

PROCESS

To download the COVID-19 form templates, utilize the following steps:

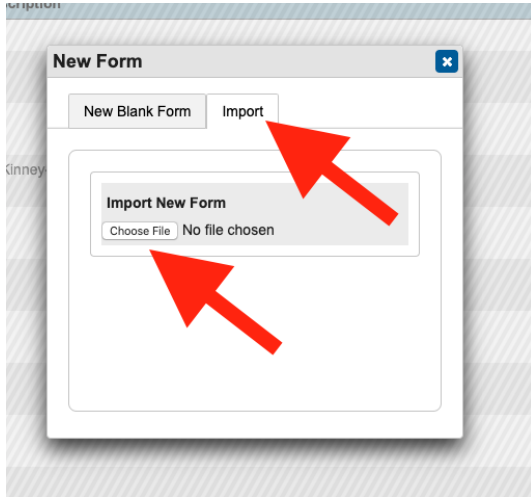
1. Download the compressed file titled “Ecollect Lite Templates.zip” from [Community](#).
2. Extract the templates by using a file extractor such as WinZip, or simply right click and select Extract or Extract All.
3. In the extracted file, choose the .form file template you’d like to use from the list of 6 options.
4. In your PowerSchool SIS, navigate to Ecollect Forms

The screenshot shows the PowerSchool SIS Start Page. On the left, there is a navigation menu with sections: Functions, Reports, People, Setup, and Applications. Under the Applications section, the 'Forms' link is highlighted with a red arrow. The main content area includes a search bar, a 'Current Student Selection (0)' section, and a 'Select By / Hand' button.

5. Click “New Form”

The screenshot shows the PowerSchool SIS 'Forms' page. The top right corner has a 'New Form' button, which is highlighted with a red arrow. Below the button is a table with columns: Form Name, Description, Category, Owner, Type, and Publish. The table is currently empty.

6. Click Import Form
7. Click Choose File



8. Select the file in your file browser/finder window
9. Click the title of your form
10. Rename form if desired
11. Click "Save Form."

