

Inside ODE

(Intranet for Ohio Department of Education(ODE) built on
Microsoft SharePoint 2010)

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- ODE's Intranet built on SharePoint 2010 went live on Monday 6th February 2012.
- Prior to the current Intranet on SharePoint 2010, ODE's Intranet was built with html pages and classic ASP. The Intranet using classic ASP has been present for last 10 years.

- * ODE had been talking about building their Intranet on SharePoint for many years, but didn't quite start the project.
- * The next slide shows their previous Intranet using classic ASP and HTML pages.



Access ODE

- FACILITY
- FISCAL
- HR
- ITO
- COMM
- SECURITY
- MISC

Fiscal Menu

- Fiscal Request
- Policies
- General Ledger
- Grants/Subsidy
- Payments
- Procurement
- Revenue
- Training
- Fiscal Staff
- Calendar
- Reports
- Forms
- Other Links

New Information

- ▶ **New Mail Routing Process**
- ▶ Top 5 Travel Expense Reminders
- ▶ **OBM/DAS Weekly Search**
- ▶ New Travel Process - Ohio Shared Services
- ▶ Public Printing (Directive No. GS-D-10)

Fiscal Services



Quick Links

- Financial Reporting of Education Dollars
- Central Payment System (CPS)
- CCIP (Safe) / Reporting (Microstrategy)
- Vendor Payment Look-up
- SharePoint (Fiscal Services)
- Monthly Meeting Schedules
- Controlling Board Memo / Calendar

Processes

| | |
|-----------------------|--|
| General Ledger | Chart of Accounts, Budget, Payroll, Reconciliation, Closing Periods |
| Grants/Subsidy | Federal Grants, CPS (Central Payment System), Paper Grants |
| Payments | Vouchers, Travel, Warrants, Payment Card, Vendors, ISTV Payments |
| Procurement | Contracts, Requisitions, Purchase Orders, Controlling Board, RFP & Bidding |
| Revenue | Federal Draws, Refunds, Deposits |
| Reports | Inventory, How to Run Reports, OAKS and OBM Reports |

OAKS & OBM

- OAKS Financials
- OAKS Home
- Ohio Shared Services
- OAKS Cognos EPM 8.9 & BI Reports
- OBM Home
- EPM Data Dashboard**



OAKS Training


- ▶ Introduction to Ledgers in OAKS - GL-100
- ▶ Operating Budget Bill
- ▶ Accounting Basics - FIN-103
- ▶ Grants Auditor

Contacts

Tax ID: 31-1334820
 DUNS: 809174378
 DUNS (USDHHS Grants) 193022738

Fiscal Contact List

John Childs, CFO
 Office of Fiscal Services
 Main Phone Number 466-2791
 Fax Number 728-5097
 Mail Stop : G

- 
- * A web designer created the Intranet new look wireframe /mockup using Adobe InDesign.
 - * The next slide shows the **Intranet wireframe**, which was finally approved by the management.

Announcements

Flu vaccinations

Register early for flu vaccinations at ODE



Registration deadline is Sept. 22 for an an Onsite Flu Vaccination Clinic on Thursday, Sept. 29 from 9 to 11 a.m.

[Sign up](#)

DAS Copy Center is moving

Special class for supervisors

Cyber Security Month

Are you cyber-safe?



October is Cyber Security Month, a good time to think about precautions you can take at work and at home to protect yourself and your computer . . .

Quick links

- Help Desk
- Keywords
- Business Cards
- ODE Templates
- SAFE [Sign In](#)
- **Ohio** (OAKS)

All about you

- Activities / APPLE
- Benefits
- Health and Wellness
- Labor / Management
- ODE Staff Contact / Program List
- Training / PD
- Set as home page

Hello, goodbye and congrats

Track the progress of employee promotions, hirings, exits and more.



Agency news


Find out about HR issues, training, policies and other important agency developments.



Spotlight

Share and learn about how ODE employees are working to transform Ohio education.



- 
- * I started the project on SharePoint 2010 by developing a prototype in SharePoint by creating a master page with a header top banner, footer and SharePoint Web Parts.
 - * The design kept improving and after about one month, we were ready for the site to go live.
 - * The next slides show the **new Intranet Home Page built on SharePoint 2010.**

Coming soon

Grant Mammography Shuttle



On **Wednesday, Feb. 15**, the shuttle will arrive at 11:50 a.m. for those who would like

transportation to and from the Grant Breast Health Center downtown. To schedule an appointment, please contact Jamie Harness at (614) 566-

+ [Ohio Career-Technical Student Organization Day](#)

+ [Softball league forming](#)

[All Announcements >](#)

Where will my email go?

For most of us, logging on to access your ODE inbox each morning is as automatic as brushing our teeth and drinking that first cup . . .

Quick links

- [Help Desk](#)
- [Keywords](#)
- [Business Cards](#)
- [ODE Templates](#)
- [SAFE Sign-in \(HRMS\)](#)
- [My Ohio](#)
- [Security](#)
- [Facilities](#)
- [Information Security](#)

All about you

- [ODE Contact Guide](#)
- [Benefits](#)
- [Health and Wellness](#)
- [Labor / Management](#)
- [Training / PD](#)

Agency News

- OBR and ODE to explore sharing office space – Superintendent Stan Heffner sent this message to all ODE staff Feb. 7:



- ODE's Teachers Facebook page unveiled . . . [All Agency News >](#)

Movers and Shakers

- Welcome aboard . . . Kevin Duff has joined the Office



Especially for Staff

- Attention Crafters and Patrons: Tuesday, Feb. 14 – APPLE Valentine's Day Arts and Craft Sale, 11 a.m. to 2 p.m., Basement Lecture Hall (BLH) . . .
- APPLE officer nominations open through Feb. 15 - Nominations for 2012 APPLE officer positions are now open through the Feb. 15 election . . .
- Employee Wellness Room to open soon . . .
- Closing Your Retirement Gap: Are You Saving Enough?



Spotlight

What do you think?

Inside ODE, the new home page for the agency's staff intranet, features a new



look and a brand new approach. The Office of Communications and Outreach is interested in your opinion of this first step toward improving our internal communications effort. Please take a few minutes to read the front page feature story on this effort, and answer the short questions inside.

[Take our survey . . .](#)

Inside ODE

The home page for ODE employees

Ohio | Department of Education



I Like It



Tags & Notes

[Home](#) | [Fiscal](#) | [Human Resources](#) | [ITO](#) | [Communications](#) | [About Us](#)

Search this site...



Announcements

– Monday, February 06, 2012

Ohio Career-Technical Student Organization Day



Wednesday, Feb. 22 –
Room 101 from 11 a.m. to 1 p.m. – Meet Ohio leaders representing seven organizations that support nearly 90,000 Ohio teens in their academic and technical studies.

Grant Mammography Shuttle



On Wednesday, Feb. 15, the shuttle will arrive at 11:50 a.m. for those who would like transportation to and from the Grant Breast Health Center downtown. To schedule an appointment, please contact Jamie Harness at (614) 566-9045. Participants are to meet in the South lobby.

Softball league forming



Sign up for men's and coed softball teams by March 1. Please contact Chad Richardson, ITO, or Chris Wells, Fiscal Services. Friends and family also are welcome to sign up. Teams to play in Westerville.

Quick links

[Help Desk](#)
[Keywords](#)
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[Training / PD](#)



Movers and Shakers

- Welcome aboard

- Kevin Duff has joined the Office of Policy and Research
- Elizabeth Jennings has joined the Office of Educator Effectiveness as an educational employee consultant 3
- Trevor Mumm will join the Office of Administration – Center for the Teaching Profession as an administrative professional 4, effective Feb. 12.

+ On the move

+ Bon voyage

Quick links

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[Facilities](#)
[Info Security](#)

Agency News



+ Tuesday, February 07, 2012

- Thursday, February 02, 2012

ODE's Teachers Facebook page unveiled . . .

ODE's new Facebook page for teachers is now live. Go to [Ohio Teachers' Homeroom](#) and "like" the page! Facebook will provide ODE with one more tool to communicate with Ohio educators, while providing them with information, resources and, hopefully, dialogue with other teachers. Share the page with friends, colleagues and family members.

Please send Facebook items to Karen Michael that you think would be of interest to teachers – and, particularly, information that might stimulate a discussion among Facebook readers. As a two-way communication device, Facebook is an opportunity to elicit feedback and conversation from teachers that we do not have with Tools for Teachers.

Digital Learning Month - During February, the agency will feature daily tips, tools and Ohio stories . . .

about digital learning in recognition of Digital Learning Month in Ohio. With our partners, eTech and KnowledgeWorks, ODE is observing digital learning for the entire month. Click on the new digital activities banner on the [ODE home page](#) for details.

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Survey

Spotlight

What do you think?

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look and a brand new approach. The Office of Communications and Outreach is interested in your opinion of this first step toward improving our internal communications effort. Please take a few minutes to read the front page feature story on this effort, and answer the short questions inside.

[Take our survey ...](#)

[View All Responses >](#)

Finish

Cancel

* indicates a required field

Inside ODE, the new home page for the agency's staff intranet, features a new look, organization and approach to internal communications. Please take a few minutes to share your thoughts in this brief survey.

The Inside ODE home page is inviting and makes me want to read the content. (Please select one number.) *

| | YES (strongly agree) 1 | 2 | 3 | 4 | 5 | 6 | NO (strongly disagree) 7 |
|-----------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| Inside ODE Home Page | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Which sections of the new Inside ODE home page are you likely to continue reading or using? (Please check all that apply.)

- Features linked from front page photos
- Announcements
- Agency News
- Hello, goodbye and congrats
- APPLE and Wellness news
- Quick links


I will make the new Inside ODE my home page

- Yes
- No
- Not sure

Do you have ideas or suggestions for, or questions about, future Inside ODE content?

Finish

Cancel

- 
- * I picked up some good skills on branding SharePoint 2010 and CSS on the project. Branding in SharePoint 2010 has become a lot easier than in SharePoint 2007. This branding project went on for about 3 months. There are a lot of enhancements and changes for the next phase.
 - * Microsoft is heavily promoting SharePoint 2010 to a lot of companies who are using it for their Intranet and Internet.

Some good resources.

- * Professional SharePoint 2010 Branding and User Interface Design book by Randy Drisgrill.
- * SharePoint for Internet Sites Training - <http://technet.microsoft.com/en-US/sharepoint/hh126807>

Thanks!



<http://www.sarasamerica.com>