

Online Student Information System

PowerSchool® Overview
December 2004

PowerSchool® Overview

- Immanuel Lutheran School has implemented a new administration system called PowerSchool®
- PowerSchool is an easy-to-use, web-based student information system that administration staff and teachers will use to handle virtually all tasks involving student records, including:
 - Scheduling
 - Attendance Tracking
 - Grading
 - Lunch Administration
 - Transcript Reporting

PowerSchool Access

- Administration staff use the full capabilities of **PowerSchool** to set up, maintain and report on student records and activities
- Teachers use PowerSchool and another module called **PowerGrade**® to set up assignments, record grades and submit lunch counts
- Guardians (parents) securely access authorized student information through the Internet, using only a small portion of PowerSchool functionality

PowerGrade - Teachers



	Name	Q1	Cit	Pg 24 Nov 1 ASMT	CH 1 TEST Nov 1
1.	Allen, Daniel S	(0) 0/0	H	45	()
2.	Anderson, Hayley P	(0) 0/0	H	50	()
3.	Anderson, Justin M	(0) 0/0	H	48	()
4.	Ashcroft, Brittany	(0) 0/0	H	39	()
5.	Atkin, Amber C	(0) 0/0	H	50	()
6.	Barney, Kurt	(0) 0/0	H	46	()
7.	Bennett, Hailee	(0) 0/0	H	50	()
8.	Boren, Justin	(0) 0/0	H	45	()
9.	Brimhall, Justin O	(0) 0/0	H	50	()
10.	Brown, Brittany	(0) 0/0	H	50	()
11.	Cordova, Brandon	(0) 0/0	H	50	()
12.	Finlay, Jewlene B	(0) 0/0	H	50	()
13.	Forbush, Jennifer L	(0) 0/0	H	50	()
14.	Freeman, Ashly L	(0) 0/0	H	50	()
15.	Mckenna, Kristin P	(0) 0/0	H	43	()
16.	Mills, BJ	(0) 0/0	H	50	()
17.	Moon, Lacy T	(0) 0/0	H	50	()
18.	Nelson, Joshua	(0) 0/0	H	50	()
19.	Parry, Jeremy	(0) 0/0	H	41	()
20.	Patten, Chelsea	(0) 0/0	H	50	()
21.	Petersen, Benjamin	(0) 0/0	H	50	()
22.	Prince-Phillips, Ashley O	(0) 0/0	H	50	()
23.	Ragsdale, Alexandra	(0) 0/0	H	50	()
24.	Turner, Dayn	(0) 0/0	H	50	()

- Teachers enter information into a gradebook module called PowerGrade
- Functions include:
 - View student information
 - Take attendance
 - Submit lunch count information
 - Enter assignments and scores
- Grades can also be entered from any PC connected to the Internet, enabling teachers to get work done outside of the classroom

Guardian Access

- The PowerSchool link for Guardian access is available on the Immanuel home page
- The PowerSchool site can also be “bookmarked” and added to your web browser “favorites”



**Immanuel Lutheran Church and School
Macomb, Michigan**

"To Know Christ Is To Share His Love"

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PowerSchool@ - Online Student Information



PowerSchool Links

- [Logon To PowerSchool](#)
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What Is PowerSchool?
Immanuel Lutheran School has implemented a new administration system called **PowerSchool@**. PowerSchool is an easy-to-use, web-based student information system that administration, staff and teachers will use to handle virtually all tasks involving student records, including:

- ◆ Scheduling
- ◆ Attendance Tracking
- ◆ Grading
- ◆ Lunch Administration
- ◆ Transcript Reporting

Guardians (i.e. parents) can view real-time grade information, which includes details on assignments, quizzes and tests!

PowerSchool Access
Guardians (parents) can securely access authorized student information through the Internet, using only a small portion of PowerSchool functionality

Teachers use PowerSchool and another module called PowerGrade to set up assignments, record grades and submit lunch counts

Administration staff use the full capabilities of PowerSchool to set up, maintain and report on student records and activities

Getting Started
Guardians access PowerSchool through any standard web browser. Before access can be granted you must fill out a **User Access Request Form**. After this form is filled out and sent to the school office, Usernames and Passwords will be issued to your home via regular mail. Since security is paramount, it is critical that you memorize your Username and Password or keep it written in a secure location. Similar to online banking, your information is only as secure as your ability to keep your Username and Password protected. You will be assigned 1 Username

Guardian Logon



The image shows the PowerSchool login interface. At the top is the PowerSchool logo, which consists of a red apple icon followed by the text "PowerSchool". Below the logo is a login form with two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forget your member name or password?". At the bottom of the form is a blue button labeled "Enter".

Once you have accessed the web site, enter your Username and Password and click the "Enter" button.

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- Guardians access PowerSchool through any standard web browser
- Usernames and Passwords will be issued via regular mail to Guardians upon formal request (form is available on the Immanuel web site)
- Security is paramount. It is critical that you memorize your Username and Password or keep it written in a secure location.
- Similar to online banking, your information is only as secure as your ability to keep your Username and Password protected
- You will be assigned 1 Username and Password per student
- After you sign onto the system, you will proceed to the main screen, which is called "Grades and Attendance"

Grades and Attendance: Overview

Student Name and grade shown here

Last Name, First Name, Grade

Select **Logout** to exit or change students

Logout



Immanuel Lutheran School (SchID-613399) - LCMS-Michigan District

- Grades and Attendance
- Grades History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

Grades and Attendance

PowerSchool Menu Bar

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
P1(M-F)		C									Homeroom Rottermond, Linda	0	0	0	0	0	2	0
P2(M-T,Th-F)			.					.			Memory Rottermond, Linda		0				0	0
P2(M-T,Th-F)			.					.			Religion Rottermond, Linda		A-91				0	0
P7(M,Th)			.					.			Williams, Allan		0				0	0
P8(M,W-F)			.					.			Social Studies Rottermond, Linda		C74				0	0
P9(M,Th)			.					.			Choir Bilbrey, Jennifer		0				0	0
P6(Th) P7(W) P9(T,Th)			.					.			Spelling		A+				0	0

Course period number and meeting schedule

Attendance overview for the last 2 weeks

Course name and teacher name (click on teacher name to start a new email)

Grade summary

Attendance Summary

Individual courses with teacher, course name, current attendance and grade performance is summarized on this main screen: **Grades and Attendance**

Click on the Print Page icon to open another browser window with "printer-friendly" output. Close that window after printing.

Print Page

Grades and Attendance: Attendance Details

Last Name, First Name, Grade
 Immanuel Lutheran School (SchID-613399) - LCMS-Michigan District
 Logout

Grades and Attendance (highlighted) | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | Balance | My Calendars

Click on this icon to return to this main screen later

Grades and Attendance

Exp	Last Week					This Week					
	M	T	W	H	F	M	T	W	H	F	
P1(M-F)		C									Homeroom Rotterdam, Lin
P2(M-T,Th-F)											Memory Rotterdam, Lin
P2(M-T,Th-F)											Religion Rotterdam, Lin
											Science Kressbach, Fred
											Math Rotterdam, Lin
											Literature Rotterdam, Lin
P7(M,Th)											PE Williams, Allan
											Social Studies Rotterdam, Lin
											Jennifer
											Rotterdam, Lin
											Rotterdam, Lin

Attendance Codes

Code	Description	Y1	Absences	Tardies
	Present	0	2	0
E	Excused Tardy		0	0
T	Tardy		0	0
C	Absent-Afternoon		0	0
B	Absent-Morning		0	0
A	Absent		0	0
V	Vacation		0	0
F	Field Trip / School Related		0	0
I	In School Suspension			
O	Out of School Suspension			

Course period number and meeting schedule

Attendance overview for the last 2 weeks

Attendance Summary

View current attendance on the main screen (see attendance codes at right). For past details, click on Attendance History on the PowerSchool menu.

Grades and Attendance: Grade Summary and Details

Grades and Attendance

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
P1(M-F)		C									Homeroom Rotterdam, Linda	0	0	0	0	0	2	0
P2(M-T,Th-F)			.					.			Memory Rotterdam, Linda		0				0	0
P2(M-T,Th-F)			.					.			Religion Rotterdam, Linda						0	0

On the Grades and Attendance screen, click on a specific course grade or percentage for the current period to call up the details of assignments, quizzes and tests



Class Score Detail

Course	Teacher	Expression	Final Grade
Religion	Rotterdam, Linda	P2(M-T,Th-F)	A- 91%

Due Date	Category	Assignment	Score	%	Grd
11/09/2004	TESTS	Unit 2 Test	90/100	90	A-
11/15/2004	HW	p 47-48	10/10	100	A+

Grades last updated on 11/15/2004

Print Page 

- Items on the Class Score Detail screen without grades are future deliverables
- “Weightings” are not shown, but the final grade is not necessarily the average of all of the detail scores listed. Contact the teacher for weighting information.
- Click on the Print Page icon to open another browser window with “printer-friendly” output. Close that window after printing.
- Click on the Grades and Attendance icon to return to the main screen

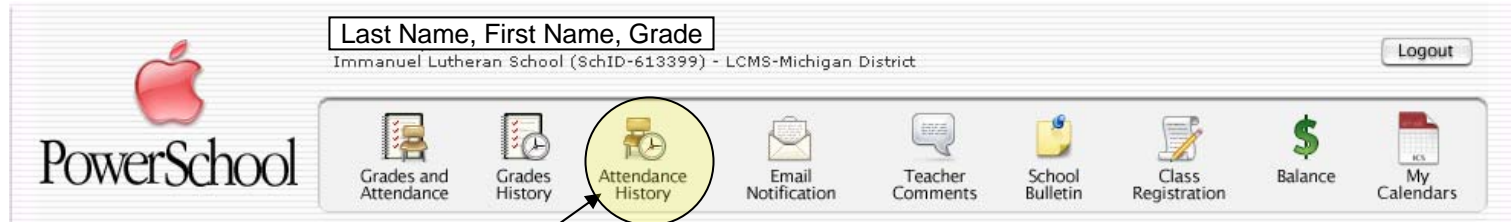
Other Menu Functions: Grades History



■ Grades History

- Includes grade data for prior quarters of the school year (which will continue to accumulate in subsequent years)
- Grade data for school years prior to 2004-2005 will not be available
- Click on **Grades and Attendance** to return to the main screen

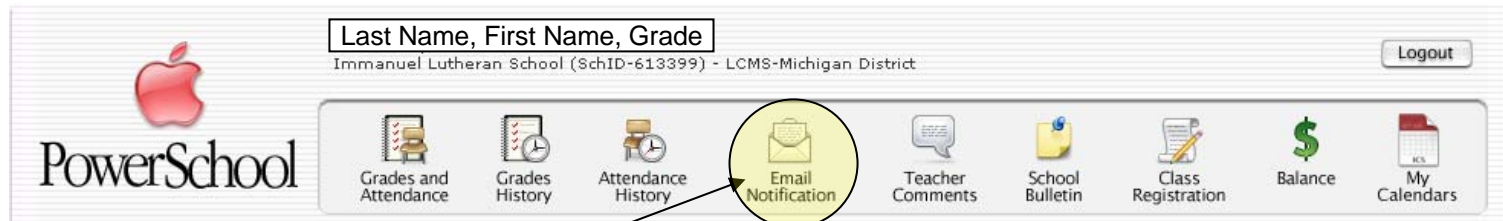
Other Menu Functions: Attendance History



■ Attendance History

- Includes attendance data for prior quarters of the school year (which will continue to accumulate in subsequent years)
- Attendance data for school years prior to 2004-2005 will not be available
- Click on **Grades and Attendance** to return to the main screen

Other Menu Functions: Email Notification



■ Email Notification

- Opens the screen below to set up notifications (email reports) to your email account
- Allows you to control what is sent at what frequency
- Click on Submit to save your settings

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

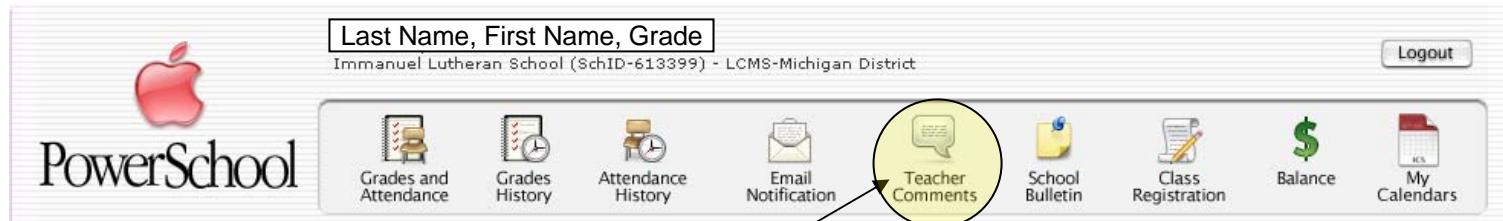
Send now?

Email Address(es)
(separate multiple email addresses with commas)

Note that there is currently an issue with this function sending out email reports. PowerSchool is working to resolve the problem. Set your preferences and once the problem is resolved, you will receive emails properly.

Submit

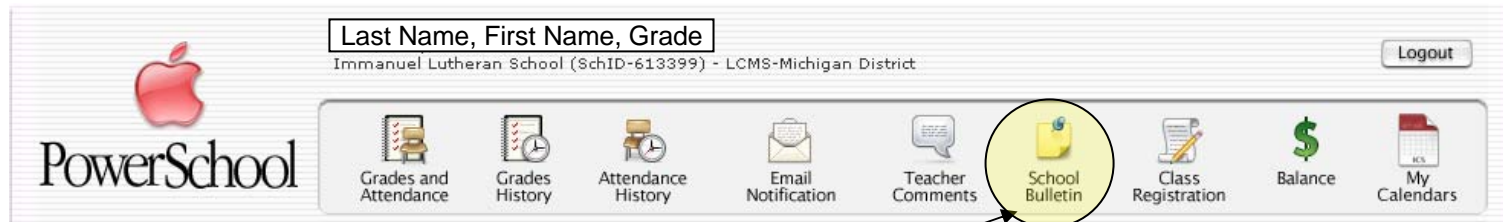
Other Menu Functions: Teacher Comments



■ Teacher Comments

- Allows teachers to send you individual comments regarding student performance and issues
- At this time, we are not encouraging the use of this feature. Teachers may use it to request that you contact them for more detailed discussions.
- If you wish to contact a teacher, you may start an new email by clicking on the teacher name from the Grades and Attendance screen. This email is sent from your email system.

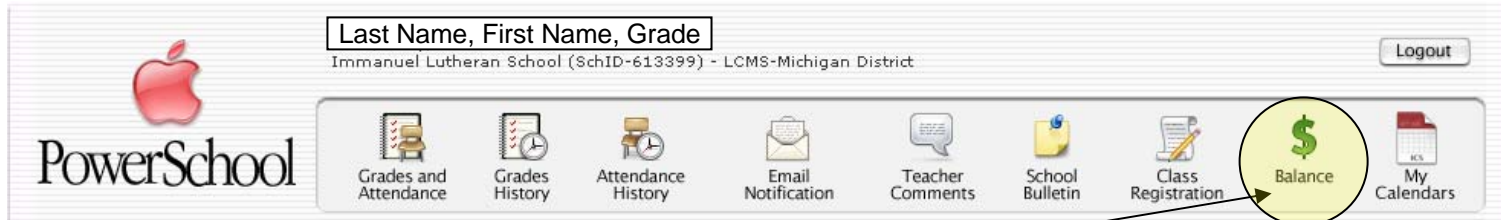
Other Menu Functions: School Bulletin



■ School Bulletin

- The Immanuel weekly newsletter will continue to be published
- The School Bulletin through PowerSchool will be used later in the year to provide more current information during the school week
- This function can be used to quickly post information that groups of people need to receive, such as changes in sports and club schedules

Other Menu Functions: \$ Balance



■ \$ Balance

- Hot lunch program activity will be recorded in the system starting in the second semester
- Student activity in the program will be tracked automatically through PowerSchool with the addition of scanning equipment to the lunch line
- Account balance and transactions will be available online

Meal Transactions - Current Balance: \$0.00									
Date	Time	Net	Balance	Description					
Fee Transactions - Current Balance:									
Date	Time	Fee Type	Description	Fee	Paid	Balance			
Totals:							0.00	0.00	0.00

Other Menu Functions: Class Registration and My Calendars



- Class Registration and My Calendars functions will not be used at this time

Current Benefits

- Provides real-time grade information
 - Includes details on assignments, quizzes and tests
 - Depending on the teacher, future assignments and tests by date may also be listed, providing a view into upcoming work and performance opportunities
 - The system will help you review student performance throughout the school year and avoid any surprises at the end of grading periods
- Activity updates can be “pushed” to you automatically by the system through email reports
- Easily communicate with teachers via email while reviewing information online

Future Improvements

■ Hot Lunch Activity

- A bar code system will be added to the hot lunch line in the second semester to track transaction activity
- Balances and meal activity will be available online

■ School Bulletin

- Provides more current information during the school week as a supplement to the weekly newsletter

Time Guidelines

- A major benefit of the system is its visibility into current information on student performance and issues
- In order to keep information current, teachers and staff have committed to the following service levels:
 - Attendance Entry Daily
 - Grade Entry 72 hours
 - Email Responses 48 hours

Questions: Support

- How do I get technical support if I have questions?
 - Send an email to powerschool@immlutheran.org for technical support
 - Include your Guardian Username (but not your password) and contact information
- How do I change my password?
 - Send an email to powerschool@immlutheran.org with your Guardian Username (do not include your current password), requesting a password change. A new password will be mailed to your home.