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Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING



NC SIS Weekly Email Bulletin

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Course Code Guidance for Essentials of College Math

Please read and inform appropriate staff of the [Course Code Guidance for Essentials of College Math](#) dated August 13, 2018. Questions may be directed to Beverly Vance, beverly.vance@dpi.nc.gov.





DIT Patching

The NC Department of Information Technology (DIT) will be performing monthly Linux patching, including the UID System servers, this Sunday, August 19, 2018, between 4:00 a.m. and 12:00 p.m. The Staff and Student UID systems will be unavailable during this time. Therefore, please do not enroll, transfer and/or update student demographic information in PowerSchool during this period.

Back to School Tips for the 2018-19 School Year

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 students 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](#).



Tip from the Support Center

Enrolling Students into Courses

Some users may experience issues with the course enrollment date and/or problems with students showing as pre-registered when enrolling students into courses. These issues may be the result of how Years and Terms are setup in PowerSchool.

Years and Terms should be setup according to in-session days of your PowerSchool calendar. A term can **end** on a non-in-session day (e.g., weekend, holiday, teacher work day, etc.), but a term should not **start** on a non-in-session PowerSchool calendar day.

A scenario to help explain how this should work is provided below.

PowerSchool Years and Terms Scenario Factors:

- Semester 1 ends on Friday, 1/18/2019 (in-session day).
- Semester 2 starts on Saturday, 1/19/2019, a non-in-session school day.
- Monday, 1/21/2019, is a holiday.
- Tuesday, 1/22/2019, is a teacher work day.

In this example, you would extend Semester 1 end date to cover the non-in-session days and set Semester 2 start date on the next in-session day of the calendar. Semester 1 will now end on 1/22/2019 in Years and Terms, and Semester 2 will start on 1/23/2019.

Years and Terms Should Match Courses Offered

Years and Terms should only include terms that coincide with the courses offered at the school. If courses are not offered on a Quarter or Semester basis, Years and Terms should not have Quarter or Semester terms setup for that school.

Once school has started, if you have setup your Years and Terms with Quarters or Semesters, and you only offer yearlong courses at your school, please submit a ticket to the service desk to have these removed from your Years and Terms.

Note: Terms can only be removed from Years and Terms prior to the start of school.

We hope this tip is helpful.

PowerSchool Training Opportunities

The NCDPI Home Base Training staff wants you to have a great start into the 2018-19 school year! Make sure you are prepared by registering for the upcoming training sessions.

PowerSchool Beginning of Year/First Ten Days

This webinar will focus on the first ten days of school including verifying student enrollments, daily headcount adjustment, and school setup items.

Date: August 23, 2018

Time: 9:00 a.m. - 11:00 a.m.

Registration URL:

<https://attendee.gotowebinar.com/register/6511379720627804163>



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

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