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Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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Validate Your Data Now!

EOY processing is one week away! Have you validated your data? Clean data is vital to the success of EOY. The earlier you begin and more frequently it's done, the better!

What happens when data is not validated prior to EOY? Unresolved validation errors may cause a significant delay in the EOY process for the entire state. Students that are not correctly setup for the upcoming school year may be incorrectly processed into the wrong school or grade level.

Note: It will be the responsibility of the LEA/Charter school to correct any post-EOY issues where the student is processed through EOY to the wrong school or grade level.

A recently updated [End of Year User Guide](#) and other helpful EOY documents are available on the NC SIS website's EOY page. Please visit this page frequently for updates. If you have questions, contact the Home Base Support Center at (919) 807-4357 or submit a ticket to the [Remedy Portal](#).

Commit Schedule (PowerScheduler Utility)

Schedules for Schools utilizing the PowerScheduler utility must be committed prior to the EOY process but not before the end of the LEA/Charter school year. Schools are asked to run the schedule commit process one week prior to EOY or as soon as permitted by calendar, after the end of school. Running the process well in advance of EOY allows time for corrections should commit errors occur.



Adding Grade Levels to Schools



If you are adding a grade level to a school for next year, please ensure you have submitted a ticket to the support center no later than COB Monday, June 26, 2017.

Note: After EOY, and not before, you must go into EDDIE and add the grade level as well.

Setting Your ReportWorks Preferences to Improve Performance

NCDPI and PowerSchool recommend setting your ReportsWorks preference settings to ensure the completed report retention period is set no longer than 30 days. This can improve performance to the State Reports screen.



ReportWorks Preferences can be edited by performing the following steps:

1. Connect to PowerSchool, at the LEA level
2. Navigate to: System > ReportWorks Administration > ReportWorks Preferences
3. Ensure "Completed Report Retention Period" is set to 30 (days).

Note: Configuring this setting will delete all completed ReportWorks reports (not the original reports themselves) older than 30 days in the ReportWorks queue as part of the overnight process. You are encouraged to save any locally created report results you may want to keep such as Truancy Letters, Birthday Lists, etc. The data from all State Reports is automatically saved in the database.

If you have any questions on any of the above, please open a case with the support center.

Athletic Eligibility Update

The Athletic Eligibility Report and Physical Exam Report in PowerSchool have been updated to calculate the Physical Met/Renew date based on a 13 month calculation. Questions pertaining to this change may be addressed to the support center at (919) 807-4357 or by submitting a ticket to the [Remedy Portal](#).



NCEdCloud End-of-Year Reminders

Challenge Questions

Users can change their own passwords in the NCEdCloud IAM service by entering the responses to challenge questions that were set during initial login. It's important to know the responses to these questions for a successful password change. Please assure your challenge question responses are set to something you'll remember so that you are able to change your password if forgotten or expired.

To update your challenge responses:

- Log into the NCEdCloud IAM Service
- Navigate to the "My Profile" tab
- Click on "Update Challenge Responses"

My Students for Non-Teachers Role

This is a reminder that All "My students for non-teachers" granted roles will expire on June 30, 2017. Please be sure to request the role again for the 2017-2018 school year, if needed.



New and Updated Documents

[Community College Adult High School Program - 06/23/2017](#)

[PowerTeacher Pro GradeBook - Teacher - 06/21/2017](#)

[PowerTeacher GradeBook - Admin - 06/21/2017](#)



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.

Upcoming Webinars

End of Year (EOY) Webinar

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

Date, Time and Registration Link:

Wednesday, June 28, 2017

2:00 - 3:30 PM

Registration:

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

PowerSchool - Beginning of Year/First Ten Days

This webinar will focus on (but not limited to), the Daily Headcount Adjustment – First 10 days of School including verifying enrollments, the No-Show process, running attendance rosters in PTG, PT Pro and PowerSchool system report “Class Roster PDF”.

Dates, Times and Registration Link:

Tuesday, August 15

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

Registration: <https://attendee.gotowebinar.com/register/9028726976269717762>

Friday, August 18

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

Registration: <https://attendee.gotowebinar.com/register/1259847194753453058>

PowerSchool - Managing Daily Attendance

Learn how to view, record and modify Daily Attendance data for students at your school. Focus on finding teachers who haven't taken attendance, running absentee reports and reviewing how to update attendance in a variety of ways. Will include searching for students with chronic attendance problems.

Date, Time and Registration Link:

Wednesday, August 23

9:00 a.m. - 10:30 a.m.

Registration : <https://attendee.gotowebinar.com/register/3756705060526640643>

PowerSchool - Managing Meeting Attendance

Learn how to view, record and modify Meeting Attendance data for students at your school. Focus on finding teachers who haven't taken attendance, running absentee reports and reviewing how to update attendance in a variety of ways. Will include searching for students with chronic attendance problems.

Date, Time and Registration Link:

Thursday, August 24

9:00 a.m. - 10:30 a.m

Registration:

<https://attendee.gotowebinar.com/register/1058649761011051011>

PowerSchool/NC Reports Overview

Learn about PowerSchool/NC reports you will use throughout the year. Practice setting up and creating various system reports using some basic PowerSchool codes and HTML codes. Featured reports include but are not limited to System Reports, State Reporting Dashboard reports, and NCDPI reports.

Dates, Times and Registration Link:

Tuesday, August 22

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

Registration: <https://attendee.gotowebinar.com/register/2448628171588848386>

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 / PowerTeacher Pro.

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>

Walk-in Schedule/Audit Reports

This webinar will focus on scheduling new students or making manual student schedule changes after the start of the current term. It features some of the more useful North Carolina Audit reports.

Date, time and Registration Link:

Tuesday, August 15

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

Registration: <https://attendee.gotowebinar.com/register/8937674219350590465>

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.

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