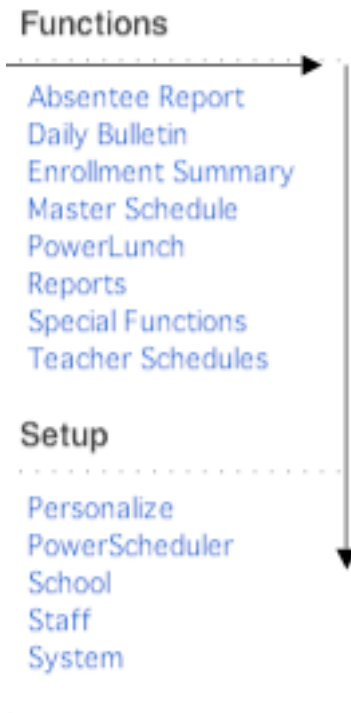
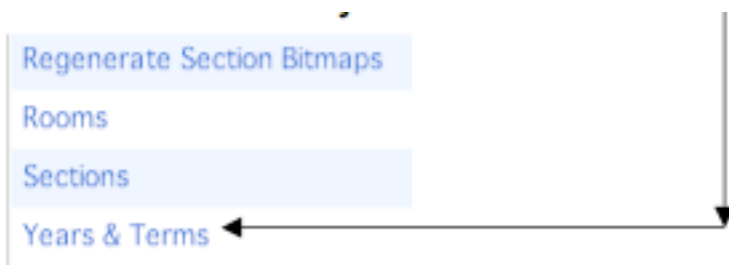


# PowerSchool Years & Terms Setup

This instructional packet will walk you through setting up your school year for the up and coming school year. Since the teachers will be using the computerized gradebook that is integrated into PowerSchool, we must set up not only the full school year, but the Quarters as well. This is what we will be doing.

1. Begin by logging into PowerSchool
2. Click on the link that says School
3. At the very bottom of the next page, you will see a link that says "Years & Terms"



4. Once you click on Years & Terms, there is a listing of past school years. If the **next** school year is not there, click on the NEW button at the top

A screenshot of the 'Years & Terms' page. At the top center is a button labeled 'New'. Below it is a table with the following columns: Year, Abbrev., 1st Day, Last Day, and Edit Terms. The table contains two rows of data. Below the table is a note: 'Note: This list of school years applies to Saint Joseph's High School only.'

Year	Abbrev.	1st Day	Last Day	Edit Terms
2006-2007	06-07	8/1/2006	6/30/2007	Edit Terms
2007-2008	07-08	7/1/2007	6/30/2008	Edit Terms

Note: This list of school years applies to Saint Joseph's High School only.

-Continued on next page-

5. The next screen is where you enter information for the next school year. First, enter the name of the school year (20XX-20XX), the abbreviation (01-02) and the First / Last Day of school. I recommend making the first and last day of school before and after the actual first and last days of school. You don't have to use the same dates in the example, however **creating more days before and after the school year will make it *much* easier to adjust for snow days and anything else that may cause an adjustment.**

	Example Entry	
Name of School Year	<input type="text" value="2007-2008"/>	2001-2002
Abbreviation	<input type="text" value="07-08"/>	01-02
First Day of School	<input type="text" value="8/1/2007"/> (MM/DD/YYYY)	8/23/2001
Last Day of School	<input type="text" value="6/30/2008"/> (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

6. Once you click on submit, you should return to the Years & Terms page. Click on the Edit Terms link next to the term you just created.

## Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
<a href="#">2005-2006</a>	05-06	8/17/2005	6/2/2006	<a href="#">Edit Terms</a>
<a href="#">2006-2007</a>	06-07	8/17/2006	6/2/2007	<a href="#">Edit Terms</a>

Note: This list of school years applies to Christ the King School only.

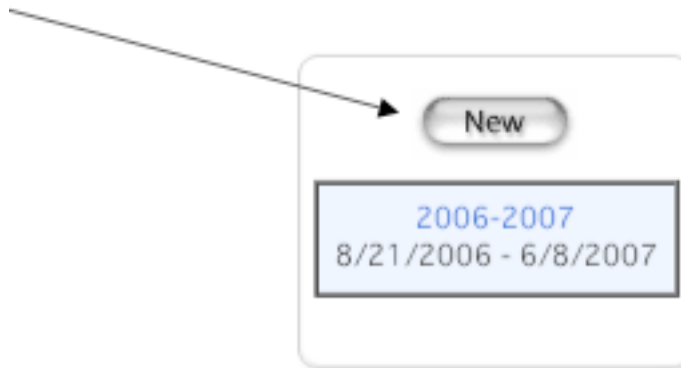
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7. Your next screen should look a little bit like this:

8. Click on the New button

9. The Edit Term window opens next. Fill in all blanks except for the "Import File Term #" field. That MUST stay blank. When you are finished, click the Submit Button.

## Term Setup



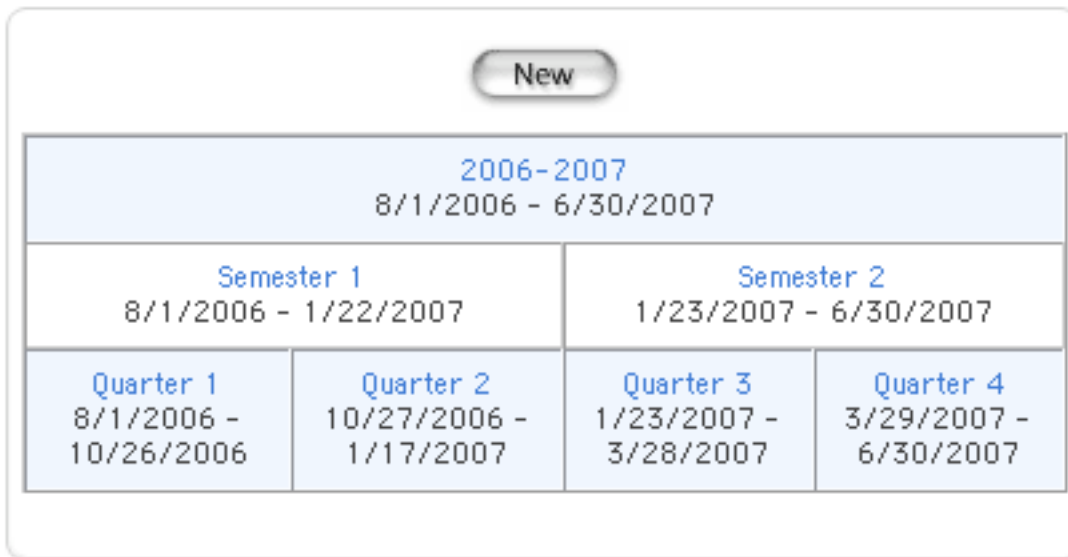
## Edit Term

Field	Value
Name of Term	<input type="text" value="Quarter 1"/>
Abbreviation	<input type="text" value="Q1"/> (example: Q1 ) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	<input type="text" value="8/21/2006"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="10/23/2006"/> (MM/DD/YYYY) Note: The first and last day of a term cannot be changed once the term has started.
What portion of the school year does this term represent?	<input type="text" value="1/4"/>
Import File Term #	<input type="text" value="0"/>

**IF YOU MAKE A MISTAKE AND CAN'T FIX IT, CONTACT ME IMMEDIATELY. Some errors cause duplicate codes.**

10. Repeat step 8 & 9 until all of your Quarters & Semesters are in place.

11. When you are completed, your matrix should look something like this:



The image shows a screenshot of a software interface. At the top center is a button labeled "New". Below it is a table representing a school calendar for the 2006-2007 school year. The table is structured as follows:

2006-2007 8/1/2006 - 6/30/2007			
Semester 1 8/1/2006 - 1/22/2007		Semester 2 1/23/2007 - 6/30/2007	
Quarter 1 8/1/2006 - 10/26/2006	Quarter 2 10/27/2006 - 1/17/2007	Quarter 3 1/23/2007 - 3/28/2007	Quarter 4 3/29/2007 - 6/30/2007

12. The next step is to set up your school calendar for any Vacations & breaks, including Parent Teacher conferences, SIP Days, etc. This will be in another instructional packet called "PowerSchool Calendar Setup"

As always, if you have any questions regarding this document, please don't hesitate to ask. My E-

Mail address is [\*\*llopez@fw.diocesefwsb.org\*\*](mailto:llopez@fw.diocesefwsb.org)