# Digital Teaching and Learning

## DISTRICT SUPPORT

## HOME BASE

---

## NC SIS Weekly Email Bulletin

**In this issue:**

1. Home Base Maintenance Weekend - Dec. 14-17, 2018
2. New Fall 2018 Course Code Webinar on the Web
3. PowerSchool Updates Webinar
4. Azure Migration Update
5. Legislative Class Size Extension
6. Calendar Changes Due to Inclement Weather
7. The NCDPI Digital Teaching and Learning Division is Hiring!
8. The Home Base Support Center is Hiring!
9. PowerSchool and TNL Training Webinars!

---

## Home Base Maintenance Weekend – Dec. 14-17, 2018

The next Home Base maintenance weekend is scheduled for **December 14-17**.  Both, PowerSchool and Schoolnet will undergo maintenance activities.

PowerSchool maintenance will include the removal of the GDV-8 validation warning and an increase in length of the SAR Staff_Role_Desc field to 500 characters.  **The deployment of the Updated CRDC Preview Reports for the 2017-18 school year will not take place over the weekend as previously**

**mentioned.  This report will be deployed Monday night and made available Tuesday, Dec. 18.**

Schoolnet will be updating the NCDPI_Classroom and NCDPI_Benchmark item banks with new items for the recently implemented K-12 ELA Standards and K-8 Math Standards. This maintenance work will begin at 5 p.m. on Friday, December 14 and last until 2 p.m. Saturday, December 15. Schoolnet will be available during this time but users are cautioned to avoid activities involving test creation or item searching as maintenance will affect the responsiveness and accuracy of these activities.

Nightly processes for Schoolnet and Canvas will be suspended due to this weekend's maintenance.  Both will resume Tuesday, December 18.

Home Base will be brought down Friday, Dec. 14 at 5 p.m. and returned to service no later than Monday, Dec. 17.  Once maintenance is complete, a message will be sent to notify users that the applications are up and available for use.  If there is a delay in bringing up the systems, users will be notified.

Questions or comments pertaining to these maintenance activities may be addressed to home_base@dpi.nc.gov.  Stay apprised of all Home Base planned maintenance periods by visiting our 2018-19 Home Base Maintenance Schedule.

## New Fall 2018 Course Code Webinar on the Web!

If  you were unable to attend the Fall 2018 Course Code Webinar held Monday, Dec. 10, no worries!  The webinar recording has been made available on the NC SIS website. This webinar announces the 2019-20 school year courses and addresses relevant questions pertaining to CTE CCP, less than 3 semester hour college courses, and much more.  Other documents available for use are the Fall 2018 Course Code Webinar Slide Deck and the 2019-20 Course Code Master List.

## PowerSchool Updates Webinar

We would like to thank everyone who participated in the PowerSchool Updates webinar yesterday. Lots of items were covered during that session and we are in the process of converting the webinar to a recording for those who may wish to review it. For now, we are providing a link to the slide deck so that you can review the items that were covered.

**https://tinyurl.com/yb5g8v5f**.

## Azure Migration Update

NC PowerSchool instances are scheduled for migrating to Microsoft Azure in the near future.  The date for this migration is TBA, but we are looking for this to take place in the next few weeks.

- **What is Azure?**  It is an ever-expanding cloud of services designed to help meet business challenges.
- **How will this benefit me?** It is expected that districts will see increased performance and fewer outages after this migration.

**What do I need to do to be ready?** There's really nothing LEAs are responsible for during this process. NCDPI and PowerSchool have been working daily to ensure a seamless migration. Districts who receive their own backups will be contacted individually to discuss details of future file delivery.

## Legislative Class Size Extension



Due to inclement weather, the deadline for submission of LCS reports, waivers, and affidavits has been extended to **Dec. 21, 2018**.  Previous information about the requirements is included below. A nightly script is processed to *unlock* LCS Reports through this new deadline. However, this script does NOT *unapprove* reports that have already moved to the archived section. If reports were not submitted during the original submission window, no action is required by LEAs as the nightly unlock script will take care of your needs. However, for those who did approve their reports, a Remedy ticket must be submitted to have your reports unapproved.

The collection window remains open for running and approving the Fall 2018 Legislative Class Size reports. District PowerSchool Coordinators have been notified and provided with instructions on how to troubleshoot and prepare the data for submission. Weekly updates are being provided to districts through our DTL Bulletins, and the Home Base Support Center is prepared to assist anyone experiencing issues with their reports.

Requests for individual class size exception waivers require the completion of a form supplied by the Division of School Business. Effective for the 2018-2019 school year, waivers must be submitted for any K-3 class that exceeds 23 students, excluding enhancement courses. Waiver forms should be sent to StudentAccounting@dpi.nc.gov. The local superintendent must also complete a sworn affidavit (see linked file below) attesting that the superintendent has complied with the reporting requirements. Affidavits should be sent to classsize@dpi.nc.gov.

Please work with your PowerSchool Coordinator to review your district's data and encourage them to submit Remedy tickets if there are questions or issues related to this collection. Below is a link to the latest class size presentation with more details and guidance.

[2018 LCS Presentation](#)

[Affidavit per 115C-301_2018.pdf](#)

---

## Calendar Changes Due to Inclement Weather

Many of our NC public schools were compelled to close due to this week's inclement weather. As a courtesy reminder to our LEA and charter partners that may need to make up school days, please review and forward to the appropriate staff the document, [Calendar_Change Process.pdf](#).  It includes instructions on how to adjust your school calendar during the school year to account for missed school days.

This process involves updates made by the LEA and NCDPI**.  Therefore, once your updates are complete, submit a ticket to the [NCDPI Technology Support Center](#) to notify us that you are ready for NCDPI to complete their part of the calendar update process.**

---

## The NCDPI Digital Teaching and Learning Division is Hiring!

### Regional Digital Teaching and Learning Consultant

The North Carolina Department of Public Instruction is seeking applicants for two Education Program Consultant IIs (Working Titles: Northeast and Western Regional Digital Teaching and Learning Consultants) for our Digital Teaching & Learning Division. This division's mission is to collaborate to empower leadership, build educator capacity, and foster partnerships to support success for all learners. Its vision is that every public school student in North Carolina will graduate from high school with the ability to be globally competitive for work and postsecondary education and be prepared for life in the 21st century.

**This posting closes 12/26/2018.**
**Please submit your application online at:**
[https://www.governmentjobs.com/careers/northcarolina/jobs/2291581/regional-digital-teaching-and-learning-consultant?department[0]=Dept%20of%20Public%20Instruction&sort=PositionTitle%7CAscending&page=2&pagetype=jobOpportunitiesJobs](https://www.governmentjobs.com/careers/northcarolina/jobs/2291581/regional-digital-teaching-and-learning-consultant?department[0]=Dept%20of%20Public%20Instruction&sort=PositionTitle%7CAscending&page=2&pagetype=jobOpportunitiesJobs)

### Digital Teaching and Learning Director

The North Carolina Department of Public Instruction (DPI) is seeking applicants for an Education Program Director II (Working Title: Digital Teaching and Learning Director) for our Digital Teaching and Learning section under the Deputy Superintendent of District Support. The primary purpose of Digital Teaching and Learning (DTL) is to provide public schools of North Carolina the digital and instructional resources and services needed to support DPI's and the State Board of Education's goals and objectives.

**This posting closes 12/26/2018.**
**Please submit your application online at:**
https://www.governmentjobs.com/careers/northcarolina/jobs/2292232/digital-teaching-and-learning-director?department[0]=Dept%20of%20Public%20Instruction&sort=PositionTitle%7CAscending&page=1&pagetype=jobOpportunitiesJobs

## The Home Base Support Center is Hiring!

The Home Base Support Center is currently recruiting for a part time Support Center Analyst II.  This position provides IT support and services for Home Base systems such as PowerSchool.  This position is part time up to 20 hours per week and is remote based.

Details of this position are available online and can be found here:
http://bit.ly/2JOSjJo

## PowerSchool Training

### Preparing for the Civil Rights Data Collection
These two-hour sessions will provide a PowerSchool demonstration specific to the CRDC, tips for successful validation and an opportunity to discuss the NC DPI schedule for data upload to the Federal Submission Portal.

**Date and Time:**
Wednesday, January 9, 2019
1-3 p.m.

Wednesday, February 6, 2019
1-3 p.m.

**Registration Link:**  https://register.gotowebinar.com/rt/231088052197676803

## CRDC Workshop
CRDC Workshops are not webinars. Labs are designed for district level staff working on the Office of Civil Rights Data Collection to get assistance with PowerSchool set-up in real-time. Two staff members from an

LEA and Charters may attend. The NC DPI training room will be open from 9 a.m. to 4 p.m. Staff are welcome to attend as their schedule allows.

**Date and Time:**
Friday, January 18, 2019 (9 a.m. – 4 p.m.)
Friday, February 8, 2019 (9 a.m.-4 p.m.)

**Location:**
North Carolina Department of Public Instruction,
301 N Wilmington St, Raleigh, NC 27601, USA

Please contact Terra Dominguez at terra.dominguez@dpi.nc.gov or 919.807.3272 with any questions.

# TNL/NCEES Training Webinars!

**Please click here to review the full list:**
**http://bit.ly/18-19NCEES_Webinar_Series**

All webinars in this series are held on Tuesdays, from 4-5 PM. All webinars will be recorded and posted to the Webinar Series spreadsheet.

## NCEES End of Year Process for Teachers/ Support Staff
**Description:** Participants will gain an understanding of the process for completing the Professional Development Plan End-of-Year Review. Teachers will explore the steps leading to the Evaluation plan Summary Evaluation Conference, how to complete the signatures acknowledging the summary evaluation and how to provide a written response and artifacts.

**Date and Time:**
Tuesday, April 2, 2019
4-5 p.m.

## NCEES End of Year Process for Principals
**Description:**  Topics to be outlined include reviewing the Teacher Evaluation Summary & PDP EOY Review Process and responsibilities, managing completion reports for staff, and reviewing the end of Year for the Principal Evaluation Plan. Participants will be encouraged to share best practices and lessons learned over the 2018-19 school year and changes they are planning for the upcoming 2019-20 school year.

**Date and Time:**
Tuesday, April 9, 2019
4-5 p.m.

---

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

NC SIS
NC Department of Public Instruction
Education Building, 7th Floor North
301 North Wilmington Street
Raleigh, NC 27601

919-807-3190 Office
919-807-3290 Fax
Email: ncsis@dpi.nc.gov