

## Aspen's X2 Student Information Management System

### BARNSTABLE PUBLIC SCHOOL'S GOAL FOR X2

Aspen's X2 will introduce a comprehensive PreK-12 database for staff and students that improves the efficiency and effectiveness of the public school system in Barnstable. This will include ensuring that:

- We are closer to a 'enter once, use often' approach to student data.
- Information is streamlined and standardized making it easier for teachers, administrators, students and parents to understand the school system, its pupils and performance.
- Each school has a better understanding of its student population and how to improve student learning outcomes.

This document is being written to provide you the overview of the many changes that are taking place across the district due to our new SIS over the next three years. While improvements to the system will continue to roll out over the next few years, we are going LIVE April 25th. At this time, all mission critical tasks will be up and running for April 25. Many other features will continue to be added over time to enhance the system and provide the system with very important data elements.

We are able to provide this information with a focus on specific roles throughout the district.

#### All Users

**URL: TBD**

**Login: First initial Last name (ex: dbeckwith)**

**Password: password**

**NOTE:** You will be prompted to change your password at first login. Password retrieval is self service. Remember to take a few minutes to enter an email address and choose a security question if, in the event, you get locked out of the system. **PLEASE don't write your password down where someone can find it, i.e., under your keyboard, on top of your screen, etc.**

# Teachers

## GRADES

## ATTENDANCE

## STUDENT LOGINS

### Attendance

Attendance will be taken in X2 starting April 25, 2011 **FOR ALL SCHOOLS ACROSS THE DISTRICT.**

### Grades 4-12

- Grade quick will continue to be used for grading.
- Fourth quarter Progress Reports will be generated through Rediker one final time.
- Report Cards (including Seniors) will be generated from X2 in May/June.

### Elementary

West Villages, Centerville, and BWB will continue to use schoolBrains for grading and will generate the 3rd trimester report cards out of schoolBrains. (schoolBrains will continue to house the common assessment data across the district.) **NOTE:** *An attendance report will have to be generated from X2 and will provide attendance data for grades K-3 for those schools issuing standards based report cards.*

### Student ID's

All students will ONLY have two identifiers moving forward with the X2 launch. Student SASID (State identifier) will NOT change; however, student LASIDS (local identifier) will be generated from X2. All students will be issued a NEW ID over the summer for the start of school; the LASID will be used for NOVELL and other technology logins, and the lunch program. **Students will no longer have a 5 digit lunch PIN starting in August of the 2011-2012 school year.**

### Teachers of Special Populations

Including Special Education, 504, Title 1, Gateway, Out of District Placement, and ELD:

The interface for SemsTreker is in development, and will become a stopgap measure until all data in SemsTreker can be integrated within X2, and X2 will be the primary database for all Special Education reporting. Special Education teachers (and staff responsible for 504) should be aware that training will be scheduled as soon as possible, sometime during the summer.

### ELD Teachers

All ELD data from schoolBrains will have been transferred to X2.

### Other Programs (populations)

Will be added as needed. X2 handles other special populations through 'Programs'. Currently those programs are in development. X2 has Programs, Groups, and Snapshots which are tools to group certain populations within X2.

### Support

Every school and house office will receive a X2 manual with instructions for Basic Navigation, Student Management, Conduct and System Reports. Quick cards are available also for individuals.

All manuals are in electronic form and available online in PDF form.

X2 is intuitive and easy to navigate. While on any screen within X2, a help menu is available specific to that screen.

**Stay tuned...More information to follow.**

## Principals, Vice & Asst. Principals, and Housemasters

### ATTENDANCE

### SCHEDULES

### CONDUCT

#### Conduct

Principals, Vice Principals, Assistant Principals and Housemasters will enter all conduct in X2. The Incident codes have been significantly consolidated for consistency across the district and for accuracy in reporting on a longitudinal basis. Starting in August of 2011 the School Safety and Discipline Report required by the DESE will be generated from X2. No longer will incidences be recorded in DESE's Security Portal. For those schools using SWIS, at this time, there will be no connection (interface) with that system. (There will have to be dual entry).

**NOTE:** *It is the Principal (at the elementary level), the Assistant Principal at BIS, and Housemasters who are the responsible agents to record the incidents and actions in X2. Note that there are specific conduct codes tied to both the DESE's SSSDR and the federally required Civil Rights Report.*

#### Attendance

Attendance codes have significantly been consolidated also for additional accuracy for reporting purposes.

Principals, Vice Principals, Assistant Principals, and Housemasters (or their designee, i.e. Administrative Assistants) will be able to manage attendance through a management screen. These codes, too, have been significantly consolidated and streamlined for consistency across the district for improved accuracy.

**Alert NOW attendance calls:** The interface between Alert Now and X2 is in development; this will automate the daily attendance calls. For the rest of the 2011 school year, the procedure for calls home for attendance will not be affected (directions to follow), and the same procedure will be in place where Rediker was previously used.

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## Curriculum Coordinators and Department Heads

**STUDENT ENROLLMENT DATA**

**ASSESSMENTS & EPP**

**X2 GRADEBOOK**

Curriculum Coordinators and Department Heads will have access to student enrollment data.

### Assessments

Assessments, including common assessments, MCAS, and MEPA will be stored in X2. Note that there is no analysis within X2. Cognos, the state data warehouse, and schoolBrains will still be used to analyze assessment scores.

### Gradebook

During the summer of 2011, the Curriculum Coordinators and Department Heads, along with an elected 'go to' person at each school, should attend the "Grade Management and Gradebook" training and utilizing the Train the Trainer model, support their department and building members for grading. The X2 Gradebook will be made available in August of 2011 for all teachers.

Grading, Progress Reports, Report Cards and Standards Based Report Cards will be generated out of X2 for the 2011- 2012 school year.

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## Administrative Assistants and Nurses

**REGISTRATION (including medical information)**

**EMERGENCY CARDS**

### Registration

There is a new registration form for all of Barnstable Public Schools. The registration form and the medical form have been created on separate sheets to improve the process of data collection. During the summer of 2011, these documents will be translated and made available to schools.

Every year, a checklist or verification sheet will be generated from X2 and sent home to parents to provide current and updated information.

### Emergency Cards

In the future, once SNAP (health) data is integrated into X2 the emergency card will be generated from X2. The Snap rollover is planned for fall of the 2011 school year.

**NOTE:** for the school year 2011-2012, the standard emergency cards will remain in place.

**Addresses:** There are 6 placeholders with X2 for addresses of students and their 'contacts'. X2 will identify which contact the student lives with.

Student	Residence	Mailing
Contact 1	Residence	Mailing
Contact 2	Residence	Mailing

*In addition to these contacts, there will be an emergency contact data set also within X2.*

There will also be an opportunity to collect email addresses and to identify what correspondences/phone calls each contact receives (see new registration form for details).

**Transportation:** X2 will be able to store transportation data. The interface between the transportation program, Trapeze, and X2 will be in place by August of 2011 which will update and provide transportation data directly to X2.

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<b>School Counselors</b>	<b><i>MASTER SCHEDULE</i></b>	<b><i>GRADUATION REQUIREMENTS &amp; MA CORE</i></b>
	<b><i>DAILY SCHEDULE</i></b>	<b><i>CURRICULUM</i></b>
	<b><i>TRANSCRIPTS</i></b>	<b><i>NAVIANCE</i></b>

**Master Schedule**

One of X2’s significant features is their scheduling module. Both BIS and BHS will create the schedules in MAY of 2011. Additional training sessions will be forthcoming for those key people who regularly create the MASTER SCHEDULE.

**Transcripts**

Six years of transcripts will be stored ‘live’ in X2. Past years transcripts will be made available in PDF.

**Graduation Requirements**

Both graduation requirements and Ma Common Core suggested curriculum will be tracked in X2.

**Naviance**

An interface between Naviance and X2 will be developed sometime in the coming school year.

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