

Helpful Progress/IPP Module Tips

(last modified October 2011)

General

- Please click SLOWLY and SURELY. Java has a weird quirk in it – it doesn't like fast users. If you click an item too fast or 'half-click' an item, everything that is supposed to happen when the action is performed doesn't always happen. As a result, screens and/or buttons don't get refreshed properly and sometimes you will see data that doesn't match. If this happens to you – we recommend cancelling what you were doing and redo that one item.
- **I Can't Read The Screen! The font is too small!**
 - You can change the screen font size by clicking the Dude and selecting Preferences. A larger font will mean more scrolling but it will be easier to read!

Progress

- **Pasting In From Word**
 - Ctrl-V is now the only way to paste in text from any source, including Word. You can also right click in the progress box and select paste from the menu.
- **How Do I Add Rich Text?**
 - Highlight the text you want to modify and do one of the following:
 1. Click the appropriate button on the comment window
 2. Right click and select an action from the menu
 3. Use a keyboard shortcut – Ctrl-B, Ctrl-U, Ctrl-I
- **What About Bullets?**
 - Bullets are currently unsupported – use at your own risk if you manage to paste one in from Word. We hope to provide bullet functionality at a later time.
- **I had a bunch of spaces or tabs in my text. After saving, they have been removed!**
 - This should no longer be an issue as of Version 1.08 if you are pasting in from Word. Unfortunately this will still happen if you are pasting in text to the Progress Module from an Adobe PDF document.
- **Can I Enter School Codes on the Progress Apply Screen?**
 - Yes!! Put an 's' (upper or lowercase) either in front or behind the comment number. Example: 15 will put in Teacher Comment 15. s15 or 15s will put in School Comment 15.

- **Can I Enter Other Teacher Comment Codes Like In School SIS?**
 - No – comment banks are not interchangeable in Powerschool.

- **If I Switch Schools, Will My Comment Bank Follow Me?**
 - Yes! This will be done automatically for both Progress and IPP comments.

- **Find and Replace**
 - Find and Replace, while useful, can also do a lot of damage if not used carefully. If you search for a word, it will replace that word *even if it finds it within another word*.
Example: You search for ‘test’ and want to replace it with ‘testing’. If you already have ‘testing’ in your document, the final result will be ‘testinging’. There is nothing we can do about this. Word will do the exact same thing.

- **Is There Autosave?**
 - Yes – autosave has been added just about everywhere. The only way to prevent a save is to click the ‘Cancel’ button.

- **Is there a limit to how much text I can enter for a comment?**
 - Yes – there is a 4000 character limit on all progress comments. If you use the comment bank and Apply To All, any comment that exceeds 4000 characters **will not be applied**.
 - If you paste in text that puts the comment over 4000 characters, the text will be truncated.

- **The formatting is not behaving as it should. Example: I try to press Enter for a line break and nothing happens.**
 - For the most part, we have eliminated the “weird formatting issues” that some users have experienced in the past. In some cases, you may still encounter this – especially with comment bank items that were entered during the Pilot Phase. If you encounter this, right click the comment and select “Clean” – this will eliminate the characters causing the strange behavior.

- **Where is “Un-apply To All” in PowerSchool?**
 - There is not a “Un-apply to all” button in the Progress Module but there are several tools that do the same thing.
 1. Find and Replace will go through all comments in a class, look for a specific string of text and replace it with another string of text. Useful to fix a typo in an Apply To All
 2. There is an option in Apply To All to “Replace Existing”
 3. If Apply To All was clicked by accident, clicking Cancel right away will reverse all changes.

IPP

- **Why Didn't Sections of My IPP Rollover?**
 - The only sections that rollover are Strengths, Areas For Growth, Additional Staff, Classroom Assessments* and Specialist Assessments* . This was a decision made by Special Education. (* after year one)
- **Additional Staff, Additional Information and Year End Review Isn't Printing Out**
 - These 3 sections do not print out if they are empty (except on the final review period)
- **Why Can't I Copy And Paste?**
 - You can – use the standard keyboard shortcuts Ctrl-C to copy and Ctrl-V to paste.
- **Is There Rich Text Available?**
 - Not for IPPs at this time.
- **Where is the Instructional Focus?**
 - This section was removed for the 2011/12 school year.
- **Is there a limit to how much text I can enter in an IPP section?**
 - Yes – IPP section text is limited to 2000 characters. If you paste in text that puts the comment over 2000 characters, the text will be truncated.
- **The tabs I put in disappear when I print the IPP**
 - Sad but true. Our report engine does not recognize tabs. Use spaces instead.
- **This Objectives Button Doesn't Create New Objectives Like The New Goals Button Does**
 - Objectives are entered as one text item. The “New Objective” button is there to help you organize your objectives if you want. It is optional whether you use this feature or not.
- **What Happened To The IPP Comment Bank?**
 - At the request of Special Education, comment banks are only available for School Information and Classroom Context.
- **Is There Autosave?**
 - Yes – autosave has been added just about everywhere. The only way to prevent a save is to click the 'Cancel' button.

Field Trip Module

- **Just Preview One Student!!!**
 - Before you add all your students to your field trip, just start with one student. Preview that one student. When the field trip form is everything you want it to be, add the rest of your students. Adding all your students first will give you a lot of preview windows!
- **Selecting Students ADDS Them To The Field Trip Roster**
 - The field trip module now saves your rosters. When you select a different homeroom, grade or students, it **adds** these students to the existing list – it doesn't replace. To remove students, you must use the arrow button to move them out of the list. If you want to print off a form for a different class, we suggest you copy the field trip.
- **I Want To Print Duplex**
 - The module takes whatever the current settings are on your printer. If you want duplex, turn on duplex printing on the printer (via Control Panel -> Printers) first before printing.
- **What's The Difference Between 'Other Considerations' and 'Other Information'?**
 - 'Other Considerations' prints on the end of the information form. 'Other Information' prints on the parent return form.
- **What Do I With Field Trips In SchoolZone?**
 - Clicking the SchoolZone button sends a generic field trip form with no names to SchoolZone. Once uploaded, the form is made available to all teachers and admin through the Field Trip icon in the editor. Any staff member can access the field trip form to insert into a class event or a school news item.

