

Welcome to the Unified Classroom Special Programs PowerSchool PowerUp!



September 12, 2023

Special Programs PowerUps Team



Robyn Skidmore
**Senior Educational Impact
Consultant (EIC)**



- Retired educator- 26 years in public education
- SPED/ Inclusion teacher
- Master of Special Education
- Endorsed Reading Specialist

Support Team on call to assist with technical questions.

Please submit your questions into the Q&A during presentation.

There will be time for additional Q & A at end of the meeting if time allows.

Please use the survey at the end of the call for more technical questions to be addressed at the upcoming Office Hours.

Today's Agenda

- **Welcome and Overview**
- **Platform 23.6.2.0 Highlights**
- **Document Templates**
 - Document to Profile data flow
 - Profile to Document data flow
- **Profile Types**
 - Staff Profile
 - Student Profile tabs overview
 - Documents
 - Workflow Cases
 - Events
 - Audit Log
- **Keyword Tables**
 - Overview
 - Editable vs Noneditable
 - Edit Options
- **Next Meeting Information**



Platform Release Highlights

Version SPPL 23.6.2.0

Released August 18, 2023

New Features and Enhancements

- **Digital Signature**
 - With this enhancement, once a user has finalized a document, they can easily submit it for digital signatures.
- **Digital Signature Request Cancellation**
 - Resolved an issue where Digital Signature requests would cancel.
- **Digital Signature PDFs**
 - The implementation fixed the issue in a document for digital signature PDF that does not reflect the details.

New Features and Enhancements

- **File Upload Size error**
 - Clarified the verbiage that appears in a warning message that some users were seeing in certain environments. This warning message appeared when the file upload size specified in the Server Management Tool (SMT) was greater than the size specified in the web server. The updated warning message now says, WARNING: The file size specified in the SMT is larger than the file size specified in the web server (.config). Please contact your system administrator to report this problem.

New Features and Enhancements

- **State | Controller - Users who switch to a Tenant that they are inactivated in are now restricted from accessing that Tenant**
 - In a State | Controller environment, when a staff switches to a Tenant in which they are inactivated, they are now presented with a message stating, Your user was not found in the destination district tenant. Please contact your system administrator to look into this matter. It restricts staff from accessing the Tenant.

New Features and Enhancements

- **State | Regional Module allows users to move between tenants regardless of the Model version the tenant is on.**
 - Users of the State | Regional Module now allows users to move between tenants regardless of the Model version the tenant is on. Administrators of the State | Regional Module cannot synchronize anything to the tenants unless the Controller and all tenants are on the same Model version..

Resolved Issues

- **Annual Goal Progress Report: Comment field (AL)**
 - When amending the Annual Goal Progress Report and the IEP Document, the Comment field will no longer be erased.
- **Configuration Management: Reports**
 - Added a fix for a reference auto-refresher enabled fields to reload the page only when the user changes the field value, not when switching between lookup and non-lookup modes.
- **Guided Signing**
 - Resolved an issue where users were getting an error message while using Guided Signing.

Resolved Issues

- **List Reports: Floating Headers**
 - When scrolling through long list reports, the floating headers will now stay at the top of the page once the user stops scrolling.
- **Restoring Profiles**
 - Resolved exceptions and enabled restoration of a profile from the backup database.
- **Printing Documents**
 - Resolved an issue where users were printing blank documents, and not all sections of the document were printing.

Resolved Issues

- **In a State | Regional Controller environment, an Admin/Consultant can impersonate a staff member in the Tenants**
 - In a State | Regional Controller environment, a user who has logged in as an admin or consultant can impersonate (Sign In as This User) even if that user has not yet signed into the Tenant that they have access to.

Resolved Issues

- **In a State | Regional module, show the Edit Security button in reports when not in edit mode**
 - Staff users with the necessary privileges can now edit Security settings on reports within Configuration Management.

Special Programs Profiles

Understanding Profiles

- Data is imported from the SIS to student profiles.
- Data is exchanged between profiles and documents.



Profile Types



Special Programs

Search Curriculum Assessment Communication Reporting Administration

Configuration Settings Curricula Integration Config Tasks **Profile Types** Keywords

Profile Types Field Attributes Update Scripts Custom UDFs

Utilities Security Configuration

View: Details Verify All More...

Profile Types			
	Name	Caption	Description
🔍	Classes	Classes	Maintains information about Classes.
🔍	Classes->ClassGeneralEdRoster	Class General Ed Roster	Class General Ed Student Roster
🔍	Classes->ClassStaffRoster	Class Staff Roster	Class staff roster.
🔍	Classes->ClassStudentRoster	Class Student Roster	Class student roster.
🔍	Districts	Districts	Maintains information about Districts.
🔍	GeneralEdStudents	General Ed Students	General Education Students
🔍	📁 Globals	Globals	Maintains information global to the system.
🔍	Locations	Locations	Maintains information about Locations.
🔍	Staff	Staff	Maintains information about Staff.
🔍	Staff->AlternateStaffLocations	Alternate Staff Locations	Tracks alternative working locations for staff.
🔍	Staff->Caseload	Caseload	Maintains staff caseloads.
🔍	Students	Students	Maintains information about Students.

Data in profiles is populated either through integration with PS SIS, finalization of student documents or manual data entry.

*Whether you import or enter manually, create profiles in the following order as provided below.

Types of Profiles include:

- District
- Location
- Staff
- Student
- Class

Administration > Configuration > Profile Types

Staff Profile



Output Format:
Use the blue highlighted fields for Reporting.

Special Programs

SearchCurriculumAssessmentCommunicationReportingAdministration

Profile Types > Staff

Setup: PropertiesVerify AllMore...

Main

Output FormatHTML FormatTesting FormatSection PropertiesFieldsData Flow ReportConstraints

Edit Section...Print

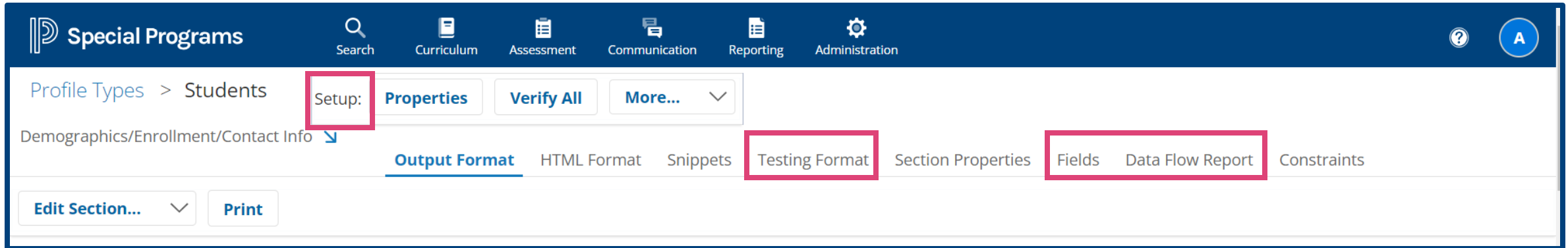
Personal Information		Work Information	
ID	{ID:KL}	Position	{Position:LF"InUse"}
Salutation	{Salutation:L}	Work Telephone Number	{WorkTelephoneNumber:L}
First Name	{FirstName:KL}	Work Cell Number	{WorkCellNumber:L}
Middle Name	{MiddleName:L}	Work Email	{WorkEmail:L}
Last Name	{LastName:KL}	Work Fax	{WorkFax:L}
Address	{Address:L}	Employed By	{EmployedBy:L}
City	{City:L}	Hours Per Week	{HoursPerWeek:L}
State	{State:L}	Works At	{WorksAt:L}
Zip Code	{ZipCode:L}	Area Job Code	{Area_JobCode:L}
Home Telephone Number	{HomeTelephoneNumber:L}	Teaching Certificate	{TeachingCertificate:L}
		Special Education Certification	{SpecialEdCertified:L"Special Education Certification"}
		Certifications	{Certifications:L}



The **Works At** field is essential since it allows the staff member to access students and other data for the correct location.

Administration > Configuration > Profile Types > Staff

Student Profile



- **Setup Menu:**
 - Properties: Used to set-up document wide properties.
 - More : Options for Translations, configure e-signature, Acknowledgements List Report.
- **Testing Format:** Displays how the section will look and behave when users edit the profile.
- **Fields:** Displays a list of all data fields linked to the selected section.
- **Data Flow Report:**
 - Available for profile sections.
 - Lists data dictionary fields included and integration or data flow information.

Administration > Configuration > Profile Types > Students

Student Profile: How to Access

Quick Access

Search Student: type name or ID

Students Recently Worked With

Skidmore, Tester [09241968]

Mitchell, Jamison [84123542363]

Avila, Jesse [73639020]

Sample, Darlene [595959]

Smyth, Bob [01234567]

Brown, Bob [12334]

Beauford, Carter [456456]

Special Programs

Search

Assessment

Communication

Reporting

Administration

Service Capture

Students

Quick Search

Search: Students

Add New Student Profile

Cust...

Students - Quick Search Form

Enter one or more fields and click the "Search" button to find students with the same field information.

ID

Last Name

First Name

Location

Birth Date

Case Manager

Gender

Grade

PA Secure ID

Primary Disability

Sex

Alternate Student Locations

Between

and

Inclusive

ID lookup

ID lookup

Include Inactive Student Profiles

Search

Select Recent Student

Avila, Jesse [73639020]

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

My Home Page > Tester Skidmore (09241968)

Profile

Documents

Workflow Cases

Events

Assessment History

Portfolio

Security

Demographics/Enrollment/Contact Info

Edit

Add New

Print

More...

Student Name: Tester Skidmore

Student Information

View Audit Log

Deactivate Profile

Inspect Profile Values

Delete Profile

Student Profile: Documents

Special Programs

Search > Tester Skidmore (09241968)

Immersive Reader

Profile Documents Workflow Cases Events Assessment History Portfolio Security

By Year: (All) By Category: (All) More...

Documents for Tester Skidmore (09241968)

Create New Document: (Select...) Go

Documents for 2022/23	Status	Creation Date	Modification Date	Finalization Date	Translations
Section 504					
Section 504 - Plan (Practice_Skidmore)	Draft	07/10/2023 Mon, 11:58 AM	---	---	---
School Age					
Initial Evaluation PWN and Consent (Testing)	Review	05/31/2023 Wed, 04:26 PM	05/31/2023 Wed, 04:28 PM	---	French (Draft)
School Age IEP (PowerUp Practice)	Draft	05/04/2023 Thu, 10:42 AM	07/25/2023 Tue, 04:48 PM	---	---



Under the More... Menu
Use **Update Document**
from Student Profile
option to update the
document after data is
changed in the Profile.

Special Programs

Search > Tester Skidmore (09241968) > Documents > Draft: Permission to Evaluate (Request Form) (2023-24)

Edit This Section Set Document... Print... Navigate To... More...

PERMISSION TO EVALUATE - ORAL REQUEST FORM

If a parent has asked any professional school employee or administrator for the school district or charter school (Local Education Agency) for a child to be evaluated for special education services, the parent must complete this form and submit it to the school district or charter school within 10 calendar days of the date of the oral request.

Child's Name: Tester Skidmore

Date Sent (mm/dd/yy):

Name and Address of Parent/Guardian/Surrogate:

Please return this form to the person listed below or to your child's teacher.

Name:

Submit Document for Digital Signature

Spell Check Entire Document

Send Message With Document

Copy Information from Other Document

Refresh This Section

Update Document from Student Profile

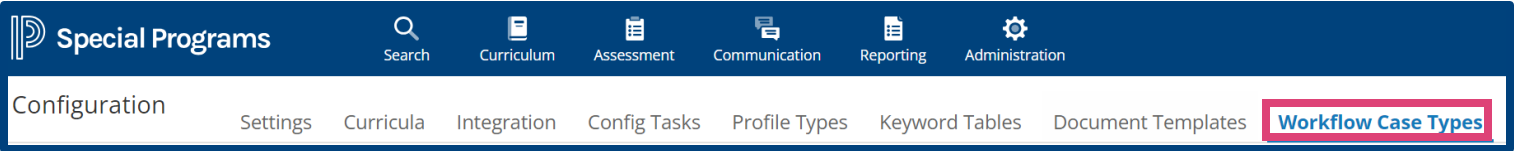
Modify Document Year

Inspect Document Values

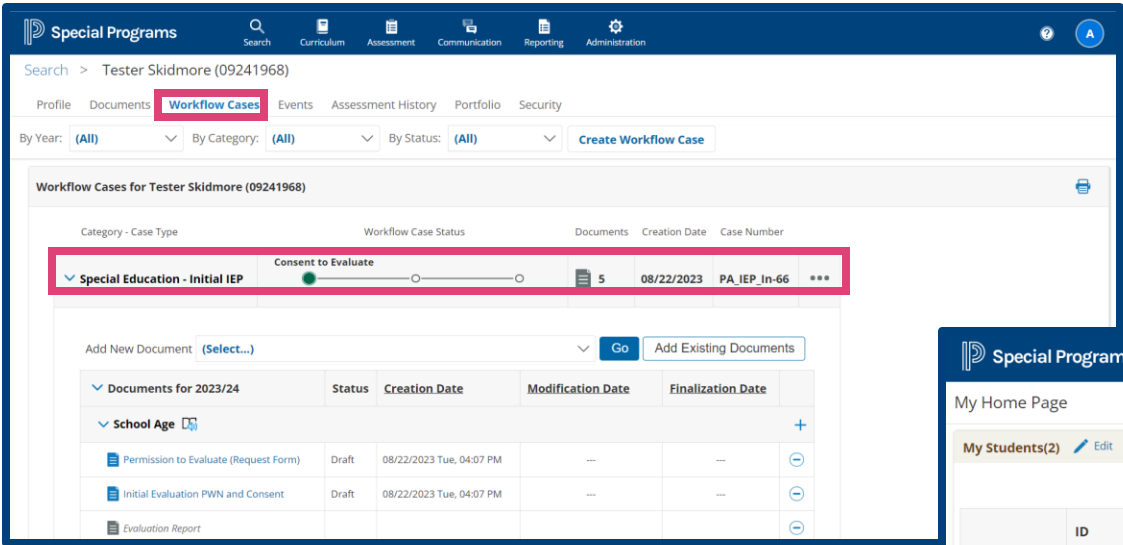
View Past Document

Delete This Document

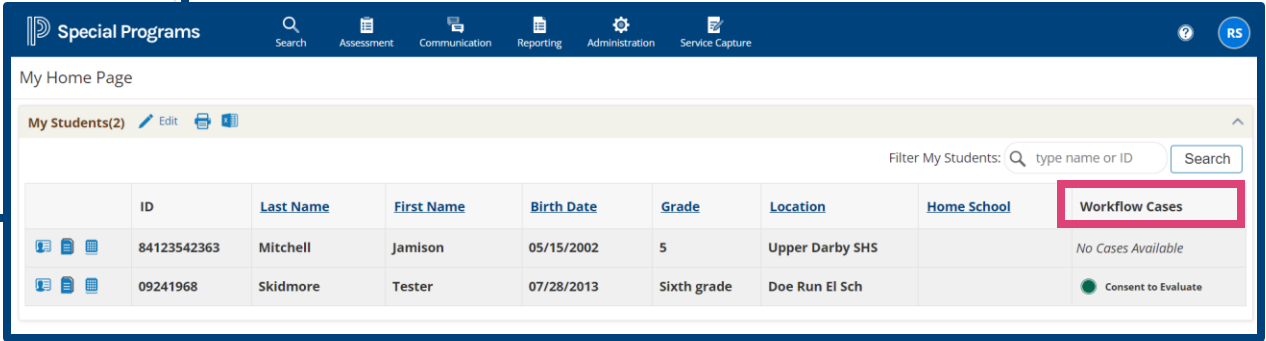
Student Profile: Workflow Cases



Workflows are created using the Workflow Case Types tab under Administration > Configuration > Workflow Case Types



Active Workflow cases can be viewed on the Student's Profile and My Students Table.



Student Profile: Events

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

?

A

Search > Tester Skidmore (09241968)

Immersive Reader

Profile

Documents

Workflow Cases

Events

Assessment History

Portfolio

Security

New Event

Filter by Year: (All)

Manual/Auto: (All)

Category: (All)

Search:

Search

Events for Tester Skidmore (09241968)

	Event Date/User/Document	Subject/Description
(Auto) <div><div></div><div></div></div>	07/10/2023 Mon, 11:58 AM, 2022-23 User: CONSULTANT (PowerSchool - Robyn Skidmore) Document: Section 504 - Plan	Deleted for Tester Skidmore (09241968) Deleted Review for Tester Skidmore (09241968)
(Auto) <div><div></div><div></div></div>	06/22/2023 Thu, 09:48 AM, 2022-23 User: CONSULTANT (PowerSchool - Robyn Skidmore) Document: Section 504 - Plan	Section 504 - Plan for Tester Skidmore (09241968) Set to Review Status Status of Section 504 - Plan for Tester Skidmore (09241968) changed from final to review.
(Auto) <div><div></div><div></div></div>	06/22/2023 Thu, 09:47 AM, 2022-23 User: CONSULTANT (PowerSchool - Robyn Skidmore) Document: Section 504 - Plan	Section 504 - Plan for Tester Skidmore (09241968) Set to Final Status Status of Section 504 - Plan for Tester Skidmore (09241968) changed from draft to final.
(Auto) <div><div></div><div></div></div>	05/31/2023 Wed, 04:28 PM, 2022-23 User: CONSULTANT (PowerSchool - Robyn Skidmore) Document: Initial Evaluation PWN and Consent (Testing)	Initial Evaluation PWN and Consent for Tester Skidmore (09241968) Set to Review Status Status of Initial Evaluation PWN and Consent for Tester Skidmore (09241968) changed from final to review.
(Auto) <div><div></div><div></div></div>	05/31/2023 Wed, 04:27 PM, 2022-23 User: CONSULTANT (PowerSchool - Robyn Skidmore) Document: Initial Evaluation PWN and Consent (Testing)	Initial Evaluation PWN and Consent for Tester Skidmore (09241968) Set to Final Status Status of Initial Evaluation PWN and Consent for Tester Skidmore (09241968) changed from draft to final.

Student Profile: Audit Log

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

My Home Page > Tester Skidmore (09241968)

ProfileDocumentsWorkflow CasesEventsAssessment HistoryPortfolioSecurity

Demographics/Enrollment/Contact Info EditAdd NewPrintMore...

View Audit LogDeactivate ProfileInspect Profile ValuesDelete Profile

Student Name: Tester Skidmore

Student Information

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

Tester Skidmore (09241968) > Profile > View Audit Log

Select Date: 04/30/2022 # Days to Include: 500

Events Affecting Student Profile for Tester Skidmore (09241968)

1234

Page size: 20

77 items in 4 pages

Category (Task)	Date/User	Description
Profiles	09/11/2023 Mon, 02:35 PM User: 09241968 (Robyn Skidmore) Technical ID: 94346 (224)	Viewed Student Profile: Skidmore, Tester (09241968)
Profiles	09/05/2023 Tue, 12:30 PM User: 09241968 (Robyn Skidmore) Technical ID: 94113 (224)	Viewed Student Profile: Skidmore, Tester (09241968)
Documents	09/05/2023 Tue, 10:41 AM User: ADMIN (C:Robyn as Security Administrator) Technical ID: 94105 (224)	Accessed PTEReq document for Tester Skidmore (09241968).

Keyword Tables

Keywords

Keywords are used to control the standard use of values in drop down fields:

- Keywords are used in profiles and document templates to control options for entry.
- Keywords are also used to correctly translate values from PS SIS.

		(none)
		Transfer in System - Public
		Transfer in System - Private
		Transfer in System - Church or Home School
		Transfer in School - Grade Change
		Transfer in State - Public
		Transfer in State - Private
		Transfer in State - Church or Home School
		Transfer out of State
		Transfer out of Country
		Deceased
		Disciplinary Action
		Transferred to Youth Service
		Transferred to Special Services
		Expulsion
		Exit Private School Services
		Exit Preschool/Under Mandatory Age
		Mid-Year Graduate
		Academic Difficulties
		Marriage

Enrollment Information

Grade:

District of Enrollment:

District (LEA) Code:

Enrollment Start Date:

Enrollment End Date:

STUDENT'S NAME:

Identify the area the MEASURABLE ANNUAL GO

AREA: (none)

(none)

Math

Reading

Social Studies

Science

Language

Behavior

Communication

Articulation

Adaptive/Functional Skills

Adapted PE

Social/Emotional of Social Skills

Written Expression

Other

Keyword Tables

Special Programs

Search

Curriculum

Assessment

Communication

Reporting

Administration

Configuration

Settings

Curricula

Integration

Config Tasks

Profile Types

Keyword Tables

Document Templates

Workflow Case Types

Select Configuration Task

Editable Tables

All Tables

Keyword Tables

+ Add New Keyword Table

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

All

	Name	Description	Used For Fields
	AdditlProperties	Contains an entry for each additional property of a record in a record list.	Classes.AdditionalProperties Districts.AdditionalProperties
	AssessmentSubjects	Assessment Subjects	School Age IEP.PSSA Tests with Accomodation.SubjectPSSA School Age IEP.Keystone Exam.SubjectKeystone School Age IEP.PSSA Test 2 SubjectPSSA2

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

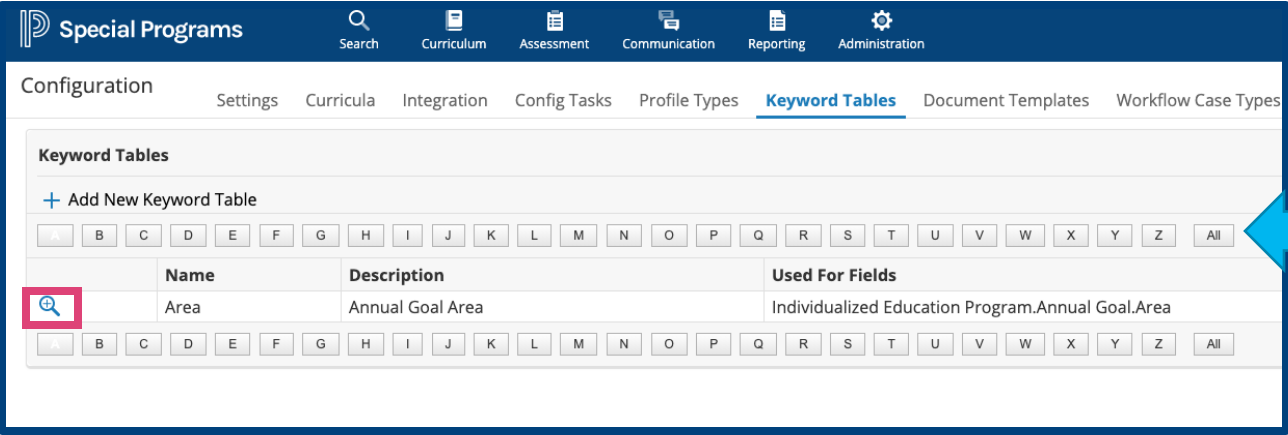
Y

Z

All

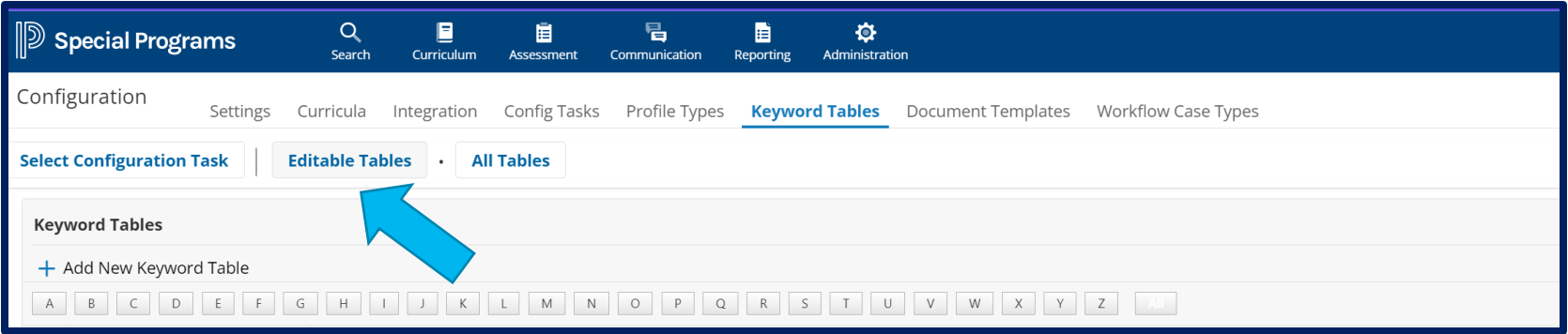
Administration > Configuration > Keyword Tables

Keyword Tables



Click **All** to view all tables

Click **Editable Tables** to view tables that are Admin Editable.





Keywords Tables: Edit vs Non-edit





Not all keywords are editable. **If you do not see an edit button, it cannot be edited (state compliance).**

If you go to a keyword table and there is an edit button, you can edit.

 **Special Programs**

 Search

 Curriculum

 Assessment


Keyword Tables > GiftedAptTests


Edit Table

Add Translation

GiftedAptTests

Keyword	Auto	Description	InUse	Matrix	MinScore
BVATNU	Yes	BVAT NU	Yes	Yes	130
N3	No	NNAT 3	Yes	Yes	130





Keyword Tables: Edit Options



- Use the Print or Export to Excel option(s) to have a reference resource.
 - Helpful for data mapping.
- Custom column: Releases will not override descriptions.
- Shaded columns indicated column is locked down.
- Keyword Tables do not translate through Google Translate.
 - Same process as Document Translation except Google Translate is not an option until selecting the Edit Pencil icon.




































Keyword Tables > Area ⓧ Finish Editing

Add Translation

Area	Keyword	Custom?	Description
	A	No	Math
	B	No	Reading
	C	No	Social Studies
	D	No	Science
	E	No	Language
	F	No	Behavior
	G	No	Communication
	H	No	Articulation
	I	No	Adaptive/Functional Skills
	J	No	Adapted Phy Ed
	K	No	Social/Emotional of Social Skills
	L	No	Written Expression
	O	No	Other
	TEST3	Yes	description
	TEST2	Yes	Another sample
	TEST5	Yes	description 1

Keyword Tables: Edit Options

Then options in the editing toolbar depend on the properties of the keyword table:

Keyword position							TEST3
Edit keyword							TEST2
Delete keyword							TEST5
Move up in list							TEST4
Move down in list							TEST6
Enable drag and drop							TEST7

Platform Demo

Special Programs 2023 PowerUp Events and Office Hours

September 20 : *Office Hours*

Topic: *Profiles and Keyword Tables*

October 10: *Special Programs PowerUp*

October 18: *Office Hours*

Topic: *Security*

November 14: *Special Programs PowerUp*

November 15 : *Office Hours*

Topic: *Utilities/Transfer Envelopes*

December: *No PowerUp or Office Hours*



Please Share Your Feedback!

- You will be asked to take a **short survey** when leaving the Zoom Meeting
- Help us help you – We value **your feedback** and use it to create future sessions



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- **Community** • Join an exclusive group of school and district leaders
- **Engagement** • Share your expertise and give product feedback
- **Opportunity** • Earn rewards like swag, cool opportunities, event attendance, and more
- **Growth** • Advance professionally, build your PLN and increase your Ambassador Program eligibility

Visit powerschool.com/champions and SIGN UP or email champions@powerschool.com if you have questions!



 PowerSchool

CHAMPIONS

Resources

PowerSchool Community	In-Platform User Help
<u>PowerSchool Community</u>	<u>Communications and Calendar</u>
<u>Special Programs PowerUps 2023 Series Registration</u>	<u>Review and Acknowledge</u>
<u>PowerUp Events (All Products)</u>	
<u>Technical Contacts</u>	
<u>Contact Support</u>	
<u>Case Portal Priority Definitions</u>	
<u>Subscriptions and Notifications</u>	

Resources

Special Programs Release Notes	Office Hours (Previous Years)	Special Programs PowerUps (Previous Years)
<u>Platform Release 22.11.0.0</u> Release date: December 16, 2022	<u>Office Hours 2020 Series</u>	<u>Special Programs PowerUps 2022 Series</u>
<u>Platform Release 22.11.1.0</u> Release date: January 27, 2023	<u>Office Hours 2021 Series</u>	
<u>Platform Release: 22.11.2.0</u> Release date: February 17, 2023	<u>Office Hours 2022 Series</u>	
<u>Platform Release : 22.11.3.0</u> Release Date: March 17, 2023		
<u>Platform Release: 22.11.4.0</u> April 21, 2023		

Resources: Reporting

Reporting		
<u>Office Hours PowerSchool Special Programs - July 16, 2020</u>	<u>Reporting main screen navigation basics</u>	<u>Creating Reports When Using the "Review & Acknowledge" Feature</u>
<u>Office Hours Recording: Reports - June 24, 2021</u>	<u>Report creation basics in Special Programs</u>	
<u>Office Hours Recording: Reports - Part 2 - July 29, 2021</u>	<u>Profile Reports in Special Programs</u>	
<u>PowerSchool Special Programs PowerUp: Reporting January</u>	<u>Creating Document Reports in Special Programs</u>	
<u>Finding profile field names</u>	<u>Editing Report columns</u>	
<u>Finding Field and Template Names for Report Use</u>	<u>Editing the report properties and selection formula</u>	
<u>How to sort a report</u>	<u>Working With Date Fields in the Report Selection Criteria Formula</u>	

Resources: Digital Signature

Community Links	Previous Office Hours Recording	In Platform User Guide
<u>How-To: Configure Digital Signature</u>	<u>Office Hours: Digital Signature- June 30, 2022</u>	<u>Digital Signature</u> Special Programs User
<u>How-To: List Statuses for Digital Signature Configured Documents</u>		<u>Manage Signature Requests</u> Special Programs User
<u>How-To: Opt-Out of Digital Signature</u>		<u>Digital Signature</u> Special Programs System Administrator
<u>How-To: Configure Notification Email for Digital Signature</u>		
<u>How-To: Check Digital Signature Status of Students</u>		
<u>How-To: List Statuses for Digital Signature Configured Document Templates</u>		

Resources: Language Translations

Community Links	Previous Office Hours Recording	Previous Power Ups Recording	In-Platform User Guide
<u>How-To: Translating a Document Template</u>	<u>Office Hours Recording: Translations - August 25, 2022</u>	<u>Special Programs PowerUps: Translations August 9, 2022</u>	<u>Document Language Translation</u>
<u>How-To: Maintaining Document Translations</u>			
<u>How-To: Document Translations- Keyword Table Setup</u>			
<u>How-To: Document Translations - Staff Security Setup</u>			

Resources: Integrations

Community Links: Special Programs/SIS	Community Links: Special Programs/SIS	Community Links: Special Programs/SIS	Previous Office Hours Recording	Previous Power Ups Recording	In-Platform User Guide
<u>How-To: Special Programs/PS SIS Integrations 101</u>	<u>How-To: Special Programs/PS SIS Integrations 107</u>	<u>How-To: Special Programs / PS SIS Integration 113</u>	<u>PowerSchool Special Programs - Aug 27, 2020</u>	<u>Integrations- March 2022</u>	<u>PowerSchool SIS Integration</u>
<u>How-To: Special Programs/PS SIS Integrations 102</u>	<u>How-To: Special Programs/PS SIS Integrations 108</u>		<u>Integrations and Dataflow - Part 1 March 31, 2022</u>		<u>Schoology Integration</u>
<u>How-To: Special Programs/PS SIS Integrations 103</u>	<u>How-To: Special Programs/PS SIS Integrations 109</u>		<u>Integration and Dataflow - Part 2 - April 28, 2022</u>		
<u>How-To: Special Programs/PS SIS Integrations 104</u>	<u>How-To: Special Programs/PS SIS Integrations 110</u>				
<u>How-To: Special Programs/PS SIS Integrations 105</u>	<u>How-To: Special Programs/PS SIS Integrations 111</u>				
<u>How-To: Special Programs/PS SIS Integrations 106</u>	<u>How-To: Special Programs/PS SIS Integrations 112</u>				

Resources: Document Templates

Previous Office Hours Recordings	Community Articles	In-Platform User Guide
<u>Document / Field Dataflow</u>	<u>How To Use Easy Edit (Community article)</u>	<u>Document Templates Tab Overview</u>
<u>Templates and Easy Edits</u>	<u>How-To: Set / Edit Field Properties for Self-Hosted Database in Special Programs</u>	<u>Document Template Tab: Setup Menu-Security</u>
	<u>Q&A: Easy Edit - What Fields Can I Add to My Document?</u>	<u>Override Document Template Behavior Options</u>
	<u>Q&A: Easy Edit- Handling Customizations along with the Model Updates</u>	<u>Override Document Template Field Properties</u>
	<u>How-To: Editing Globals Profile Values (District Info, First/Last Day of School, Etc.)</u>	<u>Review and Acknowledge Feature (System Admin Help)</u> <u>Review and Acknowledge Documents (User Help)</u>
	<u>How-To: Edit Document Template Security Permissions</u>	<u>Easy Edit</u>
	<u>How-To: Configuring Other and Alternate Document Template Security Rights in Special Programs</u>	

Resources: End of Year Rollover

Previous Office Hours Recordings	Previous PowerUps Recordings	In-Platform User Guide
<u>Office Hours Recording: End of Year Rollover, and Ideas Portal - May 2022</u>	<u>PowerUps Recording: End of Year Rollover - May 2022</u>	<u>End-of-Year Rollover</u>

Resources: Profiles, Workflow Cases and Keyword Tables

Previous Office Hours Recordings	In-Platform User Guide
<u>Office Hours Recording: Profiles - May 27, 2021</u>	<u>Profiles and Data (System Administrator)</u>
	<u>View Keyword Tables (System Administrator)</u>
	<u>Edit Keyword Tables (System Administrator)</u>
	Workflow Case Management <u>Show Workflow Case Status</u> <u>Set Up Workflow Case Types</u> <u>Workflow Case Type Planning Tool</u> <u>User Options for Workflow Case Management</u> <u>Create a New Workflow Case</u> <u>Manage Workflow Cases</u> <u>Manage Documents Within a Workflow Case</u>
	<u>Access Student Profiles, Documents, and Events</u>