

Aiken Enroll (high school only)

To get the course numbers: from your main powerschool screen, go to "School", then "Courses" (under the Scheduling section of the menu) Just above your course list table (the table shows your active courses), click on the link "Manage Courses for This School" This will let you see the district course list. The courses that are active for your school are checked. The Aiken VP classes will all have "KN" in the course number. ***Don't make these active for you school, just note the number.***

To enroll a student - select student, click "Functions" then "Enroll in a Class at Another School' Choose Learning Effective Attitudes... (LEAD) type in CourseNumber.Section. For the section, always try '1' first. If you get a full message, use '2' and so on until you get in. Most are only 2 sections.

To re-enroll a student listed as 'Transferred-Out:'

Select the student by using the /lastname

Click on the Functions menu (near the bottom of the menu list)

Click the Re-Enroll In School option

Use 08/18/2010 for date of enrollment (opening of school only) Use actual.

Use E1 for Entry Code (opening of school only, then C2 for transfers.

Chose your Full-Time Equivalency for your school

Verify that the grade is correct

Click Submit

Go to Modify Schedule to create the schedule.

To change the grade level of a student:

Select the student

Select Transfer Info from the student menu

Click on the current enrollment date (08/18/2010)

From the resulting screen, correct the grade level and click Submit

To print schedules:

Easiest way to print schedules for a whole class is select the class using Teacher Schedules (click on the number of enrolled students by that section), click on the link below the names to make the class the selection. From the resulting menu, click Print Reports and choose the RPSB Student Schedule report.

To print for an entire grade, select the grade level from your main PowerSchool screen, click the

menu box below the list of names and choose Print Report and the RPSB Student Schedule.

To print for a single student: Fastest and easiest is to right-click on either the Bell Schedule View or List View and print the screen. For the formatted report, select the student, go to Print Reports near the top of the student menu and choose RPSB Student Schedule report.

To change the teacher for a section in the master schedule:

Open the master schedule from the main PowerSchool screen.

Scroll down to the teacher you want to remove from the section.

Click on the course.section you want to move to the other teacher.

From the resulting screen, click in the teacher drop-down and change the name to the new teacher and click 'Submit.' **Note:** if the new teacher doesn't show on the list, he/she is not on your staff and you should email PS911 to have the new teacher added.

Repeat for any other sections you want to move to another teacher.

To print teacher rosters

Class Roster text:

Heading text:

```
<center>
~(teachername)
~(Course_Number)
~(coursename)
</center>
```

Column text:

```
LastFirst\Last Name, First Name\2\left
Grade_Level\Grade Level\.5\center
DOB\DOB\1\center
Gender\Gender\1\center
Ethnicity\Race\1.5\left
```

Elementary Course Linking Sample (will work for middle and high, just substitute your course for Attendance)

- Click on School from the main PowerSchool menu
- Click on 'Sections' (next to last item on menu)
- You will see a list of all active courses for your school. Click on Attendance

- When you see the list of all sections of Attendance, click on the section # of the section for which you want to create the link.
- From the edit section screen, find the “Dependent Sections” box.
- In the “Dependent Sections” box, enter the course.section that you want to have automatically scheduled when you enroll a student in the attendance section. Separate each course.section with a comma. A typical example is below:

030500RN30.301,120S00RN30.301,120W00RN30.301,120300RN30.301,220000RN30.301,160300RN30.301,120310RN30.301,190178RN30.301

Sped Course Codes

You add courses to the SPED teachers’ master schedules based ONLY on the classes in which they issue grades for the sped students. For example, if the resource teacher doesn't issue grades for any students in math, then she won't have a math class in her schedule even though she provides extra help in math. There are courses for each subject area (math, spelling, science, etc) that have SS, SC, SR, or SI in the course code. For all but SI, the sped teacher must be the only teacher for that student for that course (the sped teacher issues the grade). If the sped teacher doesn't issue the grade, you don't use SS, SC, SR. You pick the course code based the type of **class** the student is served in, **not** on the student's classification. If it is a self-contained special ed classroom setting, use SS, combo - SC, and resource - SR. If the sped teacher is serving the student in an inclusion setting in the regular ed classroom, schedule the student for both the regular class and the inclusion class. The regular education teacher will issue the grade.

For GT classes, each subject has a course code containing SG for the first two letters after the number and most have GT in the name.

To add a section to a course that is active for your school

- The easiest way to add them is as follows (this is click-by-click so it looks long):
- Go to the main PowerSchool Screen
- Click on School on your menu to the left
- Click on Sections on the next screen (next to last on the menu)
- Click on the course name for which you want to add the section
- You will see all your current sections of that course. Make a note of your last section number.
- Click NEW at the top of the section list.
- Select the term for the course you want to add (2010-11, Semester 1, etc)
- Check the period for the section
- Click on the Teacher dropdown and select the teacher (in your case we will need to add McCann)

- Type in the room number
- Type your new section number (one more than the last section number you noted above – if your last section above was 305, then your new section will be 306)
- Enter the appropriate maximum enrollment number
- Click Submit

To activate a new course for your school

- Go to the main PowerSchool Screen
- Click on School on your menu to the left
- Click on Courses on the next screen
- A table will appear with your active courses. Just above this table is a link “Manage courses for this school.” Click that link.
- The district course master will appear with courses in alphabetical order. Currently active courses for you school will have a check by the course name.
- Locate the course you wish to activate, place a check in the box for the course and click Submit at the bottom of the screen. (if you don’t see the course you need listed, contact data processing or email ps911)
- You can now add sections of this course.

Reports Added

Student Listing (SPED and 504 info)
 Student Listing w/Parent (K-6 only)
 Student Listing w/Address

Lunch Counts from Teacher Gradebook

- After teacher takes attendance, she clicks on the ‘crossed utensils’ and enters the number of lunches for students and adults and any other info needed.
- Office clicks on PowerLunch from the main screen, then PowerLunch Class Counts

To change/add Sub Login

- From main PowerSchool menu, click School.
- Click Sub Login Settings
- Enter the password you would like to select. (you probably want to leave “Include current date” un-checked.
- Click Submit
- The sub login link is just below the PowerSchool Admin link in the RPSB Digital Portal

Enrollment Status – what the codes mean and how to find students in each.

- **Active Students** – show with normal student selection. All students that are active will show when you search for last name **without** the '/' or click on the letter, grade, gender, etc.
- **Transferred-Out** - these are students who are inactive for the current enrollment period. When a student is sent to you from another school, they come in as 'transferred-out.' This is also the status of students you drop but have not transferred to another school in the district. When you get a student transferred to you from another school, be sure to select the student ->function->re-enroll **before*** creating a schedule. You can list all of the transferred-out students in your school by searching for **/enroll_status=2** .
 - * if you accidentally give a 'transferred-out' student a schedule before -re-enrolling, you should proceed to re-enroll the student but be sure to school 'No' on the Restore Class Enrollments. If you leave it to 'Yes' the schedule will duplicate.
- **Inactive** – these are students who are inactive at your school from a prior enrollment period. Ex: Those that we enrolled in past years, but no longer in your school. You can list all inactive students by searching for **/enroll_status=1** .
- **Pre-Registered** - These are those you schedule in the spring or summer before a new school year. They automatically become active when the new year begins. You can list these by searching for **/enroll_status=-1** .
 - **Summary of status search codes**
 - **/enroll_status=2** - transferred-out
 - **/enroll_status=1** - inactive
 - **/enroll_status=-1** - pre-registered
 - **/enroll_status=0** - active (same as clicking 'all')