

## Student Account Information Guide

### Wolf Creek Public Schools

Technology Services has developed a procedure that leverages the technology capacity within PowerSchool for the creation of student accounts as well as for school staff to check on information related to that student account.

#### Student Accounts

Student accounts for the start of the school year have been created. Instead of accessing a list in ExFiles, the information is now located **within PowerSchool** for each student. This process will then allow the school staff to see the student account login information and if required, also initiate a request for Wolfnet/Wolfden and/or SSDZ access. Student account information can be accessed by the individual classroom teachers, administrators, admin assistants and technology contacts. Teachers of specific grades/subjects will be able to generate a complete list of student account information for students they teach on a single report which can be printed from PowerSchool. Tech Contacts will be able to quickly access individual student account information from any student within PowerSchool using admin access to PowerSchool.

Requests for student accounts will not require a workorder. When a new student is registered in PowerSchool by the school administrative assistant, this alerts Technology Services to create the new account. The student account creation may take up to 72 hours, but in most cases will be completed within 24 hours. If you notice a delay longer than 72 hours, please send in a workorder requesting a Windows student account to make Technology Services aware of the delay.

#### Wolfnet and Wolfden Access

Student Wolfnet email accounts are available for Grade 2- 12 students. Once a signed Wolfnet-Wolfden Student Permission Form is completed the school based tech contacts will **initiate** the request for Wolfnet / Wolfden access by check marking the appropriate area in PowerSchool on the Student WC Access screen. These accounts are **inactive** until a school indicates the request for activation.

The **Wolfnet-Wolfden Student Permission Form** is available on our Wolf Creek Public Schools website at [www.wolfcreek.ab.ca/techinfo](http://www.wolfcreek.ab.ca/techinfo)

Prior to having students use email and social media tools, please ensure you are discussing aspects of digital citizenship with your students. More information on teaching digital citizenship and the access codes are available through the Wolfnet conference entitled 'Digital Citizenship'.

#### SSDZ Access

School based tech contacts will request for SSDZ access by check marking the appropriate area in PowerSchool on the Student WC Access screen.

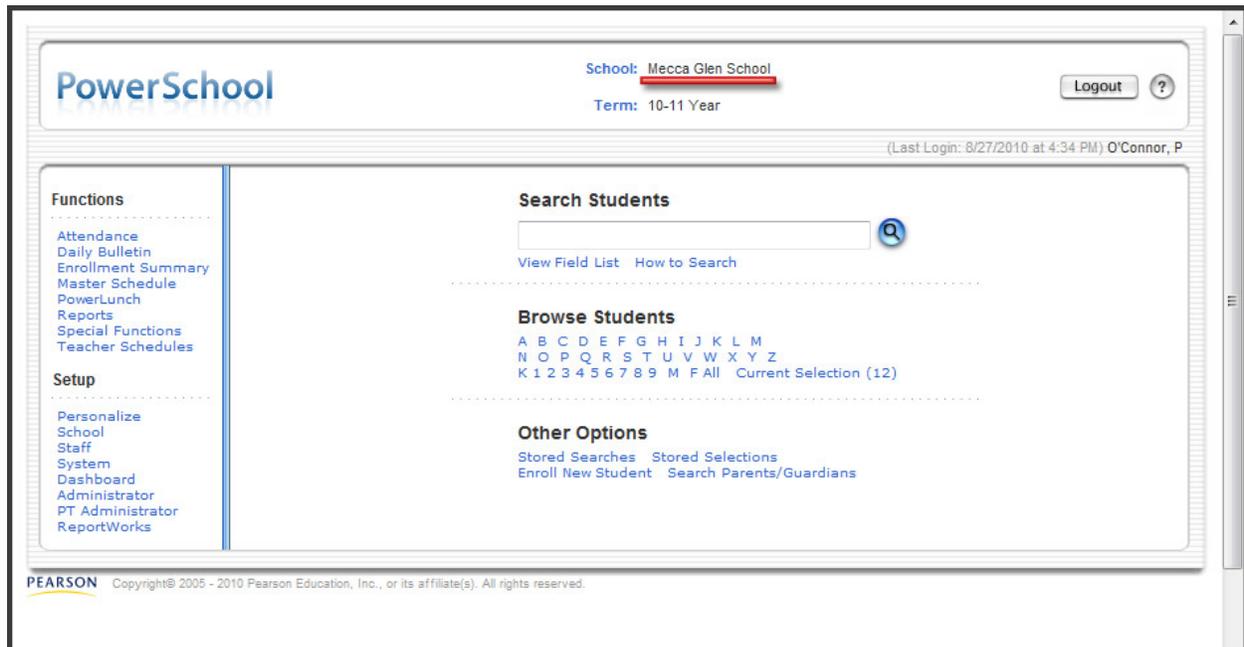
**Please review the following information that will demonstrate how to access student information through PowerSchool.**

## How to check student account information through PowerSchool Admin

Applicable Only to School Admin, Admin Assistants and Tech Contacts Using **admin access**

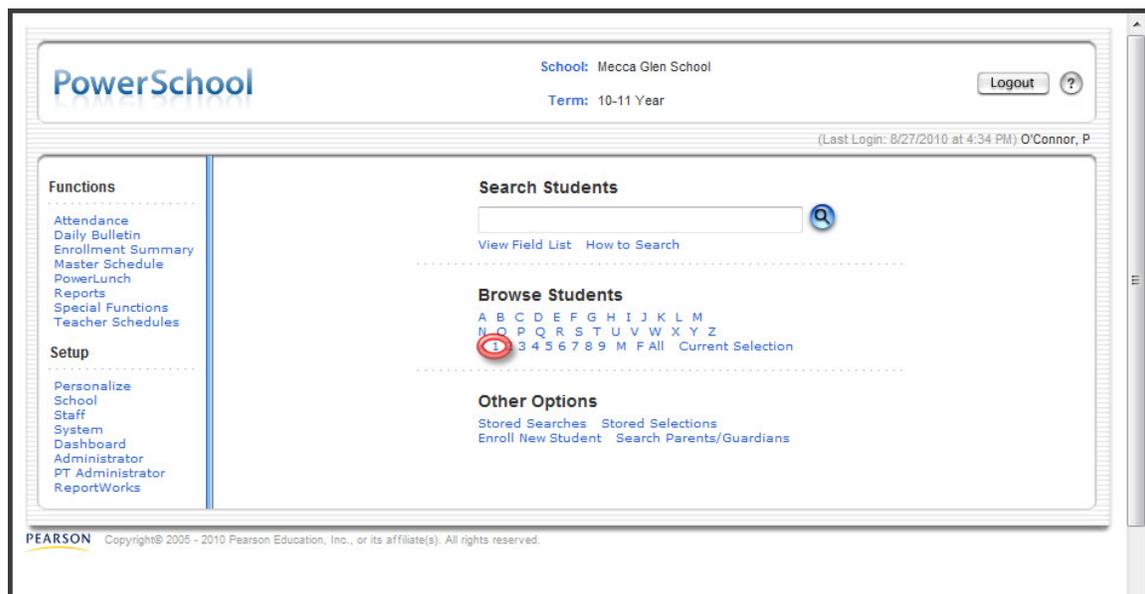
### 1) By individual user:

1a. **Log into** PowerSchool, making sure your school is selected.

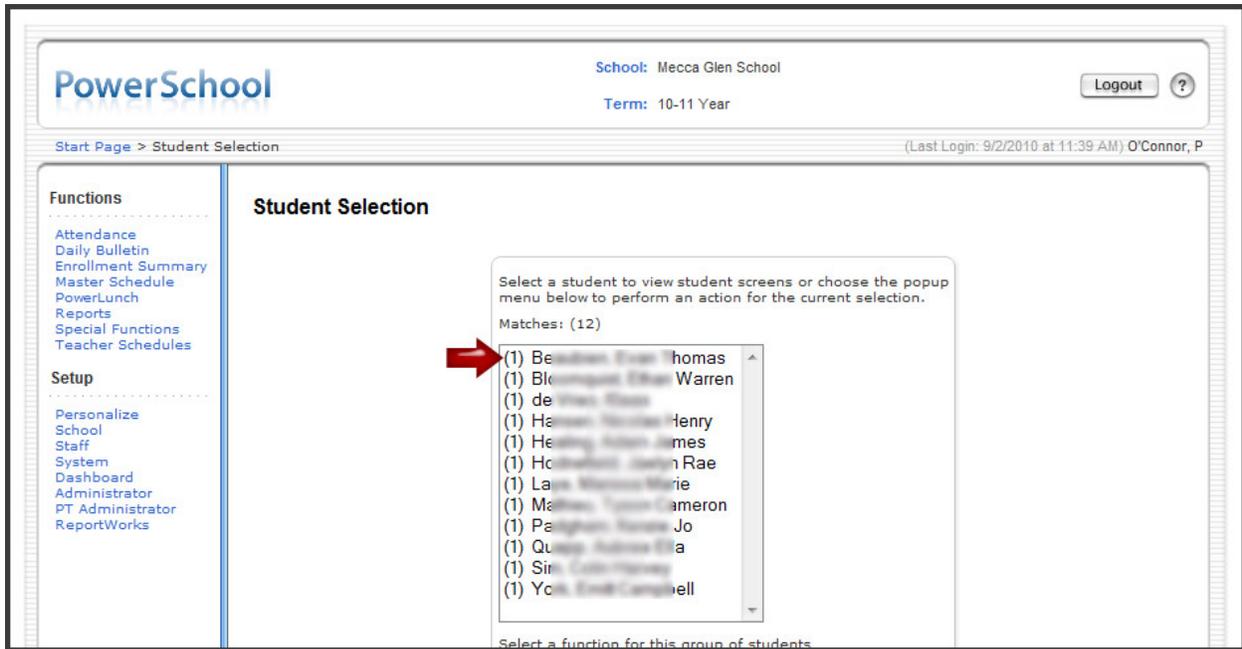


School Selection

1 b. **Select the student** for whom you want to retrieve information by selecting the letter of their last name or grade level as illustrated below in the two different screen shots.



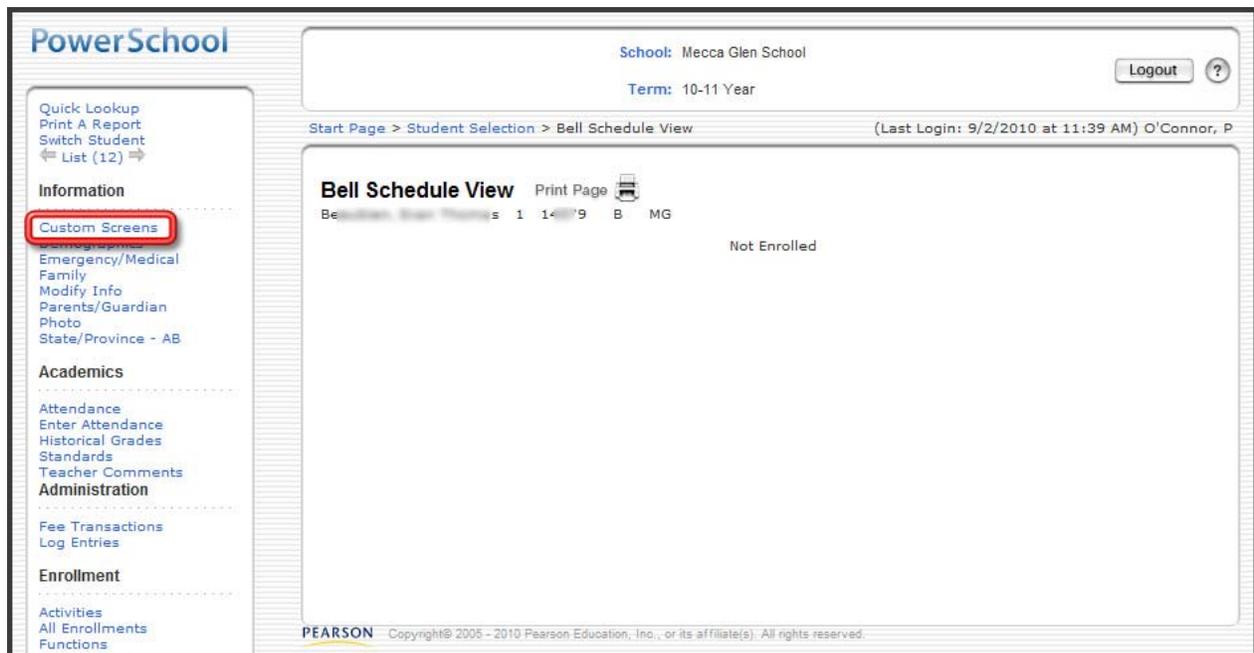
Select by grade.



Select Individual Student

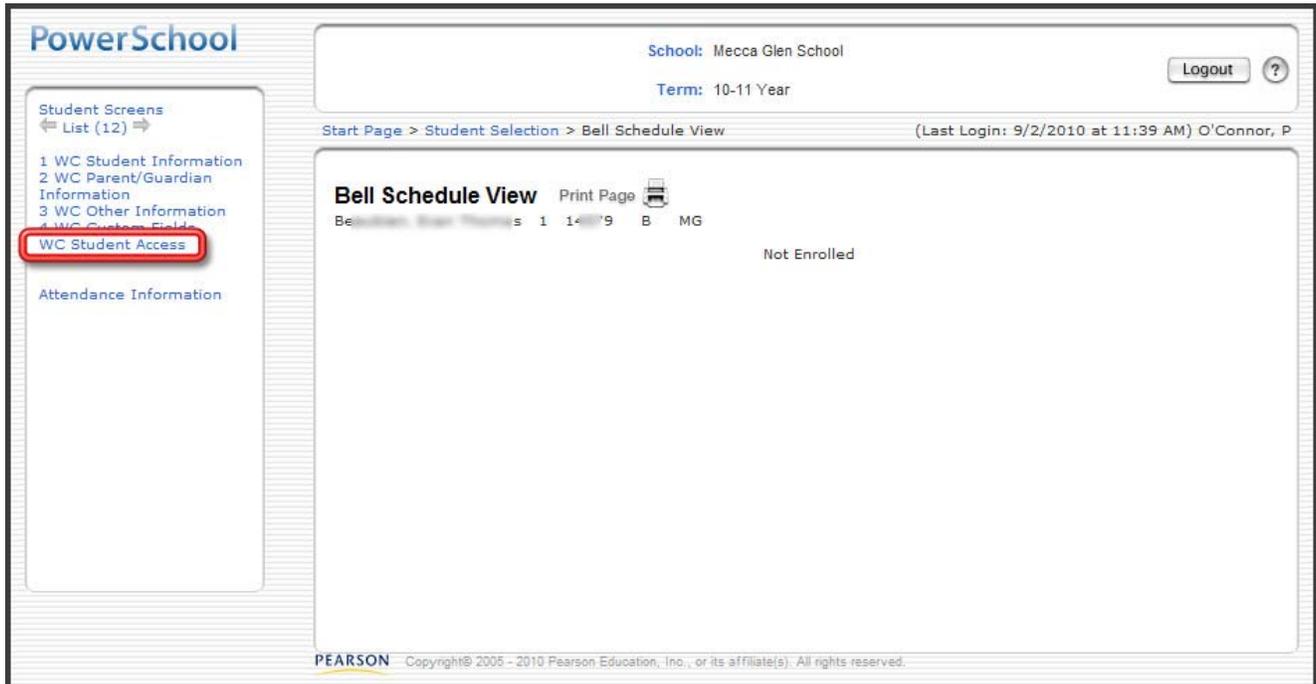
1c. This step is only available via PowerSchool admin access to: School Admin, Admin Assistants and Tech Contacts

Select the 'Custom Screens' screen from the menu on the left.



Custom Screens button

1 d. Choose the custom screen : 'WC Student Access'



WC Student Access button

1e. You should now see the custom screen for WC Student Access for the selected student:

**Important Notes:** This screen will display the student login and password information for that particular student. Some fields are filled in by Technology Services staff. It is important that a signed Wolfnet-Wolfden Student Permission Form with parent signature has been filled out. These should be kept on file at the school.

Windows Username/Passwords are generated as unique usernames and passwords for all Grade 2-12 students.

Wolfnet /Wolfden and SSDZ Access is requested by selecting the appropriate check boxes on the following screen. By creating the checkmarks in the boxes you are requesting for access to both of these tools.

This screen is also used to request that a student's accounts be moved to a new school. You will see displayed the current location of the student's accounts. If a change of location is requested, check the box to alert the WC Tech Services staff to move the accounts.

 **5 - Student WC Access** 

Jane Smith    5    ###    AX

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**Wolf Creek Student Account Info**

Windows Account Created (Y or Blank)	Y
Login Name	Smith1
Login Password	Gbriar%

**Wolf Creek Wolfnet/Wolfden Info**

Request WolfNet Access	<input checked="" type="checkbox"/>
WolfNet Account Created (Y or Blank)	Y
Internet Email Address:	smithj1@wolfcreek.ab.ca

**Wolf Creek SSDZ Info**

Request SSDZ Access	<input checked="" type="checkbox"/>
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Note:  
Unchecking the access box does not remove SSDZ access.

SSDZ Access Enabled (Y or Blank)	Y
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**Student Location Change Request**

Current Windows Account Location	AX
Request Student Location Change	<input type="checkbox"/>

Note:  
Student Data will be deleted upon change:  
Student home folder data backup is the responsibility of the student. Checking this box signifies understanding that student data will be deleted.

**Submit Changes**

Student Login name and password for all services.

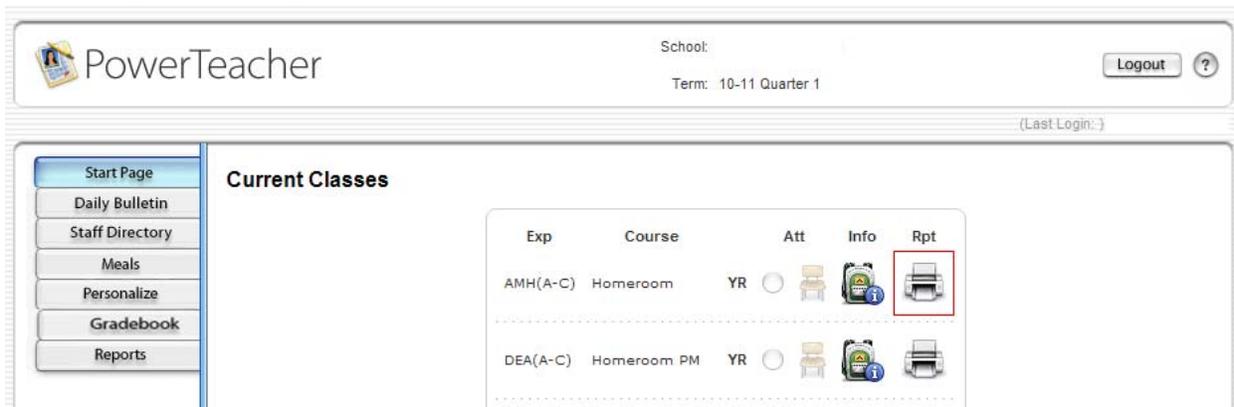
Fields to be checked off by the school admin assistants or tech contacts.

If the current Windows account location is not at your school, check the box which will alert Tech Services to move the account.

# How to check student account information through PowerTeacher for Teachers

Applicable Only for Classroom/Subject Teachers

## 1. Creating Class Reports



1a. From the start page of PowerTeacher select the printer icon adjacent to the class you want to generate student account access information for.

### Print Class Reports

The screenshot shows the 'Print Class Reports' form. It includes the following fields and options:

- Which report would you like to print?: **WC Student Access** (dropdown menu)
- For which students?: The 23 students in this class.
- Test print?:  Print only the first  pages.
- Watermark Text:
- Watermark Mode: **Overlay** (dropdown menu)
- When to print: **ASAP** (dropdown menu)

A **Submit** button is located at the bottom right of the form.

1b. A Print Class Reports page will load.

1c. Choose the **WC Student Access** report from the drop down list of reports available to you.

1d. **Submit** and you will be directed to the Report Queue. The report will show as running and you need to refresh using the refresh link.

PowerTeacher

School: \_\_\_\_\_ Term: 10-11 Quarter 1

Logout ?

(Last Login:)

Start Page  
Daily Bulletin  
Staff Directory  
Meals  
Personalize  
Gradebook  
**Reports**  
Recommendations

**Report Queue - My Jobs** Refresh

Created	Job Name	Started	Ended	Status	
09/03/2010	WC Student Access	09/03/2010 9:07 AM	09/03/2010 9:07 AM	Completed	View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 90 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

1e. Click on **View** to view a pdf report containing the student account access information for your students.

### Wolf Creek Student Account Access Information

Student Name	Username	Password	WolfNet Created	Internet Email	SSDZ Access
Beaudin, Joan	BeaudinJ	7!briar%			
Smith, John	SmithJ	8bugle!	Y	smithj@wolfcreek.ab.ca	
de Vries, Alan	deVriesA	5!briar%			
Hansen, Shirley	HansenS	6!briar%			
Hodderick, James	HodderickJ	6!briar%			
Smith, Jane	SmithJ1	6briar%	Y	smithj1@wolfcreek.ab.ca	Y
Lays, Victoria	LaysV	4!briar%			
Martens, Tracy	MartensT	4!briar%			
Packham, Brenda	PackhamB	4!briar%			Y
Quinn, John	QuinnJ	2!briar%			
Sim, Colin	SimC	5!briar%			Y
York, Brian	YorkB	4!briar%			

Note: Usernames are not case-sensitive.