



August 16, 2019

# Digital Teaching and Learning

DISTRICT SUPPORT



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## NC SIS Weekly Email Bulletin

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## This Weekend's Maintenance and PowerSchool Upgrade

The next Home Base maintenance weekend is set to run from **today, Friday, Aug. 16**, to Monday, Aug. 19. This maintenance will include a major PowerSchool Upgrade. For details, you may view the [PowerSchool 19.4.2.0 release notes](#).



PowerSchool will be brought down at **5 p.m. today** and returned to service no later than Monday at 6 a.m. A message will be sent to PowerSchool administrators once DPI receives word that the maintenance page has been removed. Please be sure to notify your entire staff

once you receive the completion message. DPI has been contacted frequently by teachers saying they are not made aware when the system becomes available. Please help us with this communication.

Also note that the nightly **NCEES Person Import File** will not process during this upgrade weekend. DPI's ODS (Operating Data System) may be out of sync during this process. Any staff updates in HR/Payroll to NCDPI Staff UID on Friday, Aug. 16, will not be processed in a NCEES Person Import File until the ODS data is verified to be in sync. This is to prevent staff and staff plan deactivation in NCEES. Once the ODS is back in sync a communication will be sent out with the date that the NCEES Person Import and location files will be back on regular nightly schedule.

Remember to visit the [2019-20 Home Base Maintenance Schedule](#) for all upcoming planned maintenance activities.



## PowerSchool Upgrade Resources

NCDPI hosted a webinar yesterday to share more details about this weekend's upgrade with PowerSchool administrators, technology directors, superintendents and charter leaders. If you were not able to attend the webinar, a [recording of the session](#) and an [FAQ](#) list have been posted on our [NC-SIS website](#) and shared in the link below. In addition, two QRDs have been published to help Public School Units export and clear the guardian email field. This is not a required process; however, many districts have expressed interest in clearing this field in order to reduce cleanup efforts post-upgrade.

- [PowerSchool-version-19-upgrade-FAQ.pdf](#)
- [PS-QRD-Clearing-Guardian-Email-StudentFieldValue.pdf](#)
- [PS-QRD-Exporting-Guardian-Email.pdf](#)
- [PowerSchool 19.4.2.0 Upgrade Webinar](#)

## Dual Language Immersion

A new special program created and entitled, NC-Dual Language Immersion, was pushed out to all instances via the NC Enterprise Controller. This program was created to identify all dual language immersion sections that are being taught in the schools. Atypical to other special programs which are assigned to each individual student, NCDPI will be reporting from the sections table; therefore, the program, "NC-Dual Language Immersion", only needs to be assigned on the Section Setup screen for all Dual Language Immersion sections. Existing QRDs referring to Dual Language courses and how those have been identified in the past will be updated next week. New instructions will be shared with SIS administrators..





## Start/End Time

As we shared earlier this week, there is a need for NCDPI to collect *school start/end times* from the School Start-Time and End-Time Report in the State Reporting Dashboard. This need was communicated during last week's HBMUs, but an official request was received a few days ago to begin collecting these times.

A student's Least Restrictive Environment (*LRE is part of the Individuals with Disabilities Education Act (IDEA) which says that children who receive special education should learn in the **least restrictive environment**. This means they should spend as much time as possible with peers who **do not receive special education**.) is based on this data that is populated in ECATS from PowerSchool. At this time, we have several schools who do not have this data populated in PowerSchool which is problematic for the EC Students in ECATS.*

While the report submission window doesn't open until September 1, NCDPI is requesting that all Public School Units go ahead and RUN this report immediately. While you will not be able to approve the reports yet, running them will move the values to the ODS where we can then pick them up for our reporting. **This data will be pulled Monday, August 19.**

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## NCEdCloud Badges (QR Code) and Pictograph Login for K-5 Students

As a reminder, alternative login methods are being offered for younger students of school districts and charter schools to access the NCEdCloud IAM Service. Two alternate authentication options will be available for the start of the 2019 - 2020 academic school year, including badges (QR codes) and pictographs.

Starting today, August 16, a new button to scan a QR code will appear on the NCEdCloud IAM Service login page (see image below). Even though all users will be able to click that button, only those students who have a QR code generated by the NCEdCloud will be able to authenticate using this login path.





Please consult with your local technology staff regarding options for requesting, implementing, and supporting these alternate login options for younger students in the NCEdCloud IAM Service.

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## Back to School Reminder - Set Schoolnet Roles in PowerSchool

As we start the 2019-2020 school year, please remember to update teacher and staff roles in PowerSchool for Schoolnet (Select A Staff Member--->Security Settings--->Applications). Any teacher or staff member who has changed schools or is new to the Public School Unit will need their Schoolnet role updated in PowerSchool. Without a correct role assigned in PowerSchool, teachers and staff will not be able to access Schoolnet or may see inaccurate information. Please be reminded that any changes to Schoolnet roles in PowerSchool requires an overnight sync to take effect.



Thank you for your help during this busy time of year!



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## Back to School Tips for 2019-2020

### Common PowerSchool Start of Year Issues

As you prepare to return back to school, remember to review the quick reference document, [Common PowerSchool Start of Year Issues](#). In it you will find reference materials and tips that are useful in answering common start up questions.

### Enrolling New Students and Using the Student UID Search

In order to avoid creating duplicate students, please remember to search the Student UID system when enrolling a new student into PowerSchool. This, along with entering the student information into PowerSchool **exactly** as it is in the Student UID system, is one of the key components in executing a

successful student enrollment. Changes or updates to student demographic information should be done **after** enrolling the student in your LEA. Explicit instructions on how to perform a student search using the Student UID System can be found in the [Student UID: Student Search Guide](#). If you are not registered to use the Student UID System, a step by step registration process is available at <http://www.ncpublicschools.org/cedars/uniqueid/student/registration/>.

Also, a "[Student Transfer Cheat Sheet](#)"

that gives quick steps to different scenarios of the transfer process is available on the NC SIS site. Please take advantage of this and other resources. If you have questions or need further assistance, contact the Home Base Support Center at (919) 807-4357 or submit a ticket through the [Remedy Portal](#).

## NCDPI Standards

Users may now access the new [NCDPI Standards](#) from the NC SIS Home page. This [link](#) has been placed here for easy access. The spreadsheet is also accessible from the [NC SIS Standards Based Grading and Reporting page](#), as well as the [PowerTeacher Pro Resource page](#). For more documents relating to Standard Based Reporting, visit these pages.

## Running the PMR (Principal Monthly Report)

If you have the "red circle" by a school's PMR, here are a few things you can do to hopefully find the issue.

1. Check that students do not have an entry date prior to the first day of school. To search for an entry date prior to the first day of school navigate to the student's search field and enter **EntryDate < mm/dd/yyyy** (student's first day of school). Any student returned should have the entry date reviewed and changed to the first day of school if showing a different date.

**Note:** You can also use the PowerTools > **School Enrollments Outside the Years and Terms** report to find these students.

2. If finding and correcting the entry date does not correct the issue, review the error message. This will sometimes help in determining the issue. If the problem continues, send this error to the support center for further research. To find the error message at the school level, navigate to Start > Setup – System > Reports > Report Queue Settings - ReportWorks tab. Click the Completed Reports to find and open the failed report. The Error Message Area will identify the problem.

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## Upcoming Training

### NCEES August Webinars

Mark your calendars for the NCEES August webinars. All webinars will be recorded and posted to the Webinar Series document located on <http://bit.ly/ncees-support>. Please click here to review the full list: [NCEES 2019-2020 Webinars](#) .



### [BOY for Teachers/ Support Staff- \(Unified Talent\)](#)

**Description:** Participants will gain a better understanding of the beginning of the year evaluation process for teachers/support staff. Topics to be outlined include reviewing the Teacher Evaluation Process,

beginning the Evaluation Plan and PDP, and the PD system. Presentation will include step by step on-line tool support.

**Target Audience:** Any New NCEES User

**Date:** Tuesday, Aug 20, 2019

**Time:** 4-5 p.m.

**New Assistant Principal NCEES Series- Participants only register 1 time for all 10 meetings included in the series.**

**Description:** New assistant principals need consistent ongoing support. This New Assistant Principal NCEES Series will offer 10 meetings over the 2019-20 school year. Each meeting will address *timely topics* to support NCEES, ensuring fair and reliable practices for assistant principals to support teacher growth. This series will also focus on the growth and development of the AP using the NC School Executive Standards within the AP evaluation process. An agenda outline for all 10 meetings has been developed.

In addition, participants will have a [link to submit questions and ideas](#) for topics/ standards to be covered throughout the series. This participant driven agenda will provide relative professional development that is immediately applicable for leader success. A deeper study of the standards will be guided by the feedback survey.

**Note:** The agenda may change throughout the series depending on professional development needs of the participants.

[Link to agenda outline for all 10 meetings](#)

**Target Audience:** NEW Assistant Principals

**Dates:** Tuesday, Aug 27, 2019, September 24, October 29, November 26, January 28, February 25, March 31, April 28, May 26, June 16

**Time:** 4-5 p.m.

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

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