

Setup/Management

Technical	Person Responsible
Network – Verify connectivity for all users	
Set up security – permissions for each user	
Install updates to PowerSchool software	
Install updates for PowerGrade	
Manage server <ul style="list-style-type: none"> • Antivirus • Backups (both on and off server) 	
Restore PowerGrade datafiles from backups to teacher desktops	
Connectivity keys - PowerGrade	
Trouble-shoot PowerGrade issues	
Monitor PowerSchool Support Site for information – read tech notes/fixes	
Timelines & Calendars	
Set calendar for <u>each</u> school – verify correct number of school days for each term	
Set and communicate enrollment date for students enrolling in your district (the beginning date given to a student when they enroll in your school)	
Set and communicate due date for grades to be finalized for teachers	
Set and communicate grade verification date	
Set and communicate date for grades to be stored and report cards printed (should allow at least 2 days between verification and printing report cards)	
Manage setup changes in PowerSchool at beginning of year	
Manage setup changes in PowerSchool at end of terms	
Manage setup changes in PowerSchool at end of year	
Scheduling	
Review/Create Student Request Pages – High School/Middle School	
Collect Student Requests – High School/Middle School	
Load/Create and modify Master Schedule - High School/Middle School	
Schedule Students in PowerScheduler with a Load - High School/Middle School	
Load Master Schedule – Elementary	
Modify Master Schedule for Elementary (make changes to sections/teachers/etc.)	
Mass enroll <u>elementary</u> students into classes (usually done on live side before beginning of each school year)	
Assign home room teacher to elementary students	
Troubleshooting/Training	
List the district personnel who individuals should contact <u>at each school</u> (the district contacts will communicate with PowerSchool Cooperative support personnel)	
Personnel responsible for training new teachers/staff at each school	