

SMARTT UPDATES
By Donna Cornellier
dcornellier@doe.mass.edu
March 14, 2008

1) Latest SMARTT Revision

The class section in SMARTT has been rewritten so that all class screens now follow the same architecture and user interface as the other sections in SMARTT. The functionality remains the same with enhanced user interface features and a few minor additions to some of the screens. If anyone is interested in testing these new screens, please e-mail me (dcornellier@doe.mass.edu) for a logon to our test platform.

2) SMARTT Access Levels

A document that fully explains the screens that can be accessed for each of the four access levels to SMARTT is posted on our ACLS website under the SMARTT System Information section. The four access levels are agency coordinator, project coordinator, site coordinator, and site user. When a new staff person needs a logon to the SMARTT system, he/she needs to go to the SMARTT welcome page at: <http://smartt.doemass.org/smartt2> and do the following:

- * Click on the "Request Access" link
- * Fill out the form which asks for the following information
 - Last Name
 - First Name
 - Contact Phone Number
 - Email Address
 - Desired User ID
 - Access Level (coordinator, project coordinator, site coordinator, and site user).
 - Agency, Project or Site Name (depending on access level requested)

Once this form is submitted, a member of the SMARTT team e-mails the project coordinator for approval to activate the request for a new account. Once the approval is received, the account is activated and the project coordinator is e-mailed the new password.

This is a brief description of each access level:

Agency Coordinator is able to view and edit all information for his/her agency which includes setting the view to all projects within the agency. This access level can edit and view all screens for all projects and sites.

Project Coordinator is able to view and edit all information for only his/her project. This access level can edit and view all screens for sites within the project, and enter/update basic information and salary information for all staff and volunteers.

Site Coordinator is able to view and edit all information for only his/her site, but has no access to staff salary information. This access level can edit and view all class information, assign instructors to classes, enroll students in classes, and assign students to slots within a class.

Site User is able to view and edit only specific information pertaining to his/her site. This access level can view and edit all student information except goal follow-up and enter class attendance but not enroll students in classes or assign slots.

3) Next SMARTT New User Training -- March 26, 2008 from 9:30 a.m. to 03:00 p.m.

The next SMARTT New User training scheduled at the West SABES office is one of the last New User trainings to be offered this fiscal year. This is a required training for all staff that will be entering and using SMARTT data. Topics include navigation, entering data, locating and printing reports, and accessing documentation and technical assistance. For more information contact Charlie Herbert at 413 552-2019 or via email at cherbert@hcc.mass.edu. You can register at: <http://calendar.sabes.org/west>. The registration deadline is March 23, 2008 at 11:00 AM.

The learning objectives for this training are:

- * Understand the purpose and uses of SMARTT for accountability and program management
- * Identify SMARTT features and terminology; navigate through the various sections of SMARTT; perform basic data entry functions, such as adding students and staff; entering goals, assessments and follow up; enrolling students in classes and entering attendance; exiting students from classes and from program and site; and adding professional development for staff
- * locate and print follow-up response and assessment reports
- * access the Quick Guide and SMARTT Manual on the web
- * know how to obtain SMARTT technical assistance via the SMARTT e-mail list(s) and the SABES Regional Techs.

4) New MAPT Reports in Cognos

The first two MAPT reports at the class level are now available in Cognos under the new section called OWL Reports. These reports are updated nightly the same as all other Cognos reports. Once a report is selected, the user needs to:

Select a fiscal year: 2007 or 2008

Select the test: math is currently available now (reading will be available soon)

Select the site: only sites with students enrolled in classes who took MAPT tests will appear in the dropdown

Select a class: only classes with students who took MAPT tests will appear in the dropdown

1. TEST COUNT OF STUDENTS - lists number of tests taken indicating those who have taken only one test, two tests or three or more tests as of the current day. This is an example of this report.

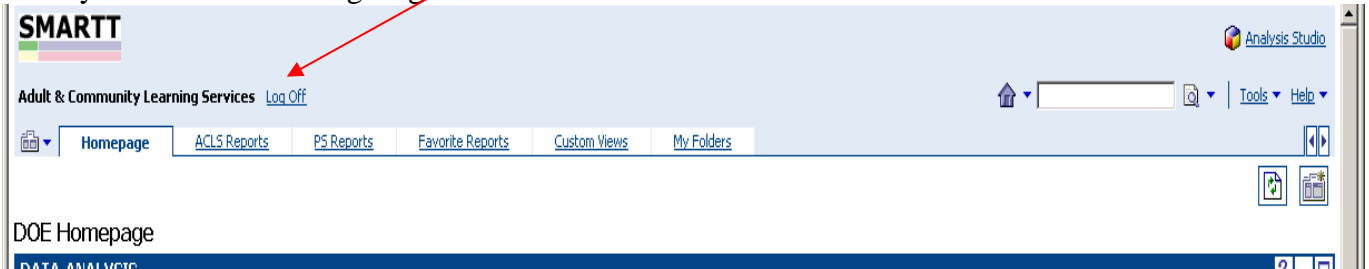
NUMBER OF TESTS	STUDENTS
One Test Only	4
Two Tests Only	12
Three or More Tests Only	3
TOTAL STUDENTS	19

2. STUDENT MAPT MATH SCORES BY TEST NUMBER – lists student names (sorted by current and exited) with test scores. This is an example of this report ---users will see student names.

STUDENT ID	FIRST TEST	SECOND TEST
5206-213091	C 572	536
5206-260273	C 451	
5206-269644	C 445	455
5206-311977	C 527	
5206-318555	C 661	
5206-319764	C 600	
5206-320422	E 548	
5206-321733	E 642	
TEST COUNT	8	2

5) Cognos Tips

#1 Log Off --- When you are finished accessing reports in Cognos, you need to actually log out. Make sure that you click on the “Log Off” link found on the top left corner of the DOE Homepage when you are finished using Cognos.



If you just close the Internet Window by clicking on the “X” in the top right corner, this does not actually close the connection to Cognos. Errors can possibly occur for you or for other users.

#2: Multiple Reports Open --- Users should not have more than one report open at a time. Create the report, print it or export it, and then close it before generating another report.

#3: Cubes --- Users should select File/Exit at the top left corner of Cognos to close the connection.

6) ABE Program Design Regional Trainings

Please remember to sign up through SABES for the ABE Program Design Refresher and SMARTT Update trainings held in each region the end of April and early May. Four of the five regions have scheduled SMARTT Updates immediately following the refresher trainings that focus on program planning which will be held in computer labs providing “hands-on” training. These training schedules were listed in last month’s mailing. Contact your SABES office to register or register online at <http://calendar.sabes.org/> and click on your region.

7) [SMARTT Training Schedule](#)

The updated training schedule is listed under the SMARTT System Information section on our ACLS website. Please make sure that appropriate staff attend the scheduled upcoming trainings. Notify your SABES regional office as soon as possible with future SMARTT/Cognos training needs so SABES can schedule appropriate trainings. For contact information, see <http://www.sabes.org/staff.htm>. To register for these and other trainings, please go to <http://calendar.sabes.org/> and click on your region or contact the regional offices directly.