

Student Information



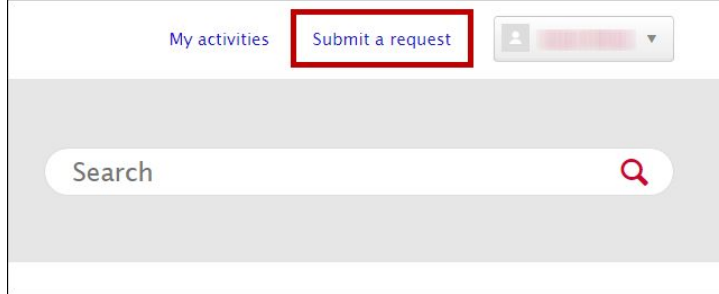
Tuesday, August 8, 2023

General Support

Help Desk -

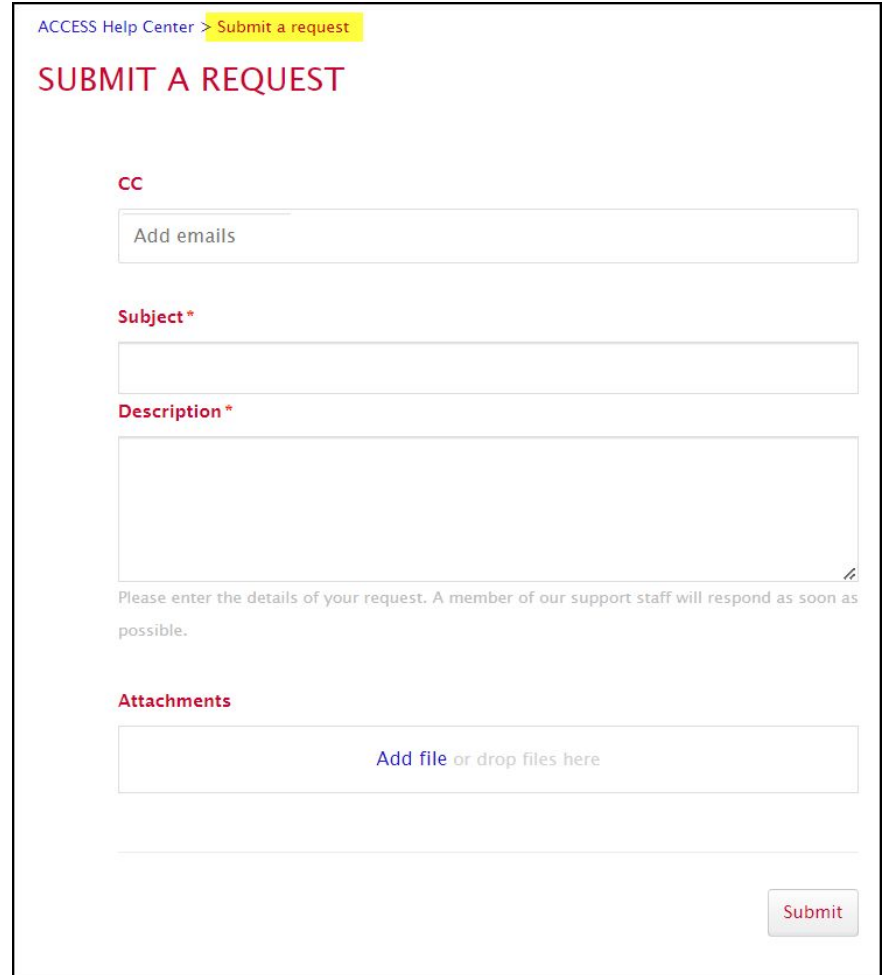
<https://accessohio.zendesk.com>

(sign in with Google)



My activities **Submit a request**  

Search 



ACCESS Help Center > Submit a request

SUBMIT A REQUEST

CC

Add emails

Subject *

Description *

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Attachments

Add file or drop files here

Submit

General Support

Help desk tickets can also be created by emailing:

- student@access-k12.org
- emis@access-k12.org
- support@access-k12.org

PLEASE include details - the more details provided, the better we are able to assist.

Examples:

- student name/id
- specific page in the software
- error message
- replication steps

Don't leave subject blank or "scan from..."

Before submitting a ticket, please take 5-10 minutes to search documentation

General Support

Find/update existing tickets (open, pending, solved)

The image shows a user interface for a support system. At the top, there is a navigation bar with a red-bordered button labeled "My activities", a link "Submit a request", and a user profile dropdown. Below this is a search bar with the text "Search" and a magnifying glass icon. A modal window is open, displaying the "My activities" section. It has three tabs: "Requests" (highlighted in yellow), "Contributions", and "Following". Below the tabs, there are two red-bordered buttons: "My requests" and "Requests I'm CC'd on". At the bottom of the modal, there is a search bar labeled "Search requests" and a status filter dropdown set to "Any".

My activities

Submit a request

Search

My activities

Requests Contributions Following

My requests Requests I'm CC'd on

Search requests

Status: Any

Distribution Lists

We want to ensure appropriate district staff receive email communications. Submit a help desk ticket to update distribution lists.

- New Hires (add)
- Former Employees (remove)

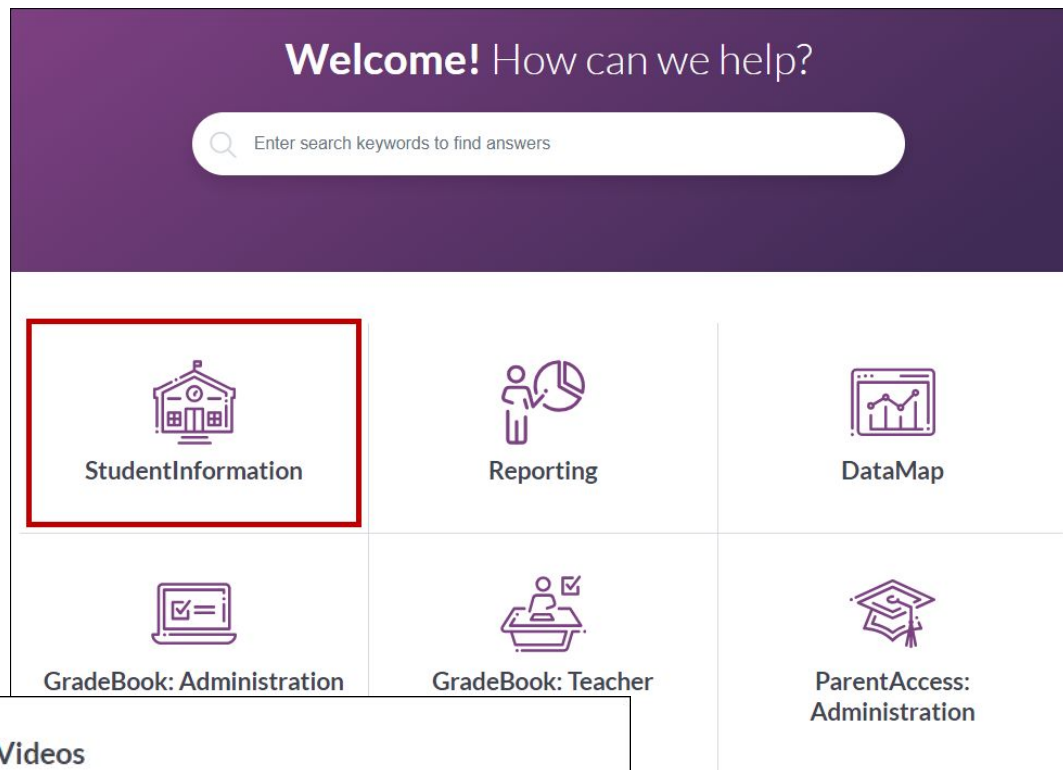
| New Message | |
|-------------|----|
| To | ?? |
| Subject | |

Categories

- | | |
|------------------|--|
| ● Superintendent | ● Curriculum Director |
| ● Principal | ● Special Education Supervisor |
| ● Counselor | ● SI Users (secretaries, nurses, etc.) |
| ● EMIS Staff | |

Documentation

Frontline Learning Center:



StudentInformation: Documents & Learning Videos

- ☆ StudentInformation: Release Notes
- ☆ ProgressBook End User Requirements
- StudentInformation Helpful Hints
- StudentInformation: Procedural Checklists
- StudentInformation: Quick References
- StudentInformation: Enhancement and Report Request Forms

[See all 9 articles](#)

Documentation

ACCESS Webpage - www.access-k12.org

Services > Student Services

- Training Recordings
- ProgressBook Suite Documentation

This screenshot shows the ACCESS website's navigation menu with 'SERVICES' highlighted. The breadcrumb trail at the top reads 'Home / Services / Student Services / Student Services Training Videos'. The left sidebar lists 'Student Services' with 'Student Services Training Videos' highlighted in yellow. The main content area is titled 'ACCESS STUDENT TRAINING VIDEOS' and contains the text: 'Click here to [SIGN IN](#). Once signed into the site, training videos on this page will become available.'

This screenshot shows the ACCESS website's navigation menu with 'SERVICES' highlighted. The breadcrumb trail at the top reads 'Home / Services / Student Services / ProgressBook Suite Documentation'. The left sidebar lists 'Student Services' with 'ProgressBook Suite Documentation' highlighted in yellow. The main content area is titled 'PROGRESSBOOK SUITE DOCUMENTATION' and contains the text: 'Click here to [SIGN IN](#). Once signed into the site, documentation on this page will become available.' Below this text is a list of documents, each with a document icon and a title:

| | |
|--|---|
| | Student Absence Intervention FT EMIS Events Cheat Sheet |
| | Sample Absence Intervention Letter Template with list of absences |
| | Sample Absence Intervention Letter Template |
| | Sample Absence Intervention Letter Template with Summary of hours |
| | Attendance Summary Sheet with Medical Column |
| | ProgressBook Parent and Student Mobile App Instructional Sheet |
| | Configuring User Records |
| | Creating a GradeBook Staff Member |

Mobile Apps



SIS Mobile App - “Progressbook SIS Admin”

- Follows privs in SI



ParentAccess App - “ProgressBook Parent/Student”

Students

- Share the **Admission/Withdrawal Scenarios with Appendix** (Procedural Checklist) with building secretaries and registration staff.
- Registration defaults – can set at district level and copy down *or* set individually by building
 - Building defaults override district defaults
- Move existing students from 22-23 to 23-24 or between buildings
 - Promo/Bulk Enroll
 - 22-23 to 23-24
 - (cannot use once first day of school occurs)
 - Student Transfer / Pending Students
 - Between ACCESS districts, between buildings, between school years
 - Registration Wizard – find strict / non-strict match
 - Matches on EMIS ID (if entered), DOB, Gender, Last Name, First initial of first name

Student Transfer

- Transfer between districts (Student Transfer / Pending Students)
 - When transferring students, **clear out email field on General Tab**
 - Can include Course History (only if ACCESS district), Attendance (External Absences)
 - *SUGGESTION* – if using 3rd party registration software, consider transferring the student in StudentInformation *first*, then syncing that student's data from the registration software
 - *BE CAREFUL if re-enrolling a student who was previously at your district. Use the “Detail” link in Pending Students if importing course history. COHI will not transfer if use Bulk option.*
 - *Please verify data - compare transcripts with cohi.*
- Marking patterns must be mapped (each year of cohi) to pull Course History
- Transfer **MUST** be done at time of registration – cannot transfer info in later

☐ I don't want to transfer course history, attendance records and assessments.

☒ I want to ...

Transfer Options:*

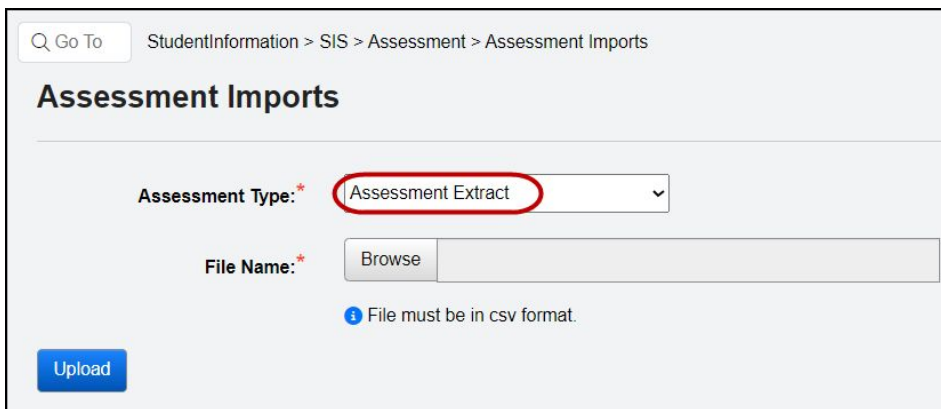
☐ Transfer Course History (Currently not available for ITC to ITC transfer)

☐ Transfer Attendance

☐ Transfer Assessment

Student Transfer - Assessment Data

- Sending district - download Assessment information to send to new school
 - [StudentInformation](#) > [SIS](#) > [Assessment](#) > [Assessment Extract](#)
 - Save as .csv
- Receiving district - Import Assessment (done at district level)
 - Must select Assessment Type = Assessment Extract



The screenshot shows a web interface for 'Assessment Imports'. At the top, there is a search bar with 'Q Go To' and a breadcrumb trail: 'StudentInformation > SIS > Assessment > Assessment Imports'. Below this is the title 'Assessment Imports'. The main form area contains two fields: 'Assessment Type:*' with a dropdown menu showing 'Assessment Extract' (highlighted with a red circle), and 'File Name:*' with a 'Browse' button and an empty text input field. At the bottom left is a blue 'Upload' button. A note at the bottom center states: 'File must be in csv format.'

Student - copy/clear data from prior year

Student Data Tasks - copy/clear information after Promo/Bulk Enroll

StudentInformation > Management > School Administration > Student Promotion > Student Data Tasks DASL Test High School ▼

Student Data Tasks

Enrollment Options ☐


| | |
|---|--|
| Clear Locker Assignments <input type="checkbox"/> | Copy Locker Assignments <input type="checkbox"/> |
| Clear Homeroom Assignments <input type="checkbox"/> | Copy Homeroom Assignments <input type="checkbox"/> |
| Clear Data Flags <input type="checkbox"/> | Copy Data Flags <input type="checkbox"/> |
| Copy Counselor Assignments <input type="checkbox"/> | Copy Transportation Assignments <input type="checkbox"/> |
| Copy Free Lunch Status <input type="checkbox"/> | |

Run Tasks

Students enrolled in multiple buildings

- Edit Calendar Percentages (*only available at district level*)
- By default set to 50% / 50% split

Q Go To StudentInformation > SIS > Student > Admission History

 **Student Name** / A

| GRADE | BIRTHDATE | GENDER | HOMEROOM |
|-------|-----------|--------|----------|
| 11 | | | |

Student Admission History Menu


Please make a menu selection

[Admission/Calendar History](#) [View Admission History](#)

[Edit Calendar Percentages](#) [View Calendar History](#)

[Edit History Details](#)

Q Go To StudentInformation > SIS > Student > Admission History > Edit Calendar Percentages

 **Student Name** / A

| GRADE | BIRTHDATE | GENDER | HOMEROOM | COUNSELOR |
|-------|-----------|--------|----------|-----------|
| 11 | | | | |

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, 2023 | Aug 22, 2023 | DASL Test High School | Junior Calendar - am | 100 |
| Aug 23, 2023 | May 22, 2024 | DASL Test High School | HS Default Calendar | 50 |
| | | DASL Test Middle School | MS Default Calendar | 50 |

[Save](#) [Cancel](#)

Students Missing SSIDs?

- Missing middle names
- Birthplace city not specified
- Make sure SSIDs are entered as UPPER case (everywhere - SI, Assessment portal, etc.)



****Reminder to enter data exactly as it appears on student's birth certificate to prevent duplicate SSIDs.*

Satellite Students


Home districts who have satellite CTC students

- Checkbox on FS-Standing tab
- For students taking satellite courses but not actually leaving the building
- If checkbox marked, attendance calculator counts students as 100% of time.

The screenshot shows the 'FS-Standing' tab of a student management interface. At the top, there are tabs for General, Additional, Custom, Private, FS-Standing (highlighted), FS-Arrival, FD-Attributes, FN-Attributes, and FN-Graduation. Below the tabs is a table with columns: Start Date, Withdraw Date, Withdraw Reason, EMIS Situation, District Relationship, District Of Residence, How Received, How Received IRN, Percent Of Time, and Attending Building. The first row of data shows a student with a start date of 7/1/2023, a withdraw reason of **, an EMIS situation of 9, a district relationship of 1, a district of residence of 1, a how received of *, a how received IRN of *****, a percent of time of 86, and an attending building of 1. Below the table, there is a checkbox labeled 'Show Current Year Only' which is checked. At the bottom, there are buttons for 'Save', 'Cancel', and 'New Student Standing', along with an 'Ignore EMIS Situation Errors' checkbox and an information icon. The 'Last Modified' timestamp is 08/7/2023 4:29 PM by User: [redacted]. There are input fields for 'EMIS ID:' and 'State Student ID (SSID):'. The 'Effective Start Date:' is 7/1/2023. A red circle highlights the 'Satellite Student' checkbox, which is checked.

| | Start Date | Withdraw Date | Withdraw Reason | EMIS Situation | District Relationship | District Of Residence | How Received | How Received IRN | Percent Of Time | Attending Building |
|---|------------|---------------|-----------------|----------------|-----------------------|-----------------------|--------------|------------------|-----------------|--------------------|
|   | 7/1/2023 | | ** | 9 | 1 | 1 | * | ***** | 86 | 1 |

☒ Show Current Year Only

☐ Ignore EMIS Situation Errors 

Last Modified: 08/7/2023 4:29 PM by User: [redacted]

EMIS ID: [redacted] State Student ID (SSID): [redacted]

Effective Start Date: 7/1/2023 ☒ Satellite Student

Family Groups

- Family Groups are optional.
 - Enabled by default.
 - Can disable Family Groups in District Options.
 - *StudentInformation > Management > District Administration > District Options*
 - If disabled, existing Family Groups are not removed.
- Set Match Criteria and Courier settings
 - district level
- Reassign Family Group Courier
 - *StudentInformation > Management > District Administration > Family Groups Wizard*
- Harmony has reports that don't require Family Groups (*keyword search = family*)
 - Family Labels
 - Family Report

Q Go To StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Family Groups

☒ Uses Family Groups

Select a method to assign a Family Courier

☐ No Family Courier assignment
☒ Assign Family Courier to youngest family member
☐ Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

| | |
|---------|---------|
| KG - KG | PS - PS |
| 01 - 01 | |
| 02 - 02 | |
| 03 - 03 | |

Select a method to edit Family Group Contacts

☒ Allow edits per school
☐ Allow edits per district

StudentInformation Options

Final Schedule Result

- Should not finalize before absolutely necessary (around the time of integration or when schedules are completed....whichever is later).
- Once schedule is finalized, run Wipe & New (EMIS Process). Best to do this prior to integration.

Q Go To StudentInformation > Management > School Administration > StudentInformation Options

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks Fees Attendance Prog Track INFOhio Export

Uses Enroll Weight: ☐

Number of Digits for Student Numbers:* 4

Automatic Homeroom Assignment Method: Random

Automatic Homeroom Assignment Group by Grade Level: ☐

Default Calendar:* Default Calendar

Default JVS IRN: 050906 - Columbiana County JVSD

Final Schedule Result:
Default Schedule - Default Schedule Result

Save

4 Selecting a Final Schedule Result and saving will finalize the schedule.

StudentInformation Options

Uses Fees flag and fees settings

- Uses Fees turned off during SYI
- Proration tables setup and linked to fees as they apply

Q Go To StudentInformation > Management > School Administration > StudentInformation Options

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks **Fees** Attendance Prog Track INFOhio Export

Uses Fees: ☐

Has Fees Assigned: ☐

Reduced Fee - Fraction Reduced from Fee: 0.00

Use General Fee Waivers: ☒

Use Course Fee Waivers: ☐

Use Program Fee Waivers: ☐

Use Membership Fee Waivers: ☐

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☐

Show Fees from All Buildings: ☒

Save

Security

Passwords expire every 90 days

- Email/SSO Password System -
 - ACCESS webpage > More links

Quick Tips

- Frontline security is managed in StudentInformation for entire suite (SI, GB, DM)
 - Please make sure district staff know who to contact in your district for assistance
- Account - Roles
 - provide access to StudentInformation (DataMap, if applicable)
- Staff - Job Function
 - provide access to GradeBook (a few menus within SI), Notifications (SI, GB, DM), and DataMap (in conjunction with Account Role)



Security - Adding new

Brand new employee who were never employed at an ACCESS district:

1. Your tech department will create the login account, and will need to provide you with the email and username
2. Add the Account record via StudentInformation > Management > Security > View Accounts
3. Add appropriate Roles to the Account record
4. Click on the Staff tab and choose the "Edit Staff" button.
5. Update the values at the top section of the Staff record and click "Save"
6. Add the appropriate Job Function at a building level for the appropriate school year

Security - Adding new

Staff members who are coming to your district from another ACCESS district:

1. Your tech department will work with the ACCESS Network staff to possibly move the existing Active Directory account. Your tech department will provide you with the email and username
2. SUBMIT A TICKET TO student@access-k12.org REQUESTING THE EXISTING ACCOUNT IS TRANSFERRED TO YOUR DISTRICT.
3. Once transferred to your district, add appropriate Roles to the Account record
4. Click on the Staff tab and choose the "Edit Staff" button.
5. Update the values at the top section of the Staff record and click "Save"
6. Add the appropriate Job Function at a building level for the appropriate school year
7. Click on the Personal tab and choose the "Edit Personal" button
8. Update the email address on the Personal Tab and click "Save"

Security - Adding new

Staff members who are employed in another district (Ex: an ESC employee):

1. SUBMIT A TICKET TO student@access-k12.org ASKING THAT AN ASSOCIATED STAFF RECORD BE ADDED IN YOUR DISTRICT.
 - a. Include staff First/Last Name, email address, Staff Code in your district, State Staff ID, Primary School
 - b. Indicate which Account Roles this user should have, and for which building(s)
2. Once the Staff record is created by ACCESS, add appropriate building level Job Functions

Security - Adding new

If you attempt to add a Staff Member who has an existing account in another district, you may get the following message:

An account without an associated staff member was found with the same email address.
Would you like to create a new staff member and associate it with that account?

Cancel

Matched Record(s)

First Name: [REDACTED]
Last Name: [REDACTED]
Email Address: [REDACTED]
Administrative School: [REDACTED]

Create Associated Staff

User does not have access to create staff associated to this person.

Please do not create associated staff. Please submit a ticket for assistance.

Security - Privs

- Report Builder Privs
- Analytics Hub Privs
- DataMap Privs (if applicable)
- Harmony Accounts
 - Harmony Account Request form (available on ACCESS site or Harmony login page)
 - Users who have left – let us know to remove
 - Users who have changed positions – may need an “Updated” form

Security

Staff no longer employed. Did someone leave/retire?

- Deactivate Account record
- Deactivate Staff member record
- Deactivate Job function

Verify/correct existing User/Staff members

- Ex: Do all principals have a Staff record?

Security - Miscellaneous

- SameGoal
 - Don't forget to add/remove staff
- Impersonations
 - Homeroom fee collect (elementary / possibly middle schools)
- EMIS ReadOnly Privs
 - Cannot see EMIS tabs on student profile
 - ReadOnly privs - EZQ > EZ Students > EMIS Demographic

| | |
|------------------------|-------------------------------|
| Choose data to review: | Schedule ▼ |
| | Addresses and Primary Contact |
| | Daily Absences |
| | General/Additional |
| | EMIS - FS |
| | EMIS - FD |
| | EMIS - FN |
| | EMIS - Graduate |
| | Schedule |
| | Assessments |
| | Course History |
| | Special Education Events |

Annual Setup

School Demographics screen (district and building levels)

StudentInformation > Management > School Administration > School Building Administration > School Demographics

- Update administrator changes

School Demographics

This page is used to manage the demographic information for your school

| | | | |
|------------------------------|--|---------------------------|--|
| School Code: * | <input type="text" value="DA"/> | School Name: * | <input type="text" value="DASL Test District"/> |
| School Type: * | <input type="text" value="District"/> | School Subtype: | <input type="text" value="-- Select a School Subtype --"/> |
| IRN: | <input type="text" value="044636"/> <input type="button" value="Q"/> <input type="button" value="Public"/> | Superintendent: | <input type="text"/> |
| Website URL: | <input type="text"/> | District: | <input type="text" value="DASL Test District"/> |
| Student Success School Type: | <input type="text" value="-- Select a School Type --"/> | Use Address Verification: | <input type="checkbox"/> |
| Use Address Standardization: | <input checked="" type="checkbox"/> | Telephone: | <input type="text"/> |
| Address: | <input type="text"/> | Fax: | <input type="text"/> |
| State: | <input type="text"/> | City: | <input type="text"/> |
| Feedback Email: | <input type="text"/> | Zip: | <input type="text"/> |
| Comment: | <input type="text"/> | | |

Progress Book On: ☒

JVS Integration On: ☐

Select JVS Satellite School:

EZ Query Display Options:

☐ Hide Absence Reasons ☐ Hide Absence Notes ☐ Hide Absence Comments

District Student Number Seed:

Maximum Increment from Seed:

District EMIS Seed:

Previous EMIS Id:

EMIS Maximum Increment from Seed:

Reset Emis Seed

Save Cancel

Annual Setup

Calendars

- Calendar Dates Wizard to change first/last day and start/end terms

StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

- Course Section Assignment Dates – if changes impact course terms

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

- EMIS Term Dates (district level) – dates going to ODE (updated as part of Calendar Dates Wizard)

Schedule Changes

Document on ACCESS webpage -

Services > Student Services > ProgressBook Suite Documentation > Changing Student Schedules

- Before the start of school, the "Drop" and "Transfer" options are disabled. You can only Remove.
- Before the schedule has been finalized, "Remove/Delete" will completely remove the assignment, instead of "locking" it
- Once finalized, schedule changes are not hard deleted

Case Management Classes

Coaches, intervention specialists, etc.

- Document on ACCESS webpage
Services > Student Services > ProgressBook Suite Documentation > Creating a Case Management Class
- Requires updates in both StudentInformation and GradeBook

Home / Services / Student Services / ProgressBook Suite Documentation

Student Services

- Home
- Calendar
- ProgressBook Suite Login Links
- Student Services Training Videos
- ProgressBook Suite Documentation
- Training Schedule
- Home School Import - Term Mapping reference
- Harmony
- Illuminate Logins & Information
- DataMap Instructional Sheets

PROGRESSBOOK SUITE DOCUMENTATION

Click here to [SIGN IN](#). Once signed into the site, documentation on this page will become available.

- Student Absence Intervention FT EMIS Events Cheat Sheet
- Sample Absence Intervention Letter Template with list of absences
- Sample Absence Intervention Letter Template
- Sample Absence Intervention Letter Template with Summary of hours
- Attendance Summary Sheet with Medical Column
- ProgressBook Parent and Student Mobile App Instructional Sheet
- Configuring User Records
- Creating a GradeBook Staff Member
- StudentInformation Back to School 22-23
- Changing student schedules
- Creating "Case Management" classes**
- Transfer Student Marks (GradeBook)

Transcripts

Many customizations available

- PE Waiver
 - Can be setup to show Y or N for all students or only display for students if Y
 - Uses Graduation Eligibility Rules (not to be confused with Grad Points)
- Graduation Seals
 - Seal of Biliteracy – language/text automatic on transcript if Proficient Foreign Language selected on Graduation Points > Student Exemptions/Requirements > EMIS Graduation Elements; text line appears on bottom of transcript
 - Seal of Biliteracy program code must be re-entered each year
- Diploma Type - text (ex. Honors, Career Tech, etc.)
 - Based on Diploma Type selected on FN-Graduate tab

Transcripts

- National Honor Society Member (new option!)
 - Based on selection on Custom tab of student profile
 - Uses Misc Groups on the R702

National Honor Society

National Honor Society Member:

Misc Groups

Misc Group 1:

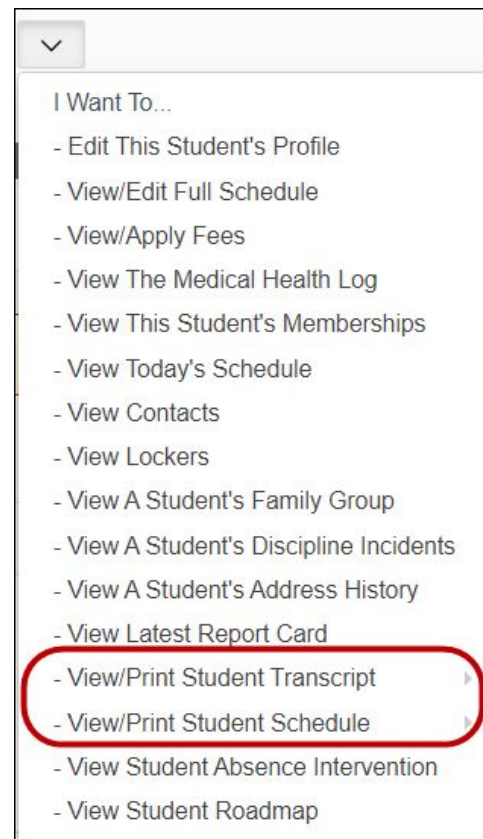
Misc Data Definitions

- Submit a ticket if interested in adding this customized option
 - Need to know specific format of the R702 used

| Miscellaneous | |
|--------------------------|--------|
| Definition | NHS |
| National Honor Society M | Member |

Quick Print options

- Print **Student Schedule** and **Transcript** from *I Want To* menu in student context area
 - Load Settings configured – do you need new settings for the new school year?
 - Deselect “Private”
 - Select “Available in ‘I Want To’ Menu”
 - Make sure current year cumulative GPA has been calculated for transcripts
 - Cannot pull prior year GPA if current year GPA isn’t included



Analytics Hub

Live querying database - may take a moment to return values

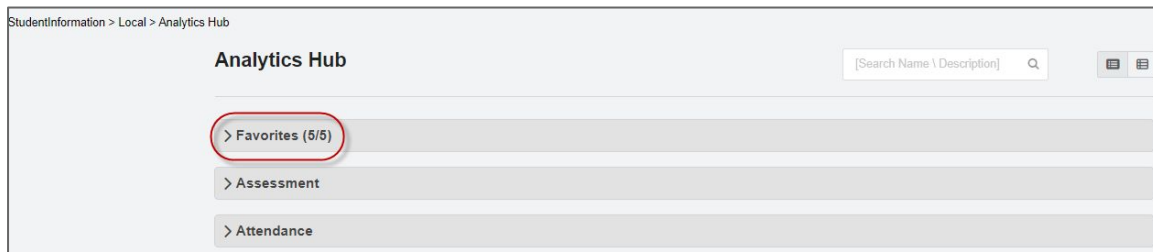
- If no data qualifies, option may not be listed – ex. status, building, grade, etc.

Can run for school years other than 2023-2024 (default)

- click into the field, backspace to clear, then type in school year (ex. 2022-2023, 2021-2022)

Each user can have up to 5 favorites – click star to add, deselect star to remove

- Favorites section appears as first sections on Analytics Hub screen




With recent release, no longer have the 5 most recent reports list

Grad Points

Updated information is not immediately reflected in Grad Points.


- Overnight update process
- Manually “Check for Updated Information”

Grad Points Summary

 [Check for Updated Information](#)

Last Updated 8/7/2023 12:19:39 AM - DASLDBA

Student Exemptions / Requirements

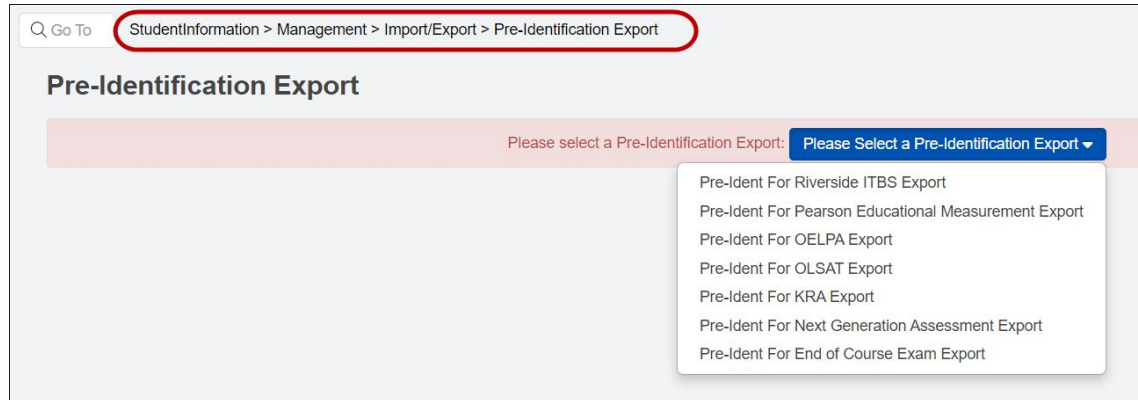


- > Graduation Plan Details
- > EMIS Graduation Elements
- > Optional Graduation Exemptions
- > Optional Graduation Requirements
- > Optional Career-Technical Requirements
- > State System of Diploma Seals

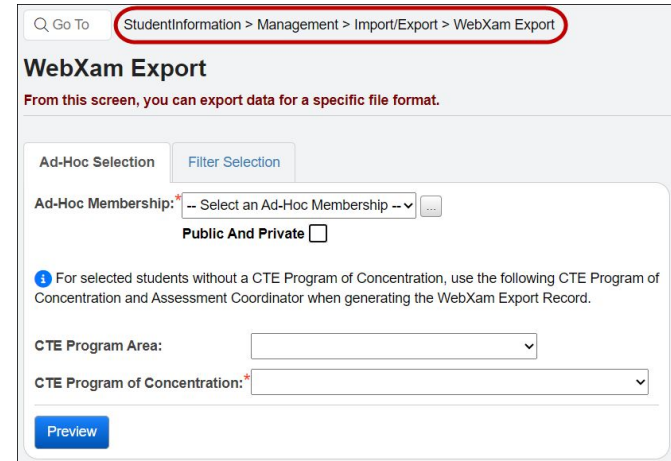
Assessment PreIds

State Assessment pre-ids can be generated from StudentInformation.

- If pre-id is available to generate from SI, should use - ***Do not create own file.***
- Procedural Checklists available for ACT, KRA, Next Gen, EOC, PS ELA, SAT
- Import/Export Guide for Riverside ITBS, Pearson Educational Measure, OELPA, OLSAT and WebXam



The screenshot shows the 'Pre-Identification Export' page. At the top, a breadcrumb trail reads 'StudentInformation > Management > Import/Export > Pre-Identification Export'. Below this, the title 'Pre-Identification Export' is displayed. A red banner contains the text 'Please select a Pre-Identification Export:' followed by a dropdown menu labeled 'Please Select a Pre-Identification Export'. The dropdown menu is open, showing a list of options: 'Pre-Ident For Riverside ITBS Export', 'Pre-Ident For Pearson Educational Measurement Export', 'Pre-Ident For OELPA Export', 'Pre-Ident For OLSAT Export', 'Pre-Ident For KRA Export', 'Pre-Ident For Next Generation Assessment Export', and 'Pre-Ident For End of Course Exam Export'.



The screenshot shows the 'WebXam Export' page. At the top, a breadcrumb trail reads 'StudentInformation > Management > Import/Export > WebXam Export'. Below this, the title 'WebXam Export' is displayed. A red banner contains the text 'From this screen, you can export data for a specific file format.' Below the banner, there are two tabs: 'Ad-Hoc Selection' and 'Filter Selection'. Under the 'Ad-Hoc Selection' tab, there is a dropdown menu labeled 'Ad-Hoc Membership:' with the text '-- Select an Ad-Hoc Membership --'. Below this, there is a checkbox labeled 'Public And Private'. Below the checkbox, there is a blue information icon followed by the text: 'For selected students without a CTE Program of Concentration, use the following CTE Program of Concentration and Assessment Coordinator when generating the WebXam Export Record.' Below this, there are two dropdown menus: 'CTE Program Area:' and 'CTE Program of Concentration:'. At the bottom, there is a blue button labeled 'Preview'.

▼ Assessment

▼ Non-State Pre-ID

★ ACT Pre-ID

Creates the Pre-ID file to upload for the ACT State Test day for 11th grade students.

★ JVS ACT Pre-Id

Creates the Pre-ID file to upload for the ACT State Test day for 11th grade JVS students. The SchoolIRN field is derived from the Home School IRN field in StudentInformation. To be run by the JVS.

★ SAT Pre-ID File

Creates the Pre-ID file to upload for the SAT State Test day for 11th grade students. This report contains any 11th grade student with Percent of Time (FTE) > 0.

▼ State Assessment Pre-ID

★ FY23 - Preschool ELA Pre-ID Enrollment File

Creates the list of preschool teachers needed to complete the 2019 PS ELA Pre-ID process. Run this report in conjunction with the FY20 – Preschool ELA Pre-ID Student and Enrollment File reports.

★ FY23 - Preschool ELA Pre-ID Student File

Creates the 2019 Pre-ID student file for students taking the Preschool ELA Assessment. File should be saved as a CSV file.

★ FY23 - Preschool ELA Pre-ID Teacher File

Creates the list of preschool teachers needed to complete the 2019 PS ELA Pre-ID process. Run this report in conjunction with the FY20 – Preschool ELA Pre-ID Student and Enrollment File reports.

Will be updated for FY24



**Have a wonderful
2023-2024 school year!**

Questions?