



June 9, 2017

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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2017 CeCTO Program

Applications are now available for the 2017 CeCTO (**Certified Educational Chief Technology Officer**) program provided by the UNC School of Government. This program is sponsored and subsidized by the NC Department of Public Instruction.



The application deadline is **June 23, 2017**. Those interested in applying may view further details in the [CeCTO 2017 Program Letter](#).

New Procedure: Do Not Pre-populate Diploma Issued Date!

PowerSchool

(Populate this date field after FINAL grades are stored.)

Diploma Issued date is one of the fields that lets CFNC know that final grades are stored and the e-transcript can be pulled. If schools have already populated this field and final grades have not been permanently stored schools must remove those dates manually per student or to mass update utilize the function "Student Field Value" the "S_NC_ACADEMIC.DIPLOMA_ISSUED" field.



Helpful EOY Tips and Guide

The [2017 End of Year User Guide](#) is complete. All PowerSchool users who will be participating in the EOY process should refer to this guide for proper preparation and guidance throughout the process. The guide is posted to the NC SIS site's [End of Year](#) page along with other helpful EOY information.

Helpful EOY Tips:

1. All LEAs and charters must run EOY during the state EOY processing window regardless of end dates. Running EOY early will cause issues and could jeopardize the state EOY timeline.
 2. LEAs and charters should assure all state compliance reports are completed prior to EOY shutdown. Any delays with state compliance reporting will impede EOY processing and possibly prolong downtime.
 3. Make sure PMR reports are run at least once during the 9th month collection. Clear all fatal errors prior to the end date for your collection month. If you need assistance with correcting issues, submit a ticket to the Home Base Support Center with the subject, PMR EOY Request.
 4. Please begin validating your data. Data must be checked regularly as students continue to enroll/transfer in. The EOY validation can be run from the LEA level within PowerSchool (System > End of Year Process). Make sure to select one of the two validation options: "Perform EOY Validation" or "Perform EOY Validation and Make Any Students with Issues the Current Selection."
 5. NCDPI has developed a method for processing early graduates and mid-year graduates with the EOY process. This method eliminates the need for LEAs to move these students during post-EOY. Graduates must be coded correctly prior to EOY processing. Please refer to the updated quick reference documents, [Early Graduates](#) and [Summer Graduates](#) for details. If using PowerScheduler, the commit process MUST be completed prior to EOY but not before students have completed the term. Changes to schedules may be made within PowerScheduler until the commit process is run. If you have committed your schedule prior to the end of the term, please contact the Home Base Support Center at (919) 807-4357 or by submitting a ticket through the [Remedy Portal](#).
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New and Updated Information on the Web

1. [2017 EOY User Guide 06/01/2017](#)
2. [2017 EOY DPI Point of Contact](#)
3. [2017 EOY Webinar Q & As](#)
4. [Early Graduates 06/09/2017](#)
5. [PowerSchool Grad Settings 2016-17](#)



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 Summer Training Calendar

The Home Base Professional Learning Team is pleased to announce additional PowerSchool summer trainings for the 2017-18 school year. The audience for each session is based on user roles.



The PowerSchool sessions listed below are also posted on the NC SIS website's [Training Calendar](#). Please review these pages frequently for PowerSchool training schedule changes or additional trainings for September 2017 - June 2018.

Hands-on training sessions will be held at the NC Department of Public Instruction, 301 N. Wilmington Street, Room 564, Raleigh, NC, unless stated otherwise. Click [HERE](#) for directions to NCDPI and

parking information. All attendees must be an employee of the NC Public School System to participate. Management companies are not permitted to attend.

Registration links are provided below. Please try to register early for workshops due to space limitations.

Note: All registration information is subject to the North Carolina Public Records Law.

End of Year (EOY) Webinar

The End of Year process webinar will cover procedures, guidelines and instructions on how to prepare and execute EOY.

Dates, Times and Registration Link:

Monday, June 12, 2017

10:00 - 11:30 AM

Registration URL:

<https://attendee.gotowebinar.com/register/7841875641859830787>

Wednesday, June 28, 2017

2:00 - 3:30 PM

Registration URL:

<https://attendee.gotowebinar.com/register/4306316837908972035>

Understanding Standards Based Grading

This webinar is designed to help with understanding standards grading from theory to practice. It begins with comprehending the standards from curriculum, then moves on to how they are used in PowerSchool v10.x / PowerTeacherPro.

Recommended Audience: Curriculum leaders at school/district and PowerSchool coordinators.

Date, Time and Registration Link:

Friday, June 23, 2017

10:30 a.m. - 12:00 p.m.

Registration: <http://bit.ly/StandardsBasedGradingWebinarRegistration>

Upcoming Training Workshops for PowerSchool

New User Training (2 day workshop)

This two day workshop is suited for new PowerSchool users (new to PowerSchool) working with day-to-day school business at the data manager/school administrator level. This workshop is available to new elementary, middle, and high school users. It is NOT teacher training. Attendees must be an employee of the school and not a management company.

This session will include, but is not limited to:

1. Logging in to PowerSchool
2. Navigating the system
3. Enrolling students

4. Withdrawing students
5. Attendance
6. Adding Teachers/Staff
7. Adding or changing course sections
8. Scheduling students and teachers to classes
9. PMR Overview
10. SAR Overview

Date: July 6-7 and August 9-10

Registration: <http://bit.ly/PSNewUserRegister2017>

New Coordinators Training

This two day workshop is for new PowerSchool coordinators who have not attended the 5 day IPT Certification training or the 8 day District Certification training. It is designed to give new coordinators some training on certain topics provided in these PowerSchool trainings. This is NOT an extension of the 5 day IPT or 8 day District certification sessions.

Sessions will include, but are not limited to:

1. Basic Navigation
2. Security
3. School Setup
4. State Reporting Overview
5. Reports
6. Data Extraction
7. Record Maintenance
8. Resources

Date: July 17-18

Registration: <http://bit.ly/PSNewCoordRegister2017>

**Please note all registration information is subject to North Carolina Public Records Law.

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

NC SIS
NC Department of Public Instruction
Education Building, 7th Floor North
301 North Wilmington Street
Raleigh, NC 27601

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