NC SIS Weekly Email Bulletin

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

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

1) Corrected reported Production issues for LEA/School Set-up related to EDDIE interface:
   a) District Setup
      1. School Information
         ▪ Changed Historical Grade Range to no longer sync with EDDIE or remain as a required element.
         ▪ Updated to change a 000 school number considered an EDDIE school number for charter schools. Standard non-charter school districts were not affected.

   2) Student Pages
      a) Accidents
         1. Changed ‘Additional Information’ and ‘Follow-up Narrative’ to multi-line text areas.
3) Updated setup pages for CRDC (OCR) at the District and School level with new minor content changes:

   a) Moved justice facility item from School Part 1 question to School Part 2.
   b) SCH 6: Removed the option 'Other' as it is not valid for 13-14 reporting.
   c) On both pages, changed the ‘Submit’ button to give a feedback message at the top of the page stating that it saved rather than going to a ‘Changes’ recorded page and clicking back.

4) Migrant Phase 2

   a) Added new and updated pages (Note: Data is currently being loaded to production. DPI will notify LEAs once the data is loaded.)

2. New and Updated Information on the Web

   • Standards Based Grading Webinar – New (08/01/2014)
     http://www.nc-sis.org/Standardbasedreportcard.html
   
   • NCDPI Standards (Spreadsheet) – Update (07/26/2014)
     http://www.nc-sis.org/Standardbasedreportcard.html
   
   • PowerSchool Technical Webinar (07/15/2014)
     http://www.nc-sis.org/recordings.html
   
   • PowerSchool Technical Webinar (07/08/2014)
     http://www.nc-sis.org/recordings.html

3. Upcoming Training Webinars and Workshops

   This workshop is for new Charter Schools coming on board for the 2014-15 school year. Attendees must be an employee of the school and not a management company.

   This is a 5 day workshop to walk new users through the process of setting up their school for the new year. This session will include, but is not limited to:
   -Logging in to PowerSchool
   -Navigating the system
   -Enrolling students
   -Withdrawing students
   -Adding teachers/staff
   -Creating the master schedule
   -Scheduling students and teachers to classes

   Dates and Times:
   Monday, Aug 4 – Friday, August 8
b) PowerTeacher Grade Book Workshop (Addition)
This workshop will cover basic PowerSchool and PowerTeacher functionality such as taking attendance, creating assignments, entering assignment grades, working with categories/groups, printing reports, final grade setup/weights, etc.

Classes will be held at NCDPI in Raleigh.

Dates and Times:
Thursday, August 14 (10 a.m. – 4 p.m.)
Friday, August 15 (10 a.m. – 4 p.m.)
Friday, September 19 (10 a.m. – 4 p.m.)
Monday, November 3 (10 a.m. – 4 p.m.)

Registration link:  http://www.timetosignup.com/powerschooltraining/folder/1905

c) Nurses Module Webinar
This webinar will include demonstrations on how to enter immunizations, health screens, incident screening, medication and office visit information as well as instructions on how to generate reports.

Date and Time:
Tuesday, August 19 (9:00 a.m. – 12:00 p.m.)

Registration link:  https://www1.gotomeeting.com/register/381216368

d) SAR Webinar
This webinar will discuss SAR policy, fatal errors and exceptions, and PowerSchool functionality as needed.

Dates, Times and Registration Links:

- Tue, Aug 19, 2014 1:00 PM
  -  https://www1.gotomeeting.com/register/867816161
- Mon, Sep 15, 2014 10:00 AM
  -  https://www1.gotomeeting.com/register/116684944
- Thu, Oct 9, 2014 10:00 AM
  -  https://www1.gotomeeting.com/register/214930640

e) PMR Webinar
This webinar will discuss PMR in PowerSchool - how to run as well as how to clean up data in PowerSchool.

Dates, Times and Registration Links:

- Wed, Aug 20, 2014 1:00 PM
  -  https://www1.gotomeeting.com/register/975537016
- Wed, Sep 24, 2014 1:00 PM
f) PowerSchool New User Workshop (School/Admin Level)
This workshop is geared to new PowerSchool users working at the data manager/school administrator level with day-to-day school business – This is NOT teacher training. Attendees must be an employee of the school and not a management company.

Classes will be held at NCDPI in Raleigh.

Dates and Times

- September 2 – 5 (9 a.m. – 4 p.m.)
- September 8 – 11 (9 a.m. – 4 p.m.)


g) Dropout Reporting Webinar (change in date – Aug. 27 replaces previous Sept. 10 date)

This webinar will discuss Dropout Reporting in PowerSchool – how to run the reports as well as how to enter/clean up data.

Dates, Times and Registration Links:

- Thu, Sep 4, 2014 9:00 AM
  - [https://www1.gotomeeting.com/register/281175160](https://www1.gotomeeting.com/register/281175160)
- Wed, August 27, 2014 1:00 PM
  - [https://www1.gotomeeting.com/register/390952561](https://www1.gotomeeting.com/register/390952561)

h) Discipline Incidents in PowerSchool Webinar

This webinar will demonstrate how to enter disciplinary incidents into the PowerSchool application.

Dates, Times and Registration Links:

- Fri, Sep 5, 2014 1:00 PM
  - [https://www1.gotomeeting.com/register/229609625](https://www1.gotomeeting.com/register/229609625)
- Fri, Sep 19, 2014 9:00 AM
  - [https://www1.gotomeeting.com/register/416979905](https://www1.gotomeeting.com/register/416979905)
- Mon, Nov 17, 2014 1:00 PM
  - [https://www1.gotomeeting.com/register/558287457](https://www1.gotomeeting.com/register/558287457)

i) ALP/ALS in PowerSchool Webinar (See dates and time changes)

This webinar will discuss policy and functionality in PowerSchool as related to students in Alternative Learning Programs and/or Alternative Learning Schools.

Dates, Times and Registration Links:
j) End of Term Process in PowerSchool Webinar

This webinar will cover the End of Term Process and how to prepare for the end of the marking period.

Dates, Times and Registration Links:

- Fri, Oct 17, 2014 9:00 AM
  - [https://www1.gotomeeting.com/register/153748801](https://www1.gotomeeting.com/register/153748801)
- Thu, Oct 23, 2014 1:00 PM
  - [https://www1.gotomeeting.com/register/218332281](https://www1.gotomeeting.com/register/218332281)

k) Mid-year Graduates in PowerSchool Webinar

This webinar will discuss the process for handling records of students graduating mid-year.

Dates, Times and Registration Links:

- Thu, Dec 4, 2014 1:00 PM
  - [https://www1.gotomeeting.com/register/204543489](https://www1.gotomeeting.com/register/204543489)
- Tue, Dec 16, 2014 9:00 AM
  - [https://www1.gotomeeting.com/register/366059760](https://www1.gotomeeting.com/register/366059760)
- Tue, Jan 13, 2015 9:00 AM
  - [https://www1.gotomeeting.com/register/444470360](https://www1.gotomeeting.com/register/444470360)

4. eTranscript Issue

We have completed research on a problem reported by CFNC where eTranscript transmission is failing due to an invalid student mailing address. The state value (NC, SC, VA, etc) is housed in the mailing_city or mailing_zip fields. Please follow the necessary steps to search and resolve any invalid mailing addresses in your instance.

1) Log into your PowerSchool instance
2) Navigate to the LEA level
3) Enter this search string on the start page: `/mailing_state !contain @;mailing_city contains @`
4) Select each student and navigate to "addresses" on the student menu
5) Review the mailing address and modify as necessary

Example of erroneous mailing address:
5. The 2014-15 Standards Spreadsheet is Now Available

For districts interested in having teachers implement standards-based grading, the 2014-15 Standards Spreadsheet is now available at http://www.nc-sis.org/standardbasedreportcard.html. This spreadsheet will provide districts the ability to upload standards into the PowerTeacher Gradebook and use the new Standards-Based Report Card Template once it is available in August.

To assist districts in understanding how to use the spreadsheet, there will be a webinar on August 1 from 1:00 - 2:30 p.m. To register, go to https://www1.gotomeeting.com/register/893447056.

Prior to the webinar, here is some information that districts will find useful. For information on how to prepare for standards-based grading refer to http://www.ncsis.org/Documents/sbrc/LC05_STAN_GRADING_Grading_for_HomeBase_slides.pdf. For information on how to load the standards spreadsheet refer to http://www.ncsis.org/Documents/sbrc/LC05_STAN_GRADING_SymposiumPresentation_slides.pdf. Please also refer to the Standards-Based Grading and Report Card Webinar found at http://www.ncpublicschools.org/homebase/resources/videos/webinars/.

For questions, please contact Dr. Sarah McManus at sarah.mcmanus@dpi.nc.gov.

Sarah McManus, Ph.D.
Director | Learning Systems

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6. Setting UP MEP Users (Attachments)

Two new security groups for the Migrant Education Program (MEP) will need to be set up at the LEA level. Please use groups 400 and 401 when setting up these MEP security groups – the migrant pages depend on using these two group numbers.

Group 400 should be named LEA Migrant Director and group 401 should be named LEA MEP Staff. Please make sure to only use 400 for the LEA MEP Director and 401 for the LEA MEP Staff. Each shall be given the following access:
<table>
<thead>
<tr>
<th>Access Level – View Only</th>
<th>Accessible Student Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can Modify Schedules – No, not at all</td>
<td>Activities</td>
</tr>
<tr>
<td>Health and Immunization</td>
<td>Addresses</td>
</tr>
<tr>
<td>o Certification – No Access</td>
<td>o All Enrollments</td>
</tr>
<tr>
<td>o Immunization – View Only</td>
<td>o Attendance</td>
</tr>
<tr>
<td>o Office Visit – No Access</td>
<td>o Bell Schedule View</td>
</tr>
<tr>
<td>o Screening – No Access</td>
<td>o Cumulative Info</td>
</tr>
</tbody>
</table>

For additional assistance in setting up the two Migrant groups, please refer to the Security Group QRD at the following location: [http://www.nc-sis.org/Documents/school_info/PS_QRD_SecurityGroups.pdf](http://www.nc-sis.org/Documents/school_info/PS_QRD_SecurityGroups.pdf).

Furthermore, attached are instructions on how to give users in these groups access to the pages in the migrant module. Any questions related to this matter should be directed to Anita Harris at [anita.harris@dpi.nc.gov](mailto:anita.harris@dpi.nc.gov) or 919-807-3234.

General questions about setting up security groups should be directed to HomeBase Support at [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov).

### 7. 2014 NC SIS Summer Update: Getting Back to School Business

You are cordially invited to attend the 2014 NC SIS Summer Update. This year’s theme is ‘Getting Back to School Business.’

We heard you loud and clear in the survey and we aim to answer your request. Therefore, this year’s conference will focus on setting up schools for the 2014-15 school year, changes coming with the PowerSchool 8.0 upgrade, Federal and State reporting, curriculum updates and much more.

The conference will be held via GoTo Webinar on Monday, August 11, 2014. It will be broken down into two parts – a morning session and an afternoon session. The morning session will begin at 9 a.m. and
continue through 11:30 a.m. The afternoon session will resume at 1 p.m. and continue through 4 p.m. Registration links for both sessions are listed below. Please register at both links if you plan to attend the morning and afternoon sessions.

Part I - Morning Session (9 a.m. – 11:30 a.m.) - [https://www1.gotomeeting.com/register/302156513](https://www1.gotomeeting.com/register/302156513)

Part II - Afternoon Session (1 p.m. – 4 p.m.) - [https://www1.gotomeeting.com/register/287910544](https://www1.gotomeeting.com/register/287910544)

To view a list of scheduled topics and times, please visit the 2014 NC SIS Summer Update page posted to the NC SIS website for more detailed information: [http://www.nc-sis.org/2014_Summer_Update.html](http://www.nc-sis.org/2014_Summer_Update.html).

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