# Sarasota County Schools

# Gradebook and Parent Portal Upgrade Project

# Gap Analysis

# Attachment C

## To The

# Master License Agreement

**Version 1.0**

**Date Last Updated: November 26, 2008**

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# Revision History

| Name | Date | Reason For Changes | Version |
|------|------|--------------------|---------|
| David Sellers | 8/26/2008 | Gradebook and Portal Analysis | 1.0 |
|  |  |  |  |
|  |  |  |  |

# 1. Introduction

## 1.1  Purpose

This document is the Gap Analysis Overview for the Sarasota County Schools TERMS to CrossPointe.net Upgrade Project.   This document includes direction on how the Gap Analysis has been structured, a Plan Summary and a Detail Section.   The first section provides a project introduction, describes how the Gap Analysis Plan fits into the project documentation, and it identifies timelines, participating staff and responsibilities.  The second section contains the outcome of gap meetings that were conducted by CrossPointe.net and Sarasota staff.

The target audience of this document is the project management team, including executives and the steering committee, and members of the Sarasota County Schools TERMS to CrossPointe.net Upgrade Project team.  This document provides an overview of the process and provides documentation that the team produced as a result of the gap analysis.

The points of contact for comments about this plan and document are the Program Director, Inayat Walli, Product Manager, David Sellers, and Sr. Account Executive, Stephen Hanner.

## 1.2  Team and Roles

Due to the breadth, depth, impact and risk of this project many participants are involved in development of the Gap Analysis.  The Gap Analysis team is responsible for specific gap tasks for each functional area within the Gradebook and Portal.  Individuals who participate on the Gap Analysis project teams provide input and participation on the gap task required for the project.  The following is a list of all Gap Analysis participants.

### 1.2.1  CrossPointe Participants

| Name | Role |
|------|------|
| Inayat Walli | Program Director |
| David Sellers | Product Manager, Gradebook and Portal |
| Kevin McTigue | Product Specialist, Gradebook and Portal |

### 1.2.2  Sarasota Participants

| Name | Role |
|------|------|
| Bob Darois | Applications Manager, Information Services |
| Roy Pinchin | Analyst Student, Staff, Finance, Information Services |
| Jim Bucher | Help Desk Supervisor, Information Services |
| Debbie Azeff | Teacher, Oak Park School |
| Mike Bartlett | Technician, Venice High |
| Maarten Bas | Principal, Booker Middle |
| Theresa Baus | Venice Elm |
| Laurene Hounigringer | Phillippi Shores |
| David Jones | Sarasota High |
| Laura Jordan | Venice Middle |
| Carol LaValle | Principal, North Port High |
| Sharon Marks | Southside Elm |
| Mike Mocherman | Teacher, Riverview High |
| Susan Nell | Venice Middle |
| Heather Nestle | Sarasota Middle |
| Rick Ramon | Booker Middle |
| Patty Jo Rice | Teacher, Pine View |
| Kelly Rodgers | Tatum Ridge |
| Sandra Russell | Tatum Ridge |
| Dena Sturm | Teacher, Riverview High |
| Melanie Voss | Teacher, Booker High |
| Mike Wheeler | Venice High |
| Beth Whittinghill | Southside Elm |

## 1.3  Project Timeline

The following are milestones associated with the Gradebook and Portal Gap Analysis.

| Dates | Purpose |
|-------|---------|
| 5/21/2008 | Gap Analysis Meeting – Gradebook and Portal |
| 8/22/2008 | Prepare and submit document to Sarasota for review |
| TBD | Gap Analysis Review |
| TBD | Sign-off on Final Version |

# 2. System Features

Development of the Gap Analysis Plan is categorized by functional areas. The Gap Analysis team has reviewed each module and a detailed list of features identified.  The following sections list outcomes of the Gap Analysis meetings and are classified as baseline, future enhancements or customizations.

## 2.1  Gradebook

Sarasota requires an enterprise Gradebook solution that is integrated in real-time with the SIS.  The Gradebook will serve as the primary method by which teachers will enter attendance, as well as, collect reporting period grades for posting to the SIS, aggregate reporting and progress grades in real-time from assignment detail grades, drive real-time performance and student assessment information to the portal, communicate en-mass with parents via email, and generate standard and personal development skill based report cards for all grade levels.

Sarasota currently has multiple, disparate gradebook and attendance solutions in place, such as SmartWeb and EZ Grade Pro.

### 2.1.1  Baseline Features

#### 2.1.1.1  General Requirements

2.1.1.1.1  Move the save buttons to the top of the grade grid and make static so they do not scroll off of the screen.

2.1.1.1.2  Freeze the column header and footer of all grade grid components.

2.1.1.1.3  Grade entry grid needs alternate row colors and column shading to make it easier to read.  Highlight so a teacher can see which entry cell has the focus.

2.1.1.1.4  The grade grid should display the assignment due date without having to hover. Also display the assignment point value, etc.  Teacher feedback is that always having to hover is annoying.

2.1.1.1.5  Spell check on all free form text fields such as comments and notes.

2.1.1.1.6  Teacher has ability to quickly print or export to Excel all grade grids.

#### 2.1.1.2  Student

2.1.1.2.1  Allow a teacher the ability to see the student's withdrawal/enrollment summaries.

2.1.1.2.2  Teachers would like to see discipline records, health issues, test scores, etc for each student in their classes.

2.1.1.2.3   Teachers would like to be able to assign a nickname to each student and have the option to use the nickname on printed reports.

2.1.1.2.4   Allow teacher to define and save groups of students for email use and other purposes.

### 2.1.1.3   Class Setup (includes assignments, categories, preferences)

2.1.1.3.1   Gradebook setup at district administrator level must allow for the "re-labeling" of the grading period terminology used in the SIS. Both long and short titles of all reporting periods used in the SIS must be able to be re-labeled for gradebook and portal use. The intent is to provide friendly labels to period titles.

2.1.1.3.2   When adding an assignment, have a "Save and Add another" and a "Save and Enter Grades" button.

2.1.1.3.3   Assignment attribute – "Assign Date"

### 2.1.1.4   Attendance

2.1.1.4.1   Track the time the student entered the class.  If a student enters class late, have an easy method by which the teacher can flag the actual time the student enters, not just when the tardy code was entered or when the absent code was changed to tardy.

2.1.1.4.2   Display for the teacher the absence statistics per marking period, not cumulative to date, but totals by marking period. Data needs to be available without running a report.

2.1.1.4.3   Front Office, Guidance, Principals require access to a Skipped Classes report.

2.1.1.4.4   SIS and Gradebook require the capability of allowing teachers to change entered attendance for the prior 3 days.

2.1.1.4.5   Attendance notes field on the attendance entry page, Example: Student always coming in late, annotate the excuse the student gave. Allow the attendance notes to show on the portal.

### 2.1.1.5   Grading

2.1.1.5.1   Teachers strongly desire the option to merge selected classes for grading purposes. Allow the teacher to set a sort preference of course/section.

2.1.1.5.2   On the grade entry grid, display in the header or footer for each assignment column, the class average for the assignment.  This needs to be a teacher preference so that the display can be turned on/off.

2.1.1.5.3   The gradebook administrator at each school needs to have the option to turn on/off the teacher's ability to overwrite a term grade.  The district needs the ability turn on/off the Principals control of this feature.  This feature requires school by school control.

2.1.1.5.4   Teachers need to be able to set category weighting by grading period.  Allow a category to be defined that has a different weight in second semester than the same category in first semester.

2.1.1.5.5    Provide a note field that can be used by the teacher to state the reason why a grade was overwritten.  Must be adjacent to or accessed easily from the grade entry cell. The grade note would be visible to teacher, principal and counselors.

2.1.1.5.6    Special Grades: Allow both the district and the teacher to define special grades.  Allow the district to setup different special grades per school.  Allow a school to limit the teacher's ability to create special grades.  Allow the district to define special grades and prevent the schools and the teachers from editing them or adding their own.

2.1.1.5.7    Have the Gradebook limited or hardcoded to the grade scale that should apply to a class or grade level.  For example, if they are a first grade teacher – the Gradebook will default to the first grade scale when a teacher adds an assignment or category. Grade scales must have the option of being district owned.

2.1.1.5.8    When a student transfers from one class to another at the end of the quarter, the student's prior quarter grade will need to average with the remaining quarters in the new class.

### 2.1.1.6  Reports

2.1.1.6.1    On all teacher grade reports such as progress, class grades, etc. – turn on/off statistics such as percent, max value, etc.

2.1.1.6.2    Option at report run time to automatically attach the report to an email and send it like EZ Grade Pro does now.

2.1.1.6.3    Graphical reports of student grade statistics.

2.1.1.6.4    "Failure due to absences" report for teachers to run based on district defined thresholds.

2.1.1.6.5    Teacher can print a blank attendance report for substitute use.

### 2.1.1.7  Seating Chart

2.1.1.7.1    Needs configurable classroom: such as desks or tables, circles, semi circles. If table, specify how many students per table.

2.1.1.7.2    Be able to sort students alphabetically, and set a default sort on the seating chart.

2.1.1.7.3    Teacher option to show/not show pictures of the students.

2.1.1.7.4    Teachers must be able to print the seating chart.

### 2.1.1.8  Student Notes

2.1.1.8.1    Teacher ability to add unlimited free form notes for each student in their class.  Not associated with a grade, just a general student note.

2.1.1.8.2    Each note has the following attributes: subject line, status flag set by teacher (private - teacher only, staff-display for other teachers only, public-displays in a notes view on Portal), text body, and date/timestamp.

2.1.1.8.3  Check boxes to classify note by type such as behavior, academic, parent conference onsite, call, etc.

2.1.1.8.4  Teacher can view by student all the note subject lines, sort the notes by date, status, and print the notes by student.

2.1.1.8.5  Teacher can view note subject lines created by other teachers and drill down to detail, if permission flag is set appropriately.

2.1.1.8.6  Teachers should be able to print a Blank Class Roster report.

2.1.1.8.7  Teachers must be able to print standard based and personal development skill based reports cards.

### 2.1.1.9  Teacher to Parent Communication (Email)

2.1.1.9.1  Feature in the email component that allows the teacher to select multiple student contacts to send an email to, such as parent email address 1 and parent email address 2.  Display the contact type when selecting the email recipient. (Mom, Dad, etc)

2.1.1.9.2  The teachers would like the ability to set an automatic weekly email report to parent(s) regarding their student.  Teacher may set for single student or for class.  Example: progress report for a struggling student, missing assignments, attendance, danger of failing notifications.

2.1.1.9.3  Spell checks for the email body.

2.1.1.9.4  Whenever an email is sent, create a student note entry using the subject line.  This creates a log of communications with the parent.  Utilize the Students Notes feature.

2.1.1.9.5  Allow teacher to define and save groups of students for email purposes.

2.1.1.9.6  Allow the teacher to email to groups of students across classes.

2.1.1.9.7  When selecting a list of students to email, allow for select ALL and SHIFT+CLICK to select non-contiguous students.

### 2.1.1.10  General Requirements

2.1.1.10.1  Integration with Angel, an online test score system. This requires further discussion.

2.1.1.10.2  On Assignment Setup – have a check box list of places where the assignment notes display. Allow the teacher to select, at their discretion, where the notes show up.

2.1.1.10.3  Allow the teacher to turn on/off additional row and column summaries for the grades on the grade grid. Set under teacher preferences what type of summary displays. (Class rank, summaries, stats, averages, etc.)

## 2.1.2  Future Consideration

*2.1.2.1  General Requirements*

2.1.2.1.1    Sarasota teachers would like to be able to easily send emails regarding a student to another teacher.  Smart Web has a screen which a teacher uses to link to email other teachers. The CrossPointe.net Gradebook has a student search page, where teachers can pull up schedules of students that are not in their classes, this page may be a great place to put this.

2.1.2.1.2    Integrated lesson planner – standard based, once completed, will automatically update to the portal (ability to create and define lessons then post to portal), align to assignments.

2.1.2.1.3    Allow teachers to set the default screen upon sign on to the attendance screen.

2.1.2.1.4    Integrate mailbox (address book) with the email component so the student and parent email addresses are available to their outlook account

2.1.2.1.5    Drag and drop re-arrangement of the seating chart.

2.1.2.1.6    Option to re-organize seating chart based on student performance and other data factors.

2.1.2.1.7    Make seating chart grid resolution size change so they can see all desks at the same time on the screen.  This aids the teachers in management and setup of seating chart.

2.1.2.1.8    Allow a teacher, when printing reports, to change the fonts and font sizes.

2.1.2.1.9    Allow reports to be "shrunk" to get all students on one sheet.  Like a "fit to one page" feature.

2.1.2.1.10    Allow the teacher to drop the lowest grade in a grading period, irrespective of category.

2.1.2.1.11    Align assignments to standards.

2.1.2.1.12    Teacher on/off options on what assignment attributes display at top of grade grid column.

2.1.2.1.13    Have the student attendance page show non-school days in another color, and display holidays.

2.1.2.1.14    Provide views in Gradebook of on-screen graphical statistics of grade data without having to run a report.

2.1.2.1.15    Allow teachers the option of creating their own class and adding students to it.  For the purpose of tracking extracurricular activities, key club, etc.

## 2.1.3  Sarasota Specific Customization

2.1.3.1.1    If student is in a class less than 20 days, they do not get a grade. (Sarasota Policy) System would have to allow them to calculate a grade but prevent the student from getting a report card entry for that class.  This requires further research, what is the district policy? (Basically the teacher who has more than 20 days will be the one who reports the grade.)

## 2.2  Portal

Sarasota requires an enterprise portal solution that is integrated in real time with the SIS and the teacher's Gradebook.  The portal must reflect real time attendance and student performance data, as well as, schedule and demographic information.

### 2.2.1  Baseline Features

#### 2.2.1.1  General Requirements

2.2.1.1.1    Track how many times a parent has logged into the portal, allow teachers to see the log.

2.2.1.1.2    Provide a notification message to parent flag on portal Class List page so the parent is notified that a recent note has been added.

2.2.1.1.3    Show an assignments "Assign" date on the portal.

2.2.1.1.4    Teachers must be able to select when a grade displays on the Portal.

2.2.1.1.5    All portal information must be able to have its display turned on/off by the district. Example:  Tests scores, Special Program data, etc.

2.2.1.1.6    Parent contacts registered in the portal must be able to maintain their own email addresses.

### 2.2.2  Future Consideration

None

### 2.2.3  Sarasota Specific Customization

None

# 3.  Assumptions and Dependencies

a.  A comprehensive review of each and every report currently used by Sarasota was not conducted. Reports identified by Sarasota as custom are documented in the appropriate sections in this document.