

# ncwise course list

## basic (100 series)

**ONE TEAM**

### basic ncwise courses

Long Title: **Security A-Z**  
 Short Title: Security  
 Course Number: 101  
 Length: 2 Hours  
 Presenter: Scott Cassel, Gaston County

Join us for an informational session that explores all aspects of security in NC WISE (eSIS, NDS and Webapps). This session will contain demonstrations on how to add users from beginning to end, how schools should handle name changes of staff members, and how to use the TA Class Transfer functionality.

*M 8:30 – 10:30 AUD2      T 8:30 – 10:30 AUD2*  
*T 2:00 – 4:00 AUD2*

Long Title: **Courses and How to Manage Them**  
 Short Title: Courses  
 Course Number: 102  
 Length: 1 Hour  
 Presenters: Brandee Stevenson, NCDPI  
 Sandra Johnson, NCDPI

Do you have questions on what course you should and should not use? Do you know who to ask? Have you seen or used the Course Utility Tool? This session will address common questions that come to NCDPI on course setup, which courses to use, and how to use them. We will address questions that come to the NCDPI Service Desk to assist you in preparing and maintaining your standard course list.

*T 10:30 – 11:30 GRAND      T 1:00 – 2:00 GRAND*

Long Title: **Staff Data in NC WISE**  
 Short Title: Staff  
 Course Number: 103  
 Length: 1 Hour  
 Presenters: Anita Willis, Carteret County  
 Diane Lobaugh, Carteret County

This session will provide an overview of adding and deleting staff members. Included will be a review of Staff Duties and Staff Roles.

*M 3:00 – 4:00 VIC BC      T 10:30 – 11:30 VIC BC*  
*W 8:30 – 9:30 VIC BC*

Long Title: **Homerooms**  
 Short Title: Homerooms  
 Course Number: 104  
 Length: 1 Hour  
 Presenters: Pat Lynn, Alamance-Burlington  
 Pam Rudd, Alamance-Burlington

This session will provide an overview of adding and deleting homerooms. The different methods of assigning students to homerooms will also be covered.

*M 4:00 – 5:00 VIC BC      T 1:00 – 2:00 VIC BC*  
*W 9:30 – 10:30 VIC BC*

Long Title: **Incidents**  
 Short Title: Incidents  
 Course Number: 105  
 Length: 1 Hour  
 Presenter: Michelle Daniels, Beaufort County

This session will cover entering incidents in eSIS, attaching students, and printing suspension letters. There will also be a discussion of which fields import into USDDC.

*M 9:30 – 10:30 GUIL D      M 2:00 – 3:00 GUIL D*  
*T 3:00 – 4:00 GUIL D*

Long Title: **Student Transfer: What Data Moves with a Student**  
 Short Title: Transfer  
 Course Number: 106  
 Length: 1 Hour  
 Presenter: Beth Purdy, NCDPI

This session will explain the correlation between the data centers and the repository in order to provide a better understanding of transferred student data. There will be a discussion regarding what student data remains in the previous data center and what data transfers outside the data center.

*M 1:00 – 2:00 AUD3      T 2:00 – 3:00 AUD3*  
*W 9:30 – 10:30 AUD3*

Long Title: **How Do I Get My Data to NCDPI?**  
 Short Title: UERS  
 Course Number: 107  
 Length: 1 Hour  
 Presenters: Karyn Kuberski, Hoke County  
 Sharon Allen, Hoke County

This session will examine the activation, workflow and approval process of each UERS report. The tools that are available to successfully submit school data will also be examined.

*M 9:30 – 10:30 IMP D      T 8:30 – 9:30 IMP D*  
*W 10:30 – 11:30 IMP D*

Long Title: **Reconciling the Principal's Monthly Report**  
 Short Title: PMR  
 Course Number: 108  
 Length: 2 Hours  
 Presenter: April Wofford, Gaston County

This session will examine, discuss, and analyze the PMR exception reports. The impact of student admission/registration and withdrawal data on UERS reporting will be reviewed. The proper procedures for reporting accurate data will be covered, including the steps for admitting, registering, reverse registering, withdrawing, and no-showing students in eSIS. The accuracy of the admission/withdrawal data will result in an easier PMR reconciliation process.

*M 8:30 – 10:30 VIC BC      T 8:30 – 10:30 VIC BC*  
*T 3:00 – 5:00 VIC BC*

Long Title: **Daily Attendance**  
 Short Title: D-Att  
 Course Number: 109  
 Length: 1 Hour  
 Presenters: Diane Whelton, Caldwell County  
 Wendy Hinson, NCDPI

This session will provide a review of the Daily Attendance process. We will discuss the Attendance Tumbles calendar as well as entering, editing and deleting student daily attendance within the eSIS application. Available logs and reports will also be discussed.

*M 1:00 – 2:00 VIC BC      T 2:00 – 3:00 VIC BC*  
*W 11:30 – 12:30 VIC BC*

Long Title: **Period Attendance**  
 Short Title: P-Att  
 Course Number: 110  
 Length: 1 Hour  
 Presenter: Wendy Hinson, NCDPI

This session will provide a review of the Period Attendance process. We will discuss the Attendance Tumbles calendar as well as entering, editing and deleting student period attendance data within the eSIS application. Available logs and reports will also be discussed.

*M 2:00 – 3:00 VIC BC      W 10:30 – 11:30 VIC BC*

**standard ncwise courses**

Long Title: **Getting Ready to Schedule for Next Year**  
 Short Title: PreSched  
 Course Number: 201  
 Length: 2 Hours  
 Presenters: Nola Huffstetler, Cleveland County  
 Tracy Montgomery, Cleveland County

This session will review pre-scheduling activities. Topics will include timelines (pre-scheduling checklist), school details, school schedule, the instructional calendar, reporting periods, course setup, and entering student course selections.

*M 8:30 – 10:30 GUIL G      M 3:00 – 5:00 GUIL G*

Long Title: **Getting Ready for Next Year – What Can You Copy?**  
 Short Title: Copy  
 Course Number: 202  
 Length: 1 Hour  
 Presenter: John Wykoff, Chapel Hill / Carrboro

In this session we will discuss what information is constant from year to year and what information can be copied over to Next Year. Topics will include Staff, Teams/Groups, Homerooms, Grades/Catchments, and Courses.

*M 4:00 – 5:00 GRAND      T 9:30 – 10:30 GRAND*

Long Title: **MTB – For All Ages!**  
 Short Title: MTB  
 Course Number: 203  
 Length: 2 Hours  
 Presenter: Doris Kitts, NCDPI

This session will look at the functionality of the Master Timetable Builder, an eSIS tool used for creating the master schedule. A demonstration on how to use the MTB will be provided.

*T 8:30 – 10:30 GUIL G      T 1:00 – 3:00 GUIL G*

Long Title: **High School Scheduling**  
 Short Title: HS Sched  
 Course Number: 204  
 Length: 2 Hours  
 Presenters: Nola Huffstetler, Cleveland County  
 Tracy Montgomery, Cleveland County

The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. MTB will be briefly discussed as well as the Course Utility Database. It is recommended that the Pre-Scheduling and MTB sessions be attended prior to this session.

*T 3:00 – 5:00 GUIL G      W 8:30 – 10:30 GUIL G*

# ncwise course list

## standard (200 series)

**ONE TEAM**

Long Title: **Middle School Scheduling**  
 Short Title: MS Sched  
 Course Number: 205  
 Length: 2 Hours  
 Presenter: Buddy Bailey, Johnston County

The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. The use of Teaching Teams will be discussed as well as the Course Utility Database. It is recommended that the Pre-Scheduling session be attended prior to this session.

*M 1:00 – 3:00 AUD2      W 8:30 – 10:30 AUD2*

Long Title: **Elementary School Scheduling**  
 Short Title: ES Sched  
 Course Number: 206  
 Length: 1 Hour  
 Presenters: Monica Adams, Watauga County  
 Sara Isaacs, Watauga County  
 Charlie Cole, Watauga County

The session will review Course Maintenance, Course Section Maintenance, Option Sheet entry and Scheduling Utilities. The use of Exploding Courses will be discussed as well as the Course Utility Database. It is recommended that the Pre-Scheduling session be attended prior to this session.

*T 10:30 – 11:30 AUD2      T 4:00 – 5:00 AUD2*  
*W 10:30 – 11:30 AUD2*

Long Title: **Do Pre-Transition – A Guide**  
 Short Title: PreTrans  
 Course Number: 207  
 Length: 1 Hour  
 Presenter: Wendy Hinson, NCDPI

This session will offer detailed information on the procedures of the Do Pre-Transition screen. The process for updating the Pre-Transition List will also be covered.

*M 4:00 – 5:00 VIC A      T 1:00 – 2:00 VIC A*  
*T 4:00 – 5:00 VIC A*

Long Title: **Athletic Eligibility – Down and Dirty**  
 Short Title: AthElig  
 Course Number: 208  
 Length: 1 Hour  
 Presenters: Patricia Lindsey, Cumberland County  
 Melba Jackson, Cumberland County

This session is applicable to high schools only and is for users who are interested in the use of the Athletic Eligibility (AE) module. The functionality and purpose of the module will be discussed followed by a brief demonstration.

*T 2:00 – 3:00 AUD4      W 11:30 – 12:30 AUD4*

Long Title: **Diplomas – Setting Up Your Students for Career Success**  
 Short Title: Diplomas  
 Course Number: 209  
 Length: 2 Hours  
 Presenter: Kathy Reese, Buncombe County

In this session, users will be taken through the Diploma screen and the diploma analysis process for students. The new Future Ready Core diploma type will be discussed.

*M 2:00 – 4:00 AUD4      W 9:30 – 11:30 AUD4*

Long Title: **YET – The Final Review**  
 Short Title: Post YET  
 Course Number: 210  
 Length: 1 Hour  
 Presenter: Annie Fullwood, Pamlico County

This session will review verification and finalization of data processed during the Year End Transition (YET). It is recommended that the Pre-Transition session be attended prior to this session.

*T 2:00 – 3:00 GRAND      W 8:30 – 9:30 GRAND*  
*W 11:30 – 12:30 GRAND*

Long Title: **Nurses – Lending a Helping Hand**  
 Short Title: Nurses  
 Course Number: 211  
 Length: 1 Hour  
 Presenter: Janet Herzog, New Hanover County

This session will focus on the Nursing module and will review the Accident and Injury module, Immunization Entry, Reporting and how the school data manager, nurse and other designated persons can use the information.

*M 8:30 – 9:30 GRAND      T 3:00 – 4:00 GRAND*  
*W 10:30 – 11:30 GRAND*

Long Title: **Staying On Top of Those Attendance Letters**  
 Short Title: Att Inter  
 Course Number: 212  
 Length: 1 Hour  
 Presenter: Robin Honeycutt, Catawba County

This session is an introduction to the Attendance Intervention module. A review of letter setup and implementation will be included.

*M 9:30 – 10:30 AUD4      T 8:30 – 9:30 AUD4*  
*T 1:00 – 2:00 AUD4*

Long Title: **TAM – All You Need to Know**  
 Short Title: TAM  
 Course Number: 213  
 Length: 2 Hours  
 Presenter: Nancy Hatley, Stanly County

This session will be taught from the teacher’s perspective to give data managers and coordinators more information when troubleshooting for teachers. Functionalities to be discussed will include the TAM Start screen, student information, reports, User Preferences, creating Preps, creating assignments, entering assignment grades, posting report period marks, using Mark Entry and attendance.

*T 9:30 – 11:30 VIC A                      W 8:30 – 10:30 VIC A*

Long Title: **Gradebook – Elementary Style**  
 Short Title: K2 TA  
 Course Number: 214  
 Length: 1 Hour  
 Presenters: Sally Eller, Iredell-Statesville  
 Barbara Crouch, Iredell-Statesville

This session will demonstrate how K-2 teachers can utilize TAM to generate student report cards (progress reports).

*M 8:30 – 9:30 AUD4                      T 9:30 – 10:30 AUD4*  
*T 4:00 – 5:00 AUD4*

Long Title: **Managing Track Schools in NC WISE**  
 Short Title: Tracks  
 Course Number: 215  
 Length: 1 Hour  
 Presenter: Terra Dominguez, NCDPI

This session is an overview of Track school setup. Topics will include Admin School vs Track School, school setup, staff, student admissions/withdrawals, student registrations, student schedules, attendance, and cross enrollments.

*T 10:30 – 11:30 AUD1                      T 2:00 – 3:00 AUD1*  
*W 10:30 – 11:30 AUD1*

Long Title: **Course Plans – Individualized vs. 4-Year**  
 Short Title: Ind Plan  
 Course Number: 216  
 Length: 1 Hour  
 Presenter: Roz Galloway

This session will provide an overview of the Individualized Course Plan on the Student Diploma screen and the 4-Year Student Course Plan option.

*M 4:00 – 5:00 AUD4                      T 10:30 – 11:30 AUD4*  
*W 8:30 – 9:30 AUD4*

Long Title: **Running Those High School GPAs and Ranks**  
 Short Title: GPA  
 Course Number: 217  
 Length: 1 Hour  
 Presenter: Russell Dixon, Granville County

This session is applicable to high schools only and offers information concerning the use of the GPA Module. Information will be provided on the setup required to create successful GPAs, how to run GPA/Rank reports, and stored vs. non-stored GPAs.

*M 9:30 – 10:30 AUD3                      M 3:00 – 4:00 AUD3*  
*T 10:30 – 11:30 AUD3*

Long Title: **Hidden Secrets of NC WISE**  
 Short Title: Secrets  
 Course Number: 218  
 Length: 1 Hour  
 Presenters: Stephanie Whitten, NCDPI  
 Betsy Baugess, NCDPI

This session will offer new ways to manage and access data using available tools and resources. The class will explore functionality that may not be well-known to users such as transcript labels, teacher certification, Reporting Hub, SAT test upload, etc.

*M 4:00 – 5:00 GUIL D                      T 2:00 – 3:00 GUIL D*  
*W 9:30 – 10:30 GUIL D*

Long Title: **Data Integrity**  
 Short Title: DataInt  
 Course Number: 219  
 Length: 1 Hour  
 Presenters: Debbie Harman,  
 Winston-Salem/Forsyth County  
 Dr. Betty Weycker,  
 Winston-Salem/Forsyth County

How clean is your data? How can you implement checks and balances to verify? Are you using NC WISE as your authoritative source? If you are a data driven school or LEA, this is the session for you to get started on understanding and maintaining the integrity of your data.

*M 3:00 – 4:00 IMP D                      T 4:00 – 5:00 IMP D*  
*W 9:30 – 10:30 IMP D*

# ncwise course list

## standard (200 series) | related (300 series)

**ONE TEAM**

Long Title: **Cross Enrollments**  
 Short Title: Cross Enroll  
 Course Number: 220  
 Length: 1 Hour  
 Presenter: Beth Purdy, NCDPI

What is a cross enrollment? When should students be cross enrolled? Are courses scheduled for these students? Who takes attendance? Get answers to these questions and others as well as how cross enrollments and pre transition work together.

*M 2:00 – 3:00 AUD3      T 3:00 – 4:00 AUD3*  
*W 10:30 – 11:30 AUD3*

Long Title: **Race and Ethnicity in NC WISE**  
 Short Title: R&E  
 Course Number: 221  
 Length: 1 Hour  
 Presenter: Doris Kitts, NCDPI

This session will address the new Race/Ethnicity guidelines. Topics will include federal policies and definitions, data entry into eSIS, and a question/answer session.

*M 3:00 – 4:00 VIC A      T 10:30 – 11:30 GUIL D*  
*W 10:30 – 11:30 VIC A*

Long Title: **Charter School Q & A**  
 Short Title: Charter  
 Course Number: 222  
 Length: 2 Hours  
 Presenter: Sheryn Fletcher,  
 Lake Norman Charter School

**This course is designed exclusively for charter schools.** This session will be used as a forum for discussion and networking among charter schools as well as ideas on how to best utilize the system.

*T 8:30 – 10:30 GUIL D*

Long Title: **The NC WISE Electronic Transcript**  
 Short Title: EDI  
 Course Number: 223  
 Length: 1 Hour  
 Presenters: Stephanie Whitten, NCDPI  
 Robin Greene, CFNC

This session will provide a demonstration of the CFNC web site and the Counselor Module as well as an explanation of how students can request transcripts. There will also be a discussion on how data from eSIS is used by the electronic transcript system and how important it is that student data be complete and correct.

*M 3:00 – 4:00 GUIL D      T 4:00 – 5:00 GUIL D*

Long Title: **Testing and NC WISE**  
 Short Title: Testing  
 Course Number: 224  
 Length: 1 Hour  
 Presenter: Phyllis Price, NCDPI

This session will provide an overview of the Standardized Testing functionality in NC WISE including adding tests, building testing files, and reports. There will also be a discussion on how data from eSIS is used by the NCDPI Accountability Division to support state and federal reporting requirements.

*M 8:30 – 9:30 AUD3      T 8:30 – 9:30 AUD3*  
*W 8:30 – 9:30 AUD3*

## ncwise related courses

Long Title: **Student Accounting Issues Part 1**  
 Short Title: Acct-1  
 Course Number: 301  
 Length: 1 Hour  
 Presenter: Ozella Wiggins, NCDPI

This session will clarify many issues for both traditional and charter schools relative to North Carolina student accounting policies and state reporting requirements. Chapters 1, 2 and 3 will be covered from the School Attendance and Student Accounting Manual.

*T 9:30 – 10:30 IMP D      T 1:00 – 2:00 IMP D*

Long Title: **Student Accounting Issues Part 2**  
 Short Title: Acct-2  
 Course Number: 302  
 Length: 1 Hour  
 Presenter: Ozella Wiggins, NCDPI

This session will clarify many issues for both traditional and charter schools relative to North Carolina student accounting policies and state reporting requirements. Chapters 4, 5 and all the appendixes will be covered from the School Attendance and Student Accounting Manual. Part 1, Session 502, is not a prerequisite to attend this session.

*T 10:30 – 11:30 IMP D      T 2:00 – 3:00 IMP D*

Long Title: **SAR - Start to Finish**  
 Short Title: SAR  
 Course Number: 303  
 Length: 2 Hours  
 Presenter: Doris Kitts, NCDPI

Many of the problems encountered in the SAR data are avoidable with a little advance planning and maintenance. This session will examine the interaction of SAR, Licensure, and Payroll information. There will also be a discussion of the most common errors, with various NCDPI staff available to answer questions. Also included in the session will be a review of the SAR correction and retransfer process and a description of how the data is used once it is loaded at NCDPI.

*M 8:30 – 10:30 VIC A            M 1:00 – 3:00 VIC A*

Long Title: **TIMS – An Overview**  
 Short Title: TIMS  
 Course Number: 304  
 Length: 1 Hour  
 Presenter: Rob Hamby, UNC Charlotte Urban Institute

TIMS (Transportation Information Management System) is available at no direct cost to all LEAs and is comprised of both software and support. This session will provide an overview of the software, including the student data component, reporting capabilities, and interaction with NC WISE.

*T 1:00 – 2:00 COL AB            T 2:00 – 3:00 COL AB*

Long Title: **Connecting the Data Dots – Where Do the Data Go?**  
 Short Title: Connect  
 Course Number: 305  
 Length: 1 Hour  
 Presenter: Traci Blount, NCDPI

Now more than ever, education professionals use data on numerous levels – from day-to-day decision-making in local schools to long-term district planning. Additionally, parents and citizens are demanding greater government transparency. Do you know where your data go and how this information is utilized? This session provides an overview of key data elements and public reports (such as the NC School Report Cards) and also will address statewide data quality efforts and best practices.

*M 1:00 – 2:00 GUIL D            W 8:30 – 9:30 GUIL D  
 W 10:30 – 11:30 GUIL D*

Long Title: **ABC Tools Update**  
 Short Title: ABCTools  
 Course Number: 306  
 Length: 1 Hour  
 Presenter: Ken Barbour, NCDPI

This session will focus on the functionality of ABCTools10 and how this application can assist central offices and schools. An overview of available reports and best practices for school data audits will also be provided.

*M 3:00 – 4:00 COL AB            T 9:30 – 10:30 COL AB*

Long Title: **NC Virtual Public Schools**  
 Short Title: NCVPS  
 Course Number: 307  
 Length: 1 Hour  
 Presenters: LaDansa Ussery, NCDPI  
 Connie Joyner, NCDPI

We would like to invite you to attend our “NCVPS How-To Session”. The goal is to answer your questions and concerns about Virtual Public School courses. Learn some best practice tips on scheduling courses to meet the requirements for VPS and SAR, as well as your school needs.

*M 2:00 – 3:00 COL AB            T 3:00 – 4:00 COL AB*

Long Title: **CTE and NC WISE – Working together can be fun!**  
 Short Title: CTE  
 Course Number: 308  
 Length: 1 Hour  
 Presenters: Joe Baisley, Currituck County  
 Rhonda Welfare, NCDPI

The session is geared to Career Development Coordinators, Instructional Management System Coordinators, Special Populations Coordinators, and CTE Administrators. Come see how NC WISE can be used to streamline CTE activities and make reporting fun. Attendees will learn about Career Development Plans, reports to assist with the local planning system, CTE enrollment, and post assessment testing.

*W 9:30 – 10:30 COL AB            W 10:30 – 11:30 COL AB*

# ncwise course list

## related (300 series)

**ONE TEAM**

Long Title: **Ordinary People with Extraordinary Lives in an Amazing World**  
 Short Title: Ordinary  
 Course Number: 309  
 Length: 1 Hour  
 Presenter: Connie Joyner, NCDPI

Leave this session realizing YOU are an extraordinary person with an amazing life.

*M 1:00 – 2:00 COL AB      M 4:00 – 5:00 COL AB*  
*T 10:30 – 11:30 COL AB    T 4:00 – 5:00 COL AB*  
*W 11:30 – 12:30 COL AB*

Long Title: **NC WISE Technical Troubleshooting**  
 Short Title: Tech Trouble  
 Course Number: 312  
 Length: 1 Hour  
 Presenters: Michael Ramsey, NCDPI  
 John Warf, NCDPI

This session will focus on various ways to troubleshoot technical issues with NC WISE. Find out how districts from around the state have developed tools and methods for troubleshooting issues and share information you may have.

*T 8:30 – 9:30 AUD1      T 3:00 – 4:00 AUD1*

Long Title: **I'm Supposed to Train What?**  
 Short Title: Train Tips  
 Course Number: 310  
 Length: 1 Hour  
 Presenter: Gerri Batchelor, NCDPI

Dealing with adult learners is very different from teaching in a classroom. Add the range of possible training venues available in this age of communication, and you can find yourself lost in a world of choices. This session will offer guidance on making those choices in order to effectively redeliver training to other NC WISE users.

*T 9:30 – 10:30 AUD3      T 1:00 – 2:00 AUD3*

Long Title: **iTunes U: A Challenge and an Opportunity**  
 Short Title: iTunes  
 Course Number: 313  
 Length: 1 Hour  
 Presenters: Neill Kimrey, NCDPI  
 Ouida Myers, NCDPI  
 Donna Sawyer, NCDPI

Do you have a need to provide training to a large group of customers? Do you have the capability to create training materials in pdf, audio, or video formats? Welcome to NCDPI iTunes U. Tips for the creation of content to be shared and hosted via iTunes will be provided. This session will provide an introduction to iTunes U, an exploration of current NCDPI content, and planned expansions for the content.

*W 8:30 – 9:30 AUD1      W 9:30 – 10:30 AUD1*

Long Title: **CEDARS & UID**  
 Short Title: CEDARS/UID  
 Course Number: 311  
 Length: 1 Hour  
 Presenter: Ben Comer, NCDPI

This session will focus predominantly on the CEDARS UID Student system and how it is being used to improve the accuracy of student information across NCDPI applications. To provide the context for this system, the presenters will deliver a brief overview of the CEDARS Program, a summary of the CEDARS projects, and discuss the importance of UID Student and UID Staff systems to the overall objectives of the CEDARS Program objectives. The presenters will discuss the timing of student and staff uploads to the UID systems, how frequently to expect near matches, and the importance of timely UID Student and UID Staff near match resolution. The presenters will explain how the decisions made during near match resolution process are used to synchronize student and staff identification information across multiple interfacing NCDPI applications, such as NC WISE, CECAS, Migrant, More at Four, Payroll, HRMS, LiSal, etc. Finally, the presenters will discuss the impact that the near match resolution process has over the quality of data in the CEDARS Data warehouse.

*M 9:30 – 10:30 GRAND      M 3:00 – 4:00 GRAND*

Long Title: **Got Data?**  
 Short Title: Got Data?  
 Course Number: 314  
 Length: 1 Hour  
 Presenter: Julien Alhour, NCDPI

In this session attendees will learn about new and exciting systems that depend on timely updates of NC WISE data. Systems that will be discussed include Child Nutrition Direct Certification and Verification System, the Graduate Data Verification System, and the CTE Analysis and Reporting System. Attendees will leave the session with strategies and tools that will help them better plan for some critical data submissions.

*M 9:30 – 10:30 AUD1      M 3:00 – 4:00 AUD1*

Long Title: **Desktop Security**  
 Short Title: Desktop  
 Course Number: 315  
 Length: 1 Hour  
 Presenters: Michael Ramsey, NCDPI  
 John Warf, NCDPI

This session will focus on the reasons for network security as well as how and why data managers and teachers can secure their own desktop/laptop computers.

*T 10:30 – 11:30 GUIL D      T 1:00 – 2:00 GUIL D*

Long Title: **CECAS**  
 Short Title: CECAS  
 Course Number: 316  
 Length: 1 Hour  
 Presenter: Quentin Parker, NCDPI

This session will provide participants an update on CECAS and other EC Delivery Team activities. The presentation will center on the integration between CECAS and NC WISE, along with a review of the current project status, recently completed enhancements, efforts in progress, and expected future activities.

*M 2:00 – 3:00 AUD1      T 9:30 – 10:30 AUD1*

Long Title: **NC WISE → LEP Demystified!**  
 Short Title: LEP  
 Course Number: 317  
 Length: 1 Hour  
 Presenters: IT Instructional Services Delivery Team,  
 NCDPI

Confused about what pieces of student data reside where and who is the “boss” of those data? Then join us on a journey of data interchange and authoritative sources, as we unveil the mysteries of:

- NC WISE → LEP
- LEP → NC WISE
- Authoritative Data Elements
- What the Future May Hold

*T 2:00 – 3:00 VIC A      T 3:00 – 4:00 VIC A*

Long Title: **Ensuring Quality Discipline Data**  
 Short Title: Discipline  
 Course Number: 318  
 Length: 1 Hour  
 Presenters: Rosalyn Covington, NCDPI  
 Stephanie Whitten, NCDPI

If you’re wondering how to maximize your use of Incident reporting and use the Reporting Hub to improve your data, then join us for this informative session. Topics will include tying offenders to discipline records, using the Reporting Hub to view reports, and correcting errors identified by the DDC process.

*M 8:30 – 9:30 IMP D      M 1:00 – 2:00 IMP D*

Long Title: **Behind the Scenes with the NC WISE Operations Team**  
 Short Title: Ops Team  
 Course Number: 319  
 Length: 1 Hour  
 Presenters: Rodney McLaurin, NCDPI  
 Yolanda Wilson, NCDPI

If you have an interest in the technical details of what goes on behind the scenes of NC WISE, you will want to attend this session. The Operations team will give an overview of what it takes to run NC WISE. This session will also include an overview of the new and improved NC WISE Web site which features new drop down menus and navigation bars for a more user friendly approach to finding training materials, documentation and other needed resources that are only a click away.

*M 4:00 – 5:00 AUD2      T 1:00 – 2:00 AUD2  
 W 11:30 – 12:30 AUD2*

Long Title: **Creating a Better You – Every Day**  
 Short Title: BetterYou  
 Course Number: 320  
 Length: 1 Hour  
 Presenter: Bobby Williams

Why do we say “I’m so stressed out”.....Why do we allow stress to take control.....Why do we always point the finger at someone else.....Why the sad clown face..... This session will focus on putting answers to these questions by taking a closer look at our own being. This will be a fun-fill yet informative session that will allow you to “Create A Better You – Every Day” if you so desire. NOTE: This session is not intended for those who like to have STRESS in their everyday life

*M 8:30 – 9:30 COL AB      M 2:00 – 3:00 GUIL G  
 T 8:30 – 9:30 COL AB      T 3:00 – 4:00 AUD4  
 W 8:30 – 9:30 COL AB*

# ncwise course list

## special (400 series) | labs (LC series)



### special course

Long Title: **LEA Coordinators' Annual Update**  
 Short Title: Coord  
 Course Number: 401  
 Length: 2 Hours  
 Presenter: John Wetsch, NCDPI

This is a briefing for Superintendents, Principals, LEA Coordinators, Charter School Directors, and LEA administrators. The session will provide updates on project initiatives related to the NC WISE project.

*M 1:00 – 3:00 GRAND*

Long Title: **eSIS Reporting – Bump It Up a Notch Using Export/AdHoc**  
 Short Title: Export  
 Course Number: LC03  
 Length: 2 Hours  
 Presenters: Taffy Smith, Stanly County  
 Joy Walter, NCDPI

This hands-on session will delve into the world of Export Ad Hoc Reporting. Learn how to pull the information you want and need from over 200 eSIS fields that will assist administrators in data-driven decision making.

*M 3:00 – 5:00 IMP AB      T 1:00 – 3:00 IMP AB*  
*W 10:30 – 12:30 IMP AB*

### ncwise labs

Long Title: **eSIS Tips and Tricks**  
 Short Title: Tips  
 Course Number: LC01  
 Length: 2 Hours  
 Presenters: NCDPI Service Desk Staff

This hands-on session is geared towards the new NC WISE user. During this session you will find out about shortcuts, queries, column sorting, and working with withdrawn students. Tips and tricks covered in this session will help make the life of a new user easier.

*M 8:30 – 10:30 IMP EF      T 9:30 – 11:30 IMP EF*  
*T 1:00 – 3:00 IMP EF      T 3:00 – 5:00 IMP EF*

Long Title: **Navigating eSIS Reports**  
 Short Title: Reports  
 Course Number: LC02  
 Length: 2 Hours  
 Presenters: NCDPI Service Desk Staff

This hands-on session will assist users with NC WISE reports from eSIS and the Reporting Hub. Find out what's available and how to utilize the Specific Extract screen to get the information you need. A demonstration on using Export/Adhoc reporting will be included.

*M 8:30 – 10:30 IMP AB      T 8:30 – 10:30 IMP AB*  
*W 8:30 – 10:30 IMP AB*

Long Title: **AHR – Information Delivery Portal**  
 Short Title: AHR IDP  
 Course Number: LC04  
 Length: 2 Hours  
 Presenter: Demarcus Simmons, NCDPI

AHR is the acronym for Ad Hoc Reporting. The AHR project is compiled of two components: Web Report Studio (WRS) and Information Delivery Portal (IDP). This hands-on training will focus on the uses of Information Delivery Portal, including understanding how to navigate the application, adding Portal Pages, and Portlets. Participants will learn how to search for reports created by the LEA Report Author to use for future purposes. ***This session is limited to the Wave1 and Pilot LEAs who currently hold AHR Project accounts.***

*M 1:00 – 3:00 IMP EF*

Long Title: **AHR – Web Report Studio**  
 Short Title: AHR WRS  
 Course Number: LC05  
 Length: 2 Hours  
 Presenter: Demarcus Simmons, NCDPI

AHR is the acronym for Ad Hoc Reporting. The AHR project is compiled of two components: Web Report Studio (WRS) and Information Delivery Portal (IDP). This hands-on training will focus on the uses of Web Report Studio, including understanding the basics of how to navigate the application, steps for developing the report, and communicating the report results with those within the LEA. This wonderful tool allows Report Authors the ability to generate custom reports based on program and transaction data. All report data is generated from eSIS data. ***This session is limited to the Wave1 and Pilot LEAs who currently hold AHR Project accounts.***

*M 3:00 – 5:00 IMP EF*

Long Title: **Making Excel Work for You**  
 Short Title: Excel  
 Course Number: LC06  
 Length: 2 Hours  
 Presenters: Dot Lodge, Gaston County  
 Gwen Bissette, NCDPI

This hands-on session will explore the capabilities within Microsoft Excel to use information extracted from eSIS to assist administrators in data-driven decision making. Topics will include converting extracts into Excel files, data sorting, auto filtering, concentrating fields, reports, and creating charts and pivot tables.

*M 1:00 – 3:00 IMP AB      T 3:00 – 5:00 IMP AB*  
*W 10:30 – 12:30 IMP C*

Long Title: **Tutor Me**  
 Short Title: Tutor  
 Course Number: LC07  
 Length: 1 or 2 Hours  
 Presenters: NCDPI Service Desk Staff

This hands-on session will cover four separate topics which commonly cause users headaches. The topics for discussion are as follows:

**A – Admission/Withdrawal/Pre-Transition** – Not sure if you’re following the RIGHT steps when admitting that student? When should you Withdraw or No Show? Did you update the Pre-Transition list? The information shared in this hands-on lab will help you avoid some common pitfalls when handling admission and withdrawals for students.

*M 8:30 – 10:30 IMP C      M 3:00 – 5:00 IMP C*  
*T 9:30 – 10:30 IMP C      T 3:00 – 5:00 IMP C*  
*W 8:30 – 10:30 IMP C*

**B – Diploma – Supplement to session 209.** Walk through the diploma screens and develop a better understanding of what the system will do for YOU!

*M 8:30 – 10:30 IMP GH      M 3:00 – 5:00 IMP GH*  
*T 8:30 – 10:30 IMP GH      T 1:00 – 3:00 IMP GH*  
*W 8:30 – 10:30 IMP GH*

**C – Athletic Eligibility – Supplement to session 208.** Take a closer look at the Athletic Eligibility Module and learn how to avoid common mistakes BEFORE they happen!

*M 2:00 – 3:00 IMP C      M 2:00 – 3:00 IMP GH*  
*T 8:30 – 9:30 IMP EF      T 10:30 – 11:30 IMP GH*  
*T 1:00 – 2:00 IMP C      T 3:00 – 4:00 IMP GH*  
*W 9:30 – 10:30 IMP EF*

**D – Prepare for Next Year – Supplement to sessions 201, 202, and 207.** This session will help you be certain that you have “dotted the i’s and crossed the t’s” necessary to get ready for the coming school year.

*M 1:00 – 2:00 IMP C      M 1:00 – 2:00 IMP GH*  
*T 8:30 – 9:30 IMP C      T 10:30 – 11:30 IMP AB*  
*T 2:00 – 3:00 IMP C      T 4:00 – 5:00 IMP GH*  
*W 8:30 – 9:30 IMP EF*

Long Title: **Refresh My Memory**  
 Short Title: Refresh  
 Course Number: LC08  
 Length: 2 Hours  
 Presenters: NCDPI Service Desk Staff

Do you have questions about something you learned this week? Still not quite sure how something works? This hands-on session will allow you to take a look at your situation and present your questions before you head back to “the REAL world”.

*W 10:30 – 12:30 IMP EF      W 10:30 – 12:30 IMP GH*