

GENERAL INSTRUCTIONS – SOQ COMPLIANCE SUBMISSION USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

Part I – SSWS General Information

Overview:

Single Sign-on for Web Systems (SSWS) is a portal through which school division personnel may access many of the Virginia Department of Education data collection processes and other applications. It is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. SSWS, as the name implies, allows each user access to many different data collection processes as well as other applications with one single user id and password. Security and access to data is maintained at the user id level so that users only have access to their information, and to only those applications that they need to use. User account security is maintained by the use of a password that is only known to the user.

The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to applications. They must establish a user account for each person needing access, and grant each user in their division permission for access to each required application. Before a user can perform any work within SSWS, they must first be setup by their Account Manager and granted access to any required application modules.

Software / Hardware Requirements:

Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer, Netscape, or Firefox. The SSWS menu and security modules have been converted for compliance with the Virginia Information Technology Accessibility Standard (GOV 103-00), the State Web Site Standard (GOV 106-00), and the VDOE Web Standard. In the near future each managed application will also be converted to these standards.

SSWS is designed to be best viewed using the full screen at a resolution of 1024 X 768 and Medium Text Size. It will operate correctly, however, at any higher resolution and smaller text size selected by the user.

Standard Look and Feel:

The State Web Site Standard and VDOE Web Standard, referenced above, determine the look and feel of all Web pages. They provide for the general navigation, colors, fonts, logos, and general layout features of compliant VDOE Web pages.

The “Top Navigation” black bar provides links to the Commonwealth of Virginia Web site, the Governor’s Web site, the VDOE Web page Index, and VDOE contact link. The VDOE logo area is common and provides the user assurance that they are on a VDOE Web page. The logo area also provides a standard search method to allow users to search for subjects on the VDOE site. A second black bar below the logo area provides the user with a “Bread Crumb” navigation

method. The Bread Crumb will provide the user a context trail of where they are on the VDOE Web site. In SSWS it also provides the active link to allow the user to always go back to SSWS Home and a reminder of which application they are accessing at any given time. The "Left Navigation" menu provides all users a VDOE standard list of links to various areas of the VDOE Web site. The center portion of each page, below the Bread Crumb bar, is the application pallet or main Content Area of the page. The content area is framed on the top and bottom with a standard title bar identifying the content area on top and quick navigation links on the bottom to jump to the Top of Page or Top of Content Area. Lastly, the "Right Navigation" menu area is application or page specific and is used to navigate within the context of each application or content area.

The SSWS Right Navigation menu is divided into three sections, the top portion has standard links always available to users, the middle section is application specific used for navigation options within each application, and the bottom section provides information about the user and context sensitive contact information for the application currently being accessed.

The top of the Right Navigation menu are common SSWS links available at all times to the user. There are six links, SSWS Instructions, Contact List, Applications Contact Info, Change Password, Change E-Mail, and Dropbox. The first three links provide users with information, the next two allow the user to modify their SSWS account, and the last one allows users to transfer sensitive information between users.

The SSWS Instructions link displays this document in an Adobe Acrobat format. The Contact List link activates an application that allows the user to view the contact information for all school divisions. The user will be able to select the application for which contacts are to be listed, and the output format to be generated. The Applications Contact Info link will provide the user with an Adobe Acrobat report of all of their applications, and the contact information of both their local and VDOE contact.

The middle of the Right Navigation menu is specific to each application accessed under SSWS. A title bar of "Application Menu" will indicate the start of this section. Each application has specific requirements and functions so the links displayed in each menu will be different. In some cases, more menu items need to be displayed than is allowed by the standard, so sub-menus will be used. Sub-menus will have a main entry point on the application navigation menu and pop-up when the user moves their mouse over the item.

The bottom of the Right Navigation menu is the context sensitive contact information area. The area is sub-divided into several sections, User Information, Local Application Contact, VDOE Application Contact, Local SSWS Administrator, Local Backup SSWS Administrator, and VDOE SSWS Administrator. The local and VDOE application contact information will change as the user moves from application to application, and will be blank when a local contact has not been established. Each contact section will identify the person assigned the duties of supporting the application, along with a phone number, and a link to e-mail the contact. The user information section will identify the logon user id, name of the user, the appropriate school division name and, if applicable, the school name. The content area of the SSWS Home page will be identified as "SSWS Application Selection" in the title bar. The purpose of the page is to

provide the user their menu of SSWS applications. From this page they can access all applications that they are authorized to use. Each item on the menu will be an active link of the common name for the application along with its acronym, if it has one, and the description of the application's function. The user will use this menu to navigate to all applications, and return to this home page when moving between applications.

Also provided in the content area, just above the identification bar, is the "Logout" link. This link is used whenever users have finished all of their work within SSWS. Clicking on the Logout link terminates the user's session and returns them to the Login page. Users will automatically be logged out after 20 minutes of inactivity or closing their browser.

Accessing SSWS:

From a WEB browser, enter the Web address (URL) for SSWS:

<https://p1pe.doe.virginia.gov/ssws>

The system will connect to the VDOE Web server through a secure connection. Before access is granted the user must first be identified. The system will display the SSWS Login page requesting the User Name and Password. The user name is the user id established for the user by the SSWS Account Manager. The password will have been communicated via e-mail or is one that the user selected. Enter the requested information and click on the "Login" button. Note the notification of user access responsibilities under the Notice and Warning heading.

If the user id and password were not entered correctly a red error message will be displayed, indicating that either the user id or password entered was not correct. Please note that user id's and passwords are case sensitive, make sure the correct case is used when typing the entries. Also please note that 3 failed login attempts will lock the account and the local SSWS Account Manager must be contacted to unlock it for continued access.

After successfully logging in, the SSWS Home page will appear. The "menu" in the center of the page will display the applications authorized for access. The user must speak with the local SSWS Account Manager if there is an application that should appear on the list but does not. The Account Manager should be able to resolve the problem.

Forgotten Password:

Before the account is locked (three unsuccessful attempts) the user can request a password change. When the user is unable to login but is using the correct user id, the password may have been forgotten. A new password can be assigned by clicking on the "I Forgot My Password" link. This action will require the entry of the user id, and the e-mail address established for the id within SSWS. Once all of the information has been correctly entered and verified, an automatic e-mail will be sent with a new temporary password. The user will be able to use that password one time to access SSWS.

Temporary Passwords:

Any time the system generates a password for a user account, such as a forgotten password, or Account Manager Password reset, it will be considered a temporary password. Temporary passwords are only valid for one login to SSWS and the user will be required to change it at the first successful login. It is suggested that the user "Copy" the temporary password from the e-mail and "Paste" it in the appropriate entry field to minimize typographical errors.

Required Password Change:

Periodically users are required to change their password. At login time, if the time period from the last password change has exceeded the limit, the user will be prompted to enter a new password. It cannot be the same as the current or previously used password. A system message is presented to indicate if the new password was accepted or the user needs to try again.

E-mail Address:

An e-mail address is required by SSWS for the communication of important information. It should be one that is only accessible by the user, and can be a local, state, or personal account. This account will be used any time the accounts password is automatically changed, or if any other account information is changed. If an e-mail address has not been identified for the account, a prompt will be presented at login requesting the entry of the information. It is very important that the address entered is correct; the automated processes will use it to communicate with account user. Because accuracy of the data is so important, the user is required to enter the address twice. This is done to ensure that there are no typing errors.

If users have not logged in for some time, have forgotten their password, and have not established an e-mail address; they will need to contact their local SSWS Account Manager. The Account Manager will establish an e-mail address for the account and reset the password. The users will then need to read the automatically generated e-mail to learn the password and login to their SSWS account.

User Password and E-mail Change:

Users have the ability to change their password when desired. They can also change their e-mail address as needed. Both of these functions are links on the Right Navigation menu of SSWS. It is recommended that the user change their password whenever they feel that another user has discovered it. The e-mail address must be changed any time users change e-mail services or is given a new address.

Data File Transfer (Dropbox):

Many times users have the requirement to send sensitive information via data files to another organization. The SSWS Dropbox function provides a "secure File Transfer Protocol (FTP)" style function for that purpose.

Dropbox is for the communication of data for official DOE business only. The transfer of files containing non-sensitive information may continue to be handled as attachment to e-mail. There is no limitation on the type of file that can be sent via the Dropbox and no scan is made of the content. It is the responsibility of the sender and the receiver(s) to ensure that computer viruses or other unauthorized content are not sent through the system.

The limitations of the Dropbox function are:

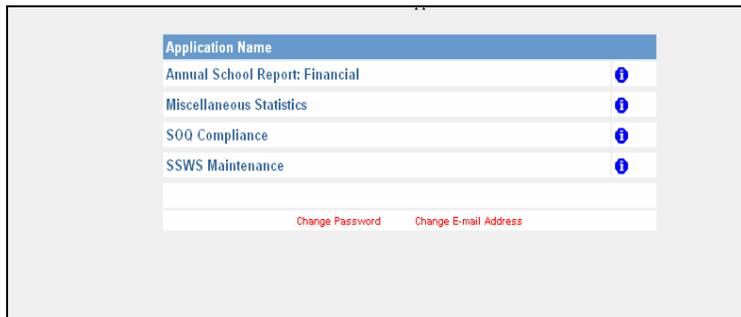
- ✓ Only people with an active SSWS account may send/receive files
- ✓ A file may only be sent to at most 2 other SSWS users at a time
- ✓ File size limit is 50mb
- ✓ Files are only retained for a maximum of 6 calendar days or less if deleted by the receiver(s)
- ✓ Files cannot be retrieved once deleted.

Please refer to the user instruction on the Dropbox home page for detailed instructions.

Part II – Accessing the SOQ Compliance Submission

Please note: The SOQ Compliance Submission in the SSWS will become available to all users by noon on April 3, 2007.

Once you have logged into the SSWS, you will view a menu with different options:

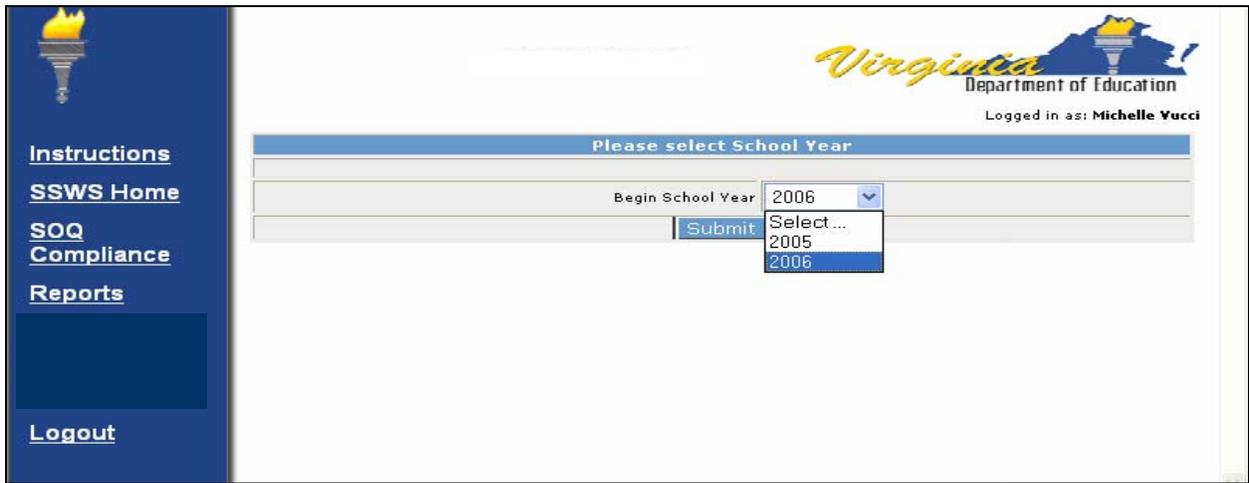


Please choose the option marked ‘SOQ Compliance.’ You will then be directed to the following screen where your school division name and number will be displayed. From this screen, please use the mouse to click on the name of your school division, and you will then be directed to a screen stating “Welcome to the SOQ Data Collection.” While viewing this screen, you will see five (5) options on the left hand side of the screen marked as follows:



Please choose the option marked ‘SOQ Compliance’ to access the SOQ submission. At any time that you are logged into SSWS, you may exit the system at any time by clicking on the option marked ‘Logout.’

Once you have clicked on the option for ‘SOQ Compliance,’ you will view the following screen:



You should choose 2006 as your option. (Should you select 2005, you will see in read-only form your division’s submission from last year.) Once you have selected 2006, you will view the following screen:

Compliance Status	Standards	Description	Current Status	Print Blank
-	STANDARD 1:	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Pending	Print
-	STANDARD 2:	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Pending	Print
-	STANDARD 3:	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Pending	Print
-	STANDARD 4:	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Pending	Print
-	STANDARD 5:	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Pending	Print
-	STANDARD 6:	PLANNING AND PUBLIC INVOLVEMENT	Pending	Print
-	STANDARD 7:	SCHOOL BOARD POLICIES	Pending	Print
-	STANDARD 8:	COMPLIANCE	Pending	Print
-	NON STANDARD:	CONTINUING CONTRACT PERSONNEL EVALUATIONS	Pending	Print

You have not completed the data entry for all SOQ Compliance standards.

[Finish](#)

This screen gives you the option to select any of the eight (8) standards and one nonstandard or print the entire submission with no data entered, which you may wish to do if additional personnel are assisting with the submission. Please read carefully the notes at the top of the screen, which provide general information on the certification of compliance and submission of the signed verification forms to the Department. Also, please note that, until data for all eight (8) standards and one nonstandard have been successfully entered, you will continue to see the note

in red at the bottom of the screen indicating that your submission is not completed, and you will continue to see the “Finish” button at the bottom of the screen.

As an example, if you choose Standard 1 from the options noted in the screen above, you will then view another screen that will go through each requirement of the standard in detail:

Certification of Compliance with the Standards of Quality and Other Required Certification (s) for the 2006-2007 School Year

STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.

NOTICE REGARDING DATA VERIFICATION: Once the department has received your certification, all information will be reviewed and verified against the department's records for instructional personnel data and for school accreditation status. Your division will be contacted should any discrepancies be identified that require additional information or re-submission.

B.1. The school division has implemented Standards of Learning objectives or the equivalent or standards that exceed the Board of Education's requirements. Yes No

Explanation/Corrective Action : (Please enter if No selected)

B.2. The school division expects students to achieve the educational objectives established by the school division at appropriate age or grade levels. Yes No

Explanation/Corrective Action : (Please enter if No selected)

C.1. The school division has developed and implemented a program of instruction in grades K 12 which emphasizes:

You will continue to fill out data in a similar form for all eight (8) standards and one nonstandard. You may use either the mouse or the tab key on your keyboard to move between fields within the submission. When you have finished entering data for a particular standard, you will see options at the bottom of the screen once the entire standard has been reviewed.

o. Incorporation of art, music, and physical education as a part of the instructional program at the elementary school level. Yes No

Corrective Action : (Please enter if No selected)

p. A program of student services for grades kindergarten through 12 that shall be designed to aid students in their educational, social, and career development. Yes No

Corrective Action : (Please enter if No selected)

Back | **Save**

You must click on “Save” before you leave each standard in order for your work not to be lost. You do not have to answer each question in order to save your work. You can save at any time and come back to a particular standard to complete it.

You must answer all questions for all standards in order to access the certification form that is to be signed by the division superintendent and chairman of the school board. To check the status of each standard, you may view the data on the right hand of the screen.

Compliance Status	Standards	Description	Current Status	Print Blank
Yes	STANDARD 1:	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	Print
Yes	STANDARD 2:	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	Print
No	STANDARD 3:	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Complete	Print
Yes	STANDARD 4:	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	Print
Yes	STANDARD 5:	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Complete	Print
Yes	STANDARD 6:	PLANNING AND PUBLIC INVOLVEMENT	Complete	Print
Yes	STANDARD 7:	SCHOOL BOARD POLICIES	Complete	Print
Yes	STANDARD 8:	COMPLIANCE	Complete	Print
No	NON STANDARD:	CONTINUING CONTRACT PERSONNEL EVALUATIONS	Complete	Print
<input checked="" type="checkbox"/>	For the 2006-2007 school year, we certify that division (003-ALLEGHANY CO) is not in full compliance with all of the standards noted above related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia) and 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers).			

When the current status column reads “Complete” for each of the nine entries, you may then click the “Finish” button. If any of the entries shows a “Pending” status, you must go back and check the submission because you will be unable to access any certification forms.

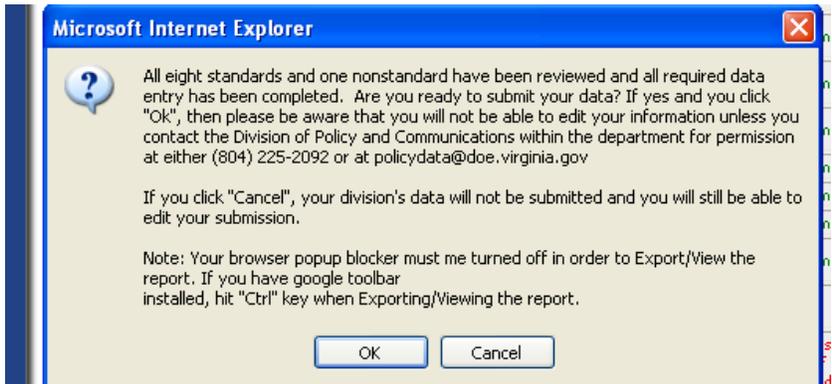
Once you have completed all data entry and the status for each standard reads “Complete,” you will be presented with a statement at the bottom of the screen (containing a summary of all eight (8) standards and one nonstandard) indicating whether or not your division is in compliance. If your division is **in compliance**, then the statement would read as follows:

“For the 2006-2007 school year, we certify that division XXX is in full compliance with all of the standards noted above related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia) and 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers).”

If your division is not in compliance (as noted in the screen shot above), then the statement would read as follows:

“For the 2006-2007 school year, we certify that division XXX is not in full compliance with all of the standards noted above related to: 1) the requirements of § 22.1-253.13:1 et seq. of the Code of Virginia (Standards of Quality for Public Schools in Virginia) and 2) the requirements of § 22.1 - 295, paragraph C, Code of Virginia (Employment of Teachers).”

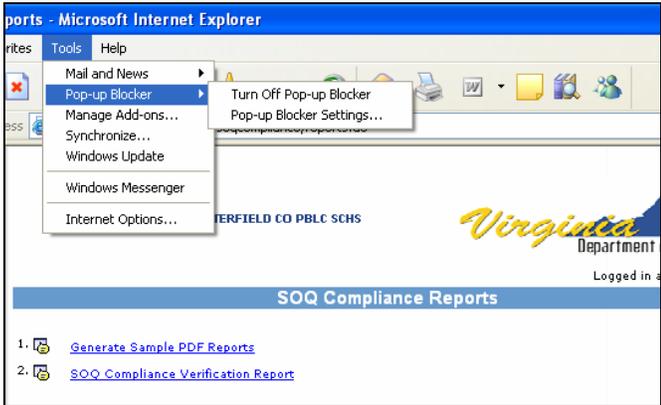
In order to access the certification form, you must check the box to the left of the compliance statement. Once you have checked the box, please click the “Finish” button. You will then view the following statement.



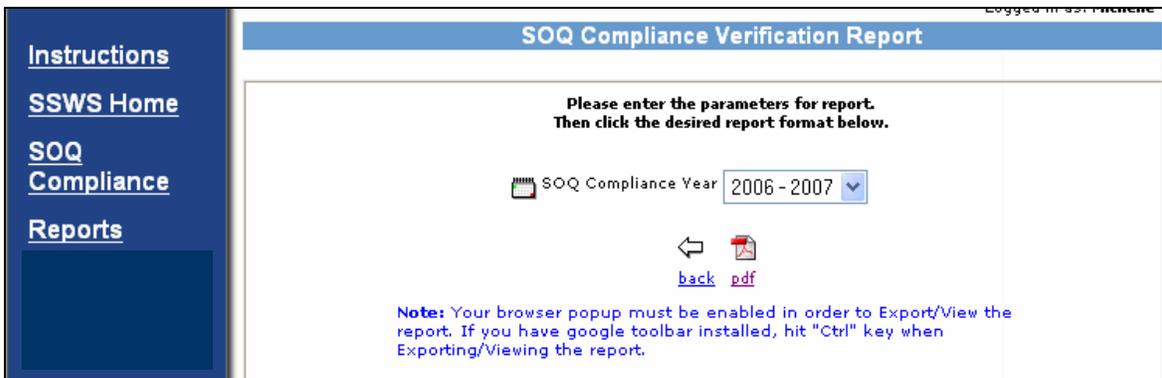
If you are not certain about any or all of your responses, you may go back and edit any of them. However, if you click “OK,” you will be unable to make any further edits without contacting the Department.

If you have clicked on “OK”, you will then be able to generate the Superintendent’s Verification Report. To access this report please click on the “Reports” option on the left hand side of the screen, which is one of the five (5) menu options, shown on page 3 of these instructions.

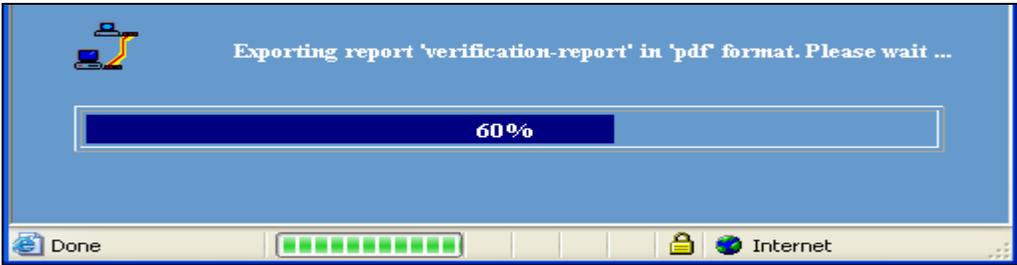
Please Note: To generate the verification report, your browser popup must be turned off in order to Export/View the report. If you have google toolbar installed, select "Ctrl" key when Exporting/Viewing the report. You may also turn off the popup blocker in the manner illustrated below:



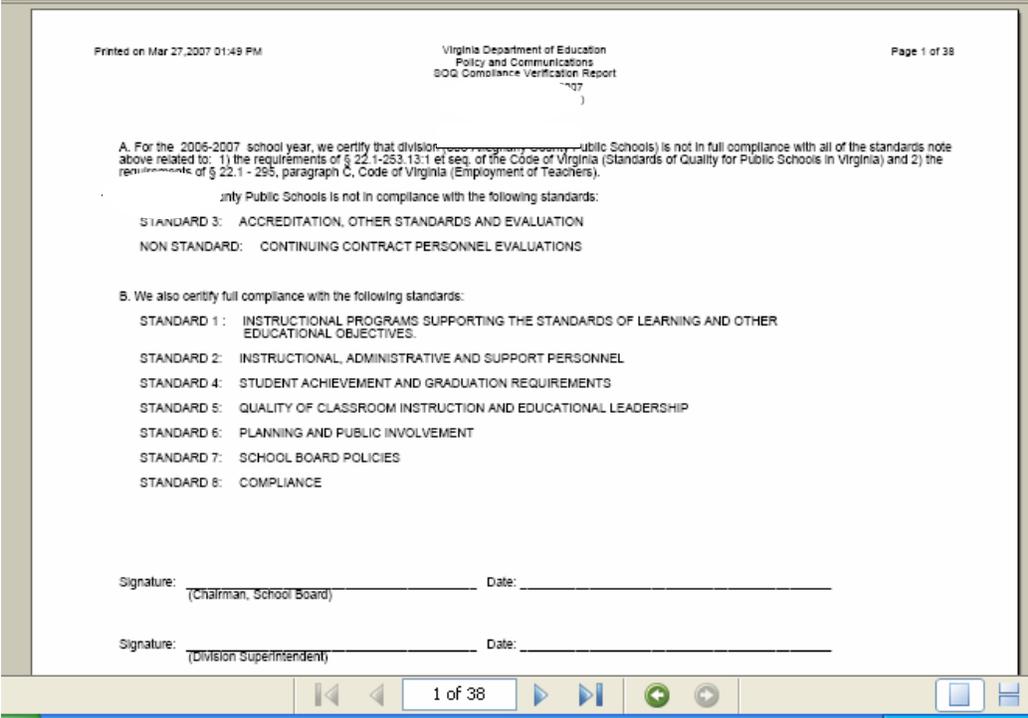
To generate the verification report, choose the option marked “SOQ Compliance Verification Report.” Once you have chosen this option, you will view the following screen:



You may then click on the “pdf” option to view the entire report. A screen will be displayed as follows while your report is generating for several minutes.

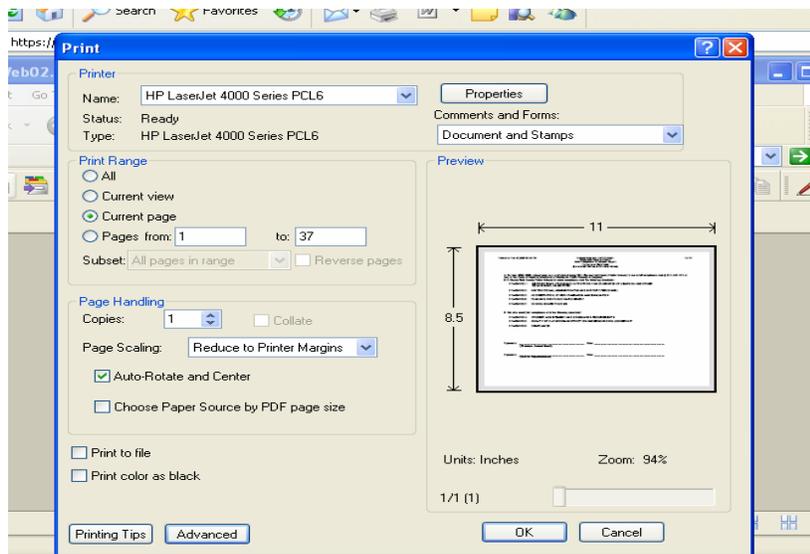


Once the pdf file of your report is generated, it will be displayed in pdf format and look similar to the screen shot below:



The first page of the report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. **Please do not send the entire report to the Department, only the certification page.**

The entire pdf report is rather lengthy (approximately 38 pages). If you would prefer to print only the certification page, use the "Current Page" option from the Print Range section of the print menu:



Instructions for transmitting **only the signed certification sheet** are outlined in the Superintendent's Memo. During the data verification process, staff in the Office of Policy at the Department of Education will notify the superintendent of any additional information or corrections that may be necessary.