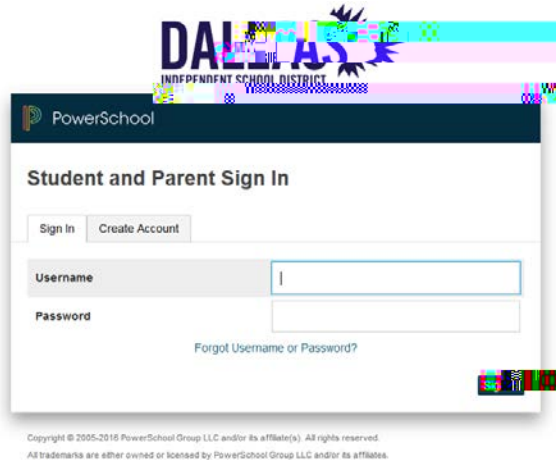
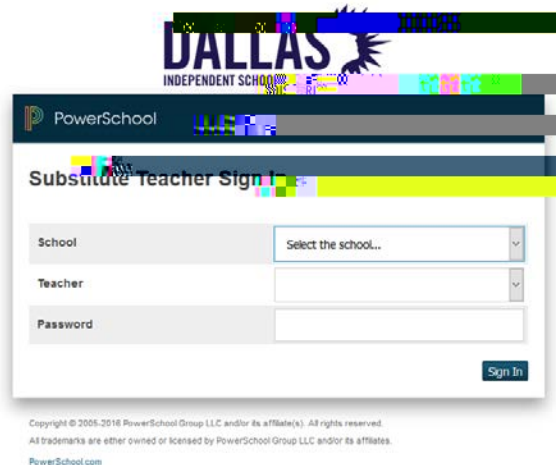


Dallas Independent School District



4. The portal designed for substitute teachers is <https://dallasisd.powerschool.com/subs>



NOTE: The login screen is very similar in all four portals. The proper portal should be verified as the first troubleshooting step when the user reports login issues.

Logging In

Administrators, Staff, Teachers will use the EAD username and password to gain access to the corresponding PowerSchool portal.

NOTE: The login screen will lock after being idle for some time. In this state, if login credentials are entered correctly, the user will get an error message; a second attempt with accurate credentials will allow the user to login.

NOTE: If an incorrect username / password combination is entered ten times, the user's account will be locked. The user should contact the service desk for assistance.

Browser Support

Users are encouraged to use the browser that is most familiar to them. PowerSchool supports the following browsers. Older browsers and operating system combinations may continue to operate properly, but are no longer supported.

Windows Browsers
Latest two versions of Edge
Internet Explorer 11

Navigation Bar

The Navigation Bar is shown at the top of the PowerSchool start page and is common to every page in the application.

The navigation bar includes the following information:

1. PowerSchoolLogo: Click to return to the start page.
2. User name: Displays the user name. Hovering over the name shows how the last session ended: logging out, timing out or logging off due to multiple concurrent logins.
3. Help: Displays a link to both System Help or page specific help to find answers to many common questions and State Reporting Help questions related to state reporting.
4. Sign out: Click to log out of PowerSchool
5. School: The user's assigned school (default school) is displayed. If the School link is blue, click it to access JJJ -17.31 -hooltye 1 Tf nk isnypl appludecif t uses an(o a)4 (c)4 (e)4 (s)

Personalizing PowerSchool

Select Personalize from the Setup section of the Main Menu

1. Change password

Searching for Students

Learning how to perform searches is the key to using PowerSchool.

6. View Field List: Click to view the list of all fields that can be used to perform a student search.
7. Search Help Icon: Click to display directions for searching
8. Browse Students:
 - a. Alphabet: Click a letter of the alphabet to display a list of students whose last names begin with the selected letter.
 - b. Grade: Click a number to display a list of students in the selected grade
 - c. Gender: Click either M or F to display a list of students with the selected gender
 - d. All: Click to display a list of all the active students in that school
 - e. Current Selection: Click to display the last group of selected students without repeating the search function
 - f. Stored Searches: A group of searches created at the district level
 - g. Stored Selection: Will not be used, the student group is static and quickly becomes out of date

NOTE: The pages displayed after a student is selected are determined by the security group which the user belongs

Security

All users who access PowerSchool using the <https://dallasisd.powerschool.com/admin> are assigned to a Security Group. The group to which a user is assigned determines the pages and level of access granted to the user. Additional access privileges can be assigned using Roles Administration.

Session Timeout

Users will be automatically logged off after a configurable number of minutes of inactivity. When the user logs in again, a prompt will display to allow the user to return to the same place within the application.

Searching for Staff

Staff searches are like Student Searches but are limited to using the last name of the staff member or a search command.

In addition to alphabet and gender browse options include staff position of Teachers, Staff Lunch Staff and Substitutes. The Staff Directory link provides a list of all staff, with emails in a text box for copying into an email client.

Scheduling

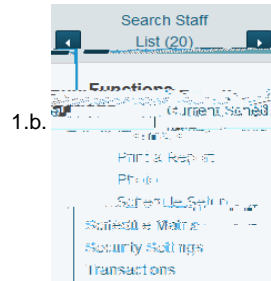
Building the Master Schedule

Year 1(2018-2019) Elementary Master Schedules will be built using an Excel import.

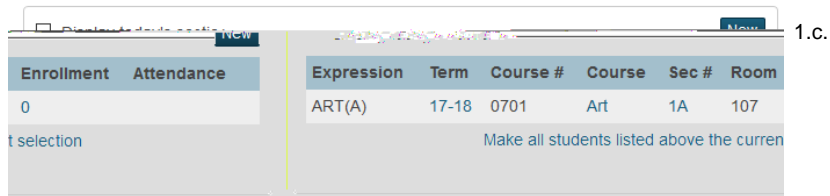
Editing the Master Schedule

1. Creating a section

- a. Search for the homeroom teacher from the Staff of the Start Page



- b. Select Current Schedule from the Functions menu



- c. Click New to create a new section

- 1) Enter the Course Number
- 2) Check the box(es) to represent the Schedule Expression
- 3) Enter the Room
- 4) Enter the Section Number
- 5) Enter the Grade Level
- 6) Enter the Maximum Enrollment
- 7) Enter Dependent Sections if applicable – Dependent Sections are those classes in which the student enrolled in the current section should also be enrolled
NOTE: Dependent Sections should only be entered on one class per Homeroom group
- 8) Check the box to Close Section at Max
- 9) Click Submit

2. Editing an Existing Section

- a. Search for the teacher from the Staff of the Start Page

- b. Select Current Schedule from the Functions menu

- c. Verify that the section enrollment is 0

- d. Click the Section Number for the section that needs to be deleted

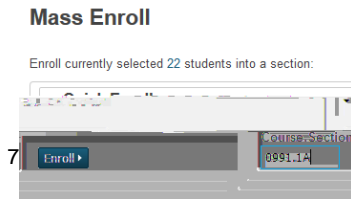
- e. Click Delete Section from the bottom of the Edit Section page
NOTE: A password is required to delete a section. School users need to contact your Data Coordinator to have them delete sections. District users should check the database for both active and inactive student section enrollments prior to deleting a section.

Copying the Master Sche>8-5-1uhe

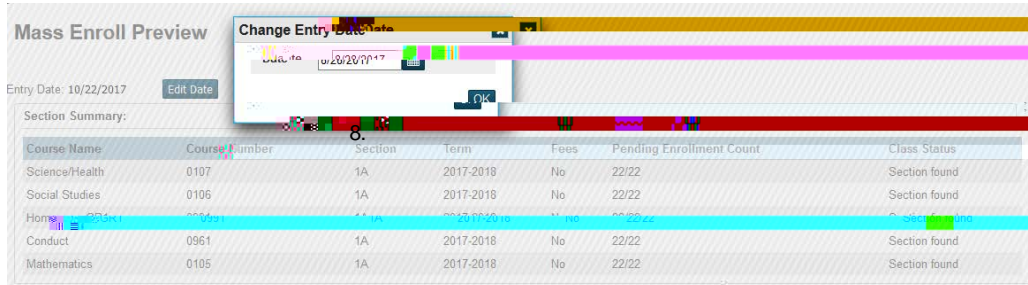
Mass Enrolling Students

Elementary students typically travel together from class to class by homeroom, to insure homeroom students travel together, all classes for a given homeroom will be entered in the

6. Select Mass Enroll from the Scheduling section of the Student Screen menu



7. Enter the course number.section number in the Quick Enroll section of the Mass Enroll screen for example, enter 0991.1A for section 1 of first grade homeroom. Click Enroll



8. Edit the date on the Mass Enroll Preview screen to match the first day of the term

NOTE: Homeroom is the class where dependent sections are entered, therefore, when a student is enrolled in Homeroom, they are also enrolled in the dependent sections. In the case of 0991.1A, the student is also enrolled in 0105.1A (Mathematics), 0106.1A (Social Studies), 0107.1A (Science/Health) and 0961.1A (Conduct)

Changing a Student's Schedule

Dropping a class

1. Search for the student from the Student tab of the Start Page
 2. Select Modify Schedule from the Scheduling section of the left navigation menu
 3. Check the box in the Drop column for the class that should be dropped and click Drop Selected
 - a. If the student enrollment should be deleted, enter a drop date that is the same as the enter date
- NO2 (il2](i)-6 (c8TT5l1(e)4 (6a t9o 0.81 0 >BDCCID 26 >>BDC2uB44 (s)-1 de)8.1 (nt)7

Adding a class

1. Search for the student from the Student tab of the Start Page
2. Select Modify Schedule from the Scheduling section of the left navigation
3. Enter the course number . section number of the new enrollment in the Quick Enroll section, or choose the Period drop down in the Find