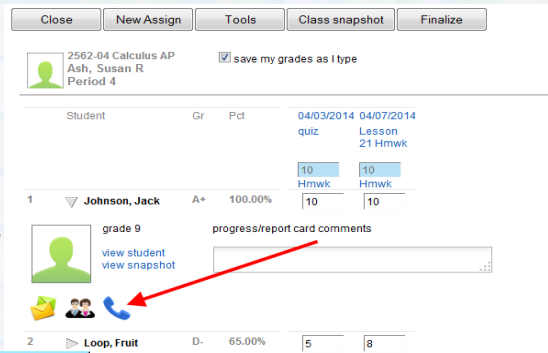


HARMONY HAPPENINGS

LOGIC KEY, INC/FEBRUARY, 2015

Do you use the communication tools available to you in Harmony?

It is easy to document a phone call or miscellaneous entry in Harmony. These can be added from the Main Student view by touching the + sign and choosing to add the phone call or miscellaneous entry. In addition, teachers can add this record right from their grade book by touching the telephone icon.



Close Save

Harmony

Communication Record for Tyler Naas

Miscellaneous Entry Phone Call

Date: 12/22/2014

Time: 4:11 PM

Personnel: Test User

Comment

You might select Miscellaneous Entry if you wish to document a parent request that is not made via phone call, email or letter. (They saw you in the hallway during dropoff/pickup, at the store, etc.)

The parent/guardian contact information is conveniently located on this screen.

You may document your conversation here while you are on the phone.

You can see the student's attendance, schedule, progress report and discipline entries that have been created or shared with you while you are on the phone.

You may also attach any documents to this phone call.

You may share this record with other teachers by using the Share With icon.

Choose File No file chosen

Allow others to read this record

Share with: [User Icon]

Print to PDF (no absences)

If you wish to remove this record, touch the red X to delete this document.

X

Choose which type of record to add and then enter the details of the phone call/ miscellaneous entry. You can attach a file from this view or share this record with other staff members. In addition, this record will show you the contact information for the parents and have icons to view the attendance, schedule, grades and discipline on a student.

Need to see your phone calls or miscellaneous entries? Check out the Communication Filter in H3. Go to **Classroom...Communication Filter** to see all these records together.

You may filter your communication type by Email, Letter, Phone Call/Misc Entry. You may select any or all options. You may filter personnel to include your name and/or the teachers on your team. Touch Apply to update your results.



Like our [facebook](#) page to learn more about what is going on with Harmony!



Follow us on [twitter](#) to stay up-to-date!



Log in to [The Learning Connection](#) and join our Harmony Family Community



Follow us on [Instagram](#) to see what we are up to!

2015 STN Collections

DOE-CP (Certified Positions)

Opened 1/15/14 – Closes 2/13/15

DOE-CE (Certified Employee)

Re-Opened 1/15/14 with CP to allow for corrections – Closes 2/13/15

DOE-CC (Course Completion)

Opened 1/9/15 at 8:00 am –Closes 2/13/2015

February 2015 STN COLLECTIONS COMING

DOE-ME, MA, MV (Membership Collections – 2nd count date)

Opens 2/2/15 – Closes 2/20/15

DOE-SR (Charter School Residence)

Opens 2/2/15 – Closes 2/13/15

DOE-TL (Testing Layout)

ECA-Spring Opens 2/13/15 – Closes 2/23/15

DOE-TL (Testing Layout)

ISTEP, ISTAR Opens 2/20/15 – Closes 3/4/15

DOE-EF (Voucher Endorsement Forms)

Opens 2/25/15 – Closes 3/25/15

DOE-CS (Choice Scholarship Students)

Opens 2/27/15 – Closes 9/1/15

The Membership (ME) for February opens 2/2/2015. Remember that in Harmony you can run the report at a later date and the students will be counted on the 2nd.

If you have difficulty with any report, please contact support@logickey.com

When contacting support, please include the specifics (class, teacher, etc.) on the report and the building in which the problem occurs.

Reporting a Student for Homebound/Hospital Collection:

Students can be reported on the Homebound/Hospital Collection if their parent/guardian has provided the school with a written statement from a physician or Christian Science practitioner that states that the student has either: (1) a temporary illness or injury that will require the student's absence from school for a minimum of twenty (20) consecutive instructional days; or (2) a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year.

In order to be counted as having homebound instruction and included on the HB report, general education students must be provided instruction by a teacher licensed to teach the grade level of the student. For students who are eligible to receive special education and related services, the instruction and related services must also be provided by appropriately licensed personnel.

Q. How should we report attendance for a student for whom a doctor completes a "Certificate of Incapacity?"

A. When a student is absent from school due to illness or mental or physical incapacity, the school may require parents to provide documentation of the illness or incapacity. However, unless the child is on homebound, the student would still need to be reported as having excused absences, because the certificate does not negate or excuse the absence. The child might be eligible for the homebound program and if that is the case, once on it, the times away from school are considered days in attendance (as long as educational services are being provided by a licensed teacher) if related to the disability.

Q. Do we count a student on homebound instruction as present on the AT report?

A. If the student is on homebound, the time away from school that is directly related to the disabling condition is considered in attendance in reports to the state as long as instruction is being provided by a licensed teacher.



Upcoming Webinars

Don't forget to view upcoming webinars/events/videos and also documentation on the Harmony Support Site. You can select Calendar then touch the event on the date and register.

Free Upcoming Webinars are the 2nd Tuesday of each Month at 10 AM EST!

February Webinar – Membership and Membership for Vouchers

Touch here to register for [Membership and Membership for Vouchers](#) on Feb 10, 2015 10:00 AM EST

This webinar will review the state reports and troubleshooting tips for the Membership and the Membership for Vouchers in Harmony 2 and Harmony 3.

March Webinar- Kindergarten Roundup and State Assistance Adjustments

Touch here to register for [Kindergarten Roundup](#) on Mar 10 10:00 AM EDT

This webinar will be an overview of the steps that schools should take to have the most efficient Kindergarten Roundup for both Harmony 2 and Harmony 3 users.

Touch here to register for [State Assistance Adjustments](#) on Mar 10, 2015 1:00 PM EDT at:

This webinar will take you through the steps of entering a State Assistance Adjustment to your students textbook rental statement in both Harmony 2 and Harmony 3.

April Webinar – Spec Ed, ISTEP and IRead

Touch here to register for [Spec Ed, ISTEP and IRead reports](#) on Apr 14, 2015 10:00 AM EDT at:

This webinar will review the Spec Ed, ISTEP and IRead reports in Harmony 2 and Harmony 3.

May – End of Year Pointers

Touch here to register for [End of Year Harmony 2](#) on May 12, 2015 10:00 AM EDT at:

In this webinar we will go over important reminders for your End of Year in Harmony 2.

Touch here to register for [End of Year Harmony 3](#) on May 12, 2015 11:00 AM EDT at:

In this webinar we will go over important reminders for your End of Year in Harmony 3.

Have an idea for a webinar topic?

Do you have a suggestion on a webinar that you would like to see Harmony have? Please send Claudia an email and give her your suggestion at cwalker@logickey.com

ATTENTION!

**Save the Date!!!
April 15-17, 2015**



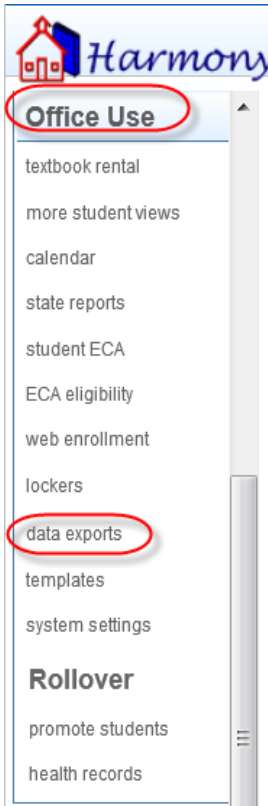
Harmony Spring Conference

The Harmony Spring Conference will be held at the French Lick Resort and Conference Center in French Lick, Indiana. The fun begins on April 15 with hands-on sessions. We will say goodbye on April 17 at noon with our annual giveaways and bowling tourney winners.

Whether you are new to Harmony or an advanced user, the sessions will have something for everyone. From high level sessions to new feature introductions, lots of best practices will be presented. The presenters will be Harmony staff, representatives from the DOE, vendors and even some of your colleagues. We are sure you will come away with lots of possibilities you can use to make work easier.

Registration will open in February. Please save the date and come to have fun and learn.

Predefined Data Exports in Harmony 3



To export in Harmony 3, you can go to Office Use...Data Export. You can then select one of the exports for CHIRP, NWEA/MAP Web Based, CHIPS or Accuplacer Selector.

Data Export

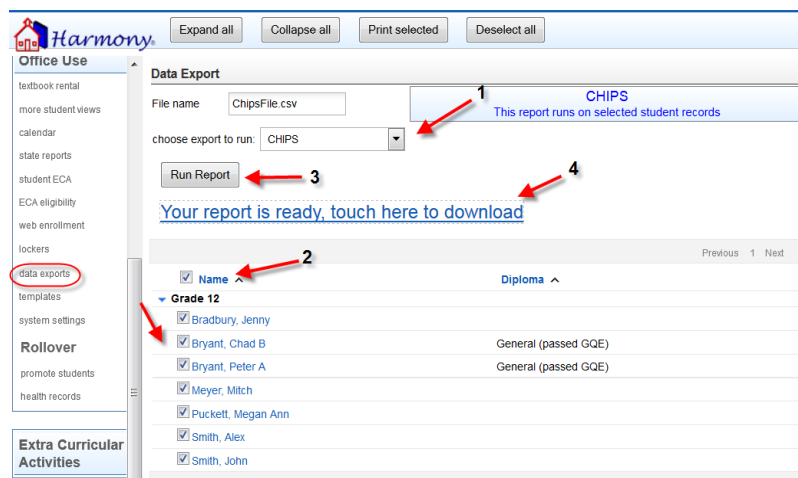
File name

choose export to run:

- select one -
- CHIRP Export
- NWEA/Map Web Based
- CHIPS
- Accuplacer Selector

There are 4 steps that you can take once you are into the Data Exports View.

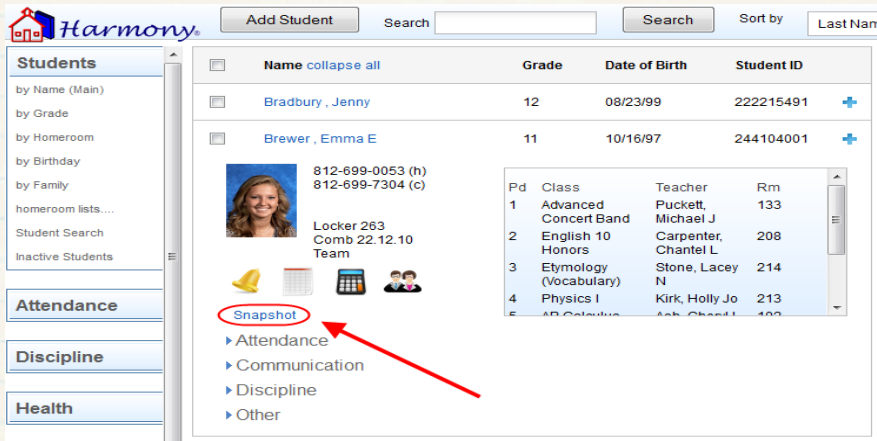
- 1- Select your Export
 - You can select the students individually or check the box located by Name and it will select all.
- 3- Touch "Run Report"
- 4- Touch the link to Download the report and view in excel



	A	B	C	D	E	F	G
1	ID	Last Name	First Name	Birth Date	Diploma Type		
2	2.22E+08	Bradbury	Jenny	19990823			
3	98765432	Bryant	Chad	19910813	General (passed GQE)		
4	8.77E+08	Bryant	Peter	19910813	General (passed GQE)		
5	9.88E+08	Meyer	Mitch	19950923			
6	2.22E+08	Puckett	Megan	19961119			
7	2.22E+08	Smith	Alex				
8	2.45E+08	Smith	John	20000814			
9							

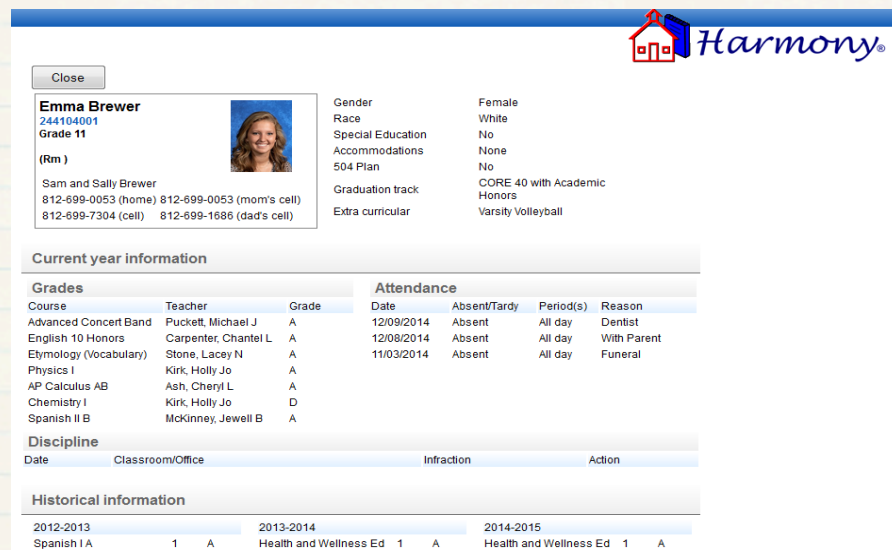
Student Snapshot in Harmony 3

You can easily access a Student Snapshot by opening the quick reference on a student in the Main Student view and then touching “Snapshot”.



The screenshot shows the Harmony 3 interface. On the left is a navigation menu with options like 'Attendance', 'Discipline', and 'Health'. The main area displays a list of students. The student 'Brewer, Emma E' is selected, and a 'Snapshot' button is circled in red. A red arrow points to this button. Below the student's name are icons for Snapshot, Attendance, Communication, Discipline, and Other.

The Snapshot shows you a consolidated report of the student's grades, attendance, discipline and test scores for all years they have attended.



The screenshot shows a detailed student snapshot for Emma Brewer. It includes personal information, current year information, and historical information.

Emma Brewer
244104001
Grade 11

(Rm)
Sam and Sally Brewer
812-699-0053 (home) 812-699-0053 (mom's cell)
812-699-7304 (cell) 812-699-1686 (dad's cell)

Gender: Female
Race: White
Special Education: No
Accommodations: None
504 Plan: No
Graduation track: CORE 40 with Academic Honors
Extra curricular: Varsity Volleyball

Current year information

Grades			Attendance			
Course	Teacher	Grade	Date	Absent/Tardy	Period(s)	Reason
Advanced Concert Band	Puckett, Michael J	A	12/09/2014	Absent	All day	Dentist
English 10 Honors	Carpenter, Chantel L	A	12/08/2014	Absent	All day	With Parent
Etymology (Vocabulary)	Stone, Lacey N	A	11/03/2014	Absent	All day	Funeral
Physics I	Kirk, Holly Jo	A				
AP Calculus AB	Ash, Cheryl L	A				
Chemistry I	Kirk, Holly Jo	D				
Spanish II B	McKinney, Jewell B	A				

Discipline

Date	Classroom/Office	Infraction	Action
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Historical information

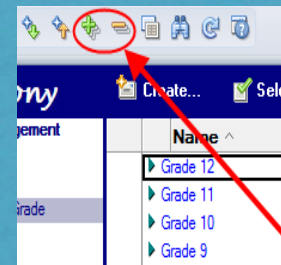
2012-2013	2013-2014	2014-2015
Spanish I A 1 A	Health and Wellness Ed 1 A	Health and Wellness Ed 1 A



Did you know...

In Harmony 2, you can collapse any view by using the – sign at the top of the view or by pressing Shift – on your keyboard.

Additionally, any view can be expanded by using the + sign at the top of the view or by pressing Shift + on your keyboard.



The screenshot shows a dropdown menu in the Harmony 3 interface. A plus sign (+) is circled in red, and a red arrow points to it. The menu lists grades from 9 to 12.

Redirecting your teachers to Harmony 3

In an attempt to prevent grade book issues if teachers log into the wrong website, our Harmony 3 schools now have a new agent working behind the scenes. As of January 25th, this new agent will automatically redirect a teacher to the Harmony 3 version if they happen to attempt to login with the Parent Access URL.

If you are a school that has given teachers the choice to stay with Harmony 2 or move to Harmony 3, please be aware of this change. You will need to contact support@logickey.com for assistance.

Harmony Schools in the news....

We are very proud of all accomplishments by Harmony schools, staff and students. We ask you to please contact us if you have any accomplishments that you would like to share in our newsletter.

Western Boone Registrar Wins the Indiana School Counselor Association Gold Star

Jean Zimmerman, Registrar at **Western Boone Jr/Sr High School** in Thorntown, recently received the Indiana School Counselor Association Gold Star Award for Supportive Staff. Zimmerman is said to be the glue that holds the counseling department together at Western Boone Jr/Sr High School. She is always willing to help with any task that comes her way and goes the extra mile for the staff and students at Western Boone. Jean is said to be the first friendly face all new students see at the school and helps new students for a smooth transition. She serves as a daily asset to her school and counseling department through her supportive attitude, hard work, and long hours she keeps. Harmony would like to congratulate Jean and recognize her for her hard work.

Barr Reeve High School Principal selected for the 2015 Men's Silver Anniversary Team

Jeff Doyle, Principal at **Barr Reeve High School** in Montgomery, has been selected for the 2015 Men's Silver Anniversary Team by the Indiana Basketball Hall of Fame. Doyle was selected to the team based on his outstanding accomplishments as a senior basketball player twenty-five years ago at Loogootee High School. The team is made up of eighteen players from the high school class of 1990, including Indiana Mr. Basketball Damon Bailey. Doyle played basketball at the University of Southern Indiana from 1990 to 1994 in Evansville. He helped lead the Screaming Eagles to their first National Championship. Harmony would like to congratulate Jeff on his selection to the 2015 Men's Silver Anniversary Team by the Indiana Basketball Hall of Fame.

Spotlight on John Robertson

John Robertson aka "JR" has been employed with Logic Key since 2008. Many of you that work with State reports know that John is the "go to" guy on this topic. He also has a very strong background in the Library program. This is due to the fact that he served as a Librarian at Mooresville High School for 18 years. John attended Indiana University with a BS in Biology and Life Sciences with a Masters of Library Science.

You may wonder where John goes for the few months in the summer when he is not busy taking calls or answering your email. For the past 44 years, he has served as a Counselor/Instructor for Culver Summer Schools Woodcraft camp. This is a true passion for John and something he looks forward to each year.

John loves spending any free time he has with his growing family. He and his wife, Jackie, have 5 children, J. Christopher, Jefferey, Joshua, Hannah and Dylan. They are all excited about adding new family members, as they now have 3 grandchildren, Liam, Addison and Noah.

We are so lucky to have John as a staff member here at Harmony!



Entering Expulsions in Harmony

To enter an Expulsion record on a student, go to the Main Student view and highlight the student's name. Then go to Add New...Expulsion.

On the Expulsion, the top information will be filled out for you. Enter the following:

1. Enter the date and personnel. If you had suspended the student for 10 days pending expulsion, the beginning of that suspension should be your start date.
2. Select the punishment.
3. Choose the violation and the incident number will be filled in for you.
4. Enter the infraction data.
5. Select the date and time of the incident
6. Select who investigated the incident and what the evidence is.
7. Enter the expulsion dates and the number of days expelled.
8. Select if a statement was given and what the student's response was.
9. Enter if the parent was notified.
10. Enter the data on who the hearing officer is.
11. Add any additional staff names that need to see this record. By default, all office users will already see it.

Once the Expulsion is saved, it will appear under the student in the Main Student view. If you open the Expulsion again, you can create any necessary letters using the "Create" button. The last choice of "Letter" under the "Create" button will allow you to create a letter from a template you have. The letter you choose will be pulled from the Office Use...System Admin...Templates view. The Expulsion templates will already be copied over for you to use. The letter will then be saved under the Expulsion record.

Once the Expulsion is entered, then the student can be withdrawn. To do this, double click on the student demographics and then click the **Withdrawal** button. Make sure to choose **33-Student is serving Expulsion** as the **Dropout Mobility Code**.

If you suspended the student for 10 days pending expulsion, you need to mark that discipline as **Don't Include on ES report**. The dates were included on your expulsion record.

The student will then be listed in the **Inactive Students** view. After the Expulsion is over, you must reenroll the student.

Using the Course Request Report in Harmony 3

If you are scheduling in Harmony 3, you will definitely want to make use of the new "Course Request Report" view. This shows you how many students have requested each course, but then also uses the size limit of the course to determine how many sections of the course are needed. It then displays how many sections are recommended, already scheduled, and needed. You can then use these numbers to indicate on the master course how many sections you want to have set up.

Clicking in the row of the course will expand the view to show you the classes already scheduled for the course. Classes can be added right from this view by touching the "New Class" button.

The screenshot shows the Harmony 3 interface. At the top, there are buttons for "New Course", "New Class", "Mass edit", "Lock In/Unlock" (circled in red), and "Copy Courses". Below these is a search bar and a "Reset" button. The main area displays a table of courses with the following data:

Name	collapse all	expand all				
<input type="checkbox"/>	1004 - English 10	52 requests 26 per term	15 per section	4 sections recommended 2 sections scheduled 2 sections needed		
<input type="checkbox"/>	1004-02 - English 10		Term 1	Period 2	King, Phillip Rm: 105	
<input type="checkbox"/>	1004-02 - English 10		Term 2	Period 2	King, Phillip Rm: 105	
<input type="checkbox"/>	1004H - English 10 Honors	0 requests 0 per term	30 per section	0 sections recommended 0 sections scheduled 0 sections needed		

If there are padlocks next to the class, it means that it has been locked in. Locking classes allows you to run the schedule, but leave certain classes preset. To lock or unlock any classes, checkmark the class and touch the "Lock In/Unlock" button.

Moving Students for Scheduling

Tired of trying to copy students over for next year scheduling and having problems with duplicating students or new move-in students missed?

Harmony 3 offers a quick and easy way to copy over students without the hassle of opening another database or picking the students you wish to copy.

The screenshot shows the Harmony 3 interface with the "Get Students" button circled in red. The interface includes search filters for "grade level", "gender", "current team", and "next yr team". Below the filters is a table of students:

Name	collapse all	expand all			
<input type="checkbox"/>	Bradbury, Jenny	2014-2015	Female	12	
<input type="checkbox"/>	Brewer, Emma E	2014-2015	Female	11	
<input type="checkbox"/>	Brinkley, Samantha	2014-2015		11	

When you are ready to move students over to your building for scheduling, go to Guidance...Next Year...Request Courses and touch the "Get Students" button.

Then simply choose the school you wish to move students from and the grade level you wish to move over.

This process will move the students from that grade level into your building for scheduling. It will leave the student in the current database and just make a copy to move to your database. It does not duplicate any students, so if the student already exists in your database, it will not move the student again.

The screenshot shows the "Get students for scheduling" dialog box. It includes a dropdown menu for "from school" (set to "Somewhere Central Elementary") and a list of grade levels: Pvv, PK, AM K, PM K, K, 1, 2, 3, 4, 5, 6. At the bottom, there are two buttons: "get students" (with a green checkmark) and "cancel" (with a red X).

If you have already moved students over for scheduling, but know there have been a few move-in students, feel free to do this process again. It will not duplicate anyone!



Guess who?

Each month we will feature a "Guess Who?" quiz that will help you to get to know the Harmony staff better! If you have a guess, email sbrown@logickey.com with your answer. We will reveal the answer and the person who had the first right guess in the next newsletter!

Last month's question was:

"Guess which Harmony staff member's favorite singer is Frank Sinatra?"

Although we had several guesses, no one correctly guessed! The correct answer is **Jenny Bradbury!**

February "GUESS WHO" question:

Which Harmony staff member has stomped grapes at a local festival AND can write with both hands?



Updated browser version causing log in issues?

On December 1st, Firefox updated their browser version which in turn caused issues with users logging into Harmony. On January 20th, both Chrome and Safari updated their products as well. What these updates have done is to remove support for SSLv3 connections over HTTPS protocol.

IBM Domino versions 8.5.3 and earlier only support SSLv3 (and optionally SSLv2) and do not support TLS. Firefox 34.0.x Chrome v40.x and Safari v7.x now only supports TLS encryption over HTTPS.

What this means for you

Users that have the latest version of these browsers will not be able to connect to Harmony.

Solution

There is a patch for your IBM Domino server that will add TLS support. It only takes a few minutes to install, but it will require you to take Harmony off-line to apply the update. This update should be scheduled at a time that will cause the least disruption to your users.

We have detailed instructions for installing this update which we can provide to someone in your technology department. Please have this person contact us via email at support@logickey.com to obtain these instructions.

Fun Facts



Harmony Schools with Fun Indiana Facts

Did you know that Indiana was the home of the second astronaut to travel into space?

You can take a trip to see our friends in Mitchell, Indiana and visit the Gus Grissom Memorial that is located in the Spring Mill State Park.

When visiting the beautiful Spring Mill State Park, make sure to stop by the Gus Grissom Memorial. The memorial is a great tribute to a hometown hero Gus Grissom. Gus was the second astronaut to travel into space. If you would like to view Gus' space suit or a space capsule (Gemini III) and even a short movie, the museum is opened daily from 8:30am - 4 pm.

During the Months of May - October you can also visit the Pioneer Village or take a Cave Boat Tour/Ride.

[Click here to view more about Spring Mill State Park](#)