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 – 2nd 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 (jennifer.roach@canteytech.com) after deadline.
  - Staffing Updates
  - Celebrations
- Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com
- Link to Form: https://forms.office.com/r/GPC8pESruk

Institute Bulletin: Celebrations

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

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: https://erskinecharters.org/powerschool-monthly-webinars/

Institute Bulletin: Training Opportunities

- PowerSchool University: https://support.powerschool.com/psu/main.action
  - February 6-10, 2022 Amelia Island, Florida
  - June 26-30, 2022 Anaheim, California
  - July 10-14, 2022 Boston, Massachusetts
  - To Register: https://support.powerschool.com/psu/register/step1.action

- 2022 Southeast PSUG Event (PowerSchool Users Group): https://easyregpro.com/e/2022-southeast-psug-event/evt_home
  - May 8-11, 2022 Myrtle Beach, SC
 - To Register: https://easyregpro.com/e/2022-southeast-psug-event/register

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.
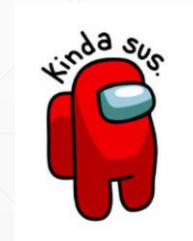
Virtual Attendance & TMPVIR

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 ***TMPVIR special program.***

- SCDE SC-VTP Manual/Guidance: https://ed.sc.gov/data/information-systems/power-school/sis-documents/south-carolina-virtual-attendance-v1-0/

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.

TMPVIR Special Program

- TMPVIR Special Program

  - *__TEMPORARY__* Virtual Learning

  - Cannot have a *future* start or end date

    __**No Special Program should have an exit date until exit has occurred*__

- Updating Individual Special Program Enrollments

  1. Select a student.

  2. Navigate to the Special Programs student screen.

  3. Click New

  3. Enter the Entry Date

  4. Select TMPVIR

  5. Submit

New Special Program Enrollment

Comment	
Entry Date	12/13/2021 *
Exit Date	MM/DD/YYYY
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 90th day submission, do not worry about having them signed.

90th Day Reporting

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)*

90th Day Reporting

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.

90th Day Reporting

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.

90th Day Reporting

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.

QDC2

- **Deadline January 21, 2022**

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

QDC2 Data Requirements:

- Sections

- Teachers Information

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

QDC2

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: https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2021-22-srpg/**

- **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 - https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/**

QDC2

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-based-learning-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)**

QDC2

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)

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 **help@canteytech.com** 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
Teacher	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
	After 1:00 pm	@ 9:00 am next business day	10:00 am next business day
Activity/Course Code	Before 9:00 am	@ 9:00 am	10:30 am – 1:00 pm
	9:00am – 1:00 pm	@ 1:00 pm	2:30 pm – 9:00 am next day
	After 1:00 pm	@ 9:00 am next business day	10:30 am next business day
Student	Before 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
	After 1:00 pm	@ 9:00 am next business day	11:15 am next business day
SUNS State Id	Before 9:00 am	@ 9:00 am	11:30 am – 1:00 pm
	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: **https://appportal.ed.sc.gov/my.policy**

- Go to Report Portal & Login to SAS
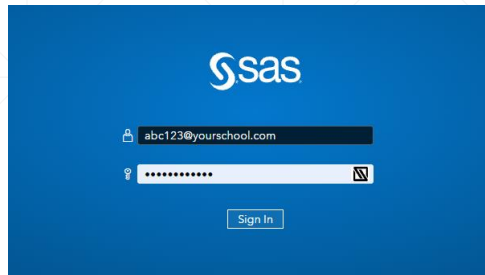
- Hover over the Data Quality Tab & Click Data Quality & Reporting

Level Data Validations

LEVEL DATA ON PAGE VALIDATIONS

LEVEL DATA STATE VALIDATIONS

LEVEL DATA ON PAGE VALIDATIONS

Level Data On-Page Validations

Level Data State 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 Education

Early Childhood

Attendance/Truancy

Miscellaneous

Demographics

Precode

Incident Management

Report/Lists

Courses

Staff

CERDEP

Enrollment
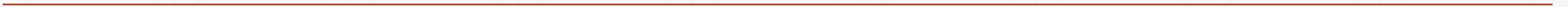
ESOL

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.

When created, Reporting Terms appear automatically on Quick Lookup pages, PowerSchool Mobile, and PowerSchool Student and Parent portal.

Click on [NEW] to set up a new reporting term for that term.

2021-2022
[NEW]

New Final Grade

Option	Value
School	
Name	Q2
Starting Date	10/20/2021
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 ▾ *

Save with this Historical Store Code: Q2 *

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 📅

Recommended

☑ Include only enrollment records that are currently active and that were active on this date: 1/13/2021 📅

▸ Additional Filter Options

Classes by term length		Store	% of course credit
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 progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect gr

Show all terms? ⦿ No ○ Yes

Options for classes enrolled at other schools

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

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 🗓

☐ Exclude enrollment records where the 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: 1/13/2021 🗓

Recommended

▸ Additional Filter Options

Classes by term length		Store	% of course cred
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 in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affe
Show all terms? ⦿ No ○ Yes

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 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

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 📅

☐ Exclude enrollment records where the 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: 1/13/2021 📅

▸ Additional Filter Options

Classes by term length		Store	% of course cre...
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 progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affe...

Show all terms? ⦿ No ◯ Yes

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 student enrolled in the class after this date: 00/00/0000 🗓

☐ Exclude enrollment records where the 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: 1/13/2021 🗓

▸ Additional Filter Options

Classes by term length		Store	% of course credit
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 in progress or has only recently passed, you may need to display all terms. If a term was already stored, you will overwrite the grades for that term and may affect g

Show all terms? ◉ No ○ Yes

Options for classes enrolled at other schools

Store grades for classes enrolled at — This school only ▼

Record the school name of — This school ▼

Storing F1 Grade & Credit for a Semester 1 Only Class

Storing Grades Resources:

PowerSource / PowerSchool Community Articles

- How to Permanently Store Grades - https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-to-Permanently-Store-Grades/ta-p/14226

- Permanently Storing Grades - S1/Q2 Example - https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/Permanently-Storing-Grades-S1-Q2-Example/ta-p/14229

- 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 *SBE Regulation 43-234 Defined Program for grades 9-12*

- **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

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

- 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.

Early Graduates (Winter Grads): Graduation Process

Before Running Graduation Process for Student:

- Verify & Print **Transcripts** for your student(s)

- Ensure Class Ranking is not showing up on the transcript
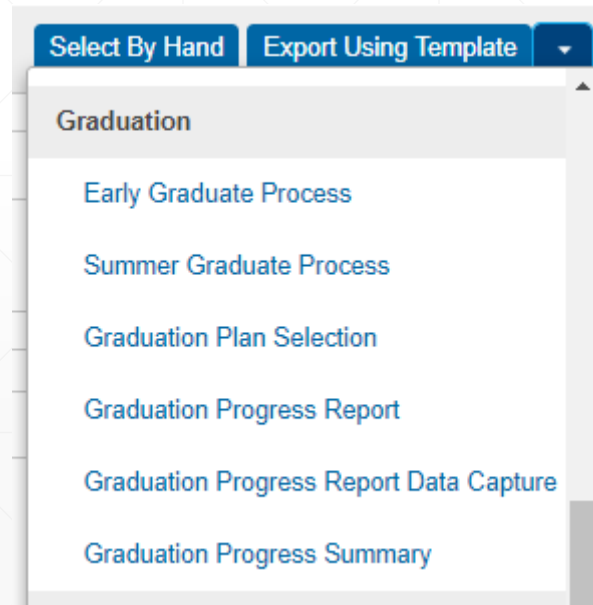
  - If it is, correct it! (See previous slide)

Class Rank	Not Ranked
Date Calculated	December 14, 2021

Early Graduates (Winter Grads): Graduation Process

1. Select Student

2. Click Early Graduate Process

Early Graduates (Winter Grads): Graduation 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	1. Archives the current school enrollment records. 2. Sets each student's Exit date to the exit date identified above 3. Sets ExitCode to EG. 4. Sets ExitComment to "Early Graduates". 5. Sets the Next Grade to 99. 6. Sets the Next School to 999999 (Graduating Students School). 7. Sets the Schedule This student (Sched_scheduled) to Blank. 8. Populates the Graduated_SchoolID to home school ID. 9. Populates the Grad_SchoolName to the home school Name. 10. Graduates Students from district. 11. Sets the Enroll_Status to "3" (Graduated).

Submit (Submit is disabled until Exit Date is entered)

Early Graduates (Winter Grads): Graduation Process

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 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	1. Archives the current school enrollment records.
	2. Sets each student's Exit date to the exit date identified above
	3. Sets ExitCode to EG.
	4. Sets ExitComment to "Early Graduates".
	5. Sets the Next Grade to 99.
	6. Sets the Next School to 999999 (Graduating Students School).
	7. Sets the Schedule This student (Sched_scheduled) to Blank.
	8. Populates the Graduated_SchoolID to home school ID.
	9. Populates the Grad_SchoolName to the home school Name.
	10. Graduates Students from district.
	11. Sets the Enroll_Status to "3" (Graduated).

Submit (Submit is disabled until Exit Date is entered)

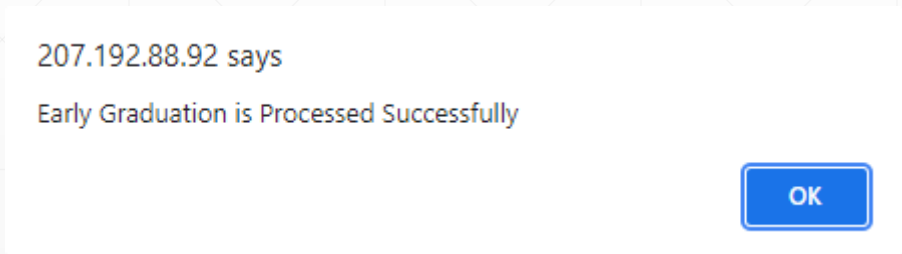| Student Name	Student Number	Date of Birth	Grade Level	School
			12	

Perform Early Graduate Processing

Early Graduates (Winter Grads): Graduation Process

5. Click Perform Early Graduate Processing (after verifying) – *CHANGES ARE IRREVERSIBLE!*

6. Will populate an additional button (Begin Graduation Process). Click.
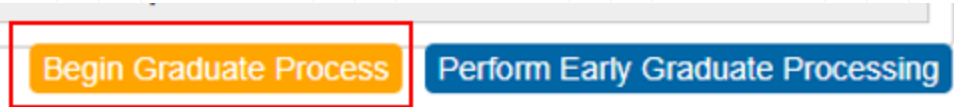
7. You will receive a confirmation (2 places):

Student Name	Student Number	Date of Birth	Grade Level	School
███████████			99	Graduated Students

Questions?

End of Semester 1 Reminders

-Run 1st 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 2nd 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.

5. Select the appropriate Honor Roll Method.

6. Click Submit.

7. Records are now stored in the [HonorRoll] table.

Calculate Honor Roll

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

Submit

End of Semester 1 Reminders

Honor Roll 2nd 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.

Beginning of Semester 2 Reminders

- EFA/EIA Coding

  - Enter your EFAs/EIAs for newly enrolled students

  - <u>Close out VOCs that are not 2nd 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)

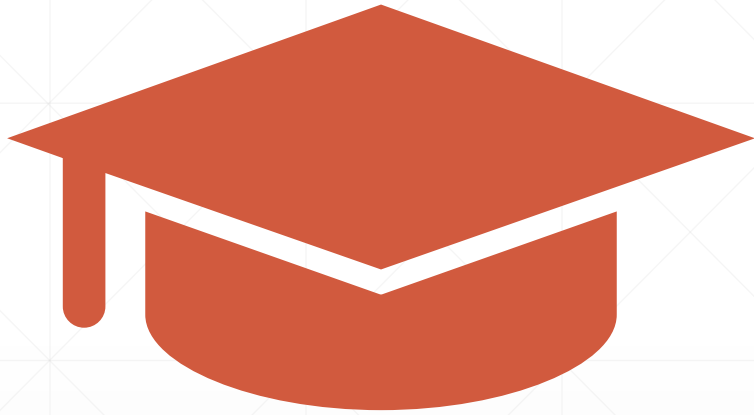- Enter English Proficiency Levels for All Students

Questions?

Individual Graduation Plan (IGP)

IGP

- Individual Graduation Plan (IGP)

- Starts in grades 8th – 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: **help@canteytech.com** if you need assistance with major creation and courses appearing under IGPs

IGP

- IGP Success Planner for Curriculum Manager (School IGP Setup) – **http://www.ed.sc.gov/scdoe/includes/eeda/documents/IGP-SuccessPlanner-CurrManagers.pdf**

- 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

- **<u>Access real-time reports</u>**: 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 **help@canteytech.com** 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! ☺

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

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.

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