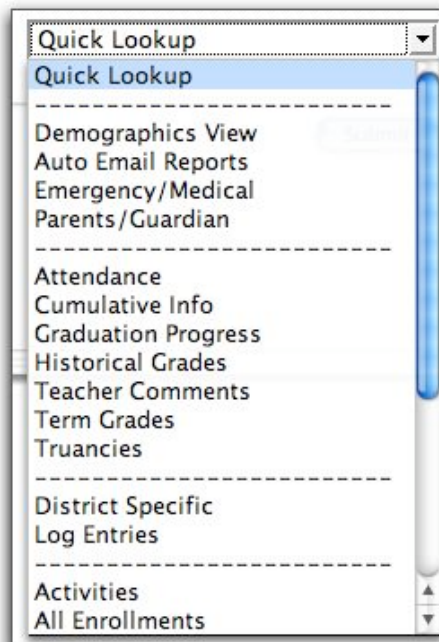
- Access a student schedule and attendance by using the **Quick Lookup** screen. You can also see any dropped classes if there are any by selecting "Show Dropped Classes".
- View a student's medical information and alerts by selecting **Emergency/Medical**.
- View WA info (Spec Ed, ELL, TITLE, LAP) by selecting **Custom Screens**.
- View academic history by selecting **Historical Grades**.

- Basic Searches for students can be completed by parts of alpha: last_name>=A; last_name<=D, grade: grade_level>=7; grade_level<=10. Search identifiers:

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

- To see information on a group of students selected use the **Counselor Screen**. Create your search group then select Counselor Screen from the drop down menu.

Note: this is also where you can select to search by GPA/Grades/Attendance and Log Entries.



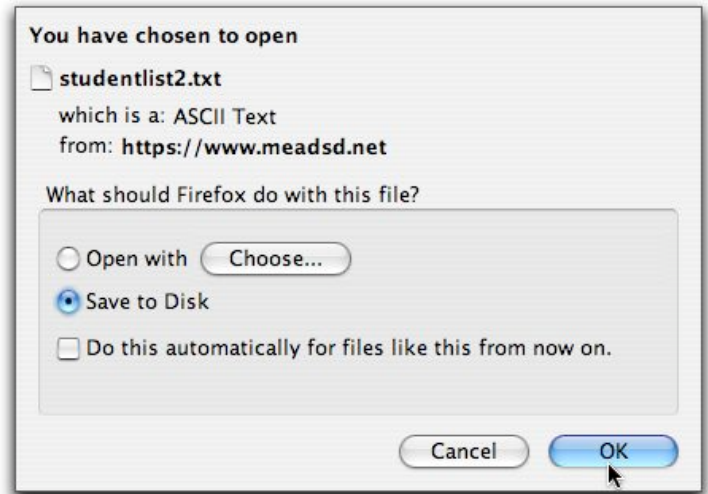
- Next select the screen you'd like to view. Click **Submit**.
- Now to view this screen for each of the students in your group, click the last name of the student. If you click the first name it will open all student menu screen options just for that student. To pick specific students out of your search from the function screen choose **Select Students by Hand**. Use the CTRL (PC) and COMMAND (MAC) key to select more than one student for your group.

Special Functions

- To utilize the Special Function you will usually want to have a group of students in your **Current Selection** on the search screen.
- On the start page or home page, select **Special Functions**.
Note: You can view Search by GPA, Grades/Attendance/Log Entries from this screen as well.
- Select **Group Functions**. Once again notice what all you can select from this menu.
- To create a list of students to print out with specific fields, select **List Students**. You will need to use Field List codes to pull from the data base. Here is an example of a List Student Report.
- Add a .2 padding into "Padding in Each Cell".
- Select the check boxes for Gridlines and Export to go to Excel.

Report Title (shown at top of page):	Student List 1	
Col	Field name	Column Title
1.	last_name	Last Name
2.	first_name	First Name
3.	gender	gender
4.	DOB	Birthday
5.		
6.		
7.		
8.		
9.		
10.		
Padding In Each Cell	.2 (in points)	
# Rows In Between Breaks		
Other Options	<input checked="" type="checkbox"/> Gridlines <input checked="" type="checkbox"/> Export	
Optional: Sort Field Name	Direction	
LastFirst	>	
	>	
	>	

- Save the file to your desktop for easy access.
- Now launch Excel.
- Go up to file and select Open.
- You may need to change the file type to All Files.
- Select your saved txt file and select **Open**.
- When the pop up menu appears select **Finish**.
- Increase the distance between columns if you see XXXX's.



Sample Excel file that can now be saved and printed!

Student List : Mead High School			
Last Name	First Name	gender	Birthday
Johnson	Allysia	F	5/24/93
Smith	Kirsten	F	7/28/92
Thelan	Kelli	F	9/19/91

Reports

- To access Reports select it from the Home Page or Start Page menu.
- Select **Run Reports**.
- To print a report complete the appropriate fields and click **Submit**.
- This will then take you to the reporting queue. Click the **Refresh** right on the screen to finish the job.
- Under Status, the report will go from running to completed. Click on the word **completed** to view your report.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
09/12/2008	Grades Distribution	09/12/2008 12:01 PM	09/12/2008 12:02 PM	Completed

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

Special Programs

- Use this page to record a student's Section 504.
- Click **New**.
- Enter the following information into the **Comment** field: What the plan is for, what the accommodation is, and when teachers were informed.
- Enter the entry date.
- Enter an Exit date when applicable.
- Do not worry about the exit reason at this time.
- Enter the grade level.
- Select Section 504 for the Program field from the drop down menu.
- Click **Submit**.

[New](#)

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
No special program enrollments found for this student.				

New Special Program Enrollment

Nelson, Meaghan Katherine 9 4343 MHS

Comment	Plan submitted for hearing loss, sit at front of class with speaker. Teachers were informed on September 1st for 1st semester.
Entry Date	08/23/08
Exit Date	
Exit Reason	
Grade Level	9
Program	Section 504 ▼

[Submit](#)