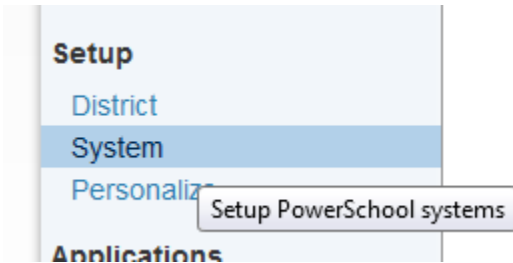


PowerSchool Connection

Creating a Security Group

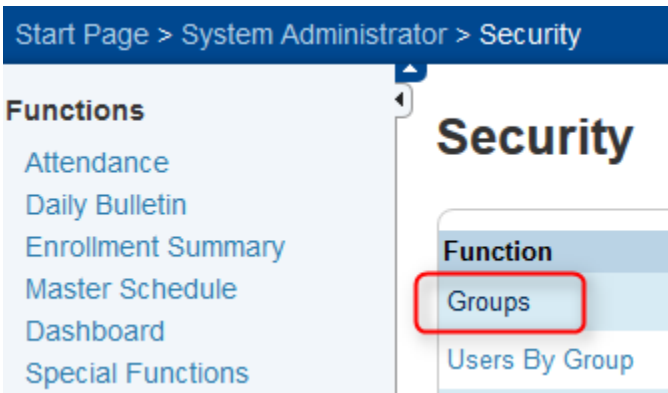
1. Once you are logged into PowerSchool, click on to System.



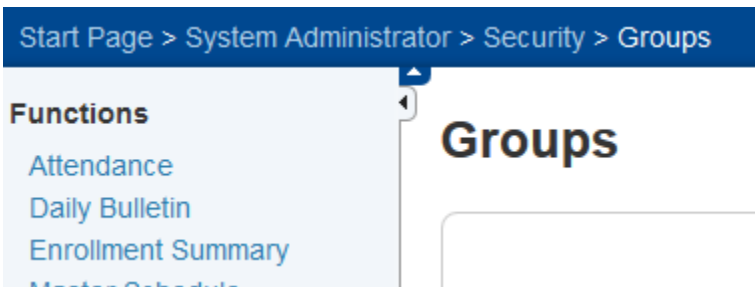
2. Click on Security.



3. Click on Groups.

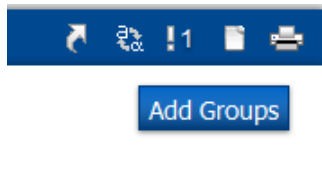


4. Now, you should be on the Groups screen.



PowerSchool Connection

- At the top right, click on Add Groups.



- Create the new security group and label it "Blackboard".

Add Security Groups

Adding security groups in small batches allows you to prefix the security group with a meaningful name that can help

⚠ Note: Once added, security groups cannot be removed.

Current number of security groups:	226
Number of groups to add:	<input type="text" value="1"/> *
Prefix group names with:	Blackboard
Group name preview:	

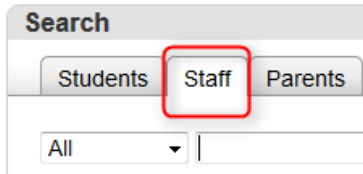
- Once your group is created, it will display at the bottom of the list. Click on the group name to make any changes to the security settings.
- Change the "Access Level" to 'View Only'.
- Under "Accessible Student Screens" check the following boxes:
 - Access Accounts
 - Activities
 - Addresses
 - All Enrollments
 - Attendance
 - Custom Screens
 - Demographics
 - District Specific
 - Emergency/Medical
 - Lunch
 - Lunch Transactions
 - Other Information
 - Parents
 - Transportation
 - Truancies

PowerSchool Connection

Creating a User

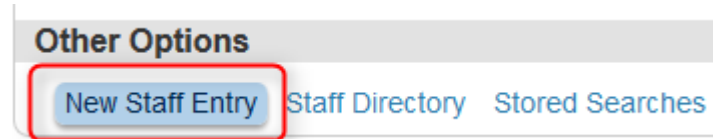
1. Click the 'Staff' tab on the home screen.

Start Page



The screenshot shows a search bar with a grey header labeled "Search". Below the header are three tabs: "Students", "Staff", and "Parents". The "Staff" tab is highlighted with a red box. Below the tabs is a dropdown menu set to "All" and a text input field.

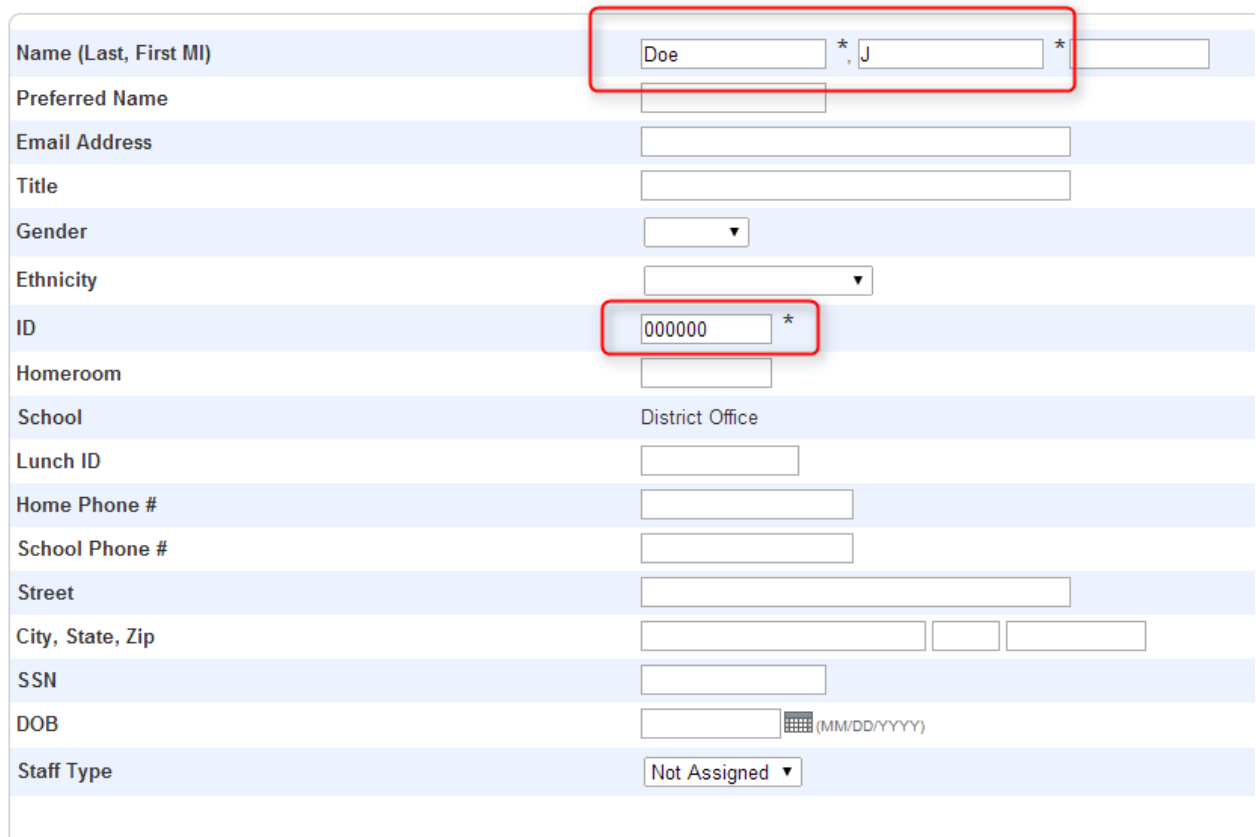
2. Click on "New Staff Entry".



The screenshot shows a section titled "Other Options" with a grey header. Below the header are three buttons: "New Staff Entry", "Staff Directory", and "Stored Searches". The "New Staff Entry" button is highlighted with a red box.

3. You should now be on the New Staff Member screen. Fill out the Name and ID fields only.

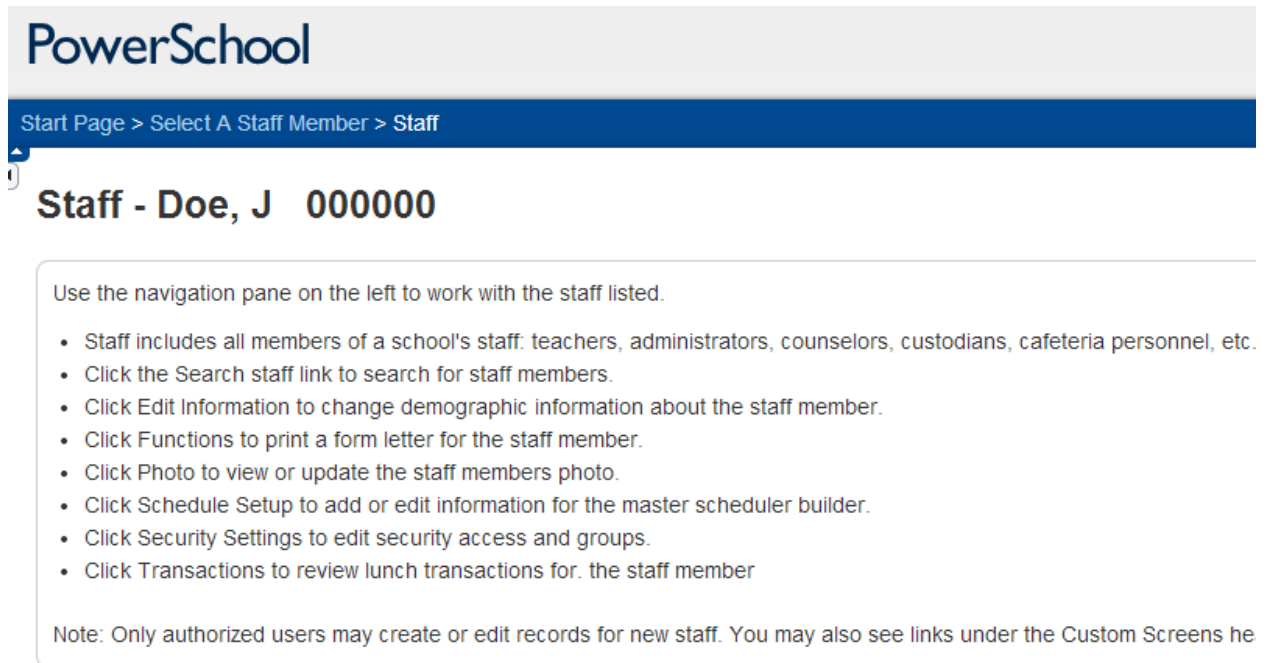
New Staff Member



The screenshot shows the "New Staff Member" form with various fields. The "Name (Last, First MI)" field is highlighted with a red box and contains "Doe", "*", "J", and "*". The "ID" field is also highlighted with a red box and contains "000000" and "*". Other fields include "Preferred Name", "Email Address", "Title", "Gender", "Ethnicity", "Homeroom", "School", "Lunch ID", "Home Phone #", "School Phone #", "Street", "City, State, Zip", "SSN", "DOB", and "Staff Type".

PowerSchool Connection

4. Your staff member is now created.



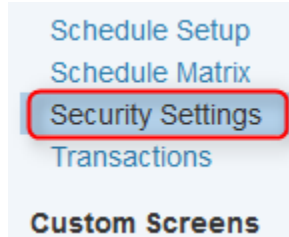
The screenshot shows the PowerSchool interface. At the top, the "PowerSchool" logo is displayed. Below it, a breadcrumb trail reads "Start Page > Select A Staff Member > Staff". The main heading is "Staff - Doe, J 000000". A navigation pane on the left lists several options: "Schedule Setup", "Schedule Matrix", "Security Settings" (highlighted with a red box), and "Transactions". Below the navigation pane, there is a section titled "Custom Screens".

Use the navigation pane on the left to work with the staff listed.

- Staff includes all members of a school's staff: teachers, administrators, counselors, custodians, cafeteria personnel, etc.
- Click the Search staff link to search for staff members.
- Click Edit Information to change demographic information about the staff member.
- Click Functions to print a form letter for the staff member.
- Click Photo to view or update the staff members photo.
- Click Schedule Setup to add or edit information for the master scheduler builder.
- Click Security Settings to edit security access and groups.
- Click Transactions to review lunch transactions for the staff member

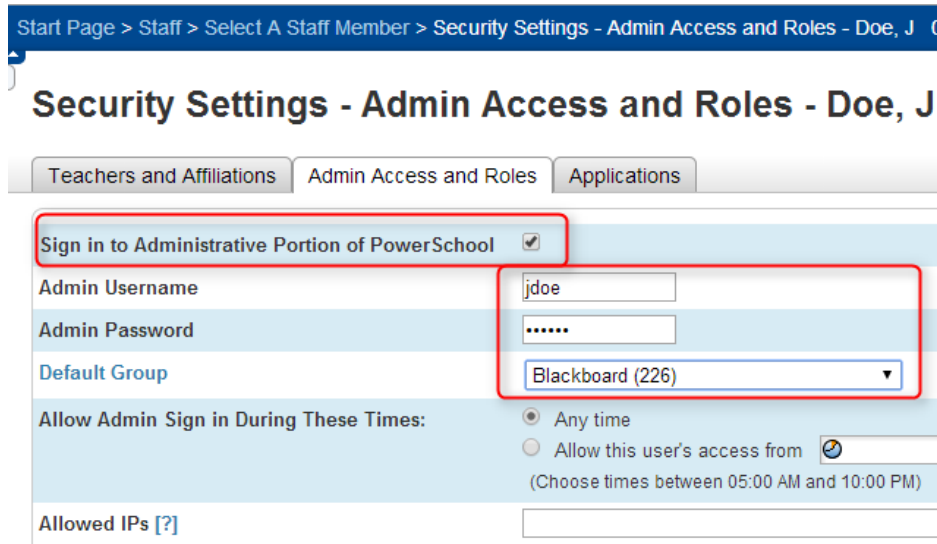
Note: Only authorized users may create or edit records for new staff. You may also see links under the Custom Screens he

5. Now, you will need to update the security settings for this new user. Click on "Security Settings".



This screenshot shows a vertical navigation pane with the following items: "Schedule Setup", "Schedule Matrix", "Security Settings" (highlighted with a red box), "Transactions", and "Custom Screens".

6. Now, go to the Admin Access and Roles tab. Check the box at the top, fill out the Admin Username and Admin Password, and choose the Blackboard group you have already created.



The screenshot shows the "Security Settings - Admin Access and Roles" page for user "Doe, J". At the top, there are three tabs: "Teachers and Affiliations", "Admin Access and Roles" (selected), and "Applications". Below the tabs, there is a form with the following fields:

- Sign in to Administrative Portion of PowerSchool
- Admin Username:
- Admin Password:
- Default Group:
- Allow Admin Sign in During These Times: Any time, Allow this user's access from [clock icon]
- Allowed IPs [?]:

PowerSchool Connection

- Under “Roles and Schools” choose “Add”. Then you will be taken to a screen to select what schools this user has access to. You should check all schools including “District Office”. *Exclude “External Systems” if that shows up on your list.*

Add User Access Roles

▼ Step 1: Schools

- External Systems
- Apple Grove High School
- Apple Grove High School 2
- Apple Grove High School 3
- Cherry Hill Middle School
- Washington Elementary
- Common Core State Standards Middle School
- Graduated Students
- Apple Grove High Summer School
- Scheduling Master School
- Scheduling Feeder School

1 / 2 **Next**

► Step 2: Roles

Cancel **OK**

- Click “Next” and you will be taken to Step 2. Leave this as “Group Default” and click OK.

Add User Access Roles

► Step 1: Schools

▼ Step 2: Roles

Use Group Default (Unassigned)













Use these Roles

- District Administrator (No Group Defined)
- School Administrator (No Group Defined)
- Teacher (No Group Defined)
- Counselor (No Group Defined)

Previous 2 / 2

Cancel **OK**

- You should now see all the schools added. Now, click “Submit”.

Scheduling High School 18	Default Group Access (Blackboard)	  
Scheduling High School 19	Default Group Access (Blackboard)	  
Scheduling High School 20	Default Group Access (Blackboard)	  
District Office (Home School)	Default Group Access (Blackboard)	  

Submit

PowerSchool Connection

Finding the URL

1. When you go to your PowerSchool login screen, the URL will be listed in the address bar.
2. The URL will need to be an admin URL.
3. An example of a URL is: <https://district.powerschool.com>