

PowerSchool Admin Tutorial Instructions

Basics for PowerSchool Admin Users Part 1

This course is intended for new PowerSchool admin users or experienced users who would like to brush up on the basics. In Part 1 of this three-part course, you will learn about the different groups who use PowerSchool, how someone from each of the user groups signs in to PowerSchool, and how to navigate the PowerSchool Start Page. You will also explore common PowerSchool tasks, run basic reports, and use special functions.

Basics for PowerSchool Admin Users Part 2

This course is intended for new PowerSchool admin users or experienced users who would like to brush up on the basics. In Part 2 of this three-part course, you will learn how to search for students and how to use student pages. You will explore individual student information, such as alerts and demographics, and look at student reports that you can print.

Basics for PowerSchool Admin Users Part 3

This course is intended for new PowerSchool admin users and experienced users who would like to brush up on the basics. In Part 3 of this three-part course, you will learn how to perform basic field-level searches in PowerSchool, print reports, use group functions, perform compound searches, and use other methods to obtain the appropriate selection of students.

Online training is administered through the PowerSource platform. PowerSource is a Pearson School Systems site with documents, discussions and tutorials for you to use. The above Distance Learning courses need to be completed prior to using PowerSchool.

If you have not already signed up for Distance Learning courses click on this link and sign up **with your whps.org Gmail account:**

<https://support.powerschool.com/signup/1061134>

If you have already signed up, here is the link: <https://support.powerschool.com>

- After logging in, click on the Training tab
- Click on Distance Learning
- Enter PowerSchool Admin in the keywords box and click update results.
- Find the courses titled **Basics for PowerSchool Admin Users Part 1**, **Basics for PowerSchool Admin Users Part 2**, and **Basics for PowerSchool Admin Users Part 3** and click Launch to begin the course.
(See image below)

The PowerSchool online courses are designed to train users in the most time-efficient manner. A course can be started at any time, and worked on as time permits.

When you've completed your course, send an email to helpdesk@whps.org stating that you've finished the tutorial and would like your PowerSchool login credentials. Your PowerSchool login information will then be emailed to you.

Check out some of the other courses as well as the Mastery in Minutes "mini-courses".

If you have any questions or problems with your PowerSource training, please email the helpdesk at helpdesk@whps.org for assistance.

PowerSource

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