PEARSON

Mailing Labels

Use mailing label templates to print mailing or other information on labels for students or staff. For example, for a form letter that must be mailed to each student's home, you can create mailing labels for the envelopes. Or you can create file folder labels or name badges.

To set up the mailing label template:

- 1. Navigate to **Start Page** > **Reports** > **Setup**
- 2. Click Mailing Labels
- 3. Click New
- 4. Enter a title reflecting the purpose of the labels and the label stock type, such as Guardian Mailing Label Avery 5160
- 5. Select a data table: Students or Staff
- 6. Set the page dimensions, including:
 - a. The font size and line height should match when creating labels
 - b. Be sure to use padding to create a margin on the label, but not too much or the lines will creep down the page
 - c. Print a test page to check the alignment
- 7. Enter the label size dimensions using the information from the label stock box, or use a ruler to figure out the dimensions
- 8. Type in the Label Content
 - a. Enter text
 - b. Enter PowerSchool fields and data access tags using the syntax ^(field name)
 - c. Make sure to put spaces between the objects
 - d. Bulk mailing labels should use uppercase letters in Courier or Helvetica font, no punctuation and two spaces between the state and zip code
 - e. Use the syntax ^(field name;uppercase) for uppercase letters
- 9. Select whether the labels will be available to all users or only users at your school
- 10. Select whether teachers can print the labels and click **Submit**
- 11. Note: Do not use page scaling or shrinking in Adobe when printing the resulting PDF file

Communication Tools Quick Reference Card

	Parent/Guardian Mailing Label (Avery 5160) Table Students				
Font	Courier				
Font Size	10	points	Line Height	10	points
Page Left Margin	.19	inches	Page Top Margin	.5	inches
Label Width	2.63	inches	Label Height	1	inches
How Many Columns Of Labels	3		How Many Rows Of Labels	10	
Space Between Each Column	.12	inches	Space Between Each Row	0	inches
Horizontal Padding For Label Text	.2	inches	Vertical Padding For Label Text	.2	inches
	^(firs	st_name;upp ling_street	CUARDIANS OF: ercase) ^(last_na ;uppercase) uppercase) ^(maili		se)
Label Content Fields	^(mail	ling_zip)		, , , , , , , , , , , , , , , , , , ,	
	^(mail	ling_zip)	rove High School		
Fields Make this label	^(mail	ling_zip)	rove High School		

Printing Reports

The Print Reports page is used to print custom reports for individual students and staff members, as well as groups of students and staff members. The main difference between printing reports for individuals, groups, and for staff is the navigation path to the Print Reports page.

Printing Reports for an Individual Student:

- 1. Select the student
- 2. Click **Functions** under the Enrollment section of the student pages menu
- 3. Click Print Reports For This Student
- 4. Select the report to be printed
- 5. If printing student schedules, select enrollments to include
- 6. If printing a fee list, select which transactions to include
- 7. If using a watermark, select text and mode
- 8. Define when to print the report
- 9. Click Submit

Printing Reports for an Individual Staff Member:

- 1. On the Start Page, click **Staff**
- 2. Select the staff member
- 3. Click Functions
- 4. Click Print a Report for [staff member's name]
- 5. Select the report to be printed
- 6. If printing a fee list, select which transactions to include
- 7. If using a watermark, select text and mode
- 8. Click Submit

Printing Reports for Groups of Students

- 1. Select a group of students
- 2. Select **Print Report** from the **Group Functions** menu
- 3. Select the report to be printed
- 4. Select the print order
- 5. If printing student schedules, select enrollments to include
- 6. If printing a fee list, select which transactions to include
- 7. If using a watermark, select text and mode
- 8. Define when to print the report
- 9. Click Submit

Printing Reports for Groups of Staff Members:

- 1. On the Start Page, click **Staff**
- 2. Select a group of staff members
- 3. Click Functions
- 4. Click Print a Report
- 5. Select whether to run a test report by printing the first few pages
- 6. If using a watermark, select text and mode
- 7. Click **Submit**

Form Letters

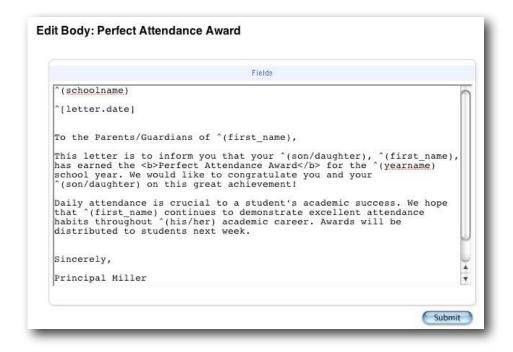
Use form letters to print customized letters for students and staff. For example, you can create a password letter for parents notifying them of their specific PowerSchool user ID and password. There are two parts to setting up a form letter.

Setting up the form letter template

- 1. Navigate to **Start Page** > **Reports** > **Setup**
- 2. Click Form Letters
- 3. Click New
- 4. Enter a title, such as Perfect Attendance Award
- 5. Select a data table: **Students** or **Staff**
- 6. For the Attendance letter, choose the **Students** table
- 7. Set the page style and dimensions
- 8. The rule of thumb is to make the line height two points higher than the font size
- 9. Select whether the form letter will be available to all users or only users at your school
- 10. Select whether teachers can print
- 11. Click **Submit**

Setting up the body of the letter

- 1. Click the title of the form letter
- 2. Click **Report Body**
- 3. Type the letter
- 4. If desired, format as follows:
 - Use PowerSchool fields to insert information from the database (click the blue Fields link to select valid fields)
 - b. Use data access tags to insert data from the server
 - c. Use HTML tags to format the style of the text with bold or italics emphasis
- 5. Click Submit



Report Cards

Use the report card template to create any report on which you need student schedule information, such as report cards, progress reports, student schedules, and attendance letters. There are four parts to setting up a report card template.

- Navigate to the report card template: Start Page > Reports > Setup
- 2. Click Report Cards
- 3. Click New

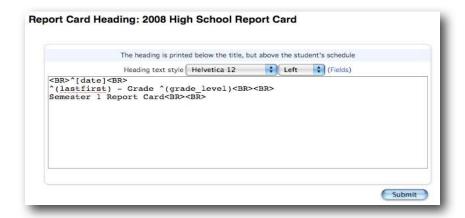
Title

- 1. Enter a title for the template, such as Progress Report or Semester 1 Report Card
- 2. Enter a title for the report card or progress report
- 3. Select the title style
- 4. Click Submit



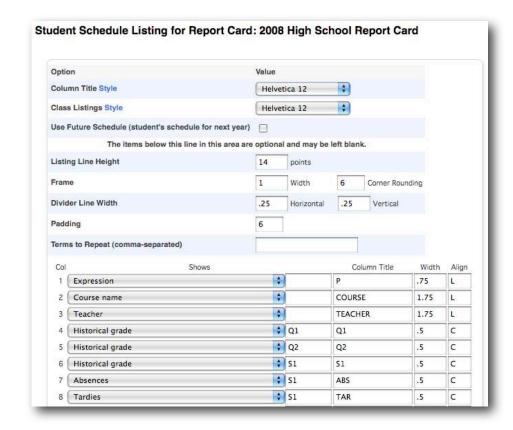
Heading

- 1. Click the title of the report card template
- 2. Click **Heading**
- 3. Select the heading text style and alignment
- 4. Enter text that you want to appear in the heading
- 5. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
- 6. Enter HTML tags to format the style of the text
- 7. Click **Submit**



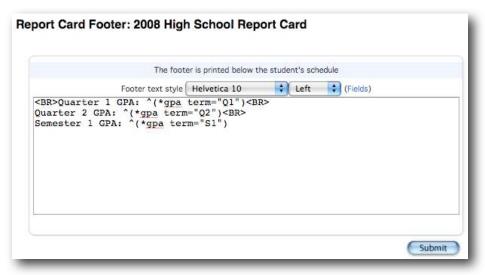
Using the Schedule Listing

- 1. Click Schedule Listing
- 2. Select a font for column titles and class listings
- 3. Select whether to use a Future Schedule
- 4. Set the report card body dimensions
 - a. The rule of thumb is to make the line height two points higher than the font size
 - b. Add a frame, or thin line around the schedule listing with a width of 1 or 2 points
 - c. Enter a value for corner rounding to round the corners of the frame
 - d. The higher the number of points, the more rounded the corners
 - e. Try 6 points, for example
 - f. To create a grid around the schedule information, enter values for the horizontal and vertical divider line widths such as .25 points
 - g. Enter a value for cell padding to create white space within the grid cells to increase the readability such as 6 points
- 5. Enter terms to repeat, if you want to show schedule listings for two different terms in two separate grids
- 6. Define the columns
 - a. Select what each column shows
 - b. Specify the term code
 - c. Enter column titles
 - d. Set column widths in inches
 - e. Set column alignments L (left), R (right), or C (center)
- 7. Select special schedule listing options, if for example, you want to prevent a class that does not have a grade (such as Lunch or Study Hall) from appearing on the report card or you want to include additional stored grades
- 8. Click Submit



Footer

- 1. Click Footer
- 2. Select the footer text style and alignment
- 3. Enter text
- 4. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
- 5. Enter HTML tags to format the style of the text
- 6. Click Submit



Completing the Setup

- 1. Select whether the report card will be available to all users or only users at your school
- 2. Select whether teachers can print
- 3. Alter the margins and page setup if you want to print the report on school letterhead
- 4. Click Submit

Importing and Exporting Reports

Importing Reports

Reports can be borrowed from other PowerSchool users. These may be available from the PowerSchool User Group (PSUG), other user groups, or directly from other PowerSchool users. Make sure the template is a .pst file.

- Navigate to Start Page > System > Import Report Template
- 2. Select the character set to match your operating system of your server, if it has not been set automatically (Mac Roman is the default for Mac users; Windows ANSI is the default for Windows PC users)
- 3. Select the file to import
- 4. Click **Import**



Exporting Reports

Reports can also be exported. A report may be exported for several reasons. You may wish to share a report with another PowerSchool user, or you may want to save a backup of a particular report.

- 1. Navigate to **Start Page** > **Reports** > **Setup**
- 2. Choose one of the following: Form Letters, Mailing Labels, Report Cards, or Object Reports
- 3. Click the title of a report
- 4. Click Export Report as Template
- 5. Choose to save the export file to disk and click OK

Printing Class Rosters

The Class Rosters (PDF) report creates a PDF file that displays specified information for students in the classes of teachers you choose. Printing a copy of the Class Roster is an excellent way for the teacher to have a class list as a field trip rosters or end of term grade verification sheet.

- 1. Navigate to **Start Page** > **Reports** > **System**
- 2. Click Class Roster (PDF) under Student Listings
- 3. Select the teacher(s) for whom to print rosters
- 4. Select the Meetings or leave blank for all the current ones
- 5. Select which students to include
- 6. Make the following changes:
 - a. Heading font
 - b. Line height
 - c. Style
 - d. The rule of thumb is to make the line height two points higher than the font size
- 7. Select which pages to print the heading on (e.g. All pages, First page of each class)
- 8. Set up the Heading Text
- 9. Enter text
- 10. Enter PowerSchool fields to pull information from the Sections table and enter data access tags as needed. Note: the field ^(class_expression) does not work; use ^(expression) instead

- 11. Set the column title font, size, line height, and style
- 12. Set the roster font, size, line height, and style
- 13. Set up the Roster Columns using the format: field name\column title\column width\alignment
- 14. Set the roster page dimensions
- 15. If using a watermark, select text and mode
- 16. Define when to print the report
- 17. Click **Submit**

Using the Daily Bulletin

The daily bulletin is a tool administrators, secretaries, counselors, teachers, and staff use to post announcements, messages, and reminders to other staff, students, and parents. It is an online bulletin board, not an email utility.

Creating Bulletin Items

- 1. Navigate to Start Page > Special Functions > Daily Bulletin Setup
- 2. Click New
- 3. Enter an Item Title like Minimum Day This Friday
- 4. Enter a Date Range for when you want the item to appear in the bulletin
- 5. Select the Target Audience
 - a. Public: All users (administrators, parents, students, and teachers) can view the item
 - b. Teacher Users: Only teachers can view the item
 - c. Admin Users: Only administrative users can view the item
- 6. Enter the Sort Order, keeping in mind that unless a bullet item is of great importance, set it to 50, and the items will sort by date
- Type your message in the Item Body; format with HTML if desired
- 8. Click Submit

Editing Bulletin Items

- 1. Navigate to Start Page > Special Functions > Daily Bulletin Setup
- 2. Click the start date of the bulletin item you wish to edit
- 3. Edit the Item Title
- 4. Edit the Date Range for when you want the item to appear in the bulletin
- 5. Edit the Target Audience
 - a. Public: All users (administrators, parents, students, and teachers) can view the item
 - b. Teacher Users: Only teachers can view the item
 - c. Admin Users: Only administrative users can view the item
- 6. Edit the Sort Order, keeping in mind that unless it is very important and needs to be the first item, set the sort order of all items to 50 and they will be sorted by date
- 7. Edit the message in the Item Body
- 8. Click **Submit**

Deleting Bulletin Items

- 1. Navigate to Start Page > Special Functions > Daily Bulletin Setup
- 2. Click the bulletin item's start date
- 3. Click **Delete**

Viewing All Bulletin Items

- 1. Navigate to Start Page > Special Functions > Daily Bulletin Setup
- 2. Click Show All Bulletin Items, including expired terms

Bulletin HTML Formatting Preferences

- 1. Navigate to Start Page > Special Functions > Daily Bulletin Setup
- 2. Click **Bulletin HTML formatting preferences** at the bottom of the page
- 3. Enter HTML tags for Item Title Start, as shown below, to specify how you want text to appear in Bulletin Item titles
- 4. Indicate which font to use, how large the letters should be, and what color the letters should be
- 5. Enter HTML tags for Item Title End to turn off the specifications for font, size, and color that you entered in the Title Start field
- 6. Enter HTML tags for Item Body Start to specify how you want the text to appear in the body of messages
- 7. Enter HTML tags for Item Body End
- 8. Click **Submit**

Note: Changes made to the HTML preferences affect all bulletins and may override HTML entered in the body of messages

