PowerSchool Assessment User Guide

PowerSchool
Student Information System

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This edition applies to Release 10.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

PowerSchool Assessment provides standards-based instructional assessment and analytical solutions that allow administrators and teachers to deliver measurable improvements in student performance. If your district or school has purchased PowerSchool Assessment along with PowerSchool's student information system, you can enable the pre-installed PowerSchool Assessment plugin so that administrators and teachers can access PowerAssessment functions via single sign-on links within PowerSchool.

Setup

Before you can access PowerSchool Assessment from within PowerSchool, perform the following setup items:

- View General Plugin Information (optional)
- View SSO (optional)
- Manage Link Details (optional)
- Configure School Access (optional)

  Note: PowerSchool Assessment is a multi-tenant, web-based application and has some special access considerations for administrators and teachers with PowerSchool SIS access to multiple schools. For more information, see the *Configure School Access* section of the *Plugin Management User Guide*.

- Enable Plugin
- Enable Customizations

Working with PowerSchool Assessment

Once PowerSchool Assessment is configured for your school, and once the pre-installed PowerSchool Assessment plugin is enabled, the PowerSchool Assessment link appears in the applications drawer in the PowerSchool admin portal. Links to specific PowerSchool Assessment and Analytics functions also appear throughout the PowerTeacher Pro navigation menu. Using the PowerSchool Assessment links, users can launch PowerSchool Assessment from within PowerSchool while keeping their PowerSchool session active. This allows users to work in both applications simultaneously.

Launch PowerSchool Assessment in the PowerSchool Admin Portal

Use this procedure to launch PowerSchool Assessment in the PowerSchool admin portal.

Note: The PowerSchool Assessment link only appears if the PowerSchool Assessment plugin is enabled, and if the selected school has been granted access to the PowerSchool Assessment link.

How to Launch PowerSchool Assessment in the PowerSchool Admin Portal

1. Sign in to PowerSchool.

   Note: For more information about signing in to PowerSchool, see *The Basics User Guide* available on PowerSource.

2. Click the **Applications** button (an upward-right arrow) in the navigation toolbar. The Applications drawer slides into view.
3. Click the **[PowerSchool Assessment]** link. PowerSchool Assessment launches in a separate window (or tab depending on your browser settings).

   Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

   Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

4. When you are finished working in PowerSchool Assessment, be sure to sign out of PowerSchool Assessment.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.

Launch PowerSchool Assessment in PowerTeacher Pro Read-Only Mode

Use this procedure to launch PowerSchool Assessment in PowerTeacher Pro in read-only mode.

Note: The PowerSchool Assessment link only appears if enabled, if navigation links are defined in the PowerSchool Assessment configuration file, and if the selected school has been granted access to the PowerSchool Assessment link.

How to Launch PowerSchool Assessment in PowerTeacher Pro Read-Only Mode (Teacher Schedules)

1. On the start page, choose **Teacher Schedules** under Functions in the main menu. The Teacher Schedules page appears.
2. Click the name of the staff member. The selected teacher's schedule appears.
3. Click the **PowerTeacher Pro** button to launch a read-only version of the application.

How to Launch PowerSchool Assessment in PowerTeacher Pro Read-Only Mode (Search Staff)

1. On the start page, search for and select a staff member. For more information, see *Staff Search*.
2. On the Staff page, select **PowerTeacher Pro** from the staff pages menu to launch a read-only version of the application.

Launch PowerSchool Assessment in PowerTeacher Pro

Use this procedure to launch PowerSchool Assessment in PowerTeacher Pro.

Note: The PowerSchool Assessment link only appears if enabled, if navigation links are defined in the PowerSchool Assessment configuration file, and if the selected school has been granted access to the PowerSchool Assessment link.

How to Launch PowerSchool Assessment in PowerTeacher Pro

1. Sign in to PowerTeacher.

   Note: For more information about signing in to PowerTeacher, see the *PowerTeacher User Guide* available on PowerSource.

2. Select the **PowerTeacher Pro** link on the main menu. PowerTeacher Pro launches.
3. On the charms bar, select **Assessment**. The Assessment sub-menu appears.
4. Use the links to navigate the functions:
    - Under Assessments, click **Manage Tests** to access the Assessment Library.
    - Under Assessments, click **Administer Test** to access the Testing Center.
    - Under Assessments, click **View Results** to access Assessment Reporting.
    - Under Interventions, click **Manage** to access Interventions.

    PowerSchool Assessment launches in a separate window (or tab depending on your browser settings).

    Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

    Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

5. When you are finished working in PowerSchool Assessment, be sure to sign out of PowerSchool Assessment.
6. When you are finished working in PowerSchool Assessment, be sure to sign out of PowerTeacher Pro.
7. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.

How to Launch PowerSchool Assessment Reports in PowerTeacher Pro

1. Sign in to PowerTeacher.

    Note: For more information about signing in to PowerTeacher, see the *PowerTeacher User Guide* available on PowerSource.

2. Select the **PowerTeacher Pro** link on the main menu. PowerTeacher Pro launches.
3. On the charms bar, select **Reports**. The Reports sub-menu appears.
4. Use the links to navigate the functions:
    - Under Assessments, click **View Results** to access Assessment Reporting.
    - Under Assessments, click **Achievement Records** to access Student Achievement Records.
    - Under Assessments, click **LDS Reporting** to access Longitudinal Data System Reporting (appears if PowerSchool Analytics is enabled).

    PowerSchool Assessment launches in a separate window (or tab depending on your browser settings).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

5. When you are finished working in PowerSchool Assessment, be sure to sign out of PowerSchool Assessment.
6. When you are finished working in PowerSchool Assessment, be sure to sign out of PowerTeacher Pro.
7. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.