

**Minutes of Colorado SASIxp™ Users Group
Steering Committee Meeting
Monday, October 14, 2002**

Time & Place: 9:00 a.m., Adams County School District #12 Administration Building

Present:

| | |
|--------------------------------|-----------------------------|
| Jim Anderson, Denver | Kathy Green, Douglas County |
| Steve Bohlender, CIC | Linda Hayes, Adams 12 |
| Marge Cutler, Centennial BOCES | Susan Jones, Boulder Valley |
| Bob DeBlauw, Adams 14 | JJ Kane, Academy |
| ? Dunn, Academy | Wes Kopp, Adams 12 |
| Pete Denzin, Windsor | Chris McQuain , Thompson |
| Jeremy Felker, Littleton | Patrick Mount, Windsor |
| Patty Fry, Summit County | Mike Noe, Centennial BOCES |
| Cam Furness, Thompson | Patty Roundy, Aurora |
| Deb Gerhart, Steamboat Springs | Melissa Schunk, CIC |
| Ann Godfrey, Brighton | David Wright, CDE |

Business Meeting:

- CIC Presentation
 - Mobile School Solutions Inc. – ([Admin](#) / [Teacher](#)) Palm / Pocket PC applications for teacher gradebook (IGPro), attendance (CLASSxp), and administrator access to SASIxp student data.
 - Most of the other student database handheld applications support only Palm (not Pocket PC) and is one-directional, only reading data.
 - This product is a web-based application, and is two-directional upon sync.
 - Current application requires Avant Go (\$80/user); however an ActiveX application is being developed.
 - Site (school) license is \$1000 for first application, \$500 per additional application. Also offered in a District license at approximately \$2/student.
 - [CIC ReportWizard](#) – Standards/skills based report cards for combining standards information with traditional grades (elementary and secondary applications).
 - [CIC ScoreAnalyzer](#) – Data analysis tool for extracting student achievement data from SASIxp Extended Test History and/or ABACUSxp, and analyzing this data graphically for non-technical end users.
- October Count – included as part of district sharing.
- Annual Conference Update
 - Patty passed a handout. 181 registered to date. Discussed confirmation through email as was done last year. Will confirm with same process.
 - With Rick in DisneyLand, no discussion about schedule until next month.
 - Discussion about permitting vendors at this year's conference. Five to seven have expressed interest. Space would be available at new venue. We have never charged a fee in the past, while national conference charges \$1700. Steve suggested making a \$500 charge, and including a hospitality room and a presentation room. Steve volunteered to be the vendor liaison.
 - Need to recruit presenters and bring those names to November's meeting.
 - Will pay \$50 for bullpen facilitators (a m. or p.m.).

Some Items from District Sharing:

- Aurora
 - October Count problems (using Supplemental atom):
 - Codes are being truncated and not matching in tables. Would need to query change codes to match.
 - No place in October Count Supplemental for CSAP label portion. Requires a mass change in Access.
 - State may give error (not fatal) if CSAP data not included.
 - Atom is working; anticipating detailed documentation
- Brighton
 - Out of disaster mode related to network issues.
 - Using Access for October Count (developed by Scott Boreis).
- Steamboat Springs
 - Installed version 5.0.
 - Plan to use NCS' Supplemental Atom for October Count.
- Douglas County
 - Certifying users in Basic Apps, Enrollment, etc. This has made a significant improvement in data errors for October count. Using Scott Boreis' program for October Count.
 - Seeking state permission to make a single submission for CSAP labels since they are a track-district; may get a one-week grace.
 - Will hire one half-time
- Windsor
 - Scrubbing data in October Count. Questions:
 - How will SASIDs be imported in the future? Jeremy feels that this can be taken care of within CSUG, perhaps using Access and Import/Export. Will discuss further at November meeting.
 - How will we all track continuous U.S./Colorado/District public school enrollment?
 - Are all districts using the Passport field for SASIDs? Some districts are using AltID#1 field since Passport field contains other data.
 - Installing ISIS at middle school and high school.
- Littleton
 - Debating between NCS Supplemental atom or creating own solution for October Count using Access.
 - May hire a district registrar to handle SASIDs using central enrollment. Benefits included consistent data entry.
 - Piloting Pinnacle at four schools with terminal server for applications.
 - Begun training principles and assessment people to use pivot tables to look at CSAP data.
 - Working with Boulder Valley and Microsoft using SIF (School Interoperability Framework) technology to automatically grab state ID when enrolling new students and place into SASI.
 - Seeking to develop single database for all achievement data management (financial, state report card, SASI information, etc).
 - Suggested that CSUG gain independence from vendors and to focus resources on developing solutions within our group.
- Thompson
 - Dealing with implementation issues as this is the first year on SASI district-wide.
 - Asked about use of EduLog. Kathy suggested using Address Validation.
 - Considering a district-wide SASI steering committee. Kathy shared that this works well in Douglas County.
 - Brought nine secondary schools up on IGPro.

- Centennial BOCES will do October Count for Thompson.
- Summit
 - Running version 5.0 SR2.
 - Using Pinnacle at Middle and High Schools, reports no troubles.
 - Using NCS Supplemental Atom for October Count. Needs to clean up data.
 - Will re-submit October Count in December.
 - Not concerned about CSAP as Summit experiences low mobility once the school year is underway.
- Adams 12
 - Version 5.0. Found a problem with GPAs not being calculated (working with NCS).
 - Using 11-mark report card due to an addition of five traits.
 - Pinnacle Plus has been a ‘nightmare.’ Took eight weeks to get program installed at two elementary schools (not calculating grading objectives correctly).
 - Using Scott Boreis’ Access program for October Count.
- Academy
 - Build a new state-of-the-art data center at district warehouse. All servers will be housed there. UNIX servers and fiber district-wide.
 - Needing to re-configure SASI security as previously all users had full access to all atoms. Ann suggested creating a template school with default security access. Who is allowed to add new users? Other suggestions included setting up user groups for network security.
 - Will complete October Count using Access. Struggling with multiple databases and the need to obtain data from different sources.
 - Will attend certification training, wanting to learn more about Import/Export
- Centennial BOCES
 - Uses COBAL program to extract CSAP data for Thompson to state. Had 100% failure rate on SchoolID during initial submission.
- Denver
 - Uses Oracle for October Count.
 - Will roll all schools to Terminal Server and centralize servers over next two years. Speed has greatly improved since making the change at several schools. Issues with IGPro and ISIS in this process. Need to limit to seven schools/150 users per school.
 - Low-end machines have slowed SASI across network. Requiring P2 with 64MB RAM.
 - Have four district user groups: extended, core, specials, and technical. Recommends a look at products available.
- Boulder
 - Cleaning data for October Count.
 - Wanting to look at Elementary report cards.
 - SIF prototype server coming online. This may help address duplicate ID.

Meeting adjourned at 12:10 p.m.

Next meeting scheduled for November 18th due to Veteran’s Day. Will host a one-hour session to discuss processes for importing SASIDs.

CIC's Report Wizard

- **Need to** provide professional quality reporting of student achievement to parents?
- **Need to** be able to generate report cards for your students, including either standards or skills, either with or without traditional letter grades?
- **Are you** currently using NCS Learn software products for your student administrative needs?

If the answer to the above questions is YES, then CIC ReportWizard are for you! Our software can be used in conjunction with NCS Learn administrative software (SASlxp, CIMS GT, InteGrade Pro, ABACUSxp, or a combination of these products), providing teachers with the ability to enter student marks, combining traditional letter grades with standards / skill marks onto a customizable report card, designed to meet your school / district requirements.

Fully-integrated NCS Learn administrative software is used by teachers to enter marks for each student; class rosters, student demographics, grading standards / skills and attendance information is maintained from a single, integrated database, reducing time required for teachers to maintain this information and report student achievement to parents.

CIC ReportWizard allows information from the database to be formatted to YOUR school / district requirements, including school / district logos, attendance information, teacher-entered comments, and letter, standard, and skill marks (along with other demographic information) all together on a high-quality report. No more 3 or 4 part forms for teachers to fill out by hand each term – data from their gradebooks and / or ABACUSxp is printed for you!

Report cards can be generated for all students, students in a selected grade or range of grades, by teacher or group of teachers, and for individual or groups of students, using CIC's unique "Wizard" interface. The CIC Wizard makes printing report cards a simple task for non-technical end users. Report cards can be generated at any time; report card data can be transferred and archived longitudinally in SASlxp or ABACUSxp, allowing teachers to access student report cards electronically from the familiar teacher desktop interface provided by CLASSxp.

Report cards can also be generated in English or other languages (Spanish, French, etc.), allowing parents and students to see report card information in their native language. Teachers enter student marks in English, and the software uses a translation table to generate report cards in multiple languages.

Benefits:

- Duplication of work by teachers to track and report student achievement is eliminated
- Parents receive a SINGLE report, including all student achievement and attendance information in an easy to understand format
- Teachers can access student achievement for multiple years to better understand student strengths and areas for improvement
- Investment in NCS Learn administrative software is enhanced with minimal change for end users

Highlights:

- Teachers can enter student progress with familiar, integrated software tools to reduce data entry time
- Updates to class rosters are maintained automatically for teachers
- Changes to the report cards (new standards, new skills, etc. can be made by non-technical end users without additional programming
- Report cards can include standards, skills, traditional grades, comments, attendance, and demographic information on a SINGLE report
- Additional information (such as school logos) and special formatting can be added to make the information easy to understand by parents
- Report cards can be customized to match desired format (either your current format or a new one)
- Printing in English, Spanish, French, and other languages is available
- "Wizard" user interface makes printing report cards a snap for non-technical end users!



Peopleware

For a live web demonstration or pricing information for your District / School, please contact Marilyn Goetz (CIC) at (800) 437-7457, x-105, or e-mail Marilyn at:

mgoetz@cicesp.com

CIC's Score Analyzer

- **Need to** analyze student achievement results, including state assessment scores, norm-referenced assessments, and criterion-referenced assessments?
- **Need to** be able to easily break down student proficiency levels by school, grade, teacher, and other demographic fields (such as ethnic, gender, SES, time in district, etc.), and display data graphically?
- **Need to** aggregate student proficiency to report on standards?
- **Concerned about** tracking and reporting required by the No Child Left Behind Act?

If the answer to the above questions is YES, then CIC ScoreAnalyzer is for you! Our software can be used in conjunction with NCS Learn administrative software (SASlxp, ABACUSxp, IG Pro, or a combination of these products), providing teachers and administrators with the ability to aggregate and disaggregate student proficiency scores, designed to meet your school / district requirements.

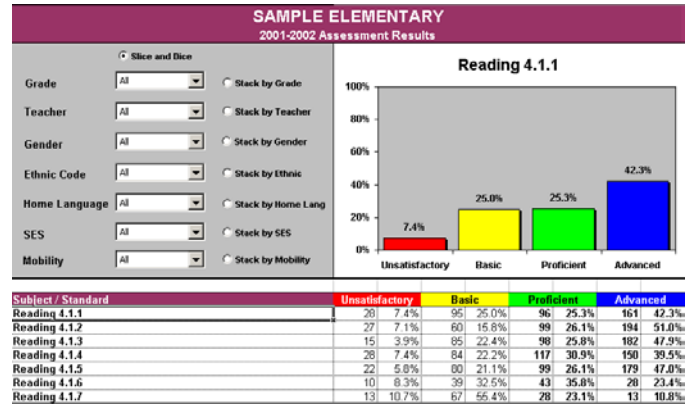
Fully-integrated NCS Learn administrative software is used by teachers and staff to maintain a database of student test scores, either from Extended Test History, ABACUSxp Mastery, IG Pro Link or a combination.

Student demographic information (gender, grade, ethnic, SES, years in district, etc.) is maintained in the Student database for SASlxp / ABACUSxp. No more import / export of data to additional programs for analysis!

CIC Score Analyzer allows information from your database to be summarized by student, standard, and date (or date range). The data is then exported to a pre-defined Excel worksheet template. Data is then accessible by student (for detailed review), or is also summarized by district / school and standard.

Summary data can then be reviewed on-screen, including a table for each standard and a chart. The chart changes dynamically as the cursor is moved from subject to subject, making the reports simple and easy to use by non-technical end users.

Disaggregation options are also provided in a "drop-down" format, allowing the data to be broken down by single or any combination of field(s) for further analysis. This allows district or school data to be broken down by grade, teacher, or any combination of demographic fields for further analysis.



Benefits:

- Analysis of student achievement scores is summarized quickly and easily, reducing time needed to generate meaningful results
- School administrators can easily spot trends in student performance, allowing quick adjustments to processes to improve student learning
- Teachers can access student achievement to better understand student strengths and areas for improvement
- Student proficiencies are summarized for quick and easy reporting (in district and to the state) on standards and requirements for the No Child Left Behind Act

Highlights:

- Utilizes existing SASlxp and ABACUSxp databases, no additional data entry required!
- Available for use with multiple types of assessments, including state assessments, NRT's, and criterion-referenced scores
- Allows for "slice and dice" of student achievement data to easily understand data and identify trends
- "Wizard" user interface and use of Excel makes summarizing and using the data a snap for non-technical end users!



Peopleware



Administrator Revolutionizes School Security & Communications

Give your school the extra measure of protection you need with SchoolPalm's innovative Mobile Administrator. Anywhere on campus—from your hallways and playing fields to your parking lot— Mobile Administrator gives you fingertip access to your entire student database and records data so you can rapidly respond to any situation. When you see students in the hall during classes, Mobile Administrator will instantly deliver their schedules, disciplinary histories and more with the simple tap of a stylus or a scan of their ID cards. With complete student records for every student in hand, you'll eliminate frequent and time-consuming calls to the front office and safeguard your campus like never before.

The Information You Need On or Off Campus

The leading school administration software for personal digital assistants (PDAs), Mobile Administrator lets you store student records from your SIS package on your handheld device. There, the data is immediately available, even at field trips and sporting events. You can enter disciplinary actions and notes at the point of activity. When you use rugged Symbol® SPT 1550, 1700 and 2800 handhelds, you can scan a student's ID barcode to instantly display that student's data. You can add a handheld printer and even print disciplinary tickets or permission slips on the spot. To ensure your information is always current, you can synchronize your records with the school's database at any time simply by uploading your information to the SIS and downloading any new data directly to your PDA.

Increase Security, Reduce Liability

Mobile Administrator stores the information you need—student schedules, disciplinary events, attendance records, parent contact information and health, and emergency data—so you can act quickly in every circumstance and effectively control your campus. You'll leverage the power of information to enhance parents' peace of mind and dramatically improve your crisis management.

The Safety of Real-time Campus Communications

Mobile Administrator lets you use PDAs with wireless communications to access the school network, chat with colleagues, email parents and even retrieve information

from the school Web site, all in real-time. Wirelessly synchronize data between your Mobile Administrator and SIS package as often as needed. With one handheld device, you can rapidly access and store data, communicate and summon assistance.

Easy to Install and Use

Mobile Administrator is easy to install and won't exhaust your IT resources. Simply download your files into the software and your solution is operational. It is flexible enough to meet your needs and effortless to use, which means you and your staff will not require hours of training. To display a student's records, simply point and tap or scan an ID barcode. And synchronizing Mobile Administrator with your SIS package is a snap.

Scalable & Standards-based

Mobile Administrator can help safeguard any campus, from the smallest to the largest, providing investment protection as your needs change and grow. The solution is compatible with leading SIS packages and with Microsoft Mobile PC, Palm, Windows and Macintosh systems. It also relies on the 802.11b wireless Ethernet standard for cost-saving interoperability with your existing technologies.



See the back for the full feature set and device compatibility.

Affordable & Efficient

Mobile Administrator meets schools' budgets as well as their security needs – but it doesn't stop there. You can make the solution even more affordable by turning to Schoolpalm as an application service provider to host your Mobile Administrator server. It's just one more reason why more and more schools are empowering their administrators with Mobile Administrator – the proven, cost-effective security solution from Schoolpalm.

Visit our Website at: www.schoolpalm.com

Mobile Teacher

Symbol's Mobile School Software Transforms Classroom Management

Free your teachers from repetitive administrative tasks and time-consuming trips to the front office with Symbol's revolutionary Mobile Teacher. Whether you're swiping bar codes on student IDs to transmit the latest attendance records or storing grades at home for next day uploading, Mobile Teacher gives teachers complete control over students' information. Compatible with many leading SIS and grading systems, Mobile Teacher comes with built-in security that tracks hackers down. And because it runs on any handheld computer, the Symbol system delivers the full organizing and communications power of a personal digital assistant (PDA). With easy-to-use Mobile Teacher, teachers focus their class time on lessons - not paperwork - and students learn more.

Student Information On and Off Campus

Mobile Teacher downloads class lists, attendance records, grades, and other student information quickly and easily. Teachers can access and update all of this data at the point of activity, whether in classrooms, auditoriums, or on field trips. Coaches on the athletic field or mobile teachers far from their desktop computers enjoy complete access to current student information. And by syncing Mobile Teacher with SIS and grading systems throughout the day, teachers ensure student records are always up-to-date and accurate.

Attendance Reporting At Your Fingertips

Mobile Teacher makes attendance taking a snap. Instead of using bubble sheets, with their 30 percent error rate, teachers simply tap their stylus on alphabetized menus or read student IDs with a bar code scanner built into rugged Symbol® SPT 1550, 1700, and 2800 handhelds or other PDAs. Results are instant, accurate, and easy to change if a student arrives late. Mobile Teacher also ensures up-to-date class lists by adding and dropping names automatically based on front-office enrollment changes. With Mobile Teacher, teachers will never again be surprised by an unfamiliar face in class.

Grading Anytime, Anywhere

Mobile Teacher lets teachers score tests and grade assignments at

home, increasing their productivity and safety. Instead of staying late in an empty school, they can effortlessly input grades on a PDA, then upload their gradebook to the SIS in the morning.

Closer Communications With Parents

Mobile Teacher puts student records and parent contact information in teachers' hands so they can call parents from classrooms or easily bring grade and discipline records to parent/teacher conferences. Working with parents to improve their child's performance has never been easier.

Life-Saving Information In Easy Reach

Mobile Teacher puts current student health records and emergency contact information in teachers' hands to let them summon help when every second counts. PDAs with wireless communications let teachers enhance security using a "panic button" function that instantly alerts the main office in a crisis.

Current Data - Wherever Students Go

Mobile Teacher is completely portable. Teachers can instantly access grades and class lists in temporary classrooms or cafeterias or carry essential student data to the library or on field trips. They can even check attendance outside during a fire drill or discuss grades during lunch. With Mobile Teacher, any location can be a classroom.

Simple to Use

Mobile Teacher meets teachers' needs for user-friendly technology they can learn in a flash. The system's standard PDA interface makes it especially easy for new users to grasp. Mobile Teacher also works with Palm, Microsoft Pocket PC, Windows, and Macintosh operating systems. The software even loads simply on dozens of handheld computers at once. Using Symbol's breakthrough solution, your entire faculty can reap the full benefits of Mobile Teacher in less than one day of school.

Visit our Website at: www.education.symbol.com