Power School
Basic Training
Log In- Administrative Users

Launch Power School by navigating to the following address:

http://powerschool.montgomery.k12.va.us/admin

Enter your login id and password in the following manner:

loginid;password  (login-semicolon-password)

Upon an administrative users first entry into Power School, the user will be asked to change their password. Power School support cannot access passwords so it is the responsibility of the user to manage their password.

Log In- Teachers, Parents, Students (Non-Administrative Users)

Launch Power School at http://powerschool.montgomery.k12.va.us/teachers. Enter your login id and password in the following manner:

loginid

password

Upon a user's first entry into Power School, the user will be asked to change their password. Power School support cannot access passwords so it is the responsibility of the user to manage their password.
The Start Page

Notice the following features of the Power School Start Page

- **User Name**
- **Help**
- **Sign Out**

**Tasks**

- **Browse**
- **Search**

**Click after entering User Name and Password.**

**Year**

**School**

**Click to Search**
Search for Students

Search for students by keying in a letter (first letter Last name), group of letters (but not the entire Last Name), or the Last Name. The more of the Last Name entered reduced the number of students selected.

The Student Number can also be a search criteria.

Browse Students

To browse for students, click on the first letter of the Last Name “A”-“Z”, the grade level (PK-12, depends on school), Gender “M” or “F”, or “All” for the entire student list.

Current Selection- When a student or group of students is selected, that selection becomes the “current selection” and will remain until a new student or group is selected. Various tasks can be completed with the current selection group until a new selection is made.

Student Selection

Highlight Selected Student to select.
Quick Lookup

The Quick Lookup Screen displays when a student is selected.

- Medical Alert
- Parent Alert
- Discipline Alert
- Other Alert

With the Quick Lookup, any of the following student screens in "Information", "Academics", "Enrollment", "Scheduling" can be displayed. Click the link to display the screen. Access to various screens depends on user role.

To move from student to student on the chosen screen, click the right or left arrows.

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Meeting Attendance

Grades

Daily Attendance

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Select Students By Hand

The following students were found by browsing for ninth graders. Select a function by clicking on the dropdown as shown below.

1. Click dropdown.
2. Choose Select Students by hand.
3. Highlight to Select
4. Choose for Functions
5. Choose To Save Selections
6. Usually Choose Keep
Stored Selections

Create a stored Selection when you know you will be working with the same group of students routinely.

Click dropdown.
Choose Saved Stored Selection.

Enter Name of Stored Selection

Click
Used Breadcrumbs to return to Start page

To find stored Selections, click stored Selections on the Start page.

At the bottom of the Stored Selections page, the Stored Selections appear as a link and can be accessed as needed.
Counselors Screen

Search For a group of students

Choose Counselor’s Screen

Answer the question by selecting from the dropdown. Click Submit.

Click on the Student name to open the chosen page from the Counselor’s Screen. Click on the next name to open the selected screen for each student in the group.

Click student name to open chosen Counselor Screen.

Breadcrumbs
Print Mailing Labels

Search for a group of students. From the Group Functions menu, choose Print Mailing labels.
The Report Queue opens after the Print Mailing Labels is submitted. Check the Job Name (link that will open job detail). Click View to see sample and lead to Print Screen.

See Sample below. Click on the Printer Icon to Open the Print Screen.

Search Prefix

Use the “/“ (forward slash) to include inactive students in a search.

/smith (forward slash, smith) will return all student, active and inactive, with the last name of smith.