



# ACCESS Newsletter

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 Main Number - 330-702-7860



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[support@access-k12.org](mailto:support@access-k12.org)

Bring on the Sunshine!

## SPRING IS HERE!

As we entered our 8th month of this school year, we are beginning to think about the 2018-2019 school year. While students will be winding down, staff and administrators will be ramping up in preparation. For ACCESS staff, summer is probably our busiest time of the year. Summer consists of network upgrades along with the traditional student roll-over, fiscal closings and new-year beginnings. New product implementations are also addressed during the summer months.

ACCESS staff remains here to serve your needs. We are just a help-desk ticket, phone call, or email away. Let us know your needs.

Looking forward to sunshine and blue skies,  
 Lisa

"The sun was warm but the wind was chill. You know how it is with an April day. ~Robert Frost

## ACCESS May ASSEMBLY MEETING

**Where:** Das Dutch Village Inn  
**When:** Monday, May 14, 2018  
**Time:** 11:30 a.m. - 3:00 p.m.  
**Lunch will be provided.**

### AGENDA

Assembly Meeting - State of ACCESS report  
**Special Presentation** by Special Agent Robert Carson, Youngstown FBI sharing information on School Security, Social Media, etc.

Election of ACCESS Board members for terms expiring May 2018

- **CC Supt – Don Mook (May 2016 – May 2018)**
- **CC Treasurer – Charlene Mercure (May 2016–May 2018)**
- **MC Supt – Vince Colaluca (May 2016 – May 2018)**
- CC Supt – Chuck Adkins (May 2017 – May 2019)
- MC Supt – Toni Viscounte (May 2017 – May 2019)
- MC Treasurer – Jim Phillips (May 2017 – May 2019)



**POSSIBLE OFFERINGS...on our radar!** We are working on several IT offerings requested by our schools.

**IPTV - Internet Protocol TV** - We are investigating a hosted solution that could support districts who have interest in this area. Our first meeting is scheduled for next week to discuss product and infrastructure solution. Shortly afterwards, we will offer a demonstration of the product for your consideration.



**Hosted Backup Services** - We have been asked to look into developing storage options for schools who would like to utilize ACCESS as a backup site. If you have such an interest, we will work with you individually to determine your needs and provide a cost for this service.

**Hosted Security Camera Service** - We have been asked to research and provide information to schools about a possible hosted security camera solution through ACCESS. Several schools have outdated security equipment in place needing refreshed. We are working with a company to evaluate the best way to approach this on behalf of our schools. Presently, two districts have permitted us to evaluate their needs and provide information. If you are interested in this venture, please let us know as well. A demonstration of the product is being scheduled for your review.

**Virtual Server Capacity** - ACCESS continues to provide virtual server capacity and backup for our schools. Before you purchase new server hardware, let us quote you space in our virtual server environment. A virtual server may save you money in the long run and free up having to purchase additional hardware.

**Virtual Cisco Wireless Controller** - During conversations with Cisco, we determined we may be able to offer virtual Cisco wireless controller space in our virtual environment. If you are currently utilizing an "old" controller and wish to upgrade to something newer, we can virtualize your controller and host it for you. If your Access Points are of a newer model, you should be able to continue to utilize those devices. If this is of interest to you, please let us know so that we can work with you to see if we can provide this service at a cost savings.

### Consortium Purchases

**KnowBe4 - Cybersecurity training and remediation.** Through a Management Council initiative, providing reduced costs, we have been able to purchase KnowBe4 materials for cybersecurity training and remediation. There are tons of videos available for training. If you have an interest in acquiring a few licenses to utilize this product within your environment, please let me know. This material can satisfy your cyber training requirements for teachers, staff and students. <https://www.knowbe4.com/>

### GoGuardian - The all-in-one solution for google-powered schools.

In partnership with the Management Council, negotiations are underway for state-wide consortium pricing for the GoGuardian product. Per GoGuardian, the product provides "cloud-based filtering and self-harm alerts to teacher/student chat and screen sharing, GoGuardian has everything you need for a successful tech program." As soon as we receive final consortium pricing, we will share.

## FISCAL SERVICES

### Upcoming Fiscal Meetings

- ★ *Catastrophic Costs* - ODE - 4/11/18 - MCEC Room 109
- ★ Fiscal Advisory Committee - 4/13/18 - MCEC Computer Lab
- ★ *Classic USAS Intermediate Training* - 4/20/18 - MCEC Computer Lab
- ★ Fiscal Advisory Committee - 5/4/18 - MCEC Computer Lab
- ★ Fiscal Advisory Committee - 5/11/18 - MCEC Computer Lab
- ★ *Fiscal Year End Review* - 5/25/18 - MCEC Room 103 A-B
- ★ *Fiscal Forum* - 5/25/18 - MCEC Room 103 A-B
- ★ *Five-Year Forecast Submission Training* - 5/22/18 - MCEC Computer Lab



### OASBO Trainings - details on their website

- 2018 Annual Workshop and Trade Show - 4/17/18 - 4/20/18 - Columbus
- New Treasurer Survival Series 104 - 5/10/18 - Columbus
- ODE Transportation - Financial Reporting & Data Collection - 6/22/18 - Twinsburg
- Fall School Finance Workshop 2018-2019 - 10/18/18 - Twinsburg

### Financial Collections

- **Five Year Forecast - Required Spring Update (FY18)** - 4/3/18 - 5/31/18
- Five Year Forecast - Final Optional (FY18) - 6/5/18 - 8/10/18

### Staff Collections

- Final Staff and Course Collection (FY18) - 2/6/18 - 7/13/18

### Redesign Update

ACCESS is in the process of creating SSDT Redesign test site instances for every district served. Hopefully, that task will be finished in the very near future. As district sites are completed, we will notify the district Treasurer of its availability and login credentials. These instances are test sites and are not connected to live files. This is your opportunity to familiarize yourself with the Redesign software. We are interested in your feedback. Please take the time to log in and see what you think. We will be discussing the Redesign at the Fiscal Forum on 5/25/18. Please bring your feedback and share.

### Kudos to the Fiscal Advisory Committee!!

The Fiscal Advisory Committee has been hard at work troubleshooting areas of the Redesign. They will be sharing their findings at the Fiscal Forum. If you are not able to attend the Fiscal Forum, please feel free to forward your feedback to any member of Fiscal Advisory Committee or the ACCESS Fiscal Team. We appreciate your efforts!!

### SSDT Videos - Redesign Demo

<https://www.youtube.com/watch?v=fXJai3dqTY4&feature=youtu.be>

# 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](mailto:student@access-k12.org). If this is an EMIS question, please email [emis@access-k12.org](mailto: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!



## New Module in Student Information!

On March 10th, we installed the 17.3.0 release which included the new **Student Absence Intervention** Plan needed for the HB410 requirements. This will aid districts in managing the needed components for intervention plans as well as maintaining the EMIS reportable elements. The new Student Absence Intervention screen has been added to the student Attendance menu.

From this screen, you can:

- ★ View a summary of the student's excessive absences, habitual truancies, and any thresholds the student has met
- ★ View the district's responsibilities
- ★ Create and update absence intervention information for the student
- ★ Print absence intervention letters

## Standards Based Report Cards

Now is the time to start planning updates or additions to your standards based report cards for the 2018-2019 school year. We would like to have open communication with your district and/or teacher leaders about changes or new report cards you might be considering. It's important to have these discussions within your district prior to meeting with ACCESS in the Spring. We will be scheduling times to meet with all standards based districts (or those considering) before the end of the school year. Please feel free to contact us if you have any questions about standards based report cards!



## NEW Perfect Attendance Report

A new report has been added The Analytics Hub to aid districts in determining students who have Perfect Attendance (missed zero hours of school). The report titled "Yearly Absence Detail with Perfect Attendance" will list all students and their absence information, with the last column showing Total Absence Hours. Users can either use Post Filtering to narrow down by building, or this report can be exported into Excel and filtered by building and Total Absence Hours.



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

The first time you login, you must use the "Forgot Password?" feature.

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/roster/>. This includes guidelines, FAQs, training information, videos and learning modules.

## Samegoal (IEP Anywhere)

Did you know that Samegoal (IEP Anywhere) is not for special education only? Districts have the ability to create, RIMPs, WEPs, WAPs, 504 Plans and EL plans from IEP Anywhere. If you'd like additional information, please send an email to [student@access-k12.org](mailto:student@access-k12.org).



ODE recently published updated Special Education Forms, revised December 2017 and February 2018. Districts are required to use these updated forms beginning Fall 2018 for the 2018-19 school year. These forms will be available July 1, 2018 (for districts that did not choose the Early Bird option of April 2, 2018).

This forms update will include:

- PR-02 Parent Invitation
- PR-05 Parent Consent for Evaluation
- PR-06 ETR
- PR-07 IEP
- PR-09 Services Plan
- OP-6A Progress Report

All NEW documents created in the system will use the updated forms after the form update. Any existing document already created will be unaffected, and remain in its original format. This is done so that existing information is not disrupted, and because in numerous places there is not a one-to-one mapping between forms.

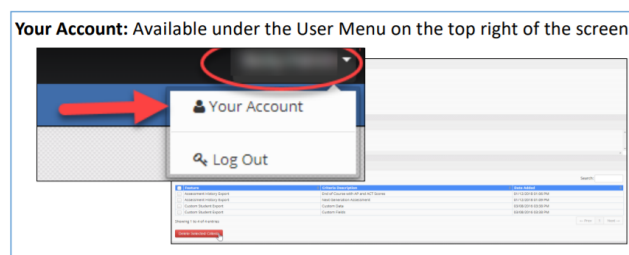
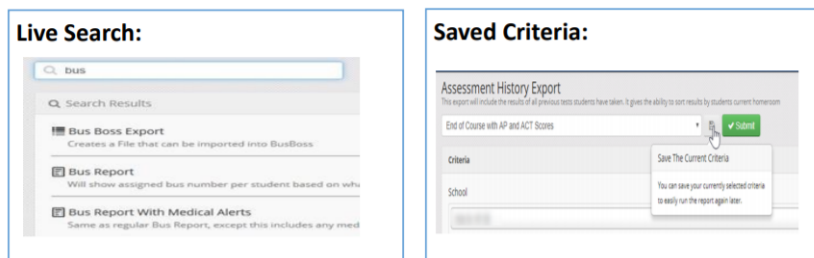
Existing district and user-level banks will automatically copy into updated form fields where appropriate. All documents will continue to be viewable and editable in their original format. ODE has published extensive universal support materials for IDEA guidance. Many districts are using these support materials for training internally or attending a training performed by their SST.

## Harmony Reports

Harmony has been updated with a new look, two new reports, an update to the Assessment History Export, and new features. Harmony login is available at <https://harmony.access-k12.org>. You will use your existing StudentInformation username and password. If you need access, please complete the form found on our website under Student Services.

### New Features Include:

- **Live Search:** A search box is on your home page and on dropdowns and tables. Results are displayed as you type.
- **Saved Criteria:** You can save your criteria on every report so that you can easily rerun that report again later.
- **Your Account:** A new page that displays your current user access, and allows you to view, remove and save report criteria you have created.



**Assessment History Export** - This report has been updated to include all assessments from the StudentInformation > Student > Assessment menu. The list of Student Assessments has been cleaned up on the selection page. In the output, the Grad Points Total column has been removed. The Grad Points column is still listed to display the individual Grad Points for each assessment.

**New Graduation Points Summary Report** - The new Graduation Points Summary report is available under the Graduation/Eligibility category. This report generates an Excel spreadsheet of your data from the StudentInformation > SIS > Student > Graduation Points > Grad Points Search page. Grade Level and Student Status filters are available when running the report.



## UPCOMING STUDENT INFORMATION TRAININGS

Please discuss within your district to ensure the appropriate individual(s) attend as needed. Registration is available and required from the ACCESS website at <http://www.access-k12.org>. To register for an event, use your email address and password.

- April 16th     *Scheduling Worksession-Open Lab*  
9:00am - 3:00pm at MCECSC Computer Lab
- April 18th     *Student Absence Intervention Module*  
9:00am - Noon at MCECSC Computer Lab
- AdHoc Attendance Reports and Letters - Open Lab*  
1:00-3:00pm at MCECSC Computer Lab
- April 23rd     *Student Absence Intervention Module*  
9:00am - Noon at MCECSC Computer Lab
- AdHoc Attendance Reports and Letters - Open Lab*  
1:00-3:00pm at MCECSC Computer Lab
- April 24th     *Scheduling Worksession-Open Lab*  
9:00am - 3:00pm at MCECSC Computer Lab
- Student Absence Intervention Module*  
9:00am - Noon at CCCTC Computer Lab
- AdHoc Attendance Reports and Letters - Open Lab*  
1:00-3:00pm at MCECSC Computer Lab
- May 15th      *Elementary Scheduling*  
9:00am - Noon at MCECSC Computer Lab
- Scheduling Worksession-Open Lab*  
1:00-3:00pm at MCECSC Computer Lab
- May 23rd      *Elementary Scheduling*  
9:00am - Noon at MCECSC Computer Lab
- Scheduling Worksession-Open Lab*  
1:00-3:00pm at MCECSC Computer Lab

*"Far and away the best  
prize that life offers is the  
chance to work hard at  
work worth doing"*

*~Theodore Roosevelt*

## UPCOMING EVENTS

### PROGRESSBOOK SUITE RETREAT 2018

Monday, April 30 to Tuesday, May 1, 2018  
Hilton Columbus at Easton

Full 2-day conference for all ProgressBook Suite users.

For more information and to register visit:

<https://progressbook.corsizio.com/c/592dc3abf2d83a09b380a34e>



OAEP Spring Conference 2018  
Monday, May 7 - Tuesday, May 8, 2018  
Hilton Columbus at Easton

Visit the OAEP website at <http://www.oaep.net> for additional information.

# EMIS SERVICES

## ODE ITC EMIS Training

Starting with the April ODE ITC EMIS Training, ODE will be back on the road conducting trainings at ITCs. The ACCESS April session is scheduled for Monday, April 9, 2018 from 1-3 p.m. at Mahoning County Educational Service Center.



## ODE New EMIS Coordinator Training

ODE is hosting a full day (8:00 a.m. to 4:00 p.m.) New EMIS Coordinator Training for EMIS Coordinators with 3 or fewer years of experience. New EMIS Coordinators can select from one of the two training dates, Friday, April 13, 2018 or Monday, April 16, 2018. Training registration is available through STARS.

## Upcoming ACCESS EMIS Trainings

- ★ Updating Gifted Student records 04/20/2018 - 9 am-12 pm MCECSC Computer Lab
- ★ Troubleshooting CTE Reports 04/26/2018 - 9 am- 1 pm. MCECSC Computer Lab
- ★ EMIS Coordinator Meeting 04/27/2018 - 9 am- 3 pm Columbiana Career Center - Library
- ★ Reviewing the State Student Id 05/03/2018 - 9 am-12 pm MCECSC Computer Lab
- ★ Calendar Reporting 05/03/2018 - 1 pm- 3 pm MCECSC Computer Lab
- ★ Updating Majority of Attendance 05/10/2018 - 9 am- 12 pm MCECSC Computer Lab
- ★ Open EMIS Work Session 05/10/2018 - 1 pm- 3 pm MCECSC Computer Lab
- ★ EMIS Coordinator Meeting 05/18/2018 - 9 am- 12pm Columbiana Career Center - Library

Registration is available from the ACCESS website at <http://www.access-k12.org>.

## FY18 Student Year-End EMIS Reporting Periods

ODE has announced that due to additional Local Report Card requirements, many of the FY18 Year-End reporting periods scheduled to close July 27, 2018 will be moved up to earlier in the month of July. It is expected that the new dates will be released after April 10, 2018. As soon as this updated information is released, we will share it with you.

## Important - 2017-2018 Testing Dates

Spring 2018 Ohio State Test results for English language arts, mathematics, science and social studies tests will be available to districts in the Online Reporting System (ORS) on the following dates:

- All subjects and all grades for students who tested **ONLINE** available for download **Monday, June 4th**.
- Grade 3 ELA results for **paper** testers whose document was returned on-time and per procedures will be released **Friday, June 15**.
- Results for all other **paper** testers whose document was returned on-time and per procedures will be released **Tuesday, June 26**.

## FY18 Student EMIS Collections currently open:

Midyear Student Collection - closes April 30, 2018  
SOES End of Year Student Collection - closes TBD  
Spring Alternate Assessment Collection - closes TBD  
Career Tech Assessment Collection - closes October 12, 2018  
Summer and Fall End of Course State Assessment Collection - closes April 13, 2018  
Spring End of Course Assessment Collection - closes TBD  
Child Outcome Summary Assessment collection - closes July 13, 2018  
Early Learning Assessment Collection - closes June 29, 2018  
Spring State Assessment Grades 3-8 Collection - closes TBD  
OELPA Assessment Collection - closes TBD  
Other Accountability Assessments - closes TBD  
Calendar Collection - Final - closes TBD  
March Follow-up Collection - closes April 13, 2018  
Final Staff and Course Collection - closes July 13, 2018  
Five Year Forecast - Required Spring Update - closes May 31, 2018  
SOES Student Contact(s) Collection - closes TBD  
Student Cross Reference - closes TBD



To access the complete [EMIS Data Collection Calendars](#).

[-http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars](http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars)

## NETWORK SERVICES

### Web Filter - Lightspeed

We made it through another year of March Madness! If you haven't already done so, turn the March Madness 2018 category back on (allowed - green check mark) - In the Rocket dashboard; Web Filter>Policy Assignments>Rulesets. Find the appropriate rule set, scroll down the category list, find the "March Madness 2018" category, move the slider to green. Save and deploy. This will ensure the content delivery domains hosting video and images that were categorized as MM 2018 will be allowed once again.


From Lightspeed Systems...


The Most Popular Websites in Every Grade Level May Surprise You

<http://community.lightspeedsystems.com/filtering/most-popular-websites-by-grade-level/>

### ACCESS Network text alerts coming soon!

This alert system is an opt-in service that is hosted at ACCESS through our partnership with TEC and will be used to notify you of network service disruptions, system outages, and maintenance reminders via text messages. We are just about ready to test this new platform for important message delivery, so watch your email for details on how to opt-in to this service!

 Click logo to learn about TEC

  
**ACCESS TEC ALERTS - Contact List Number Submissions**  
Thank you for choosing to add contact number(s) to:  
The Education Connection Alert System.  
  
**One-time Texting Opt-In:**  
To receive text messages you **must OPT-IN** by texting: **tec** to: **64085**  
Standard message rates apply and you may need to contact your carrier to verify your device can receive messages from a "short code" sender.

Enter required fields to begin

Phone Number

First Name

Last Name

Email Address (optional)

Categories

ACCESS Service Alerts

**Reminder...** this is a service already available to our VoIP customers as part of our bundled offering. If you are not on the ACCESS VoIP system, we can work with you to provide this service at a minimal cost. Let us know if you are interested in a quote.

### Google Team Drives

Team Drives are shared spaces for teams to store their files in Google Drive and guarantee that every member has the most up-to-date information, no matter the time or place.

Team Drives files are **owned by the team members** (not an individual) and stay put exactly where they are even when a team member leaves the group or leaves your district.

#### Benefits

- Team Drives is designed to **centralize your shared files**.
- Team Drives eliminates the issues with individual owners. Team Drives are designed to store the team's work collectively, so if a document's creator moves off the team or leaves your district, that document doesn't go with them.
- Team members are prevented from accidentally removing or deleting files that others need.

#### How to Get Started

- Visit [Google Team Drive](https://gsuite.google.com/learning-center/products/drive/get-started-team-drive/#/) at <https://gsuite.google.com/learning-center/products/drive/get-started-team-drive/#/>

Email Archiver: <https://archiver.access-k12.org/>

Password Self-Service: <https://selfservice.access-k12.org/>

## LIBRARY services

### INFOhio Early Learning Portal

<https://www.infohio.org/early-learning>

Check out this new portal for early learners



### ISearch - Search Tool

Search nearly all INFOhio resources at one. Search box can be found on the main INFOhio page <https://www.infohio.org>

### ICoach: INFOhio's Certified ICoach Program

Looking for professional development support? INFOhio sponsors a regional ICoach team and district/building ICoach team that can help you with your professional development needs.

<https://www.infohio.org/educators/pd/icoach-program>



**Don't forget the INFOhio Educator's Resource Pages.**

Tons of resources for your classroom. <http://infohio.org/educators>

Thank you! We hope you find our newsletter beneficial.

ACCESS Staff