



April 13, 2017

# Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



## NC SIS Weekly Email Bulletin

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### Next Home Base Maintenance Weekend - April 21-23, 2017

The next Home Base maintenance weekend is scheduled for **Friday, April 21 through Sunday, April 23, 2017**. Currently, PowerSchool is reportedly the only application maintenance will be performed on.

PowerSchool will be brought down Friday evening, at 6 p.m. Once maintenance is completed, a message will be sent to notify users that the system is up and available for use. PowerSchool should be returned to service no later than 6 a.m., Monday, April 24. If there is a delay in bringing up the system, users will be notified.

Remember to visit [NCDPI's 2016-17 Home Base Maintenance Schedule](#) for a list of all planned Home Base maintenance weekends. Questions pertaining to this maintenance weekend may be addressed to the Home Base Support Center at (919) 807-4357, or by submitting a ticket through the [Remedy Portal](#).

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## OCR/CRDC Submission Update

Dear OCR Coordinators,

Please forward this email to other staff as appropriate. Note: Those LEAs and schools that were not open in the school year 2015-16 are not required to participate in this collection.

The CRDC Submission end-date is April 24, 2017. Don't wait! The entire nation is uploading or manually recording data, correcting errors and running reports. The system is beginning to show signs of latency and will likely continue to do so.

To-date, **78** LEAs and Charters have completed the submission. Please review the [State Certification](#) report.

Please be aware that errors may still exist in some LEAs. The submission may not be certified until all errors are corrected. To see LEA and School Errors and Warnings, click the Reports link at the top right of the Federal Submission Portal home page. Navigate to the Error Resolution Report for Advanced Users report and click Download Error Resolution Report.

### Resources from the OCR:

Looking for some guidance on how to use the Submission Tool? Please click this link: <https://crdc.grads360.org/#communities/pdc/documents/7728>

The guide is for the 2013-14 collection and an updated reference is pending, but this should get you used to navigating the system.

Please contact Terra Dominguez with any questions regarding the OCR/ CRDC process.

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## Schoolnet Software Release - Friday, April 14, 2017

Pearson, the Schoolnet vendor, has developed a new release to address and correct the following issues:

- Analysis spreadsheet – Secondary alignments are not showing results
- Teachers inability to copy a co-authored test from a co-authored folder
- Standards Performance icon not appearing in the lesson

planner

This release will be deployed into NC Schoolnet Friday, April 14, 2017, between the hours of 8 p.m. and 11 p.m. Sever maintenance will also be performed during this time. If you have any questions

concerning this maintenance, please contact the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).



## 2016-2017 End of Year (EOY) Process Begins June 30, 2017

The 2016-17 EOY Process for the Home Base Suite of Applications will begin **Friday, June 30, 2017**. Home Base will be taken offline Friday at 5:00 p.m. EOY processing and archiving of data will begin **Saturday morning, July 1, 2017**. Once all EOY tasks are completed and systems tested, Home Base will be returned to service. More information on the return to service date will be provided at a later date.

In preparation for EOY, NCDPI realizes many LEAs will need to update school information or create new schools to permit next year scheduling and student transitions prior to EOY. For this reason, the nightly feeds from EDDIE (Educational Directory and Demographical Information Exchange) into PowerSchool will be discontinued on **April 21, 2017**. The EDDIE feed will remain off until the completion of PowerSchool's EOY process. Once completed, a notice will be sent prior to reactivating the feed.

**Important note: After the EDDIE feed is turned off, changes to EDDIE fields must be completed in both systems. Timing of changes may differ based on the type of change needed. See below:**

1. Personnel changes will need to be made in PowerSchool and EDDIE to keep information in sync.
2. Future year changes to schools (e.g., new grade levels) can be made in PowerSchool to allow for scheduling and student transitions. These changes cannot be made in EDDIE until after completion of the EOY process for both systems since EDDIE is used as the authoritative source for school information. The EDDIE system does not have the capacity to flag changes as "future" and thus, must be kept in sync with each current school's status. A communication will be sent following EOY alerting users when these changes should be made in EDDIE. Changes will need to be completed before the EDDIE feed is turned back on, or they will be overwritten by the feed.

What can you do at this time in preparation for EOY? Schools may begin performing their school enrollment (Start > System Reports > System > School Enrollment Audit) and section enrollment (Start > Reports > Run Reports > Section Enrollment Audit) for accuracy. Links to section and school enrollment documentation on PowerSource are below. If you are unable to access PowerSource, please click on the pdf document.

Section Enrollment Audit (PowerSource)

<https://support.powerschool.com/article/77440>

[How to Validate Section Enrollments with the Section Enrollment Audit Report.pdf](#)

School Enrollment Audit (PowerSource)

<https://support.powerschool.com/article/59086>

[How to Validate School Enrollments with the School Enrollment Audit Report.pdf](#)

This may also be a good time to begin reviewing the EOY quick reference documents available on the NC SIS website's [EOY page](#). Please visit this page frequently for updates.

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## NCDPI's Technology Support Center's Knowledge Base



LEA/Charter School coordinators, data managers and staff that use or support the Home Base suite of tools can access the Technology Support Center's Knowledge Base. Inside is an extensive library of resources available to users 24/7.

Our knowledge base includes:

- Knowledge Base Articles, 'How To' Guides
- FAQ's, Quick Reference Documents
- Tips, Hints and More!
- Links to other support resources - e.g., NC-SIS webpage and PowerSource

Users can request access at: <http://servicedesk.ncdpi.wikispaces.net/home>

Knowledge Base Quick Reference Doc at: <http://bit.ly/HomeBaseKB>

**Check back often - New resources added regularly!**



### 2017 NC SIS Training Calendar

The [2017 Training Calendar for PowerSchool](#) related training is available on the [NC SIS website](#). To access the calendar, users may click on "Training" located on the blue menu bar and select "Calendar". If you are unable to view the calendar on your first attempt, either refresh the page, clear cache and cookies from the browser and then re-open it, or open the calendar in a different

browser.

Training sessions and dates are listed below. Please visit this calendar often for additional training sessions and updates.

#### PowerSchool New Charter Setup Q & A Webinar

This webinar will address new charter school setup for the 2017-2018 school year. It will cover what information needs to be collected and completed before attending training at DPI. Time will be given for questions.

#### Dates/Times

April 19, 2017

2:00 PM - 3 PM

Registration URL:

<https://attendee.gotowebinar.com/register/1810443032407775235>

#### PowerSchool New Charter Training for 2017-18 Startup Charters Only

ATTENDEES MUST BE AN EMPLOYEE OF THE SCHOOL AND NOT A MANAGEMENT COMPANY.

This is a three and a half day workshop to walk new charter school users through the process of setting up their school for the new year. This session will include, but is not limited to:

-Logging into PowerSchool

- Navigating the system
- Enrolling students
- Withdrawing students
- Adding teachers/staff
- Creating the master schedule
- Scheduling students and teachers to classes

**Dates/Times**

May 23 - May 26, 2017

9:00 AM - 4:00 PM (Tues. - Thurs)

9:00 AM - 12:00 PM (Fri.)

Registration URL:

<http://bit.ly/PSNewCharter17-18>

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Remember to visit the [NC SIS website](#) for additional information including webinars and training documentation.

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