Dear eSchool Coordinator,

ENGAGE Arkansas is a program funded by the ADE to assist LEAs in outreach and support for students struggling to make their current learning environments work. **You are getting this email because your LEA has opted in to participate in the program** and we need your assistance in generating your LEA's eligible student list.

Our goal is to make this process as straightforward as possible for you. There are two steps to this process: 1) Download your data file from Cognos as a CSV file and 2) upload this file to Exavault, Graduation Alliance's secure FTP site.

We have included "How To" guides for both of these steps below to guide you through the more technical part of this process. If you need additional assistance, please don't hesitate to book time on my calendar here.

How to Download your Data File from Cognos

The ADE has developed a report in Cognos to help you pull the necessary data required.

1. In Cognos, go to **Student Information System > Demographics > Demographic Download Files > APSCN Engage AR Student File** to access the report.

2. **Prior to running this report, be sure to run the day totals calculation for all buildings.**

   Important definitions:
   - *Group 1 ("NS"): No Show Students*
   - *Group 2 ("VS"): Students who signed up for virtual learning and have between 5 and 10 absences*
   - *Group 3 ("FS"): Virtual students who are failing one or more classes*

3. Respond to report prompts.

   The following considerations should be made regarding the report prompts:

   - Which dates should the report be run for this will determine which students are identified for Group 2.

   - If you want the report to look at IPR or report cards, please select the appropriate marking periods and mark type for those grades for Group 3 students.

   - There are four phone types that can pull to the report. Select the phone types that are applicable for your district.

ARKANSAS
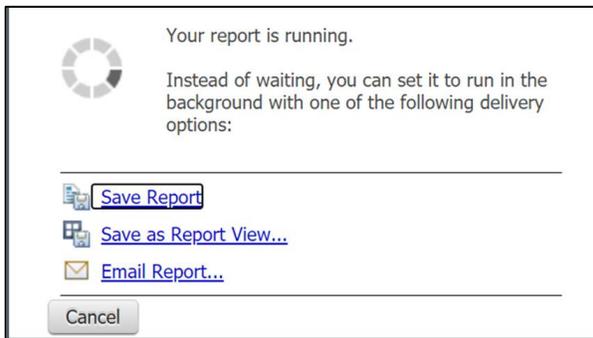DEPARTMENT OF
HUMAN
SERVICES

Graduation
Alliance

WORKING IN PARTNERSHIP

4. After entering the prompts, select the report to run.

5. After the report runs, download the report and save it with an extension .csv.

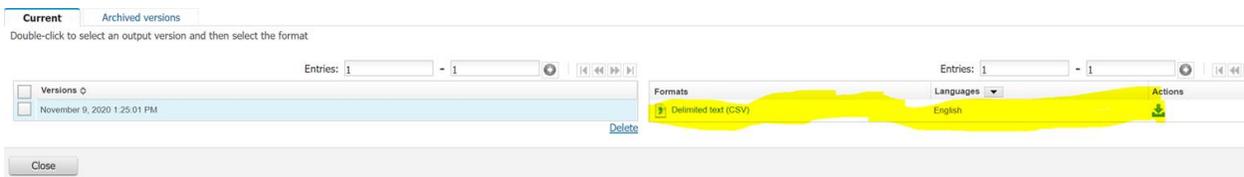   a. To do this, select the report to run. When the dialog box displays:

   b. Click "Select a delivery method." This screen will then display:

   c. Select "Save Report."

   Note: *the more buildings you select, the longer it may take the system to process. Processing time could take up to 10 minutes.*

   When the report is finished processing you will get this screen:

   d. Select the action to "Download <<file name>> (CSV)."

   e. Download the report and save as .csv.

     f.   While not required, it would be very helpful to rename the csv file using the following naming convention:

         SY2020-21 *[Institution Name]* EngageAR Students *[YYYY-MM-DD]*.csv

         Where *[Institution Name]* is the name of your district/LEA and *[YYYY-MM-DD]* is the date the report was run.

         After saving it to your computer, you will need to submit your report to Exavault as described below.

How to Upload your Data File to Exavault

We've created a 2-minute tutorial for you to walk you through the Exavault setup and upload process. The instructions are also available below:

1. Login to Exavault here. *If you have not yet received your Exavault credentials, please reply to this email to confirm the name and email address of the person who should receive those credentials for your LEA.*

2. Click "Upload."

3. Click "Add Files."

4. Select file from folder (the place you saved your CSV file)

5. Click "Open."

6. Click "Start Upload."
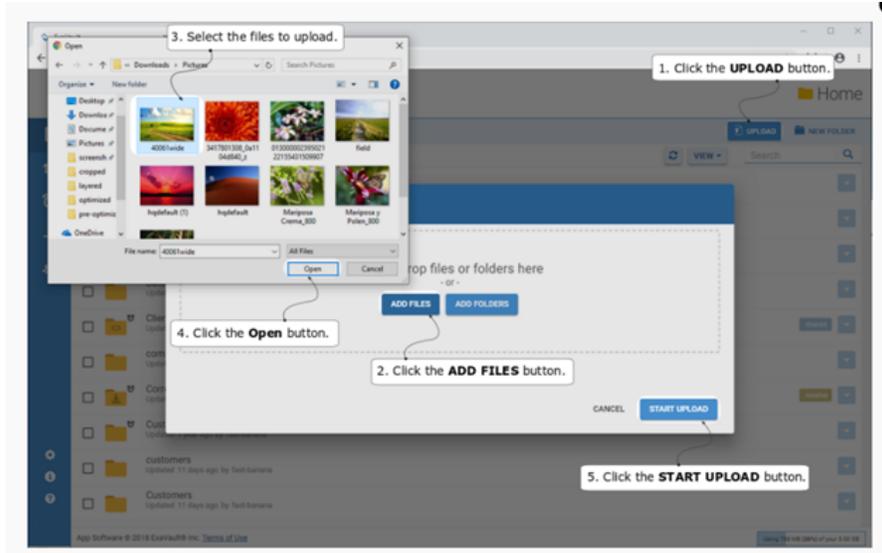
Again, if you need additional assistance, please find a convenient time on my calendar and we can walk through it together.

Thank you,

Erin Polazzi   Farrah Lemoine
Graduation Alliance   Graduation Alliance
Program Manager   VP, Program Development