Power Automate

Low-Code Solutions for Automation

St. Lucie PUBLIC SCHOOLS

Sally VanDereedt

Instructional Technology Specialist

CONTACT INFO

Julia Hilburn

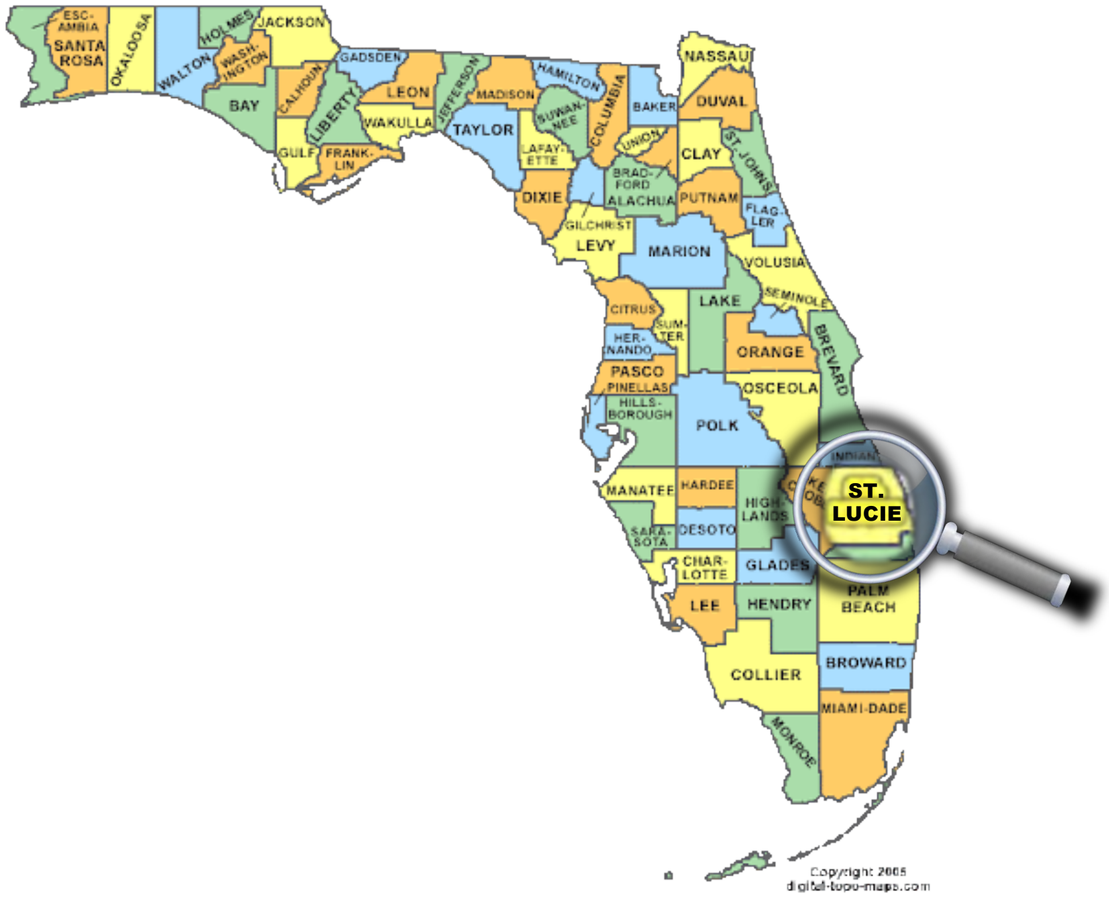
Technology Support Specialist

CONTACT INFO

St. Lucie Public Schools

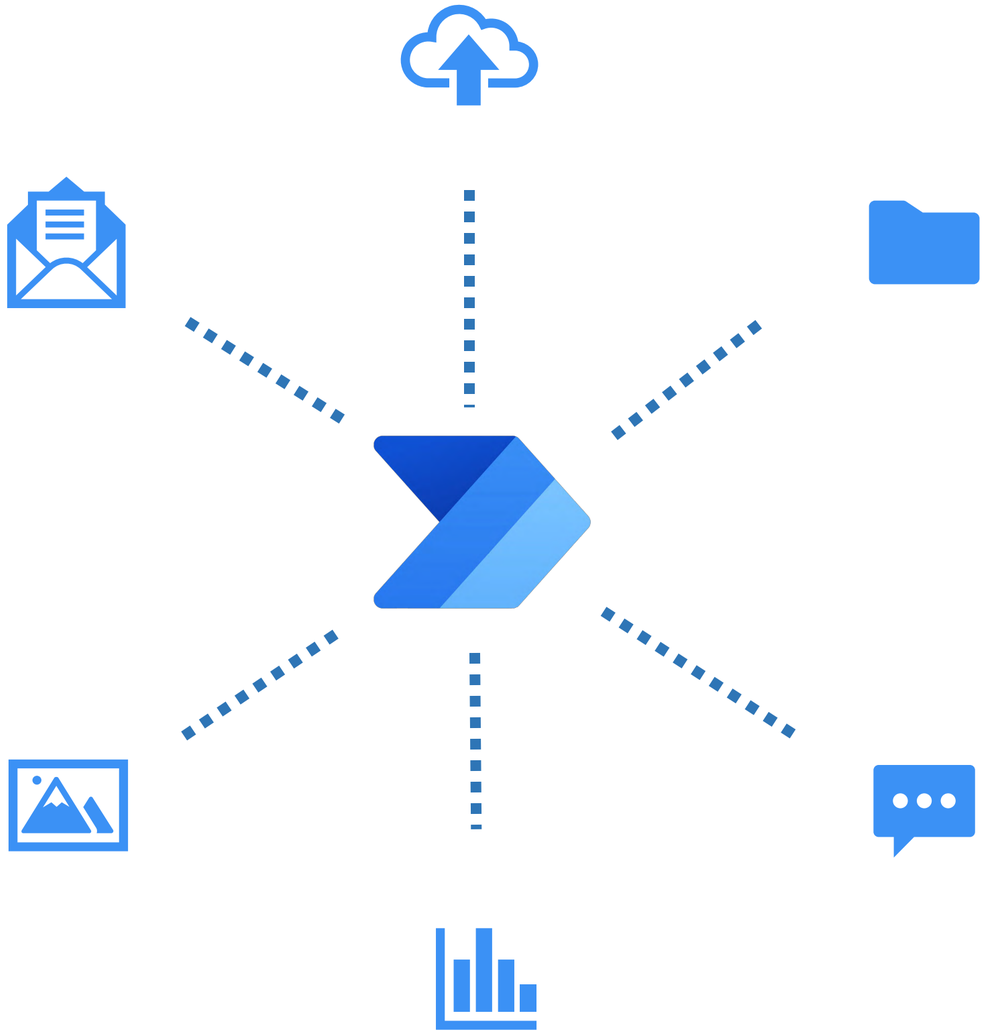
St. Lucie
PUBLIC SCHOOLS

45 Schools
3,000 Teachers
39,000 Students

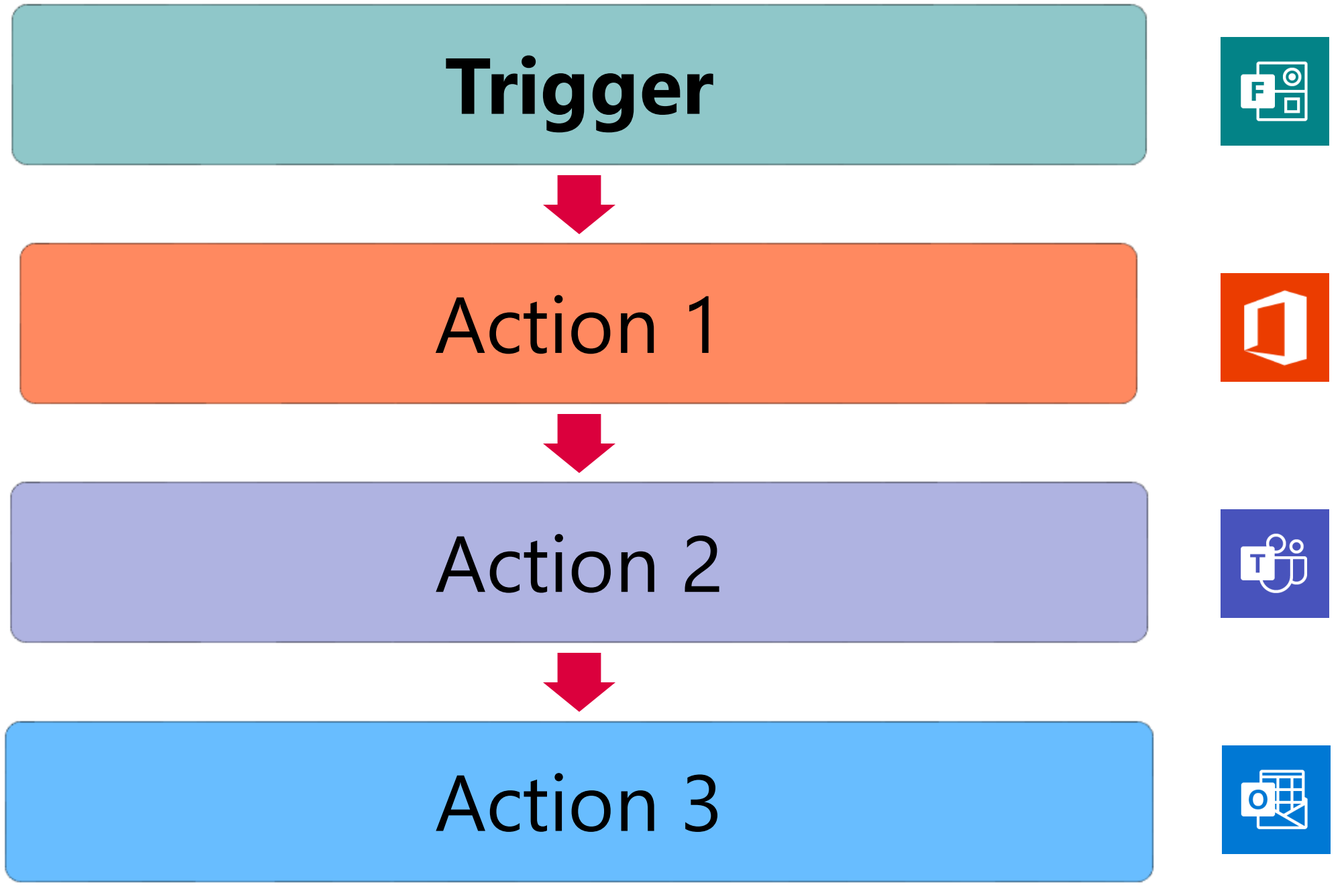


Power Automate

Power Automate



Flows



Connectors

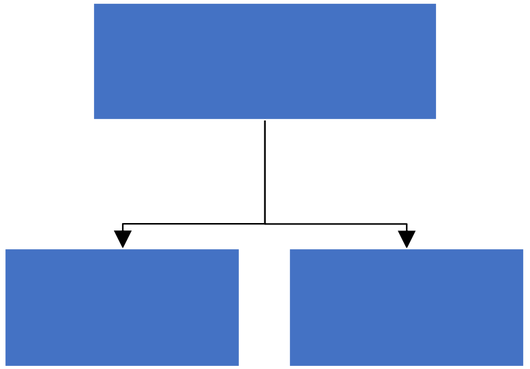
Triggers & Actions

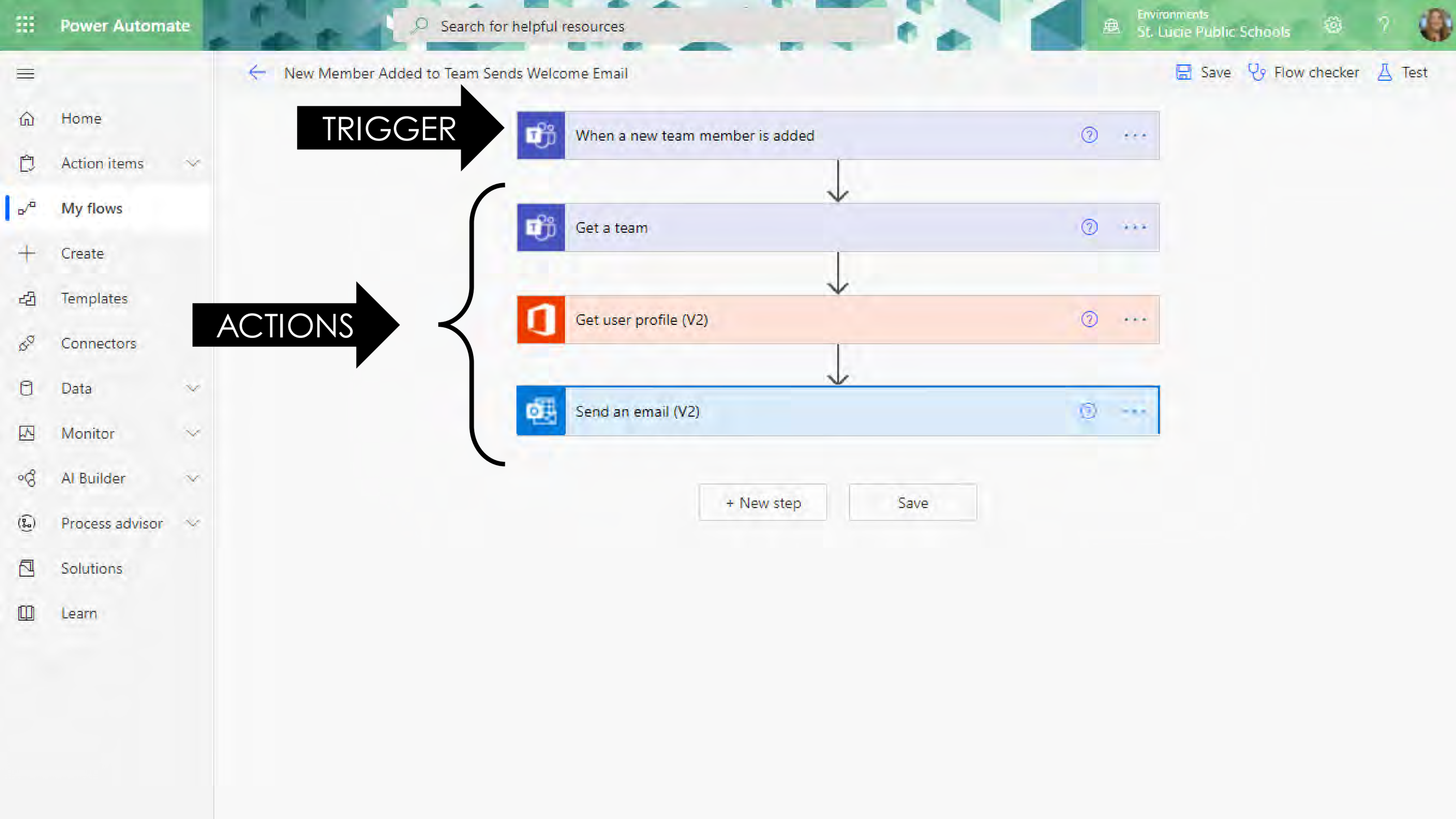
Triggers

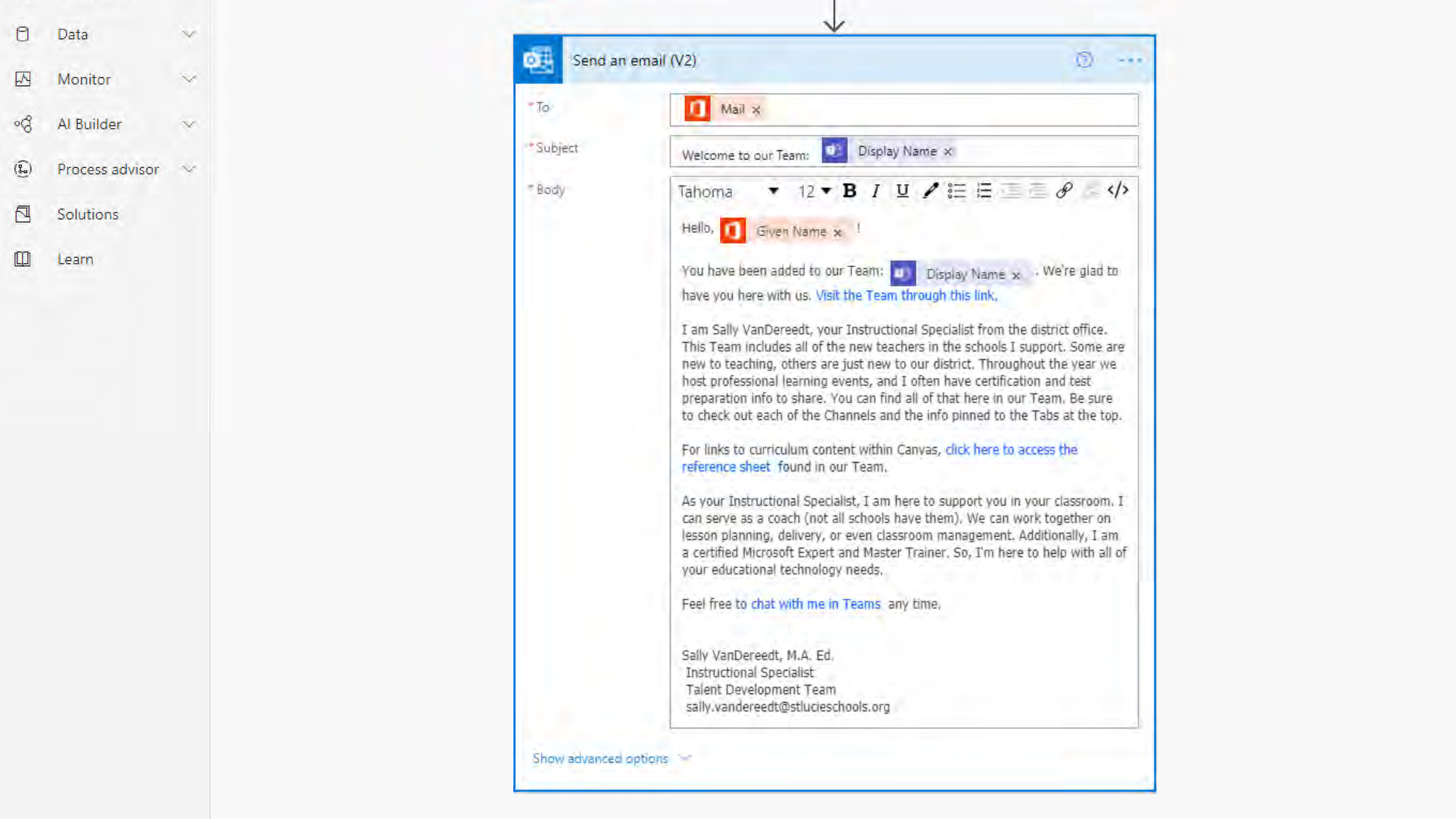
- Scheduled, event-based, manual
- Specific to each connector

Actions

- Specific to each connector
- Sequence/parallel/control logic




Power Automate
Search for helpful resources
Environments
St. Lucie Public Schools
New Member Added to Team Sends Welcome Email
Save
Flow checker
Test
Home
Action items
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
TRIGGER
When a new team member is added
ACTIONS
Get a team
Get user profile (V2)
Send an email (V2)
+ New step
Save


Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Send an email (V2)
*To
Mail
*Subject
Welcome to our Team:
Display Name
*Body
Tahoma
12
Hello,
Given Name
!
You have been added to our Team:
Display Name
. We're glad to have you here with us. Visit the Team through this link.
I am Sally VanDereedt, your Instructional Specialist from the district office. This Team includes all of the new teachers in the schools I support. Some are new to teaching, others are just new to our district. Throughout the year we host professional learning events, and I often have certification and test preparation info to share. You can find all of that here in our Team. Be sure to check out each of the Channels and the info pinned to the Tabs at the top.
For links to curriculum content within Canvas, click here to access the reference sheet found in our Team.
As your Instructional Specialist, I am here to support you in your classroom. I can serve as a coach (not all schools have them). We can work together on lesson planning, delivery, or even classroom management. Additionally, I am a certified Microsoft Expert and Master Trainer. So, I'm here to help with all of your educational technology needs.
Feel free to chat with me in Teams any time.
Sally VanDereedt, M.A. Ed.
Instructional Specialist
Talent Development Team
sally.vandereedt@stlucieschools.org
Show advanced options

Notifications and Action Items

Approvals

Data Collection and Distribution

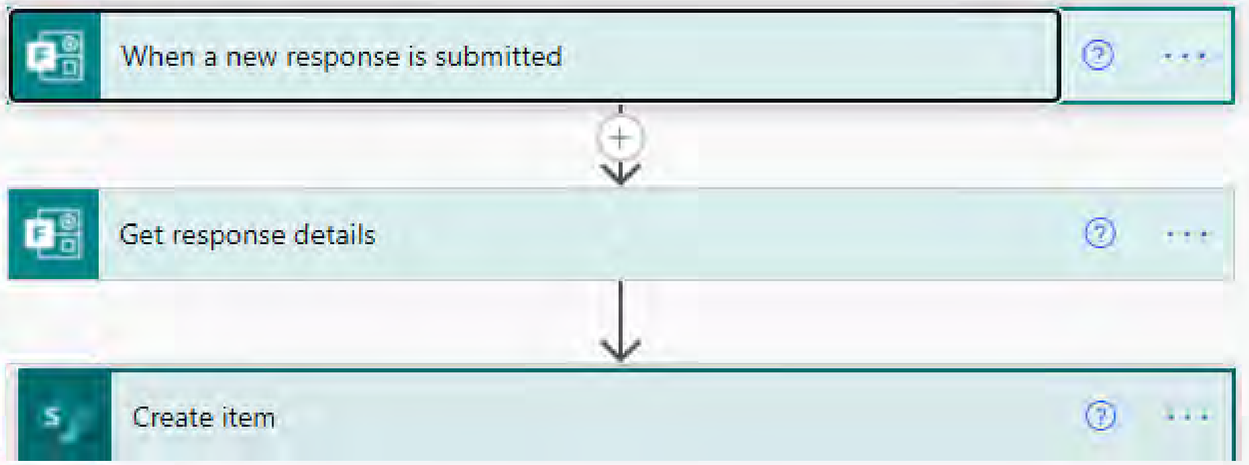
Notifications and Action Items

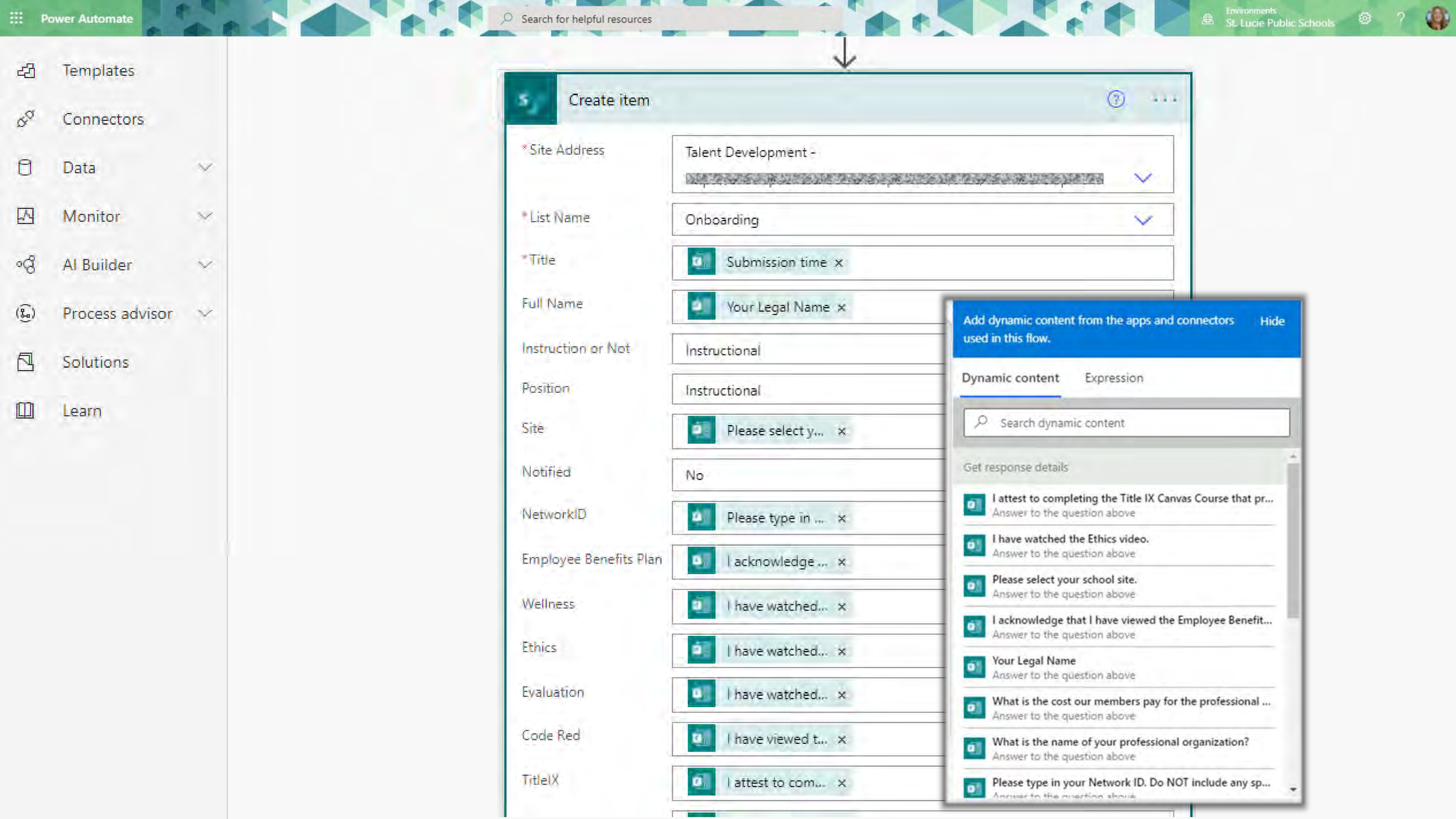
New teacher hired		• Curriculum department is alerted • Added to new teacher Team • Welcome email sent to new teacher
Specific responses to a Form		• Key individuals receive a notification of an action item • Specific data is shared to the Team

Home
Action items
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn

2021-22 Onboarding Instructional to SharePoint

Save | Flow checker | Test




Power Automate
Search for helpful resources
Environments
St. Lucie Public Schools
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Create item
*Site Address
Talent Development -
*List Name
Onboarding
*Title
Submission time
Full Name
Your Legal Name
Instruction or Not
Instructional
Position
Instructional
Site
Please select y...
Notified
No
NetworkID
Please type in ...
Employee Benefits Plan
I acknowledge ...
Wellness
I have watched...
Ethics
I have watched...
Evaluation
I have watched...
Code Red
I have viewed t...
TitleIX
I attest to com...
Add dynamic content from the apps and connectors used in this flow.
Hide
Dynamic content
Expression
Search dynamic content
Get response details
I attest to completing the Title IX Canvas Course that pr...
Answer to the question above
I have watched the Ethics video.
Answer to the question above
Please select your school site.
Answer to the question above
I acknowledge that I have viewed the Employee Benefit...
Answer to the question above
Your Legal Name
Answer to the question above
What is the cost our members pay for the professional ...
Answer to the question above
What is the name of your professional organization?
Answer to the question above
Please type in your Network ID. Do NOT include any sp...

Onboarding Update to Risk Management

VANDEREEDT, SALLY V.
Mon 9/6/2021 8:00 AM
To:
Cc: VANDEREEDT, SALLY V.

The following new employees have attested to completing the onboarding Canvas course.

Name	Position	Site	Benefits Video
	Non-Instructional	MANATEE ELEMENTARY	Yes, I have watched this video in its entirety.
	Non-Instructional	DAN MCCARTY MIDDLE S	Yes, I have watched this video in its entirety.
	Non-Instructional	MEDIA SERVICES	Yes, I have watched this video in its entirety.
	Non-Instructional	PALM POINTE	Yes, I have watched this video in its entirety.
	Non-Instructional	ALLAPATTAH FLATS K-8	Yes, I have watched this video in its entirety.
	Non-Instructional	FOREST GROVE MIDDLE	Yes, I have watched this video in its entirety.
	Non-Instructional	FOREST GROVE MIDDLE	Yes, I have watched this video in its entirety.
	Non-Instructional	ACCOUNTING/PAYROLL	Yes, I have watched this video in its entirety.
	Non-Instructional	PALM POINTE	Yes, I have watched this video in its entirety.
oy	Non-Instructional	ALLAPATTAH FLATS K-8	Yes, I have watched this video in its entirety.
	Instructional	PORT ST LUCIE HS	Yes, I have watched this video in its entirety.
	Non-Instructional	CREATIVE ARTS ACADEM	Yes, I have watched this video in its entirety.
	Non-Instructional	HUMAN RESOURCES	Yes, I have watched this video in its entirety.
	Instructional	LAKEWOOD PARK ELEMENTARY	Yes, I have watched this video in its entirety.

SharePoint

Search this list

Onboarding ☆

Date	Full Name	Instruction or Not	Position	Site	Notified
8/20/2021 6:28:15 PM		Instructional	Instructional	SAVANNA RIDGE	✓
8/23/2021 8:54:28 AM		Non-Instructional	Food Service assistant	PALM POINTE	✓
8/23/2021 5:11:40 PM		Non-Instructional	food server asst	LINCOLN PARK	✓

Notifications and Action Items

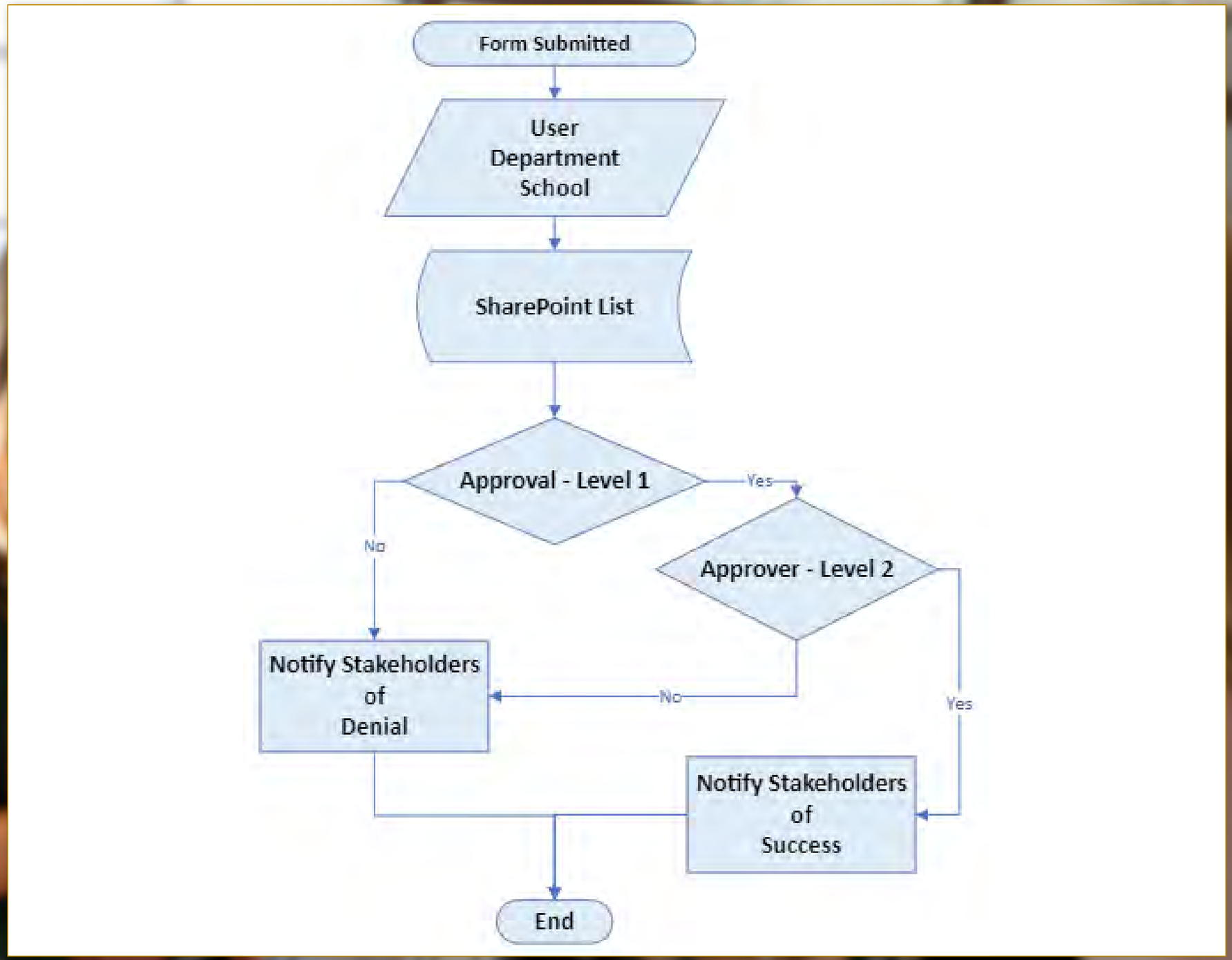
Approvals

Data Collection and Distribution

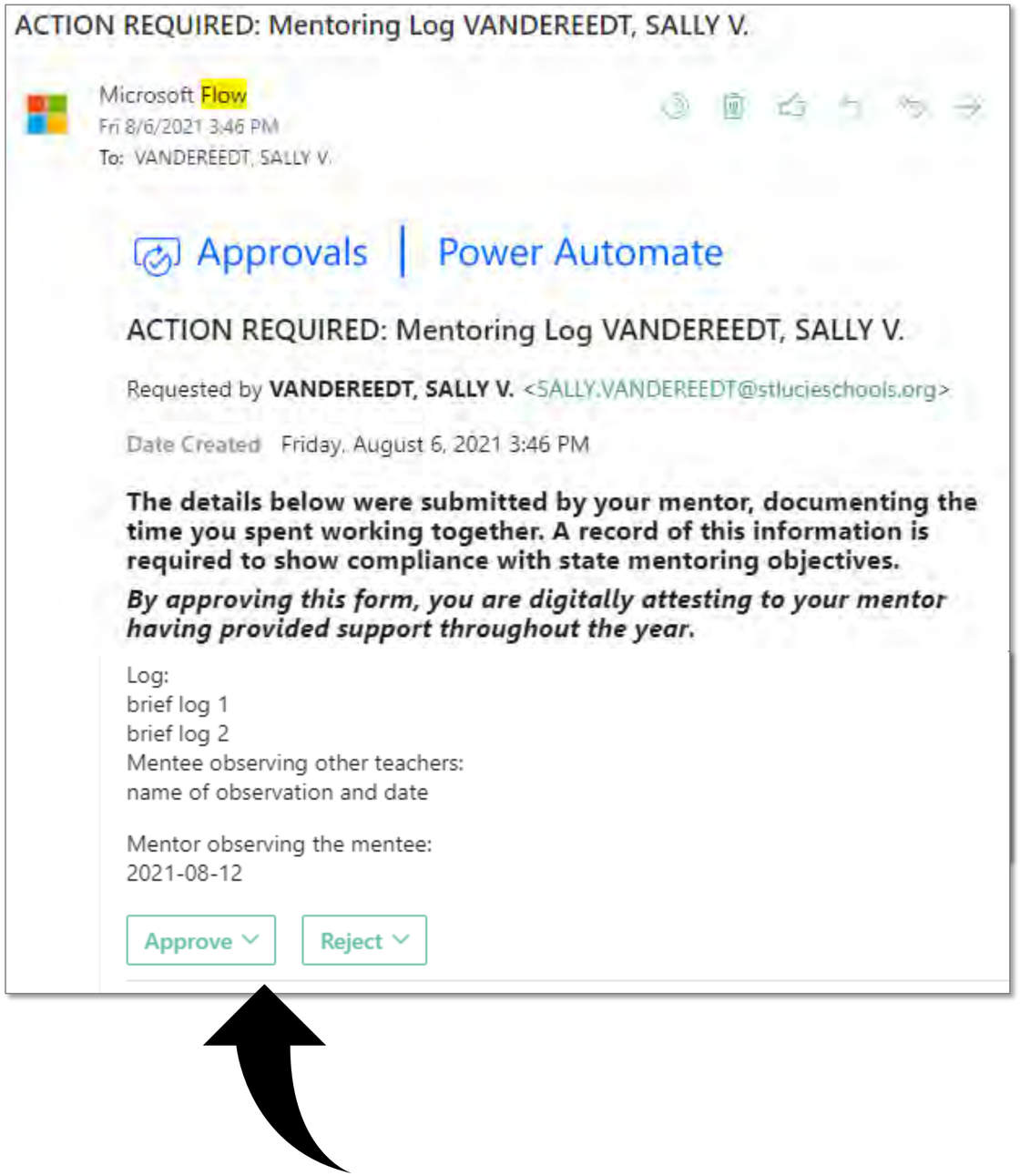
Multi-Level Travel Approvals

User Submits a Form
- Department

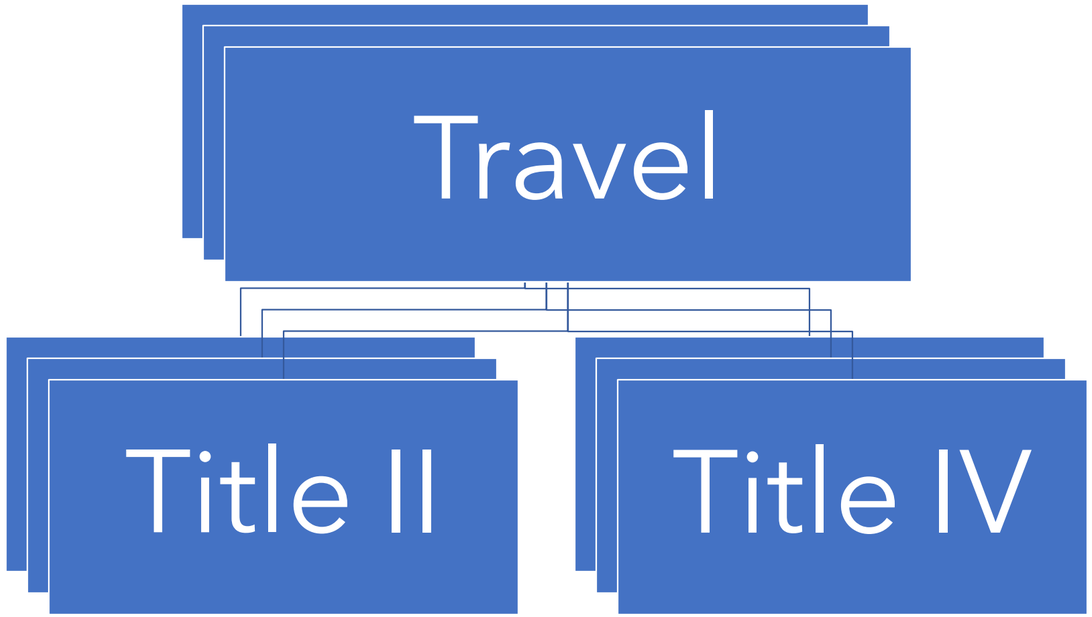
SharePoint List
- Department Supervisor
- 2nd Level Supervisor
- Executive Assistant


Form Submitted
User
Department
School
SharePoint List
Approval - Level 1
Yes
No
Approver - Level 2
Notify Stakeholders
of
Denial
No
Yes
Notify Stakeholders
of
Success
End

- Specific language translation requested via Form
- Translators who speak that language are notified
- Once accepted, translator receives uploaded file



Conditional operations available based on approval response.



When a new response is submitted
Get response details
Initialize approver1
Initialize approver2
Initialize executive
Initialize secretary
Initialize fund
Initialize commentsApprover1
Initialize commentsApproverED
Get requester
Get items
Apply to each
Get secretary profile

Power Automate

Search for helpful resources

- Home
- Action items
- Approvals
- Business process flows
- My flows
- Create
- Templates
- Connectors
- Data
- Monitor
- AI Builder
- Process advisor

Approvals

Received | Sent | History

Request	Approve	Receiv
Request for Supplies	✓ ✗ ⋮	Sep 13, (
MSAP Purchase Request		Sep 13, (

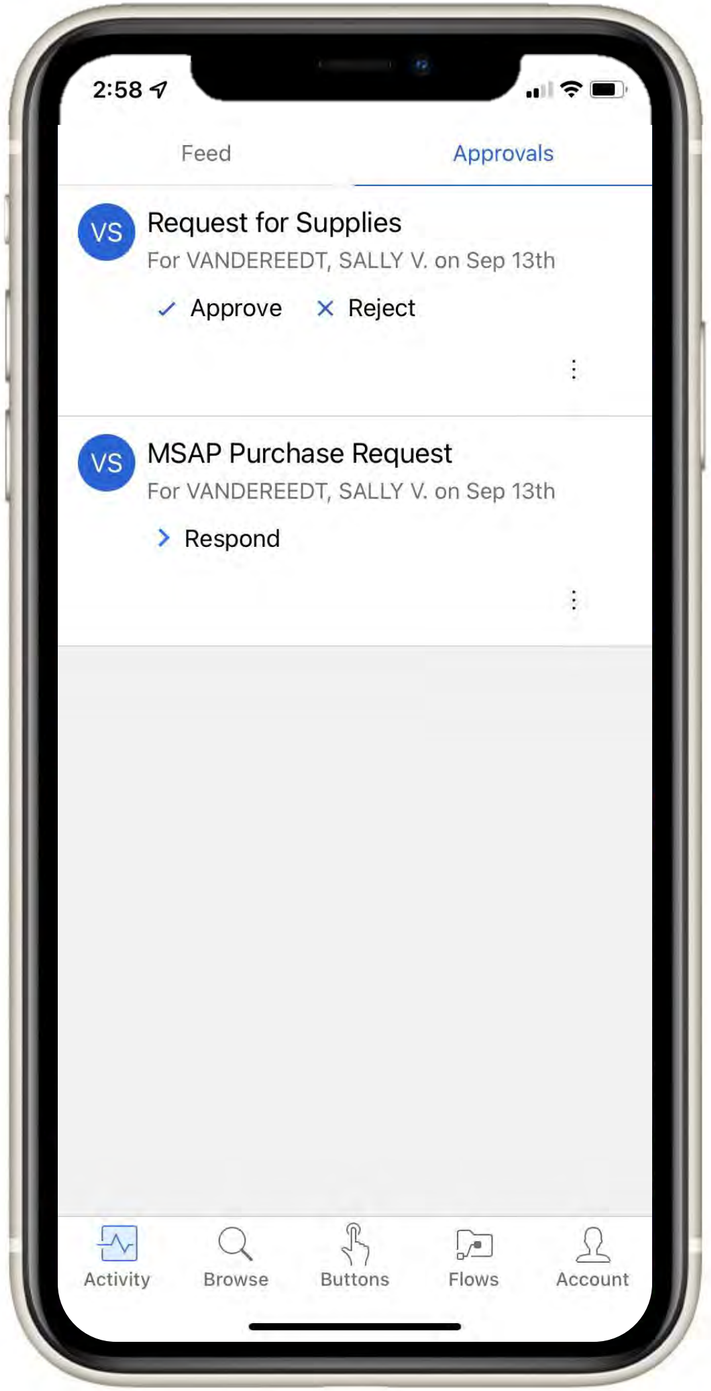
Power Automate 4+

Business workflow automation

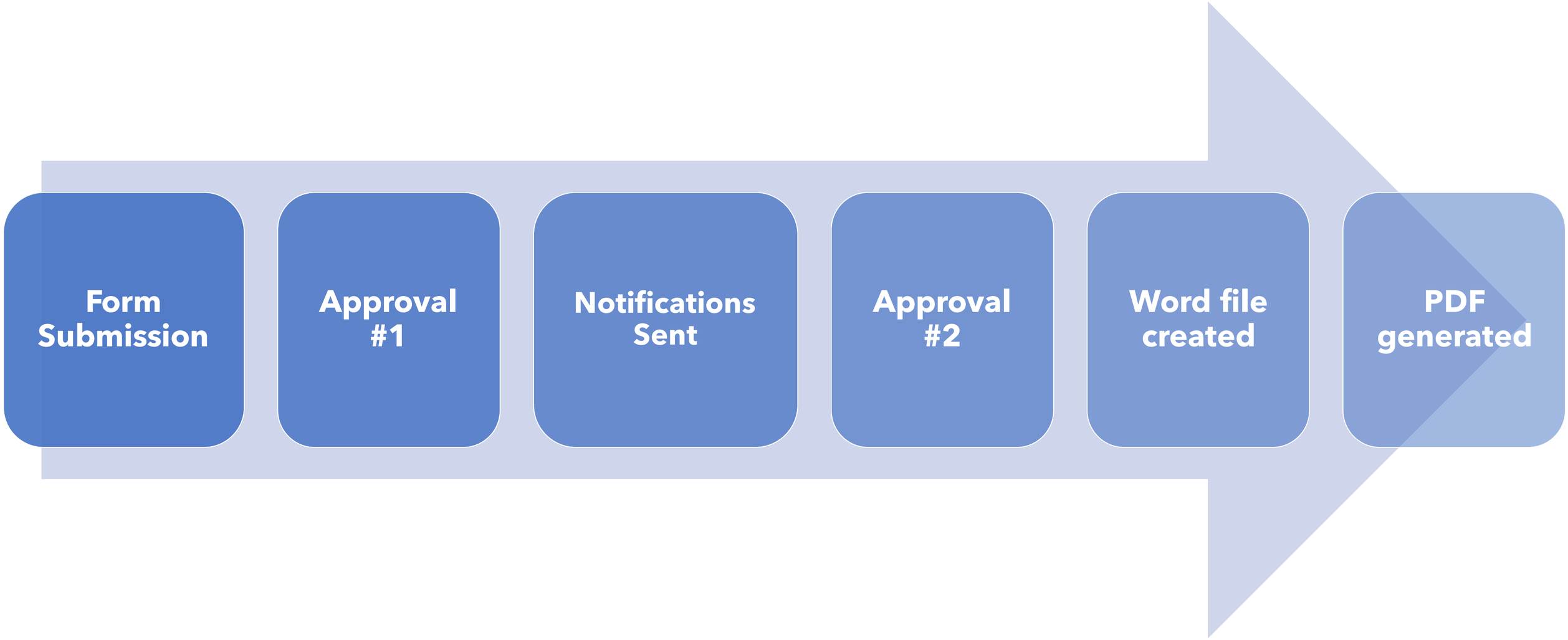
Microsoft Corporation

★★★★★ 4.8 • 2.8K Ratings

Free



Approvals with Documentation



Mentor Log

St. Lucie Public Schools

2021-2022

Mentee Name: Mentee Given Name Given Name Mentee Surname Surname

Mentor Name: Mentor Given Name Mentor Given Name Mentor Surname Mentor Surname

School: School School

Semester: Semester Semester

Mentee's 3 main needs:

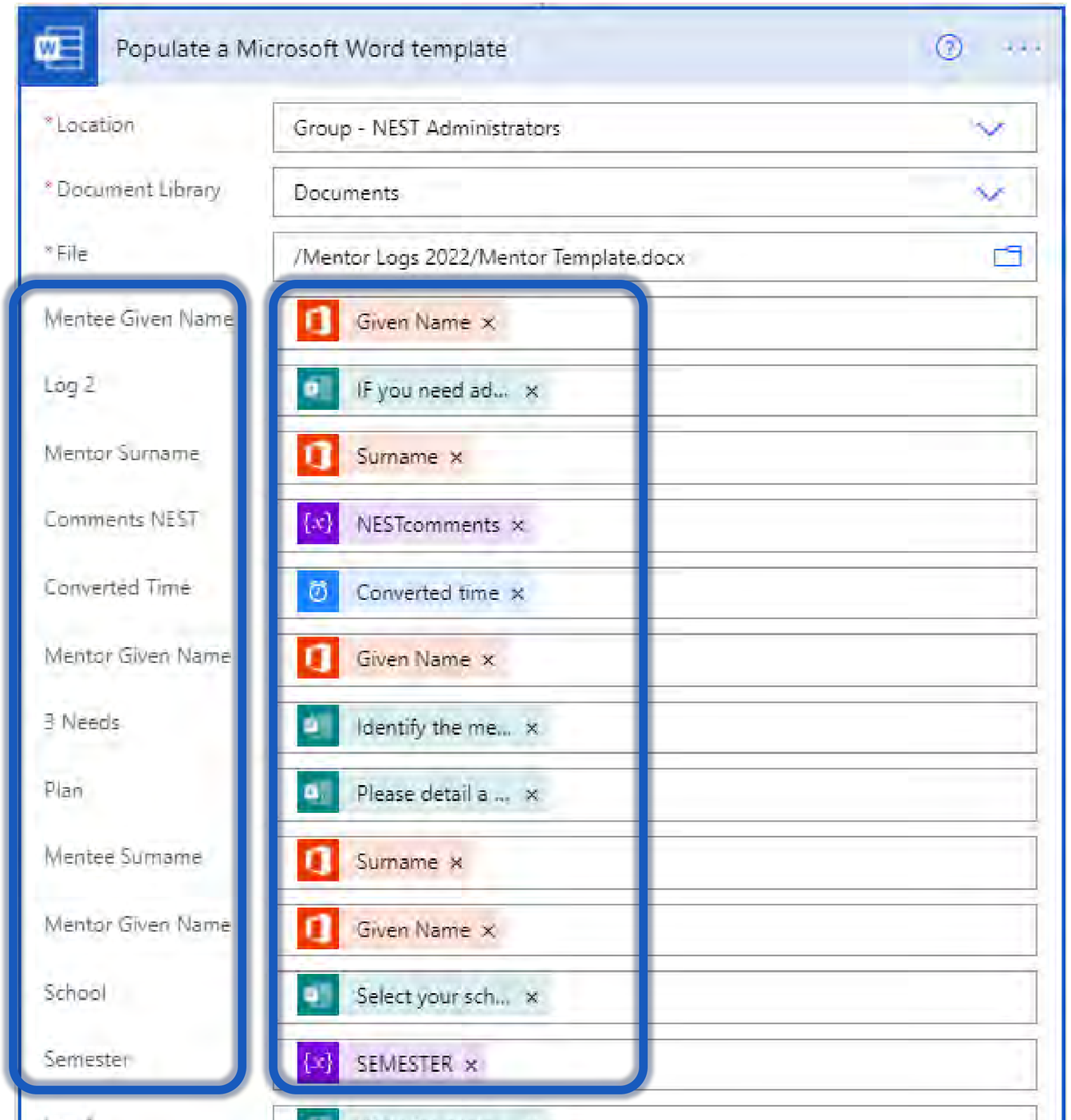
3 Needs 3 Needs

Plan to meet each mentee need:

Plan Plan Plan

Log:

Content Control Fields from Word



Dynamic Content from Power Automate

Populate a Microsoft Word template
Set FileName
Get files (properties only)
Check for duplicate
Create Word file
Convert Word Document to PDF
Create pdf file

Notifications and Action Items

Approvals

Data Collection and Distribution

Summer Internship Applications

Students Submit via Form → List Item Created

Teacher Recommendation Attached to Item

Single Form for Submissions
-School Site Selected

Distribute Data
-Dynamic folder and file name

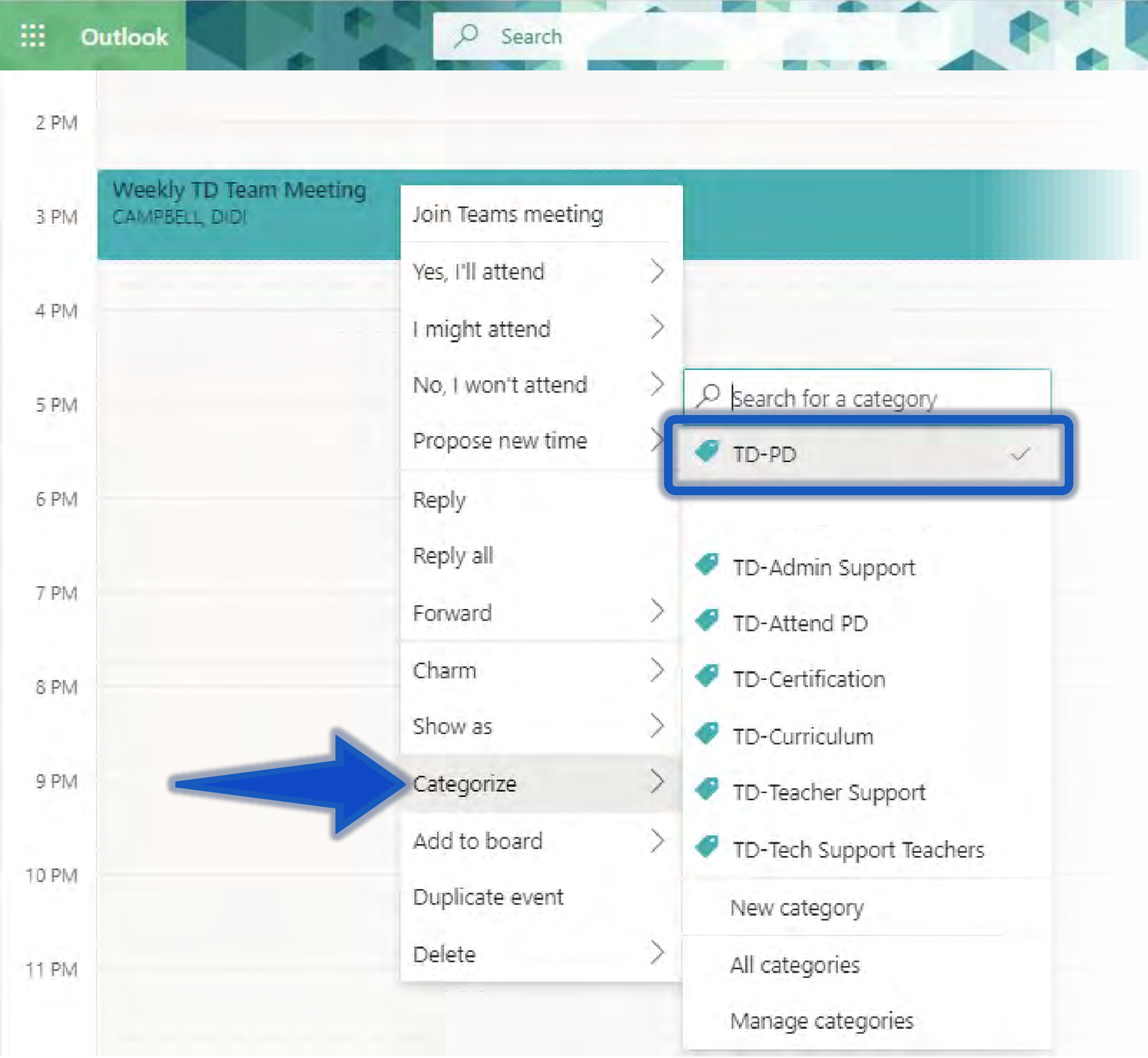
Permissions by folder

Data Collection and Visualization

Event Categorized

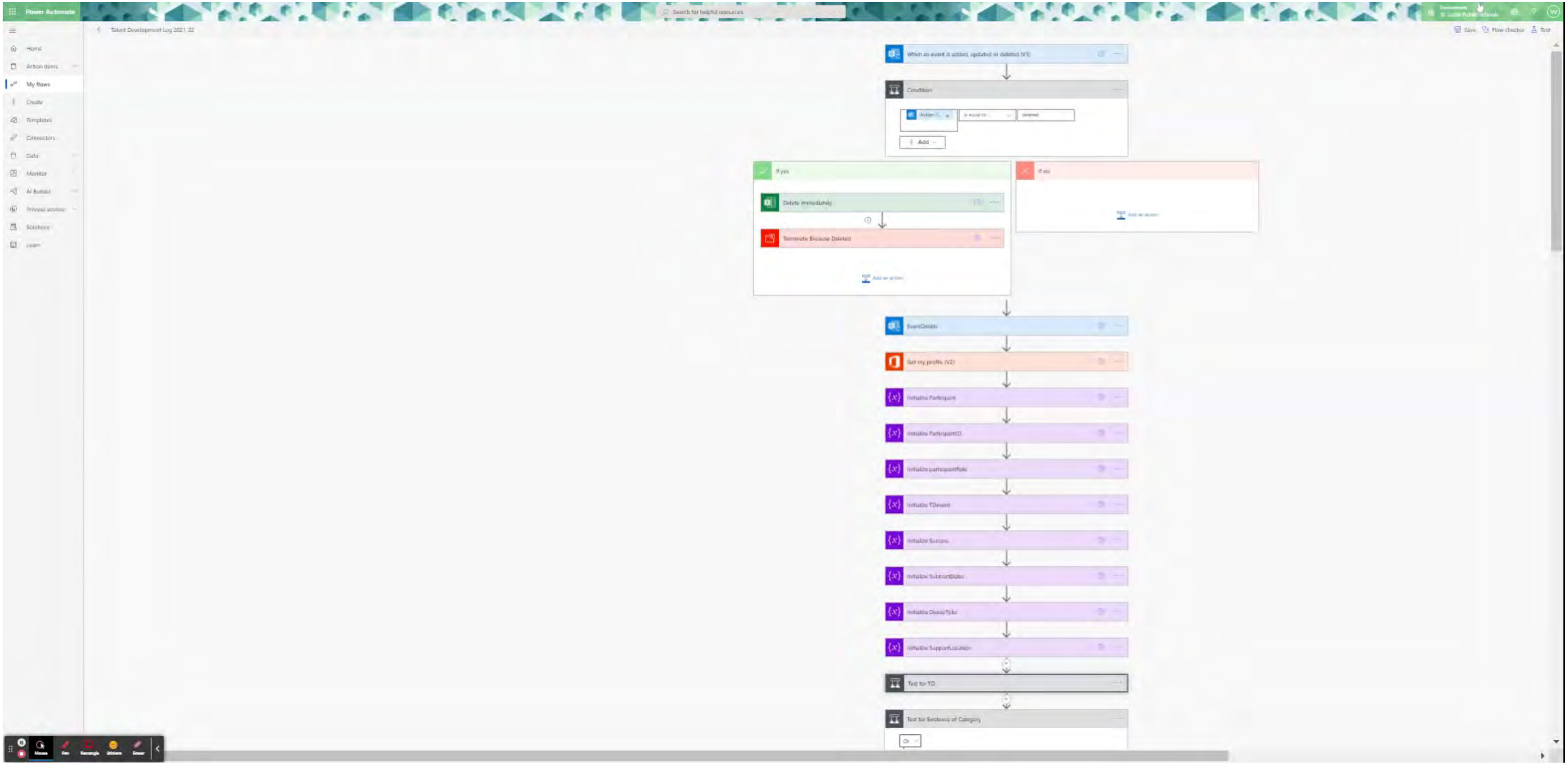
Entry
in SharePoint

Power BI
Refreshed



Events are tracked and updated in Excel:

- New events
- Updated details/time
- Deleted or uncategorized

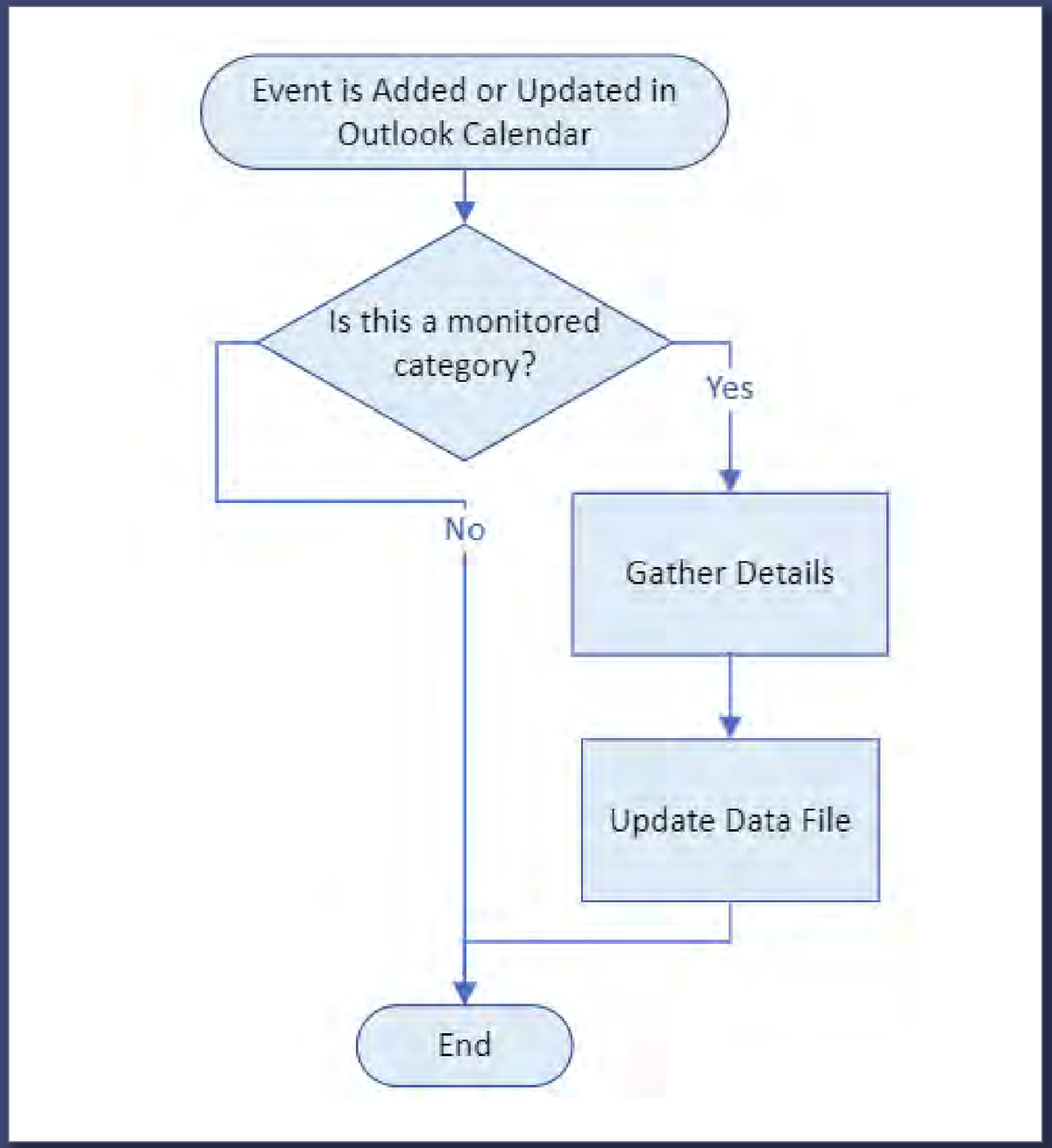

Power Automate
Search for helpful resources
Talent Development Log 2021 22
Save
Flow checker
Test
Home
Action items
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
When an event is added, updated or deleted (V3)
Condition
Add
If yes
Delete immediately
Terminate Because Deleted
Add an action
If no
Add an action
EventDetails
Get my profile (V2)
Initialize Participant
Initialize ParticipantID
Initialize participantRole
Initialize TDevent
Initialize Success
Initialize SubtractDates
Initialize DivideTicks
Initialize SupportLocation
Test for TD
Test for Evidence of Category
Or

Key Functionality

Based on Categories
- Uncategorized events are ignored
- Other categories ignored

Data Storage
- Personal OneDrive
- Combined department

Frequency
- Updating continually
- Run it periodically



Trigger

- Adding/Updating a calendar event
- Form submission

Record

- Calculate duration
- Evaluate location/Office 365 profile data
- Write to SharePoint

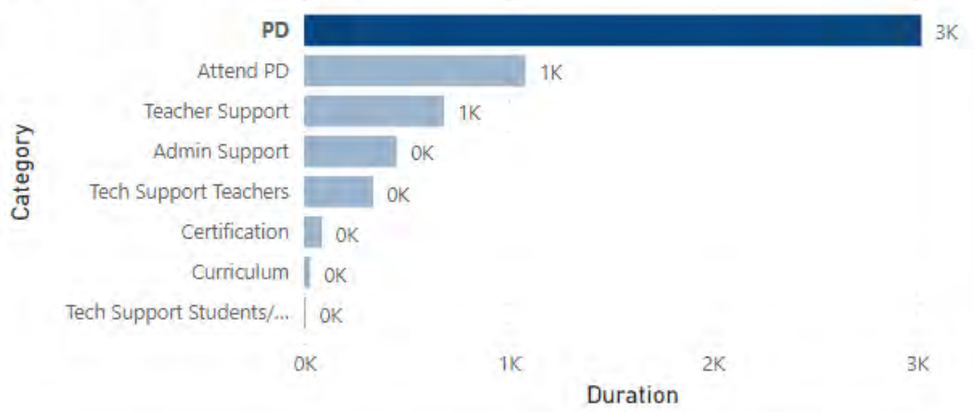
Visualize

- SharePoint List becomes Power BI Data Set
- Create dashboard for usability

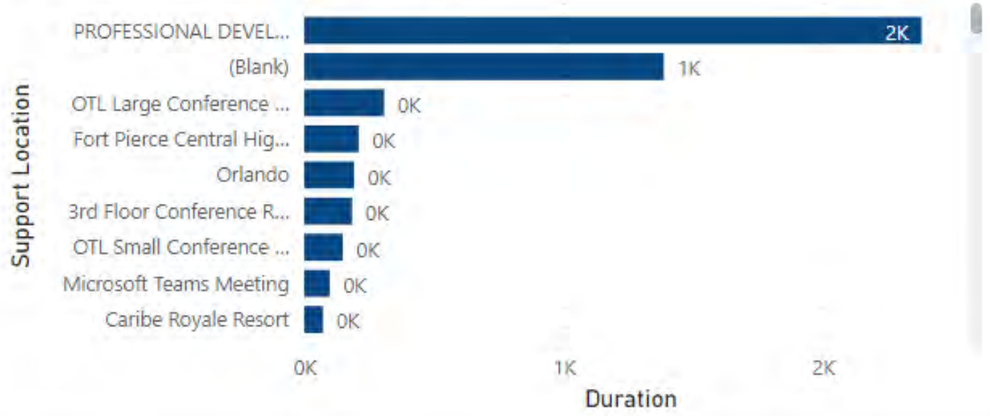
Home
Create
Browse
Data hub
Metrics
Apps
Deployment pipelines
Learn
Workspaces
Talent Development

Talent Development Log

Duration by Category (hours)



Duration by Support Location (hours)



Team Member	Admin Support	Attend PD	Certification	Curriculum	PD	Teacher Support	Tech Support Students/Families	Tech Support Teachers	Total
BENNER, BELINDA P.	12	5		6	336	403			**761**
HILBURN, JULIA C.	342	344			1192	94	4	298	**2273**
MILLER, DANA J.	23	472	66	9	624	39			**1233**
POWER, JACOB M.					76				**76**
THOMAS, ANGELIA J.	3	84	12		39	31			**169**
TURNER, WENDYNET		10			433	102		2	**547**
VANDEREEDT, SALLY V.	76	170	9	14	325	15		38	**647**
Total	**455**	**1085**	**87**	**29**	**3023**	**685**	**4**	**338**	**5706**

Filters

Home
Create
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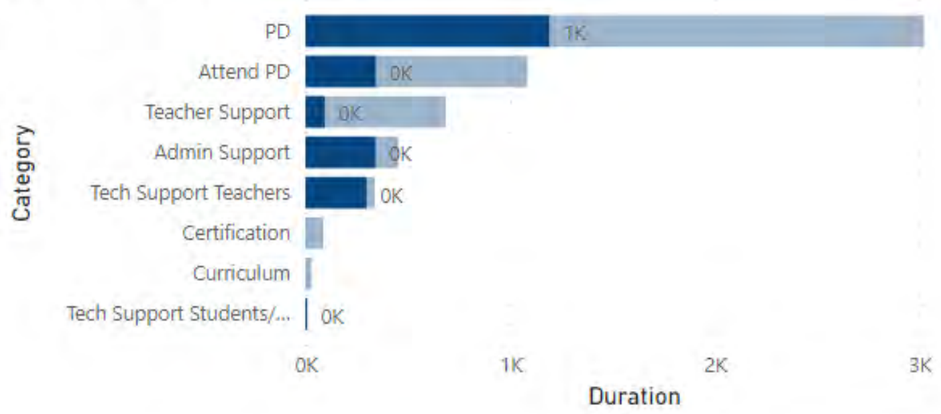
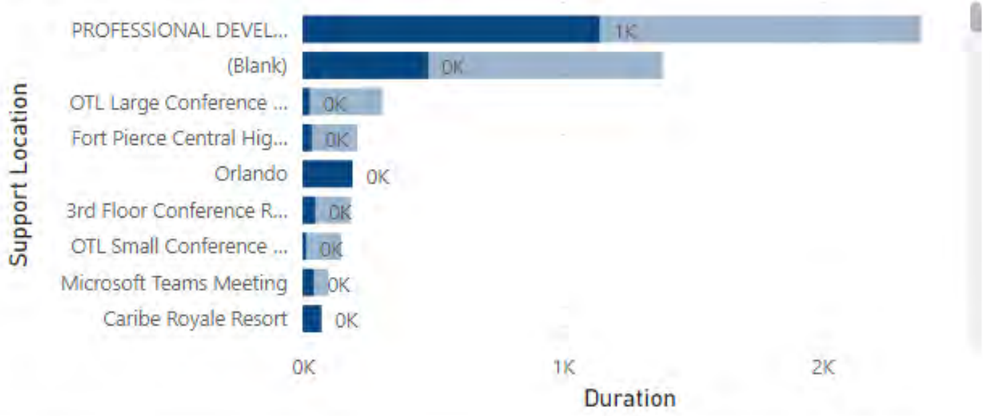
Talent Development Log

Duration by Category (hours)



Duration by Support Location (hours)



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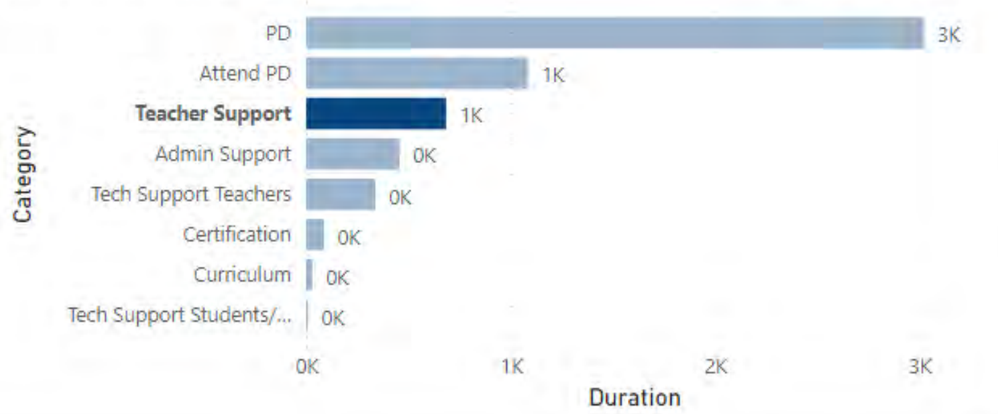

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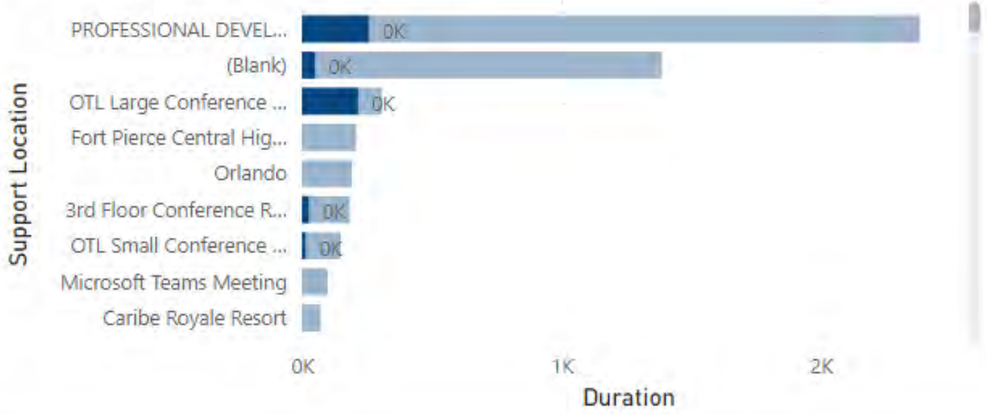

Team Member	Teacher Support	Total
BENNER, BELINDA P.	403	**403**
HILBURN, JULIA C.	94	**94**
MILLER, DANA J.	39	**39**
THOMAS, ANGELIA J.	31	**31**
TURNER, WENDYNET	102	**102**
VANDEREEDT, SALLY V.	15	**15**
Total	**685**	**685**

Filters

- Notifications and Action Items
- Approvals
- Data Collection and Distribution

3rd Grade Promotion Reviews

Tutoring Registration

Team Member Extraction

Morning Announcements

Multi-Session Conference Registration

St. Lucie PUBLIC SCHOOLS

Microsoft INNOVATIVE EDUCATOR EXPERT

Microsoft EDUCATOR MASTER TRAINER 2023

Microsoft EDUCATOR MASTER TRAINER 2023

Microsoft INNOVATIVE EDUCATOR EXPERT

Sally VanDereedt

Instructional Technology Specialist

Julia Hilburn

Technology Support Specialist