

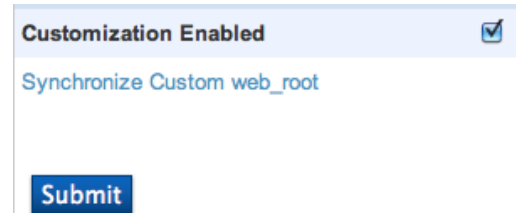
Custom Webpage Management

Custom pages can be stored as individual files on your PowerSchool server, or they can be managed through the PowerSchool Administrator interface. Through PS Administrator, custom pages are stored in the database, allowing custom pages to be backed up with the database.

Start by downloading the Custom Web Page Management User Guide for PowerSchool Administrator (#63468) from PowerSource.

Enable Customization

Before you can manage any customizations, you have to enable customization. From the **Start** page, go to *System > System Settings > Customization*. Make sure there is a check in the box next to **Customization Enabled**. If not, check the box and click the **Submit** button.



A screenshot of a web interface showing a checkbox labeled "Customization Enabled" which is checked. Below it is a link "Synchronize Custom web_root" and a "Submit" button.

You also need to enable custom page management in PS Administrator. To do this, log in to **PS Administrator** and click **Custom Pages**. Then, click the **Setup** button in the upper right corner of the window.



Check the box to **Enable custom web application**. Once checked, you have the option to **Migrate Existing Custom Pages**. You have to click the **OK** button after enabling custom page management before migrating your existing pages.

Once you migrate, “physical” custom files are no longer used.


Enable Custom Web Page Management

Custom Web Page Management is currently enabled.

- Enabling this option will result in custom web pages being stored and retrieved from the database instead of the custom web root directory.
- Once this option is enabled and the server is restarted current customizations will not work unless they have been migrated to the new format.
- An opportunity to migrate those web pages will be provided as an additional step immediately upon checking the 'Enable custom web page management' box.

Enable custom web page application

Migrate Existing Custom Pages

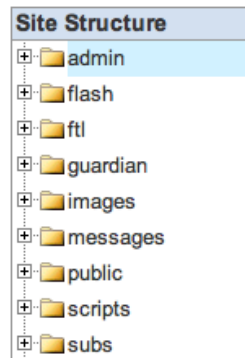
 Choosing to migrate existing custom pages will copy all of the pages located in the custom web page directory into the database where they will continue to function as they currently do. With Custom Web Page Management enabled all additional customizations, whether new or modifications to existing custom pages, must be made through the Custom Web Page Management module. This migration process can be run as often as needed. Pages with the same name will be overwritten.

Migrate

Cancel OK

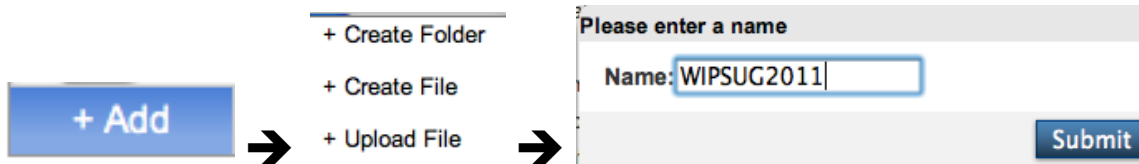
Getting Around the Custom Pages Window

The left side of the **Custom Pages** window shows your folders and files. Click a folder or the “+” next to a folder to view its contents. Yellow folders and white files are standard PowerSchool items. Blue folders (📁) are user created and blue files (📄) are files that have been customized.



The pages seen by different types of users have their own folders: pages for admin users are in the **admin** folder, teacher pages are in the **teachers** folder, and parents and students see the pages in the **guardian** folder.

To create a new folder, select the folder in which you want the new folder. Click the **+Add** button below the list of folders. Select **+Create Folder** and give your folder a name.



To add a new file to your folder, make sure your folder is selected, click **+Add**, and select **+Create File**. Give the file a name. Be sure to include the .html extension in the file name.

To edit your new file, double-click it. The editor above your code has a toolbar with basic tools for modifying your web page.

Create headers or paragraphs	H1 H2 H3 H4 H5 H6 ¶
Basic formatting	B I S U
Create lists and list items	☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷
Insert images or links	🖼️ 🔗
Use custom object or page templates	PS 📄
Extract a word as a translation key or remove all html from the page	🔑 🗑️
Preview translation keys or preview the page	👁️ ✅

Publishing

When you edit a page, a draft of the page is created. You can save changes to the draft of the page before you publish the page. Until you publish your draft, the changes will

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not be seen in the web browser. Once a page is published, that live page cannot be edited. Any edits occur to a new draft version of the page.

Importing and Exporting

You can export pages to edit them in a third-party client or to share with others. The import function allows you to import files that were edited outside of PowerSchool, or that are from other resources.

In PS Administrator, click the **Import/Export** button. This will open another page that asks you to name your exported zip file or to select the zip file you want to import. While you can import any number of files and folders, exporting includes all custom files.

Deleting Customizations

You can delete customized files and folders through PS Administrator. If a file is a standard PowerSchool file, deleting the customized page does not delete the original. This allows you to revert to the original if there are problems with a customization.

To delete a file or folder, select it and click the **-Delete** button. You will be asked to confirm this action.

Tips

- You cannot rename a file. You save the file by viewing it in the browser. Then change the name of the file and return to PS Administrator. Select the folder in which you want the file and choose **+Add > +Upload File**. Select your file to upload it.
- If you do not see changes that you made to a page when viewing it normally in the browser, double check that you have published the file.
- If you customize a standard PS page, you will not see changes that may be made to that page through software updates. You have to check the changed pages list that is published with each update to see if your custom pages were changed.
- You must be logged into the District to import or export files. If not, you will see an “Insufficient Access Privileges” error message.
- Users of PS Administrator must be given access by the site administrator.
- If you put custom pages in the *admin > students > studentpages* folder, links to these pages will automatically show on the **Custom Screens** page. You will have to create links to pages in other folders.