

## SPECIAL FUNCTIONS

A number of common processes that you need to run for maintenance of your PowerSchool system are found under the Special Functions menu.

Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Inter face to other systems	Links to other systems which can be used with PowerSchool.
Search by GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

When using most Special Functions – select a student or group of students and then choose the function that you want to use.

**Assign IDs & Passwords-** Use this function to assign student and guardian passwords. Use this function with care so as not to reassign existing web ids and passwords. Be sure to select the student or group of students before choosing this option.

**Attendance Functions** – PowerSchool processes all attendance every PM and recalculates membership and attendance figures used by various PowerSchool reports/DATS. If you have made changes/corrections to Attendance setup or individual students attendance run the appropriate function based on how your school had its attendance configured (Daily or Meeting).

**Recalculate Daily Attendance Minutes** Recalculate the daily attendance minutes for schools that take daily attendance

**Refresh Attendance Views Data Report** Refresh the premier attendance views if the data has changed

**Current Users** - This function gives you a listing of all the users that are currently logged on to PowerSchool including students and parents. This is useful when you need to do updates and restarts on the server.

**Daily Bulletin Setup** – Use this page to set up the daily bulletin for viewing in PowerSchool, PowerSchool Parent Portal, and PowerTeacher. In addition, you can modify the format of the daily bulletin, preview it, and view all bulletin items, including those that have expired.

#### How to Add a Daily Bulletin Item

1. On the start page, choose **Special Functions** from the main menu.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Click **New**. The New Daily Bulletin Item page appears.
4. Use the following table to enter information in the fields:

Item Title	Enter the dates on which you want this item to appear using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Date Range	Enter the dates on which you want this item to appear using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Target Audience	Use the pop-up menu to choose the audience of the bulletin item, identified by the user's permissions: <ul style="list-style-type: none"> <li>• <b>Public:</b> Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html.</li> <li>• <b>Teachers:</b> Only those with permission to PowerTeacher and the PowerSchool Admin Web pages can view this bulletin item.</li> <li>• <b>Admin:</b> Only those with permission to the PowerSchool Admin Web pages can view this bulletin item.</li> </ul>
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the daily bulletin.  <b>Note:</b> You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.
Item Title Start	Enter the start tags for your title to determine how your title will look. Recommended value: <div class="bulletin"><h3>
Item Title End	If you do not want the body text to look the same as the title text, enter the end tags for your title text. Recommended value: </h3>
Item Body Start	Enter the start tags for your body text to determine how your body text will look. Recommended value: <div class="bulletin-body">
Item Body End	Enter the end tags for your body text. Recommended value: </div></div>

5. Click Submit. The Daily Bulletin Setup page displays the new bulletin item.

Quick tip: You may copy and paste from Microsoft Word into the bulletin space. This makes it easier to see what you are doing. If you want to do multiple announcements- create them as one item with breaks between each one. Put a <br> after each item that you want to go to the next line. A double <br><br> will put a blank line between each item.

For example:

<B>Today's Announcement</B>

1. Welcome to your PowerSchool Training. <br>
2. You will learn how to log on and search for students. <br><br>
3. We will also learn how to print mailing labels. <br>

Will look like this:

Today's Announcement

1. Welcome to your PowerSchool Training.
2. You will learn how to log on and search for students.
  
3. We will also learn how to print mailing labels.

**Enroll new Student** – This is the same function as the Enroll New Student function located on the main page of PowerSchool.

**Fee Functions** – Obtain the Fees Management User guide from PowerSource

<https://powersource.pearsonschoolsandcolleges.com> and search for 57647 is your PowerSchool version is 6.x, if 7.x 63471

Current student selection: 0	
Function	Description
<a href="#">New Fee</a>	Add a fee for currently selected students.
<a href="#">New School Enrollment Fee</a>	Add a school enrollment fee for currently selected students.
<a href="#">New Course Enrollment Fee</a>	Add a course enrollment fee for currently selected students.
<a href="#">New Transaction</a>	Add a transaction for currently selected students.
<a href="#">Assess School Enrollment Fees</a>	Automatically assign school enrollment fees to students.
<a href="#">Assess Course Enrollment Fees</a>	Automatically assign course enrollment fees to students.
<a href="#">Clear Current Balance</a>	Create transaction opposite to each non null fee balance.
<a href="#">Reverse Action Using Group Transaction ID</a>	Reverse an action by using the group transaction ID.

To do a basic assignment of a fee to a group of students

1. Select the students that you wish to assign a fee to.
2. Click New Fee
3. Fill in the information below as required by your school Note: Each District requires a collection of different types of information about fee collecting.

Field	Value
Add Fee For	All 609 currently enrolled students
Fee Type	Bus Fee (Field Trip) <input type="button" value="v"/>
Department	<input type="button" value="v"/>
Transaction Date	11/07/2011
Description	<input type="text"/>
Amount of Fee	<input type="text"/>
Amount of Credit	<input type="text"/>
Payment Method	<input type="button" value="v"/> (Required for payment)
Payment Reference Number	<input type="text"/>
Course Number	<input type="text"/>

4. And click submit

**Group Functions** – Performs functions for the currently selected student(s).

**Importing & Exporting** – Use PowerSchool's import functions to submit large amounts of information into the system. Use the export functions to retrieve large amounts of information from the system.

### Quick Exports

1. Choose All under the Browse Students section on the main page or search for specific students using Common Searching instructions sheet. You may also run a Stored Search to select a group of students to work with.
2. From the drop down at the bottom of the screen, choose Quick Export.
3. The following screen will display:
4. Use the FIELDS link to select fields the fields you desire in your export.
5. FIELD DELIMITER The default is TAB, fine if you wish to use in Excel. Change if you are creating this file for another system and a specific delimiter has been specified.
6. RECORD DELIMITER The default is CR, fine if you wish to use in Excel. Change if you are creating this file for another system and a specific delimiter has been specified.
7. SURROUND FIELDS Select if you wish your fields enclosed in “ ”s.
8. COLUMN TITLES ON Select if you the field names in your file.
9. Click submit.
10. The download process begins; the file will be named student.export.text

lastfirst  
Grade\_level  
Gender  
DOB

Field Delimiter Tab

Record Delimiter CR

"Surround Fields"  Column titles on

Export DCID

[Fields](#)

Submit

You can include DAT commands in QUICK EXPORT

^(\*DABS)

^(DOB;dateformat=mm/dd)

Quick Export will remember the fields you last exported.

If you have a recurring export you do, you can create a template to use. A template is a MAP of the fields that you specify instead of specify the fields each time.

1. Select Special Functions>Importing & Exporting> Templates For Exporting.

[New](#)

Template Name	Export From	# Columns	Width*
*Width applies only to fixed-width import templates, not delimited templates.			
<a href="#">Main Import/Export Menu</a>			

2. Click NEW.

Option	Value
Name of this template	<input type="text" value="Birthday List"/>
Export from this table	<input type="text" value="Students"/>
Delimited or fixed-field length?	<input type="text" value="Delimited"/>
Field delimiter (ignored for fixed-field length)	<input type="text" value="Tab"/> <input type="text"/>
End-of-line (record) delimiter	<input type="text" value="CR"/> <input type="text"/>
Column Titles	<input type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	<input type="text"/>

[Submit](#)

3. Click the Submit button.
4. Click the 0 under # columns to add your desired fields.
5. Click NEW.
6. Specify the field you wish to include, use the FIELDS link.

## New Column - Birthday List

Option	Value
Title/Heading	<input type="text" value="Student Name"/>
Data To Export (Fields)	<input type="text" value="Lastfirst"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="1"/> (zero to place at end)
Width In Characters	<input type="text"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> (used only for fixed field lengths)

7. Click the Submit button.
8. Add additional columns using the NEW button.

### Exporting from a Template

1. Choose All under the Browse Students section on the main page or search for specific students using Common Searching instructions sheet. You may also run a Stored Search to select a group of students to work with.
2. Select Special Functions.
3. Select Importing & Exporting
4. Select Export Using Template
5. Type of Export – Select the desired table
6. Export Template – Select the desired Template
7. Click the Submit button.
8. The download process begins; the file will be named student.export.text

**Incident Management** – Obtain the Incident Management User guide from PowerSource <https://powersource.pearsonschools.com>

Using the Incident List page, you can create a customized search filter to locate existing incidents. Your security settings determine the incident code types that display on this page. When signed in to at the district level, you can view incidents at all schools for the assigned incident code types. When signed in to at the school level, you can view incidents that include a participant from that school or incidents that originated at that school for the assigned incident code types.

**Interfaces to other systems** – Use this page to access special functions used to send and receive data from other organizations or systems.

**Search By GPA** – Search for a group of students who are receiving a particular grade point average. This function is especially useful to locate honor roll students or those receiving failing grades.

**Search By Grades/Attendance** – This report provides great flexibility in finding students based on their grades or attendance records. By using a combination of options, you can find any number of students. This

**Search For Perfect Attendance** – Use this report to find students who have perfect attendance records during a specified period.

- The prior 3 Search functions can be time consuming to process, we suggest you start with a small group of students and refine your selections until you feel they are correct. Then run for all desired students.

**Search Log Entries** – Use PowerSchool to search for log entries containing selected words or those created during a specific period. Your security access will dictate how detailed of a search you can perform.

1. Log into the school you wish to search for log entries.
2. Select Special Functions from the Functions Menu.
3. Select Search Log Entries.
4. Select the log type you wish to search for
5. You can narrow your search by using the Subtype and Consequence options.
6. You can further narrow your search by using the additional options on the Search page.

Option	Value
Log Type ^	<input type="text"/>
Log Subtype	<input type="text"/>
Log Consequence	<input type="text"/>
Contain this text	<input type="text"/>
And contain this text	<input type="text"/>
Does not contain this text	<input type="text"/>
Title contains this text	<input type="text"/>
Entered on or after this date	<input type="text"/>
Entered on or before this date	<input type="text"/>
Student Grade Level	<input type="text"/>
Author	<input type="text"/>
Sort by	<input type="text" value="Date, then name"/>

\* Must choose a log type before searching

7. Click Submit
8. You have 3 Options List, Print a Report, Export

The list Options shows Log Entries Meeting your search

Print a Report allows you to print a report of the log entries meeting your search; this would be a Object Report that prints from the LOG table.

Export is an enhanced Quick Export, the field list includes the discipline fields.

**Special Program Enrollment** – Use the Special Program page to add, edit, or delete special programs for your district. Additionally, you can view and print a list of special programs or students enrolled in a special program.