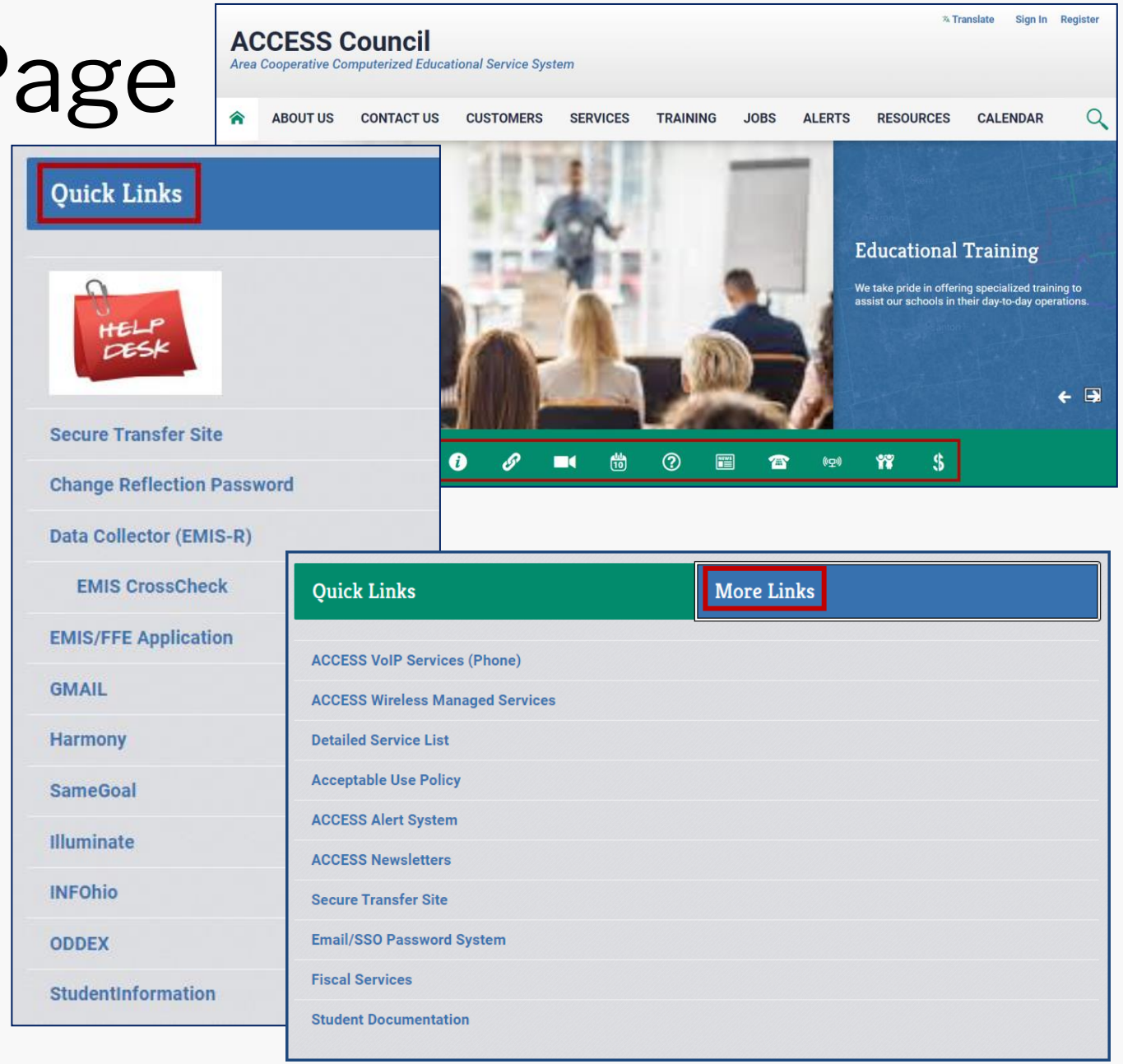
STUDENTINFORMATION NEW USER TRAINING

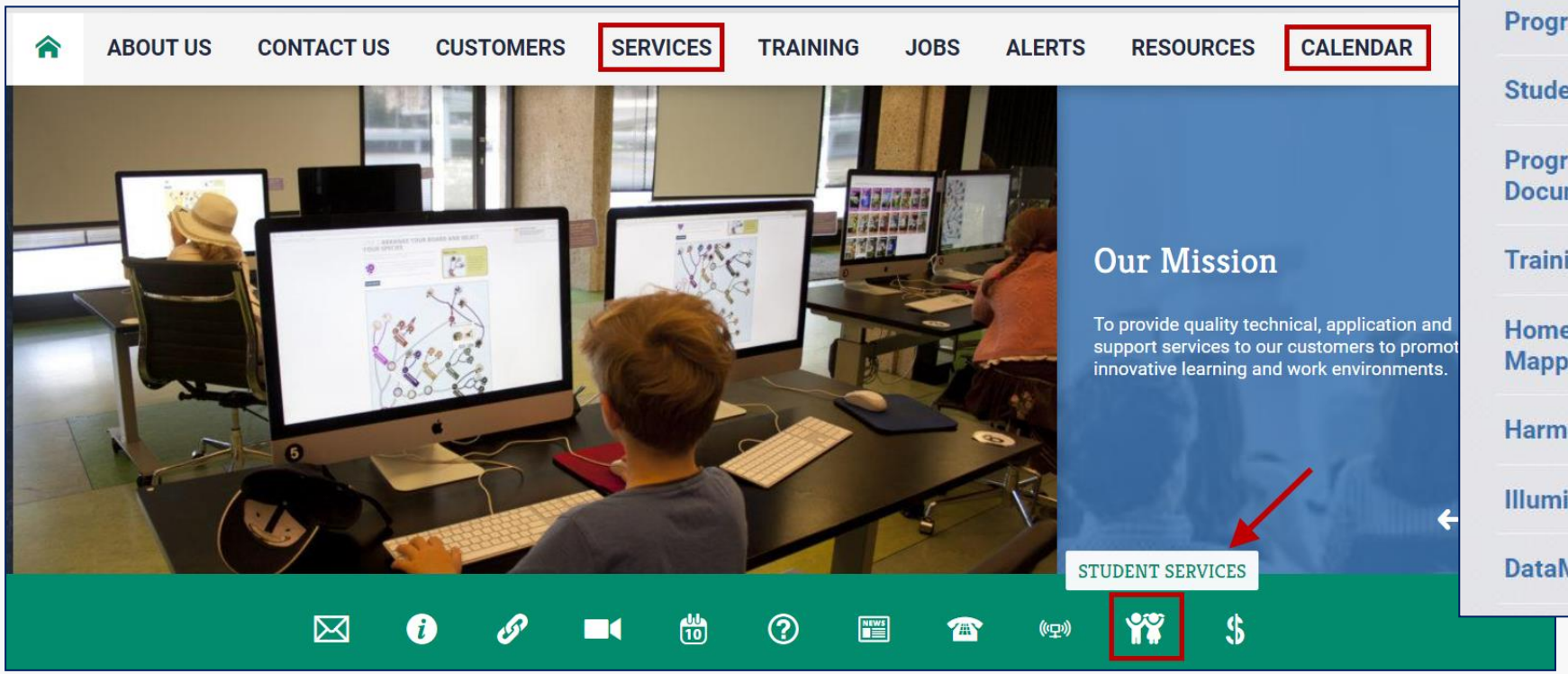
ACCESS Web Page

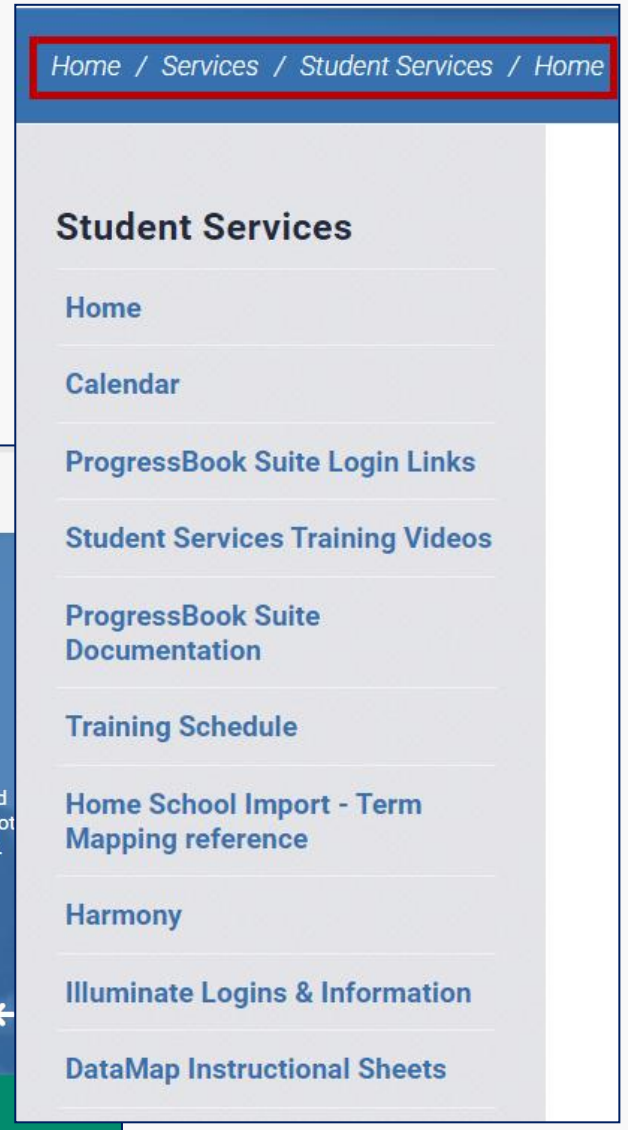
- www.access-k12.org
- Quick Link Icons
  - *Newsletters*
  - *Student Services*
- Quick Links
  - *Help desk*
  - *Data Collector*
  - *Product Links*
- More Links
  - *Email / SSO password reset*



ACCESS Web Page, cont.

- Calendar
- Services > Student Services
- Training Videos





Help Desk

- It’s as easy as sending an email message!
  - *emis@access-k12.org - EMIS Support Services*
  - *email@access-k12.org - Email Support Services*
  - *student@access-k12.org - Student Support Services*
  - *network@access-k12.org - Network Support Services*
  - *fiscal@access-k12.org - Fiscal Support Services*
  - *library@access-k12.org - Library Support Services*
  - *accounts@access-k12.org - Account Support Services*
  - *support@access-k12.org - General Support*
- In the e-mail message tell us your question or what you need and click "Send".
- The BEST method to communicate with us and get your questions answered.

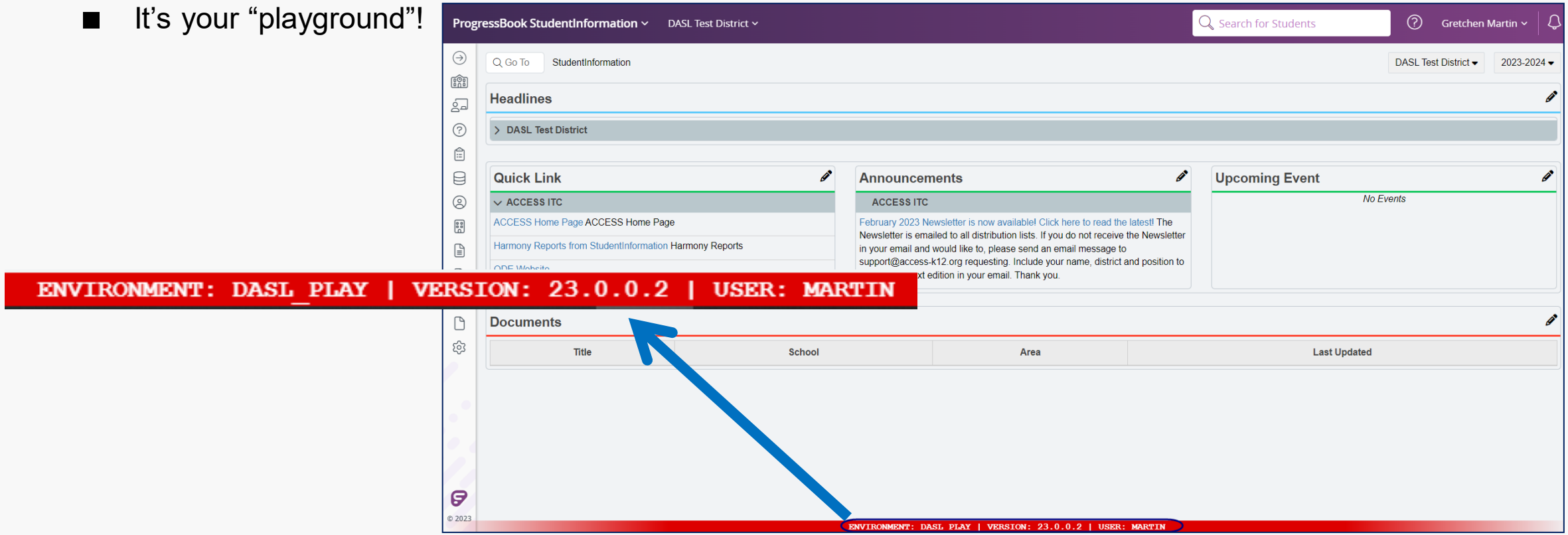
Distribution Lists

We send important communications out via email. ACCESS manages these lists, but districts must let us know of new employees to add.

Superintendents
Treasurers
Principals
EMIS Coordinators
Counselors
Tech Coordinators
StudentInformation Users
Test Coordinators
Special Education Coordinators

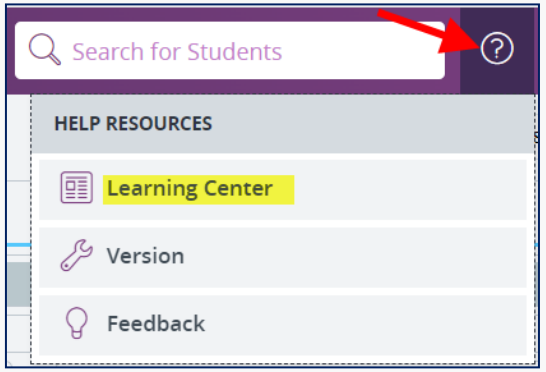
StudentInformation PLAY

- https://daslplay.access-k12.org
- Copy of production (LIVE)
- Test processes without affecting live data
- It's your "playground"!

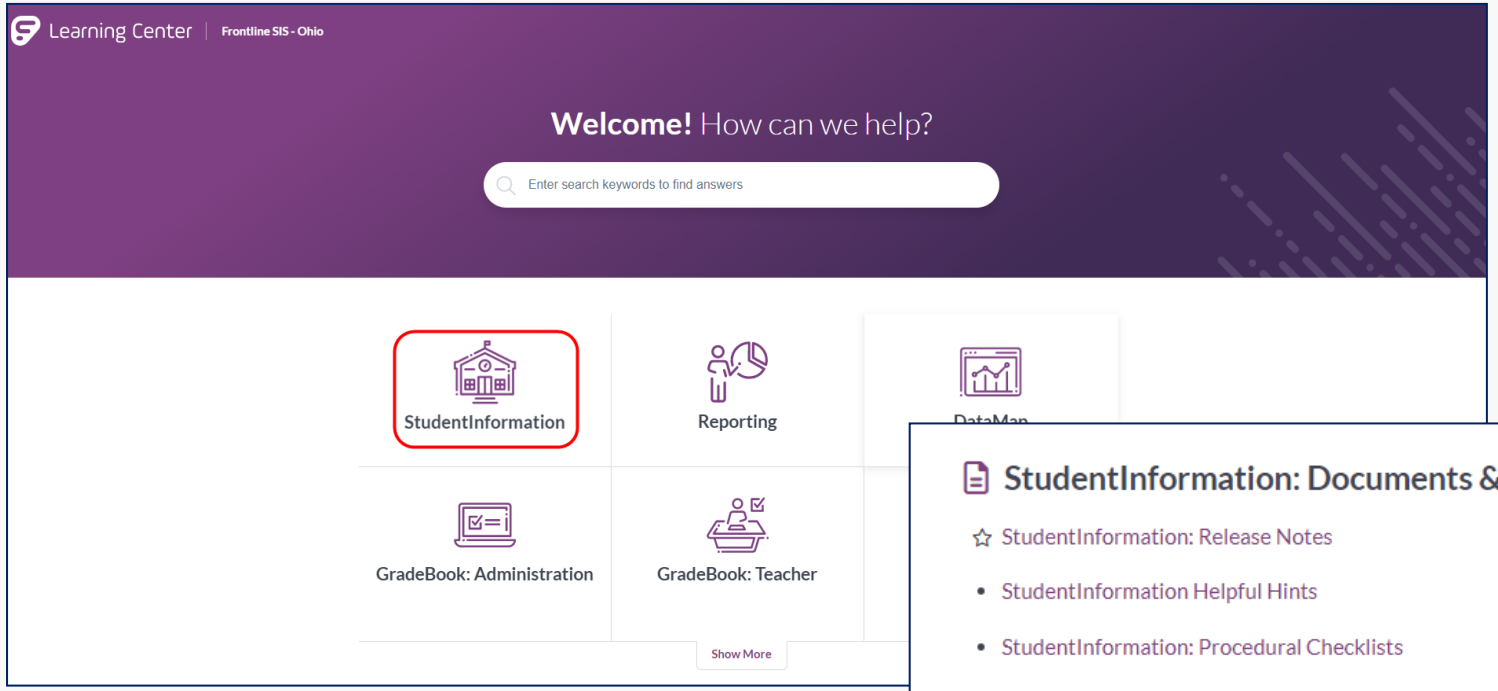


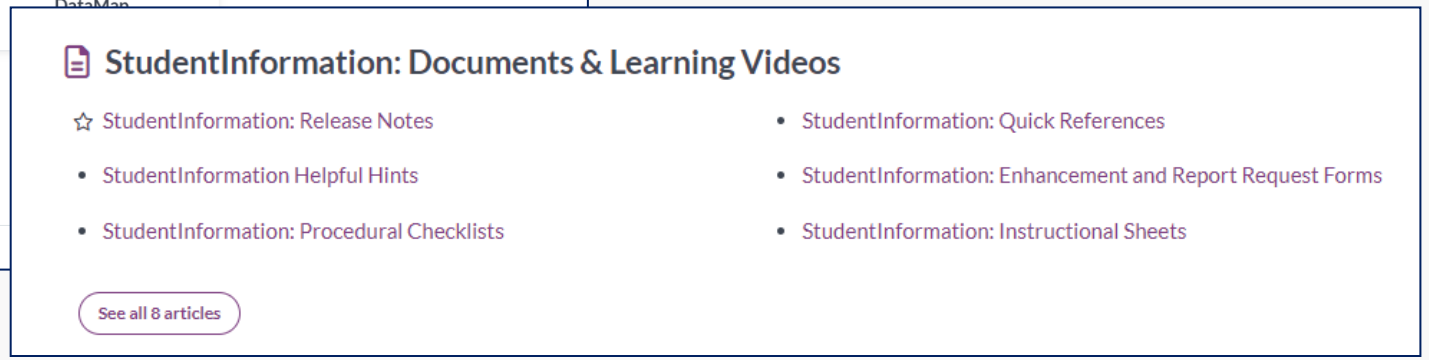
Learning Center

- Question mark in upper right corner



- Release Notes, Helpful Hints, Procedural Checklists, Quick References, and Guides / Articles by topic





When questions arise, please spend about 5-10 minutes searching documentation before submitting a Help Desk ticket

Mobile Apps

- The ProgressBook SIS Admin mobile app lets school administrators access essential data necessary for making in-the-moment decisions about students in their school even while away from their desk. Mirrors privs from StudentInformation.

- ProgressBook Parent/Student Mobile App (ParentAccess) lets parents and students easily access grades, attendance, assignments, and class schedule via the mobile app.

- Data integrity
  - *Accuracy is imperative*
  - *Communication is critical*
  - *EMIS impacts*
  - *Third party vendors*
- *Understanding basic integration*
- *Review ProgressBook StudentInformation Getting Started Guide*
- *Helpful Hints > Glossary of Terms, Quick Reference, User Tips*

Ad Hoc Memberships

(StudentInformation > My Account > Ad Hoc Memberships)

- Common lists for students that can be used over and over (Gifted, CCP, Teams, Sports, etc.)
- Create by:
  - Searching
    - *Grade Level, Homeroom, Status, EMIS Situation, Course/Section*
  - Student Id Entry
    - *Comma Separated list of student id's*
    - *Use website to create comma separated list then copy and paste the list into SI*
      - *(https://convert.town/tools)*

Ad Hoc Memberships

Ad Hoc Memberships have many different uses:

- Bulk Updating Student Data

  (StudentInformation – Management – Ad-Hoc Updates - …)

  Student Profile Bulk Update
  Fall Initialization Blocks
  Student Fee Assignment
  Counselor
  Lockers
  Graduation Date

- Common Uses of Student Profile Bulk Update process:

  Include in Honor Roll, Ranking, GPA
  Student Progression Track
  Student Calendars (General & FD Tabs)
  Fiscal Year Began 9th Grade
  3rd Grade Reading Guarantee fields
  Student Team
  Program
  EMIS Situation & % of Time
  (Career Tech Full Time & Satellite Students)
  Graduate Information
  (CORE Values, Grad Date, Diploma Type)

Ad Hoc Memberships

- **Ad Hoc Membership Uses...**
  - *Scheduling*
    - Bulk assigning Requests *(StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups – Rules)*
    - Bulk assigning Course Assignments *(StudentInformation – SIS – Scheduling – Bulk Assign)*
  - *Running Reports*
    - Most SI reports have Ad Hoc Filtering options
  - *Data Extracts*
    - EZ Query SIS Student Search *(StudentInformation – EZ Query – Reports – SIS Student Search)*

Reports, Reports, Reports

- Standard “R” reports
- Analytics Hub Reports (sometimes called Ad Hoc Reports) – paper icon in Navigation
- EZ Query - *StudentInformation > EZ Query*
- Report Builder - *StudentInformation > Local > Report Builder*
- Harmony
  - *https://harmony.access-k12.org*
- Other reports available to EMIS coordinator
  - *EMIS CrossCheck*
  - *Data Collector*

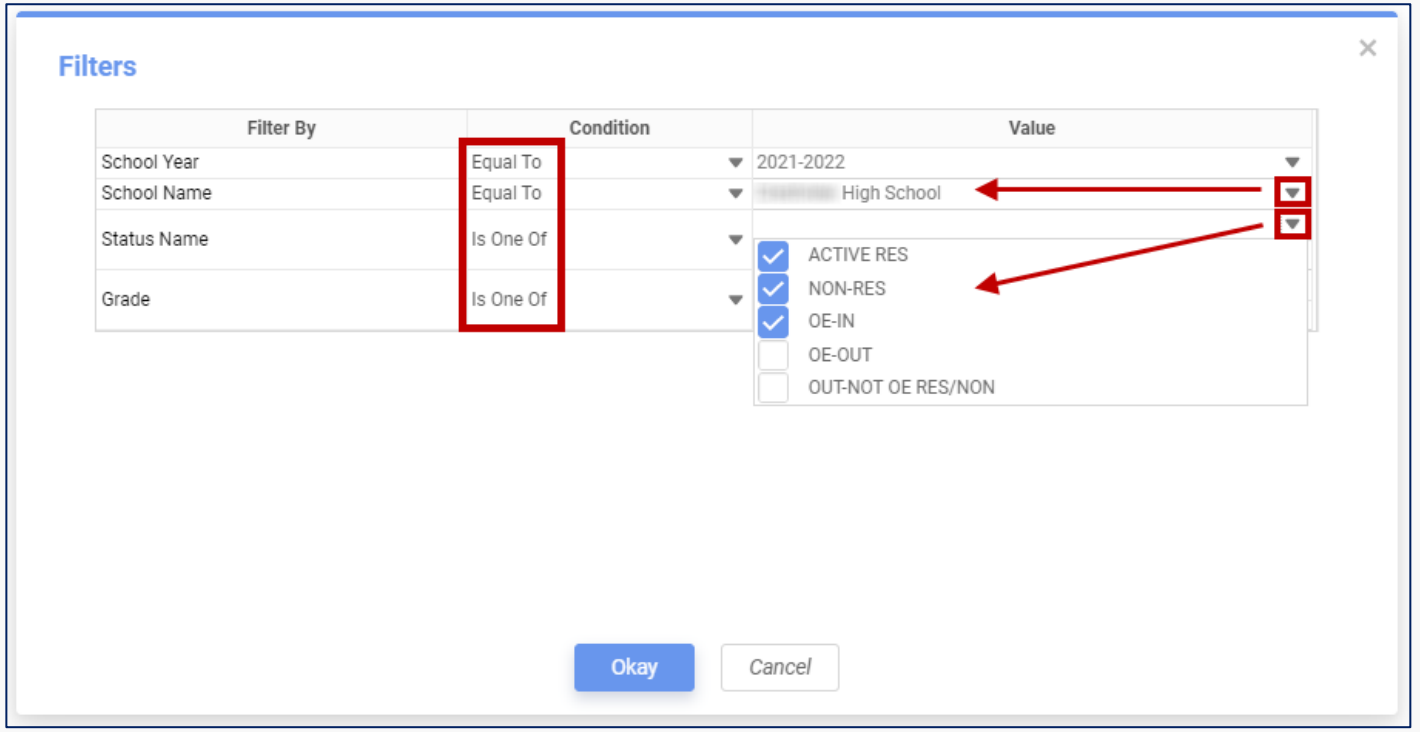
**All reports only available with appropriate privs*

Standard “R” reports

- Returned to Settings > Management (gear icon in Navigation)
- “R” reports cannot be customized
  - *exceptions are R700 (Report Card) and R702 (Transcript)*
- Report Load Settings
  - *All SI reports have this option*
  - *Save your selection criteria for reports you run on a regular basis to save time on selections*
    - R700 – Report Cards
      - *Needed for “View Latest Report Card” in “I Want To” menu and posting to ParentAccess for students/parents*
    - R702 – Transcripts
      - *Quick print of transcripts for district staff via “I Want To” menu*
    - R701 – Schedules
      - *Quick print of schedule for new students/schedule changes via “I Want To” menu*

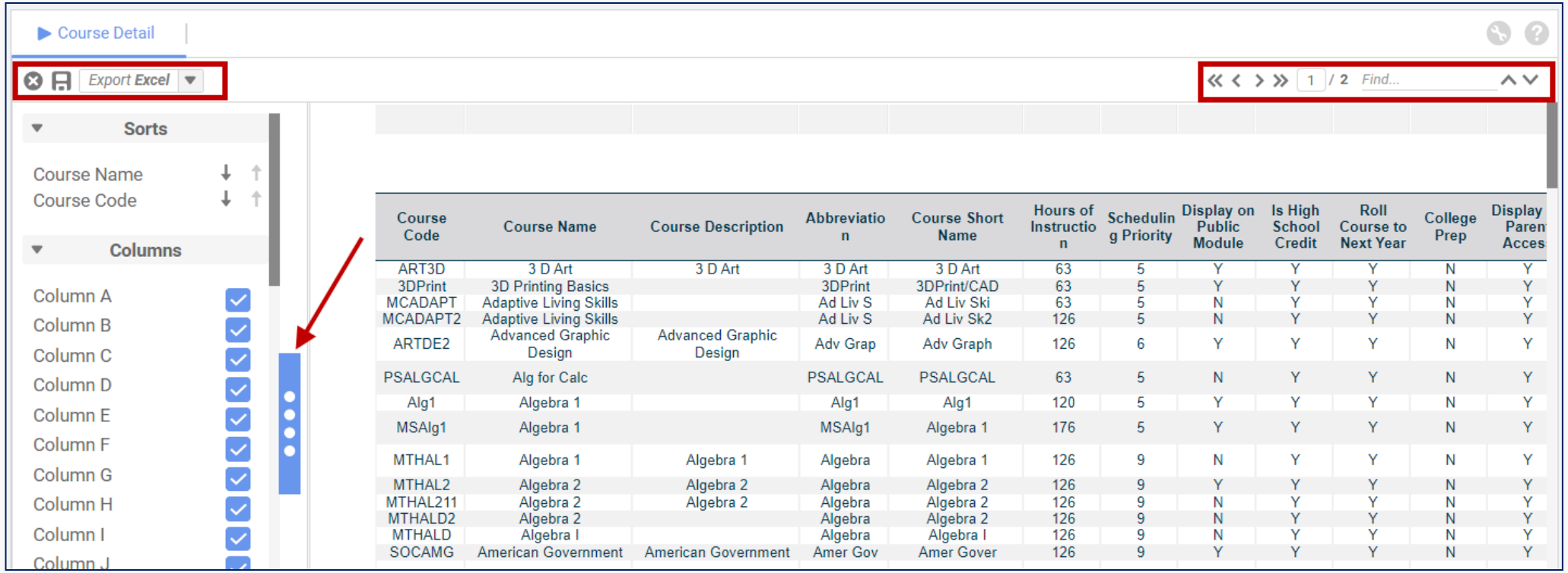
Analytics Hub Reports - Filtering

- Must complete filter selections in order from top to bottom
- Condition choice determines Value entry
- Live querying – may take a moment to return values
  - *If no data qualifies, option may not be listed – ex. status, building, grade, etc.*



Analytics Hub Reports - Output

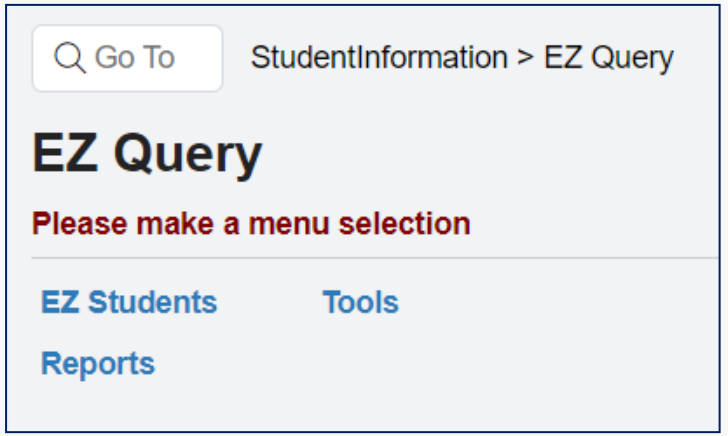
- Post filtering
- Export to PDF or Excel (depends on report)
- Navigate on screen using arrows and *Find*



Course Code	Course Name	Course Description	Abbreviation	Course Short Name	Hours of Instruction	Scheduling Priority	Display on Public Module	Is High School Credit	Roll Course to Next Year	College Prep	Display Parent Access
ART3D	3 D Art	3 D Art	3 D Art	3 D Art	63	5	Y	Y	Y	N	Y
3DPrint	3D Printing Basics		3DPrint	3DPrint/CAD	63	5	Y	Y	Y	N	Y
MCADAPT	Adaptive Living Skills		Ad Liv S	Ad Liv Ski	63	5	N	Y	Y	N	Y
MCADAPT2	Adaptive Living Skills		Ad Liv S	Ad Liv Sk2	126	5	N	Y	Y	N	Y
ARTDE2	Advanced Graphic Design	Advanced Graphic Design	Adv Grap	Adv Graph	126	6	Y	Y	Y	N	Y
PSALGCAL	Alg for Calc		PSALGCAL	PSALGCAL	63	5	N	Y	Y	N	Y
Alg1	Algebra 1		Alg1	Alg1	120	5	Y	Y	Y	N	Y
MSAlg1	Algebra 1		MSAlg1	Algebra 1	176	5	Y	Y	Y	N	Y
MTHAL1	Algebra 1	Algebra 1	Algebra	Algebra 1	126	9	N	Y	Y	N	Y
MTHAL2	Algebra 2	Algebra 2	Algebra	Algebra 2	126	9	Y	Y	Y	N	Y
MTHAL211	Algebra 2	Algebra 2	Algebra	Algebra 2	126	9	N	Y	Y	N	Y
MTHALD2	Algebra 2		Algebra	Algebra 2	126	9	N	Y	Y	N	Y
MTHALD	Algebra I		Algebra	Algebra I	126	9	N	Y	Y	N	Y
SOCAMG	American Government	American Government	Amer Gov	Amer Gover	126	9	Y	Y	Y	N	Y

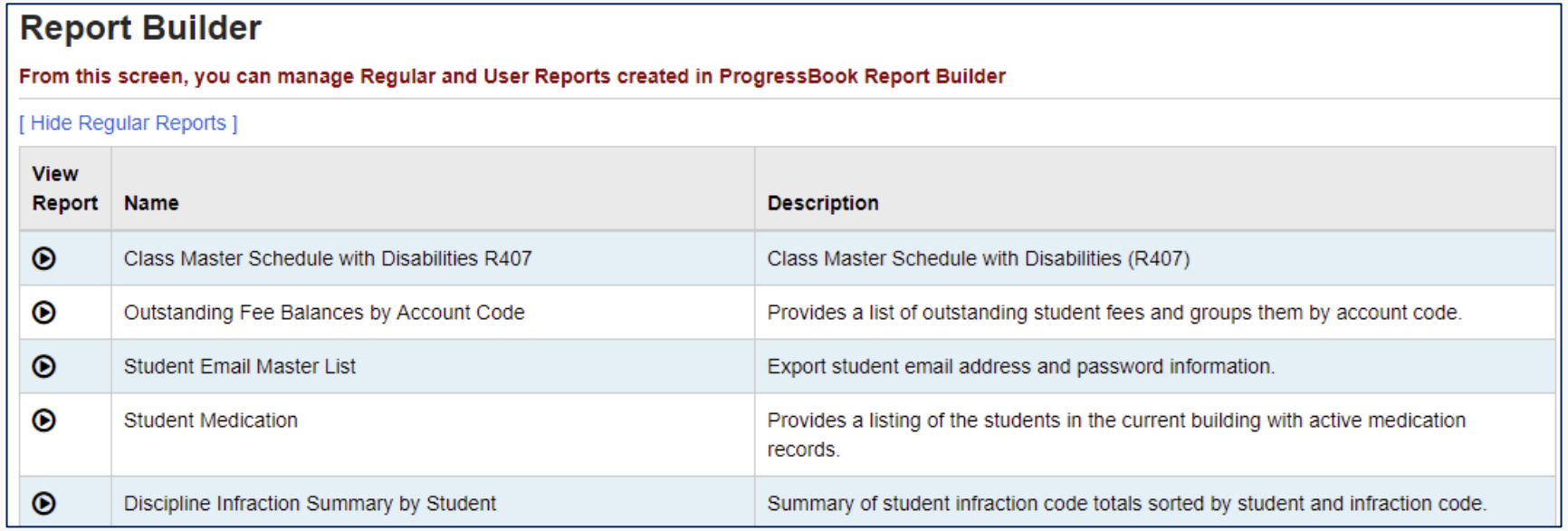
EZ Query

- **EZ Students** – Read-only data on single student in context
- **Reports**
  - *on screen graphs*
  - *CSV or TXT outputs*
    - Most widely used report is SIS Student Search
- **Tools** – additional options
- Can save parameters in SIS Student Search



Report Builder

- *Home > Local > Report Builder > Report Builder Reports*
- Based on the school building in context
- Reports shown are based on users' privs (RB role)
- Click Play button to run - opens Report View page to select parameters and filters



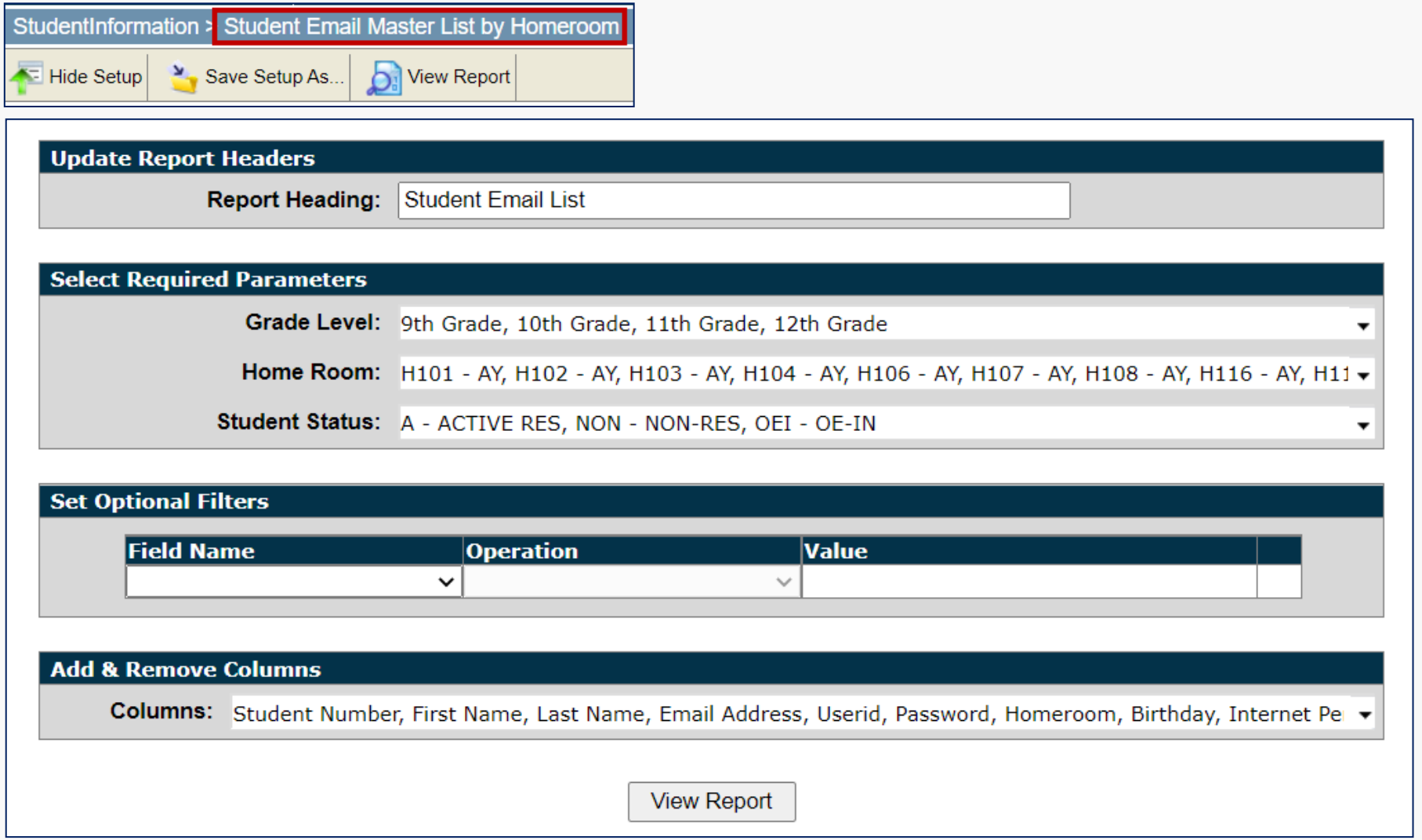
Report Builder

From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder

[Hide Regular Reports]

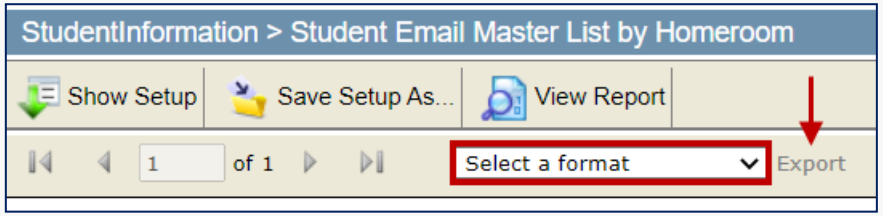
View Report	Name	Description
▶	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
▶	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
▶	Student Email Master List	Export student email address and password information.
▶	Student Medication	Provides a listing of the students in the current building with active medication records.
▶	Discipline Infraction Summary by Student	Summary of student infraction code totals sorted by student and infraction code.

Report Builder Reports - Filtering



Report Builder Reports - Output

- Report will generate on screen, and on-screen navigation allows user to page through results
- To modify, sort, filter, or further manipulate the report, use the Export feature in the format desired



- Some reports are generated by State Support – these are phasing out and replaced with Ad-Hoc Reports
- ACCESS DBA creates custom reports as needed or requested by districts

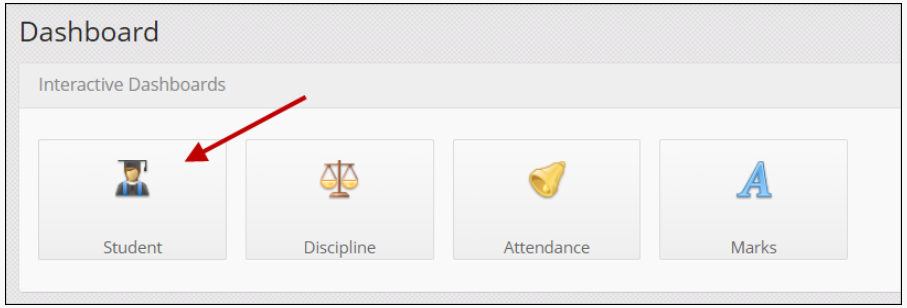
Harmony

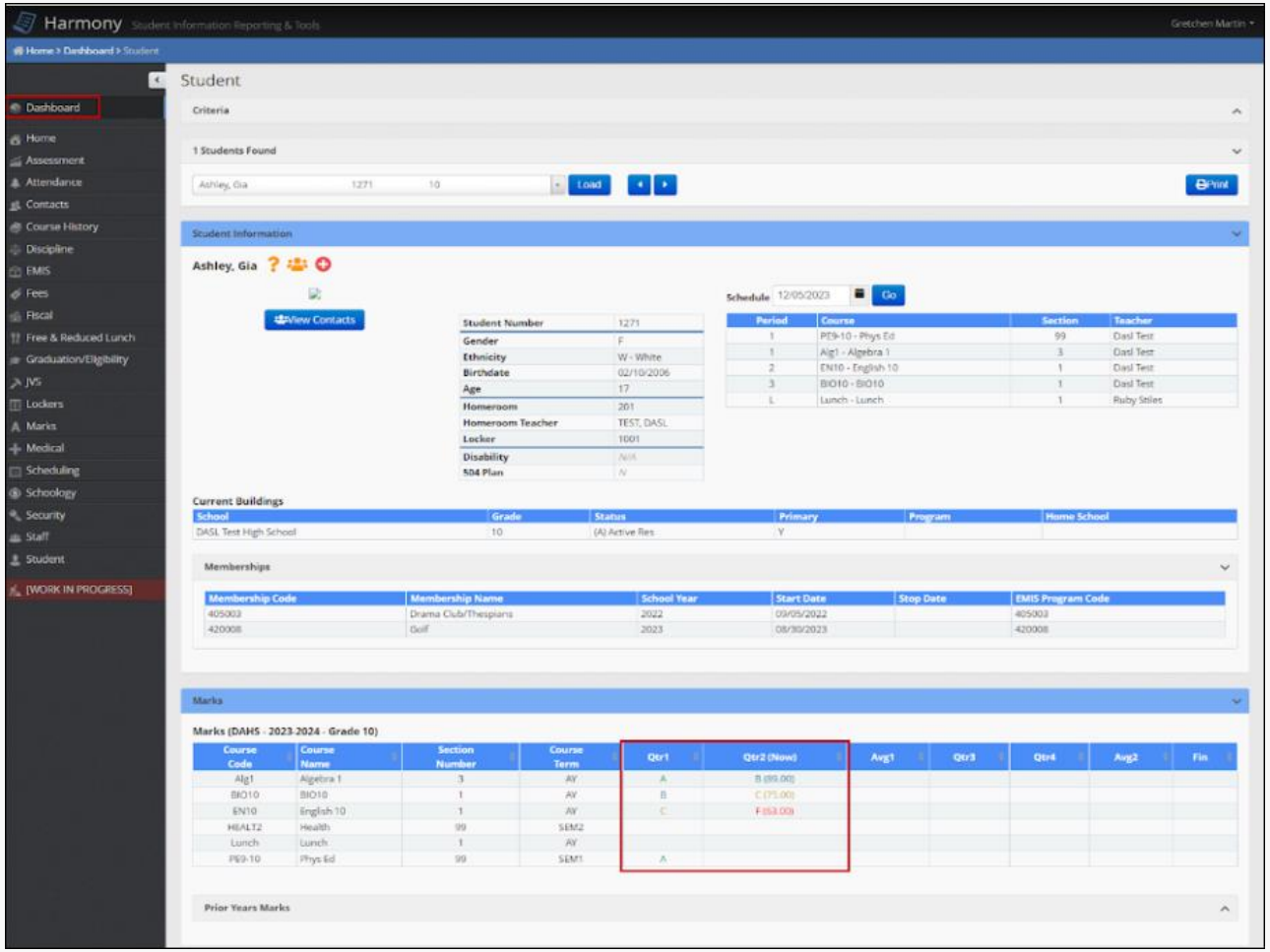
- https://harmony.access-k12.org/
- User form must be completed to gain access
  - *Available on ACCESS website (must be logged in) under Services > Student Services > Harmony*
  - *Return form to student@access-k12.org (list "Harmony account" in the subject line)*
- Easy to use, powerful tool

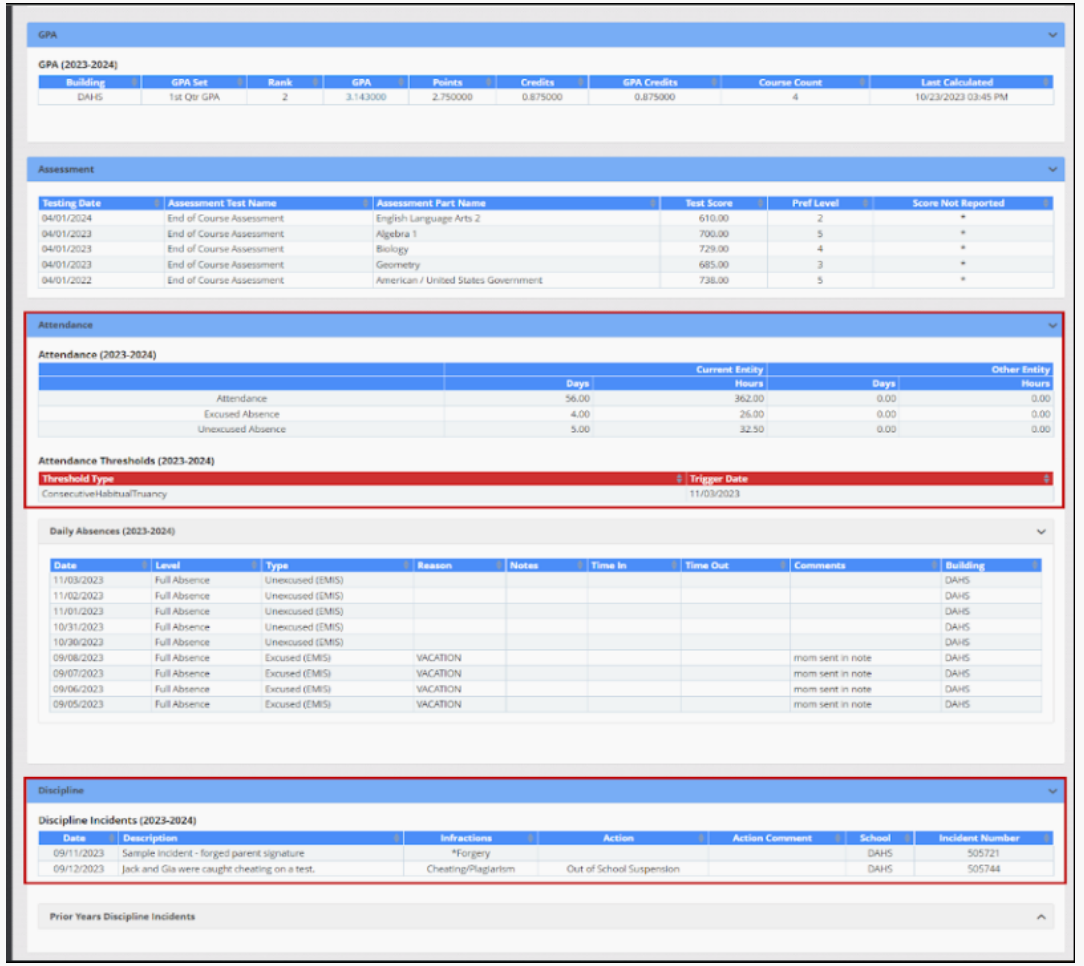
Harmony Reports Examples:

- Assessment by Homeroom
- Bus Report with Medical Alerts
- Custom Student Export**
- Disability Condition / Special Education Report
- Emergency Contact Phone List
- Emergency Medical Authorization
- EMIS Situation Report
- Enrollment Report
- Eligibility Report
- Family Labels
- Family Report
- Gifted Report**
- Retained Status
- Student Picture
  - *Mass Upload / Replace / Remove*
- Students Without Lockers
- *Over 80+ reports available*

Harmony Dashboard

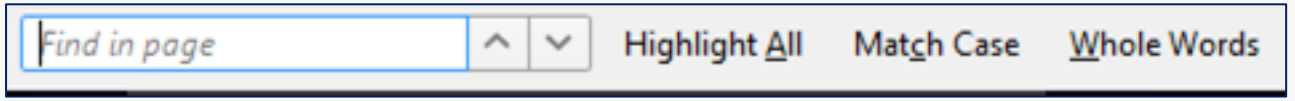






Find (Ctrl/F)

- **Can be used to search for items on the screen or on open reports.**
  - *When looking at PDF reports or reports on the 'screen' you can click the ☰ or ⋮ icon and select 'Find' to get the following prompt:*



  - *Type in the item you are searching for (student name, number, etc.) to quickly 'jump' to that area of the report/screen*
- **Ctrl F** is the shortcut to this same search option.

Defaults

- **Building Grade Level Maintenance -** *(StudentInformation > Management > School Administration > Grade Level Administration > Building Grade Levels)*
  - Set by Grade Level
    - Counselor
    - Include in Honor Roll
    - Include in Ranking
    - Include in GPA

- **Registration Defaults –** *(StudentInformation > Management > School Administration > School Building Administration > Registration Defaults)*
  - Can be set at Building or District. **Building overrides District**.

- **Student Medical Defaults –** *(StudentInformation > SIS > Medical > Student Medical Defaults)*
  - Screening Default values
  - Health Log “location” and “care by”

Sharing data – EZ Query

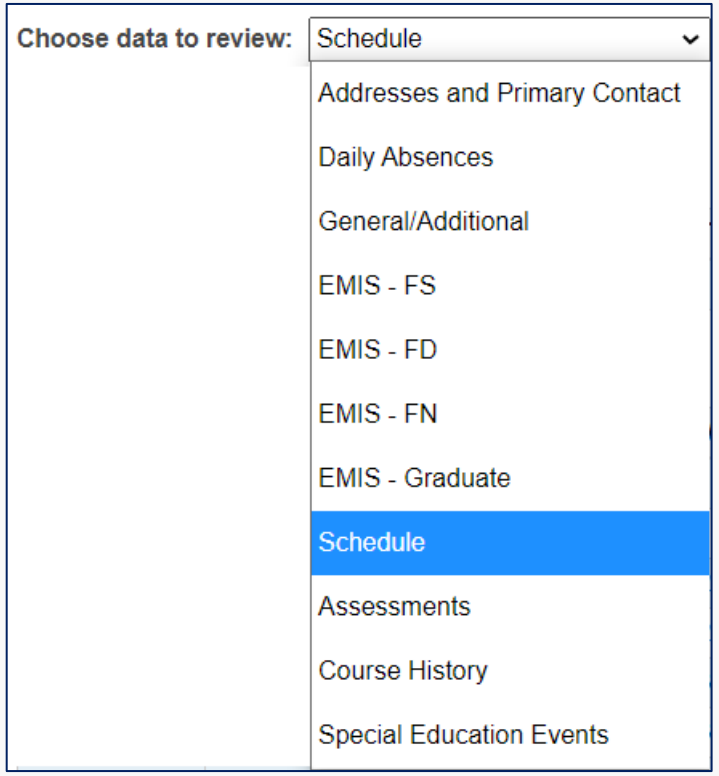
- **Shared Student Data**

  (StudentInformation > EZ Query > EZ Students > Shared Student Data)

  - Used to ‘view’ student information from ‘other’ SI districts (within the same ITC).
  - SSID’s must match between districts to see the data
  - Can be used for any districts that share students
    - Career Center and Home District
    - Open Enrolled Districts
    - Foster Placed Districts
    - ESC and Home District

  - *District Trust (EZ Query) must be set up for both districts for this to work*

EZQ – Shared Student Data



StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school:

First	Middle	Last	State Student Id

Choose data to review: Schedule

[Show Filter & Display Options]

High School

Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
There are no records to display							

Vocational School District

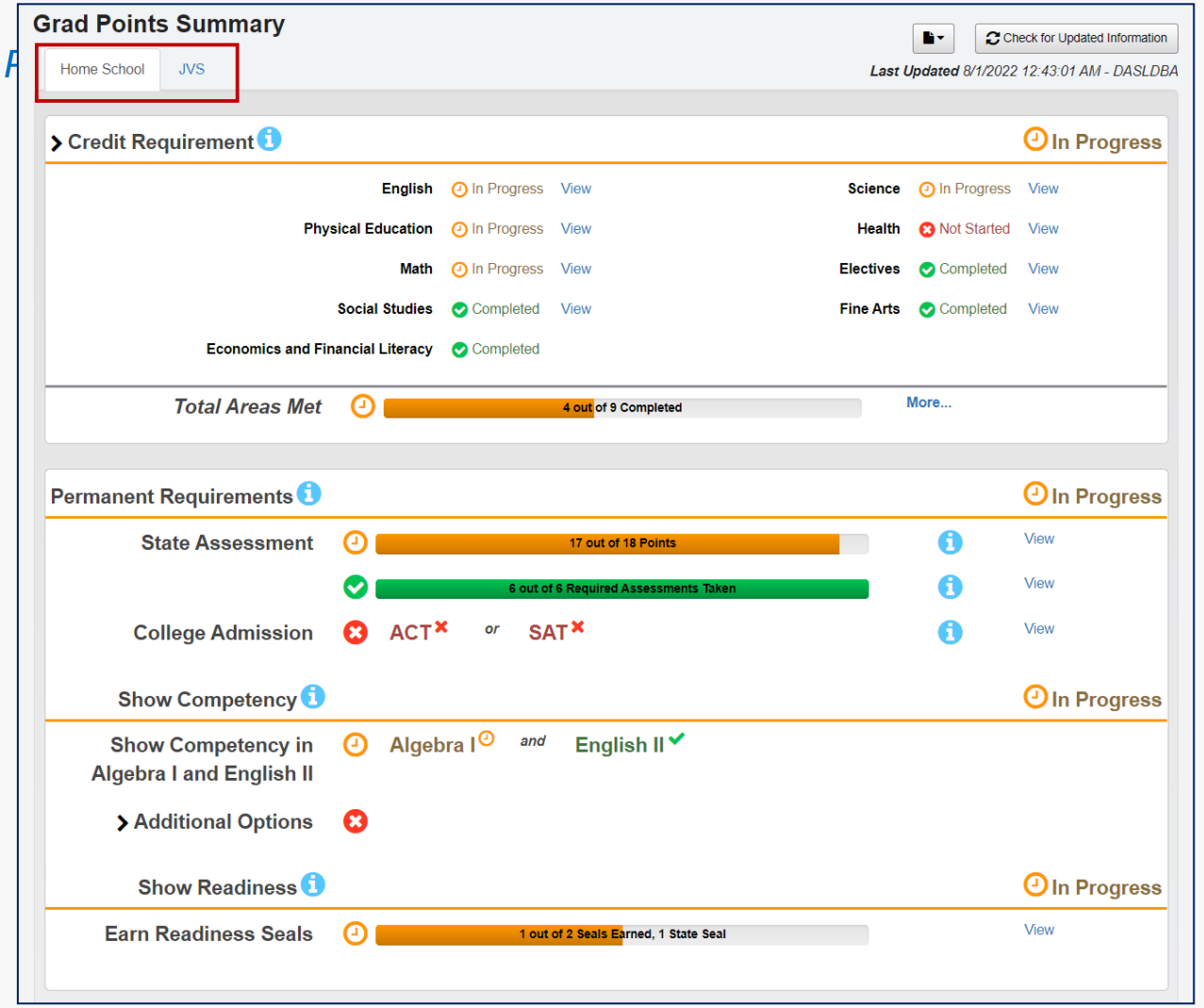
Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
ECON/CONT	Economics/Cont. World Issues	1	1 (201)		Semester 1 Courses	08/24/2020	
ENG12	ENGLISH 12	4	1 (225)		Semester 2 Courses	01/19/2021	
CP Math 12	CP Math 12	2	2 (213)		Semester 1 Courses	08/24/2020	
Advanced Sci	Advanced Science	3	2 (312)		Semester 2 Courses	01/19/2021	
LUNCH 1	Lunch Level Two	1	3A (CA)		All Year Courses	08/24/2020	
WE Capstone	Welding Capstone	1	3,4 (235)		All Year Courses	08/24/2020	
WE2 Flux Core	WE2 Flux Core Arc Welding	1	3 (235)		Semester 1 Courses	08/24/2020	
WE2 Gas Tung	WE2 Gas Tungsten Arc Welding	1	3,4 (235)		Semester 2 Courses	01/19/2021	

Sharing data – Graduation Points Summary

(StudentInformation > SIS > Student > Graduation P

- Tabs displaying information at both Home School and JVS for students attending Career Center (same SSID)
- Status bars show completion progress
- “View” and “More” links
- Caret to expand section

- District Trust (Grad Points) must be set up for both districts for this to work

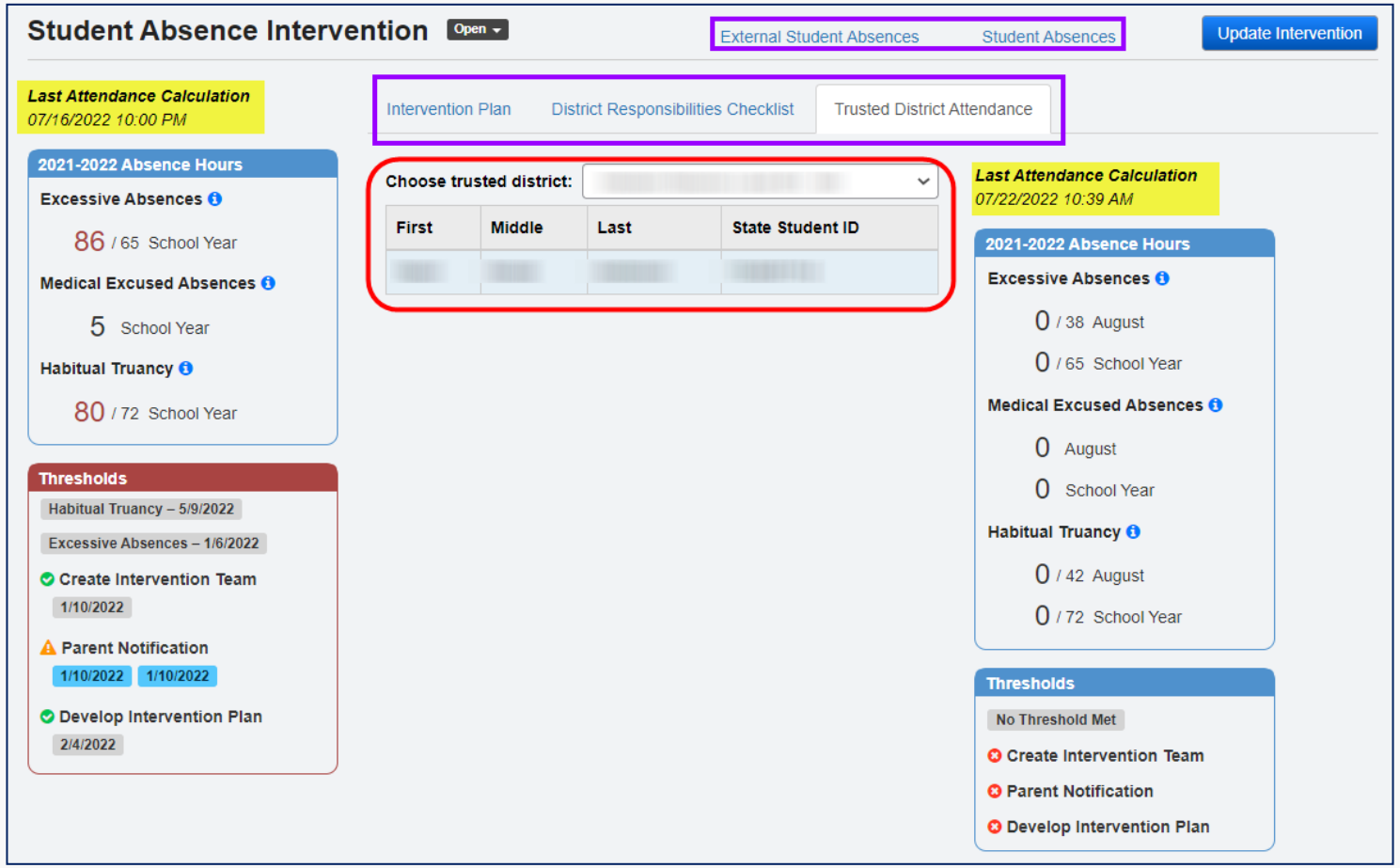


Sharing data – HB410

(StudentInformation > SIS > Student > Attendance > Student Absence Intervention)

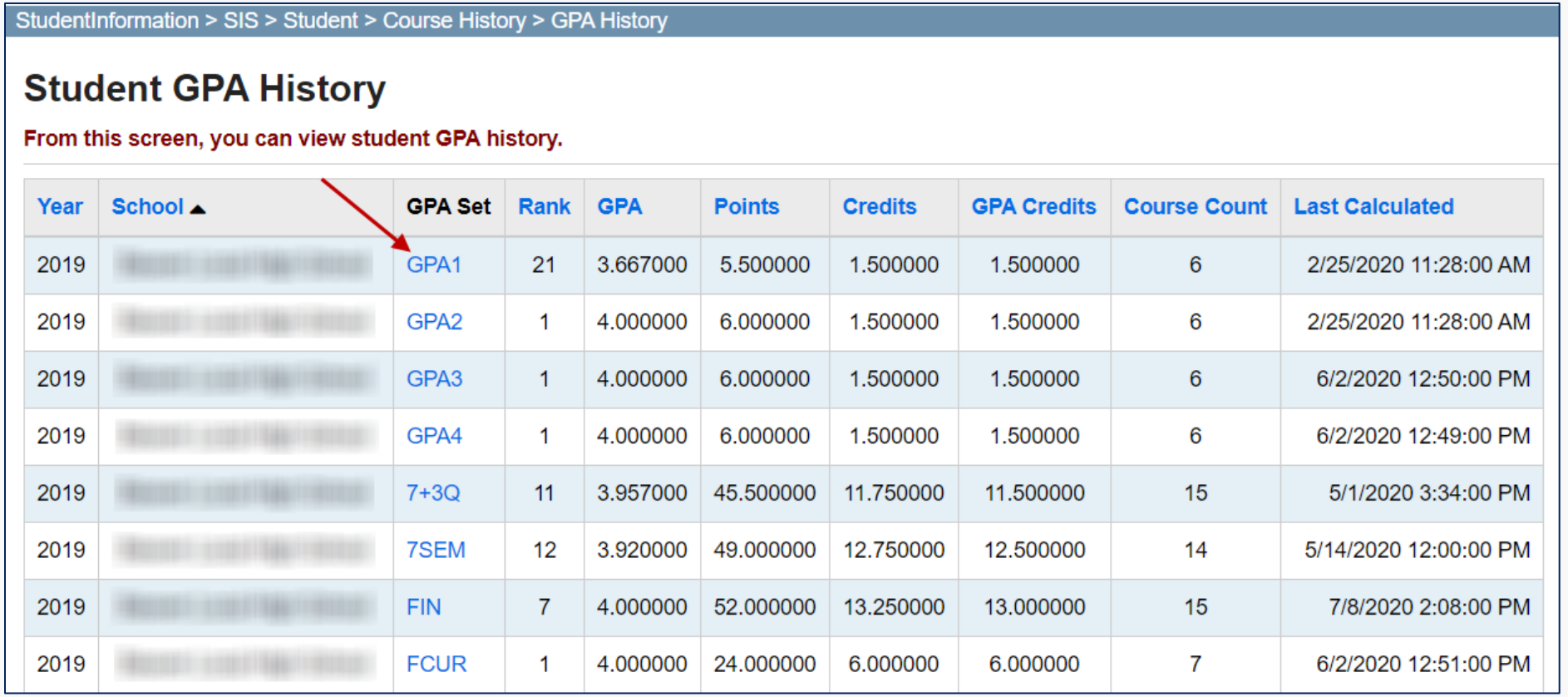
- Can navigate between information entered at your district and information entered at another district in which the student is enrolled (same SSID)

- District Trust (HB410) must be set up for both districts for this to work



GPA History

- *StudentInformation > SIS > Student > Course History > GPA History*
- Details of GPA calculations are available



StudentInformation > SIS > Student > Course History > GPA History

Student GPA History

From this screen, you can view student GPA history.

Year	School ▲	GPA Set	Rank	GPA	Points	Credits	GPA Credits	Course Count	Last Calculated
2019	[redacted]	GPA1	21	3.667000	5.500000	1.500000	1.500000	6	2/25/2020 11:28:00 AM
2019	[redacted]	GPA2	1	4.000000	6.000000	1.500000	1.500000	6	2/25/2020 11:28:00 AM
2019	[redacted]	GPA3	1	4.000000	6.000000	1.500000	1.500000	6	6/2/2020 12:50:00 PM
2019	[redacted]	GPA4	1	4.000000	6.000000	1.500000	1.500000	6	6/2/2020 12:49:00 PM
2019	[redacted]	7+3Q	11	3.957000	45.500000	11.750000	11.500000	15	5/1/2020 3:34:00 PM
2019	[redacted]	7SEM	12	3.920000	49.000000	12.750000	12.500000	14	5/14/2020 12:00:00 PM
2019	[redacted]	FIN	7	4.000000	52.000000	13.250000	13.000000	15	7/8/2020 2:08:00 PM
2019	[redacted]	FCUR	1	4.000000	24.000000	6.000000	6.000000	7	6/2/2020 12:51:00 PM

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set: < Back

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr GPA	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	☐	☐	☐

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	08/4/2020 5:23 PM	5.500	1.500	3.667
Last time GPA was recalculated	02/25/2020 11:28 AM	5.500	1.500	3.667

Details:

	Course						Mark					Calculation Values			
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Eamed	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2019-2020	H006	CL ENG10	AY	✔	✔	✔	Quarter Mark	A	Progress 1	✔	✔	4.000	.250	.250	1.000
2019-2020	H125	AC ALG 2	AY	✔	✔	✔	Quarter Mark	A	Progress 1	✔	✔	4.000	.250	.250	1.000
2019-2020	H208	AC BIO	AY	✔	✔	✔	Quarter Mark	B	Progress 1	✔	✔	3.000	.250	.250	1.000
2019-2020	H318	AC US ST	AY	✔	✔	✔	Quarter Mark	A	Progress 1	✔	✔	4.000	.250	.250	1.000
2019-2020	H405	SPAN II	AY	✔	✔	✔	Quarter Mark	B	Progress 1	✔	✔	3.000	.250	.250	1.000
2019-2020	H804A	ART APPR	Sem1	✔	✔	✔	Quarter Mark	A	Progress 1	✔	✔	4.000	.250	.250	.500

Imports

- *StudentInformation > Management > Import/Export*

- *Please send questions to student@access-k12.org*