



PowerSchool Admin Guide

PowerSchool will provide staff, parents and students with real-time information to your students' schedules, attendance, grades, and test scores. The following instructions can help you access student information and their schedule, how to submit a log entry, view staff information, teacher schedules and create a daily bulletin.

Logging In

- Enter your username and your password: www.meadsd.net/admin
- To change your password click **Personalize** on the main menu. Also change your student default screen here using **Initial Student Screen**.

Search for a Student

- Select an alphabet letter, grade level or enter student's last name into the search field.
- Select the student name.
- You now have access to the student information menu.
- To access a student schedule utilize the **Quick Lookup** or the **Bell Schedule View**.
- To view locker information select **Modify**.
- To view 504/special programs select **State/Province**.
- To create a generic alert for staff/admin to view about a student, select **Other Information**.

Search Students

[View Field List](#) [How to Search](#)

Browse Students

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
9	10	11	12	M	FALL							

Stored Options

[Stored Searches](#) [Stored Selections](#)

Quick Lookup
Switch Student
← List (64) →

Information

Demographics View
Emergency/Medical
Modify Info
Other Information
Parents/Guardian
State/Province - WA
Transportation

Academics

Attendance
Enter Attendance
Historical Grades
Honor Roll
Teacher Comments
Term Grades
Test Scores
Truancies

Administration

Log Entries
Enrollment

Activities
All Enrollments
Functions
Special Programs
Transfer Info

Scheduling

Bell Schedule View
List View
Matrix View
Requests View Current
Requests View Future

Log Entries

- This feature is utilized to create log entries for a specific student or to edit the Discipline Alert on the student.
- Select Log Entries under Administration.
- Select **New** to create a new entry or **Edit Discipline Alert** to add or update information on the student alert that can be viewed by staff.
- To create a new log entry, select **New**.
*You have three types to choose from: *Conference, Counselor, Discipline or Healthroom*. These entries will show up with the specific type listed next to them. No one else can see "Conference" log entries except Admin.



New Log Entry
Abel, Jarom Talley 11 1059 MHS

Date & Time	8/13/2008 8:31 AM
Author	Montecucco, Kimber
Log Type	<input type="text" value=""/> <ul style="list-style-type: none"> Conference Counselor Discipline Healthroom
Subtype (optional for discipline)	
Title	
Log Entry Text	

- Click **Submit** when finished.
- To edit an alert, select **Edit Discipline Alert**.
- Type in the specific text, an expiration date if applicable and click **Submit**. This can now be viewed by staff when they select the student.
- **Alerts** appear next to a student's name on the Quick Lookup screen: Medical/Guardian/Discipline/Balance/Birthday/General Alert

Type Alert here

Discipline Alert Text

Alert Expires (date) 0/0/0 (0/0/0 to never expire)

Submit



Staff Information

- Select **Staff** from the Home Page Menu under Setup.
- Choose an alphabet letter, specific group (Teachers, Staff, M/F, etc.) or enter the staff member's last name into the search field.
- Under **Other Options**, the **Staff Directory** is perfect for finding home phone numbers.

Search Staff

View Field List How to Search

Browse Staff

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
Teachers Staff Lunch Staff Substitutes M F

Other Options

New Staff Entry Staff Directory Stored Searches

Functions

Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports
Special Functions
Teacher Schedules

Setup

Personalize
School
Staff
System
Dashboard

Teacher Schedules

- Select **Teacher Schedule** under Functions in the main menu.
- Select the staff member for which you'd like to view their schedule.
- To view the actual students in a specific class select the number of students in the class under the **Size** column.

Daily Bulletin

- To add to or create a new Daily Bulletin you must first select **Special Functions** from the main menu.
- Select **Daily Bulletin Setup**.
- Select **New**.
- The Daily Bulletin must be formatted utilizing HTML language, select the **HTML formatting preferences** for assistance with this.
- Field Descriptions for your bulletin:
 1. **Item Title**-Enter the title of the item.
 2. **Date Range**-Enter the dates on which you want this item to appear using the format

New

Date Range	Item	Audience
	Show all bulletin items, including expired terms Bulletin HTML formatting preferences	

Preview Bulletin

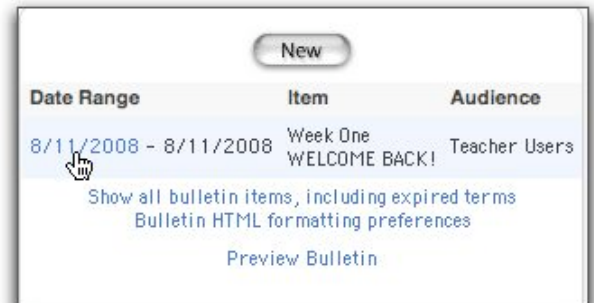
- mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
3. **Target Audience**-Use the pop-up menu to choose the audience of the bulletin item, identified by the user's permissions:
 - * Public: Everyone can view this bulletin item, including those using the URL [your school]/bulletin/[your school number].html.
 - * Teachers: Only those with permission to PowerTeacher and the PowerSchool Admin webpages can view this bulletin item.
 - * Admin: Only those with permission to the PowerSchool Admin webpage can view this bulletin item.
 4. **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.

Note: You can use the sort order 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.
 5. **Item Body**-Enter the text of the bulletin item.

- Click **Submit**. The Daily Bulletin Setup page displays the new bulletin item.

- How to **Delete** a Daily Bulletin Item:

- On the start page, choose Special Functions from the main menu.
- Click Daily Bulletin Setup. The Daily Bulletin Setup page appears.
- Click the date of the bulletin item to be deleted. The Edit Daily Bulletin Item page appears.
- Click **Delete**. The Selection Deleted page appears.



Label	Value
Item Title	Week One
Date Range	8/11/2008 to 8/11/2008
Target Audience	Teacher Users
Sort Order	50 (Determines the order that the bulletin items appear)
Item Body	WELCOME BACK!