

Elementary School Principals,

October 10, 2017

Istation Subscriptions Available

The Istation Early Reading Assessment for grades K-3 (English and Spanish) is funded by the state of New Mexico. OAR is providing funding for a limited number of additional subscriptions for the following Istation assessment products:

- ISIP Advanced Reading Assessment, Grades 4-5 (English Reading)
- ISIP Lectura Avanzada, Grades 4-5 (Spanish Reading)
- ISIP Math Assessment, Grades K-5 (English only)

Please contact assessment@aps.edu if you are interested.

Secondary Curriculum Assistants and Elementary Principals and Clerks:

While reviewing school’s master schedules and gearing up for 40 State Reporting, we’ve identified many schools still have TBA Staff assigned to sections. Those sections need the teacher of record attached as soon as possible.

Please run your MST402 report and cross check to ensure correct staff is assigned to all sections.

Secondary Schools: Please close out any section no longer necessary by placing “Closed, Section” on the section, zero out the seat total and remove the room name.

Elementary Schools: Please log a ticket to sis.aps.edu and identify section changes

SIS Calendar of Upcoming Events:

October 2017

Wednesday, October 11, 2017	40 DAY STATE REPORTING PULL – MAKE SURE DATA IS CLEAN		
Tuesday, October 17, 2017	8:00am-4:00pm	New User Trainings (Basic Nav, Attendance, Discipline and Enrollment)	Rio Puerco
Thursday, October 19, 2017	7:30am-10:00am	HS Registrar Meeting	Rio Puerco

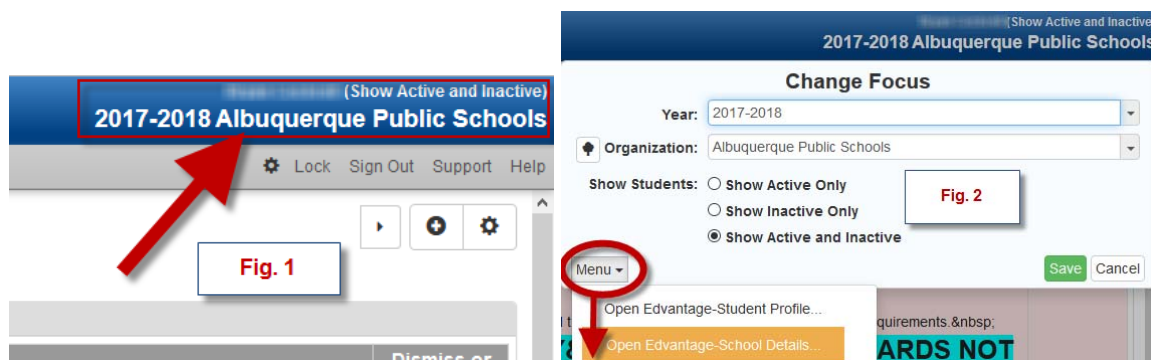
November 2017

Tuesday, November 7, 2017	8:00am-4:00pm	New User Trainings (Basic Nav, Attendance, Discipline and Enrollment)	Rio Puerco
Thursday, November 16, 2017	7:30am-10:00am	HS Registrar Meeting	Rio Puerco

REMINDER: Principals, School, and District Admin Users—New, Easier Access to Versifit:

We've worked with Edupoint/Synergy to bring you an easier, streamlined way to access Versifit from Synergy.

- Open either the **Firefox** or **Chrome** web browser on your computer. You will access Versifit through Synergy. Login through **Synergy (synergy.aps.edu)** with your APS email credentials—be sure pop-up blockers are disabled:
- Once logged into Synergy, **click on your current focus** in the upper-right hand corner (see Fig. 1).



On the resulting pop-up window, hover over the '**Menu**' dropdown and select '**Open Edvantage- School Details**' (see Fig. 2)

These changes only affect Principals and other admin users. Teachers will still access Versifit through GradeBook>>'Menu' tab>>'Open Edvantage-School Details' link.

School-wide Access to Student Data for Staff

If you have staff members who will require school-wide access to student data in Versifit and are **not** in one of the following roles: Assistant Principal, IC, Counselor, Head Sp. Ed., Registrar, or Clerk, please send a comprehensive list of those staff with their employee numbers and APS email addresses to have their user accounts adjusted with that level of access. Employee requests for school-wide access are not granted without principal consent. Email Bryan Cockrell (cockrell@aps.edu) for assistance.

Q1 and Q3 Quartile Designations

2016-17 PED quartile designations for students who took ELA and Math state assessments are now available to view in Versifit. You'll find these under the '**Student Cohort**' filter on the Versifit dashboards, throughout the system. Simply apply the filter to see data/dashboards on the selected quartile. The cohorts are titled:

- Read Q1 2017-2018
- Read Q3 2017-2018
- Math Q1 2017-2018
- Math Q3 2017-2018

Where to Go For Help

For assistance with Versifit, please contact the School Accountability Support (SAST)/Strategic Analysis and Program Research (SAPR) teams through: <http://sis.aps.edu/support> or call 872-6847. User guides and video tutorials are available on the APS Intranet (<https://intranet.aps.edu>) under 'Departments'>>Office of Accountability and Reporting (OAR)>>Student Information Systems (Synergy/Versifit).
