Welcome to the Special Programs PowerSchool PowerUp!

PowerSchool

PowerUPs

April 11, 2023

Today's Agenda

- **Welcome and Overview**

- **Product Release Highlights**

- **Language Translation: Support Updates**

- **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 configure security for language translators.**
  - **To find missing translations .**
  - **To translate a completed document.**

- **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 – 4 years**
- **Special Programs – 7 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.**

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Platform Release Highlights

Version SPPL 22.11.3.0
Released March 17, 2023

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Security Categories are now included in the Synchronization of a Security Group

- When synchronizing a Security Group assigned to a Security Category to district tenants, the Security Category is now included in the synchronization.

State-Defined Case Management Synchronization

- Added a progress indicator when syncing the removal of a workflow case type for a better user experience.

User Changing Password in a State Controller Environment

- When a user in a State Controller environment is in a district tenant and attempts to change their password, Special Programs will switch them to the Controller, let them change their password, then switch them back to the district tenant they were in once the password is changed.

Resolved Issues

Custom fields created using Easy Edit display HTML code

- Detected an issue where users could not use Easy Edit to insert custom fields as expected. The document would display HTML codes in the published version. This is now fixed; users can add custom fields using Easy Edit, and the fields no longer display HTML codes.

Digital Signature Sign Now function issue

- Detected an issue where the staff could not use the "Sign Now" feature if the parent's name contained an accent mark. This is now fixed; staff members can use the feature even if Parent's name has an accent mark.

Optimized Import Layout "eSchoolPLUS- Student Enrollment Import

- Optimized the code handling Student Enrollment Import from eSchoolPLUS to avoid time-out errors.

Resolved Issues

Non-lookup fields using auto-refresher functionality

- Added a fix for a reference auto-refresher enabled fields to reload the page only when the user changes the field value, not when switching between lookup and non-lookup modes.

Staff attempting to sign a completed document

- When a user tries to sign a document that has been completed (someone accepted the signatures before they signed), they will see a popup that reads "Inactive Signature Request This student's signature request is not active. Contact your district administrator for more information."

Language Translations: Support Updates

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Language Translations: Long Text Fields

Issue:
- User reported some parts of the document did not translate after completing the Translation Process.

- Error occurring in long-text fields- fields where text is typed in.

- Example: Progress Reports

Solution:
- Submit a Support ticket or call Support.
- Support can quickly resolve with new internal feature.

- This is not ADMIN accessible.

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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.
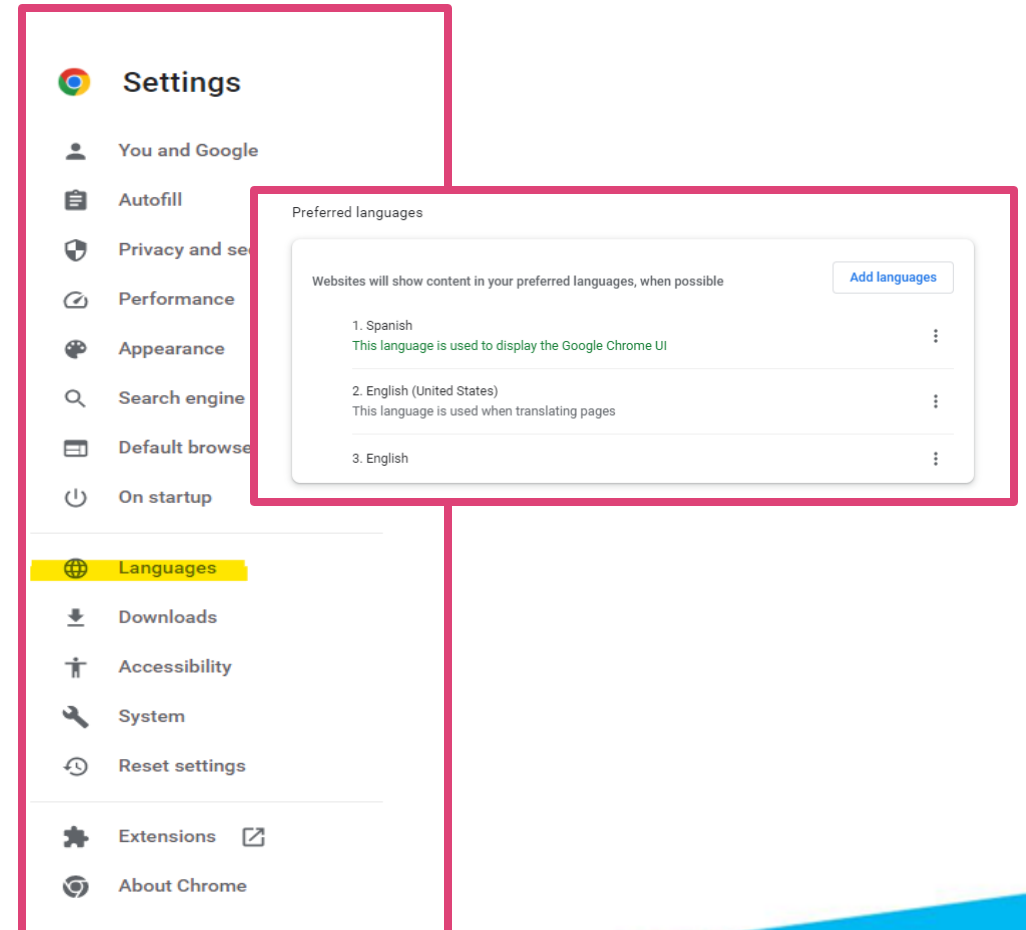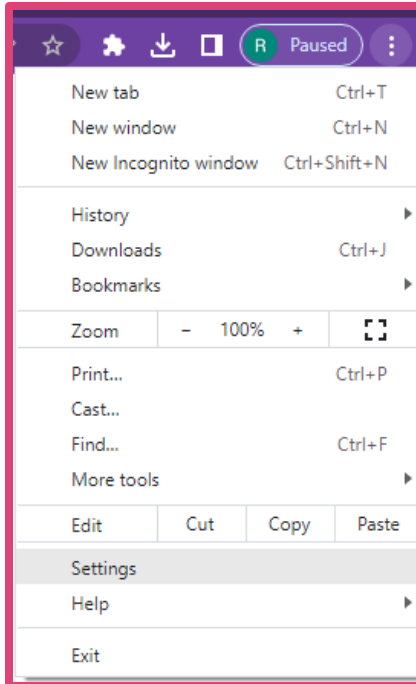
Language Translations: Process

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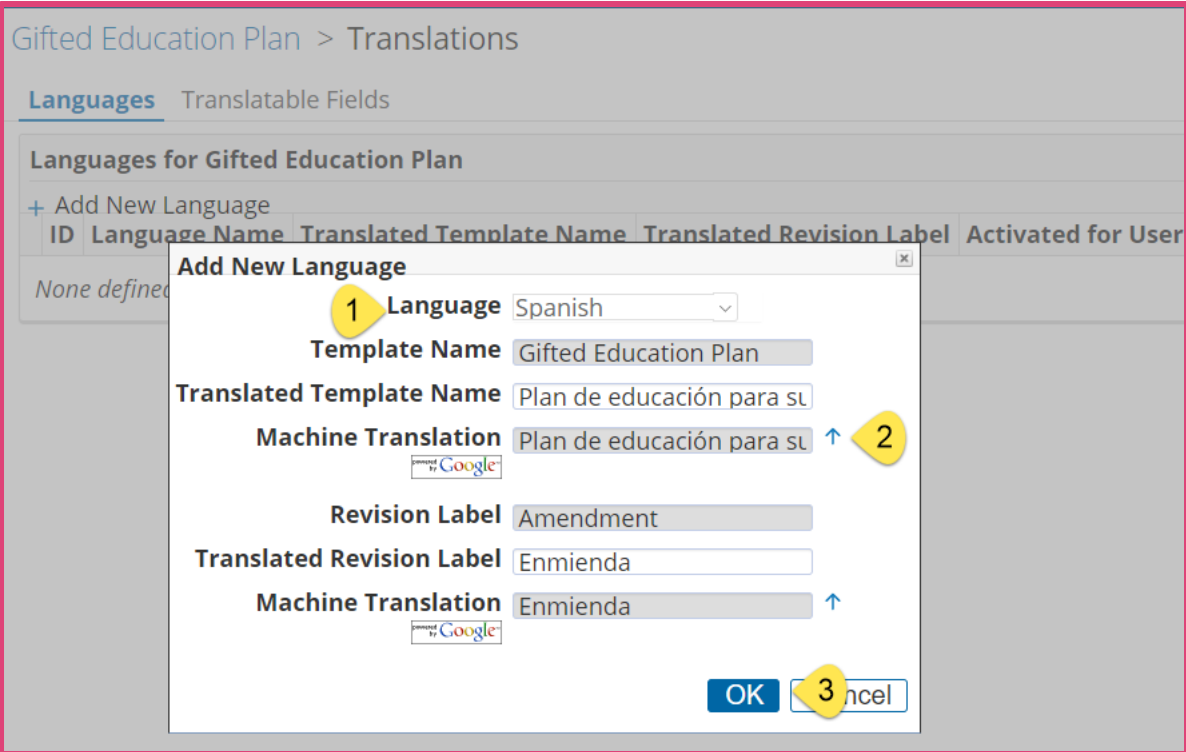
Each document template can support **one or more** translations.

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

- Select **Administration > Configuration.**
- Select **Document Templates.**
- Select **Template Name > Click on** 🔍
- Select **More.**
- Select **Translations.**

1. Click **Add New Language** and select the Language.
2. Google provides machine translation which you can accept by clicking blue arrow ↑
3. You can also type translation into field.
4. Click **OK.**
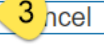
To Translate Phrases

- Select **Administration > Configuration.**
- Select **Document Templates.**
- Select **Template Name.**
- Select **More.**
- Select **Translations.**
- Click the **magnifying glass** icon next to the language.
- Click **Edit Translated Phrases**.
- On the **Edit (Language) Translation page**, enter translations for the phrases in the selected document section.
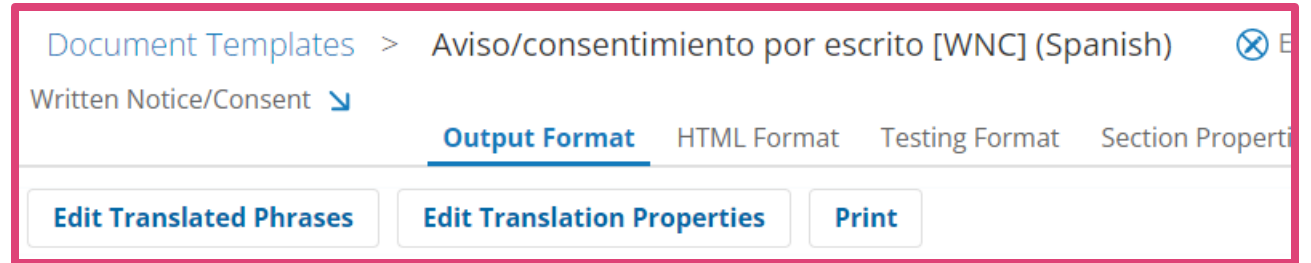- Click **Save** when finished.

Gifted Education Plan > Translations

Languages | Translatable Fields

Languages for Gifted Education Plan
+ Add New Language
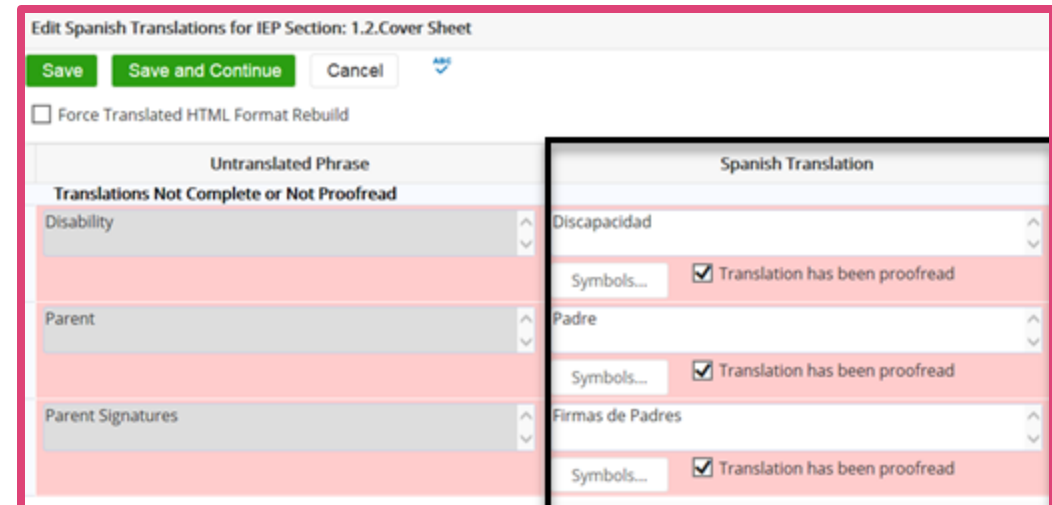
D	Language Name	Translated Template Name	Translated Revision Label	Activated for Users?	
🔍	es	Spanish (not active)	✏ Plan de educación para superdotados	Enmienda	No	Activate for users , ✕

Document Templates > Aviso/consentimiento por escrito [WNC] (Spanish) ⊗

Written Notice/Consent ↘

Output Format | HTML Format | Testing Format | Section Properti

[Edit Translated Phrases] [Edit Translation Properties] [Print]

Edit Spanish Translations for IEP Section: 1.2.Cover Sheet

[Save] [Save and Continue] [Cancel] ✓

☐ Force Translated HTML Format Rebuild

Untranslated Phrase	Spanish Translation
Translations Not Complete or Not Proofread	
Disability	Discapacidad
	Symbols... ☑ Translation has been proofread
Parent	Padre
	Symbols... ☑ Translation has been proofread
Parent Signatures	Firmas de Padres
	Symbols... ☑ Translation has been proofread

To Translate Phrases (continued)

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- Phrases are grouped in three (3) categories to help in review of phrases that still need translation and review.
- 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 Name of Document Template Section

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- If the document has multiple sections, repeat the process for all the sections in the document template.
- To translate another section, hover the mouse over the diagonal arrow to display the menu, select another section, and then repeat this process.

To Activate the Translation

Activating previously translated document:
1. Select **Administration > Configuration > Document Templates.**
2. Open the translated document template.
3. Click **More > Translations.**
4. Select **Activate for Users.**

While working in translated document:
1. Click **Exit Translations**.
2. Click **More...**, and then select **Translations**.
3. On the Translations page, click **Activate for Users**.

Gifted Education Plan > Translations

Languages   Translatable Fields

Languages for Gifted Education Plan

+ Add New Language

ID	Language Name	Translated Template Name	Translated Revision Label	Activated for Users?	
es	Spanish (not active)	Plan de educación para superdotados	Enmienda	No	Activate for users , ×

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To Add Translate Rights to Document Template Security

1. Select **Administration > Security** and select the **Security Group**.
2. Select **Document Templates.**
3. Select template from the **Select Template/Category** drop down.
4. Click on **magnifying glass** beside the document.
5. Select **Edit** (blue pencil).
6. Check the **Translate** box to enable for that document or section.

To Add Translate Template Documents Privilege

1. Select **Administration > Security** and select the **Security Group**.
2. Select **Edit Properties/Privileges.**
3. Locate **Student Profiles & Documents Privileges** section.
4. Grant **System-Wide** or **Location-Wide** based on your district needs.

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

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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.

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To Configure Security for Language Translators

The system administrator may choose to send notifications to members of security groups that have the "Translate Document Templates" special access security privilege.

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To Find Missing Translations

1. From the **Administration** menu**,** select one of the following:
- **Document Template Translation > Templates.**
- **Configuration > Document Templates.**

2. Click **magnifying glass icon** next to the template with the translation you want to verify.
3. From **More** menu, select **Find Missing Translations**.
4. When the scan is complete, click the link for each section where you want to enter translations.
5. Add **translations** as needed.

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

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Setup: | **Properties** | **Security** | More... ⌄

Translations
Find Missing Translations
View Recent Configuration Tasks
Configure eSignature
Generate Acknowledgements List Report

Testing Format   Section Properties

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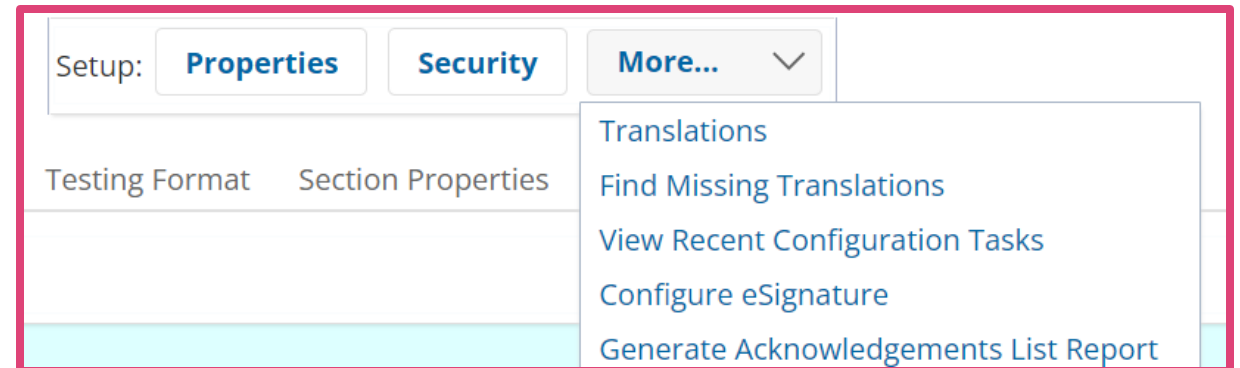
To Translate a Completed Document

1. Open the Finalized Document to translate.
2. Select **Navigate To …**
3. Select **Language Translations.**
4. Click **+Add Translation.**
5. Select available language.
6. Click **Accept.**

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- Move to each section and complete the translation of individual narrative text fields.

-

- Fields needing translation appear as a **required** field.

- Original untranslated text displays below for reference.

- Use Machine Translation by using the up arrow.

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 Draft 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.

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Language Translations: Demo

Special Programs 2023 PowerUp Events and Office Hours

April 19: *Special Programs Office Hours*
Topic: Translations

May 9: *Special Programs PowerUp*
May 17 : *Office Hours*
Topic: *Integrations*

June 13: *Special Programs PowerUp*
June 21: *Office Hours*
Topic: *End of Year Rollover; Best Practices for Summer*

July: NO POWERUPS OR OFFICE HOURS DUE TO PSU
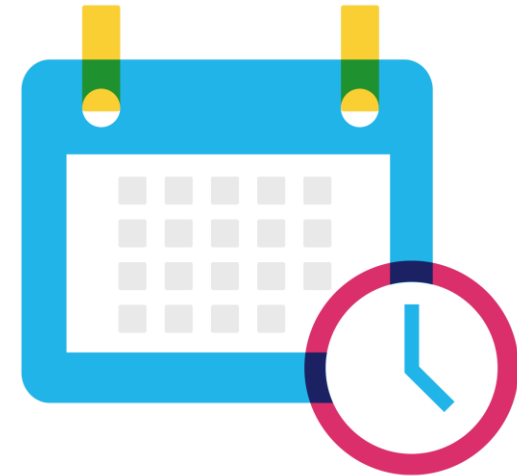
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Please Share Your Feedback!

- 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

Need more training? Get involved with Customer Education!

PowerSchool University | www.powerschooluniversity.com
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- **Engagement** · Share your expertise and give product feedback
- **Opportunity** · Earn rewards like swag, cool opportunities, event attendance, and more
- **Growth** · Advance professionally, build your PLN and increase your Ambassador Program eligibility

Visit powerschool.com/champions and SIGN UP or email champions@powerschool.com if you have questions!

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CHAMPIONS

Resources

PowerSchool Community	In-Platform User Help
PowerSchool Community	Communications and Calendar
Special Programs PowerUps 2023 Series Registration	Review and Acknowledge
PowerUp Events (All Products)	
Technical Contacts	
Contact Support	
Case Portal Priority Definitions	
Subscriptions and Notifications	

Resources

Special Programs Release Notes	Office Hours	Special Programs PowerUps
Platform Release 22.11.0.0 Release date: December 16, 2022	Office Hours 2020 Series	Special Programs PowerUps 2022 Series
Platform Release 22.11.1.0 Release date: January 27, 2023	Office Hours 2021 Series	
Platform Release: 22.11.2.0 Release date: February 17, 2023	Office Hours 2022 Series	

Resources: Reporting

Reporting		
Office Hours | PowerSchool Special Programs - July 16, 2020	Reporting main screen navigation basics	Creating Reports When Using the "Review & Acknowledge" Feature
Office Hours Recording: Reports - June 24, 2021	Report creation basics in Special Programs	
Office Hours Recording: Reports - Part 2 - July 29, 2021	Profile Reports in Special Programs	
PowerSchool Special Programs PowerUp: Reporting January	Creating Document Reports in Special Programs	
Finding profile field names	Editing Report columns	
Finding Field and Template Names for Report Use	Editing the report properties and selection formula	
How to sort a report	Working With Date Fields in the Report Selection Criteria Formula	

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Resources: Digital Signature

Community Links	Previous Office Hours Recording	In Platform User Guide
How-To: Configure Digital Signature	Office Hours: Digital Signature- June 30, 2022	Digital Signature Special Programs User
How-To: List Statuses for Digital Signature Configured Documents		Manage Signature Requests Special Programs User
How-To: Opt-Out of Digital Signature		Digital Signature Special Programs System Administrator
How-To: Configure Notification Email for Digital Signature		
How-To: Check Digital Signature Status of Students		
How-To: List Statuses for Digital Signature Configured Document Templates		

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Resources: Language Translations

Community Links	Previous Office Hours Recording	Previous Power Ups Recording	In-Platform User Guide
How-To: Document Translations- Translating a Document Template	Translations- June 2020	Translations August 9, 2022	Special Programs-System Administrator: Configure Security for Language Translators
How-To: Document Translations - Maintaining Translated Documents	Translations- August 2022		Special Programs User: Document Language Translation
How-To: Document Translations - Keyword Table Setup			
How-To: Document Translations - Staff Security Setup			
How-To: Localize Standard Reports			

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Thank you for your Partnership!