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

**OWA... by Chad Carson**

***Microsoft Exchange/Outlook Web  
Access***

As many of you already know, LACA has upgraded our e-mail system to Microsoft Exchange and replaced the outdated Webmail system with Outlook Web Access. We had three primary reasons for doing this change:

1. Webmail development and support was discontinued by the company that created it. We could no longer get technical support for the product.
2. The usage of e-mail in the LACA consortium increased dramatically after all districts started using Progress Book. Many people who had never used LACA's e-mail system started using it after Progress Book was in place. The old e-mail infrastructure was inadequate for the number of users.
3. There were many features where

Webmail was lacking that we had been asked to provide.

Outlook Web Access (OWA) still has room for improvement. We installed Messageware's Plus Pack add-on for OWA, giving you many improved features over the standard OWA application, including a much-improved address book.

For full information on Exchange and OWA, please visit our Exchange website at <http://www.laca.org/exchange/>. Here, you will find tips for using OWA as well as tutorials and other useful tools.



**NEW STAFF MEMBER**

Please meet our new K-12 Special Services Coordinator, Heather Cronbaugh. Heather will be working with Andy Kemmer on Progress Book and specializing in the Special Education module.

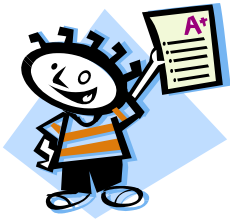
Prior to joining LACA, Heather had 2 years of experience as Educational Technologist at Shelby Senior High School. Heather gained experience with Progress Book by acting as the staff liaison for Progress Book and Special

Education. She also acted as the Parent Access Manager for Progress Book and did training on the SmartBoard.

Heather's younger brother is serving our country in Iraq in his second tour there. He's been in Iraq for 14 months with 12-16 months left in his tour of duty.

Heather enjoys scrapbooking, stamping, and quilting in her spare time. She also enjoys working with the youth at her church and Shelby High School.

## Exceptional Children Grant Update



The ODE Office for Exceptional Children state grants have been announced for sites supporting an automated software package for the management of special education student records and LACA will be receiving \$100,000! This grant will support the continued implementation of the Progress Book Special Services Education Module (SSEM) as follows:

1. Prepare appropriate hardware and technology infrastructure

2. Provide quality SSEM Assistance and Performance
3. Create Forums for teachers to come together
4. Host SSEM workshops
5. Define and Generate Timely Special Education Reports
6. Implement the Parent Access Feature

Twenty-three DASites and five large city school districts received the grant across the state.

## HELP DESK

LACA staff is in the process of implementing the CA Unicenter Help Desk. We will be focusing on using the help desk to track issues for INFOhio and Fiscal services to maintain compliance with state requirements. Based on service area, help tickets will be created either by

email or web entry. You will receive more information before this service is implemented. The work orders will be used internally to build a knowledge base of the most common issues that users face. Ultimately, this will help us to serve you better.

## Library Transition Update

Twenty-seven school libraries have made the transition from the MultiLIS library automation software to the new SIRSI K-12 software. Staff members from all 27 libraries attended 3 days of training at the LACA offices. The following libraries are now live on the new software:

- Heath High School
- Heath Middle School
- Stevenson Elementary School
- Johnstown-Monroe High School
- Willis C. Adams Middle School
- Oregon Elementary School
- Searfoss Elementary School
- Maysville 6-12 Media Center
- Maysville K-5 Media Center
- Utica High/Middle Schools
- Newton Elementary School
- Utica Elementary School
- Northridge High/Middle Schools
- Tri-Valley High School
- Tri-Valley Middle School
- Adamsville Elementary School
- Frazeyburg Elementary School

- Jefferson Elementary School
- Nashport Elementary School
- West Muskingum High School
- West Muskingum Middle School
- Dillon Elementary School
- Hopewell Elementary School
- Licking Valley High School
- Licking Valley Middle School
- Newark Catholic High School
- Welsh Hills School

Newark City Schools will begin testing the software before the end of the 2004-2005 school year and will receive their training in August. They will begin the 2005-2006 school year using the new software. Granville, Par Excellence, and Garfield Elementary will also be making their transitions at the beginning of the 2005-2006 school years.

You can view the new card catalog with added content enrichment at <http://web2.laca.org>.



## (\$) FISCAL SERVICES (\$) (\$)



### Accounting

LACA has been busy the last few months with trainings to get everyone ready for the phasing out of obsolete software. All of the districts should now be familiar and hopefully using WEBREQ. If your buildings are still using REQSCN, we would like to get them transitioned to WEBREQ in the near future. If you need us to do the training, please contact Melody so that we can schedule a time.

OHUSAS, ACCEDT and the GAAP Subsystem will be going away with the May release. We have held trainings on EIEIO, SSWAT, ACTSCN and USASWEB to prepare everyone for the transition. INPROC will remain until the September release. The next version of USASWEB will be a suitable replacement for INPROC and APE. With this next release, the timer will start ticking on APE also.

The next version of USASWEB will include a number of

the enhancements that you requested in our trainings. Some of the new options are:

- Print option for receipts
- Add 'Received From' line for receipts
- Ability to verify dollar amount entered when entering multiple receipts
- On line help
- Refunds and Invoicing options
- Date entry will be more user friendly
- Copy icon for line items on requisitions, purchase orders, and receipts
- Load option for Templates
- Add, modify and delete vendors

This release is scheduled for the May – June time frame. We will keep you advised when we receive the release.

### Payroll



Payroll version 4.2 has been successfully installed for all districts. I have talked with a number of districts that have implemented the new features and there have been few problems.

When setting up deductions by job for an employee, you should only assign a job number to a deduction for the job that is the exception. Below are a couple of examples:

An employee has three jobs. The primary job is a Principal and the board is picking up the employee's portion of STRS. The employee also teaches one class and coaches one sport. The employee pays retirement on the teaching and coaching jobs. The primary job would be the exception. You will need to set up a 450 and a 691 record and assign them to job 1. You will also need to have a 450 and 591 record with no job assigned. They will be used for all jobs except job 1.

If you have an employee that subs or works for your district in various buildings that are located in different cities, you would need to set up jobs and city tax records for each city in which the employee works. You will then assign the job number to the city tax record that corresponds to the city in which they work. This should save you from needing MUNSCN entries for each payroll period.

If you would like to setup some of your employee's deductions by job and need some help, please give Melody a call.

The introduction of USPS Web will be sometime in July. The first two options offered will be adding and modifying employee information and adding attendance. The demonstration version looks very exciting and user friendly. We will keep you informed of their progress.

## VIDEO SERVICES

IVDL has become much more integrated into classrooms this year. We have delivered over 200 classes to date, including classroom content, vendor presentations, and teacher professional development. Terra Community College is offering a variety of PSEO classes that you can take advantage of starting this fall. We also have a Rural Utilities Service (RUS) Grant submitted and will find out the results in September. Seven "Live Open Heart Surgery" classes have been reserved for next school year and the dates still available are listed below:

- 9/28/05
- 11/16/05
- 12/14/05
- 3/8/06
- 4/19/06

## STUDENT SERVICES

### Progress Book Tips For Teachers



As we move towards the end of the year I wanted to provide a tip to help get your report card grades entered using Progress Book. The following are steps detailing a short cut to getting your grades in the correct places:

1. Click the open box above the correct grading column. A check mark should appear.
2. Click on the box with "=" sign in it. Your grades should be pulled into the boxes following the student names.
3. You may verify and override any grade you wish

Hopefully, this will satisfy scheduling needs. Some of the sessions are already filled up for the coming school year. C-TEC connected with Congressman Ney's Washington office for two classes in which they discussed current issues being addressed in Congress. Some Northridge Homer first graders participated in the "Read Across America" class. Classes were paired to partners according to grade level to do presentations for each other. Deborah Peterman's students read a Dr. Seuss book, I Can Read With My Eyes Shut to their Michigan partner while the Michigan class presented the play, "Three Billy Goat Gruff". Ms. Peterman commented about the class, "We thought the whole experience was wonderful. It felt like they were in the next room." Please let Jon Bowers ([jbowers@laca.org](mailto:jbowers@laca.org)) or Helen Morris ([hmorris@laca.org](mailto:hmorris@laca.org)) know if you are interested in arranging any of these opportunities.

- prior to clicking "Save" at the bottom of the page. You may make changes as often as you like as long as the grade entry window is open.
4. REMEMBER TO CLICK THE SAVE BUTTON!
  5. Continue on to all other classes and repeat the process.

Keep in mind that this shortcut will only work if you are using the grade book features of Progress Book. This short cut will also help elementary school teachers use Progress Book to figure out attendance.

### New SSEM (Special Services Education Module) Release 3.0 Planned for June

A new release of the SSEM software to track and report IEP's is scheduled for June 6<sup>th</sup>. There will be training classes offered on the changes during June (for the early birds) and also in September. Changes to the software include:

- o Newly enhanced forms - PDF Form dropdown lists
- o Save status window on PDF
- o Auto page numbering
- o EMIS data capturing and reporting - still under development
- o New finalization process
- o New view for all finalized forms/packets

- o Data sharing between forms - Auto generated Progress Reports
- o Enhanced MAC capabilities
- o IEP Reports

The most significant item in the release will require that all forms be finalized in the Special Services system. Please contact LACA or your director if you need assistance deleting "practice" or invalid forms prior to the June 6<sup>th</sup> finalization date. Please watch your e-mail and LACA's website for training announcement dates.

## Student Fees

If a student owes fees at the end of the year and there is a balance on the "FEES Screen", the dollar amount will disappear when the school is closed by LACA in the month of July.

We suggest schools which use the "FEES Screen", submit and print an "Outstanding Fee Report" (R110) and keep it in a safe place for next year's reference. LACA creates Outstanding Fees Reports and puts them on year end CD's.



## 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 June 8, 2005. Please be aware that the C-TEC 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".

## YEAR END - SIS

It's that time of the year!! Please download the End of Year documentation and proceed to follow the instructions or steps. There will not be any training on this, but if you have any questions please feel free to call Linda Haynes or Jerry Eby at (740) 345-3400.

The "End of School Year Procedures" and a list of all the reports LACA creates for each school's CD are listed on our Student Services Web Page. To access, go to LACA's homepage and type in the following address:  
<http://www.laca.org/student/Documentation.asp>

***Please remember to build next year's (2005/06) calendar on the P310 before you leave for the summer. This is a MUST! LACA needs the next year calendar to transfer needed information to EMIS.***

***Linda will need to know if you have a MAC computer so she can put the yearend reports on the MAC CD. Please email Linda Haynes, [lhaynes@laca.org](mailto:lhaynes@laca.org) or call 740 345 3400.***

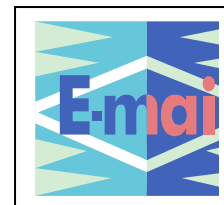
***There is no need to email or call if you have a p.c..***

## End of Year - Emails

Linda will be sending the traditional end of year emails with deadlines to specific SIS users within your school districts.

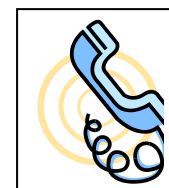
1. When do you want your Grade Labels printed?
2. Secretary's last working day of this year. Secretary's first working day of next year.
3. Year End Procedure announcement.
4. Grade Card Order for next school year.
5. Starting and Ending dates of each six / nine weeks (next school year).

***Please remember these are very important to return to Linda by the deadline dates. Linda has to order the forms for the next school year by the end of June.***



Scroll down to the "End of Year" and click "Word Version" on the selection of documentation you want to print then click on "Open". Once the documentation opens in Microsoft Word, go to the "File" on the browser menu. Click and highlight "print".

***Remember:*** Once we close out your school during July for this year, we will not be able to access any information to change or add a report that was incorrect. ***This is important.***



**SIS – Closing of Schools**

Closing of the schools simply means LACA will be cleaning up the building files in SIS. An example of tasks performed is erasing all current CLIS records and current attendance. This way the system will be fresh when the school year starts.

During the month of July, LACA will start the year end closing of the school buildings. This means users will not be able to access their building through SIS during most of July as SIS users will be locked out of the system (SIS building files only).

Thanks for your understanding!

**Linda's Message**

Summer is coming somewhere, sometime. We just have to be patient. I sure hope good weather gets here soon so I can go golfing.

For the people who are going to retire this year, have fun and good luck!!!! For the rest of you, have a great and safe summer. See you all next August.

*Linda*

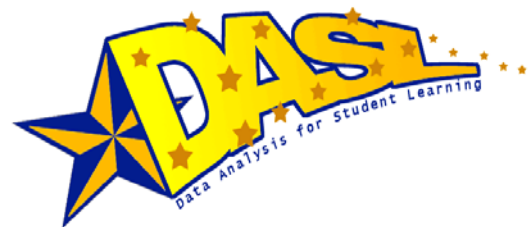
**DASL UPDATE**

What is DASL?

DASL (Data Analysis for Student Learning) is a Pre K—12 Student management software. It is a point and click program with all the features of SIS and much, much more.

DASL consists of the following modules:

- Fast and/or Full Student Registration
- Attendance and Attendance Letters
- Fees
- Medical
- Marks
- Course History
- Assessment/EMIS
- Discipline
- On-line and/or batch scheduling
- Reports
- EZ Query
- Import/Export features



This software will have the ability to take the student data and import it directly into EMIS. No more double entering for the users!

There are 6 Districts in the state right now piloting DASL and the feedback is great!



**SIS – Upcoming Trainings**

<b><u>For Year 2005/06:</u></b>	
SIS “New” Users	July 22, 2005 9:00 – 3:00 September 1, 2005 9:00 – 3:00
Start of Year	August 11, 2005 HS/MS 9:00 – 11:00 ELEM 1:00 – 3:00
Start of Year	August 17, 2005 ELEM 9:00 – 11:00 HS/MS 1:00 – 3:00
Elementary Scheduling	August 19, 2005 9:00 – 11:30 1:00 – 3:30
Attendance	September 16, 2005 9:00 – 12:00 1:00 – 4:00
Fees	September 20, 2005 9:00 – 12:00 1:00 – 4:00



**Steps to Register for Class**

To register for classes, go to LACA’s home page at [www.laca.org](http://www.laca.org), point the mouse to “Supported Software”, click on “SIS” in the pull-down menu, and finally click on “Training Calendar”. Scroll through the calendar and select the training class in which you are interested. A pop-up window will direct you to the registration address where you will fill out the registration form.

**DASites Changing Name to ITCs**

For 25 years, Data Acquisition Sites (DASites) have served Ohio School Districts in supporting and providing technology services. LACA is one of these DASites and operates under Rule 3301-3 of the Ohio Administrative Code. Recently the Rules have been reviewed and changes are being implemented including a name change to Information Technology Centers (ITC). Now we have one more acronym to remember! Full information on the OECN Rules changes are available at:

[http://www.ode.state.oh.us/field\\_relations/regional\\_structure/da\\_sites/rules\\_&\\_handout/OECN\\_draft\\_rules.asp](http://www.ode.state.oh.us/field_relations/regional_structure/da_sites/rules_&_handout/OECN_draft_rules.asp)

**LACATech MEETING SCHEDULE**

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

- June 1, 2005
- August 3, 2005
- October 5, 2005
- December 7, 2005

**Have A Safe And Fun Summer!**



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