

# South East Education Cooperative

1305 9th Ave. S., Fargo, N.D. 58103 | (701) 446-3170 | [www.ndseec.com](http://www.ndseec.com)

## PowerSchool winter workshops are available!



Prepare to Schedule workshops begin in January and will go through February. In March the build and load help days to assist in finishing your schedule will begin. If your school has used scheduling in the past and plans to use it this year, sign up for the Prepare to Schedule as soon as possible.

### Prepare to Schedule:

If your district is planning on using PowerScheduler to get your schedules ready for 2017-2018, the Prepare to Schedule workshop is mandatory to attend. This workshop walks schools through setting up the scenario for the next school year so schedules can be completed and students loaded into schedules before the end of the 16-17 school year. **If you choose to not attend the Prepare to Schedule workshop you will not be able to work with your schedule until after the End of Year workshop next summer when it will be copied from the previous year.** \*\*If you have questions on whether your district does a build, load or uses scheduling, you can contact the help desk and someone can assist you.

1/9/17 – West Fargo

1/12/17 – Minot

1/12/17 – Bismarck

1/19/17 – Bismarck

1/24/17 – Grand Forks

1/25/17 – Devils Lake

2/14/17 – Kindred

2/15/17 – Bismarck

2/16/17 – Minot

2/22/17 – Grand Forks

2/23/17 – Valley City

### PowerScheduler Load Help Day:

If you attend the Prepare to Schedule workshop and set up a load scenario then the Load Help Day will assist you in loading students into the schedule. Before attending the Load Help day, it is mandatory to attend the Prepare to Schedule workshop to ensure everything is set up correctly.

3/15/17 – Bismarck

3/29/17 – Grand Forks

4/6/17 – Dickinson

4/13/17 – Fargo

4/19/17 – Valley City

4/26/17 – Bismarck

4/27/17 – Minot

### PowerScheduler Build Help Day:

If you attend the Prepare to Schedule workshop and set up a build scenario, then the Build help day will assist you in finalizing your build and loading students into the schedule. Before attending the Build Help day, it is mandatory to attend the Prepare to Schedule workshop to ensure everything is set up correctly.

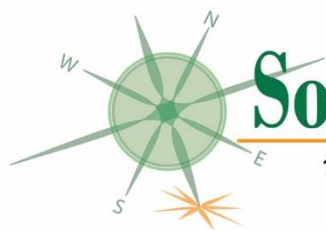
4/5/17 – Kindred

4/12/17 – Minot

### New Admin/Course Management:

This is a combined workshop for new administrators with a focus on course management.

- **New Admin:** Participants will learn search methods, student screen navigation, group functions, how to maintain schedules and create reports. The new administrator must have a user name and password created for them before attending this session. Participants will be training in their live environment.



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- **Course Management:** Learn how to create new courses without creating duplicate courses. We will also spend time on creating new sections on current and new courses. Finally, we will help you enroll students in sections and will assist you in cleaning up your courses, sections and enrollments. You will receive PowerSchool Quick Reference guides which include: course management, student enrollment, and staff management.

1/17/17 - Bismarck

## **Standards:**

This training is a full day standards training where you will create the conversion scale/matrix for the standards, attach the course or subject area to the standards, import the standards your district has chosen to use and view the Standards Visualizer.

3/22/17 – Devils Lake

## **Standards/Object Reports:**

This training is a full day with standards being covered in the morning and then working on object reports/report cards in the afternoon.

2/14/17 – Bismarck

2/16/17 - Tioga

## **Standards Report Card Help Day:**

This training will help you develop your standards based report card.

3/23/17 – Devils Lake

**Register for workshops:**

[www.edutech.nodak.edu/training/training-category/powerschool/](http://www.edutech.nodak.edu/training/training-category/powerschool/)

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