



PowerSchool Customer Education Trainings and Workshops Conducted

PowerSchool provides the full range of features needed by administrators at the district and school level to manage student information, a portal for teachers to enter classroom-specific data, and portals to foster communication between the school and parents and students.

[Attendance](#)

Attendance training explores school attendance codes, categories, calculations and conversions and the affect of those settings on attendance recording, searching, and generating and interpreting attendance reports.

[Counselor Skills](#)

Counselor Skills training engages participants in the use of advanced searches to generate and report eligibility lists, honor roll and class rank. Counselor Skills demonstrates how to set up graduation requirements, the cumulative information student page, test scores, and the transcript object when creating object reports.

[Custom Pages](#)

Custom Pages teaches participants how to create custom fields and screens. Participants also take custom pages a step further by customizing existing PowerSchool pages.

[Decipher and Use PowerSchool Codes](#)

PowerSchool codes provide access to data not contained in a specific table or field to search, display, report and export.

[Elementary Scheduling](#)

Elementary Scheduling training/workshop is designed for participants to learn how to copy and modify a school master schedule, create courses and sections, and mass enroll students in sections of course in PowerSchool and PowerScheduler.

[End of Term](#)

End of Term Process teaches participants how to prepare for the end of the grading period. The tasks covered include setting up report card templates, running the Grade Verification report, storing grades, and producing and reporting honor roll and class rank.

[End of Year](#)

End of Year Process provides participants an outline and tools required to complete the end of year process in PowerSchool and prepare for the upcoming school year. This session explores verifying student data, producing state reports/extracts, defining future years and terms, and committing the school master schedule.

[Health Record Management](#)

Health Record Management training explores creating and managing health information categories and codes at the district level, creating, managing and reporting student health and immunization records.

[Incident Management](#)

Incident Management training engages participants in creating Incident Management incident types, codes, and subcodes at the district level and recording and reporting entries for school and district-related incidents.

[Instant Productivity](#)

Instant Productivity Training provides users experience and guidance in basic navigation, individual and group functions, creating and managing student records, System Administrator consultation, and PowerTeacher and PowerTeacher Gradebook.

[Mining Your Database](#)

Mining Your Database explores tools used in working with student and staff information including searching tables, using codes, and importing and exporting using Page and Data Management.

[Object Reports](#)

Object Reports explores creating and editing various types of reports and objects including: transcripts, traditional and standards-based report cards, basic student information and multiple page and multiple record reports.

[PowerLunch](#)

PowerLunch explores credit-debit lunch management system, including setting student and adult meal prices and student meal program eligibility, running reports, creating lunch IDs, and an overview of the point of sale process.

[PowerSchool Mobile](#)

PowerSchool Mobile provides guidance on configuring PowerSchool mobile web pages and apps for staff, parents, and students as well as guidance on configuring and using PowerTeacher Mobile and the PowerSchool app for parents and students.

[PowerTeacher/PowerTeacher Gradebook](#)

Teacher participants explore the tool set available in PowerTeacher and PowerTeacher Gradebook, including recording attendance, submitting lunch counts, managing final grade calculation methods, entering and reporting assignments, standards and scores.

[PowerTeacher Administrator](#)

PowerTeacher Administrator engages technical and instructional district and school administrators in establishing, maintaining and supporting PowerTeacher accounts for individuals and groups of district and school instructional leaders.

[PowerSchool Strategic Consultation](#)

Strategic consultation/training is designed to encompass various topics to meet the unique needs of a specific school or district. The duration varies with the scope of topics addressed.



PowerScheduler Trainings and Workshops Conducted

PowerScheduler is a web-based, automated master schedule builder that will leverage the multitude of characteristics that shape a school master schedule to build the functional schedule for students and teachers.

Prepare to Build

Prepare to Build training is designed for school scheduling staff who have not previously used the PowerScheduler software to build a master schedule, are new to scheduling concepts, or need extra assistance in working through the PowerScheduler processes and tasks needed to have a productive build and effective master schedule.

Build Workshop

Build Workshop is designed for participants to work on creating a master schedule and loading and importing student request into the master schedule.

Elementary Scheduling

Elementary Scheduling training/workshop is designed for participants to learn how to copy and modify master schedules, create courses and sections, and mass enroll students in PowerScheduler and PowerSchool.

Load Process Workshop

Load Process workshop is designed for schools that have not previously loaded student requests into a master schedule, are new to scheduling concepts, or need extra assistance in working through the student scheduling process.

Strategic Consultation

Strategic consultation/training is designed to encompass various scheduling topics and/or tasks to meet the unique needs of a specific school or district. The duration varies with the scope of topics addressed.

Visual Scheduler

Visual Scheduler provides administrators the ability to create a master schedule using drag-and-drop functionality.

PowerSchool Keys to Ownership Consultations

PowerSchool Keys to Ownership (KTO) services are variable and flexible consulting solutions uniquely designed for customer needs focused on the topics most important and needed by PowerSchool administrators, especially during the first year of implementation.

Example Focused Topics

- Parent Portal setup and roll out
- Standards setup and importing
- Test score setup and importing
- Incident Management setup
- Honor Roll and Class Rank setup
- Graduation Progress Planner
- Health Management setup
- Security, roles, and field-level security
- End-of-term readiness and completion
- End-of-year readiness and completion
- Report card readiness review
- Data audits and validation reports
- Reviewing system reports for accuracy
- Troubleshooting GPA issues
- Search strategies and methods
- Object Report design and development

PowerSchool Implementation Process

The Implementation Project Process for PowerSchool follows a sequence of tasks and processes utilizing a partnership between the District Implementation Team and PowerSchool Implementation Specialists.

Implementation Project Planner

- **Planning**
Overview of the processes of installing, configuring and populating the customer's PowerSchool with the District Implementation Team
- **Installing**
Request hosted installation or review system requirements for self-hosted installation
- **Initiating & Data Collection**
District collects required information for the configuration of customer's PowerSchool
- **Executing**
Export all pertinent student data from legacy SIS, revise data and/or format as necessary for importing into PowerSchool
- **Monitoring**
District Implementation Team in collaboration with Implementation Specialist monitor implementation process
- **Concluding**
Confirmation of all implementation tasks identified in the PowerSchool Scope of Work by District Implementation Team and Implementation Specialist