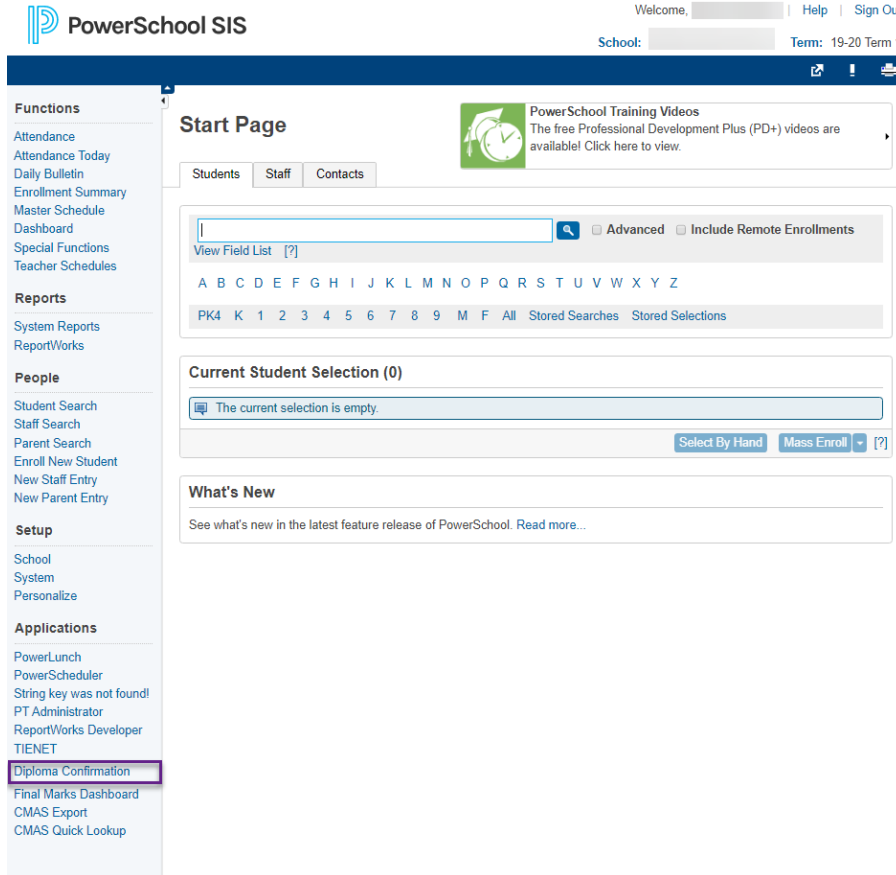


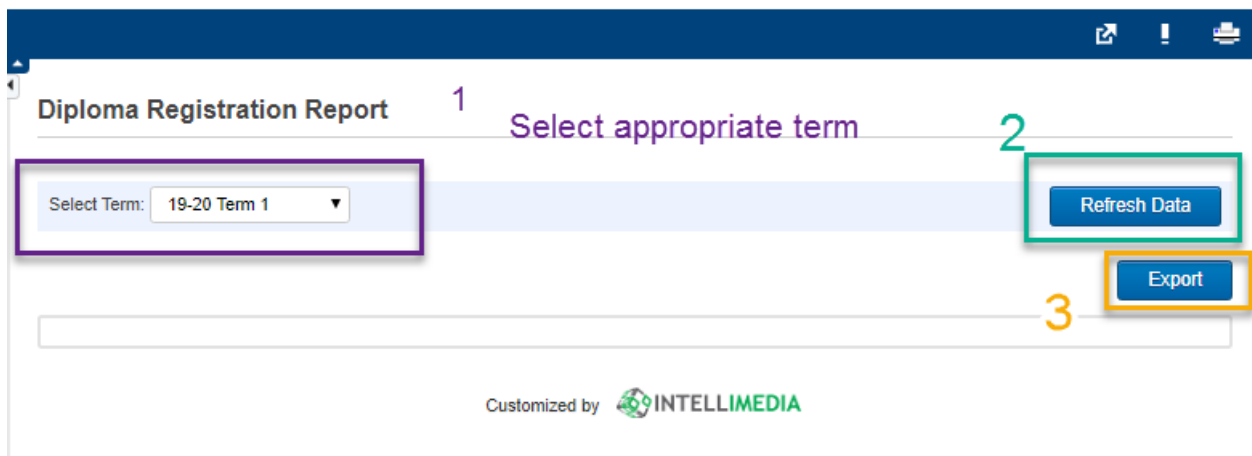
## Diploma Exams:

1. You submitted information to ECE Student Records.
2. This information was entered and can now be visible here: “Diploma Confirmation”



The screenshot shows the PowerSchool SIS Start Page. At the top, it says "Welcome, [User Name] | Help | Sign Out" and "School: [School Name] Term: 19-20 Term 1". The left sidebar contains a "Functions" menu with items like Attendance, Daily Bulletin, and Enrollment Summary. Below that is a "Reports" section with "System Reports" and "ReportWorks". The "People" section includes "Student Search", "Staff Search", "Parent Search", "Enroll New Student", "New Staff Entry", and "New Parent Entry". The "Setup" section includes "School", "System", and "Personalize". The "Applications" section includes "PowerLunch", "PowerScheduler", "String key was not found!", "PT Administrator", "ReportWorks Developer", "TIENET", and "Diploma Confirmation" (highlighted with a purple box). The main content area is titled "Start Page" and includes a "PowerSchool Training Videos" banner, a search bar with "Advanced" and "Include Remote Enrollments" options, a "View Field List" link, and a "Current Student Selection (0)" section with a message "The current selection is empty." and "Select By Hand" and "Mass Enroll" buttons. There is also a "What's New" section with a link to "Read more..."

3. Click “Diploma Confirmation” and download the DER file:



The screenshot shows the "Diploma Registration Report" interface. At the top, it says "Diploma Registration Report" and "Select appropriate term". Below this, there is a "Select Term:" dropdown menu with "19-20 Term 1" selected. To the right of the dropdown, there is a "Refresh Data" button. Below the "Refresh Data" button, there is an "Export" button. The interface is customized by INTELLIMEDIA. The number 1 is placed above the "Select appropriate term" text, the number 2 is placed above the "Refresh Data" button, and the number 3 is placed above the "Export" button.

4. DER file will appear in lower left corner of screen as an Excel document.
  - a. Choose a folder to save it in or it will save in downloads
  - b. SAVE the document – rename: DER S1 2019
  - c. Select proper file extension: .xlsx



5. If the content looks like this (###), you need to expand the column width by:
  - a. hovering over the column border until the double arrow appears
  - b. dragging the double arrow, at the top of the columns

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DOB (yyyy
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6. Confirm **all** kids writing exams are listed in the appropriate class.
7. Check student demographic information is written properly:

*If student mailing address is NOT written properly, DON'T change on DER file. Change Mailing address on the PowerSchool Student Demographic Screen*

- a. Postal Code: A5A 5A5
  - i. Zeros and the letter “o” can’t be used interchangeably
- b. General Delivery: can’t be written out in full
  - i. Use capital letters: GD

c. All Capitals/ No periods as seen here: PO BOX

### 8. Select a group of students

The screenshot shows a window titled "Current Student Selection (3)". It contains a table with three columns: "Student", "Grade Level", and "Student Number". There are three rows, each with a checkmark in the first column. At the bottom right of the window, there are two buttons: "Cancel" and "Update Selection". The "Update Selection" button is highlighted with a purple border.

9. Click the first student's name in your selection.

10. Change mailing address in Demographics & NT Demographics

11. SAVE changes on every screen

You have 3 students in your list  
Use the arrows to toggle quickly from  
student to student

The screenshot shows a "Quick Lookup Switch Student List (3)" menu. At the top, there are two blue arrows pointing left and right. A green arrow points to the right arrow. Below the arrows is a list of menu items. "Demographics" and "NT Demographics" are highlighted with red boxes.