

Statewide Longitudinal Data System (SLDS)

Adding ROLES

Keenville

Release Notes



Statewide Longitudinal Data System (SLDS)
Adding Roles: Keenville

Contents

Need for New Roles 3

Scope & Purpose of Document..... 3

Instructions 3

New Application..... 4

Availability..... 4

Student Setup 5

Teacher Setup 6

 Your Choice 6

 No New Role Method: 6

 New Role Method:..... 6

School-wide Personnel Setup 8

 Your Choice 8

 No New Role Method: 8

 New Role Method:..... 8

District Level Setup 10

 Your Choice 10

 No New Role Method: 10

 New Role Method:..... 10

Need for New Roles

Many of the new applications that are created in SLDS can be available to most users. However, there are some applications that are focused to a distinct group of users. Keenville is an application for a unique, distinct group of users within in a school district. Specifically, it is an application only available for 1st & 2nd grade students, teachers, Elementary Principals, and District personnel involved with Elementary schools.

*** Users should ONLY have one SLDS Role assigned to them. We think assigning multiple SLDS Roles to any user is **never** a good practice, even if your SIS allows multiple SLDS Roles. The lone exception of multiple roles may be in the case of the Profile Manager (D5U) user.

Scope & Purpose of Document

This document is to provide instruction on “Best Practices” for Profile Manager setup to provide access to the Keenville application. Even though Keenville is only available for 1st & 2nd grade levels, the LEA should determine exactly who should have access to this application.

Considering there are several different Student Information Systems (SIS), we are going to be as generic as possible. Hopefully this one document will provide sufficient answers to all School Systems regardless of which SIS they are using. It may be possible DOE has additional information available for a specific SIS- but answers regarding a specific SIS is best answered by the SIS vendor.

Instructions

We anticipate that School Systems will only use the ROLES that they need. We are encouraging everyone (SIS Vendors and Data Personnel) to approach ROLES with a dynamic approach. In other words- everyone does not have to be the exact same thing. Most Data Persons for each of the School Systems have had lots of experience setting up security rights/privileges for their users.

All new ROLES a District decides to use are based completely up to the Districts. Assistance is available from the DOE, but Districts have the final authority. Some applications may require the District to create more than one role, for example; one role for teachers and a different role for school level users.

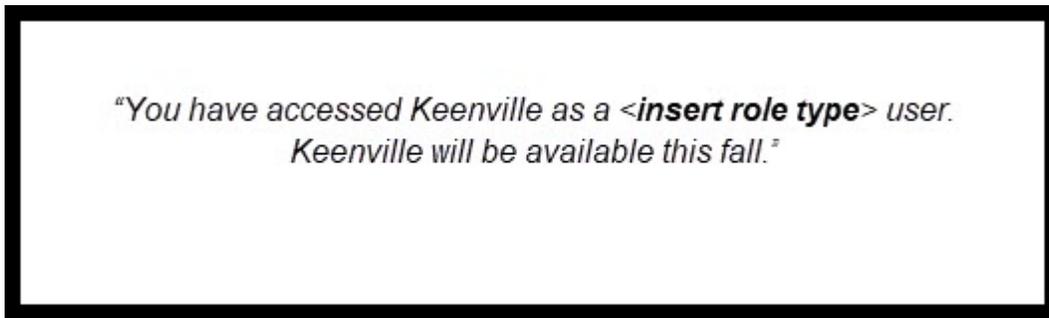
DOE understands that as time rolls along, School Systems may wish to change/add/delete Roles. Such changes can be done by the District’s Profile Manager (D5U) user – this does NOT require communication to the DOE.

New Application - Keenville

In the fall of 2018-2019 school year, the GaDOE will release the NEW application specifically designed for access to Keenville. This application inside of SLDS will “direct” / “point” / “link” users over to the Keenville application, which is an external website. If your web server tends to BLOCK unknown websites, then your Tech dept may need to “Whitelist” or “Allow” the Keenville URL.

Availability

Keenville will not be available until later in the fall. In the meantime, if you set up your staff and they try to click on the Keenville icon they will get a variety of messages. Prior to Keenville being available, the user should see a message like:



Role Types:

'district administrator'

'school administrator'

'teacher'

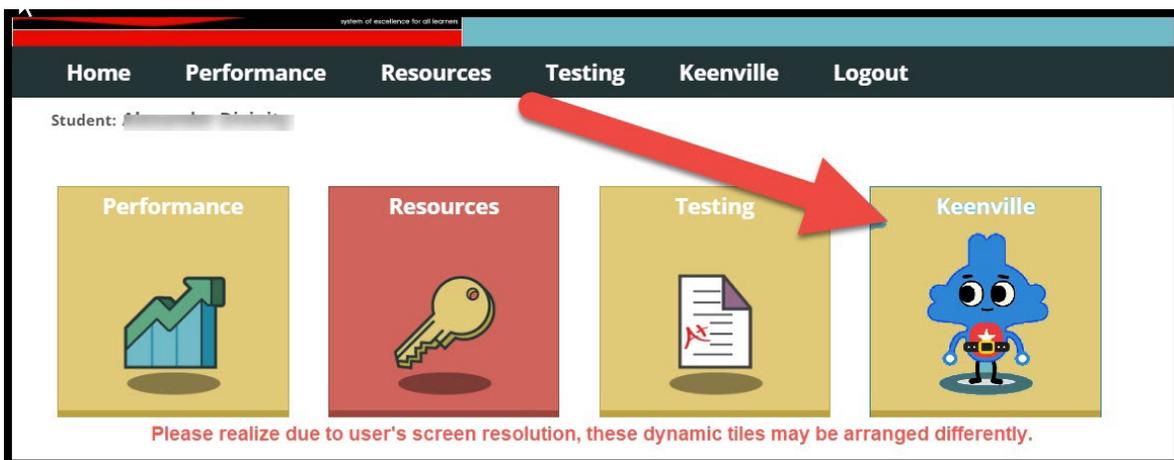
'student'

Continue to next page for Student Setup

Statewide Longitudinal Data System (SLDS) Adding Roles: Keenville

Student Setup

There is **NO setup required for Students or Parents**. As you should recall, the SLDS Roles for “Parent” and “stu” are managed by the DOE. However, be aware, the 1st & 2nd grade students will have to login to your SIS’s Parent/Student portal. I realize this may be something new for your elementary students, but this is the only way that 1st & 2nd grade students will access Keenville. You will **NOT** need to provision SLDS Roles for the students, but the students **WILL** have to login in through your District’s SIS Parent/Student portal. Once the student gets into your SIS portal, they will click on the appropriate SLDS link (that is how students will access Keenville). From the SLDS Student portal, they will see a “tile” that says “Keenville” (please see below screenshot). The student will click on the “tile” and be passed over to the Keenville website to begin the game/assessment.



Continue to next page for Teacher Setup

Teacher Setup

Your Choice

How you set up your staff is an LEA choice. Each district can choose which method they wish to utilize. You can choose the “No New Role” or the “New Role” methods. The “No New Role” will let all staff see the Keenville app. This would be simpler but may be more confusing (see method info below). The “New Role” provides more customization, but it does require more setup.

No New Role Method:

If you choose the “**No New Role**” method, all you need to do is to decide & select which of the current SLDS Roles need to have the Keenville app “checked” (in Profile Manager). Until the Profile Manager (D5U) goes into Profile Manager and checks the appropriate “level” (see below screenshot) under the Keenville app, that Role will not see the Keenville tab.



The levels available are “District”, “School”, and “Teacher” - Please do not assign anything to the Parent or Student level! If the Profile Manager (D5U) does not select a Role, then that Role will NOT see the Keenville tab displayed on their SLDS Menu bar. 

New Role Method:

Since Keenville is only available to 1st and 2nd grade students, if you choose to prevent all teachers from seeing the Keenville tab within SLDS, the Profile Manager (D5U) can create a new SLDS Role in both your SIS and in SLDS Profile Manager. There should be a NEW application inside of Profile Manager, and most likely will be near the bottom of the list. Inside of the Application, you will find a number of “levels” or containers. If you are creating a new role to assign to teachers of 1st and 2nd grade students, then you will check the box beside the Teacher. Please do not assign anything to the Parent or Student level!

Statewide Longitudinal Data System (SLDS) Adding Roles: Keenville



Reminder- If you choose to create a new SLDS Role, then you may want to use the cloning feature. You could clone your existing teacher role and then just add the new Keenville app to the new role. If you are not familiar with the cloning feature, you can find a 4-minute recorded webinar on cloning at <http://www.gadoe.org/Technology-Services/SLDS/Pages/Training-Webinars.aspx> . Please notice there are many other recorded webinars on that page, please feel free to watch & share as many as you like.

Another reminder, if you just go into Profile Manager and put a checkmark on the Keenville application for your existing teacher role, then ALL teachers will see the Keenville icon on their SLDS. That would mean the vast majority of your teachers would have NO CLUE what it was. See also “No New Role” method.

Continue to next page for School-wide Personnel Setup

School-wide Personnel Setup

The following School-wide Personnel section is a repeat of the Teacher Setup section except where identified with the **yellow highlight**

Your Choice

How you set up your **school-wide personnel (not-teachers)** is an LEA choice. Each district can choose which method they wish to utilize. You can choose the “No New Role” or the “New Role” methods. The “No New Role” will let all staff see the Keenville app. This would be simpler but may be more confusing (see method info below). The “New Role” provides more customization, but it does require more setup.

No New Role Method:

If you choose the “No New Role” method, all you need to do is to decide & select which of the current SLDS Roles need to have the Keenville app “checked” (in Profile Manager). Until the Profile Manager (D5U) goes into Profile Manager and checks the appropriate “level” (see below screenshot) under the Keenville app, that Role will not see the Keenville tab.



The levels available are “District”, “School”, and “Teacher” - Please do not assign anything to the Parent or Student level! If the Profile Manager (D5U) does **not** select a Role, then that Role will NOT see the Keenville tab displayed on their SLDS Menu bar. 

New Role Method:

Since Keenville is only available to 1st and 2nd grade students, if you choose to prevent all **school-wide personnel** from seeing the Keenville tab within SLDS, the Profile Manager (D5U) can create a new SLDS Role in both your SIS and in SLDS Profile Manager. There should be a NEW application inside of Profile Manager, and most likely will be near the bottom of the list. Inside of the Application, you will find a number of “levels” or containers. If you are creating a new role to assign to **school-wide personnel (non-teachers)** of 1st and 2nd grade students, then you will check the box beside the **School**. Please do not assign anything to the Parent or Student level!

Statewide Longitudinal Data System (SLDS) Adding Roles: Keenville



Reminder- If you choose to create a new SLDS Role, then you may want to use the cloning feature. You could clone your existing "School" role and then just add the new Keenville app to the new role. If you are not familiar with the cloning feature, you can find a 4-minute recorded webinar on cloning at <http://www.gadoe.org/Technology-Services/SLDS/Pages/Training-Webinars.aspx> . Please notice there are many other recorded webinars on that page, please feel free to watch & share as many as you like.

Another reminder, if you just go into Profile Manager and put a checkmark on the Keenville application for your existing "School" level role, then ALL school-wide personnel (non-teachers) will see the Keenville icon on their SLDS. That would mean the vast majority of your school-wide personnel would have NO CLUE what it was. See also "No New Role" method.

Continue to next page for District Level Setup

District Level Setup

The following District level section is a repeat of the Teacher Setup section except where identified with the gray highlight

Your Choice

How you set up your District level users is an LEA choice. Each district can choose which method they wish to utilize. You can choose the “No New Role” or the “New Role” methods. The “No New Role” will let all staff see the Keenville app. This would be simpler but may be more confusing (see method info below). The “New Role” provides more customization, but it does require more setup.

No New Role Method:

If you choose the “No New Role” method, all you need to do is to decide & select which of the current SLDS Roles need to have the Keenville app “checked” (in Profile Manager). Until the Profile Manager (D5U) goes into Profile Manager and checks the appropriate “level” (see below screenshot) under the Keenville app, that Role will not see the Keenville tab.



The levels available are “District”, “School”, and “Teacher” - Please do not assign anything to the Parent or Student level! If the Profile Manager (D5U) does **not** select a Role, then that Role will NOT see the Keenville tab displayed on their SLDS Menu bar. 

New Role Method:

Since Keenville is only available to 1st and 2nd grade students, if you choose to prevent all District level users from seeing the Keenville tab within SLDS, the Profile Manager (D5U) can create a new SLDS Role in both your SIS and in SLDS Profile Manager. There should be a NEW application inside of Profile Manager, and most likely will be near the bottom of the list. Inside of the Application, you will find a number of “levels” or containers. If you are creating a new role to assign to district level users that monitor of 1st and 2nd grade students, then you will check the box beside the District. Please do not assign anything to the Parent or Student level!

Statewide Longitudinal Data System (SLDS) Adding Roles: Keenville



Reminder- If you choose to create a new SLDS Role, then you may want to use the cloning feature. You could clone your existing “District” role and then just add the new Keenville app to the new role. If you are not familiar with the cloning feature, you can find a 4-minute recorded webinar on cloning at <http://www.gadoe.org/Technology-Services/SLDS/Pages/Training-Webinars.aspx> . Please notice there are many other recorded webinars on that page, please feel free to watch & share as many as you like.

Another reminder, if you just go into Profile Manager and put a checkmark on the Keenville application for your existing “District” level role, then ALL district level users will see the Keenville icon on their SLDS. That would mean the vast majority of your district level users would have NO CLUE what it was. See also “No New Role” method.