

PowerSchool SIS: Counselor and Administrative Skills

Explore some of the most important tasks that you will need to master as a counselor or administrative staff member to support student success.

Student Search Techniques

You have several options when searching for students in PowerSchool SIS. Use the menus and fields in the center section of the Start Page to perform a detailed search by defining the group of people, the fields, any comparators, and the search terms or data to narrow your search.

Use the People menu, Fields menu, and the third menu to find students with a common value. For example, find all 9th- and 10th-grade students.

Advance your search skills by combining two or more searches. For example, leave all of the 9th- and 10th-grade students in the Current Student Selection area and search for all female students in those grades.

You can store the search criteria when you use it on a regular basis, and you can store the resulting list of students if you work with those students often.

Now look at each of these options in detail.

Narrowing Search Results

Use the People, Fields, and third menus to narrow search results to a specific group of people.

For example, suppose you counsel students whose last names begin with A through F, but you want to find only the seniors from that set of students.

1. From the **People** menu, select **Students** and click **12**
2. Perform the second part of the search by setting the **Fields** menu to **Last Name**
3. Enter `<G` in the **Search** field and click the **Search** icon

The `<` sign is a comparator that communicates to the database that you want to search for all last names “less than” G, or in other words, A-F.

Stored Searches

Now suppose you work with the same 11th graders every day. Rather than entering the same search each time, store the search commands and reuse them.

Use a set of search instructions known as a search command. A search command is made up of three elements: a field name or search code, a comparator, and a search argument.

Starting a search with an asterisk indicates that you are using a search code, as opposed to a field name. To find and select the available student fields and search codes, next to the Search field on the Start Page, click **View Field List**.

For example, suppose you counsel students with last names that begin with the letters G through O, but you want to find only the 11th graders from that set of students. A compound search will narrow the list of students to those who fit that criteria.

1. In the Search field, enter
`Grade_Level=11;Last_Name>G;Last_Name<P`

It is possible perform this search using the Search menus; however, the search results will not provide you with the search commands you need to store this search.

2. Click the **Search** icon

Now after running the search, store a search command by:

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3. Clicking **Stored Searches**
4. Click **New**
5. In the **Name** field, type **11th Graders G-O**
6. Enter the search command in the **Search instructions** field
7. Click **Submit**
8. To run the search, on the Stored Searches page, click **Run Search** on the same line as the new stored search

Stored Selections

If you work with this group of students regularly, save the list as a stored selection. A stored selection is a snapshot of a group of students at a particular time. You can use the same list each day without running a new search but be aware that if new students enroll in your school, you'll have to run the search again and save the updated selection. You can also select a group of students by hand and save the selection.

1. On the Start Page, click **Stored Selections**
2. In the **Name of new selection** field, enter **11th Graders G-O**
3. Verify that **SAVE** is selected
4. Click **Submit**

The page refreshes automatically and the stored selection appears in the Selections list.

5. To make the student selection available to all administrative users, select **PUBLISH all checked selections for other users** and check the new selection title
6. Click **Submit**

7. Click **Go Functions** on the same line as the new stored selection to work with this group of students

Student Screens

Use the Student Screens group function to access the same page for multiple students in a stored selection or group. Once you've clicked **Go Functions**, do the following.

1. On the Group Functions page, click **Student Screens**
2. Open the menu and select **Historical Grades**
3. Click **Submit**
4. On the left, click the name of the student whose historical grades you wish to view
5. Click each student's name until you finish

Working with Contact Records

Contact records in PowerSchool SIS are separate records that are associated with one or more students. Contacts can have any kind of relationship to the student, including parents, guardians, family members, daycare providers, friends, or neighbors. Each contact record describes the relationship that the person has with the student, and what kind of access the person has to the student. For example, the person may have custody, may be able to pick up the student from school, or may be an emergency contact.

Follow these steps to search for a contact in PowerSchool SIS:

1. On the Start Page, open the **People** menu and select **Contacts**

You can also click **Contact Search** from the main menu.

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2. Enter criteria to search for the person; for example, use the default selection for the Fields menu, **Last Name**, and enter a last name in the **Search** field
3. Click the **Search** icon
4. Review the list in the "Search results" area
5. Click a contact's name to see the details for that person, including the type of access that the person has to the student

Follow these steps to add a new contact in PowerSchool SIS:

1. Start with a student record so that the contact will be associated automatically with the student; search for and select a student
2. Click **Contacts** in the student pages menu
3. If you don't see the contact listed, click **Add**
4. Below the search area, click **New Contact**
5. Enter information in the Demographics area
6. Click **Submit** to create the new contact record, then add more details
7. If the parent or guardian created a web account to access student information, manage it from the Web Account Access area
8. Associate additional students who are related to the contact by clicking **Add Students**
9. Add information related to phone numbers, email addresses, and physical addresses

Click **Add Phone**, **Add Email**, and **Add Address** to add this information.

10. To save the record, click **Submit**

The Cumulative Information Page

Find information such as class rank, total hours, and a GPA for a student all in one place—the Cumulative Information student page.

You'll use the GPA Student Screens page to set up the GPA calculations that appear on the Cumulative Information page. Then add additional fields on the GPA Student Screens page to include other information on the Cumulative Information page as needed.

To set up GPA calculations on the GPA Student Screens page:

1. On the Start Page, click **School**
2. In the Grading area, click **GPA Student Screens**
3. Use the **Type of Current GPA** menu to choose which GPA calculation is being used on the Quick Lookup page
4. In the Row Title column, enter labels to indicate what information will appear on the Cumulative Information page
5. In the Data column, enter the data access tags or fields that will retrieve the relevant data from the system

Cumulative Info	
Row Title	Data
1. Cumulative Weighted GPA	~(*gpa method="weighted")
2. Cumulative Simple GPA	~(*gpa method="simple")
3. Cumulative Class Rank	~(*classrank method="simple" result="rankoutof")

When you create a new GPA method, you will edit one of the other GPA method names or add the information to the next empty row.

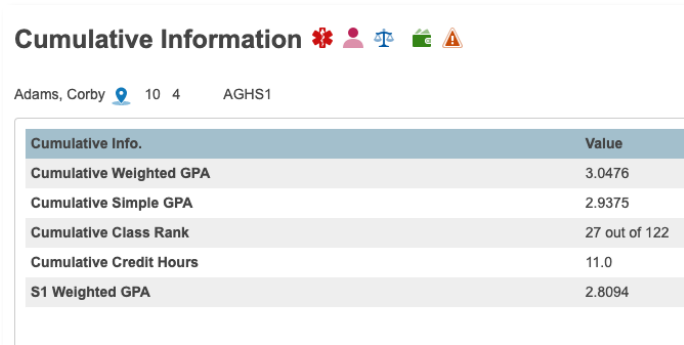
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For example, enter **s1 weighted GPA** in the Row Title field and **~(*gpa;s1)** in the Data field. Once you make the changes, click **Submit**.

Navigate to a student's Cumulative Information page and view the new information.

1. Click the **PowerSchool SIS** logo
2. Search for and select a student
3. From the main menu, in the Academics area, click **Cumulative Info**



Cumulative Information     

Adams, Corby  10 4 AGHS1

Cumulative Info.	Value
Cumulative Weighted GPA	3.0476
Cumulative Simple GPA	2.9375
Cumulative Class Rank	27 out of 122
Cumulative Credit Hours	11.0
S1 Weighted GPA	2.8094

Special Programs

Use the Special Programs function to track student enrollment in certain programs. Special program enrollments are tied to the grade level and the school where the student is enrolled during the current term. However, special program enrollments can span more than one school year.

1. Search for and select a student
2. In the Enrollment area, click **Special Programs**
3. Click **New**

4. In the **Comment** field, enter a description of the program
5. In the **Entry Date** field, enter the date the student entered the program using the format mm/dd/yyyy
6. Leave the **Exit Date** blank since you may not know the date the student will leave the program
7. Leave the **Exit Reason** field blank as well

Both the Exit Date and Exit Reason fields can be changed at any time.

8. From the **Program** menu, select **Special Education**
9. Click **Submit**

Now, view all the students enrolled in special programs.

10. Click the **PowerSchool SIS** logo
11. On the Start Page in the Functions area of the main menu, click **Special Programs**

All of the special programs at your school are listed.

12. Next to Special Education, click **Display** to view a list of the students currently enrolled in the program

Student Information

When recording and viewing student information, use these four pages:

- Other Information – Contains miscellaneous information including the Other Alert fields

Use the **Other Alert Text** field to enter information, such as a link to the student's IEP file or to enter instructions for a teacher to follow.

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- Test Results – Enter student test scores for any test that has been set up at the District Office
- Incidents – Incident Management, if enabled by your school administrator, creates records of behavior incidents that occur on school grounds and/or involve students

Review any incidents a student has been involved in or was a witness to.

- Log Entries – Record student behaviors and record each time you have contact with a student; for example, create a log entry to record that a student came to your office to discuss changing her schedule

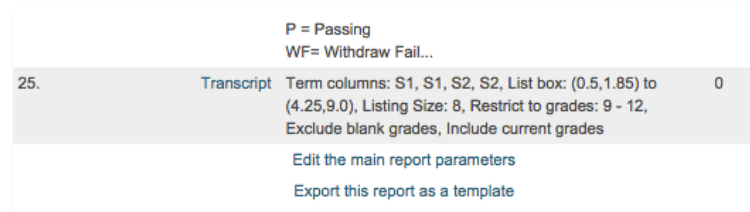
Use the Search Log Entries special function to search for and view log entries.

- SEOP (Student Education Occupation Plan) Review – Record a variety of educational data, including 504 information, IEP information, extracurricular activities, and awards; this information can be included in custom reports

Transcripts

Use object reports to create transcripts. PowerSchool SIS provides a sample transcript; however, you can make modifications to personalize the transcript for your school.

Export a sample report as a template before making changes by clicking **Export this report as a template** at the bottom of the Object Report page. That way, you still have the original to refer to if you need to start over.



Follow these steps to modify an existing template; add a student's gender to the transcript.

1. On the Start Page, click **System Reports**
2. Click **Setup**
3. Click **Object Reports**
4. Click **Sample - High School Transcript**

An object report is a report made up of objects. Every line, word, and picture is considered an object on the report. You can choose to add any of the New Object items you see at the top of the page.

New Object: [Text](#) [Line](#) [Box](#) [Circle](#) [Transcript](#) [Standard](#) [Fee List](#) [Picture](#) [Sequence](#)

5. Next to #13, labeled Student Info, on the sample transcript, click **Text**

Add a line for the student's gender.

6. At the end of the last line of text, press the space bar five times and type **Gender: ~(gender)**
7. Click **Submit**