



SUMMER 2018

FROM THE EXECUTIVE DIRECTOR

Summer is finally here. I hope you all have had a nice spring and are looking forward to an exciting, relaxing summer—I know I am!

Our team at NEOnet has been busy preparing for the end of this school year and the forthcoming summer months. We are dedicated to providing school districts with the latest innovations in technology so that students can remain competitive in the 21st century—both in and out of the classroom.

This summer newsletter contains many new updates and information that may prove useful to you.

As this school year winds down, it's once again the time of year to import student test scores into DASL. On page 3, you can find a helpful DASL guide to make the process of importing much more efficient.

On pages 4-5, you can find helpful information regarding DataMap and updated Special Services forms. Familiarizing yourself with these resources will better prepare you for the students' return in the fall.

On page 7, we have included the new data collection calendar for the remainder of this school year as outlined by the ODE EMIS office. There are also new changes to the collection and assessment of reporting victims of student violence, which can be found on page 8.

We also hope to teach you some easy ways for your fiscal services team to input data using delimiters in Excel on pages 10-11.

Finally, I would like to draw special attention to the NEOnet Technology Integration service package, which has had a fantastic first year. Already, many school districts have registered for our services, which you can read more about on pages 15-19. We are very excited by the growth of the program and look forward to the continued training at our NEOnet facilities.

We've had so many accomplishments this school year at NEOnet, and I've only given you a glimpse of all that's going on. If you want to learn more or have any questions, please contact me by phone at 330.926.3902 or by email at gdovin@NEOnet.org.

Remember that without you, there would be no NEOnet. Have a wonderful summer!

Matthew Gdovin, *Executive Director*



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NEW EMPLOYEES



Ian Smith

Desktop Support Specialist

Ian graduated from Stark State College with an associate's degree in Computer Network Administration and Security, with a specialization in Cisco. He is also skilled in Microsoft Server and Linux administration.



Robert (Bob) Robertson

Student Database and Application Support Specialist

Bob has been working with the Microsoft SQL Server since version 7.0, which has allowed him to gain extensive experience of the server. He is passionate about data and helping people easily get the information they need. Prior to joining NEOnet, Bob worked for 10 years at Aclara, a leading provider of automated meter infrastructure in the electric, gas and water environment. Bob was a database and technical support specialist. He has also worked as a software developer in the insurance industry.

In his free time, Bob is a HAM Radio operator, a comic book collector, cosplayer and plays various Pen and Paper and Dice tabletop games. Bob lives in Newbury, Ohio with his wife Shelly.



Sarah Burkett

Desktop Support Specialist

Sarah received her bachelor's degree in Biology from Kent State University. She is responsible for providing IT support for the Mogadore Local School District.



Travis Fennell

Desktop Support Specialist

Travis graduated from Stark State College with an associate's degree in Computer Forensics/Cyber Security. Travis aspires to gain valuable experience in the IT field. He hopes to become a digital forensics examiner or an imaging & extraction analyst in the future.



Amanda O'Mara

Technology Integration Specialist

Prior to joining the NEOnet team, Amanda was employed at the Cleveland Metropolitan School District's Luis Muñoz Marín Dual Language Academy as a pre-kindergarten through eighth-grade media specialist. She also spent time as a Library Tech Assistant at Bolich Middle School in the Cuyahoga Falls City School District, as well as the edTPA and Technology Graduate Assistant at Kent State University. Amanda completed her dual Master's degree in School Librarianship (MLIS) and Instructional Technology (MEd) and her Bachelor of Arts in Crafts (BA) at Kent State University.

It is that time of the year when student test scores are coming back from testing vendors and can be imported into DASL. Each assessment requires a certain file extension (.txt, .csv, .xlsx, etc.) to be used in order for the import screen to work. To perform the assessment import, navigate to SIS-Assessment-Assessment Imports at District level. Below is a guide of the assessment name, the type to choose on the Assessment Import screen, the required file extension, and where the student scores appear in DASL.

Also, make sure after the import is completed to click View Import Management. Items that appear on the unmatched tab have records imported but not yet assigned to a student. Be sure to click the magnifying glass and attach the scores to the correct student in your district.

If you have any questions or issues, please email studenthelp@neonet.org

ASSESSMENT NAME	SIS-ASSESSMENT-ASSESSMENT IMPORTS TYPE	FILE EXTENSION REQUIRED	SCORES APPEAR ON
Act	ACT (Old Format) (tests administered 8/2016 and before)	.txt	SIS > Student > Assessment > ACT
	Redesigned ACT (tests administered 9/2016 and after)	.txt	
Alternate assessment (aacsd)	OCBA	.txt	SIS > Student > Assessment > Student Achievement OR SIS > Student > Assessment > OGT
Ap exam	AP Exam	.csv	SIS > Student > Assessment > AP Exams
Dorp growth (map)	DORP	.csv Combo file format	SIS > Student > Assessment > DORP Growth (MAP)
End of course (eoc)	OCBA	.txt	SIS > Student > Assessment > End of Course Exam
Kindergarten readiness (kra)	KRA	.csv	SIS > Student > Assessment > KRA
Next generation 3-8	OCBA	.txt	SIS > Student > Assessment > Next Generation Assessment Grades 3-8
Octca/webxam	OCTCA	.txt	SIS > Student > Assessment > CTE Student Assessment (OCTCA)
Oelpa	OELPA	.txt	SIS > Student > Assessment > OELPA
Ogt	OGT	.txt	SIS > Student > Assessment > OGT
Plan/preact	PLAN	.txt	SIS > Student > Assessment > PLAN
Psat/nmsqt	PSAT/NMSQT	.xlsx	SIS > Student > Assessment > PSAT/NMSQT
Pre school ela	PS ELA	.csv	SIS > Student > Assessment > Preschool ELA
Sat	SAT (Old Format) (tests administered 9/2015 and before)	.txt	SIS > Student > Assessment > SAT Reasoning Test
	Redesigned SAT (tests administered 10/2015 and after)	.csv	
Third grade reading	OCBA	.txt	SIS > Student > Assessment > Next Generation Assessment Grades 3-8

NOW IS A GREAT TIME TO START THINKING ABOUT NEXT SCHOOL YEAR

DataMap has plans to have the ability to update memberships in Student Information/DASL from the R.I.M.P Student Intervention in DataMap by the beginning of next school year. This means you will no longer need to have the R.I.M.P program codes listed in the template or multiple Intervention Programs broken out by the individual R.I.M.P program codes. The program codes will automatically be part of the template, listed for you to select. Now would be a great time to create a new R.I.M.P Intervention Template and/or a new R.I.M.P Intervention Program without the R.I.M.P program codes in preparation for next school year.

As a reminder, DataMap has the ability to close a group of student interventions due to End-of-Year. This may be done through the Intervention Search on the DataMap home page. Select the Intervention Program, Status = Active, then click Find to receive a list of students.

Once you have your list of students

1. Click the top checkbox to select all students
2. Click the Exit Intervention button at the top of the page
3. A Pop-Up will display; Enter the Exit Date and Select the Exit Reason
 - a. Optional: enter Exit Summary information that pertains to all students selected
 - b. Caution:
 - i. Exit Summary (whether information is entered or not on the Pop-Up), will overlay any information you may have in an individual Student Intervention
 - ii. A message will display if information is currently in the Exit Summary for a student(s)
4. Click Save

Student	Grade	Type & Subject	Program	Tier	SpEd Teacher	Interv Provider	Roll Date	Start Date
<input checked="" type="checkbox"/> Young, Lyla	5	Reading	R.I.M.P.	2		Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Roberts, Lavinia	5	Reading	R.I.M.P.	2		Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Jackson, Lalsey	5	Reading	R.I.M.P.	2		Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Hunt, Leticia						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Hughes, Laria						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Henry, Lian						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Hamilton, Logan						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Cruz, Lennora						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Brooks, Leland						Devis, Mckael	9/16/2015	10/1/2015
<input checked="" type="checkbox"/> Bell, Lisa	5	Reading	R.I.M.P.	2		Devis, Mckael	9/16/2015	10/1/2015

If you would like more information regarding Interventions or DataMap, please contact Janet Hayes at Hayes@NEOnet.org or ext. 601112.



The ODE released the new redesigned Special Services forms in December 2017. Software Answers has been working diligently to make these changes in the software. The new forms will be available for the 2018-2019 school year. Below is a summary of the form changes and functionality that will continue to be maintained.

- **New functionality that is being introduced in this first release:**
 - New header - IEP vs. ETR (different for each)
 - Adding rows/deleting options – any section that dynamically adds/removes rows on the form
 - Adding new parent contacts – student properties will allow up to four contacts read live from Student Information
 - Objectives vs. Benchmarks dynamic section
 - All outside links contained in the forms will work
 - Tool tips
 - 3rd Grade Reading Guarantee section dynamically adjusting based on chosen options
 - Graduation Testing section dynamically adjusting based on chosen options
 - Other Assessments section dynamically adjusting based on chosen options
 - ETR – Preschool Planning checkbox adjusting forms
- **Existing functionality that will be maintained:**
 - Banks
 - Expandable fields
 - Copy Task Info
 - CFE (Create from Existing)
- Within new tasks
- Will also pull from old forms to new where possible

New Tool Tips on the forms:

IEP Individualized Education Program DOB: ID Number:

6 MEASURABLE ANNUAL GOALS

NUMBER: AREA:

PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

MEASURABLE ANNUAL GOAL

A summary of the child's performance in the child's current educational program and indicates the child's instructional and functional levels as compared to typically performing peers.
OAC Rule 3301-51-07(H)(1)(b)

Tool tips
appear as
hover overs
on fields

REVIEW GRID/ASSIGNMENT MARKS AND PROVIDE FEEDBACK

The GradeBook Grid has been restyled and its performance has been improved. INCLUDING AUTOSAVE. Click Try New GradeBook Grid at the top right of your current Grid to access it.



A new version of the Assignment Marks screen has been added to GradeBook INCLUDING AUTOSAVE.

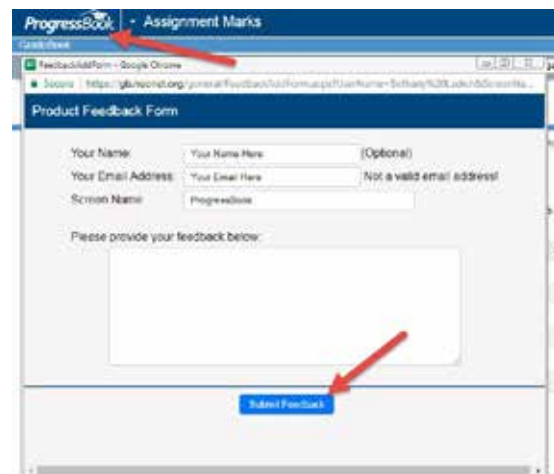
To access the new screen, go to the top right of the classic Assignment Marks screen and click Try New Assignment Marks.



Your Comments count. Provide Feedback.

Once Submit Feedback is clicked, we will receive your comments.

Click ProgressBook in the top left corner.



EMIS

The ODE EMIS office has released an updated data collection calendar for the remainder of this school year. This calendar update is due to changes to the gap closing measures on the report card.

In order to complete the report card on time, ODE will need to transfer student demographic and assessment data to SAS much earlier in August than in prior years. Any collection used for the SAS calculations must close by Wednesday, July 18.

Since SAS needs data sooner for the LRC to be published on time, **the following collections will now close nine days earlier to process for the Gap Closing measure for the Local Report Card:**

- *Student Cross Reference (FY18) (2018SSCRS)*
- *End of Year Student Collection (FY18) (2018S3TRD)*
- *SOES End of Year Student Collection (FY18) (2018SBODE)*
- *Spring DORP Assessment Collection (FY18) (2018AGDSP) [July 9]*
- *Spring End of Course State Assessment Collection (FY18) (2018AGESP)*
- *Spring State Assessment Grades 3-8 Collection (FY18) (2018AGNSP)*

With the assessment collections opening earlier, districts actually have a longer time to process data than in prior years. Scores will be returning much earlier this year. The majority of electronic administrations of assessments will be back June 4, 2018. Some exceptions are assessments with accommodations that cannot be done online. Those results will be a few weeks later.

Getting data to SAS sooner means appeal windows will also open and close earlier. Appeals will close on Friday, July 27, so districts should try to submit appeals early in the window. All appeals are due by 5 p.m. on Wednesday, Aug. 1 to publish LRC on or about Sept. 15. Windows that close later will have later appeal windows (Aug. 23 to file and Aug. 27 to submit).

The following collections will close two weeks later: this data does impact LRC but is not included in what is sent to SAS for value-added data. Extending these collections will give districts more time to focus on the collections that will be closing sooner.

- *FY18 SOES Student Contact(s) Collection*
- *FY18 Calendar Collection - Final*
- *FY18 Final Staff and Course Collection (FY18)*
- *FY18 Other Accountability Assessments (FY18) [Aug. 15]*
- *FY18 Spring Alternate Assessment Collection (FY18)*
- *FY18 OELPA Assessment Collection (FY18)*
- *FY18 Spring OGT Assessment Collection (FY18)*

NEOnet has posted a version of the calendar that also includes the FY18 Appeal Windows and Expected Assessment Result dates. Click here to view.

The fully updated collection calendar is available at the ODE website:

<http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars>

FY19 EMIS REPORTING CHANGES

Student Data Changes:

Reporting Victims of Student Violence – HB49

Summary: To amend section 3301.0714 of the Revised Code to require the EMIS to include information regarding persons at whom a student's violent behavior was directed, that further resulted in discipline. The Department of Education must also submit a one-time report to the General Assembly regarding that information.

- *EMIS updates will include an additional element on each discipline record.*
- *Any persons, if any, at whom a student's violent behavior that resulted in discipline was directed.*
- *Report by classification, such as student, teacher or nonteaching employee, not by name.*

Collect new Student Standing Elements

- *Attendance percent of time – Address scenarios where attendance and funding differ*
- *Collect new attendance hours element – Time absent is used for some purposes but not other*
- *Preschool percent of time, calendar and attendance – Make as close as possible to K-12 reporting*

Assessment Data Changes include:

- *Add ALT assessment for OELPA*
- *Continuous OGT assessment window with day reported*

Staff/Course Data Changes:

- *Collect data on select staff vacancies*
- *Add Title III to position fund source*
- *Update position code listing*

This is not a complete list of changes. Detailed explanations will be made available when these changes are applied.

Webinars:

ODE has started to publish some videos on YouTube. Currently posted are a series of five CTE videos and presentations listed on the ODE Career Tech web page under Webinars. <http://education.ohio.gov/Topics/Career-Tech>

Webinars

- » CTE Program Review and Corrective Action Plan | Slides 
- » CTE Program Review - Alignment | Slides 
- » CTE Program Review - Instruction | Slides 
- » CTE Program Review - Assessment | Slides 
- » CTE Program Review - Reporting | Slides 

eFinancePLUS ACCOUNT MANAGEMENT

As with all software user accounts, the state auditor's office requires that we have a User Authorization Request Form for all new accounts, account modifications and account deletions on file in our office.

Important information, specific to eFinancePLUS accounts, is that the MCOECN (Management Council) automatically disables user accounts that have never been logged into or have not been logged into for 180 days. Users are disabled daily when the automation process runs at 8 a.m. Once a month, we receive a report of those disabled users as well as a report of users who have not registered (enrolled) in the self service portal, which enables them to change their password. There is no way to review this list prior to the automation job running.

If there is someone from your district that has been disabled and you need for them to be enabled again, please open a ticket by emailing fiscalhelp@neonet.org. Keep in mind that once the user has been enabled, they will need to log in that same day or they will be disabled again during the next daily process.

If there is someone from your district that has not registered for the self service portal, please direct them to the link on our website and ask them to register.

<https://selfservice.mcoecn.org/showLogin.cc>

eFinancePLUS USER GROUP MEETING

As a reminder, on May 23, 2018, the MCOECN will host the second Ohio eFinancePLUS Users Group meeting. This will be a great opportunity to learn from other district users and to gain a better understanding on a variety of topics. The meeting will be held at RG Drage in Massillon from 9 a.m. until 4 p.m. If you have not registered for the meeting but would like to attend, please contact Lisa Nash at nash@neonet.org.

OHIO AOS PUBLIC RECORDS TRAINING

On Friday, July 27 at 10 a.m., Buckeye Local Schools will serve as a host site for Public Records training through the Auditor of State. This training program is in accordance with Ohio Revised Code 149.43(E)(1), which requires Public Records Law training for all elected officials and/or their appropriate designees. The program will examine the responsibilities of elected officials and public offices, along with a review of the rights of the public records requester. The Public Records Act, Open Meetings Act, and Records Retention laws will be discussed, including but not limited to (1) new changes in the law, (2) key definitions, exemptions, practical compliance with a public records requests and (3) the remedies and penalties that may be imposed upon a public office for failure to comply. A certificate will be given at the completion of the training program to document compliance with the training requirement. Anyone who is interested in attending this training can register by clicking this link <http://ohioauditor.gov/trainings/publicrecords>. Below is an screenshot of the registration information:

Please select the class you would like to attend:

- **Sponsor:** Buckeye Local Schools
- **7/27/2018**
- **10 a.m. - 1:15 p.m.**
- **3084 Columbia Road; Medina, 44256**
- **Speaker:** James S. Harding, Assistant Legal Counsel, Ohio Auditor of State



CONVERTING TEXT TO COLUMNS USING DELIMITERS IN EXCEL

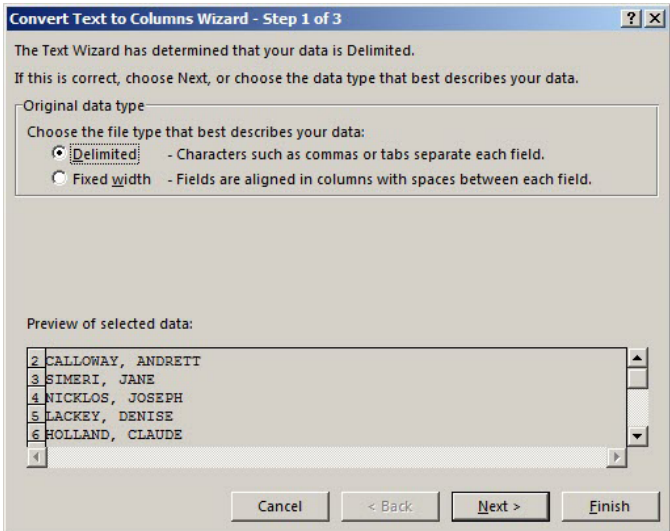
While most systems will provide needed data in a format that can be readily used in Excel, there are times where you need to separate your content. To accomplish this, you can use the Text to Columns function, which is found on the Data tab in Excel.



In this example, you may have employee records, where the last name and first name are in the same column and separated by a comma.

	A	B
1	Employee Number	Full Name Last-First
2	869	CALLOWAY, ANDRETT
3	113	SIMERI, JANE
4	930	NICKLOS, JOSEPH
5	527	LACKEY, DENISE
6	1542	HOLLAND, CLAUDE
7	1109	LAWSON-MCKINNIE, ALISA
8	1366	FULLERMAN, JOHN
9	1464	ARMSTRONG, RACQUEL
10	1108	JENKINS, MICHAEL
11	839	COLEMAN, RACHAEL
12	736	MCNICHOLS, PATRICK
13	1225	ROSS, ZORABA
14	318	WILLIAMS, BRIAN
15	1365	PRONTY, BRIGITTE

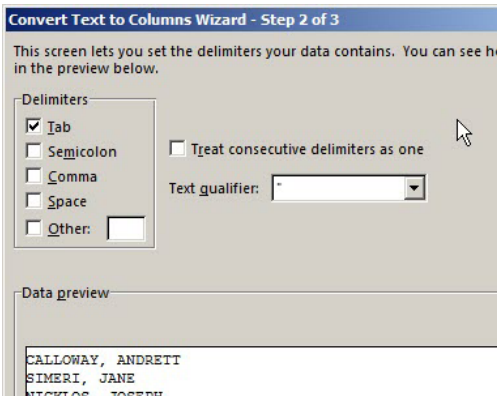
First, you will highlight the cell data (excluding column headers), then click on Text to Columns. When the dialog box appears, you will select Delimited and then click Next.



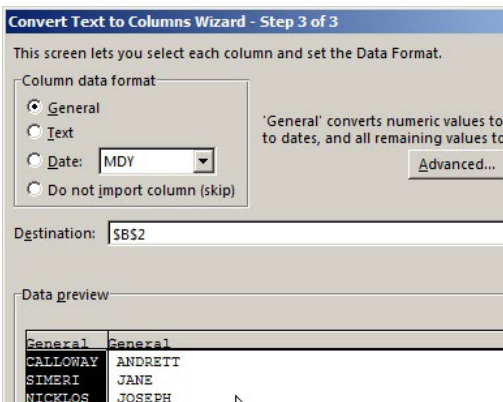
Continued on next page

CONVERTING TEXT TO COLUMNS USING DELIMITERS IN EXCEL - *continued*

The Delimited selection allows you to separate data using a specific symbol. In this case, you will select a comma, then click Next.



With the data separated, you can change the format of the cells or opt not to import a column.



When you click Finish, you will see you data in two separate columns.

	A	B	C
1	Employee Number	Full Name Last-First	
2	869	CALLOWAY	ANDRETT
3	113	SIMERI	JANE
4	930	NICKLOS	JOSEPH
5	527	LACKEY	DENISE
6	1542	HOLLAND	CLAUDE
7	1109	LAWSON-MCKINNIE	ALISA
8	1366	FULLERMAN	JOHN
9	1464	ARMSTRONG	RACQUEL
10	1108	JENKINS	MICHAEL
11	839	COLEMAN	RACHAEL
12	736	MCNICHOLS	PATRICK
13	1225	ROSS	ZORABA
14	318	WILLIAMS	BRIAN
15	1365	PRONTY	BRIGITTE

STATE SOFTWARE REDESIGN DEMO ACCOUNT

There is a demo version of USAS-R and USPS-R which allows district users to log in to see the look and feel of the redesign.

When you have the time, please go into each demo and look around. Run reports, add data (make sure you don't add any sensitive data) and just enjoy seeing what the differences are from the Classic software. There is documentation for the Redesign software. Here is a link to find out more about the changes and comparison between Classic and Redesign: <https://wiki.ssd-ohio.org/display/p>

USAS-R Production Demo:

- <https://prod-usas.demo.ssd.io>
- Username: admin
- Password: demo

USPS-R Production Demo:

- <https://prod-usps.demo.ssd.io>
- Username: admin
- Password: demo

NEOnet Fiscal staff was trained on the new Redesign May 9, 10, and 11. There will be a demo at the Treasurer's Op meeting Aug. 15, 2018 for Treasurer's and the staff they choose to join them. Registration for this will be coming soon.

SUMMIT ESC LIVE

Congratulations to Summit County ESC for officially going live on the new fiscal software, eFinancePlus, on April 1. NEOnet is thankful for the months of hard work Summit ESC has put in to make this project a success. They are the third educational entity under NEOnet direction to complete the software conversion, after Brunswick City Schools and Cloverleaf Local Schools. As of the writing of this article, Summit ESC has successfully completed three payrolls. With each week they are becoming more knowledgeable and independent.

Although converting to eFinancePlus is a difficult process that can be very stressful, the work is justified once a district is live and experienced on the system. The system offers a solution that is a true enterprise resource planning (ERP) solution where all the modules work in conjunction to offer increased functionality and efficiency for users.

SPLASH IN THE WATER, PLAY IN THE SAND WITH INFOHIO BEACH BAGS, LIFE IS JUST GRAND

Available free to all Ohio families by INFOhio and the Ohio Department of Education, the nine INFOhio Beach Bags for grades K-3 feature stories and activities that let children practice reading skills while learning about careers and their environment:

- *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?*
- *Where Does the Garbage Go?*

Camp INFOhio, for grades 4-6, contains five days of reading, activities and experiments centered on STEAM topics. Kids can try their hand at codebreaking, conduct science experiments with items they find in the kitchen, learn about roller coasters before designing their own and create their own musical instruments.



No sign up is necessary! Parents can simply download the packets above and their children can work through the activities at their own pace.

Questions? Please email libraryhelp@neonet.org

FROM INFOHIO TO G SUITE

Did you know that educators can send quality digital content from INFOhio to their class? It only takes a few clicks to send standards and curriculum aligned encyclopedia, magazine, journal and newspaper articles from INFOhio to students through Google Classroom. Educators can even differentiate by sending articles with higher or lower Lexile reading levels to struggling readers and/or gifted students.

Check it Out in Practice

Students discussing book censorship in *The Book Thief* didn't quite understand the relationship between book burning and the 21st century. Lori Lee, Zanesville High School teacher and librarian, sent a related article from INFOhio to students. She then asked students to contribute to the Google Classroom discussion by researching their own book censorship articles in INFOhio's ISearch and sending the articles back to her with their thoughts. What a great way to integrate research and enrich classroom discussion!



You Can Do it Too

INFOhio's new Getting Started Guide, INFOhio and G Suite, provides step-by-step instructions on how to find science, social studies, language arts, math, health and computer science content to send to students effortlessly. You can even search by reading level!

Continued on next page



FROM INFOHIO TO G SUITE - *continued*

Where to find the Google Classroom button

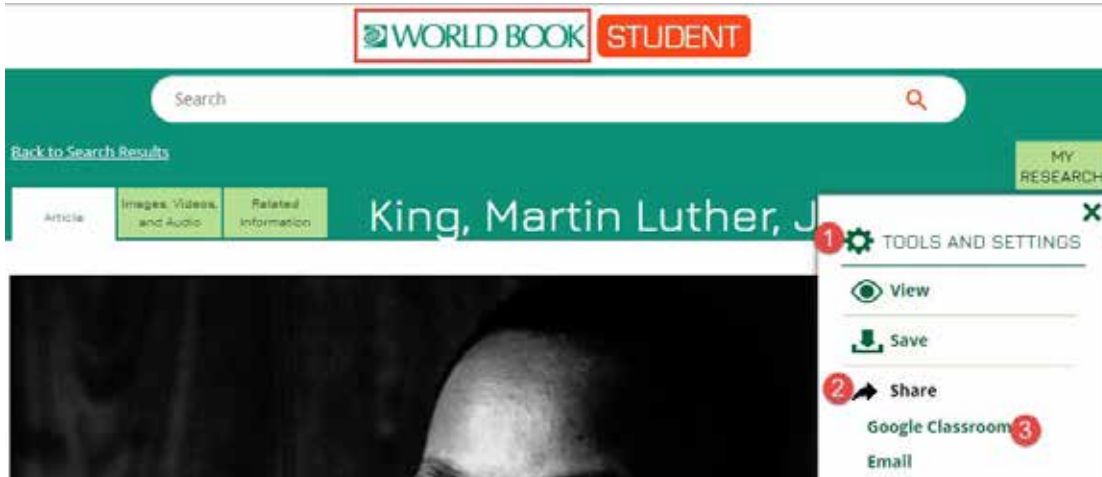
EBSCO resources:



Science Online:



World Book:



Make a note to begin using the INFOhio resources in your Google Classroom this fall- and reach out to ICoaches Tamra Dugan (dugan@neonet.org) and Noah Himes (himes@neonet.org) for more information.

NEOnet Technology Integration Newsletter

The NEOnet Technology Integration service package is coming to the close of its first year. We are pleased to say that we've had a fantastic first year. We have had many districts sign up for our services, and we have offered a wide variety of course offerings. The growth of the service is what stands out to us the most. We have added a second technology integrationist to help handle the growth of the program.

The Year in Review

In the first year of our program, we have offered over 80 trainings at our NEOnet facilities that range from basic Google for Education Training all the way to advanced 3D modeling and design using 3D printers and computers. We have trained teachers on the importance of digital citizenship and have helped lead the administrative and support staff of schools into the wonderful world of Google

We have increased in district professional development days with over 45 trainings in the first year of our program, and we are expecting higher numbers for the coming 2018/2019 school year.

G-Suite Applications. We have increased in district professional development days with over 45 trainings in the first year of our program. We are expecting higher numbers for the coming 2018/2019 school year. The NEOnet Training website at training.neonet.org is always changing and we are adding content on a weekly basis, including weekly videos, webinars and information and sign ups for our NEOnet based trainings.

Google Training Camps

In June, we will be offering the popular Google Training Camps again on June 11-14 and June 26-29 from 8 a.m.

SHOULD I USE A PASSWORD OR A PASSPHRASE?

When settings up a new account we are often asked to use a combination of upper and lowercase letters, numbers, symbols of various lengths and the like. This has generally always been good advice but in some cases can actually produce weak passwords regardless of how complex the password may look and often encourages them to be written down on a post-it note and stuck on a monitor or under a keyboard. A strong password needs to be truly unique and should only ever be used with a single account. A simple way to create such a password is to use a passphrase. A passphrase is simply a sequence of words and/or characters strung together to create a password. The big difference is that a passphrase is typically longer, with at least 20 to 30 characters. By using a combination of words and or characters that only make sense to you, it's generally not hard to remember unlike those complex passwords we've traditionally been taught to create. Creating a passphrase can be as easy or complex as you'd like to make it. But remember the goal is to be able to remember it without having to write it down for reference!

Some examples:

ThePyramidoftheMagicianatUxmalwasamazingtosee!

MypuppyJacksonisthemostsillypuppyofall.

ImsgladwhenspringfinallyarrivesItmakesmehappy!

Ih@t3havingtocomeupwithnewpassw0rdsallthetime!

to 3 p.m. each day. These intensive sessions will give participants all of the knowledge they need to take the Level 1 and Level 2 Google Certified Educator Exam. We do not provide a voucher to take the exam but we do offer space and technology if participants would like a quiet and secure place to take the exam. Please contact us if you are interested in learning more about these training camps. Between our Google Training Camps and Beginner and Advanced G-Suite trainings this past year, we have had over 30 teachers become Level 1 Certified and over 20 become Level 2 Google Certified Educators. More information about the Google Certified Trainer exams and program is available at:

<https://edutrainingcenter.withgoogle.com/certification>

Sign Up for the Tech Integration Service Package

As always, we are excited to see what the second year of our program has to offer! If you are not a participating district but would like to be, please let us know! We would love to meet with you to discuss the options you have available to you. You can reach out to either of the Technology Integration Specialist at NEOnet, Jacob Williams (williams@neonet.org) or Amanda O'Mara (omara@neonet.org).

Changes in Educational Technology

Just as there is always something new in technology, there are also things that change or go away. There have been several announcements in April relating to educational technology that may affect services you use in your classroom. Here's what's new, what's changed, and what's going away from this past month.

Padlet

In early April, Padlet announced a change to its free plan from unlimited Padlets for all users to any new accounts being limited to three Padlets and all pre-existing users keeping the Padlets they had, plus three new ones. Everything you love about Padlet is still there to use for free, such as YouTube videos and websites that can be viewed inside Padlet, but in order to get more than three new Padlets, you'll need to subscribe to

Padlet's Jetpack at \$99 a year. Keep an eye on Padlet's Twitter account (<https://twitter.com/padlet>), as they have suggested there may be a lower tier subscription option coming soon.

Goo.gl

If you like shortening your URL's before sharing them, Google's URL shortener, goo.gl, is coming to an end. If you've never used the service before, unfortunately, you won't be able to use it after April 13, 2018. Current users will still have access to the page through March 2019, but then it will disappear forever. Google says that any URL created with goo.gl will continue to direct to the correct website after that, but if you want to create new

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shortened URL's, you'll have to use a different service, such as bit.ly or TinyURL.

Grasshopper

Now for some good news: Google launched Grasshopper, a free coding app for iOS and Android. The app currently is offering training in Javascript through puzzles and quizzes, but the developers, working out of Google's Area 120 labs, have promised to roll out additional content in the coming months. There has not been word yet on what is coming next, but all content will be free, following Google's model for its other products.

SOMETHING YOU HAVE AND SOMETHING YOU KNOW

Passwords are the most basic form of authentication when securing access to technology. We have all been told to change our passwords and use a complex password. Most people have so many passwords that it becomes hard to remember, so they write their passwords down. The biggest vulnerability with a password is that anyone can use it once they know it. A password is like a key to your house; it will allow anyone in the house as long as they have the key. With passwords being lost and stolen frequently, a password alone is simply just not enough to secure access to technology.

The next step beyond a simple password is called two factor authentication. Two factor authentication (2FA) is a method of combining something you know with something you have to grant access to technology resources. The first factor is something you know. Your password is the something you know part of the two factor authentication process. The second factor is something you have. This second factor is delivered in many different ways. It could be a text message containing a PIN that is generated the minute you start the authentication process. This PIN has a very short life cycle and can only be used once. Another option for the second factor is a USB device plugged into the computer. This USB device must be connected to the user's computer who is trying to login. These second factor options are what takes the security to the next level. This now requires someone trying to access technology to not only know your password, but to also physically have something that belongs to you. Your password alone is now useless to anyone that knows it.

NEOnet is currently testing two factor authentication on several applications. Securing our technology resources is very important. We want to add another layer of security to the technology we provide without adding any headaches. It is our goal to deliver a fast product that provides better security and is simple to use. Our testing has met these goals and we look forward to offering these services.

NEONET SELF PASSWORD RESET

If you tend to have issues with remembering your password, you may find use in our Self Password Reset utility. You may access it at <https://password.neonet.org>. On this page, you have the option (firstly) to enroll for self-reset. Enrolling will simply prompt a few security questions. We suggest choosing questions that are not easily found through search engines or social media, as well as keeping the answers simple with as little formatting as possible. The next time you forget your password, you can head back to that same URL above to reset your password.

SECURLY WEB FILTER AND STUDENT SAFETY

Over the past year, we have been demoing filtering solutions as a consortium and have come to the decision to move to Securly. Securly is a web-based filter that does not require any hardware on-site and can be easily used to filter 1:1 devices back home. Logins are simple and sync with Google so as long as a user is logged into their district Google account they are logged into the filter with whatever level of elevated access their user may have.

Filtering is only the tip of the iceberg however, as Securly has an interesting new addition to add. Student Safety is an additional function on top of filtering that allows Securly to monitor student traffic for bullying, self-harm and other concerning trends. It can be setup to alert staff with granular detail (such as alerting the principal for the grade level the student is in) or run regular reports for checking. In this age of social media, it a powerful tool for helping to protect students and is well worth looking into when we make the swap over to Securly this summer.

VOICEMAIL AND GOOGLE

As many of NEOnet's customers consider the move from Exchange based email to Google for their staff, one question seems to pop up at the end of the list. How will moving to Google affect my unified voicemail experience? Well the short answer is, it breaks it, and it appears it will remain broken for the foreseeable future. Unfortunately, Cisco does not provide, nor have they

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hinted at, any plans to provide an out of the box unified messaging experience with Gmail; however, there are a few third-party products on the market that offer users a similar experience to the Unity/Exchange integration we have now. Unfortunately, these products are rather costly.

The following are a list of options currently available if you are going to make the switch to Gmail.

1. *No email integration. all voicemail is managed via the handset using the TUI. Your phone's message waiting indicator will illuminate and you will check your voicemail with your phone.*
2. *Voicemail copy. Your phone's message waiting indicator will illuminate like normal and a copy of the voicemail message will be forwarded to your Gmail account. This preserves the functionality of the message indicator light on the phone. Unlike unified messaging with Exchange, the copy of the voicemail in Gmail does nothing. If you listen or delete it, the state of the message on the voicemail server*

will not be altered. Users will be required to manage their voice messages via their phone as well. If voicemail is not managed (deleted/saved) from the phone, the inbox will fill up and create problems. Additionally, voicemail emails will be captured by email archiving technology.

3. *Email delivery only. The voicemail is sent to Gmail and is the only copy that is kept. An actual voicemail message is never created and the light on the phone never illuminates to indicate there is a message waiting. Voicemail emails will be captured by email archiving technology and will be managed in email only.*
4. *Third-party integration tools. There are third-party tools that will make the integration between the voicemail server and Gmail function but they are expensive and require annual renewals.*

TECH ARTICLE

While we focus on ensuring the security of our network and data, it's important that our member districts also join us in this effort. Many of our members host their own products on their own servers internally on a local network. Some of these products are then made available to the public Internet.

Any system on a network can be attacked, and the public Internet greatly increases the odds of someone attempting to compromise a system. Therefore, it's critical that district personnel take the time to ensure that their systems are as secure as possible.

Some tools that can be used to evaluate the security of a system include:

<https://www.ssllabs.com>

<https://observatory.mozilla.org>

<https://www.scanmyserver.com>

It's essential to evaluate the results of these tests and identify measures that can be used to make your servers more secure. If you find you have any systems that are insecure and you need assistance improving security, don't hesitate to reach out to the NEOnet technical team for help.

TECH ARTICLE

Security has been a primary focus for the NEONet organization this past year and will continue to be a focus into the future. As a consortium, we learned what the threat landscape looks like and how a school district can better protect itself without spending a surplus of money. We also reviewed tools and services that can better prevent data breaches and reduce district liability. Internally, NEONet has been writing its own set of security policies as well as fine-tuning an incident response plan. Over the course of the next few months, we will focus on additional levels of security that can be centrally implemented, but also distributed to our customers to provide additional insight into the behavior of their networks.

The next Generation Firewall, and the accompanying security tools, will be our primary focus this summer. Over the last few months, NEONet has been gathering information and pricing from the top three players within the security industry. Our goal has been to construct a comprehensive set of security measures that provides identity management, malware protection, enhanced threat defense and detailed logging. This compilation of security tools will allow NEONet to provide details on network activity that we have never had the capability to provide before. This, in conjunction with our new CIPA compliance filter from Securly, will vastly change the landscape of our network.

After many months of research and testing, the NEONet Technology Advisory Committee (TAC) recommended the Board of Directors move forward with Securly as our new consortium filter. The move to Securly's cloud-based filter was a much-needed upgrade to the current inline physical appliance filtering we have in place today. Securly provides a cloud based DNS approach to filtering, rather than using expensive hardware on the network to inspect every traffic flow. While this is a considerable change to how we do things today, it provides greater flexibility in how we route traffic between our two data centers. With the routing

limitations of the physical appliances removed, we can leverage greater redundancy with faster self-healing if a network anomaly were to occur. This, coupled with the fact Securly had the lowest price of all the solutions we looked at, made the decision to move to Securly clear. As voted at the last TAC meeting, Lightspeed will officially be removed from the network July 31, 2018. If you haven't already scheduled your move to Securly, please don't hesitate to reach out via email to zolla@neonet.org. We will also be reaching out to each customer individually to setup the migration dates for those who have not already made the switch to Securly.

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NEONet will continue making investments into security and guiding our customers in a security-centric direction. We will be sharing much more information on what direction we are moving in with our security tools as well as what our districts can expect from these investments. We are committed to being the forward scout on security for our customers, and we look forward to another exciting summer of growth and improving student education through the use of technology. As always, if you have any questions or concerns, please don't hesitate to reach out to me via email zolla@neonet.org.

NEWSLETTER



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SPRING 2018



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