# Elizabeth City-Pasquotank Public Schools

POWERSCHOOL Job Roles and Recommended Courses

https://powersource.pearsonschoolsystems.com

*All courses can be completed on the PowerSource training site. You must have an account to log in and begin the courses.*

PowerSchool Administrators and District Technology Support Staff
PowerSource Role: Technical Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. PowerSchool Administration and Management
3. PowerSchool Database Management
4. PowerTeacher Administrator
5. PowerTeacher Gradebook Standards Setup
To understand the basic functionality of the system from the end-user's point of view, PowerSchool administrators and technology support staff members should take the following courses:
1. Enrolling and Transferring Students
2. Managing Grades and Academic Data
3. Managing Staff in PowerSchool
4. Managing Students in PowerSchool
5. Managing Student Behavior and Discipline in PowerSchool
6. PowerSchool Communication Tools (Part One, Part Two)
7. PowerTeacher Gradebook Courses
 PowerTeacher Gradebook: Getting Started
 PowerTeacher Gradebook: Working with Grades
 PowerTeacher Gradebook: Analysis and Reporting
8. Counselor and Administrative Skills (Part One, Part Two)
To prepare to set up the Parent Portal, PowerSchool administrators and technology support staff members should take the following courses:
1. Parent Access Setup
2. Introducing Parents to PowerSchool's Parent Portal
Before the end of the first term or grading period at any schools in the district, the PowerSchool administrator and technology support staff should take the following courses:
1. End of Term Part One: Verifying Grades
2. End of Term Part Two: Storing Grades
3. End of Term Part Three: Reporting Grades
Depending on the methods used to record attendance in the district, whether meeting, daily, or both, PowerSchool administrators and technology support staff should take the following courses:
1. Managing Meeting Attendance
2. Managing Daily Attendance
3. Attendance Reports

Depending on the types of schools in the district, whether secondary, elementary, or both, PowerSchool administrators and technology support staff should take one or both of the following:
1. During the School Year Scheduling – Secondary
2. During the School Year Scheduling – Elementary

## Secondary Principal
PowerSource Role: Administrative Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Managing Staff in PowerSchool
3. Managing Students in PowerSchool in PowerSchool
4. Managing Student Behavior and Discipline in PowerSchool
5. During the School Year Scheduling – Secondary

Recommended:
1. Enrolling and Transferring Students
2. Managing Grades and Academic Data
3. Introducing Parents to PowerSchool's Parent Portal
4. PowerTeacher Gradebook Courses
 PowerTeacher Gradebook: Getting Started
 PowerTeacher Gradebook: Working with Grades
 PowerTeacher Gradebook: Analysis and Reporting
5. PowerSchool Communication Tools (Part One, Part Two)
6. Counselor and Administrative Skills (Part One, Part Two)

## Registrars
PowerSource Role: Administrative or Office Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
4. During the School Year Scheduling – Secondary
Before the end of the first term or grading period at each school, registrars should take the following courses:
1. End of Term Part One: Verifying Grades
2. End of Term Part Two: Storing Grades
3. End of Term Part Three: Reporting Grades

Recommended:
1. PowerSchool Communication Tools (Part One, Part Two)
2. Managing Staff in PowerSchool
2. Enrolling and Transferring Students
3. Managing Grades and Academic Data
4. Managing Student Behavior and Discipline in PowerSchool
5. Counselor and Administrative Skills (Part One, Part Two)
Depending on the methods used to record attendance at each school, whether meeting, daily, or both, registrars should take the following courses:
1. Managing Meeting Attendance
2. Managing Daily Attendance
3. Attendance Reports

School Secretary
PowerSource Role: Office Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Managing Staff in PowerSchool
3. Managing Students in PowerSchool
4. Managing Student Behavior and Discipline in PowerSchool
5. PowerSchool Communication Tools (Part One, Part Two)
6. Enrolling and Transferring Students
Before the end of the first term or grading period at each school, school secretaries should take the following courses:
1. End of Term Part One: Verifying Grades
2. End of Term Part Two: Storing Grades
3. End of Term Part Three: Reporting Grades

Recommended:
1. During the School Year Scheduling – Secondary
2. During the School Year Scheduling – Elementary
3. Counselor and Administrative Skills (Part One, Part Two)
Depending on the methods used to record attendance at each school, whether meeting, daily, or both, school secretaries should take the following courses:
1. Managing Meeting Attendance
2. Managing Daily Attendance
3. Attendance Reports

Counselor
PowerSource Role: Counselor

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Counselor and Administrative Skills (Part One, Part Two)
3. During the School Year Scheduling – Secondary
Managing Grades and Academic Data
Before the end of the first term or grading period at each school, counselors should take the following courses:
1. End of Term Part One: Verifying Grades
2. End of Term Part Two: Storing Grades
3. End of Term Part Three: Reporting Grades

Recommended:
1. PowerSchool Communication Tools (Part One, Part Two)

Attendance Clerk
PowerSource Role: Office Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Managing Meeting Attendance
3. Managing Daily Attendance

4. Attendance Reports
Recommended:
1. PowerSchool Communication Tools (Part One, Part Two)

## Elementary Principal
PowerSource Role: Administrative

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Managing Staff in PowerSchool
3. Managing Students in PowerSchool
4. Managing Student Behavior and Discipline in PowerSchool
5. Enrolling and Transferring Students
6. During the School Year Scheduling – Elementary
Before the end of the first term or grading period at each school, elementary
principals should take the following courses:
1. End of Term Part One: Verifying Grades
2. End of Term Part Two: Storing Grades
3. End of Term Part Three: Reporting Grades

Recommended:
1. Enrolling and Transferring Students
2. Introducing Parents to PowerSchool's Parent Portal
3. PowerTeacher Gradebook Courses
 PowerTeacher Gradebook: Getting Started
 PowerTeacher Gradebook: Working with Grades
 PowerTeacher Gradebook: Analysis and Reporting
4. PowerSchool Communication Tools (Part One, Part Two)
5. Counselor and Administrative Skills (Part One, Part Two)

## Secondary and Elementary School Teacher
PowerSource Role: Teacher

Required:
1. PowerTeacher
2. PowerTeacher Gradebook Courses
 PowerTeacher Gradebook: Getting Started
 PowerTeacher Gradebook: Working with Grades
 PowerTeacher Gradebook: Analysis and Reporting
3. PowerTeacher Gradebook Standards
4. Introducing Parents to PowerSchool's Parent Portal
Department heads/curriculum leaders should also take the following course:

## School Nurse
PowerSource Role: Office Staff

Required:
1. Basics for PowerSchool Administrators (Part One, Part Two, Part Three)
2. Health Record Management (Part One and Part Two)

# Course Descriptions

Attendance Reports
This course is intended for attendance clerks, secretaries, and school administrators who are responsible for verifying the accuracy of attendance records, running attendance audits, and reporting attendance to the district, province, and/or state. Learn how to set up, use, and analyze the reports you'll use most often on a daily, weekly, and monthly basis.

Basics for PowerSchool Administrators Part One
This course is intended for everyone new to PowerSchool or for those who would like to brush up on the basics. You will learn about the different groups who use PowerSchool, how someone from each of the user groups signs in to PowerSchool, and how to navigate the PowerSchool Start Page. You will also explore common PowerSchool tasks, run basic reports, and use special functions.

Basics for PowerSchool Administrators Part Two
This course is intended for anyone new to PowerSchool or who would like to brush up on the basics. In Part Two of this three-part course, you will learn how to search for students and how to use student pages. You will explore individual student information such as alerts and demographics, as well as look at student reports that you can print.

Basics for PowerSchool Administrators Part Three
This course is intended for everyone new to PowerSchool or for those who would like to brush up on the basics. You will learn how to perform basic field level searches in PowerSchool, print reports and mailing labels, work with group functions, perform compound searches and use a variety of search methods to select students.

Counselor and Administrative Skills Part One
This course is intended for counselors and administrative users at districts and individual schools and is the first part of a two-part series. Participants will learn how to conduct and save student searches, use the counselor's screen, set up and work with cumulative information, and track graduation progress.

Counselor and Administrative Skills Part Two
This course is intended for counselors and administrators at the school and district level. This is part two of a two-part series. Learn where to record student information, how to create form letters, and how to modify custom reports.

During the School Year Scheduling - Elementary
School administrative staff responsible for managing elementary schedules during the school year will learn how to perform several scheduling-related tasks, including how to: view and modify the Master Schedule, add courses, create dependent sections, manually schedule students, mass enroll students in a class, and enroll students in special programs.

During the School Year Scheduling - Secondary
School administrative staff responsible for managing secondary schedules during the

school year will learn how to perform several scheduling-related tasks, including how to view and modify the Master Schedule, add courses, manually schedule students, mass enroll students in a class, and enroll students in classes at other schools.

End of Term Part One: Verifying Grades
School administrative staff responsible for the End of Term process will learn what elements to include in their End of Term process plan and how to verify teacher grades.

End of Term Part Two: Storing Grades
School administrative staff responsible for the End of Term process will learn how to use the Permanently Store Grades page to store grades in PowerSchool.

End of Term Part Three: Reporting Grades
School administrative staff responsible for the End of Term process will learn how to calculate honor roll, run the Honor Roll report, and print report cards.

Enrolling and Transferring Students
This course covers the management of student enrollment, whether into your school, out of a school, or transferring between schools. You'll also learn how to use PowerSchool to activate a student's inactive status, link to family demographic information, and avoid duplicating student data. Finally, you'll learn how to pre-enroll students before they attend kindergarten.

Introducing Parents to PowerSchool's Parent Portal
This course is for school and system administrators responsible for teaching parents and guardians how to use the PowerSchool Parent Portal. Administrators will learn how parents and guardians sign in, add students to parent/guardian single sign-in accounts, receive email reports, access grades, view attendance, and use other parent tools.

Managing Daily Attendance
PowerSchool has many options for viewing, recording, and modifying attendance. This course will explore viewing individual student attendance pages, finding teachers who have not taken attendance, finding students who are absent or have chronic attendance problems, and recording and updating daily attendance for students.

Managing Grades and Academic Data
Take this course to learn the basic skills of using PowerSchool's student information system to enter, manage, and report on a student's academic data. This course is focused primarily on entering and tracking transcripts and historical grade information. Additionally, it explains how to track graduation progress, monitor atrisk students, and review student activity eligibility.

Managing Meeting Attendance
PowerSchool has many options for viewing, recording, and modifying attendance. This course will explore viewing individual student attendance pages, finding teachers who have not taken attendance, finding students who are absent or have chronic attendance problems, and recording and updating meeting attendance for students.

Managing Staff in PowerSchool

Explore how to add, edit, and inactivate staff from your current records. Then, learn how to gather email addresses quickly and view teacher schedules and gradebooks.

Managing Students in PowerSchool
Explore how to view student academic records and teacher gradebooks. Then, learn how to use the At Risk, Parent Access Statistics, and Grades Distribution reports.

Managing Student Behavior and Discipline in PowerSchool
Learn how to document student behavior-based events in two ways. First, see how to use incident management to record information about an event that involves multiple people, such as reporters, witnesses, offenders, and victims. Then learn how to submit log entries about an individual student. Finally, investigate ways to print out records created through both methods.

Parent Access Setup
This course is for school system administrators responsible for setting up the PowerSchool Parent Portal, setting up parent/guardian and student accounts, and enabling Parent Single Sign-on. System administrators will learn how to set up security settings to modify pages and permissions, set up parent and student accounts, add students to parent accounts, enable parent single sign-on, set up parental email, and set up the Parent Portal display.

PowerSchool Administration and Management
This course addresses important items that PowerSchool administrators need to know. You will learn how to work directly in PowerSchool data, and manage staff member information, the report queue, and the parent and student portals.

PowerSchool Communication Tools Part One
When it comes to communication, PowerSchool offers a variety of tools that school administrative staff can use to share information effectively with students, parents, and staff members. Part One of this course introduces you to these tools and shows you how to create your own form letters, customize mailing labels, and print reports for students.

PowerSchool Communication Tools Part Two
PowerSchool provides a variety of communication tools that school administrative staff can use to share information effectively with students, parents, and staff members. This final part of the course shows you how to create your own report cards and progress reports, enter and edit items in the daily bulletin, and how to import and export report templates.

PowerSchool Database Management
This course will teach System administrators how to use the PowerSchool System Management Tool to manage the database, and how to perform system backups, restorations, and updates.

PowerSchool Health Record Management Part One
In this course, administrators will learn how follow district and state reporting guidelines to set up the PowerSchool Health components at the district level, including Immunizations, Screenings, Office Visits, and Grade Level Entry Certifications.

PowerSchool Health Record Management Part Two
In this course, school nurses and other health administrators will learn how to record and manage student health information at the school level, including Immunizations, Screenings, Office Visits, and Grade Level Entry Certifications. School administrators will also learn how to run Health reports and how to control access to the PowerSchool student Health pages through user group security permissions.

PowerTeacher
In this interactive course, teachers can learn how to navigate PowerTeacher, take attendance, submit lunch counts, view student information, view the daily bulletin, and launch PowerTeacher Gradebook.

PowerTeacher Administrator
This course is intended for both technical and instructional administrators in your district and individual schools. Technical administrators will learn how to establish and maintain accounts for groups of district and school leaders. Instructional leaders will learn how to maintain consistency in the setup of the gradebook, how to push content links to specific groups of teachers, and how to run administrative reports on gradebook activity.

PowerTeacher Gradebook: Analysis and Reporting
In this course, teachers will learn how to use PowerTeacher Gradebook to analyze grades and report on students' progress and performance. Through a highlyinteractive
instructional model, teachers will learn how to work with the Scoresheet
in three modes: Assignments, Final Grades, and Student View to work with student groups; run reports; and import and export scores. The course uses dynamic demonstrations to guide PowerSchool and Chancery SMS teachers through gradebook processes and provide opportunities for hands-on practice.

PowerTeacher Gradebook: Getting Started
In this course, teachers will learn how to launch PowerTeacher Gradebook and will be introduced to the purposes of each main section. Then they will start using the gradebook as is, "right out of the box." Through a highly-interactive instructional model, teachers will learn how to create assignments, enter scores, and add information to their class descriptions. The course uses dynamic demonstrations to guide teachers through gradebook processes and provide opportunities for hands-on practice.

PowerTeacher Gradebook Standards
This course introduces teachers to the most common operations used when working with standards in PowerTeacher gradebook. Subjects covered include attaching standards to an assignment, using the standards drawer, using the Student View mode, working with final grades, filtering, and standards reports.

PowerTeacher Gradebook Standards Setup
This course will introduce you to the operations performed in setting up standards for use with the PowerTeacher Gradebook. Subjects covered include creating a conversion scale and setting up standards score values, manually entering standards, and using Quick Import to transfer standards into PowerSchool.

PowerTeacher Gradebook: Working with Grades

In this course, teachers will learn how to work with grades in PowerTeacher Gradebook. Through a highly-interactive instructional model, teachers will learn how to work with default and custom grade scales, set up final grade calculation methods, score assignments, enter citizenship final grades, manually override final grades, and submit final grades at the end of a grading period. The course uses dynamic demonstrations to guide PowerSchool and Chancery SMS teachers through gradebook processes and provide opportunities for hands-on practice.