

# Log-on



November, 2003

Mifflin County School District Technology Department

Issue 17

## **T**echnology Update

by Kirk McMinn  
*Director of Information Systems*

### **Implementation of SASIxp and CLASSxp**

The Technology Department would like to congratulate the entire staff for doing a great job during the first months of implementing SASIxp and CLASSxp.

The implementation began with the Technology Department Data Managers exporting student data from the Tenex system and importing it into the SASI system. The enrollment and attendance secretaries then started to check data and enter student attendance information. At almost the same time, the guidance secretaries had the monumental task of making sure all the student schedules were in order.

The program was then introduced to principals, teachers and guidance counselors. This group checked the student data again to make sure students were assigned to the right classes. During the first week of November, teachers entered over 21,000 grades for approximately 3500 students. This method proved to be more accurate than the bubble sheets and the few missing grades were corrected in less than a day.

One of the most impressive groups were the teachers who had never used the computer before this September. They not only had to learn how to put their grades in CLASSxp, but also how to log in and move through the basic operations of the computer.

### **Integrate Pro**

The next area we will implement is the electronic grading program, IntegratePro. IntegratePro is a full featured, electronic gradebook that will make it easy for teachers to enter assignments, grades and student attendance. Twenty-five teachers will start using the program this marking period and they will train teachers at the building level during the third marking period.

Teachers will find reports, printable seating charts, class attendance, progress reports, emergency information, student grades and parent information very easy to access. Report card grades can be submitted directly from Integrate Pro without having to reenter them into CLASSxp. Over the next year we will offer several opportunities for teachers to attend training sessions. We hope that all teachers will be using IntegratePro by the end of the 2004-2005 school year.

### **CLASSxp at the Elementary level**

During January, we will also start to address the elementary level. The elementary teachers will enter grades at the end of the first semester. Mentor teachers from each building will receive training in January. Those teachers will then train and help other teachers enter the first two marking period grades in early February. Elementary teachers will continue to do the report cards by hand this year. In the spring we will review SASI elementary report card options. At the beginning of the 2004-2005 school year, the elementary level will hopefully start to use an electronically generated report card.

### **Future Plans**

Eventually, teachers will have the ability to post their grade book information on the web site and parents will be able to access their student's grades and assignments.

Once again we would like to thank the staff for all the help in making the SASI implementation a success.

# Elementary Computer Program

The Elementary Computer Program was featured at the November 6, School Board meeting. Karen Galbraith, Elementary Computer Coordinator, gave a presentation explaining the changes in the Elementary Computer Program, the Planned Course and the skills taught and assessed at each level. The presentation illustrated the lessons and projects teachers were doing at each level and included pictures of students and teachers working on various computer projects.

Mrs. Ressler's computer students, Aaron Michaels and Brooke Riden, shared their computer experiences at the Board meeting. They are third grade students at Brown Elementary. Their teachers, Mrs. Collins and Mrs. Richards, took photographs of the Farm Field Trip in September and the students wrote articles using the

computer and drew pictures about their trip. Mrs. Ressler scanned the drawings and inserted the pictures and student articles into a powerpoint presentation and created an Ag Day booklet. Aaron and Brooke shared their articles and told the School Board about the skills they were learning and how they developed their articles and drawings. They gave the School Board members copies of the booklets they made. They did an excellent job of communicating information and speaking in front of a group.



When we went to Glick's Dairy Farm, we learned that the cow's horns need cut off so the cows won't hurt the farmers. Farmers use a pill gun so they help them take medicine. The farmers use tags for identification. I learned lots of things about cows.

Elementary Computer Teachers, Nancy Ressler, Suzanne LaMarca, Stephanie Moon and Lanielle Reese were present. They each commented on how pleased they were with the progress of the program.

They felt that the cooperation and positive responses from the classroom teachers contributed to its success.



## CLASSxp

**N**iki Syoc, a new math teacher at LAHS and LMS, previously taught in the Bellefonte School District and has experience using both CLASSxp and Integrate Pro. She shared some of her thoughts and experiences in this article.

CLASSxp was used by the teachers in both the Bellefonte Middle and High School to do attendance. The teachers thought it was easy to learn and easy to use. They had the option of using Integrate Pro as their electronic grade book or just submitting the grades to CLASSxp at the end of the marking period. Many chose to use Integrate Pro because of its compatibility with CLASSxp. This made entering grades at the end of the nine weeks much easier. "Integrate Pro took sometime to learn but by the end of the marking period, teachers felt comfortable and actually enjoyed using it," Niki stated. Teachers had one half day of in-service training before they started to use it as well as reference sheets to help them as they worked.

Bellefonte did not have Integrate Pro on line and available for parents, but teachers could email their progress reports to parents. The progress reports looked just like the grade book with tasks listed (homework, classwork, tests, reports) and grades given for each task. This had a positive influence on both parents and students. Parents appreciated this more than a report card because they could see actual test grades and homework assignments. Students were more apt to complete homework because they knew their parents could see every assignment.

Niki is excited about the introduction of CLASSxp and Integrate Pro in the Mifflin County School District because of the time it will save everyone involved in the grading process.



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**Software Conversion** is never easy. A special thanks goes to each of these departments.

### **Guidance Department**

The decision was made to convert during the most critical time of scheduling. This group was expected to verify and make changes in two separate software systems just a few weeks prior to the beginning of school. With much effort and little time, they accomplished these goals.

### **Attendance Department**

With the least amount of training, this department pulled through on the first day of school and continues daily. The importance and integrity of attendance and enrollment history is imperative. These records are reported to the Department of Education for State Funding.

### **Teachers**

Teachers agonized over the summer months not knowing what would be expected of them. Finally, the secondary teachers had the chance to say good-bye to scan sheets. Everyone made the first marking period deadline and grades were entered in CLASSxp.

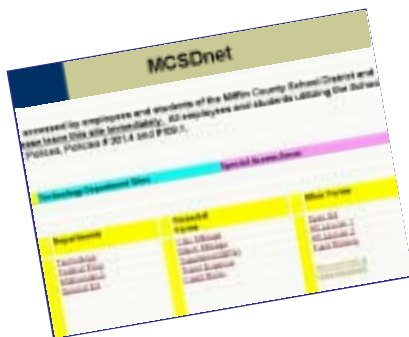
### **Principals**

The principals had to learn a new discipline system and make sure the staff was prepared to enter grades using a computer. All of the grades for the first marking period have been entered with the great support of the principals.

**Thank you** to everyone for making this conversion a success.

► **Work At Home Software Available**

In September, the district entered into a Microsoft School Agreement, which covers our licensing of Microsoft products. One of the many benefits of this licensing agreement is the availability of the PC versions of the Microsoft Office, Microsoft Publisher, and Microsoft FrontPage applications for “Work At Home” use by faculty and staff. Microsoft defines



“Work At Home” use as working on school-related, not personal, projects at home.

Interested faculty and staff must sign a usage agreement, which is available on the MCS D Intranet at <https://intranet.mcsdk12.org> in Microsoft Word format. The usage agreement must be printed, signed, initialed, and sent via interoffice mail to the Technology Department in the Administration Building. Upon receipt of your completed usage agreement, you will be loaned one of four installation packets containing the media for the Work At Home applications. You can use the enclosed media to install the applications on your home PC. The complete installation packet is due back to the Technology

Department via interoffice mail within two days.

Before requesting the software, please ensure that your home computer meets the necessary system requirements for the applications. This information can be found at:

<http://www.microsoft.com/catalog/default.asp?subid=22>.

It is important to note that this software is offered without support from either Microsoft or the MCS D Technology Department. Should you encounter difficulties with installation or usage of the Work At Home software, help can be found at: <http://support.microsoft.com>.

► **Intranet and WWW2 Teacher Web Sites**

Faculty web sites on the Intranet will soon be removed. Many of these sites were created for web training and have been inactive. Active web sites, those that have had changes made to them in the last year, will be moved to the WWW2 web server. Faculty who would like to have a web site on the WWW2 server should contact Nancy Machmer via email ([ncm12@mcsdk12.org](mailto:ncm12@mcsdk12.org)) or call the Highland Park Elementary Office (248-0145) for more information.

The WWW2 web server is viewable to everyone who has Internet access. If you have a web site on WWW2 and wish to have your web removed, please contact Nancy Machmer. Links to faculty sites that were used

for training and have not been recently updated will be removed from the WWW2 home page.

► **WorldBook Online Reference Center**



The MCS D subscribes to the **WorldBook Online Reference Center** for all of its students and staff. It can be easily accessed at school and can be found on the Reference site on Curriculum Links or by typing the following address in the url: <http://www.worldbookonline.com>

To access it from home or from another computer, use the link on the main MCS D webpage or type the following address in the url: <http://www.mcsdk12.org/wb.htm> You will be prompted to enter your MCS D user name and password. You will then have full access to the many resources on the site.

Our goals are to provide staff with up-to-date information regarding all areas of technology, share helpful hints and ideas, showcase teachers and students and communicate staff development plans. Any questions or suggestions can be directed to **Karen Galbraith \* 248-6480 or [gkg26@mcsdk12.org](mailto:gkg26@mcsdk12.org)**