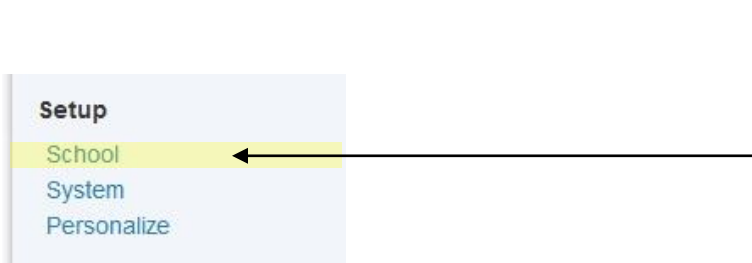
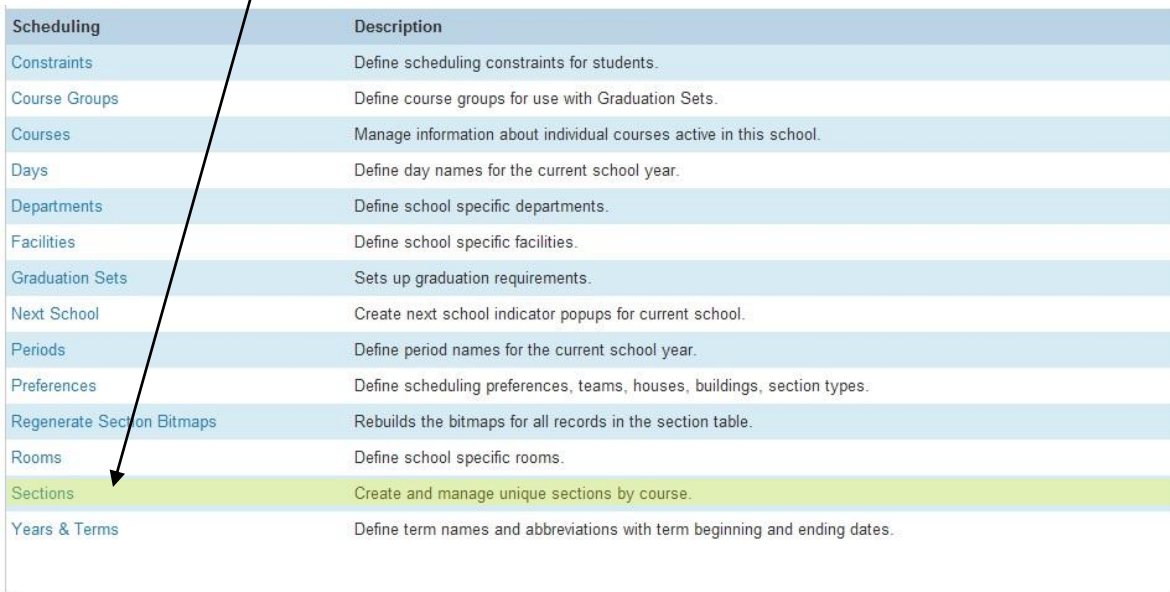


1. Start off by clicking on 'School' on the left hand side of your screen, located under 'Setup'.



2. You'll now want to scroll down to the heading that says 'Scheduling' on the bottom of the page. Click on the link 'Sections', as highlighted below.



A screenshot of the 'Scheduling' section in PowerSchool. The section is titled 'Scheduling' and contains a list of items with descriptions. The 'Sections' item is highlighted in green, and a black arrow points to it from the left. The table below shows the following items:









Scheduling	Description
Constraints	Define scheduling constraints for students.
Course Groups	Define course groups for use with Graduation Sets.
Courses	Manage information about individual courses active in this school.
Days	Define day names for the current school year.
Departments	Define school specific departments.
Facilities	Define school specific facilities.
Graduation Sets	Sets up graduation requirements.
Next School	Create next school indicator popups for current school.
Periods	Define period names for the current school year.
Preferences	Define scheduling preferences, teams, houses, buildings, section types.
Regenerate Section Bitmaps	Rebuilds the bitmaps for all records in the section table.
Rooms	Define school specific rooms.
Sections	Create and manage unique sections by course.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

U40	Science - 3rd
Grade	
U41	Science - 4th
Grade	
U42	Science - 5th
Grade	

- Here's where it gets a bit confusing... You'll need to highlight the section (name of the class) in which the student is going to be counted in. In the Upper Elementary, this is going to be either **U40**, **U41**, or **U42**; these are better known as the science classes. Select a science class, based on which grade level you are wanting to search in.

- Now we can select the specific classroom. You will need to click on the actual *number* that is underneath the **Size** column. Let's use Ashley Phipps. You'll want to click on '23'.

U40 Science - 3rd Grade

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
9(A)	3AP	12-13	Phipps, Ashley	104	23	
9(A)	3KD	12-13	Daugherty, Kassie	114	24	
9(A)	3EM	12-13	Meyer, Emilie	105	22	
9(A)	3DT	12-13	Thurston, Danielle	109	24	
9(A)	3AB	12-13	Boynton, Amy H	110	23	
9(A)	3AM	12-13	McWhinnie, Ashley	115	23	
9(A)	3TH	12-13	Harvey, Teresa	PES	0	
9(A)	3KH	12-13	Phipps, Ashley	106	25	
9(A)	3TM	12-13	Meyer, Emilie	107	23	

Make all students listed above the current selection

5. Now that we have the specific class selected, you now need to click on the highlighted text below in Power School.

Select All

1. <input checked="" type="checkbox"/> Alexander, Jack Patrick	7. <input checked="" type="checkbox"/> Gulotta, Jordan Paige	13. <input checked="" type="checkbox"/> Marshall, Caitlyn	19. <input checked="" type="checkbox"/> Riecker, Noah
2. <input checked="" type="checkbox"/> Callahan, Peyton Michael	8. <input checked="" type="checkbox"/> Hadley, Joel Wyatt	14. <input checked="" type="checkbox"/> Messer, Rylen	20. <input checked="" type="checkbox"/> Schuerman, Kaylyn Nic...
3. <input checked="" type="checkbox"/> Clancy, Brandon Lee	9. <input checked="" type="checkbox"/> Hook, Kyle	15. <input checked="" type="checkbox"/> Newman, Sophia	21. <input checked="" type="checkbox"/> Sigg, Hayden Walker
4. <input checked="" type="checkbox"/> Crim, Mason	10. <input checked="" type="checkbox"/> Lawhon, Nicholas Dean	16. <input checked="" type="checkbox"/> Perez, Courtney A	22. <input checked="" type="checkbox"/> Vandenberg, Jessica R...
5. <input checked="" type="checkbox"/> Garza, Marcus Lee	11. <input checked="" type="checkbox"/> Lehman, Ella Marie	17. <input checked="" type="checkbox"/> Phalp, Kaedon Michael	23. <input checked="" type="checkbox"/> Wright, Reid Aaron
6. <input checked="" type="checkbox"/> Green, Zora C	12. <input checked="" type="checkbox"/> Lincoln, Charley Faith	18. <input checked="" type="checkbox"/> Post, Lillian	

Use checked students to:

Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

Make Current Student Selection and Modify Class Enrollments: [Enroll into Different Class ▶](#) [Drop from this Class ▶](#)

6. The next step is that you'll need to click on 'Search by Grades/Attendance' on the next screen.

Save Stored Selection	Saves the current selection.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Student Schedule Report	Creates a printable student matrix report for the selected students.
Transfer Out Of School	Transfers currently selected students out of school.

7. You will arrive at another screen... However, the section that has the box checked, 'Scan for attendance', is the only place we will be focusing on right now. BE SURE to have the 'attendance mode' set to 'Meeting' (it defaults there). Also, you will need to select your attendance code you are searching for. You indicated you wanted only Absences. Select 'A (Absent)' from the drop down box. Then, you can select what you are searching for number-wise. For example, the student has been absent for greater than 5 periods. That's what the selection below looks like. Adjust the numbers to your liking, and click submit at the bottom.

Scan this attendance mode **Meeting** ▼
 for this attendance code **A (Absent)** ▼ < ▼ **5** Periods
 Scan for attendance
 Scan all attendance records
 Only scan records in this date range **01/04/2010** - **01/26/2010** (dates)

8. You'll get this screen next. What you'll want to do is click on 'Print Reports'.

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Data Validation Report	Performs a check for invalid data in specified fields against the current selection of records.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Creates a printable graduation progress report for the selected students in their selected plans.
Graduation Progress Summary	View summary of graduation plan progress against specified requirements of a user-selected plan.
ID/Password Assignment	Assigns sign in, lunch IDs and passwords for currently selected students.
Immunization Compliance	Searches students by immunization compliance, exemptions, and doses.
Invalid Requests	Lists student requests which are invalid due to course prerequisites.
LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.
Mass Create Family Links	Establish family relationships between existing students.
Mass Enroll	Enrolls currently selected students in a section.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Mass Print A Student Screen	Uses Windows and Internet Explorer to print student screen for currently selected students.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.

- Then, you'll want to select your report from the drop-down menu. In this case, we're going to use the Upper Attendance Letter.1. Click Submit, and you're done!

Option	Value
Which report would you like to print?	Class Attendance Audit
For which students?	<ul style="list-style-type: none"> Class Attendance Audit Enrollment Form ID & Password Letter PES ID & Password Letter testing UES Attendance Letter UES Attendance Letter.1 UES ID and Password UES Lunch Letter UES Student Information Page
In what order?	<ul style="list-style-type: none"> Fee List Fees Per Student MH7-Certificate PSTSE_DM_Test Smithville High School Transcript Upper 3th Grade Upper 4th Grade Upper 5th Grade
If printing student schedules, use...	
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

[Submit](#)

NOTE: If you simply want a list exported to Excel of these students, disregard steps 8 and 9. You'll need to simply click on 'Quick Export' in lieu of 'Print Reports' in step 8. Then, you can click on 'Fields' to select the information you want to include in the spreadsheet.

Any questions that have not been answered can be directed to the technology department by submission of a work order.