GENERAL INSTRUCTIONS – SUBMISSION OF HOME INSTRUCTION SURVEY INSTRUMENT - USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

Part I – SSWS General Information

Overview:

Single **S**ign-on for **W**eb **S**ystems (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 set up 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 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.

At 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 (login) 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 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. This menu will allow the user 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 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. Please note that you should review 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 ids and passwords are case sensitive. Please 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 after 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 the 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. During login, 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 displayed, which will 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 account password is automatically changed, or if any other account information has changed. If an e-mail address has not been identified for the account, a prompt will be presented at login requesting entry of the information. It is very important that the address entered is correct; the automated processes will use it to communicate with the 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/or 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 are 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 an 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 a maximum of two (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 Home Instruction Survey

Please note: The Home Instruction Survey instrument in the SSWS will become available to all users on September 7, 2007. Please note that you should check with your local SSWS administrator if you encounter difficulty accessing this survey.

Please note that you will only see your division on the screen when you login. Please select the option marked "Home Instruction." You will then view the following screen:
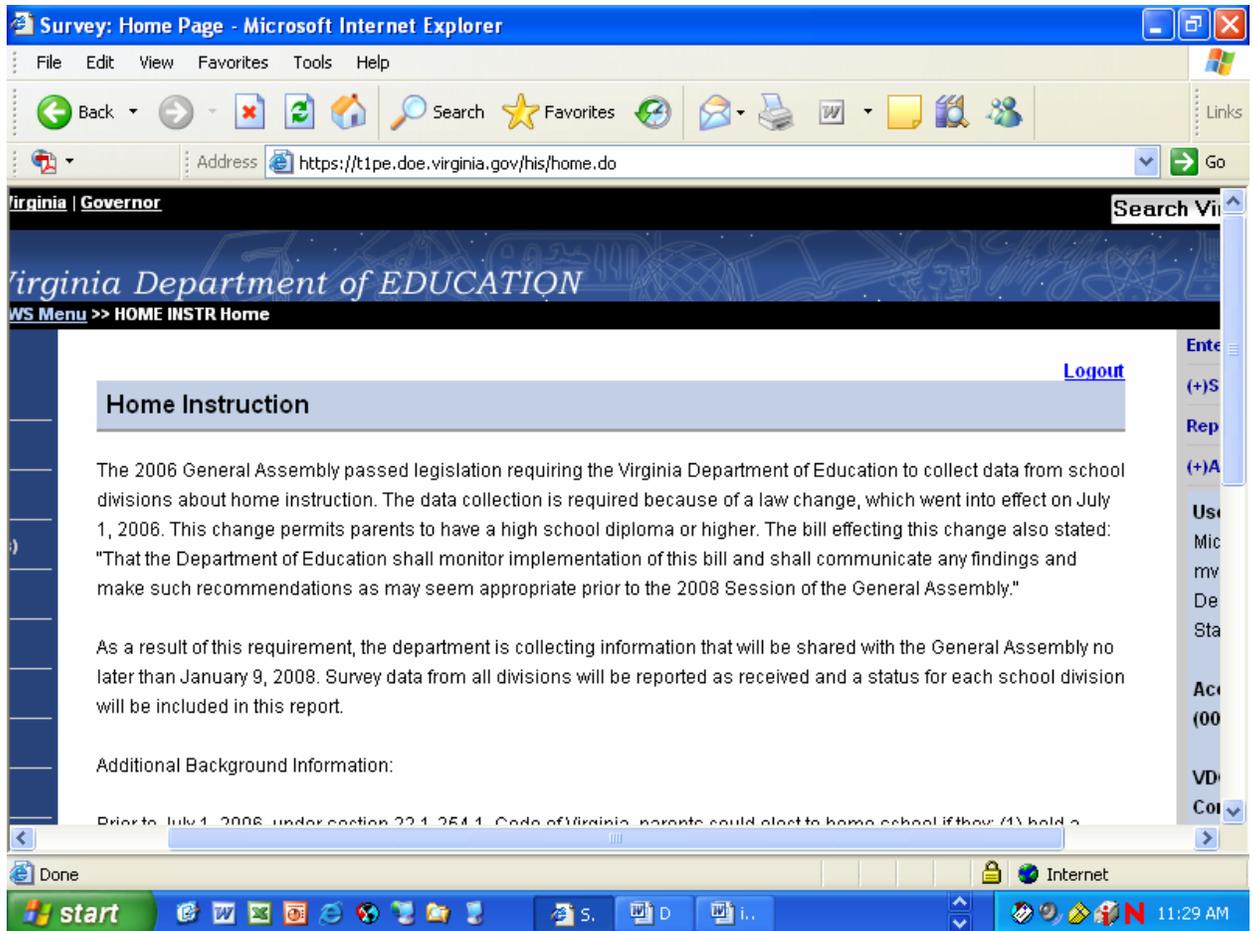
Please choose the option on the right hand side of the screen marked 'Enter Survey' to access the survey instrument. At any time that you are logged into SSWS, you may exit the system at any time by clicking on the option marked 'Logout.'

Once you have clicked on the option for 'Enter Survey,' you will view the following screen:

The report form contains seven questions. Before entering any data, you may wish to print a blank copy of the report. You should use the menu bar to the right on your screen and click on the option marked "Reports." This option will take you to a menu where you will choose another option called "Survey Report." The "Survey Report" option shows the following:

You may choose the format in which you would like to see the survey. Please note that the "PDF" version is probably the best option if you wish to view a blank copy of the survey.

The SSWS survey contains the following questions. Please note that you cannot save your work unless all questions have been answered. If you are unable to finish populating the report in one session, it is recommended that you fill in the questions with "draft" answers (one word will suffice), which will enable you to save your work and finish entering your data in multiple sessions. **Please note: You cannot save your work unless all fields are populated. If you wish to enter data in multiple online sessions, you must put answers (even in draft form) in all fields.**

You should use your mouse or the Tab key on your keyboard to navigate among the questions. You should also avoid the use of special characters, such as apostrophes, quotation marks, and signs such as '%' and '&' as the use of special characters can cause problems in the SSWS system.

DESCRIPTION OF QUESTIONS

Question 1 – How many requests for home instruction were received for students in each of the following categories?		
School Year 2006-2007 & School Year 2007-2008	**Data Entry Required**	**Comment**
Parent held High School Diploma (or higher)	Please enter as number	
Parent met teachers' qualifications	Please enter as number	
Student enrolled in approved correspondence course	Please enter as number	See **http://www.doe.virginia.gov/VDOE/Parents/corrcour.html** for a list of approved correspondence courses
Parent provided program of study with Standards of Learning (SOL) objectives or evidence that the parent is able to provide an adequate education	Please enter as number	
Total requested received	Please enter as number	
Total denied	Please enter as number	For this category, you have three options to choose from in the dropdown box: 1) Failure to provide proper paperwork; 2) Failure to provide evidence of academic achievement; or 3) Other. (Please note: If multiple categories apply within your school division please enter 'Other'.)

Question 2 – Of the children receiving home instruction, how many students in the following categories were (or are) enrolled part-time in your local school division?		
School Year 2006-2007 & School Year 2007-2008	**Data Entry Required**	**Comment**
Parent held High School Diploma (or higher)	Please enter as number	
Parent met teachers' qualifications	Please enter as number	
Student enrolled in approved correspondence course	Please enter as number	See **http://www.doe.virginia.gov/VDOE/Parents/corrcour.html** for a list of approved correspondence courses
Parent provided program of study with Standards of Learning (SOL) objectives or evidence that the parent is able to provide an adequate education	Please enter as number	
Total requested received	Please enter as number	

Question 3 – How many home-schooled students are currently enrolled part-time in virtual schools operated by public schools in Virginia?	
Please provide the names and locations of the virtual school, if you have the information.	Please provide as much information as you have about the virtual school. If a student is enrolled in a virtual academy operated by your school division, please enter that information as well.

Question 4 – What percentage of your home-schooled students met your division requirements for evidence of academic progress during the following school years?		
2006-2007	Enter percent as number	

Question 5 – Has the change in the law that permits parents with a high school diploma to home-school children made implementation of the home-school program more difficult or has it made implementation easier? Please explain.
Please provide as much descriptive information as possible concerning the effect that the change in law (on July 1, 2006) has had on your division. Please recognize that your response is limited to 500 characters.

Question 6 – Has the 2006 legislative change had any impact on home-schooled students' academic progress? Please explain.
Please provide as much descriptive information as possible concerning the effect that the change in law (on July 1, 2006) has had on your division in regards to academic progress. Please recognize that your response is limited to 500 characters.

Question 7 – Does your division have a policy regarding home-schooled transfer students? Please explain and provide a Web link to this policy, if available.
Please provide as much descriptive information as possible about your division's transfer policy. Please recognize that your response is limited to 500 characters.

Please note that, when you finish each question, you can click on the option to "Save" or "Save and Next". The "Save and Next" option will allow you to view the following screen and its applicable question. Once you reach question 7, which is the last screen, you will have the option to go back to the previous screen, save your data, or submit to DOE. You cannot submit your data to DOE unless all questions have been answered.

Once you have submitted your data to DOE, you will receive the following e-mail: "**Data submitted successfully. Collection window has been closed."** Should you need to modify your data after submission, please contact the Policy office at policydata@doe.virginia.gov or at (804) 225-2092 for further direction.

Once you have submitted your survey data to the department and your submission has been completed, please e-mail policydata@doe.virginia.gov with the name of your school division and contact e-mail and phone number. Also, please include in your e-mail transmission a statement indicating that your division has completed the home instruction survey.

Thank you for your help in completing this important survey instrument.