

## Wisconsin Power School User's Group Meeting – Session Descriptions

**Attendance:** PowerSchool has many options for viewing, recording, and modifying attendance. This course will explore viewing individual student attendance pages, finding teachers who have not taken attendance, finding students who are absent or have chronic attendance problems, recording and updating daily attendance for students, and running attendance reports.

**Course Request Management:** See how the new Course Request Management piece provides the ability to define and enforce prerequisite rules that automatically limit the courses a student may request.

**Custom Screens/HTML:** This session will cover the basics of creating custom fields and screens in PowerSchool. Topics include: Rules and best practices for creating and naming custom fields, Creating custom screens in Power School, PowerSchool's custom web root file structure, Customizing existing PowerSchool screens, Basic HTML, and PowerSchool customization resources. Attendees will see a demonstration of creating a PowerSchool custom screen from scratch as well as modifying an existing page. We will also spend time discussing valuable resources for those who would like to expand their knowledge of PowerSchool customization and HTML.

**DDE/DDA:** Using DDE to search and match data from PowerSchool tables, exporting out data and how to change DDE to DDA to modify or delete data.

**Elementary Scheduling:** Learn about the "best practices" to use when creating an Elementary School schedule in PowerSchool to accommodate grading at the elementary level.

**End of Term:** Using the Class Roster report to run Grade Validations before storing grades, how to Permanently Store Grades, and how to delete earned credit at the quarters using DDA.

**Fees:** Setting up and using fees for high school accounting and reports.

**Form Letters and Data Access Tags:** Review how to set up a form letter. Discuss how to include various data access tags in the report. Some of the fields and data access tags we will be working with include student fields, school information fields, smart pronouns, GPA, Honor Roll, and Class Rank data access tags, and attendance and tardy data access tags.

**GPA/Honor Roll:** We will look at setting up GPAs, discussing Simple vs. Weighted GPA calculations, setting up Honor Roll Methods and Levels, and linking them to the correct GPAs.

**Group Functions:** Review of the tools available under the group functions screen. Topics include: mass enrolling students in courses, using the counselor's screen, making attendance changes, and using the student filed value tool to mass fill student fields.

**Immunizations:** Marcia Brenner Associates has developed an Immunization Reporting Application to aid districts in the generation of all required immunization related letters and reports. These communications include legal notices to parents as well as reports to the local health department and district attorney. This application allows users to accomplish with the click of a button, what may have once taken days or even weeks to complete. This session will be a demonstration of this application.

**Importing and Exporting:** This session will cover the basics of importing and exporting. Also included will be techniques to export data from more than one table as a single export, safe practices for importing, and using exports to verify data.

**Incident Management:** In response to increased requirements from state and federal agencies in the reporting of disruptive incidents, Power School's Discipline Incident Management makes it possible for you to specify and record who was involved in an incident, what objects were used, and what actions or consequences resulted.

**Inform (Pearson product):** Pearson Inform provides class comparisons and school-wide performance with drill-down to students, concepts and standards for school improvement plans and actionable strategies.

**ISES/WLS:** The first half of our session will cover WLS locate/assign and Exit Update Transactions from PowerSchool and importing WLS student numbers and Enrollment dates back to PowerSchool. In the 2<sup>nd</sup> half we will cover methods for preparing your data in PowerSchool prior to upload to the ISES website, running the reports and review of data prior to upload to ISES and uploading your data to ISES.

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**Log Entries:** We will cover the setup of the log entry screen for your district with your district's needs and ISES reporting considerations, log types and subtypes. We review the use of the log entry screen and data entry. Finally we will cover the options available from the search log entries function.

**Object Reports Beginning:** Basic introduction to object reports. We will review how to modify an existing report, and we will explore the various objects that can be used on a report.

**Oracle Backups and Restores:** See how you can easily restore and backup your PowerSchool Database.

**PowerScheduler:** Gear up for PowerScheduler. Get refreshed on the setup, reports and troubleshooting for PowerScheduler.

**PowerSource:** Discover the resources available to you on PowerSource, Pearson's online support tool.

**PowerTeacher 1.6:** This session will provide an overview to PowerTeacher 1.6. See how to use Student Groups, Custom Grade Scales, and some other enhancements. Also see how teachers can record end of term Standard grades in PT Gradebook.

**PT Admin:** Technical administrators will learn how to establish and maintain accounts for groups of district and school leaders. Instructional leaders will learn how to maintain consistency in the setup of the gradebook, how to push content links to specific groups of teachers, and how to run administrative reports on gradebook activity.

**Report Cards and Data Access Tags:** Review how to set up a basic report card (non-standards based). Discuss how to include various data access tags in the report. Some of the fields and data access tags we will be working with include student fields, school information fields, smart pronouns, GPA, Honor Roll, and Class Rank data access tags, and attendance and tardy data access tags.

**ReportWorks:** This session will show Power School users how to launch the newest report tool – Report Works. In this class you will see a demonstration on how to create the following types of reports using the Student Table in Power School.: Mailing Labels , Student Lists, Student Schedules, and Form Letters.

**Special Functions:** This session will include an overview to introduce users with the features of each function. Steps to add and format Daily bulletins and do searches by GPA, attendance and log files will be a part of this session.

**Standards:** In this session we will discuss "best practices" for setting up standards and the various ways standards scores can be calculated. We will also explore the different ways district or school standards can be assessed and reported at the teacher level while allowing them to continue to use their traditional grading procedures.

**Street Validation:** With the introduction of Address Management, PowerSchool now provides a tool for address validation and boundary management. Address Management improves efficiency and accuracy in managing your address data, using cutting edge technology through visual representation of the address and boundary.

**Student Searches:** Discover different fields to search on, different methods of searching, and using your search results.

**System Management:** Discover how the new System Management feature of PowerSchool can help you with backup and restore management, as well as custom page management.

**System Menu:** Learn how the various functions of the System Menu can assist you in your management of PowerSchool.

**Tips & Tricks:** Find out how to make your life a little less stressful! This session will cover tips and tricks on everything from A to Z. Well, okay ... this session will cover tips and tricks on everything from Attendance to Standards (A-S). You will be shown tricks like easier ways to print, or tips to maximize your screen. You will also be given tips on working with standards as well as various reports. Bring your tip to share to this workshop!