



March 2016 PS
Admin Webinar

AGENDA

- Precode – Student Not Tested (SNT)
- QDC3
- 135th Day
- Scheduling for 16-17
- Course Code Clean Up – Phase 1
- End of Term – Quarter 3
- Senior Transcript
- Extra Info



Precode – Student Not Tested
(SNT)

Why is SNT important?

- For state assessments (SC READY, SCPASS, NCSC, ACT, WorkKeys, and EOCEP) that are used for accountability, schools must keep track of any student who was required to take it but did **not** take it, and the reason why must be recorded in PowerSchool.

New SNT fields– New Page

- Students Not Tested fields are now at the bottom of the Precode Page.
- New guidelines for recording SNT and the release of a new page are expected at the end of March.

View of Current SNT fields now

South Carolina ...Students WIDA AMS WIDA: ACCES...or ELLs 2.0 ACT Testing: So...ys | ACT District Update...ormstack PowerSchool districtinternal My IgDIS Box CDEP (Child Dev...iteracy) DRC eDIRECT

Quick Lookup
Print A Report
Switch Student
List (1533)

Information
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - SC
Transportation

Academics
Attendance
Enter Attendance
Cumulative Info
Graduation Plan
Progress
Graduation Plan
Selection

EOCEP Online - Algebra
EOCEP Online - Biology
EOCEP Online - USHC

LEP Online - Writing
LEP Online - Listening
LEP Online - Speaking

Precode 1
Precode 2

Kindergarten - Previous Program (5K Only)
Deaf-Blindness
Multiple Disabilities

Accountability Reporting - Student Not Tested (Elementary/Middle School/High School/LEP Testing)

Student Not Tested
Test Missed
Students Not Tested Reason
Request Exclusion Indicator (Documentation to SCDE Required)

Student Not Tested - LEP Testing
Student Not Tested - LEP only
Students Not Tested Reason - LEP only

Submit

Students Not Tested (SNT) Information Recorded in PowerSchool

SNT Reason Must be Recorded in PowerSchool*

- SC Ready (ELA/Math): yes
- SCPASS (Science/Social Studies): yes
- SC-Alt (ELA/Math): yes
- SC-NCSC (Science/Social Studies): yes
- ACT: yes
- ACT WorkKeys: yes
- EOCEP (Biology, Algebra I and English I) – Fall: yes (if available)
- EOCEP (Biology, Algebra I and English I) – Spring: yes
- EOCEP (Biology, Algebra I and English I) – Summer: no
- ACCESS for ELLs® and Alternate ACCESS for ELLs® (LEP): yes

Accountability Calculation Exclusions Available

- SC Ready (ELA/Math): yes
- SCPASS (Science/Social Studies): yes
- SC-Alt (ELA/Math): yes
- SC-NCSC (Science/Social Studies): yes
- ACT: yes
- ACT WorkKeys: not required for 2015-16
- EOCEP (Biology, Algebra I and English I) – Fall: not required for 2015-16
- EOCEP (Biology, Algebra I and English I) – Spring: yes
- EOCEP (Biology, Algebra I and English I) – Summer: no
not required for 2015-16
- ACCESS for ELLs® and Alternate ACCESS for ELLs® (LEP): no

District Recommendations

- Work with your School Test Coordinator to keep track of Students who did not participate in testing and the reason why they did not participate
- If your school gave WorkKeys, keep track of students who did not participate.
(Documentation for exclusionary reasons not required)
- Complete SNT fields when we receive new guidelines.

End of Precode Section
Questions???

Remember that QDC3 and 135th day counts are two separate reports and are uploaded to the SCDE at two different times for most schools in our district. QDC3 uploads student data for state reporting that is not related to student funding and 135th day count uploads data to the SCDE for student funding.

QDC3

QDC3

- Early Validation for QDC3 is going on now and will end March 13th. *(This is a correction)*
- The actual QDC3 windows will open March 14th.
- The final school upload deadline to the SCDE is on April 6, 2016 by 9:00pm.
- Remember the Enrich server uploads QDC3 data automatically.

QDC3

- Correct all validation errors displayed on the Enrich Data Collection (EDC) emails you receive nightly. And if you want the student's names you will have to submit a ticket in the ticket system.
- Also correct all validation errors listed on the DQR (Activity Course Codes, Students ***review to make sure there are no new errors***, Teachers) page of SCDE Member Center site. If you need assistance with getting your password reset please submit a ticket or if you need assistance with resolving any validation errors please submit a ticket.

District of Residence Error

If you are getting the error listed below the bullets will pertain to you:

- **District of Residence should be a valid District Code. Please correct. [9110]**
- The system we are using now is dropping the 0 if it is at the beginning of a value, so this is causing an erroneous error.
- If the District of Residence codes begins with 0 then you just ignore the error.

District of Residence Error

- If a student is listed with the District of Residence error above and their district of residence code begins with a number other than 0 you will need to look into that error and correct it. If you do not know what to correct submit a ticket.
- If the only student's that are listed on your school's EDC email report for the district of residence error are students that have 0 as the starting number of their district of residence code and you have verified this than you can ignore the error.

135th Day

135th Day

- This is a critical time for state reporting because this effects your schools student funding, so we cannot stress the importance of making sure the Average Daily Membership (ADM) number is correct in PowerSchool.
- Listed on the next slide are the 135th dates we pulled from PowerSchool for each school:

School	135th Day
Calhoun Falls Charter School	March 22 <i>Tuesday</i>
South Carolina Connections Academy	March 22 <i>Tuesday</i>
South Carolina Virtual Charter School	March 16 <i>Wednesday</i>
Spartanburg Preparatory School	March 15 <i>Tuesday</i>
South Carolina Calvert Academy	March 22 <i>Tuesday</i>
Provost Academy South Carolina	March 23 <i>Wednesday</i>
Palmetto Scholars Academy	March 24 <i>Thursday</i>
York Preparatory Academy	March 16 <i>Wednesday</i>
East Point Academy	March 24 <i>Thursday</i>
South Carolina Whitmore School	March 17 <i>Thursday</i>
Royal Live Oaks Academy	March 23 <i>Wednesday</i>
Imagine Columbia Leadership Academy	April 5 <i>Tuesday</i>
Youth Leadership Academy	March 21 <i>Monday</i>
Cape Romain Environmental Education Charter School	March 22 <i>Tuesday</i>
Fox Creek High School	March 16 <i>Wednesday</i>
Midlands Middle College	March 23 <i>Wednesday</i>
Coastal Leadership Academy	March 24 <i>Thursday</i>
Lowcountry Leadership Charter School	March 23 <i>Wednesday</i>
Cyber Academy of SC	March 22 <i>Tuesday</i>
GREEN Charter School	March 10 <i>Thursday</i>
Bridges Preparatory School	March 17 <i>Thursday</i>
South Carolina Science Academy	March 23 <i>Wednesday</i>
PD Math, Science and Technology Academy	March 10 <i>Thursday</i>
Quest Leadership Academy	March 22 <i>Tuesday</i>
Gray Collegiate Academy	March 23 <i>Wednesday</i>
Garden City Preparatory Academy for Boys	March 21 <i>Monday</i>
Riverwalk Academy	March 24 <i>Thursday</i>
High Point Academy	March 23 <i>Wednesday</i>
Midlands STEM Institute	March 21 <i>Monday</i>
Lead Academy	March 22 <i>Tuesday</i>
Lowcountry Montessori School	March 18 <i>Friday</i>
NEXT High School	March 21 <i>Monday</i>

135th Day

- Two things must be completed first before you can run and extract reports in PowerSchool:
 1. Refresh Attendance Views Data
 2. SC01 must have 0 errors.
- Run reports SC01 – SC08 and make sure reports SC02 and SC06 are extracted properly for funding.
- SC02 & SC06 - To properly extract data for funding make sure you are following every step on the “*SCPCSD Funding Report Guide Instructions SC06 & SC02 (45th & 135th day)*” document listed on The Bookshelf.

135th Day

- Make sure your are entering in 135 for the day when running the state reports.
- SC02 & SC03 will only display data if your school service PK-3 or/and PK-4.
- Make sure you email or fax a copy of the SC02 (*if applicable*) and SC06 to William.
- 135th day check off list on The Bookshelf, is named "School_45th135th_Day_ToDoList"

135th Day – Add On Weight

- Make sure you are still identifying your **High Achieving** students and **Limited English Proficiency (LEP)**.
- The SCDE has not advise the districts in South Carolina how and when they plan on providing data for Academic Assistance, but as soon as they do we will let you know.
- Make sure you run the **SC24 Add-On Weightings Update** before running any of the Add On Weight state reports. **DO NOT RUN the SC23 Add-On Weightings Initialization.**

135th Day – Add On Weight

- At this time we are asking that you still run and extract SC28 & SC30 reports and email or fax to William.
- Make sure you are selecting the 135th day.
- Please keep in mind you most likely will have to re-run and extract these two reports again once the SCDE notify the districts in the state how they will proceed with the Academic Assistance.
- The Bookshelf document “Add Weighting-On Update and Report Instructions”

Scheduling for 16-17

Scheduling for 16-17

3 Options for Scheduling:

1. PowerScheduler
2. Copy Master Schedule
3. Live Scheduling

Scheduling for 16-17

PowerScheduler: Build & Load: For schools that want an automated process both to create the master schedule and to schedule students into classes. The Build process creates a schedule of classes, i.e. builds the schedule into which students can enroll. When the Build is complete, the master schedule has classes, teachers, rooms, departments, etc. The Load process loads students into the master schedule, i.e., assigns sections to students so that they have schedules for the upcoming school year.

Load Only: For schools that want an automated process to schedule students into classes. These schools usually create the master schedule manually, or by copying the master schedule from a previous year.

Scheduling for 16-17

Copy Master Schedule: When using the Copy Master Schedule function, PowerSchool will reinitialize your school calendar for the target year while copying sections from the source year into the target year. This reinitialization will clear any bell schedules and cycle days specified on the school calendar for the upcoming (target) school year. If your school is using the Copy Master Schedule function, it is recommended that your school does not setup the calendar until after copying the master schedule.

Scheduling for 16-17

Live Scheduling: Manually setting up every component to create the Master Schedule in PowerSchool.

- Remember you can create your “Years and Terms” for the 16-17 year **NOW**.
- **IMPORTANT:** When creating Years & Terms, create the terms from largest to smallest. For example, create the school year first, then semesters, trimesters, quarters, etc.

Scheduling for 16-17

- Master Schedule – this should be created by the administrator or administration of the school.
- Once the Master Schedule is created and finalized by your school's administration for the upcoming year it is the PS Admin responsibility to setup in PowerSchool.
- Days – will students have the same schedule every day, the same schedule every other day, have the same schedule 4 days in a row and the 5th day a different day, a different schedule every day, etc...

Scheduling for 16-17

- Periods – What is the maximum number of classes a student may have in a day?
- You may have to have more periods to accommodate a complex bell schedule for different grade levels or etc. at your school.
- *Recommendations*** its better to have more periods than not enough periods. If you don't need the period you just don't have to use the period in your section.

Scheduling for 16-17

- Bell Schedule – How to setup your periods and the times for your periods so they do not overlap over one another.
- Also this would be the place where you could manipulate the different schedules for the different grades or how ever your Master Schedule is setup, since you cannot assign multiple Bell Schedules to a day in PowerSchool.

Scheduling for 16-17

- Courses – You also want to start verifying if a course code you are using this year will still be valid for the 16-17 school year or RETIRED/PHASED OUT.
- Start verifying if course codes that will be taught in 16-17 are already in PowerSchool and are listed as valid course codes for the 16-17 school year.
- Start submitting tickets to have course codes that are New to the 16-17 school year that will be taught at your school added into PowerSchool.
- This is the time to start getting Local Board Approved (LBA) courses approved for the 16-17 school year.

Scheduling for 16-17

Question: We plan to do "live-side" scheduling at our elementary schools. Can we do that before the end of the current school year?

Answer: The Years & Terms for the next school year can be created, the Master Schedule copied, and any needed modifications to the schedule can be made during the current year. The students cannot be enrolled into their classes for next year until after the End Of Year process has been completed.

Scheduling for 16-17

Disclaimer: *This was not a step by step setup of the way you should implement your school's Master Schedule for the upcoming year, but to get you thinking about components that will be needed to setup up a successful schedule in PowerSchool.*

Course Code Clean Up – Phase 1

Course Code Clean Up – Phase 1

- The deadline has passed which was on March 3, 2016.
- Next part of this phase is the district will go to each school and make sure that student's are not enrolled in any RETIRED course.
- If students are still enrolled in courses that have been RETIRED the district will contact that PS Admin either by email or phone to offer assistance in completing this part of the phase.

Course Code Clean Up – Phase 1

- Once it's been verified that no student is enrolled in an RETIRED course within the database, the district will then update the *Course Number*, *Grade Scale*, *Course Name (if applicable)* on the Historical Grades page if your school has stored grades this year.
- The district will perform a test run first on a small selection of students to make sure courses and grades on report cards display correctly after adjustments. If we notice issues we will have to come up with another option.
- Keep in mind we are only concerned with this year 15-16 historical grades.



End of Term – Quarter 3

End of Term – Quarter 3

1. Store Grades for Quarter 3
2. Print Report Cards
3. Run Honor Roll for Quarter 3

Note: Before storing grades make sure you run the Grade Verification Form in PowerSchool. This is listed on The BookShelf.

End of Term – Quarter 3

Store Grades for Quarter 3:

- PowerSource ID: 7833
- PowerSource > Distance Learning Videos:
 - End of Term Part 1: Verifying Grades
 - End of Term Part 2: Storing Grades
- PowerSource > Mastery In Minutes:
 - Changing a Grade After the Grades Are Stored

End of Term – Quarter 3

- The BookShelf:
 - Before storing grades make sure your teachers confirm that their grades in PowerTeacher are correct by following the instructions on this “How to print Grade Verification Forms from PowerSchool” document.
 - You can follow the direction on the “Permanently Store Q1 Grades” document, just replace Q1 with Q3. Replacing Q1 with Q3 is very important because if you don’t you over or restore Q1 grades.
 - Storing Grades in PowerSchool – *video*

End of Term – Quarter 3

Print Report Cards:

- PowerSource ID:
 - Create a custom school report card: 55311, 55335
 - Printing Report Cards for Students Who Transferred Out: 7404
- PowerSource > Distance Learning Video:
 - End of Term Part 3: Reporting Grades

End of Term – Quarter 3

- The BookShelf:
 - Print A Report Card
 - Printing Watermarks on Report Cards

End of Term – Quarter 3

Run Honor Roll for Quarter 3:

- PowerSource ID: 55385, 7178, 5837
- PowerSource > Distance Learning Video:
 - End of Term Part 3: Reporting Grades



Senior Transcript

Senior Transcripts

- All final transcripts must have the “Date Calculated” field populated correctly with a date that falls between the date of the high school graduation (May-June) but no later than **June 15th**. The “**drop-dead**” deadline for transcripts to have been processed for the Commission on Higher Education (CHE), colleges or universities for state scholarship eligibility determination is **June 15** each year. **There are no exceptions to this date.**

Senior Transcripts

- Make sure that all students that are suppose to graduate this year have a final transcript printed and saved in there permanent records before the June 15th deadline. Schools will be held accountable if this is not done.



Extra Info

Next Month Webinar

- April PS Admin Webinar has been **rescheduled** for Thursday April 21, 2016 same time of 1:30pm – 3:00pm.

2016-17 School Calendars

- Please email me your [FINAL] board approved 2016-17 School Calendars.
- **Deadline:** June 10, 2016
- The start and end dates for each reporting term (Quarter 1, Quarter 2, Quarter 3, Quarter 4, Semester 1, Semester 2, etc.) must be clearly stated on the calendar or an separate email must be sent to Zenobia stating these dates.

Ticket System

- We have added new editions/classes to the ticket system:
 - Enrich
 - Enrich > SIS Data Collections
 - SCDE Member Center (ONLY for troubleshooting or resetting password). To actually create an account you must submit a ticket on the SCDE Member Center website.

Incident Management

- Incident Management – 2nd Check Point
- Should be completed within the next 2 weeks.

Summer Training

- Face to Face Training Dates (*mandatory for new PS Admins and PS Admins that did not receive face to face training last summer and this is your 1st year being a school's PS Admin*): **June 20 – 24, 2016** (*subject to change*)
- Online Start of Year Training Dates (*mandatory for all PS Admins*): **July 19 – 21, 2016** (*subject to change*)

Note: If the district technology team feel that you would benefit from the face to face training you will be notified via email within a month.

Please answer survey (poll) before leaving meeting.

Have a great afternoon. 😊