



EDUCATION TECHNOLOGY SERVICES

Sharing PowerSchool Resources

PowerSchool Show and Share

There are a wide variety of PowerSchool report templates available to users of the application. This document contains both links to those resources as well as directions on how to import templates into your system.

How to import report templates into PowerSchool

Importing templates into PowerSchool is a simple process.

- Log into PowerSchool and go to System-->Import Report Template
- Browse for the report template that you wish to import and submit.

Your new report template will be imported into the system and will be categorized according to the report type in the report dropdown list when you go to print a report.

Resources for Report Templates

There are a variety of different resources available for report templates. Below are links to those resources.

EduTech – Go to <http://www.edutech.nodak.edu/powerschool>. Click on the templates button under the Sections area on the left side of the page. Templates on the EduTech site are a collection of resources from North Dakota schools and PowerSchool conferences. Each template has a viewable PDF document associated with it so that you can preview the template before downloading and importing into your system.

You will need to make some modifications to the templates after you import them so it is recommended that you have gone through the PowerSchool Object Report workshop offered by the EduTech PowerSchool team.

PSUG – A great source of report templates is the National PowerSchool User Group. This resource is a group set up on Yahoo!. You will need to register for a Yahoo! account to gain access to this group. You will also need to bypass the K-12 filter to get to the PSUG site. The URL for this site is <http://groups.yahoo.com/group/PSUG>.

The PSUG group has many templates available; however it is a bit cumbersome to browse through them. To find the templates, log into the PSUG site and click on the Files link on the left side of the page.

Files are organized by State. You can browse through each State folder and download the templates that you are interested in. Some of the templates have PDF files associated with them and some do not.

ESSDACK – Another source of report templates is ESSDACK an organization in Kansas. They also have a number of report templates on their site at <http://powerschool.essdack.org/reports/engine/default.asp>. There are other PowerSchool resources available on this site as well. These are Reporting Engine templates and are loaded into the system a bit differently. The directions for downloading these templates and loading them into the system are on their web page.

The reports are not organized in any particular order on this page. Some have PDF files associated with them for preview and some do not.

Other North Dakota Schools – A valuable resource for you are your peer schools in North Dakota. Many schools have developed reports themselves and may be willing to share those reports with you. If you are looking for a report to use in your district you may wish to post the request on the PowerSchool list that we have available for state users.

If you are not subscribed to the PowerSchool list you can contact any of the EduTech PowerSchool team members to get you signed up.