Communication Tools Quick Reference Card

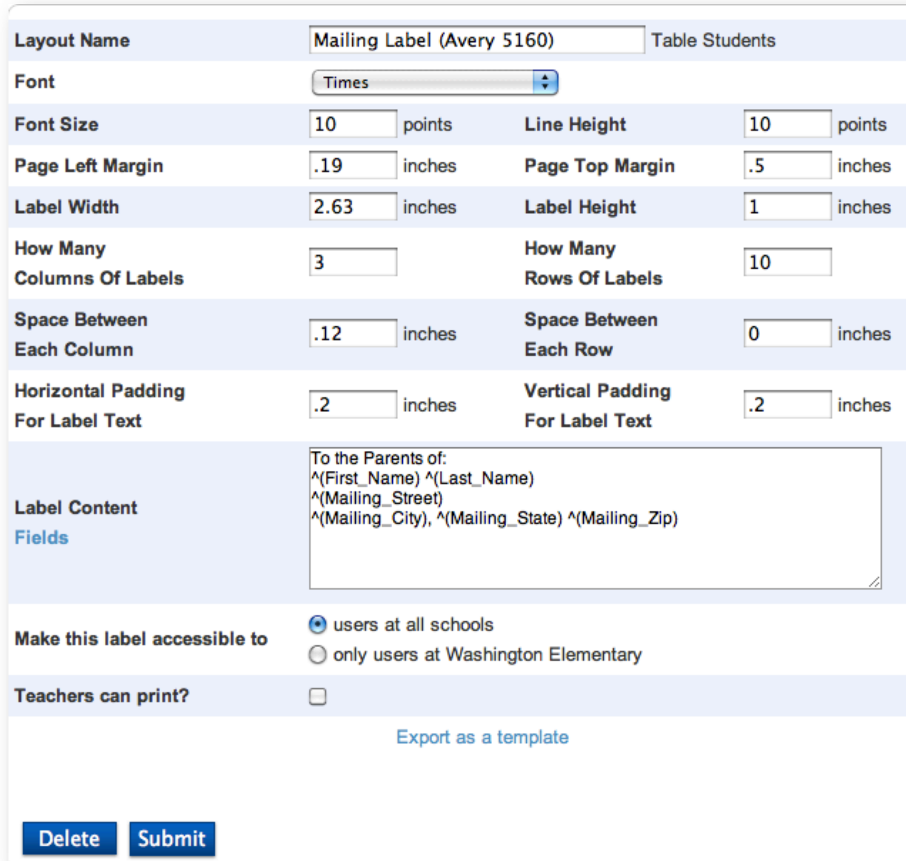
Mailing Labels

Use mailing label templates to print mailing or other information on labels for students or staff. For example, for a form letter that must be mailed to each student's home, create mailing labels for the envelopes. Or create file folder labels or name badges.

To set up the mailing label template:

1. On the Start Page, click **System Reports** > **Setup** > **Mailing Labels**
2. Click **New**
3. Enter a title reflecting the purpose of the labels and the label stock type, such as `Parent Mailing Label Avery 5160`
4. Select a data table: **Students** or **Staff**
5. Enter the page and label size dimensions using the information from the label stock box, or use a ruler to figure out the dimensions including:
    - Matching the values for the font size and line height
    - Using padding to create a margin on the label, but not too much or the lines will creep down the page
    - Printing a test page to check the alignment
6. For the Label Content, follow these rules:
    - Enter text as you want it to appear on every label
    - Enter PowerSchool fields and data access tags using the syntax ^(field name)
    - Put spaces between the objects
    - Bulk mailing labels should use uppercase letters in Courier or Helvetica font, no punctuation and two spaces between the state and zip code
    - Use the syntax ^(field name;uppercase) for uppercase letters
7. Select whether the labels will be available to all users or only users at your school
8. Select whether teachers can print the labels, and click **Submit**

   Do not use page scaling or shrinking in Adobe when printing the resulting PDF file.



Layout Name	Mailing Label (Avery 5160) Table Students		
Font	Times		
Font Size	10 points	Line Height	10 points
Page Left Margin	.19 inches	Page Top Margin	.5 inches
Label Width	2.63 inches	Label Height	1 inches
How Many Columns Of Labels	3	How Many Rows Of Labels	10
Space Between Each Column	.12 inches	Space Between Each Row	0 inches
Horizontal Padding For Label Text	.2 inches	Vertical Padding For Label Text	.2 inches
Label Content Fields	To the Parents of: ^(First_Name) ^(Last_Name) ^(Mailing_Street) ^(Mailing_City), ^(Mailing_State) ^(Mailing_Zip)		
Make this label accessible to	users at all schools only users at Washington Elementary		
Teachers can print?			

Export as a template

Delete Submit

Printing Reports

Use the Print Reports page to print custom reports for individual students and staff members, as well as groups of students and staff members. The main difference between printing reports for individuals, groups, and for staff is the navigation path to the Print Reports page.

Printing Reports for an Individual Student

1. Search for and select the student
2. Click **Print A Report**
3. Choose which report to print
4. If printing student schedules, select enrollments to include
5. If printing a fee list, select which transactions to include
6. If using a watermark, select text and mode
7. Define when to print the report
8. Click **Submit**

Printing Reports for an Individual Staff Member

1. On the Start Page, click **Staff Search**
2. Search for and select the staff member
3. Click **Functions** > **Print a Report for [staff member's name]**
4. Choose which report to print
5. If printing a fee list, select which transactions to include
6. If using a watermark, select text and mode
7. Click **Submit**

Printing Reports for Groups of Students

1. Select a group of students
2. From the Group Functions menu, choose **Print Report**
3. Choose which report to print
4. Select which students to print for
5. Select the print order
6. If printing student schedules, select enrollments to include
7. If printing a fee list, select which transactions to include
8. If using a watermark, select text and mode
9. Define when to print the report
10. Click **Submit**

Printing Reports for Groups of Staff Members

1. On the Start Page, click **Staff Search**
2. Select a group of staff members
3. Click **Functions** > **Print a Report**
4. Choose which report to print
5. Select whether to run a test report by printing the first few pages
6. If printing a fee list, select which transactions to include
7. If using a watermark, select text and mode
8. Click **Submit**

Form Letters

Use form letters to print customized letters for students and staff. For example, create a password letter for parents notifying them of their student's attendance totals or GPA. There are two parts to setting up a form letter.

Setting Up the Form Letter Template

1. On the Start Page, click **System Reports** > **Setup** > **Form Letters**
2. Click **New**
3. Enter a title, such as `Perfect Attendance Award`
4. Select a data table: **Students** or **Staff**

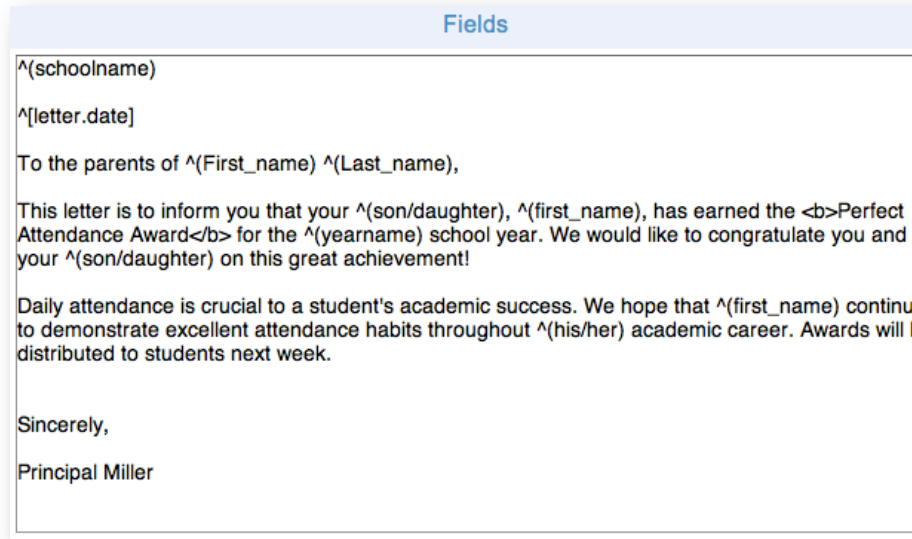
   For the Attendance letter, choose **Students**.
5. Format the page style and dimensions

   The rule of thumb is to make the line height two points higher than the font size.
6. Select whether to make the form letter available to all users or only users at your school
7. Select whether teachers can print
8. Click **Submit**

Setting Up the Body of the Letter

1. Click the title of the form letter
2. Click **Report Body**
3. Type the body of the letter

   Use PowerSchool fields to insert information from the database (click the blue Fields link to select valid fields). Use data access tags to insert data from the server. Use HTML tags to format the style of the text with bold or italics emphasis.
4. Click **Submit**



Fields

^(schoolname)

^[letter.date]

To the parents of ^(First_name) ^(Last_name),

This letter is to inform you that your ^(son/daughter), ^(first_name), has earned the Perfect Attendance Award for the ^(yearname) school year. We would like to congratulate you and your ^(son/daughter) on this great achievement!

Daily attendance is crucial to a student's academic success. We hope that ^(first_name) continue to demonstrate excellent attendance habits throughout ^(his/her) academic career. Awards will b distributed to students next week.

Sincerely,

Principal Miller

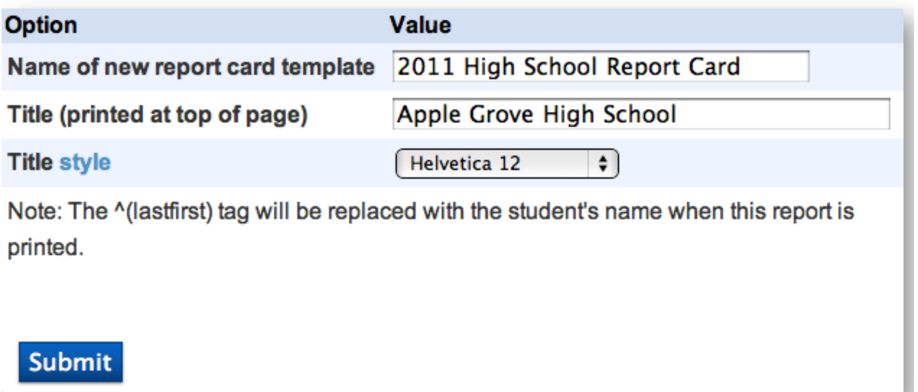
Report Cards

Use the report card template to create any report on which you need student schedule information, such as report cards, progress reports, student schedules, and attendance letters. There are four parts to setting up a report card template.

Begin by navigating to the report card template: **System Reports** > **Setup** > **Report Cards**, and click **New**.

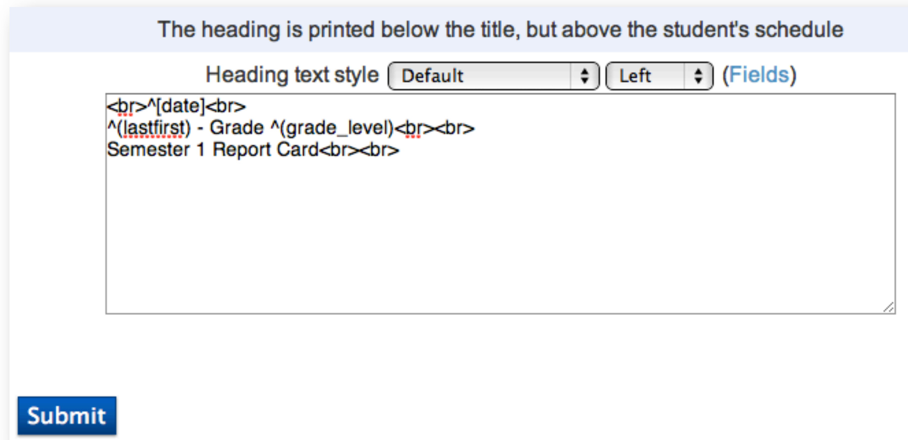
Title

1. Enter a title for the template, such as **`Progress Report`** or **`Semester 1 Report Card`**
2. Enter a title for the report card or progress report
3. Choose the title style
4. Click **Submit**



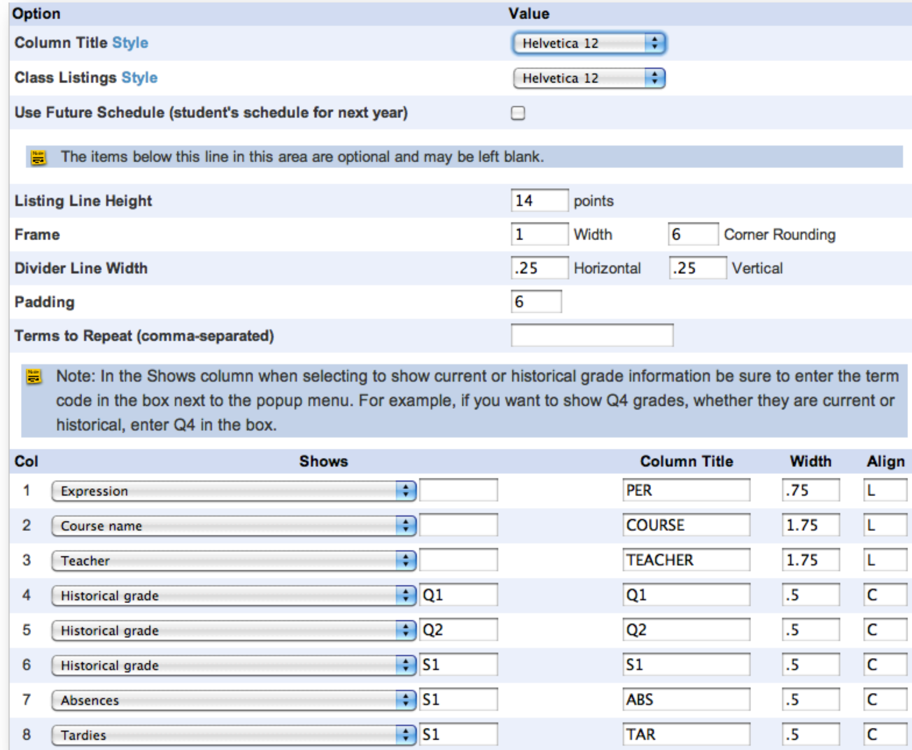
Heading

1. Click the title of the report card template
2. Click **Heading**
3. Choose the heading text style and alignment
4. Enter text that you want to appear in the heading
5. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
6. Enter HTML tags to format the style of the text
7. Click **Submit**



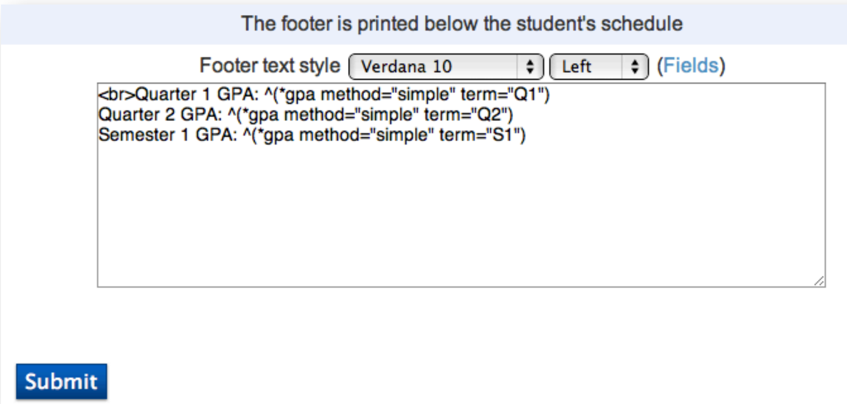
Using the Schedule Listing

1. Click **Schedule Listing**
2. For Column Title and Column Listings, choose a font style
3. Make the listing line height two points higher than the font size
4. For Frame, enter a width of **1** or **2**
5. For Corner Rounding, enter a value to round the corners of the frame, such as **6**
6. For Divider Line Width, enter values, such as **.25** to create a grid around the schedule information
7. For Padding, enter a value, such as **6** to create white space in the grid cells to increase the readability
8. Enter terms to repeat if you want to show schedule listings for two different terms in two separate grids
9. Define the columns:
    - Select what each column shows
    - Specify the term code, if needed
    - Enter column titles
    - Enter column widths in inches
    - Enter column alignments - L (left), R (right), or C (center)
10. Format Special Schedule Listing Options, if for example, you want to prevent a class that does not have a grade (such as Lunch or Study Hall) from appearing on the report card or you want to include additional stored grades
11. Click **Submit**



Footer

1. Click **Footer**
2. Select the footer text style and alignment
3. Enter text
4. Enter PowerSchool fields to insert information from the database and data access tags to insert data from the server
5. Enter HTML tags to format the style of the text
6. Click **Submit**



Completing the Setup

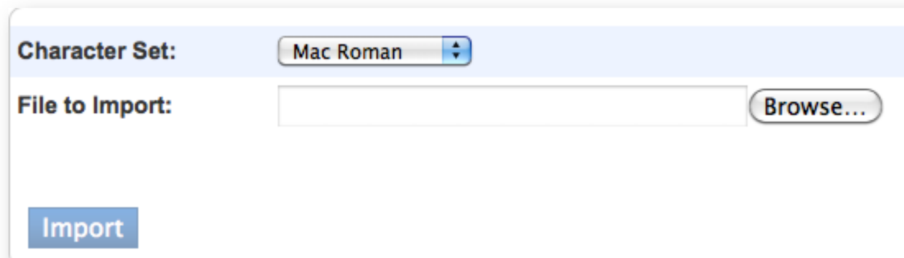
1. Select whether to make the report card available to all users or only users at your school
2. Select whether teachers can print
3. Click **Margins & Page Setup** to alter the margins and page setup if you want to print the report on school letterhead
4. Click **Special Printing Options** to print multiple reports per page
5. Click **Export Report as Template** to share this report with another school
6. Click **Submit**

Importing and Exporting Reports

Importing Reports

You can borrow reports from other PowerSchool users. These may be available from the PowerSchool User Group (PSUG), other user groups, or directly from other PowerSchool users. Verify that the template is a .pst file.

1. On to the Start Page, click **System** > **Import Report Template**
2. Select the character set to match the operating system of your server if it has not been set automatically (Mac Roman is the default for Mac users; Windows ANSI is the default for Windows PC users)
3. Click **Browse**, and select the file to import
4. Click **Import**



Exporting Reports

Export reports for several reasons. You may wish to share a report with another PowerSchool user, or you may want to save a backup of a particular report while you're making changes.

1. On the Start Page, click **System Reports** > **Setup**
2. Select one of the following: Form Letters, Mailing Labels, Object Reports, or Report Cards
3. Click the title of your report
4. Click **Export Report as Template**
5. Save the file to your desktop

Printing Class Rosters

The Class Rosters (PDF) report creates a PDF file that displays specified information for students in the classes of teachers you choose. Printing a copy of the Class Roster is an excellent way for the teacher to have a class list as a field trip roster or end of term grade verification sheet.

1. On the Start Page, click **System Reports** > **Class Roster (PDF)**
2. Select the teacher(s) to print rosters for
3. Select the meetings
4. Select which students to include
5. Select the heading style parameters
6. Select which pages to print the heading
7. Set up the heading text:
   - Enter text
   - Enter PowerSchool fields to pull information from the Sections table, and enter data access tags as needed

     The field ^(class_expression) does not work; use ^(expression) instead.
8. Set the roster columns' style parameters
9. Set up the roster columns using the format:

   field name\column title\column width\alignment
10. Set the roster page dimensions and settings
11. If using a watermark, select text and mode
12. Define when to print the report
13. Click **Submit**

Using the Daily Bulletin

The daily bulletin is a tool administrators, secretaries, counselors, teachers, and staff use to post announcements, messages, and reminders to other staff, students, and parents. The bulletin is an online bulletin board, not an email utility.

Creating Bulletin Items

1. On the Start Page, click **Special Functions** > **Daily Bulletin Setup**
2. Click **New**
3. Enter a date range
4. Select the target audience
   - Public: All users (administrators, parents, students, and teachers) can view the item
   - Teacher Users: Administrative users and teachers can view the item
   - Admin Users: Only administrative users can view the item
5. Enter the sort order

6. Enter an item title, such as `Staff Meeting This Friday`
7. In the Item Body, type your message using the formatting toolbar and HTML, if desired
8. Click **Submit**

Editing Bulletin Items

1. On the Start Page, click **Special Functions** > **Daily Bulletin Setup**
2. Click the start date of the bulletin item you wish to edit
3. Edit the Date Range or Target Audience fields
4. Edit the sort order, keeping in mind that unless the bulletin item is very important and needs to be the first item, use the default sort order of 50 so items will sort by date
5. Edit the Item Title and Item Body fields
6. Click **Submit**

Deleting Bulletin Items

1. On the Start Page, click **Special Functions** > **Daily Bulletin Setup**
2. Click the bulletin item's start date
3. Click **Delete**

Viewing All Bulletin Items

1. On the Start Page, click **Special Functions** > **Daily Bulletin Setup**
2. Below the list of items, click **Show All Bulletin Items, including expired terms**

Changing Bulletin HTML Formatting Preferences

1. On the Start Page, click **Special Functions** > **Daily Bulletin Setup**
2. Below the list of items, click **Bulletin HTML formatting preferences**
3. For Item Title Start, enter HTML tags, as shown below, to specify how you want text to appear in bulletin item titles

   Indicate which font to use, how large the letters should be, and what color the letters should be.
4. For Item Title End, enter HTML tags to turn off the specifications for font, size, and color that you entered in the Title Start field
5. For Item Body Start, enter HTML tags to specify how you want the text to appear in the body of messages
6. For Item Body End, enter HTML tags to stop the formatting
7. Click **Submit**

   Changes made to the HTML preferences affect all bulletins and may override the message body that users format.