

# 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>

- [2021 Prepare to Build Checklist](#)

Virtual Class times are scheduled for:

**2021 January 12, 14, 20, 28**

**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 - NEW!!](#)
- [PowerScheduler - Load Only Checklist - NEW!!](#)

Class times are scheduled for:

2021 March 3-4, 8-9, 17-18, 23-24

2021 April 7-8

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

- [Elementary Scheduling Checklist - NEW!!](#)

Class times are scheduled for:

2021 May 6, 11, 13

## [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](#)