



# News, Notes, & Reminders

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

March 31, 2016

## Reminders

HCC will be sending out our annual ProgressBook surveys in the near future so be on the lookout for those. Also, if any districts have building projects going on or remodeling taking place that will affect your building configurations for next year be sure to let us know. In the event that you have new lockers, we can help you out by loading the new locker numbers and combinations into StudentInformation using a file template.

## Did You Know?

If you have a Cherwell account with HCC, you don't have to log into Cherwell to create a ticket. You can simply send an email to either [studentsupport@mail.hccanet.org](mailto:studentsupport@mail.hccanet.org) for Student Services related requests or send an email to [infohiosupport@mail.hccanet.org](mailto:infohiosupport@mail.hccanet.org) for requests related to Library Services. You can also log comments on tickets by responding to the email notifications you get for Cherwell tickets.

HCC also has open lab sessions every Wednesday at our Mount Healthy location and every Thursday in the upstairs computer lab at Clermont County ESC in Batavia. Whether you need help with a specific thing, need assistance with a variety of tasks, or if you just need a quiet place to work, we'd love to have you! If you plan on attending any of our open lab sessions, please be sure to let us know in advance so that we can arrange to have the appropriate staff available.

## New Certified Vendors

[ScheduleSMART](#) and [eSchoolView](#) have now completed the certification process and are certified ProgressBook integration partners. Capture Education's



ScheduleSMART products automate the building of master schedules by connecting with various student information systems and using variables (student interests, learning styles, pre-requisites, requirements, and more) to make schedules that are focused on students' needs.



eSchoolView helps schools build relationships with communities and increase parent engagement through its easy-to-use content management system and integrated software (online forms, registration, facilities management, LMS and more ). The company serves public and private schools of all sizes.

## Report Card Changes Due

If your district or building plans to make any changes to your report cards in GradeBook or StudentInformation for next school year, those changes must be submitted to HCC by July 1<sup>st</sup>, 2016. Please pass this information along to the folks in your district who are responsible for this. If you have questions, please let us know via Cherwell.

### Upcoming Dates

- March 31<sup>st</sup>** – Gifted Identification cutoff date for LRC
- April 1<sup>st</sup>** – First Staff and Course Collection Expires
- April 6<sup>th</sup>** – OTELA Assessment Collection Expires
- April 12<sup>th</sup>** – Prescheduling & Batch Sched Training
- April 15<sup>th</sup>** – HCC Librarian User Group Meeting (MHS)
- April 18/19<sup>th</sup>** – ProgressBook Suite Retreat
- April 29<sup>th</sup>** – Midyear Student Collection Expires
- July 1<sup>st</sup>** – Due date for changes to Report Cards

## ProgressBook Suite Updates

HCC has received and will be installing v.15.3 of the ProgressBook Suite in the near future (date TBD). This release contains a number of enhancements and resolved issues in each of the applications. Some of these updates have been highlighted below:



### StudentInformation

- Multiple updates to Family Groups
- Ability to tab through all fields on the Complete Registration tab of the Student Registration Wizard screen
- Graduation Only Test Records can now be entered for EMIS reporting (no longer need FFE)
- Ability for Community Schools to add historical addresses for the Student Contacts Summary

### DataMap

- Multiple updates to Student Objectives
- Ability to import assessment scores for the Cogat Form 7 and the Iowa Assessments Form E/F for school years 11/12 – 15/16
- Ability to import scores for Cogat Form 6 and Iowa Tests of Basic Skills Form A/B/C for school years 07/08 – 15/16.

### GradeBook

- Updates to Beta Assignment Standards
- Various bug fixes

### SpecialServices

- Ability to add multiple goal pages to the WEP – Gifted WEP task
- Various bug fixes

### ParentAccess

- If enabled by your district, electronic report cards for non-public school students can now be viewed in ParentAccess
- Parents and students can now sign up for accounts using email addresses with longer email address domains (i.e. “.school”)

Also, VirtualClassroom now integrates with Google Docs! To learn more about VirtualClassroom or arrange a free trial period, please email [david@hccanet.org](mailto:david@hccanet.org).

## EMIS News and Notes

Don't forget to report data via the Student Cross Reference manifest. By law, districts are required to report students within thirty days of enrollment or withdrawal. HCC advises submitting this data on a regular basis (at least weekly).

Students who are identified as gifted after March 31<sup>st</sup> will be counted on the gifted indicator beginning on the following year's Local Report Card. For example, if a student is identified gifted after March 31<sup>st</sup>, 2016, that student will be counted for the gifted indicator on all subsequent report cards beginning in 2016-2017.

College Credit Plus (CCP) is coming “soon” to ODDEX. The following new CCP roles are currently available for assignment in OEDS:

- Data View-CCP – able to view data only
- Verifier-CCP – able to view data, add and view comments, add and view reviews/flags

As a reminder, EMIS Coordinators, Directors, and Supervisors will have access to view data, add comments, and add/view LEA flags by default without having to assign any additional roles. Superintendents, by default, will be able to view data, add/view comments, and add/view LEA reviews/flags.

## Library News

HCC's Librarian User Group Meeting will take place on Friday, April 15<sup>th</sup> from 11:30 a.m. – 2:30 p.m. at Milford High School. It is critical that all librarians attend, as training will be provided for the libraries that recently launched ISearch Local. In addition, required ISearch Local configuration planning will take place for the libraries that will launch ISearch Local soon.

To learn more about implementing ISearch Local at your INFOhio automated school library, visit the [ISearch Local Toolkit](#) or feel free to reach out to Tracy Varner at ([tracy@hccanet.org](mailto:tracy@hccanet.org)).

Also, HCC has a broad selection of services to support any school library program. Look to us for various staffing, multi-platform training, and library management consulting options. All of these new services are available in addition to INFOhio's Sirsi/Dynix Library Automation software solution and training in the use of INFOhio's

Online Resources. Let us help you meet the learning needs of students and promote the professional development of K-12 educators.

## 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.

School set-up will be taking place from April 11<sup>th</sup> – 26<sup>th</sup>. Teacher linkage will occur between April 27<sup>th</sup> and May 17<sup>th</sup> to be followed by the Principal Approval process that will run from May 18<sup>th</sup> to June 3<sup>rd</sup>.

## Meet the Team

Many of you have had the pleasure of working with or talking to Jeff Ewing over the years. Jeff has been with HCC for 15 years.

Raised in Pittsburg, PA he is a devout Steeler fan. Jeff lives in Mason with his wife, four kids and dog, Samson. In his off hours, Jeff enjoys working on his Jeep, cheering for top-seeded basketball teams to lose, and trying to figure why



more people didn't leave Virginia for West Virginia when they had the chance (an obvious jab at a co-worker).

We're fortunate to have Jeff as part of the HCC team as his humor, quick wit, and vast expertise not only keep us on our toes but also help us effectively serve our customers.

## ProgressBook Suite Retreat

Join ProgressBook, the Management Council of the Ohio Education Computer Network (MCOECN), and ITCs for a two-day conference at the Hilton Columbus at Easton on April 18<sup>th</sup> and 19<sup>th</sup>. Attendees will learn the latest tips, techniques and practices for using ProgressBook and other solutions to boost productivity and enhance the student learning experience.

This year's expanded conference features more than 25 concurrent sessions covering a wide range of topics to meet the needs of technology users throughout your district. Presenters include ProgressBook team members, ITC staff, district users, and other subject-matter experts.

For additional cost, registration and agenda information checkout the [Software Answers Retreat Page](#).

