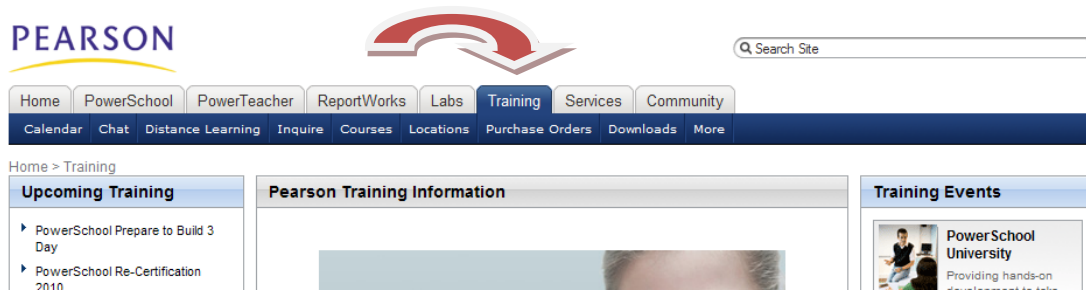
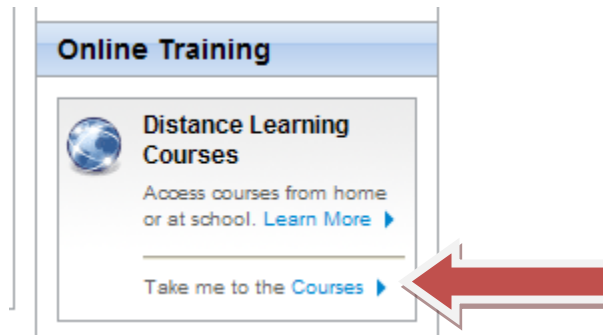


# Taking Courses on PowerSource

Once you get your username and password (follow the link from the confirmation email to activate your account) you will log into PowerSource (<https://powersource.pearsonschoolsystems.com>). From the Home Page, choose the Training Tab.




From there, go half way down the page on the right hand side to Online Training - Distance Learning Courses and click on the “Take me to the Courses” link.



This link will take you to the list of courses available to you. Please feel free to take any of them remembering that even though you have taken a course doesn't mean you will have access to the functions it teaches you. If you have any questions about them, you can always give me a call.

The course you will need to be taking for storing grades is:

## End of Term

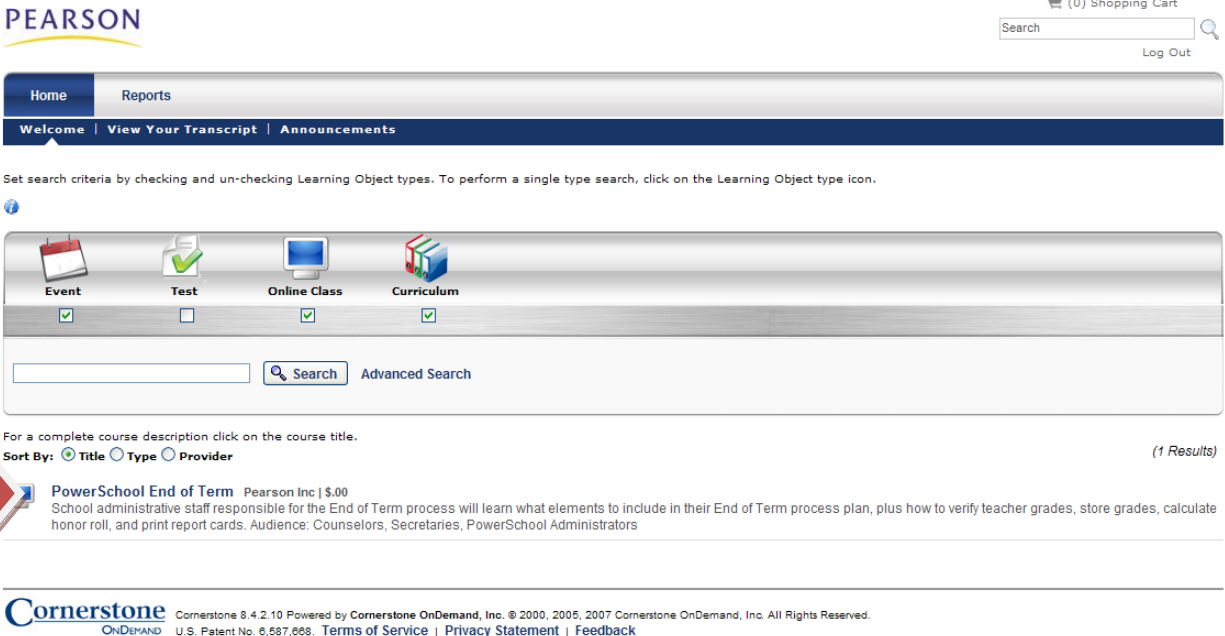
Request 

School administrative staff responsible for the End of Term process will learn what elements to include in their End of Term process plan, plus how to verify teacher grades, store grades, calculate honor roll, and print report cards.

Audience: Counselors, Secretaries, PowerSchool Administrators

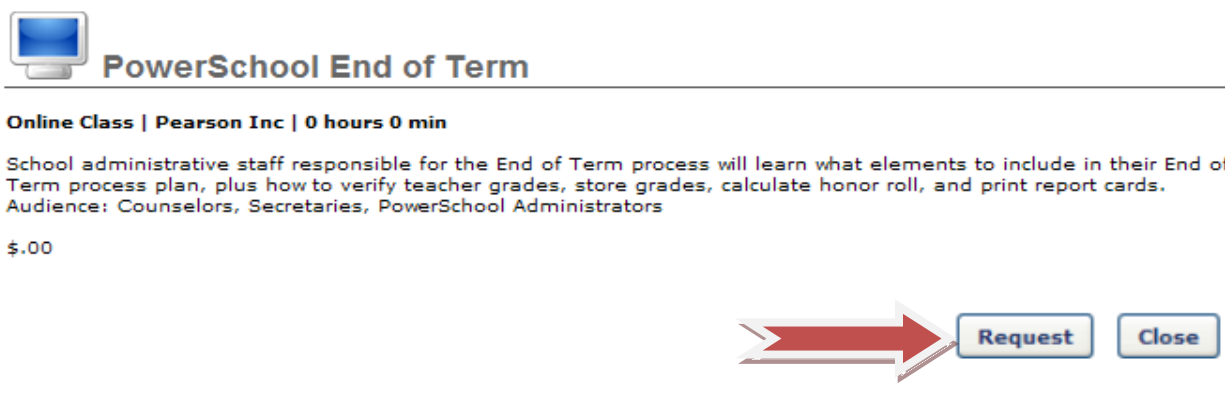
Course Duration: Approximately 3 hours

Click on the Request link and the following page will come up:



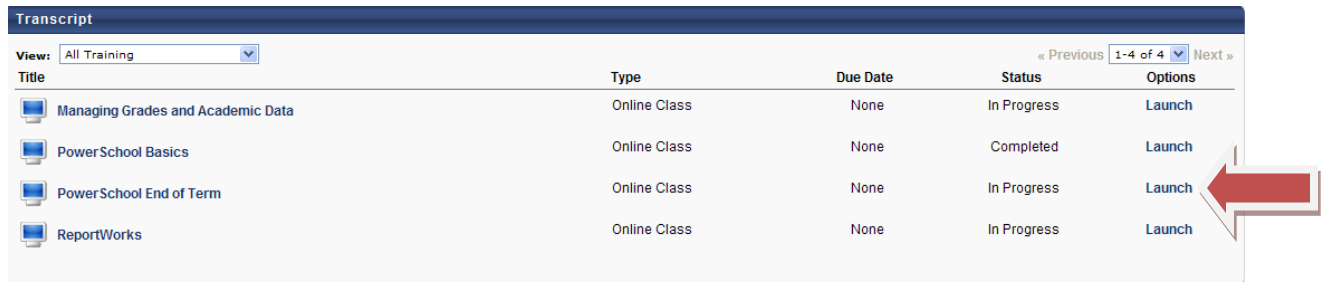
The screenshot shows the Pearson PowerSchool interface. At the top, there is a navigation bar with 'Home' and 'Reports' tabs. Below this is a search bar with a shopping cart icon and a 'Log Out' link. The main content area features a search filter section with icons for 'Event', 'Test', 'Online Class', and 'Curriculum'. Below the filters is a search input field and a 'Search' button. The search results section shows a single result for 'PowerSchool End of Term' by Pearson Inc, priced at \$0.00. A red arrow points to the course title. At the bottom of the page, there is a footer with the Cornerstone OnDemand logo and copyright information.

Click on the title of the course and when the next screen pops up, choose Request.



The screenshot shows the course details page for 'PowerSchool End of Term'. It features a computer monitor icon next to the course title. Below the title, it indicates the course is an 'Online Class' by 'Pearson Inc' with a duration of '0 hours 0 min'. The description repeats the information from the previous page: 'School administrative staff responsible for the End of Term process will learn what elements to include in their End of Term process plan, plus how to verify teacher grades, store grades, calculate honor roll, and print report cards. Audience: Counselors, Secretaries, PowerSchool Administrators'. The price is listed as '\$.00'. At the bottom right, there are two buttons: 'Request' and 'Close'. A red arrow points to the 'Request' button.

This will bring you to your Transcript page. Here all of the courses you have requested will be listed along with the progress in each course. You are able to take courses more than once (or just parts of them if you need a refresher).



The screenshot shows a 'Transcript' page with a table of courses. The table has columns for Title, Type, Due Date, Status, and Options. A red arrow points to the 'Launch' button in the Options column for the course 'PowerSchool End of Term'.

Title	Type	Due Date	Status	Options
Managing Grades and Academic Data	Online Class	None	In Progress	Launch
PowerSchool Basics	Online Class	None	Completed	Launch
PowerSchool End of Term	Online Class	None	In Progress	Launch
ReportWorks	Online Class	None	In Progress	Launch

Click on Launch to begin the course and follow the directions from there.

Please email me any questions you might have.