



News, Notes, & Reminders

Your source for information about the ProgressBook Suite, EMIS, IEP Anywhere, and Infohio

April 28th, 2016

Reminders

Don't forget to complete your ProgressBook surveys. We send these out annually to our ProgressBook administrators to collect pertinent information and communicate various items. Kathy Rose sent the link out earlier this week or you can access the survey [here](#).

For districts who are requesting changes to report cards for next school year, HCC needs those changes communicated to us by July 1st, 2016. If you have questions about changing your report cards, please be sure to log a Cherwell ticket.

Major Milestone

If you've ever visited our offices, chances are you've had the pleasure of speaking with Henrietta Philpot, HCC's Executive Assistant. Not only is Henrietta the proud owner of the smiling face you see in the picture to the right, she's an integral cog in the wheel that we call "HCC".



Last Friday marked Henrietta's 20th year of service at HCC! We celebrated with cake and laughter and thought our districts might also appreciate hearing about Henrietta reaching this milestone. Congratulations to Henrietta! HCC appreciates all that you do to make this a great place.

EMIS News and Notes

HCC will be holding our FY16 Yearend EMIS meeting on Tuesday, May 17th at 9:30 a.m. We'll be covering Yearend EMIS reporting requirements, some best practices, and FY17 changes. EMIS Coordinators can sign up [here](#).

We've received a number of questions related to College Credit Plus (CCP) recently. The "data load" for CCP is still an ongoing process and has not yet been fully completed in the ODDEX CCP module. At this point, the only data reflected in ODDEX for CCP is data that is coming from the colleges/universities. There are no match percentages available yet and it's possible you can't see some or all of your students in the system. Once the load process is complete, we anticipate an ODE Newsflash to districts indicating that the 45-day timeline has officially begun.

Upcoming Dates

- April 29th** - Midyear Student Collection Expires
- May 2nd/3rd**- Ohio Assoc. of EMIS Professionals (OAEP)
- May 17th** – End of RV Teacher Roster Verification Phase
- May 17th** – FY16 Yearend EMIS Meeting
- June 3rd** – End of RV Principal Review/Approval Phase
- June 3rd** - CTE Assessment Collection Expires
- July 1st** – Due date for changes to Report Cards

To ensure that you are reporting your CCP data correctly:

- Make sure that CCP students' FS-standing records reflect the appropriate Sent To Reason, Sent To Percents of Time, and IRNs of the higher education institutions.
- Check the location IRN values on your CCP courses. These should all be pointing to the college/university.
- Check to be sure that the Curriculum Code on CCP courses is coded as "PS".

Karen and David will both be out of the office on May 2nd and 3rd in order to attend the OAEP Conference. They will be monitoring Cherwell tickets on these dates so please be sure to log a ticket if you have EMIS questions or need assistance.

Instant Access to Assessment Data

Imagine how valuable it would be to access assessment scores and benchmark data for each of your students, whenever you need it. You can have this and more with ProgressBook's DataMap solution.

"DataMap has been a great addition and extremely helpful to our teachers, parents and administrators. Our district has been learning how to implement the different tools in DataMap for the past two years and have found it to be very useful by being a 'One Stop Shop' for data; easy flow from one program to the other with one sign on to SPS, SIS, and DataMap; assists in identifying gifted students, and student needs, by comparing data points and multiple measures, district assessments, state assessments, attendance, interventions, marks; a wealth of information at parent meetings and conferences. The teachers and administrators use it to see growth measures and charts by district, school, classroom, and individual students. DataMap has impacted the way we look at data and has certainly streamlined the process. On a side note, the data is easy to load...a click of the button and you are finished." – Lisa Hair, Director of EMIS at Milford Exempted Village School District

To learn more about DataMap or schedule a demo for your district email david@mail.hccanet.org.

ProgressBook Suite

With the Third Quarter came a rise in the use of the Electronic Report Card Vault. If you are using the report cards in GradeBook, you will need to run a "Final" and then, once it is ready, you will need to "Finalize" them in order for them to show up in ParentAccess.



If you are using the report cards in StudentInformation, you will need to create specific "Load Settings" after selecting your criteria in the R700. You will also need to "Schedule" the report cards for archiving into the ParentAccess site. We'd also like to point out that the Archive Date is the run date and defaults to the End of Quarter. You can change this date but the report cards will not run or show on ParentAccess until after this date. The schedule date is the date the report cards will show on ParentAccess.

If you have questions about this process, please don't hesitate to create a Cherwell ticket or reach out to julie@mail.hccanet.org.

Roster Verification

Roster Verification is the process that facilitates validation of which teacher teaches what subject to which students in support of the value-added student growth measures. Roster Verification directly involves educators in the process that assigns instructional responsibility for the students they teach.

Subjects Included:

- Grades 4, 5, 6, 7 and 8 Math and English Language Arts
- Grades 5 and 8 Science;
- Grade 6 Social Studies;
- Algebra I for high school credit;
- American History for high school credit;
- Biology for high school credit;
- English I & II for high school credit;
- Geometry for high school credit; and
- Integrated Math I & II for high school credit.

Data has been loaded for all districts participating in this process that completed their "Data

Authorization Form". The School Setup phase also finished this week and the remaining phases are detailed below:

- Teacher Roster Verification Phase (April 27 – May 17) – teachers claim instructional responsibility for the subjects/courses they taught, review class rosters, and assign percentages of instruction provided to each student.
- Principal Review and Approval Phase (May 18 – June 3) – building principals perform a final review of classes before giving final approval to submissions.

OnBase for Student Records

In the years between enrollment and graduation, a student record can generate a lot of paper, which in turn can create a lot of headaches when it comes to secure access, distribution and storage of student information. OnBase Record Management System can eliminate that headache. By integrating with your student software, OnBase allows you to easily route, manage and archive your student documents. Imagine having each student's cumulative folder at your fingertips. No dust, no spiders, and all in one place – OnBase.

If you're interested in a demo or pricing information related to OnBase, please contact laura@mail.hccanet.org.