



PowerSchool for Counselor

PowerSchool Features/Terms

PowerSchool Logo: Click on the logo at any time to return to the Start Page.

Hyperlink: Any field in blue is a hyperlink and will display a dialog box or take you to a different screen.

Breadcrumbs: Located just below the PowerSchool logo & displays the screens you selected to get where you are. Remember to use the [Help](#) link at the top of the page to the right of your name

Current School and Term

Make sure you are viewing the correct school at the top of the page.

Make sure you are viewing the correct term. If you are logged into "Semester 1", you will NOT be able to see any classes scheduled for Semester 2. If you want to select classes for the entire year make sure you are in the year term.

Searching for Inactive Students

Use the "/" key in the Search Students entry box to search for inactive students in your school.

Key in / and Enter to get a list of all active and inactive students in your school

Searching Student

You can search on any field in the Student table. Click on the "View Field List" link to see available fields. Click on the field name and it will appear in the search box. Type in your operator (=, >, <, #, or contains) and the value you are searching for select enter or click the magnifying glass. Review the "How To Search" for ideas on student searches and meaning for comparators (=, >, <, #, etc). To combine 2 search criteria separate with ; for example: *cumulative_credit_hours<20;grade_level=12.

Stored Searches

If you are responsible for a portion of the alphabet or a particular grade level, store "your" students for future needs (i.e., transcript printing, searching for failing grades, etc.). This will store the search and not the list of students. Stored Selection will store the list of student names, however Student Selection will not update the list so we suggest that you use Stored Search instead.

1. Key in your search on the Start Page and Search
2. If you determine that this is the correct list of students, hilite and copy the Search
3. Back on the Start page select Stored Searches
4. Select New.
5. Type in a name for your search (i.e., "10th grade students with last names M-T").
6. In the search instructions box right click and paste
7. Submit.

To run a Stored Search, from the Start page select Stored Search and select Run Search for the search you want to run. It will produce an up-to-date list of the students who meet the criteria.

Custom Fields/Screens

Custom Fields and Screens can be created by your PowerSchool liaison to keep track of Student information that is not already in PowerSchool. Some districts have created a Custom Screen for counselor data and others have created custom fields for counselor name. Once created it can also be copied to the Cumulative Info screen.

Counselor's Screen

This page is tailored to meet the needs of school counselors. It provides direct links to some of the most frequently requested information and functions.

1. Select your group of students from the Start page
2. From the functions menu select Counselor's Screen
3. From the drop down select the screen you wish to view and Submit
4. Your list of students will display on the left
5. Select a student's **last name** from the list and the screen you selected will display
6. You can continue to select student's last name to view the screen

*Note: If you select the student's first name from the list it will take you to their student record with all their screens and you will no longer be in the Counselor's Screen.

Codes

Listed below are codes that can be used in Object Reports and Quick Export functions. They will not work in a List Students function:

Cumulative GPA: `^(*gpa method="simple" type="cumulative")`

Semester GPA: `~(*gpa method="simple" term="S1" year="2008")`

Cumulative Credits: `^(*credit_hours)`

Class Rank: `^(*class_rank_out_of:gpa.simple)`

Test Scores: `^(tests:name=ACT;score=act-mathematics;type=num;which=last)`

Attendance: `~(*DA;09/01/2007;06/05/2008;format=###0)/~(*DM;09/01/2007;06/05/2008;format=###0)`

Create an object report that includes all three categories in PowerSchool or use Microsoft Excel. In Excel, you can sort the data by any field you wish in ascending or descending order.

List Students

When a group of students has been selected, the "List Students" page allows you to create a simple report of whatever student fields you wish to include.

1. Select your group of students.
2. In the functions drop-down, select List Students.
3. Enter in a report title if you wish.
4. In the left-hand column, key in the names of the fields or select them by clicking the blue Field Name hyperlink at the top of the column, select the field and it will populate the report.
5. In the right-hand column, key in the headings you want for the fields you selected on the left.
6. Click whether you want gridlines included.
7. Enter in optional sort field information.
8. Submit.

You can view, print, or copy the information on the screen. Click your "breadcrumbs" to go back to the List Student setup page.

Quick Export

Quick export produces a list of students and information from the Student table that can be viewed in Excel

1. Select students.
2. In the "Select a Function" drop-down, click on Quick Export.
3. Type in the desired field names or click the "Fields" hyperlink and click on desired fields.
4. Submit - it will ask if you want to Find or Save, select Save, select Desktop, name the file and Save.
5. From your desktop, right click on the file you just saved and Open With and select Excel.

A document that may help with searching and exporting is on our website:

www.misd.net Select the PowerSchool Support link at bottom of page. Select the PowerSchool Documents link and under Search & Select is the document MISD Complied Searches.

Search Grades

1. Select a group of students
2. On the left select Special Functions
3. From the list select Search by Grades/Attendance
4. Click on All students OR your selected students
5. Check the desired box and make choices regarding grade search*
6. Uncheck Scan for Attendance
7. Make remaining desired choices regarding grade search and results
8. Submit and the students who meet this criteria will be your selection

There is also a Search by GPA link at the bottom which opens a new screen that needs to be filled in and submitted. This will make the students which meet this criteria your selection.

* Grades are separated by commas and no spaces. Have also found that starting from the lowest to highest may give you more accurate results - eg: F,D-,D,D+,C-,C,C+

Historical Grades

Historical grades are final grades permanently stored and used for Transcripts. They were copied from the teacher's gradebook to Historical Grades shortly after the term ended or hand entered from the transcript of another school if the student has taken classes that count toward graduation. If grades are hand entered for classes taken in your district that need to count toward TSDL they need to be entered using the single entry option so the Course & Section number can be entered which are required by the State. There is a normal view of the screen which summarizes the grades, and a detail view which provides more information for each class/grade. Any changes made to historical grades are recorded. Remember that the GPA points, percent, earned and potential credits are not automatically filled in when you enter a grade; each field must be filled in by hand.

Transcripts

Most districts in Macomb County use the MISD Enhancement program to print their transcripts. Select [MISD Enhancements](#) link in the menu on the Start Page. A new screen displays containing the link to the Transcript Program and Documentation. Select to run the program to display the login screen - you will need a login and password to access this program and you must be in the district to run the program. Read the documentation on running the transcript program to assist you in filling out the screens. The transcript will save to the location you selected and will print to the screen in PDF format which can be saved.

Transcript information is pulled from the Stored Grades and Class Rank table which houses all the information you see on the student's Historical Grades and Cumulative Info screen.

Test Scores

Work with your liaison to import scores for ACT, MME, or other tests. They can be imported into PowerSchool and are then available for viewing or printing. The MISD has an enhancement program for importing and printing test scores.

Cumulative Info/GPA Student Screens

Cumulative Info is a view-only page that displays cumulative student information for the currently selected term. As a counselor you can access information such as a student's class rank, total credit hours, and GPAs. The information seen on this page is setup from data access tags entered in the GPA Student Screens. This page may be different at each school and the information displayed is setup by your district liaison.

*This is where you can copy the various formulas and paste into a Quick Export for an Excel list of students Cumulative information.

Log Entries

We use log entries to create a record regarding student behavior, performance, attendance, medical, or activity. Most of us use Log Entries to chronicle discipline however it can be used to record positive achievements, conference info or your contact with the student. This information is part of the student's permanent record and only authorized staff are able to enter information or access this information.

Michigan requires certain SE discipline be recorded and sent to the State. When entering this type of log entry you must fill out the bottom portion of the screen where an identification number is generated.

Graduation Plan Progress

Graduation Plan Progress is a flexible and robust tool that you use to track a student's progress towards graduation. Set up the planner at the district level so all your school can share graduation plans for students. If you have created your graduation sets already, then just convert the set to a plan. One graduation plan may have different versions which apply to different school years. Post-secondary plans can also be setup. A student may have several plans set and Graduation Plan Progress can be viewed by parents in the portal.

Live Side Walk-in Scheduling

The MISD has a complete Walk-in Scheduling document on our website www.misd.net. Select the PowerSchool Support link at the bottom of the page. Select the PowerSchool Documents link and under Scheduling is the document **Walk-In Scheduling**

Searches to find holes in schedules:

- *number_of_classes=0 (students with NO classes)
- *number_of_classes<x (where x is the number of periods in your school will display students with incomplete schedules)
- *not_enrolled_in_period=x (where x is the period you wish to search displays students that do not currently have a class that period)
- *cumulative_credit_hours<xx (where xx is your cutoff point)
- *hours_requested<x (where x is your cutoff point)
- *enrolled_in=xxxx (where xxxx is the desired course number)

Three ways to schedule are available: Quick, Automated Walk-In, and Manual

Always make sure:

The Enter Date/Enrollment Date is the first day the student will be in class

The Drop Date (Exit Date):

- If the student went to class today, his drop date will be tomorrow (first day of unenrollment)
- If the student did not go to class today, his drop date is today but you will need to get him into a class today for attendance - he has to have a class attendance everyday with no gaps
- If you get this **error message** when you try to drop the class:

Alert:

For StudentID: 2 and CC_ID: 34, non-blank attendance records exist after the new exit date. Please set these associated non-blank attendance records to a blank code before proceeding.

Attendance records exist for this student for the class you are trying to drop and must be removed first

- The Exit Date when dropping a class will likely be the same as the enrollment date for the new class
- The Scheduling Setup screen is filled in with the Next Year Grade, check to Schedule this Student, Year of Graduation, and Next School Indicator
- You have the correct term set at the top of the page

1. Select your student
2. Select Modify Schedule from the left menu

Quick Enroll:

- **Search Available Classes:** Enter in **Course Number** or select **Period** and click **Find** button. You can refine your search on this back page. From list of classes, click on desired course and it will automatically schedule if there are still seats available in the class. If no seats are available and you want to override, you must have been issued the password.

OR

- **Quick Enroll** by keying in the **Course.Section**

Automated:

1. Select the Requests tab
2. New
3. View Courses (or you can key in the course numbers separated by comma)
4. Hold down Ctrl key and click on courses desired and select Okay
5. If the course list looks correct select Submit
6. Select the Enrollments tab to get back to the first screen
7. Select Automated Schedule to have the system build a schedule from the requests you entered

Manual

1. Select Manually Schedule Student
2. Make desired changes from within grid
3. Submit

Reset Class Counts

This function will verify and reset the class counts if they have been not reporting proper numbers for teachers or classes. Please have your Technology Services person do this for you.

PowerScheduler

PowerScheduler is a powerful tool to create the school's master schedule and student schedules. PowerScheduler allows this to take place in a completely separate area allowing it to be used during the school year.