

## PowerSchool Procedures

### **PowerSchool Data Entry Guidelines**

To update the ESL data in PowerSchool you can either enter a student's name into the blank field or you can click on the letter of the student's last name which will bring up a list of all students who name begins with that letter. Then you can select the name of the student whose record you need to update.

Once the student's schedule appears you can select "**Custom Screens**" from the menu options on the left side of the screen. Then select "**ESL (English Second Language Program)**" on the new menu options that will appear on left side of the screen. This will bring you to the ESL Screen.

- Note that all dates must be entered in a "MonthMonthYearYear" format. For example January 15, 2011 would be entered as 0111.
- For the DWA score enter the average of the English and Reading Subtest in the **NNRT PERCENTILE / GRADE LEVEL** field. It should be entered as the percentile/grade. For example if a second grade student scores a 36-4 percentile you would enter it as 36%2.
- If you are entering new test data you **must** overwrite the old test information.

If a student had been tested using the LAS Placement and is retested with LAS Links you must **delete** the old LAS Placement level when you enter the new LAS Links level. If you do not erase this data the student will be counted twice when you generate your reports.

# ESL Screen In PowerSchool

<p>Student Screens</p> <p>List (2148)</p> <p>DIRECT INSTRUCTION ESL (English Second Language Program) Extended Demographics NETWORK ACCESS Pre-School Information SERVICE LEARNING TRACKING STRIVING READERS SUCCESS FOR ALL</p> <p>Immunizations print.css</p>	ESL_LANGUAGE_CODE	10	Use the numeric code only.
	ESL_#_OF_LOTE_ANSWERS	1	See PEP form for discussion of Program Types.
	ESL_PROGRAM_TYPE	0	
	NOE_SIGNED	G	The NOE field should <b>only</b> be entered once an NOE (signed by the parent) is inserted in the cumulative folder.
	DATE_NOE_SIGNED(MMYY)	0207	
	NNRT_PERCENTILE / GRADE LEVEL	57%4	For the NNRT field – the 1 <sup>st</sup> number will be the average of the Reading & Language scores. The 2 <sup>nd</sup> number after the % sign will be the grade level of that average.
	ESL_EXIT_DATE(MMYY)	0209	For all dates use the month month year year format.
	ESL_REASON_NOT_IN_ESL	MA	
	LAS_PLACEMENT_FORM		
	LAS_PLACEMENT_DATE(MMYY)		
	LAS_PLACEMENT_LEVEL		
	PRELAS_2000_LEVEL		
	PRE_LAS_200_DATE(MMYY)		
	LAS_LINKS_TEST_FORM		
	LAS_LINKS_TEST_DATE(MMYY)		
	LAS_LINKS_OVERALL_PL		LAS Placement Level, PRELAS 2000 Level and LAS Links Overall PL = Only <b>one</b> of these three fields should have data. The data entered should be for the most recent assessment.
	LAS_LINKS_SPEAKING_PL		
	LAS_LINKS_LISTENING_PL		
	LAS_LINKS_READING_PL		
	LAS_LINKS_WRITING_PL		
LAS_LINKS_ORAL_PL			
LAS_LINKS_COMP_PL			
ESL_LAS_ORAL_TEST_DATE	0109	(for High School this would include the LAS Oral and LAS R/W data— (there should be no data in these two fields with a date later than 2009)	
ESL_LAS_ORAL_LEVEL	5		
ESL_LAS_RW_TEST-DATE	0209		
ESL_LAS_READ_WRITE_LEVEL	33=3		

**Quarterly Summary Report and Quarterly Rosters**

The Quarterly Summary Report must be submitted to the SPC-ESL five working days after the end of each quarter. The data from these reports are collated and used for a number of different purposes including applying for grants for the ESL Program. It is therefore essential that each school submit complete data in same format since this will enable the SPC to compile the data for the district. All the data needed for the Quarterly Summary Reports and the Quarterly Rosters can be extracted from the PowerSchool system. **Exporting Data from PowerSchool**

- Go to the first screen and under the heading “**Browse Students**” click on “**ALL**”. This will bring up a list of all of the students in your school.
- Click on the “**Quick Export**” option.
- At this point you can either click on “**Fields**” and make your own selection of fields to be included into your report or you can cut and paste the list below into the box:

To Generate A Roster for Quarterly Summary Report	FOR OTHER ESL DATA NEEDS:
Last_Name First_Name Home_Room Grade_Level ESL_Language_Code ESL_Program_Type ESL_Reason_Not_In_ESL U_Students_Extension.PRELAS_2000_LEVEL LAS_LINKS_OVERALL_PL LAS_PLACEMENT_LEVEL	Last_Name First_Name Gender Home_Room Grade_Level U_StudentsUserFields.sat_10____grade_ U_StudentsUserFields.esl_noe_signed U_StudentsUserFields.esl_date_noe_signed ESL_Language_Code ESL_Program_Type ESL_Reason_Not_In_ESL U_StudentsUserFields.esl_exit_date U_Students_Extension.PRELAS_2000_LEVEL LAS_LINKS_TEST_FORM LAS_LINKS_SPEAKING_PL LAS_LINKS_LISTENING_PL LAS_LINKS_READING_PL LAS_LINKS_WRITING_PL LAS_LINKS_ORAL_PL LAS_LINKS_COMP_PL LAS_LINKS_OVERALL_PL LAS_LINKS_TEST_DATE_MMY U_StudentsUserFields.las_placement_form LAS_PLACEMENT_LEVEL LAS_PLACEMENT_DATE_MMY Disability Student_Number DOB DistrictEntryDate EntryDate SchoolEntryDate U_StudentsUserFields.esl_date_noe_signed U_StudentsUserFields.birthplace U_Students_Extension.PRELAS2000_DATE U_Students_Extension.PRELAS_2000_DATE EntryCode

- Once you have pasted these fields in the Quick Export, click on the box that says **“column titles on first row”**.
- At this point a pop up screen will appear in the bottom left corner of your screen.
- Select the option **“open”**.
- This will open up the NOTEPAD program and you will see text, numbers and symbols
- Select the **“EDIT”** Option and click on **“SELECT ALL”**.
- Then in the **“EDIT”** Option click on **“COPY”**.
- Next open a blank worksheet in Excel .
- Put your cursor in the first cell in the upper left hand corner of the blank worksheet and click **“PASTE”**.
- This should put all of your student data into this worksheet
- At this point go to the last line of the roster by paging down and note how many rows there are. In theory, if your Power School is fully updated, this number should be the same as your school’s enrollment minus 1 for the row of column headings

#### **PIVOT TABLE PROCEDURES TO SUMMARIZE DATA FOR QUARTERLY SUMMARY REPORT**

- The data will be summarized by using the PIVOT TABLE tool in Excel.
- The following steps will be repeated for each of the summary reports: HOME Language Count, Program Type, Reason Not In ESL, Disability, preLAS2000, LAS LINKS Overall PL, and LAS LINKS Placement (and for the high schools LAS Oral Levels, LAS Reading and Writing Levels,).
- Select the **“Insert”** on the top of the roster in Excel then select **“Pivot Table”**. In the box that opens up you should see **“Sheet1!\$A\$1:\$Z\$ ”** After the last dollar sign the number of students on your roster + 1 should appear.
- In the same box choose to place the table in a new worksheet. Select **“OK”** and a new worksheet will open up.
- To set up the table that will give you the HOME LANGUAGE COUNT sheet click on the label **“Grade Level”** and drag it to the **“Column Labels”** box
- Next click on **“ESL Language Code”** and drag it to **“Row Labels”** box
- Click on **“ESL Language Code”** again and then drag it to the **“Values”** box
- This should create a pivot table with all of the Home Language data summarized. You can highlight each row and copy and paste this data to the corresponding fields on the Quarterly Summary Report
- Repeat this process for Reason Not In ESL, Disability, preLAS2000, LAS LINKS Overall PL, and LAS LINKS Placement, LAS Oral Levels, LAS Reading and Writing Levels.
- Note: if there is data that seems to be incorrect click on the number and the data will expand into a roster which will note the student(s) to whom that data is linked.