

inschool.ednet.ns.ca



Nova Scotia Student Information System

Nova Scotia Public Education System

Change History

User Guide

Revision Date:
May 7, 2024

1	Overview	3
2	View a Change History Record for a Single Student	3
3	View All Change History Records	6

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

1 OVERVIEW

Change History provides school administrators with the ability to monitor changes to data in select fields on a select set of data. Change History will record data that has been added, changed, or deleted, and data changes to these select fields will be retained for one year. Historical records can be viewed individually or en masse.

Each historical record includes:

- the name of the user who made the change (or System if made by PowerSchool),
- the date and time the change was made,
- IP address,
- change type (add, update, delete),
- before and after values.

The following categories are enabled in PowerSchool to track data changes (and keep in mind that only select fields are tracked, so some fields may not appear when viewing the change history records):

- | | |
|--|--|
| i. Attendance | v. School Enrollments (Transfer Info page) |
| ii. Class Enrollments (All Enrollments page) | vi. Staff Permissions |
| iii. Contacts | vii. Stored Grades |
| iv. Demographics | viii. Student Contacts |

2 VIEW A CHANGE HISTORY RECORD FOR A SINGLE STUDENT

Change History can be viewed on a per-student basis using the **Change History** link, which appears on PowerSchool pages based on the above enabled categories, but only user roles with access to Change History will see the Change History link. Access to Change History is limited to school administrators.

General Demographics With **Change History** access → [Change History](#)


Burns, William 12 101975 FOHS HMRM: **Not Set** NS Program: S005 NS Funding Type: R


[Submit](#)

Student's Legal Name (last, first, middle) *

[Submit Documentation on Legal Name Change](#)

Preferred First Name

General Demographics Without **Change History** access → 

Burns, William 12 101975  FOHS HMRM: **Not Set** NS Program: S005 NS Funding Type: R

*


Student's Legal Name (last, first, middle)

[Submit Documentation on Legal Name Change](#)

Preferred First Name

Click the **Change History** link to view the Change History details for that page.

General Demographics [Change History](#)

Burns, William 12 101975  FOHS HMRM: **Not Set** NS Program: S005 NS Funding Type: R

*

Student's Legal Name (last, first, middle)

[Submit Documentation on Legal Name Change](#)


Preferred First Name

After clicking the link, a Change History Details drawer will appear. In the below example, we can see that for the selected student that both the mailing street and home phone number fields were updated (before and after values also provided), the time and date when the updates were made, and the person who made the update.

PowerSchool SIS

Start Page > Student Selection > General Demographics

General Demographics

Burns, William 12 101975  FOHS HMRM: **Not Set**

Student's Legal Name (last, first, middle)

[Submit Documentation on Legal Name Change](#)

Preferred First Name

Full Name (Legal)

Last,First Middle

** Use the full name field to ... For reporting purposes th

Civic Address

Change History Details

Basic Filter

2 of 2 items [Expand All](#)

03/29/2020 10:38:27 AM

03/29/2020 10:37:47 AM

Changed By Fields, Gregory

IP Address 255.62.221.321

Action Update

	Before	After
Mailing Street, Apt/Suite	1740 West Nelson Street	1740 W Nelson St
Home Phone	312-555-5035	312-555-5036

If multiple updates were made to a student’s page at different times, click **Expand All** to view all Change History records for that page.

To view class course registration changes for a single student, navigate to the student’s **Course Registrations** page (located under the **Courses and Programs** student menu) and click the **Edit** link next to the chosen course.

All Enrollments

Burns, William 12 101975 FOHS HMRM: Not Set NS Program: S005 NS Funding Type: R

School	Term	Entered	Exited	Exp	Course	Teacher	View	Edit
FOHS	S2	02/01/2022	07/01/2022	1-2(D) 3-4(A) 5-6(B) 7-8(C)	COMPUTER PROGRAMMING 12	Brown, Sandra	View	Edit
FOHS	S1	09/07/2021	01/31/2022	1-2(B) 3-4(C) 5-6(D) 7-8(A)	VISUAL ARTS 10	Storey, James	View	Edit
FOHS	S1	09/07/2021	01/31/2022	1-2(A) 3-4(B) 5-6(C) 7-8(D)	PRE_CALCULUS 12	Johnson, Walter	View	Edit
FOHS	S1	09/07/2021	01/31/2022	1-2(D) 3-4(A) 5-6(B) 7-8(C)	BIOLOGY 12	Ferguson, Melissa	View	Edit
FOHS	S1	09/02/2021	09/07/2021	1-2(D) 3-4(A) 5-6(B) 7-8(C)	VISUAL ARTS 12	Brown, Sandra	View	Edit
FOHS	S1	09/02/2021	01/31/2022	1-2(C) 3-4(D) 5-6(A) 7-8(B)	ENGLISH 12	Mendez, Harrison	View	Edit

Once viewing the record for one of the student’s classes, you can click the Change History link to view any updates.

Edit Enrollment Record

[Change History](#)

Burns, William 12 101975 FOHS HMRM: Not Set NS Program: S005 NS Funding Type: R

Student	Burns, William
Course	COMPUTER PROGRAMMING 12 (COMP12.1)
Teacher	Brown, Sandra
Expression	1-2(D) 3-4(A) 5-6(B) 7-8(C)
Enroll Date	02/01/2022
Exit Date	07/01/2022

Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster page or the Modify Schedule page.

[Submit](#)

In the below example, we can see the name of the person who enrolled the student in Computer Programming 12, as well as the date when the course was added to the student’s schedule.

The screenshot displays the 'Edit Enrollment Record' page for a student named Burns, William. The 'Change History Details' panel on the right shows a single entry for the enrollment on 02/03/2022 at 03:08:37 PM. This entry indicates that the record was changed by Gregory Fields from IP address 192.168.137.1, with the action being 'Add'. The enrollment date is listed as 02/01/2022 and the exit date as 07/01/2022.

3 VIEW ALL CHANGE HISTORY RECORDS

Change History at the student record level is helpful but could be hard to navigate when trying to understand any “big picture” changes. When searching for all Change History records based on a specific category, the search results are grouped in batches for all categories except **Contacts**. The results will display approximately 5,000 rows grouped in batches that you can view using the batch navigation buttons on the page.

To view all Change History records for a category:

1. From the Start Page, choose **Data and Reporting** in the main menu.
2. Click **Change History Records** under **Data Management**.
3. Choose the category for which you want to view change history records.
4. Enter the date range for which you want to search for change history records. **The default range is set to one week. For the Attendance category, the date range cannot exceed 7 days. For all other categories, the date range cannot exceed 31 days.**
5. Click **Search**.

<input type="checkbox"/>	View	Date/Time ▾	Student	School	Changed By	IP Address	Action	Fields Changed
<input type="checkbox"/>	View	02/03/2022 03:08:37 PM	Burns, William	FOHS	Fields, Gregory	100.100.137.1	Add	Enroll Date, Exit Date

Rows/Page 50

6. If your search returns numerous results, you can narrow the list of change history records by using the **Filter**.
7. To select records, select the header row to select all records or select each record.
8. To view change history details for a specific record, click **View**. This will provide access to additional information such as the before and after values.