

ACCESS Newsletter

February 2023

Hello from ACCESS!

Winter has arrived. The second half of the school year is now underway. Our student and fiscal service departments are busy addressing current needs, preparing training materials, setting up training schedules and looking ahead to year-end processes. Cybersecurity remains a key focus for our network team. Thank you for your continued support. We are just a call, email or text away.

- Lisa Smith

“No winter lasts forever; no spring skips its turn.” - Hal Borland



YOUR REPRESENTATIVES

The **ACCESS Board of Directors** meet monthly and consists of the following individuals

Dr. Donald Mook, Chairman, Superintendent, Columbiana Exempted Schools
Mr. Thomas Yazvac, Vice Chairman, Superintendent, Springfield Local Schools
Ms. Charlene Mercure, Secretary, Treasurer, Crestview Local Schools
Ms. Anna Marie Vaughn, Superintendent, Columbiana County ESC
Dr. Traci Hostetler, Superintendent, ESC of Eastern Ohio
Ms. Dawn Welsch, Treasurer, Sebring Local Schools
Mr. Eric Lowe, Superintendent, Beaver Local Schools
Mr. Pete Pirone, Superintendent, Struthers City Schools
Ms. Bethany Carlson, Superintendent, South Range Schools, alternate
Ms. Jennifer Coldsnow, Treasurer, Leetonia Schools, alternate

Reminder...this is **Erate Season**. Make sure you file for your Category 1 and Category 2 services.



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

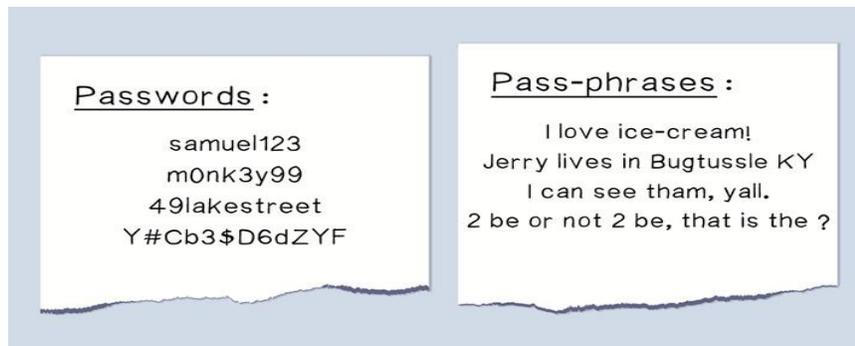
Main Number: 330-702-7860

Help Desk - support@access-k12.org

Did You Know?

STUDENT EMAIL PASSPHRASES ARE HERE!

We are now able to randomly generate easy to remember passphrases for student email accounts instead of the current random jumble of letters and numbers. If you would like to make a change to the password format for your district, please submit a helpdesk request to support@access-k12.org and let us know the desired format ie capitalized 3 letter word, random 2 digit number, lower case four letter word, special character (Red27test!).



Join a GOOGLE MEET call from Google Docs, Sheets, or Slides

What's changing:

You can now join a Google Meet call from Google Docs, Sheets, and Slides. In addition to the [present to Meet option](#), you can select "Join the call" to quickly join and present a document, spreadsheet, or presentation to all attendees, allowing everyone in the meeting to collaborate while having a conversation.

<https://workspaceupdates.googleblog.com/2022/04/join-google-meet-from-google-docs-sheets-slides.html>



NETWORK SERVICES

Network Vulnerability Scans

ACCESS has tools available to scan your internal networks and computers for security vulnerabilities. Closing off these vulnerabilities is a key step to protecting your district from hackers. Just open a Help Desk ticket to get your scans started.

Tech Guard -

ACCESS and the MCOECN (representing ITCs across Ohio) have partnered with Tech Guard for cyber security awareness training. For a price quote for your school, please let us know. Information about Tech Guard can be found at [Cyber Security Training](#)



Google Multi-Factor Authentication WHY?

MFA **increases security** because even if one credential becomes compromised, unauthorized users will be unable to meet the second authentication requirement and will not be able to access the targeted physical space, computing device, network, or database.

ACCESS can enforce MFA for your Google users? The enforcement can be assigned by OU, so you can be granular about the assignment. ACCESS recommends that you enforce MFA for at least your administrators and your fiscal staff. Please put in a help desk ticket if you have questions or would like to get started.

REMINDER: Technology Coordinators - AD & Google Account Clean Up

We have years of OU's and accounts in our Active Directory that require maintenance. Please review your school's account information within the ACCESS AD and **remove all those no longer valid**, i.e. graduated students, and teachers/staff/administrators no longer within your district. We encourage you to keep the last grad year until the next grad year students graduate.

When you are done with your clean-up, open a ticket letting us know. We will then remove any old associated Google Accounts. Reducing the usage to only active accounts contributes to maintaining good security in our environment and minimizing licensing needs.

FISCAL SERVICES

UPCOMING EVENTS!

USPS REVIEW/INTRO CLASS 1

Wednesday March 15, 2023 9am-3pm

USAS REVIEW/INTRO CLASS 1

Tuesday April 25, 2023 9am-3pm

NEW CONTRACTS/SALARY NOTICES

Wednesday May 10, 2023 9am-3pm

FIVE YEAR FORECAST WORKSESSION

Thursday May 25, 2023 9am-3pm

USPS REVIEW/INTRO CLASS 2

Thursday March 16, 2023 9am-3pm

USAS REVIEW/INTRO CLASS 2

Wednesday April 26, 2023 9am-3pm

FISCAL YEAR END USAS/USPS/EIS

Wednesday May 24, 2023 9am-2pm

FISCAL STAFF REPORTING

Wednesday June 7, 2023 9am-3pm

Please make sure that you register for the upcoming events along with all worksessions on the ACCESS website www.access-k12.org
Please log in using your email alias (everything before the @sign) and your email password

Worksessions

Thursday February 9
Thursday February 16
Thursday March 23
Thursday April 13
Thursday April 20
Thursday May 11
Thursday May 25
Thursday June 15
Thursday June 22
Thursday July 6
Thursday July 13
Thursday July 20
Thursday July 27

Financial Collections

Financial Collections (2023H0000) 6/1/23-8/30/23
Five Year Forecast Required Spring Updatel (2023P2MAY) 4/1/23-5/31/23
Staff and Course Collection Final (2023L2FNL) 2/9/23-8/4/23

Tips and Tricks from the Fiscal Staff

- Reversing receipts no longer requires the original posting period of the receipt transaction to be open
- Ability to change a vendor on a new PO without having to reopen a posting period
- The date on Budget Adjustments is now modifiable for both the Initial Adjusted amounts
- The Account Grid now includes a "Show Active" box that can be checked to assist you in filtering accounts and improving the performance of the grid
- As of the latest USPS release, dock amounts on pay stubs and direct deposits are now showing as negative (instead of positive)
- New Salary Notice program in USPS under the New Contract and Contract Compensation screens



STUDENT SERVICES

Standards-Based Report Cards for 2023-2024

If you are currently using standards based report cards and would like updates/adjustments made for the 2023-2024 school year, **please submit them no later than June 30, 2023.**

If your district has not used standards based report cards in the past, but you're interested in exploring the possibility for next school year, please contact us. We are happy to meet with you and review the options available.

Scheduling Trainings

The training schedule for upcoming scheduling sessions is now available! Please make sure to share this information with users (especially those who are new) in your district. If you wish to attend a scheduled session but are unable to do so, the trainings will be recorded and posted to the [ACCESS webpage](#) in the [Training](#) section.

Please visit the [ACCESS Student Services Training page](#) for a description of each session.

Student Promotion / Bulk Enrollment

Thursday, February 23rd from 9:00-10:30

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

High School & Middle School Courses/Sections/Groups

Wednesday, March 1st from 9:00-11:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

Entering Course Requests & Hand Scheduling/Bulk Assigning Students

Tuesday, March 7th from 9:00-11:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

Online Course Request (Public Course Request)

Thursday, March 9th from 9:00-11:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

High School and Middle School Scheduling Training (Batch Scheduler)

Tuesday, March 21st from 9:00-12:00

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

Elementary Scheduling Training

Thursday, May 4th from 9:00-11:30

[REGISTER](#) for the *In Person Session*

[REGISTER](#) for the *Zoom Session*

We will also have the following **Scheduling Worksessions** which will be held in-person from 9:00am-3:00pm (unless otherwise noted) in the ACCESS Computer lab. Registration for these open labs is required.

Wednesday, April 5, 2023 - [Click here to register](#)

Wednesday, April 19, 2023 - [Click here to register](#)

Thursday, April 27, 2023 - [Click here to register](#)

Thursday, May 4, 2023 (11:30-3:00) - [Click here to register](#)

Tuesday, May 16, 2023 - [Click here to register](#)

Thursday, May 18, 2023 - [Click here to register](#)

Thursday, June 8, 2023 - [Click here to register](#)

Tuesday, June 13, 2023 - [Click here to register](#)

Wednesday, June 21, 2023 - [Click here to register](#)

Thursday, June 29, 2023 - [Click here to register](#)

If you have any questions, please send a message to student@access-k12.org.

And so the adventure begins!

STUDENT SERVICES (con't)

Exciting things happening in StudentInformation Graduation Points!

Graduation Exemptions Import

This screen allows users to import a .csv file of student exemptions and diploma seals (planned and earned). A spreadsheet template can be found in the Learning Center (help section of StudentInformation).

Graduation Plan Report

The Ohio Graduation Plan in StudentInformation is continuing to evolve, with several updates coming in the next release (22.2). This Plan can now be created for any high school student. The report pulls the students' earned high school credits, various assessment data, seal readiness, and fields designed to capture each students' future plans (ex. post-highschool goals, career field interests, FAFSA data, apprenticeship data, and more!). The report is generated in .pdf format.

Ohio Graduation Plan Template

This template is designed to help Ohio school administrators, counselors and teachers develop graduation plans for students in grades 9-12. Use of this template is not required. Make any edits necessary to customize this template to the needs of the school or district. Please send any questions or comments about how to improve the template for future use to gradrequirements@education.ohio.gov.

BASIC INFORMATION

Student Name: _____ Student #: _____ SSID: _____ Graduating Class: 2022

Career Field Interests: Architecture & Construction, Business-Management & Administration

Date Updated: Grade 9: 2019-09-17 Grade 10: 2020-10-12 Grade 11: 2021-12-05 Grade 12: 2022-08-15

FAFSA Application Date: 2022-09-14

POST-HIGH SCHOOL GOALS

Please note if the student plans to pursue college (and type), work (and industry sector), military or something else. Please be as specific as possible. Examples: "I plan to further my education and enroll in a community college," or "I plan to find a full-time job in customer service."

Goal: I plan to enroll in the Military

Support Needed to Achieve Goal: Enroll in the Marines, Pass the ASVAB and physical

Goal: I plan to attend a 4-year college

Support Needed to Achieve Goal: Complete pre-college enrollment requirements

REQUIRED CREDITS (20)

Note: Districts and schools may have requirements that exceed the state minimums outlined below. A student must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts* (during grades 7-12). *Fine arts may not be required for a student in a career-tech program unless it is a component of local course requirements.

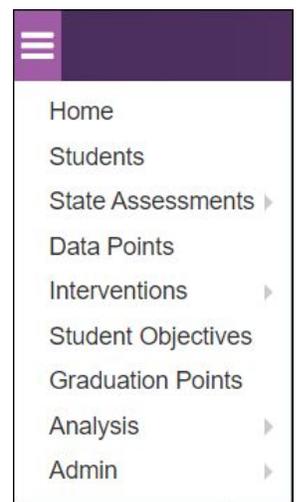
Subjects	Middle School	9th Grade	10th Grade	11th Grade	12th Grade	Credit Tracker		
						Min Req	Earned	Needed
English		1	1			4	2	2
Mathematics		1	1			4	2	2
Social Studies			1			3	1	2

DataMap

DataMap is an analytics tool that allows districts to track RIMPs, interventions, view assessment results and more! DataMap is an additional Frontline product. If your district is interested in using DataMap or learning more, let us know.

DataMap has the ability to view/print the student's Graduation Plan from the Student Roadmap and Graduation Points screens. The Graduation Points screen displays a lists of students that shows an overview of credit requirements and graduation pathways data and includes status updates. Users also have the ability to quickly export the data.

We will be offering a DataMap overview training via Zoom on Wednesday, March 15th from 3:00-4:00. [Click here to register](#). Stay tuned for an upcoming email for more information on this session.



A vertical navigation menu with a purple header containing a white hamburger menu icon. The menu items are: Home, Students, State Assessments (with a right-pointing arrow), Data Points, Interventions (with a right-pointing arrow), Student Objectives, Graduation Points, Analysis (with a right-pointing arrow), and Admin (with a right-pointing arrow).



Try to be a rainbow in someone's cloud.

~Maya Angelou

Are you submitting EMIS Collections weekly?

There are a number of EMIS Collections (reporting periods) currently open, with more expected in the next week or so. How often do you submit each collection? It's a good habit to submit collections, at the very least, once a week (more often is best). Frequently submitting each collection allows you to stay on top of your reporting with the most up to date information. This also provides the opportunity for you and your district staff to review reports during the collection window. This will help ensure there is good data as you near the close of a reporting period. Less stress for all!

If you share students with other districts, what each of you reports on a student, staff, courses, calendars, assessments, etc. can impact the other district's reporting.

Data submitted to ODE by 5 p.m. will be processed that evening, with new and updated reports available the next day.

A good way to keep up with open collections is from the *Data Collector > Collection Requests Tab > Ohio Department of Education > Collection Request* and review each collection in the dropdown. Next scroll down and select *SSDT SDE* and review the open collections from here.

The screenshot shows the Ohio Department of Education EMIS interface. At the top, it says "Ohio Department of Education" with links for "Refresh", "Restore Defaults", and "Hide Message Center". Below this is a section titled "Use the choices below to filter the list of collection requests shown". It contains four dropdown menus: "Collection Request:" (set to "FY23-S-TRAD Mid"), "Data Set:" (set to "All"), "School Year:" (set to "All"), and "Last Activity Within:" (set to "All"). A red arrow points to the "Collection Request:" dropdown, which is open, showing a list of options including "All", "FY23-S-TRAD Mid", "FY23-S-Grad Crdt Prgrs", "FY23-P-FYF 1 Opt", "FY23-L-Stdnt Grade", "FY23-C-Cal Final", "FY23-A-OELPA", "FY23-A-KRA Fall", "FY23-A-Erly Lrng-ELA Fall", "FY23-A-Erly Lrng-COS", "FY23-A-End Crs Smr-Fall", and "FY23-A-ELA Fall". Below the filters is a "Sort Order" section with radio buttons for "A-Z", "Z-A", "A-Z on Short Name", "Z-A on Short Name", and "Most recently active". A "Midyear Stud" folder icon is visible. At the bottom, there is a "Submit" button and a message: "Regional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G...".

The second screenshot shows the "SSDT SDE" interface. It has the same "Use the choices below to filter the list of collection requests shown" section. The "Collection Request:" dropdown is open, showing options: "All", "FY23-S-Stdnt Cross Ref", and "FY23-S-SOES Contact". A red arrow points to the "Collection Request:" dropdown.



The bad news is time flies. The good news is you're the pilot. ~Michael Altschuler



EMIS CrossCheck



- Stay up to date with the most recent changes by reading the Release Notes found in the application.
- If you would like to see something added into Crosscheck, send us an email at emis@access-k12.org and we will gladly submit it to Crosscheck Support!

Professional Development Opportunity - EMIS Coordinators

OAEP - Ohio Association of EMIS Coordinators - Spring Conference

Sunday, May 7th to Tuesday, May 9th

Hilton Columbus at Easton

The OAEP Spring Conference is a great opportunity for all EMIS Coordinators to hear the most up to date EMIS requirements presented by ODE EMIS Staff and software vendors.

For full conference details and to register go to <http://www.oaep.net>.

ACCESS SORA/OVERDRIVE Consortium

ACCESS has partnered with SORA/Overdrive to provide an eBooks Consortium opportunity for our schools. This is a membership consortium at a cost of \$1.00 per student population engaged to benefit from using this service. You can join in anytime. Our participation is growing. If you are interested, contact Lisa Smith (smith@access-k12.org)



Getting Started with INFOhio K-5 [Click Here](#)

Getting Started with INFOhio 6-12 [Click Here](#)

Empower Educators in Your Districts Through the INFOhio ICoach Program

The INFOhio ICoach program is for PreK-12 educators in schools and districts who are interested in learning how to integrate INFOhio's digital content and web tools into instruction and share their knowledge with other Ohio educators.

Recently, INFOhio expanded the ICoach application and training period to make it more flexible for busy school staff.

ICoach applicants complete up to fifteen hours of online, asynchronous training using INFOhio Learning Pathways. In addition, they connect with current ICoaches and those in training to discuss and reflect in Open Space. Upon completion, new ICoaches earn contact-hour certificates and a digital badge. Learn about the benefits and value of the program from ICoaches themselves in the INFOhio ICoach Spotlights, a recurring Teach With INFOhio blog series.

Want to know if you have any ICoaches in your districts? Visit the ICoach page and scroll to the map to see where the more than 330 ICoaches are located.

Encourage educators in your districts to visit the ICoach page and fill out the application. If you or your schools have questions about the ICoach program, contact us at support.infohio.org.

LIBRARY SERVICES, CONTINUED.

Simple Strategies to Supplement Family Literacy with Quality Text from INFOhio

Family literacy can look very different from one household to another. Honoring how families engage in literacy is empowering for them and important for student growth. INFOhio licenses quality eBooks, videos, articles, and printables and provides them at no cost to Ohio's schools and families. Read the latest blog post in INFOhio's "Simple Strategies" series, [Simple Strategies to Supplement Family Literacy with Quality Text from INFOhio](#) to discover 12 ways to read through this season using INFOhio's resources. Many of these activities can be enjoyed in any season using other titles.

Engage

1. Give options for the whole family
2. Circle stories
3. Don't read the whole book!

Empower

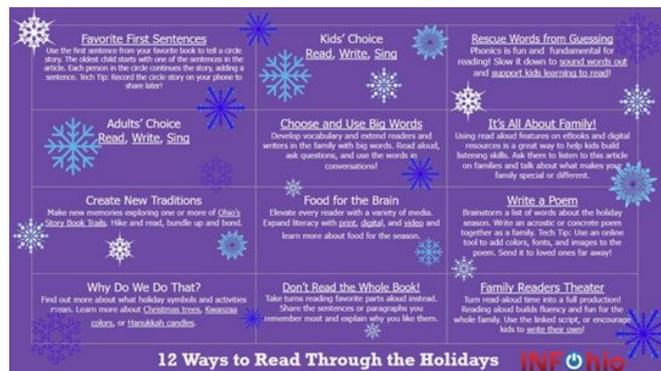
4. Find your literacy power
5. Focus on family traditions
6. Media variety

Elevate

7. Sound it out!
8. Print everywhere
9. Read aloud to elevate

Extend

10. Family readers theater
11. Learn more about a topic
12. Read aloud to extend



Every Ohio student deserves the opportunity to learn from high-quality, standards-aligned instructional materials to become a resilient, lifelong learner who contributes to society ([Each Child, Our Future](#)). Using INFOhio's quality resources and web tools to supplement learning can engage, empower, elevate, and extend students for success. Share these [12 ways to read through the holidays](#) with your students and their families!

For questions, please, reach out to support.infohio.org. INFOhio is always happy to help.

Learn About STEM and Career Resources from INFOhio

Fall into Gale resources and discover two purchased eBook collections: [STEM & Career](#) and [Financial Literacy](#). Also learn more about INFOhio's licensed resource, [Gale In Context: Elementary](#). Use these resources to help elementary students build background knowledge on a topic, to help middle school students explore careers in a variety of fields, or to supplement your high school's financial literacy instructional materials. Follow the links in [INFOhio's news article](#) to view the recordings.

The Learn With INFOhio webinar about GenYES Ohio is also available. [GenYES Ohio](#) prepares Ohio students to become student technology leaders through a rigorous, technology-infused supplemental curriculum. Watch INFOhio's 30-minute webinar recording and learn how to start this program in your school. Visit INFOhio's [Teach With INFOhio Blog](#) to view the recording.

If you have questions about INFOhio's Learn With INFOhio webinars, please reach out at support.infohio.org. INFOhio is happy to help!

LIBRARY SERVICES, CONTINUED

High-quality Tools from INFOhio for Art Teachers and Self-directed Learning

Discover art resources for a variety of grades and levels, including resources that can support Teaching for Artistic Behavior (TAB) or the choice-based visual arts classroom, in the latest Teach With INFOhio Blog post, [High-quality Tools for Art Teachers and Self-directed Learning](#).

INFOhio supports art teachers with high-quality relevant articles, videos, images, and resources for rigorous and engaging project-based lessons and research. This Teach With INFOhio Blog post dives into three INFOhio resources that support the art classroom: Hobbies & Crafts Reference Center, INFOhio's Digital Video Collection, and World Book Student.

The Drawing & Sketching section of [Hobbies & Crafts Reference Center](#) is a great resource for art teachers to share with students, especially for those art rooms that do not have textbooks or struggle to have enough reference material for all students in the class.

INFOhio's [Digital Video Collection](#) (DVC) offers a wide range of career videos from drawing to 3D printing, to teaching creativity and industrial design. These videos give great insight into the world of creative fields from actual people working in the business.

If you are looking for basic information on art movements, styles, or artists, [World Book Student](#) is a way for students to search these topics safely and easily. Articles are complete with images and often include related information for students to expand their research.

Read more about these resources and how to integrate them into your art classroom in the Teach With INFOhio Blog post [High-quality Tools for Art Teachers and Self-directed Learning](#).

Using INFOhio as your go-to resource for student-friendly, safe, and high-quality information saves time and frustration. Try one resource at a time to find instructional materials to support instruction and create well-rounded students. If you have questions or need additional assistance, please contact support.infohio.org.

Recordings Now Available for the INFOhio Webinar Series: Bundle Up with BLUEcloud

If you didn't get a chance to bundle up with BLUEcloud Circulation, Course Lists, and Cataloging in INFOhio's latest Learn With INFOhio webinar series, now you can when you watch the recordings. Discover how these next-generation, browser-based tools help streamline and enhance your day-to-day library management tasks. The final webinar in the series explores Fetch & ISearch and shares best practices for using the online catalog. Visit INFOhio's [Teach With INFOhio Blog](#) to view each of the recordings. If you have questions about INFOhio's Learn With INFOhio webinars, please reach out at support.infohio.org. INFOhio is happy to help!

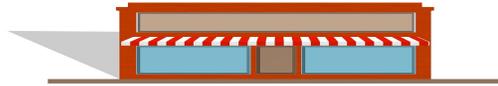
Library support by [INFOhio](#).

Phone number: 330-702-7875

Support Email Address: support@infohio.org

THE ACCESS STORE - SHOP WITH US!

For **special pricing**, contact **Lisa Smith** or email smith@access-k12.org



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

- **HelloSign** - Electronic document signing <https://www.hellosign.com/>
- **Ehallpass** - Online digital hall pass [Video Demo](#)
- **One2One (Learn21)** - Device Management - [Video Demo](#)
- **Tech Guard - Cyber Security Awareness Training- [Information about this product.](#)**
- **Zoom Video Conferencing** individual and meeting room licenses
- **DUO - VPN Licenses (contact ACCESS)**
- **DUO - Key Fobs - Tokens (contact ACCESS)**
- **TEC** - Bully Tip Lines, Text Messaging, etc. <http://www.tec911.net/>
- **Data Map** - <https://www.progressbook.com/datamap/>
- **Google Enterprise Suite** - pricing based on NCES FTE. [Google Enterprise Overview](#)
- **SORA/Overdrive EBook Consortium** <https://resources.overdrive.com/k-12-schools/>
- **Class Technologies - Class: The Virtual Classroom Built on Zoom** <http://class.com>
- **Lastpass - Password Manager** - <http://www.lastpass.com>
- **SOPHOS Anti virus.**
- **Chromebooks and Accessories** - contact ACCESS for further information.
- **EMIS CrossCheck**
- **FinalForms through MCOECN consortium**
- **GoGuardian Classroom Management** - [Order Form](#)



Consortium Purchasing

ACCESS is always looking to help schools save money by providing applications at consortium pricing. We will continue to survey school needs and investigating hardware offerings too. Through vendor partnerships, we continue to provide chromebooks and accessories at reduced prices. Zoom license pricing for one and two year options can be purchased throughout the year. Class Technologies product Class: The Virtual Classroom built on Zoom is becoming available through an agreement with the OECN for all ITCs. Until then, our current offerings are listed above.



ACCESS - Advancing Education Technologies
<http://www.access-k12.org>

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