

Direct Connect – DER Process

Alberta
PowerSchool
Users Group

How to Create Sitzings

1. Special Functions
2. Manage Diploma Exam Sitzings
3. Add Exam Sitting
4. Fill in all fields – see next slide for the fields to fill in
5. Submit

How to Create Sittings – con't

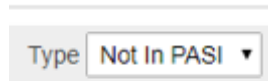
New Diploma Exam Sittings

Writing Centre	Your School's Name
School Year	2018 - 2019
Exam Language	<input type="text"/>
Exam Period	<input type="text"/>
Exam Course	<input type="text"/>
Component	<input type="text"/>
Component Scheduled Date and Time	
Location	<input type="text"/>
Student Capacity	<input type="text"/>

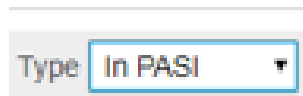
**For English or Social Studies courses you will need to do the both Components separately(one for the written component and one for the Machine Scored)

How to Create Sitzings – con't

- Note even through you submit your record is NOT yet at PASI. It takes a few seconds for the sync process. (not long but there is a lag-time 15-30 seconds)



- Once this syncs then you will need to change your Type to be IN PASI to be able to see all your sittings



How to Edit a Sitting

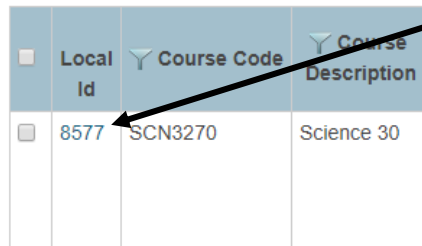
- Once you have created a sitting should you be required to edit any of the information (example student capacity or location for the exam):
 1. Special Functions
 2. Manage Diploma Exam Sitings
 3. Input Type: In PASI
 4. Get Results

School Your School's Name Item Diploma Exam Sitings Type In PASI Include Deleted Items

[Get Results](#) [Add Exam Sitting](#)

How to Edit a Sitting– con't

5. Click on the blue Local Id number



Local Id	Course Code	Course Description
8577	SCN3270	Science 30

6. Change a sittings data –usually only change Student Capacity and Location. Note once students are registered the less data you can change. (see next page for what it looks like) – *Reminder the student capacity input on a sitting is the amount of exams you will receive from AB ED.*

How to Edit a Sitting – con't

[PASI Sitting](#) [Core Alerts](#) [Force Sync](#)

Writing Centre	Your School's Name ▾
School Year	2018 - 2019
Exam Language	English ▾
Exam Period	January ▾
Exam Course	(SCN3270) Science 30 ▾
Component	Machine Scored ▾
Component Scheduled Date and Time	01/30/2019 12:00 PM (01/30/2019 01:00 PM MT)
Location	Classroom
Student Capacity	2
Special Sitting	No ▾

7. Submit

Note you can see the PASI sittings, Core Alerts and Force Sync button on the sitting.

How to Delete a Sitting

- Once you have created a sitting should you not need the sitting you can delete it as long as there are NO students registered for the exam:
 1. Special Functions
 2. Manage Diploma Exam Sittings
 3. Input Type: In PASI
 4. Get Results

How to Delete a Sitting – con't

5. Check the box on the left of the Local Id that you no longer require > then click Delete



The screenshot shows a table with the following columns: Local Id, Course Code, Course Description, Number of student registered, Component Code, Period, Language, Writing Center, Location Name, Student Capacity, Scheduled Date/Time, Special, and Last Updated. The first row has the following values: , 8577, SCN3270, Science 30, 0, Machine Scored, JAN, EN, Your School Name, Classroom, 2, 01/30/2019 12:00 PM (01/30/2019 01:00 PM MT), No, 08/28/2018. Above the table are buttons for 'Clear Filters', 'Export', and 'Delete'. An arrow points from the 'Delete' button to the right.

<input type="checkbox"/>	Local Id	Course Code	Course Description	Number of student registered	Component Code	Period	Language	Writing Center	Location Name	Student Capacity	Scheduled Date/Time	Special	Last Updated
<input checked="" type="checkbox"/>	8577	SCN3270	Science 30	0	Machine Scored	JAN	EN	Your School Name	Classroom	2	01/30/2019 12:00 PM (01/30/2019 01:00 PM MT)	No	08/28/2018

6. Confirm Delete

[Export](#) [Confirm Delete](#) [Cancel](#)

How to Create Diploma Exam Registrations – Bulk upload

See Attachment 1

1. Special Functions
2. Mass Diploma Exam Registration
3. Choose the correct TERM
4. Click Submit – This will pull all Diploma exams for that timeframe.

NOTE: If you want can choose a specific Diploma Course and/or Section if you want to all

5. New Page opens – Click Refresh to see results – this takes sometime to complete
6. Results page will show what is Processed and what is Not Processed (failed)

How to Create Diploma Exam Registrations – Single Student

See Attachment 2

1. Go to the Specific Student
2. State/Province Tab
3. Diploma Exam Registration tab
4. New
5. Fill in All information required
6. Submit

How to Create Diploma Exam Registrations – Single Student –con't

OR

1. Go to the Special Functions
2. Manage Diploma Exam Registration
3. Click Add Exam Registration
5. Fill in All information required and make sure to choose the correct student
6. Submit

How to Delete a Diploma Exam Registration from a Student

If a student is NO Longer going to take a diploma exam
Examples

Moving from a -1 to a -2 course or is planning to write at a different timeframe.

1. Go to the Student in PowerSchool
2. State/Province Tab
3. Diploma Exam Registration tab
4. Click the Local ID number
5. Click Delete

DER Core Alerts

Don't forget about your Core Alerts

Found on the same page as all other core alerts –

Notifications ! – if you have any core alerts it will be the very bottom one called PASI DER Core Alerts