Digital Teaching and Learning

DISTRICT SUPPORT

HOME BASE

NC SIS Weekly Email Bulletin

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End of Year

End of Year Contact Information and Preparation

The 2019-20 EOY Process for the Home Base Suite of Applications will begin Tuesday, June 30, 2020. Home Base will be taken offline on Tuesday at 5:00 p.m. EOY processing and archiving of data will begin Thursday morning, July 2, 2020.

PowerSchool (EOY Contact Updates)

Please be reminded of the following and take the time to review your contact information to ensure the required fields are accurately completed.

- An **alternate phone number** is required on the EOY Contacts' screen for both, the **Primary** and **Secondary** contacts (the alternate number should not be the same as the primary phone number).
- If there is a phone extension, it should be entered at the end of the **Title** field (e.g., Title: PowerSchool Coordinator x4567).
- The EOY Contacts' screen must have a **Primary Contact** and a **Secondary Contact** (Primary and Secondary cannot be the same person).
- The **"Last School Ending Date (mm/dd/yyyy)"** field on the EOY Contacts' screen must be filled out and the page submitted even if your contacts have not changed from the previous year.

- The **"Login (User Admin Name)"** fields on the EOY Contacts' screen should match the **"Admin Username"** on the user's Admin Access and Roles tab of the Security Settings' screen.

Questions concerning EOY may be addressed to home_base@dpi.nc.gov.

Newly Designated PowerSchool Technical Contacts Training

The Home Base team is planning a PowerSchool IPT Certification and Training session for PowerSchool coordinators who were designated as PowerSchool technical contacts (TCs) for their PSUs on or after 12/31/2019. Please complete this Google Form to request certification testing and/or training.

New Calendar Day Types for Remote Instruction are Now Available

The new Calendar Day Types for Remote Instruction are now available for use in all North Carolina PowerSchool instances. PowerSchool Coordinators may now begin using these new Calendar Day Types for 2020-2021 school calendar setups in PowerSchool. For more information on the new Calendar Day Types for Remote Instruction and updated calendar requirements for the 2020-2021 school year, please see the COVID-19 Calendar Changes for 2020-2021 QRD.

Grading Q&A for PowerSchool Coordinators Webinar

The Home Base Team thanks PowerSchool coordinators across the state for their feedback and diligent work around grading for the 2019-2020 school year. Our quick reference guides (QRGs) for K-5, 6-8, 9-11, and Senior grading have been well received and have not required any major updates since the release. Many coordinators have already successfully completed these processes.

For PowerSchool Coordinators who are still navigating the COVID-19 grading policy and procedure, the Home Base Team is hosting a Q&A webinar this coming Thursday, June 4th, from 9:00-10:00 a.m. During this webinar, we will address questions related to PowerSchool grading for 2019-2020. All answers and information given in this webinar will be based on the grading QRGs linked above. We look forward to hearing questions from coordinators on Thursday!

Register for the COVID-19 PowerSchool Grading Q&A Webinar.

ECATS Loading Historical Assessments

PowerSchool assessments from previous school years will be pulled and loaded into ECATS. This data is essential for ECATS functionality. PowerSchool data managers are requested to transfer data for currently enrolled students from previous PSUs into their PSU

by Monday, June 22. This is a one-time pull of historical assessments; therefore, this data load into ECATS will occur only once.

Opt-in to Home Base Now!

Coordinators and data managers, please remind your finance officers and charter school directors that the Home Base Opt-in Process is open until June 15, 2020. Any PSU that does not opt into Home Base for the 2020-2021 school year will lose access to Schoolnet and the NCEES PD Office Component.

Detailed information can be viewed by visiting our NCDPI Home Base Opt-in page and the Home Base Pricing Memo from Dr. Beverly Emory. Questions concerning this process may be addressed to Yolanda Wilson, yolanda.wilson@dpi.nc.gov.

2020-2021 Home Base Meet-Up Planning Survey

The Home Base Team would like your feedback on the dates and format for the 2020-2021 Home Base Meet-Ups. Please take a few minutes to complete this brief survey so that we may plan according to your needs and guidelines pertaining to COVID-19.

AIG Spring Headcount Collection

Please be reminded that the AIG Spring Headcount submission window was moved to June 1 - June 15, 2020 for this year due to the COVID-19 impact on schools and districts. It is imperative to note that with this late window so close to many end of year processes, we will not have any flexibility to extend the deadline or re-open district instances to fix data. With this later window, we will need all data approved at both the school and LEA level no later than June 15, 2020.

Reminder: PowerSchool Duplicate Students

Before enrolling a student into your PSU, be sure to reference the [Enrolling a New Student QRD](#). NCDPI recommends this document be regularly reviewed by all parties responsible for student enrollments within the PSU to scan for updates and to ensure important steps are not missed during the enrollment process.

The most important step to prevent duplicate students is to first search UID for the student you are attempting to enroll and verify the student's information. Once you have found the student in the UID system, enter the student's information exactly as it is presented in the UID system. Once the student has been enrolled in your instance, you can then make any necessary demographic changes within your PowerSchool instance which will then update the UID system with the correct information.

Duplicate Student Process
1. Submit a ticket to PowerSchool support and include the following information:
    1. The UID number of student in your PSU
    2. Duplicate student UID number and what PSU the duplicate is in
    3. Brief description of the issue or how duplicate was created

Internal Duplicate – both/all records are in the same PowerSchool instance
1. Submit a ticket to PowerSchool Support.
2. PS Support will review the case and make recommendations for which student number/record to keep.
3. Support will provide documentation for merging records.

Note: PowerSchool and NCDPI cannot automatically merge/consolidate student records at this time; this must be done manually via the process provided by PowerSchool Support.

 External Duplicate – all records are not in the same PSU instance
1. Submit a ticket to PowerSchool Support.
2. PS Support will review the case and make recommendations based on information in PowerSchool instances and UID.
3. PowerSchool Support will work with PSUs to retrieve as much historical data as possible.
4. PowerSchool Support will provide PSUs with documentation to clean up records if necessary.

Reminder: Pre-registering Students

As PSUs prepare for the 2020-2021 school year and are actively pre-registering students, please be reminded that PSUs should **NOT** pre-register any students who are currently active in any other PowerSchool instance. This includes current PK students who are moving into Kindergarten next year. Pre-registering active students negatively impacts multiple processes including IAM logins, ECATS records, and Schoolnet rosters.

Museum of Natural Sciences
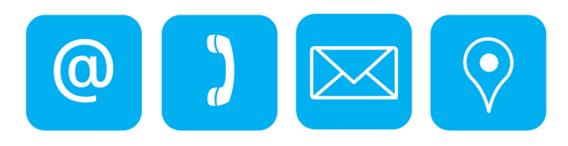
Grades: K-12
Access: https://naturalsciences.org/exhibits/virtual-tours

The NC Museum of Natural Sciences was established in 1879. It is the largest institution of its kind in the Southeast and one of the nation's most amazing museums about the natural world. The museum offers 5 virtual tours on its website.

1. Arthropod Zoo Tour – This tour opens up the world of insects, bugs, small animals with jointed legs, segmented bodies and external skeletons.
2. Living Conservatory Tour – Gives you insight into the Central American Tropical dry forest. Inside you find butterflies, a tarantula and even a two-toed sloth.
3. Nature's Explorers Tour – Celebrates the museum's history and those who enjoy exploring nature.
4. Mountain Cove Tour – Explores the trees of NC and some of the wildlife and insects that dwell among them.
5. Naturalist Center – This center houses over 1000 specimens of animals, plants, rocks and fossils. A short video walks you through the process of how to handle each specimen to maintain its authenticity.

Tourists may consult with a live naturalist during the virtual tours by completing and submitting a form with questions concerning the different species or plants encountered. Pictures and videos may be attached and submitted with the form for better assistance (https://naturalsciences.org/forms/ask-a-naturalist).

NOTE: Please check PSU policies and consider HIPPA, FERPA, and COPPA laws with regards to student privacy BEFORE implementing any **free resources**.

NCDPI Technology Support Center

NCDPI's Technology Support Center continues to meet your support needs for:

- Schoolnet
- NCEES/Unified Talent
- IAM/SSO (NCEdCloud)
- Staff & Student UID (eScholar)

Support availability: Web: https://ncgov.service-now.com/sp_dpi   - 24/7

Phone: **919-716-1840,** Monday - Friday, 7 a.m. to 4 p.m. (excluding state holidays)

Technical support for SIS needs is handled directly by PowerSchool support using Chat, Call, or opening a Case ticket.

Reminder! Phone Number for NCDPI Technology Support Center has Changed to 919-716-1840

Last year, NCDPI's Technology Support Center changed its phone number to **919-716-1840.** Calls to the old number have been forwarded, but the phone company's forwarding service **will be ending soon**. To ensure we continue to meet your support needs without issue, please make sure you are calling us at our new support center number.

Remember to visit the NC SIS website for additional information including webinars and training documentation. Follow us on twitter @NCHomeBase.

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