Faculty User Guide

PowerSchool 6.0
Student Information System

PEARSON

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This edition applies to Release 6.0 of the PowerSchool Premier software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

Contents

Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window," begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will be on the menu that results from your previous selection.

This guide is based on the PowerSchool Help system, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Select Staff

Just as it is often necessary to search for students to view or edit student information, you will periodically need to search for staff. For frequently used searches, utilize the Stored Searches function. For more information, see *Staff Stored Searches*.

How to Search for All Staff Members

This is the easiest search, but it also produces the largest number of results.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Choose **All** from the **Search Staff** pop-up menu.
3. Click the **Search** icon. The Select a Staff Member page appears.
4. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Search for All Teachers

Note: Alternatively, you can click the **Teachers** link.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Choose **Teachers** from the **Search Staff** pop-up menu.
3. Click the **Search** icon. The Select a Staff Member page displays the names of all teachers, staff, lunch staff, and substitutes at your school.
4. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Search for All Staff

Note: Alternatively, you can click the **Staff** link.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Choose **Staff** from the **Search Staff** pop-up menu.
3. Click the **Search** icon. The Select a Staff Member page displays the names of all staff members at your school.
4. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Search for All Lunch Staff

Note: Alternatively, you can click the **Lunch Staff** link.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Choose **Lunch Staff** from the **Search Staff** pop-up menu.
3. Click the **Search** icon. The Select a Staff Member page displays the names of all lunch staff members at your school.
4. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Search for All Substitutes

Note: Alternatively, you can click the **Substitutes** link.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Choose **Substitutes** from the **Search Staff** pop-up menu.
3. Click the **Search** icon. The Select a Staff Member page displays the names of all substitutes at your school.
4. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Select Staff by Last Name

Note: Alternatively, you can click a letter of the alphabet to view all staff members whose last name begins with that letter.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. In the **Search Staff** field, enter the last name of a staff member whose record you want to review.

   Note: Alternatively, enter just the first few letters of the staff member's last name; however, this produces more records.

3. Use the pop-up menu to choose the type of staff member. To select from all staff groups, choose **All**.
4. Click the **Search** icon. If you search for a staff member who has a unique last name, the search displays the one record it finds. If you search for a staff member who has a common last name, a list of staff members appears.
5. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Select Staff by Gender

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Enter either **gender=m** or **gender=f** in the **Search Staff** field.
3. Use the pop-up menu to choose the type of staff member. To select from all staff groups, choose **All**.
4. Click the **Search** icon. The Select a Staff Member page displays the male or female staff members.
5. Click the name of the individual whose record you want to review. To work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Select Staff by Other Fields

Search for groups of staff that share other characteristics besides gender. Search by any staff-related field in your PowerSchool system.

1. On the start page, choose **Staff** from the main menu. The Select Staff page appears.
2. Click **View Field List**. The Field List pop-up window displays a list of all fields that are used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields.
3. Click the red "x" to close the pop-up window.
4. On the Search Staff page, enter a field to be used in a search in the **Search Staff** field.
5. Enter a field operator and value after the field in the **Search Staff** field.

   Note: For more information about comparators, see *How to Use Comparators*.

6. Click the **Search** icon. The Select a Staff Member page displays the staff members that meet the criteria you entered.

   Note: If you search for a staff member who has a value for a field matching no other staff's value, the search displays the one record it finds.

7. Click the name of the individual whose record you want to review, or, to work with the entire group of staff members, click **Functions** at the bottom of the list to display the Group Staff Functions page. For more information about the group staff functions, see *Work With Staff Groups*.

How to Select a Group of Teachers by Hand

This selection process is helpful to select a group of teachers from a larger group allowing you to narrow your search results even further.

1. On the start page, search for and select a group of staff members.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Select Teachers By Hand** to narrow the group of teachers even further. The Select Teachers By Hand page appears.

4. Press and hold COMMAND (Mac) or CONTROL (Windows) and click the names of the teachers to include in the group.

   Note: If the teachers are listed consecutively, click the first name on the list. Press SHIFT as you click the last name on the list. This selects the first and last names you click and every name in between.

   Alternatively, if you are selecting the majority of the teachers on the list, select the teachers you do not want to keep and select the **Remove selected teachers** option. If you are selecting only a few of the teachers on the list, select the **Keep selected teachers** option.

5. Click **Functions**. The Group Staff Functions page appears. For more information about the group staff functions, see *Work With Staff Groups*.

Staff Stored Searches

Use stored searches to repeatedly search for groups of staff members. Set up and save the search or use a search that someone else has set up.

How to Create a Stored Staff Search

Create a new group of staff members for whom you and other users can search. To create a stored search that is similar to another stored search, copy a command string from another search and paste it into a new search group. You must then make the necessary changes or additions to the command string for the new group.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Click **View Field List** to determine the fields you want to use to search for staff members. The Field List pop-up window displays a list of all fields that are used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields.
3. Click the red "x" to close the pop-up window.
4. On the Search Staff page, click **Stored Searches**. The Stored Staff Searches page appears.
5. Click **New**. The Edit Stored Staff Search page appears.
6. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the stored search.
Search instructions	Enter the field and field values determined in Step 2. **Note:** Use one command on each line. Field names must be entered exactly as they appear in the Staff Field List.

7. Click **Submit**. The Stored Staff Searches page displays the new stored search.

How to Search for Staff Using Stored Searches

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Click **Stored Searches**. The Stored Staff Searches page appears.
3. Click the **Search** icon next to the name of the stored search. The Group Staff Functions page appears and asks what to do with your selection. For more information, see *Work With Staff Groups*.

How to Edit Stored Staff Search Criteria

If you find that a search is not finding the correct staff members, there could be a problem with the search commands. On the other hand, perhaps the criteria for a specific group have changed. In either case, you must edit the search criteria.

Note: All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, choose **Staff** from the main menu. The Select Staff page appears.
2. Click **View Field List** to determine the fields you want to use to search for staff members. The Field List pop-up window displays a list of all fields that are used to perform a staff search. Many of the fields displayed are the same as the fields in your school's PowerSchool system. However, each school can add or delete fields.
3. Click the red "x" to close the pop-up window.
4. On the Search Staff page, click **Stored Searches**. The Stored Staff Searches page appears.
5. Click the name of the stored search you want to edit. The Edit Stored Staff Search page appears.
6. Edit the information as needed. For field descriptions, see *How to Create a Stored Staff Search*.
7. Click **Submit**. The Stored Staff Searches page displays the edited stored search.

How to Delete a Stored Staff Search

Remove a stored staff search that is no longer used.

Note: All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Click **Stored Searches**. The Stored Staff Searches page appears.
3. Click the name of the stored search you want to delete. The Edit Stored Staff Search page appears.
4. Click **Delete**. The Selection Deleted page appears.

Work With an Individual Staff Member

After searching for and selecting a staff member using the methods described in other sections, use the Staff page to manage the staff record in a variety of ways. Each option discussed in this section assumes that you selected an individual staff record. If you do not know how to do this, see *Select Staff*.

Staff Page Layout

Each view or menu item on the Staff page looks different, but the top of each displays the name of the page and staff member. Look at the staff pages menu on the left side of the screen. All of the items listed are either possible actions performed or items viewed on a staff member's record. This is where you will start the activities described in this section.

Use the following buttons and links to help you find the staff records you need:

- **Search Staff**: Displays a search field to look for other staff records
- **List**: Displays the current selection of staff members on the Select a Staff Member page
- **Previous Record** arrow: Displays the record preceding the selected record
- **Next Record** arrow: Displays the record following the selected record

The remaining links indicate possible actions to be performed on the selected record.

Staff Information

After selecting a staff member, you can edit information about that person. When a staff member no longer works at your school, indicate an inactive status for that person. For more information about adding staff members, see *How to Add a New User*.

How to Edit Staff Information

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Edit Information**. The Edit Information page appears.
3. Use the following table to edit information in the fields:

Field	**Description**
Name	This is the user's last, first, and middle name.
Preferred Name	Enter the user's preferred name, such as a nickname.
Email Address	This is the user's email address.
Title	This is the user's role or professional title.
Gender	Choose either **Male** or **Female** from the pop-up menu.
Ethnicity	Choose the user's ethnicity from the pop-up menu.

Field	Description
ID	This is the user's identification number (required).
Homeroom	This is the user's homeroom number.
School	The selected school appears.
Lunch ID	This is the user's PowerLunch identification number. For more information, see *How to Create Lunch ID Numbers for Staff*.
Home Phone #	This is the user's home telephone number.
School Phone #	This is the user's school telephone number.
Street	This is the user's address.
City, State, Zip	This is the user's city, state abbreviation, and postal code.
SSN	This is the user's Social Security Number.
DOB	This is the user's birth date.
Staff Status	Choose the user's status from the pop-up menu. It is recommended that a status is assigned to each staff member. This makes searching for and selecting staff members more efficient. **Note:** For a user to appear in PowerSchool's teachers pop-up menus, **Teacher** must be selected.
Status	Choose from the pop-up menu whether the staff member is **Current** or **No longer here**. If you choose **No longer here**, the staff member's PowerSchool account is inactive, and he or she cannot access PowerSchool.

4. Click **Submit**. The Edit Information page appears.

How to Inactivate a Staff Member

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Edit Information**. The Edit Information page appears.
3. Choose **No longer here** from the **Status** pop-up menu.
4. Click **Submit**. The Edit Information page appears, and the staff member can no longer log in to PowerSchool.

Staff Current Schedule

View the schedule for a specific teacher. You can view a teacher's current schedule from either the Staff page or the main menu. To view teacher schedules from the main menu, see *Teacher Schedules*.

When viewing a teacher's schedule from the Staff page, you can view the schedule in either a table or a **matrix** format.

How to View Teacher Schedules From the Staff Page

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Current Schedule**. The selected teacher’s schedule appears.
3. Do one of the following:

    - To work with the group of students in all of the selected teacher's classes listed in the schedule, click **Make all students listed above the current selection**. The Group Functions page appears. For more information, see *Work With Groups*.
    - To add a section to the teacher's schedule, click **New** and complete the Create New Section page. For more information, see *How to Add Sections to Teacher Schedules*.
    - Click the term next to a course to view term information for this section. For more information, see *How to View Sections by Term*.
    - Click the name of the course in the Course column to view basic course information.
    - Click the section number next to a course to view information about this section. For more information, see *Sections*.
    - Click the size to display the section's class roster. For more information, see *How to View the Class Roster*.

How to View the Teacher Schedule Matrix

The schedule matrix graphically represents a teacher's schedule for all days, periods, and terms in the currently selected year.

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Schedule Matrix**. The teacher's Schedule Matrix displays the teacher's schedule for each period and day in each term. Identical colors on the schedule indicate the same section. A blank block means that nothing is scheduled for that block in that term. Each block includes the following information:

    - Course name
    - Course number
    - Section number
    - Room number
    - Schedule expression, which is the combination of periods and days
    - Term taught
    - Current/maximum enrollment

How to Add Sections to Teacher Schedules

1. On the start page, choose **Teacher Schedules** from the main menu. The Teacher Schedules page appears.
2. Click the name of the staff member. The selected teacher's schedule appears.

3. Click **New**. The Create New Section page appears.
4. Use the following table to enter information in the fields:

Field	Description
Course Number	Enter the course number.
Expression	Select the checkboxes for the combination of days and periods in which this section meets. For example, select the checkbox for **Period 1** and **Day A** if a section of Chemistry meets during first period on A days.
Teacher	The selected teacher appears.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Term	Choose the appropriate term from the pop-up menu.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see *Grade Scales*.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
Where Taught	If this course section is taught outside your school, enter the school's ID in this field. If it is taught at your school, leave this field blank.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but rather section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Record Attendance Using Attendance Mode	Use the pop-up menu to indicate the method by which you want attendance recorded. At this time, Meeting attendance is your only option.

Field	Description
Record Attendance	If the section meets more than one period in a day, you can choose to take attendance once or for every period by selecting the **Once for All Meetings** option or the **Each Meeting Separately** option.
Exclude From Attendance	Select the checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.

5. Click **Submit**. The Teacher Schedule page displays the new section.

Work With Staff Groups

Using the Group Staff Functions page, you can manage records for a selected group of staff members in a variety of ways.

How to Export Staff Using Template

Using a template, export staff data for the currently selected staff members.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Export Using Template**. The Export Using Template page appears.
4. Choose the template from the Export template pop-up menu.
5. Click **Submit**. The exported staff information page appears.

How to List Staff Members

Use this page to generate a printable report of the currently selected staff members.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **List Staff Members**. The List Staff Members page appears.
4. Use the following table to enter information in the fields:

Field	Description
Report Title	Enter a report title.
Col.	Click **Fields** to view the entire list of fields. Select any of the fields noted in the fields list. Click the red "x" to close the pop-up window. Enter the name of the field in the **Field Name** field. Enter the name of the column in the **Column Title** field. This may or may not be the same at the field name. For example, to display birthdays on the printed list, you can

Field	Description
	title the column Birthday even though the field name is DOB. Repeat for each column you want to create for the report. To number the staff members on the printed list, enter ***count** in the **Column 1 Field Name** field.
Padding in Each Cell	Enter the amount of space between the cell and the text in points. **Note:** One point equals 1/72 of an inch.
# Rows in Between Breaks	This refers to the number of staff names to print before each break in the list. After each break, column titles are printed again. Enter **0** if you do not want breaks inserted.
Other Options	Select the **Gridlines** checkbox to draw lines between rows and columns and to put a border around the list. Select the **Export** checkbox to create the list in another application. If you deselect the checkbox, the list appears in your Web browser only.
Optional: Sort Field Name	Enter up to three field names to sort items in the selected columns or fields. For each field, choose indicate the sort order by choosing ascending (**>**) or descending (**<**) from the **Directions** pop-up menu. If you select to sort more than one column/field, PowerSchool sorts them in the order listed. **Note:** If you have never sorted a list before, it is a good idea to try different options here to view how list items are ordered each time.

5. Click **Submit**. The page displays the list. If it is formatted correctly, continue to the next step. If not, click **Back**, make the necessary changes, and click **Submit** again to preview the revised list.
6. Click your Web browser’s Print button to print the report.

   Note: To fit more staff members on the page, change the paper layout or use the reduction setting on your Web browser. Choose **File** > **Print**. Make the appropriate selections in the Print dialog.

How to Print Staff Mailing Labels

Prints mailing labels for the currently selected staff members. Set up the mailing label layouts for staff from the same area as the student mailing labels. For more information, see *Mailing Labels*.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Print Mailing Labels**. The Print Mailing Labels page appears.

4. Use the following table to enter information in the fields:

Field	Description
Print Mailing Labels For	Select an option to indicate the staff members for whom the report will be run, if necessary.
Use this mailing label layout	Choose a mailing label layout from the pop-up menu. Click **mailing label layout** to view, add, or edit a mailing label layout. For more information about mailing label layouts, see *How to Add a Mailing Label Layout*.
How Many Pages?	Select an option to indicate the number of pages to print.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields.

5. Click **Submit**. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.

   If you are ready to print the labels, see *Run, Print, and Save Reports*.

How to Print a Staff Report

Use this page to print reports for the currently selected staff members. Set up the report layouts from the same area as the student reports. For more information, see *Form Letters*.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Print a Report**. The Print A Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the form letter from the pop-up menu.
For which staff members?	Select an option to indicate the staff members for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select the checkbox and enter the number of pages.
If printing fee list, only include transactions	If you selected an Object Report in the **Which report to would you like to print** field and that Object Report includes a fee list object, choose the date range from the

Field	Description
conducted during... (may be overridden in report setup)	pop-up menu. If you select the **Date Range**, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose a standard phrase or select Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Choose how you want the text to print from the pop-up menu. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.

5. Click **Submit**. The report appears with the specified parameters. Review it from beginning to end to verify that the formatting and content are correct.

   If you are ready to print the report, see *Run, Print, and Save Reports*.

How to Quick Export Staff

Use this page to quickly export staff data for the currently selected staff members.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Quick Export**. The Export Staff page appears.
4. Use the following table to enter information in the fields:

Field	Description
Export the [#] selected staff members	Enter the fields to be included on the exported spreadsheet. Enter as many fields as you want. Separate multiple fields with spaces. If you need help remembering field names, click **Fields** at the bottom of the page.
Field Delimiter	Choose a field delimiter from the pop-up menu. The field delimiter is the item that separates fields in the exported data. If you select **Other**, enter the delimiter in the blank field.
Record Delimiter	Choose the record delimiter from the pop-up menu. This refers to the item that will separate the records in the exported data: • **CR**: carriage return • **CRLF**: carriage return line feed • **LF**: line feed

Field	Description
	If you select **Other**, enter the delimiter in the field.
Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.

5. Click **Submit**. Either save the file to a specified location or open the file to display the report in a spreadsheet application.

How to Set Staff Field Value

Use this page to change the value of the selected field for all of the currently selected staff members.

Note: For detailed information about PowerTeacher gradebook administration and setup, see the *Enable PowerTeacher for a Selection of Teachers* section in the *PowerTeacher Gradebook Administrator Installation and Setup Guide* available on **PowerSource**.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **Set Staff Field Value**. The Teacher Field Value page appears.
4. Use the following table to enter information in the fields:

Field	Description
Field to Change	Enter the name of the field to be changed. **Note:** For a complete list of field codes, click **Fields**.
New Field Value	Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select the checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select the checkbox if you do not want the system to overwrite any existing field values.

5. Click **Submit**. When the operation is complete, click **Back**. Now you can perform a search to find the group with the changed value.

How to Perform Staff LDAP Directory Synchronization

Use the LDAP Directory Synchronization page to synchronize PowerSchool Login IDs with an LDAP directory server.

1. On the start page, search for and select a group of staff members. For more information, see *Select Staff*.
2. Click **Functions**. The Group Staff Functions page appears.
3. Click **LDAP Directory Synchronization**. The LDAP Directory Synchronization page appears.
4. Edit the User ID Attribute as needed.

   Note: For detailed information, see the *LDAP Directory Synchronization* section of the *LDAP User Guide* available on **PowerSource**.

5. Click **Submit**.

Staff Photos

This page displays a photo of the staff member. If no photo is available, you can submit a photo for the staff member. The selected photo appears next to the selected staff member's name at the top of each staff page. Click the photo to view a larger version of the photo.

How to View Staff Photos

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Photo**. The Teacher Photo page appears. If a photo is available, it appears in the center of the page.
3. Click **Submit a New Photo for [staff member]** to change or add a photo for a staff member. The Submit Photo page appears.
4. Click **Choose File**. The Open dialog appears.
5. Locate and double-click the file. The Submit Photo page appears.

   Note: The photo must be in JPEG format.

6. Click **Submit**. The Teacher Photo page displays the staff member's photo.

Staff Schedule Setup

Use this page to edit scheduling information for the selected staff member.

How to Edit Staff Schedule Setup

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Schedule Setup**. The Staff Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Department	Click **Associate** to select this teacher's department.
Preferred Room	Click **Associate** to select this teacher's classroom. The

Field	Description
	system always attempts to schedule courses assigned to this teacher in his or her preferred classroom first.
Maximum Consecutive Periods	Choose from the pop-up menu the maximum number of periods this teacher can teach in a row (according to his or her contract).
Maximum Periods Free	Choose the maximum number of free periods this teacher can have in his or her schedule each day from the pop-up menu.
Schedule This Teacher	Select the checkbox if you want the system to schedule this teacher. **Note:** If you deselect the checkbox, the system will not include this teacher in the schedule build process.
Is Always Free?	Select the checkbox to allow this teacher to be scheduled for an unlimited number of courses during the same period. For example, some special education teachers teach different subjects to different students in the same room during the same period.
Building Code (optional)	Click **Associate** to select this teacher's building.
House Code (optional)	Click **Associate** to select this teacher's house.
Team Code (optional)	Choose from the pop-up menu the team to which you want this teacher to belong.
Maximum Student Load	Specify the maximum number of students that a teacher can have per day. For more information, see *Teacher Maximum Load*.

4. Click **Submit**. The Staff Scheduling Preferences page displays the changes.

Staff Security Settings

PowerSchool administrators use this page to modify security settings for selected staff members. For more information, see *Security Permissions*.

Staff Transactions

Use this page to view or record any fee-related transactions for the selected staff member. Transactions such as meal purchases automatically appear on the Transactions page. Since PowerLunch records meal purchases, do not use the Transactions page to enter meal purchases.

How to View Staff Transactions

View any debit or credit transactions for the selected staff member. The Transactions page displays the staff member's name, ID, and current balance.

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Transactions**. The Transactions page displays any financial transactions for the selected staff member:

How to Record Staff Transactions

Use this page to enter transactions such as campus bookstore purchases and payments to staff member accounts. Since PowerLunch records meal purchases, do not use the Transactions page to enter meal purchases.

Transactions cannot be deleted. However, you can reverse a transaction by adding an opposite transaction. For example, if you enter a credit transaction but meant to enter a debit transaction, enter two debit transactions of the same amount. Enter in the Description field text such as "Reverse accidental credit transaction" for one of the debit transactions.

1. On the start page, search for and select a staff member. For more information, see *Select Staff*.
2. Click **Transactions**. The Transactions page displays any financial transactions for the selected staff member.
3. Click **New** to record a new transaction. The Transaction Record page appears.

   Note: Do not manually record transactions that are normally automated transactions, such as PowerLunch Quicksales. For more information, see *PowerLunch*.

4. Use the following table to enter information in the fields:

Field	Description
Date of Transaction	Enter the transaction date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Description	Enter a description for the transaction. Only the first 24 characters and spaces of the description appear on the Transactions page.
Debit	Enter an amount for the transaction to decrease the balance on the staff member's account. If you enter a debit, do not enter anything in the Credit field. Record credit transactions separately.
Credit	Enter an amount for the transaction to increase the balance on the staff member's account. If you enter a credit, do not enter anything in the Debit field. Record debit transactions separately.

5. Click **Submit**. The Transactions page displays the new transaction.

Staff Custom Screens

PowerSchool administrators design custom screens to display a variety of information about staff members. There is no limit to the number of custom screens that a school can set up to track any kind of information. Thus, the pages are school-specific and will differ from the examples. After selecting a staff member and clicking **Custom Screens**, a list of custom screens at your school appears.

For more information about creating custom screens, see *Custom Staff Fields and Screens*.

How to View Staff Custom Screens

1. On the start page, search for and select a staff member. For more information, see *Select Staff*. A list of custom screens appears.

   Note: Your PowerSchool administrator can modify this page or create new ones to meet your school's needs.

2. Click the links to the pages, if available. The custom screen appears.

Staff Directory

The staff directory displays the staff for the selected school and term. Use the staff directory to filter groups of staff members according to their functions or to find staff members' email addresses.

How to View the Staff Directory

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Click **Staff Directory**. The Staff Directory page appears.
3. Click the individual's email address to send an email message to that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.

How to Filter Staff Groups

1. On the start page, choose **Staff** from the main menu. The Search Staff page appears.
2. Click **Staff Directory**. The Staff Directory page appears.
3. Click a staff group next to Listing Options. The selected staff group appears.
4. Click the individual's email address to send an email message to that staff member. Alternatively, select the email addresses in the Group Email field. Using your email application, copy and paste the selected addresses into the address field of a new email message.

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