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Powerschool *focus*

TO INFORM WASHTENAW COUNTY POWERSCHOOL USERS

Smart Search and Personalize:

Enable Smart Search:

In order to help you get the search result you want faster, you can enable Smart Search. Smart Search works in conjunction with the Search Student and Search Staff fields on the PowerSchool Start Page. When enabled, as you enter your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches, fields, and PowerSchool page names.

In order to make Smart Search available for users to turn on and off, you must enable Smart Search at the district level.

1. On the start page, choose District from the main menu.
2. Under Other, click Miscellaneous.
3. Select the Enable Smart Search checkbox.
4. Click Submit.

Result Type	Icon	Text Color
Students		Orange
Staff		Orange
Stored Searches		Green
Fields		Black
PowerSchool Page Names		Blue

How to Personalize Smart Search:

If Smart Search is enabled, each PowerSchool user can then opt to turn on Smart Search or off at any time.

1. On the start page, choose Personalize from the main menu.
2. Click Interface. The Personalize - Interface page appears.

3. Select the Enable Smart Search checkbox. Alternately, deselect the checkbox to disable this feature.
4. Select the Include Page Results checkbox to make those PowerSchool pages that are accessible to you searchable. Otherwise, leave the checkbox blank.
5. Select the Include Inactive Student/Staff Results checkbox to make inactive students and staff searchable. Otherwise, leave the checkbox blank.
6. Click Submit. The Changes Recorded page appears. How to Enable Smart Search In order to make Smart Search available for users to turn on and off, you must enable

To use Smart Search:

1 Enable Smart Search

Enable task navigator

Smart Search Options

Enable Smart Search

Include Inactive Student/Staff Results

Submit

2 Enter a search command

- field name
- student name
- staff name
- stored search

3 Select the student

- [unclear] Amanda B
- Tennis
- Team
- tennis
- TeacherGroupID
- teacher_section
- teacher_pw



PS Update – 7.9 (Key Features and Enhancements)

- Automatic calculation of overall course grades directly from standards grades.
- Ability to create new Database Extensions, and migrate; an initial set of PowerSchool legacy custom fields.
- Ability for teachers to copy assignments and copy final grade setup across schools in PowerTeacher Gradebook.
- Health workflow improvements.
- Repeated Course Grade Suppression Equivalencies.
- Repeated Course Grade Suppression Policy Configurations.
- New Group Function to allow legacy custom fields to be copied from a teacher's Home School to their staff record.
- PowerSchool API updates.



PowerTeacher

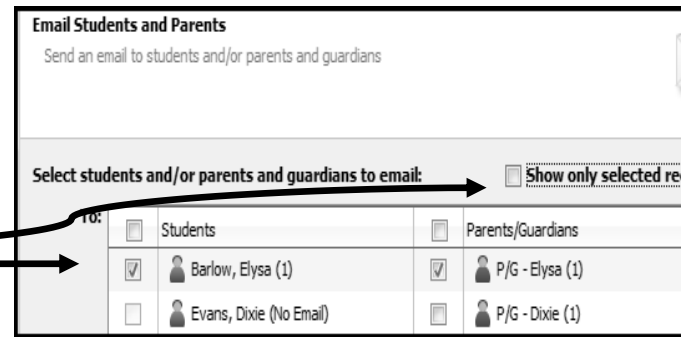
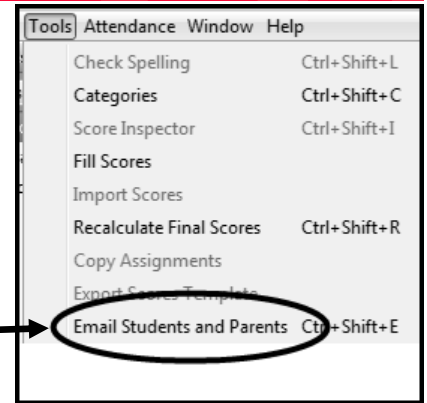
TEACHER CONNECTIONS: Tips and Tricks

Email Parents and Students from the Teacher Grade Book!

Those days of calling down to the office to try and find an email address are over. Check out the email functionality in your Grade Book!

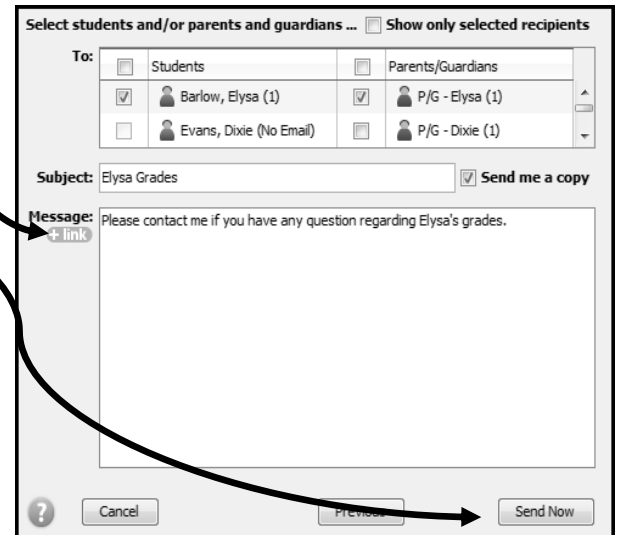
How to Email Students and Parents

1. Select a CLASS.
2. On the TOOLS MENU, select Email Students and Parents
3. The Email Students and Parents dialog box appears.
4. Select a term from the pop-up menu. Classes for the selected term appear.
5. Select the checkbox next to the class or classes to receive the email.
6. Click the NEXT button.
7. Select the checkbox next to the student to receive the email in the Students column.
8. Select the checkbox next to the parent or guardian to receive the email in the Parents/Guardians column.



Select Show only selected recipients to filter the To list to only those recipients you selected.

9. Enter a subject in the Subject field.
10. Enter the email content in the Message field
11. To add a link from your MY CONTENT TAB, click the LINK button. The Add Web Link dialog appears. Select a link and click OK. The link appears in the Message field.



You can send an email message to any student or parent who has a valid email address entered in PowerSchool.

How do I indicate that an assignment is last, missing or incomplete?

When entering the student's grade, right-click on the grade cell to open a drop down menu of late, missing, collected, or exempt assignments. You can still enter a score for the assignment but the late or missing tag will be kept with the assignment for the parent to see.

What is the Net Access Summary screen?

This screen records the amount of time both the student and parent have logged in to PowerSchool. This could be very useful to know during parent teacher conferences!

PowerSchool

Visit PowerSource to test drive and learn more about these new features before you do your update to 7.9!

Introducing Database Extensions

PowerSchool 7.9 has been released, and introduces the first phase of Pearson's migration away from legacy custom fields to the exciting new and modern Database Extensions. This feature will eventually replace legacy custom fields and will vastly improve overall application performance and scalability.

This new feature supports one-to-one and one-to-many data as well as field data typing, and may be based on most database tables within PowerSchool. Over the course of the next year, you will also be able to migrate PowerSchool, state and province specific, and customer created custom fields to this new more robust technology. You definitely will ***NOT***

want to migrate your legacy fields until you have explored how this works. While many districts will wind up doing the migration, doing it yourself is a much better and more organized way to do it. This will be phased in over 3 releases in the months to come. We will update you more in the months to come.

A National SysAdmin Workshop focusing on BEST PRACTICES is being planned for the end of March to explore this new feature. You will want to attend this prior to migrating your legacy fields. Stay tuned for more details!

**PSUG-MW
CONFERENCE
MARCH 2014**



With the release of the new extended schema, PSUG-MI is joining with OH, IN & IL to do our first Midwest User Conference. It will be immediately followed by the National SysAdmin Conference focusing on the new extended schema.

Visit PSUGMI.COM in the weeks to come for more info!

Back Cover Story Headline: **JAVA vs. PowerTeacher Gradebook**

Alternate Gradebook (Courtesy of AAPS!)

Alternate method to log in to Gradebook: Use this if you are having any issues opening Gradebook: won't open, popups, error messages, lengthy delays, etc.

Log into PowerTeacher.

In the column on the left, click on the **word** Gradebook (*not* the quick arrow)

Scroll down to the beige bar that says: "If the launch button failed to open PowerTeacher Gradebook, click here....."

Click on the words "click here".

In the window that comes up, click on the blue "Download PowerTeacher Gradebook" bar

A "Gradebook" application will show up in your Downloads folder.

Although you can drag that Application into the Dock to make a shortcut, I suggest putting it in your Applications folder first and then dragging it to your Dock. That way if you clear your Downloads folder, you don't lose the Gradebook Application.

Launch Gradebook, using the app. New option!: unless you need to take attendance, you do not have to open Gradebook from inside of PowerTeacher and can access the gradebook directly using this app.

NOTE: The first time you open it, you likely will get a message that "Gradebook is an application downloaded from the internet...."--just click "Open"; and a prompt to "Terminate Other Sessions"--click Terminate. Both of those messages usually don't show up in subsequent launches from the Gradebook app.

To Add (any) app to the Dock: Open Finder or Macintosh HD. Go to Applications. Click on the app and drag it to where you want it in the Dock. OR, if the Application is already open, click and hold on its icon in the Dock and choose to "Keep in Dock".

Search Tips:

Search all inactive and active male students with grade_level of 8.

```
/grade_level=8;gender=m
```

DAT Code:

```
^(*period_info;1;teacher_i_Last_Name)
```

```
^(*period_info;2;teacher_i_Last_Name)
```



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