

Home Base Weekly Update



October 3, 2013

NEW THIS WEEK

- Rollout of Principal Evaluation in the Home Base Educator Evaluation System
- OpenClass — Home Base's Learning Management System is Coming Soon!
- Home Base Instructional Training Site (Schoolnet)
- Share Our Sign-Up Form for Home Base Weekly Update
- PowerSchool Maintenance Weekend
- Project Managers Extended; Their Assistance Will Reduce Backlog in Support Center
- LEAs/Schools Can Begin Processing Principal Monthly Reports (PMRs)
- Locking Fields in PowerSchool to Correct EDDIE Overrides
- Glad You Asked

IN CASE YOU MISSED IT

- Posted Known Issues Don't Require Additional Notification to Support Center

NEW THIS WEEK

Rollout of Principal Evaluation in the Home Base Educator Evaluation System

The North Carolina Educator Evaluation Tool for principals and assistant principals went live on Tuesday, Oct. 1. Webinar support for the tool is being provided throughout the month of October.

To register for an upcoming webinar, please visit the NCEES wiki:

<http://ncees.ncdpi.wikispaces.net/Upcoming+Webinars>

Webinars will be archived for future access. These archived webinars may be found on the NCEES wiki at: <http://ncees.ncdpi.wikispaces.net/Archived+Webinars+2013-2014>

MORE INFO: For additional support with the Principal/Assistant Principal online evaluation tool, contact your NCDPI Regional Professional Development Consultant:

<http://www.dpi.state.nc.us/profdev/directory/>

OpenClass — Home Base’s Learning Management System is Coming Soon!

OpenClass offers a platform in which students and teachers can have 24-hour access to assignments, chat boards, collaborative spaces and more. In the OpenClass campus, students can see each of their courses and their coursework, and they can have discussions with their classmates and teachers. They can find homework assignments, submit their work and receive teacher feedback electronically.. Access to OpenClass through Home Base will be rolling out to districts and charter schools in waves starting this month.

Once a district or charter school expresses interest, they can sign up to be included with a wave of others who will be trained on how to use the tool and be provisioned into their campuses. One big benefit of this addition of OpenClass into the Home Base suite is the automatic push of roster information from PowerSchool. Teachers will be able to log in and see all of their courses and students without having to manually enter or import them.

MORE INFO: To learn more about OpenClass, take part in an Introduction to OpenClass webinar offered Tuesday, Oct. 15, from 3:30 to 4:30 p.m. Please register at <https://www1.gotomeeting.com/register/316288752>.

Home Base Instructional Training Site (Schoolnet)

Most districts now have access to their instructional training site.

We recommend that district and charter school trainers use the training site for preparing and administering trainings. Those being trained should log in with their own district or charter school IDs into the Instructional Improvement System (IIS) component of Home Base. (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.

Share Our Sign-Up Form for Home Base Weekly Update

Please share this link with anyone you know who would be interested in receiving this Home Base Weekly Update: <http://listsncdpi.weebly.com/homebase-list.html>

PowerSchool Maintenance Weekend

The Home Base application will be unavailable for maintenance this weekend. The system will shut down at 5 p.m., Friday, Oct. 4. Please do not access Home Base during the maintenance period. Once maintenance is completed, a message will be sent to notify users that the system is up and available for use.

Home Base will be returned to service no later than 6 a.m., Monday, Oct. 7. If a delay in bringing up the system should occur, users will be notified via NC SIS email.

Project Managers Extended; Their Assistance Will Reduce Backlog in Support Center

In response to requests from LEAs, the NCDPI has extended contracts with Pearson Implementation Project Managers (IPMs) through Dec. 31, 2013. To more equitably distribute services provided by IPMs, we are restructuring the way in which IPM services are delivered. All requests for IPM services or application questions will be submitted through the Home Base Support Center (HBSC).

On Monday, Oct. 7, Pearson IPMs will begin working in conjunction with the Home Base Support Center to resolve LEA tickets. This will help to eliminate the ticket backlog and get ticket responses out quicker. IPMs will be assigned to regions to continue conversion tasks and/or conversion corrections. If you have conversion issues that are still unresolved, please submit a ticket with a spreadsheet listing those issues. This will assist NCDPI with the PowerSchool Project signoff tasks and also provide full disclosure of remaining implementation tasks.

The NCDPI Home Base Support Center and Pearson IPMs will work in teams to assist with all problem ticket resolutions. Outages will no longer be submitted through the IPM; instead, LEAs will revert to submitting tickets to the HBSC for all performance issues.

In summary, going forward, all issues/questions/problems/processes will be handled through the Home Base Support Center instead of through direct contact with IPMs. We believe this will enhance the services provided to LEAs and ensure that all services are distributed equitably.

LEAs/Schools Can Begin Processing Principal Monthly Reports (PMRs)

LEAs can now begin processing their Principal Monthly Reports (PMRs). Your data manager should have received instructions via email on Oct. 2 that included three pdfs:

- PDF for Principal's Monthly Report - http://www.nc-sis.org/Documents/school_info/PS_QRD_PMR_Cheat_Sheet_09132013.pdf
- PDF for PMR Interval Setup - http://www.nc-sis.org/Documents/school_info/PS_QRD_PMR_Interval_Setup.pdf
- http://www.nc-sis.org/Documents/school_info/PMR_Setup.pdf

MORE INFO: In addition, an open webinar explaining this process is planned for Friday, Oct. 4, from 10:30-11:30 a.m. Please click on the link to register: <https://www1.gotomeeting.com/register/194614840>. The webinar will be recorded and posted to the NC SIS website for those who are unable to attend.

If you have questions or need further support with this process, please contact the Home Base Support Center at homebase.incidents@its.nc.gov.

Locking Fields in PowerSchool to Correct EDDIE Overrides

The Educational Directory and Demographical Information Exchange system (EDDIE) is the authoritative source of school demographic information. We are aware that some LEAs were making updates in EDDIE when we announced in the Oct. 1 Daily Known Issues update online that we would be pulling the script that transfers the EDDIE data into PowerSchool.

In fairness to these LEAs, we allowed one more import of EDDIE data the evening of Oct. 1. Verification of the updates has been confirmed, and the script has been deactivated until **Friday, Oct. 11 – the new date for reactivating the script and locking the fields below that were not previously locked in PowerSchool.**

Please remember to make your edits in EDDIE when updating the fields below so that the correct information will be imported into these fields once the script is turned back on.

Note: You must be an EDDIE subscriber to make changes in EDDIE.

Fields For District/LEA: Name of District

District Number

District Address (physical location)

District City

District State/Province = NC

District Postal Code (Zip + 4)

District Country = USA

District Office Phone Number

District Office Fax Number

County Number (This is the State Number, not LEA code, and not FIPS Number)

Superintendents Info

Fields For School Numbers 300-799 (these are assigned by the NCDPI and are in EDDIE):

School Name - (Official School Name)

School Address (Full) - (Mailing Address)

School Address - (Physical Location)

School City

School State/Province = NC

School Postal/Zip Code

School Phone Number

School Fax Number

School Number (6 digit = LEA # + Sch #)

Grades

County Number (This is the State Number, not LEA code, and not FIPS Number)

Principal's Info

Accreditation and College Board Number

Important: For locally assigned schools (Sch # 001-299) – NCDPI requests to make all the above fields required fields when setting up these local schools that are NOT in EDDIE.

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: How do we handle itinerant employees in the evaluation tool?

A: In the NC Educator Evaluation System online tool, the evaluation forms are connected to the teacher, and the evaluator and teacher work through the process together, alternately completing the various steps required by the workflow. In cases where a teacher serves at more than one school, an evaluator at each school has the ability to work with the teacher through the evaluation process. For these itinerant teachers, the evaluators need to establish local agreements as to who will be responsible for which steps of the teacher's annual evaluation process. The principal at the itinerant teacher's base school is responsible for completing the summary evaluation form at the end of the year.

Q: How does the IIS Lesson Planner integrate with the calendar in PowerTeacher?

A: The Lesson Planner is a stand alone tool within the IIS component of Home Base and is not integrated with other calendar services. Teachers can use the Lesson Planner to schedule their lesson plans, standards coverage, reminders and important events.

Q: Will principals be able to view lesson plans that teachers put in the Lesson Planner?

A: Users with School/District Leadership "roles" can view the Lesson Planner and the Student Performance area for all teachers in the school/district. This feature allows school/district leaders to provide instructional planning and support to teachers.

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

IN CASE YOU MISSED IT

Posted Known Issues Don't Require Additional Notification to Support Center

We have created a separate webpage so that you may review a daily list of known issues in Home Base by application. This daily list includes responses that are underway and remedies for each incident.

Access the page directly from the NCDPI homepage at <http://www.ncpublicschools.org> and then click on "Home Base Daily Updates" under Highlights.

Since initiating this system, we've added additional categories to help you more easily locate a particular issue. Currently, the categories are: NCEES, PowerSchool, PowerTeacher Gradebook, Schoolnet, NCDPI Reports, State Reporting and LEA Outage Reports.

Please Note: If you can clearly identify that you are having the same issue as one posted in the Home Base Daily Issue section online, then it is **not** necessary to contact the Home Base Support Center. Once a known issue is posted, additional Remedy tickets are not required. If, on the other hand, you are **not** sure your issue is listed, please contact the Support Center by calling 919.807.4357 or by emailing homebase.incidents@its.nc.gov.

Reduction of duplicate Remedy tickets on known issues will greatly expedite "closing" other outstanding tickets.

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.