

PowerSchool Special Programs SIS Integration Administration Guide

For Version 23

PowerSchool Group LLC

PowerSchool Special Programs SIS Integration Administration Guide

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Generating and Uploading the Special Programs Plugin

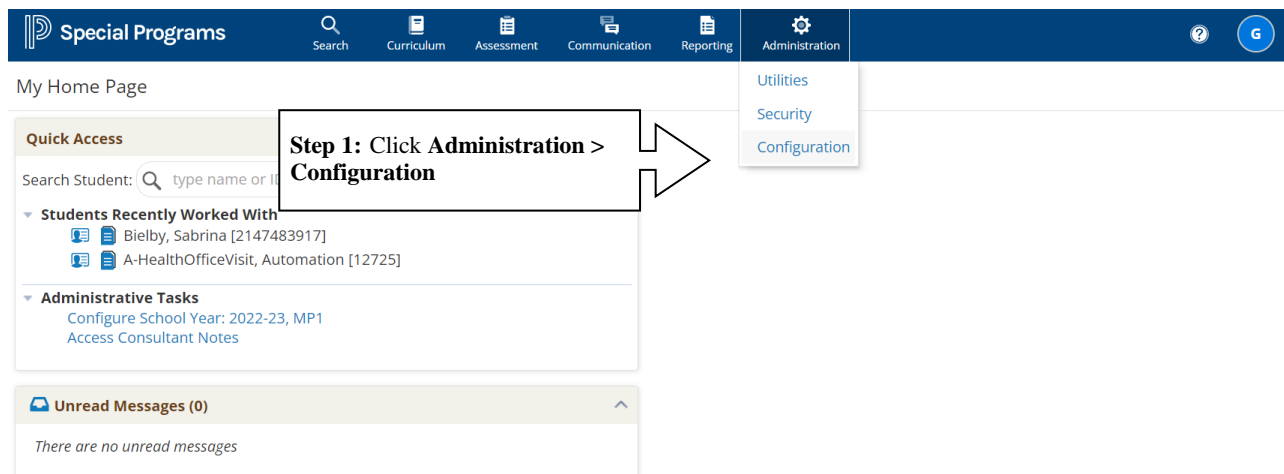
Chapter

1

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

Special Programs Search Curriculum Assessment Communication Reporting Administration

Configuration **Settings** Curricula Integration **Step 2: Click Integration** Templates Workflow Case Types

School Year Settings Time Zone Settings Messaging Settings Calendar

School Year Settings (for National Model Sandbox #2)

Current School Year 2022-23 (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 2022-23

Allowable Years Range: 2019-20

for New Documents Default Year: 2019-20

Special Programs Search Curriculum Assessment Communication Reporting Administration

Configuration Settings Curricula **Integration** Config Tasks Profile Types Keyword Tables Document Templates Workflow Case Types Cross Model

Import Layouts Single Sign-On Schoology Integration DocuSign Account

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

Import Layouts

Name	Data Source	Data Source Type
CASEMIS Import		
Contra Costa Locations	Locations	MS Excel File
PowerSchool - AlternateStaffLocation Change Notification (model)	AlternateStaffLocations	PowerSchool SIS Rest API
PowerSchool - AlternateStaffLocation Import (model)	AlternateStaffLocations	PowerSchool SIS Rest API
PowerSchool - Assessment Import (model)	Assessments	PowerSchool SIS Rest API
PowerSchool - CALPADS File Submission Import (model)	Submissions	PowerSchool SIS Rest API
PowerSchool - CALPADS Record Import (model)	CALPADS	PowerSchool SIS Rest API
PowerSchool - CALPADS Submission Error Import (model)	CALPADSErrors	PowerSchool SIS Rest API

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

- Download Data Connectivity Tool
- Download Data Connectivity Guide
- Standardize Continuous Import Layout Names
- Continuous Integration Settings

Special Programs Search Curriculum Assessment Communication Reporting Administration

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.								

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

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.

- ID field of the profile type(s): General Ed Students must be increased to 40 characters attempt to do this, but if it fails then the operation must be completed manually.

UPLOADING THE PLUGIN

Special Programs

Return > Select Configuration Task

Select Configuration Task

+ Add New Task

Select	Task Name	Assigned To	Last Activity On	Created On	Status
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.

Special Programs

Return > Select Configuration Task

New Configuration Task

Task Name: PowerSchool SIS Integration

Assigned To: CONSULTANT (PowerSchool - Generic)

Description: Tasks related to integrating with PowerSchool SIS

Accept Cancel

Step 6: Give the configuration task a meaningful name and description.

Special Programs

Return > Select Configuration Task

+ Add New Task


Select	Task Name	Assigned To	Last Activity On	Created On	Status
Select	PowerSchool SIS Integration	CONSULTANT (PowerSchool - Generic)		05/30/2023 Tue, 02:11 PM by CONSULTANT (PowerSchool - Generic)	Development







Step 7: Select a configuration task.

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

 **Special Programs**


 Search  Curriculum  Assessment  Communication  Reporting  Administration

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.

- ID field of the profile type(s): General Ed Students must be increased to 40 characters. When enabling continuous import the system will attempt to do this, but if it fails then the operation must be completed manually.

**Step 8: Click Add Instance**

UPLOADING THE PLUGIN

Add SIS Instance

Data Source Type

PowerSchool SIS Rest API

▼

Instance ID

DV

Instance Name

DVUSD

External System Version

22.11.0

▼

Import Enabled?

☐

Export Enabled?

☐

Note: No list reports have been configured for continuous export

Alternate Prefix

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

Data Source Name

temporary

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

N/A

▼

Other Location DCIDs:

Graduated Students School DCID:

Notification Email Address

PSSP_Integrations@PowerSchool.com

Separate multiple addresses with a comma

Notification Events

☒ Failed Imports

☒ Imports with Rollback

☐ Successful Imports

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

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

Accept

Cancel

8

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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 Special Programs 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 Special Programs 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 the 'Special Programs' administration interface. The top navigation bar includes 'Search', 'Curriculum', 'Assessment', 'Communication', 'Reporting', and 'Administration'. The breadcrumb trail is 'Integration > Continuous Integration Settings'. A 'Plugin Settings' button is visible. Below it is a table with columns: Import Enable, Export Enable, Instance ID, Alternate Name, Data Source Type, Properties, Data Source Name*, Last Import Date, and Last Import Status. The table contains one row for 'PowerSchool SIS Rest API' with 'None' for Properties and 'temporary' for Data Source Name*. A callout box labeled 'Step 11: Click the download icon' points to the download icon in the '+ Add Instance' button.

Import Enable	Export Enable	Instance ID	Alternate Name	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.

- ID field of the profile type(s): General Ed Students must be increased to 40 characters. When enabling continuous import the system will attempt to do this, but if it fails then the operation must be completed manually.

Integration > Continuous Integration Settings

Download Plugin File

Instance Name

DVUSD (DV)

PowerSchool Server URL

temporary

PowerSchool Version

22.11.0

Plugin Link Text

Special Programs

Plugin Capabilities and Options

PowerSchool Version 8.2+

☒ Show Reports Tab in Admin Portal
 ☒ Support Parent Portal Integration
 ☒ Support Student Portal Integration

☒ Support Student Alerts
 ☐ Support On-Demand Import of Profiles
 ☐ Search Students by State ID

Generate Plugin File(s)

Step 12: Specify the options for the plugin. These are described below.

Step 13: Click **Generate Plugin File(s)** to save the options and generate the files

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 Special Programs. 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 Special Programs 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 Special Programs with the SIS parent portal, and an SSO link to PS Special Programs 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 Special Programs with the SIS student portal, and an SSO link to PS Special Programs will be included for student users
- Support Student Alerts – this option generates a schema plugin zip file that adds 8 alert fields for students. PS Special Programs 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 Special Programs 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.

UPLOADING THE PLUGIN

Download Plugin File

Instance Name DVUSD (DV)

PowerSchool Server URL temporary

PowerSchool Version 22.11.0

Plugin Link Text Special Programs

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 Programs into PowerSchool SIS

Extension Group	Table	Column	Data Type	Alert Icon	Comment
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_504	Boolean	504	Indicates this is a 504 student
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_SPED	Boolean	SPED	Indicates this is a special education student
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_ELL	Boolean	ELL	Indicates this is an ELL student
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_GT	Boolean	GT	Indicates this is a gifted and/or talented student
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_IFSP	Boolean	IFSP	Indicates this is a student with an Individualized Family Service Plan
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_SP	Boolean	SP	Indicates this is a student with a Service Plan
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_RTI	Boolean	RTI	Indicates this is a student with an Intervention Plan
U_TIENET_ALERTS	U_TN_STUDENTS_ALERTS	IS_BIP	Boolean	BIP	Indicates this is a student with a Behavior Intervention Plan

Download Schema Extension Plugin

☐ Support On-Demand Import of Profiles

☐ Support Student Alerts

Download PowerSchool Plugin File

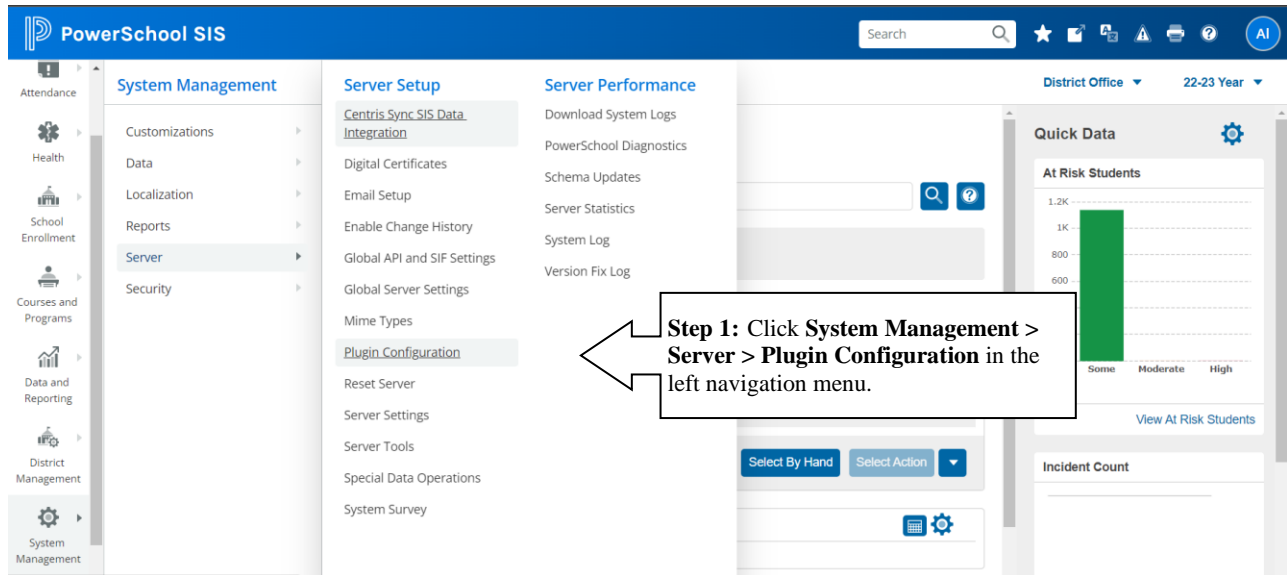
Close

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

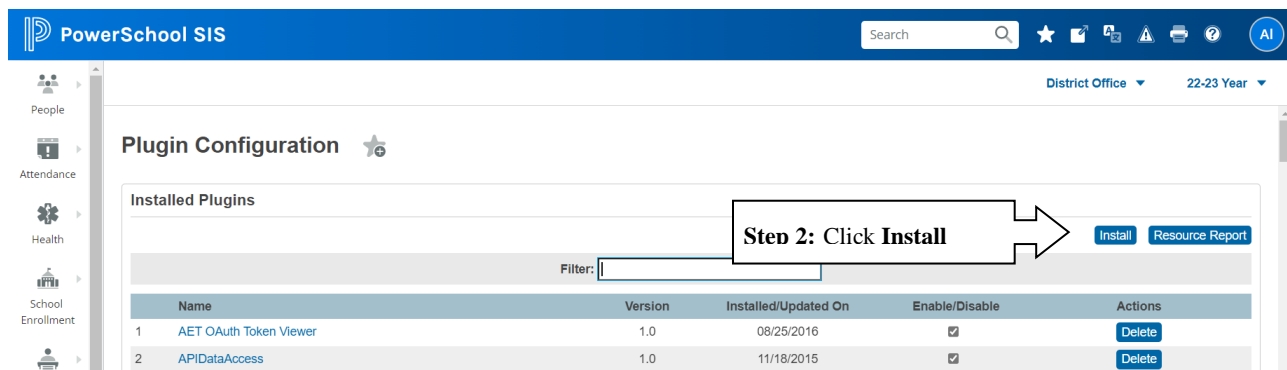
UPLOADING THE PLUGIN

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.



At this point if the Special Programs plugin has never been loaded then follow the steps below. If the Special Programs 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](#).



PowerSchool SIS

Search

< Plugin Configuration

District Office 22-23 Year


Plugin Install

Choose a plugin installation file to install, or browse for a plugin.

Plugin Installation File	Browse Plugins
Choose File No file chosen	Browse...

Install Cancel

Step 3: Click **Browse** and select the plugin's .zip file. Then click **Install**



PowerSchool SIS

Search

District Office 22-23 Year

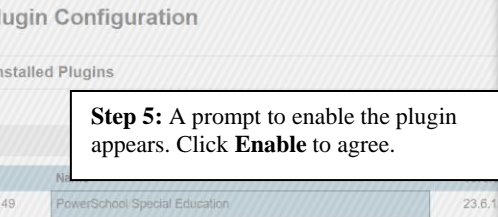
Plugin Configuration

✓ The plugin was installed successfully.

Installed Plugins

Name	Enable/Disable	Actions
149 PowerSchool Special Education	<input type="checkbox"/>	Delete

Step 4: When the plugin is uploaded, you will have a new PowerSchool Special Programs item. Check the enable checkbox for this item.



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 verified by PowerSchool Group LLC. This includes:

- External Script Access
- Navigation/Page Catalog
- Page Customizations
- Data Access Requests
- PowerQueries


External Script Access

Enabling this plugin allows web pages to access external scripts (Javascript) from the following remote servers.

Remote Servers URL

<https://testbed.powerschoolcorp.com/lienetd>

Data Access Requests

 This plugin requests access to fields that are secured against some user roles by field level security. When you enable the plugin you approve its access to these fields.

Enabling this plugin allows it to access the following fields:

Enable Cancel

PowerSchool SIS

Search

District Office 22-23 Year

People

Attendance

Health

School Enrollment

Courses and Programs

Plugin Configuration

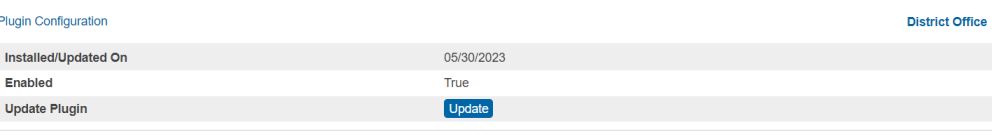
Plugin successfully enabled

Installed Plugins

Filter: spec

Name	Version	Enable/Disable	Actions
149 PowerSchool Special Education	149	<input checked="" type="checkbox"/>	Delete

Step 6: Now click the PowerSchool Special Education link.



PowerSchool SIS

Search

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< Plugin Configuration

District Office ▼ 22-23 Year ▼

People

Attendance

Health

School Enrollment

Courses and Programs

Data and Reporting

District Management

Installed/Updated On 05/30/2023

Enabled True

Update Plugin [Update](#)

[Print Resource Details](#)

Installed Resources

- External Script Requests
- Data Access Requests
- PowerQueries
- Web Resources

Function

- [Data Provider Configuration](#)
- [Single Sign-On Settings](#)
- [Link Details](#)

Step 7: Click Data Provider Configuration.

The screenshot shows the 'Data Provider Configuration for PowerSchool Special Education' page in the PowerSchool SIS interface. The 'OAuth Credentials' section is active, displaying a warning message: 'This is sensitive data and should be kept secure to prevent unauthorized access to PowerSchool.' Below this, a table lists the 'Client ID' and 'Client Secret'. A red box highlights these two fields, and a callout box explains that these credentials are set in the PS Special Programs instance to grant access to importing data.

Field	Value
Client ID	80011368-8532-4878-9c46-6d0bf3ff2ebc
Client Secret	355ae515-e521-4dcc-9488-63e78d9e6953
Current OAuth Token	

Step 8: The client ID and secret are set in the PS Special Programs instance to grant access to importing data. At this time, if this is the first time the Special Programs plugin has been loaded then the client ID and secret need to be loaded into the Special Programs instance record.

UPLOADING THE PLUGIN

Edit SIS Instance

Data Source TypePowerSchool SIS Rest API

Instance IDDV

Instance NameDVUSD

External System Version22.11.0

Import Enabled?☒

Export Enabled?☒

Note: No list reports have been configured for continuous export

Testing☐ Perform OneTime Immediate Import Enabled
☐ Perform OneTime Immediate Export Enabled

Alternate Prefix

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

PropertiesIntegrate Security Groups with PS SIS User Access Roles

☒ None
☐ Preview Mode (shows "SIS Integrated Security Preview" tab in staff profile)
☐ Enabled (changes shown in "SIS Integrated Security Preview" tab go into effect)
☐ Constrain Group Membership by Location

Other

☐ Do not Remove Alternate Locations during Staff Synchronization

Data Source Namehttps://psiss.local;80011368-8532-48...

Overrides the data source name for all individual instances.
Example: https://district.powerschool.com;12345678-1234-5678-9012-123456789012

Process Special PowerSchool Locations☒ District Office N/A
Other Location DCIDs:

Graduated Students School Code:

Notification Email AddressPSSP_Integrations@PowerSchool.com
Separate multiple addresses with a comma

Notification Events☒ Failed Imports

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

Step 9: Fill out the data source name. The format of this is:
<SIS Server URL>;<ClientID>;<ClientSecret>

PowerSchool SIS



Health



School Enrollment



Courses and Programs



Data and Reporting



District Management



System Management

System Management

Customizations

Data

Localization

Reports

Server

Security

Server Setup

Centris Sync SIS Data Integration

Digital Certificates

Email Setup

Enable Change History

Global API and SIF Settings

Global Server Settings

Mime Types

Plugin Configuration

Server Tools

Special Data Operations

System Survey

Server Performance

Download System Logs

PowerSchool Diagnostics

Schema Updates

Server Statistics

System Log

Version Fix Log

Step 10: In the left navigation menu, click **System Management > Server > Special Data Operations**.



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

The screenshot shows the PowerSchool SIS Admin Portal interface. On the left is a navigation sidebar with icons for People, Attendance, Health, School Enrollment, and Courses and Programs. The main header is blue with the PowerSchool SIS logo and a search bar. The top right shows 'District Office' and '22-23 Year'. The main content area is titled 'Plugin Configuration' with a star icon. Below this is a section 'Installed Plugins' containing a table. The table has columns for 'Name' and 'Actions'. A row is visible with 'PowerSchool Special Education' in the 'Name' column. A callout box with an arrow points to this row, containing the text: 'Step 1: In the admin portal navigate to **System management > Server > Plugin Configuration** and click on the **PowerSchool Special Education** link'. To the right of the table, there are buttons for 'Install' and 'Resource Report', and a section for 'Enable/Disable' with a checkbox and a 'Delete' button.

Step 1: In the admin portal navigate to **System management > Server > Plugin Configuration** and click on the **PowerSchool Special Education** link

People

Attendance

Health

School Enrollment

Courses and Programs

Data and Reporting

< Plugin Configuration

District Office

22-23 Year

PowerSchool Special Education Setup

General Information

Plugin Name	PowerSchool Special Education
Plugin Description	PowerSchool Special Programs
Plugin Version	23.6.1.0
Publisher	PowerSchool Group LLC
Publisher Email	specialeducationsupport@powerschool.com
Installed By	logon10, Admin
Installed/Updated On	05/30/2023
Enabled	True
Update Plugin	Update

[Print Resource Details](#)

PowerSchool SIS

Search

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🖨️

?

AI

People

Attendance

Health

School Enrollment

Courses and Programs

< Plugin Setup

District Office

22-23 Year

Plugin Update

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

Plugin Installation File

Choose File

No file chosen

Browse Plugin

Browse...

Submit

Cancel

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

Accessing PowerSchool Special Programs via Single Sign On

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.

Chapter

2

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

The screenshot displays the PowerSchool SIS Admin Portal interface. The top navigation bar includes the PowerSchool SIS logo, a search bar, and various utility icons. The left sidebar contains a list of application categories: Health, School Enrollment, Courses and Programs, Data and Reporting, District Management, System Management, and Applications. The 'Applications' category is expanded, revealing a list of links: PowerLunch, ReportWorks Developer, Interfaces to Other Systems, Employee Access Center, Infosnap Environmental Portal, and **Special Programs Home**. A callout box with an arrow points to the 'Special Programs Home' link, containing the text: "From the Admin Portal start page, click the **Special Programs Home** link in the navigation sidebar, under Applications." The main content area shows the 'Start Page' with filters for 'Students' and 'All', a list of grade levels from -5 to 18, and a 'Current Student Selection (1)' section. The right sidebar features 'Quick Data' with a bar chart for 'At Risk Students' and an 'Incident Count' section.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

The screenshot shows the PowerSchool user interface. At the top, a blue navigation bar contains a search icon, a callout box with the text "Or click the 'Applications' icon..." pointing to an application icon, and several utility icons (notifications, alerts, printer, help, and a user profile icon labeled "AI"). Below the navigation bar, the main content area displays "District Office" and "22-23 Year" as filters. A "Quick Data" section is visible, with a sub-section for "At Risk Students". An "Applications" modal window is open, showing a table of available applications. The table has two columns: "Applications" and "Description". The rows are: "Employee Access Center" (Employee Access Center), "Infosnap Environmental Portal" (infosnap), "Performance Matters" (Performance Matters), and "Special Programs Home" (Go to your PowerSchool Special Programs home page.). A callout box points to the "Special Programs Home" link with the text "...and then click the **Special Programs Home** link".

Or click the "Applications" icon...

District Office ▼ 22-23 Year ▼

Quick Data

At Risk Students

Applications Close

Applications	Description
Employee Access Center	Employee Access Center
Infosnap Environmental Portal	infosnap
Performance Matters	Performance Matters
Special Programs Home	Go to your PowerSchool Special Programs home page.

...and then click the **Special Programs Home** link

[Search](#)
[Curriculum](#)
[Communication](#)
[Reporting](#)
[Administration](#)

My Home Page

Quick Access

Search Student: type name or ID

Unread Messages (0)

There are no unread messages

You are now at the PowerSchool Special Programs home page.

My Students(0) [Edit](#) [Print](#) [Export](#)

Filter My Students: type name or ID

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
No students									

← Student Search

Search [] [Q] [★] [📌] [🗨️] [⚠️] [🖨️] [?] [A]

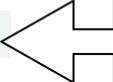
< Bielby, Sabrina (1/1) > [📍] [👤] [🖨️]

District Office ▾ 22-23 Year ▾

Student Number: 2147483917 Grade: 9 School: EHS

[Add]

<ul style="list-style-type: none"> Student Profile ▶ Academic Records ▶ Attendance ▶ Behavior ▶ Courses and Programs ▶ Health ▶ Postsecondary Readiness ▶ School Enrollment ▶ Transactions ▶ 	<p>Course Schedule</p> <p>Bell Schedule</p> <p>Course Request Management</p> <p>List Schedule</p> <p>Matrix Schedule</p> <p>Modify Course Schedule</p> <p>Special Programs</p> <p><u>Special Programs Documents</u></p>	<p>Registration</p> <p>Course Registrations</p> <p>Extracurricular Activities</p> <p>Remote and Summer School Registration</p> <p>Scheduling Settings</p> <p>Student Programs</p>	<table border="1"> <thead> <tr> <th>Wednesday 03/01/2023</th> <th>Thursday 06/01/2023</th> <th>Friday 06/02/2023</th> <th>Saturday 06/03/2023</th> <th>Sunday 06/04/2023</th> </tr> </thead> <tbody> <tr> <td>LIT/COMP Mario R</td> <td>ALGEBRA 1 Arata, Henry N 07:00 AM - 08:00 AM</td> <td>LIT/COMP Circelli, Mario R 732 07:00 AM - 08:00 AM</td> <td>ALGEBRA 1 Arata, Henry N 07:00 AM - 08:00 AM</td> <td>LIT/COMP Circelli, Mario R 732 07:00 AM - 08:00 AM</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>LATIN I</td> <td></td> <td></td> <td>LATIN I</td> <td></td> </tr> </tbody> </table>	Wednesday 03/01/2023	Thursday 06/01/2023	Friday 06/02/2023	Saturday 06/03/2023	Sunday 06/04/2023	LIT/COMP Mario R	ALGEBRA 1 Arata, Henry N 07:00 AM - 08:00 AM	LIT/COMP Circelli, Mario R 732 07:00 AM - 08:00 AM	ALGEBRA 1 Arata, Henry N 07:00 AM - 08:00 AM	LIT/COMP Circelli, Mario R 732 07:00 AM - 08:00 AM	LATIN I			LATIN I	
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LATIN I			LATIN I															



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

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

Student Search

Search

★

📄

🔔

🖨️

?

AI

Bielby, Sabrina (1/1)

District Office

22-23 Year

Student Number:
Grade: K
School: EHS

Student Profile

Academic Records

Attendance

Behavior

Courses and Programs

Health

Postsecondary

Readiness

School Enrollment

Transactions

Special Programs

Create New Document: (Select...)
Go

Documents for 2018/19

Special Education

Prior Written Notice

Referral

Draft

Draft

02/01/2023 Wed, 12:14 PM

02/01/2023 Wed, 10:44 AM

Finalization Date

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.

Special Programs

Search
Curriculum
Communication
Reporting
Administration

My Home Page > Sabrina Bielby (2147483917) > Documents

Save, Done Editing
Save, Continue Editing
Cancel Editing

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

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

Prior Written Notice

Document Date:

Student Name: Sabrina Bielby
Birth Date: 04/12/1998 Age:
Attending District:

ID Number: 2147483917
Grade: Ninth grade
Attending School: Every 'High' School

State ID:
Gender: Female

The purpose of this notice is to inform you of the following:

A. Actions proposed:
☐ The student is due for a reevaluation to determine continued eligibility, and it has been determined that further assessment is not necessary.
☐ The school district proposes to initiate/change identification.
☐ The school district proposes to initiate/change educational placement.

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.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

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

Click the "Applications" icon...

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Reports
- Recommendations

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
1(A)	ALGEBRA 1 PowerTeacher Pro							
P6(A-B)	Semester Course Grade 11 Male P2 PowerTeacher Pro							

...and then click the **Special Programs Home** link.

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Reports
- Recommendations

Current Classes

Exp	Course	Take Attendance
1(A)	ALGEBRA 1 PowerTeacher Pro	
P6(A-B)	Semester Course Grade 11 Male PowerTeacher Pro	
P6(A-B)	Semester Course \ Grade 10 \ "Female"	

Applications

Application	Description
PowerSchool Learning	PowerSchool Learning
Employee Access Center	Employee Access Center
Infosnap	Infosnap
Environmental Portal	Environmental Portal
Performance Matters	Performance Matters
Special Programs Home	Go to your PowerSchool Special Programs home page.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

Special Programs Search Curriculum Communication Reporting Administration HA

My Home Page Your Current Location: Every 'High' School

Quick Access

Search Student: type name or ID

Unread Messages (0)

There are no unread messages

My Students(0) Edit

Filter My Students: type name or ID Search

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
No students									

You are now at the PowerSchool Special Programs home page.

PowerTeacher Links to PowerSchool Special Programs Special Programs Documents

PowerSchool SIS

Navigation

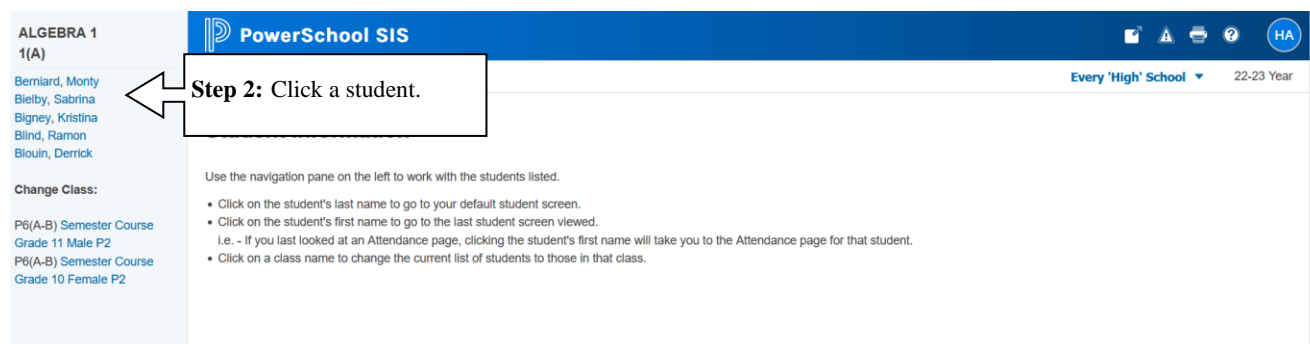
- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Reports
- Recommendations

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
1(A)	ALGEBRA 1 PowerTeacher Pro							
P6(A-B)	Semester Course Grade 11 Male P2 PowerTeacher Pro							
P6(A-B)	Semester Course \ Grade 10 \ "Female" PowerTeacher Pro							
P6(A-B)	Semester Course Grade 10 Female P2 PowerTeacher Pro							

Step 1: From the "Current Classes" view, click the student information icon for the class you want to view.

ACCESSING POWERSCHOOL SPECIAL PROGRAMS



PowerSchool SIS

Every 'High' School 22-23 Year

ALGEBRA 1 1(A)

Berniard, Monty
Bielby, Sabrina
Bigney, Kristina
Blind, Ramon
Blouin, Derrick

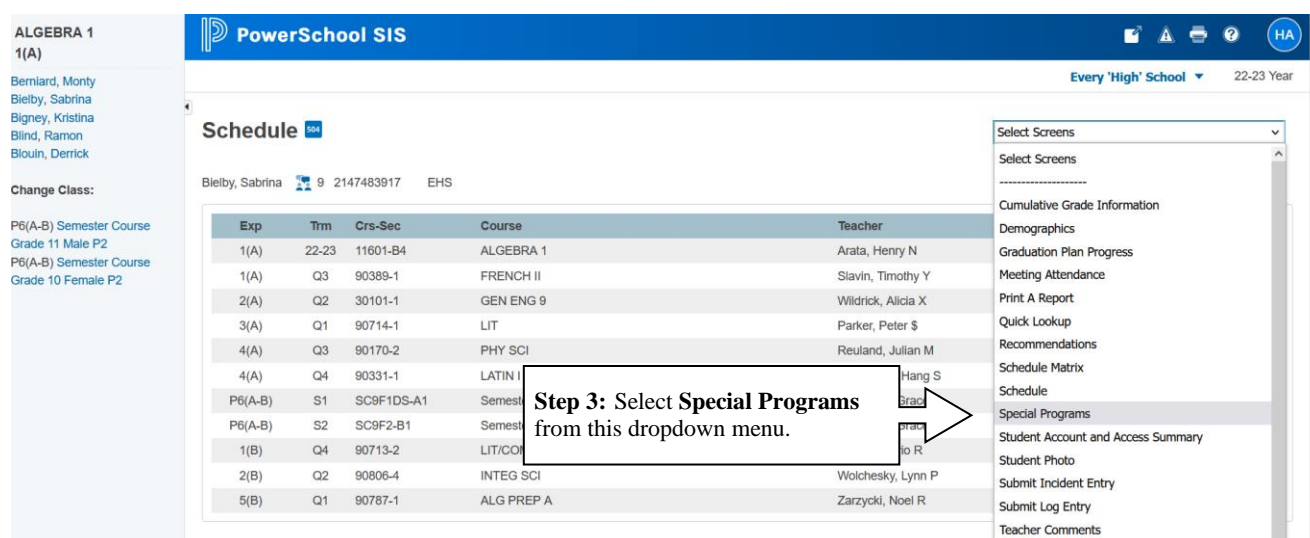
Change Class:

P6(A-B) Semester Course
Grade 11 Male P2
P6(A-B) Semester Course
Grade 10 Female P2

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.



PowerSchool SIS

Every 'High' School 22-23 Year

ALGEBRA 1 1(A)

Berniard, Monty
Bielby, Sabrina
Bigney, Kristina
Blind, Ramon
Blouin, Derrick

Change Class:

P6(A-B) Semester Course
Grade 11 Male P2
P6(A-B) Semester Course
Grade 10 Female P2

Schedule

Bielby, Sabrina 9 2147483917 EHS

Exp	Trm	Crs-Sec	Course	Teacher
1(A)	22-23	11601-B4	ALGEBRA 1	Arata, Henry N
1(A)	Q3	90389-1	FRENCH II	Slavin, Timothy Y
2(A)	Q2	30101-1	GEN ENG 9	Wildrick, Alicia X
3(A)	Q1	90714-1	LIT	Parker, Peter S
4(A)	Q3	90170-2	PHY SCI	Reuland, Julian M
4(A)	Q4	90331-1	LATIN I	Hang S
P6(A-B)	S1	SC9F1DS-A1	Semest	Brac
P6(A-B)	S2	SC9F2-B1	Semest	Brac
1(B)	Q4	90713-2	LIT/CO	Brac
2(B)	Q2	90806-4	INTEG SCI	Wolchesky, Lynn P
5(B)	Q1	90787-1	ALG PREP A	Zarzycki, Noel R

Step 3: Select Special Programs from this dropdown menu.

Select Screens

Select Screens

Cumulative Grade Information

Demographics

Graduation Plan Progress

Meeting Attendance

Print A Report

Quick Lookup

Recommendations

Schedule Matrix

Schedule

Special Programs

Student Account and Access Summary

Student Photo

Submit Incident Entry

Submit Log Entry

Teacher Comments

ACCESSING POWERSCHOOL SPECIAL PROGRAMS

**ALGEBRA 1
1(A)**
Berniard, Monty
Bielby, Sabrina
Bigney, Kristina
Blind, Ramon
Blouin, Derrick

Change Class:

P6(A-B) Semester Course
Grade 11 Male P2
P6(A-B) Semester Course
Grade 10 Female P2

PowerSchool SIS

Every 'High' School
22-23 Year

Special Programs

Bielby, Sabrina 9 2147483917 EHS

Create New Document: (Select...)

Documents for 2018/19	Status	Creation Date	Modification Date	Finalization Date
Special Education				
Prior Written Notice	Draft	02/01/2023 Wed, 12:14 PM	---	---
Referral	Draft	02/01/2023 Wed, 10:44 AM	---	---

Refresh

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.

Special Programs

Search
 Curriculum
 Communication
 Reporting
 Administration

My Home Page > Sabrina Bielby (2147483917) > Documents

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

Prior Written Notice

Document Date:

Student Name: Sabrina Bielby
Birth Date: 04/12/1998 Age:
Attending District:

ID Number: 2147483917
Grade: Ninth grade
Attending School: Every 'High' School

State ID:
Gender: Female

The purpose of this notice is to inform you of the following:

A. Actions proposed:

☐ The student is due for a reevaluation to determine continued eligibility, and it has been determined that further assessment is not necessary.

☐ The school district proposes to initiate/change identification.

☐ The school district proposes to initiate/change educational placement.

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.

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.

Special Programs

Sign In

School/District ID

User ID

The User ID is the ID of the staff member.

Password

Sign In

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

DATA FLOW

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.

Parent Link to PowerSchool Special Programs Home page

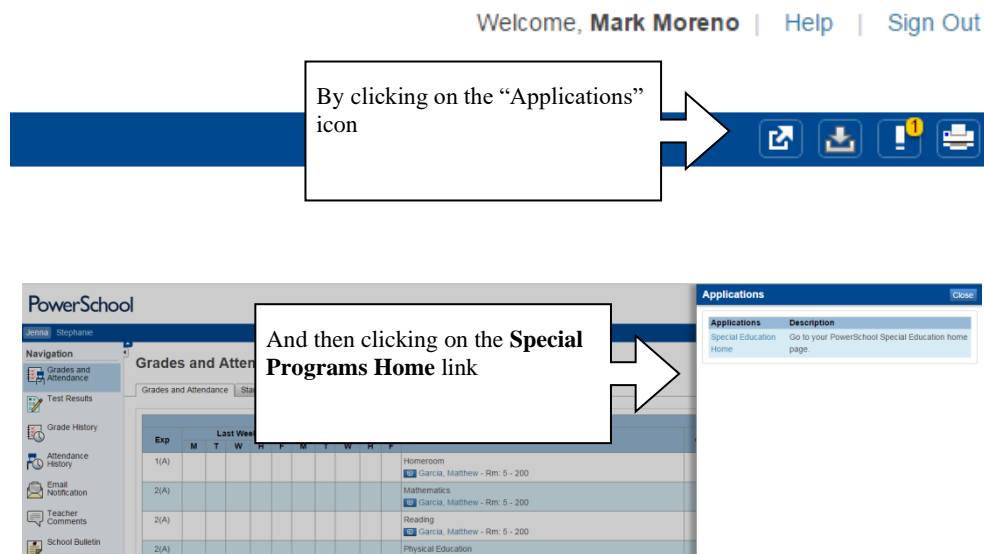
Within PowerSchool there is a link that will allow you to go to the PowerSchool Special Programs home page

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:



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

DATA FLOW

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 web form titled "Special Programs Sign In". It contains three input fields: "School/District ID", "User ID", and "Password". A blue "Sign In" button is at the bottom. A callout box points to the "User ID" field with the text: "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.

Student Link to PowerSchool Special Programs Home page

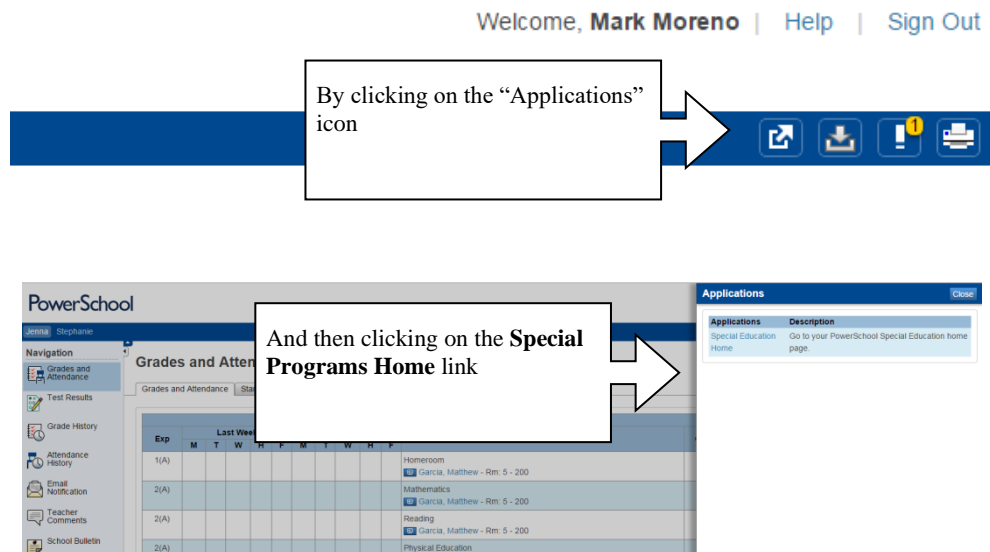
Within PowerSchool there is a link that will allow you to go into the home page for PowerSchool Special Programs.

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:



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 screenshot shows the PowerSchool Special Programs login interface. It features a dark blue header with the PowerSchool logo and the text "Special Programs". Below the header is a white box containing the "Sign In" title. There are three input fields: "School/District ID", "User ID", and "Password". A blue "Sign In" button is located at the bottom of the white box. A callout box with a blue arrow points to the "User ID" field, containing the text: "The User ID format would be “S:” (for Student) followed by the ID of the student."

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:

The screenshot shows the PowerSchool Special Programs interface. The top navigation bar includes links for Search, Curriculum, Communication, Reporting, and Administration. The Administration dropdown menu is open, showing options for Security, Configuration, and Assume System ADMIN Role. A callout box with a large arrow points to the 'Assume System ADMIN Role' option. The callout text reads: **Step 1: Select Administration > Assume System Admin Role.** If you do not see this option, then you are not authorized to do this.

Below the navigation bar, the 'My Home Page' section is visible. The 'Quick Access' section shows a search bar and a list of items. The 'My Students(0)' section is also visible, with a filter bar and a table of student information. The table has columns for ID, Last Name, First Name, Birth Date, Grade, Disability, Gender, Case Manager, School, and City. The table is currently empty, showing 'No students'.

DATA FLOW

Assume System ADMIN Role

Please state the reason why you are signing in as System Administrator. I am administrating the following: Configuration

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

System ADMIN Passcode

Sign In Cancel

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

My Home Page

Quick Access

Search Student: type name or ID

Administrative Tasks

Configure School Year: 2022-23, MP1

Access ADMIN Notes

Unread Messages (0)

There are no unread messages

Utilities

Security

Configuration

Step 3: Click Administration > Configuration

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

Configuration

Settings

Curricula

Integration

Workflow Case Types

School Year Settings

Time Zone Settings

Messaging Settings

Calendar

Step 4: Click the Integration tab.

School Year Settings (for National Model Sandbox #2)

Current School Year 2022-23 (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 FLOW

Special Programs Search Curriculum Assessment Communication Reporting Administration

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

Import Layouts Export Single Sign-On Schoology Integration DocuSign Account

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

Continuous Integration Enabled
 Last Executed: 10/21/2022 Fri, 4:43PM (UTC-07:00) Arizona
 Last Location Processed: Extremely Large School (800000000)

Import Layouts

	Name	Last Date Data Was Changed	Last Imp		
🔍	PowerSchool - AlternateStaffLocation Change Notification (model)			AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - AlternateStaffLocation Import (model)			AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - AlternateStaffLocation Import	10/21/2022	Success	AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - Class Change Notification (model)			Classes	PowerSchool SIS Rest API
🔍	PowerSchool - Class Change Notification			Classes	PowerSchool SIS Rest API
🔍	PowerSchool - Class Import (model)			Classes	PowerSchool SIS Rest API

Step 5: Review the list of the import layouts here and read the notes below for more details.

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

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.

Import Layouts

	Name	Last Date Data Was Changed	Last Import Status	Profile Type	Data Source Type
🔍	PowerSchool - AlternateStaffLocation Change Notification (model)			AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - AlternateStaffLocation Import (model)			AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - AlternateStaffLocation Import	10/21/2022	Success	AlternateStaffLocations	PowerSchool SIS Rest API
🔍	PowerSchool - Class Change Notification (model)				PowerSchool SIS Rest API
🔍	PowerSchool - Class Change Notification				PowerSchool SIS Rest API
🔍	PowerSchool - Class Import (model)				PowerSchool SIS Rest API
🔍	PowerSchool - Class Import				PowerSchool SIS Rest API

Step 6: Click the magnifier icon next to a layout to see its detailed field mapping, settings and log information.

DATA FLOW

PowerSchool - Student Import

Last Executed 10/21/2022 4:41 PM

Profile Type Students

Parent Import Layout [PowerSchool - Student Import \(model\)](#)

Data Source Type PowerSchool SIS Rest API

Data Source Name https://pssis.local:[secret]

Query [/ws/v1/school/3/student?expansions=demographics,addresses,phones,school_enrollment,ethnicity_race,contact,contact_info,initial_enrollment,schedule_setup&dcincludefiltercolumn](#)

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

Notes [None](#)

Last Import: Success : Continuous integration completed, last location: 'Extremely Large School (800000000)' (10/21/2022 4:41 PM)

Links

[Add New Link](#)

	Target Field	Data Source Selection
✎ ✕	IntegrationIDT	{__DS_?InstanceID}:{student_id}
✎ ✕	ID	{student_local_id}

Step 8: Click this link to view the result of the last import.

Step 7: View the field mappings here. The names of the PowerSchool Special Programs fields are on the left, and the PowerSchool source field is on the right.

Import Logs

< Import Logs

↑ Next

↓ Previous

Clicking **Import Logs** will show you more logs for other import attempts.

, 04:41 PM

Server Duration 2 minute(s)

Status Code Success

Status Message Continuous integration completed, last location: 'Extremely Large School (800000000)'

All

+

Row	Problem
No records to display.	

Import Layout: PowerSchool - Student Import (IDT=6110)

PowerSchool URL: https://pssis.local:[secret]

Query(s): /ws/v1/school/10/student?expansions=demographics,addresses,phones,school_enrollment,ethnicity_race,contact,contact_info,initial_enrol

Import Logs			
<input type="checkbox"/> Filter out logs with no issues			
	Completed Date	Duration (minutes)	Status
	10/21/2022 4:41:11 PM	2	Success : Continuous integration completed, last location: 'Extremely Large School (800000000)'
	10/21/2022 1:29:46 PM	1	Success With Row Issues : Continuous integration completed, last location: 'Everyone And Then Some (600000000)'
	10/21/2022 1:29:10 PM	1	Success With Row Issues : Continuous integration completed, last location: 'Every Elementary School (300000000)'
	10/21/2022 1:28:44 PM	1	Success : Continuous integration completed, last location: 'Every Alternative School (400000000)'
	10/21/2022 1:28:19 PM	1	Success With Row Issues : Continuous integration completed, last location: 'Every 'High' School (100000000)'
	10/21/2022 1:28:02 PM	1	Success : Continuous integration completed, last location: 'Every "Middle" School (200000000)'
	10/21/2022 1:27:54 PM		Success : The data source returned no records. Last location: 'Earth-616 (616)'

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:

The screenshot shows the PowerSchool Special Programs interface for a student named Sabrina Bielby (ID: 2147483917). The 'More...' dropdown menu is open, showing options: Refresh Profile from/to Student Information System, View Audit Log, Deactivate Profile, Inspect Profile Values, and Delete Profile. A callout box with an arrow pointing to the 'Refresh Profile from/to Student Information System' option contains the following text:

From within PowerSchool Special Programs, navigate to the profile to be updated and then select **More...** > **Refresh Profile from Student Information System**

The screenshot shows the same student profile, but now with additional address and contact information displayed. A message box in the top right corner 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."

The profile information is as follows:

Personal Information	
ID:	2147483917
State ID:	
Student's Name:	Sabrina Bielby
Birth Date:	04/12/1998
Age:	25
Gender:	Female
IntegrationIDT:	SB:270
Address:	2825 N 19th St
City:	Waco
State:	Texas
Zip Code:	76708
Home Phone:	254-752-3222
Email Address:	
Primary Language:	
Student Home Language:	
Some Status:	
Is 504?	
Is English Language Learner?	
Is Gifted?	
Is Special Education?	
Is ISFP?	
Is SP?	
Is Rti?	

A note box in the bottom right corner states: "Profile data has been refreshed successfully. All fields were up-to-date. Exports have been run."

Ignoring Locations for Import

It is not uncommon for districts to have schools entered in the SIS that are no longer active (closed) or only active at some parts of the year (summer schools). For processing efficiency, it makes sense to not process these

DATA FLOW

locations all the time. A district can configure a custom field on locations named **IgnoreForIntegration** that is a logical value (data or calculated) that, when present, the integration will use to determine if the location should be processed.

For example, to handle the closed schools scenario a simple solution is to add a logical value data field named **IgnoreForIntegration** that, when checked, indicates the location should not be processed.

To handle the summer school scenario, a calculated field can be introduced, named **IgnoreForIntegration**, that returns true if the current date is not in the summer and the school is a summer school.

Continuous Integration Settings

Additionally, you can set options for the Integration Layout.

Chapter

4

Special Programs Search Curriculum Assessment Communication Reporting Administration

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

Import Layouts Export Single Sign-On Schoology Integration DocuSign Account

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

Continuous Integration Enabled
 Last Executed: 10/21/2022 Fri, 4:43PM (UTC-07:00) Arizona
 Last Location Processed: Extremely Large School (800000000)

Download Data Connectivity Tool
 Download Data Connectivity Guide
 Standardize Continuous Import Layout Names
 Continuous Integration Settings

Under the Integration tab, click **More...** > **Continuous Integration Settings**

Import Layouts

Name	Last Date Data Was Changed	Last Import Status	Profile Type	Data Source Type
PowerSchool - AlternateStaffLocation Change Notification (model)			AlternateStaffLocations	PowerSchool SIS Rest API
PowerSchool - AlternateStaffLocation Import (model)			AlternateStaffLocations	PowerSchool SIS Rest API

Special Programs Search Curriculum Assessment Communication Reporting Administration

Integration > Continuous Integration Settings

Plugin Settings


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

Import Enabled?	Export Enabled?	Instance ID	Alternate Prefix	Data Source Type	Properties	Data Source Name*	Last Import Date	Last Import Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SB		PowerSchool SIS Rest API	Integrated Security Preview Mode	https://pssis.local; [secret]	10/21/2022 Fri, 4:43PM	Last Location Processed: Extremely Large School (800000000)

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.


CONTINUOUS INTEGRATION SETTINGS

 Special Programs


SearchCurriculumAssessmentCommunicationReportingAdministration

Integration > Continuous Integration Settings

Plugin Settings

	Import	Export	Instance	Alternate	Data Source Type	Properties	Data Source Name*	Last Import Date	Last Import Status
					PowerSchool SIS Rest API	Integrated Security Preview Mode	https://pssis.local; [secret]	10/21/2022 Fri, 4:43PM	Last Location Processed: Extremely Large School (800000000)
+ Add Instance									

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

 Special Programs

SearchCurriculumAssessmentCommunicationReportingAdministration

Integration > Continuous Integration Settings

Edit SIS Instance

Data Source TypePowerSchool SIS Rest API

Instance IDSB

Instance NameSilver Bullet

External System Version22.11.0

Import Enabled?☒

Export Enabled?☐

Alternate Prefix

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

Properties

Integrate Security Groups with PS SIS User Access Roles

☐ None

☒ Preview Mode (shows "SIS Integrated Security Preview" tab in staff profile)

☐ Enabled (changes shown in "SIS Integrated Security Preview" tab go into effect)

☐ Constrain Group Membership by Location

Other

☐ Refresh Integrated Keywords at the end of an Import Cycle

CONTINUOUS INTEGRATION SETTINGS

Other
☐ Refresh Integrated Keywords at the end of an Import Cycle
☐ Do not Remove Alternate Locations during Staff Synchronization

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: Graduated Student

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

Accept **Cancel**

Security

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

Chapter

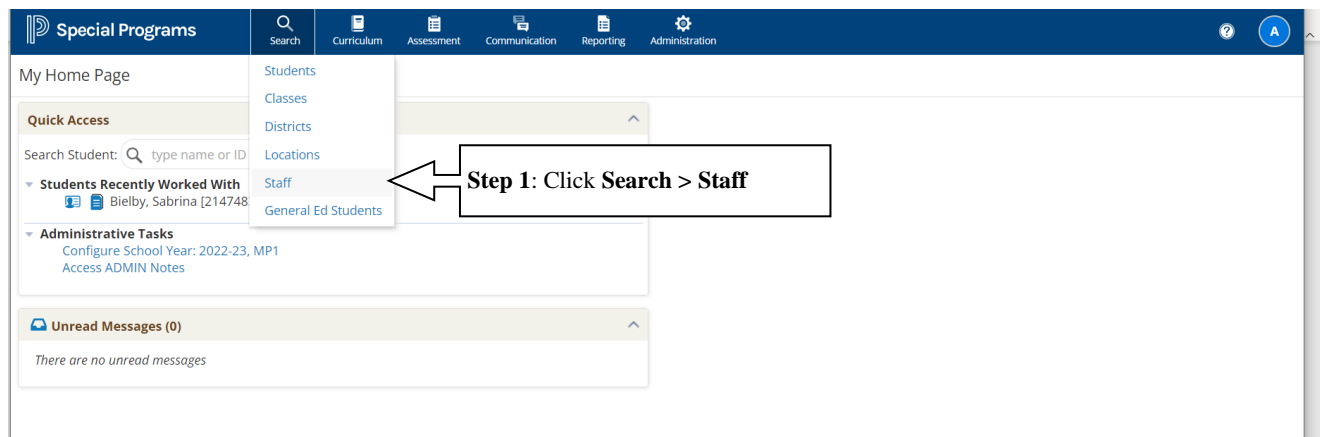
5

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

Special Programs Search Curriculum Assessment Communication Reporting Administration

Staff [Quick Search](#) Advanced Search

Search:

[Add New Staff Profile](#) [Customize Columns](#)

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

ID

Last Name

First Name

Works At (ID) lookup

Email Address

Alternate Staff Locations (ID) lookup

Caseload (ID) lookup

[Search](#) [Clear](#)


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

Special Programs Search Curriculum Assessment Communication Reporting Administration

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

Search Results

[Search Results](#)

	ID	Last Name	First Name	Works At	Email Address	User Open ID[Admin]	User Open ID[Teacher]	Object ID	User SSO ID
	TEA2147484119	Arata	Henry	Every 'High' School		https://pssis.local/oid/admin/adminhenry	https://pssis.local/oid/teacher/ahenry		

SECURITY

Special Programs Search Curriculum Assessment Communication Reporting Administration

Search > Search Results > Henry Arata (TEA2147484119)

Profile Security

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

Staff Demographics

TINET ID: TEA2147484119

Name: Henry N Arata

Position:

Work Telephone Number:

Email Address:

Object ID:

Works At: Every 'High' School

User Open ID

Admin: https://pssis.local/oid/admin/adminhenry

Teacher: https://pssis.local/oid/teacher/ahenry

Alternate Works At

Location	IntegrationIDT	Adr
Every 'High' School	SB:3	
Princeton High	SB:408	

PowerSchool Special Programs can manage 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.

Special Programs Search Curriculum Assessment Communication Reporting Administration

My Home Page

Quick Access

Search Student: type name or ID

Students Recently Worked With

Bielby, Sabrina [214748]

Administrative Tasks

Configure School Year: 2022-23, MP1

Access ADMIN Notes

Unread Messages (0)

There are no unread messages

Students

Classes

Districts

Locations

Staff

General Ed Students

Step 1: Click Search > Students

SECURITY

Special Programs Search Curriculum Assessment Cor

Students Quick Search Advanced Search

Search: **Students** ▼

[Add New Student Profile](#) [Customize Columns](#) [More...](#) ▼

Step 2: Enter in information for the student of the Parent you are looking for, and then click **Search**

Students - Quick Search Form
Enter one or more fields and click the 'Search' button to find students with the same field information.

ID

Last Name

First Name

School (ID) lookup

Birth Date Between and (inclusive)

Case Manager (ID) lookup

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

Assessment Communication Reporting Administration

Search Results

[Add New Student Profile](#) [Customize Columns](#) [Print Search Results](#) [More...](#) ▼

	ID	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
	2147483917	Bielby	Sabrina	04/12/1998	Ninth grade		Female		Every 'High' School	Waco
	28910004	Bielby	Wilda		Ninth grade		Male		Sith Academy	
	12147483927	BielbyPH	SabrinaXPH	04/12/1998	Ninth grade		Female		Princeton High	Waco

SECURITY

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

Step 5: Click Student Guardians

The screenshot shows the 'Special Programs' interface for a student named Sabrina Bielby (ID: 2147483917). The 'Personal Information' section is expanded, and the 'Student Guardians' option is highlighted in the fly-out menu. The right side of the screen displays student details such as address, city, home phone, email address, primary language, student home language, some status, is 504?, and is English language learner?

PowerSchool SSO accounts for this student will be listed here along with other relevant information for the account such as their OpenID information

The screenshot shows the 'Student Guardians' section for the same student. It includes a table with the following data:

Last Name	First Name	Middle Name	Student	OpenID	User Name	Email Address	User SSO ID
Bielby	John		Bielby, Sabrina	https://pssis.local/oid/parent/jbielby			jbielby

Dual Access Credentials

If 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.

SECURITY

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.

Individually Assigning PowerSchool Special Programs Credentials

The screenshot displays the PowerSchool Special Programs interface. At the top is a dark blue navigation bar with the 'Special Programs' logo and several menu items: Search, Curriculum, Assessment, Communication, Reporting, and Administration. Below this bar, the 'My Home Page' section is visible. On the left, there is a 'Quick Access' sidebar with a search bar labeled 'Search Student: type name or ID'. Below the search bar are two expandable sections: 'Students Recently Worked With' (showing a student named Bielby, Sabrina) and 'Administrative Tasks' (with links for 'Configure School Year: 2022-23, MP1' and 'Access ADMIN Notes'). On the right, a dropdown menu is open under the 'Search' icon, listing 'Students', 'Classes', 'Districts', 'Locations', 'Staff', and 'General Ed Students'. A white callout box with a black border and an arrow points to the 'Staff' option in the dropdown menu, containing the text 'Step 1: Click Search > Staff'. At the bottom of the page, there is a section for 'Unread Messages (0)' which states 'There are no unread messages'.

SECURITY

Search

Curriculum

Assessment

Communication

Settings

Staff

Quick Search

Advanced Search

Search: Staff

Add New Staff Profile

Customize Columns

Staff - Quick Search Form

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

ID

Last Name arata

First Name

Works At (ID) lookup

Email Address

Alternate Staff Locations (ID) lookup

Caseload (ID) lookup

Search

Clear

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

Search

Curriculum

Assessment

Communication

Reporting

Administration

Search Results

Search Results

ID	Last Name	First Name	Works At	Email Address	User Open ID[Admin]	User Open ID[Teacher]	Object ID	User SSO ID
TEA2147484119	Arata	Henry	Every 'High' School		https://pssis.local/oid/admin/adminhenry	https://pssis.local/oid/teacher/ahenry		

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

SECURITY

Special Programs

Search
Curriculum
Assessment
Communication
Reporting
Administration

Step 4: Click **Edit Security**
Henry Arata (TEA2147484119)

Profile
Security
SIS Integrated Security Preview

Edit Security
Manage User SSO ID
Print

Henry Arata's Security Profile (External SSO Login Activated)
Works At Location: Every 'High' School Alternate Locations: Princeton High
External SSO is enabled for all staff

Henry Arata's Effective (Net) Privileges

Privilege Set	(+) Granted (-) Denied
Student Curriculum (+) View Curriculum Outline (+) Edit Curriculum Outline	(+) Edit Curriculum Setup
Special Access (+) Access My Classes (+) Access My Caseload	(+) Edit My Standard Caseload (+) Edit My Case Manager Caseload
Reports (+) Create Private Standard Reports (+) View Public Standard Reports (+) Create Edit Public Standard Reports	(+) Admin Public Reports (+) View Advanced Reports (+) Process Unprocess Advanced Reports
System Administration (+) Manage Staff Security (System-Wide) (+) Access Audit Log (System-Wide)	(+) Assume System Admin Role (+) View Staff Personal Calendars (System-Wide)
Students Profiles (+) View Students (System-Wide) (+) Add Students (System-Wide) (+) Edit Students (System-Wide)	(+) Access Documents (System-Wide) (+) Access Events (System-Wide) (+) Create Edit Template Documents (System-Wide)

Step 5: Change the **Login Status** from "Activated (external SSO)" to "Activated (Temporary Password)"

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

Login status: Activated (temporary password) Temporary Password: Ixy]b3Z6FQ < Change

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.

Step 6: Click Accept
Accept Cancel

Mark the checkboxes next to the security groups Henry Arata should be a member of:

☐ CST members
☐ District Admin

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.

SECURITY

Via Security Group

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

Step 2: Click the name of the security group.

Step 3: Click the "Members" tab.

Step 4: click More > Activate Temporary Logins

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

Special Programs

Search Curriculum Assessment Communication Reporting Administration

Sessions Audit Log Exception Log

Expand Groups Filter Groups by Privilege Security Settings New Security Group Print More...

District Admin Power Admin Portal Power Teacher Portal PS District Administration

PS SIS User Access Role: District Administrator

Special Programs

Search Curriculum Assessment Communication Reporting Administration

Staff Security Groups > Power Admin Portal

Properties/Privileges Members Documents

Filter by: (None)

Add Members Remove Members More...

Power Admin Portal - Members

Activate External SSO Logins
Activate Temporary Logins
Deactivate Logins

	ID	Last Name	Name	Works At	Address	User Open ID	[Teacher]	Object ID	User SSO ID	Membership Constrained To Location(s)	Login (Temp Password)
	TEA2147484119	Arata	Henry	Every 'High' School		https://psiss.local/oid/admin/adminhenry	https://psiss.local/oid/teacher/ahenry				Activated - External SSO Login
	TEA2147484046	Bachta	Vera	Timmy O'Tools Alt-School 2							Not Activated

Power Admin Portal > Members > Activate Temporary Logins

Activate Temporary Login of 'Power Admin Portal'

Power Admin Portal - Members

	ID	Last Name	First Name	Email	User Open ID[Admin]	User Open ID[Teacher]	Object ID	User SSO ID	Membership Constrained To Location(s)	Login (Temp Password)
<input checked="" type="checkbox"/>	TEA2147484046	Bachta	Vera							Not Activated
<input checked="" type="checkbox"/>	TEA2147483717	Balandran	Mark							Not Activated

Activate Temporary Login of 'Power Admin Portal'

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.

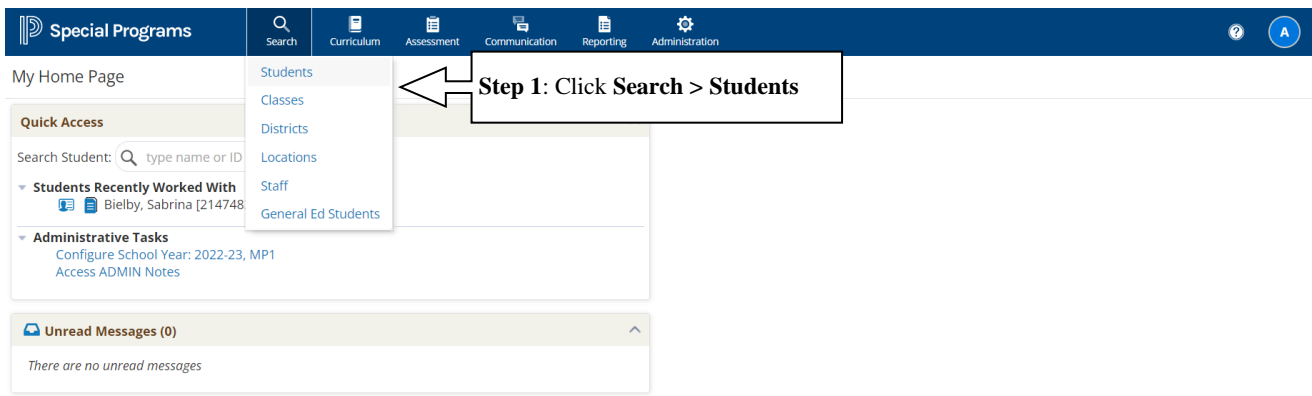
SECURITY

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.

Individually Assigning PowerSchool Special Programs Credentials



SECURITY

Students

Quick Search

Advanced Search

Search: **Students**

[Add New Student Profile](#)

[Customize Columns](#)

[More...](#)

Step 2: Enter in information for the student of the Parent you are looking for, and then click “Search”

Students - Quick Search Form

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

ID

Last Name

bielby

First Name

School

(ID) lookup

Birth Date

Between



and



(inclusive)

Case Manager

(ID) lookup

Disability

(N/A)

Gender

(N/A)

Grade

(N/A)

☐ Include Inactive Student Profiles

Search

Special Programs



Search Results

[Print Search Results](#)

[More...](#)

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

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender	Case Manager	School	City
2147483917	Bielby	Sabrina	04/12/1998	Ninth grade		Female		Every 'High' School	Waco
28910004	Bielby	Wilda		Ninth grade		Male		Sith Academy	
12147483927	BielbyPH	SabrinaXPH	04/12/1998	Ninth grade		Female		Princeton High	Waco

SECURITY

Special Programs Search Curriculum Assessment Communication Reporting Administration

Search > Search Results > Sabrina Bielby (2147483917)

Profile Documents Events Assessment History Portfolio **Security**

Edit Security ← **Step 4: Click Edit Security**

Security for Sabrina Bielby (2147483917)

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

Security for Sabrina Bielby **Step 5: Change the Login Status to "Activated (temporary password)"**

Student Login Status No ✓
Security is configured such that student can manage own personal password.

Parent Login Status Activated (temporary password) ✓
Security is configured such that parent can manage own personal password.

Temporary Password: gEjG5{&W < Change

Guardian Login Status Not-activated ✓
Security is configured such that guardian can manage own personal password.

Step 6: Click Accept Accept Cancel

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

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.

Via Student Search

Special Programs

Search Curriculum Assessment Communication Reporting Administration

Student/Parent Security > Quick Search | Advanced Search > Results Print Download Login Data

External SSO has been enabled for Parents/Guardians via the Student Guardians field 'OpenID'
External SSO has been enabled for Students via the Students field 'OpenID'

↓ Activate Student Logins Checked Below ↓ Activate Parent Logins Checked Below ↓ Activate Guardian Logins Checked Below

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
<input type="checkbox"/> 12725	A-HealthOfficeVisit	Automation				02/18/2004	Ninth grade		Female		Tom Tree High	
<input type="checkbox"/> 2147487978	Aaby	Dane				08/16/1995	Twelfth grade		Male		Extremely Large School	Waukesha
<input checked="" type="checkbox"/> 28910116	Aamot	Dana										
<input checked="" type="checkbox"/> 2147483713	Aamot	Eddie										Dallas
<input type="checkbox"/> 331995	Aaron	Stephanie										Example
<input type="checkbox"/> 420100932	AaronPH	StephaniePH										
<input type="checkbox"/> 2147491036	Aaronson	Lavern										Sun Valley
<input type="checkbox"/> 2147485203	Aasby	Erma										Pico Rivera
<input type="checkbox"/> 2147489834	Abad	Melvin				03/13/1995	Twelfth grade		Female		Extremely Large School	El Paso

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.

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.

Assume System ADMIN Role

Some operations in PowerSchool Special Programs require password authentication to complete the action. An example of this is deleting curriculum – it is a dangerous operation so the software requires that the user type in their password to confirm their identity before the operation is completed.

However, when using SSO to access Special Programs, the user's password is stored in an external system, so verification of correctness is not possible. To solve this, staff can be given a privilege to assume the system admin role to perform these operations.

System Administration Privileges			
Manage Staff Security	n/a		Assume System Admin Role Grant (+) ▾
Manage Student Parent Security	n/a		Manage Organizational Calendar n/a ▾
Manage User Sessions	n/a		View All Configuration Grant (+) ▾
Access Audit Log	n/a		Translate Document Templates n/a ▾
Log in as Other Users for Support	n/a		Edit Public Statement Banks n/a ▾
Receive Support Requests	n/a		Send Announcements Grant (+) Location-wide ▾
Manage Student Logins for My Classes	n/a		Send Red Alert Announcements n/a ▾
View Staff Personal Calendars	n/a		

When a user has this privilege, they have access to a menu item that they can assume the system admin role.

Special Programs

Search

Curriculum

Communication

Reporting

Administration

My Home Page

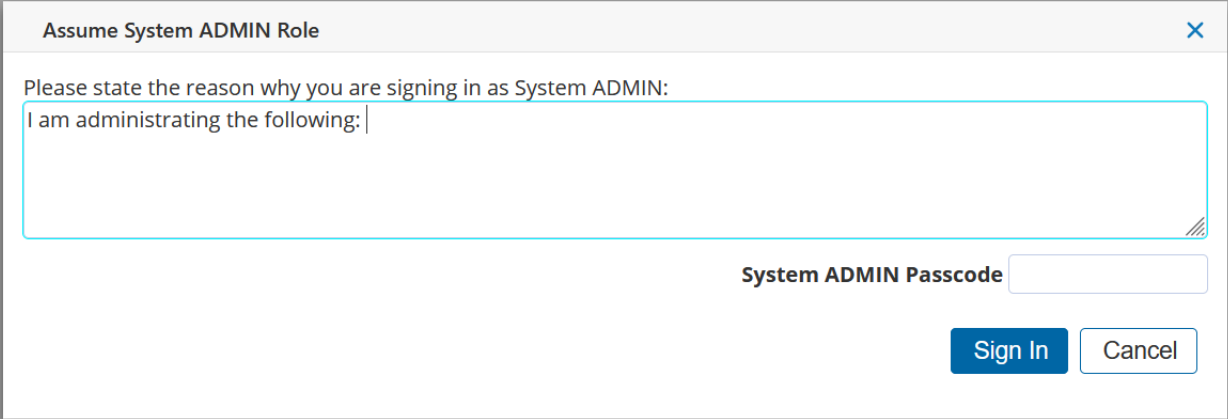
Unread Messages (0)

There are no unread messages

Configuration

Assume System ADMIN Role

Clicking that menu item prompts the user to enter a reason for assuming the role and also requires that they enter the correct password for the system admin user.



Assume System ADMIN Role ✕

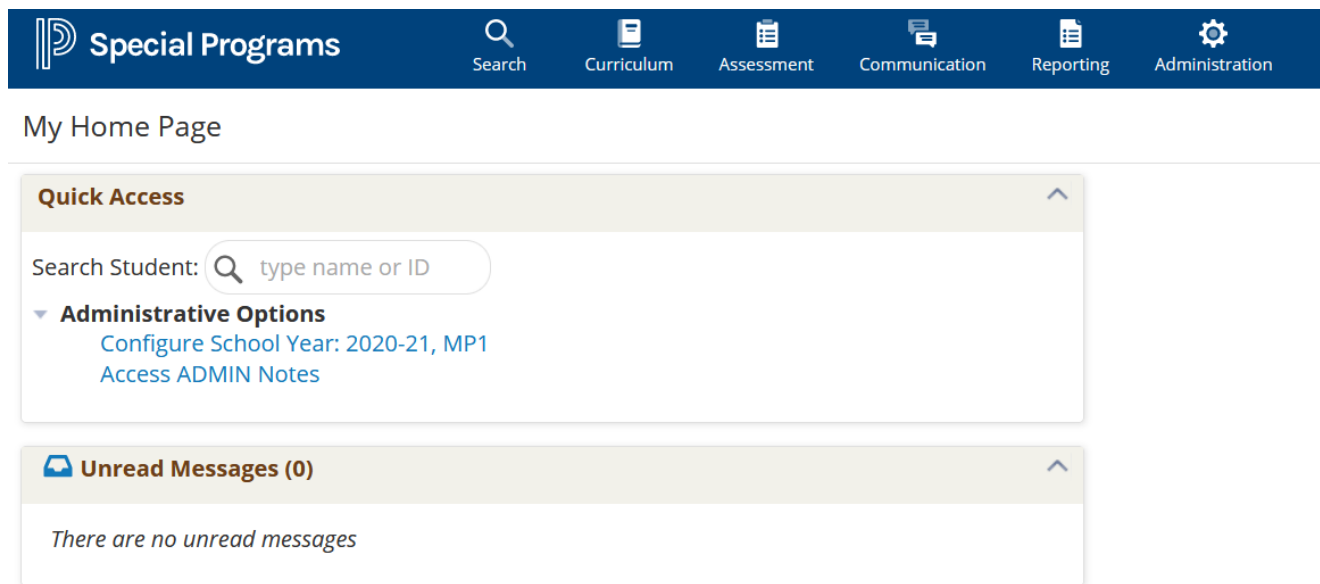
Please state the reason why you are signing in as System ADMIN:

I am administrating the following:

System ADMIN Passcode

Sign In **Cancel**

Upon entering the correct password, the user now has system admin privileges to complete any operations that require those privileges. Only users that have the correct password will be able to assume the role – that is how a district would control who can do this.



Special Programs Search Curriculum Assessment Communication Reporting Administration

My Home Page

Quick Access

Search Student:

▼ **Administrative Options**

- Configure School Year: 2020-21, MP1
- Access ADMIN Notes

Unread Messages (0)

There are no unread messages

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

SECURITY

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.

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

Search > Michael Abram (1)

Profile Security **SIS Integrated Security Preview**

Constrain Integrated Roles by Location? No

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

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

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.)

SECURITY

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

SECURITY

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

Staff Security Profile: Michael Abram (1)

Login status: Activated (external SSO)

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.

Accept

Cancel

Mark the checkboxes

Staff security in PSSP constrained by location

Michael Abram should be a member of:

☐ CST members

☒ District Admin

☒ Constrain by Location Mapped to PS SIS User Access Role: District Administrator

☒ Apple Grove High School ☒ Apple Grove High School 2

☐ NoSec

☐ OT

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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.

Special Programs

SearchCurriculumAssessmentCommunicationReportingAdministration

Integration > Continuous Integration Settings

Edit SIS Instance

Data Source TypePowerSchool SIS Rest API

Instance

Instance Name

External System Version

Import Enabled

Export Enabled

Test

Alternate Prefix

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

Properties

Integrate Security Groups with PS SIS User Access Roles

☐ None

☒ Preview Mode (shows "SIS Integrated Security Preview" tab in staff profile)

☐ Enabled (changes shown in "SIS Integrated Security Preview" tab go into effect)

☐ Constrain Group Membership by Location

PowerSchool

Welcome, Michael Abram | Help | Sign Out

School: Apple Grove High School Term: 17-18 Semester 2

Start Page > System Administrator > Roles Administration > User Access Roles

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

User Access Roles

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	

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.

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

Special Education Search Curriculum Assessment Communication Reporting Administration

Edit Properties/Privileges

Security Group Name: District Admin

Category: (None) ▼

PS SIS User Access Role: District Administrator *(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.

Accept **Cancel**

▼ **Communications / Calendar Privileges**

Send Messages	Grant (+) ▼
Send Announcements	Grant (+) Location-wide ▼

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.

Special Education Search Curriculum Assessment Communication Reporting Administration

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

▼ Expand Groups Filter Groups by Privilege Security Settings New Security Group Print More... ▼

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) Teacher (Office Staff) Data Export Manager Export/Edit Access (No Group Defined)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
Apple Grove High School 2	Teacher (Office Staff)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
Cherry Hill Middle School	Default Group Access (Administrator)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
Washington Elementary	Default Group Access (Administrator)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
Graduated Students	Default Group Access (Administrator) Data Export Manager Export/Edit Access (No Group Defined)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
Scheduling Feeder School	Default Group Access (Administrator)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>
District Office	Default Group Access (Administrator) Data Export Manager Export/Edit Access (No Group Defined)	<input type="button" value="0"/> <input type="button" value="edit"/> <input type="button" value="minus"/>

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

☐ **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

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



Reminder: Staff security group membership is only updated when they log into Special Programs. If they never log in, their security membership will not change.

Advanced

This section describes advanced setup for the integration.

Chapter

6

Ignore Processing Certain Locations

It is not uncommon for a district to have schools in their SIS that should not always be processed, and in some cases ideally never processed. For example, summer schools are only active during the summer – it consumes integration time to process these schools during the normal school year. Another example is when a school is closed – it may still exist in the SIS but is wasteful to process the integration for these.

The integration can be optimized to skip certain locations by adding a new field **IgnoreForIntegration** that is a logical value (data or calculated). When this evaluates to true, then the location is ignored by the integration until it evaluates to false.

For a multi-valued field, all values are evaluated and if any result in true then the location will be ignored until they all evaluate to false again.

Example

Suppose we would like the integration to only process summer schools in the summer and not process closed schools at all. To accomplish this, we add a logical field to Locations named **Closed**. We also add 2 date fields to Locations: **OpenDate** and **CloseDate**.

The resulting formula can be:

```
Closed OR (OpenDate IS NOT EMPTY AND CloseDate IS NOT EMPTY AND
(CurrentDate() <= OpenDate OR CurrentDate() >= CloseDate))
```

This formula will be true if the location is marked as closed or CloseDate and OpenDate have values and the current date is outside of that range (before it opens or after it closes). Remember that a true value means that it will be ignored during integration.

Troubleshooting

This section describes tips and tactics for troubleshooting the integration.

Chapter

7

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.

TROUBLESHOOTING

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 left sidebar contains navigation links for Functions, Reports, People, Setup, and Applications. The main content area is titled 'Plugin Management Dashboard' and features a table of installed plugins. The table has columns for Name, Version, Enable/Disable, and Actions. The 'PowerSchool Special Education' plugin (row 3) is currently disabled, indicated by an unchecked checkbox. An arrow points from a text box to this checkbox. The text box states: 'If the PowerSchool Special Programs plugin is not enabled, then click the checkbox to enable the plugin.'

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
	1.0.1	<input checked="" type="checkbox"/>	

TROUBLESHOOTING

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 'Plugin Configuration' page in PowerSchool SIS. A warning message at the top states: 'Customizations and/or custom page management 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 and custom page management.' Below this, the 'Installed Plugins' section shows a table with one plugin: 'PowerSchool Special Education' (Version 23.6.1.0, Installed/Updated On 05/30/2023). The 'Enable/Disable' column has a checked checkbox. A text box with an arrow points to the warning message, containing the text: 'A warning is showing indicating that customizations are not enabled. PowerSchool Special Programs requires customizations to be enabled to display embedded content.'

Name	Version	Installed/Updated On	Enable/Disable	Actions
149 PowerSchool Special Education	23.6.1.0	05/30/2023	<input checked="" type="checkbox"/>	Delete

The screenshot shows the 'Enable Customization' page in PowerSchool SIS. A warning message at the top states: 'Warning: Disabling customization will also disable any page customizations installed as part of a plugin.' Below this, the 'Customization of PowerSchool Resources' section shows a table with one row: 'Customization Enabled' with a checked checkbox. A text box with an arrow points to the checkbox, containing the text: 'Enable customizations and then click **Submit** to save the changes.'

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

TROUBLESHOOTING

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.

PowerSchool SIS

Search

District Office 22-23 Year

Special Data Operations

The following operations should only be used with the assistance of Support or as directed in Knowledge Base articles.

Option	Value
Operation	Rebuild custom page links
Param 1	
Param 2	
Code	

Submit

Navigate to **System > Special Operations** and select **Rebuild custom page links** from the dropdown and then click submit.

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.

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