

PowerSchool Special Programs SIS Integration Administration Guide

For Version 19.11

PowerSchool Group LLC

PowerSchool Special Programs SIS Integration Administration Guide

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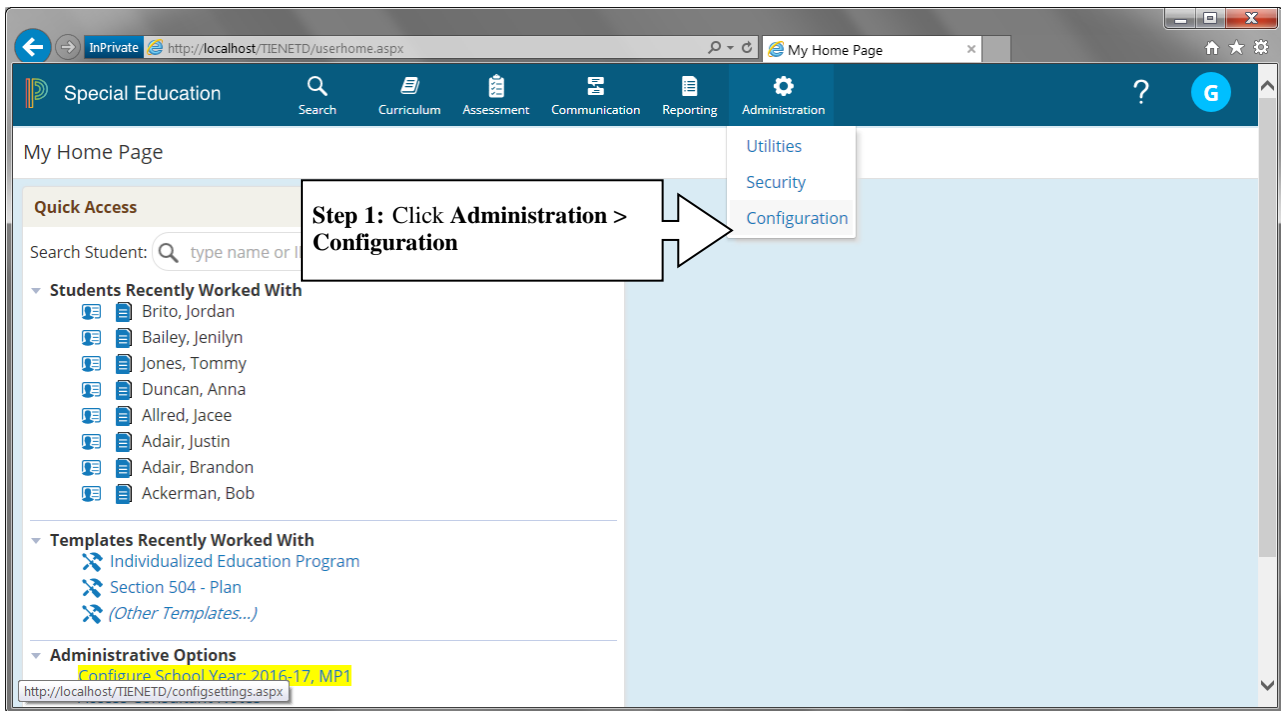
Generating and Uploading the Special Programs Plugin



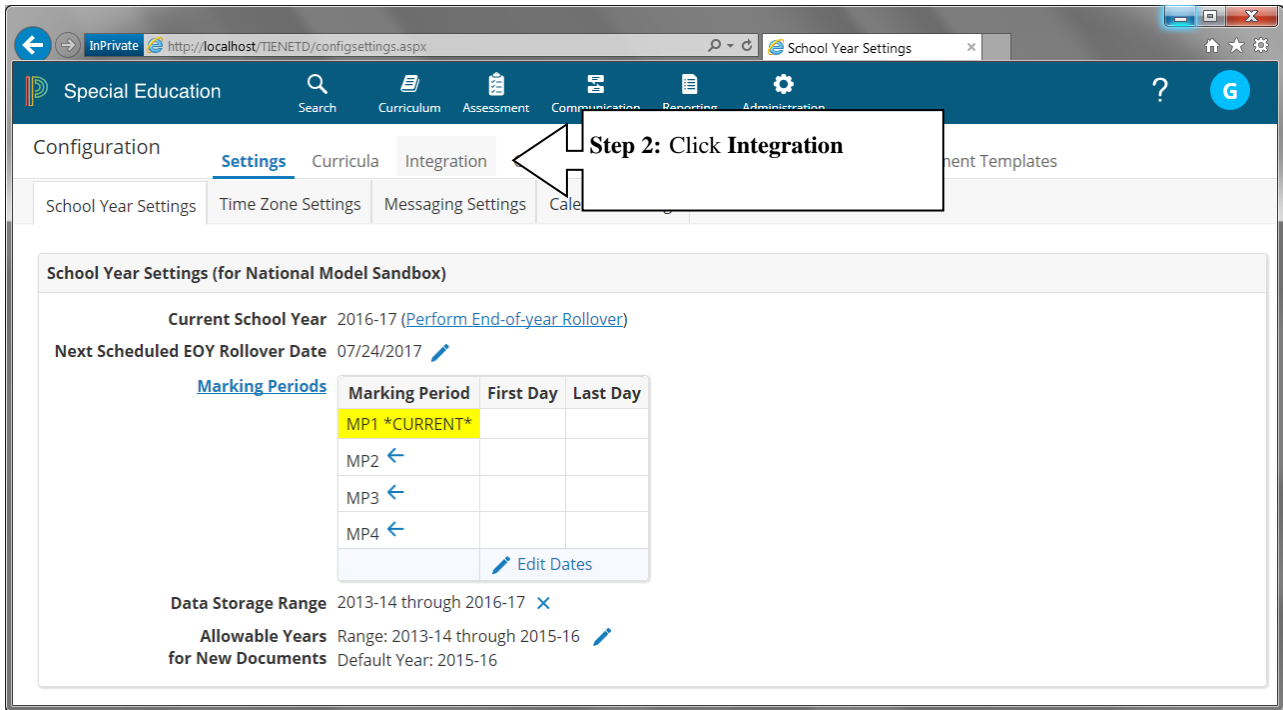
To integrate PowerSchool SIS and PowerSchool Special Programs, a plugin must be uploaded and installed using the PowerSchool Admin portal. This plugin establishes secure server-to-server authentication, data transfer, single sign-on and the embedded user interface.

Generating the Plugin

The PowerSchool Special Programs plugin can be generated directly within the Special Programs web application. The plugin generator setup screen has multiple options that determine how the plugin behaves. The plugin that is generated based on those options is downloaded as a zip file that can be uploaded to PowerSchool SIS.



UPLOADING THE PLUGIN



Step 2: Click Integration

School Year Settings (for National Model Sandbox)

Current School Year 2016-17 ([Perform End-of-year Rollover](#))

Next Scheduled EOY Rollover Date 07/24/2017 [✎](#)

[Marking Periods](#)

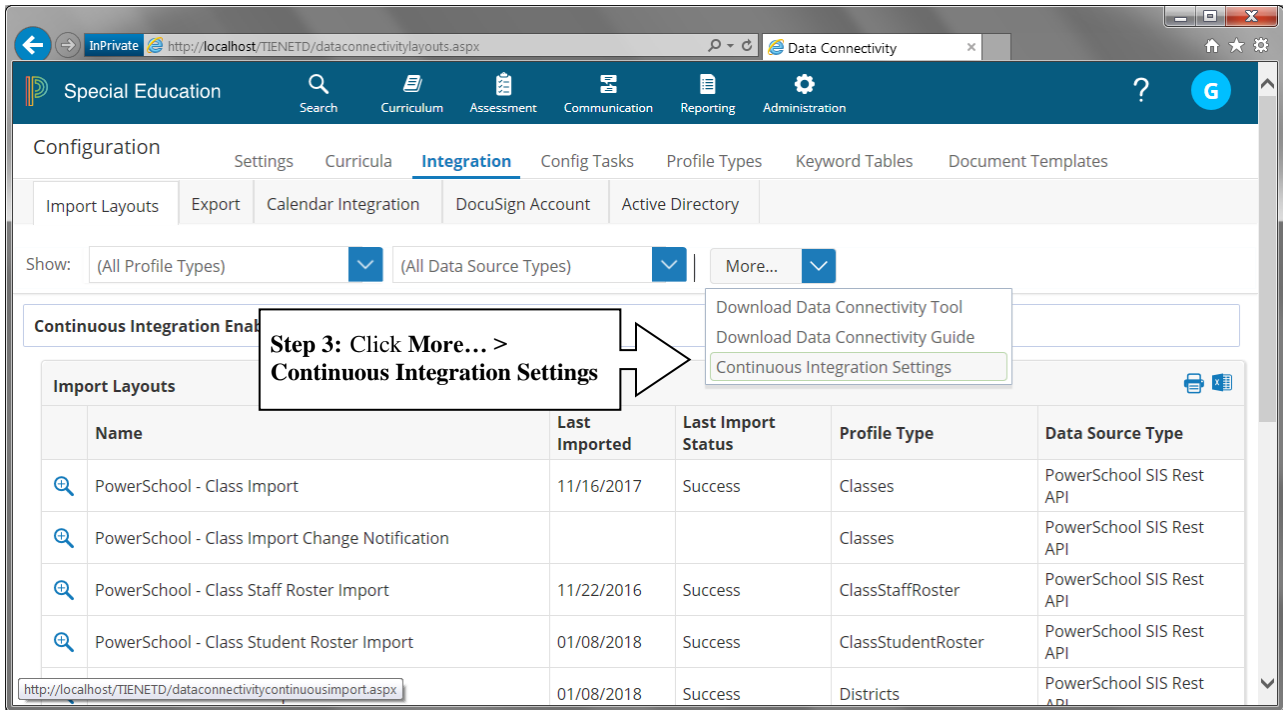
Marking Period	First Day	Last Day
MP1 *CURRENT*		
MP2 ←		
MP3 ←		
MP4 ←		

[✎ Edit Dates](#)

Data Storage Range 2013-14 through 2016-17 [✕](#)

Allowable Years Range: 2013-14 through 2015-16 [✎](#)

for New Documents Default Year: 2015-16



Step 3: Click More... > Continuous Integration Settings

Download Data Connectivity Tool

Download Data Connectivity Guide

Continuous Integration Settings

Name	Last Imported	Last Import Status	Profile Type	Data Source Type
PowerSchool - Class Import	11/16/2017	Success	Classes	PowerSchool SIS Rest API
PowerSchool - Class Import Change Notification			Classes	PowerSchool SIS Rest API
PowerSchool - Class Staff Roster Import	11/22/2016	Success	ClassStaffRoster	PowerSchool SIS Rest API
PowerSchool - Class Student Roster Import	01/08/2018	Success	ClassStudentRoster	PowerSchool SIS Rest API
http://localhost/TIENETD/dataconnectivity/continuousimport.aspx	01/08/2018	Success	Districts	PowerSchool SIS Rest API

UPLOADING THE PLUGIN

Integration > Continuous Integration Settings

Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Properties	Data Source Name*	Last Import Date	Last Import Status
No records to display.								

A Configuration Task must be selected to edit continuous import properties
*Data Source Name will be used for individual layouts during continuous

Step 4: If a configuration task has not already been selected then one must be selected now

Return > Select Configuration Task

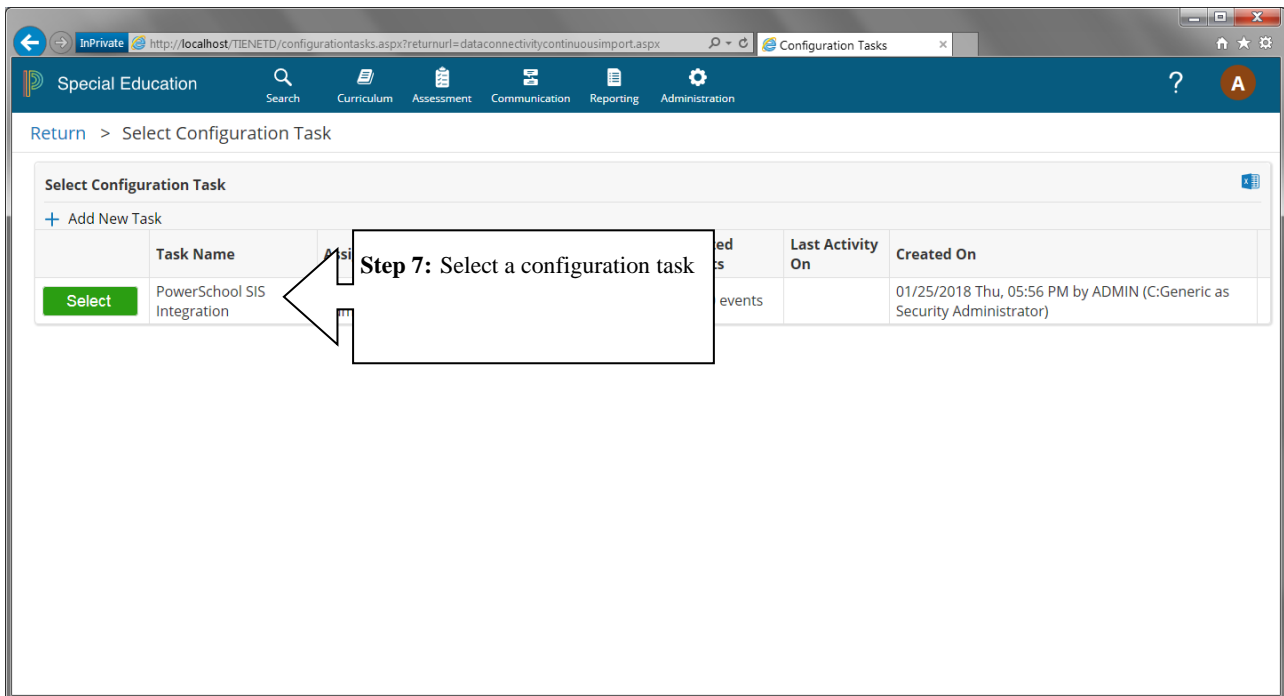
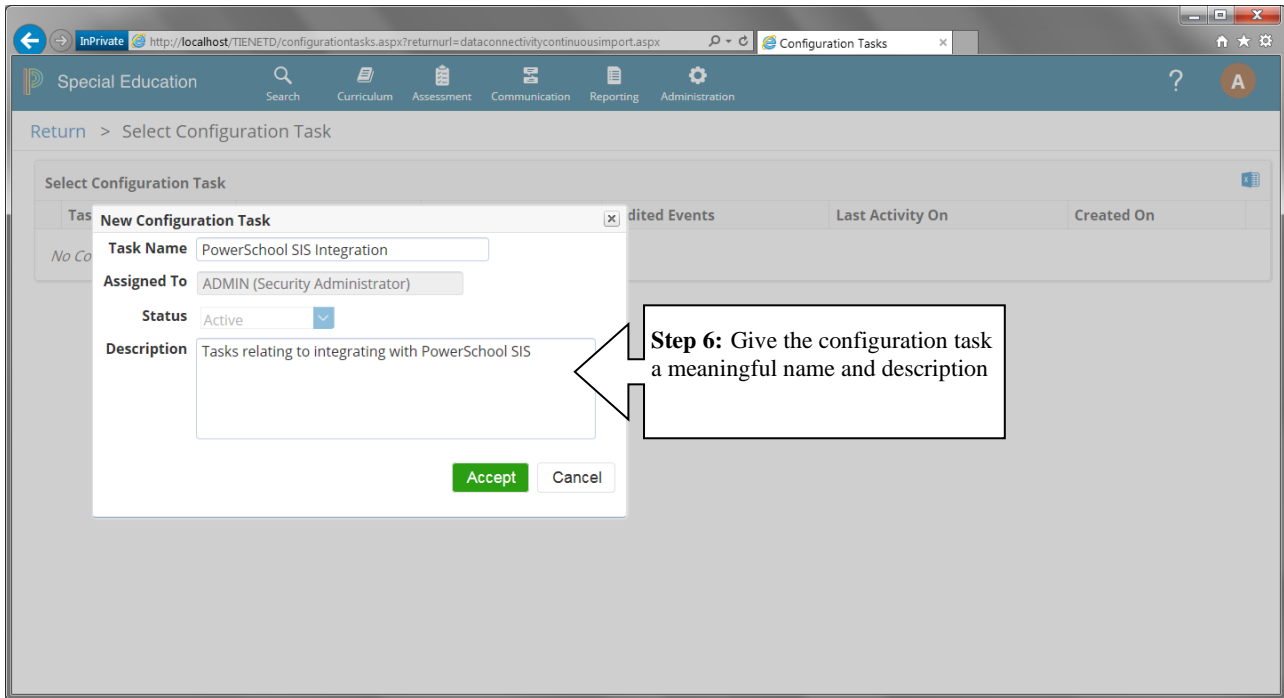
Select Configuration Task

+ Add New Task

Task Name	Assign	Last Activity On	Created On
No Configuration Tasks.			

Step 5: If no configuration task exists, click **Add New Task**. This task will be used for similar purposes in the future, it can be reselected for those times.

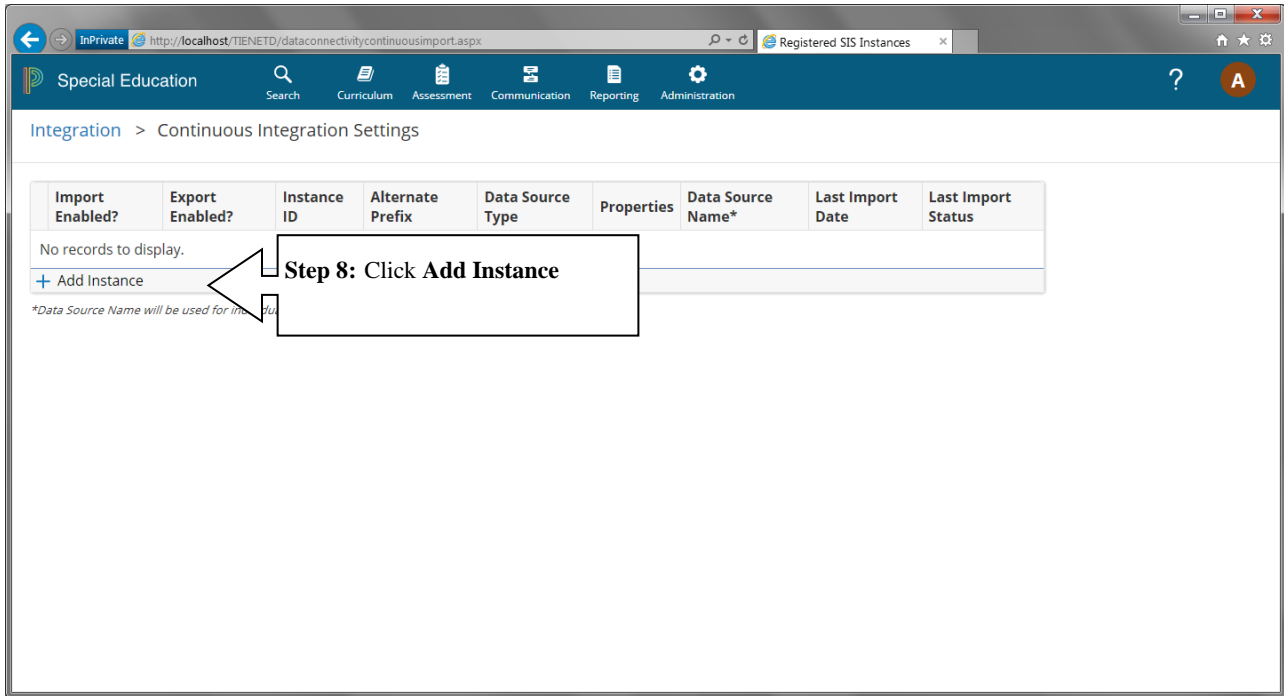
UPLOADING THE PLUGIN



UPLOADING THE PLUGIN

Note that the following screens show how to set up a new PS SIS instance. If that has already been done and you simply wish to download an newer plugin to update PS SIS then skip to [here](#).

Add a New PowerSchool SIS Instance

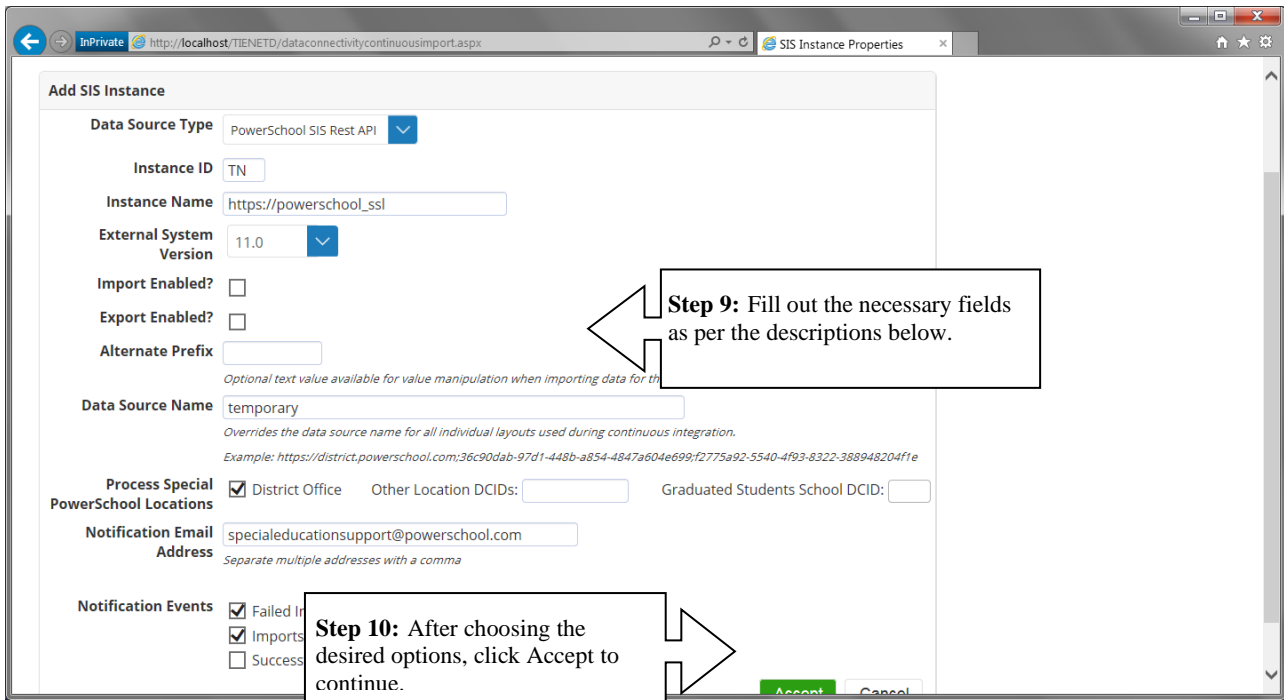


Integration > Continuous Integration Settings

Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Properties	Data Source Name*	Last Import Date	Last Import Status
No records to display.								
+ Add Instance								

*Data Source Name will be used for imports.

Step 8: Click Add Instance



Add SIS Instance

Data Source Type: PowerSchool SIS Rest API

Instance ID: TN

Instance Name: https://powerschool_ssl

External System Version: 11.0

Import Enabled?

Export Enabled?

Alternate Prefix:

Data Source Name: temporary

Process Special PowerSchool Locations: District Office Other Location DCIDs: Graduated Students School DCID:

Notification Email Address:

Notification Events: Failed Imports Imports Success

Step 9: Fill out the necessary fields as per the descriptions below.

Step 10: After choosing the desired options, click Accept to continue.

UPLOADING THE PLUGIN

Data Source Type – set this to PowerSchool SIS Rest API

Instance ID – assign a code of up to 3 characters that identifies the SIS instance. Note that these codes are only used within PowerSchool Special Programs and do not need to match anything in the SIS instance itself. If more than one SIS instance will be integrated with this Special Programs database, this instance ID is required to be unique.

Instance Name – set this to a meaningful name for the SIS instance

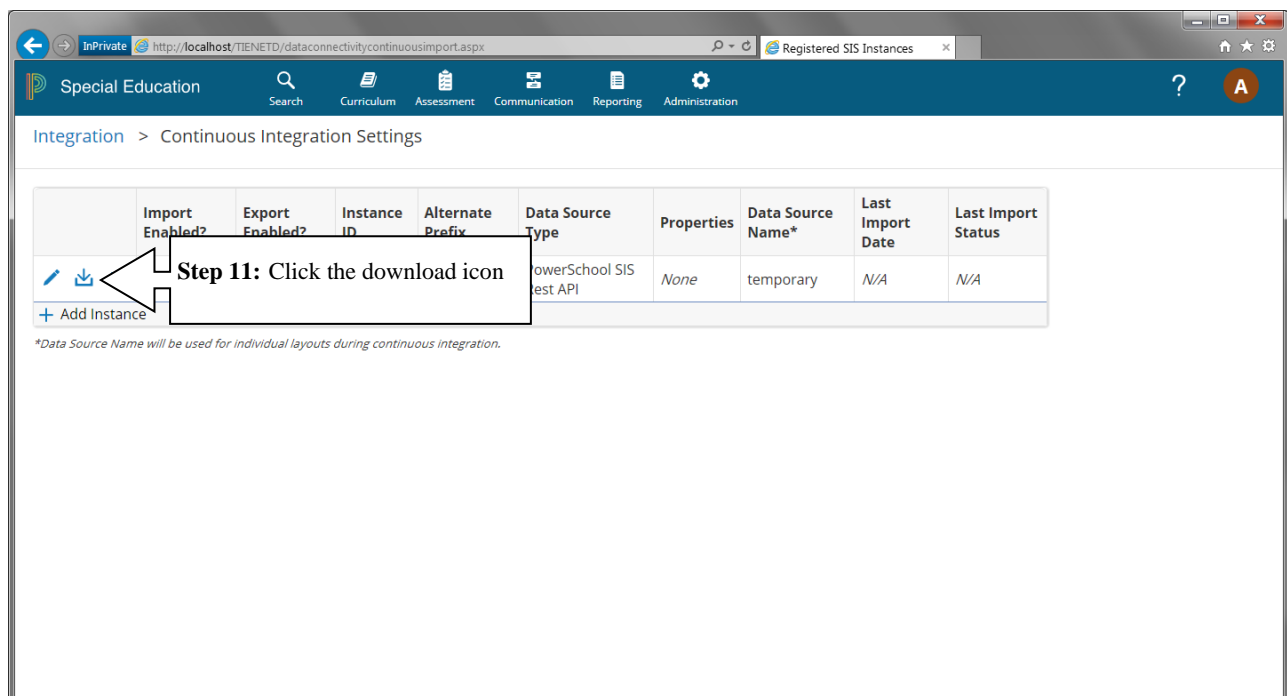
External System Version – indicates the current version of the SIS instance. Earlier versions of SIS do not support some integration functionality

Data Source Name – this will eventually hold the full SIS server URL and access codes. If a SpEd plugin has not been loaded into the SIS Instance yet, then there are no access codes generated – if that is the case enter **temporary**. This will be replaced later with the information SpEd needs to communicate with SIS.


District Office – to have the SIS district office included in queries for staff information, check this

Notification Email Address – enter a district user email address for a person who will receive status and error information and has the ability to follow up with import issues as they arise

Download Plugin

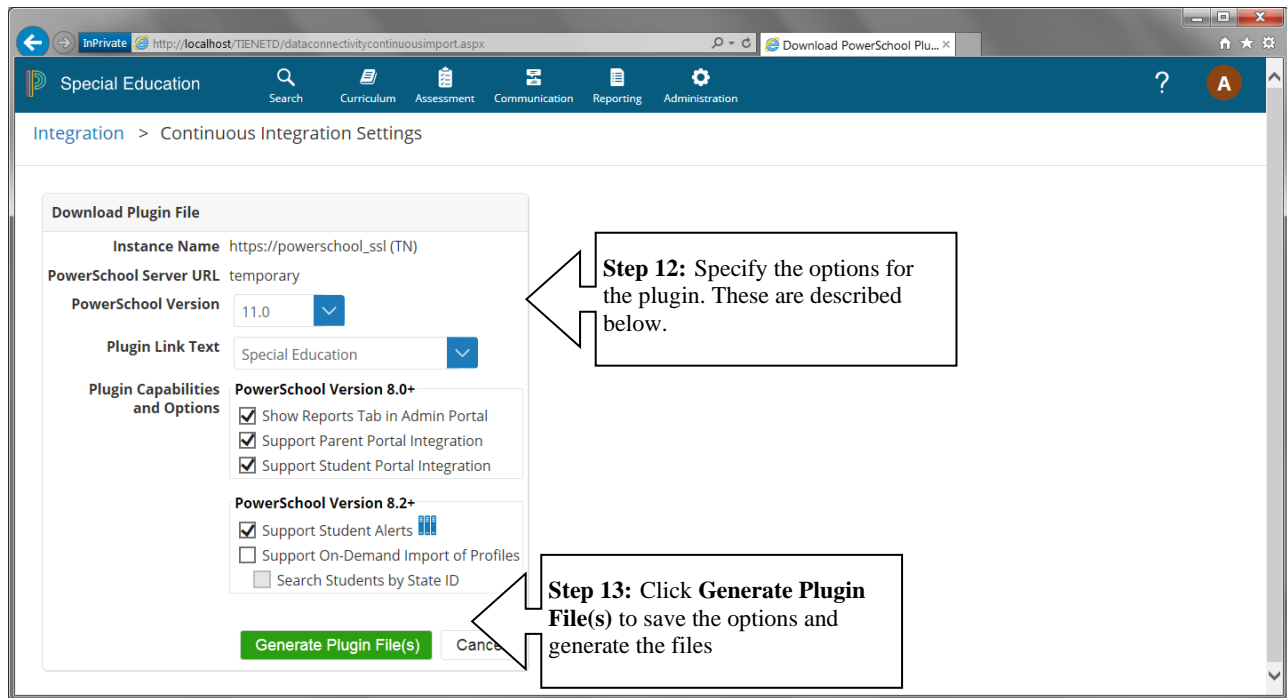


The screenshot shows a web browser window displaying the 'Special Education' interface. The page title is 'Integration > Continuous Integration Settings'. A table lists existing integration instances. A callout box with a white background and black border points to a download icon (a blue square with a white downward arrow) located in the 'Add Instance' button. The text inside the callout box reads 'Step 11: Click the download icon'.

	Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Properties	Data Source Name*	Last Import Date	Last Import Status
					PowerSchool SIS Rest API	None	temporary	N/A	N/A

*Data Source Name will be used for individual layouts during continuous integration.

UPLOADING THE PLUGIN



Instance Name – this is the name of the PS SIS instance suffixed with the Instance ID in parenthesis.

PowerSchool Server URL – the configured URL of the PS SIS instance

PowerSchool Version – the version of the PS SIS instance. Earlier versions do not support some functionality

Plugin Link Text – this is the text that appears in the PS SIS user interface to SSO into PS SpEd. The default is “Special Programs”

Plugin Capabilities and Options – various options that control how the plugin behaves within PS SIS:

- Show Reports Tab in Admin Portal – indicates that a Special Programs reports tab will be added to PowerSchool SIS. Reports in PS SpEd can be configured to display a link in the SIS report tab, which when clicked, will launch a tab directly to the report
- Support Parent Portal Integration – selecting this option has the plugin request access to additional SIS fields that can be used to integrate SpEd with the SIS parent portal, and an SSO link to PS SpEd will be included for parent users
- Support Student Portal Integration – selecting this option has the plugin request access to additional SIS fields that can be used to integrate SpEd with the SIS student portal, and an SSO link to PS SpEd will be included for student users

UPLOADING THE PLUGIN

- Support Student Alerts – this option generates a schema plugin zip file that adds 8 alert fields for students. PS SpEd state/province models have been configured to populate these alert fields.
- Support On-Demand Import of Profiles – instead of importing all students into the GeneralEdStudents profile, an option is to only import students currently in the Special Programs program. Then when adding a new student, the user can choose a student in SIS to import their information into PS SpEd immediately (on-demand)
 - Search Students by State ID – this option indicates that state student IDs are being used and searching (for an on-demand import) should use the state ID field in PS SIS.

Download Plugin File

Instance Name: https://powerschool_ssl (TN)
PowerSchool Server URL: https://powerschool_ssl.local
PowerSchool Version: 11.0
Plugin Link Text: Special Education

Plugin Capabilities and Options

PowerSchool Version 8.0+
 Show Reports Tab in Admin Portal
 Support Parent Portal Integration
 Support Student Portal Integration

PowerSchool Version 8.2+
 Support Student Alerts

PowerSchool Required Schema - Export the data from Special Education into PowerSchool

Extension Group	Table	Column	Data Type	Alert Icon
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_504		Boolean	504
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_SPED		Boolean	
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_ELL		Boolean	ELL
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_GT		Boolean	GT
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_IFSP		Boolean	IFSP
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_SP		Boolean	SP
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_RTI		Boolean	RTI
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS_IS_BIP		Boolean	BIP

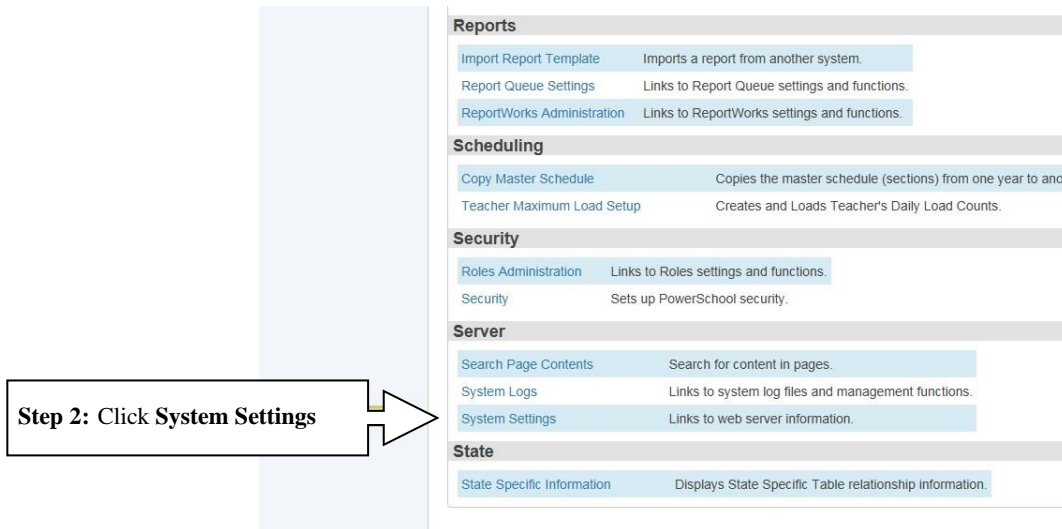
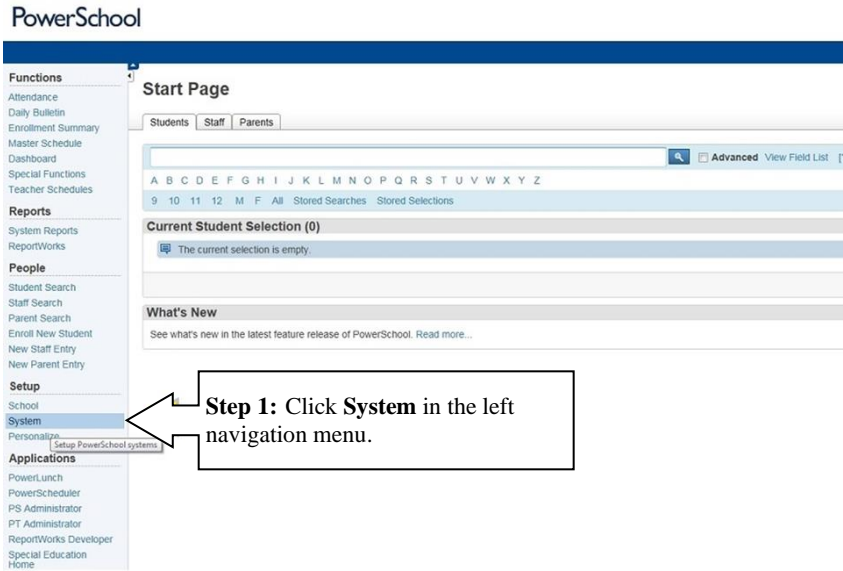
Support On-Demand Import of Profiles
 Search Students by State ID

[Download PowerSchool Plugin File](#)

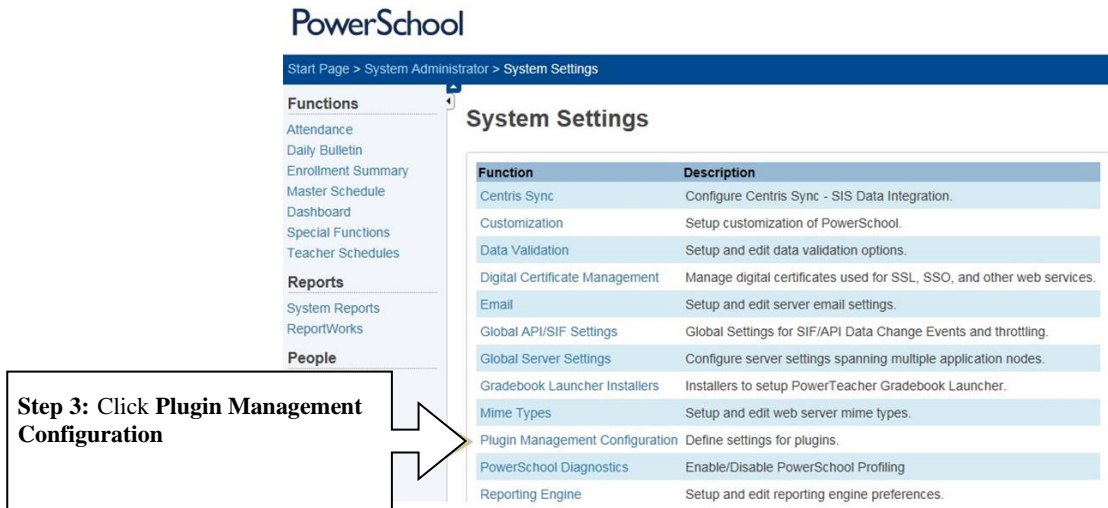
Step 14: Click the download link to obtain the plugin Zip file. Save the file to a place where it can be accessed easily

Uploading the Plugin

After generating your plugin Zip file, place it on your desktop or other location for easy access later. Then sign into your PowerSchool Admin Portal and proceed with the steps below.



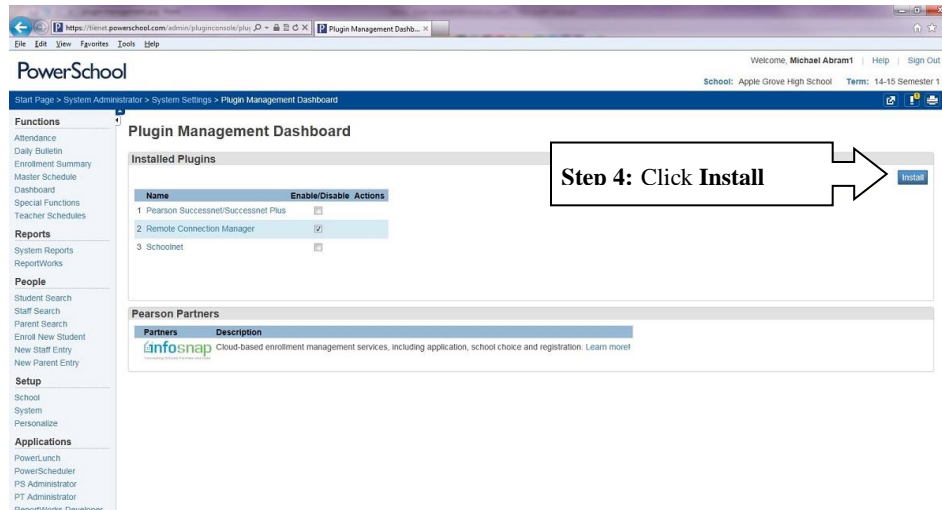
UPLOADING THE PLUGIN



The screenshot shows the PowerSchool System Settings page. A callout box on the left contains the text "Step 3: Click Plugin Management Configuration" with an arrow pointing to the "Plugin Management Configuration" row in the table below.

Function	Description
Centris Sync	Configure Centris Sync - SIS Data Integration.
Customization	Setup customization of PowerSchool.
Data Validation	Setup and edit data validation options.
Digital Certificate Management	Manage digital certificates used for SSL, SSO, and other web services.
Email	Setup and edit server email settings.
Global API/SIF Settings	Global Settings for SIF/API Data Change Events and throttling.
Global Server Settings	Configure server settings spanning multiple application nodes.
Gradebook Launcher Installers	Installers to setup PowerTeacher Gradebook Launcher.
Mime Types	Setup and edit web server mime types.
Plugin Management Configuration	Define settings for plugins.
PowerSchool Diagnostics	Enable/Disable PowerSchool Profiling
Reporting Engine	Setup and edit reporting engine preferences.


At this point if the SpEd plugin has never been loaded then follow the steps below. If the SpEd plugin was previously loaded and you simply wish to update it with a new version of the plugin (client ID and secret will be unchanged) then skip to [here](#).



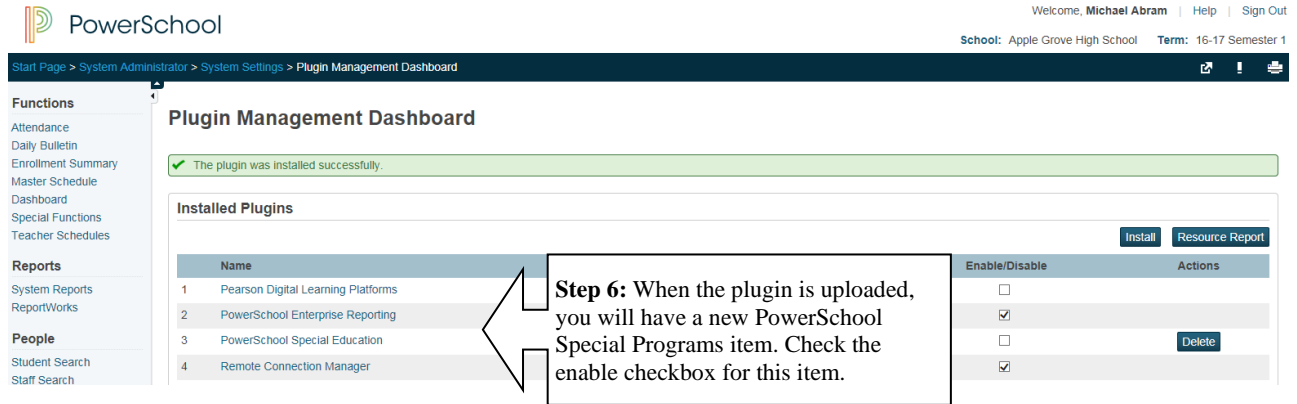
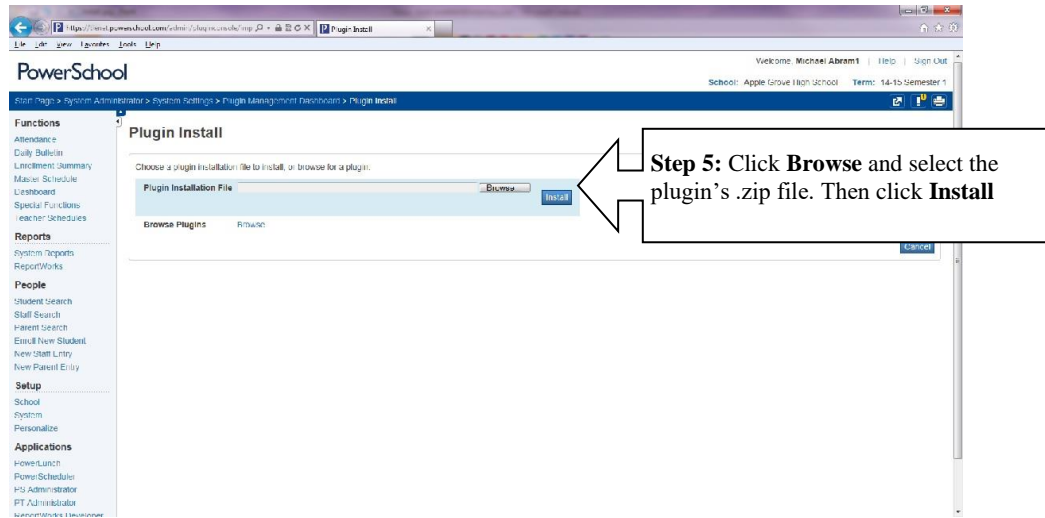
The screenshot shows the PowerSchool Plugin Management Dashboard. A callout box on the right contains the text "Step 4: Click Install" with an arrow pointing to the "Install" button in the top right corner of the "Installed Plugins" section.

Name	Enable/Disable	Actions
1 Pearson Successnet/Successnet Plus	<input type="checkbox"/>	
2 Remote Connection Manager	<input checked="" type="checkbox"/>	
3 Schoolnet	<input type="checkbox"/>	

Pearson Partners

Partners	Description
 infoSnap	Cloud-based enrollment management services, including application, school choice and registration. Learn more!

UPLOADING THE PLUGIN



UPLOADING THE PLUGIN

Enable Plugin ✕

Are you sure you want to enable the PowerSchool Special Education plugin?

Plugin Content

Please note that this plugin contains content that has not been reviewed by PowerSchool Group LLC. This includes:

- Page Customizations
- Data Access Requests
- PowerQueries


Step 7: A prompt to enable the plugin appears. Click **Enable** to agree.

Data Access Requests

Enabling this plugin allows it to access the following fields.

Table	Field	Access	Secured
SCHOOLS	DCID	View	
SCHOOLS	NAME	View	
SCHOOLS	SCHOOL_NUMBER	View	
SCHOOLSTAFF	DCID	View	
SCHOOLSTAFF	SCHOOLID	View	

Enable
Cancel


Welcome, Michael Abram | Help | Sign Out

Start Page > System Administrator > System Settings > Plugin Management Dashboard
School: Apple Grove High School Term: 16-17 Semester 1

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

People

Student Search

Staff Search

Parent Search

Plugin Management Dashboard

✔ Plugin successfully enabled

Installed Plugins

Name	Version	Enable/Disable	Actions
1 Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	Install Resource Report
2 PowerSchool Enterprise Reporting		<input checked="" type="checkbox"/>	
3 PowerSchool Special Education		<input checked="" type="checkbox"/>	Delete
4 Remote Connection Manager		<input checked="" type="checkbox"/>	
5 Schoolnet	0.0.1	<input type="checkbox"/>	

Step 8: Now click the PowerSchool Special Programs

15

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UPLOADING THE PLUGIN

ent
y

Print Resource Details

Installed Resources

- ▶ Data Access Requests
- ▶ PowerQueries
- ▶ Web Resources

Function

- Data Configuration
- Single Sign-On Settings
- Link Details

View detailed information about SSO and standard links.

Step 9: Click Data Configuration here.

PowerSchool

Welcome, Michael Abram | Help | Sign Out

School: Apple Grove High School Term: 16-17 Semester

Start Page > System Administrator > System Settings > Plugin Management Dashboard > PowerSchool Special Education Setup > Data Configuration for PowerSchool

Special Education

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search

Data Configuration for PowerSchool Special Education

OAuth Credentials

This information needs to be provided to authorized third-party vendors to facilitate their access to PowerSchool.

⚠ This is sensitive data and should be kept secure to prevent unauthorized access to PowerSchool.

Client ID AAAAAAAA-BBBB-CCCC-DDDD-EEEEEEEE

Client Secret UUUUUUUU-VVVV-WWWW-XXXX-YYYYZZZZ

Step 10: The client ID and secret are set in the PS SpEd instance to grant access to importing data. At this time, if this is the first time the SpEd plugin has been loaded then the client ID and secret need to be loaded into the SpEd instance record

OK

UPLOADING THE PLUGIN

NOTE: This step is only necessary if the SpEd plugin was loaded for the first time or the client ID and secret changed

Step 11: Fill out the data source name. The format of this is:
`<SIS Server URL>;<ClientID>;<ClientSecret>`

Data Source Name: https://powerschool_ssl.local;0afb40b...;3b-404

Step 11: In the left navigation menu, click System and then click Special Operations here.

PowerSchool System Administrator

- Attendance
- Data Management
- Special Operations

UPLOADING THE PLUGIN

The screenshot shows the PowerSchool interface with the 'Special Operations' page open. A callout box points to the 'Operation' dropdown menu, which is set to 'Rebuild custom page links'. Another callout box points to the 'Submit' button at the bottom right of the form.

Step 12: Under Operation, choose Rebuild custom Page links

Step 13: Click Submit

You have now completed uploading the PowerSchool Special Programs plugin. Your PowerSchool Special Programs representative will now work with you to initiate data integration and single sign-on integration.

Updating the PowerSchool Special Programs Plugin

Once the plugin has been loaded initially, it can be updated after that which retains the client ID and secret. This is a useful, low-impact way to have the SpEd plugin have the latest changes.

The screenshot shows the PowerSchool Plugin Management Dashboard. A callout box points to the 'PowerSchool Special Education' link in the 'Installed Plugins' table.

Step 1: In the admin portal navigate to System > System Settings > Plugin Management Configuration and click on the PowerSchool Special Programs link

Name	Version	Enable/Disable	Actions
1 Learn More	1.0.2	<input type="checkbox"/>	Delete
2 Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	
3 PowerSchool Assessment		<input type="checkbox"/>	
4 PowerSchool Common Portal Assessment		<input type="checkbox"/>	
5 PowerSchool Data Exchange (DEX)		<input type="checkbox"/>	Delete
6 PowerSchool Learning		<input type="checkbox"/>	
7 PowerSchool Platform		<input type="checkbox"/>	
8 PowerSchool Registration Signature		<input type="checkbox"/>	
9 PowerSchool Special Education		<input checked="" type="checkbox"/>	Delete

UPLOADING THE PLUGIN

PowerSchool Welcome, Michael Abram | Help | Sign Out
School: Apple Grove High School Term: 17-18 Semester 1

Start Page > System Administrator > System Settings > Plugin Management Dashboard > PowerSchool Special Education

PowerSchool Special Education Setup

General Information

Plugin Name	PowerSchool Special Education
Plugin Description	PowerSchool Special Education
Plugin Version	17.1
Publisher	PowerSchool Group LLC
Publisher Email	specialeducationsupport@powerschool.com
Installed By	System
Installed/Updated On	01/23/2018
Enabled	True
Update Plugin	<input type="button" value="Update"/>

[Print Resource Details](#)

Installed Resources

Step 2: Click on the Update button

PowerSchool Welcome, Michael Abram | Help | Sign Out
School: Apple Grove High School Term: 17-18 Semester 1

Start Page > System Administrator > System Settings > Plugin Management Dashboard > Plugin Update

Plugin Update

Choose a new plugin version to install, or browse for a new plugin version.

Plugin Installation File	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Submit"/>
Browse Plugin	<input type="button" value="Browse..."/>	<input type="button" value="Cancel"/>

Step 3: Browse to the new plugin Zip file and click Submit

Accessing PowerSchool Special Programs via Single Sign On

Chapter

2

This section covers how you access PowerSchool Special Programs from the PowerSchool Admin, PowerTeacher, and Parent portals. Note that this will only work correctly when data integration is completed for your system, and security has been set up.

Admin Portal

There are two types of links to PowerSchool Special Programs from the Admin Portal. One type brings you to the PowerSchool Special Programs home page. The other type is in the context of a specific student and brings you to that student’s Special Programs documents.

Admin Portal Links to PowerSchool Special Programs Home page

PowerSchool

Welcome: Michael Abram1 | Help | Sign Out

School: Apple Grove High School Term: 14-15 Semester 1

Start Page

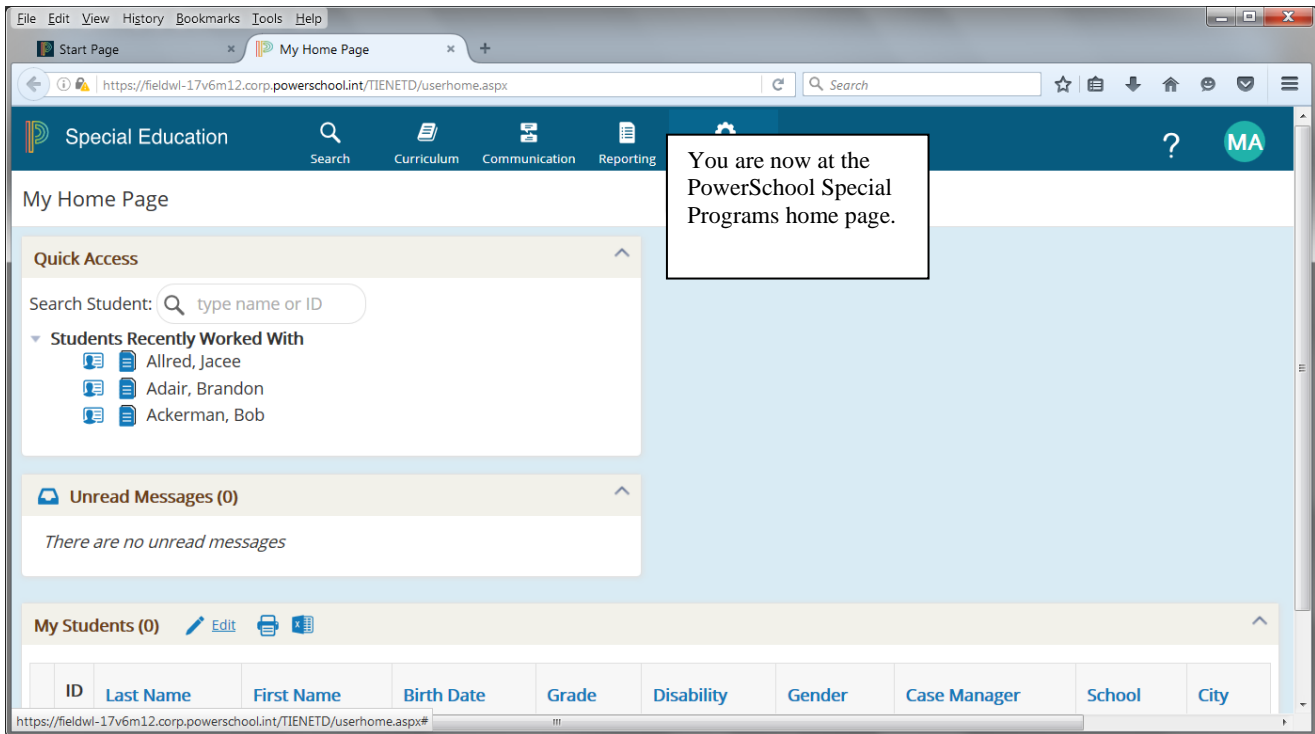
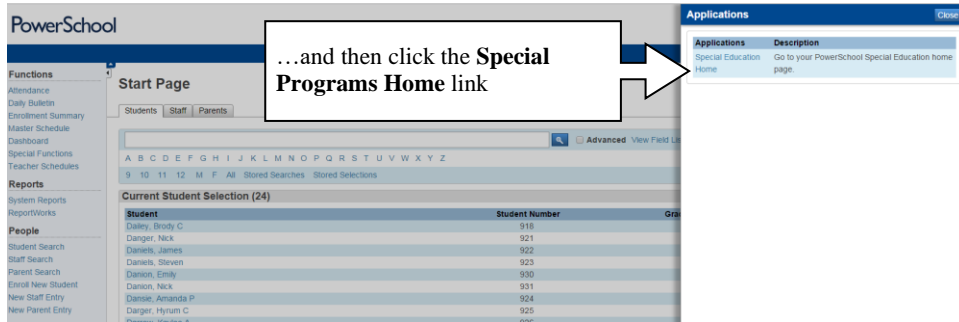
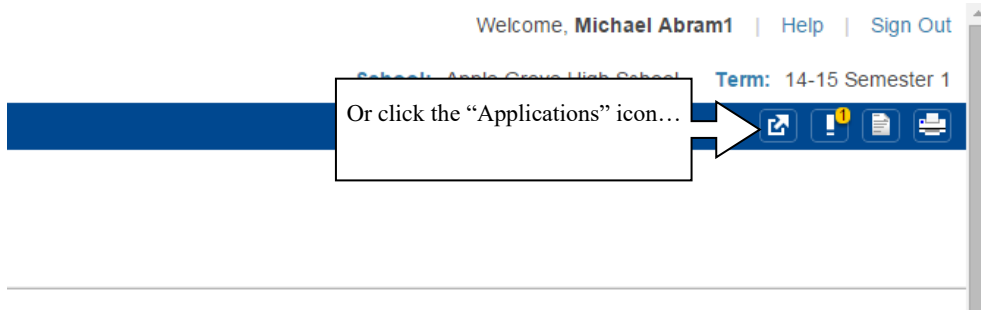
Students | Staff | Parents

Advanced View Field List [?]

Student	Student Number	Grade Level	Date of Birth
Dalley, Brody C	918	12	6/11/1997
Danger, Nick	921	11	11/20/1998
Daniels, James	922	12	3/03/1997
Daniels, Steven	923	11	8/23/1998
Danson, Emily	930	12	4/2/1997
Danson, Nick	931	12	4/14/1997
Dansie, Amanda P	934	9	5/1/2000
Danger, Hymus C	925	12	7/27/1996
Darrow, Kaylee A	926	11	1/24/1998
Davis, Anne B	927	11	11/24/1998
Davis, Frank	928	12	12/20/1996
Davis, Randy	929	11	9/13/1998
Decker, Sample	20122024	9	8/19/2004
Dibeck, Erik K	932	11	12/27/1998
Dobbs, Dragger G	933	11	10/21/1998
Dottore, Erik		12	4/23/1997
Dottore, Chie		12	5/4/1996
Dottore, Dyla		11	6/20/1998
Dottore, Kylan		10	9/14/1999
		10	9/15/1999
		9	5/16/2000

From the Admin Portal start page, click the **Special Programs Home** link in the navigation sidebar.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS



ACCESSING POWERSCHOOL SPECIAL PROGRAMS

Admin Portal Links to PowerSchool Special Programs Special Programs Documents

PowerSchool
Welcome, Jason E. Luhman | Help | Sign Out
School: Apple Grove High School Term: 14-15 Semester

Start Page > Student Selection > Quick Lookup

Quick Lookup 1 2 3 \$
Abakove, Dominic 9 545097 AGHS

Quick Lookup Standards Grades Analytics

Exp	Last Week					This Week					Course	Q1	Q2	T1	S1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F						S1	14-15	S1	14-15
L1(A-B)				IL	TE						Geometry 9 Zorr, Eric R - Rm: 222	B- 81.4	--	--	B- 81.4	3	3	2	2
L2(A-B)				IL							Honors English 9	--	--	--	3	3	0	0	
L3(A-B)															3	3	0	0	
															2	2	0	0	

From the Admin portal, look up a student and then click the **Special Programs** link in the navigation sidebar.

File Edit View History Bookmarks Tools Help

Adair, Brandon

https://powerschool_ssl.local/admin/students/home.html?fn=0012

PowerSchool
Start Page > Student Selection > Special Education

Special Education 504 ELL GT

Adair, Brandon 12 3 A AGHS1

Create New Document: [Dropdown] [Go]

Documents for 2016/17	Status	Creation Date	Modification Date	Finalization Date
Special Education				
Referral	Draft	01/23/2017 Mon, 05:33 PM	---	---
Documents for 2015/16				
Individualized Education Program	Draft	01/23/2017 Mon, 05:52 PM	---	---

Depending on your security roles in PowerSchool Special Programs, you will see a list of existing documents that you are authorized to see for the student (if any exist yet). If you are authorized to create new documents, you will see a dropdown that allows you to create a new document.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

When you click into a document from the previous screen, a PowerSchool Special Programs tab (or window) pops up with that document in it, as shown here.

Save, Done Editing Save, Continue Editing Cancel Editing

To complete this section, fill out the form below and click save above.

Your Address
Your City, New Jersey Your Zip
Phone: Your Phone

Referral to Consider a Special Education Evaluation

Document Date: [Redacted]

Student Name: Brandon Adair ID Number: 3 State ID:
Birth Date: 12/12/2000 Age: Grade: Twelfth grade Gender: Male
Attending District: Attending School: Apple Grove High School

Parent/Guardian Name: Adam Adair Home Phone:
Address: , , Cell Phone:
Native Language:

PowerTeacher Portal

There are two links to PowerSchool Special Programs from the PowerTeacher portal. One brings you to the PowerSchool Special Programs home page. The other appears in the context of a specific student and brings you to that student's Special Programs documents. Additionally, there is a third option, if configured for your database, which allows staff to directly access PowerSchool Special Programs using the PowerSchool Special Programs login page, bypassing PowerSchool's Single Sign on.

PowerTeacher Link to PowerSchool Special Programs Home page

PowerTeacher

Navigation
Start Page
Daily Bulletin
Schedule
Staff Directory
Meals
Personalize
Gradebook
Reports
Recommendations

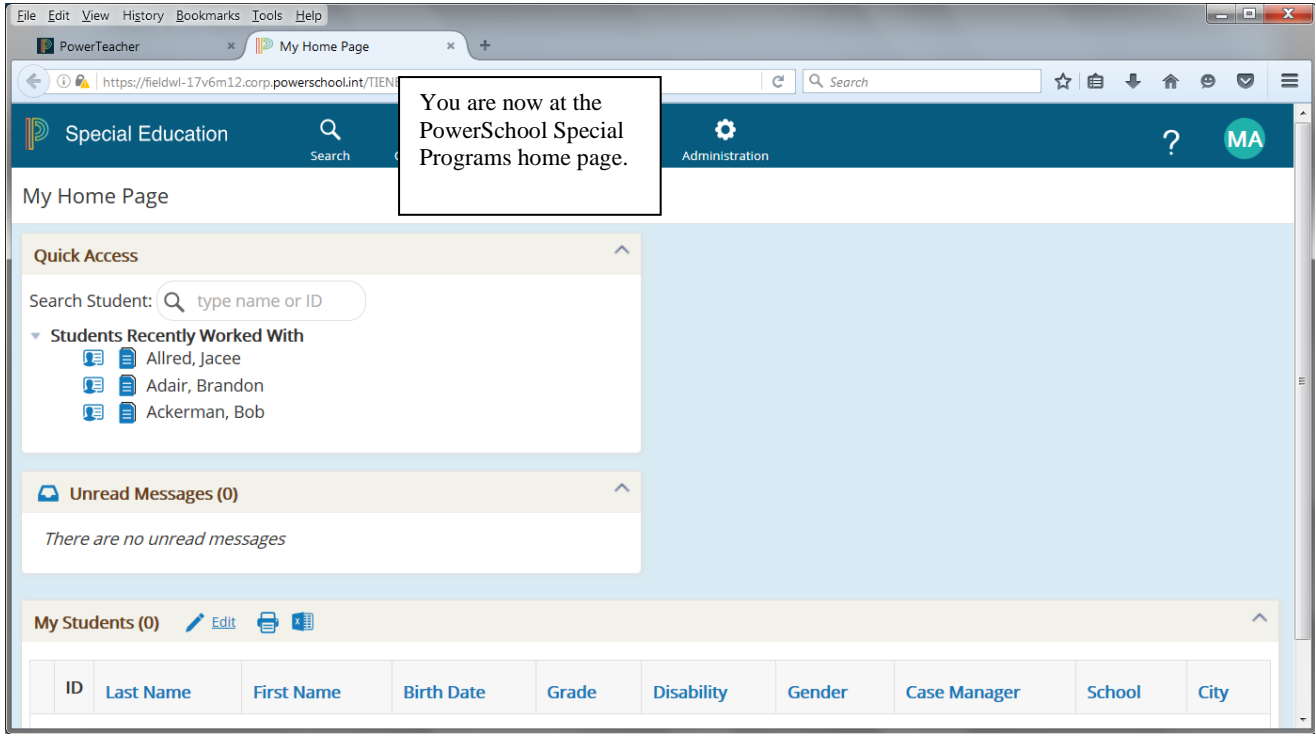
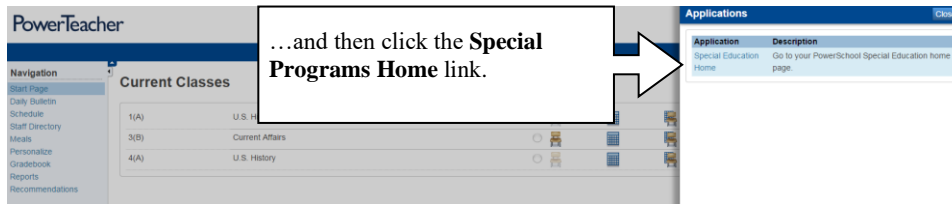
Current Classes

1(A)	U.S. History	[Icons]
3(B)	Current Affairs	[Icons]
4(A)	U.S. History	[Icons]

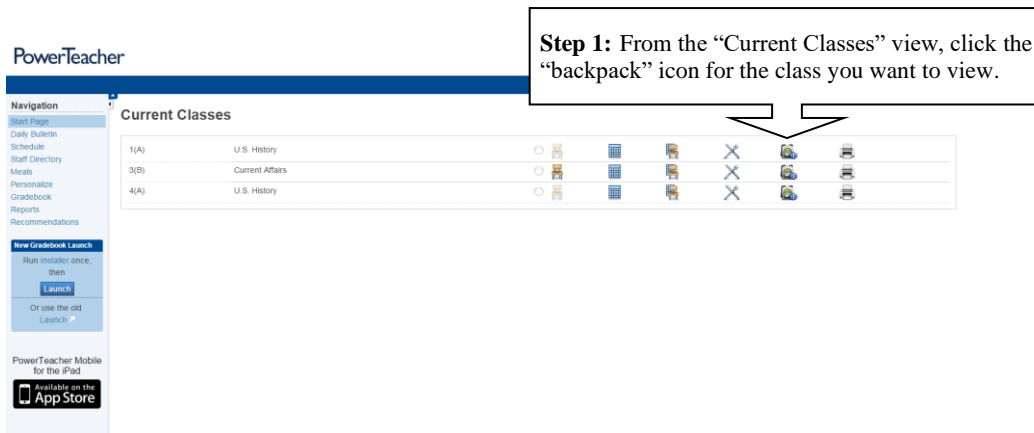
Click the "Applications" icon...

Michael Abram 1 | Help | Sign Out
Term: 14-15 Semester: 1

ACCESSING POWERSCHOOL SPECIAL PROGRAMS



PowerTeacher Links to PowerSchool Special Programs Special Programs Documents



ACCESSING POWERSCHOOL SPECIAL PROGRAMS

Step 2: Click a student.

Use the navigation pane on the left to work with the students listed

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.
- I.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

Step 3: Select Special Programs from this dropdown menu.

Exp	Trm	Crs-Sec	Course	Teacher	Room	Enroll
1(A)	14-15	SOC1000-2	U			05/26
2(A)	S1	PE2100-1	PE			05/26
3(A)	S1	HE09-1	HE			05/26
4(A-B)	S1	SCI1100-3	SC			05/26
1(B)	14-15	ENG9-1	EN			05/26
2(B)	S1	ART9-2	AR			05/26
3(B)	S1	CS9-1	Comp	Adams, Mark B	1802L	05/26/2014 11/29/2014

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

The screenshot shows the PowerSchool Special Education interface. On the left is a sidebar with a list of names under 'Current Affairs 3(B)'. The main content area is titled 'Special Education (powered by PowerSchool Special Edu)'. Below the title, there is a 'Create New Document:' section with a dropdown menu and a 'Go' button. A table below shows a list of documents. A callout box points to the table with the following text:

Depending on your security roles in PowerSchool Special Programs, you will see a list of existing documents that you are authorized to see for the student (if any exist yet). If you are authorized to create new documents, you will see a dropdown that allows you to create a new document.

Documents for 2015/16	Status	Creation Date	Modification Date	Finalization Date
Special Education				
Individualized Education Program	Draft	01/24/2017 Tue, 05:44 PM	---	---

The screenshot shows the document view for an Individualized Education Program. A callout box at the top states:

When you click into a document from the previous screen, a PowerSchool Special Programs window pops up with that document in it. as shown here.

The interface includes a breadcrumb trail: [Class Roster](#) > [Jacee Allred \(11\)](#) > [Documents](#) > [Draft: Individualized Education Program \(2015-16\)](#). Below this are buttons for 'Edit This Section', 'Set Document...', 'Print...', 'Navigate To...', and 'More...'. The 'Meeting Date*' field is empty, and the student's name is 'Jacee Allred'.

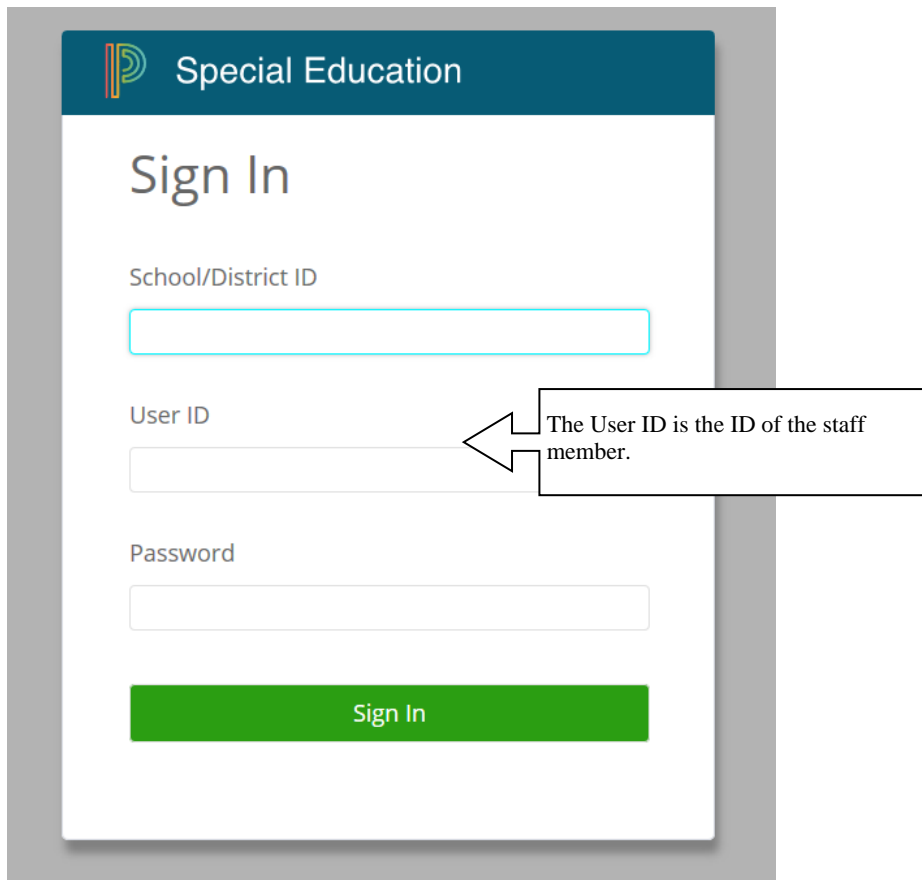
Below the meeting date is a section for 'Your Address' with fields for 'Your City, New Jersey Your Zip' and 'Phone: Your Phone'.

The main content area is titled 'Individualized Education Program' and contains the following information:

Student Name: Jacee L Allred	DOB: 03/27/2000	Gender: Female
SASID:	Age as of Most Recent Meeting Date: years and month(s)	
Home School:	Current Grade: 12	Current School:
School Contact		
Name:	Phone Number:	E-mail:
Parent/Guardian		

PowerSchool Special Programs Login for Staff

This method is independent of PowerSchool SIS, and while it does require users to memorize another login ID and password, it may be useful as a redundant way for users to be able to sign into PowerSchool Special Programs directly when PowerSchool is unavailable. In this case, users have the option of going directly to the URL of the PowerSchool Special Programs server and logging in using the PowerSchool Special Programs login page.



Parent Portal

As a Guardian, there are two methods to access PowerSchool Special Programs, one of which can be found within PowerSchool that will allow you to pass into PowerSchool Special Programs. The other allows parents to directly access PowerSchool Special Programs using the PowerSchool Special Programs login page, as an alternative to the PowerSchool SIS Single Sign on

As a note, the Parent/Guardian users will only be able to see PowerSchool Special Programs documents if the security permissions have been granted to them. For more information on this, please refer to the “Enabling Student and/or Parent Logins” within the PowerSchool Special Programs Administration Guide.

DATA FLOW

Parent Link to PowerSchool Special Programs Home page

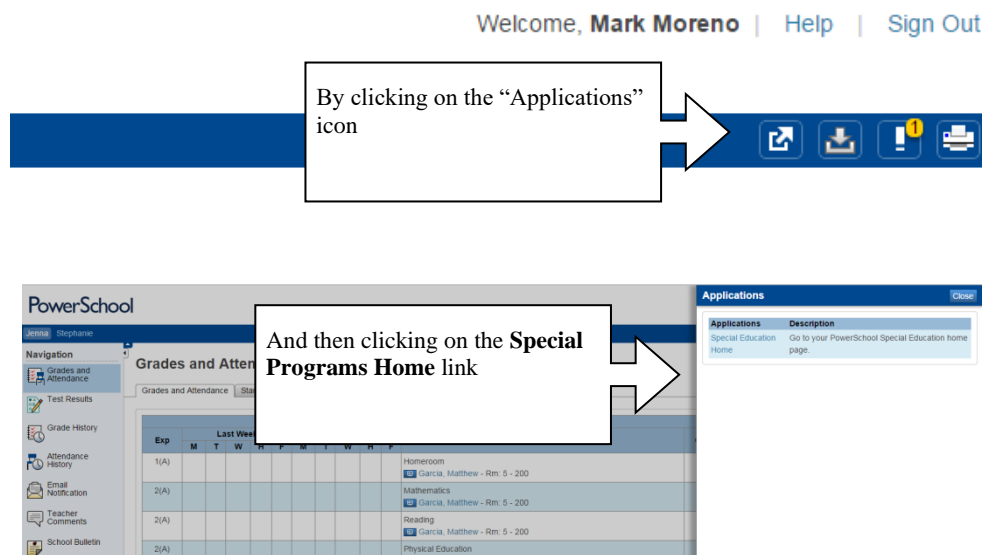
Within PowerSchool there is a link that will allow you to go to the PowerSchool Special Programs home page

In order to access PowerSchool in the context of a parent/guardian, the relevant URL must be used. Typically, in PowerSchool, this is done by using the following URL convention:

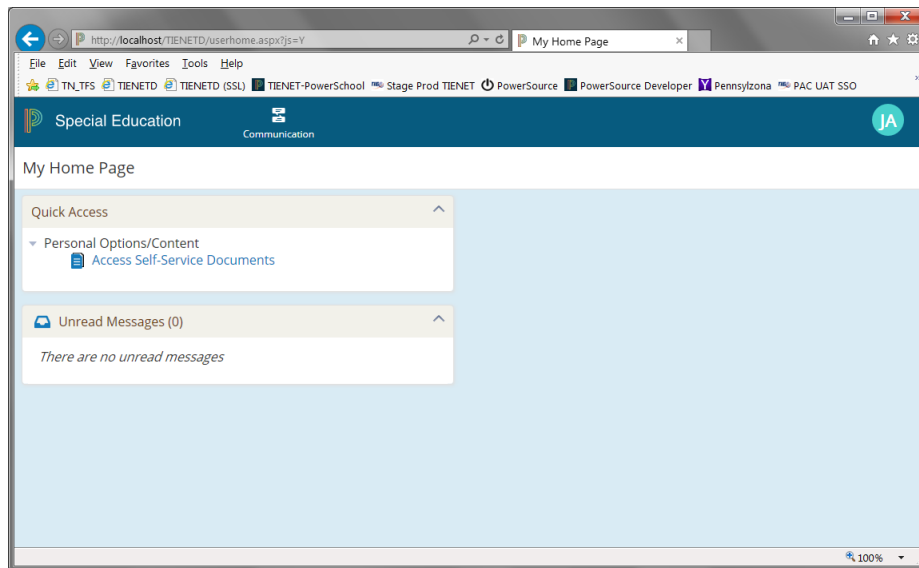
`https://schooldistrict.powerschool.com/public`

At which point you will be prompted for login credentials for a parent/guardian.

From your home page in PowerSchool SIS those links can be found:



Which will bring you to the home page within PowerSchool Special Programs:



Parent PowerSchool Special Programs Login page

Alternatively, the user can also access PowerSchool Special Programs using the PowerSchool Special Programs login page as well. This method is independent of PowerSchool, and while it does require users to memorize another login ID and Password, it may be useful as a redundant way for parents/guardians to be able to sign into PowerSchool Special Programs directly when PowerSchool is unavailable. In this case, parents/guardians have the option of going directly to the URL of the PowerSchool Special Programs server and logging in using the PowerSchool Special Programs login page.

The User ID format would be the letter “P:” followed by the ID of the student to which they are assigned to for Parent logins. For Guardian logins, the letter “G:” would be substituted.

The image shows a screenshot of a web application interface for 'Special Education' with a 'Sign In' section. The interface includes three input fields: 'School/District ID', 'User ID', and 'Password'. A green 'Sign In' button is located at the bottom. A callout box with a white background and black border points to the 'User ID' field. The callout text reads: 'The User ID format would be "P:" (for Parent) or "G:" (For Guardian) followed by the ID of the student to which they are assigned to.'

The User can type in the School/District ID, User ID, and Password.

For example, a Student ID of SMITH could have a parent login ID of "P:SMITH".

Student Portal

As a Student, there are two methods to access PowerSchool Special Programs, one of which can be found within PowerSchool that will allow you to pass into PowerSchool Special Programs. The other allows students to directly access PowerSchool Special Programs using the PowerSchool Special Programs login page, bypassing PowerSchool's Single Sign on

As a note, the Student users will only be able to see PowerSchool Special Programs Documents if the security permissions have been granted to them. For more information on this, please refer to the "Enabling Student and/or Parent Logins" within the PowerSchool Special Programs Administration Guide.

DATA FLOW

Student Link to PowerSchool Special Programs Home page

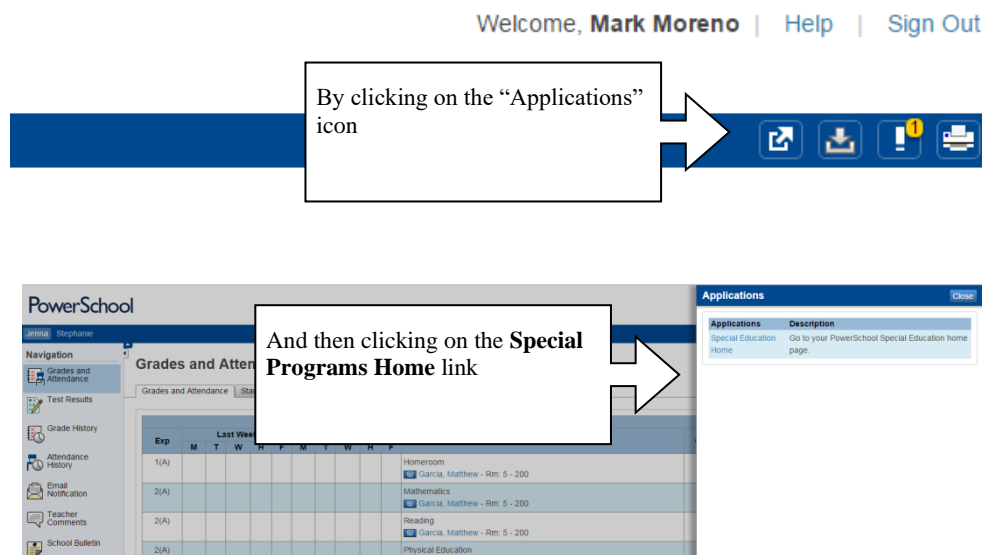
Within PowerSchool there is a link that will allow you to go into the home page for PowerSchool Special Programs.

In order to access PowerSchool in the context of a parent/guardian, the relevant URL must be used. Typically, in PowerSchool, this is done by using the following URL convention:

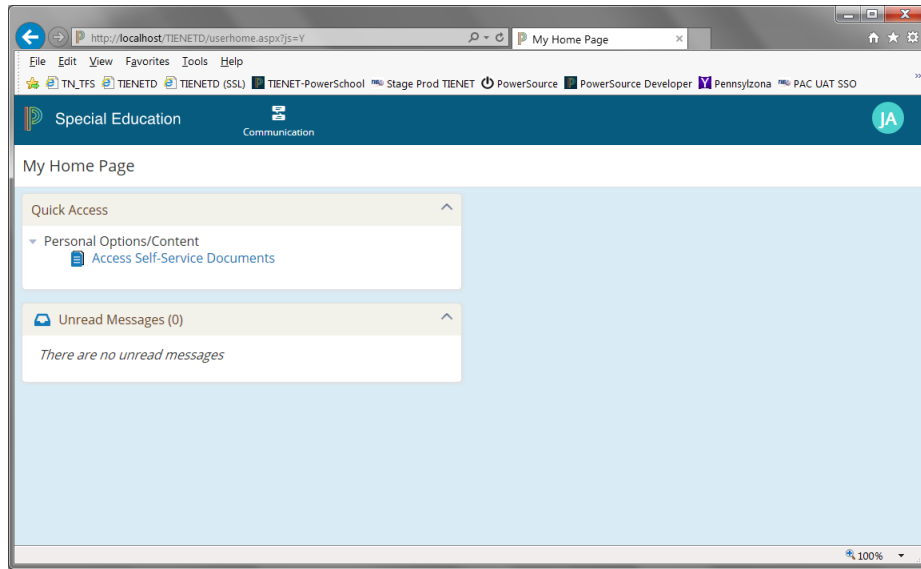
`https://schooldistrict.powerschool.com/public`

At which point you will be prompted for login credentials for a student.

From your home page in PowerSchool those links can be found:



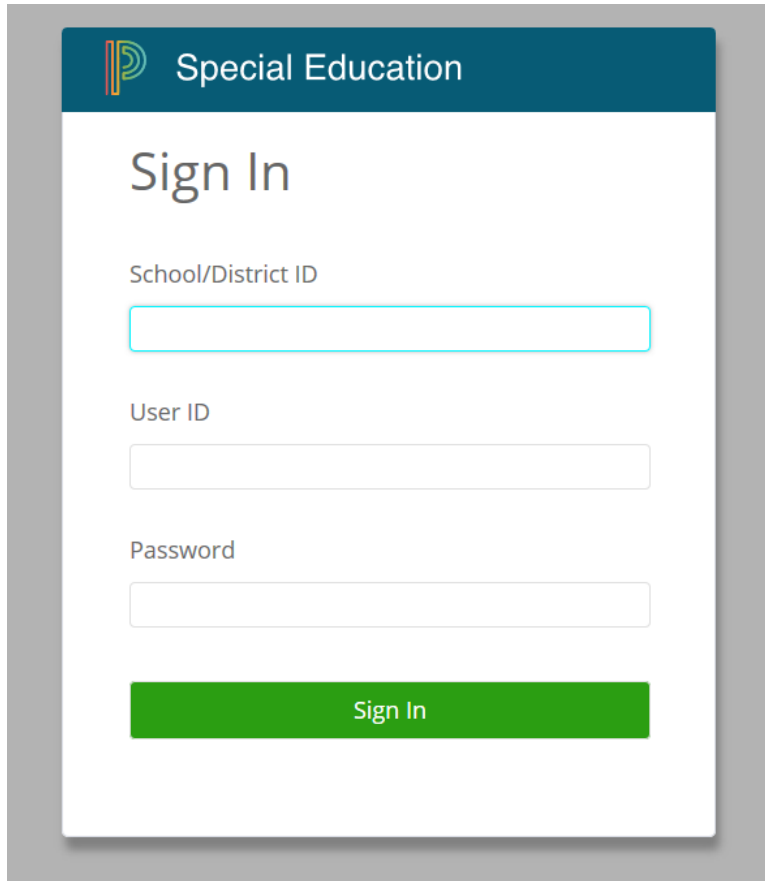
Which will bring you to the home page within PowerSchool Special Programs:



Student PowerSchool Special Programs Login page

Alternatively, the user can also access PowerSchool Special Programs using the PowerSchool Special Programs login page. This method is independent of PowerSchool SIS, and while it does require users to memorize another login ID and Password, it may be useful as a way for students to be able to sign into PowerSchool Special Programs directly when PowerSchool SIS is unavailable. In this case, students have the option of going directly to the URL of the PowerSchool Special Programs server and logging in using the standard login page.

The User ID format would be the letter “S:” followed by the ID of the student.



The image shows a web form titled "Special Education Sign In". The form is contained within a white box with a dark teal header. The header contains a logo on the left and the text "Special Education" on the right. Below the header, the title "Sign In" is centered. There are three input fields: "School/District ID", "User ID", and "Password". Each field is a simple white rectangle with a thin border. Below the input fields is a green button with the text "Sign In" in white.

The User can type in the School/District ID, User ID, and Password.

For example, a Student ID of SMITH would have a login ID of "S:SMITH".

Data Flow between PowerSchool SIS and Special Programs

Viewing Import Layouts

For data integration, PowerSchool Special Programs utilizes “import layouts” for each type of information that it receives from PowerSchool (e.g. Students, Sections/Classes, Staff, etc). These import layouts contain information about the “mapping” of fields in PowerSchool to fields in PowerSchool Special Programs.

Follow the steps below to access and view the import layouts:

Step 1: Select **Administration > Assume System Admin Role**. If you do not see this option, then you are not authorized to do this.

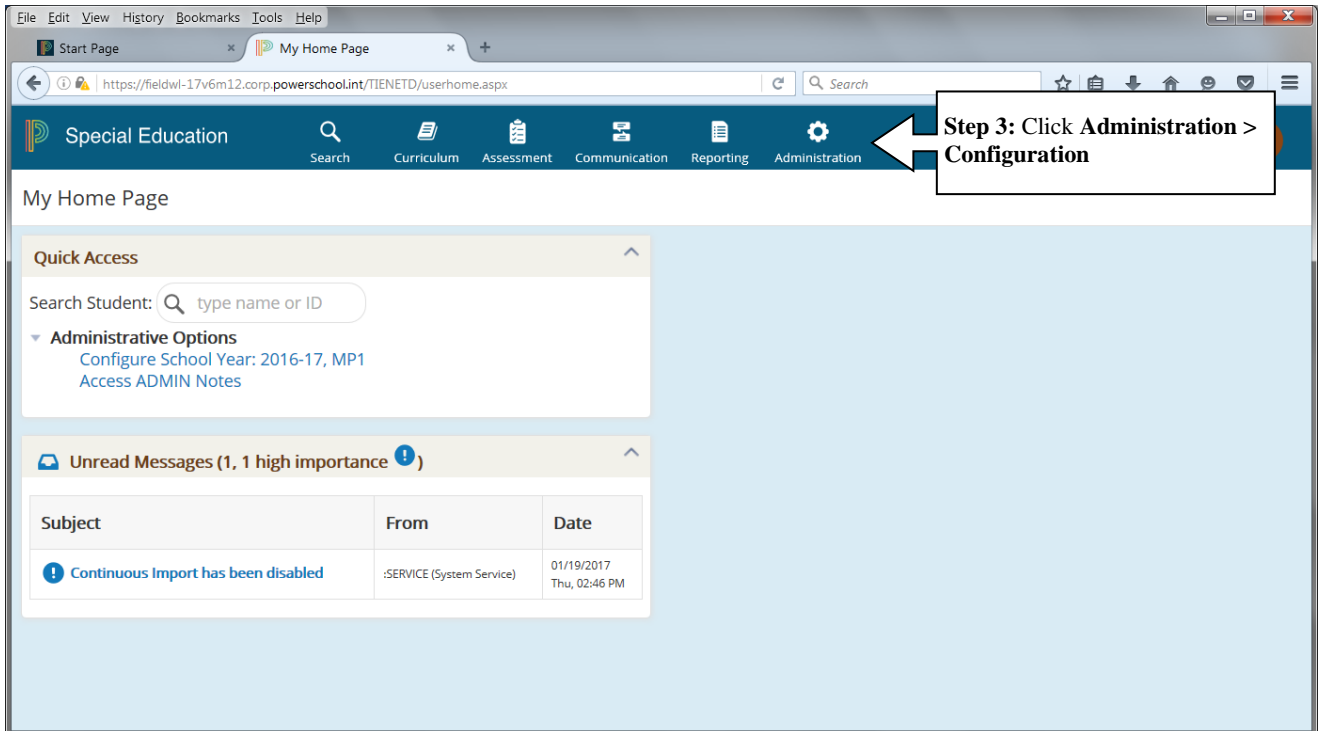
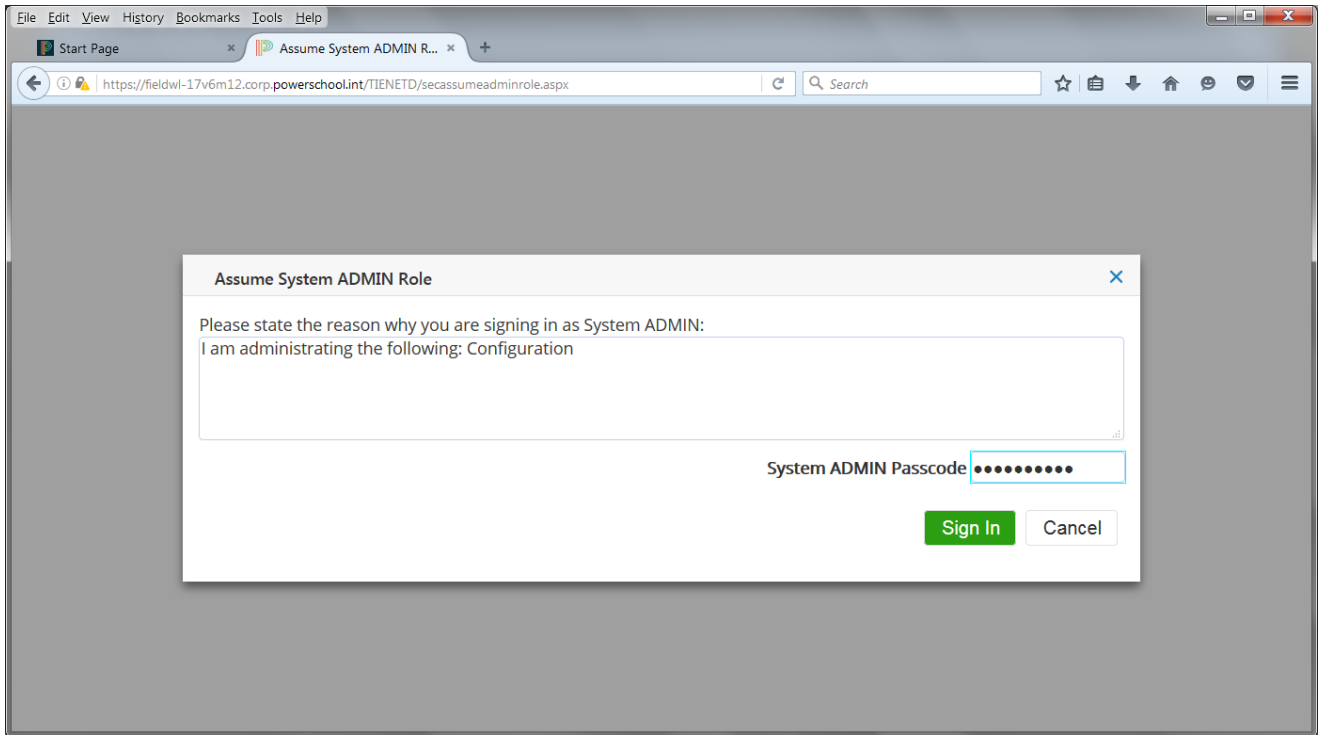
Step 2: Enter in a reason for assuming the Admin Role and enter your Admin Passcode. The reason is recorded for auditing purposes.

The screenshot shows a web browser window with the URL <https://fieldwl-17v6m12.corp.powerschool.int/TIENETD/userhome.aspx>. The page title is "Special Education". The navigation menu includes "Administration" and "Reporting". The "Administration" dropdown menu is open, showing "Security" and "Assume System ADMIN Role". The "My Classes" section lists several classes with their IDs and student counts:

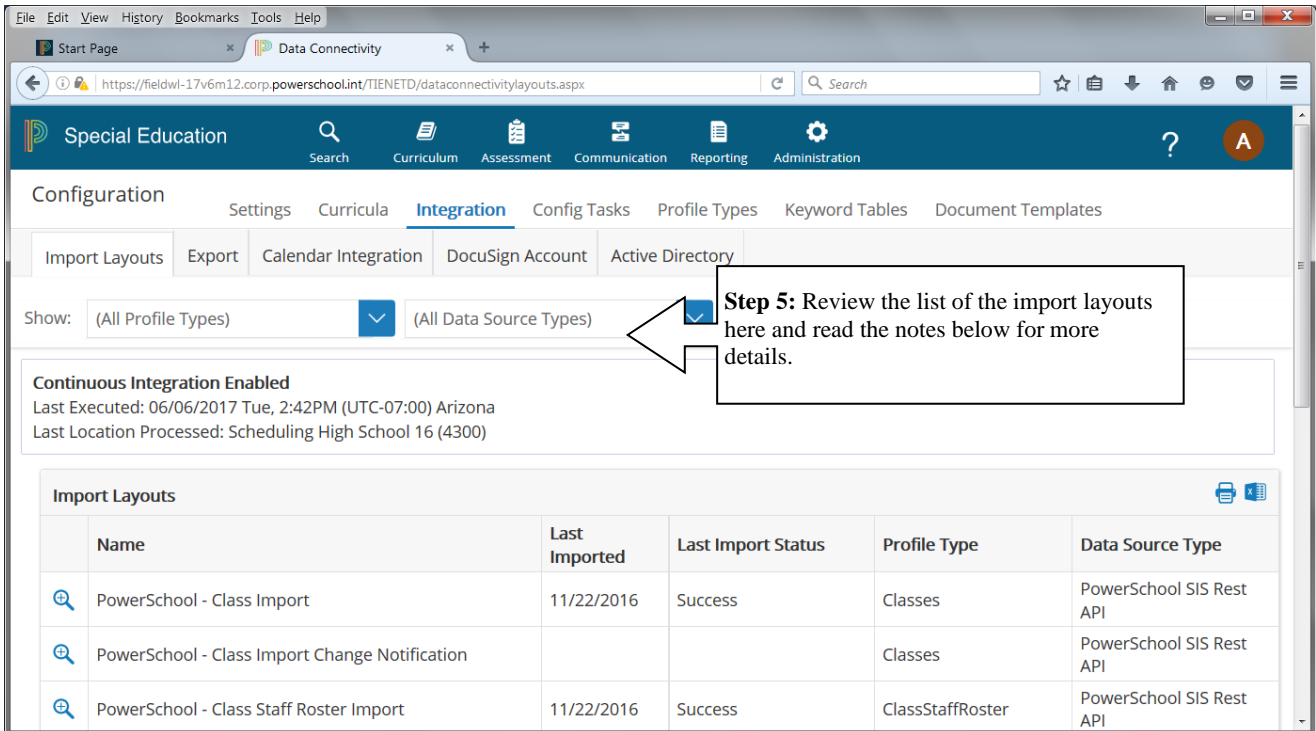
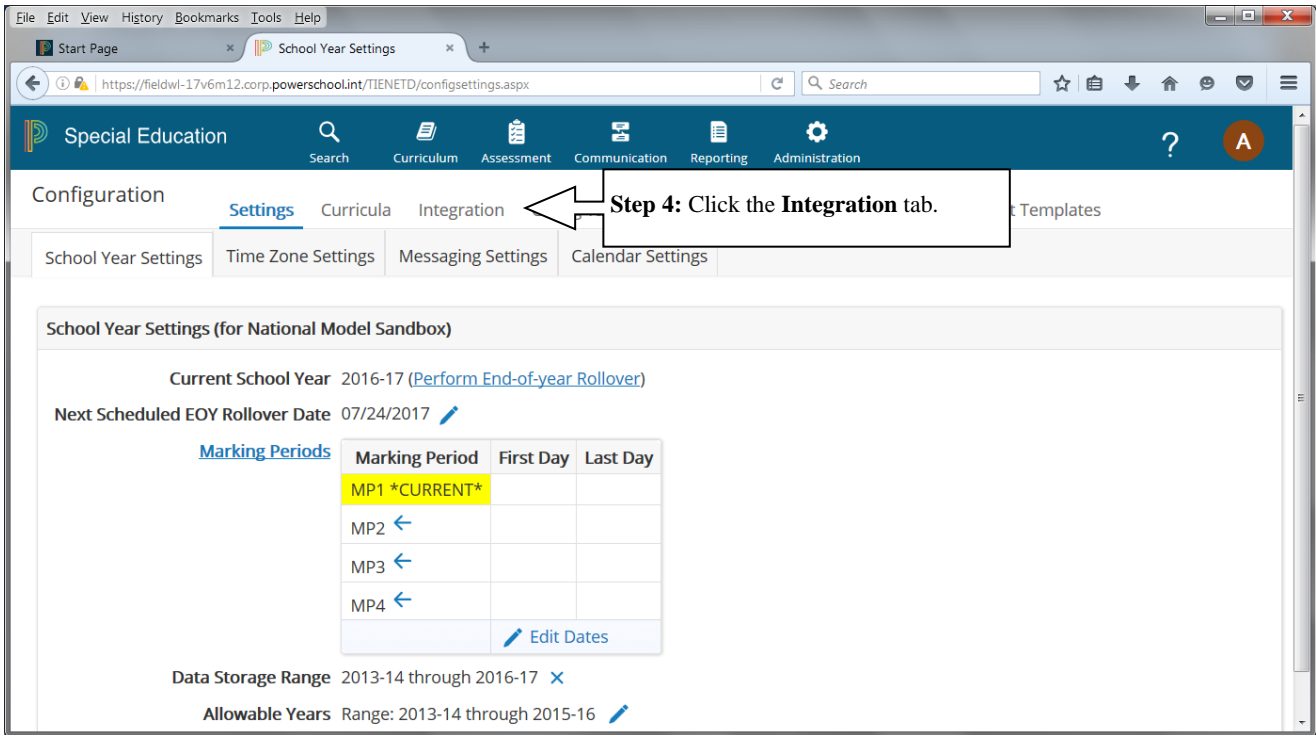
Class Name	ID	Students
Algebra	TN_100_MAT1100_2016_1	20
Current Affairs	TN_100_SOC2000_2016_3	29
U.S. History	TN_100_SOC1000_2016_2	19
U.S. History	TN_100_SOC1000_2016_5	17

The "My Students" section is currently empty (0 students).

DATA FLOW



DATA FLOW

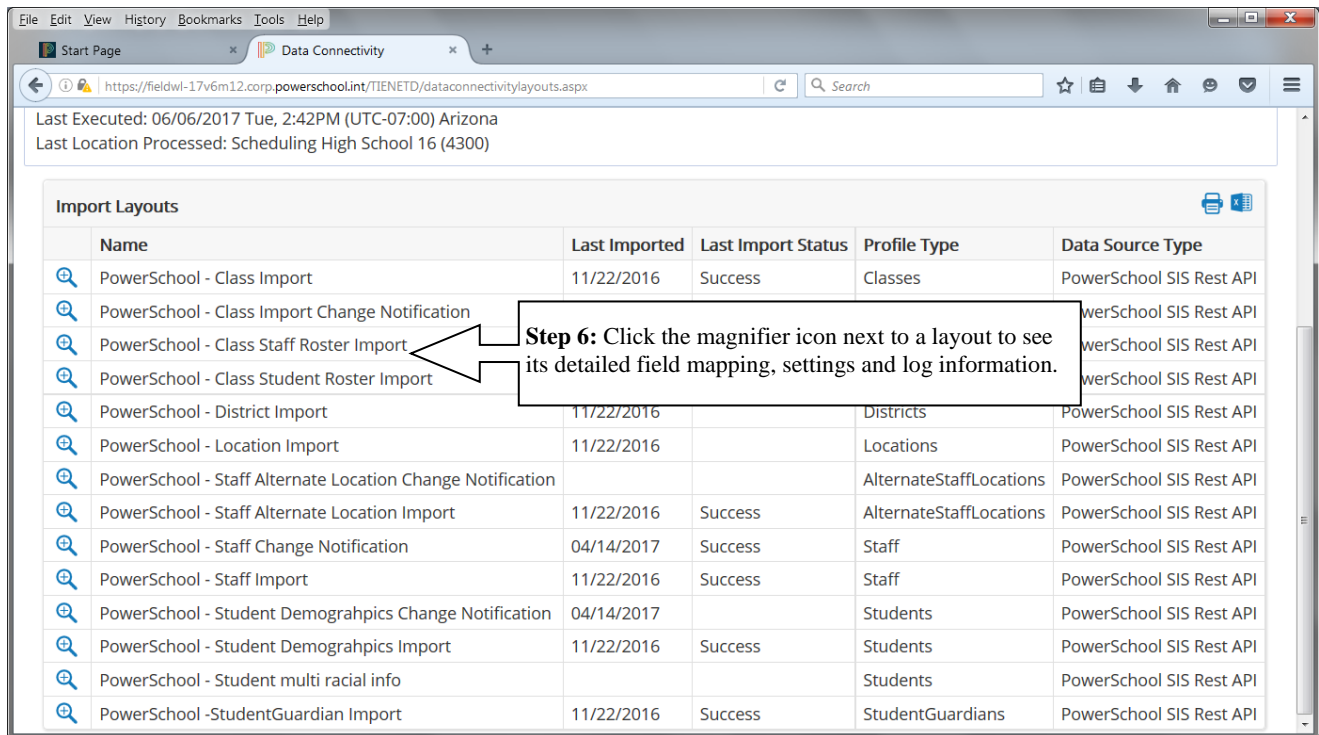


PowerSchool Special Programs typically has two import layouts for each type of information being imported from PowerSchool:

DATA FLOW

1. **Continuous Import Layouts:** These layouts are used for the initial population of the PowerSchool Special Programs database as well as regular comprehensive rolling updates that occur during “off-peak” hours.
2. **Change Notification Import Layouts:** These are used for “change notification” events where PowerSchool notifies PowerSchool Special Programs that an individual record has been added or updated allowing PowerSchool Special Programs to pick up that change in near real time. Additionally, this type of import layout is also used to support users manually updating specific records on demand, which will be discussed later in this section. You can distinguish this type of layout from the other because they typically have “Change Notification” in the name of the layout as seen in the screen above.

By navigating into an import layout, you can view what fields from PowerSchool Special Programs are being populated upon the imports and view the logs for these imports.



The screenshot shows a web browser window with the URL <https://fieldwl-17v6m12.corp.powerschoolint/TIENETD/dataconnectivitylayouts.aspx>. The page displays a table of Import Layouts with the following columns: Name, Last Imported, Last Import Status, Profile Type, and Data Source Type. A callout box with a magnifying glass icon points to the 'Name' column, containing the text: "Step 6: Click the magnifier icon next to a layout to see its detailed field mapping, settings and log information."

Name	Last Imported	Last Import Status	Profile Type	Data Source Type
PowerSchool - Class Import	11/22/2016	Success	Classes	PowerSchool SIS Rest API
PowerSchool - Class Import Change Notification				PowerSchool SIS Rest API
PowerSchool - Class Staff Roster Import				PowerSchool SIS Rest API
PowerSchool - Class Student Roster Import				PowerSchool SIS Rest API
PowerSchool - District Import	11/22/2016		Districts	PowerSchool SIS Rest API
PowerSchool - Location Import	11/22/2016		Locations	PowerSchool SIS Rest API
PowerSchool - Staff Alternate Location Change Notification			AlternateStaffLocations	PowerSchool SIS Rest API
PowerSchool - Staff Alternate Location Import	11/22/2016	Success	AlternateStaffLocations	PowerSchool SIS Rest API
PowerSchool - Staff Change Notification	04/14/2017	Success	Staff	PowerSchool SIS Rest API
PowerSchool - Staff Import	11/22/2016	Success	Staff	PowerSchool SIS Rest API
PowerSchool - Student Demographics Change Notification	04/14/2017		Students	PowerSchool SIS Rest API
PowerSchool - Student Demographics Import	11/22/2016	Success	Students	PowerSchool SIS Rest API
PowerSchool - Student multi racial info			Students	PowerSchool SIS Rest API
PowerSchool - StudentGuardian Import	11/22/2016	Success	StudentGuardians	PowerSchool SIS Rest API

DATA FLOW

The screenshot shows a web browser window displaying the 'PowerSchool - Student Demographics Import' page. The page contains the following information:

- Last Imported:** 11/22/2016 3:43 PM
- Profile Type:** Students
- Data Source Type:** PowerSchool SIS Rest API
- Data Source Name:** AA
- Query:** /ws/v1/school/3/student?expansions=demographics,addresses,phones,school_enrollment,ethnicity_race,contact,contact_info,initial_enro... dctincludefiltercolumn
- Other Matching Link:** IntegrationIDT
- Transfer Options:** Update Existing Profiles, Add New Profiles, [Perform Server Side Profile Matching](#), [Other Match Link Require Non Empty Value Be Unique](#)
- Continuous Import Properties:** Continuous Import Enabled
- Last Import:** [Success : Continuous integration completed.](#)

Two callout boxes provide instructions:

- Step 8:** Click this link to view the result of the last import. (Points to the 'Last Import' link)
- Step 7:** View the field mappings here. The names of the PowerSchool Special Programs fields are on the left, and the PowerSchool source (Points to the 'Other Matching Link' field)

At the bottom, there is a table titled 'Links' with columns: Target Field, Data Source Selection, Default Value, Link Options, Filter, and Trar.

The screenshot shows a window titled 'Import Logs' with the following elements:

- Navigation buttons: '< Import Logs', '↑ Next', and '↓ Previous'.
- A 'Close Window' button with an 'X' icon.
- Log entry details:
 - Status Code:** Success
 - Status Message:** Continuous integration completed, last location: 'Scheduling High School 17 (4400)'

A callout box points to the '< Import Logs' button with the text: 'Clicking **Import Logs** will show you more logs for other import attempts.'

Import Logs			
	Completed Date	Duration (minutes)	Status
	11/22/2016 3:43:36 PM	1	Success : Continuous integration completed, last location: 'Scheduling High School 17 (4400)'
	11/22/2016 3:43:16 PM	1	Success : Continuous integration completed, last location: 'Scheduling High School 16 (4300)'
	11/22/2016 3:42:35 PM	1	Success : Continuous integration completed, last location: 'Scheduling High School 15 (4200)'
	11/22/2016 3:42:35 PM	1	Success : Continuous integration completed, last location: 'Scheduling High School 14 (4100)'

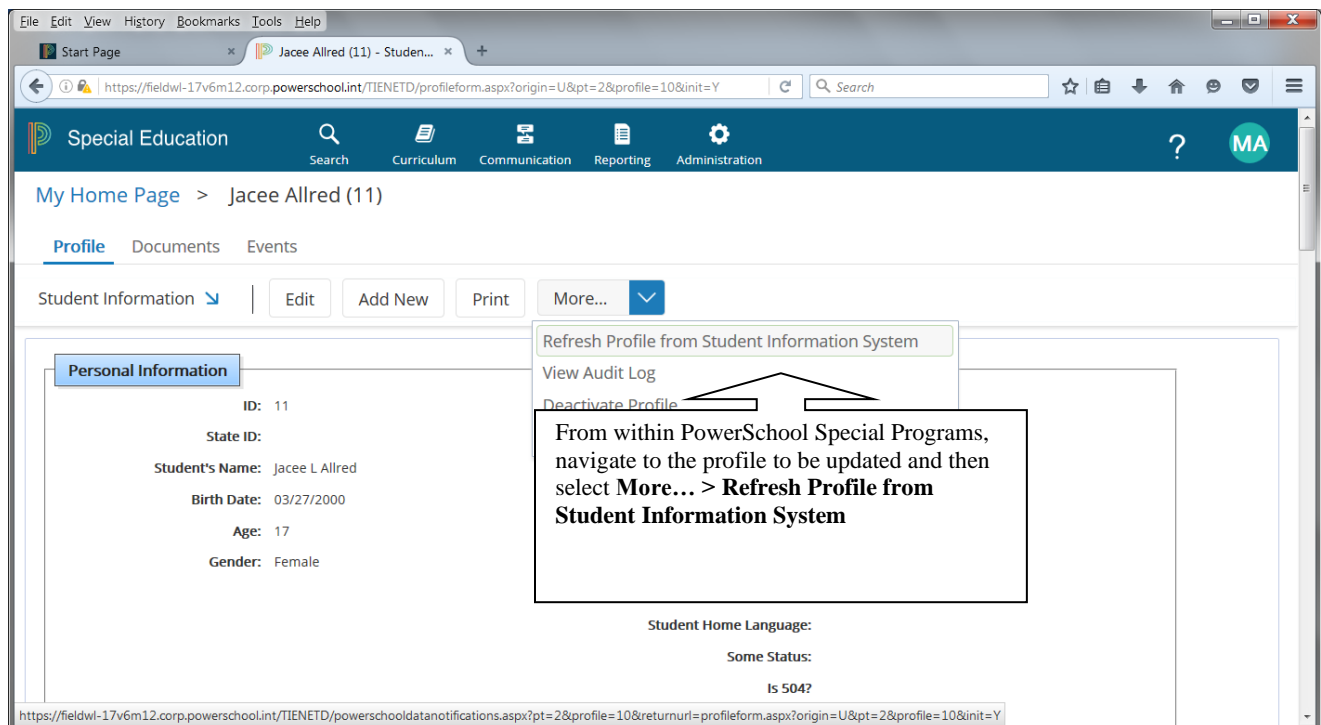
You can navigate to other logs by clicking on the associated magnifier icon.

For each import, the overall result will be one of the following:

1. **Failed Imports:** These imports are instances where data did not successfully import in. Issues such as being unable to connect to the server, incorrect Client ID or Client Secret, or the data that was read not being compatible with what PowerSchool Special Programs expects are a few examples of Failed Imports. As a result, the attempt was terminated, and no data was committed into PowerSchool Special Programs.
2. **Success with Row Issues:** These imports completed, and data was updated, but there are some rows that could not be imported due to invalid data, or constraints were in place that prevented those particular rows from completing.
3. **Successful Imports:** Data was imported without any issues.

Manually Updating a Record from PowerSchool

In the event that a relevant data modification in PowerSchool did not make it across to PowerSchool Special Programs yet, or a user wishes to ensure that the most recent data from PowerSchool is in PowerSchool Special Programs at the current time, a manual update can be performed from within PowerSchool Special Programs, as shown below:



DATA FLOW

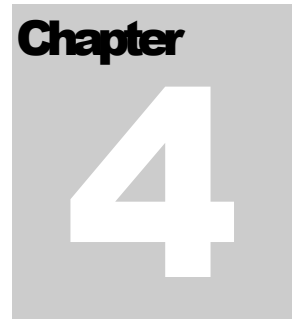
The screenshot shows a web browser window with the URL `https://fieldwl-17v6m12.corp.powerschoolint/TIENETD/profileform.aspx?origin=U&pt=2&profile=1`. The page title is "Special Education" and the user is logged in as "Jacee Allred (11)". The page displays a "Profile" section for "Jacee Allred (11)" with tabs for "Profile", "Documents", and "Events". Below the tabs are buttons for "Student Information", "Edit", "Add New", "Print", and "More...". The "Personal Information" section is highlighted and contains the following data:

ID:	11	Address:	175 Kimbrough Dr
State ID:		City:	Jackson
Student's Name:	Jacee L Allred	State:	Mississippi
Birth Date:	03/27/2000	Zip Code:	39204
Age:	17	Home Phone:	916-555-1234
Gender:	Female	Email Address:	
		Primary Language:	
		Student Home Language:	
		Some Status:	
		Is 504?	
		Is English Language Learner?	

A message box at the top right states: "A message will come up stating that the refresh was successful. Any fields that have changed as a result will also be displayed here." A "Note" dialog box at the bottom right contains the text: "Profile data has been refreshed successfully. All fields were up-to-date."

Continuous Integration Settings

Additionally, you can set options for the Integration Layout.



The screenshot shows a web browser window with the URL `localhost/TIENETD/dataconnectivitylayouts.aspx`. The page title is "Special Education" and the navigation menu includes "Settings", "Curricula", "Integration", "Config Tasks", "Profile Types", "Keyword Tables", and "Document Templates". The "Integration" tab is selected, and the "More..." dropdown menu is open, showing options: "Download Data Connectivity Tool", "Download Data Connectivity Guide", and "Continuous Integration Settings". A callout box points to the "Continuous Integration Settings" option with the text: "Under the Integration tab, click **More...** > **Continuous Integration Settings**".

Configuration

Settings Curricula **Integration** Config Tasks Profile Types Keyword Tables Document Templates

Import Layouts Export Calendar Integration DocuSign Account Active Directory

Show: (All Profile Types) (All Data Source Types) More...

Continuous Integration Enabled
Last Executed: 06/06/2017 Tue, 2:42PM (UTC-07:00) Arizona
Last Location Processed: Scheduling High School 16 (4300)

Download Data Connectivity Tool
Download Data Connectivity Guide
Continuous Integration Settings

Import Layouts

Name	Last Imported	Last Import Status	Profile Type	Data Source Type
PowerSchool - Class Import	11/22/2016	Success	Classes	PowerSchool SIS Rest API
PowerSchool - Class Import Change Notification			Classes	PowerSchool SIS Rest API
PowerSchool - Class Staff Roster Import	11/22/2016	Success	ClassStaffRoster	PowerSchool SIS Rest API
PowerSchool - Class Student Roster Import	11/22/2016	Success	ClassStudentRoster	PowerSchool SIS Rest API
PowerSchool - District Import	11/22/2016		Districts	PowerSchool SIS Rest API

CONTINUOUS INTEGRATION SETTINGS

Integration > Continuous Integration Settings

Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Data Source Name	Date	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TN		PowerSchool SIS Rest API	https://powerschool_ssl.local; <secret>	06/06/2017 Tue, 2:42PM	Last Location Processed: Scheduling High School 16 (4300)

In order to view and edit all integration settings, a configuration task must be selected.

A Configuration Task must be selected to edit continuous import properties for the system.

**Data Source Name will be used for individual layouts during continuous integration.*

Integration > Continuous Integration Settings

Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Data Source Name*	Last Import Date	Last Import Status
	<input checked="" type="checkbox"/>	TN		PowerSchool SIS Rest API	https://powerschool_ssl.local; <secret>	06/06/2017 Tue, 2:42PM	Last Location Processed: Scheduling High School 16 (4300)

Once a configuration task has been selected, an option to edit the settings will be available.

[+ Add Instance](#)

**Data Source Name will be used for individual layouts during continuous integration.*

CONTINUOUS INTEGRATION SETTINGS

Edit SIS Instance

Data Source Type PowerSchool SIS Rest API

Instance ID TN

Instance Name

External System Version 10.0

Import Enabled?

Export Enabled?

Alternate Prefix
Optional text value available for value manipulation when importing data for this instance

Data Source Name
Overrides the data source name for all individual layouts used during continuous integration.
Example: https://district.powerschool.com;36c90dab-97d1-448b-a854-4847a604e699;f2775a92-5540-4f93-8322-388948204f1e

Process Special PowerSchool Locations District Office Other Location DCIDs:

Notification Email Address
Separate multiple addresses with a comma

Notification Events

- Failed Imports
- Imports with Row Issues
- Successful Imports

The import logs outlined earlier in this chapter can be forwarded to a desired email address for easier monitoring.

The types of import results to be emailed can be chosen here

Security



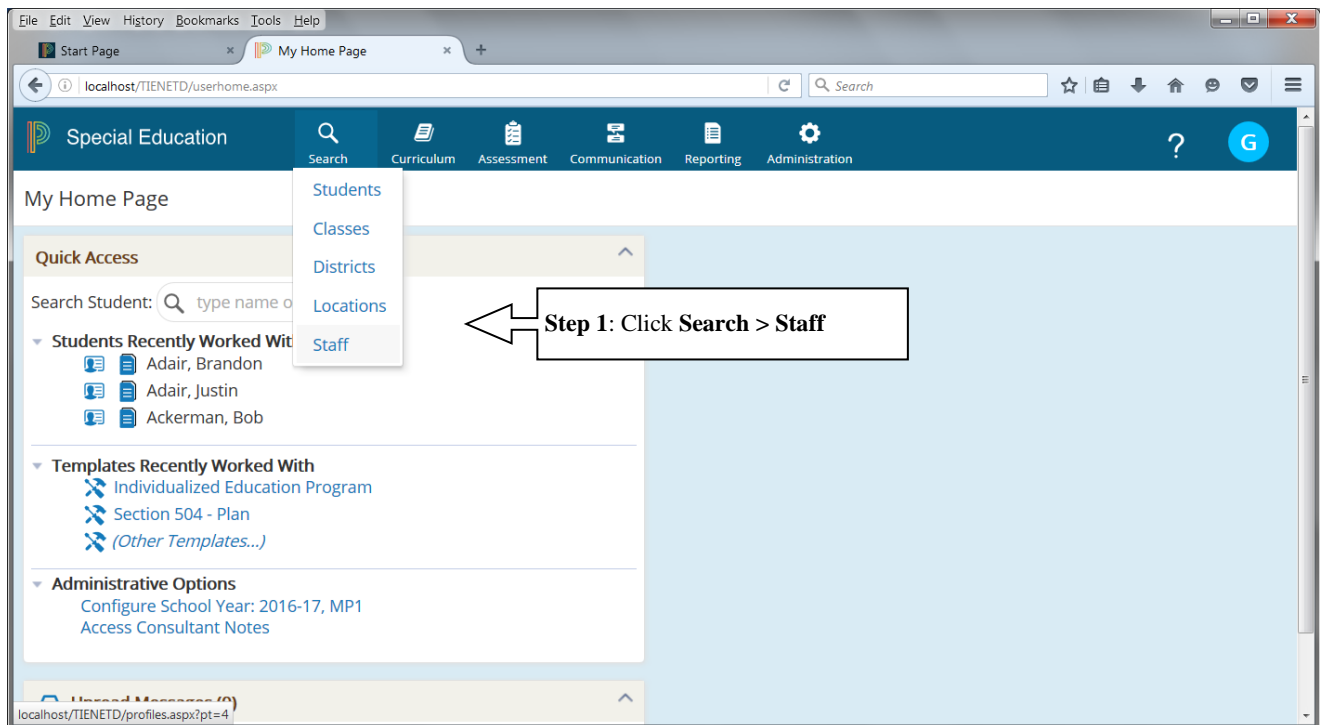
This section describes how security and single sign-on works in the context of the integrated systems.

Summary Single Sign On

In order to establish a Single Sign On experience, PowerSchool Special Programs and PowerSchool SIS use the OpenID protocol for authentication purposes. PowerSchool SIS acts as an identity provider (IdP), PowerSchool Special Programs relies on this identity provider so that the user does not need to log into PowerSchool Special Programs separately. In order for this to work, the user that is logged into PowerSchool must also exist in PowerSchool Special Programs with the correct OpenID information, which would have previously been imported into PowerSchool Special Programs via the data integration process.

Single Sign On for Staff

A staff's Single Sign On credentials can be found on their staff profile within PowerSchool Special Programs.



SECURITY

Step 2: Enter in information for the staff member you are looking for, and then click Search

Special Education

Staff Profiles

Search: Staff

Staff - Quick Search Form

Enter one or more fields and click the 'Search' button to find staff with the same field information.

Import Staff from PowerSchool SIS

ID

Last Name

First Name

Works At

(ID) lookup

Select Recent Staff

- Abram, Michael
- Test, See

Step 3: Click the "profile" icon for the staff member you wish to see

Special Education

Staff Profiles

Search Results

Print Search Results

ID	Name	First Name	Works At	User Open ID[Admin]	User Open ID[Teacher]
1	Abram	Michael	Apple Grove High School	https://powerschool_ssl.local/oid/admin/MAbram1	https://powerschool_ssl.local/oid/teacher/Abram1

SECURITY

Special Education Search Curriculum Assessment Communication Reporting Administration

Search > Michael Abram (1)

Profile Security

Main Edit Add New View Staff Personal Calendar Print More...

Staff Demographics

TIENET ID: 1

Name: Michael Abram

Position:

Work Telephone Number:

Email Address:

Works At: Apple Grove High School

User Open ID

Admin https://powerschool_ssl.local/oid/admin/MAbram1

Teacher https://powerschool_ssl.local/oid/teacher/Abram1

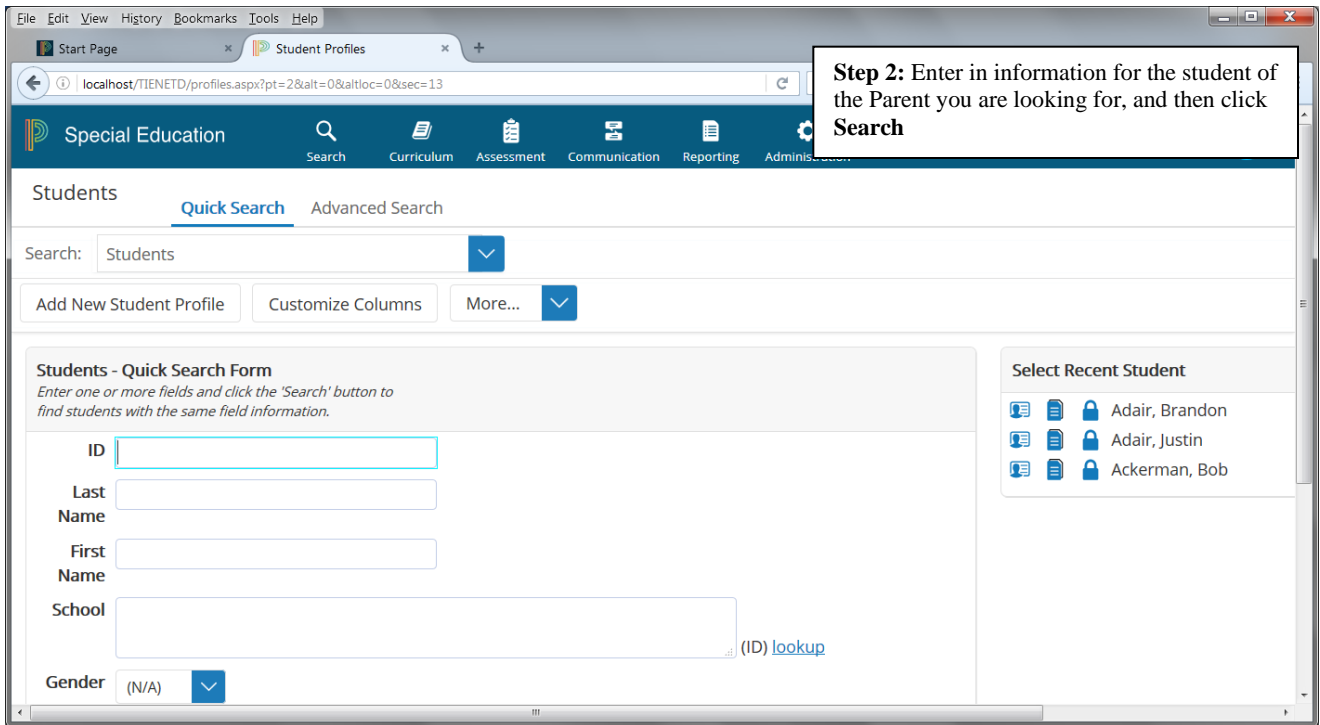
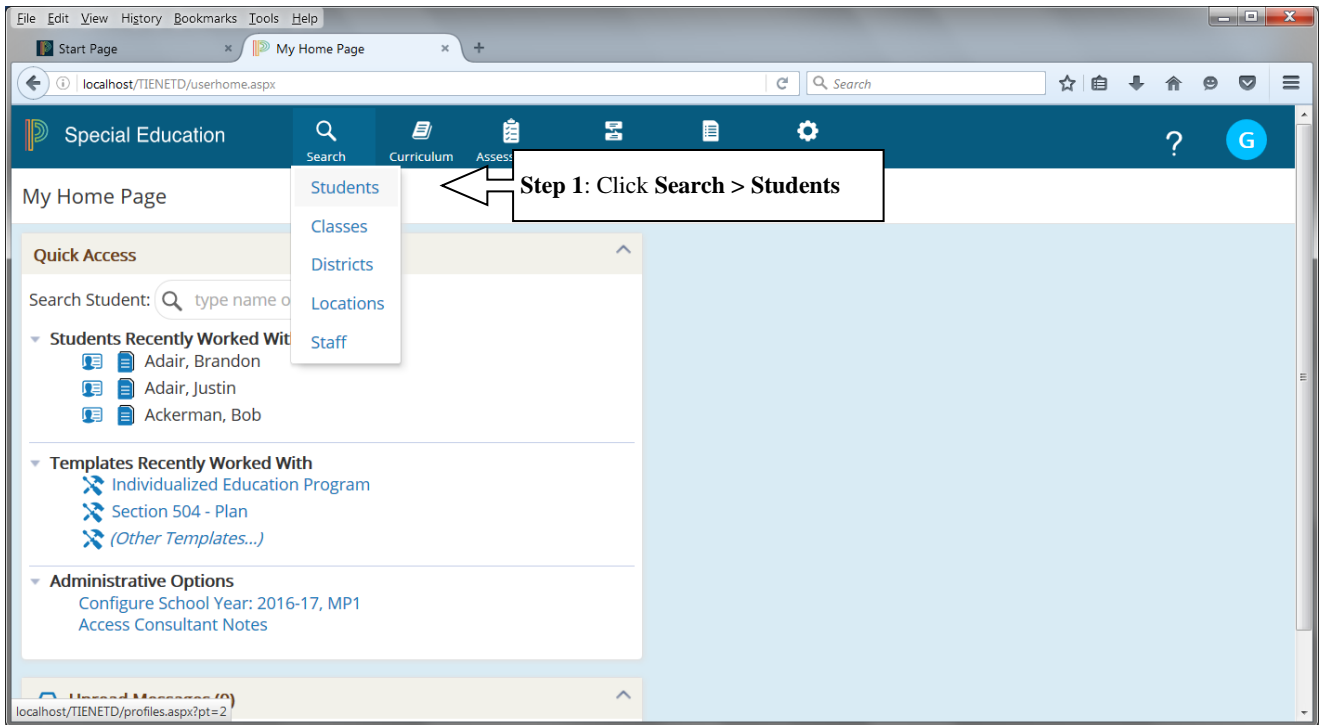
Alternate Works At

PowerSchool Special Programs is capable of managing multiple PowerSchool login credentials within one PowerSchool Special Programs staff profile. This is important since a staff member in PowerSchool Special Programs may have both a PowerSchool Admin portal user and a PowerTeacher portal user.

Single Sign On for Parents/Guardians

A Parent's Single Sign On credentials can be found on the profile of a Student to which they are associated with in PowerSchool SIS.

SECURITY



SECURITY

Step 3: Click the "profile" icon for the student you wish to see

Special Education Search > Search Results

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
3	Adair	Brandon	12/12/2000	Twelfth grade		Male		Apple Grove High School	Jackson

Step 4: With your mouse, hover over the profile section name to activate the "fly out" menu.

Step 5: Click Student Guardians

Search > Brandon Adair (3)

Profile Documents Events Assessment History Portfolio Security

Student Information Edit Add New Print More

- Student Information
- Special Education Information
- Graduation
- Medical
- Discipline
- Reporting
- Section 504
- Caseload
- Class Student Roster
- Prescriptions
- Service Records
- Sp Enrollments
- Rel Services
- Suspensions
- Student Guardians

Personal Information

State: Mississippi

Student's Name: Brandon Adair

Birth Date: 12/12/2000

Address: 1337 Greymont Ave
City: Jackson
State: Mississippi

Email Address:
Primary Language:
Student Home Language:
Some Status:
Is 504?
Is English Language Learner?

The screenshot shows a web browser window with the URL `localhost/IIENETD/profileformownerref.aspx?pt=2&profile=2&origin=Q&ptchild=10010&xvaluechild=35700`. The page title is "Brandon Adair (3) - Stude...". The navigation bar includes "Special Education" and various icons for Search, Curriculum, Assessment, Communication, Reporting, and Administration. The main content area shows the student's profile for "Brandon Adair (3)" with tabs for Profile, Documents, Events, Assessment History, Portfolio, and Security. Under the Security tab, there is a section for "Student Guardians for Student: Brandon Adair (3)" which includes a table with the following data:

Last Name	First Name	Middle Name	Student	User Name	Open ID	Email Address
Adair	John		Adair,Brandon	jadair	https://powerschool_ssl/oid/guardian/jadair	ja@powerschool.com

Dual Access Credentials

In the event that PowerSchool SIS is unavailable, unless otherwise configured, PowerSchool Special Programs will be unreachable as well, since traditional Single Sign On relies on users signing into PowerSchool first in order to access PowerSchool Special Programs.

Dual Access allows users to access PowerSchool Special Programs directly, thereby bypassing PowerSchool’s login method, and using a separate set of credentials to log into PowerSchool Special Programs.

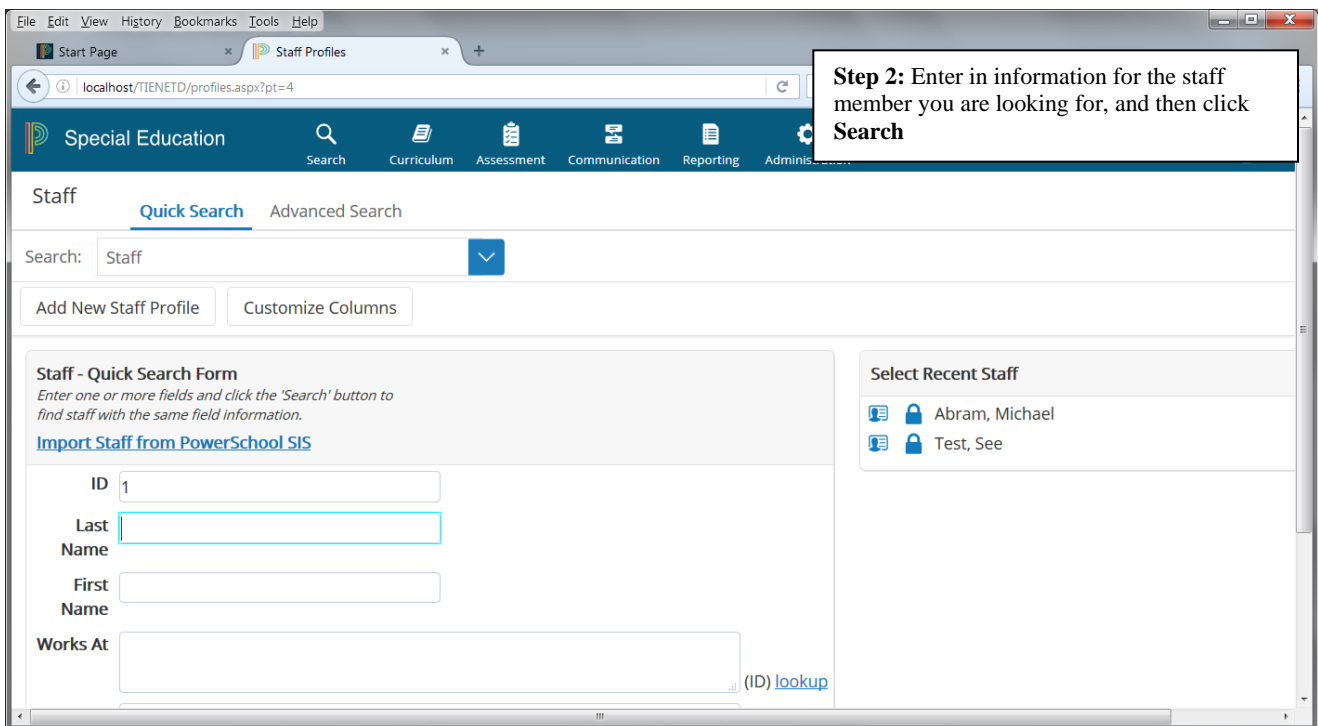
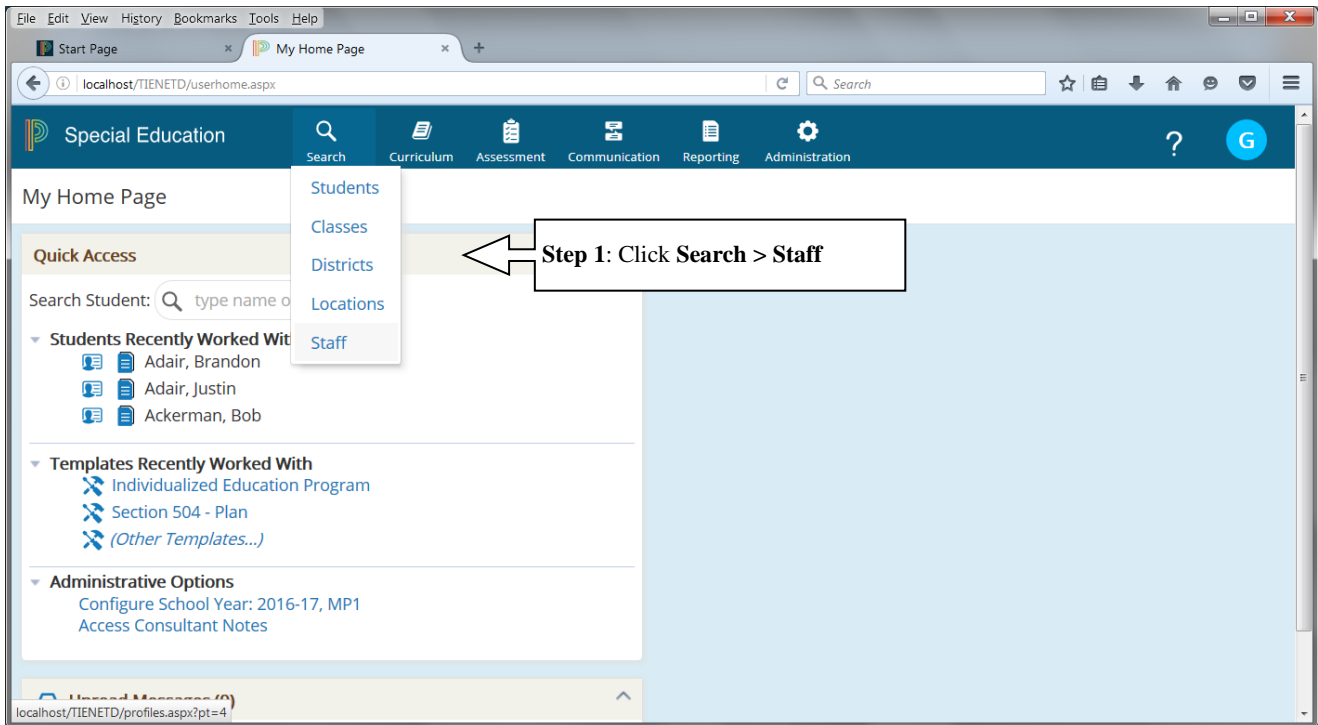
Staff Dual Login

For staff to log into PowerSchool Special Programs, the ability to do so must be configured by a configuration specialist. If you are unsure if this is done, please consult your PowerSchool Special Programs representative.

Once this has been configured, within PowerSchool Special Programs, each staff’s profile must be enabled to take advantage of this feature. This can be done either on an individual basis, or by security groups.

SECURITY

Individually Assigning PowerSchool Special Programs Credentials



SECURITY

Step 3: Click the “padlock” icon for the staff member you wish to see

	Last Name	First Name	Works At	User Open ID[Admin]	User Open ID[Teacher]
1	Abram	Michael	Apple Grove High School	https://powerschool_ssl.local/oid/admin/MAbram1	https://powerschool_ssl.local/oid/teacher/Abram1

Step 4: Click **Edit Security**

Profile [Security](#)

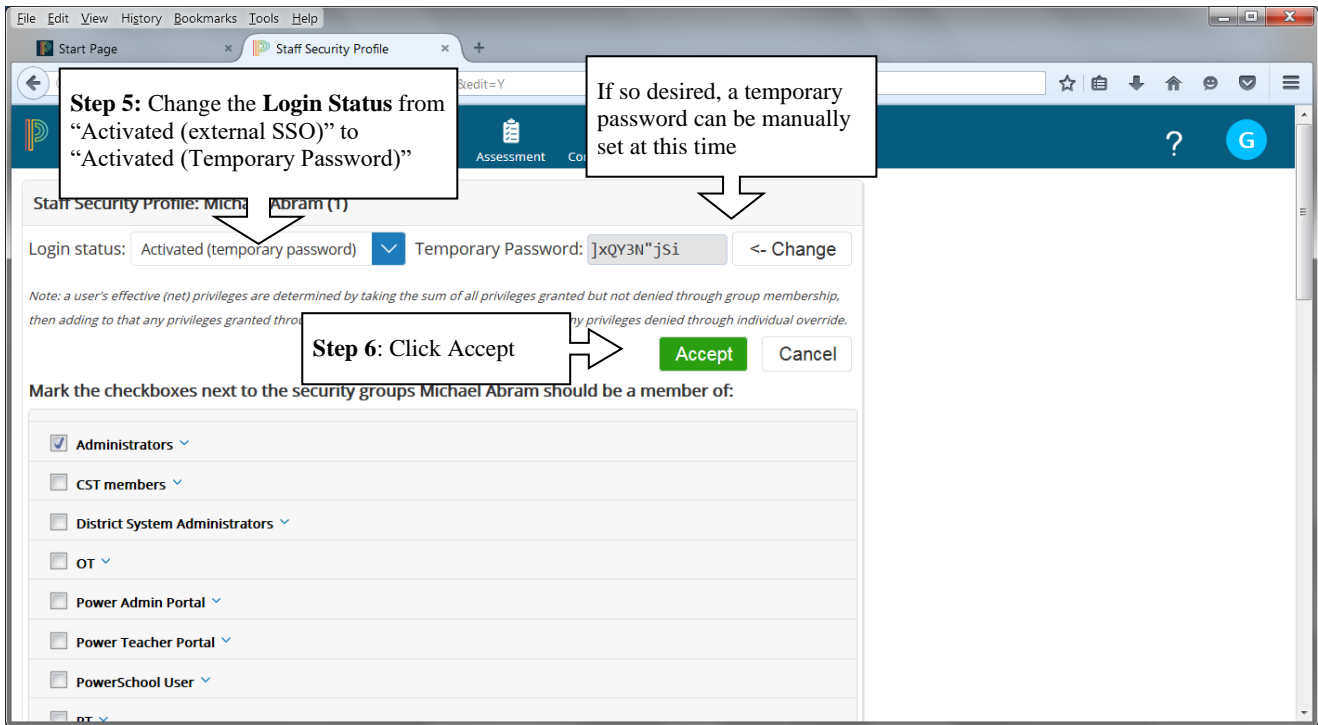
[Edit Security](#)
[Edit Active Directory Link](#)
[Sign In as This User](#)
[Print](#)

Michael Abram's Security Profile (External SSO Login Activated)
 Works At Location: Apple Grove High School
 External SSO is enabled for all staff

Michael Abram's Effective (Net) Privileges

Privilege Set	(+) Granted (-) Denied
Communications / Calendar	(+) Send Messages (+) View Staff Personal Calendars (System-Wide)
Student Curriculum	(+) View Curriculum Outline (+) Edit Curriculum Outline (+) View Curriculum Setup (+) Edit Curriculum Setup
Special Access	(+) Access My Classes (+) Access My Caseload (+) Edit My Standard Caseload (+) Edit My Case Manager Caseload (+) Create Private List Reports (+) Create Edit Public List Reports

SECURITY



It is at this time that the user can login to the front end of PowerSchool Special Programs and set their permanent PowerSchool Special Programs password with the temporary password that was provided.

As a note, PowerSchool Special Programs does not recognize that the user is “Active” in PowerSchool Special Programs until the user has set their permanent password. This means that PowerSchool’s Single Sign on into PowerSchool Special Programs will not work until this is done.

Via Security Group

Step 1: Select "Security" from the "Administration" menu.

Step 2: Click the name of the security group.

The screenshot shows the 'Security' page with a list of security groups. The 'Power Admin Portal' group is highlighted with a mouse cursor.

Step 3: Click the "Members" tab.

Step 4: click More > Activate Temporary Logins

The screenshot shows the 'Members' tab for the 'Power Admin Portal' group. The 'More' dropdown menu is open, and 'Activate Temporary Logins' is selected. Below is a table of members:

ID	Last Name	First Name	Membership Constrained To Location(s)	Login (Temp Password)
12045	Abbot	Julie	Washington Elementary	Activated - External SSO Login
75032	Abbott	Yvonne	Common Core State Standards Middle School	Activated - External SSO Login
			Chadwick High	Activated - External SSO

The screenshot shows a web browser window displaying the 'Power Admin Portal - Members' page. The page title is 'Power Admin Portal > Members > Activate Temporary Logins'. A green banner at the top says 'Activate Temporary Login of 'Power Admin Portal''. Below this is a table with columns: ID, Last Name, First Name, Works At, User Open ID[Admin], User Open ID[Teacher], Membership Constrained To Location(s), and Login (Temp Password). The table lists several staff members, with the first two rows highlighted in green. A callout box points to the checkboxes in the first two rows.

	ID	Last Name	First Name	Works At	User Open ID[Admin]	User Open ID[Teacher]	Membership Constrained To Location(s)	Login (Temp Password)
<input checked="" type="checkbox"/>	50060	Abram	Michael	Scheduling High School 2				Not Activated
<input checked="" type="checkbox"/>	51140	Abram	Michael	Scheduling High School 20				Not Activated
<input type="checkbox"/>				ing High School				Not Activated
<input type="checkbox"/>				ing High School				Not Activated
<input type="checkbox"/>	50240	Abram	Michael	Scheduling High School 5				Not Activated
<input type="checkbox"/>	50300	Abram	Michael	Scheduling High School 6				Not Activated

Step 5: Check the checkboxes for any staff for whom to activate logins.

It is at this time that the user can login to the front end of PowerSchool Special Programs and set their permanent PowerSchool Special Programs password with the temporary password that was provided.

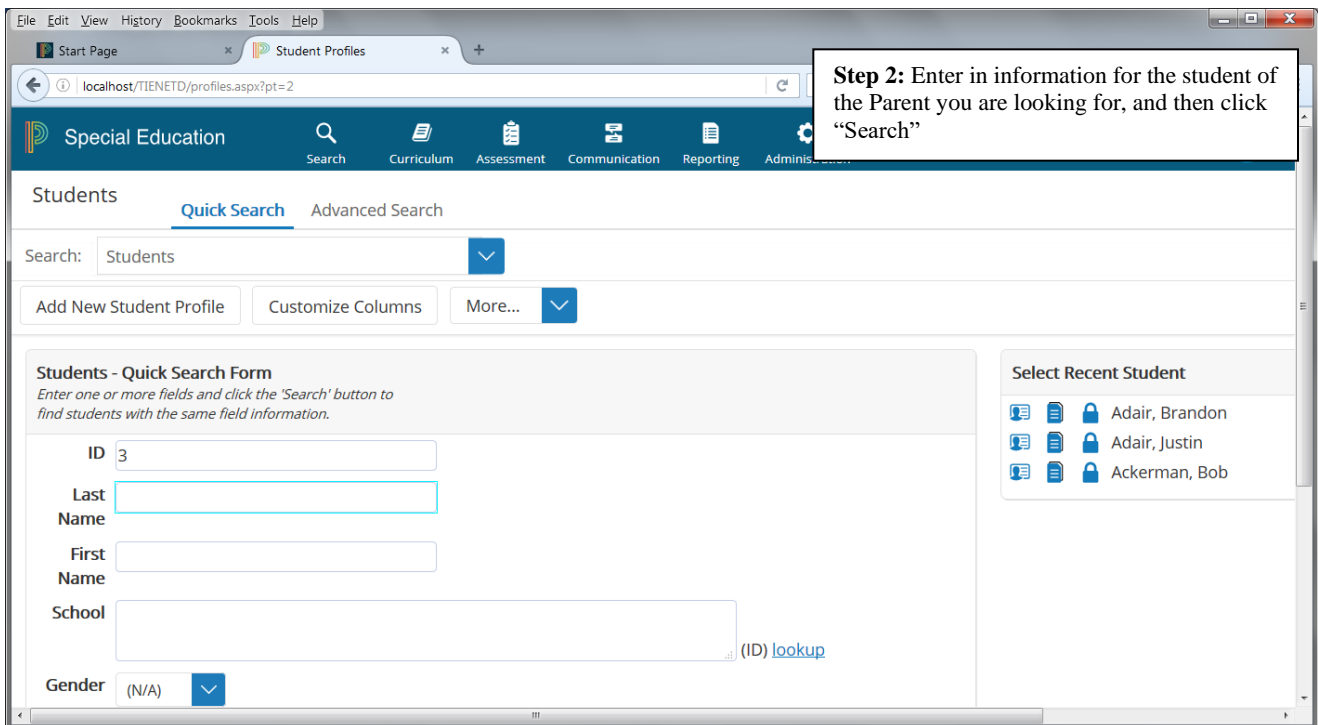
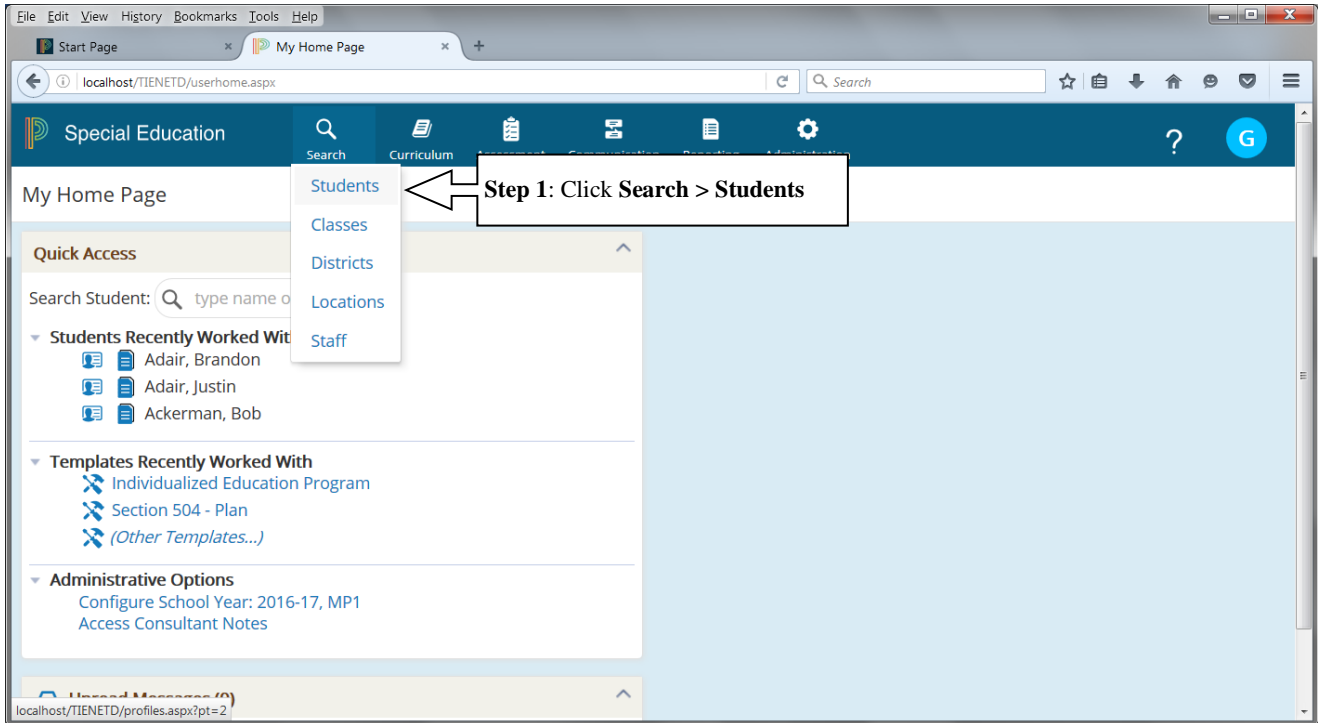
As a note, PowerSchool Special Programs does not recognize that the user is “Active” in PowerSchool Special Programs until the user has set their permanent password. This means that PowerSchool’s Single Sign on into PowerSchool Special Programs will not work until this is done.

Parent/Guardian Dual Login

For parent/guardians to log into PowerSchool Special Programs, each student’s security profile must have parent/guardians access enabled. This can be done either on an individual basis, or by student search.

SECURITY

Individually Assigning PowerSchool Special Programs Credentials






SECURITY

Special Education

Students: Quick Search | Advanced Search > Search Results

Columns Print Search Results More...

	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
  	3	Adair	Brandon	12/12/2000	Twelfth grade		Male	Apple Grove High School	Jackson

Step 3: Click the “padlock” icon for the student you wish to see

Special Education

Search > Brandon Adair (3)

Profile Documents Events Assessment History Portfolio Security

Edit Security

Step 4: Click Edit Security

Security for Brandon Adair (3)

- Student Login Enabled: Not-activated
- Parent Login Enabled: Not-activated
- Guardian Login Enabled: Not-activated

Firefox 53.0.3 available

SECURITY

Step 5: Change the Login Status to “Activated (temporary password)”

If so desired, a temporary password can be manually set at this time

Step 6: Click Accept

It is at this time that the user can login to the front end of PowerSchool Special Programs and set their permanent PowerSchool Special Programs password with the temporary password that was provided.

Unlike assigning temporary logins for staff, this will not prevent parents and guardians from accessing PowerSchool Special Programs from PowerSchool’s Single Sign On.

SECURITY

Via Student Search

Step 1: Select Administration > Security

Step 2: Click the "Student/Parent Security"

Step 3: Use the Quick Search Form on the Student/Parent Security tab to search for the students for whom to enable parent access. For example, if you wanted to enable parent access for all fifth graders, select "Fifth Grade" for the "Grade" field and click the Search button

The screenshot shows a web browser window with the Special Education Administration interface. The navigation menu includes Search, Curriculum, Assessment, Communication, Reporting, and Administration. The Security page is active, with the Student/Parent Security tab selected. Below the navigation is a search form with fields for ID, Last Name, First Name, School, Gender, Grade, and Birth Date. A search button is located to the right of the form.

Step 4: Mark the checkboxes for the students for whom you want to enable parent access for. Then click the appropriate button above the list to activate the parent logins for the students you have checked.

The screenshot shows the search results page for Student/Parent Security. The page displays a table of students with columns for ID, Last Name, First Name, Student Login, Parent Login, Guardian Login, Birth Date, Grade, Disability, Gender, Case Manager, School, and City. The table is filtered to show 979 items in 66 pages. Three buttons are visible above the table: "Activate Student Logins Checked Below", "Activate Parent Logins Checked Below", and "Activate Guardian Logins Checked Below". The table shows several rows of student data, with the first three rows highlighted in green. The first three rows have checkboxes in the Student Login, Parent Login, and Guardian Login columns, and the Parent Login checkbox is checked for the first two rows.

ID	Last Name	First Name	Student Login (Temp Password)	Parent Login (Temp Password)	Guardian Login (Temp Password)	Birth Date	Grade	Disability	Gender	Case Manager	School	City
1415	Ackerman	Bob										eder Apple Grove
6014	Ackerman	Bob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								eder
15231	Ackerman	Bob	<input checked="" type="checkbox"/>	<input type="checkbox"/>								eder
15312	Ackerman	Bob	<input type="checkbox"/>	<input type="checkbox"/>		07/08/2003	Eighth grade		Male		Scheduling Feeder School	
8115	Ackerman	Bob	<input type="checkbox"/>	<input type="checkbox"/>		07/08/2003	Eighth grade		Male		Scheduling Feeder School	
8485	Ackerman	Bob	<input type="checkbox"/>	<input type="checkbox"/>		07/08/2003	Eighth		Male		Scheduling Feeder	

SECURITY

It is at this time that the user can login to the front end of PowerSchool Special Programs and set their permanent PowerSchool Special Programs password with the temporary password that was provided.

Unlike assigning temporary logins for staff, this will not prevent parents and guardians from accessing PowerSchool Special Programs from PowerSchool's Single Sign On.

Security Roles

When PowerSchool Special Programs staff data is initially populated from PowerSchool SIS, staff are not yet assigned to security groups within PowerSchool Special Programs. Staff can be assigned to security groups manually by the system administrator as described in the "Managing Security" chapter of the "System Administration Guide". PowerSchool Special Programs can alternatively be configured to map staff membership in certain security groups to membership in associated SIS user access roles. Then, as staff users sign into PowerSchool Special Programs (including via SSO), the user's membership in any mapped security groups is updated (granted or revoked) to reflect the corresponding membership in the associated SIS user access roles.

Security Integration Options

This security integration functionality has several options associated with it:

- Preview mode
- Enabled
- Enabled, Constrain by Location

Preview Mode

In the security integration preview mode, this allows the admin user to see how a staff security profile would be affected if the security integration is enabled. When this is on, the staff security will remain unaffected but shows an additional security page that informs the user how the integration would operate for any staff user. This gives the opportunity for the admin user to gain a level of confidence in it before committing to turning it on.

SECURITY

Special Programs Search Curriculum Assessment Communication Reporting Administration

Search > Michael Abram (1)

Profile Security **SIS Integrated Security Preview**

Constrain Integrated Roles by Location? No ▾

When viewing a staff profile, security page, an additional tab showing the preview is available. This can also be used for troubleshooting

Security Group	SIS User Access Role	Location	Change
District Admin	District Administrator	Apple Grove High School	REMOVE
District Admin	District Administrator	Apple Grove High School 2	REMOVE
District Admin	District Administrator	System-wide	ADD
PS District Administration	District Administrator	Apple Grove High School	REMOVE
PS District Administration	District Administrator	Apple Grove High School 2	REMOVE
PS District Administration	District Administrator	System-wide	ADD
PSSP Role	PSSP Role	Apple Grove High School	REMOVE
PSSP Role	PSSP Role	Apple Grove High School 2	REMOVE
PSSP Role	PSSP Role	System-wide	ADD
Regular Ed Teachers	n/a	Apple Grove High School	No Change

The table above shows the security group membership changes that will be made for this staff profile by integrating security groups with their corresponding SIS user access roles (based on whether integrated roles are being constrained by location.)

Enabled

When the security integration is enabled, by default if a user is in a role in PowerSchool SIS that is mapped to a security group in Special Programs, then the staff will be added to the security group with system-wide membership.

Enabled, Constrain by Location

An additional option is available when the security integration is enabled that will use the school/role mapping in PS SIS to constrain security group membership in Special Programs to the corresponding locations.

PowerSchool SIS Welcome, I
School: Apple Grove Hi

Start Page > Staff > Select A Staff Member > Security Settings - Admin Access and Roles - Abram, Michael 1

Security Settings - Admin Access and Roles - Abram, Michael 1

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to Administrative Portion of PowerSchool

Admin Username:

Admin Password:

Default Group:

Allow Admin Sign in During These Times: Any time
 Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [\[?\]](#):

Roles and Schools [\[?\]](#)

School	Roles (Group Name)
Apple Grove High School (Home School)	District Administrator (Administrator) Data Export Manager Export/Edit Access (No Group Defined) PSSP Role (No Group Defined)
Apple Grove High School 2	District Administrator (Administrator) PSSP Role (No Group Defined)

User roles assigned to a staff user in PowerSchool SIS by school

Special Programs

Search | Curriculum | Assessment | Communication | Reporting | Administration

Staff Security Profile: Michael Abram (1)

Login status:

Note: a user's effective (net) privileges are determined by taking the sum of all privileges granted but not denied through group membership, then adding to that any privileges granted through individual override, then finally removing any privileges denied through individual override.

Mark the checkboxes Staff security in PSSP constrained by location Michael Abram should be a member of:

<input type="checkbox"/> CST members	<input checked="" type="checkbox"/> District Admin	<input checked="" type="checkbox"/> Constrain by Location	Mapped to PS SIS User Access Role: District Administrator
	<input checked="" type="checkbox"/> Apple Grove High School	<input checked="" type="checkbox"/> Apple Grove High School 2	
<input type="checkbox"/> NoSec			
<input type="checkbox"/> OT			

SECURITY

Enabling Security Integration

Follow the steps below to enable the security integration preview. These same steps can be used when fully enabling the integration.

The screenshot shows the 'Special Programs' interface. At the top, there is a navigation bar with icons for Search, Curriculum, Assessment, Communication, Reporting, and Administration. Below this is a breadcrumb trail: 'Integration > Continuous Integration Settings'.

The main content area is titled 'Edit SIS Instance'. It shows the 'Data Source Type' as 'PowerSchool SIS Rest API'. There are several sections for configuration:

- Instance Name:** A text input field.
- External System Version:** A text input field.
- Import Enabled:** A checkbox.
- Export Enabled:** A checkbox.
- Test:** A checkbox.
- Alternate Prefix:** A text input field with a tooltip: 'Optional text value available for manipulation when importing data for this instance'.
- Properties:** A section titled 'Integrate Security Groups with PS SIS User Access Roles' containing three radio buttons: 'None', 'Preview Mode (shows "SIS Integrated Security Preview" tab in staff profile)', and 'Enabled (changes shown in "SIS Integrated Security Preview" tab go into effect)'. There is also a checkbox for 'Constrain Group Membership by Location'.

Two callout boxes provide instructions:

- Step 1:** Within PS Special Programs, navigate to continuous integration settings for the SIS instance and enable the preview mode for "Integrate Security Groups with PS SIS User Access Roles" setting and then click Accept to save the change.
- Important:** An updated PS SIS plugin file must be generated and uploaded to PS SIS so that PS Special Programs is granted API access to the SIS user role membership data.

Below the 'Edit SIS Instance' section, the PowerSchool logo is visible on the left, and the user's name 'Michael Abram' and school 'Apple Grove High School' are shown on the right. A breadcrumb trail reads: 'Start Page > System Administrator > Roles Administration > User Access Roles'.

The 'User Access Roles' section displays a table with the following data:

Name	
District Administrator	District Administrator Configuration
School Administrator	School Administrator Configuration
Office Staff	Role for Office Staff
Teacher	Teacher Configuration
Counselor	Counselor Configuration
Data Export Manager Export Access	System generated role to grant export access
Data Export Manager Export/Edit Access	System generated role to grant export and edit access
PowerTeacher Pro Read Only	

A second callout box provides instructions for Step 2:

- Step 2:** Log into PowerSchool SIS and view the list of available user access roles. The relevant name(s) in the left column will need to be entered into security group properties in PowerSchool Special Programs in order to complete the role mapping. It may be desirable to manage membership for all roles in PowerSchool SIS, and in this case, it is likely that the system administrator will need to create new user access roles that match the PS Special Programs security groups and then establish staff membership within SIS.

SECURITY

Edit Properties/Privileges

Security Group Name:

Category: ▼

PS SIS User Access Role: *(optional)*
(Must precisely match user access role name in PS SIS)

Messaging ID: *(optional)*
(Allows messages to be sent to all group members. This ID must be unique)

Allow system-wide security administrators to manage membership of this group.

Allow location-wide security administrators to manage membership of this group.

Communications / Calendar Privileges

Send Messages: ▼

Send Announcements: ▼

Step 3: Once the “Integrate Security Groups” checkbox is set (as per Step 1), the properties of each security group will show a new property labeled “PS SIS User Access Role”. Enter the name of the SIS user access role that will be mapped to this security group. It is important that the name exactly matches the SIS user access role name from Step 2.

Security Staff Security Groups Student/Parent Security Sessions Audit Log Exception Log

 ▼

District Admin ▼	• PS SIS User Access Role: District Administrator
School Admin ▼	• PS SIS User Access Role: School Administrator
Student Support Team ▼	• PS SIS User Access Role: Student Support Team
System Admin ▼	
Teacher ▼	• PS SIS User Access Role: Teacher

Step 4: Return to the list of security groups. Once one or more security groups are mapped, you can review the mapping for all groups at once from this view. Note that it is acceptable to have a subset of security groups that are mapped, while others may be solely managed manually from within PowerSchool Special Programs.

Important: In PowerSchool SIS, membership in user access roles for individual staff are assigned at the location/school level as shown in the first screen shot below. Membership at the location/school level is carried over into PS Special Programs as shown in the second screen shot below.

SECURITY

Search Staff
List (7)

Functions

- Current Schedule
- Information
- Print a Report
- Photo
- Schedule
- Schedule
- Security
- Transfer
- Power

Custom Screens

- PSU Information
- Staff Numbers

Default Group Administrator (9)

Allow Admin Sign in During These Times: Any time
 Allow this user's access from to
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?] Add

School	Roles (Group Name)	Action
Apple Grove High School (Home School)	District Administrator (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Teacher (Office Staff)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Data Export Manager Export/Edit Access (No Group Defined)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Apple Grove High School 2	Teacher (Office Staff)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cherry Hill Middle School	Default Group Access (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Washington Elementary	Default Group Access (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Graduated Students	Default Group Access (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Data Export Manager Export/Edit Access (No Group Defined)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scheduling Feeder School	Default Group Access (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
District Office	Default Group Access (Administrator)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Data Export Manager Export/Edit Access (No Group Defined)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Note: User access role memberships for individual staff are assigned by school in PS SIS.

Security memberships by school are carried over into PS Special Programs for individual staff.

Student Support Team Mapped to PS SIS User Access Role: Student Support Team

System Admin

Teacher Constrain by Location Mapped to PS SIS User Access Role: Teacher

Apple Grove High School
 Apple Grove High School 2
 Apple Grove High School 3
 Apple Grove High Summer School
 Cherry Hill Middle School

Troubleshooting

This section describes tips and tactics for troubleshooting the integration.

Chapter

6

OpenID Logging

Problems with Single Sign-On via OpenID from PowerSchool SIS are difficult to figure out when it is not working. However, the OpenID implementation allows verbose logging to be done so that you can trace an SSO attempt. To enable this, navigate to the PowerSchool Special Programs website to the page `userlogin_openid.aspx`. Use the `initlog` URL parameter to turn on logging.

initlog=Y – indicates that logging should be turned on

For example:

```
[Server URL]\userlogin_openid.aspx?initlog=Y
```

Note that this will be needed to be run on each web server if there is more than one.

To turn off logging, the **initlog=N** parameter should be passed to the page.

For this to work a application setting is required for all of the web servers. This can just be set once and remain set for when it will be needed. The application setting (set in `web.tienet.config`) is:

```
<add key="OpenIDLogFilePath" value="C:\temp\openid.txt" />
```

Note that the IIS user will need privileges to write to the directory and file.

Continuous Import Testing Mode

When verifying new functionality, such as export or a custom query, it is helpful to be able to have the service execute the functionality more frequently than the default of off-peak hours. Putting the service into “Continuous Import Testing Mode” will allow it to ignore peak hours, and run a complete import cycle every 2 hours (instead of the default of 24 hours – note that if a complete cycle takes longer than 2 hours then that will be the cycle time).

TROUBLESHOOTING

To do this, for each service instance add the following application setting to the PowerSchool Special ProgramsService.exe.config file and then restart the service:

```
<add key="ContinuousImportTestingMode" value="true" />
```

Stuck Continuous Import

Sometimes the continuous import may appear to be stuck importing data from the same location for days in a row. The normal behavior is for it to import location data in a round-robin fashion, moving onto another location once it has finished with a location.

However, it is important to know that the IntegrationCycleLast value is only incremented for a location if there were no unexpected errors encountered while importing all of the information related to the location. This means that an import failure at the child profile level can cause the IntegrationCycleLast value to remain unchanged so long as the unexpected error persists.

Reviewing all of the import logs and the event log on the servers will be necessary to track down the repeating error and resolve it. Once all errors are resolved, the continuous import will resume normal processing of locations.

Special Programs Links Missing

If there are no Special Programs links or embedded pages, it is likely that the PowerSchool Special Programs plugin is not enabled. Navigate to that area under System Settings and confirm that the plugin is enabled and that there are no error messages displaying for the plugin.

The screenshot shows the PowerSchool Plugin Management Dashboard. The 'Installed Plugins' table lists the following plugins:

Name	Version	Enable/Disable	Actions
1 Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	
2 PowerSchool Enterprise Reporting	2.1.5	<input checked="" type="checkbox"/>	
3 PowerSchool Special Education	16.1	<input type="checkbox"/>	Delete
4 Remote Connection Manager	1.0.0	<input checked="" type="checkbox"/>	
5 Schoolnet	0.0.1	<input type="checkbox"/>	
6 sqlReports 4	4.7.0	<input type="checkbox"/>	Delete
7 TIENET Schema - TIENET_ALERTS	16.0	<input checked="" type="checkbox"/>	Delete

An arrow points from a text box to the 'Enable/Disable' checkbox for the 'PowerSchool Special Education' plugin (row 3).

If the PowerSchool Special Programs plugin is not enabled, then click the checkbox to enable the plugin.

Special Programs Links Present but Embedded Pages Missing

In this case the Special Programs SSO links are available in PowerSchool, but the embedded pages are not showing. The first thing to do is to navigate to the PowerSchool Special Programs plugin within PowerSchool and verify that it is not reporting any issues.

The screenshot shows the PowerSchool Plugin Management Dashboard. A green notification bar at the top states "Plugin successfully enabled". Below it, a yellow warning box contains the text: "Customization is currently disabled, and the plugins marked below have associated page customizations. The page customizations from these plugins will not be displayed until you enable customizations." A callout box points to this warning with the text: "A warning is showing indicating that customizations are not enabled. PowerSchool Special Programs requires customizations to be enabled to display embedded content." The "Installed Plugins" table lists several plugins, with some having a yellow warning icon in the "Name" column.

	Name	Version	Enable/Disable	Actions
1	Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	
2	PowerSchool Enterprise Reporting	2.1.5	<input checked="" type="checkbox"/>	
3	PowerSchool Special Education	16.1	<input checked="" type="checkbox"/>	Delete
4	Remote Connection Manager	1.0.0	<input checked="" type="checkbox"/>	
5	Schoolnet	0.0.1	<input type="checkbox"/>	
6	sqlReports 4	4.7.0	<input type="checkbox"/>	Delete
7	TIENET Schema - TIENET_ALERTS	16.0	<input checked="" type="checkbox"/>	Delete
8	Training Videos Banner	1.0.1	<input checked="" type="checkbox"/>	

TROUBLESHOOTING

PowerSchool

Welcome, Michael Abram | Help | Sign Out

School: Apple Grove High School Term: 16-17 Semester 1

Start Page > System Administrator > System Settings > Customization

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System
- Personalize

Applications

- PowerLunch

Customization

Warning: Disabling customization will also disable any page customizations installed as part of a plugin.

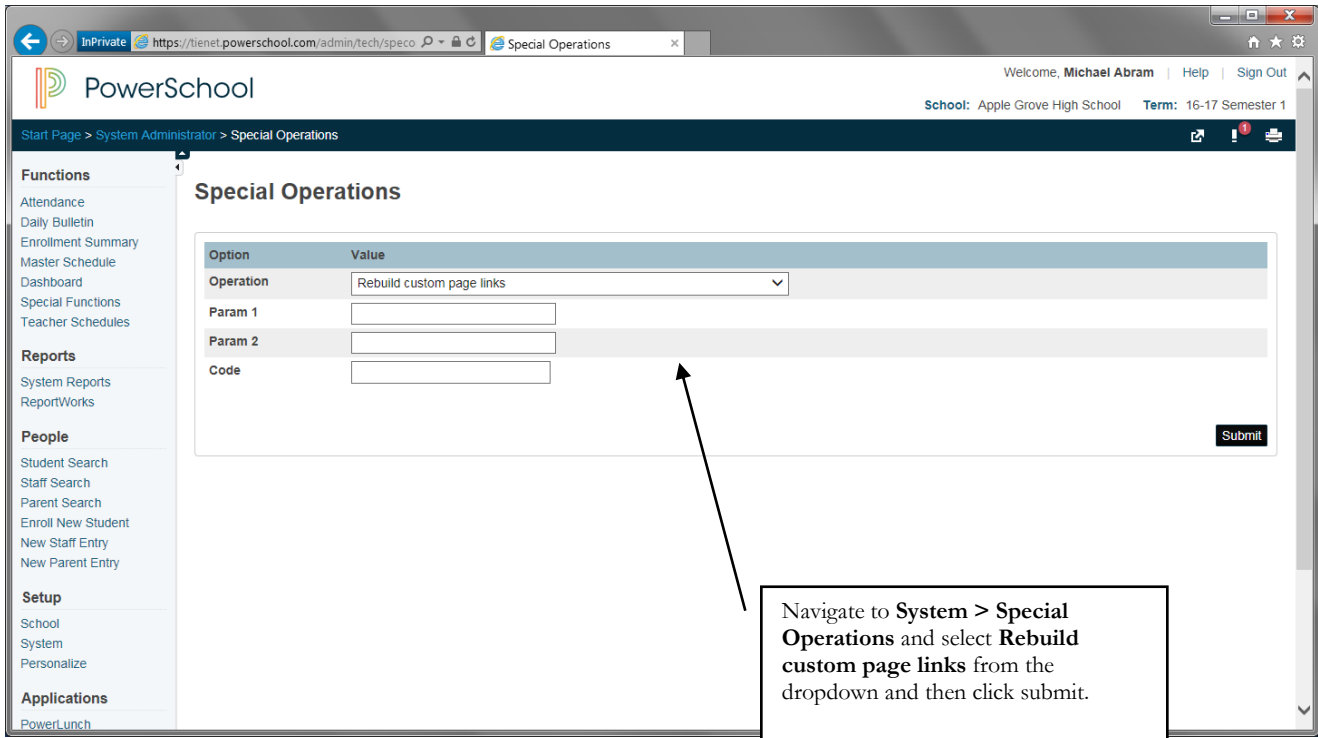
Customization of PowerSchool Resources	
Customization Enabled	<input checked="" type="checkbox"/>
Synchronize Custom web_root	

Submit

Enable customizations and then click **Submit** to save the changes.

Embedded Page Not Available in PowerTeacher

When the PowerSchool Special Programs plugin is loaded, most of the content is immediately available. However, in order to get the embedded page to be recognized in PowerTeacher the custom page links must be rebuilt in PowerSchool.



Iframe Does Not Load in PowerSchool SIS

Potentially the reason for this is that Single Sign-On is failing between the systems. Try unloading the plugin in PowerSchool SIS and reload it again to see if the issue disappears.

Index

admin portal	20	Open ID	46, 50, 52
change notification.....	37	parent portal	27, 30
dual access.....	27, 29, 32, 50	plugin	4, 12
guardian portal	27, 30	PowerTeacher	23
import layouts	34	security roles.....	60
manual updates.....	40	single sign on.....	20, 27, 30, 46, 52
		teacher portal	23