

Localization Administration User Guide

PowerSchool
Student Information System

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This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**”

Introduction

PowerSchool provides a toolkit that makes it easy to translate the system into any language. This includes PowerTeacher, ReportWorks, labels on various pages, fields used for Student/Teacher/Staff searches, and configuration items like Attendance codes, course names and grade scale items. Online help for the Administrator/Student/Parent/Substitute/Teacher web pages can also be translated using the toolkit.

To support this, PowerSchool now uses Unicode, allowing you to enter student names with “ñ” or other non-English characters. The translation toolkit also makes it possible to repurpose existing fields in PowerSchool by renaming the labels to suit your school or district’s unique needs.

Access to localization tools is based on group security permissions, and can be accomplished in a batch process or on a page-by-page basis, allowing you flexibility for your localization workflow. You can localize PowerSchool into different permutations based on the system locales you configure. Custom pages can also be localized, using the PowerSchool Administrator web application in conjunction with the localization batch process in PowerSchool.

Student and Parent Access Translations

PowerSchool includes translation of student and parent web access into 18 different languages. This does not translate data coming from PowerSchool, but it does translate all static labels that exist within the PowerSchool Student and Parent portal. The 18 languages (in addition to English) include:

- Arabic
- Chinese (Simplified)
- Chinese (Traditional)
- French
- German
- Greek
- Haitian Creole
- Hindi
- Italian
- Japanese
- Korean
- Persian
- Polish

- Portuguese
- Russian
- Spanish
- Tagalog
- Vietnamese

If you create a locale in PowerSchool using one of the languages listed, students and parents can select that language from a pop-up menu on the PowerSchool sign in page. The pages display in the selected language. For more information, see [How to Add a Locale](#).

Localization Administration

Set up locales, numeric and currency formats, and units of measure from the Localization Administration page accessed via District Office page permissions. Once the system locales are configured, you can set group permissions to allow individual users to localize PowerSchool.

Manage System Locales

A locale is a combination of a language plus geographic information that allows you to identify specific variations on a language. In PowerSchool, the locale is defined by the selected language and country code. When locales are created, they appear on the Manage System Locales page and are available on the user sign in pages of PowerSchool, PowerTeacher Portal, and the Parent and Student Portal (depending on security settings). Selecting a locale displays all translated items in PowerSchool in the specified language for that locale.

Parent and Student portal pages that are already translated into one of the 18 languages provided by PowerSchool display on the Parent and Student portal sign in page on the Select Language pop-up menu.

Note: The language selected on the PowerSchool Student and Parent portal Account Preferences page determines the language in which alerts and emails will be received. If the language is not selected, then emails shall be sent in default language selected by the district.

How to Add a Locale

Note: Although the English locale is the initial default for PowerSchool, once a new locale is created, it overwrites the English locale. Therefore, if you require an English locale in addition to any other locales you create, you must add an English locale. You must be signed in at the District level to add or edit a locale.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Manage System Locales**. The Manage System Locales page appears.
4. Click **Add Locale**. The New Locale page appears.
5. Use the following table to enter or select information in the fields:

Field	Description
Locale Display Name	<p>Enter a description for the locale. This is the description that displays in the list of locales on the PowerSchool Sign In page.</p> <p>Note: Enter the locale name in the language that pertains to the locale. For example, for a French locale, enter Français, for Spanish enter Español.</p>
Language	Select a supported language from the pop-up menu.
Country	<p>Select a supported country from the pop-up menu.</p> <p>Note: The combination of language and country must be unique. Although you may have multiple versions of the same language, you cannot add two of the same language/country combination. For example, you may select English/US and also add English/Canada, but you could not have two versions of English/US in the system.</p>
Date Format	Select a supported date format from the pop-up menu.
Time Format	Select a supported time format from the pop-up menu.
Numeric Format	<p>Select a numeric format from the pop-up menu.</p> <p>To create or modify the available formats, see Set Numeric/Currency Format.</p>
Currency Format	<p>Select a currency format from the pop-up menu.</p> <p>To create or modify the available formats, see Set Numeric/Currency Format.</p>
System Default Locale	<p>Select the checkbox to identify this locale as the system default.</p> <p>Processes that are not associated with a user logon use the locale marked as the System Default Locale. All nightly jobs also use the System Default Locale. Only one locale can be designated as the System Default Locale.</p>

- Click **Submit**. The new locale is saved and appears on the Manage System Locales page.

7. To switch to the locale you added, sign out of PowerSchool and then select the locale from the **Select Language** pop-up menu on the sign in page and click **Sign In**.

How to Edit a Locale

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Manage System Locales**. The Manage System Locales page appears.
4. Select a locale. The Edit Locale page appears. Edit the information as needed. For field descriptions, see [How to Add a Locale](#).
5. Click **Submit**. A confirmation message appears on the Manage System Locales page.

How to Delete a Locale

If you delete a locale, the associated translations will no longer display in PowerSchool. However, the translations still exist in the PowerSchool database and can be retrieved if the locale is re-created.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Manage System Locales**. The Manage System Locales page appears.
4. Click the **minus (-)** icon next the locale you want to delete. The Cancel and Delete buttons appear.
5. Click **Delete**. A message appears at the top of the page confirming the deletion of the locale.

Configure Locale Independent Settings

Localization settings that are global (not tied to a locale) are set on this page. This includes setting units of measure to be used for health screenings, and assigning the alphabetic characters to be used on the Browse Students/Browse Staff search pages.

On the Locale Independent Settings page, you also create and modify numeric and currency format settings that can be selected on the Manage System Locales page. You must be signed in at the District level to set numeric/currency format.

How to Add a Numeric/Currency Format

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Locale Independent Settings**.
4. Click the **Numeric Format** tab, if needed. The Numeric Format page appears.
5. Click **Add Format**. The New Numeric/Currency Format page appears.
6. Use the following table to enter information in the fields:

Field	Description
Display Label	Enter a label or example for this numeric/currency format.
Group Separator	Select the group separator from the pop-up menu.
Decimal Separator	Select the decimal separator from the pop-up menu.

7. Click **Submit**. The format is now available for selection on the Manage System Locales page.

How to Edit a Numeric/Currency Format

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Locale Independent Settings**.
4. Click the **Numeric Format** tab, if needed. The Numeric Format page appears.
5. Select a numeric/currency format. The Edit Numeric/Currency page appears.
6. Edit the information as needed. For field descriptions, see [Set Numeric/Currency Format](#).
7. Click **Submit**. A confirmation message appears.

How to Delete a Numeric/Currency Format

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Locale Independent Settings**.
4. Click the **Numeric Format** tab, if needed. The Numeric Format page appears.
5. Click the **minus (-)** icon next the format you want to delete. The Cancel and Delete buttons appear.
6. Click **Delete**. A message appears at the top of the page confirming the deletion of the format.

How to Set Units of Measure

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Locale Independent Settings**.
4. Click the **Miscellaneous** tab. The **Miscellaneous** page appears.
5. Choose the applicable units of measure from the pop-up menu.
6. Click **Submit**.

How to Localize Alphabetic Characters for Browse Students/Browse Staff Search

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Locale Independent Settings**.
4. Click the **Miscellaneous** tab. The **Miscellaneous** page appears.
5. Enter the applicable alphabetic characters in the **Front Page Name Letters** field.
6. Click **Submit**. The alphabetic characters you entered appear on the Search Students and Search Staff pages, in the Browse Students and Browse Staff section.

Enable Language Translator Security Permissions

Enable the Language Translator security setting to allow the users assigned to that group access to the Localize PowerSchool page and individual page localization. For more information, see *Group Security Permissions*. To enable individual page localization, see [Localize Individual Pages](#).

How to Enable Language Translator Security Permissions

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Security, click **Security**. The Security page appears.
3. Click **Groups**. The Groups page appears.
4. Click a name in the Group Name column. The Edit Group page appears.
5. Select the **Language Translator** checkbox.
6. Click **Submit**. The Groups page appears.

Import and Export Custom Pages

Custom Pages are files created in PowerSchool Administrator that have message keys extracted for translation. These files include custom pages as well as any localized custom page messages. Imported and exported as a .zip file format, these files should not be edited, modified, or unzipped. For more information about translating custom pages, see the PowerSchool Administrator online help or the *Custom Web Page Management User Guide* available on [PowerSource](#).

How to Export Custom Pages

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Page Management, click **Custom Pages Import/Export**. The Custom Pages Import Export page appears.
4. Enter the export file name in the **File Name to Export** field. PS_CustomPagesExport appears by default.
5. Click **Export**. A zip file with all of the custom pages is downloaded.

How to Import Custom Pages

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Page Management, click **Custom Pages Import/Export**. The Custom Pages Import Export page appears.
4. Click **Choose File** (or **Browse**) to select the import file.
5. Click **Import**. The Custom Pages Imported alert appears.

Import Localization Content

Import your translated, localized content into PowerSchool using the Import Localization page.

You can import locale translations (message keys), translation packages, and online help from the Import Localization page, then monitor the import files from the Import Localization Status page.

Translation packages are properties files that the system uses to determine localizations and translations that have been created in PowerSchool. These files include plain text and online help localizations, and in export mode there is an option to include localized customer-defined data. This mode is used to transport files from one PowerSchool installation to another. These files should not be edited, modified, or unzipped.

The import process uploads a zipped file onto a specified server. The uploaded file is installed on the server and made available in PowerSchool. If the server the language pack is uploaded to is part of a server array, the file is distributed to all servers in the array.

How to Import Localization Content

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Import Localization**. The Import Localization page appears.
4. Use the following table to enter information in the fields:

Field	Description
Source	Click Browse to locate the import file on your computer.
Locale	Select the locale of the translation being imported from the pop-up menu.
Type	Select the file type from the pop-up menu. Note: If Message Key File is selected, two additional fields appear.
Character Set	Use the pop-up menu to choose the character set for the import file: <ul style="list-style-type: none"> • UTF-8 (Unicode) • Windows ANSI (Windows) • Mac Roman (Mac) • ISO 8859-1 (Unix)
Field Delimiter	Choose the field delimiter from the pop-up menu. This refers to the item that will separate the fields in the exported data. <ul style="list-style-type: none"> • Tab: Separates fields with a tab • Comma: Separated fields with a comma • Other: Enter a field delimiter in the blank field, such as a comma Note: This field appears if you select Message Key File as the Type to be imported.
Include column headers:	Deselect the checkbox to exclude the header row from the import. Note: This field appears if you select Message Key File as the Type to be imported.

5. Click **Import**. The Import Localization Results page displays the number of imported records. If a record was not imported, the item, translated text and reason display.

Import Localization Status

When you import localization content, you can check the status of the import on the Import Localization Status page.

How to Monitor Import Localization Status

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Import Localization Status**. The Import Localization Status page appears.
4. Do one of the following:
 - Click **Refresh** to update the page.
 - Click the link in the Status column to view the import results. The Import Localization Results page appears.
 - Click the minus icon to delete the completed import.

Note: If the Status column displays **Completed with some failures**, click the link and review the results on the Import Localization Results page. Edit the import file, and then re-import the data.

Export Localization Content

Export your translated, localized content into PowerSchool using the Export Localization page.

How to Export Localization Content

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Export Localization**. The Export Localization page appears.
4. In the Select Export Type section, use the following table to enter or select information in the fields:

Field	Description
Type	Select the file type from the pop-up menu.
Locale	Select the locale of the translation being exported from the pop-up menu.
Filename	Enter the desired name for the export file.

- Click **Next**. The Select Records section appears.
- In the Select Records section, use the following table to select information:

Field	Description
Application and Area	<p>Click an application to view the areas that you can export for that application.</p> <p>Select the checkbox next to the area you want to export.</p> <p>Select the All checkbox to export all areas for the selected application.</p>
Include	<p>Select the option you want to include in the export from the pop-up menu:</p> <ul style="list-style-type: none"> • Translated • Not Translated • Both

- Click **Next**. The Select Options section appears. The total number of records to be exported displays in the Count of Matching Records field.
- Use the following table to select information:

Field	Description
Character Set	Use the pop-up menu to choose the character set for the import file:

	<ul style="list-style-type: none"> • UTF-8 (Unicode) • Windows ANSI (Windows) • Mac Roman (Mac) • ISO 8859-1 (Unix)
Field Delimiter	<p>Choose the field delimiter from the pop-up menu. This refers to the item that will separate the fields in the exported data.</p> <ul style="list-style-type: none"> • Tab: Separates fields with a tab • Comma: Separated fields with a comma • Other: Enter a field delimiter in the blank field, such as a comma <p>Note: This field appears if you select Message Key File as the Type to be imported.</p>
First row contains headers:	<p>Select the checkbox to exclude the header row from the import.</p> <p>Note: This field appears if you select Message Key File as the Type to be imported.</p>

9. Click **Export**. The file is exported and downloaded to the specified folder on your computer.

PowerSchool Localization

PowerSchool supports localization of text that appears on the application pages, and information that displays from the database.

On the Localize PowerSchool page, the Text for Translation area displays the default text to be translated, based on the filtering selected. The translation is entered in the Translated Text field.

The functional areas available for translation are based on the District or School sign in. Attendance codes and other specific user defined data are available for translation at the School level. Field names and other text translations are available at the District level.

The Localize PowerSchool page contains three tabs which allows for translation in the following areas of the application:

- Text – Translation of all static text messages and field names.
- Data – Translation of all specific data such as Attendance codes, grade scales, and search expressions.
- Help Text – Translation of online help text for PowerSchool, PowerTeacher Portal, PowerTeacher Substitute Portal, and the PowerSchool Parent and Student Portals.

Individual page translation, which displays the localize page icon on the navigation bar, is enabled on the *Locale Independent Settings* page. Access to the Localize PowerSchool page and individual page translation is controlled by security group permissions.

Localization Rules

When entering translated text, there are certain rules to follow to ensure a more fluent-sounding translation. Review the following rules before you begin the translation process.

HTML

If there are HTML snippets, entities, etc., in the default translation, those must be maintained in the translated text.

For example:

> Change Daily Attendance

would be translated into pig Latin as:

> Angechay Ailyday Attendanceaway

Parameter Substitutions

If the default text has constructions of the form {xxx}, you must exactly reproduce them in your translated text. The majority of the time, these will take the form where 'xxx' is a small number (0 or 1).

For example, if you are translating a text like this:

Report {0} of {1} reports(s)

and you are translating to French, the translation should be:

Rapporte {0} de {1} rapporte(s)

If you omit the {xxx} constructions, the page may not display correctly.

Another example:

{0}Family

would be translated to:

{0}Famille

The purpose of these constructions is to instruct the software where to substitute information into the middle of a message; each {xxx} represents where one variable or database field is inserted. The software specifies where the substituted data comes from; the message text specifies where the data is substituted in the message body.

Parentheses

Whenever parentheses are used, there must be an open and close set in order to translate correctly.

Space and Empty String Handling

If the translated text string is empty, the translation user interface deletes the translated record from the database. This allows the string to revert to its default value in the user interface. There may be some cases where an actual blank string should be stored, but the system does not currently allow this.

The translation user interface saves translated text with the same beginning/end spacing as the original (default) text.

For example, if the default text is:

key2 = \ records

should be translated to Spanish as:

key2 = \ registros

Localize Using Batch Mode

Localize static text and messages on the Text tabbed page view on the Localize PowerSchool page. Using the Chose functional area pop-up menu, you can localize text for custom pages, PowerTeacher web access, PowerSchool Parent and Student web access, PowerTeacher Gradebook, and ReportWorks. Localize customer-specific data, such as codes and expressions, on the Data tab.

How to Localize Text or Data in Batch Mode

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.

Note: This link does not appear if the Language Translator group security permission is not enabled for the user.

4. Depending on the type of batch translation you want to perform, select the **Text** or **Data** tab.
5. Use the following table to enter information in the fields:

Field	Description
Choose locale	Choose a locale on which to perform the language translation from the pop-up menu. By default, the current system locale appears.
Choose the functional area, or item you want to translate	<p>Choose the area of the application to translate from the pop-up menu. This filters the selection of information that you can translate in the Text for Translation area.</p> <p>Depending on the tab selected, the pop-up menu displays a list of various types of messages or data grouped by the following areas or applications:</p> <ul style="list-style-type: none"> • PowerSchool lists all static text or data from the PowerSchool web application.

	<ul style="list-style-type: none"> • PowerSchool Customer Defined Data lists all static text that appears on the Data Export Manager page. • PowerTeacher Gradebook lists all static text that appears in the PowerTeacher Gradebook application. • ReportWorks lists all static text that appears in the ReportWorks application. <p>The numbers to the right of each section signify how many messages have been translated for the selected locale out of the total number of messages.</p>
Category	<p>Choose the PowerSchool customer defined data category to translate from the pop-up menu.</p> <p>Note: This field only appears if PowerSchool Customer Defined Data is selected from the Choose the functional area, or item you want to translate pop-up menu.</p>
Search for specific text	<p>Enter text in the field. Use the pop-up menu to select a search modifier.</p>
Filtered Retrieved Messages	<p>Choose a filter option from the pop-up menu:</p> <ul style="list-style-type: none"> • Choose Display all matching messages to filter by the information entered in Search for specific text field. • Choose Display only translated messages to display only data that has been previously translated. • Choose Display only non-translated messages to filter by those messages that have not yet been translated. • Choose Display only messages needing merge to filter by only those messages that require a merge between the new and existing text. • Choose Display only new messages to filter by new messages only. • Choose Display only new messages with related localizations to filter by new messages that have a message key prefix that matches existing localizations.

Retrieve Text	Click to display text for translation based on the selections provided.
Text Key	Displays the internal system identifier, such as the system web page name. Note: Custom page text keys are created in PowerSchool Administrator and are identified with the type .htmlc. For more information, see the PowerSchool Administrator online help or the <i>Custom Web Page Management User Guide</i> available on PowerSource .
Default Text	Displays the system-defined text. This text displays either in English or the language entered in the default database tables.
Translated Text	Displays the translated text. Click in the field to edit or enter information. Note: To copy and add translated text to matching rows, see Copy and Add Translated Text .
Translation Hints	Google Translation API is no longer available for translation hints, so clicking on the magnifying glass icon will only return suggestions based on translations already done for the selected language within PowerSchool. Nothing will be displayed if there are no translations currently available.
Copy and Add Translated Text	When localized text or data is added to the Translated Text column, a Copy/Add icon appears to the right of the column. Click on this icon to copy the translated text of that row to the Translated Text field of all the rows in the grid that match that Default Text.
Navigation links	Click the arrows to scroll through the list of text to translate, or enter a page number in the field provided to navigate to a specific page of the list. Use the pop-up menu to change the number of lines that display in the list.

- Click **Submit** to save the Translated Text field entries. A verification message appears.

Localize PowerSchool Online Help

Localize the PowerSchool online help content on the Help Text tabbed page view.

There are several files that contain the text used on the tabs and buttons on the online help pages. You can translate the text on each of these files and it will be reflected on the applicable page in the online help.

Note: If you have customized PowerSchool online help pages, see the PowerSchool Administrator online help or the *Custom Web Page Management User Guide* available on [PowerSource](#) for details on extracting text keys for localization.

How to Localize PowerSchool Online Help

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.
4. Select the **Help Text** tab.
5. Use the following table to enter information in the fields:

Field	Description
Choose locale	Choose a locale on which to perform the language translation from the pop-up menu. By default, the current system locale appears.
Choose the functional area, or item you want to translate	Choose the area of the online help to translate from the pop-up menu. This filters the selection of information that you can translate in the Default translation area. Only online help topics, tables of content and indices for the PowerSchool application and portals that display in this list can be translated. The numbers to the right of each section signify how many messages have been translated for the selected locale out of the total number of messages.
File	When an online help category is selected, the associated help files appear in a pop-up menu. Select a file to translate.

Retrieve Text	Click to display the selected content for translation on the Default tab.
Default Tab	Displays the HTML content for the selected help file.
Translated Tab	Displays the translated HTML content.
HTML Editing Toolbar	Displays basic HTML editing functions.

6. Highlight the text you want to convert for translation and click the **Translation Hints** button on the HTML editing toolbar. The Translation Hints dialog appears.
7. Select the applicable text on the Translation Hints. The information appears in place of the text you highlighted. You can also enter the localization text directly in the file.
8. Select the applicable text on the Translation Hints. The information appears in place of the text you highlighted. You can also enter the localization text directly in the file.
9. Use the HTML editing toolbar to make any formatting changes to the help file.
10. Click **Submit** to save. A verification message appears.
11. Click **Help** to view and verify the translation.

How to Localize Help Tabs and Button Text

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.
4. Select the **Help Text** tab.
5. On **the Choose the functional area, or item you want to translate** pop-up menu, choose the following files to edit tab text and/or buttons for the applicable online help page:
 - Contents > toc_header.html: Topic Index, A-Z Index, and Search tabs, and Back button text for the Topic Index page.
 - Contents > toc_search.html: Topic Index, A-Z Index, and Search tabs, and Back button and Search button text for the Search page. Also contains text found on the Search submission and results pages.

- Index > index_header.html: Topic Index, A-Z Index, and Search tabs, and Back button text for the A-Z Index page.
 - Miscellaneous > header.html: Topic Index, A-Z Index, and Search tabs, and Back button text for the A-Z Index page.
 - Miscellaneous > how_to/pso_how_to_header.html: Topic Index, A-Z Index, and Search tabs, and Back button text for contextual help pages.
6. Click **Submit** to save. A verification message appears.
 7. Click **Help** to view and verify the translation.

Enable Individual Page Localization

Set the individual page localization to enable translation of a page in PowerSchool.

How to Enable Individual Page Localization

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.
4. Select the **Settings** tab.
5. Select the **Enable individual page translation in PowerSchool** checkbox.
6. Click **Submit**. Depending on the group security permissions, the localize page icon will appear on the navigation bar in PowerSchool, PowerTeacher portal, and the PowerSchool Student and Parent portal.

Localize Individual Pages

Depending on the assigned user role and page permissions, a localize page button appears in the navigation bar of PowerSchool, PowerTeacher web access, and PowerSchool Parent and Student web access. This button allows you to localize field names and text that appears on that page.

In order to localize individual pages on PowerTeacher and Parent and Student web access, the following settings must be in place:

- Individual page translation must be enabled.
- You must have group security permissions with language translator setting enabled.
- You must have security permissions to access PowerTeacher web access, and/or PowerSchool Parent and Student web access.

How to Localize an Individual Page in PowerSchool

1. Sign in to PowerSchool. The localize page button appears on the navigation bar of each page the user has access to.
2. In the navigation toolbar, click the [Localize Page] icon. The Localize Page pop-up appears.
3. Use the following table to enter information in the fields:

Field	Description
Choose the language to translate or modify	Choose a locale on which to perform the language translation from the pop-up menu. By default, the current system locale appears.
Retrieve Text	Click to display the text for the current page.
Search	Text for translation can be filtered by Text Key, Default Text and Translated Text. Enter the text or a portion of text you want to find.
Text Key	Displays the internal system identifier, such as the system web page name. Note: Custom page text keys are created in PowerSchool Administrator and are identified with the type .htmlc. For more information, see the PowerSchool Administrator online help or the <i>Custom Web Page Management User Guide</i> available on PowerSource .
Default Text	Displays the system-defined text. This text displays either in English or the language entered in the default database tables.
Translated Text	Displays the translated text. Click in the field to edit or enter information. Note: To copy and add translated text to matching rows, see Copy and Add Translated Text .
Translation Hints	<ol style="list-style-type: none"> 1. Click the magnifying glass icon to view the Translation Hints dialog. Translated text suggestions appear if an exact match is

	<p>found between the default text of the current row and the default text of one or more previously translated messages is found.</p> <ol style="list-style-type: none"> 2. Select the word and it is automatically placed in the Translated Text column for the selected row. 3. Click the X to close the dialog.
Copy and Add Translated Text	When localized text or data is added to the Translated Text column, a Copy/Add icon appears to the right of the column. Click on this icon to copy the translated text of that row to the Translated Text field of all the rows in the grid that match that Default Text.
Navigation links	Click the arrows to scroll through the list of text to translate, or enter a page number in the field provided to navigate to a specific page of the list. Use the pop-up menu to change the number of lines that display in the list.

4. Click **Submit** to save the Translated Text field entries. A verification message appears.

How to Localize an Individual Page in the PowerTeacher Portal

In order to translate individual pages in PowerTeacher portal, you must have group security permissions set, and individual page translation must be enabled for the locale.

For more information, see [How to Enable Language Translator Security Permissions](#) and [How to Enable Individual Page Localization](#).

1. On the Address bar, enter the URL for PowerTeacher portal
2. On the sign in page, enter a valid Username and Password.
3. Click **Sign In**. The applicable web access page displays, with the translate page icon available on each page.
4. Follow steps 3 and 4 in [How to Localize an Individual Page in PowerSchool](#).

How to Localize an Individual Page in the PowerSchool Student and Parent Portal

In order to translate individual pages in the PowerSchool Student and Parent portal, you must have group security permissions set, and individual page translation must be enabled for the locale.

For more information, see [How to Enable Language Translator Security Permissions](#) and [How to Enable Individual Page Localization](#).

1. On the Address bar, enter the URL for the PowerSchool Student and Parent portal, followed by `?translator=true`. For example: **http://[server ID].powerschool.com/public/home.html?translator=true**
2. On the sign in page, enter a valid Username and Password.
3. Click **Sign In**. The applicable web access page displays, with the translate page icon available on each page.
4. Follow steps 3 and 4 in [How to Localize an Individual Page in PowerSchool](#).

Localize Custom Pages

Customized PowerSchool pages can be converted to display on the Localize PowerSchool page for batch translation. Use the PowerSchool Administration application to convert the data for translation. For more information on custom pages, the PowerSchool Administrator online help or the *Custom Web Page Management User Guide* available on [PowerSource](#).

Localize Daily Bulletin

You can create different language versions of the bulletin for each locale you have configured in PowerSchool. For more information, see [How to Add a Locale](#).

How to Localize a Daily Bulletin Item

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Daily Bulletin Setup**. The Daily Bulletin Setup page appears.
3. Do one of the following:
 - Click the date of the existing bulletin item you want to edit. The Edit Daily Bulletin Item page appears.
 - Click **New** to create a new bulletin. The New Daily Bulletin Item page appears. Enter information in the default local fields

4. To copy the original bulletin content and automatically translate it, click the translate icon for the applicable locale.
5. To copy the original bulletin content without translating, click **Copy [default locale]** for the applicable locale. The original bulletin content is copied into the Item Body and the text can be translated manually.
6. Click **Submit**. The Daily Bulletin Setup page displays the translated bulletin item.

How to Verify Localized Daily Bulletin

Note: For more information about daily bulletins, see *Daily Bulletin*.

1. On the start page, choose **Daily Bulletin** under Functions in the main menu. The View Daily Bulletin pop-up window appears.

Note: If the Default Sign In Page is set to Daily Bulletin, the daily bulletin appears as a page. For more information, see *How to Set the Default Sign In Page*.

2. Do one of the following:
 - Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
 - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.
3. When done viewing, close the View Daily Bulletin pop-up window.

Updates to Localization

When new versions of PowerSchool are released, they may contain changes or updates to messages, field names, and static text within the application. You can view these changes on the Localize PowerSchool page and change the translation if necessary.

How to View and Edit Message Updates

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.

3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.
4. Select the **Text** tab.
5. Use the following table to enter information in the fields:

Field	Description
Choose the language to translate or modify	Choose a locale from the pop-up menu. By default, the current system locale appears.
Choose the functional area, or item you want to translate	Choose the functional area of the application to view the updated messages for that area.
Search for specific text	Leave blank.
Filtered Retrieved Messages	<p>Choose a filter option from the pop-up menu:</p> <ul style="list-style-type: none"> • Choose Display only messages needing merge to filter by only those messages that require a merge between the new and existing text. For more information, see How to Merge Localized Text. • Choose Display only new messages to filter by new messages only. • Choose Display only new messages with related localizations to filter by new messages that have a message key prefix that matches existing localizations.

6. Use the tabbed page view to translate the new messages. For more information, see [How to Localize Text or Data in Batch Mode](#).

How to Merge Localized Text

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.

2. Under Data Management, click **Page and Data Management**. The Page and Data Management page appears.
3. Under Localization, click **Localize PowerSchool**. The Localize PowerSchool page appears.
4. Select the **Text** tab.
5. On the Filter Retrieved Messages pop-up menu, choose **Display only messages needing merge**. The applicable messages appear in the tabbed view. A merge icon appears in the far right column.
6. Click the merge icon next to the message you want to edit. The **Merge translated text dialog** appears.
7. Use the following table to enter information in the fields:

Field	Description
Text Key	The system-generated message key assigned to the text.
Original Default	The previous version default text before localization.
Current Default	The current version default text.
Update Current Text	Enter the new localization for the current message text.
Default Differences	Displays the changes for the selected message key.

8. Click Use next to the text you want to use for the selected message key. The Merge translated text dialog closes, and the text you selected appears on the Translated Text column of the Localize PowerSchool page.
9. Repeat these steps for each merge.
10. Click **Submit** to save the changes.

Localize PowerTeacher Administrator

PowerTeacher Administrator is a web-based application that allows system administrators to complete and distribute PowerTeacher Gradebook information to a number of teachers, thereby maintaining organization and minimizing teachers' workloads. PowerTeacher Administrator does not currently have batch and page-level localization enabled. Therefore, translations must be handled outside of PowerSchool. However, it is necessary

to update a specific file on the PowerSchool server in order for customized translations to appear correctly in PowerTeacher Administrator.

Once the customized translation of the PowerTeacher Administrator content is complete, you will edit a properties file available on the PowerSchool server, change the name as specified in the following procedure, and place it in the specified folder.

How to Update the PowerTeacher Administrator Properties File

1. On the PowerSchool server, navigate to: [drive]:\Program Files\PowerSchool\application\components\powerschool-psweb-[build number]\WEB-INF\classes\com
2. Locate the file **package.properties** within the folder.
3. Copy the file and rename it to the following:

package.[language code].[COUNTRY CODE].properties

Note: Language and country codes are listed in the LOCALE table in the PowerSchool database. The codes are case-sensitive and must be entered in the file name as they appear in the LOCALE table. Be sure the renamed file resides in the correct folder: [drive]:\Program Files\PowerSchool\application\components\powerschool-psweb-[build number]\WEB-INF\classes\com

4. Edit the renamed file using a text-editing tool as needed and translate only the values associated to the message keys (the text to the right of "=").