

**SMARTT UPDATES**  
**By Donna Cornellier**  
**dcornellier@doe.mass.edu**  
**September 14, 2007**

**1) ADDITIONAL DUPLICATE CHECKS IN STUDENT INTAKE SCREEN**

We added additional duplicate checks in the student intake screen which will assist users to ensure that duplicate student records are not created. If a partial intake has been entered, the partial record will appear for selection when adding a new student record. Please review the information carefully for possible duplicates and do not create another duplicate record. Last year we had many problems when a number of programs did not convert partial intakes to full intakes and created another full intake, thus creating two records for the same student.

**2) COPY MAY/JUNE ASSESSMENTS**

The copy icon appears next to all May or June assessments so programs can click on this icon if they want to use the assessment as a pre-test for FY08. Since there are no new assessments this year, the copy icon is available for all tests administered in FY07. Make sure that you review the assessment updates which cover any changes for MAPT testing in FY08.

**3) STEPS TO START FY08**

The Steps to Start FY08 are posted on the ACLS website under SMARTT System Information. Please review the steps carefully when starting data entry for FY08.

**4) COGNOS UPGRADE**

The Cognos upgrade took place on August 14<sup>th</sup>. The new version of Cognos has several enhancements and is fully supported by Internet Explorer 7. The new version provides a lot more capabilities especially in the area of analysis in cubes. Make sure that you attend the Intro to Cognos trainings offered in each region this fall to learn the new navigation and various features. If you have any questions regarding Cognos or need assistance logging in, please contact the SABES regional field technologists.

Once you logon to Cognos, click on “Cognos Connection” under “View Cognos content” to get the menu of Cognos options.

**View Cognos content**

Use [Cognos Connection](#) to access reports, analyses and other Cognos content. Information for broad distribution can be stored and accessed from shared folders and pages. Private information, personalized content, and favorite reports can be stored and accessed from personal folders and pages.

**5) PERFORMANCE REPORTS IN COGNOS**

The Performance Standards Reports for Community ALC will be released on September 17<sup>th</sup>. They are listed under the Standardized Reports section under Adhoc Reports. Remember to click on the green arrow next to the report name so that a new window opens up which allows you to close the report after viewing it. You will then return to the DOE Homepage and can select another report to view. Please note that there are two types of Performance Reports in Cognos. --- “Performance Reports” and “Performance Standards Reports for Community ALC”.

There are five reports updated nightly in the “Performance Reports” section:

- Learning Gains: By Project
- Learning Gains by Test: Project Level
- Learning Gains by Test: Site Level
- Pre Post: By Project
- Pre Post: By Site

The MAPT and TABE Literacy gain data for FY07 has been determined for FY07, and the data appears in the two reports that list learning gains by test. The average gain for MAPT is 21 points and the average gain for TABE Literacy is 30 points.

There are three links under the Performance Standards Reports for Community ALC which allows you to view FY06 data, FY07 data, or Summary data for all years. The six performance standards reports with performance points will be released in mid September each year when all site data has been completed. The six performance reports are:

- Attendance
- Average Attended Hours
- Pre Post
- Learning Gains
- Student Goals
- NRS Table 4 EFL Completion

The summary report for each program appears after the six individual reports. There is also a “Summary Report: All Years” that displays all performance areas for all years.

Anne Serino sent the information for the FY07 Performance Standards Reports for Community ALC to Program Directors, and the information will be posted on the ALCS website under the “Performance Standards” section.

## **6) SMARTT TRAINING SCHEDULE**

The updated training schedule is listed below. Please make sure that appropriate staff attends the scheduled upcoming trainings. There are 5 SMARTT New User trainings scheduled in each region in September and October so make sure that all new staff are registered for these trainings. Two additional statewide trainings will be offered later in the year. 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

9/14/07

## SMARTT NEW USER

9/18 /07	Bristol CC	Dan Chisholm	9:30 – 3:30
9/20/07	Holyoke Community College	Charlie Herbert	9:30 – 3:30
10/4/07	Boston ALRI	Akira Kamiya	10:00 - 3:30
10/11/07	Northern Essex CC	Patty Ball	10:00 – 3:30
10/17/07	Quinsigamond CC	Eunice Snay	10:00 - 3:30

---

## SMARTT UPDATES

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

9/20/07	Quinsigamond CC <i>Focus: Starting the New Year</i>	Eunice Snay	10:00 - 12:00
9/20/07	Boston ALRI <i>Focus: Starting the New Year</i>	Akira Kamiya	10:00 – 12:00
9/20/07	Northern Essex CC <i>Focus: Starting the New Year</i>	Patty Ball	10:00 – 12:00
10/03/07	West (Holyoke CC) <i>Focus: Starting the New Year</i>	Charlie Herbert	10:00 - 12:00
10/10/07	West (Pittsfield ALC) <i>Focus: Starting the New Year</i>	Charlie Herbert	10:00 - 12:00
10/12/07	Bristol CC <i>Focus: Starting the New Year</i>	Charlie Herbert/ Dan Chisholm	10:00 – 12:00

---

## SMARTT REPORTING (COGNOS) TRAINING AND UPDATES

9/10/07	Northern Essex CC <i>Focus: Reviewing FY07 Data</i>	Patty Ball	10:00 – 12:00
9/20/07	Boston ALRI <i>Focus: Intro to Cognos</i>	Akira Kamiya	12:30 – 2:30
10/3/07	West (Holyoke) <i>Focus: Intro to Cognos</i>	Charlie Herbert	12:30 - 2:30
10/10/07	West (Pittsfield) <i>Focus: Intro to Cognos</i>	Charlie Herbert	12:30 - 2:30
10/12/07	Bristol CC <i>Focus: Intro to Cognos</i>	Dan Chisholm	1:00 – 3:00
11/7/07	Quinsigamond CC <i>Focus: Intro to Cognos</i>	Eunice Snay	1:00 - 3:00

**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.**

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