Statewide Electronic Transcript System

Angel Peugh, *ADE State Systems Administrator*

AGENDA

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16. Viewing Assessment Data
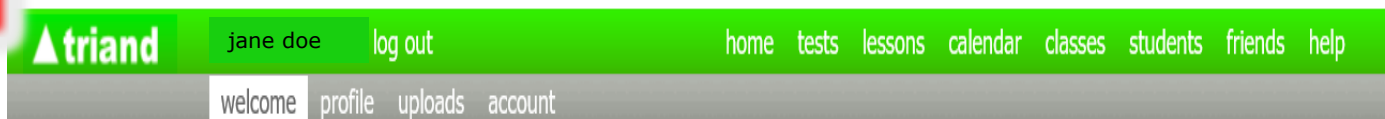17. Additional Reports
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Triand Overview

Triand is a user-friendly way to transfer student transcripts between districts, schools and colleges.

Public schools in Arkansas are required to use the electronic transcript system pursuant to Ark. Code Ann. §6-80-107. When a student transfers from a public school in Arkansas and enrolls into a new school, the student's "new" school requests the transcript from the previous school. Within 24 hours the previous school must withdraw the student from eSchool to allow entry of student into eSchool.

Triand Overview

Upon logging into Triand, you will notice that the interface is divided into two sections – (1) the navigation bar and (2) the main working area.
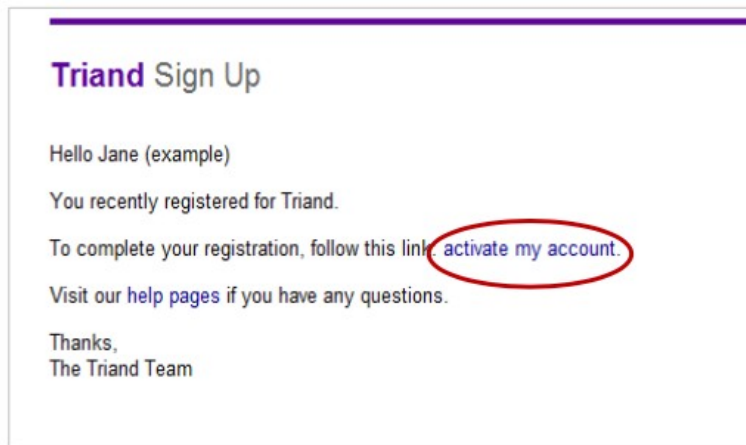
User Accounts

▶ Triand connects to both eFinance and eSchoolPLUS nightly. Any staff member entered in either eFinance or the staff catalog in eSchoolPLUS will pull into Triand in order for state IDs to populate and be pushed back to the appropriate system for state reporting.

▶ If a valid school-issued email address is listed in either location for the user, the user account generates automatically in the Triand system. If the email address is not listed, the staff member only exists for state ID purposes.

User Accounts - Activation

Triand will send an email to the email address tied to the user account with a link that <u>must be clicked</u> to activate your account. You will not be able to view student data until your account is activated.

Triand Sign Up

Hello Jane (example)

You recently registered for Triand.

To complete your registration, follow this link, activate my account.

Visit our help pages if you have any questions.

Thanks,
The Triand Team

Once you have activated your account, ask your Triand Account Owner to give you the proper access for your role, if they have not already done so.

User Accounts - Activation

If you are unsure of who your local Triand Account Owner is we have placed this information on the District Access Information page for your convenience. On the District Access Information page you may search for your district to see which of your local users manage some of the most used applications:

https://eis.ade.arkansas.gov/dai/

Setting Up Your Profile

Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established properly.

When you log in to Triand, click on your name in the menu to access the gray submenu. Click on "**profile**" on the gray submenu.
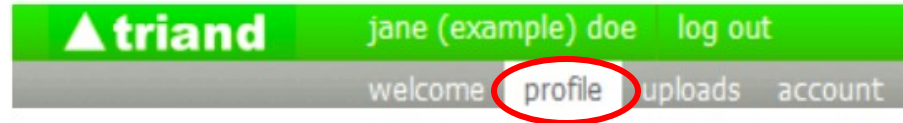
Setting Up Your Profile

	First	Jane (example)
1	**Middle**	
	Last	Doe
2	**Email**	jane.doe@schoolemail.com
		What you'll use to log in.
	State	AR - Arkansas ▾
		Where you live (so we know what standards to use).
	District	HOT SPRINGS SCHOOL DISTRIC
	School	
	Job Title	
4	**State-ID**	
		Managed by your State Education Agency.
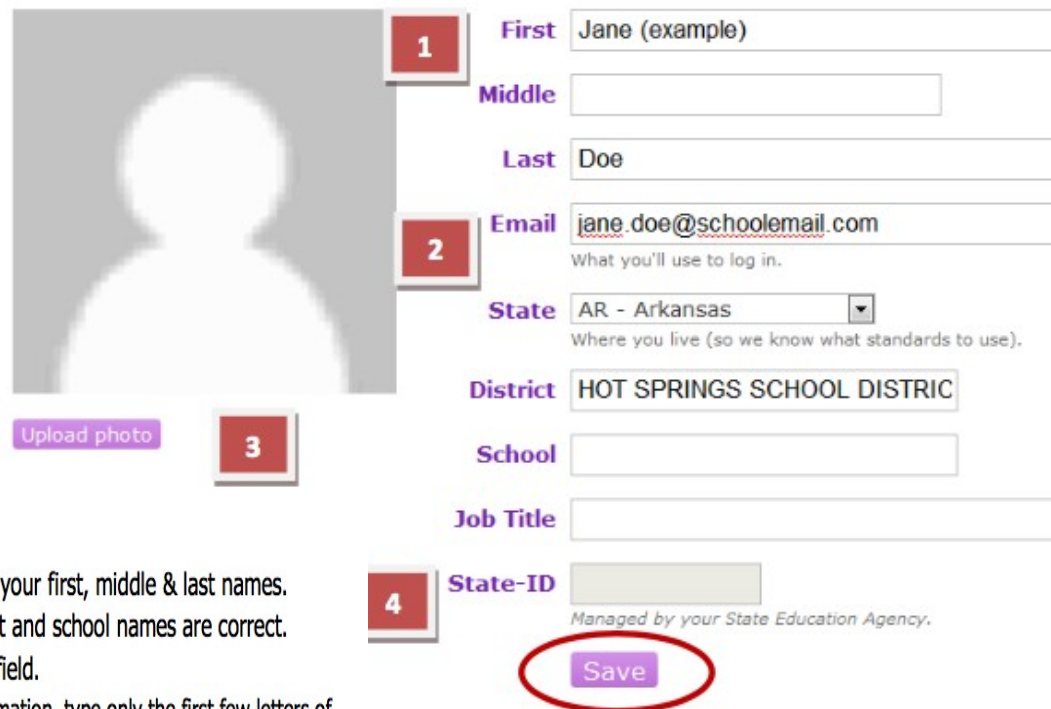
Upload photo   3

Save

1. You can make additions or updates to your first, middle & last names.
2. Ensure that your email address, district and school names are correct. Enter your job title in the appropriate field.
   To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from *(the LEA number will appear for districts with same names)*.
3. Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
4. If you have a State-ID number, this will be populated for you after the nightly APSCN update.

Assigning Permissions
(Triand Account Owners ONLY)

To assign access to a user, click "Friends" in the navigation bar.

tests	lessons	calendar	classes	students	friends	help

Use the search features to find the person you wish to grant permissions.
Tip: if you don't get the expected result, try to broaden your search criteria (i.e. use last name only, school name, etc.)

Search Friends

[   ] Search

Showing friends 1 - 20 of 153,069

Find someone who has already signed up ▾
- click to limit by subject - ▾
- click to limit by grade - ▾

Invite your friends

Once you locate your friend, click the "Make a Friend" button to add them to your friends list and assign permissions.

Doe, Jane
jane.doe@mailinator.com
- no job title -
HOT SPRINGS HIGH SCHOOL
HOT SPRINGS SCHOOL DISTRICT

Make a Friend ⟵

Assigning Permissions
(Triand Account Owners ONLY)

There are 3 areas in Triand which you can assign access:
- **Curriculum-lesson plans & resources**
- **Tests, Items & Reports**
- **Student Records**

Sharing with your friend Jane Doe

At HOT SPRINGS HIGH SCHOOL, HOT SPRINGS SCHOOL DISTRICT:

Jane can view your curriculum.

Jane can view your tests, items and reports.

Jane cannot view your records.

Save! - or - Cancel

Using the drop down menus, assign the level of permission for each appropriate area.

- **can view [area] –allows the user to view items in the designated area in read only mode**
- **can share [area] –allows the user to view items in the designated area and share with their friends**
- **cannot view [area] –prevents user from viewing items in the designated area or sharing with their friends**

Assigning Permissions
(Triand Account Owners ONLY)

Options for the Student Records area are:
- **Cannot view your records**
- **Can view your records for his/her classes**
- **Can view your records for [School listed in user profile]**
- **Can view your records for [District listed in user profile]**
- **Can view and send records for [State listed in user profile]**
- **Can view and send records for [State listed in user profile] and receives transcript notifications**

Once permissions are set appropriately, click the "Save!" button. Email notification will be sent to the user indicating that you have changed his/her access privileges.

Triand Account Owners have the capability and the responsibility to grant access to determine the level of access for users in their district based on the individual's role and to keep permissions up-to-date.

Staff State ID Numbers

Triand populates staff state ID numbers and pushes those numbers back to eSchoolPLUS and eFinance with nightly connections. In order for a state ID number to generate, the following identifiable information must be entered in the staff catalog in eSchoolPLUS or eFinance:

- First Name
- Last Name
- DOB
- SSN

Staff District Information

| Search | List |

Staff ID:*
Title:
First Name:*
Middle Name:
Last Name:*

Social Security Number:
Gender: ⊙ Female ○ Male
Birth Date:
Hispanic/Latino Ethnicity: ○ Yes ○ No ⊙ Unanswered
Race:
Federal code:
Email Addresses:
Login ID:
Substitute Login ID:
Last Substitute Date:
Financials Employee Number:
Financials Location:
Financials Department:
Staff State Id:

Student State ID Numbers

Each night Triand populates student state ID numbers into eSchoolPlus for newly registered students.
To generate this number, the following must be entered into eSchoolPlus:

- First Name
- Last Name
- DOB
- SSN

Record – ******* ********

Student Information

Local ID:	******
State ID:	*********
National ID:	*********
SSN:	xxx-xx-****
DOB:	**-**-****
Ethnicity:	White
Gender:	M

State ID numbers that begin with the letter "T" are temporary place holders that are used until a valid state ID can be populated.

Viewing Student Records

To view/request a record for a student, click "**students**" in the Navigation menu.

tests lessons calendar classes students friends help
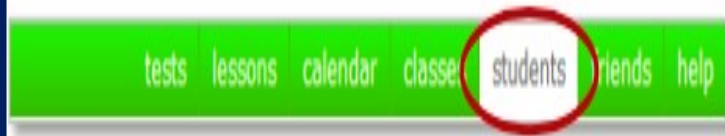
With appropriate access:

- **Teachers will be able to view records for their own students. (*Teacher email addresses must be entered into the staff catalog in eSchoolPLUS in order to view their student records.*)**
- **School Administrators will be able to view records for their school.**
- **District Administrators will be able to view records for their district.**
- **Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.**

Viewing Student Records

Enter keywords

see search results as you type

Find students in my state

For any grade

Add your students

Find a couple of sample records

Find a couple of sample records
Find students in my classes
Find students at my school
Find students at my district
Find students in my state
Find students I added

Choose your level of access.
Options are:

- Students in my classes - used by teachers
- Students in my school - used by school level positions
- Students in my district - used by district level positions
- Students in my state - used by counselors, registrars and anyone else with statewide access.

Viewing Student Records

Using the search box under "Enter keywords", you can search by name, state ID, district and or school name.
When the name appears, click on his/her name.

If the font is black or bold, the student is Active.
If the font is gray, the student is Inactive.

Viewing Student Records

If this student is a student in your current location, the student record/transcript will appear.

FERPA Agreement

If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.

Request a Transcript

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Other state laws may apply depending upon your situation. You are required to follow all federal, state and local laws pertaining to student confidentiality. Upon your agreement below, the current school of residence for *********, ****** will be notified of your request for this transcript.

I, ***** , have a legal right to view the transcript for student *********, ******.

Request Transcript   - or -   Cancel

Request Transcript

If you intend to officially request the transcript, click "Request Transcript" and an "Email to Registrar" box will appear.

Request Transcript

Email to Registrar

We are sending an email to the student's registrar informing them the transcript has been viewed. (You will be cc'd on the email).

To add a note to the email enter the information here:

Please send shot records birth cert and SS.

Send Email and Show Transcript - or - Cancel

Request Transcript

You can add a note to be included with the transcript request email. Click "Send Email and Show Transcript", the transcript will appear, and email notification will be sent to the losing district:

△ triand

Hello Registrar,

The transcript of the following student enrolled at your location:

Student	State-ID	Grade	School	District	State
John Doe	1234567890	10	Arkansas High School	Arkansas School District	AR

Has been viewed by:

User	Email	School	District	State
Jane Doe	jane.doe@schoolemail.com	Triand High School	Triand School District	AR

Please consider this to be the official request for records.

All medical records/other paper records should be sent to:

Jane Doe
Triand High School
Triand School District
Email: jane.doe@schoolemail.com
School Phone: (501) 222-2222
School Fax: (501) 222-3333

Please send shot records birth cert and SS. (Message to Registrar)

Visit our help pages if you have any questions.
Thanks,
The Triand Team

cc: Jane Doe – jane.doe@schoolemail.com
James Doe – james.doe@schoolemail.com

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Request Transcript

IMPORTANT:
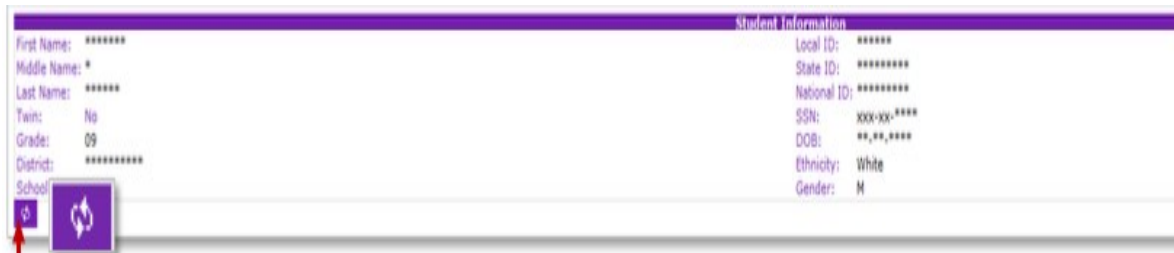
This serves as the official transcript request. Once a user chooses to "Request Transcript", email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the "Cancel" option. Cancel
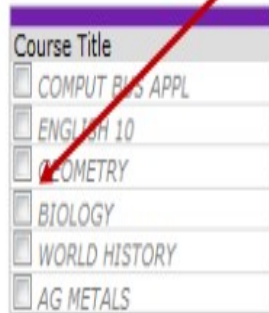
Copying Course History

Once you have enrolled the student in eSchoolPLUS, click the "Refresh" button below the Student Information section to update the student's location, local ID, DOB, and the name of the student in Triand without having to wait until the nightly connection:

Notice the check boxes to the left of the courses taken a previous district.

Course Title
☐ COMPUT BUS APPL
☐ ENGLISH 10
☐ GEOMETRY
☐ BIOLOGY
☐ WORLD HISTORY
☐ AG METALS

Copying Course History

For courses you wish to copy from the transcript to eSchoolPLUS at the current district, click the check boxes:

Next, you will click on the "Copy selected history" button below the course history section.
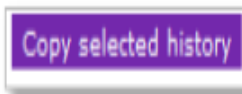
A spinning icon will be displayed as information from the current district is being retrieved:

Copying Course History

Once the information is retrieved from eSchoolPLUS, the Copy Course History box will appear:

1. On the left are the courses that were checked on the transcript to be copied.

2. In the second column, you will see all matching unique course names and course codes found in the current district.

Copying Course History

Below is an example of what will display if multiple matches are found:

If a matching course cannot be found, you will see a message in red.

Copying Course History

From the drop-down, you will need to make a selection for the course you wish to use and make any necessary edits:

Once you have selected and/or edited the courses you wish to copy, click the "Copy selected courses" button to copy the courses to APSCN/eSchoolPLUS or "Cancel" if you choose to not copy the courses and/or edits:

If you choose to copy, you will receive a message on the transcript that the course was successfully copied:

Twins

Triand pulls the "twin" field from eSchoolPLUS to identify sets of twins; however, at times, records for non-related students are combined due to significant matching of identifiable information. To separate, users with state-level permissions can click the "No" to change to "Yes", allowing the records to separate with a nightly connection.

Completion Status Fields

Core (Act 330)
- **To comply with Act 330 of 2013 (Electronic transcripts shall include a designation for students who have completed the core curriculum with a minimum grade point average of 2.75 on a 4.0 scale), students should be coded with a Diploma Type of SEAL in eSchoolPLUS.**
- **The Diploma Type field can be found by going to Student Center > Demographic > Academic. The designations should be made in the software <u>prior to May 1</u> of each school year. The SEAL designation will appear on the Triand transcripts under the "Completion Status" section. The Core field will read "Y" if the student has been designated as having met the criteria; the field will read "N" if the designation has not been made.**

Digital Learning Complete (Act 1280)
- **The Digital Learning Complete field will read "Y" if a digital learning course has been coded correctly in eSchoolPLUS and the student has received credit for that digital learning course.**

Print Transcript

To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.

Sending a Transcript to a College or University

First, view the student transcript via the "students" tab. Review the transcript for accuracy, then scroll to the bottom of the page, to the "Transcript Requests" area:

Click the "**Send Transcript**" button:

The "**Send Transcript**" window will appear:
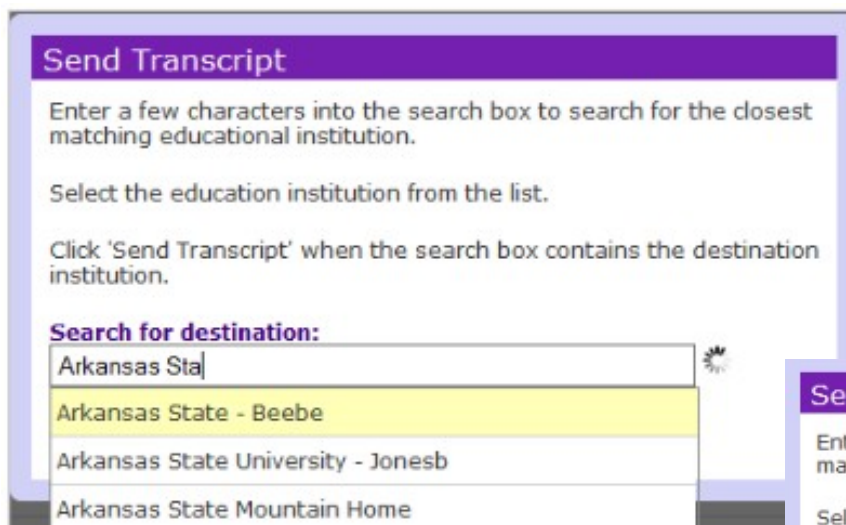
Sending a Transcript to a College or University

Begin typing the name of the college or university, and Triand will populate a list of matching options.
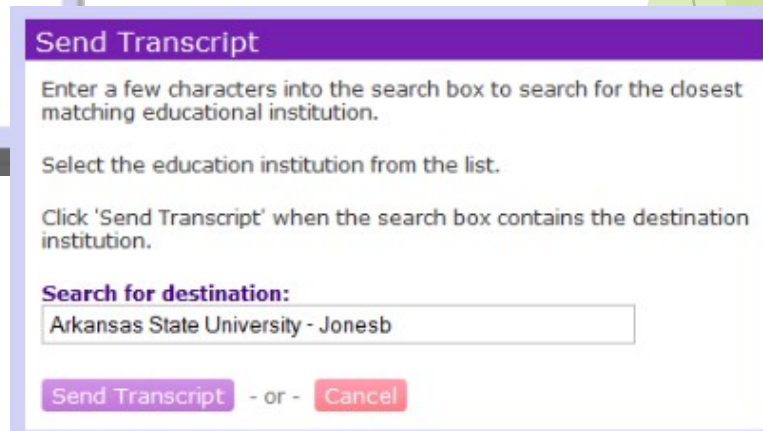
Click "**Send Transcript**" to complete the transaction.

Sending a Transcript to a College or University

A record of any transcripts sent will appear in the "Transcript Requests" area and will display the following information:
1. The school from which the transcript was sent.
2. The college or university where the transcript was sent.
3. The Triand user name (email address) of the person who sent the transcript.
4. The date the transcript was sent.
5. The status of the transcript.

Smart Core Reports for Students

Click on the **"students"** tab.

| home | tests | lessons | calendar | classes | students | friends | help |

Click the "Smart Core PDF" button to generate an Adobe PDF file. Each letter will be customized with a student's name and personal authorization code to be used. **Hint: #enrolled:Y**

Find students at my district

Enter keywords

see search results as you type

For any grade

Add your students | Download CSV | Smart Core PDF | Transcripts PDF

Smart Core Reports for Students

Print the PDF file and hand the appropriate letter to your students.

The sample letter below is an example student who attends school at the "Arkansas Department of Education" district.

▲ triand

Smart Core
Viewing your Smart Core Status

Dear ******** ********,

Please follow the below steps for viewing your Smart Core Status:

1. Go to https://my.triand.com/smartcore
2. Enter your authorization code: **DgoC-U0UC-AQhc-BAzs**
3. View your Smart Core status

Your Smart Core status report will show you:

– Completed Courses
– GPA
– ACT Scores

Please meet with your teacher or guidance counselor on your Smart Core statuss

Thank you.

Arkansas Smart Core Team

Smart Core Reports for Students

Students should follow the instructions on the letter to view their individual Smart Core Reports.
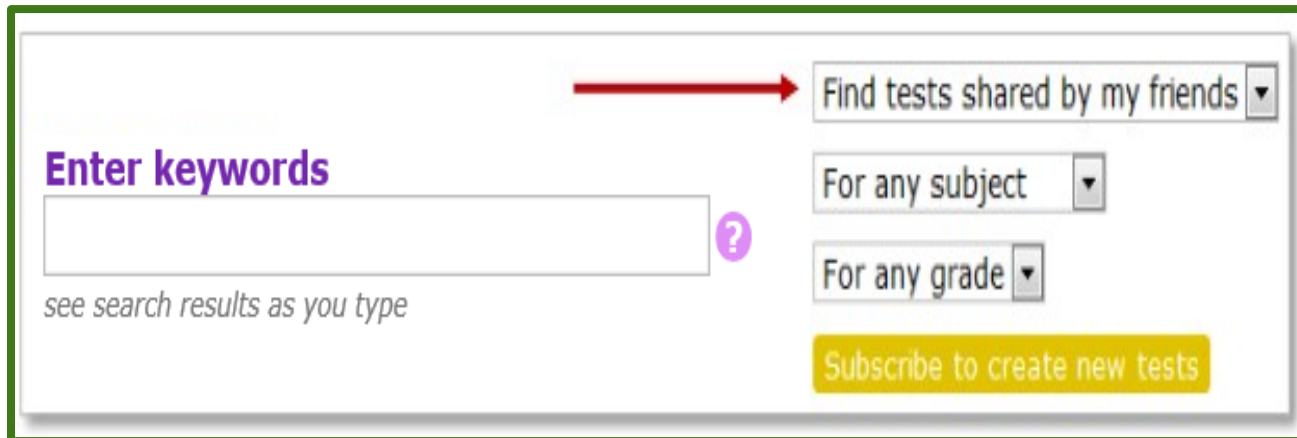
Viewing Assessment Data

To view assessment data click "**tests**" in the Navigation menu.

To view testing reports, change your search options to "**Find tests shared by my friends**".

Viewing Assessment Data

For example, if you only wanted to view reports for grade 7 Math from 2017, you would enter "**2017**" in the search box, choose "**For Math**" as the subject, and "**For grade 7**" as the subject. Only testing reports from the year 2017, for Math, grade 7 will display:

Viewing Assessment Data

The report will appear with district level data.

Report data can be sorted by clicking on any of the column headings. For example, click "**Total Students**" to sort by total number of students (once for ascending order, twice for descending order).

Viewing Assessment Data

You can drill down to school, and student levels.

1. **Click the name of your district to drill down to school level. Indicators make it easy to see what level of data you're viewing.**
2. **Click the name of your school to continue to drill down to the student level.**

Viewing Assessment Data

You can continue to drill down to the student level by clicking "All Students".

Viewing Assessment Data

You can view testing reports for students who took the test at your school or while enrolled in your class ("took the test"), as well as for students who are currently enrolled at your school or currently enrolled in your class ("is now taking classes") by adjusting the drop down filter:

Viewing Assessment Data

You can view reports by "**Percents**" or "**Numbers**" by clicking the appropriate buttons, as well as adjust the color of red cells based on the percent of students who were successful.

Viewing Assessment Data

Individual student assessment data displays and can be sorted by clicking the column names.

Reports can also be exported to an Excel or PDF format by clicking the appropriate button.

Viewing Assessment Data

School and District users have the ability to download results for all assessments found by their search by clicking on the "Download Scores" button:

Additional Reports

- ACT
- ACT Cumulative
- ACT WorkKeys
- ACT ASPIRE
- ACTAAP
- AP*
- Aspire Interim
- Completion Status Report
- Early Warning Grade Completion Report*
- ELDA
- ELPA21
- EXPLORE
- Graduates Smart Core Report
- Graduates CTE Completer Report
- IEP
- IOWA

- iStation
- ITBS
- ITED
- MSAA
- NCSC
- NWEA
- PARCC
- PLAN
- PSAT*
- QELI
- SAT 10
- SAT*
- Science Portfolio
- STAR
- State Administered ACT
- Transcript Report

*The scores for these reports do not appear on student transcripts.

What's New?

- Triand now displays the three K – 2 assessments: iStation, NWEA MAP, and Renaissance STAR.

- Completion Status Report. This report contains everything within the Completion Status portion of the transcript including: Coding Block, Personal Finance, Digital Learning, and Met Civics Requirement.

- Users can now access Triand by using either their Triand credentials or their Active Directory credentials. Please note: External applications (such as the Duplicate Enrollment System) will still require your current Triand credentials for access at this time.

- You can now see a description in the Enrollments/Withdrawal section of the transcript. For example, if a student was withdrawn for "Home School" you could now see that quickly on the transcript.

What's New?

▶ All 'Messages' posted in Triand are now being pushed via email to all local Triand Account Owners.

What's New?

*Triand is now displaying CTE information on the transcript. It looks similar to how you currently see Smart Core on the transcript, and it is located directly after the Smart Core section.

What's New?

As we continue adding more data to Triand the transcript continues to grow as well. I wanted to make this process a little less painful for you guys. We have added a couple of new buttons directly under the Student Information section of the transcript: 'Collapse All Sections' and 'Expand All Sections'. You may also click on any section header (such as: Smart Core) to collapse or expand just that particular section.

What's New?

▶ Secondary teachers now have access to their students in Triand. The user would need to have their 'Financials Employee Number' entered on the Staff Catalog page within eSchool.

▶ Upcoming development: Add Attendance to Triand

▶ Upcoming development: Push static student information to eSchool (race, gender, etc.)

▶ Upcoming development: Add CPR and Community Service Learning to the Completion Status portion of the transcript and to the Completion Status Report

▲ triand

Questions?

ADE Triand Support Site:
https://adedata.arkansas.gov/triandsupport/

Email:
ade.triand@Arkansas.gov or

Angel.Peugh@Arkansas.gov

Telephone:

501.539.0135