



We believe that proper training is crucial to a district's success with PowerSchool. Our training staff consists of professional trainers, many of whom were educators or district technology specialists before becoming a part of Pearson. The Product Education team offers a diverse range of PowerSchool classes, from Initial Product Training to advanced-level consultations. To best suit your school's needs and budget constraints, we offer onsite, online, and regional training events. We also offer a university and summit series to expand your knowledge and allow you to engage with other PowerSchool users.

The first level of training for all PowerSchool users is Initial Product Training. This required course is a 3-day event, consisting of 6 training sessions:

- **System Administrator Consultation**

In this session, users learn how to set up security access for all users, enable teachers to use PowerTeacher effectively, and modify school setup information.

- **Session 1: Introduction to PowerSchool**

In this session, users learn how to access all parts of the system. They also learn to navigate PowerSchool and learn about different methods to search for students and work with individual students.

- **Session 2: Working with Groups of Students**

In this session, users learn how to search for, select, and perform functions for groups of students. They also learn how to enroll, withdraw, and transfer students into and out of school and maintain student schedules.

- **Session 3: Attendance Process and PowerSchool Reports**

In this session, users learn how to manage student attendance, access student attendance reports, run PowerSchool reports, and access information about state reporting. They also learn how to create custom form letters and mailing labels, and how to add items to the daily bulletin.

- **Session 4: End of Term Process and Customized Reports**

In this session, users learn how to verify and store final grades. They also learn how to create progress reports, student schedule printouts, and report cards. They also become familiar with object reports.



- **Gradebook Training**

In this session, up to 15 of your teacher-trainers learn the functionality of the web-based gradebook, PowerTeacher. They will then be able to train the rest of your faculty on this product.

Once you have tackled the basics of PowerSchool we invite you to continue your PowerSchool experience with our advanced course offerings. A sample of our optional courses follows:

- 2-Day Object Reports Online
- Custom Pages
- Walk-in Scheduling Functions
- Elementary Scheduling
- Data Maintenance
- Working with PowerViews
- Mining Your Database
- Attendance
- Back to School
- Being Accountable
- Build Workshop
- Summer School Setup and Functions
- Prepare to Build
- Standards
- System Administrator Skills
- End of Term Process
- Load Process
- Yearly Process
- Object Reports
- Office Functions
- Parent Access
- PowerLunch
- Counselor Skills

For a complete list, or to sign up for any PowerSchool course, please visit <https://support.powerschool.com/training.do>