

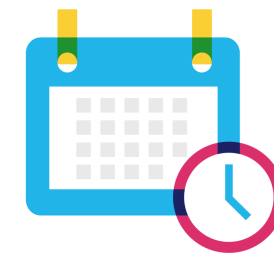
# Welcome to the Special Programs PowerSchool PowerUp!



# 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



# 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.



# Follow-Up Items





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.

ID	Last Name	First Name	Birth Date	Grade	Primary Disability	Sex	Case Manager	Location	PA Secure ID	Gender	User SSO ID	Workflow Cases
08092023	Bbb	Aaa	08/11/2013	Fourth grade		Male	Skidmore, Robyn	Neshaminy HS	0000809202			Initial IEP
456456 IEP	Beauford	Carter	11/02/2004	Seventh grade	Specific Learning Disability	Male	Skidmore, Robyn	Upper Darby SHS	456456456			Evaluation
12015 IEP	Bunny	Bugs	08/22/2007	Seventh grade	Autistic/Autism	Male	Tuscarora, DrewK		1			Group Tier II Instruction
09241968	Skidmore	Tester	07/28/2013	Sixth grade	Developmental Delay	Male	Skidmore, Robyn	Doe Run El Sch	123456			Consent
454 504	Smith	Park	05/01/2018	5		Male	Skidmore, Robyn		33			Consent

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

ID	Last Name	First Name	Workflow Cases
111522A	004	003	No Cases Available
111522B	006	005	No Cases Available
884488	Act16	Missing	No Cases Available
10052	Ant	Adam	Consent
73639020	Avila	Jesse	Evaluation
100522	Bbb	Aaa	No Cases Available
08092023	Bbb	Aaa	Initial IEP
456456	Beauford	Carter	Evaluation
SECTION13	Belt	Ella	No Cases Available
4321432	Billington	Bill	No Cases Available
SECTION08	Blake	Ted	Group Tier II Instruction

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

# Question: How do I create a report for Workflows?

**Special Programs** Search Curriculum Communication Reporting Administration Service Capture

**New List Report**  
This type of report presents data in a row and column format with optional sorts and page breaks.

Report Name:

Description (optional):

Ownership/Category:  Public Report -> Optional Category: **None**  Private Report

Type of Information: **Students > Workflow Cases**

Selection Criteria: Student Case Selection Formula

Field Finder...

- (-) Fields (Cases)
  - CaseClosed
  - CaseClosedDateTime
  - CaseCreatedDateTime
  - CaseDescription
  - CaseID
  - CaseStepID
  - CaseStepName
  - CaseStepTargetDate
  - CaseTypeID
  - CaseTypeName
- (-) Fields (Students)
  - Act16Category

Accept Cancel

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

**Special Programs** Search Curriculum Communication Reporting Administration Service Capture

Standard Reports > WCFM Example Report

Organizational Location Filter: (None)

Refresh Data (from 4:04PM) Subscribe Publish Security Edit Report Download Print More...

WCFM Example Report

Page size: 50 59 items in 2 pages

Case Number	Student ID	Last Name	First Name	Workflow Case Type	Case Description	Case Created Date Time	Open	Case Step (ID)	Case Step Target Date	Workflow Cases
PA_IEP_In-4	0987	PITTS	HARRY	Initial IEP	Testing for gifted students	08/04/2020, 11:34 AM	Yes	Consent to Evaluate (PA_Initial)		Consent to Evaluate
PA_IEP_In-71	10052	Ant	Adam	Initial IEP		07/18/2024, 12:53 PM	Yes	Initial IEP (PA_IEPStar)	07/29/2020	Initial IEP 1486 days overdue
PA_504-73	10052	Ant	Adam	504		07/18/2024, 03:39 PM	Yes	Consent (PA504_1)		Consent
PA_IEP_In-9	73639020	Avila	Jesse	Initial IEP		11/03/2020, 08:37 AM	No			Completed

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

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

**Add New Workflow Step**

**Early Workflow Case Termination**

Student Case Selection Formula

Early Workflow Case Termination Criteria Description

**Notifications**

Student Case Staff Formula (multiple comma-separated values)

(-) **Fields (Students)** [Field Finder...](#)

- CaseManager
- CaseManager504
- Counselor
- ESOLTeacher
- EWCCompletedBy
- GiftedCaseManager
- IEPTeam[...]
- Personal\_Aide
- RegularEdTeacher

Expecting a 'Staff' profile reference expression here.  
[Syntax Help](#)

**Accept** **Cancel**

# Language Translations: Process



# 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 .

The screenshot shows a dialog box titled "Add New Language" with the following fields:

- Language:** A dropdown menu currently showing "Filipino".
- Template Name:** A text input field containing "School Age IEP".
- Translated Template Name:** A text input field containing "Edad ng Paaralan IEP".
- Machine Translation:** A text input field containing "Edad ng Paaralan IEP", accompanied by a "powered by Google" logo and a blue upward-pointing arrow.

Buttons for "OK" and "Cancel" are located at the bottom right of the dialog.

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.

Special Programs

School Age IEP > Translations

Languages Translatable Fields

Languages for School Age IEP

+ Add New Language

ID	Language Name	Translated Template Name	Activated for Users?
ar	Arabic (not active)	من المدرسة IEP	No
bg	Bulgarian (not active)		No
bs	Bosnian (not active)	IEP školskog uzrasta	No
de	German (not active)		No
es	Spanish	School Age IEP	Yes
fil	Filipino (not active)	Edad ng Paaralan IEP	No
fr	French		Yes

The translation contains untranslated phrases.

Child's Name: {FirstName} {LastName} {Lineage\_}

**School Age Individualized Education Program (IEP)**

{@Profile.Location.District} {@Profile.HomeSchool.District} {@Profile.HomeSchool} {@Profile.Location} {@Globals.ThisDistrict}

IEP Team Meeting Date: {IEP\_MtgDate:A} IEP Meeting Purpose: {IEPMeetingPurpose:~<span class="NOTTRANSLATION">Select</span>~<span>"P"Selectable"

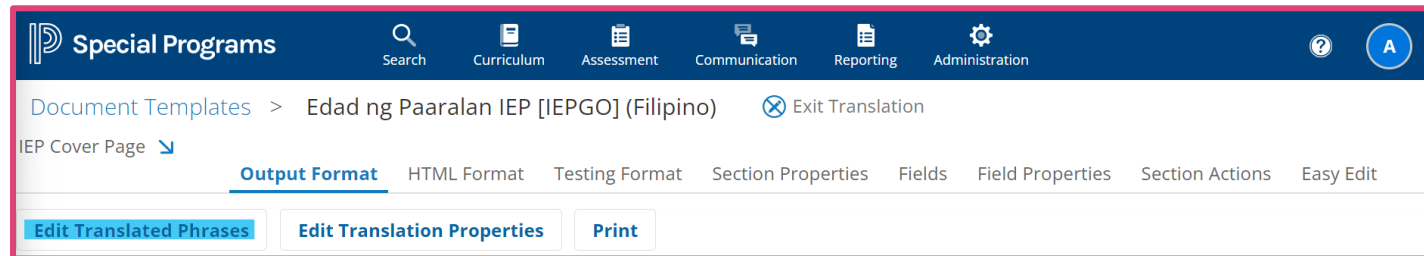
IEP Implementation Date (Projected Date when Services and Programs Will Begin): {IEP\_ImplementDate}

Anticipated Duration of Services and Programs: {AntDur}

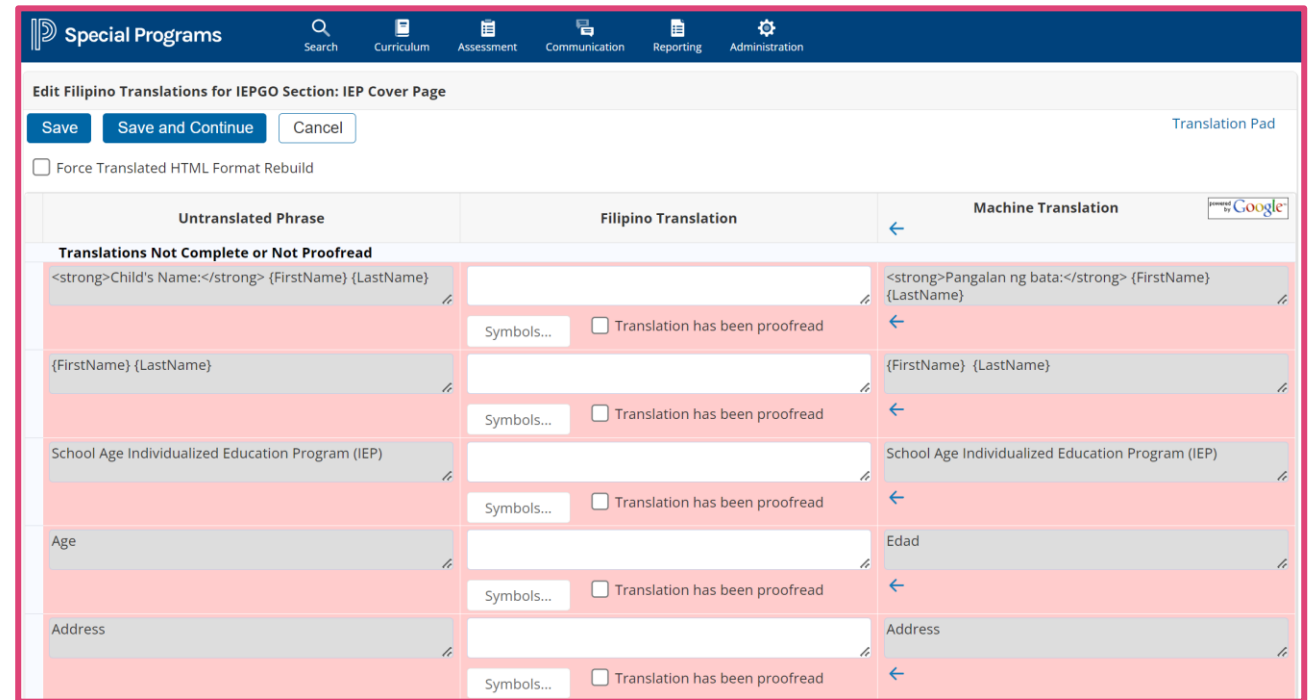
Student Name:	{FirstName} {LastName} {Lineage_}	Date of Birth:	{BirthDate}
Age:	{@YEARDIFFERENCE(BirthDate, CurrentDate())}	Grade:	{Grade}
Anticipated Year of Graduation:	{AntGradYr}	Home School: {@Profile.HomeSchool}	Attending School: {epBuildingLookup:R}
		Home School District: {@Profile.HomeSchool.District}	Serving District: {@Profile.Location.District}
			Local Education Agency (LEA): {LEA}{LEATxt}
Address:	{Address} {City}, {State} {ZipCode}	County of Residence:	{CountyRes}
Name of Parent/Guardian/Surrogate: {Parent1Name:N} and {Parent2Name}			
Address:	{Parent1Street} {Parent1City}, {Parent1State} {Parent1Zip}	Phone: (H) Phone: (W)	{Parent1Phone1} {Parent1phone1Ext}, {Parent2Phone1} {Parent2phone1Ext}, {Parent1Phone2} {Parent1phone2Ext}, {Parent2Phone2} {Parent2phone2Ext}

# 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.



The screenshot shows the top navigation bar of the Special Programs system with icons for Search, Curriculum, Assessment, Communication, Reporting, and Administration. Below the navigation bar, the breadcrumb trail reads 'Document Templates > Edad ng Paaralan IEP [IEPGO] (Filipino)'. A secondary breadcrumb trail shows 'IEP Cover Page'. A menu is open under 'IEP Cover Page' with options: 'Output Format', 'HTML Format', 'Testing Format', 'Section Properties', 'Fields', 'Field Properties', 'Section Actions', and 'Easy Edit'. The 'Output Format' option is selected. Below the menu, there are three buttons: 'Edit Translated Phrases' (highlighted in blue), 'Edit Translation Properties', and 'Print'.



The screenshot shows the 'Edit Filipino Translations for IEPGO Section: IEP Cover Page' page. At the top, there are buttons for 'Save', 'Save and Continue', and 'Cancel'. Below these buttons is a checkbox labeled 'Force Translated HTML Format Rebuild'. The main content area is a table with three columns: 'Untranslated Phrase', 'Filipino Translation', and 'Machine Translation'. The 'Machine Translation' column includes a 'powered by Google' logo. The table is titled 'Translations Not Complete or Not Proofread' and contains five rows of data. Each row has a 'Symbols...' button and a 'Translation has been proofread' checkbox. The first row shows the untranslated phrase '<strong>Child's Name:</strong> {FirstName} {LastName}' and the machine translation '<strong>Pangalan ng bata:</strong> {FirstName} {LastName}'. The second row shows '{FirstName} {LastName}' and '{FirstName} {LastName}'. The third row shows 'School Age Individualized Education Program (IEP)' and 'School Age Individualized Education Program (IEP)'. The fourth row shows 'Age' and 'Edad'. The fifth row shows 'Address' and 'Address'.

Untranslated Phrase	Filipino Translation	Machine Translation
<strong>Child's Name:</strong> {FirstName} {LastName}		<strong>Pangalan ng bata:</strong> {FirstName} {LastName}
{FirstName} {LastName}		{FirstName} {LastName}
School Age Individualized Education Program (IEP)		School Age Individualized Education Program (IEP)
Age		Edad
Address		Address



# 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.

Untranslated Phrase	Filipino Translation	Machine Translation
<b>Translations Not Complete or Not Proofread</b>		
<strong>Child's Name:</strong> {FirstName} {LastName}	<strong>Pangalan ng bata:</strong> {FirstName} {LastName}	<strong>Pangalan ng bata:</strong> {FirstName} {LastName}
{FirstName} {LastName}	{FirstName} {LastName}	{FirstName} {LastName}
School Age Individualized Education Program (IEP)	School Age Individualized Education Program (IEP)	School Age Individualized Education Program (IEP)
Age	Edad	Edad
Address	Address	Address

- 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)

Special Programs

Edit Filipino Translations for IEPGO Section: IEP Cover Page

Save Save and Continue Cancel

Force Translated HTML Format Rebuild

Untranslated Phrase	Filipino Translation	Machine Translation
<b>Translations Not Complete or Not Proofread</b>		
<strong>Child's Name:</strong> {FirstName} {LastName}	<strong>Pangalan ng bata:</strong> {FirstName} {LastName}	<strong>Pangalan ng bata:</strong> {FirstName} {LastName}
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread	←
{FirstName} {LastName}	{FirstName} {LastName}	{FirstName} {LastName}
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread	←
School Age Individualized Education Program (IEP)	School Age Individualized Education Program (IEP)	School Age Individualized Education Program (IEP)
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread	←
Age	Edad	Edad
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread	←
Address	Address	Address
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread	←

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

Translation Pad - Google Chrome

pa.specialprograms.powerschool.com/translationpad.aspx?from=en&to=fil

Translation Pad

Source Language: English | English | French | Spanish

Source Text

Target Language: Filipino | English | French | Spanish

Translated Text

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- 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 proofread box.

Common mistake is to review the translation then select translation has been proofread- 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.

The screenshot shows the 'Special Programs' interface with the 'Edit Translation Properties' dialog open. The dialog title is 'Edit Translation Properties'. The main content area displays the translated text: 'School Age Individualized Education Program (IEP)'. Below this, there are several fields for metadata, including 'Pangalan ng bata', 'Edad', 'Inaasahang Taon ng Pagtatapos', and 'Address'. The dialog also includes a 'Print' button and a 'Close' button.

The screenshot shows the 'Edit Filipino Translation Properties for IEPGO Section: IEP Cover Page' dialog. The 'Translated Section Name' field contains 'IEP Cover Page'. Below this, there is a 'Powered by Google' logo and an up arrow icon. The 'Optimize Parsing?' section has radio buttons for 'Yes' (selected) and 'No'. Below this, there is a note: 'When optimized, the parser tries to skip non-alphabetic characters. In some cases this will need to be disabled to get the desired results.' The 'HTML Tags Included In Phrases (Optional)' section has a text input field and a note: 'These tags are included in the parsed phrases so that you have control of them when editing the translated version of a phrase. When this is left blank, the default value of **b,br,strong,span,i,u,sup,sub** will be used.' The dialog ends with 'Accept' and 'Cancel' buttons.

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.

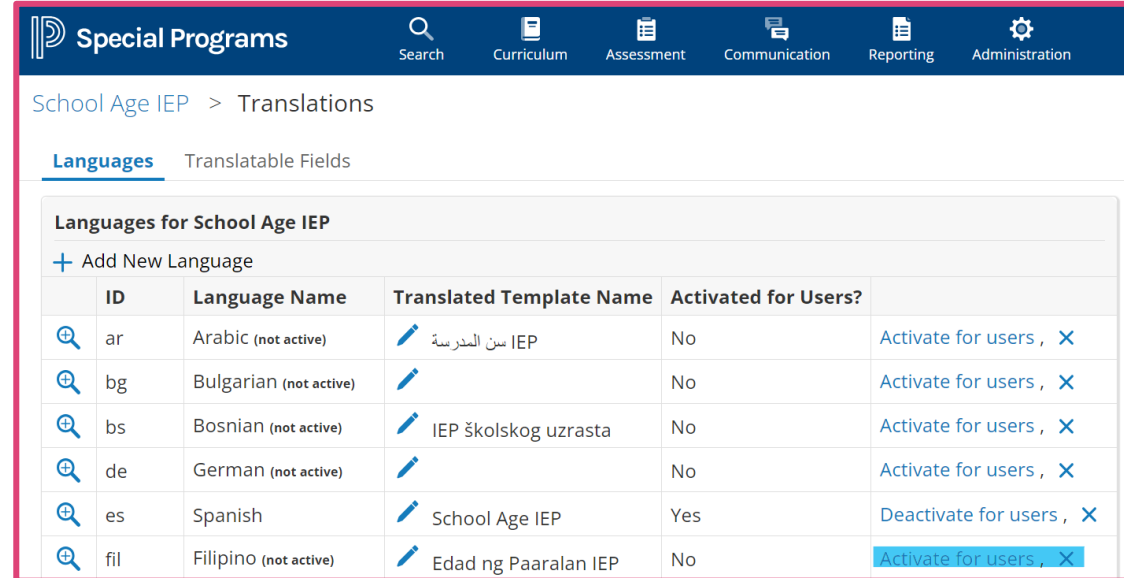
The screenshot displays the 'Special Programs' software interface. A fly-out menu is open, listing various document sections. Each section is accompanied by colored buttons indicating the number of translated phrases (P) and the number of translation properties (PSU) for that section. The sections listed are:

Section Name	P (Translated Phrases)	PSU (Translation Properties)
IEP Cover Page	2	2
IEP Meeting Participants	1	1
Procedural Safeguards	1	1
MA Program Billing Consent form	1	1
Special Considerations	1	1
PLAAFP	1	1
Transition Planning	0	0
Assessments	1	1
Goals and Objectives (Repeating: Goal)	1	1
Services	1	1
Placement	1	1
LRE	1	1
Communication Plan ~ 2023	0	0
Copy of IEP Cover Page (In Development)	0	0

The interface also shows a sidebar with 'Document Template' and 'IEP Cover Page' options, and a top navigation bar with various icons and a search function.

# 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.



Special Programs

School Age IEP > Translations

Languages Translatable Fields

Languages for School Age IEP

+ Add New Language

ID	Language Name	Translated Template Name	Activated for Users?	
ar	Arabic (not active)	IEP سن المدرسة	No	Activate for users , ✕
bg	Bulgarian (not active)		No	Activate for users , ✕
bs	Bosnian (not active)	IEP školskog uzrasta	No	Activate for users , ✕
de	German (not active)		No	Activate for users , ✕
es	Spanish	School Age IEP	Yes	Deactivate for users , ✕
fil	Filipino (not active)	Edad ng Paaralan IEP	No	Activate for users , ✕

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.

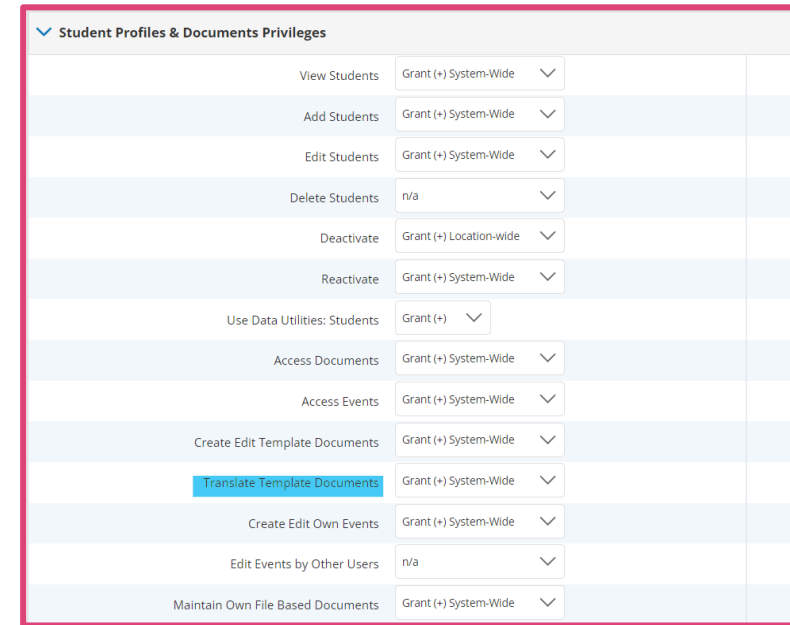
The screenshot shows the 'Special Education Teachers - Template Rights for 'School Age IEP (IEPGO)'' configuration page. It features two main sections: 'Document-Wide View/Edit Rights' and 'Section-Wide View/Edit Rights'. The 'Document-Wide' section includes a table with columns for View, View Final Only, Create, Edit Draft, Edit Review, Edit Final, Translate, and Delete. The 'Section-Wide' section includes a table with columns for Section Name, View, Edit Draft, Edit Review, Edit Final, and Translate. A callout box on the right states: 'Providing Document-Wide Rights will add Translate rights to all sections.'

Section Name	View	Edit Draft	Edit Review	Edit Final	Translate
IEP Cover Page	X	X	X	X	X
IEP Meeting Participants	X	X	X	X	X
Procedural Safeguards	X	X	X	X	X
MA Program Billing Consent form	X	X	X	X	X
Special Considerations	X	X	X	X	X
PLAAPP	X	X	X	X	X
Transition Planning	X	X	X	X	X
Assessments	X	X	X	X	X
Goals and Objectives	X	X	X	X	X
Services	X	X	X	X	X
Placement	X	X	X	X	X
LRE	X	X	X	X	X
Communication Plan (retired)	X	X	X	X	X
Communication Plan ~ 2023	X	X	X	X	X
Other: Progress Report	X	X	X	X	X
Other: IEP Snapshot	X	X	X	X	X
Other: Document Delivery	X	X	X	X	X
Copy of IEP Cover Page	X	X	X	X	X

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.



Student Profiles & Documents Privileges	
View Students	Grant (+) System-Wide
Add Students	Grant (+) System-Wide
Edit Students	Grant (+) System-Wide
Delete Students	n/a
Deactivate	Grant (+) Location-wide
Reactivate	Grant (+) System-Wide
Use Data Utilities: Students	Grant (+)
Access Documents	Grant (+) System-Wide
Access Events	Grant (+) System-Wide
Create Edit Template Documents	Grant (+) System-Wide
<b>Translate Template Documents</b>	Grant (+) System-Wide
Create Edit Own Events	Grant (+) System-Wide
Edit Events by Other Users	n/a
Maintain Own File Based Documents	Grant (+) System-Wide

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

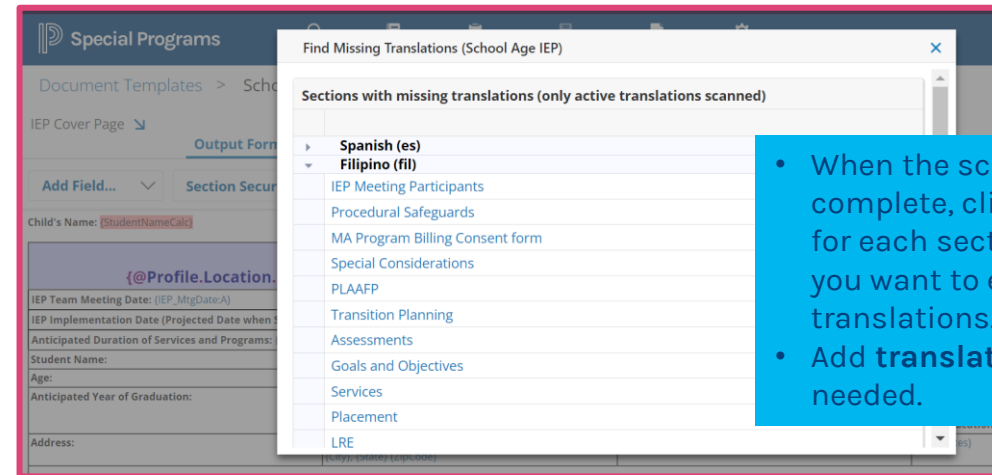
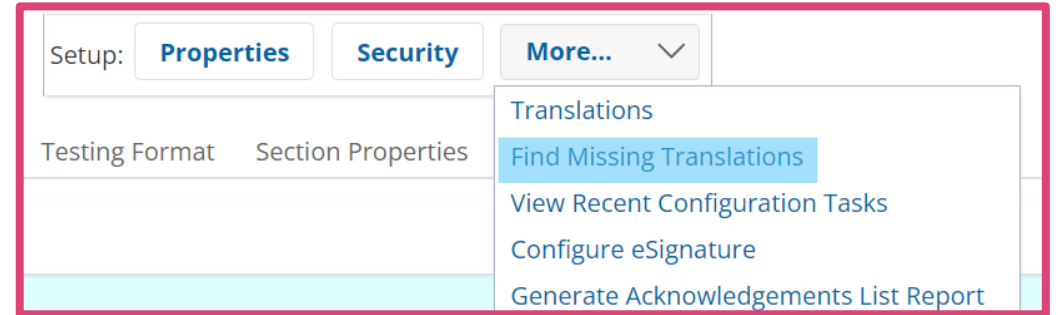
Administration > Security > Security Group > Edit Properties/Privileges > Student Profiles & Documents Privileges

# 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.



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



# To Translate a Completed Document

Special Programs

Search > Tester Skidmore (09241968) > Documents > Final: \*Active\* Functional Behavioral Assessment

Set Document... Print... **Navigate To...** More...

- Student Profile
- Events for This Document
- File Attachments
- Language Translations**
- Audit Log for This Document

Bethel Park SD  
6333 Malvern Avenue  
Philadelphia, Pennsylvania 15102

**FUNCTIONAL BEHAVIORAL ASSESMEN**

STEP 1: FBA INTERVIEW

Special Programs

Tester Skidmore (09241968) > Documents > Final \*Active\* Functional Behavioral Assessment > Language Translations

Language Translations  
Final Functional Behavioral Assessment for Tester Skidmore (09241968)

ID	Language Name	Status	
es	Spanish	Review	X

Special Programs

My Home Page > Tester Skidmore (09241968) > Documents > Functional Behavioral Assessment > Review Spanish (2023-24)

Edit This Section (Spanish) Set Document... Print... Navigate To... More...

Special Programs

Editing Section: Functional Behavioral Assessment - Review: Evaluación funcional del comportamiento for Tester Skidmore (09241968)

Save as Proofed Save as Not Proofed Yet Save, Continue Editing Cancel Editing

Bethel Park SD  
6333 Malvern Avenue  
Philadelphia, Pennsylvania 15102

**EVALUACIÓN DEL COMPORTAMIENTO FUNCIONAL**

**PASO 1: ENTREVISTA DE Logística de Amazon**

Nombre del estudiante: Tester Skidmore Grado: Sixth grade Fecha: 04/24/2024  
Escuela: Doe Run El Sch fecha de nacimiento: 07/28/2013  
Descripción del programa educativo: 06 - Supplemental Resource/Learning

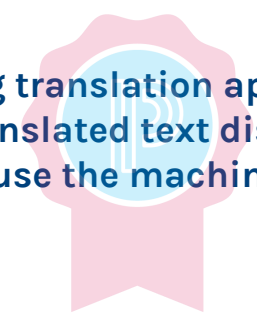
Enumere las fortalezas del estudiante (como activos académicos, sociales, físicos y familiares):

Esto es una prueba.

Untranslated Text: This is a test.

Machine Translation: ↑  
Esto es una prueba.

- 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.*



School Age						
School Age IEP	Draft	08/15/2024 Thu, 02:56 PM	---	---	---	---
*Active* Functional Behavioral Assessment	Final	04/24/2024 Wed, 03:43 PM	04/24/2024 Wed, 03:51 PM	04/24/2024 Wed, 03:51 PM	Spanish (Final)	---
Permission to Evaluate (Request Form)	Review	04/24/2024 Wed, 10:24 AM	06/07/2024 Fri, 10:37 AM	---	---	---
*Active* School Age IEP Attachment: School Age IEP for Tester Skidmore (09241968).pdf [Signed]	Final	02/07/2024 Wed, 02:24 PM	02/07/2024 Wed, 02:33 PM	02/07/2024 Wed, 02:33 PM	---	---
Invitation Letter	Draft	02/07/2024 Wed, 11:41 AM	04/17/2024 Wed, 01:29 PM	---	---	---
Permission to Evaluate (Request Form)	Final	08/22/2023 Tue, 04:07 PM	10/17/2023 Tue, 09:18 AM	10/17/2023 Tue, 09:18 AM	---	---
Initial Evaluation PWN and Consent	Review	08/22/2023 Tue, 04:07 PM	04/12/2024 Fri, 09:36 AM	---	---	---

# *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

**Special Programs** Search Curriculum Assessment Communication Reporting Administration

### Edit Properties/Privileges

Security Group Name:

Messaging ID:  (optional)  
(Allows messages to be sent to all group members. This ID must be prefixed with 'X'.)

Allow system-wide security administrators to manage membership of this group.

Allow location-wide security administrators to manage membership of this group.

**Accept** **Cancel**

Staff Security Groups > Translators

Properties/Privileges Members Document Templates

**Edit Properties/Privileges** More...

### Translators - Properties/Privileges

Privilege Set	(+) Granted (-) Denied
<b>System Administration</b>	(+) View All Configuration (+) Translate Document Templates
<b>Students Profiles &amp; Documents</b>	(+) View Students (System-Wide) (+) Translate Template Documents (System-Wide)

- 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

Special Programs

Keyword Tables > EthnicTable

1

Edit Table More... Search: Keyword or Description Search

Add Language Translation

Keyword	Description	InUse	PA_Codes
Asian	Asian	Yes	9
Black	Black or African American (not hispanic)	Yes	3
Hispanic	Hispanic or Latino	Yes	4
Native	American Indian or Alaskan native	Yes	1
White	White (not hispanic)	Yes	5
Pacific	Native Hawaiian or other Pacific Islander	Yes	10
MultiRacial	Multi-Racial	Yes	6

Special Programs

Keyword Tables > EthnicTable

3

Edit Column Values: Description\_es

Keyword	Untranslated Description	Spanish Translation	Machine Translation
Asian	Asian	asiático	asiático
Black	Black or African American (not hispanic)	Negro o afroamericano (no hispano)	Negro o afroamericano (no hispano)
Hispanic	Hispanic or Latino		Hispano o latino
Native	American Indian or Alaskan native		Indio americano o nativo de Alaska
White	White (not hispanic)		Blanco (no hispano)
Pacific	Native Hawaiian or other Pacific Islander		Nativo de Hawái u otra isla del Pacífico

Accept Cancel

Special Programs

Keyword Tables > EthnicTable

2

More... Search: Keyword or Description Search

Keyword	Description	Description_es	InUse	PA_Codes
Asian	Asian		Yes	9
Black	Black or African American (not hispanic)		Yes	3
Hispanic	Hispanic or Latino		Yes	4
Native	American Indian or Alaskan native		Yes	1
White	White (not hispanic)		Yes	5
Pacific	Native Hawaiian or other Pacific Islander		Yes	10
MultiRacial	Multi-Racial		Yes	6

Special Programs

Keyword Tables > EthnicTable

4

More... Search: Keyword or Description Search

Keyword	Description	Description_es	InUse	PA_Codes
Asian	Asian	asiático	Yes	9
Black	Black or African American (not hispanic)	Negro o afroamericano (no hispano)	Yes	3
Hispanic	Hispanic or Latino	Hispano o latino	Yes	4
Native	American Indian or Alaskan native	Indio americano o nativo de Alaska	Yes	1
White	White (not hispanic)	Blanco (no hispano)	Yes	5
Pacific	Native Hawaiian or other Pacific Islander	Nativo de Hawái u otra isla del Pacífico	Yes	10
MultiRacial	Multi-Racial	Multirracial	Yes	6

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

# To view which documents are translated in the specific language.

The screenshot shows the 'Document Templates' configuration page for 'Students'. The 'Language' dropdown is set to 'Spanish'. The table below lists various document templates and their translation status.

Translated Template Name	Edits	Template ID	Status	# Sections
??? (Section 504)				
Sección 504 - Plan (Section 504 - Plan)	P (2) PSU (1)	Five04Plan	Active	1 Active, 1 Retired
Sección 504 - Aviso e invitación a la reunión (Meeting Notice and Invitation)	P (1)	504MeetNot	Active	1 Active, 1 Retired
Sección 504 - Elegibilidad (Section 504)	P (1)	Five04Elig	Active	1
Derechos de los padres (Parents Rights)	P (1)	ParentRigh	Active	1
Aviso / consentimiento por escrito (Written Notice and Consent)		WNC	Active	1
??? (School Age)				
Evaluación inicial PWN y consentimiento (PWN and Consent)		PTECons	Active	2
Permiso para evaluar (formulario de solicitud) (Request Form)		PTEReq	Active	1 Active, 1 Retired

Administration > Configuration > Document Templates > Language drop down

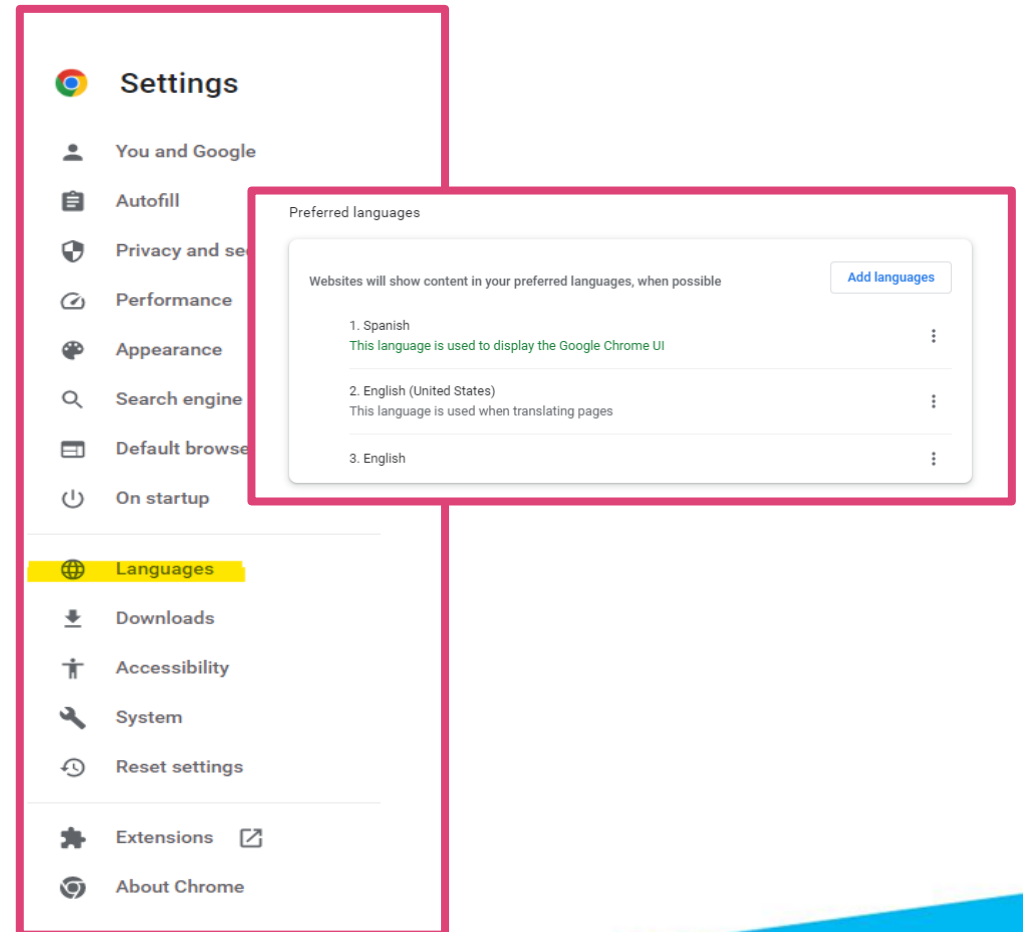
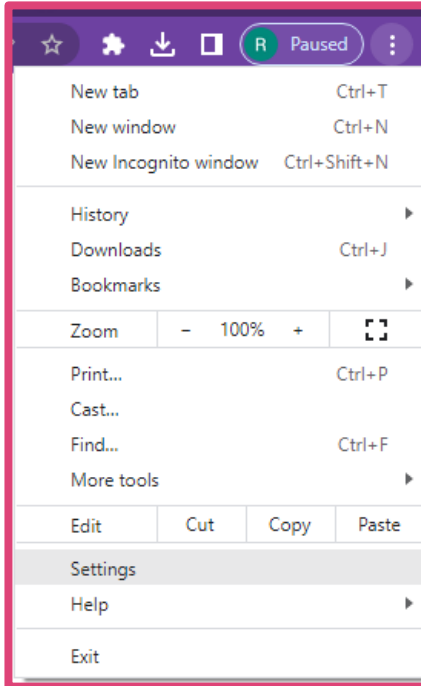
# Language Translations: Submitting Translated Document for Signature

## 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



# 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





PowerSchool

Thank you for your Partnership!

