

# Training Documents

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

To register for any scheduled training, click [HERE](#)

- [2021 Prepare to Build Checklist - NEW!!](#)

Training Dates are scheduled for:

2022 January 11, 13, 20, 25, 27

**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](#)

Training Dates are scheduled for:

2022 February 28 - March 1

2022 March 7-8, 14-15, 21-22, 28-29

2022 April 4-5

2022 May 2-3

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

- [Elementary Scheduling Checklist](#)

Training Dates are scheduled for:

2022- TBD

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

Training Dates are scheduled for:

2022- TBD

[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