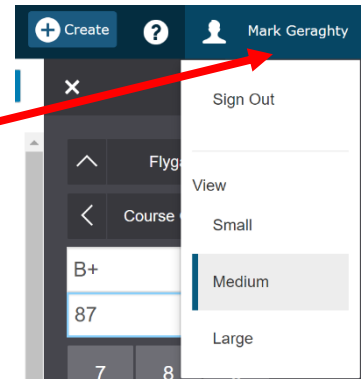


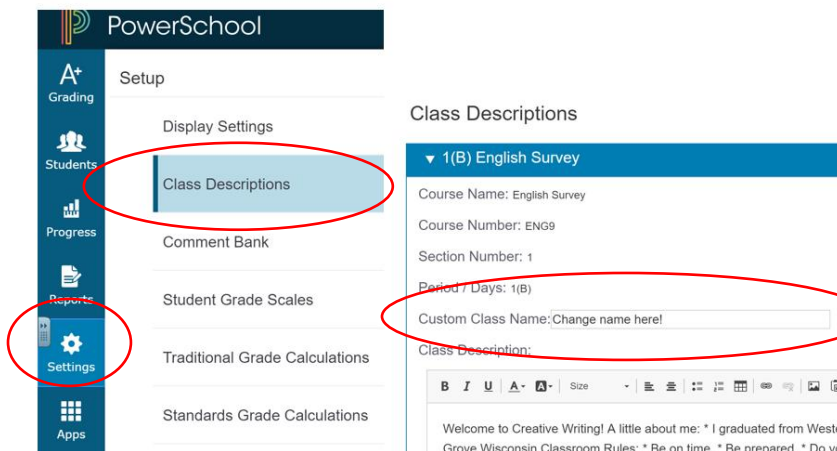
PowerSchool FAQ

1. **What internet browser should I be using for PowerSchool?** Internet Explorer
2. **How do we get a temporary SSN for a student who does not have a Social Security Card?** Please send us the student's name and DOB for our records and we will assign a temporary SSN. adam.blount@lpsb.org
3. **Now that grades are stored, why does it not list any students when I run my honor roll reports?** Answer: The honor roll calculation is a manual process. Since we do not know at what point all manual grade modifications have completed at each school, we wait until the administration at each school requests that their honor roll be calculated before running the process. adam.blount@lpsb.org
4. **How do we make the comments show up on the Kindergarten report cards?**
All comments must be in the "Self-Contained" section of the report card.
*Kindergarten Only
5. **How do I make it so that when I'm searching for students, their names pop up as I'm typing (as opposed to typing the name and hitting "enter")?** On the left of the main PowerSchool screen, there is a section titled SETUP. Under this, click on PERSONALIZE, then on INTERFACE. Check the box next to "Enable Smart Search".

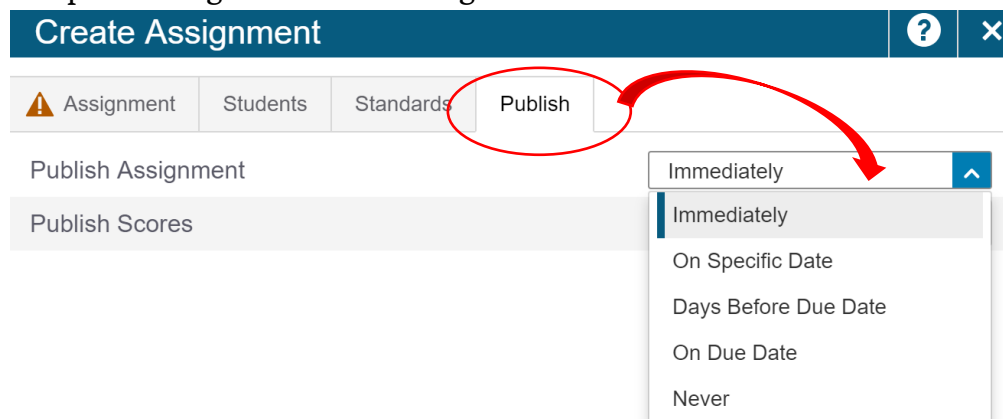
6. **How do I make the PowerTeacher Pro Gradebook text size bigger?** By clicking on your name at the top right-hand corner, you have the option to change text sizes.



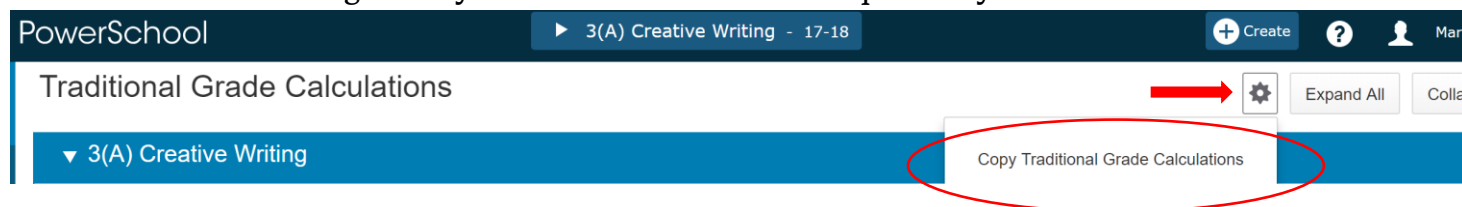
7. **Can I change the names of my classes in PowerTeacher Pro?** Absolutely! When teaching multiple classes with the same name, or two sections of the same class, it can get extremely confusing. To customize the names of your classes, click on Settings>Class Description, then add your custom class name.



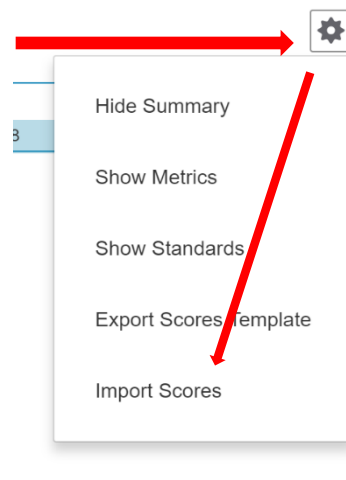
8. **I want to put my assignments in the gradebook, but I don't want the students or parents to see it yet. What do I do?** When creating an assignment, you can set the publishing date of the assignment.



9. **I've set all the category weights for my classes, can I copy them to other classes?** Yes you can! After you have ALL of the categories set, click the settings gear, then "Copy Traditional Grade Calculations". ****NOTE: Most High School courses have been weighted by the district and do not require any modifications.**



10. **How do I import scores from an Excel file?** Open the assignment, then click on the gear at the top right-hand corner, then click "Import Scores". ***Tip: You may want to export the scores template to excel before putting grades in excel for easier importing.**



11. **How can I see my students' grades broken down by category (this is a popular question with Elementary ELA)?** In PowerTeacher Pro, click on the "Grading" icon, then select "Category Totals".

12. **How can I print out a list of my students and their birthdays?** In PowerTeacher Pro, click on "Reports", then "Student Roster" and change the sort option to Birthday, then click on the "Format" tab and decide if you want Excel spreadsheet (editable) or PDF.