

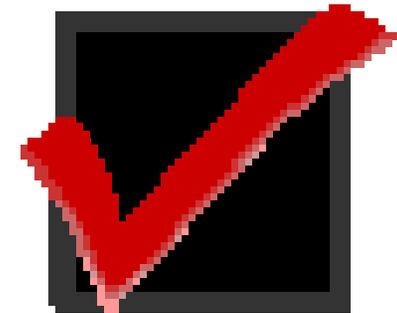


NRS Web Based Data System Overview and Training

FY 2007-2008

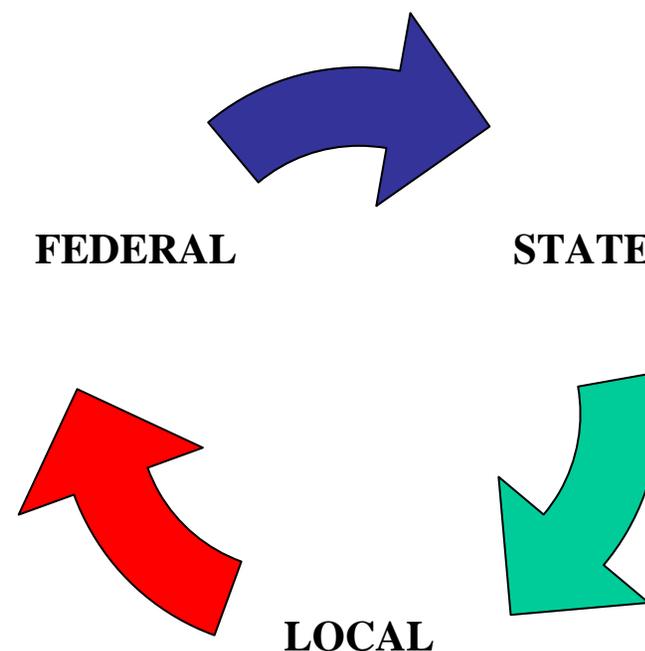
Objectives

- Background of the Web-based Data System
- Understanding Processes of Quality Data
- Review of Data Entry Processes
- Hands on Data System Experience

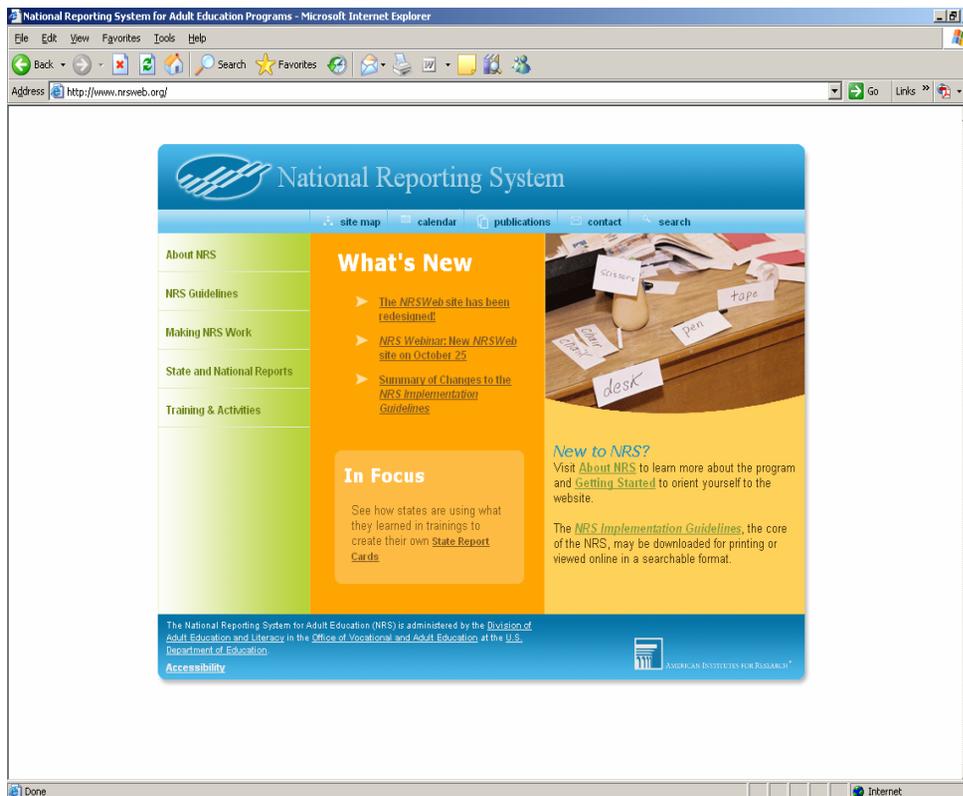


Background - The Big Picture

- WIA and NRS
 - WIA – Workforce Investment Act of 1998
 - NRS – National Reporting System
- Accountability
 - Local
 - State
- State Support and Monitoring
- Incentive Funding
- Response to Requests for Information



NRS Website



- www.nrsweb.org
 - Training Notices
 - Training On-line
 - Provides Reports
 - Basic Information

Intake/Demographics

- Complete Data from Intake Form
- Required Data
- Clarity of Data
- Timely Entry of Data
- New Students vs. Returning Students
 - Participant Statuses – Update for Returning Students

Welcome to the Data System



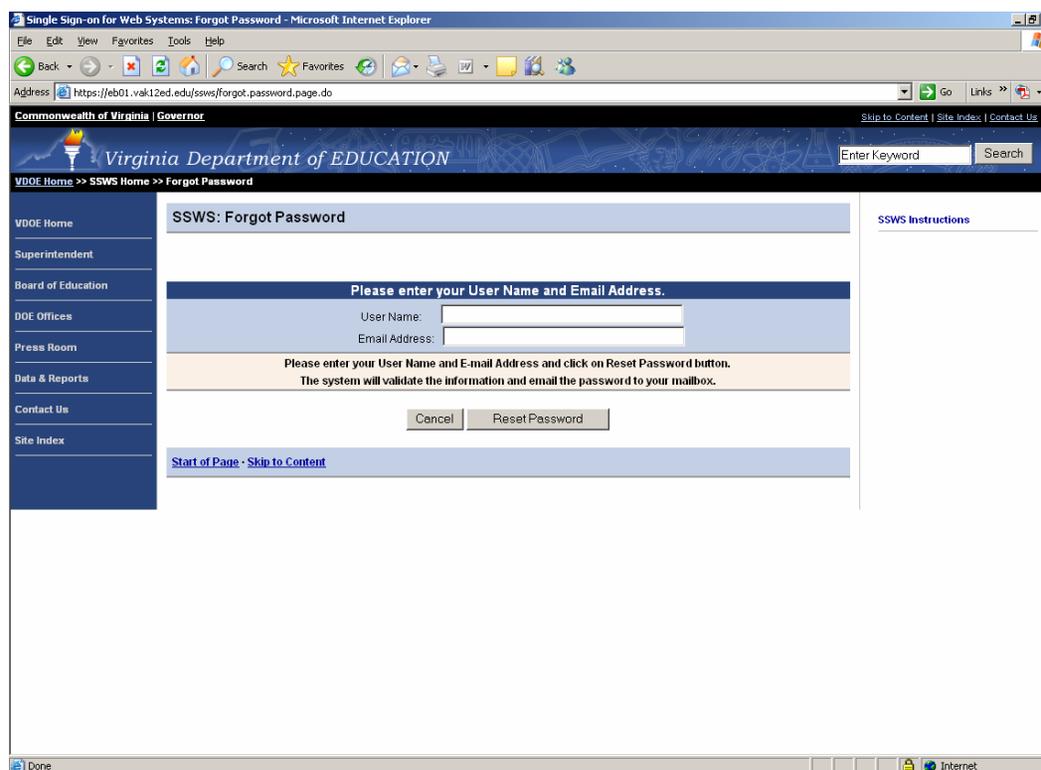
Log-in Screen

- Each time you access the data system, you must provide your User Name and Password
- You will be prompted periodically (every 3 months) to change your password
- **If you enter the log-in information incorrectly 3 times, your Password must be reset by the local single-sign on administrator (SSWS)**
- User Name: _____
- Password: _____

Note: The Username and Password are assigned by the SSWS Administrator for your division or by the Adult Ed. Data Specialist.

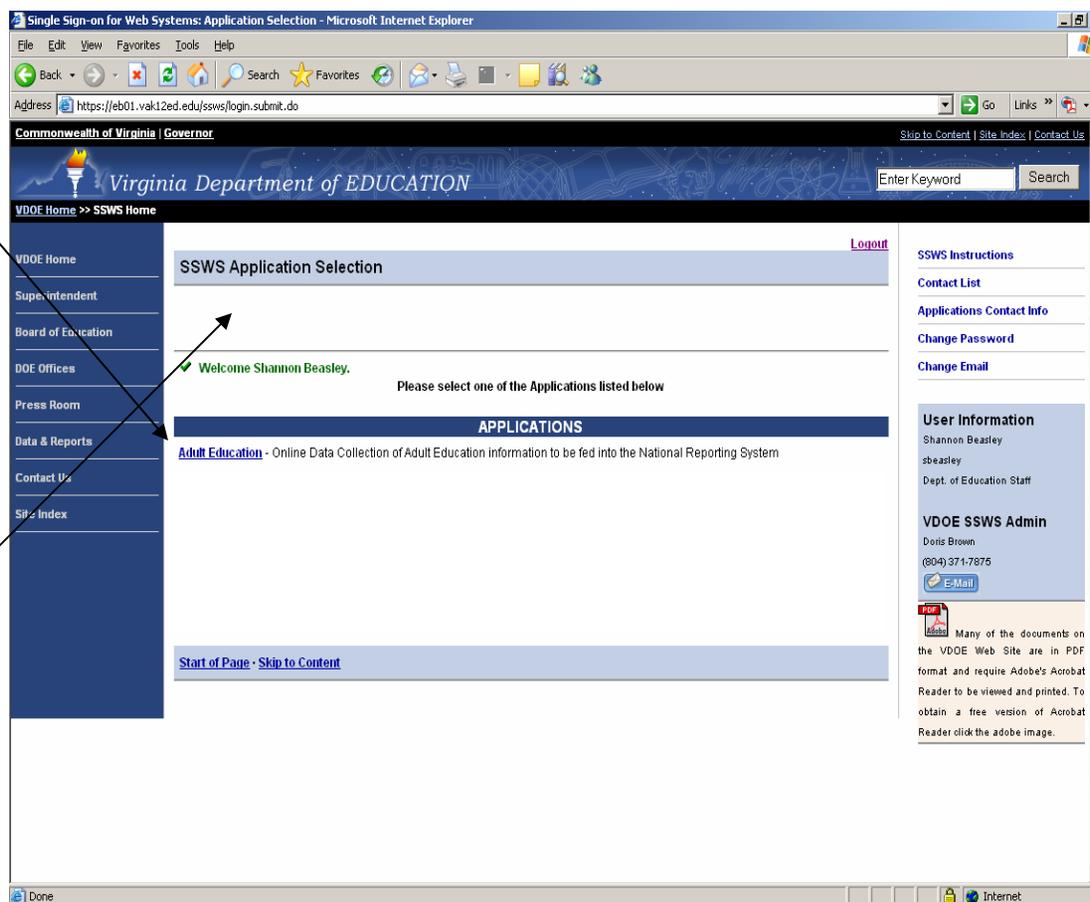
Forgot Your Password?

- If you forget your password, you can click the link on the log-in screen “[I Forgot My Password](#)”
- The screen to the right will appear.
- Enter your Username and Email address
- Click Reset Password
- The password will be emailed to your mailbox from the data system.



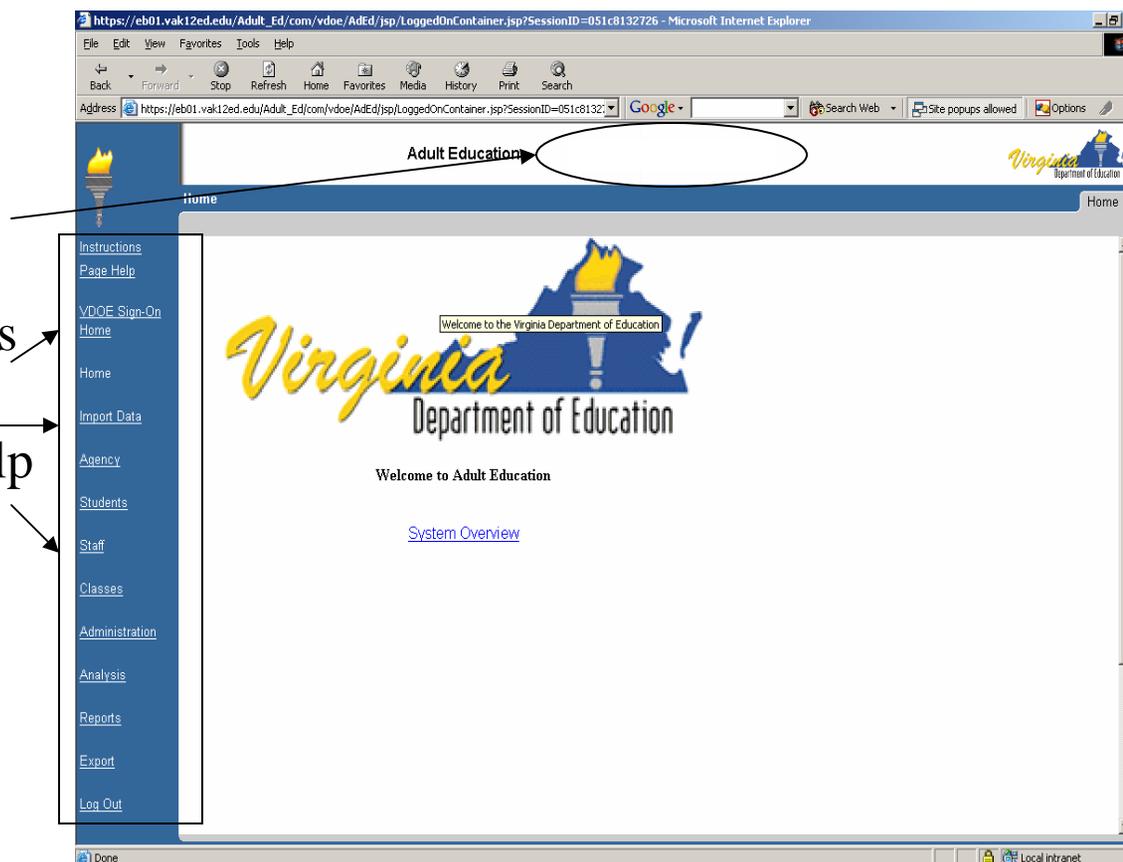
Application Screen

- You will choose the Adult Education application by clicking on the name (this will likely be your only choice).
- Periodically, announcements appear on this screen about the system – pay attention for system changes and outages.



Welcome Screen

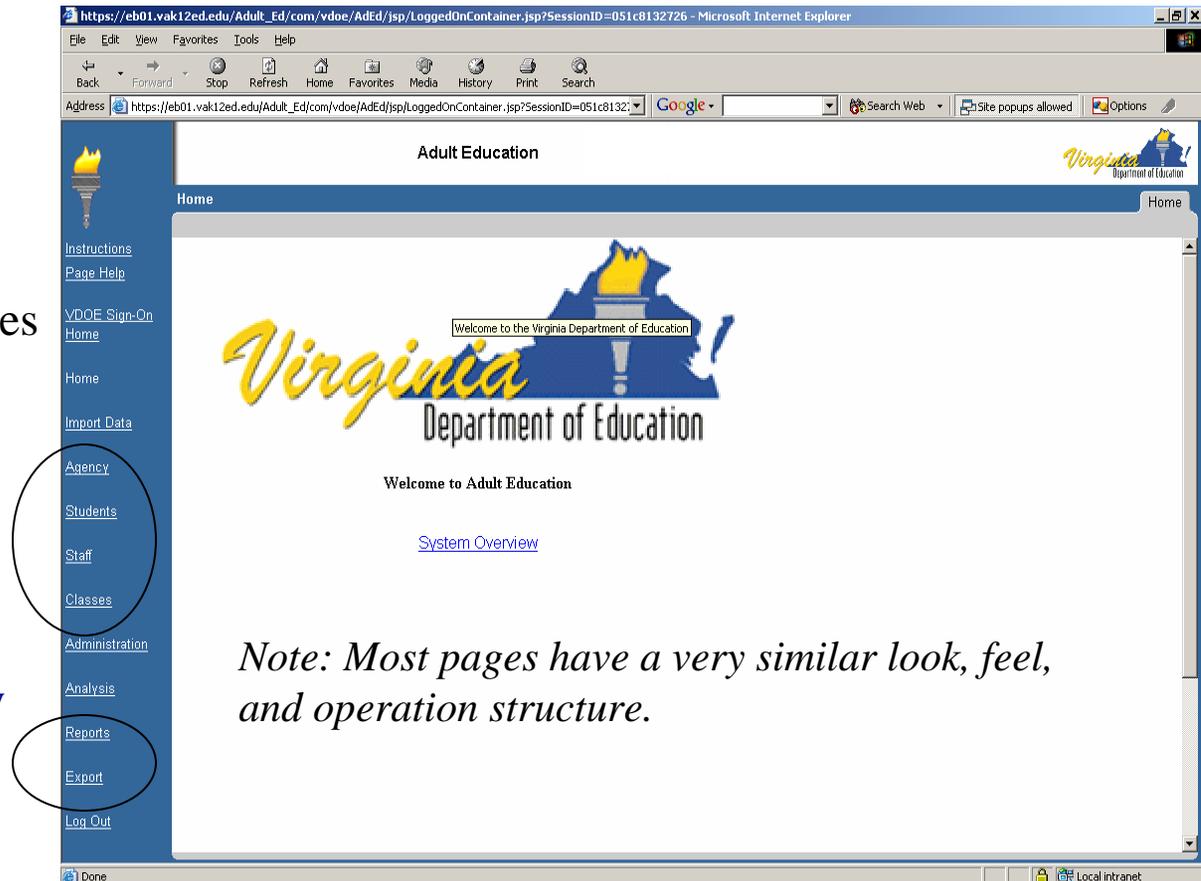
- The Welcome Screen notifies you with:
 - Program Number
 - Program Name
- Action options/hyperlinks appear on the left side of the screen including a help document at the top.
- To log out, click the link at the bottom.



9 Step Process to Accurate Data*

1. Agency Data
2. Enter/Update Staff
3. Create a Class
4. Enter/Update Students
5. Enter Students in Classes
6. Enter Student Hours
7. Student Maintenance
8. Export/Analyze Data
9. Review/Print Reports

* All data must be entered by
 August 1, 2008 for FY
 2007-08



Note: Most pages have a very similar look, feel, and operation structure.

Step 1 - Agency Data

- On the Agency Data page, the majority of the information remains static.
- You may auto number students and staff.
- Assign Instructor Access to assign classes/input hours
- Consider different access levels to enter or review data

Adult Education 004 - AMELIA CO PBLC SCHS

Agency

Agency Info. Serving EA. List

Name: **Amelia County Public Schools**
 Program Identifier: REG LOCAL
 Phone Number: (804) 5612621 Fax Number: (804) 5613057
 Adult Ed. Contact: **Patrizia Humphrey**
 Contact Address: **8701 Otterburn Road, Suite 101**
Amelia, VA Zip: 23002 -
 Contact Phone Number: (804) 5612621
 Contact Email: **patriziahumphrey@hotmail.com**

Subgrantee ID: Subgrantee Name:

Auto Number Students: Will instructor add hours:

Auto Number Staff: Serves Multiple Divisions:

Number of Sites:

Grey tabs are active to accept information.

Establishing a Region

- If you are regional, you assign divisions or programs to your division (See Serving EA List)
- Indicate number of sites (On the Agency Info. Page)
- In a separate process, classes in the data system will be assigned to the division within the region

The screenshot shows a web browser window displaying the 'Adult Education' system. The page title is '004 - AMELIA CO PBLC SCHS'. The main content area is titled 'Agency serving multiple divisions' and contains two columns: 'Available' and 'Serving'. The 'Available' column lists various schools and programs, including 'A. LINWOOD HOLTON GOV SCH-268', 'ACCOMACK CO PBLC SCHS-1', 'ACCO TINK ACADEMY ALTERNATIVE LEARNING CENTER-5402', 'ACCO TINK ACADEMY-5030', 'ACHIEVE3000-4027', 'ADULT ED PRGM-ESCC-830', 'ADULT ED PRGM-NRCC-832', 'ALBEMARLE CO PBLC SCHS-2', 'ALBEMARLE COUNTY (local gov)-723', 'ALEXANDRIA CITY (local gov)-717', 'ALEXANDRIA CITY PBLC SCHS-101', 'ALEXANDRIA COUNTRY DAY SCHOOL-5034', 'ALL PURPOSE COMMUNITY CTR OF LEARNING & TAP-5432', 'ALL SAINTS LETSY ANN MEMORIAL-5369', and 'ALLEGHANY CO PBLC SCHS-3'. The 'Serving' column shows 'AMELIA CO PBLC SCHS-4'. A 'Serving EA List' button is highlighted in the top right corner. The browser's address bar shows 'https://eb01.vak12ed.edu/Adult_Ed/com/vdoe/AdEd/jsp/AgencyTabContainer.jsp'.

Step 2 - Enter/Update Staff *

(New Staff Must Be Entered Each Year, Returning Staff Should Be Reviewed Each Year)

- The first step is to enter or update your staff information .
- Click the Add Staff Button for New Staff.
- Click the Search button to locate current /former staff
- You may also search by staff number or last name
- Remember to Save Information.

** Repeat for all staff*

Adult Education

Staff

Staff Number:

Last Name:

Fiscal Year:

Note: For continuing programs, you should already have staff entered.

Staff Search

• Search for staff by the:

- Staff Number
- Last Name
- Fiscal Year
*(Requires Entry of
 Employment History)*

Adult Education

Staff

Current Staff: 123456 Jim L. Smith

Staff Number:

Last Name: Add Staff

Fiscal Year: Search

Staff Num	Name	Employed
123456	Smith, Jim L.	Yes

Employed means the staff has an employment history, but may not be currently working in the program.

The blue underlined text is a hyperlink to access the specific staff listed.

*Note: The more specific the search criteria, the less processing time to find the desired information. All information in the system is **case sensitive**.*

Step 2a - Staff Details Screen

Staff Details:

- Staff Number
- Last Name
- First Name
- Middle Name/Initial*
- Job Status:
 - Part-time
 - Full-time
 - Volunteer
- Function:
 - Administration
 - Teacher
 - Paraprofessional
 - Counselor
- Educational Level
 - Less than HS through Doctorate
- Licensed (Yes/No)

The screenshot shows a web browser window displaying the 'Staff Details' screen for 'Current Staff: 123456 Jim L. Smith'. The form contains the following fields:

- Staff Number: 123456
- Name (Last): Smith (First): Jim (Middle): L.
- Job Status: Part-Time Adult Education
- Function: Local Teacher
- Educational Level: Bachelor Degree
- Licensed: Yes

Buttons for 'Save' and 'Delete' are visible below the form. A left-hand navigation menu includes links for Instructions, Page Help, VDOE Sign-On, Home, Import Data, Agency, Students, Staff, Classes, Administration, Analysis, Reports, Export, and Log Out. The top navigation bar includes 'Select Staff', 'Staff Details', 'Employment History', 'Test Certification', and 'Endorsement'.

Full-time staff are those staff dedicated directly to Adult Basic Education and Literacy Programs.

Note: Full-time K-12 teachers/administrators that only teach night classes or perform multiple roles with the school system should be classified as Part-time staff in the NRS Web-based Data System.

Licensed – licensed to teach in Virginia.

Step 2b - Staff Employment History Screen

- It is required to enter the beginning and ending dates for staff work history annually.
- *You will not be able to assign an end date until that date occurs.*
- All new and returning staff should have this information updated.
- All dates must be entered in **YYYY-MM-DD** format.

Adult Education

Staff

Current Staff: 123456 Jim L. Smith

Begin Date	End Date	Save	Delete
2006-01-01		Save	
		Save	

Calendar option to choose a date rather than typing it.

Select a Date - Microsoft Inte...

September 2005

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Cancel

Step 2c - Staff Test Certification Screen

- Staff that administer assessments to students must be trained and certified for the specific assessment.
- Indicate the assessments that staff is certified to administer by:
 - Checking the assessment
 - Entering the date certified/trained
- All dates must be entered in **YYYY-MM-DD** format.

Adult Education

Staff

Current Staff: 123456 Jim L. Smith

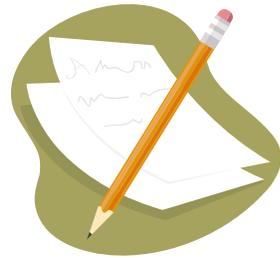
Test	Certified Date (yyyy-mm-dd)
<input type="checkbox"/> REEP	
<input type="checkbox"/> BEST	
<input type="checkbox"/> CASAS	
<input type="checkbox"/> WorkKeys	
<input checked="" type="checkbox"/> BEST_PLUS	2006-01-15
<input type="checkbox"/> BESTEL	
<input checked="" type="checkbox"/> TABE	2006-02-28

Save

Step 2d - Staff Endorsement Screen

- If staff are endorsed, please indicate the area (s) of endorsement.
- Multiple endorsements may be selected.
- Click **SAVE** when all endorsements are selected.

The screenshot shows a web browser window displaying the 'Staff Endorsement' screen for 'Current Staff: 123456 Jim L. Smith'. The page title is 'Adult Education' and the URL is 'https://eb02.vak12ed.edu/Adult_Ed/com/vdoe/AdEd/jsp/StaffTabContainer.jsp?showtab=3'. The page features a navigation menu on the left with options like 'Instructions', 'VDOE Sign-On', 'Home', 'Import Data', 'Agency', 'Students', 'Staff', 'Classes', 'Administration', 'Analysis', 'Reports', 'Export', and 'Log Out'. The main content area is titled 'Please check all current or active endorsements.' and contains a grid of checkboxes for various endorsement areas. The 'A' column is highlighted in blue. The 'A' column includes: Child Abuse Intervention-Met (), Child Abuse Intervention-Not Met, Technology-Extension, Technology-Met, Technology-Not Met, Accounting (A), Adm & Supv PreK-12 central office only, Adm and Supervision PreK-12, A Adult Education (checked), A adult English as a Second Language, A advertising Design, Aeronautics, Agricultural Education, Agriculture Machinery Service, Algebra/Geometry, American Sign Language, American Sign Language Elective, Anthropology, and Apparel and Accessories. The 'E' column includes: Elementary Grades K-7, Elementary Grades K-8, Elementary Grades NK-3, Elementary School Counselor, Elementary School Principal, Elementary School Supervisor, Elementary and Secondary Counselor, Elementary and Secondary Counselor, Emergency Medical Technician, Emotional Disturbance K-12, English, English as a Second Lang. PreK-12, Family and Human Services (F), Fashion Design and Merch./Occup., Financial Services, Firefighting, Floor Coverings, Food Occupations, and Food Services. The 'M' column includes: Middle Ed. 6-8. Science, Middle Education Grades 4-8, Middle Education Grades 5-8, Middle Education Grades 6-7, Middle Education Grades 6-8, Middle School Counselor, Middle School Principal, Middle School Supervisor, Middle School Technology Education, Mild/Moderate Disabilities, Military Science, Motor Sports Technology, Music in High and Elementary School, Music: Instrumental PreK-12, Music: Strings, Music: Vocal/Choral PreK-12, Networking (N), and Nursing Aide. At the top right of the endorsement grid, there is a '(Go to Save)' link.



Staff Notes

- Review the current staff's employment history and function
- Make sure the staff are accurately reflected for your program
- Regional Staff – make sure staff are properly assigned to a division
- Table 7 reviews the staff for a specific program/region
- Once staff are assigned a class, do not delete them from the system – *If you delete staff, all data related to the class will be lost regardless of FY.*

Step 3 - Create a Class *

(New Classes Must Be Entered Each Fiscal Year)

- After adding staff, classes must be created.
- Click the Add Class button to create the class.
- All dates must be entered in **YYYY-MM-DD** format.

Class Search

The screenshot shows a web browser window displaying the 'Adult Education' class search interface. The page title is 'Adult Education' and the current class is 'ESL Literacy'. The search form includes fields for 'Class Number', 'Description Contains', 'Instructor's Last Name' (with 'Irby' entered), 'Student Number', and 'Fiscal Year' (set to 'None'). There is an 'Add Class' button and a 'Search' button. Below the form is a table listing search results.

Class#	Class	Instructor
0203CE2	Chalkley E.S.-GED Prep	Michael Stephen Irby
0405SM1	GED - Salem Middle	Michael Stephen Irby
0304SM1	GED Prep - Salem Church MS	Michael Stephen Irby

- Search for classes by:
 - Number
 - Description
 - Last Name
(Instructor)
 - Student #
 - Fiscal Year
*(Requires Entry of Class
Beginning and Ending
Dates under Details Tab)*

Step 3a - Add Class Screen

Class Details:

- Class Number
- Description
- Start Date
- End Date
- Instructor Name
- Class Type
- Class Location
- Class Enrollment Type
- Class Enrollment (Annual Target)
- Class Days
- Class Hours
- Class Weeks

Adult Education

Classes

Class Number:

Description:

Begin Date:

End Date:

Instructor: Bennett, Angela

Class Type: None

Class Location: None

Class Enrollment Type: None

Class Enrollment (Annual Target):

Class Days: (Press CTRL to select multiple days) Sunday, Monday, Tuesday, Wednesday

Class Hours Per Week:

Class Weeks Per Year:

Save

Class numbers or descriptions should assist in identifying locations, times, or fiscal years.



Class Notes

- New versus Former Classes – *Do not delete previous fiscal year classes: all data related to the class will be lost*
- Classes across Fiscal Years versus Stand Alone – Avoid multiple fiscal year classes
 - If classes cross fiscal years, make all students **INACTIVE** (*before the close of the fiscal year*) that will not be attending the following fiscal year.
- Naming Classes
 - Class Descriptions and Numbering
 - Use the location, time, fiscal year, etc. for identification
- Class Performance Comparisons – better descriptions and numbering = opportunity for program review and improvement (trend data)

Step 4 - Enter/Update Students *

(All new students must be entered each year; Returning Students should be reviewed annually)

- Student information must be entered/updated in the system – Click the Add Student or Search Button.
- Three main components entered: demographics, tests/assessments, and goals.
- Optional component – contact information
- Each component has a separate Tab on the student page.

Adult Education

Students

Select Student Demographics Test Scores Goals Optional Archived Data Educational Functioning Levels

Student Number:

First Name:

Last Name:

Gender: None

Birth Date (YYYY-MM-DD):

Social Security Number:

Participation Status: None

Class Number:

Staff: None

Fiscal Year: None

Add Student

Search

Note: You can also search for students by fiscal year

Student Search

- Search for students by:

- Student Number
- Student Number
- Name (Last/First)
- Gender
- Birth date
- SSN #
- Participant Status
- Class Number
- Staff Name
- Fiscal Year –
controlled by the last date the record was accessed (hours, goals, tests, etc.)

Student Num	Name	SSN	Tested	Has Goal(s)	Has Class(s)	Last Attended
218310	Jamie Smith		Yes	Yes	Yes	2006-10-30

The blue underlined text are hyperlinks to access the specific students listed.

*Note: The more specific the search criteria, the less processing time to find the desired information. All information in the system is **case sensitive**.*

Step 4a - Student Demographics Screen

Demographics:

- The only fields not required on the screen are the social security number, GED Testing number, and Post-secondary number. If you indicate follow-up goals for the student, please attempt to identify these fields as appropriate.
- Programs should (✓) check and update participant statuses annually.
- Remember to **SAVE** after each student entered.

The screenshot displays the 'Student Demographics' form in a web browser. The form includes the following fields and sections:

- Intake Date (YYYY-MM-DD):** [Text input]
- Birth Date (YYYY-MM-DD):** [Text input]
- Name (Last):** [Text input]
- (First):** [Text input]
- (Middle):** [Text input]
- Release from compulsory attendance:**
- Gender:** [Dropdown menu, currently set to 'None']
- Ethnicity:** [Dropdown menu, currently set to 'None']
- Rural:** [Dropdown menu, currently set to 'None']
- Employment Status:** [Dropdown menu, currently set to 'None']
- Separated Before Completion:** [Dropdown menu, currently set to 'None']
- Exit Date (YYYY-MM-DD):** [Text input]
- GED Testing Number:** [Text input]
- Post-Secondary Number:** [Text input]
- Participant Status (Check All that Apply):**
 - Community Corr. Program
 - Correctional Facility
 - Disabled
 - Dislocated Worker
 - Displaced Homemaker
 - EL/Civics
 - EL/Civics - Distance Learner
 - Family Literacy Program
 - Fast Track GED
 - General Adult Ed (GAE)
 - Homeless
 - Learning Disabled Adult
 - Low Income Status
 - On Public Assistance
 - Other Institutional Setting
 - Single-parent Status
 - Workplace Literacy Program
 - eFSET

The 'Save' button is circled in red, and a red arrow points to the 'Participant Status' section. The 'Reset' button is also visible.

Required Student Demographic Data

- Student Number
(Can be auto-numbered)
- Intake Date
- Name:
 - Last
 - First
 - Middle
- Gender
- Rural Status
- Employment Status
- Birth Date (Must be at least 18 unless released from compulsory attendance)
- Ethnicity
- Separation before Completion:
(Completion of an Educational Functioning Level before exiting the program)
- Exit Date
- Social Security Number (SSN):
 - Not required by the state
 - Necessary for Data Matching
- GED Testing number and Post-secondary number should be entered if the number differs from the SSN.

Optional Student Demographic Data*

- Street Address
- City, State, and Zip Code*
- Country of Origin **
- Home Phone
- Work Phone
- Email Address
- Last Grade Completed*

* Zip code and last grade completed are required fields for 2007-2008.

** Required for EL/Civics programs.

The screenshot shows a web browser window displaying the 'Adult Education' system. The current student is identified as '218310 Jamie Smith'. The form is titled 'Address & Contact Information:' and includes the following fields:

- Street Address:
- City:
- State:
- ZIP Code: -
- Country Of Origin:
- Home Phone Number:
- Work Phone Number:
- Email Address:
- Last Grade Completed:

A 'Save' button is located at the bottom of the form. The browser's address bar shows the URL: https://t1pe.doe.virginia.gov/Adult_Ed/com/vdoe/AdEd/jsp/StudentsTabContainer.jsp?showtab=2. The taskbar at the bottom shows the Start button, Internet Explorer, and several open applications including Microsoft Outlook Web A... and Microsoft PowerPoint - [L...].

Providing additional demographic information will assist you in creating mailing labels, contact lists, or targeting specific areas of service.

Step 4b: Student Tests Screen

Adult Education

Students

Select Student Demographics Test Scores Goals Optional Archived Data Educational Functioning Levels

Current Student: 12546 Jose L. Ortiz

Test Type:

Test Date (YYYY-MM-DD):

Test Subject:

Test Form:

Pre/Post Test:

Scale Score:

[Return to Tests List](#)

Special Note:

If a student does not receive services for 90 consecutive days (i.e. no attendance), he/she must be assessed and the assessment must be identified as a pre-test.

Student Tests*:

- All fields on this screen should be completed for each student.
- The first student assessment is a pre-test for that specific subject (I.e. reading, oral, etc.)
- Each additional assessment is considered a post-test.
- Ideally, returning students should have at least one post-test annually.
- Tests determine the student's educational functioning level.

* Refer to the *Assessment Policy* for complete details.



Test FAQs*

- FAQ: Do you have to give a new assessment each fiscal year?
- FAQ: What are the approved assessments?
- FAQ: What happens if I switch from TABE 7/8 to TABE 9/10? Can the scores be compared? Can I compare CASAS with BEST?
- FAQ: Can students be given more than one assessment?
- FAQ: Why did the student not increase a functioning level even though the scale scores changed?
- FAQ: What is the best assessment to administer?

* Refer to the Assessment Policy

Step 4c: Student Goals Screen

Adult Education

Students

Select Student Demographics Test Scores Goals Optional Archived Data Educational Functioning Levels

Current Student: 12546 Jo Ortiz

Goal Type: None

Date Set(YYYY-MM-DD):

Date Met(YYYY-MM-DD):

Save

[Return to Goals List](#)

Students that complete a GED, EDP, or HS Diploma must have:

1. Valid Pre-test and 12+ Hours
2. Increase Functioning Level – Met Date (ASE High Level Only)
3. Obtain Credential – Set and Met
4. Exit Date – During FY of Goal Completion

See Goal-Setting Policy for complete details.

Student Goals:

- There are five primary goals for students.
 - Increase Educational Functioning Level-**R**
 - Enter Employment-**O**
 - Retain Employment-**O**
 - Enter Post-Secondary or Training-**O**
 - Obtain GED, HS Diploma, or EDP Credential-**O**
- The optional goals must be attainable during the fiscal year.

R – Required Each Fiscal Year

O – Optional Each Fiscal Year

Goal Notes

- Goals should be attainable within the fiscal year
 - Increase Educational Functioning Level must be set for **EACH** student **EACH** fiscal year
 - If a goal is completed, you must identify a set and met date
- Follow-up Goals:
 - Enter Employment
 - Retain Employment
 - Obtain Credential (GED, EDP, or HS Diploma)
 - Enter Post Secondary or Training
- Secondary NRS Goals:
 - Increase Involvement in Child's Education (*Family Literacy Programs*)
 - Increase Involvement in Child's Literacy Activities (*Family Literacy Programs*)
- **Two New State Goals:**
 - Obtain Citizenship and Obtain a Career Readiness Certificate (CRC)
- Data Matching for Follow-up Goals
 - Students must **EXIT** the program (be assigned an exit date) to be matched for credit in completing a follow-up goal



Exit Dates Required



- Special Circumstances:
 - Death
 - Moved
 - Major Disability
- Student ability to attain/complete a follow-up goal during the fiscal year
 - Enter Employment
 - Retain Employment
 - Enter Post-secondary or Training
 - Obtain a Credential
- Separated before Completion: *When a person does not complete an educational functioning Level and exits = YES*

Step 5 - Enter Students in Classes*

(Students Should be Entered into New Classes Each Year)

- After completing steps 1 – 4, you must enroll/enter students into classes.
- Select/Search for the class to enter students.
- Once the class is active, choose the Add Students Tab.

Step 5a - Add Students to Classes

Add Students:

- Select the students from the drop down.
- Once selected, click the add button.
- Repeat for each student in the class.
- As you initially build a class, if you add an incorrect student, you can delete the student from the class.

The list of students includes the student's number. Pay attention to the student numbers in parentheses to avoid enrolling the incorrect student.

The list of students is organized by case sensitivity (e.g. Uppercase will be grouped with uppercase).

Add Students -Sample

- Students can be added, deleted*, or made inactive
- Avoid making students inactive unless the class meets for a full year
- Missing a student, review their Status
- **Inactive** students appear at the end of the class list

The screenshot shows a web browser window displaying the 'Adult Education' system. The page title is 'Adult Education' and the URL is 'https://eb01.vak12ed.edu/Adult_Ed/com/vdoe/AdEd/jsp/ClassesTabContainer.jsp?showtab=2'. The interface includes a navigation menu on the left with options like 'Instructions', 'Page Help', 'VDOE Sign-On', 'Home', 'Import Data', 'Agency', 'Students', 'Staff', 'Classes', 'Administration', 'Analysis', 'Reports', 'Export', and 'Log Out'. The main content area shows a 'Current Class' section with a 'Fiscal Year' dropdown set to 'None' and a 'Student to Add' dropdown set to 'Abbott, Moulan'. Below this is a table of enrolled students:

Students Enrolled	Status	Change Status	Delete
Shari	Active	Make Inactive	Delete
Kathy	Active	Make Inactive	Delete
Nicole	Active	Make Inactive	Delete
Kyra	Active	Make Inactive	Delete
Sokh	Active	Make Inactive	Delete
Tilda	Active	Make Inactive	Delete
Charlene	Active	Make Inactive	Delete
Kandice	Active	Make Inactive	Delete
Nathaniel	Active	Make Inactive	Delete

Deleting a student's class enrollment will delete all hours reported for the student in that class.

Step 6 - Enter Student Hours*

(Student Hours Should be Entered into Each Class by the 20th of Each Month)

- After completing step 5, you must enter student hours for the class.
- Select the class to enter hours or continue working with the class when you complete adding students.
- Once the class is active, choose the Add Hours Tab.

* Repeat for all students in all classes

The screenshot shows a web browser window displaying the 'Adult Education' system. The page title is 'Adult Education' and the URL is 'https://eb01.vak12ed.edu/Adult_Ed/com/vdoe/AdEd/jsp/ClassesTabContainer.jsp'. The page has a navigation menu on the left with links for Instructions, Page Help, VDOE Sign-On, Home, Import Data, Agency, Students, Staff, Classes, Administration, Reports, and Export. The main content area is titled 'Classes' and has tabs for 'Select', 'Details', 'Add Students', and 'Add Hours'. The 'Add Hours' tab is selected and circled. Below the tabs, there is a form with the following fields: 'Class Number:' (text input), 'Description Contains:' (text input), 'Instructor's Last Name:' (text input), 'Student Number:' (text input), and 'Fiscal Year:' (dropdown menu with 'None' selected). There are 'Add Class' and 'Search' buttons. A red arrow points from the 'Add Hours' tab to the 'Add Class' button.

Step 6a - Add Student Hours

Student Hours:

- Enter hours at a minimum monthly – by the 20th for all classes.
- Enter the date assigning hours (**YYYY-MM-DD**).
- The default number of hours should be zero.
- After entering zero click apply – at this point you must adjust the hours for **EACH** student and click save.
- The best system is to receive a monthly report of hours from each of your teachers.

Adult Education

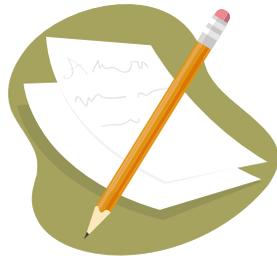
Classes

Current Class: ESL Day 04-05

Effective Date (YYYY-MM-DD):

Default Hours:

Students Enrolled	Previous Year Hours	Current Year Hours	Adjustment Hours
Ortiz, Jo	0	0	<input type="text"/>



Hour Notes

- Assign 0 hours and then make adjustments – this avoids entering an incorrect number of hours
- If you report too many hours for a student, subtract hours for the student following the steps to apply hours, but add a (-) minus sign in front of the hours you are subtracting
- Avoid making students inactive
- The best system is to receive a monthly report of hours from each of the teachers
- Enter hours by the 20th of each month
 - ideal data entry is weekly or daily
 - most programs enter hours monthly

Step 7 - Student Maintenance*

- As students complete post-testing and goals, you must update their information.
- Also, if students exit the program, the exit date needs to be updated.
- Select the student to update information and update as appropriate.

Adult Education

Students

Select Student Demographics Test Scores Goals Optional Archived Data Educational Functioning Levels

Student Number:

First Name:

Last Name:

Gender:

Birth Date (YYYY-MM-DD):

Social Security Number:

Participation Status:

Class Number:

Staff:

Fiscal Year:

Add Student

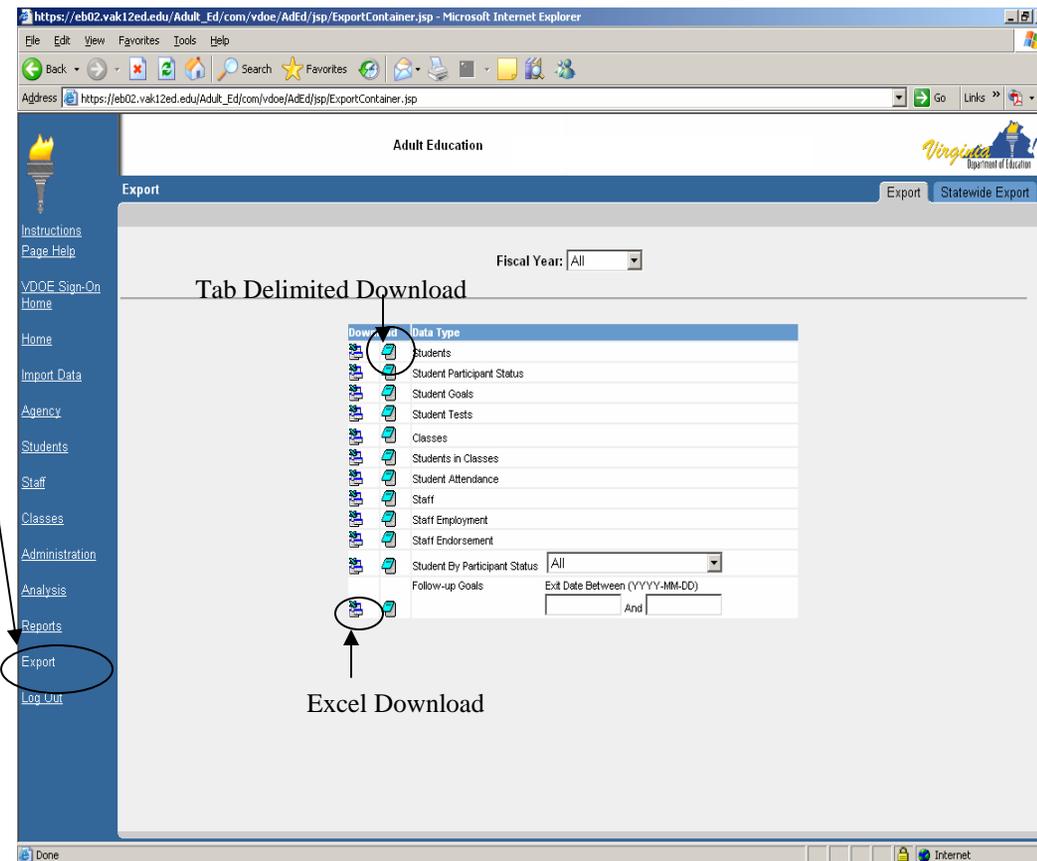
Search

Student Num	Name	SSN	Tested	Has Goal(s)	Has Class(s)	Last Attended
218310	Jamie Smith		Yes	Yes	Yes	2006-10-30

* Repeat for all students as appropriate

Step 8 - Export/Analyze Data

- The Export feature allows you to query data and review it in Microsoft Excel for specific fiscal years.
- Choose from several export options.
- This is a helpful feature in program improvement and reviewing program effectiveness.



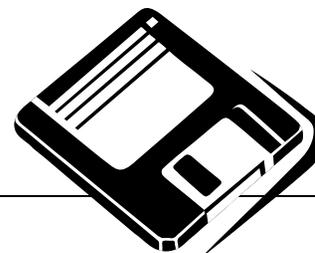
Export Overview

Export	Assistance
Students	Review of learner demographic information (Includes NRS and Non-NRS)
Student Participant Status	Review of participant statuses checked on learner demographics
Student Goals	Review of all goals assigned to learners - includes exit dates
Student Tests	Review of all assessments entered for learners (Do not use to identify educational gain)
Classes	Review of all active classes
Students in Classes	Review of class enrollments - indicates exit dates, total class attendance, and if a learner made an educational gain
Student Attendance	Review of attendance entered for each learner
Staff	Review of the active staff
Staff Employment	Review of the staff employment history
Staff Endorsement	Review of the staff endorsement(s)
Student by Participant Status	Review of learner demographics, tests, and goals based on a specific participant status - helpful for Civics or Correction program review
Follow-up Goals	Review of learners with employment, post-secondary, or credential goals assigned EXIT dates that will be included in the data match - Use this export to identify NRS Table 5 data



Export Notes

- Exports assist in making meaning and comparisons from your data
- Locate trouble spots – identify areas to focus
- Review the correctness and completeness of your data – hours, assessments used, exit dates, goal completion, class assignments, etc.



Analysis

- The Analysis function works much like the Exports, except you control the information queried.
- You can query demographic, test, goal, class, and staff data for example.
- Results may be downloaded into Microsoft Excel.

Pie charts may be created based on specific criteria selected.

Category	Count
Black or African American	22
White	3
Hispanic or Latino	5

Analysis Search Form - Sample

- The user selects the criteria, such as fiscal year, ethnicity and gender,
- After selecting, click search.
- Search for individual students or across entire classes or programs depending on the query.
- NRS logic is built into many of the queries.
- The results are displayed at the bottom of the page in alphabetical order ten (10) rows at a time.
- All items are case sensitive.

The screenshot shows a web browser window displaying the 'Search Students NRS' form. The form is titled 'Search Students NRS (Case Sensitive)'. It includes several input fields and dropdown menus. The 'Fiscal Year' dropdown is set to '2007-2008'. The 'Division' dropdown is set to '001 - ACCOMACK CO PBLC SCHS'. The 'Student's Gender' dropdown is set to 'None'. The 'Student's Ethnicity' dropdown is set to 'None'. The form also includes fields for 'Student's Number', 'Student's SSN', 'Student's GED Testing Number', 'Student's Post Secondary Number', 'Student's Last Name', 'Student's First Name', 'Student's Middle Name', 'Birth Date', 'Intake Date (YYYY-MM-DD)', and 'Exit Date (YYYY-MM-DD)'. A search button is located at the top right of the form area. The browser address bar shows 'https://t1pe.doe.virginia.gov - Maintenance: Query Page - Microsoft Internet Explorer'.

Step 9 - Review/ Print Reports

- The information reported on these Tables is aggregated from all programs in the state and reported to USED.
- The Diagnostic Reports highlight students with data problems.
- NRS Table 4 is one of the most important representing student educational gains.
- Reports are available with notes or without notes*.
- Reports should be reviewed and saved monthly.
- You should print a copy each year for your personal records.

* Notes are included on specific reports - identifies targets and data updates.



Report Notes

- Two report types: Diagnostic and NRS
- Reports are output as an Adobe Acrobat PDF file
- Save reports monthly or at a minimum quarterly to compare program performance
- Regional programs receive reports for the region and each of the divisions
- Reports may be printed with or without notes (performance targets, etc.)

Review Program Performance

- Review your Table 4 in comparison to the State Negotiated Targets (*See Handout*)
- Did your program meet its targets?
- What explanation can you provide for not meeting the targets?
- Does your program manager review this report regularly?
- What corrective action have you taken to improve performance?



Data System Conventions

- Click save after each change made.
- Dates must be entered in **YYYY-MM-DD** format.
- Dates may not be entered before the current day's date (most cases).
- Easiest to enter student hours monthly.
 - Attendance must be entered by the 20th each month.
- Always double-check before you **delete** records.
- Student gains should be demonstrated by January each year.
- All data must be entered by August 1, 2008.
- Contact OAEL if you have questions.



Getting Started

- Log-in to the System
 - <https://p1pe.doe.virginia.gov/ssws/login.page.do>
 - Remember your User Name and Password
- Selecting the Application
 - Choose **Adult Education**
- Welcome – You Are In!

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