MABLE USER MANUAL

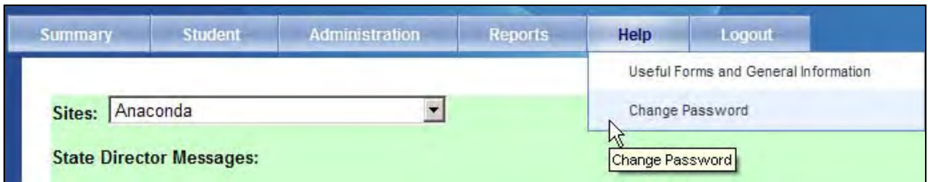
July, 2012

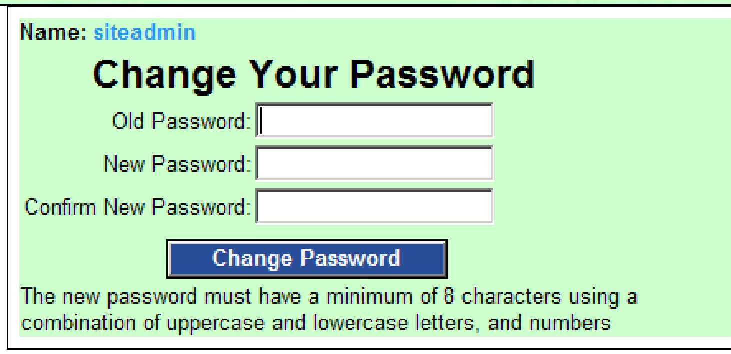
Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Setting up an account and changing your password

If you will be doing data entry in MABLE as a site administrator, the OPI security administrator will set up your account, assigning you a user name and giving you rights to specific sites. Contact Carol Flynn to get started. MABLE will generate a password for you to use for logging in the first time. The assigned password is not user friendly; you should copy and paste it rather than trying to type it in the first time you log in. You will want to change that password as soon as you log in. Choose Change Password from the Help menu.





Paste the password you received into the Old Password field and then type in your new password twice. Click Change Password.

Because you are logging into a state network, you will be forced to change your password every 60 days. On login, you will be directed to the above screen where you will make the change. Once the password has been changed successfully, you will be allowed to continue into MABLE.

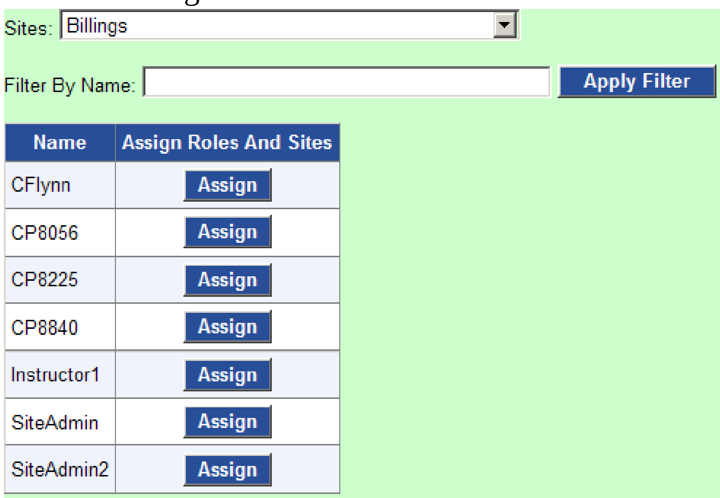
You can change your password more often if you like by returning to Help>Change Password. If you suspect your password has been compromised, you should change it immediately.

*****Remember that MABLE contains confidential student information, and you are required to treat it responsibly. For example: don't write your password on a piece of paper and 'hide' it somewhere on your desk. When you step away from your computer, you should lock the screen so no one can access it in your absence.**

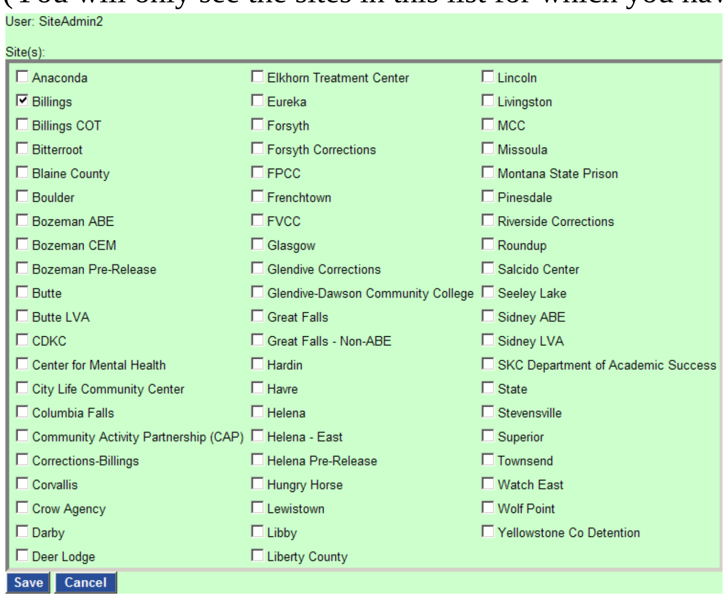
Setting up Instructor Accounts

All accounts are now created by our Security administrator. Contact Carol Flynn. Once the account is created, you will need to assign the instructor to the appropriate site(s).

- Choose Administration>Update User Information;
- Filter to find the user you want to assign.
- Click the Assign button next to the chosen user name.



- Check the box in front of each site to which you want to assign the instructor. (You will only see the sites in this list for which you have admin rights.)



- If you have a main site and multiple satellites, you might prefer that the instructors at each satellite see only student records from that site.
- For instructors who travel to multiple sites, you would want to assign rights to all those satellites.
- Be sure to scroll to the bottom of the page and click Save before leaving the page.

Personnel Maintenance

It is necessary to create records for all personnel at the site. This information is reported on NRS Table 7. Because we are switching to a different layout for personnel data, you may need to spend some time cleaning up the existing personnel data to make it fit into the new screens. Use the student change request form to send any personnel change requests. It will be a time saver if you indicate the change is for personnel rather than a student. *This page is not currently open to Instructors, but that is being changed. Instructors will be able to enter and update their own information.*

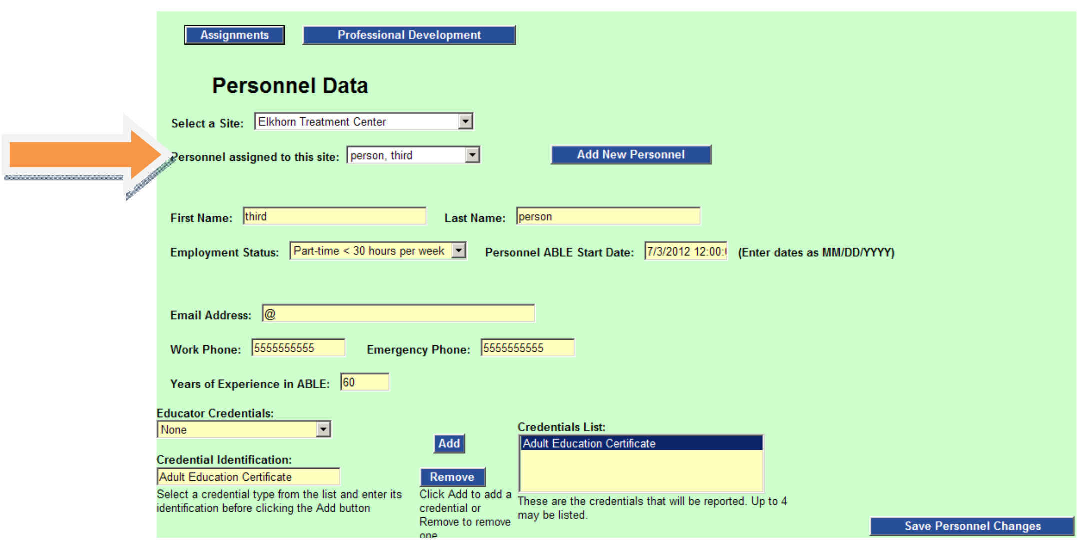
As with entering students, adding personnel records is a two-step or three-step process, depending on whether the person is an instructor.

1. First you create a record for the person on the Personnel Data page, including email, phone numbers, certificate information and full/part time status
    a. If a person leaves your program, you will need to have the OPI end date that person's record.
2. Second you assign the person to whichever sites or satellites are appropriate.
    a. Each assignment will have a start date, job description and location.
    b. The end date will be blank until the person leaves that assignment.
3. For instructors, you will also associate that person to whatever classes she/he is teaching. This is done on the Class Maintenance screen. (See next section)

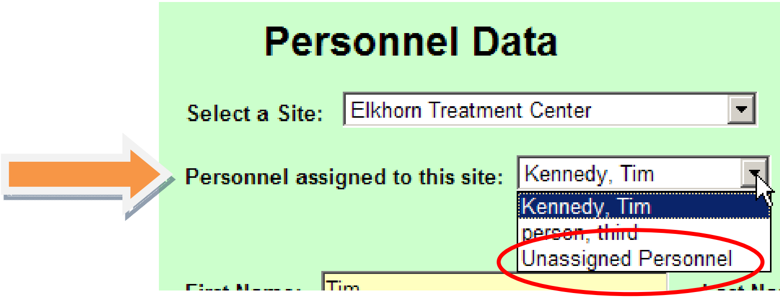
PERSONNEL DATA

Choose Administration>Personnel Maintenance; the Personnel Data screen opens displaying the first person from an alphabetical list of people assigned to your selected site. You may edit that person's record or choose another name from the list.

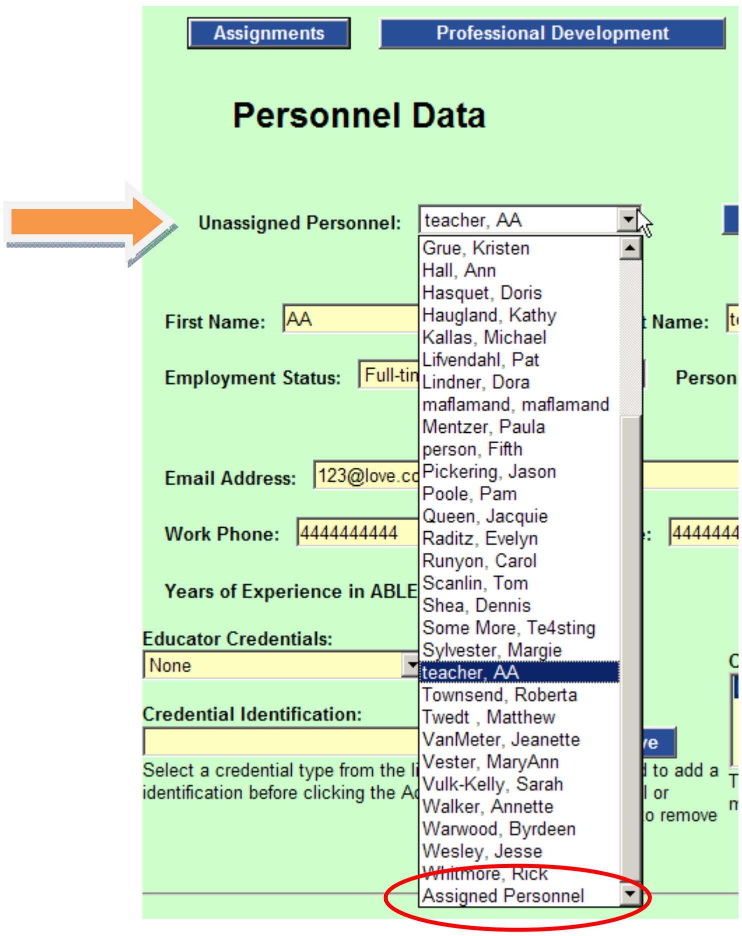
Note: You can move between a person's personnel data, assignments and professional development activities by clicking on the buttons at the top of the page. The name, assigned site and ABLE start date will appear on all three pages.



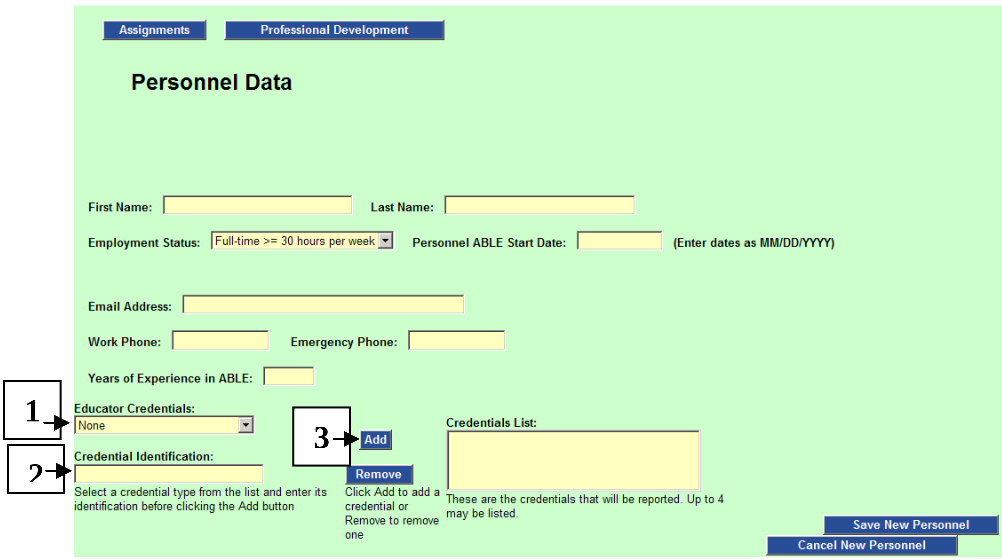
To view the names of people not assigned to any site, choose 'Unassigned Personnel' from the bottom of the list.



The Unassigned Personnel list includes everyone who has a record in the state but who does not have a current assignment at any site. Select a person from this list, or select Assigned Personnel at the bottom of the list to return to a list of people assigned to your site.



Add a new person:
To create a record for a new person, choose Add new Personnel.
All the fields on this page are required, and most are self-explanatory.



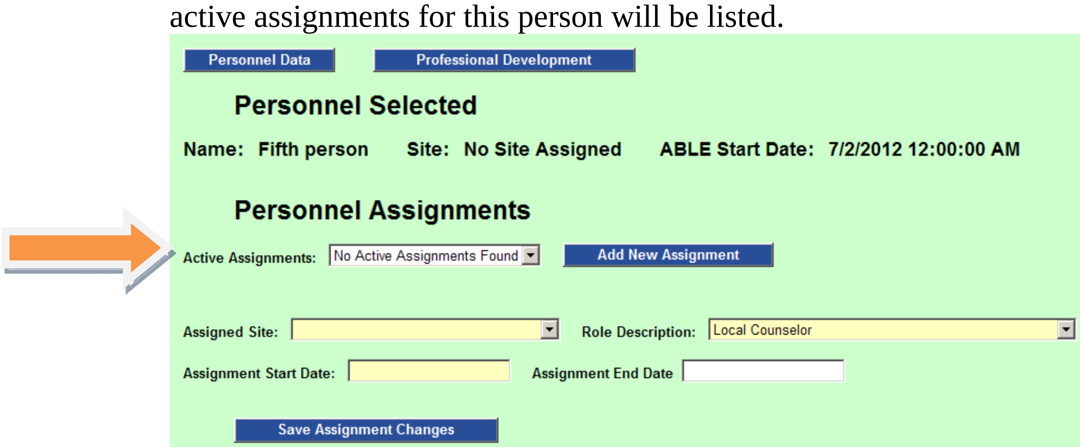
Adding Educator Credentials:

1. To add educator credential information for a person, choose an educator credential from the list.
    a. If there are no credentials to report, click on None in the dropdown list, and click Add (step 3 above).
2. Fill in credential identification number. For K-12 certificates from Montana, this will be the Folio id number.
3. Click Add to add this credential to the person's list on the right of the page.
    a. You must enter the credential id info before clicking the Add button.

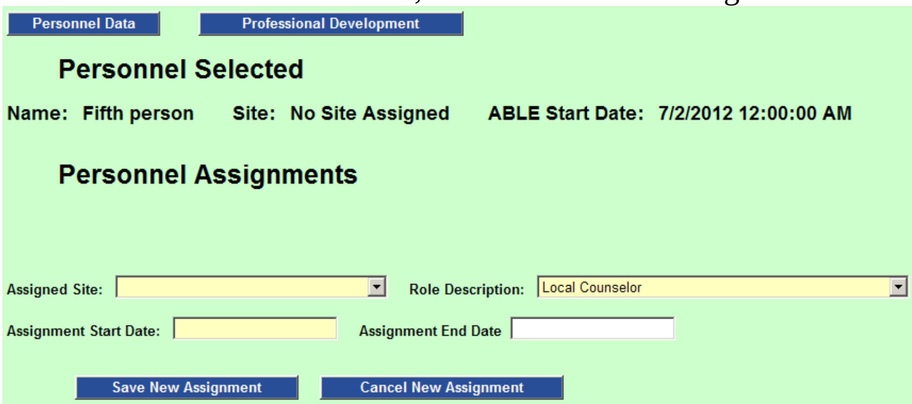
- To Remove a credential, select it from the box on the right and click Remove.
- Repeat the process for all credentials in the list held by this person.
    - A person can have up to one each of the listed educator credentials.
    - We are only collecting counts of people with the listed credentials.
- When all fields are complete, click Save New Personnel.

ASSIGNMENTS

Once the persons's record has been saved, click on the Assignments button to go to the next screen. On this screen you can add new assignments or edit existing ones. Current active assignments for this person will be listed.

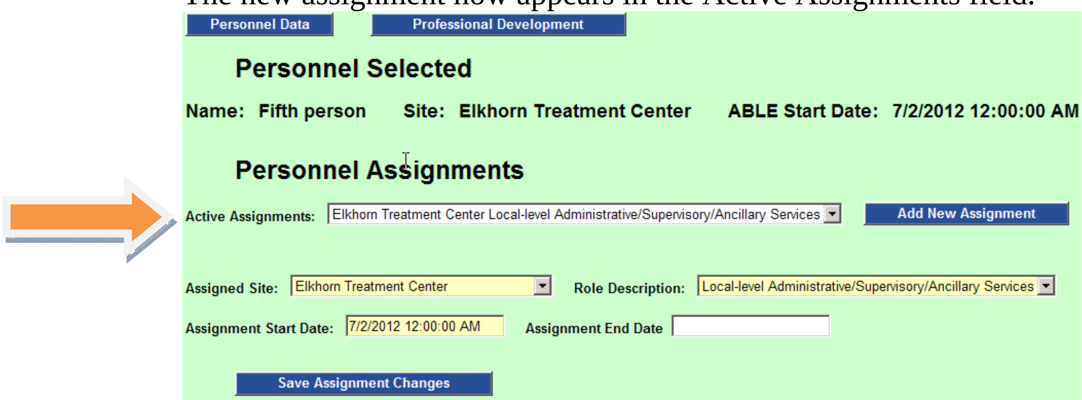


Select one from the list to edit it, or click Add New Assignment.



- Select a site from the list.
- Select a role discription
- Enter the assignment start date (this date must be on or after the ABLE Start Date)
- Click Save New Assignment Or Cancel New Assignment.

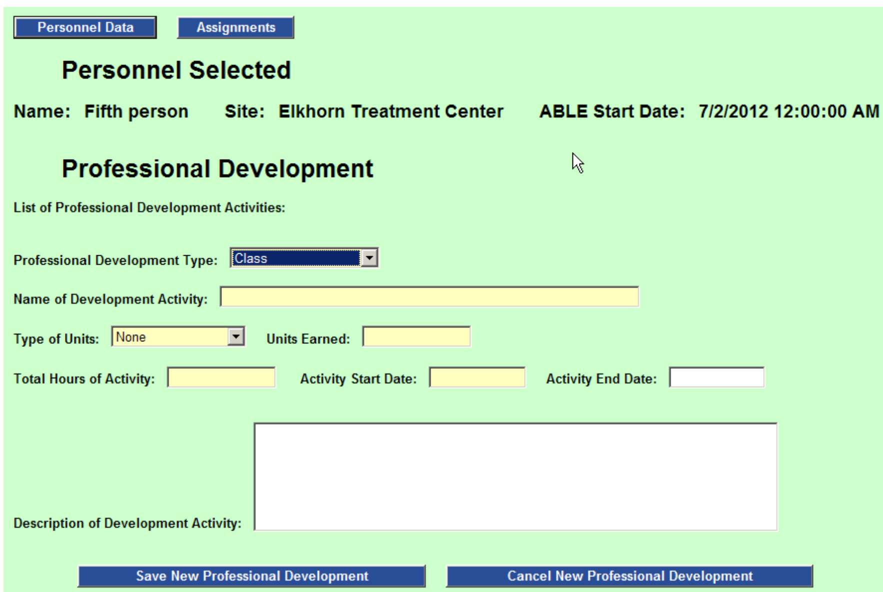
The new assignment now appears in the Active Assignments field.



PROFESSIONAL DEVELOPMENT

All Professional Development (PD) activities occurring on or after July 1, 2012 should be recorded in Mable. Select any person on the Personnel Maintenance page and click the Professional Development button at the top of the page to access the PD form.

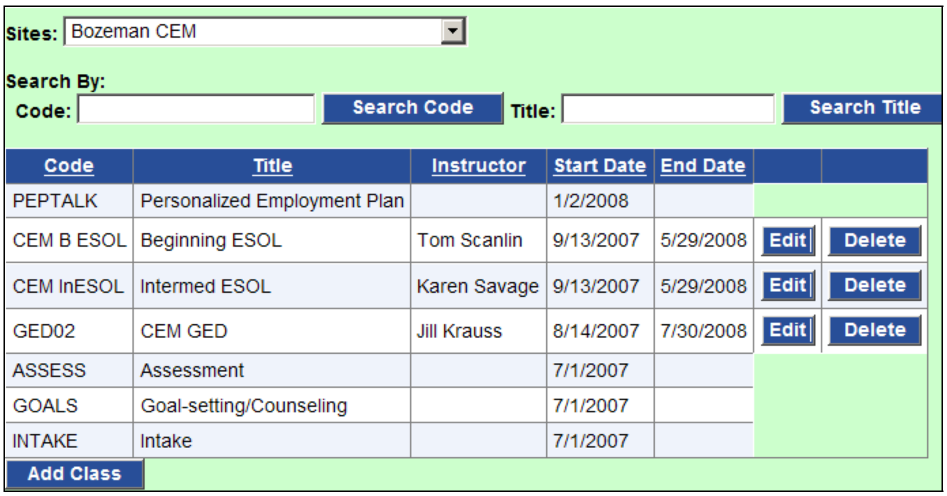
Existing professional development activities for this person will be listed. You can choose one to edit, or click the Add Development Activity button to create a new PD record.



- Select an activity type from the list
- Enter the name/title of the activity/event
- Select the type of professional development or continuing education units, if any, that were awarded.
- Enter the number of units earned
- Enter the total number of hours of the activity
- Enter the activity start date (required) and end date (optional).
- The description box (optional) allows you to enter more information about this activity that you might find helpful. You can copy and paste into this box; for example, a conference agenda or class synopsis.
- Click Save New Professional Development.
- The Activity will now display in the first field on this page.

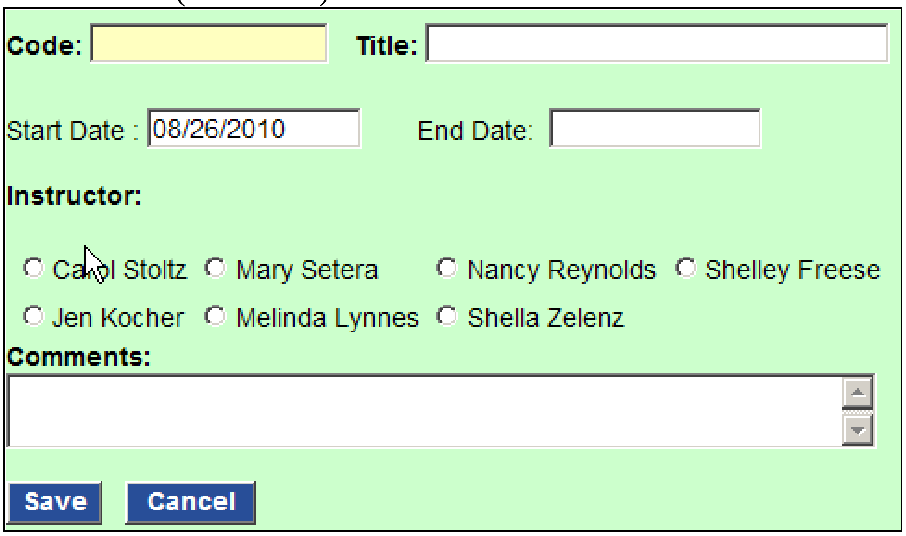
Class Maintenance

Attendance is collected by Class, so you need to create a record for each class offered at your site. In addition to the classes you set up, MABLE creates default classes for Assessment, Goal-setting and Intake. Programs that have been set up for distance learning will also have all of the distance learning classes in their lists.
Each class has a Code, Title, Instructor, Start Date, and if applicable an End Date.
To edit an existing class or create a new class choose Administration>Class Maintenance.



- You can sort the class list by clicking on any of the column headers.
- Search the list by Code or Title by typing in the box at the top of the list and clicking the Search button.
- To Edit or Delete a class, choose the appropriate button next to that class.
  - You will not be allowed to delete a class if there are attendance hours attached to that class.
- Add Class
  - Before creating a new class, you can use the Search feature to determine whether the class already exists. This is particularly helpful if you have many pages of classes.

Add a Class (Continued)



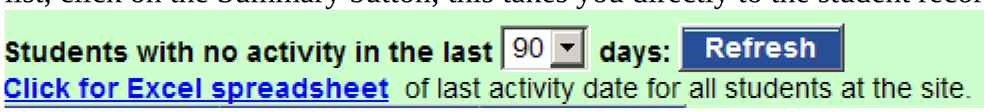
- Code is required – limited to 10 characters.
- Title is optional, but is generally a more thorough description of the class
- Preface the Title with BR if the class is a 'Bridge' class – a class specifically designed for transitioning to a postsecondary institution.
  - If your program doesn't offer a specific course just for transitioning to postsecondary, you do NOT need to create such a class.
- Choose the start date for the class
- Select the name of the instructor who will be teaching the class.
- One instructor must be assigned to each class.
  - The class lists on the attendance pages will now display the class name and the name of the instructor assigned to that class.
- The Comment field is optional and was included for your benefit, in case you want to include additional notes about a class. Include any comments that will be useful for you.
- Click Save

If a new instructor starts teaching an existing class, DO NOT just edit the name of the teacher for that class. If you do, all historical data will be altered to include the new teacher's name. Instead, end-date the class with the old instructor name and create a new class, assigning the new instructor.

The Site Summary page

This is the MABLE Home page. The information shown here is designed to give you an at-a-glance look at students who might need attention.
You will be able to choose which of your sites to view from the dropdown list. In most cases, there is only one site.

- Any current messages from the state director are displayed first. Check here for news about updates and changes in MABLE.
- The first group of student names shows you students with no attendance within the last 90 days. Those students should be given a separation date. You can filter the list for a different number of days if you wish. To separate a student on this list, click on the Summary button; this takes you directly to the student record.



By clicking on the above link, you can create a spreadsheet report that shows the last activity date for all active students at your site.

- The middle section displays students who are eligible to test. This includes students with more than 60 hours and no post test, those in the last 30 days of their instructional year and those whose instructional year has changed and need to be pretested.

The spreadsheet link creates a list of all active students at the site, along with any testing status message, instructional hours and last assessment date.

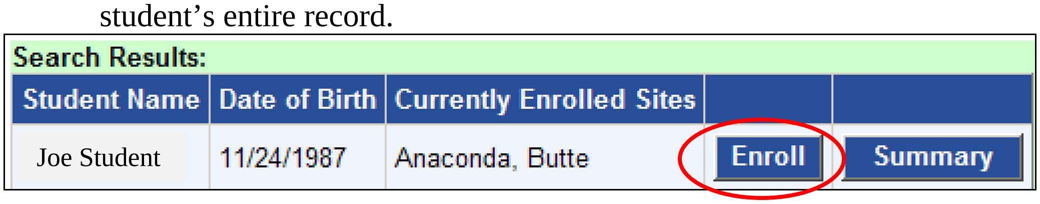
- The final section shows students who have not selected a goal for this program year. It is not required for a student to select a goal. Starting in the 2012-13 program year, we will no longer be reporting counts of students with self-selected goals to the NRS. However, goal setting is an important part of the student intake process and helps inform instruction.

Creating a student record

- Each student is entered into the MABLE database just once, but he can be enrolled at multiple sites.
- Before creating a new student record, you must determine if the student is already in the system.
- Choose Student Locator from the Student menu, and do a search by name, date of birth or SSN. If you are unsure of the spelling, check the Search for Similar Sounding Names box and the program will return various spellings. (e.g. Gardner, Gardiner, Gardener).

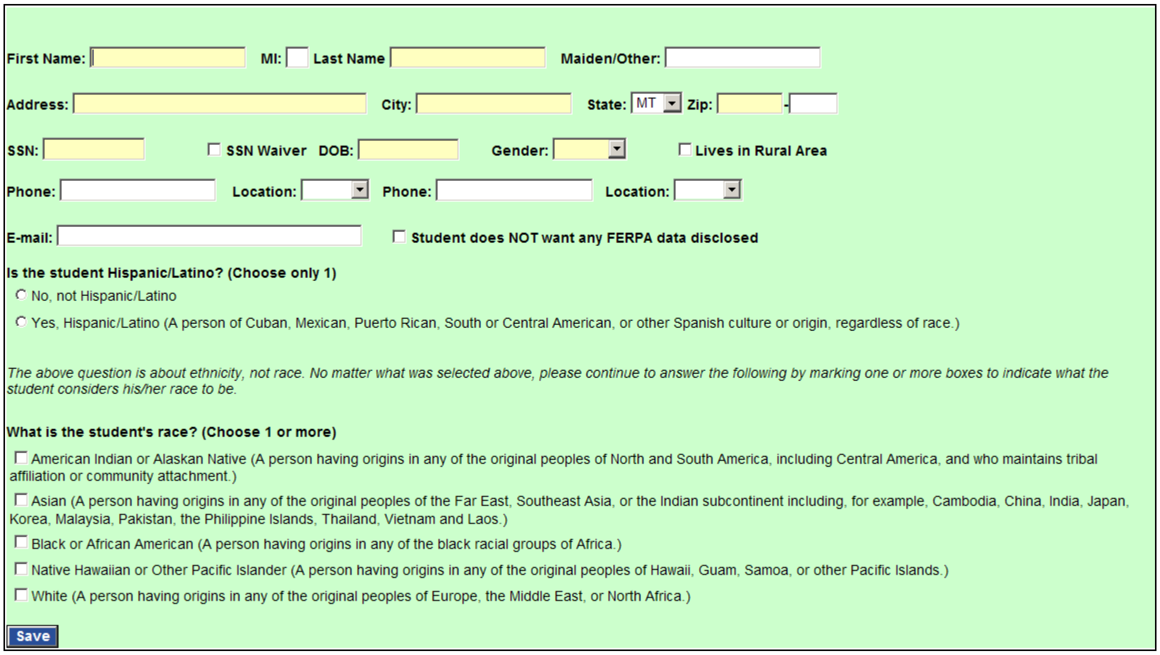
If the student record you are searching for is displayed:

- Click Enroll next to the name to create an enrollment record for the student at your site.
    - o Once the enrollment record is created, you will have access to the student's entire record.

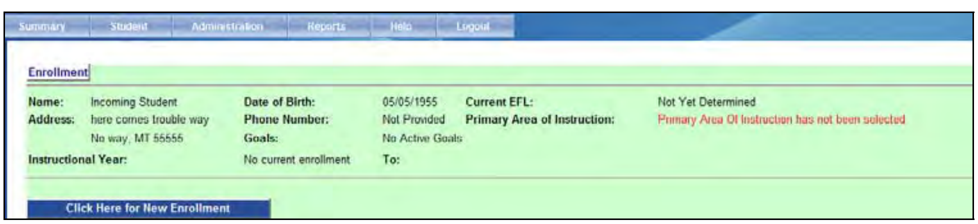


***Note that you can see in which other sites the student is currently enrolled.

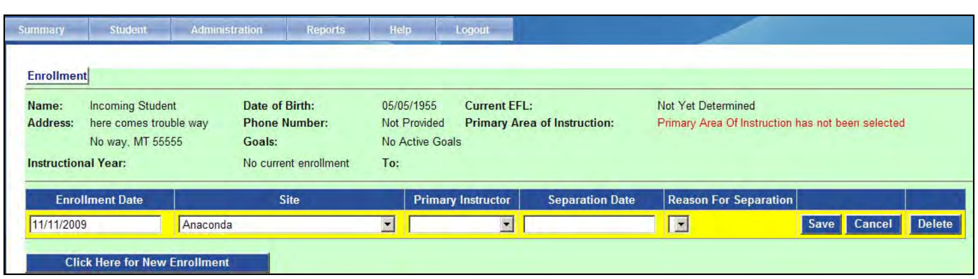
If the student record is not found: click on Add Student.



- Enter the student's name, address, birth date, gender and other information on the **Core Data** page.
- Yellow highlighted fields are required.
- The SSN waiver checkbox is important. If a student is in any of the cohort groups, we need a signed waiver before we can do data matching to determine measure completion.
- Students who last attended prior to July 1, 2010 will need to answer the two-part race/ethnicity question.
- Click Save.
- This will create a record for the student, but will not enroll him in your site.



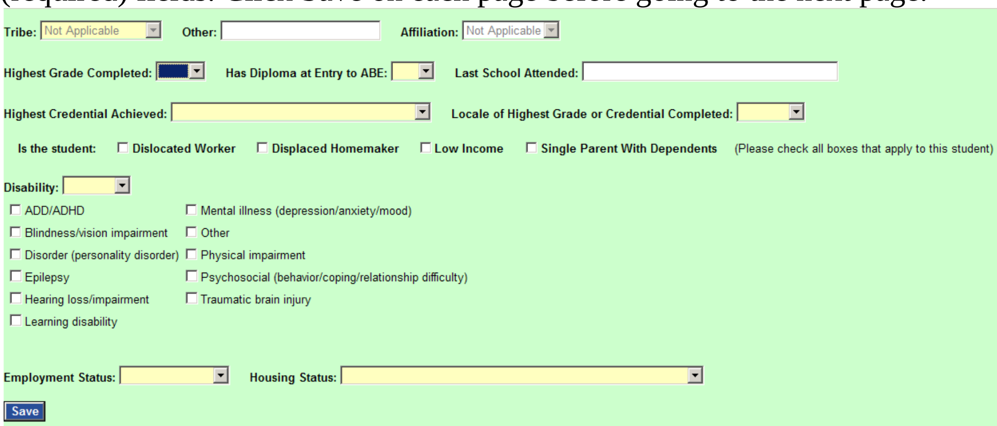
- You need to create an enrollment record for the student at your site.
- Choose Click Here for New Enrollment



- The new enrollment record will be highlighted in yellow.

- The enrollment date defaults to today's date but you can enter any date.
- Select site name and primary instructor if applicable.
- Click Save.

As you save each page, MABLE will go to the next page. Fill in Contact and Demographics information on the appropriate pages, making sure you enter data into all yellow (required) fields. Click Save on each page before going to the next page.



CHANGES AS OF JULY 1, 2012:

Has diploma at entry to ABE – This is self-reported information. Students who answer yes to this question will be included in the cohort for Enter PostSecondary Education or Training. Include students who have a GED at entry to ABE, but do NOT go back and update this if the student earns a GED while enrolled. For students who earn their GED while enrolled, Mable will track that information and include those students in the cohort.

Highest Credential Achieved – The NRS wants to track the education that students have achieved prior to entering an ABE program. Students may have achieved more than one item on the list; choose the highest educational achievement the student reports. Do not update this answer if the student makes further achievements while enrolled. We are only reporting on achievements made prior to enrollment.

Locale of Highest Grade or Credential Completed – Choose from U.S. or Non-U.S.

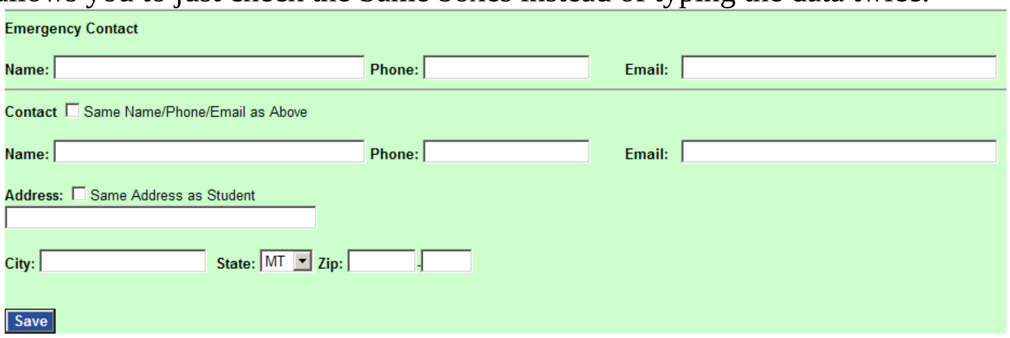
Dislocated Worker, Displaced Homemaker, Low Income, Single Parent with Dependents – This information is reported on Table 6. The following definitions are from the NRS Guidelines:

> **Low-Income** - The learner receives or is a member of a family who receives a total family income in the 6 months prior to enrollment of 70 percent of the income level standard for a family of that size, or the learner is receiving or is a member of a family who is receiving cash assistance payments from Federal or State agencies or food stamps, or the learner can be designated as homeless under the McKinney Act.
>
> **Displaced Homemaker** - Learner has been providing unpaid services to family members in the home, has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and experiencing difficulty obtaining or upgrading employment.
>
> **Single Parent With Dependents** - Learner has sole custodial support of one or more dependent children.

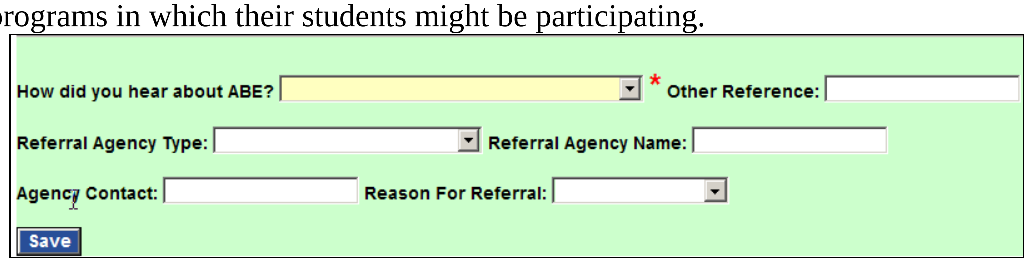
Dislocated Worker - An individual who receives an individual notice of pending or actual layoff from a job, or an individual who receives a publicly announced notice of pending or actual layoff.
Learning-Disabled Adult - Learner with an IQ in the low-average and above level (70+ to any level) who has deficits (related to neurological impairments) in capacity in defined limited learning areas; this can include dyslexia (reading disability), dysgraphia (writing disability), and dyscalculia (math disability). The learner also has a history of previous educational efforts.

Employment status must be updated once each program year.

The **Contact Info** page has space for an emergency contact as well as a regular contact who will always know how to locate the student. That is frequently the same person, so Mable allows you to just check the Same boxes instead of typing the data twice.



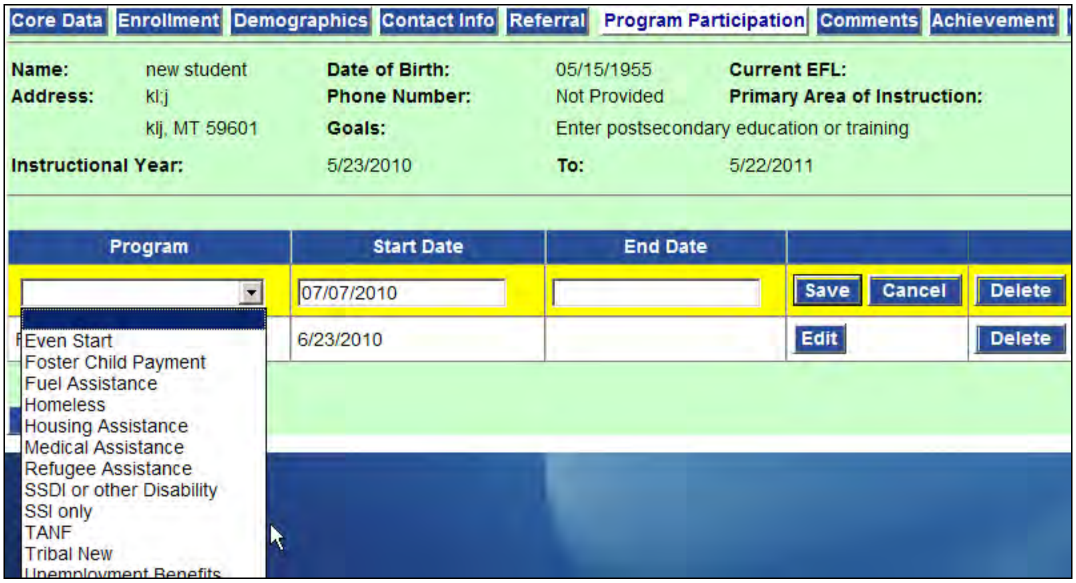
The **Referral** page allows sites to track information regarding community partners and other programs in which their students might be participating.



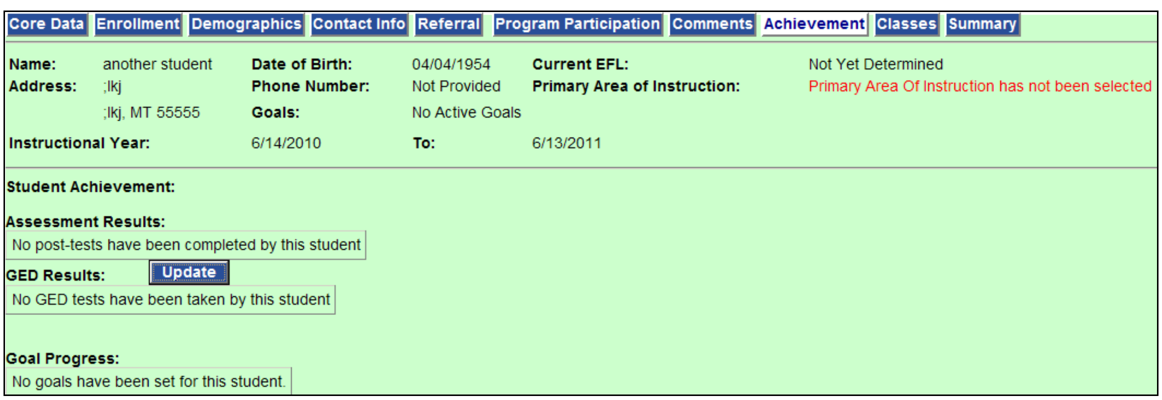
Reasons for Referral include *Assessment Only* and *Enrollment in ABE*. Students who have come to your site for Assessment Only can be entered into MABLE but will not be included on any ABE or NRS reports.

If a student comes for Assessment Only and returns later to enroll in the program, change his reason for referral to Enrollment in ABE.

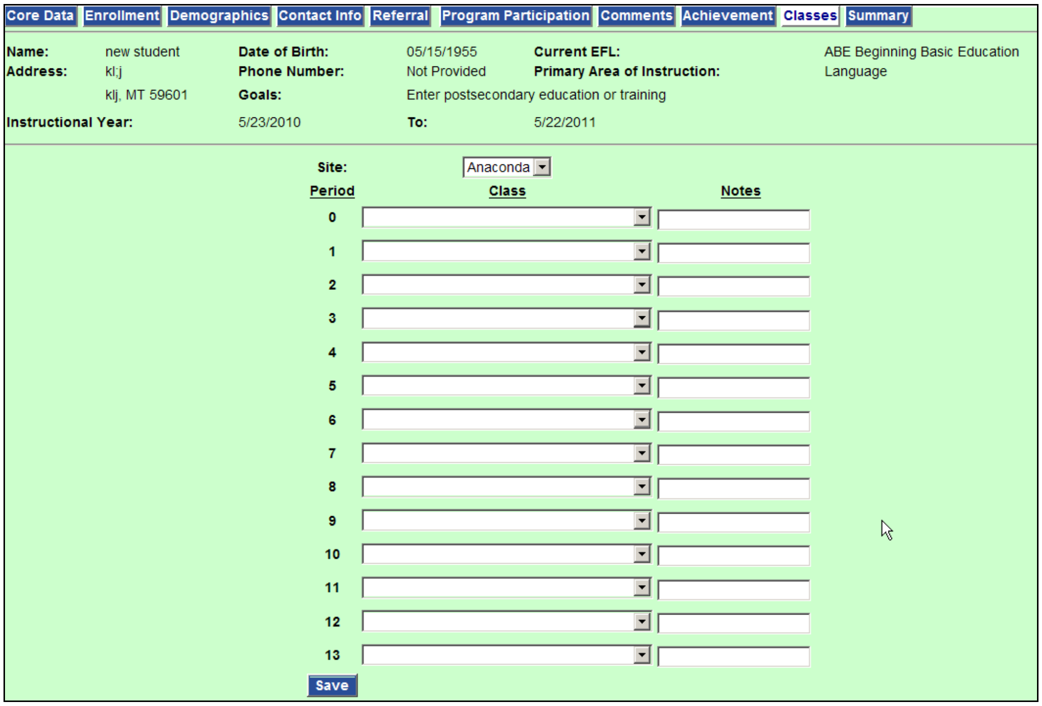
The **Program Participation** page allows you to create a record for each federal, state or tribal program in which the student is a participant. Click Add Program and then choose a program from the dropdown list. The student might be participating in more than one program; after you save one record, click on Add Program to select the next program in which the student is participating.



The **Achievement** page is for displaying the student's Assessment, GED and Goal completion results. This page will be blank until the student has taken post tests, taken at least one GED test, or set a goal. If the student has signed an SSN waiver, you will be able to click the Update button on this page to see his latest GED results. If the SSN waiver box is not checked on the Core Data page, the Update button will not be visible for that student.

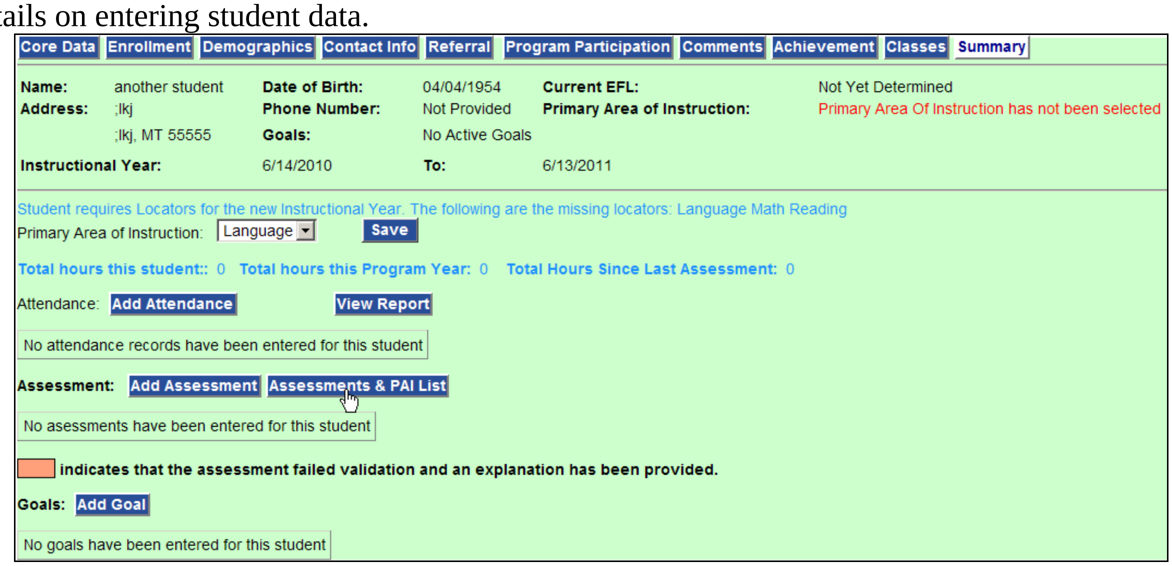


The **Classes** page is optional for sites to use as they find it useful. There is no reporting based on the student schedule that is entered here.



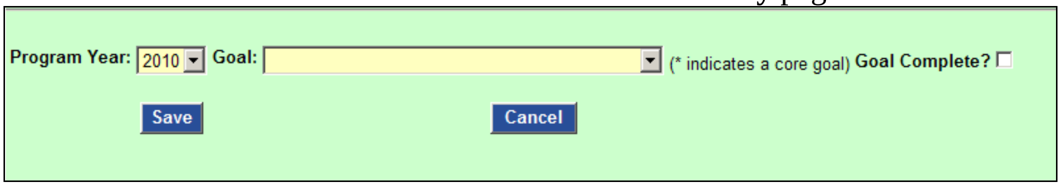
This page is useful if you would like to enter your attendance by Instructor. If you assign the student to classes on this page, and assign each of your classes to an instructor, you can use the Attendance by Instructor option described below.

The **Summary** page is where you can enter and view the student's attendance record, assessment history and goals. This is the only place for entering assessment or goals. Depending on how you do attendance at your site, you can enter student attendance from this page, or use one of the options listed under the Student menu. See instructions below for details on entering student data.



Entering Goals

Click the Add Goal button at the bottom of the student's **Summary** page.



- Choose the program year when the student hopes to achieve the goal. This defaults to the current year until June when it defaults to the upcoming year.
- Pick a goal from the dropdown list
- Save the record
- Current student goals will be displayed at the top of the student record right under Primary Area of Instruction.

If the chosen goal is one of the core goals, MABLE will mark the goal as complete at the end of the program year by using Data Match. For secondary goals, you will need to click on the Edit button next to the goal on the Summary page. That will take you back to this page where you can select the goal and mark it complete. There are no reports generated for secondary goal completion.

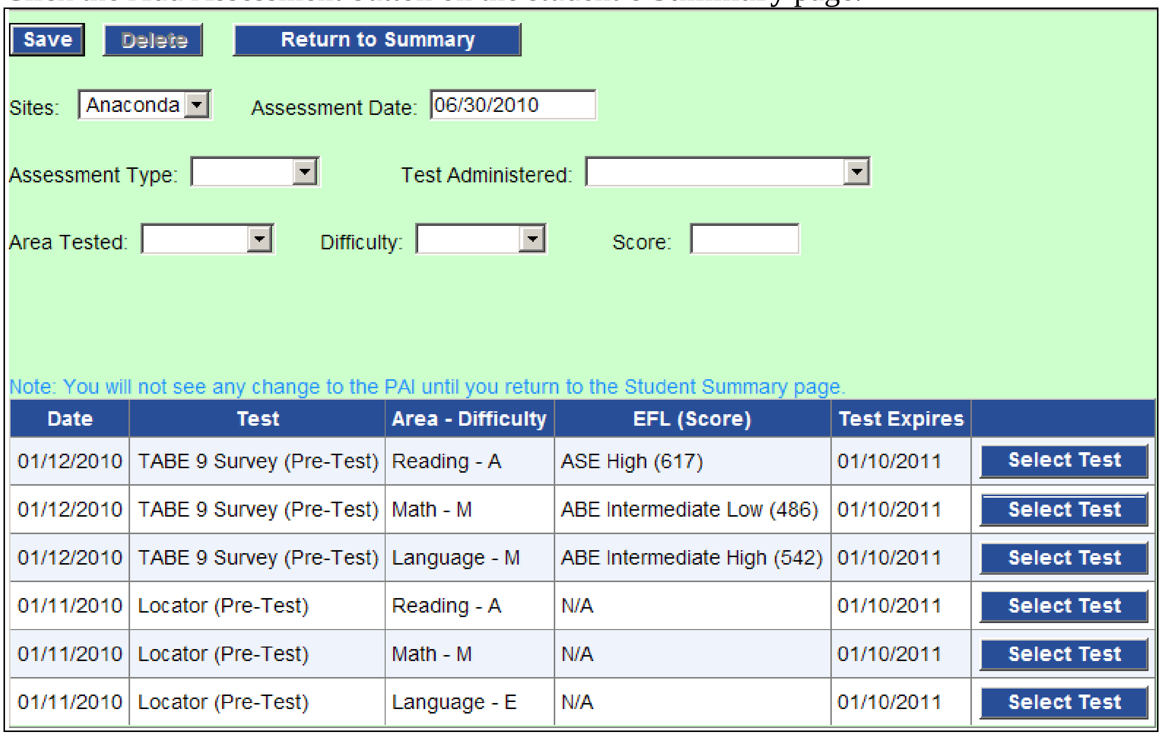
***If a student has selected a core goal, he/she must have signed a waiver in order for the OPI to do data matching. Indicate whether the waiver has been signed on the **Core Data** page.

Starting with the 2012-2013 program year, the OPI will no longer be reporting to the NRS about students who have completed self-selected core goals. The NRS has created new criteria for which students we must report for completion of the core measures. ***However, goal setting is still an important part of the intake process and helps guide student instruction.***

Entering Assessment

Students should be assessed within 12 hours of enrolling in a program. Assessment data must be entered into MABLE within 30 days of the test date.

Click the Add Assessment button on the student's **Summary** page.



Date	Test	Area - Difficulty	EFL (Score)	Test Expires	
01/12/2010	TABE 9 Survey (Pre-Test)	Reading - A	ASE High (617)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Math - M	ABE Intermediate Low (486)	01/10/2011	Select Test
01/12/2010	TABE 9 Survey (Pre-Test)	Language - M	ABE Intermediate High (542)	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Reading - A	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Math - M	N/A	01/10/2011	Select Test
01/11/2010	Locator (Pre-Test)	Language - E	N/A	01/10/2011	Select Test

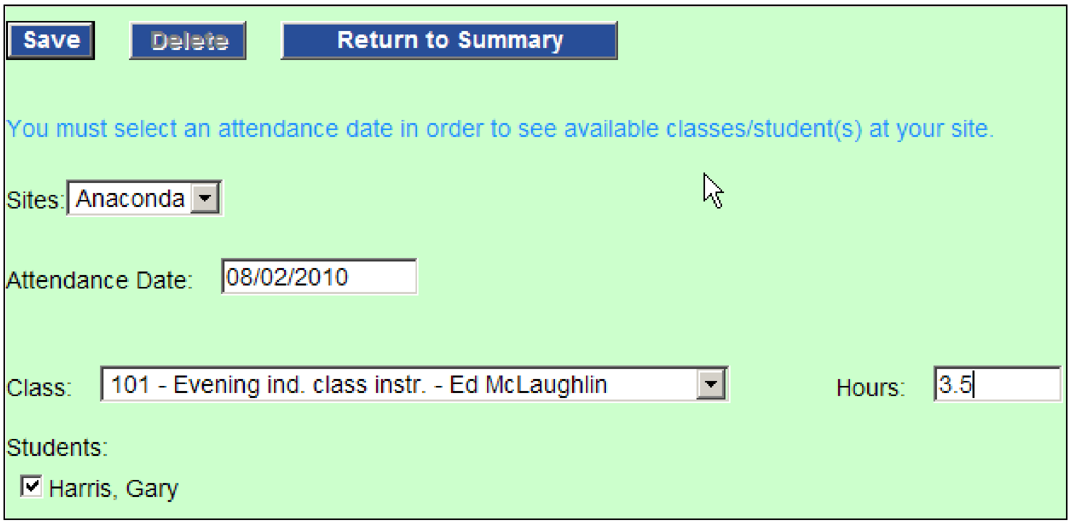
- Choose your site
- Choose the test date
- Select either Pre-Test or Post-Test
- Select the test administered: BEST Plus, Locator TABE 9 or TABE 10
- Select Area tested – for TABE only
- Select Difficulty – note, TABE test difficulty must be the same or one level higher than the Locator level
- Enter the Score – Locators have no scores
- Click Save
- You will get a message confirming the assessment was saved, or a message explaining why the assessment didn't meet validation criteria.
  - In some cases you will be able to enter an explanation for not meeting the validation criteria and then save the test.
  - In other cases, you will not be able to save the test score as entered.
  - Review the policy and make sure your data entry was correct.
- You can enter another assessment, or return to the student's Summary page

Entering Attendance

MABLE attendance entry screens were designed to accommodate the various methods that sites use to collect attendance. MABLE will not allow entry of attendance dates more than 30 days old, so you must keep your data entry current.

Individual Student attendance entry

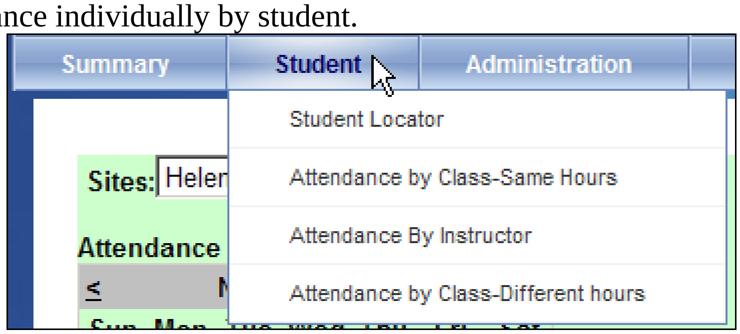
If you collect attendance by individual student, you may want to enter each student's attendance from the individual student summary page.
Click Add Attendance



- Select a site
- Select a date
- Select a class
- Once you have made those selections, the student's name should appear in the Students list. MABLE confirms that he was enrolled in the selected site on the selected date and that the class was a valid class on that date.
- Enter his hours of attendance and Save
- You can enter another attendance record or Return to the student's Summary page

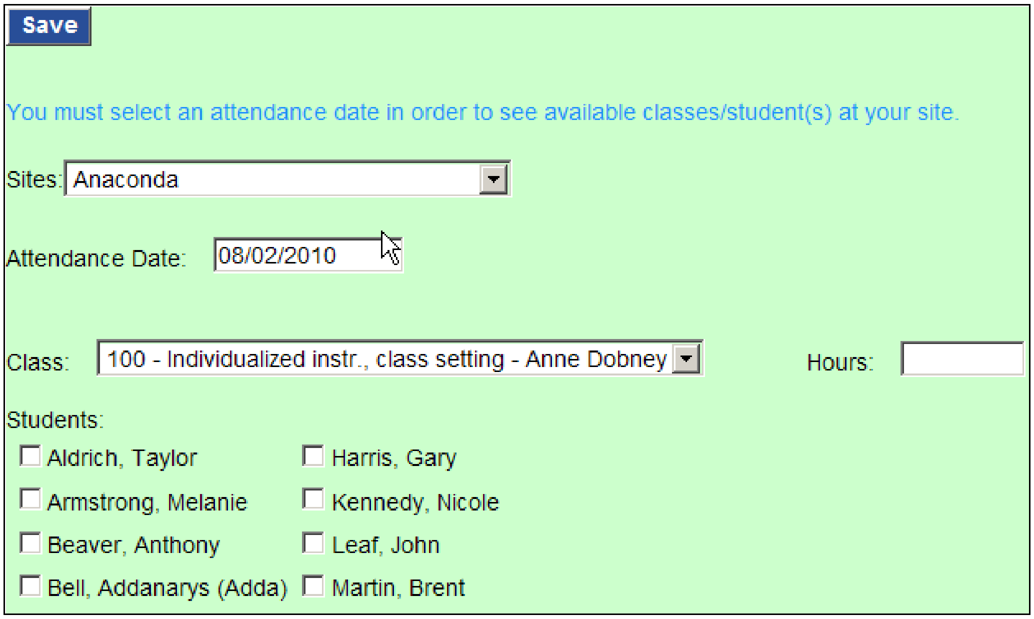
Group Attendance Entry

If you collect attendance by class or by day, you might prefer to enter attendance using one of the choices from the Student menu. This can be a time-saver over entering attendance individually by student.

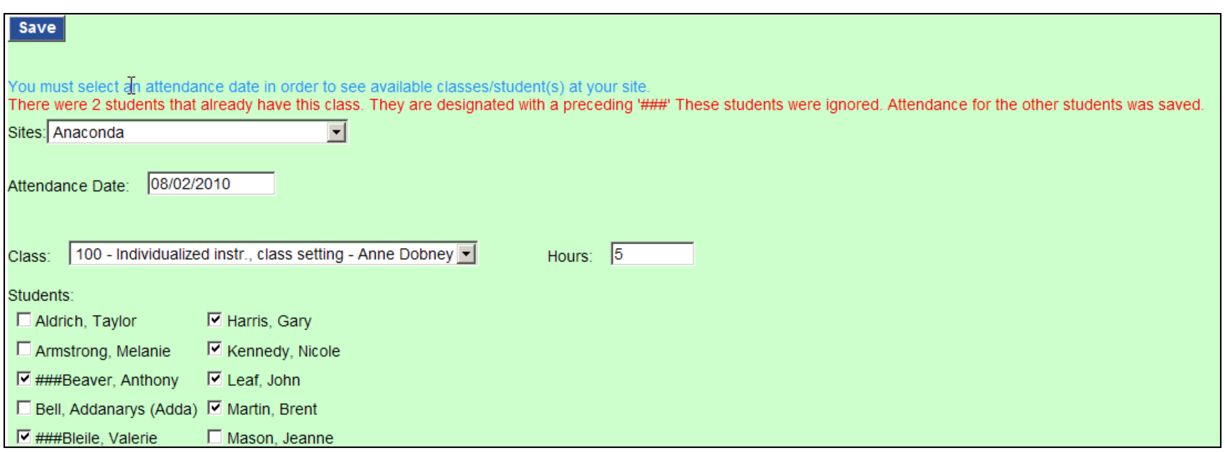


Attendance by Class – Same Hours

If you have a class that many students attend for the same period of time, you can enter all their attendance at once.



- Select your site name and a date
  - The names of all students who were enrolled at that site on that date will populate the page in alphabetical order.
- Select the class name – notice that the instructor name is included for your convenience.
- Enter the number of hours for the class
- Check the box in front of each student who was in attendance on that day.
- Click Save
- If this is a duplicate class or one or more students, all records except the duplicates will be saved. The duplicates will marked with ### so you can check your records for those names.



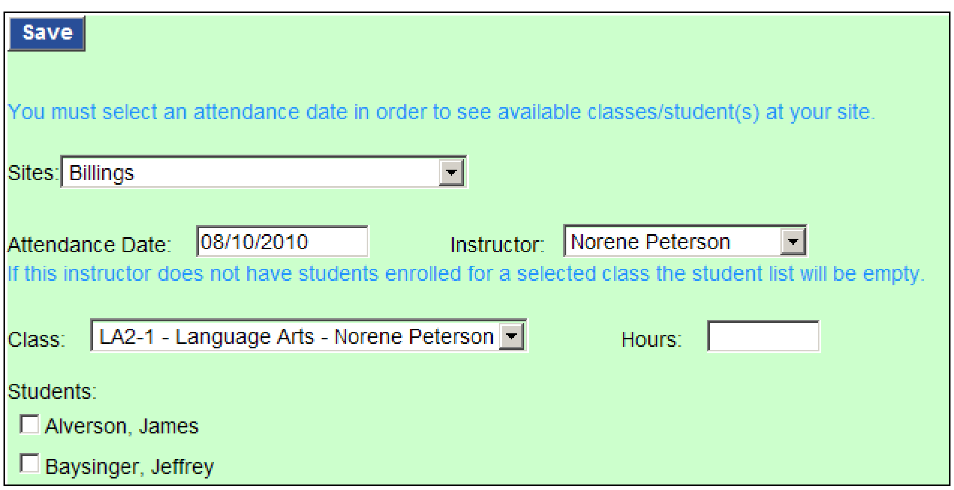
Attendance by Instructor
This method is useful for large sites. The primary purpose is to filter the list of active students to just those students taking a particular class. Otherwise, the screen would contain hundreds of names and the task of data entry would be more tedious. If Instructors are entering their own attendance, this makes the task quicker and easier.

Before choosing this option:

1. In order to use this option, you must have assigned instructors to each of your classes, and assigned classes to each of your students.
   - Choose Administration>Class Maintenance.
   - Click the Edit button next to a class.
   - Check the box in front of the Instructor who teaches this class (see explanation in Class Maintenance section)
   - Click Save
2. For each student, you must go to the **Class** page and select all the classes he will attend. Classes do not have to be listed in any particular order on this page.

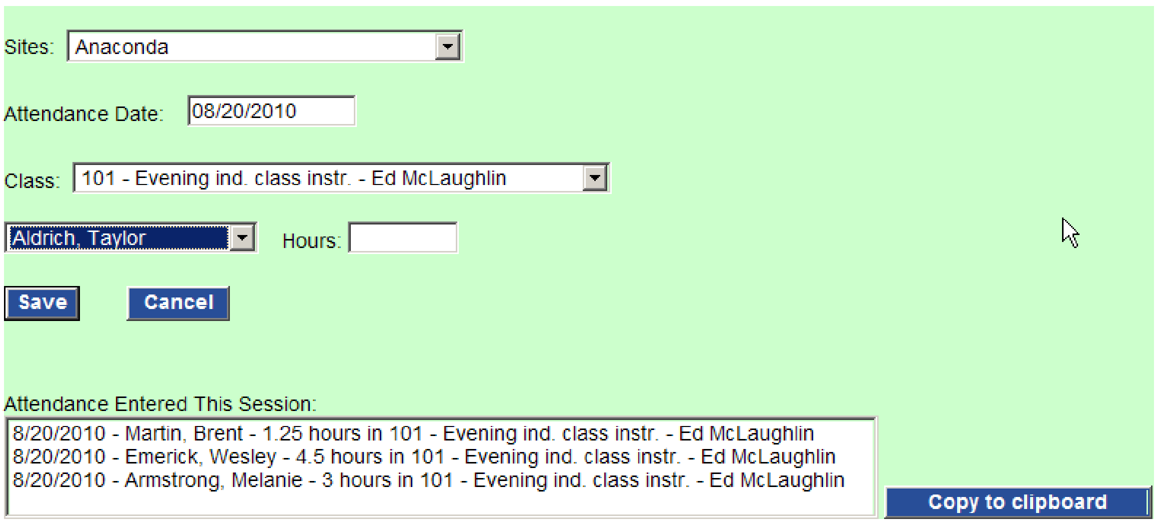
To enter attendance:

- choose Student>Attendance by Instructor
- Choose a site name
- Choose an instructor name
- Choose a date
- The class list will populate with all classes to which that instructor has been assigned
- Choose a class
- The Students: list will populate with all students assigned to that class
- Enter the number of hours of class
- Check the box in front of each student name who was in attendance on the given day
- Click Save



- MABLE will not allow you to save duplicate attendance records for a student. If a student you have selected already has attendance in that class on that day, that student's name will be marked with ### and not saved. The rest of the selected student records will be saved.

Attendance by Class – Different Hours
This method is useful if students come and go throughout the day, signing in and out on a class sheet. Each student who attended that day can have a different number of hours, but you can still enter all the attendance at once.



- Choose your site name
- Choose the attendance date
- Choose a class from the Class dropdown
- Choose the name of a student from the list of active students at your site (if you start typing the last name, the name will auto-fill)
- Enter the number of hours that student attended that class on that date
- Click Save
- The record you just saved will be displayed in the box at the bottom. This helps you keep track of what you have done so far in this session, in case of interruption.
  - You cannot print this list from this page.
  - You can copy the list to a clipboard and paste it into another document if you like.
  - Once you leave this screen, this list will not save, but the attendance records have been saved for each student.

Separating Students

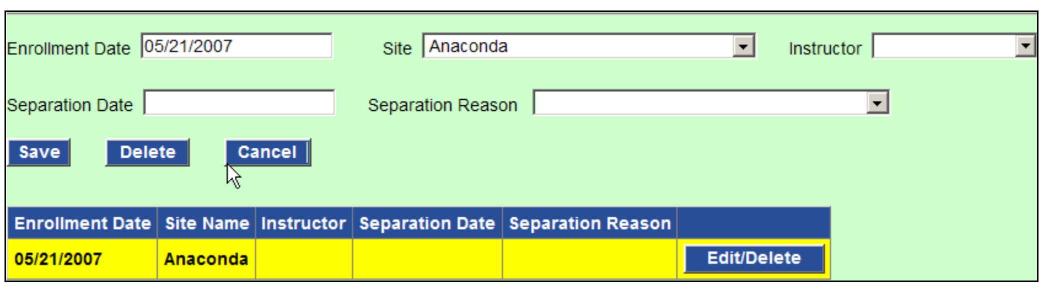
When a student is ready to leave the program, edit his enrollment record for your site to include his separation date and the reason for separating, if you know it. Once you separate a student, you will still be able to view his record until October of the following program year. You will not be able to edit his record unless you remove the separation date.

Students who have had no attendance for 90 days should be given a separation date. The separation date must be after the last date of attendance, but not more than 90 days after. MABLE allows you to enter a separation date that is more than 30 days old.

Students should NOT be given separation dates at the end of the program year unless they have notified you that they will not be returning, or they have had 90 days with no attendance and no further attendance is scheduled.

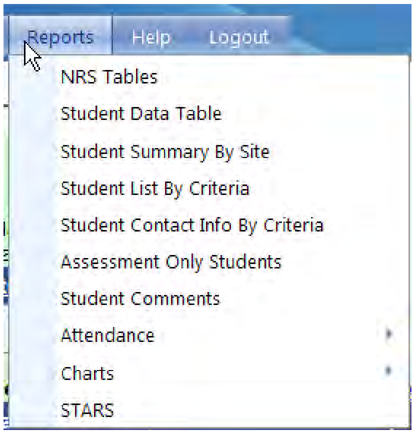
If a student is separated from your program and then returns to your program in less than 90 days, you should delete his last separation date and he will continue with the same instructional year schedule. MABLE will not allow you to create a new enrollment record for a student who has been gone from your program for less than 90 days.

To add a separation date, go to the student's current enrollment record and click Edit/Delete.



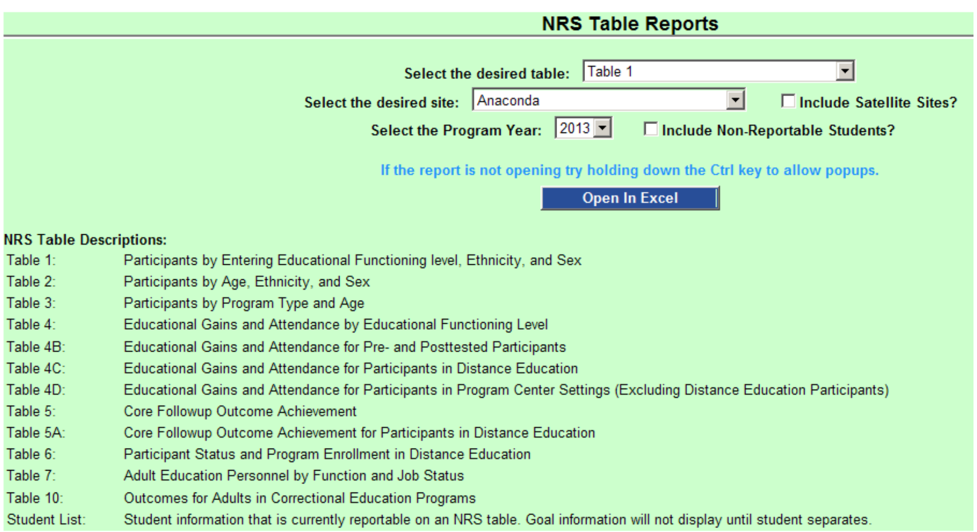
- The record you are editing will be highlighted in yellow at the bottom of the page.
- In the white fields, choose his separation date and reason for separation if you know it.
- Click Save.

Reports Menu



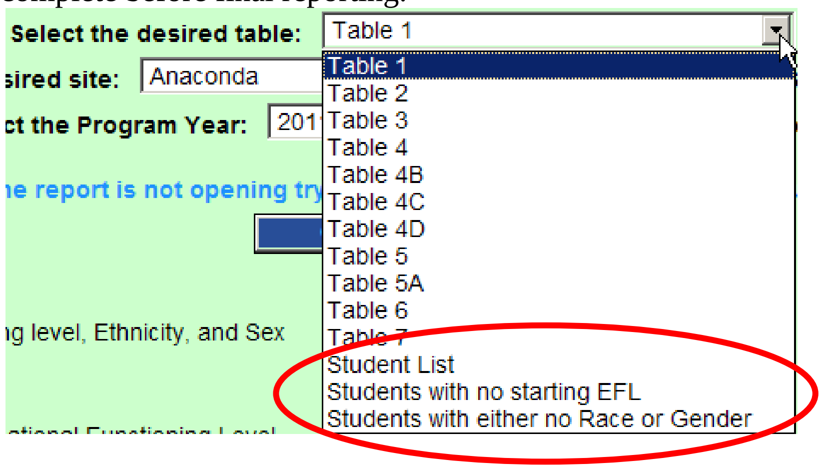
Following is a description of the menu choices and information about selecting each report. Most of the reports are available in Excel format. That means you can save the report to your computer and do whatever sorting, filtering and organizing of the data that you like. Remember that once you save the report to your computer, it is no longer current data. The default report name includes the date, so you will have a reference for when the report was created.

NRS tables
These reports contain the data that will be rolled up to the state and reported to the feds in December.
When you select NRS Tables you will get this screen, which gives you descriptions of each of the NRS Tables, and allows you to select which table you would like to view. You can elect to see a report that includes all of your satellites, or you can view each site's data separately. You can view counts of just those students who will be reported to the NRS, or you can view all of your student results.



If you run your satellite reports separately and then compare the totals to a report that includes all satellites, the numbers might not match. A student might be counted once on each of several satellites, but only once on the complete report. Also, students who have fewer than 12 hours at any one satellite won't show on that report, but they will show on the complete report if their hours across all satellites add up to 12.

Also included on the list of NRS Tables are some reports that will help you ensure your data is complete before final reporting.



The Student List shows all students who will be counted for the selected year. This spreadsheet has information about each student's goals, starting EFL, goal completion and other pertinent demographic data for the NRS reporting.

Students with no starting EFL cannot be counted for NRS reporting until that is fixed. Run this list and view each student's record to see what needs to be done to correct the situation. In some cases, you can fix it yourself and in others you may need to submit a student change request. One common error is that you forgot to select a PAI for the student after pretesting. Sometimes the student is missing a pretest or a locator. If a BEST student pretested at 541 or higher, that student must be TABE tested and have a PAI selected before he/she can be counted.

Tables 1 and 2 count students by race and gender, so be sure to review Students with either no Race or Gender and make necessary corrections.

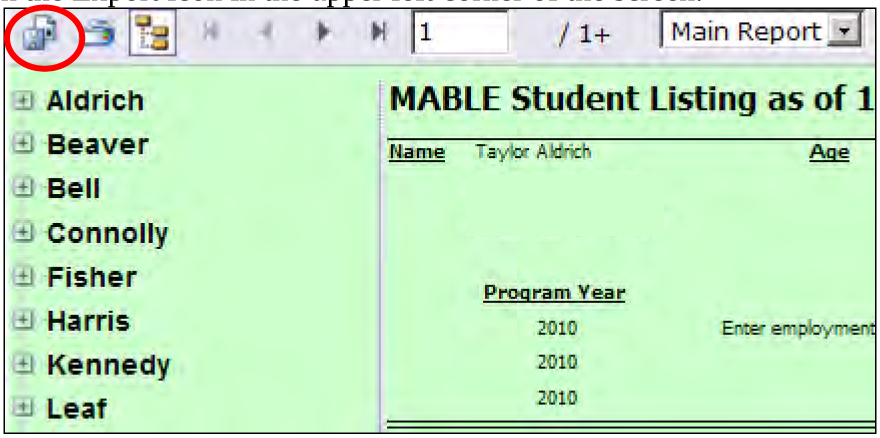
For further explanation about Tables 1-7, see your NRS guidelines.

Student Data Table

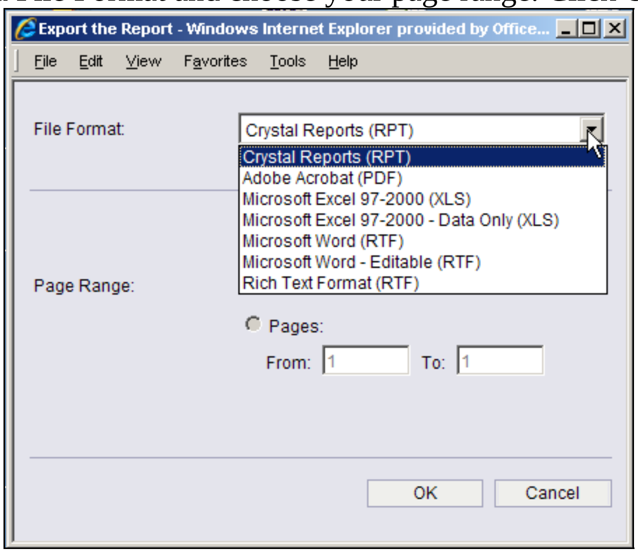
This report is a spreadsheet listing all students with attendance in the selected program year. It includes all the core, demographic, referral, contact info and program participation information. If you elect to view this report with enrollment and separation dates, you might get multiple records for each student, so the total student count will not be accurate. If you are looking for an unduplicated count of students, you might be better selecting the Student List under the NRS Tables and choose to include non-reportable students.

The following reports do not open as Excel spreadsheets, but the data can be exported to PDF or Excel if you wish. In some cases, the format of the data does not fit well into a spreadsheet format.

Click on the Export icon in the upper left corner of the screen.



Select a File Format and choose your page range. Click OK.



Student Summary by Site

This report provides a list of students, core data, enrollment dates, goals, current EFL and contact information. There is a directory on the left side of the page that you can click to move to a selected student record.

Student List by Criteria

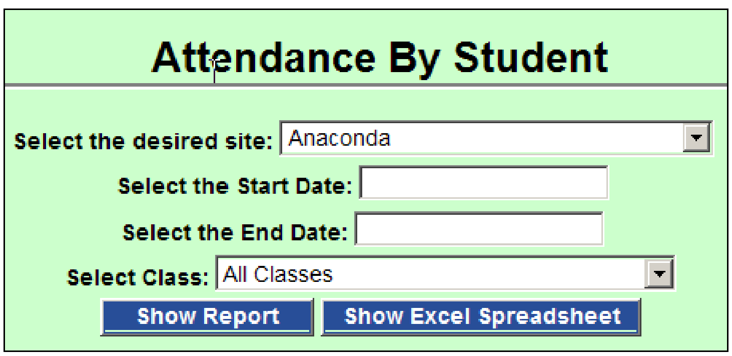
This report allows you to create a report based on criteria that you select. Be aware that depending on the criteria you choose, the report might not return the data you are expecting.

Student Contact Info by Criteria
This is another report that you can customize with the same caveat as the prior report. The data that is returned for each student includes contact information, last date of attendance and number of contact hours.

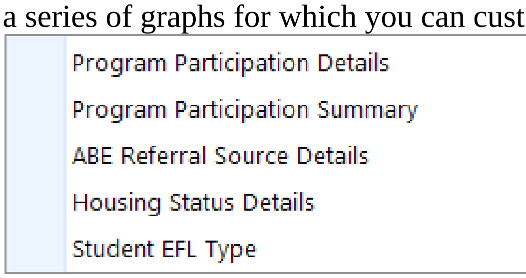
Assessment Only Students
This report shows the students whose reason for referral is Assessment Only, and the dates and types of assessments they have taken.

Student Comments
This is an alphabetical listing of students and comments added to their records during specified time periods. You can choose to view the report for a specific program year or narrow the list of comments to those entered between specified dates.

Attendance – by class or by student
Both of these report options provide the same selection criteria. Choose specific dates or classes to view. The report by class will be sorted by class with all students who attended during the chosen dates listed along with contact hours.
The report by student will list students alphabetically along with the classes, dates and hours of attendance during the chosen date range.



Charts
This is a series of graphs for which you can customize some of the criteria.



STARS
This selection creates the export file necessary for use with the STARS reporting system created by the Billings program. You can only use this program if you track student schedules on the Classes tab. For more information about using this data, contact the Billings program directly.