

Home Base Weekly Update



September 13, 2013 Revised

NEW THIS WEEK

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Changes in Remedy Affect Home Base Support Center

We know many, many of you are using the email address we've widely publicized to send us your questions about Home Base or to reach out for support: homebase.incidents@its.nc.gov. Please feel free to continue to use it. We just want to bring a change to your attention.

Remedy, the Home Base Support Center's incident tracking system, will be upgraded this weekend (Sept. 14-15). This is a Remedy system change, not a Support Center requested change. Remedy affects more areas than just Home Base.

Beginning Monday, Sept. 16, Remedy will disallow submission of tickets from "unknown users." For Home Base purposes, the "known" users that Remedy will recognize after Sept. 16 are the LEA/charter school Leads and their back-ups as designated by each LEA/charter school.

Districts have identified a "lead" — your first go-to for questions — in each of the main component areas of Home Base: a lead for the Student Information System or SIS (PowerSchool), one for the Instructional Improvement System or IIS (Schoolnet) and one for the NC Educator Evaluation System (Truenorthlogic). In the case of smaller districts or charter schools, there may be one lead for all three areas.

To avoid getting the "user unknown" message (sad face, right?) submit your questions first through your LEA/charter Leads. But there are other, more compelling reasons to do so, too: first, you'll be helping your local school or district identify and troubleshoot local problems for the benefit of all. Win! Next, it may save you time as these Leads are the subject matter experts. Win-Win.

However, and this is a big however, you are still welcome to reach out to the Home Base Support Center at homebase.incidents@its.nc.gov.

NOTE: If you are a designated LEA lead, please make sure your contact information on file with the Support Center is current — especially the email address. If there is a change in role or contact information, please notify the Home Base Support Center at homebase.incidents@its.nc.gov, or send an email to ncsis@dpi.nc.gov.

Ready to Set Up Student or Parent Access in Home Base? Here's How

Student access and parent access to Home Base can be turned on at any time...but it's up to you to decide when you are ready! Many districts and schools have moved ahead (over 450,000 student access accounts have been configured). Their students are starting to take online classroom and benchmark assessments and getting standards-aligned results on their performance. Parents are keeping track of their child's grades and attendance...all via Home Base. Increasingly, as schools get the educator functions up and running, we are hearing more districts and schools ask for guidance on student and parent access. Very exciting!

Important Notes:

- School staff must check with your district data coordinator before giving student or parent access. Some districts may want to manage the process from the district level.
- You can generate the access ids even if you are not yet ready to distribute the access IDs. Many schools have done this.
- **Rosalyn Galloway will walk through giving student access on the UAB call next week. Register Here: <https://www1.gotomeeting.com/register/840838032>**

These are direct links to courses in PowerSource (PowerSchool's training site) that will guide you through setting up parent and student access when you are ready.

Modules in PowerSource

- **Student Information and Parent Access Link:**
<https://powersource.pearsonschools.com/training/dl/main.action?course.id=62>
Sections 27-34 in the left-hand outline tell you how to set up parent and student access and how to print form letters to give them passwords.
- **Parent Access Set Up Link:**
<https://powersource.pearsonschools.com/training/dl/main.action?course.id=26>
In-depth online learning modules and videos that guide you step-by-step in setting up parent access.
- **PowerSchool Administration and Management Module Link:**
<https://powersource.pearsonschools.com/training/dl/main.action?course.id=34>
Particularly, check out outline items 29-34 for parent and student access information.
- **Mastery in Minutes: Changing Parent and Student Access Link:**
<https://powersource.pearsonschools.com/training/2/mim.action?course.id=28>
A 2-minute video on how to manage parent and student access once you've given it (think lost password scenarios).

K-2 Report Card Work in Progress

A K-2 Standards-Based Report Card that is being developed. We anticipate the completion of the final version the first week in October.

Home Base Minimum End-User Technical Requirements Updated

Now that nearly all educators across North Carolina are logging into Home Base, we continue to be mindful of the need to share the very latest that will help you use the suite of technology tools easily and with success.

We recently shared a link on "minimum technical requirements" that has now been updated to reflect a few minor changes related to Chromebooks. Currently, the PowerSchool administrative portal runs properly on Chromebooks. However, at this time, PowerSchool does not provide technical support for the use of Chromebooks with PowerSchool Gradebooks and Reportworks that require a Java plug-in.

MORE INFO: The original minimum tech requirements document has now been updated online to include this information. You can access it here:

<http://www.ncpublicschools.org/docs/homebase/getting-ready/technical-requirements.pdf>.

Educator Evaluation System Enhancements Plus One Important Change

As many of you know, the NCDPI and Public Consulting Group/Truenorthlogic upgraded the software supporting the educator evaluation functions in Home Base this past weekend (Sept. 7-8). Home Base team members have been evaluating the impact of the changes this week, making sure there is improved performance, especially for teachers and principals who are front-line users of this tool.

We are committed to continually improving the software and its configuration so that you have a tool in place that works properly and in a timely way for educator evaluation.

One policy reminder that may be helpful: Orientation to the evaluation system is required within the first 10 days of school, but it is not a requirement that complete professional development plans be done within that timeframe.

NOTE: This is one important addition to the User Guide shared with you in last week's Home Base Update e-newsletter.

With the new upgrades, observers are now **required** to mark every element of the observation rubric prior to being able to click 'Finalize'. For elements that are not reviewed, observers should click 'Not Looked For' on the far left of the rubric. This is a change to the original functionality in which the observer could mark one or all elements and click 'Finalize'.

MORE INFO: Here is the updated 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>.

Home Base: Roles Required for Assessments

Anyone that is involved in the creation of benchmark assessments at the district level will need additional roles added to access the items and assessment tools. Along with your default role (Leadership or Staff) you will need to have the additional member roles of Test Item Administrator and Access to Assessment Management. Please work with you data manager to make sure you are set up with the appropriate roles.

For more information on roles and permissions and how to access assessment items, please reference the two documents "Roles and Permissions" and "Access to Assessment Items" on our website at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/>.

MORE INFO: If you have questions, please contact Kayla Siler at kayla.siler@dpi.nc.gov.

PowerSchool Training Has Begun

Did we hear a collective "hooray" as you read that headline? Yes, The Home Base Training Team has begun scheduling training webinars and workshops throughout the year. Please check out the NC SIS training calendar (http://www.nc-sis.org/calendar_September.html) and course list page (http://www.nc-sis.org/course_list.html) for class listings and descriptions.

Space is limited, so please only sign up for those classes that are relevant to your specific roles.

MORE INFO: If you have questions, please contact Wendy Hinson at wendy.hinson@dpi.nc.gov.

Additional Quick Reference Guides Posted Online

Two more guides with easy-to-follow screen shots and instructions have been posted on the Home Base website under Training Materials:

- "Getting Started with Home Base: "Creating Assessment Items" which covers using Assessment Admin to create test content, filter and locate items, passages and rubrics; plus types of items you can create and scheduling tests:
<http://www.ncpublicschools.org/docs/homebase/training/materials/creating-assessments.pdf>.
- "Getting Started in Home Base: "Sharing Assessments with Gradebook" which offers tips on sharing assessments with PowerTeacher Gradebook when creating a test or after the test has been scheduled:
<http://www.ncpublicschools.org/docs/homebase/training/materials/sharing-assessments.pdf>.

MORE INFO: Other Quick Reference Guides found there are "[Taking Attendance](#)," "[Locating Materials to Support Instruction](#)," and "[Creating Lesson Plans and Using the Lesson Planner](#)." Three helpful documents are posted under [Training General](#): "How to Access Home Base," "How Students Access Home Base and How Parents Access Home Base."

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: When will transcripts be available in Home Base?

A: The Pearson Team is working diligently to finalize the ability to print transcripts including the State Board mandated UNC minimum admission requirements. The NCDPI anticipates that transcripts will be available on September 23. Until then, districts/schools can print transcripts from eSiS for any courses completed prior to this fall and attach a notarized copy of the current schedule for submission to colleges and universities.

Q: Who has rights to see a teacher's self-assessment?

A: Only the teacher will have rights to see the self-assessment unless he or she chooses to click 'Share' in the system. If they click 'Share' in the self-assessment step, then anyone the Principal has assigned rights to as an Evaluator or Mentor for that specific teacher will be able to view the self-assessment.

Q: If a teacher updates their self-assessment, does each updated version get saved?

A: No, only the most current version is saved. Thus, if a teacher would like to compare their self-assessment ratings across multiple versions, they will need to print a copy each time before making changes.

Q: What is the relationship between Reading 3D/mCLASS and Home Base? For example, will I give my assessments in Home Base? Will historical Reading 3D/mCLASS data be available in Home Base?

A: The administration of Reading 3D assessments will still take place in the Reading 3D platform supported by Amplify (formerly known as Wireless Generation) as they have been in the past. However, the Beginning-of-Year, Middle-of-Year and End-of-Year results of the assessments will be loaded into Home Base (within two weeks after the assessment window ends). Reading 3D/mCLASS data will be available in the Home Base dashboards starting with adding 2012-13 assessment results this fall. These data are being loaded at the state level. Having the Reading 3D/mCLASS data available in the Home Base dashboards will allow teachers to use multiple data points to get a clear picture of student performance to better plan for instruction. For convenience, there is also a link to the Reading 3D/mCLASS platform, on the landing page of the instructional improvement section of Home Base. Please note the user will need to use a separate login to access the Reading 3D/mCLASS platform outside of Home Base.

MORE INFO: Submit any questions you have about Home Base to 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.**