

OME-RESA INSIGHT

Issue 15

Fall 2014

Ohio Mid-Eastern Regional Education Service Agency

An Information Technology Center (ITC) of the Ohio Education Computer Network (OECN)

Serving an 11 county area and 45 school districts in Mid-Eastern Ohio

New Year and New Staff!

By Angela Underwood, Executive Director

It is FY15 and we have successfully begun a new school year. OME-RESA recently welcomed three new additions to the OME-RESA team. Chris Antonelli, hired January 13, 2014 and Ruby Stiles, hired March 3, 2014 are both working in the Student Services Department. James Hinerman, hired August 4, 2014, is working in the E-Rate/ Cooperative Purchasing Department. Ruby, Chris and James are working out of the Steubenville office and are great additions to the OME-RESA team. If you see any of them at an OME-RESA event, please make sure they have the opportunity to meet you.

There are many challenges and changes that districts will face this upcoming year - from EMIS changes to online testing. I take comfort in knowing that our region will adapt and succeed as we always do! Please remember that the staff at OME-RESA is here to assist members in meeting their goals. One change that we have recently made is department dialing. If you have an emergency and need to speak with someone in a certain department immediately, you will now have the option to dial a department extension and it will ring all available staff in that department.

The entire OME-RESA team would like to take a minute to thank the participating districts and their staff for the support you have provided over the years. Without your participation and leadership in our services, OME-RESA would not be one of the leading service providers that we are today!

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ADMINISTRATIVE UPDATE

District Disaster Recovery Plan Trainings

OME-RESA will present two opportunities for district personnel to attend training geared towards developing/maintaining a school district disaster recovery plan. The trainings will be held on Tuesday, December 2nd at the Quaker Dome in New Philadelphia and Tuesday, December 9th at the Ohio Valley ESC office in Cambridge. Both days the training will begin at 9:30 AM and end by Noon. You may register via the Upcoming Events section on the OME-RESA website.



This training is best accomplished by bringing a team of district personnel (3 or 4 at most). We suggest administration personnel (Superintendent/Treasurer/Asst. Superintendent) and technical staff (Technology Coordinator and Assistants) both attend as input and plan development are crucial to both areas.

The training will include how to create and plan, AND if you already have your plan created, there will be time to review it for changes and updates that should take place on a regular basis.

Any questions regarding district disaster recovery plans can be directed to Sandy Petrozzi – sandy.petrozzi@omeresa.net or 740-382-2050 ext 109.

PreK-12 Notification—What's New?

TRZ is now using the Vendorlink API to integrate Student Information data and the PreK-12 data. There are many advantages to this new method of integration; however it does effect where and what data is pulled. Listed below are the notable changes with the integration and where data is now being pulled from:

Student Accounts

- * **Student Number** - The number that is located on the student profile screen is the number that will be pulled into the student account.
- * **NOTE** - The student account number is only called when a call is placed to a grade level list or a custom list that includes the student accounts.

ADMINISTRATIVE UPDATE - CONTINUED

PreK-12 Notification—What's New? - (continued)

Parent Accounts

- * **Parent (primary) Number** – The numbers are now pulled from the primary contact for a student.
- * **Other Parent Numbers** – In addition to the primary number for the primary contact, any number listed as an Alt #, Cell, Mother's Cell or Father's Cell will be automatically added to the numbers in the parent account.
- * **Email Address** – If there is an email address in the primary contact record, this will be automatically loaded.
- * **NOTE** - If your school uses the Progressbook Parent Portal and updates their information there, it should flow down the PreK-12 notification system the next time the Vendorlink API processes.
- * **NOTE** - Parent numbers are called when a call is placed to the parent, parent emergency, all emergency list or a custom list that includes parents.

Here is the detailed explanation of how these number come over:

In the SI Database, each phone number in the Primary contact field is assigned an identifier. These identifiers are:

- 0096 - Home phone
- 0350 - Alternate Number
- 0351 - Cell
- 0353 – Mother's Cell
- 0354 – Father's Cell



We originally thought that the order of the phone number in the Primary contact would determine the way the API provides the information, making the first number the primary number. We have now found out that this is not true. In researching the API call we found that the numbers are provided in numeric order by the identifier, meaning that if a home phone is present, it will always be the primary number that comes over with the API.

ADMINISTRATIVE UPDATE - CONTINUED

PreK-12 Notification—What's New? - (continued)

Account Management

- * **Deleted Students** - If a student ID is not pulled from the API, the student is removed automatically from the school in the PreK-12.
- * **School Grade Changes** - If a school adds or removes a grade, it will automatically sync up with the system. Anyone in the removed grade will be removed from the system, and any new grades will have their students added. This will make the changes automatic.
- * **Staff Syncs** - If a staff member is entered manually, the system won't touch that record through the automated process. If a staff member has been pulled from the API it will be managed through the automated process. If a staff member that was pulled from the API is no longer in the data set, it will automatically be removed. Members manually entered must manually be removed.

As always, should you have any questions on the PreK12 Notification system, just email prek12_staff@omeresanet.net.



CO-OPERATIVE SERVICES UPDATE

With school districts struggling to do more with less, it's essential to receive maximum value for every dollar spent. OME-RESA assists by providing a mechanism for schools to pool their collective purchasing power - saving money and improving efficiency.

OME-RESA Introduces New Natural Gas Procurement Program

Based on the success of our partnership with Titan Energy for electricity procurement, OME-RESA introduced our Natural Gas Program in October. Titan Energy and OME-RESA held a seminar on October 22 with representatives from Titan Energy to explain the program to Cooperative Members. We are excited to provide an additional option for purchasing natural gas for our members.



Program Highlights:

- * Flexible contract term lengths
- * Expert energy consulting services with Titan Energy
- * Utilizations of a variety of market strategies to secure pricing

Bus Purchasing Program Bidding Results Expected Soon

OME-RESA and other state-wide cooperatives are expecting results from our bidding process on November 3rd. Once the data is compiled, we will update our website with the new pricing and product offerings.



CO-OPERATIVE SERVICES UPDATE - CONTINUED

Why It Pays to Utilize OME-RESA's Cooperative Services

Each program offered by OME-RESA and partner cooperatives is checked for quality assurance. That means that we don't allow vendors to work with our members who have poor customer service records or are unwilling to provide the best possible pricing for members.

We also take care of legal bidding requirements and fees on behalf of our members. We offer sample board resolutions, brochures, and other detailed information for each of our programs.

Member districts can rely on the OME-RESA Cooperative Services team to take the guess-work out of a complicated bidding process.

We advocate on your behalf with vendors. If at any time you have issues or questions regarding a program vendor, allow us to assist you. We are here to help.

Not sure if we offer a particular purchasing program? Contact us. We have numerous purchasing programs through local, state, and nationwide cooperative programs. If the program does not exist, we can explore opportunities to add products to existing programs or create programs to meet our members' needs.

CONTACT US TODAY

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COOPERATIVE SERVICES



STUDENT SERVICES UPDATE

Student Services Department Reminders

To ensure that you receive the timeliest responses possible, be sure that you are sending your request to the appropriate queues. Please refrain from sending issues to our personal email accounts.

StudentInformation/DASL/DATAMAP	daslstaff@omeresanet.net
GradeBook/ProgressBook, Virtual Classroom	pbstaff@omeresanet.net
Special Services/SpS	spstaff@omeresanet.net
EMIS	estaff@omeresanet.net

Professional Development

Professional Development is when Student Services staff comes to your district and directly trains your staff. This is available throughout the year for a fee. Whole day - \$500 and Half day - \$250. Please let us know if this is something that you are interested in by emailing cindy.alban@omeresanet.net



StudentInformation

At the start of this school year, users of the StudentInformation software experienced several new enhancements. The masthead has a very different look and navigational changes were made streamlining options when searching for data.

A new Discipline Module was introduced providing the user with a much more effective way of capturing data surrounding any reported discipline incident. Users may enter as much data as they choose regarding all parties involved in an incident. Features were added for districts to allow teachers to initiate discipline incidents from their gradebook. This use of this feature is up to the discretion of the district.

StudentInformation trainings were conducted in August to assist users in becoming familiar with the changes in navigation of the software. Trainings were also conducted regionally on the new discipline module.

Report Card Processing and GPA training sessions were conducted in October. These sessions are conducted annually, but this year the GPA section was added to the training in an effort to provide users with a better understanding of the GPA processing in the application software.

STUDENT SERVICES UPDATE - CONTINUED

DataMap

You can now use DataMap to manage your Student Learning Objectives (SLOs) to measure your students' growth from start to finish through a review process. Documentation has been added into the User Guide that is available on the OME-RESA website under Helpdesk and Knowledge Books.

If your district is interested in using DataMap, please contact us.



GradeBook

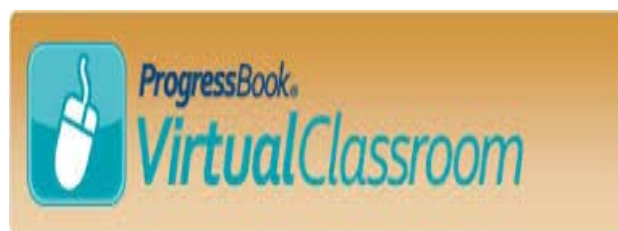
A new page has been added into the teacher's GradeBook called Assignment Maintenance. It is available on the teacher's homepage and Dashboard. This page will allow teachers to:

- * Filter the list of assignments by selecting the assignment type they want to view
- * Delete unwanted assignments
- * Change selections for posting marks to the web and/or posting the assignment to the homework planner

Documentation has been added to the Teacher's Guide available on OME-RESA's website under Helpdesk and Knowledge Books.

ParentAccess

Did you know that staff members with the roles of Clerk, Principal and School Support can now reset Parent and Students passwords? This feature must be turned on by your GradeBook Administrator and can be turned on/off for each school in your district.



VirtualClassroom

We have several districts using VirtualClassroom. Please keep in mind that VirtualClassroom is still in Beta until January, so right now, it is free to use. If you are a district that has not signed up to use it, you can feel free to try it out until January. After January, there will be a charge.

If you want to sign up for VirtualClassroom, please contact us.

STUDENT SERVICES UPDATE - CONTINUED



Special Services (SpS)

SpS Has a few New Features – You can now add a Watermark to the pages!!! Simply check the add watermark checkmark at the top of the page and uncheck it when you have your final copy. You now also have the option to include page numbers by checking or unchecking the box at the top of each form as well.

Reminder!

Reminder: When Software-Answers, the developers, are officially notified by ODE of changes, they will be applied to the forms. They do communicate on a regular basis, but until the changes are official, they are not written into the software.

EMIS UPDATE

- The new ODDEX system is up and running! At this time the SOES and cross check parts of the system are not running but should be soon.
- FY14 Graduate report period is scheduled to close on November 14th.
- Student Cross Reference system – districts should be verifying collection on at least a weekly basis.
- The new report period 'S' will be opening soon. This report period will be broken down into three reporting windows. Each reporting window will include transactions from July 1 through the end of the reporting window. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. The first window will include the following records:
 - GI, GJ, FS, FD (excluding FD 120, 140, 160, 180, 190, 200), FN070, FN270, GE, FE, FC, FL, DN (select attributes by period), and GQ (limited codes)



October 29th – EMIS Open Lab at ECOESC 9:00am – 1:00pm

November 5th – ODE/ITC EMIS Training at ECOESC 1:00pm – 4:00pm

November 10th – EMIS Report Period "S"/Gifted Training at Eastern Gateway College in
Steubenville 9:00am – 3:00pm

November 12th – EMIS Report Period "S"/Gifted Training at ECOESC 9:00am – 3:00pm

November 13th – EMIS Report Period "S"/Gifted Training at MVESC 9:00am – 3:00pm

November 19th – EMIS Open Lab at OME-RESA

December 2nd – ODE/ITC EMIS Training (round table in afternoon) at ECOESC 9:00am – 3:00pm

December 10th – EMIS Open Lab at ECOESC 9:00am – 1:00pm

December 17th – EMIS Open Lab at MVESC 9:00am – 1:00pm

FISCAL SERVICES UPDATE

Calendar Year End Treasurers' Inservice Scheduled

The annual calendar year end treasurers' inservices have been scheduled for Wednesday, December 3rd at Buckeye JVS in New Philadelphia, and Thursday, December 4th, at Eastern Gateway Community College in Steubenville. Both meetings are set to begin at 9:30 a.m., with refreshments being available at 9:00. The meeting should last until approximately 12:00. Please register from our homepage. Click on all upcoming events and arrow over to the December calendar. Choose the date you wish to attend and follow the registration prompts.



Meeting topics will cover a complete review of the payroll and budgetary calendar year end close out procedures, as well as EMIS topics/changes.

After we have our November ITC Webinar on changes and enhancements that will affect the meeting contents, we will post the general topics on the OME-RESA Website under the fiscal services department option.

Please plan to attend, if at all possible, so that you can hear all the information we've been provided in order to assist you in completing a timelier close out and to comply with state and federal mandates and deadlines.



Update on Requisition Approval Manager (RAM)

The RAM system is a third party vendor module for requisition approval online. Currently there are 3 districts using it and it is working well. We will be bringing on 2 new districts this fall.

The fee is annual so your startup year would be pro-rated from the month you have us start to set up your configuration, staff and work flows, through the end of June. You will then be billed in full on July 1st for the upcoming year.

If any district is interested please send an email to fstaff@omeres.net.

FISCAL SERVICES UPDATE - CONTINUED

New Fiscal Open Labs

In October we started providing fiscal open labs. These labs will assist users with Payroll, Budgetary, EIS, and Kiosk topics that they experience trouble with throughout the year, or those 'once a year' type of processes. Labs are being offered regionally so more people have the opportunity to attend.

These are not for new users. These are for a user, with some experience, where one on one assistance would be of great benefit. Users must send subject matter they wish to have covered in detail, that they normally have problems with, one week before the open lab in order for the instructor to prepare and ensure they get the most out of their time spent in the lab.

New User Trainings

We have completed scheduling new user trainings for the fall. New payroll trainings are scheduled for October 10th and October 22nd; New budgetary on October 8th. To register go to the OME-RESA home page, choose departments then fiscal services. Select the training you wish to register for under fiscal events and complete the information. More will be scheduled in the spring.



New EMIS Reporting Periods

ODE has changed the EMIS reporting periods, **S** for student and **L** for staff/staff course master data. It is very important to keep up with the staff changes in your district as they occur. Since your district has the option to report staff information weekly, you will need to update your job screens with correct position start dates and changing the report to EMIS flag to Y or N when employee's positions change. You want to give ODE the most current information so your funding is current.

INFOHIO UPDATE

New INFOhio Website



- Check out what's new and upcoming in the middle of the home page.
- Have a smart phone, iPad, or tablet? Our new website is formatted to view on them too!
- Students – pick your grade level and click to see the best resources for you.
- Parents – lots of information for you on our resources and ways to help your child.
- Educators – click to find the tools and resources to help you meet Ohio's New Learning Standards.
- Library Staff – the Workflows Hand book has a new look, plus lots of helpful information just for you.

INFOHIO UPDATE - CONTINUED

BookFlix – 5 New Title Pairs Added for 2014/15



Fiction Titles

- And then It's Spring
- Bear Has a Story to Tell
- Edwina the Dinosaur Who
Didn't Know She Was Extinct
- The Librarian from the Black Lagoon
- The Ant and the Grasshopper

Non-Fiction Titles

- ◆ How Do You Know It's Spring?
- ◆ How Do You Know It's Winter?
- ◆ Tyrannosaurus Rex
- ◆ A Day with Librarians
- ◆ Inside an Ant Colony

Also, there are updated lists of all titles (sorted by Title, Accelerated Reader Level and Lexile Level. These are located under the Blue Help button from the BookFlix resource.

INFOHIO UPDATE - CONTINUED

New DVC Titles for 2014/15



- * Core Meteorology - Atmosphere
- * Core Meteorology – Climates
- * Core Meteorology – Weather
- * Great Authors of the British Isles
- * Orbit – Earth’s Extraordinary Journey
- * Secret Universe – Journey Inside the Cell
- * School Bus Safety
- * Bullying Prevention for Students
- * Atom: Clash of Titans
- * Atom: Key to the Cosmos
- * Atom: The Illusion of Reality
- * Rise of the Continents: Unlocking the Secrets of a Lost Land
- * A History of Great Playwrights

DVC – New Citation Tool

■ **Example Citations**

- Specific to each title
- MLA Format
- APA Format

Example Citations

MLA Format:
 "Digestion." Digital Video Collection. Ed. Grover V. Disney Educational Productions, 1995. Disney Video. September 22, 2014.

APA Format:
 Ed. Grover V. Disney Educational Productions, 1995. January 1, 1970. "Digestion." (Date Rec.). Retrieved from http://infohio.org/search/index.html

INFOHIO UPDATE - CONTINUED

INFOhio ISearch Released October 1st, 2014



- * ISearch is offered FREE to All Ohio PreK-12 schools, public and private.
- * ISearch makes finding resources at different reading levels easy. Just click either the Basic or Advanced tabs to find the level you need.
- * Although ISearch is open to all Ohio PreK-12 students, it works best for 4th-12 graders, students who are now “reading to learn.”
- * You can start using ISearch now at <http://isearch.infohio.org>. Or just use the search boxes on the INFOhio student resources pages.
- * If you are prompted for one, enter your district’s username and password. If you don’t know it, ask your school librarian or complete the Find My Password fields at <http://www.infohio.org/students/er/find-my-password> to get it automatically.

INFOHIO UPDATE - CONTINUED

New Back to School Bags Available from INFOhio



First grade students learn about Johnny Appleseed, apples, and other harbingers of autumn while meeting ELA, math, and social studies standards in this Back to School Bag for teachers. In addition to the lesson plans and activities, teachers will find assessments, rubrics, graphic organizers, related websites and resources, tech skill practice suggestions, curriculum correlations, and reading lists for storytime, all centered around an autumn theme.



Second grade students learn about animals and their habitats while meeting ELA and science standards in this Back to School Bag for teachers. In addition to the lesson plans and activities, teachers will find assessments, rubrics, graphic organizers, related websites and resources, tech skill practice suggestions, curriculum correlations, and reading lists for storytime, all centered around an animal habitat theme.



Third grade students learn geography, map reading, and state facts while meeting ELA and social studies standards in this Back to School Bag for teachers. In addition to the lesson plans and activities, teachers will find assessments, rubrics, graphic organizers, related websites and resources, tech skill practice suggestions, curriculum correlations, and reading lists for storytime, all centered around a geography theme.



Kindergarten students learn about the exciting lives of firefighters and fire safety while meeting ELA, math, and social studies standards in this Back to School Bag for teachers. In addition to the lesson plans and activities, teachers will find assessments, rubrics, graphic organizers, related websites and resources, tech skill practice suggestions, curriculum correlations, and reading lists for storytime, all centered around the fire safety theme.

Look for these and other helpful information under the INFOhio Toolkit

INFOHIO UPDATE - CONTINUED

INFOhio Webinars



Free Internet Safety Curriculum: What Every Ohio K-12 School Need to Know Now!
October 20, 2014

- Online course curriculum FREE to all Ohio K-12 schools
- Curriculum units for grades K-2, 3-5, 6-8 and 9-12
- Meets school E-rate reporting and CIPA mandates
- Includes LMS for assessments and record keeping

Join us at this webinar to explore the dynamic course units and new materials which have been added to Learning.com's EasyTech Online Safety curriculum for the 2014-15 school year. Presenter, Tricia Kluener, Technology Integration Specialist from Ross Local Schools, will share how she has been using the curriculum for years with grades K-12 and how school district can meet CIPA requirements using the curriculum. Explore course activities that positively inspire students as they learn about digital citizenship topics and appropriate online behavior. Discover how easy it is to use the LMS for assessment and record-keeping to document E-rate compliance.

INFOHIO UPDATE - CONTINUED



The Close Reading Model: Slow Down and Comprehend November 13, 2014

Ohio's New Learning Standards for English Language Arts/Literacy require teachers to provide students with frequent practice reading complex texts. Many educators, concerned that their students cannot comprehend complex text, feel at a loss for how to help them master the skill. In this session, participants will examine the "close reading model," which supports access to complex text for all students. We will learn what close reading looks like in practice and explore resources to support teaching it.

Remember to check back for an updated listing of webinars for 2014/15 as they are scheduled. All webinars are recorded and archived if you cannot watch them live.

TECHNICAL SERVICES UPDATE

TSD Extended Services:

- Virtual server hosting
- Offsite backup
- Manage VOIP services
- Managed wireless services
- Mobil Device Management (MDM) with AirWatch
- Email archiving
- Project consultation

Service Highlights:

- IPTMS (VOIP) summary: Currently providing managed voice services to 6 districts (1000 + phones)
- WLMS (Wireless) summary: Currently providing managed wireless services to 12 districts (400 + access points)
- Server hosting summary: Currently hosting 25 virtual server deployments, which provide a variety of applications for nine district entities. (Citrix, Active Directory, Curriculum and Mobile Device Management)
- Mobile Device Management (MDM): Utilizing AirWatch to provide MDM services for 11 districts totaling over 1700 mobile devices
- DR backup summary: Currently providing offsite backup services to 9 school districts (38 TB of data being maintained at the State DR site)
- System application summary: Technical services have installed multiple software releases and/or hot fixes relative to Student and Fiscal service applications.

WAN Update:

- OME-RESA is maintaining over 95 high-speed direct connections that provide over 7Gbps of bandwidth capacity
- Daily ITC internet utilization has begun to peak collectively over 1.2Gbps to OARnet
- Our commodity bandwidth to OARnet was increased to 2Gbps on September 1, 2014.



TECHNICAL SERVICES UPDATE - (CONTINUED)

Projects Update:

- Horizon installs are complete.
- Time Warner ELAN upgrades are complete.
- AT&T upgrades are pending.
- Horizon: The new secondary 10GB connection to OARnet is on track to be completed by mid-November
- Check out our updated department webpage: <http://www.omeresa.net/TechnicalServices.aspx>. We have added some helpful links for commonly used resources including links to subscribe to the US-CERT site for daily updates of the most frequent, high security incidents being reported by US-CERT.
- Google E-mail migration is in progress.



Best Practices to Combat Spam:

- Never make a purchase from an unsolicited email.** If spamming weren't economically viable, it would be obsolete. Not only can an email user fall prey to a potentially fraudulent sales scheme, but his or her email address can also be added to the numerous email lists that are sold within the spamming community, further compounding the number of junk emails received.
- If you do not know the sender of an unsolicited email message, delete it.** While most spam is usually just annoying text, a spam email message could actually contain a virus and/or other exploit that could damage the computers of all who open it.
- Never respond to any spam messages or click on any links in the message.** Replying to any spam message, even to "unsubscribe" or be "removed" from the email list only confirms to the spammer that you are a valid recipient and a perfect target for future spamming.
- Avoid using the preview functionality of your email client software.** Many spammers use advertising techniques that can track when a message is viewed, even if you don't click on the message or reply. Using the preview functionality essentially opens an email and tells spammers you are a valid recipient, which can result in even more spam.
- When sending email messages to a large number of recipients, use the blind copy (BCC) field to conceal their email addresses.** Sending email where all recipient addresses are "exposed" in the "To" field makes it vulnerable to harvesting by a spammer's traps.
- Think carefully before you provide your email address on websites, newsgroup lists or other online public forum.** Many spammers utilize "web bots" that automatically surf the Internet to harvest email addresses from public information and forums.
- Never give your primary email address to anyone or any site you don't trust.** Share it only with your close friends and business colleagues.

TECHNICAL SERVICES UPDATE-(CONTINUED)

- **Have and use one or two secondary email addresses.** If you need to fill out web registration forms, or surveys at sites from which you don't want to receive further information, consider using secondary addresses to protect primary email accounts from spam abuse. Also, always look for a box that solicits future information/offers, and be sure to select or deselect as appropriate.



Technical Advisory Group Meeting:

Date: December 20th, 2014

Time: 10am – 1pm

Location: St. Clairsville High School Library

Agenda: TBA

Please refer to the Technical Services departmental page for the list of current TAG members.
Communicate any comments, questions and/or concerns to your area representative.

Regional Fall Technology Meeting:

Date: October 28th, 2014

Time: 9am – 12pm

Location: Toronto High School, (Library/Media Center)

Agenda: TBA

Visit us at
www.omeresa.net



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