



Wisconsin PowerSchool  
User's Group Meeting  
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Dells*

## Group Functions

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## Group Functions

Once you select a group of students, you can manage the group's records in a variety of ways. Groups functions are accessible either by selecting a group of students and then choosing a function from the **Select a function for this group of students** pop-up menu on the Student Selection page or on the start page by choosing **Special Functions > Group Functions** with your current selection of students.

Here are some of the group functions we will explore today:

- [\*Attendance Change\*](#)
- [\*Counselor's Screen\*](#)
- [\*Enrollment Summary\*](#)
- [\*Fee Functions\*](#)
- [\*ID/Password Assignment\*](#)
- [\*List Students\*](#)
- [\*Mass Enroll in Classes\*](#)
- [\*Next School Indicator\*](#)
- [\*Print Report\*](#)
- [\*Print Mailing Labels\*](#)
- [\*Quick Export\*](#)
- [\*Re-Enroll in School\*](#)
- [\*Search by Grades/Attendance\*](#)
- [\*Select Students by Hand\*](#)
- [\*Student Field Value\*](#)
- [\*Transfer Out of School\*](#)

\*\* Remember, PowerSchool provides a help database with information on many useful topics. To access the database, just click on the "?" in the upper right hand corner of your screen.

Here is an example of the help database information for Student Field Value and Enrollment Summary.

### Student Field Value

Set a specific field value for students who have the field attached to their records. For example, if a group of students has the wrong ethnicity code attached to their names, you can change the field value for all these students at the same time.

**Important:** Be certain you want to replace all the values for all these students. This procedure is irreversible. In fact, you are encouraged to make a backup of your data before changing field values for a group.

**Note:** For information about staff field values, see [How to Set Staff Field Value](#).

## How to Set a Student Field Value

1. On the start page, select the group of students.

**Note:** Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Student Field Value. The Student Field Value page appears.
3. Use the following table to enter information in the fields:

Field	Description
Field to Change	Enter the name of the field to be changed.  <b>Note:</b> For a complete list of field codes, click Fields.
New Field Value	Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select the checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select the checkbox if you do not want the system to overwrite any existing field values.

4. Click Submit. The Field Value page displays a preview of the records and fields that will be affected.
5. Click Submit. When the operation is complete, click Back. Now you can perform a search to find the group with the changed value.

## Enrollment Summary

The Enrollment Summary report can be run from the district level, as well as the school level. Depending on which mode you run the report, the resulting report displays a breakdown of students for the entire district or school. The column headings describe the contents of each column. The row headings display the number for each grade level and totals. The small blue numbers (to the left of the slash) indicate male students; the small red numbers (to the right of the slash) indicate female students. Large, bold blue numbers indicate the total enrollment of male and female students for that classification.

Column and row headings provide links to Flash-based charts that display ethnicity information in an easy-to-read animated chart. Click a column or row heading to view enrollment by ethnicity in specific grades, overall ethnicity enrollment by grade, or total enrollment by ethnicity.

Here is a brief description of group functions. This was copied from the Initial Product Training guide that can be found on PowerSource.

Group Function	Description	Notes
List Students	Use this function to view or print a list of the student group you selected. You can specify up to 10 student fields you want to include.	
Enrollment Summary	Displays the Enrollment Summary page only for the student group you selected.	
Attendance Change	Use this function to enter or change attendance for the student group you selected.	
Fee Functions	Use these functions to add new fees and new transactions for the student group you selected.	
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected.	
Counselor's Screen	Displays the same student page you specify for each student in the group you selected. To show the page you specified for each student, click the student's last name.	
Mass Enroll	Use this function to enroll the student group you selected into the same course section. You specify which section by teacher and meeting or by course section number.	

Group function	Description	Notes
Print Report	Use this function to print a form letter, report card template, or an object report for the student group you selected.	
Print Mailing Labels	Use this function to print mailing labels for the student group you selected.	
Quick Export	Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected.	
ID/Password Assignment	Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, PowerLink PINs, and Lunch ID numbers for the student group you selected.	
Search by Grades/Attendance	Use this function to search for students using grades, final grade percent, citizenship marks, and attendance.	
Search for Perfect Attendance	Use this function to search for students who have perfect attendance.	
Search by GPA	Use this function to search students using cumulative, term, or current GPA.	