



# **Health Ed Check**

User Manual

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

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# 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**

The screenshot shows the PowerSchool SIS Main Menu. The left sidebar contains a navigation menu with categories: Alerting, Functions, Reports, People, Setup, MBA Plugins, and Applications. An arrow points to the 'System' link under the 'Setup' category. The main content area shows a search bar, a 'Current Student Selection (0)' section, and a table with columns for 'A Students' (666) and 'B Students' (663).

The screenshot shows the 'System Settings' page. The left sidebar has an arrow pointing to 'System Settings' under the 'Applications' category. The main content area is a table with columns for 'Reports', 'Scheduling', 'Security', 'Server', and 'State'. An arrow points to the 'System Settings' link in the 'Server' section.

Category	Item	Description
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.
Server	Search Page Contents	Search for content in pages.
	System Logs	Links to system log files and management functions.
State	System Settings	Links to web server information.
	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/SIF Settings	Global Settings for SIF/API 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	Reset backend 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.

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

PowerSchool SIS

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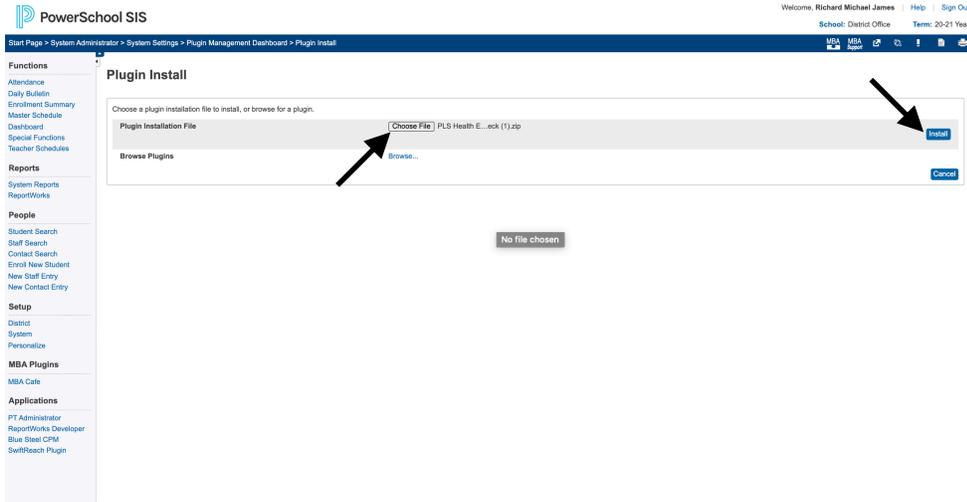
Start Page > System Administrator > System Settings > Plugin Management Dashboard

**Plugin Management Dashboard**

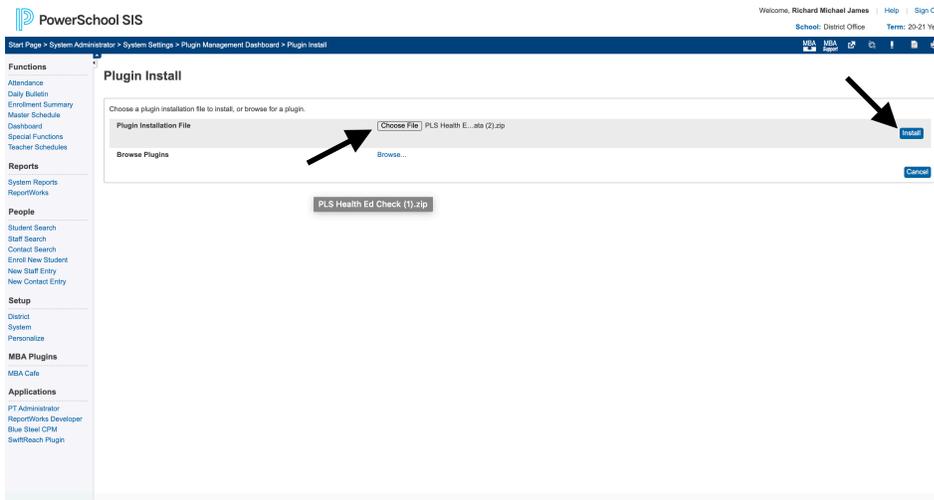
Name	Version	Enable/Disable	Install	Resource Report
1 9.0 Standard Validation	1.0.5	<input type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
2 AET Quick School	1.3	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
3 AET SQL Studio	3.0	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
4 All Enrollments Tabs	4.1.0	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
5 Bell Schedule Header 1.5	1.5	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
6 Blue Steel CPM	1.82	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
7 Cafe Plugin	20.5	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
8 Cafe Plugin - Permission Map	1.1	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
9 Canvas-PowerSchool-API Plugin	10.90	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
10 ClassChoice	1.0	<input type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
11 ClassLink	2.0.0	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
12 Contacts Access Accounts Unchecker	1.0	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
13 Custom Reports Bundle - Attendance	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
14 Custom Reports Bundle - Enrollment	4.1.3	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
15 Custom Reports Bundle - Fees	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
16 Custom Reports Bundle - Grading	4.1.1	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
17 Custom Reports Bundle - Log	4.1.5	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
18 Custom Reports Bundle - Misc	4.1.4	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
19 Custom Reports Bundle - Schedule	4.1.6	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
20 Custom Reports Bundle - Security	4.1.2	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
21 Custom Reports Bundle Base	4.2.1	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
22 Custom Standards Reports	1.0.0	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
23 District Search	2.0 (04/02/2015)	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
24 District Interface for Cafe	1.2	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
25 Email Parents and Students	1.1.7	<input checked="" type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>
26 Evaluation Plugin Editor	1.0	<input type="checkbox"/>	<a href="#">Install</a>	<a href="#">Delete</a>



- 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"/>	Delete
41	Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>	
42	PHM New Student Email Notification	2.1	<input checked="" type="checkbox"/>	Delete
43	PLS Admin Bookmarks	1.0	<input checked="" type="checkbox"/>	Delete
44	PLS Attendance Audit	1.2	<input checked="" type="checkbox"/>	Delete
45	PLS Custom Field List	1	<input checked="" type="checkbox"/>	Delete
46	PLS Custom Report Tabs	1	<input checked="" type="checkbox"/>	Delete
47	PLS Edit Attendance	1.0	<input checked="" type="checkbox"/>	Delete
48	PLS Edit Historical Grades	1.0	<input checked="" type="checkbox"/>	Delete
49	PLS Email Students and Parents	1.0	<input checked="" type="checkbox"/>	Delete
50	PLS Email Teacher Alert V2	2.0	<input checked="" type="checkbox"/>	Delete
51	PLS Enable Parent Winco #10	1.0	<input checked="" type="checkbox"/>	Delete
52	PLS Health Ed Check	1.3	<input checked="" type="checkbox"/>	Delete
53	PLS Health Ed Check Data	1.0	<input checked="" type="checkbox"/>	Delete
54	PLS Mass Print a Student Page	1.0	<input checked="" type="checkbox"/>	Delete
55	PLS My Notes	1.0	<input checked="" type="checkbox"/>	Delete
56	PLS New Student Indicator	1	<input checked="" type="checkbox"/>	Delete
57	PLS PartTime Student Alert	1.0	<input checked="" type="checkbox"/>	Delete
58	PLS PowerScheduler	2.0	<input checked="" type="checkbox"/>	Delete
59	PLS Quicklookup Grade Icon	1.0	<input checked="" type="checkbox"/>	Delete
60	PLS Schedule Teams	2.0	<input checked="" type="checkbox"/>	Delete
61	PLS SchoolForms LettNav Guardian	1	<input checked="" type="checkbox"/>	Delete
62	PLS Tab Navigation	1.1	<input checked="" type="checkbox"/>	Delete
63	PLS Teacher Schedule Shortcut	1.1	<input checked="" type="checkbox"/>	Delete
64	PLS Teacher Verif. Enhancement	1.0	<input checked="" type="checkbox"/>	Delete
65	PLS Wyoming Student Data Check	1.0	<input checked="" type="checkbox"/>	Delete
66	PowerSchool Assessment (Learn More)	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"/>	Delete
69	PowerSchool eFinancePLUS	1.0.0	<input type="checkbox"/>	Delete
70	PowerSchool Learning (Learn More)	1.0.23	<input type="checkbox"/>	
71	PowerSchool Platform	1.0.17	<input type="checkbox"/>	
72	PowerSchool Registration Signature (Learn More)	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 Peds 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 Eds Attendance	1.0	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
48	PLS Eds 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>

[Print Resource Details](#)

**Installed Resources**

- ▶ Data Access Requests
- ▶ PowerQueries

Function	Description
Data Provider Configuration	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 CHS CES EAST GIS NHS HHS 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

**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

- d. 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.
- e. Back in PowerSchool, copy the **“Client Secret”** and paste in to the appropriate box in the Health Ed Check app administration settings.
- f. 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>

- g. 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   
Enter this value in the Login Key field in PowerSchool

**Plugin Settings**

PS Server URL:  ← f

Client ID:  ← d

Client Secret:  ← e

Plugin Status: Valid

← g

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 interface. At the top, there is a blue navigation bar with the text "Health Ed Check" and a dropdown menu containing "Forms", "Users", and "Administration". The "Administration" dropdown is open, showing a list of options: "Search & Modify", "Settings", "Functions", and "SIS Import". An arrow points to the "SIS Import" option. Below the navigation bar, the "Settings" page is visible, featuring a table with the following content:

Settings		Server 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 interface. At the top, there is a blue navigation bar with the text "Health Ed Check" and a dropdown menu containing "Forms", "Users", and "Administration". Below the navigation bar, the "SIS Import" page is visible. The page displays the following information:

- Plugin Status: **valid**
- Last Import: 8/12/20 2:00 AM
- Import Students
- Import Staff
- 

Arrows point to the "Import Students" and "Import Staff" checkboxes, and another arrow points to the "Import" button.



## 1.3 Reset Customizations

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

The screenshot shows the PowerSchool SIS interface. On the left, the 'System' menu item is highlighted with a black arrow. The main area displays the 'Start Page' with a search bar, a 'Current Student Selection (0)' dropdown, and a 'What's New' section.

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.
<b>Applications</b>	<b>Reports</b>	
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 Emailer	<b>Scheduling</b>	
ReportWorks Developer	Copy Master Schedule	Copies the master schedule (sections) from one year to another.
<b>Administrator</b>	Teacher Maximum Load Setup	Creates and Loads Teacher's Daily Load Counts.
Customizations	<b>Security</b>	
DDA	Access to Page Permissions	Turn page permissions on or off.
Grade Scales	Field Level Security	View the status of loaded field level security rules and create, update or remove rules.
GPA Calculations	Groups	Define security group rights and privileges.
Permanently Store Grades	IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Plug-in Management	LDAP Directory Setup	Configure PowerSchool to authenticate via an LDAP directory server.
Quick Import	LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server.
Schools	Locked Accounts	View and unlock accounts which have been locked out due to multiple failed sign in attempts.
Special Operations	Mass Assign/Remove User Access Roles	Mass assign/remove User Access roles to selected staff.
<b>District Web Links</b>	Password Rules Management	Set the complexity, reuse, and expiration rules for passwords.
District Website	Report of Invalid Sign In Attempts	Report of Unsuccessful 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.
	<b>Server</b>	
	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.



School Starts on August 17, 2020

Start Page > System Administrator > System Settings

### System Settings

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

- Deselect the checkbox and click “Submit”
- Select the checkbox and click “Submit”

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

School: [Icons] 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**

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

School: [Icons] School Term: 20-21 Year

Start Page

THIS IS A TEST: Show this Security Message

Students | Staff and Teachers | Parents

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

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 Name Select Function [?]

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 Referrals
- P.S. Emailer
- ReportWorks Developer

Administrator

- Customizations



- 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

### System Administrator

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

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

- 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

### Special Operations

Option	Value
Operation	Rebuild custom page links
Param 1	<input type="text"/>
Param 2	<input type="text"/>
Code	<input type="text"/>



## 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.



- 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.

Health Ed Check Forms Users Administration Sign Out

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:	<input type="text" value="0"/> 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.
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	<input type="text" value="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**

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a user welcome message for Richard M. James, and links for My Notes, Help, and Sign Out. A red banner indicates the school start date as August 17, 2020. The main content area is titled "Health Ed Check Settings" and contains a table with the following rows:

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

Annotations on the screenshot:

- a**: Points to the "Health Ed Check URL" text input field.
- b**: Points to the "Show Parent/Student Menu Option" checkbox.
- c**: Points to the "Auto Login Key from Health Ed Check" text input field.
- d**: Points to the "Submit" button.
- e**: Points to the "Show Parent/Student Menu Option" checkbox.
- f**: Points to the "Submit" button.

The left sidebar contains a navigation menu with categories: 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), and Applications (Custom Page Mgmt, PowerLunch, IIT Administrator, SAP Referrals, PLS Emailer, ReportWorks Developer).

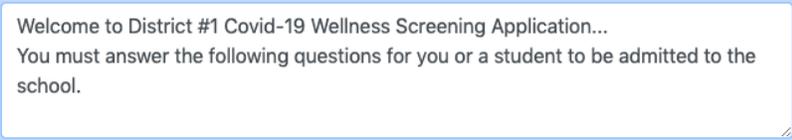


## Section 2: Forms

### 2.1 Create a Form

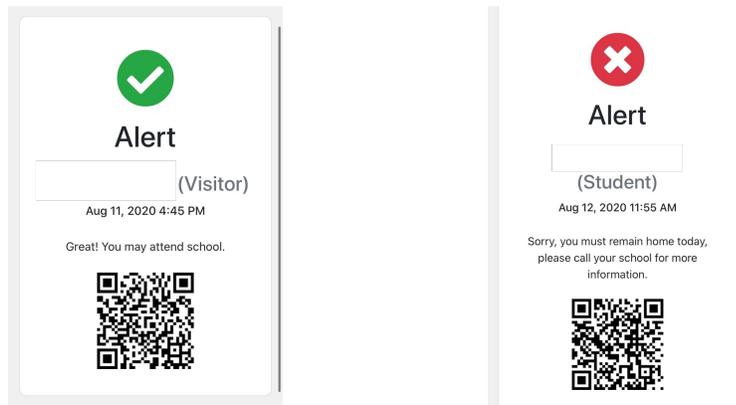
- a. Go to your district's Health Ed Check website
- b. Login
- c. From the blue menu bar, select "**Forms**"
- d. Select the green plus icon to create a new form. 
- e. Select the "**Active**" checkbox to make the online assessment available for all students, staff, and/or visitors to take. (Only one form may be active at a time.)
- f. In the "**Name**" field, enter the title of the form you wish to create.
- g. 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.
- h. Enter in a welcome message and assessment instructions in the "**Instructions**" field.

#### Form

Form	
Active	<input checked="" type="checkbox"/>
Name	2020 Covid-19 Screening
Availability	<input checked="" type="checkbox"/> Limit Availability From: 4:00 am To: 9:00 pm Hours users may submit the form
Instructions	h. 
Passing Message	Great! You may attend school.
Failing Message	Sorry, you must remain home today, please call your school for more information.



- 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

- a. Select the **Questions** Link, this will open a page where the test questions can be created.
- b. Select the green plus icon to create a new question.
- c. 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:	<p>Does your student have any of the following symptoms:</p> <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 – not related to seasonal allergies</li> <li>- Unusual fatigue</li> </ul> <p><small>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</small></p>
<p style="text-align: center;"> <input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="checkbox"/> Confirm Delete         </p>	

- d. 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>

- e. 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”.





## 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”

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:	<input type="text" value="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

<b>Time Zone Offset:</b>	<input type="text" value="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.
<b>Auto Import Data</b>	<input type="checkbox"/> Import Students and Staff nightly
<b>No QR Code</b>	<input type="checkbox"/> Do not display QR code with form results
<b>Auto Login Key</b>	<input type="text" value="89EF6114"/> <span style="background-color: #0070c0; color: white; padding: 2px 5px;">Generate Login Key</span> <small>Enter this value in the Login Key field in PowerSchool</small>
<b>Plugin Settings</b>	
<b>PS Server URL:</b>	<input type="text" value="https://pls2.clgpctest.com/"/> <small>Must begin with https://</small>
<b>Client ID:</b>	<input type="text"/>
<b>Client Secret:</b>	<input type="text"/>
<b>Plugin Status:</b>	<b>Valid</b>

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

- a. Select **SIS Import** on the **Administrations** drop-down menu.
- b. Select **Import Students**, and **Import Staff**.
- c. 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 for the Health Ed Check Results for Students on 8/14/2020. The page includes a navigation menu on the left with options like Attendance, Discipline Referrals, and Reports. The main content area features a 'Change Date' input field, buttons for 'Staff Results' and 'Visitor Results', and a tabbed interface with four tabs: 'All Results - 8/14/2020', 'Results - 8/14/2020' (selected), 'Results - 8/14/2020', and 'Students NOT Certified - 8/14/2020'. Below the tabs is a table with columns for School, GL, Student, Home Phone, Test Date, and Results.

PowerSchool SIS

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

School: DO SJHS JES EAST PHS NHS HMS Term: 20-21 Year

Health Ed Check

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
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## 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

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	<span style="color: red;">●</span> 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

Health Ed Check - Edit Results for D

Field	Data
Question 1	Yes <input type="button" value="v"/>
Question 2	No <input type="button" value="v"/>
Question 3	No <input type="button" value="v"/>
Question 4	Yes <input type="button" value="v"/>
Question 5	<input type="button" value="v"/>
Question 6	<input type="button" value="v"/>
Question 7	<input type="button" value="v"/>
Result	Failed <input type="button" value="v"/>

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.

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

The screenshot shows the 'Health Ed Check' interface. On the left is a navigation menu with sections for 'Alerting', 'Functions', and 'Reports'. The main content area is titled 'Students NOT Certified - 8/14/2020'. Below the title is a 'Change Date' field and two buttons: 'Staff Results' and 'Visitor Results'. There are four tabs: 'All Results - 8/14/2020', 'Results - 8/14/2020', 'Results - 8/14/2020', and 'Students NOT Certified - 8/14/2020'. The 'Students NOT Certified' tab is active. A table displays student information:

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

Arrows indicate that 'a' points to the first student's name and 'b' points to the second student's name.

- c. Ask the student the Health Ed Check questions, and mark their answers for them.
- d. 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