



GUSS User Manual

Underlined items have hyperlinked instructions included in this user manual.

Getting Started – Logging In

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Logging In

1. Log in to GUSS by going to: <https://guss.gearupky.org>

- CHROME and FIREFOX are the preferred browsers for optimal GUSS performance.

2. Enter your username/password

- If the browser has auto-filled your credentials you will need to clear them from the browser history and turn off AUTOFILL for the GUSS site. Instructions for doing so are in TEAMS GUSS Support channel files or by clicking [HERE](#). Even after doing so, you may need to delete both fields, sometimes more than once, to get the SCHOOL list to populate. Currently, the “remember my password” option in the browser does not work correctly, so if the browser prompts you to “SAVE PASSWORD” choose NEVER.
- If you forget your username or need to change your password, contact Wayne Fielder at wayne.fielder@ky.gov and copy Laura Negron at laura.negron@ky.gov or use the chat feature on TEAMS to contact Wayne or Laura.

3. Select the school you want to work in from the drop down list.

- You will only have access to schools to which you have been assigned. If you need access to another school due to permanent assignment, please contact your RPC.

4. Select “Sign In”.

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GUSS SECTIONS

STUDENT

Student Profile Page

The Student Profile Page is a “View Only” screen to view data provided to us by KDE for each GEARUP KY student. The data on this page cannot be edited by any GEAUP staff, as it is reported to us weekly by KDE.

This page has two tabs for each student:

1. **DEMOGRAPHIC** page that includes their SSID, grade, name, gender, etc as reported by the district to KDE*, this screen also includes their LEP, IEP, homeless status, as well as GP and absences.
2. **COURSE** page that includes a current list of their courses NOTE: KDE does not supply course data for high school courses until they have completed the term for that course.

Search for a student

1. From the drop down menu select the grade of the student you wish to search for.
2. Click in the “Search Student” box. From the drop down search menu type in a portion of the student’s name OR SSID. The search feature is advanced and will find every student having that combination of letters/numbers anywhere in their name.
3. Click on a student name to select them. Their KDE data will populate the screen.
4. Click the X inside of the search student box to clear the box. To clear the second drop down search box you must use the backspace key.

Add Note

The purpose of the Add Note page is for the user to attach a note to an individual student. These notes should be complete enough to convey information to another user who may be working with the student but also concise so that they are quickly and easily read. Notes cannot be edited or deleted.

To add a note to a student:

1. Click Student > Add Note
2. Select the student you wish to add a note to by selecting their grade from the SELECT GRADE drop down list, then typing in a portion of their name in the search student box.
3. Click the student you wish to create a note for from the list generated in the search.
4. Type your note.
5. Click SAVE

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Student Advising Page

The Student Advising Page is a summary of data for a particular student including student info, activity summary, FAFSA status, and College Admission information. The user-entered data, such as Student Info, College Admission, and Activity, is editable through GUSS. The FAFSA status, which is provided directly by KHEAA, is not editable.

Search for a student

1. From the drop down menu select the grade of the student you wish to search for.
2. Click in the "Search Student" box. From the drop down search menu type in a portion of the student's name OR SSID. The search feature is advanced and will find every student having that combination of letters/numbers anywhere in their name.
3. Click on a student name to select them.
4. Click the X inside of the search student box to clear the box. To clear the second drop down search box you must use the backspace key.

There are several sections of the Student Advising page:

- **Student Info:** This page displays any information updated by staff for a particular student including: Gender, Preferred Name, Pronouns, Media Release status, and Racial Identity
- **Activity:** This graphic displays the breakdown of services provided to an individual student
- **Survey Responses:** UNDER DEVELOPMENT-this section will eventually display a student's responses to GEARUP administered surveys
- **FAFSA Status:** This section displays the KHEAA provided status of the particular student's FAFSA status
- **College Admission:** this section will display any institutions that a student has Applied, Accepted, has or plans to attend Orientation for. This data can be entered/[edited](#) by staff or can be reported by a student on a survey.

Edit

The EDIT student page is for staff to update student-provided information regarding gender identity, race, pronoun preference, and preferred name and to indicate the status of the students' Media Release form. This information is self-reported by students and entered by staff to assist in the advising process. Edits here do not change any of the KDE-provided data on the Student Profile page.

1. Click Student > Edit
2. Select the student you wish to edit by selecting their grade from the SELECT GRADE drop down list, then typing in a portion of their name in the search student box. Click to select. [Back to top](#)

3. Complete any edits by using the drop down and check boxes.
4. Click SAVE
 - This page currently requires that gender/pronoun be completed before SAVE is available.
 - If you choose more than 2 races, all will show on the Advising Screen

Add Note

The Add Note page is for the user to attach a note to an individual student. These notes should be complete enough to convey information to another user who may be working with the student but also concise so that they are quickly and easily read. Notes cannot be edited or deleted.

To add a note to a student:

1. Click Student > Add Note
2. Select the student you wish to add a note to by selecting their grade from the SELECT GRADE drop down list, then typing in a portion of their name in the search student box. Click to select.
3. Click the student you wish to create a note for from the list generated in the search.
4. Type your note.
5. Click SAVE

View Note

The View Note page is for the user to view any notes created for an individual student.

1. Student > View Note
2. Select the student you wish to view notes for by selecting their grade from the SELECT GRADE drop down list, then typing in a portion of their name in the search student box.
3. Any notes entered for that student will be displayed in descending chronological order beginning with the most recent. You can reverse the display by clicking the DATE header in the table.
4. Notes are searchable text. You can use the search option above the table of notes displayed for specific word(s)/phrases.

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College Admission

The College Admission page is to enter institutions to which student(s) have Applied, Accepted, plan to or have attended Orientation, and date of the Orientation that they plan to or have attended.

You may enter College Admission data by individual student or by previously created group. You can also select more than one student at a time using the individual student function. ***NOTE: At this time, once a student has data showing under the College Admissions section on the Advising page you will NOT be able to add to their College Admission data from the College Admission screen---if you try to do so you will prompted to EDIT the existing data for that specific student, clicking YES will take you the EDIT COLLEGE ADMISSION screen for that student, clicking NO will prevent them from being added to the List of Students for the current entry. The development team is working on fixing this so that you can use groups to add different college applications/acceptances throughout the year.***

Entering NEW Data

1. Student > College Admission
2. Select the grade and either the name of the student OR the name of the previously created group.
 - a. If you are selecting an individual student, the student list will automatically populate in the Search Student drop down once you've selected the grade. Once you select a student's name, their name will automatically populate in the List of Students on the right side of the screen. Just like on the Assign Activity screen, you will have to manually check the box for individual student names or click All in the List of Students box before you will be able to SAVE the data.
 - b. If you are selecting a group, once that group is selected, the student names will populate under List of Students on the right side of the screen. You can then select ALL by clicking the All box or select individual students within the group.
3. APPLIED COLLEGE: use the dropdown menu to select the institution(s) to which the student(s) have APPLIED. These can include self-reported applications or applications you can confirm were completed. This can be one or multiple selections. This field is required before SAVE is allowed.
4. ACCEPTED COLLEGE: use the dropdown menu to select the institution(s) to which the student has been accepted. These can include self-reported acceptances or confirmed acceptances. NOTE: Only colleges selected in the APPLIED COLLEGES dropdown will populate in the ACCEPTED dropdown.
5. ORIENTATION COLLEGE: use the dropdown menu to select the institution that the student actually plans to attend, even if they have not scheduled their orientation session. A student may have only ONE Orientation College. *This Orientation College data point is how we will move students into the RPCs institutional groups in GUSS as well as assign them to texting groups so it is imperative that we keep this information up to date.*
6. ORIENTATION DATE: enter the date they attended or plan to attend orientation, if known. This date can be past or future. *This date will be used to help RPCs determine their approach to participating in Orientation sessions at their assigned institutions.*

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6. Select Save. NOTE: You cannot Select Save until you have entered at least one APPLIED COLLEGE and selected the student name(s) in the List of Students.

View/Edit Existing College Admission Data

1. Student > ADVISING
2. Select grade from the drop down list, Select the individual student you wish to view data on
3. Scroll to the bottom of the ADVISING page to see any previously entered College Admissions data
4. To EDIT this data, click the pencil icon
5. Once you click on the EDIT icon you will be taken to the EDIT COLLEGE ADMISSION screen for that student.
6. The previously selected institutions will be marked in each section for APPLIED, ACCEPTED, Orientation.
7. Make sure that ALL institutions the student APPLIED and ACCEPTED to are marked.
8. They can only have 1 Orientation institution selected.
9. Orientation Date: enter the data they attended in the past OR will attend in the future.
10. Click SAVE
11. You will be redirected back to that student's ADVISING page, review the data under the College Admissions section at the bottom of the page for accuracy.

NOTE: Previously, there was no Edit or Delete functionality for the College Admission data. This meant that if you created a record before you knew the college the student accepted or the orientation date and went back and added that information, you would have created a new record with the complete application information. These were supposed to be combined by the development team and you should NOT have any students with multiple rows under the College Admission section of the Advising page, however, if you do you can use the EDIT/DELETE functions to combine the data making sure that ALL Applied/Accepted are shown in the single row once you have updated the information.

DELETE should ONLY be used for this purpose--otherwise you are able to make ALL needed changes using the EDIT function.

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MANAGE GROUP

The purpose of Manage Group page is to create/view/edit groups to allow for easier data entry for the user. Activities assigned to groups are applied to the individual student inside of the GUSS system.

Create

Create a Group

1. Click Manage Group > Create
2. Select GROUP TYPE. Until the FAMILY page is fully up and running you should only select STUDENTS to be added to groups.
3. Select student's grade.
4. In the GROUP NAME box type in the name of the group making sure to include your first initial and last name as part of the group name, example: "BLawson_English4_7thperiod". This is necessary to help other users who have access to your school (DPM/RPC etc.) be able to distinguish between groups easily.
5. Select the grade of the students you wish to add to this group. Currently, mixed grade groups cannot be created.
6. You will see that there is a STUDENT icon and a FAMILY icon on this page. Until the FAMILY page is fully up and running you should only select STUDENTS to be added to groups. You CAN click the FAMILY icon to see names of the family member connected to a student in the KDE Infinite Campus data file.
7. To add students to the group you can search by name or scroll through the list. Once you find the student you want to add you will click the checkbox beside of their name, they will then be included in the selected students list on the right side of the page.
8. Once you have added all the students you wish, click SAVE.

View/Edit Group

Edit a Group

Note that editing a group does NOT affect previous activities applied to individuals in that group.

1. Click Manage Group > View Edit
2. Find the group you wish to edit from the list.
3. Click the UPDATE option in the last column.
4. To remove a student, click the trash icon next to their name in the list. Click to confirm removal.

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5. To add students to the group you can search by name or scroll through the list. Once you find the student you want to add you will click the checkbox beside of their name, they will then be included in the selected students list on the right side of the page.
6. Once you have added all the students you wish, click SAVE.

Manage Activity

The purpose of Manage Activity page is to assign and view activities delivered to students and to view comments attached to specific activities. For directions on documenting [Virtual Service Delivery](#), [Documenting Outgoing Work](#), and using the [TOUCHBASE](#) feature, please see those sections.

Assign Activity to a GROUP

1. Click Manage Activity from the section headers at the top of the webpage
2. Choose Assign Activity
3. Under the ADD GROUP header, Select the GRADE level of the group you will be looking for. Currently, you cannot create groups that contain different grade levels of students.
4. From the Select Activity Group drop down, chose the group you want to assign the activity to.
5. Enter the Activity Info:
Date, Start Time, End Time, Method, Facilitator, Category, Type, Activity
6. You may enter a comment in the comment field that is important to this activity. This is NOT required. Be aware that COMMENTS are attached ONLY to activities and should only be used to provide additional information about the activity itself.
7. Under the ACTIVITIES box you will see the names of all the students who are members of the group you selected. You can click the ALL box to mark that they ALL participated in this activity OR you can click the checkbox for individual students. You can also click ALL then uncheck the box beside any student not present for that specific activity. The SAVE button will NOT illuminate until you have verified by checkbox beside at least one student in the ACTIVITIES box.
8. Double check that the Activity Info is all correct: date, time, method, category, type, activity, attendance.
9. Click SAVE.

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Assign Activity to an INDIVIDUAL(s)

1. Click Manage Activity from the section headers at the top of the webpage
2. Choose Assign Activity
3. Under the ADD STUDENT header, Select the GRADE level of the individual student you will be looking for.
4. From the SEARCH STUDENT drop down, enter either the first name, last name, or SSID of the student you are looking for. You can enter any combination of letters found in that student's name to produce a list of possible options. CLICK the student you want to assign an activity to and their name will move to the ACTIVITIES box on the right side of the screen. You may add any number of individual students by continuing to search and select them.
5. Enter the Activity Info:

Date, Start Time, End Time, Method, Facilitator, Category, Type, Activity
6. You may enter a comment in the comment field that is important to this activity. This is NOT required. Please be aware that COMMENTS added to ACTIVITIES will NOT show up in the NOTES of an individual student. COMMENTS are attached ONLY to activities and should only be used to provide additional information about the activity itself.
7. Under the ACTIVITIES box you will see the names of all the students you have added to this activity. You can click the ALL box to mark that they ALL participated in this activity OR you can click the checkbox for individual students. You can also click ALL then uncheck the box beside any student not present for that specific activity. The SAVE button will NOT illuminate until you have verified by checkbox beside at least one student in the ACTIVITIES box.
8. Double check that the Activity Info is all correct: date, time, method, category, type, activity, attendance.
9. Click SAVE.

View Activity

1. Select MANAGE ACTIVITY from the section headers at the top of webpage.
2. Select VIEW
3. Every activity assigned to a group OR to individual students for that school will appear in a list format.
4. You can search the list by any of the headers.

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Example to find all FAFSA activities, type FAFSA in the search box. You can then sort by date, time, or facilitator as desired. If you want to search for activities for a specific student or group you may do so by typing the student name or group name in the search box.

Comments

Comments only show up in the VIEW ACTIVITY LIST and should ONLY be connected to a specific activity that applies to MORE than one student. Information for one individual student should be done via the ADD NOTE option under STUDENT.

Editing an Activity

Data Entry errors for activities can be made by the school staff by “editing” an activity from the Manage Activity screen.

1. From the Manage Activity screen choose “VIEW/EDIT”
2. Find the activity you wish to edit.
3. Click the blue pencil icon in the last column
4. Update any information that was inaccurate.
5. Click SAVE

If you need an activity DELETED contact your RPC or Laura Negron

Logout

1. Click **LOGOUT** to sign out of GUSS and ensure that data is protected.

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Virtual Services Delivery

Phone Calls

NCCEP Definition: Two-way audio-only communication where you speak with student(s)/families in real time. Can be individual or small group (e.g., conference call).

GUSS Entry:

Method: Phone Call

Start/End time: Use actual start and end time of phone call, Same as you would in person. If 5 minutes or less use TOUCHBASE option.

Date: Date phone call occurred

Category > Type > Activity: Advising > x > x

Notes: For GUK purposes, this will be an ADVISING session, can be individual or group and should be coded accordingly by type/activity.

Live Video Chats

NCCEP Definition: Two-way exchange where you see and talk with a student/family member in real time. Includes Face Time, Zoom, Google Hangouts, TEAMS etc. Can be individual or group. *This DOES NOT include delivery of actual GEAR UP KY Curriculum lessons. See 3 & 4 for more information regarding curriculum.*

GUSS Entry:

Method: Televideo

Start/End time: Use actual start and end time of live session, same as you would in person. Just as with in-person activities, some participants may arrive late or leave early and that is okay, just be accurate within reason.

Date: Date live conversation took place

Category > Type > Activity: Advising > x > x

Notes: For GUK purposes, this will be an ADVISING session, can be Group Same Content, Group Individualized, or Individualized, and should be coded accordingly by type/activity.

Virtual Instruction/Synchronous learning

NCCEP Definition: Presentation of curriculum or activities you deliver to students/family members in **real time** over the internet using Zoom, Google Classroom, Instagram Live, Facebook Live, etc. This includes instruction where students are active and engaged at the time of instruction.

GUSS Entry:

Method: Televideo

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Start/End time: Use actual start and end time of live session, same as you would in person. Just as with in-person activities, some participants may arrive late or leave early and that is okay, just be accurate within reason.

Date: date live instruction took place

Category > Type > Activity: Curriculum> x > x

Notes: **Must occur in REAL TIME.** For GUK purposes, this is how we will record all CURRICULUM delivered in a live/real time session, should be coded accordingly by type/activity. Participation in live/real time video interactions should be confirmed by a method that documents they were present: raise hand in chat, post name/message in chat, viewed on screen by staff, etc.

NCCEP Guidance

*Participation in live/real time video interactions should be confirmed by a method that documents they were present: raise hand in chat, post name/message in chat, viewed on screen by staff, etc**

- *To count as a service, you need to be able to document that each student/family member is actually participating in the service being delivered. One way to do this is to find a way to get participants to use the chat or comments feature of whatever platform you are using to document their attendance.*
- *Some platforms also allow for participants to “Raise-a-Hand,” participate in in-session Poll Questions and Surveys in real time, as well as have end-of-session surveys that can be set up to go out to registrants/participants. Some platforms even track all of the comments and responses by participant log-in and/or student name.*
- *Some platforms will not record student’s actual names, e.g., Instagram. You could conduct a survey of student’s Instagram handles and/or have a staff member verify students.*

Virtual instruction/asynchronous learning activities

NCCEP Definition: Presentation of curriculum or activities delivered to student/family members asynchronously through a learning management system (e.g., Google Classrooms, Blackboard, Canvas etc.). This includes instruction where students can participate on their own time either in a virtual environment or with NTI take-home/paper packets.

GUSS Entry:

Method: Will be dependent on how the curriculum lesson/activity was assigned/completed- see Notes for more information:

- Independent Work: Virtual
- Independent Work: Paper

Start/End time: Record the average time anticipated to complete the assignment and use that time for all students for the assignment.

Date: Use the due date for the assigned activity, anyone completing by that date will be entered as having completed that activity.

Category > Type > Activity: Curriculum> x > x

Notes:

- For GUK purposes, this is how we will record all CURRICULUM activity/lessons where students are given a curriculum activity/lesson to complete on their own time with a specified due date.
- It could be posted to a virtual platform OR distributed via paper BUT if the activity/lesson is NOT presented and walked through in real time, it is considered asynchronous learning and should be coded accordingly by type/activity with the appropriate METHOD recorded.
- **Students who receive paper NTI packets but confirmation of participation is received electronically—i.e. they send a text or email a photo of the completed assignment, will still have the method recorded as “Independent Work: Paper.”** Those completing in a virtual platform will be entered with the METHOD coded as: Independent Work: Virtual. *The reason for the separation of the two methods is to help us have a better understanding of district level approaches to asynchronous learning, student access to virtual environments, as well as student preferences for engaging in asynchronous learning activities.*

NCCEP guidance

- *To count as a service, you need to be able to document that each student/family member actually participated. For curricula delivered asynchronously, this will require that confirmation of completion be received prior to documenting in our data collection system. Simply assigning the activity or sending it in NTI packets does not meet the criteria of a “service” according to NCCEP-this would be OTHER, see #7.*

Text/Instant Messages

NCCEP Definition: Two-way communication with individual students/family member via text or instant message i.e. Facebook Messenger/SignalVine/Google phone number.

We will only enter in GUSS exchanges that have 2 or more messages RECEIVED from the student/family member. In the event a SINGLE message is RECEIVED you will not enter that as we will be getting that information from SignalVine.

Method: Text

Start/End time:

- **If only ONE message** is received from student/family member then DO NOT ENTER in GUSS.
- **If TWO messages received** from student/family then use the TOUCHBASE option and there is no need to enter start/end time.
- **IF MORE THAN TWO messages received** from student/family member regarding a particular topic the total time entered should reflect **5 minutes of service for EVERY TWO text messages RECEIVED.**
- **Date:** Date of service is based on student/family reply date so the date entered in GUSS will be the date that the text was received from student/family, either unprompted OR in response to a text you sent.

Category > Type > Activity: Advising > Individual > x

Notes: For GUK purposes, two or more messages received will be considered an ADVISING session and should be coded as Individualized then accordingly by specific activity.

NCCEP guidance

- *Because outgoing texts cannot necessarily be confirmed as read, they can be considered similar to mailings, which are outreach/recruitment/informative tools but not necessarily direct services. **However, when a student responds and a one-on-one discussion takes place, then that clearly indicates an interaction, and active participation by students.***

- Taking this into account, a strategy is to **count every two incoming texts (i.e., from a student) as 5 minutes of service, using the date of the first text as the service date.**
- Outgoing texts (from the GEAR UP staff) are not to be counted as a “service” so they would not be recorded as direct GEAR UP services and they would not map to an APR service category. These will be categorized as OTHER in GUSS, see #7 for more information.

Example 1: A student replied to a SignalVine message that was sent to all students in their cohort. You responded and then that student sent and additional 9 messages to you, according to the NCCEP guidance you would count every 2 texts as 5 minutes of service, therefore you would create one entry in GUSS with a total service time of 25 minutes, see below:

Activity Info

* Method Touchbase

Text x v

* Date * Start Time * End Time

07/02/2020 16:00 16:25

* Facilitator x v

Beth Lawson

* Category x v

Advising

* Type x v

Individualized

* Activity x v

Financial Aid

Example 2: You sent out a SignalVine text message reminder that the deadline for a particular scholarship was this week. A student replied to a SignalVine message asking about the qualifications, you replied, that student then responded with a second text that they planned to complete the application and would have it to you by the deadline. According to NCCEP guidelines these two received text messages would count as 5 minutes of service delivery therefore you would create one entry in GUSS enter using the TOUCHBASE feature, see below:

Activity Info

* Method x v Touchbase

* Date * Start Time * End Time

* Facilitator x v

* Category x v

* Type x v

* Activity x v

Emails

NCCEP Definition: Two-way communication with individual students/family member via email.

GUSS Entry:

Method: Email

Start/End time: Total time reflected should be **5 minutes of service for EVERY email response** from a student/family member.

Date: Use date of the email received from the student/family as the date of service:

Category > Type > Activity: Advising > Individualized > x

Notes: For GUK purposes, this will be an ADVISING session and should be coded as Individualized then accordingly by specific activity.

NCCEP guidance

- *Following the same logic as text messages, a strategy is to count every incoming email from a student as 5 minutes of service, using the date of the email as the date of service.*
- *Outgoing emails (from the GEAR UP staff) are not to be counted as a service so they would not be recorded as direct GEAR UP services and they would not map to an APR service category but can be recorded as OTHER, see #7 for more information.*

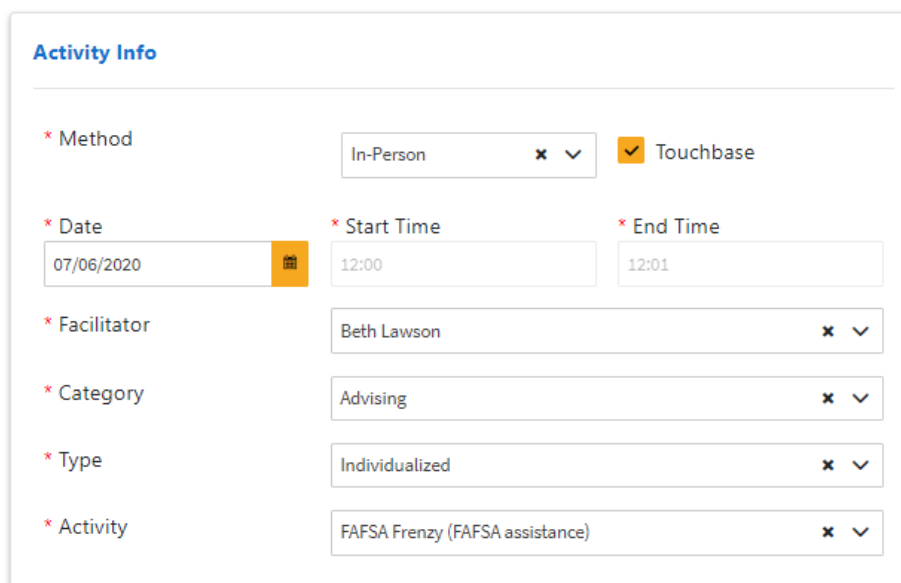
TOUCHBASE: when/how to use

The TOUCHBASE feature in GUSS is designed to streamline data entry for the user and prevent them from being required to enter activities that occurred during short time frames of 5 minutes or less. Depending on the specified activity entered by the user, the time allocated will be calculated on the backend and reported using a preset time denomination.

When to use:

- When entering any in-person activity that was 5 minutes or less no matter what the activity was.
- When entering an outgoing communication/outreach as OTHER.
- When entering a SINGLE EMAIL response from a student/family member
- When entering TWO RECEIVED TEXT responses from a student/family member (if more than 2 than enter timeframe that actual time spent)

Scenario 1: You had a short conversation in hallway with a student about the documentation they needed to bring in to complete their FAFSA verification. This would be entered in GUSS as follows:



The screenshot shows the 'Activity Info' form with the following fields and values:

Field	Value
* Method	In-Person (dropdown), Touchbase (checkbox checked)
* Date	07/06/2020
* Start Time	12:00
* End Time	12:01
* Facilitator	Beth Lawson (dropdown)
* Category	Advising (dropdown)
* Type	Individualized (dropdown)
* Activity	FAFSA Frenzy (FAFSA assistance) (dropdown)

Scenario 1: The parent/guardian of a senior student sent you an email telling you that they were working to get the documentation together that you posted on FaceBook that they need bring to the upcoming FAFSA Frenzy workshop. By NCCEP guidelines, this qualifies as a service delivery of one incoming email, which equals 5 minutes of service so TOUCHBASE should be used and the engagement documented as follows:

Activity Info

* Method x v Touchbase

* Date * Start Time * End Time

* Facilitator x v

* Category x v

* Type x v

* Activity x v

Scenario 2: You sent out a SignalVine text message reminder that the deadline for a particular scholarship was this week. A student replied to a SignalVine message asking about the qualifications, you replied, that student then responded with a second text that they planned to complete the application and would have it to you by the deadline. According to NCCEP guidelines these two received text messages would count as 5 minutes of service delivery therefore you would create one entry in GUSS enter using the TOUCHBASE feature, see below:

Activity Info

* Method x v Touchbase

* Date * Start Time * End Time

* Facilitator x v

* Category x v

* Type x v

* Activity x v

Documenting OUTGOING Work: OTHER

NCCEP Definition: This section includes recommendations for documenting permissible GEAR UP activities that do not have follow-up engagement from students and/or families. One-way communication with students/families via mailing, text, email, phone etc. Staff attempted via any mode to reach out to students or families and either there was no reply OR no reply was required (informational only). Examples: documents, notifications, and/or instruction that you share out to students/family members to give them information, offer support, or invite them to reach out to you. These could include asynchronous presentations that are not responded to, text or instant messages, emails, letters, one calls, voicemails, or other communications you send out to students/parents. For these outgoing services, it does not matter whether you get a response you can track ALL individuals to whom the information was provided. **Any responses received would be entered separately using the virtual delivery instructions based on method as outlined above.** This section provides guidance on how to document your OTHER outreach activities only.

GUSS Entry:

Method: Phone call, Televideo, E-mail, Text, Mailing, Independent work: Virtual, Independent work: Paper

Start/End time: Total time reflected should be **1 minute of service**

Date: Use date of the attempted contact

Category > Type > Activity: Other >Non-Service Delivery Activities>X

NCCEP Guidance

This section includes recommendations for documenting permissible GEAR UP activities that do not have follow-up engagement from students and/or families. **This includes activities that are allowable and permissible for GEAR UP that do not necessarily qualify as a GEAR UP service because there is not student/family member engagement.** It may still be beneficial to document your time in these activities, especially as GEAR UP staff are being asked to demonstrate their remote work.

- Rationale: Now that we are all working remotely, we are learning how challenging it is to connect virtually with students/family members during this unprecedented time. Unfortunately, students/family members must actively participate for a service to count toward GEAR UP grant reporting. However, the work you are doing to reach out and offer information/support to students/family members is still incredibly important. Given that, you can track that information internally, but not count it as a GEAR UP service.
- Definition: Documents, notifications, and/or instruction that you share out to students/family members to give them information, offer support, or invite them to reach out

to you. These could include asynchronous presentations that are not responded to, text or instant messages, emails, letters, or other communications you send out to students/parents. For these outgoing services, it does not matter whether you get a response (responses are tracked separately per the section above, Virtual GEAR UP Service Data Entry). This section provides guidance on how to document your outreach only.

- Exception: There are, however, allowable and permissible activities that you might provide to students/family members that can be counted as a service and do not require follow-up engagement. **A primary example of that would be an email campaign or social media campaign on FAFSA completion, college choice, etc.** that can be reported on the Annual Performance Report (APR) or Final Performance Report (FPR) in the Executive Summary or as a state-wide initiative (for state grantees), **but you would not include this in the secondary school service table, unless you coded it as “Other” and denoted that it was outreach only.**

Scenario: You sent out a prerecorded ALL CALL message to all students in the 7th grade cohort about the Jr. STEM Academy application. This would be entered in GUSS as follows for ALL STUDENTS IN THE COHORT. You would need to create a group with ALL students in the cohort and enter the activity for that group as follows: You can also add a comment in the COMMENT box if desired, explaining the content of the ALL CALL message.

The screenshot shows a portion of the GUSS form. At the top, there are two input fields: '* Start Time' and '* End Time'. Below these are three dropdown menus: the first contains 'Beth Lawson', the second contains 'Other', and the third contains 'NON SERVICE DELIVERY ACTIVITIES'. Below these is a 'Select' dropdown menu. This menu is open, showing a search bar and four options: 'Flyer/Postcard mailed', 'One way email communication', 'One way text communication', and 'Voicemail/All-Call recorded message'. The 'One way text communication' option is highlighted with a yellow border.

Comment:

ALL CALL sent to entire 7th grade cohort to inform parent/guardians of the upcoming Jr. STEM Academy and the process for their students to apply.]

Advising session: Individualized

These are sessions conducted with individual students, NOT in a group setting.

1. Once logged into GUSS choose MANAGE ACTIVITY > Assign Activity
2. Select student grade below ADD STUDENT section
3. Select student name by searching: you can search by first, last, SSID and you will be displayed a list of students who name contains any combination of those letters/numbers. CLICK the student in the search results to add them to the list under ACTIVITIES on the right side of the screen.
4. IF you select a student and accidentally add them to the list under ACTIVITIES you cannot remove them from here but you will NOT check the box beside their name when you go to SAVE the activity assignment, this will prevent the activity from being assigned to that particular student.
5. Once your student is showing in the ACTIVITIES window on the right side of the window you will then enter the details of the activity in the section titled ACTIVITY INFO:

Date – double check for accuracy

- Start Time/End **NOTE 24 HOUR TIME FORMAT** ex 1:30 pm is 13:30
 - Method: in-person, text, email, phone, independent work: paper, independent work: virtual
- Facilitator: If you completed the activity with a student YOUR name goes here. If you are entering data for someone else for an activity they completed with a student, then select that staff person's name from the drop down list.
- Category: ADVISING
- Type: INDIVIDUALIZED
- ACTIVITY: the activity types vary by grade level, please see [REFERENCE](#) section for complete list

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6. **Comment:** Please note that COMMENTS are attached to specific activities NOT individual students. It is recommended that you do not enter comments for INDIVIDUALIZED advising sessions but instead use the ADD NOTE feature and enter information there regarding an individual student.

7. Review all activity info: double check date and time as these are the most common data entry errors.

8. In the ACTIVITIES section of the screen, you will see the name of the student(s) added to this activity. You will CONFIRM their participation by clicking the box next to their name. The SAVE function will NOT be available until after you select a box next to a student name. If during step 2 you accidentally added a student who did not participate in this activity then do not check the box beside their name (leave unchecked) and the activity will not be assigned to them.

9. Triple check all data is accurate and then click SAVE.

Advising session: Group Same Content

These are sessions conducted with groups of students during the same time frame, covering the same topic.

Example 1: group of students completed an interest inventory during class with you, that would be recorded as

Advising > Group Same Content > Career Planning

Example 2: group of students met with you to fill out college applications for a specific college, that would be recorded as `1

Advising > Group Same Content > College Application Campaign

1. Once logged into GUSS choose MANAGE ACTIVITY > Assign Activity
2. You can use a previously created group OR add students individually.
3. Select student grade below ADD GROUP or ADD STUDENT section
4. If adding individual students, select student names by searching: you can search by first, last, SSID and you will be displayed a list of students who name contains any combination of those letters/numbers. CLICK the student(s) in the search results to add them to the list under ACTIVITIES on the right side of the screen.

5. IF you select a student and accidentally add them to the list under ACTIVITIES you cannot remove them from here but you will NOT check the box beside their name when you go to SAVE the activity assignment, this will prevent the activity from being assigned to that particular student [Back to top](#)

6. Once your students are showing in the ACTIVITIES window on the right side of the window you will then enter the details of the activity in the section titled ACTIVITY INFO:

- Date – double check for accuracy
- Start Time/End **NOTE 24**
HOUR TIME FORMAT
ex 1:30 pm is 13:30
- Method: In-person, Text, Email, Phone, Televideo, Independent Work: Paper, Independent Work: Virtual
- Facilitator: If you completed the activity with a student YOUR name goes here. If you are entering data for someone else for an activity they completed with a student, then select that staff person's name from the drop down list.
- Category: ADVISING
- Type: GROUP SAME CONTENT
- ACTIVITY: the activity types vary by grade level, please see [REFERENCE](#) section for complete list

7. **Comment:** Please note that COMMENTS are attached to specific activities NOT individual students. It is recommended that you only enter comments that are relevant to the entire group activity.

8. Review all activity info: double check date and time as these are the most common data entry errors.

9. In the ACTIVITIES section of the screen, you will see the name of the student(s) added to this activity. If you added a group, every student in that group will display in the ACTIVITY section. You will CONFIRM their participation by clicking the box next to their name OR clicking the ALL option to select ALL students. If you click the ALL button you can then deselect any students who are part of that group but who did not actually participate in the activity. The SAVE function will NOT be available until after you select a box next to a student name. If during step 2 you accidentally added a student who did not participate in this activity then do not check the box beside their name (leave unchecked) and the activity will not be assigned to them.

10. Triple check all data is accurate and then click SAVE.

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Advising session: Group Individualized

These are sessions conducted with groups of students during the same time frame, where the content is individualized for each student. Example: group of students completed an interest inventory during class with you, that would be recorded as

Advising > Group Same Content > Career Planning

Once logged into GUSS choose MANAGE ACTIVITY > Assign Activity

2. You can use a previously created group OR add students individually.
3. Select student grade below ADD GROUP or ADD STUDENT section
4. If adding individual students, select student names by searching: you can search by first, last, SSID and you will be displayed a list of students who name contains any combination of those letters/numbers. CLICK the student(s) in the search results to add them to the list under ACTIVITIES on the right side of the screen.
5. IF you select a student and accidentally add them to the list under ACTIVITIES you cannot remove them from here but you will NOT check the box beside their name when you go to SAVE the activity assignment, this will prevent the activity from being assigned to that particular student
6. Once your students are showing in the ACTIVITIES window on the right side of the window you will then enter the details of the activity in the section titled ACTIVITY INFO:

- Date – double check for accuracy
- Start Time/End **NOTE 24**
HOUR TIME FORMAT
ex 1:30 pm is 13:30
- Method: In-person, Text, Email, Phone, Televideo, Independent Work: Paper, Independent Work: Virtual, Independent Work: Paper, Independent Work: Virtual,
- Facilitator: If you completed the activity with a student YOUR name goes here. If you are entering data for someone else for an activity they completed with a student, then select that staff person's name from the drop down list.
- Category: ADVISING

- Type: GROUP
INDIVIDUALIZED
- ACTIVITY: the activity types vary by grade level, please see [REFERENCE](#) section for complete list

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7. **Comment:** Please note that COMMENTS are attached to specific activities NOT individual students. It is recommended that you only enter comments that are relevant to the entire group activity.
8. Review all activity info: double check date and time as these are the most common data entry errors.
9. In the ACTIVITIES section of the screen, you will see the name of the student(s) added to this activity. If you added a group, every student in that group will display in the ACTIVITY section. You will CONFIRM their participation by clicking the box next to their name OR clicking the ALL option to select ALL students. If you click the ALL button you can then deselect any students who are part of that group but who did not actually participate in the activity. The SAVE function will NOT be available until after you select a box next to a student name. If during step 2 you accidentally added a student who did not participate in this activity then do not check the box beside their name (leave unchecked) and the activity will not be assigned to them.
10. Triple check all data is accurate and then click SAVE.

ACT or Test Prep Workshop: ACT or other test prep workshops/tips/strategy sessions provided by GEARUP staff, indicate which subject areas OR if all subject areas were covered.

- Category = Advising
- Type = Group Same Content/Group Individualized/Individualized
- Activity = *Assessment Prep Workshop (ACT/SAT/KYOTE/Other) X (subject)*

If only a specific subject was covered then it is important to note just that subject for annual reporting.

College & Career Fair

- Category = Advising
- Type = Group Same Content/Group Individualized/Individualized
- Activity = *College & Career Fair*

KHEAA presentation

- Category = Advising
- Type = Group Same Content/Group Individualized/Individualized
- Activity = *KHEAA presentation*

We are working on adding an OTHER to the facilitator options. If other or KHEAA is not available then enter yourself as facilitator.

Campus Experience

Campus Visit

1. Follow instructions above for choosing individual student or group, entering the date and time of activity.
2. From CATEGORY > TYPE > ACTIVITY list choose
 - Category = Campus Experience
 - Type = options include Public 2 year, Public 4 year, Independent, or Proprietary
 - Activity = Name of college or university OR Out of State

The total time entered should only be the time actually spend doing the tour/meeting with the representatives, travel time is NOT included. What you can do is if you had a conversation on the bus on the way there about what questions to ask, overview of departments you will be visiting etc, you can record that separately as a Group Same Content advising session.

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Job/Industry Visit

1. Follow instructions above for choosing individual student or group, entering the date and time of activity.
2. From CATEGORY > TYPE > ACTIVITY list choose

- Category = Campus Experience
- Type = Job/Industry Visit
- Activity = Select the area of focus of the job/industry visit again

The total time entered should only be the time actually spend doing the tour/meeting with the representatives, travel time is NOT included. What you can do is if you had a conversation on the bus on the way there about what questions to ask, overview of departments you will be visiting etc, you can record that separately as a Group Same Content advising session.

Jr. STEM Academy

- . Follow instructions above for choosing individual student or group, entering the date and time of activity.
2. From CATEGORY > TYPE > ACTIVITY list choose

- Category = Campus Experience
- Type = Jr. STEM Academy
- Activity = Campus attended

Curriculum delivery

Follow instructions above for choosing individual student or group, entering the date and time of activity. 2.
From CATEGORY > TYPE > ACTIVITY list choose

- Category = Curriculum
- Type = grade level
- Activity = lesson delivered

Remember that when delivering two lessons in one class period that those are separate entries and the time for each should be adjusted accordingly. Example: delivered both parts of Lesson 1 during a 50 minute class period. Lesson 1 part 1 = 35 minutes, Lesson 1 part 2 = 15 minutes would be entered as two different activities in GUSS with the same data and students but different times.

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Leadership Development

Peer Mentoring: Data gets entered for BOTH the Peer Mentors and the Peer Mentees using the data collection tool given to Peer Mentors. This form is also accessible on TEAMS.

- For 12th grade Peer Mentors you will enter the specific activity they engaged in:
 - Mentee meeting general/Mentee Meeting Resilience Curriculum delivery/ Mentor Meeting/Mentor Training
 - For 7th grade Peer Mentees you will enter the specific lesson they received (currently no option for OTHER or Mentee Meeting but will be added). For now, you can enter Lesson 1, then request an edit using the Data Correction Form.
-
- Category = Leadership Development
 - Type = Student Ambassadors: Peer Mentoring
 - Activity = *as applicable*

Peer Tutoring: Data gets entered for BOTH the Peer Tutors and the tutees using the data collection tool given to Peer Tutors and the Peer Tutor Supervisors. This form is also accessible on TEAMS.

- For 12th grade Peer Tutors you will enter the specific activity they engaged in:
 - Mentee meeting general/Mentee Meeting Resilience Curriculum delivery/ Mentor Meeting/Mentor Training
 - For 7th grade tutees you will enter the specific subject they received
-
- Category = Leadership Development
 - Type = Student Ambassadors: Peer Tutoring
 - Activity = *as applicable*

Note that if a Peer Tutor is delivering services to an entire class you CANNOT record 50 minutes for 25 students. They should have a class roster provided by the Peer Tutor Supervisor and indicate which specific students they worked with during that time. If they did help each student in that class at some point you would enter an AVERAGE number of minutes.

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ACT retakes (12th Grade): only if GEARUP funds were used to pay for the retake

- Category = Assessment
- Type = Assessment Administration
- Activity = *ACT Retake (GEARUP Funded)*

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Orientation

- Category = Advising
- Type = Group Same Content/Group Individualized/Individualized
- Activity = GUK Student Orientation

GUK Institute

Student Participation at the GUK institute will be recorded according to the registration master form by the RPC for Student Leadership & Engagement. Do not record at the local level.

REFERENCE

Activity List by Grade

Clicking the link above will open an excel file in TEAMS that includes the master list of all GEARUP KY activities for 7th and 12th grades during the 2019-2020 school year. File is also accessible direct from TEAMS: GUSS Support > Files > GUSS Activity List for User Manual

Glossary of terms

Types of campus visits

Reporting Errors