

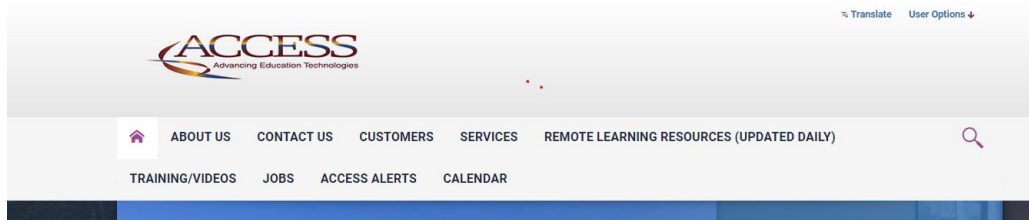
# ACCESS Newsletter

## April 2020

### HAPPY SPRING!

March and April surprised us all with the immediate need to transition to online learning, training and support. Fortunately, we are navigating this change together. ACCESS continues to be available to serve your needs.

We have also included a number of [Remote Learning Resources](#) on our website. Visit <http://www.access-k12.org>. Resources are updated daily and include locally developed, state provided and vendor support documentation.



Stay Safe,  
Lisa & Staff

“Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.” ~Bill Gates



<http://www.access-k12.org>

Main Number: 330-702-7860

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

### ACCESS ASSEMBLY MEETING

The Spring meeting has been rescheduled.

DATE: Wednesday, May 6, 2020

LOCATION: ACCESS offices or remotely.

TIME: 9:30 a.m.

The meeting agenda will respect our members time.



INFOhio has a number of resources available. Among them are [Webinar Recordings](#) on a number of valuable educational topics. If you missed a training option, you can find the recording here. <https://www.infohio.org/campus/webinars/recordings>

## How do I keep up-to-date with remote learning through INFOhio?

For the latest on how INFOhio can support remote learning, please see [Keep Calm and Carry On with INFOhio!](#) This article is continually updated with the latest information. For questions regarding INFOhio's remote learning resources, please reach out at [support.infohio.org](mailto:support.infohio.org). You can also [stay connected](#) with INFOhio by signing up for INFOhio's listserv and newsletter or like and follow INFOhio on [Facebook](#), [Instagram](#), and [Twitter](#).

Library support by [INFOhio](#).  
Phone number: 330-702-7875  
Support Email Address: [support@infohio.org](mailto:support@infohio.org)



## When it comes to remote learning, where should I begin?

Prepare for remote learning with resources, lessons, and more that all Ohio PreK-12 schools can use. Your students can keep calm, carry on, and keep learning with INFOhio!

Ohio's schools serve different populations of students and parents. INFOhio provides equitable access to high-quality instructional content. In the [Remote Learning Blog Series](#), INFOhio shares two ways to deliver INFOhio content to students who are not present in the school building: print and digital.

INFOhio provides many resources for Ohio students that contain content in both print and digital form. Check out the options below that are perfect for learners of all ages – even parents.

- [Remote Learning with INFOhio: Ages 3-5](#)
- [Remote Learning with INFOhio: Grades K-5](#)
- [Remote Learning with INFOhio: Grades 6-8](#)
- [Remote Learning with INFOhio: Grades 9-12](#)
- [Remote Learning with INFOhio: The First Few Weeks](#)
- [Remote Learning with INFOhio: Supporting Parents](#)

Have questions or need help with your username and password? Contact [support.infohio.org](mailto:support.infohio.org).

## Does INFOhio offer training on remote learning?

INFOhio's latest webinar series to support remote learning started in March and continues into April. *Be the Helper—Support Ohio's Remote Learning with Quality Content from INFOhio* is for INFOhio's IPartners, ICoaches, Providers, and all other education professionals who want to learn how to help support teachers with remote learning.

In this series, participants will learn how to be the helpers for remote teaching and learning with INFOhio's digital content. In addition to sharing more about how to use INFOhio resources and tools, INFOhio invites educational experts (that's you!) to share best practices, observations of what works, and personal anecdotes from your current remote teaching and learning experiences. Each webinar will be held at noon, will last 1 hour, and participants can earn contact hour certificates for attending. Click the links below to watch the recordings:

- [IWonder & Genius Hour \(Grades 4-10\) Recording](#)
- [Points of View Reference Center \(Grades 7-12\) Recording](#)
- [World Book Resources \(Grades PreK-12\) Recording](#)
- [Find Texts for All Grades and All Subjects \(Grades PreK-12\) Recording](#)

The *Be the Helper* webinar series will continue throughout April with three additional topics. Click the links to register:

- [Early Learners Go Digital \(Ages 3-5\): Thursday, April 9 at noon](#)
- [Hands-on Science for Remote Learning \(Grades K-5\): Friday, April 17 at noon](#)
- [Hands-on Science for Remote Learning \(Grades 6-12\): Friday, April 24 at noon](#)

For more information about this series, see [INFOhio Webinars: Be the Helper—Support Ohio's Remote Learning with Quality Content from INFOhio](#).

# FISCAL SERVICES

## IMPORTANT DATES - MARK YOUR CALENDAR!

**The next Staff and Course Collection - Final (FY20) (2020L2FNL) L** is open from 2/4/2020 to 8/7/2020. Continue reporting the same staff as reported for the initial submission.

**Five Year Forecast - Required Spring Update (FY20) (2020P2MAY) P** is open from 4/1/2020 to 5/31/2020

**Five Year Forecast - Final Optional (FY20) (2020P3OPT) P** is open from 6/5/2020 to 8/7/2020

**Financial Collection (FY20) (2020H0000) H** is open from 6/1/2020 to 8/31/2020



## Upcoming Fiscal Trainings for All Districts

### Redesign Trainings

April 21, 2020                      USAS-r #2 Training 9:00AM - 3:00PM  
May 5, 2020                        USAS-r #3 Training 9:00AM - 3:00PM

April 29, 2020                      USPS-r #2 Training 9:00AM - 3:00PM  
May 20, 2020                        USPS-r #3 Training 9:00AM - 3:00PM

### Fiscal Year End Meetings

Classic - Friday May 29, 2020 9:00AM - 11:30AM  
Redesign - Friday May 29, 2020 1:00PM - 3:30PM

# FISCAL SERVICES

## REDESIGN UPDATE....

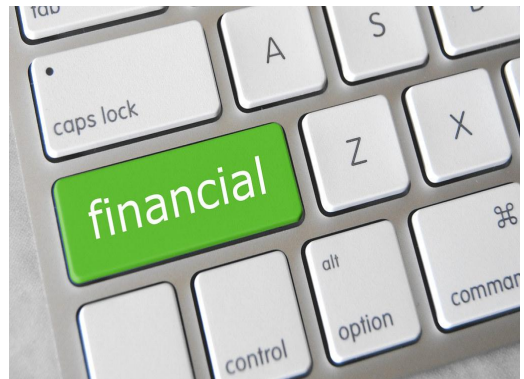
As of April 10, 2020, there are now **14** ACCESS districts live on the redesign software. Migrations continue with typically six districts working toward going live during each wave. ACCESS continues to offer quarterly trainings, virtual for now, for those preparing to go live or interested in getting a jump start on training. It is recommended that district staff attend two sessions of redesign training prior to going live on the software. Districts planning to go live between July 2020 and December 2020 should consider attending training between April 2020 and June 2020. Prep Sessions have been discontinued due to the current pandemic but will be offered again on Thursdays for districts going live in the current wave once conditions permit. These should be utilized for data prep work, additional training needs, and parallel processing. Future go live districts should reserve Thursdays during their go live wave for these purposes as well.

### **Districts remaining in current wave for go live between Jan 2020 and June 2020:**

Beaver  
Campbell  
Columbiana Exempted Village  
Salem  
Struthers

### **Next wave districts for a go live between July and December 2020:**

Boardman  
Mahoning County ESC  
Mahoning Council of Government  
Mahoning Unlimited Classroom  
Mahoning Valley Stem  
Youngstown Community School



# NETWORK SERVICES

## CYBERSECURITY INFORMATION - DHS Cyber Hygiene Alerts

ACCESS has recently signed up for Department of Homeland Security Cyber Hygiene Assessments. These scans are run against our internet edge network and help to identify any potential internet-exposed vulnerabilities.

District technology coordinators will receive notification of any identified vulnerabilities and ACCESS staff will assist to resolve any critical and high priority issues.

## Alpha server security - NEW DATE

Last school year we rolled out a new version of Reflection. The reason for that was increased security for your fiscal staff and fiscal data.

ACCESS was scheduled to disable the less secure telnet access to the Alpha server at the end of March, 2020, but due to the current circumstances have pushed that date back to **until 4/24/20**. All future connections after 4/24/20 need to be SSH v2. You shouldn't have to do anything, as all organizations upgraded Reflection last year. However, if you have any folks still using the old Reflection, it will no longer work after telnet is turned off.

Please contact us if you have any questions about this change.



## ACCESS Tech Talk

Staying in touch to share, learn and support each other.

Wednesdays 1:00 PM

Information to join is [HERE](#)



## ACCESS VOIP SERVICES - Jabber App

ACCESS rolled out a new service called **Jabber** for our VoIP districts. This app allows you to use your computer or cell phone as if it were your desk phone at school. Calls to your school phone will ring on your Jabber app just as if you were sitting at your desk at school. When you make calls with Jabber, they will appear to be from your phone at schools. There are several other features, like instant messaging, included as well.

If you need further information, just let us know or speak with your local technology representative.



# STUDENT SERVICES

## Autocrat - Easily share student-specific documents via gmail



If you are looking for a way to easily share out student-specific information in bulk via gmail, the Autocrat add-on in Google Sheets is a great way to make this happen! Autocrat gives you the ability to merge information from your spreadsheets into other formats, like documents or PDFs, then email this information individually to each student using a bulk process. This would be a great way to disseminate usernames and passwords for the Online Course Request module of StudentInformation, or send ParentAccess registration keys to contacts. You would need a spreadsheet containing the data to merge, the document you wish to send out with the merged tags, and the Autocrat add-on installed in Google Sheets. Once you run the process, you can also save copies of each merged document to a folder in your Google drive.

Step-by-step instructions are available [here](#). This can be used for many things beyond just student-centric options or those suggested above. Take a look - it's a pretty slick process!



## Posting Official Reports Cards on ParentAccess

We are encouraging districts to take advantage of the ability to publish official report cards to ParentAccess. This provides each student/parent a PDF copy of their report card which can be downloaded, printed, or saved for their own use. This can also be made available for staff to quickly view the most current report card for each student.

Instructions for publishing [traditional report cards](#) from StudentInformation and [standards based report cards](#) from GradeBook are available from the Help sections in each platform.

The training videos for each type of report card are available on our website under [Student Services > ProgressBook Suite Training Videos](#).

## Scheduling Trainings and Work Sessions

Until further notice all trainings will be held via Zoom, and all Scheduling Open Lab / Work Sessions are cancelled. When training dates get closer, information will be sent out with details and registration links. If you need assistance with scheduling questions please submit a ticket (email) to [student@access-k12.org](mailto:student@access-k12.org) with details of your question/situation, and we can work via email, phone, or using Zoom. Even though we may not be meeting in person, we are still here to help you!



*I am only one, but still I am one. I cannot do everything, but still I can do something;  
and because I cannot do everything, I will not refuse to do something I can do.*

~Edward Everett Hale

# EMIS - Upcoming Trainings and Work Sessions

Until further notice, all ACCESS EMIS trainings will be held via [Zoom](#). For the month of April, the following trainings are scheduled.

## EMIS Alliance Trainings

*EMIS Alliance is a collaboration between ODE, the MCOECN and ITCs. The Alliance trains ITC staff who then train district staff with the purpose of improving EMIS data quality.*

Troubleshooting the CTE Reports  
Monday, **April 27, 2020** from **9 - Noon**

## EMIS Coordinator Meeting

We will cover the year end reporting requirements for FY20 Final S and SOES reporting and FY20 Graduate reporting details.

Thursday, **April 30, 2020** from **9 a.m. - 3 p.m.**



## ODE ITC EMIS Training

The ODE ITC EMIS Training for the months of April/May will be conducted by ODE via Skype. The following dates and times are available. To participate in one of these sessions, you must register from your *OH/ID account > Training and Registration > STARs Dashboard*. (Only register for one - all are the same). ODE will release the link and document to you closer to the date you are registered.

Date	Time	Registration Deadline (12 pm)
Monday, 4/27/20	1-3 pm	4/23/20
Tuesday, 4/28/20	9-11 am	4/24/20
Wednesday, 4/29/20	1-3 pm	4/27/20
Thursday, 4/30/20	9-11 am	4/28/20
Friday, 5/1/20	9-11 am	4/29/20

## EMIS Work Sessions

Although we cannot conduct in-person EMIS Work Sessions, we remain available to work through EMIS reporting issues with you. If you would like assistance, please send an email to [emis@access-k12.org](mailto:emis@access-k12.org). Include details of the subject in question. We can work with you individually via Zoom, phone or email.

## EMIS and COVID-19

Many areas of EMIS reporting are impacted by the current pandemic. One way to keep abreast of what is happening is from the ODE website, specifically the [COVID-19 Information for Ohio's Schools and Districts](#) page. This site is updated frequently and includes information regarding Early Learning, Grading, Promotion and Retention, Graduation Requirements, Accountability and the Ohio Report Cards, TGRG, etc.

## ACT Test Results

We've received notification that the cd we receive with ACT results will be delayed. The ACCESS ACT cd in the past has included both National and State test results. As of the last ACT cd received and loaded, State test results were not included for any district. As soon as we have further information regarding this, we will let you know.



## Open EMIS Student Reporting Collections

As of publication, the following EMIS Student Collections are posted to the Data Collector. Please note that some Collections may be removed (spring assessments, etc.) and others may see changes to their close dates. Please continue to submit Collections where data is available and collections are open.

### FY20 Collections

#### Midyear Student Collection (FY20)

**01/03/2020-04/30/2020**

Midyear collection of student data for all Traditional Districts, JVSd, ESCs, and State Supported Schools. Data reported is used for school funding, federal reporting and other ODE requirements.

#### SOES End of Year Student Collection (FY20)

**01/03/2020-08/11/2020**

This collection is required for all Community School and STEM districts reporting of student data. Data reported is used for school funding, federal reporting and other ODE requirements.

#### Staff and Course Collection - Final (FY20)

**10/01/2019-08/07/2020**

This collection is required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY20. . This reporting includes students and their course records.

#### March Follow-up Collection (FY20)

**1/31/2020-05/01/2020**

The March reporting period is where Perkins IV student follow-up survey information of CTE Concentrators who left secondary education during the 2018-2019 school year. Districts begin to collect survey information no earlier than January 1st. ODE expects to release the files of students who will be included in the March Follow-Up reporting. All For districts with this reporting requirement, ACCESS will load your student file to the EMISFFE (flat file editor for you).

#### Calendar Collection - Final (FY20)

**10/01/2019-08/07/2020**

This collection is required for all EMIS reporting entities.

#### Student Cross Reference (FY20)

**07/05/2019-08/07/2020**

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) Collection (FY20)

**08/02/2019-08/11/2020**

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.

#### Child Outcome Summary Assessment Collection (FY20)

**10/18/2019-08/28/2020**

Required collection for students given the Early Learning COS assessments. Beginning last school year, ESCs no longer submit these results to EMIS. All reporting is from the district of residence.

#### Kindergarten Readiness Assessment Collection (FY20)

**09/27/2019-04/24/2020**

This is the required collection for the Kindergarten Readiness State Assessment.

#### OGT Assessment Collection (FY20)

**10/08/2019-08/07/2020**

This collection will include OGT results administered anytime during this fiscal year.

#### DPR Growth Assessment Collection (FY20)

**10/25/2019-08/07/2020**

This collection allows dropout recovery schools to submit MAP Assessment results.

**The complete *FY20 EMIS Data Processing Calendar* is available from the [ODE website](#).**

## ERATE SEASON...

**Form 471 Filing Window closes  
Wednesday, April 29th**

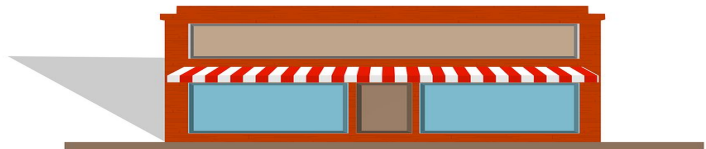
Visit

<https://www.usac.org/e-rate/> for  
additional information.

**WHEN YOU CAN'T  
FIND THE  
SUNSHINE, BE THE  
SUNSHINE.**

## THE ACCESS STORE

**SHOP WITH US!**



**Consortium Offerings** - through our partnerships, discounted pricing is available on the following products and services. We hope to continue adding to this list.

- **Fred Pryor Learning Solutions** -Online and In-person training  
<https://www.pryor.com/>
- **Knowbe4 Cybersecurity Training** courses for students/staff  
<https://www.knowbe4.com/>
- **Zoom Video Conferencing** with Ohio BECM and DLA content  
[www.oecn.org/shop](http://www.oecn.org/shop)
- **GoGuardian** - Safe Digital Learning for Schools [www.goguardian.com](http://www.goguardian.com)
- **Generation Yes** - Student Technology Leaders curriculum/program.  
[www.genyes.org](http://www.genyes.org)
- **TEC** - Bully Tip Lines, Text Messaging, etc. <http://www.tec911.net/>
- **Schoology** - <https://www.schoology.com/>
- **Illuminate Education** - <https://www.illuminateed.com>
- **Data Map** - <https://www.progressbook.com/datamap/>

**For special pricing, give Lisa a call or email [smith@access-k12.org](mailto:smith@access-k12.org)**