June 2022 PS Admin Monthly Webinar

JENN ROACH

Agenda

➤Institute Insights: Announcements, Celebrations, Reminders

➤Civil Rights Data Collection (CRDC) 2021-22

➤Staff Accounts

➤Course Information

➤Summer Training Schedule

Institute Bulletin: Announcements, Reminders, Celebrations

Send	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
Go	Urgent matters need to go to Jason Jones - jjones@erskinecharters.org and/or help@canteytech.com
Link	Form: https://forms.office.com/r/GPC8pESruk

Institute Bulletin: Celebrations

Odyssey Online Learning had its largest graduating class in years!

Institute Bulletin: Training Opportunities

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

- PowerSchool University for Educators
  https://support.powerschool.com/psu/main.action

  PSU Educators Coming Soon!
  Boston, Massachusetts
  July 12 - July 14, 2022

  Mobile, AL
  December 4 - December 8, 2022

- SCDE (Aveene Coleman) **End of Year Reminders Webinar** – Recording April 29, 2022:
  https://www.youtube.com/watch?v=E7NSOIU6Pn0

Cantey Announcement

CANTEY HAS NEW TICKETING SYSTEM. ☺

Institute Bulletin: Reminders

- End of Year Rollover
  - Have all data clean by June 24, 2022
  - Will lose access by Close of Business June 24, 2022 for EOY Prep and Rollover Clean-Up

- Clear Level Data Errors

- DO NOT MANUALLY TRANSFER STUDENTS OUT OF POWERSCHOOL.

- DO NOT CHANGE STUDENT GRADE LEVELS AFTER DAY 180

- Clear errors on
  - School Enrollment Audit
  - Section Enrollment Audit

  (Home > System Reports)

Civil Rights Data Collection (CRDC) 2021-22

Civil Rights Data Collection (CRDC)

- Preparing you for December 2022 Collection of Previous Year's Data

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

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

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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)

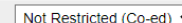Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)

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?	⌄

STAFF ACCOUNTS

Staff Accounts

Please Audit Your Staff Accounts:

✓ **School Responsibility to Monitor Staff Access**

✓ **Check Staff Username Formatting**

- School Number + First Name Initial + Last Name
  - Example: 99jroach

✓ **Deactivate Inactive Users**

- School Responsibility to Remove Staff Access When No Longer Employed by School
- *PowerSchool > Staff > Choose Staff Member > Information > Clear the Checkbox Next to "Active"*
- *PowerSchool > Staff > Choose Staff Member > Security Settings > Clear any Access to PowerTeacher & Admin Access*

Course Information

Course Information

➢ 2022-2023 Activity Coding Manual: https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/activity-coding-system-for-the-student-information-system-2022-23/
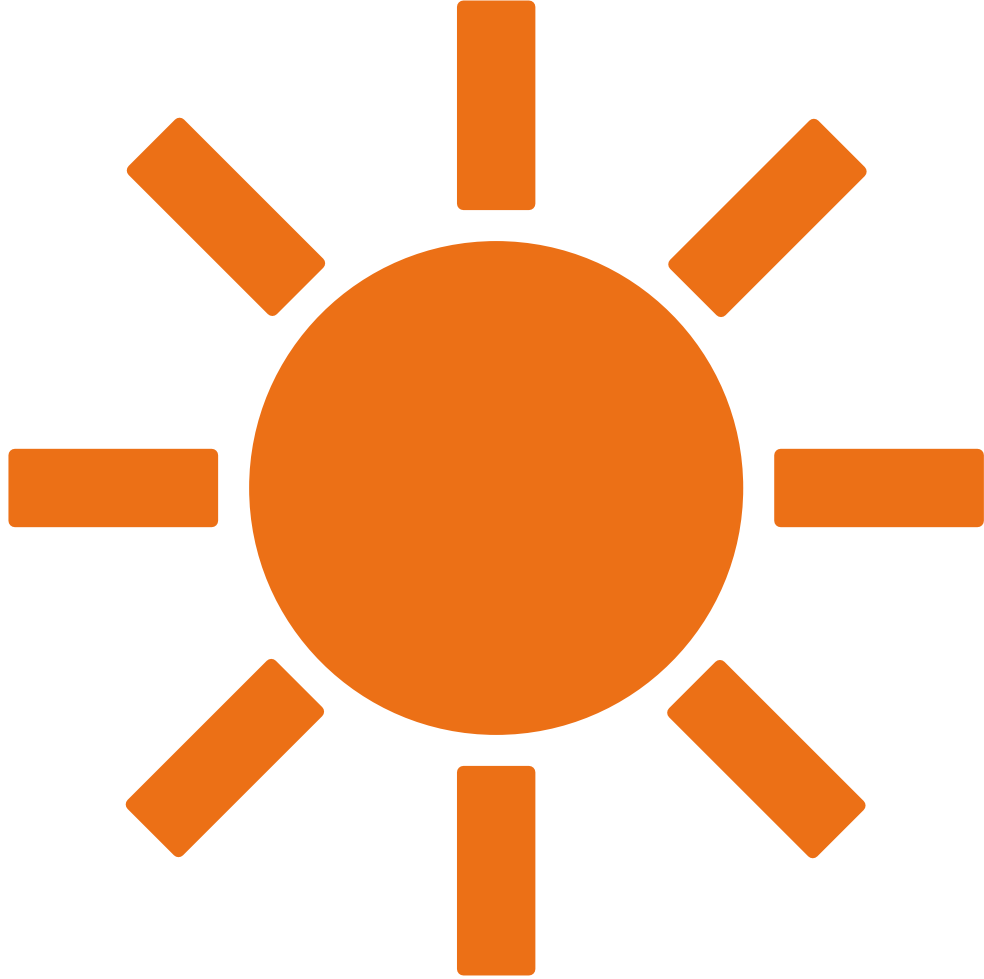
- School responsibility to ensure course number/s are accurate per the *current year's ACM* for the course they need.
- School responsibility to make sure course meets the requirements for students' graduation.
  - Usually done by school counselor or someone reviewing the student's transcripts (incoming students)

Local Board Approved (LBA) Courses *should not* be used unless approved by the district for the school year.

- You must get LBA courses approved for each year even if you have it approved for the current or previous year.
- All questions regarding LBA's go to Jason Jones. jjones@erskinecharters.org

Summer Training

Summer Training

- CIE PS Admin Summer Training: <u>**Mandatory for ALL SCHOOLS**</u>

- Sign-up will be allowed for school to identify who they need/want to send for each part of the training where it is most applicable for that attendee.

- Expect to have **student scheduling** as part of the summer training on-site workshop.
  - You will need to know your school's bell schedule (for all grades), course listings, teacher/student assignments, etc.
  - Goal is to leave training with all scheduling questions answered.

Day	Date	Location	Purpose	Schools
Wednesday	July 6, 2022	Onsite at Charter Institute	Part 1 of 2: All New PowerSchool Admins plus optional refresher for returning admins; this includes new employees during the middle of the 21-22 school year. Must attend both days.	Required - BKPA, CCA, LCCA, OOL, SCPA Optional for any returning PS Admins
Thursday	July 7, 2022	Onsite at Charter Institute	Part 2 of 2: All New PowerSchool Admins plus optional refresher for returning admins; this includes new employees during the middle of the 21-22 school year. Must attend both days.	Required - BKPA, CCA, LCCA, OOL, SCPA Optional for any returning PS Admins
Monday	July 11, 2022	Virtual	Annual reminders/updates	All schools
Tuesday	July 12, 2022	Onsite at Charter Institute	Elementary focused and Scheduling Workshop	All K-8 grade Brick and Mortar Schools (BKPA, BPA, CCA, GS, SCS, MSE, MSC)
Wednesday	July 13, 2022	Onsite at Charter Institute	Middle and High School focused and Scheduling Workshop	High Schools and all K-12 Brick and Mortar Schools (BMC, CFCS, CDCS, GCA, LCA, LLCS, MSI, OCA, RLOA, TCS, VASC)
Thursday	July 14, 2022	Onsite at Charter Institute	Virtual schools focused and Scheduling Workshop	All Virtual Schools (CASC, LCCA, OOL, SCCA, SCPA, SCVCS)

Summer Training

Happy Summer!