

## Analytics Administrative Tasks

Setting up custom features in PowerSchool Analytics (PS Analytics) is key in implementing the system in your division or school. In fact, several functions of a PS Analytics site depend on the features set here and therefore cannot be used without completing the setup. Please follow the steps outlined below to take full advantage of your PS Analytics system!

### Map Discipline Codes to Sanction and Category:

After your discipline file has been uploaded to PS Analytics, mapping each discipline code to the appropriate sanction and category will allow student discipline data to display in Analytics Reporting.

- ➔ Verify that your data administrator has uploaded your initial discipline data file to PS Analytics
- ➔ Select the **Discipline** tab located in the Settings module of PS Analytics
- ➔ For each discipline type, select the appropriate Discipline/Sanction and Sanction Category
- ➔ Click **Save** at the top of the screen

Discipline/Sanction	Sanction Category
Half Day or More of In-School Susp...	Suspension
1-10 Days of out of school suspension	Suspension
11-364 days out of school suspension	Suspension

### Establish the Criteria for Student Intervention Eligibility:

PS Analytics allows you to identify students in need of an intervention by defining the criteria your division uses to determine intervention eligibility. To take advantage of this feature, simply update the Intervention Eligibility tab of Settings.

- ➔ Select the **Intervention Eligibility** tab located in the Settings module of PS Analytics
- ➔ Select the eligibility area for which you'd like to establish intervention criteria
- ➔ Click **Add Row** and select the data point that will be used to determine intervention eligibility
- ➔ Use the Operator and Threshold fields to determine what performance range will qualify a student for intervention
- ➔ Add a row for each additional data point as needed, then click **Save**
- ➔ When all rows have been entered, click **Activate** - students eligible for intervention will now be identified based on the criteria set

Discipline	Intervention Programs	Intervention Eligibility	Metrics	Term
	Eligibility Area	Status	<b>Add Row</b>   <b>Delete Row(s)</b>   <b>Social Studies (Inactive)</b>	
	Attendance	Active	Indicator	Operator
	Behavior	Active	History State Assessments	<
	English	Active	Discipline - Suspension	<
	Math	Active	History Grades	<=
	Science	Active	History Letter Grades	=
	Social Studies	Inactive		Threshold ▲

## Add Student Intervention Programs to PowerSchool Analytics:

PS Analytics also allows teachers and other staff to track student interventions. In order to take advantage of this feature, the intervention categories and programs in use will need to be added to the Intervention Programs tab of Settings.

- Select the **Intervention Programs** tab located in the Settings module of PS Analytics
- Click **Add Category** and complete all fields (Hint: Each category can have multiple programs.  
Ex- A category might be "Reading Interventions" and house many different specific intervention programs)
- Select a category, click **Add Intervention Program**, and complete all fields (Hint: Programs may be created at the division or school level using the Published Location field.)
- Be sure to add as many categories and related programs as needed
- Click the **Notification Types** tab to review the methods of communication approved for notifying parents and guardians about interventions


## Create Division Reporting Metrics:

PS Analytics offers snapshot reports that allow for detailed reporting for multiple data points, identifying the performance level of each student. Each snapshot report is based on a metric created at the division level.

- Select the **Metrics** tab located in the Settings module of PS Analytics
- Click **Create** and enter a name for your new metric
- Review the default performance bands listed under Status and customize/add bands as needed
- Select the Add Indicator drop-down and choose the data point that you'd like to include in your metric

Demo | Add Indicator

- Identify the range for each performance band (Hint: This is the range of scores or data that would qualify a student to be placed in this proficiency band)
- Check the box to include this data point in your overview data (Hint: To determine a student's overview performance band, Analytics will use the lowest performance from any indicators included in the overview.)
- Add additional indicators as needed, then click **Save**
- When all indicators have been added, click **Activate** – snapshot reports can now be run for this metric (Hint: Once a metric has been activated, it can no longer be edited)
- Add and activate additional metrics as needed

Status	Math Benchmarks (Remove)
Included In Overview	<input checked="" type="checkbox"/>
Off Track (Red)	$\geq$ <input type="text" value="0"/> to $<$ <input type="text" value="60"/>
	<input type="text"/>
(Remove)	

## Add Reporting Quarters to PowerSchool Analytics:

PS Analytics organizes some data points (including grades, discipline, attendance, and benchmarks) by the quarter in which they occurred. To ensure that data points appear in the appropriate quarter, quarter dates must be added to PS Analytics.

- Select the **Term** tab located in the Settings module of PS Analytics
- Click **Add** and complete all fields for each of the four quarters