Contents
Will there be time to work on PSL in August? .......................................................... 3
What will teachers be required to keep on PSL next year? ........................................ 3
Do I need to add all of my handouts to the Important Resource box? ........................ 3
Do I have to post every homework I give? .................................................................. 3
Can I still use Schoology/Moodle/Edmodo/Canvas/Google Classroom? ...................... 3
How can parents access the site? ................................................................................ 3
What is the difference between Classes, Sections, and Pages? .................................. 4
How can students have notifications sent to their phones? ....................................... 4
Can the calendar be synced with my calendar or a student’s? .................................... 4
Can I just create one class page and use it with all my classes? ................................. 4
How can I copy information from one class to another? .......................................... 4
Can I copy things to other courses without having to sync them together? ............... 4
What is the new PowerSchool Portal and how will that alter our use of PowerSchool Learning? .......................................................... 5
Can I make folders on pages like in Schoology? .......................................................... 5
Can students submit work to the site (as they can on Google Classroom)? and will it collect data? .......................................................... 5
How can I send announcements with attachments like I do in Schoology/Edmodo/Google Classroom? .......................................................... 5
When can I start building my classes for 2017-2018? ................................................ 6
How do I go in as a student? ....................................................................................... 6
How can I see if students have viewed my page? ....................................................... 6
How do I attach files? ................................................................................................. 6
What options do I have for the calendar? ................................................................ 6
How can my students see older assignments/posts? .................................................. 6
Can I share pages/blocks with other teachers? .......................................................... 7
Can two teachers teaching the same course share a page? ......................................... 7
How to put in photos and have students upload photos of their own? ....................... 7
Is it true that I can still use BlogSpot for weekly posts about classes and link that to PSL? .......................................................... 7
Is there a way to create a discussion forum for students? ........................................ 7
Can I rearrange the setup of my page? ..................................................................... 7
Since importing a roster into a new class is going to also leave the PS generated class, won’t that be confusing to students to have two? .......................................................... 8
PowerSchool Learning Q&A

How can I set up PSL to have daily course updates? ................................................................. 8

What is the difference between Publish and Activate? ................................................................. 8

How do I create/manage the same page for classes that happen during the same period with a different level? ............................................................................................................................................................................ 8

How do I integrate sub-sections (based on roster sections) or sub-groups within a particular class? ........ 8

Can I create an assignment with two separate due dates for different sections? ................................. 9

I currently use Remind to notify students, does PSL have a similar feature? ........................................ 9

How do I link my PowerTeacher Pro assignment due dates to my calendar on PowerSchool Learning so that I do not have to manage two calendars? ............................................................................................................................................................................ 9
Will there be time to work on PSL in August?
Yes, there will be a professional learning session for you to set up your classes. There will also be numerous optional opportunities for training.

What will teachers be required to keep on PSL next year?
Teachers need to have the “Welcome” page with contact information, assignments that would normally be entered into the grade book, and content-based resources that are used regularly throughout the year.

Do I need to add all of my handouts to the Important Resource box?
No, you only need to add items that are used regularly throughout the year, for example: online textbooks, Turnitin.com, course requirements. However, you may add more if you want.

Do I have to post every homework I give?
No, you only need to add assignments that you would enter in your grade book. You can add them simultaneously by making them an Assignment or Assessment. However, you may add more if you want.

Can I still use Schoology/Moodle/Edmodo/Canvas/Google Classroom?
No, you must use PowerSchool Learning. If you need help transferring material or replicating your class, please see Lisa Lassen for assistance.

How can parents access the site?
Next year, parents will automatically have view only accounts through the PS Unified Portal. This year, you can invite them via access code.
What is the difference between Classes, Sections, and Pages?

PowerSchool has already set up Classes for you based on your schedule. However, if you teach multiple sections of the same course/class (ex. 3 sections of English I), and you want to merge them, you can. When you merge them, you would most likely want to make each period its own Section. By doing this, you can have all the major information be the same for everyone, but then you can still easily assign things to just one period/section. Pages could be used in many ways within a class or a section. Some teachers make a page for each unit. They can then publish or unpublish each unit as needed. Other teachers might want to use different pages for different topics, skills or resources (ex. a page for lab safety).

How can students have notifications sent to their phones?

Students need to click on their user icon (top-right corner), select Notifications, put in their mobile number, and then select Instant SMS for all appropriate notification categories.

Can the calendar be synced with my calendar or a student’s?

Yes, the calendar can be synced as an iCal.

Can I just create one class page and use it with all my classes?

Yes, you can go to your class page, add class, and then link each section to the class.

How can I copy information from one class to another?

You can copy a whole page by clicking on Manage Page and choosing Copy, and then follow the prompts. You can copy an individual content block by clicking on the gear icon in the top-right corner of that box, and then clicking copy.

Can I copy things to other courses without having to sync them together?

Yes, you can copy whole pages by going to Manage Page, copy or you can copy an individual content block by clicking on the gear icon on that block.
PowerSchool Learning Q&A

What is the new PowerSchool Portal and how will that alter our use of PowerSchool Learning?

The new PowerSchool Unified Portal looks similar to PowerTeacherPro (PTP) with the exception of the Dashboard that teachers, students and parents see when they login. This dashboard will have assignments, announcements, updates, etc. from all classes. On the left, there is a navigation bar where you can access PSL, PTP, PS Assessments, PS Analytics, and more. Once you are in PSL, the class pages still look the same. There will be training on the new PS Portal.

Can I make folders on pages like in Schoology?

Yes and no. I recommend creating a page for all of your “folders.” On this page, add a new Content Block for Files and title it what you would title your folder (ex. “The Constitution”). It will prompt you to upload your files. You can upload many files at one time by either dragging them into the box or by holding down control and clicking on the files you wish to add. You can then publish this page or keep it unpublished. You can also make a page for each unit and publish/unpublished as needed.

Can students submit work to the site (as they can on Google Classroom)? and will it collect data?

Yes, if you create an Assignment, students can submit work online (text, files, or items from their Google Drive). PSL collects all of this work together and you can review, grade, comment, annotate, and return it to students from either PSL or your grade book.

How can I send announcements with attachments like I do in Schoology/Edmodo/Google Classroom?

In the Add box in Upcoming Events (or you can create an Announcements content block), type your announcement, highlight it, and then click the link icon . You can then choose to link a file or a website.
PowerSchool Learning Q&A

When can I start building my classes for 2017-2018?
You can start building your classes/pages now, and then you can copy everything to your existing classes during the August professional learning time.

How do I go in as a student?
Click on Manage Class, View as a Student.

How can I see if students have viewed my page?
Click on Manage Class, View Analytics.

How do I attach files?
You can attach files in many ways. In most boxes (Events, Announcements, Plain Text, etc.), type your anchor (words you wish to be a link, ex. “Click here to access the rubric”), highlight those words, and then click the link icon.

What options do I have for the calendar?
Any Event, Announcement, or Assignment will automatically appear on PSL’s calendar (use the calendar tab or insert a mini calendar content block). You can also sync your Google calendar (or multiple calendars). Any item on that Google Calendar will appear in both the Upcoming Activities block and on the PSL calendar. Any changes you make to the Google Calendar will sync within 15 minutes of the change. Teachers, students, and parents can also import the PSL calendar into any calendar that uses iCal.

How can my students see older assignments/posts?
Depending on the content, students can see older information in multiple places. The easiest place for students to see older items is to click on the calendar. The teacher can also add a Mini Calendar block to their Welcome Page.
Can I share pages/blocks with other teachers?
Yes, you can share items with other teachers. For an entire page, click on Manage Page, Share and then follow the prompts. For a content block, click on the gear item, and then choose Share. I recommend sharing via email. The other teacher will then get a link to that material.

Can two teachers teaching the same course share a page?
See previous answer for sharing content. Anyone who currently co-teaches are already set up to both be teachers of that class and collaborate on the same page. You can also add a co-teacher to any class, by clicking on Manage Class, Edit Roster, Teachers, Add Teacher.

How to put in photos and have students upload photos of their own?
Student pictures should all be imported automatically next year. To add your own picture or change any other settings, click on in the top-right corner, select My Information, scroll down and click Change Picture.

Is it true that I can still use BlogSpot for weekly posts about classes and link that to PSL?
No, it is not true. There are new CT privacy laws concerning students and their personal information. BlogSpot has not met the requirements of this law, and therefore, cannot be used with students. You may want to explore the Discussion feature in PSL. If you have concerns, please speak to an administrator.

Is there a way to create a discussion forum for students?
Yes, to create a Discussion, either click on Activities in the top toolbar or add a new Content Block, click on Messages & Activities, and choose Discussion.

Can I rearrange the setup of my page?
Yes, you can rearrange your page, add items, change the theme/colors, etc. provided you have the three required boxes for resources, contact information, and upcoming activities.
Since importing a roster into a new class is going to also leave the PS generated class, won't that be confusing to students to have two?

No, it will not be confusing. Both you and the students will only see the “Active” class.

How can I set up PSL to have daily course updates?

PSL is already set up to email all updates to everyone in class at 4:00 P.M. Students, teachers, and parents can change their settings to receive instant emails or instant SMS (text messages) by clicking on ☰ and changing Notifications.

What is the difference between Publish and Activate?

Activate is for an entire class. Publish is for individual pages. If your class is not activated, it will not appear at all for students—even if you have pages that say they are published. If your class is activated, students can see your class and any page that is published.

How do I create/manage the same page for classes that happen during the same period with a different level?

Start by creating an umbrella class under My Classes, Jump to Inactive, Add Class (ex. Algebra I). From that master class, create sections for each period or group of students under My Classes, Edit Roster. Once the section is created, you can Import Students. This is demonstrated starting at minute 8 of the first training video: Click here for Training Video 1: overview, creating a master class, linking classes.

How do I integrate sub-sections (based on roster sections) or sub-groups within a particular class?

Same as the directions above, except click Add Students instead of Import Students.
Can I create an assignment with two separate due dates for different sections?

Yes, provided you have created sections, when you create an assignment, uncheck the box that states Create Assignment for all Sections. You can then check only the section(s) you want.

I currently use Remind to notify students, does PSL have a similar feature?

Yes, teachers just need to create an Announcement and make sure students have added their phones to their notification alerts.

How do I link my PowerTeacher Pro assignment due dates to my calendar on PowerSchool Learning so that I do not have to manage two calendars?

When you create an assignment in PSL, you have the option to automatically add it to your gradebook. This will make it so it appears in both places at the same time without you having any extra steps.

Is there a way to mark that an assessment/assignment should fall in a certain category in my gradebook?

This year, everything appears in gradebook as “classwork.” Next year, you should have the option to add it as other categories.

Is there a way to transfer specific documents/materials from Schoology?

You can choose which files to export from Schoology provided your items are arranged that way in Schoology under your Resources. (In Schoology, click on Resources, Personal, create a folder, and then add things to the folder that you want to bring over).
How will my tests/quizzes look/be taken by students? I have already imported them from Schoology/Moodle/Canvas.

If you have migrated a quiz, it will appear under Activities, Assessments, Drafts. From there, you can click on Manage Assessments, and choose Preview.

How will teachers assign summer work in coming years using this program if classes are not yet added?

This will be determined by department. One possibility: you can make a class that is open to the public or by invitation and have assignments/information posted there.

Will students be able to view other's work in a gallery style set up, and will students be able to upload videos for everyone to see, and how big?

We have unlimited space. There are numerous ways for students to share, a WikiProject or Discussion is probably the best.