

# Custom Screens & Fields Quick Reference Sheet...

## 1. Where do I add custom fields and screens in PowerSchool?

[Start Page](#) > [System](#) > Custom Fields/Screens

## 2. How do I add a custom Field?

- Click on Student Fields
- The new student field page then appears.
- Enter the Field Name and Description (REMINDER – NO spaces in field names)

## 3. How do I edit a custom field?

- Follow the same path listed in #1 (start page>system>Custom Fields/Screens)
- Click on the name of the field you want to edit.
- Make necessary changes to field name and/or description.
- Click submit for the changes to take effect.

## 4. How to delete a custom field?

- Navigate to the custom screens/fields page (start page>system>Custom Fields/Screens)
- Click on the name of the field you want to delete.
- Select the checkbox to confirm that you want to delete the field, and click delete.

## 5. What kinds of Fields can I add?

- Entry Field = The user enters free text.
- Static Field = Text that you CANNOT change. (ex. = headers or directions)
- Check box = A box the user clicks on to select.
- Pop-up Menu = A menu the user can select a specific value from.
- Radio Button = A circular button the user can select.
- Entry Box = User can enter multiple lines of free text.

## 6. How do I export a custom screen out of PowerSchool?

- Select SYSTEM from the Main Menu on your start page.
- Click on Custom Fields/Screens.
- Select the type of screen you want to export. (student or staff)
- Click on the EDIT FIELDS next to the screen you want to export.
- Click on “Export this screen as a template” located at the bottom of the page.
- Save File as... OR Save this file to disk...

## 7. How do I import Custom Screens into Powerschool?

- Select SYSTEM from the Main Menu on your start page.
- Click on Import a Report Template.
- Click on CHOOSE File.
- Browse your Hard Drive to locate the template (it will be a .pst file)
- Select the file location, and click CHOOSE.
- Click Import.