

New County Contacts

WVEIS Data Conference
Snowshoe
June 2012



Communicate

Establish communication with all administrators so you are aware of all changes in policies and procedures as these may affect WVEIS setups/definitions



Responsibility

Know who is responsible for all aspects of WVEIS input and reporting



Chain of Command

Establish a chain of command to field problems.

e.g. county contact, RESA, WVDE. Stay in the loop so you learn how problems were corrected.



WVEIS Printer

Job: GRD.511 Print Report Cards

```
Printer . . . . . IP48210050
Output Queue . . . . . IP48210050 (*JOB, Nam
  Queue Library . . . . . QUSRSYS (*LIBL, Na
Form Type . . . . . *STD (*STD, Nam

Align Forms . . . . . N (Y/N)
Hold Before Printing N (Y/N)
Save After Printing N (Y/N)

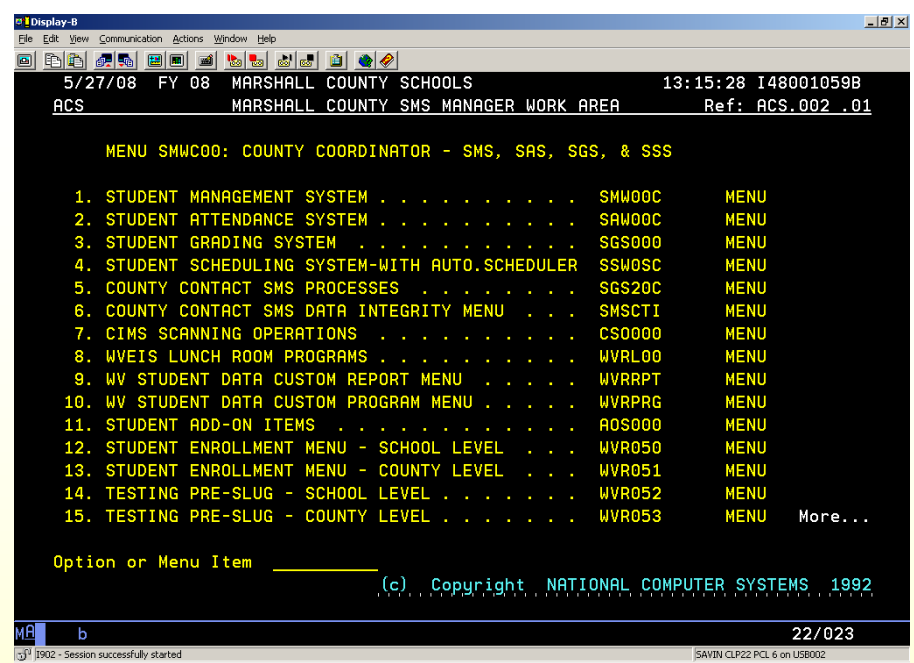
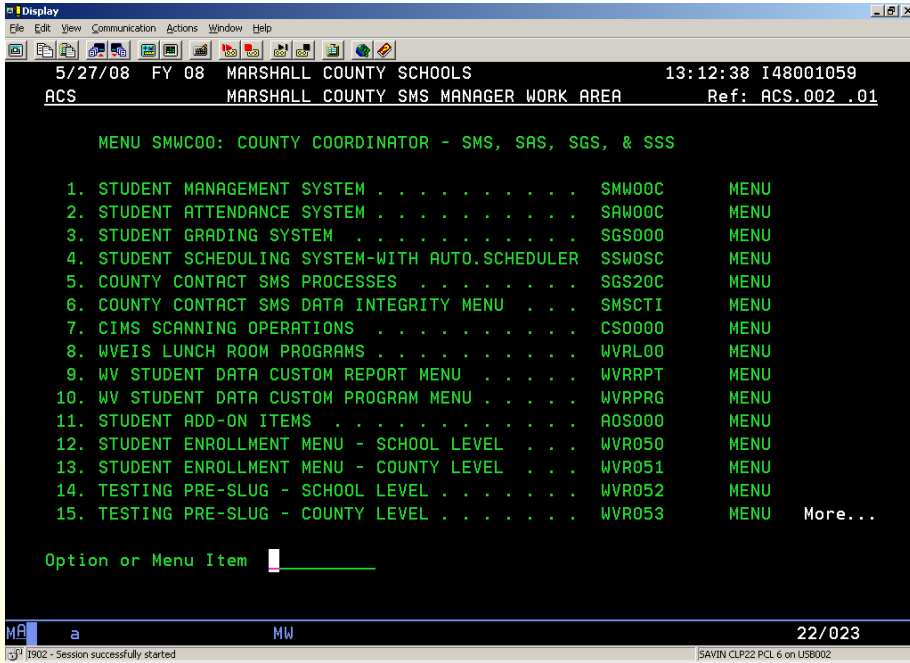
Lines Per Page . . . . . 66 (66, 88, 1-255)
Page Overflow Line . . . . . 60 (60, 80, 1-255)
Lines Per Inch . . . . . 6.0 (6, 8, 4, 9)
Characters Per Inch 10.0 (10, 15, 5, 12,
                          13.3, 16.7, 18, 20)

Form Size . . . . . 2 (1=8.5x11, 2=14x11,
                       3=11x8.5, 4=Other)
Number of Copies . . . . . 1 (1-010)
```

Create a system for WVEIS printer naming conventions.

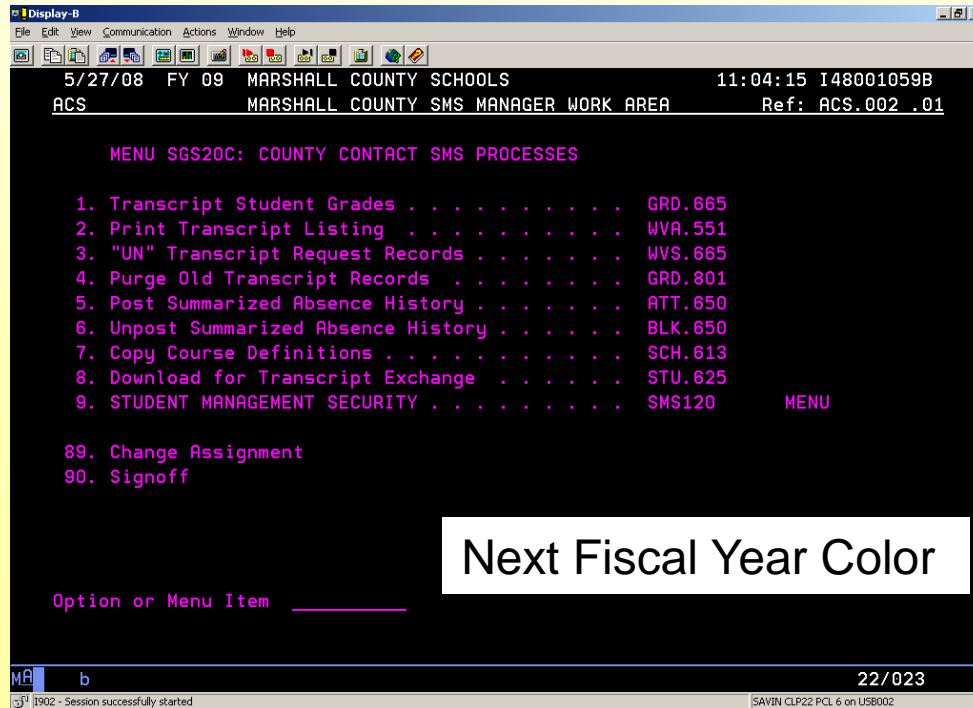
e.g. Principals 050
Secretaries 051
Counselors 055

Cancel?



Display A Color

Display B Color



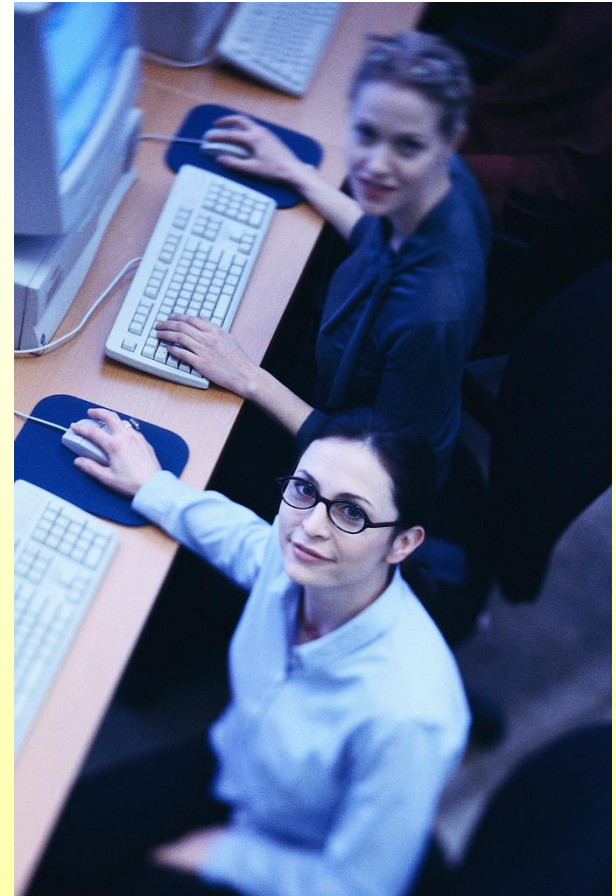
Next Fiscal Year Color

Training

Establish training programs

- Substitute secretaries
- New personnel
- Current personnel

Create Procedure documents when possible



Granting authorizations

<https://wveis.k12.wv.us/nclb/resa/>

The screenshot shows a Windows Internet Explorer browser window displaying the WVEIS Web Applications login page. The browser's address bar shows the URL <https://wveis.k12.wv.us/nclb/resa/>. The page content includes the West Virginia Department of Education logo on the left and the West Virginia Achieves logo on the right. The main heading is "WVEIS Web Applications" in green. Below this, the text "WVEIS USER ID & WVEIS PASSWORD" is displayed in green. A sign-in form consists of two rows: "USER ID:" and "PASSWORD:", each followed by a text input field. A blue "Sign On" button is positioned below the form. At the bottom left, the text "Today Date: Thursday Jul 31, 2008" and a link "Sign on sql" are visible. A yellow bar at the bottom of the page contains the text "To contact us:". The Windows taskbar at the bottom shows the Start button and several open applications, including Outlook Express, Palm Desktop, Daily Activity Log, Microsoft PowerPoint, and the Resa Application.



WWEIS Web Applications



MARSHALL County

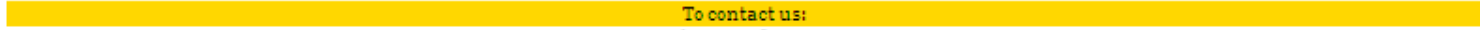
[School Level Web Access](#)

[Check User in PACS1451 File](#)

[County Level Web Access](#)

Select county level

[Sign Off](#)



To contact us:

Phone: 558-3927

Fax: 558-2584

West Virginia Department of Education
1900 Kanawha Boulevard East
Charleston, WV 25305

West



WVEIS Web Applications



MARSHALL County

County Level Web Access

[Main Menu](#)

County	User Name	Email	Phone
48 - MARSHALL - Add User	Robyn Fitzsimmons	rfitzsi@access.k12.wv.us	843-4400 x 311
48 - MARSHALL - Add User	Alfred Renzella - Sup.	arenzell@access.k12.wv.us	304 843-4400 x305
48 - MARSHALL - Add User	Susan Jones	ssejones@access.k12.wv.us	304-843-4400 x317
48 - MARSHALL - Add User	Wayne Simms	wsimms@access.k12.wv.us	304-843-4400 x307
48 - MARSHALL - Add User	Joan Palmer	jdayton@access.k12.wv.us	304-843-4400 x323
48 - MARSHALL - Add User	Bonnie Ritz	britz@access.k12.wv.us	
48 - MARSHALL - Add User	Carla Garrison	cgarriso@access.k12.wv.us	303-843-4400 x 322

View:

- MARSHALL
- Special Ed
- Superintendants
- NCLB Data**
- Strategic Plan
- WESTELL
- WVEIS Contact
- OEPA Edit
- OEPA View
- Test Coordinator
- Homeless Liaisons
- All Users

User	Actions
RLF48001	Delete
ANR48001	Delete
SEJ48001	Delete
WWS48001	Delete
JYP48001	Update Delete
BAR48001	Update Delete
CLG48001	Update Delete



WVEIS Web Applications



MARSHALL County

MARSHALL - County User Edit

User Real Name (First,Last):

WVEIS User ID:

Email Address:

Work Phone:

Superintendent:

View NCLB Private Data:

Five Year Strategic Plan:

Special Education Self-Assessment:

WVETELL Contact:

Homeless Liaisons:

Kids First Contact:

OEPA View Checklist: View: Edit:

Nurses need

Save

Reset

User ID:

Tabs: YOUNG, CONNIE J

Basic Information	<input type="text" value="AC L"/>
Contacts	<input type="text" value="C L"/>
Registration / Alerts	<input type="text" value="AC L"/>
Attendance	<input type="text" value="ACDL"/>
Tags	<input type="text" value="ACDL"/>
Course Requests	<input type="text" value="ACDLP"/>
Transcripts	<input type="text" value="ACDL"/>
Health	<input type="text" value="L"/>
Class Schedule	<input type="text" value="L"/>
Graduation Req.	<input type="text" value="L"/>
Special Education	<input type="text" value="L"/>
Grades	<input type="text" value="C L"/>
Discipline	<input type="text" value="C L"/>
Bilingual	<input type="text" value="AC L"/>
Assessment	<input type="text" value="AC L"/>
Profile	<input type="text" value="L"/>
Enrollment History	<input type="text" value="L"/>
Family	<input type="text" value="L"/>

If users are still using the "green screen" you will also need to set authorities in STU.005

7/31/08 FY 09

MARSHALL COUNTY SCHOOLS

11:20:16

I48001059

SMS

Student Record Access Restrictions

Ref: STU.005 .11

User ID: CJY48502

Record Access Commands

1. FAM/CONTACTS	Y	C LP	IE
2. REGISTRATION	Y	ACDLP	IE
3. ABSENCES	Y	ACDLP	IE
4. STUDENT TAGS	Y	ACDLP	IE
5. REQUESTS	Y	ACDLP	IE
6. TRANSCRIPTS	Y	ACDLP	IE
7. HEALTH	N		IE
8. SCHEDULE	Y	ACDLP	IE
9. GRADUATION	Y	ACDLP	IE
10. SPECIAL ED	N		IE
11. GRADES	Y	ACDLP	IE
12. SUSPENSION	Y	ACDLP	IE
13. EMERGENCY	Y	C LP	IE
14. BILINGUAL ED	N		IE
15. ACHIEVEMENT	N		IE

Mode: Change

F3=Exit F4=Index F5=Reset F12=Cancel



Grading Definitions

Grading Worksheet Formats and Printing

Report Card Formats and Printing

Grading Term Titles (non-annual file)

Grade Titles

Ref: GRD.201 .11

District 048 School 502 JMHS Year 06

	Title	Description	Final?	Compute?
1	SW1	FIRST SIX WEEKS		
2	SW2	SECOND SIX WEEKS		
3	SW3	THIRD SIX WEEKS		
4	SW4	FOURTH SIX WEEKS		
5	SW5	FIFTH SIX WEEKS		
6	SW6	SIXTH SIX WEEKS		
7	SM1	FIRST SEMESTER	<u>Y</u>	
8	SM2	SECOND SEMESTER	<u>Y</u>	
9				
10				
11	YTD	YEAR TO DATE ABSENCES		
12	IR1	FIRST SIX WEEKS INTERIM		

Field Placement Important

Final Information Transcripts

Comment Titles

6/08/06 FY 06

MARSHALL COUNTY SCHOOLS
Comment Titles

19:58:51
Ref: GRD.203

District 048

School 502

JMHS

Year 06

Title	Description	Title	Description
1 C11	COMMENT 1 - 1ST 6 WKS	13 I11	COMMENT 1 - INTERIM 1
2 C12	COMMENT 2 - 1ST 6 WKS	14 I12	COMMENT 2 - INTERIM 1
3 C21	COMMENT 1 - 2ND 6 WKS	15 I21	COMMENT 1 - INTERIM 2
4 C22	COMMENT 2 - 2ND 6 WKS	16 I22	COMMENT 2 - INTERIM 2
5 C31	COMMENT 1 - 3RD 6 WKS	17 I31	COMMENT 1 - INTERIM 3
6 C32	COMMENT 2 - 3RD 6 WKS	18 I32	COMMENT 2 - INTERIM 3
7 C41	COMMENT 1 - 4TH 6 WKS	19 I41	COMMENT 1 - INTERIM 4
8 C42	COMMENT 2 - 4TH 6 WKS	20 I42	COMMENT 2 - INTERIM 4
9 C51	COMMENT 1 - 5TH 6 WKS	21 I51	COMMENT 1 - INTERIM 5
10 C52	COMMENT 2 - 5TH 6 WKS	22 I52	COMMENT 2 - INTERIM 5
11 C61	COMMENT 1 - 6TH 6 WKS	23 I61	COMMENT 1 - INTERIM 6
12 C62	COMMENT 2 - 6TH 6 WKS	24 I62	COMMENT 2 - INTERIM 6

Set comment title and number of comments permitted here. Consider *FormSprint* or pre-printed form.

Comment Code Definitions

Index to Comment Codes

District: 048 School: 502

Code	Description	School
C2	GRADE REFLECTS HOMEBOUND INSTRUCTION	502
C3	DOES NOT ADEQUATELY PARTICIPATE IN CLASS	502
C4	GRADE INCLUDES KANSAS WRITING	502
R1	PARENT/GUARDIAN PLEASE SIGN AND RETURN	502
R2	PLEASE SCHEDULE CONFERENCE	502
R3	TALKS AT INAPPROPRIATE TIMES	502
R4	ASSIGNMENTS NOT COMPLETED ON TIME	502
00	SEE ATTACHED NOTE	502
01	ATTITUDE AND BEHAVIOR ARE EXCELLENT!	502
02	IS ATTENTIVE IN CLASS.	502
03	DEMONSTRATES AN INTEREST AND DESIRE TO LEARN	502
04	TAKES PROPER ADVANTAGE OF CLASS TIME.	502
05	SHOWS IMPROVEMENT IN WORK HABITS.	502
06	IS VERY COOPERATIVE IN CLASS.	502
07	IS WORKING TO ABILITY LEVEL.	502
08	WORKS WELL INDEPENDENTLY AND WITH OTHERS	502

**Recommend to
maintain
comment
consistency
between schools**

Grade Symbols

SGS

Index to Grade Symbols

Ref: GRD.250X.02

Position to: District: 048 School: 502 Grade:

"X" Grade	School	District	School Name
<u>X</u>	A	502	048 JOHN MARSHALL HIGH SCHOOL
	B	502	048 JOHN MARSHALL HIGH SCHOOL
	C	502	048 JOHN MARSHALL HIGH SCHOOL
	D	502	048 JOHN MARSHALL HIGH SCHOOL
	F	502	048 JOHN MARSHALL HIGH SCHOOL
	I	502	048 JOHN MARSHALL HIGH SCHOOL
	P	502	048 JOHN MARSHALL HIGH SCHOOL
	X	502	048 JOHN MARSHALL HIGH SCHOOL

*

Set grade symbols
that schools use here

Grade Symbol Definitions

6/08/06 FY 06

MARSHALL COUNTY SCHOOLS

20:02:07

Grade Symbols

Ref: GRD.250

District 048

School 502

JMHS

Grade A

Alternate symbol

Include in GPA?

Y

Credit Given?

Y

Honor Roll?

Y

Right Justify?

N

Define each grade
inside definitions
for points and
credit and GPA
calculations

Important – GradeQuick and
hand entry must match or GPA
will not be accurately calculated

	Grade	Numeric
	Points	Equivalent
AP	5.0000	5.00
Honors	4.5000	4.50
Regular	4.0000	4.00

Grading Worksheets

MENU SGS500: GRADING REPORTS

<u>1. Grading Worksheet Formats</u>	<u>GRD.210</u>
2. Print Grading Worksheet	GRD.510
3. Report Card Formats	GRD.211
4. Print Report Cards	GRD.511



District 048 School 502 JMHS

Year 06

Format ID:

SW1

Set worksheet
definitions here

Short Title:

1ST 6-WEEKS

Description:

FIRST SIX-WEEKS PROGRESS REPORT

For Date Range:

4/21/06

Thru:

06/02/06

Use Grade Titles:

SW1

Use Grading Absences:

N

Use Comment Titles:

C61 C62

Display Previous Grade Titles:

SW1 SW2 SW3 SM1 SW4 SW5

Display Official Absences:

N

Ref: GRD.510
Date: 1/18/08
Time: 20:46:43

MARSHALL COUNTY SCHOOLS
502 JOHN MARSHALL HIGH SCHOOL
Grading Worksheet

School 502 THIRD SIX WEEKS PROGRESS REPORT
Course 3041A0 11/24/07 Thru 1/18/08
Section 4

Number	Student	SW1	SW2	SW3	SM1
XXXXXXXXXX	BAKER, AAAA J.	A	C	C	B
XXXXXXXXXX	BROWN, BBBB BBBB C.	A	B	B	B
XXXXXXXXXX	CCCCC, COLE R.	A	A	A	A
XXXXXXXXXX	DDDDD, SARAH E.	A	B	B	B
XXXXXXXXXX	EEEE, THOMAS C.	B	A	B	B
XXXXXXXXXX	FFFFFF, JESSE B.	A	A	A	A

Grading Worksheet Example

MENU SGS500: GRADING REPORTS

- 1. Grading Worksheet Formats GRD.210
- 2. Print Grading Worksheet GRD.510
- 3. Report Card Formats GRD.211**
- 4. Print Report Cards GRD.511

Print?

Y Homeroom number
N Counselor
Y Comment descriptions
Y Current period GPA for grade titles: SW4
Y Current period GPA messages
N Cumulative GPA
N Cumulative credit earned
N Class rank
N Course credit
N Non-graded courses
N Alternate grade symbols
N Compressed format
Y Period absence table A: N E: N T: Y

HR and Compressed Format affects *FormSprint* definitions

Does not calculate 1/2 day absences

Grade Title must be present even if GPA is set to "N" to print messages

Report Card: SW6 6TH 6-WKS
Date: 4/20/06 Thru: 6/02/06

Print:

Grade titles:	<u>SW1</u>	<u>SW2</u>	<u>SW3</u>	<u>SM1</u>	<u>SW4</u>	<u>SW5</u>	<u>SW6</u>	<u>SM2</u>		
Grading absences:	N	N	N	N	N	N	N	N	N	N
Comment titles:	<u>C61</u>	<u>C62</u>								

Official attendance	Description	Begin date	End date
	YR-TO-DATE ABS	<u>8/26/05</u>	<u>6/02/06</u>
	FIRST SEM ABS	<u>8/26/05</u>	<u>1/18/06</u>
	SECOND SEM ABS	<u>1/19/06</u>	<u>6/02/06</u>
	6TH 6-WKS ABS	<u>4/20/06</u>	<u>6/02/06</u>

Be certain to set the date in two locations.
Upper left date prints date range on report card.
Lower right dates print attendance according to
date range settings.

Grade	From	Thru	Message to Print
Title	GPA	GPA	
<u>SW6</u>	<u>4.000</u>	- <u>4.000</u>	<u>YOU HAVE ACHIEVED ACADEMIC EXCELLENCE.</u>
<u>SW6</u>	<u>3.000</u>	- <u>3.999</u>	<u>YOU HAVE ACHIEVED ACADEMIC HONORS.</u>
<u>SW6</u>	<u>.000</u>	- <u>5.000</u>	<u>OPENING DAY FOR THE 2006-2007 SCHOOL</u>
	<u>.000</u>	- <u>5.000</u>	<u>YEAR IS AUGUST 28, 2006</u>

Specific messages can be printed according to student GPA

Current period GPA is to be calculated using:

Courses: **S**

A = *ALL

S = Selected (Include in GPA? Y)

Calculation: **F** (from Course Definition)

C = Credit (see note)

F = Weighting Factor

P (from Grade Definition)

P = Grade Points

N = Numeric Equivalent

Course Codes

- 6th Digit letters have specific meanings:
 - 30210**X** - College Credited Course
 - 30210**Z** - Course taught in Alternative School
 - 30210**H** - Honors
 - 30210**S** - Satellite Course/Advanced
 - 30210**Y** - Satellite Course
 - 30210**V** - Non-vocational course taught at vocational center
 - ALSO- U, B, C, D, E, F, G, Q, I, J, K, L, M, N, P, R, W

Course Codes

- 5th Digit
 - For school use except
 - **E** used for EDGE credit
 - **D** used for DIBBELS (Wireless Generation)
 - **V** used for Virtual School courses

**We
Have
All
Been
There**

My First Day as WVEIS Contact

- 6:00 a.m. Enthusiastic
- 9:00 a.m. Apprehensive
- 12:00 p.m. Worried
- 3:00 p.m. Overall feelings of
incompetence/stupidity
- 6:00 p.m. Completely overwhelmed
- 9:00 p.m. Have redefined the term panic stricken
- 12:00 a.m. Don't even ask

Signed....I don't remember my name right now