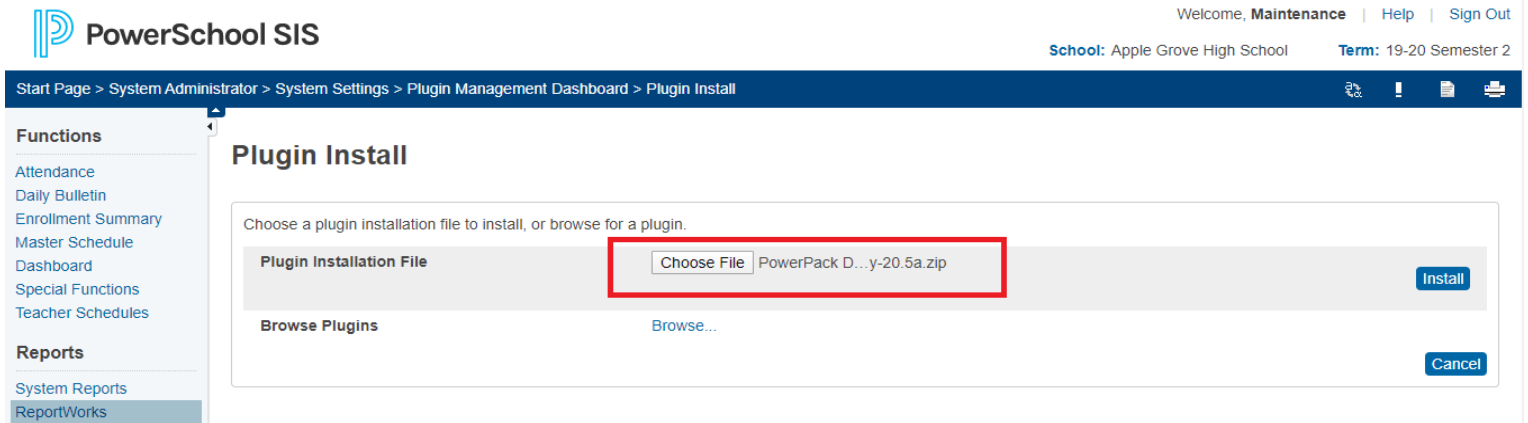


Digital Document Delivery

PowerSchool Student Information System

Login to your PS SIS Application

- Please login to your PS SIS Application.
- Once you have logged in, please navigate to **Start Page > System Administrator > System Settings > Plugin Management Dashboard**.
- On the Plugin Management Dashboard Page, click on Install and select the “Digital Document Delivery” Plugin zip file.



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool logo, the text 'PowerSchool SIS', and links for 'Welcome, Maintenance', 'Help', and 'Sign Out'. Below this, a breadcrumb trail reads 'Start Page > System Administrator > System Settings > Plugin Management Dashboard > Plugin Install'. The left sidebar contains a 'Functions' menu with items like Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, and Teacher Schedules, as well as a 'Reports' menu with System Reports and ReportWorks. The main content area is titled 'Plugin Install' and contains the instruction 'Choose a plugin installation file to install, or browse for a plugin.' Below this is a 'Plugin Installation File' section with a 'Choose File' button and the filename 'PowerPack D...y-20.5a.zip'. To the right of this section is an 'Install' button. Below the 'Plugin Installation File' section is a 'Browse Plugins' section with a 'Browse...' button. At the bottom right of the main content area is a 'Cancel' button.

- After selecting the Plugin, please click on **Install** button. The version of the Plugin would be **20.5a**.
- Now Enable the Plugin after it gets successfully installed.

Plugin Management Dashboard

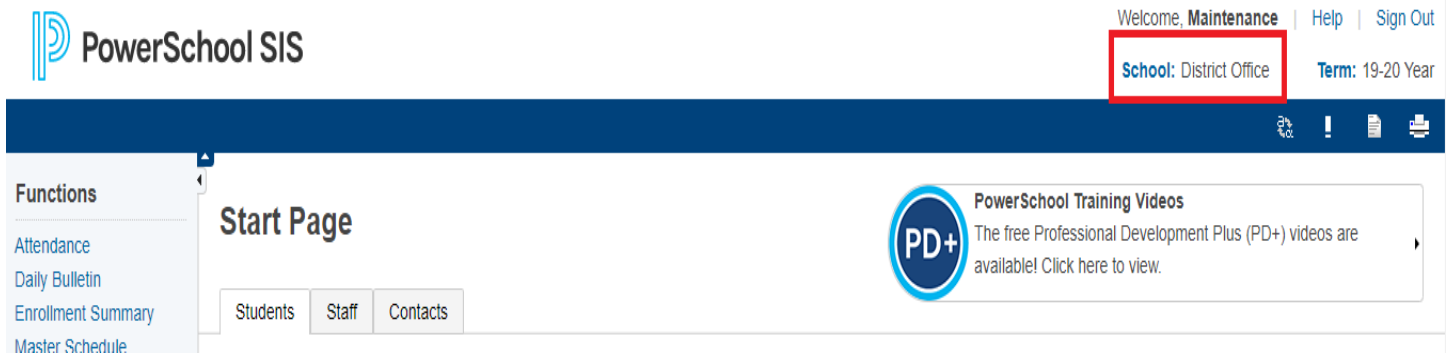
✓ Plugin successfully enabled

⚠ Restart the ReportWorks Services in order for these changes to take effect in ReportWorks.

Installed Plugins

				Install	Resource Report
Name	Version	Enable/Disable	Actions		
1 AngularJS Build Email Lists	19.0.29	<input checked="" type="checkbox"/>	Delete		
2 Electronic Attendance Audit (Common)	1.0.0 (Hidden)	<input type="checkbox"/>			
3 JCISD Contact DAT Builder	1.3.2	<input checked="" type="checkbox"/>	Delete		
4 Learn More	1.0.2	<input type="checkbox"/>	Delete		
5 Pearson Digital Learning Platforms	1.0	<input type="checkbox"/>			
6 PowerData	0.1.2	<input checked="" type="checkbox"/>	Delete		
7 PowerPack Document Delivery	20.5a	<input checked="" type="checkbox"/>	Delete		
8 PowerPack Enhanced PowerLunch	20.3	<input checked="" type="checkbox"/>	Delete		

- Navigate back to Start Page. Select **“District Office”** as **“School”**.



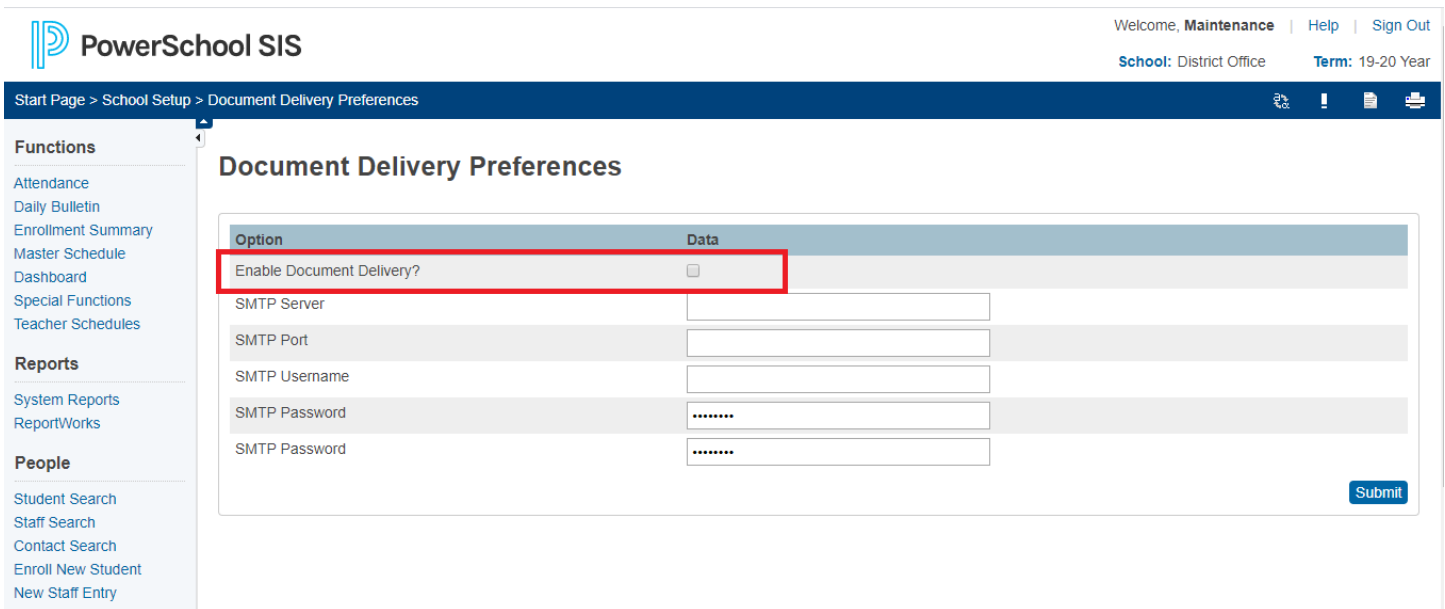
The screenshot shows the PowerSchool SIS Start Page. At the top right, the user is logged in as 'Maintenance'. Below this, the 'School' is set to 'District Office' and the 'Term' is '19-20 Year'. The main content area is titled 'Start Page' and includes tabs for 'Students', 'Staff', and 'Contacts'. On the left, there is a 'Functions' menu with links to 'Attendance', 'Daily Bulletin', 'Enrollment Summary', and 'Master Schedule'. On the right, there is a 'PowerSchool Training Videos' section with a 'PD+' icon and text stating that free Professional Development Plus (PD+) videos are available.

- Now, navigate to **“Start Page > District > Document Delivery”** which will be under **“District Information”**.

District Information

District Info	Define names and general information for the district.
Districts of Residence	Define incoming student district information.
Document Delivery	Configure document delivery preferences for this district
Miscellaneous	Define miscellaneous settings.
Schools/School Info	Create and define schools.
Sign In Screen Custom Message	Enter custom messages on PowerSchool sign in screens.
Student Numbers	Manage student numbers for the district.
District Logo	Select logo to be shown on the course based report card (Please note: This setting is only applicable when you select "District Office" from the school drop down).
District Alert Setup	Enable/Disable student alerts for this district.(Please note: This setting is only applicable when you select "District Office" from the school drop down.)

- Click on **"Enable Document Delivery"** option on the **"Document Delivery Preferences"** page.




The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool logo, the text "PowerSchool SIS", and user information: "Welcome, Maintenance | Help | Sign Out". Below this, it shows "School: District Office" and "Term: 19-20 Year". The breadcrumb trail reads "Start Page > School Setup > Document Delivery Preferences". On the left, a sidebar lists various functions and reports. The main content area is titled "Document Delivery Preferences" and contains a table with two columns: "Option" and "Data". The first row, "Enable Document Delivery?", has a checkbox in the "Data" column, which is highlighted with a red box. Below this are five rows for SMTP settings: SMTP Server, SMTP Port, SMTP Username, SMTP Password, and SMTP Password, each with a corresponding input field. A "Submit" button is located at the bottom right of the form.

Option	Data
Enable Document Delivery?	<input type="checkbox"/>
SMTP Server	<input type="text"/>
SMTP Port	<input type="text"/>
SMTP Username	<input type="text"/>
SMTP Password	<input type="password"/>
SMTP Password	<input type="password"/>


Submit

- Enter the details on the other fields and click on Submit. You can leave the SMTP Server, Port fields blank.
- Go back to the Start Page and Enable it for every school.
- Select the School for which you want to Enable it.


PowerSchool SIS


Welcome, **Maintenance** | [Help](#) | [Sign Out](#)

School: Apple Grove High School **Term:** 19-20 Year


PowerSchool Training Videos
The free Professional Development Plus (PD+) videos are available! Click here to view.

Start Page

[Students](#) [Staff](#) [Contacts](#)

 ☐ **Advanced** ☐ **Include Remote Enrollments** [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


9 10 11 12 M F All [Stored Searches](#) [Stored Selections](#)

Functions
[Attendance](#)
[Daily Bulletin](#)
[Enrollment Summary](#)
[Master Schedule](#)
[Dashboard](#)
[Special Functions](#)
[Teacher Schedules](#)
Reports
[System Reports](#)
[ReportWorks](#)

- Navigate to **School > Document Delivery (Under General)**

General


Activities Setup	Define school specific extra-curricular activities.
Balance Alert	Define cutoffs for fee and lunch balance alerts.
Boundary	Define the geographical boundary for this school.
Document Delivery	Configure document delivery preferences for this school
Email Lists Preferences	Preferences for controlling Build Email Lists pages (in PowerSchool Admin, PowerTeacher and PowerTeacher Pro)


PowerSchool SIS

Welcome, **Maintenance** | [Help](#) | [Sign Out](#)

School: Apple Grove High School **Term:** 19-20 Year

Start Page > School Setup > Document Delivery Preferences


PowerSchool Training Videos
The free Professional Development Plus (PD+) videos are available! Click here to view.

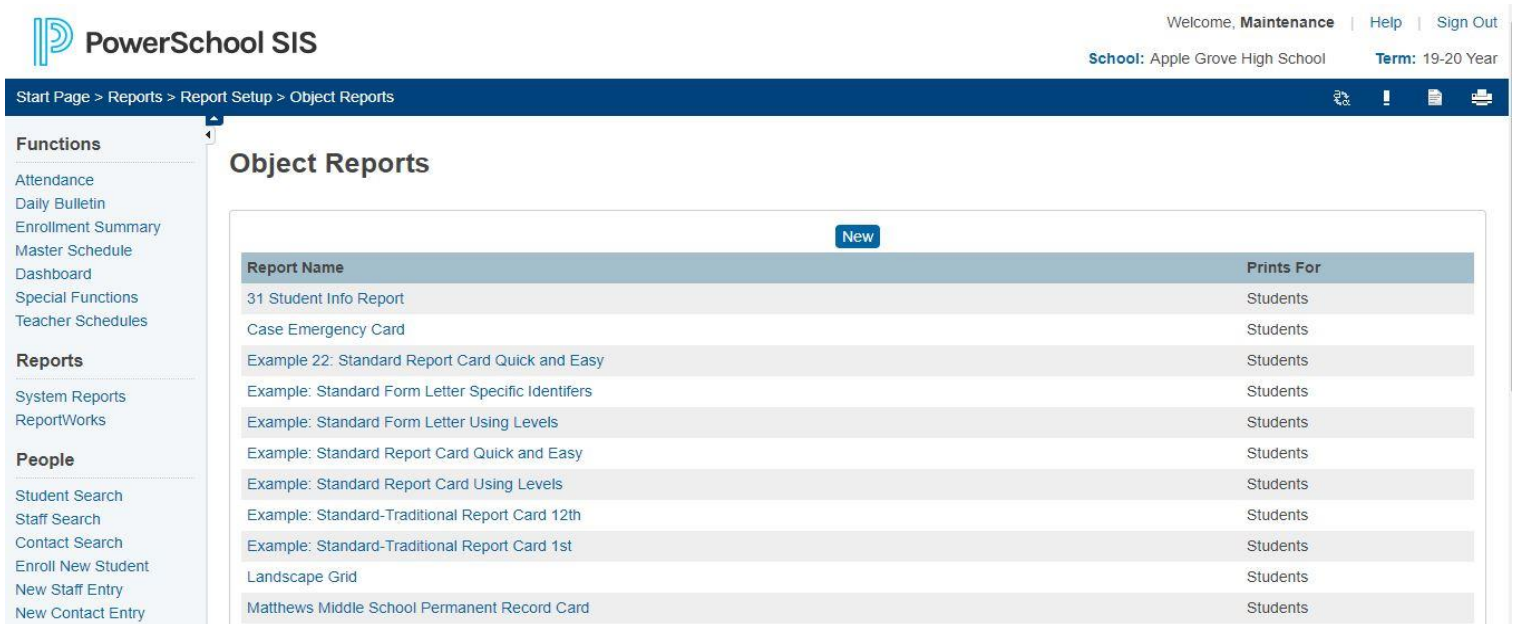
Document Delivery Preferences

Option	Data
Enable Document Delivery?	<input type="checkbox"/>
E-Mail Subject?	<input type="text"/>
E-Mail Body?	<div></div>

[Submit](#)

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](#)

- Enable the checkbox next to **“Enable Document Delivery?”** option.
- Enter the Email Subject and Email Body. The Email body can contain any information related to Attendance of the student, Report Card etc.
- It needs to be set up at every school and you can change it at any time.
- Now you have to enable Digital Document Delivery for **“Object Reports”**. For that navigate to [Start Page > Reports > Report Setup > Object Reports](#).



PowerSchool SIS

Welcome, **Maintenance** | [Help](#) | [Sign Out](#)

School: Apple Grove High School **Term:** 19-20 Year

[Start Page > Reports > Report Setup > Object Reports](#)

Object Reports

[New](#)

Report Name	Prints For
31 Student Info Report	Students
Case Emergency Card	Students
Example 22: Standard Report Card Quick and Easy	Students
Example: Standard Form Letter Specific Identifiers	Students
Example: Standard Form Letter Using Levels	Students
Example: Standard Report Card Quick and Easy	Students
Example: Standard Report Card Using Levels	Students
Example: Standard-Traditional Report Card 12th	Students
Example: Standard-Traditional Report Card 1st	Students
Landscape Grid	Students
Matthews Middle School Permanent Record Card	Students

- Select the **Object Report** for which you want to Enable it.
- Click on **“Enable Doc Delivery”** option.

Welcome, **Maintenance**

[Help](#)
[Sign Out](#)

School: Apple Grove High School

Term: 19-20 Year

Start Page > Reports > Report Setup > Object Reports > Object Report: 31 Student Info Report

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Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry
New Contact Entry

Object Report: 31 Student Info Report

New Object: Text Line Box Circle Transcript Standard Fee List Picture Sequence

Enable Doc Delivery

#	Label	Object Type	Object Info	Layer	Page
1.	Student Photo	Photo	Student Photo, Shrink to Fit - proportional, Box coordinates: (7.0,0.4) to (8.0,1.25)	0	
2.	Horizontal Lines	Repeating Horiz Line	Length: 7", Starting point: (0.5,1.5), Repeat: 2 times, Vert Change: 0.25"	0	
3.	Vertical Lines	Repeating Vert Line	Length: 0.5", Starting point: (0.5,1.5), Repeat: 7 times, Horiz Change: 1"	0	
4.	Column Headings	Text	Position: (0.55,1.72), Size: 12, Line Height: 14 GradeAgeLockerLock CombHomeroomEntry DateExit Date	0	
5.	Heading	Text	Position: (0.5,0.5), Size: 16, Line Height: 18 ^(schoolname) Student info for: ^(first_name) ^(last_name)	0	
6.	Heading	Text	Position: (0.5,0.5), Size: 16, Line Height: 18 ^(schoolname) Student info for:	0	

- You will be able to see a new Label **"000.SPLITTER.KEY"**. It is added to the Object Report. The Setup is complete.

Welcome, **Maintenance**

[Help](#)
[Sign Out](#)

School: Apple Grove High School

Term: 19-20 Year

Start Page > Reports > Report Setup > Object Reports > Object Report: 31 Student Info Report

Functions

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People

Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry

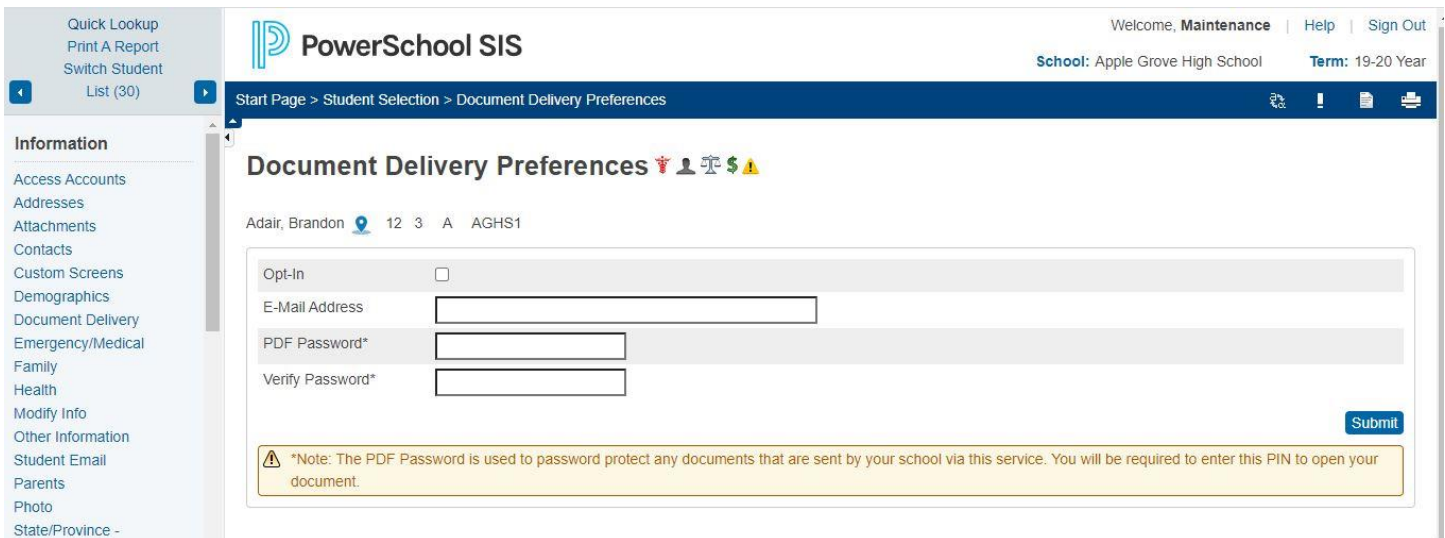
Object Report: 31 Student Info Report

New Object: Text Line Box Circle Transcript Standard Fee List Picture Sequence

#	Label	Object Type	Object Info	Layer	Page
1.	000.SPLITTER.KEY	Colored Text	Position: (0.1,0.1), Color: white ***studentid=~([students]jd)***	0	All
2.	Student Photo	Photo	Student Photo, Shrink to Fit - proportional, Box coordinates: (7.0,0.4) to (8.0,1.25)	0	
3.	Horizontal Lines	Repeating Horiz Line	Length: 7", Starting point: (0.5,1.5), Repeat: 2 times, Vert Change: 0.25"	0	
4.	Vertical Lines	Repeating Vert Line	Length: 0.5", Starting point: (0.5,1.5), Repeat: 7 times, Horiz Change: 1"	0	
5.	Column Headings	Text	Position: (0.55,1.72), Size: 12, Line Height: 14 GradeAgeLockerLock CombHomeroomEntry DateExit Date	0	
6.	Heading	Text	Position: (0.5,0.5), Size: 16, Line Height: 18 ^(schoolname) Student info for: ^(first_name) ^(last_name)	0	

Sending Email to Students


- Every Student has “Document Delivery” option.
- To enable it for a student, select the student at the Start Page and click on “**Document Delivery**” under “**Information**”.
- Enable the “Opt-In” checkbox. This Allows the Administrator to opt in that student, enter the email addresses (email addresses are comma (,) separated) and set the password for the pdf document so that it is password protected.



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes 'Welcome, Maintenance', 'Help', and 'Sign Out'. The school name 'Apple Grove High School' and the term '19-20 Year' are displayed. The breadcrumb trail is 'Start Page > Student Selection > Document Delivery Preferences'. The left sidebar lists various information categories, with 'Document Delivery' highlighted. The main content area is titled 'Document Delivery Preferences' and shows details for 'Adair, Brandon' (ID 12 3 A AGHS1). The form includes an 'Opt-In' checkbox, an 'E-Mail Address' field, a 'PDF Password*' field, and a 'Verify Password*' field. A 'Submit' button is located at the bottom right. A yellow warning box at the bottom states: '*Note: The PDF Password is used to password protect any documents that are sent by your school via this service. You will be required to enter this PIN to open your document.'

Example- The multiple email address can be entered as- abc@gmail.com, xyz@yahoo.com

- This is done at the Admin Portal. Parents also have an option to opt in through parent portal.
- To “opt in” from **Public Portal (Parent Account)**, parent/guardian need to log in to the **Public Portal**.


PowerSchool SIS

Welcome, **John Adair** | [Help](#) | [Sign Out](#)

Brandon


Navigation

- Grades and Attendance
- Grade History
- Standards Based Report Card
- Course Based Report Card
- Student Transcript
- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin

Grades and Attendance: Adair, Brandon

Grades and Attendance AGHS1
Grades and Attendance CHMS
Grades and Attendance AGHSS
Standards Grades

Exp	Last Week					This Week					Course	Attendance By Class										Absences	Tardies
	M	T	W	H	F	M	T	W	H	F		Q1	Q2	S1	C1	Q3	Q4	S2	Y1				
1(A)	-	-	-	-	-	-	-	-	-	-	Speech Email Lura, Colleen R - Rm: 115	C 74	C+ 78	C		A- 93	A- 95	A- 94	B 85	0	0		
1(A-B)	-	-	-	-	-	-	-	-	-	-	Algebra Email Vigen, Robert R - Rm: 222	[I]	[I]	[I]						0	0		
1(B)	-	-	-	-	-	-	-	-	-	-	Current Affairs Email Manston, Greg T - Rm: 123	C 74	D 64	D+		C 73	D+ 69	C- 71	C- 70	0	0		
2(A)	-	-	-	-	-	-	-	-	-	-	Open Media Email Accatino, Steve - Rm: 141	A 100	D+ 67	B						0	0		
2(B)	-	-	-	-	-	-	-	-	-	-	Chamber Singers Email Berndt, Gordie E - Rm: 315	F 22	F 19	F						0	0		


PowerSchool SIS

Welcome, **John Adair** | [Help](#) | [Sign Out](#)

Brandon

Navigation

- Grades and Attendance
- Grade History
- Standards Based Report Card
- Course Based Report Card
- Student Transcript
- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin

General Notifications | Document Delivery

Document Delivery Preferences for Adair, Brandon

Opt-In ☐

E-Mail Address

PDF Password*

Verify Password*

Submit

*Note: Optional. The PDF Password is used to password protect any documents that are sent by your school via this service. You will be required to enter this password to open your document if a password has been entered.

- Enter the Email Address in which you want to receive the document.
- Now select the students to whom you want to send the documents at the Start Page (In Admin Portal).

Functions

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Master Schedule
Dashboard
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ReportWorks

People

Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry
New Contact Entry

Start Page

Students **Staff** Contacts



PowerSchool Training Videos

The free Professional Development Plus (PD+) videos are available! Click here to view.

☐ Advanced ☐ Include Remote Enrollments [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

9 10 11 12 M F All [Stored Searches](#) [Stored Selections](#)

Current Student Selection (2)

Student	Student Number	Grade Level	Date of Birth
Adair, Brandon	3	12	12/12/2002
Adams, Corby	4	10	10/1/2004

[Select By Hand](#) [Print Reports](#)

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- After selecting the student, select “Print Reports” in the Group Function drop-down.
- Once you have run the “**Object Report**” for which you Enable the Digital Doc Delivery, you will be able to see an “**Email Icon**” next to that Report.

Start Page > Report Queue (System) - My Jobs

Functions

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System Reports
ReportWorks

People

Student Search
Staff Search
Contact Search
Enroll New Student

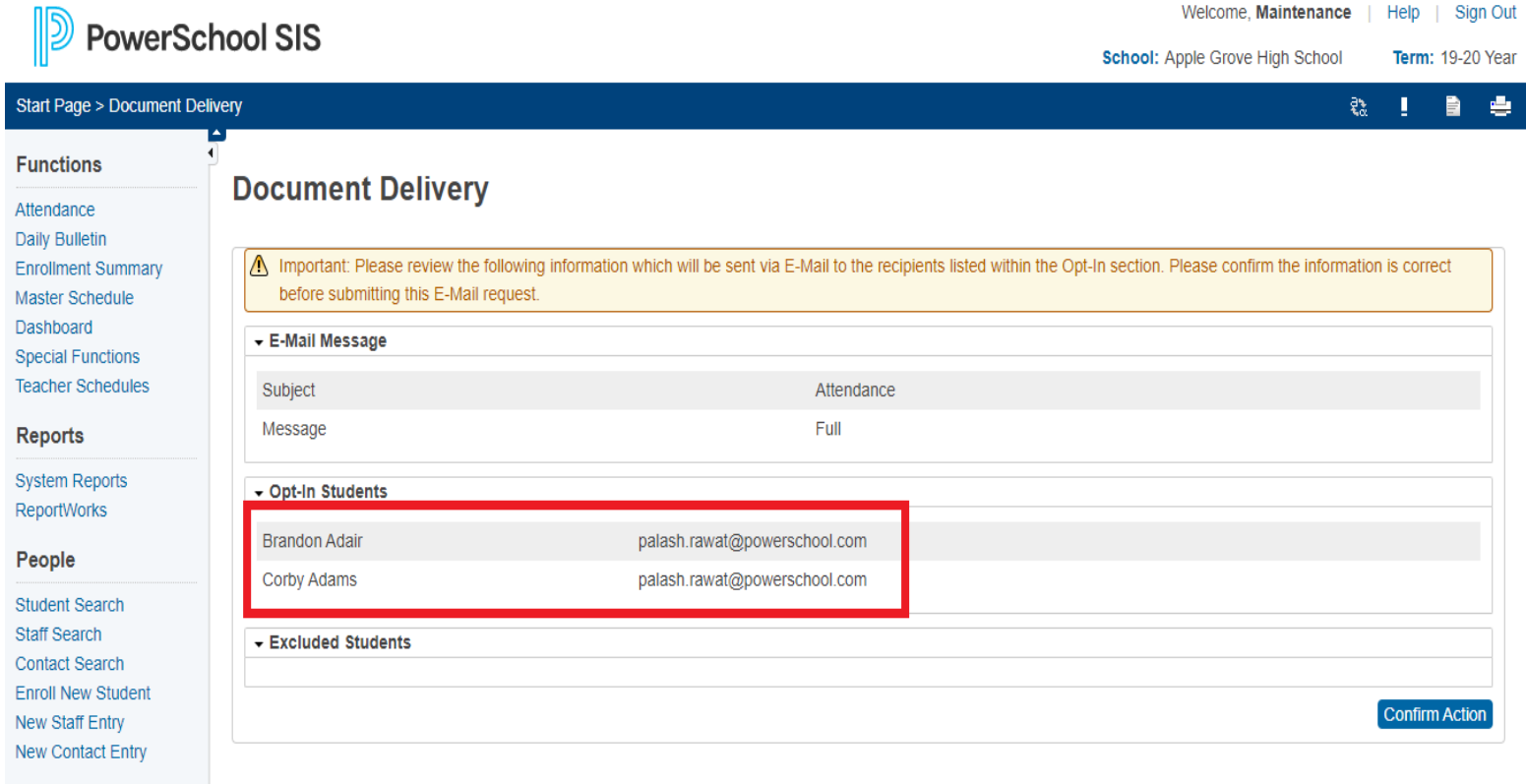
Report Queue (System) - My Jobs

System **ReportWorks**

[Refresh](#)

Created	Job Name	Started	Ended	Status	
05/29/2020	31 Student Info Report	05/29/2020 04:38 AM	05/29/2020 04:38 AM	Completed	View
05/29/2020	31 Student Info Report	05/29/2020 04:30 AM	05/29/2020 04:30 AM	Completed	View
05/29/2020	Sample - HS Report Card	05/29/2020 04:27 AM	05/29/2020 04:27 AM	Completed	View
05/28/2020	Matthews Middle School Permanent Record Card	05/28/2020 01:27 PM	05/28/2020 01:27 PM	Completed	View
05/28/2020	Matthews Middle School Permanent Record Card	05/28/2020 01:23 PM	05/28/2020 01:23 PM	Completed	View
05/28/2020	Matthews Middle School Permanent Record Card	05/28/2020 01:18 PM	05/28/2020 01:18 PM	Completed	View
05/18/2020	ADA/ADM by Student	05/18/2020 09:52 AM	05/18/2020 09:52 AM	Completed	View

- Click on the “Email Icon”. You will see the below page:-



Start Page > Document Delivery

Welcome, **Maintenance** | [Help](#) | [Sign Out](#)

School: Apple Grove High School **Term:** 19-20 Year

Document Delivery

Important: Please review the following information which will be sent via E-Mail to the recipients listed within the Opt-In section. Please confirm the information is correct before submitting this E-Mail request.

E-Mail Message

Subject	Attendance
Message	Full

Opt-In Students

Brandon Adair	palash.rawat@powerschool.com
Corby Adams	palash.rawat@powerschool.com


Excluded Students

[Confirm Action](#)

- On this Page you will be able to see the “Email Subject” along with the “Email Message” which you have set at the School Level.
- After that you can see the students to whom the report or document will be sent in the emails which were entered in the respective student accounts.





NOTE:- Here it is showing only 1 email address because only 1 was added in the student’s profile. You can add multiple emails (separated by comma).

- Now click on “**Confirm Action**” to send the document. Once the report has processed successfully, you will be able to see the “**E-Mail Successfully Sent!**”.


PowerSchool SIS

Welcome, **Maintenance** | [Help](#) | [Sign Out](#)
School: Apple Grove High School **Term:** 19-20 Year

Start Page > Document Delivery








Functions
Attendance
Daily Bulletin
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System Reports
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People
Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry
New Contact Entry

Document Delivery

 Your report is complete and has been processed!

 Important: Please review the following information which will be sent via E-Mail to the recipients listed within the Opt-In section. Please confirm the information is correct before submitting this E-Mail request.

▼ E-Mail Message

Subject	Attendance
Message	Full

▼ Opt-In Students

Brandon Adair	palash.rawat@powerschool.com	E-Mail Successfully sent!
Corby Adams	palash.rawat@powerschool.com	E-Mail Successfully sent!

▼ Excluded Students

--	--	--

- So the parents would be receiving email from the School from which you sent the email but the email address would be no-reply@powerpack.powerschool.com.


Example- Apple Grove High School

All | Unread | By Date ▼ ↑





▼ Today

Apple Grove High School Attendance Full Digital Document <end>	17:26
Apple Grove High School Attendance Full Digital Document <end>	17:26

Attendance



no-reply@powerpack.powerschool.
To Palash Rawat

17:26

Full

[Digital Document](#)

- In the Email you will be able to see the **“Subject”, “message”** which you set up at the School Level along with a link to the document. Click on the document it will get downloaded. Once downloaded it will prompt you to enter the password which was set to protect it.
- It will be splitting the Students and would be emailing the document to their respective parents on the email addresses which were set in the student’s profiles.

Change Control Table:

Date Released	Author	Version	Updates

Thank You!

For online tutorials regarding PowerPack plugins, please visit: <https://help.powerschool.com/t5/PowerSchool-PowerPack/tkb-p/PowerSchoolPowerPackInstructionalVideos>

(Technical Contacts have access)

Should you have any questions or experience any issues in the future with your deliverable(s) please create a new support ticket so that we can provide assistance. Please also include either the original request or project number.

Requesting Support

PowerSchool has established a support process to ensure a timely response to your maintenance agreement requests. (Monday – Friday; 6:00 AM – 8:00 PM EST) (Excludes PowerSchool Holidays)

Note: Technical Support is only provided to technical contacts

PowerSchool Technical Support:

PHONE: 866-434-6276

EMAIL: Support@PowerSchool.com

CHAT: <https://support.powerschool.com/support/chat.action>

On-Line Case Logging: <https://support.powerschool.com>

Queries: producttailoring@powerschool.com