

SEA LENS

User and Roster Management Guide
LENS Reporting System

Release 2.1

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This section introduces the LENS system and how to access the components.

1 INTRODUCTION

The SEA LENS Reporting System (LENS) is a web-based reporting application that provides interactive access to student assessment data. The application provides the ability to disaggregate the information by various student subgroups, offers dashboard and tabular views, provides 'click-thru' drilling into details, and supports exporting data to PDF and/or Excel.

1.1 ACCESSING THE SYSTEM

The Confidential Reporting module provides secured access (user ID and password) to more detailed assessment data with the ability to drill to rosters and individual student results. The scope of this user management guide is to document how LENS administrators manage users for the Confidential Reporting module.

1.2 CONFIDENTIAL REPORTING

The Confidential Reporting module requires a predefined user ID and password, and is accessible through the following link:

<https://lms.backpack.education>

This section describes the user roles and permissions available in the application.

2 USER ROLES

LENS Release 1.0 provides three (3) roles for users of the application:

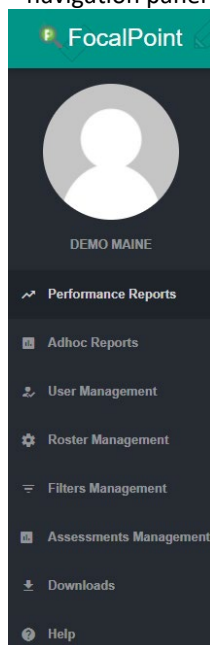
- **District User (role = 'districtuser')**
The district user role provides district-wide access to all district-wide data, school-wide data and individual student data for those students with assessment results reported within the district.
- **School User (role = 'schooluser')**
The school user role provides school-wide access to school-wide data, and individual student data for those students with assessment results reported within the school.
- **Roster User (role = 'rosteruser')**
The roster user role provides access to individual student data for those students with assessment results assigned to a specific roster user through the upload of a separate roster file (using the Roster Management tab).

2.1 LENS ADMINISTRATOR

The DAC and the LENS Administrator, if designated by the DAC, have responsibility for user management for the district. The LENS Administrator will be provided with an administrator ID and password to access the user management features of the LENS application.

2.2 USER MANAGEMENT PAGE

When the LENS Administrator logs into the application, the landing page contains a navigation panel on the left-hand side of the page with four main selections:

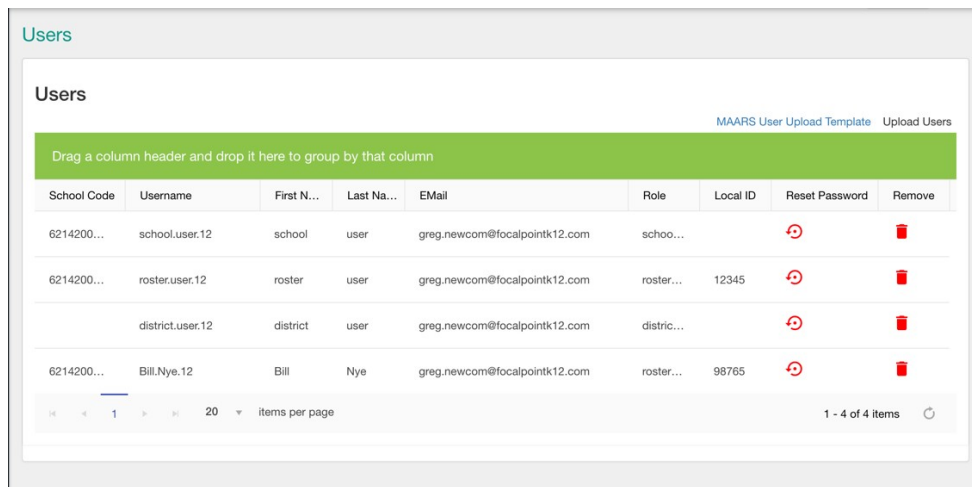


- **Performance Reports**
Performance Reports provides access to quick reports as well as interactive dashboards and reports related to student assessment data.
- **User Management**
User Management is only available to the LENS Administrator and provides access for adding and deleting users.
- **Roster Management**
Roster Management is only available to the LENS Administrator and provides access for uploading and deleting rosters.
- **Help**
The Help link provides access to the LENS support site.

This section introduces the LENS system and how to access the components.

3 USER MANAGEMENT PAGE

The user management page provides the LENS Administrator with the ability to view current users and to add users through a simple Excel file upload process. When the LENS Administrator accesses the page for the first time, the page will look like the picture below.



3.1 EXCEL USER UPLOAD TEMPLATE

Users are added through the use of an Excel template with the following information. The template can be downloaded by clicking on the ‘User Upload Template’ button.

Email	First Name	Last Name	Role	SchoolCode	Local Staff ID
Cindy.Jones@whatever.com	Cindy	Jones	districtuser		
Bill.Smith@whatever.com	Bill	Smith	schooluser	1234	
Debbie.Walker@whatever.com	Debbie	Walker	schooluser	5678	
Steve.Davis@whatever.com	Steve	Davis	rosteruser		98765

The Excel file MUST follow the above layout in order to successfully upload into the system. The columns are defined as:

- 1) Email – This needs to be a valid email address for the user. This email address will be used to provide initial password and password reset information.
- 2) First Name – This is the first name of the user.
- 3) Last Name – This is the last name of the user.
- 4) Role – This must be ‘districtadmin’, ‘districtuser’, ‘schooluser’, or ‘rosteruser’ based on the role to be provided to the user. Please refer to roles described previously.
- 5) SchoolCode – This column should be provided for all users with a role of ‘schooluser’. The school code must be the state-defined 4 digit school code. The second worksheet of the user upload template provides a listing of all school codes and school names as a reference. The school code column is ignored for users with a role of ‘districtadmin’, ‘districtuser’, or ‘rosteruser’.
- 6) Local Staff ID – This column is used for the role ‘rosteruser’ and should be left blank for district or school users. This is the local (district) staff identifier typically found in the district’s student information system (SIS).

User Management

This section describes how to add users to the LENS application.

The LENS Administrator should create an Excel file based on the above user upload template, providing the list of users to be added to the application. Adding users can be completed by clicking on the 'Upload Users' button in the top right corner of the user management page. To add additional users later, use an empty template and add only the new users.

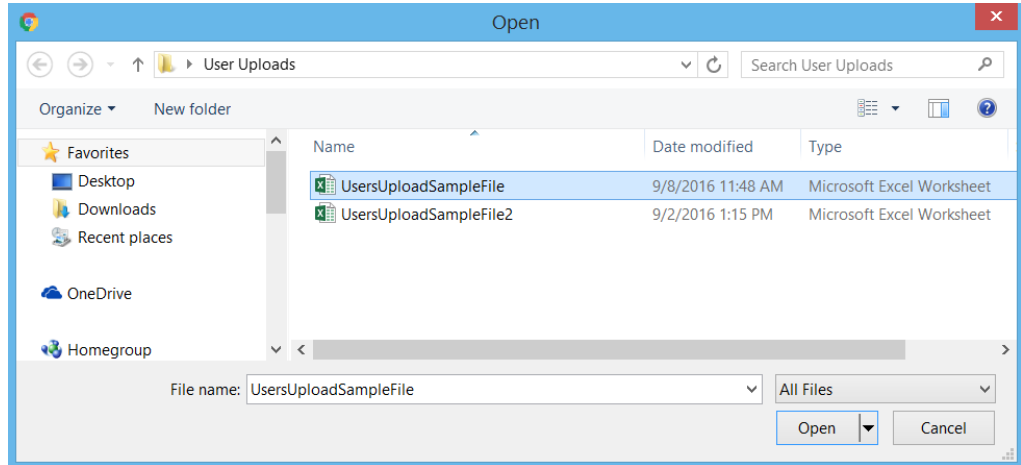
Upload Users

Upload Users & Reset Passwords

This section describes how to navigate to and upload the user Excel file, and how to reset passwords.

3.2 UPLOAD USERS FILE OPEN DIALOG

Upon clicking 'Upload Users', the following file open dialog box will be displayed. Navigate on your computer to the Excel file that was created as described above and select the Excel file. Then click the 'Open' button at the bottom right of the file open dialog box.



After you click 'Open' in the above dialog box, the application will upload the file and add the users to the LENS application.

The user management page will now be updated to display the users that have been added to the LENS application.

The LENS application will utilize the email addresses provided in the user upload file to notify the users that they have been granted access to the LENS application and will provide them with 2 emails: 1) their user ID to access the LENS application, and 2) their password to access the LENS application.

3.3 RESET PASSWORDS

The LENS administrator is responsible for resetting passwords for users who have forgotten their password. This is easily done by simply clicking the 'Reset Password' button for the user. When you click the 'Reset Password' button, the LENS application will email the user a new password using the email address associated with the user.

School Code	Username	First N...	Last Na...	E-Mail	Role	Local ID	Reset Password	Remove
8214200...	school.user:12	school	user	greg.newcom@focalpointk12.com	school...			
8214200...	roster.user:12	roster	user	greg.newcom@focalpointk12.com	roster...	12345		

This section describes how to remove users, add additional users, and update existing users.

3.4 REMOVING USERS

The LENS administrator is additionally responsible for removing users who should no longer have access to the LENS application. This is easily done by simply clicking the 'Remove' button for the user. When you click the 'Remove' button, the LENS application will remove the user and they will no longer be able to login with their user ID and password. If you incorrectly configure a user, you can simply remove them and re-upload them correctly using the Excel template.

Users

MAARS User Upload Template Upload Users

Drag a column header and drop it here to group by that column

School Code	Username	First N...	Last Na...	EEmail	Role	Local ID	Reset Password	Remove
6214200...	school.user.12	school	user	greg.newcom@focalpointk12.com	school...		🔄	🗑️
6214200...	roster.user.12	roster	user	greg.newcom@focalpointk12.com	roster...	12345	🔄	🗑️

3.5 ADDITIONAL USERS AND EXISTING USERS

Users can be added all at once with one upload, or users can be added incrementally. To incrementally add new users, start with a clean/empty Excel template and enter the new users to be added. Existing users will remain unchanged in the LENS system.

If you need to update an existing user (e.g. correct their email address, change their role, or change the school code associated with a school user) you can upload the template with the corrected information associated with the existing user. The user's first name and last name must match EXACTLY as it is configured in the system, as these two elements make up the user's unique user ID, along with an internally generated district identifier (e.g. cindy.jones.123).

If you entered the user's first name or last name incorrectly, the only way to correct this is to remove the user from the application (using the 'Remove' button next to the user's name) and upload the user again with a corrected template. The user will receive an email with their new/corrected user ID, and a second email with their new password.

This section describes how to add rosters to the LENS students application.

4 ROSTER MANAGEMENT PAGE

The roster management page provides the LENS Administrator with the ability to view current rosters and to add rosters through a simple Excel file upload process. When the LENS Administrator accesses the page for the first time, the page will look like the picture below.

School Code	Username	First Name	Last Name	Email	Role	Local ID	Reset Password	Remove
R214200...	schooluser.12	school	user	grng.newcom@focalpointk12.com	school...			
R214200...	rosteruser.12	roster	user	grng.newcom@focalpointk12.com	roster...	12345		

4.1 EXCEL STUDENT UPLOAD TEMPLATE

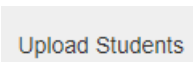
Rosters are added through the use of an Excel template with the following information. The template can be downloaded by clicking on the 'Student Upload Template' button.

SchoolYear	School Code	Local Staff ID	State Student ID	Roster Name
2015-2016	1234	12345	123456789	First Period
2015-2016	1234	12345	321432543	First Period
2015-2016	1234	12345	654765876	First Period
2015-2016	1234	12345	987654321	Second Period
2015-2016	1234	12345	765876987	Second Period
2015-2016	1234	54321	555222111	Gifted & Talented
2015-2016	4321	54321	333444555	Gifted & Talented
2015-2016	2323	54321	789987789	Gifted & Talented

The Excel file MUST follow the above layout in order to successfully upload into the system. The columns are defined as:

- 1) SchoolYear – This needs to be in the form of '2015-2016' as an example.
- 2) School Code – This is the school code associated with the student.
- 3) Local Staff ID – This is the local (district) staff ID (typically found in the district's student information system) that is associated with the staff member on the user management page.
- 4) State Student ID – This is the state student ID for the student(s) associated with the specific roster.
- 5) Roster Name – This is a logical grouping of students for a specific staff member. (e.g., This is the classroom name – 'Second Period').

The LENS Administrator should create an Excel file based on the above roster upload template, providing the list of students to be associated with roster users. Adding rosters can be completed by clicking on the 'Upload Students' button in the top



4.2 REMOVING STUDENTS FROM ROSTERS

The LENS administrator can remove students from rosters by clicking the 'Remove' button next to the student.

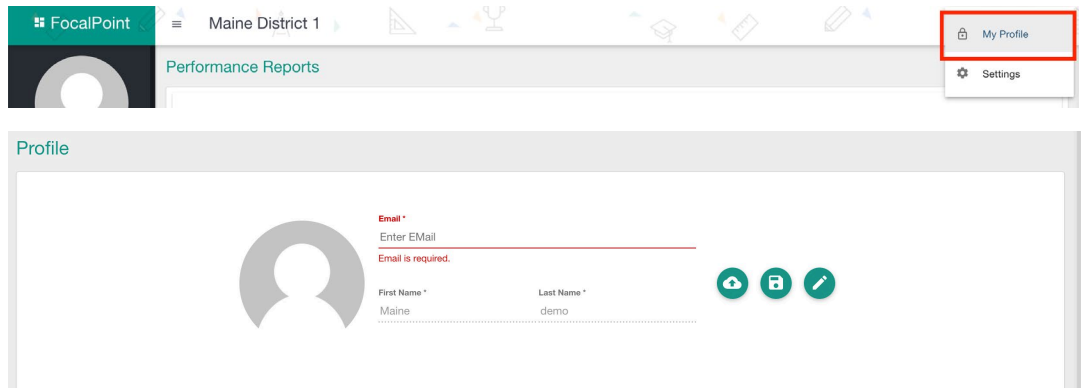
This section describes how special users can change their password.

5 CHANGING YOUR PASSWORD

When users are added they are provided with an initial password for access to the LENS application. Each user can change their password if so desired.

The Change Password feature is accessed by clicking on the person icon on the top right-hand corner of the page beside the Logout button.

This will present the user with a Profile button. Clicking on the Profile button will bring the user to the following page.



From here the user can upload a picture or click 'Change Password'. Clicking on 'Change Password' presents the user with the following screen.

The user can enter the requested information, click 'Change Password', and the user's password will be changed.

This section describes special use cases and support.

6 SPECIAL USE CASES

The user ID is the combination of the first name and last name, followed by an internally assigned district identifier (e.g. cindy.jones.123). The combination of first name and last name must be unique. To assign a user access to more than one school, without providing district-wide access through the 'districtuser' role, you need to create a unique first name and last name for each school associated with a user. The user will receive 2 emails for each user ID assigned to their email address as described previously.

The example below represents a couple of possible approaches:

Email	FirstName	LastName	User ID
Cindy.Jones@yourdistrict.co	CindyJones	JacksonElem	= cindyjones.jacksonelem.123
Cindy.Jones@yourdistrict.co	CindyJones	LincolnMiddle	= cindyjones.lincolnmiddle.123

Email	FirstName	LastName	User ID
Cindy.Jones@yourdistrict.com	Principal	JacksonElem	= principal.jacksonelem.123
Cindy.Jones@yourdistrict.com	Principal	LincolnMiddle	= principal.lincolnmiddle.123

6.1 SUPPORT

The LENS Support site is available at the following link:

<https://focalpointk12.zendesk.com/>

The support site provides access to a variety of training materials, quick-start guides, and videos to assist you.

If you are unable to locate information needed, you can open a support ticket by clicking on the 'Submit a request' link at the top of the support page.

Additionally, you can call the help desk at (866) 377-4265 ext. 1