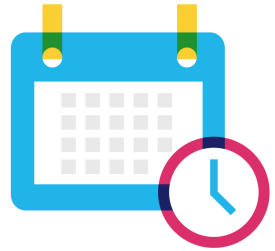
Welcome to the Special Programs PowerSchool PowerUp!

PowerSchool PowerUPs

September 5, 2024

Special Programs 2024 PowerUp Events



PowerUp Dates *Scheduled for 2PM EST	Topic
January	End User Basics: Working with the Home Page
February 21	Understanding Student Documents in Special Programs
March 20	Reporting 102
April 17	Digital Signature *Topic has changed
May 9	Security
June 5	Easy Edit and EOY
July	
August 14	Workflow Case Management
September 5	Translations
October 16	Integrations
November 14	Utilities/Transfers
December	

Today’s Agenda

- Welcome and Overview
- Product Release Highlights
  - August 16, 2024
  - SPPL 24.6.2.0
- Language Translations Processes: How-To
    - To add a new language.
    - To translate phrases.
    - To translate name of document template section.
    - To activate the translation.
    - To add translate rights to document template security.
    - To add translate template documents privileges.
    - To find missing translations .
    - To translate a finalized document.
    - To translate Keyword Tables.
    - To configure security for language translators.
- Language Translations Demo
- Closing and Next Steps

Meet the Team

Robyn Skidmore

Senior Educational Impact Consultant

- Retired educator - 26 years
  - Special Educator
  - Reading Specialist
- PowerSchool – 5 years
- Special Programs – 9 years

Special Programs Support

- Our Support Team is on the call to assist with technical questions.
- Please submit your questions into the Q&A during presentation.

Platform Release Highlights
Version SPPL 24.6.2.0
Released August 16,2024

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New Features and Enhancements

Version SPPL 24.6.1.0

Category	Release Note
State Controller reporting	The Refresh Data button is now displayed when running standard reports merged across multiple district tenants, and can be used to pull in the most recent edits from district

Resolved Issues
Version SPPL 24.6.0.0

Category	Release Note
eSignature translation for Vietnamese	In the Configure eSignature settings, Vietnamese translations were not translating correctly. Some special characters within the language were being converted to Special Characters. The issue has been resolved.
SSO sign in - display the student’s name on the parent/guardian home page	Resolved an issue where the parent or guardian's name was displayed on the home page instead of the student's name when the parent or guardian signed in using SSO.
Unable to enable the watermark as an ADMIN	Resolved an issue where ADMINs were unable to add a watermark.

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Follow-Up Items

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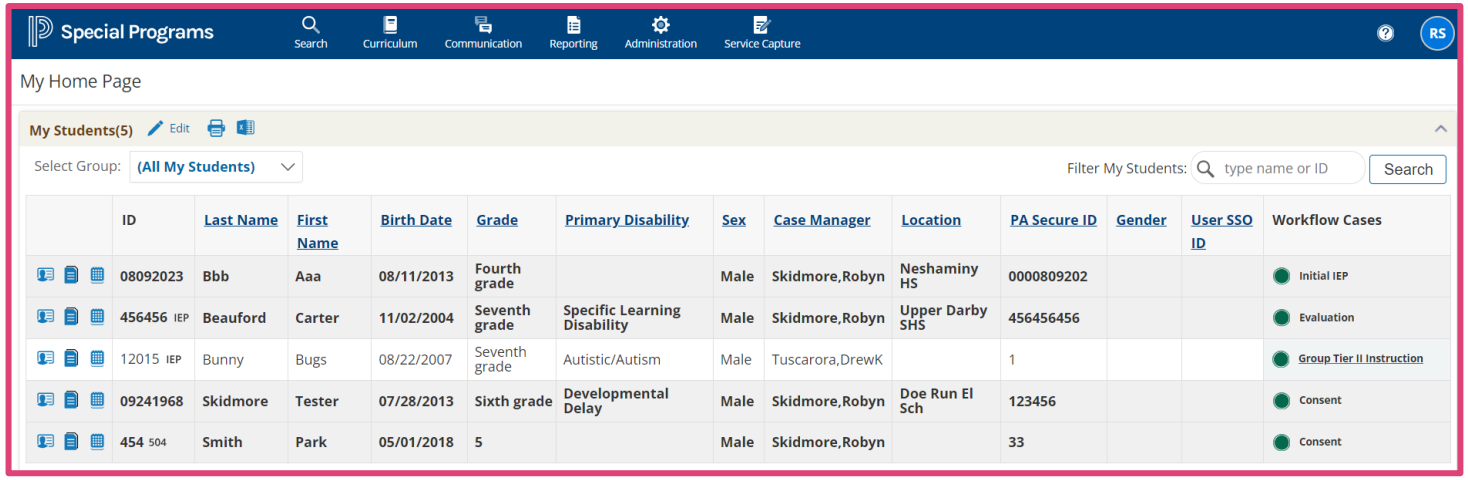
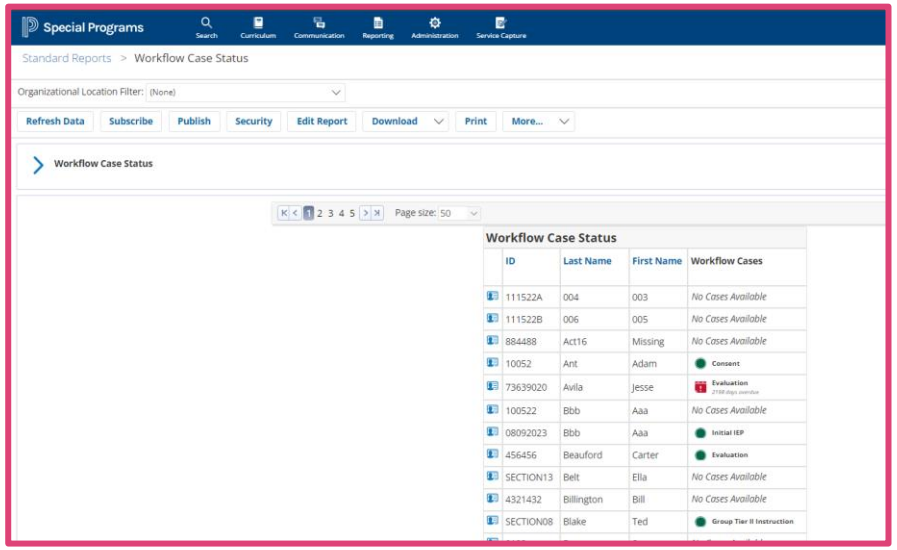
Question: I was told in the Q&A that Workflow Status can be displayed in reports by turning it on in Set User Options | Show Workflow Case Status. However, I have followed those steps, and it is not displayed in reports.



Once user options have been set, users will see the Workflow Case Status on their My Student Table.



When a list report is created, the student's workflow status will display in the last column of the report.

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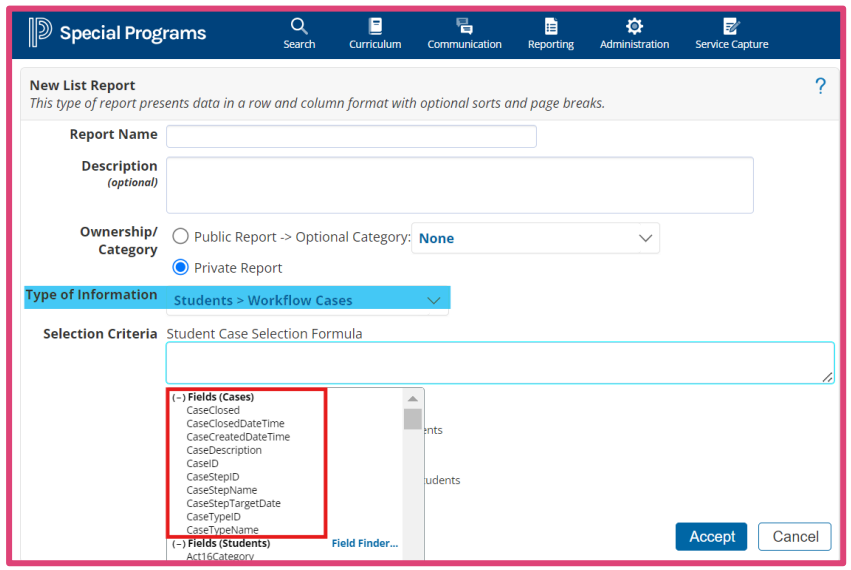
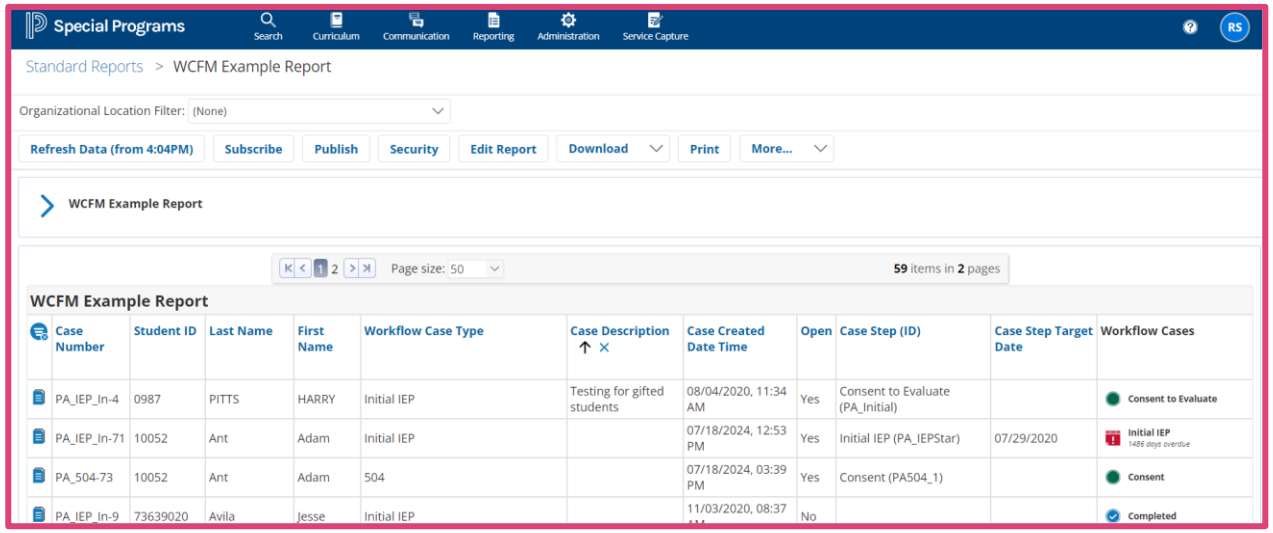
Question: How do I create a report for Workflows?



Reporting > New List Report > Type of Information > Student > Workflow Cases
*Narrow down further using Selection Criteria



The report will allow for Organizational Location Filter and provide details for the student's Workflows.

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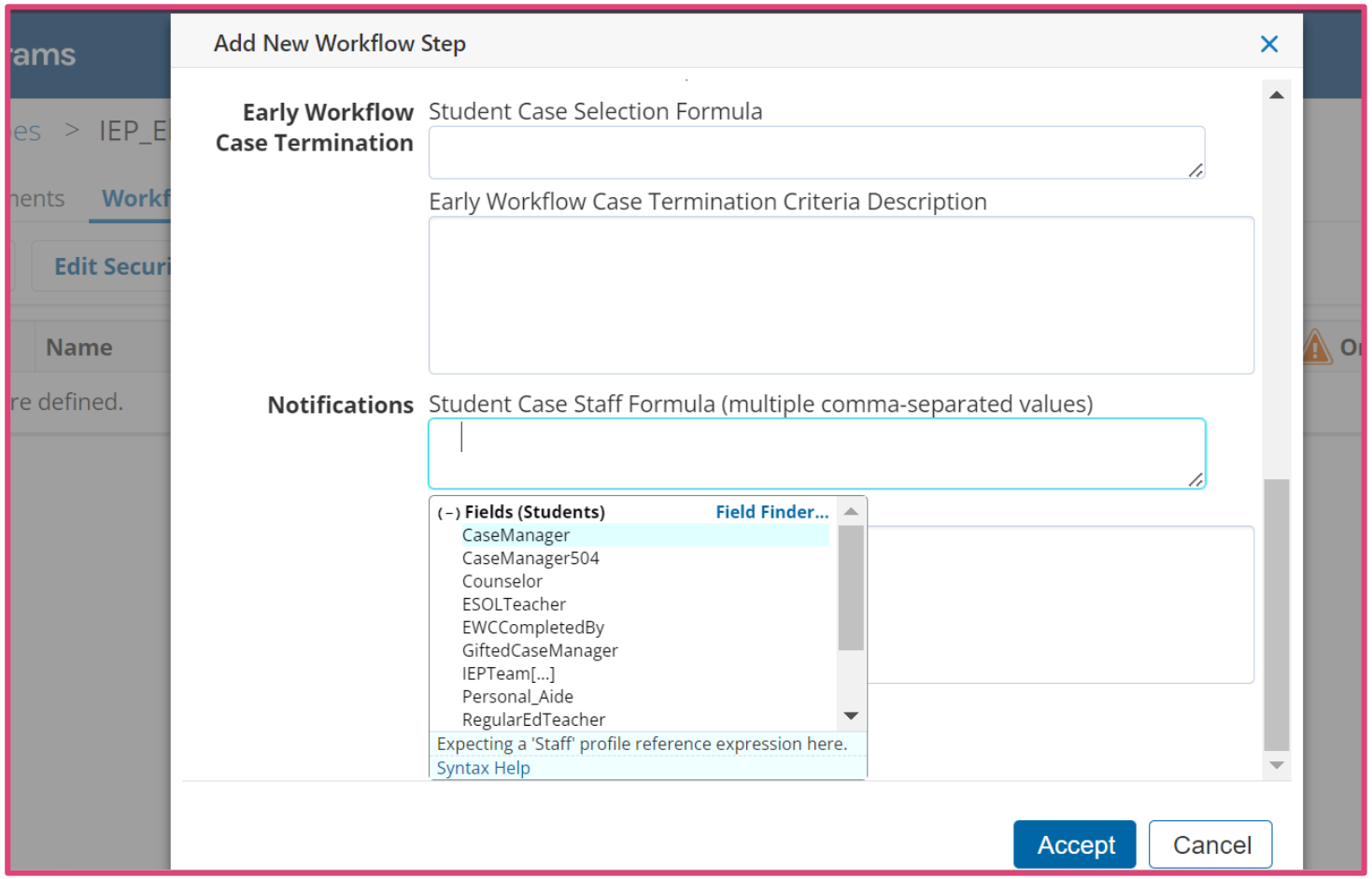
Question: Can you give an example of how to write a notification expression- student case staff formula?



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Language Translations: Process

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Knowledge is Power

Translations can only be completed by users with the **appropriate permissions**.

Before any document can be translated, the document template **must be translated into the target language**.

Each document template can support **one or more** translations.

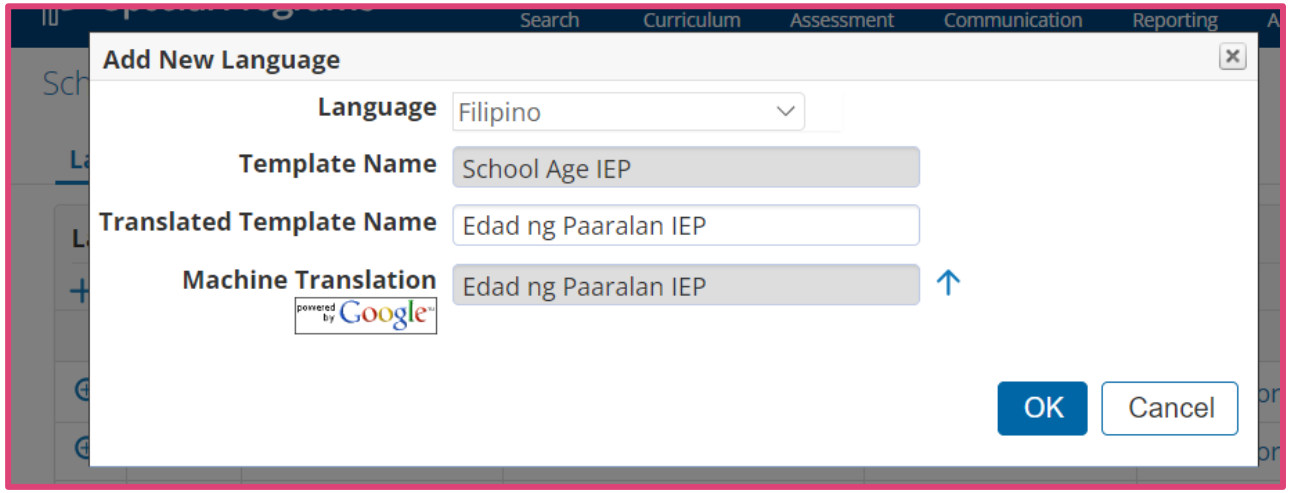
It is highly recommended a native speaker of the language proofreads the translations.

Translating a document template is done in **three steps**:

1. Add a language to the template.
2. Translate phrases and section names.
3. Activate the translation for users.

To Add a New Language

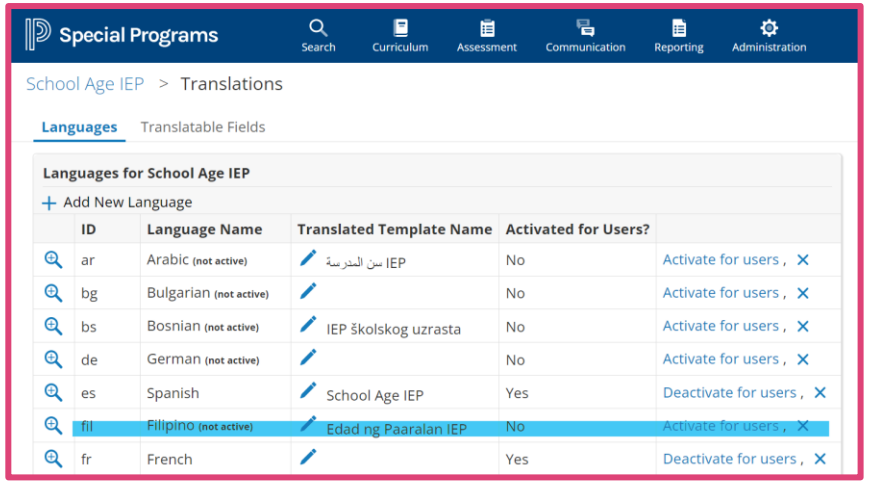
1. Any existing translations will be listed in the Language dropdown menu.
2. To add a new language: Click **Add New Language** and select the Language.
3. Google provides machine translation which you can accept by clicking blue arrow .

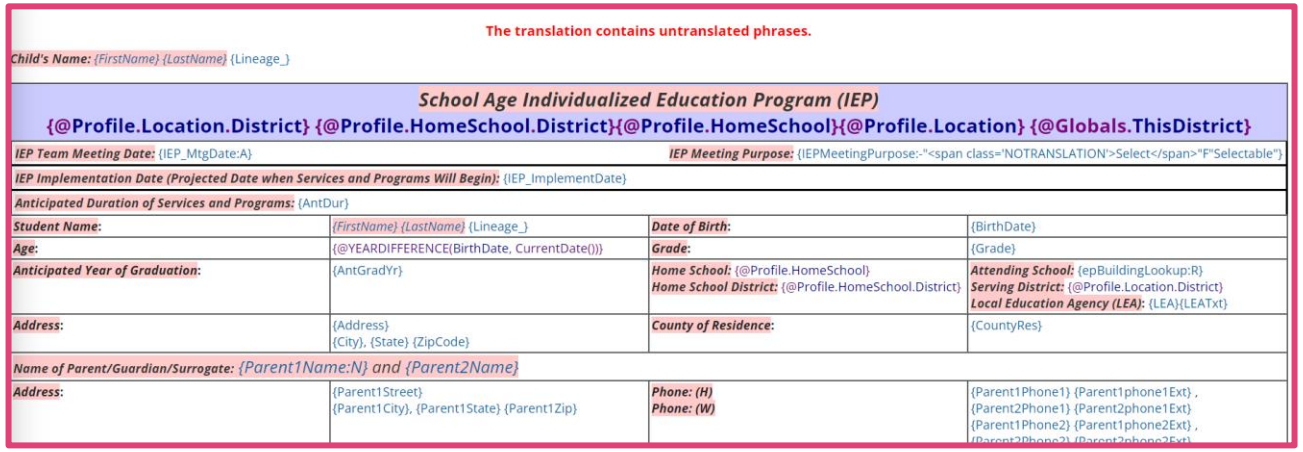


Select the Document Template > More… > Translations

To Translate Phrases

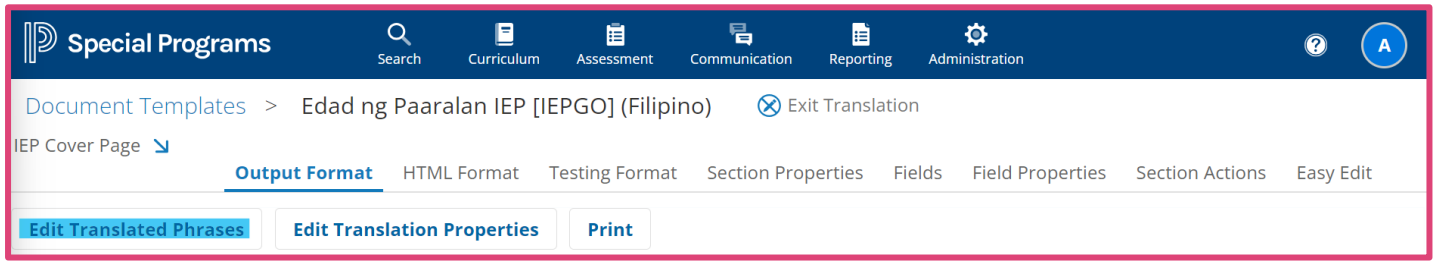
- Click the **magnifying glass** icon next to the language.
- Since no translations have been made yet, the document still appears in the English (default language); phrases are highlighted in red to indicate they have not been translated yet.

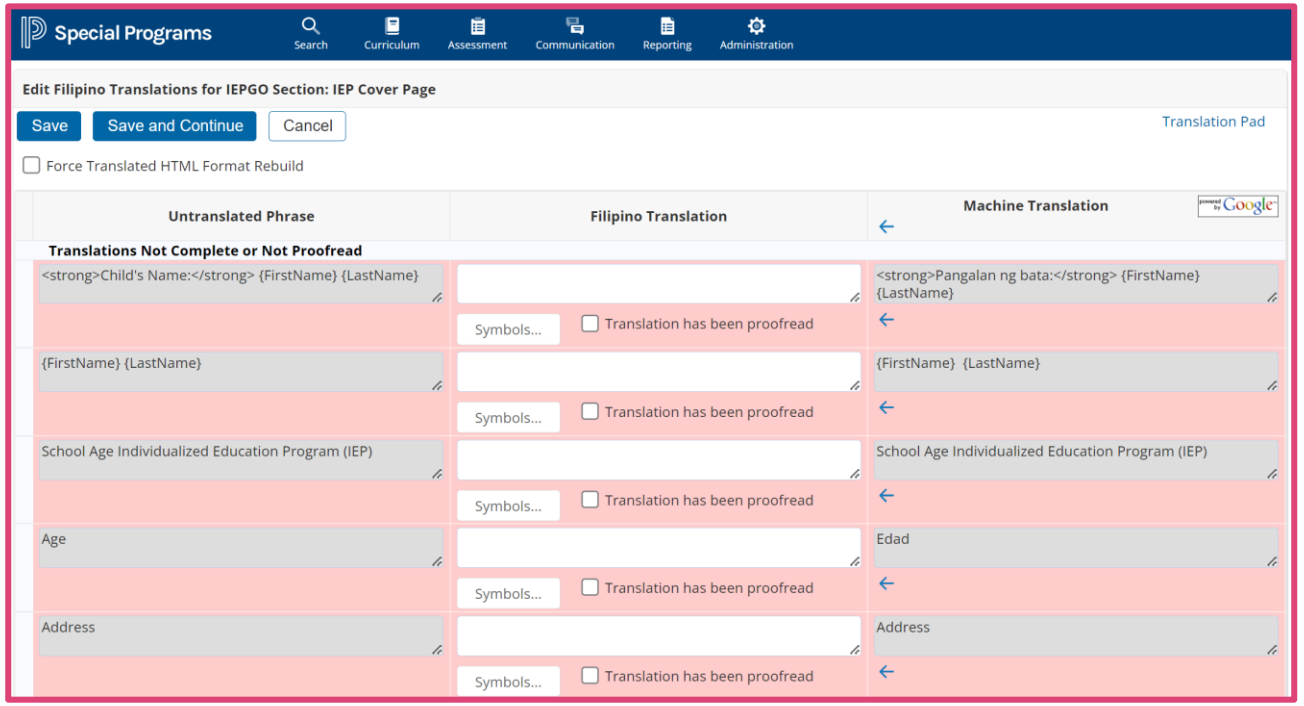




To Translate Phrases

- Click **Edit Translated Phrases** to edit and/or proof translated phrases that appear in the selected section of the template.
- On the **Edit (Language) Translation page**, enter translations for the phrases in the selected document section.

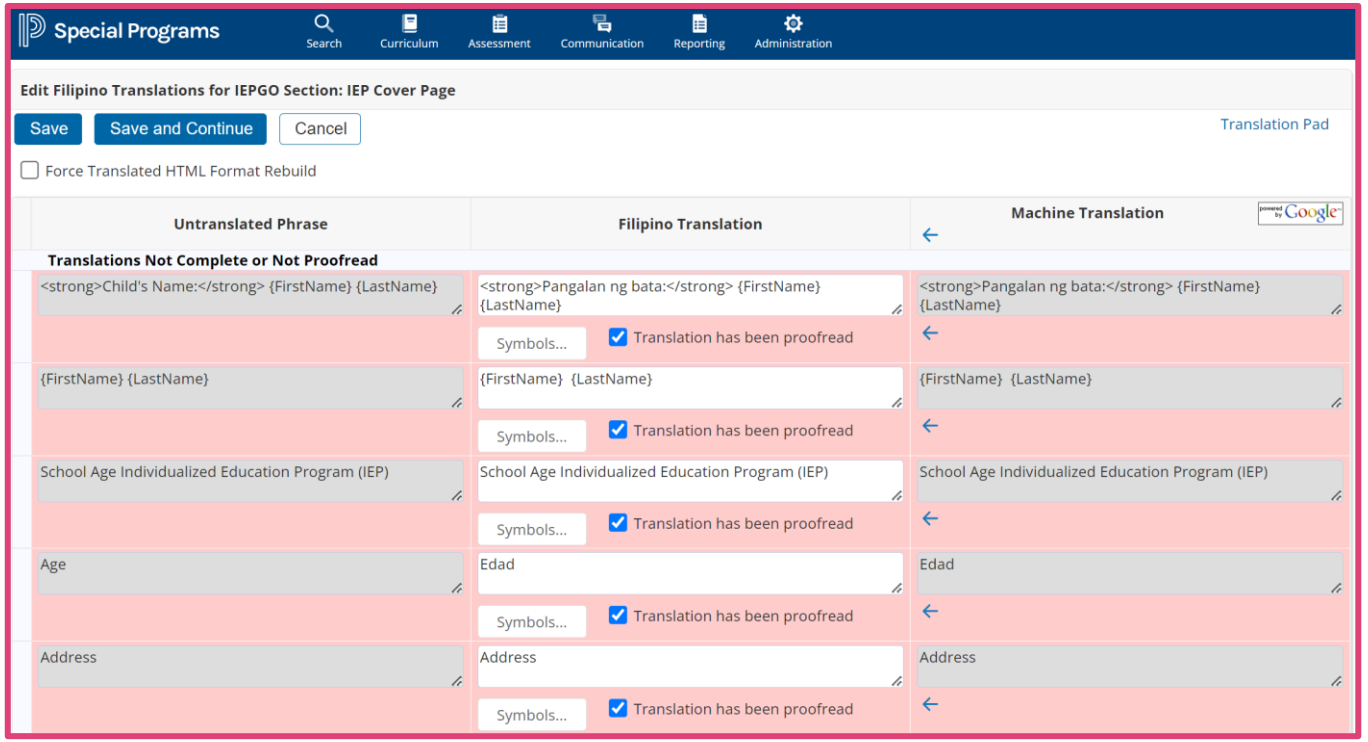




To Translate Phrases (continued)

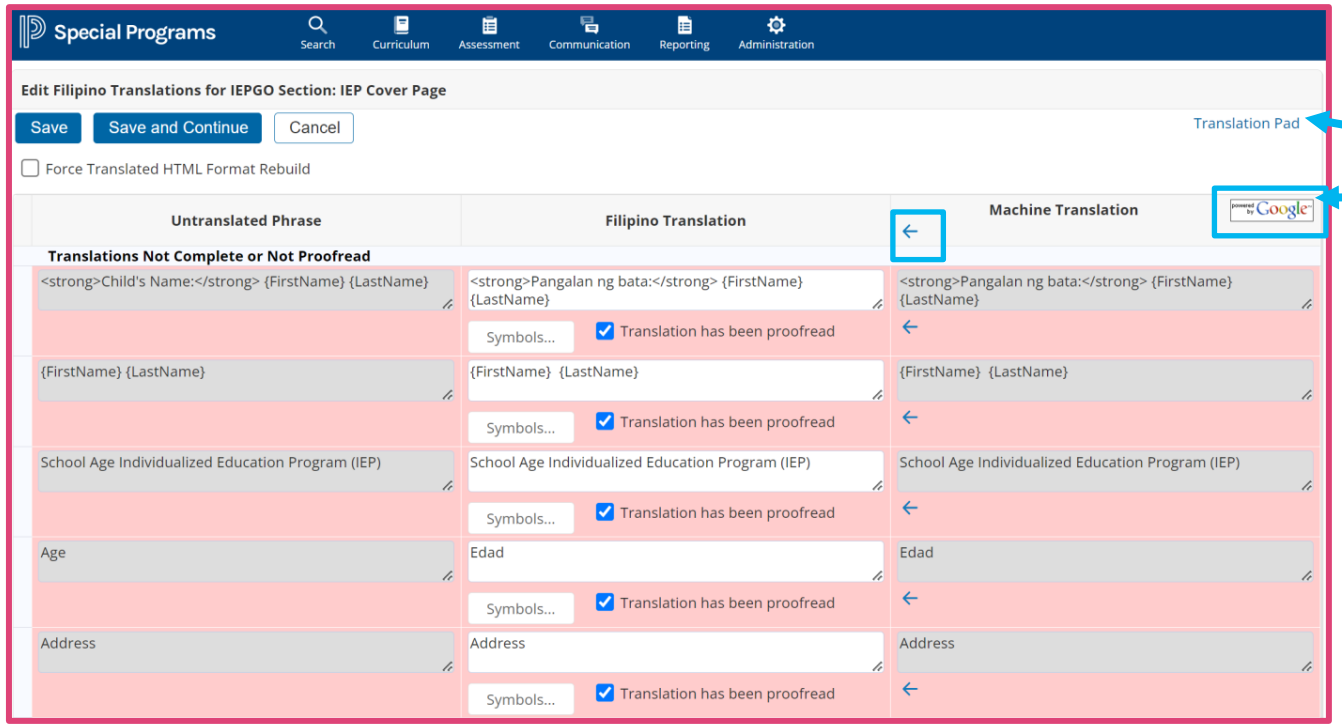
- Phrases are grouped in three (3) categories to help in review of phrases that still need translation and review.
  - Machine Translation
  - (Language) Translation
  - Untranslated Phrase

- If there are not phrases for a category, the category will not appear.

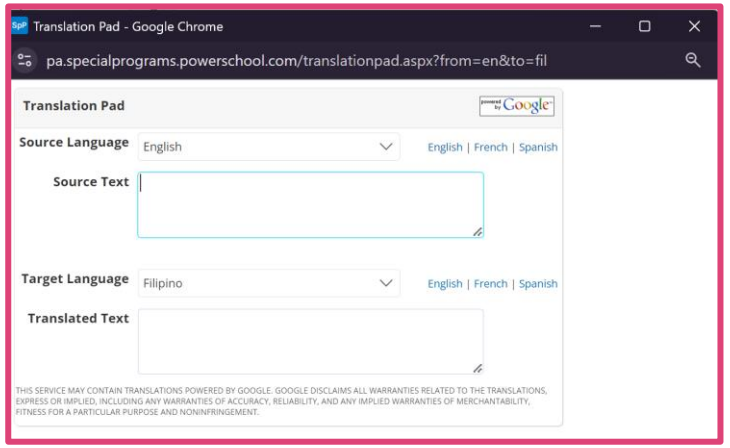


- If the ***Translation has been proofread box*** is not checked, the box will show as blank on the document.
- **It is highly recommended a native speaker of the language proofreads the translations**.

To Translate Phrases (continued)



You can click on the Google Icon or blue hyper link for Translation Pad to translate phrases.

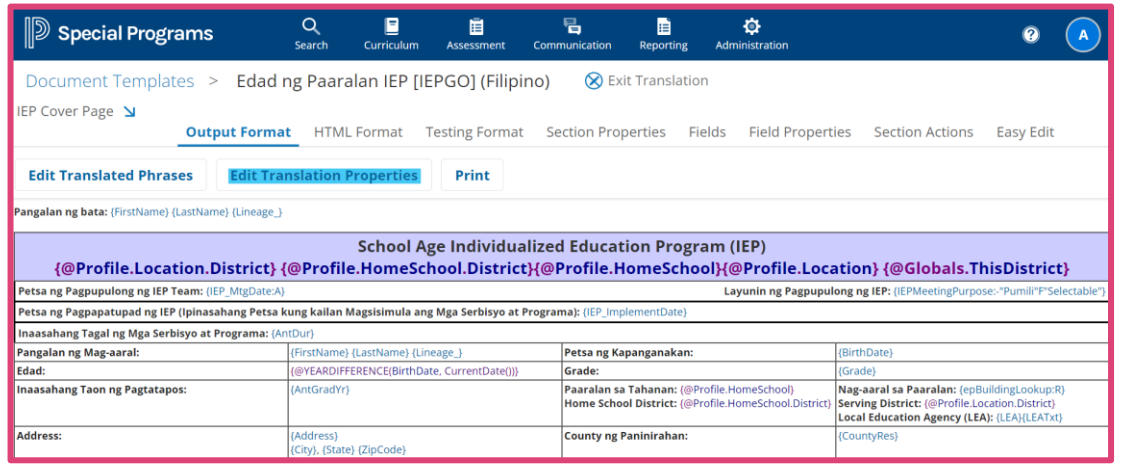


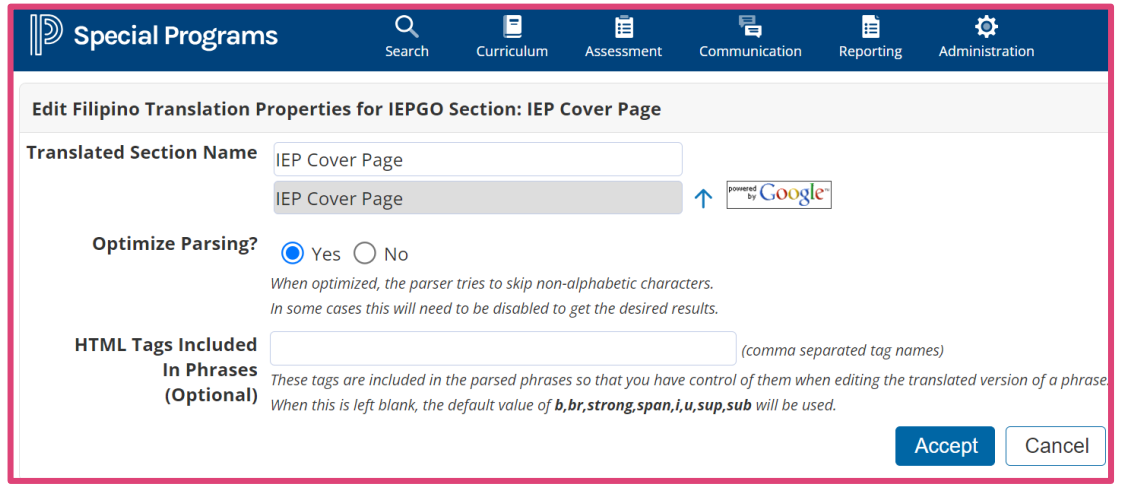
- The Machine Translation is moved to the (Language) Translation column by clicking the blue arrow under each Machine Translation.
- The top-arrow will move ALL Machine Translations, but user will still have to check the Translation has been proofed box.

Common mistake is to review the translation then select translation has been proofed- this will result in a white empty box on the document; must select blue arrow in the machine translation column.

Edit Translation Properties

- To provide a translation for the name of the document template section, click **Edit Translation Properties**.
- On the **Edit (Language) Properties page**, enter the translated section name or click the up arrow to use the machine translation.





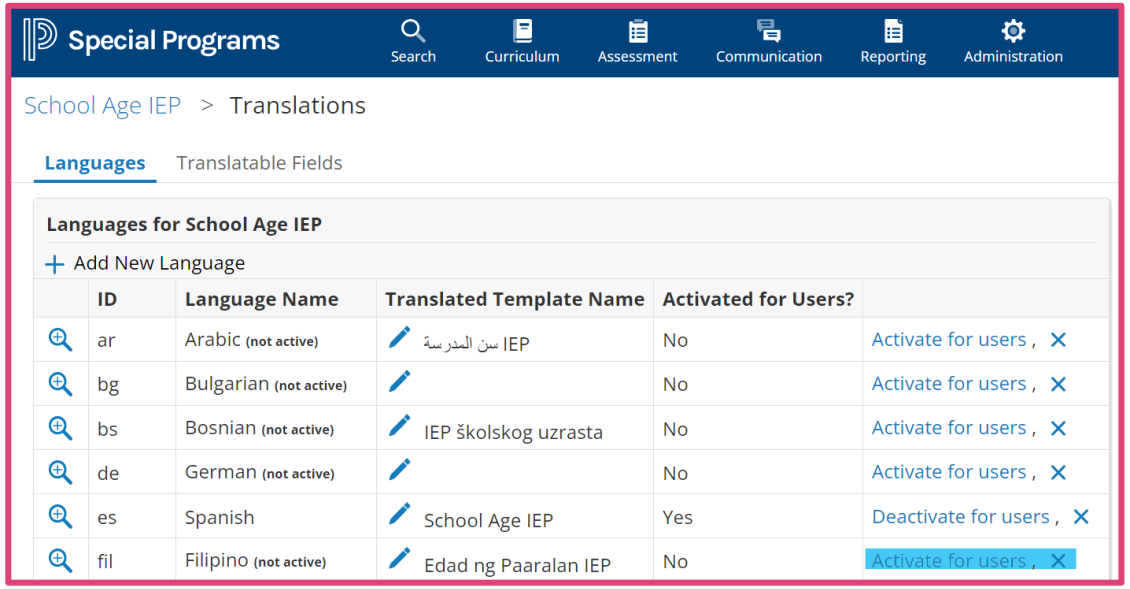
Select the Document Template > More… > Translations > Select language > Edit Translation Properties

Documents with Multiple Sections

- If the document has multiple sections, repeat Edit Translated Phrases and Edit Translation Properties process for all the sections in the document template.
- To translate another section, hover the mouse over the fly-out menu, select another section, and then repeat this process.

To Activate the Translation

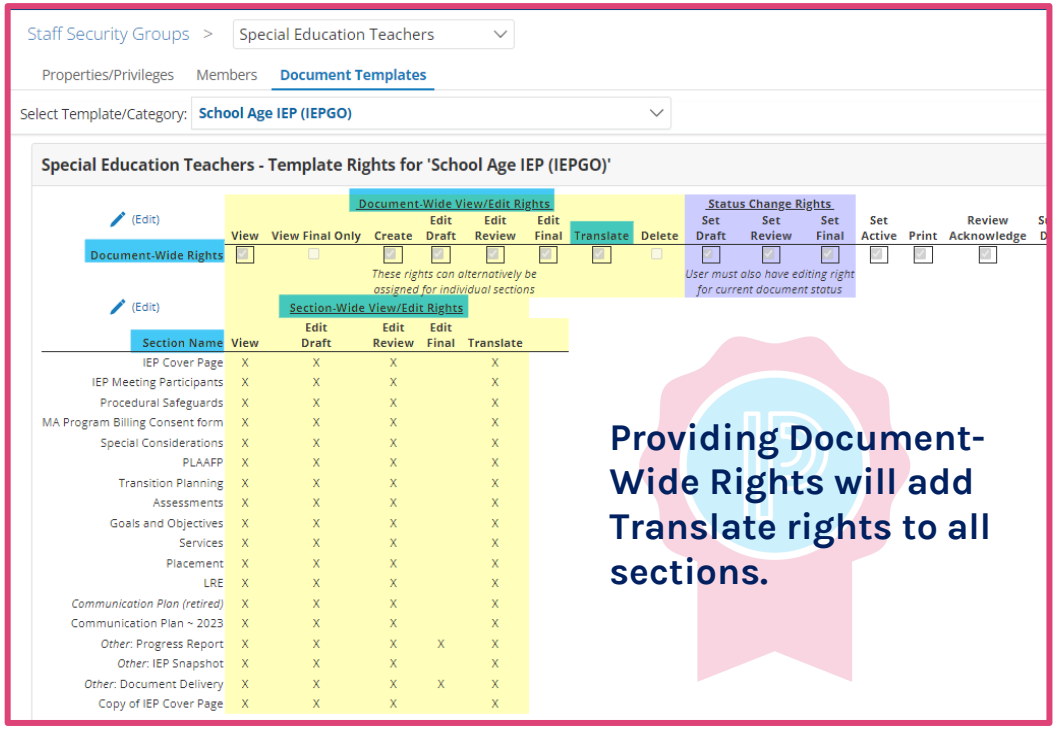
- Translations can be activated from Document Template level after translations have been saved.
- Translations can also be activated while working in the translated document by selecting Exit Translation.



Administration > Configuration > Document Templates > Select Document > More... > Translations > Select Language > Activate for Users

To Add Translate Rights to Document Template Security

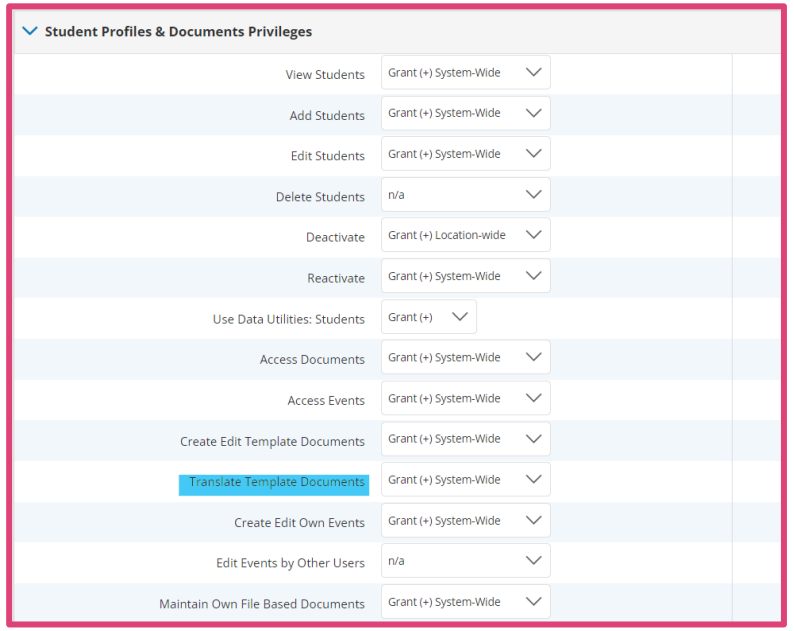
- Translation security privileges and document template rights must be assigned to those security groups that will be performing translation on an ongoing basis.
- You can provide Translate rights at the Document Level and Section Level.



Administration > Security > Select Security Group > Document Templates > Select Template > Magnifier > Edit

To Add Translate Template Documents Privilege

- The ability to provide Translate rights is driven by your Security level access.
- **Translate Template Documents** privilege must be granted.
- Grant **System-Wide** or **Location-Wide** based on your district processes; must match the other Properties/Privileges.



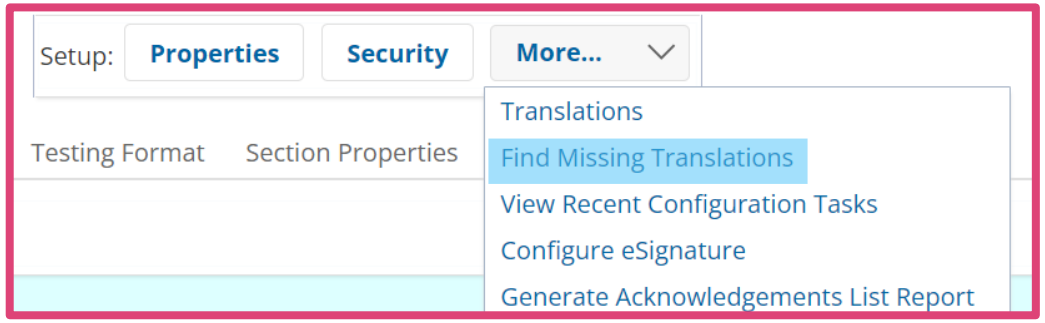
To use an active translated template, the security group must be granted the privilege.

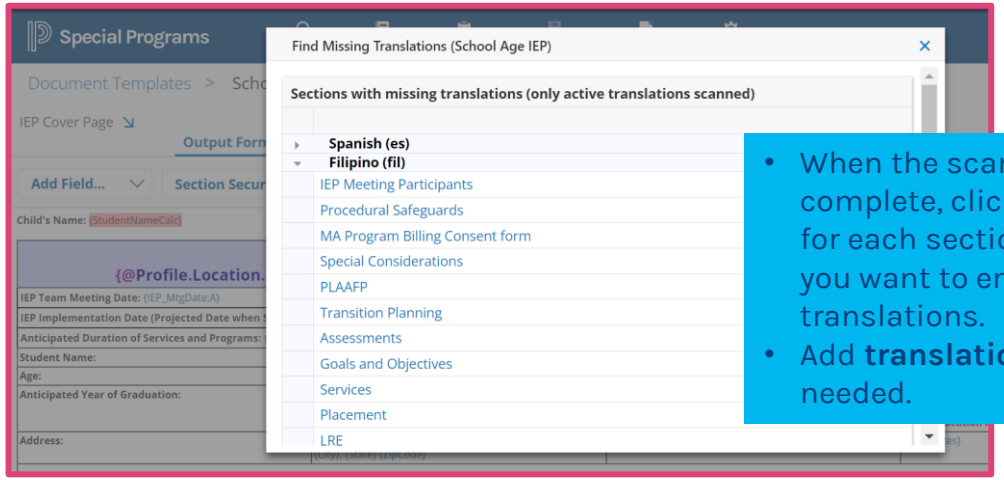
Administration > Security > Security Group > Edit Properties/Privileges > Student Profiles & Documents Privileges

To Find Missing Translations

The Find Missing Translations feature is visible if at least one translation has been activated.

- Use **Find Missing Translations** feature to review documents which have at least one translation available.
- Allows review of entire document for any missing translations.
- Beneficial to aid in review sections or fields overlooked.
- When PowerSchool makes changes to document post initial translation, use feature to see new fields due for update or enhancement.

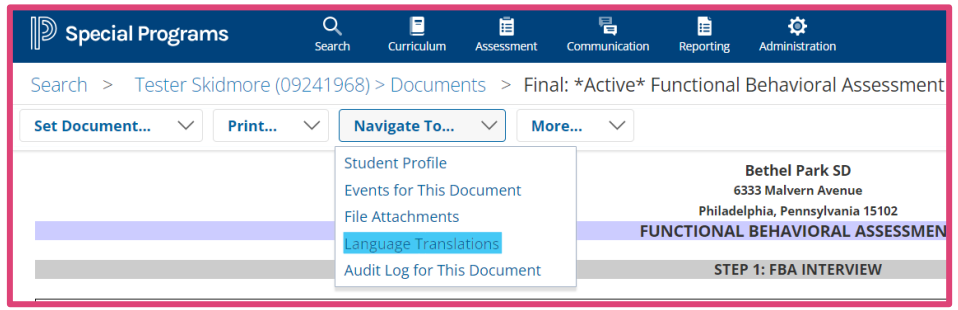


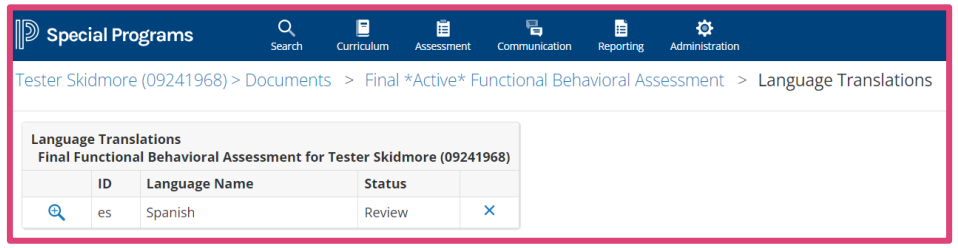


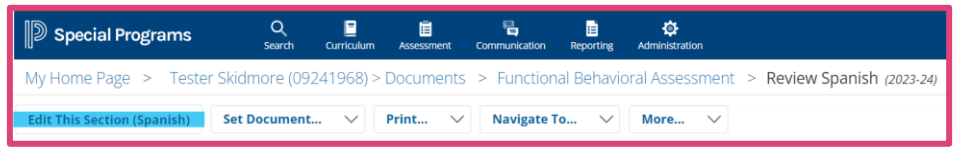
- When the scan is complete, click the link for each section where you want to enter translations.
- Add **translations** as needed.

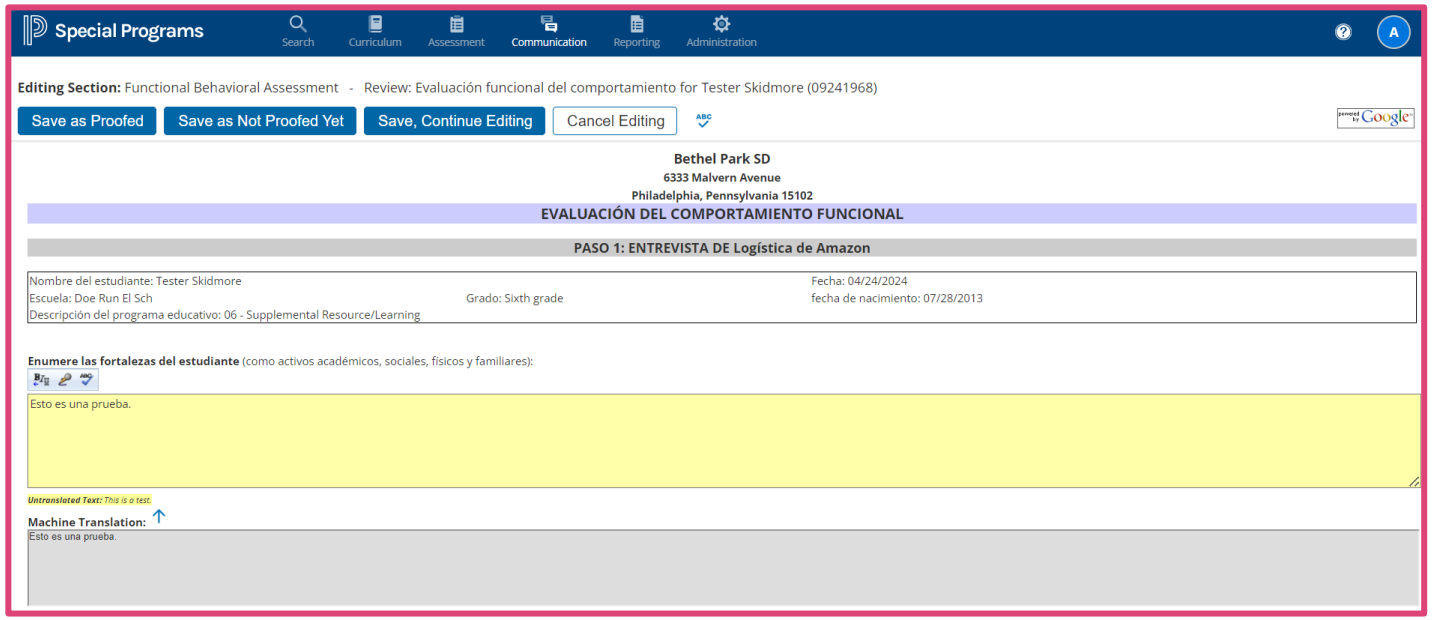
Administration > Configuration > Document Templates > Select Template > Magnifier > More > Find Missing Translations

To Translate a Completed Document









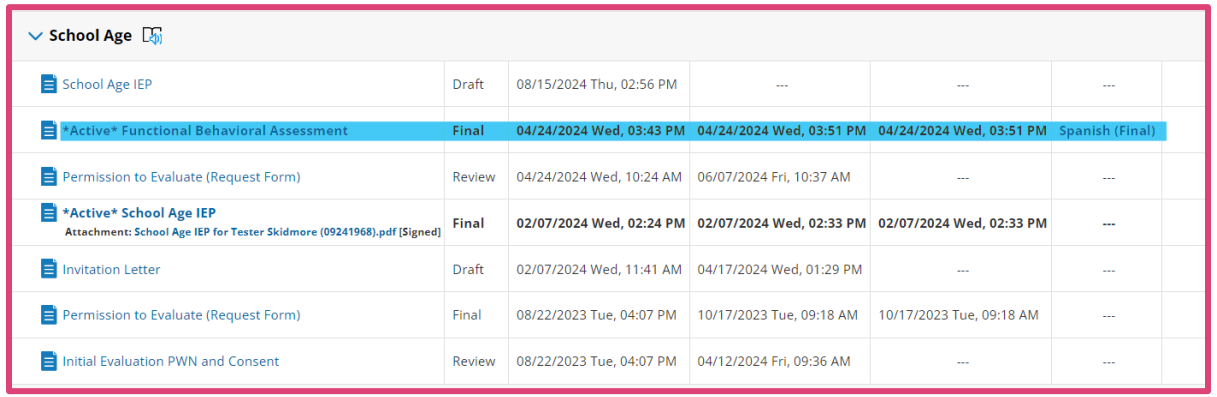
- Fields needing translation appear as a required field.
- Original untranslated text displays below for reference.
- You can also use the machine translation by clicking the up arrow.

Student Profile > Documents > Select Document > Navigate To … > Language Translations > Select Language > Edit This Section

To Translate a Completed Document (cont)

- After completing a section, click **Save as Proofed** to indicate that the sections' translations have been proofed.
- ***All sections must be proofed before the translated version of the document can be finalized.***
- Once all sections are proofed, select **Status from Review to Final** from the **Set Document** menu.
- Click the **Accept** button to finalize the translated document.

A link to the document appears on the student's document list.



Knowledge is Power

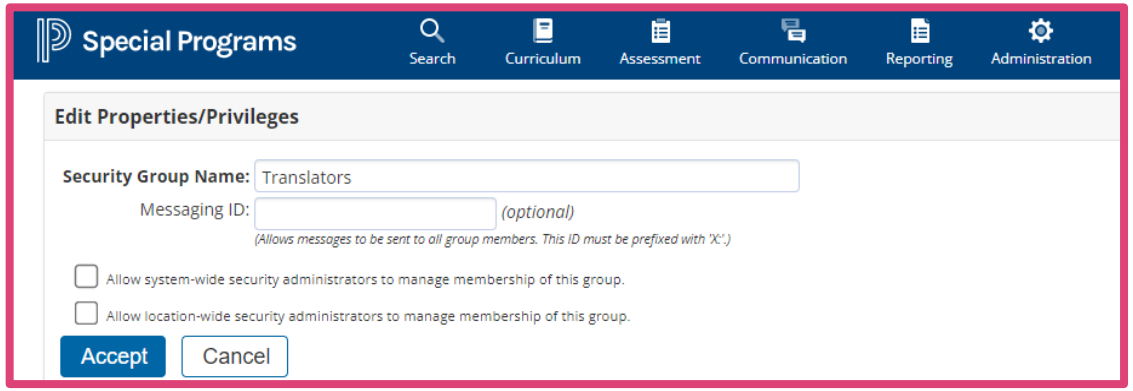
Once a document is fully translated and active for use, **it must be maintained**.

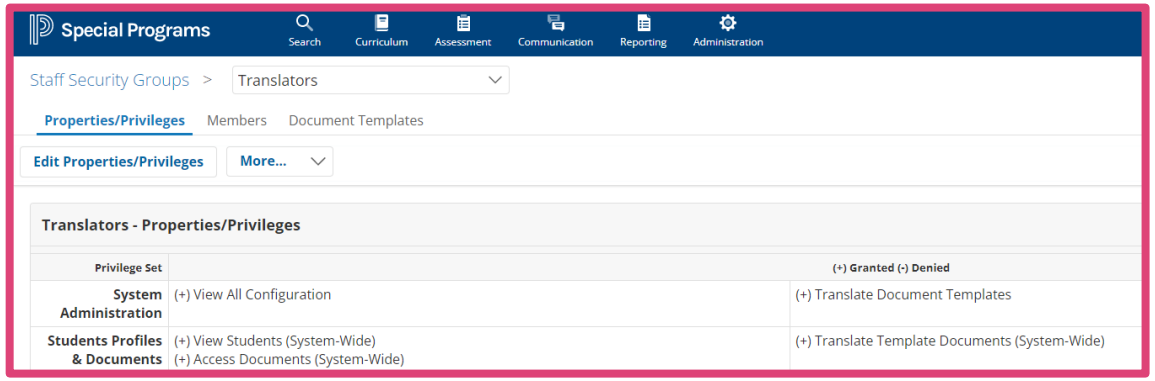
Form changes in the untranslated version of the document template may result in **untranslated phrases** in the translated version.

Standard state/province model **translation gaps may arise** during state/province model version releases that involve form changes.

The system administrator will receive a **notification message for each document template** with translation gaps.

Security for Language Translators





- It is recommended that you set up a security group for those users who will be translating and proofing documents, document templates, and/or goals/objectives.
- Assign this group “Translate Document Templates”
- You may also wish to assign this group the “Translate Curriculum” privilege.
- Finally, give this group access to viewing any student profiles or other profiles for which documents will be translated.
- Give the security group document-wide view access to any document templates to be translated.
- Finally, add the translation staff as users to the new group.

Administration > Security

Security for Language Translators

State/Provincial Model Translations

- If your district is on a standard state/province model, translation gaps may arise during state/province model version releases that involve form changes.
- Model releases trigger an overnight scan of any document templates changed by the state/province model release.
- The system administrator receives a notification message for each document template with translation gaps.
- The system administrator may instead direct these notifications to members of security groups that have the "Translate Document Templates" special access security privilege.

•To do this, the system administrator edits the security group properties of "translator" security groups and establishes a Messaging ID.

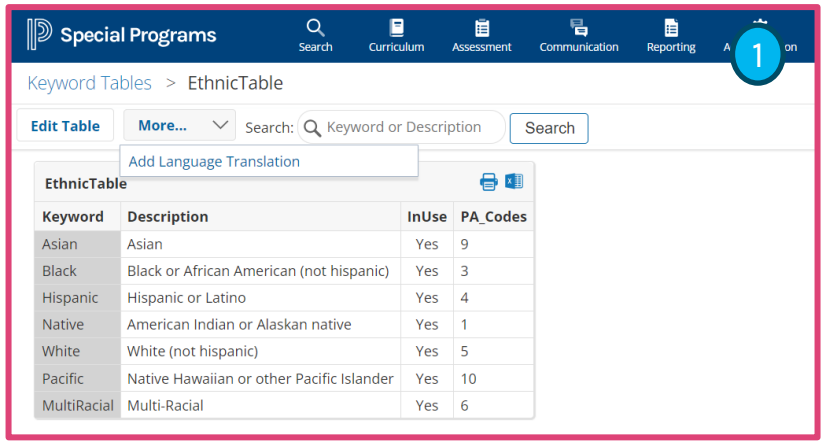
•A Messaging ID allows the security group members to be messaged with a single group identifier.

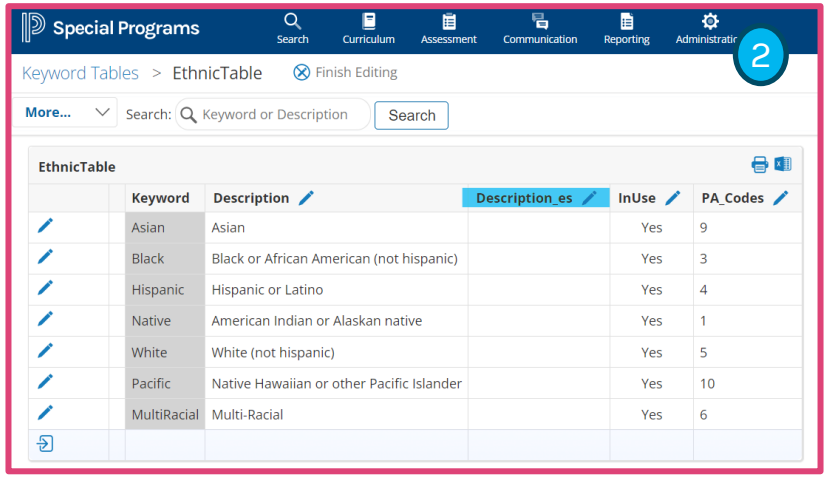
•Notification of translation gaps is sent even if the gaps existed before the model release.

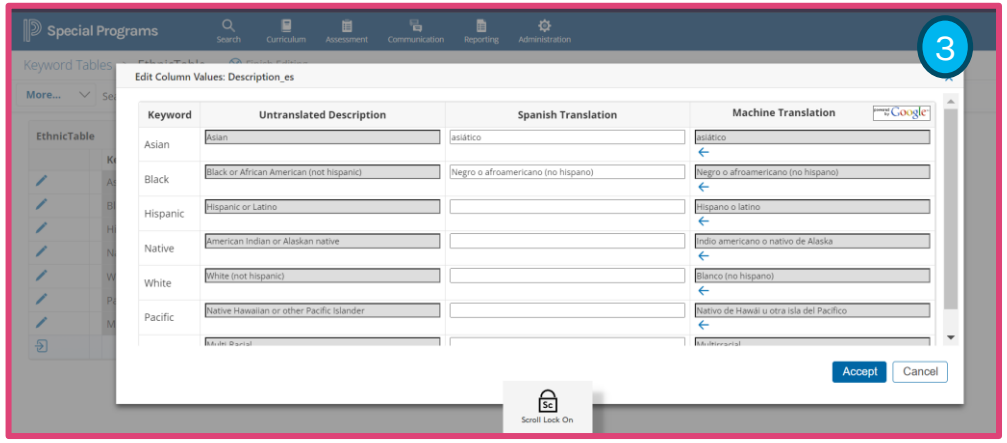
•The notified gaps are consistent with the results displayed using the Find Missing Translations feature.

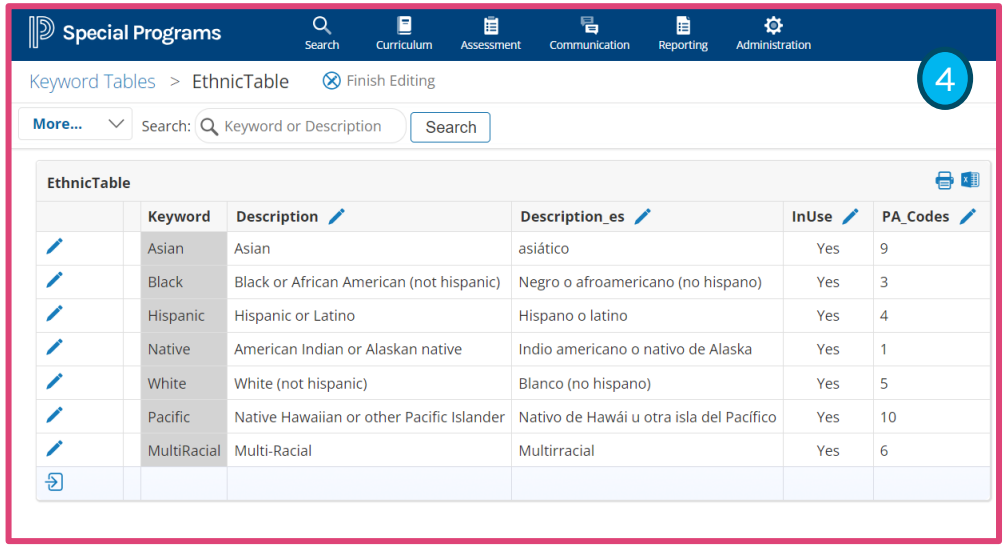
Administration > Security

Translate Keyword Tables



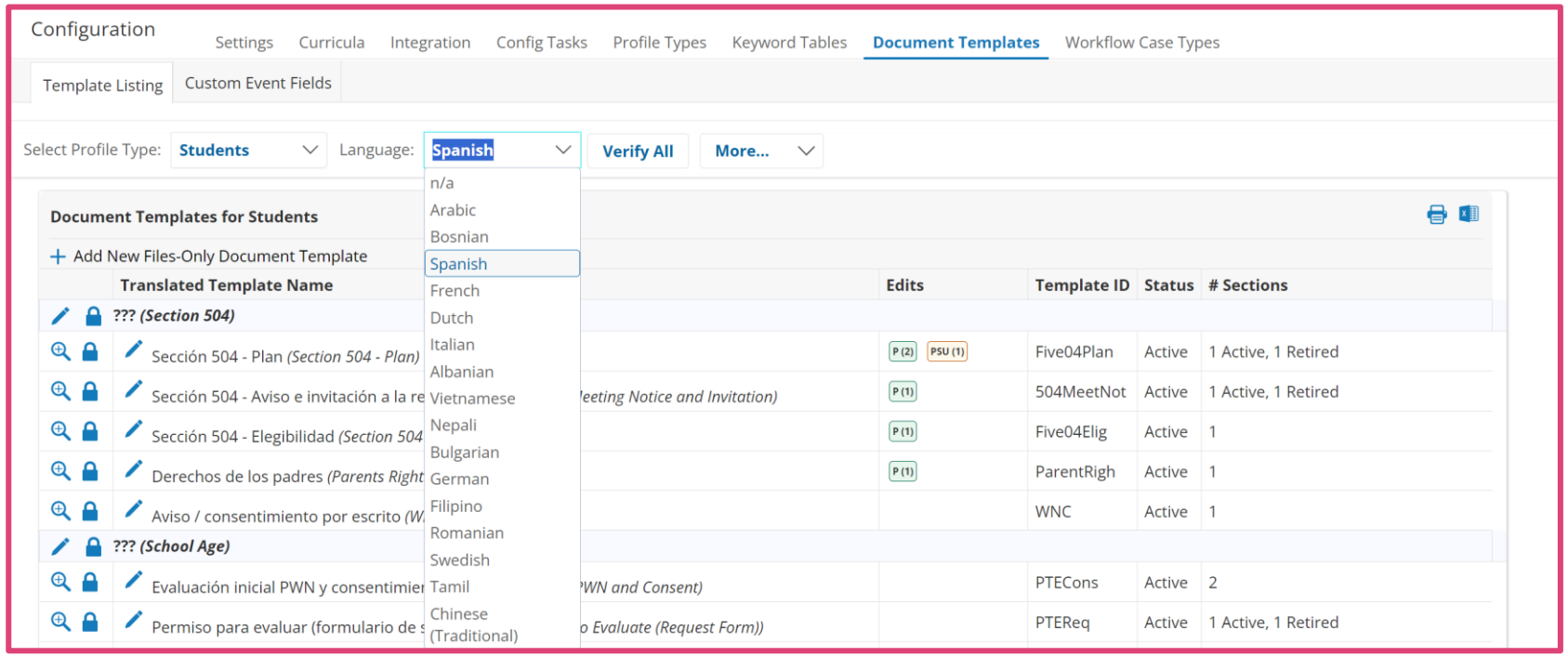






Administration > Configuration > Keyword Tables > Select Keyword Table > More... > Add Language Translation

To view which documents are translated in the specific language.



Administration > Configuration > Document Templates > Language drop down

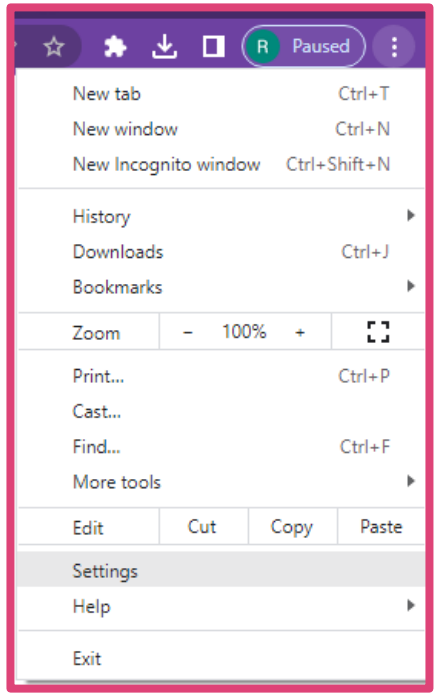
Language Translations: Submitting Translated Document for Signature

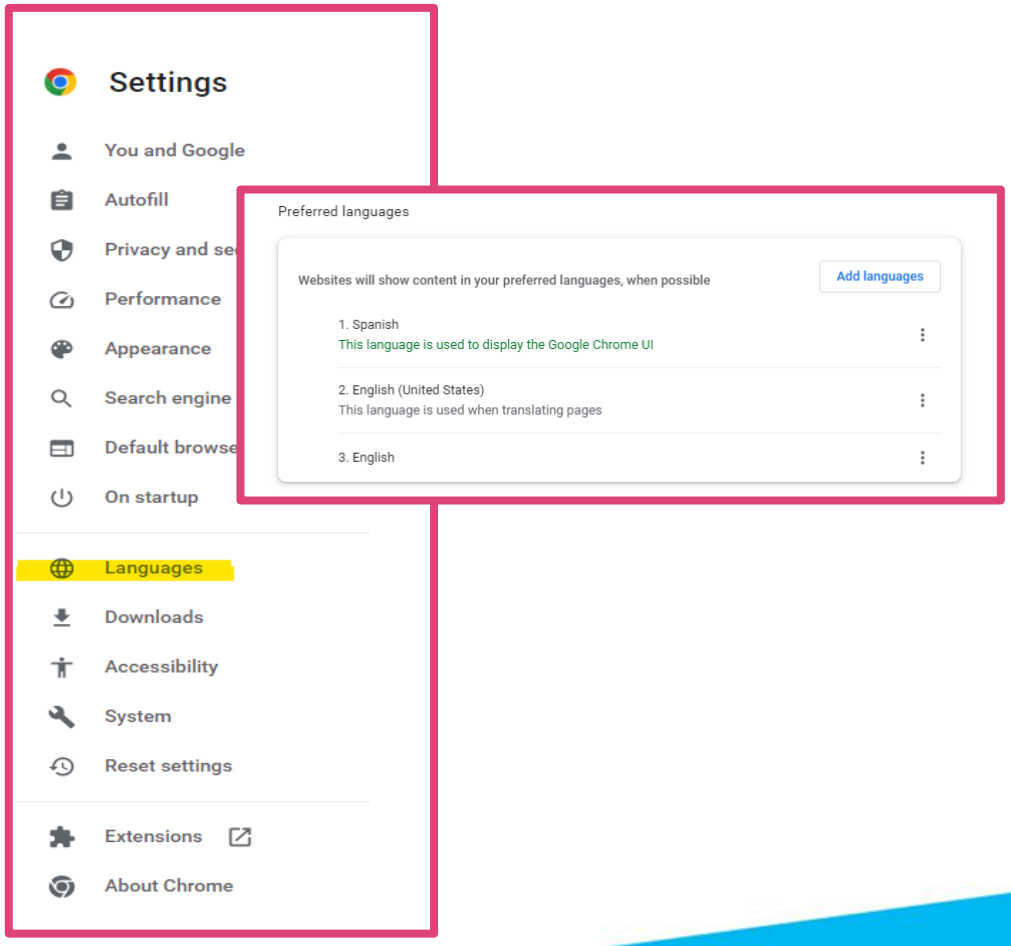
Issue:

- User sent out translated document for parent signature.
- Parent received document and clicked on link to open.
- Parent could not view document in the translated language.; only view was in English.

Solution:

- User should set their browser setting to language required for translation.





Language Translations: Demo

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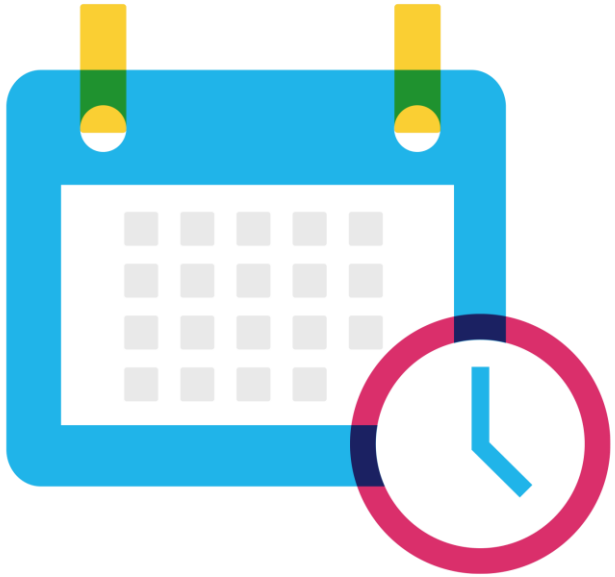
Special Programs 2023 PowerUp Events and Office Hours

September 19: *Office Hours*
Topic: Document Translations

October: *Special Programs PowerUp*
October 17 : *Office Hours*
Topic: Integrations

November 13: *Special Programs PowerUp*
November 21: *Office Hours*
Topic: Utilities/Transfers



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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Thank you for your Partnership!

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