

## SMARTT Update, February 2011

### 1) Late Data Entry Policy ---ongoing monthly

The late data check was released on February 1<sup>st</sup>. It will continue to be released at the end of each month –see list with dates in mailing.

Please continue to make sure that the following information is entered into the system each month.

- All student intakes/enrollments
- All rate and non rate based class attendance
- All volunteer match attendance
- All Distance Learning curricula attendance

The following chart indicates the timeframes when data must be entered for the remainder of the fiscal year:

<u>Intakes and Monthly Attendance in</u>	<u>Month/Day Data Entry Closed</u>
December	February 28th
January	March 31st
February	April 30th
March	May 31st
April	June 30th
May	July 31st
June	August 31st

### 2) GED Data Matching – Match Not Completed for January

The Oklahoma Scoring Service has been down for several days due to system changes and weather related challenges. As a result, the data for January has not been downloaded. Hopefully, we will receive the data this week so we can update the information in the student goals section.

### 3) ABE Program Design Refresher Trainings

The regional ABE Program Design Refresher Trainings will be held in early April this year to give programs more time to complete the program plan as part of the continuation RFP. The refresher trainings will be held from 10:00 - 12:00 on the dates below, and will be followed by open labs scheduled from 1:00 - 3:00 for those who want individualized assistance in preparing program plans for FY2012. SABES has agreed to handle the registrations for both sessions. Please contact the SABES office to register.

**Program Design Refresher Trainings** **10:00 - 12:00**  
**SMARTT Updates Focusing on Program Planning** **1:00 - 3:00**

<b>DATE</b>	<b>PLACE</b>
Friday April 8 <sup>th</sup>	Bristol Community College Room L-103 (AM & PM)
Monday April 11 <sup>th</sup>	Northern Essex Community College, Riverwalk Campus Room 416 (AM) Room 318 (PM)
Wednesday April 13 <sup>th</sup>	Holyoke Community College, Picknelly Adult and Family Education Center (PAFEC) Room 402 (AM) Room 316 (PM)
Thursday April 14 <sup>th</sup>	Mt. Wachusett CC/Devens Learning Center Room 130 (AM) Room 101 (PM)
Friday April 15 <sup>th</sup>	ACLS/ESE Malden Room 137 (AM) Room 327 (PM)

**4) Unlimited Cognos Logons**

Good news – we now have unlimited Cognos accounts! Programs have the option of requesting an account for each interested staff member or an account that would be shared among several staff. Programs are encouraged to provide each interested staff member with their own account. This will allow staff to save selected reports in their own folders and allows for easy and on-going access to the information that is most useful and important to them.

If users need new accounts to use when attending the MAPT Reading Score Report training, make sure to follow the process below to request new accounts. Please provide us with several days notice to set up new accounts.

The Program Director needs to e-mail the Cognos administrator, Sriram Rajan (srajan@doe.mass.edu) and supply the following information:

- Name
- Email address (If he/she does not have one, give us one that can be used to get the user the information)
- Official project name: (no acronyms or abbreviations, please!)
- Role at the program: (e.g., teacher, counselor, site coordinator, or other-- (please specify)
- Request for Cognos User ID (e.g., 1<sup>st</sup> initial and last name, or some other personally meaningful identifier)

**5) SMARTT and Cognos Trainings**

Be sure to contact any of the SABES field technologists to sign-up for a training that meets your needs. Many of the trainings are listed on the SABES calendar so you can register for the trainings at <http://calendar.sabes.org> by clicking on a region; or, you may contact the regional office directly. Please check the SMARTT section of the SABES website at <http://sabes.org/smartt/index.htm> which that has been re-designed to better meet your needs. Many new video clips have been added.

**Questions?** Please contact Donna Cornellier at [dcornellier@doe.mass.edu](mailto:dcornellier@doe.mass.edu)