



Inside This Issue

PG...ARTICLE

1..Did You Know-
Sandra Mercer

2..Office for
Exceptional
Children-Sp. Ed.
Grant

...Mandated SLA's
[Fiscal/INFOhio]
FY06

...Lib. Transition
Update

3..Fiscal Services
...Accounting
...Payroll

4..Sched. Working
Lab
...Student Services
...EMIS Update
...MOLE

5..DASL Updates
...SIS C-Tec
Conversion
...SIS Upcoming
Trainings

6..SIS Training Sign
Up
...SIS Documentation
...ProgressBook Tips

7..Video Services
...Tech Services
...E-Mail Service
Changes

8..Improved E-Mail
Service
...LACATech Mtg
Schedule

The Newsletter of the Licking Area Computer Association – Newark, OH

Did You Know... by Sandra Mercer

Welcome to LACA's first quarter newsletter of 2005! To start out the year right, we decided to provide you with some facts about LACA that you may (or may not) know.

Did you know:

- LACA has been around serving your school district since 1982.
- LACA currently has over 3500 users.
- LACA received Governing Board approval in December to purchase a new e-mail system. All users will be on the new system before the end of May 2005. Watch for more info on this!
- LACA was the 3rd DA Site in the state to implement Progress Book. (There are now 17 DA Sites using Progress Book across Ohio.)
- LACA has filed for and received over \$1,247,253.82 in federal E-Rate funding to assist with the costs of providing districts with Internet Access since 1998.
- All district computers and all staff home computers can now install Sophos anti-virus software at no cost through a consortium-wide agreement. Check out details at: <http://www.laca.org/technicians/sophos/> under PDF FILES and VIDEOS.
- There are 73 districts across the state using the new Progress Book Special Education software with 25 more expected to come online in January 2005.

- LACA averaged over 30 video content calls per week in December! Ask your IVDL (Interactive Video Distance Learning) Lead Teacher how to order video content for your classroom or e-mail Jon Bowers at jbowers@laca.org.

Did you know (on a personal note):

- Chad Carson is going to be a first time father in February!
- Mary Knicely received her Certified EMIS Professional certification in May, 2004.
- David Stein celebrated his first year anniversary with LACA on Dec. 9, 2004.
- Andy Kemmer is getting calls from other Superintendents in the state about the elementary grade card development going on with the LACA districts!

Please read through our newsletter and find out more exciting information about LACA, our districts and the services we provide.
Happy New Year,

Sandy Mercer
LACA Executive Director

Well... if any of these items intrigue you and/or you want to know more about them, read on and stay tuned for later information. Before you know it we will all *spring* into these new service offerings – literally!

Office for Exceptional Children – Special Education Grant



The ODE Office for Exceptional Children plans to announce state grants that will be available for ANY site supporting an automated package for management of special education student records. Jon Bowers served on a state committee to assist ODE with the grant requirements. ODE hopes to announce the grant before

the end of January. Each site serving more than 20,000 ADM and following the grant requirements will be eligible to receive up to \$100,000 in funding. The Special Education Directors have already provided input for the grant and are very supportive for LACA to lead the grant writing process. Watch for more information on this.

Mandated Service Level Agreements (Fiscal/INFOhio) FY06



LACA, along with all 22 other DA Sites, will be required to establish service level agreements (SLA's) with the districts for Fiscal services and INFOhio services beginning with the FY06 fiscal year. Part of the SLA development will require implementing the state help desk (CA Unicenter) for both of these service areas.

LACA staff will attend 4 days of training later in the spring and begin to use the software to track data for the development and ongoing metrics/measurement of the FY06 SLAs. LACA master service contracts will be modified and presented for approval at the March 2005 Governing Board meeting.

Library Transition Update



Maysville Local's K-5 and 6-12 Media Centers and Licking Valley Local's high and middle school libraries have agreed to be the pilot libraries for LACA's transition from MultiLIS to the new SIRSI K-12 library automation software. Both Maysville and Licking Valley have had their database, both library records and patrons, loaded in a test mode for evaluation. Judy Smith and Laura Moe at Maysville as well as Tracy Boehmer and Beth Beckman at Licking Valley will test the new software for several months before their actual Go-LIVE! date, scheduled for sometime after second

semester. Once Maysville and Licking Valley make the live transition and complete the needed training, LACA's other MultiLIS libraries will begin their migration in several waves.

All MultiLIS school libraries in the state of Ohio are making the transition to the new SIRSI K-12 software, with 353 of the over 2000 MultiLIS school libraries having already migrated. It is hoped that all school libraries will have migrated to the new software by the end of the 2005-2006 school year.

💰 FISCAL SERVICES 💰



Accounting

As you have hopefully heard, State Software is migrating to web based interfaces for State Software. WEBREQ has been around for over a year and a number of you have been using it. We received an update of USASWEB at the end of December. This update will be installed, tested, and ready for you to use by the middle of January. There will be a lot of new features added with this release:

- Query, create, modify, delete, or clone budget accounts
- Query, create, modify, delete, or clone revenue accounts
- Convert a requisition to a purchase order
- Query, post, load draft, modify, delete, or clone a purchase order
- Query, post, modify, or clone a receipt/reduction of expenditure

As the web based interfaces become “suitable

Payroll

State Software will be releasing a payroll conversion program to V4.2 in January. This will give us some major enhancements that we have been waiting for.

You will now be able to assign deductions to employees at the job level. The new program will allow you to create more than one deduction code for certain deduction types per employee. These deduction types are city, retirement, Medicare, and FICA. For example, you have an employee with both a contracted job and a supplemental job. The board is picking up the employee’s portion of retirement on the contracted job but not on the supplemental job. The payroll system will now be able to handle that situation.

You will now have the ability to conceal employees. If you flag an employee’s BIOSCN to conceal their records, the employee will not appear when you page through your employees. You will also have the option of not printing concealed employees on reports. Concealed

replacements” for the “green screens” (reflection screens), State Software plans on retiring the “green screens”. With the December release, the timer will start ticking on retiring REQSCN.

In keeping with this philosophy, State Software plans to make the following programs obsolete and remove them from the USAS package with the May 2005 release:

INPROC, OHUSAS, ACCEDT, GAAP Subsystem

We will be holding trainings on the USASWEB packages and the replacement packages for the above obsolete packages after the first of the year. We emailed a survey to district treasurers and accounting staff requesting information on the people in each district that requires training. It is **very** important that everyone in your district that needs training attends the necessary sessions. Due to the number of people that need to be trained, we will not be able to do one-on-one training.



employees will appear to have been deleted. You will be able to retrieve a concealed employee’s information by entering their social security number or employee ID. This option replaced the old wipeout program.

The final major enhancement is the ability to defer the posting of attendance records. ATDSCN will allow absences to be posted without adjusting the employees leave balance at the time of the posting. The leave balance will be adjusted when the payroll begin and end dates are inclusive of the transaction date. A read-only field has been added to BENSCN to track pending leave. INICAL and UPDCAL will make the determination of inclusion in the current payroll and will issue warnings of any negative balances.

We will schedule a roundtable sometime after the release to review these updates.

Scheduled Working Lab



LACA has set aside the second Thursday of every month for the Scheduled Working Lab sessions. Please call Helen at LACA (740-345-3400) to schedule a time and staff member if needed.

The second Thursday of each month has been designated as time for FISCAL, SIS, EMIS and ProgressBook users to take advantage of this opportunity. One of our

training labs will be available during normal business hours to these users. You need to schedule your time in advance and the number of available spots will be limited by service area and staff availability. You may use this time for one-on-one training with LACA staff or as quiet work time.

If you have any questions, please call.

STUDENT SERVICES

EMIS Update

It's the middle of winter. What do I need to do for EMIS right now? I'm sure you are asking yourself that question and wondering what you are forgetting.

October data for FY05 has been submitted and is in the correction stage. The last date to submit October data is March 18, 2005. Please make sure all changes are made to the 05K EMIS database. December Child Count data has been submitted and the final date to submit corrections is January 21, 2005.



The next EMIS report period is the March submission of CTAE Follow-up data on the program completers reported as part of the 04N EMIS data. Keep an eye out for the release of Appendix H of the FY2005 EMIS Guide with the updated instructions and questionnaire for CTAE Follow-up Reporting.

The Clock is "Ticking" on MOLE (Marks Online Entry Program)

LACA will be sending out an e-mail reminder to all building administrators and teachers in the very near future about the need to migrate over to Progress Book by the start of the 2005-2006 school year. MOLE, the Marks Online Entry program for entering grades into

SIS through the web, will no longer be supported. Any districts with questions on this changeover are to contact Sandra Mercer (smercerc@laca.org) or Andy Kemmer (akemmer@laca.org) for implementation steps and costs.

DASL Updates

LACA held their first SIS/EMIS Users Group Meetings on November 4th and 10th. Thanks to all who attended. We had a total of 86 people at the two meetings. Linda Haynes and Mary Knically demonstrated DASL, Data Analysis for Student Learning, software which is going to replace SIS, our current student software. Feedback from those who attended was great! Everyone seems to be excited about getting started. After the first of the year, LACA plans on setting up a few “hands-on” sessions so people can get use to moving around in the software. These sessions will be announced later.



DASL is a state-of-art, comprehensive web-based student information management and decision support system solution for Pre K-12 schools. A web interface allows for ease of use and navigation; as well as a consistent

“look and feel” across all modules. DASL provides a seamless exchange of information with the Ohio Department of Education’s (ODE) Education Management Information System (EMIS) reporting to meet today’s needs.

SIS C-Tec Conversion

SIS C-Tec Conversion is just around the corner...

C-Tec Conversion requires several steps to be done by C-Tec and LACA. We plan on completing this process on February 9th. We need your help! This is important!

Please run an R101 with a Status:J Stat(E/S):E to get a roster of just your C-Tec students. Make sure you have all demographics included. We will need the student social security number.

Please send this report to:

Helen Sage
C/o C-Tec
150 Price Road
Newark, Ohio 43055

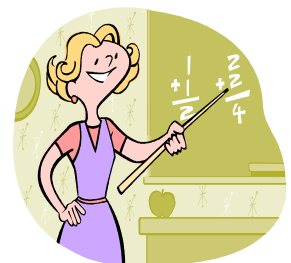
In order for the C-Tec Conversion to work correctly, the social security number has to match the social security number with the C-Tec Stud record. Be aware the conversion MUST be done before you print the senior transcripts.

Once the C-Tec Conversion is completed, LACA will announce the completion on the “Good Morning Message”.

**SIS Upcoming Trainings**

February 10 or February 17, 2005 – HS/MS Scheduling
Session 1 9:00 – 12:00 or 1:30 – 4:30

April 21 or April 28, 2005 – HS/MS Scheduling
Session 2 9:00 – 12:00 or 1:30 – 4:30





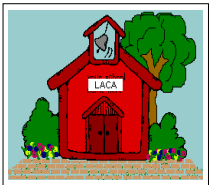
To sign up for the SIS training:

1. Go to the LACA training calendar web page:
<http://ivdl.laca.org:81/laca/ADMIN>
2. On the "Navigate Bar", click on the requested training month.
3. To register for the training, click on the desired entry
4. Click on <http://www.laca.org/student/registration.html>
5. Fill out the registration form

Prior to SIS training, please follow these steps to download documentation:

1. Go to the LACA web page: <http://www.laca.org>
2. Type in this address: <http://www.laca.org/student/sis.asp>
3. Scroll down and click on the word "Documentation"
4. Scroll down to the session of documentation you want to download and click on the Word Version
5. Send the documentation to your printer. (File, Print).

Progress Book Tips For Teachers



1. On the "Grade Book Grid View", teachers are able to add scores to assignments and it looks very similar to a regular grade book. There has been some question regarding how to designate an assignment as missing or excluded. The key at the bottom of the view screen appears to say that entering m's and x's will do the trick but actually the teacher will need to enter a "?" to indicate a missing assignment and an "!" to indicate an excluded assignment.
2. When using the Seating Chart feature in Progress Book, once the chart has been created, teachers have the ability to edit individual desks. From the icon list in the upper right hand portion of the Seating Chart screen, the teacher can choose the icon that has a pencil on it and then begin to edit each desk simply by clicking on the word "Edit" that appears. Teachers can then change the color, size, create a comment (i.e. nick-name of student) or remove the desk all together.
3. There seems to be some confusion about what the pink box at the bottom of the Mark Entry screen does. Most of the confusion is with the phrase "Override existing marks?" If this is set to "No" and the teacher enters a score into the default mark box and clicks go, that score will be entered into every empty box. If it is set to "Yes", the default score will override any previously entered grade.
4. There is quite a lot of information contained "under" each student's name in Progress Book. Simply by clicking on a student's name, the teacher is able to see some demographic detail, up-to-date progress in all of the student's classes, a view of the previous grading period's report card, as well as attendance and schedule information.
5. On the Special Services side of Progress Book, take the time to click on and take a look at the 'Set-Up Options' link. This link enables a teacher to add words to the spell-checker dictionary. A good idea is to enter the teacher's name so the spell-checker passes over it. Be sure to enter the first name separately from the last name.

VIDEO SERVICES

The '04' – '05' school year is turning into a great year for Interactive Video Distance Learning (IVDL) – averaging over 40 monthly connections! With the V-Tel equipment upgraded, we have resolved all technical issues with connecting for video calls. Our greatest challenge is getting information about all these exciting video opportunities to the teachers in your buildings. The most effective way to build interest in IVDL is to have Jon Bowers come out to your school for a short in-service followed up with one-on-one meetings with the teachers.

We are also piloting Polycom videoconferencing equipment, which makes videoconferencing even more convenient by making any room in your school accessible to IVDL. We currently have one Polycom that we lend to schools that want to try IP video. Creative uses we've seen so far this year are:

- Student observations
- Linking two classrooms together for shared classes
- Teacher professional development from universities
- Connecting to other state agencies for meetings – ODE, COSERCC, ITSCO

David Stein and Helen Morris are joining the IVDL team. Dave is helping with technical support while Helen is focused on class scheduling, so don't be surprised to hear from them when working on your IVDL classes and calls.

Give us a call if you are interested in trying it for a class. We can help you get set up. Please contact Jon Bowers if you are interested. jbowers@laca.org



TECHNOLOGY SERVICES

E-Mail Service Changes

On December 1st, LACA began placing restrictions on retention of old e-mail messages in order to preserve disk space and processing time on our system. The following procedures for cleaning up e-mail were put into place:

1. Messages in your Inbox that have been read, not deleted and are more than six months old will be deleted. If the message has been filed to another folder (not left in the Inbox) it will NOT be deleted.
2. LACA currently disables accounts that go for six months without being logged into. Previously, if your account was disabled, you still continued to receive e-mail. Now, any user accounts that are disabled due to a lack of activity will NOT receive any new e-mail during the period where the account is disabled.

If you file e-mail messages to another folder, instead of keeping them in your Inbox folder, they will NOT be deleted. **ONLY MESSAGES IN THE INBOX WILL BE AUTOMATICALLY DELETED. MESSAGES IN OTHER FOLDERS WILL NOT BE DELETED.** If you have messages you do not want to lose, simply create a new folder, move those messages into the new folder

and you can keep them indefinitely.

If you are a typical e-mail user who logs in routinely, reads messages, and then deletes them in a timely manner, you will not be affected at all by these changes. These changes were recommended by LACA and have been pre-approved by committees consisting of all LACA Technology Coordinators and Superintendents.

NOTE - THESE CHANGES DO NOT APPLY TO THE FOLLOWING PEOPLE:

- NORTH FORK staff who use @UHS.LACA.ORG e-mail addresses.
- C-TEC staff who use @C-TEC.EDU or @LCJVS.ORG e-mail addresses.
- LICKING VALLEY staff who use @LICKINGVALLEY.K12.OH.US e-mail addresses.
- TRI-VALLEY staff who use @TRI-VALLEY.K12.OH.US e-mail addresses.
- FAIRFIELD CHRISTIAN staff who use @FAIRFIELDCHRISTIANACADEMY.COM e-mail addresses.

TECHNOLOGY SERVICES Cont.

Improved E-Mail Service Is Coming

LACA has approval from our Governing Board to implement Microsoft Exchange for our e-mail system. This will replace our aging Webmail system with a more feature-rich web-based e-mail interface, as well as the ability to keep calendars on-line, available from any location with a web browser. There will also be a dramatic increase in speed over Webmail. For those of you who use Outlook, Outlook Express, Netscape, Eudora, and other e-mail clients instead of Webmail, you will be able to continue using them.

Our timeline is to get the system functioning in January and February, and make the conversion over spring break. We will keep you posted as milestones are met, and we will provide instructions on making the switch as we get closer to spring break.



LACATech MEETING SCHEDULE

The LACATech committee will meet from 8:30 – 11:00 AM on the following dates:

- February 2, 2005
- April 6, 2005
- June 1, 2005
- August 3, 2005
- October 5, 2005
- December 7, 2005



195 UNION ST
SUITE 2-C
NEWARK, OH 43055