

## Enrollment Translations Workbook



Follow along below during the webinar. Beside each revision is the corresponding slide that revision is on.

### 1. How to Access Translation (5)

- a. Configurations > Form Builder > Choose Form > Translations
- b. Configuration > General > Translations (for Predefined Lists only)

### 2. Form Details (9)

- a. Using 1As click path the first section on the page will be for the form details

### 3. Form Content (10)

- a. Using 1As click path this will be the second section on this page

### 4. Additional Content (11)

- a. Using 1As click path this section will be the last section on the page

### 5. Predefined Lists (12)

- a. Using 1Bs click path this page houses all list items for you to translate

### 6. Working with Multiple Additional Languages (14)

- a. Translations > Click on Icon to the right of the filter icon > Choose the language you want to translate

## Resources

[Form Builder Best Practice](#)

[Form Translations](#)

[Predefined List Translations](#)

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### 7. Working with HTML during Translations (15)

- a. Copy English content by double clicking it > Paste into additional language cell > Translate only the items outside of the < > brackets

### 8. Different filtering Methods (16)

- a. Translations > Click filter in top right corner of your admin portal
  - i. All – filter both English/Spanish and Labels
  - ii. English – Look within only the English content
  - iii. Spanish (or the language your district has) – Can use contains or blank options to filter
  - iv. Labels – Can filter by specific labels or view all labels

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Representative or call (877) 873-1550