

Logging into PowerSchool Admin

You can access PowerSchool anywhere you have access to the Internet. In the address bar of your browser, type the URL of your server, plus the extension that matches your level of access to PowerSchool:

Administrators: <https://ps.wolfcreek.ab.ca/admin>

Teachers: <https://ps.wolfcreek.ab.ca/teachers>

Substitutes: <https://ps.wolfcreek.ab.ca/subs>

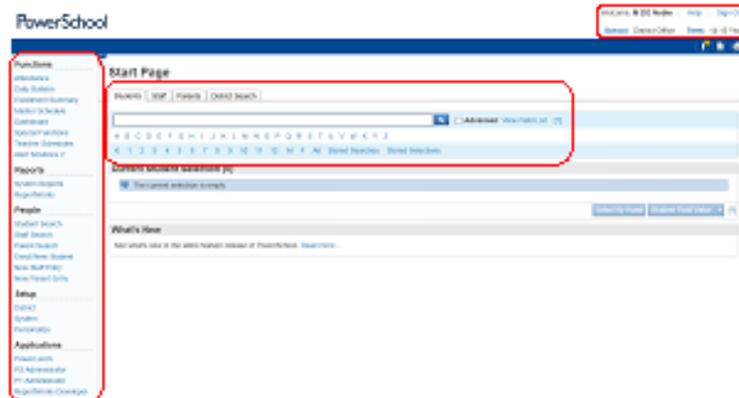
Parent/Student: <https://ps.wolfcreek.ab.ca/public>

To log into the Admin portion of PowerSchool, enter your **WCusername;WCpassword** in the Sign In box

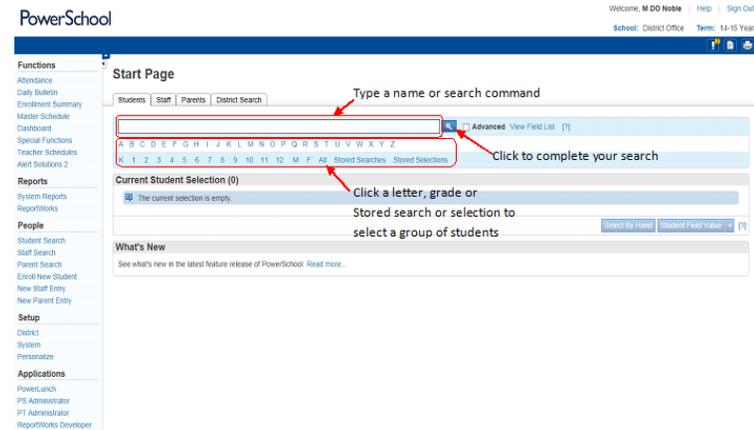


Navigating PowerSchool Admin

The PowerSchool Start Page serves as the central point from which you begin your PowerSchool session. It consists of the following areas: the ID bar, the Navigation menu (including Functions, Reports, Set-up and more depending on your security group), and your powerful Search feature.



Conducting Student Searches



Create a search command:

[Field Name] [Comparator] [Value]

Last_Name = *Smith*

To see a list of field names, click [View Field List](#) in the Search Students area of the Start Page.

Use symbols in search commands to compare a value to what you're looking for.

Symbol	Means	Does	Example
=	Equals		<i>First_name=jane</i>
<	Is less than	Finds all matches less than the number you enter	<i>Grade_level<11</i>
>	Is greater than	Finds all matches greater than the number you enter	<i>Grade_level>3</i>
<=	Is less than or equal to	Finds all matches less than or equal to the number you enter	<i>Grade_level<=10</i>
>=	Is greater than or equal to	Finds all matches greater than or equal to the number you enter	<i>Grade_level>=4</i>

Symbol	Means	Does	Example
#	Does not equal	Finds everything that doesn't match what you entered	<p><i>Football#</i> Returns all students who have the Football check box selected</p> <p><i>Football#1</i> Returns all students who don't have the Football check box selected</p>
In	One of these values is present in the field	Finds all matches that contain one of the items you entered	<i>Last_name in yang,holt</i>
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	<i>Street contains maple</i>
!contain	Value is not contained in the field	Excludes matches to what you typed	<i>Street !contain maple</i>
@	Wildcard	Fills in unknown information in the search	<p><i>last_name=@ski</i> Finds any student whose last name ends with "ski," such as Kowalski</p>

Store a Search

Create a stored search when you know you're going to run the same set of search commands routinely.

1. On the Start Page, click **Stored Searches**
2. Click **New**
3. Give the search a descriptive name
4. In the Search instructions box, enter the search commands
For compound searches, enter one command per line.
5. Click **Submit**

Useful Search Commands

Command	Use
<i>alert_medical#</i>	Find students with medical alerts
<i>/enroll_status=-1</i>	For preregistered students
<i>enroll_status=0</i>	For only active students
<i>/enroll_status=1</i>	For only inactive students
<i>/enroll_status=2</i>	For transferred-out students
<i>/enroll_status=3</i>	For graduated students
<i>*secondarystudents=</i>	A list of students in all grades who are taking classes in the current school, but not regularly enrolled in the current school (may have a concurrent enrollment)

Compound Searches

Use a compound search to combine two or more searches into one and perform multiple searches simultaneously. Separate the search commands with a semicolon (;), which means "and."

Example: last_name=smith;street contains Washington

Search Prefixes

Use a prefix to broaden your search.

Prefix	Does	Example
/	Include inactive students in the search	<i>/last_name=Smith</i>
&	Search within the results of a selection you've been working with	<i>grade_level=9 &*birthday=today</i>
+	Add results of a new search to previous search	<i>First: football# Then: +band#</i>

Search Codes

Use search codes in the first part of a search command.

Search Code	Does	Example
*birthday	Finds students whose birthday is today, on a certain date, or in a specific range	<i>*birthday=today</i> <i>*birthday=4/1</i> <i>*birthday>=4/1;*birthday<=4/30</i>
*as_of	Finds students who were active on the specified date	<i>*as_of=10/31/2011</i>
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	<i>*not_enrolled_in_period=4</i>
*enrolled_in	Finds students who are currently enrolled in a specified course and section	<i>*enrolled_in=MAT1732</i> <i>*enrolled_in=ATTEND.02</i>
*not_enrolled_in	Finds students who are currently not enrolled in the specified course	<i>*not_enrolled_in=ELA2105</i>
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	<i>*has_completed_course=7SC</i>
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	<i>*has_not_completed=PED0770</i>
*cumulative_credit_hours	Finds students with the specified number of credit hours	<i>*cumulative_credit_hours=12</i> <i>*cumulative_credit_hours<15</i> <i>*cumulative_credit_hours>5</i>
*number_of_classes	Finds students who are currently enrolled in the specified number of classes	<i>*number_of_classes=8</i> <i>*number_of_classes<7</i> <i>*number_of_classes>5</i> <i>*number_of_classes#6</i>

Smart Search

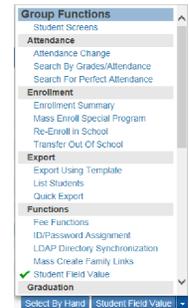
Smart Search is a PowerSchool auto-completion feature that works with the Search field. Once enabled, as you type in the Search field, the feature creates a suggestion menu below the field, relating to possible student or staff names, fields, or stored searches. Use the cursor to select your choice, or continue typing in the field. Smart Search must be enabled first at the district level. Once enabled at the district, it must be enabled at your school. Your security settings may affect your ability to enable the feature or the entry choices for the field.

Enable Smart Search at the School Level

1. On the Start Page, click **Personalize > Interface**
2. Check **Enable Smart Search**
3. Check **Include Inactive Student/Staff Results** (optional)
4. Click **Submit**

Group Functions

Once you select a group of students, you can perform a wide variety of tasks - print reports, export student data, update fields, mass enroll or transfer out students and much more.



Print a Report For an Individual Student

1. Search for and select a student
2. From the student pages menu, click **Print A Report**
3. From the "Which report to print" menu, select a report
4. Determine the enrollment period if printing schedules, or the time period if printing a fee list
5. Select a watermark (optional), and choose when to print (default is ASAP), then click **Submit**
6. On the Report Queue (System) - My Jobs page, click **Refresh** to update the status of your report
7. When the status says Completed, click **View**



Print Mailing Labels

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Print Mailing Labels**
3. From the menu, choose the mailing label layout to print
4. Select how many pages to print, the sort order, and when to print the report
5. Click **Submit**

Quick Export

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Quick Export**
3. In the text entry box, enter the field names for the information that you want to export (one per line)
4. Click [View Field List](#) if you want to see a list of field names
5. When you are finished, click **Submit**

List Students

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **List Students**
3. Enter a Report Title, such as *Student Helpers*
4. Type a field name, or click **Fields** and select a field from the Fields list
5. Add a name for the column title (example: if you added *lastfirst* under Field Name for column 1, add *Name* under Column Title for column 1)
6. Specify what additional columns you want on the list by adding more field names and column titles
7. Select **Gridlines** if you want lines between rows and columns
8. Indicate which field you want to sort the list by
9. Click **Submit**

Select Students By Hand

1. Search for a group of students
2. In the bottom right corner of the Start Page, choose **Select By Hand**
3. Use the check boxes to select or deselect a group of students
4. Click **Update Selection**
5. Select the Group Function you wish to use with the selected students

Store a Selection

Create a stored selection of students when you know you will be working with the same group of students routinely.

1. Search for a group of students
2. From the Group Functions menu, choose **Save Stored Selection**
3. Give the selection of students a descriptive name, such as *February Birthdays or Discipline Watch*
4. From the list of options on the Stored Selections page, select **Save the current selection with a new name**
5. Click **Submit**

PowerTeacher Training & Support

Use PowerSource for online PS and PT training

Once you have set up your account on PowerSource, use the following steps to access online training for PowerSchool & PowerTeacher

1. Log into the following website using your Wolf Creek username (WC email address) and the password you set when you activated your PowerSource account.

<https://support.powerschool.com>



Login

Email Address:
myma.noble@wolfcreek.ab.ca

Password:
[]

Login [Forgot your password?](#)

[Need an account?](#) | [Problems logging in?](#)