



June 30, 2017

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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EOY Begins Today, June 30 at 5 PM

We're only hours away from the start of EOY processing. Are you ready?

Prior to the shutdown of PowerSchool, all EOY validation errors must be cleared. EOY validations can be run from the LEA level (**Navigation: System > End of Year Process > Select "Perform EOY Validation" or "Perform EOY Validation and Make Any Student with Issues the Current Selection" option from the pulldown**). Clearing these errors prior to processing saves time during the EOY window by avoiding preventable delays.

Remember to search for any incidents of "Next Year Grade=0" for students who should be going into a higher grade level (grade_level

>0; sched_nextyeargrade=0).

More Helpful Tips:

1. Commit schedules if using PowerScheduler.
2. Assure all state compliance reports are completed prior to EOY processing (e.g., PMR-9, GDV, ALP, Discipline). Delays with state compliance reporting can possibly impede the EOY timeline.
Note: NCDPI is aware that some PMR-9 submission dates are after June 30. Go ahead and correct all fatal errors, then run the PMR-9 again. NCDPI will gather the data if you have run the PMR-9.
3. Make sure graduates are coded correctly (refer to QRDs, [Early Graduates](#) and [Summer Graduates](#)).
4. Run student rank for all secondary students at least once before EOY begins.

More tips relating to the End of Year Process can be found in the [EOY Newsletter](#) and on the [NC SIS website's EOY page](#).



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.



NC Academic Scholar Endorsements

A fix was deployed into PowerSchool early Thursday morning, June 29, 2017, at approximately 2 a.m. to resolve the following endorsement issues:

- Issue 1: Some NC Academic Scholar Endorsements were not calculating correctly.
- Issue 2: Some NC Academic Scholar Endorsements were not appearing on transcripts.
- Issue 3: Some NC Academic Scholar Endorsements were showing as incomplete.

Our efforts to determine the magnitude of these issues were limited as data was updating due to the regular end of year process, and all reported cases were not related to these issues. If districts have

reported cases, it is recommended that students involved in those cases are spot-checked to ensure data has updated properly.



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

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>

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) Full

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 **(Full)**

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