SMS (Student Management System)

Summary, Recent Implementations, and Strategies for Last Half of 20-21



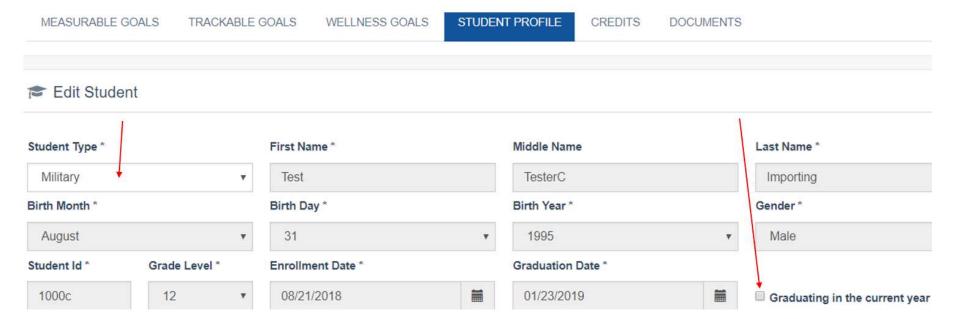
Cristina Riera January 28, 2021

SMS BASICS

THE BASICS

- I. Student data is uploaded to SMS nightly from eSchoolPLUS. Thus, information added/modified in eSP generally shows up in SMS the next business day.
- 2. Information on the Student Profile tab (pictured below) is imported from eSchoolPLUS. Any changes required on the Student Profile tab must first be made in eSP for upload into SMS, as the fields in this tab are generally not editable. Important exceptions: "Student Type" is selected on this tab, as is the check box "Graduating in the current year".

Of Note: The "Graduating in the current year" check box is locked 2 weeks before the campus graduation date.



THE BASICS

I. Advisor/CTC roles →



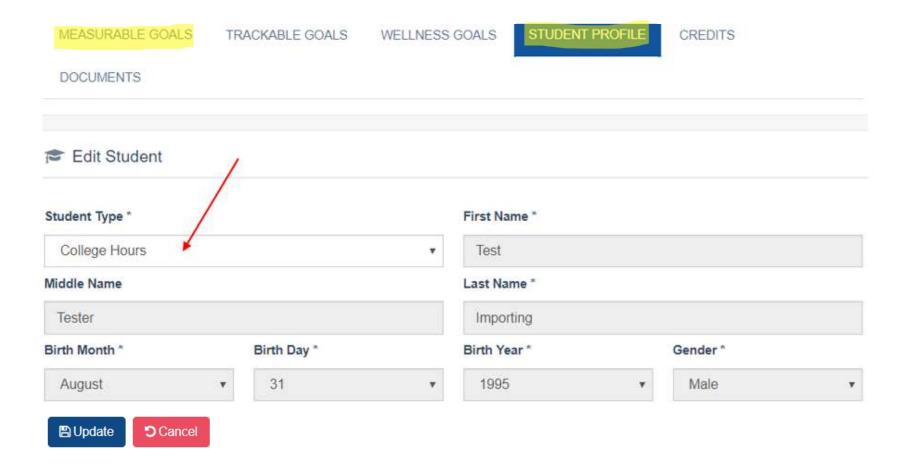
- 2. I Ith and I2th graders: Measurable ,Trackable,Wellness count towards goal %
- 3. 9th and 10th graders: only Wellness counts towards goal %

MEASURABLE GOALS TRACKABLE GOALS WELLNESS GOALS STUDENT PROFILE

THE BASICS

It's imperative that the Advisor/CTC start by ensuring the correct Student Type is selected on the Student Profile tab, as this dictates the questions on the Measurable Goals tab. The default entry for **all** students is College Hours.

Tip: Don't forget to click Update at the bottom of any tab to save any changes made.

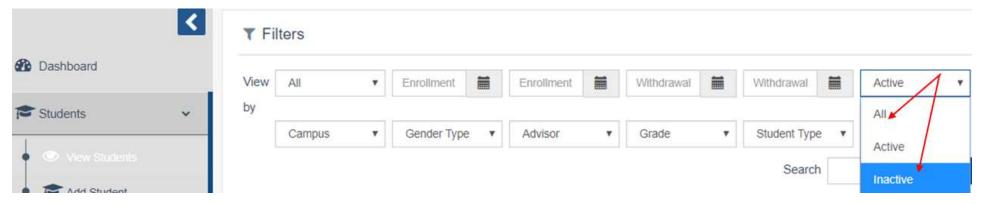


THINGS TO REMEMBER

- I. Deadline: All data must be entered into SMS by May 31, 2021 in order for it to count towards performance calculations.
- 2. Accountability Rules
 - What constitutes an Accountable Student (counts towards goal %)?
 - Active students in grade levels 9-12 enrolled for at least 7 days
 - > Active students enrolled at least 30 days prior to end of school year
 - > Students graduated in the current school year
 - Inactive students enrolled for at least 90 days and previously set to graduate in the current school year (based on graduation date) but instead withdrawn in the current school year, count for 90 days from the withdrawal date

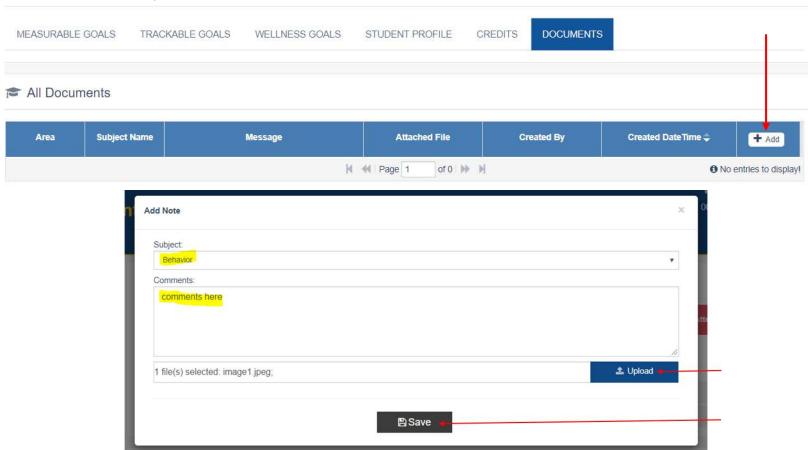


NOTE: Inactive students can be found by changing the sort filter to 'All' or 'Inactive'.



THINGS TO REMEMBER

- 3. The Document tab: used to add documents or general notes; acts as a repository for notes/documents added in all other tabs.
 - Click Add, select Subject (often Other), fill out Comments, click Upload to add file, click Save.

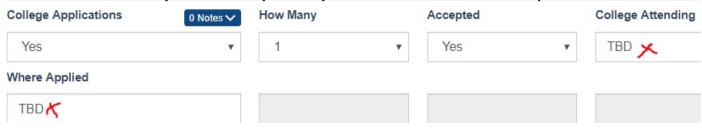


THE IMPORTANCE OF DATA INTEGRITY/ACCURACY

- I. It's important to ensure that the data you provide doesn't just satisfy the Goal % requirements of the SMS app, but that it also follows the proper protocol of the information requested. The goal % reported can receive deductions at the end of the school year due to data discrepancies.
 - A few examples of data discrepancies:
 - > Scores outside possible range



Data not properly defined; don't enter Yes if placeholder data is required in any fields, especially to be able to click Update.



THE IMPORTANCE OF DATA INTEGRITY/ACCURACY

- ➤ Wrong/false data...responses that are just plain wrong! Note: If you don't know how to answer a data field, ask for help.
- 2. Waiting to enter information into SMS (rather than use SMS while you work with the students) can lead to data errors, rushed results, and inconclusive inquiries, particularly if one waits until a few months before deadline.
 - Ideally, the Advisor/CTC would:
 - Ensure the student is in SMS a day or two before meeting with student
 - During meeting with student, answer all applicable questions in SMS application
 - Make notes in SMS's Document tab regarding any required follow-ups for next meeting

WHAT'S NEW IN 20-21?

COVID-19 RESPONSE MODIFICATIONS

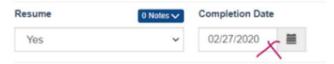
The following questions have been removed from goal % calculation:

- I. Measurable Goals for College Hours:
 - TSI
 - College Test (ACT, SAT)
- 2. Measurable Goals for Military:
 - ASVAB
- 3. Trackable Goals for All Student Types:
 - College & Career Fairs
 - College & Career Tours
 - Career Cruising (Xello)
- 4. Wellness: This tab remains as is. Should a student require a service, 'Yes' can be selected, but if service cannot be provided by TCA at this time whereas it usually is, enter 'No' on the 'service provided at TCA' side and enter in notes "COVID-19" as the reason.
- 5. No changes regarding Percent of Completion for Graduation.

DATE FILTER IMPLEMENTATION - EMAIL SENT NOV. 17

As of tomorrow morning, SMS will reflect a more real-time goal percent. That is, questions that require updating every year will now be taken into account by the date provided, meaning if the date does not fall into the current school year, it will not count towards the goal percent.

Examples:



This date falls outside of the current school year, so this question will NOT contribute to the goal percent, effectively counting the same as an unanswered question.



This date falls way outside of the current school year, so this question will NOT contribute to the goal percent, effectively counting the same as an unanswered question.



The Screening Date falls outside of the current school year. While screening may not be offered at this time, these questions need to be asked of the students every year. So this question will NOT contribute to the goal percent, effectively counting the same as an unanswered question.

The above are real examples taken from SMS.

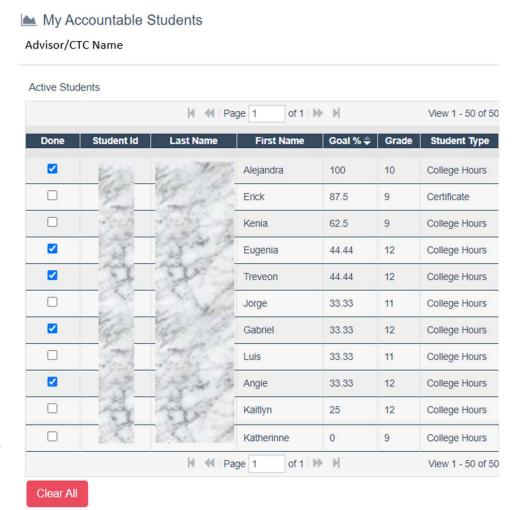
MY ACCOUNTABLE STUDENTS – CHECK BOX

- This data is not stored or downloadable
- Only available/viewable to Advisors/
 CTCs on customized My Accountable
 Student reports
- All checks cleared system-wide when turning system over for next school year

A few examples of possible use:

- □ To identify completed student records
- To identify students contacted for last effort/first effort at completing record
- ☐ To identify 9th and 10th graders whose Wellness tab requires attention
- To identify graduating students whose records are complete

^{*} Advisors/CTCs are not required to use this feature



TIPS, FAQ, AND SUGGESTIONS

A COUPLE OF TIPS...

- Use Non-Applicable (N/A) when applicable
 - Note: some N/A fields are not available for students Graduating in the Current Year
- Ensure all dates are within the current school year
 - Exceptions:
 - Meningitis Vaccine (Wellness Tab)
 - College Tests SAT/ACT (Measurable Tab)
 - College Applications (Measurable Tab)
 - License Type (Measurable Tab)
 - Certificate Type (Measurable Tab)
 - ASVAB (Measurable Tab)
 - Employed (Trackable Tab)
- Upload documentation benefits District, Auditors, Students, and YOU!
- If you have Inactive students on My Accountable Students report, refer to Accountability Rules for why they're there.
- If you have Active students on My Accountable Students report who were previously withdrawn, email sms@texanscan.org.

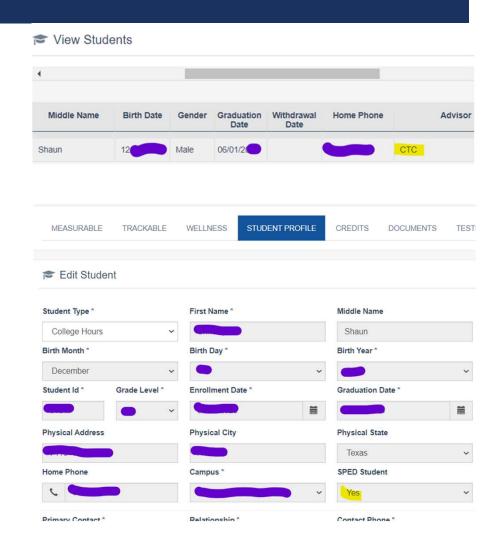
FAQ...ONE QUESTION PREVAILS

The most prevalent question received:

"I can't edit/find a student"

The answer is (almost always)... SPED...or, not SPED.

- View Students default set to Advocate name; change to Select to see all students in campus
- Find student and scroll right to Advisor column for Name or CTC, or
- Student Profile Shows Yes or No for SPED indicator



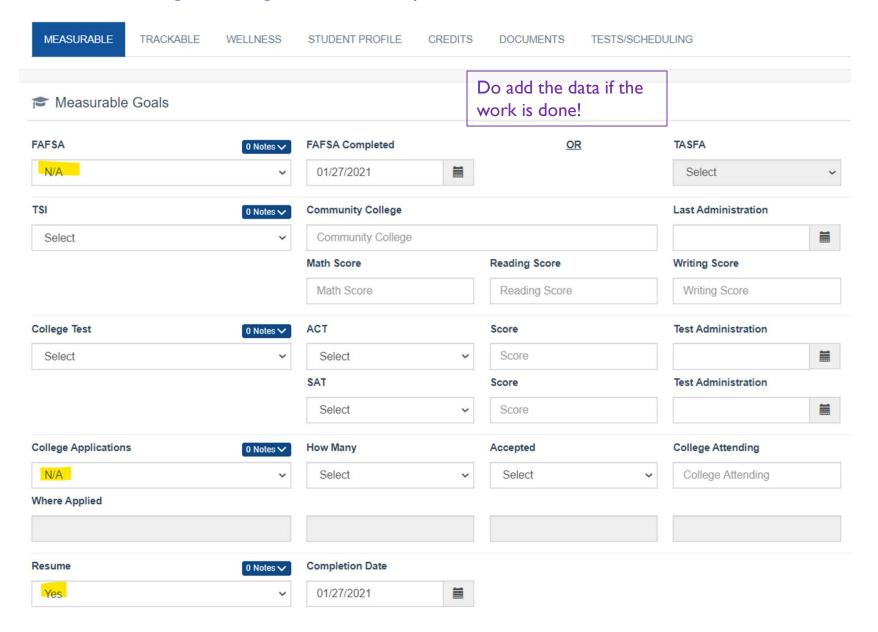
WHAT WOULD CRISTINA DO?**

Given that it's Term III in a couple of days, and given the questions removed from goal % calculation due to COVID-19 restrictions, my plan of action would proceed as detailed in the next few slides. I would have a completely different POA if it were the beginning of the year.

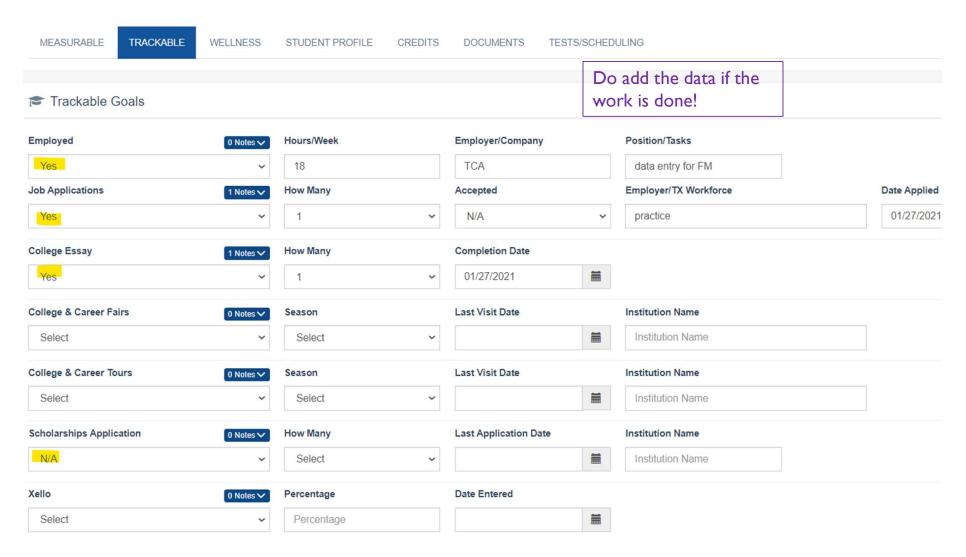
- 9th and 10th Graders:
 - singular focus Wellness tab
 - all should have goal at 100% unless contact w/student has not been possible
 - in that case add notes of all contact attempts as they occur in the Documents tab or elsewhere in notes (it will show up in Document tab)

	Subject Name	Message	Attached File	Created By	Created DateTime \$	+ Add
Student	Other	On 01/05/21 Advocate emailed and text about the school resumption fully tomorrow 01/05/21 and that all students are required to return physically.		_	01/20/2021 10 24:25 AM	Z
Student	Other	Student called Advocate back and said her internet was bad. Advocate advised student to come to school in person as she has been coming but student said she has no nide.		_	01/13/2021 04:30:01 PM	
Student	Other	Advocate called student to know why she skips 3rd period but no response.			01/13/2021 03:29:17 PM	
Student	Other	Advocate sent messages to remind student of the upcoming Biology STAAR Test on 12/14/2020 and to bring the Chromebook with student.		_	12/11/2020 03:05:49 PM	
Student	Other	advocate reached out to student to know with student has been about its hore. Student stails the has see finishing and student for the same through a student for the student student to come to school bindering with the staff and for the student student for the student		_	11/30/2020 03:33:10 PM	2
Student	Other	Advocate emailed and texted the STAAR EOC Testing in December information to student and parent.		-	11/30/2020 03:22:28 PM	
Student	Other	Student was reached but she complained of not connecting to her first period. Advocate encouraged student to keep trying and will contact support center.		-	10/28/2020 08:21:57 AM	

• II th and non-graduating I2th Graders: path to 100%

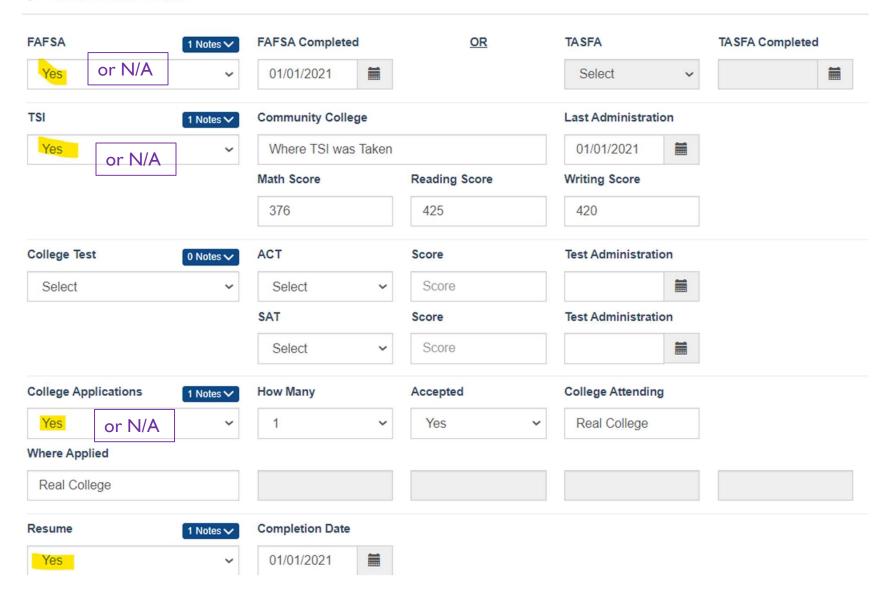


• II th and non-graduating I2th Graders: path to 100%



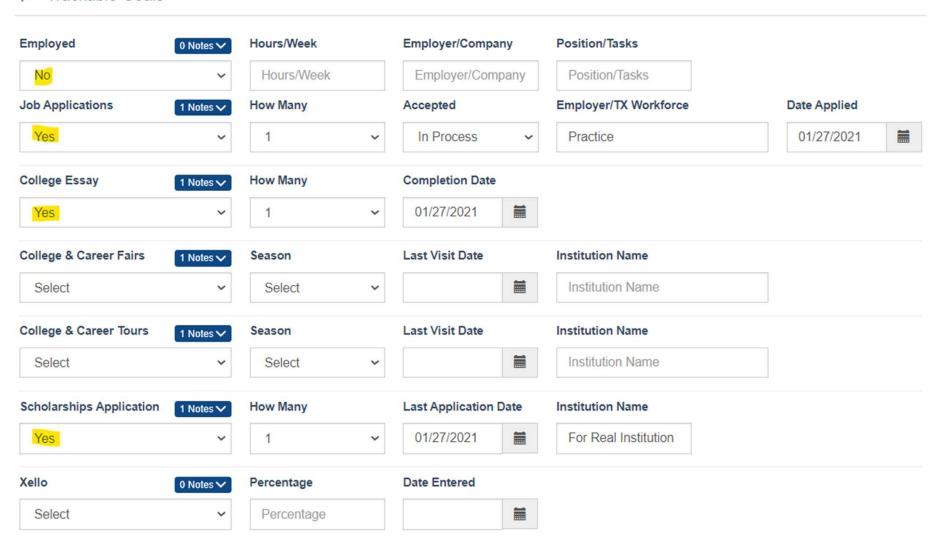
Graduating Seniors: path to 100%





Graduating Seniors: path to 100%

Trackable Goals



add PGP

QUESTIONS?

email: sms@texanscan.org