# SMARTT Update, May 2011

## 1) GED Data Matching – Match Completed on 4/4/2011

The last GED data match with Oklahoma Scoring Service was completed on 5/4/2011. One hundred and fifty nine (159 ) records were matched for students who attended classes in FY11. Out of this one hundred and forty six (146) students set the goal which is 92%. Thirteen (13 ) students or 8% did not set the goal and will not be included in the Federal Report.

If you find that a student received the GED from another state, and the record was not updated in SMARTT, please e-mail Donna Cornellier (dcornellier@doe.mass.edu) to determine what data element was incorrect so that the student's record can be corrected. If the student received the GED from a testing center in Massachusetts and the record was not updated in SMARTT, please contact Ruth Derfler (rderfler@doe.mass.edu). It is important to capture all the GEDs that are earned and credit the students who met this goal.

## 2) Fiscal Year Data Verification/Site Rollover Requests Are Due By August 12th

The site rollover link is now available so that programs can review the site rollover report to make sure that all the FY11 information is updated. This report will help programs update student goal, assessment, and attendance data and determine whether goal, assessment, and attendance data needs to be updated. Remember that the report always lists only current students at the site. When you exit a student from the site, you verify that all the information has been updated.

One new section was added this year for programs to indicate if the site is continuing into the next fiscal year. There are certain fund codes where programs are funded for specific timeframes so we need programs to indicate if the site is continuing in the next fiscal year.

This question is added to the "Signature Verification" section at the bottom of the fiscal year verification/site rollover screen.

**Signature Verification**

| | |
|---|---|
| **Will site be continuing into 2012** | ☐ Yes ☐ No |

The sections of the site rollover report are listed below and data should be reviewed in this sequence:

- **Unenrolled Classes:** lists classes with no enrollments this fiscal year
- **Unenrolled Students:** lists students who have never been enrolled in any classes or volunteer matches this fiscal year
- **Inactive Student Attendance:** lists students who have been enrolled in classes or volunteer matches and no attendance has been entered

- **Inactive Student Assessments:** lists names for each assessment area where data has not been updated/reviewed since May 1st
- **Inactive Student Goals:** lists names for each goal area where data has not been updated/reviewed since May 1st
- **Inactive Follow-up Goals: :** lists names for each follow-up goal area where data has not been updated/reviewed since May 1st
- **Active Staff:** lists staff names who were active and had salary records
- **Professional Development Activities:** lists staff names who participated in trainings/activities offered by providers <u>other than SABES</u> (participation in SABES trainings and activities is entered directly by SABES rather than by the participating program)
- **Transition Students: College Courses:** lists college courses taken during the calendar year

The report has functionality to track the student goal and assessment data that has been reviewed. When you review the list of student assessments and goals and check off the box next to the student name, you can save that list. Click on the button at the top of the report labeled "**Save Current Work**". The report will then show the list of names that still need to be reviewed.

The next time you access the report, you will get the "**Working**" version which is the list of remaining students to review. You should keep reviewing each student's assessment and goal information until no names appear on this list. If, at any time, you want to go back to see the original list, you can click on the "**Original**" button at the top of the report. You still have the option to click on the "**Working**" button to list the students who still need to be reviewed to verify that the information is updated and accurate. This functionality helps programs go through the list of names without having to record the information on paper.

When you are ready to submit the site rollover request at the end of the fiscal year, no names should appear in the assessment or goals section. <u>**Site rollover requests should be submitted by August 12th.**</u> If names appear, you will need to check off each remaining box indicating your review of the data before you can submit the request for site rollover. The request indicates that all the information contained within this report is true and accurate and does not need to be updated or corrected. This checkbox is equivalent to the Program Coordinator's Signature.

### 3) FY12 Student Intake and Goal Forms

There are no changes to the student intake or goal forms next year. The student technology section will not be required in FY12. We hope that programs will still ask students about their technology use since it does provide ACLS with information regarding technology use and availability.

TECHNOLOGY AVAILABILITY: Check all that apply

| | Located In the Home | Student Uses At Home | Student Uses Outside The Home |
|---|---|---|---|
| Computer | | | |
| Internet Access | | | |
| E-Mail Address | | | |
| DVD | | | |
| Other: (Program enters) | | | |
| None of above | | | |
| All of above | | | |

**4) "User" Section in SMARTT**

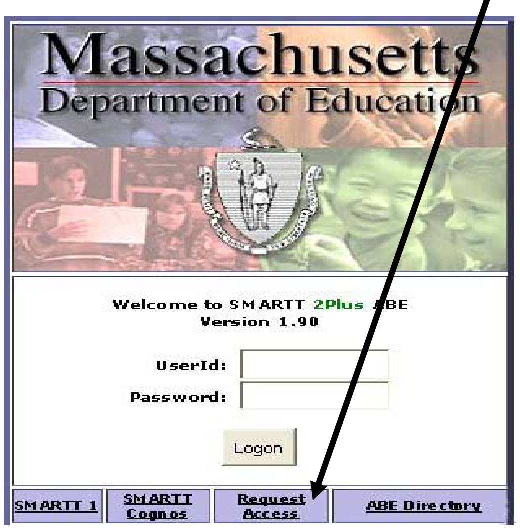
We strongly suggest that all programs review the list of active accounts and deactivate any accounts for staff who have left your program. The “Users” module was released a year ago so we encourage all programs to periodically review the list of active and pending accounts. The “Users” module allows staff with "agency" level access in SMARTT to:

- activate new SMARTT accounts for other staff within their projects and sites
- view the status of all accounts --active, pending and disabled – and deactivate any accounts for staff who have left

Here are some specifics about this management feature.

**1) SMARTT Access Request Form**

This form allows a new user to request access to the SMARTT system. To access the form, go to https://smartt.doemass.org/ and select the “**Request Access**” link.



This screen will appear.

**SMARTT Access Request Form**

**Request Access**

Last Name:

First Name:

Contact Phone Number:

Email Address:

Desired User Id:

Access Level:

Agency:

Project:

Site:

Reset Save

**Note:** Remember your User Id! It is case-sensitive, so ABC is not the same as abc.

The requestor fills out the form completely and must specify the “Access Level” desired. Then hit “Save” after completion. He/she will be redirected to the “SMARTT Access Request Submitted” screen with this message “Your request has been submitted. You will be notified via email when your new user id has been activated.”

Once the form is submitted, an email is automatically sent to SMARTT team members at ACLS and the project coordinator of the grant. The staff person with “Agency Coordinator” access can log in to SMARTT to activate the account and set a default password.

**2) Users link to view all SMARTT accounts, activate requests for new Accounts, or delete any existing accounts**

The “Users” link is available to staff with “Agency Coordinator” access to the system. To access the “Users” screen, select the “Users” link from the Main Menu.

**Users Search:**
The “Search” option allows the Agency Coordinator to search all the “Active, Pending, Disabled (Admin), and Disabled (Strikes)” users in the agency. Clicking on a particular user in the search results will take you to the “User Information” screen.

**User Information:**

This screen allows users with "Agency Coordinator" access to view/edit all the information pertaining to a user.

**To "Activate" a new user:**

- Go to the "Basic Information" panel and hit the "Edit" tab.
- In the "Status" dropdown, select "Active" and hit save.
- Go to the "Password" panel and hit "Edit" tab.
- Set a new default password for the activated account by entering the "New Default Password" and "Retype the New Password" and hit save.

Once the account is "Activated", an email is automatically sent to SMARTT Support, the Project Coordinator of the grant, and the User who requested the account through the SMARTT Request Access Form.

The user with Agency Coordinator access who activates the account must make sure to **communicate the new default password to the user. If not, the user will not be able to login to the system.**

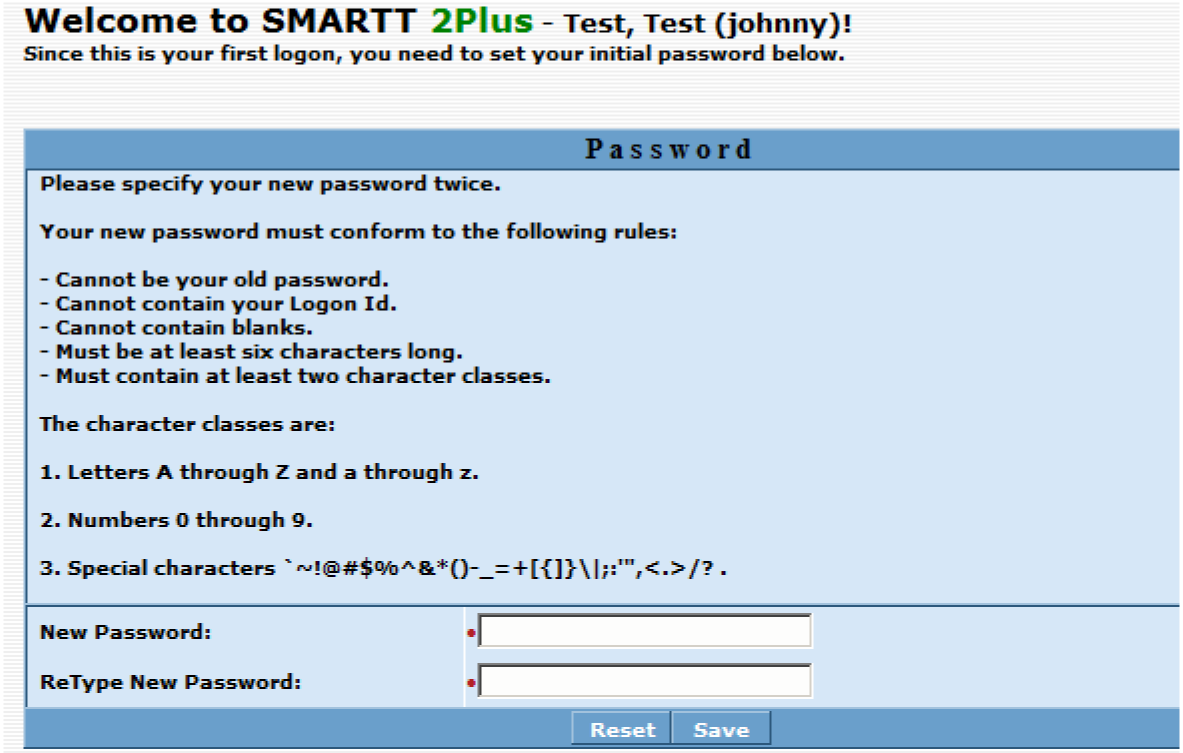
**To "Delete " an existing account:**

- Go to the "Basic Information" panel and hit the "Edit" tab.
- In the "Status" dropdown, select "Disabled Admin" and hit save.

**3) Logging into System for First Time:**

When the "New User" first logs into the SMARTT system using his UserId and the default Password **(**which is set by staff with "Agency Coordinator" access), he/she will be taken directly to the below screen to reset the password. Only after the user resets his/her password will he/she be able to access the rest of the SMARTT system.

This is the screen that the user will see at the first logon.



**Welcome to SMARTT 2Plus - Test, Test (johnny)!**
Since this is your first logon, you need to set your initial password below.

**Password**

Please specify your new password twice.

Your new password must conform to the following rules:

- Cannot be your old password.
- Cannot contain your Logon Id.
- Cannot contain blanks.
- Must be at least six characters long.
- Must contain at least two character classes.

The character classes are:

1. Letters A through Z and a through z.

2. Numbers 0 through 9.

3. Special characters `~!@#$%^&*()-_=+[{]}\|;:'",<.>/? .

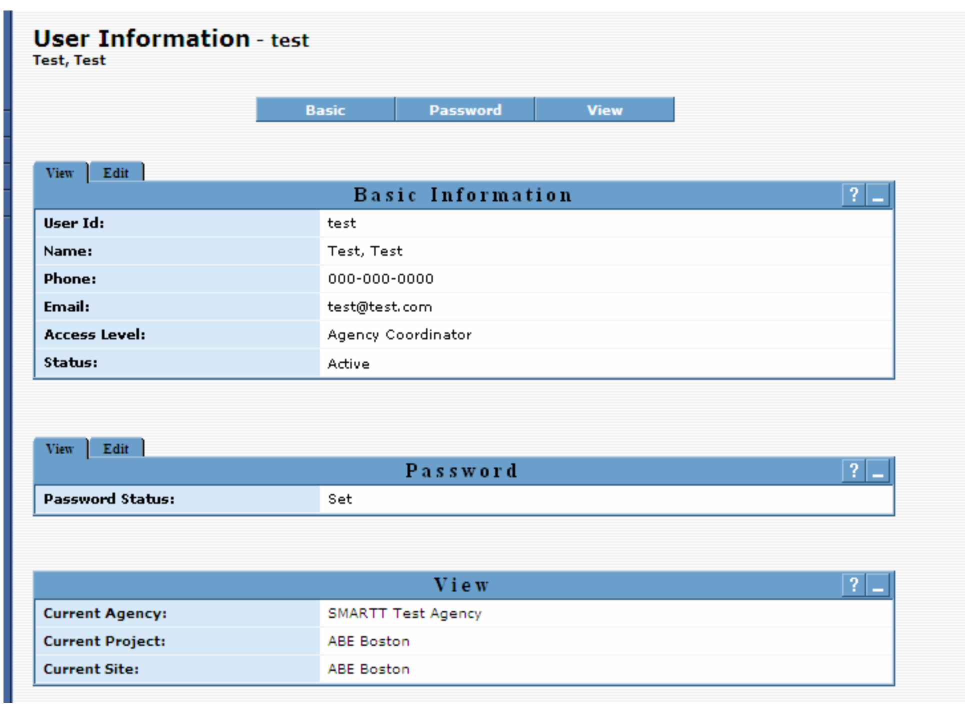
New Password:

ReType New Password:

Reset Save

### 4) My Account:

This link is available to all users of the SMARTT system. It can be accessed by selecting the "My Account" link on the Main Menu. When accessing this screen, the user can view and edit his/her "Basic Information" and "Password" status. The user can view his "Agency/Project/Site".



**User Information - test**
Test, Test

Basic Password View

View Edit

| Basic Information | |
|---|---|
| User Id: | test |
| Name: | Test, Test |
| Phone: | 000-000-0000 |
| Email: | test@test.com |
| Access Level: | Agency Coordinator |
| Status: | Active |

View Edit

| Password | |
|---|---|
| Password Status: | Set |

| View | |
|---|---|
| Current Agency: | SMARTT Test Agency |
| Current Project: | ABE Boston |
| Current Site: | ABE Boston |

5) **Professional Development Entered by SABES and ACLS**
If you want to view the professional development activities for your staff that were entered by SABES, ACLS staff, or your own staff, click on the "Project" link in SMARTT. You will see four links for Professional Development (PD) reports.

- Staff SABES PD
- Staff Non-SABES PD
- Staff ACLS PD
- Staff SABES/Non-SABES PD

The last link, Staff SABES/Non-SABES PD, lists all professional development activities entered. This report shows the following information:

- Staff Name
- PD Topic
- Date Taken
- Title
- Number of Hours
- PD Type ( SABES, Non-SABES, or ACLS)

ACLS is still in the process of entering all the ACLS trainings held this year which are STAR, Orientation to Revised Reading Standards, ABE Program Design, and ABE Program Design Refreshers.

6) **Tips and Tricks in New Cognos Manual**
The Cognos manual was released last month. For information on accessing the Cognos manual, see the April 2011 mailing. The Tips and Troubleshooting section can help you resolve some of the most commonly reported issues such as:

- **How to Avoid Internet Explorer Cross Site Script Errors (XSS)**
  Cross Site Script Errors can occur when you are trying to access the Cube section of Cognos. This occurs because Cognos is a trusted site so users must disable the XSS filter. Internet Explorer automatically sets the XSS filter to be enabled. Cubes cannot open unless it is disabled. This happens when patches are applied on computers, and the XSS filter notes how websites interact, and when it recognizes a potential attack, it will automatically block script code from running. Review this section in Cognos for steps to disable this XSS filter.
- **Troubleshooting when exporting to Excel**
- **Setting Cognos as a trusted site**
- **Allowing pop-ups from Cognos**

7) **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