

## PowerSchool Tips & Tricks

- ❖ Powerschool.epsb.ca is a great resource. It has many exercises, how-tos and online demos.
- ❖ Wheel mouse click on **PowerSchool** to open PowerSchool in a new tab.
- ❖ Use breadcrumbs to move back a single step to save time.
- ❖ Hold the Ctrl key down and press the + key to zoom in; press the - key to zoom out.
- ❖ Printing in PowerSchool
  - \* Highlight the text you want to print, select Print Preview and choose 'As Selected on Screen'
  - \* In the Report Queue – *right* click on View and select 'Open in a new tab'
  - \* In Print Preview increase the 100% to 125% to print the report larger. Be careful, your page formatting will alter if you zoom too big.
- ❖ When viewing a student (in upper left corner):
  - \* [Quick Lookup](#) – quickly view a student's attendance, classes and marks
  - \* [Print A Report](#) – quick link to *some* reports
  - \* [Switch Student](#) – to quickly switch to a different student
  - \* [← List \(33\) →](#) – Allows you to quickly move between a selected group of students
  - \* [Print Matrix Schedule](#) – produces a matrix of the student's classes
- ❖ Compound searches by using a semi-colon between the first condition and the second (i.e. grade\_level=4;home\_room=008)
- ❖ Select a homeroom of students to mass enroll into classes to speed up the process
  - \* In Search Students box use home\_room=XXX (where XXX is a homeroom)
  - \* Then select Mass Enroll from the function list
- ❖ Dependent Sections:
  - \* Plan ahead to identify split classes and organize the dependent section list prior to entering it into PowerSchool.
  - \* Always put AMAttend sections first, sort the other courses, and then PMAttend with XXX sections last.
  - \* Commas (,) between the sections
  - \* NO spaces after the commas
  - \* Copy all dependent sections to Excel or Word and print them then review with admin and make corrections. [Start Page > Special Functions > School Functions > Dependent Sections](#)
    - i. Look at the right side alignment of this list for a quick check for typos, missing classes.



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- \* Test dependent sections by enrolling a *single* student into the class.
- ❖ When you want to edit the section, right click on the section number and “Open in New Tab”.
- ❖ Password to delete a section is p/s/
- ❖ School Information [Start Page > School Setup > School Information](#)
  - \* Set Daily Bulletin Email - Used by PowerTeacher for submitting bulletin suggestions.
  - \* Update Principal and Assistant Principal – Used in PowerSchool only (not Progress/IPP)
- ❖ Use the Counselor’s screen to create a list of students on the left to work with.
  - \* Access this screen from the Absentee Report to view student contacts.
- ❖ Use Level of Programming for students achieving below grade level.
  - \* Level of programming refers to the grade level of the Alberta Education Program of Study that is taught to the student. For most students, the level of programming will be the same as their enrollment grade. If the level is different from the enrollment grade, this means that the instructional process has been adjusted to better accommodate the learning needs of the student, and that student performance is being reported relative to the student's level of programming (from Student Assessment)
- ❖ Enable Inactive Students to print progress reports under Orange Dude in Progress/IPP Module.
- ❖ Obtain a list of staff in PowerSchool using Staff – Other Options – Staff Directory
- ❖ Use the Student Directory – Under Reports – as a grab and go student list.

### REMEMBER:

- ❖ Check your Edit Messages daily [Start Page > Special Functions > School Functions > Online Edit Messages](#)
  - \* Set a reminder in your calendar until you get in the habit of looking.
- ❖ Read the Daily Bulletin [Start Page > Daily Bulletin](#)
  - \* Set it as your Default Login Page ([Start Page > Personalize > Personalize - Default Login Page](#))
- ❖ When enrolling a new student, always double check you have entered the birthdate and gender correctly. You must either have a legal document of proof of name and birthdate, or you must have an existing EPSB student number.
- ❖ When a student has been pushed to your school you **MUST** re-enroll the student **BEFORE** putting them in classes.
- ❖ Do **NOT** back date a student’s class start date – use the enrolment date of the student’s Transfer Info page.

Email the help desk with questions at [Help.desk@epsb.ca](mailto:Help.desk@epsb.ca)

