# January 2022 PS Admin Monthly Webinar

Jenn Roach

### Agenda

- Institute Bulletin: Announcements, Reminders, Celebrations
- Virtual Attendance (SC-VTP) / TMPVIR Special Program Entry
- 90 Day State Reporting
- QDC2
- Permanently Storing Grades 2<sup>nd</sup>
   9 Weeks

- Winter/Early Grads
- End of Semester and Semester 2 Reminders
- IGPs
- Civil Rights Data Collection
- PowerSchool Enrollment Update

### Institute Bulletin: Announcements, Reminders, Celebrations

- Send any announcements, reminders, and celebrations in by the 2nd Tuesday of each month. Send to Jenn Roach (<u>jennifer.roach@canteytech.com</u>) after deadline.
  - Staffing Updates
  - Celebrations
- Urgent matters need to go to Jason Jones jjones@erskinecharters.org and/or help@canteytech.com
- Link to Form: <u>https://forms.office.com/r/GPC8pESruk</u>



### **Institute Bulletin: Celebrations**

- Khrystin Harshaw at Oceanside Collegiate
  - "I didn't break a leg skiing! At my age, that's a major win! :)"



# Is 2 weeks notice for LWS Submissions sufficient?

12 11 1 Two Weeks I would What is an prefer more notice is LWS sufficient. than 2 weeks Submission? notice.

24

### **Institute Bulletin: Announcements**

- Staff Updates
  - Patti Rubenzer is at Odyssey Online
- Webinar Material (PowerPoint & Recordings) will now be uploaded to the Charter Institute Website
  - Direct Link: <u>https://erskinecharters.org/powerschool-monthly-webinars/</u>

### **Institute Bulletin: Training Opportunities**

- PowerSchool University: <u>https://support.powerschool.com/psu/main.action</u>
  - February 6-10, 2022 Amelia Island, Florida
  - June 26-30, 2022 Anaheim, California
  - July 10-14, 2022 Boston, Massachusetts
  - To Register: <a href="https://support.powerschool.com/psu/register/step1.action">https://support.powerschool.com/psu/register/step1.action</a>
- 2022 Southeast PSUG Event (PowerSchool Users Group): <u>https://easyregpro.com/e/2022-southeast-psug-event/evt\_home</u>
  - May 8-11, 2022 Myrtle Beach, SC
  - To Register: <a href="https://easyregpro.com/e/2022-southeast-psug-event/register">https://easyregpro.com/e/2022-southeast-psug-event/register</a>

### **Other Reminders**

#### Local Board Approved Course Reminder

- If you have Course\_Number=XX99, make sure that course was approved by the Charter Institute.
- If you have any questions or concerns about a course, let us know.

#### **Incident Management**

- All Truancy and Disciplinary Incidents *must be in PowerSchool* through Incident Management
  - Log Entries are not sufficient for reporting truancy/discipline
  - No Truancies/Disciplinary Incidents in Incident Management is a red flag.



# **Virtual Attendance & TMPVIR**

### **Virtual Attendance & TMPVIR**

- This attendance code and Special Program is used to identify student placement in virtual learning environments.
- Students *participating* in temporary virtual learning instruction due to COVID must be marked as SC-VTP in attendance and placed in <u>TMPVIR special program.</u>
- SCDE SC-VTP Manual/Guidance: <u>https://ed.sc.gov/data/information-systems/power-school/sis-documents/south-carolina-virtual-attendance-v1-0/</u>

### **Virtual Attendance**

- Attendance Code (SC-VTP)
  - Teacher or staff must use either PT Pro or PowerSchool to enter daily/meeting attendance for students.
  - Search and select student(s) > click Attendance > enter attendance code (SC-VTP) under Meeting or Daily attendance page.

	Meeting   Daily	
code:	(Present)	~
	SC-FT (Field Trip/School Activity)	*
	SC-REL (Religious)	
	SC-OSS (Out of School Suspension (OSS))	
	SC-WTHR (Weather)	
	SC-LEG (Legal/Court)	
	SC-COL (College Visit)	
	SC-REC (Attendance Recovery/Saturday Recovery)	
	SC-ONST (On Site Services)	
	SC-ISS (In School Suspension (ISS))	
	SC-BRV (Bereavement/Death in Family)	
	SC-DSML (Dismissal)	
	SC-EDSM (Early Dismissal)	
	SC-UEDM (Unexcused Early Dismissal)	
	SC-CKIN (Check-in)	
	SC-SKIP (Skip Code)	
	SC-LATE (Late Arrival)	
	SC-NURS (Nurse)	
	SC-VTP (Virtual Present Code)	
	SC-COVD (COVID)	
	SC-KTST (Kindergarten Testing)	Ŧ

Current attendance

- TMPVIR Special Program
  - <u>TEMPORARY</u> Virtual Learning
  - Cannot have a future start or end date

<u>\*\*No Special Program should have an exit date until</u> <u>exit has occurred</u>\*

- Updating Individual Special Program Enrollments
  - 1. Select a student.
  - 2. Navigate to the <u>Special Programs</u> student screen.
  - 3. Click New
  - 3. Enter the Entry Date
  - 4. Select TMPVIR
  - 5. Submit

### **TMPVIR Special Program**

#### New Special Program Enrollment

,	Comment		1
'	Entry Date	12/13/2021 💿 🔚 *	
	Exit Date	(MM/DD/YYY)	
	Exit Reason		
	Program	TMPVIR	✓ ©*

## **Questions?**

# 90 Day Reporting & QDC2

### **90 Day Reporting**

- LWS Reporting Submission-90th Day Due Date: Jan. 28, 2022
- <u>DO NOT</u> create an extract
- When running reports, depending on report enter either the Date (The date the 90th in-session) or Day Number (90).
- You should run all reports and archive for school.
- Archive-Save both a hardcopy and digital copy of your reports
- Please let other "responsible" staff know where archived reports are located
- For 90<sup>th</sup> day submission, do not worry about having them signed.

These are reports that should be ran and uploaded to LWS:

Legacy Reports:

- SC01 Data Verification This report lists any EFA or EIA errors in student data that must be corrected. If there are no records found, no records are inserted into the Verification Error Log.
- SC02 Cumulative Class Report (schools that server PK3 and PK4 students) - The Cumulative Class Report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. (do not create an extract, just run Report Only)

Legacy Reports:

- SC03 Cumulative Class List (schools that server PK3 and PK4 students) is a tool
  used by South Carolina schools to provide details to support the SC02 Cumulative Class
  report by listing students with assigned EIA classifications for a specified time period.
  The list is sorted by grade level.
- SC04 Daily Activities Log The Daily Activities Log lists each EFA classification and the students that enrolled in or withdrew from school within each classification. You enter a time period for the report that is within the selected school year.
  - Cumulative: which includes school enrollments and withdrawals from the beginning of the school year up to and including the date specified on the report interface page.
- SC05 Daily Activities Summary Log shows the total number of students added and deleted from each EFA classification on a user-specified day due to school withdrawals and enrollments. This report also shows cumulative values from the start of school to the user-specified date. It is used by school and district administrators to review changes in the numbers of students within each EFA classification.

Legacy Reports:

- SC06 Membership and Attendance Report The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. (do not create an extract, just run Report Only)
- SC07 Membership and Attendance Worksheet This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped students and attendance counts by EFA classification code for each day in a specified date range.
- SC08 Master Classification List The Master Classification List supports the Membership and Attendance Report and list students, their EFA classification codes and days duration. It identifies the students in each EFA code based on the number of days the student was assigned to each EFA code. Schools often use this report as a monitoring tool and as supporting detailed information for the SC07 Membership and Attendance Report.

Add-On Weightings:

- SC27 Add On Weightings List Report The SC27 Add On Weightings List is a tool used by South Carolina schools to provide details to support the SC27 Add On Weightings Total report by listing students with assigned Add On Weightings classifications for a specified time period. The list is sorted by grade level.
- SC28 Add On Weightings Report The SC28 Add-On Weightings Report totals all Add On Weighting classification occurrences by grade from the beginning of the school year up to and including a specific date or school day. (do not create an extract "No", just run Report Only)
- SC31 High Achieving List The High Achieving List is a tool used by South Carolina schools to provide details to support the SC Add On Weightings Total report by listing students that have been identified as GTA, GTR, AP or IB for a specified time period.
- SC34 High Achieving Report The SC34 High Achieving Report totals all High Achieving classification occurrences by grade from the beginning of the school year up to and including a specific date or school day for that school.

#### Deadline January 21, 2022

Student Information System Data Entry Manual 21.11.00 - <u>https://ed.sc.gov/data/information-</u> systems/power-school/sis-documents/student-information-system-data-entry-manual/

#### **QDC2 Data Requirements:**

- Sections
- Teachers Information
- 21-22 SCDE Activity Course Codes <u>https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2021-22/</u>

#### Student Data:

- Demographics (Start Page>Student Selection>Demographics)
  - Update Legal Name & Legal Gender
- CTE (CATE) Work with your school's CTE Personnel
- 21-22 CTE Reporting Guide: <u>https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2021-22-srpg/</u>
- Early Childhood MUST be populated for Pre-K and Kindergarten Students
- South Carolina Student Information Populate all fields on the page that apply to the student.
- ESOL-Work with your school's ESOL Personnel
- Precode <u>https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/</u>

#### Student Data (cont):

- Work-based Learning Work with your school's CTE Personnel Deadline TBA (Usually May)https://ed.sc.gov/instruction/career-and-technical-education/career-guidance/work-based-learning/work-basedlearning-guide/
- Homeless Student Information
- Attendance Enter Meeting or Daily attendance
- Historical Grades F1 (final grades) for S1 term or possible Q2 term
- Incidents (Discipline and Truancy)

#### Student Data (cont):

- All Enrollments / Modify Schedule
- Special Programs Only enter the exit date if the student transfers out school or when the school year ends.
- Transfer Info
- Scheduling Setup

**Data Collection Validation Tools** 

- **SCDE Member Center** DQR/SAS Portal Reports
- Level Data State Validation Reports
- **Quick Export– validate data**

# DATA QUALITY **REPORTS (SAS)**

154,568

125,058

125,487

124,000

56,845

110,000

150,000

35.000

IGG IN

95,054

97,511

99,011

99,216

101,090

101,684

01 962

124,500

125,000

154,000

95,000

154,200

110,000

89,000

50,000

- 700

~

b mar apr may jun jul aug sep oct no

6

3

-

### **Data Quality Reports (SAS)**

- DQR SCDE's Data Quality and Reporting Web Application
- Delivers validation reports from SCDE to District and School Level Users
- Login through SCDE Membership Center
  - Need an account to view reports
  - Contact <u>help@canteytech.com</u> Reports are not in Real Time like Level Data
- Cantey Aware of Reports not updating after corrections have been made.

### **Data Quality Reports (SAS)**

 The following schedule indicates when PowerSchool data collected via the Enrich Data Collection tool will process and validation reports will become available.

Data Validation and Report	Data Arrival Time @ SCDE	Data Validation Processing Time	Reports Available
	Before 9:00 am	@ 9:00 am	10:00 am - 1:00 pm
-	9:00am – 1:00 pm	@ 1:00 pm	2:00 pm - 9:00 am next day
Teacher	After 1:00 pm	@ 9:00 am next business day	10:00 am next business day
	Before 9:00 am	@ 9:00 am	10:30 am - 1:00 pm
Activity/Course Code	9:00am - 1:00 pm	@ 1:00 pm	2:30 pm - 9:00 am next day
Activity/course code	After 1:00 pm	@ 9:00 am next business day	10:30 am next business day
	Refere 9:00 am	@ 9:00 am	11:15 am - 1:00 pm
	9:00am - 1:00 pm	@ 1:00 pm	3:15 pm - 9:00 am next day
Student	After 1:00 pm	@ 9:00 am next business day	11:15 am next business day
	Before 9:00 am	@ 9:00 am	11:30 am - 1:00 pm
SUNS State Id	9:00am – 1:00 pm	@ 1:00 pm	3:30 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	11:30 am next business day

### **Data Quality Reports (SAS)**

- Login Here: <u>https://appportal.ed.sc.gov/my.policy</u>
- Go to Report Portal & Login to SAS

	Sas	
£	abc123@yourschool.com	
Ţ	Sign In	

Hover over the Data Quality Tab & Click Data Quality & Reporting



# **Level Data Validations**

### LEVEL DATA ON PAGE VALIDATIONS

LEVEL DATA STATE VALIDATIONS

# LEVEL DATA ON PAGE VALIDATIONS

PowerS	chool SIS	🚌 🖬 🗛	R 🖶 🛛 📖
t Page > Student	Seluction > Addresses	Blur Students Data: 🗆	District V 21-22 V
ddresse	RA		Change History
Home Address			
Street, Apt/Suite	8717 Old University Blvd	©]*[North Charles	ok
City, State, Zip	North Charleston	South Carolina (SC)	<b>v</b> o"
Geocode	<u>(</u>		
	-35 Validate		
Mailing Address	- Copy From Home Addres	8	
Street, Apt/Suite	8717 Old University Blvd	©]*[North Charles	ilo
City, State, Zip	North Charleston	South Carolina (SC)	<b>∨</b> ©*
Geocode			
	-% Validate		
\$ <u>LEV</u>	LDATA		
Address	s Validation		
Entered	Address	8717 Old University Blvd SC, SC 29406	North Charleston,
		© Retry Validation	
Validate	ed Address	No validation result. Check	address and try ag
Geocod	e		
Letter C	ase	Title UPPER	
Open D	District Boundary Ma	p	
Switch to F Address V	PowerSchool alidation		Cancel

South Carolina Student Information 🛛 🦉

#### Truancy CTE Early Childhood SC Student Information ESOL Read To Succeed Precode Students Not Tested Transport Contacts Chronic Absenteeism Work-Based Learning Waiver 🗆 English Proficiency Levels (PL) English Language Proficiency (ELP) Initial Assessment 9 - Native Speaker v 0\* Birth Country \*ELP Initial Assessment Date MM/DD/YYYY (Blank) - United States × 0 ELP Assessment ÷ U.S. School Entry Date MM/DD/YYYY ~ \*\*ELP Score ~ Language First Acquired (blank) - English v o Language Spoken Most Often (blank) - English ~ Primary Home Language (blank) - English ~ \*Date of initial screener or date of entry in EL program. Oral Communication Language (blank) - English ~ Written Communication Language (blank) - English ~ Instructional Setting True Grade CEIS (blank) - Regular Ed - Full Yr v O (blank) - Select One ~ Universal Screener 504 Plan 504 Eligible (Without a Plan) V O 1 - Screened Identified V 0 Medicaid No Medicaid Consent Date Medicaid Eligible Date MM/DD/YYYY MM/DD/YYYY 🕅 🛛 0 Ninth Grade Code 22 - 2021-2022 > 0 **v** 0 \* Enhanced Validation × Diploma Ordered . Diploma Earned must be blank, X, or Z when Diploma Diploma Earned F - State of SC Diploma V O Type is blank. Diploma Earned must be blank when Grade Level is not of Biliteracy 12. of Biliteracy 🗸 Diploma Pathways Seals of Distinction SPEC - Specialization Seal HON - Honors CLGR - College Ready Diploma Order Number Scholarship Ordered v o ~ Graduation Date Graduated School Number 0 -MM/DD/YYYY 🔲 🛛 and Name

# Level Data On-Page Validations



### **Level Data State Validations**

LD State Validations — actively locate and identify errors in your PowerSchool data that make state reporting and CRDC submissions difficult.

### Types of LD State Data Validation Rules

Enrich Special Ec	ducation
Early Childhood	
Attendance/Truar	ncy
Miscellaneous	
Demographics	
Precode	
Incident Manager	ment
Report/Lists	
Courses	
Staff	
CERDEP	
Enrollment	
ESOL	
Setup	
Historical Grades	
EFA/EIA	

## **Questions?**

# **Storing Q2/S1 Grades**

### **Storing Grades**

• *Every school* needs semester 1 grades stored by the end of the month.
# **Storing Grades (Q2/S1)**

- Final Grade Setup Configure grading terms for the school year, which determine Reporting Terms available in PowerTeacher gradebook. The start date and end date determine which gradebook scores (assignments, tests, projects, etc.) are used to determine the final grade.
- Be mindful of the Start Date and End Dates entered for the Final Grade Bins (Q1, Q2, S1, F1, etc.). If these dates do not fall out of the scheduled term start and end dates this can cause issues with permanently storing grades.

New Final Grade			
When created, Reporting Terms appear automatically on Quick Lookup pages, PowerSchool Mobile, and PowerSchool Student and Parent portal	Option	Value	
	School		
Click on [NEW] to set up a new reporting term for that term.	Name	Q2	
2021-2022	Starting Date	10/20/2021	
[NEW]	Ending Date	1/14/2022	
	Suppress Letter Grade Display		
	Suppress Percent Display		
The following settings allow grades to be altered automatically if a student's attendance points exceed a specified limit. This feature is disengaged unless a value greater than 0 is entered in the first field below.			

# **Storing Q2 Grades for Year-Long Class**

Which Grades			
Use this Final Grade/Reporting Term: Q2	<b>*</b>		
Save with this Historical Store Code: Q2	]*		
Exclude/Include Class Enrollments		Recommended	
Exclude enrollment records where the stud	lent enrolled in the class after this date: 00/00/0000		
$\hfill\square$ Exclude enrollment records where the stud	lent dropped the class before this date: 00/00/0000		
Include only enrollment records that are cu	rrently active and that were active on this date: 1/13/2021		
Additional Filter Options			
Classes by term length		Store	% of course cred t
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit 🗸	0 %
Semester 1	(08/24/2020 - 01/20/2021)	Do not store	%
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store	%
If you are storing grades for a term that is not Show all terms? <ul> <li>No O Yes</li> </ul>	in progress or has only recently passed, you may need to disp	play all terms. If a term was already stored, you will overwrite the g	rades for that term and may affect g
Options for classes enrolled at other scho	ols		
Store grades for classes enrolled at		This school only 🗸	
Record the school name of		This school 🗸	

### Storing Q2 Grades for Both Year-Long and Semester 1 Only Class

Which Grades			
Use this Final Grade/Reporting Term: Q2	*		
Save with this Historical Store Code: Q2	*		
Exclude/include Class Enrollments		Recommended	
$\hfill\square$ Exclude enrollment records where the stude	ent enrolled in the class after this date: 00/00/0000		
Exclude enrollment records where the stude	ent dropped the class before this date: 00/00/0000		
Include only enrollment records that are cur	rently active and that were active on this date: 1/13/2021		
Additional Filter Options			
Classes by term length		Store	% of course cree
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit 🗸	0 %
Semester 1	(08/24/2020 - 01/20/2021)	Store with no credit 🗸	0 %
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store	%
If you are storing grades for a term that is not i Show all terms? ● No ○ Yes	n progress or has only recently passed, you may need to disp	lay all terms. If a term was already stored, you will overwrite the	ne grades for that term and may affe
Options for classes enrolled at other schoo	ls		
Store grades for classes enrolled at		This school only 🗸	
Record the school name of		This school 🗸	

# **Storing S1 Grades for Year-Long Class**

Which Grades				
Use this Final Grade/Reporting Term: S1				
Save with this Historical Store Code: S1 *				
Exclude/Include Class Enrollments				
$\hfill\square$ Exclude enrollment records where the student enrol	ed in the class after this date: 00/00/0000			
Exclude enrollment records where the student dropp	ed the class before this date: 00/00/0000			
Include only enrollment records that are currently ac	tive and that were active on this date: 1/13/2021			
Additional Filter Options				
Classes by term length		Store	% of course cree	
2020-2021	(08/24/2020 - 06/10/2021)	Store with no credit 🗸	0 %	
Semester 1	(08/24/2020 - 01/20/2021)	Do not store 🗸	%	
Quarter 2 (10/28/2020 - 01/20/2021) Do not store 🗸				
If you are storing grades for a term that is not in progre Show all terms? • No O Yes	ss or has only recently passed, you may need to di	splay all terms. If a term was already stored, you will overwrite the g	rades for that term and may affe	

Options for classes enrolled at other schools	
Store grades for classes enrolled at	This school only 🗸
Record the school name of	This school 🗸

## Storing S1 Grade for Both Year-Long Class and **Semester 1 Only Classes**

Which Grades			
Use this Final Grade/Reporting Term: S1	*		
Save with this Historical Store Code: S1	*		
Exclude/Include Class Enrollments			
Exclude enrollment records where the stu-	dent enrolled in the class after this date: 00/00/0000		
Exclude enrollment records where the stur	dent dropped the class before this date: 00/00/0000		
Include only enrollment records that are control	urrently active and that were active on this date: 1/13/2021		
Additional Filter Options			
Classes by term length		Store	% of course credit
Classes by term length	(08/24/2020 - 06/10/2021)	Store Store with no credit 🗸	% of course credit
Classes by term length 2020-2021 Semester 1	(08/24/2020 - 06/10/2021) (08/24/2020 - 01/20/2021)	Store with no credit  Store with no credit	% of course credit0%0%
Classes by term length 2020-2021 Semester 1 Quarter 2	(08/24/2020 - 06/10/2021) (08/24/2020 - 01/20/2021) (10/28/2020 - 01/20/2021)	Store with no credit  Store with no credit  Do not store	% of course credit           0         %           0         %
Classes by term length 2020-2021 Semester 1 Quarter 2 If you are storing grades for a term that is not Show all terms?  No O Yes	(08/24/2020 - 06/10/2021) (08/24/2020 - 01/20/2021) (10/28/2020 - 01/20/2021) t in progress or has only recently passed, you may need to	Store Store with no credit  Store with no credit  Store with no credit  Do not store  display all terms. If a term was already stored, you will overwrite the grades	% of course credit         0       %         0       %         0       %         odes for that term and may affect g
Classes by term length 2020-2021 Semester 1 Quarter 2 If you are storing grades for a term that is not Show all terms?  No O Yes Options for classes enrolled at other school	(08/24/2020 - 06/10/2021) (08/24/2020 - 01/20/2021) (10/28/2020 - 01/20/2021) t in progress or has only recently passed, you may need to	Store Store with no credit  Store with no credit  Store with no credit  Do not store  display all terms. If a term was already stored, you will overwrite the grades	% of course credit         0       %         0       %         0       %         odes for that term and may affect g
Classes by term length 2020-2021 Semester 1 Quarter 2 If you are storing grades for a term that is not show all terms?  No O Yes Options for classes enrolled at other school Store grades for classes enrolled at	(08/24/2020 - 06/10/2021) (08/24/2020 - 01/20/2021) (10/28/2020 - 01/20/2021) t in progress or has only recently passed, you may need to	Store Store with no credit  Store with no credit  Store with no credit  Do not store  display all terms. If a term was already stored, you will overwrite the gra This school only	% of course credit         0       %         0       %         odes for that term and may affect g

This school

## Storing F1 Grade & Credit for a Semester 1 Only Class

Which Grades				
Use this Final Grade/Reporting Term: S1	*			
Save with this Historical Store Code: F1	*			
Exclude/Include Class Enrollments				
Exclude enrollment records where the s	student enrolled in the class after this date: 00/00/0000			
Exclude enrollment records where the second se	student dropped the class before this date: 00/00/0000			
Include only enrollment records that are	currently active and that were active on this date: 1/13/202	21		
Additional Filter Options				
Classes by term length		Store		% of course cred
<u>2020-2021</u>	(08/24/2020 - 06/10/2021)	Do not store	e 🗸	%
Semester 1	(08/24/2020 - 01/20/2021)	Store with c	rredit 🗸	100 %
Quarter 2	(10/28/2020 - 01/20/2021)	Do not store	• •	%
If you are storing grades for a term that is Show all terms?      No      Yes	not in progress or has only recently passed, you may need to	o display all terms. If a term was already	v stored, you will overwrite	the grades for that term and may affer
Options for classes enrolled at other so	hools			
Store grades for classes enrolled at		This school only 🗸		
Record the school name of		This school 🗸		

# **Storing Grades Resources:**

PowerSource / PowerSchool Community Articles

- How to Permanently Store Grades <u>https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-to-Permanently-Store-Grades/ta-p/14226</u>
- Permanently Storing Grades S1/Q2 Example <u>https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Permanently-Storing-Grades-S1-Q2-Example/ta-p/14229</u>
- How to Permanently Store Grades for a single section https://support.powerschool.com/article/67018?from=search

# **Questions?**

# Early Grads (Winter)

# **Early Graduates (Winter Grads)**

- The Commission on Higher Education (CHE) considers an Early Graduate for CHE/state scholarship purposes as one who has officially graduated during the winter (Dec/Jan) timeframe. This student has demonstrated that all graduation requirements are completed at the end of the fall term.
- Student who has met the high school requirements for receiving a SC High School Diploma by completing all required course work according to <u>SBE</u> <u>Regulation 43-234 Defined Program for grades 9-12</u>
- Early (Winter) Graduate Transcripts will be submitted by January 28, 2022 in LWS.

# **Early Graduates (Winter Grads)**

Things to consider:

- These students are no longer part of the class size
- These students are no longer active students at the high school
- These students are not provided a class rank
- These students have an official early/winter graduation date printed on their transcript and a "date calculated" date close to that graduation date

Equip Flag	•	
Date Of Entry Into USA	MM/DD/YYYY	MESA v
AFDC Application Number		AFDC
Primary Language Code	(blank) - English	▼ PHLOTE
Secondary Language Code		Exclude From Class Ranking

# **Early Graduates (Winter Grads)**

### Things to consider:

• These students are no longer part of the class size and are not provided a class rank.

Go to Student Selection > Other Information > Click the Exclude from Class Ranking Box

Exclude From Class Ranking

Class Rank will have to be re-run to update any that are excluded:

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

Recalculate current class ranks	Daily
Recalculate	now
	Submit

Before Running Graduation Process for Student:

- Verify & Print Transcripts for your student(s)
- Ensure Class Ranking is not showing up on the transcript
  - If it is, correct it! (See previous slide)

Class Rank Date Calculated

Not Ranked December 14, 2021

- 1. Select Student
- 2. Click Early Graduate Process



### 3. Enter Exit Date in MM/DD/YYYY (not MM/DD/YY)

#### **Early Graduate Process**

#### **Process Information**

**Warning : Note this process is irreversible	
Promote early graduates	The Selected 1 Students (Uses current student selections)
For this Exit Date	1/7/2022
Description	This Process promotes early graduates to the graduated school using the Exit Date defined above. The process steps are listed below.
Process Steps	<ol> <li>Archives the current school enrollment records.</li> <li>Sets each student's Exit date to the exit date identified above</li> <li>Sets ExitCode to EG.</li> <li>Sets ExitComment to "Early Graduates".</li> <li>Sets the Next Grade to 99.</li> <li>Sets the Next School to 999999 (Graduating Students School).</li> <li>Sets the Schedule This student (Sched_scheduled) to Blank.</li> <li>Populates the Graduated_SchoolID to home school ID.</li> <li>Populates the Grad_SchoolName to the home school Name.</li> <li>Graduates Students from district.</li> <li>Sets the Enroll_Status to "3" (Graduated).</li> </ol>
	Submit (Submit is disabled until Exit Date is entered)

4. Click Submit – You will get a chance to verify all information.

Early Graduate Process

Process Information

**Warning : Note this process	is irreversible			
Promote early graduates			The Selected 1 Students (Uses curr	ent student selections)
For this Exit Date			1/7/2022	
Description			This Process promotes early graduates t Date defined above. The process steps a	to the graduated school using the Exit are listed below.
Process Steps			<ol> <li>Archives the current school enrollme</li> <li>Sets each student's Exit date to the</li> <li>Sets ExitCode to EG.</li> <li>Sets ExitComment to "Early Gradual</li> <li>Sets the Next Grade to 99.</li> <li>Sets the Next School to 999999 (Gra</li> <li>Sets the Schedule This student (Sch</li> <li>Populates the Graduated_SchoolID</li> <li>Populates the Grad_SchoolName to</li> <li>Graduates Students from district.</li> <li>Sets the Enroll_Status to "3" (Graduated)</li> </ol>	ent records. exit date identified above tes". aduating Students School). hed_scheduled) to Blank. to home school ID. o the home school Name.
				Submit (Submit is disabled until Exit Date is entered)
Student Name	Student Number	Date of Birth	Grade Level	School
			12	

form Early Graduate Proce

- 5. Click Perform Early Graduate Processing (after verifying) CHANGES ARE IRREVERSIBLE!
- 6. Will populate an additional button (Begin Graduation Process). Click.

**Begin Graduate Process** 

7. You will receive a confirmation (2 places):

207.192.88.92 says

 Early Graduation is Processed Successfully
 OK

 OK
 OK

 Student Name
 Student Number

 Date of Birth
 Grade Level

 Student Name
 99

Perform Early Graduate Processing

# **Questions?**

# **End of Semester 1 Reminders**

-Run 1<sup>st</sup> Semester Report Cards

### -Class Ranking

- Home > System Reports > Grades and Gradebook: Class Ranking
  - Choose Grade Level
  - Choose Class Rank Method

#### **Class Ranking Report**

Option	Value
Grade Level	9 🗸
Class Rank Method	SC UGP GPA 2017 Updated 💙
Display GPAs	to (leave blank to display all)
Display Percentiles	% to %

# **End of Semester 1 Reminders**

#### Honor Roll 2<sup>nd</sup> Nine Weeks

#### **Calculating the Honor Roll**

Once the Honor Roll Method and Honor Roll Levels are setup, the Honor Roll can be calculated. Calculating the Honor Roll creates records in the [HonorRoll] table.

#### To calculate the Honor Roll:

- **1**. Select the appropriate students on the Start Page.
- 2. Navigate to Start Page > System > Calculate Honor Roll.
- 3. Verify that the correct number of students are in the selection.
- 4. Enter a store code to be associated with the Honor Roll. The store code can be any letter and number combination; it is not determined by any setup in PowerSchool.

Calculate Honor Roll

- 5. Select the appropriate Honor Roll Method.
- 6. Click Submit.
- 7. Records are now stored in the [HonorRoll] table.

Which Students	All 610 currently enrolled students		
Store code	S1	for 2015-2016	
Honor Roll method	Honors	•	
		Cubm	

# **End of Semester 1 Reminders**

#### Honor Roll 2<sup>nd</sup> Nine Weeks (Cont.)

#### **Running Honor Roll Report**

- 1. On the Start Page, select the students to include in the report.
- 2. From the Start Page, choose Reports from the main menu.
- 3. On the Reports page, click Run Reports.
- 4. On the Run Reports page, click Honor Roll. The Honor Roll Report page appears.
- 5. Populate the following fields:
- Which Students: Verify that the correct number of students are included in the selection.
- **Report Title:** Enter the name for this honor roll report.
- **Honor Roll Method:** Choose the honor roll method you would like to use from the pop-up menu. Specify a single honor roll method or all honor roll methods.
- Store Code: Either (1) enter the store code for which you would like to run the report, or (2) leave this field blank to list records from the current school year. The store code was assigned when calculating the Honor Roll.
- Historical Grade Level: Either (1) enter the grade level for which you would like to run the report, or (2) leave this field blank to list all grade levels.

			11/17/2015 - Apple Grove High School	
Honors - 2015-2016 Q1				
Student Name	Student #	Grade Level	Level	GPA
Anderson, Cameron	25	12	Honorable Mention	3.5379
Anderson, Riley	24	12	Honorable Mention	3.6130
Babb, Judy H	34	12	Honorable Mention	3.5501

#### Honor Roll Report

Which Students	All 649 currently enrolled students		
Report Title	Honor Roll Report		
Honor Roll Method	Honors •		
Store Code	S1	(leave blank for all)	
School Year	2015	(leave blank for current school year)	
Historical Grade Level		(leave blank for all)	

# **Beginning of Semester 2 Reminders**

- EFA/EIA Coding
  - Enter your EFAs/EIAs for newly enrolled students
  - <u>Close out VOCs that are not 2<sup>nd</sup> Semester VOCs</u>; Enter newly enrolled VOCs
- Add-On Weighting Coding
  - Remember to code any new High Achieving Students
    - Gifted and Talented (G & T)
    - Advanced Placement (AP)
    - International Baccalaureate (IB)
- Enter English Proficiency Levels for All Students

# **Questions?**

## Individual Graduation Plan (IGP)



- Individual Graduation Plan (IGP)
- Starts in grades 8<sup>th</sup> 12
- Courses are based on student's Next School field being populated correctly
- Seniors with Next School populated as "Graduated Students", change the Next School back to your school's name when working on the IGP and when the IGP is completed/locked change the Next School field back to Graduated Students.
- Courses must have HS populated in the credit type field to display.
- Email: <u>help@canteytech.com</u> if you need assistance with major creation and courses appearing under IGPs

# IGP

- IGP Success Planner for Curriculum Manager (School IGP Setup) <u>http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-CurrManagers.pdf</u>
- IGP Success Planner for Guidance Personnel (Create the individual student IGP for the year) http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-GuidPersonnel.pdf
- Cantey must add Majors into PowerSchool for your individual schools and edit or add the Courses to the majors.
  - We will provide a template so you will have to select:
    - Cluster this is defined by the SCDE
    - Major School is responsible for naming the major
    - CIP Code this is defined by the SCDE
    - Course Number courses that will align with the major

# IGP

How to get the Course Catalog to appear under IGP – set up course catalog in PowerScheduler. (*Note: this has been done by Cantey EDU*)

- Create Year and Terms for up coming year. Just need the year term for this setup. (Note: This does not apply if school will be using PowerScheduler)
- Then go PowerScheduler
- Click Auto Scheduler Setup go through wizard
- Create a Course Catalog and make it active under the Active Scenario

# **IGP** Reports

- Access real-time reports: Log into PS and on the start, page scroll to the bottom of the left menu to the Level Data Apps header and the "RealTime Reports" should be there.
- IGP reports can easily identify students with a missing IGP or whose IGP is not set as Primary and/or Locked is now at your fingertips. Please email <u>help@canteytech.com</u> if you need access to "RealTime Reports."

### Level Data Apps

Plugin Details

RealTime Reports

State Validation

# **Questions?**

# **Civil Rights Data Collection (CRDC)**

- New: To be collected annually for previous year's data.
- Data Collection Opened: December 13, 2021
- Submission due February 28, 2022
  - https://crdc.grads360.org/#program
- PowerSchool now has a revised version of report uploaded into PowerSchool for 2021 Data.
- If you did not populate in 2020-21, good luck on your report! ③

## **Civil Rights Data Collection: Courses (CRDC): Course Sections**

#### Introduction – PowerSchool Setup

 School > Sections > on the left click the Course Name > then on the course record click Section # > scroll to the bottom of the page and click the Civil Rights Data Collection (CRDC) link

tart Page > School Setup > 411400CW Algebra 1 > 01 > Civil Rights Data Collection 2017-2018	· · · · · · · · · · · · · · · · · · ·
Civil Rights Data Collection 2017-2018	
Algebra 1 411400CW 01	
Block Scheduled Class	
Note: Indicates a full-year course taken in one semester.	
School Questions	
PENR-6. Is this a credit recovery section?	~
Classes in Mathematics and Science Courses	
Does this qualify as an Algebra I course? (COUR-1a/b to COUR-4a/b, COUR-6a/b, COUR-7a/b, COUR-8, COUR-9)	~
Does this qualify as a Geometry course? (COUR-5a/b, COUR-8, COUR-9)	~
Does this qualify as an Algebra II course? (COUR-8, COUR-9, COUR-9a)	~
Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-8, COUR-9, COUR-9b)	~
Does this qualify as a Calculus course? (COUR-8, COUR-9, COUR-9c)	 
Does this qualify as a Biology course? (COUR-10, COUR-11a)	 
Does this qualify as a Chemistry course? (COUR-10, COUR-11b)	 
Does this qualify as a Physics course? (COUR-10, COUR-11c)	 
Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)	
COUR-12, COUR-13. Single-sex Academic Classes	
Which subject category does this fall under?	~
Is this restricted to a single gender?	Not Restricted (Co-ed) 🗸
APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?	

# **Civil Rights Data Collection (CRDC): Teachers**

 Start page > select Staff > search and select teacher > click Information > scroll to the bottom of the page and select Civil Rights Data Collection (CRDC) link.

School Questions	
COUR-1b, COUR-9. Teacher Certifications in Mathematics	
□ Is this teacher certified in General Mathematics?	
Is this teacher certified in Algebra I?	
□ Is this teacher certified in Geometry?	
Is this teacher certified in Algebra II?	
□ Is this teacher certified in Advanced Mathematics?	
Is this teacher certified in Calculus?	
COUR-14, COUR-16. Teacher Certifications in Science	
Is this teacher certified in General Science?	
□ Is this teacher certified in Biology?	
Is this teacher certified in Chemistry?	
□ Is this teacher certified in Physics?	
Is this teacher certified in Computer Science?	

## **Civil Rights Data Collection (CRDC): Students**

 Start page > select Student> search and select student > click on State/Province – SC and click Civil Rights Data Collection (CRDC) link.

Exclude Student from CRDC	
LEA Questions	
DSED-1, DSED-2. Is this a student enrolled in any distance education courses?	~
HSEE-2. Does this student participate in a High School Equivalency Exam preparation program (for ages 16-19) operated by this LEA?	~
School Questions	
PENR-3, PENR-4. Is this a student enrolled in Dual Enrollment or Dual Credit Programs?	~
PENR-6. Does this student participate in at least one credit recovery program?	~
APIB-2. Is this a student enrolled in the International Baccalaureate (IB) Diploma Program?	~
EXAM-1. SAT and ACT Participation	
Did this student take the SAT?	~
Did this student take the ACT?	~
EXAM-2a/b. Advanced Placement (AP) Exams Taken         (*If student did not take any AP courses, then leave blank)         (*Consider only exams for which the associated AP course was also taken)	~

#### Ungraded For CRDC

For CRDC, is this student considered ungraded?

# **Civil Rights Data Collection (CRDC)**

- Student Setup (Demographics)
  - Federal Ethnicity
  - Race
  - Gender
- All Enrollments
- Transfer Info
  - Entry Date
  - Exit Date
  - Exit Code
  - Grade Level

# **Questions?**

help@canteytech.com

# PowerSchool Enrollment Update

Jason Jones, Charter Institute at Erskine