inschool.ednet.ns.ca

inSCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

Entering Co-op Placement Records in PowerTeacher

User Guide

Revision Date:
November 24, 2025

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

1 Overview

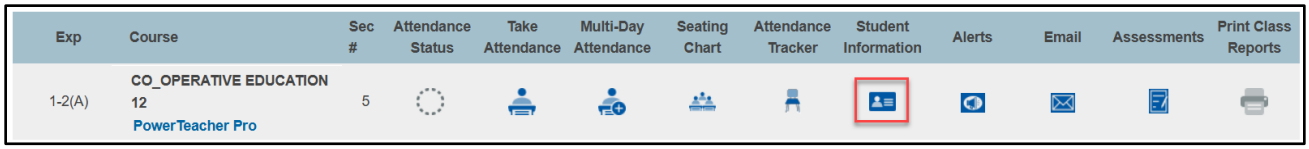
The **Co-op Placement Record** in PowerTeacher is used to document and manage a student's community-based learning experience. It serves as the official record of where the student is placed, who is supervising them, and the type of work or trade involved.

Each placement record includes key information such as the **business name and contact details**, **placement type**, and whether the student is supervised by a **certified journeyperson**. Teachers can also record notes or updates throughout the placement to capture changes, observations, or important details about the student's experience.

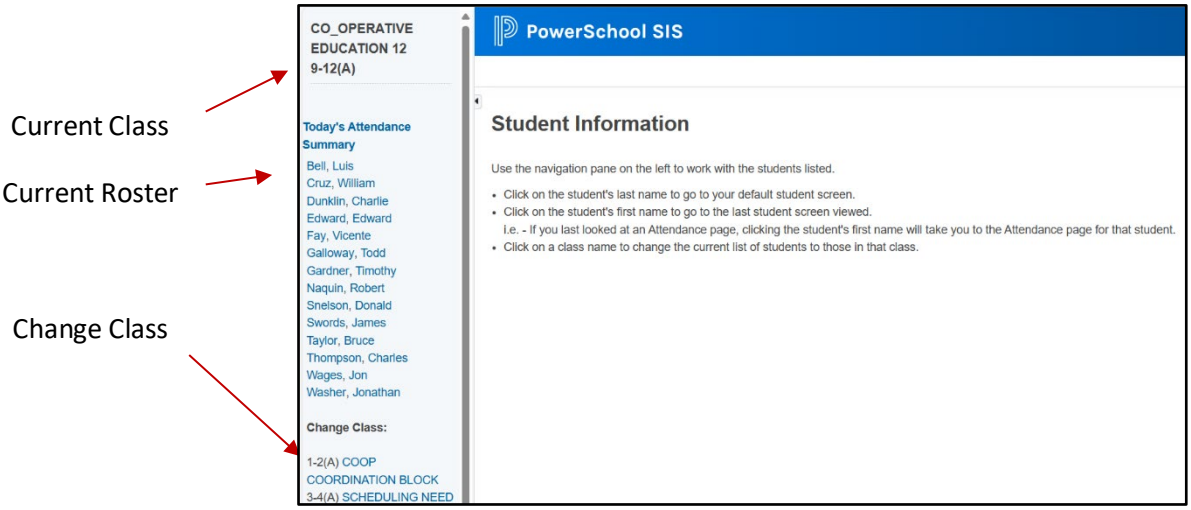
2 Add a New Co-op Placement Record for an Individual Student

In PowerTeacher, to add a new Co-op placement record for a student in one of your Co-op classes:

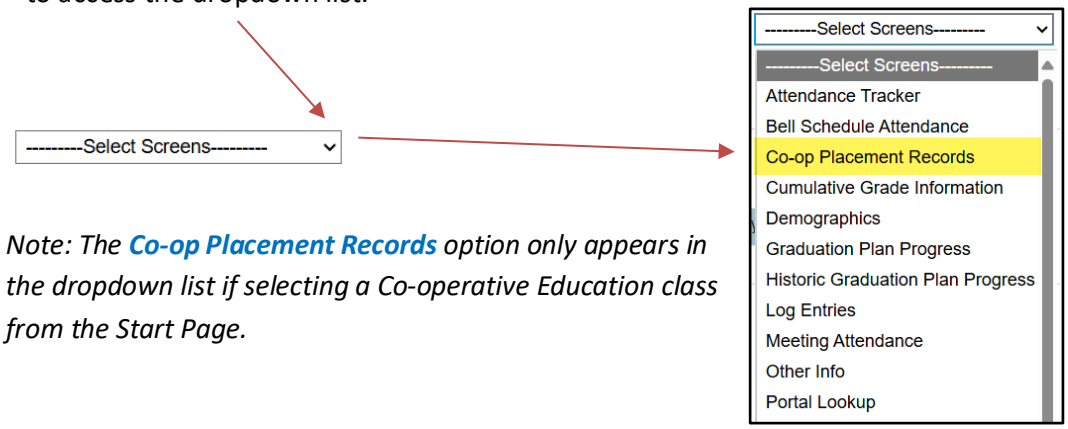
1. From the **PowerTeacher Start Page**, click on the Student Information icon ( ) next to the Co-op class. (If not on the Start Page, click on the PowerSchool logo in the upper-left corner to quickly return to the Start Page).



2. After clicking the student information icon, the **Student Information** page appears with the class roster displayed in the navigation pane to the left of the page.



3. From the left navigation pane, select the student you want to work with.
4. Choose **Co-op Placement Records** from the Select screens menu by clicking on the arrow ( ) to access the dropdown list.

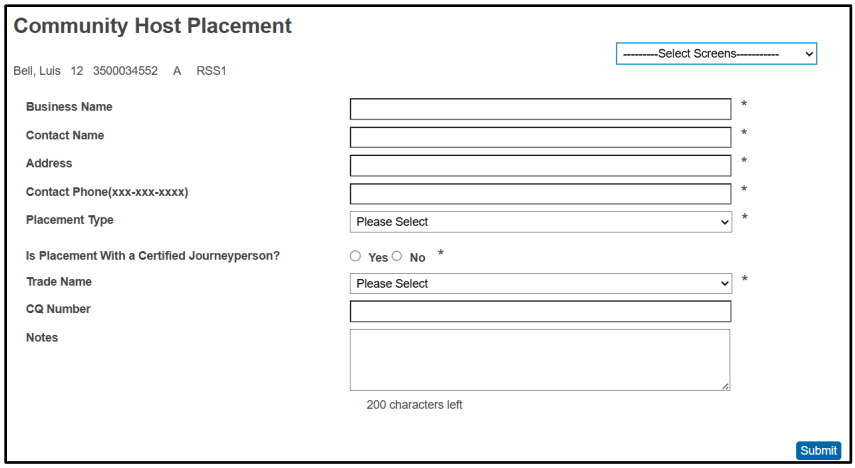


*Note: The **Co-op Placement Records** option only appears in the dropdown list if selecting a Co-operative Education class from the Start Page.*

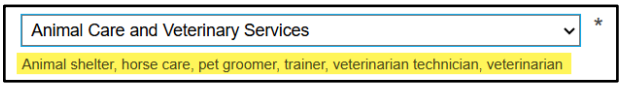
5. The **Co-op Placement Records** page appears.

Click on **New** to create a new placement record.

6. Add the required data into the **Community Host Placement** form.

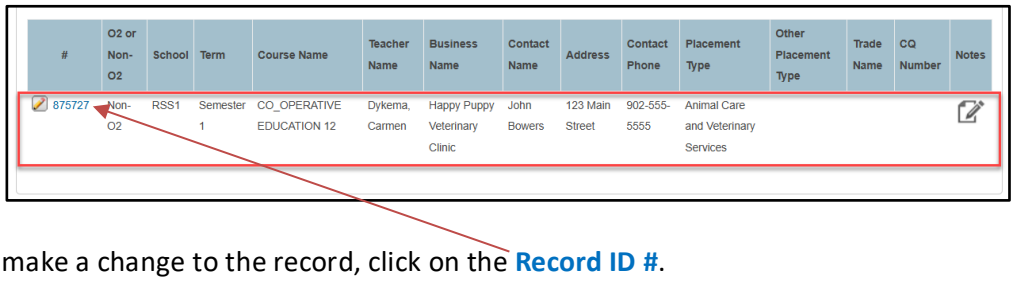


- **Business Name:** Enter the full name of the organization or business where the student will complete their Co-op placement.
- **Contact Name:** Enter the name of the individual at the business who will act as the student's primary supervisor or contact person.
- **Address:** Enter the complete civic address of the business, including city/town.
- **Contact Phone**: Enter the primary phone number or direct line of the contact person at the business, including area code (xxx-xxx-xxxx).
- **Placement Type:** From the dropdown, select the category that best describes the type of placement. Notice that after selecting the category, a brief description displays below the selected category.



  If none of the available options accurately describe the placement, select **Other** and enter the specific type of work and the related industry in the provided text field.
- **Is Placement With a Certified Journeyperson?:** Select **Yes** if the student will be supervised by a certified journeyperson in a recognized trade; otherwise, select **No**. This is particularly important for Co-op placements that count toward apprenticeship hours.
- **Trade Name:** If applicable, enter the official name of the trade in which the student is gaining experience. This field is mandatory if the above field is set to **Yes**. If **No** is selected, indicating a trade name is not mandatory, but it should still be completed for any skilled trades placement, even if not with a certified journeyperson.
- **CQ Number:** If applicable, enter the Certificate of Qualification (CQ) number of the supervising journeyperson.
- **Notes:** Enter any additional relevant information about the placement, such as specific duties, safety considerations, or special scheduling arrangements.

7. Review the details and click **Submit** once ready to create the placement record.
8. The main **Co-op Placement Records** page refreshes and the placement record details now appear.



9. To make a change to the record, click on the **Record ID #**.
10. If the student requires a second placement record for the same Co-op class, click on the **New** button.

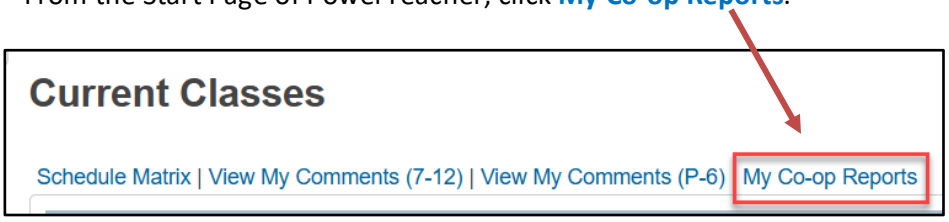
Note: If teachers need to delete a placement record, note that it cannot be removed from PowerTeacher. It can, however, be deleted in PowerSchool Admin by users who hold the appropriate role. Teachers without this role should contact their Youth Pathways Consultant or school administration to have the record removed.

3 Running the Co-op Placement Record Report in PowerTeacher

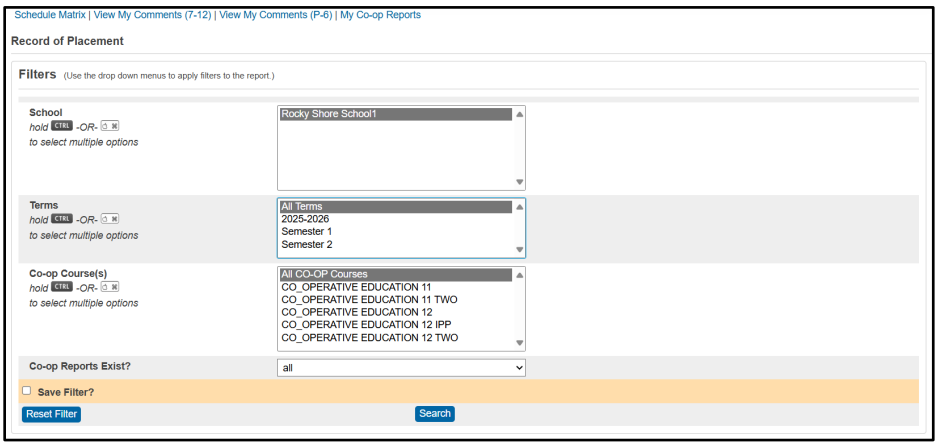
Co-operative Education teachers can review and monitor Co-op placements for their classes by running a Custom Report in PowerTeacher. The report generates a complete summary of all Co-op placements (for the selected course), including key information such as student names, placement details, and supervising business contacts.

Teachers should review these reports regularly to ensure that all active placements are accurately recorded and that each student's placement record in PowerTeacher is complete and up to date. You can run the **My Co-op Reports** in PowerTeacher by following the below steps:

- From the Start Page of PowerTeacher, click **My Co-op Reports**.



- Set the report filters for **Terms** and **Co-op Courses**.



- Click **Search** to generate your report.

- Once the report is generated you have several options:
  - copy the report to the clipboard and paste it in a program of your choice,
  - save the file as a CSV file to open in Excel (or equivalent program),
  - save as a tab-delimited file to open in Excel (or equivalent program) or Notepad,
  - or print the file, follow the instructions to ensure your browser is set correctly.