

ECATS PaperClip Usage Monitoring



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Document Purpose

The purpose of this document is to show how to run standard reports to monitor your LEA's PaperClip usage and to view details regarding documents uploaded by users to student records. The LEA Administrator 4 user type has permission to create the PaperClip Usage report. The General Education Administrator, LEA Administrator 1, LEA Administrator 2, LEA Administrator 3, LEA Administrator 4, and the LEA Data Manager user types have permission to create the PaperClip Details (xls) report.

What is PaperClip?

PaperClip allows ECATS users to attach a file currently on their computer to the system by accessing the student record in ECATS then choosing to browse for a file to attach and then uploading it. PaperClip is for uploading external documentation, such as IEP signature pages, to ECATS.

PaperClip Annual Allocation

The LEA-specific annual data (bytes) allocation is calculated using ADM (general education students + EC students). There is enough data storage for LEAs to upload approximately 5-6 pages per total ADM. Thresholds are also in place to establish minimum and maximum annual allocations. Each LEA's allocation will reset at the start of each school year (July).

The minimum allocation an LEA may receive based on their ADM is 100 MB (104,857,600 bytes); the maximum allocation an LEA may receive is 23,000 MB (24,117,248,000 bytes)

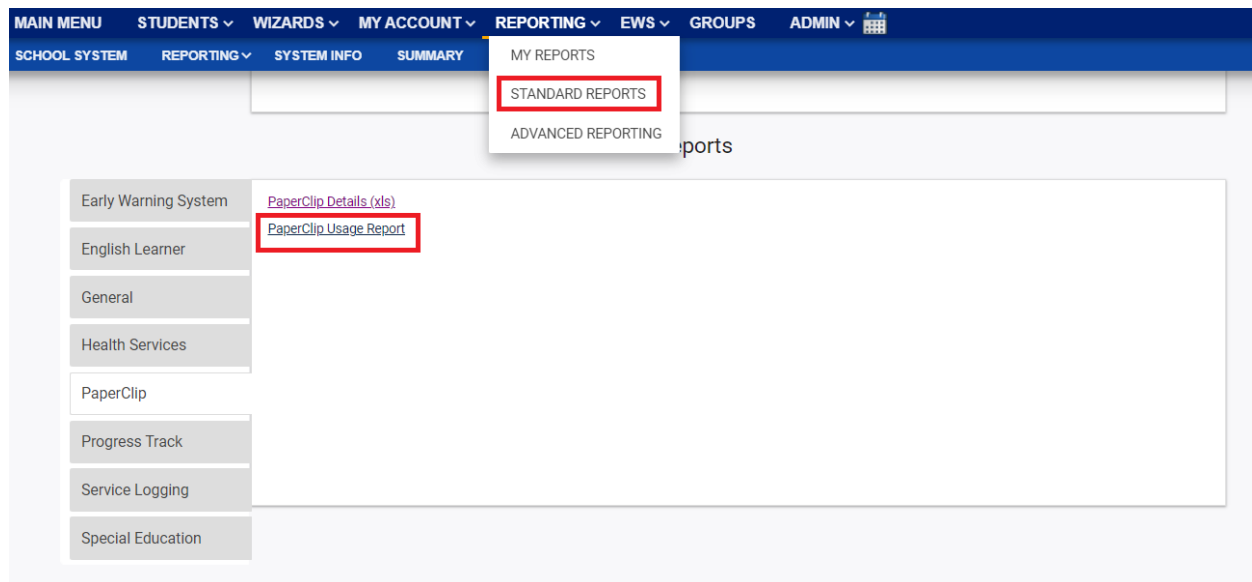
LEAs may request their specific annual allocation by submitting a Zendesk ticket.

For reference:

- 1 MB is equal to 1,048,576 Bytes
- 100 MB, the minimum allocation, is a little over 3,000 pages per school year based on an average page size of 34,952 bytes.
- 23,000 MB, the maximum allocation, is a little under 700,000 pages per school year based on an average page size of 34,453 bytes.
- This PaperClip Usage Monitoring document is 575,971 bytes (.55 MB)

PaperClip Usage Report

The PaperClip Usage Report provides a monthly breakdown of PaperClip usage in bytes uploaded per month. This report is accessed via the 'Reporting' tab on the Main Menu, using the 'Standard Reports' dropdown option. The report is found by selecting the 'PaperClip' standard reporting category as shown in the screenshot below:



When the PaperClip Usage Report is selected, the user will be prompted to select a date range for the report. The report will return totals by month for the date range entered, which will allow the user to review a current month's usage or to identify trends in usage over several months. Enter the desired date range and click 'Generate Report':

A screenshot of a web application interface showing the 'Reports - PaperClip Usage Report' page. The page has a dark blue header with navigation links: MAIN MENU, STUDENTS, WIZARDS, MY ACCOUNT, REPORTING, EWS, GROUPS, and ADMIN. Below the header is a sub-navigation bar with links: SCHOOL SYSTEM, REPORTING, SYSTEM INFO, SUMMARY, and ADMINISTRATION. The main content area has a title 'Reports - PaperClip Usage Report' and a 'NEW MAIL' button. Below the title is a form with two date range selection fields: 'Begin: Aug 2020' and 'End: Dec 2020'. Below these fields is a green button labeled 'GENERATE REPORT'.

When the report has finished running, it will be available under 'Saved System Reports' on the 'Standard Reports' page via the 'Reporting' dropdown as shown in the screenshot below:

The screenshot shows the ECATS Reporting interface. The top navigation bar includes: MAIN MENU, STUDENTS, WIZARDS, MY ACCOUNT, REPORTING, EWS, GROUPS, and ADMIN. The 'REPORTING' dropdown is open, showing 'MY REPORTS' and 'STANDARD REPORTS' (highlighted with a red box). Below this, a list of report categories is shown on the left, and a list of report links is on the right. The 'PaperClip' category is selected, showing links like 'Duplicate Students Report (LEA)'. Below the reports list, a section titled 'Saved System Reports' contains a table with the following data:

Date Generated	Created By	Report Type	Expiration Date
02/09/2021 15:50:00		PaperClip Usage Report	02/16/2021
02/08/2021 10:53:00		PaperClip Usage Report	02/15/2021

This report will export as an Excel file and will display the District Code, District Name, Year, Month, Usage (bytes), Average File Size, and Upload Type. Below is an example of the output of this report:

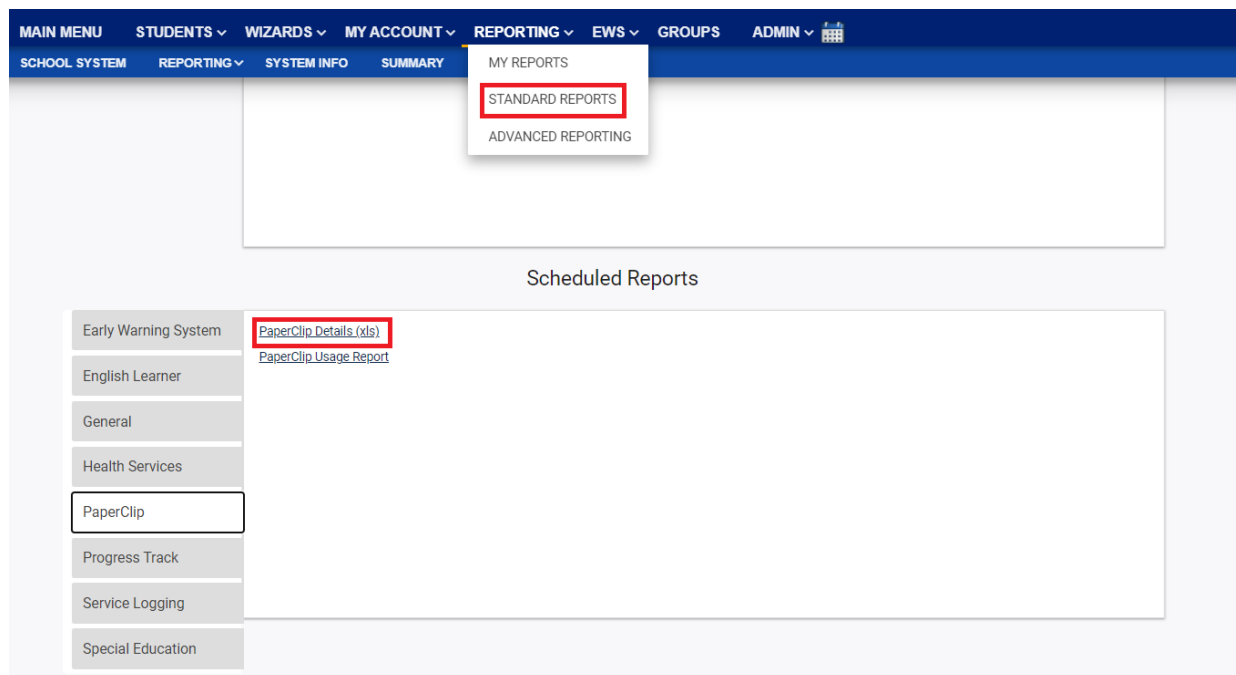
District Code	DistrictName	Year	Month	Usage (bytes)	Average File Size	UploadType
000	necatstest	2020	8	1405588655	740563.0427	Total
000	necatstest	2020	9	3005058761	422236.7235	Total
000	necatstest	2020	10	4006060545	398335.5419	Total
000	necatstest	2020	11	2922311188	391520.7915	Total
000	necatstest	2020	12	1694233325	405415.9667	Total

If the report is run for the full school year to-date (beginning in July), users can calculate the percentage of the yearly PaperClip allocation used. To identify the percentage used for a school year thus far:

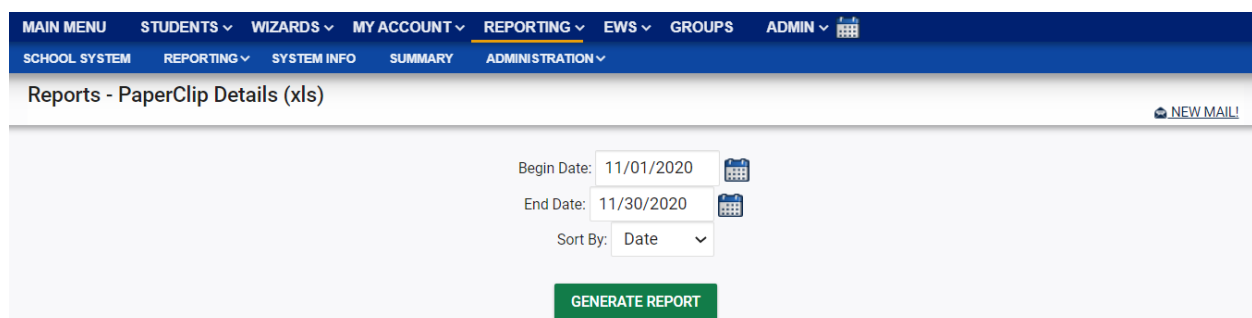
1. Sum the total of the Usage (bytes) column, and
2. Divide by your LEA's yearly allocation.

PaperClip Details (xls) report

If an LEA wants to monitor more detailed usage, the PaperClip Details (xls) report can show every file uploaded to the students document page over a specified date range. This report can be used to answer questions such as which users are uploading the most documents by either file size or document count. This report is accessed via the 'Reporting' tab on the Main Menu, using the 'Standard Reports' dropdown option. The report is found by selecting the 'PaperClip' standard reporting category as shown in the screenshot below:



When selected, the user will be prompted to enter a date range and the option to sort the report by Date, User, or Student. Enter the desired date range and sort option and click Generate Report:



When the report has finished running, it will be available under the 'Reporting' tab on the Main Menu, using the 'My Reports' dropdown option as shown in the screenshot below:

MAIN MENU STUDENTS WIZARDS MY ACCOUNT REPORTING EWS GROUPS ADMIN						
Reports			MY REPORTS			
			STANDARD REPORTS			
			ADVANCED REPORTING	Report Level		
Report	Date Created	Created By	System	School Areas	School	User
Parent Consent Report	02/04/2021					
Parent Consent Export Report	02/04/2021					
PaperClip Details (xls)	02/04/2021					
Accommodations Report School/Grade/Class/Test	02/09/2021					

This report will export as an Excel file and will show the User who uploaded the file, the Student, Student Code, Document Type, Document Name, File Size (in bytes), and Date Uploaded. Below is an example of the output of this report:

User	Student	Student Code	DocType	Document Name	File Size	Date Uploaded
Test User 1	Test Student 1	111111	docx	Remote Learning Plan	161086	11/1/2020 9:05
Test User 1	Test Student 2	222222	pdf	Remote Learning Plan	217911	11/10/2020 9:05
Test User 2	Test Student 3	333333	doc	AU Worksheet	39514	11/15/2020 9:13
Test User 3	Test Student 4	444444	xlsx	Educational Diagnostic Report	914313	11/20/2020 9:15

**Note: The available file types for upload are doc, docx, jpg, pdf, png, rtf, tif, txt, xlsx*

Related Documentation

Additional documentation related to PaperClip use can be found in the Documents Tab section of the ECATS Special Education – User Training Manual, which is in the Special Education Documents section under Resources on the Main Page of your ECATS site (screenshot below). DPI also provided additional information regarding PaperClip in the [January 27th, 2020 Monday Message](#).

Resources				Review the License Agreement Upload File(s) Delete/Update Documents		
EWS & Intervention Planning Documents	Del	Pos	New Pos	File Type Category	Date Uploaded	Uploaded By
Federal Reporting	☐	25		Special Education Documents	07/11/2019	Beth Burris
Service Logging Documents	☐	29		Special Education Documents	07/24/2019	Beth Burris
Special Education Documents	☐	32		Special Education Documents	09/13/2019	Ginger Haynes
						File Name
						ECATS Special Education - Training Guide
						ECATS Special Education - Quick Reference Card
						ECATS Special Education - User Training Manual