

SMARTT 2 Plus

Quick Guide



Welcome to SMARTT 2Plus ABE
Version 1.40

UserId: •

Password: •

TABLE OF CONTENTS

Introduction	1
Section 1 Set View	1
Section 2 Class Completion	1
Section 3 Agency/Project/Site	1
3.1 Agency	1
3.2 Project	1
3.3 Site	3
Section 4 Staff	1
4.1 Staff Search	1
4.2 Adding staff	2
4.3 Staff Salary	3
4.4 Add Role	4
4.5 Exiting Staff	4
Section 5 Classes	1
5.1 Class Search	1
5.2 Class List	1
5.3 View / Edit Class Information	2
5.4 Assign Instructor to a Class	2
5.5 Assign In-Class Assistant to a Class	3
5.6 Edit User Defined Fields	3
5.7 Edit Class Enrollments	3
5.8 View / Edit Class Attendance	6
5.9 Monthly Attendance Form	8
5.10 Delete Class Enrollments and Attendance	8
Section 6 Students	1
6.1 Student Search	1
6.2 Student Lists	2
6.3 Adding a Student	3
6.4 Student Edit User Defined Fields	5
6.5 Student Information	6
6.6 Student Disabilities and Accommodations:	6
6.7 Assessments	7
6.8 Student Goals	8
6.9 Recording Goal Achievement	10

6.10 Exit Student	11
6.11 Reintake a Student	11
Section 7 Follow up	1
7.1 Follow Up Introduction	1
7.2 Follow Up	2
7.3 Follow Up Search	2
7.4 Entering Follow Up Data	2
7.5 Follow up Coordinated with Student's Goal Screen	3
Section 8 Referrals to Career Centers	1
Section 9 Site Assessment Reports	1
9.1 Assessment Report (Primary Set)	1
9.2 Assessment Report (Primary Not Set)	1
9.3 Assessment Report (Other)	1
Section 10 Waiting List	1
10.1 Add a Contact to Wait List	1
10.2 View and Edit the Wait List	3
10.3 Remove a Name from the Wait List	3
Section 11 Site Rollover	1

Introduction

- Use URL <https://smartt.doemass.org> for homepage access to SMARTT1, SMARTT2+, Cognos, Request Access, and ABE Directory.
- **Note:** Typing a SMARTT2 logon information on this screen will result in a logon failure message. Click on **SMARTT2** first to access that logon screen.



- If you don't use SMARTT1 to enter volunteer information, set <https://smartt.doemass.org/smartt2> as your SMARTT homepage.



- **Monitor Resolution:** Set monitor resolution to 1024 X 768. (See Appendix for

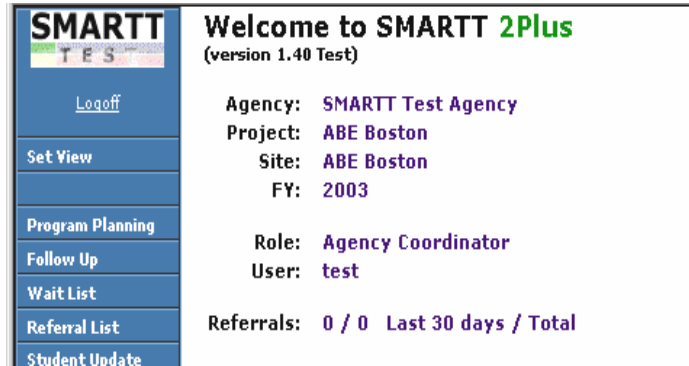
Instructions for Changing Monitor Resolution.) This is not a requirement, but a strong recommendation. All pages are designed at this resolution. If you use a larger resolution such as 800 X 600 then you will need to use the scroll bars to view the entire page.

- **Access Levels:** The four levels of access, **Agency Coordinator**, **Project Coordinator**, **Site Coordinator**, and **Site User**, determine users access to viewing and editing information. All *Quick Guide* instructions can be used at the Agency Coordinator access level. Project and Site Coordinators can use most of the instructions. The Agency Coordinator should approve access levels. Speak with your regional tech person for access level recommendations for staff.
- **Menu Screens:** Left side **menu** choices change when you are in different sections. Select **Main Menu** from any screen to get back to the original menu. **Logoff** is available from any screen.
- **Help** buttons appear on some screens, but they are not activated in all sections yet. **Help** is available on **student** screens.
- **Navigating within screens:**
 - To move through any screen use tab to go from field to field.
 - **Note:** Don't use the enter key to navigate. It acts as **save** on some screens, and as **cancel** on others.
 - On student, staff, and volunteer screens, the information tabs are **View** and **Edit**. They look like index cards. Click on the tab to have one "card" appear in front of the other. **Edit** must be closed in each section before another section of that screen can be edited.
 - Look for **SAVE** button on screens. Usually it is at the bottom of a screen, but sometimes it's at the top of a section. Be sure to save regularly. There are warnings if you have an open **edit tab** in a screen and try to move to another section on that screen. In some cases, it is possible to move from one menu area to another without being warned. Also, data is not automatically saved if you are "timed out." The system times out if you have not saved any information within 30 minutes.
 - Run the mouse over an item to highlight it. **Click once** to select from most links.

Section 1 Set View

For multiple site programs, “set view” to the correct project and site.

- Click on **Set View**.



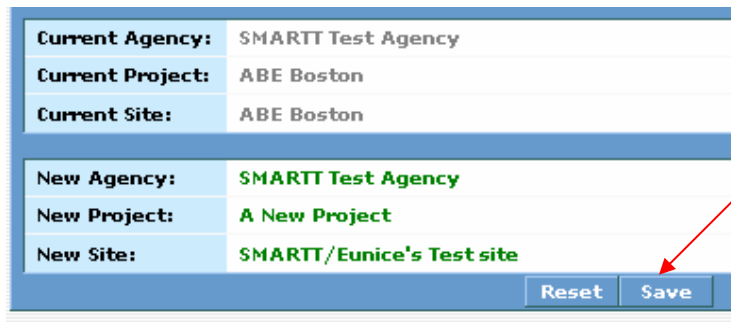
The screenshot shows the SMARTT 2Plus interface. On the left is a vertical menu with buttons: Logoff, Set View, Program Planning, Follow Up, Wait List, Referral List, and Student Update. A red arrow points to the 'Set View' button. On the right, the 'Welcome to SMARTT 2Plus' header is displayed, followed by user information: Agency: SMARTT Test Agency, Project: ABE Boston, Site: ABE Boston, FY: 2003, Role: Agency Coordinator, and User: test. At the bottom right, it shows 'Referrals: 0 / 0 Last 30 days / Total'.

- Select a project and a site from the drop down lists.



The screenshot shows a tree view of folders. The root is 'SMARTT', which contains 'SMARTT Test Agency'. Under 'SMARTT Test Agency' are folders '123' and 'A New Project'. Under 'A New Project' are several items: 'Martha's Even Start', 'SMARTT/Basement', 'SMARTT/Donna's Reporting Test', 'SMARTT/Eunice's Test site' (highlighted with a blue selection bar), and 'SMARTT/Morning Shine - Even Start Test Site'. Two red arrows point from the 'Set View' button in the previous screenshot to the 'A New Project' folder and the 'SMARTT/Eunice's Test site' item.

- Note the change from **Current Agency, Project, and Site** to **New Agency, Project, and Site**. Click **Save**.



The screenshot shows a form with two sections. The top section, titled 'Current Agency, Project, and Site', has three rows: 'Current Agency: SMARTT Test Agency', 'Current Project: ABE Boston', and 'Current Site: ABE Boston'. The bottom section, titled 'New Agency, Project, and Site', has three rows: 'New Agency: SMARTT Test Agency', 'New Project: A New Project', and 'New Site: SMARTT/Eunice's Test site'. At the bottom right of the form are two buttons: 'Reset' and 'Save'. A red arrow points to the 'Save' button.

- The **Current Project** name will appear on staff screens.

Staff Search - Project: A New Project

- The **Current Site** name will appear at the top of student screens.

Student Search - Site: SMARTT/Eunice's Test site

- **Note:** If you don't see information you're looking for in a particular screen, click on **set view** in left menu screen to see if you're in the correct site. Students and classes are site specific, while staff and volunteers are agency specific. The top of the student screen indicates the site, but the class screen currently does not indicate the site you are in.

Section 2 Class Completion

- Select **Post-Planning Class Completion** from left **Main Menu**.
- Click **Complete Class**.
- Check Beginning and Ending dates, Days of Week, Class Type, Levels, Weeks Per Year, Level, Start Time, Focus, and Start Time. Most fields in the first box are automatically populated from the Approved Program Plan. If there's a problem, contact your program specialist.
- Select **Language**, **Subject**, and **Instructional Method** from the drop down lists.

103 - Beginning ABE
 Class Begins: 09/09/2003 Class Ends: 06/30/2004

Basic Information:

Class Type:	Rates-Based	Language:	<input type="text"/>
Level:	GLE 3-4	Subject:	<input type="text"/>
Weeks Per Year:	34.0	Instructional Method:	<input type="text"/>
Days Of Week:	MW		
Focus:	Core ABE/ESOL		
Start Time:	09:00 AM		

- Type **Funded Hours** for each month in the **Funded Hours** column. Use tabs to move to next month. The **Total** will be calculated as the monthly hours are entered.

Month	Funded Hours	Maximum Calendar Hours
July	0.00	0.0
August	0.0	0.0
September	18	18
October	27	27
November	28	24
December	0.00	30
January	0.00	
February	0.00	
March	0.00	
April	0.00	
May	0.00	27
June	0.00	27
Total:	45.00	255.00
Funded Hours in Class Plan:	204.0	

Microsoft Internet Explorer

Please do not exceed the maximum. [24]

OK

Can't enter 28 hours. Only 24 calendar hours available this month.

Note: Total for all funded hours entered must be exactly equal to the funded hours in class plan.

Save Reset Cancel

- Click **Save**.

- If the **Total** hours don't match the **Funded Hours in Class Plan** an error message will pop up.

February	18	24
March	18	30
April	12	
May	10	
June	10	
Total:	165.00	
Funded Hours in Class Plan:	204.0	

Microsoft Internet Explorer

Please review your figures.

1. Your monthly hours do not match the approved amount.

OK

Note: Total for all funded hours entered must be exactly equal to the funded hours in class plan.

- A green dot indicates that the class is **Complete**. Go on to complete each class.

	Class Code	Service Type	Start Date	Completeness		
				Incomplete	Complete	
ing Center	101	GLE 0-3	09/10/2003	●		Complete Class
ing Center	102	GLE 0-3	09/09/2003	●		Complete Class
ing Center	103	GLE 3-4	09/09/2003		●	
ing Center	201	GLE 6-8	09/10/2003	●		Complete Class
ing Center	202	GLE 3-5	09/09/2003	●		Complete Class
ing Center	203	GLE 3-5	09/10/2003	●		Complete Class

- **Note:** Once the class schedule is set from this screen, it cannot be accessed from this screen again. Go to **Main Menu, Classes** to edit daily schedules once they have been completed.
- **Note:** Click **Help (?)** for more information.

The screenshot shows a web application interface. On the right, there is a table with columns: Site, Class Code, Service Type, Start Date, Completeness (Incomplete, Complete), and a link for each class. A red arrow points from a question mark icon in the top right corner of the table to a dialog box titled 'CLASS COMPLETION REPORT'.

CLASS COMPLETION REPORT

Purpose

This **Class Completion Report** lists the classes generated from the approved program plan. Before these classes will appear in SMARTT 1, they must have some additional information specified for them to make them "complete". Once a class is "complete", it will appear in the list of classes for the site on SMARTT 1. The Class List in SMARTT 1 will remind you that a teacher still needs to be assigned.

Note: If you don't see your classes in the Class Completion Report, verify that your site has been rolled over.

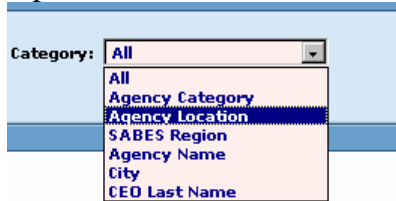
Each generated class will need the following data in order to make it complete:

Section 3 Agency/Project/Site

3.1 Agency:

This is the grant recipient information section.

- Only the agency coordinator access level allows for editing agency information.
- **Agency Information** and **Benefits** can be edited from this screen.
- **Agency Grants** and **Current Projects** cannot be edited here. Use the Current Projects link to edit projects from this screen. Grant amounts cannot be edited since all grant information comes from the approved program plan.
- All access levels can use **Search** to view any DOE funded Agencies from this site. **List All** in the left menu will return all funded agencies.
- Use the **Category** drop down to narrow the search:



Category: All

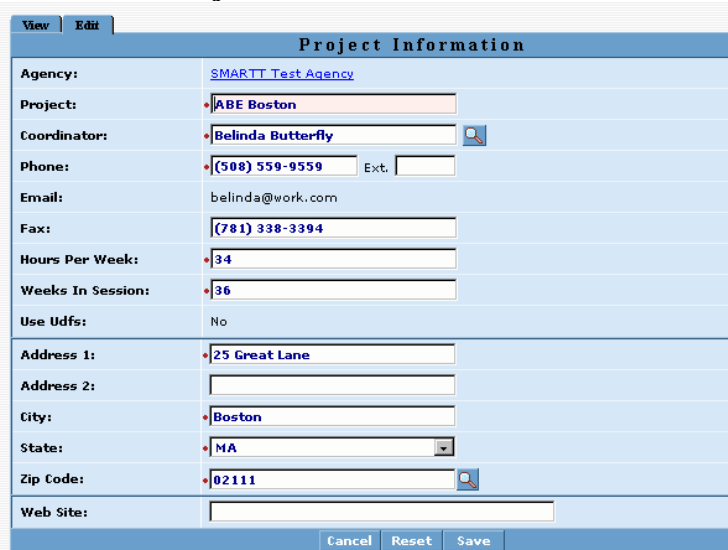
- All
- Agency Category
- Agency Location
- SABES Region
- Agency Name
- City
- CEO Last Name

- The list columns can be sorted or swapped and the lists can be printed, or exported to EXCEL or Microsoft Word from here. See *Student Search 6.1a* for tips on using lists.

3.2 Project:

All projects within the agency and statewide are viewable here.

- **Current Project Information** can be edited from this screen.



View Edit

Project Information

Agency: SMARTT Test Agency

Project: ABE Boston

Coordinator: Belinda Butterfly

Phone: (508) 559-9559 Ext.

Email: belinda@work.com

Fax: (781) 338-3394

Hours Per Week: 34

Weeks In Session: 36

Use Udfs: No

Address 1: 25 Great Lane

Address 2:

City: Boston

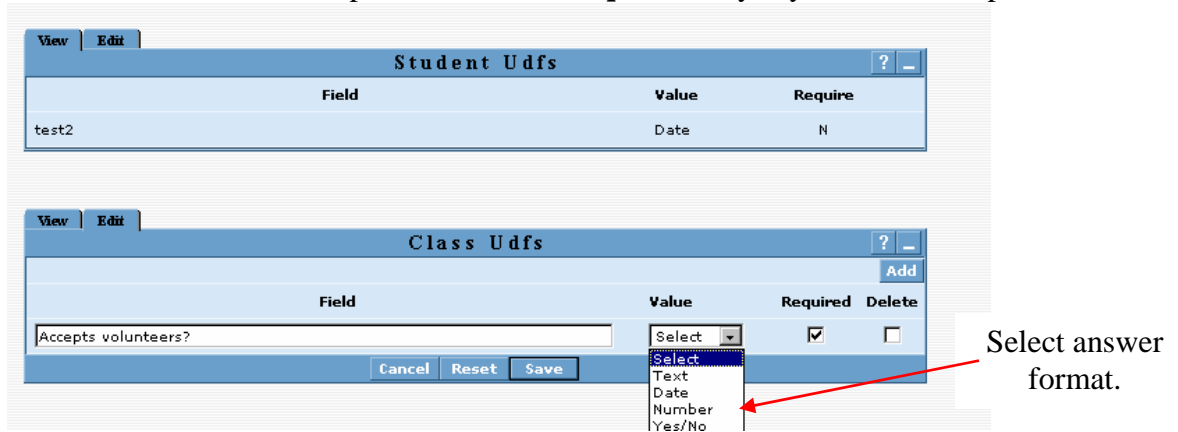
State: MA

Zip Code: 02111

Web Site:

Cancel Reset Save

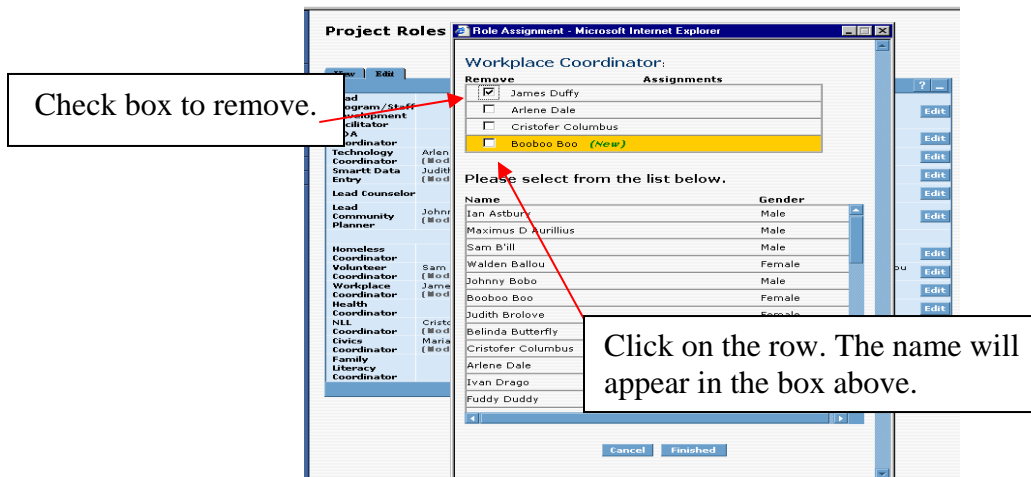
- **User Defined Fields (UDFs)** can be added here. Be sure to define the answer format from the value drop-down. Check **Required** only if you want that option.



- **Project Grants** and **Sites** are view-only on this screen. There are links to **Sites** and **Site Coordinators** from this screen.
- **Project Roles** can be edited by clicking on **Project Roles** in left menu, then edit.



- Check the box next to name to be removed. Click on the name of person to be added. Multiple names are allowed for each role. Click **Finished**.



3.3 Site:

Site information for current site can be edited in this section.

- Click on **Site** in left **Main Menu**. All **Current Site** fields except **Agency** and **Project** can be edited.
- **List All** gives searchable, view only screens for all DOE funded sites.
- Three **Assessment Reports** are available here. Note: The assessment report may load slowly for large sites, during which time the screen shows 0% completed, and **Done** appears in the Explorer status bar. Don't click again; just wait.
- The name link on the **Assessment Reports** goes directly to the student's assessment screen. See *Student Section 6.7* for more on assessments.
- **Site Rollover** appears in the left menu screen on June 15th. See *Section 11 Site Rollover*. Select **Site Rollover** in left menu. Students who are not enrolled in classes, or whose goal, assessment, or attendance information has not been updated recently are listed. Classes with no enrollment are also listed. There are direct links from this screen to the students and classes listed. Once the information has been checked and updated as necessary, check the **Certification** box in the **Signature Verification** box at the bottom of the screen. Be sure to have the Program Coordinator's OK before requesting rollover.
- **Note:** Checking the Rollover Signature Verification is a **request** for Rollover. When DOE is ready to rollover the site to the new FY, you will receive e-mail notification, and will see the next FY on the main menu screen after you login.
- **Reminder:** Rollover is **Site** specific. **Set view** to each site individually and request rollover for each.

(20) Inactive Student Goals			
Name	Address	Gender	DOB
Atmitablaero,Angel	989 Cinnamon Bun Boston MA, 02109	Male	1/1/1965
Beaner, Frank	66 dsfk Malden MA, 02148	Male	10/10/1950
Charland, Olivia L	104 Gardner Road Hubbardston MA, 01452	Female	6/7/1974
Dodoo, Johnny	45 Slew Blvd. Northampton MA, 01061	Male	10/12/1903
Edaf, Bdfdfg	222 Marlborough MA, 01752	Female	9/10/1958
Finkle, Smashy	45 School lane Malden MA, 02148	Male	9/8/1940
Giant, Andre the	28 Regent St. Boston MA, 02126	Male	1/1/1956
Gooqoo, Booboo	34 ddfsf Malden MA, 02148	Male	10/10/1965
Jackson, Michael	1 fantasy land Boston MA, 02111	Male	2/22/1960
Jones, Smashy	35 Stjkin Lane Apt. 789 Plymouth MA, 02360	Male	10/2/1950

(22) Inactive Student Assessments				
Reviewed Student Data?	Student Name	Primary Subject Area	No Assessments Found?	Used The "Other" Assessment Area?
<input type="checkbox"/>	AA	Not Set	None	
<input type="checkbox"/>	Atmitablaero,Angel	Not Set	None	
<input type="checkbox"/>	Dodoo,Johnny	Not Set	None	
<input type="checkbox"/>	Doe,Jane	ABE Reading		
<input type="checkbox"/>	Edgf,Cdfdfg	Not Set	None	
<input type="checkbox"/>	Fionkle,Smazhy	Not Set	None	
<input type="checkbox"/>	Giant,Andre,the	ABE Reading		
<input type="checkbox"/>	Googoo,Booboo	ABE Reading		
<input type="checkbox"/>	Jackson,Michael	ABE Reading		
<input type="checkbox"/>	Jones,Smazhy	Not Set		
<input type="checkbox"/>	Jones_001-1,Joe B	Not Set	None	
<input type="checkbox"/>	Macias,Olaa	ABE Reading		
<input type="checkbox"/>	Mark,Markv	ABE Reading		
<input type="checkbox"/>	Marvin,David	Not Set		
<input type="checkbox"/>	Riviera,Maria	Not Set	None	
<input type="checkbox"/>	Romney,Mitten	ABE Reading		
<input type="checkbox"/>	Shithead,Shitty	ABE Reading		
<input type="checkbox"/>	Smith,James	ABE Reading		
<input type="checkbox"/>	Snay,Eunice	ABE Math		
<input type="checkbox"/>	Vicks,Bobby	ABE Reading		
<input type="checkbox"/>	Zeta-Iones,Catherine	Not Set	None	
<input type="checkbox"/>	m,h	Not Set	None	

(1) Inactive Student Attendance		
Student Name	Class Code	Match Code
Googoo,Booboo	101	

(14) Unenrolled Students
Student Name
AA
Atmitablaero,Angel
Charland,Olivia L
Dodoo,Johnny


Note signature verification.

Unenrolled classes

Class Code

There are no unenrolled classes in this current fiscal year.

Signature Verification

 **Once a site is rolled over to the next fiscal year, the site cannot be rolled back.**

***NOTE:**

1. Checking this box is equivalent to the Program Coordinator's Signature.
2. To abort the rollover request, click on any menu item.

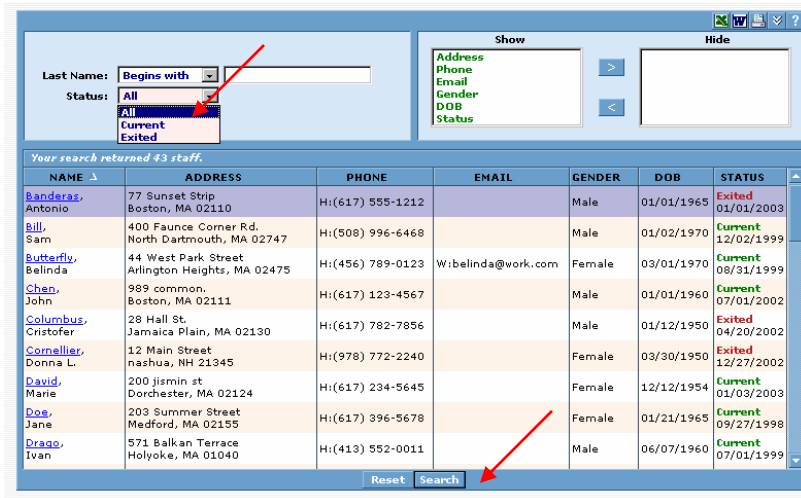
The information contained within this report is true and accurate and does not need to be updated or corrected.

Certification:

Section 4 Staff

4.1 Staff Search:

- Click on **Staff** in left **Main Menu**.
- For a list of all current staff click **List Current** in left menu, or **Search** at the bottom of the screen.
- *Note:* See **Student Search section 6.1.a** for tips on using search lists.
- Use **Status** drop down to filter for **All** or **Exited** staff.
- Use **Last Name** drop downs to search for specific names (**Equal to**), or for groups of staff names that **End with**, or **Contain** certain letters.



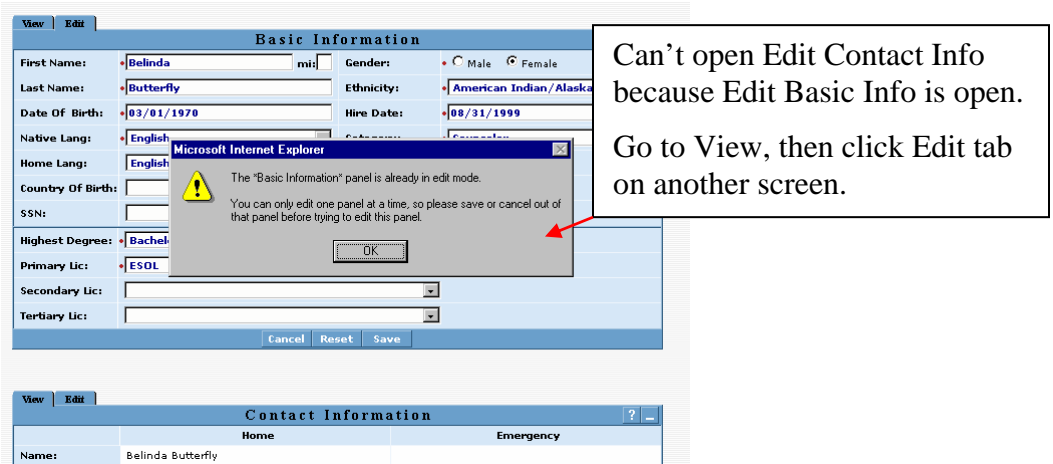
- Click on the row of the staff member to view or edit information.
- *Note:* Right click on the staff name to go directly to a specific information section.

Your search returned 43 staff.

NAME	ADDRESS	PHONE	EMAIL	GENDER	DOB	STATUS
Banderas, Antonio	77 Sunset Strip Boston, MA 02110	H:(617) 555-1212		Male	01/01/1965	Exited 01/01/2003
Bill, Sam	400 Faunce Corner Rd. North Dartmouth, MA 02747	H:(508) 996-6468		Male	01/02/1970	Current 12/02/1999
Butterfly, Belinda	44 West Park Street Arlington Heights, MA 02475	H:(456) 789-0123	W:belinda@work.com	Female	03/01/1970	Current 08/31/1999
Chen, John	989 common. Boston, MA 02111	H:(617) 123-4567		Male	01/01/1960	Current 07/01/2002
Columbus, Cristofer	28 Hall St. Jamaica Plain, MA 02130	H:(617) 782-7856		Male	01/12/1950	Exited 04/20/2002
Cornellier, Donna L.	12 Main Street nashua, NH 21345	H:(978) 772-2240		Female	03/30/1950	Exited 12/27/2002
David, Marie	200 jismin st Dorchester, MA 02124	H:(617) 234-5645		Female	12/12/1954	Current 01/03/2003
Doe, Jane	203 Summer Street Medford, MA 02155	H:(617) 396-5678		Female	01/21/1965	Current 09/27/1998
Draco, Ivan	571 Balkan Terrace Holyoke, MA 01040	H:(413) 552-0011		Male	06/07/1960	Current 07/01/1999

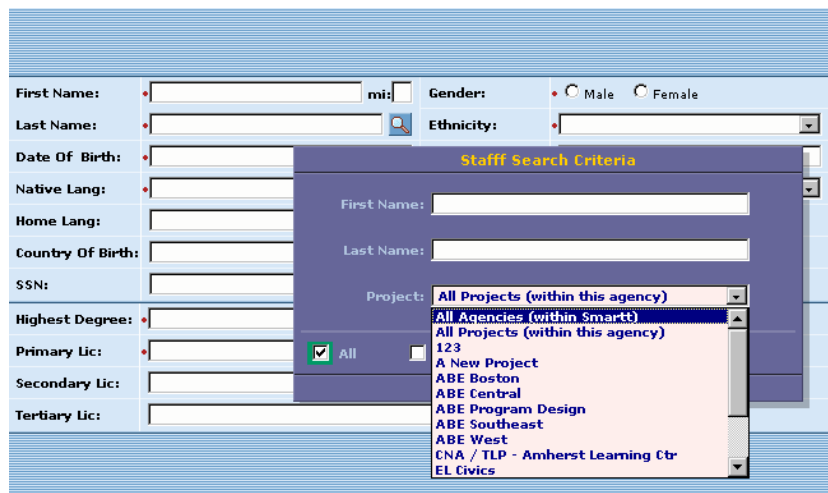
Right click on row for quick links.

- **Reminder:** When editing information only one panel can be open at one time. Click on **Cancel**, **Reset**, or **Save** edited information before going to the next screen.



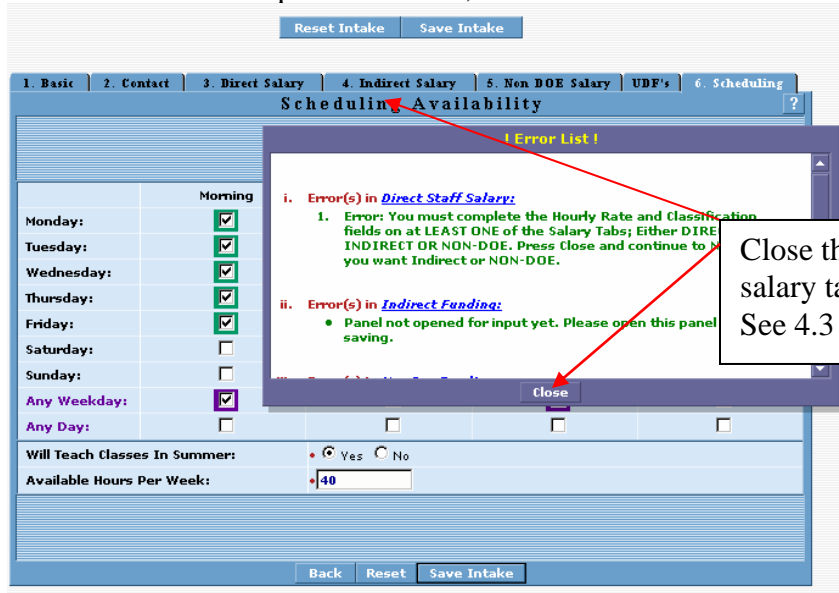
4.2 Adding Staff:

- Click on **Staff** on the **Main Menu**, and then **Add Staff** on the left menu. If the staff is a new hire and you know he hasn't worked at any other funded agency, complete the registration form. All red dot items are required. All panel tabs must be opened before **Save Intake** can be selected.
- If the staff person has worked at another agency, or if you're not sure, use the look up button and select a project or **All Agencies (within SMARTT)**. Some fields will be populated, but all panel tabs must be opened and required fields completed before **Save Intake** can be selected.



- Click on **Reset** at the bottom of any screen to clear the fields in that screen. **Reset** will not delete the information on the other panels.

- **Note:** There are no red dots on salary tab panels 3, 4, and 5, but you must complete at least one salary field before you can save.
- Click **Save Intake** at the top of the screen, or at the bottom of **Scheduling** panel.



Close the error popup and click salary tab 3, 4 or 5. See 4.3 **Staff Salary** below.

- **Note:** For cities with multiple zip codes, skip **City** and **State** and just type in the **zip code** if you know it. City and State will fill in more quickly.

4.3 Staff Salary:

- Click on **Salary tab 3, 4 or 5** for new staff registration, or on **Staff Salary** from left menu, or on right clicked **Salary** from **Current Staff** list.
- If salary information was previously entered, click **Edit** tab to change.

4.4 Add Role:

Use this screen to change or to add additional staff roles, or to add roles from other funding.

- If salary information was not previously entered, click **Add Role** above the appropriate screen.

The screenshot shows a web interface with three tabs: "Direct Funding", "Indirect Funding", and "Non Doe Funding". Below each tab is a section titled "Add Role" with a sub-header "Staff Salaries - [Funding Type]". Each section contains a table with the message "There are no records in this category."

4.5 Exiting Staff:

- Click **Exit Staff** from left staff menu.
- Check information on **Exit Staff Verification** screen and make changes if necessary.
- Check **Certify** box, type **Exit Date**, and select **Exit Reason** from drop down list, and then click **Save**.

The screenshot shows the "Staff Information" screen. On the left is a list of staff names. The main form has sections for "Home Phone", "Work Phone", "Address 1", "Address 2", "City", "State", and "Zip Code". Below that is "Current Classes" (empty), "Staff Salary Records" (one record: Direct, \$27.14, teacher, (S) Staff), and "Exit Date and Reason". The "Exit Date and Reason" section is expanded, showing a "Certify" checkbox checked with the text "All the above information is true and correct.", an "Exit Date" of "09/20/2003", and an "Exit Reason" dropdown menu. The dropdown menu is open, showing options: "Select", "Child care issues", "Devote time to family matters", "Illness", "Increased responsibilities", "Maternity leave", "Moved", "Promoted", "Retired", and "Returned to school".

Section 5 Classes

5.1 Class Search:

Classes in current site can be edited in this section.

- Click on **Classes** in left menu, then click **List Current** in new left menu for all classes. Or, use drop down fields for specific classes.
- Click **Set View** to select classes from other sites.
- Note: **Hide Menu** is available here and on other screens to increase the viewable area.



SMARTT
Class List
[Hide Menu](#)

Your search returned 4 Class(es).

Code	Lead Teacher	Level	Schedule	Slots	Status	Comments
101	(Exited) Cornelius, Dennis L.	GLE 0-4	Class Dates: 09/06/2002 - 06/15/2003 Days Of Week: MTuWTF Time Of Day: 2:30 PM - 03:00 AM	Allocated: 15 Funded Filled: 11 Funded Avail: 4 Unfunded Filled: 2 Unfunded Avail: 1	Open Enrolled: 13	Family Literacy (Exited) Cornelius, Dennis L.
201	Aurillus, Maximus D.	GLE 5-8	Class Dates: 09/06/2002 - 06/15/2003 Days Of Week: MTuWTh Time Of Day: 09:00 AM - 12:00 PM	Allocated: 8 Funded Filled: 4 Funded Avail: 4 Unfunded Filled: 0 Unfunded Avail: 1	Open Enrolled: 4	Early Learning: Other

5.2 Class List:

Classes in current site can be edited in this section.

- Click on the **Class Code** link, not the teacher's name, to access the class information.
- **Note:** This is a good screen to check for class enrollment availability.
- **Note:** If **Lead Teacher** is blank and **Needs Teacher** is in the **Comments** Column in red, you will need to assign a teacher before enrolling students (See *Quick Guide Section 5.5* below), but you can continue editing other class information first.
- **Reminder:** If a class shows **Unfunded Filled** slots when there are **Funded Available** slots (see class 101 above), click on the class **Code**, then click **Enrollments** in left menu, then change the funding of **Unfunded** to **Funded** slots. The funded slot is available the day after a funded student is exited. Look at the date column for the exited students to find the earliest date available. See *Quick Guide Enrollment section 5.8*. Only funded seats are credited towards attendance percentages.
- Return to **Search** in left menu to redefine the search filters.

5.3 View / Edit Class Information:

All class information can be edited.

- **Notes:** These screens are not formatted as **View** and **Edit** tabbed index cards. **Save** is at the bottom of these edit screens. When you click on **Edit** in the lower sections (**Instructors, In-class Assistants, Udfs**) you are returned to the top of the screen and must scroll down or use top tabs to the edit section.
- Click on **Edit Schedule** to change **Daily** or **Monthly Class Schedule**. Schedules can be edited as long as the new hours match the approved funded class hours. (i.e., a 204 hour class cannot be changed to 100 hours from this screen.) But this is the place to go to adjust for make-up snow days in different months. (Take 3 hours from Feb. and add them to April)

5.4 Assign Instructor to a Class:

- Click **Edit Instructors** to add or remove instructors. More than one instructor can be assigned to a class. Hours and days the instructors are assigned to the class can be modified here.
- You may get multiple red error messages about missing or incorrect salary information at instructor lookup, but the teacher can still be assigned to a class. Click on the teacher name in **Class Instructor Lookup** (the row will turn yellow), close the popup window, and then click **Save**.

The screenshot shows a web page titled "INSTRUCTORS" with a "Top Of Page" link. Below it is a form for "Add Instructor Lookup" with a "Last Name:" field and a "Lookup..." button. The main content is a "Class Instructor Lookup" dialog box. It contains a table with the following data:

Instructor Name	Available Hours	Hire Date	Current Schedule
Banderas, Antonio (No salary record.)	0.00	07/01/1999	
Bill, Sam (No salary record.)	-384.00	12/02/1999	
Butterfly, Belinda (No salary record.)	-574.00	08/31/1999	
David, Marie (No salary record.)	-384.00	01/03/2003	
Doe, Jane (No salary record.)	-306.00	09/27/1998	

Below the table, there are fields for "Teaching Weeks:" (32.00) and "Teaching Hours:" (384.00). At the bottom of the dialog are "Save" and "Cancel" buttons. The URL at the bottom of the dialog is "https://smartt.doemass.org/smartt2/ClassInstructorLookt".

- **Note:** Click on the **Instructor Name** to fix errors noted. However, work in classes can continue without fixing the salary or teaching time errors.

5.5 Assign In-class Assistant to a Class:

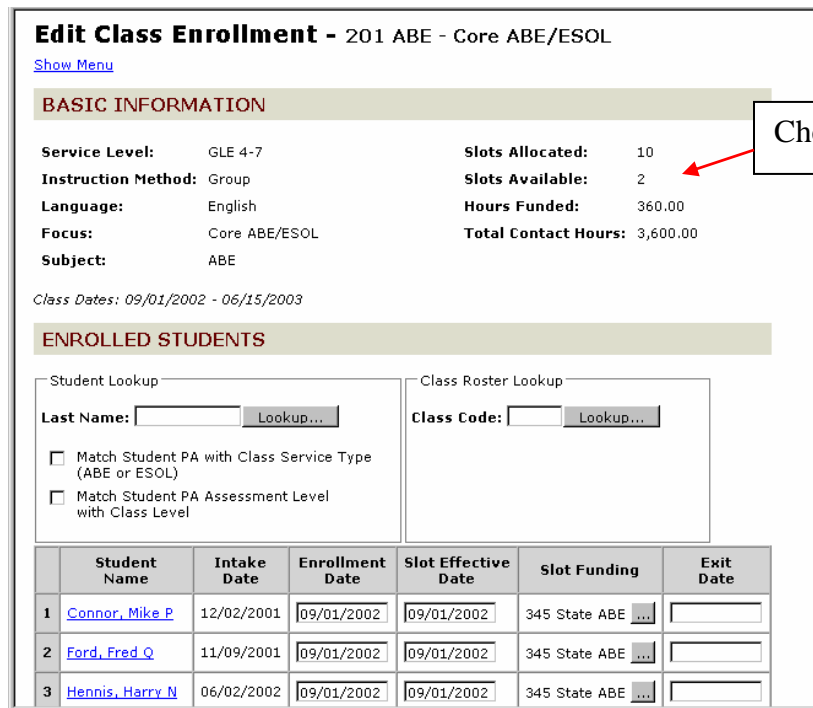
- Click on **Edit In-Class Assistants**. Follow same procedures as for Assigning Instructor to Class (*Quick Guide 5.5 above*).
- **Note:** In-class assistants will appear on attendance screens. Assistants are usually volunteers and the attendance entered is linked to the volunteer screens.

5.6 Edit User Defined Fields:

- **Udfs** cannot be added here, but values can be edited.

5.7 Edit Class Enrollments:

- Select **Enrollment** from left menu. Click on **Edit Class Enrollment**:



Edit Class Enrollment - 201 ABE - Core ABE/ESOL
[Show Menu](#)

BASIC INFORMATION

Service Level: GLE 4-7	Slots Allocated: 10
Instruction Method: Group	Slots Available: 2
Language: English	Hours Funded: 360.00
Focus: Core ABE/ESOL	Total Contact Hours: 3,600.00
Subject: ABE	

Class Dates: 09/01/2002 - 06/15/2003

ENROLLED STUDENTS

Student Lookup: Last Name:

Class Roster Lookup: Class Code:

Match Student PA with Class Service Type (ABE or ESOL)
 Match Student PA Assessment Level with Class Level

	Student Name	Intake Date	Enrollment Date	Slot Effective Date	Slot Funding	Exit Date
1	Connor, Mike P	12/02/2001	<input type="text" value="09/01/2002"/>	<input type="text" value="09/01/2002"/>	345 State ABE ...	<input type="text"/>
2	Ford, Fred Q	11/09/2001	<input type="text" value="09/01/2002"/>	<input type="text" value="09/01/2002"/>	345 State ABE ...	<input type="text"/>
3	Hennis, Harry N	06/02/2002	<input type="text" value="09/01/2002"/>	<input type="text" value="09/01/2002"/>	345 State ABE ...	<input type="text"/>

- Type a few letters of student's last name in **Last Name** box and hit **Enter** key. Or, click on **Lookup** for a list of all eligible students. Students will not show up if they are registered in the same scheduled class, or if their registration date is after the last day of the class schedule.

Edit Class Enrollment
[Show Menu](#)

BASIC INFORMATION

Service Level: GLE 4-7
Instruction Method: Group
Language: English
Focus: Core ABE/ESOL
Subject: ABE

Class Dates: 09/01/2002 - 06/15/2003

ENROLLED STUDENTS

Student Lookup
 Last Name: [Sm]

Match Student PA with Class Servi (ABE or ESOL)
 Match Student PA Assessment Lev with Class Level

Student Name	Intake Date	En
1 Connor, Mike P	12/02/2001	[09]
2 Ford, Fred Q	11/09/2001	[09]
3 Hennis, Harry N	06/02/2002	[09]

Indicates that student is already in the enrollment list for this class.

- You can also narrow the search by Primary Assessment level (PA) or Class Service Type. See arrows above.
- Students who are already enrolled are highlighted. Click on the name row to select a student. The row will be highlighted and the student's name will show up in class list. Click **Close Window**.
- **Note:** You can copy an entire class roster by typing **Class Code** in **Class Roster Lookup**. This is a short cut for enrolling companion classes, i.e., GED Reading, GED Math class.
- Edit **Enrollment Date**. The enrollment date defaults to the first day of class, or the day the student registered, whichever is soonest. Click on **Enrollment Date** box to type in new date. Do this if a student was registered in the program, but didn't enter this class until later in the year.

	Student Name	Intake Date	Enrollment Date	Slot Effective Date	Slot Funding	Exit Date
1	Connor, Mike P	12/02/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
2	Ford, Fred Q	11/09/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
3	Hennis, Harry N	06/02/2002	[09/01/2002]	[09/01/2002]	345 State ABE ...	
4	Jacmere, Jay P	11/08/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
5	Jones, Samuel N	11/09/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
6	Smythe, Judy	09/01/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
7	Smythe, Len B	10/20/2002	[10/20/2002]	[10/20/2002]	345 State ABE ...	
8	Snow, Christmas	12/22/2001	[09/01/2002]	[09/01/2002]	345 State ABE ...	
9	Smythe, Janel	12/13/2002	[12/13/2002]	12/13/2002	...	<input type="button" value="Delete"/>

- Select slot funding by clicking on the drop down square in **Slot Funding** column. Be sure to pick funded slots first before filling unfunded slots. Click on the **Slot Funding** row. The popup disappears and the funding information is selected. Click **Save** at the bottom of the enrollment list.

with Class Level

	Student Name	Intake Date	Enrollment Date	Slot Effective Date	Slot Funding
1	Connor, Mike P	12/02/2001	09/01/2002	09/01/2002	345 State ABE ...
2	Ford, Fred Q	11/09/2001	09/01/2002	09/01/2002	345 State ABE ...
3	Hennis, Harry N	06/02/2002	09/01/2002	09/01/2002	345 State ABE ...
4	Jacmere, Jay P	11/08/2001	09/01/2002	09/01/2002	345 State ABE ...
5	Jones, Samuel N	11/09/2001	09/01/2002	09/01/2002	345 State ABE ...
6	Smythe, Judy	09/01/2001	09/01/2002	09/01/2002	345 State ABE ...
7	Smythe, Len B	10/20/2002	10/20/2002	10/20/2002	345 State ABE ...
8	Snow, Christmas	12/22/2001	09/01/2002	09/01/2002	345 State ABE ...
9	Smythe, Tommy	09/02/2002	09/02/2002	09/02/2002	...

Class Enrollment - Slot Lookup

Select a slot for Smythe, Tommy :

Slot Availability As Of 09/02/2002

Slot Funding	Held By	Availability Date
345 State ABE	Connor, Mike P	
345 State ABE	Ford, Fred Q	
345 State ABE	Hennis, Harry N	
345 State ABE	Jacmere, Jay P	
345 State ABE	Jones, Samuel N	
345 State ABE		07/01/2003
345 State ABE	Smythe, Judy	
345 State ABE	Snow, Christmas	
345 State ABE	Smythe, Len B	
345 State ABE		09/01/2002

https://smatt.dcmass.org/srr Internet

- **Note:** Non-Rates based classes can have unlimited enrollments.
- **Note:** Funding all available slots each month is very important for reporting purposes. If a student is attending, but is not enrolled in an available funded slot, attendance percentages will be impacted. You can change **Unfunded** to **Funded** slots as those slots become available when funded students leave. Contact your SABES Regional Tech with any questions about this feature.

5.8 View / Edit Class Attendance:

- Select **Attendance** from left menu. **View** entered attendance for **Current** students, **Exited** students, and **In-Class Assistants**.
- Click **Edit Class Attendance** to enter attendance records for current students. Type in attended hours. Full hours and up to two decimal places can be entered for each month.
- Attendance cannot be entered for students with missing information such as missing primary assessment or primary goal. Click on student's name to complete required information.

	Student Name		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	Connor, Mike P	P	<input type="text" value="12"/>	<input type="text" value="4"/>	<input type="text" value="1.2"/>	<input type="text" value="22"/>	<input type="text" value="122"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	185.20
2	Ford, Fred Q	P	<input type="text" value="15"/>	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="25"/>	<input type="text" value="442"/>	<input type="text" value="10"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	556.00
3	Hennis, Harry N	P	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="33"/>	<input type="text" value="45"/>	<input type="text" value="36"/>	<input type="text" value="22"/>	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	195.00
4	Jacmere, Jay P	P	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="45"/>	<input type="text" value="40"/>	<input type="text" value="18"/>	<input type="text" value="18"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	155.00
5	Jones, Samuel N	P	Missing primary goal.										
6	Smythe, Judy	P	<input type="text" value="15.23"/>	<input type="text" value="40.5"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	85.73
7	Smythe, Len B	P	- Missing primary assessment. - Missing SSN field.										
8	Snow, Christmas	P	<input type="text" value="18"/>	<input type="text" value="42.23"/>	<input type="text" value="7"/>	<input type="text" value="33"/>	<input type="text"/>	<input type="text" value="17"/>	<input type="text" value="9"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	126.23
	CURRENT STUDENT ATTENDANCE	P	104.23	132.73	98.20	195.00	618.00	61.00	94.00				1303.16


- The monthly-attended hours must be equal to or less than the monthly planned hours. An error message will give the scheduled hours. The error message can be closed and ignored by clicking OK, but it will appear again at **Save**.

	Student Name		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	Connor, Mike P	P	<input type="text" value="12"/>	<input type="text" value="4"/>	<input type="text" value="1.2"/>	<input type="text" value="22"/>	<input type="text" value="122"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	161.20
2	Ford, Fred Q	P	<input type="text" value="15"/>	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="25"/>	<input type="text" value="442"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	74.00
3	Hennis, Harry N	P	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="33"/>	<input type="text" value="45"/>	<input type="text" value="36"/>	<input type="text" value="22"/>	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	112.00
4	Jacmere, Jay P	P	<input type="text" value="22"/>	<input type="text" value="12"/>	<input type="text" value="45"/>	<input type="text" value="40"/>	<input type="text" value="18"/>	<input type="text" value="18"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	119.00
5	Jones, Samuel N	P	Missing primary goal.										
6	Smythe, Judy	P	<input type="text" value="15.23"/>	<input type="text" value="40.5"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	85.73
7	Smythe, Len B	P	- Missing primary assessment. - Missing SSN field.										
8	Snow, Christmas	P	<input type="text" value="18"/>	<input type="text" value="42.23"/>	<input type="text" value="7"/>	<input type="text" value="33"/>	<input type="text" value="17"/>	<input type="text" value="9"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.23
	CURRENT STUDENT ATTENDANCE	P	104.23	132.73	98.20	195.00	618.00	61.00	94.00				652.16

P=Hours Attended E=Hours Excused

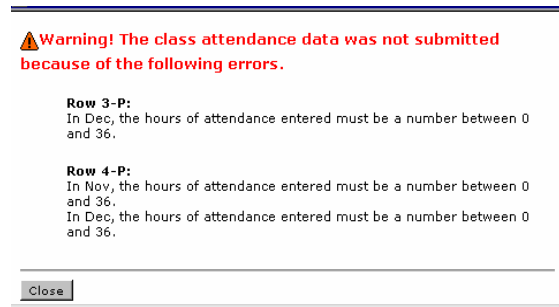
Save Cancel

Microsoft Internet Explorer

 In Jan, the hours of attendance entered must be a number between 0 and 36.

OK

Error message from above at **Save**:



- **Note:** **Excused Hours** is optional. It can be viewed and edited when the radio button **Display Excused Hours** is selected.
- **Note:** Use the tab key to move down rows for all students in one month, and then up to the top of the next month's column, or use the mouse to move to a specific box. Don't use Enter key as it functions as **Save** on this screen.
- **Reminder:** Don't forget to **Save** your work in this screen. If you've entered multiple attendance figures for a large class and move to another screen without saving, there is no warning to ask if you want to save. It's also easy to get timed out and lose work if you're called away from the SMARTT screen.
- **Reminder:** Attendance cannot be entered unless student primary assessments and goals are set for the current FY.
- Do not type 0 in the attendance block if a student does not attend in a particular month. It will be a placeholder and will block that slot from enrollment availability for the month. See *Quick Guide Enrollment Section 5.8*.

5.9 Monthly Attendance Form:

- Select **Monthly Attendance Form** from left Class Menu.
- Select **Hide Menu**, click radio buttons for **Excused Hours** and **Student Phone Numbers**, and use drop down to select **Month**.

[Show Menu](#)

Class Dates: 09/01/2002 - 06/15/2003

Display Excused Hours Show Student Phone Numbers
 Hide Excused Hours

Select Month:

ATTENDANCE FOR JANUARY

Name	Wed 1/1	Thu 1/2	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Total
1 Connor, Mike P	P																		
2 Ford, Fred Q	P																		
3 Hennis, Harry N	P																		
4 Jacmire, Jay P	P																		
5 Jones, Samuel N	P																		
6 Smythe, Josie	P																		
7 Smythe, Judy	P																		
8 Smythe, Len B	P																		
9 Snow, Christmas	P																		

P=Hours Attended E=Hours Excused NE=Not Enrolled

- To print, select **Page Set Up** from Internet Explorer **File** Menu. Set orientation to **Landscape**. Select **Print Preview** from Internet Explorer **File** Menu and adjust for your printer as necessary. The attendance form should fit on 8 ½ X 11 paper.

5.10 Delete Class Enrollments and Attendance:

- **Note:** This is only available for Rates-Based Classes.
- Select **Delete Enrollment and Attendance** in left side class menu screen.
- Read the very serious **Warning** before clicking **Delete All Enrollments**.

You are about to request the deletion of all enrollment and attendance information for class 201 ABE - Core ABE/ESOL.

This action should be taken only after consultation with your SABES Field Technical Support coordinator. You will need to re-enter all the enrollment and attendance information for the class. Please make sure you have the information available. If necessary, you can print the information in SMARTT before you delete it.

⚠ WARNING: This action is not reversible! Once the information is deleted, it cannot be restored.

To proceed with the delete, press the "Delete All Enrollments" button.

To cancel out of this operation, press the "Cancel" button or select another link from the menu.

Delete All Enrollments

Cancel

Section 6 Students

6.1 Student Search:

- Click on Student Search from the left menu.
- To search for an individual student, type in the first few letters of the last name, or the full last name with drop down for **Equal to**, or by last letter with drop down for **Ends with**. It will not search by first name.
- Select **Current**, **Exited**, or **All** from the **Status** drop down.
- Hit Enter key or **Search** button. Note: For large programs a search for **All** students with no other filters may take a few minutes to appear, during which time the screen will be blank.

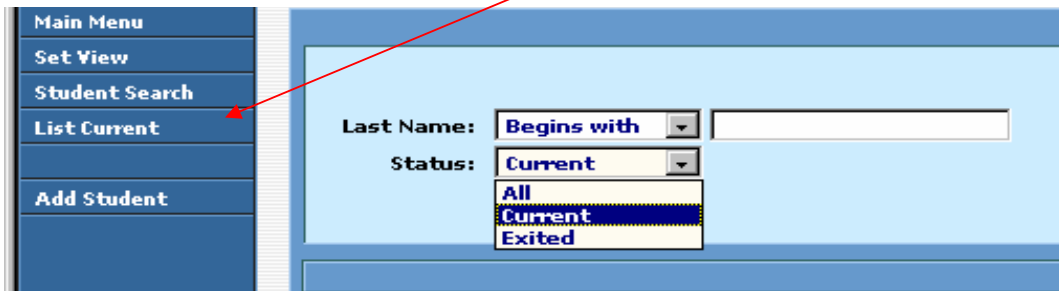
The screenshot shows a web-based student search interface. At the top, there are search filters: 'Last Name' with a dropdown set to 'Begins with' and an empty text input; 'Status' with a dropdown menu open showing options 'All', 'Current', and 'Exited'. To the right, there are 'Show' and 'Hide' sections with checkboxes for 'Address', 'Phone', 'Email', 'Gender', 'DOB', and 'Status'. Below the filters, a message reads 'Your search returned 58 students.' followed by a table of results.

NAME	ADDRESS	PHONE	EMAIL	GENDER	DOB	STATUS
Alfreddo, Luigi I.	110 Stallion Hill Road Boston, MA 02108	H:(222) 333-4444		Male	07/07/1977	Current 11/20/2001
Applebaum, Bonita	17 Howard St Framingham, MA 01701	H:(508) 654-4563		Female	01/01/1955	Current 02/28/2001
Asdq, Asd	670 West Boylston Street Worcester, MA 01606	H:(617) 782-8956		Female	01/11/1976	Current 10/01/2000
Bangle, Blackdog C.	192 Poplar Street Roslindale, MA 02131	H:(617) 635-5146		Female	11/25/1983	Current 06/06/2001
Banovic, Ruzica	54 Washbutton Lane New Bedford, MA 02745	H:(617) 889-4092		Female	08/28/1957	Current 10/23/2001
Bautista, Jackelin	125 Amesbury st Lawrence, MA 01840	H:(978) 687-6767		Female	08/15/1960	Current 09/21/2003
Bonjovi, Jon	87 Shawmut Street Malden, MA 02148	H:(508) 676-7761		Male	06/16/1962	Current 10/23/2001
Brown, David	444 Harrison Ave Boston, MA 02118	H:(617) 521-7202		Male	06/02/1958	Current 10/20/2001
Brown, Henry	411 south Main st. Pittsfield, MA 01203	H:(413) 449-2377		Male	12/19/1982	Current 08/18/2000

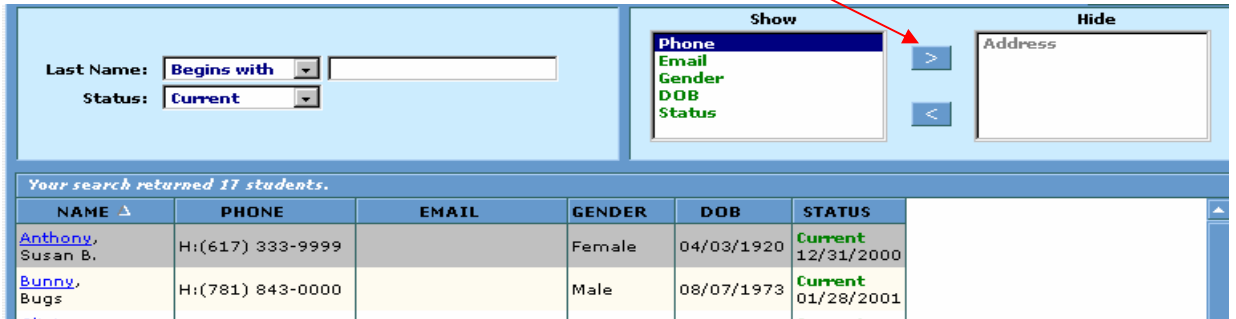
- A student list will show up. Click on the name or right click on the row to go to link for that student's information screens.

6.2 Student Lists:

- Select Students from left menu. Select **All**, **Current**, or **Exited** from the status drop down. Click Search. *Short cut: select **List Current** from left student menu.



- To hide columns, select the field to hide and click the right arrow. Column is no longer visible. Use this feature to print lists of just names and phone numbers, for instance.



- To sort columns click on the column header. *This will not work with lists longer than 300 students. Export to Excel to use longer lists.
- To rearrange the order of the columns select column header and drag to new position.

DOB	NAME	STATUS	ADDRESS	PHONE	EMAIL	GENDER	STATUS
04/03/1920	Anthony , Susan B.		134 Sufferage Drive	H:(617) 333-9999		Female	Current 12/31/2000
08/07/1973	Bunny , Bugs		123 Toon Lane Braintree, MA 02184	H:(781) 843-0000		Male	Current 01/28/2001

DOB	STATUS	NAME	ADDRESS	PHONE	EMAIL	GENDER
08/07/1973	Current 01/28/2001	Bunny , Bugs	123 Toon Lane Braintree, MA 02184	H:(781) 843-0000		Male
12/12/1945	Current 01/01/2001	Clintoner , Bill	1234 Main St. New Marlborough, MA 01230	H:(123) 456-7890		Male

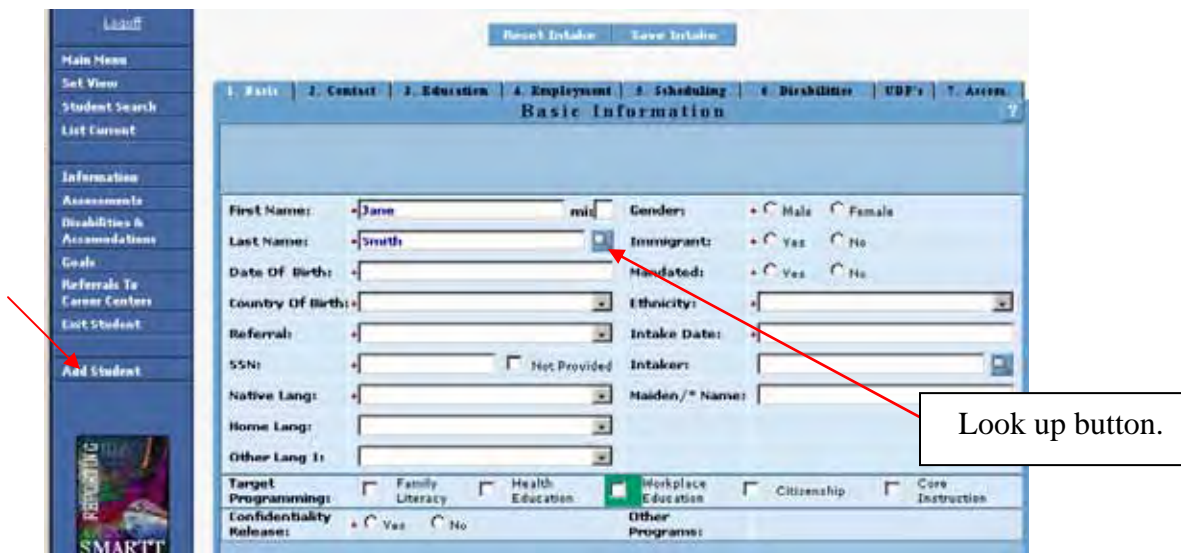
- Use the Excel, Word, or Print icons to export any lists generated on this screen.



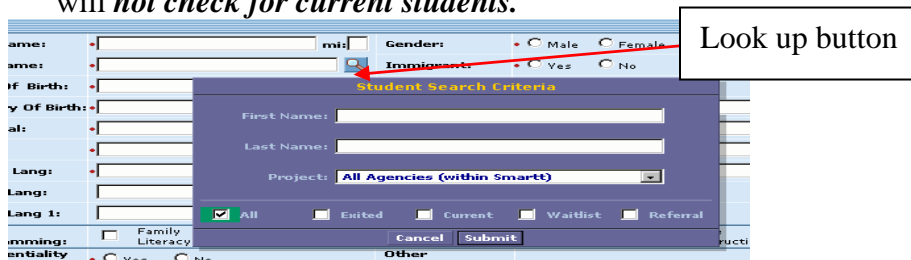
- Use the double down arrow icon to expand the viewable list on the screen to cut down on scrolling.
- **Note:** Click the help icon, **?**, for limited assistance in the student sections.

6.3 Adding a Student:

- Select **Students** from **Main Menu**, then **Add Student**.
- All fields with red dots are required and all screens must be opened before an intake can be saved. Be sure you have access to all required information before beginning intake.



- The **Lookup** button can be used if the student is waitlisted, is an exited student, or is a referral from another agency or a Career Center. Type the last name of the student and click on the lookup icon. If the student is on the list, click on the name and edit the information that appears. Required fields have changed over the years, so some information may be missing. **NOTE:** the lookup button will *not check for current students*.



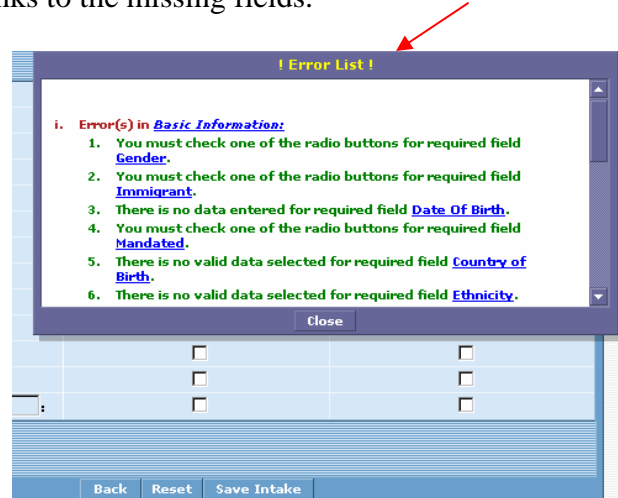
- If you don't use the lookup, a popup window appears when tab is hit after the last name is entered if there are similar names in the current or exited database. Click on the name row in the **Potential Duplicate Students** list to update information

and to avoid entering duplicate students.

The screenshot shows a form with fields for Name (Jose DePina), Gender (Male/Female), and Immigrant (Yes/No). Below the form is a table titled 'Potential duplicate students for' with columns for NAME, ADDRESS, GENDER, DOB, and STATUS. The table lists several entries for 'Depina, Jose A.' with different addresses and dates of birth, all marked as 'Existed'.

NAME	ADDRESS	GENDER	DOB	STATUS
Depina, Jose B.	242 Green St. Brockton, MA 02301	Male	07/16/1960	Existed
Depina, Jose G.	47 Wilmington St Brockton, MA 02301	Male	10/09/1958	Existed
Depina, Jose A.	144 Auburn Street Brockton, MA 02302	Male	01/21/1958	Existed
Depina, Jose A.	591 North Main St. Brockton, MA 02301	Male	01/24/1958	Existed
Depina, Jose A.	123 Auburn St. Brockton, MA 02301	Male	06/05/1955	Existed

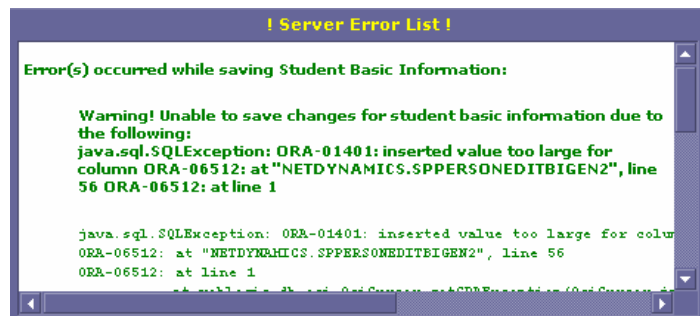
- Remember: The **Lookup** button is for waitlist, exited students, and referrals from other programs. The **Duplicate Student** feature automatically searches for current and exited students.
- Error messages will pop up if required fields are left blank. The messages can be ignored by clicking **Close** on the Error List Window and then **Next**, so you can continue moving through the screens. However, the intake cannot be saved until all required fields are filled in. You will get the total error list at the end with some direct links to the missing fields.



- Don't click **Reset** unless you want to clear all fields and start over.
- After all fields are complete, click **Save Student** at top of any tab or at the bottom of the last tab screen.
- After **Save**, the student information screen will show up. You can scroll or use the buttons at the top of the screen to view or edit information entered. The disabilities and accommodations is not viewable in the student information screen. It is listed on its own screen and you can find the link on the left-hand menu. Note: Only one edit screen can be opened at a time. You must save information on one tab screen before editing another.

➤ **Hints:**

- Capital letters are saved only for one letter each in first and last names. So Maria **DePina** is Maria **Depina**. Leaving a space (De Pina) will not work either. You don't need to use upper case letters in student names at all, since it defaults to first letter capitalized at save.
- On **Contact** screen, skip city and state and enter **Zip Code** for faster entry. If you type in a city with more than one zip code, you have to wait for the list to appear and choose from there.
- Don't type hyphens in phone numbers. It defaults to correct format.
- Month of employment doesn't have to be 01, 02 format. One number will take.
- Take care in entering correct name spellings and street addresses, as mailing labels can be generated from this database. City will default to first letter capital and will check for correct spelling, but street names will save exactly as typed.
- If the student changes his name it can be edited on the **Basic Information** screen. The name that appears in the contact info panel is for informational purposes only and does not get "updated visually" when you change the student's name in the basic info panel, but since the name has been updated in the database, this panel will show the updated name the next time you load the student information page or go to the edit part of the contact info panel.
- If you get an **odd error message**, screen print it or copy part of the text, and send it to your regional tech. This message appeared when the student name was too long, but the error message didn't help:



6.4 Student Edit User Defined Fields:

UDFs are set at the project level.

- Click **Students** in left **Main Menu**, and then search for specific student.
- At Student Information Screen, click on UDF tab or scroll down to UDF panel. Click **Edit**.
- Type **text** or **number**, as indicated in the middle columns, in the text boxes. Click **Save** at the bottom of the panel.

Field	Field Type	Value
P9 B. Enter #2 Child Last Name/Code (ex. 001 - 4)	Text	
P4. What is your relationship to child(ren) in your household who are participating in Even Start? Enter A, B, or C: If the relationship varies by child, check the relationship that fits for the primary child participant or the most children.	Text	
P3. Where does most of the money your household lives on come from? Enter A, B, or C	Text	
P8 A. In which of the following social and education services have you participated previously? Enter the letter that applies A, B, C, D, E, or F	Text	
C2. What formal educational experience does child have WHILE ENROLLED in Even Start? Enter the letter A, B, C, D, E, F, G, H, or I	Text	
Add if the student is an Adult or Child - Enter A or C	Text	

- **Note:** UDFs can be defined as required or not required. If the field has a **red dot** it must be completed before **Save**.

6.5 Student Information:

- Click **Students** on the Main Menu and then **Student Search**. Search for the student. Click on the student name row to get to the information page.
- **Note:** For smaller programs it might be faster to click **List Current**, rather than **Student Search** on the Student menu.
- To get to specific information sections, scroll down or use the tabs at the top of the page.

Student Information - Kirk, Kaptin J.
Site: TLP/CNA

Basic Information			
Name:	Kaptin J. Kirk	Gender:	Male
Date Of Birth:	01/01/1940	Immigrant:	Yes
Country Of Birth:	American Samoa	Mandated:	Yes
Referral:	Counselor	Ethnicity:	Black (not of Hispanic Origin)
SSN:	Not Provided	Intake Date:	10/10/2002
Native Lang:	French	Intaker:	Cristofer Columbus
Home Lang:		Maiden/* Name:	
Other Lang 1:		Status:	Current
Target Programming:			
Confidentiality Release:	No	Other Programs:	

- Click on the Edit tab to change any student information. Click **Save** or **Cancel** before trying to edit another section.

6.6 Student Disabilities and Accommodations:

- Click on **Disabilities & Accommodations** on the left student menu.
- To edit either panel, click **Edit**, make changes, then click **Save**.

6.7 Assessments:

- At student screen, select **Assessments** from left menu.
- Click on the edit tab for the appropriate assessment area, and select **Add**. Type the **date**, select **test name**, **test level**, and **result**. Language defaults to English, but can be changed by using the drop down. Select **Save** after entering all assessments in one area. **Note:** See DOE ACLS website for latest assessment policies.

The screenshot shows two assessment area panels. The top panel is for 'ABE Reading' and is currently empty, displaying a message: 'There are no saved or recorded assessments in this subject area.' The bottom panel is for 'ABE Writing' and contains a table with the following columns: Date Taken, Beg. Lit., Test Name, Test Level, Language, Scale Score, GLE, and Career Center. The table has two rows of data. The first row has a date of 8/31/2000, a checked 'Primary Assessment Area' box, and a test name of 'ABLE'. The second row has a date of 8/1/2003, an unchecked 'Primary Assessment Area' box, a test name of 'TAFE 7', a test level of 'Medium', and a scale score of 336. At the bottom of the ABE Writing panel are buttons for 'Cancel', 'Reset', and 'Save'. A red arrow points to the 'Add' button in the top right corner of the ABE Writing panel. Another red arrow points to the 'Primary Assessment Area' checkbox in the top left corner of the ABE Writing panel.

Date Taken	Beg. Lit.	Test Name	Test Level	Language	Scale Score	GLE	Career Center
8/31/2000	<input checked="" type="checkbox"/>	ABLE		English		3.0	
8/1/2003	<input type="checkbox"/>	TAFE 7	Medium	English	336		

- A **primary assessment area** must be selected for each student. An assessment must be entered first. Then check the box next to **Primary Area**.
- **Note:** There is no error message on this page to warn that primary area has not been selected. If you don't check the box at this time, you will be reminded at the class attendance screen since you won't be able to enter attendance for the student.

- Multiple assessments in multiple areas can be entered, but in the **primary area** error messages will appear if assessment date intervals do not comply with ACLS Assessment Policy. Tests cannot be administered within 2 months of each other.

- **Reminder: Primary Assessment Area** cannot be changed during the fiscal year once it has been selected. Contact your regional tech if you mistakenly selected the incorrect primary assessment area.

6.8 Student Goals:

- At student screen, click on **Goals** in the left **Menu**.
- Click **Edit** to add goals.

[Edit](#)

P	Short/Long	F	Goal Name	Goal Type	Date Set	Date Met	Date Removed
			Section A				
			Section B				
			Section C				

- Click on a section row to expand the section.
- Click on a goal row. It will be highlighted. Click again and it will disappear from the **Goals for selection** box and appear in the **Selected Goals** box.

Goals for selection (Click on goal to move to "Selected Goals" list!)

Section A: Measures Requiring Valid and Reliable Data and Performance Standards

- Obtain GED(F)(*)
 - Pass Writing Skills test(*)
 - Pass Language Arts-Reading test(*)
 - Pass Social Studies test(*)
 - Pass Science test(*)
 - Pass Mathematics test(*)
- Obtain EDP/ADP (external or alternative diploma)(F)
 - Complete some Adult HS credits
- Enter transitional/developmental education(*)
 - Retain in transitional/developmental education(*)
- Enter post-secondary education leading to Associate degree or Higher(F)
 - Retain in post-secondary education for 6+ months
- Improve reading skills(D)
- Improve writing skills(D)

Move Marked Goals From 'Selected Goals' list! Save Cancel

Selected Goals:

P	Short/Long	F	Goal	Date Set	Date Met	Date Rem	D
Section A							
		F	Enter occupational training program				<input checked="" type="checkbox"/>
			• Retain in occupational training program for 3+ months				<input checked="" type="checkbox"/>
Section B							
Section C							

X This is the primary goal.
F This goal requires a follow up local program survey.

Scroll mouse over to highlight.
Click to move it to the bottom box.

- Continue selecting goals by scrolling down in the first box to each of the goals in Section A, B, and C.

Goals for selection (Click on goal to move to "Selected Goals" list!)

Section A: Measures Requiring Valid and Reliable Data and Performance Standards

Section B: Measures Requiring Valid and Reliable Data - No Performance Standards

- Get a drivers license
- Get and use a library card
- Buy a domicile

Section C: Measures Not Requiring Valid and Reliable Data - No Performance Standards

- Select **Short** or **Long** term for each goal. Click once for **Long**, click again to change it to **Short**.
- Type **Date Set** in each box, and check **Primary** goal.

Move Marked Goals From 'Selected Goals' list! Save Cancel

Selected Goals:

P	Short/Long	F	Goal	Date Set	Date Met	Date Rem	D
Section A							
	L	F	Enter occupational training program				<input checked="" type="checkbox"/>
			• Retain in occupational training program for 3+ months				<input checked="" type="checkbox"/>
	S		Improve reading skills(D)				<input type="checkbox"/>
Section B							
	S		Register to vote				<input type="checkbox"/>
			Obtain more satisfying/appropriate employment				<input checked="" type="checkbox"/>
			Open a checking/savings account				<input checked="" type="checkbox"/>

The goal is highlighted until S or L is selected.

If you selected this goal by mistake, click the bar above.

- **Note:** **Save** is in the middle of the screen between the Goals for Selection and Selected Goals boxes.

ECONOMIC
Retain current job by meeting new requirements
Get industry related certificate
Be removed from public assistance
EDUCATIONAL
Increase computer literacy skills
HEALTH
Quit smoking
Improve health of children
Improve personal health
Learn about nutrition

Move Marked Goals From 'Selected Goals' list!

Selected Goals:

P	Short/Long	F	Goal	Date Set	Date Met	Date Rem	D
Section A							
X	L	F	Enter occupational training program	05/20/2003			<input type="checkbox"/>
			• Retain in occupational training program				<input type="checkbox"/>

Save is here.

6.9 Recording Goal Achievement:

- At student screen, click on **Goals**, then click **Edit**.
- **Note:** Any goals with an **F** in the third column are **Follow up** goals and cannot be edited on this screen. They are automatically tracked using Social Security number, or are included in the Follow-up procedure. Goals followed by the letter “D” (Dependent upon assessments) are tracked by the assessment procedure and cannot be edited on this screen. The 4 dependent goals are: improve reading, improve writing, improve math, and communicate effectively in English (for LEP students).

Follow up goal can't be edited here.

Assessment dependent goal can't be edited here.

Selected Goals:

P	Short/Long	F	Goal	Date Set	Date Met	Date Rem	D
Section A							
X	L	F	Enter occupational training program	05/20/2003			<input type="checkbox"/>
	L		• Retain in occupational training program for 3+ months				<input type="checkbox"/>
	S		Improve reading skills(D)				<input type="checkbox"/>
Section B							
	S		Register to vote	05/20/2003			<input type="checkbox"/>
	S		Vote in a local, state, or national election	05/20/2003			<input type="checkbox"/>
	S		Participate in community activities	05/20/2003			<input type="checkbox"/>

- For any other goals, type in a **Date Met**, and then click **Save** (above the selected goals box).

6.10 Exit Student:

- Click **Exit Student** from any student menu. A **Student Exit Verification** screen comes up.

Student Exit Verification - Bologna, Tony
Fiscal Year: 2003
Intake Date: 06/07/2000

Class Enrollment

Class Code	Class Dates	Enrollment Date	Funding
Student does not have any classes in the current fiscal year.			

Class Attendance

Class Code	Class Month	Hours
Student does not have any recorded class attendance in the current fiscal year.		

Match Enrollment

Match Code	Tutor	Match Date
Student does not have any match enrollments in the current fiscal year.		

Match Attendance

Match Code	Class Month	Hours
Student does not have any match attendance in the current fiscal year.		

Assessments

Primary Assessment: Student does not have a primary assessment indicated in the current fiscal year.

Date Taken	Test Name	Level	Language	Scale Score/Result	Federal Level
Student does not have any assessments in the current fiscal year.					

Met Goals

Goal Name	Goal Type	Date Set	Date Met
Student does not have any met goals in the current fiscal year.			

Exit Date and Reason

Certify: All the above information is true and correct.

Exit Date:

Exit Reason:

Save

- **Note:** A blue list of all students shows up to the right of the menu column. Click on names on this list for a quick link to the exit screens.
- Verify all information on this screen. Use links to edit any information.
- Check **Certify** box, type an **Exit Date**, and select **Exit Reason** from drop down list.
- Click **Save**.

6.11 Reintake a Student:

- Click **Students**, then **Student Search** on left **Main Menu**.
- Select **Exited** from the **Status** drop down list. Type in a name. Or leave the fields blank for a list of all Exited students. Click **Search** at the bottom of the screen.
- Click on the student row, or right click and select **Reintake Student** link.
- Enter all required information and then click **Save**.

Section 7 Follow Up

7.1 Follow Up Introduction:

- See the most recent Goals Sheets to review goals that are designated as Follow Up. It can be found at the ACLS News <https://www.doe.mass.edu/acls/news.html> SMARTT News https://www.doe.mass.edu/acls/mailings/02June/goals_frm.doc
- If a student has provided a SS#, three of the **Follow Up** goals are tracked by data matching. (You can't enter any completion information for these.) Educational **gain goals (Improve Reading, Writing, Math, or Communicate Effectively in English)** are updated automatically when assessments are recorded. (You can't enter any dates for these goals either.) Completion dates for the rest of the **Follow Up Required** goals and all the other goals can be entered.

*The screen below is a student screen, not a Follow up screen. Goals must be set here first. See **Quick Guide 6.8, 6.9 Students***

Selected Goals:

P	Short/Long	F	Goal	Date Set	Date Met	Date
Section A						
	S	F	Obtain GED(*)	09/15/2002		
	S		• Pass Writing Skills test(*)	09/15/2002		
	S		• Pass Language Arts-Reading test(*)	09/15/2002		
	S		• Pass Social Studies test(*)	09/15/2002		
	S		• Pass Science test(*)	09/15/2002		
	S		• Pass Mathematics test(*)	09/15/2002		
	L	F	Enter occupational training program	10/01/2002		
	L		• Retain in occupational training program for 3+ months			
	S		Improve reading skills(D)	10/01/2002		
	S	F	Get a job	10/01/2002		
	L	F	• Retain a new job 9+ months			
Section B						
Section C						
X	S		Increase computer literacy skills	09/06/2002		

Date met for **Follow up (F)** goals can't be entered at student goal screen. Go to **Follow up** at **Main Menu**.

Date met for **educational gain (D)** goals can't be entered. It's determined by assessment. See <https://www.doe.mass.edu/acls/news/2003>

- X This is the primary goal.
- F This goal requires a follow up local program survey.
- D This goal is dependent on an increase in assessment level.
- This goal is a step towards the parent goal.
- * These goals can't be reset (reused).

- **Note:** Percentage of goal completion is a critical indicator of program effectiveness. It is important to enter accurate and timely data into the SMARTT system.
- **Reminder:** Documentation of Goals Completion is required. Although you don't enter documentation into the SMARTT system, setting a completion date is an indication that the required documentation has been obtained. See DOE ACLS policies or PAWG reports at <https://www.doe.mass.edu/acls/pawg> for details on goal setting and documentation.

7.2 Follow Up

- Click **Follow Up** in the left **Main Menu**.
- **Note:** The date under **Notes, B** is 18 months prior to current date. Programs are required to follow students for 18 months after they **exit** the program.

NOTES:

A. Any student without a primary assessment defined (current or exited) will have a * next to their name.

B. Any student who was exited before: 4/25/2002 will be excluded from this list.

C. "All" lists names of student for all goals (met and unmet) within the past 18 months

D. "Due" is a subset of all and lists names of students who have any goals that are unmet.

E. Students that have a goal of "Retain a job for 9+ months" will not appear until 9 months after "Get a job" was met.

F. Students with no social security number (SSN) will appear for the goals (1,2,3) listed below:

1. Enter Employment/Get a Job
2. Retained Employment
3. Obtain a GED

G. All students will appear for the 3 goals listed below (4,5,6) even if the social security number has been indicated (Data matching is not available.)

4. Enter post - secondary education
5. Enter Occupational training.
6. Obtain EDP/ADP

7.3 Follow Up Search

- For specific students, use drop downs to select **Last Name (starts with, ends with, or contains)**, and to choose specific **Follow Up Goals**. Click radio button for **Service type** and **Follow-up Goal Status**.
- For general searching don't change any filters and click **Search**. This will generate a list of all students who should be contacted (follow up goals due). See *Quick Guide 6.1a* for tips on sorting and using lists.
- Click on a student's name. The follow up screen will appear. A list of all students who matched the search criteria will show on the left. Use the links to move quickly through the list for data entry.

Red students are exited

Follow Up - Brown, Henry
Site: SMARTT/Donna's Reporting Test
Fiscal Year: 2004

Student Information Contacts Follow Up Goals

Basic Information

Name:	Brown, Henry	Address 1:	411 south Main st.
Phone:	(413) 449-2377	Address 2:	
Intake Date:	8/18/2000	City:	Pittsfield
Exit Date:		State:	MA
		Zip Code:	01203

Contacts

Contact Date	Contact Type	Successful?	Comments

Goals

Time Frame	Goal Name	Date Set	Contact Date	Date Met	Due By
Any	Obtain GED	10/25/2000			AnyTime

7.4 Entering Follow Up Data

- Click on the student's name on the follow-up list.
- Click on **Edit** tab on **Contacts** panel. Then click **Add**. A contact date must be added before you can edit anything on **Goals** panel.

- Type **Contact Date**, choose **Contact Type** from drop down list, select **Yes** or **No** from **Successful?** drop down. Comments can be entered here, but are not required.
- *Note:* A **YES** for successful means that the student has been contacted, whether or not a goal is reported as met. Choose **NO** if you tried but could not contact the student.
- Click **Save**.
- Click **Edit** on **Goals** panel. Select **Contact Date** from drop down. (Only successful contact dates are available.) Type **Date Met**.

- Click **Save**.
- *Note:* The Date Met must be on or before the contact date selected, but must be within the current fiscal year. If a student reports he completed a goal in the previous FY, you can't use that date. Use a current FY date.

7.5 Follow up Coordinated with Student's Goal Screen

- Click on **Students** on **Main Menu**. Search for the student for whom you just completed follow up.
- Click on **goals** on the left menu.
- The date entered in the **Follow Up** screen will appear in the **Date Met** column.

Section 8 Referrals to Career Centers

- Click **Referrals to Career Center** from left menu on student information screen.
- Click **Edit**.
- Use drop down to select **Career Center** and **Referred By**.

Referred On	Career Center	Address	Status	Referred By
10/19/2003	Attleboro/Attleboro Career Center, 67 Mechanic St.			Hohn, Marc

- **Note:** **Referred On** defaults to current date.
- Click **Save**.

Section 9 Site Assessment Reports

9.1 Assessment Report (Primary Set):

- **Note:** See DOE ACLS Assessment Policy for information about assessment requirements.
- Click **Site**, then **Assessment Report (Primary Set)** from Main Menu.

Student	Primary Assessment Area	Pre Test Date	Pre Test Name	Pre Test Level	Pre Score Or Federal Level	Post Test Date	Post Test Name	Post Test Level	Post Score Or Federal Level	Total Attend	Approx. Next Test Date
Andrade, Tandra B.	ABE Reading	02/08/2003	TABE 7	Medium	(85) 473.0					0	06/08/2003
Brown, Michael W.	ABE Reading	09/23/2002	TABE 7	Difficult	(85) 596.0	04/01/2003	TABE II	Difficult	(85) 406.0	84	11/0
Bimon, Robert	ABE Reading	10/02/2002	TABE 7	Difficult	(85) 502.0					0	02/02/2003
Dacosta, Ronnie M.	ABE Reading	01/16/2003	TABE 7	Difficult	(85) 544.0					22	05/16/2003
DeBasso, Jeffrey	ABE Reading	09/23/2002	TABE 7	Medium	(85) 501.0					22	01/23/2003
Dunn, Robert	ABE Reading	10/26/2002	TABE 7	Difficult	(85) 778.0					94	02/26/2003

- To update a student's assessments, click on the student's name for a link to his assessment screen.
- **Note:** This is a useful report for scheduling student assessments. Click on the header row for Approx. Next Test Date to sort by date or primary assessment area to sort by assessment area. It can be exported to **Excel** for more detailed sorting by clicking the **Excel** icon (green X).

9.2 Assessment Report (Primary Not Set):

- Click **Site**, then Assessment Report (Primary Not Set) from Main Menu.
- Click on the students' names on this list to chose a **primary area** for each.
- **Note:** Attendance can't be entered unless the primary assessment area is set.

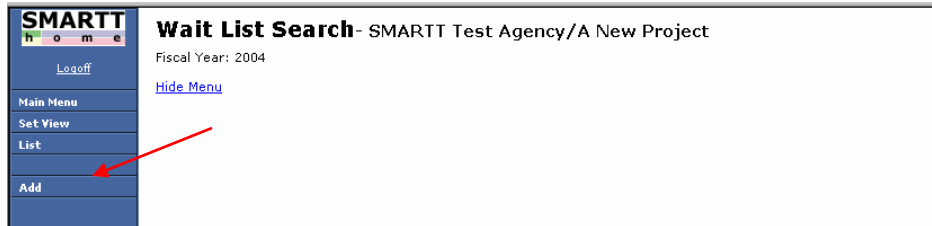
9.3 Assessment Report (Other):

- Click **Site**, then **Assessment Report (Other)** from Main Menu.
- To update a student's assessments, click on the student's name for a link to his assessment screen.
- Click on the students' names on this list to chose a **primary area** for each.
- **Note:** Attendance can't be entered unless the primary assessment area is set.

Section 10 Waiting List

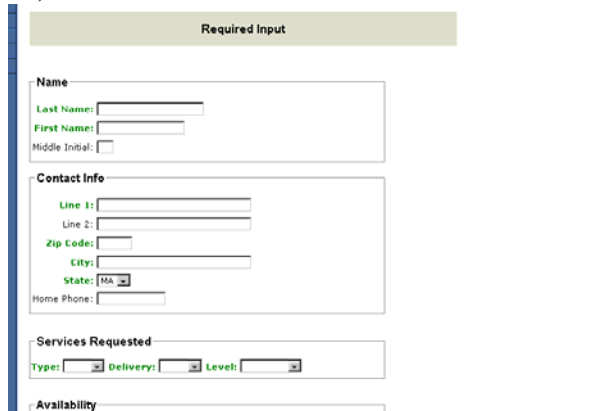
10.1 Add a Contact to Wait List:

- Click **Wait List** on the **Main Menu**. The screen will be blank. Click **Add** on left menu.



The screenshot shows the SMARTT home page with a left-hand navigation menu. The menu items are: Logoff, Main Menu, Set View, List, and Add. A red arrow points to the 'Add' button. The main content area displays 'Wait List Search- SMARTT Test Agency/A New Project' and 'Fiscal Year: 2004'. There is also a 'Hide Menu' link.

- Currently, the waitlist is not formatted as tabbed panels. Scroll down to see all fields and to **Save** at the bottom.
- **Note:** There are some **Required** and some **Optional** fields. The required fields are in green font, not red dotted.



The screenshot shows a form titled 'Required Input'. The fields are organized into sections: 'Name' with 'Last Name', 'First Name', and 'Middle Initial' (checkbox); 'Contact Info' with 'Line 1', 'Line 2', 'Zip Code', 'City', 'State' (dropdown menu), and 'Home Phone'; 'Services Requested' with 'Type', 'Delivery', and 'Level' (dropdown menus); and 'Availability'.

Scroll to the end of
Optional Input to **Save**.

Optional Input

Personal Information

Date of Birth:

Gender: Male Female

Country of Origin:

Ethnicity:

Language:

Dependent Information

Birth Year:

Pre K-12:

US Schooling

Years: State: Last Year:

Foreign Schooling

Years: Country: Last Year:


Intaker Name

Select Intaker:

Additional Information

Score: Placement:

Comment:



10.2 View and Edit the Wait List:

- Click on **Wait List** from Main Menu. Then click **List** on left menu.
- Students who are currently on the **Wait List** will be listed. Click on the student's name to update any information.
- You cannot register a student from this screen. Go to **Students, Add Student** to take students from Wait List into a site (see *Quick Guide Section 6.3*).
- **Note:** Use the **Show** drop down list to see students who have been **Removed** or **Intaken** from the Wait List.

Fiscal Year: 2004
[Hide Menu](#)
[Edit Wait List \(remove names from list\)](#)

Sort on Column: Name then Column: Date Waitlisted then Column: Type

Show: Current List for Excel

Number of wait listed candidates: 2

Name	Address	Phone	Wait Listed	Type	Delivery	Level	Available	Score	Placement	Comment
Heiser,Shane	Staniford Street Boston MA 02114	954-818-2794	03/10/2003	ABE	Both	Inter	Sat			
Smythe,George	Main Street Fiskdale MA 01518	508-347-9999	10/26/2001	ABE	Both	Advanced	AM,Aft			

- **Note:** Columns can be sorted and the lists can be printed from this screen. There are links to Excel from this screen.
- **Hint:** Click **Hide Menu** to view entire rows.

[Show Menu](#)

[Edit Wait List \(remove names from list\)](#)

Sort on Column: Name then Column: Date Waitlisted then Column: Type

Show: Intaken List for Excel

Number of wait listed candidates: 5

Name	Address	Phone	Wait Listed	Intaken	Type	Delivery	Level	Available	Score	Placement	Comment
(Alfredo,Luigi)	999 Via Apulia Boston MA 02105		03/03/1933	08/08/2000	ABE	Class	Begin	AM,Aft			
(Pablo,Neruda)	583 LaFayette Rue Boston MA 02103		09/09/2001	04/05/2002	ABE	Class	Inter	AM,Aft	7778	Good	This is a test of the new waitlist features on production
	299 Hernazel										

10.3 Remove a Name from the Wait List:

- Click **Edit Wait List** on any List screen.
- Enter the **Date Removed** and click **Save**.

Please enter date for each row to be removed from wait list

Name	Address	Wait listed	Type	Delivery	Level	Remove Date
Heiser,Shane	19 Staniford Street Boston MA 02114	03/10/2003	ABE	Both	Inter	9/01/2003
Smythe,George	Main Street Fiskdale MA 01518	10/26/2001	ABE	Both	Advanced	

- **Note:** Do not use this feature for students who are registering at a site, use it only for students who are no longer interested in waiting for services.

Section 11 Site Rollover

- Is only available on or after June 15th of each fiscal year.
- Click **Site** in the left **Main Menu**. Then click **Site Rollover** in the left **menu**.
- Check and update as necessary the information listed in the reports. Students who are not enrolled in classes, or whose goal, assessment, or attendance information has not been updated recently are listed. Classes with no enrollment are also listed. There are direct links from this screen to the students and classes listed.
- Check the boxes next to each student name in the **Inactive Student Assessment** list. *Note:* The check marks will only be saved once you've completed the entire request for rollover process. Don't bother clicking any check boxes until you have finished verifying and editing all other information.
- Check the **Certification** box in the **Signature Verification** box at the bottom of the screen. Be sure to have the Program Coordinator's OK before requesting rollover.
- *Note:* Checking the Rollover Signature Verification is a **request** for Rollover. When DOE is ready to rollover the site to the new FY, you will receive e-mail notification, and will see the next FY on the main menu screen after you login.
- *Reminder:* Rollover is **Site** specific. You have to **Set View** to each site and request rollover for each.

Site Rollover Request - ABE Boston
Fiscal Year: 2003

(20) Inactive Student Goals			
Name	Address	Gender	DOB
Atmitablaero,Angel	989 Cinnamon Bun Boston MA, 02109	Male	1/1/1965
Beaner, Frank	66 dsfk Malden MA, 02148	Male	10/10/1950
Charland, Olivia L	104 Gardner Road Hubbardston MA, 01452	Female	6/7/1974
Dodoo, Johnny	45 Slew Blvd. Northampton MA, 01061	Male	10/12/1903
Edaf, bdfdfg	222 Marlborough MA, 01752	Female	9/10/1958
Finkle, Smashy	43 School lane Malden MA, 02148	Male	9/8/1940
Giant, Andre the	28 Regent St. Boston MA, 02126	Male	1/1/1956
Googoo, Booboo	34 dfdsf Malden MA, 02148	Male	10/10/1965
Jackson, Michael	1 Fantasy land Boston MA, 02111	Male	2/22/1960
Jones, Smashy	35 Stuckin Lane Apt. 789 Plymouth MA, 02360	Male	10/2/1950

(22) Inactive Student Assessments				
Reviewed Student Data?	Student Name	Primary Subject Area	No Assessments Found?	Used The "Other" Assessment Area?
<input type="checkbox"/>	A.A	Not Set	None	
<input type="checkbox"/>	Amitablaero,Angel	Not Set	None	
<input type="checkbox"/>	Dodoo,Johnny	Not Set	None	
<input type="checkbox"/>	Doe,Jane	ABE Reading		
<input type="checkbox"/>	Fdaf,Dfdq	Not Set	None	
<input type="checkbox"/>	Finkle,Smashy	Not Set	None	
<input type="checkbox"/>	Giant,Andre the	ABE Reading		
<input type="checkbox"/>	Googoo,BooBoo	ABE Reading		
<input type="checkbox"/>	Jackson,Michael	ABE Reading		
<input type="checkbox"/>	Jones,Smashy	Not Set		
<input type="checkbox"/>	Jones 001-1,Joe R	Not Set	None	
<input type="checkbox"/>	Macias,Olga	ABE Reading		
<input type="checkbox"/>	Mark,Marky	ABE Reading		
<input type="checkbox"/>	Marvin,David	Not Set		
<input type="checkbox"/>	Rivera,Marla	Not Set	None	
<input type="checkbox"/>	Romney,Mitten	ABE Reading		
<input type="checkbox"/>	Shithead,Shitty	ABE Reading		
<input type="checkbox"/>	Smith,James	ABE Reading		
<input type="checkbox"/>	Snay,Eunice	ABE Math		
<input type="checkbox"/>	Vicks,Bobby	ABE Reading		
<input type="checkbox"/>	Zeta-Jones,Catherine	Not Set	None	
<input type="checkbox"/>	m,h	Not Set	None	

(1) Inactive Student Attendance		
Student Name	Class Code	Match Code
Googoo,BooBoo	101	

(14) Unenrolled Students	
Student Name	
A.A	
Amitablaero,Angel	
Charland,Olivia L	
Dodoo,Johnny	
...	

Review and correct information for these students.

Note signature verification.

Unenrolled classes

Class Code
There are no unenrolled classes in this current fiscal year.

Signature Verification

Once a site is rolled over to the next fiscal year, the site cannot be rolled back.

***NOTE:**
1. Checking this box is equivalent to the Program Coordinator's Signature.
2. To abort the rollover request, click on any menu item.

The information contained within this report is true and accurate and does not need to be updated or corrected.

Certification: