

# PowerSchool SIS and PowerTeacher Pro Initial Product Training Certification Agenda

The PowerSchool SIS and PowerTeacher Pro Initial Product Training (IPT) Certification focuses on how end-users apply PowerSchool Student Information System (SIS) and PowerTeacher Pro gradebook functions and processes in their day-to-day school responsibilities. Upon the completion of this one-week certification course, the candidate can facilitate IPT to district PowerSchool SIS administrators, school secretaries, principals, counselors, registrars, and teachers using PowerSchool materials and curriculum.

## Day 1 AM

This course is designed to be an introduction to PowerSchool SIS for administrative users. The course covers the basic navigation of the PowerSchool SIS Start Page, functions of the main menu, how to search for students, staff, and contacts, and how to use student pages.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, all PowerSchool SIS "/admin" users

## Welcome to IPT

- Introductions
- Overview of Agenda
- Initial Product Training Preparation
- Setting Expectations

## Initial Product Training Overview

- Getting Started
- The PowerSchool SIS Start Page

## Searching for Students

- Start Page Basic Searches
- Searching by Last Name or Student Number
- Using Smart Search
- Creating Search Commands
  - Inactive Students or Staff
  - Select By Hand
- Using Compound Searches
  - Using Search Codes
- Understanding Student Pages
  - More About the Quick Lookup Page

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- General Demographics
- Transfer Information
- All Enrollments
- Using Group Functions
  - Attendance
  - Enrollment
  - Export
  - Functions
  - Graduation
  - Printing
  - Scheduling
  - Search
  - Validation
- Perform Advanced Searches for Students and Staff
  - Creating Stored Searches
  - Creating Stored Selections
  - Search Using the Enrollment Summary
  - Search Using the Master Schedule or Teacher Schedules
  - Special Function Searches
  - Search Using the Staff Directory
  - Search Contacts Associated with Students
  - Running the Class Roster Report

## Day 1 PM

### Enrolling and Scheduling Students

Learn how to enroll new and pre-registered students, enter student information, and work with student contacts. Also learn how to transfer students out of a school, re-enroll students, link to family demographic information, and avoid duplicating student data. Finally, learn how to manage student schedules.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, registrars, school secretaries

### Student School Enrollments

- Enrolling Students
  - Enrolling New Students

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- Re-enrolling a Student
- Entering Student Information
- Student Contacts
  - Contacts Search
  - Contact Details
  - Web Account Access
  - New Contact Entry
  - Contacts Student Page
  - Consolidate Contacts
  - Student Contact Data
  - Student Contact Data Access Tags
  - Using Quick Export and Student List with Contacts
  - Using Data Manager to Export and Import Contacts
- Transferring Students Out of School
  - Transferring a Student to Another School in Your District
- Family Management
  - Family Match
  - Family Reps

## Student Class Enrollments

- Adding Courses
  - Searching Available Classes
  - Entering Course Numbers
- Dropping Courses
  - Dropping All Courses
  - Dropping One Course
- Use Automated Scheduling
  - Manually Schedule Students
- Mass Enroll Students in a Class
- Mass Drop Students from a Class

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## Day 2 AM

### Managing Student Attendance and Behavior

Learn how to view, record, and modify student attendance. Then learn how to run attendance-related reports. Finally, learn about the options in PowerSchool SIS you can use to manage student behavior.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, attendance clerks

### Student Attendance

- Attendance Processes
- Daily Attendance Practices
  - Starting the Day – Attendance Dashboard
- Verifying Teacher Attendance
  - Running the Teacher Attendance Submission Status Report
- Working with Absent or Tardy Students
  - Using the Attendance Dashboard to Mark a Student Tardy Excused
- Entering Attendance Using Student Pages
  - Meeting Attendance Records
  - Daily Attendance Records
- Recording Future Attendance Records
- Recording Attendance for a Group of Students
- Submitting Attendance Using Teacher Schedules

### Attendance Reports and Verification

- PowerTeacher Attendance Report
- Absentee Report
- Student Screens
- Consecutive Absences Notification
- Period Attendance Verification
- Weekly Attendance Summary
- Search by Grades/Attendance

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## Student Behavior and Discipline

- Using Log Entries
  - Searching Log Entries
  - Reporting Log Entry Discipline
- Using Incident Management
  - Creating an Incident Record
  - Reporting Incident Management Entries

## Day 2 PM

### Managing Grades and Academic Data

Learn how to enter, manage, and report students' academic data. Learn how to enter and track transcript and historical grade information. Also, learn how to view at-risk students and student activity eligibility.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, school administrators, office staff

### Understand Grade Functionality

- Current and Historical Grades
- Storing Grades
- Grade Point Averages (GPAs)
- Honor Roll
- Class Ranking
- Cumulative Info Page

### Enter and Update Historical Grades

- Single Historical Grade Entries
- Multiple Historical Grade Entries
- Change a Historical Grade

### Search for Students Who Are at Risk of Failing

- Using the At Risk Students Dashboard

### Manage Student Activity Eligibility

- Searching by Current or Historical GPAs
- Using the Student Schedule Listing Report

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## Day 3 AM

### Managing Staff Security and Data in PowerSchool SIS

Learn how to use system reports not previously discussed and how to create custom reports. Then discuss PowerSchool SIS security features to learn how to manage staff system permissions. Also learn how to export and modify data using Direct Database Export (DDE) and Direct Database Access (DDA).

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, school administrators

### Additional System Reports

- Grades and Gradebook Reports
- Membership and Enrollment Reports
- Student Listings Reports
- Regulatory Compliance Reports

### Working with System Reports

- Creating Form Letters
  - Using HTML Tags on a Custom Report
  - Using PowerSchool SIS Fields and Data Codes on a Custom Report
  - Printing Custom Reports
- Creating Mailing Labels

### PowerSchool SIS Security

- Adding Security Groups
- Filtering and Copying Groups
- Setting Page Permissions
- Roles Administration
  - Setting Up User Access Roles
  - Adding Co-Teaching Roles
- Staff Security
  - Configuring Teacher and Affiliation Settings
  - Configuring Admin Access and Roles Settings
  - Configuring Application Access
  - Assigning Substitute Passwords

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## Direct Database Export and Access

- Conducting a DDE Search
- Modifying Records

## Additional Training Opportunities

### Day 3 PM

#### Setting Up Grading

Learn how to set up grading in PowerSchool SIS as a district administrator and a school administrator. Explore how to create district-level calculation formulas and assignment categories for teachers. Also learn how to set up grading preferences for both standards-based and traditional grading.

Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, tech coordinators, technical support staff, school administrators

#### Setting Up District Grading Preferences

- Grade Scales
- Grade Scales for Standards
- Alternate Student Grade Scales
- The Student Grade Scales Page
- Default Gradebook Type – New Sections
- District Categories for Teachers
- Traditional Grade Calculation Formulas
- Traditional Grade Preferences
- Working with Standards-Based Grading
- Standards Grade Preferences
- Course Grade Preferences
- Display Settings
- Manage Next Year's Calculations

#### Setting Up School Grading Preferences

- Default Gradebook Type – Existing Sections
- District Categories for Teachers
- Traditional Grade Calculation Formulas

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- School Traditional Grade Preferences
- School Standards Grade Preferences
- Section Grade Preferences
- Display Settings
- Administrator Access
- Final Grade Verification
- Lock Reporting Terms
- Data Migration
- Troubleshooting the Gradebook Migration

## Bonus Information

- Variable Credit



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## Day 4 AM

### PowerSchool SIS: PowerTeacher Pro

Learn how to use the robust functionality in PowerSchool's PowerTeacher Pro HTML-based gradebook to manage the classroom, including advanced features for both standards-based and traditional grading. Learn how teachers use the gradebook to set up default preferences, create assignment categories, and work with assignments. Also learn how teachers use PowerTeacher Pro to analyze individual student performance and class progress on both traditional and standards grades. Then learn how to run the reports included in the gradebook.

### Getting Started

#### Setting Up PowerTeacher Pro

- Customizing Class Names and Adding Class Descriptions
- Setting Up Display Preferences
- Changing the Display Text Size
- Setting Up Teacher Grading Preferences
- Assigning Alternate Grade Scales to Individual Students
- Data Migration

#### Working with Assignments

- Creating Categories
- Using Score Types
- Creating and Viewing Assignments
- Copying Assignments

#### Scoring Assignments

- Options for Entering Scores
- Methods for Marking Assignments
- Copying Scores and Grades
- Transferring Scores
- Exporting and Importing Assignment Scores
- Working with PowerTeacher Pro – Bonus Activities

#### Working with Final Grades

- Viewing Dropped Students

# PowerSchool SIS and PowerTeacher Pro Initial Product Training Certification Agenda

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- Entering Citizenship Scores
- Awarding Variable Credit
- Recalculating Assignment Scores and Final Grades
- Submitting Final Grades
- Understanding Locked Reporting Terms

## Analyzing Performance

- Individual Student Performance
- Class Progress

## Running PowerTeacher Pro Reports

- Using the Report Queue

## Finding Additional Help

## Working with PowerTeacher Pro – Bonus Activities

## Day 4 PM

### PowerSchool SIS Administration and Management

Learn how to manage PowerSchool SIS tasks based on the school year cycle. By understanding the PowerSchool SIS management cycle, system administrators can complete essential PowerSchool SIS tasks and ensure that support tasks are assigned to the appropriate staff members. Each aspect of the PowerSchool SIS management cycle is discussed during this training, but advanced training on some of these topics is recommended. Administrators will also learn how to manage the PowerSchool SIS Student and Parent Portals and use PowerSchool Community and PowerSource.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, district support personnel

### PowerSchool SIS Management Cycle

- Regulatory Compliance Preparation
- End of Term Process
- Scheduling Preparation
- Student Pre-registration
- Summer School and Remote Enrollments
- End of Year Process
- Start of Year Process

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## PowerSchool SIS Student and Parent Portals

- PowerSchool SIS Portal Setup
  - District Miscellaneous Settings
  - School Settings
  - Web Account Access for Parent Accounts
- Student and Parent Account Access
- Parental Access Statistics

## PowerSchool Community and PowerSource

- Using PowerSchool Community
- Using PowerSource
  - Account Settings
  - PowerSchool Support
  - Training

## Day 5

### Train the Trainer Preparation

Review the product information you've acquired this week and learn skills on how to train others.

Course Duration: Approximately 3 hours

Audience: Required for all certification participants

### Review

### Training Presentations

- Training Scenarios

### Course Evaluation