

Home Base Weekly Update



September 6, 2013

NEW THIS WEEK

- **Fast-Tracked Work on Educator Evaluation System Should Help Performance**
- **Home Base IIS Training Site Now Available**
- **Two IIS Webinars on Tap for Sept. 12 and 19**
- **Upcoming Educator Evaluation Webinars on Teacher Observation Rubric**
- **Additional Quick Reference Guides Posted Online**
- **Teachers and Administrator Discuss Home Base with State Board**
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IN CASE YOU MISSED IT

- **Maintenance Weekend Begins Sept. 6 in Home Base**

Fast-Tracked Work on Educator Evaluation System Should Help Performance

In response to LEA and school feedback on performance issues and user navigation concerns for the Home Base Educator Evaluation System (aka NC Educator Evaluation System or NCEES), the NC Department of Public Instruction will be upgrading to the latest version of the Truenorthlogic software on Sunday evening, Sept. 8.

We acknowledge the system performance issues that you all have experienced in the early mornings and late afternoons, and we have been working diligently with our vendor to address these issues.

As a result of this change, you will notice a new look to the user interface, improved system performance, and improved system functionality and navigation. These updates improve usability by making it easier for evaluators and educators to access and complete the educator evaluation process. The new version offers the following usability benefits:

- Easier navigation into a professional development plan (PDP);
- Easier navigation between teacher plans for evaluators/administrators;
- More intuitive status icons for evaluation and PDP steps; and
- Improved search and filtering.

For system trainers, please note that we have already implemented these changes in the test site, and we implemented the changes in the training site Thursday evening, Sept. 5, to give you an opportunity to preview the changes before they are implemented on the production site.

We appreciate your ongoing feedback as we continue to improve the Home Base Educator Evaluation System.

MORE INFO: Here is a quick reference guide that highlights the changes to the system user interface. This document is also available on the system's "Help Guides" tab: <http://www.ncpublicschools.org/docs/homebase/training/materials/educator-evaluation-system.pdf>.

We are offering two webinars to help you with the transition:

- Tuesday, Sept. 10. Please call in from 3-4 p.m.*
<https://www1.gotomeeting.com/register/708848104>
- Friday, Sept. 13. Please call in from 2-3 p.m.
<https://www1.gotomeeting.com/register/356928289>

***Note:** If you sign up for the New User Interface Webinar scheduled for Sept. 10 at 3 p.m., you will see a webinar appointment with a duration of 1-4 p.m. If you are only interested in the New User Interface topic, simply log in to the meeting at 3 p.m. when that topic starts. The 1-3 p.m. topic is the teacher evaluation process.

Home Base IIS Training Site Now Available

The Home Base training site for the Instructional Improvement System (IIS) — Schoolnet — is now available! We are in the process of issuing IDs to Home Base representatives in the districts and charter schools. Those representatives were identified by the districts and charter schools as Home Base Support Center IIS Implementation Leads. These Leads will then issue the access information to the appropriate people within their LEAs. Each lead trainer will then have a unique login to use throughout the year. This will allow trainers to build out and personalize their training exercises.

We anticipate that all logins will be distributed for those districts and charter schools that have provided the NCDPI with IIS Leads contact information by next Friday, Sept. 13.

The Home Base IIS training site is based off of the actual NC Home Base instructional improvement system, so if you have been using the demo site for your training, you will notice that this training site looks more like what you are seeing in your district and charter school Home Base sites for the instructional improvement system with regards to functionality and content

The training model we are recommending is for district and charter school trainers to use the training site for preparing and administering trainings and for those being trained to log into the actual instructional improvement system component of Home Base with their own IDs. NOTE: The Home Base IIS training site does not connect to the student information system or educator evaluation system components.

As you prepare to conduct trainings on Home Base, keep in mind that IIS training materials are available in both the IIS training site and in the actual Home Base IIS portion of the system as resources. If you do a search for "Home Base" in the instructional component, you will find Home Base training materials. You can find training materials in your NC Educator Evaluation System as well.

MORE INFO: Lead trainers will be using this document, which you also can view online, "Accessing Schoolnet Training Environment" <http://www.ncpublicschools.org/docs/homebase/training/materials/schoolnet-training.ppt>. If you have any questions, please contact the Home Base Support Center at homebase.incidents@its.nc.gov or call 919-807-4357.

Two IIS Webinars on Tap for Sept. 12 and 19

There are two upcoming webinars related to the IIS portion of Home Base. The registration links are embedded:

- Thursday, Sept. 12, 3:30 to 4:30 p.m. is [Formative Assessment and Express Test for Teachers](#),
- Thursday, Sept. 19, 3:30 to 4:30 p.m. is [Common Classroom/School Benchmark Creation/ClassScape for School Administrators](#).

Upcoming Educator Evaluation Webinars on Teacher Observation Rubric

You have your choice of three different dates to attend the Educator Evaluation webinar "Online Evaluation Tool: Completing the Teacher Observation Rubric." It will be offered the next three Tuesdays: Sept. 10, 17 and 24, from 1-3 p.m. each day.

This webinar offers a review of the NC State Board of Education policy on the evaluation process, a review of Step 3 in the annual evaluation cycle and demonstrations on accessing, notating, and authenticating the observation rubric in the online evaluation tool in Home Base.

Coming in October: The Principal/Assistant Principal Evaluation Process.

MORE INFO: Registration links and detailed descriptions of all upcoming EE webinars through June 2014 can be accessed at <http://ncees.ncdpi.wikispaces.net/Upcoming+Webinars>.

Additional Quick Reference Guides Posted Online

Three additional guides with easy-to-follow screen shots and instructions have been posted online:

- "Creating Lesson Plans and Using the Lesson Planner" offers step-by-step screen shots: <http://www.ncpublicschools.org/docs/homebase/training/materials/lesson-plans.pdf>;
- "Locating Materials to Support Instruction" shows how easy it is to access instructional materials in Home Base and schedule standards on the lesson planner: <http://www.ncpublicschools.org/docs/homebase/training/materials/locating-materials.pdf>; and
- "Taking Attendance" features screen shots showing how to take attendance in Home Base using PowerTeacher: <http://www.ncpublicschools.org/docs/homebase/training/materials/taking-attendance.pdf>.

Teachers and Administrator Discuss Home Base with State Board

Three NC educators participated in a demonstration of Home Base for members of the State Board of Education at their meeting in Raleigh on Sept. 4.

Joni Allison, secondary instructional coach for Henderson County Public Schools, said she especially likes the flexibility of Schoolnet, the instructional improvement component of Home Base, because it allows local school districts to use the lesson plan templates they have created, and it saves teachers time as they craft their lesson plans.

Catherine Baker, assistant principal of Chowan Middle School in Edenton-Chowan Public Schools, stated that she is pleased that everything she needs to do her job is conveniently located in Home Base. Baker specifically cites having information on assessments, attendance, demographics and other key data points at her fingertips as very powerful.

Michael Sutton, band and orchestra teacher at Overhills High School in Harnett County Schools, said he's excited that Home Base will have resources for all teachers including those who teach in the arts area. Michael demonstrated the features of the system that allow teachers to find vetted and aligned resources and how to quickly build an express test aligned to standards that are taught in a lesson plan.

MORE INFO: News media were recently invited to see a demo on Home Base. Here's a link to coverage by WRAL-TV, Raleigh: <http://www.wral.com/nc-s-online-system-to-help-parents-keep-tabs-on-students/12822441/>.

Principal, Teacher Find Much to Like in Home Base

We are delighted to share this link to a three-minute video where two Pitt County educators talk about their first experiences in Home Base. Hear Nicole Smith, principal of H.B. Sugg and Sam D. Bundy Elementary School, along with Sugg kindergarten teacher Lori Moore talk specifically about their school's transition to Home Base.

Pluses, they say, have been the training modules, which are quick and easy, as well as the quick reference cards. The first day of school, for instance, all staff were able to take attendance, which they says is easier.

Setting up and recording grades easily is another positive they cite. "Our staff is looking forward to the parent portal," Dr. Smith adds.

Next steps? Conquering Schoolnet and professional development, they say.

View their video "PowerSchool" here:

<http://www.youtube.com/watch?v=6q16JjAKHsk&feature=youtu.be>

MORE INFO: Have you checked out the quick reference guides they talk about in the video? If not, access them here: <http://www.ncpublicschools.org/homebase/training/general/> and here: <http://www.ncpublicschools.org/homebase/training/materials/>. Also, here's the link to "Finding Quick Training Materials": <http://www.ncpublicschools.org/docs/homebase/training/materials/training-materials.pdf>.

Glad You Asked: A Few More FAQs

"Glad You Asked" is a Q&A feature where Home Base team members address questions from the field. If it leaves you yearning for more, we invite you to check out the full set of FAQs online at <http://www.ncpublicschools.org/homebase/faq/>.

Q: What's included in the PowerSchool eight-day training we are to receive?

A: The eight-day district certification training is a train-the-trainer model and attendees are expected to redeliver training to their LEAs as needed. Please note, some of the material covered in the class is a refresher from the five-day IPT certification class. Also, please be aware that whoever attends the first four days of training must also attend the second four days. The two sessions cannot be split between multiple people.

This event is NOT for school-level personnel (data managers, principals, counselors, teachers, etc.). This is for district-level personnel who will be working directly with PowerSchool and its advanced functionality. Those attending this event must have attended at least a three-day IPT class with either a Pearson trainer or a certified trainer from their LEA. The PowerSchool LEA Certification focuses on the advanced functionality of PowerSchool.

Q: I cannot get the data I need for some of my applications. Where can I go to see what NC WISE extracts were created on the Home Base NC SIS (PowerSchool) side?

A: For a listing of the extracts/reports and instructions for using them, go to:
http://www.nc-sis.org/reporting_templates.html.

Q: What is the password refresh requirement for Home Base?

A: 120 days

MORE INFO: Submit any questions you have about Home Base to
homebase.incidents@its.nc.gov.

IN CASE YOU MISSED IT

Maintenance Weekend Begins Sept. 6 in Home Base

An additional scheduled maintenance weekend in Home Base is planned for Friday, Sept. 6, at 5 p.m. Please do not access Home Base at any time during maintenance.

Updates to NC state compliance reports (UERS) will be installed in PowerSchool. These updates include enhancements to the PMR/GRS, RPG and Dropout. These updates are the first step in making sure all the reports that your school and LEA need to submit to the NCDPI are ready and accurate. Please refrain from running these reports until after this weekend's upgrade.

Beginning next week, schools may run the reports to verify accuracy of data. However, please do NOT approve any reports until after Monday, Sept. 23. There will be another update to these reports installed during the Sept. 20-22 maintenance weekend, and reports should NOT be approved until this update has taken place. If your school has already approved any of these state compliance reports, please go to the Dashboard screen, locate the approved data collection, and click 'Unapprove'.

Overall maintenance will end no later than Monday, Sept. 9, at 6 a.m. If maintenance should end earlier, or if there is a delay in returning the systems to service, users will be notified via NC SIS email. If you have question pertaining to this maintenance window, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

HOME BASE WEEKLY UPDATE INFO

We encourage you to share this Update, and for past issues of Home Base Weekly and Biweekly Updates, please visit <http://www.ncpublicschools.org/homebase/updates/>

***LINKS: PC users might need to press the CTRL button when clicking on a hyperlink in this document.