

January 2019 PS Admin Monthly Webinar

Zenobia

Agenda

- ▶ Precode
- ▶ QDC2
- ▶ Incident Management
- ▶ Early Graduates
- ▶ End of Term

Precode

- ▶ Lisa Smith with Charter Institute of Erskine
- ▶ Precode Data Collection Hard Deadline: January 17, 2019 at 8:00am
- ▶ Precode Print Data
- ▶ Make sure all teachers have the Educator ID populated. This was imported in at the district level. This is located on the teachers Information page at the bottom of the page.
- ▶ Located [Table].[Field Name] = S_SC_USR_X.Tchr_ID
- ▶ Perform this search = S_SC_USR_X.Tchr_ID =
- ▶ Enter the Educator ID if missing. You can find the Educator ID by going to this website and filling out the search criteria:
<https://ed.sc.gov/educators/teaching-in-south-carolina/current-south-carolina-teachers/view-certification-status/>
- ▶ It is critical precode fields have correct information during print phase because paper-and-pencil materials will be printed and shipped using data provided.

Precode

January 17, 2019 by 8:00 am: Precode data deadline for the following test:

- ▶ SC READY (print phase)
- ▶ SC PASS (print phase)
- ▶ EOCEP (spring)--(print base)
- ▶ Ready to Work

Coming for February 2019 - The precode data collection of February 25-March 1, 2019 for:

- ▶ SC READY--update phase
- ▶ SC PASS--update phase
- ▶ EOCEP (spring) update phase

Precode

- ▶ EOCEP Print Phase (QDC2/P)
 - Only print phase data will count towards an order of paper customized materials and/or Oral/Signed Administration materials, for students with IEPs or 504 Plans only, at no cost to the district. Districts will have the option to submit their counts for materials through eDIRECT or precode.
 - Districts Ordering via eDIRECT
 - all precode order information will be ignored by the test contractor.
 - will receive pre-ID labels based on the spring update file for students testing paper-and-pencil (Paper Administration = ✓).
 - Districts Ordering via QDC2/P
 - will receive pre-ID labels based on the spring update file for students testing paper-and-pencil (Paper Administration = ✓).

QDC2

- ▶ QDC2 Deadline - January 24, 2019 at COB
- ▶ 90th Day State Reporting - schools save, print and archive: SC01 - SC09; SC24, SC28 - No extracts need to be selected to be collected by the SCDE. These are school records.
- ▶ Enrich SIS Data Collection (EDC) automatically runs validation reports nightly and emails a report that list errors that were detected or if no errors were detected.
- ▶ In PowerSchool correct all validations errors displayed on the emails that you receive.
- ▶ Also correct all validation errors listed in Data Quality Reporting (DQR) (Activity Course Codes, Students (review to make sure there are no new errors), Teachers) in SCDE Member Center.
- ▶ DQR displays validation errors for Activity Course Codes, Student data and Teacher data.
- ▶ In conjunction with the EDC Tool on a daily bases you should be logging into the SCDE Member Center Website and viewing the Data Quality and Reporting (DQR) link to view validation errors.

QDC2 - High Schools

2018-19 CATE Student Reporting Procedures Guide:

<https://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/cate-data-collection-and-reporting/2018-19-cate-srpg/>

CATE Assessment Student Rosters:

<https://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/career-and-technology-education-technical-skill-assessments/>

First Semester/Fall Semester (Only) 2018-19 CATE Assessment Directions -

<https://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/career-and-technology-education-technical-skill-assessments/assessment-directions/>

QDC2 - High Schools

CATE Assessment Student Rosters (continued...)

- ▶ Assessments have not been approved to date for all CATE secondary programs in SC.
- ▶ (NEW) If you have a CATE student whose home school is a Charter Institute at Erskine school, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Vamshi Rudrapati (District CATE Coordinator for the Charter Institute at Erksine), vrudrapati@erskinecharters.org, to make sure he identifies, on his district spreadsheet, students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

QDC2

Display Name	Page	Table	Internal Field Name	QDC
Abbreviation	Years & Terms	Terms(13)	Abbreviation	X
Day Abbreviation	Cycle Day	Cycle_Day(135)	Abbreviation	X
School Abbreviation	Schools/School Info [Edit School Year]	Schools(39)	Abbreviation	X
Counts for ADA	Bell Schedule [edit bell schedule]	Bell_Schedule_Items(134)	ADA_Code	X
First Name (Alternate Assessment Test Administrator)	Precode	S_SC_STU_X	AltAssesTA_FirstName	X
Schedule	Calendar Setup	Calendar_Day(51)	Bell_Schedule_ID	X
Earns ADA Credit	Attendance Codes	Attendance_Code(156)	Calculate_ADA_YN	X
City	General Demographics	Students(1)	City	X
Contact 1 Name	Contacts	S_SC_STU_CONTACTS_X	cnt1_fname	X
Contact 1 Name (last name)	Contacts	S_SC_STU_CONTACTS_X	cnt1_lname	X
Contact 2 Name	Contacts	S_SC_STU_CONTACTS_X	cnt2_fname	X
Contact 2 Name (last name)	Contacts	S_SC_STU_CONTACTS_X	cnt2_lname	X

Incident Management

- ▶ Discipline and/or Truancy incidents **MUST** be added into Incident Management **ONLY**.
- ▶ Data values reported in Incident Management are required to complete federal and state reporting through the offices of Research and Data Analysis and Student Intervention Services.
- ▶ Incidents entered on a regular basis (as they occur but no later than a few days after the incident) provides more accurate information for the incidents and the actions for your school or district site.
- ▶ When two or more offenders are involved in the same incident, all students are added to the one incident you are reporting.
- ▶ Truancy - Individual entry per student is required for accurate truancy reporting. Please do **NOT** use one code entry instance for multiple student entries for truancy incidents. This practice does not adhere to written SCDE procedure and provides invalid truancy summary data for EDFacts and other state and federal reporting. This is true for any incident for an individual student.

Early Graduates

- ▶ SCDE PowerSchool Procedures for Early Graduates - <https://ed.sc.gov/scdoe/assets/File/Guidelines%20for%20Graduates%20-%20PS%20Procedures%20for%20Early%20Graduates.pdf>
- ▶ Graduates who complete requirements at the end of the fall, winter, or summer term will not be included in the class count for class rank calculations for SC scholarship purposes. Therefore, PS administrators will need to verify that the PS box for “Exclude students” is accurately checked for these students who will not graduate with their class.
- ▶ Search and Select Student > Other Information > ✓ **Exclude From Class Ranking**

Equip Flag	<input type="text"/>		
Date Of Entry Into USA	<input type="text" value="MM/DD/YYYY"/>	MESA	<input type="text"/>
AFDC Application Number	<input type="text"/>	AFDC Approved	<input type="text"/>
Primary Language Code	<input type="text" value="(blank) - English"/>	PHLOTE	<input type="text"/>
Secondary Language Code	<input type="text"/>	Exclude From Class Ranking	<input type="checkbox"/>

Early Graduate

- ▶ **EG - Early Graduate** is the Exit Code
- ▶ **Winter Graduates** - The Commission on Higher Education (CHE) considers an Early Graduate for CHE/state scholarship purposes as one who has officially graduated during the winter (Dec/Jan) timeframe. This student has demonstrated that all graduation requirements are completed at the end of the fall term. These students are no longer part of the class size and are no longer active students at the high school. These students are not provided a rank. These students have an official early/winter graduation dates printed on their transcripts and a “date calculated” date close to that graduation date.
- ▶ The CHE and the participating colleges/universities scrutinize a transcript to determine scholarship eligibility for students who have transitioned to early/winter graduate status. Note: The term “early” to identify a student who graduates during the Dec/Jan is synonymous to the term “winter.”
- ▶ School counselors and registrars working with their SCDE liaison through the Office of Student Intervention will use the CHE definition for early/winter graduates for students who apply for SC Scholarships and college/university admission.

Early Graduates

- ▶ Diploma Order and Tracking System (DOTS)
- ▶ Once the student has graduated/met requirements, principals will need to login to DOTS to certify their graduates.
- ▶ Users can choose to manually enter the student's name, grad date and honors code.
- ▶ Or users can choose to search the student database (PowerSchool) and build a order list for larger diploma orders, then adjust the student's name, grad date and honors code as necessary.
- ▶ Diplomas Orders for High School graduates may be ordered for the following graduation periods: **Winter 2018-19: Aug, 21 2018 through Jan, 28 2019**

Early Graduates

DOTS: Winter Batch Graduate Verifications:

- ▶ Diploma Ordered must be set to F.
- ▶ Diploma Earned must be set to F.
- ▶ Enrollment Status must be set to 0 or 3 (Active or Graduated).
- ▶ Winter Exit Date for 2018 must be on or after August 21, 2018 and before January 28, 2019

End of Term

Permanently Storing Q2, S1, and F1:

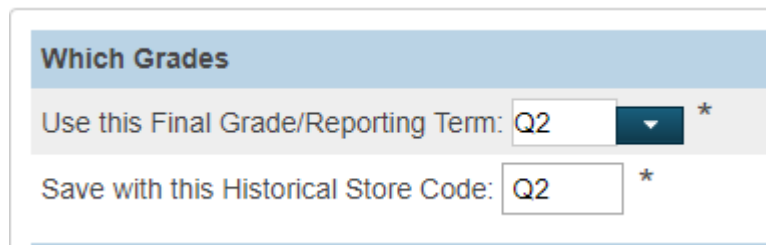
- ▶ It is recommended that you have the teachers verify and sign off that all grades are correct in their gradebooks before permanently storing grades. A report that can assist with verifying student grades “The Class Rosters (PDF)” report.
- ▶ Do not use the same store code twice in one year, unless you wish the system to overwrite the grades you stored under the store code the first time with the grades you store the second time.
- ▶ **You should only store grades once per term**, usually at the end. If you store more than once you may cause multiple grade entries for a course.
- ▶ If you do not permanently store grades you will not be able to run and print a report card/transcript out of PowerSchool. By law the final grade (F1) for a students course must be stored in PowerSchool.
- ▶ You can only use this function if your teachers are entering grades in PowerTeacher Pro gradebook.
- ▶ If your teachers do not use PowerTeacher and you want to print a report card/transcript through PowerSchool someone at your school will have to manually enter each historical grade into PowerSchool on the Historical Grade page.

End of Term

1st Scenario:

Schools that only need to store Q2 or S1 grades.

- ▶ Click **System** > under Grades header click **Permanently Store Grades**
- ▶ Which Grades
 - Use this Final Grade/Reporting Term = **Q2** or **S1**
 - Save with this Historical Store Code = **Q2** or **S1**



Which Grades

Use this Final Grade/Reporting Term: Q2 ▼ *


Save with this Historical Store Code: Q2 *


End of Term


▶ Exclude/Include Class Enrollments

- Include only enrollment records that are currently active and that were active on this date: [Enter a date that is 2 - 3 days before the end of the term]

Exclude/Include Class Enrollments

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

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

Include only enrollment records that are currently active and that were active on this date: 1/18/2019 

End of Term

▶ Additional Filter Options - optional

▼ 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

Track A B C D E F

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

End of Term

- ▶ Classes by term length
 - 2018-2019 = **Store with no credit**
 - Semester 1 = **Store with no credit**
 - Quarter 2 = **Store with no credit**

Classes by term length		Store	% of course credit
<u>2018-2019</u>	(08/20/2018 - 06/06/2019)	Store with no credit ▼	0 %
Semester 1	(08/20/2018 - 01/15/2019)	Store with no credit ▼	0 %
Quarter 2	(10/24/2018 - 01/15/2019)	Store with no credit ▼	0 %

End of Term

- ▶ Options for classes enrolled at other schools
 - Store grades for classes enrolled at = **This school only**
 - Record the school name of = **This school**

Options for classes enrolled at other schools	
Store grades for classes enrolled at	<input type="text" value="This school only"/>
Record the school name of	<input type="text" value="This school"/>

End of Term

❖ Leave all other values on the page as is or 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	
<input type="checkbox"/> Apply Repeated Course Grade Suppression Policy Rules	

End of Term

2nd Scenario:

School wants to store Q2 and S1 grades. Follow the steps to permanently store Q2 grades. And after you successfully store the Q2 grades, you will have to repeat the same steps again to store S1 grades, but there is a change. In the Classes by term length section you will enter the percentage as:

- ▶ 2018-2019 = Store with no credit - 0%
- ▶ Semester 1 = Store with no credit - 0%
- ▶ Quarter 2 = Do not store

End of Term

3rd Scenario:

School needs to store a final grade (F1) for their semester 1 (S1) only course. Some of the different criteria's:

- ▶ In the first section of the Permanently Store Grades page
 - Use this Final Grade/Reporting Term = S1
 - Save with this Historical Store Code = F1

Which Grades

Use this Final Grade/Reporting Term: *

Save with this Historical Store Code: *

End of Term

- ▶ Classes by term length
 - 2018-2019 = **Do not store**
 - Semester 1 = **Store with credit - 100%** (This will store grades and the specified percent amount of the earned credit.)
 - OR
 - Semester 1 = **Store with credit - 0%** (This will store grades but no credit will be assigned)
 - Quarter 2 = **Do not store**

Classes by term length		Store	% of course credit
<u>2018-2019</u>	(08/20/2018 - 06/06/2019)	Do not store ▼	<input type="text"/> %
Semester 1	(08/20/2018 - 01/15/2019)	Store with credit ▼	100 %
Quarter 2	(10/24/2018 - 01/15/2019)	Do not store ▼	<input type="text"/> %

End of Term

▶ PowerSource ID

- How it Works: The Class Roster PDF - PowerSource ID 6141
- Tutorial: Permanently Storing Grades: S1/Q2 Example - PowerSource ID 55249
- Tutorial: Permanently Storing Grades: Awarding Full Credit at End of Each Class - PowerSource ID 55319

▶ Training > PowerSource Distance + Courses:

- End of Term Part 1: Verifying Grades
- End of Term Part 2: Storing Grades
- End of Term Part 3: Reporting Grades

End of Term

▶ Report Cards

You can use the district report card (supported) or create your school's own customized report card (not supported).

▶ PowerSource ID

- ▶ Create a custom school report card: 55311, 55335
- ▶ Printing Report Cards for Students Who Transferred Out: 7404

▶ Training > PowerSource Distance + Courses

- ▶ End of Term Part 3: Reporting Grades
- ▶ PowerSchool Communication Tools Part 2

End of Term

▶ PowerSource ID

- Tutorial: Honor Roll - PowerSource ID 55385
- Setting Up Honor Roll Based on Letter Grades, Not GPA - PowerSource ID 7178
- Running the Honor Roll Report - PowerSource 5837

▶ Training > PowerSource Distance + Courses

- End of Term Part 3: Reporting Grades

End of Term

Check List:

- ▶ Verify teacher grades - Grades Verification
- ▶ Store Grades
- ▶ Print report cards
- ▶ Calculate and run honor roll
- ▶ Verify Class Ranking

The END...