WIFI AND TEST SERVER

SC Virtual Charter School Wi-Fi

SSID: SCVCS Guest

Password: Scvcs2019

Charter Institute at Erskine Test Server

https://cie-test.powerschool.com/admin/pw.html

Login Info should match your login to PowerSchool. If you cannot login, please let an admin or facilitator know and we can reset your login.

WELCOME TO DIAGON ALLEY

CREATING A FORM LETTER

Overview

CREATING A FORM LETTER: INTRO

Form letter reports create custom letters that merge information from the PowerSchool database into a letter.

They are similar to report card reports in that you can use HTML tags and PowerSchool data codes.

The difference is that a form letter report cannot include schedule listings.

When creating a form letter, there is no need to open a preview page. You can easily create the report and preview it in the same Web browser window.

CREATING A FORM LETTER: PROCESS

CREATING A FORM LETTER: PROCESS

1. From Home Page, Choose System Management > Reports > **Form Letters** (under System Reports)

2. Click New

3. Fill in appropriate fields (next slide) and Click **Submit**.

* Clicking Submit will take you back to the Form Letters page. *

Field	Description
Title of this form letter	Enter a name for this form letter.
Table	Choose the table used for the form letter data from the pop-up menu.
Default font	Choose the form letter font from the pop-up menu.
Default font size	Choose the font size from the pop-up menu.
Default text line height	Enter the height for the space between lines on the mailing label in points. **Note:** One point is 1/72 of an inch.
Page Size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the page margins in inches.
Orientation	Choose the page orientation from the pop-up menu. The orientation is the page layout. **Portrait** is a vertical page; **Landscape** is a horizontal page.
Scale	Enter the percentage to scale the form letter. The lower the percentage, the smaller the form letter scales relative to the size of the page.
This report available to	Select who can use this report: •**users at all schools** [on this PowerSchool system] •**only users at** [this school]
Teachers can print?	If you want teachers to be able to print this report in PowerSchool Teacher, select the checkbox. Otherwise, deselect the checkbox.

CREATING A FORM LETTER: PROCESS & INFO

CREATING A FORM LETTER: PROCESS

4. Click on the **Form Letter** you just created. The Edit Form Letter page appears.

5. Click **Report Body**. The Edit Body page appears.

6. Enter the content of the letter.

Notes:

➢In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes.

➢To insert a PowerSchool field into this field: Click Fields to view a list of PowerSchool fields. The Fields pop-up appears. To narrow the list of fields, enter one of more search terms in the Filter field. Otherwise, leave blank.Click the field you want to add. The Fields pop-up closes and the selected field appears.

EDITING A FORM LETTER

1. From Home Page, Choose System Management > Reports > Form Letters (under System Reports)

2. Click on Form Letter you need to edit.

DELETING A FORM LETTER

1. From Home Page, Choose System Management > Reports > Form Letters (under System Reports)

2. Click on Form Letter you need to delete.

3. Click Delete.

4. Click Confirm Delete.

Obliviate.

CREATING A FORM LETTER

Live Walk-through: Attendance Letter

CREATING EXAMPLE FORM LETTER

1. Go to CIE Test Server and Login

https://cie-test.powerschool.com/admin/home.html

2. From Home Page, Choose System Management > Reports > Form Letters (under System Reports)

3. Click New

CREATING EXAMPLE FORM LETTER

4. Enter Form Info

A. Enter Title: Test ATT Form – (enter name) [ex: **Test ATT Form – Jenn Roach**]

B. Table = Students

C. This Report Available to: only users at [Your School]

D. Leave rest defaults.

* Clicking Submit will take you back to the Form Letters page. *

New Form Letter

Option	Value	
Title of this form letter	Test ATT Form – Jenn Roach	Table Students ⌄
Default font	Palatino ⌄	
Default font size	10 ⌄	
Default text line height	12	
Page Size	Letter (8 1/2" x 11") ⌄	
	Custom Size: Height [ ] Width [ ]	
Margins (inches)	Left .75 Top .5 Right .5 Bottom .5	
Orientation	Portrait (vertical) ⌄	
Scale	100	
This report available to	○ users at all schools	
	◉ only users at South Carolina Virtual Charter School	
Teachers can print?	☐	

CREATING EXAMPLE FORM LETTER

1. Select your created form.

2. Click Report Body. This will be blank.

3. Start creating your letter.
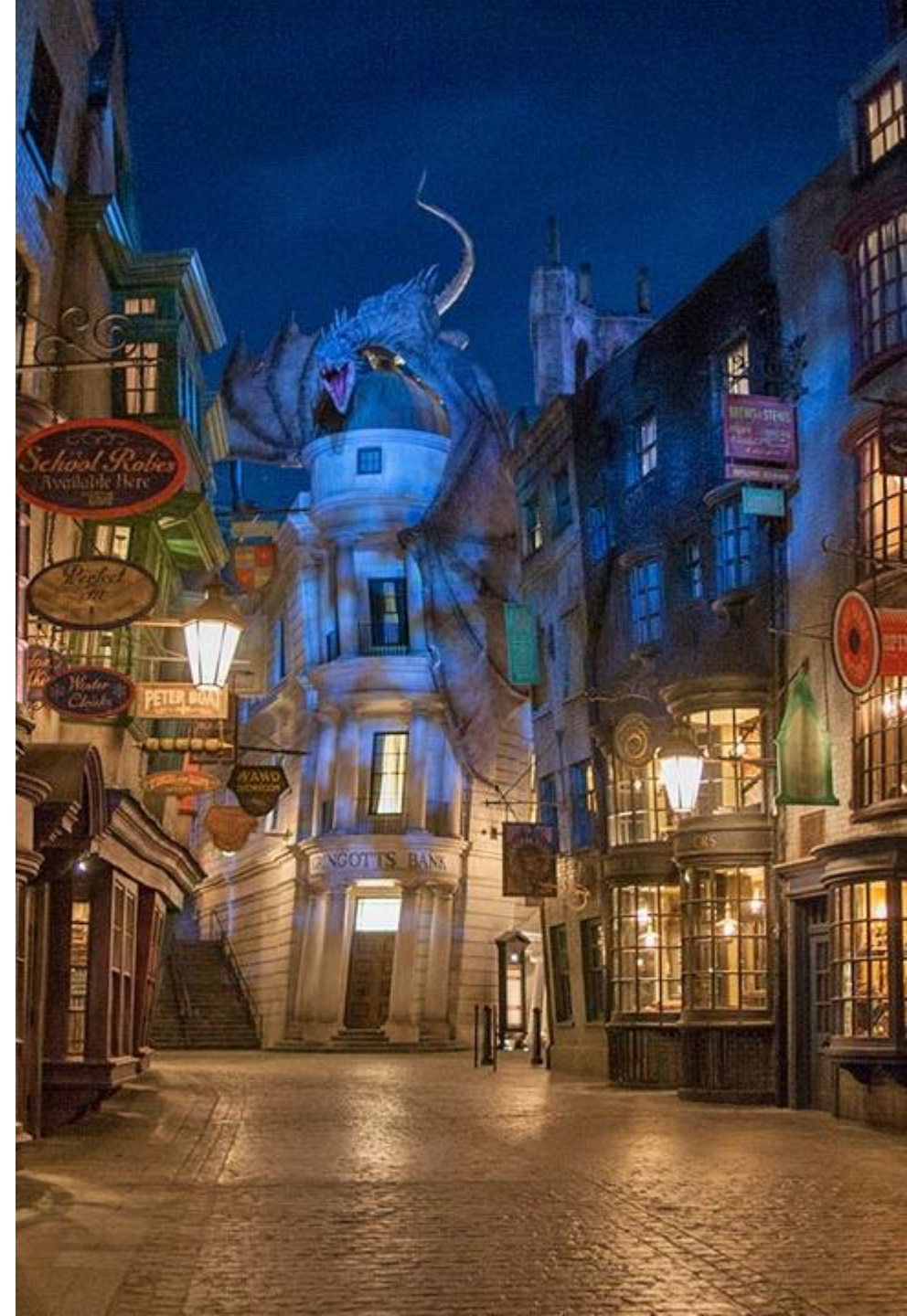
CREATING EXAMPLE FORM LETTER

Example Heading:

<center>   Hogwarts School of Witchcraft and Wizardry

Absence Notification ^(schoolname)</center>

^[letter.date]

PowerSchool Number: ^(Student_Number) <tabl 3.5>

Grade Level: ^(Grade_Level)

Date of Birth: ^(dob;dateformat=MM/DD/YYYY)

Entry Date: ^(EntryDate)

CREATING EXAMPLE FORM LETTER

Example Body:

To the parent/guardian of ^(First_Name) ^(Last_Name) :

You are currently being notified because our records indicate that your child, ^(First_Name), has missed at least 3 consecutive or 5 total unexcused days of school. Please review the below dates that have been marked as an unexcused absent:

 ^(dates.of.attendance;ATT(A); , ;SC-UNEX;7/1/2023;6/30/2024)

If you have excuses for the absences, send them to your student's advisor or an attendance specialist.

If you feel like an absence was recorded incorrectly, you can request an adjustment by emailing: jennifer.roach@canteytech.com

Please know we take attendance very seriously at Hogwarts School of Witchcraft and Wizardry. Any student between the ages of 6-16 will be reported as truant in the state database (PowerSchool) if the above absences aren't resolved within 7 days of the absence.

CREATING EXAMPLE FORM LETTER

Example Footer:

Thank you,

Jenn Roach

^([39]schooladdress)

^([39]schoolcity), ^([39]schoolstate)^([39]}schoolzip)
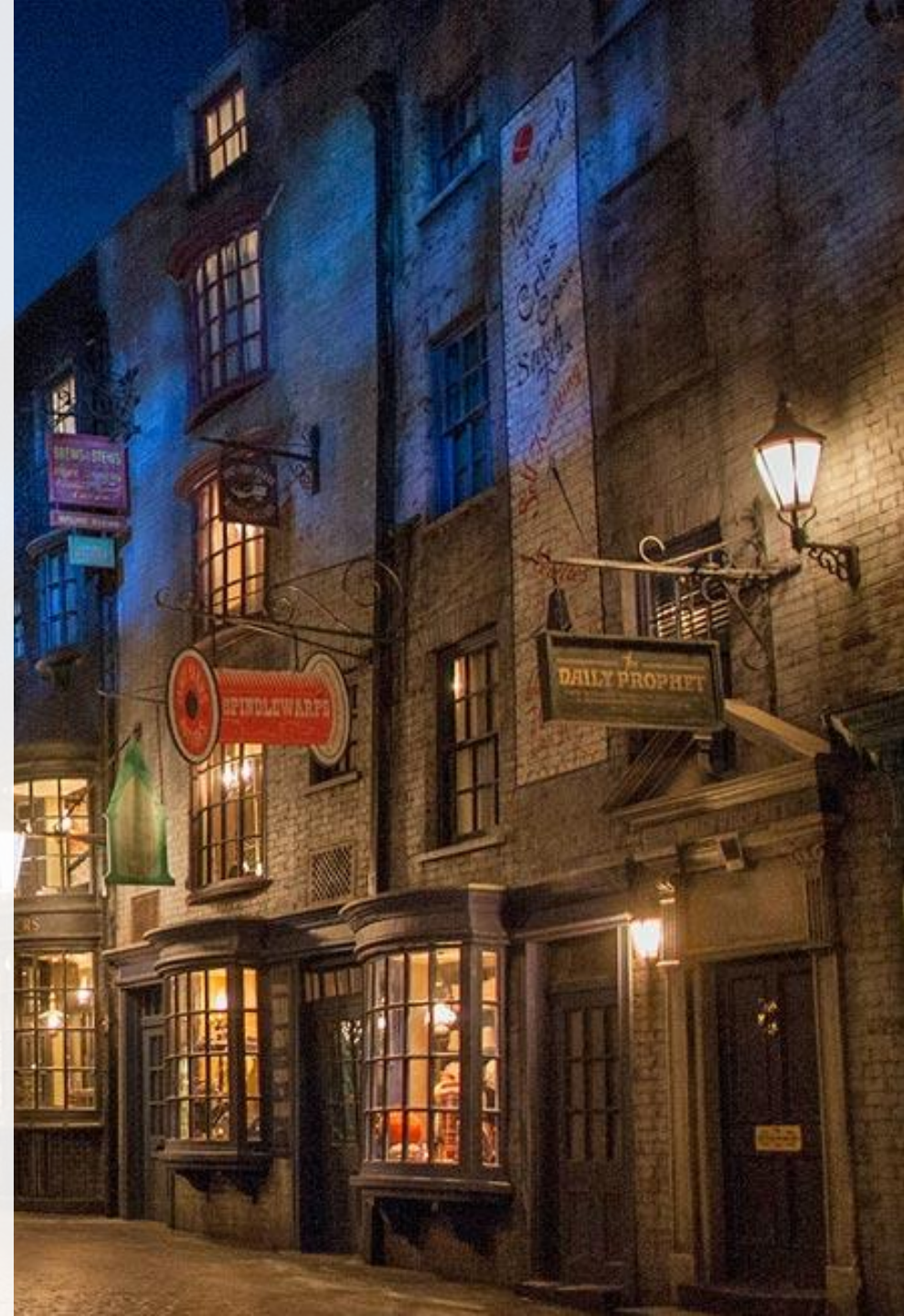
TESTING YOUR FORM LETTER

1. Go to Home Page

2. Make a student selection.

3. Hit the Print a Report (Printer Shortcut) Button in student header
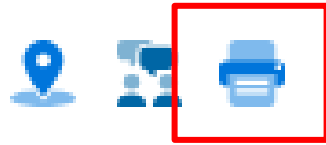
4. Select New Report you have created.

5. Click Submit.

6. Review Form Letter for grammar, spelling, font, heading, footer, & data tag issues and make corrections.

EXPORTING & IMPORTING A FORM LETTER

BEFORE EXPORTING A FORM LETTER

1

Ensure that you are allowed to use the report you are exporting

2

Make sure it is a quality report!

3

You can test this by running the report for a student to see how it looks: Student Selection > Click Printer Icon at Top of Page > Select Report > Submit

EXPORTING A FORM REPORT

1. From Home Page, Choose System Management > Reports > Form Letters (under System Reports)

2. Click on Form Letter you want to export.

3. Click **Export this report as a template**

The template should be in your Downloads folder

You can open in Notepad/Notepad++ or Similar and Edit Fields

Recommendation: Edit Title of Document before Import. It will be in the Report Header section of the document, see example:

```
        <Created>Thu, 13 Jul 2023 16:00:02 GMT</Created>
        <PSVersion>23.6.0.0.231721012</PSVersion>
        <TemplateVersion>1.0</TemplateVersion>
        <Author>Roach, Jennifer J.</Author>
</FileHeader>

<ReportHeader>
        <Type>Object Report</Type>
        <Name>6th Report Card</Name>
        <Table>Students</Table>
</ReportHeader>
```

BEFORE IMPORTING A FORM LETTER

Be sure that your file is a .txt file or it will fail

Make sure it is a quality report!

Make sure you have edited and entered a new title within the report (see previous slides)

IMPORTING A FORM LETTER

1. From the Home Page, Click Data and Reporting

2. Click Imports

3. Click Import Existing Report Template

➤Leave Default Character Set: Mac Roman

➤File to Import, Click Choose File. Find your template and Click Import.

QUESTIONS

PERMANENTLY STORING GRADES: TIPS, BEST PRACTICES, AND PROCESS

PERMANENTLY STORING Q1 GRADES

▶ **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.

   ▶ This creates 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.

- 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 should only store grades ONCE per reporting term.

CLASS ROSTER REPORT: MANUAL/HARD COPY PROCESS

VERIFY GRADES REPORT : PS ADMIN — CLASS ROSTERS

▶ How it Works: The Class Roster PDF

▶ Start Page > Data and Reporting > Reports: System Reports > Student/Staff Listings: Class Rosters (PDF)

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;Q1)\ABS\.5\C

    ~(att;tar;Q1)\TAR\.5\C

Grade Verification Report

Teacher: ███████████████

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 ████████████████████.

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

VERIFY GRADES & SECTION READNIESS REPORT

TEACHER PROCESS — PART 1

VERIFY GRADES REPORT : POWERTEACHER PRO

▶ How-To: Running The Grade Readiness Report In PowerTeacher Pro

▶ Teachers Should Do the Following in PowerTeacher Pro:

    ▶ Choose the Reporting Term from the Term Selector
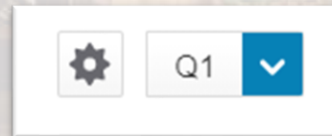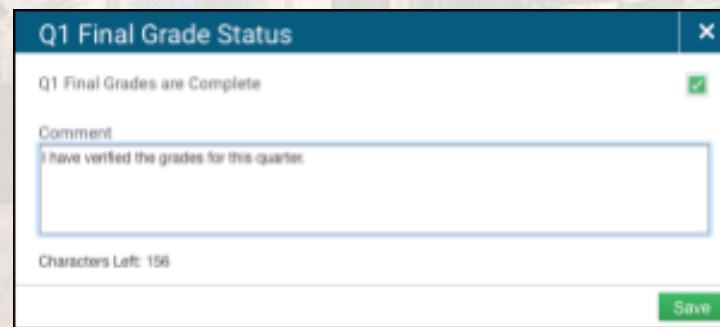
    ▶ Choose A+ Grading & Click Traditional
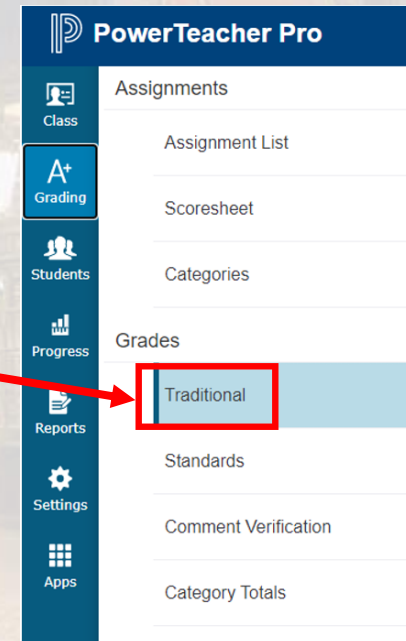
VERIFY GRADES REPORT : POWERTEACHER PRO

▶ On the bottom of the Traditional Grades, Standards Grades, or Comment Verification pages, click Final Grade Status.
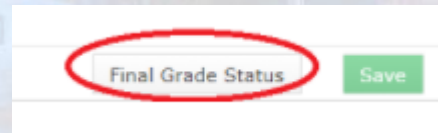
▶ In the dialog, select (term//"Q1") Final Grades are Complete checkbox, and enter any comments in the field.

▶ 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.

POWERSCHOOL ADMIN PROCESS —
PART 2

SECTION READINESS REPORT (TRADITIONAL OPTION)

Start Page > Data and Reporting > Reports > System Reports > Section Readiness (under Grades and Gradebooks)

SECTION READINESS REPORT (NEW OPTION)

Start Page > Data and Reporting > **PSCB DEV Reports** > Grading > Gradebook - Section Readiness Verification
(Under Grading - PT Pro Gradebook Heading)

LOCKING PTP GRADEBOOK

LOCKING GRADEBOOK

Home Page > School Management > Teacher Applications > Lock Reporting Term Settings (under PowerTeacher Pro Heading)

QUESTIONS

STORING Q1 GRADES

STORING Q1 GRADES

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

Best practice is to store only once.

STORING GRADES FOR Q1

Step 1:

PS Start Page > School Management > Academics > Store Grades (under the Grades header)

SCENARIO 1

The Quarter Term is complete, and the Quarter Term Grades need to be stored using a Quarter Store Code.

SCENARIO 1 PROCEDURES

1. From the PowerSchool Start Page click on School Management and then on Academics and then on Store Grades (under the Grades header).

2. Under the Which Grades header, populate the field values:
   - Use this Final Grade/Reporting Term: From the dropdown select Q1
   - Save with this Historical Store Code: Type Q1

3. Under the Exclude/Include Class Enrollments header, populate the field values (as recommended by PowerSchool):
   - Include only enrollment records that are currently active and that were active on this date: PowerSchool recommends adding a check mark to this check box only and populating a date that is 2-3 days prior to the last date of the term.

SCENARIO 1 PROCEDURES

4. Under the Classes by Term Length header, populate the field values:
   - 2022-2023: Store with no credit
   - Semester 1: Store with no credit
   - Quarter 1: Store with no credit

5. Under the Options for classes enrolled at other schools header, populate the value:
   a) Store grades for classes enrolled at: Select from the dropdown, This school only.

6. Leave all other fields on the page on the default values.

7. Review populated values, as once Submit is clicked, the process is irreversible.

8. When ready, click the blue **Submit** button.

SCENARIO 1 VISUAL

SCENARIO 1 VISUAL (CONT)

SCENARIO 2

The **Quarter Term Grades** have been stored using a **Quarter Store Code** and one or more classes ended with the **Quarter Term.** For the classes that ended, the **Quarter Term Grades** are also the **Final Term Grades,** and the **Final Term Grades** need to be stored using the **Final Store Code.**

SCENARIO 2 PROCEDURES

1. From the PowerSchool Start Page click on School Management and then on Academics and then on Store Grades (under the Grades header).

2. Under the Which Grades header, populate the field values:
   - Use this Final Grade/Reporting Term: From the dropdown select Q1
   - Save with this Historical Store Code: Type Q1

3. Under the Exclude/Include Class Enrollments header, populate the field values (as recommended by PowerSchool):
   - Include only enrollment records that are currently active and that were active on this date: PowerSchool recommends adding a check mark to this check box only and populating a date that is 2-3 days prior to the last date of the term (Q1).

SCENARIO 2 PROCEDURES

4. **Additional Filter Options** are collapsed by default. To expand Additional Filter Options, click anywhere on the Additional Filter Options header.

   - When the **Additional Filter Options** values are **blank**, this option stores **all Q1 Term Grades** for all **Q1** classes with the **F1 Store Code** for all students at your school. To use this option, leave all **Additional Filter Options** values **blank** and skip to Step 5 (next slide).

   - **Store Grades for the currently selected (#) students only**: To use this option, a Student Selection must have previously been created from the PS Home Page. For all students in the current selection, this option stores all **Q1 Term Grades** for all **Q1** classes with the F1 Store Code. To use this option, add a **check mark** to the **check box** and skip to step 5.

   - **Request that grades be stored only for a specific section**: To use this option, an 8-character course code, followed by a period, followed by the section number is typed into the corresponding text box. For all students in the section of the course code, this option stores **Q1 Term Grades** with the **F1 Store Code**. To use this option, **type** the **Course.Section** in the text box and skip to step 5.

   - **Student Grade Level**: To use this option, check marks can be added to the corresponding grade level check boxes for one or more grade levels. For all students in the grade levels checked, this option stores all **Q1 Term Grades** for all **Q1** classes with the **F1 Store Code**. To use this option, add **check marks** to grade level **check boxes** and skip to Step 5.

   - *Track: This is not common and is not included in the procedures for **Additional Filter Options**.*

   - *School Exit Date: This is not common and is not included in the procedures for **Additional Filter Options**.*

SCENARIO 2 PROCEDURES

5.   Under the Classes by Term Length header, populate the field values:

- **2023-2024**: From the dropdown under the Store header, select **Store with no credit**

- **Semester 1**: From the dropdown under the Store header, select **Store with no credit**

- **Quarter 1**: From the dropdown under the Store header, select **Store with credit**

  - In the text box for **% of course credit** that corresponds with **Quarter 1**, type **100**

6.   Under the **Options for classes enrolled at other schools header**, populate the value:

- **Store grades for classes enrolled at**: Select from the dropdown, **This school only.**

7.   Leave all other fields on the page on the **default values.**

8.   Review populated values.

- Correct any incorrect values and review again.

- NOTE: Once **Submit** is clicked, the function is irreversible.

9.   When all values are verified as correct, click **Submit.**

SCENARIO 2 VISUAL

SCENARIO 2 VISUAL (CONT)

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!

PROCESS COMPLETE: SUCCESSFUL STORE MESSAGE

MASTER SCHEDULE LISTING (OPTION 1)

If you have Q1 classes and want to store by section, from the **Home Page >** Select **Courses and Programs >** Click **Master Course Schedule**

You will see a listing of your courses.

You can copy/paste into a spreadsheet and filter for Q1 courses only.

You can copy/paste the Course.Section number format straight from PowerSchool/Excel sheet:
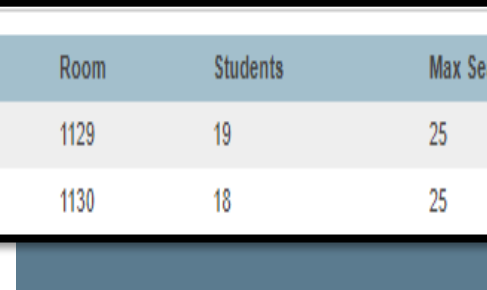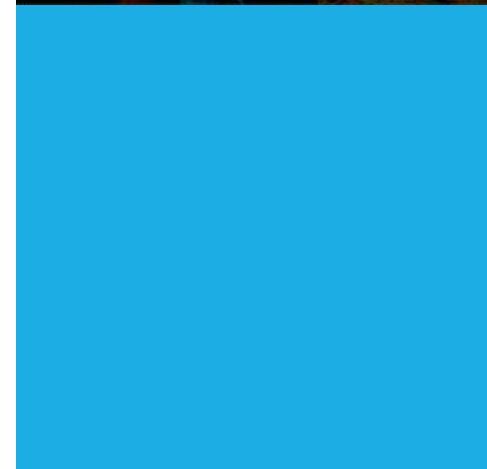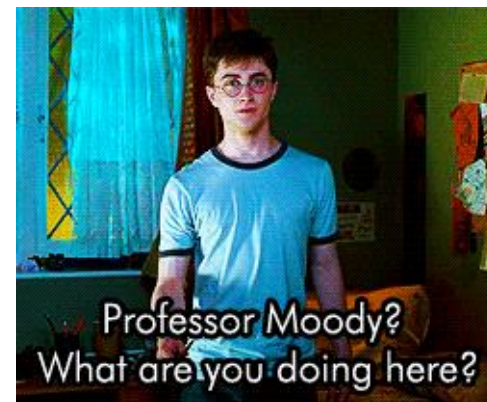
Number.Section	Course Name	Expression	Term	Teacher Name	Teacher Dept.	Room	Students	Max Seats
10010000.KA	Language Arts	P1(A-B)	23-24	██████		1129	19	25
10010000.KB	Language Arts	P1(A-B)	23-24			1130	18	25

MASTER SCHEDULE LISTING (OPTION 2)

From the **Home Page** > Select **Data and Reporting** > **PSCB DEV Reports** > **Scheduling (Current Year)** > **Sections – Master Schedule List**

MASTER SCHEDULE LISTING (OPTION 2)

BEST PRACTICE: CHECK YOUR WORK!

After the process is complete, randomly select 3 to 5 students and check the Historical Grades page to verify the Q1 grades are stored correctly. If you do not see Q1 grades stored, then the process was not followed correctly. Review all stored term grades and make corrections as needed.

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	.	.	.	.	.

STORING GRADES FOR Q1

QUESTIONS

help@canteytech.com to get a 1:1 walk-through!

TEACHER COMMENT ON REPORT CARDS

POWERTEACHER PRO OVERVIEW
(COMMENTS)

POWERTEACHER: STUDENT INFORMATION

Using the student information pages, you can view a variety of student data.

Student Information Page: View Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior. Teacher Comments are entered through PowerTeacher Pro. Once a comment is entered, it can be viewed in the PowerSchool SIS Admin portal, the PowerSchool SIS Teacher portal, and the PowerSchool SIS Student and Parent portal.

1. On the start page, click the **Student Information** icon of the class you want to work with.

2. Click the name of the student you want to work with.

3. Choose **Teacher Comments** from the **Select Screens** drop-down list. The Teacher Comments page displays the following information:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Expression	The period and day combination of the course.
Course Number	The number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course.
Attendance Points	The number of attendance points the student received for the course, such as absent=1, tardy=2, and present=0.
Comment	Comment entered by the teacher. When blank, there are no teacher comments.
Show Dropped Classes	Click to view currently enrolled classes and dropped classes.
Show Only Current Classes	Click to view only currently enrolled classes.

SCORE ASSIGNMENTS

Navigate to the Assignment: A+ Grading > Assignment List > Assignment (Name)

▶ For each student in the roster list, enter the ASSIGNMENT SCORE in the score column.

   ▶ Click in a cell in the **Score** column.

   ▶ Enter the **Assignment Score** (you can type the score or use the Score Inspector).

▶ Click the green **Save Scores** button in the lower right corner.

Navigate to the Scoresheet: A+ Grading > Scoresheet

▶ For each student in the roster list, enter the ASSIGNMENT SCORE in the score column.

   ▶ Click in a cell in the **Score** column.

   ▶ Enter the **Assignment Score** (you can type the score or use the Score Inspector).

▶ Click the green **Save Scores** button in the lower right corner.

SCORE INSPECTOR: Term Grade View

▶ The Score Inspector automatically opens when the Term Grade is clicked.

▶ Grade Comment for the student. Comments on PowerSchool Report Card Templates pull from the Term Grade Comments Text Box, appear on the Teacher Comments and Quick Lookup pages, store with Historical Grade records, and are visible in the Parent/Student Portal.

SCORE INSPECTOR: Term Grade View

► Pre-canned Comment Bank
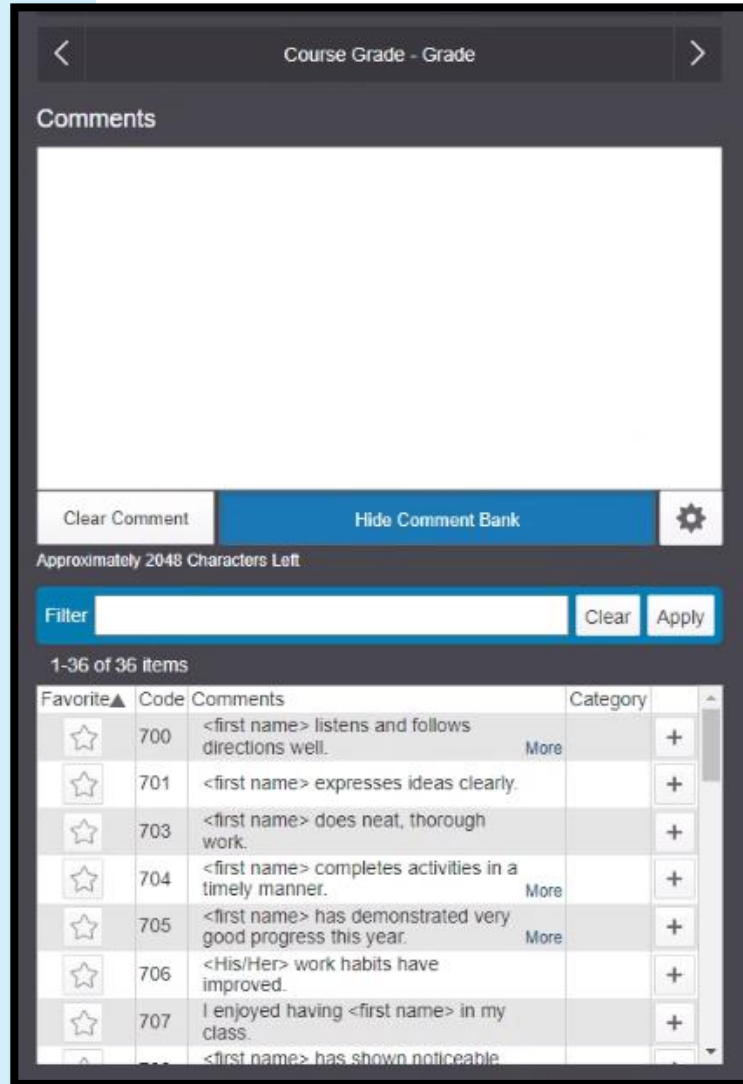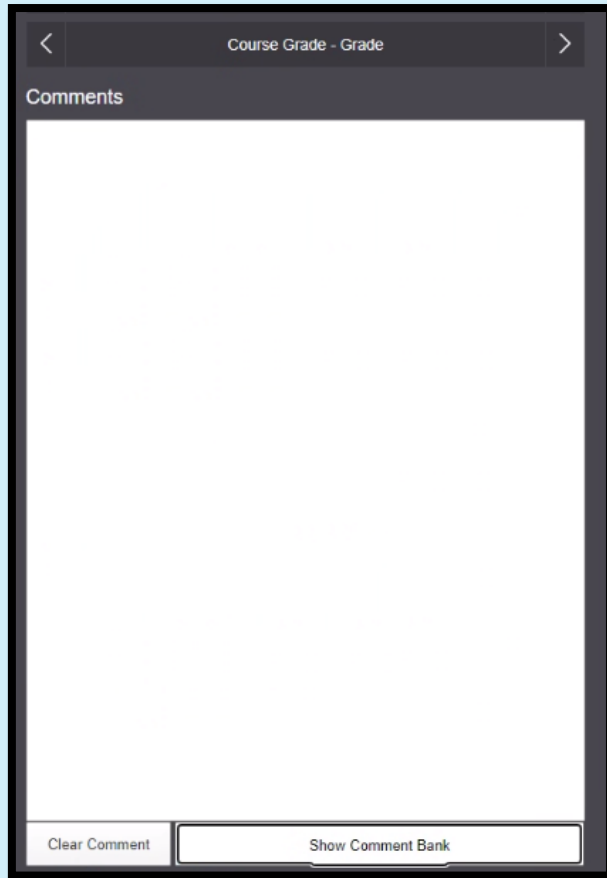
PS ADMIN PRE-CANNED COMMENT BANK

School Management > Academics >
Comment Bank (under Grades)

Comment Bank

New

Code	Comment
1102	Needs to complete assigned work.
1112	Needs to participate in class.
1223	Needs to use target language in class regularly.
1226	Needs to meet deadlines.
1148	<first name last name> thank you for your hard work.
1149	<first name last name> we are glad you are part of our school.
700	<first name> listens and follows directions well.
701	<first name> expresses ideas clearly.
703	<first name> does neat, thorough work.
704	<first name> completes activities in a timely manner.
705	<first name> has demonstrated very good progress this year.
706	<His/Her> work habits have improved.
707	I enjoyed having <first name> in my class.
708	<first name> has shown noticeable progress.
709	<first name> requires guidance to remain focused.
710	<first name> is eager to learn.
711	Please read every night for at least 30 minutes.

POWERSCHOOL ADMIN VIEW: REPORT CARD

SELECT SCHOOL REPORT CARD

Navigate from Home Page to System Management > Reports > Report Card Templates

Select Your Report Card

Select Schedule Listing

SELECT SCHOOL REPORT CARD

Under Columns Listing, Make Changes

See example:

Col	Shows		Column Title	Width	Align
1	Course number	Q1	Period	0.5	L
2	Course name	Q1	Class	1.2	L
3	Teacher	Q1	Instructor	1.2	L
4	Current grade	Q1	Q1	0.5	L
5	Reporting Term tchr cmnt.	Q1	Comment	0.5	L

help@canteytech.com

QUESTIONS

LUNCH

Dobby is free.

ANNOUNCEMENTS AND REMINDERS

TRAINING & EVENT OPPORTUNITIES

SC ED TECH CONFERENCE

October 24-27, 2023

Link to Conference Page:
https://edtech.scaet.org/

To Register:
https://edtech.scaet.org/index.cfm/register/

NOVEMBER SIP 'N CHAT

Date/Time: November 17, 2023, at 1:00 pm

Topic: Ellevation Education – Testing Accommodation Reports

Join Susan, Deann, and the Ellevation team to discuss pulling ML accommodation reports for all state-required assessments. Register here!

POWERSCHOOL MASTER SCHEDULE BUILDING WORKSHOP

- Two-Day Interactive Workshop
  - In-Person Option ($1000 per person)
  - Online Option ($600 per person)
  - Multiple Dates (starting October)
- Hands-on, comprehensive training
- Manual Construction methods for all levels of users
- Link to Page: https://support.powerschool.com/msbw/main.action
- Link to Register: https://support.powerschool.com/msbw/register/step1.action

2023-2024 POWERSCHOOL TRAININGS CALENDAR

- **Training Schedule (Live Link):**
https://www.dropbox.com/scl/fi/nqvwzqyu2op3dbqkl93ff/23-24-PowerSchool-Trainings-Calendar.docx?rlkey=igtgt32q1f3frbs8r1ooe7seq&dl=0

October 19	Monthly Meeting	Charter Institute at Erskine – Onsite 9:00-4:00
October 24-27	SC EdTech Conference	Myrtle Beach
November 9	Monthly Meeting	Virtual Webinar 9:00 am
December 7	Monthly Newsletter	Newsletter via email
January 11	Monthly Meeting	Charter Institute at Erskine – Onsite 9:00-4:00
January 31	New School PowerSchool Training	Charter Institute at Erskine – Onsite 9:00-4:00
February 1	New School PowerSchool Training	Charter Institute at Erskine – Onsite 9:00-4:00
February 8	Monthly Meeting	Virtual Webinar 9:00 am
Feb 26 – Mar 1 ?	PowerSchool University	TBA
Week of March 11	PowerScheduler Checklist	Newsletter via email
March 14	Monthly Meeting	Virtual Webinar 9:00 am
April 11	Monthly Meeting	Charter Institute at Erskine – Onsite 9:00-4:00
April 23	New School Scheduling	Charter Institute at Erskine – Onsite 9:00-4:00
April 24	Prepare to Build	Charter Institute at Erskine – Onsite 9:00-4:00
April 25	Prepare to Load	Charter Institute at Erskine – Onsite 9:00-4:00
May 9	Monthly Meeting	Virtual Webinar 9:00 am
May 5-9	PowerSchool Users Group	DoubleTree Hotel – Myrtle Beach, SC
June 13	Monthly Newsletter	Newsletter via email
June 20	Commit the Schedule	Charter Institute at Erskine – Onsite 9:00-4:00
June 27	End of Year Data access	Charter Institute at Erskine
June 30 – July 7	PowerSchool Roll-Over	Charter Institute at Erskine
July 16	Start of Year Training – all Schools	Zoom Webinar 9:00-4:00
July 17	Start of Year Training – Brick & Mortar Schools	Charter Institute at Erskine – Onsite 9:00-4:00
July 18	Start of Year Training – Virtual Schools	Charter Institute at Erskine – Onsite 9:00-4:00

## UPCOMING SCHOOL DATA COLLECTION DEADLINES

Resources:

- Charter Institute PS Admin Handbook

- SCDE Data Collection Schedule

- Student Information System (SIS) Data Entry Manual

Data Being Collected	Charter Institute at Erskine Deadline	SCDE Deadline
QDC1 (district's 45th day) IM, Dropout	October 27, 2023	September 20-October 27, 2023 @ 9 AM
Precode Fall EOCEP	October 13, 2023	October 23, 2023 @ 5 PM
45 Day Funding Reports	November 1, 2023 (LWS)	November 7, 2023 @ 4 PM
Precode: SC Alt		November 10, 2023 @ 4 PM
Early Validation for December Dropout, IM	November 24, 2023	November 15-30, 2023 @ 5 PM

VALIDATION REMINDERS

- Please check Level Data and SAS Reports no less than one time a week and clear errors.

- Reach out to Cantey for assistance if needed; we can help clear or answer questions.

- **SAS Reports**

  - To login, visit: https://appportal.ed.sc.gov/my.policy > Click Report Portal > Login to SAS > Hover over Data Quality > Click Data Quality & Reporting > Errors by Validation Type (Student, Activity Code, Teacher, State ID, PowerSchool Setup)
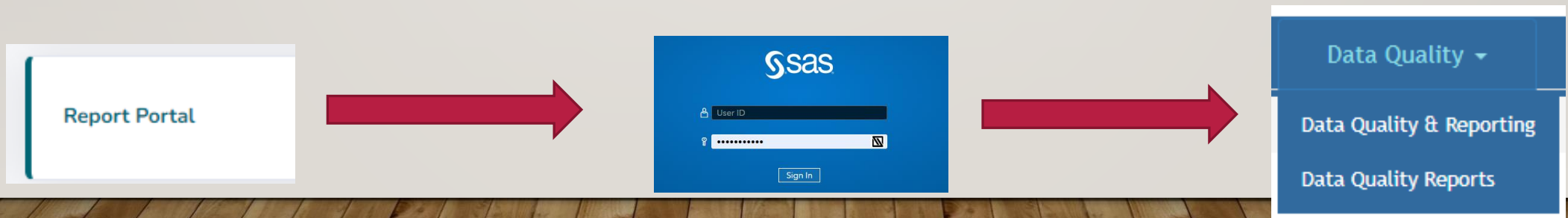
SECTION AND SCHOOL ENROLLMENT AUDITS

1

From your Home Page > System Reports > Under *Membership and Enrollment* Header, click School Enrollment Audit or Section Enrollment Audit

2

Errors need to be cleared

3

If you have trouble clearing, let Cantey know

Roundtable

Custom Links

Validation Errors

Level Data, DQR, ARCS

Ed-Fi

Validation Errors

Race/Ethnicity should not be blank.

No blank genders! Legal or preferred!

Level Data EFA mismatch vs. Enrich

Multi-Linguals coding – no more "AW's" after 10 days

Ed-fi

QDC1 AND 45TH DAY FUNDING REPORTS

BLYTHE BRANHAM

OCTOBER 19, 2023

DQR AND LEVEL DATA:

- Please make sure to check your Level Data and DQR data weekly to check for errors at your school.

- Each month we will be sending out communication regarding your data in DQR and Level Data.

QDC1: DATA DISTRICT

DUE DATE: OCTOBER 27, 2023

State/Province – SC:

- ☐ Contacts
- ☐ Early Childhood
- ☐ South Carolina Student Information
- ☐ MLP (ESOL)
- ☐ Precode
- ☐ Homeless Student Information
- ☐ Incident Management
- ☐ Dropout

QDC1: BASIC DEMOGRAPHIC DATA

Display Name	PS Field Name (Internal)
Last Name	Last_Name
First Name	First_Name
Middle Name	Middle_Name
Legal Last Name	StudentCoreFields.PSCORE_LEGAL_LAST_NAME
Legal First Name	StudentCoreFields.PSCORE_LEGAL_FIRST_NAME
Legal Middle Name	StudentCoreFields.PSCORE_LEGAL_MIDDLE_NAME
Street	Street
City	City
State	State
Zip	Zip
Mailing Street	Mailing_Street
Mailing City	Mailing_City
Mailing State	Mailing_State
Mailing Zip	Mailing_Zip
Date of Birth	DOB
Ethnicity	FedEthnicity
Race	Racecode
Gender	Gender
Grade Level	Grade_Level
Student Number	Student_Number
Gen (Jr., III, etc.)	StudentGeneration
State ID	State_StudentNumber

QDC1-CONTACTS

Compliance > Contacts

Under unlimited contacts please have at least 2 contacts listed.

For SPED students please continue to populate contacts 1 and 2.

Stored in PowerSchool on the S_SC_STU_CONTACTS_X table

QDC1: EARLY CHILDHOOD

☐ Compliance > Early Childhood

☐ Stored in PowerSchool on the S_SC_STU_EC_X table

QDC1: ENGLISH PROFICIENCY

☐ Compliance
> South Carolina
Student
Information

and Compliance
> MLP

☐ Stored in
PowerSchool on
the
S_SC_STU_X
table

QDC1: STUDENT INFO PAGE

☐ Instructional Setting – should not be blank with a student has an IEP in Enrich or a 504 Plan.

QDC1: STUDENT INFO PAGE
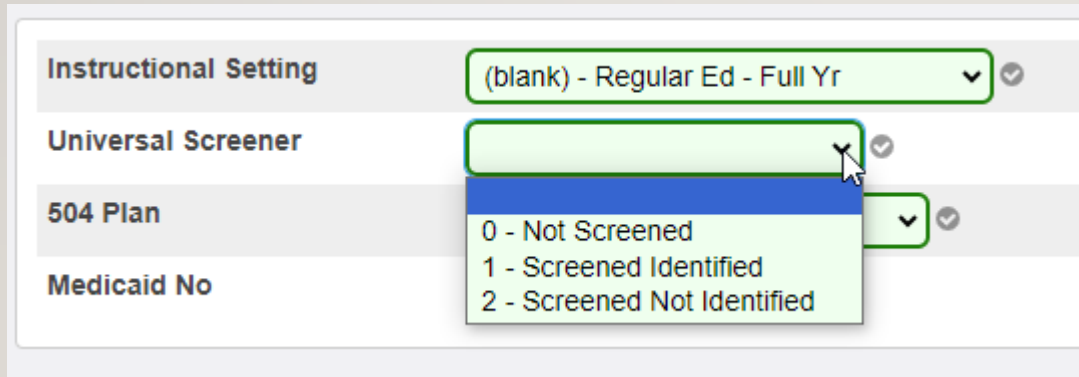
Universal Screener –

☐ This MUST be populated for all Kindergarten and 1st graders.

☐ You must work with your schools SPED or MTSS Coordinator to populated the correct values for this field in PowerSchool.

☐ Internal PS Name: S_SC_STU_X.Universal_Screener

QDC1: STUDENT INFO PAGE

☐ 504 Plan
☐ 504 Eligible (Without a Plan)
☐ *Ninth Grade Code
 ☐ IMPORTANT – to get the cohort/value correct before QDC1 deadline.
 ☐ Incorrect data will have a major impact on Grad Rate data
 ☐ Students in grades 9th thru 12th - should not have a blank value for this field
 ☐ This field will be closely monitored
 ☐ If a 9th grader has No Show do not populate this field
 ☐ Make sure data is correct before the QDC1 deadline because you will not be able to change the value after QDC1 deadline. This is the value that the SCDE uses for Grad Rate data.
☐ Graduation Date for Seniors/12th Grade

QDC1: STUDENT INFO PAGE

- ☐ Dropout Reason
- ☐ Dropout Date
- ☐ No Show Reason
- ☐ Moved To District
- ☐ Moved To School
- ☐ Migrant – flag PIP
- ☐ Foster Home – flag PIP
- ☐ G&T Qualified – This does not flag for AOW funding.
- ☐ Parent Military Status – IMPORTANT for possible funding

Parent Military Status	(blank) - Neither Parent nor Guardian is serving in any military service.	⏷
IB Candidate Number	(blank) - Neither Parent nor Guardian is serving in any military service.	
	01 - A Parent or Guardian is serving Full-time in the National Guard and is not currently deployed.	
	02 - A Parent or Guardian is serving Full-time in the Reserves and is not currently deployed.	
	03 - A Parent or Guardian is serving Full-time in the National Guard and is currently deployed.	
	04 - A Parent or Guardian is serving Full-time in the Reserves and is currently deployed.	
	05 - A Parent or Guardian is serving in the military on active duty member and is not deployed.	
Transportation Information	06 - A Parent or Guardian is serving in the military on active duty and is currently deployed.	
	07 - The student's Parent or Guardian died while on active duty within the last year	
nd Transportation Mode PM requi...	08 - The student's Parent or Guardian was wounded while on active duty within the last year	

QDC1: STUDENT INFO PAGE

QDC1: PRECODE

☐ Home_Room field is populated
☐ SC-Alt:
    ☐ Alternate Assessment
    ☐ Alternate Assessment Test Administrator (First Name and Last Name)

QDC1: PRECODE

☐ Custom Materials:
   ☐ Work with SPED Coordinator to enter values
   ☐ IMPORTANT – comply with student's IEP

☐ Oral/Signed Admin – Accommodations:
   ☐ Work with SPED Coordinator to enter values
   ☐ IMPORTANT – comply with student's IEP

QDC1: PRECODE

☐ Sort ID:
  ☐ The system looks for Home Room and if no value looks for Sort ID

ELA Sort ID	
Math Sort ID	
Science Sort ID	
Social Studies Sort ID	

QDC1: PRECODE

☐ Paper testing – follow state guidelines and submit pertinent documentation

QDC1: HOMELESS STUDENT INFORMATION

☐ Compliance > Homeless Student Information
☐ Flag for PIP funding
☐ If a student is an Unaccompanied youth, then you must populate both the Primary Night Residence and the Unaccompanied youth fields. Verify that the "PNTR" field selection indicates where the student stays at night and that the UY selection is set to Yes.
☐ Stored in PowerSchool on the S_SC_STU_X table

Homeless Student Information ⭐

Primary Night Time Residence (At the time of the initial identification of homelessness)	(blank)
Served by ARP-HCY	
Unaccompanied youth	

Dropdown options:
- (blank)
- B-Substandard Housing
- S-Shelters, transitional housing
- D-Doubled-up means sharing the housing of other persons (friends, relatives) due to economic hardship, loss of housing or other reasons (such as domestic violence)
- U-Unsheltered (e.g.; cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings)
- H-Hotels/Motels

Submit

QDC1: INCIDENT MANAGEMENT

☐ All discipline and truancy data must be reported in Incident Management System

☐ SCDE Incident Management Training Materials for 2023-2024:
https://padlet.com/arc5coleman/training-materials-for-2023-24-te4yki9kkvbqlaxb

☐ Discipline Incidents

☐ Truancy Incidents - Students ages 6 to 17 who are identified as truant must be coded in Incident Management.

☐ SC 41 School Detail Report is used to identify students who are truant and will be used by the SCDE.

☐ Review reports weekly to identify truants.

☐ Tardies are not considered Truancy. The tardy code of 180 should be used for excessive tardies.

QDC1: INCIDENT MANAGEMENT

Required Fields for Coding:

Participants

- Offender
- Victims- Bullying- Level Physical Injury

Behavior Codes

Action Codes

- Removal Type
- Action Date Range
- Duration Code
- Object Codes
- Subcodes dropdown
- Incident Elements

Actions

- Record the Type of Removals
  - Record Subcodes for Type of Removal
- Provide the Duration of the Removal
- Must be Associated with the Behavior

45TH DAY REPORTS

WHAT NEEDS TO BE DONE BEFORE RUNNING YOUR REPORTS?

- Check Calendar Date in PowerSchool

- Make sure all students that are no longer at your school are withdrawn from school.

- Make sure all active students are enrolled in PowerSchool.

- Use the EFA Query to review student EFA/EIA values, making changes if needed.

- All students should have a EFA code

- If a student has an IEP, make sure their highest weighted defined disability in Enrich is selected as the EFA Primary field.

- Average Daily Membership (ADM)

- Run the School Enrollment Audit and correct any error for the current year.

- Work with SPED & ELL Coordinators to make sure students EFA and LEP codes are coded correctly.

- Prep and run reports to make any needed changes to your funding reports.

WHAT ARE THE LEGACY REPORTS THAT NEED TO BE RUN IN POWERSCHOOL FOR THE 45TH DAY?

45TH DAY LEGACY REPORTS TO RUN:

SC01 Data & Verification (Membership and Attendance *Extract*) – *(must be ran and cleared of errors before moving on)*

SC02 Cumulative Class Report (PreK3 & 4 Only)

SC03 Cumulative Class List (PreK3 & 4 Only)

SC04 Daily Activities Summary Log

SC05 Daily Activities Summary Log

SC06 Membership and Attendance Report (*with **Extract***)

SC07 Membership and Attendance Worksheet Report

SC08 Master Classification List

SC09 Cum Class from Extract (PreK3 & 4 Only – pairs with SC02)

SC09 Mem and Att from Extract (pairs with SC06)

LET'S RUN OUR LEGACY REPORTS!

45TH DAY FUNDING

Running EFA (Membership Funding) State Legacy Reports: When you are ready to extract and select the funding that will be sent to the SCDE.

1. Refresh Premier Attendance Views Data: Attendance > Attendance Management > Refresh Premier Attendance Views Data > All Students > leave every other selection on the default > Submit. *Note: Run Refresh Premier Attendance Views Data for membership, absences, and ADM to calculate correctly on the report.*

2. After the Refresh Premier Attendance Views Data function completes. Run the SC01 Data Verification report - This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for funding to send to the SCDE.

    I. Start Page > Data and Reporting > Reports > Compliance Reports > report is listed under Legacy Report head 'SC01 Data Verification'. Separately run Membership and Attendance Extract (SC06) and Cumulative Class Extract (SC02 - *if applicable*).

    II. SC01 MUST be error free before running any reports and selecting an extract for 45th day. Once SC01 Data Verification is Error Free you can then run reports SC02-SC09

3. Run SC01-SC09 report archive/save & store (hard copy or electronically). Note: Multiple staff members should know where these reports are stored

Date: 04/10/2013
BEDS Code: 4701####
Name: My School Name

Membership and Attendance Report
135 Day Data as of 03/25/2013
Options:
Self-contained only: No

Page 1

District Name: SC Public Charter School District

The Reporting Date

report was ran for

Line	EFA Code	PK	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
1	K2	P															
3	EL																
4	HS										16244	14297	11204	9647		51392	380.68
5	AU											36				36	0.27
6	EM										164	134				298	2.21
7	EH										263		20			283	2.1
8	HH																
9	HO												86			86	0.64
10	LD										553	580	882	618		2613	19.36
11	OH										134	134				268	1.99
12	SP										35	58				93	0.69
13	TM																
14	VH																
15	V1																
16	V2																
17	V3																
18	*OH										*343	427	134	402		1306	9.67
19	*TBI																
20	*PMD																
21	*DD																
22	Total										17736	15646	12326	10667		56375	
23	ADM										131.38	115.9	91.3	79.01			417.59
24	Absent										35472	31120	24584	21334		112510	

Grade Levels - There should not be an EFA code in a grade level that the school does not teach

EFA Codes

Can be ignored ADA is only here because of historical purposes

The total number of days that a student(s) have been in membership (enrolled) at the school. 2 students with the EFA Code LD that have been enrolled since Day 1 would total 270 (135 + 135 =270). 2 students with the EFA Code of LD with 1 student being enrolled since day 1 and the other being rolled on the 100th day would be 170 (135 + 35 = 170)

Total of each EFA Codes divided by the number of days in the reporting period (51392/135 = 380.68)

Total number of membership days per EFA code

* The extract for this report was created successfully. 04/10/2013 5:09:52 PM

The date and time the extraction was created that will be sent to the SCDE funding and other reporting purposes

Totals per EFA Code divided by the number of days being reported (17736/135 =

Total ADM for the school when each grade is added

WHAT ARE THE ADD-ON WEIGHTINGS REPORTS THAT NEED TO BE RUN IN POWERSCHOOL FOR THE 45TH DAY?

45TH DAY ADD-ON WEIGHTINGS REPORTS TO RUN:

- **<u>Add-On Weightings</u>**
- SC24 Add-On Weightings Update (*must be run before moving on to next reports*)
- SC27 Add-On Weightings List
- SC28 Add-On Weightings Report (***Create Extract***)
- SC29 Add-On Weightings from Extract
- SC30 Add-On Weightings Select Funding Extract (pairs with SC28)

45TH DAY FUNDING

Add-On Weighting

- The Add-on Weightings are calculated as Average Daily Membership.

- Academic Assistance (AA) - The SCDE generates this file to be imported. High Achieving – Gifted and Talented – Academic (GTA), Gifted and Talented – Artistic (GTR), Advanced Placement (AP), International Baccalaureate (IB). GTA/GTR students must be STATE-IDENTIFIED ~and~ SERVED in a GT/Honors Program. Use the first day of the school year as the effective start date. Grades 3 – 12 for GTA & GTR. Grades 9 – 12 for AP & IB

LET'S RUN OUR ADD-ON WEIGHTING REPORTS!

45TH DAY FUNDING

1. 1st run - SC24 Add-On Weightings Update. Run this report to update any and all changes.

2. Run the SC27 Add-On Weightings List.

3. **SC28 Add-On Weightings Report** – create extract for the 45th day.

   I. As Of Day: Day 45 – (date)

   II. Create Extract: Yes

   III. Submit

   IV. Once the report completes review the ADM number. The calculation used in the SC06 report is also used in this report. If the ADM number is not correct make the needed changes in PowerSchool. If the number is correct select the funding that you want the SCDE to use for your schools 45th day.

3. **SC30 Add-On Weightings Select Funding Extract** - This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. **<u>Please select one of each to be used for state funding</u>**.

  ➢ <u>Click Submit</u> once you have made a selection.

  Note: A change to your selection should not be made after the state data collection has ended.

45TH DAY FUNDING

SC30 Add-On Weightings Select Funding Extract

Report Information	
Description	This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the selected school year. Please select one of each to be used for state funding. Warning: a change to your select should not be made after the state data collection has ended. If no extracts are displayed, be sure a school is selected.
Version	1.0.1
Output File Name	SC30_AddOnWeightings_Select_Funding_Extract
Category	Add-On Weightings
Published Date	10/11/2020 10:33 AM
Comments	

Report Parameters	(Check checkbox on the right to save as default value)	Clear All
135 Day Add On Weightings Extract	--	☐
45 Day Add On Weightings Extract	10/31/2019 02:38:46 PM - **Selected For Funding**	☐

45TH DAY FUNDING

CONFIRM YOUR SCHOOL'S AOW FUNDING SELECTION ON THE SC29 ADD-ON WEIGHTINGS FROM EXTRACT REPORT.

WHAT ARE THE HIGH ACHIEVING REPORTS THAT NEED TO BE RUN IN POWERSCHOOL FOR THE 45TH DAY?

45TH DAY HIGH ACHIEVING REPORTS TO RUN:
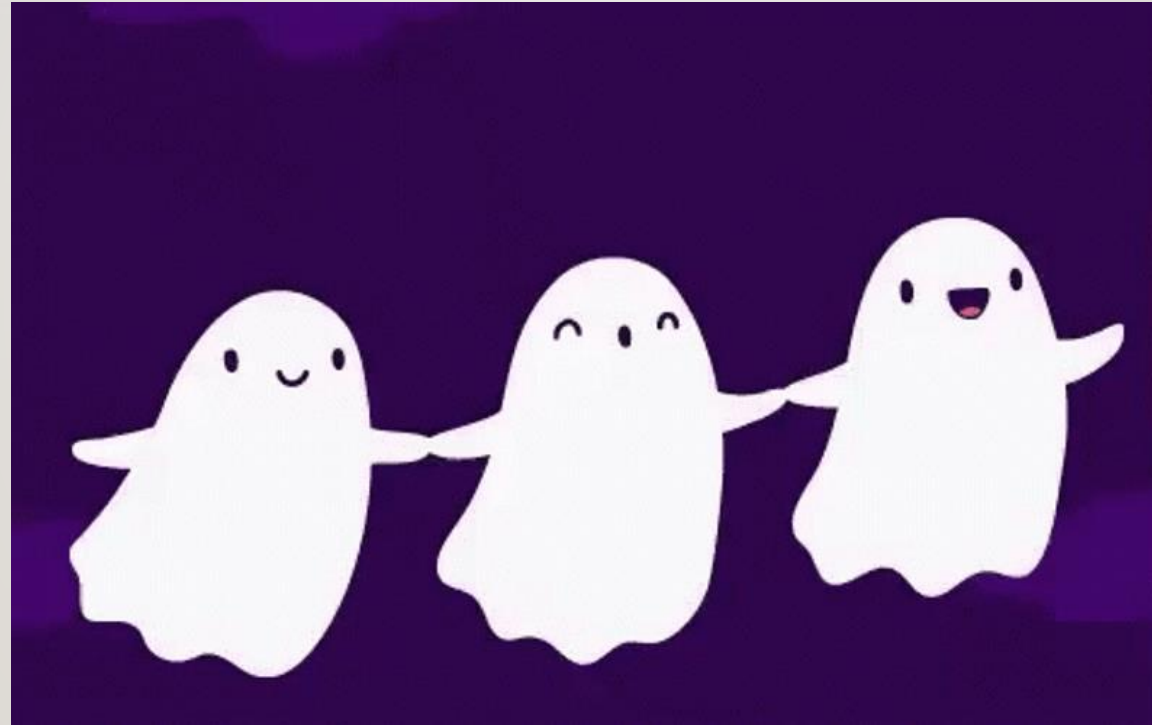
- **<u>High Achieving</u>**
- SC31 High Achieving List
- SC34 High Achieving Report

NOW LET'S GO LIVE AND RUN OUR SC01 REPORTS!

THANK YOU FOR YOUR TIME!