ACCESS Newsletter
May 2019

"Spring: A Lovely Reminder of How Beautiful Change Can Truly Be" author unknown

HOW are we DOING?

We want to know. ACCESS is always available to assist with issues, guidance and even future planning. Although surveys provide us some feedback, do not hesitate to contact me with any need or issue. My direct number is 330-702-7868. I'll be scheduling visits with district administration over the summer and into early fall.   Lisa

http://www.access-k12.org
Main Number: 330-702-7860
Help Desk - support@access-k12.org

ACCESS MOVED!

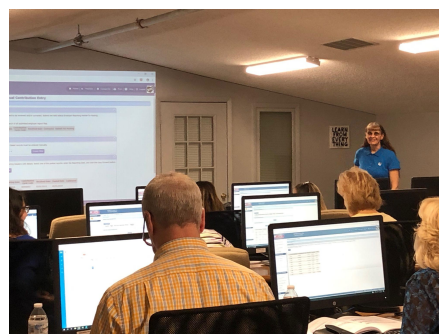ACCESS staff moved to its new location at **493 Bev Road, Unit 1, Boardman, Ohio** in March of this year.

In addition to staff offices, we have a computer lab, a conference room, a separate meeting room, aka The Great Room, and plenty of parking. We have already hosted several meetings, including our Spring Assembly meeting. We look forward to seeing our facility in full use. If you are in need of meeting space, let us know. We may be able to accommodate your needs.

Office Hours are 7:30 am until 4:00 p.m. Monday through Friday. Our phone number hasn't changed and remains 330-702-7860 as our main number. Come Visit! You are always welcome.
Our Space is Your Space.

Left: Boardman Schools Training
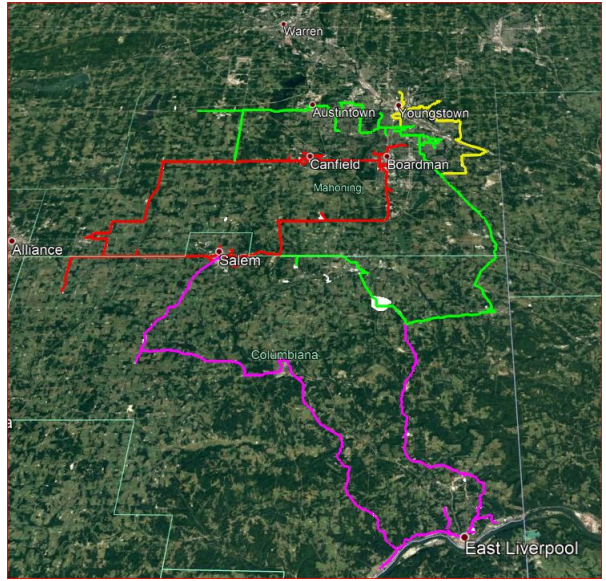
Right: E-Sers Presentation

Network Services

Securly Web Filtering

ACCESS has contracted with Securly to provide the next generation of web filtering to our districts. This web filter provides many benefits over our current Lightspeed platform and we are working with your district technology coordinator to ensure a seamless transition.

For the past several months, our network team has been working to migrate all of our schools filtering to Securly. By the end of this school year, all devices will be protected using the Securly Web Filtering product.

For more information, Securly Product Overview

ACCESS Notification System

We utilize The Education Connection (TEC) for our notification system. If you are interested in receiving an alert (text), please complete the following Notification Form and we will add you to our list.

Phone Services - VoIP

17 school locations are currently being served with one currently coming onboard and one scheduled for this summer. This will bring our total to 19 districts served. Let us know if you need more information about this service.

Summer Projects

- Canfield Schools VoIP Project
- Infrastructure Hardware Upgrades
- Internet Edge Hardware Redesign
- Security Policies - NIST
- Data Center Configuration

The ACCESS Fiber Network

ACCESS owns and manages approximately 300 miles of privately owned fiber throughout Mahoning and Columbiana counties. The fiber plant provides services to our schools, libraries, police departments, municipalities and local business through our partnership with the Columbiana County Port Authority.

Maintaining the *ACCESS Fiber Network* is a constant task. Damaged utility pole replacement and weather related issues are among some tasks addressed daily. New construction and re-routing of our fiber line occurs frequently as well. We work closing with Ohio Edison, AEP, AT&T, ODOT and other agencies to ensure our fiber plant remains operational to serve your connectivity needs providing Internet, wireless, phone, fiscal, student and library services.

Several fiber connectivity project in progress and planning include the
- Boardman Bus Garage
- Boardman Stadium (underground relocation)
- Struthers Stadium
- Wellsville Stadium
- Columbiana County EOC

Fiscal Services

You're Invited!!

Please join us in our new computer lab!!

Fiscal Year End Meetings

This year we will be holding two separate Fiscal Year End Meetings:

Classic Fiscal Year End - 5/22/19 from 9:00 a.m. - 12:00 p.m. - Great Room

Redesign Fiscal Year End - 6/5/19 from 1:00 p.m. - 3:00 p.m. - Computer Lab

Redesign Update

We are pleased to announce that we now have three districts live on the Redesign!

South Range
Leetonia
Sebring

Close on their heels tentatively set for May go live are: Canfield, Youngstown Community, Columbiana ESC, Mahoning County High School and Crestview.

We'd like to congratulate all of these districts for the great accomplishments they have made!

Well done!

In order to ease the transition from Classic to Redesign, we have developed a training program that is broken into a series of three progressive sessions. The first session covers basic navigation and general application tips and tricks. The second session covers the day to day procedures. The third session covers the district specific and periodic applications. Our next series will begin in July (posted above). Registration is open on our website.

It's time to start thinking about your migration!! We have some districts on the migration schedule but are looking for more. If you'd like to talk about this, please give us a call. We would be happy to explain the options. For those who are slated to migrate, we have reserved Thursdays as Fiscal Prep sessions where we can provide individualized instruction as needed.

It is our hope that we will see you soon!

STUDENT SERVICES

Need Help?

If you are in need of assistance or have questions for our Student Services team, please make sure to send an email to student@access-k12.org. If this is an EMIS question, please email emis@access-k12.org. We ask that you email the team (rather than an individual) to ensure the most timely response; emailing an individual directly could delay our ability to assist you. **Please make sure to include as many details as possible** - the software in which you are working, school year, building, student name and ID, the specific screen on which you may be working, the exact error message you are receiving, step-by-step directions of your process, etc. Providing this information helps us help you!

Have you received the latest Feature Friday email? (Here's an excerpt from the latest post.)

If not, sign up at:
https://www.progressbook.com/sign-up-page/

ProgressBook Feature Friday

Did you know...?

You can import assignments, homework, and marks into **GradeBook**.

Bonus: This is a great way to get Google Classroom information into GradeBook!

For assignments and homework, you can import and reuse previously created items from your assignment and homework banks.

Marks can be imported from a .csv file into GradeBook so long as the assignment has already been created. Assignment marks can be imported using the new **Assignment Mark Import** screen for all CS1/Default classes, and both CS1/Default and CS2 classes' marks can be imported on the classic **Assignment Mark Import** screen.

You can choose to retain the imported marks or overwrite them as needed. Keep in mind that with both the classic and latest version of the GradeBook, **Assignment Mark Import** screen, some information mapping is required, such as with student ID number or first and last name.

For more information on how to import assignment banks and to import marks into the new **Assignment Mark Import** screen, check out the following short, instructional videos.

- Assignment Banks
- Assignment Mark Import

Attendance Hours on Report Cards

Hours Present and Hours Absent can be added to or replace attendance days on both Traditional and Standards based report cards.

There are multiple configuration options available, and we are happy to discuss these with you. Here are a couple examples of how this can look.

If interested, please send an email to student@access-k12.org.

Analytics Hub in StudentInformation

New reports will be released shortly!

Coming soon

- District Wide Membership Reports (Hours/Days)
- Comprehensive Fee Analysis
- Fee Analysis by Fee Type
- Course Info Report
- Tally of Student Course Requests

Do one act of kindness each day of the year, and change 365 lives.
~Anthony D. Williams

Standards Based Report Cards

If you are currently using standards based report cards and would like updates/adjustments made for the 2019-2020 school year, please make sure these changes are provided to ACCESS as soon as possible. We want to have time to communicate with you before the school year is over. Additionally, a contact number/email will be needed...just in case we have questions while you are enjoying a well-deserved summer break! Our goal is to have all changes completed prior to teachers' coming back in the fall.

If your district has not used standards based report cards in the past, but you're interested in exploring the possibility for next school year, please contact us. We are happy to meet with you and review the options available.

Upcoming Trainings / Worksessions

Trainings will be held at one of the following locations, as indicated next to each session. Please pay close attention to the location at which you sign up!

ACCESS - *New Location!*
493 Bev Road
Boardman, Ohio 44512

OR

Columbiana County Career and Technical Center
9364 State Route 45
Lisbon, Ohio 44432

Elementary Scheduling Training - Some middle schools also use the elementary scheduling method. Students move as a group for the majority of or the entire day. We will review the Course records, Course Section records, and Course Group setup, as well as scheduling students into these groups. This scheduling method is based on the class lists for next year. Please have your lists prepared prior to the scheduling training event. It may be possible to have your building completely scheduled before you leave the training event.

- Wednesday, May 15th from 9:00-12:00 - *Columbiana County Career and Technical Center*
- Wednesday, June 12th from 9:00-12:00 - *ACCESS*

Scheduling Worksessions (Open Labs) - all sessions 9:00-3:00 unless otherwise noted. *Please remember to register for Open Labs.*

- Thursday, May 9th - *ACCESS* (recently added)
- Wednesday, May 15th from 1:00-3:00 - *Columbiana County Career and Technical Center*
- Tuesday, May 21st - *ACCESS*
- Wednesday, June 12 from 1:00-3:00 - *ACCESS*
- Wednesday, June 26th - *ACCESS*

Additional sessions may be added over summer months, as needed.

Important Updates to StudentInformation coming in May/June

The next release for StudentInformation, we include the ability to enter information required to be reported to ODE for HB410 and Victims of Student Violence. This information should already be collected within your district, and should be reviewed/updated once the software release has been applied.

HB410

The Student Absence Intervention screen will be updated to include:

- Ability to add manual FT records for EMIS reporting of students with combined absences from multiple districts
- History of FT records being reported to EMIS
- District Trust Attendance Display to view absence data on students who have attended multiple ACCESS districts.

REMINDER

If a student attended another district during the school year AND had absences, manual calculations are needed. If a threshold has been met, an FT record must be reported.

Victims of Student Violence

Current functionality allows victims to be added directly to discipline records entered in the system.

| Offenders (1) | Victims (0) | Witnesses (0) | Office Notes |

Student [▼] Search... [⊕ Add Victim]

If you have not already been entering the classification of person(s) at whom a student's violent behavior was directed, please update incidents as needed. The coming release will add the appropriate EMIS reportable codes to existing victim entries.

If you have questions or need assistance with this, please email student@access-k12.org.

ProgressBook. VirtualClassroom

Beginning with the 2019-2020 school year, VirtualClassroom will be available to all GradeBook users at no additional cost!

Upcoming VirtualClassroom and DataMap Training

Software Answers will be hosting a Regional Training at our ACCESS office on **Tuesday, May 14th**! Please bring your device for this hands on training.

VirtualClassroom Deep Dive
8:30am - 11:30am
Click here to register

The Ins and Outs of Student Data in DataMap
1:00pm-3:00pm
Click here to register

You're Invited!

ROSTERVerification

1 School Set-Up	2 Teacher Roster Verification	3 Principal Review and Approval
April 2–April 16	April 17–May 7	May 8–May 23

Roster Verification link: https://link.mcoecn.org/

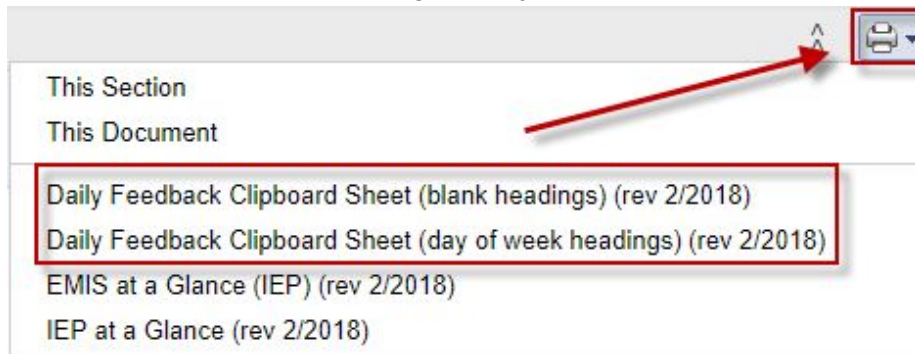The following **Harmony** reports are available to assist you with Roster Verification:
● *Student Days in Course Export* - Class List including number of days student was enrolled in the course-section
● *Custom Student Export* - Create your own report that includes Students, Status, SSID, Grade level, Admission and Withdrawal dates

Additional Resources for Roster Verification can be found at https://www.ohio-k12.help/rosterv/. This includes guidelines, FAQs, training information, videos and learning modules.

SameGoal - IEPAnywhere

New daily progress monitoring forms added
These forms are available under the print icon on the student's Individualized Education Program (IEP) and will pre-populate with the student's goals/objectives.

This Section

This Document

Daily Feedback Clipboard Sheet (blank headings) (rev 2/2018)
Daily Feedback Clipboard Sheet (day of week headings) (rev 2/2018)
EMIS at a Glance (IEP) (rev 2/2018)
IEP at a Glance (rev 2/2018)

Electronic Signatures
This district-wide setting can be enabled to allow document authors, collaborators and meeting participants to electronically sign forms in SameGoal. These signatures electronically can be captured by using your mouse, touch screen or trackpad. Please let us know if your district is interested in enabling this feature.

Did you know...
When you are in a student's document, rather than selecting each page, you can select the 'All' to view all pages at once.

Excel Tutorial

One way to join or combine information from multiple columns into a single column is through the CONCATENATE function in Excel. The following is an example of a street address that was originally in separate columns for Street Number, Street Name, and Street Type. These columns were joined to create a single column with all the combined information - the Street Address - using the CONCATENATE function.

D2		f_x	=CONCATENATE(A2," ",B2," ",C2)	
	A	B	C	D	E
1	Street Number	Street Name	Street Type	Street Address	
2	493	Bev	Road	493 Bev Road	
3					

In order to make the address accurate and readable, spaces were inserted into the formula at appropriate places using quotation marks.

=CONCATENATE(A2," ",B2," ",C2)

C	D	E
Street Type	Street Address	
Road	493 Bev Road	

A quick Google search can give simple, step-by-step directions. *One more hint* - you may also want to do a Copy / Paste Values on the resulting column before using the data!

What Does it Stand For?

There are many EMIS Acronyms. Here are just a few from the current extensive list:

ADM   Average Daily Membership
CSV   Comma Separated Value
DIRN   District Information Retrieval Number
DOR   District of Residence
FAPE   Free Appropriate Public Education
FAY   Full Academic Year
FLICS   Federal Low Income County System
IRN   Information Retrieval Number
LCC   Local Classroom Code
SAFE   Security Application for Enterprise
SDC   Secure Data Center
STARS   System to Achieve Results for Students

EMIS

ODDEX - The Ohio District Data Exchange - *Records* tab

Once a student is reported to EMIS, **State Assessments**, **Special Education Events** and **Grad Cohort** information becomes available in the **Records** tab of ODDEX. ODDEX is the Ohio District Data Exchange and the primary application for a number of smaller applications that allow districts to verify data and review information. Access to ODDEX and the applications are determined by a user's SAFE account.

The **Records** tab of ODDEX can be a useful tool in gathering information as you enroll new students to your district.

NEW EMIS Reporting for FY19 - PBIS Implementary Status

Beginning with FY19 reporting, district building *PBIS Implementary Status* is reported via EMIS. One of the following values will be collected for each of your buildings.

- A - Work on implementing PBIS has not yet begun
- B - Exploration and Adoption - Researching PBIS, exploring readiness and securing staff and administration agreement to implement the PBIS.
- C - Installation - Creating the PBIS team, completing PBIS team training, and establishing initial systems, data-decisions, policies and practices that will be required to implement PBIS.
- D - Initial Implementation - rolling out and implementing PBIS schoolwide with a focus on Tier I supports.
- E - Full Implementation - Implementing PBIS with this systemic components and a range of interventions (Tier I,II and III supports).
- F - Innovation and Sustainability - Routinely checking fidelity and outcomes of implementation using national assessments, and revising and updating practices and systems as needed.

FY19 Local Report Card Data

ODE has begun to populate the SDC (Secure Data Center) site with your FY19 EMIS data reported to date that will will be used to generate your FY19 LRC. This early opening of the site gives district staff the ability to review and verify data in the following areas.

- Enrollment (all reports within this folder)
- Graduation (all reports within this folder)
- Attendance Rate
    - District Absenteeism by Student
    - District Attendance Rate Data – Current Data
    - District Attendance Rate Data – Customizable
    - District Students with Chronic Absenteeism
    - School Absenteeism by Student
    - School Attendance Rate Data – Current Data
    - School Attendance Rate Data – Customizable
    - School Students with Chronic Absenteeism
- K3 Literacy (all reports within this folder)

- Test Results
    - District Test Results – Current Data
    - District Test Results – Customizable
    - School Tests Results – Current Data
    - School Tests Results – Customizable
- Teachers & Staff
    - Average and Median Teacher Salary (Building)
    - Average and Median Teacher Salary (District)
    - District Degree Profile – Principal
    - District Degree Profile – Teacher
    - District Teacher Certification
    - Principal Experience
    - School Degree Profile – Principal
    - School Degree Profile – Teacher
    - Teacher Experience

Upcoming EMIS Trainings:

EMIS Work Session
Reviewing Calendar/PowerWithdraw/MajorityAttendance
Friday, May 17, 2019
9-Noon

Troubleshooting the Where Kids Count Report
Wednesday, May 22, 2019
9-Noon

ODE ITC EMIS Training
Friday, May 31, 2019
9-11 a.m.

EMIS Coordinator Meeting
Friday, May 31, 2019
12:30 - 3:30 p.m.

All trainings will be held at ACCESS. Registration is available from the ACCESS webpage at http://www.access-k12.org.

Stay tuned for additional EMIS Work Sessions and trainings.

Left to right: Diane Fabian, Ruby Stiles, Gretchen Martin

EMIS

Open EMIS Student Reporting Collections

FY19 Collections

End of Year Student Collection
05/03/19-07/17/2019
First collection of student data for all Traditional Districts, JVDs, ESCs, and State Supported Schools. Data reported is used for school funding, federal reporting and other ODE requirements.

SOES End of Year Student Collection
01/04/2019-07/17/2019
This collection is required for all Community School and STEM district reporting of student data. Data reported is used for school funding, Federal reporting and other ODE requirements.

Final Staff and Course Collection
02/05/2019-08/09/2019
The final staff collection includes staff employed any time in FY19. It also includes master course, student course, and related data for the entire school year.

Calendar Collection – Final
10/02/2018-08/09/2019
This collection is required for calendar reporting for all entities.

OGT Assessment Collection
01/08/2019-08/09/2019
This collection is required for any entity that administered the Summer administration of the Ohio Graduation tests.

March Follow-up Collection - Closing soon!
02/01/2019-05/10/2019
CTE (Career-Technical Education) Workforce Development Follow-Up data are reported during this collection window. Additionally, CTE Industry Assessments, Industry Credentials, and CTE Assessments may be reported for the same set of students.

Spring Early Learning Assessment Collection
03/12/2019-06/28/2019
This collection is required for any entity that administered the Spring Early Learning Assessments. Beginning this year, the district of residence is to report these assessment results for their preschool students.

Child Outcome Summary Assessment Collection
01/08-2019-07/12/2019
Required collection for Early Learning Childhood Outcome Summary State Assessments . Collection required for all Traditional Districts and ESCs that educate Preschool students.

Spring End of Course State Assessment Collection
03/01/2019-07/17/2019
This Collection is required for any entity that administered the spring End of Course Assessments.

Spring State Assessment Grades 3-8 Collection
03/01/2019-07/17/2019
This collection is required for all Traditional Districts, Community Schools and STEM District Students and includes reporting of all grades 3-8 State Assessments.

Other Accountability Assessments
02/05/2019-08/14/2019
Collection for Other Accountability Assessments such as ACT, SAT, IB, AP, Work Keys and Industry Credentials. Collection for all Traditional Districts, Community Schools, JVSDs and STEM Districts.

Spring Alternate Assessment
02/05/2019-08/09/2019
Collection for Traditional Districts, Community Schools, and STEM Districts that administered Alternate Assessments to students in grades 3-8 (GA) and 10+ (GX).

DRP Growth Assessment Collection
10/26/2018-07/08/2019
This collection allows DropOut Prevention and Recovery Community Schools to report MAP Assessment results.

OELPA Assessment Collection
02/22/2019-08/09/2019
Collection requests for any entity who administered the Ohio English Language Proficiency Assessment.

Career Tech Accountability Assessment Collection
03/29/2019-10/11/2019
Required collection for all JVSDs, Traditional Districts, Community Schools, STEM Districts that educate students.

Graduation FY19 Collection
05/03/2019-10/18/2019
The FY19 Graduation (G) reporting period captures data related to graduating students. This data will include diploma information and all data necessary to verify that the student has met CORE and testing graduation requirements.

Student Cross Reference
07/06/2018-07/19/2019
All EMIS reporting entities are required to submit data. Updated student information (admission and withdraw) must be reported within 30 days to SCR.

SOES Student Contact(s)
08/03/2018-07/19/2019
This collection is required for all community schools and STEM districts. This collection allows the resident district, community school, and STEM district to see student name and contact information in relation to conflicts regarding the student.

Library Services

INFOhio Campus

Announcing the release of **INFOhio Campus**, the home of INFOhio's flexible and personalized training, including new Learning Pathways. Educators can find all of INFOhio's professional development from a single page.

INFOhio's new professional development platform, INFOhio Campus, contains new professional development opportunities called INFOhio Learning Pathways. These collections of classes help educators gain a new understanding of how to use INFOhio digital content or web tools and how to integrate them into teaching and learning.

Using digital content with primary grades provides a foundation of learning with a variety of media and offers quality resources for both teachers and students alike. Participants in the 13-contact hour K-5 Digital Content Learning Pathway will discover INFOhio's digital content and web tools that support K-5 Ohio Learning Standards and prepare students for future success. INFOhio's Learning Pathways offer flexibility; pathways can be taken as an entire course or individually to earn the contact hours listed for each class. Look forward to additional Learning Pathways published this fall!

In addition to the Learning Pathways, educators will also find the INFOhio PD they've come to depend on. Success in Six, Learn With INFOhio, D/B ICoach Training, and the Professional Development Choice Board can all be found in INFOhio Campus.

Professional development is a breeze with INFOhio's self-paced Learning Pathways through INFOhio Campus. If you have questions about INFOhio's professional development opportunities, please reach out at support.infohio.org.
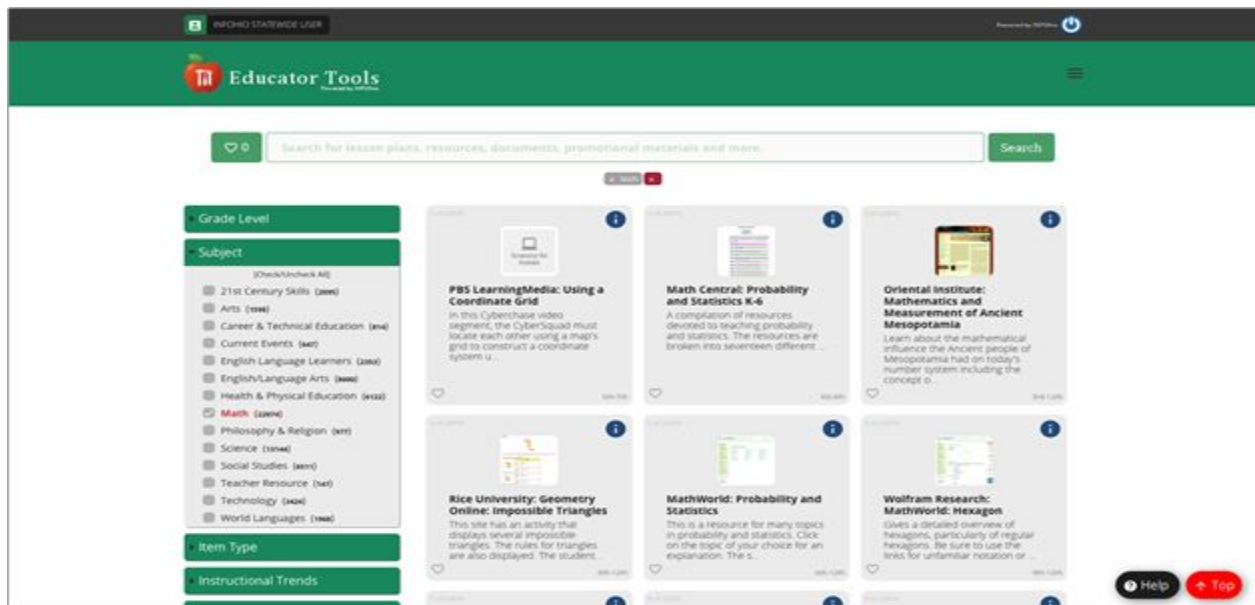
Library Services

INFOhio is Mad about Math

Now finding math resources for educators is easier than ever before!

INFOhio has always had resources that support math instruction, but it could be difficult to find that content in the past. With the enhancements made to INFOhio's website and the transformation of INFOhio's Educator Tools, that problem has been solved!

Educator Tools, powered by INFOhio, now includes more than 50,000 teacher-approved lessons, assessments, and other instructional materials. In INFOhio's Educators Tools, you'll find the best-in-class learning resources for all grades and all subject areas, including (and especially) math!

In Educator tools, click the Subject category on the left, check the box next to Math, and you'll get thousands of high-quality results! You can narrow your results to those that meet the standards for your grade level by adding grade level limiters. You can use any of the resources you find in your results for FREE in your classroom.

Educator Tools is only the half of it! For more information on INFOhio's math resources, visit the Learn With INFOhio blog, INFOhio is Mad about Math. Questions about math resources? Please visit support.infohio.org.

Expand Your Classroom Library in Minutes with Storia from INFOhio

Calling all grade 4 and 5 educators in Ohio! **How would you like to expand your classroom library by more than 350 eBooks in a matter of minutes?**

Storia: Ohio's 4th & 5th Grade eBook Collection now includes more than 350 eBooks selected especially for Ohio's 4th and 5th grade students – FREE through INFOhio. The collection of eBooks includes features designed to help your students build the reading skills they need for a successful future.

As a valuable literacy tool that can be used in teaching and for developing student independent online reading skills, Storia will help students read, comprehend, and analyze digital text, creating learners who are digital and media literate.

Ready to get started with Storia? Watch this webinar recording to get a complete walk-through of the Storia program, including FAQs for how to set up an account and get students started. Plus, as the webinar navigates you through the resource, you will learn first-hand how to apply digital reading best practices in your classroom with teacher-driven tips on instruction to personalize learning for your students.

Although this webinar has passed, you can still watch the recording and complete a short quiz to earn a contact hour certificate.

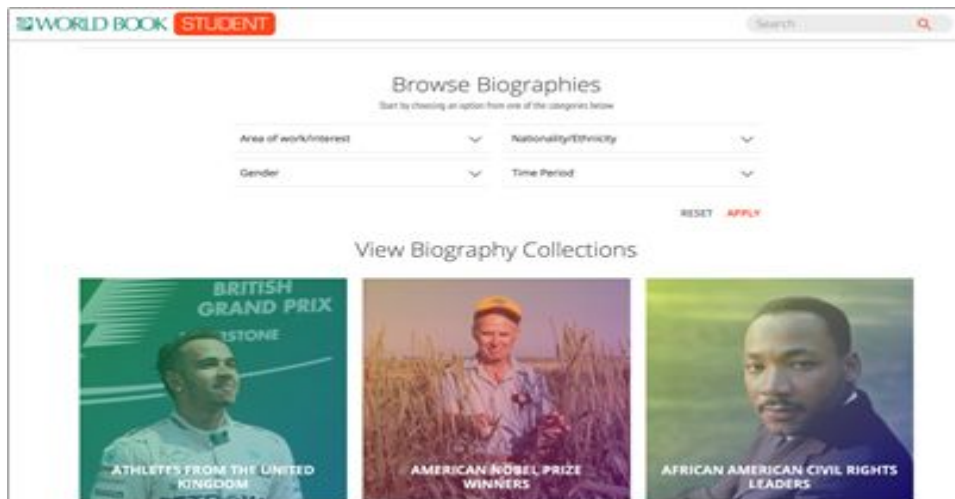Do you have questions about Storia: Ohio's 4th & 5th Grade eBook Collection from INFOhio? Send them to INFOhio at support.infohio.org.
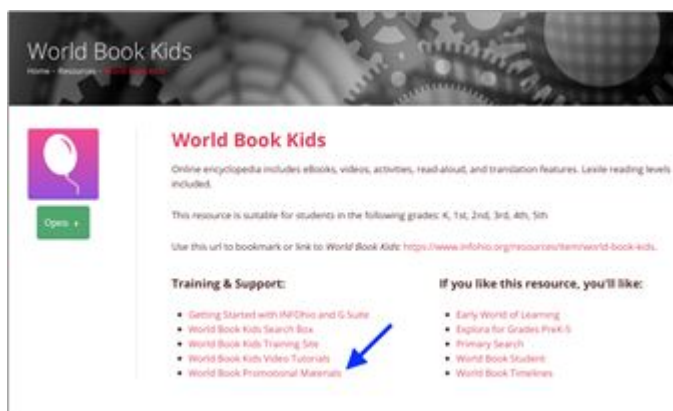
**INFOhio Invites You to Explore the Enhancements
in World Book Student**

Expand the world as students know it with new enhancements to World Book Student from INFOhio.

World Book Student is an online encyclopedia that includes eBooks, videos, activities, read-aloud, and translation features. Students can explore over 150 **new** articles in World Book Student, and they can also now browse all articles by Subject feature.

The Biography Center within World Book Student has not only undergone a complete redesign, but 100 **new** biographies have also been added. Students can now easily search or even browse by area of work, nationality, gender, or time period. The biographical articles students find in World Book Student are trustworthy and authoritative. Every biographical article includes a citation helper that gives students a rough draft of the citation in several different formats, making it easy for students to use the information they find while avoiding plagiarism.

If you're looking for a way to promote World Book resources from INFOhio in your school, library, or classroom, check out the new World Book posters. You can find all of the World Book promotional materials by clicking the World Book Promotional Materials link on the More Info (or i-button) page for any World Book resource.

For more information on World Book, please contact INFOhio at support.infohio.org.

We hope you enjoyed our May 2019 Newsletter.
If you need additional information, please visit our webpage at
http://www.access-k12.org
Enjoy the Spring and Summer months ahead.