



May 17, 2019

Digital Teaching and Learning

DISTRICT SUPPORT



NC SIS Weekly Email Bulletin

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Home Base Maintenance Weekend - May 17 - 19, 2019

The next Home Base Maintenance Weekend is planned for May 17-19, 2019. PowerSchool and Schoolnet will undergo maintenance.

PowerSchool maintenance will include State Reporting Release 19.4.1.0 update. This update includes:

- adding columns to the GS table
- adding columns to the Homeless table
- a fix to the PMR end date to ensure it falls on a weekday

Schoolnet maintenance will include the updating of a file to resolve a number of Certica Math assessment items. This work will begin at 5 p.m. EDT today and does not require an outage of the service. Users may experience slowness if they search for assessment items while the file is loading. All work will be completed by 6 a.m. Saturday.

PowerSchool will be brought down today, May 17 at 5 p.m. and returned to service no later than Monday, May 20. We have asked PowerSchool to take the curtain down as soon as maintenance is complete so that you all do not have to wait on our approval. 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.

Questions or comments pertaining to this maintenance activity 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](#)

Opt into Home Base for the 2019-20 School Year



Opt into the full suite of Home Base and take advantage of this comprehensive system of integrated tools at a great price? Remember, only district finance officers and charter school principals may submit requests through the online opt-in tool for their district/school, SO PLEASE SPREAD THE WORD!

Don't know if your district/school has opted into Home Base? Check the [Home Base Opt-in Status](#) list frequently for updates. For complete details about the Home Base opt-in process, visit the Home Base website's [Opt-in to Home Base](#) page.



Begin Running Your 9th Month PMR

For a successful closeout it is imperative that you begin running month 9 PMR - **NOW!** For complete details, click on the following link: [PMR EOY Announcement](#).

Please Complete End of Year Contact Updates by 5 PM Today!

This is a reminder that today, May 17, is the final day to update your EOY contacts in PowerSchool. **We will be pulling the data, as is, on Tuesday, May 21.** Please be sure that your primary and secondary contacts are not the same.



Please ensure a telephone number and email address where you can be reached during the date and time EOY processing begins and ends are listed. Instructions on how to update this information are included in the [EOY Contacts Page](#) quick reference document located on the NC SIS website. If you have questions concerning this process, please contact the NCDPI Support Center by submitting a ticket through the [ServiceNow portal](#).



End of Year Preparation

What can you do at this time in preparation for EOY? Schools may begin performing their school enrollment audits (Start > System Reports > System > School Enrollment Audit) and section enrollment audits (Start > Reports > Run Reports > Section Enrollment Audit) for accuracy in PowerSchool. Links to section and school enrollment documentation on PowerSource are below. If you are unable to access PowerSource, please click on the pdf document.

- Section Enrollment Audit (PowerSource) <https://support.powerschool.com/article/77440>
- [How to Validate Section Enrollments with the Section Enrollment Audit Report.pdf](#)
- School Enrollment Audit (PowerSource) <https://support.powerschool.com/article/59086>
- [How to Validate School Enrollments with the School Enrollment Audit Report.pdf](#)

This may also be a good time to begin reviewing the EOY quick reference documents available on the NC SIS website's [EOY page](#). Please visit this page frequently for updates.

Vote "Yes" for Grade Passback Integration with Canvas

During the CCES Conference, many participants inquired as to when PowerSchool would integrate Grade Passback with an LMS, specifically Canvas. The HB Advisory team has made PowerSchool aware of this need and the an enhancement request has been submitted to PowerSchool. Please take the time to log into PowerSource and vote "Yes" to reinforce the implementation of this functionality.



<https://support.powerschool.com/ers/view.action?enhancement.id=10418>



In Field/Out of Field

The In Field/Out of Field data was populated in PowerSchool several weeks ago; however, at this time there is nothing LEAs need to do. NCDPI is working with a small group of LEAs to make sure the data is accurate before moving forward with the state-wide collection. To be better prepared for the collection review, LEAs should go ahead and identify district leads who are familiar with their data and can assist with the process. It is recommended that your team consist of someone from HR, Personnel, Licensure, and PowerSchool. More information will be released after NCDPI's test review is complete.

Pre-K Enrollments

As a reminder, it has been decided that all Pre-K students will need to be enrolled in PowerSchool at the school they are physically attending, beginning with the 2019-2020 school year. A webinar is being scheduled and more information will be shared at that time. We will notify PowerSchool administrators when this webinar is to take place.



Alpha Type Grade Scale

Since December, we have been spreading the word that LEAs and Charters will need to revert back to the NC 10 Point Alpha-Type grade scale by the beginning of the 2019-2020 school year. For clarification, the Alpha-type scale is only required for courses taught on the NC 10-point grade scale and displayed on the official NC Transcript. LEAs and Charters will still use the Numeric-type scale for standards based grading.

Pre-enrolling Students

As districts prepare for the 2019-2020 and are actively pre-registering students, please be reminded that you are NOT to pre-register any students who are currently active in any other PowerSchool instance. This also includes current PK students who are moving into Kindergarten next year. Pre-registering active students will impact multiple processes as well as Schoolnet rosters.



NC Academic Scholar Endorsement Clarification



NCDPI has recently learned that there has been confusion around the NC Academic Scholar calculation. This is due to the existence of conflicting documentation that was on the NC-SIS website. We have removed the older document and advise users to follow the guidance in the latest resource:

<http://www.ncpublicschools.org/docs/curriculum/scholars/endorsement-require.pdf>.

Projected Launch of Special Education and Service Documentation Modules

Last week, an announcement went out from DPI stating that most of the requirements have been finalized for the launch of the Special Education and Service Documentation modules for ECATS. The launch is projected for the week of July 15. The actual go-live date will be determined and announced well in advance. The MTSS module is projected to roll out by the end of 2019.



In preparation for the implementation of ECATS, training dates have been established beginning June 9 and scheduled through August 2. In the next two weeks, the EC Division will provide training dates and locations, with registration information and guidelines for team members to be included with the announcement.

At this time, there is nothing PowerSchool Coordinators or data managers need to do. Information will be provided as it becomes available.



eMFTS Access for PowerSchool Coordinators

To ensure that you receive files delivered by NCDPI, PowerSchool Coordinators are strongly encouraged to subscribe to this service.

NCDPI has expanded its eMFTS system (the process used to view and exchange information between NCDPI and LEAs/charters) to include Home Base. The information is viewed and exchanged via WinSCP, an application that allows file transfers between PCs. Please use the [eMFTS Access Instructions QRD](#) to

subscribe to eMFTS and download the WinSCP application so that the exchange of information between NCDPI and your district or charter may begin. Access is only being granted to our PowerSchool coordinators at this time. If you have questions, or need assistance, notify the NCDPI Support Center by submitting a [ServiceNow](#) ticket.”

WEBINARS

CTE CCP Generic Course Code Webinar



On Thursday, May 9, NC DPI staff from the CTE Division and the PowerSchool Division came together and presented guidance around the CTE Career and College Promise (CCP) course implementation within LEAs. Key stakeholders in two LEAs (Nash Rocky-Mount and ABSS) also shared how they collaborated in their local system to remove barriers and are operationalizing these codes at the local level.

You can access the slide deck [here](#). To view the video of the webinar, please visit: <https://register.gotowebinar.com/recording/2316889101726853123>.



PowerSchool New User 3-Day Training

This three day workshop is designed to be an introduction to PowerSchool SIS for administrative users. The workshop covers basic navigation of the PowerSchool start page, functions of the main menu, how to search for students/staff/contacts, managing attendance, managing staff security, and more. Attendees must be an employee of the school and not a management company. This workshop will be limited to 30 attendees so that maximum interaction is possible.

Dates: August 12, 13, 14, 2019

Where: NCDPI Bldg, Room 150 N, 301 N. Wilmington Street, Raleigh, NC

Registration Link: <http://bit.ly/PSNewUserRegister2019>

Please visit the [NC SIS Calendar](#) and [Home Base Calendar](#) frequently for upcoming trainings and webinars.

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