PowerSchool SIS: Basics

Learn the basics of PowerSchool SIS, including signing in, basic navigation, searching for student records, working with individual student records, and using group functions.

Sign In and Basic Navigation

In the address bar of the browser, type the URL of the server, plus the extension that matches your level of access to PowerSchool SIS:

- Administrators: http://[yourserver]/admin
- Teachers: http://[yourserver]/teachers
- Substitutes: http://[yourserver]/subs
- Parent/Student: http://[yourserver]

When you navigate to the parent/student URL, /public is added by default.

Start Page

Familiarize yourself with the Start Page, as it’s the launching point whenever you sign in to PowerSchool SIS.

The header section includes the PowerSchool SIS logo and five icons: the Notifications icon, the Report Queue icon, the Printer icon, the Help icon, and one for the User menu. The PowerSchool SIS logo appears at the top of most pages in PowerSchool SIS. Click the logo to return to the Start Page. When enabled, you may see the Application Drawer icon, which looks like a window with an arrow. Click the Application Drawer icon to open PowerSchool applications in a separate browser window.

The navigation toolbar includes the breadcrumb navigation path, the School menu, and the Term menu.

User Settings

To personalize PowerSchool SIS, open the User menu and click Manage Profile. Select from the following settings to personalize your account.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
<td>Update your password</td>
</tr>
<tr>
<td>Page to Display When You Sign In</td>
<td>Choose the page that appears first when you sign in—the Start Page is selected by default</td>
</tr>
<tr>
<td>Page to Display When You Open a Student Profile</td>
<td>Choose the student page that appears first when you navigate to a student record—Quick Lookup is the default</td>
</tr>
<tr>
<td>Display Quick Search Alphabet on the Start Page</td>
<td>Check the box to show the alphabet shortcuts to search for students and staff by last name under the Search field</td>
</tr>
<tr>
<td>PowerScheduler Task Navigator when Scheduling</td>
<td>Check the box to enable the PowerScheduler Task Navigator</td>
</tr>
<tr>
<td>Disable Smart Search</td>
<td>Check the box to disable Smart Search, which is on by default</td>
</tr>
<tr>
<td>Include Inactive Student/Staff Results</td>
<td>Check the box to include inactive students or staff in your search results</td>
</tr>
</tbody>
</table>
Click the **PowerSchool SIS** logo to return to the Start Page.

### Daily Bulletin

View the daily bulletin on the Start Page beneath the search area. The current day’s bulletin is displayed by default. To change the date of the bulletin displayed, click the **Calendar** icon and select the day of the bulletin to view. To add, edit, or remove a bulletin item, click the **Daily Bulletin Settings** (gear) icon to open the Daily Bulletin Setup page. To return to the Start Page, in the breadcrumbs, click **Start Page**.

### Searches

On the Start Page, use the **People** menu to search for students, staff, or contacts. From the **Fields** menu, select from the default fields (such as **Last Name**) for your search or use the built-in shortcuts to browse for students by their grade levels or by their genders.

#### Search Commands

In addition to using the menu options and built-in shortcuts to search for students by grade level or gender, search for student records using fields, comparator symbols, and text to locate the student or students based on matching attributes.

When you create a search command, it consists of three parts:

```
[Field name] [Comparator] [What you're looking for]
```

The **Fields** menu includes some fields that you can use for searching. To view additional student or staff field names, click **View Field List** to see a list of student or staff field names. Use comparator symbols in search commands to compare a value to what you’re looking for.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Means</th>
<th>Does</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equals</td>
<td>Finds exact match</td>
<td>First_name=cody</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
<td>Finds all matches less than the number you enter</td>
<td>Grade_level&lt;11</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>Finds all matches greater than the number you enter</td>
<td>Grade_level&gt;3</td>
</tr>
<tr>
<td>&lt;=</td>
<td>Less than or equal to</td>
<td>Finds all matches less than or equal to the number you enter</td>
<td>Grade_level&lt;=10</td>
</tr>
</tbody>
</table>
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### Symbol | Means | Does | Example
--- | --- | --- | ---
>= | Greater than or equal to | Finds all matches greater than or equal to the number you enter | Grade_level>=4

### Symbol | Means | Does | Example
--- | --- | --- | ---
in | One of these values is present in the field | Finds all matches that contain one of the items you entered | Last_name in smith,jones

### Symbol | Means | Does | Example
--- | --- | --- | ---
@ | Wildcard | Fills in unknown information in the search | last_name=@ski

### Symbol | Means | Does | Example
--- | --- | --- | ---
# | Does not equal | When used as a search command, returns all matching results | Football#

### Symbol | Means | Does | Example
--- | --- | --- | ---
!contain | Value is not contained in the field | Excludes matches to what you typed | Street !contain maple

---

Add other commands to a search to look for student status information.

### Command | Use
--- | ---
alert_medical# | For students with medical alerts
/enroll_status=-1 | For preregistered students
enroll_status=0 | For active students only
/enroll_status=0 | For any student who isn’t active
/enroll_status=1 | For inactive students only
/enroll_status=2 | For transferred-out students
/enroll_status=3 | For graduated students
/enroll_status=4 | For historical grades imported for students who were never active in the PowerSchool SIS application
mother contains - | For mothers who have hyphenated names
Compound Searches

Use a compound search to combine two or more searches into one and perform multiple searches simultaneously. Separate the search commands with a semicolon (;), which means “and.”

Example: grade_level=9;street contains Maple

Advanced Searches and Current Selection

Use the Advanced search options to refine, add, or subtract from the search results. When you click Advanced on the Start Page, you separate the search results from the current selection. You are verifying that the search worked before making the students the current selection.

1. On the Start Page, select a grade level
2. Click Advanced
3. In the search field, enter football#
4. Press Enter

You should have two groups of students, one in the results area of the Advanced window, and one in the Current Student Selection area of the Start Page.

5. Click Within to find the students who are listed in both the current selection on the Start Page and the search results in the Advanced window, and make those students the current selection
6. Click Add to add the football players to the current selection of students
7. Click Subtract to find the students who are listed in both areas, and remove them from the current selection
8. Click Set to make the football players the current selection and replace the original current selection
9. Click the X icon in the upper-right corner to close the Advanced window

Selections by Hand

Once you’ve selected a group of students, select individual students for a more defined sub-group.

1. Below the current selection, click Select By Hand
2. Clear the Student column header check box
3. Select the students you want in the group
4. Click Update Selection

The students you selected are now the current selection.

Stored Searches

Create a stored search when you know you’re going to run the same set of search commands routinely.

1. On the Start Page, click Stored Searches
2. Click New
3. Give the search a descriptive name
4. In the Search instructions box, enter the search commands

For compound searches, enter one command per line.

5. Click Submit
6. Click Run Search to verify that you entered the search correctly
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### Search Codes

Use search codes in the first part of a search command. Place a search code in the same position as a PowerSchool SIS field. Also, on the Start Page, click **View Field List** and scroll to the bottom of the field list to see a list of the available search codes.

<table>
<thead>
<tr>
<th>Search Code</th>
<th>Does</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>birthday</em></td>
<td>Finds students whose birthdays are today, on a certain date, or in a specific range</td>
<td>*birthday=today</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*birthday=4/1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*birthday&gt;=4/1;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*birthday&lt;=4/30</td>
</tr>
<tr>
<td><em>as_of</em></td>
<td>Finds students who were active on the specified date</td>
<td>*as_of=8/31/2020</td>
</tr>
<tr>
<td><em>not_enrolled_in_period</em></td>
<td>Finds students who are not enrolled in a course for the specified period</td>
<td>*not_enrolled_in_period=4</td>
</tr>
<tr>
<td><em>enrolled_in</em></td>
<td>Finds students who are currently enrolled in a specified course and section</td>
<td>*enrolled_in=SOC1200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*enrolled_in=SOC1200.4</td>
</tr>
<tr>
<td><em>not_enrolled_in</em></td>
<td>Finds students who are currently not enrolled in the specified course</td>
<td>*not_enrolled_in=SOC1200</td>
</tr>
</tbody>
</table>

### Search Code Examples

<table>
<thead>
<tr>
<th>Search Code</th>
<th>Does</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>has_completed_course</em></td>
<td>Finds students who have at least one historical grade entry for the specified course</td>
<td>*has_completed_course=SOC1200</td>
</tr>
<tr>
<td><em>has_not_completed</em></td>
<td>Finds students who do not have any historical grade entries for the specified course</td>
<td>*has_not_completed=SOC1200</td>
</tr>
<tr>
<td><em>cumulative_credit_hours</em></td>
<td>Finds students with the specified number of credit hours</td>
<td>*cumulative_credit_hours=12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*cumulative_credit_hours&lt;15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*cumulative_credit_hours&gt;5</td>
</tr>
<tr>
<td><em>number_of_classes</em></td>
<td>Finds students who are currently enrolled in the specified number of classes</td>
<td>*number_of_classes=5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*number_of_classes&lt;5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*number_of_classes&gt;5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*number_of_classes#6</td>
</tr>
</tbody>
</table>
### Smart Search

Smart Search is an auto-completion feature that works with the search field. Smart Search is enabled by default and as you type in the search field, you will see a suggestion menu below the field relating to possible student or staff names, fields, or stored searches. Use the cursor to select one of the suggestions or continue typing in the field.

To disable Smart Search:

1. Open the User menu
2. Click **Manage Profile**
3. On the User Settings page in the Smart Search Options section, check **Disable Smart Search**
4. Click **Submit**

### More Search Options

The Start Page contains more options to find students and other users. Access to some of these options depends on your security settings.

By default, the People menu is set to **Students**. Select **Staff** to find teachers and staff members at the school.

Select **Contacts** to find contacts who are associated with students, along with users who have PowerSchool SIS Parent Portal accounts.

Find another helpful search tool on the Teacher Schedules page. To view individual teacher schedules and class rosters, click **Teacher Schedules** in the main menu and select a teacher. View the teacher’s class roster for a section by clicking the enrollment number.

You can make those students the current selection or add those students to the current selection.

<table>
<thead>
<tr>
<th>Search Code</th>
<th>Does</th>
<th>Example</th>
</tr>
</thead>
</table>
| *attendance_points     | Finds students who have the specified number of attendance points in any course, during a specified term, or between a specified range of dates | *attendance_points>9  
*attendance_points(S1)>9  
*attendance_points(8/28/20, 12/20/20)>9 |
| *hours_requested       | Finds students who have course requests for the specified number of credit hours | *hours_requested<6  
*hours_requested>8  
*hours_requested=10 |
| *special_program       | Finds students who are enrolled in the specified special program | *special_program=resource |
| *fee.fee_balance       | Finds students who owe money on their student fee accounts          | *fee.fee_balance>0 |
| *secondarystudents     | Finds students who are scheduled in classes at your school but attend another school in the district | *secondarystudents=all |
Individual Students
Select an individual student to access the student pages. The pages you see will vary based on the security settings. The student pages contain the student’s information, including attendance, grades, demographic information, log entries, and class schedules.

Arrows
After selecting a group of students, at the top of the student pages menu next to the breadcrumbs, use the arrows to the right and left of List ( # ) to move between the next and previous student records respectively. Using this feature, staff members can find parent or guardian phone numbers for several students with just a couple clicks.

Switch Student
To find an additional student’s contact information after setting your current selection, click Switch Student in the student pages menu to search for an additional student by their name. Once located, that student’s record will open on the same student page.

Quick Lookup
Use the Quick Lookup screen to see at a glance the student's name, grade level, school, class schedule, reported grades, and attendance data.
1. Click the teacher's name to send an email
2. Click the current grade to view scores and PowerTeacher Pro Gradebook assignments
3. Click a recorded attendance number to open the Dates of Attendance page

Demographics
In the student pages menu, click Demographics to change student information, such as home or mailing address, parents' employers or phone numbers, or to add an alias name for a student.

Contacts
To view all of the contacts listed for a student, click Contacts. Change the order of the contacts by using the arrows in the Order column to move a contact up or down the list. List the primary contact first. View the contact type to help determine when to call a contact.
1. To add a student contact, on the top-right side, click Add
2. To edit the contact's information, on the right side, click the Edit icon (looks like a pencil)
3. To remove a contact, on the right side, click the Delete icon (looks like a – sign)

Access Accounts
On the Access Accounts page, give students, parents, and guardians access to the student and parent portals and assign them usernames and passwords.
1. Check Enable Student Access
2. Check Enable Parent Access
3. To generate usernames and passwords for the student and parent or guardian, click Auto-assign IDs and Passwords for this student
4. To add another student contact, click Add New Contact
Family

In PowerSchool SIS, link together students from the same family to share and update family information once.

1. From the student pages menu, click Family to open the "Students with Shared Family Information" page
2. If no family members appear, click Search for Additional Family Members
3. Enter information to help narrow the search
4. Click Submit
5. In the list of possible family members, find the student's family member(s)
6. To copy the student's demographic information to the new family contact and to indicate they are related, click Copy
7. If you want to only establish the family relationship but not copy any information, click Related

Health

Student records require tracking of immunizations, provided screenings, administration of medication, and more. Since student health information is protected by laws and regulations, this information is visible to only users with certain permissions.

1. From the student pages menu, click Health
2. On the Immunizations tab, view, add, or modify the student's immunizations record
3. On the Screenings tab, view, add, or modify the student's screening records
4. On the Office Visits tab, view, add, or modify the student's office visits record to view the details of when medication was administered
5. On the Grade Level Entry Certificates tab, view, add, or modify the student's grade level entry certifications
6. On the Health Plans tab, view, add, or modify the student’s health plan
7. On the Monitoring tab, view, add, or modify health information for students with diabetes
8. On the Medication tab, add, track, and associate a medication to a student
9. On the Health Concerns tab, add a student health concern for when a health plan is not necessary but medical information needs to be entered in the student’s record
10. On the Physical tab, track student physical information, such as which sports the student plans to participate in, information about the physical, and the coach who needs to see the physical
11. On the PE Waiver tab, add or edit the date range and reasons for a student to be excused from Physical Education class activities
12. On the Contact Log tab, to document communication concerning a student’s health or medical situation, such as a phone call to the parent or guardian
13. On the Other tab, to enter insurance information and other miscellaneous student health information

Emergency/Medical

Find a student's emergency contact information on the Emergency Contact/Medical page. The student's doctor, dentist, special medical considerations, and allergies are all listed here.

Use the Emergency/Medical student screen to add an alert for teachers and staff to view any urgent or important medical considerations.
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1. From the student pages menu, choose Emergency/Medical
2. In the Medical Alert Text box, write a short description of the medical condition or allergy
3. At the bottom of the page, click Submit

Learn more about this alert, which will appear at the top of any student page, and the five other student alerts used in PowerSchool SIS in the following table.

Student Alerts
View, modify, or add one of six student alerts in PowerSchool SIS to track important student information. You'll find these alert icons at top of the student pages.

<table>
<thead>
<tr>
<th>Alert</th>
<th>Use</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Alert</td>
<td>View warnings about a student's health, such as dietary restrictions, medication schedules, or allergy information</td>
<td><img src="medical_icon.png" alt="Medical Alert Icon" /></td>
</tr>
<tr>
<td>Parent Alert</td>
<td>View information about the student's parents or guardians, such as custody court orders</td>
<td><img src="parent_icon.png" alt="Parent Icon" /></td>
</tr>
<tr>
<td>Discipline Alert</td>
<td>View information regarding behavior at school, such as a recent suspension</td>
<td><img src="discipline_icon.png" alt="Discipline Icon" /></td>
</tr>
<tr>
<td>Balance Alert</td>
<td>View the amount of student fees owed and the balance of the student's lunch account</td>
<td><img src="balance_icon.png" alt="Balance Icon" /></td>
</tr>
<tr>
<td>Birthday Alert</td>
<td>View a reminder of a student's birthday within one week of the date</td>
<td><img src="birthday_icon.png" alt="Birthday Icon" /></td>
</tr>
<tr>
<td>Other Alert</td>
<td>View reminders regarding the student's status, such as times the student needs to attend study hall</td>
<td><img src="other_alert_icon.png" alt="Other Alert Icon" /></td>
</tr>
</tbody>
</table>

Schedule Views
The information you need depends on the circumstances, but locating a student on campus is one of the most common requests. Use the following pages to find current-year schedule information:

- Bell Schedule View
- List View
- Matrix View
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Find Me
Use the Find Me icon (blue location symbol) to locate a student on campus. The Find Me icon is at the top of each student page next to the student’s name.

Enter a Log Entry
Use log entries to create permanent records of student interactions with staff, such as discipline incidents, visits to the nurse's office, or meetings with a counselor. The Log Entries student page contains a list of all the logs related to a student.

1. Search for and select a student
2. From the student pages menu, click Log Entries
3. Click New
   The Date, Time, and Author fields are filled in automatically.
4. From the menu, choose a log type
5. Choose a subtype
6. If entering a discipline log, select a consequence from the menu
7. Enter a title for the entry
8. In the Log Entry Text box, enter a description for the log entry
9. If additional information is required by the policies of your state or region, enter it in the appropriate fields
10. Click Submit

Incidents
Under Administration on the student pages menu, click Incidents to view, edit, or create a new incident report about the selected student. You can search student incidents by date range, incident title, incident ID, or incident type. When creating an incident report, you can include reporters, victims, offenders, and witnesses with codes and descriptions that can be used for reporting incidents.

Activities
On the student Activities page, you can indicate the extracurricular activities a student is involved in by checking the box next to the activity in the list.
Print a Report for an Individual Student
Generate a report for a single student using built-in report templates.

1. Search for and select a student
2. From the student pages menu, click Print A Report
3. From the Which report to print menu, select a report
4. Determine the enrollment period if you are printing schedules, or the time period if you are printing a fee list
5. Select a watermark (optional), and choose when to print (default is ASAP)
6. Click Submit
7. On the “Report Queue (System) - My Jobs” page, click Refresh to update the status of the report
8. When the status says Completed, click View
9. Use your browser’s print function to print the report

3. Give the selection of students a descriptive name, such as Top Students or Discipline Watch
4. From the list of options, select SAVE the current selection with a new name
5. Click Submit

The new selection appears in the list below the options.

List Students
Use the List Students function to create a quick report of student information by selecting certain fields.

1. Search for a group of students
2. Click the Select Function arrow and choose List Students
3. Enter a report title, such as Student Helpers
4. Type a field name, or click Fields and select a field from the Fields list
5. Enter a name for the column title
6. Specify what additional columns you want on the list by adding more field names and column titles
7. Select Gridlines if you want lines between rows and columns
8. Indicate which field you want to sort the list by

Group Functions
On the Start Page, once you select a group of students, you can perform a variety of tasks. Access these functions using the Select Function arrow under the Current Student Selection area.

Store a Selection
Create a stored selection of students when you will be working with the same group of students routinely.

1. Search for a group of students
2. Click the Select Function arrow and choose Save Stored Selection
3. Give the selection of students a descriptive name, such as Top Students or Discipline Watch
4. From the list of options, select SAVE the current selection with a new name
5. Click Submit

The new selection appears in the list below the options.
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9. Click Submit

Print Mailing Labels
Print mailing labels directly from PowerSchool SIS for an efficient way to send mass mail.
1. Search for a group of students
2. Click the Select Function arrow and choose Print Mailing Labels
3. From the menu, choose the mailing label layout to print
4. Select how many pages to print, the sort order, and when to print the report
5. Click Submit
6. Refresh the report queue
7. When the status says Completed, click View
8. Use your browser’s print function to print the report

Perform a Quick Export
Export student information to work with data using an external spreadsheet application.
1. Search for a group of students
2. Click the Select Function arrow and choose Quick Export
3. In the text entry box, enter the field names for the information that you want to export (one per line)
4. Click Fields to see a list of field names
5. When you finish selecting fields to export, click Submit
6. Save and open the file using a spreadsheet application

View Student Screens
Use the Student Screens function to navigate to the same student page for a selection of students.
1. Search for a group of students
2. Click the Select Function arrow and choose Student Screens
3. From the menu, choose the student page you wish to view for the selection of students
4. Click Submit
5. Click a student’s name from the left-side menu
6. Click the name of each student whose student page you want to view