



October 2021 PS Admin Monthly Webinar

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Agenda

- ▶ Institute Reminders/Announcements
- ▶ Precode
 - ▶ Fall EOCEP Precode
 - ▶ SC-ALT Precode
 - ▶ ACCESS for ELLs
- ▶ QDC1
- ▶ 45th Day Funding
- ▶ December Drop-Out
- ▶ Incident Management
- ▶ Stored Grades
- ▶ E-Collect
- ▶ Surveys

Institute Reminders/Announcements

- ▶ E-Collect/Parent Portal Creation
 - ▶ Do not stress about this at this time. There was originally an immediate push, but is being extended.
- ▶ Staff Roles
 - ▶ PowerSchool Admins are responsible for assigning roles at your school
 - ▶ Should not give access that is unwarranted, approved, or necessary
 - ▶ If you need additional guidance on assigning roles, please reach out to Cantey or Jason Jones.
- ▶ DQR/Level Data
 - ▶ Ignore the “wrong grade level for school” warning
- ▶ Geocode Validations need to be complete by 45 Day



QUESTIONS?

Precode

What?

Pre-code is assessment-related student information available for testing contractors to:

- pre-populate online testing systems,
- pre-assign answer documents and test booklets, and
- generate scannable documents/labels.

Why?

Prevents the testing coordinator from being required to manually code online sessions and paper documents for related assessments.

Where?

Pre-code manual is found [here](#). Identifies all fields required for precoding for each assessment.

Assessment	Grades Impacted	Precode Deadline
End-of-Course Exam	9-12 (some 8 th grades if offered)	Fall/Winter: Final: October 22 Spring: Phase 1: TBD Final: TBD
ACCESS for ELLs	K-12 Identified ELL Students	December 2
SC-ALT	3-8 Identified Students	December 2
SC Ready & SC PASS	3-8	Print Phase: January 6 Precode Update: February 16
Ready to Work	9GR20 & 9GR19 Retakes	December 23



Precode

Precode

Communication is important when it comes to precoding.

Make sure you work with the following individuals to ensure proper precoding:

- ML Director/Coordinator
- Testing Coordinator
- SpEd Director/Coordinator

Fall Precode

- SCDE Precode Guide - <https://ed.sc.gov/data/information-systems/power-school/sis-documents/precode-guide/>
- Fall EOCEP Data:
Due: Friday, October 22, 2021 (School Deadline)
- Winter Precode Access for ELLs, SC-Alt, NAEP - **Thursday, December 2, 2021**
- **General Precode Data**
 - Precode data are used to populate the online testing system and to print labels for Customized Material and Oral Administration Fields.
 - For online test-takers, Precode data should be populated in PowerSchool for any Customized Material and Oral Administration Fields.
 - Precode data are used to populate online test sessions for all students, enabling paper-and-pencil testers to test online if desired.

Display Name	PS Field Name
School Number	SchoolID
NA	District
School Name	School Name
Grade Level	Grade_Level
True Grade	S_SC_STU_X.TrueGrade
State ID	State_StudentNumber
Student Number	Student_Number
Name	Last_Name
Name	First_Name
Name	Middle_Name
Gen (Jr., Ill, etc.)	S_SC_STU_X.StudentGenerati on
DOB	DOB

Fall
Precode

Display Name	PS Field Name
Gender	Gender
Ethnicity	FedEthnicity
Race	Racecode not in B, W, I, A, P
EFA Code Entry	EFA Primary-EFA10
Deaf-Blindness	S_SC_STU_X.DeafBlindInd
Multiple Disabilities	S_SC_STU_X.MultiDisabInd
504 Plan	S_SC_STU_X.Plan504Code
Instructional Setting	S_SC_STU_X.InstrSetting
Gifted & Talented Status	S_SC_STU_X.GT_Qualified
Migrant	S_SC_STU_X.Migrant
Engl Prof	S_SC_STU_X.Engl_Prof
Alternate Assessment	AtlAssess - S_SC_STU_X.AltAssess....

Fall
Precode

PS Display Name	Precode Field	PS Display Name	Precode Field
ELA Custom Materials	S_SC_STU_X.CustomELACde	Entry Date	EnterDate
Math Custom Materials	MathS_SC_STU_X.CustomMathCde	*****	Course Information
Science Custom Materials	S_SC_STU_X.CustomSciCde		
Soc Stu Custom Materials	S_SC_STU_X.CustomSocStuCde		
ELA Oral/Signed Admin	S_SC_STU_X.OralELA		
Math Oral/Signed Admin	S_SC_STU_X.OralMath		
Science Oral/Signed Admin	S_SC_STU_X.OralScience		
Social Studies Oral/Signed Admin	S_SC_STU_X.OralSocStudies		
Middle/High EOCEP Paper-Algebra	EOCEPPaperEnglish - S_SC_STU_X.EOCEPPaperEla		
Middle/High EOCEP Paper-Math	S_SC_STU_X.EOCEPPaperMath		
Middle/High EOCEP Paper-Biology	S_SC_STU_X.EOCEPPaperScience		
Middle/High EOCEP Paper-USHC	S_SC_STU_X.EOCEPPaperSocStu		

Fall EOC Precode

Valid Combinations of PowerSchool Customized Materials and Administration Fields

Test tickets will be provided for all testers. Oral or signed administration materials will be provided to online testers with valid combinations. The contractor will not provide online testers with oral or signed administration materials for invalid combinations. Paper test booklets and oral/signed administration materials for paper testers are ordered in the DRC INSIGHT Portal.

EOCEP TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration (Valid Combinations)	Materials Needed for Paper Testers	Materials Provided for Online Testers	PS Values for Oral/Signed Administration (Invalid Combinations)
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test	AV, OA, OA1, OA2, OA12
With an oral administration script (TA reads test aloud)	NA	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
With an oral administration using text-to-speech	NA	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
LP with NO oral administration	LP	NA	LP with NO oral admin (includes LP Supplement)	LP with NO oral admin (includes LP Supplement)	AV, OA, AO1, OA2, OA12
LP with an oral administration script (TA reads test aloud)	LP	OA, OA1, OA2, OA12	Oral Admin Script	---	AV
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	---	Text-to-Speech	AV
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Test	AV, OA, AO1, OA2, OA12
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video	OA, OA1, OA2, OA12
Braille with oral administration	BN BU	OA, OA1, OA2, OA12	Oral Admin Script	---	AV

Fall EOC Precode

ACCOMMODATIONS:

PS ADMINS SHOULD WORK WITH THEIR SPED COORDINATOR TO ENTER STUDENT TESTING ACCOMMODATIONS ON THE PRECODE PAGE. THE SPED COORDINATOR SHOULD PROVIDE YOU THE CORRECT VALUES TO ENTER IN POWERSCHOOL.

Fall EOC Precode

- ▶ Section ID
- ▶ Term ID
- ▶ Tested School ID
- ▶ Start Date
- ▶ End Date
- ▶ Teacher Number
- ▶ Teacher Certificate Number
- ▶ Teacher Last, First, Middle Name
- ▶ VSP Teacher Name
- ▶ VSP Certificate Number

Fall EOC Precode

SC Virtual Program (SCDE)

- ▶ For students taking a course to complete graduation requirements through the Office of Virtual Education, you need to populate fields on the PowerSchool Edit Section page for both the instructional type of class and the Virtual Education instructor.
- ▶ EOCEP Precoding for VirtualSC - students are tested at the base/home school with an official SIDN (i.e., the “brick-and-mortar” school). The home school should assign the principal as the teacher of record for each gateway course offered at VirtualSC.
- ▶ Assessment results for students flagged during Precode as taking a VirtualSC course that requires EOCEP results be sent to VirtualSC administrators for use in determining final course grades.

Fall EOC Precode

SC Virtual Program (SCDE)

- ▶ Create a section – School > Section > click Course Name > New > Create a section
- ▶ Teacher - Section Lead - Use a principal at the school for the section
- ▶ SC Additional Section Information – enter Instruction Type: B – SC Virtual School Program
- ▶ Complete for SC Virtual School Program Instructor ONLY: - enter VSP Teacher Name: LN, FN, MI AND VSP Certificate No.
 - ▶ You can request/receive each of the required values for any instructor from your district's PowerSchool contact. All the required information is sent securely to each district PowerSchool contact prior to the Fall and Spring semesters and at the end of the Summer session. If you need more information, please contact Katina Montgomery in the Office of Virtual Education:
☎ 803-734-0016 ✉ kmontgomery@ed.sc.gov.

Fall EOC Precode

EOCEP Standard Course Codes: Student must be currently scheduled in an EOC Course to be rostered for an EOC. Only the courses that appear in the following table will be precoded.

EOCEP Course Codes for Precode

Standard

Course Code	Course
4114	Algebra 1
4117	Intermediate Algebra
3025	English 2
3069	IGCSE English Language
3320	U.S. History and the Constitution
3221	Biology 1
4248	IGCSE Biology
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History

Note: English 1 EOCEP has been discontinued.

Fall EOC Precode

EOCEP Non-Standard Course Codes: Student must be currently scheduled in an EOC Course to be rostered for an EOC. Only the courses that appear in the following table will be precoded.

Note: EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5th and 6th characters are district-defined. The 7th and 8th characters **MUST** be coded with two zeros.

Course Code	Course
4857__00	English 2 (4857)
4851__00	Algebra 1 (4851)
4852__00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

Fall EOC Precode

Note about Algebra

- ▶ Students must not enroll in Foundations in Algebra (4116) prior to ninth grade. A school that offers Foundations in Algebra (4116) must subsequently offer Intermediate Algebra (4117). Students who successfully complete Foundations in Algebra (4116) must subsequently enroll in Intermediate Algebra (4117). Upon completion of this two-course sequence, students must take the state-mandated Algebra 1 End-of-Course assessment (Algebra 1 EOCEP) administered at the completion of the second course, Intermediate Algebra (4117). Students may not receive mathematics credits for both Foundations in Algebra (4116) and Algebra 1 (4114). In that case, one course will receive mathematics credit; the other will receive elective credit. Students who have a final average of D in Algebra 1 (4114) may subsequently enroll in Intermediate Algebra (4117).
- ▶ Students who complete Intermediate Algebra (4117) after Algebra 1 (4114) must re-take the state-mandated Algebra 1 End-of-Course assessment (Algebra 1 EOCEP) administered at the completion of Intermediate Algebra (4117).

Fall SC-ALT Precode

Early Validation: SC-ALT Due Monday, November 22, 2021

Spring SC-Alt Precode Due: Friday, December 3, 2021

- ▶ PS Admin should work with SPED Coordinator/SC-ALT to identify students in PowerSchool and check **Alternate Assessment**. Enter **Alternate Assessment Test Administrator: First Name & Last Name** - used to record the SC-Alt test administrator for students taking an Alternate test. If left blank, the Home Room teacher of record is used.

Home Page > Student Selection > State/Province – SC > Precode

Alternate Assessment	<input type="checkbox"/>	Alternate Assessment Test Administrator	
Other Alternate Assessment Tested School ID	<input type="text"/>	First Name	<input type="text"/>
		Last Name	<input type="text"/>

Course Codes for Precode (Alternate Assessment)

Codes for Alternate Assessment Eligible Students

Course Code	Course Subject Name
48530000	English (for SC Alt)
48540000	Algebra (for SC Alt)
48550000	Biology (for SC Alt)
48560000	US History and Constitution (for SC Alt)

Fall ACCESS for ELLs Precode

Spring ACCESS for ELLs Precode Due: Friday, December 3, 2021

- ▶ ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021 administration.
- ▶ District test coordinators will not need to order materials or mark anything in Precode for students taking ACCESS for ELLs online.
- ▶ Customized test forms and/or oral/signed administration materials for ACCESS for ELLs are not ordered via Precode.
- ▶ Students taking the Alternate ACCESS for ELLs should have the Alternate Assessment field checked on the Precode page in PowerSchool.

QDC1

QDC 1 – SC Data Reporting, Incident Management (IM), Dropout ❖ School Deadline Friday, October 29, 2021

Data Validations:

- ▶ **SCDE MEMBER CENTER** – Log in and correct validation errors on the Data Quality Reporting (DQR) page. If you need access to DQR email Cantey Help (help@canteytech.com).
- ▶ Check DQR: ed.sc.gov > Login > Report Portal > Sign Into SAS > Data Quality & Reporting > **Check these Folders:** Activity Code, Student, Teacher, State ID > *Correct identified errors in PowerSchool.*
- ▶ Correct Level Data State Validation Reports
- ▶ For more field information collected: See [September 2021 PS Admin Monthly Webinar](#)

45th Day Funding

Due Wednesday, October 27, 2021

Data Validations:

- ▶ **SCDE MEMBER CENTER** – Log in and correct validation errors on the Data Quality Reporting (DQR) page. If you need access to DQR email Cantey.
- ▶ Check DQR: ed.sc.gov > Login > Report Portal > Sign Into SAS > Data Quality & Reporting > **Check these Folders:** Activity Code, Student, Teacher, State ID > *Correct identified errors in PowerSchool.*
- ▶ Correct Level Data State Validation Reports
- ▶ For more field information, see [September 2021 PS Admin Monthly Webinar](#)



QUESTIONS?

December Drop-Out Collection

Due Wednesday, October 27, 2021

- ▶ The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.
- ▶ [Link to Dropout Policies and Procedures Document](#)

December Drop-Out Collection

- ▶ **School Year**

- ▶ October 1, 2020-September 30, 2021

- ▶ **Grade Level**

- ▶ 7th Grade to 12th Grade

December Drop-Out Collection

▶ **Determine Grade Levels**

- ▶ Dropouts should be counted in the grade for which they fail to enroll in the fall.
- ▶ For example, a student who drops out without completing the 9th grade and does not return after the summer is a 9th grade dropout.
- ▶ A student who completes the 9th grade and is expected to enroll in the 10th grade but does not enroll after the summer ends is a tenth-grade dropout.

December Drop-Out Collection

Verifying Student Status – Formal Notice

Request a transcript or other written documentation from the receiving school to verify that a student has transferred. The date your school receives the documentation should be recorded, along with the address of the school to which the student has transferred.

December Drop-Out Collection

Verifying Student Status – Responsible Adult

Any notification from a responsible adult will verify a student's status. "Responsible adults" include parents or guardians, school officials, and any other adult with responsibility for the student (e.g., attendance supervisor, social worker, medical doctor, corrections official).

December Drop-Out Collection

Verifying Student Status – School Records

- ▶ It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.
- ▶ It is best, therefore, to seek a written form of verification, such as a copy of the transcript or a letter from the parent or guardian.

December Drop-Out Collection

- ▶ With proper verification student should not be coded as a drop-out in PowerSchool.
- ▶ Students who dropout during the 2020-2021 school year but are re-enrolled by October 1, 2021 are **not** reported as dropouts.
- ▶ Students who dropout multiple times in a school year are reported **only once** for a single school year

December Drop-Out Collection

► Choose the appropriate Exit Code

Home > Student Selection > Transfer Information > Current Enrollment > Click [Blue Entry Date](#) > Exit Code

The screenshot shows the 'Edit Current Enrollment' form for a student. The form includes fields for Entry Date, Entry Code, Entry Comment, Exit Date, Exit Code, Exit Comment, Full-Time Equivalency, Grade Level, Track, and District of Residence. A dropdown menu is open for the Exit Code field, displaying a list of codes and their descriptions. The code 'R (Retained (For End of Year Process))' is highlighted in blue. A 'Submit' button is visible in the bottom right corner of the form.

Edit Current Enrollment

Test, HS Student 12 111111111112 THS State ID: Entry Date: 08/18/2015 Homeroom:

Entry Date: 08/18/2015

Entry Code: E (Eligible for State Funding)

Entry Comment (entry & exit):

Exit Date: 9/30/2015

Exit Code: R (Retained (For End of Year Process))

Exit Comment:

Full-Time Equivalency:

Grade Level:

Track:

District of Residence:

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find link.

Legend: * - Required Field | - Date Entry

Submit

December Drop-Out Collection

► Select Dropout Reason

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

The screenshot shows a web-based form for entering student information. The form is divided into several sections with various input fields and dropdown menus. A dropdown menu is currently open, displaying a list of reasons for dropping out, numbered 20 through 44. The list includes reasons such as 'Status Unknown', 'Transfer to Adult Ed', 'Pregnancy', 'Proprietary/Trade School - No Educ. Prog', 'Pursue Job', 'Military Service - No Educ. Program', 'Adult Correctional Facility-No Educ Prog', 'Expelled / Did Not Return', 'Poor Attendance', 'Because of Age', 'To get Married', 'Low or Failing Grades', 'Emancipated by Courts', 'Suspended / Did Not Return', 'Hospital - No Educ. Program', and 'Rehabilitative Facility - No Educ. Prog'. The 'Dropout Reason' field is currently empty, and the mouse cursor is pointing at the bottom of the dropdown menu.

Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One
Medicaid No	1234568559	Medicaid Consent Date	MM/DD/YYYY
Medicaid Eligible Date	MM/DD/YYYY	504 Plan	
		504 Eligible (Without a Plan)	<input type="checkbox"/>
Ninth Grade Code		Diploma Type (for Transcript)	(blank) - None
Diploma Ordered		Award Ordered	
Diploma Earned		Award Earned	
Diploma Order Number		Scholarship Ordered	
Graduation Date	MM/DD/YYYY	Graduated School Number and Name	0 -
Dropout Reason		Adult Ed Entry Date	MM/DD/YYYY
Dropout Date	MM/DD/YYYY	GED Earned	

- 20 - Status Unknown
- 23 - Transfer to Adult Ed
- 26 - Pregnancy
- 27 - Proprietary/Trade School - No Educ. Prog
- 29 - Pursue Job
- 30 - Military Service - No Educ. Program
- 32 - Adult Correctional Facility-No Educ Prog
- 33 - Expelled / Did Not Return
- 37 - Poor Attendance
- 38 - Because of Age
- 39 - To get Married
- 40 - Low or Failing Grades
- 41 - Emancipated by Courts
- 42 - Suspended / Did Not Return
- 43 - Hospital - No Educ. Program
- 44 - Rehabilitative Facility - No Educ. Prog.

December Drop-Out Collection

► Enter Dropout Date (under Dropout Reason)

should match exit date

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

Dropout Reason	20 - Status Unknown	Adult Ed
Dropout Date	8/24/2020	GED Earr
NoShow Reason		



QUESTIONS?

Incident Management

- ▶ All discipline and truancy data must be reported in Incident Management System for the 2021-2022 school year.
- ▶ All incidents coded must have an *offender, behavior, action, removal type (if applicable)* associated with the incident.
- ▶ System Reports > SDE Reports tab
 - ▶ Discipline Reports
 - ▶ Incident Management Reports
- ▶ SCDE PowerSchool Incident Management - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-guide-2019/>
- ▶ SCDE Powerschool Incident Management Frequently Asked Questions - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/incident-management-faq/>
- ▶ SCDE Powerschool Incident Management-discipline Incidents Step By Step Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-behavior-incident-guide/>
- ▶ SCDE Powerschool Incident Management-truancy Incident Step By Step Guide - <https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/coding-truancy-incident-guide1/>

Incident Management

Level Data State Validation > Incident Management tab

- ▶ **SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch** - For each Incident Management record with the proper In-School Suspension action code, students must have a corresponding In-School (SC-ISS) attendance code. The action dates of the In-School Suspension in Incident Management must have matching dates marked with an In-School Suspension attendance code. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of In-School Suspension are not included in this validation.
- ▶ **SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch** - For each Out of School (SC-OSS) attendance code, students must have a corresponding Incident Management record with the proper Out of School Suspension or Suspension Pending Expulsion action code. The dates marked with the Out of School Suspension attendance code must match with the action dates of an Out of School Suspension or Suspension Pending Expulsion action code in Incident Management. **Note:** Students attending a school using Daily Attendance who have an Incident resulting in less than one full day of Out of School Suspension are not included in this validation.
- ▶ **Invalid Pending Parent Conference** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.
- ▶ **Missing Object Code Comment for Misc Object** - All incidents with an Object Code of Misc Object must have an Object Code Comment.

Incident Management

Level Data State Validation > Incident Management tab

- ▶ **Missing/Invalid Incident Location** - A valid location is required for all incidents. Truancy incidents must have the location set to Classroom.
- ▶ **Missing Incident Behavior Code (1010)** - All students reported as an Offender in an incident must have a Behavior Code.
- ▶ **Missing Incident Action Code (1050)** - All students reported as an Offender in an incident must have an Action Code.
- ▶ **Missing/Misplaced Action Code** - All incidents must contain an Action Code and the Action Code must be placed on the Behavior Code.
- ▶ **Missing Object Code Comment for Weapon** – All incidents with an Object Code of Weapon and an Object Sub-Code of 780 – Other Weapons must have an Object Code Comment.
- ▶ **Missing Incident Offender** - All incidents must contain an Offender.
- ▶ **Missing Required Duration Code (1000)** - All incidents with an Action Code of Detention, Suspension, or Expulsion must have a Duration Code.

Incident Management

Level Data State Validation > Incident Management tab

- ▶ **Missing Physical Injury Code (1030)** – When Behavior Code is Aggravated Assault, the Offender must have a Physical Injury attribute.
- ▶ **Invalid Pending Expulsion (1040)** – Incidents with an Action Code of Suspension[^] should not be left with an Action Code of Pending Expulsion[^] when there is not another valid Action Code assigned to the Behavior.
- ▶ **Invalid Weapon Type (1060)** – Incidents with the element object of weapon must be assigned a weapon type subcode.
- ▶ **Warning Incident Type (1070)** – Listing of incidents with a Behavior Code of Homicide or Kidnapping/Abduction.
- ▶ **Missing Weapon Type** – Incidents with a Behavior Code of 789 Other Weapons must have an Object Code describing the Weapon Type.

Incident Management

Required Fields

- ▶ Incident Type
- ▶ Date
- ▶ Time
- ▶ Time Frame
- ▶ Title
- ▶ Location
- ▶ Offender
- ▶ Victims- Bullying or Level Physical Injury
- ▶ Participant Attributes – Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
- ▶ Action Date Range
- ▶ Duration Code
- ▶ Object Codes
- ▶ Subcodes Dropdown

▼ Search Filter

Filter by: Date Range Incident Title Incident ID Incident Type Role

[Search](#)

Incidents - Total Found: 0

Create Incident

- ✓ Create Quick Incident
- Create Detailed Incident

[Create Quick Incident](#) ▼

ID	Title	Roles	Incident Date	School
No records found.				

Create Quick Incident – Discipline (example)

Home > Incident Management

- Incident Details
- Participant 1

Incident Details

Incident Template

Incident Description

Title

 *

Description

Approximately 3931 characters left

Incident Type

 *

Incident Date

 *

Time

Time Frame

Time Frame Comment

512 characters left

Number of Participants

Prepared By

Location

Location

Location Comment

512 characters left

To add multiple participants, click "Number of Participants"

Create Quick Incident

✓ Incident Details

● Participant 1

Participant Details

Participant

Type

Students

Name

al

When typing the student's name, it will populate names based on what you type. Click correct name.

Create Quick Incident

✓ Incident Details

Student Name

Participant Details

Participant

Type

Students

Name

Student Name

Role

Offender

Offender

Behaviors

Behavior

016 Inappropriate Language^

Behavior Comment

512 characters left

Primary Behavior

Allegation

Actions

Actions

Action

Call to Parents^

Action Comment

512 characters left

Begin Date

10/13/2021

End Date

10/13/2021

Action Taken Detail

Called parent and talked to mother about behavior. (add details)

192 characters left

Duration Code

Hours (Less than a day)^

1 hour^

Duration Code Comment

512 characters left

Assigned Duration

Actual Duration

Action Attributes

Zero_Tolerance_Policy^

No

Create Quick Incident

Incident Builder

Participants

Reporters

Victims



Offenders

Student Name

[1] 016 Inappropriate Language^

Suspension^ - In-School (Services Provided)^

Incident Elements

Type	Description		
Behavior 🖐️	[1] 016 Inappropriate Language^		

Create Quick Incident

Quick Lookup
Print A Report
Switch Student
List (27)

Term Grades
Test Results
Truancies

Administration

District Specific
Fee Transactions
Incidents
Incidents Summary
Log Entries
Lunch
Lunch Transactions
Net Access
SEOP Review

Enrollment

Activities
All Enrollments
Functions
Learning Preferences
Special Programs
Transfer Info

Participants

Reporters

Victims

Offenders

[1] 016 Inappropriate Language^
Suspension^ - In-School (Services Provided)^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 016 Inappropriate Language^		

Name: [Redacted]
School: [Redacted]
Grade: 6
Gender: Male Type: Student

Cancel Delete Submit Incident

Create Quick Incident

School Acronym

Add Participant Attributes

Selected Person: **Student Name**

Attributes +

Student^ ▼

REQUIRED

Attributes Code Comment

Select Role(s) +

Offender ▼ No Comment^ ▼

REQUIRED

+ Add Participant Attributes Close



QUESTIONS?

Permanently Storing Q1 Grades

▶ **Using PowerTeacher Pro**

- ▶ If you are storing grades, then you are using PowerTeacher Pro where each course section is assigned a grade for the reporting term.
- ▶ By storing grades, you are taking a snapshot of teacher gradebook for a single point in time.
- ▶ Will allow you to store a historical grade record.
- ▶ **Your teachers have confirmed that their grades are complete in their gradebook.**
- ▶ **Store Grades in the Correct Term (Q1, Q2, S1, S2, F1, etc.)**

Permanently Storing Q1 Grades

Best Practices

- ▶ Give teachers a deadline to have grades in.
- ▶ Verification Report can be created and run so that teachers can sign off on their grades.
- ▶ Section Readiness Report
- ▶ Plan to lock gradebook once grades are verified.
 - ▶ Prevents grade changes and possible unnecessary errors
- ▶ You only store grades ONCE per reporting term.

Verify Grades Report : PS Admin – Class Rosters

- ▶ Print Rosters for: Click Teachers or Hold CTRL Key and Choose All/Multiple
- ▶ Meetings(s) : Choose by Period or Leave Unchecked for All
- ▶ Include Students Who: **Are Currently Enrolled in Class**, Specific Date, or Date Range
- ▶ Formatting Fields: Customizable
- ▶ Heading Text: Customizable

- ▶ Example

<center>Grade Verification Report

Teacher: ~(teachername)

Period: ~(Expression), ~(termabbr)

Course Title: ~(coursename)

Course Section: ~(Course_Number).~(Section_Number)

Total: ~(No_of_students)

Signature: _____ Date: _____.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to the guidance department.

Verify Grades Report : PS Admin – Class Rosters

- ▶ Roster Columns: Customizable
 - ▶ Example for Q1 (includes grade, comments, absences, & tardies):
 - ~(count)\Count\.5
 - LastFirst\Name\2.25
 - ~(pg.final.grade;Q1;Grade)\Q1\.4\c
 - ~(pg.final.comment;Q1)\Q1 Comment\2.5\L
 - ~(att;abs;Y1)\ABS\.5\C
 - ~(att;tar;Y1)\TAR\.5\C

Verify Grades Report : PS Admin – Class Rosters

Grade Verification Report

Teacher: [REDACTED]

Period: 2(A), 20-21

Course Title: Algebra 1 Honors

Course Section: 411400HW.01

Total: 65

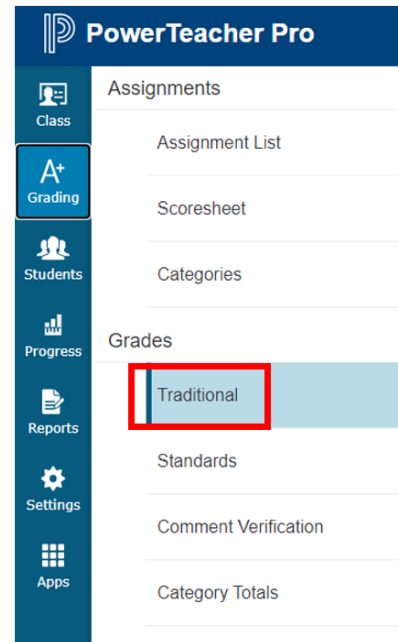
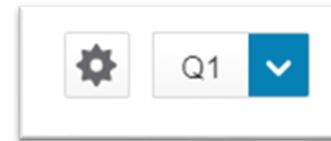
Signature: _____ Date: _____.

Instructions: This verification sheet contains information that will be printed on your students' Report Card. Please verify that information listed in the column/s are complete and accurate for your specific course. If necessary, please make any changes in your PowerTeacher Gradebook data. When your verifications are complete and accurate, please sign above and return all sheets to [REDACTED].

Count	Name	Q1	Q1 Comment	ABS	TAR
1	[REDACTED]	79	Good student!	0	0
2	[REDACTED]	84	Great student!	0	0
3	[REDACTED]	94	Awesome student!	0	0
4	[REDACTED]	92	Awesome student!	0	0
5	[REDACTED]	90	Awesome student!	0	0
6	[REDACTED]	83	Great student!	0	0
7	[REDACTED]	82	Great student!	0	0
8	[REDACTED]	52	Needs to put forth more effort!	0	0
9	[REDACTED]	93	Awesome student!	0	0
10	[REDACTED]	95	Awesome student!	0	0
11	[REDACTED]	66	Needs to put forth more effort!	0	0
12	[REDACTED]	92	Awesome student!	0	0
13	[REDACTED]	91	Awesome student!	0	0
14	[REDACTED]	98	Awesome student!	0	0
15	[REDACTED]	93	Awesome student!	0	0

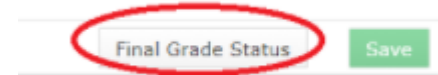
Verify Grades Report : PowerTeacher Pro

- ▶ Run the Final Grade and Comment Verification Report
- ▶ Teachers Should Do the Following:
 - ▶ Choose the Reporting Term from the Term Selector
 - ▶ Choose A+ Grading & Click Traditional

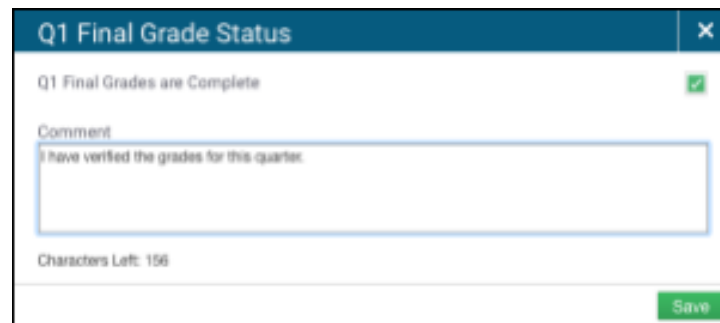


Verify Grades Report : PowerTeacher Pro

- ▶ On the bottom of the Traditional Grades, Standards Grades, or Comment Verification pages, click Final Grade Status.



- ▶ In the dialog, select (term) Final Grades are Complete checkbox, and enter any comments in the field.
- ▶ If not ready to verify the final grades for the class, leave the checkbox blank, and enter comments for the administrator in the Comment field.

A screenshot of a dialog box titled "Q1 Final Grade Status". It has a close button (X) in the top right corner. The dialog contains a checkbox labeled "Q1 Final Grades are Complete" which is checked. Below it is a text area labeled "Comment" containing the text "I have verified the grades for this quarter." At the bottom left, it says "Characters Left: 156". At the bottom right, there is a green "Save" button.

Section Readiness Report

Start Page > Reports : System Reports > Section Readiness (under Additional School Level Reports)

Filter (1) Reporting Term

Reporting Term +

Verified Status +

[Clear](#) [Apply](#)

1-10 of 432 items

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
Q1		1(A)	302400HW	English 1 Honors	01	Complete	10/22/2020	checked

Locking Gradebook

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

Settings

Enable Term Locks



Days After Reporting Term

*

Number of Days to Warn Teachers

Storing Grades for Q1

Step 1:

Navigate to Home Page >

System (Setup) > Permanently Store Grades

Functions

- Attendance
- Attendance Today
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- SchoolReach® Broadcast
- SchoolReach® Results

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System**
- Personalize

Applications

- PowerLunch
- PowerScheduler

System Administrator

Attendance

- Attendance Bridge Synchronization

Data Management

- Assign New Student Numbers
- AutoComm Setup
- AutoSend Setup
- Change Course Number
- Clear Activities
- Custom Fields / Screens
- Direct Database Export (DDE)
- Page and Data Management
- Photo Management
- PowerTools
- Special Operations

Grades

- Average Final Grades
- Calculate Honor Roll
- Copy Final Grade Setups
- Export Historical Grades
- Permanently Store Grades**

Storing Grades for Q1

Step 2:

- ❖ Use correct Term
- ❖ Exclude/Include Class Enrollments check the “Include only enrollment records that are currently active and that were active on this date” and enter in a date 2-3 days before the end of quarter 1 (this step is recommended by PowerSchool).

Which Grades

Use this Final Grade/Reporting Term: Q1 *

Save with this Historical Store Code: Q1 *

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: 10/20/2018

Note: Do not use the same store code twice in one year unless you wish the system to overwrite all stored grades for term.

Storing Grades for Q1

Step 2:

❖ Additional Filter Options**

- a. You can store grades of a selected number of students.
- b. You can store grades for students in a specific course section by enter the course and section numbers, separated by a period. For example, enter 08960100.01 for Homeroom 1, Section 1.
- c. You can store grades by individual grade levels.
- d. You can store grades by Track days. (do not check this option)**
- e. You can store grades for students that were enrolled at your school thru a certain date range.

▼ Additional Filter Options

Store grades for currently selected (0) students only

Request that grades be stored only for a specific section (course.section)

Student Grade Level K 1 2 3 4 5 6 7 8 9 10 11 12

Track A B C D E F

School Exit Date From MM/DD/YYYY to MM/DD/YYYY

Storing Grades for Q1

- Classes by Term
- Show All Terms

- Do not store (default) – This will store no grades and no credit for that term
- Store with no credit - This will store grades and automatically enter 0% under % of course credit.
- Store with credit - This will store grades and you will have to enter the percent of credit you want stored for that term.

Classes by term length		Store	% of course credit
2020-2021	(08/19/2020 - 06/03/2021)	Store with no credit ▼	0 %
Semester 1	(08/19/2020 - 01/13/2021)	Store with no credit ▼	0 %
Quarter 1	(08/19/2020 - 10/21/2020)	Store with no credit ▼	0 %

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 graduation credit, GPAs, and transcripts.

Show all terms? No Yes

Show All Terms –
Default is Set to “No”

- Use Store without Credit - If storing for quarter grades
- Use Store with Credit - If storing for term end grades

Storing Grades for Q1

- ▶ Options for classes enrolled at other schools:
 - ▶ This School Only
 - ▶ This School

Options for classes enrolled at other schools

Store grades for classes enrolled at	This school only ▼
Record the school name of	This school ▼

Storing Grades for Q1

- **Last Three Sections**
 - Leave Default

▼ Advanced Potential and Earned Credit Options

When storing with credit

Store both Potential and Earned Credit ▼

▼ Variable Credit Storing Preferences

Store these credit hours

Awarded and Attempted ▼

Store this when teacher has not entered variable credit hours

Credit Hours for course/gradescale ▼

Round or truncate

Round ▼

Number of decimal places in variable credit hours

0 ▼ decimal places

▼ Repeated Course Grade Suppression

Apply Repeated Course Grade Suppression Policy Rules

Storing Grades for Q1

- Double check all that you have entered
- Submit
- After submittal and a successful store, your screen will look like this:

ore Grades Progress

Permanently Store Grades Progress

Storing grades into container Q1

Using Q1 final grade

Setup Complete

Now Processing Stored Grades

...

Please Wait. This could take several minutes depending on the number of Grades to be Stored

...

20 Students processed.

0 Stored Grades updated.

100 Stored Grades inserted.

Processing Stored Grades Complete!

Storing Grades for Q1

- Verify Your Grades Were Stored
 - Spot check students in their Historical Grades
 - Check Term/Year

Year/Term	Grd Lvl	Course number	Course	Department	Earned Credit	E1	F1	M1	Q1	Q2	Q3	Q4	S1	S2
20-21 S1	11	302600HW	English 3 Honors		0.00	.	.	.	63
20-21 S1	11	326100CW	Environmental Science		0.00	.	.	.	-
20-21 YR	11	502300CW	Fundamentals of Computing		0.00	.	.	.	40
20-21 S1	11	365200CW	Spanish 2		0.00	.	.	.	88



QUESTIONS?

E-Collect Overview / Accessing Forms

To run a report to see **form responses** for your school

Home > Reports: Form Reports > Click on the Form/Survey

Reports

Response Reports

Other Reports

Search by name or description

All categories

▼

--

▼

Title ↑↓

Description

Category

Responses

[Student Broadband Access Survey](#)

Please respond to the questions below regarding your student's access to technology for completing coursework.

SCDE - Technology Survey

441 responses

E-Collect Overview / Accessing Forms

To fill out a form for a student:

Home > Student Selection > Click on the Forms (Under Information)

Student Forms

Home > Student Selection > Information > Forms > Student Forms

General Forms | Class Forms | Student Support

Forms

SCDE - Technology Survey

Status	Form Name	Form Description	Category
 Empty	Student Broadband Access Survey	Please respond to the questions below regarding your student's access to technology for completing coursework.	SCDE - Technology Survey

E-Collect Overview / Accessing Forms

Student Broadband Access Survey

There are no previous responses to this form.

Student Broadband Access Survey

Please respond to the questions below regarding your student's access to technology for completing coursework.

Can the student access the internet on their primary learning device at home? *

- Yes
- No - Not Affordable

- No - Not Available
- No - Other

What is the primary type of internet service used at the residence? *

- Residential Broadband (e.g., DSL, Cable, Fiber)
- School Provided HotSpot
- Dial-up
- None

- Cellular Network
- Satellite
- Other

Can the student stream a video on their primary learning device without interruption? *

- Yes -No issues
- Yes -But not consistent
- No

What device does the student most often use to complete school work at home? *

- Desktop/Laptop
- Chromebook
- None

- Tablet
- Smart Phone
- Other

How many hours per day can the student spend on the primary learning device? *

- Unable to use the device at home Limited Access 1-2 hours
- Limited Access 1-2 hours
- Medium Access 3-4 hours
- Unlimited Access

What other places can the student access the internet on their primary learning device?

Check all that apply. Leave blank if there are no places other than the student's residence that the student can access the internet on their primary learning device.

- Library
- Commercial Business
- A Friend's House
- Place of Worship
- Other

What types of special supports does the student need to access digital learning at home?

Check all that apply. Leave blank if the student does not need special supports to access digital learning at home.

- Translation Services
- Closed Captioning Services
- Other Special Accommodations

Save for Later

Submit


E-Collect Overview / Accessing Forms

Student Forms





General Forms | Class Forms | Student Support

Forms

SCDE - Technology Survey

Status	Form Name
 Submitted	Student Broadband Access Survey

Legend

Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected



Questions?
help@canteytech.com

Required Surveys

[Report Card Survey from September Webinar](#)



[Optional Training Interest Survey](#)

[Registration/Enrollment Plug-In Survey](#)

