

## DEPARTMENT OF EDUCATION

**C**OMMUNICATIONS

# **Registered School Information**

**Application Guide** 

## Contents

Re	vision History	2
F	Revision History Chart	2
1.	Definitions, Acronyms and Abbreviations	3
2.	Application Overview	3
3.	How do I get started?	4
4.	How do I view information on the LEAs and Schools?	8

## **Revision History**

Every change to this document, after initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

## **Revision History Chart**

Date	Version	Description	Owner
03/17/2021	1.0	Registered School Information Guide	IS Management

### 1. Definitions, Acronyms and Abbreviations

**AIM (**ALSDE Identity Management) - The Alabama State Department of Education's a Single-Sign-On system. Single Sign-On is a process whereby users only need to create a single username and password to access all ALSDE applications. AIM is used to access secured applications for ALSDE users and external users.

ALSDE – Alabama State Department of Education

LEA – Local Education Agency

Ed Dir – Education Directory

## 2. Application Overview

The Registered School Information application provides to user's information on LEAs and schools from the ALSDE Education Directory. The available information includes, but is not limited to site names, addresses, contact information, grade ranges, etc. The application also provides information on LEA calendars such at the opening and closing dates for the LEA and holidays.

All data in the application can be sorted, filtered, and exported for further manipulation.

The Registered School Information application can be accessed both through the AIM portal and through the ALSDE website.

See the section below entitled How Do I Get Started for information on how to access the application through AIM and the ALSDE website.

## 3. How do I get started?

#### Accessing Registerd School Information Through AIM

Go to <u>https://aim.alsde.edu</u>. To access the Registered School Information application, you must have an AIM account and permissions for the application assigned in the Education Directory. If these steps have been completed, enter your email address and password and click the Login button to access the application.

AIM: ALSDE Identit	ty Management	
	Log into AIM Portal	Help Ø
	Email address: [estuare@learne.edu Password: [og in 40] Forgot password? Need an account?	
Identity Management In an effort to better serve our customers, the Alabar State Department of Education is in the process of streamling the way that users access our systems. Eventually, users will need only remember one usersmane and passwort to access al ALSOE system This concept is commonly referred to as "single sign or".	Single sign-on This potal exists to serve as the one-and-only site for you to manage your ALSDE dentity. Our utilinate goal is that users access all ALSDE systems using a single set of credentials. This is where you will manage those credentials.	Terms of Service Login affirms you agree to abide by the ALSDE terms of usage. View the Terms of Usage

If you do not have an AIM account, click the *Need an Account?* link just under the Log In button and follow the steps for creating an account. For more detailed instructions on creating an AIM Account, scroll up to the **Creating an AIM Account** section of this document or click the Help button on the AIM screen.

Log into AIM Porta	al Help 🛛
Email address:	Log in +) Forgot password?
Password:	Need an account?

Once you have an AIM account you must make sure that you are in an Education Directory (Ed Dir) group that has access to the application. Contact your Superintendent or their designee who is responsible for assigning LEA staff members roles in the Education Directory to assign the proper application access. After the AIM account has been created and permissions have been assigned in the Education Directory, you will

be able to log in to the portal. Enter your email address and password and click the Login button to access the application.



After you have successfully logged into the portal you will see the *Registered School Information* application in your application list on the main home page. Click the *Registered School Information* tile to open the application.



#### Accessing Registerd School Information Through the ALSDE Website

Go to https://www.alsde.edu.



Hover over the Data Center menu item and click the Registered School Information link.

The Bady	Alab	ama State	Departm	ent of E	duco	ation AP	plication Login
	Department Offices	Learners & Suppor Parents System	t Education Professionals	Schools & Systems	Data Center	Communications	Calendar
Every Child	a Graduate	e. Every Gradua	ite Prepared				
Data Center Data Center Data Policies Data Governance Data Sources Data Tools External Data Regi Maps Registered Schools	vests	Education Report Card Report Card Glossary of Terms Business Rules Supporting Data - State/System School Pro - Accountability - EOY Enrollment - Assessment - Graduation Rate - College Career Reading - Educator	file ADM - Fall Fre Fall Fre Fall Fre Fall Fre Capita	for Collect or Reports t and Personnel Critate and Endorsen System Funding ation Reports Average Daily Me e Lunch oliment I Plan 5-Year Report	ge / Work/ A odes nent Types <b>Reports</b> mbership	Adulthood in the 21 State Overview Rep AAA - AL Accountal Quick Facts Special Education Re Discipline Reports Courses	<b>borts</b> Dility Act

After opening the application, you will be presented with the Registered School Information homepage. From here, users can view information on LEAs and schools.

	Education I	Director	y - Registered School Information	
Home He	elp 🗸			
Education	Directory			
	DIRECTORY SELECTION			
Year:	2020-2021	¥		
Status:	Open	¥		
Type:	All	~		
System:	All	~		
School:	All	~		
	View Information			
			© 2019-2021 Alabama State Department of Education. All Rights Reserved.	Alabama.gov

The Registered School Information application has a minimal menu structure consisting of few menu items that allow users to navigate the site.

Home - Directs the user to the ALSDE (<u>https://www.alsde.edu/</u>) website.

Alabam	na State D	epartme	ent of E	duca	tion /	Application Login
Department Lear Offices Par	ners & Support rents Systems	Education Professionals	Schools & Systems	Data Center	Communications	Calendar
Every Child a Graduate. Ev	very Graduate	Prepared.	Search		<mark>۹ م</mark>	6890
Every Child. Every Chance. Every Day.	Alabama Achieves Alabama Achieves PE	DE Ever	y Child. Every C	hance. Every l	Day.	Hor.
Achieves						mers grents
ROADMAP				*	Schi & Sy	ools istems
TO REOPENING SCHOOLS	6		ALABAM		Edu Prof	cation essionals
240		7	A Strotegic P	hieve	Sup System	port ems

**Help** – Opens a document library containing user guides and other documentation on the application.



## 4. How do I view information on the LEAs and Schools?

**Directory Selection -** To view information on a System (LEA), School or grouping of schools, first make the appropriate selections in the Directory Selection area of the screen. Each selection should be done in the order of the selection menu.

- Year This option allows the user to select any school year he/she would like to view. Clicking the dropdown arrow for this option, will display within the grid, the school Year.
- Status The Status option will display which schools are Opened, Closed or Pending for the school year the user selected. Clicking the dropdown arrow for this option, will display within the grid, the Status of the schools.
- Type This option will display the different types of schools that are a part of the state of Alabama's educational system. The user will be able to select whether the school is public, private, charter, etc. The schools that will be displayed in this option, depends on the status the user previously selected. Clicking the dropdown arrow for this option, will display within the grid, the school Types.
- System The System option lists the different school systems throughout the state of Alabama. The user can select from a variety of school systems ranging from city and county schools, to colleges and universities. The systems that will be displayed in this option, depends on the type of school the user previously selected. Clicking the dropdown arrow for this option, will display within the grid, the school Systems.
- School This option displays the list of schools which are available depending on all the other options selected. To view your school selection, Click the dropdown arrow for this option to display within the grid, the different School(s).



**All Site Data Grid -** A detail list of *Registered School Information* records can be viewed by clicking the *View Information* button on the *Directory Selection* panel. The records are displayed through the *All Site Data* grid. The grid displays each available record that meets the search criteria.

The *Registered School Information All Site Data* grid offers a wide variety of controls to greatly enhance the users experience while using the app. These controls give users the ability to easily navigate through the grid and export the entire grid to XLSX or CSV.

	Educati	on Direc	to	ory - Re	eg	yistered		School 1	1	nforma	ti	on	
CHINENT OF EL	TESTEDDIR.ALSD	E.EDU/SITEINFO											
Home Hel	lp -												
ucation Dir	ectory									Þ			
0	DIRECTORY SELE	CTION											
Year:	2017-2018	~											
Status:	Closed	~											
Туре:	Private School	~											
System:	Birmingham C	atholic Schoc											
School:	All Saints Scho	ool											
	View Informati	on											
etails Cale	endar												
		Export CSV											
									1				
vstem Code	School Code	System Name	-	School Name	-	Site Type Code	-	Site Type		NCES ID	-	Accreditation	
9	7	Ŷ	Ŷ		Ŷ		Ŷ	5	2		Ŷ		
069	0010	Birmingham		All Saints School		70		Private School				SACS	

**Choose Fields -** The *Registered School Information* application grid has several helpful tools to aid in viewing and manipulating displayed data. The *Choose Fields* button allows users to choose which field they would like to be displayed. It also allows a user to change the set of columns at runtime. To display a different grid column:

- Click the Choose Fields button.
- Select the column you would like to view from the list.
- Drag the column to the grid.
- Click the arrow up or down for sorting column information.

Di	RECTORY SEL	CTIO	N										
Year:	2017-2018		~										
Status:	Closed		~										
Туре:	Private Sch	bol	~										
Column Choose	r 🗵	Cath	olic 🛀										
STC Licensing C	organization 🔄	hool	~										
STC Licensing C Acronym	organization	ation											
Support Status	<u>r</u>												
Title I N or D Gr	rant 🔄												
All Site Da	ita												
📋 Choose Field	ls   Export XLSX	Exp	oort CSV										
System Code	School Code	-	System Name	-	School Name	-	Site Type Code	-	Site Type	-	NCES ID	Y	Accreditation
	9	Ÿ		Ŷ		Ŷ		Ŷ		Ŷ		Ţ	
069	0010		Birmingham Catholic Schools		All Saints School		70		Private School				SACS
Page 1 of 1 (1 it	ems) [] [1] []												

**Export XLSX -** The *Export XLSX* button allows users to export or download the grid information into an Excel spreadsheet. *XLSX* files can be opened using Excel, Excel Viewer, Google Sheets, or another spreadsheet program. Users will be able to download the entire grid to an Excel spreadsheet. To export the data grid into an Excel spreadsheet:

- Click the Export XLSX button.
- Once the file downloads, click it to open.

Choose Fields	Export XLSX	Exp	port CSV										
System Code	School Code	~	System Name	-	School Name	-	Site Type Code	Ŧ	Site Type	NCES ID	Ţ	Accreditation	
	2	Ŷ		Ţ		T		Ÿ	Ŷ		Ŷ		
069	0010		Birmingham Catholic Schools	;	All Saints School	I	70		Private School			SACS	

**Export CSV -** The *Export CSV* button allows users, like the *Export XLSX* button, to export or download the grid information into an Excel spreadsheet as *CSV* files. *CSV* files are comma-separated files that have a *.csv* extension. *CSV* files can be used with most any spreadsheet program, such as Microsoft Excel or Google Spreadsheets. Users will be able to download the entire grid to an CSV spreadsheet. To export the data grid into an CSV spreadsheet:

- Click the Export CSV button
- Once the file downloads, click it to open

Thoose Fie	elds	Export XLSX	Exp	oort CSV								
System Code	Ţ	School Code	-	System Name	-	School Name	-	Site Type Code	-	Site Type	NCES ID	Accreditation
	Ŷ		Ŷ		Ŷ		Ţ		9	9		Ŷ
069		0010		Birmingham Catholic Schools		All Saints Schoo	l	70		Private School		SACS

**Calendar -** The *Calendar* tab provides users with information on school start and end dates, holidays, and breaks.

Details	Calendar									
Choose	Fields   Export XLSX   Expor	t CSV								
System 💽 Code	System Name	Open Date	Closed Date	Labor Day	Columbus Day	Veterans Day	Thanksgiving Open	Thanksgiving Close	Christmas Open	Christmas Close
Ŷ	Ŷ	~ ?	~ 💎	~ 7	~ 7	~ 7	~ 💎	~ 🕈	~ 💎	~ (
800	Acceleration Day and Evening Academy	08/10/2020	05/27/2021	09/07/2020	10/09/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/05/2021
103	Alabaster City	08/19/2020	05/27/2021	09/07/2020	10/12/2020	11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021
101	Albertville City	08/17/2020	05/27/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	10/19/2020	10/20/2020
102	Alexander City	08/20/2020	05/28/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021
104	Andalusia City	08/17/2020	05/27/2021	09/07/2020	10/12/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/01/2021
105	Anniston City	08/05/2020	05/25/2021	09/07/2020	10/12/2020	11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/01/2021
106	Arab City	08/10/2020	05/27/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	12/21/2020	01/05/2021
107	Athens City	08/17/2020	05/26/2021	09/07/2020	10/12/2020	11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/05/2021
109	Attalla City	08/17/2020	05/27/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/04/2021
110	Auburn City	08/10/2020	05/20/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/21/2020	01/04/2021
001	Autauga County	09/08/2020	06/04/2021	09/07/2020		11/11/2020	11/25/2020	11/27/2020	12/23/2020	01/04/2021
002	Baldwin County	08/12/2020	05/25/2021	09/07/2020		11/11/2020	11/23/2020	11/27/2020	12/18/2020	01/04/2021