

**Iowa Department of Education  
Fall BEDS Staff 2012 – Webcast  
Basic Navigation and Functionality**

Area	Topic	Talking Points	Required Action
Welcome	Welcome	<ol style="list-style-type: none"> <li>1. Thank you for joining us for this Fall BEDS Staff webcast entitled <i>Basic Navigation and Functionality</i>.</li> <li>2. My name is Mike Baethke and I'll be your host for this session.</li> <li>3. The purpose of this session is to provide insight and guidance for the novice user of the Fall BEDS Staff application.</li> <li>4. Let's get started by selecting <u>Fall BEDS Staff</u> from the application menu.</li> </ol>	Select Fall BEDS Staff Button
Overview	Home Page	<ol style="list-style-type: none"> <li>5. The Home Page is the default location for beginning to navigate the Fall BEDS Staff application.</li> <li>6. Please review "What's New for 2012" for both Fall BEDS Staff and Fall BEDS prior to starting your data entry.</li> <li>7. School Business Official has been added to Fall BEDS Staff due to a change in <i>Iowa Code</i>.</li> <li>8. With regard to Long-term substitute teachers, the Department has added two new data elements to help in our reporting.</li> <li>9. These additional elements will enable districts to include staff members on long-term leave in their Fall BEDS Staff <u>report</u>.</li> </ol>	Reference content of Home Page  Scroll Down

		<p>10. For Fall BEDS, the reporting requirement for district-wide technology has been eliminated.</p> <p>11. However, <u>a count of CPI students</u> was added to the data submission form.</p> <p>12. Again, please review the contents of the Home Page and/or supporting documentation found on the DE website prior to submitting these data.</p> <p>13. Note that Fall BEDS and Fall BEDS Staff will open on Wednesday, August 1<sup>th</sup> and close on Wednesday, October 31<sup>st</sup>. We encourage districts to begin the data entry process as soon as possible.</p> <p>14. As a school district, you logon and are automatically linked to your data.</p> <p>15. As a Department of Education consultant, I need to link to a specific school district by number.</p> <p>16. To do that, I'll select the District/Staff tab.</p> <p>17. The Indianola Community School District has given us permission to use their site for this webcast, and we thank them for their participation.</p> <p>18. Fall BEDS Staff is built on a series of tabs across the top of the application.</p> <p>19. Each tab has different content and functionality. For this introductory webcast we will focus on those tabs that are relevant to basic navigation and <u>highlight the other tabs</u> near the end of the webcast.</p>	<p>Scroll to Welcome</p>
<p>District Staff Tab</p>	<p>Navigating to District and Building Level Staff</p>	<p>20. We'll start with the District/Staff tab.</p> <p>21. For all users, knowledge of the District/Staff tab is <u>essential</u>.</p>	<p>Select District Staff Tab</p>

		<p>22. Here you will see your district name and school in a couple of locations.</p> <p>23. You will also find a drop-down labeled School.</p> <p>24. Select a specific school, and the application will produce an alphabetized list of staff currently assigned to that building.</p> <p>25. To produce an <u>alphabetized</u> list of district employees, select All.</p> <p>26. Each staff member is associated with a Folder Number, a Primary Building and/or a Position with their FTE is cited in parentheses.</p> <p>27. Errors and warning linked to individuals will also be identified on the District/Staff tab.</p> <p>28. Notice that some columns have an <u>underscore</u>.</p> <p>29. That is a sort feature allowing for sorting from low to high and high to low.</p>	
District Staff Tab	Supplementary Features	<p>30. The District/Staff tab will also produce a “Results” count of staff members in the Results area.</p> <p>31. The Results will be reflective as to whether the drop-down is positioned at the district at a building level.</p> <p>32. Another <u>navigational feature allows</u> the user to determine the number rows to display on each page through the use of a drop-down.</p> <p>33. Users can view data from two different Modes, Normal Mode or Salary Mode.</p>	

		<p>34. The Normal Mode produces general information about staff.</p> <p>35. Salary Mode <u>identifies specific salary information</u> related to each staff member.</p> <p>36. Another webcast will deal specifically with reporting salary data.</p> <p>37. We will continue our introduction to basic navigation using the Normal mode and from the district perspective.</p>	
District Staff Tab	Filtering Structure	<p>38. The programmer did a nice job of building a filtering and a search feature into the application.</p> <p>39. Users can search by position.</p> <p>40. Use the "Clear All" button after each search unless <u>you are interested in using a multi-level search.</u></p> <p>41. Searching by program is also an option.</p> <p>42. Searches by licensed or non-licensed or by shared or non-shared are also possibilities.</p> <p>43. The Errors filter will allow for quick and easy identification of errors by individual.</p> <p>44. The Search feature is significant especially for larger districts.</p> <p>45. Search can be based on Last Name or a Folder Number.</p> <p>46. Last name searches can be <u>based on partial entry.</u></p> <p>47. However, Folder Numbers must be based on the complete number in order for an individual to be retrieved.</p>	Search 154987

District Staff Tab	Action Icon	<p>48. The last navigational feature on the District/Staff tab that we will briefly look at <u>is</u> the Actions icons.</p> <p>49. Each will be highlighted in other webcasts, but we'll take an introductory look at this time.</p> <p>50. The Notepad/Pencil icon is the gateway to Staff Demographic data.</p> <p>51. Use this icon to update staff demographic information.</p> <p>52. View the webcast entitled <i>Staffing: Updating Staff Records</i> for additional information related to this form.</p> <p>53. The Magnifying Glass opens the Staff Details form.</p> <p>54. Use this icon to update staff position and assignment information.</p> <p>55. View the webcast entitled <i>Staffing: Positions and Assignments</i> for additional information related to this form and the use of this icon.</p> <p>56. Select "Return" to move back to the staff listing.</p> <p>57. The third icon in the Actions column is a red oval with a white "X."</p> <p>58. By selecting this icon the identified staff member is removed from the district.</p> <p>59. After selecting this icon, a warning message will be produced.</p> <p>60. Validate this by selecting OK.</p> <p>61. This action removes the individual and all associated positions and assignments from the district.</p>	
Other Tabs	Errors and Omissions	<p>62. As part of the Basic Navigation webcast, we'd like to highlight several other tabs and their content.</p> <p>63. First, look at the Errors and Omissions tab.</p>	

		<p>64. Here districts will find a complete list of all warnings.</p> <p>65. Districts have an opportunity to approve warnings if a check box is available in the far right column.</p> <p>66. All errors must be corrected by the district or overridden by the Board of Educational Examiners.</p> <p>67. The hot links will provide a list of associated errors.</p> <p>68. The Action Icons in the far left column will link to specific information about that identified staff member.</p>	
Other Tabs	<p>Import/Export Mentoring District Contact FAQ</p>	<p>69. The Import/Export tab allows districts to upload data from their HR applications directly into Fall BEDS.</p> <p>70. If you are planning on using this feature, please review the content of this page and the documentation found on the DE website, A-Z Index, Basic Educational Data Survey.</p> <p>71. Information related to uploading data can be found in Fall Training Materials 2012, Fall BEDS Staff Collection Exercises – related to uploading data.</p> <p>72. The Mentoring tab asks for contact information and the number of administrators and teachers participating in the mentoring and induction program broken down by semesters.</p> <p>73. Explanatory information is located in the lower portion of this page.</p>	

		<p>74. District Contact tab identifies Fall BEDS contacts at the district level.</p> <p>75. Districts can add or delete contact people as needed.</p> <p>76. Please attempt to keep this page updated as this is an important communication tool for receiving information from the Department.</p> <p>77. The FAQ page will provide specify information related to topics which have surfaced over the years.</p> <p>78. The FAQ's may provide a quick answer to an issue that has previously been identified and resolved.</p>	
Other Tabs	Certification Page	<p>79. The Certification Page will provide an overview of an error count by district and building.</p> <p>80. Please be advised that the certification button will not be enabled <u>until the error count</u> reaches zero for the district and all buildings.</p> <p>81. Summary counts for several <u>areas can</u> be found by selecting the down arrow on the blue bars on the right side of the form.</p>	
Closing	Thank You	<p>82. Our final stop for this webcast will be the hot link, Contact Us link.</p> <p>83. Again, my name is Mike Baethke and if you need additional information or clarification, please contacts me using the link or information on this page.</p> <p>84. Marlene Dorenkamp and Betsy Lundy will also be able to address Fall BEDS questions.</p> <p>85. Please contact them base on the information provided here.</p>	

		<p>86. Thank you for viewing this webcast.</p> <p>87. The other webcasts for Fall BEDS and Fall BEDS Staff can be found on the DE web site by using the A-Z Index structure and selecting Basic Educational Data Survey.</p> <p>88. Again, thank you very much for participating!</p>	
--	--	---	--