

# PSU 2010 Catalog of Courses

## 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 ReportWorks

Explore ways to refine your ReportWorks creations by using conditional formatting, property expressions, and custom details. Get just the data you want in a format that meets your needs.

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

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Intermediate ReportWorks

## Advanced SQL in PowerSchool Queries

Take your SQL knowledge to the next level by tackling a series of challenging queries. Learn how to construct and troubleshoot queries with multiple joins, built-in pivots, functions, and conditions.

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

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Basic SQL



## 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.

**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 built-in attendance reports available in PowerSchool, and discover which report is best for which purpose. Learn how to locate, download, and use report templates others have created. Finally, practice adding attendance data access tags to form letters you can use to send reports home to parents.

**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

# PSU 2010 Catalog of Courses

## Basic HTML in PowerSchool Custom Pages

Build a PowerSchool page from scratch using HTML, CSS, and a basic understanding of the Document Object Model. Find out how to put the data you want, and JUST the data you want, on a custom page.

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

**Level:** ● ●      **Hours:** 3      **Platform:**        **Prerequisites:** Instant Productivity Training

## Basic JavaScript for PowerSchool

Get familiar with basic JavaScript elements that you can use to make PowerSchool pages respond to user input. This course will cover defining variables, understanding JavaScript syntax and conventions, creating a code loop, and using functions, events, and event handlers.

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

**Level:** ● ●      **Hours:** 3      **Platform:**        **Prerequisites:** Instant Productivity Training

## Basic 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.

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

**Level:** ● ●      **Hours:** 6      **Platform:**        **Prerequisites:** Instant Productivity Training

## Basic ReportWorks

Get acquainted with ReportWorks. Learn how to set up report projects that school staff can use to run high-quality customized reports. Create, manage, and share, report projects. Define filters to control the scope of included data, then learn how to run these reports from PowerSchool Administrator.

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

**Level:** ● ●      **Hours:** 3      **Platform:**        **Prerequisites:** Instant Productivity Training

## Basic Schedule-Building Concepts

Learn what steps 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

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## Basic SQL in PowerSchool Queries

Mine your data more effectively using SQL to directly extract data. Learn about the PowerSchool database structure and how to use Oracle's ODBC query tool. 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, Tech Support Staff

Level: ● ●

Hours: 3

Platform:  

Prerequisites: IPT


## Building FusionCharts Using SQL, JavaScript, and XML

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: Basic SQL, Basic JavaScript



## Conducting Student Searches

Learn how to conduct basic and not-so-basic 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 Dynamic Custom Pages Using SQL

Learn how to use Table Lists and SQL to enhance PowerSchool screens. Practice when and how to use T-lists to add a birthday list, section detail list, and activity list pages. This class is for experienced Custom Pages users who wish to build upon existing knowledge.

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

Level: ● ● ●

Hours: 3

Platform:  

Prerequisites: Intermediate Custom Pages and SQL experience

## Custom Alerts

Learn how to create alerts on PowerSchool pages! Find out how to make alerts that identify where a student is in school at a given moment, to share student information, or build an alert specific to your district's needs.

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

Level: ● ● ●

Hours: 3

Platform:  

Prerequisites: Custom Pages and SQL experience

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## 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:** Custom Pages and SQL experience

## Custom Student Pages: Intermediate Page Customization

Practice customizing PowerSchool pages by adding to the existing code. Participants will begin by analyzing a PowerSchool page, then learn how to add the data you want. Participants will delve deeper into modifying PowerSchool student pages using wildcards.

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

**Level:** ●●

**Hours:** 3

**Platform:**  

**Prerequisites:** Basic Custom Pages and HTML


## 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. Then use PowerSchool codes to enhance a page for your counseling staff.

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

**Level:** ●●

**Hours:** 3

**Platform:**  

**Prerequisites:** Instant Productivity Training

## 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: Clean up and Analyze Data from PowerSchool

Expand your Excel skill set by learning how to use filtering, sorting, and text functions, including LEFT, RIGHT, FIND, TRIM, and MID. Finish with a set of PivotTable activities you can use to summarize and display your data.

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

**Level:** ●●

**Hours:** 3

**Platform:**  

**Prerequisites:** Excel Fundamentals

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## 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.

**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.

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

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

## 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

**Level:** ● ● ● **Hours:** 3 **Platform:**   **Prerequisites:** Custom Pages and HTML

## GPA and Honor Roll

Explore the GPA world and its functions, formulas, calculations, and codes. Practice creating a GPA method, setting up an honor roll method, and setting up class rank. Use GPA codes in built-in report card and form letter reports.

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

**Level:** ● ● **Hours:** 3 **Platform:**   **Prerequisites:** Familiarity with codes

## Incident Management

Explore the benefits of the Incident Management system. Learn to conduct incident searches, add and edit incident details, set up the incident system for use, and analyze incident data. [Note: sign up for the ReportWorks class to learn how to create and print Incident reports.]

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

**Level:** ● ● **Hours:** 3 **Platform:**   **Prerequisites:** Instant Productivity Training

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## Interactivity in Your PowerSchool Custom Pages

Tired of data being entered incorrectly? Learn to use regular expressions to validate data in your custom pages. 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:** Basic JavaScript



## Intermediate ReportWorks

Now that you know ReportWorks basics, learn how to set up categories and manage preferences. Practice creating advanced queries using Boundaries, exporting and importing reports, creating cross-tab reports and graphs, and working with layers.

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

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Basic ReportWorks



## 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:** Instant Productivity Training


## 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 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

**Level:** ● ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** PowerScheduler proficiency

## PowerScheduler: The Basics of Load Process

Get acquainted with 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: The Basics of 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: 3

Platform:  

Prerequisites: Basic Schedule-Building Concepts

## PowerSchool 101

Get to know the basics of PowerSchool from the perspectives of the four main stakeholder groups: a school administrator, a teacher, a substitute, and a parent. Learn how to enroll 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

## PowerSchool Users: Counselors

Get familiar with PowerSchool tools for counselors. Search for your assigned student groups and find out who doesn't have enough credit hours. Practice setting up the Cumulative Grade Info screen and Graduation Requirement Sets. Review how to mass set the default graduation requirement set and how to use log entries to record notes from counseling visits. View the SEOP Review screens and create a Student Education Plan form letter for parents.

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

Level: ●

Hours: 3

Platform:  

Prerequisites: None

## PowerSchool Users: Registrars

Discover what is available in PowerSchool for 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:** All PowerSchool users

Level: ●

Hours: 3

Platform:  

Prerequisites: None

## PowerSchool Users: School Administrators & Leaders

Expand your PowerSchool skill set in the areas of working with staff, managing student behavior and discipline reports, identifying which students are at risk, viewing student records and teacher gradebooks, and analyzing trends in student performance.

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

Level: ●

Hours: 3

Platform:  

Prerequisites: None

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## 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. View the My Content area of PowerTeacher, and practice linking 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:** Instant Productivity 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 running reports. You'll also practice adding Internet resource links to class assignments.

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

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None

## Preparing for End of Term

Streamline the End of Term process at your school with the tips and tricks garnered from this class. Learn how to prepare your teachers and staff for the end of each marking period. Then view and discuss different grade-storing scenarios and simulations. 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


## Scheduling Prerequisites & Recommendations

Let PowerSchool's PowerScheduler help you determine who's eligible to take advanced courses at your school. Learn how to add prerequisite notes and rules to a course and to a group of courses, and how to enter teacher recommendations and manage recommendations.

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

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Instant Productivity Training

## Security Settings Custom Page: Using Advanced Javascript

Learn best practices for adding custom interactivity to PowerSchool pages. You'll work with the DOM (Document Object Model) and learn how to avoid using universal variables while you create a page to mass set page permissions by group. This classes 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:** Intermediate JavaScript

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## Simple Custom Fields and Screens in PowerSchool

Learn about PowerSchool's data structure, how to find which custom fields are already on your server, how to add HTML formatting to a custom screen, and how to export and import a custom screen.

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

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** Instant Productivity Training

## Standard-based Grading Setup

Analyze how to set up and use school-level standards at your district. Learn how standards and PowerSchool work together, how to create the import template for getting standards into PowerSchool, and how to maintain and store scores for standards. Finally, 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:** 3

**Platform:**  

**Prerequisites:** Familiarity with Import/Export functions

## State Reporting

Learn the basics of state reporting and find out where to get the reporting requirements from your state department of education. Learn how to make sure you always have the most current state reporting form and how to troubleshoot your reports. (This class will be 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:** Instant Productivity Training

## System Administrator: Basic Server & System Settings

Learn the architecture of PowerSchool and its included applications, as well as how to establish security groups and configure user security settings. Configure settings for users to connect with Tomcat-served applications like PowerTeacher and ReportWorks, and set up Family Management and Address Management for your district to use. Finally, learn to manage Mobile pages and Guardian Single Sign-On.

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

**Level:** ●

**Hours:** 3

**Platform:**  

**Prerequisites:** None


## System Administrator: Management and Maintenance

Make your job easier by using PowerSchool Administrator to: check on backups, edit retention policies, check system configuration, look at system alerts, and manage custom pages. Also, learn to use Flashback to restore your database, DataDump to set up a test server, manage your Tomcat server, and work with server logs and syncing to optimize your server.

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

**Level:** ● ●

**Hours:** 3

**Platform:**  

**Prerequisites:** System Administrator Basics

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## 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:** Instant Productivity Training


## Using Javascript Libraries 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. 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:** Custom Pages and Basic JavaScript

## Using PowerSchool's System Reports

Learn how to manage the reports you will need throughout the year. Reports featured include: Class Roster report, Absentee report, Consecutive Absences report, report cards, grade verification reports, failure lists and mail-merge letters. This course is a review of IPT topics.

**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


## Yearly Process: Good Endings--Great Starts

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

## Automated Walk-in Scheduling

It's only the first week of school, and already you have 30 schedules to change! Learn how to set up the scheduling engine to run on your server, what data you need to be able to use the walk-in scheduler, and how to make schedule changes. Also learn how to use student requests and mass enrollments.

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

**Level:** ● ●

**Hours:** 1

**Platform:**  

**Prerequisites:** Instant Productivity Training

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## Edustructures

Get acquainted with Edustructures and the Schools Interoperability Framework (SIF). Learn 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:** 1 **Platform:**   **Prerequisites:** None

## Health Record Management

Get familiar with PowerSchool's Health and Immunizations feature. Learn how to set up the page, manage student health records, and validate immunization dates you record.

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

**Level:** ● **Hours:** 1 **Platform:**   **Prerequisites:** Instant Productivity Training

## 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, Technical Support Staff, School Administrators, Office Staff, Registrar, Guidance Staff

**Level:** ● **Hours:** 1 **Platform:**   **Prerequisites:** None

## 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, Tech Support Staff, School Administrators, Office Staff, Lunch Staff

**Level:** ● **Hours:** 1 **Platform:**   **Prerequisites:** None

## Standards & PowerTeacher Gradebook

Learn how to use standards-based grading in PowerTeacher Gradebook. Discover how standards are organized and how to associate standards to student assignments. Practice entering scores to reflect students' mastery of standards, then view and analyze your students' progress.

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

**Level:** ●● **Hours:** 1 **Platform:**   **Prerequisites:** PowerTeacher Gradebook Basics

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## What's New in PowerSchool?

Come watch a demo of the 2010 product enhancements.

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

**Level:** 

**Hours:** 1

**Platform:**  

**Prerequisites:** None