

Charter Institute at Erskine PowerSchool Admin Webinar NEWSLETTER EDITION

DECEMBER 2022

Thank you so much for a wonderful first half of the year. We hope you have an amazing Holiday and Winter Break!

Reminders and Upcoming

- **QDC2/Incident Management** collected January 13, 2023
- **Local Board Approved Courses for 2023-2024**—*be thinking about this now! Approval Submissions due in LWS February 10, 2023*
- **Board Approved Calendar for 2023-24** Due in LWS February 10, 2023
- **90 Day Reporting** Due in LWS on January 13, 2023
- **Early Graduate Reporting & Transcripts** Due in LWS on January 13, 2023

Prep for Semester 2

Second Semester Courses/Sections

- Be sure to create second semester sections if needed before Q3/S2
- Schedule your students in their second semester courses as soon as enrolled/pre-registered

Run End of Semester Class Rank

Go to School > Grading: Class Rank > Recalculation Frequency > Recalculate Now to update manually.

Storing Grades (Q2/S1)

[Resources](#) (cont. on page 2)

Charter Institute Celebrations & Announcements

Please let Cantey & the Charter Institute at Erskine know of any announcements, reminders, & celebrations you may have. Urgent matters need to go to Jason Jones (jjones@erskinecharters.org) and/or help@canteytech.com.

If you want your announcement in the monthly PS Webinar, please make sure [this form](#) is complete by the 2nd Tuesday of each month. If it is after, please email jennifer.roach@canteytech.com. Thanks!



Contacts Workshop Sessions

If you are interested in getting additional help with consolidating your contacts, please sign up here: <https://calendly.com/jennroach1/cie-contacts-consolidation-1-on-1> Remember that the deadline to have your contacts consolidated is by the End of the 2022-23 School Year.

Link to Training PPT from Nov. in Person Training: [Working with Student Contacts.pptx](#)

[Home School Documentation Memo](#)

Please take a look at this memo that discusses withdrawal procedures and documenting Home School students. Click on link in title.

Training Opportunities

PSUG Southeast

[May 15-18, 2023 in Myrtle Beach](#)

SCDE Training Opportunities

Training Materials and Recordings for:

Chronic Absenteeism, Dropout Data Collection, Incident Management and Truancy Webinar, etc.

[2022-Training Materials](#)
(padlet.com)

[PowerSchool Master Schedule Building Workshop](#)

SCDE eCollect Webinar

[PowerSchool eCollect Forms and Surveys Webinar Recording](#)

Resources

[CIE PowerSchool Handbook](#)

[SCDE SIS Data Collection Schedule](#)

[CIE PowerSchool Resource Page](#)

Prep for Semester 2 (cont.)

End of Term Checklist

- Set Deadlines for Teachers Now (grading, etc.)
- [Set Lock Reporting Terms Settings](#) (recommended)

Home Page > School > PowerTeacher Pro Settings > Lock Reporting Term Settings

- [Teacher Grade Verification \(if teachers enter grades into PT Pro Gradebook\)](#)
- Permanently Store Grades
- Calculate/Run Honor Roll (if applicable)

[Tutorial: Honor Roll](#)

[Setting Up Honor Roll Based on Letter Grades, Not GPA](#)

[Running the Honor Roll Report](#)

- [Quick Lookup Preferences \(if needed\) – switch Source of Data from Gradebook \(Current\) to Historical \(Stored\)](#)
- [Run Class Rank \(HS\) & Verify](#)

Winter Precode

Precode Update: SCReady ELA & Math (grades 3-8): SCPASS Science (grades 4 & 6) Due January 6, 2023

Upcoming: Spring EOCEP Due March 10, 2023

[Precode Manual](#)

Civil Rights Data Reporting (CRDC)

Collected Annually; Data Collection usually opens Mid-December

Submission Due Date (tbd) *Usually End of February 2023*

Coding CRDC in PowerSchool, see:

Sections: School > Sections > Click Course Name > Section # > Scroll to Civil Rights Data Collection (CRDC) Link

Teachers: Search & Select Teacher > Click Information > Civil Rights Data Collection (CRDC) Link

Students: Select Student > State/Province—SC > Civil Rights Data Collection (CRDC) Link

90 Day Reporting

LWS Submission *Due January 20, 2023*

When running 90 Day Reports, **DO NOT** create an extract

SAS Portal

Remember to check the SAS Portal and clear errors in preparation for QDC2/90 Day Reporting. Login to the [SCDE Member Center](#) and check the DQR Reports: Activity Code, Student, Teacher, State ID. Login > Report Portal > Sign Into SAS > Data & Quality Reporting.

Early (Winter) Graduates

Reporting & Transcripts Due in LWS
January 13, 2023

Diploma Order Tracking System (DOTS)

In order for a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:

Student Must be in PowerSchool

Diploma Ordered Code & Diploma Type must be F – State of SC Diploma

PowerSchool Home > Student Selection > State/Province – SC > South Carolina Student Information

Exit / Graduation Date fields must be in the range currently being processed

For Winter Graduation 2022-23: dates should be between August 18, 2022 and January 13, 2023

Grade level must be 10, 11, 12, or 99

Verify spelling of student's full name (First, Middle, Last).

If their name is spelled incorrectly, it will be imported into DOTS incorrectly and will need to be corrected in DOTS (as well as PowerSchool).

[Refer to documentation on SCDE site for further information on DOTS](#)

Remember Early Graduates must be excluded from Class Ranking. To do this in PowerSchool select the student then go to the Other Information page. Check Exclude From Class Ranking and save by clicking Submit.

Search and Select Student > Other Information > Exclude From Class Ranking

If you need anything at all, please do not hesitate to reach out to: help@canteytech.com. Enjoy your well-earned break! We will see you in 2023!