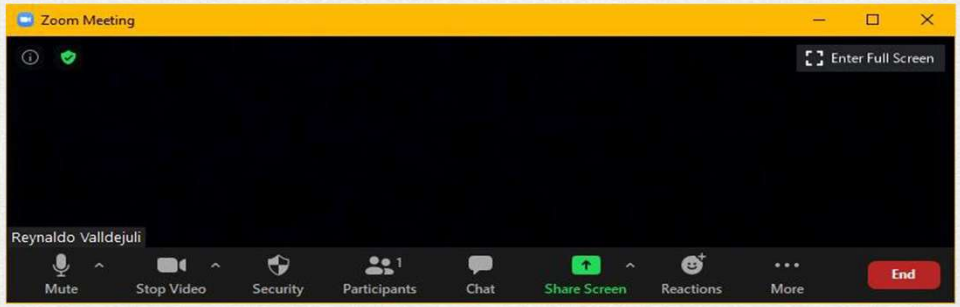
Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

LOUISIANA DEPARTMENT OF EDUCATION

eScholar Office Hours

April 7, 2022

Visit the eScholar Support Page for a copy of the webinar deck

Agenda

- **General Information**
  - Security Coordinators
  - Announcements
- **Uniq-ID**
  - Submit new students
  - LASID Audit # 4
- **DirectMatch**
  - Issues
  - CEP
  - Statewide matching
- **StaffID**
  - EdLink errors

eScholar URLs

Uniq-ID (Student ID): https://louisianasecureid.escholar.com

StaffID: https://louisianastaffid.escholar.com

DirectMatch: https://SecureID.ldoe.la.gov/

User Guides:
2021-2022 eScholar Uniq-ID User Guide
2021-2022 eScholar StaffID User Guide
2021-2022 eScholar DirectMatch User Guide
2021-22 eScholar DirectMatch Admin Guide Security Management

eScholar Info: eScholar Support Page

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district

- Complete your DirectMatch account set-up:
  - ability to create/disable accounts or change the account settings for users in your district

- Update the 2021-2022 LEA Contact List (located in the System Support page)
  - Copy/paste your district's data into a new EXCEL sheet
  - Review and edit (add/remove data managers)
  - Send updated EXCEL file to SystemSupport@la.gov

2021-2022 Uniq-ID

Believes

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:
  - new students enrolled in your district
  - Under-age students who are submitted to the Homeless Tracking System (HTS)
  - Submit your homeless students to Uniq-ID so that they will populate in EdLink

- Do NOT resubmit students who have exited your district

Student EOY submission: July 8 (snapshot end date)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics
  - Edit the student's record and update their information
  - Your district must hold the Master record for the current school year (ESSY = 2022)

LASID Audit # 4

According to LA Rev Stat § 17:3914, each student should maintain one *and only one* Louisiana Secure ID for their entire public school career

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID.

Audit Process:

LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on April 7, 2022

- File name: **LEA_2021-22_ LASID Resolution4**

- Districts should:
  - Review the file
  - Compare the demographic information for the students in the file.
  - Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
  - Save the file as ***LEACODE_2021-22_LASID Resolution4_COMPLETE*** by April 14, 2022
  - Make any LASID updates in applicable systems (EdLink, SER, etc.)

2021-2022 DirectMatch

Believes

Current DirectMatch Issues

- The Manual Authorization feature is not working for a handful of users
  - eScholar is working to resolve this issue
- Users want to view the students who have been manually added or address matched
  - eScholar will make an enhancement in the 2022-2023 school year to show students who were identified using Manual Authorization and Address Matching
- Statewide SNAP and TANF matching – issues with the files loaded into eScholar
  - eScholar is working to resolve the issues with the March SNAP and TANF files
- Check the list of schools in your CEP Manager function
  - Let us know if any are missing from your LEA

Current DirectMatch Issues – cont.

- Some users are not able to see their 2021-2022 CEP data
  - Resolve this issue by updating the data:
    - Click on the refresh button at the right corner on the screen under the current year

    - Please wait couple of minutes to wait the screen to refresh
    - Click Refresh again if you still see below message

    - Let us know if you still cannot see any data

CEP Manager Access

- CEP Manager account have been created for those users designated as such
  - If you are a new user who has not set up your account:
    - Check your Inbox (Spam/Junk) for an email from eScholar
    - Click on the link in the email (link expires in 24 hours)
    - You will be asked to create your password and complete your account set-up
    - You will see your 2021-2022 district's data
    - Email Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov if you do not have access or need the link re-sent.

DSNAP

- Needed for CEP
- DSNAP file was dropped into DM-FTP on March 3, 2022
  - File name: **LEA_DSNAP_Eligible_Students.xlsx**
- Add LASIDs manually into DirectMatch (Manual Authorization)
  - *membership in DSNAP is considered as Directly Certified*
  - *submit the DSNAP student as SNAP*
- Complete by June 15, 2022

Public LEAs – contact Van.Fabre@LA.GOV for DM-FTP access

Non-public LEAs – contact Detra.Gaulden2@LA.GOV for FTP access

Homeless

- Can be used for CEP
- Students should have LASIDs assigned in Uniq-ID
- Add LASIDs manually into DirectMatch (Manual Authorization)
  - *Submit the student as Homeless*
- Complete by June 15, 2022

Address Matching

Purpose: Identify DC extended children (siblings or children living in the same household

Addresses submitted in Uniq-ID are matched against the addresses of the students who were matched to the SNAP file

Use: Matched records will be included in CEP calculations

- LDOE ran the statewide Address matching for all school districts (4/6/2022)
- District may resolve the near matches
  - the matched records cannot be downloaded
  - be cautious when resolving the near matches
    - Some addresses are apartment buildings with no unit #
    - multiple students at the same address – either same/different last names

CEP Training Materials

- CEP Training: *Louisiana Fit Kids - Training Slides*
  - *Feb 22 slide deck* *Feb 22 recording*
  - *March 29 slide deck* *March 29 recording*

  Note: Instructions for Manual Authorization (DSNAP) and Address Matching are provided

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(June 30, 2022)*

- *Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts*

CEP To Do Checklist

- Check your list of schools to ensure all schools are there
- Check your students and counts
- Submit your DSNAP and homeless students to DirectMatch by using the Manual Authorization feature
- Address Matching – do as much as you can. Be careful when matching because some addresses are missing the apartment #, lot #, trailer #
- Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts

CEP Deadline Extension

March 25, 2022: CEP deadline was extended pursuant to the waiver authority in Section 12(l) of the NSLA.

CEP Requirement	Waiver Deadline*
Data Used to Calculate ISP	Anytime between July 1, 2021 and June 30, 2022
LEA Notification	June 30, 2022
State Agency Notification	June 30, 2022
State Agency Publication	June 30, 2022
Elect CEP for Following SY	September 30, 2022

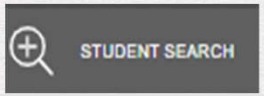
By June 30, 2022: SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

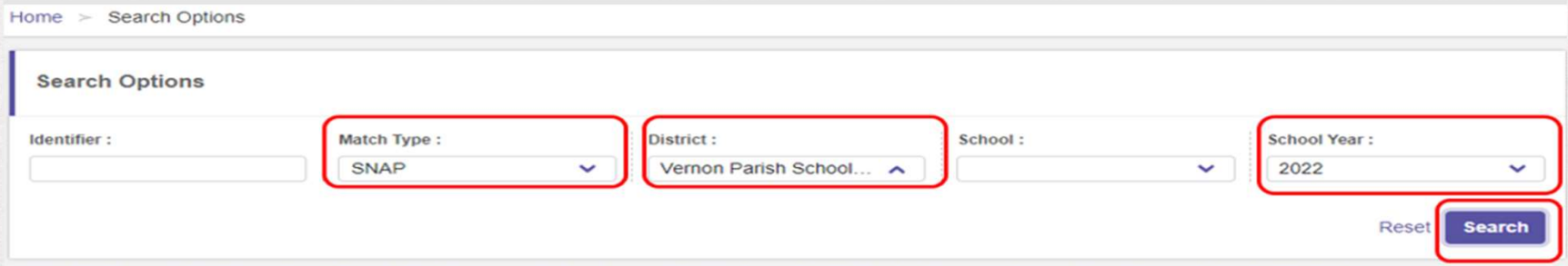
By September 30, 2022: SFAs must make final elections regarding CEP participation for the 2022-2023 school year through the eScholar CEP Manager.

Statewide DirectMatch

March SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on April X, 2022
  - **SNAP batch # XXXX TANF batch # XXXX**
  - Districts are responsible for resolving any near matches
    - If you see the message "No results were found" it indicates that your district does not have any near matches to resolve.
    - You may have some matched records to download.
  - Download your SNAP matched records from the Search function





2021-2022 eScholar StaffID

Believes

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
  - Export a file from your local system
  - Submit file to eScholar StaffID
  - Download the IDs
  - Import into your local system
  - See the 2021-2022 Benchmark and EdLink Snapshot Calendar for submission deadlines

- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

Staff EOY deadline: August 26 (snapshot end date)

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = U06 (replaces U011)

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Retire/Split a Student or Staff ID

A student/staff ID is retired because a student/employee has more than one ID

- Complete the respected template and email it to Anantha.Lakkakula@la.gov
  - Student RetireID template
  - Staff RetireID template

A student/staff ID is split because it is shared between students/staffs

- Complete the respected template and email it to Anantha.Lakkakula@la.gov
  - Student SplitID template
  - Staff SplitID template

LEAs must update the active Student/Staff ID in:

- Your local system
- All LDOE data systems that use the Student/Staff ID for that student/employee

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
  - **Zoom link:** https://ldoe.zoom.us/j/96648596634
  - **Dial-In Phone Number:** (312) 626-6799

- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - **Zoom link:** https://ldoe.zoom.us/j/93069704449
  - **Dial-In Phone Number:** (408) 638-0968

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, May 5** See the full *2021-22 Data Coordinator Webinar schedule*
  - **Zoom Link**: https://ldoe.zoom.us/j/976397929
  - **Dial-In Phone Number**: (408) 638-0968
  - **Meeting ID#**: 976 397 929

eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	• Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • eScholar Security (User Access/Role Based questions) • Enhancements • eScholar related EdLink ADQ/Dashboard/Security questions
Jayanthi.Sothirajah@LA.GOV	• Student ID updates and maintenance • DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc) • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access
Wanggan.Yang@LA.GOV	• StaffID updates and maintenance • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Who to contact for support

- Email LDOECVR@la.gov for any questions about the Curriculum Verification and Reporting Portal (CVR)
- Email edlink360@la.gov for any questions about EdLink and EdLink Security. Also refer to the available Security Resources.
- Email systemsupport@la.gov for any questions/concerns/issues for the systems/topics listed below.

  Security Coordinator updates and Contact List updates

  Systems accessed through the LEADS Application Portal

  Student Transcript System (STS), STS Prior period opens, IBC uploads, Sponsor Site System (SPS), Special Education Reporting System (SER), Annual Financial Reporting (AFR), School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond as necessary to those emails.

- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Email Sherry.Randall@la.gov or Crystal.Wilkinson@la.gov for Administrative issues (except security issues), EdLink Training, 22-23 System Enhancements