



Student File Management

Within PowerSchool students have the ability to receive and return electronic documents from teachers. They also have “Personal working file functionality,” which gives them the ability to work from any computer on documents that are works in progress.

Retrieving a Teacher Hand-Out

While logged in, select “class files,” select your class, then teacher hand outs will display.

Period	Course Name	Teacher	Room
1(A)	Computer Applications	Jaeko, Sharon L.	202
1(A)	Ceramics 1A	Jones, Robert M.	118
2(A)	Algebra I S1	Siegmund-Roach, Sherilyn	230
2(A)	Spanish I S2	Kinson-Blackwelder, Ivonete	135
3(A)	Spanish I S1	Kinson-Blackwelder, Ivonete	135
3(A)	Algebra I S2	Siegmund-Roach, Sherilyn	230
4(A)	Earth Sci 1	Fitzpatrick, Dawn	221
4(A)	Earth Sci 2	Fitzpatrick, Dawn	221
5(A)	English 9 S1	Grey, Bethany E	122
5(A)	English 9 S2	Grey, Bethany E	122
6(A)	9th Health	Miller, Deborah	123
6(A)	Fundmnts of Phys Ed	Nicholia, Craig L.	GYM

Hand In Files
Personal Working Files

Computer Applications

File Name	Description	Size
Airplane Ride over City.JPG		377 kB
Apply 1-1 Autumn Fest Flyer Unformatted.docx		10.2 kB
Barn and Silo.jpg		253 kB
Bradford Pear in Bloom.JPG		231 kB
Extend 1-1 Baseball Sign Ups Flyer.docx		65.6 kB
Fall Harvest.jpg		335 kB
Horse and Rider.jpg		287 kB
Lake at Sun...		754 kB
Make It Right Flyer.docx		
Paddle Boat		

Select your document. You will need to save this document on your desktop or in a folder, so you can easily locate it when you are ready to upload it into your “working files” or into a teacher’s “drop box.”

Placing Documents into “Personal Working Files”

Click on “Personal Working Files”

Back to Hand-Outs

Click on the plus sign to browse your computer for your document.

Name	Size	Uploaded

Quota: 10M, Used: 36K

Choose File:



You will now see your document in your working file. Please note that you cannot transfer a document from your working file directly into a Teacher's drop box. Once your working document is finished, save it to your computer, then upload to a drop box. As demonstrated down below.

Back to Hand-Outs

Name	Size	Uploaded
science.doc	28K	2009/08/21 02:14:45 pm

Quota: 10M, Used: 36K

Turn in a document to a drop box

2

Period	Course Name	Teacher	Room
1(A)	Computer Applications	Jaekke, Sharon L.	202
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1. Select "hand in files"
2. Then select the class that it needs to be turned in.
3. Select the appropriate drop box.

Computer Applications

1

Hand In Files
Personal Working Files

3

- Drop Boxes
- 1-1 Airplane Rides Flyer
 - 1-1 Autumn Fest Flyer
 - 1-1 Baseball Sign Up Flyer
 - 1-1 Grand Reopening Flyer
 - 1-1 Learn To Ride Flyer
 - 1-1 New York Tour Flyer
 - 1-2 Nursery Expansion Flyer
 - 1-2 Property Advertisement Flyer
 - 1-3 Cabin Rentals Flyer
 - 1-3 Sale of Business Flyer
 - 1-4 Flyer that Advertises You

4

4. Browse to find your document, then click "hand in."

1-1 Airplane Rides Flyer

Choose File: