The NC WISE Email Bulletin highlights issues and announcements that were communicated to users during the week. The bulletin also features late-breaking and recurring news about NC WISE. In this issue:

1. School Calendar Setup for PMR
2. UERS Reports Required in WebApps
3. SASA Manual for 2012 – 13
4. No Change to Entering AIG Data and Cancellation of AIG Training Webinars
5. NC School of Science and Math Course Codes for 2012 – 13
6. Video User Guides
7. NDS/Security Console Update
8. Upcoming Training for August and September

1. **School Calendar Setup for PMR**

   The NCDPI Financial and Business Services is reminding all schools to setup months 1 and 2 with 20 days for PMR/ADM reporting purposes. All remaining days are to be distributed evenly between months 3 through 9. This will ensure the correct calculation for Average Daily Membership.

   More information on how to calculate the ADM may be found in the Student Attendance and Student Accounting (SASA) manual located at [http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf](http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf).

   Questions pertaining to this request may be addressed to the NCDPI Service Desk at ncwise.incidents@its.nc.gov.

2. **UERS Reports Required in WebApps**

   For the 2012 – 2013 school year, only four UERS reports are required to be activated in WebApps. These reports are the Principal Monthly Report (PMR), Retention/Promotion/Graduation Report (RPG), School Activity Report (SAR) and Common Follow-up Report. LEAs should work with their LEA counterparts to develop a district wide reporting calendar for all reports.

   Also, please be aware that the WebApps auto-generated report reminder emails will not be available again this year. We are moving forward with providing new and better reporting methods in the near future.

   If you have questions concerning the use of WebApps and reporting, please contact the NCDPI Service Desk by emailing ncwise.incidents@its.nc.gov.
3. SASA Manual for 2012 – 13


If you have comments, concerns or questions pertaining to the manual, please contact Sandra Johnson at sandra.johnson@dpi.nc.gov.

4. No Change to Entering AIG Data and Cancellation of AIG Training Webinars

Due to the planned PowerSchool migration and after conversing with the AIG Business Owner, it was decided that changing the process for entering AIG data during the 2012 – 2013 school year would not be in the best interest of the LEAs. Therefore, the process will remain the same as in previous years.

Both AIG training webinars that were scheduled for Tuesday, August 21 at 1:00 p.m. and Thursday, August 30 at 9:00 a.m. have been canceled. An AIG webinar will be scheduled closer to the AIG submission deadline which is April 30, 2013.

If you have questions pertaining to entering AIG data, please contact the NCDPI Service Desk at ncwise.incidents@its.nc.gov.

5. NC School of Science and Math Course Codes for 2012 – 13

Below is a list of new NCSSM courses that were added for the 2012 – 13 school year. The list consists of online courses and IVC courses. Please read the “Rationale” carefully for additional information concerning the courses listed.

**ONLINE COURSES**

- NCSSM (O) Advanced Chemistry HN* 30515
- NCSSM (O) Advanced Physics HN* 30615
- NCSSM (O) Advanced Environmental Science 30805
- NCSSM (O) Bioinformatics/Computational Biology 30805
- NCSSM (O) Introduction to Computational Science 30805

*Rationale:* Since the first three courses are paired with Advanced Placement courses, they should reflect second year course codes – they are not the equivalent of a first-year course. Hence, **none of them** would fulfill graduation requirements as stand-alone courses.
(*)The LEA will have to use the Community College work around for the top two courses.  

**IVC Courses**

- NCSSM (IVC) Advanced Environmental Science* 30805
- NCSSM (IVC) AP Environmental Science* 30427
- NCSSM (IVC) Honors Forensic Science: Anthropology 30805
- NCSSM (IVC) Honors Cosmology and Culture: Past and Present 30805
- NCSSM (IVC) Honors Aerospace Engineering Technology 30805

**Rationale:** In the description of the IVC courses on the NCSSM website, the first course is paired with an Advanced Placement course, and would not be the equivalent of a first-year course on its own. It would not fulfill a graduation requirement. The lone course on this list that would fulfill a graduation requirement is the AP Environmental Science. The last three courses would be science electives under the umbrella 30805 course.

(*)The LEA will have to use the Community College work around for the top two courses.  

If you have questions pertaining to these courses, please contact the NCDPI Service Desk at ncwise.incidents@its.nc.gov.

6. **Video User Guides**

Attention: NC WISE Coordinators and Data Managers

Are you having trouble remembering how to perform certain tasks in eSIS? Don’t forget to utilize the Video User Guides available on the NC WISE website. These quick 5 minute “how to” videos will give users a quick synopsis of how to perform certain tasks that are critical to your day to day operations and school business cycle.

The videos are categorized by job function and school business cycle. To view all the videos, you may click on this link: http://www.ncwise.org/training_vug_all.html. To view videos specific to the school business cycle for the months of August, September and October, please click on the links accordingly.

August - http://www.ncwise.org/training_vug_aug.html

September - http://www.ncwise.org/training_vug_sept.html

October - http://www.ncwise.org/training_vug_oct.html
If you have questions pertaining to these videos or problems viewing the videos, please contact the NCDPI Service Desk at ncwise.incidents@its.nc.gov.

7. NDS/Security Console Update

Some users are continuing to experience problems with NDS. We have discovered that the problems are intermittent and may vary according to the type of browsers being used.

The NCDPI Technology Team continues to work toward a solution. However, for now, if you experience any problems with NDS, please contact the NCDPI Service Desk at ncwise.incidents@its.nc.gov.

We apologize for any inconvenience you may have experienced and thank you for your support.

8. Upcoming Training for August and September

TAM – Teacher Assistant Module Refresher Webinar – August 22, 2012 @ 1:00 p.m.
This Webinar will review the use of the Teacher Assistant Module (TAM). Tasks covered will include, but not limited to, setting up Preps, Adding Assignments, Entering Assignment Grades and Posting Marks.

Registration Link:

RPG – Retention/Promotion/Graduate Refresher Webinar – August 29, 2012 @ 1:00 p.m.
This online session will review the process of reviewing and approving the RPG report (Retention/Promotion/Graduate).

Registration Link:
August 29, 2012 - https://www1.gotomeeting.com/register/278182777

Dropout Report Refresher Webinar – Sept. 5, 2012 @ 1:00 p.m. and September 11, 2012 @ 9:00 a.m.
This 2 hour online refresher will review the process of determining and entering Dropout Report data in eSIS.

Registration Links:
September 5, 2012 - https://www1.gotomeeting.com/register/723323385

September 11, 2012 - https://www1.gotomeeting.com/register/612627929

Incidents in eSIS Refresher Webinar – Sept. 6, 2012 @ 1:00 p.m. and Sept. 14, 2012 @ 9:00 a.m.
This two hour refresher provides reminders regarding how to enter discipline data correctly in NC WISE. Attendees will learn tips and techniques, as well as best practices.

Registration Links:
September 6, 2012 - https://www1.gotomeeting.com/register/463582489

September 14, 2012 - https://www1.gotomeeting.com/register/146669601
Alternative Learning Schools/Alternative Learning Programs (ALS/ALP) Refresher Webinar – September 7, 2012 @ 9:00 a.m. and September 12, 2012 @ 1:00 p.m.
This hour and a half online event will discuss best practices for handling Alternative Learning Programs (ALP) and Alternative Learning School (ALS) student information in eSIS (NC WISE). Topics for this session will include admission and withdrawal processes for students attending alternative schools and alternative learning programs and recording ALP/ALS information in the eSIS Program Assignment screen.

Registration Links:
September 12, 2012 - https://www1.gotomeeting.com/register/386649129

Principals Monthly Report (PMR) Refresher Webinar – Sept. 13, 2012 @ 1:00 p.m. and Sept. 18, 2012 @ 9:00 a.m.
This online session will review the process of reviewing and approving the PMR Report in UERS.

Registration Links:
September 13, 2012 - https://www1.gotomeeting.com/register/437343929
September 18, 2012 - https://www1.gotomeeting.com/register/942186417

This five day hands-on session is a basic class that covers the functional aspects of the NC WISE integrated solution. Each of the subsystems is explained with examples and exercises to reinforce the lecture. This session is designed to cover basic topics like Navigation, School Information, General Student information such as Demographics and Testing, working with the Student Course Selections, Marks and an introduction to WebApps/UERS.

Registration Link:

NC WISE
NC Department of Public Instruction
Education Building, Room 320
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3421 Fax
e-mail: ncwise@dpi.nc.gov