



Open Lab Sessions
and
Training Materials

August 2021

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Open Labs

The WISD would like to offer drop-in virtual labs to cover any questions that districts may have regarding the content in this handout. These open labs will provide a 1.5-hour opportunity to “pop in”, ask a question or two, and “pop out” at your convenience. These open labs will be provided via Zoom, where districts can ask questions that can be explored and answered by a WISD technician. If questions are too in depth and involved where research is needed, additional time can be scheduled with that specific district.

- Parent/Student Portal – [August 24, 2021 @ 12:30-1:00 PM](#)
- MiDatahub – [August 11, 2021 @ 9:00 AM—10:30 AM](#)
- Validating Activities and Student Programs - [August 25, 2021 @ 9:00-10:30 AM](#)
- GAD Technical Support – [August 26, 2021@9:00-10:30 AM](#)
- Verifying Grade Set-Up – [August 25, 2021 @ 1:00 PM-2:30 PM](#)
- Basic Elementary Scheduling(Vendor)— [August 19, 2021 @ 9AM – 11:30 AM](#) and [August 19th @ 1 PM—3:30 PM](#)
 - Agenda:
 - Copy Master Schedule (Live Side)
 - Set Terms and Dates for 2021-22
 - Copy Schedule
 - Validate Courses sections and clean up
 - Validate Teachers for sections
 - Review Courses with Dependent Sections
 - Manual Load Students vs Mass Enroll Students
 - Review Reports for Scheduling

General Reminders for Upcoming Collections

EEM: verify all contacts and the responsibilities currently applied to each user.

Early Childhood:

Reporting Period: 2/11/2021 to 8/25/2021

Files uploaded to the WISD by 8/6/2021

Certification Deadline: 8/25/2021

GAD

Appeals Window Opens: 8/2/2021

Appeals Window Closes: 9/15/2021

SRM

Collection Opens for 2021-2022: 9/27/2021

For all state deadlines, download the most current CEPI calendar by clicking.

For the Collection Details Manual, click [here](#).

For the 2021-2022 Pupil Accounting Manual, click [here](#).

For the MISDmsds collection program, click [here](#).

Questions?

Please submit a request with the [WISD CSR HelpDesk System](#)

Setting Count Dates in PowerSchool

Manually execute 3 times a year:

- In August, before school starts, after EOY roll-up.
- The first of February, before spring count, when Section 25e is complete.
- The first of April, after spring count has been completed.

Where do I go to do this?

- Log into PowerSchool, at the district level, in the current year.
- Go to the menu item Setup, then down to District.
- Go to District Information, then down to District Info.

| State Information | |
|--|--------------------|
| Michigan State Information | |
| Operating ISD/ESA Number: | (81) Washtenaw ISD |
| MSDS Prior Count Date | 6/30/2021 |
| MSDS Current Count Date | 10/6/2021 |
| Civil Rights Data Collection Information | |
| After updating district data, click here to enter district CRDC requirements | |

Submit

*Districts may have reports they created for count purposes that involve manually changing a date.

Review Activities and Enroll Students

1. At the district level, click on View Field List
2. Type activities in the filter

PowerSchool Field List::

Filter:

| Student Field Name | | |
|---|--|---------------------------------|
| 1. Activities.activities_yearbook | 395. S_MI_STU_GC_X.ecMethod5 | 789. Sched_NextYearTeam |
| 2. Activities.boys_soccer | 396. S_MI_STU_GC_X.ecProgram1 | 790. Sched_Priority |
| 3. Activities.boys_track | 397. S_MI_STU_GC_X.ecProgram2 | 791. Sched_Scheduled |
| 4. Activities.c_7th_grade_boys_basketball | 398. S_MI_STU_GC_X.ecProgram3 | 792. Sched_YearOfGraduation |
| 5. Activities.c_8th_grade_boys_basketball | 399. S_MI_STU_GC_X.ecProgram4 | 793. SchoolEntryDate |
| 6. Activities.cheer_comp | 400. S_MI_STU_GC_X.ecProgram5 | 794. SchoolEntryGradeLevel |
| 7. Activities.cheer_variety | 401. S_MI_STU_GC_X.ecProviderLicense1 | 795. SchoolID |
| 8. Activities.cross_country_boys | 402. S_MI_STU_GC_X.ecProviderLicense2 | 796. SDataRN |
| 9. Activities.cross_country_girls | 403. S_MI_STU_GC_X.ecProviderLicense3 | 797. Simple_GPA |
| 10. Activities.drama_club | 404. S_MI_STU_GC_X.ecProviderLicense4 | 798. Simple_PCT |
| 11. Activities.equestrian | 405. S_MI_STU_GC_X.ecProviderLicense5 | 799. SSN |
| 12. Activities.ffa | 406. S_MI_STU_GC_X.ecQualifyingFactor1 | 800. State |
| 13. Activities.german_club | 407. S_MI_STU_GC_X.ecQualifyingFactor2 | 801. State_EnrollFlag |
| 14. Activities.girls_soccer | 408. S_MI_STU_GC_X.ecQualifyingFactor3 | 802. State_ExcludeFromReporting |
| 15. Activities.girls_track | 409. S_MI_STU_GC_X.ecQualifyingFactor4 | 803. State_StudentNumber |

3. This will highlight the activities that have been created. Review to determine if any activities need to be created.
4. To enroll in an activity, hand select all students that are involved in an activity.
5. Go to Student Field Value.
6. Click on the hyperlink "Fields"
7. Select the activity that you wish to modify to be inserted into Field to Change.
8. Enter a 1 in the New Field Value.

Student Field Value

3 Students are selected

| Option | Value |
|--------------------------|---|
| Field To Change (Fields) | <input type="text" value="Activities.cheer_comp"/> |
| New Field Value | <input type="text" value="1"/> |
| | <input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value. |
| Options | <input type="checkbox"/> Do not overwrite existing data. |

WARNING: This change is irreversible.

9. Hit the "Submit" button in the lower right corner
10. Look at the students' activities page. You will now see that activity is checked.

Validate Student Special Programs

1. At the district level, go to Functions, then Special Programs.
2. If a new Special Program needs to be created, click on New.

Start Page > District Setup > Special Programs > Special Program Information

District Office ▾ 20-21 Year ▾

Special Program Information

| Setting | Value |
|--|--------------------------|
| Program name (no commas) | <input type="text"/> |
| Qualifies as a special education program | <input type="checkbox"/> |
| Include in Quick Lookup | <input type="checkbox"/> |

[Submit](#)

3. Fill in the information and hit the “Submit” button.

To enroll students in a Special Program:

1. Select by hand the students you wish to enroll.

Student Screens

Attendance

Attendance Change

Enrollment

Enrollment Summary

Mass Enroll Special Program

Re-Enroll in School



Transfer Out Of School

Export

Export Using Template

List Students

Select By Hand Student Field Value ▾

2. Go to “Mass Enroll Special Program”
3. Once you select Mass Enroll Special Program, a window will appear.
4. Populate with your district’s data
5. Hit the “Submit” button in the lower right corner of the window.

GAD Appeals

Monica Hill and Julie Ziesemer, Washtenaw County's Pupil Accounting Auditors will be providing training for reporting. Please look for emails sent by Monica and Julie to sign up for session(s). The WISD Data Team will provide an open drop-in lab for GAD technical support.

Verify Grade Setup

1. Review GPA calculations
2. Complete final grade setup
3. Set final grade deadlines
4. Update current grade display
5. Update GPA student screens
6. Review Honor roll methods and levels
7. Review class rank methods

Verify standards are showing in the teacher grade books. Turn off the option for teachers to grade a standard if it is currently not used (do NOT make the standard inactive.)

PowerSchool Knowledge Base Articles

[Troubleshooting GPAs](#)

[Final Grade Setup](#)

[Class Rank Methods](#)

[Honor Roll](#)

Michigan Data Hub (MiDataHub)



What is MiDataHub?

The Michigan Data Hub is a collaborative, statewide effort to address challenges in managing and using school data. The work of this initiative has centered around creating an ecosystem where information is exchanged between the large number of disconnected data systems used by schools in the state based on pre-defined standards. This [link](#) provides a quick access to the MiDataHub homepage and where you can watch a quick video of how robust MiDataHub can impact your district.

Where can I find more General Information about MiDataHub?

This [link](#) will provide a location where you can find more information pertaining to Agreements, Signing a new Data Hosting Agreement, Proxy, Glossary and More.

Where can I find more General Information about Cockpit?

This [link](#) will provide a location where you can find more information pertaining to onboarding workflow process, API Integration, Reports, Alerts, Manage Custom Exports, YouTubes, Roles and More.

Where can I find more information on applications that can be integrated with MiDataHub?

This [link](#) will provide a searchable listing of all current and planned applications that can be integrated.

How to complete EOY/SOY:

[MiDataHub - EOY rollover recommendations](#) -- this document provides the recommended steps an individual authorized as a Technical Contact in the Michigan Data Hub should review in the Michigan Data Hub Cockpit when rolling over to the new school year.

Parent/Student Portal

PowerSchool's external interface gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the teacher.

Note: Each parent can sign into the PowerSchool Student and Parent portal with one account and see all students for whom they have legal and parental rights.

Source: [Student and Parent Portal](#)

Configure Parent/Student Access

- [Configure Parent/Student Access](#)

Parent/Student Access

| General | Available Features | CPP Page Settings |
|---|--|-------------------|
| Function | Value | |
| Parent/Student Access Term (leave blank for shortest term) | <input type="text"/> | |
| Default Term Between Years | District Default (Currently - Next School Year) <input type="text"/> | |
| Default Student Matrix Term | Full Year <input type="text"/> | |
| Disable Access To Public Portal | <input checked="" type="checkbox"/> | |
| Custom Access Disabled Title | Closed for the Summer <input type="text"/> | |
| Custom Access Disabled Message | <p>H1 H2 H3 H4 H5 H6 <input type="text"/> B <i>I</i> S <u>U</u> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>The parent and student PowerSchool portals are closed for the Summer.</p> | |

Configure Available Features

Parent/Student Access

| General | Available Features | CPP Page Settings |
|--|-------------------------------------|-------------------|
| Feature | Disabled | |
| Assignments and Scores | <input type="checkbox"/> | |
| Attendance | <input type="checkbox"/> | |
| Current GPA | <input type="checkbox"/> | |
| Email Notifications | <input type="checkbox"/> | |
| Fee Transactions | <input type="checkbox"/> | |
| Final Grades | <input type="checkbox"/> | |
| Meal Transactions | <input type="checkbox"/> | |
| Push Notifications for Attendance (mobile only) | <input type="checkbox"/> | |
| Push Notifications for Grade Changes (mobile only) | <input type="checkbox"/> | |
| Standards | <input type="checkbox"/> | |
| Student Activities (mobile only) | <input checked="" type="checkbox"/> | |

These settings only apply for this school.

- Configure Push Notifications for PowerSchool Mobile (May be applicable in some but not all districts. Ask your PowerSchool Admin. for more info.)

Source: [Configure Student and Parent Access](#)

Parent/Student Portal Display Options

- [Set District Name](#)
- [Disable/Re-Enable Parent Self-Registration](#)

For Mobile app (if applicable):

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under District Information, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Disable Parent Self-Registration on Public Portal** checkbox.

Note: To re-enable, deselect the checkbox

For Parent/Student Portal:

1. Complete via School under **Setup>School>Parent/Student Access**

- [Hide/Show Balance Icon](#)
- [Set Grades/Store Codes](#)

1. You can specify which grades or store codes you'd like to appear in the PowerSchool portals. In addition to specifying the grade or store code, you can also specify whether the grades shown are from the current grade records or stored grade records.

[Start Page](#) > [School Setup](#) > [Quick Lookup Preferences](#)

20-21 Year

Quick Lookup Preferences -

This screen specifies which grades are seen on the Quick Lookup screen as well as on the summary screen parents see when they access their student's record through the internet.

| Store Code | Enabled Parent/Student | Enabled Teacher | Enabled Admin | Source of Data | Sort |
|------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------|------|
| Q1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| E1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| Q2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| S1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| Q3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| E2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| Q4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| S2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |
| Y1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gradebook (Current) ▼ | 1 ▼ |

[Set the Active Term](#)

1. The active term allows you to determine which term parent and student access is limited to.


Current Grade Display -

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to [Quick Lookup Preferences](#).

| | |
|-------------|----|
| Active Term | Q4 |
|-------------|----|



[Set Quick Lookup Attendance Preferences](#)

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance**. The Global Attendance Preferences page appears.
3. Use the table to enter information in the fields for Parent users, Student users, Teachers users and Admin users
4. Click **Submit**. The Changes Recorded page appears.

Source: [Parent/Student Portal Display Options](#)

PS New Parent Access or RESET Password-Object Letter

In Appendix A/B will provide you with a view of a form which is an Object Letter, the district could send to parents/guardians. The provided import template must be modified to replace district information.

Student Cleanup

1. Update missing student information (FTE, gender, ethnicity, state student number)

Quick Export Method:

- a. Select all students at the district level.
- b. Go to Quick Export:

Quick Export

Export the 753 selected students

last_name
first_name
grade_level
S_MI_STU_GC_X.FTE
S_MI_STU_GC_X.FTE52
S_MI_STU_GC_X.FTE53
Ethnicity
State_StudentNumber

Field Delimiter

Record Delimiter

"Surround Fields" Column titles on 1st row

Export DCID

[Fields](#) [Contact DATs](#)

- c. Open export in excel to determine missing data for correction.

2. Verify Membership Share

- a. Go to System reports, then to ReportWorks
- b. Run the STUfte – Membership Report and/or
- c. At the district level, search the following: MembershipShare is not 1
- d. This will yield any student without a full membership.
- e. Verify each is correct.

3. Verify School Enrollment

- a. From **School**, under **Reports** select **PSCB Custom Reports**
- b. Select **Validation**
- c. Select **Year End Setup Errors**
- d. Select **Export PDF file** to export errors. **Save file** for reference while working.
- e. Select **Make Current Student Selection**
- f. Return to **Start Page**
- g. Using your **List** of students and saved PDF file, **select the first student** in the list and navigate to the **Scheduling Setup** page under Scheduling.

h. **Clear errors** for Next Year Grade and Next School Indicator, and for each student based on errors indicated in PDF file, and in accordance with internal policies.

The image shows a screenshot of a web-based form titled "Required Settings". The form contains several fields: "Next Year Grade" (text input with value "10"), "Priority" (text input with value "40"), "Schedule This Student" (checkbox checked), "Year of Graduation" (text input with value "2025"), "Summer School Indicator" (dropdown menu with value "None"), "Note for Summer School Admin" (text area with "80 characters left" below it), and "Next School Indicator" (text input). Two blue callout boxes with arrows point to specific fields: one points to the "Next Year Grade" field with the text "Enter Next Year Grade info here", and another points to the "Next School Indicator" field with the text "Enter Next School here using the dropdown".

Note: Successful completion of this task may require obtaining district-held data to enter appropriate Next School and Next School Indicator information.

4. Apply Credit for Advanced Courses

5. Update Family Reps

6. Checking if Students are completely scheduled

- a. Go to the Reports menu,
- b. Go to PSCB Reports Custom Reports
- c. Go to the report named "Students – Non-Scheduled Periods"
- d. This will provide you with a list of students who have a non-scheduled period.

7. Mass Clear Student Activities

- a. At the district level, go to Setup
- b. Select "System"
- c. Under Data Management, go to "Clear Activities"
- d. Click on the activities that you wish to clear
- e. Hit the "Submit" button

***Repeat above at each specific building.**

Additional Resources:

Start of Year

[PS SIS SOY Guide](#)

End of Year

[PS SIS Back to School Checklist](#)

[PS SIS End of Year Preparation](#)

[What does the End of Year Process Do?](#)

[How to Prepare a Student for Graduation During the End of Year Process](#)

[Storing Grades After End Of Year](#)

[PS SIS Post End of Year Activities](#)

[Running Reports After End of Year](#)

[EOY FAQ](#)

[Years/Terms FAQ](#)

[Continuing Scheduling after EOY process](#)

Appendix:

Appendix A – Parent Portal Letter (view)

PowerSchool NEW Parent Access or RESET Password

This letter is being sent to every family. If you do not have a PowerSchool Parent Portal Account, this information below will assist you to access your student's academic information. If you do have a parent portal account but do not remember your password, this information below will help you reset your password. If you have a parent portal account and know your password, please ignore.

1

To the Parent/Guardian of: **Sample, Jane WISD-Data student sg**
We are pleased to offer parents online web access for academic information through our online web portal called PowerSchool Parent Portal. To access this information, you will go to <https://ps.wash.k12.mi.us/public/> to reset your account password. To reset your new account password, please click the link "Forgot Username or Password?"



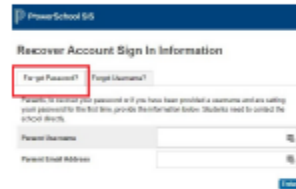
2

Enter the provided username and email address below to reset your new account password.

IMPORTANT: The Access ID and Access Password are CASE SENSITIVE!

Username for **Stephanie Gabriel** is: **sgabriel1**

Email address for this account is: **sgabriel@wash.k12.mi.us**



3

Once you have submitted the request for a new password, you will see a new window stating; "Forgot Password Email Sent". Please go to your email inbox. This could take a few minutes to receive. If you do not see this email in your inbox, please check your spam/junk folder. Please open that email and click on the reset link.



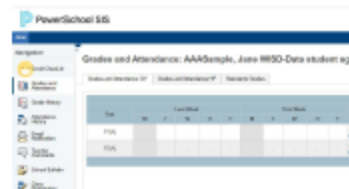
4

Recovery Password must be: 12 Characters long, Contain a uppercase and lowercase letter, one number and a special character.



5

You are now viewing your student's academic information in the PowerSchool Parent Portal.



Appendix B – Parent Portal Template

Images in Template will need to be sent based on request.

<PSReportTemplate>

<FileHeader>

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<PSVersion>21.4.2.0.1492246</PSVersion>

<TemplateVersion>1.0</TemplateVersion>

<Author>Gabriel, Stephanie</Author>

</FileHeader>

<ReportHeader>

<Type>Object Report</Type>

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<Table>Students</Table>

</ReportHeader>

<ReportData>

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</Paper>

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<Face>Helvetica</Face>

<Size>11</Size>

<Leading>13</Leading>

</Body>

</ReportData>

<ObjectData>

<Type>Objects</Type>

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    <Right>7.994</Right>
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    <Right>7.98</Right>
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      <Leading></Leading>
    </Font>
    <Text>To the Parent/Guardian of: &lt;b>^(LastFirst)&lt;/b>;
    We are pleased to offer parents online web access for academic information
    through our online web portal called PowerSchool Parent Portal. To access this information, you will go to
```

https://ps.wash.k12.mi.us/public/ to reset your account password.

To reset your new account password, please click the link "Forgot Username or Password?"

```
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    <Text>Enter the provided username and email address below to reset your new
account password.
    </Text>
    <Text>&lt;b&gt;&lt;u&gt;IMPORTANT: &lt;/b&gt;&lt;/u&gt; The Access ID and Access
Password are CASE SENSITIVE!
    </Text>
    <Text>Username for&lt;b&gt;
^(*contact_info;flags=custodial,dataaccess,webaccount;max-pers=all;which-
pers=1;val=firstname,lastname;value-delim=space) &lt;/b&gt;is:&lt;b&gt;
^(*contact_info;flags=custodial,dataaccess,webaccount;max-pers=all;which-pers=1;val=acctid)
&lt;/b&gt;Email address for this account is:
&lt;b&gt;^(*contact_info;flags=custodial,dataaccess,webaccount;max-pers=all;which-
pers=1;val=acctemail)&lt;/b&gt;</Text>
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<Size></Size>

<Leading></Leading>

<Text>Once you have submitted the request for a new password, you will see a new window stating; "Forgot Password Email Sent". Please go to your email inbox. This could take a few minutes to receive. If you do not see this email in your inbox, please check your spam/junk folder.

Please open that email and click on the reset link.</Text>

</Body>

</Object>

<Object no="9">

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<Label>.8.Text</Label>

<Page></Page>

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<Body>

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<Size>14</Size>

<Leading></Leading>

<Bold>True</Bold>

<Text>PowerSchool NEW Parent Access or RESET Password</Text>

</Body>

</Object>

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    <Size></Size>
    <Leading></Leading>
  </Font>
  <Text>&lt;b&gt;Recovery Password must be&lt;/b&gt;; 12 Characters long,
Contain a uppercase and lowercase letter, one number and a special character.</Text>
```

```
</Body>
```

```
</Object>
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```
<Label>.A.Text</Label>
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<Face>Default</Face>
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<Size></Size>
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<Leading></Leading>
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</Font>
```

```
<Text>&lt;b&gt;You are now viewing your student's academic information in the
PowerSchool Parent Portal.&lt;/b&gt;</Text>
```

```
</Body>
```

```
</Object>
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```
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```
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</Coordinates>
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<Font>
```

```
<Face>Times</Face>
```

```
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```

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```

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        <Bold>True</Bold>
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  <MaxHeight>0</MaxHeight>
  <Body>
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      <Face>Default</Face>
      <Size></Size>
      <Leading></Leading>
    </Font>
    <Text>This letter is being sent to every family. If you do not have a PowerSchool
Parent Portal Account, this information below will assist you to access your student's academic information. If
you do have a parent portal account but do not remember your password, this information below will help
you reset your password. If you have a parent portal account and know your password, please ignore.</Text>
  </Body>
</Object>
</ObjectData>

</PSReportTemplate>
```