

SMARTT UPDATES
By Donna Cornellier
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1) NEW WAITLIST SCREEN

The new **“Wait List Add Screen”** is released which has tabs similar to the “Add Student” screen. The tabs are: Basic Information, Contact Information, Education, Other. The **required fields** are:

- **Basic Information**
 - First Name, Last name, Date Waitlisted, Site Wait Listed
- **Contact Information**
 - Address, State, City, Zip
- **Education**
 - Service Type (ABE, ESOL), Service Delivery (Class, Tutor, Both), Service Level (Beginning, Intermediate, Advanced), Assessed (Yes, No)
- **Other** - nothing required

The **optional fields** requested by users are:

- **Basic Information**
 - Gender, Date of Birth, Ethnicity, Country of Origin, native language, Intaker Name
- **Contact Information**
 - Phone Number, E-mail
- **Education**
 - School Years Completed (US), Last School Year Attended (US), Last Adult Ed State (US), School Years Completed (Foreign),), Last Country School Attended (Foreign), Date Assessed, Test Name, Score, Placement
- **Other**
 - Availability, Dependents, Dependents Birth Year, In School (Pre K-12), Comment 1, Comment 2

This screen replaces the current **“Add”** screen. Once the information is entered, you can use the new “search” screen to export the data to Excel. When exporting the information, select the Comma Separated Format (.csv file) option so that the data is displayed in separate cells for analysis purposes. It is a good idea to save the opened file in “Excel” format for easier retrieval in Excel later.

The **“Waitlist Student Information”** formerly the “Wait List View” will be displayed in tab form which is similar to the **“Student Information”** screen.

We are still making additional enhancements to the new wait list screens:

- Add Waitlist Screen – add a check for duplicates when adding students to verify if the student is already listed in the wait list screen and/or the student screen.
- New Screen – add a check box similar to the site rollover request check box indicating that the wait list is updated and accurate.
- Search Waitlist Screen – add capability to search for those wait listed for more than 1 year, 2 years, etc.

One user requested an additional field for removal reasons from the wait list. The wait list committee will need to determine if this should be added and provide a list of exit reasons to be used.

2) NEW REEP PROMPT AVAILABLE FOR DATA ENTRY

The two 2 new REEP prompt forms --- Form E And Form F ---have been added to the REEP dropdown selections in the student assessment screen. Please refer to the memo sent out from our office on Friday, May 4, 2007 stating that two new REEP prompts that were attached could be used for testing learners in ESOL classes. If you have any questions regarding these new prompts, please contact Jane Schwerdtfeger at janes@doe.mass.edu.

3) STAFF REPORTS FOR PROFESSIONAL DEVELOPMENT

There are two new search screens that provide reports on staff development – one at the project level and the other at the individual staff level.

Project Level: Staff SABES PD (Professional Development)

Programs can now see SABES trainings that staff attended. Click on **“Project”** on the left menu and then click on **“Staff SABES PD”**. This search screen is similar to all search screens in SMARTT. You can select the following filters and then click on **“Search”** at the bottom of the screen:

Fiscal Year: All, 2007, 2006
Topics: All, List of general topics
Hours Attended: Enter number of hours
Certificate: All, None, Completion, Competence
Last Name: Begins with, Ends with, Contains, Equal to

The default is “All” so to get all data entered by SABES for FY06 and FY07, just click on **“Search”** at the bottom of the screen.

The following data is displayed and sorted by training date.

- Staff Name
- Topic
- Training Date
- SABES Event Name
- Title
- Hours
- Certificate

You can export this data to Excel and save the report.

Staff Level: Staff PD (SABES and Non SABES Professional Development)

There are two reports --- SABES PD (entered by SABES) and non SABES PD (entered by the program). Since the information is different in both types of PD, there are two reports.

A) Non SABES PD

Select a staff name. Then click on **“Staff PD”** on the left menu. The search screen displays data for the non SABES PD. The default is “All” so to get all data entered by the program for FY07, just click on **“Search”** at the bottom of the screen. You can search by:

Type of Course: All, Internet, Off Site, On Site

Fiscal Year: 2007

The following data is displayed and sorted by training date.

- Type
- Topic
- Date
- Title of Workshop
- Hours

B) SABES PD

Select a staff name. Then click on “**Search SABES PD**” on the left menu. The default is “All” so to get all data entered by the program for FY07, just click on “**Search**” at the bottom of the screen. You can search by:

Fiscal Year: All, 2007, 2006

Topics: All, List of general topics

Hours Attended: Enter number of hours

Certificate: All, None, Completion, Competence

The following data is displayed and sorted by training date.

- Topic
- Date
- SABES Event Name
- Title
- Hours
- Certificate

4) DATA ENTRY FOR PROFESSIONAL DEVELOPMENT

We reviewed the data entered by programs and are thrilled to see that so many programs have already entered training information for staff who attended trainings other than those offered by SABES. We did see some trainings that looked like SABES trainings so please refer to the April mailing that clarified the types of data that should be entered by the program. As of May 9th, there were 943 trainings entered for a total of 2,890 hours.

5) FEDERAL REPORTS WILL BE READY FOR TESTING SOON

The Federal Reports will be ready to be tested in the next couple of weeks. We are looking for programs that would like to test Table 4: Educational Gains and Attendance by Educational Functioning Level by receiving data files from us to ensure that correct data appears in each column. Please e-mail me if you would like to test the data (dcornellier@doe.mass.edu). Programs need to be conducting follow-up now for the goals that require follow-up by the survey method.

6) COGNOS UPGRADE

We will be upgrading our software version of Cognos in July. The new version has several enhancements. It is fully supported by Internet Explorer 7. Many of you that use IE 7 noticed that the formatting changed and had trouble reading the data. The new version provides a lot more capabilities especially in the area of analysis in cubes. Users will be able to create custom subsets and design specialized reports. The down side is that users will need to re-create any saved reports that they have created. There are five trainings scheduled in the SABES regions in June to help users navigate the new version of Cognos and to re-create any saved reports. The

SABES regional technologists will be contacting programs during May and June to help them individually create new reports or export them to Excel so that they can be re-created at a later date. We will then move all the current reports in Cognos to the new version ---Cognos 8.2

6) SMARTT TRAINING SCHEDULE

The updated training schedule is listed below. 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.

SMARTT TRAINING SCHEDULE

5/11/07

SMARTT UPDATES

(open lab, demo, and/or discussion for experienced users)

| | | | |
|---------|-----------------|--------------------------------------|---------------|
| 6/20/07 | NECC | Patty Ball | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |
| 6/20/07 | Bristol CC | Dan Chisholm & Akira Kamiya | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |
| 6/22/07 | Boston ALRI | Akira Kamiya | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |
| 7/19/07 | Boston ALRI | Akira Kamiya | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |
| 7/26/07 | Holyoke CC | Charlie Herbert | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |
| 8/14/07 | Quinsigamond CC | Eunice Snay | 10:00 - 12:00 |
| | | <i>Focus: Ending the Fiscal Year</i> | |

SMARTT REPORTING (COGNOS) TRAINING AND UPDATES

| | | | |
|---------|-----------------|---|---------------|
| 6/13/07 | Quinsigamond CC | Eunice Snay | 1:00 - 3:00 |
| | | <i>Focus: New Look and Feel of Cognos</i> | |
| 6/20/07 | NECC | Patty Ball | 1:00 - 3:00 |
| | | <i>Focus: New Look and Feel of Cognos</i> | |
| 6/20/07 | Bristol CC | Dan Chisholm | 1:00 - 3:00 |
| | | <i>Focus: New Look and Feel of Cognos</i> | |
| 6/22/07 | Boston ALRI | Akira Kamiya | 12:30 - 2:30 |
| | | <i>Focus: New Look and Feel of Cognos</i> | |
| 6/28/07 | Holyoke CC | Charlie Herbert | 10:00 - 12:00 |
| | | <i>Focus: New Look and Feel of Cognos</i> | |
| 7/19/07 | Boston ALRI | Akira Kamiya | 12:30 - 2:30 |
| | | <i>Focus: Federal Reports</i> | |
| 7/25/07 | Quinsigamond CC | Eunice Snay | 1:00 - 3:00 |
| | | <i>Focus: Federal Reports</i> | |
| 7/26/07 | Holyoke CC | Charlie Herbert | 1:00 - 3:00 |
| | | <i>Focus: Federal Reports</i> | |

Please call or e-mail the Regional Technology Coordinator holding the trainings to register. If these sessions will not meet your needs, please call a Regional Technology Coordinator.

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|-----------|-----------------|--------------------|--|
| BOSTON | Akira Kamiya | 617 287-4075 | akira.kamiya@umb.edu |
| CENTRAL | Eunice Snay | 508 854-4514 | esnay@qcc.mass.edu |
| NORTHEAST | Patty Ball | 978 738-7303 | pball@necc.mass.edu |
| WEST | Charlie Herbert | 413 552-2019 | cherbert@hcc.mass.edu |
| SOUTHEAST | Dan Chisholm | 508 678-2811 x2731 | dchishol@bristol.mass.edu |