

# PowerSchool Fees

How to manage student fees in PowerSchool and eFunds.

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# Chrome Care Fees

Manage fees for Chrome Care insurance plan

# Set New Year Insurance Plans

Each year insurance plans will need to be updated to reflect the new years and potentially any fee changes.

To update ChromeCare Insurance plans:

- Login to PowerSchool
- From the District Office select **MBA Device Manager+** from the MBA Plugins section of the left navigation menu
- Select **Insurance Policy Setup**
- Update the **Name** and **Default Date Range** to reflect the new years plan dates
- Update the **Default Cost** if the fess schedule has been updated
- Click on the **Save** button

Warning: Any other policy changes to the ChromeCare Insurance plan will need to be reflected in Insurance Policy Setup

# Enable/Disable ChromeCare Plan Fee Types

Note: During the ChromeCare Insurance Plan purchasing window ChromeCare Plan Fee Types may need to be enabled.

Login to PowerSchool

Note: You will need to do the following at each building in PowerSchool

## Enable the ChromeCare Plan Fee Type

Open MBA Student Fees

- Select **Fee Types**
- Click on the **Show Archived Fee Types** button
- Uncheck the ChromeCare Plan **Archived** checkbox
- Click on the **Submit** button

Disabling the ChromeCare Plan Fee Type after the purchasing window has closed will prevent fees from accidentally being assigned to students.

## Disable the ChromeCare Plan Fee Type

Open MBA Student Fees

- Select **Fee Types**
- Check the ChromeCare Plan **Archived** checkbox
- Click on the Submit button

# Assess ChromeCare Fees

Login to PowerSchool

You will need to do the following at each building in PowerSchool

## Enable the ChromeCare Plan Fee Type

Open MBA Student Fees

- Select Fee Types
- Click on the Show Archived Fee Types button
- Uncheck the ChromeCare Plan
- Click on the Submit button

## Identify student that do not have insurance

Open MBA Device Manager+

- Select Device Assignment Report
- Set Device Name to Chromebook
- Set the Device is Currently Insured filter to No
- Click on the Search button
- Click on the Make Current Selection button

## Assess the ChromeCare Plan fee to students

Open MBA Student Fees

- Select Assess Fees
- Set Student Selection to Current Selection
- Set Fee to Technology - ChromeCare Plan
- Click on the Display Fees button
- Click on the Assess Fees button



# Assign Insurance Plans

Once the ChromeCare Insurance purchasing window is closed, plans must be assigned to students in Device Manager. This process is done by identifying students that have purchased insurance in Student Fees and then applying the insurance plan to the students in Device Manager.

**Note:** If insurance plans are assigned before the purchasing window closes then use the date filter in the Fee Report each subsequent time plans are assigned.

**Note:** After the purchasing windows closes additional insurance plan purchases will need to be manually assigned to the student.

## To assign insurance policies to students

Login to PowerSchool, this can be done from the District Office

## Identify Students for each plan starting with the longest term plan first

### 6-Year Plan

- Select **MBA Student Fees** under the **MBA Plugins** section of the left navigation menu
- Select **Fee Report**
- Under **Fee Type** select all of the **ChromeCare Plan** fee types
- Set the **Paid** value to = **70**, **Grade Level** to **-1 (Y5)**, and click on the **Generate Report** button
- Note: This will include Y5 students that purchased a 6 year plan
- If there are students listed
  - Click on the **Make These Students the Current Selection** button at the bottom of the page
  - Return to the **Start Page** and verify the selection
  - Select **MBA Device Manager+** under the **MBA Plugins** section of the left navigation menu
  - Select **Device Assignments**
  - Set **School Selection** to **All**
  - Set **Student/Staff Selection** to **Current Selection**
  - Leave **Student/Staff Device Assignment Status** set to **Any**
  - Click on the **Search** button
  - Under **Device Assignment** set the dropdown to **Mass edit device assignments**

- Check the **Insurance Policy**, **Cost for Insurance**, and **Insurance Coverage** checkboxes
- Set the **Insurance Policy** dropdown to **ChromeCare 6-Year 22-28**
- Set the **Cost for Insurance** to **\$70**
- Set the **Insurance Coverage** date range to **8/1/2022 - 7/31/2029**
- Use the checkboxes to select all of the students listed
- Click on the **Save Edits** button

Repeat for each insurance plan in decreasing order of plan length with the following modifications

### **5-Year Plan**

- MBA Student Fees
  - Paid value = 70
  - Grade Level to 0
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-27
  - Cost of Insurance to \$70
  - Insurance Coverage date range to 8/1/2022 - 7/31/2028

### **4-Year Plan**

- MBA Student Fees
  - Paid value = 60
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-26
  - Cost of Insurance to \$70
  - Insurance Coverage date range to 8/1/2022 - 7/31/2027

### **3-Year Plan**

- MBA Student Fees
  - Paid value = 50
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-25
  - Cost of Insurance to \$50
  - Insurance Coverage date range to 8/1/2022 - 7/31/2026

### **2-Year Plan**

- MBA Student Fees
  - Paid value = 35
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-24

- Cost of Insurance to \$35
- Insurance Coverage date range to 8/1/2022 - 7/31/2025

### **1-Year Plan**

- MBA Student Fees (run once for each fee amount)
  - Paid value 20, 15, 10
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-23
  - Cost of Insurance to fee paid (\$20, \$15, \$10)
  - Insurance Coverage date range to 8/1/2022 - 7/31/2024

# Remove Assessed Fees After Purchasing Window Has Closed

After the purchasing window has closed you will need to removed assessed unpaid assessed fees from students.

**Warning:** Failure to remove unpaid assessed fees will allow parents to pay ChromeCare Insurance Plan fees after the purchasing window has closed.

Login to PowerSchool

Enable **Mass Update/Delete Fees** in Student Fees plugin

Repeat the following for each school building

## **Identify students with unpaid ChromeCare Insurance Plan fees**

- Select MBA Student Fees from the MBA Plugins section of the left navigation menu
- Select Fee Report
- Under Fee Type select ChromeCare Plan
- Set the Paid amount to = 0
- Click on the Generate Report button
- Click on the Make These Students the Current Selection button at the bottom of the page
- Return to the Start Page to confirm your selection

## **Delete unpaid assessed Fees from students**

- Open MBA Student Fees again
- Under Fee Type/Category select Technology - ChromeCare Plan
- Under Students set the dropdown to Students in Current Selection
- Under Amounts set Paid = 0
- Click on the Search Fees button
- Click on the Delete Fees button

Disable **Mass Update/Delete Fees** in Student Fees plugin

Note: You will need to manually assess fees and apply the insurance plan for student purchasing insurance after the ChromeCare Plan window has closed and unpaid assessed fees have been deleted.

# Manually Assess Fees and Assign Insurance Plan

After the ChromeCare Insurance Plan purchasing window has closed the following process must be followed to purchase ChromeCare Plan insurance.

## ChromeBook Inspection

- The local building tech must inspect the Chromebook for damage
- All damage must be repaired and paid prior to purchasing insurance

## Manually Assess Student Fee

- Login to PowerSchool
- Select the student to assess the fee
- Select MBA Student Fees under the Administration section of the left navigation menu
- Click on the + to the left of the ChromeCare Plan fee type
- Enter an Assessed Fee Note
- Adjust the Amount if a multiyear plan is being purchased

Note: If the ChromeCare Plan fee type is not available it will need to be enabled

## Manually Assign ChromeCare Insurance Plan to Student

- Do not apply the insurance plan to the student until the fee has been paid
- Login to PowerSchool
- Select the student to assign the ChromeCare Insurance Plan
- Select MBA Device Manager under the Administration section of the left navigation menu
- Click on the Edit button to the left of their assigned Chromebook
- Under the Insurance Policy dropdown select the purchased plan
- Adjust the Insurance Coverage start date to the date the insurance was purchased
- Click on the Save Edits button

# Clear Prior Year Insurance Plans

When clearing the previous years insurance you will want to retain everyone that has a multiyear plan that is still in effect.

Note: this will need to be completed at each building in PowerSchool

## Select Students with Current Insurance Plan

Select MBA Device Manager+ from PowerSchool

Select Device Assignment Report under Device Management Reports

Set Student/Staff Selection to Students

Set Device Name to Chromebook

Set Device is Currently Insured to Yes

Set Device is/was insured on date to the last day of the previous year that insurance was active, probably June 30th of the previous year

Click on the Search button

Review the list and note the names of students with an insurance plan extending into the current year

***You do not want to remove the insurance plan for these students***

Click on the **Make Students Current Selection** button

Return to the PowerSchool Start Page, your current selection should be all students with an active insurance plan

Click on the Select By Hand button

Uncheck the students previously noted with an insurance plan extending into the current year

Click on the Update Selection button

Your selection will now contain students that need their insurance plan removed

## Remove Current Insurance Plan

Using the current selection from above select MBA Device Manager+

Select Device Assignments under General Functions

Set Student/Staff Selection to Current Selection

Click on the Search button

Set the Device Assignment dropdown to Mass edit device assignments

Check the Insurance Policy checkbox and set the dropdown to No Insurance Policy

Use the checkbox to select all of the students listed

Click on the Save Edits button

**Warning: This will remove the insurance plan from all listed students**

You are now ready to assess the ChromeCare Plan fee to all students without a current insurance plan

# Course Fees

Manage course fees, e.g. AP Exam Fees

# Student Fees

Manage student fees, e.g. NHS fees

# eFunds

Manage eFunds