



PowerUPs

Data Workspace Overview, Appointment Management

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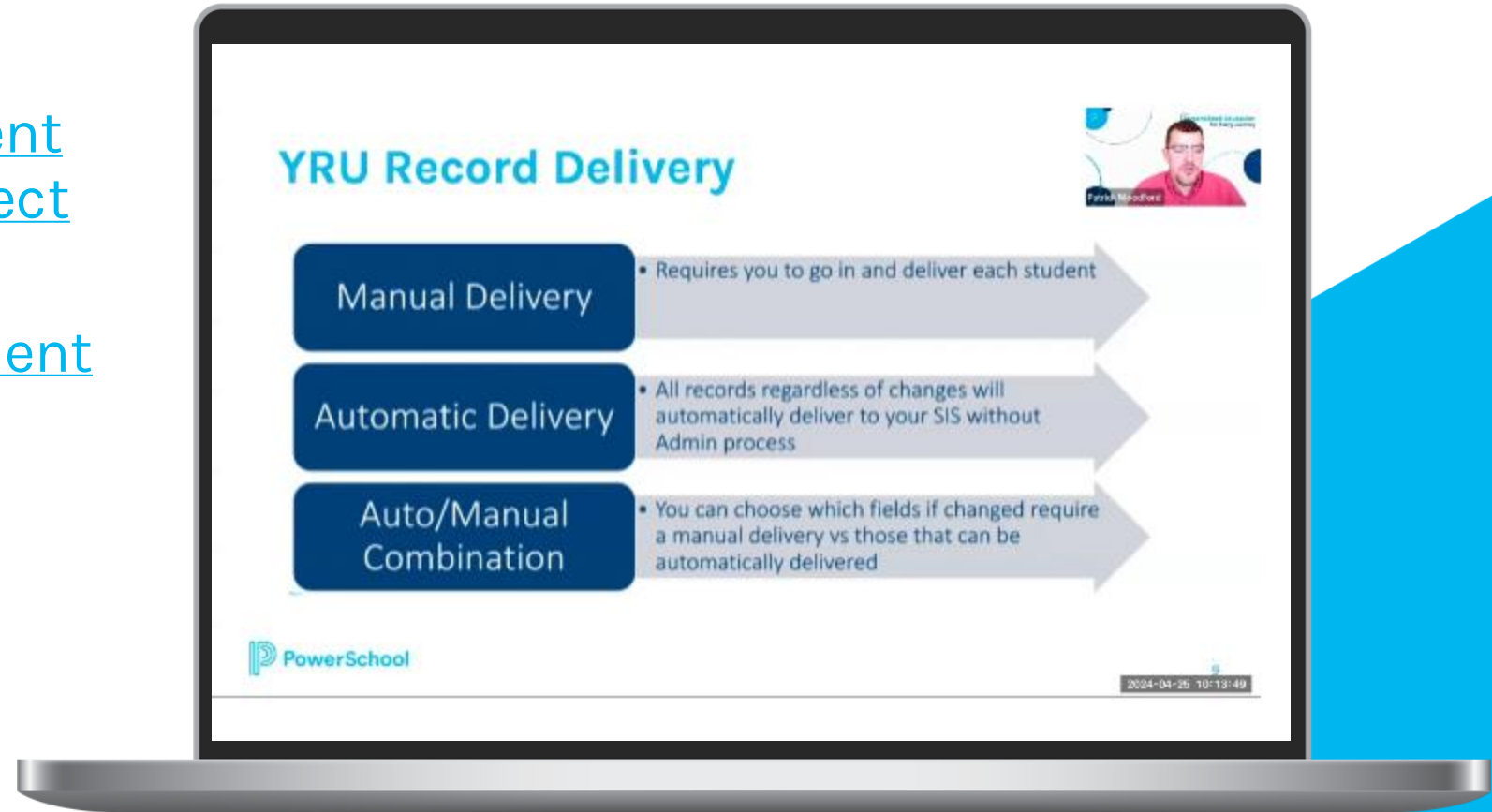
Technical Support Engineer

5/9/24



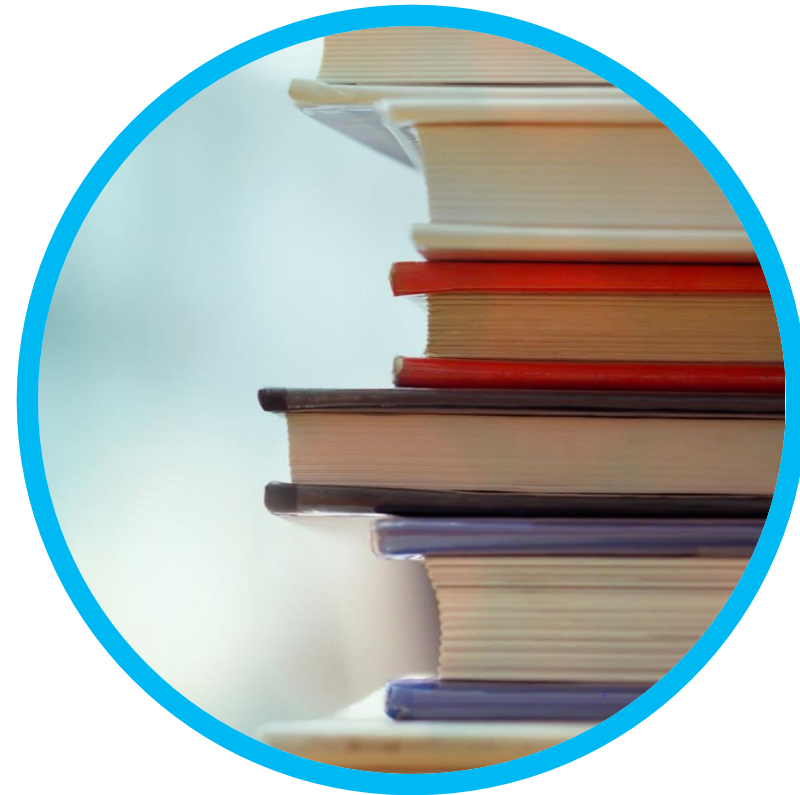
Previously on "PowerSchool PowerUps: Enrollment"...

- **4/25/24**
- [Year-Round Update, Parent Submission Update, Reject Submissions](#)
- [Register Now for Enrollment PowerUps - 2024](#)



Agenda

- 1 Data Workspace Overview
- 2 Product Showcase: Enrollment Workspaces
- 3 Appointment Management
- 4 Product Showcase: Appointment Management
- 5 Resources/Upcoming Events





Data Workspace Overview

What is a Workspace?

- Workspaces are the online portals/tools used to store, access, and manage Student data within Enrollment.
- There are a few different types of workspaces:
 - Roster Workspace
 - Submission Workspace
 - Pre-Submission Workspace
 - School Choice Workspace
- Workspaces can be accessed by administrators through the Main Menu, assuming permissions have been granted appropriately.
 - Reach out to our Support Team if you have any issues accessing your workspaces

Types of Workspaces

- Roster Workspace
 - Returning Student data ONLY
 - Data stored in the Roster Workspace has been prepopulated your SIS
 - Families are notified from the Roster Workspace
- Submission Workspace
 - New & Returning Student data
 - Data stored in the Submission Workspace has been updated by the family user and returned to you, the school district
 - The Submission Workspace is where school admins review submitted data, approve records, and ultimately perform the data delivery process from Enrollment to SIS

Types of Workspaces (cont.)

- Pre-Submission Workspace (optional)
 - New Student data ONLY
 - The Pre-Submission Workspace allows you to view basic information for Enrollment forms that have been started including:
 - First Name
 - Last Name
 - Birthdate
 - Email Address
 - Date Started
 - Date Last Accessed
 - It will also show you the last page that was accessed by the parent
 - Communication templates can be utilized to communicate with parents who have started the forms but haven't submitted yet

Types of Workspaces (cont.)

- School Choice Workspace
 - School Choice/Lottery data ONLY
 - Records move into the School Choice Workspace upon approval in the Submission Workspace prior to being processed through the Lottery
- Recommendation Workspace
 - SchoolRecs/Recommendation forms ONLY
- Checklist Roster
 - Admissions Tracker/Checklists ONLY
- Online Decision Roster
 - Online Decision Notification/Decisions ONLY
- Year-Round Update Workspace
 - Year-Round Update data ONLY



Product Showcase: Enrollment Workspaces



Appointment Management

Appointment Management Overview

- Appointment Management offers families the ability to reserve time slots from their family accounts
- You and your administrators can set up and manage these time slots from your Admin Portal
- Process for Admins
 - Define Events
 - Define Resources for an Event
 - Define Appointment Time Slots for each Resource
 - Define a Note for the Event
 - View, export, and print all appointments
 - Add new time slots

Appointment Management Overview (cont.)

- Process for Families

- Reserving slots

- From their account, families can select the student they wish to schedule an appointment for. This will bring up a calendar that shows them all available slots, which they can click/view. Back on the main page of their account, they can check appointment details and cancel if needed.

- Communication

- Automated emails can be set up for the following:
 - Appointment Confirmation
 - Appointment Reminder
 - Appointment Cancellation by Family
 - Appointment Cancellation by School

Schedule an Appointment for Ezra

To schedule an appointment, click on one of the available appointment time slots in the calendar below.

month week day April 2016 today < >

8:30a Wagner Auditorium Health Screening (3 of 4)

Available Slots

Appointment Details

Your appointment details are shown below.

Student: William Casillas

Event: Health Screening 2017

Date: 04/14/2016

Starts: 08:30AM

Ends: 09:30AM

Customizable Note

Important appointment info:

- Please park in the visitor lot
- Use the main entrance on Bee Cave Avenue
- Follow signs to main office



Product Showcase: Enrollment Appointment Management

Resources

- [Enrollment Workspace Basic, Features and Tools](#)
- [Add Ons - Appointment Management](#)

Upcoming Events

- [Enrollment PowerUps](#)
 - Bi-weekly on Thursdays @ 10 AM PT
- [Enrollment Ask the Experts](#)
 - Weekly on Wednesdays @ 8 AM PT



Thank you!