



Wisconsin PowerSchool
User's Group Meeting
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Wilderness Resort, Wisconsin Dells

PowerSchool Tips & Tricks

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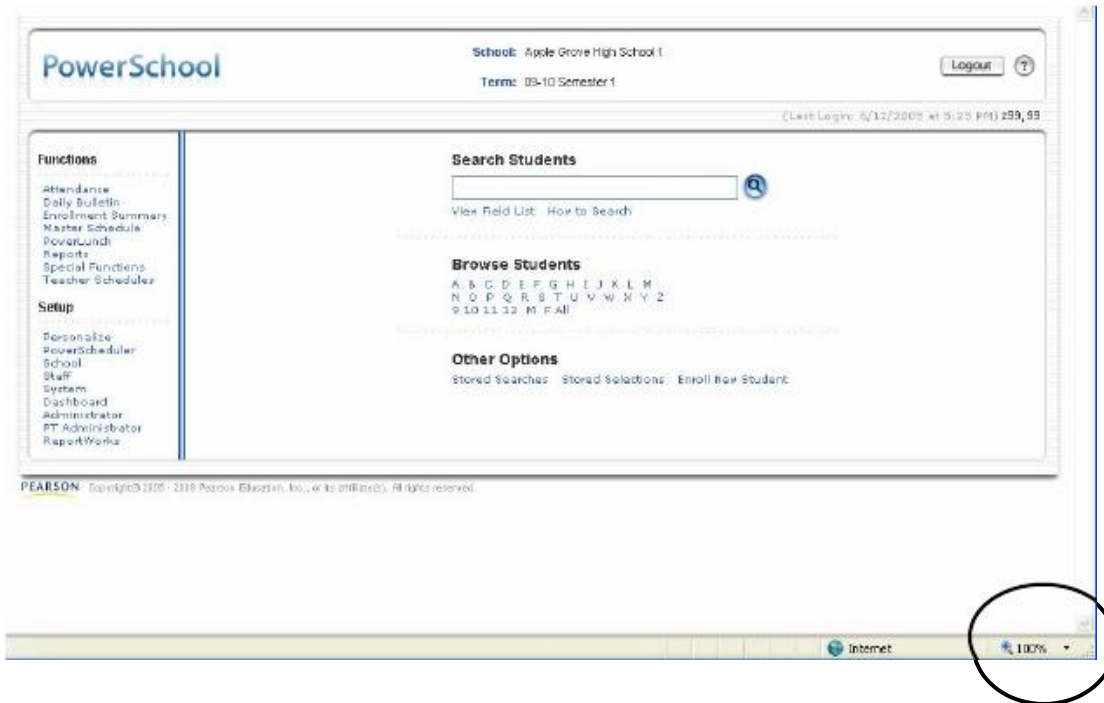
 **Brenner Associates**

PEARSON


PowerSchool Tips and Tricks

**** TIP:** Did you know the preferred web browser for Powerschool is Firefox? Did you know it is easier to see/read 'View Only' pages in Firefox?

**** TRICK:** To enlarge PowerSchool pages



Change your Zoom level to be higher than 100% either by clicking on the Zoom Level at the bottom right corner of your page and increasing over 100% or by using **CTRL+ (plus sign)**. To decrease your Zoom level, click on the Zoom Level in the bottom right corner of your page and decrease back to 100% or by using **CTRL- (minus sign)**. This sometimes helps those who have 'View Only' access.

**** TIP:** What I have found sometimes when you increase the Zoom Level and you want to search for a student by going to 'Browse Students' it throws the placement off. Also, depending on the size of your screen, you might have to scroll left/right and/or up/down more often.

**** TRICK:** Opening link in a new window or in a new tab


Right-mouse click on the PowerSchool logo and select 'Open link in new window or new tab'. This will give you a new PowerSchool window/tab so you can easily switch back and forth. This is helpful when you want to copy/paste data, or if you are working on multiple page changes. I used this when I initially was setting up our courses and had to verify course numbers. The 'Open window in new tab' works well when wanting to switch back and forth between students.

**** TRICK: To print a pane, simply right-mouse click**

To print out the correct pane in PowerSchool, simply right-mouse click on the pane you want and select Print. You will be guaranteed you are printing off the correct pane. Example: You want to print out a student's Quick Lookup pane but when you go to File>Print you end up printing the top portion of the PowerSchool page and/or just the Navigation menu on the left. This is because PowerSchool usually has 3 panes created on one page. If you place your cursor on the Quick Lookup pane and right-mouse click, you will be able to select 'Print', which will print only that Quick Lookup pane.

Term: 08-10 Semester 1

Start Page > Student Selection > Quick Lookup (Last Login: 6/12/2009)

Quick Lookup  Adair, Brandon 12 3 AGHS1

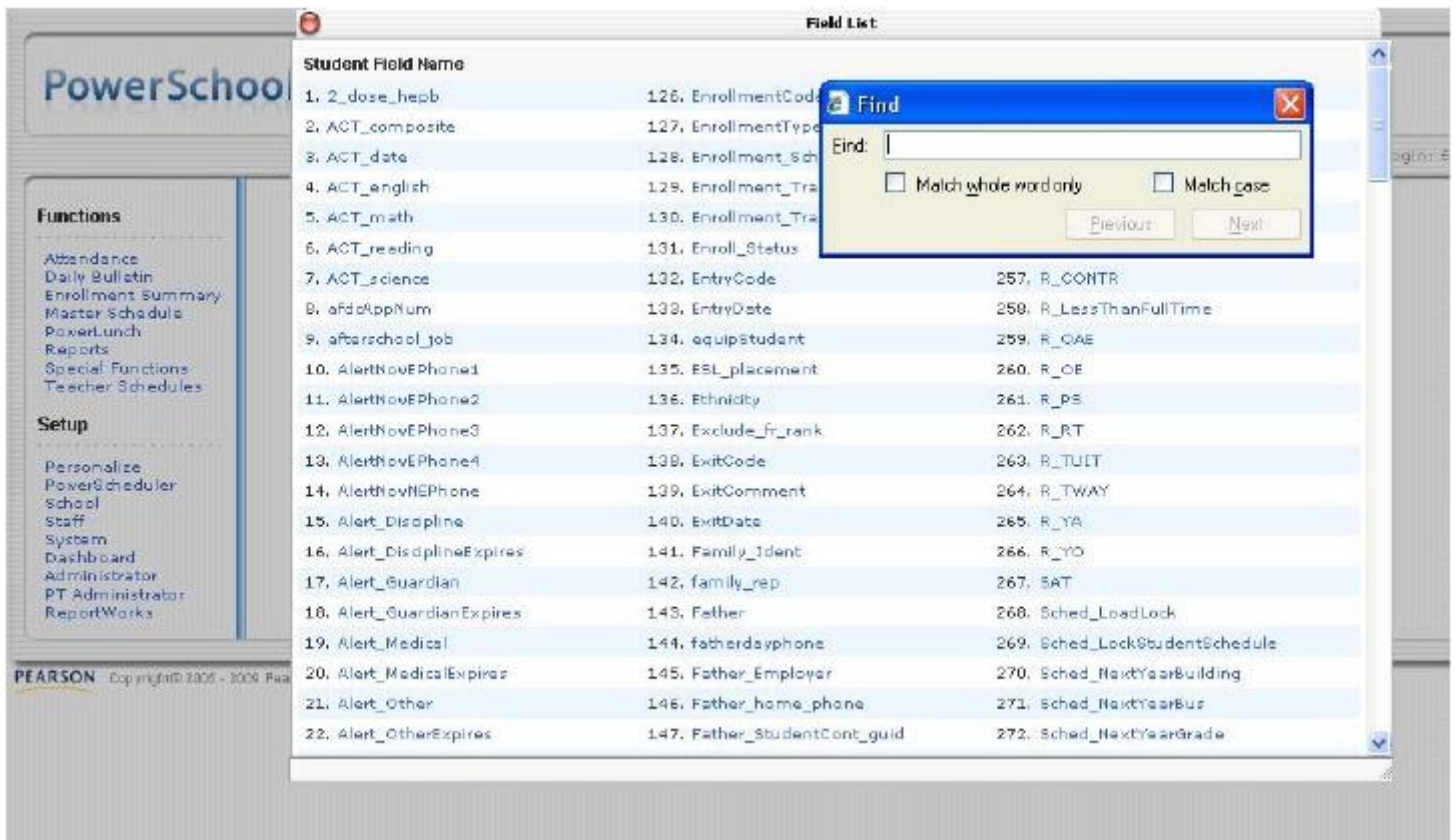
View Standards Grades

Attendance By Class

Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	Absences		Tardies		
	M	T	W	F	M	T	W	F						S1	08-10	S1	08-10	
1(A)	Speech Lura, Colleen R.	B-	A 98	A- 90	--		3	3	1	1
2(A)	Open Media Accatino, Steve	A	D+ 67	--	--		2	2	0	0
3(A)	Phys Ed 12 Maxedon, Kerry	A	A 88	--	--		2	2	0	0
3(A-B)									Algebra Wigen, Robert R.	--	--	--	--		0	0	1	1
3(A)	Beginning Pathway Wright, Scott T.	--	--	--	--		0	0	0	0
4(A-B)		T							Consumer Math Adams, Mark B.	--	F 52.5	--	--		3	3	2	2
P5(A-B)									Football Coach, Football	--	--	--	--		1	1	0	0
P5(A-B)									Band Coach, Football	--	--	--	--		1	1	0	0
1(B)	Current Affairs Manston, Greg T.	A-	B+ 89	A- 90	A- 91		3	3	1	1
1(B)	AP Calculus Mitchell, Sean V.	F	--	--	--		1	1	1	1
2(B)	Chamber Singers Berndt, Gordie E.	A	A 100	--	--		4	4	1	1

** TRICK: Searching in the View Field List

The View Field List can be quite lengthy and sometimes confusing to new users as they might not know the exact field name on which they need to search. Once the View Field List is open do a 'Find' by CTRL-F to get the "Find" pop-up box. You can then search on fields which contain various words. Ex: search for the entry date field if you do not know what the exact field name, just type in the word 'entry' or the word 'date' and you will be presented with all fields that contain your search word.



** TIP: Remember that you can also move this pane around your screen and/or make it larger to see more of the field list.

** TIP: For new users, you might want to suggest they print out a field list. Several ways to do this would be; 1.) Highlight the contents in the View Field List and copy it to Word, then print it out. You might also suggest they highlight their most used fields on the hard-copy. 2.) You can highlight all the text and then print or, 3.) I believe you can right-mouse click and select print to print the contents in the pane.

** TIP: Our District created field codes are all in CAPS so as to distinguish between our codes and the default PowerSchool field codes.

** TIP: You must always close out the Field List pane.

**** TRICK: Other field lists searches**

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Functions' (Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, Teacher Schedules) and 'Setup' (District, Person Alice, Staff, System, Dashboard, PT Administrator). The main content area is titled 'Export Log' and displays a 'Field List' window. The window title is 'Field List' and it contains two sections: 'Log Field Name' and 'Student Field Name'. The 'Log Field Name' section lists 34 fields, and the 'Student Field Name' section lists 3 fields.

Log Field Name		
1. Category	18. Discipline_HateCrimeFlag	35. Discipline_VictimType
2. Consequence	19. Discipline_HearingOfficerFlag	36. Discipline_WeaponRelatedFlag
3. Custom	20. Discipline_IncidentContext	37. Discipline_WeaponType
4. Discipline_ActionDate	21. Discipline_IncidentDate	39. Discipline_WeaponTypeNotes
5. Discipline_ActionTaken	22. Discipline_IncidentLocation	39. Entry
6. Discipline_ActionTakenDetail	23. Discipline_IncidentLocDetail	40. Entry_Author
7. Discipline_ActionTakenEndDate	24. Discipline_IncidentType	41. Entry_Date
8. Discipline_AdministratorID	25. Discipline_IncidentTypeCategory	42. Entry_Time
9. Discipline_AlcoholRelatedFlag	26. Discipline_IncidentTypeDetail	43. ID
10. Discipline_DrugRelatedFlag	27. Discipline_LikelyInjuryFlag	44. LogTypeID
11. Discipline_DrugTypeDetail	28. Discipline_MoneyLossValue	45. SchoolID
12. Discipline_DurationActual	29. Discipline_Offender	46. StudentID
13. Discipline_DurationAssigned	30. Discipline_PoliceInvolvedFlag	47. Student_Number
14. Discipline_DurationChangeSource	31. Discipline_Reporter	49. Subject
15. Discipline_DurationNotes	32. Discipline_ReporterID	49. Subtype
16. Discipline_FelonyFlag	33. Discipline_SchoolRulesVioFlag	50. TeacherID
17. Discipline_GangRelatedFlag	34. Discipline_Sequence	

Student Field Name		
1. 2_dose_hepb	187. ecnt4_city	373. Next_School
2. Academic_Decathlon	188. ecnt4_cohort	374. nexttimestudent

If you switch to Staff on the Navigation Menu, your field list will be for the staff.

Another list you can obtain is the Discipline list (shown above) by going to PowerSchool start page > Special Functions > Search Log Entries > select Discipline > Submit. Then click on the Quick Export and select the Fields link. This time the field list will bring up both the Log Entry field list as well as the Student field list.

**** TIP:** Another way to view a field list is to use DDE and select the table you want to use.

**** TRICK:** In order to see the District/School custom created fields in DDE/DDA, you must perform a function (Export, List view and select a student, etc.). The custom fields will not show up in the Search Students Drop-down for DDE/DDA.

**** TRICK: Using Student Search prefixes, commands and codes**

Refer to PowerSource for more information and guidelines regarding Student Searches

Use the ";" (semi-colon) to separate multiple search criteria.

Use the "&" to search within results. Note the "&" must come before any "/" prefix.

Use the "/" to include inactive students. Note that this may be placed after (not before) a "+" or "&" prefix.

Use the "+" to add results of a new search. Note that the "+" must come before any "/" prefix.

(When doing these searches, remember to use your search codes.)

EX: To search for students who have a medical alert

In the Search Students field type or insert fields of: alert_medical#

Ex: To search for football players who have a discipline alert

In the Search Students field type or insert fields of: football# ; Alert_Dsicipline#

EX: To search for students who play soccer or football

In the Search Students field type or insert fields of: soccer#

On the Student Selection page, delete soccer# and replace with +football#

EX: To search for inactive students

In the Search Students field type or insert fields of: /enroll_status=2

EX: To search for inactive students who have the last name of "Smith"

In the Search Students field type or insert fields of: /enroll_status=2; last_name=smith

EX: To search for how many students have a last name that ends in 'ski'

In the Search Students field type or insert fields @ski

A search code is a special type of search command that includes a calculation as part of the search. Search codes start with an asterisk (*). These codes will not be listed in the field list. Enter search codes as you would any search command in the Search Students field.

EX: To find students born on November 10

In the Search Students field type *birthday=11/10

EX: To find 12TH grade students who were enrolled as of Sept. 18

In the Search Students field type grade_level = 12 ; *as_of = 09/18/2009

EX: To find how many students are in the Gifted and Talented program

In the Search Students field type *special_program = Gifted and Talented

EX: To find how many students do not have a 1st hour class

In the Search Students field type *not_enrolled_in_period = 1

EX: To find how many middle school students are taking a class at the high school

In the Search Students field type *secondarystudents = all

** TRICK: List Students

One of the nice tricks I have found is the List Students function . Most times I will use the first field as my counter by using the code of *Count

Student List - 631 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="*count"/>	<input type="text" value="#"/>
2.	Fields <input type="text" value="lastfirst"/>	<input type="text" value="name"/>
3.	Fields <input type="text" value="EntryDate"/>	<input type="text" value="entry date"/>
4.	Fields <input type="text" value="home_phone"/>	<input type="text" value="phone"/>
5.	Fields <input type="text" value="Alert_Medical"/>	<input type="text" value="medical"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>

Goerke's list

#	name	entry date	phone	medical
1.	Adair, Brandon	6/1/2009	706-275-7215	Allergic to peanuts
2.	Adams, Corby	6/1/2009	916-555-2892	Hates to go back to work!
3.	Adams, Julie	6/1/2009	706-275-7215	Allergic to Bee Sting
4.	Ahlberg, Emmy	6/1/2009	916-555-9714	Spleen injured in Rugby. No sports for six months
5.	Aikinson, Andy G	6/1/2009	916-555-4895	Allergic to Peanuts
6.	Alfonso, Scott	6/1/2009	916-555-2569	
7.	Allen, Victor C	6/1/2009	920-555-8839	Alergic to bee stings
8.	Allred, Alfred P	6/1/2009	916-555-2209	Diabetic - Insulin available from nurse
9.	Allred, Christopher N	6/1/2009	916-555-8744	allergic to homework
10.	Allred, Jacee L	6/1/2009	916-555-1726	Prone to seizures

Speaking of the Alert_Medical field....did you know that if you enter a medical alert and hit the Enter key the cursor moves down to the next line. This causes a problem if you are exporting the data out to Excel. Excel sees the data in that field as 2 separate record lines. Typically when you hit the enter key (although not recommended) it defaults to a Save or Submit status.

**** TRICK: Easy way to print same report**

If you are printing the same report over and over again, save yourself some time!! Instead of going through the steps of selecting the students, selecting the report and then generating the report again, simply make your changes and switch over to the Report Queue. On the Report Queue - My Jobs pane, click on the Job Name and check the box 'Run Job Again', then click Submit.

Report Queue Job Detail



Option	Value
User	Goerke, Patt
School	Washington Elementary School (240)
Created	11/6/2009 11:49 AM
Job Name	4-5 Wauwatosa Report Card
Type	PDF
Reports	Students
Status	Completed
Started	11/6/2009 11:49 AM
Ended	11/6/2009 11:49 AM
When To Execute	ASAP 0/0/0
Run job again?	<input type="checkbox"/>
Result File	4-5_Wauwatosa_Report_Card.pdf
File Size	77.70 KB

[Submit](#)

Once back on the Report Queue - My Jobs pane, click on the Refresh link to update the page and finally click the 'View' link. Your job will be viewed with the changes you have made.

**** TIP:** This is a great way to push out report changes in a quick manner. I used this when reviewing changes made to our report cards, as well as changes made to our transcripts.

**** TRICK:** Speaking of Transcripts, it is recommended to export out your transcript before making any changes. If you are not sure which object is where in your transcript, change the object to be a different color.

**** TRICK:** An easy way to print out a student's absences is to use the Quick Lookup screen and select the total absences link. You will get a list of absences by sections/course, as well as the date of absence and reason.

Adair, Brandon 12 3

AGHS1

View Standards Grades

Attendance By Class																			
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F						09-10	09-10	09-10	09-10
1(A)	Speech Lura, Colleen R.	B-	A 98	A- 90	--	3	3	1	1
2(A)	A	Open Media Accatino, Steve	A	D+ 67	--	--	2	2	0	0
2(A-B)											Physics Martin, Gabriel U	--	--	A- 92	A- 92	0	0	0	0
3(A)	Phys Ed 12 Maxedon, Kerry	A	A 98	--	--	2	2	0	0
3(A-B)											Algebra Vigen, Robert R.	--	--	--	--	0	0	1	1
3(A)	Beginning Pottery Wright, Scott T	--	--	--	--	0	0	0	0
3(A)											Open Study Accatino, Steve	--	--	A 100	A 100	0	0	1	1
4(A-B)											Consumer Math Adams, Mark B.	--	F 52.5	--	--	3	3	2	2
4(A-B)											French 2 Kyser, Kenneth	--	--	A 100	A- 92	4	4	0	0
P5(A-B)											Football Coach, Football	--	--	--	--	1	1	0	0
P5(A-B)											Band Coach, Football	--	--	--	--	1	1	0	0
1(B)	Current Affairs Manston, Greg T	A-	B+ 89	A- 90	A- 91	3	3	1	1
1(B)	AP Calculus Mitchell, Sean V	F	--	--	--	1	1	1	1
2(B)	Chamber Singers Berndt, Gordie E	A	A 100	--	--	4	4	1	1
3(B)	Journalism Hastings, Jacquelyn V	F	F 59	F 12	F 45	4	4	1	1
Attendance Totals														28	28	9	9		

Dates of all absences for 09-10:

Speech - Exp. 1(A) (ENG2100.3)

1. Tuesday, June 2, 2009 - A
2. Friday, July 24, 2009 - A
3. Monday, August 17, 2009 - A

Open Media - Exp. 2(A) (OPmedia.16)

1. Monday, August 17, 2009 - A
2. Thursday, November 12, 2009 - A

Physics - Exp. 2(A-B) (SCI2200.4)

Algebra - Exp. 3(A-B) (MAT1100.3)

Beginning Pottery - Exp. 3(A) (ART2100.3)

Phys Ed 12 - Exp. 3(A) (PE12.1)

1. Tuesday, June 2, 2009 - A
2. Monday, August 17, 2009 - A

Open Study - Exp. 3(A) (OPstudy.6)

Consumer Math - Exp. 4(A-B) (MAT1000.2)

1. Monday, June 1, 2009 - A
2. Monday, August 17, 2009 - A
3. Tuesday, October 20, 2009 - A

**** TIP:** This is a great little report for conferences with parents, or if you have a student going to court for truancy issues, etc. What's nice is that all users (principals, guidance counselors and teachers) have access to the Quick Lookup.

Also remember from a previous trick you can right-mouse click and print this panel!

**** TRICK:** If your attendance is not correct on your elementary report cards, there are several places you should check.

Wauwatosa School District
Lincoln Elementary School
Principal



2009-2010

ATTENDANCE	1st	2nd	3rd
Days in Trimester	45	74	62
Days Absent	22.5	37.0	31.0
Days Tardy	0	0	0

GENERAL DEVELOPMENT
Appears comfortable at school
Displays self discipline
Works and plays cooperatively, is considerate of others
Seeks others as playmates
Shows initiative in seeking out a
Shows growth in small muscle coordination
Works independently

Rating Scale/Proficiency Key:

- 4 = Secure
- 3 = Improvement has been shown, developing
- 2 = Developing, showing improvement
- 1 = Needs attention
- 0 = Not assessed

Check:

- Calendar Setup
- Attendance Conversions
- Attendance Preferences

**** The biggest reminder I can give is once you have made the appropriate corrections, go to Special Functions> Attendance Functions> Refresh Premier Attendance Views Data. This special function allows you to update the attendance views as needed, rather than wait for the nightly process to execute this same functionality automatically. This update process recalculates and re-populates the Membership Defaults tables based on the date ranges you specify. ****

**** Tip: Important Information Regarding Attendance**

Attendance Codes

Attendance codes are used to define values, points, and calculations for school specific attendance codes. Examples of codes are A (Absent), T (Tardy), P (Parent Excused), and F (Field Trip). In a typical PowerSchool setup, blank, or no code, represents Present, and you should assign it a sort order of "1."

To add, edit, or delete an attendance code, click **School > Attendance Codes**. On this page, set up the codes associated with a particular attendance code category.

There are several codes that you cannot use because they are reserved for PowerSchool system use. Do NOT use these codes!! ABS, *ABS, TAR, *TAR, ALL, and *ALL

Attendance Points

When you create an attendance code, you can assign it a point value. This value represents the number of points awarded when a student receives this code. It can be either a positive or negative number.

Examples are absent=1, tardy=-.5, and present=0. Attendance points can help you identify students with chronic attendance problems. You can use a special search code to search for students who have accumulated excessive attendance points for the semester. For example, on the Start Page, in the Search Students field, enter *attendance_points (T1)>10 to search for all students with more than 10 attendance points during Trimester 1.

** TIP: Useful Attendance reports

PowerTeacher Attendance Report

Before you run the Absentee Report, run the PowerTeacher Attendance Report to verify that all teachers have taken attendance. To run the report, click **Reports > PowerTeacher Attendance**. Select the date and periods to view which teachers have not yet submitted attendance. You can then contact teachers whose names appear on the report and remind them to take attendance.

You can also use the Teacher Attendance Submission Status report to view a progress indicator for all the teachers at your school. **Red** indicators mean attendance has not been submitted. **Green** indicators mean attendance has been submitted. **Yellow** indicators mean attendance has been submitted, but not for all classes. This indicator is great for a quick glance at the overall attendance submission progress. For more information, click a teacher's overall indicator to view individual indicators for each class.

Verifying Attendance

After all teachers have taken attendance, you can run the Absentee Report to generate a single-day period-by-period attendance code report. The Absentee Report lists students' home phone numbers. Sometimes the parents cannot be contacted at home during the day, so you need to call their work phone number. You can use the Counselor's Screen to view a student page containing additional contact information for a group of students. You can access the Counselor's Screen from the Absentee Report. On the bottom of the report, click **Functions > Counselor's Screen**. For "Which screen would you like to use to view the list of students," choose **Demographics** and then click **Submit**. The names of the students who are on the Absentee Report appear on the left. Click a student's last name to view the student's Demographics page and find parents' work numbers. Move to the next student's Demographic page by clicking on the last name of the next student.

Updating Attendance

You can also use the Counselor's Screen to update attendance. On the bottom of the Absentee Report, click **Functions > Counselor's Screen**. (Alternatively, click **Student Selection** in the breadcrumb and then select **Counselor's Screen** from the Group Functions menu.) This time, for "Which screen would you like to use to view the list of students," choose **Attendance**, and then click **Submit**. The names of the students who are on the Absentee Report appear on the left. Click a student's last name to open the student's Attendance page. You can now modify current or future attendance. After you change the attendance, click **Submit**. Then select the next student's last name from the list on the left.

**** TRICK: Control Your Standards**

You can create standards one at a time, or you can import them with a spreadsheet. Even though the import is faster, you should create a few standards manually so that you have an understanding of the required columns in the spreadsheet to be imported.

WSD.K123RD - [Effort](#)

WSD.K123RD.1 - [Reads for meaning](#)

WSD.K123RD.2 - [Uses a variety of strategies to decode unknown words](#)

WSD.K123RD.3 - [Reads fluently](#)

WSD.K123RD.4 - [Reads independently](#)

**** TIP: Make sure your Standards are clear, concise and precise and make sure you know what you are doing!!**

Once you have created a few standards manually, export the standards into an Excel spreadsheet using the Standards(53) table and exporting all the fields. You can now use this spreadsheet as your master adding your other standards to it.

**** TIP:** The spreadsheet for importing standards must contain columns for all of the necessary fields that make up a standard.

**** TIP:** Create a Word doc that contains any special coding that might be needed occasionally for imports or exports. Here is a sample of the things I put in my doc.

GPA's for high schools

Quarter 1 GPA: `^(*gpa method="Q1 HS Honor Roll")`

Semester 1 GPA: `^(*gpa method="S1 HS Honor Roll")`

Cumulative GPA: `^(*gpa method="weighted")`

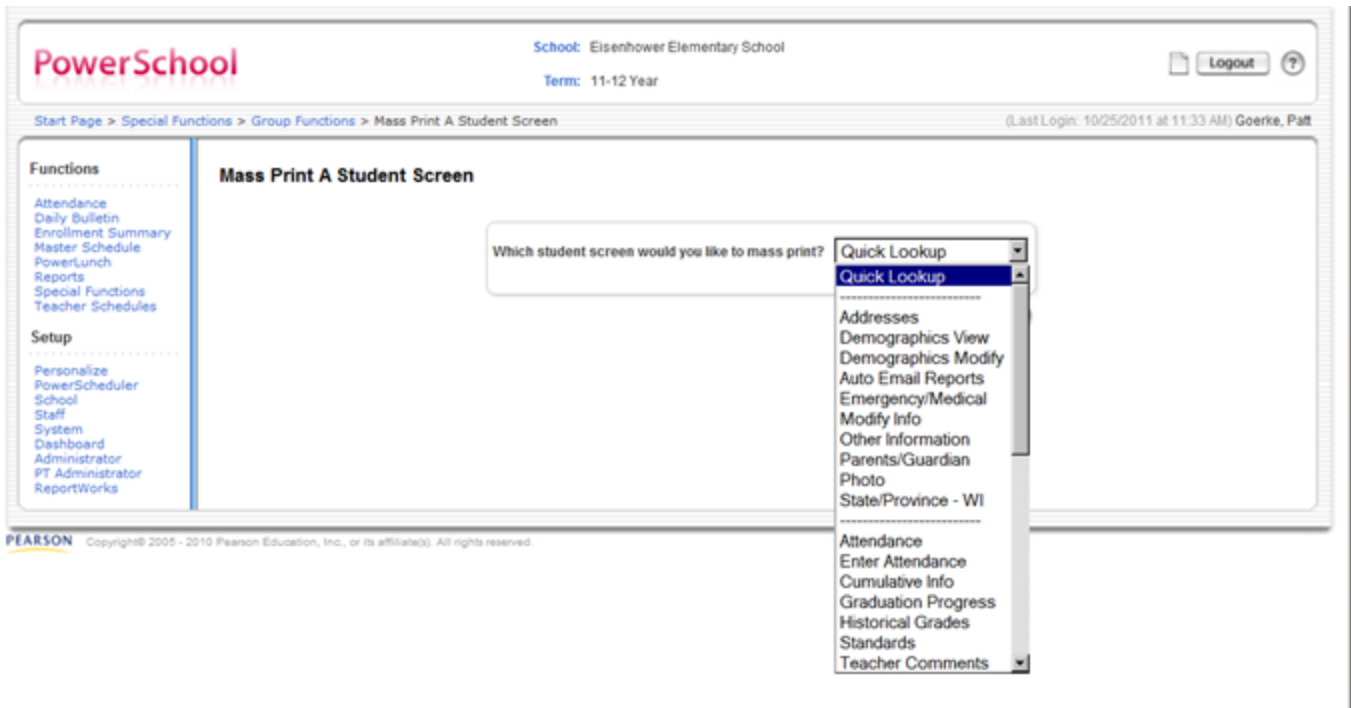
Google Maps is a great way to verify student address boundaries. First you need to enable the Address Management by going into District Setup, 3rd Party Configuration and entering the correct URLs. Then define your District & School boundaries by going into District, District of Residence, Edit boundary. Add points often, making sure to accept the defined District boundary often.

Once your Google maps are set up you can then run the Batch Address Validation and Batch Boundary Validation. Address Validation is a process where an address is authenticated by an external address validation service, Google Maps. Batch Address Validation gives you the ability to validate and update address information for multiple students at a time. You can validate either the primary or mailing address from the Addresses page. When validating addresses, a geocode is generated and associated with the student's address.

Boundary Validation is the process where an address is identified as being inside or outside a given boundary. Batch Boundary Validation can be either by school or district.

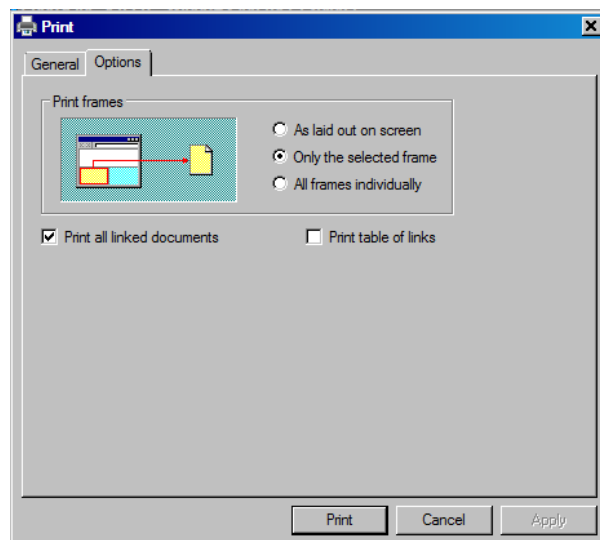
****TIP:** This is a great way to verify students who might be Open Enrollment, Chapter 220 or Tuition Waiver.

Mass Print a Student Screen is an excellent way to print out a student screen for multiple students. First select your students, then select the 'Mass Print a Student Screen' function. You can then decide which student screen you would like to print.



To mass print the screen you selected, you must use:

1. You must use Microsoft Internet Explorer version 5.0 or better on a Windows® PC.
2. Select the frame with the student's names (on the left) by clicking once on the white background of the frame.
3. Choose File --> Print from the Internet Explorer menu options.
4. At the bottom left corner of the print window, check the box Print all linked documents
5. Click on the OK button
6. An index of the students and 1 copy of the selected document will print for each student.



**** TIP: Graduated Students School**

In PowerSchool we created a Misc. Students page to hold data which we thought was missing in PowerSchool. On this page, we created a couple of fields specifically for graduating students. The first field we created is called High School. The purpose of this field is to indicate which High School the student attended, as we have 2 high schools and 1 Charter School. This helps us determine which transcript should be printed after the student graduates and requests a copy of their transcript.

Counselor (Last, First)	Mr. Tom Swittel
Homeroom Advisor (Last, First)	Ms. Megan Samp
Mentor	
Case Manager First Name	
Case Manager Last Name	
Case Manager Teacher Number	
Locker #	3001
Homeroom #	267
Locker Serial #	
Bus Route	
Gifted/Talented	<input type="checkbox"/>
Father's Cell	
Father's Email	
Mother's Email	
Mother's Cell	
Student Alias	
STUDENT Full Middle Name	
Food Service Family ID	1554
HOH First Name (for Food Services)	Greg
HOH Last Name (for Food Services)	Acompanado
HOH Name (First Last) (for Food Services)	Greg Acompanado
HOH Email (for Food Services)	gregacompanado
Attendance Intervention Date	
Absence Letter 1 Date	
Absence Letter 2 Date	

Absence Letter 3 Date

Accetable Use Policy on File

Fees

Paid Not Paid Waived

Date Mailing Address Changed

District Enroll Date

In District Full Academic Year

Yes No

School Enroll Date

09-01-2008

In School Full Academic Year

Yes No

Intra-District Transfer From?

Elementary School

Middle School

High School

Date of Graduation (HS ONLY)

Senior Yr Class Rank

Private/Parochial School (for District Office Use ONLY!)

Focus? (for Plank Rd. Complex ONLY)

For Alexandria Library use:

PowerSchool

School: Tosa Summer School

Term: 11-12 Year

PowerSchool

School: Wauwatosa East High School

Term: 11-12 Year

PowerSchool

School: Wauwatosa East High School

Term: 11-12 Year

** TIP: If you have multiple instances of PowerSchool (live production, sandbox, other) change the PowerSchool logo to be a different color so you always know which instance of PowerSchool you are in.

Another field we created was the Date of Graduation field which we place on the transcript as well as the Senior Yr Class Rank field. Because in PowerSchool the Class Rank field is a calculated field, it does not roll over into the Graduated Students School, so before doing EOY, we export the data from that field out of PowerSchool and import it back into CLSS_RNK_SR_YEAR field. This field will then roll into the Graduated Students School.

Student ID 60038	Grade 12	Gender M
Date of Birth 3/30/1994	Counselor Mr. Tom Swittel	
Address 1314 N 63 Ct Wauwatosa, WI 53213 (414)241-7461		

OFFICIAL TRANSCRIPT

Print Date: October 25, 2011
Class Of: 2012
Graduation Date:

Wauwatosa, WI 53213
Tel: 414-773-2030 Fax: 414-773-2392

CEEB Code: 502-430

www.wauwatosaschools.org/schools/high/east/

Course Title	Gr	S1	S2	Course Title	Gr	S1	S2	GPA Summary
08-09 Wauwatosa East High School								Cumulative GPA: 3.863
Oral Communication	9		A 0.50					Class Rank: 53 of 314
English 9 (S1)	9	A	0.50					Credits Attempted: 20.50
English 9 (S2)	9		A- 0.50					Credits Earned: 20.50
Spanish 3 (S1)	9	A-	0.50					Grade 9 S1 GPA: 3.763
Spanish 3 (S2)	9		A- 0.50					Grade 9 S2 GPA: 3.764
Algebra (S1)	9	B+	0.50					Grade 10 S1 GPA: 3.906
Algebra (S2)	9		A- 0.50					Grade 10 S2 GPA: 3.906
Physics I	9		A- 0.50					Grade 11 S1 GPA: 3.859
Earth/ Space I	9	A-	0.50					Grade 11 S2 GPA: 4.000
US History II S1	9	A-	0.50					Grade 12 S1 GPA:
US History II S2	9		A- 0.50					Grade 12 S2 GPA:
Adv Computer App 1	9	A	0.50					
Adv Computer App 2	9		A 0.50					

TO DO: We select all the seniors from one of our high schools for a Quick Export. The fields we export are: Lastfirst, Grade_level, graduation_year and ^(*classrank method="HSClassRank" result="rankoutof") ** Your classrank method may be different. ** I save the file as a student.export.txt file for exporting purposes. Once saved, I will open in Excel and verify the students have a class rank. If all is okay I will save the file as an .xlsx file.

**** TIP:** Please run all of your ISES Discipline reports prior to the End of Year process. This just makes clean up a lot easier. We changed our Discipline Log Entry page so it accommodates the ISES Discipline data, the Discipline Log report and lastly to accommodate PBIS (Positive Behavioral Interventions and Supports) reports.

**** FINAL TIPS:**

- 1.) It is best to have only one person assigned to the PowerSchool Administrator group
- 2.) If you are in the PowerSchool Administrator group, obtain a teacher login and password so you can go into PowerTeacher and the teacher's gradebook.
- 3.) If at all possible use only the buttons and links provided
- 4.) If you have multiple instances of PowerSchool (live production, sandbox, other), change the Powerschool logo to be different color so you always know which instance of PowerSchool you are in.
- 5.) For State reporting purposes, it's always good to have a copy of PSPad to make quick fixes on the files you upload to the state.
- 6.) **RUN ALL YOUR STATE REPORTS PRIOR TO DOING THE END OF YEAR PROCESS!!!**
- 7.) When importing data back into PowerSchool, import in only the data you need. EX: I never import in a student's last_name, first_name field because I always only use the student_number field.
- 8.) When importing in data, there can only be 1 header row. If there is more than one, you will receive an Error and file will not import. REMEMBER import files must be in the .txt format.
- 9.) Keep a spiral in order to document each and every time you do a quick import. Document the date, time, and include which school the data is intended for as well as the fields and results. If someone requested this import I also document that as well as where the data is coming from, the name of the file, etc. Lastly, I always create a Word document to track the results of the import.
- 10.) Create a doc or spreadsheet if you have a lot of custom fields and or pages so you can always reference the data in those fields. And always export all your data out prior to changing fields!!!