

Welcome to the Special Programs PowerSchool PowerUp!



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.



Platform Release Highlights

Version SPPL 22.11.3.0

Released March 17, 2023

New Features and Enhancements

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

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.

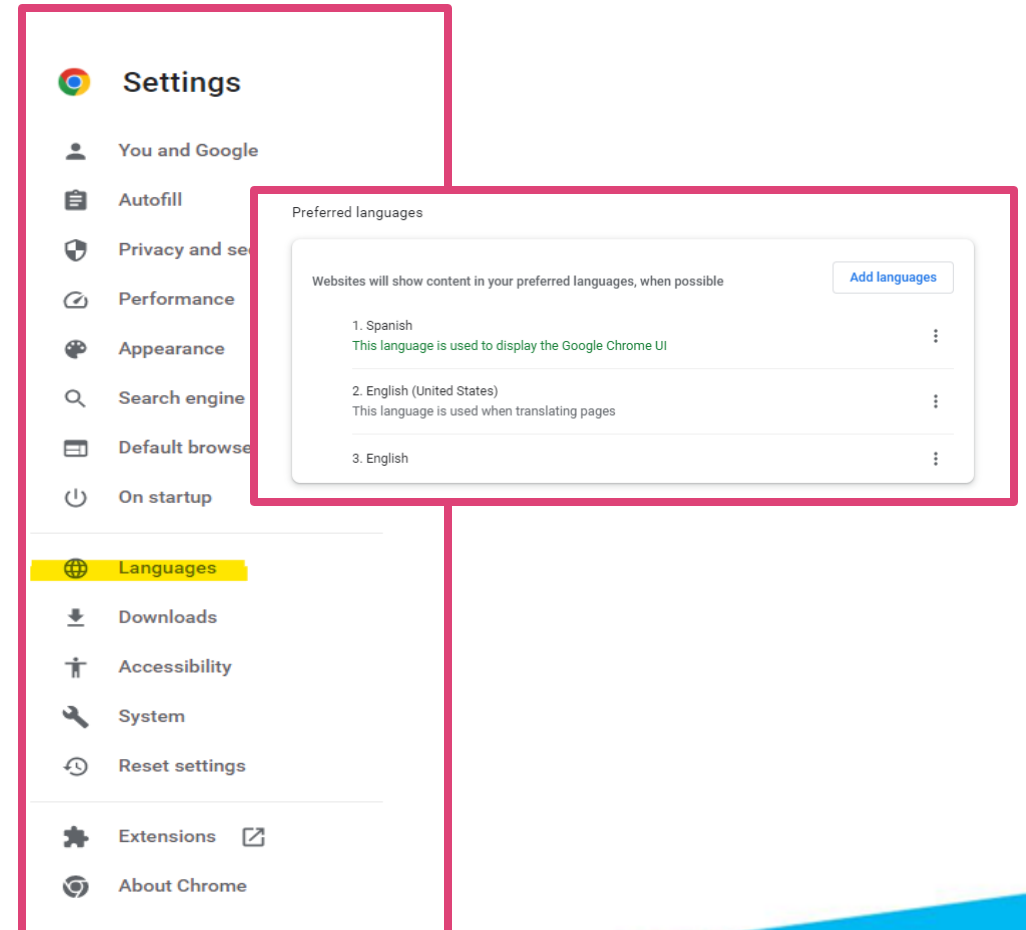
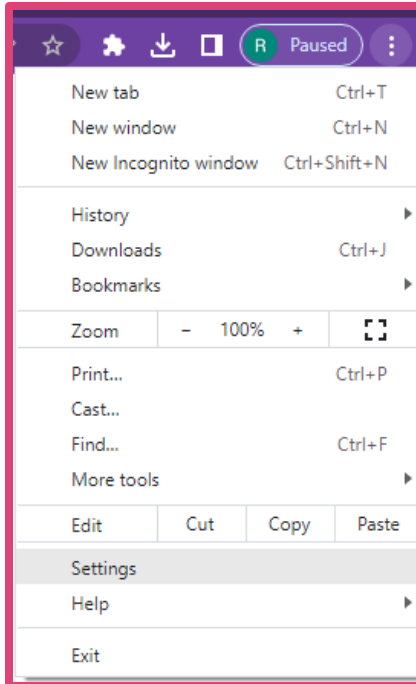
Language Translations: Submitting Translated Document for Signature

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

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**.

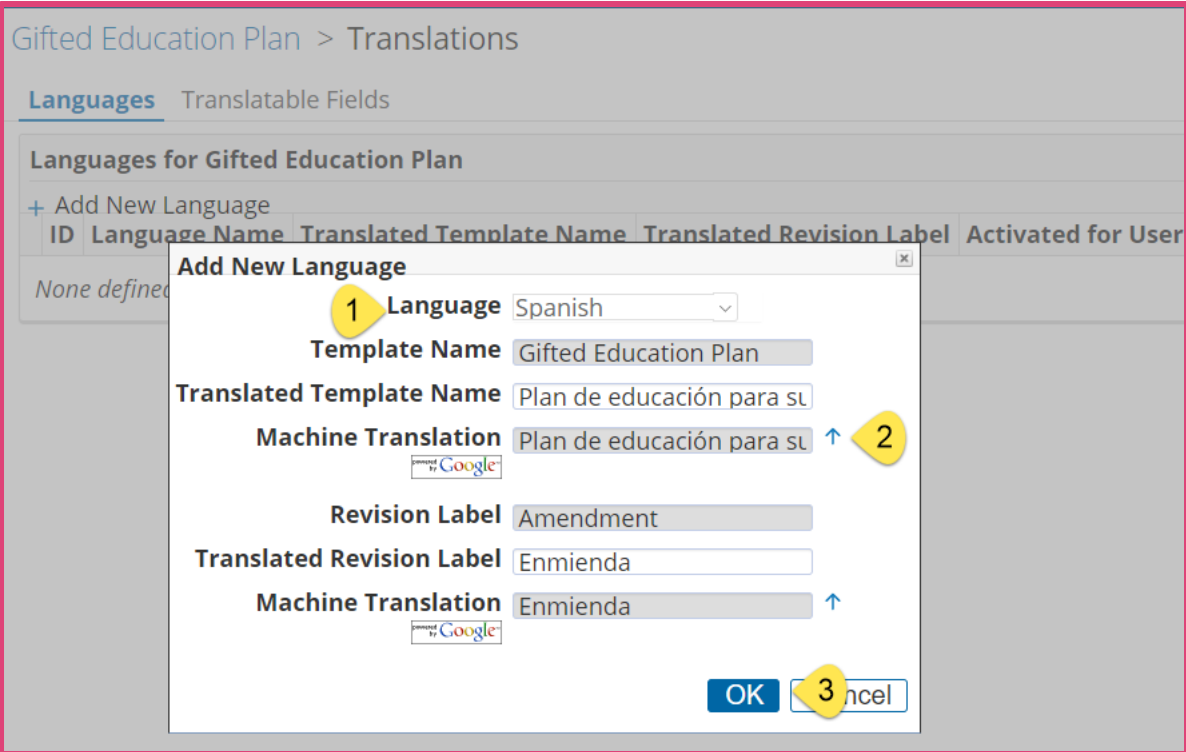
Each document template can support **one or more** translations.

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.**



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 User
None defined				

Add New Language

1 Language Spanish


Template Name Gifted Education Plan

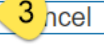
Translated Template Name Plan de educación para st

Machine Translation Plan de educación para st  2

Revision Label Amendment

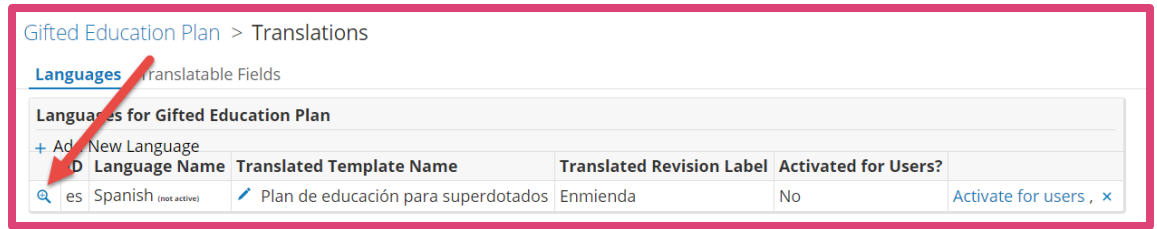
Translated Revision Label Enmienda

Machine Translation Enmienda 

OK  3

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.



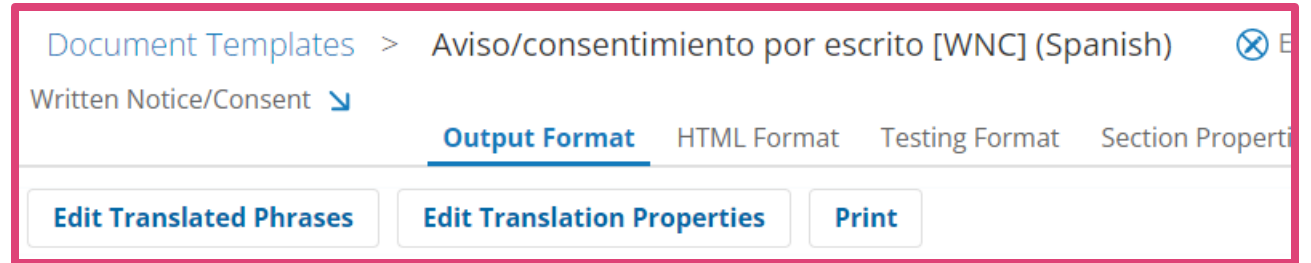
Gifted Education Plan > Translations

Languages

Languages for Gifted Education Plan

+ Add New Language

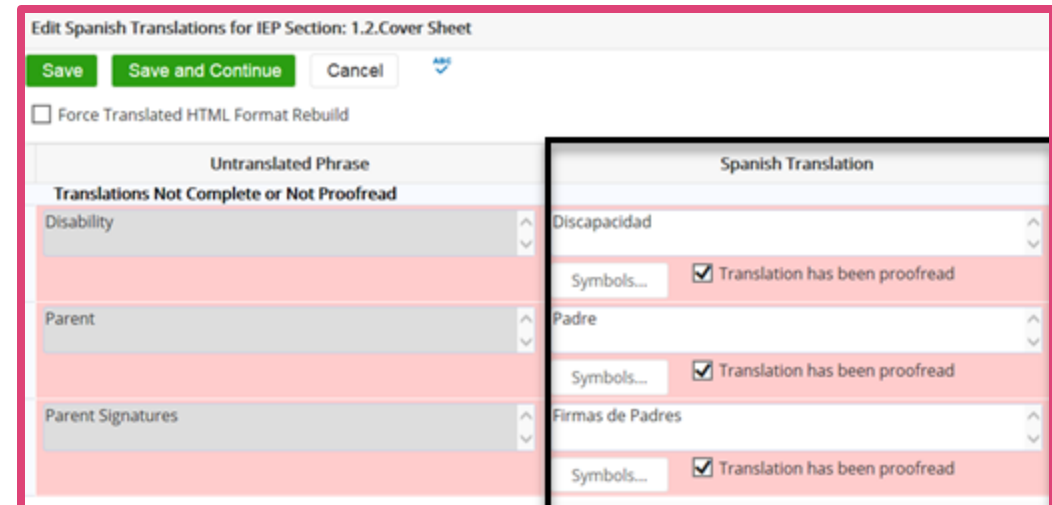
ID	Language Name	Translated Template Name	Translated Revision Label	Activated for Users?	
es	Spanish (not active)	Plan de educación para superdotados	Enmienda	No	Activate for users , x



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

Written Notice/Consent

Output Format HTML Format Testing Format Section Properties



Edit Spanish Translations for IEP Section: 1.2.Cover Sheet

Force Translated HTML Format Rebuild

Untranslated Phrase	Spanish Translation
Translations Not Complete or Not Proofread	
Disability	Discapacidad
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread
Parent	Padre
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread
Parent Signatures	Firmas de Padres
	Symbols... <input checked="" type="checkbox"/> Translation has been proofread

To Translate Phrases (continued)

Special Programs

Search Curriculum Assessment Communication Reporting Administration

Edit Spanish Translations for PTEReq Section: Permission to Evaluate (Request Form)-2022

Save Save and Continue Cancel

Force Translated HTML Format Rebuild

Untranslated Phrase	Spanish Translation	Machine Translation
<i>PERMISSION TO EVALUATE - ORAL REQUEST FORM</i>	<i>PERMISO PARA EVALUAR - FORMULARIO DE SOLICITUD ORAL</i>	<i>PERMISO PARA EVALUAR - FORMULARIO DE SOLICITUD ORAL</i>
If a parent has asked any professional school employee or administrator for the school district or charter school (Local Education Agency - LEA) to evaluate his or her child for special education eligibility, the parent must be given this <i>PTE - Oral Request Form</i> within 10 calendar days of the date of the oral request.		Si un padre le ha preguntado a cualquier empleado o administrador escolar profesional sobre el distrito escolar o la escuela chárter (Agencia de Educación Local - LEA) para evaluar a su hijo para la elegibilidad de educación especial, el padre debe recibir este <i>PTE - Formulario de solicitud oral</i> dentro de los 10 días calendario posteriores a la fecha de la solicitud oral.

Translation Pad

Source Language English English | French | Spanish

Source Text

Target Language Spanish English | French | Spanish

Translated Text



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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

Special Programs

Document Templates > School Age IEP [IEPGO] (Spanish) Exit Translation

Portada del IEP

Output Format HTML Format Snippets Testing Format Section P

Edit Translated Phrases Edit Translation Properties Print

El nombre del niño: {FirstName} {LastName} {Lineage_}

Programa incluido	
{@Profile.Location.District} {@Profile.Home	
Fecha de la reunión del equipo de IEP: {IEP_MtgDate:A}	
Fecha de la puesta en práctica de IEP (proyectada fecha en que los servicios y los programas comenzarán): {IEP_ImplementDate}	
Duración anticipada de servicios y de programas: {AntDur}	
Nombre del estudiante:	{FirstName} {LastName} {Lineage_}
Edad:	{@YEARDIFFERENCE(BirthDate, CurrentDate)}
Año anticipado de la graduación:	{AntGradYr}

Special Programs

Edit Spanish Translation Properties for IEPGO Section: IEP Cover Page

Translated Section Name

Portada del IEP

Portada del IEP

Optimize Parsing? Yes No

When optimized, the parser tries to skip non-alphabetic characters.
In some cases this will need to be disabled to get the desired results.

HTML Tags Included In Phrases (Optional)

(comma separated tag names)

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.

Accept Cancel



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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 <small>(not active)</small>	Plan de educación para superdotados	Enmienda	No	Activate for users , ×



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.

The screenshot shows the 'Special Programs' interface. At the top, there are navigation icons for Search, Curriculum, Assessment, Communication, Reporting, and Administration. Below this, the breadcrumb path is 'Staff Security Groups > Special Education Teachers'. The 'Document Templates' tab is selected. A dropdown menu shows 'Section 504' as the selected template. The main content area is titled 'Special Education Teachers - Category Rights for 'Section 504''. It contains a table of permissions with 'Save' and 'Cancel' buttons on the left.

	Document-Wide View/Edit Rights							Status Change Rights										
	View	View Final Only	Create	Edit Draft	Edit Review	Edit Final	Delete	Set Draft	Set Review	Set Final	Set Active	Print	Review Acknowledge	Submit to DocuSign	Attach Files	Edit Files Attached by Others	Attach Files to Final Documents	Edit Public Statement Banks
Document-Wide Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes:

- These rights can alternatively be assigned for individual sections
- User must also have editing right for current document status

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

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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.

To Configure 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**

Special Programs Search Curriculum Assessment Communication Reporting Administration

Staff Security Groups >

Properties/Privileges Members Document Templates

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

Translators - Properties/Privileges

Privilege Set		(+) Granted (-) Denied
System Administration	(+) View All Configuration	(+) Translate Document Templates
Students Profiles & Documents	(+) View Students (System-Wide) (+) Access Documents (System-Wide)	(+) Translate Template Documents (System-Wide)



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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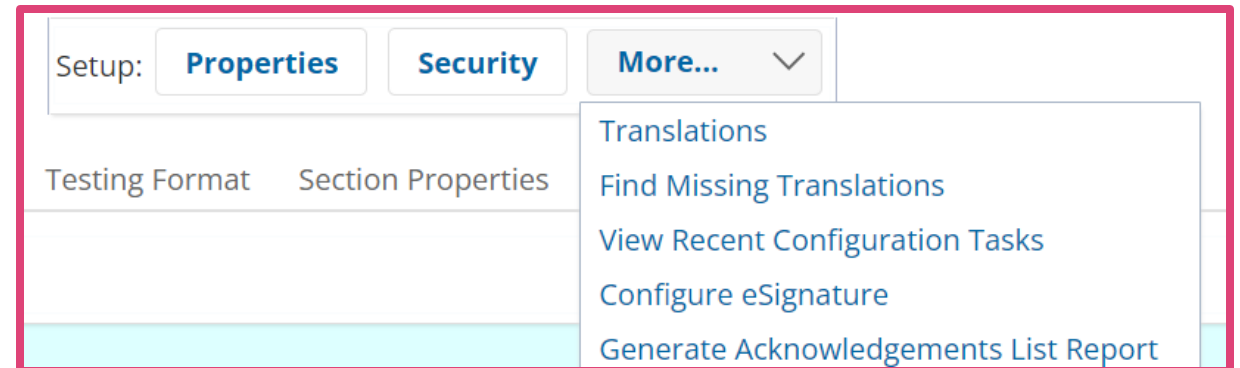
To Find Missing Translations

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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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.

4. Evaluación / Prueba:

Esta es una muestra de una traducción.

Untranslated Text: This is a sample of a translation.

Machine Translation: Esta es una muestra de una traducción.

504 Manual
Apple Grove Unified School District

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

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.

School Age						
Manifestation Determination Review (PowerUp Practice)	Review	03/20/2023 Mon, 03:50 PM	03/20/2023 Mon, 03:55 PM	---	---	
Active Positive Behavior Support Plan (PowerUp Practice) Digital Signature Status: Sign Now	Forced Final	03/14/2023 Tue, 01:53 PM	03/14/2023 Tue, 01:53 PM	03/14/2023 Tue, 01:53 PM	---	
Active Evaluation Report (PowerUp Practice) Digital Signature Status: Sent	Forced Final	03/14/2023 Tue, 10:03 AM	03/14/2023 Tue, 10:04 AM	03/14/2023 Tue, 10:04 AM	Spanish (Draft)	
Reevaluation PWN and Consent (Practice_Skidmore)	Review	03/13/2023 Mon, 11:22 AM	03/14/2023 Tue, 10:00 AM	---	---	
Active School Age IEP Attachment: School Age IEP for Jamison Mitchell (84123542363).pdf [Signed]	Forced Final	03/13/2023 Mon, 10:19 AM	03/13/2023 Mon, 10:20 AM	03/13/2023 Mon, 10:20 AM	Chinese (Draft)	
Invitation Letter Attachment: Invitation Letter for Jamison Mitchell (84123542363).pdf [Signed]	Final	03/10/2023 Fri, 04:58 PM	03/10/2023 Fri, 05:00 PM	03/10/2023 Fri, 05:00 PM	Spanish (Draft)	



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*

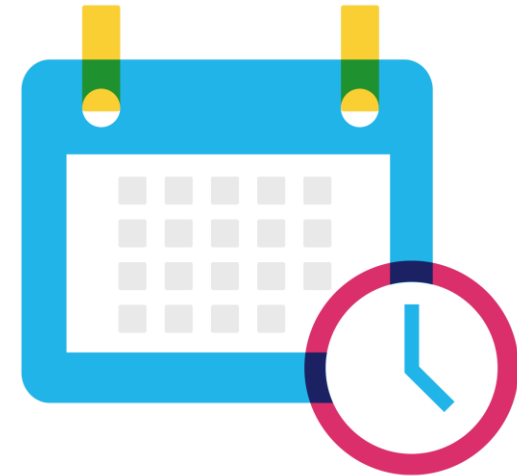
Topic: *Integrations*

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*



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

Attend onsite and online training events for hands-on professional development covering multiple PowerSchool solutions led by certified PowerSchool Trainers



Exclusive Training Events | training@powerschool.com

Exclusive events can be scheduled at your location and offered only to staff in your District.



Professional Development Plus | pdplus@powerschool.com

On-demand training library featuring engaging formats, personalized learning, and progress monitoring.



Certifications | training@powerschool.com

We offer a variety of train-the-trainer, end user, and role-based certifications so you can become a certified PowerSchool expert.



Proven Practices | provenpractices@powerschool.com

PowerSchool experts guide your staff development to prepare your teachers and administrators to achieve success and drive improvement.



Become a PowerSchool Champion!

PowerSchool Champions connect, share and learn with others in solution-specific communities. We share our expertise as teachers, administrators, technology directors, or talent leaders. We engage in interesting activities to accumulate points, collect badges, and earn fantastic rewards. Joining the Champions community provides:

- **Community** • Join an exclusive group of school and district leaders
- **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!



 PowerSchool

CHAMPIONS

Resources

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

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	

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		

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			



PowerSchool

Thank you for your Partnership!

