

# Powerschool

Tips for “admin” users

Login page: <http://pschool.aaps.k12.mi.us/admin/pw.html>

How to log in:

- Your login is your username (email before @), followed by a semicolon, followed by your password (username;password) – no spaces
- Default password is your initials (first and last) followed by your year of birth (again, no spaces, no capitals)
- So, if your name is Bob Smith, and your email is smith4@aaps..., and you were born in 1984, your login would be:
  - smith4;bs1984

This login page is totally different from the system used for keeping track of grades and absences. You can't change grades or attendance using this login, only look up information.

## Some features of Powerschool

The screenshot shows the Powerschool admin interface in a web browser. The browser's address bar displays the URL <http://pschool.aaps.k12.mi.us/admin/pw.html>. The interface includes a navigation menu on the left with sections for Functions and Setup. The main content area features a search bar, a student list, and other options. Red callout boxes with arrows point to specific elements: 'See who's absent' points to the 'Absentee Report' link; 'Find a student' points to the search bar; 'Find a teacher' points to the 'Teacher Schedules' link; and 'Change your password & default screens' points to the 'Personalize PowerScheduler' link. The interface also shows the school name 'Clague Middle School', the term '08-09 Exploratory 1', and the user name 'Darragh, Benjamin j'. A 'Logout' button is visible in the top right corner.

**On the Student Page**  
(after you have searched for a student)

The screenshot shows the PowerSchool interface for a student. The browser address bar displays <http://pschool.aaps.k12.mi.us/admin/students/home>. The page header includes navigation links: Most Visited, Getting Started, Latest Headlines, Google Maps, and PowerSchool. The school name is Clague Middle School, and the term is 08-09 Exploratory 1. A Logout button is visible in the top right.

Annotations with red boxes and arrows point to specific features:

- Look up grades and schedule**: Points to the "Quick Lookup" link in the left sidebar.
- Go back to the Start Page**: Points to the "Start Page" link in the breadcrumb navigation.
- Click on a grade to check individual assignments**: Points to the "A" grade in the Q1 column for Physical Science 8.
- Other info**: Points to the "Information" section in the left sidebar.

The "Quick Lookup" section displays the student's name (8 205855 CLA) and a table titled "Attendance By Class".

Exp	Last Week		This Week		Course	Q1	Q2	S1	Q3	Q4	S2	Absences		Tardies					
	M	T	W	H								M	T	W	H	M1	08-09	M1	08-09
1(A-B)					Physical Science 8 Hotaling, Soon L	A 94.79	--	A+ 100	--	--	--	0	0	0	0				
2(A-B)					Math Support Lab 8 Hollis, Steve	--	--	--	--	--	--	0	0	0	0				
3(A-B)					Spanish II 8	A+		A+				0	0	0	0				