



FOR

GA MIDDLE & HIGH SCHOOLS



December 2010

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Issue # Twelve

Training

We are currently scheduling regional training sessions that will begin in late January/February. These sessions will be held across Georgia and we are looking at holding them in larger locations so we will not have to limit the number of attendees. Because we are trying to serve more than 1,600 middle and high schools, both public and private, our first priority will be these regional trainings. We strongly encourage you or a representative from your school or district to attend one of these sessions and utilize a “train the trainer” approach. After attending these regional trainings, you will have the tools you need to train additional individuals at your school. We will send out information on the dates and locations as soon as possible.

Revised Advisement Checklist

We have worked with the Department of Education on some revisions to the original advisement checklist that was distributed as part of implementing the Bridge Legislation. You can find the revised checklist at: http://www.gsfc.org/main/publishing/pdf/taa_activities/advisement_checklist_120810.pdf.

Batch Account Creation

Many schools have started using the batch creation process for creating GAcademy411 accounts. This will save you time as you will be able to hand the student a user id and password. When the students log in for the first time, if they are over 13, they will be asked to provide additional information to complete their account. Please be aware that there is not a way for you to delete batch accounts that are created. The only option is to merge the multiple accounts or we can ask the vendor to delete the accounts for you. It is taking some time for the vendor to delete the accounts created in error, so please be very careful when creating the batch accounts and make sure all the information is correct before uploading the file.

College Goal Georgia

College Goal Georgia will be held February 20th – 26th at locations across Georgia. These events are designed to help students complete the Free Application for Federal Student Aid (FAFSA). We will be distributing additional information about the times and locations in January.

Marketing Class Project

Does your school offer a marketing class? We are looking for classes to help us design promotional materials about GAcollege411. If you have a teacher that would like to participate, please ask them to [review the information here](#).

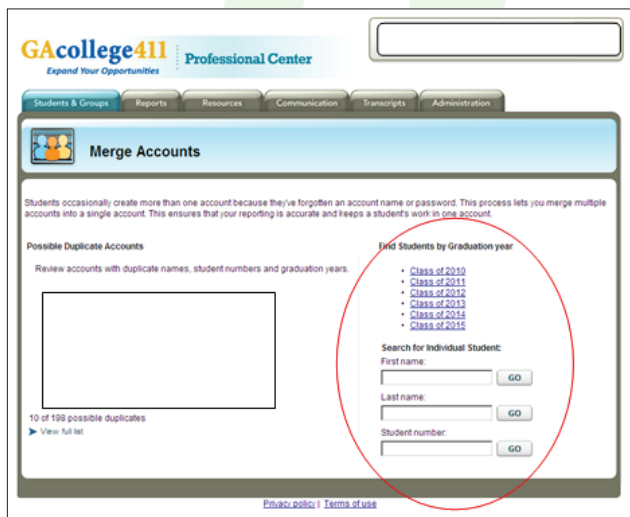
Associating with Multiple Schools

Students must have a connection with a school for their information to be available in the Professional Center. Students can have multiple connections with schools, for instance, they can be connected to a middle school and a high school and will appear on reports for both schools. These reports can be filtered by graduation year. They will have to make one school their primary connection. The primary connection controls a few things such as:

- In the Plan of Study module, we display the master course list and recommended courses associated with the student's primary site/school;
- If the career clusters/pathways have been customized, we display the information associated with the student's primary site/school;
- If any local settings have been updated via the Professional Center such as Milestones or Scholarships then students see the information associated with their primary site/school.

Merging Student Accounts

There are times when possible duplicate accounts are not automatically identified in the Professional Center. You can always search for students if you know they have more than one account. This is done on the Students and Groups tab in the Professional Center, select Merge Accounts.



When the screen above appears, you can search for the student by name or by graduation year and then merge the two accounts as you would normally do.

MIDDLE & HIGH SCHOOL

COPPA Restricted Accounts

We've received a lot of questions regarding the COPPA (Children's Online Privacy Protection Act) Restriction for GAcollege411 accounts. The following information is contained in the GAcollege411 Professional Manual located on the resources tab in the Professional Center.

Middle, junior high and high school students are prompted to enter their date of birth. Due to laws regarding children's online privacy, if a user is determined to be under the age of 13, they are permitted to have an account; however, no personal information will be saved, and they will not be able to access certain pages and tools in the system. Once a user turns 13, the restrictions are removed, and the user is prompted to enter their standard personal account information. They can then access all areas of the system.

Children's Online Privacy Protection Act (COPPA)

Xap Corporation is committed to the protection of children on the Internet. As such, it has integrated COPPA compliance features into its products to protect the private information of children under the age of 13 years old.

The Federal Trade Commission Children's Online Privacy Protection Act requires organizations to gain verifiable parental consent prior to online storage of any personal information about a person who is under the age of 13.

During the process of creating an account, a user is required to provide their birth date. If the child is determined to be under 13 years of age, they will be asked only a limited amount of information during the portfolio creation process. Xap will not collect or store any personally identifiable data. And professional users cannot see any personally identifiable information for those students through the Professional Center.

Users under 13 are also restricted from accessing features that could result in data being collected that would uniquely identify them. However, these users are still permitted to create a system account. Pages and features that do not request personally identifiable information are not restricted.

When users reach the age of 13, they will be prompted for their personal information (name and e-mail), and they will have full access to the system. To ensure the highest level of compliance, Xap consulted with legal experts to determine what features and functions of the application needed to be modified. All the recommended changes were made and, to the best of our knowledge, Xap conforms to the regulations outlined in COPPA.

COPPA Frequently Asked Questions

1. What sort of information is protected by COPPA?

Students protected by COPPA cannot be asked for their names or contact information, including e-mail addresses, home addresses and phone numbers.

2. If a student cannot be asked for his/her name, how can an educator identify a student's portfolio?

COPPA restricts Xap Corporation from collecting personally identifiable data from students under the age of 13. However, Xap realizes that schools want students to create portfolios and use the system as early as they can. The system allows students under the age of 13 to create portfolios; however, students are not asked for their names and they cannot edit the fields to add names.

Professional users can take advantage of the work of students under 13 in site outcome and usage reports; however, they are unable to identify portfolios for students under 13 to effectively use the portfolio review features in the Professional Center. Once students turn 13, they are prompted for a name, which is added to their account and portfolio.

3. What sort of information can still be requested of children protected by COPPA?

Students protected by COPPA will be asked only a limited amount of information when creating their portfolios. This information includes:

- Portfolio Name
- Password
- Date of Birth
- Portfolio Type
- Gender
- Ethnicity
- Graduation Year

4. How does COPPA affect students' usage of the system?

Because some tools require students to provide information protected by COPPA, students under the age of 13 will experience more limited use of Xap's products.

Young students will not be able to use the following tools:

- Resume Builder
- Cover Letter Creator
- Thank-you Letter Builder
- Portfolio -- Edit Personal Info
- Portfolio -- Your Network
- Portfolio -- Link to Your Other Work and Resources
- Portfolio -- Link to Your Files and Attachments

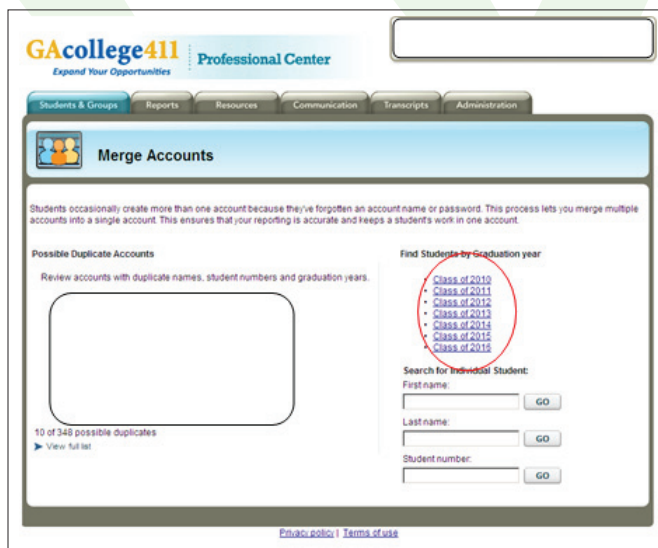
MIDDLE & HIGH SCHOOL

Need a Report of All Accounts?

Many thanks to one of our schools who passed along the following information:

If you go into the Merge Accounts screen in the Professional Center (on the Students and Groups tab), you can pull list of accounts by graduation year. When you pull this list, it will show all the accounts created, their name (if over 13), their user id and the last time they logged into the site.

We are working to provide you a report with this information, but until it is available you can utilize the list in the Merge Accounts screen as well.



HAPPY HOLIDAYS!

We hope that you enjoy your break over the holidays! We look forward to working with you during the New Year. Thank you for all you do to help Georgia's students!

Sincerely,

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