

Utilities

eLearning Course in DMAC

OVERVIEW

Session Description
(480 characters max)

Participants will learn about the essential uses for the Utilities application based on their user role as either an Administrator or Teacher.

Utilities: COURSE STRUCTURE

--- two separate paths for ADMIN vs. Teachers (if both audiences present/use breakout rooms)

WHOLE GROUP: What will participants learn?

Intro to Utilities

- Objective 1 -- FERPA
- Objective 2 -- Purpose of Utilities

ADMIN: What will participants learn?

SECTION 1: How to Access and Configure My Account

- Objective 1.1 -- Changing password
- Objective 1.2 -- Process of TSDS registration
- Objective 1.3 -- Verify and update email
- Objective 1.4 -- Password reset

SECTION 2: How to Navigate Utilities

- Objective 2.1 -- Basic navigation of tabs (District, Campus, Teachers, Students, Upload, Services)
- Objective 2.2 -- Upload Class Rosters and State Data

SECTION 3: Create and Manage Accounts

- Objective 3.1 -- Create and Delete Campus/District Accounts
- Objective 3.2 -- Create locked teacher accounts - with or without students

TEACHERS: What will participants learn?

SECTION 1: How to Navigate Utilities

- Objective 1.1 -- Basic navigation of tabs (District, Campus, Teachers, Students, Services)

SECTION 2: My Account

- Objective 2.1 -- Account Information and Edit

SECTION 3: Register TSDS Number

- Objective 3.1 -- Walk through process of registration
- Objective 3.2 -- Verify and update email
- Objective 3.3 -- Password reset

SECTION 4: Tips for Teachers

- Objective 4.1 -- Teacher list of students ids/DOB
- Objective 4.2 -- Class Roster Statistics

Closing (5 minutes)

Provide next steps

- Additional Resources
- Feedback link
- Link to quiz - (don't forget to save a screenshot) - Results will be emailed

TRAINING ROADMAP (SLIDE Link only for Presenters! > [Click here](#))

NOTE: Examples shown below were taken from our DMAC ISD demo environment. Our demo environment changes frequently; therefore, prior to your training, you may need to highlight different examples. This includes sample teachers, students and reports.

Welcome and Introductions

SLIDE 1: Welcome!! We have planned an interactive DMAC training for today. My name is _____ and we also have _____ and _____ here to help answer your questions via chat.

Today's training will cover:

- 1) Utilities for Teachers
- 2) Utilities for Admin

SLIDE 2: The training will be fast-paced with instruction and interactive activities built in along the way. We'll ask you to answer questions in the chat window, in breakout rooms and we'll even cold call a few of you!

We'd like you to stay engaged and have your **video on with your mic muted** until we call on participants for answers. We hope the next few hours will fly by in a flash, but don't worry, we also have a 10-minute break scheduled about halfway through.

Let's take a few minutes to set-up your screens and talk about your training materials. We will alternate between showing you how to use the software in DMAC and discussing key points or activities on your NOTES PAGES.

1. First, in your Zoom window, please type your **NAME: School Name and Email** in the CHAT feature (ex: Jane Doe: DMAC ISD, jdoe@dmacisd.net)
2. Next, Open your internet browser (we prefer Google Chrome) with a tab to your [NOTES >> Utilities](#) - **[facilitator: copy link in chat]**
3. Then, open your internet browser with a separate tab to <https://apps.dmac-solutions.net/user/> and enter
 - Username: dmacisd
 - Password: dmac2020
 - **[facilitator: copy link in chat]**

SLIDE 3: SCREEN SETUP--- Here's a tip to get the most out of this presentation. Hopefully, you've joined with a larger device as specified on our registration form. If you do not have multiple screens, **you can split your screen (as seen here)** and arrange your windows half and half to see the Zoom window/session on one side and your browser window with the two tabs the other.

****We are going to take a few minutes to PRACTICE OUR BREAKOUT ROOMS****

Introduce yourself, and get the feel for being directed to a room (we'll send you automatically) and returning. We'll have a few breakout rooms during this course and we want you to be comfortable using this format. Please note that you will get a 60 second notification before the room closes. -- Any chats that you share during a Breakout room will not transfer over to the main room.

SLIDE 4:

Additional Reminders:

- High speed internet needed; Zoom installed and working on a device larger than a tablet (desktop or laptop preferred)
- Webcam needed; please keep it on to stay active and engaged in the presentation -- Please silence other devices move your cell phone away from your computer
- Microphone/Audio will be needed for group discussions and breakout room activities - we will even cold call participants at times through the training. - please mute your microphone otherwise.
- This training will be interactive and in-depth. If you are not a current DMAC User, this may not be the best format. We can always set up personalized webinars for your school to demo new applications or provide additional training.
- Let's remember to be considerate of one another when using the CHAT feature throughout today
- If you experience any technical difficulty during the session, you can leave the meeting and try joining again once your connection improves. [facilitator: Copy and Paste Meeting link in Chat]
- Don't check out early! At the end of the training, we'll provide you with a link to take a short quiz and receive a Certificate of Completion for 2.5 hours of Professional Development credit. Make sure to take and save a screenshot of your certificate at the end.

SLIDE 5: Now, let's get started! Here is a brief outline of what we'll cover for our first topic: Student Portfolio.

UTILITIES: TRAINING ROADMAP

-- WHOLE GROUP --

Section 1: Intro to Utilities

Objective 1: Purpose of Utilities ----- SLIDES/PAGE 5-8

NAME IT	Key Points: → Designation of roles in DMAC and processing class roster data
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	→ Multiple District Administrators for DMAC
SEE IT	Model the following: Show difference in District/Campus/Teacher role (create slide of roles)
Objective 2: FERPA	
NAME IT	SLIDE 5: Key Points: <ul style="list-style-type: none"> → Your district will assign a role in conjunction with your responsibilities that will ONLY allow you to access students for which you have an educational need.
SEE IT	Model the following: Show difference in access between District/Campus/Teacher role (slide of screenshots of same app but different roles)
DO IT	SLIDE 8: Knowledge Check: Ask participants to answer in chat <ul style="list-style-type: none"> → QUESTION: A new diagnostician was hired to provide services to the elementary schools in the district. What DMAC role should they be assigned? <ul style="list-style-type: none"> ◆ ANSWER: Campus role for each campus → QUESTION: In most districts, which role provides access to the fewest students? <ul style="list-style-type: none"> ◆ ANSWER: Teacher → QUESTION: Mrs. Smith is talking with a parent of a former student. The parent is asking her to provide State Assessment results for her child. In accordance with FERPA, what should Mrs. Smith's response be? <ul style="list-style-type: none"> ◆ ANSWER: I cannot provide that information to you on FORMER student.

-- ADMIN ONLY --

SECTION 1: How to Access and Configure Account

Objective 1.1 -- Changing password

NAME IT	SLIDE 10: Key Points: <ul style="list-style-type: none"> → Navigate to My Account and be able to change password
SEE IT	Model the following: Demonstrate navigation and password change

Objective 1.2 -- Process of TSDS registration

NAME IT	SLIDE 10: Key Points: <ul style="list-style-type: none"> → Most people will have this completed by district roster uploads → Complete and/or verify TSDS information → TEA Help Doc >> https://www.dmac-solutions.net/files/help/TEA-TSDS.pdf
SEE IT	Model the following: Share screen and demonstrate process of TSDS registration

Objective 1.3 -- Verify and update email

NAME IT	SLIDE 10: Key Points: <ul style="list-style-type: none"> → Point out when and where update/verification of email can be change
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SEE IT	Show teacher account (update/verify)
Objective 1.4 -- Password reset -	
NAME IT	SLIDE 10: Key Points: <ul style="list-style-type: none"> → Password Help from Login screen <ul style="list-style-type: none"> ◆ You can provide your TSDS Unique ID ◆ You have previously registered your TSDS information in DMAC
SEE IT	Model the following: Show the Reset from the Login screen. https://apps.dmac-solutions.net/utilities/user/help.aspx
DO IT	SLIDE 31: Knowledge Check: Cold call a participant QUESTION: Describe two ways to access My Account
SECTION 2: How to Navigate Utilities	
Objective 2.1 -- Basic navigation of tabs (District, Campus, Teachers, Students, Upload, Services)	
NAME IT	SLIDE 11: Key Points: <ul style="list-style-type: none"> → Differences of data accessed from each tab (District, Campus, Teachers, Students) and icons on each account → Necessity to develop an internal process when teachers leave → Print/export of teacher username and passwords
SEE IT	Model the following: Share screen and navigate and explain each tab
DO IT	SLIDE 11: Knowledge Check: Ask participants to answer in private chat <ul style="list-style-type: none"> → QUESTION: By default, when does a teacher's access to DMAC automatically end after leaving the district? ◆ ANSWER: next class roster upload → QUESTION: Name the steps to Print teacher usernames and passwords. ◆ ANSWER: Teacher tab>Campus selected>Print icon (upper right) → QUESTION: How would you access a Student's Portfolio from Utilities? ◆ ANSWER: Students tab>list of students>Name>Pie chart icon (Student Portfolio)
Objective 2.2 -- Upload Class Rosters and State Data	
NAME IT	SLIDE 12: Key Points: <ul style="list-style-type: none"> → Walk through the data upload and import log
SEE IT	Model the following: Share screen and navigate and explain each tab
DO IT	SLIDE 12: Knowledge Check: Ask participants to answer in private chat <ul style="list-style-type: none"> → QUESTION: How can you check to see if any student was left out of the last roster upload? ◆ ANSWER: Upload tab → Import Log

- QUESTION: How often should you upload a roster?
 ◆ ANSWER: Hopefully, as often as the district has paid for.

SECTION 3: Create and Manage Accounts

Objective 3.1 -- Create and Delete Campus/District Accounts

NAME IT	SLIDE 13: Key Points: <ul style="list-style-type: none"> → Create a local account → Delete a local account → Develop an internal process for when staff leave
SEE IT	Model the following: Share screen and demonstrate above
DO IT	SLIDE 13: Knowledge Check: Ask participants to answer in private chat <ul style="list-style-type: none"> → QUESTION: How do you restrict access for an assistant principal who has left the district? ◆ ANSWER: Disable or change password → QUESTION: (cold call) Why might you NOT want to delete a staff members account immediately when they leave the district? ◆ ANSWER: Answers may vary → QUESTION: What role can create a Campus Manager or User account? ◆ ANSWER: District Administrator or Campus Administrator

Objective 3.2: Create locked class for a teacher

NAME IT	SLIDE 14: Key Points: <ul style="list-style-type: none"> → Class Roster uploads will override any manual changes made to Utilities → Create a locked class for a teacher that does NOT have students on a roster OR for observation purposes
SEE IT	Model the following: Share screen and demonstrate process
DO IT	SLIDE 14: Knowledge Check: Ask participants to answer in private chat <ul style="list-style-type: none"> → QUESTION: What is the big error many people make when creating a locked class? ◆ ANSWER: Lock the class

- Move Below to Closing Section -

-- TEACHERS ONLY --

SECTION 1: How to Navigate Utilities

Objective 1.1 -- Basic navigation of tabs

NAME IT	SLIDE 16: Key Points <ul style="list-style-type: none">→ Tabs available to teachers (My Account, District, Campus, Students, Services)
SEE IT	Show an example of each tab and give a description for each <ul style="list-style-type: none">→ My Account- where your login information, TSDS, classes, account activity→ District- district admins info, service contracts, class roster upload date→ Campus - campus admin info→ Students - search, statistics→ Services- Contracts
DO IT	SLIDE 16: Knowledge Check: Ask participants to answer in chat <ul style="list-style-type: none">→ QUESTION: Which tab would you use to find who your District Administrators are? ◆ ANSWER: District

SECTION 2: My Account

Objective 2.1 -- Account Information and Edit

NAME IT	SLIDE 17: Key Points: <ul style="list-style-type: none">→ Show where My Account can be edited→ How to change a password→ How to update an email
SEE IT	Share screen and demonstrate above
DO IT	SLIDE 17: POLL: <ul style="list-style-type: none">→ QUESTION: What is the maximum character limit for a Username? ◆ ANSWER:<ul style="list-style-type: none">• 25• 15• 20• Unlimited ◆ ANSWER: 20

SECTION 3: Register TSDS Number

Objective 3.1 -- Walk through process of registration

NAME IT	SLIDE 18: Key Points: <ul style="list-style-type: none">→ TSDS -Texas Student Data System→ Required for T-TESS and LPAC→ Where can you find your number?
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	<ul style="list-style-type: none"> ◆ Comes in class roster ◆ HR at your school ◆ TEAL Account - Texas Education Agency Login ◆ Instructions for Finding your Unique ID <p>→ How to register TSDS</p>
SEE IT	Share screen and register a teacher in DMAC ISD
DO IT	<p>SLIDE 18: Knowledge Check: Ask participants to answer in chat</p> <p>→ QUESTION: Name one of the two applications in DMAC that require you to register your TSDS</p> <p>◆ ANSWER: LPAC and T-TESS</p>
Objective 3.2 -- Verify and update email	
NAME IT	<p>SLIDE 19/20:Key Points:</p> <p>→ How to verify and update email</p> <p>→ IMPORTANT: Your TSDS email and your DMAC account (school email) can be different</p>
SEE IT	Share screen and demonstrate above using the same teacher credentials. Show a screenshot of an email with the pin
DO IT	<p>SLIDE 19: POLL:</p> <p>→ QUESTION: What will be received in order to verify the account email?</p> <p>◆ ANSWER:</p> <ul style="list-style-type: none"> • Password via email • A pin via email • Text message via SMS <p>◆ ANSWER: a pin via email</p>
Objective 3.3 -- Password Reset	
NAME IT	<p>SLIDE 21:Key Points:</p> <p>→ Password Help from Login screen</p> <ul style="list-style-type: none"> ◆ You can provide your TSDS Unique ID ◆ You have previously registered your TSDS information in DMAC <p>→ Changing password from My Account</p> <p>→ Contact Campus or District Administrator to get password</p>
SEE IT	Show the Reset from the Login screen. Show how to change a password within My Account
DO IT	<p>SLIDE 21: Knowledge Check: Ask participants to answer in chat</p> <p>→ QUESTION: If you forget your password, what information will you need to have to use the Password Reset?</p> <p>◆ ANSWER: TSDS Unique ID</p>
SECTION 4: Specific Uses for Teachers	
Objective 4.1 -- Teacher list of students IDs/DOB	

NAME IT	SLIDE 22: Key Points: <ul style="list-style-type: none"> → Printing Class rosters → Download/Export class roster → How having the class roster might be helpful. (Online testing, mail merges)
SEE IT	Model the above
DO IT	SLIDE 22: Knowledge Check: Ask participants to answer in chat <ul style="list-style-type: none"> → QUESTION: Put your name in the chat if you can share how you could use this in your classroom. ◆ ANSWER: Answers will vary
Objective 4.2 -- Class Roster Statistics	
NAME IT	SLIDE 23: Key Points: <ul style="list-style-type: none"> → Students > Statistics <ul style="list-style-type: none"> ◆ Looking at the demographic breakdown by district or campus
SEE IT	Model the following: Share screen to demo above
DO IT	SLIDE 23: Knowledge Check: Open Discussion: <ul style="list-style-type: none"> → QUESTION: How many students in DMAC Elementary are ECD? <ul style="list-style-type: none"> ◆ ANSWER: Partner 1 : 1158 → QUESTION: How many students in DMAC High are At Risk? <ul style="list-style-type: none"> ◆ ANSWER: Partner 2 : 392

CLOSING

How to get SUPPORT going forward

NAME IT	SLIDE 45: Key Points: <ul style="list-style-type: none"> → Additional resources (on-demand/user manuals) → Contact Us page (DMAC/Regional Partners) → Free trials to other applications → Setting up webinars for custom trainings
SEE IT	Show website links
DO IT	<ul style="list-style-type: none"> → Hidden link to Quiz > Click here → How to get Certificate - Make sure to save Screenshot