



November 9, 2018

# Digital Teaching and Learning

DISTRICT SUPPORT



---

## NC SIS Weekly Email Bulletin

### In this issue:

1. Home Base Maintenance Weekend - Nov. 9-12, 2018
2. Thank you for attending the 2018 Home Base Meet-Ups!
3. Military Recruitment Data Collection
4. Deadline for Recording Read-to-Achieve Status in PowerSchool
5. Legislative Class Size Troubleshooting Tips
6. 2018-19 School Activity Report Update
7. New PowerSchool Third Party Vendor
8. NCEdCloud IAM Service Target Application Additions
9. The Home Base Support Center is Hiring!
10. Updated Document on the Web!
11. **NEW Registration Link for PMR Webinar - Nov. 13, 2018**
12. PowerSchool and TNL Training Webinars!

---

## Home Base Maintenance Weekend - Nov. 9-12, 2018

The next Home Base maintenance weekend is planned for November 9-12, 2018. PowerSchool is the only Home Base tool scheduled for maintenance at this time.

Due to the small number of activities taking place this weekend, NCDPI anticipates bringing the system down during the regular



Friday night restart time (11 p.m.) and returning the system to service much earlier than normal. Once maintenance is completed, a message will be sent to notify users that the application is up and available for use. If there is a delay in bringing up the system, users will be notified.

Stay apprised of all Home Base planned maintenance periods by visiting our [2018-19 Home Base Maintenance Schedule](#).



## Thank You for Attending the 2018 Home Base Meet-Ups!

Many, many thanks to all November 2018 Home Base Meet-Up attendees! Your participation in the sharing of ideas among your peers is always appreciated. As you reflect on your experience, please provide your feedback by completing this survey: [bit.ly/HBMU Feedback 18-19](http://bit.ly/HBMU_Feedback_18-19).

Perhaps you couldn't make it this time, or you came but would like to review what was shared. Presentations and resources are available online at [http://bit.ly/HBMU Shared Files](http://bit.ly/HBMU_Shared_Files). Please save or bookmark this folder for future reference, as we will continue to add information after each set of meetings.

The next round of Home Base Meet-Ups will take place January 28-31, 2019. Registration will be available two weeks before the event to give everyone the opportunity to: 1) provide input on the topics to be discussed at the next Meet-Up, and 2) present on best practices or lessons learned in your LEA/Charter when using a Home Base product.

We sincerely hope you continue to take advantage of these opportunities to partner with us. Dates and locations for the remaining sessions are below:

HOME BASE 2018-2019 Home Base Meet-Ups			
(1) Northeast & (3) North Central	(2) Southeast & (4) Sandhills	(5) Piedmont-Triad & (7) Northwest	(6) Southwest & (8) Western
		★ Location Change	
11/5/18 (NE) <b>Washington Cty Schools</b> Creswell High Sch. 115 Middle St, Creswell, NC 27928	11/6/18 (SE) <b>Wayne County WCPS Professional Development &amp; Family Engagement Center</b> 415 S. Virginia St Goldsboro, NC 27530	11/7/18 (PT) ★ <b>Laughlin Professional Learning Center</b> 7911 Summerfield Rd. Summerfield, NC 27358	11/8/18 (SW) <b>Cleveland County Schools</b> 400 W. Marion St, Shelby, NC 28150
1/28/19 (N Central) <b>Johnston County Schools</b> AG Glenn Building 211 East Rose St Smithfield, NC 27577	1/29/19 (Sandhills) <b>Cumberland Cty Education Resource Center</b> 396 Elementary Drive, Fayetteville, NC 28301	1/30/19 (NW) <b>Wilkes County Stone Center</b> 613 Cherry St, North Wilkesboro, NC 28659	1/31/19 (W) <b>Henderson Cty Mills River Academy</b> 96 School House Rd Mills River, NC 27859
4/8/19 (NE) <b>Bertie County Schools</b> 715 US Highway 13 North Windsor NC 27983 <i>Use Bertie Stem HS for navigation</i>	4/9/19 (SE) <b>Wayne County WCPS Professional Development &amp; Family Engagement Center</b> 415 S. Virginia St Goldsboro, NC 27530	4/10/19 (PT) <b>Alamance-Burlington Schools</b> 1712 Vaughn Rd. Burlington, NC 27217	4/11/19 (SW) <b>Union County Schools</b> 721 Brewer Drive, Monroe, NC 28812

## Military Recruitment Data Collection

Last year, NCDPI provided the demographic “student directory” information to military recruiters as a state level report for grades 11-13. This year, military recruitment “student directory” information will be pulled by NCDPI on November 21, 2018.

Going forward annually, NCDPI will be collecting such data for all LEAs to disseminate to military branches for release on the first week of November, so October 31 will be the deadline for input of opt-outs. This will also alleviate the need for schools/LEAs to provide that information to recruiters across all military branches each year.

The data pull will be based on two values:

1. The value of the 'No Military Recruitment' field in the student record - on the 'Other Information'



page.

To ensure all the data is set consistently across the state, below you'll find a partial screen shot of that page in PowerSchool and how the field needs to be set. The default value for this field is 'blank'. If the field is set to 'No' - it means NO-the Military CANNOT contact. If the field is set to anything else (i.e. blank, Y, YES, 1, 0, etc....) it means YES-the Military CAN contact the student.

Extended Data	
Court Access	<input type="text"/>
Custody	N/A
Dept. of Ind. Affairs Number	8267
Emergency Closure	<input type="text"/>
Ext Ref Library System	<input type="text"/>
Ext Ref Point of Sale System	<input type="text"/>
Ext Ref Textbook System	<input type="text"/>
Locker School	<input type="text"/>
Locker Serial Number	<input type="text"/>
Lot Number	<input type="text"/>
No College Recruitment	<input type="text"/>
No Military Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tribal	<input type="text"/> Release Tribe
Secondary Enrollment	<input type="text"/>
MSIX ID	<input type="text"/>
Responsible Accountability School (if different from current school)	<input type="text"/>
Is Non-Content Visitor	<input type="checkbox"/>

2. The value of the 'Release of Information' field (see below).

<b>Other Alert</b>	
Other Alert Text	<input type="text"/>
Alert Expires (Date)	0/0/0 <input type="button" value="calendar"/> (0/0/0 to never expire)
<b>Language Data</b>	
Language Most Used	English <input type="button" value="down"/>
First Language	English <input type="button" value="down"/>
Home Language	English <input type="button" value="down"/>
<b>Paperwork</b>	
Internet Access	Yes <input type="button" value="down"/>
Internet No Access Description	<input type="text"/>
Internet Permission Description	<input type="text"/>
Field Trip Permission	<input type="button" value="down"/>
Permission to Ride Bike	No <input type="button" value="down"/>
Permission to Transport	<input type="button" value="down"/>
Permission to Walk Home	No <input type="button" value="down"/>
Release of Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="button" value="down"/>
Release of Information Description	<input type="text"/>
Signed Code of Conduct	No <input type="button" value="down"/>
Driver's License Number	<input type="text"/>

NCDPI is requesting for the data to be set according to the above criteria BEFORE November 20, 2018.

The following QRD can assist in this work endeavor:

[http://www.nc-sis.org/Documents/student\\_info/PS\\_QRD\\_Military\\_Recruitment\\_v2.pdf](http://www.nc-sis.org/Documents/student_info/PS_QRD_Military_Recruitment_v2.pdf).



## Deadline for Recording Read-to-Achieve Status in PowerSchool

LEAs and charters must complete the **2018 Post-EOY** process to record Read-to-Achieve (RTA) statuses in PowerSchool by close of business, **Monday, November 12, 2018**. NCDPI will copy this information into PowerSchool's historical records on **Tuesday, November 13, 2018**.

For an explanation on how to handle the "retained for reading" flag for RTA, please see the next article, "Update Regarding the Deadline for Recording RTA Status in PowerSchool".

During this Post-EOY process, the student's promotion status in the PowerSchool EOY enrollment record is updated (by the district) to reflect the Retention – Reading label. Documentation for recording Read-to-Achieve statuses for third grade students who are not proficient in reading can be found at <http://www.livebinders.com/media/get/MTE5MTc0MTc=>. Further inquiries pertaining to this process may be addressed to the Home Base Support Center by calling (919) 807-4357, or submitting a ticket through the [Remedy Portal](#).

## Legislative Class Size (LCS) Troubleshooting Tips



The following items have been discovered by users and NCDPI staff this week. As we move closer to the November 30 LCS collection deadline, we will continue to provide updates and troubleshooting tips.

**Problem:** K-3 Class Average Reports return no results for K-3 schools

**Solution:** If no data is shown on the K-3 Class Average, users must populate the `period_obsolete` field in the sections table with the grade level associated with each section. This can only be done using DDA, so users without DDA access must submit a ticket to have these items modified for them. You should only perform these steps if you are an experienced DDA user.

Use the following searches in DDA to find the sections that need to be modified:

For K1 Sections: Term ID  $\geq$  2800  
Course Code contains 02Z0  
Modify: `period_obsolete = 0`

For 1<sup>st</sup> grade Sections: Term ID  $\geq$  2800  
Course Code contains 12Z0  
Modify: `period_obsolete = 1`

For 2<sup>nd</sup> grade Sections: Term ID  $\geq$  2800  
Course Code contains 22Z0  
Modify: `period_obsolete = 2`

For 3<sup>rd</sup> grade Sections: Term ID  $\geq$  2800  
Course Code contains 32Z0  
Modify: `period_obsolete = 3`

**Problem:** All teachers on the Class Size Report have PreK duties displayed.

**Solution:** The above solution will also provide accurate results for the Class Size Report. Users may have to modify sections beyond the 3<sup>rd</sup> grade level.

**Problem:** Teachers who were active in September are missing from the following reports: Class Size, Enhancement Teachers, and Exceptions.

**Solution:** The SSNs on the staff information page should match the SSNs in payroll. SSNs must be 9 digits in length. Users have also reported that removing hyphens from SSNs on the staff information page result resolves the missing teachers issue. Make the necessary changes to the SSN. PowerSchool is working on a code that will ignore special characters, but a release date has not yet been determined.



## 2018-19 School Activity Report (SAR) Update

- **HQ-1: Teacher Licensure is Out of Field or Inactive – Information**

The HQ-1 exception is no longer required for SAR reporting. At the time of approval, all SAR reports with this exception may be

approved.

### 2. Substitute Teachers:

- When a long-term (4 consecutive weeks or more) substitute is assigned to a class, that **substitute should become the teacher of record** replacing the original teacher and should be entered in PowerSchool as the teacher of record for the class.
- When one or more short-term substitutes are used for a class and **there is no original teacher of record for the class**, the substitute in the classroom each time the SAR data extraction is done for the school should be the teacher of record in PowerSchool for the class.
- When one or more short-term substitutes are used for a class and **there is an original teacher of record for the class**, then the original teacher of record should remain in PowerSchool as the teacher of record for the class.
- If the substitute is certified or not certified, **always report the substitute actually assigned to the class as the lead teacher.**
- Remember to populate the correct start and end dates for the teacher of record which is the lead teacher in PowerSchool.

Please submit tickets for SAR functional/technical assistance to the support desk at <https://nc-myit.us.onbmc.com/>. For all other SAR questions, contact LaShon Creech at [lashon.creech@dpi.nc.gov](mailto:lashon.creech@dpi.nc.gov)

---

## New PowerSchool Third Party Vendor

Apple School Manager (<https://school.apple.com>) has become a PowerSchool approved third party vendor. For a view of other PowerSchool approved third party vendors, visit our [Approved Vendor Integrations](#) list on the NC SIS website.



## **NCEdCloud IAM** NCEdCloud IAM Service Target Application Additions

New applications continue to be added to the NCEdCloud IAM Service. You can view the complete list of applications currently available through the NCEdCloud IAM Service by visiting the target applications webpage at <https://ncedcloud.mcnc.org/target-applications>. The applications listed are all Opt-In and can be requested by your IAM LEA/Charter School Administrator or Technology Director through the Target Applications Request Form on the NCEdCloud IAM Service website. Additionally, the target applications webpage includes a link to the Target Application Suggestion Form where you can indicate new applications that you feel could benefit yours and other LEAs and charter schools.

In addition to statewide applications, the following are some of the new Opt-In applications currently available for integrating with the NCEdCloud IAM Service:

- **McGraw Hill** (Connect Ed)
- **Destiny** (Follett) - Version 2 now includes NCEdCloud Single Sign-On
- **G Suite for Education** (previously Google Apps for Education) - Version 2, which uses email address as the account name (rather than UID)
- **Holt McDougal Online** (Houghton Mifflin Harcourt)
- **Ed: Your Friend in Learning** (Houghton Mifflin Harcourt)
- **Think Central** (Houghton Mifflin Harcourt)
- **Microsoft Office 365**
- **Xello World** (formerly Career Cruising)
- **Imagine Learning** (Imagine Espanol, Imagine Language & Literacy, Imagine Math Facts, Imagine Math)

---

### 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>



---





## Updated Document on the Web!

The [PowerTeacher Pro Checklist](#) has been updated with current screenshots and text for 'Scale Used in GPA and Course Credit' located on pages 6-7. Updates were also made to the 'Course Level' and 'Section Level' screen shots located on pages 9-10. For more PowerTeacher Pro information, visit the NC SIS website's [PowerTeacher Pro Resources](#) page.

---

## NEW Registration Link for PMR Webinar - Nov. 13

We regret to inform you that the previous registration for the Principal's Monthly Reporting (PMR) Webinar scheduled for Tuesday, November 13 at 3 p.m. was inadvertently deleted. Please be advised that a **NEW** registration has been provided:

<https://attendee.gotowebinar.com/register/7311996810964344076>. The date and time has not changed; however, all previously registered registrants will need to re-register.



We sincerely apologize for this inconvenience, and thank you for your understanding.



## PowerSchool Training Webinars!

Click on the links below to register for the upcoming webinars.

**Title: Principal's Monthly Report (PMR) Webinar**

**Dates/Times:** November 13, 2018 / 2:00 PM - 3:00 PM

**Description:** This webinar will include discussions on PMR policy, fatal errors and exceptions, and PowerSchool functionality as needed. If you would like to pre-submit your questions, please send them to [Student.Accounting@dpi.nc.gov](mailto:Student.Accounting@dpi.nc.gov) by November 12, 2018.

**NEW Registration link:** <https://attendee.gotowebinar.com/register/7311996810964344076>

## TNL/NCEES Upcoming Webinars

Please click here to review the full list:

[http://bit.ly/18-19NCEES Webinar Series](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.

### **Managing Staff Professional Development Using NCEES**

- [Click here to Register](#)
- Date: Tues., Nov. 13, 2018
- Time: 4pm - 5pm
- Target Audience: District/Site Administrators, PD Office Administrators
- Description: Administrators will explore utilizing the online NCEES Professional Development (PD) system. Focus will be on utilizing the new PD Playlist feature, a review of DPI created PD courses and how to create local PD. Utilizing the light bulb feature in the observation tool, updating staff transcript approved credit types and generating PD reports will also be covered. Does your LEA or Charter host regional PD? New regional offices will be looked at to make it easy to allow staff outside of your district to register, attend and complete courses for credit.

### **NCEES - Effective Professional Development for Teachers/Support Staff**

- [Click here to Register](#)
- Date: Tues., Nov. 27, 2018
- Time: 4pm - 5pm
- Target Audience: Teachers/Support Staff
- Description: Teachers and Support Staff will explore utilizing NCEES Professional Development (PD) system to facilitate high-quality online professional development and it's free! Has your administrator recommended or required PD? We'll focus on searching for, enrolling in and withdrawing from local or NCDPI built PD courses in NCEES, completing recommended or assigned PD, and review staff transcripts for earned credits and certificates in the system.

---

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](mailto:ncsis@dpi.nc.gov)