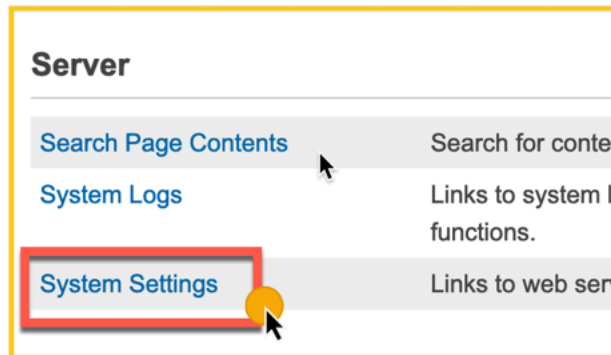


Installing a Plugin

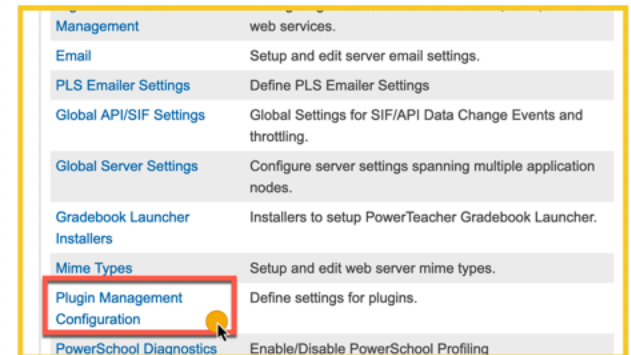
AKPSUG PowerSchool



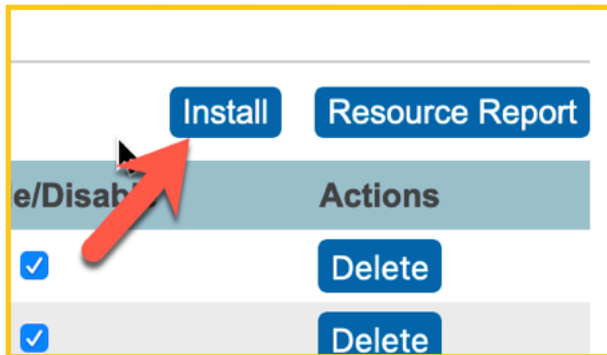
- 1 From the Start Page choose System from the sidebar menu.



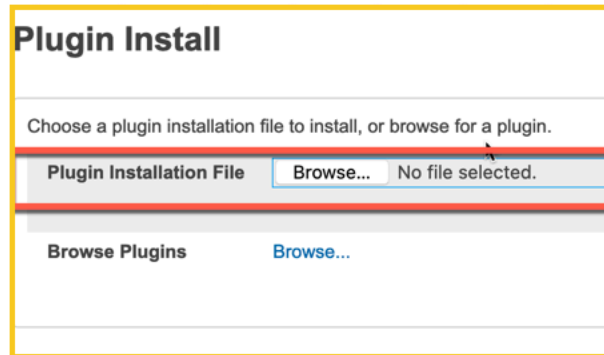
- 2 Go down the page and find system settings.



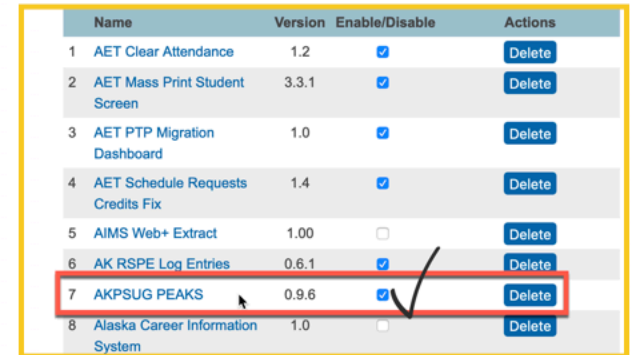
- 3 Find Plugin Management Configuration.



- 4 Click on the "Install" button.



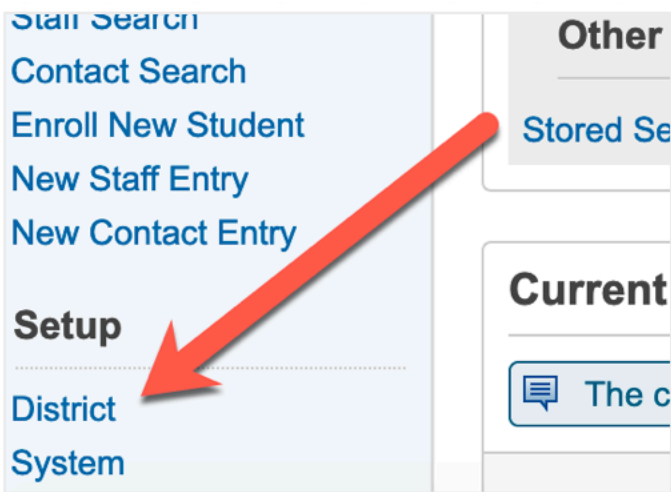
- 5 Browse for the zip file to install. NOTE Plug-in's are always a zip file.



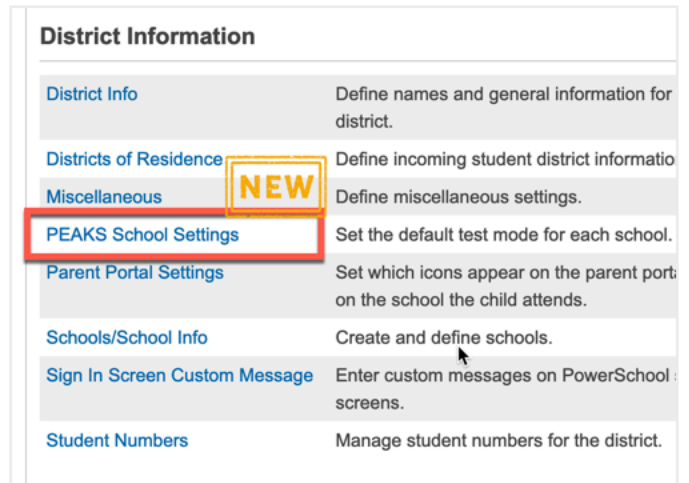
- 6 Follow the online directions and make sure to "Enable" Checkbox.

PEAKS District Setup

Set up your schools for computer and/or Computer Based Testing



- 1 Go to **District -> District Information -> PEAKS School Settings** and set the default test mode per school.

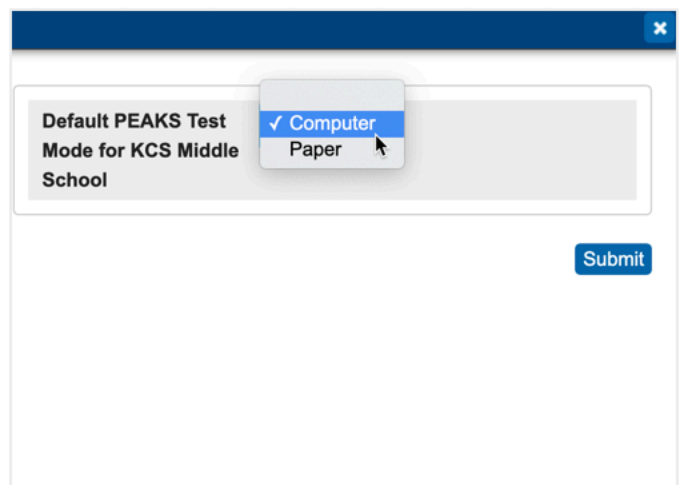


- 2 Find the **PEAKS School Setup** page.

The screenshot shows the 'Default Test Mode' table. The table has four columns: 'School Number', 'School Name', and 'Current Default'. The first row is highlighted, and the 'Edit' button for the first row is circled in red. The 'Current Default' for the first row is 'Computer', which is circled in green.

| School Number | School Name | Current Default |
|---------------|----------------------------------|-----------------|
| 9010 | KCS Middle School | Computer |
| 250010 | Houghtaling Elementary School | |
| 250020 | Ketchikan High School | |
| 250040 | Schoenbar Middle School | |
| 250050 | Fawn Mountain Elementary | |
| 250100 | Point Higgins Elementary School | |
| 257010 | Revilla High School | |
| 257050 | Ketchikan Youth Facility School | |
| 258010 | Fast Track Virtual School | |
| 259010 | Ketchikan Charter School | |
| 259020 | Tongass School of Arts & Science | |

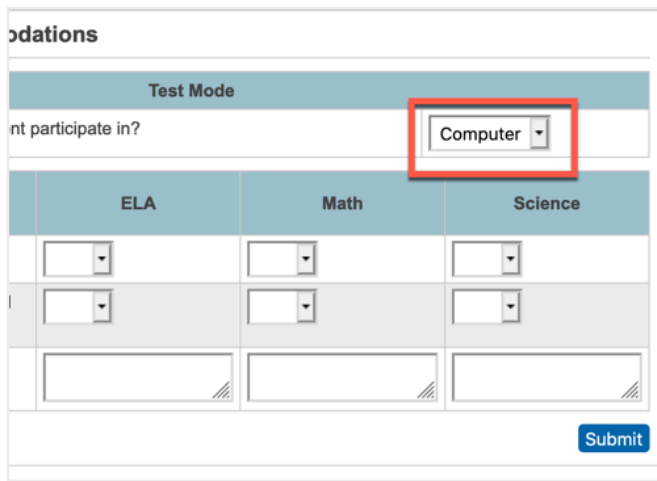
- 3 Edit each school's default testing mode. Note: at the student level you can make individual adjustments.



- 4 Choose computer or paper based testing.

PEAKS Accommodations

Set Students Accommodations



odations

Test Mode

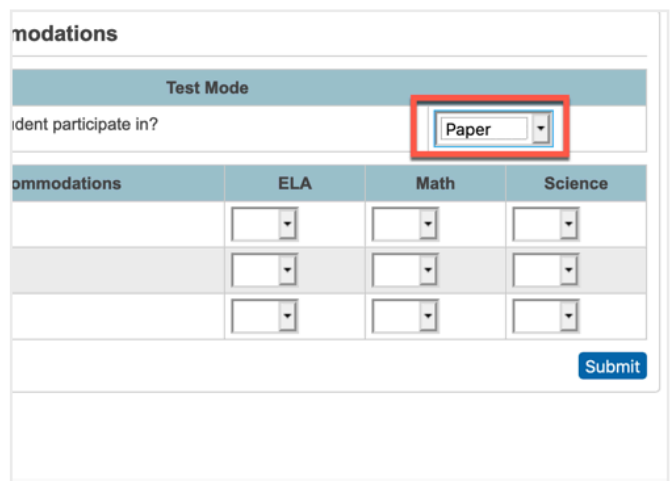
nt participate in? Computer

| ELA | Math | Science |
|---------------|---------------|---------------|
| | | |
| | | |
| | | |

Submit

1

Go to a student who will need accommodations and click on **PEAKS Accommodations** under Administration.



modations

Test Mode

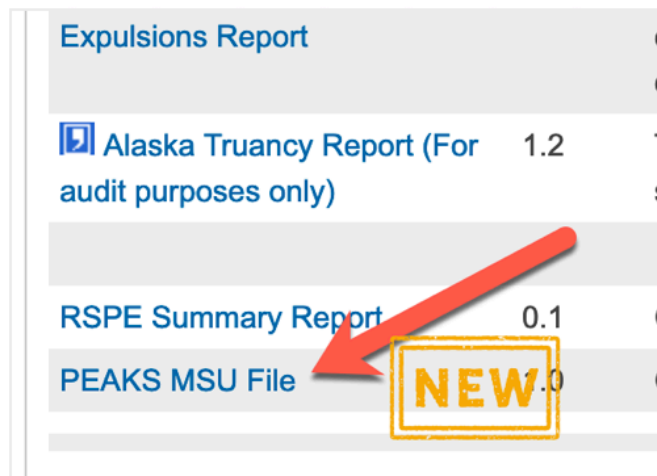
ident participate in? Paper

| ommodations | ELA | Math | Science |
|---------------|---------------|---------------|---------------|
| | | | |
| | | | |
| | | | |

Submit

2

The list of available accommodations will be filtered by test type and grade level. You can override the test type to change a students test mode and available accommodations.



Expulsions Report

Alaska Truancy Report (For audit purposes only) 1.2

RSPE Summary Report 0.1

PEAKS MSU File NEW

3

Click on **System Reports** and go to the **State** report tab. Scroll to bottom for the **PEAKS MSU File** which will download a csv file.



PEAKS Reports

PEAKS Accommodataions NEW

Description

Generate a report

4

Go to **System Reports** and there is a **PEAKS Reports** section at the bottom with a sortable, exportable list of student accommodations.