

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

PowerSchool Special Programs has a lot of bells and whistles! While we cannot cover them all in this session, we will highlight the coolest and most used advanced functionality throughout the system, such as Data Transfer Packages, Bulk Document Creation, and Language Translation.

In this course, you will learn about:

- Additional report features
- Language translations
- Progress monitoring
- District Based Trainings

Getting Started

Special Programs is integrated with single sign-on from PowerSchool SIS and Unified Classroom. Across the top of Special Programs, you will see several menus to access different features in Special Programs.

My Home Page

My Home Page is your Special Programs dashboard. You can adjust the My Home Page panels by collapsing, expanding, and moving them around. In the header, the PowerSchool Special Programs logo is a link to My Home Page. Whenever you see this icon, click it to return to My Home Page. Being able to return to My Home Page from almost anywhere in Special Programs comes in handy when you want to start a new task.

Also contained within the header section is the Special Programs Help menu. Click the question mark icon to access the Help menu. Next to the question mark icon is an icon with the current user initials. Click this icon to access a menu of user-related options, including the sign out link. Always sign out of Special Programs when you leave your workstation or are done using the program.

The specific options and panels you have in My Home Page are determined by the security group your user account belongs to and the permissions granted to the security group. Once you leave My Home Page for another page, the page names appear in the navigation toolbar. These linked page names are called the navigation path, or breadcrumbs. Click a link in the navigation path to return to that page.

Activity 1 – Access Special Programs

Sign in and navigate to the Special Programs.

1. Sign in using the server and sign-in credentials provided by your trainer
2. Navigate to Special Programs

Special Programs My Home Page opens in a new browser tab.

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

3. Briefly explore My Home Page and the top navigation menus
4. If needed, return to My Home Page by clicking the PowerSchool Special Programs logo in the top-left corner

Advanced Report Options

Advanced reporting options are used to customize data in reports for ease of access and increased functionality use. Data within the reports can be refreshed at any point so that the most accurate data is reflected given parameters that were selected in the past.

You can use different features in Standard Reports to create a report from a selected document type and to customize the appearance of report data, for example:

Creating Reports from Documents and Setting Criteria Based on Document or Student Status

This feature allows you to build a list report that collects information from each student's individual document and collect all the information on one table. This feature also allows you to build reports to collect information based on the status of a document or the status of a student within an exceptional education module.

An example of a question that can be answered using this criteria is: How many IEPs have been created, but have not been finalized yet, and for which students?

Activity 2 – Create a Report to Monitor Document Status

Create a report based on the Notice and Consent for Initial Evaluation documents to answer the question: How many students have a Notice and Consent for Initial Evaluation that is not yet finalized?

1. From the top navigation menu, click **Reporting** then **Standard Reports**
2. Click **New List Report**
3. Give your report a unique name by following the naming convention
LastNameFirstInitial_Document Status Report
4. For Ownership/Category, choose Public Report then open the Optional Category menu and at the bottom of the list, select the Category that matches your trainer's name
5. Open the Type of Information menu and select **Student > Documents**
6. Open the menu that appears and under Special Education, select **Notice and Consent for Initial Evaluation**

To search for all non-final documents of this type, add a formula to your report by following the remaining steps:

7. For Selection Criteria, click **Formula Builder**

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

8. In the first row, click **Select**

A list of fields will appear by default. You could choose to filter for particular data in a field on the document and select the field on the document template using the "Use Form" option, but in this case, you want to filter for documents by status.

9. Open the drop-down menu Filter By Section and select **N/A**

By selecting N/A, you are looking for system-managed data instead of fields populated by integrations or data entry.

10. Choose **DocStatus**

Either DocStatus will work.

11. For the formula comparator, open the menu and select **<>(unequal to)** so that you can filter for document that are NOT final

12. Open the last menu and select **Final**

The formula at the top will appear as DocStatus <> Final.

13. Click **Accept Formula**

14. At the bottom of the New List Report page, click **Accept**

15. At the top of the report next to the breadcrumbs, click **Finish Editing Report**

16. In the breadcrumbs, click **Standard Reports**

Adding text color as a Conditional Formatting Functionality

This feature allows the user to color code the data that is pulled on a report based on a specific functionality. The user can create up to 3 conditions with 3 separate colors.

Create a report that color codes the Reevaluation Date based on whether it is past due, in the future, or today and shows the date on a calendar.

Activity 3 – Create a Report with Special Features

Create a report that color codes the IEP Annual Review Date based on whether it is past due, in the future, or today and shows the date on a calendar.

1. On the Standard Reports page, click **New List Report**
2. Enter a unique file name **PSU AR Due Dates - (assigned ID)**
3. Choose **Public Report** and choose your category
4. For Type of Information, use **Students**
5. For the selection criteria, click **Formula Builder**
6. In the row for criteria, click **Select**
7. Open the Filter By Section menu and select **Special Education**

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

8. Under Disability Information, click **Status** (the blue link)
9. Use the default comparator of = (**equal to**) and open the last menu to select **Active**
10. Add another criteria row by clicking the Insert Criteria Above icon that looks like a box with an arrow
11. Click **Select** and open the Filter By Section menu to choose **Special Education**
12. Under Compliance Timelines, click **IEPAnnualReviewDueDate** (the blue link)
13. For the comparator, choose **IS NOT EMPTY**
14. Click **Accept Formula**
15. Then click **Accept**
16. At the top of the report, click **Report Properties**
17. For Output Options, check **Allow Display Report as Calendar**
18. Check **Allow Users to Render Report Directly On Their Home Page**
19. For "Highlight Report Name in Report Menus Using Color," open the menu and choose your favorite color

Notice the option "Publish report to PowerSchool SIS ADMIN portal."

20. For Editing Control Options, check **Allow Users To Make Private Copies of Report**
21. Click **Accept**
22. At the top of the report, open the More menu and select **Add Row Colorization Column**

Notice that a formula is already in the Column Value field. The formula will look at each defined criterion and render row data in a different color depending on the criteria. For this activity, you will choose a different color for Annual Review Dates that are past due, Annual Review Dates that are in the future, and Annual Review Dates for today.

23. Replace the formula with this selection criteria formula:

```
SELECTCASE ( AnnualReviewDueDate<CurrentDate () : 'red' ,  
AnnualReviewDueDate=CurrentDate () : 'orange' : 'green' )
```

24. At the bottom of the window, click **Accept**

Notice that the report rows appear in different colors.

25. Next to the breadcrumb navigation at the top, click **Finish Editing Report**
26. On the top right-hand corner of the report data, click the Filter icon that looks like a bar graph to view how many Annual Review Dates are in each bucket
27. Uncheck **Green** and **Orange** to view only the Red or past-due annual review dates, then click **OK**

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

28. At the top of the report, open the Show As menu and select **Calendar**

The student names appear on the calendar by annual review date with the conditional text color defined in the activity.

Language Translation

Before any documents can be translated into a language, the document template that the documents are created from must be translated into that language. Each document template can support one or more translations. PowerSchool Special Programs has built in language translation powered by Google. For this reason, we do recommend someone proofs and accepts the language translation before activating the language translation in their database.

You will notice that the translated phrases may contain special HTML tags. This is necessary to ensure that phrases include enough text to have sufficient context for translation.

Activity 4 – Translate a Document Template to Spanish (Trainer Demo)

Watch your trainer demonstrate how to translate a document template into another language.

1. From the top navigation menu, click **Administration** then **Configuration**
2. Select the Document Templates tab
3. Under the RTI section, click the magnifier icon for Parent Letter for Intervention (Entrance)
4. Open the More menu at the top of the page and select **Translations**
5. Click **+ Add New Language**
6. For Language, select **Spanish**
7. Click **OK** to add the language

At this point, users cannot use this language to translate documents because it has not been activated yet.

8. For the language created, click the magnifying glass
9. Click **Edit Translated Phrases**
10. Verify each translation by moving over Google Translation is accepted OR modify the language in the center column
11. Click **Save** when you are done translating the phrases for this section
12. To activate the language translation for a document, click **Exit Translations**
13. Open the More menu and select **Translations**
14. On the Translations page, click **Activate for Users**

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making Part 2

Activity 5 – View a Translated Document (Trainer Demo)

View a translated document.

1. On My Home Page, find your assigned student and choose the Documents icon
2. From the Create New Document menu, select **Parent Letter for Intervention (Entrance)** and click **Go**
3. Click **New**
4. For Date, enter today's date
5. Choose one option under Reading
6. For the required contact field, start entering your assigned name and select your user account, then enter **Apple Grove** and a fake phone number **111-222-3333** in the fields that appear
7. Click **Save, Done Editing**
8. Open the Navigate to menu and select **Language Translations**
9. From the Translations menu, select **Spanish**
10. Click **Accept**

Notice the document is now translated to Spanish.

11. Return to My Home Page

Progress Monitoring

The progress monitoring graph is a tool to be used when tracking student progress in plans where students are receiving support to improve skills or enhance learning through accommodations. Once it is determined that the graph will be used for progress monitoring, some information can be entered and then Special Programs will use that information for tracking progress by users entering assessment results during intervals specified in the plan.

Activity 6 – Create a Progress Monitoring Graph

Create a progress monitoring graph and enter assessment results to see the data on the graph.

1. On My Home Page, click the Documents icon for your assigned student
2. Open the Create New Document menu and under RTI, select **Tier III Instruction Plan**, then click **Go**
3. In the Label/Comment section, name your Report using the naming convention LastNameFirstInitial_Progress Monitoring Practice
4. Click **New**
5. For the RTI Specialist, type in your log-in name; for Plan Coordinator, type in Mark and select Mark Adams from the suggestion drop down

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

6. For meeting dates, add the dates January 6, 2020; February 13, 2020; and today's date
7. Summarize your hypothesis of why the student needs an intervention
8. For Area of Concern, select Reading – Fluency, as the intervention select Great Leaps, and for Strategies select Direct Instruction
9. Select Save, Done Editing and using the fly out menu at the top, move to the Actions/Interventions Section
 - **Notice you are immediately dropped into the edit screen
10. For the IMPLEMENTER, select yourself by starting to type in the name you logged in with
11. For Location type Classroom
12. For the required Language of Service, open the menu and select **English**
13. **For Frequency, select 2 days and for Minutes, select 30**
14. **For Start Date, select February 5, 2020 and End Date, select May 15, 2020**
15. Check **Progress Monitoring With Graphing**
16. Complete the following information:
 - a. Evaluation Tool: **Test**
 - b. Unit of Measurement: **Percent of Accuracy**
 - c. Baseline Data Point: **20**
 - d. Targeted End Point: **90**
 - e. Required Number of Data Points: **10**
 - f. Start Date: **02/05/2020**
 - g. End Date: **05/15/2020**
 - h. Schedule: **Once Every Week**
17. Click **Save, Done Editing**
18. Hover Over Actions/Interventions and select **Progress Monitoring**

Notice the graph was created using the Baseline and Target percentages as well as the start and end dates.
19. Under Strategy/Intervention Label in the first-row enter **Task Cards**
 - a. Score: **21**
 - b. Date: **02/06/2020**
20. In the next row, skip Strategy/Intervention Label and enter the following:
 - a. Score: **19**
 - b. Date: **02/07/2020**

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

21. In the next row, skip Strategy/Intervention Label and enter the following:
 - a. Score: 15
 - b. Date: 02/11/2020
22. Notice after the third data point was entered, the graph shows with a trend line, the student is not making progress with this Strategy/Intervention
23. When determined to change the Intervention type in the new Strategy/Intervention Non-Verbal Cues & Signals and complete the row by entering the following:
 - a. Score: 25
 - b. Date: 02/15/2020
24. In the next row, skip Strategy/Intervention Label and enter the following:
 - a. Score: 35
 - b. Date: 02/22/2020
25. In the next row, skip Strategy/Intervention Label and enter the following:
 - a. Score: 50
 - b. Date: 02/28/2020
26. Notice although the student hasn't yet made it to the Goal Line the new trend line indicates the student will exceed if continues making this rate of progress
27. Return to My Home Page

District Training Plan for End Users

End users are defined as those who will interact with the Special Programs Platform on a regular basis. Each end user's interaction with the platform and expectation for use of the platform will be different from district to district – and even school to school.

Determining how this information is taken back to the district is vital to the success of the implementation and use in each district.

Activity 7 – Create an action plan for End User training

Create an action plan by working through the graphic organizer. For each topic we have covered, determine WHO needs to know/utilize this topic, WHEN they need to know the information by, and HOW your district will facilitate these trainings.

| Topic | WHO | WHEN | HOW |
|--|-----|------|-----|
| Understanding Special Programs <ul style="list-style-type: none"> • What it is • Who it serves | | | |
| Logging In and Accessing Information <ul style="list-style-type: none"> • PowerSchool SIS | | | |

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

| | | | |
|---|--|--|--|
| Navigating the Toolbar <ul style="list-style-type: none"> • Search Tool: student, adding a gen ed student • Communication: messages, announcements, discussion, calendar • Help | | | |
| Navigating the Homepage <ul style="list-style-type: none"> • My Students: icons, where students come from, column headers, edits • Caseload Management: standard vs. manager, adding and removing, creating groups | | | |
| Student Profiles <ul style="list-style-type: none"> • Demographics, enrollment, placement, disabilities, services | | | |
| Student Documents <ul style="list-style-type: none"> • Access to all documentation | | | |
| Creating Basic Documents <ul style="list-style-type: none"> • Types of data fields • Save options • Finalizing • Printing • Revising • Copy over | | | |
| Accessing and Creating Events <ul style="list-style-type: none"> • Auto Events • Manual Events | | | |
| Creating Complex Documents <ul style="list-style-type: none"> • Long Text Data Fields • Private Statements • Repeating Sections • Progress monitoring and reporting • Attach file | | | |
| Viewing Reports <ul style="list-style-type: none"> • Pre-Built reports • Subscribing • Publishing • Security | | | |
| Creating List Reports <ul style="list-style-type: none"> • Quick Formula | | | |

PowerSchool Special Programs: Report Writing, Document Enhancement, and Decision Making

Part 2

| | | | |
|---|--|--|--|
| <ul style="list-style-type: none"> • Adding Columns • Formula Builder • Sorting and Page Breaks • Changing Properties | | | |
| Creating Multi-Dimensional Reports <ul style="list-style-type: none"> • Features • Data detail and graphs | | | |
| Advanced Report Options <ul style="list-style-type: none"> • Create reports from documents • Set criteria based on document status • Add text color as conditional formatting | | | |
| Bulk Creation of Documents <ul style="list-style-type: none"> • Create documents for multiple users at the same time | | | |
| Language Translation of Documents <ul style="list-style-type: none"> • Translate documents | | | |
| Progress Monitoring <ul style="list-style-type: none"> • Add data points to student documentation | | | |

Key Points

- Getting Started – Access and navigate Special Programs
- Bulk Creating Documents – Define selection criteria to choose a group of students and bulk create a document for each student
- Data Transfer Packages – Send or receive data transfer packages between districts or schools
- Language Translation – Translate document templates into other languages
- Snippets – Customize document templates by adding fields at the top or bottom of a document template
- Progress Monitoring – Create a progress monitor graph to visually show student progress
- Discussion Groups – Use a discussion group for staff to share info and ideas