

**PowerSchool Special Programs
Training Links**

Special Programs Train-the-Trainer Checklist			Link	
My Home Page Overview	1:26	Play	Link	Review items on the Home Page.
About Home Page Panels	2:33	Play	Link	Review various panels such as Quick Access, Unread Messages, and Reports. The exact panels you see depend on your security privileges
Communications and Calendar				
Sending Messages	1:58	Play	Link	Learn how to send other users messages within the system.
Viewing Your Message Boxes	1:40	Play	Link	Accessing your messages in the system.
Forwarding Messages to Your Email Account	2:05	Play	Link	Using email notifications pertaining to messages in the system.
Using Messaging Groups	2:30	Play	Link	Linking multiple users to a group for sending messages.
Sending an Administrative Announcement	6:19	Play	Link	Post an announcement on the home page of all or specific users.
Creating Calendar Events	2:37	Play	Link	Scheduling events using the calendar feature in the system.
Your Caseloads				
Adding Students to Your Caseload	1:38	Play	Link	Process for adding and removing students from a user's own caseload.
Organizing Your Caseload into Caseload Groups	1:21	Play	Link	Creating groups from the students on a user's caseload.
Accessing Student Profiles, Documents, and Events				
Searching for Students Using Quick Search	3:00	Play	Link	Searching for students in the system.
Using the Advanced Search (for power users)	*	Help Guide Only	Link	Advanced search capabilities using formulas in the system.
Accessing Student Profiles	0:54	Play	Link	Viewing the most current information stored in the system for students.
Accessing Documents and Events	1:49	Play	Link	Viewing student documents as well as the event log for students.
Creating and Editing Documents				
Creating a New IEP or Other Document	3:05	Play	Link	Learn how to create documents for students in the system.
Editing Narrative Text Areas in Documents	3:29	Play	Link	Explanation of different options for completed narrative text fields in documents.

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Creating a Personal Statement Bank	1:25	Play	Link	Creating and saving personal entries to be used across student documents in the statement bank feature within narrative text fields.
Managing Public Statement Banks	*	Help Guide Only	Link	Creating and saving organizational entries in statement banks for be used across student documents within the narrative text fields.
Working with the Goals and Objectives Section			Link	
Working with Presets	*	Help Guide Only	Link	Learn how to save information within goals and objectives to use across student documents.
Create a new preset	*	Help Guide Only	Link	Creating an entry in presets to save and use multiple times.
Insert a preset into the document	*	Help Guide Only	Link	Using a saved preset entry in goals and objectives.
Share a preset with other users	*	Help Guide Only	Link	Giving other users access to a saved preset.
Changing the Status of a Document	2:33	Play	Link	Changing the status of documents in reference to where the student is in the workflow process.
Printing a Document	2:00	Play	Link	Options for printing partial or whole documents from the system.
Progress Monitoring and Reporting	3:49	Play	Link	Once goals and objectives have been established, progress monitoring can be recorded in the document.
Revising and Amending Finalized Documents	1:18	Play	Link	How to make changes to finalized documents in the system.
Manually Adding a New Event	0:50	Play	Link	Creating document events in the system.
Working with File-Based Documents	1:57	Play	Link	Uploading documents for students that are not created within the system.