NC SIS Weekly Email Bulletin

The NC SIS Weekly Email Bulletin highlights issues and announcements that were communicated to users during the week. It also features late-breaking and recurring news about NC SIS (PowerSchool).

In this issue:

1. PowerSchool Weekend Updates and Fixes
3. SAR Considerations When Scheduling
4. ReportWorks Developer Does Not Launch on Google Chrome Browsers
5. IIS Schoolnet Upgrade this Weekend
6. Upcoming Training Webinars and Workshops

1. PowerSchool Weekend Updates and Fixes
The following items will be promoted into PowerSchool this weekend. If you have any questions or concerns, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

A. State Reporting
   1) Updating Civil Rights Data Collection I and II Reports due date from 04/17/2015 to 05/01/2015.

B. NC Graduation Plan Requirements
   1) PowerSchool 8.1.1 - District Setup
      a. Resolving tab display issues for users in Group 150 or above.

C. Student Pages
   1) Other Information - Adding new fields for Responsible Accountability School and Non-Content Visitor.

D. Updating to NC State Compliance Report Release 15.4.0

The next Home Base maintenance weekend will begin today, April 24 at approximately 5 p.m. Home Base will be returned to service no later than 6 a.m., Monday morning. Users will be notified via NC SIS email once maintenance is completed or if there is a delay in bringing up the system.
This maintenance weekend will include a North Carolina State Compliance Reporting release. Updates will be made to School Activity Report Data Collection, Alternative Learning Program Collection, Graduate Data Verification System Collection, Discipline Collection, and the Civil Rights Data Collection. Amendments to the Extended Schema Definition’s table will also be made, and a new procedure for logging the deletion of records will be implemented. For more details concerning these revisions, please see the North Carolina Reporting Release Notes posted to the NC SIS website at http://www.nc-sis.org/Documents/requirements/2015_North_Carolina_Release_Notes.pdf.

For a complete list of scheduled maintenance weekends, please visit http://www.ncsis.org/Documents/maintenance/Home_Base_Maintenance_Sched.pdf.

3. SAR Considerations When Scheduling
The following scheduling guidelines are essential to SAR reporting. Please adhere to these instructions when creating your schedules. This will assist NCDPI in calculating the ‘typical class size’ for state reporting.

1. Enter the lead content teacher as first lead teacher of the class on the main sections screen. This will assist in class sizing and the combining of classes. If there is an EC teacher, put that teacher as TE2 on the additional staff screen.
2. If a teacher has a combined class of students of various grade levels (same subject being taught at the same time with the same teacher) make sure they have the same expression.
3. Have the room populated to show that combined classes of students are in the same room with the teacher.
4. After school starts, if you have to change a lead teacher, do not delete the old teacher and add a new one with start and end dates for the entire class term. You must add the new teacher with accurate start and end dates. The original teacher will keep their start date and you would update the end date. This practice should continue throughout the entire school year.

In addition to the above scheduling instructions, please comply with the following procedure quoted from the SAR Guide:

‘For staff members who are no longer affiliated with the school and have not been active in the school since the previous year, uncheck the Active checkbox and select ‘Not assigned’ in Staff Type drop-down menu. For staff members who have been active in the school in the current year (i.e., had classes assigned) only uncheck the Active checkbox.’

You will keep the teacher status.

If you have any questions pertaining to these instructions, please contact Sandra Johnson, sandra.johnson@dpi.nc.gov.

4. ReportWorks Developer Does Not Launch on Google Chrome Browsers
The Netscape Plugin Application Program Interface (NPAPI) is no longer enabled by default with the release of Google Chrome version 42. ReportWorks requires this plugin in order to launch.
Please use one of the following workarounds to launch ReportWorks:

- Use Firefox, Internet Explorer, or Safari when working with ReportWorks. For more information on supported browsers, see the Hardware and Software Requirements for PowerSchool available on PowerSource.

- Enable NPAPI in the Chrome browser:
  1. In the Chrome address line, type `chrome://flags` and press Enter/Return.
  2. Under the Enable NPAPI listing, click Enable.
  3. Click Relaunch Now.

This issue will be addressed in a future release of PowerSchool.

5. IIS Schoolnet Upgrade this Weekend
The Home Base Instructional Improvement System (Schoolnet) will be upgraded this weekend from version 16.0 to version 16.3. The system will already be down as part of the PowerSchool maintenance weekend beginning around 5:00 PM on Friday, April 24 and will be available again when PowerSchool comes back up after the maintenance weekend (no later than 6:00 AM on Monday, April 27). This new version of Schoolnet includes several much-anticipated features (co-authoring assessments, ability to restrict access to assessment content for test security, and student workspaces). On Monday morning, April 27, NCDPI will send out a notice that highlights the new features in version 16.3 (which will include the features from 16.1) and you can go ahead and access release notes for 16.1 and 16.3 through PowerSource at [https://powersource.pearsonschoolsystems.com/dir/8503](https://powersource.pearsonschoolsystems.com/dir/8503) and [https://pearsonnacommunity.force.com/coco/articles/Documentation/Schoolnet-Version-16-3-Release-Notes/?l=en_US&c=Product_Family%3ASchoolnet&fs=Search&pn=1](https://pearsonnacommunity.force.com/coco/articles/Documentation/Schoolnet-Version-16-3-Release-Notes/?l=en_US&c=Product_Family%3ASchoolnet&fs=Search&pn=1).

Also, as a reminder there will be an important webinar on Thursday, April 30 at 3:30 that will address roles and permissions including the new information about restricting access to assessments. You can register/access the webinar at [https://attendee.gotowebinar.com/register/120862973;jsessionid=abcNa8KiOG07a86jnxRZu](https://attendee.gotowebinar.com/register/120862973;jsessionid=abcNa8KiOG07a86jnxRZu).

Thank you for your support as we work to improve your Instructional Improvement System.

6. Upcoming Training Webinars and Workshops

a) Athletic Eligibility in PowerSchool
This webinar will demonstrate the new Athletic Eligibility functionality in PowerSchool. It will be recorded and posted to the [www.nc-sis.org](http://www.nc-sis.org) website. After registering, you will receive a confirmation email containing information about joining the webinar.

**Date, Time and Registration Link**
- Friday, June 5, 2015 – 9:30 a.m.
  [https://attendee.gotowebinar.com/register/6980163072792520706](https://attendee.gotowebinar.com/register/6980163072792520706)

b) Elementary Scheduling Webinar
This online session will show elementary schools how to create their 2014-15 master schedules on the 'Live' side and schedule students into classes.
c) PowerSchool Scheduling Q & A Webinar
This webinar will not contain any presentation. It will be an open forum for attendees to ask their scheduling questions to a panel of DPI staff members.

d) PowerSchool Scheduling Workshops
(1) Build Workshops by Region
Build Workshops are offered for schools utilizing the “Build and Load” Methodology. Sessions are hands-on working time. Session facilitators will assist schools with completing their master schedules to the extent time allows. Scheduling teams should have completed all steps in the Prepare to Build Workbook (https://powersource.pearsonschoolsystems.com/article/6303?from=search), including validating their build data if possible.

- Region 2
  - 05/11 thru 05/12 - New Hanover County Schools
  2814 Carolina Beach Road Wilmington, NC 28412
  https://www.timetosignup.com/powerschooltraining/form/6117
  - 05/13/ thru 05/14 - New Hanover County Schools
  2814 Carolina Beach Road Wilmington, NC 28412
  https://www.timetosignup.com/powerschooltraining/form/6118

- Region 3
  - 05/18 thru 05/19 - Northampton County Schools Central Services Annex
  320 Bagley Dr. Jackson, NC 27845
  https://www.timetosignup.com/powerschooltraining/form/6126
  - 05/20 thru 05/21 - Northampton County Schools Central Services Annex
  320 Bagley Dr. Jackson, NC 27845
  https://www.timetosignup.com/powerschooltraining/form/6127

- Region 4
  - 05/18 thru 05/19 - Cumberland County Educational Resource Center
  396 Elementary Dr. Fayetteville, NC 28301
  https://www.timetosignup.com/powerschooltraining/form/6123
  - 05/20 thru 05/21 - Moore County Schools
  5277 HWY 15-501 S Carthage, NC 28327
  https://www.timetosignup.com/powerschooltraining/form/6124

- Region 5
PowerSchool Scheduling Workshops
(2) Load Only Workshops by Region

Load Only Workshops are offered for schools utilizing the “Load Only” Methodology. Sessions are hands-on working time. Session facilitators will assist schools with loading their students and completing their schedules to the extent time allows. Scheduling teams should have completed all steps in the Load Process Workbook (https://powersource.pearsonschoolsystems.com/article/6750?from=search), ensuring that a complete, valid timetable is in place and the load data is validated, if possible.
e) Scheduling Help Sessions

Scheduling Help Sessions are offered to schools that are having difficulty completing the scheduling process. Sessions are face-to-face at the NCDPI Building (301 N Wilmington St. Raleigh, NC) in Room 564. Schools will work with session facilitators to complete their schedules to the extent allowed by time. Sessions are scheduled for two days, but time of attendance will vary depending on degree of assistance required. Schools may register for one help session only to provide adequate availability for all schools. If after the initial signup period (thru 5/22) seats are available, they will be made available on a first come, first served basis.

Please register only one person for the workshop to represent the school. Up to 4 people per school may attend with this registration.

Dates, Times and Registration Link

- June 1-2, 2015 – 9:00 a.m. – 4:00 p.m. each day
  https://www.timetosignup.com/powerschooltraining/form/6192
- June 3-4, 2015 – 9:00 a.m. – 4:00 p.m. each day
  https://www.timetosignup.com/powerschooltraining/form/6193
- June 8-9, 2015 – 9:00 a.m. – 4:00 p.m. each day
  https://www.timetosignup.com/powerschooltraining/form/6194
June 10-11, 2015 – 9:00 a.m. – 4:00 p.m. each day
https://www.timetosignup.com/powerschooltraining/form/6195

NC SIS

NC Department of Public Instruction
Education Building, Room 320
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3421 Fax
email: ncsis@dpi.nc.gov