

PowerSource

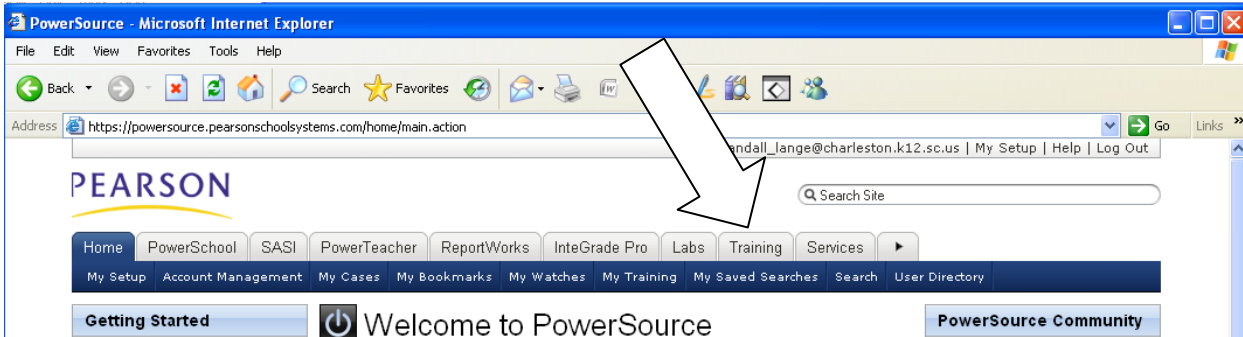
For PowerSchool Training

First, log into the PowerSource website: <https://powersource.pearsonschoolsystems.com/login.action>

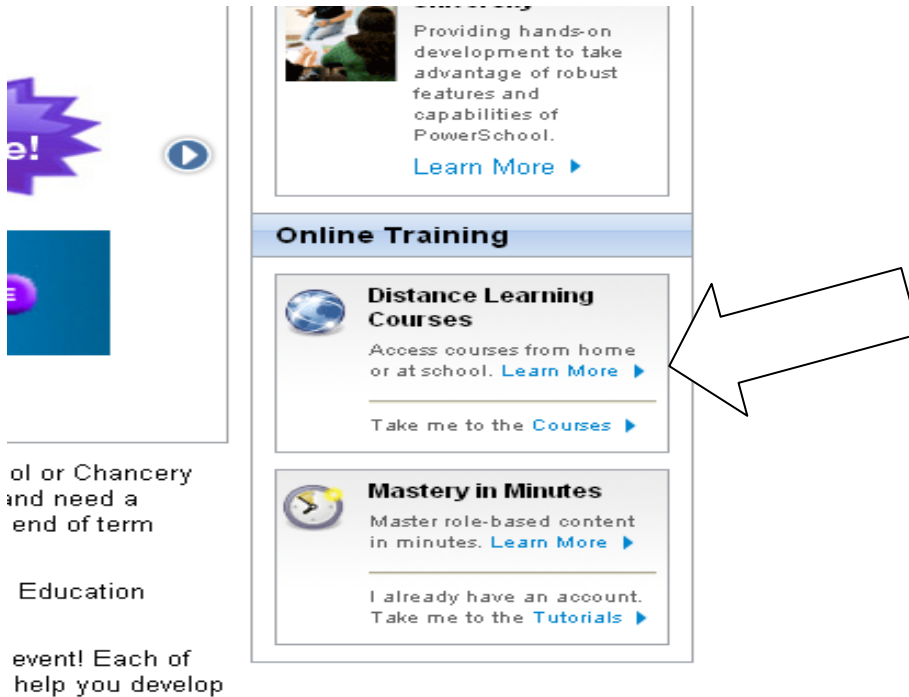
If you don't have a login, please email SASI_Help@charleston.k12.sc.us and request a PowerSource login.

If you forget your password, click the Forgot your password? link right right next to the Login button!

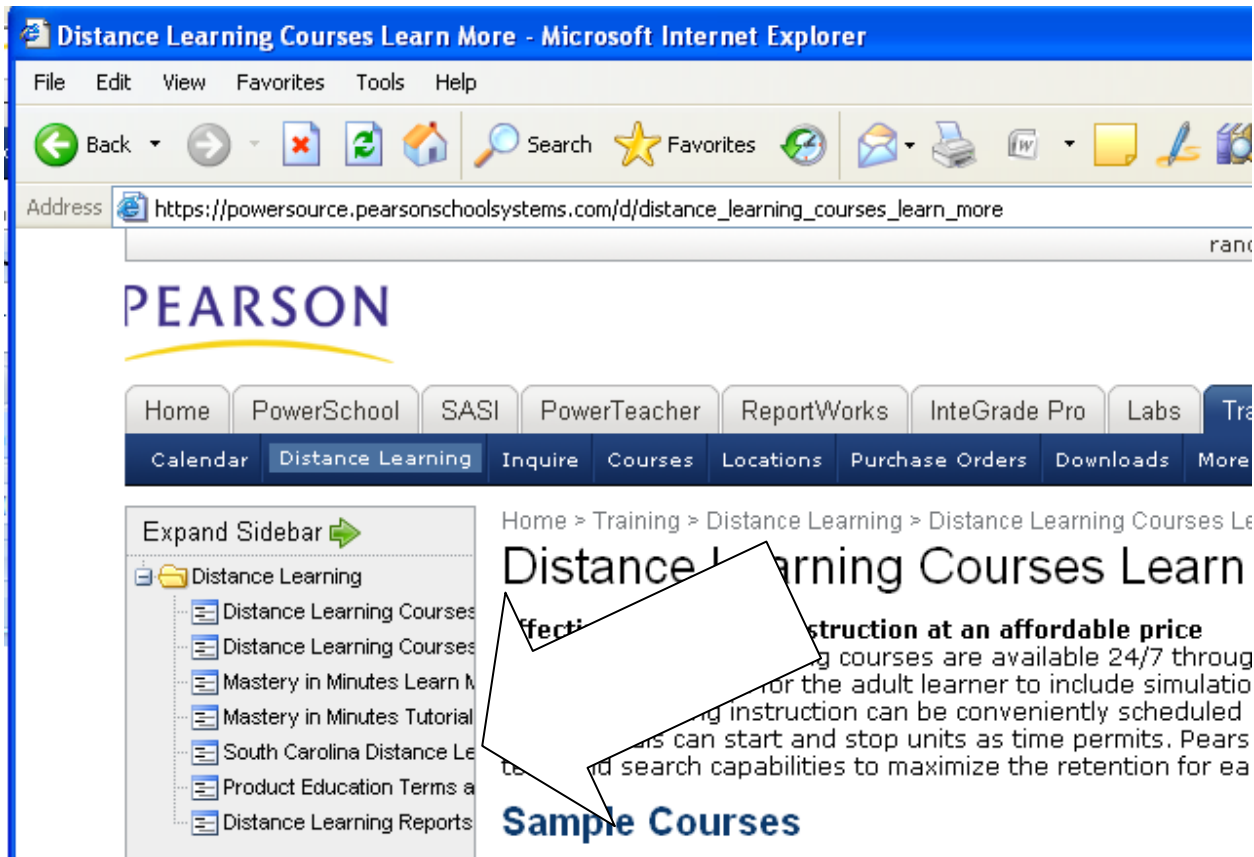
Next, click on the Training tab at the top of the page.



Next, click under Distance Learning Courses, the [Learn More](#) link on the right side of the page.



It's very important that you now select **South Carolina Distance Learning** from the left side of the screen to prevent being unnecessarily charged for the course.



You may now proceed to select any of the available courses under either **Teachers** or **Administrative Staff**.

Here are our recommendations for the courses:

Teachers should click on View all courses for teachers and complete: Both PowerTeacher Gradebook & PowerTeacher Portal, in that order.

Administrative staff should click on View all courses for administrative staff and complete:

PowerSchool (PS)Basics, PS Communication Tools, Report Works (**For All administrative users**)

Data Entry Clerks should also complete ALL of the rest of the administrative staff courses.

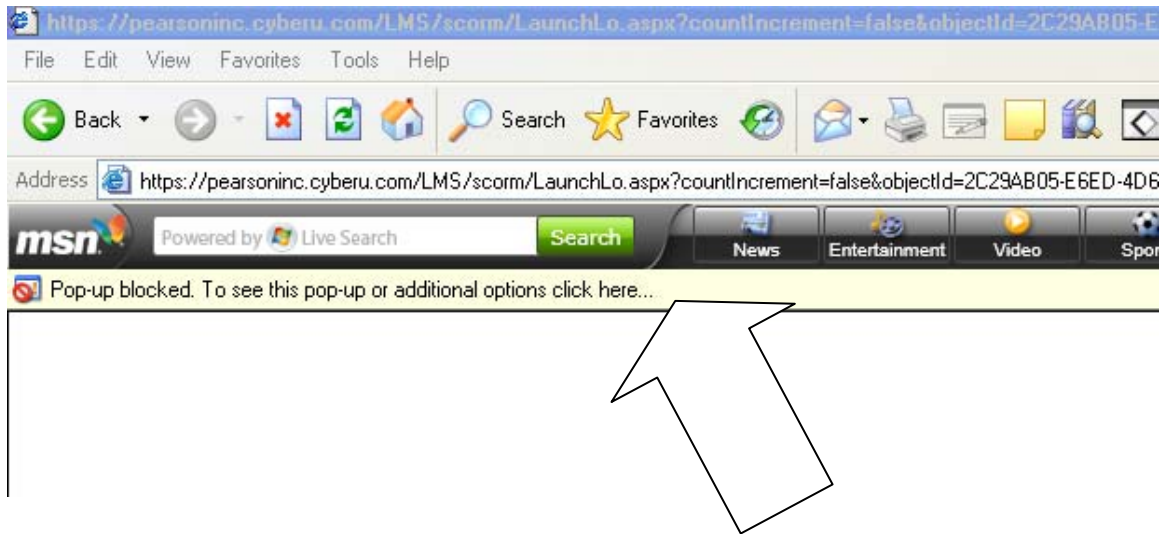
Guidance staff should also complete all additional courses except Managing Daily Attendance and Managing Meeting Attendance.

Attendance staff should also complete Managing Daily or Meeting (this was period attendance in SASI) Attendance, whichever their school uses.

School Admin staff should also complete Automated Walk-In Scheduler, During the School Year Scheduling – Elem or Secondary, Managing Grades and Academic Data, PS End of Term, School, Staff, and Student management, and Start of Year Part 1.

Once you get the registration confirmation email back, you will return to the South Carolina Distance Learning page in PowerSource. Now you will click on [View Transcript](#) which is directly above the Teachers course choices.

This will show you your transcript, and the Online Class you have registered for. Click on Launch.



If you get this message, you need to click on that yellow line, then click on Enable Content or Allow Pop-up from this site.

Then you may have to go launch the course again. Now you are training! Woo hoo!

If you still have no luck, please email SASI_Help@charleston.k12.sc.us for assistance.

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