

# PSU 2009 Catalog of Courses

## 21st Century Registrars

Discover what is available in PowerSchool to Registrars - how to enroll a new student, enter historical grades, change a stored grade, and modify a student's schedule. (This course is a review of IPT topics.)



**Who should take this class:** PowerSchool Admins, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Advanced Javascript for PowerSchool

Learn best practices for adding custom interactivity to PowerSchool pages. You'll learn how to master the DOM (Document Object Model) and avoid universal variables. This classes introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**   **Prerequisites:** Intermediate Javascript or equivalent experience

## Advanced Object Reports

Learn how to open and edit reports in a text editor and how to use advanced codes with your Object Reports. In addition to reviewing the techniques of Object Reports, this double session will provide a supervised environment in which you can work on a report you want to build.


**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff

**Level:** ●●● **Hours:** 6 **Platform:**   **Prerequisites:** Experience with Object Reports

## Advanced Querying Data (Mac)

Take your SQL knowledge to the next level by tackling a series of challenging queries for data extraction. Learn how to utilize PowerViews in custom queries and to construct advanced queries using conditional commands. Practice troubleshooting SQL queries.


**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**  **Prerequisites:** Querying PowerSchool Data using SQL

## Advanced Querying Data (PC)

Take your SQL knowledge to the next level by tackling a series of challenging queries for data extraction. Learn how to utilize PowerViews in custom queries and to construct advanced queries using conditional commands. Practice troubleshooting SQL queries.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**  **Prerequisites:** Querying PowerSchool Data using SQL

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## Attendance Administration

Learn how to manage your Attendance setup. Practice working with codes, categories, preferences, and conversions. Compare daily and meeting attendance processes, and practice updating and changing student attendance. Round out the session with a review of common errors and troubleshooting tips.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Attendance Reports

Explore the attendance reports available in PowerSchool, and learn how to use them. Examine the built-in attendance reports, and discover which report is best for which purpose. Also, learn how to locate, download, and use report templates others have created.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Basic Scheduling-Building Concepts

Using a theoretical approach, analyze the steps that go into making an effective master schedule. This course is designed for people who wish to master the basics of scheduling concepts. The class culminates in a review of the steps to create a master schedule and a description of how concepts can be put into practice.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Conducting Student Searches

Learn how to conduct basic and advanced searches to identify students for reporting, attendance, and other PowerSchool tasks. Practice how to search by grades or attendance, how to search for individuals and groups, and how to save searches and store selections.

**Who should take this class:** All PowerSchool users

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Creating Basic Reports

Learn how to manage the reports you will need throughout the year. Reports featured include: class rosters, absentee reports, searching for students with consecutive absences, reporting with mail-merge letters, failure lists, grade verification reports and report cards. (This course is a review of IPT topics.)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

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## Creating Custom Screens in PowerSchool

Learn how to tailor PowerSchool to the unique needs of your district by creating custom fields and adding them to your most-frequently viewed pages. You'll learn how to create menus and how to modify existing pages using codes and web editing tools. Also learn how to add your own pages to PowerSchool.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Creating Dynamic Pages using SQL

Learn how to use Table Lists and SQL to enhance PowerSchool screens, when and how to use T-lists to add descriptions to the course catalog, create bus list reporting pages, and how to enhance student list pages. For experienced Custom Pages users who wish to build upon existing knowledge.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**   **Prerequisites:** Proficiency in Custom Pages and SQL

## Custom Alerts

From an alert that identifies where a student is at school right this moment, to an F alert for parents and students; from a student note to an alert that has an expiration, this class will help you know how to implement custom alerts.

**Who should take this class:** PowerSchool Admin, Tech Coordinators, Technical Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**   **Prerequisites:** Proficiency in Custom Pages and SQL

## Custom Parent Pages

Find out how to enhance the parent pages by adding a parent survey page, with an accompanying dashboard widget for tracking results, and by including a data update form. This class introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admin, Tech Coordinators, Technical Support Staff

**Level:** ●●● **Hours:** 3 **Platform:**   **Prerequisites:** Proficiency in Custom Pages and SQL

## Decipher and Use PowerSchool Codes

Get acquainted with a variety of codes that are used in PowerSchool GPA calculations, object reports, and exporting. Learn how to read and use them in simple, but useful tasks.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Tech Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

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## Discipline Incident Management

Explore the benefits of the Discipline Incident Management system. Learn to conduct incident searches, add and edit incident details, setup the incident system for use and how to analyze incident data.

**Who should take this class:** All PowerSchool Users

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Edustructures

Get acquainted with Edustructures, the latest addition to the Pearson family. Learn about Schools Interoperability Framework (SIF) and how you can use the PowerSchool SIF agent to work with your other SIF-compliant school applications.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Elementary School Setup and Management

Explore a variety of ways to manage an elementary school's unique needs with PowerSchool. Learn how to set up an elementary schedule, how to mass enroll students into classes using dependent sections, and how to address attendance concerns for elementary schools.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Excel: Fundamentals

Get acquainted with Excel. Designed for people who have limited to no experience with Excel software, this class will cover terminology, navigation, and formulas such as SUM, MIN, MAX, and AVERAGE. (Excel 2004 for Mac and 2003 for PC)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ● **Hours:** 3 **Platform:**   **Prerequisites:** None

## Excel: Using Functions to Find and Match PowerSchool Data

Solve the problem of mismatched records and duplicate records. Figure out how to match long lists of students to their courses. Using VLOOKUP, MATCH, INDEX, IF, AND, OR, ISNA, and NOT functions, you'll find the needle in your data haystack. (Excel 2004 for Mac and 2003 for PC)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ●●● **Hours:** 3 **Platform:**   **Prerequisites:** Excel Fundamentals or equivalent

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## Excel: Using PivotTables to Analyze PowerSchool Data

Take your understanding of Excel to the next level. The main topics covered will be PivotTables, filtering, sorting, and text functions, including LEFT, RIGHT, FIND, TRIM, and MID. By the end of the class, you'll be comfortable splitting and joining text, and summarizing your findings. (Excel 2004 for Mac and 2003 for PC)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Excel Fundamentals or equivalent



## Extreme PowerSchool Makeover

Give PowerSchool a makeover! Learn how to manipulate CSS to change font sizes, modify colors and change appearances, all while keeping PowerSchool fashionably designed.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Proficiency in Custom Pages and HTML

## GPA and Honor Roll

Look into the functions, formulas, and codes of GPA. Learn how to administer GPA functions and formulas and consider commonly-used honor roll methods, then practice creating reports using codes for common GPA scenarios.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Decipher and Use PowerSchool Codes or equivalent

## Implementing Standards

Analyze how to set up and utilize school-level standards at your district. Learn how standards and PowerSchool work together, how to create the import template for getting standards into PowerSchool, how to maintain and store scores for standards, and review the codes used for standards-based report cards.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● ●

**Hours:** 6

**Platform:**  

**Prerequisites:** Familiar with import/export functions



## Inform 101

Get acquainted with Pearson's Inform, an external application (purchased separately) you can use with PowerSchool to illustrate how schools and students are performing on measures you identify. In this session you will explore the performance dashboard, district and school pages, reports, and student profiles.

**Who should take this class:** All PowerSchool users

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

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## Intermediate Custom Pages

Practice customizing PowerSchool pages by adding to the code that is already there. Participants will begin by analyzing a PowerSchool page, then learn how to maximize the page size. Participants will delve deeper into modifying PowerSchool pages, and using wildcards.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Experience with Custom Pages and HTML



## Intermediate Javascript for PowerSchool

Learn the language of interactive web pages and how functions function. In the hands-on activity portion of this class, practice using JavaScript to validate data entry in PowerSchool. This class introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Experience with Custom Pages and HTML


## Introduction to Object Reports

Spend the day learning how to make your official documents look "just right." Learn how to place photos, graphical elements, text, and grade information on printed forms using PowerSchool Object Reports, and work on a report you want to build.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ● ●

**Hours:** 6

**Platform:**  

**Prerequisites:** Initial Product Training

## Javascript Libraries and PowerSchool Codes in Custom Pages

Discover how to use tools already in PowerSchool to make it possible for your staff to format the school bulletin without resorting to HTML code. Then use PowerSchool codes to enhance a page for your Counseling staff. This class introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Proficiency in Custom Pages



## Managing Fees

Explore the effective management of money that your school collects on a daily basis from students and families such as tuition, activities, and library fees. Learn how to set up, collect, and record changes to the fees your school charges, as well as troubleshoot your Fees records using DDA.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Office Staff

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

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## Managing Test Scores

Learn how to import standardized test scores into PowerSchool, how to create custom fields and pages so the scores can be viewed and searched, and how to analyze and report on individual and aggregate test results.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Initial Product Training

## PowerLunch

Time for chow! This class is best for schools that are going to use PowerLunch. Learn how to: set up PowerLunch, manage pricing options, manage free and reduced lunch, record meal sales, and use the reporting functions.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Lunch Staff

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None


## PowerReporting

Get acquainted with PowerSchool's new reporting tool. Learn how to set up report projects that school staff can use to run high-quality customized reports. Create, manage, share, import and export report projects. Define filters to control the scope of included data and create report layouts.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

## PowerScheduler: Advanced Troubleshooting

Streamline the scheduling process at your school by learning how to analyze and respond to post-build and load reports and how to manage constraints. Review the Top Ten Scheduler errors so you can avoid them, and practice troubleshooting builds and loads.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** PowerScheduler proficiency

## PowerScheduler: Load Process

Master the steps of the Load Only process. Learn the sequence of setting up AutoScheduler, defining course and section information, preparing teacher/student information, and entering student course requests. Complete the process by discovering how to define constraints and what to look for in evaluating the load.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Basic Schedule-Building Concepts

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## PowerScheduler: Prepare to Build

Become a PowerScheduler craftsman! Learn how to create build scenarios, define schedule parameters, create the course catalog, and define all the other elements required by the schedule. Then learn how to validate your scenario and go through the build.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● ●

**Hours:** 6

**Platform:**  

**Prerequisites:** Basic Schedule-Building Concepts

## PowerSchool 101

Get to know the basics of PowerSchool from the perspectives of a school administrator, a teacher, a substitute, and a parent. Practice enrolling a new student, manually schedule a student into classes, take and change attendance, and print an individual student report. (This class is a review of IPT topics.)

**Who should take this class:** All PowerSchool users

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

## PowerTeacher Administrator

Get familiar with security, grade scales, and account setup functions. Learn how to set up school, class, and teacher groups, how to push out class content, and how to run administrative reports. Learn how to use the My Content area of PowerTeacher and how to link resources to course descriptions and assignments.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Teachers

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Initial Product Training


## PowerTeacher Gradebook Basics

Understand the basics of the PowerTeacher gradebook. This class covers the how-to's from setting up assignments and recording scores to creating groups and collecting class resources at both secondary and elementary schools.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Teachers

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

## PowerTeacher Resources, Reports, and Analysis

Learn how to locate and use links to Internet resources in your lessons. Investigate how and when to use the various reports available in PowerTeacher Classroom Management Tool. Practice using the statistic functions on single assignments, term grades, groups of assignments, and with student groups.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Teachers

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** PowerTeacher Gradebook Basics

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## Preparing for End of Term

Streamline the End of Term process at your school with the tips and tricks garnered from this class. Go through the storing process, create a grade verification sheet, and discuss the process from a district business practice perspective. (This class is a review of IPT topics.)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ● **Hours:** 3 **Platform:**  **Prerequisites:** None

## Querying PowerSchool Data using SQL (Mac)

Mine your data more effectively using SQL and Excel and PowerViews. Learn about the PowerSchool database structure, how to set up and configure an ODBC connection to the Premier SQL database. Create queries using basic SQL commands, and practice using the PowerViews in simple and joined queries.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● **Hours:** 3 **Platform:**  **Prerequisites:** None

## Querying PowerSchool Data using SQL (PC)

Mine your data more effectively using SQL and Excel and PowerViews. Learn about the PowerSchool database structure, how to set up and configure an ODBC connection to the Premier SQL database. Create queries using basic SQL commands, and practice using the PowerViews in simple and joined queries.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● **Hours:** 3 **Platform:**  **Prerequisites:** None

## State Reporting

Learn the basics of state reporting and find out where to get the reporting requirements from your state department of education, how to make sure you always have the most current state reporting form, and how to troubleshoot your reports. (Offered for states with enough requests to fill a class.)

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff

**Level:** ●● **Hours:** 3 **Platform:**  **Prerequisites:** None

## System Administrator: Basic Server and System Settings (Mac)

Review the range of PowerSchool System settings (groups, security, gradebook, and Incident Management). Learn how to restore and recover your database using Flashback, and how to populate a test server using Data pump.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● **Hours:** 3 **Platform:**  **Prerequisites:** None

# PSU 2009 Catalog of Courses

## System Administrator: Basic Server and System Settings (PC)

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**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● **Hours:** 3 **Platform:**  **Prerequisites:** None

## System Administrator: Management and Maintenance (Mac)

Get familiar with Backup and Restore, the role of SQL and ODBC connectivity, and the new Database Administrator portal. Learn the steps of managing the PowerSchool and Tomcat servers and the new PowerTeacher Administrator portal, and how to work with server logs, synching, and configuring Flash data size.


**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● **Hours:** 3 **Platform:**  **Prerequisites:** Initial Product Training

## System Administrator: Management and Maintenance (PC)

Get familiar with Backup and Restore, the role of SQL and ODBC connectivity, and the new Database Administrator portal. Learn the steps of managing the PowerSchool and Tomcat servers and the new PowerTeacher Administrator portal, and how to work with server logs, synching, and configuring Flash data size.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● **Hours:** 3 **Platform:**  **Prerequisites:** Initial Product Training

## Using DDA and DDE to Obtain and Work with Data

Discover how to work with your data using Direct Database Export and how to modify it through Direct Database Access of PowerSchool tables. Practice using the Data Dictionary and identifying relationships between tables. Learn how to use layered searches and matched selections.



**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● **Hours:** 3 **Platform:**   **Prerequisites:** Initial Product Training

## Using X Codes in Custom Pages

Get familiar with the functions of PowerSchool developer-created X Codes. Learn practical ways to utilize them in PowerSchool pages you modify or create. This class introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● ● **Hours:** 3 **Platform:**   **Prerequisites:** Understanding of basic SQL, JavaScript, and HTML

## PSU 2009 Catalog of Courses

### Working with FusionCharts

Discover how to use FusionCharts to customize the “portlets” that appear on your school’s Dashboard page. Learn how to use TList\_SQL and XML to collect data from PowerSchool’s database and display it in graphs and charts. This class introduces topics covered in the Advanced Learning Summit.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Understanding of basic SQL, JavaScript, and HTML

### Yearly Process: Rolling Over and Ramping Up

Discover key strategies to make the yearly process of rolling students into new schools and new grade levels more efficient. Then learn what needs to be set up to prepare for the start of the new academic year.

**Who should take this class:** PowerSchool Admins, Tech Coordinators, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None