

PowerSchool – Automated Rostering Plugin Guide

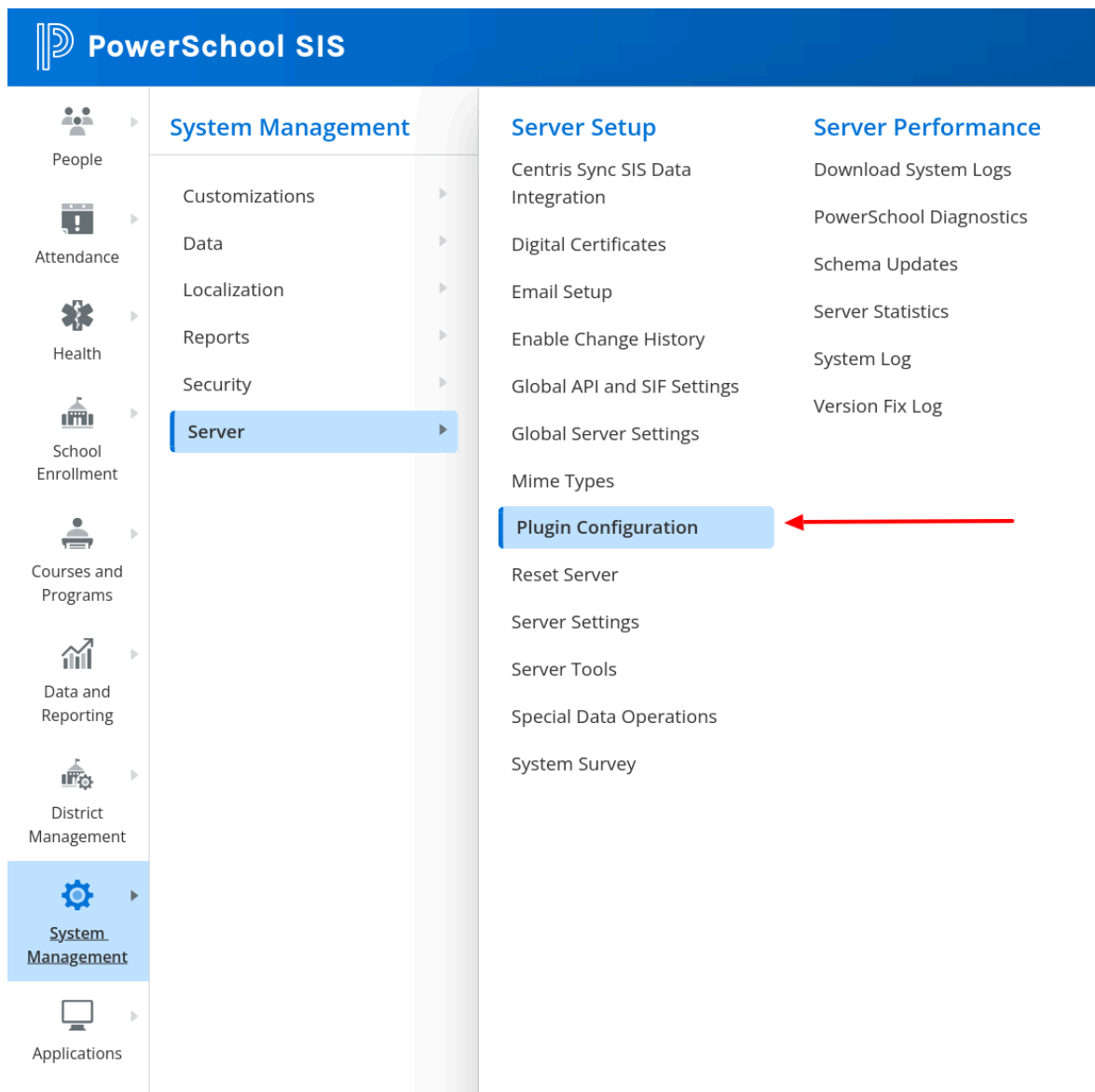
Before Getting Started With the Plugin Installation

1. Please make sure that you have the plugin zip file downloaded to your computer. If you received this file as an email attachment, please be sure to download it to a location on your computer.
2. Please make sure you have PowerSchool version 20.11 or higher running. To check which version of PowerSchool you are running, go to your login screen.
3. ****Special Note** – You are most likely on the latest version of PowerSchool with the 2024 updated user interface. If the screenshots below don't look like your version of PowerSchool, skip to PAGE 8 for plugin installation instructions for older versions of PowerSchool.**

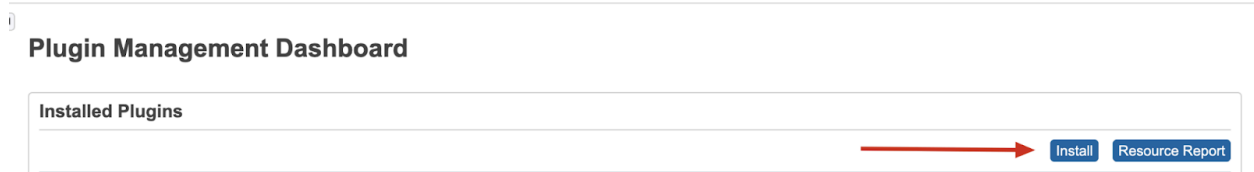
Instructions continued on the next page...

Steps to Install Automated Rostering Plugin for PowerSchool

1. Login to your PowerSchool account as an administrator. In the left hand navigation, under the **“System Management”**, click the **“Server”** link, then click the **“Plugin Configuration”** link.

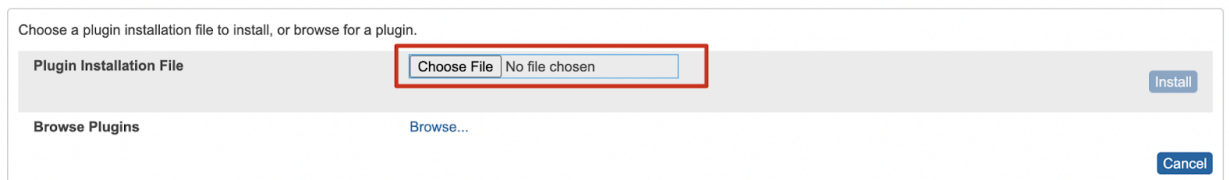


2. From the “**Plugin Management Dashboard**”, click the “**Install**” button.



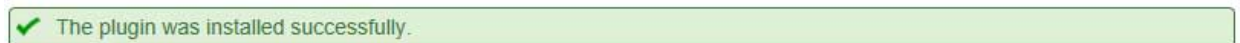
3. From the “**Plugin Install**” page, click on the “**Choose File**” button and select the zip plugin file you received from your computer’s file system.

Plugin Install



4. Once the file path to the plugin is visible in the “choose file” field, Click the “**Install**” button, and the plugin will automatically install. If the installation is successful, you will be taken to the “**Plugin Management Dashboard**” with a green success message displayed.

Plugin Management Dashboard



5. At this point, the plugin is installed, but must still be enabled. To enable the plugin, select the check box on the same line as the plugin:

Plugin Management Dashboard

✓ The plugin was installed successfully.

Installed Plugins

Filter:

Install Resource Report

	Name	Version	Installed/Updated On	Enable/Disable	Actions
1	ABC Company PowerSchool Plugin	1.12	05/17/2024	<input type="checkbox"/>	Delete

6. After selecting the checkbox as instructed in step 6, a window will slide in from the right of your screen (example images below). Review the **“Data Access Requests”** at the top and click the **“Enable”** button at the bottom of this window.

Enable Plugin ✕

Are you sure you want to enable the ABC Company PowerSchool Plugin plugin?

Plugin Content

Please note that this plugin contains content that has not been verified by PowerSchool Group LLC. This includes:

- Data Access Requests
- PowerQueries

Data Access Requests

Enabling this plugin allows it to access the following fields.

Table	Field	Access	Secured
-------	-------	--------	---------

*There is a list of tables and fields that the plugin is requesting access to

District Responsibilities

The District acknowledges that any plugin it downloads for use with the PowerSchool software application ("PowerSchool") to enable a third-party application to access data contained within PowerSchool ("Third-Party Application") is provided by a third party and not PowerSchool Group LLC ("PowerSchool").

The District's use of the plugin and/or Third-Party Application shall be governed by the District's agreement with such third party. The District expressly acknowledges that its installation, use, deployment, or download of a plugin or Third-Party Application is done at the District's sole risk.

The District understands that the use of any plugin or Third-Party Application may allow such items to access, use, transfer, extract, or export personally identifiable data ("PID") of District personnel and students from PowerSchool to Third-Party Applications and that such transfer or export of PID to a Third-Party Application is not governed by the terms of the PowerSchool-Licensed Product Agreement. Any such access, use, transfer, extract, or export of PID from PowerSchool to a Third-Party Application will be exclusively governed by the applicable agreement between the District and the provider of the plugin and/or Third-Party Application.

The District shall be solely responsible for complying with all applicable state and federal laws regarding the disclosure of PID to third parties and PowerSchool shall have no liability, whatsoever, to the District, or any other party, for claims arising from or related to the District's use of any plugin or Third-Party Application.

The District understands that the Database Extension and Page Customization plugin may modify the PowerSchool schema and change application pages. Further, the District shall indemnify and hold PowerSchool and its licensors harmless from and against any loss, damage, liability, claim or expense resulting from Third-Party claims arising from the District's use of any plugin or Third-Party Application.

[Enable](#) [Cancel](#)

The plugin is now installed and you will see the check box indicating it is also now enabled. From the Plugin Management Dashboard, click on the name of the plugin to go to the "**Summary Page**" of the plugin.

Plugin Management Dashboard

✓ Plugin successfully enabled

Installed Plugins

[Install](#) [Resource Report](#)

Filter: <input type="text"/>				
Name	Version	Installed/Updated On	Enable/Disable	Actions
1 ABC Company PowerSchool Plugin	1.12	05/17/2024	<input checked="" type="checkbox"/>	Delete

7. On the “**Plugin Summary Page**”, click the “**Data Provider Configuration**” link.

ABC Company PowerSchool Plugin Setup

General Information

Plugin Name	ABC Company PowerSchool Plugin
Plugin Description	ABC Company Integration
Plugin Version	1.12
Publisher	ABC Company
Publisher Email	support@example.org
Installed By	
Installed/Updated On	05/17/2024
Enabled	True
Update Plugin	Update

[Print Resource Details](#)

Installed Resources

▸ Data Access Requests

▸ PowerQueries

Function	Description
Data Provider Configuration ←	Data Provider configuration

8. After clicking on the “**Data Provider Configuration**” link from the previous step, you will see The “**OAuth Credentials**” that includes your **ClientID** and **Client Secret** .

*Note – If you are on a later version of PowerSchool, you may see the “**Additional Configuration**” section. In this section, please make sure the “**Access Level for v1 APIs**” is set to “**Read Access**” and the “**Maximum Page Size**” is set to **100**, then click “**Submit**”.

Additional Configuration

Access Level for v1 APIs

Read Access ▾

Maximum Page Size

100 (1 - 1000)

⚠


- Increasing the page size may adversely impact performance.
- Maximum Page Size does not apply to PowerQueries

[Submit](#)

9. Next, you will copy the “**Client ID**” and “**Client Secret**” into our configuration.

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	c86wa1c6-8946-78z3-8541-85g486648756
Client Secret	5eaeq908-e669-24ba-e0e5-b6a3ed9bd9qa

OK

In the secure webform that loaded when you clicked on the link from our email, under the heading “**PowerSchool Connection**”, you can now enter the **OAuth Client ID, OAuth Client Secret, and API Endpoint***

*The **API endpoint** is typically **the web address where you login to PowerSchool** (Example <https://yourdistrict.powerschool.com>, or <https://powerschool.yourdistrict.com>)

PowerSchool Instructions

1. Download the [PowerSchool Instructions](#) and [PowerSchool Plugin](#).
2. Follow the downloaded instructions to install the PowerSchool Plugin and receive the API Endpoint, Client ID, and Client Secret.
3. Complete the form below and enter the API Endpoint, Client ID, and Client Secret.

PowerSchool Connection

API Endpoint

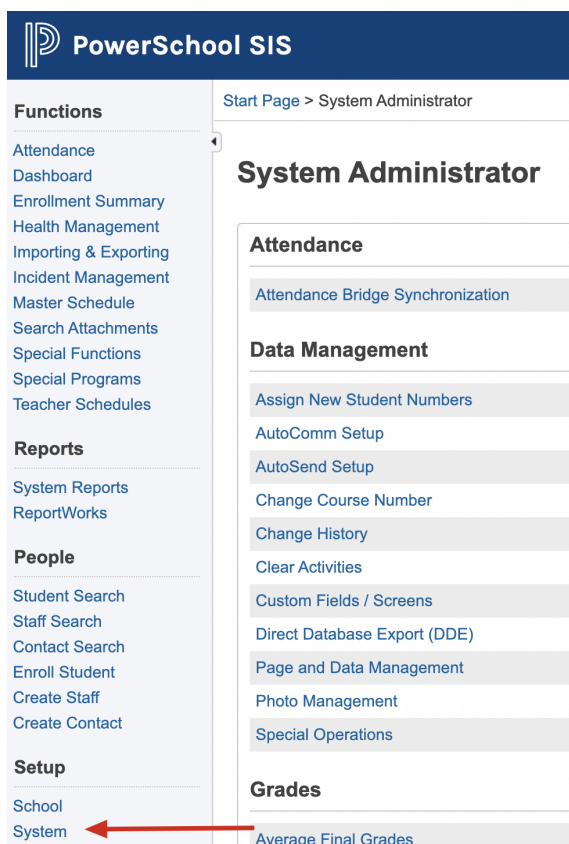
OAuth2 Client ID

OAuth2 Client Secret

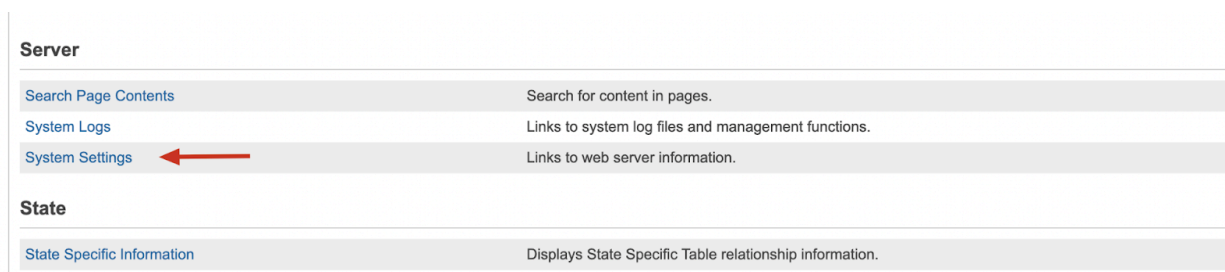
Save Save & Done

Steps to Install Automated Rostering Plugin for PowerSchool (Older PowerSchool Versions)

1. Login to your PowerSchool account as an administrator. In the left hand navigation, under the **"Setup"** section, click the **"System"** link.



2. On the **"System"** page, scroll down to the **"Server"** section, and select the **"System Settings"** link.

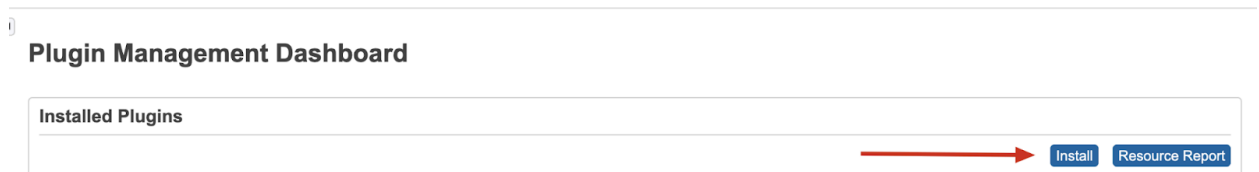


3. On the “**System Settings page**”, select the “**Plugin Management Configuration**” link:

System Settings

Function	Description
Centris Sync	Configure Centris Sync - SIS Data Integration.
Change History Settings	Enable/Disable PowerSchool Change History
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

4. From the “**Plugin Management Dashboard**”, click the “**Install**” button.



5. From the “**Plugin Install**” page, click on the “**Choose File**” button and select the zip plugin file you received from your computer’s file system.

Plugin Install

Choose a plugin installation file to install, or browse for a plugin.

Plugin Installation File	<div>Choose File No file chosen</div>	Install
Browse Plugins	Browse...	Cancel

6. Once the file path to the plugin is visible in the “choose file” field, Click the “**Install**” button, and the plugin will automatically install. If the installation is successful, you will be taken to the “**Plugin Management Dashboard**” with a green success message displayed.

Plugin Management Dashboard

✓ The plugin was installed successfully.

7. At this point, the plugin is installed, but must still be enabled. To enable the plugin, select the check box on the same line as the plugin:

Plugin Management Dashboard

✓ The plugin was installed successfully.

Installed Plugins					Install	Resource Report
Filter: <input type="text"/>						
Name	Version	Installed/Updated On	Enable/Disable	Actions		
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[Enable](#)[Cancel](#)

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Plugin Management Dashboard

 Plugin successfully enabled

Installed Plugins

[Install](#) [Resource Report](#)

Filter:

	Name	Version	Installed/Updated On	Enable/Disable	Actions
1	ABC Company PowerSchool Plugin	1.12	05/17/2024	<input checked="" type="checkbox"/>	Delete

10. On the “**Plugin Summary Page**”, click the “**Data Provider Configuration**” link.

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Plugin Version	1.12
Publisher	ABC Company
Publisher Email	support@example.org
Installed By	
Installed/Updated On	05/17/2024
Enabled	True
Update Plugin	Update

[Print Resource Details](#)

Installed Resources

▸ Data Access Requests


▸ PowerQueries

Function	Description
Data Provider Configuration	Data Provider configuration

11. After clicking on the “**Data Provider Configuration**” link from the previous step, you will see the “**OAuth Credentials**” that includes your ClientID and Client Secret.

OAuth Credentials

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Client ID	c86wa1c6-8946-78z3-8541-85g486648756
Client Secret	5eaeq908-e669-24ba-e0e5-b6a3ed9bd9qa

[OK](#)

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- 2. Follow the downloaded instructions to install the PowerSchool Plugin and receive the API Endpoint, Client ID, and Client Secret.
- 3. Complete the form below and enter the API Endpoint, Client ID, and Client Secret.

PowerSchool Connection

API Endpoint



OAuth2 Client ID



OAuth2 Client Secret



Save

Save & Done