Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING

HOME BASE™

NC SIS Weekly Email Bulletin

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Next Maintenance for Home Base and NCDIT

The next Home Base maintenance weekend is scheduled for Friday, May 19 through Sunday, May 21, 2017. At this time, PowerSchool is the only Home Base application scheduled for maintenance.

PowerSchool will be brought down Friday evening, May 19 at 5 p.m. and returned to service no later than Monday, May 22 at 6 a.m. Once maintenance is completed, a message will be sent to notify users that the system is up and available for use. If there is a delay in bringing up the application, users will be notified as well.

The NC Department of Information Technology (NCDIT) will be performing their monthly Linux services patching, including the UID Systems servers, this Sunday, May 21, 2017, 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.

Remedy Support System Maintenance

On Sunday, May 21, 2017, from 1 a.m. – 7 a.m. EDT, the NCDIT will be performing planned maintenance on the Remedy OnDemand ticketing system and customer web portal. During this time frame, the system will be unavailable. If a delay in bringing up the system should occur, users will be notified.

HOME BASE EOY Reminders

The 2016-2017 EOY Process for Home Base will start **Friday, June 30, 2017, at 5:00 p.m.** All work will be completed by **6:00 a.m., Monday, July 10, 2017**. Users will be notified when the system is returned to service. Make sure all required state compliance reports are completed no later than **June 30 at 5:00 p.m**. Delays in these reports will impede the state processing and increase downtime.

Also, please be reminded that all LEAs and charter schools must be ready to run their EOY process by **8:00 a.m., Saturday, July 1, 2017**, regardless of their end date. Running EOY anytime earlier will cause issues and could jeopardize the state EOY timeline.

LEA coordinators or designated EOY contacts will be responsible for running EOY in their PowerSchool instance. DPI will be monitoring the progress throughout the day to ensure completion of EOY for all instances within a timely manner on July 1, 2017. Further details will be provided soon.

Data Validations:
At this time, users are encouraged to begin validating their EOY data. Completing these validations is a critical step in completing the EOY process. Remember, data must be checked regularly as students continue to enroll/transfer in. NCDPI recommends running the EOY validations frequently leading up to EOY.

The EOY validation can be run from the LEA level within PowerSchool.
(System > End of Year Process). Be sure to select one of the two validation options: "Perform EOY Validation" or "Perform EOY Validation and make any students with issues the current selection."

EOY Validation Documentation/QRDs:
http://www.ncsis.org/Documents/end_of_year/Common%20End%20of%20Year%20(EOY)%20Validation%20Errors_9500.pdf

http://www.nc-sis.org/Documents/end_of_year/EOY_Preparation.pdf

EOY Guide:
The 2017 EOY guide is undergoing review and will be available soon.
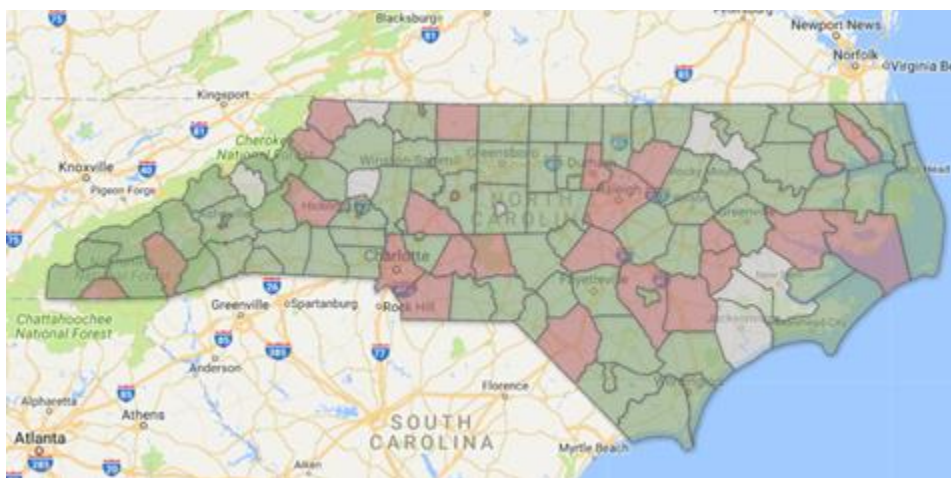
MidYear/Early Graduates:

NCDPI has developed a method for processing early graduates and midyear graduates with the EOY process. This method eliminates the need for LEAs to move these students during post EOY. Proper coding is critical in assuring these students are processed correctly. Please refer to the QRD on early graduates and summer graduates to ensure this is complete. No other LEA action is required for these students.

Early/Mid-Year Graduates QRD: http://www.ncsis.org/Documents/student_info/PS_QRD_Early_Graduates.pdf

PowerTeacher Pro Update

Training for the new PowerTeacher Pro (Gradebook) update has begun and is going well. There are approximately 500 educators from 91 districts and charter schools attending 16 full day teacher and 12 half day administrator training sessions in all 8 regions. Click here to see the charter schools also participating in Cohort I.

A resource that you may want to have at your fingertips is the Using PowerTeacher Pro Quick Reference Card. This may be helpful as you begin implementation. There are many other resources available in PowerSource.

If you have any questions about the PowerTeacher Pro implementation timeline or Cohort I, please contact Hunter Huffman, Special Projects Manager at hunter.huffman@dpi.nc.gov or 919-807-3633.

NCDPI's Technology Support Center's Knowledge Base

LEA/Charter School coordinators, data managers and staff that use or support the Home Base suite of tools can access the Technology Support Center's Knowledge Base. Inside is an extensive library of resources available to users 24/7. Our knowledge base includes:

- Knowledge Base Articles, 'How To' Guides
- FAQ's, Quick Reference Documents
- Tips, Hints and More!
- Links to other support resources - e.g., NC-SIS webpage and PowerSource

Users can request access at: http://servicedesk.ncdpi.wikispaces.net/home

Knowledge Base Quick Reference Doc at: http://bit.ly/HomeBaseKB

Check back often - New resources added regularly!

2017 NC SIS Training Calendar

The 2017 Training Calendar for PowerSchool related training is available on the NC SIS website. To access the calendar, users may click on "Training" located on the blue menu bar and select "Calendar". If you are unable to view the calendar on your first attempt, either refresh the page, clear cache and cookies from the browser and then re-open it, or open the calendar in a different browser.

Training sessions and dates are listed below. Please visit this calendar often for additional training sessions and updates.

PowerSchool New Charter Training for 2017-18 Startup Charters Only
ATTENDEES MUST BE AN EMPLOYEE OF A NORTH CAROLINA PUBLIC SCHOOL. MANAGEMENT COMPANIES AND ITS EMPLOYEES ARE NOT PERMITTED TO ATTEND..

This is a three and a half day workshop to walk new charter school users through the process of setting up their school for the new year. This session will include, but is not limited to:
-Logging into PowerSchool
-Navigating the system
-Enrolling students
-Withdrawing students
Adding teachers/staff
-Creating the master schedule
-Scheduling students and teachers to classes

Dates/Times
May 23 - May 26, 2017
9:00 AM - 4:00 PM (Tues. - Thurs)
9:00 AM - 12:00 PM (Fri.)
Registration URL:
http://bit.ly/PSNewCharter17-18

PowerScheduler Help 2017
ATTENDEES MUST BE AN EMPLOYEE OF A NORTH CAROLINA PUBLIC SCHOOL. MANAGEMENT COMPANIES AND ITS EMPLOYEES ARE NOT PERMITTED TO ATTEND.

The help sessions are not intended to be a training session. These hands-on work sessions are designed to help your school finish scheduling and answer outstanding questions. Up to 4 people per school may attend.

Only the LEA/Charter SIS Coordinator or designee may register their schools for sessions It is only necessary to create one registration for each school - not one for each person that may attend. Each registration allows 4 people from that school to attend.

Attendees are to bring a laptop to each session and make sure that the latest PowerScheduler Engine is Loaded before coming to the help session.

**Please note, NCDPI has the right to combine or cancel sessions if not enough attendees register.

Dates/Times:

June 1, 2017
June 6, 2017

Sessions run 9 a.m. - 4 p.m. each day with lunch on your own.

Location:
NC Dept. of Public Instruction
301 N. Wilmington Street
Raleigh, NC 27601
Room 564 Computer Lab

Registration Link: http://bit.ly/PSchedulerHelp2017

**Please note all registration information is subject to North Carolina Public Records Law.

Remember to visit the NC SIS website for additional information including webinars and training documentation.

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