Support Specialists Quick Guide

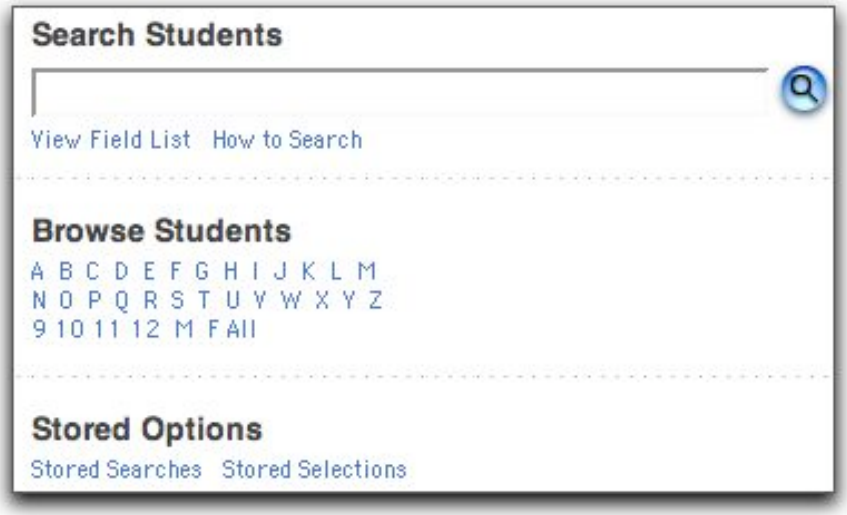
PowerSchool will provide staff, parents and students with real-time information to your students' schedules, attendance, grades, and test scores. The following instructions can help you search for students, see student information, complete reports, utilize special function options.

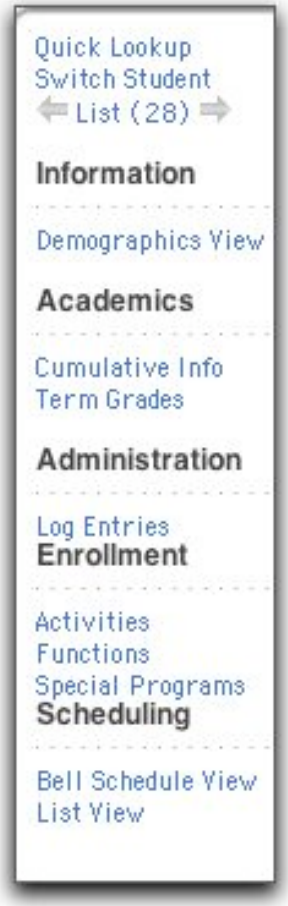
Home Page/Start Page

- 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.

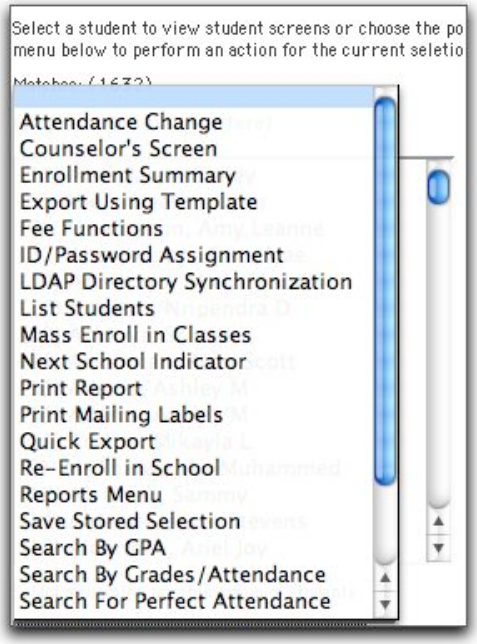




- Access a student schedule and attendance by using the **Quick Lookup** screen.
- View a student's discipline entries by clicking on **Log Entries.**
- View current academic progress by selecting **Term Grades** or **Cumulative Info**.
- Use **Functions** to print out an individual report for a student, such as schedule.

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

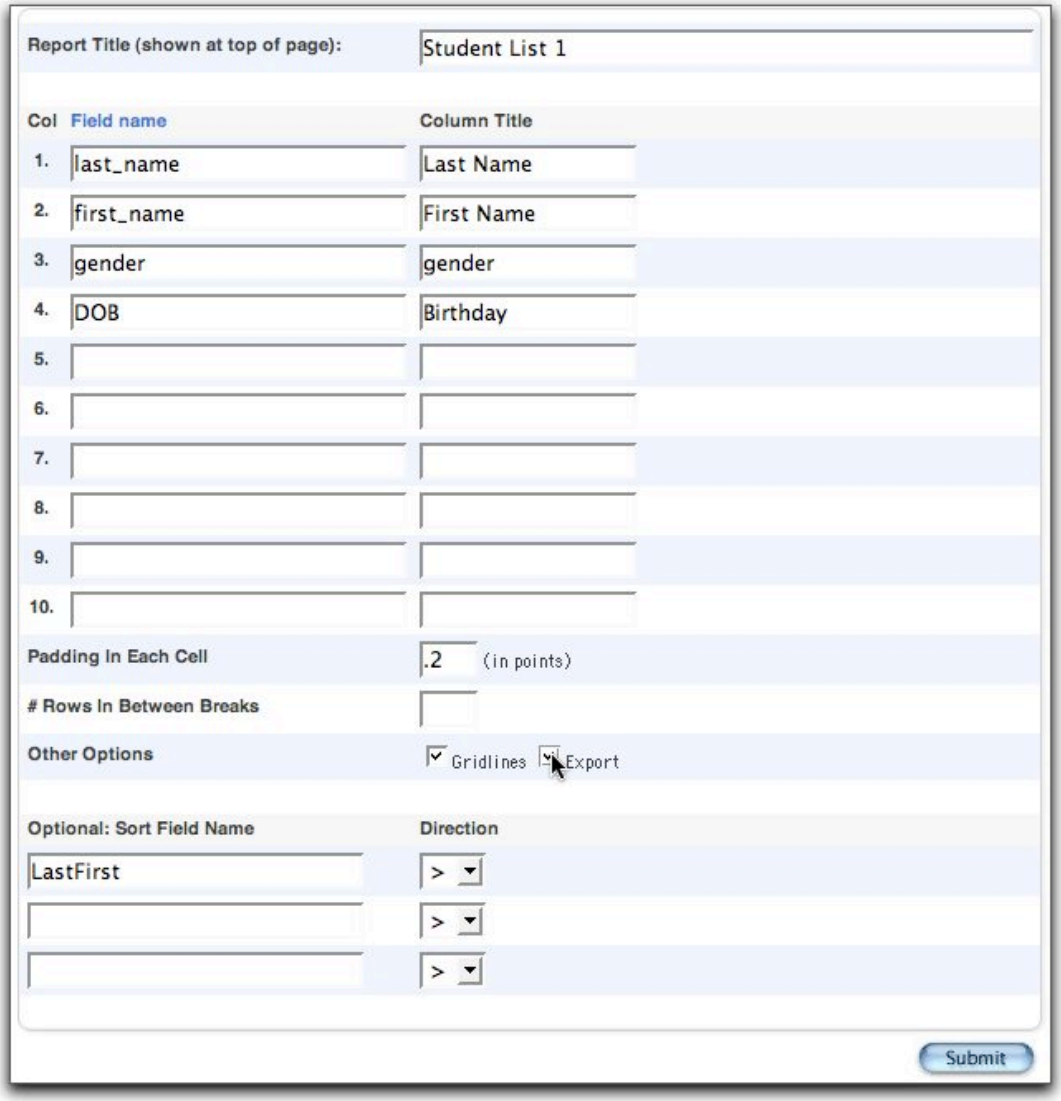


- Search Options with your Current Selection can be seen in the drop down menu below your list of students.
  Note: this is also where you can select to search by GPA/Grades/Attendance and Log Entries.
- To pick specific students out of your search from the function screen choose **Select Students by Hand.** Use the CTRL (PC) and COMMAND (MAC) key to select more than one student for your group. You could now save this search group for future reference! Select **Function** after choosing kids. Now click back on PowerSchool. Click **Stored Selections**. Name your group with School/Your Initials/Group name. Click **Submit**. Next time you're in PowerSchool click on Stored Selections to access your group.

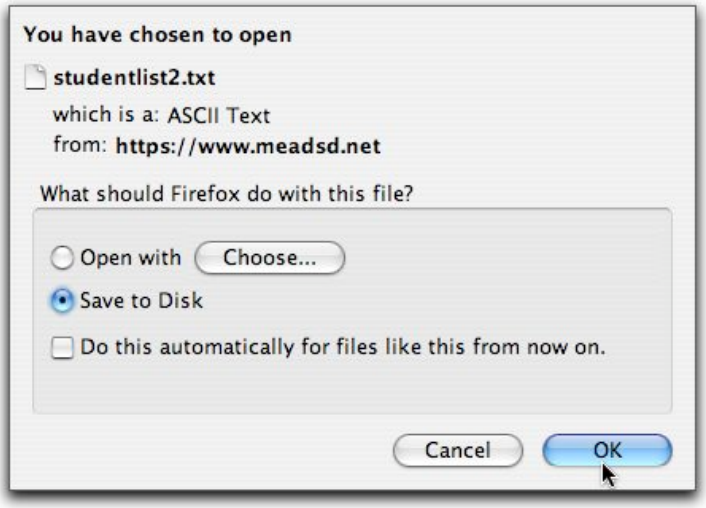
- A function you may choose here is the List Students to create a specialized report.

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".



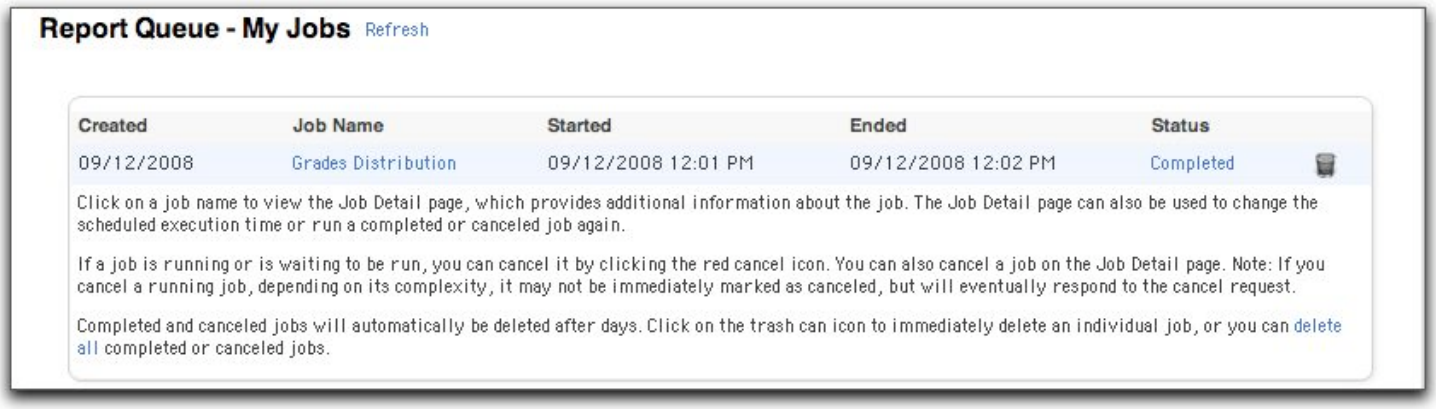
- Select the check boxes for Gridlines and Export to go to Excel.



- Save the file to your desktop for easy access. (Works best in Firefox if you have an older machine.)
- 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 to columns if you see XXXX's.

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.



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.

- 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!