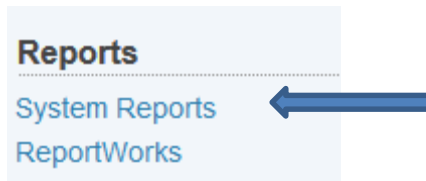




How To Produce Eligibility Reports

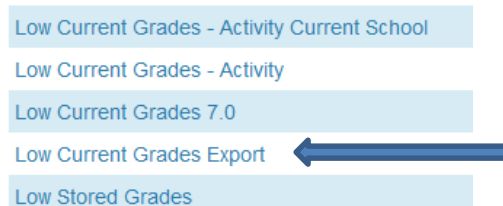
1. Click on the “System Reports” link on the left hand side of the main PowerSchool page.



2. Click on “Engine” link on the top of the Reports menu page.



3. Click on the “Low Current Grades Export” link on the Engine menu page.



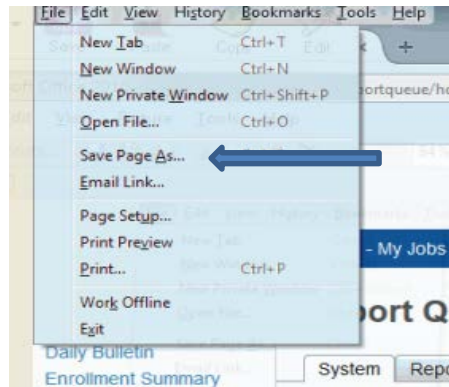
4. Insert the various report settings as pictured below:

Low Current Grades Export Report

Report Name	Low Current Grades Export		
Version	5.2a		
Description	This report will create a tab-delimited list of students with low current grades or percents for the term you specify. The file will include student name, grade level, letter grade, percent, last update, course, expression, and teacher name.		
Comments	The information is pulled from the data table that keeps track of current grades, so please keep in mind the information will only be as up-to-date as the teacher's use of the gradebook. To default items to the same choice the next time you run the report, place a check mark in the box to the far right of the item.		
Processing Options	In Background Now		
Specific Date/Time	<input type="text" value="MM/DD/YYYY"/>		
TRACE (Internal Option)	No		
Error Log Page	Log		
Data to be filled	<input type="checkbox"/> (Check checkbox on the right to save as default value) Reset All		
Enter a term in the box below (Q1 or Q2, etc):			
Term:	Q3		
Use the drop-down menu below to choose if the report will be based on letter grades or percentages:			
choice	Letter Grades		
If you chose letter grades above, use the drop-down menu below to choose which grades to search on:			
Grades:	F's Only		
If you chose Percents above, enter a percent range below:			
Highest %:	70		
Lowest %:			
Use the drop-down menu below to choose the minimum number of matches needed for the student to appear on the report:			
Minimum #:	1		
Use the drop-down menu below to choose how you want the report sorted:			
Sort By	Student's Last Name		
Minimum #:	1		
Submit			



5. Click the submit button.
6. When you can view the report in the “Report Queue” screen, click on the “Page” menu located in your browser menu bar and choose the “Save As...” options. Save the report to a folder stored either on your desk top or home folder with the Name indicating the date of the export.



7. Open the Excel program, click on the data tap and choose the Get Text function from the Get External Data group. Follow the wizard instructions to import to your Low Current Grades data.
8. Add a column header on the far right hand side of your imported data labeled Eligibility Status. Insert a P (probationary) or an I (ineligible) in this column as you compare the current weeks' data to the previous weeks' data.
9. Insert a Header identifying your report and save the report into the same folder used previously.
10. Print and/or e-mail the current weeks excel spreadsheet to appropriate staff.



NOTES:

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10
