



SPRING 2017

FROM THE EXECUTIVE DIRECTOR

As the school and fiscal year come to an end, I would like to wish you all a safe and enjoyable summer. While you are enjoying the beautiful weather, NEOnet will continue to provide members with great programs and services. We have highlighted a few of the key initiatives and projects that will be occurring at NEOnet over the summer in this newsletter.

First, I would like to mention a few newcomers to NEOnet. I would like to welcome Field Local Schools to the consortium, as well as our newest staff members Roxanna Bennett, AJ Graham and Robert McDonald. They will be responsible for providing support and training to assist participating schools in maintaining and tracking financial data. You can read their biographies on page two of this newsletter.



I want to take a moment to thank the NEOTech Committee who worked very hard in planning the 8th Annual Technology Conference, which took place on March 16 at Kent State University's Student Center. The committee did a great job again this year! We hope the over 500 teachers, administrators, technology directors, as well as other district staff members who attended, were able to bring valuable information back to their districts and classrooms. If you were unable to attend the conference, or would like to learn more, please visit www.neotechconference.org.

We are excited to report that, as of April 1, MRSC/NEOnet has gone LIVE on PowerSchool (formally Sungard) eFinancePLUS (eFP). The NEOnet fiscal services staff has been working since July 2016 to migrate from "legacy" State Software to eFP. NEOnet is currently working with five educational entities, Brunswick City Schools, Cloverleaf Local Schools, Cleveland Heights/University Heights City Schools, Cuyahoga Falls City Schools and the Summit Educational Service Center, to transition to eFP. If you have additional questions about eFP or would like to schedule a demonstration, please don't hesitate to reach out to me at gdovin@neonet.org.

We understand that cybersecurity and the protection of our owners' data is the most important responsibility at NEOnet. We stand committed to this responsibility and will continue to be proactive as we implement new cyber defense strategies and work with our stakeholders to communicate the importance of being educated digital citizens. The most common security concerns seen in school districts today revolve around manipulating end users into giving access to an intruder. You can learn how to prevent this on page three of this newsletter.

We are pleased to announce we have added a new section to our newsletter entitled "An Inside Look at How Our Districts are Incorporating Technology." This edition of the newsletter showcases Nordonia Hills and Wadsworth City Schools. Nordonia hosted a technology showcase at Lee Eaton Elementary and Wadsworth had a team of educators attend Microgravity University at Johnson Space Center. You can read the complete articles on page 15 of this newsletter.

I have highlighted a few of the important activities happening at NEOnet, but there is much more information within this edition. I hope you are able to take advantage of all of our services. Please feel free to contact me by phone at 330.926.3902 or by email at gdovin@neonet.org if you have any questions about the contents of the newsletter, and remember that without you there would be no NEOnet!

Matthew Gdovin, Executive Director

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WELCOME NEW STAFF MEMBERS!



ROXANNA BENNETT

Roxanna is a fiscal services support specialist at NEOnet. Prior to her position, she worked at Nordonia Hills City Schools where she was the Payroll Coordinator. Roxanna has experience in Uniform School Payroll System (USPS), Aesop and Veritime. Roxanna's primary role is to assist with State Software Payroll support.

In her free time, Roxanna enjoys spending time with her family, church and crafting.



AJ GRAHAM

AJ is NEOnet's new Fiscal Services Support Liaison at NEOnet and a recent graduate of Ohio University. He has always been interested in the bridge between finance and technology. Combining those interests with a family of educators has gotten him where he is today. In his spare time, he enjoys watching movies, sports and attempting to live a healthy lifestyle.



ROBERT MCDONALD

Bob is NEOnet's new Fiscal Services Support Specialist. Bob comes from the higher education field, most recently as the Director of Career Services at Stautzenberger College, where he worked with students from a variety of backgrounds on their resume writing, interview skills and career goals. Bob has also worked in IT with a specialization in web design and editing and is a Certified Internet Webmaster. He is also skilled in software training and has served as an adjunct faculty member, both at Stautzenberger College and Lorain County Community College. Bob has a Master's degree in Adult Learning and Development from Cleveland State University, and lives in Fairlawn with his wife, Jessica, and his two cocker spaniels, Bella and Harry.

FROM THE TECH DIRECTOR

Security concerns for school districts have drastically changed over the past five years. When technology first became a mainstream part of the educational system, a firewall met the most basic need for most districts. That is no longer the case. Schools have now found themselves in a position where they fall victims to data breaches, ransomware and theft. Identifying the most frequent threats to schools and putting policies and procedures in place can help establish a foundation of security to protect district data.

So, what are those threats? The most common security concerns seen in school districts today revolve around manipulating end users into giving access to an intruder. This is accomplished through a number of methods, including, but not limited to:

- Phishing – sending official looking and sounding emails to end users to trick them into providing sensitive information
- Malware – malicious software used to gain control of an end user's computer in order to gather sensitive information or to conduct similar attacks on other entities
- Ransomware – malware that uses cryptography to take a victim's data hostage in return for monetary gain
- Dictionary attacks – an intruder's automated attempt at guessing a simple password so they can gain access to sensitive information

The following list of actions can help secure a district's data, without forcing them to spend money on expensive tools.

- End user awareness – provide training for end users on what to look for in these phishing and malware attacks so they will not fall victim as easily. This is also an opportunity to train end users on what to do if they are questioning the validity of a request. A consistent rule of thumb to follow is the fact that no one who manages your technical assets will ever ask for credentials via email or over the phone.
- Establish password policies – simple passwords can lead to data breaches that cost real dollars. The more complex a password is, the harder it is to guess. The harder it is to guess, the harder it is for end users to remember. Password

management tools are also a good idea to help end users remember and keep complex passwords safe.

- Backups – maintaining good backups is a very important aspect of reducing the liability of ransomware. If you can restore to a point in time with limited loss, then the ransomware is less effective.

This, of course, is not an exhaustive list of what districts can do to protect themselves. NEOnet takes protecting district data very seriously, and we are constantly improving the security mechanisms we have in place to protect our customers. **Please join NEOnet for our Security Summit in June (date to be determined). We will be sharing resources and knowledge with attendees to help protect their valuable technology assets.**

These actions can help secure a district's data, without forcing them to spend money on expensive tools.

BARRACUDA CLOUD RELAY

by: Tim Tracy

The Barracuda Cloud Relay service will officially cease to operate on August 1, 2017. This service was put in place to help cloud email customers such as Gmail or Office 365, securely relay mail back to NEOnet's on premise Barracuda archive appliance. Barracuda decided to end the life of this service due to complications they've experienced with it since launching several years ago. As a replacement, NEOnet has setup its own secure, fault tolerant relay service to send the archive mail to. Customers affected by this change will be contacted to setup a walk through of the changes that are required and ensure delivery to the new relay once they are made.

TECHNOLOGY INTEGRATION UPDATE

By Jacob Williams, Technology Integration Specialist

We are excited to be in the final stages of planning for our Technology Integration Services program, which will officially start on July 1. We have had a number of schools unofficially commit to participating in the program and we are excited for more to join us. NEOnet's Technology Integration Services program has been offered for free over the past few months, and we have had great feedback from what we have done so far. Many schools have asked for professional development training, and these have been highly reviewed. If you have a need or a question about a program or services offered, please email the technology integration department at williams@neonet.org.

The next few months will be busy for the department. We are planning on offering Google Training Camps that will prepare participants to take the Level 1 and Level 2 Google Certified Teacher Exams. We have not solidified a day for these trainings yet, so please visit the website for updates. The training camps will be offered as a three-day set, but you

The key to the flipped classroom is to have students prepare on their own before class and bring their ideas and struggles to class to solve together.

can take any single or grouping of days that best meets your needs. The training camps will be offered multiple times a year.

Another notable item is the option to receive graduate credits. We have teamed up with Ashland University to offer graduate credits for trainings held at our facilities. As we move forward into the summer, we will be offering more training. Be sure to check out our website for more details at www.neonet.org/services/technology-integration.

The technology integration department continues to look at emerging trends to prepare for the future. This month, we are looking at the growing popularity of flipping your classroom. According to EduCause.edu, a flipped classroom is "a pedagogical model in which the typical lecture and homework

elements of a course are reversed. Short video lectures are viewed by students at home before the class session, while in-class time is devoted to exercises, projects or discussions." This has been an emerging trend in recent years, with mixed reviews from students and teachers. Below, we will list the top five ways that you can flip your classroom by using technology as the centerpiece.

Technology makes a flipped classroom very easy to achieve. The key to the flipped classroom is to have students prepare on their own before class and bring their ideas and struggles to class to solve together. Below are five of the best ways to flip your classroom using technology.

1. *Create a video. The quickest and easiest way to flip the typical classroom is to record a video of yourself teaching a concept or lesson and have your students watch it a day before class. When they come to class, they can talk about problems they had or things that they found difficult. We suggest programs such as Screencast-o-matic and Screencastify to record your teaching videos.*
2. *Class Website. Make sure your students have a place to go for help along the way. The website should have important videos and documents in case students have questions outside of class.*
3. *Online Collaboration. Sites like Google Docs make it very easy for students to collaborate online. Make sure you allow your students time to work together in a digital and physical space.*
4. *Flip the teacher. Allow your students to teach you. This isn't necessarily a technology-centered tactic, but is a way to encourage your students to participate in different roles within your class.*
5. *You don't have to use technology. Using technology isn't the only way to flip your classroom. It can make it easier, but you can flip your classroom without it. I encourage you to figure out a way to flip your classroom that works best for you.*

Please feel free to contact the technology integration department at NEOnet with any of your technology integration-related questions. We are here to support you in making your classroom more cutting-edge with the use of technology.

1:1 FILTERING AT HOME AND SSL DECRYPTION

Many districts are beginning to offer students devices they can take home through 1:1 programs. When off-site these devices are not filtered by Lightspeed, which gives students full access to the internet, unless their parents have filters in place at home. However, there are multiple ways to configure the devices to keep the filter controls on when they are not inside the district.

The two main ways to achieve this are through proxied traffic or device agents. Districts can install the lightspeed user agent on Chromebooks and configure it to automatically login when a student enters their Google domain credentials. This configuration would make a seamless connection back to lightspeed to check filtering policies.

NEOnet can also tunnel all traffic back to lightspeed for inspection and require a user to login. These logins can be AD based. Proxies can also decrypt HTTPS websites allowing for more control and filtering of secure sites like Google search. If you are rolling out 1:1 or planning to do so in the near future, NEOnet encourages you to consider applying home filtering.

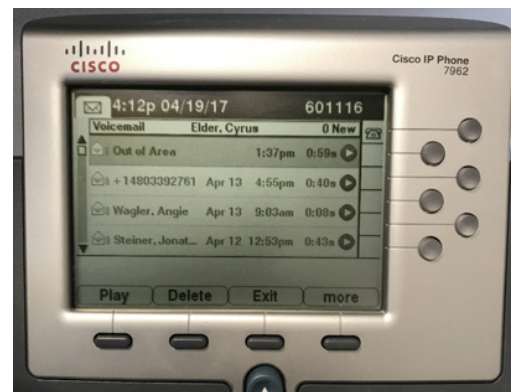
HOW CAN VISUAL VOICEMAIL BENEFIT YOUR DISTRICT?

NEOnet offers districts the ability to use its phone service and Exchange service simultaneously; however, not all districts choose this option. The tight integration that exists between Cisco voicemail and Microsoft Exchange provides districts who do use them simultaneously with greater benefits. The integration allows users the ability to access and control their voicemail messages at the same time as their email, giving them a more convenient and easy way to manage their voicemail.

Districts who do not utilize NEOnet's Exchange service have to access their voicemail through a traditional telephone user interface or the web access portal. The web portal is a more modern approach to accessing voicemail but, due to the high rate of change currently happening with modern web browsers and technology, the web interface may be the better option.

NEOnet offers Visual Voicemail, to provide districts with the opportunity to instantly access voice messages on their Cisco Unified IP Phone without having to dial into their voicemail box.

The Visual Voicemail widget on the Cisco Unified IP



Phone, provides a visual representation of all voice messages on the phone display. The display includes the senders' name, time of message, message length and urgency markers displayed for each voice message. This allows users to quickly prioritize how they listen and respond to messages. The Visual Voicemail application makes sending, responding, saving and deleting large numbers of voice messages easy and productive.

If you're interested in having your phones configured for Visual Voicemail or have any additional questions, please contact the technical services department.

CONTINUOUS KIOSK IMPROVEMENTS

The Kiosk Advisory Group is shifting its focus to correcting issues within the Kiosk to enhance end-user experience. Below are a list of changes that have taken place.

- *Displaying request dates – It was discovered that when a request was created for a district that was Aesop integrated, the requested information was updated on the Aesop side with a date displaying when the request was updated. Adding this date to the Aesop request was confusing to staff and substitutes. The issue has been fixed, and the request will not be updated on the Aesop side.*
- *Invalid leave dates – The Kiosk was allowing leave requests to be created with invalid dates. For example, a leave request could be created for 0017 instead of 2017. The issue has been fixed, and only valid years will be accepted.*
- *Errors updating staff email addresses – Users have been experiencing errors when a staff member's email address changes. Because the process to change the email was not working correctly within the Kiosk, Insum would enter the email address manually within the database. The issue has been fixed and the process for changing email addresses is now working correctly. To change an email address you must do so in USPS. The employee must login with their old email address to the Kiosk, where they will be prompted with a screen to select their new email address and click 'login.' Once they see their profile screen, they will login with their new email address.*

When the management council took over the direct management of the Kiosk, we set forth guiding principles to help shape its development. Security was first, followed by stability. We feel we have made great strides in both of those areas. We are currently working on supportability, which is the focus of this batch of updates and development over the next few weeks. We hope to "step forward" with some new and useful functionality before the end of summer. Stay tuned!

eFinancePLUS UPDATE

NEOnet is excited to report that, as of April 1, 2017, MRSC/NEOnet has gone LIVE on Powerschool eFinancePLUS (eFP)! After many months of learning and testing, we jumped in and began using eFP for payroll and accounting. So far, we have run two payrolls in the new system and have also been able to go through the accounts payable process from start to finish (creating REQs, converting to purchase orders, invoicing and cutting vendor checks).

In the coming months, we will be implementing the Employee Access Center for our staff, as well as the Miscellaneous Billing

TIPS FOR A SUCCESSFUL eFinancePLUS PAYROLL PARALLEL

As we continue to push forward with the conversion from State Fiscal Software to eFinancePLUS, it is extremely important to be as prepared as possible for the payroll parallel between the two softwares. Below are a few tips that can help you be prepared.

1. *Make sure you have all of the necessary staff available the week of your payroll parallel. It is recommended that you have at least four district staff members. Your trainer will serve as a floater.*
2. *Make sure that each staff member has access to dual monitors. It will be important for them to be logged into both State Software and eFinancePLUS at the same time so that they can compare the data between the two systems.*
3. *Print a pay journal in name order from State Software prior to the start of the parallel.*
4. *It is recommended that your pay runs are numbered 001, 002, 003, etc.*
5. *It is also recommended that your payroll descriptions are yearmonthday, for example, 20160916.*
6. *Do not clear month or quarter totals until you have completed running STRS, SERS and all reports.*
7. *Familiarize yourself with all pre-calc and pay calc reports. Note: The reports for pre-calc and pay calc are different.*
8. *Create a file to save all payroll reports. You will need to access these reports for your auditor.*
9. *It is recommended that two pre-notes be made to the bank prior to parallel payroll. The bank needs to verify receipt of file and information.*
10. *Do not go past "pre-calc" in your "live" environment. Your files will need to be copied over to your "test" environment to continue beyond "pre-calc" in your parallel.*

and Receipts module for our accounts receivable process. This will eliminate the need for us to use ARF for billing.

NEOnet currently has four districts with a target live date of July 1. These districts are Brunswick City Schools, Cloverleaf Local Schools, Cleveland Heights/University Heights City Schools and the Summit ESC. The districts are in the process of converting all of their payroll and accounting data and will be performing payroll parallels in the next two months. We will keep you up to date as this process continues.



BEST PRACTICES FOR BALANCING PAYROLL

Balancing your quarter report after every pay will save you a lot of time and frustration when it comes time to completing the task every January, April, July and October. Here are some guidelines on payroll balancing best practices.

- *Balance your DEDTOT to your PAYRPT.*
 - *Make a spreadsheet that has your deductions matching your DEDTOT.*
 - *Subtract your total deductions from your gross pay. This must balance with your PAYRPT.*
- *Add your payments to Federal, Social Security and Medicare to balance your 941 to each pay.*
- *Run QRTRPT after each pay.*
 - *Add up your EFTPS (Employee and Employer Federal, Social Security, Medicare) payments.*
 - *Both QRTRPT and your total for EFTPS payments should match every pay.*
 - *Use the following link to help balance your EFTPS for each pay:*
www.irs.gov/uac/about-schedule-b-form-941

If you need any assistance with setting up the balancing procedures, please contact NEOnet and we will schedule a training.

FY17 FIVE YEAR FORECAST - REQUIRED SPRING UPDATE (P) COLLECTION

A new FY17 Five-Year Forecast - Required Spring Update (P) Collection Request has been released.

The FY17 spring submission period of the five-year forecast is now open. If you would like NEOnet's fiscal staff to submit your forecast, please email your spreadsheet and notes to fiscalhelp@neonet.org.

Your updated forecast should be in the Excel basic spreadsheet format, with your assumption notes in Word. This is the same as in the fall submission period. These are the necessary formats for the flat file editor to create the required submission files that are compatible with the data collector.

FIREFOX AND eFinancePLUS

We recently received an update from Mike Folcher, Application Manger and Principal Architect at PowerSchool, regarding the newest release of Firefox version 52. With the newest release of Firefox, Silverlight is no longer supported in the base Firefox distribution. In eFinancePLUS 5.0, the core user interface is built using Silverlight. In eFinancePLUS 5.1, Silverlight is still used for the Workflow eForms and Vendor Access Center.

If you need to use Firefox with eFinancePLUS, you can use the Firefox Extended Support Release (ESR). PowerSchool has recently certified this browser and will continue to support it for our eFinancePLUS products. To download the Firefox ESR version, use the following link: [www.mozilla.org/en-US/firefox/organizations/all/?q=English%20\(US\)](http://www.mozilla.org/en-US/firefox/organizations/all/?q=English%20(US)).

EMIS COLLECTION UPDATES

FY17A COLLECTIONS:

Four additional assessment collections were posted to the Data Collector April 7:

- *Preschool Early Learning Assessment will be open until June 30*
- *Fall Third Grade English Language Arts/Reading will be open until May 26*
- *Summer/Fall OGT will be open until May 19*
- *Fall DORP will be open until May 19 (only DORP schools will see this manifest included in the Data collector)*

Districts will have appeal opportunities for all FY17A collections, with the exception of OGT. The spring collection version will open shortly after OGT summer/fall collection closes and districts will be able to report prior window scores at that time. As a result, no appeal will be necessary for summer/fall OGT.

EOC SUMMER/FALL COLLECTION WILL CLOSE APRIL 21:

If needed, scores can be reported in the EOC spring collection. Districts are always encouraged to collect and report data sooner rather than later.

FY17S STUDENT ENROLLMENT COLLECTIONS:

The Ohio Department of Education will be posting new versions of SOES End-of-Year and Traditional Midyear manifests. This will add a dedicated column to the FTE Detail Report to reflect Special Ed weighted funding adjustments. There will now be columns for Original FTE, Adjusted FTE and Special Ed Adjusted FTE.

FY17L2 FINAL STAFF/COURSE COLLECTION IS SCHEDULED TO OPEN SOON

FY17D MARCH FOLLOW-UP:

FY17D March follow-up collection will close April 28. As a reminder, CTE assessments can also be reported in this collection. The Ohio Department of Education has released the additional CTE files based upon appeals.

ODDEX TUITION APPLICATION:

This will be an optional collection for districts that do not want to manually enter contact data directly into the ODDEX Tuition System. The educating district is responsible for entering the data. Data is populated from EMIS submissions and student names are populated from SCR submissions. A contact manifest will be made available. Resident districts will be responsible for reviewing the data.

An updated 2016-2017 EMIS Data Collection Calendar has been posted to the Ohio Department of Education website. It can be found here - <http://bit.ly/2os3QHv>.

DATA COLLECTOR "FUTURE" CHANGES:

The Ohio Department of Education is in the process of making changes to the data collector. At this time, some of the proposed changes are:

- *The login will be the same as your SAFE account, and the data will be viewable by more individuals in the district. Roles in OEDS will need to be assigned for this.*
- *There will be additional filters added to each collection that will work in conjunction with each other. This will allow you to filter the collection and year simultaneously.*
- *The "Reports" tab will be renamed to "Reports/Files."*
- *When you open .csv files, the file should automatically open instead of giving you a link to open.*
- *A "Save," "Cancel" and "Reset to Original Defaults" option will be made available when you make changes.*
- *The dead space at the right margin will be more utilized. This will allow you to view more on the page before having to scroll down.*

DataMap NOW INCLUDES GRADUATION POINTS

DataMap now includes the Graduation Points data pulled directly from DASL (Student Information). From the new screen (Datamap-Graduation Points), users can view their graduation data in three different ways: 1) a Details overview of all student graduation data, 2) a Credit Requirement view showing status/progress for each course requirement, and 3) a Graduation Pathways view showing the status of the students' state assessment scores, as well as their college admission test scores.

After you get your desired list you can do a few things. First, you can click the column headers to give you data in ascending order. For example, when in the 'Credit Requirements View,' click on the first column of 'Overall Status' to get a list of students in ascending or descending order with a certain credit amount. Next, you can click on a student's name. This will take you directly to the 'Students Roadmap' in order to find more information about the student's current test data. Lastly, you can export the data into a .csv file by clicking the icon. The .csv file can then be used to create a mail merge document that can be sent home with the students.

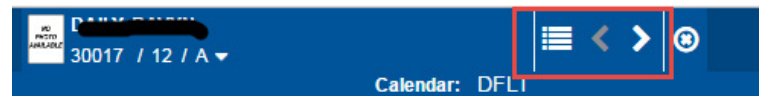
Name	Overall Status	English	Physical Education	Math	Social Studies	Economics and Financial Literacy	Science
Sawyer, Tamsyn	26.00 / 20.00	04.00 / 4.00	00.00 / 0.50	04.00 / 4.00	03.00 / 3.00	00.00 / 0.00	04.00 / 3.00
Burnett, Gayne	26.00 / 20.00	04.00 / 4.00	00.00 / 0.50	04.00 / 4.00	03.00 / 3.00	00.00 / 0.00	04.00 / 3.00
Williamson, Love	26.00 / 20.00	04.00 / 4.00	00.00 / 0.50	04.00 / 4.00	03.00 / 3.00	00.00 / 0.00	04.00 / 3.00
Ayala, Lail	26.00 / 20.00	04.00 / 4.00	00.00 / 0.50	04.00 / 4.00	03.00 / 3.00	00.00 / 0.00	04.00 / 3.00
Wheeler, Melissa	26.00 / 20.00	04.00 / 4.00	00.00 / 0.50	04.00 / 4.00	03.00 / 3.00	00.00 / 0.00	04.00 / 3.00

SEARCH CRITERIA	Field	Value												
Field	Grd	Field												
Student D	Teacher	Smiles, Mary												
RESULTS	Name	Student NEMIS ID	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec	Credit Rec
6	Sawyer, Ti	1714101 E01714101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
8	Burnett, G	1705101 E01705101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
9	Williamso	1713081 E01713081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
10	Ayala, Lail	1713101 E01713101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
11	Wheeler,	1708081 E01708081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
12	Carr, Gurr	1705081 E01705081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
13	Castillo, P	1707081 E01707081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
14	Chapman,	1709081 E01709081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
15	Chase, Mz	1708101 E01708101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
16	Smith, Fra	1706101 E01706101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
17	Clay, Oriai	1712101 E01712101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
18	Oliver, Ca	1710081 E01710081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
19	Schmidt, J	1704081 E01704081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
20	Johnston,	1714081 E01714081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
21	Marquez,	1704101 E01704101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
22	Cochran, f	1707101 E01707101	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
23	Montgom	1711081 E01711081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		
24	Richards, I	1720081 E01720081	26	20	In Progres	4	4	Complete	0	0.5	Not Starte	4		

FORGOTTEN FEATURES FOR DASL (STUDENT INFORMATION)

The NEOnet Student Services team attended a session on forgotten features and tips for ProgressBook Suite at the ProgressBook Suite Retreat in March. Below is a list of tips that the DASL team wanted to share with you.

- *Shortcuts for date fields - Enter T for Today's Date, the down arrow for previous day and the up arrow for next day*
- *During kindergarten registration, update your Registration Defaults to include 'How Received' and 'Percent of Time' fields*
- *When using advanced search to search for a group of students you can click on the first student and modify/review data. The arrows in the blue context bar will allow you to go to the next student. The icon of the bullet list will show a drop down of all students in the list and you can choose any student*



- *When using Student ID Entry to create your Ad Hoc Membership, try using an Excel formula or visit www.convert.town/column-to-comma-separated-list to take a list of student IDs and make them comma separated.*
- *Report Load Settings - Save time by saving your selection criteria for reports you regularly run. All general reports have this option but this can help with sample reports such as: R320 Attendance Letters, R309 Student Absence, R700 Report Cards, R702 Transcripts, and R701 Schedule Cards*
- *Phase out old logic on Student Status Codes. Make these more specific so you can easily search for students in your district. (For examples HOME - Home Instruction, NPR - Nonpub-resident, NPNR - Non-pub nonresident. If you do make changes to student statuses, please contact NEOnet as this affects Vendors and GradeBook. Some examples include:*

Code	Name	Overall Student Status	Description
A	Active Resident Attending BCSD	Active	Resident attending BCSD
EALT	Education Alternatives	Inactive	Attends Education Alternatives
ESC	Education Service Center	Inactive	ESC/PEP/Achievement Center
EVAL	Evaluation Only	Inactive	Not attending - evaluation only students
GRAD	Graduate	Inactive	Early Grads/OGT only students (non-attending grad)
HOME	Home Instruction	Active	Home Instruction (not home-schooled)
I	Inactive	Inactive	Inactive
N	Non-Resident Attends BCSD	Active	Non-Resident (foster-placed) attends BCSD
NPNR	Nonpub - non resident	Inactive	Nonpublic school student who is a resident of another city
NPR	Nonpub - Resident	Inactive	Nonpublic school student who is a resident
OPEN	Open Enrolled - Resident	Inactive	Open Enrolled Student to Another District
PLAT	PLATO	Active	Full-time PLATO student (computer as instructor; online courses)
RAE	Resident Attends Elsewhere	Inactive	Non-pub district expense, Supt Agreement, Ombudsmen
RCPE	Resident Court Placed Elsewher	Inactive	Resident Court Place (foster) - attends elsewhere
SCHL	Scholarship Participant	Inactive	Autism School, Jon Peterson Scholar

- *Ad Hoc Memberships can be created at the district level to include students at multiple buildings. Student Profile Bulk updates can only be ran at the building level. But, your profile bulk update will update all records district-wide if the students are in that ad hoc membership. Be aware that it will only show the count of the building selected in the 'Number of Students' section.*

Special Meeting: Software Answers in conjunction with the Summit ESC will be presenting the Student Learning Objective (SLO) piece of DataMap and how school districts have implemented it. The meeting on May 12 will begin at 12:30 p.m. at 420 Washington Ave. in Cuyahoga Falls.



NEW PARENT ACCESS FEATURES

GRADEBOOK:

Parent Access now has several new features, including Locker Number and Combination, Counselor, Transportation and Fee Information. These features are available to the student and primary contact. The information is viewable on the Parent Access > Schedule tab.

Locker/Combo

Locker **102** Combination **XX-XX-XX** [Show](#)

Counselor

Counselor **Four, Michele**

Transportation

Bus **# 13** Pick-up: **7:30 AM** Drop-off: **8:00 AM**

Student Driver Permit: **102** Assigned Space: **25**

Fees (if enabled by district):

You can turn on Fees for GradeBook. Parents and/or students can view the fees by district. (PA Admin > Page Level Security > Fees).

Check the roles to grant access for the Menu Items.

Student	GradeBook	Parent	Student
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳ View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Submit Student Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\$ You have an unpaid fee balance of \$21.70. To view details, please visit [Fees](#).

Fees RICHARD S

Fee Type	Date	Course	Description	Amount Assessed	Amount Paid	Amount Owed
Misc	2/16/2017		511	\$21.70	0.00	\$21.70
Total				\$21.70	\$0.00	\$21.70

Student Schedules Prior to School Year:

You now have the option to show or not show student schedules in ParentAccess, by building, before the start of school. You can pick a date to show schedules and to hide/show the teachers' name. If nothing is checked, nothing will show. (PA Admin > District Settings)

▼ NEOnet High School

Password: Allow only masters and school admins to change parent passwords
 Allow principals, clerks, masters, and school admins to change parent passwords

Attendance Comments: Show attendance comments in ParentAccess
 Hide attendance comments but show attendance codes in ParentAccess

Student Schedules: Show schedules in ParentAccess before the start of school

On this date:
 School start date: 07/01/2016

Hide teacher names on schedule before start of school
 Hide schedules until start of school



SYNC INTO FREE SUMMER READING (LISTENING) FOR TEENS

NEOnet is excited to announce AudioFile Magazine has teamed up with OverDrive to give away 32 audiobook titles this summer as part of its SYNC 2017 program from April 27-August 16. The program will giveaway two paired audiobook downloads a week. All titles are aimed at listeners age 13 and older and include award winning authors such as Nikki Grimes, Oscar Wilde, M.T. Anderson, Douglas Adams and Daniel Jose Older.

Prior to downloading the audiobooks, you will need to install the OverDrive app (available from the App Store and Google Play) or the OverDrive Media Console on your device or computer respectively.

Once the installation is complete, visit www.audiobooksync.com to choose a title to download. You will need to enter your name and email address and click download. The book will automatically begin to download to your device or computer. Audiobook options will be changed weekly. All options will be available from Thursday morning at 7 a.m. until the following Thursday morning at 7 a.m.

If you have questions or need help, please review the FAQ available at www.audiobooksync.com/faq

▶ SYNC is a free summer audiobook program for teens 13+. SYNC returns April 27, 2017.

2017 Titles

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16



LISTEN TO A CLIP
▶ 00:00

Feed
by M.T. Anderson
Read by David Aaron Baker, a Full Cast

with



LISTEN TO A CLIP
▶ 00:00

The Hitchhiker's Guide to the Galaxy
by Douglas Adams
Read by Stephen Fry



Sign up below!

SYNC returns April 2017. Sign up for email or text alerts.

FREE SUMMER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The weather has begun to warm up and summer break is right around the corner, so it's time to consider adding some professional development (PD) to your summer plans! What better way to spend a rainy summer day than on your comfortable couch, learning something exciting you can use during next school year? INFOhio has a wide variety of free PD that you can complete on your own schedule.

INFOhio's PD page (located at www.infohio.org/educators/pd) features recordings of over 60 webinars, which can be viewed for contact hours. Topics range from Google Tools and STEM resources to curriculum and assessment. In early August, the Virtual Boot Camp will provide additional webinars around a single theme.



2016-08-02 | Length: 01:00:00 | Views: 539

Certificate

Materials & Links 6

- Part 1 - PPT Presentation (Coding)
- Part 2 - PPT Presentation (ISearch)
- Webinar Chat and Resources (Coding) - Google Doc
- Webinar Chat and Resources (ISearch) - Google Doc

Session 2 - Coding? We Can Do That! / Boot up Student Learning with ISearch Local!

Tweet G+ Like 0

Title: Coding? We Can Do That!

Presenter: Annette Lang

Description: Learn about coding free resources and some fun hands on "unplugged" coding activities.

Title: Boot up Student Learning with ISearch Local!

Presenter: Monica Williams-Mitchell, Librarian, Elder High School

Description: All INFOhio automated schools will start the 2016-17 school year with access to ISearch Local - the power of ISearch with your school library catalog built in. Join Elder High School Librarian Monica Williams-Mitchell as she shares the strategies and practices she used to boost her student and staff usage of INFOhio's comprehensive discovery tool to the top of the stats list for Spring of 2016.

Also available on the page is Success in Six, an online learning program consisting of six modules focused on using digital resources to support 1:1, blended learning, differentiation and more. After completing all modules and taking a quiz, you can earn three contact hours or apply for workshop credit through NWOET or Ideastream. Learn more at success.infohio.org.

Engage Your Students with Reading Resources

Get Ready Dive In Achieve Success Badge / Cert

Let's get started! Click the down arrow by Activity #1 below and work through the activities sequentially in Get Ready, Dive In, and Achieve Success. Then take the quiz to earn contact hours and a digital badge.

2 Activities: Click to view each activity

- #1 Read - Engaged and Empowered Readers
- #2 Read - Digital and Print Reading Practices for Families (Grades PreK-12)

SUMMER PROFESSIONAL DEVELOPMENT CONT.

If reading by the pool sounds more appealing, Explora for Educators by EBSCO has the most comprehensive collection of full-text education journals in the world. Titles include:

- *American Secondary Education*
- *The Curriculum Journal*
- *Early Childhood Education Journal*
- *Education*
- *Education Digest*
- *Education Week*
- *Educational Leadership*
- *High School Journal*
- *Instructor*
- *Internet @ Schools*
- *Journal of Adolescent and Adult Literacy*
- *Journal of Education*
- *Journal of Educational Research*
- *Literacy Today*
- *Reading Teacher*

To access these titles, visit www.infohio.org, choose the ALL INFOhio Resources button and click Explora for Educators. You will need your district's username and password. To connect outside of school, please contact libraryhelp@neonet.org for assistance.

solutions | SUMMER LEARNING GAMES



▲ Vocabulary Search-and-Find

Turn vocabulary practice into a search-and-find game kids can play during quiet time. First, print vocabulary words on card stock. (Download our beach-, baseball-, and camping-themed lists at scholastic.com/instructor.) Cut the words into strips and mix them in jars with beads or other small objects, and secure the lids with glue. Finally, give students a list of the vocabulary words. Encourage them to shake and twist the jars to find them all.



▲ Confetti Geo Cards

Studying countries or states? Have students sum up their knowledge with these colorful confetti displays. Begin by creating a representative collage or scene on construction-paper cards. Sprinkle with confetti and cover with a transparency layer, gluing it to the background around the edges. On the back, have students affix a small card on which they've written interesting facts. When they're done, they can present their geo cards to the class.

STOP THE SUMMER SLIDE AND HAVE FUN WITH INFOHIO BEACH BAGS AND CAMP INFOHIO!

INFOhio Beach Bags and Camp INFOhio provide great ways for students to stay up-to-date and engaged with learning over the long summer months. The "beach bags," are designed for students in kindergarten through third grade and feature stories and activities that let students practice their reading skills while learning about careers and their environment.

The bags provide parents and teachers an easy way to help their student(s) practice their reading skills and combat the summer slide with fun activities and free printable books.

The bags cover a number of different topics, including Explore the World of Work: Police Officer, Explore the World of Work: President, Explore the World of Work: Veterinarian, The Foods We Eat, On the Move, Perfect Pets, Weather, Weather Everywhere!, What's in Your Neighborhood? and Where Does the Garbage Go?

Camp INFOhio is a five-day program designed for students in fourth and fifth-grade. Students can work at their own pace reading and completing the activities and experiments centered on Science, Technology, Engineering, the Arts and Math (STEAM) topics. Activities include code breaking, science experiments with items found in the kitchen, designing a roller coaster and creating musical instruments.

INFOhio Beach Bags and Camp INFOhio are offered to all Ohio families for free by INFOhio and the Ohio Department of Education.

To learn more about INFOhio Beach Bags and Camp INFOhio or to get started, please visit www.infohio.org/educators/library/toolkit/bags.

SPECIAL SERVICES UPDATE

MEDICAID ROSTER

Special Services has a new enhancement called View Medicaid Roster. This report can be generated by selecting Admin > View Medicaid Roster.

ProgressBook ☰ Columbus City Schools City SD (neonet1) 👤 ⚙️ 🔍

SpecialServices » Admin » View Medicaid Roster

View Medicaid Roster

Select Building

All
NEonet Elementary School
NEonet High School
NEonet Middle School

Extract Roster

- The roster can be maintained by building or district, but you must have School Admin or Master privileges to run this report.
- ALL active student information in the district for the current school year will be pulled into a .csv file.
- This pulls the most current COMPLETED IEP for a student in the school year (June – July).
- IEP start and end dates will display for students receiving Occupational Therapy (OT), Physical Therapy (PT), Speech and Language Services or Audiology Services in Column M & N.
 - Note: These services must be selected from the drop-down box on the IEP 7 Specially Designed Services, 8 Transportation as a Service Form of the IEP. Services do not print on this report.
- The report can be used when collecting and reporting Medicaid eligibility information.



NEW BANKS

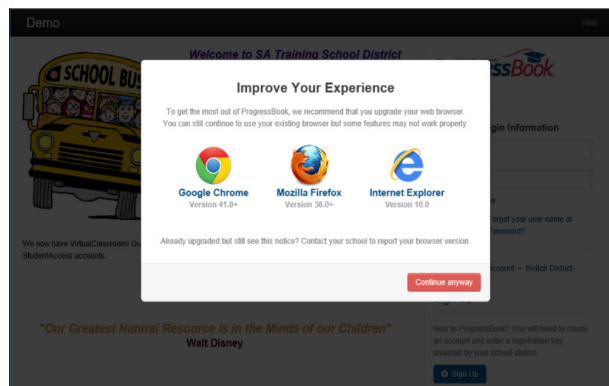
The following forms have new information banks added:

- IEP Cover Page - Other Information field
- IEP 7 Specially Designed Services, 8 Transportation as Service - Services Area Accommodations field
- ETR 3 Specific Learning Disability (additional) - Response to Scientific Research-Based Intervention, Patterns of Strengths and Weaknesses, Documentation (pre and post), Observation and Medical Findings fields
- ETR Referral for Evaluation (additional) - Reason for Referral, Specify Type and Purpose of Medication and Specify Health/Development/Physical Problems fields
- WEP Measurable Annual Goals - State the policy for waiver of assignments and scheduling of tests field

The ProgressBook Suite End User Requirements for Release 17.0 (2017-2018)

- Internet Explorer 8 and older will no longer work
- All versions between Internet Explorer 8 and 10 will not function properly
- Users running these versions will receive a warning (pictured at right)

We recommend updating to new version of IE or using Google Chrome, Mozilla Firefox or Apple Safari.



AN INSIDE LOOK AT HOW OUR DISTRICTS ARE INCORPORATING TECHNOLOGY

NORDONIA CITY SCHOOL DISTRICT HOSTS TECHNOLOGY SHOWCASE

By *Andela Wojtecki, District Librarian and 1:1 Tech Integrationist*



Nordonia Hills City Schools has been in the process of becoming a 1:1 Chromebook district over the past three years. This transition has been a journey that has included extensive professional development, meetings with other school districts and many hours spent planning and organizing logistics. Many local

districts are in the same situation as we were a few years ago and are seeking knowledge from those that have already made the shift. As a district technology committee, we felt it was valuable to share our lessons with other districts, so we decided to host a Technology Showcase event.

On March 3, Nordonia hosted a Technology Showcase at Lee Eaton Elementary, our fifth and sixth-grade school building. Principal Rob Schrembeck led the planning by selecting six classrooms that attendees could visit to observe the teachers and students. Attendees were able to see firsthand how educational technology has transformed the way a classroom looks, as well as demonstrations of educational resources such as NearPod, hyperdocs, Recap and flexible seating in the classrooms. Principal Schrembeck also gave a tour of the district's Genius Lab, which is designated as a type of makerspace room for students to work with devices such as Ozobots, EV3s, a green screen with a lighting video recording area and a 3D printer.

We also integrated a breakout session on the importance of professional development at the district level and another brief session on the technology logistics of the actual devices, along with repair and other details that must be considered when going 1:1. Due to popular demand, we offered both a morning session and an afternoon session, which allowed for a greater number of individuals to attend. We had 46 people attend from 20 different Northeast Ohio school districts, including several NEOnet staff members and one vendor from a library database company, Cengage Gale.

In education, sharing with others outside of our own school districts can lead to greater possibilities. We are thankful we were able to share our ideas, messages and lessons with other school districts, and we look forward to building relationships to further student success.

WADSWORTH ATTENDS MICROGRAVITY UNIVERSITY FOR EDUCATORS AT THE JOHNSON SPACE CENTER

By *Michele Evens, Director of Instruction and Professional Development for Wadsworth City Schools*



A team of educators from the Wadsworth City School District were recently selected to attend Microgravity University for Educators at the Johnson Space Center. The district was one of 12 teams to be nationally selected.

All teams, including teams from Idaho, North Dakota, Texas, Minnesota, Arizona, Puerto Rico, North Carolina, Iowa, Oklahoma, Pennsylvania and Illinois, had to build Satellite Launching Experimental Devices (SLED) to test in a simulated microgravity environment on the Precision Air Bearing Floor at the space center.

Our team consisted of Dr. Michele Evans, Jason Jurey, Lisa Owens, Allison Parson and Joe Shalala. After submitting a design proposal, our team found out that our design was selected and we were invited to build and test the device at the space center.

While at the space center, teams participated in many activities, including a virtual trip via Google Expeditions, an app that can take you virtually anywhere in the world and space; microgravity simulations; Science, Technology, Engineering and Math (STEM) challenges; and took tours of the Neutral Buoyancy Lab and the International Space Station Mock-up Facility.

Our team will now share our learning experiences and utilize NASA resources in the district's STEM classes and in surrounding districts. NASA also tasks all participating teams to share the educational resources available at NASA with all educators.

Wadsworth has a strong STEM emphasis across all schools in the district. This opportunity strengthened the knowledge and skills of our educators and will also benefit the entire district.

NEWSLETTER



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SPRING 2017



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