



Wisconsin PowerSchool  
User's Group Meeting  
November 18<sup>th</sup>-19<sup>th</sup>, 2009  
*Kalahari Resort,  
Wisconsin Dells*

## Special Functions

 **Brenner Associates**

**PEARSON**  


## 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.

Attendance Functions	Performs attendance related functions.
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Current Users	Shows the names of those currently logged on 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.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Incident Management	Create, update, and delete Incidents.
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 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.

**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

### 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 title of the item.
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 Body	Enter the text of the bulletin item.

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:

**Today's Announcement**

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.

**Search by GPA, Search by Grades/Attendance, Search for Perfect Attendance**

Use these to search for certain grades or attendance parameters.

Hint- When using these reports –choose a grade level or other smaller group when trying different settings. This will speed the process of running reports as you try different settings. When you get the settings correct for the report results you want- Print the screen so that you have them for the next time.

**Fee Functions**

Current student selection: 3

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

**You may perform a number of different fee functions here.**

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	The selected 3 students
Fee Type	Damaged Equipment (Damaged Equipment) ▾
Department	▾
Transaction Date	11/12/2009
Description	
Amount of Fee	55.00
Amount of Credit	
Payment Method	▾ (Required for payment)
Payment Reference Number	
Course Number	

**Note:** School fees and Course fees are dependent on enrollment in school and courses. If a student has multiple enrollments- exits and returns – the fees may be reassigned. You can choose to enter a fee one at a time for new students. This would be not a school fee but just a defined fee and not categorized as a school or course fee. These fees can then be mass assigned to groups of students.

### Search Log Entries

Use this to search for discipline or any other items you are using logs for.

#### Log Entries Search

Option	Value
Log Type *	Discipline
Log Subtype	
Log Consequence	
Contain this text	
And contain this text	
Does not contain this text	
Title contains this text	
Entered on or after this date	09/01/2009
Entered on or before this date	
Student Grade Level	8
Author	
Sort by	Date, then name

\* Must choose a log type before searching

[Submit](#)

### 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:

Export the 3 selected students

```

First_Name
Last_Name
Mailing_street
Mailing_city
Grade_Level
  
```

Field Delimiter: Comma

Record Delimiter: CR

"Surround Fields"     Column titles on 1st row

Export DCID

[Fields](#)

[Submit](#)

4. Click on **Fields** (underlined blue at the bottom of the screen) to pick fields from a list, or type them in.

5. Pick the fields you wish to see in your export –The sample shows Student last and first name, mailing address and the first and last name of the  
 Last\_name  
 First\_name  
 Mailing\_street  
 Mailing\_City  
 Grade\_level
6. In the drop down box next to Field Delimiter, choose **Comma**
7. Leave Record Delimiter as **CR**.
8. Click **Submit**
9. Save the file with .csv extension (i.e. student\_export.csv)
10. Open the file in Excel and format as you wish

### Quick Exports to get Birthday Listing

11. Choose **All** under the **Browse Students** section on the main page. From the drop down at the bottom of the screen, choose **Quick Export**.
12. The following screen will display – type in what is listed below:

Export the 2011 selected students

```
last_name
first_name
grade_level
^(dob;dateformat=mm/dd)
```

Field Delimiter Comma ▾

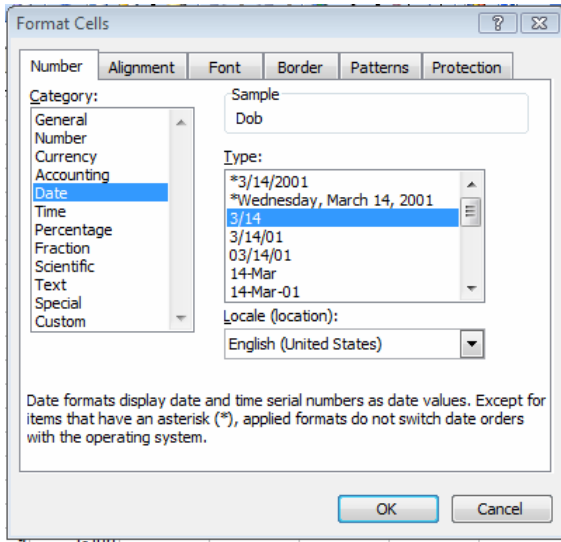
Record Delimiter CR ▾

"Surround Fields"  Column titles on 1st row

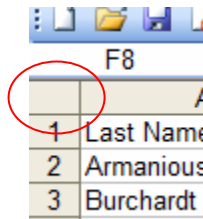
Export DCID

[Fields](#)

13. In the drop down box next to Field Delimiter, choose **Comma**
14. Leave Record Delimiter as **CR**.
15. Click **Submit**
16. Save the file with .csv extension (i.e. Birthday\_List.csv)
17. Open the file in Excel.
18. Highlight the DOB column and click on **Format** (from top menu) and then **Cells**.
19. On the Number tab, choose **Date** and then select the type **3/14** on the right hand side – like the screen below:



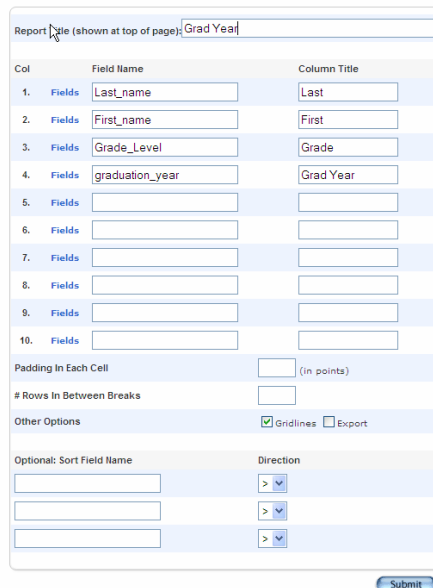
20. Click <OK>.
21. Click in the uppermost box in the top left of the screen – this will highlight the entire spreadsheet – as in screen shown below:



22. Go up to the top menu and click on **Data** and then **Sort**. In the first sort box, click in the drop down and choose **DOB**.
23. Save the file.

### List Students

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 **List Students**.
3. The following screen will display:



4. Enter a Title at the top if you would like.
5. Choose the field you would like to display by clicking the blue **Fields** link to get a list of fields to display.
6. Enter a Column Title if you would like one. This is what will display as a heading for each column on the screen.
7. Do not enter anything in "Padding in Each Cell" and "# Rows in Between Breaks" boxes.
8. Under Other Options, check **Gridlines**.
9. If you would like to sort on a field enter it in the Optional Sort Field Name box.
10. Click **Submit**.
11. The following is a sample output:

Last	First	Grade	Grad Year
Smith	Angela	8	2014
Smith	Dominique	6	2016
Smith	Nolan	7	2015

You can then highlight all the fields and copy and paste them into an Excel file to manipulate as you wish. Or, print them from this screen.

### Including fields from other tables in Quick Export

Although Quick Export is set up to export fields from the student table- you can also include fields from other tables.

The example below will include the school name in the export

#### Quick Export

Click Submit

Save the file with a .csv extension

The resulting export looks like this:

	A	B	C	D
1	[39]name	Student Nun	First Name	Last Name
2	West Middle School	24571	Dominique	Smith
3	West Middle School	25839	Nolan	Smith
4	West Middle School	24573	Angela	Smith
5				
6				
7				

## How to Use Quick Import

Verify that you are logged in to the appropriate school. If the school is incorrect, click **School** at the top of the page to choose a new school before starting this procedure.

Note: Best practice is to do imports at the school level

1. On the start page, choose **Special Functions** from the main menu.
2. On the Special Functions page, click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Quick Import**. The Quick Import page appears.

Option	Value
Table:	Students
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	S:\POWERSCHOOL\Im <input type="button" value="Browse..."/>
Suggest field map	<input checked="" type="checkbox"/>
School	West Middle School

4. Choose the table that you want to import into from the dropdown
5. Choose the Field delimiter- If you are using a comma delimited file- chose other and type comma
6. Choose WindowsAnsi
7. Browse to find the file that you want to import
8. Note: Leave Suggest Field Map selected- this will give you a chance to map the fields in your file to your PowerSchool fields
9. Click import
10. This screen will appear

Col# From your file	To PowerSchool
1. Teacherloginid	TeacherLoginID
2. Teacherloginpw	TeacherLoginPW
3. Last Name	Last_Name
4. First Name	First_Name
5. Email Addr	Email_Addr

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

Advanced Import Options

Update teacher records if an imported teacher number matches an existing teacher record.

11. If any field is not mapping correctly –choose the proper field from the dropdown
12. Click Submit

## **Helpful tips for importing and exporting**

### **Student Number Field**

The student number field is essential to moving all of the data in PowerSchool. This field matches student data to the correct student with absolute certainty. Each student has only one number, and everything in PowerSchool is linked to this number. Thus, you should include the student\_number field in all documents that you export. You must include the student number in any document that includes data you want to import into PowerSchool. Keep this in mind when exporting, especially if you want to import the data back into PowerSchool after you have worked with it in your spreadsheet application.

### **Export..... then Import Data Back in**

A good way to make changes to large amounts of data is to use export to bring data out of PowerSchool then use Excel to make changes to columns of data then use import to bring the new information in. Remember when working with student data- always use the student\_number field when importing and exporting.

### **Sample export**

To run a class rank list

First\_Name

Last\_Name

^(\*classrank method="cum GPA")