



Para Ed Quick 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.

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 (63) →

Information

Demographics View
Emergency/Medical

Academics

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Term Grades

Administration

Log Entries
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Activities
Functions
Scheduling

List View
Requests View Future

- **Alerts** appear next to a student's name on the Quick Lookup screen: Medical/Guardian/Discipline/Balance/Birthday/General Alert types exist.

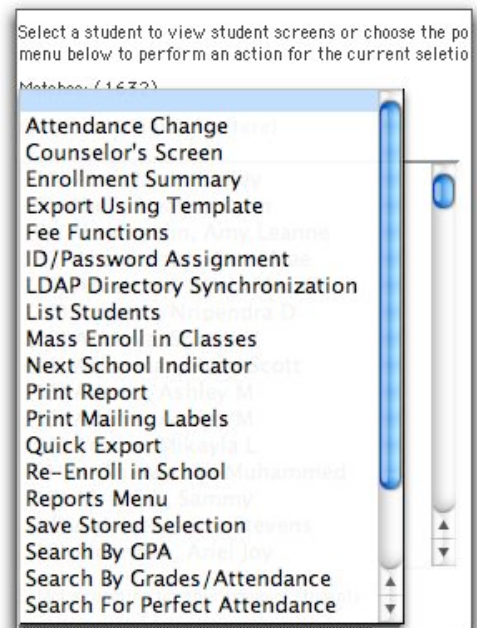


- Basic Searches for students can be completed by parts of alpha: last_name>=A; last_name<=D, grade: grade_level>=7; grade_level<=10, first name would first_name=Sar@, searching for sports: ac_football#, or track#. Just click on the **Field list** to view all codes.

Search identifiers: semi colon; = and

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

- Search Options with your Current Selection can be seen in the drop down menu below your list of students.
 - Note:** this is also where you can select to search by GPA/Grades/Attendance and Log Entries.
- 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.
- A function you may choose here is the List Students to create a specialized report.



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.
- Most often report you might run is the Absentee Report right on the home page!