



WINTER 2017

FROM THE EXECUTIVE DIRECTOR

As the holidays approach, I would like to take the time to extend our team's appreciation for allowing us to work with you. We are thankful to each of our member districts for being valued partners.

NEOnet's team is committed to providing the information you need to keep you up-to-date on the latest news and technology trends to improve student education through the use of technology.

Throughout this newsletter, you will find useful information that will help you in your role to provide students with the educational experience they deserve.



In December 2016, Ohio lawmakers passed House Bill 410. We know there still remains a lot of questions around the changes. As such, we have compiled a list of frequently asked questions which can be found on [page 3](#). We are pleased to announce that the Gradebook Grid's performance has been improved! On [page 7](#), we walk through how to navigate the new features.

Do you need tech support? Our knowledgeable team is always on hand to answer your questions and provide support. In order to provide support as quickly as possible, we utilize Cherwell service desk. On [page 13](#), we talk about how to enter a help desk request through Cherwell. On [page 14](#), you will find a feature on our newly added makerspace. The Makerspace aligns with both the science, technology, engineering and math (STEM) and project-based learning initiatives. We will be offering a number of upcoming professional development and open lab opportunities. We have included a link where you can register to attend.

Protecting student-data information is of utmost importance. As Cloud technology becomes more popular, it's important to understand what the Cloud is so you know where your data is located. On [page 17](#), we discuss what the Cloud is and the advantages of utilizing Cloud services.

I have highlighted just a few of the important topics that are covered throughout this newsletter edition.

As always, please don't hesitate to contact me by phone at **330.926.3902** or by email at gdovin@NEOnet.org. I hope everyone has a wonderful holiday season with their family and friends.

Matthew Gdovin, Executive Director

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FROM THE TECH DIRECTOR

It's hard to believe November is already here and we are in E-Rate season. I want to take this opportunity to discuss cyber security and what NEOnet can do to help districts be more proactive, as well as provide an update on video distance learning and content filtering.

Cyber security for schools has always been a second thought without a lot of funding. Ten years ago, the cyber attacks schools experienced were more of an inconvenience than a liability, but that has changed. The increase in identity theft has resulted in a need for additional security of personal information across all sectors. School districts are now liable if there is a breach of security of their data. With a heavy reliance on technology in the classroom, not only have schools changed the way they do business but attackers have respectively changed their approach on schools. It is not uncommon for schools to receive daily phishing emails attempting to lure an unsuspecting district employee into sharing their credentials or even cutting a check.

NEOnet will be hosting its quarterly Security Briefing on November 29 at 9 a.m. The briefing will include a guest speaker from the Federal Bureau of Investigation (FBI) Cleveland Cyber Security division to discuss the current threats to the K-12 community. In addition, NEOnet will review some of the security platforms that are currently offered to districts and how each product applies to the threat landscape that schools are facing.

NEOnet has made a lot of progress with its video distance learning service by partnering with Copley-Fairlawn and Wadsworth City Schools. Video technology is really as easy as dialing a phone number these days. The hassles that plagued video distance learning from a technical perspective have been eliminated, which paves the way for a real push toward sharing teaching resources. Copley and Wadsworth have been very successful in this endeavor this year and we are hopeful that more school districts will join them on the journey in the near future. With new Cisco endpoints, the cost of entry into IVDL is now lower than ever and NEOnet

is putting together complete packages for mobile IVDL carts that can be moved from classroom to classroom.

Content filtering is also a major focus for NEOnet's consortium as the Lightspeed contract comes to end in FY18. NEOnet, with the help of a subcommittee of members, put together an RFQ document that detailed its consortium filtering needs and sent it out for response. The focus for the RFQ was centered on eliminating local inline hardware in the consortium network if possible. Having inline appliances reduces the flexibility of the network and can create bottlenecks if not properly sized. Three vendor responses

With a heavy reliance on technology in the classroom, not only have schools changed the way they do business but attackers have respectively changed their approach on schools. It is not uncommon for schools to receive daily phishing emails.

(Lightspeed, Securly and iboss) were chosen for a presentation that will take place on Nov.16, 2017 at 9 a.m. One vendor will be chosen for a POC at multiple school districts on a voluntary basis. If the solution fits the consortium needs, NEOnet will enter into a contract starting the 2018/2019 school year. We look forward to all school districts participating on Nov.16!

I covered quite a bit of information, so please don't hesitate to reach out with any questions or concerns. The best way to contact me is via email at zolla@neonet.org. As always, thank you for your continued support!

FREQUENTLY

QUESTIONS

ASKED

HOUSE BILL 410**Q: WHAT IS THE DIFFERENCE BETWEEN 'HABITUAL TRUANT' AND 'EXCESSIVE ABSENCES'?**

A: Habitual Truant thresholds only include 'unexcused absences.' Excessive absences include both excused and unexcused. There are different thresholds for both.

Q: WHAT IS THE DEFINITION OF A SCHOOL MONTH?

A: A school month is any calendar month that students are required to attend school.

Q: IF A STUDENT IS 18 OR OVER, MUST WE TRACK THEIR ATTENDANCE?

A: HB410 requirements only apply to students of compulsory education age. However, a district cannot withdraw an 18-year-old student for being truant unless the student makes the request.

Q: HOW IS ROUNDING TAKEN INTO CONSIDERATION IN THE DASL CALCULATION?

A: Absences will be calculated to the minute. If a school has a policy to round down if a student was absent less than 15 minutes, they would add the Tardy but not enter a time if it fell below 15 minutes.

Q: I'M NOT UNDERSTANDING THE REASON FOR A PARTIAL ABSENCE TYPE. WHAT IS THE DIFFERENCE?

A: The Partial Absence type allows you to add an absence event for a time different than a full or half day that may span from sometime in a.m. to sometime in p.m. Regular half-day absences are typically a.m. or p.m. only. This gives greater flexibility to define those chunks of the day a student was out.

Q: DO THE CODES WITH THE PARTIAL QUALIFIER IMPACT DASL OR GRADEBOOK REPORT CARDS?

A: Currently, they do not. There have been requests to leave report card attendance as-is.

Q: IF A STUDENT IS OUT IN THE A.M. BUT RETURNS AT 10:30 A.M., WHY CAN'T YOU JUST MARK IT AS A HALF DAY ABSENT BUT PUT THE TIME IN OF 10:30 A.M. INSTEAD OF ADDING A PARTIAL ABSENCE?

A: You could do it this way. Either way is fine. As long as the student's time out doesn't span lunch, either way is acceptable.

Q: IF A STUDENT IS MARKED ABSENT WITH A LEVEL OF A.M. OR P.M., BUT THEY ALSO ENTER TIME IN AND TIME OUT THAT REDUCES THE NUMBER OF HOURS OUT, WILL THE REPORTS COUNT THE ABSENCE AS A HALF DAY OR ONLY FOR THE TIME BETWEEN IN AND OUT TIME?

A: If the time in and out are on the absence record, they will be used to more accurately calculate the amount of time absent. With no times included, the absence will be counted as half of the normal school day hours.

Q: CAN THE LATE/TARDY QUALIFIER BE USED THE SAME AS A PARTIAL?



A: Not really. A late/tardy typically only has a time in so the student is assumed absent from the start of the day until the time in on the late/tardy. Partials contain time in and out, which gives the exact time the student was out.

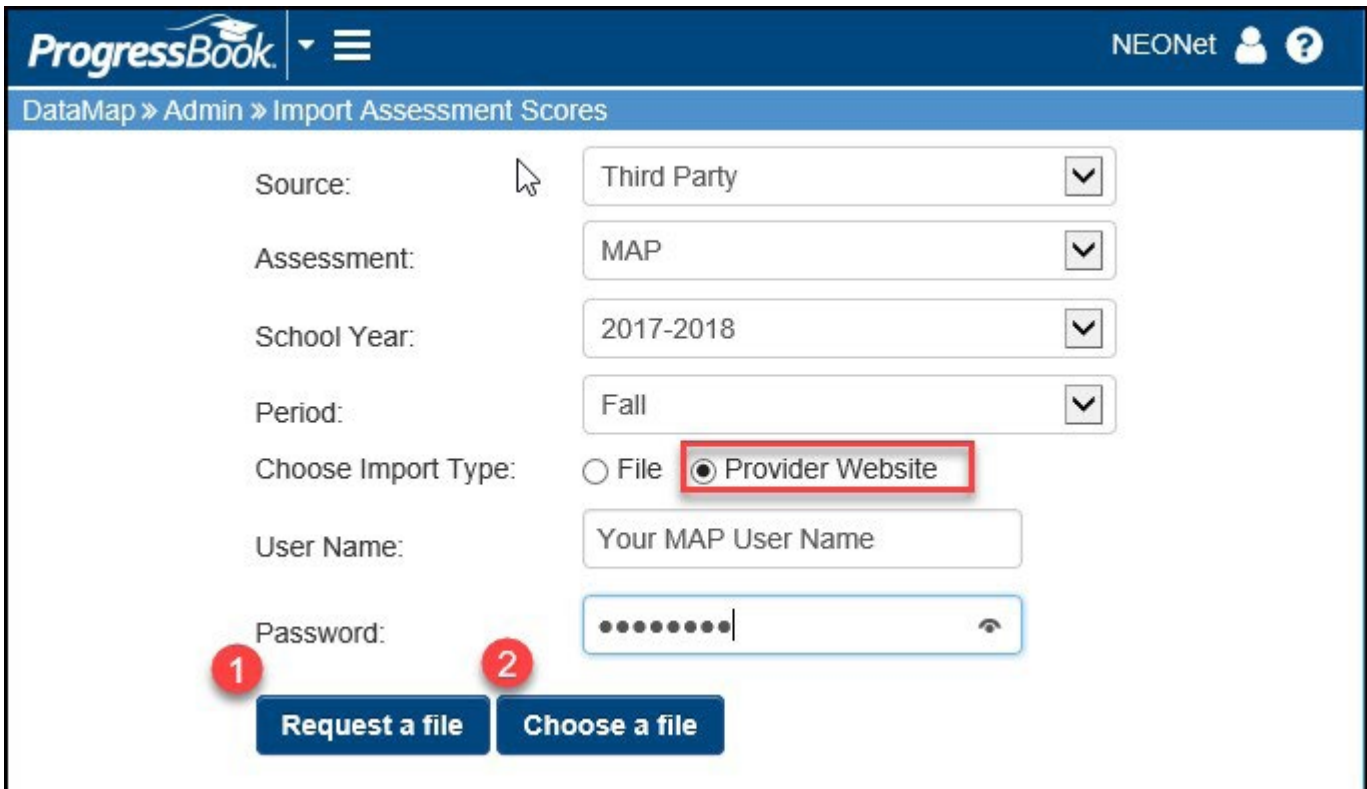
Q. WHAT HAPPENS IF A STUDENT LEAVES FOR LONG ABSENCES OUT OF THE COUNTRY?

A. If the student is migrating to another country (establishing residence in the other country for a period of time) then you should withdrawal.

If the parent is able to provide a time definite period that they will leave/return, then you should mark the student absent. Then, based on your Board Policy, it would be excused/unexcused. The parent should be notified that they will receive a letter (38 hour/42 hour, etc.) and the absence will be treated like any other absence.

NEW AND IMPROVED SUPPORTED ASSESSMENTS

-  **aimsweb Plus** has been added as a supported assessment in DataMap. To access this assessment, select Provider Website in DataMap and then select Request a file. It will take aimsweb Plus 24 hours to have the file available. You will need to wait a day or two to come back to DataMap and then select Provider Website. This time select Choose a file. DataMap will list the file that is available. Click Import next to the file and the file will be loaded in DataMap.
-  **NWEA MAP** has been improved! You no longer need to go to the website, enter all of the information to request the file and save the file to your computer to import. Now, when you select Provider Website, you can click Request a file and DataMap will put in the file request for you. You will need to wait two-24 hours for the file to become available. Log back into DataMap, enter your information and click Choose a file. DataMap will display the files that are available, click Import next to the file you wish to download and your data will be loaded in DataMap.



ProgressBook NEONet

DataMap » Admin » Import Assessment Scores

Source:

Assessment:

School Year:


Period:

Choose Import Type: File Provider Website

User Name:

Password:

1 **2**

-  **DRA**, Developmental Reading Assessment, has also been improved! DRA follows the same steps as above. After selecting Provider Website, first select Request a file. You will need to wait 48 hours for the file to become available. After 48 hours, visit DataMap and select Choose a file. Again, the file that is available will be listed, click Import next to the file and the data will be loaded in DataMap.

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NEW AND IMPROVED SUPPORTED ASSESSMENTS - *continued*

New Feature!

VirtualClassroom is ProgressBook's Online Learning Management System (LMS), which is part of the teacher's GradeBook. VirtualClassroom allows school districts to create and manage online activities that engage students and deliver personalized learning. Now districts have the option to create a Common Assessment using VirtualClassroom. Students would complete the Common Assessment with their ProgressBook Student/Parent Access account. The Common Assessment has the feature to be auto-graded for the teacher, which is awesome; however, now school districts can also import the VirtualClassroom Common Assessment in DataMap. This allows districts to be able to see trends with their own customized Common Assessment across testing periods, as well as across school year.

To learn more about the benefits VirtualClassroom has to offer along with DataMap, please contact NEOnet!

Are you trying to identify your students that need to retake the End-Of-Course Exam? DataMap has the feature to quickly list your students, as well as export the list to Excel.

The Assessment Standards Search will give districts the option to filter out the students that were not successful on the latest End-of-Course Assessment (OCBA). If the student has taken the test multiple times, the Assessment Standards list will display the highest scaled score earned by the student, as well as indicate which students have taken the test multiple times.

- From the DataMap Home page select:
 - Assessment Type = Standards OCBA
 - Subject = English or Math or whichever subject you wish to view
 - Year = 2016-2017, to view the latest spring test results
 - Test = ELA1, ELA2, Algebra 1 or Geometry (depending on subject selected)
 - Placement Levels = Basic (2) and Limited (1)
 - Tip! Many additional filter options are available!
 - Click Find to view the filter options

Student	Grade	Month	Score	Test	PL	Read Into/Out	Read LA Text	Writing	Prior Subj Teacher	Subj Teac
Avila, Blaze	10	Apr	599	ELA 1	Basic	At	At	Below	Monell, Corrie	Serles, Ma
Baird, Julian	12	Dec	590	ELA 1	Basic	At	At	Below	Yang, Stanley	Serles, Ma
Beard, Peter	11	Dec	598	ELA 1	Basic	At	At	At	Monell, Corrie	Serles, Ma
Blackwell, Ora	11	Dec	598	ELA 1	Basic	At	At	At	Monell, Corrie	Serles, Ma
Blankeшип, Winona	10	Apr	595	ELA 1	Basic	Below	Above	At	Monell, Corrie	Serles, Ma
Bright, Whit	10	Apr	598	ELA 1	Basic	At	At	At	Yang, Stanley	Serles, Ma
Bullock, Grayson	10	Apr	595	ELA 1	Basic	At	At	At	Monell, Corrie	Serles, Ma
Clemson, Mehta	10	Apr	595	ELA 1	Basic	At	At	At	Yang, Stanley	Serles, Ma
Cleveland, Portin	10	Apr	595	ELA 1	Basic	Below	At	At	Yang, Stanley	Serles, Ma
Compton, Damian	11	Dec	595	ELA 1	Basic	At	At	Below	Yang, Stanley	Serles, Ma

If you have questions on DataMap or VirtualClassroom or if your district is interested in learning more about either product, please contact NEOnet at StudentServices@NEOnet.org.

SPECIAL SERVICES

The following improvements have been made to the EMIS Module:

- When creating an extract file, the errors now show on the screen and a text file is created.
- The EMIS Extract file without errors now transfers immediately over to DASL SpS Import screens.
- Districts now have two methods to import a file. These methods are shown below:

1. IMPORT A PHYSICAL FILE

Special Education Import (SpS)

Please select the SpS file to import.

District: NEOnet District
 School Year: 2017-2018
 Import Method: Physical File
 File name:

Run Options:

- Student Attributes (FD)
- Student Program (GQ)
- Student Special Education Events (GE)
- Student Special Education Graduation Requirement (FE)
- Student Achievement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment
- Student Next Generation Assessment (GN)
- Student End of Course Exam (GE)

Import

2. CHOOSE A TRANSFER FROM SPECIAL SERVICES

Special Education Import (SpS)

Please select the SpS file to import.

District: NEOnet District
 School Year: 2017-2018
 Import Method: Transfer From Special Services
 Please choose an available import
 [9/6/2017 12:50:52 PM] SN00140135_D043802_FY2019.txt

Run Options:

- Student Attributes (FD)
- Student Program (GQ)
- Student Special Education Events (GE)
- Student Special Education Graduation Requirement (FE)
- Student Achievement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment
- Student Next Generation Assessment (GN)
- Student End of Course Exam (GE)

Import

If your district is interested in extracting and importing Special Education Events from Special Services to Student Information, please contact Denise Marrali at marrali@neonet.org to set up a meeting.

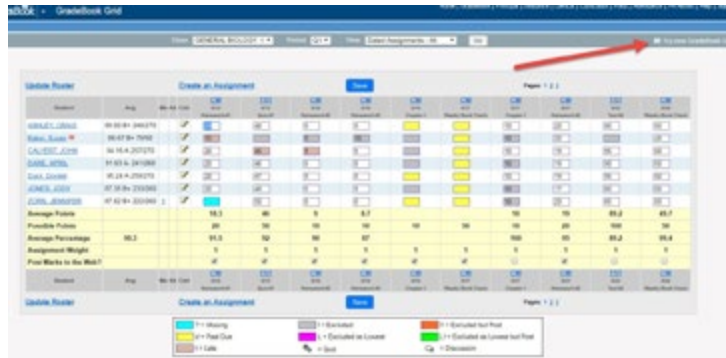
THE NEXT SPECIAL SERVICES MEETING WILL BE HELD AS FOLLOWS:

Tuesday, Dec. 12, 2017 // 9-11 a.m. // NEOnet - Room B

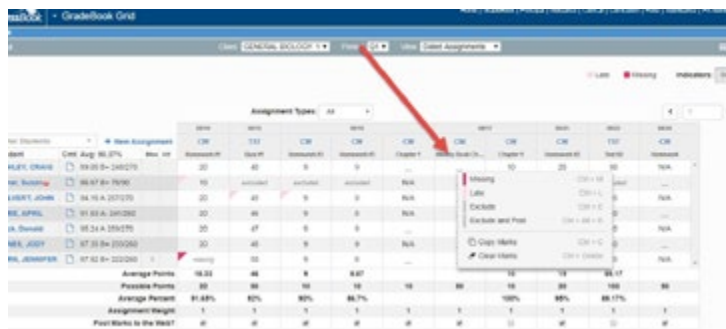
GradeBook Grid

The GradeBook Grid has been restyled and its performance has been improved. Follow the steps below to view the new GradeBook Grid and navigate through the new Grid.

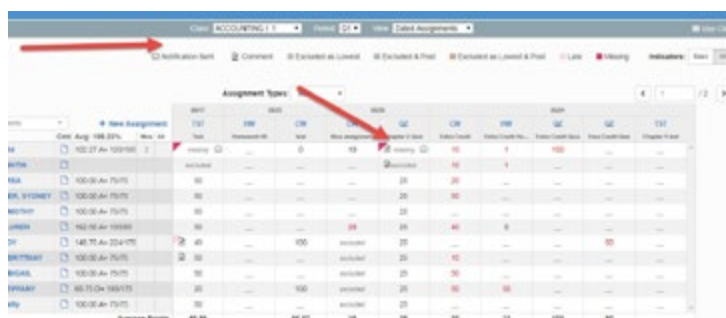
Click Try new GradeBook Grid at the top right corner of your current Grid. Then click Use Classic Grid or the new Grid. The Classic Grid will be removed in a future release.



Just like the Classic GradeBook Grid, the new grid allows you to add daily comments, assignment marks and mark assignments as late, missing and excluded. However, now you can also right-click inside of a cell for a particular student's assignment to perform these actions, to copy and clear marks and to view more details about the assignment.



You can now filter the grid by student or student group to more easily view assignments and you can select whether you want to view Basic indicators (late and missing) or All indicators.



The grid now automatically saves marks as you enter them. You will also be able to set your Grid View Preferences in a future release.

EMIS APPLICATIONS, DATA COLLECTOR AND ODDEX UPDATES

For FY18 there have been additional updates to a couple of EMIS applications, the Data Collector and ODDEX.

NEOnet applied the release for Data Collector in September, which included eight new Features and Enhancements, including:

1. **The dialogs have been made wider:** Usable space has been widened and on some pages the side bar has been eliminated, creating yet more space for dialog on the page.
2. **Expanded filter options:** The tabs which allow you to select Collection Requests now allow you to select multiple filter options. The filter options include selecting whether or not to “show closed collections” (previously referred to as “expired collections”).
3. **Preferences:** A new ‘Preferences’ tab allows users to customize the user interface, selecting a default value for many of the Data Collector pages. For example, the user can express their preference to view reports in CSV or HTML format, select a School Year or Data Set as the default filter criteria in Collection Request filters, etc.
4. **A new tab called ‘Reports’ has been added to the user interface:** This tab includes Level 1 Reports, Level 2 Reports and what used to be the ‘Files’ tab. Level 1 Reports are a subset of the reports shown in Preview -- those are the ones that do not have any validations (fatals, warnings, critical). The new Level 2 Reports and Received Files page feature an expanded set of filter criteria
5. **Support for attaching file(s) to a submission:** The Collection Request can specify that one or more files can be attached to the submission. The Collection Request can be specified for each file whether it is required or optional, and what file extensions are supported. The Certify and Submit page has been expanded to allow file uploads, when file attachments are supported by the Collection Request. Five-Year Forecast notes are to be submitted this way.
6. **Support for authenticating via SAFE:** This release allows the Data Collector to select SAFE authentication. SAFE authentication provides the convenience of using the same user and password for logging in to the Data Collector as the one used for SAFE applications. SAFE authentication also opens up the flexibility for ODE defining new Data Collector roles, and greater granularity of Authorization control for the LEAs -- for example the ability to restrict certain users to specific Data Sets, when viewing reports or reviewing prepared collections.
7. **CSV files open right away, instead of getting placed inside a .zip:** For many of the reports, when a single CSV file is created, the action link in the browser allows the user to open the CSV file directly, instead of placing the CSV file in a .zip file, requiring more clicks before the user can see the data.
8. **Creating archives for all collection requests for an LEA:** When an LEA moves to a different ITC, it is useful to create archives for all the Collection Requests, so the LEA can take its data with it to the new ITC. In the prior release, you could create an archive for only one Collection Request at a time. In this release, you can create an archive for each collection request with a single click, then go to Reports > Received Files and select the LEA in the filter options, to create a single .zip file, with all the archives and the files received from ODE for this LEA.

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UPDATES TO THE ODDEX APPLICATION FOR FY18 - *continued*

For detailed updates go to "Help" in ODDEX.

Calendar - New module from navigation bar is enabled. Using this module, districts will be able to view calendars for districts they have assigned roles.

Calendar - Community School sponsors will have the ability to approve the calendars for their community schools. ODE provides the sponsors with more information on this option.

ODDEX - Landing page has been updated for those with community school roles. The grid displayed will include a calendar section.

ODDEX - SCR, Tuition, SOES – All have been modified to include the ability to display a district calendar for an entity associated with one of their students. Users will see calendar icons.

HISTORY - The Assessment tab will be available from History if the student has had any assessment data reported in the current or prior years.

SCR - Users now have the ability to hide and unhide conflicts and no longer flag a conflict for many students involved in a three-district scenario.

CCP - There is now the option to have audit detail.

ODE will be adding the following functions to ODDEX that go beyond EMIS reporting:

Reports to review - The CCP drop down in ODDEX already has a reports option on it, but it does nothing. Eventually, there will be actual reports related to the CCP payments. In general, the inclusion of these reports is something the treasurer or business office might be interested in.

Escalate to ODE in SOES - This will be the same type of functionality already provided in Tuition. If two districts cannot get their differences worked out over a student, they can escalate to the ODE Area Coordinator within ODDEX instead of calling the AC for a resolution.

Flag icon changes - We intend to change the flag icons so they are consistent over all applications within ODDEX. A yellow flag does not mean the same thing in each of the applications. We will discontinue usage of a flag icon itself and will begin using a shaped indicator similar to those found in the data collector.

Email notification change is two steps. Step one is to activate the process so accounts at OEDS are in synch with ODDEX accounts. This will eliminate cases where a retired employee's roles have been removed in OEDS, but they still show in the ODDEX application as having access. Once step one is done, we can implement step two. Step two is to enable the simple email notifications replicating the landing page. A user will get an email that will be a screen shot of the landing page. These will get sent based on a frequency setting that the user chooses.

Records request - There is intention to add the ability to request records. If a student is newly enrolled, you can not only see where they attended in the past, but you can make a records request to each applicable district from the History enrollment screen.

To view the Ohio District Data Exchange (ODDEX) presentation, visit <http://portal.neonet.org/document-categories/fy18-documents>.

AD HOC REPORTS TERMINOLOGY AND FUNCTIONS

FS Tab Data Verification

- 1. SSID Search** - This will allow a user to search for an SSID within their district. The report will provide information for any school year the student has been registered.
- 2. Sub-Calendar Hours Analysis** - This is a replacement report for EMIS Sub Calendar Analysis matrix from Report Builder. This report will only return calendars that are reportable to EMIS and any day that is not marked as a Non-Attending Day.
- 3. SSID Missing Fields** - This will provide a list of students who will not receive an SSID automatically due to missing information.
- 4. EMIS FS Standing Attendance Detail** - This will display all fields for each student on the FS Standing tab, including the FS Standing Attendance tab.

FD Tab Data Verification

- 1. EMIS FD Detail** - This function displays all fields for each student on the FS Standing tab, including the FS Standing Attendance tab.

FN Tab Data Verification

- 1. Third-Grade Testing Diagnostic Detail** - This report will show diagnostic results for students in grades KG-3.
- 2. Non-Report to EMIS** - This will provide a list of each student not marked Report to EMIS along with their EMIS Situation.
- 3. MOA Summary** - This report should be ran after the MOA EMIS process has been run. The report will pull Effective FS and FN Data, along with District Withdraw Date to verify Non-MOA students. Default Filter to Non-MOA only.
- 4. EMIS FN Attributes Detail** - This provides EMIS FN Attribute Tab information on students.
- 5. EMIS FN Graduate Detail** - This report shows the fields required on the FN Graduate Tab.
- 6. CTE Concentrator Detail** - This will display the CTE Program Area of Concentration for each student.

STATE SOFTWARE THIRD QUARTER RELEASE

SSDT has been busy over the past several months. In this quarterly release, they provided 40 enhancements and changes to the software. There will be two major changes that will affect EMIS Staff Reporting and Federal Health Reimbursement on the W2s.

On the DEMSCN there is a new field called Principal Years of Experience in the same area as the other years of experience fields. The following programs are also impacted by the addition of the field to DEMSCN:

- *The Principal Years of Experience will appear on the PERDET report.*
- *Allow the Principal Years of Experience to be incremented or reduced in MASINC on employees that have a job with a position code of 104 or 108.*
- *USPEMX will extract the data for reporting. The years should show with zeros before the number. For example, four years would show as 04 in the EMIS file.*

- *The heading PRINCIPAL_EXPERIENCE and valid values 01 through 99 has been added to UPSLOAD for employee records.*

Due to IRS changes, the Health Reimbursement field has been added to DEDSCN for the FEDERAL record. It is called "Hth Reimburse." Please refer to the EFW2 specifications at www.ssa.gov/employer/efw/15efw2.pdf if you need to fill in this amount or not. SSDT is thinking very few, if any, will need to use this field but they needed to comply with the changes and make it available. This new field will be used in W2PROC reporting. The Health Reimbursements will appear in Box 12 for Code FF on the W2. This field is for a total amount of permitted benefits under a qualified small employer health reimbursement arrangement. The following programs are also impacted by the new field:

- *The heading HLTH_REIMBURSE has been added to USPLOAD for Federal Deduction record 001.*
- *W2PROC will report the total amount of permitted benefits under a qualified small employer health reimbursement arrangement.*

eFinancePLUS 5.2 UPGRADE

PowerSchool is committed to continuing to enhance eFinancePLUS to address the priority issues for Ohio school districts. Ohio is scheduled to receive the release on Nov. 15, 2017; however, before we can install the upgrade into our LIVE Databases, we will need to complete a payroll parallel. The importance of the parallel is to confirm the upgrade does not break any of the uniqueness to Ohio. NEOnet will work with one of the two Live Districts in completing this parallel.

General Enhancements

- *Ability to more easily print a screenshot from within eFP.*

Human Resources and Payroll Enhancements

- *Automatically save and recall the search criteria on all Human Resources and Payroll pages.*
- *Enhance Employee Information for usability.*
 - o *Save the settings for the checkboxes on the search page*
 - o *Allow search on employee's middle name and display in a search list*
 - o *Display last day worked in the search results*
 - o *Track pay start and end dates in Employee Activity*
 - o *Display attendance detail with most recent absences at the top of the list*
- *Schedule the sending of payroll vouchers during payroll processing.*

- *On the detail distribution report, you will be able to include the check date and display the date on the report.*

Employee Access Center and Workflow Enhancements

- *Produce employment contracts and allow the employee to sign in the Employee Access Center.*
- *Graphical workflow design and increased flexibility for the Employee Leave Request Workflow – This enhancement will include Mass Approval of Leave through the Task List.*

Financial Accounting Enhancements

- *Increase the size of the invoice number on payment transactions to 30 characters.*
- *Automatically build fringe accounts when a new salary account is created.*
- *For employee vendors, when an employee is terminated the system will remove the employee flag and ID from the Vendor record.*
- *Import Batch Receipts – the import specifications will be like the other import areas within eFP, allowing for mapping of the fields in any file.*

5 THINGS YOU WANTED IN USPS CLASSIC THAT WILL BE IN THE USPS REDESIGN

1. USPS-R will have a perfect attendance report – currently you are relying on ABSRPT and running staff attendance and no activity report is generated.
2. Templates for Employees/Deductions – currently you only have access to one default employee, as well as one way to choose a deduction in that default employee. In the redesign, you can have a default for any scenario you can think of (i.e. SERS employee, STRS employee, sub employee and the template for deductions are endless).
3. The redesign will calculate work days for a specific period for each employee according to the job calendar they are attached to.

Job Calendar



Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2018	260	0	0	0
Calendar Year 2017	256	4	0	0
4th Quarter 2017	65	0	0	0
October 2017	22	0	0	0
Custom Date Range	22	0	0	0

Type:
 Description:
 Custom Start: Stop:

4. You can customize screens to keep track of data that you couldn't do in classic. (i.e. if you want to keep track of when someone was fingerprinted, you can make a custom field definition to make this a date in the employee record).
5. Ability to share custom reports with different districts or staff with the ease of just uploading it into your Report Manager, or creating reports for yourself.

NEW PROCESS FOR ELECTRONIC W2 & 1099 COPIES

In the past, after processing and printing W2s and 1099s, NEOnet would generate a CD for each district that included the employee and employer copies. With the changes in technology, we have found that many districts do not have access to CD drives to read these files. Also, many times the CDs would have formatting errors, making it impossible to read the files. NEOnet has instituted a new procedure for the upcoming calendar year-end. Instead of making CDs for each district, we will save the files to our website with all other CD-ROM reports. Two files will be created: one for the employee copy and the other for the employer copy. W2s will be saved with USPS CD-ROM reports and the 1099s with USAS CD-ROM reports. This will enable authorized staff to have quick and easy access to copies of W2s and 1099s and will eliminate the need to burn multiple CDs for districts needing more than one copy.

TICKET PROCESS IN CHERWELL

At NEOnet, our goal is to provide support as quickly as possible and Cherwell Helpdesk allows us to accomplish that. Cherwell Helpdesk is an application that allows clients to submit support tickets, documents communication and organizes information needed to solve the problem. It allows NEOnet to organize the support requests to ensure that all tickets are accounted for. There is a higher chance of missing a ticket if it is sent to a specific NEOnet employee. Cherwell can be accessed by emailing fiscalhelp@neonet.org. This will automatically generate a ticket that the entire team has access to, rather than emailing a specific employee who may be assisting another client at the time.

When creating a ticket, please make sure you include: a description of the problem, an example of an employee who is being affected by this problem, and a screen shot if it adds value. With all of this information, we will be able to immediately start assessing the problem and provide a response in a timely manner. All communication regarding your ticket will be sent via email. Be sure to check your junk mail if you do not think you are receiving emails from Cherwell.

Cherwell can also be accessed directly from NEOnet's website under the 'Support' tab by choosing Helpdesk. You can log in through the top right portion of the screen with your NEOnet credentials. If you need assistance determining your log-in, please contact a Fiscal Team member at 330.926.3900 x601130. You will be prompted to submit an 'Incident' or a 'Request.' An incident is an unexpected failure using the issued technology, where it is not working as expected. A request is a situation where information, assistance or a change to technical services is needed.

eFP – LET YOUR VOICE BE HEARD

We often receive requests from districts to ask for a change or enhancement to the eFinancePLUS software. Did you know that everyone that has access to eFP also has access to a feature called "User Voice"? This feature allows you to enter a software modification or enhancement request that can be seen and voted on by all users.

Once you are logged into eFP, you will see four small icons in the top right corner of the screen (envelope, star, megaphone, lock). If you click on the megaphone, you will be directed to the "User Voice" page. At the top of the page it will say "Welcome to the eFinancePLUS Feedback Forum."

At this point, you can enter your suggestion in the area entitled "How Can we improve eFinancePLUS to better serve you?"

You will also notice that you can see other requests that have been submitted. You have the ability to vote on these suggestions. The more votes a request receives, the more likely it is to be considered by PowerSchool. Let NEOnet know when you have submitted a request to User Voice so we can vote on it and help to move it up the list of priorities.

Each person gets 25 votes. The maximum number of votes you can use for any one request is three. Once ideas you have voted for are closed, your votes will be returned to you allowing you to use those votes for another request.

We encourage you to submit your requests and let your voice be heard!

JOIN NEONET FOR THE INAUGURAL OHIO eFinancePLUS USER GROUP MEETING

In October, members of the NEOnet team traveled to Alexandria, Virginia, to take part in the SNUG National Conference, an annual gathering of ITCs and school districts that use PowerSchool software products, including eFinancePLUS.

On the heels of the national conference, NEOnet, along with the state of Ohio's other ITCs, will be gathering at META's Marion location, located at 100 Executive Drive on Nov. 30 for the first-ever Ohio eFinancePLUS User Group Meeting.

The event will take place from 8:30 a.m.-4 p.m. and include a wide range of topics related to eFinancePLUS, such as procedures for month, quarter and year-end, budget prep

and Cognos. There will also be several roundtables featuring district and ITC staff who have experience in implementing and providing support for eFinancePLUS.

Most importantly, the meeting will create an opportunity for districts and ITCs to network and share best practices. CEUs will also be provided for attending.

The registration deadline for the Ohio eFinancePLUS User Group meeting is Wednesday, Nov. 22, at noon. Be sure to register as early as possible. Visit Google Docs to register.



NEOnet MAKERSPACE

According to makerspace expert Laura Fleming, “a school makerspace is a place where young people have the opportunity to explore their own interests; learn to use tools and materials, both physical and virtual; and develop creative projects” (Worlds of Making, Fleming). The makerspace movement aligns with both STEM (science, technology, engineering and math) and Project-Based Learning initiatives, and has been growing in momentum since the mid 1990s. As the job market changes to reflect technological advances, the skills learned in a makerspace (innovation, creativity, collaboration, problem solving and the growth mindset) have become imperative to college and career readiness.

As a forerunner in the field of educational technology, NEOnet is excited to announce the opening of its makerspace. This space provides professional development, curriculum assistance and best practices aligned to the makerspace/STEM initiative. There will be classes focusing both on specific technology and open labs to allow attendees to drop in, experiment, and ask questions of staff. Current equipment in the NEOnet makerspace includes:

- Sphero robots
- ozobot robots
- greenscreen
- littleBits
- MakeyMakey
- digital sandbox
- Raspberry Pi
- Legos
- Makerbot 3D printer
- Tinkertoys
- blocks
- sewing machine
- serger
- Silhouette Cameo
- heatpress
- art supplies
- K'nex

To register to attend a makerspace event, visit <http://portal.neonet.org/calendar/view-list/technology-integration>.

UPCOMING CLASSES:

- Makerspace Open Lab:** Dec. 5 from 3:30-5:30 p.m.
- Making in the Language Arts Classroom:** Dec. 6 from 2-4 p.m.
- Using the Engineering Design Process:** Dec. 12 from 9-11 a.m.
- Makerspace Open Lab:** Dec. 18 from 3:30-5:30 p.m.
- Learn and Play with Electronics Using littleBits:** Dec. 20 from 9-11 a.m.



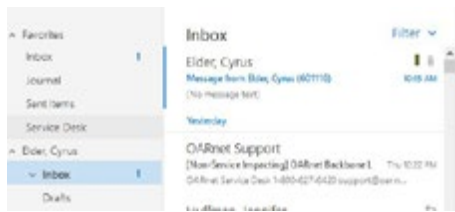
HOW TO SAVE VOICEMAIL MESSAGES IN OUTLOOK

Do you know how to save voicemail messages in Outlook indefinitely and free up space in your voicemail box? In this article, NEOnet discusses how to save voicemails, free up space, as well as how messages get deleted and how to get a voicemail in the email archive.

Saving Messages:

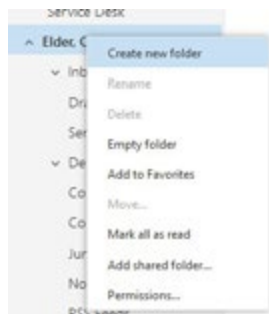
The standard Unity voicemail box has a limit of 40mb, which may seem small until you consider that's roughly 40 minutes of audio. While 40 minutes is a decent amount of time for something which is generally listened to and discarded, instances do occur where a voicemail needs to be retained indefinitely for various reasons. The issue here is read/listened to voicemails left in your voicemail box will count toward your quota. The good news is there is a way to save these messages and remove them from your voicemail box. We first want to share how this system actually works.

In the image to the right you can see what appears to be an email with an attachment/voicemail that I

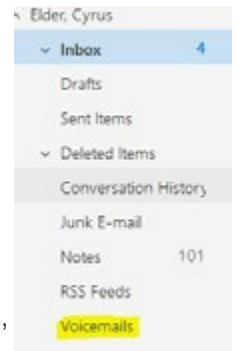


have left myself currently showing in my inbox. This is not actually an email. What you are seeing is a pointer, a fake email message that represents a voicemail message. It looks like an email, acts like an email, and for all intents and purposes it is an email, except it's not. It's a visual representation of the voicemail in your voicemail box.

In order to "convert" this pointer into an actual email message you have a couple of options. The first option is to forward the original voicemail message to yourself or another person and then delete the original message. Upon being forwarded, the message is no longer a pointer but is an actual email. The second option is to create a folder outside



of your inbox folder by right clicking your name and selecting Create New Folder. This is the most important part, if the folder is created inside of the inbox folder, your messages will still be pointers and will still count toward your voicemail box quota. The folder you have created should appear in line with the other folders listed under your name, as the Voicemails folder does in the image to the right. Once this is done you can drag and drop voicemail messages you wish to save into this new folder and they will no longer be pointers. At that point they will be converted into actual email messages with an audio file attachment. As for the voicemail message in your voicemail box, that message will be moved to the deleted messages folder in your voicemail box.



Deleting Messages:

First off, note that deleted voicemails count toward your voicemail quota until they are purged from the system. There is an aging policy in place that purges deleted voicemails after they have been marked as deleted for one day. This is a policy that did not exist prior to us switching to the Cisco Unity Connection product in March of 2012. A few months after switching to the product, issues arose where users complained their voicemail boxes were full, despite having deleted all of their messages. Ultimately, the user's mailboxes were full of deleted messages. These consisted of messages that were going to hang around for 15 days before being purged and the user's voicemail box space reclaimed. NEOnet tried adjusting this policy to seven days, but found that there was still an issue.

In Outlook when you delete a message/pointer it will be moved to the deleted items folder just like a normal email. The message will remain in the deleted items folder and in your voicemail box until the message has hit the one day aging policy or if you manually purge your deleted items.

Continued on next page

HOW TO SAVE VOICEMAIL MESSAGES IN OUTLOOK - *continued*

If you are using your telephone to retrieve voicemail messages you also have a deleted items folder which messages are placed into once deleted. To access this folder, you will need to login to your voicemail box and press option three to review old messages, select option two for deleted messages, then one to review deleted messages. The system will begin playing the first message in the deleted folder. You can press three at any time to delete the current message.

Archiving Messages:

Voicemail messages are not by default stored in the email archiver. As stated, when messages first arrive in your

email they are not actual messages, they are pointers. Because of the way this integration works, voicemails do not get collected by the email archiver. If you would like a voicemail to be stored in the email archiver, you can forward the voicemail to yourself or another person. Once the message is forwarded, it is no longer a pointer to a voicemail but a real email message with an attachment that will be stored in the email archiver.

If you have any additional questions, please contact the NEOnet technical services team at 330.926.3900, ext. 601150.

LIGHTSPEED AGENT DEPLOYMENT

There will soon be an upgrade to Lightspeed version 3. Any district using the Lightspeed User Agent must be running version 2.1.14 at a minimum, or reporting will be invalid or non-existent for those clients. The agent installer is available as an MSI to deploy via SCCM, PDQ Deploy, Group Policy or any other third party deployment software.

Documentation for Group Policy deployment is available on our portal at <https://portal.neonet.org/content/support> under Lightspeed. The documentation details the steps necessary to deploy the MSI via Group Policy in most Active Directory environments. Customers on NEOnet's Active Directory can simply link to the existing policy aptly named "Lightspeed 2.1.14." The files are deployed from the domain netlogon share, so all computers already have read access to the share.

One thing we want to reiterate: the LS agent SHOULD NOT be installed on a master image without extra steps. If it is installed on a master image, it will cause all sorts of issues with reporting due to duplicate machine identifiers. The best course of action is to utilize post-imaging deployments such as an SCCM task sequence, scheduled PDQ deployment, or Group Policy. Feel free to send an email to technicalhelp@neonet.org with any questions.

PASSWORD MANAGERS

If you are like the majority of us, you likely have many usernames and passwords that are used throughout your personal and professional life. It can be a daunting task to keep all of them memorized.

Many people will opt to use the same username and password for all the services and devices they utilize. However, as you might imagine, this is a very unsafe practice. It only takes one login to be compromised and suddenly every service you use has been compromised. Luckily, there are now many password manager services available to help organize and store your passwords. Some of these programs will even suggest strong passwords for you to use when creating a new login or changing a current password.

Once stored, most password managers only require you to remember a single master password in order to retrieve your stored passwords. Recently, PC Magazine did an in-depth review of many popular password managers. For information on PC Magazine's review and password managers, visit <http://bit.ly/2uWpjlw>.

THE CLOUD

You have probably heard people say “it’s in the cloud” or “just move it to the cloud.” Do you know where the cloud is? Did you know there are different types of clouds? With cloud technology becoming more popular and the migration to the cloud picking up speed, it is a good idea to understand where your data is going.

First let’s explain what the cloud is. The cloud is software and services that run on the internet and not locally on a computer. Just a few examples of cloud services are Netflix, Google Drive, Microsoft Office 365 and Dropbox. When accessing any of these services, you are connecting to multiple data centers spread across the globe. This type of cloud is known as a public cloud. It is classified as a public cloud because the services are only available through the internet.

The other type of cloud is known as the private cloud. The private cloud are applications and services hosted on an internal or enterprise network. This architecture is something a lot of us use every day because NEOnet offers its services through its own private cloud. Active Directory, voice over IP, Microsoft Exchange (email), virtual servers and Lightspeed web filtering are just a few of NEOnet’s private cloud services. All of these services are hosted in multiple NEOnet data centers, protected by multiple firewalls and available if you are connected to the NEOnet network.

The primary advantage of using cloud services is that it reduces the technical and financial burden on the companies that need these services. Cloud providers offer a level of redundancy and security that would be extremely difficult for a lot of organizations to establish and maintain. The technical challenges of performing hardware and software upgrades is virtually eliminated when your applications are hosted in the cloud. The robust architecture behind the cloud creates more uptime, so that applications and data are available when you need them.

The technology world has gotten a lot cloudier in the past five years. The technical forecast for the years to come is that the clouds are going to continue to build. Keep your eyes open for more services available in the cloud.

WIRELESS SECURITY VULNERABILITY – WPA2 KRACK

As of Oct. 16, 2017, it has been confirmed that there is a potential security vulnerability in the commonly used wireless security protocol WPA2. Almost all wireless networks use this protocol for their security, so this issue will affect almost all wireless networks and devices. An attacker can sit as a man-in-the-middle device and trick clients or access points into accepting new temporary security keys, thus allowing the attacker device to decrypt traffic. This attack requires the person to be within physical access distance of an AP, and secure protocols embedded within such as HTTPS and SSH will still be encrypted but other methods could potentially be used to get around those.

The vulnerability, however, is relatively easy to fix by patching clients with software updates that prevent the forced rekey to occur. NEOnet has already upgraded all of our wireless controllers to avoid the issue; however, there are still issues that exist on the client side. To resolve the issues, we highly recommend districts make sure all of the wireless devices are updated regularly and any high profile users are checked and confirmed to be patched.

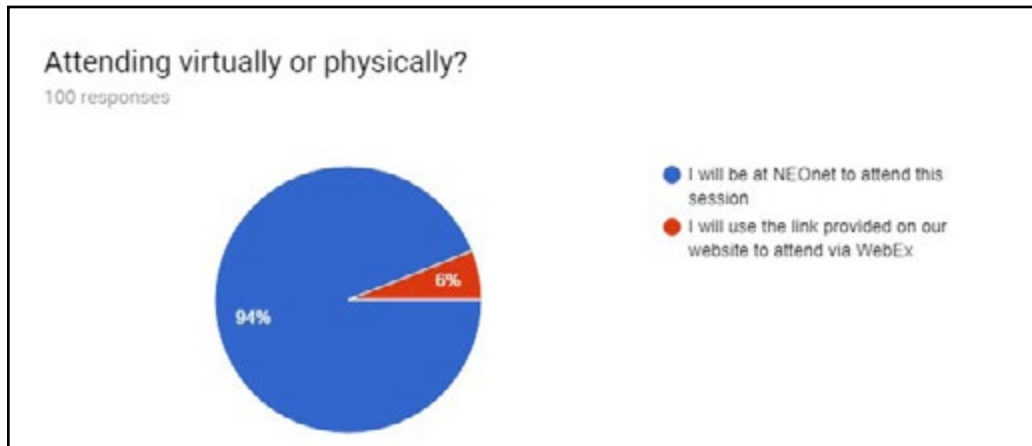
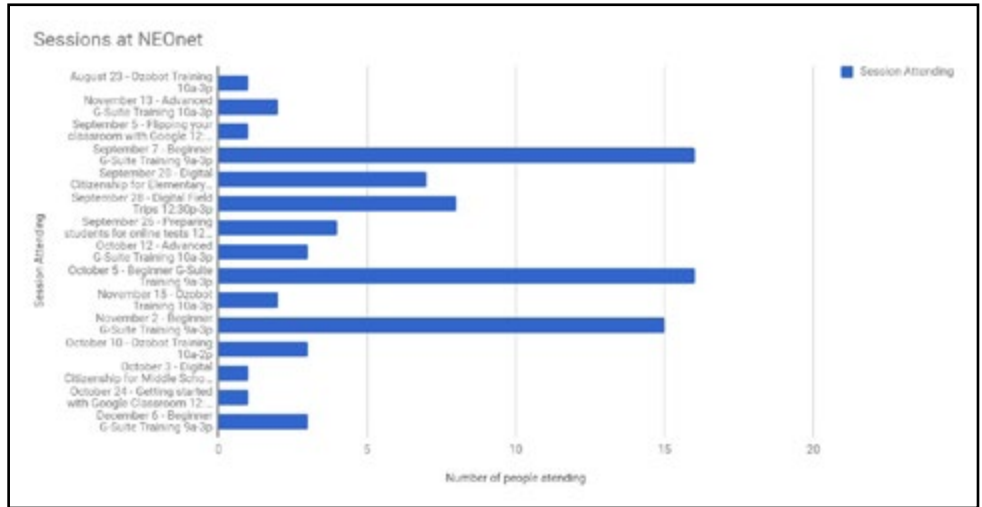
For more information, visit www.kb.cert.org/vuls/id/228519. This link includes an official notice from CERTs, information on affected software versions and patches.

TECHNOLOGY INTEGRATION UPDATE

It is hard to believe that we are already coming to the end of our first semester. NEOnet's Technology Integration Program has been running strong since July, and we believe that it is important to highlight what we have been doing, as well as some of the most popular professional development sessions we have had.

We have averaged about two trainings per week at NEOnet and about one training every two weeks in our member districts. The trainings are a cornerstone of our technology integration service and we try to offer a variety to meet the needs of our districts.

Looking back, we have some great statistics to share that showcase what the districts are attending. Included are charts showing the breakdown of trainings at NEOnet. Our most popular session, by far, has been our Google G-Suite trainings. Many schools are shifting to Google G-Suite and are in need of training to support the changes of the Google landscape, as well as the educational landscape. We have also had a lot of attendance at our Digital Citizenship and Virtual Field Trips. We are proud to say we have served or will serve over 100 staff members from our 10 subscribing districts at NEOnet in our first semester.



Many district staff members like to attend NEOnet's sessions by visiting NEOnet's facility and networking with each other. There are other outlets for attending sessions at NEOnet. Most trainings are available via the video conferencing software, WebEx. The chart to the left shows how many people attended our sessions virtually.

As previously stated, NEOnet is also conducting professional development trainings at the districts. Many districts

utilizing this service have had our team out to present, and almost all of our districts have invited a technology integration specialist into their districts for training. So far, we have been or are scheduled to be in the districts a total of 34 times since the beginning of the calendar year! That is on pace for an average of about two to three times per month.

We encourage you to take advantage of our services. If you have any questions about the Technology Integration Service package or would like to discuss the service options available, please contact NEOnet.

NEWSLETTER



NEOnet

Prompt. Courteous. Knowledgeable.
Support *you* deserve.

WINTER 2017



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