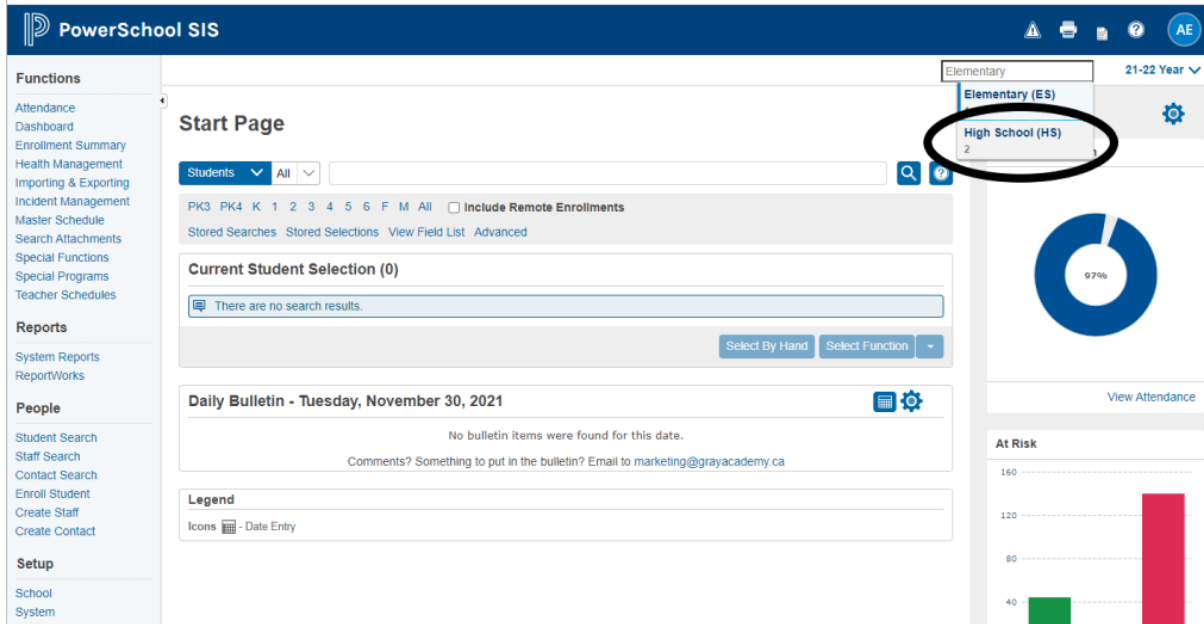


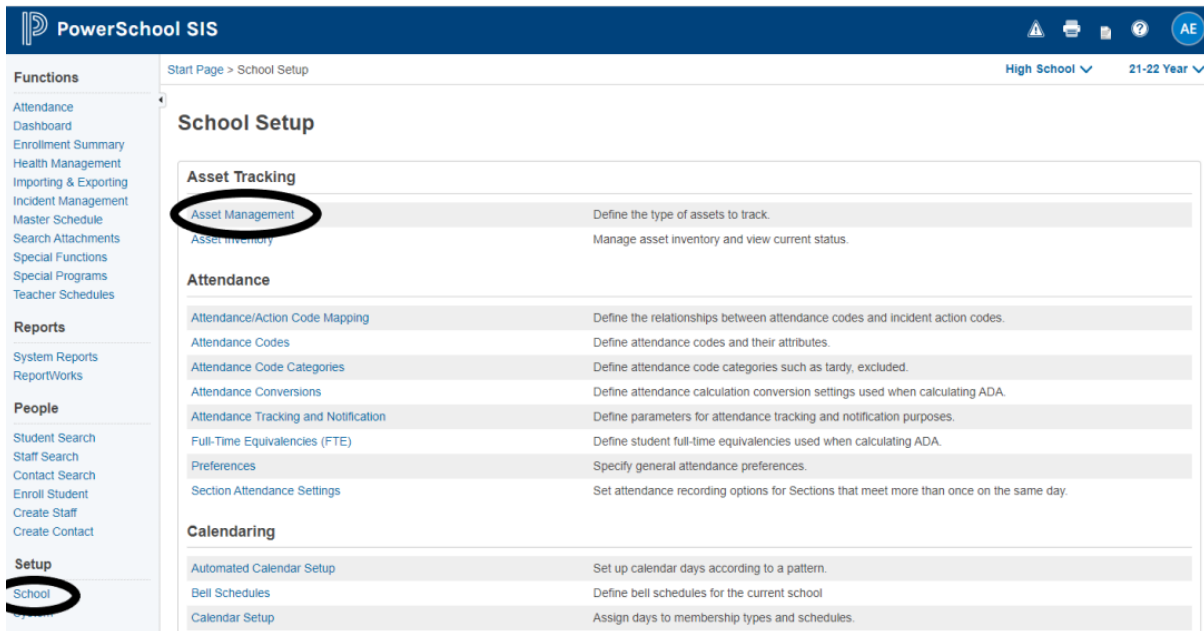
Instructions for Finding ELA Novel Sets in Power School and assigning copies to students

1. Go the Start Page and select High School



The screenshot shows the PowerSchool SIS Start Page. The top navigation bar includes the PowerSchool SIS logo, a user profile icon (AE), and a year selector set to 21-22. A dropdown menu is open, showing 'Elementary (ES)' and 'High School (HS)' with a '2' next to it. The 'High School (HS)' option is circled in black. The main content area is titled 'Start Page' and includes a search bar, a filter for 'Students' (set to 'All'), and a 'Current Student Selection (0)' section. A 'Daily Bulletin' section for Tuesday, November 30, 2021, is also visible. On the right side, there is a donut chart showing 97% and an 'At Risk' bar chart.

2. Click on School under the Setup menu and choose Asset Management



The screenshot shows the PowerSchool SIS School Setup page. The top navigation bar includes the PowerSchool SIS logo, a user profile icon (AE), and a year selector set to 21-22. The page title is 'School Setup'. The left sidebar menu is expanded to the 'Setup' section, where 'School' is circled in black. The main content area is titled 'School Setup' and contains a table of configuration options. The 'Asset Tracking' section is highlighted, and 'Asset Management' is circled in black. The table lists various setup options and their descriptions.

Section	Option	Description
Asset Tracking	Asset Management	Define the type of assets to track.
	Asset Inventory	Manage asset inventory and view current status.
Attendance	Attendance/Action Code Mapping	Define the relationships between attendance codes and incident action codes.
	Attendance Codes	Define attendance codes and their attributes.
	Attendance Code Categories	Define attendance code categories such as tardy, excluded.
	Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
	Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
	Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.
	Preferences	Specify general attendance preferences.
Calendaring	Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.
	Automated Calendar Setup	Set up calendar days according to a pattern.
	Bell Schedules	Define bell schedules for the current school.
	Calendar Setup	Assign days to membership types and schedules.

3. Enter the title of the book you wish to find into the search box, and press Enter:

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a breadcrumb trail 'Start Page > School Setup > Asset Management', and user information 'High School' and '21-22 Year'. A left sidebar contains navigation menus for 'Functions', 'Reports', 'People', and 'Setup'. The main content area is titled 'Asset Management' and features a search filter box with 'The Giver' entered. Below the search box is a table with one row for 'The Giver', which is a 'Book' with a status of 'Active'. The table has columns for Name, Description, Date Introduced, Type, Consumable, Status, Courses, Inventory, and Action. A 'Rows/Page' dropdown is set to 10.

4. Click on Inventory to see the number of copies available

This screenshot is identical to the previous one, but with a black circle highlighting the 'Inventory' column header in the table. The table data remains the same: one row for 'The Giver', a 'Book', 'Active' status.

- Click on Action to assign a copy to a student.
Please note: The copy # is written on book pages with a marker.

Inventory Tag

1-10 of 33 Items
The Giver - ISBN: 9780440237686

Inventory Tag	Name	Type	School Name	Student	Condition	Disposition	Action
GIVE1	The Giver	Book	High School		Lightly Used	In Service	
GIVE10	The Giver	Book	High School		Lightly Used	In Service	
GIVE11	The Giver	Book	High School		Lightly Used	In Service	
GIVE12	The Giver	Book	High School		Lightly Used	In Service	
GIVE13	The Giver	Book	High School		Lightly Used	In Service	
GIVE14	The Giver	Book	High School		Lightly Used	In Service	
GIVE15	The Giver	Book	High School		Lightly Used	In Service	
GIVE16	The Giver	Book	High School		Lightly Used	In Service	
GIVE17	The Giver	Book	High School		Lightly Used	In Service	
GIVE18	The Giver	Book	High School		Lightly Used	In Service	

Page 1 of 4 << < 1 2 3 4 > >> Rows/Page 10

- Find a student you wish to assign the book to and click Check Out.

Check Out: GIVE1

Asset Details

Type: Book
ISBN: 9780440237686
Name: The Giver
Edition: 1993

Student
Search Students

Condition: Lightly Used * Check Out Date: 11/30/2021 *

Check Out Note
200 characters left

Page 1 of 4 << < 1 2 3 > >>

Cancel Check Out

- Please remember to check the book back in when it gets returned by a student!

a) Find the copy you wish to put back in inventory and choose Action

Inventory Tag Clear Apply

1-10 of 33 items
The Giver - ISBN: 9780440237686 Add Inventory

Inventory Tag	Name	Type	School Name	Student	Condition	Disposition	Action
GIVE1	The Giver	Book	High School	Binder,Anna	Lightly Used	In Service	
GIVE10	The Giver	Book	High School		Lightly Used	In Service	
GIVE11	The Giver	Book	High School		Lightly Used	In Service	
GIVE12	The Giver	Book	High School		Lightly Used	In Service	
GIVE13	The Giver	Book	High School		Lightly Used	In Service	
GIVE14	The Giver	Book	High School		Lightly Used	In Service	
GIVE15	The Giver	Book	High School		Lightly Used	In Service	
GIVE16	The Giver	Book	High School		Lightly Used	In Service	
GIVE17	The Giver	Book	High School		Lightly Used	In Service	
GIVE18	The Giver	Book	High School		Lightly Used	In Service	

Page 1 of 4 << < 1 2 3 4 > >> Rows/Page 10

b) Check the book in

Inventory Tag

1-10 of 33 items
The Giver - ISBN: 9780440237686

Inventory Tag	Name	Type	School Name
GIVE1	The Giver	Book	High School
GIVE10	The Giver	Book	High School
GIVE11	The Giver	Book	High School
GIVE12	The Giver	Book	High School
GIVE13	The Giver	Book	High School
GIVE14	The Giver	Book	High School
GIVE15	The Giver	Book	High School
GIVE16	The Giver	Book	High School
GIVE17	The Giver	Book	High School
GIVE18	The Giver	Book	High School

Page 1 of 4 << < 1 2 3 > >>

Check In: GIVE1

Asset Details

Type: Book
ISBN: 9780440237686
Name: The Giver
Edition: 1993

Checked Out To: Binder,Anna
Condition When Assigned: Lightly Used

Condition When Returned: Lightly Used
Check In Date: 11/30/2021

Check In Note
200 characters left

Cancel Check In