Digital Teaching and Learning

ACADEMIC AND DIGITAL LEARNING

HOME BASE

NC SIS Weekly Email Bulletin

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Next Home Base Maintenance Weekend - Oct. 13-15

The next Home Base maintenance weekend is scheduled for Friday, October 13 through Sunday, October 15, 2017. Currently, PowerSchool and Schoolnet are both scheduled for maintenance.

During this maintenance period, NC State Reporting Release 17.9.0 will be implemented into PowerSchool. This release includes:

- a name change of the report Retention/Promotion/Graduation Data Collection to Retention/Promotion Data Collection;
- removal of additional text displayed in the PMR Interval Setup page header for consistency with other pages; and

- the creation of PMR Exception 34 that allows kindergarten students who reach their 4th birthday on or before April 16 with proper documentation presented to the principal of the school to attend the public schools of North Carolina, or did not reach the age of 5 years old on or before August 31 of the school year, but has been attending during the school year in another state in accordance with the laws or rules of the state before moving and becoming a resident of North Carolina.

Tentatively planned maintenance for Schoolnet entails performing updates on the Certica Item Bank that will require re-indexing. The re-indexing task will last approximately 4 - 6 hours.

Both applications will be brought down on Friday at 5 p.m. and returned to service no later than Monday, October 16 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 either application, users will be notified.

Course Code Survey

NCDPI is in the process of developing the 2018-19 SY Course Code Master List, and your input is needed! Please complete the short survey below to request specific course codes that our current offering may not address. The survey also contains a few short questions that will be invaluable for us to continuously improve our coding system.

<SURVEY LINK>

Please note that unique course codes will not be generated for non-CAA community college courses. Other course coding scheme information can be found at: http://www.nc-sis.org/courses.html.

The survey will close at COB on Wednesday, October 18. If you have any questions or concerns related to this survey, please email Hunter Huffman, Special Projects Manager, at: hunter.huffman@dpi.nc.gov.

Phase I Duplicate Data - UID Retirement Update

NCDPI completed the archiving of portions of Phase I student duplicate records in PowerSchool during the September Home Base maintenance weekend, as communicated on September 15, 2017. Since that time, LEAs and charter schools have been able to revert archived records in PowerSchool, if there was a need to do so.

On Tuesday, October 10, 2017, NCDPI will retire UIDs in the Student UID system associated with archived student records in PowerSchool.

Please do not revert an archived PowerSchool record after October 9, 2017, as doing so will cause a synchronization issue between PowerSchool and Student UID. If an archived record is reverted, and the UID has been retired, LEAs and charter schools will receive the following error when attempting to make demographic changes to the student record, indicating that the student number being used in PowerSchool does not exist in the Student UID system:

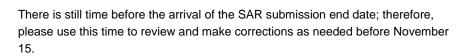escholar Parameters failed Validation: STATE_STUDENT_ID

Note that student records reverted in PowerSchool by LEAs and charter schools prior to Monday, October 9, 2017, at 5 p.m. will not be retired in the Student UID system.

As a reminder, please submit a ticket to the NCDPI Support Center to report any archived student records that are reverted in PowerSchool, and/or if you have any questions regarding an archived record. Thank you, again, for your continued assistance with this effort.

State Compliance Reporting Deadline Reminders

SAR
The 2017-18 School Activity Report (SAR) collection period is September 2, 2017 to November 15, 2017.

There is still time before the arrival of the SAR submission end date; therefore, please use this time to review and make corrections as needed before November 15.

R/P
The 2017-2018 Retention/Promotion collection period is September 23, 2017 to October 27, 2017.

We are now three weeks from the end of the R/P collection period. Please remember that the R/P is looking at retentions and promotions for all students in membership on the last instructional day of the previous year - 2016-2017. To ensure accuracy of the data, review the following:

Exit Code
- Promotion Status - review and update if the status is different from the end of the year promotion/retention exit code and it is not related to summer school.
- Promotion Status Summer - review and update if the status has changed due to summer school.

If there are any technical issues with the SAR or RP, please submit a ticket to the Technology Support Center for assistance.

Class Size Report

Update for Class Size reporting based on requirements of HB13:
(Note: This is **not** for the current Class Size reports in the SAR/PowerSchool)

The Class Size Report has been delivered through the secure Accountability server to each LEA. Please review the report to ensure accuracy of the data.

There is a Class Size Reporting webinar scheduled on Friday, October 13 at 10:00 a.m. to 11:00 a.m. The information discussed in this webinar will pertain to the new class size requirements outlined in HB13. If you wish to attend, please register for the webinar at:
https://attendee.gotowebinar.com/register/809323407267354369

1st Month PMR Reminder

As we near the end of the 1st month Principal's Monthly Report (PMR) collection, please be reminded of the following:

- All PMR intervals should be set up for your schools.
- All current students should have a schedule assigned along with instructional minutes. Please note that in order for a student to be counted as MST1 (membership standard) the student should have a schedule that is at least half of the school's instructional minutes.
- All fatal errors need to be corrected prior to the end of the school's submission end date.
- All PMRs need to be run so that your student data can be received at the state level. This will also reduce your need to submit a remedy ticket requesting the report to be unapproved.
- All reports need to be submitted by the submission end date.
- If you are having technical issues, a remedy ticket needs to be logged with the Support Center immediately to avoid delay with the submission of your school data as well as delaying the DPI's ability to close out and publish the statewide data in a timely manner.

If you have additional questions or concerns regarding the submission of the 1st month PMR, you can contact Ozella Wiggins at ozella.wiggins@dpi.nc.gov.

Helpful Tip: Copying and Pasting Text from MS Documents into PowerSchool Fields

When copying information from a Microsoft document into a PowerSchool field, please ensure there are no leading or ending characters (e.g., extra space) in the text you are copying. To determine if there are extra characters, turn on the Formatting Marks feature in the Microsoft document by clicking on its symbol, pictured above, in the toolbar.

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

New 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!

2017-18 NC SIS Training Calendar

The Home Base Professional Learning Team is pleased to announce PowerSchool trainings for the 2017-18 school year. The audience for each session is based on user roles.

The PowerSchool sessions listed below are also posted on the NC SIS website's Training Calendar. Please review these pages frequently for PowerSchool training schedule changes or additional trainings for September 2017 - June 2018.

Hands-on training sessions will be held at the NC Department of Public Instruction, 301 N. Wilmington Street, Room 564, Raleigh, NC, unless stated otherwise. Click HERE for directions to NCDPI and parking information. All attendees must be an employee of the NC Public School System to participate. Management companies are not permitted to attend.

Registration links are provided below. Please try to register early for workshops due to space limitations.

Note: All registration information is subject to the North Carolina Public Records Law.

Upcoming Webinars

New Class Size Reporting - 2017

This webinar will address new class size reporting related to House Bill 13. it will be recorded and posted to the NC SIS website's Recorded Refreshers page.

Date, Time and Registration Link:
Date: Friday, October 13, 2017
Time: 10:00 a.m.
Registration Link: https://attendee.gotowebinar.com/register/809323407267354369

After registering, you will receive a confirmation email containing information about joining the webinar.

Fall AIG Webinar

This webinar will cover the AIG policy, functionality and Head Count. Topics of discussion will include but are not limited to:
• Review of security roles
• Discuss modifying student records within the LEA
• Review new changes and record view that happened with EOY process
• Review Phase II functionality - specifically to address questions regarding running the reports
• Review accessing student lists (steps to follow to get an accurate list of students)
• Clear steps for verifying information for headcount (will be pulled on November 30)

Date, Time and Registration Link:
Thursday, October 26
10:00 a.m. - 12:00 p.m.
Registration: https://attendee.gotowebinar.com/register/2941190690949162753

After registering, you will receive a confirmation email containing information about joining the webinar.

**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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