

# Training Documents

Documents posted here have been presented at NWOCA-led training sessions.

To register for any scheduled training, click on the following link: <http://www.nwoca.org/training>

- **2019 Prepare to Build Checklist - NEW!!**

Class times are scheduled for:

**2019 January 8, 10, 15, 17, 22, 24, 29, 31 - NEW!!**

**Please have the information prepared ahead of time.**

- **Prepare to Build Workbook**

**Although this document may be referenced during Prepare to Build and Build & Load, copies will not be distributed to each attendee.**

- **Managing Courses at the District Office**

**This document will be used for part G of the Prepare to Build workshop.**

## [PS 2018-2019 Build & Load Master Schedule Workshop](#)

- **PowerScheduler - Build & Load Checklist**
- **PowerScheduler - Load Only Checklist**

Class times are scheduled for:

2018 February 26-March 2

2018 March 5-9, 12-16, 19-23

2018 April 2-6, 9-13

## [Pre-EOY Elementary Scheduling](#)

Class times are scheduled for:

2018 May 2-3, 9-10, 14-15, 16-17

## [Post-EOY Live Side Scheduling Workshop](#)

Class times are scheduled for:

2018 July 30 and 31

[Elementary Scheduling-Live Side-Post EOY.pdf](#)

**Please download, print and bring the handout with you to class.**

## [End of Year \(EOY\)](#)

**Please download, print and bring the handout with you to class.**

## [Start of Year \(SOY\)](#)

**Please download, print and bring the handout with you to class.**

## [PowerSchool Basics](#)

**Please download, print and bring the handout with you to class.**

## [PowerTeacher](#)

**Please download, print and bring the handout with you to class.**

Additional PowerTeacher Handout:

- PT Gradebook Set Up with Exam
- Attendance Training