



Deputy Commissioner  
Office of Curriculum, Assessment and Educational Technology

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**TO:** BOCES District Superintendents  
Superintendents of Public Schools  
Principals of Charter and Other Public Schools

**FROM:** Ken Wagner

**SUBJECT:** EngageNY Portal: Data Dashboard Selection Timeline and Process

The EngageNY Portal (ENYP) is currently scheduled to launch in winter 2014. The Portal will include data dashboards that provide educators, parents, and students with secure access to educational data along with access to Common Core curriculum and instructional resources. To learn more about the history of the EngageNY Portal, its benefits, and the New York State Education Department's (NYSED) commitment to protecting student and teacher data security and privacy, please visit <http://www.engageny.org/portal>.

As part of its Race to the Top grant, NYSED contracted to offer school districts, BOCES, and charter schools with three different data dashboard options (DataCation Compass from ConnectEDU, myTrack from eScholar, and Schoolnet from Pearson). Each district, BOCES, and charter school will have an opportunity to select the data dashboard option that best meets the needs of their local educators, students, and families. Race to the Top participants are expected to participate in the EngageNY Portal, but we encourage every district, BOCES, and charter school in the State to take advantage of this program.

This document focuses primarily on the process for selecting a data dashboard. NYSED will provide more detailed information about Portal implementation and professional development opportunities in the coming months.

### **Extension of the Data Dashboard Selection Period**

The data dashboard selection period **will be extended through October 31, 2013** in order to respond to feedback from the field that more time is needed. District, BOCES, and charter school leaders or their delegates will be able to select a data dashboard application by following the steps outlined below, under "Making a Data Dashboard Selection."

LEAs that have already chosen a data dashboard may modify their choice until the end of the selection period.

## **Data Dashboard Question & Answer Webinars**

Districts, BOCES, and charter school leaders who were unable to attend the in-person product demonstrations will also have the opportunity to pose questions to the data dashboard providers and the EngageNY Portal team during Question & Answer webinars scheduled for early October on the following dates/times:

- Tuesday            October 1, 2013            3pm
- Thursday           October 10, 2013           3pm

Registration for these webinars is capped at 75 registrations to ensure that all participants are able to pose questions and receive answers within the scheduled time. A waitlist will help determine if additional Q&A webinars will be scheduled. We encourage district, BOCES, and charter school leaders to register and attend in groups (i.e., multiple people may register and participate as a single attendee at a single computer), to allow the maximum number of participants.

Please register for one of these webinars at the following link:

<https://pcgus.webex.com/mw03071/mywebex/default.do?siteurl=pcgus&service=6>

## **RESOURCES TO ASSIST WITH DATA DASHBOARD SELECTION**

### **Data Dashboard Demonstration Videos**

Districts, BOCES, and charter school leaders who were unable to attend the in-person product demonstrations held throughout August, or who have additional questions regarding the dashboard products, may review the demonstrations through a series of online videos. These videos represent the same information that was presented at the live presentation, including an introduction to the EngageNY Portal and overviews of the three dashboards and their features.

To review these videos, please visit <http://usny.nysed.gov/rttt/data/enypwebinar/>.

### **EngageNY Portal and Data Dashboard Documentation**

In addition to the on-demand video content and the forthcoming question and answer webinars, districts, BOCES, and charter schools may review the data dashboard selection guide and several other pieces of documentation to inform their selection.

These documents, provided by NYSED at <http://www.engageny.org/portal>, include the following:

- EngageNY Portal Memos
- EngageNY Portal FAQs

- Data Dashboard Selection Guide<sup>1</sup>
- EngageNY Portal Data Dictionary

Additional documentation regarding the Portal will be posted to the EngageNY Portal page as it becomes available.

## **MAKING A DATA DASHBOARD SELECTION**

Districts, BOCES, and charter school leaders who are ready to make their selection are able to do so by logging in to the EngageNY Portal selection site at <https://portal.engageny.org/>.

The superintendent or charter school principal is the default user of the selection site; they may delegate this authority to another user after logging in.

The log in and password for the selection site are identical to the credentials used to log in to the NYSED Business Application Portal at <http://portal.nysed.gov>. To recover their password for both Portals, data dashboard selectors can navigate to <http://portal.nysed.gov> and click “Reset Password” in the red banner.

Once logged in to the EngageNY Portal selection site, authorized district, BOCES, and charter school representatives can click “Select a Dashboard” to make their selection. This selection may be changed as many times as necessary until selection closes on October 31<sup>st</sup>. Once the 2013-14 school year selection window closes, the selection will remain in effect until the 2014-15 school year selection process begins. Data dashboard selections may not be changed mid-year.

## **ENGAGENY PORTAL TECHNICAL REQUIREMENTS AND SUPPORT**

### **EngageNY Portal Technical Requirements**

The EngageNY Portal and the EngageNY Portal data dashboard selection tool support the following operating system versions and web browsers.

<b>Operating System</b>	<b>Compatible Versions</b>	<b>Compatible Browsers</b>
Microsoft	Windows XP and above	Internet Explorer (version 8+) Chrome (current) Firefox (current)
Apple	OS X 10.6 and above	Safari (current) Chrome (current) Firefox (current)
Apple mobile devices	6.0 and above	Safari Chrome
Android mobile devices	4.0 and above	Built-in browser Chrome

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<sup>1</sup> NYSED will update this guide in an ongoing basis to accurately reflect availability of features and functionality from each vendor.

Please ensure that your system is utilizing one of the above configurations to minimize the possibility of technical issues when using the data dashboard selection site and the EngageNY Portal.

### **Technical Support and Selection Questions**

Questions and concerns about the EngageNY Portal program and the data dashboard selection process can be addressed to the Portal help desk at the following phone number and email address.

Phone support: 1-855-252-6900  
Email support: [portal-help@engageny.org](mailto:portal-help@engageny.org)

Thank you for your continued support with this important work.

C: Regional Information Center Directors  
Big 5 Data Coordinators  
Regional Information Center SIRS Project Managers  
Charter School Network Leaders