



PowerUPs

Enrollment: Print Templates

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Agenda

1	Introduction to Print Templates
2	Print Template Types
3	Properties
4	How To
5	Tips & Tricks
6	Resources
7	Q&A
8	Upcoming Events & Webinars



Intro into Print Templates

What is it? How can you use it?

What is a Print Template?

“Print Templates are templates used to generate PDF reports of submission data and are used both by parents and administrators.”

[What is a Print Template](#)

How Can Your District Use It?

Complete Form (Parents/Admin)

Home Language Survey Reports (Admin)

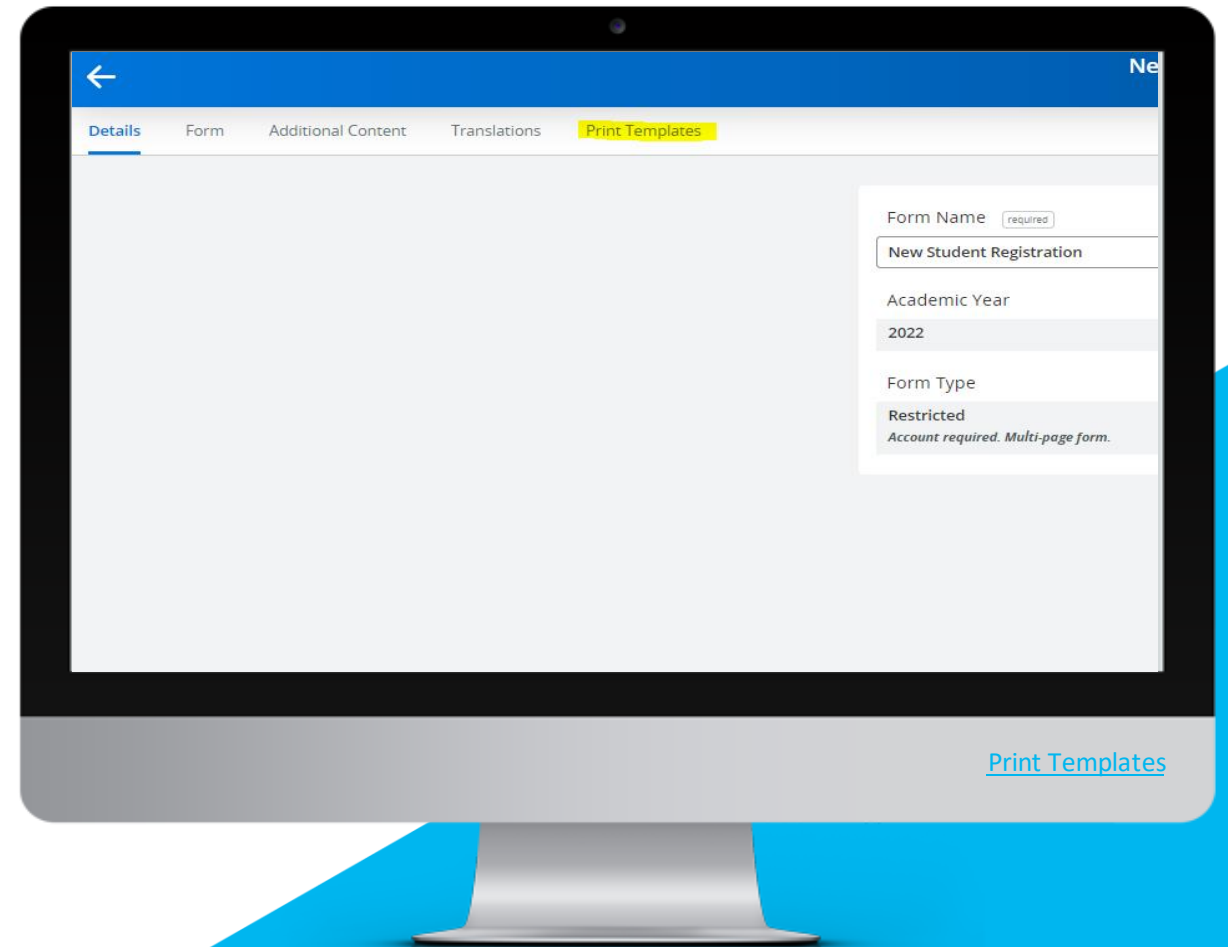
Health Information (Admin/Nurses)

Transportation (Admin/3rd Party)

State Required Forms (Admin)

How to Access Print Templates?

Configuration > Form Builder > Choose Form > Click Print Template Tab





Print Template Types

3 Types of Templates

Print Template Types

Automatic (Parents)

- No Changes
- All Fields
- Auto Layout

Semi-Automatic (Admin)

- Choose Fields
- Auto Layout

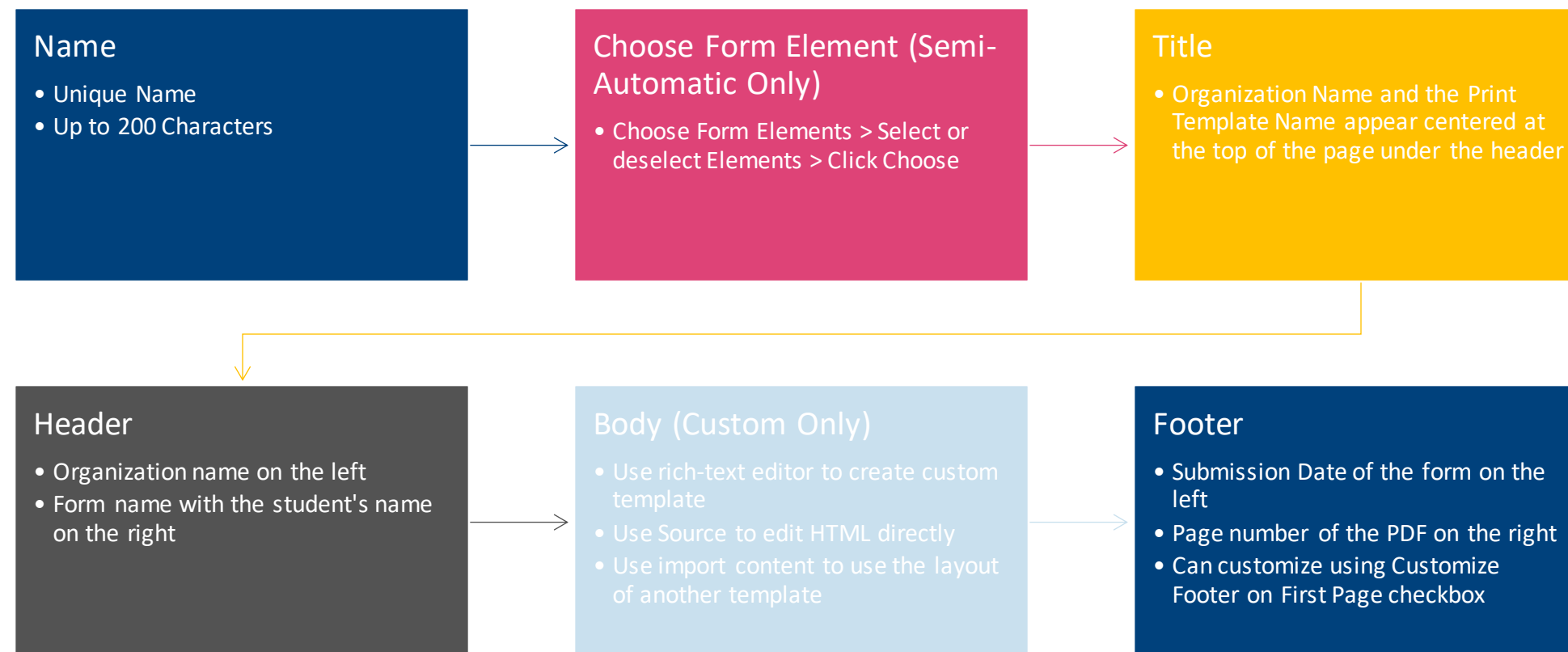
Custom (Admin/State)

- Choose Fields
- Custom Layout



Print Template Properties

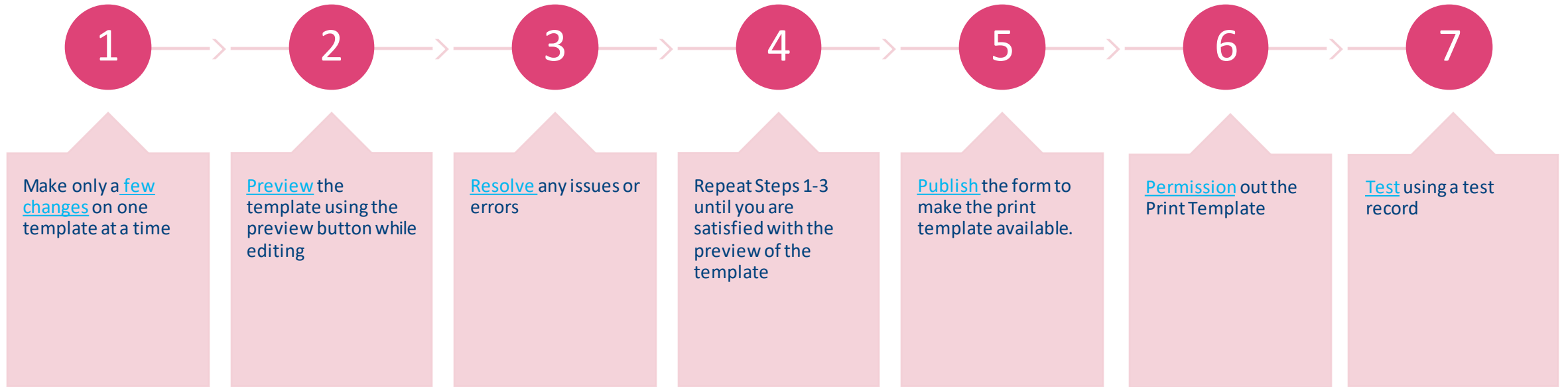
Print Template Properties





Best Practices

Print Template Best Practices





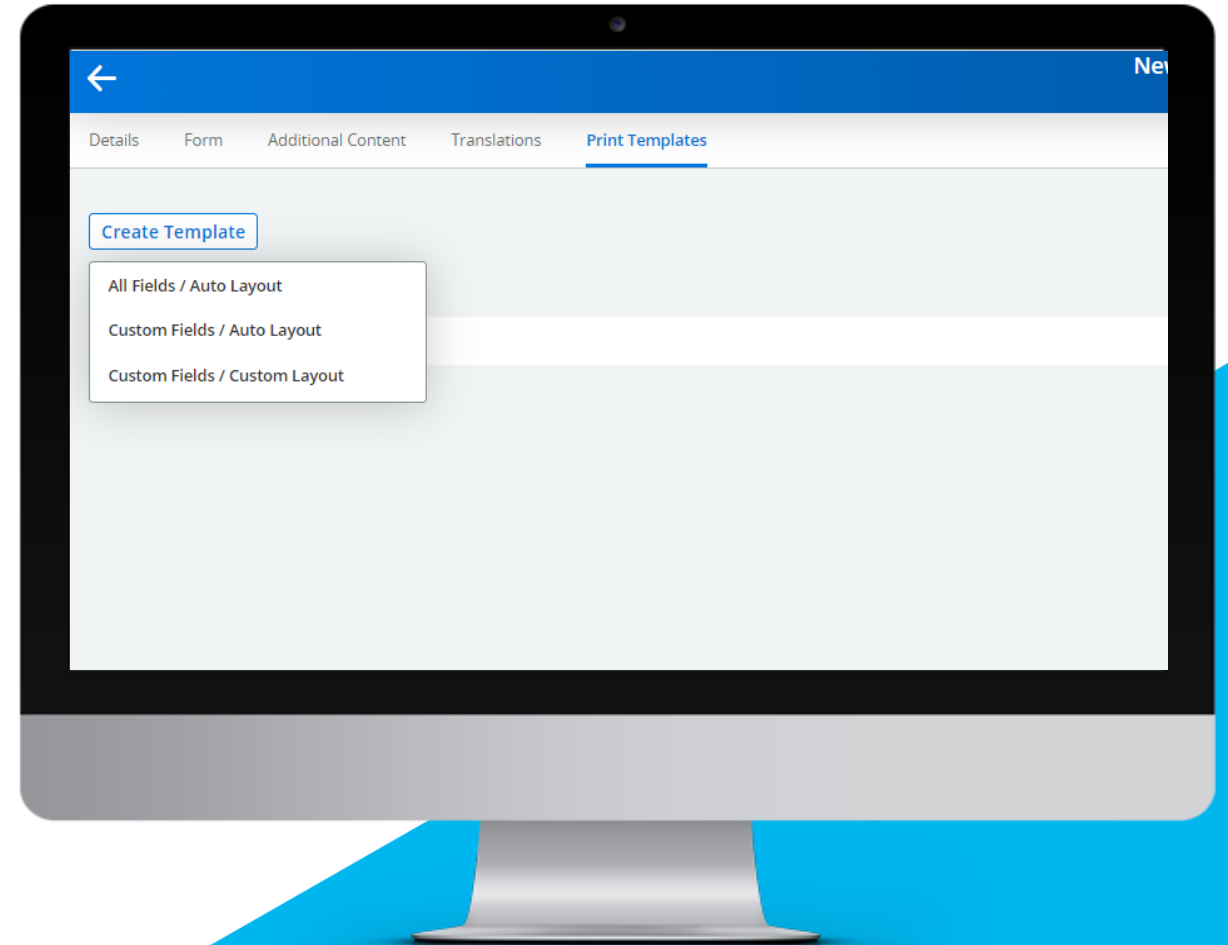
How To

Create, Edit, Share, Delete

Create an Automatic Template

Create a new print template for parents to download their entire form. Name the template New Student Registration.

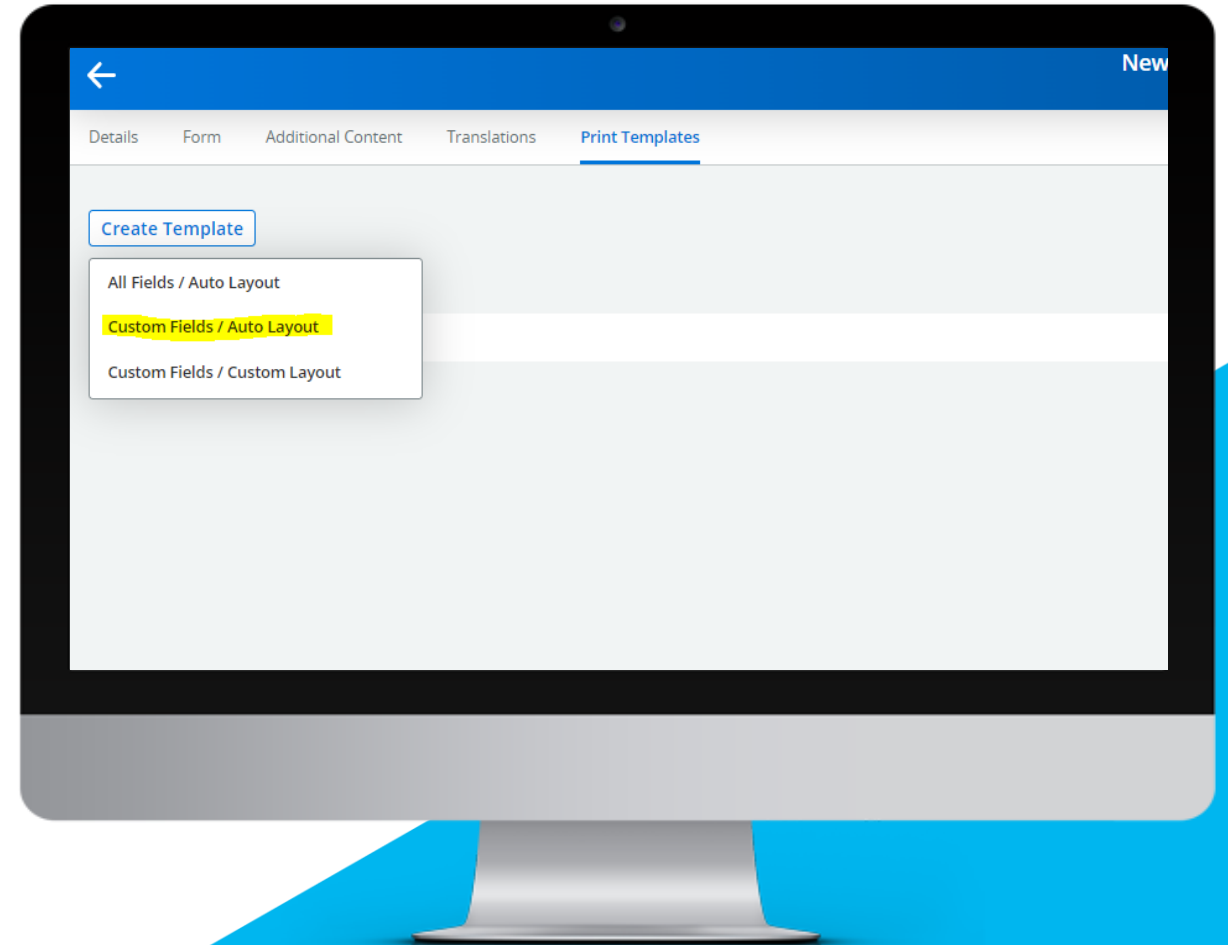
Configuration > Form Builder > Choose Form > Click Print Template Tab > Create Template > All Fields/Auto Layout



Create a Semi-Automatic Template

Create a print template called Health Information. Include basic student information as well as all fields on the Health Page.

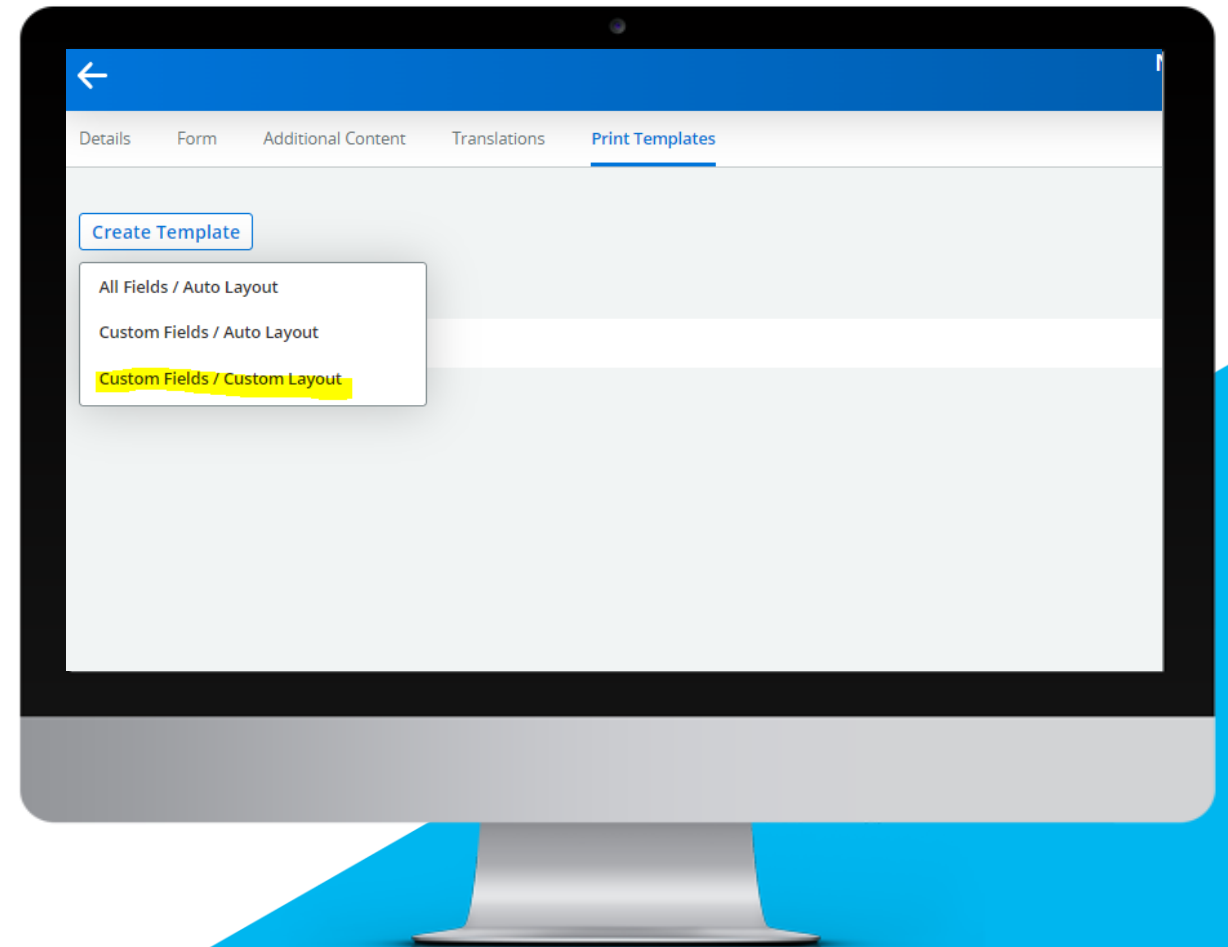
Configuration > Form Builder > Choose Form > Click Print Template Tab > Create Template > Custom Fields/Auto Layout



Create a Custom Template

Create a print template called Health Information. Include basic student information as well as all fields on the Health Page.

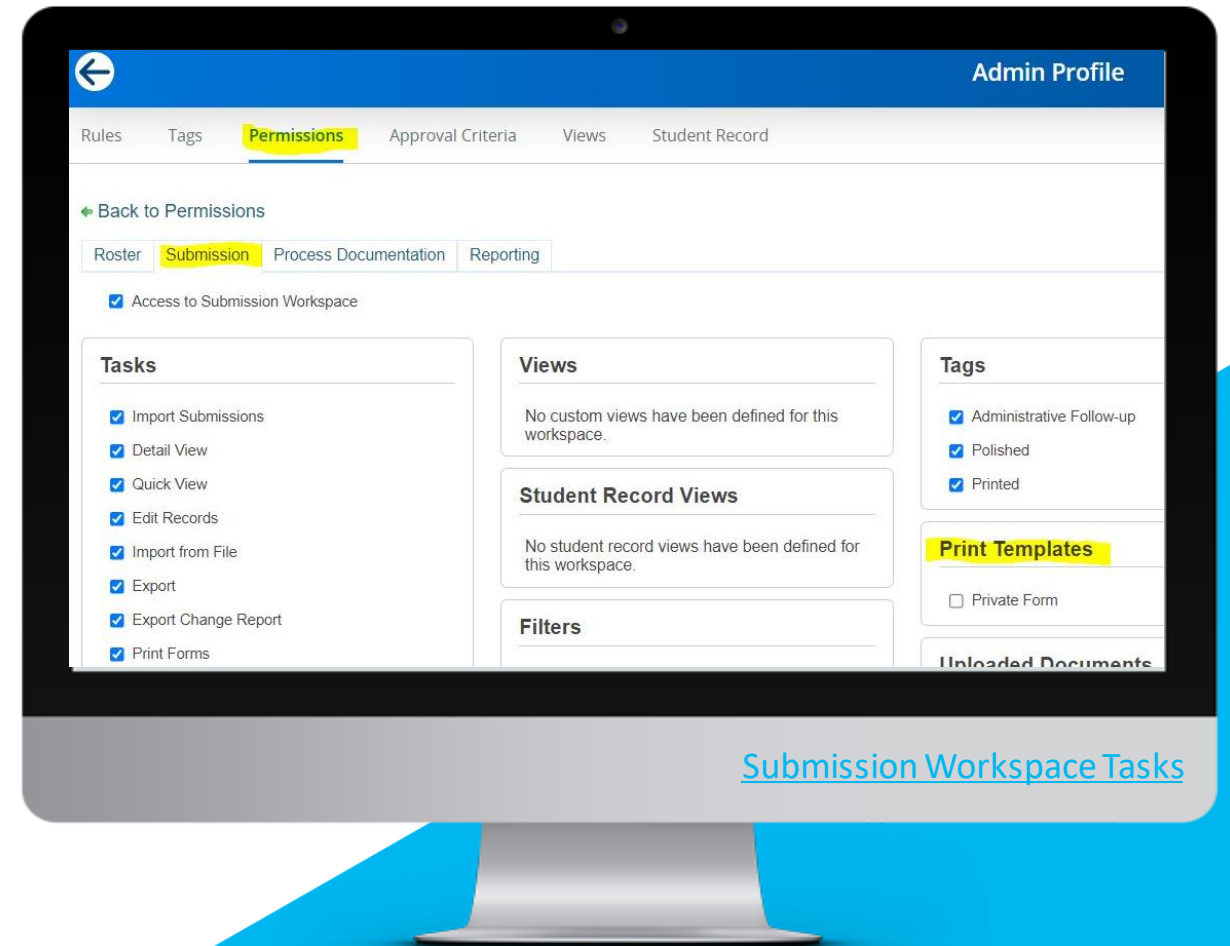
Configuration > Form Builder > Choose Form > Click Print Template Tab > Create Template > Custom Fields/Custom Layout



Making a Print Template Available to Admins

Permission the Print Template called Health Information to the Admin Profile

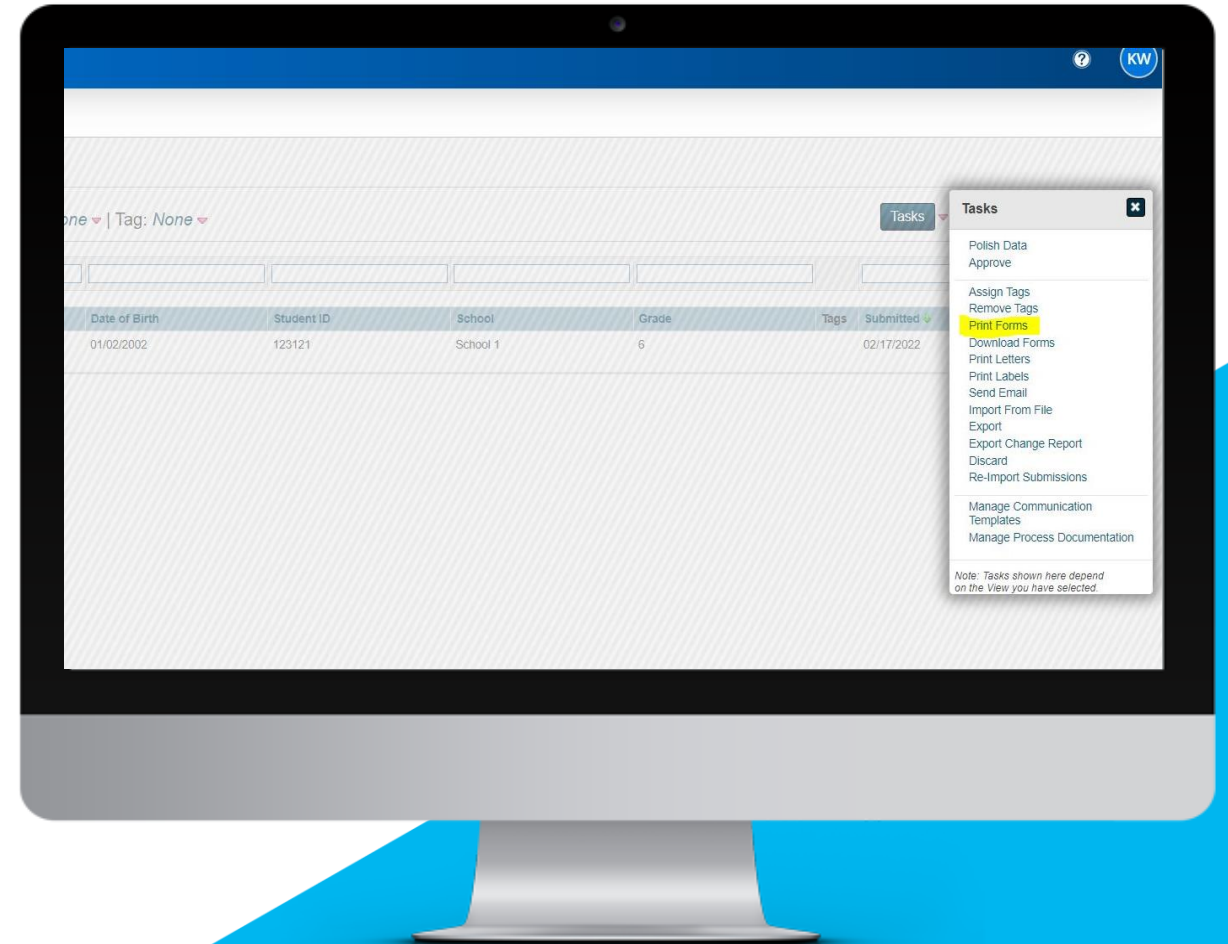
Configuration > General > Choose Form > Click Permissions > Click Edit to the right of the profile > Choose the view (roster/submission) > Find Print Template Section and Check off the Print Template



Downloading a Print Template

In the submission workspace
download the Health Information
Print Template

Student Data > Choose Form > Choose
Workspace > Tasks > Print Forms > Select
the Print Template You want > Click
Selected Only/All Found



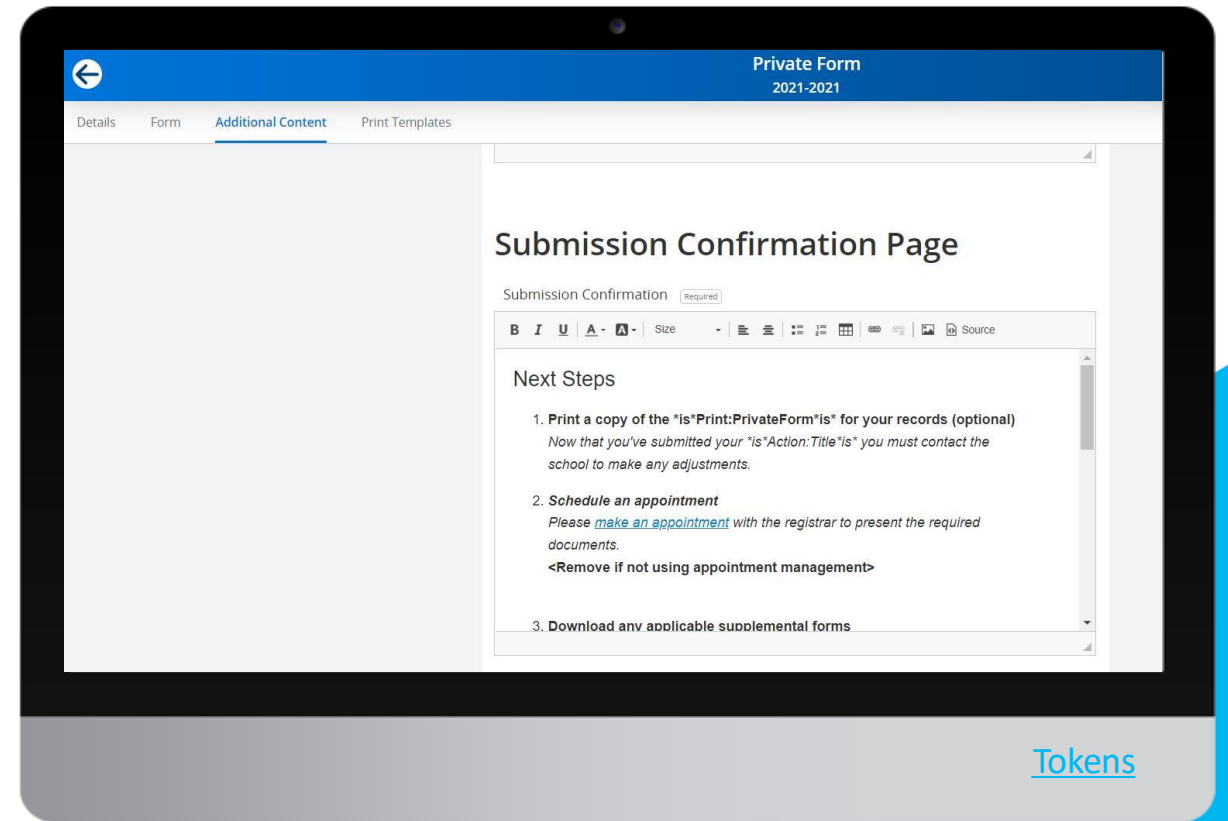
Adding a Print Template to the Submission Confirmation Page

Add the automatic print template to the submission confirmation page

Configuration > Form Builder > Choose Form > Additional Content > Scroll to the Submission Confirmation Page

*is*Print:**Print Template Name***is*

If your title is spaced, you MUST include spaces.



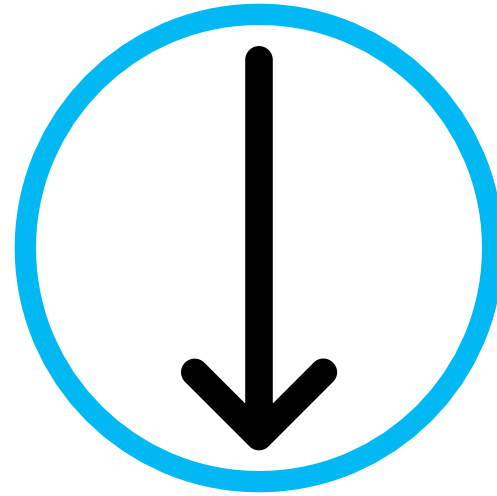


Tips and Tricks

Tips and Tricks



Pull a Semi-Automatic Template into a Custom to have a starting point



Download in batch to save time



Resources

Help Guide & Community

Resources

Help Guide	Community
Print Templates	Print Template
Tokens	Workspace Basics - Using Submission Tasks
	Workspace Basics - Using Roster Tasks
	Self-Service Capability Matrix
	Workspace Features and Tools - Feature Index
	Workspace Features and Tools - Intermediate Tools



Upcoming Events & Webinars

Upcoming Events

Enrollment Office Hours

Wednesdays @ 11am ET / 8am PT

<https://help.powerschool.com/t5/Enrollment-Office-Hours-and/Register-Now-for-PowerSchool-Enrollment-Ask-the-Experts-2023/ta-p/453326>

*Recordings found here

Upcoming Webinars

<https://help.powerschool.com/t5/Enrollment-Office-Hours-and/Register-Now-for-Enrollment-PowerUps-2023/ta-p/453567>

Permissions & Profiles – This session will give you a crash course into managing your district's permissions and profiles. We will cover adding/adjusting profiles as well as adding new staff to forms.

July 18th

Year-Round Update – During this session, we will cover the basics of the Year-Round Update including how to use it, who can use it, and when it should be used.

August 15th

Add Ons – Want to learn more about some of the additional tools that Enrollment has? Join us to learn about some of the add-ons including payments, appointment management, school recs, school locator, etc.

September 19th



Questions