PowerSchool Document Attachments

Resources

- PowerSchool 8.0 "Deep Dive" Training Documents
  https://support.powerschool.com/exchange/view.action?download.id=687
- Jason Springel Insider Episode 37
  https://help.powerschool.com/t5/Insider-Videos/PowerSchool-Insider-Episode-37-March-9-2018/ta-p/96807

Note

Document Attachments are only available in the admin portal

Setup

- Must be configured at the server setup level.
  - Server setup can vary depending on hosted vs on-premise
- Configuration: District Setup -> Document Attachment Configuration
  - Set per student and per document limits, and manage categories
- User Access Roles
  - System Setup -> Security -> Roles Administration -> User Access
  - Create a new role not tied to a security group if you want to have a specific role you can "overlay" for any user
  - Edit the "Document Attachment Categories"
- Group Security - make sure the Attachments is enabled for the groups you'd like to have access in the "Accessible Student Screens" for that group

Student-Level Use

- Select a student and then click on "Attachments"
- You can view/edit/add attachments for the categories you have permissions for

District/School Use

- Special Functions -> Search Attachments

Current Student Selection Use

- Select a group of students and then select "Search Attachments" from the Group Functions
- This can help you, for example, mass download field trip permission forms for one section of students, especially if you create a category for Field Trip permission forms for the current year

Other Document Attachment Solutions

Bull Valley Software - DocumentLOK
http://www.bullvalleysoftware.com/documentlok.html

PowerPack
https://www.powerschool.com/services/powerpack/

Harvest Technology Group
https://www.harvesttg.com/document-management-powerschool/

CEO Image Systems
https://ceoimage.com/powerschool/

Square9 Education Essentials
https://www.square-9.com/school-university-document-management-software/

EDGE Document Solutions
https://www.edgedocllc.com/

Scribbles Software
https://www.scribsoft.com/