HOMEROOM

Through The Seasons

June 7 2023

PRESENTED BY:

SchoolData.net

TODAY'S TOPICS

Year End Rollover, Next Year & Homeroom Basics

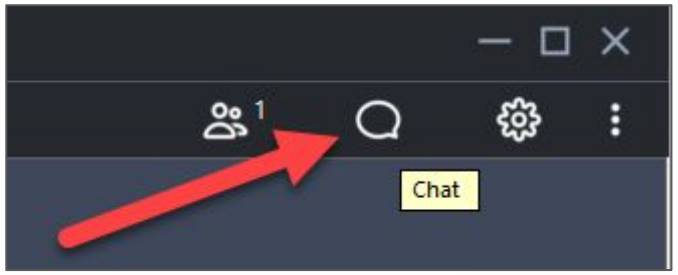
- Year End Tips & Tricks
- Year End Rollover
- New Attendance Charts
- Help Desk Highlight

PRESENTED BY:

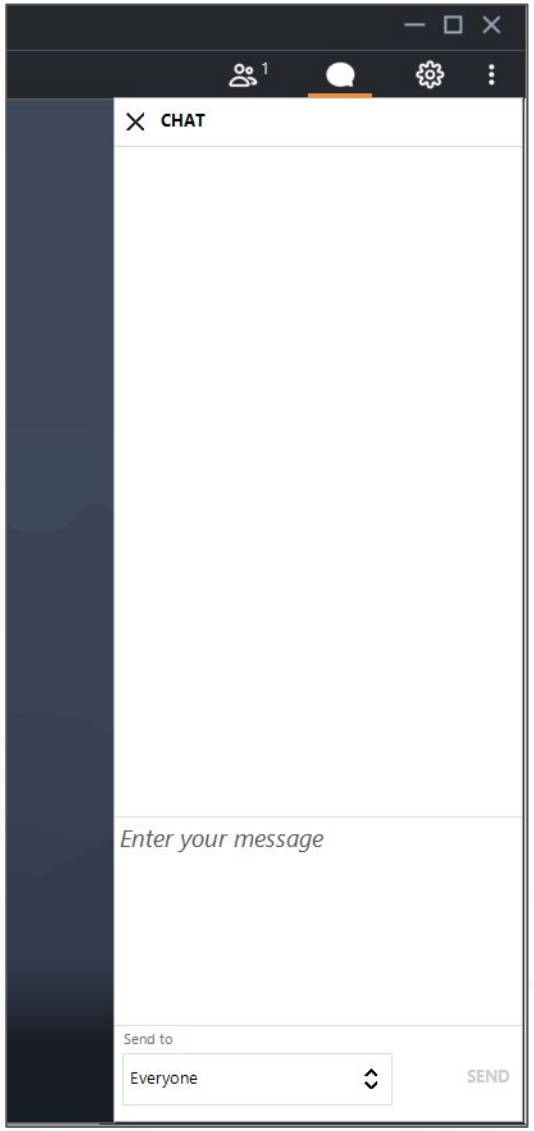
SchoolData.net

September 23, 2020

How to Chat



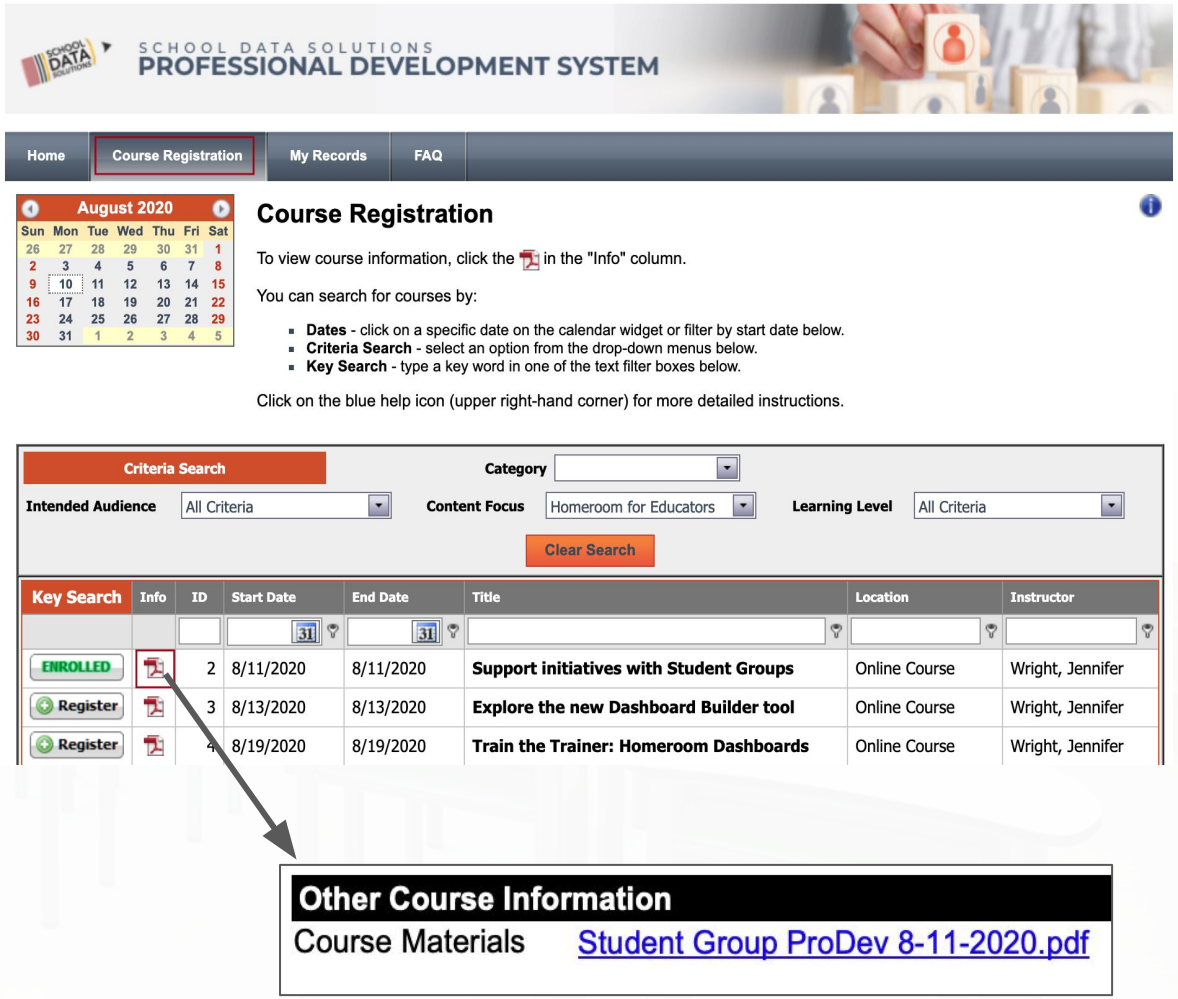
- GoToMeeting Toolbar
- Type
- Choose who to send chat to (default is Everyone)



Course Registration and Resources

- Course Registration
  - Register for additional courses
  - Registered courses display as Enrolled
- Course Resources
  - Locate presentation by clicking the course details pdf
  - Links listed under Course Materials

http://prodev.schooldata.net



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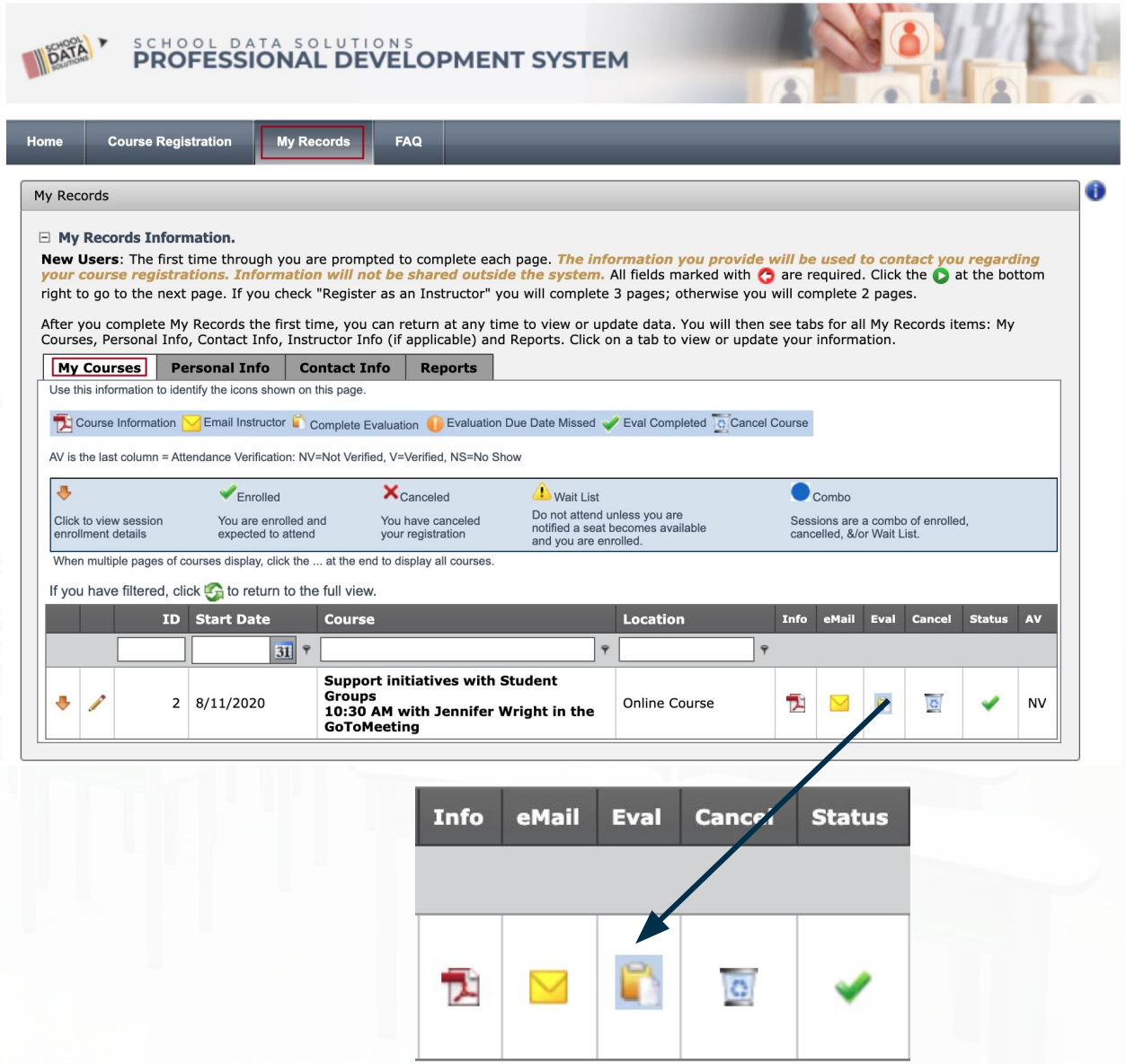
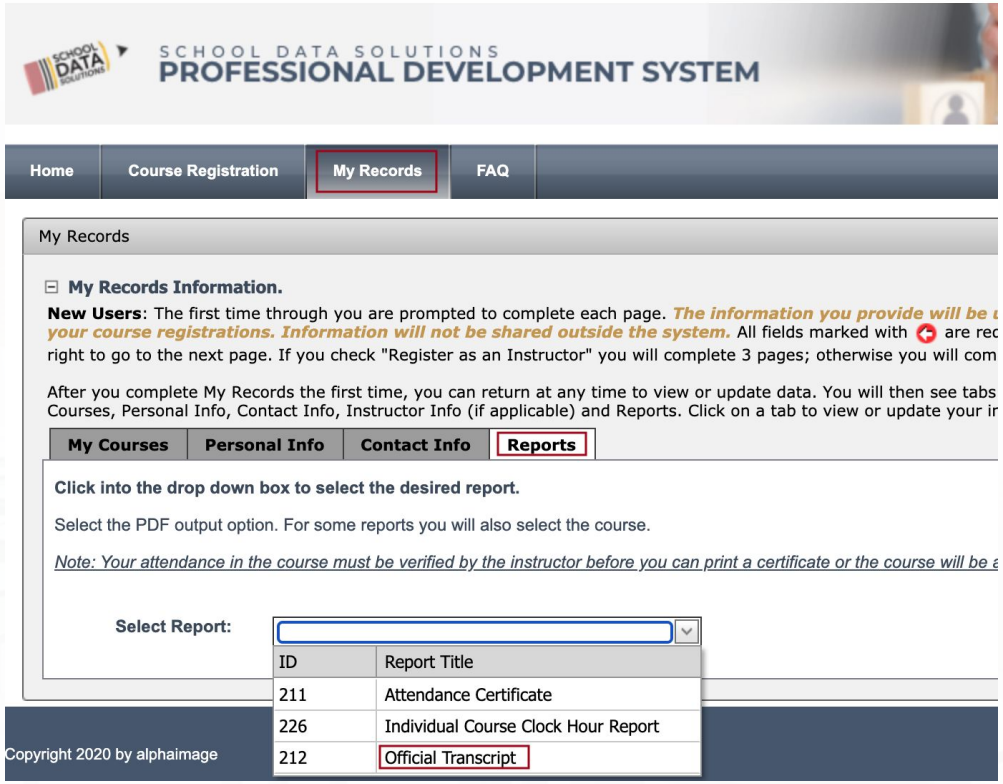
My Courses

- My Records → My Courses
- View Course Details pdf
- Email Questions
- Complete Course Evaluation
  - We appreciate your feedback!
  - Available for 10 days
- Cancel Registration



Clock Hour Transcripts

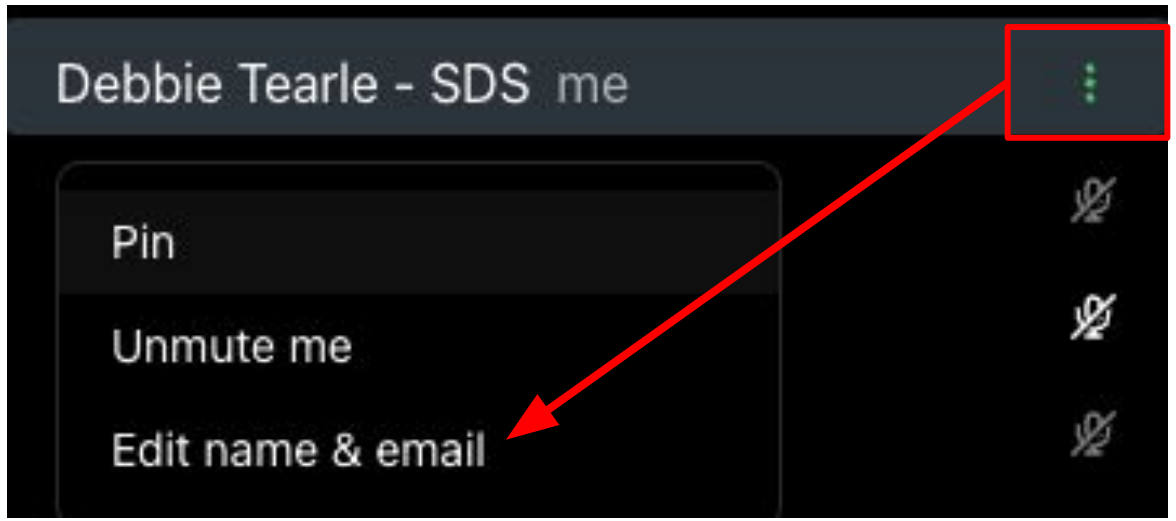
- Print Clock Hour Transcript from ProDev portal
  - My Records → Reports
- Transcript available 2 weeks after course
- Contact support@schooldata.net with questions



Attendance verification for Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



Year End User Tips and Tasks

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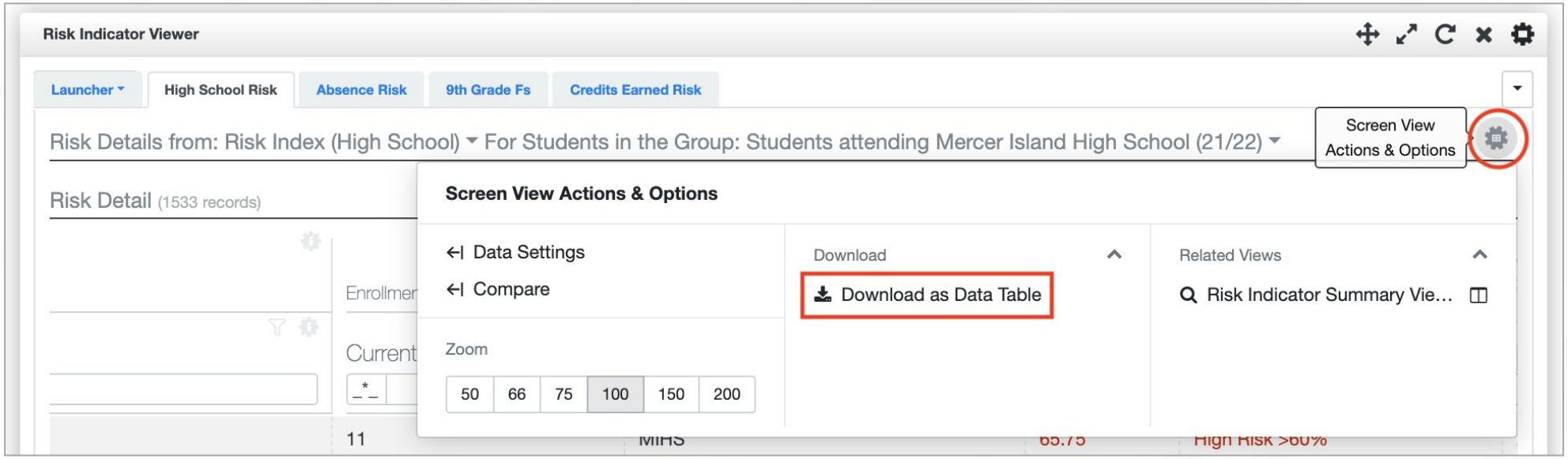
Using Homeroom for Easy Access to Historical Data

Risk

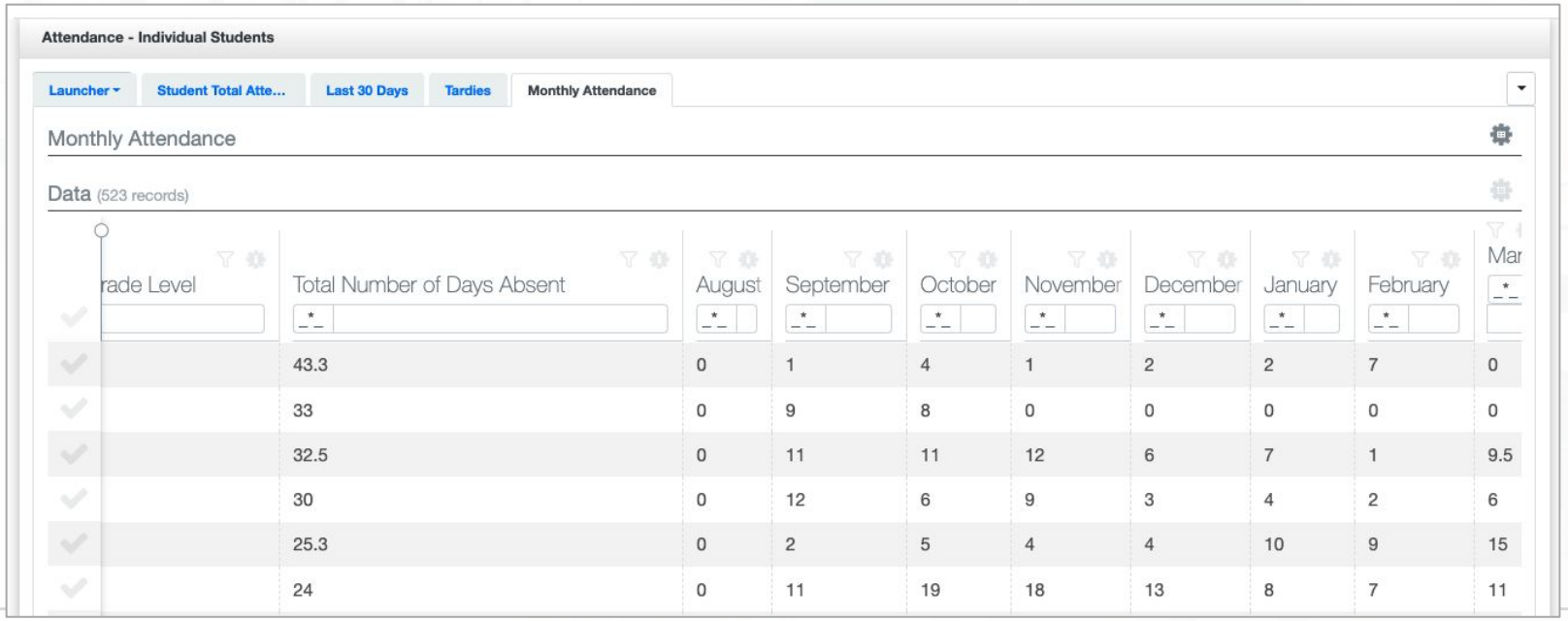
- Downloading Risk Indicators at Year End



Using Homeroom to Preserve Snapshots in Time

Student Data Grids

- Download “current” student data grids
- Download Monthly Student attendance grid



rade Level	Total Number of Days Absent	August	September	October	November	December	January	February	Mar
	43.3	0	1	4	1	2	2	7	0
	33	0	9	8	0	0	0	0	0
	32.5	0	11	11	12	6	7	1	9.5
	30	0	12	6	9	3	4	2	6
	25.3	0	2	5	4	4	10	9	15
	24	0	11	19	18	13	8	7	11

Using Homeroom for Easy Access to Required Data

Discipline Proportionality Reports

- OSPI requires yearly review
- Discipline Proportionality Report (incidents for example Bullying, Alcohol, etc)

  Create New Report → District Report → Discipline Proportionality Report

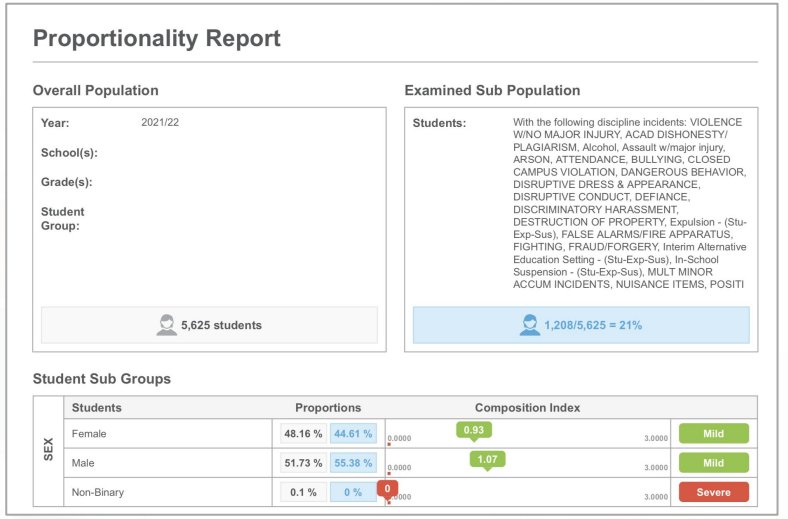
  Examines Subpopulations

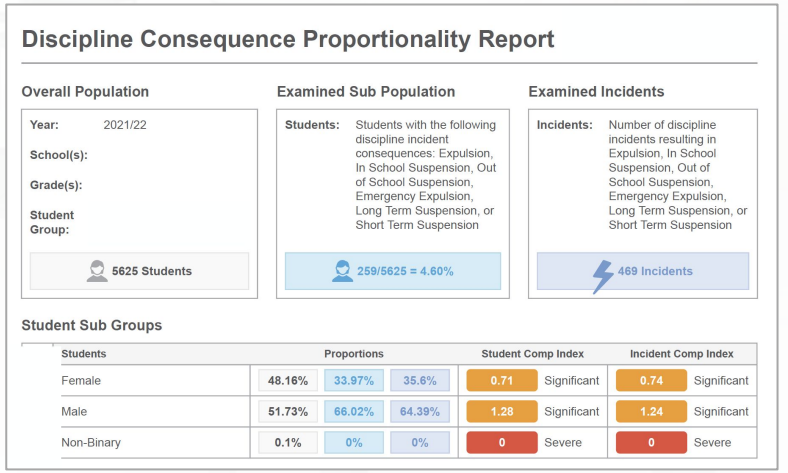
- Discipline Consequences Report (Actions for Suspensions, etc))

  Create New Report → District Report → Discipline Consequences Report

  Examines Subpopulations & Incident Numbers

- Student Filters
  - Student Group: entire school district or individual schools
  - School year: 22/23
  - Incident Type/Consequences: select those that apply
  - Genders
- Demographic Filters
  - Only Include Currently Enrolled Students: True/False
  - Genders: select those that apply
  - Federal Race Codes: select those that apply
  - Programs: select those that apply





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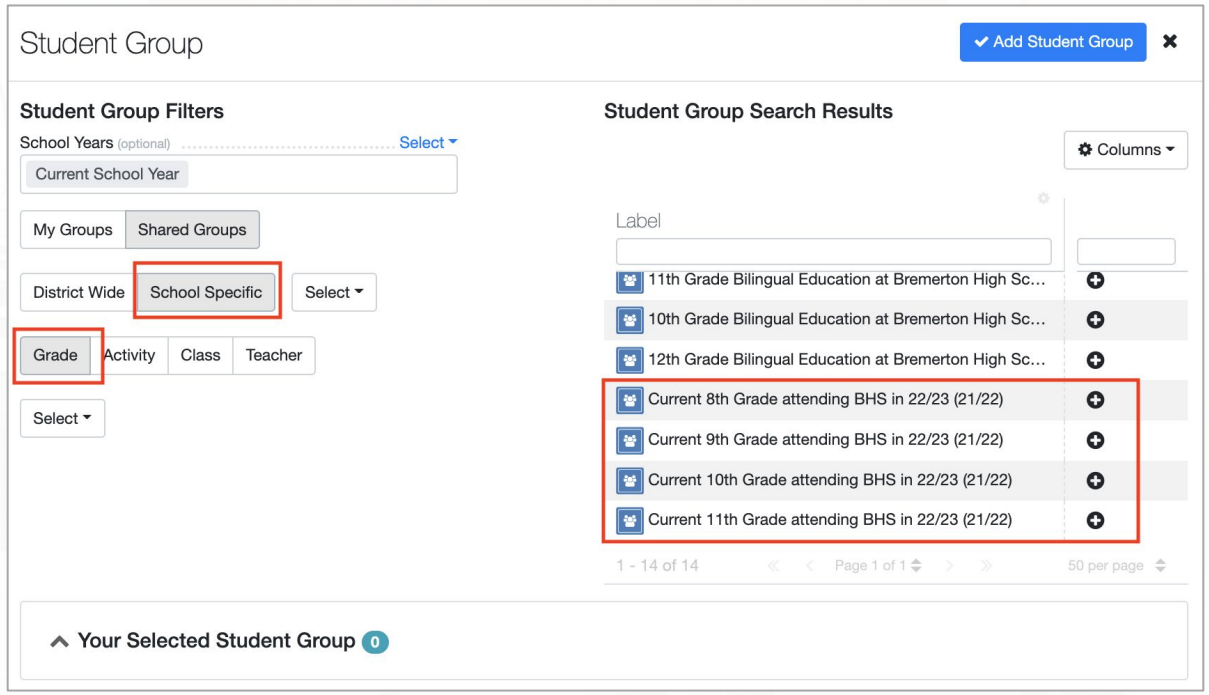
Using Homeroom to Access Incoming Students

Feeder Groups

- Activate in Data Admin
  - Data Admin → Homeroom → Resources → Initiate Feeder Student Groups
  - Allows Middle School to see incoming 5th graders and High School to see incoming 9th graders
  - Required overnight migration after initiated



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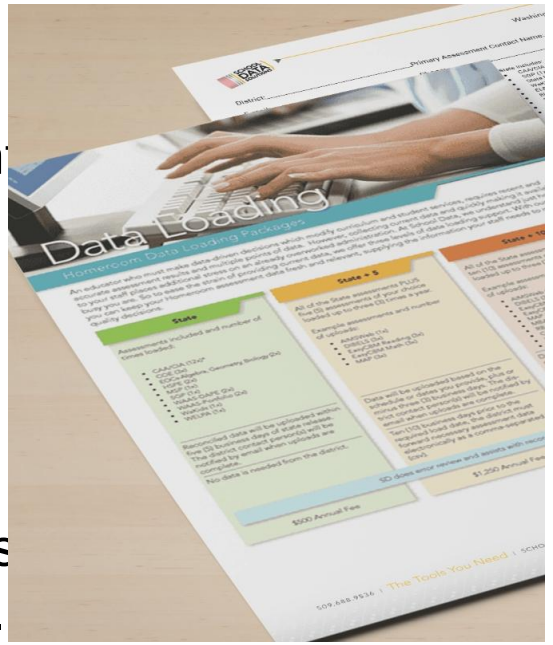
Data Loading / Assessment News
AD

Data Loading Service

When you're making data-driven decisions, getting timely and accurate information is critical. Our partnership with many common assessment vendors means you get faster access to usable data.

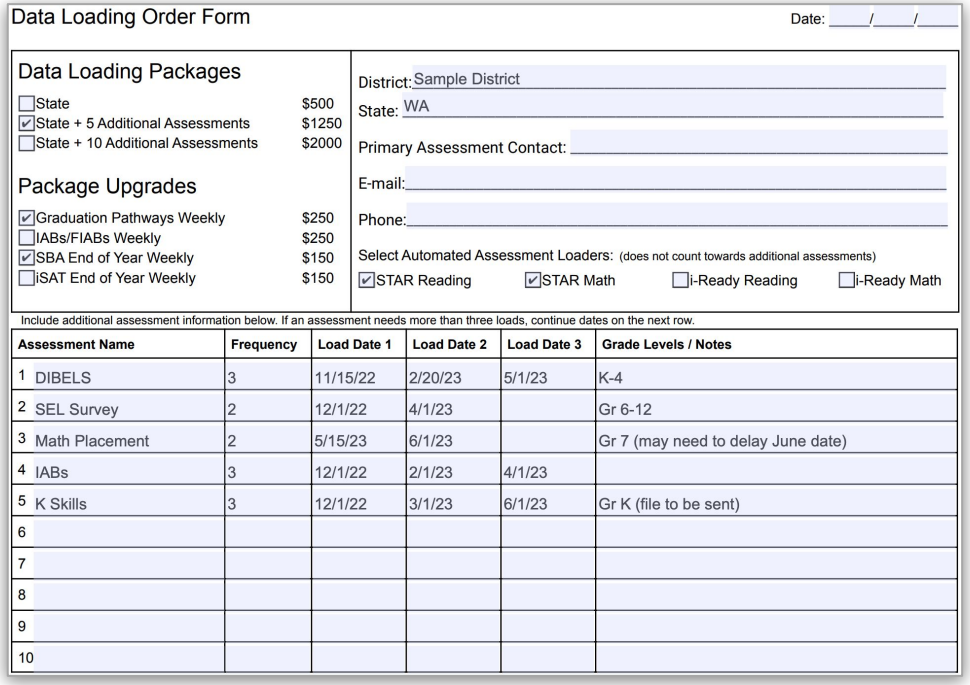
- **What is our Data Loading Service?**
  - Our Data Loading Service is where we load your student assessmen

    test score data for you, so you can focus on other things.
- **How does it work?**
  - You decide which assessments you want us to load for you.
  - You give us access to pull the score data from the vendor.
  - We Load your Assessment Test Scores for you on your defined date
  - You get to focus on using the data, not stress about getting it loaded.



Data Loading Service

- **Thinking forward to next school year, what does your district want to do?**
  - Do you want to load your own Assessment data?
  - Do you want us to load your Assessment data for you?
- **How to sign up?**
  - Fill out the Data Loading order form.
  - Select your package: State only, State +5, State +10.
  - Follow the steps we give you to grant us access to the vendor sites.
- **Questions?**
  - Contact us at: **support@schooldata.net**



Data Loading Order Form

Date: ____/____/____

Data Loading Packages

☐ State	$500
☑ State + 5 Additional Assessments	$1250
☐ State + 10 Additional Assessments	$2000

Package Upgrades

☑ Graduation Pathways Weekly	$250
☐ IABs/FIABs Weekly	$250
☑ SBA End of Year Weekly	$150
☐ iSAT End of Year Weekly	$150

District: Sample District

State: WA

Primary Assessment Contact: _____

E-mail: _____

Phone: _____

Select Automated Assessment Loaders: (does not count towards additional assessments)

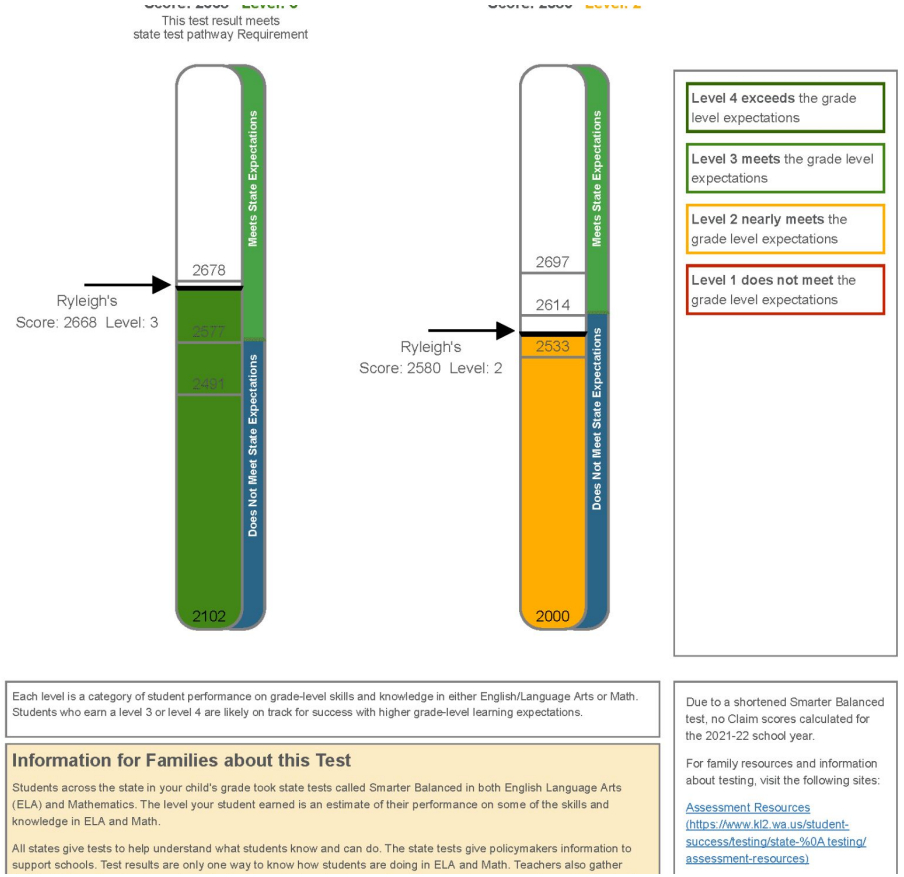
☑ STAR Reading ☑ STAR Math ☐ i-Ready Reading ☐ i-Ready Math

Include additional assessment information below. If an assessment needs more than three loads, continue dates on the next row.

	Assessment Name	Frequency	Load Date 1	Load Date 2	Load Date 3	Grade Levels / Notes
1	DIBELS	3	11/15/22	2/20/23	5/1/23	K-4
2	SEL Survey	2	12/1/22	4/1/23		Gr 6-12
3	Math Placement	2	5/15/23	6/1/23		Gr 7 (may need to delay June date)
4	IABs	3	12/1/22	2/1/23	4/1/23	
5	K Skills	3	12/1/22	3/1/23	6/1/23	Gr K (file to be sent)
6						
7						
8						
9						
10						

State Test Scores Report/Notification Letters

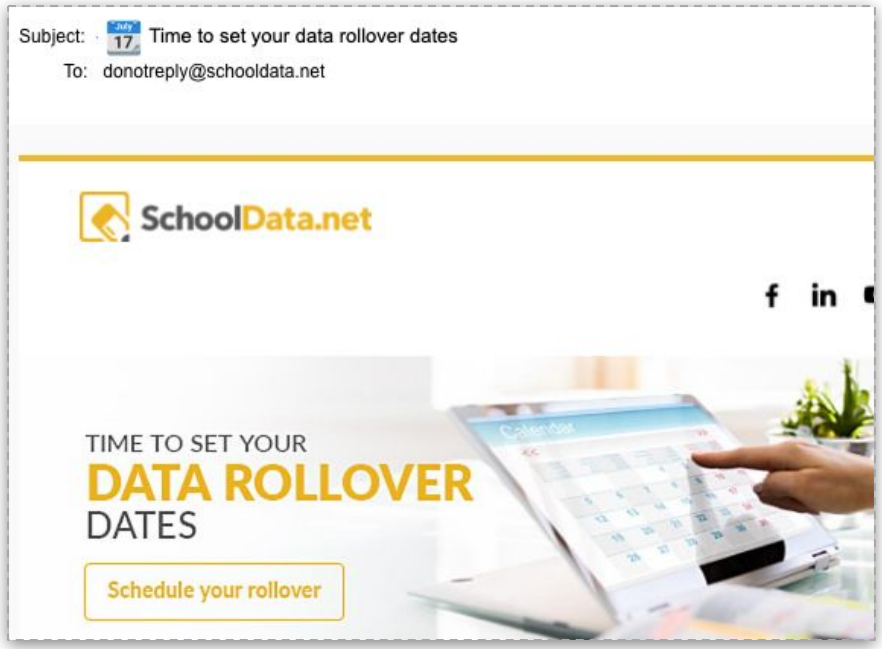
- **New State Test Scores Report:**
  - Use this Report with the Preliminary Spring SBA Math and ELA scores to show families where their students stand.
  - Customize the report with your district logo and modify the messaging as needed.
- **Notification Letters**
  - Email families the auto-generated, presentation-ready PDF using our Notification Letters feature.
  - Contact us for more information and to get started
- **Questions?**
  - Contact us at: **support@schooldata.net**



Year End/Year Start Administrative Tasks

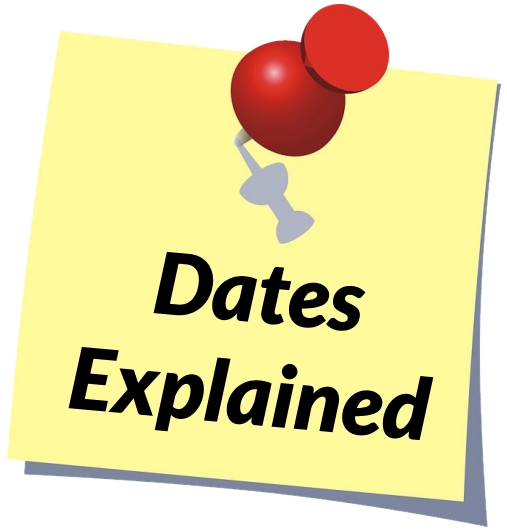
Year End/Year Start Roll Over Survey

On May 17, 2023 SchoolData.net sent an email with the subject "**Time to set your data rollover dates**"; this email included our Year End/Year Start Rollover survey. If you didn't receive it, and it isn't in your spam, email support@schooldata.net.



Before changing dates, or confirming the default dates, it is important to **reach out to other staff in the district that are the contact or lead for any other SchoolData.net applications**. (ALE, HS&B, Evaluations, etc.)

Year End/Year Start Roll Over Survey



Stop Migration/Transfer Date (default: 7/1/23) - This is when your Student Information System (SIS) will stop sending nightly migration files to SDS. It is very important to stop migrations **PRIOR TO YOUR SIS ROLLOVER to the next school year.**

SchoolData.net Year End Date (default 7/31/23) - This is the last day of the previous school year (ie 2021/22) in all SchoolData.net Applications. The next day will be the first day of the new school year (ie 2022/23) in all SchoolData.net applications. The year end date **does not have to match your last day of school**.

Resume Migration/Transfer Date (default 8/1/23) - This is when your Student Information System (SIS) will begin sending nightly migration files to SDS for the new school year. This date needs to occur **after your SIS has rolled over.**

If your district is planning Professional Development on any of our Applications during the summer, recognize that these dates may impact when data is available for display. Contact SDS for more information.

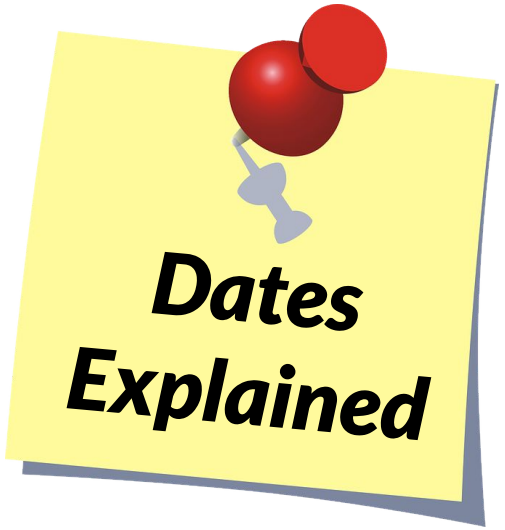
Issues/Tips to help around Year End

- Summer School
  - Turn off migrations before, so as not to mix school years,
  - May not be “live” like typical school year data; request a historical data pull once the next year starts can pull in the grades/course credits.
- ALE - rollover date coordination
  - Is there a summer program?
  - Early rollover sometimes desired for planning purposes
- Evaluations - checking in with Evaluation staff/District Administrators
  - When new year starts, **previous year data is read-only for ALL users**
- Migrations are off - no new SIS data coming in
  - Pro: users can still access the system and scores can be loaded/view over the hiatus
  - Con: new staff or student records won’t be accessible until migations restart.

Issues/Tips to help around Year Start

- After rollover/migrations start, it takes several days for data to “settle down”
  - **Recommendation**: When planning trainings, consider the rollover dates and adjust accordingly.
- Clean Up user Person Roles **after roll over** (Specialist, School Admin, District Admin)
  - **Very important step**; many applications are dependant on this for user access to students and dashboard access, based on user’s Person Role and/or School in SchoolData.net.
  - If there is interest, SDS will set up an virtual “open lab” for clean up after rollover. (August 8th) A one-on-one session is possible too.
  - Prepare in advance with upload spreadsheets, then be ready once the new year has begin in the SchoolData.net applications.
- Users that manage their district’s Homeroom Dashboard setup spreadsheets will have to be updated. For all others, including Dashboard Builder users, dates are updated by SDS.

Person Roles



Teacher:

Automatically assigned based on the SIS Data. Must be a Teacher, Be assigned to a Class, and have student's in their class.

Can only view student's they are associated to as a Teacher

Specialist

Assigned manually in the Data Admin

Has access to all students at the school(s) they are associated to

School Administrator:

Assigned manually in the Data Admin

Has access to all students at the school(s) they are associated to

Principals may be automatically assigned this role based on SIS data

District Administrator

Assigned manually in the Data Admin

Has access to all students at the district

Year End/Year Start Roll Over Checklist

We provide a checklist each year to help districts make sure they “check all the boxes” in the process of rolling into the new school year.

Each year the checklist is updated with new applications, recommendations, or processes to help.

Take a few moments to review it; it can be used to pass off to others as well for task delegation or reminders to those managing those applications.

- SchoolData.net Year End / Year Start checklist document (Get logged into Help Desk to view)
- Help Center article for Year End / Year Start

We will also be offering a live work session to complete the rollover task on August 8, 2023 at 10 AM

Annual check in - Don’t forget!

With each year there are always changes, don’t forget a few things you should let SchoolData.net know about:

Switching to a new SIS? - If you are a Skyward district and will be switching to Qmlativ, or any district switching to another Student Information System (SIS), **we need to know as soon as possible and when**.

Term/Grading setup changes? - districts change their term/grading/scheduling structure each year, many more these past couple years due to COVID. If you are changing or changing back for next year, these affect areas of your SchoolData.net applications that you may not realize:

- Risk - in relation to MS or HS grading, schedule of updating for any level
- Student Schedule view or Gradebook view
- Four Year Plans templates (part of the HS and Beyond Bundle)

Need to let us know? email support@schooldata.net

Annual check in - Did you know?

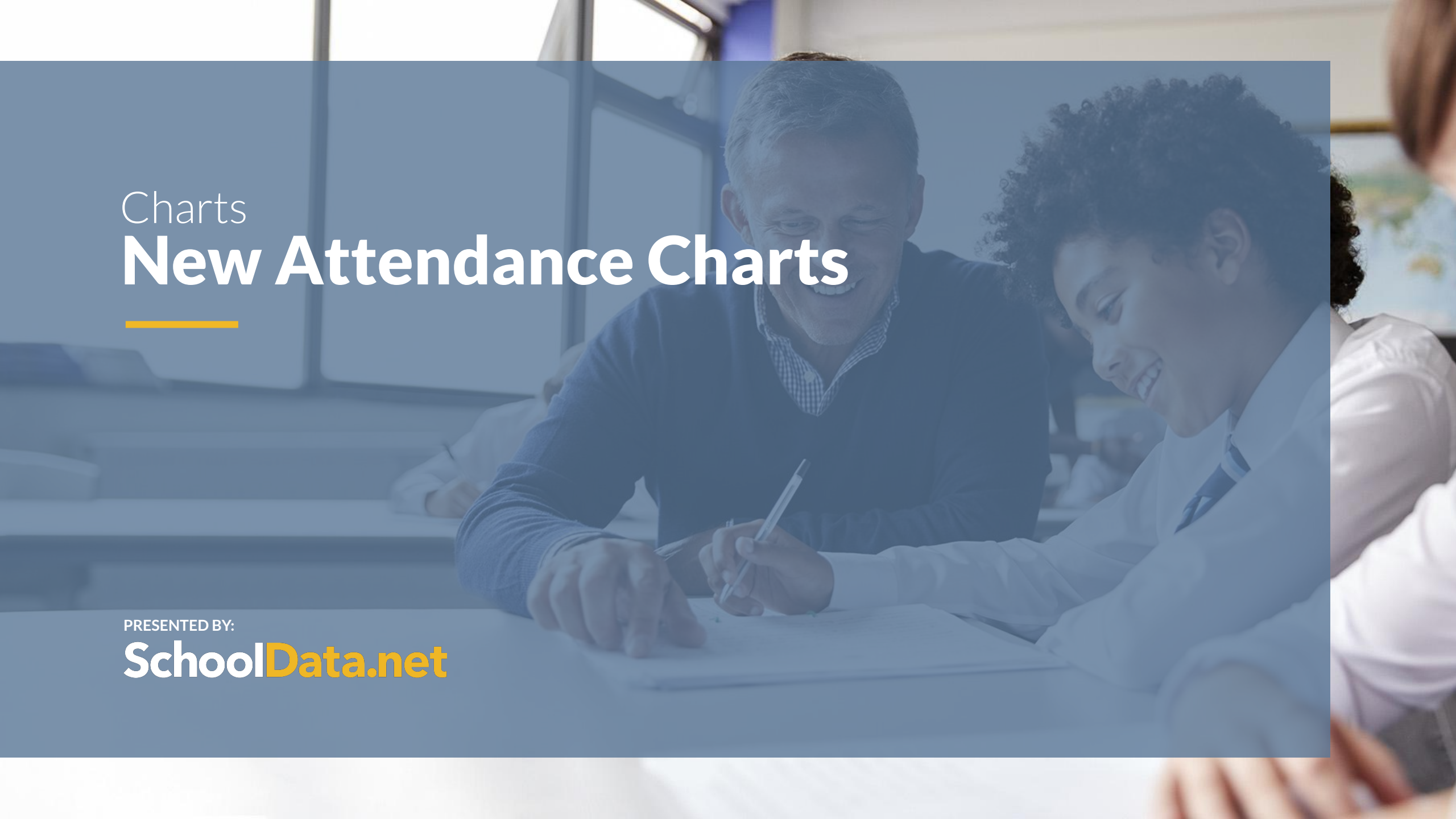
Here are some tools that SchoolData.net provides that you might consider:

ODBC Access - If you are a WA Skyward district, ODBC access provides a variety of benefits: more than 4 years back if a historical pull is needed, same day historical load, allows us to access/generate District specific/custom data tables, and access to new data points as needed (though there may be a cost involved if too unique and no location to store yet in Homeroom).

District Authentication (ie district managed) accounts - Our team has worked with many single sign-on type platforms, like Google, ClassLink, etc, to provide seamless log-ins for staff and students.

Assessment Data Loading service (additional cost) - We provide a service, at a cost depending on the level chosen, for loading your district's assessment data. Our team loads assessments at set or district requested dates.

Want to know more? email support@schooldata.net



Charts

New Attendance Charts

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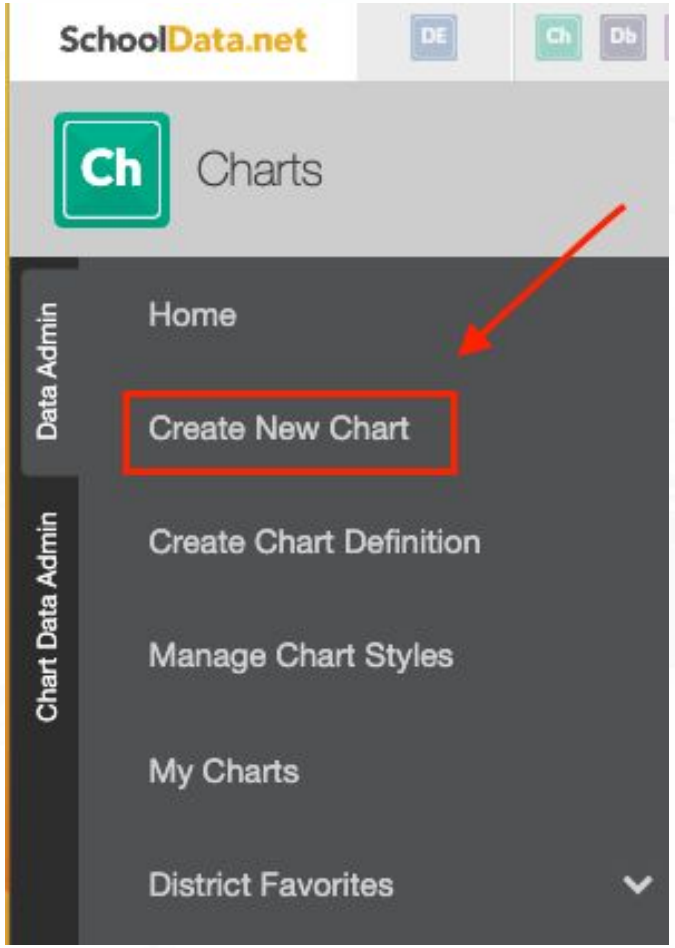
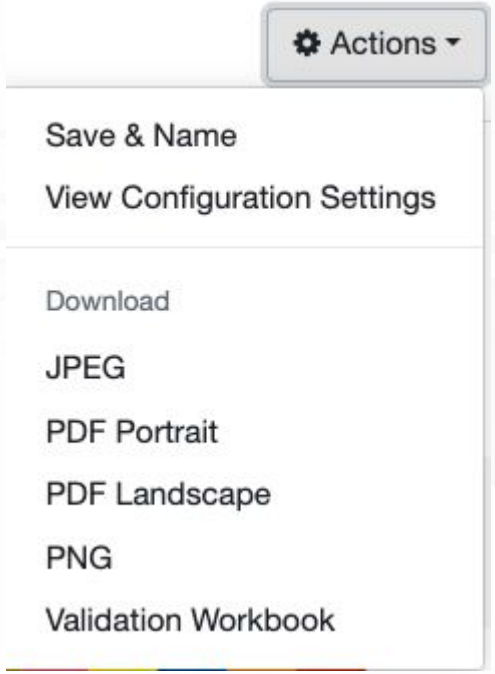
SchoolData.net

Data Extracts Bundle : Charts Application

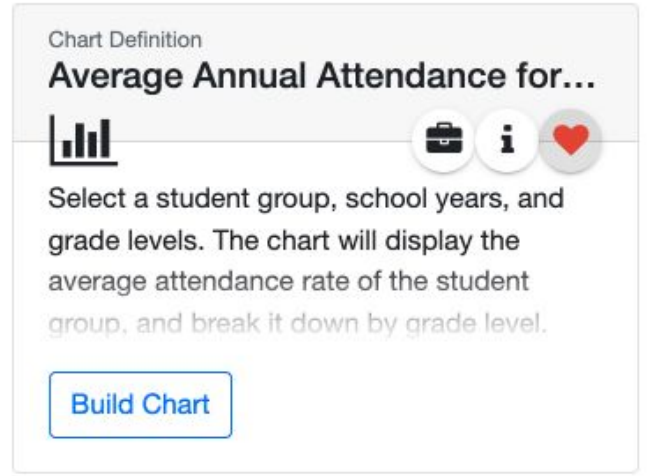


[Chart How to and Help Articles have been updated](#).

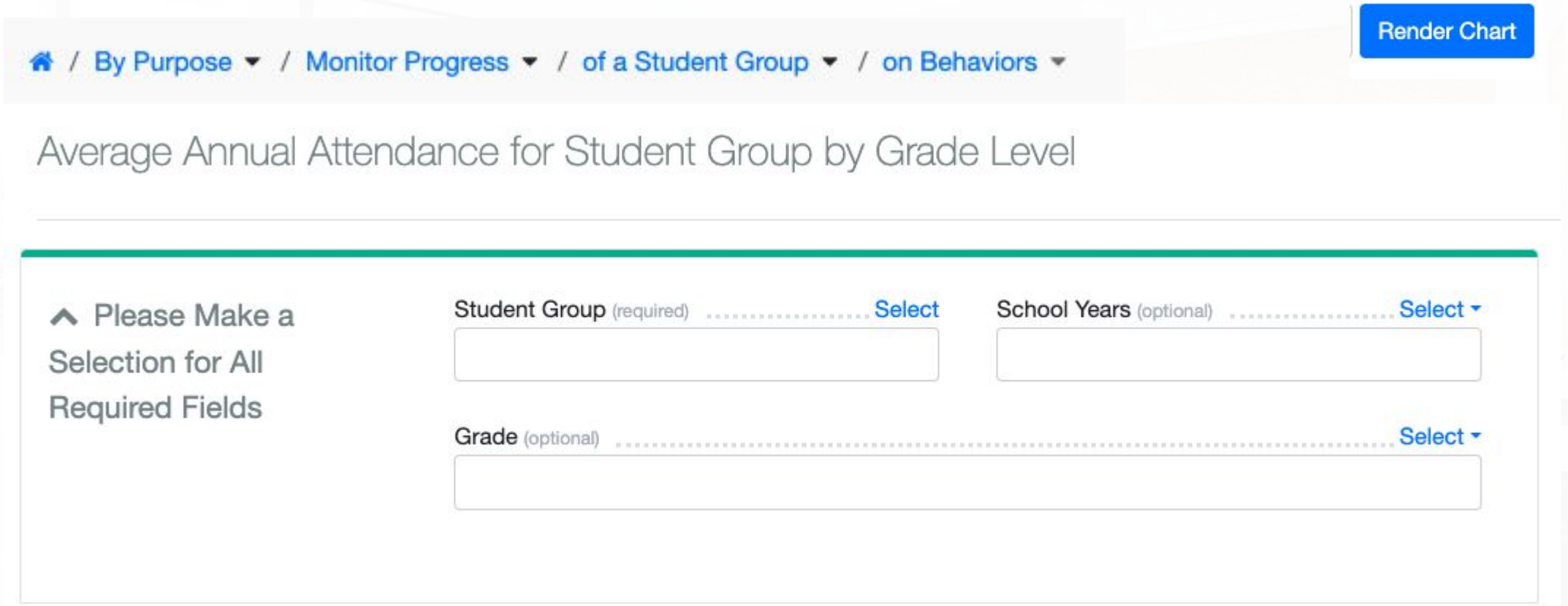
The Action Gear Icon allows you to save or print. Saved charts may then be found in your "My Charts".



Click the "Heart" to save your favorite charts.



Average Annual Attendance Group by Grade Level



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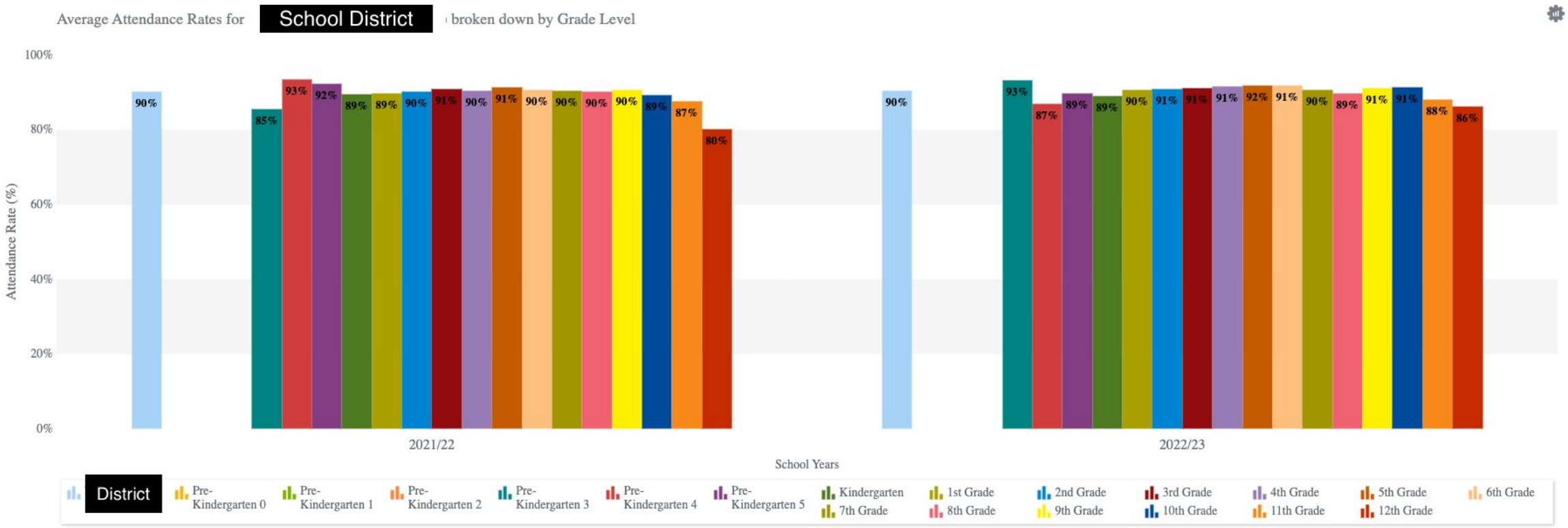
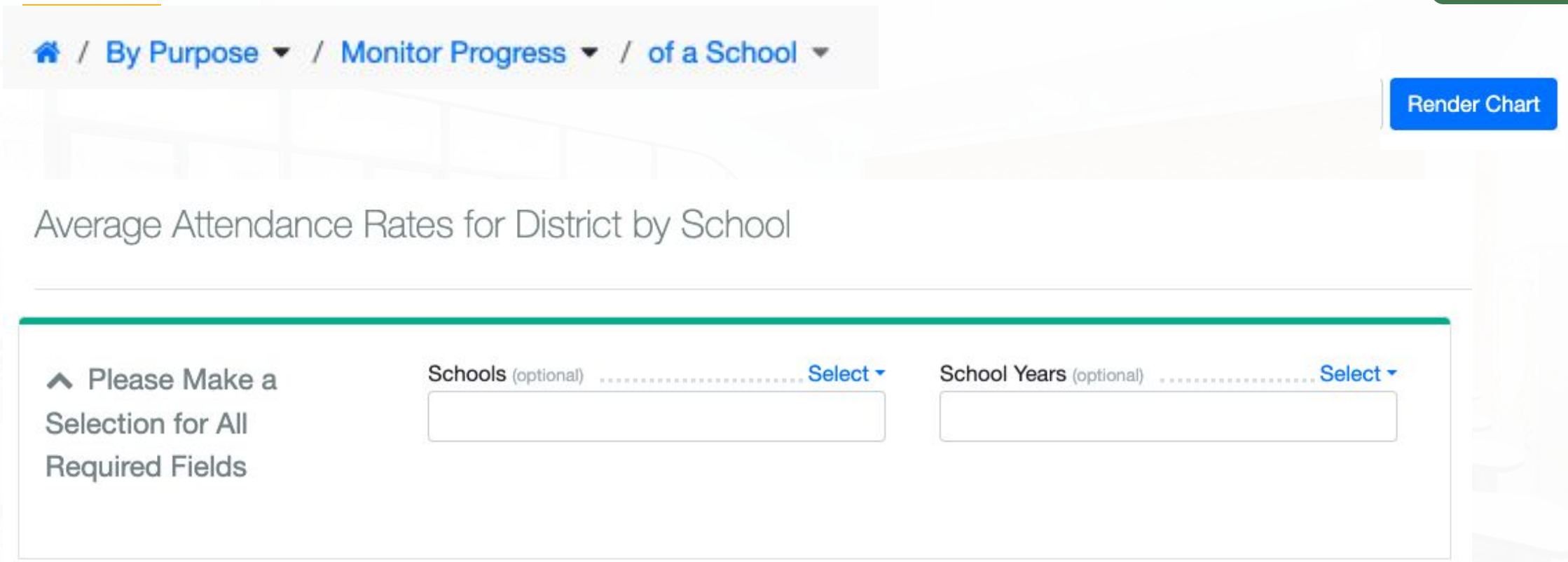
Average Annual Attendance for Student Group by Grade Level



Average Attendance Rates for District by School



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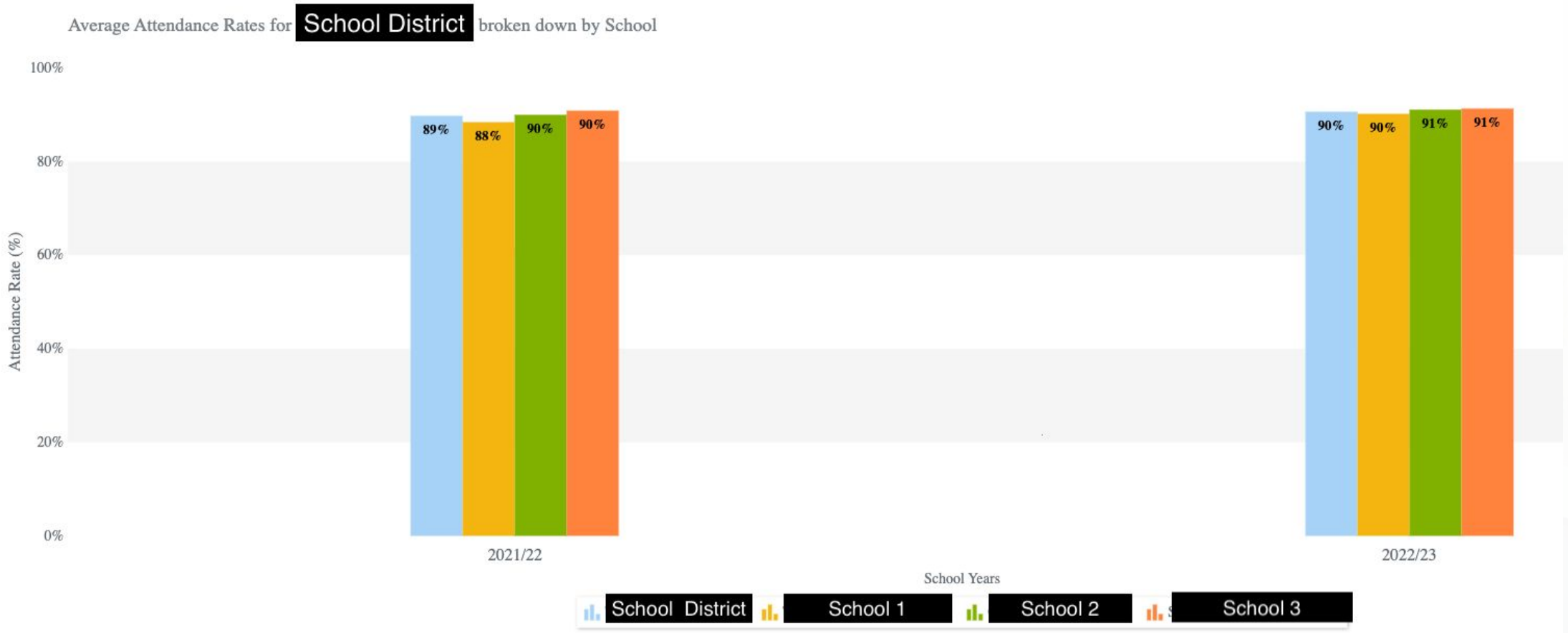

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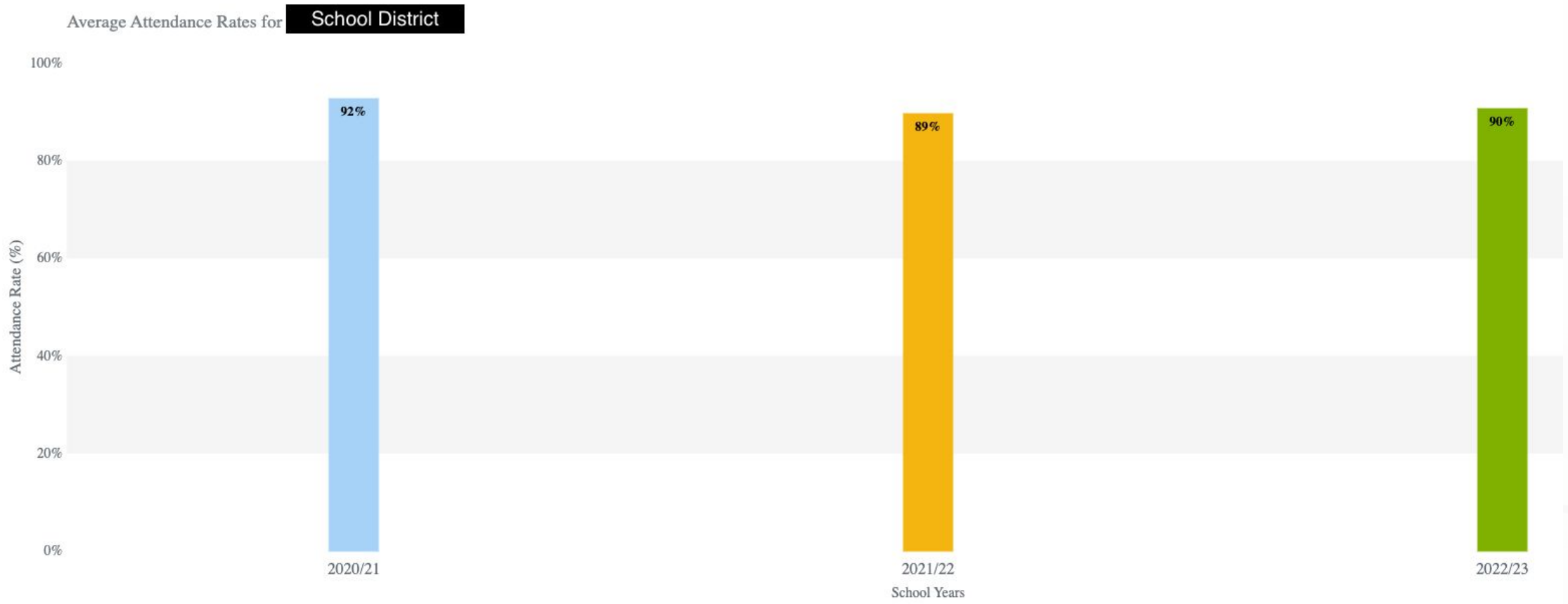
Average Attendance Rates for District over Multiple Years.

Average Attendance Rates for District over Multiple Years



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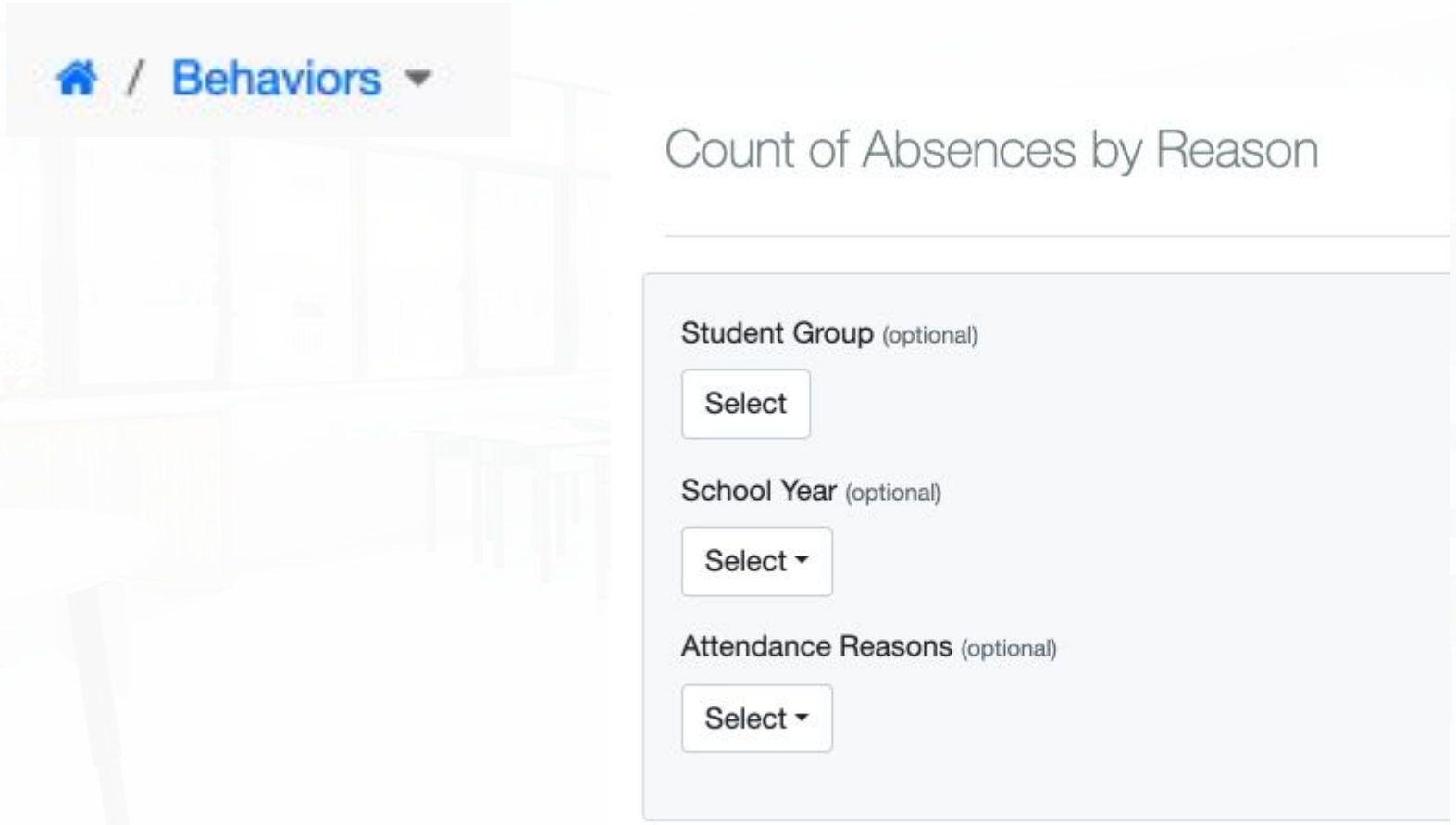
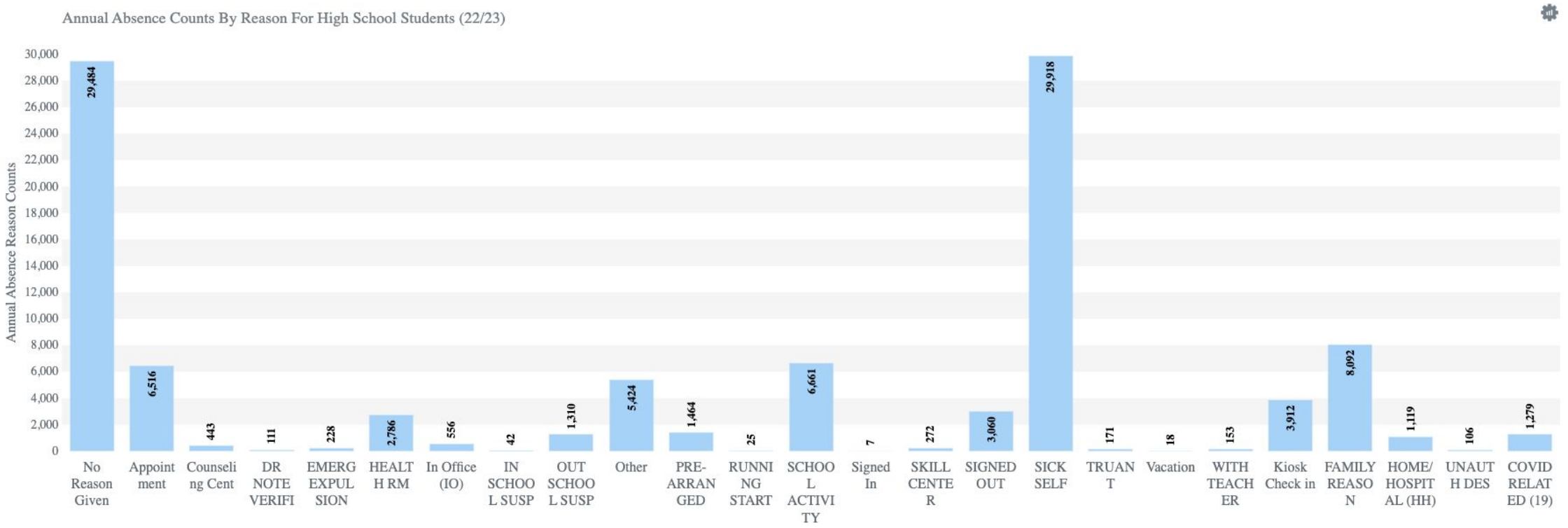
Count of Absences by Reason



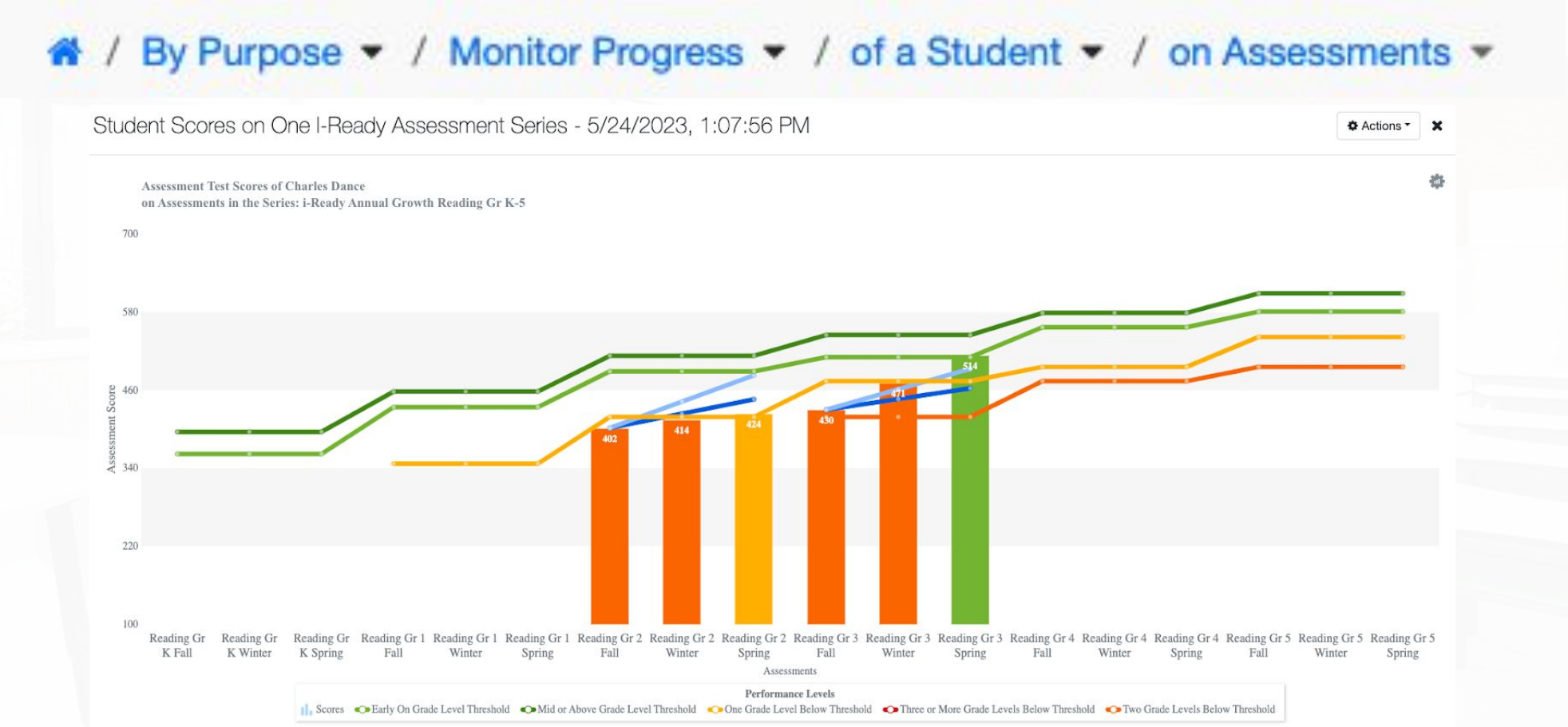
Count of Absences by Reason

If Reasons for absences is given in skyward, we can generate a chart.



Student Annual Growth on i-Ready Assessment Series

Fall, Winter and Spring Assessments by grade Level



Wrap Up

Contact Support for Help or more Info on what was shared

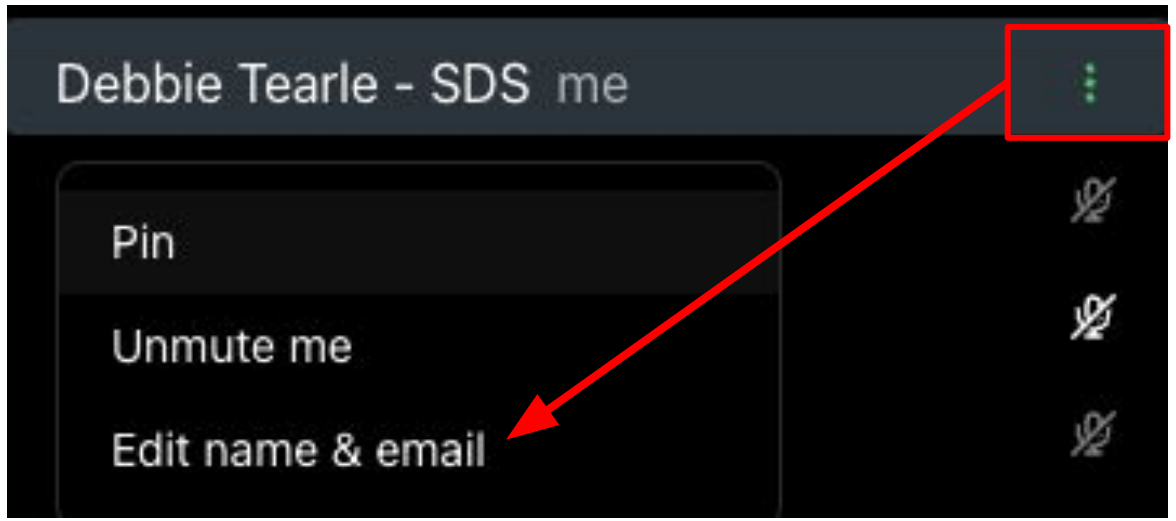
- Request Help via the **?** in the application
- View My Requests
- Email: support@schooldata.net
- Call: (509) 688-9536

Slides are posted in ProDev. The FAQs document will be posted soon to the Professional Development Opportunities section in the Help Center.

Don’t forget: Attendance Verification if you want Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



GET SUPPORT

GUIDE

https://support.schooldata.net

PHONE

509-688-9536

EMAIL

support@schooldata.net

THANK YOU

PRESENTED BY:

SchoolData.net