

## PSSP Home Page Overview:

The top of the My Home page displays the following items:

- PowerSchool Special Programs logo. Click the logo to navigate to My Home Page from anywhere in the system.
- Menu of PowerSchool Special Programs options. You may see menus labeled Search, Curriculum, Communication, and Reporting. The exact menus you see depend on your roles and security privileges.
- Help. Click the question mark to see what's new in the system, view online help, or enter a support request.
- Current user initials. Move the mouse pointer over the initials to see a menu of user-related options. From this menu, you can log out, set user options, or change your password.
- Your Current Location field. If you have access to multiple individual locations, you can select the location to access in this field.

The remaining sections of the My Home Page are divided into various panels such as Quick Access, Unread Messages, and Reports. The exact panels you see depend on your security privileges.

### Home Page Panels

You can rearrange the panels on your home page to your preference by holding the mouse/pointer down on the title of a panel, dragging it to a new position, and then releasing the mouse/pointer.

You can collapse and expand home page panels by clicking the icon in the upper right corner of each panel. Expanding or collapsing is temporary by default. If you wish to preserve the expanded or collapsed state of the panels, set up the home page the way you like it, and then click the **Save Home Page Configuration** link.

### Messages

Messages other users have sent to you, if any, are listed in the unread messages panel. You may read, respond to, forward, or delete any messages you receive.

To read the full message, click the message subject. However, you can also hover the mouse over the subject to see message details and take some typical actions like marking the message as read or replying.

### Quick Access

This panel contains a student search box (if authorized) and useful links organized by category. For example, if you do not have an explicit caseload, but rather access students on an ad-hoc basis, a list of students you recently worked with appears here with the most recent student on top.

### Reports

Depending on your role, reports may be published onto your home page. Reports are organized into categories, and you can expand and collapse the categories to access the reports.

### Announcements

Announcements are listed in this panel. You can click the announcement subject on the left to read the full announcement. Depending on the options that the sender used when sending the announcement, you can reply, add an announced event to your calendar, and more.

## Upcoming Calendar Events

This panel displays upcoming calendar events. Click on the event subject to see more detail and make changes. You can also hover the mouse over the event to see basic event details.

## My Students

This panel appears if you have been assigned a student caseload. Use the icons in the left column to access a student's profile, documents, and services. Your security roles and privileges determine the icons that appear.

Any students on your caseload for whom you are the designated case manager will be highlighted with boldface text and gray background color.

## Set Personal Options

1. Hover the mouse/pointer over your user initials in the upper right corner of the page to display the user menu, and then select **Set My User Options**.
2. Select the desired options.
3. To save your settings, click **Set Options**.



### Tip:

The Immersive Reader is especially helpful to readers with dyslexia and readers of other languages through the following features:

- Have the text read aloud to you or select individual words to be pronounced in English or in the translation of your choice.
- Change the text size, spacing, font, and background color to make the content more readable.
- Color code and label words to indicate their part of speech. This can help with decoding more complex texts or reading in a foreign language.
- Narrow the focus of your reading experience by highlighting sets of one, three, or five lines.
- Activate the picture dictionary.
- Translate text into other languages. There is even a whole-page translation option.