



NC SIS Weekly Email Bulletin

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

In this issue:

1. PowerSchool Weekend Updates and Fixes
2. Transportation Committee
3. Attendance Errors Due to Improperly Configured Attendance Codes
4. GPA Added Value Process and Storing Historical Grades
5. LEA Student Help Desk Role within IAM Service
6. Small Change to the my.ncedcloud.org Login Page
7. Missing Emails for Some LEA Admins
8. Upcoming Training Workshops and Webinars

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. Daily Headcount

- 1) Updating to resolve the error message on headcount links for Totals, Present and Absent pop-up information.

B. NC WAPT Administration

- 1) (Template) Updating page to resolve issues that occur when attempting to create an import template.
- 2) (Data Import Process) Updating the data import process to resolve issues with selecting Field Delimiter and Character Set which prevents the process from proceeding.

C. Student Pages

- 1) **(ACCESS – Access Data Entry)**
 - i. Updating page to display the correct School Year for all students.
 - ii. Updating page security to limit access to the page for only Groups 9 [DPI Admin] and 141 [LEP DPI Staff]
- 2) Health Screenings – Vital Signs/Biometrics Screening
 - i. Updating PowerSchool core database view to correctly report calculated BMI.

D. NC LEP/WAPT/ACCESS Administration

- 1) Updating ACCESS Management process for LEP/WAPT to resolve DOM Update Process and to resolve EOY LEP Rollover issues in production.

E. NC Title III Administration

- 1) Updating to correct replication of Title III Schools from Enterprise Controller user interface to ODS database in S_NC_TITLEIII_SCHOOLS
- 2) Updating to resolve issue caused by new district numbers from new charters in 2015.

F. State Reporting

- 1) GDV Correction Window Report
 - i. Updating to resolve an issue with the report output where Summer School graduates are not correctly classified.

G. GPA Added Value – Historical Grades

- 1) Updating the process for storing grades to auto-populate the GPA Added Value for specific courses with newly determined values in order to adapt to current changes in the NC GPA calculation.
 - i. Updating to prevent Student Transfer failures when the student does not have a 9th grade entry date.
 - ii. Updating for requested change to CTE Community College Courses.
Note: We are promoting the functionality only. The Audit Report has not passed QA. We will sign off on the GPA once the report passes QA.

For more information on this topic, please see the GPA Added Value and Historical Grades communication below.

2. Transportation Committee

A new transportation requirement is scheduled for implementation this school year. Part of the requirement will include the tracking and archiving of information from year to year. NCDPI would like volunteers to sit on a committee to discuss best practices as well as brainstorm ways to input and store the information. The committee will also consist of transportation volunteers to ensure the full requirement is being met while developing the best strategy. If you would be interested in serving on the committee, please email your intent to Emily Jones at emily.jones@nhcs.net by close of business on August 31, 2015.

3. Attendance Errors Due to Improperly Configured Attendance Codes

After review, it has been determined that the use of improperly configured codes is an issue that needs to be corrected in the 2015-16 school year. As a result, we are asking that you confirm your Attendance code setup prior to running the PMR and also remember that only the codes listed in the table below are valid. All other codes should be removed so as to not cause inaccuracies in your PMR reporting. Below are instructions on how to determine when your code is missing a code category.

In PowerSchool at the school level, navigate to:

- 1) Setup/School > Attendance/Attendance Codes.
- 2) Click on a code (In the scenario below the user clicked on the 2A code).

Edit Attendance Code

Label	Value
Code	2A
Description	Unexcused Absence
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused <input checked="" type="checkbox"/> Unexcused <input type="checkbox"/> Tardy
Points	0
Teacher can assign	Yes
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	15

This code is not configured properly. The Code Category is not set. Because it is not set, the PMR will not be able to calculate attendance properly and will most likely indicate perfect attendance. The other highlighted settings are correct.

The Code Categories should be set as per the following:

2A & 2B – Unexcused

1L & 2L – Tardy

All other codes – Excused

Note: All codes have only one Category selected which will always be the case unless you are using Attendance Tracking and Notification. In this case only, the 2A code will have two Categories selected; Unexcused and ATT.

Below is a table of all the valid codes and their settings.

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort	Attendance Category	Counts for ADA	Counts for ADM
	Present	Yes	Yes	Present	1	None	Checked	Checked
1A	Illness or injury		Yes	Absent	2	Excused	Checked	Checked
1B	Medical/Dental Appt		Yes	Absent	3	Excused	Checked	Checked
1C	Death in family		Yes	Absent	4	Excused	Checked	Checked
1D	Quarantine		Yes	Absent	5	Excused	Checked	Checked
1E	Court/Admin Proc		Yes	Absent	6	Excused	Checked	Checked
1F	Religious Observance		Yes	Absent	7	Excused	Checked	Checked
1G	Educational Oppor		Yes	Absent	8	Excused	Checked	Checked
1H	Teacher-in-Treatment		Yes	Absent	9	Excused	Checked	Checked
1I	Local Sch Bd Policy		Yes	Absent	10	Excused	Checked	Checked
1K	Child Care		Yes	Absent	11	Excused	Checked	Checked
1L	Excused Tardy	Yes	Yes	Present	12	Tardy	Checked	Checked
2L	Unexcused Tardy	Yes	Yes	Present	13	Tardy	Checked	Checked
1M	Medically Fragile		Yes	Absent	14	Excused	Checked	Checked
1N	Deployment Activity		Yes	Absent	15	Excused	Checked	Checked
2A	Unexcused Absence	Yes	Yes	Absent	16	Unexcused	Checked	Checked
2B	Unex No Immunization		Yes	Absent	17	Unexcused	Checked	Checked
3	Suspensions		Yes	Absent	18	Excused	Checked	Checked

The Sort Order can be set as desired locally, and whether or not a teacher can assign the code is based on local policy but in most cases they are set as per the above.

If you have additional code requests, you are asked to log a Remedy ticket with the Support Center at homebase.incidents@its.nc.gov. If you have additional questions regarding attendance code

configuration, please contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov or Sandra Johnson at sandra.johnson@dpi.nc.gov.

4. GPA Added Value Process and Storing Historical Grades

GPA Added Value Process

In order to accommodate the new SBE policy, NCDPI is implementing a background process in PowerSchool to account for the differentiation in GPA Added Value for students entering Grade 9 for the first time in the 2015-16 school year. This process will be based on the Grade 9 Entry Date (S_NC_ACADEMIC.GRADE_9_ENTRY_DATE) located on the student academics screen (Start Page > Student Selection > Student Academics) and the academic level of the course as indicated by the 5th digit in the course code.

- For students entering **Grade 9 before 7/1/2015**, the current GPA added value system will continue to apply as follows:
 - 2 added value points for an advanced level course
 - 1 added value point for an honors level course
- For students entering **Grade 9 on 7/1/2015 or later**, the system will adjust these GPA added values to the following:
 - 1 for advanced level
 - .5 for honors level

Course setup in PowerSchool will continue to reflect the old GPA added value system, carrying 2 or 1 added value points for advanced or honors courses. These values are set by the state and pushed to the LEAs by the Enterprise Controller. **LEAs should not change the values at any time in PowerSchool.**

When a user activates the permanently store grades process, the background trigger system will adjust the GPA Added values for the appropriate students. This GPA value adjustment process is also triggered when a user manually enters a grade via the historical grades screen. Therefore, the original added values (2 for advanced courses, 1 for honors courses) should be used when entering a grade manually.

IMPORTANT: In order for this process to run accurately, the Grade 9 Entry Date must be populated for all students.

Storing Historical Grades for Courses Taken Prior to 2015-16 School Year

The practice for entering historical grades for courses taken **prior** to the 2015 – 16 school year has been amended. Currently, when the GPA points field and GPA added value field are left blank, PowerSchool automatically calculates the values based on the grade 9 entry date and grade scale **currently associated with the course**. After the implementation of the 10-point scale, this practice will no longer work for **courses taken prior to the 2015 – 16 school year**. Therefore, historical entry must be divided into two categories:

- Courses taken in the 2015-16 school year and after
- Courses taken prior to the 2015-16 school year

Courses taken in 2015-16 and after:

For courses taken in the current year and entered directly into historical grades, the default behavior of the system is correct. Users may either populate the GPA points and GPA added value fields or leave them blank to allow PowerSchool to populate the fields automatically.

Courses taken prior to 2015-16:

For courses taken prior to the 2015-16 school year, the user must enter both the GPA value added and GPA points fields prior to submission of the grade. GPA points and added value should be based on the scale in place during the year for which the grade is being entered. **Failure to do so will result in the incorrect (current year) value and points being populated automatically by PowerSchool.**

IMPORTANT: Implementing the 10 point scale does not affect grades until they are stored, and Alpha grades are not included in the scale. Please do not edit the scale once implemented.

COMING SOON: NEW! PowerTeacher Gradebook Audit Report

A NEW report for listing Sections that have a Grade Scale assigned other than the default grade scale.

If you have questions or need further assistance with these instructions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

5. LEA Student Help Desk Role within IAM Service

The IAM Service has created a new LEA Student Help Desk role within the IAM service that allows the same capabilities as the LEA Help Desk role; however, it only provides services to students and not employees. This service was implemented into production on Wednesday, August 19.

6. Small Change to my.ncedcloud.org Login Page

As part of the continuous improvement model, Identity Automation is making a small change to the my.ncedcloud.org login page that will provide better guidance to users if they require login assistance.

The text below the Claim My Account button will change from "For logon assistance, please contact your local helpdesk" to "For logon assistance, please visit our [support page](#)."

The support page will link to: <https://ncedcloud.mcnc.org/support> which will guide users to the appropriate place for assistance.

Unfortunately, this change does require a very small downtime of the service. The NCEdCloud IAM Service will apply this change on Friday, August 21 at 9:00 p.m. EST. The downtime is expected to be less than 5 minutes.

7. Missing Emails for Some LEA Admins

Hello LEA Administrators,

We have received reports that some personnel who have email addresses in HRMS do not have their address appear in the NCEdCloud IAM Service. DPI has investigated and discovered that persons who are not assigned to regular schools, e.g., work at the LEA level (superintendent, finance, IT, etc.) may not have their email addresses included in the IAM Service data feeds. **Fixes have been developed and will be deployed later tonight (Friday, August 21). These missing emails should start showing up in the IAM service by midday Monday, August 24 if not earlier.**

Some LEA Administrators may no longer receive email notices that a request for an elevated privilege is waiting for them to approve or deny, since the IAM Service has no way to email them. After several days of not being addressed, the IAM Service escalates the request to the IAM Help Desk. In turn, the IAM Help Desk will reach back out to the district, reassign the request to the them, and ask them to approve or deny it. This severely slows down turnaround time for districts seeking to get roles approved.

If you fall into this category, your workaround (until problem is fixed) is to periodically check within the IAM Service's workflow to see if there are any open requests for you. Visit this URL to see if you have any open requests:

<http://my.ncedcloud.org/arms/protected/WORKFLOW/APPROVALS>

Sincerely,
Steve Thorpe on behalf of the NCEdCloud IAM Service Team

8. Upcoming Training Webinars and Workshops

a) ALP/ALS in PowerSchool Webinar

This webinar will discuss policy and functionality in PowerSchool as related to students in Alternative Learning Programs and/or Alternative Learning Schools. It will be recorded and posted to the www.nc-sis.org website.

Date, Time and Registration Links

Wednesday, September 9, 2015

1:30 p.m. - 3:30 p.m. EDT

<https://attendee.gotowebinar.com/register/2146696766123034882>

Thursday, October 8, 2015

1:30 p.m. - 3:30 p.m. EDT

<https://attendee.gotowebinar.com/register/1950210739704648450>

b) Discipline Incidents in PowerSchool Webinar

This session is geared to those responsible for entering Incident data into the PowerSchool application. It will include a demonstration on how to enter disciplinary incidents into the PowerSchool application. Functionality as well as policy will be discussed.

Dates, Times and Registration Links

Thursday, September 3, 2015

1:30 p.m. - 3:30 p.m. EDT

<https://attendee.gotowebinar.com/register/7229508123903727617>

Thursday, October 8, 2015

9:30 a.m. - 11:30 a.m. EDT

<https://attendee.gotowebinar.com/register/5233500894313656834>

c) Dropout Reporting Webinar

This webinar will discuss Dropout Reporting in PowerSchool - how to run the reports as well as how to enter/clean up data. It will be recorded and posted to the www.nc-sis.org website.

Dates, Times and Registration Links

Thursday, September 3, 2015

9:30 a.m. - 11:30 a.m. EDT

<https://attendee.gotowebinar.com/register/7339803433824892418>

Tuesday, September 29, 2015

1:30 p.m. - 3:30 p.m. EDT

<https://attendee.gotowebinar.com/register/5017506233101582594>

d) Military Connected Students

This webinar will discuss policy and demonstrate how to update the PowerSchool record for military connected students.

The webinar will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Date, Time and Registration Link

Wed, October 7, 2015

1:00 p.m. - 3:00 p.m. EDT

<https://attendee.gotowebinar.com/register/8229541437143037954>

e) New User Training

This is a 4 day workshop designed to train new users on the day-to-day processes of using PowerSchool. This session will include, but is not limited to:

- Logging in to PowerSchool
- Navigating the system
- Enrolling students
- Withdrawing students
- Attendance
- Adding Teachers/Staff
- Adding or changing course sections
- Scheduling students and teachers to classes
- PMR Overview
- SAR Overview
- RP (Retentions/Promotions) Overview

Date and Registration Link

- September 14-17: <https://www.timetosignup.com/powerschooltraining/form/6304>

Classes will be held at NCDPI in Raleigh. Class times will be from 9:00 a.m. to 4:00 p.m. Lunch will be on your own

f) PowerSchool School Counselor Training Workshop

This is a face-to-face workshop to be held at DPI in Raleigh. Times for the workshop are 10:00 am to 4:00 pm.

This class is geared to school guidance counselors. This workshop will be a hands-on training covering the basic functionality of PowerSchool pertinent to School Counselors. It will cover basic navigation, state reports, attendance, and graduation plans/progress monitoring.

Dates and Registration Links

Monday, October 12, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6817>

Monday, October 13, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6819>

g) PowerTeacher Grade Book Workshop

This is a face-to-face workshop to be held at DPI in Raleigh. Times for the workshop are 10:00 a.m. to 4:00 p.m.

This workshop will go over basic PowerSchool & PowerTeacher functionality such as taking attendance, creating assignments, entering assignment grades, working with categories/groups, printing reports, final grade setup/weights, etc.

Dates and Registration Links

Friday, September 11, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6811>

Friday, September 18, 2015 - <https://www.timetosignup.com/powerschooltraining/form/6813>

h) Principal Monthly Reporting

This webinar will demonstrate how to run the PMR in PowerSchool as well as clean up data. It will be recorded and posted to the www.nc-sis.org website.

Dates, Times and Registration Link

Thursday, September 10, 2015

9:00 a.m. - 11:00 a.m. EDT

<https://attendee.gotowebinar.com/register/3016052022902947330>

Monday, October 5, 2015

9:00 a.m. - 11:00 a.m. EDT

<https://attendee.gotowebinar.com/register/4942490952766523394>

i) Retention/Promotion Report Webinar

This webinar will cover Retention/Promotion reporting. Policy, as well as PowerSchool functionality, will be discussed. The webinar will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Date, Time and Registration Link

Tuesday, September 29, 2015

9:30 a.m. - 11:30 a.m. EDT

<https://attendee.gotowebinar.com/register/5384220848751638017>

j) School Activity Report Webinar

This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed. It will be recorded and posted to <http://www.nc-sis.org/recordings.html>.

Dates, Times and Registration Link

Tuesday, September 8, 2015

10:00 a.m. - 12:00 p.m. EDT

<https://attendee.gotowebinar.com/register/5352789109833507842>

Tuesday, October 6, 2015 - 10:00 a.m. - 12:00 p.m. EDT

<https://attendee.gotowebinar.com/register/3334716880911301378>

Please visit the NC SIS website (www.nc-sis.org) for additional information including webinars and training documentation.

NC SIS

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