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Nova Scotia Student Information System

Nova Scotia Public Education System

# PowerSchool Basics for SchoolsPlus Facilitators

User Guide

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

# 1 SEARCH/BROWSE FOR STUDENTS IN POWERSCHOOL

Learning how to perform searches is the key to using PowerSchool, since you select a student or group of students with whom you are going to work. Before you can do any type of work on a student's record or on a group's records, select the individual or group. By performing a search, you make such a selection. The simplest search finds just one student, but it is possible to perform searches that are more complex.

On the PowerSchool Start Page, you can search for a group of students using the quick links or by using the Search Students field.

## 1.1 METHOD 1: USING QUICK LINKS

On the PowerSchool Start Page, click on one of the links to execute specific, single-criteria searches.

You can search students by:

- First letter of Last Name
- Grade level
- Gender
- All (all students enrolled at the school)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PP PR 1 2 3 4 5 6 7 8 9 10 11 12 RG M F X All

**Note:** If you don't see the alphabet and wish to display it on the Start Page:

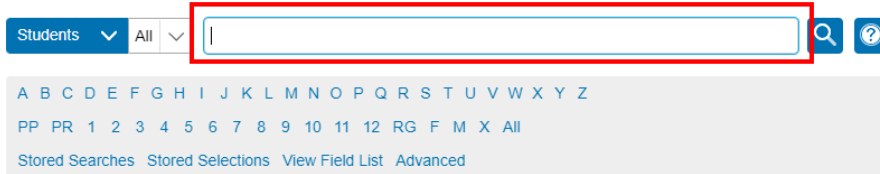
1. On the Start Page, click on your profile icon (top-right of page).
2. Choose **Manage Profile**.
3. Check the checkbox next to **Display Quick Search Alphabet on the Start Page**.
4. Click **Submit**.

Based on the quick link you choose, either no students (i.e., no students match the quick link criteria), one student, or a group of students will appear as your current student selection. Click the name of the student whose record you want to review. The page displays that student's record. Choose a link from the main menu on the left to view another student page. Depending on the page you select, you may receive an 'Insufficient access privileges to view the requested screen' message.

## 1.2 METHOD 2: USING SEARCH STUDENTS FIELD

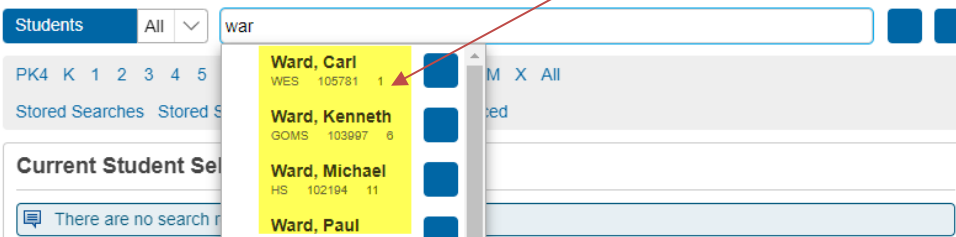
On the Start Page, you can also enter a student’s last name in the **search field** to search for a student.

### Start Page



If Smart Search is enabled, as you begin entering your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from.

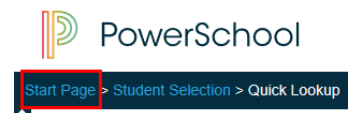
For example, to search for a student with last name ‘Warner’ in the Search Students field, all students matching that criteria will appear. After entering the first three letters of the last name, three matches appear in the dropdown.



Use your mouse or the up / down arrow keys on your keyboard to select the student if they appear. If the student name does not yet appear in the dropdown, continue entering letters to further filter the dropdown list. Upon entering the fourth letter, only one match appears – the student being searched with last name ‘Warner’.



If you need to return to the Start Page, click the PowerSchool logo in the upper left corner of page. Alternatively, you can also click on the Start Page link located in the navigation path. The navigation path appears just below the PowerSchool logo.



### 1.3 METHOD 3: USING SEARCH COMMANDS

PowerSchool stores student information in fields. For example, the "first\_name" field stores the students' first / preferred name. The "DOB" field stores the students' date-of-birth. Search the various student fields based on the information you are looking for.

Use one or more commands to search for something specific, such as students having the first name 'Jamie'.

Every search command line is broken into three parts:

1. **field name** - such as first\_name or grade\_level or DOB
2. **comparator** - such as =
3. **search argument** - in the example, Jamie is the search argument (what I want to find)

The general format is:

[field name] [comparator] [search argument]

Example 1: Suppose you would like to find all of the students in your school whose first name is Jamie.

Type the following into the search box:

**first\_name = Jamie**  
 [field name]      [comparator]      [search argument]

**Note:** Student Number is an exception to the rule, where the number can be entered without the field name. Simply enter the student's provincial student number to find the matching student.



If you are on the Start Page of PowerSchool, you can click on the **View Field List** link to view a list of student field names. Click on a field name to insert it in the Search field on the Start Page.

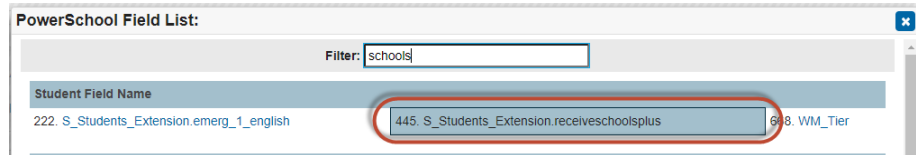
Example 2: Search for all students with the last name of Smith:

Solution:      **Last\_Name=Smith**

Example 3: Search for all students in the school receiving SchoolsPlus supports:

Solution: **S\_Students\_Extension.receivechoolsplus=y**

*(Example 3 Tip: It may difficult to memorize this field name, so when you need to perform this search, it may be easier to click the 'View Field List' link from the Start Page and then type 'schools' in the Filter to easily find and select the field name).*



Other examples of comparators:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match of the search argument.	<b>first_name=Mike</b> (would find all students with the first name of Mike)
<	Less Than	Searches for all matches less than the search argument.	<b>grade_level&lt;5</b> (would find all students in grades P - 4 (or PP - 4))
>	Greater Than	Searches for all matches greater than the search argument.	<b>grade_level&gt;9</b> (would find all 10-13 grade students)
<=	Less Than or Equal to	Searches for all matches less than or equal to the search argument.	<b>grade_level&lt;=5</b> (would find all students 5 grade and below)
>=	Greater Than or Equal to	Searches for all matches greater than or equal to the search argument.	<b>grade_level&gt;=10</b> (would find all students grade 10-13)
#	Does Not Equal	Searches for all matches that are anything other than the search argument.	<b>NS_hockey#1</b> to find all students who are NOT involved in hockey
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Each search criteria must be separated by a comma.	<b>Last_Name in Smith,Jones</b> (Searches for students whose last names are Smith or Jones)
contains	The value is contained in the field	Searches for matches where the search argument is anywhere in the field.	<b>street contains Main St</b> (searches for students living on Main St)
!contain	The value is not contained in the field	Searches for matches where the search argument is not anywhere in the field.	<b>street !contain Main St</b> (searches for students <u>not</u> living on Main St)
@	Wildcard	Replaces unknown information in the search argument	<b>First_Name=jacq@</b> (searches for any student whose first name begins with jacq – such as Jacqueline and Jacqueline)

### 1.3.1 COMPOUND SEARCHES

A compound search is a search that combines two or more searches into one. Multiple search commands are used simultaneously.

The search commands are separated with a semicolon ( ; ) ... which means 'and'.

Example 1. Search for all the boys in the 11th grade

Solution:        **grade\_level = 11;gender = m**

Example 2. Search for all the girls with the last name Smith

Solution:        **last\_name = smith;gender = f**

## 1.4 METHOD 4: STORED SELECTIONS

Create a **Stored Selection** of students to quickly and easily retrieve a group of students that you will be working with frequently. For instructions on selecting students by hand, refer to Section 2. Since stored selections are user-specific, each user will manage their own set of stored selections. To create stored selections:

1. Select a group of students from the Start Page.
2. Once you have a student selection that you want to store for future use, select **Stored Selections** from the Start Page. Alternatively, you can click the [Select Function] arrow (located to lower right of page) to bring up the Group Functions pop-up menu and choose **Save Stored Selection**.
3. In the field box next to **Name of new selection**, give the selection a descriptive name.
4. From the list of options, select **Save the current selection with a new name**.
5. Click on **Submit**.
6. To use the stored selection, click on **Stored Selections** from the start page, click on **Go Functions**.
7. To edit the name of the Stored Selection, click on the name of the section and rename it.

## 1.5 SEARCHING FOR INACTIVE STUDENTS

When you perform searches, you're only searching active student records in your school. Students who are currently enrolled are considered active. Occasionally, you may need to search for students who have transferred or withdrawn partway through the school year. Students in one of these classifications are inactive. If the student transferred to another school within the same region, the student's record will now reside in the student's new school.

To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records. For example, to find all active and inactive students with the last name Smith, enter **/last\_name=Smith** in the Search Students field and press Enter.

## 2 SELECTING STUDENTS BY HAND

This selection process is helpful to select a subset of students from a larger group of students in your current selection. To select students by hand:

1. On the Start Page, select the group of students using any one of the methods reviewed in Section 1. A list of students appears in the Current Student Selection section.
2. Click **Select By Hand** to narrow the group of students even further.

Current Student Selection (98)		
Student	Grade Level	Student Number
Sagedahl, Brittany	RG	1000225
Salinas, Faatimah	12	1003614
Salus, Gryff	11	1004375
Sammet, Alonso	12	1005098
Sampica, Soren	12	1005296

Alert Selected Students **Select By Hand** Save Stored Selection [?]

3. Do one or more of the following:
  - Select the checkbox in the header row to select all students.
  - Deselect the checkbox in the header row to deselect all students.
  - Select the checkbox next to each student you want to work with.
  - Deselect the checkbox next to each student you do not want to work with.
  - If applicable, navigate to different pages to select additional students from your selection.

Current Student Selection (203)		
<input type="checkbox"/> Student	Grade Level	Student Number
<input type="checkbox"/> Ailey, Kylan	11	1003019
<input checked="" type="checkbox"/> Antes, Kiro	11	1000883
<input type="checkbox"/> Atwater, Ronnie	11	1001412
<input checked="" type="checkbox"/> Aujla, Aliyah	11	1005105
<input type="checkbox"/> Raik Meral	11	1000261

<< < 1 2 3 > >>

Alert Selected Students Cancel Update Selection [?]

**Note:** Your checkbox selections are retained as you navigate through the different pages of the search results.

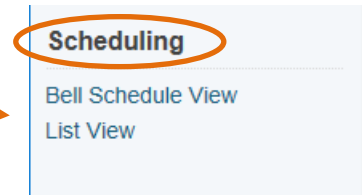
4. Once done selecting your subset of students, click **Update Selection**.
5. You can now work with these students, save the group as a Stored Selection, or run reports on this group of students (refer to next section on running reports).



### 3 WORKING WITH STUDENTS

#### 3.1 VIEWING THE STUDENT'S SCHEDULE

To view a student's schedule, you can click on either of the two links located under the **Scheduling** heading.



**Bell Schedule View**  
(schedule for the current week)

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 AM	MATHEMATICS 9 Eagle, Grover 2003 08:00 AM - 10:00 AM	VISUAL ART 9 Collins, Julie Aubin 1024 08:00 AM - 10:00 AM	CORE FRENCH 9 Eagle, Grover 2003 08:00 AM - 10:00 AM	ENGLISH LANGUAGE ARTS 9 Eagle, Grover 2003 08:00 AM - 10:00 AM	MATHEMATICS 9 Taylor, Francis L. 2003 08:00 AM - 10:00 AM
10:00 AM	ENGLISH LANGUAGE ARTS 9 Eagle, Grover 2003 10:00 AM - 10:55 AM	MATHEMATICS 9 Taylor, Francis L. 2003 10:00 AM - 10:55 AM	SCIENCE 9 Attop, David 2043 10:00 AM - 10:55 AM	PHYSICAL EDUCATION 9 Putnam, Marcos 1078 10:00 AM - 10:55 AM	ENGLISH LANGUAGE ARTS 9 Eagle, Grover 2003 10:00 AM - 10:55 AM
11:00 AM	HEALTHY LIVING 9 Putnam, Marcos 2043 10:55 AM - 11:55 AM	ENGLISH LANGUAGE ARTS 9 Eagle, Grover 2003 10:55 AM - 11:55 AM	MATHEMATICS 9 Taylor, Francis L. 2003 10:55 AM - 11:55 AM	VISUAL ART 9 Collins, Julie Aubin 1024 10:55 AM - 11:55 AM	CORE FRENCH 9 Bates, Catherine 2048 10:55 AM - 11:55 AM
12:00 PM					
01:00 PM	CORE FRENCH 9 Bates, Catherine 2048 01:00 PM - 02:06 PM	CITIZENSHIP EDUCATION 9 Eagle, Grover 1078 01:00 PM - 02:06 PM	MATHEMATICS 9 Taylor, Francis L. 2003 01:00 PM - 02:06 PM	SCIENCE 9 Attop, David 2043 01:00 PM - 02:06 PM	HEALTHY LIVING 9 Putnam, Marcos 1078 01:00 PM - 02:06 PM
02:00 PM	SCIENCE 9 Attop, David 2043 02:06 PM - 03:12 PM	PHYSICAL EDUCATION 9 Putnam, Marcos 1078 02:06 PM - 03:12 PM	CITIZENSHIP EDUCATION 9 Eagle, Grover 1078 02:06 PM - 03:12 PM	MATHEMATICS 9 Taylor, Francis L. 2003 02:06 PM - 03:12 PM	VISUAL ARTS 9 Collins, Julie Aubin 1024 02:06 PM - 03:12 PM
03:00 PM					

**List View**  
(all currently enrolled classes)

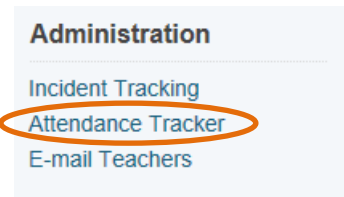
Exp	Tim	Crs-Seq	Course Name	Teacher	Room	Enroll	Leave
1(A-H)	19-20	SCIP-3	SCIENCE 9	Attop, David	2043	09/03/2019	07/01/2020
2(A-M)	19-20	VISART9-1	VISUAL ART 9	Collins, Julie Aubin	1024	09/03/2019	07/01/2020
3-4(A-H)	19-20	MIS-3	MATHEMATICS 9	Taylor, Francis L.	2003	09/03/2019	07/01/2020
5(A-E) 6(B,F)	19-20	CITEDUS-2	CITIZENSHIP EDUCATION 9	Eagle, Grover	2051	08/03/2019	07/01/2020
7(A-H)	19-20	FRQ-3	CORE FRENCH 9	Bates, Catherine	2048	09/03/2019	07/01/2020
8(A,C,E,G)	19-20	PHY93-6	PHYSICAL EDUCATION 9	Putnam, Marcos	1078	09/03/2019	07/01/2020
9(B,D,F,H) 9(A,C,E,G,H)	19-20	ENGR-2	ENGLISH LANGUAGE ARTS 9	Eagle, Grover	2051	09/03/2019	07/01/2020
9(B,D,F,H)	19-20	HLV9-6	HEALTHY LIVING 9	Putnam, Marcos	2043	09/03/2019	07/01/2020

#### 3.2 A CLOSER LOOK AT STUDENT ATTENDANCE

The Department of Education and Early Childhood Development has set the attendance codes for the entire province and they are consistent for all Nova Scotia schools.

- Present (blank)
- (L) Late
- (LE) Leave Early
- (AWN) Absent with Notification
- (A) Absent
- (ACT) School Based Activity
- (R) Observance of a religious holiday or ceremony
- (MR) Medical Reason
- (ISS) In School Suspension
- (OSS) Out of School Suspension

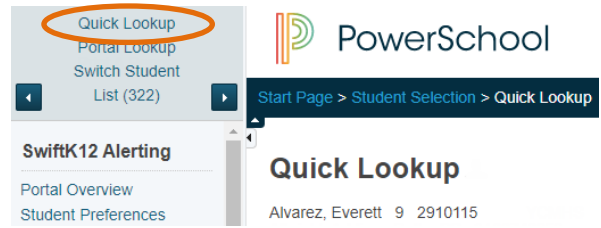
An Attendance Tracker has been developed in PowerSchool to provide you with a tool that will allow you to more effectively monitor students' attendance, to identify those students who do not attend regularly, and to document interventions with strategies to support them.



Refer to the Attendance Tracker user guide on the iNSchool website (<https://inschool.ednet.ns.ca>) for more details on how to use the Attendance Tracker.

### 3.3 QUICK LOOKUP

The **Quick Lookup** page is another option to choose for viewing student information. The link is located on the top-left corner of the student's profile page and displays a summary of the student's current grades and attendance.



#### Quick Lookup

Alvarez, Everett 9 2910115 HMRM NS Program: J005 NS Funding Type: R

Quick Lookup Outcomes Grades

Exp	Attendance By Class																				
	Last Week					This Week					Course	Q1	S1	E1	F1	Q3	Y1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F								18-20	19-20	18-20	19-20
1(A-H)											SCIENCE 9 Altop, David - Rm: 2043	95	95	[1]	95	95	95	0	0	0	0
2(A-H)											VISUAL ART 9 Collins, Julie Austin - Rm: 1024	87	87	[1]	87	87	87	1	1	1	1
3-(A-H)											MATHEMATICS 9 Taylor, Frances L - Rm: 2003	96	96	[1]	96	96	2	2	0	0	
5(A-E) 6(B,F)											CITIZENSHIP EDUCATION 9 Eagle, Grover - Rm: 2051	[1]	[1]	[1]	[1]	[1]	[1]	0	0	0	0
7(A-H)											CORE FRENCH 9 Bates, Catherine - Rm: 2045	90	90	[1]	90	90	90	0	0	0	0
8(A,C,E,G)											PHYSICAL EDUCATION 9 Putnam, Marcos - Rm: 1078.1	[1]	[1]	[1]	[1]	[1]	[1]	0	0	0	0
5(B,D,F,H) 6(A,C-E,G,H)											ENGLISH LANGUAGE ARTS 9 Eagle, Grover - Rm: 2051	[1]	[1]	[1]	[1]	[1]	[1]	1	1	0	0
8(B,D,F,H)											HEALTHY LIVING 9 Putnam, Marcos - Rm: 2043	100	100	[1]	100	100	100	1	1	0	0
Attendance Totals:																	5	5	1	1	

Click on any bolded value to get more information about that student's attendance or grade calculation.

### 3.4 STUDENT CUMULATIVE RECORD

**Enrollment**

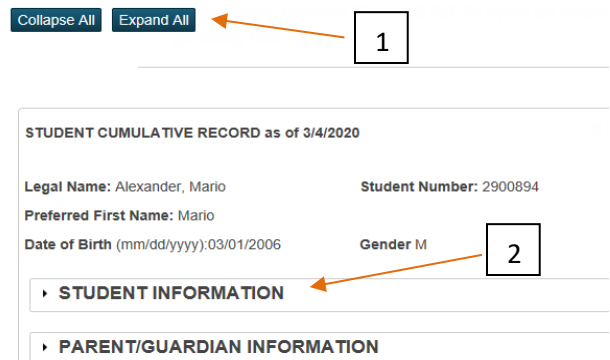
Activities

**Cumulative Record**

Additional Programs

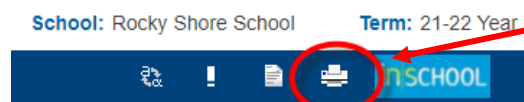
Transfer Info

The **Cumulative Record** page displays the student's full electronic cumulative record including demographic, medical and custody information, attendance, academic achievement, academic history, along with other information. Any paper records would be filed in the student's paper based cumulative folder at the school.



Each section of the cumulative record is expandable. You can either (1) click on the appropriate button to Expand All or Collapse All sections, or (2) click on the heading to only expand the desired section.

To **preview** the full cumulative record, click on 'Expand All' first and then click the PowerSchool print icon.



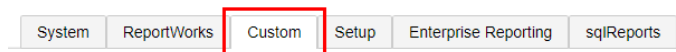
## 4 SYSTEM REPORTS

PowerSchool includes a number of provincially developed reports that allow you to start analyzing data right away. These **custom reports** contain information that PowerSchool users need most often and include parameters, which you can use to filter and sort the data displayed on these reports.

While you can run reports on individual students, most of the time when running system reports, you will want to run the report for a selected group of students. If a report allows group reporting, first select the group of students, and then run the report afterwards. PowerSchool remembers the group and prompts you to select it when you enter the report parameters.

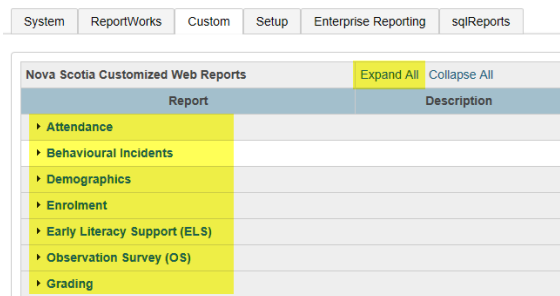
To run a custom report:

1. On the Start Page, select **System Reports** under the Reports heading.
2. Click the Customs tab.



3. To view the reports, expand a category by clicking on its name (i.e. Attendance, Behavioural Incidents, Enrolment). Alternatively, you can click **Expand All** to expand all categories.

### Custom



4. Select a report among the list of reports available in the chosen category.
5. Complete the report parameters as requested and click **Submit**.
6. After the report results display on the page, you can click on a column header to sort the results based on the selected column.

	Student	Grade	Class	Teacher	# Att Records
1	Tica, Ikra	11	ENGLISH 11 (ENG11.3)	Smalarz, Lukne	6
2	Tica, Ikra	11	FRANCAIS IMMERSION 11 (FR11IM.1)	Regel, Kaidan	3
3	Aarant, Kallie	11	PRE_CALCULUS 11 (PCAL11.1)	Groeneveld, Riley-Lee	3

7. You can also save the report as an Excel or PDF file, or you can print the report.