



District of Columbia
Office of the State Superintendent of Education

OSSE Data Collections Calendar Navigation Guide

June 2017

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202.727.6436





Table of Contents

A. Summary	3
B. Navigation	3
1. Collection Event Mouseover	3
2. Collection Event Details	4
3. Changing Calendar Views	4
a. Month View	4
b. Day View	6
c. Agenda View	8
C. Exporting the OSSE Collections Calendar	10
1. Exporting the Calendar to Outlook	10
2. Exporting the Calendar to Outlook by Collection Event	14
3. Exporting the Calendar to Google	16
D. Monthly Announcements & Events	19
E. Questions or Assistance	19



A. Summary

The OSSE Data Collections Calendar is available to all SLED LEA, School, and State users and can be reached by clicking on the icon at the bottom of the SLED home screen. This calendar replaces the monthly LEA Reporting Calendar under the Library tab.



The collection events are color coded for visual recognition by school type including All Schools, Pre-K, Elementary School, Middle School, High School, Adult School and PCSB. The default view upon entry into the calendar displays all collections for all schools. A collection event is defined as a length of time given to LEAs to satisfy the collection request. It has a start and end date and will include contact information as well as any supporting documents or links to assist the LEA in fulfilling the collection request.

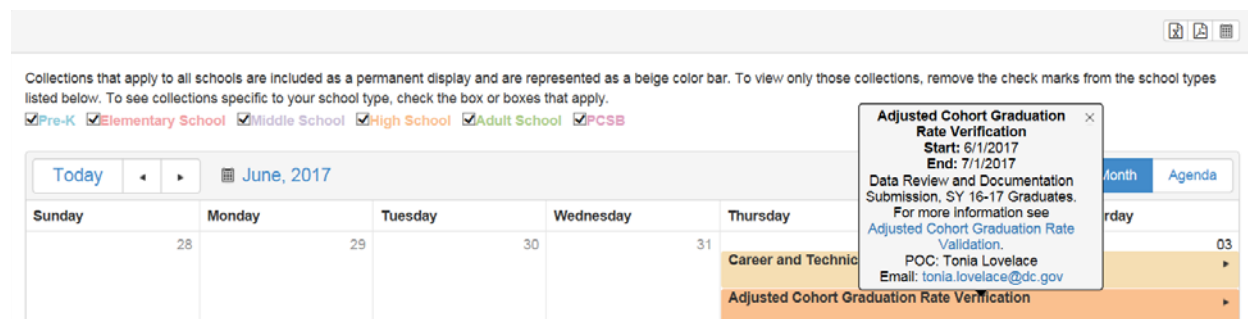
☒ Pre-K ☒ Elementary School ☒ Middle School ☒ High School ☒ Adult School ☒ PCSB

Viewers cannot remove the All Schools collections; however, they can remove the school types that do not apply to their collection requirements by unchecking the boxes.

B. Navigation

1. Collection Event Mouseover

Users can mouseover the collection event bar to view information about the collection event including the name, start and end date, description, and contact name and email. Position the mouse cursor over the bar and the information will display.



Hyperlinks within the mouseover area can be used to view additional information. Click the browser back arrow to return to the calendar.

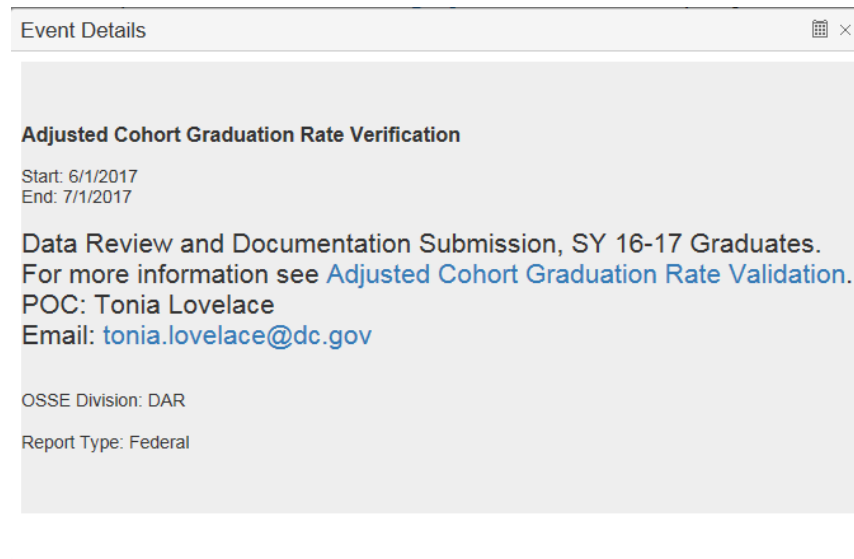
Click on any white space on the calendar to hide the mouseover information.



2. Collection Event Details

Users can double click on the event bar to see details added by the OSSE staff responsible for the collection including contact division, contact email, description, and reporting entity.


Hyperlinks within the window area can be used to see additional information. Click the browser back arrow to return to the window.

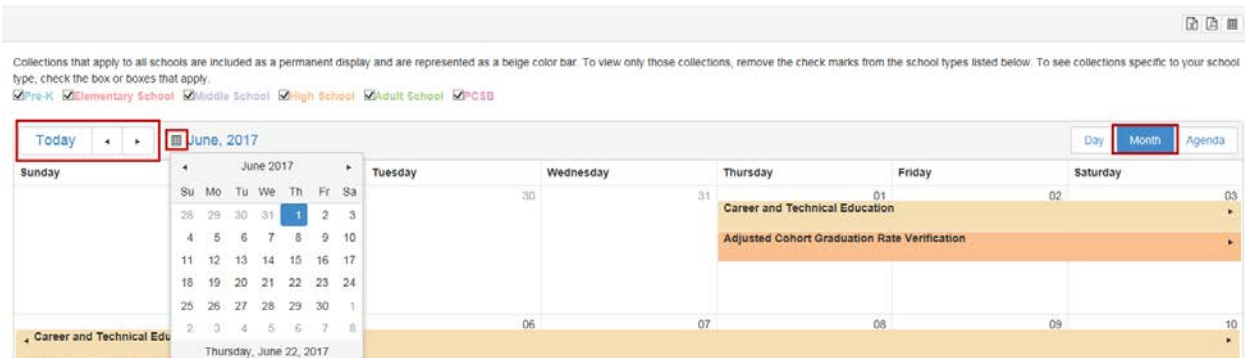


Click the “x” in the upper right corner to close the Event Details window.

3. Changing Calendar Views

a. Month View

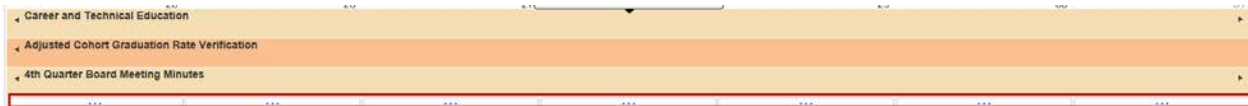
The **Month** view is the default. Use the calendar icon  to change the month view or use the back and forward arrows to move month to month. The current date within the month will be displayed in grey.





Navigation Guide

Days with more collection events than will fit within the calendar day field will have an indicator beneath the event bar. Once clicked, the calendar will display the Day view. (See the next section for more information.)



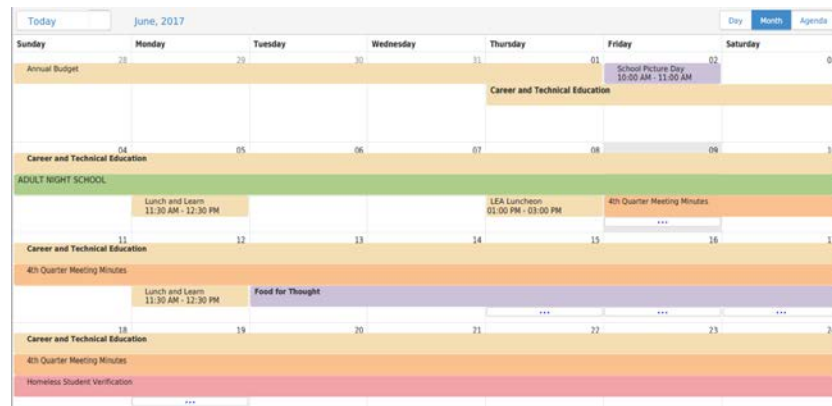
Printing/Exporting the Calendar Month View

The Month view can be exported to an Excel or PDF file.

Use the Excel icon to export the month to an Excel spreadsheet.

Title	Description	Start	End	Division	Report Type
Annual Budget	Annual budget today type what you want and the users will see it. Add the Division Contact email for this event within this description. linda.callahan@dc.gov and also add any supporting document links https://osse.dc.gov/publication/school-improvement-grant-sig-program-lea-application-budget or a document name to link to.SLED POC: osse.info@dc.govDAR POC: dar.support@dc.gov	2017/05/01 12:00:00 AM	2017/06/01 12:00:00 AM	DAR	Local
Attendance to Qlik	attendance to Qlik	2017/05/31 12:00:00 AM	2017/06/07 12:00:00 AM	PCSB	Local
Career and Technical Education	CTEPOC: test@dc.gov	2017/06/01 12:00:00 AM	2017/07/15 12:00:00 AM	DAR	Federal
ADULT NIGHT SCHOOL	Meet and Greet at Kipp School for Adults	2017/06/04 12:00:00 AM	2017/06/10 12:00:00 AM	DAR	
Lunch and Learn	Bring your lunch for a training of using the OSSE School Calendar	2017/06/05 11:30:00 AM	2017/06/05 12:30:00 PM	DAR	

Use the PDF  icon to export the month view to PDF.



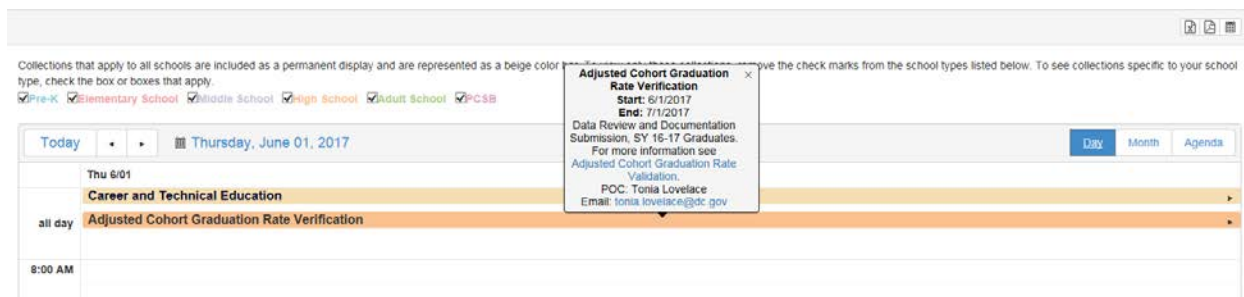


b. Day View

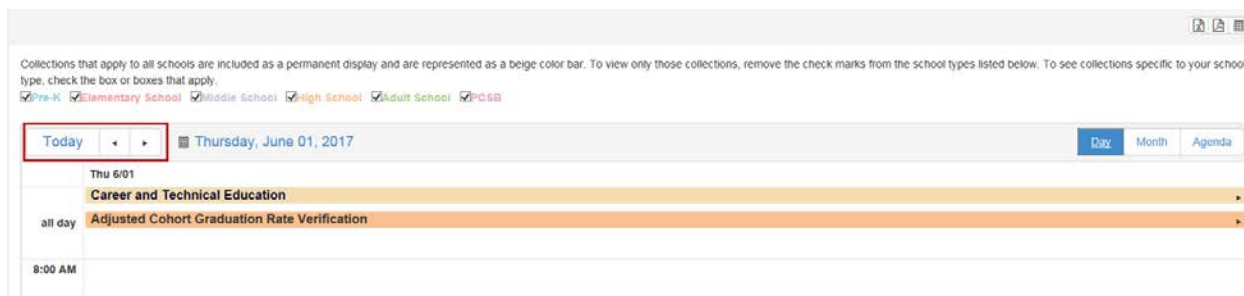
Click on the **Day** indicator to view the calendar by day. The month chosen for viewing will display by day/hour.



The mouseover description can still be displayed and the double click on the collection event bar is also active on this display (See previous sections).

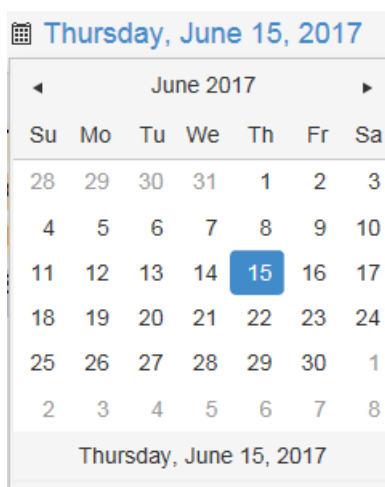


To move forward through the days of the month, click the forward arrow. To move back through the days of the month, or to the previous month's days, click the back arrow. The current day will be in grey.





To select a specific day to view all collection events, click the calendar icon and select a day to view.




The system will take you to that day view.




Printing/Exporting the Calendar Day View

While viewing a day, the calendar month can be exported to an Excel or PDF file.

Use the Excel  icon to export to an Excel spreadsheet.

Title	Description	Start	End	Division	Report Type
Annual Budget	Annual budget today type what you want and the users will see it. Add the Division Contact email for this event within this description. linda.callahan@dc.gov and also add any supporting document links https://osse.dc.gov/publication/school-improvement-grant-sig-program-lea-application-budget or a document name to link to.SLED POC: osse.info@dc.govDAR POC: dar.support@dc.gov	2017/05/01 12:00:00 AM	2017/06/01 12:00:00 AM	DAR	Local
Attendance to Qlik	attendance to Qlik	2017/05/31 12:00:00 AM	2017/06/07 12:00:00 AM	PCSB	Local
Career and Technical Education	CTEPOC: test@dc.gov	2017/06/01 12:00:00 AM	2017/07/15 12:00:00 AM	DAR	Federal
ADULT NIGHT SCHOOL	Meet and Greet at Kipp School for Adults	2017/06/04 12:00:00 AM	2017/06/10 12:00:00 AM	DAR	
Lunch and Learn	Bring your lunch for a training of using the OSSE School Calendar	2017/06/05 11:30:00 AM	2017/06/05 12:30:00 PM	DAR	



Use the PDF  icon to export the day view to PDF.



Collections that apply to all schools are included as a permanent display and are represented as a beige color bar. To view only those collections, remove the check marks from the school types listed below. To see collections specific to your school type, check the box or boxes that apply.

☒ Pre-K ☒ Elementary School ☒ Middle School ☒ High School ☒ Adult School ☒ PCSB

Today Thursday, June 15, 2017 Day Month Agenda

Thu 6/15

- Career and Technical Education
- Adjusted Cohort Graduation Rate Verification
- all day 4th Quarter Board Meeting Minutes
- Homeless Student Verification

8:00 AM

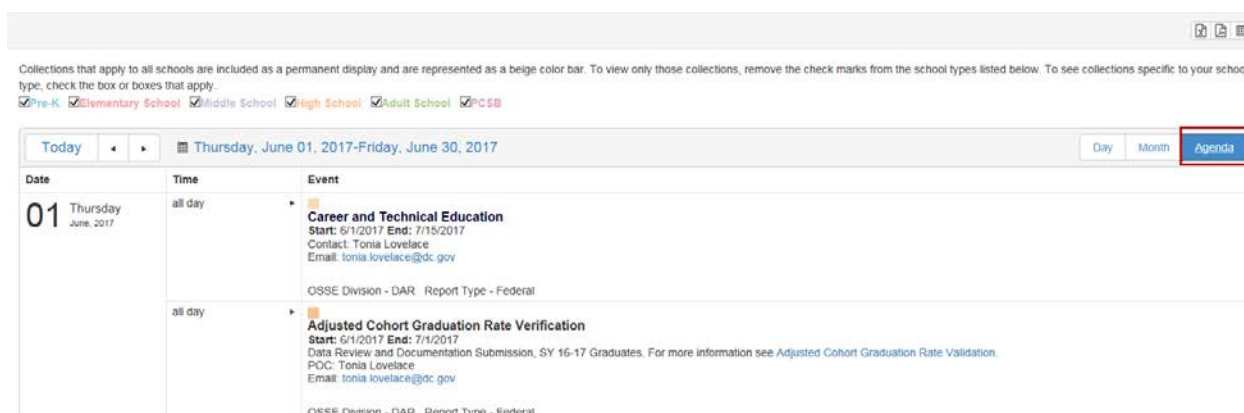
9:00 AM

10:00 AM

LEA Meeting - Fourth Floor OSSE
09:30 AM - 10:30 AM

c. Agenda View

Click on the **Agenda** tab to view a summary of the calendar events by day. All collection event details will display in this view along with hyperlinks to additional information and the OSSE point of contact's email.



Collections that apply to all schools are included as a permanent display and are represented as a beige color bar. To view only those collections, remove the check marks from the school types listed below. To see collections specific to your school type, check the box or boxes that apply.

☒ Pre-K ☒ Elementary School ☒ Middle School ☒ High School ☒ Adult School ☒ PCSB


Today Thursday, June 01, 2017-Friday, June 30, 2017 Day Month Agenda

Date	Time	Event
01 Thursday June, 2017	all day	Career and Technical Education Start: 6/1/2017 End: 7/15/2017 Contact: Tonia Lovelace Email: tonia.lovelace@dc.gov OSSE Division - DAR Report Type - Federal
	all day	Adjusted Cohort Graduation Rate Verification Start: 6/1/2017 End: 7/1/2017 Data Review and Documentation Submission, SY 16-17 Graduates. For more information see Adjusted Cohort Graduation Rate Validation POC: Tonia Lovelace Email: tonia.lovelace@dc.gov OSSE Division - DAR Report Type - Federal



Printing/Exporting the Calendar Agenda View

The calendar Agenda view can be exported to an Excel file or printed directly to a printer using PDF.

Use the Excel  icon to export the agenda to an Excel spreadsheet.

Title	Description	Start	End	Division	Report Type
Yearly Budget	Annual budget today type what you want and the users will see it. Add the Division Contact email for this event within this description. linda.callahan@dc.gov and also add any supporting document links https://osse.dc.gov/publication/school-improvement-grant-sig-program-lea-application-budget or a document name to link to.SLED POC: osse.info@dc.govDAR POC: dar.support@dc.gov	2017/05/01 12:00:00 AM	2017/06/01 12:00:00 AM	Health & Wellness	Federal
Attendance to Qlik	attendance to Qlik	2017/05/31 12:00:00 AM	2017/06/07 12:00:00 AM		Local
Adjusted Cohort Graduation Rate Verification	Data Review and Documentation Submission, SY 16-17 Graduates. For more information see Adjusted Cohort Graduation Rate Validation.POC: Tonia LovelaceEmail: tonia.lovelace@dc.gov	2017/06/01 12:00:00 AM	2017/07/01 12:00:00 AM	DAR	Federal
Career and Technical Education	Contact: Tonia LovelaceEmail: tonia.lovelace@dc.gov	2017/06/01 12:00:00 AM	2017/07/15 12:00:00 AM	DAR	Federal
ADULT NIGHT SCHOOL	Meet and Greet at Kipp School for Adults its the way to go and get noticed in school.Contact: Tonia LovelaceEmail: tonia.lovelace@dc.gov	2017/06/04 12:00:00 AM	2017/06/10 12:00:00 AM	DAR	


Use the PDF  icon to print the Agenda view directly to a Printer.

If using Chrome: Click the **Print** Command when the document is displayed.

Print

Total: 19 sheets of paper

Print Cancel

Destination  \\osseprint\810-3033..

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

6/19/2017 DC Statewide Longitudinal Education Data (SLED)

OSSE Master Report / Collections / Events Calendar

The OSSE Data Collections Calendar is intended to provide information to LEAs about OSSE data collections required to comply with federal, local and state reporting. The calendar includes the start and end dates of the collection period, the OSSE point of contact, and links to relevant guidance and template documents. For questions about this, please contact us at OSSE.LEAdata@dc.gov (mailto:OSSE.LEAdata@dc.gov). To learn how to effectively navigate the new OSSE Collections Calendar, click [OSSE Data Collections Calendar Navigation Guide](#). (/docs/OSSE_Collections_CalendarNavigation_Guide.pdf)

Collections for all schools are included in the displays. To view only those collections, remove the check marks on all the schools listed below. To see collections specific to your school type, check the boxes that apply and they will be added with the all schools color bar.

☒ Pre-K ☒ Elementary School ☒ Middle School ☒ High School ☒ Adult School ☒ PCSB

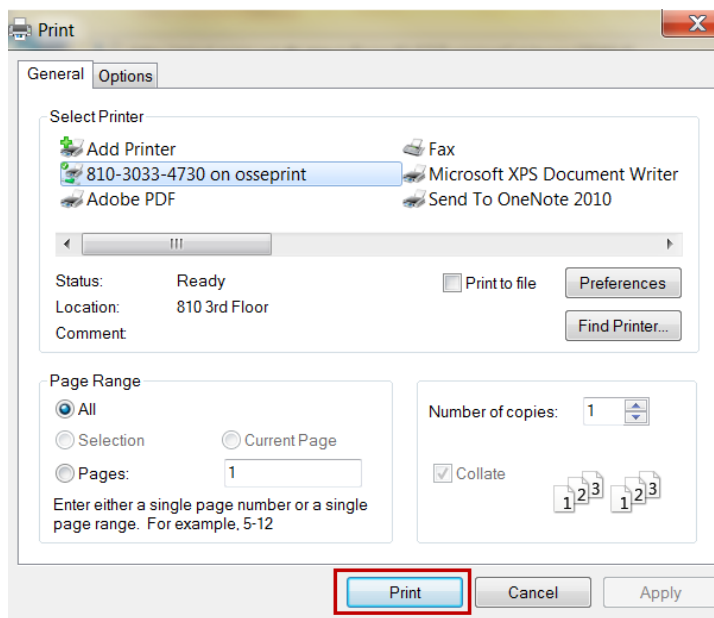
Today Thursday, June 01, 2017-Friday, June 30, 2017

Day Month Agenda

Date	Time	Event
01 Thursday June, 2017	all day	Career and Technical Education Start: 6/1/2017 End: 7/1/2017 Contact: Tonia Lovelace Email: tonia.lovelace@dc.gov (mailto:tonia.lovelace@dc.gov) OSSE Division - DAR Report Type - Federal



If using Internet Explorer: Click **Print** when the printer window appears.




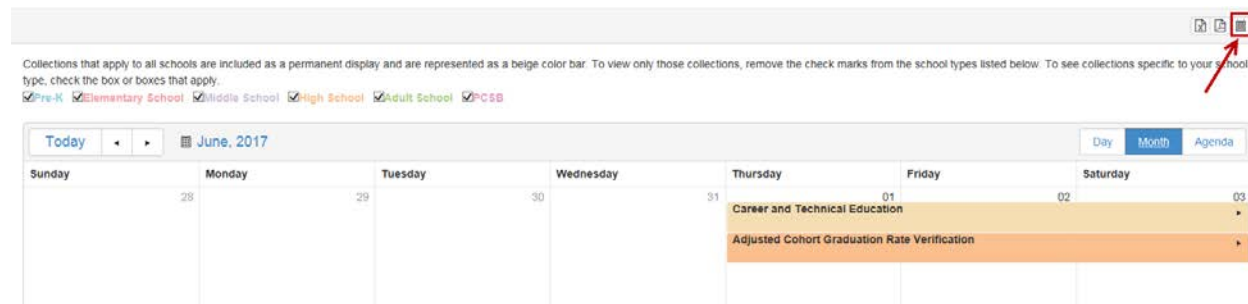
C. Exporting the OSSE Collections Calendar

The OSSE Data Collections Calendar can be exported to Outlook or Google. The information can be transferred to the calendar by day, week, month, date range or event.

1. Exporting the Calendar to Outlook

Exporting the master calendar described below will create a separate calendar view next to your personal calendar.

While viewing the Month, Day or Agenda display, click the calendar  icon on the top right corner of the display.





Export Event Selections will display.

Export Events

Please click the appropriate button to export events. You can also pick a date range upto 6 months and click export range.

Today

Current Week

Current Month

Start

End

Export Range

Select **Today** to export information for the current day to your Outlook calendar. This will export based on the current date and will include multi-day collections included with the current date.

A bar will appear at the bottom of the display. All calendar files are noted as .ics files. Click **Open** to view the event in the Outlook calendar.

Do you want to open or save **LEACollectionsCalendar.ics** (2.82 KB) from **sled.osse.uat.dc.gov?**

Open

Save

Cancel

The Calendar displays as an additional calendar view LEACollectionsCalendar.ics file. The title and From and To dates display to let the user know this is just one day of a collection event. All full-day collection events will be listed at the top of the calendar day. Collection events with a start and end time within the current day will also display.

June 15, 2017

Calendar

15 Thursday

8 am

9:00

10:00

LEACollectionsCalendar

15 Thursday

From Jun 1

Career and Technical Education

To Jul 14

From Jun 1

Adjusted Cohort Graduation Rate Verification

To Jun 30

From Jun 9

4th Quarter Board Meeting Minutes

To Jul 10

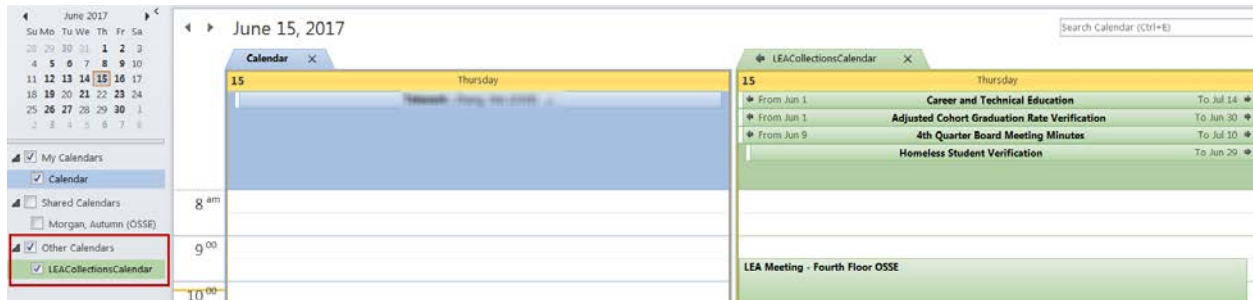
Homeless Student Verification

To Jun 29

LEA Meeting - Fourth Floor OSSE



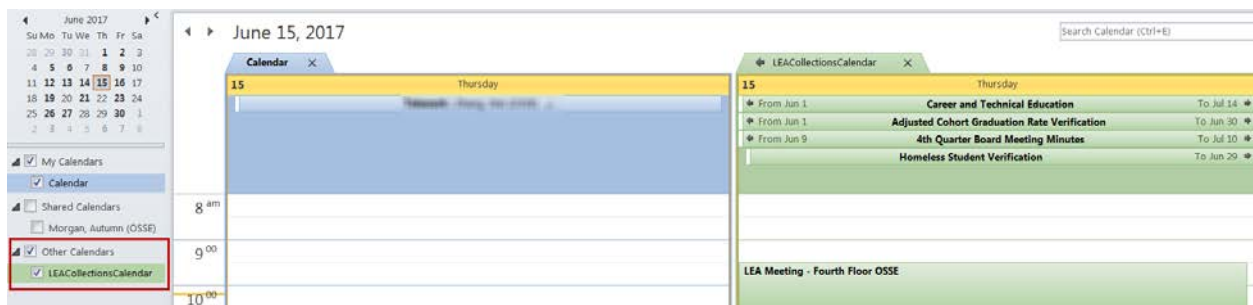
The event calendar can be displayed or hidden with the controls in the Outlook Calendar's navigation panel.



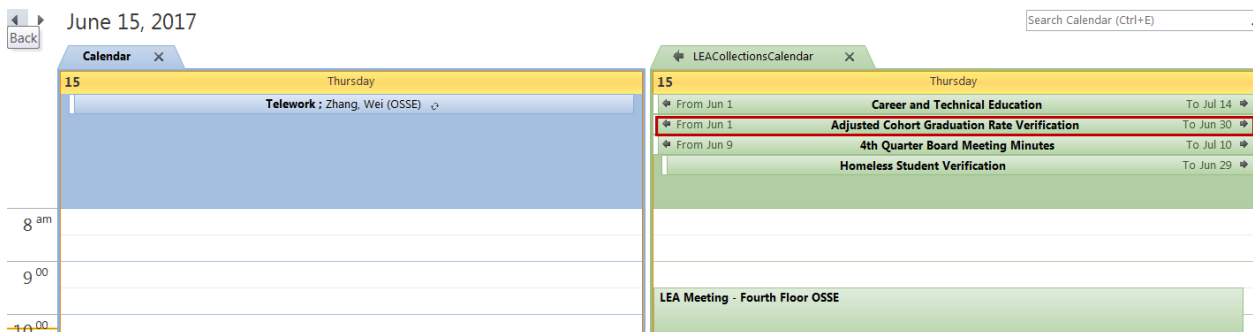
Uncheck the LEACollectionsCalendar.ics file to hide the collections calendar display.




Click the LEACollectionsCalendar.ics checkbox to re-display the collections calendar display.

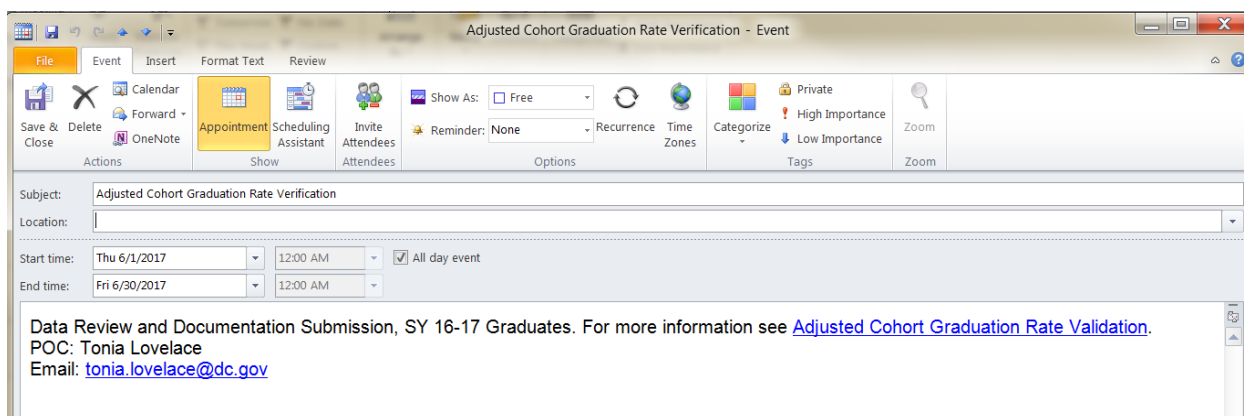


Double click on the event name to see the description and details of the event.

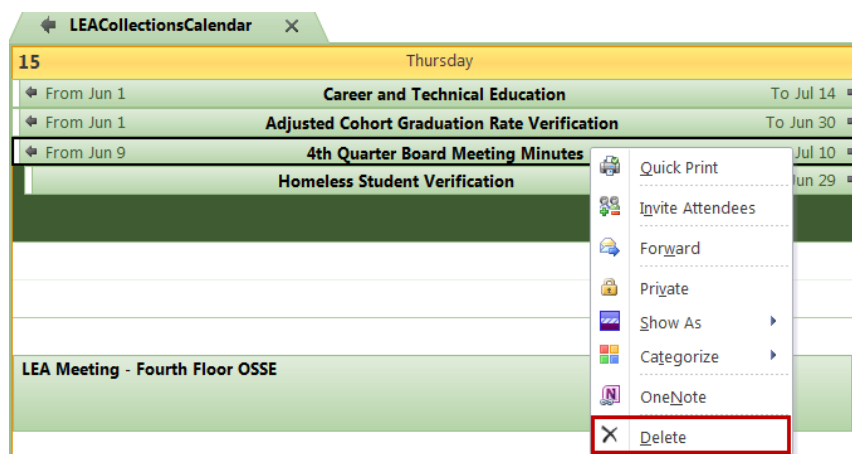




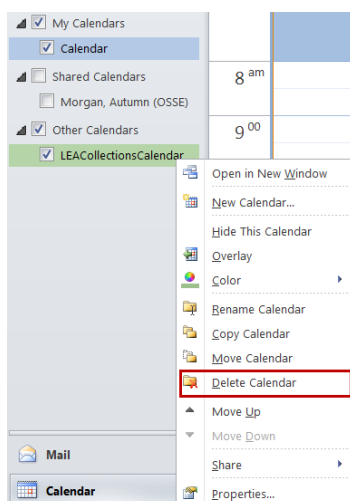
The description displays as an email message. Close the message using the .



Delete a single event by right clicking on the event name and click **Delete**.

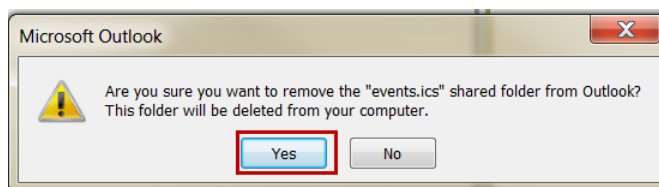


Delete the entire calendar by right clicking on the LEACollectionsCalendar.ics file in the Outlook navigation panel and clicking **Delete Calendar**.





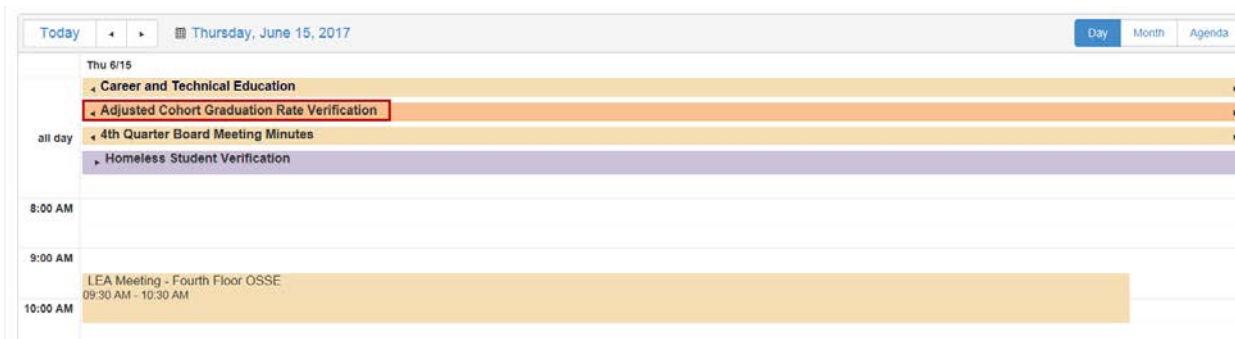
Confirm the deletion by clicking **Yes**.




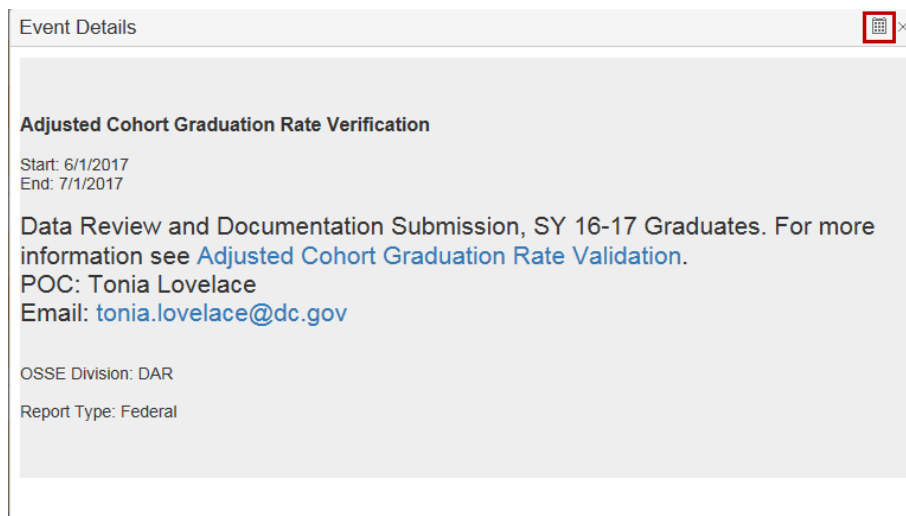
Follow the process above to export the Master calendar by Week, Month or Date Range.

2. Exporting the Calendar to Outlook by Collection Event

When exporting by collection event, the event will be added to your personal Outlook calendar. While viewing the calendar in Month or Day display, double click the event bar to bring up the Event Details window.



Click the calendar  icon in the top right of the window.



A bar will appear at the bottom of the display. All calendar files are noted as .ics files. Click **Open**.



Do you want to open or save **LEACollectionsCalendar.ics** (1.20 KB) from **sled.osse.uat.dc.gov**?

Open

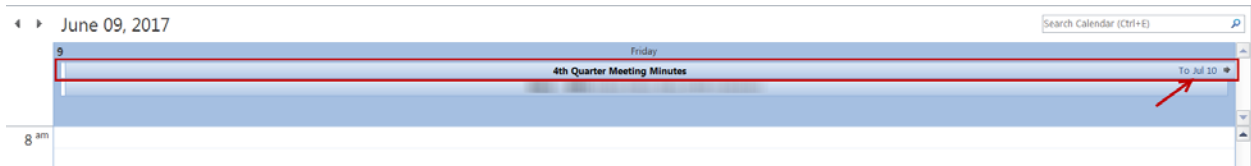
Save

Cancel

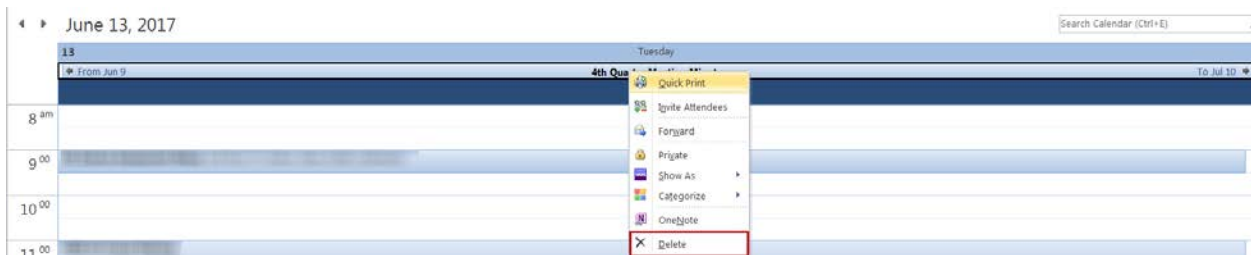


When the email displays, click **Save & Close**.

Open your Outlook calendar. The event will be listed at the top and will continue through the end of the event date as noted.




Delete the entire event by right clicking on the event name and selecting Delete from the dropdown.

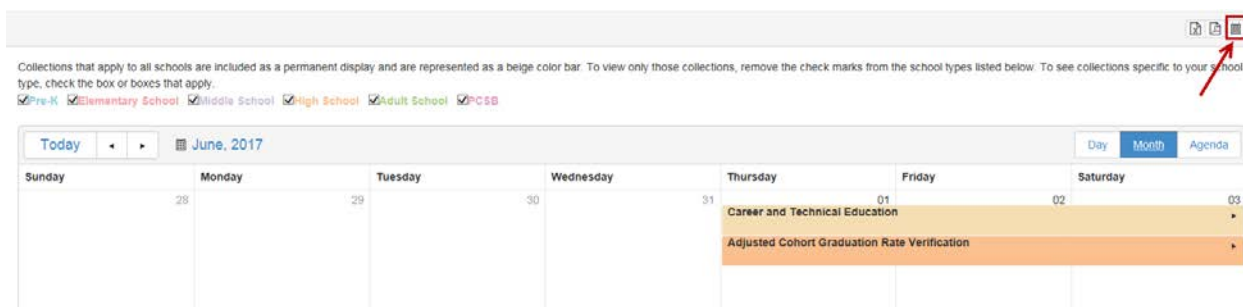




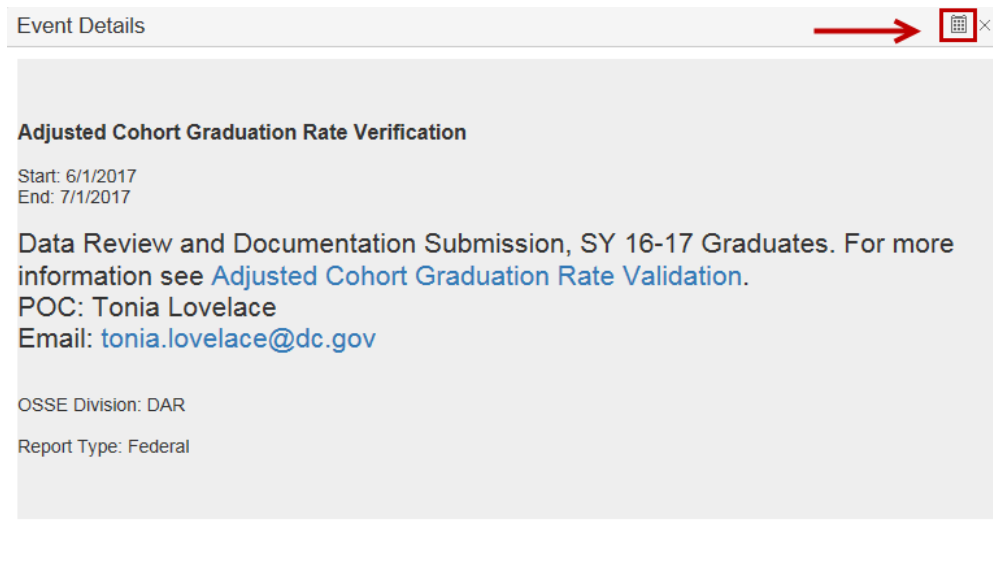
3. Exporting the Calendar to Google

You can only import the data from the calendar to Google from a computer, not a phone or tablet.

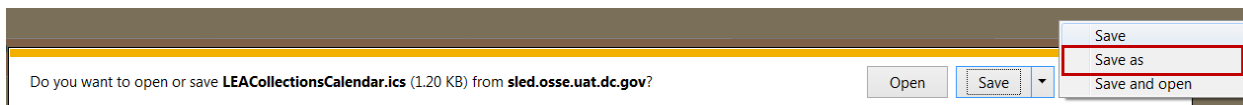
Select the type of export, day, week, month, or date range using the calendar  icon on the associated view.



Or, click the calendar icon while in the event view.



When the bar appears, click **Save As** and **save the file to the desktop**.

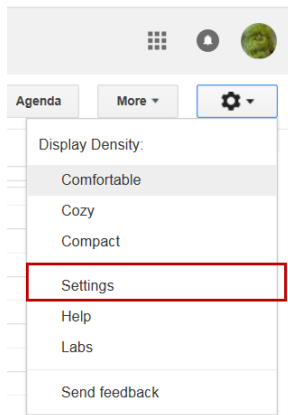




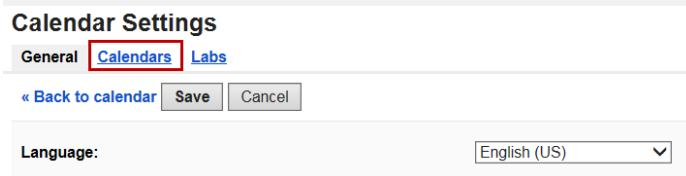
Open **Google** Calendar and click the **Settings** icon.



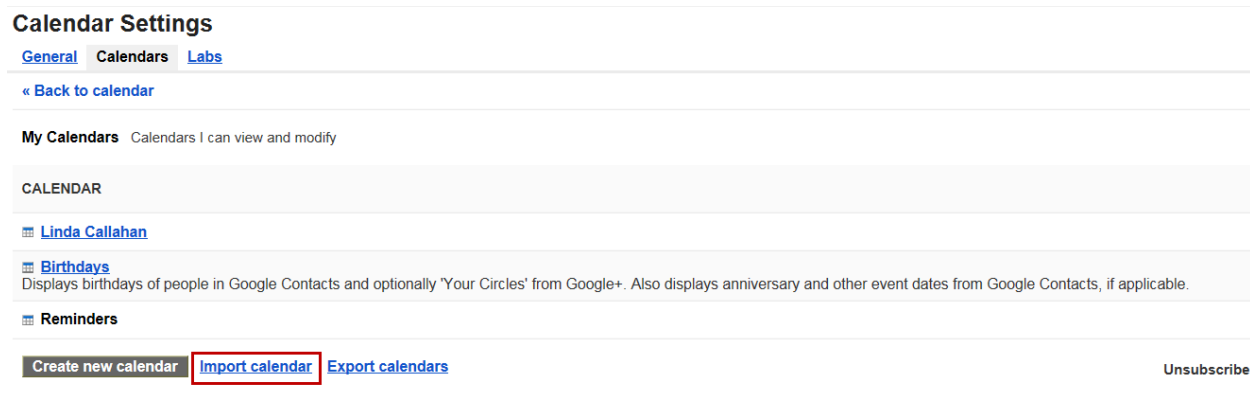
Click the **Settings** Option.



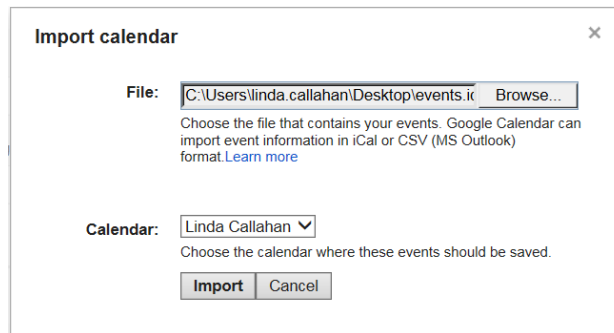
Click the **Calendars** hyperlink.



Click **Import Calendar**.



Browse to the calendar .ics file on the desktop and click **Open**. Click **Import** to import the file.



Import calendar

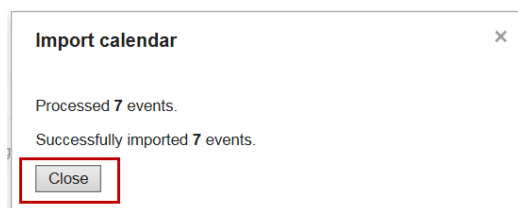
File: [Browse...](#)

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

Calendar: [▼](#)

Choose the calendar where these events should be saved.

Click **Close** when the confirmation appears.

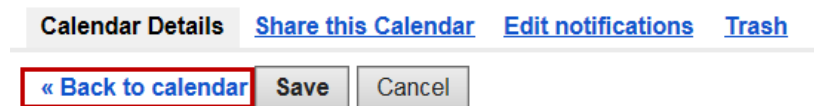


Import calendar

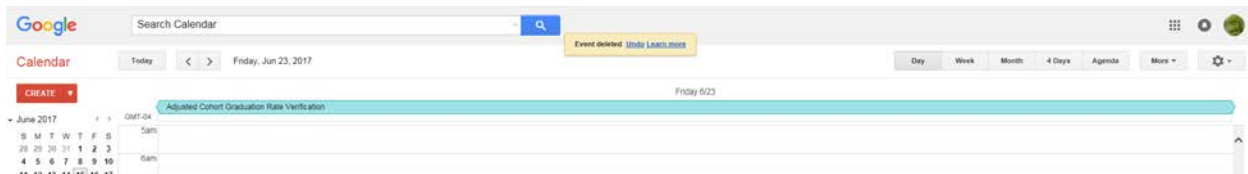
Processed 7 events.

Successfully imported 7 events.

Click **<< Back to Calendar** to view the imported events.



[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Trash](#)



Google Calendar

Search Calendar

Today < > Friday, Jun 23, 2017

Event deleted [Undo](#) [Learn more](#)

Day Week Month 4 Days Agenda More

CREATE


Adjusted Cohort Graduation Rate Verification

Friday 6/23

June 2017

S	M	T	W	T	F	S
18	19	20	21	22	23	Sun
4	5	6	7	8	9	Sun
11	12	13	14	15	16	17



Double click the event to see the details. Click the back arrow  to return to the calendar display.

Adjusted Cohort Graduation Rate Verification

6/1/2017

to

6/30/2017

☒ All day ☐ Repeat...

Event details

Find a time

Where

Enter a location

Video call

Add video call

Calendar

Linda Callahan

Description

Data Review and Documentation Submission, SY 16-17 Graduates. For more information see Adjusted Cohort Graduation Rate Validation.POC: Tonia LovelaceEmail: tonia.lovelace@dc.gov

Click on the Collection Event bar to delete the event from your calendar.



D. Monthly Announcements & Events

At the bottom of each of the Calendar views, announcements and events will be listed for the month being viewed along with a hyperlink to LEA Look Forward issues, past and current.

Monthly Announcements & Events

LEA Look Forward

View all issues past and current.

- LEA Data Meeting-Jun. 22nd 11am-12:30pm
- LEA Special Education POC Monthly Webinar Jun. 21st 10am-11am
- PCSB Re-enrollment Validation Jun. 15-Jun.26
- PARCC Test Administration Apr. 24th – Jun. 9th
- School Food Authority NSLP & FFVP Claim Submissions due Jun. 12th
- School Food Authority Final NSLP & FFVP Claim Submission for Apr. due Jun. 29th

E. Questions or Assistance

If you have any questions or need assistance, please contact Tonia Lovelace at Tonia.Lovelace@dc.gov.