Nebraska ADVISER Start Year (On-Boarding)

February 2019
Paul Freid & Greg Gilman

Overview

- JMC is releasing a series of ADVISER videos in 2019.

- These videos will be short and will cover topics such as
  - Start Year
  - Mid Year
  - Year End
  - Near Real Time vs. Batch Processing
  - Near Real Time
  - Nebraska Miscellaneous
  - Error Correction
  - ADVISER: 2019-2020 and beyond

ADVISER Start Year Ed-Fi Settings

▸ Use <u>File – Administrator Options</u>
  ◦ Ed-Fi Settings link at the bottom
    • For on-boarding, only check **Enable Ed-Fi Interchanges**
    • *DO NOT check* **Enable Ed-Fi Interchanges in Near Real Time** *OR* **either of the nightly attendance submission options** until farther along in the on-boarding process as instructed

Enable Ed-Fi Interchanges:	☑ ⟵
Enable Ed-Fi Interchanges in Near Real Time:	☐
Ed-Fi Near Real Time Error Notification Email Address:	greg@jmcinc.com
Enable Posting of Ed-Fi Special Education (SSEPA) Resources:	☐
API URL:	https://sandbox.nebraskacloud.org/1819/api/api/v2.0/
Authentication URL:	https://sandbox.nebraskacloud.org/1819/api/
Client Key:	▓▓▓▓▓▓▓▓
Client Secret:	▓▓▓▓▓▓▓▓▓▓▓

Building: Newman Grove Public School ▼

Enable Nightly Submission for Student School Attendance (half-day/full-day) Resources: ☐
Enable Nightly Submission for Student Section Attendance (period) Resources: ☐

Save

ADVISER Start Year Ed-Fi Settings

- API URL, Authentication URL, Key, and Secret should already be provided and typically do not change from year to year (rolls up)

- Key and Secret (sometimes referred to collectively as credentials) are similar to someone's username and password – private information

- For testing and certifying Ed-Fi processes, JMC will commonly use different credentials and URLs so as not to affect the clients' real data

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Save

ADVISER Start Year On-Boarding (Start Year)

Use <u>Nebraska – ADVISER – Start Year</u>

◦ The tabs on this page will guide you through

◦ Go through tabs from left to right, completing items in one tab before going to next

ADVISER Start Year

Prep Tab
◦ "Honor System"
◦ New checkboxes added as needed

ADVISER Start Year

| Prep | Tables | General | Students | Parents |

☐ New students have been registered and entered into your JMC database, including primary contacts for the students.

☐ Student's lunch statuses have been updated, including Importing Lunch Status from Prior Year.

☐ Day Names are defined for entire school year for each building.

☐ End of Year Day Number is set for each building (Edit - Edit School Data).

☐ Term Dates are defined for all terms that are in use for each building.

☐ All Teachers have NDE State IDs and Staff Classifications for every building.

☐ All Course Sections have teacher(s) and room assigned for every building.

☐ Scheduling is finished except for last-minute changes (balancing, student requested changes).

☐ EdFi settings have been updated for the new year on File - Administrator Options in the Ed-Fi Settings link.

Prior Related Updates

08/16/2018 15:51:18 PM EdFiCoursesTableFromAPI   by: JMCADMIN Record Count: 641 Error count: 0
08/16/2018 15:49:00 PM EdFiCoursesTableFromAPI   by: JMCADMIN Record Count: 641 Error count: 0
08/16/2018 14:36:41 PM AcademicSubjectsTableFromAPI by: JMCADMIN Record Count: 47 Error count: 0

ADVISER Start Year

Tables Tab
- ◦ Updates code tables from NDE for your database
- ◦ Generally done once at Start of Year
- ◦ New buttons added as needed

ADVISER Start Year

Prep	Tables	General	Students	Parents

The following tables typically require updating from NDE at the start of the school year
and can be updated as needed throughout the rest of the school year.
These options do not submit data to NDE, they only update data from NDE for your drop down lists.

Update All Academic Subjects

Update All Courses

Update All Schools Table

Update All Local Education Agencies

Prior Related Updates

02/04/2019 17:08:58 PM StudentSchoolAttendance   by: Bkg Process Record Count: 1 Error count: 0
02/04/2019 17:08:53 PM StudentSchoolAttendance   by: Bkg Process Record Count: 5 Error count: 0

ADVISER Start Year

General Tab
- Buttons disabled until Prep Tab done
- Updates data to NDE for Start of Year
- Make sure to deal with any errors for each button (resource) before going on to next button
  - Resources generally depend on ones listed above it in this list of buttons (dependency)
  - Scan entire summary file for errors
  - Client Should PDF the summary and email if questions

ADVISER Start Year

| Prep | Tables | General | Students | Parents |

- Update Calendar Date Events (all buildings)
- Update Calendar (all buildings)
- Update Grading Periods (all buildings)
- Update Calendar Dates (all buildings)
- Update Locations (all buildings)
- Update Class Periods (all buildings)
- Update Sessions (all buildings)
- Update Course Offerings (all buildings)
- Update Sections (all buildings)
- Update Staff Education Organization Assignment Associations (all buildings)
- Update Staff School Associations (all buildings)
- Update Staff Section Associations (all buildings)

ADVISER Start Year

On-boarding – ALMOST a clean slate for General Tab (see staff related resources)

ADVISER Start Year

Prep | Tables | General | Students | Parents

- **Update Calendar Date Events (all buildings)**
- **Update Calendar (all buildings)**
- **Update Grading Periods (all buildings)**
- **Update Calendar Dates (all buildings)**
- **Update Locations (all buildings)**
- **Update Class Periods (all buildings)**
- **Update Sessions (all buildings)**
- **Update Course Offerings (all buildings)**
- **Update Sections (all buildings)**
- **Update Staff Education Organization Assignment Associations (all buildings)**
- **Update Staff School Associations (all buildings)**
- **Update Staff Section Associations (all buildings)**

Prior Related Updates

01/30/2019 10:42:08 AM StaffSectionAssociations	by: JMCADMIN Record Count: 240 Error count: 46	
01/30/2019 10:41:27 AM StaffSchoolAssociations	by: JMCADMIN Record Count: 70 Error count: 6	
01/30/2019 10:41:09 AM StaffEdOrgAssignmentAssociations	by: JMCADMIN Record Count: 70 Error count: 8	
01/30/2019 10:37:32 AM Sections	by: JMCADMIN Record Count: 582 Error count: 0	
01/30/2019 10:35:38 AM CourseOfferings	by: JMCADMIN Record Count: 518 Error count: 0	
01/30/2019 10:34:36 AM Sessions	by: JMCADMIN Record Count: 14 Error count: 0 Terms with undefined dates: 30	
01/30/2019 10:34:24 AM ClassPeriods	by: JMCADMIN Record Count: 18 Error count: 0	
01/30/2019 10:34:17 AM Locations	by: JMCADMIN Record Count: 52 Error count: 0	
01/30/2019 10:33:13 AM CalendarDates	by: JMCADMIN Record Count: 344 Error count: 0	
01/30/2019 10:32:29 AM GradingPeriods	by: JMCADMIN Record Count: 14 Error count: 0	
01/30/2019 10:32:13 AM Calendar	by: JMCADMIN Record Count: 38 Error count: 0	
01/30/2019 10:15:58 AM CalendarDateEvents	by: JMCADMIN Record Count: 1032 Error count: 0	
01/30/2019 10:14:09 AM LEAsTableFromAPI	by: JMCADMIN Record Count: 446 Error count: 0	
01/30/2019 10:13:58 AM SchoolsTableFromAPI	by: JMCADMIN Record Count: 1290 Error count: 0	
01/30/2019 10:13:43 AM EdFiCoursesTableFromAPI	by: JMCADMIN Record Count: 641 Error count: 0	
01/30/2019 10:13:36 AM AcademicSubjectsTableFromAPI	by: JMCADMIN Record Count: 64 Error count: 0	
01/30/2019 08:59:41 AM Course	by: JMCADMIN	
01/29/2019 11:21:54 AM LEAsTableFromAPI	by: JMCADMIN Record Count: 446 Error count: 0	

Fix these before continuing to the next tab

ADVISER Start Year

General Tab – Potential Errors
- ◦ Sessions – Terms with Undefined Dates
  - Some terms will not need to have start and end dates defined
    - Attendance – Terms – Term Dates
    - Example: may not even use some terms in their schedules
      - Hex
      - Tri
      - Qtr

ADVISER Start Year

General Tab

◦ Staff Ed Org Association Error Example

400 Bad Request { "message": "Validation of 'StaffEducationOrganizationAssignmentAsso ciation' failed.\n\tStaffUniqueId is required.\n" }

Staff does not have a State ID in JMC

Staff Reporting System – acquire from there

ADVISER Start Year

General Tab
- Staff School Association Error Example

403 Forbidden { "message": "Access to the resource item could not be authorized because the 'StaffUSI' of the resource is empty." }

Staff STILL does not have a State ID in JMC AND/OR the Staff Ed Org Association Resource was not submitted for this staff yet

Dependencies in Staff related resources

ADVISER Start Year

General Tab
- Other Staff related errors
  - Teacher not assigned a Staff Classification on Attendance – Staff – Teachers
    - Especially new staff
  - Course Section not assigned a Teacher of Record in the Classroom Position column on Schedules – Course – Edit Course Data
    - Especially new courses
  - Course not assigned a state course code on Schedules – Course – Edit Course Data
    - Especially new courses

▶ Note: these are not all currently on ADVISER – Start Year in Prep tab

ADVISER Start Year

Staff Reporting System
- NDE provides this web application for submitting staff data
  - HR info
  - Assign State Ids
  - Other

New teachers must be submitted each fall

ADVISER Start Year

Students Tab

ADVISER Start Year

| Prep | Tables | General | Students | Parents |

Grade(s): All Grades ▼

Update Students (all buildings)

Update Student School Associations (all buildings)

Update Student Education Organization Demographic (all buildings)

Update Student Section Associations (all buildings)

Prior Related Updates

01/30/2019 11:32:59 AM Student	by: JMCADMIN Record Count: 179 Error count: 0
01/30/2019 11:28:28 AM SSA	by: JMCADMIN Record Count: 179 Error count: 0
01/30/2019 11:28:01 AM Student	by: JMCADMIN Record Count: 0 Error count: 179

ADVISER Start Year
Students Tab

Potential Issues for Student Data Submission

- Student and Student School Association
  - First Submission
    - Student Error – 403 Student does not have association with the school
      - Greg refers to as the "chicken and egg issue"
      - Will get these until have Student School Association (SSA) successfully submitted for a student
    - After SSA is in, if submit Student resource(s) SECOND time will probably be errors free, or at least on to the next set of errors to deal with
      - Note: recent update should remove these "chicken and egg" issues
    - Related: Student Education Organization Demographic will also have errors if no SSAs yet, but this is a dependency issue

ADVISER Start Year

Parents Tab

Note: Parent data not required by NDE but is considered helpful to have in the portal

ADVISER Start Year

| Prep | Tables | General | Students | Parents |

[**Update Parents (all buildings)**]

[**Update Student Parent Associations (all buildings)**]

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08/16/2018 15:49:00 PM	EdFiCoursesTableFromAPI	by: JMCADMIN	Record Count: 641 Error count: 0
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08/16/2018 14:35:34 PM	AcademicSubjectsTableFromAPI	by: JMCADMIN	Record Count: 47 Error count: 0
08/16/2018 14:27:28 PM	LEAsTableFromAPI	by: JMCADMIN	Record Count: 438 Error count: 0
08/16/2018 14:27:17 PM	SchoolsTableFromAPI	by: JMCADMIN	Record Count: 1267 Error count: 0

ADVISER Start Year

Nightly Attendance Processing

• Once Start Year processes complete you may want to enable Nightly Attendance processing

• This is something like a Near Real Time process in that it occurs nightly at 9PM.

• When first enabled it will log the need for attendance submission from start of school year up until today's date.

ADVISER Start Year

- Enabling Nightly Attendance
  - Enable by building
    - Not all buildings have period attendance

Enable Ed-Fi Interchanges:	☑
Enable Ed-Fi Interchanges in Near Real Time:	☐
Ed-Fi Near Real Time Error Notification Email Address:	greg@jmcinc.com
Enable Posting of Ed-Fi Special Education (SSEPA) Resources:	☐
API URL:	https://sandbox.nebraskacloud.org/1819/api/api/v2.0/
Authentication URL:	https://sandbox.nebraskacloud.org/1819/api/
Client Key:	████████
Client Secret:	████████████

Building: Newman Grove Public School ▼

Enable Nightly Submission for Student School Attendance (half-day/full-day) Resources: ☑ ⇐

Enable Nightly Submission for Student Section Attendance (period) Resources: ☑

Save

ADVISER Start Year
Nightly Attendance Processing Events Logged in Ed-Fi Events Table

ADVISER Start Year
Nightly Attendance Processing Events
Logged in Ed-Fi Events Table – Scrolled Right

ADVISER Start Year

Nightly Attendance Processing

• Once the events are stored in the Ed-Fi Events table they will be acted on in a background thread as soon as there is time to do so by the JMC Office Application background thread processing.

• Once processed successfully, these events will change from status "A" to "P".

ADVISER Start Year

Near Real Time

• Once Start Year processes complete you may want to enable Near Real Time processing

• See video NE Near Real Time vs. Batch Processing for more details

ADVISER Start Year

Make a point to log in to ADVISER portal regularly throughout the year
- Minimum – Weekly
- Portal will contain L2 errors which do not show up in either Near Real Time OR Batch Processing

Actively work to correct errors on a regular basis

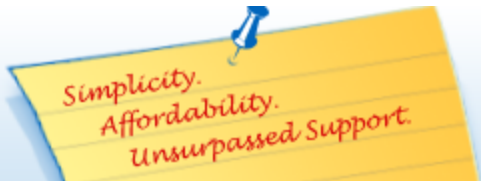Do not wait until the deadline is near to work on errors!

NDE ADVISER Resources

- https://www.education.ne.gov/dataservices/adviser-resources/#1533221816265-b51e789f-abfc

JMC Resources

- http://jmcinc.com/state_reporting
- Documentation Updates
  - Nebraska State Reporting (PDF)
  - Instructional Videos Series
  - Sign up for free web-based training
  - All will be updated on ongoing basis

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CURRENT BUILD DATE:
NextGen: 1/11/19

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State Reporting
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Health Professionals
Prospective Clients
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Upcoming Events

News

There are a lot of changes happening with state reporting. Please refer to the appropriate tab at right for your state for information about documentation updates, deadlines, and related news.

STATE REPORTING

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

| Minnesota | Wisconsin | Nebraska | Iowa | Other States |

JMC prides itself on keeping up-to-date on all Nebraska state reporting requirements. JMC ties all of the necessary data together in the JMC database so you can more easily fulfill your state reporting requirements.

ADVISER Video Series

ADVISER Start Year	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time vs. Batch	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time	PDF 2/19/2019	Video 2/19/2019

DOCUMENTATION

Nebraska State Reporting	Updated 1/4/2019
Discipline NE	12/13/2017
Attendance NE	Updated 4/24/2018

RECENT PRESENTATIONS

ADVISER Updates for 18-19 from Regional Summer Conference 7.24.18	PowerPoint

Questions?

- Feel free to contact us:
- JMC Technical Support
  - Talk with Us: 800-524-8182
  - Website: http://www.jmcinc.com
  - Support Tickets: http://tickets.jmcinc.com/
  - Email: Support@jmcinc.com