IBC CREDENTIAL SUBMISSION TIMELINE

By Wednesday, May 10:

Submit a list of all credentials (even if you have not yet received their certificate) earned by SENIORS ONLY to Mr. Principal by the end of the day on Wednesday, May 10. Please send an email to Mr. Principal AND Ms. Counselor.

By Wednesday, May 24: (The following refers to ALL CREDENTIALS EARNED BY SENIORS, JUNIORS AND SOPHOMORES).

PowerSchool Documentation: Each credential earned must be entered by the teacher into PowerSchool by May 24.

- Login to PowerTeacher
- Click on the backpack icon
- Click on student
- On the right side, clip on the drop down menu and choose cumulative grade information
- There are boxes available for 6 credentials. Choose the first available empty credential location and click the drop down box. Choose the appropriate IBC.
- **Be sure to click submit at the bottom!!!!!!**

Once you have received your certificates, make 3 copies to complete the following:

Submit the following to the guidance office:

- One labeled folder (for each set of IBC's) which includes a master list and a copy of each student's certificate (This should be a folder with ALL of your students earning that particular credential. **Please do not separate by class period**). Example: One folder for Microsoft Word, One folder for PowerPoint, One folder for Customer Service, etc. Some teachers have more than one credential.
- File one copy of each student's certificate in the student's credential folder. These folders are housed in the lobby of the guidance office. As per Mr. Principal, these are to be filed by the teacher as they are graduation requirements.

Teacher documentation: (To be kept in your classroom)

- One labeled folder (for each set of IBC's) which includes a master list and a copy of each student's certificate. (This should be a folder with ALL of your students earning that particular credential. Please do not separate them by class period).

Preparing for LDOE Documentation Upload:

A "High School Counselor" icon has been added to your desktop. This is where you will upload each student's credentials.

Steps to Upload Credentials:

1. **Scan each credential to your One Drive**. You may create folders to house these in your One Drive. Some teachers have more than one credential so you may want to have a folder for each credential. Example: Microsoft Word, Microsoft PowerPoint, etc. Each teacher will scan the credentials for the all students who earned a credential and save EACH credential as a PDF in your "One Drive" using the naming convention below. Since the naming convention is student and credential specific, the files can be uploaded each year. Once this is complete, the MIS department will upload the files to the eScholar FTP site. The goal is to be sure that our school gets credit for all credentials that students have earned.

2. **Name the credential**. **It is very important that each file is named correctly!**
   Once it is uploaded to the eScholar site by LPSB MIS department, STS will **only** recognize the correct naming convention. If this is not properly named, the credential will not be recognized.
   a. Naming convention –
      "SiteCode_StudentLocalID_BeginningSchoolYearEarned_IBC3digitCode"
   b. Example: 032000_123456_2017_010
      i. 032=District; 000=School; 123456=Power School #; 2017 Year Earned; 010=3 digit IBC Code(CNA). Student Local ID# may be 5 or 6 digits.
   c. Make sure you save this into your credential folder in your One Drive.

3. **Copy credentials to SharePoint (High School Counselors).** Once you have completed scanning all of your credentials earned, go to your One Drive. **Select each file individually** (blue check should show up on the side). Click "**copy to**" and choose "High School Counselors." Click on Document Library and choose School 17-18.