

# Training Documents

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

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

- **2020 Prepare to Build Checklist - NEW!!**

Class times are scheduled for:

**2020 January 7, 9, 14, 16, 21, 23, 28, 30**

**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 2020 Build & Load Master Schedule Workshop](#)

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

Class times are scheduled for:

2020 February 24-26

2020 March 2-4, 9-11, 16-18, 23-25

2020 March 30-April 1

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

Class times are scheduled for:

2020 April 29

2020 May 7, 12, 14

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

Class times are scheduled for:

2020 August 4

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

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

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

**Please download and print—Wednesday Work Sessions are available if assistance is needed.**

## [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**

