ACCESS Newsletter August 2018

BACK TO SCHOOL...

ACCESS has been busy helping schools prepare for the new school year. Fiscal year closings, student roll-overs, software upgrades, and implementation of new things occur during our summer months. We look forward to the Fall.

Lisa

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

STAFF ADDITION

We welcome Patrick Rager to ACCESS as Director of Technology. Pat comes to ACCESS from Involta and brings with him a wealth of knowledge to assist us in determining technology trends to pursue. Pat also has fiber experience and will assist in managing the ACCESS Fiber plant. Welcome Pat! Pat can be reached at 330-702-7876 or rager@access-k12.org

E-RATE UPDATE

ACCESS is fulfilling all E-Rate 471 funding requests for Erate FY18. Thank you for trusting us to provide you with services.

REFLECTIONS FOR CONNECTING TO THE ALPHA

The new version of Reflection is here! All districts will need to update before September 1st to meet ACCESS' security requirements. We're in contact with your tech coordinators about the update, so expect to see them after year-end has been processed to get that installed.

LIBRARY SERVICES

Summer updates to the library server have been completed, as well as updates to the ISearch servers. We appreciate everyone's patience while that maintenance was being conducted. As a result of the updates, library staff will be prompted to update WorkFlows the next time they login. Please remember not to do the update if your account doesn't have privileges to install programs. Your tech coordinator may have to do the update for you.

WIRELESS SERVICES

E-rate equipment orders are flowing in and the gear is getting to the districts. Please let us know if you run into any problems. We're happy to assist.

Fiscal Services

Upcoming Fiscal Worksessions
★ Period H (Capital Assets) Worksession - 8/17/18 - MCESC Computer Lab

Upcoming Fiscal Redesign Trainings for all districts
★ SSDT USPS-r Redesign Training - 8/22/18 - MCESC Computer Lab
★ SSDT USAS-r Redesign Training - 8/24/18 - MCESC Computer Lab
★ SSDT USAS-r Redesign Training - 9/19/18 - MCESC Computer Lab
★ SSDT USPS-r Redesign Training - 9/21/18 - MCESC Computer Lab
★ SSDT USAS-r Redesign Training - 10/16/18 - MCESC Computer Lab
★ SSDT USPS-r Redesign Training - 10/17/18 - MCESC Computer Lab

Upcoming Fiscal Redesign Preparation Sessions for transitioning districts
★ Friday, September 21, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, October 5, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, October 12, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, October 19, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, October 26, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, November 2, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, November 9, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, November 16, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, December 7, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm
★ Friday, December 14, 2018 - MCESC Computer Lab - 9:00 am - 3:00 pm

OASBO Trainings - details on their website
● The Essentials of Human Resources 2018 - 2019 - 8/28/18 - 8/29/18 - Columbus
● Accounts Payable/General Accounting Seminar NE Region - 9/25/2018 - Twinsburg
● Payroll & Benefits Seminar for Support Staff NE Region - 9/26/2018 - Twinsburg
● New Treasurer Survival Series 102 - 10/3/18 - Columbus
● Crucial Conversations Workshop - 10/4/2018 - 10/5/2018 - Columbus
● NE Region Fall School Finance Workshop 2018-2019 - 10/18/18 - Twinsburg
● Essentials of Financial Management & Administration - 11/7/2018 - 11/8/2018 - Columbus
● Essentials of Business Operations - 11/28/2018 - 11/29/2018 - Columbus

Financial Collections
➢ Financial Collection (FY18) - 6/1/18 - 8/31/18
➢ Five Year Forecast - Final Optional (FY18) - 6/5/18 - 8/10/18
➢ Financial Supplemental FY18 Reporting Period (H) - 9/4/2018 - 9/28/2018

Staff Collections
➢ Final Staff and Course Collection (FY18) - 2/6/18 - 8/10/18

Redesign Update
ACCESS has begun setting up training sessions to begin the migration of districts to the new redesign state software. We are in the process of designing two types of trainings. The first, shown above as Redesign Trainings for all districts, are intended for anyone interested in learning more about the redesign to develop a comfort level with the software in preparation to move forward in the future, as well as, those districts beginning the process to transition to the redesign software in the upcoming wave. The second, shown above as Redesign Preparation Sessions for transitioning districts, are intended for districts on the schedule to transition to the new software in this wave - those districts on our list to transition from January 1, 2019 - March 31, 2019. We are finalizing the selection of volunteers to transition for this period of time. The software has made great strides over the past couple of years and we are looking forward to working closely with our districts to make the transition a success! Although it is still a work in progress, we have to keep in mind that the current Classic Software has developed over a period of 30+ years and the redesign software will continue to develop over time. For planning purposes, the anticipated discontinuance of the classic software is slated for the end of 2021.

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. 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!

Google O-Auth for Students in ParentAccess

Exciting news for districts! Student accounts in ParentAccess can now be set to authenticate using Google logins. We've had positive feedback from districts, and many have expressed interest in using this feature. We are working on the back-end configurations, and the *ParentAccess Beginning of Year* training will cover the steps districts will need to take in order to enable this feature. Please make sure appropriate personnel in your district are registered and will attend this training!

G Students Sign in with Google
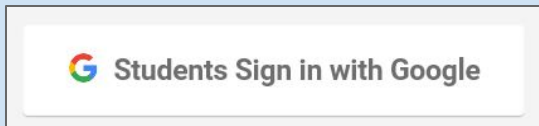
one small positive thought in the morning can change your whole day

Student Schedules in ParentAccess

Once schedules are finalized in StudentInformation and integration has run for your district, students and parent will be able to see schedule and teacher information in ParentAccess. There are a couple of ways to restrict the Schedule page, however, there is currently no way to eliminate the scheduling information from displaying on the Student Planner page.

If you are concerned with this information populating prior to school (or schedule pickup day), the current "workaround" is to completely disable ParentAccess for students and parents until you are ready for this data to be visible. To temporarily turn off ParentAccess, your GradeBook Administrator will need to do the following:
- From PA Admin, select District Settings
- Select "No" for *Enable this District*
- Save the update

Just remember, you will need to repeat these steps, selecting "Yes" when you'd like to make ParentAccess available again!

Same Goal (IEP Anywhere) Webinars

SameGoal is offering no cost, public webinars for all users.   The full list of webinars is available at https://samegoal.com/iep/g/support/webinars, and upcoming sessions are listed below.

August 2018
- Wed 8/22 11:00-12:15pm EST - Refresher Training - Administrative Users
- Fri 8/24 12:00-1:15pm EST - Refresher Training - Special Education (OH)
- Fri 8/31 10:00-10:45am EST - Refresher Training - Special Education (ME)
- Fri 8/31 12:00-1:15pm EST - Refresher Training - Special Education (OH)

September 2018
- Tue 9/4 3:15-4:30pm CST - Refresher Training - Special Education & 504 (WI)
- Wed 9/5 11:00-12:15pm EST - Refresher Training - Administrative Users
- Thu 9/6 11:15-12:30pm EST - Refresher Training - Gifted Education (OH)
- Thu 9/6 3:15-4:30pm EST - Refresher Training - Special Education (OH)
- Fri 9/7 11:15- 12:30pm EST - Refresher Training - Section 504 (OH)
- Tue 9/11 3:15-4:30pm CST - Refresher Training - Special Education & 504 (WI)
- Thu 9/13 11:15-12:30pm EST Refresher Training - Gifted Education (OH)
- Thu 9/13 3:15-4:30pm EST Refresher Training - Special Education (OH)
- Fri 9/14 11:15-12:30pm EST Refresher Training - Section 504 (OH)

samegoal.
iep anywhere

STUDENT Services Trainings

Trainings have been added to the ACCESS calendar to assist with back to school preparations. Registration for these sessions is required. Individuals attending training will need to register from the ACCESS webpage, www.access-k12.org.

Sessions will be held at:

Mahoning County Educational Service Center   *or*   **Columbiana County Career and Technical Center**
7320 N. Palmyra Road, Canfield, OH 44406   9364 State Route 45, Lisbon OH 44432

Please pay close attention to the times and locations for each session

New User StudentInformation
This session is for users who are new to StudentInformation. We will cover basic navigation of the system.

- Thursday, August 2nd - 9:00-3:00 - Columbiana County Career and Technical Center

Attendance Refresher
This session is a refresher training for attendance as there is nothing new since the close of 2017-2018 school year for attendance. In this session we will cover how to setup absence types, enter attendance and review the HB410 District Task list. *Additional sessions will be made available in September.*

- Monday, August 6th - 9:00-12:00 - Columbiana County Career and Technical Center

Homerooms & Lockers
We will cover the process to bulk assign students to Homerooms, as well as review the Locker module in StudentInformation.

- Tuesday, August 7th - 9:00-11:30 - Mahoning County Educational Service Center

Fees
We will be reviewing the various options for creating and assigning student fees in Student Information, as well as the fee reports available.

- Tuesday, August 7th - 12:30-3:00 - Mahoning County Educational Service Center

StudentInformation Back to School   *(we ask that all districts please be represented at one of these trainings)*
We will review settings and make sure all tasks are completed to ensure a smooth "back to school" in StudentInformation. The intended audience is district point(s) of contact for StudentInformation. Attendees should take the information back to their district and disseminate to appropriate personnel.

- Friday, August 10th - 9:00-11:30 - Columbiana County Career and Technical Center
- Tuesday, August 14th - 12:30-3:00 - Mahoning County Educational Service Center

Parent Access - Beginning of Year   *(we ask that all districts please be represented at one of these trainings)*
We will be reviewing Administrative setup and processes for Parent Access. These sessions are intended for those individuals who have Administrative roles in Progressbook (Master Level), and those who set up, create, and manage the Parent Access portal and accounts. Attendees should also have access to the Student Contacts & ParentAccess Accounts screens in Student Information.

- Wednesday, August 8th - 1:00-3:00 - Columbiana County Career and Technical Center
- Monday, August 13th - 1:00-3:00 - Mahoning County Educational Service Center

GradeBook Back to School   *(we ask that all districts please be represented at one of these trainings)*
We will be reviewing administrative and back to school processes in GradeBook. Intended audience - GradeBook Point(s) of Contact

- Wednesday, August 8th - 9:00-12:00 - Columbiana County Career and Technical Center
- Monday, August 13th - 9:00-12:00 - Mahoning County Educational Service Center

Standards Based GradeBook Training for Points of Contact & Teacher Leaders
This session will cover navigation within a teacher's gradebook, and understanding how the report cards function in a standards based environment. Intended audience - GradeBook Point(s) of Contact, district/building teacher leaders.

*Due to seating capacities, we ask that the number of users per district be limited - attendees should take the information back to their district and share with remaining personnel.

- Friday, August 10th - 12:30-3:00 - Columbiana County Career and Technical Center
- Tuesday, August 14th - 9:00-11:30 - Mahoning County Educational Service Center

Discipline Refresher
We will review the process for entering and editing Discipline Incidents in Student Information, as well as creating discipline reports and letters. Intended audience - school administrators, counselors, secretaries; anyone who is entering and editing Discipline Incidents in Student Information.

- Wednesday, August 15th - 9:00-12:00 - Mahoning County Educational Service Center

EDIT CALENDAR PERCENTAGES

Edit Calendar Percentages

Edit the attendance percentages of calendars for date ranges in which the student attends more than one school building.

Start Date	Stop Date	School	Calendar	Attendance Percentage (%)
Jul 01, 2017	Jul 28, 2018	ACCESS High School	HS Default 2017	50
		ACCESS Middle School	MS Default 2017	50

Save Cancel

Does your district have any students who are concurrently enrolled in multiple buildings within your district? Need an example? *A student attends the middle school all day but goes to the high school for just one class.* There are a number of scenarios where students may attend multiple buildings, so remember to review and update the Edit Calendar Percentages page (this screen can only be accessed at the district level). This affects attendance calculations and ensures accuracy for both EMIS reporting and HB410 compliance.

EZ QUERY - NEW LOOK AND ADDED FUNCTIONALITY

With the 18.0 release, the SIS Student Search has been updated to remove unneeded checkboxes and added additional selections. The SIS Student Search EMIS subtab has also been reorganized into accordion lists based on the tabs on the Edit Student Profile screen.

Coming in the 18.1 release, the Shared Student Data will also be updated with additional selections and reorganization on the pages.

These are great enhancements and we think you will find them helpful!

NEW STAFF - SECURITY UPDATES

Adding a new user to StudentInformation is a 4-step process:

1. Tech department creates/transfers the Active Directory account (this creates the Username)
2. User Account
   a. If the user is coming from another ACCESS district, request an account transfer
   b. If the user is brand new and has never worked in another ACCESS district, create a NEW account
3. Staff Member Record
   a. Required elements include State ID (no bogus IDs!), Primary Building, School email
   b. Job Function - 1 record *per building*; can have multiple job functions in a building
4. Associate the User Account with the Staff Member record

**We are recommending district no longer add staff accounts directly to GradeBook, but rather create them in StudentInformation and allow them to move over with integration. Creating an account directly in GradeBook is limiting functionality for that account.

REMINDERS:

● Integration dates are set! District integration will begin on the Monday two weeks prior to the week your district starts school. If you need to change this date, please email student@access-k12.org.

● Schedules must be finalized in order for integration to move student schedules and teacher rosters to GradeBook. To lock your building's schedule in place, select the appropriate Final Schedule Result on the StudentInformation Options page.

● Set Required Homerooms for Homeroom Attendance must be completed in GradeBook in order for teachers to take attendance. This can be done prior to the start of school, however, the periods of the day will not populate to this page until the first day of school.

● If you are using the Student Transfer feature to register a student in StudentInformation, remember to clear out the student email field found on the General tab of the student profile. This ensures the student will generate an email account within your district.

EMIS *education management information system*

Open Student Reporting Collections

FY18 Collections

Spring Alternate Assessment Collection FY18
2/15/2018-08/10/2018
EMIS reporting of Alternate Assessment records

Career Tech Assessment Collection FY18
4/6/2018-10/12/2018
EMIS collection of CTE Technical Assessments (GY) and Industry Credentials (GW)

OELPA Assessment Collection FY18
02/23/2018-08/10/2018
EMIS collection for any entity that administered the OELPA assessment.

Spring OGT Assessment Collection FY18
05/04/2018-08/10/2018
This collection is required for any entity that had students participate in the spring administration of the Ohio Graduation Tests.

Other Accountability Assessments FY18
02/15/2018-08/15/2018
This collection is required for any entity whose students were administered the Non-Statewide assessments that impact accountability. These assessments include Industry Credential (GW), SAT, ACT, AP and ACT WorkKeys.

Calendar Collection – Final FY18
10/03/2017-08/10/2018
This collection is required for calendar reporting for all entities.

Graduation Collection – FY18
05/04/2018-10/19/2018
The Graduation collection captures data related to graduating students. This data includes diploma information and all data necessary to verify that the student has met CORE and testing graduation requirements.

Final Staff and Course Collection – FY18
02/26/2018-08/10/2018
This collection is required for all EMIS reporting entities. The collection includes staff employed any time in FY18. This collection includes master course, student course and related data for the entire school year. Student data from StudentInformation and USPS data via the SIF are used in this collection.

FY19 Collections

Retention Reporting All Grades FY19
07/27/2018-08/31/2018
This collection is the only opportunity to report the Retained Status for all students in grades KG-23.

Student Cross Reference FY19
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.

FY19 Collections – *opening soon*

SOES Beginning of Year FY19
Planned availability – 08/03/2018-07/19/2019
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 required ODE reporting.

SOES Student Contact(s) FY19
Planned availability – 8/3/2018-07/19/2019
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.

The Ohio District Data Exchange – ODDEX

The Ohio District Data Exchange (ODDEX) is the primary application for a number of smaller applications used by districts for data verification and exchanges. Access to ODDEX and the applications are determined by a user's SAFE account.

Features of the application include SOES, SCR, Records, CCP, Tuition and Calendar reported data.

SOES
The SOES application is used by community schools, STEM schools and districts of residence to determine student enrollment and residency. SOES allows resident districts to review the residency of students reported by the community and STEM districts and determine if the student does belong to their district and approve or set flags. This also allows the community schools and STEM districts to view resident district comments and flags.

SCR
The SCR (Student Cross Reference) application is to be used by all EMIS reporting entities to verify enrollment for funding. In SCR, districts will see records for all students for whom they have submitted data.

Records
The Records application is a tool districts may use to see student past enrollments, assessments, special education and *soon to be released* Graduation Cohort information. The *Assessments* tab is available if a student has had any assessment data reported in the current or prior years. The *Special Education* tab will be available if the student has had any special education events reported to EMIS in the current or prior years. The *Grad Cohort* tab (coming soon) will be available if the student has any graduation cohort data from current or prior years. For all tabs, access is determined by the users' SAFE account roles. As soon as student data is submitted to SCR, this information is available the next day. This tool is helpful in EMIS reporting. Data available is from 2009 to the present time.

CCP Application
The College Credit Plus (CCP) application is to be used by all EMIS reporting entities and Higher Education Institutions as a means to verify CCP enrollment, as well as the credit hour rate charged for those courses for payment to the Higher Education Institutions.

Tuition
The Tuition Application is to be used by EMIS reporting entities as a means to verify tuition information/payments. Tuition data within ODDEX is populated from data submitted to ODE during the Student (S) Collection Requests.

Calendar
The Calendar application is where Community school sponsors will be able to review and approve calendars for the schools they sponsor. Community school users who are not sponsors, will be able to view their calendar information and the approved status of their calendar. For traditional districts, JVSDs, etc. calendar information is also available.

Upcoming EMIS Trainings:

ODE/ITC EMIS August Training
Wednesday, August 22, 2018
9-11 a.m.
Mahoning County Educational Service Center

OEDSA
Ohio Education Data Systems Association
September 12-14, 2018
Doubletree Worthington
175 Hutchinson Avenue
Columbus, Ohio 43235

StudentInformation EMIS Training for New Support Staff
Friday, September 7, 2018
9:30 am to 3 p.m.
OhioNet, 2nd Floor, 1500 W. Lane Avenue
Columbus, OH
(Training is for district EMIS Support Staff with 2 years or less experience.)
To register, please email emis@access-k12.org

Stay tuned for additional EMIS meetings and trainings.

Network services

Welcome!

We welcome **East Palestine City Schools** to the ACCESS Voice-Over-IP (VoIP) services. If you are in need of VoIP services, please give us a call.

We welcome **Heartland Christian School** back to the ACCESS fiber network. We look forward to providing high-speed Internet access and web filtering.

Phone Changes
August is one of the busiest months of the year in terms of staff returning and preparations being made in every district for the first day of school. We remind everyone that when a request comes in for phone changes, try to include as much information as possible, especially if an individual has retired or has left your district. We would like to keep our Corporate Directory up-to-date for your use.

Network Upgrades
We have been working all summer to upgrade key network devices on the ACCESS fiber network. Security is a priority for us to ensure that our devices are protected with the latest security patches available.

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 more information, Securly Product Overview

Quotemaster.org