



# **Health Ed Check**

User Manual

A solid blue horizontal bar spans the width of the page at the bottom.



Health Ed Check is a product of Phoenix Learning Systems ([www.phoenixlearning.com](http://www.phoenixlearning.com)).

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## Table of Contents

### Section 1: Initial Setup

1.1 Install Plugins.....	4
* A Note About Health Ed Check .....	7
1.2 Linking PowerSchool to the Health Ed Check app.....	8
1.3 Reset Customizations .....	11
1.4 Auto Login Key .....	14

### Section 2: Forms

2.1 Create a Form.....	16
2.2 Create Questions .....	18
2.3 Health Ed Check Administration Tools.....	20

### Section 3: PowerSchool Health Ed Check Pages

3.1 Health Ed Check Menu .....	23
3.2 Editing a Student's Health Ed Check Results in PowerSchool.....	24
3.3 Taking a Health Ed Check Assessment for a Student in PowerSchool..	25



## Section 1: Initial Setup

\*Section 1 has been completed by the Phoenix Learning System team

### 1.1 Install Plugins

Starting on the PowerSchool homepage, select these options:  
**System—System Settings—Plugin Management Configuration**

**PowerSchool SIS**

Welcome, Richard Michael James | My Notes | Help | Sign Out  
Today is: 08/11/2020 | School: District Office | Term: 20-21 Year

**Main Menu**

Students | Staff | Parents | District Search

Advanced View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches Stored Selections Multi Select

**Current Student Selection (0)**

The current selection is empty.

Alert Selected Students Select By Hand Select Function

A Students= 665 B Students= 563

**Setup**

District  
System  
Personalize

**MBA Plugins**

MBA Cafe

**Applications**

Custom Page Mgmt  
PT Administrator  
ReportWorks Developer  
Blue Steel CPM

**MBA Plugins**

MBA Cafe

**Applications**

Custom Page Mgmt  
PT Administrator  
ReportWorks Developer  
Blue Steel CPM  
SwiftReach Plugin

**Reports**

Download PowerSchool Report Templates Access pre-made report templates.

Import Report Template Imports a report from another system.

Report Queue Settings Links to Report Queue settings and functions.

ReportWorks Administration Links to ReportWorks settings and functions.

**Scheduling**

Copy Master Schedule Copies the master schedule (sections) from one year to another.

Teacher Maximum Load Setup Creates and Loads Teacher's Daily Load Counts.

**Security**

Access to Page Permissions Turn page permissions on or off.

Field Level Security View the status of loaded field level security rules and create, update or remove rules.

Groups Define security group rights and privileges.

IP Address Restrictions Restrict admin access to a set(s) of IP address range(s).

LDAP Directory Setup Configure PowerSchool to authenticate via an LDAP directory server.

LDAP Directory Synchronization Synchronize PowerSchool Sign In IDs with an LDAP directory server.

Locked Accounts View and unlock accounts which have been locked out due to multiple failed sign in attempts.

Mass Assign/Remove User Access Roles Mass assign/remove User Access roles to selected staff.

Password Rules Management Set the complexity, reuse, and expiration rules for passwords.

Report of Sign-In Attempts Report of invalid and successful sign-in attempts.

Roles Administration Links to Roles settings and functions.

Sign In Attempts Restrictions Set the number of sign in attempts allowed before locking out an IP address.

State Report Security Edit security group settings for state or provincial reports.

Users By Group List all users and their associated security group.

**Server**

Search Page Contents Search for content in pages.

System Logs Links to system log files and management functions.

System Settings Links to web server information.

**State**

State Specific Information Displays State Specific Table relationship information.



PowerSchool SIS

Welcome, Richard Michael James | My Notes | Help | Sign Out

Today is: 08/11/2020 | School: District Office | Term: 20-21 Year

Start Page > System Administrator > System Settings

**System Settings**

Function	Description
Central Sync	Configure Central Sync - SIS Data Integration.
Customization	Setup customization of PowerSchool.
Data Validation	Setup and edit data validation options.
Digital Certificate Management	Manage digital certificates used for SSL, SSO, and other web services.
Email	Setup and edit server email settings.
Global API/SPF Settings	Global Settings for SIP/SPF Data Change Events and throttling.
Global Server Settings	Configure server settings spanning multiple application nodes.
Gradebook Launcher Installer	Installs to setup PowerTeacher Gradebook Launcher.
Mime Types	Setup and edit web server mime types.
Plugin Management Configuration	Define settings for plugins.
PowerSchool Diagnostics	Enable/Disable PowerSchool Profiling.
Reporting Engine	Setup and edit reporting engine preferences.
Reset Server	Restart browser services on this server.
Scripts	Manage startup scripts.
Security	Manage server security settings.
Select Student Options	Setup and edit select student options.
Server Licensing	View server license information.
Server Settings	Setup and edit various server settings.
Server Statistics	View server statistics.
Server Tools	Setup and edit automatic ping options.
Styles	Setup and edit report font styles.

**Alerting**  
SelfReach SwiftK12

**Functions**  
Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules  
Health Ed Check  
Reset Class Counts

**Reports**  
System Reports  
ReportWorks  
PSCB Custom Reports

**People**  
Student Search  
Staff Search  
Parent Search  
Enroll New Student  
New Staff Entry  
New Parent Entry

**Setup**  
District  
System  
Personalize

**MBA Plugins**  
MBA Cafe

**Applications**  
Custom Page Mgmt  
PT Administrator  
ReportWorks Developer  
Blue Steel CPM

### a. Select **Install** on the Plugin Management Dashboard

PowerSchool SIS

Welcome, Richard Michael James | Help | Sign Out

School: District Office | Term: 20-21 Year

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

**Plugin Management Dashboard**

**Installed Plugins**

Name	Version	Enable/Disable	Install	Resource Report
1 9.0 Standard Validation	1.0.5	<input type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
2 AET Quick School	1.3	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
3 AET SQL Studio	3.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
4 All Enrollments Table	4.1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
5 Bell Schedule Header 1.5	1.5	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
6 Blue Steel CPM	1.82	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
7 Cafe Plugin	20.5	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
8 Cafe Plugin - Permission Map	1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
9 Canvas-PowerSchool-API Plugin	1.0.50	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
10 ClassChoice	1.0	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
11 ClassLink	2.0.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
12 Contacts Access Accounts Unchecker	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
13 Custom Reports Bundle - Attendance	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
14 Custom Reports Bundle - Enrollment	4.1.3	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
15 Custom Reports Bundle - Fees	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
16 Custom Reports Bundle - Grading	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
17 Custom Reports Bundle - Log	4.1.5	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
18 Custom Reports Bundle - Misc	4.1.4	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
19 Custom Reports Bundle - Schedule	4.1.6	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
20 Custom Reports Bundle - Security	4.1.2	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
21 Custom Reports Bundle Base	4.2.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
22 Custom Standards Reports	1.0.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
23 District Search	2.0 (6/02/2015)	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
24 Elmsa Interface for Cafe	1.2	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
25 Email Parents and Students	1.1.7	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>
26 Extension Plugin Bundle	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Delete</a>

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

**Reports**  
System Reports  
ReportWorks

**People**  
Student Search  
Staff Search  
Contact Search  
Enroll New Student  
New Staff Entry  
New Contact Entry

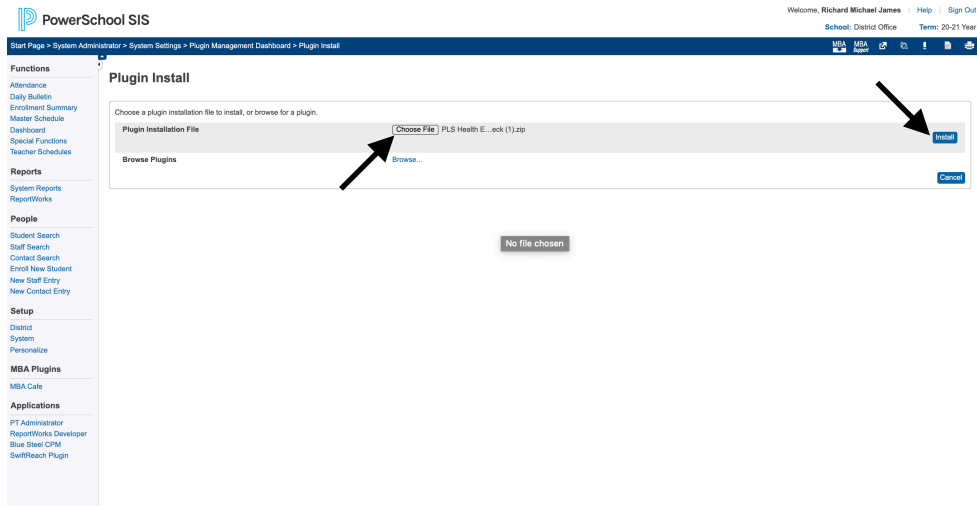
**Setup**  
District  
System  
Personalize

**MBA Plugins**  
MBA Cafe

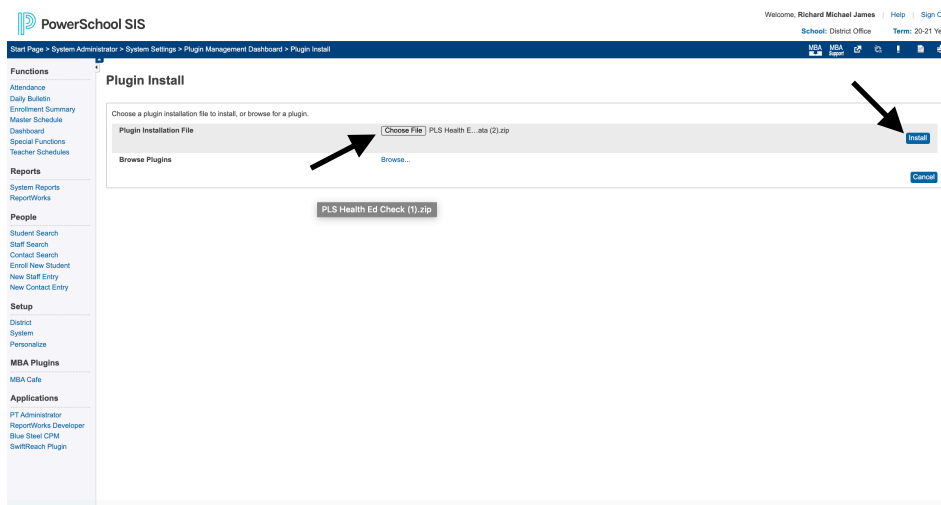
**Applications**  
PT Administrator  
ReportWorks Developer  
Blue Steel CPM  
SelfReach Plugin



- b. Choose File: **PLS Health Ed Check (1).zip**
- c. Select Install



- d. Choose File: **PLS Health Ed Check Data (2).zip**
- e. Select Install





- f. On the Plugin Management Dashboard, scroll down until you see “**PLS Health Ed Check**”, click the checkbox to enable the plugin.
- g. On the Plugin Management Dashboard, scroll down until you see “**PLS Health Ed Check Data**”, click the checkbox to enable the plugin.

40	POS - OneStopAttendance	5.1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
41	Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	<a href="#">Delete</a>
42	PLM New Student Email Notification	2.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
43	PLS Admin Bookmarks	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
44	PLS Attendance Audit	1.2	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
45	PLS Custom Field List	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
46	PLS Custom Report Tabs	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
47	PLS Edit Attendance	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
48	PLS Edit Historical Grades	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
49	PLS Email Students and Parents	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
50	PLS Email Teacher Alert V2	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
51	PLS Email Parent Window 10	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
52	PLS Health Ed Check	1.3	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
53	PLS Health Ed Check Data	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
54	PLS Mass Print a Student Page	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
55	PLS My Notes	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
56	PLS New Student Indicator	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
57	PLS PartTime Student Alert	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
58	PLS PowerScheduler	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
59	PLS Quicklookup Grade Icon	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
60	PLS Schedule Terms	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
61	PLS SchoolForms LeftNav Guardian	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
62	PLS Tab Navigation	1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
63	PLS Teacher Schedule Shortcut	1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
64	PLS Teacher Verif. Enhancement	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
65	PLS Wyoming Student Data Check	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
66	PowerSchool Assessment <a href="#">(Learn More)</a>	1.0.10	<input type="checkbox"/>	
67	PowerSchool Common Portal Assessment	1.0.1	<input type="checkbox"/>	
68	PowerSchool Data Exchange (DEX)	1.0	<input type="checkbox"/>	<a href="#">Delete</a>
69	PowerSchool eFinancePLUS	1.0.0	<input type="checkbox"/>	<a href="#">Delete</a>
70	PowerSchool Learning <a href="#">(Learn More)</a>	1.0.23	<input type="checkbox"/>	
71	PowerSchool Platform	1.0.17	<input type="checkbox"/>	
72	PowerSchool Registration Signature <a href="#">(Learn More)</a>	1.0.1	<input type="checkbox"/>	
73	PowerSchool Unified Session	1.0.0	<input type="checkbox"/>	
74	PowerSource Single Sign-on	4.0	<input type="checkbox"/>	
75	PowerSource Single Sign-on for Admin	4.0	<input type="checkbox"/>	

- h. Stay on the Plugin Management Dashboard to link PowerSchool to the Health Ed Check app

## \* A Note About Health Ed Check

Before beginning the next section, there are a few things to note. First, the URL address for your school or district server will be sent to you by a member of the Phoenix Learning Systems team. This server has two sides to it, an admin side, and a user side. This manual focuses on the functions and setup of the admin side of the server. The user side of the server is where the Health Ed Check assessment is located for your students, staff, and visitors to take the assessment.



## 1.2 Linking PowerSchool to the Health Ed Check app

- a. On the Plugin Management Dashboard, scroll down until you see “**PLS Health Ed Check Data**” and click on the text.

40	POS - OneStopAttendance	5.1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
41	Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	
42	PHM New Student Email Notification	2.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
43	PLS Admin Bookmarks	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
44	PLS Attendance Audit	1.2	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
45	PLS Custom Field List	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
46	PLS Custom Report Tabs	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
47	PLS Edit Attendance	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
48	PLS Edit Historical Grades	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
49	PLS Email Students and Parents	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
50	PLS Email Teacher Alert V2	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
51	PLS Emailer Parent Window 10	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
52	PLS Health Ed Check	1.3	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
53	PLS Health Ed Check Data	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
54	PLS Mass Print a Student Page	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
55	PLS My Notes	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
56	PLS New Student Indicator	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
57	PLS PartTime Student Alert	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
58	PLS PowerScheduler	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
59	PLS Quicklookup Grade Icon	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
60	PLS Schedule Teams	2.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
61	PLS SchoolForms LeftNav Guardian	1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
62	PLS Tab Navigation	1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
63	PLS Teacher Schedule Shortcut	1.1	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
64	PLS Teacher Verif. Enhancement	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
65	PLS Wyoming Student Data Check	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
66	PowerSchool Assessment <a href="#">(Learn More)</a>	1.0.10	<input type="checkbox"/>	
67	PowerSchool Common Portal Assessment	1.0.1	<input type="checkbox"/>	
68	PowerSchool Data Exchange (DEX)	1.0	<input type="checkbox"/>	<a href="#">Delete</a>
69	PowerSchool eFinancePLUS	1.0.0	<input type="checkbox"/>	<a href="#">Delete</a>
70	PowerSchool Learning <a href="#">(Learn More)</a>	1.0.23	<input type="checkbox"/>	
71	PowerSchool Platform	1.0.17	<input type="checkbox"/>	
72	PowerSchool Registration Signature <a href="#">(Learn More)</a>	1.0.1	<input type="checkbox"/>	
73	PowerSchool Unified Session	1.0.0	<input type="checkbox"/>	
74	PowerSource Single Sign-on	4.0	<input type="checkbox"/>	
75	PowerSource Single Sign-on for Admin	4.0	<input type="checkbox"/>	

- b. Under “Function”, select “**Data Provider Configuration**”.

**Functions**  
Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules  
**Reports**  
System Reports  
ReportWorks  
**People**  
Student Search  
Staff Search  
Contact Search  
Enroll New Student  
New Staff Entry  
New Contact Entry  
**Setup**  
District  
System  
Personalize  
**Applications**  
PowerLunch  
PT Administrator

### PLS Health Ed Check Data Setup

**General Information**

Plugin Name	PLS Health Ed Check Data
Plugin Description	
Plugin Version	1.0
Publisher	phoenixlearning
Publisher Email	bdavis@phoenixlearning.com
Installed By	Murphy, Paul
Installed/Updated On	08/07/2020
Enabled	True
Update Plugin	<a href="#">Update</a>

**Installed Resources**

▸ Data Access Requests

▸ PowerQueries

Function	Description
<a href="#">Data Provider Configuration</a>	Data Provider configuration

- c. Copy the **Client ID**. (There is a space before and after the ID. Do NOT select the spaces.)





PowerSchool SIS

Welcome, Richard M. James | Help | Sign Out

School: 00 010 020 030 040 050 060 070 080 090 100 Term: 20-21 Year

Start Page > System Administrator > System Settings > Plugin Management Dashboard > PLS Health Ed Check Data Setup > Data Provider Configuration for PLS Health Ed Check Data

### Data Provider Configuration for PLS Health Ed Check Data

**OAuth Credentials**

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

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

Client ID	b82ade0c-a538-407e-87e0-104770d33dfa
Client Secret	0bd6cef0-aaf9-4582-a410-154b3d04bc64

OK

**Page Size Configuration**

**Increasing the page size may adversely impact performance.**

Maximum Page Size	100 (1 - 1000)
-------------------	----------------

Maximum Page Size does not apply to PowerQueries

Submit

- In a new window or tab, go to the admin side of the Health Ed Check app. In the administration dropdown menu, select **“Settings”** and scroll to the bottom. Under **“Plugin Settings”** Paste the **“Client ID”** into the appropriate box.
- Back in PowerSchool, copy the **“Client Secret”** and paste in to the appropriate box in the Health Ed Check app administration settings.
- Copy the district PowerSchool URL and paste into the **“PS Server URL:”** box under **“Plugin Settings”** on the Health Ed Check app administration settings page.

<https://pls2.clgpstest.com/admin/home.html>

- Select **“Save Changes”** at the bottom of the Health Ed Check app administration settings page.

Health Ed Check Forms Users Administration Sign Out

Please create a login before you can take the assessment

Time Zone Offset: 0 The number of hours difference between your local time and the current server time: 7:52 PM. Use a negative number if your local time is earlier than the server time.

Auto Import Data ☐ Import Students and Staff nightly

No QR Code ☐ Do not display QR code with form results

Auto Login Key: 89EF6114 Generate Login Key Enter this value in the Login Key field in PowerSchool

**Plugin Settings**

PS Server URL: <https://pls2.clgpstest.com/> ← f

Client ID: ← d

Client Secret: ← e

Plugin Status: Valid

Save Changes

Download Printable QR Code

Download a printable QR Code for use with mobile device cameras to go to the login page



- h. In the “**Administration**” dropdown menu in the Health Ed Check app, select “**SIS Import**”

The screenshot shows the Health Ed Check app interface. At the top, there is a blue navigation bar with the text "Health Ed Check" and three tabs: "Forms", "Users", and "Administration". The "Administration" tab is selected, and a dropdown menu is open, showing options: "Search & Modify", "Settings", "Functions", and "SIS Import". An arrow points to the "SIS Import" option. Below the navigation bar, the page title "Settings" is displayed. The main content area is divided into two sections: "Server Settings" and "Application Settings". The "Application Settings" section contains a table with the following rows:

Application Settings	
Organization Name	My School
Application Title	Covid-19 Wellness Check
Welcome / Login Instructions:	Welcome to the Covid-19 Prescreening Application Please enter your login information below

- i. Select both the “**Import Students**” and “**Import Staff**” checkboxes  
j. Click Import

The screenshot shows the Health Ed Check app interface. At the top, there is a blue navigation bar with the text "Health Ed Check" and three tabs: "Forms", "Users", and "Administration". The "Administration" tab is selected, and a dropdown menu is open, showing options: "Search & Modify", "Settings", "Functions", and "SIS Import". An arrow points to the "SIS Import" option. Below the navigation bar, the page title "SIS Import" is displayed. The main content area is divided into two sections: "Server Settings" and "Application Settings". The "Application Settings" section contains a table with the following rows:

SIS Import	
Plugin Status:	Valid
Last Import:	8/12/20 2:00 AM
<input checked="" type="checkbox"/> Import Students	←
<input checked="" type="checkbox"/> Import Staff	←

Below the table, there is a blue button labeled "Import". An arrow points to the "Import" button.



# 1.3 Reset Customizations

Starting on the PowerSchool homepage, select these options:  
**System—System Settings—Customization**

PowerSchool SIS

Welcome, Richard M James | My Notes | Help | Sign Out

School: 00 0000 0000 0000 0000 0000 0000 0000 Term: 20-21 Year

School Starts on August 17, 2020

Functions

Attendance

Discipline Referrals

Daily Bulletin

Enrollment Summary

Master Schedule

Special Functions

Teacher Schedules

Health Ed Check

Staff Leave

Reset Class Counts

Courses

Reports

System Reports

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

District

System

Personalize

Applications

Custom Page Mgmt

PowerLunch

PT Administrator

SAP Referrals

PLS Emler

ReportWorks Developer

Administrator

Customizations

Start Page

THIS IS A TEST: Show this Security Message

Students | Staff and Teachers | Parents

Advanced View Field List [?]

PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches Stored Selections Multi Select

Current Student Selection (0)

The current selection is empty.

Selected By Hand Selected Function [?]

What's New

See what's new in the latest feature release of PowerSchool. Read more...

District	Average Final Grades	Calculate and store averaged final grades.
System	Calculate Honor Roll	Calculate and store honor rolls.
Personalize	Copy Final Grade Setups	Overwrites existing Final Grade Setup from another school.
	Export Historical Grades	Exports historical grades for current school year.
Applications	Reports	
Custom Page Mgmt	Download PowerSchool Report Templates	Access pre-made report templates.
PowerLunch	Import Report Template	Imports a report from another system.
PT Administrator	Report Queue Settings	Links to Report Queue settings and functions.
SAP Referrals	ReportWorks Administration	Links to ReportWorks settings and functions.
PLS Emler	Scheduling	
ReportWorks Developer	Copy Master Schedule	Copies the master schedule (sections) from one year to another.
	Teacher Maximum Load Setup	Creates and Loads Teacher's Daily Load Counts.
Administrator	Security	
Customizations	Access to Page Permissions	Turn page permissions on or off.
DDA	Field Level Security	View the status of loaded field level security rules and create, update or remove rules.
Grade Scales	Groups	Define security group rights and privileges.
GPA Calculations	IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Permanently Store Grades	LDAP Directory Setup	Configure PowerSchool to authenticate via an LDAP directory server.
Plug-in Management	LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server.
Quick Import	Locked Accounts	View and unlock accounts which have been locked out due to multiple failed sign in attempts.
Schools	Mass Assign/Remove User Access Roles	Mass assign/remove User Access roles to selected staff.
Special Operations	Password Rules Management	Set the complexity, reuse, and expiration rules for passwords.
District Web Links	Report of Invalid Sign In Attempts	Report of Unsuccessful Sign In Attempts.
District Website	Roles Administration	Links to Roles settings and functions.
	Sign In Attempts Restrictions	Set the number of sign in attempts allowed before locking out an IP address.
	State Report Security	Edit security group settings for state or provincial reports.
	Users By Group	List all users and their associated security group.
	Server	
	Search Page Contents	Search for content in pages.
	System Logs	Links to system log files and management functions.
	System Settings	Links to web server information.



**PowerSchool SIS**

School Starts on August 17, 2020

Start Page > System Administrator > System Settings

### System Settings

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

a. Deselect the checkbox and click “Submit”

b. Select the checkbox and click “Submit”

**PowerSchool SIS**

Welcome, Richard M James | My Notes | Help | Sign Out

School: School District East High School Term: 20-21 Year

Start Page > System Administrator > System Settings > Customization

### Customization

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

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

Submit

Starting on the PowerSchool homepage, select these options:  
**System—Special Operations**

**PowerSchool SIS**

Welcome, Richard M James | My Notes | Help | Sign Out

School: School District East High School Term: 20-21 Year

Start Page

THIS IS A TEST: Show this Security Message

Students | Staff and Teachers | Parents

PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches Stored Selections Multi Select

Current Student Selection (0)

The current selection is empty

Select By Hand Select Function (1)

What's New

See what's new in the latest feature release of PowerSchool. Read more...

Setup

District

System

Personalize

Applications

Custom Page Mgmt

PowerLunch

PT Administrator

SAP Integrations

PLS Emailer

ReportWorks Developer

Administrator

Customizations



**PowerSchool SIS**

School Starts on August 17, 2020

Start Page > System Administrator

**System Administrator**

**Data Management**

Function	Description
<a href="#">Assign New Student Numbers</a>	Replaces student numbers with new ones.
<a href="#">AutoComm Setup</a>	Set up AutoComm functions.
<a href="#">AutoSend Setup</a>	Set up AutoSend functions.
<a href="#">Change Course Number</a>	Changes a course number system-wide.
<a href="#">Clear Activities</a>	Clears students activities.
<a href="#">Custom Fields / Screens</a>	Creates and edits fields and screens for staff and students.
<a href="#">Direct Database Export (DDE)</a>	Exports information from database directly.
<a href="#">End-of-Summer-School Process</a>	Closes out student records at end of summer school.
<a href="#">End-of-Year Process</a>	Closes out and archives student records at end of year.
<a href="#">Notifications</a>	Sets up notifications notifying the different portal of upcoming events
<a href="#">Page and Data Management</a>	Manage/Customize Data and Pages
<a href="#">Photo Management</a>	Import and/or delete student and teacher pictures.
<a href="#">Special Operations</a>	Runs programs affecting the whole system.
<a href="#">SQL Studio</a>	Web-based SQL development environment

**Functions**

- Attendance
- Discipline Referrals
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Special Functions
- Teacher Schedules
- Health Ed Check
- Staff Leave
- Reset Class Counts
- Courses

**Reports**

- System Reports

**People**

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

- Select the dropdown menu for **“Operation.”**
- Select the **“Rebuild Custom Page Links”** value.
- Click **“Submit”**

**PowerSchool SIS**

Welcome, Richard M James | My Notes | Help | Sign Out

School: 00000000000000000000 Term: 20-21 Year

School Starts on August 17, 2020

Start Page > System Administrator > Special Operations

**Special Operations**

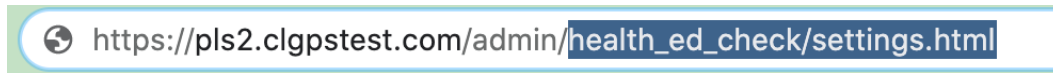
Option	Value
Operation	Rebuild custom page links
Param 1	
Param 2	
Code	

**Submit**



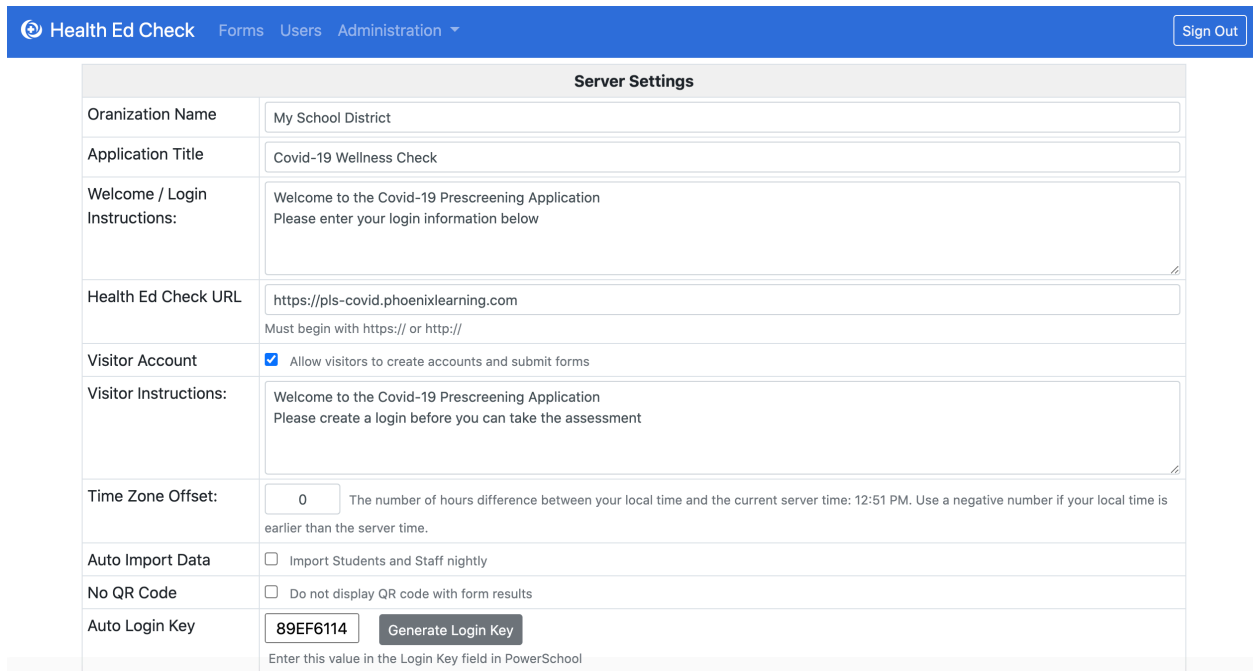
## 1.4 Auto Login Key

- a. At the end of your PowerSchool homepage URL, delete “**home.html**”, and in its place, type: **health\_ed\_check/settings.html** —go to this URL.



https://pls2.clgptest.com/admin/health\_ed\_check/settings.html

- b. In the admin side of Health Ed Check, go to administration settings and select “**Generate Login Key**” under the “Server Settings”. Copy the Login Key.



The screenshot shows the 'Health Ed Check' administration interface. The top navigation bar includes 'Health Ed Check', 'Forms', 'Users', and 'Administration'. A 'Sign Out' button is in the top right. The main content area is titled 'Server Settings' and contains several configuration fields:

Server Settings	
Organization Name	My School District
Application Title	Covid-19 Wellness Check
Welcome / Login Instructions:	Welcome to the Covid-19 Prescreening Application Please enter your login information below
Health Ed Check URL	https://pls-covid.phoenixlearning.com <small>Must begin with https:// or http://</small>
Visitor Account	<input checked="" type="checkbox"/> Allow visitors to create accounts and submit forms
Visitor Instructions:	Welcome to the Covid-19 Prescreening Application Please create a login before you can take the assessment
Time Zone Offset:	0 <small>The number of hours difference between your local time and the current server time: 12:51 PM. Use a negative number if your local time is earlier than the server time.</small>
Auto Import Data	<input type="checkbox"/> Import Students and Staff nightly
No QR Code	<input type="checkbox"/> Do not display QR code with form results
Auto Login Key	89EF6114 <span>Generate Login Key</span> <small>Enter this value in the Login Key field in PowerSchool</small>



- c. Paste the Login Key into the “**Auto Login Key from Health Ed Check**” box in PowerSchool.
- d. Copy your **Health Ed Check URL** from the Health Ed Check app, (everything before / administration/settings.html) and paste it into the “Health Ed Check URL” box in the PowerSchool
- e. Optional: Select the checkbox next to “**Show Parent/Student Menu Option**” if you wish to add this feature.
- f. Click **Submit**

PowerSchool SIS

Welcome, Richard M. James | My Notes | Help | Sign Out

School: [dropdown] Term: 20-21 Year

School Starts on August 17, 2020

Start Page → Health Ed Check Settings

**Health Ed Check Settings**

Preference	Value
Health Ed Check URL (include https://)	<input type="text"/>
Show Parent/Student Menu Option	<input type="checkbox"/>
Auto Login Key from Health Ed Check	<input type="text"/>

**Submit**

**Functions**

- Attendance
- Discipline Referrals
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Special Functions
- Teacher Schedules
- Health Ed Check
- Staff Leave
- Reset Class Counts
- Courses

**Reports**

- System Reports

**People**

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

**Setup**

- District
- System
- Personalize

**Applications**

- Custom Page Mgmt
- PowerLunch
- PT Administrator
- SAP Referrals
- PLS Emailer
- ReportWorks Developer



## Section 2: Forms

### 2.1 Create a Form

- Go to your district's Health Ed Check website
- Login
- From the blue menu bar, select "**Forms**"
- Select the green plus icon to create a new form.
- Select the "**Active**" checkbox to make the online assessment available for all students, staff, and/or visitors to take. (Only one form may be active at a time.)
- In the "**Name**" field, enter the title of the form you wish to create.
- If a time limit for this particular assessment is wanted, select the "**Limit Availability**" checkbox and choose from the pull-down options the desired times.
- Enter in a welcome message and assessment instructions in the "**Instructions**" field.



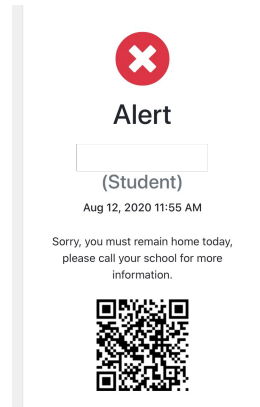
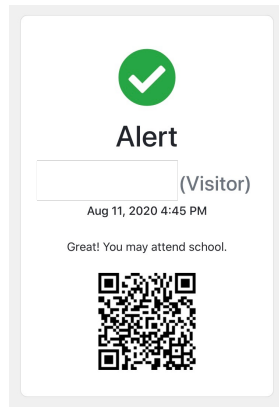
#### Form

Form	
Active	<input checked="" type="checkbox"/>
Name	<input type="text" value="2020 Covid-19 Screening"/>
Availability	<input checked="" type="checkbox"/> Limit Availability    From: <input type="text" value="4:00 am"/> To: <input type="text" value="9:00 pm"/> Hours users may submit the form
Instructions	<div>h. — Welcome to District #1 Covid-19 Wellness Screening Application... You must answer the following questions for you or a student to be admitted to the school.</div>
Passing Message	<div>Great! You may attend school.</div>
Failing Message	<div>Sorry, you must remain home today, please call your school for more information.</div>





- i. Enter a **“Passing Message”** for the user to see if they pass the assessment. Example: “Great! You may attend school.”
- j. Enter a **“Failing Message”** for the user to see if they fail the assessment. Example: “Sorry, you must remain home today, please call your school for more information.”



- k. When completed, select **“Save Changes.”**

To edit any of these fields after they have been saved, go to **“Form”** from the blue menu bar, select the name of the form you wish to edit, make necessary changes, select **“Save Changes”** when finished.



## 2.2 Create Questions

- Select the **Questions** Link, this will open a page where the test questions can be created.
- Select the green plus icon to create a new question.
- In the **Name** field, place a one to two word summary of what the question will be about. For example, if the question asks the user whether they have any Covid-19 symptoms, the name could be “Has Symptoms”. This name will show up in power school so you know which questions a user passed or failed.

### Question Has Symptoms

Question	
Name:	Has Symptoms
PowerSchool Field	Question_01
Failing Reponse:	<input checked="" type="radio"/> Fail on a response of Yes <input type="radio"/> Fail on a response of No
Question:	<div>Does your student have any of the following symptoms:<ul style="list-style-type: none"><li>- A cough</li><li>- Shortness of breath or difficulty breathing</li><li>- A fever of 100.4 F or higher or a sense of having a fever</li><li>-A sore throat</li><li>- Chills</li><li>- New loss of taste or smell</li><li>- Muscle or body aches</li><li>- Nausea/vomiting/diarrhea</li><li>- Congestion/running nose &amp; not related to seasonal allergies</li><li>- Unusual fatigue</li></ul></div> <div>Using a smart-tag of &lt;you&gt; to display the text "you or your student" for student logins and "you" for staff and visitors</div>
<div><a href="#">Save Changes</a> <a href="#">Delete</a> <input type="checkbox"/> Confirm Delete</div>	

- In the **PowerSchool Field**, type “Question\_01”. Ensure that these numbers correspond to the number and order of questions the form has.

## Forms

Form	Availability	Questions	Last Build	Preview	Duplicate
✓ 2020 Covid-19 Screening	4:00 AM - 9:00 PM	4 Questions	✖ 08/11/2020 5:24 PM	<a href="#">Preview</a>	<a href="#">Duplicate</a>

- Select either **Fail on a Response of “Yes”** or **Fail on a Response of “No”**.

NOTE: The **Failing Response** section determines whether a user fails, or passes this question. If in order to pass this question the user needs to answer “yes”, then the **Fail on a response of No** field should be selected for this question, or vice versa if the user needs to answer “No”.



f. In the Question field, type the text of the question you wish to ask.

g. When the question is completed, select **Save Changes**.

Repeat steps a-g until all desired questions for this test are complete.

The last question should be an affidavit of some sort to ensure users are answering honestly such as “I have answered the previous questions truthfully, knowing I could be held accountable to these answers if this student or staff member later tests positive for COVID-19.” This question is not necessary but it would be wise for districts to include it.

If a question needs to be edited or deleted after they have been saved, select the name of the question to open the editing field to make changes, ensuring to save when completed.

h. Select the **Preview** link on the Forms page to see how the assessment will be seen by the users.

i. Once the form is ready, select the **Tool** icon in the **Last Build** section.

NOTE: Doing this will publish the assessment. This icon should be selected every time a change is made to the assessment.

j. Optional: The **Duplicate** link will create a copy of this assessment. This can be used if a similar assessment is wanted but with different availability, or if different questions are wanted. Editing the copy of an assessment could save time when creating a new one.

Health Ed Check
Forms
Users
Administration ▾
Sign Out

i
h
j

### Forms

Form	Availability	Questions	Last Build	Preview	Duplicate
<div style="display: flex; align-items: center;"> <div style="color: green; font-weight: bold; margin-right: 5px;">✓</div> 2020 Covid-19 Screening </div>	4:00 AM - 9:00 PM	4 Questions	<div style="display: flex; align-items: center;">  08/11/2020 5:24 PM </div>	<a href="#">Preview</a>	<a href="#">Duplicate</a>



## 2.3 Health Ed Check Administration Tools

### Settings

- a. Select **Settings** from the Administration pull-down menu.
- b. In the **Organization Name** field, type the name of the district.
- c. In the **Applications Title** field, type what the district is calling this online assessment.  
Example “Covid-19 Wellness check”
- d. In the **Welcome/Login Instructions**, type a message such as: “Welcome to the Covid-19 Prescreening Application. Please enter your login information below”. This is the message users see when they reach the login page.
- e. If the Health Ed Check assessment is going to be used for visitors as well, select the **Visitors Account** option.
- h. In the **Visitor Instructions** field, type a welcome message that first-time visitors will see on their login page. Example “Welcome to the Covid-19 Prescreening Application, Please create a login before you can take the assessment”

Health Ed Check Forms Users Administration Sign Out

### Settings

Server Settings	
Organization Name	My School District
Application Title	Covid-19 Wellness Check
Welcome / Login Instructions:	Welcome to the Covid-19 Prescreening Application Please enter your login information below
Health Ed Check URL	https://pls-covid.phoenixlearning.com <small>Must begin with https:// or http://</small>
Visitor Account	<input checked="" type="checkbox"/> Allow visitors to create accounts and submit forms
Visitor Instructions:	Welcome to the Covid-19 Prescreening Application Please create a login before you can take the assessment
Time Zone Offset:	0 The number of hours difference between your local time and the current server time: 6:36 PM. Use a negative number if your local time is earlier than the server time.

- i. In the **Time Zone Offset** field, type the number of hours difference between your local time and the current server time listed. Use a negative number if your local time is earlier than the server time.



j. If you would like to enable the setting that will import students and staff nightly, select the box next to **Auto Import Data**.

Health Ed Check
Forms
Users
Administration
Sign Out

Time Zone Offset:	0	The number of hours difference between your local time and the current server time: 6:42 PM. Use a negative number if your local time is earlier than the server time.
Auto Import Data	<input type="checkbox"/>	Import Students and Staff nightly
No QR Code	<input type="checkbox"/>	Do not display QR code with form results
Auto Login Key	89EF6114	Generate Login Key Enter this value in the Login Key field in PowerSchool
Plugin Settings		
PS Server URL:	https://pls2.clgptest.com/	
	Must begin with https://	
Client ID:		
Client Secret:		
Plugin Status:	Valid	

Save Changes

Download Printable QR Code

Download a printable QR Code for use with mobile device cameras to go to the login page

k. If a QR code is NOT wanted on the results page after the assessment, select the option for **No QR Code**.

NOTE: The **Health Ed Check URL** field should already have a URL and does not need to be edited.



## SIS Import

- Select **SIS Import** on the **Administrations** drop-down menu.
- Select **Import Students**, and **Import Staff**.
- Click **Import**.

Health Ed Check

Forms Users Administration ▾

Sign Out

### SIS Import

SIS Import
Plugin Status: <b>Valid</b>
Last Import: 8/11/20 6:26 PM
<input type="checkbox"/> Import Students
<input type="checkbox"/> Import Staff

Import

An **Import Complete** page will appear showing the number of new students and staff that were imported from PowerSchool during this import.

NOTE: To enable the setting that will import students and staff nightly, select the box next to **Auto Import Data** on the **Settings** page. If a new student or staff needs to be imported immediately, the SIS Import can be done Manually



## Section 3: PowerSchool Health Ed Check Pages

### 3.1 Health Ed Check Menu

From the PowerSchool homepage, select **“Health Ed Check”** from the side menu options.

a. The **“Students Results”** page is the default option. If you wish to view **“Staff Results”** or **“Visitor Results”**, select the appropriate button on the right side of the page.

b. The **“All Results”** tab shows all students, staff, or visitors who have taken the Health Ed Check assessment on the selected day, depending on which results page you are viewing. The current day is the default option.

c. The **“Results”** tab with the **green dot** icon shows those who have passed the Health Ed Check assessment on the selected day.

d. The **“Results”** tab with the **red dot** icon shows those who have failed the Health Ed Check assessment on the selected day.

e. The **“NOT Certified”** tab shows those who have not yet completed the Health Ed Check assessment on the selected day.

The screenshot shows the PowerSchool SIS interface. At the top, there is a navigation bar with the PowerSchool logo and the text "PowerSchool SIS". To the right, there is a user greeting "Welcome, Richard M James" and links for "My Notes", "Help", and "Sign Out". Below this, there is a "School:" dropdown menu showing "DO" and "SUNIS JES EAST PHS NHS HHS", and a "Term:" dropdown menu showing "20-21 Year".

The main content area is titled "Health Ed Check Results for Students - 8/14/2020". Below the title, there is a "Change Date:" input field. To the right of the input field, there are two buttons: "Staff Results" and "Visitor Results".

Below the buttons, there are four tabs: "All Results - 8/14/2020", "Results - 8/14/2020" (which is selected and has a green dot icon), "Results - 8/14/2020" (which has a red dot icon), and "Students NOT Certified - 8/14/2020".

Below the tabs, there is a table with the following columns: "School", "GL", "Student", "Home Phone", "Test Date", and "Results".



## 3.2 Editing a Student's Health Ed Check Results in PowerSchool

From the PowerSchool homepage, select **“Health Ed Check”** from the side menu options.

- Find the Student whose results need to be edited.
- In the **“Results”** column, select the student's current result.

Health Ed Check Results for Students - 8/14/2020

Change Date:

Staff Results Visitor Results

All Results - 8/14/2020 Results - 8/14/2020 Results - 8/14/2020 Students NOT Certified - 8/14/2020

School	GL	Student	Home Phone	Test Date	Results
GHS	11	Di		08/14/2020	Failed

- Edit the student's answers by using the pull-down options as needed.
- Be sure to change the result.
- Click **“Submit”**

Health Ed Check - Edit Results for D

Field	Data
Question 1	Yes
Question 2	No
Question 3	No
Question 4	Yes
Question 5	
Question 6	
Question 7	
Result	Failed

Submit





### 3.3 Taking a Health Ed Check Assessment for a Student in PowerSchool

From the PowerSchool homepage, select **“Health Ed Check”** from the side menu options.

- Select the **“Students NOT Certified”** tab.
- Find the student whose assessment needs taken and click their name

Health Ed Check

Alerting

SwiftReach SwiftK12

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Health Ed Check

Reset Class Counts

Reports

System Reports

ReportWorks

sqlReports

#### Students NOT Certified - 8/14/2020

Change Date:

Staff Results Visitor Results

All Results - 8/14/2020 Results - 8/14/2020 Results - 8/14/2020 Students NOT Certified - 8/14/2020

School	GL	Student	Home Phone	Home Room
MV K-8	8	A		
MV K-8	8	A		
MV K-8	8	A		

- Ask the student the Health Ed Check questions, and mark their answers for them.
- Click **“Submit”**

1. Do you or your student have a fever of 100.4 F or higher or a sense of having a fever?

☐ Yes ☐ No

---

2. Do you or your student have any of the following symptoms:

- A cough
- Shortness of breath or difficulty breathing
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/runny nose - not related to seasonal allergies
- Unusual fatigue

☐ Yes ☐ No

---

3. Does anyone in your household show any symptom listed above?

☐ Yes ☐ No