

## **PowerSchool Cheat Sheet**

### **Enable PowerSchool Smart Search**

Click on "Personalize" under the Setup menu on the left hand side of the screen, then click on "Interface". Near the bottom of the screen, you will see the option "Enable Smart Search". Make sure this is turned on, as this will make searching for students a lot easier.

### **Searching for Inactive Students**

Enter a "/" before typing the last name to find students before they've officially enrolled or after they've left.

### **Search for Students by First Name**

Enter the "@" symbol and then type the students first name.

### **Looking at student grades within a certain percentage**

Start by selecting your students, either by hand or by grade level.

Then select "System Reports" on the left side of your screen.

Select the "Custom Reports" tab on your screen.

Select "Percent Grades Report" from the menu.

Pick out the parameters you want from the drop down boxes on your current screen. This can be done by quarter or semester, and by the maximum or minimum grade percentage of your choice.

### **Finding student schedules**

Select your group of students, either by hand or grade level.

Select "Quick Export" from the drop down button on the bottom of your screen.

Enter in the appropriate identification info for first and last name (you can use the Fields button to search for these)

Based on your schedule, you can enter **^(\*period\_info;2(A-B);teacher\_name)** or whichever code best fit your schedule. The code above would show me the 2nd period info for all the students that I have selected. The A-B is placed in there because our school runs on an A-B schedule.

### **Duplicate Log Entries**

Go to "Teacher Schedules" on the left hand side of your screen. Select each class separately in a new tab. For the first class you have, select "Make Current Student Selection". For each additional course, select "Add to Current Student Selection". After the final class, scroll to the bottom of the menu it gives you and select "Duplicate Log Entries".

### **Viewing Student Schedules (Finding the gap and missing classes)**

Select the group of students whose entire schedule you want to view. Select "Special Functions" from the menu on the left, then "Group Functions" from the menu on the main screen. Select "Student Schedule Report" from near the bottom of the menu. This will show you a matrix of student schedules and will allow you to spot any gaps in those schedules.

### **IGP Completion**

Select whichever students in PowerSchool who are eligible for an IGP (8th grade and above). Click on "RealTime Reports" on the left hand side of your screen. Scroll down and select "IGP Analysis" under the Grading section to view the status of student IGPs. For the middle school, this helps us keep track of who has completed their IGP and who still needs one.

### **Adding Parents to PowerSchool Parent Portal**

Select the student whose parent you wish to add. Select "Access Accounts" on the left hand side of the page (it is under the information section). Click on the "add" button that has a green plus side on it near the middle of the page. Click "New Parent Account" and fill in the corresponding information. To make it easier for the parents, we usually make the username their first initial and last name. The password is always "password" to start out. Once they log in, they'll be prompted to create a new one. This screen can also be used in case a parent forgets their login information.

If you are giving parents access to PowerSchool, make sure you also know your county code, as the mobile app will ask for this.

### **Gradebook Vs. Stored Grades**

This report is often run just before grades are stored. Select the group of students you wish to check (normally "all") and click on "System Reports". Next, click on "Custom Reports" and scroll down until you see "Gradebook vs. Stored Grades". Click on that and it will produce a report that will show you the grades that do not match in the teacher's gradebook versus whatever you have in PowerSchool.

### **Attendance Frequency Report**

Go to Special Functions, then click "Custom Reports". Look at the tabs up top and click "Attendance"

### **GPA and Credit Hours**

When doing a quick export, enter the code ~(\*gpa) to find the students GPA and the code ~(\*credit\_hours) to find the total amount of credit hours.