

# TRAINING Schedule 18-19 Sept -Oct

We will host a variety of classes every Thurs at the PDEC but also provide virtual training within 24 hours to all school districts with new employees for

**PowerSchool Basics and PowerSchool Attendance:** This is a hands on training done online with the PowerSchool instructor to guide employees through PowerSchool.

It is through GO TO MEETING When you sign up for the class the link will be sent to you. Please download gotomeeting in advance

**All Classes begin at 9am and PM classes begin at 1pm**

**We will focus on the MasterScheduler, Updates and Training New Teachers, New Data Managers and Administration !**

DATE OF TRAINING	NAME	COURSE	INSTRUCTOR	TAKEN	PASS/FAIL	NOTES				
9/4/2018	Virtual	PS Attendance	Melissa Pennington			AM				
9/4/2018	Virtual	PS Incident Management	Melissa Pennington			PM				
9/5/2018	Virtual	PowerSchool Basics	Melissa Pennington			AM				
9/5/2018	Virtual	PowerSchool Attendance	Melissa Pennington			PM				
9/7/2018	PDEC	Enrollment & Transferring Virtual	Melissa Pennington			AM				
9/10/2018	Virtual	Managing Grades and Date	Melissa Pennington			PM				
9/10/2018	virtual	Master Schedule/ OPEN LAB	Melissa Pennington			AM				
9/11/2018	virtual	Master Schedule	Melissa Pennington			AM				
9/11/2018	Virtual	Master Schedule	Melissa Pennington			PM				
9/14/2018	PDEC	PowerSchool Attendance	Melissa Pennington			AM				
09/17/2018	Virtual	Report Cards	Melissa Pennington			PM				
9/17/2018	virtual	PowerTeacher Pro/OPEN LAB	Melissa Pennington			AM				
9/18/2018	Virtual	Exporting From PowerSchool	Melissa Pennington			AM				
9/18/2018	Virtual	Managing Grades and Data	Melissa Pennington			PM				
9/19/2018	Virtual	Enrollment & Transferring Virtu	Melissa Pennington			AM				
9/21/2018	PDEC	Work Based Learning	Melissa Pennington			PM				
9/24/2018	Virtual	PowerSchool For Administratic	Melissa Pennington			AM				
9/24/2018	Virtual	Troubleshooting PS	Melissa Pennington			PM				
9/25/2018	virtual	PS Maintenance/Open Lab	Melissa Pennington			AM				
9/25/2018	Virtual	Progress Reports	Melissa Pennington			am				
9/26/2018	virtual	PT Pro	Melissa Pennington			PM				
9/26/2018	Virtual	PowerScheduler Correction	Melissa Pennington			am				
9/27/2018	Virtual	PowerScheduler Correction	Melissa Pennington			PM				

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PowerSchool Basics and PowerSchool Attendance. We will focus on training those coming with the PowerSchool license to guide employees through PowerSchool.

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All classes begin at 9am and end at 12:00pm

**We will focus on MasterSchedule and also any summer training**

DATE OF TRAINING	NAME	COURSE	INSTRUCTOR	TAKEN	PASS/FAIL	NOTES
10/1/2018	virtual	MasterSchedule	Melissa Pennington			AM
10/1/2018	Virtual	MasterSchedule Teacher work	Melissa Pennington			
10/2/2018	Virtual	PowerSchool Basics	Melissa Pennington			AM
10/2/2018	virtual	PowerSchool Attendance	Melissa Pennington			
10/4/2018	Virtual	Enrollment &Transferring Virtual	Melissa Pennington			AM
10/4/2018	Virtual	Managing Grades and Date	Melissa Pennington			
10/5/2018	PDEC	Master Schedule/ OPEN LAB	Melissa Pennington			AM
10/8/2018	Virtual	Report Cards	Melissa Pennington			
10/8/2018	Virtual	Master Schedule PDEC	Melissa Pennington			AM
10/9/2018	Virtual	PowerSchool Attendance	Melissa Pennington			AM
10/09/2018	Virtual	Master Schedule	Melissa Pennington			AM
10/10/2018	virtual	Master Schedule	Melissa Pennington			AM
10/10/2018	virtual	Report Cards				
10/11/2018	virtual	PowerTeacher Pro/OPEN LAB				
10/11/2018	virtual	Exporting From PowerSchool				
10/15/2018	VIRTUAL	Managing Grades and Data				
10/15/2018	VIRTUAL	Enrollment &Transferring Virtual				
10/16/2018	VIRTUAL	Work Based Learning				
10/16/2018	VIRTUAL	PowerSchool For Administration				
10/17/2018	VIRTUAL	Troubleshooting PS				
10/18/2018	VIRTUAL	PS Maintenance/Open Lab				
10/19/2018	PDEC	Progress Reports				

# COURSE LIST

TRAINING LOG

COURSE LIST

TITLE	INSTRUCTOR	DESCRIPTION	HOURS
Poweschool Basics	Melissa Pennington	Navigation of PowerSchool	2
PowerSchool Attendance	Melissa Pennington	reports.	2
PowerScheduler	Melissa Pennington	A course for guidance counselors and administrators to schedule schools	3.5
Navigation & Searches	Melissa Pennington	teaches how to perform searches for individual students and groups.	2
Functions	Melissa Pennington	student activity and how to use basic report and printing functions.	2
Enrollment & Transferring	Melissa Pennington	This course covers the management o f student enrollment.	2
Managing Grades and Academic Date	Melissa Pennington	This course covers basic skills of using Power School's student information system	2