NEOnet

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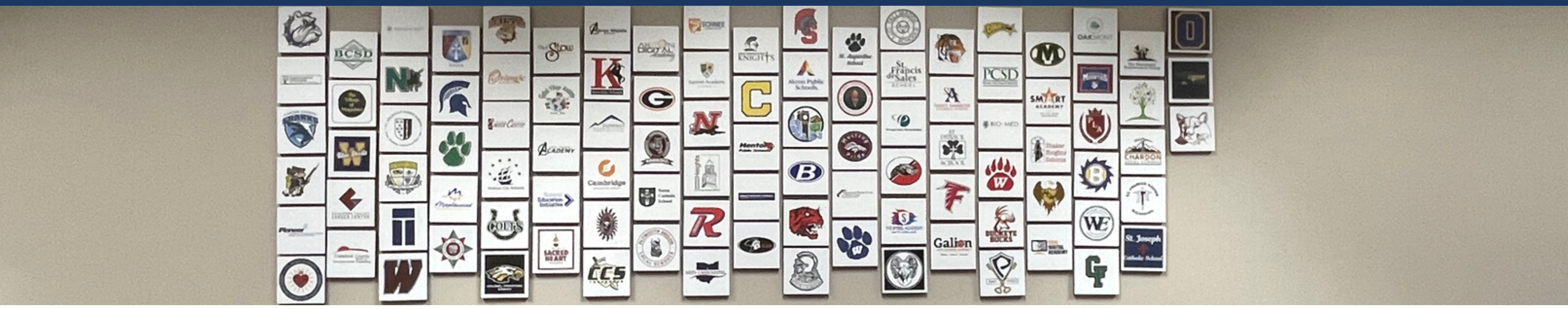
WINTER 2024 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

We hope your new year is off to a good start. Let's all celebrate another successful calendar year-end, during which we distributed over 42,000 W-2s and 1099s. In 2024, we eagerly anticipate building upon our strengths with a continued focus on improving student education through the use of technology. We appreciate your ongoing support, guidance, and feedback as we strive to provide the support you deserve.

As our membership continues to utilize more of our services, NEOnet will continue to add staff resources to improve our response and resolution times and develop new services, such as the EMIS Coordinator and Payroll Specialist curriculum and assessment initiatives. Currently, the council employs 98 employees, with 100 in sight! We are excited to introduce the newest members of our team at NEOnet! You can get to know them better through their photos and short bios featured on pages 1 and 2 of this newsletter or on our website under the "Contact Us" tab. The "Contact Us" tab includes a downloadable "NEOnet Staff Phone List" with phone extensions and email addresses for support personnel. Additionally, we've included a user-friendly chart on the final page of this newsletter. This chart features the department extensions for every department and staff member. For immediate assistance or in the event of an emergency, please feel free to call us at 330.926.3900, extension 0, which rings all staff phones.

NEOTech 2024 is a hybrid Educational Technology Conference for teachers and school administrators in Northeast Ohio. All live sessions will be held on March 12, 2024, at NEOnet in Cuyahoga Falls and live streaming on the conference website. This complimentary conference offers a range of live and on-demand sessions where seasoned and knowledgeable educators will explore the latest advancements in EdTech. For further details about the conference or to register, please go to page 8 of the newsletter or visit neotechconference.org.

In this newsletter, you will learn how our staff continues to work with all our owners to provide innovative and creative ways of improving education through the use of technology. I feel communication with our owners is essential, so as you read through the information in this newsletter, if you have any questions, ideas, or district needs that you would like to share, please do not hesitate to contact me. You can contact me at 330-926-3902 or gdovin@neonet.org.

Remember that without you there would be no NEOnet!
Matthew Gdovin, Executive Director

New Employees

KELLY BURDETTE, SENIOR SYSTEMS SUPPORT SPECIALIST.

Kelly Burdette graduated from Kent State University with a bachelor's in computer science. Prior to NEOnet, Kelly worked as a Network Administrator in both education and healthcare. Outside of work, Kelly enjoys spending time with her family and her dog, Mia. In her free time, she likes caring for her plants and going to concerts.

RACHEL CAUDILL, FISCAL SERVICES SUPPORT SPECIALIST

Prior to joining NEOnet, Rachel Caudill worked in a school district as Payroll Administrator for almost 10 years, along with being a Township Fiscal Officer. Besides working with USPS and USAS software, Rachel utilized HR Kiosk, Frontline/Aesop, and SCView. In her spare time, Rachel manages her family farm; is a 4-H Advisor; serves on a local Camp Board of Directors; and serves as a County Fair Board Director.

RENEE ECKSTINE, EMIS SERVICES SUPPORT SPECIALIST

Renee has worked as an EMIS Coordinator since 1994. These years were spent as the EMIS Coordinator at Medina City School District followed by Berea City School District. In addition to EMIS, she has spent the past 12+ years using and training others in the Infinite Campus student software. Renee is an active member of the Ohio Association of EMIS Professionals and has earned certification as Master EMIS Professional and Data Manager. When not working, Renee enjoys spending time with her family, reading, gardening, and traveling.

BRANDON FARLEY, MANCHESTER DESKTOP SUPPORT SPECIALIST

Brandon Farley graduated from Ellet High School in 2017. He went on to work at Epiphany Management Group to provide quality customer service to their customers. After gaining his initial customer service experience, he went on to work at Geek Squad as both a Consultant Agent and an Advanced Repair Agent, gaining hands-on experience with repair services for numerous devices. He then worked for K-12 Tech, an Indiana-based white-glove Chromebook repair company providing repair services for various schools around Northeast Ohio. He has come to NEOnet to expand his knowledge and experience in the IT Field, and continue providing high quality customer support.

JOHN GILL, ASSISTANT DISTRICT TECHNOLOGY SERVICES COORDINATOR

John Gill is a graduate of the University of Akron and has a passion for helping others navigate technology. He has a wide array of experience in information technologies including systems administration, software development, and connectivity. A resident of Stow, he and his wife Robin have raised three sons. John enjoys working with his hands and solving problems.

New Employees

ALYSSA GREEN, ACCOUNTS PAYABLE SPECIALIST

Alyssa is the Accounts Payable Specialist at NEOnet, and she has a background in customer relationship management. She lives in Hartville with her husband, Josh, and their son, Warren. In her free time, she enjoys reading, hosting friends for game nights, and spending time with her family.

TED HADDAD, BARBERTON DESKTOP SUPPORT SPECIALIST

Ted Haddad started his IT career at an accounting firm and working as an independent web designer. After a brief period out of the technology field, he is excited to return and be a part of the NEOnet team! When not troubleshooting hardware, you can find Ted hiking and biking through the metro parks, or enjoying a night gaming with friends and family.

ALEXANDRA HOLOWATYJ, EMIS SERVICES SUPPORT SPECIALIST

Alexandra Holowatyj comes from Global Village Academy where she worked as the EMIS Coordinator for 12 years. She also served as the Assistant Superintendent, Food service Director, and Testing Coordinator, gaining experience in multiple domains of school compliance and reporting.

HUNTER HARBISON, STUDENT AND DATABASE APPLICATION

Hunter graduated from Kent State University with a degree in Computer Science. Outside of work he enjoys mountain biking, skiing, rock climbing, motorcycle riding and backpacking.

NEAL STEFANKO, FISCAL SERVICES SUPPORT SPECIALIST

Neal Stefanko enjoys spending as much time with his German Shepherd Ava as possible. They both enjoy sports, movies, music and time with family. He is looking forward to learning as much as he can and helping wherever he is needed here at NEOnet.

JACQUELINE TUPPS, STUDENT SERVICES SUPPORT SPECIALIST

Jacqueline Tupps, aka Jackie, joined the NEOnet Student Services Team in January 2024. Prior to NEOnet, she was employed at Northmor Schools for 17 years. She enjoys problem solving and taking on new challenges. Jackie has been married many years to her husband, Jim, and they have two grown children, Allison and Andrew. She enjoys life in general!

AI Fact vs Fiction

ANDY MELICK

Artificial Intelligence (AI) has become a buzzword, with its potential to transform education and our daily lives. For K-12 education staff, understanding AI is not only important for keeping pace with technological advancements but also for harnessing the power of AI to enhance the learning experience. Below I have presented some essential facts and dispel common myths to help educators and school staff navigate the world of AI.

AI FACTS:

- AI Enhances Learning: AI-powered educational tools and platforms can personalize learning experiences, adapt to students' individual needs, and provide real-time feedback, making learning more engaging and effective.
- AI in Administration: AI can streamline administrative tasks, such as scheduling and student record management, analyzing data for trends, and allowing educators to allocate more time to teaching and mentoring students.
- AI Promotes Inclusivity: AI can assist in creating inclusive classrooms by providing support for students with special needs through speech recognition, text-to-speech, and adaptive learning technologies.
- AI Safety: AI can help improve school safety by monitoring security cameras, detecting potential threats, and enhancing emergency response systems.
- AI Ethics and Privacy: Ethical considerations, data privacy, and responsible AI use are essential aspects of integrating AI into education. Ensuring student data privacy and addressing potential biases are critical concerns.

AI MYTHS:

- AI Replaces Educators: AI can support educators but cannot replace the invaluable role of teachers in fostering creativity, critical thinking, and emotional intelligence in students.
- AI Understands Like Humans: While AI can process vast amounts of data and perform tasks with high accuracy, it lacks true understanding, consciousness, and the ability to engage in complex conversations.
- AI is perfect: AI systems can make errors, especially when trained on biased data or faced with unique situations. Human oversight remains crucial.
- AI Creates Superhumans: AI can enhance learning, but it won't turn students into geniuses overnight. A supportive educational environment and effective teaching are still essential.
- AI removes the Human Element: AI can automate tasks, but it should augment, not replace, the human element in education.

Teachers remain central to fostering relationships, motivation, and social development in students. Embracing AI as a valuable tool alongside dedicated educators can lead toa brighter future for education, where technology and human expertise work hand in hand to foster growth. Just as with any emerging technology you must remain vigilant when using AI.

Resources: https://raise.mit.edu/, https://iste.org/ai

Strengthening Email Security: A Guide to Implementing SPF, DKIM, and DMARC in DNS

JAY MILLIRON

Email is a critical communication tool for individuals and businesses alike, but it is also a common target for cyber threats such as phishing and spoofing. To enhance the security of your email communication, implementing Sender Policy Framework (SPF), Domain Keys Identified Mail (DKIM), and Domain-based Message Authentication, Reporting, and Conformance (DMARC) in your Domain Name System (DNS) is crucial. In this article, we'll explore these three essential email authentication mechanisms and guide you through the process of adding them to your DNS.

1. UNDERSTANDING SPF (SENDER POLICY FRAMEWORK):

SPF is an email authentication method designed to prevent email spoofing by allowing domain owners to specify which mail servers are authorized to send emails on behalf of their domain.

To implement SPF:

- Access your DNS management console provided by your domain registrar.
- Create a new TXT record.
- Add the SPF information, specifying the authorized mail servers using the "v=spf1" tag. For example: "v=spf1 include:_spf.example.com ~all".
- Save the changes.
- **-all** means that any server or sender's IP address not listed in the SPF record should be treated as a hard fail. It means that they are unauthorized, and their emails should be discarded.
- **~all** means that any server or sender's IP address not listed in the SPF record should be treated as a soft fail. It means that email can be allowed through but should be tagged as spam or suspicious.
- **?all** (Neutral) indicates that the SPF record on the domain does not claim whether the IP address is authorized or not.

2. IMPLEMENTING DKIM (DOMAINKEYS IDENTIFIED MAIL):

DKIM adds an additional layer of email security by attaching a digital signature to outgoing emails, allowing the recipient to verify the sender's identity.

Here's how you can add DKIM to your DNS:

- Generate a DKIM key pair using your email server or a DKIM key generator.
- Access your DNS management console.
- Create a new TXT record with the DKIM public key. The record name should follow the pattern "selector._domainkey.yourdomain.com" (replace "selector" with your chosen selector and "yourdomain.com" with your actual domain).
- Save the changes.

3. DEPLOYING DMARC (DOMAIN-BASED MESSAGE AUTHENTICATION, REPORTING, AND CONFORMANCE):

Configure DomainKeys Identified Mail (DKIM) and Sender Policy Framework (SPF) before configuring DMARC. DKIM and SPF should be authenticating messages for at least 48 hours before turning on DMARC.

DMARC builds upon SPF and DKIM to provide a comprehensive email authentication policy framework. It allows domain owners to instruct email receivers on how to handle unauthenticated emails.

To implement DMARC:

- Access your DNS management console.
- Create a new TXT record with the DMARC policy, specifying your preferred enforcement policy ("none," "quarantine," or "reject"). For example: "v=DMARC1; p=reject; rua=mailto:your@email.com; ruf=mailto:your@email.com".
- Save the changes.
- **rua= (Reporting URI Aggregate):**
  - This tag allows you to specify the email address or URI (Uniform Resource Identifier) where aggregate DMARC reports should be sent. Aggregate reports provide an overview of the email authentication results for a domain, summarizing data such as the number of emails authenticated, failed, and more.
  - The value associated with "rua=" can be an email address or a URI. If you use an email address, reports will be sent to that address. If you use a URI, reports will be sent to the specified location using the HTTP POST method.

- **ruf= (Reporting URI Forensic):**
  - This tag is used to specify the email address or URI where forensic DMARC reports should be sent. Forensic reports contain detailed information about individual email authentication failures, including the content of the failed emails. These reports are useful for in-depth analysis and investigation in the event of malicious activities or unauthorized use of your domain.
  - Similar to "rua=", the value associated with "ruf=" can be an email address or a URI.

In both cases, it's essential to replace "your@email.com" with the actual email address or URI where you want the DMARC reports to be sent. Analyzing these reports can provide valuable insights into the effectiveness of your email authentication policies, help identify potential issues, and assist in fine-tuning your DMARC configuration for better security.

4. DEPLOYING DMARC (DOMAIN-BASED MESSAGE AUTHENTICATION, REPORTING, AND CONFORMANCE):

Once you've added SPF, DKIM, and DMARC to your DNS, it's essential to regularly monitor email authentication reports and adjust your policies accordingly. Use the reporting features provided by DMARC to gain insights into email authentication results and take corrective actions if necessary.

CONCLUSION:

Enhancing email security through the implementation of SPF, DKIM, and DMARC in your DNS is a proactive step towards protecting your organization and stakeholders from email-based threats. By adopting these authentication mechanisms, you not only mitigate the risk of phishing and spoofing but also contribute to a more secure and trustworthy email ecosystem. Regularly review and update your email authentication policies to stay ahead of evolving cyber threats.

Technology Integration

DAN NIESSEN

In a recent survey reported by [EdWeek.com](), it was found that two-thirds of teachers have yet to embrace AI-driven tools in their classrooms, citing competing priorities, lack of support, and concerns about student misuse. Despite these challenges, the transformative potential of AI in education cannot be overlooked.

As AI becomes more prevalent, it becomes increasingly crucial for educators and school leaders to set clear expectations and boundaries. In a recent webinar on Managing AI Misuse, I offered some guiding principles to keep in mind when implementing AI tools into the classroom.

1. AI SHOULD ENHANCE LEARNING, NOT REPLACE IT:

Embrace AI as a tool to augment and enrich the educational experience, rather than viewing it as a substitute for traditional teaching methods.

2. AI CAN AID STUDENTS IN SKILL DEVELOPMENT AND CONTENT MASTERY:

Leverage AI to assist students not only in honing essential skills and mastering academic content but also in receiving personalized and immediate feedback. This approach ensures a tailored learning experience that addresses individual needs.

3. TEACHERS SHOULD MODEL GOOD PRACTICES WHEN USING AI:

Demonstrate responsible AI use, guiding students in ethical and constructive ways to harness the power of technology for educational growth. Prioritize student data privacy by implementing secure practices and educating students on the importance of protecting their information.

NEOTech 2024

DAN NIESSEN

In line with the ever-evolving landscape of educational technology, we are excited to announce the NEOTech 2024 EdTech Conference on March 12, 2024. This event will feature numerous sessions led by local educators, covering topics ranging from EdTech integration to AI in education to efficiency and organization with technology. We believe this conference will serve as a valuable resource for educators looking to enhance their technological prowess.

NEOTECH 2024 EDTECH CONFERENCE HIGHLIGHTS:

- **DATE:** MARCH 12, 2024
- **FORMAT:** IN-PERSON, ONLINE, AND ON-DEMAND
  - **IN-PERSON**: NEONET - CUYAHOGA FALLS
  - **ONLINE:** HTTPS://WWW.NEOTECHCONFERENCE.ORG/
- **REGISTRATION**: OPENS FEBRUARY 5, 2024 (FREE OF CHARGE)
- **BENEFITS:** ALL SESSIONS WILL BE RECORDED, OFFERING FLEXIBILITY IN ATTENDANCE. ADDITIONALLY, GRADUATE CREDIT AND CEUS WILL BE AVAILABLE

See more at **NEOTechConference.org**

This conference is an excellent opportunity to gain insights, share experiences, and explore innovative approaches to leveraging technology in education. We encourage all educators and administrators to register and join us in shaping the future of education through technology.

As always, the NEOnet Technology Integration service offers free PD opportunities nearly every week of the school year; anyone is welcome to attend in-person or through Zoom. Plus those from NEOnet schools can view recorded sessions on PD On-Demand on NEOnet.org. Finally, schools can schedule a time for an on-site PD day where these training sessions can be held at your school buildings. Visit training.neonet.org to learn more.

This article was written with the help of ChatGPT.

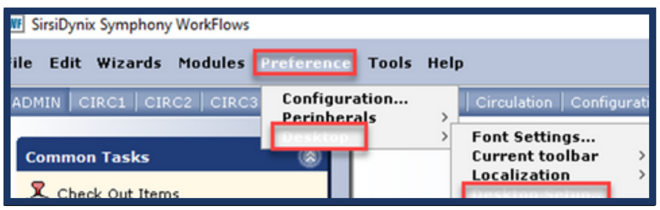
Sirsi WorkFlows Update/Server Change and Resetting Your Customizations

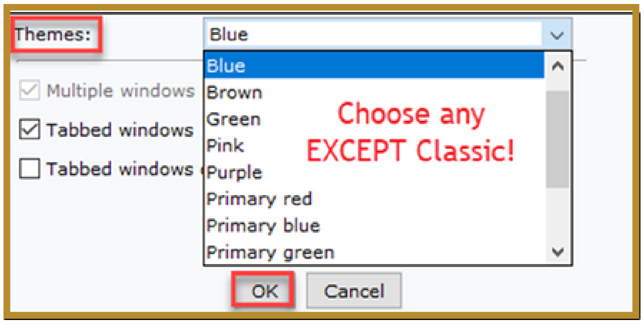
TAMRA DUGAN

Sirsi WorkFlows was updated to version 4.0.0.0 and changed to a Red Hat Linux server environment on December 15th. While the process went relatively smoothly, some users had to uninstall the previous version of the software and reinstall the new, causing them to lose their customizations.

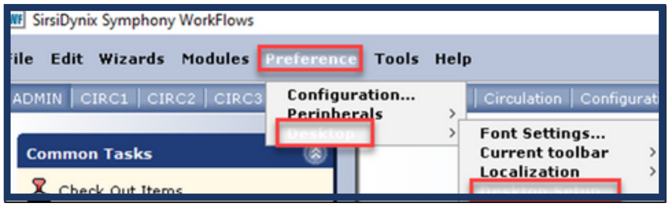
If you had to uninstall/reinstall and your WorkFlows looks different than it did, see below for a few reminders on how to reset various customizations. If you have any other customizations you're missing, please open a ticket by emailing libraryhelp@neonet.org.

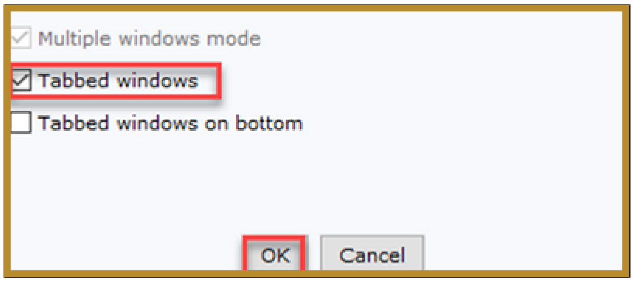
CHANGE THE THEME (COLOR):



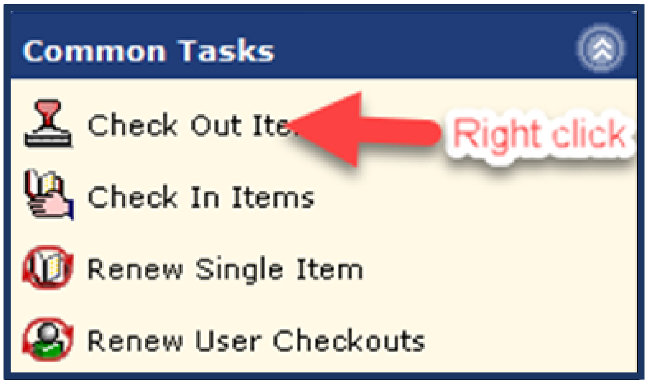


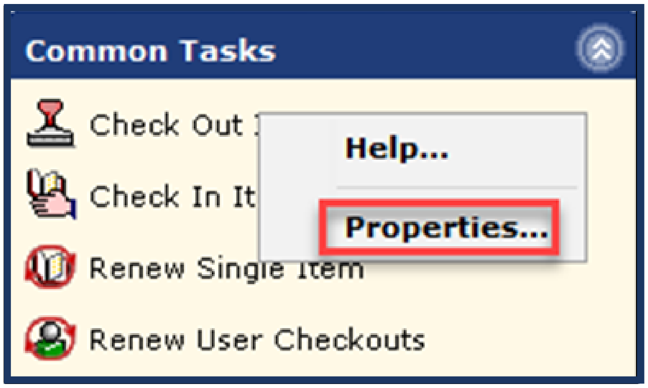
ENABLE TABBED WINDOWS (MULTIPLE MODULES OPEN AT ONCE):

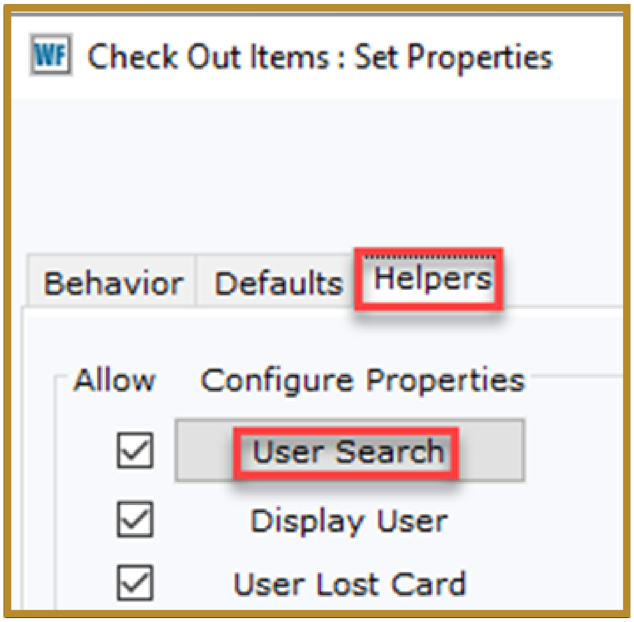


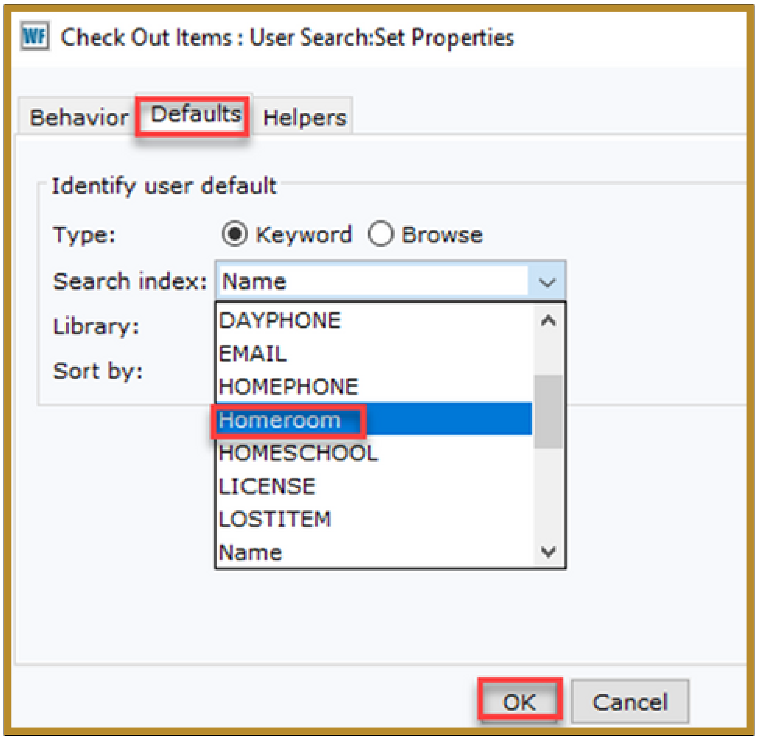


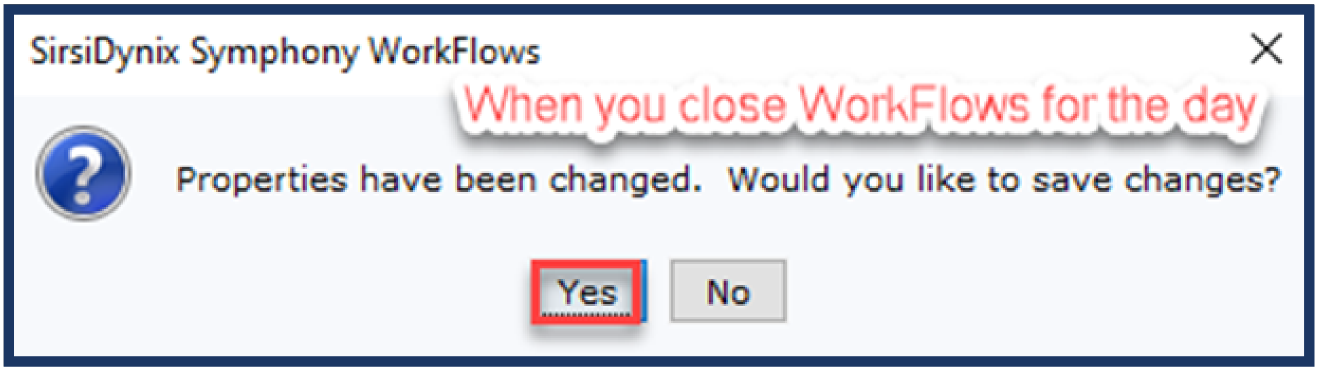
SEARCH BY HOMEROOM INSTEAD OF NAME IN CHECK OUT ITEMS:











EMIS - What is the purpose of the CRDC?

CATHERINE WRIGHT

The question on every EMIS Coordinators mind these days - **"What is the purpose of the CRDC?"**

The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunities at the early childhood through grade 12 levels. OCR relies on the CRDC data it receives from public school districts as it investigates complaints alleging discrimination, determines whether the Federal civil rights laws it enforces have been violated, initiates proactive compliance reviews, and provides policy guidance and technical assistance to schools and school districts.

WHAT IS DIFFERENT IN THE 2021–22 CRDC?

STAF-2: Teacher Certification in Specialized Areas
- Mathematics
- Science
- English as Second Language
- Special Education

STAF-3: Teacher Years of Experience
- First Year Teaching
- Second Year Teaching

STAF-4: Teacher Absenteeism
- Absent more than 10 school days

STAF-5a: Current Year Teachers Count
- Male By Race
- Female By Race

STAF-5b: Teacher Retention Count
- Number of teachers who were employed at this school for both the 2021–22 school year and the 2020–21 school year

THE FOLLOWING DATA ELEMENTS WERE REMOVED FOR THE 2021–22 CRDC:

- Number of preschool students who received one or more out-of-school suspension (disaggregated by race, sex, disability-IDEA, EL).
- Number of student participants on single-sex interscholastic athletics high school sports teams (with males only; with females only).
- Number of Algebra I classes in grades 7-8 taught by teachers with a mathematics certification.
- Number of students enrolled in Algebra I in grade 7.
- Number of students who passed Algebra I in grade 7.
- Number of math classes in grades 9-12 taught by teachers with a mathematics certification (Algebra I, Geometry, Algebra II, Advanced math, Calculus).
- Number of science classes in grades 9-12 taught by teachers with a science certification (Biology, Chemistry, Physics).
- Number of computer science classes in grades 9-12 taught by teachers with a computer science certification.

For more information on all the changes, please click **HERE**

Infinite Campus

LORI CONRAD

It is already time to start thinking about the 24-25 school year and that means scheduling! The Infinite Campus team has several opportunities for your district to work with us in getting ready to launch your 24-25 schedules.

NEOnet is hosting a 4-part scheduling series through March breaking down each part of the scheduling process and walking you through.

SCHEDULING PART 1: ROLL FORWARD

PART 1: Calendars & Enrollments, Calendar Rights, Departments

Done	Task
	Calendars: ○ Configure the next **School Year**. ○ Create a calendar for the next school year using the **Calendar Wizard**. ○ Modify 24-25 calendar data, such as: ○ **Start** and **End Dates**, **Grade Levels**, **Schedule Structures**, **Terms**, **Period Schedules**, and **Days**.
	Enrollments: ○ Communicate to office staff that enrollments will be rolled forward. ○ Roll student enrollments forward using the **Enrollment Roll Forward Wizard**. ○ Remove enrollments for students who are not returning next year using the **Enrollment Cleanup Wizard**.
	Calendar Rights & Departments: ○ Update **Calendar User Groups** and **Tool Rights** for scheduling users/user groups to provide access to the new calendar. ○ Assign **departments** and other necessary **district assignment information** to teacher employment records.

The first session was held January 25 and is currently available on our website or by request. Part 1 goes through all the preparation processes setting your district up to start scheduling. In Part 1 we configure the new school year, use the Calendar Wizard to create the calendar, and update and establish school days, school events, grade levels, schedule structures, terms, and period schedules. We roll forward student enrollments after those new calendars have been created. Then we make sure the appropriate staff have tool rights to the new areas.

SCHEDULING PART 2: ENTERING COURSE REQUESTS

Our second session is scheduled for February 8 and districts can register via the Events calendar at NEOnet.org. During our second session, we will review Part 2 of the Scheduling Checklist by adding new courses, attach departments, check the appropriate terms, schedules, and periods for the course, determine if the course can be requested, make courses active, and establish course rules. We will go over how and when to use the Walk-In Scheduler, the Request Wizard, and go over the Scheduling Request Reports and their usefulness.

PART 2: Preparing Courses, Entering Requests and Generating Reports

Done	Task
	Course Preparation: ○ Add **new courses** that will be offered for the year. ○ Attach **departments** to courses. ○ Check the number terms, schedules, and periods of the course. ○ Determine if the course can be **requested** by students. ○ Mark the appropriate courses **active**. ○ Establish **Course Rules**.
	Request Entry: ○ Hand enter requests using the **Walk-In Scheduler** for special circumstances. ○ Mass enter student requests through the **Request Wizard**. ○ Allow students to enter their own requests through **Campus Student**. ○ Have teachers **request courses** for students. ○ Run the **Scheduling Request Reports** as needed.

SCHEDULING PART 3: SCHEDULING BOARD

PART 3: Teacher and Course Planning

Done	Task
	Planning the Schedule: ○ Use the Requests Satisfied report to determine how many sections will be needed. ○ Use the Master Schedule Report from a prior year as a guide.

	Scheduling Board/Schedule Wizard:
	○ Access the Scheduling Board OR Schedule Wizard.
	  ○ Understand the Security and Data Precautions as well as the Scheduling Trials.
	  ○ Review the Course Planner and become familiar with its functions.
	○ Create a copy of a Trial based on the previous year's trial.
	○ Set teacher constraints using the Staff Planner.
	○ Use the Course Planner to build a first run schedule based on requests.
	○ Build the schedule *OR* manipulate the schedule using the Scheduling Board/White Board by moving sections and manually creating sections.

Our third session is scheduled for February 22 and districts can register on the Events page of our website. In this session, we will cover Part 3 & Part 4 of the Scheduling Checklist. We will talk about planning our schedule and the tools we can use to make that easier. Specifically, we will use the Staff Planner and Course Planner to plan the schedule. Then we will review how to build the schedule and load students using the new Scheduling Board.

SCHEDULING PART 4: MANUAL SCHEDULING

PART 4: Scheduling Students and Schedule Cleanup

Done	Task
	Manipulate the Schedule: ○ Load the course requests into the Scheduling Board/White Board. ○ Continue moving courses and sections to reach the desired request complete percentage. ○ When finished, mark the desired trial active.
	Scheduling Cleanup: ○ Use the Student Gap Scheduler and Schedule Gap Filler to complete schedules. ○ Use the Walk-In Scheduler to manually modify student schedules. ○ Use the Roster Copy to place students in one section into another section. ○ Use the Fill Teams Wizard to assign scheduling teams to students (if applicable).

The final session is scheduled for March 26. In our final meeting we will review all things related to manual scheduling. Some tools covered in this session include the Roster Setup and Roster Copy tools, and the Walk-In Scheduler. This session is intended for buildings who manually roster students into schedules.

All sessions can be found on our Events page. A complete detailed Scheduling Checklist is also available on the website or by request.

DataMap Graduation Points

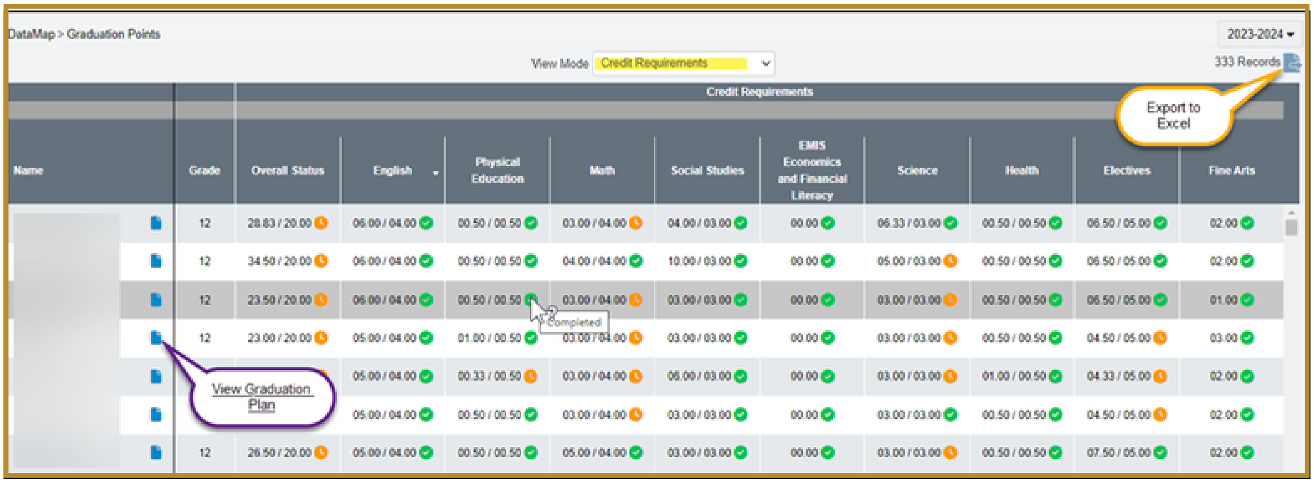
JANET HAYES

DataMap Graduation Points assist districts to identify students who have met or not met their Graduation Seals Requirements.

Graduation Points in DataMap is a great option to review the status of your students' Ohio High School Graduation Requirements. Graduation Points in DataMap has three different views to allow you to easily review each requirement: Credit Requirements, Graduation Pathways and now a <u>new</u> view, Graduation Competency. Trying to find the students who haven't met their Graduation Seal Requirement? The Competency view is for you! Each column may be sorted to easily find the necessary students and each view may be exported to excel for further analysis. You also have the option to print the Graduation Plan for each student. Many features available on one page!

CREDIT REQUIREMENTS

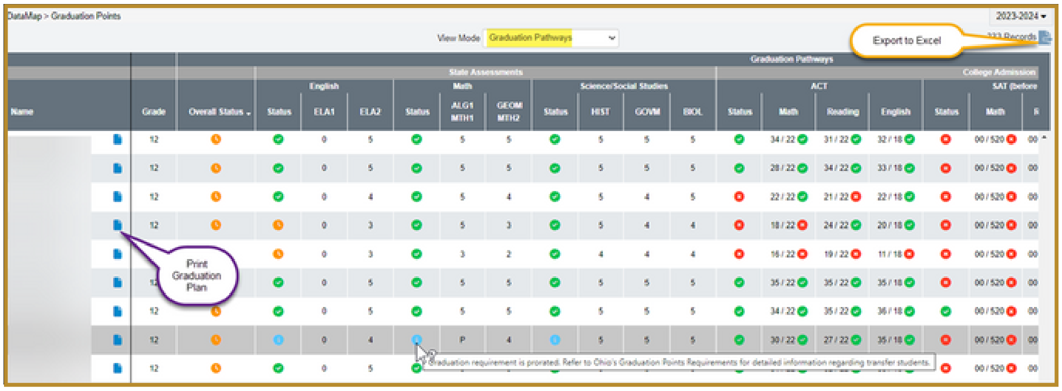
Displays the credits required by the state along with the credit totals earned by the student for each course along with the overall status for all the course requirements and individual course status. The status display as green if the course credit requirements have been met, yellow if in progress, red if for those who have yet to earn a credit for the course.



Name	Grade	Overall Status	English	Physical Education	Math	Social Studies	EMIS Economics and Financial Literacy	Science	Health	Electives	Fine Arts
	12	28.83 / 20.00	06.00 / 04.00	00.50 / 00.50	03.00 / 04.00	04.00 / 03.00	00.00	06.33 / 03.00	00.50 / 00.50	06.50 / 05.00	02.00
	12	34.50 / 20.00	06.00 / 04.00	00.50 / 00.50	04.00 / 04.00	10.00 / 03.00	00.00	05.00 / 03.00	00.50 / 00.50	06.50 / 05.00	02.00
	12	23.50 / 20.00	06.00 / 04.00	00.50 / 00.50	03.00 / 04.00	03.00 / 03.00	00.00	03.00 / 03.00	00.50 / 00.50	06.50 / 05.00	01.00
	12	23.00 / 20.00	05.00 / 04.00	01.00 / 00.50	03.00 / 04.00	03.00 / 03.00	00.00	03.00 / 03.00	00.50 / 00.50	04.50 / 05.00	03.00
			05.00 / 04.00	00.33 / 00.50	03.00 / 04.00	06.00 / 03.00	00.00	03.00 / 03.00	01.00 / 00.50	04.33 / 05.00	02.00
			05.00 / 04.00	00.50 / 00.50	03.00 / 04.00	03.00 / 03.00	00.00	03.00 / 03.00	00.50 / 00.50	04.50 / 05.00	02.00
	12	26.50 / 20.00	05.00 / 04.00	00.50 / 00.50	05.00 / 04.00	03.00 / 03.00	00.00	03.00 / 03.00	00.50 / 00.50	07.50 / 05.00	02.00

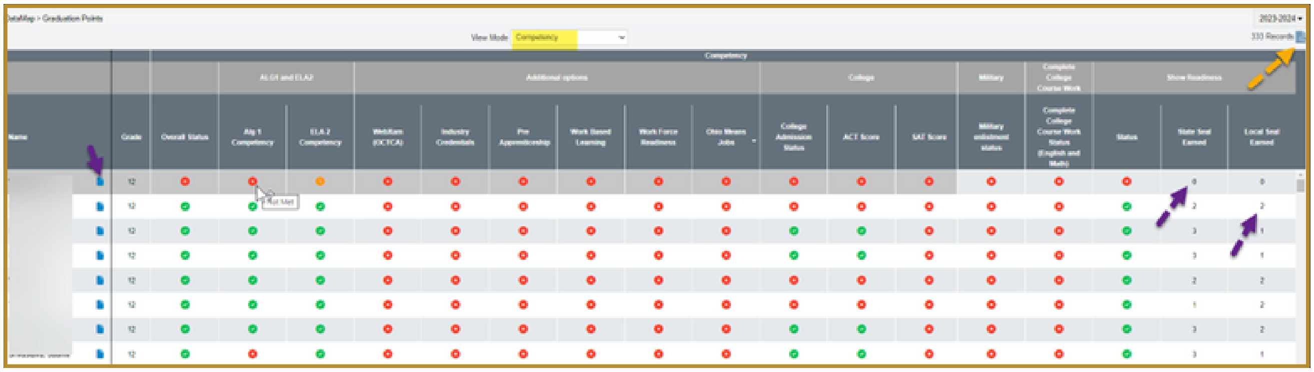
GRADUATION PATHWAYS

Displays the status of the students' state assessment scores and their college admission test scores as well as career readiness scores such as ACT WorkKeys and Industry-Recognized credential. The overall status also displays along with a blue status for pro-rated assessments.



COMPETENCY NEW

The Graduation Competency view indicates whether students have met Algebra 1 Competency, ELA 1 Competency, along with the additional competency options and the student's total number of State and Local Seal earned.



eFinancePlus – Cognos Reports and Scheduling Them Out

AUSTIN KENDRICK

There are many reports that we create and use on a daily, weekly, or even monthly basis, but there is a way to have the report automatically run for you and directly emailed to you or anyone in your district. The process for this is very simple and will help you keep track of any important reports by having Cognos email you a copy of the report either in PDF format, Excel Document, CSV Document, or a link to the report.

- Go into Cognos and find the report you would like to schedule
- Click on the 3 dots (ellipses) next to the report and select 'Properties'
- There will be a 'Schedule' Tab and button to select 'Create Schedule'
- A pop-up will appear, and you will see 3 tabs – Schedule, Options, and Prompts
    - Schedule – This is where you will select when and how often the report will send
    - Options – This is where you will select how you want the report to send (link, PDF, Excel, etc.)
        - Be sure to click the box labeled 'Send Report by Email' and then 'Edit Details' to add any email to the list of people the report will send to
        - **IMPORTANT:** When you go into 'Edit Details' be sure to turn on 'Attach Report Output' – This is how Cognos will email you an attachment, otherwise it will only send a link
    - Prompts – This section is to be left alone; any prompts will be added within the actual report
- Click save and your report will now be sent out to you or whoever you wish automatically!

COGNOS PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- February 23, 2024 - eFinancePlus (eFP) – Cognos Open Lab
- March 15 - eFinancePlus (eFP) Beginner Cognos Training
- March 22 - eFinancePlus (eFP) – Cognos Open Lab

eFinancePlus - Budget Transfer vs. Batch Budget Adjustment

DEBORAH BURRELL-HORN

When transferring funds within the same cost centers the process involves executing a budget transfer. The path is **Fund Accounting>Entry and Processing > Batch Budget Transfer**. A Budget Transfer requires at least two entries. The first identifies the project account providing the budgeted amount or the FROM amount; the second would be the amount or the account receiving the funds. You can transfer amounts from multiple budget units-accounts to multiple budget units-accounts **if the transfers are within the same fund.**

For Budget Adjustments: You cannot transfer amounts between funds, but you can enter transfers for more than one fund in the same batch if the totals of the From Amounts and To Amounts are within each fund balance. proceed to **Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments.** During this process, it is important to input the adjustment amount rather than the new budget amount. Utilize a positive number to augment a budget or a negative number to decrease it. Ensure that you input the corresponding opposite amount (positive or negative) for the other fund implicated in the transfer.

UPCOMING EFP COFFEE COLLABS

- February 26 - eFinancePlus (eFP) Coffee Collab – HR/Payroll
- March 4 - eFP Coffee Collab – Funding Accounting Module: Cleaning up Accounts
- March 18 - eFP Coffee Collab – Human Resources Module: Social Security Verification
- April 8 - eFinancePlus (eFP) Coffee Collab – Fund Accounting Module

eFinancePlus - Troubleshooting Workflow Email Delivery Concerns - Requisition Approval Notifications

SUSANNE SEARL

We understand that receiving requisitions approval emails is crucial. If you or your team are experiencing issues with not receiving notifications, we've put together a step-by-step guide to help identify and resolve the problem. Follow the instructions below to troubleshoot and ensure that your workflow emails are reaching you promptly.

IDENTIFYING ISSUES WITH RECEIVING WORKFLOW EMAILS

1. Requisition Details:
   - Navigate to the requisition in question.
   - Write down the approval group, shipping code, and budget unit/s used
2. Workflow Approval Assignments:
   - Go to Purchasing > Reference tables > Purchasing Defaults.
   - Review the workflows assigned to the user and check if they match the requisition.
3. User Organization Review
   - Navigate to System Administration > Administration > User Views.
   - Search for the user ID and Organization 'view type' to determine the budget units the user has access to.
   - Click 'View Preview' to see a list of available budget units
4. User Login Information:
   - Navigate to Human Resources > Employee > Employee Information.
   - Change the User Login to the User ID (first 7 letters of the last name + first letter of the first name).
   - Ensure the User ID is used for login to receive notifications on requisition actions.
5. Workflow Email Check:
   - If all settings are correct, go to System Admin > Workflow Legacy > FAM/PUR Workflow Log Maintenance.
   - Click on 'Cancel Workflow from Email Table' to check if an email has been sent.
   - Narrow options by changing 'Workflow Type' and entering the email address.
   - If the email is found, ask the user to check their trash and spam folder or contact your district's IT department for assistance.
   - If the email is missing, contact NEOnet at **fiscalhelp@neonet.org** for further investigation.

We hope this guide helps in identifying and resolving any issues with workflow email delivery. If you have any questions or need further assistance, please don't hesitate to reach out to us.

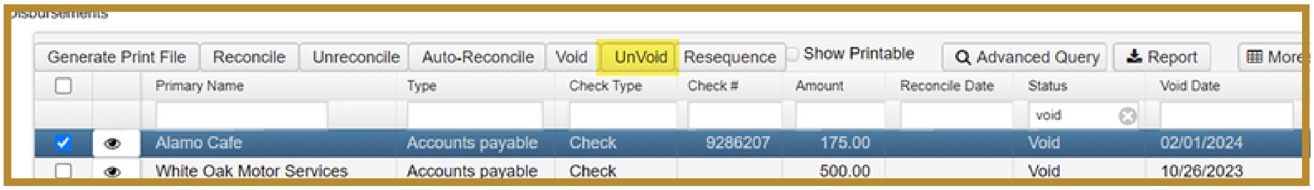
USAS Un-Void Disbursements

CHELSEA KERR

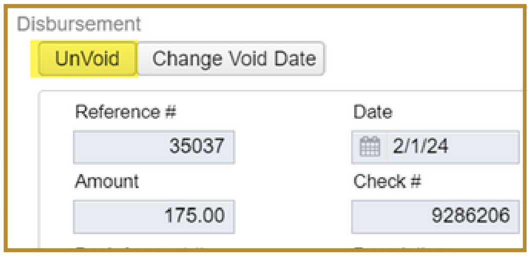
The ability to reverse a void of a disbursement has been added to USAS in a recent software update. Prior to this new feature, the only method of putting a previously-voided check back on the books was to follow a work-around which required recreating the disbursement and using resequencing to assign the original check number.

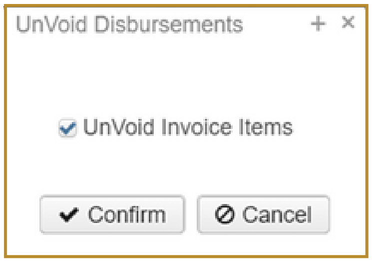
For any voided disbursements with a transaction date after 12/31/2023, the work-around method described above will no longer be necessary. Users may now opt to Un-Void these disbursements instead.

To use the Un-Void option, navigate to the Transaction menu in USAS, and select Disbursements. Within the Disbursements grid, users can apply filtering to the columns to locate the voided transaction. Select the disbursement by checking the box on the left side of the grid, then click [Un-Void].



The UnVoid option will also appear when viewing the disbursement by clicking on the view or eyeball icon beside the disbursement.





The box shown below will pop up on the screen to confirm the UnVoid of this disbursement.

If the invoice items were voided when the check was originally voided in the system, then users can leave the box checked to UnVoid the Invoice items linked to the disbursement. The status of the invoice items will change from Cancel_Full to the Full or Partial status that was on the line item at the time the disbursement was voided.

Please note, the Un-Void option adheres to posting period rules and will only be possible if the disbursement is dated within an open posting period. Any invoices associated with the original disbursement cannot be deleted if wishing to process an Un-Void.

State Software Payroll Item Error Adjustments Grids

TAMMY HAMILLA

GO TO CORE > PAYROLL ITEM > ERROR ADJUSTMENT OR EMPLOYER ERROR ADJUSTMENT

Note: You can also create an employee or employer error adjustment directly on the individual employee payroll item record.
Click on Create. Select the Employee from the dropdown box. Select the Payroll Item from the dropdown box. Click on Continue. Enter the **Amount** of the Error Adjustment for the employee. This field is used for corrections to the employee portion of the Payroll Item.

- **A negative amount in this field will give money back to the employee the next time the employee is paid or if a Payroll Item Refund is processed before the next payroll run.**
- **A positive amount in this field will withhold the amount in addition to the regular Payroll Item amount the next time the employee is paid.**
- Enter a **Date** for the transaction to be included in the payroll.
- **Date** - (Optional) If the Date field is left blank then the **Error Adjustment** will be processed on the next processed payroll. If the **Error Adjustment** is to be processed on a specific payroll then the Date field must be a date within the payroll processing period (date range from Beginning Date of a payroll to Ending Date of a payroll) for the payroll you wish to have the **Error Adjustment** applied.

Enter a **Description** of the Error Adjustment. The paid box will automatically be checked after the Error Adjustment was included in the Payroll or Payroll Item Refund was processed. The **Date Paid** will be updated automatically when the Error adjustment is included in Payroll (non-modifiable). Click Save to create the Payroll Item Error Adjustment record, or click on **Cancel** to not create the Payroll Item Error Adjustment and return to the Payroll Item Error Adjustment grid. Click on **X** in the right-hand corner to close.

EDIT PAYROLL ITEM ERROR ADJUSTMENTS

Only fields that are allowed to be edited will be displayed. Search for the desired Employee on grid.

Click on the checkmark to edit the Payroll Item Error Adjustments. Make desired changes. Click on Save to save desired changes to the Payroll Item Error Adjustments, or click on cancel to not post changes and return to the Payroll Item Error Adjustment grid.

DELETE PAYROLL ITEM ERROR ADJUSTMENTS

Payroll Item Error Adjustment cannot be deleted if it has been referenced through the system. Search for the desired employee payroll item error adjustment to delete. Click on X to delete the Payroll Item. Click on delete to confirm.

PAYROLL ITEM REFUND - EMPLOYEE

Payroll Item Refund is used to process a refund of a Payroll Item for an employee. The Payroll Item Refund allows you to reimburse the total amount or a portion to the employee, to refund an employee who is no longer being paid, or a refund that needs to be processed before the next regular payroll is run. To process a refund go to **Processing >Payroll Item Refund**.

Click on the eyeball to view the Payroll Item to be refunded or the Edit button to update the refund record. Select the employee to be refunded by entering a checkmark in the check box. **To refund ALL employees**, click on the checkbox under **Unpaid Error Adjustments**. All records will be selected. Then click on Refund Selected Payroll Items.

TO CREATE THE FILE FOR CHECK PRINTING:

- Choose your **Payment Option**
  - Check Payment (Check Payment is defaulted)
- ACH Electronic Payment
- **Bank Account**: Can use the drop-down to select Bank Account for processing
- **Starting Check Number:** Leave blank to automatically increment highest current number
- **Transaction Date**: Current date is default (If adding a date it must be within the open posting period)
  - Choose your **Output Format**
  - XML (Export) The 'XML' option of 'Output Format' is used when printing with outside printing software which will use the Bank Account information entered under Core<Bank Accounts.
  - PDF (Print)
- Select a **Pay Plan**:
  - Biweekly
  - Semi-monthly
  - Monthly
- **File Name**: A File Name will be automatically entered 'PayrollItemRefund201X-XX-XX.xml' or this can be modified by the user.
  - ****NOTE**Depending on your third party printing software, they may not accept this .XML with the wording of 'Refund'. After completion of creating the file, you can reprint this .XML file by going to Payments/Refunds/Refund Checks and select the employee to create the refund .XML file:**
  - This .XML file can then be used to create the refund check to the employee using the third party software.
- Click Process Refunds to process the output file for printing.

CONTACT US: 330-926-3900 *Press 0 for the HelpDesk

NEOnet Directors

Matt Gdovin
Ext. 601100

Chris Zolla
Ext. 601110

Leadership

Michele Baker
Ext. 601113

Jennifer Cottrill
Ext. 601114

Tamra Dugan
Ext. 601128

Bonnie Manchester
Ext. 601120

Andy Melick
Ext. 602730

Jason Smith
Ext. 601115

Receptionists

Gabriella Hart
Ext. 601141

Diane Leicy
Ext. 602120

Financial Services

Roxanna Bennett
Ext. 601133

Alyssa Green
Ext. 601164

Educational Technology - Ext. 601160

Noah Himes
Ext. 601117

Ryan McLaughlin
Ext. 601131

Dan Niessen
Ext. 601106

EMIS Services - Ext. 601140

Mary Dolis
Ext. 601102

Renee Eckstine
Ext. 601155

Yvonne Fisher
Ext. 601104

Alexandra Holowatyj
Ext. 601139

Darlene Neel
Ext. 601157

Emily Roberts
Ext. 601118

Beth Sanfrey
Ext. 601132

Sara Skraba
Ext. 601103

Sandy Sparr
Ext. 602210

Janet Snyder
Ext. 602220

Catherine Wright
Ext. 601126

Student Services - Ext. 601140

Julie Combs
Ext. 601142

Lori Conrad
Ext. 601129

Janet Hayes
Ext. 601112

Bethany Ladich
Ext. 601138

Denise Marrali
Ext. 601101

Kathy Peters
Ext. 601107

Jacqueline Tupps
Ext. 602630

LuAnn Trumpower
Ext. 602610

Leslie Wiseman
Ext. 602620

Fiscal Services - Ext. 601130

Deb Burrell-Horn
Ext. 601137

Rachel Caudill
Ext. 602310

Tammy Hamilla
Ext. 602320

Michelle Ingersol
Ext. 601136

Austin Kendrick
Ext. 601148

Chelsea Kerr
Ext. 601146

Lisa Nash
Ext. 601121

Susanne Searl
Ext. 601153

Neal Stefanko
Ext. 601122

Technical Applications - Ext. 601180

Theodore Drewek
Ext. 601174

Steven Foster
Ext. 601156

Leo Galleguillos
Ext. 601178

Hunter Harbison
Ext. 601173

Mike Hoffman
Ext. 601108

Spencer Zolla
Ext. 601127

Technical Services - Ext. 601150

Mark Banks
Ext. 602720

Mark Baughman
Ext. 602740

Kelly Burdette
Ext. 601154

Ben Claussen
Ext. 601125

Nate Coffey
Ext. 602750

Tony Dipane
Ext. 601191

John Gill
Ext. 601162

Cyrus Elder
Ext. 601116

Justice Jones
Ext. 601151

Cody Lyons
Ext. 601119

Jay Milliron
Ext. 601147

Aly Powell
Ext. 601145

Joe Prekop
Ext. 601134

Tyler Reinel
Ext. 601152

Mitchell Rockwood
Ext. 601166

Tristan Smith
Ext. 601149

Eric Spencer
Ext. 601144

Tim Tracy
Ext. 601109

Christian Walker
Ext. 601167