

# Mastering Failure Reports in PowerSchool: A Step-by-Step Guide

In the fast-paced world of education, efficient management of student information systems is crucial. PowerSchool, a widely used student information system, offers powerful tools for administrators and educators to streamline their processes. One such tool is the Failure Report feature, which helps identify struggling students and provides valuable insights for intervention. In this blog post, we will walk you through the process of running a failure report in PowerSchool, empowering you to make data-driven decisions that support student success.

## **Step 1: Accessing PowerSchool:**

To begin, ensure that you have the necessary permissions to access the PowerSchool system. Typically, this requires administrative or teacher-level access. Open your web browser and navigate to the PowerSchool login page. Enter your credentials to log in successfully.

## **Step 2: Navigating to the Reports Section:**

Once logged in, you will find yourself in the PowerSchool dashboard. Look for the "Reports" or "Reports & Exports" tab, which is typically located in the top navigation bar or in a drop-down menu. Click on the appropriate tab to proceed.

## **Step 3: Selecting the Failure Report:**

In the Reports section, you will see a list of available reports categorized by different criteria. Locate the "Failure Report" option and click on it to proceed. Note that the exact name and location of the Failure Report may vary depending on your PowerSchool configuration.:

## **Step 4: Configuring the Failure Report Parameters:**

Upon selecting the Failure Report, you will be presented with a set of parameters to customize your report. These parameters allow you to define the criteria for identifying struggling students. Some common parameters include grading periods, subjects, grade levels, and specific courses.

Carefully choose the appropriate parameters based on your requirements. For example, you might select the current grading period, all subjects, and a grade level to capture an overview of student performance across all subjects for a specific grade.

## **Step 5: Running the Failure Report:**

Once you have configured the desired parameters, review them to ensure accuracy. After confirming your selections, click the "Run Report" or similar button to generate the

Failure Report. Depending on the size of your student database and the complexity of the parameters, the report may take a few moments to generate.

**Step 6: Analyzing the Failure Report:**

After the report is generated, PowerSchool will present the results in a structured format, such as a table or a downloadable file. Take the time to review the report and analyze the data it provides. Identify the students who are struggling academically based on the specified criteria.

**Step 7: Intervention and Follow-Up:**

Armed with the Failure Report, you now have a clear understanding of the students who require additional support. Reach out to the respective teachers, guidance counselors, or intervention teams to discuss appropriate intervention strategies for the struggling students. Collaborate with stakeholders to develop action plans that address their individual needs effectively.

**Step 8: Regularly Revisit Failure Reports:**

To ensure ongoing success, make it a practice to regularly run Failure Reports at key intervals throughout the academic year. This proactive approach enables you to monitor student progress and intervene promptly whenever necessary.

## Additional Resources

In addition to the proactive approach of running Failure Reports, educators and administrators can leverage the power of Level Data's RealTime Reports (RTR) tool to further enhance their data-driven decision-making process. RealTime Reports, offered by Level Data, streamline the way your schools access and leverage your data in your PowerSchool.

By regularly utilizing these reports throughout the academic year, educators can gain a deep understanding of student performance trends, identify struggling students, and promptly intervene to provide the necessary support. This tool empowers educators and administrators with the ability to make data-driven decisions that can positively impact student achievement.