



May 5, 2017

Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

In this issue:

1. EOY Reminder and Update
2. DIT Windows Patching of UID Servers
3. Schoolnet Maintenance Release Version 18.1.14
4. NCDPI's Technology Support Center's Knowledge Base
5. **NC SIS Training Calendar - **New PowerScheduler Help Sessions****



EOY Reminder and Update

New for EOY 2017:

EOY Contacts page - (Start Page > LEA Setup > District Information > EOY Contacts)

Starting in EOY 2017, LEAs and charters will submit their EOY Contact information via the EOY Contact Page within their PowerSchool instance. All information will be required. **Also, unlike previous years, and as a correction to last week's message, NCDPI WILL NOT run the EOY process for LEAs and charters this school year.** Each LEA and charter will be responsible for running their own process. Therefore, the primary and secondary EOY contacts must be active PowerSchool users who have admin access with working knowledge of PowerSchool and the EOY process. Both the primary and secondary contacts

must have access to PowerSchool at the LEA level.

NCDPI will notify LEA users when the page is available for LEA use. Once the page is available, contact information will need to be entered by June 1, 2017.

Once the LEAs/Charters have added their contact information, NCDPI will be able to pull this information from PowerSchool instead of requesting for the LEAs to send the contact form used in previous years via a Remedy ticket. This information will need to be updated every year prior to EOY.

See sample below:

EOY Contacts

Who is Running? LEA
Last Date Last School Ending (mm/dd/yyyy) 6/10/2017

PRIMARY CONTACT

Title PS Coordinator
First Name ps Last Name Coordinator
Login (User Admin Name) pscoordinator
Email Address pscoordinator@yourlea.edu
Phone Number (999-999-9999) 919-555-5467 Alternate Phone Number (999-999-9999) 919-555-5468

SECONDARY CONTACT

Title PS Backup
First Name ps Last Name Backup
Login (User Admin Name) psbackup
Email Address psbackup@yourlea.edu
Phone Number (999-999-9999) 919-555-5469 Alternate Phone Number (999-999-9999) 919-555-5471

Submit

1. Select who will run the EOY process for the LEA. DPI or LEA?
2. Enter the last day of school for your LEA. This should be the last day of the **latest** ending school within the LEA.
3. Primary/Secondary Contacts: (must be an active PS user with admin access)
 - Title – Example, PS Coordinator
 - First name
 - Last name
 - Login (Admin Account Username) – the PS Admin login for the EOY Contact. This information is found in the username field on the Admin Access and Roles tab of the Security Settings page in PowerSchool. Once submitted, please do not make changes to the Admin account username.
 - Email address -
 - Phone number – Example: Office number
 - Alternate phone number – Example: Home or cell phone number

DIT Windows Patching of UID Servers

The NC Department of Information Technology (DIT) will be performing their monthly Windows services patching, which includes the Student and Staff UID systems, this Sunday, May 7, 2017, between 4:00 a.m. and 3:00 p.m. The Staff and Student UID systems will be unavailable during this time. Therefore, please do not enroll, transfer and/or update student demographic information in PowerSchool during this period.

Thank you for your understanding.



Schoolnet Maintenance Release Version 18.1.14

Pearson has released a maintenance update for Schoolnet. The update, Schoolnet Maintenance Release Version 18.1.14, corrects the following issues and provides an optimization specific to NCDPI's Schoolnet instance:

1. Corrects a force submit issue that is impacting student scores.
2. Corrects an isolated issue where the recommended tests page is not showing tests correctly.
3. Corrects an isolated issue where a custom report is placing students in more than one score group.
4. Provides optimizations for pre-formatted reporting for NCDPI.

This maintenance update will be deployed Monday, May 8, 2017, at 6 p.m.

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 Training Calendar

The [2017 Training Calendar for PowerSchool](#) related training is available on the [NC SIS website](#). To access the calendar, users may click on "Training" located on the blue menu bar and select "Calendar". If you are unable to view the calendar on your first attempt, either refresh the page, clear cache and cookies from the browser and then re-open it, or open the calendar in a different browser.

Training sessions and dates are listed below. Please visit this calendar often for additional training sessions and updates.

PowerSchool New Charter Training for 2017-18 Startup Charters Only

ATTENDEES MUST BE AN EMPLOYEE OF A NORTH CAROLINA PUBLIC SCHOOL. MANAGEMENT COMPANIES AND ITS EMPLOYEES ARE NOT PERMITTED TO ATTEND..

This is a three and a half day workshop to walk new charter school users through the process of setting up their school for the new year. This session will include, but is not limited to:

- Logging into PowerSchool
- Navigating the system
- Enrolling students
- Withdrawing students
- Adding teachers/staff
- Creating the master schedule
- Scheduling students and teachers to classes

Dates/Times

May 23 - May 26, 2017

9:00 AM - 4:00 PM (Tues. - Thurs)

9:00 AM - 12:00 PM (Fri.)

Registration URL:

<http://bit.ly/PSNewCharter17-18>

PowerScheduler Help 2017

ATTENDEES MUST BE AN EMPLOYEE OF A NORTH CAROLINA PUBLIC SCHOOL. MANAGEMENT COMPANIES AND ITS EMPLOYEES ARE NOT PERMITTED TO ATTEND.

The help sessions are not intended to be a training session. These hands-on work sessions are designed to help your school finish scheduling and answer outstanding questions. Up to 4 people per school may attend.

Only the LEA/Charter SIS Coordinator or designee may register their schools for sessions. It is only necessary to create one registration for each school - not one for each person that may attend. Each registration allows 4 people from that school to attend.

Attendees are to bring a laptop to each session and make sure that the latest PowerScheduler Engine is Loaded before coming to the help session.

**Please note, NCDPI has the right to combine or cancel sessions if not enough attendees register.

Dates/Times:

June 1, 2017

June 6, 2017

Sessions run 9 a.m. - 4 p.m. each day with lunch on your own.

Location:

NC Dept. of Public Instruction
301 N. Wilmington Street

Raleigh, NC 27601
Room 564 Computer Lab

Registration Link: <http://bit.ly/PSchedulerHelp2017>

**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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