



## Things to Know about PowerSchool

- Login to one PC only – if you login to another computer, it bumps you out of the first one
- Login as admin syntax – userid;password - id and pw are separated by a semicolon ; Teacher access does not give you admin access
- Don't use browser back button – use breadcrumbs (if logged in as admins – teachers don't have breadcrumbs) or use the start page (accessed from PowerSchool icon)
- There are different web addresses for different levels of access (in addition to different security setups) – Teachers, Substitutes, Admins, Parents - each have different web links and logins
- Security Access setup allows view or view/modify – the difference is you see the same screen but without modify access the <submit> button is missing
- PowerGrade/PowerTeacher – PowerTeacher is part of PowerSchool web access and allows you to login as a teacher and take attendance and do grading. PowerGrade is additional software that must be installed on your computer (like the FirstClass client) and works differently but provides similar functionality. PowerGrade is required to setup gradebooks (except the stored grades Q1, Q2, Q3, Q4, and S1, S2, X1 midterm, X2 final if used) for assignments and progress grades. SAU 16 will not be implementing PowerGrade until later in the Fall/Winter terms of 2006.
- PowerSchool is not case sensitive (software sees n as N or m as M, etc.) except for passwords
- Screen Navigation:
  -  Report Queue icon only shows if you have reports in your queue – reports automatically delete after 90 days
  -  Help icon in top right shows help text related to the screen that displays (most of the time)
  - Search – view “How to Search” page for additional information – multiple search parameters are separated by ;
- Print Reports from Queue – hold down the shift key to open the pdf (Acrobat) file in a new window so you can close it separately after viewing or printing. Otherwise you need to use back arrow and it reruns the report
- File Export Convention – save as .csv
- To search for inactive students, use “/” in search box. Inactive students include graduates, students who have graduated, who left the school, and students who are pre-enrolled
- PowerScheduler is separate software that must be installed and run