The NC WISE Email Bulletin highlights issues and announcements that were communicated to users during the past week. The bulletin also features late-breaking and recurring news about NC WISE and the PowerSchool project.

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1. **Course Code Conversion – Historical Courses**

   Local agencies have reported that historical course titles from NC WISE Credit Details have not converted correctly into PowerSchool. The issue is easily identified when running a student transcript. Pearson is constantly working on the conversion routines that will convert NC WISE courses into PowerSchool and the team has identified a process resolve that will import historical course titles correctly. Therefore, there is no need for LEAs to correct historical course titles at this time.

2. **NCVPS Student Scheduling**

   After careful consideration and discussion with NCVPS, NCDPI requests that LEAs schedule NCVPS students into courses per their normal process.

3. **Pre-Transition Moves Up**

   Pre-Transition is the process that both promotes students and associates them to their next school of record for the coming year. Pre-Transition must be completed prior to the NC WISE Year End Transition process (YET). It is recommended to run Pre-Transition prior to your LEAs scheduling deadline. Why? The Next Grade and Next School data will be converted during Phase 2b to support the PowerSchool EOY process. If Pre-Transition is not completed by your Scheduling deadline, you will need to perform the ‘like’ process in PowerSchool in order to run EOY.
4. User Log-Ins for PowerSchool

Home Base is a multi-faceted project and will include the creation of a single portal that will allow users to access multiple applications with a single user name and login. To facilitate the multiple stages of the single sign-on portion of the project, NCDPI has agreed that the 10 digit Staff UID will be used as the user’s PowerSchool login.

Pearson is working to provide a solution so that a user only has one ID across the state. The UID vendor is working on a solution for users that are not employed by the LEA.

5. AP English Course Code Update

There have been some changes to the AP English courses due to some issues missed regarding our course agreement with the UNC system. We do apologize for the confusion.

Because many of you had already made changes to courses before we caught this error, we have decided to keep open all 4 English course codes for this initial May registration deadline.

Originally, the following courses were closed: 10337 (AP Eng Lang Comp) and 10347 (AP Eng Lit Comp). Due to the UNC system requirement, these courses are now re-open.

We prefer the use of these course codes (10337 and 10347). However, because many of you had already changed your codes based on the original AP course code email, the AP English Course codes 10357 (AP Eng Lang Comp) and 10367 (AP Eng Lit Comp) will stay open currently as well.

Attached is an updated copy of the 2013 – 2014 Course Code Changes AP Update reflecting these modifications. You may also view the updated document located on the NC WISE website at http://www.ncwise.org/courses2.html.

In the long run, we do hope to only have two courses open – but not before the May deadline.

6. PowerSchool Daily Attendance

We have been asked for suggestions on how to setup a Daily Attendance School. Daily Attendance is taken in PowerSchool during a class period that is scheduled to a course. The course can be either a non-reporting course, e.g., HomeRoom, or a daily core class, e.g., math.

When scheduling in NC WISE for next year (and conversion) consider:

- Students should not be scheduled to the same period for all classes (‘buckets of time’).

- If scheduling a HomeRoom class for daily attendance, in system codes set up a HomeRoom Course with subject area 9982 for each grade level (middle school, high school and/or elementary) that will use the course. Be sure to use the correct fifth digit to represent Non Reporting for each school level. The Academic Level in System Codes on the Options tab should be set to "9-Non Classroom Activity". Setup
sections in Course Section Maintenance (with a teacher and room), and schedule all students to a section.

Please review the attachment, “Daily Attendance in PowerSchool” for instructions on taking Daily Attendance in PowerSchool. If you have questions pertaining to this subject matter, please contact the NCDPI Service Desk at homebase.incidents@its.nc.gov.

7. Home Base (PowerSchool) Project Update Webinar

The fourth Home Base (PowerSchool) Project Update webinar was held Thursday, April 11 from 1 – 3 p.m. This webinar featured scenarios for scheduling elementary students and Daily Attendance set-up. For those who were unable to attend, you may click on the link to access the page where the webinar and PowerPoint presentation are located: http://www.ncwise.org/powerschool_updates.html. An updated copy of the NC Data Conversion Issue Tracker – a summary of all known issues and their statuses – is also located on this page.

Future webinars are scheduled for May 9, May 23 and June 6 from 1 – 3 p.m. If you are not registered to attend these webinars, you may do so by going to https://www1.gotomeeting.com/register/315714961. You only have to register once for all webinars scheduled through June 6.

If you have questions pertaining to the information given in these webinars, please contact the Home Base Service Center at homebase.incidents@its.nc.gov.

8. Year End Transition (YET) Preparations

The NC WISE family of applications will shut down Friday, June 28, 2013 at 5 PM for the annual YET process. The specific applications included are eSIS, Webapps, UERS, Reporting Hub, Electronic Transcript, Parent Assistant, (AHR) Web Report Studio and Information Delivery Portal.

As many of you should be aware, NC WISE will not be returning to service as the state-wide student information system. We will transition to Home Base PowerSchool, the official state-wide student information system, once YET is complete. PowerSchool will replace eSIS, Webapps, UERS, Reporting Hub, Electronic Transcript data source and AHR (Web Report Studio and Information Delivery Portal). The current Parent Assistant Module will be replaced by the PowerSchool Parent Portal.

Please review the following actions you need to complete before YET starts.

1. Pre-Transition is the process that both promotes students and associates them to their next school of record for the coming year. Pre-Transition must be completed prior to the NC WISE Year End Transition process (YET). We strongly recommend running the Pre-Transition prior to your LEAs scheduling deadline (May 1 or June 1). Why? The Next Grade and Next School data will be converted during Phase 2b of the eSIS to PowerSchool transition to support the PowerSchool EOY process. If Pre-Transition is not completed by your scheduling deadline, you will need to perform the ‘like’ process in PowerSchool in order to run EOY.
Instructions for completing the Pre-Transition process in eSIS can be found at [http://www.ncwise.org/documents/training_group/docs/schl_info/WISE_YET_PreTransition.pdf](http://www.ncwise.org/documents/training_group/docs/schl_info/WISE_YET_PreTransition.pdf).

2. Clean data is essential to a successful YET. The following reports are available on the Reporting Hub to assist users in preparing for YET. Personnel are encouraged to use these reports to ensure that their data is accurate, allowing for a smooth transition during this critical process.

"YET-Examine Pre-Transition for Next School Outside Data Center" - This report is available from either an LEA or school level query and identifies students who have a school populated on the Pre-Transition list that is outside of your data center. This can occur when a student is admitted to a school later in the school year and their next school is not updated on admission. The Next School **MUST** be corrected for the student on the Pre-Transition list prior to YET.

"Course Sections with No Assigned Teachers" – This report is also available from the Reporting Hub as an LEA or School level query. It consists of scheduled sections with students who have no assigned teacher. These records need to be updated and populated with a teacher prior to YET. If not corrected, the information regarding the students, courses and teachers will not load to CEDARS and could result in inaccurate data being written historically in NC WISE and PowerSchool.

3. UERS - PMR 9 (including months 1-8) - These files must be created before YET. All PMRs must be approved and submitted to DPI by June 28. Please be diligent about completing months 6 – 8 PMRs in a timely fashion so that we may focus only on month 9 during the month of June.

4. While it is not a UERS report, the Safe Schools Report must be completed and approved prior to YET.

5. Transcripts - Since there will be no access to either eSIS or EDI while YET is processing, any transcripts a school thinks might be needed during YET should be printed.

If you need assistance with the reports or any other YET preparation task, please contact the NCDPI Service Desk by e-mailing ncwise.incidents@its.nc.gov.

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