

SMARTT Update, June 2010

1) Site Rollover Requests --- due by August 13th

The site rollover link is available so that programs can review the site rollover report to make sure that all the FY10 information is updated. This report will help programs update student goal, assessment, and attendance data and determine whether goal, assessment, and attendance data still 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.

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. **Site rollover requests must be submitted by August 13th.** If names appear, you will need to check off each box remaining 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.

2) FY11 Student Intake and Goal Forms --- will be posted shortly on ACLS website

The FY11 forms were e-mailed to all Directors and will be posted soon on the ACLS website in the SMARTT section under "SMARTT Forms". The revised FY11 goal form clarifies the definition of the three citizenship goals. The revised FY11 intake form reflects the required changes from the U.S Department of Education to collect and report ethnicity and race separately. Information regarding these changes have been listed in the SMARTT Updates in the latest monthly mailings and were discussed at the five regional ABE Program Design Refresher trainings. Please note that all students, new and returning, must answer these two questions:

- 1) Are you Hispanic/Latino? (yes or no)
- 2) What is your race? (choose one or more)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

More information regarding these new standards for collecting and reporting race and ethnicity can be found on the NRS website at <http://www.nrsweb.org/docs/tips/RaceandEthnicity.pdf>

3) New Features in SMARTT

A) New "Users" Module --- released on May 24th

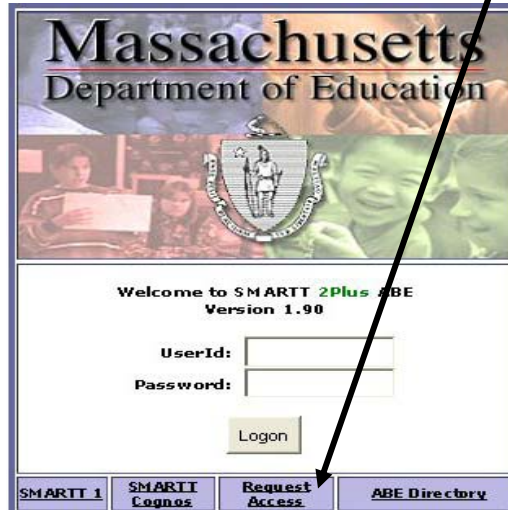
A new "Users" module was released that allows staff to:

- request a new SMARTT account
- and allows staff with "Agency Level" access to 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.

Here are some specifics about this new 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:	<input type="text"/>
First Name:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Desired User Id:	<input type="text"/>
Access Level:	<input type="text"/>
Agency:	<input type="text"/>
Project:	<input type="text"/>
Site:	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Save"/>	

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

Fill out the form completely and be sure to specify the “Access Level” desired. Hit “Save” after completion. You will be redirected to “SMARTT Access Request Submitted” screen with the 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 support 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 and activate requests for new 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 Agency Coordinator activating 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.**

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:	<input style="width: 95%; border: 1px solid #ccc;" type="password"/>
ReType New Password:	<input style="width: 95%; border: 1px solid #ccc;" type="password"/>

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”. 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
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View ? -

Current Agency:	SMARTT Test Agency
Current Project:	ABE Boston
Current Site:	ABE Boston

B) Volunteer Basic Information Screen

The feature to make the selection of "Employment Types" a required field in the Volunteer Basic Information screen was added. Once the employment type is selected, the appropriate screens for data entry will then appear so that attendance for class assistants or for volunteer matches will be available. Please note that a volunteer must have selected "Tutoring" in order to be assigned to a volunteer match. Additionally, a volunteer must have selected "Class Assistant." to be assigned as an in-class assistant. A new feature was also added so that if "Tutoring" is selected and the site also has classes, then "Class Assistant." will automatically be selected as well. Conversely, if "Class Assistant" is selected, and the site has matches, then "Tutoring" will automatically be selected.

4) New Features in Cognos

A) New Desk Review Tab

There is a new tab for all the Desk Review reports which appears at the top of the Cognos homepage. Users report that these are the most commonly used reports, and requested easier access at the top of the homepage.

B) OWL Tab

The OWL (OnLine Web Learning) tab now lists the Score Report manual as well as both types of reports for the MAPT tests. Currently the math reports are available. Once the MAPT manual is completed, the link to the manual will be available in Cognos. The reports in the sections are:

OWL Documentation

Score Report Manual

MAPT Cubes

MAPT - Class

MAPT - Site

MAPT Reports

1. Test Count of Students
2. Student MAPT Scores by Test Number
3. MAPT: Student Score Report by Content Strand
4. MAPT: Student Score Report by Cognitive Level
5. MAPT: Class Topic Report by Topic and Content Strand
6. MAPT: Class Topic Report by Topic and Cognitive Level
7. MAPT: Class Topic Report by Topic and Content Strand - Customized

C) NEW EFL Comparison Report

This report was requested by users and is located in the Performance Reports section under Adhoc Reports. The report allows users to compare data for the twelve NRS educational functioning levels. The filters for the report are fiscal year and the twelve NRS educational functioning levels. The report lists the sites that had students enrolled at the level, number of enrolled students, total attended hours, and the number that completed the level.

5) GED Data Matching for May – Completed on 6/4/10

The latest GED data match information with Oklahoma Scoring Service is listed below. One hundred and seventy five (175) records were matched for students who attended classes in FY10. Out of this, one hundred and sixty four (164) students met the goal which is ninety four percent (94%). Eleven (11) students or 6% did not set the goal and will not be included in the Federal Report.

Remember that we cannot include in the Federal Report the achievement of any goal met, if that goal was not set. It is important for ABE teachers and counselors to meet with students on a regular basis to make sure that goals are set, new goals are identified, and the dates set are entered into the SMARTT system. ACLS conducts the GED data match for all students every month and updates the goal information for students who set that goal.

Please review the criteria for data matching listed in the April mailing. If you find that a student did receive the GED 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. It is important to capture all GEDs met and credit all students who meet the goal.

6) Federal Reports -- will be released soon in Cognos

The agency, project, and site level Federal Report Tables 1 - 6 will be available soon in Cognos. The tables will continue to be updated nightly as programs finish data entry prior to site rollover in August.

Table 1:	Participants by Entering Educational Functioning Level, Ethnicity, and Gender
Table 2:	Participants by Age, Ethnicity, and Gender
Table 3:	Participants by Program Type and Age
Table 4:	Educational Gains and Attendance by Educational Functioning Level
Table 4B:	Educational Gains and Attendance by Educational Functioning Level (includes only students who received pre and post tests)
Table 5	Core Follow-up Outcome Achievement
Table 6	Participant Status and Program Enrollment

7) SMARTT Training Schedule

Check the SABES calendar for dates and times of trainings over the summer. Please note that the SMARTT Update and Cognos trainings scheduled for June 15th at Quinsigamond CC have been postponed to July 7th -- same times. To register for these and other trainings, please go <http://calendar.sabes.org> and click on your region; or, you may contact your regional office directly.

Questions? Please contact Donna Cornellier at dcornellier@doe.mass.edu