PowerSchool SIS

Audio and Video Student Preferences for Virtual Instruction in PowerSchool

Parents/Guardians have been asked to identify whether Audio and/or Video for their student, is Allowed, or Prohibited, from being included in Google Classroom recordings. This information is being stored in PowerSchool and is accessible through the ADMIN and TEACHER Portals.

ADMIN - Updating an Individual Student:

1. From the **Start** page in PS, enter a student's last name or ID # in the search box.
2. Click the **magnifying glass** to search.
3. Click on the **student's name** to access a **student-specific** page.
4. From the list of links on the left side, scroll to the bottom and select **Additional Student Info** under AACPS Custom.
5. Choose/Edit the **Audio** and/or **Video** Recording Preferences for this student.
6. Click **Submit** to save changes.
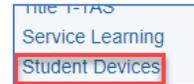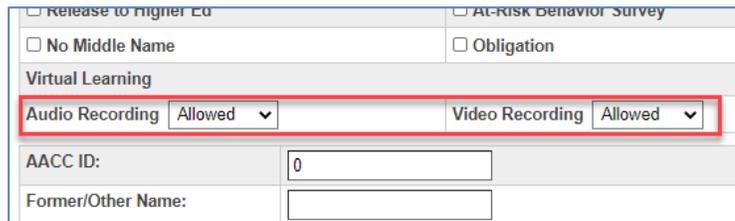
ADMIN - Updating Multiple Students:

1. From the **Start** page in PS, click on a specific **Grade Level** below the search box (i.e. K, 1, 2, etc.) to select all students in that grade or select **All** to select all students in the building.
2. Choose students:
   i) **Click Select By Hand** below the list.
   ii) **Uncheck** the box to the left of the Student header.
   iii) **Check** the boxes to the left of the students you want to work with.
   iv) **Click Update Selection** button below the list. **Your chosen students are now your Current Student Selection.**
3. Click on the dropdown arrow for **Group Functions**.
4. Select **Student Field Value**.
5. Click the **Fields** link.
6. In the search bar type the word **record**
7. Click on either the **AUDIO_RECORDING** or **VIDEO_RECORDING** field shown.
8. In the **New Field Value** box enter the new numeric **value** for this group of students (0, 1, or 2):
   i) **0** – Pending
   ii) **1** – Allowed
   iii) **2** – Prohibited
9. Click **Submit** verify changes.
10. Click **Submit** to save changes.
11. Click the **PowerSchool logo** at the top of the page to return to the Start Page.
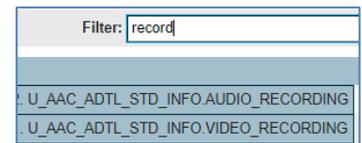
ADMIN - Using the ST03 or CS02 Report to Verify Current Information

These reports will return audio and video preferences for all students in the current school. There are 2 filters that may be applied in order to filter on students where Audio and/or Video is **Prohibited**.

Running a Report

1. Click the **AACPS Reports** link under **Reports** on the left menu.
2. Click the **Enterprise Reporting** tab.

Reports

AACPS Reports

3. Scroll down and select either the **CS02 Student Schedule Data** or **ST03 Student Demographics** report. The interactive report will open in a new tab.

Reading F and P

ST03 Student Demographics

ST04 Student Contacts

4. Click on **Primary Report** and choose either **Audio and Video Recording by Class** (CS02) or **Audio Video Preferences** (ST03) from the dropdown.
5. To download this information to an excel spreadsheet, click **Actions -> Download.**
6. Select the **Excel** (csv) icon.
7. Open the **results** of the download and **save the file as an .xlsx file** to the location of your choice.

2. Audio Video Preferences

Default

1. Primary Report

2. Audio Video Preferences
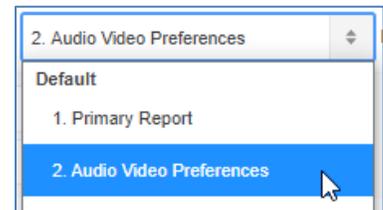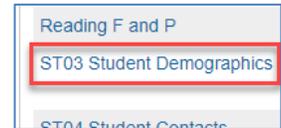
TEACHER PORTAL

After teachers log into the Teacher Portal, they will see the familiar listing of their **Current Classes**. On the far-right side of the screen, they will find a column labeled **Virtual Learning**.

Current Classes

HR(A) Homeroom-04 PowerTeacher Pro 4 ... Virtual Learning

RD(A) Reading-04 Comprehends Texts PowerTeacher Pro 4 ... Virtual Learning

Writing-04

1. They will select a class and click on the **Virtual Learning** link **for that class**.
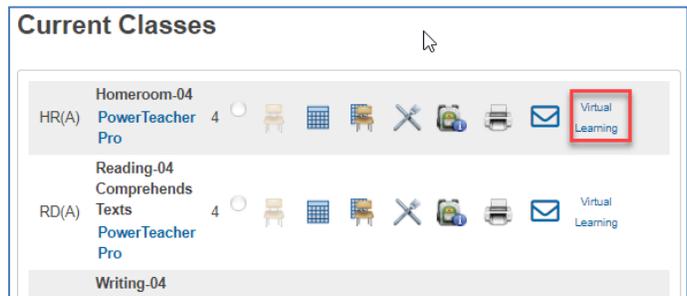
2. A **new page** will open that will list Student Names and the Audio and Video Recording Permissions for *students in the chosen class*.

   Note: Pending indicates the parent/guardian has not yet provided to the school their recording preferences for this student. If this information is updated in PowerSchool in will show here immediately.