SUPPORT SCHOOLS TOOL USER GUIDE

December 2021
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About Support Schools Tool

Purpose
The Ohio Department of Education’s Support Schools Tool helps local education agencies (LEAs) and buildings track the effectiveness of the implementation of evidenced-based strategies identified in their school improvement plans. The tool encourages district and school leadership teams to reflect on the efficacy of their educational practices for the 2020-2021 school year. LEA leadership teams, with the assistance of State Support Teams, also use this tool to identify areas of improvement and inform targeted coaching efforts for individual schools.

Who uses the Support Schools Tool?

- **District Level:**
  - Intensive, ADC, Moderate D/F and Moderate C traditional school districts
  - Priority and Focus Community Schools
  - Other districts based on additional criteria like English Learners Watch and Equity (differentiated support status)
  - Districts and Community Schools that elect to use the Tool for self-assessment and reflecting on their own progress

- **Building Level:**
  - Priority and Focus traditional public schools
  - Other schools based on additional criteria like English Learners Watch (differentiated support status)
  - Districts that elect to use the Tool for reflecting on their own progress

Organizations that choose to complete the Tool as a self-assessment survey will not receive feedback on the surveys from the Department unless selected for mandatory completion. To complete the self-survey, respond to the questions verifying that the information can be provided upon request. **Note:** if you are using the Support Schools Tool as a self-assessment tool, please do NOT upload any data.

New for the 2020-2021 School Year

- Similar functionality as the One Needs Assessment, including:
  - Autosave feature
  - Questions are identified as optional, recommended or required. Organizations must provide responses to required questions. Optional or recommended questions are encouraged.

- Community school sponsors can view and provide feedback in the schools’ tools

- Mandatory District Questions Section: District Improvement Plan, Addressing Chronic Absenteeism, English Learners and Narrative Evaluation of Plan Results Questions

- A new grant-specific section has been added to the FY22 Support Schools Tool. Recipients of School Quality Improvement Grant (SQIG) funding and Expanding Opportunities for Each Child (EOEC) funding are strongly encouraged to complete the Tool by the specified deadline. Grant-specific questions will be available where applicable. Choosing to not complete the Tool may result in being selected for a future desk review.
Timeline and Feedback Process:

Districts can provide feedback to their buildings within the Support Schools Tool. Building surveys including district feedback are requested by February 18th. District surveys are requested by February 26th. Community School Sponsor feedback can be added to the Tool prior to submission. State Support Team and Department review will take place from February 25 through March 30.

- **February 18**: Building survey submission including District feedback
- **February 26**: District survey submission
- **February 25 – March 30**: State Support Teams and Department review of surveys
- **March 31**: State Support Teams and Department feedback finalized

Accessing the Building- or District-Level Tool

**Account Access**

Access to the Support Schools Tool is through the OH|ID portal account. A specific role in the Ohio Educational Directory System (OEDS) is required for access. For assistance establishing an OH|ID portal account, please review [this guide](#).

District-level roles provide access to the district-level Support Schools Tool: Data Entry-Compliance or Data View-Compliance, Superintendent or Superintendent Designee.

School-level role assignments provide access to the school’s Support Schools Tool: Principal, Assistant Principal, Data Entry-Compliance or Data View-Compliance. The district superintendent grants access by asking the district’s OEDS Organization Administrator to assign one of the above roles.

The new community school sponsor roles provide access to the community school’s Support Schools Tool. The role assignments are Primary Contact – School Sponsorship, Secondary Contact – School Sponsorship.

Access the OH|ID portal by clicking the “Login” link at the top of the Department’s homepage or go to the OH|ID portal directly at [ohid.ohio.gov](http://ohid.ohio.gov).

**STEP 1: Click login from the Department’s homepage**
STEP 2: Login to OH|ID

STEP 3: Find and select the “Monitoring” tile

STEP 4: Select Monitoring under Web Systems
**Note:** If associated with more than one organization. Click on the “Organization” drop-down list and locate and select the “Support Schools Tool.” While the monitoring tool provides various programs, the navigation and function are the same.

**STEP 5: Select Support Schools under Program Associated To**
Basic Search Page

STEP 1: Select the appropriate year in the “Program Period” box.

The search page look and functionality of the page looks and works like the One Needs Assessment search page. The Basic Search tab will automatically prepopulate the district or building. Districts and/or buildings’ tools are available based on access and roles.

- Choose the search parameters desired

- Use the Reset button prior to entering other search parameters
STEP 2: Click the “Search” button

STEP 3: Select the desired District or Building

<table>
<thead>
<tr>
<th>Organization</th>
<th>Program Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>043489 - Akron City</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>000363 - Akron Alternative Academy</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>001537 - Barber Community Learning Center</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>002634 - Betty Jane Community Learning Center</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>004677 - Buchtel Community Learning Center</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>005674 - Case Community Learning Center</td>
<td>Support Schools FY 2021</td>
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<td>007864 - Crouse Community Learning Center</td>
<td>Support Schools FY 2021</td>
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<tr>
<td>009107 - Helen Arnold Community Learning Center</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>009145 - Akron Early College High School</td>
<td>Support Schools FY 2021</td>
</tr>
<tr>
<td>009498 - East Community Learning Center</td>
<td>Support Schools FY 2021</td>
</tr>
</tbody>
</table>
Using the Tool
A video that shows how to navigate and enter information in the tool is available on the Support Schools Tool webpage.

More Support Schools Tool resources are available on the Department’s website.

Overview Tab
The image below shows what the Overview tab. This tab provides a summary of the Support Schools survey the district or building needs to complete. From here, you can click the drop-down program list at the top of the page and select the Support Schools option.
Questions Tab

The “Questions” tab is the main tab in the tool. This tab has the look and functionality of the One Needs Assessment.

From this tab, to create the survey, change the Completion status to “Start Survey”.

Questions marked with asterisks (*) are required and must be answered, though any question can be answered. The required questions will also have an asterisk in the Questions box. Entries are automatically saved. Questions will have a green background with a checkbox after they are complete.
Districts, buildings and community schools in certain accountability statuses will receive a general set of questions. There may be additional section questions if they receive certain grants or there may be additional sections with one or more required questions based on other criteria. Select each of the sections to see the corresponding questions. Below is an example of a district with the District Improvement section, Expanding Opportunities for Each Child Cohort 2 Competitive Grant Review section and School Quality Improvement Grant Review section.

Text must be entered in required question boxes before the district or school can submit the tool.

When ready to submit the survey, change the Completion Status to “Submitted”.

If all required questions are not answered, an error message will identify sections with unanswered questions when the user attempts to submit the tool.
For help with the questions, select the information icon.
Adding Documents

There are three options at the bottom of each question: “Documents,” “Comments” and “Communications.”

Document uploads and comments are displayed below the question text box. When the “Documents” button is selected, an entry window is available in the upper left edge of the page.

Select “Add Documents” and the down arrow to select Document Type. Then, drag and drop files or click in the box to browse for files and select “Close Add Documents”.

Drag file(s) here to upload or click here to browse for files.
Districts or schools cannot delete files once uploaded. Please do not include any student or teacher identifiable data. If you are answering the questions as a self-assessment, please do not upload any data.

When documents, comments or communications are linked to a question, following a screen refresh, numbers of entries are displayed.

Reference:

Upload evidence of the impact of school improvement funded work (Adult and Student indicators). Please do NOT upload any student or teacher identifiable information.

When working in a question, uploaded documents are accessible in the same upper left edge flyout that was used to enter them.
Adding Comments
To add a comment, select Comments.

Next, enter text in the fields and select the “Add New Subject” button to save.
District or Sponsor, State Support Team and Department Feedback

After buildings complete their tools, the district reviews the responses and puts their coaching comments in the district comment box.

District Feedback: Please review and coach your schools on the effectiveness of their continuous improvement implementation.

Community School Sponsors can add feedback for their schools in the sponsor feedback box.

Sponsor Feedback for Community Schools

State Support Teams and the Department review selected districts and buildings of both traditional and community schools. Coaching feedback will also be provided in the comment boxes here.

SST Feedback for Districts and Priority Schools (Please identify who wrote the comments)

ODE Feedback

Final Reminders

- Buildings and districts that receive tools can respond to any of the questions. Only questions marked with asterisks are required.
- Districts, buildings and community schools in certain accountability statuses will receive a general set of questions. There may be additional questions if they receive certain grants or meet other criteria.
- All other districts, schools and community schools may receive tools with one or more required questions based on other criteria.
- The State Support Teams can assist districts and schools with their tools.
- If you are using the Support Schools Tool as a self-assessment, respond to the questions verifying that the information can be provided upon request. Please do NOT upload any data.