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Nova Scotia Student Information System

Nova Scotia Public Education System

Adding an Additional Program

User Guide

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

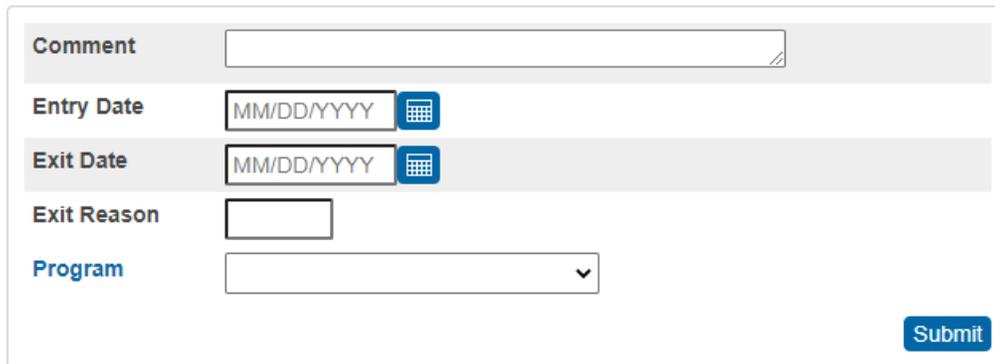
1 OVERVIEW

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 assigned into the additional program either individually or en masse.

2 ASSIGN INDIVIDUAL STUDENTS IN AN ADDITIONAL PROGRAM

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



The screenshot shows a form with the following fields:

- Comment**: A text input field.
- Entry Date**: A date input field with a calendar icon and the placeholder text MM/DD/YYYY.
- Exit Date**: A date input field with a calendar icon and the placeholder text MM/DD/YYYY.
- Exit Reason**: A text input field.
- Program**: A dropdown menu.
- Submit**: A blue button.

- **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.

Note: For more details on completing the High Skills Major certificate, refer to Appendix A.

Comment

Entry Date

Exit Date

Exit Reason

Program

[Submit](#)

To edit an Additional Program entry for a student:

1. On the **Start Page**, search for and select your student.
2. Under the **Courses and Programs** 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 | |

[New](#)

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

Comment

Entry Date

Exit Date

Exit Reason

Program

[Delete](#) [Submit](#)

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

3 MASS ASSIGN 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 Assign Student Programs**.

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

Mass enroll the selected students into which additional program?

| | |
|-------------------|--|
| Program | <input type="text" value="English Additional Language EAL"/> |
| Entry Date | <input type="text" value="MM/DD/YYYY"/> |
| Exit Date | <input type="text" value="MM/DD/YYYY"/> |
| Exit Code | <input type="text"/> |
| Comment | <input type="text"/> |

- **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 **Data and Reporting**,
2. Select **Reports** and then **Custom Reports**,
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 |

5 APPENDIX A: HIGH SKILLS MAJOR STUDENTS – INSTRUCTIONS

Students who identify they will complete a High Skills Major certificate need to be entered in PowerSchool under Additional Programs.

When entering High Skills Major as an Additional Program for students on PowerSchool, there will be a field for an entry and an exit date. Students may express interest in pursuing an HSM certificate at different times throughout the school year.

- The entry date can reflect either the first day of school or the date the entry is created in PowerSchool.
- The exit date is to be left blank until they graduate.
- For students who choose not to pursue the certificate or become ineligible, the exit date will be the day they formally opt out or are determined ineligible.