

October 23, 2020



Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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PowerSchool IPT Certification in February 2021

The Home Base Team will be offering a virtual IPT certification training from **February 1-5, 2021**. This training will span five full days. Participants will have 90 days to take and pass the certification test after training. Each PSU is allowed a certain number of technical contacts based on their ADM. If you are unsure of your current technical contacts, please contact PowerSchool Support at 1-855-339-4790.

PROFESSIONAL
DEVELOPMENT



NCDPI has created an [IPT FAQ](#) document to help answer questions you may have. Please review this document for frequently asked questions about the training and certification.

Those who can attend the DPI offered IPT Training include:

- Anyone replacing a previous technical contact from their allotted number.
- A local charter school employee who is not employed by a data management company.

Those who cannot attend this training are:

- Charter school data management company employees
- PSUs wanting additional technical contacts above their desired allocation
- Anyone who has attended training previously and failed the certification test.

Note: Anyone who is not eligible for this training will need to arrange training and/or certification directly through the vendor, PowerSchool, and cover the cost incurred. To do so, please reach out to the PowerSchool training team, training@powerschool.com.

Those who are eligible for this training session, please fill out the [registration form](#).



Announcing the Release of NEW PowerSchool Resources for AIG Programs

Specialists from the Home Base Professional Learning Team and Division of Advanced Learning & Gifted Education are pleased to announce the release of new resources to outline AIG functionality within PowerSchool. The team collaborated to develop and record a [new video reference guide](#) to overview various aspects of PowerSchool functionality related to AIG students. In addition to the pre-recorded video reference guide, there are new resource documents (Quick Reference Documents, or QRDs) available with step by step instructions and screenshots outlining processes covered in the webinar.

If you have any questions after reviewing this [video reference guide](#) and other documents, please submit those [here](#). The team will review these questions during a [live Q&A session on Wednesday, October 28, 2020, from 2:00 – 3:00 PM](#).

We hope these resources will support your work!

Resource Links:

- [PowerSchool AIG Functionality Video Reference Guide](#)
 - [Accompanying Slide Deck](#)
- [AIG Search Functionality QRD](#)
- [Setup Steps for AIG Security QRD](#)
- [Transfer Student Record Process QRD](#)

Live Q&A Session Links:

- [Question Submission Form for Live Q&A Session](#)
 - [Register for Live Q&A Session](#)
-

Retention/Promotion (RP) 2020-21 Collection - Expires Oct 27



The RP collects retention and promotion data for students that were in membership on the last instructional day of the 2019-20 school year. **The RP collection period expires October 27, 2020.** Please run the report in PowerSchool, review the data for accuracy and approve.

For technical issues with the report, please submit a ticket to PowerSchool Support at <http://help.powerschool.com> or call 1-855-339-4790. Questions regarding RP reporting can be sent to Student Accounting at studentaccounting@dpi.nc.gov.



Fall Legislative Class Size Report

PowerSchool has confirmed that the September payroll file has been loaded into production and districts may now start running and approving the Fall Legislative Class Size report.

In addition to submitting the reports in PowerSchool, the local superintendent shall also complete a sworn affidavit (form attached) attesting that the superintendent has complied with the maximum class size requirements and the reporting requirements. Affidavits should be sent to classsize@dpi.nc.gov.

Requests for individual class size exception waivers require the completion of a form supplied by the Division of School Business. Waivers should be sent to StudentAccounting@dpi.nc.gov.

The legislated maximum for Kindergarten to 3rd grade for the 2020-21 school year are as follows:

- LEA wide class size maximum average: 18
- Individual class size maximum: 21
- These maximums apply to all K-3 classes regardless of instructional delivery method.
- When a class contains a combination of grades of more than one grade, the maximum class size is determined by the grade span classification of the students constituting the majority in the class. If the number of students in each grade of the combination class is equal, the maximum class size is determined by the lowest grade classification of the students.
- There are no legislated maximums for class size in grades 4-12.

The deadline for submitting the LCS report, affidavits, and waivers is **Monday, November 30.**

[Class size AFFIDAVIT 2020 Update.pdf](#)



2021-22 Course Code Request

The window for requesting new 2021-22 Course Codes is open and will remain open until **October 28, 2020.** If you have any specific course code requests for the 2021-22 school year or have general ideas for how we can improve the statewide course code system, please be sure to submit a response by the deadline. If you have any questions or concerns related to the survey, please

contact Brandon Young at brandon.young@dpi.nc.gov.

[Request Link](#)



Important IT Preparations for NC Countdown to College from CFNC.org

In preparation for the NC Countdown to College campaign, we are providing these technical preparation guidelines and testing procedure to help you avoid website access issues and ensure that your event is successful!

Please be sure that the technical teams supporting your school have a copy of the guidelines below and have ensured that all of the URLs listed on page 2 are accessible through your school's firewall or internet security system, especially if you use Zscaler or a similar product.

<https://www.cfnc.org/media/tuppjle0/cfnc-technology-guidelines-for-countdown-to-college.pdf>

In addition, please test at your school well in advance of your NC Countdown to College/College Application Week activities to ensure you don't have any technical issues. Testing instructions are listed in the link below.

<https://www.cfnc.org/media/xe0ehdcw/cfnc-test-instructions-for-college-apps-and-rds.pdf>

If you encounter technical issues, please request Technical Assistance through the portal on the Schools page under CFNC.org/C2C.

<https://www.cfnc.org/apply-to-college/nc-countdown-to-college/nc-c2c-contact-us/>

We are excited about this year's Countdown to College and are here to help if you run into any problems!



Reminder: NC Contact Page

The Home Base Team would like to remind PSUs that the NC Contacts screen in PowerSchool will be retired in favor of the new Core Contacts screen.

In the 2019-2020 school year, a PowerSchool upgrade deployed the **new Core Contacts** page into NC PowerSchool instances and migrated data from core Demographics (mother and father) into the new Contacts page. Data from the custom NC Contacts page was not automatically migrated into the new Core Contacts page and must be moved manually. Information on Core Contacts was provided during the September 2019 Home Base Meet-Ups, and many PSUs have finished manually moving data from NC Contacts to the new Core Contacts page.

Navigation Paths

NC Student Contact Screen

Start Page > Student Selection > **NC Information:** NC Student Contacts

New Core Contact Screen

Start Page > Student Selection > **Information:** Contacts

For PSUs who have not completed data migration from NC Contacts to Core Contacts, the resources below from PowerSchool Support may assist in this process. A PowerSchool Community account is required to access the linked resources.

- Getting started with Contacts Guide: (Includes Importing/Exporting and field mapping information)
<https://help.powerschool.com/t5/PowerSchool-SIS-Administrator/Getting-Started-with-Student-Contacts/ta-p/79724>

On January 1, 2021, the NC Contacts page will be disabled, and the data will no longer be visible to PSUs. All NCDPI integrations that rely upon the NC Contacts page will instead rely on core Contacts. **Please also be reminded that third-party integrations installed by PSUs should be reviewed to ensure they are not pulling data from the NC Contacts page any longer — for example, many SchoolMessenger customers are currently pulling data from this custom page.** PSUs will need to reach out to their vendors to initiate any changes to their data integration configurations.

PSUs requiring additional assistance with this data migration process should log a ticket with PowerSchool Support by calling the NC-specific support number **1-855-339-4790** or by visiting <https://help.powerschool.com>.



Reporting Reminder: Annual Military Student Identifier Collection

The military student identifier is a required annual collection of data on military-connected students. The data collection should be updated by providing a form (paper or electronic) to the parent once at the beginning of each school year. LEAs are required to enter and update the data from these forms into PowerSchool. NC DPI recommends completing these updates by **December 15, 2020**. A [QRD](#) is available for PowerSchool functionality on the military student identifier. An updated [sample form](#) is also available.

When reviewing this information please keep the following in mind.

IMPORTANT: The field options **must** be in place as described even if the form has been edited for local use. There must be room for six relationships included on the local form. The form must also describe these specific values:

- **Relationship:** Mother, Father, Stepfather, Stepmother, Guardian, Sibling, Other
- **Branches:** Air Force, Army, Coast Guard, Marine Corps, Navy
- **Status Options:** Active Duty, Activated Guard/Reserve, National Guard, Reserves, Retired Military, Disabled Veteran, Veteran, Federal Civil Service, Deceased, Deceased – KIA, Foreign Military
- **Pay Grade (Optional):** Enlisted (“E 1” through “E 9” separately), Warrant Officer (“W 1” through “W 5” separately), Officer (“O 1” through “O 10” separately). E 1, E 2, E 3, E 4, E 5, E 6, E 7, E 8, E 9, W 1, W 2, W 3, W 4, W 5, O 1, O 2, O 3, O 4, O 5, O 6, O 7, O 8, O 9, and O 10 are the required value list names. Previously, some systems interpreted this too literally, so we’re providing the value list. Any dashes should be removed and replaced with the space.
- **Military Installation (Optional):** The facility where the service member fulfills their duty role in the military. [text field in PS] (e.g., Fort Bragg, NG Raleigh Armory, Knightdale Reserve Center etc.)
- **Unit or Squadron (NOT REQUIRED):** This field will be repurposed as a “Note” labelled text field in a future version of PowerSchool and will still be optional.



Home Base Webinars

2020-2021 School Year



Pre-Recorded State Reporting Webinars

<https://youtu.be/wyH4sSdmn6g>

- [Principal Monthly Report \(PMR\)](#)
- [Grade Race Sex \(GRS\)](#)
- [Retention Promotion \(RP\)](#)
- [School Activity Report \(SAR\)](#)
- [PowerTeacher Attendance Tips for 2020-20201 and Beyond](#)



Upcoming Canvas Professional Learning Courses: Starting Nov. 2020 - Change in Webinar Format

The Home Base Team is excited to announce a change in our upcoming webinar formats. Starting November 2nd, a new monthly self-paced training course will be available for Canvas. This course will be designed to be completed in one hour and will be linked to NCEES for automatic CEU award upon completion of the course. This course will take the place of our currently offered monthly webinars to provide a more flexible and accessible format for all. If you have registered for a November or December webinar, you will receive an email when the first monthly course is available on November 2nd.

Please note: the webinar for October 27 will still be held as scheduled.

To register for our Canvas webinars, please visit: bit.ly/nccanvaswebinars

Upcoming #GoOpenNC Professional Learning Courses: Starting Nov. 2020 - Change in Webinar Format



The #GoOpenNC team is excited to announce a change in our upcoming webinar formats. Starting November 2nd, a new monthly self-paced training course will be available for #GoOpenNC. This course will be designed to be completed in one hour and will be linked to NCEES for automatic CEU award upon completion of the course. This course will take the place of our currently offered monthly webinars to provide a more flexible and accessible format for all. If you have registered for a November or December webinar, you will receive an email when the first monthly course is available on November 2.

[Register today!](#)



October 2020 Schoolnet Webinar: Create Your Own Items & Item Banks

Thank you again to those who were able to attend the October 2020 Schoolnet webinars last week! This month, we covered creating your own items and using your own item banks to organize and collaborate. Those who attended should have received a personalized certificate via email on Tuesday, October 20th. The certificate will need to be turned in to your PSU to receive the 0.1 CEU credit according to local policy. Please email john.mairs@dpi.nc.gov if you did not receive your certificate or contact your HR office for information on redeeming CEU certificates.

If you were not able to attend, the recording and slide deck are linked below. While we can't give CEU credit for watching the recording, we encourage you to review this video or slide deck if you're curious about these Schoolnet features.

- Recording: <https://youtu.be/FVuTK9o6S8s>
- Slide Deck: <https://bit.ly/HBSNoct2020>

We hope to see you at future webinars or other events! Keep an eye on <https://bit.ly/hblearning20> for other Home Base training opportunities.



NCEES October Webinars

Click here for a full [list of NCEES webinars](#). Don't forget to check out our [NCEES YouTube Playlist!](#)

- **RECORDED: NCEES Do You Know Tips & Tricks** - Do you know what you don't know? In this session participants learn tips that may help improve timely processing within NCEES on the My Staff page, the Staff Evaluation page, professional development and more.
 - Recording: <https://youtu.be/iCaBiMkHUoM>
 - Presentation: <http://bit.ly/nceestips2020oct>



Please click the titles of the upcoming webinars to register.

[Using Staff Groups, Dashboards & PD Playlists](#) - Tuesday, Oct. 27, 4-5 p.m.

- Participants will learn how creating Staff Groups in NCEES can be utilized for evaluation and professional development, review using Staff Dashboard information, and will be creating PD Playlists.



Upcoming Webinars for the Month of November

Digital Citizenship Skills for the Empowered Technology User

- Click here for more information and registration links: <http://bit.ly/NCLearningDigitalSafety2020>
- You may qualify for .1 CEU (equals 1 hour of credit) for participating in the LIVE session of each webinar. You will need to follow your public school unit's approval process to earn credit.



November Home Base Meet Up

The November Home Base Meet Up invitation will be coming your way soon. This year, Home Base Meet Ups will include training that may be credited at the discretion of your PSU as .1 CEU!

Please share these learning opportunities with your educators.

Finally, **free virtual, instructor-led training and pre-recorded webinars are available and can be customized to your district or charter school needs.** Contact Tiffany Kinney, tkinney@learning.com, if interested!

NCWiseOwl EBSCO Webinars 2020-2021

PSUs, please share this message with your teachers.

Want to love and utilize [NCWiseOwl](http://www.ncwiseowl.org) even more? Attend the upcoming webinars available from our database vendors!



Britannica School:

- Britannica School for Remote Learning
- Britannica School for Parents
- Britannica Basics for Elementary Educators
- Britannica Basics for Secondary Educators
- Sharing Britannica Content on Google Platforms
- Preparing Digital Content Sets for Instruction
- Britannica Tools to Support Reluctant Readers
- Britannica School - STEAM in Focus
- Britannica School - Arts & Humanities in Focus
- Britannica Tools to Support English Language Learners

EBSCO:

- EBSCO Reference Center Exploration
- EBSCO Online Classroom Tools and Integration Tips
- EBSCO Online Classroom Tools and Integration Tips

Please visit the [Toolkit](#) professional learning section for detailed descriptions and registration information. All webinars are recorded and posted after the sessions.



Wide Open School - Reading and Writing

Last week, we introduced you to the site, "Wide Open School". Because this site offers so many exciting and educational activities for kids, we decided to revisit it but focus on a new area: Reading/Writing.

Most educators will agree that the 2020-2021 school year has begun with its share of challenges. Remote learning, the COVID-19 pandemic, social and political issues, and other news that's at the forefront of our news media are some of the things that educators must observe and be prepared to address with their students.

Wide Open School - Reading and Writing encourages young minds to express themselves on paper either with a daily journal, writing a story in their own words, or through poetry. Whichever route they choose to express, it will be both educational and therapeutic.

[Toontastic 3D](#) - Preschool - Grade 3

[Writing Inspiration](#) - Grades 1-8

[Letters of Love](#) - Grades 3-12

[Recipe Zine](#) - Grades 3-8

[18 Images to inspire a short story](#) - Grade 7-12

[Make a Magazine](#) - Grades 6-12

[How Big is Your Voice](#) - Grades 6-12

Writing for students can be beneficial in various ways. Not only does it enhance their writing skills, but it serves as an outlet for releasing internalized pent-up feelings and stress. In addition, Creative Communicator is one of NC's [Digital Learning Standards for Students!](#)

"Writing is an exploration. You start from nothing and learn as you go." E. L. Doctorow

IMPORTANT: 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 (**NEW URL**): https://ncgov.servicenowservices.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, phone, or by opening a case ticket.

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

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