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 will be promoted into PowerSchool this weekend. If you have any questions or concerns about these items, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

a) **NEW!!! NC Custom Reports – SADLS**

b) **NEW!!! Student Pages – Accommodations**

   Please note: The Accommodations report is not going in this weekend.

   a. **Student Test Results:** Test Scores – Changed Accommodation list for Test Scores from the legacy eSIS Accommodations list to the new single authoritative Accommodations list.

   b. **Exceptional Children – Changed Accommodation list from legacy EC Accommodations list to the new single authoritative Accommodations list.**
c. Historical Grades – Updated ‘Deliver Mode’ to default to Classroom instead of Blender.

d) Courses

a. Course Attributes – Changed ‘Vocational Class’ label to ‘CTE Course Flag’ and changed default value of ‘Pilot Course’ to ‘No’.

e) Federal Plug In


b. Corrected a problem when approving the October Headcount for student participation.

f) State Reporting – Improvements for State Compliance Report Performance Issues

a. Updated to resolve report contention causing reports to run serially and affecting overall report performance.

b. Performance improvements were made to the PMR, Dropout and CFU reports.

c. Disabled the functionality of the PMR-27 exception.

d. Resolved issues with the CFU that were causing report failures.

g) Data script – replace null values in stored grades with a zero.

a. The issue being corrected is the added value (weighted value) associated to courses shows as (null) instead of a zero.

2. SADLS Report Deployed into PowerSchool

The North Carolina State Automated Driver’s License System (SADLS) report will be deployed into PowerSchool this weekend. It will be located under the NCDPI Reports tab in PowerSchool’s system reports.

Information from three separate reports located under the SADLS Preferences (Academic Progress, Dropout, and Discipline Reports) can be used to generate the SADLS report. Once the report is generated the results can be saved for later viewing.

Two very minor issues still remain with the report. One is missing columns when the Discipline report is saved, and the other is the display of internal codes, that you will not recognize in the behavioral code column. We are confident that these issues will be resolved and felt it best to deploy the report at this time based on user need.

Instructions on how to generate the report and its purpose are provided in the NC Customization SADLS document located on the Student Information page of the NC SIS website at [http://www.nc-](http://www.nc-).
sis.org/Documents/student_info/NC_Customization_SADLS.pdf. A webinar is also scheduled for October 13 at 1:00 p.m. to demonstrate SADLS report functionality in PowerSchool. Please click on the following link to register: https://www1.gotomeeting.com/register/829743016. The webinar will be recorded and posted to the NC SIS website for those who cannot attend.

Questions or assistance needed in obtaining this report once deployed may be addressed to the Home Base Support Center at homebase.incidents@its.nc.gov.

3. Accommodations in PowerSchool

The North Carolina Student Accommodations page will be deployed into PowerSchool this weekend. This new feature will allow users to access, enter, remove and edit Student Accommodations.

Instructions on how to perform these functions are provided in the NC Customization – Student Accommodations document located on the Student Information’s page of the NC SIS website at http://www.nc-sis.org/Documents/student_info/NC_Customizations-Accommodations.pdf. A webinar is also scheduled for Wednesday, October 15 at 1 p.m. Please use the following link to register:


Questions or assistance needed in accessing or using this page, once deployed, may be addressed to the Home Base Support Center at homebase.incidents@its.nc.gov.

4. OpenClass for LEAs That Use Google Apps for Education (Attachment)

Google Apps for Ed LEAs that Want to Integrate OpenClass with Google Applications, please see below that immediate action is needed.

If your district or charter school uses Google Apps for Education and you intend to use OpenClass as a part of the Home Base suite of instructional tools in the 2014-15 school year but haven’t already set up your OpenClass “campus”, you will need to do so by September 30 in order to easily access the Google integrations. The entire process for this step will only take approximately five minutes of your time.

The urgency to complete the OpenClass set up by September 30 is due to a change by Google, making OpenClass temporarily unavailable in the Apps Marketplace. While it will still be possible to set up a Non-Google campus, the OpenClass / Google integration functionality will be unavailable, including seamless navigation between OpenClass and Google Apps, as well as the Collaboration capabilities, such as easily accessing gmail, calendar, and Google Drive from OpenClass. The NCDPI and Pearson teams are working to determine the timeline for OpenClass support of the new Google authentication mechanism, which will allow OpenClass to become available again within the Google Marketplace.

To set up your OpenClass campus from Google Apps for Education, you will need to complete the following steps:

Sign-on to Google Apps as an administrator
Navigate to https://www.google.com/enterprise/marketplace/viewListing?productListingId=11714+16794383872495174146&pli=1
Add OpenClass to your Google Apps Domain

Notes on Application Set-up:
Institution Name: Enter your district name
Complete the Friendly URL for your District: This can be anything, e.g., “stanly” for Stanly County School or “hertfordcounty” for Hertford County Schools. The only restrictions are that the friendly URL must be more than four characters and less than 20, with no spaces or special characters.

Please reference the attached document for more details. Thank you for your prompt attention to this matter. If you have any questions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

Cynthia Crowdus, PMP
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5. State Compliance Report – Update

We are delighted to inform you that Pearson has determined what is causing the state reporting performance issue. The fix is being tested in QA and will be moved into production once passed.

Problem
The problem occurs when several reports are running at the same time, causing the creation of a database lock which impedes the processing time significantly. One of the primary reports causing the delay is the Dropout report.

Trial and Observation
A process was run last night at 11 p.m. and 5 a.m. this morning to restart the report processes. These restarts automatically killed any reports running extensively and allowed other reports in the queue to run. So if you discovered that some of your reports were canceled, this will explain why.

There were over 1000 reports queued in PowerSchool throughout the state with about ten large districts. Within thirty minutes of implementing the first restart process, the state reporting queue was down to approximately 250 reports as many of the Dropout reports were canceled enabling the other reports, e.g., PMR and SAR, to run at normal processing times.

Proposed Resolution
Pearson and NCDPI are recommending all LEAs to run the Dropout report late in the day after 4 p.m. when there is less demand on resources and fewer reports being run. We had previously requested you to run your PMR and SAR reports after hours, but now with these new discoveries, you may run these
reports during regular business hours. Instructions are listed below on how to check your queue in ReportWorks to see if there are any reports pending or running, and how to cancel specifically a Dropout report, if needed.

**Instructions**
- At the LEA Level, choose Start > System > Report Queue Settings > ReportWorks Tab > Queued Reports
- Click on the red dot to the right of the report to cancel the Dropout Report

**Common Follow-up**
There is a separate known issue with the processing of the Common Follow-up Report. The problem appears to be in the code. Pearson is in the process of correcting the code which will resolve this issue. The fix will be coming soon.

**Retention Promotion**
There are also reported issues with the Retention Promotion (RP) Report. The fix for this report will be promoted during the October maintenance weekend (Oct. 17 – 20). **The due date for the RP report has been extended to October 27.**

For more questions or concerns pertaining to the processing of the State Compliance Reports, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

**6. SAR Update 09/23/2014 (Attachment)**

We hope everyone is moving forward with working on their SAR. To assist in your efforts, please review the information below:

**SAR-33** - Course section attributes for SAR needs are to be populated to help identify whom is providing the instruction and where. Please make sure you have the following attributes populated and if there is no related attribute for the course section, populate as indicated below to reduce the information reflected in SAR-33.

- Institution Code – if not one select Default
- External Provider – if not one select None
- Third Party Provider – if not one select None
- Delivery Mode
- Course Length
- How Taken

**Inactive Staff and Staff Type** - The inactive staff that was showing on some of the SAR exceptions should have been cleaned up with the PowerSchool updates that took place this maintenance weekend. Be sure to re-run your SAR if you have not already done so since maintenance weekend activities.
The Staff Type is to be made ‘not-assigned’ if the teacher has not taught any during this current school year at the reporting school. For example, if the teacher or staff member has served at the school during the current school year, e.g., semester 1, and for semester 2 is no longer at the school, then keep the staff type listed as Teacher or Staff to indicate that for the current school year the teacher or staff member was there at some point.

**Community College, University and Vendor Staff (excluding NCVPS)** - When assigning UID numbers to teachers of community colleges, universities, vendors and certain NCDPI staff, please follow the same guidelines that are set for assigning UID numbers to non-payroll employees. As a reminder, the attachment, “Acquiring Staff IDs for Non-Payroll Staff” is attached for your convenience.

Below is a list of required information needed when assigning UID numbers:

- **First Name** – Required
- **Last Name** – Required
- **Gender** – Required
- **Date of Birth** – Required (Format is MM/DD/YYYY.)
- **Ethnic Code** – Required (Select from the dropdown listing. Use only the values that begin with ‘Hisp’ and ‘Non-Hisp’. )
- **District Code** – Required (Use the three digit LEA or Charter School code.)
- **Active** – Required (Select Yes or No.)
- **School Code** – Required (If there is no specific school use 000.)
- **Alternate Staff ID** – Required (This is a locally identified number used for tracking purposes.)

For additional information or clarification, please contact Sandra Johnson at [sandra.johnson@dpi.nc.gov](mailto:sandra.johnson@dpi.nc.gov).

**7. OCR/CRDC – PowerSchool Update – CRDC Data Screen Due Sept. 30 (Attachment)**

Dear OCR Coordinators,

This past weekend the PowerSchool Civil Rights Data Collection (CRDC) screen updates were completed. It is critical that your LEA update the CRDC LEA and CRDC school level screens by the close of business September 30th, 2014. Currently 90% of LEAs have incomplete or inaccurate data due to additional elements and changes required for the SY 2013-2014 CRDC that were included in this release. If these screens are not revisited and updated, your data will be inaccurate.

Once the report logic for enrollment into specific courses is complete, the NCDPI will contact the OCR and LEA Coordinators to run the CRDC reports from PowerSchool. More information will follow regarding the next phase of the CRDC state level submission process.

As of September 22, 2014 updates were made that were specific to the CRDC. Please read the attachment carefully for details.

**8. New and Updated Information on the Web**
9. Upcoming Training Webinars and Workshops

a) Accommodations in PowerSchool
This webinar will demonstrate Accommodations functionality in PowerSchool.

Date, Time and Registration Link

- Wednesday, October 15, 2014 @ 1:00 p.m.
  - [https://www1.gotomeeting.com/register/535313496](https://www1.gotomeeting.com/register/535313496)

b) Discipline Incidents in PowerSchool Webinar
This webinar will demonstrate how to enter disciplinary incidents into the PowerSchool application.

Date, Time and Registration Link

- Monday, Nov 17, 2014 @ 1:00 p.m.
  - [https://www1.gotomeeting.com/register/558287457](https://www1.gotomeeting.com/register/558287457)

c) 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
d) 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 p.m.
  - https://www1.gotomeeting.com/register/204543489
- Tue, Dec 16, 2014 @ 9:00 a.m.
  - https://www1.gotomeeting.com/register/366059760
- Tue, Jan 13, 2015 @ 9:00 a.m.
  - https://www1.gotomeeting.com/register/444470360

e) Military Connected Students
This webinar will demonstrate how to update the PowerSchool record for military connected students.

Date,Time and Registration Link

- Monday, October 6, 2014 @ 1:00 p.m.
  - https://www1.gotomeeting.com/register/701481472

f) PowerSchool New User Workshop (School Level Staff)
This is a 4 day workshop to train new users on the day-to-day processes of using PowerSchool.

Date, Time and Registration Link

- January 6 – 9, 2015 (9:00 a.m. – 4:00 p.m.)
  - https://www.timetosignup.com/powerschooltraining/form/5504

g) PowerSchool Workshop for Guidance Counselors
This workshop will be a hands-on training covering the basic functionality of PowerSchool pertinent to school counselors.

Dates and Times

- October 24, 2014 (9:00 a.m. – 4:00 p.m.)
- November 14, 2014 (9:00 a.m. – 4:00 p.m.)

Registration link - http://www.timetosignup.com/powerschooltraining/folder/1907/

h) PowerTeacher Grade Book Workshop
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**

- Friday, October 3 (10 a.m. – 4 p.m.)
- Monday, November 3 (10 a.m. – 4 p.m.)


**i) SADLS**

This webinar will demonstrate SADLS (State Automated Driver’s License System) functionality in PowerSchool.

**Date, Time and Registration Link**

- Monday, October 13, 2014 @ 1 p.m.
  - [https://www1.gotomeeting.com/register/829743016](https://www1.gotomeeting.com/register/829743016)

**j) SAR Webinar**

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

**Date, Time and Registration Link**

- Thursday, Oct 9, 2014 @ 10 a.m.
  - [https://www1.gotomeeting.com/register/214930640](https://www1.gotomeeting.com/register/214930640)

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