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Nova Scotia Student Information System

Nova Scotia Public Education System

Adding an Additional Program

User Guide

Revision Date:
September 22, 2021

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(Note: Student names appearing in this document are fictitious names)

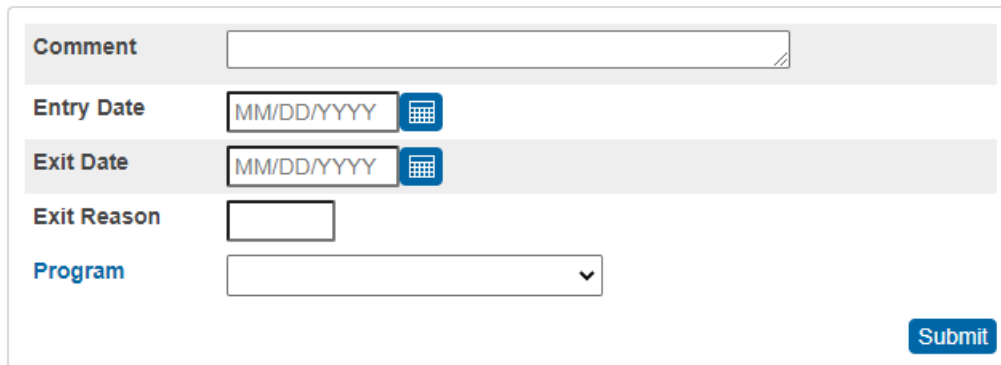
1 OVERVIEW

Using **Additional Programs**, you can create and enroll students into programs such as EAL (English Additional Language), External Programming, Summer Co-op, or Mathematics Intervention (depending on the region it could be labelled as Mathematics Support or Mathematics Hybrid).

Students who are identified for additional programs may be enrolled into the additional program either individually or en masse.

2 ENROLL INDIVIDUAL STUDENTS IN AN ADDITIONAL PROGRAM

1. On the **Start Page**, search for and select your student.
2. Under the **Enrollment** section, select **Additional Programs**.
3. On the Additional Programs page, click **New**.
4. On the next page, enter the following information in the fields:



- **Comment:** Enter any notes related to the student's participation in the program (optional).
 - **Entry Date:** Enter the date the student entered the program using the format MM/DD/YYYY.
 - **Exit Date:** Do one of the following:
 - Leave blank until you know when the student is going to exit the program.
 - Enter the exit date (optional), which is the first day the student was not active in the program. Use the format MM/DD/YYYY.
 - **Exit Reason:** Enter a brief note describing why the student exited the program (optional).
 - **Program:** Choose the program from the dropdown menu.
5. Click **Submit**.

Below is an example of an additional program added to a student. Notice that the Exit Date is blank because the student is still enrolled in this program. Once the program is complete, be sure to return to this page and add the Exit Date and Exit Reason.

To edit an Additional Program entry for a student:

1. On the **Start Page**, search for and select your student.
2. Under the **Enrollment** section, select **Additional Programs**.
3. On the Additional Programs page, click the **Entry Date** for the desired program.

Program Name	Entry Date	Exit Date	Exit Code
Mathematics Intervention	10/05/2021	0/0/0	

4. The **Edit Additional Program Enrollment** page appears. Make updates to one or more fields as needed.

5. Click **Submit** once all updates are complete.

3 MASS ENROLL STUDENTS IN AN ADDITIONAL PROGRAM

1. From the PowerSchool Start page, select the group of students participating in the same program.
2. From the dropdown list under **Select Function**, select **Mass Enroll Special Program**.

The screenshot shows a user interface with a header bar containing '12' and 'HHS'. Below this is a row of buttons: 'Select By Hand', 'Select Function' (with a dropdown arrow), and a help icon '[?]'. A red arrow points from the text in step 2 to the 'Select Function' dropdown menu.

3. The Mass Enroll Special Program page appears. Enter the following information in the fields:

The screenshot shows a form titled 'Mass enroll the selected students into which additional program?'. The form has the following fields:

- Program:** A dropdown menu with 'English Additional Language EAL' selected.
- Entry Date:** A text field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- Exit Date:** A text field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- Exit Code:** An empty text field.
- Comment:** A large text area for notes.

 A blue 'Submit' button is located at the bottom right of the form.

- **Program:** Choose the program from the dropdown menu.
- **Entry Date:** Enter the date the students entered the program using the format MM/DD/YYYY.
- **Exit Date:** Do one of the following:
 - Leave blank until you know when the students will exit the program.
 - Enter the exit date (optional), which is the first day the students were not active in the program. Use the format MM/DD/YYYY.
- **Exit Code:** Enter a brief note describing why the students exited the program (optional).
- **Comment:** Enter any notes related to the students' participation in the program (optional).

4. Click **Submit**.

4 RUNNING THE ADDITIONAL PROGRAMS REPORT

From the PowerSchool Start Page:

1. Click **System Reports**,
2. Select the **Custom** tab,
3. Under the section **Enrolment**, click **Additional Programs**.

▼ Enrolment	
Additional Programs	Lists all active students with an additional program.
Class Size Report	Report on class size by Region and School
Entry/Exit Report	Search for who entered/exited this school during any month.
Re-enrolment Report	Re-enrolment Report
School Enrolments	Search for Enrolments by Grade/Progra/Gender
French Programs	Students enrolled in French Program Courses

4. Set your report criteria and click **Submit**.

[Export to Excel](#)

Students with Additional Program

Additional Programs						
Name	Grade	Comment	Enter	Exit	Exit Reason	Program
Bailey, Hector	2	Hector is beginning to apply personal strategies to solve problems involving place value with consistency and accuracy. He is developing a sense of addition and subtraction of numbers through playing games that involve making ten, adding on, and doubles facts. Sept 22 - comment #2	09/15/2021	10/27/2021		Mathematics Support
Inman, Jeff	1	Jeff can represent and partition numbers to 100 using ten frames, coins, tallies, and pictures. He uses manipulatives to help answer questions accurately. Jeff reverses digits when reading and writing numbers.	09/20/2021			Mathematics Support