

Home Base Weekly Update



September 20, 2013

NEW THIS WEEK

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- **Update on Data Accuracy Issues in Home Base Educator Evaluation System**
- **Customization Updates**
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- **More on Student and Parent Access in PowerSource**
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NCDPI Website Now Features Home Base Daily Status Alerts

While the rollout of Home Base has met with success overall, the enormity of the project has not been without a hiccup here and there. To keep you posted on the latest issues defined around Home Base, we have created a webpage to report known incidents.

On this page, you may review a daily list of known incidents in Home Base by application. This daily list includes responses that are under way and remedies for each incident.

You may access the page, which will live on the NCDPI homepage for the foreseeable future, at www.ncpublicschools.org, and click on “Home Base Daily Updates” under Highlights.

Update on Data Accuracy Issues in Home Base Educator Evaluation System

Many LEAs are reporting that personnel appearing in the Home Base Educator Evaluation System (aka NCEES) are associated with old locations (in some cases at other LEAs) or include retired personnel. The problem stems from the fact that LEAs have either not routinely inactivated employees in payroll upon their departure, or the fact that the inactivation flag was not sent from the payroll system to the UID staff system when the employee was inactivated.

NCDPI has been working with the LEA payroll vendors to ensure that the vendors are sending up inactivation flags when LEA employees transfer between schools, retire or resign. Both ISIS and Sartox are making changes to the load files that LEAs submit from their payroll systems to the UID Staff application to address the issue. The new changes will be implemented for all LEAs by the end of September. These changes will ensure that the payroll load file to UID includes an accurate active/inactive status for each location associated with each employee in the LEA. The vendor updates to these files will address the changes to status and locations for each employee from this point forward.

To address the older data, the UID support team will be working with LEAs to help clean up the historical data by helping LEAs to mark employees inactive in locations in which the employees no longer work. They will likely be reaching out to LEA payroll staffs to request help in correcting this data, so please lend your support when you hear from them.

LEAs should continue to ensure that the status of each employee is accurate in their payroll systems and Human Resource Management Systems and that staff members are uploading the file from payroll to the UID Staff system on a daily basis. LEAs should make a habit of inactivating employees in one location before setting the employee up in a new location so that the system records the inactivation event.

MORE INFO: Ben Comer, ben.comer@dpi.nc.gov

Customization Updates

The planned customization updates for deployment after hours on September 19 have been successfully completed. Updates include Student Transportation, NC Report Card, Student Functions and NCEES Link.

MORE INFO: Linda Lowe, linda.lowe@dpi.nc.gov

Upcoming Webinar

IIS Webinar

When: Thursday, October 3, 3:30-4:30 pm

Description: Building Instructional Capacity for Teachers. In this webinar, participants will learn how to create and assign instructional materials.

You may register at <https://www1.gotomeeting.com/register/163326432>

MORE INFO: Dan Urbanski, dan.urbanski@dpi.nc.gov

Additional IIS Webinars Posted Online

You may find these newly posted webinars of interest:

Home Base IIS Webinar for District Administrators - Creating District Benchmarks

Description: This webinar that aired Sept. 5 was designed specifically for District Administrators/Staff involved how to locate District Benchmark items from the Item Central test bank, and how to create District Benchmark assessments.

<https://vimeo.com/74372482>

Home Base IIS Webinar for Teachers - Using Schoolnet to Support Formative Assessment in the Classroom

Description: This webinar that was presented on Sept. 12 discusses how the tools available in Schoolnet can be used to support formative assessment in the classroom. From the Key Performance Indicator Dashboard to the assessment creation tools, this presentation discusses the formative assessment process and demonstrates how you can use Schoolnet to enhance the formative assessment process in your classroom.

<https://vimeo.com/74461676>

MORE INFO: Dan Urbanski, dan.urbanski@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!

Step-by-Step with Screen Shots: Giving Students and Parents Access to the System through PowerSchool:

<http://www.ncpublicschools.org/homebase/getting-ready/implementation/>.

Many districts and schools have moved ahead (more than 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 children's grades and attendance – all

via Home Base. Increasingly, as schools get the educator functions up and running, we are hearing from more districts and schools who are asking for guidance on student and parent access.

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 them. Many schools have done this.

More on Student and Parent Access 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 assign 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>
Specifically, check out outline items 29-34 for parent and student access information.

Opting in to Home Base

Jason Atkinson, Director of Technology in Bladen County Schools says, "We did opt in!" He announced the news at the Sept. 12 Home Base External Stakeholders group meeting. Atkinson was referring to the \$4/student cost beyond this free year to try everything. That means that in 2014-15, all Bladen County teachers, students and parents will continue to receive the full-blown Home Base with all the extras, including lots of great, vetted, standards-aligned content.

Atkinson reports, "We've established a 'Power Teacher Training Team' of master trainers, and they go back to their buildings and deliver targeted training. We've broken it apart (in terms of topics) so it's not so overwhelming for them. It's really worked out great."

Districtwide, before school started, Bladen held a Professional Development Day, which will be held again in January.

There will be an official process for opting in to the instructional components of Home Base by March 2014 that will be announced in late fall. Bladen County Schools is just one of several districts that have informed the NCDPI that they have already made the decision to opt in to the instructional components of Home Base. In addition to making this decision, Bladen County updated their Race to the Top (RttT) Detailed Scope of Work to indicate that they will be using RttT funding for Home Base in 2014-15.

If you would like to feature your district or charter school in a Home Base Update, email us at Home_Base_Ready@dpi.nc.gov to let us know. You can include information about why your district or charter school wants to opt in to the instructional components of Home Base starting in 2014-15, who was involved in making the decision and a short quote about your implementation strategy so that your district/charter school can be highlighted in a future edition.

Mastery in Minutes – Distance Learning

Q: How long will LEAs have access to PowerSource?

A: First we need to make a distinction between PowerSource and the online training modules within PowerSource. 'PowerSource is a community-focused customer support portal for all Pearson School Systems products. PowerSource is available to all district and school staff, including teachers, administrators and IT staff.' PowerSource contains: Expansive Knowledgebase, Distance Learning Modules, Mastery in Minutes, Forums, Ticket Monitoring, Account Management and Labs.

North Carolina has access to all these resources as long as we have contracts for Pearson products except for the Distance Learning Modules and the Mastery in Minutes. For PowerSchool, North Carolina will lose access to these resources on June 30, 2014. For the Home Base Instructional Improvement Components, we will publish the date for final access rights later. It is a possibility NCDPI will extend access to these resources, but that is at a cost and to be determined later.

NCDPI strongly encourages all staff to take full advantage of the Distance Learning Modules and Mastery in Minutes while we still have access.

Building ClassScape Assessments in Home Base

The items from the ClassScape assessment system were loaded into Home Base this summer. If your district had assessments built in ClassScape, you can find the items and build the same assessments in Home Base. There is a guide available on the website to help you with this process.

The guide is called “Guide for How to Build your ClassScape Assessments in Home Base” and can be found at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/>. Please be sure to work with your District Level ClassScape Administrator to export the necessary information from ClassScape that will serve as your blueprint for finding the items and building the assessments in Home Base.

MORE INFO: Contact Kayla Siler at kayla.siler@dpi.nc.gov

LEA Partnerships Are in Full Swing

Home Base partnerships with LEAs are up and running! LEAs from every region are experiencing fluid communication with their site coordinators. Site visits have been productive, with both district and school level administration providing valuable feedback regarding experiences with PowerSchool, NCEES and Schoolnet.

Members from the Home Base team visited Deep River Elementary, Tramway Elementary Year-Round and Southern Lee High Schools in Lee County. Principals reported that they are excited about the benefits that will come from utilizing the Home Base platform. All schools agree that emphasis should be placed on mastering PowerSchool, and that while technical glitches have been frustrating, they are being resolved efficiently.

We also are excited to report that some districts have begun applying the resources available through Schoolnet in the classroom. Avery County Schools are currently improving teacher effectiveness by using PowerSchool for implementing school and district benchmarks through Schoolnet in order to access student learning and disaggregate data to influence instruction. These experiences are encouraging, and we look forward to seeing the benefit of Home Base to these districts as the school year progresses.

MORE INFO: Adam Surgan, Home Base Partnership Site Coordinator, adam.surgan@dpi.nc.gov

New Visual Guides for Assessments

A Balanced Assessment System Visual

Formative assessment is a part of North Carolina's Balanced Assessment System, which also includes interim/benchmark assessments and summative assessments. Formative assessment is used daily and is an ongoing, minute-by-minute assessment that is integral to instructional delivery. Find out more about North Carolina's Balanced Assessment System and integrating assessment into instruction with this new visual guide.

Using Home Base to Support Formative Assessment

Are you using the formative assessment process in your classroom? Do you want to know how to use tools in Home Base to effectively support formative assessment as a process?

The purpose of this document is to explain how certain features in Home Base can be used to support the formative assessment process. While the formative assessment process will occur most of the time in the classroom outside of Home Base, this document details how and where certain attributes of formative assessment can be addressed using Home Base as a tool to inform instruction and guide student learning.

You can find these new guides here:

<http://www.ncpublicschools.org/homebase/training/materials/>

Reporting Home Base Outage Incidents

We would like to share a very important reminder that any incidents with outages related to Home Base should be reported to the Home Base Support Center, 919-807-HELP (807-4357), or homebase.incidents@its.nc.gov. Some LEAs have contacted individuals or departments that are unable to provide direct assistance, merely delaying results for the LEA.

Reporting outages to the Home Base Support Center will result in the most rapid response to your issue. Thanks for your cooperation as we aim to address incidents as efficiently and as quickly as possible.

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: Is NCDPI working with Amplify to get our Reading 3D/mCLASS rosters in place?

A: Because Reading 3D/mCLASS is now mandated statewide, NCDPI and the Reading 3D/mClass vendor (Amplify) have worked to produce rosters to get student-teacher

data from PowerSchool to mClass. Unfortunately, this work was not completed before the start of school. Now, NCDPI and Amplify are working on the final solution so LEAs/Charters who need to can “re-roster” during the year, when appropriate.

Q: In the educator evaluation tool is there a way to open the principal screen and teacher screen on the same computer if we need to walk some users through the process?

A: Yes, you can open a principal screen and a teacher screen on the same computer; only you will need to log in using two separate browsers. For example, log in to the teacher screen with Internet Explorer, log in to the Principal screen with Firefox; log in to the teacher with Google Chrome, log in to the Principal screen with Internet Explorer.

Q: Why do I see only a few resources for my content/focus area?

A: NCDPI has been working to identify and tag resources for all content areas and will be adding new content each month. The focus for the next several months will be on including more resources for English as a Second Language, Career and Technical Education, and Exceptional Children.

Q: I have administrative duties at the district level. When I log in to Schoolnet I am unable to see any benchmark assessment items.

A: Schoolnet is a role-based application. Along with your default role of staff or leadership, you will need additional member roles to access the assessment features to build benchmark assessments. The two additional member roles that are needed are “Test Item Administrator” and “Access to Assessment Management.” Please work with your data manager to ensure that these roles are added for anyone that needs access to benchmark assessment items and the functions for building benchmark assessments.

Please reference the “Roles and Permissions” document at <http://www.ncpublicschools.org/homebase/getting-ready/implementation/>.

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.**