

GUIDEBOOK
FOR REPORTING
HIGH SCHOOL GRADUATION
DATA



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INSTRUCTIONS FOR COMPLETING THE HIGH SCHOOL GRADUATION REPORT

High school graduation data has been defined in the Oklahoma State Plan for the Carl D. Perkins Vocational and Technical Education Act of 2006 (Perkins IV) as the state's performance measurement for academic attainment. This guidebook has been designed to assist you in providing this information to the Oklahoma Department of Career and Technology Education.

To become acquainted with the system, it is highly suggested that the user read all instructions in this guidebook before you begin to input student information.

To access this system, connect to the Internet and type the following in the address box:

<http://www.okcareertech.org/about/state-agency/divisions/fimd>

On the left side of the page, select the link **Comprehensive Schools** and then select **Data Submission**. Next, select **High School Graduation Report**.

You should now be at the High School Graduation Report screen. See Figure 1.



Figure 1 – High School Graduation Report Screen

Logging In (For Schools with a CareerTech Local Director)

Click on Local Directors to take you to the login screen for your school system. See Figure 2.



Figure 2 – Login Screen for Local Directors

Click on the right arrow beside the school system box, scroll down until you see your school system's name and select it. Tab to the password box and enter your password as listed in your memorandum that came with this guidebook. If you have forgotten your password or cannot locate it, please call the Information Management Division. Click on "Select" to continue.

Your browser will be directed to a secure site that will encrypt the data as it is transferred to our system. Depending on whether you are using Netscape or Internet Explorer, you may see one of the following boxes. Click "Continue" or "OK". See Figure 3.

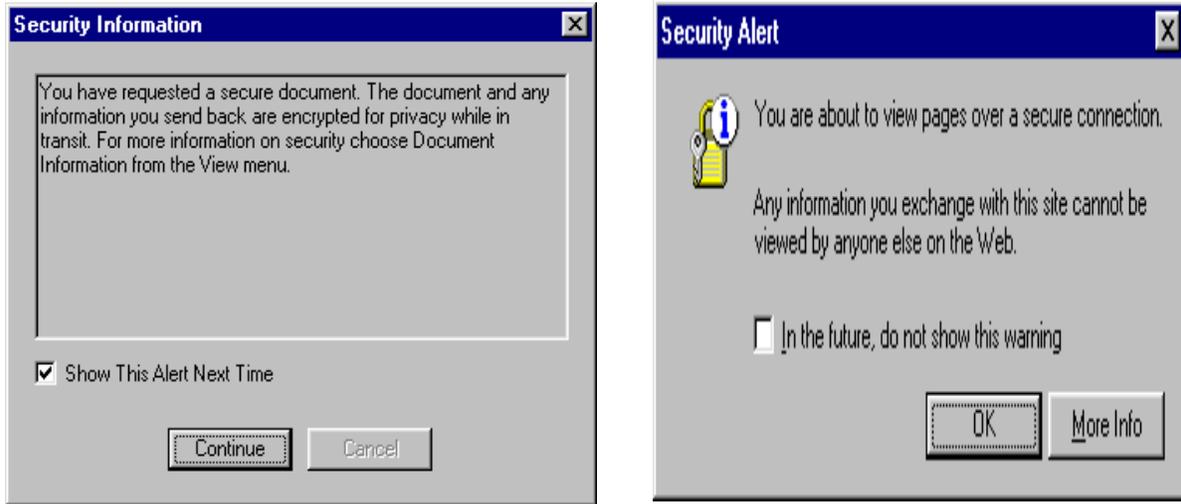


Figure 3 – Security Screens

You may now skip to the section entitled "Selecting Your School(s)."

Logging In (For Superintendents)

Click on [Superintendents](#) to take you to the login screen. Your browser will be directed to a secure site that will encrypt the data as it is transferred to our system. Depending on whether you are using Netscape or Internet Explorer, you may see one of the following boxes. Click "Continue" or "OK". See Figure 4.

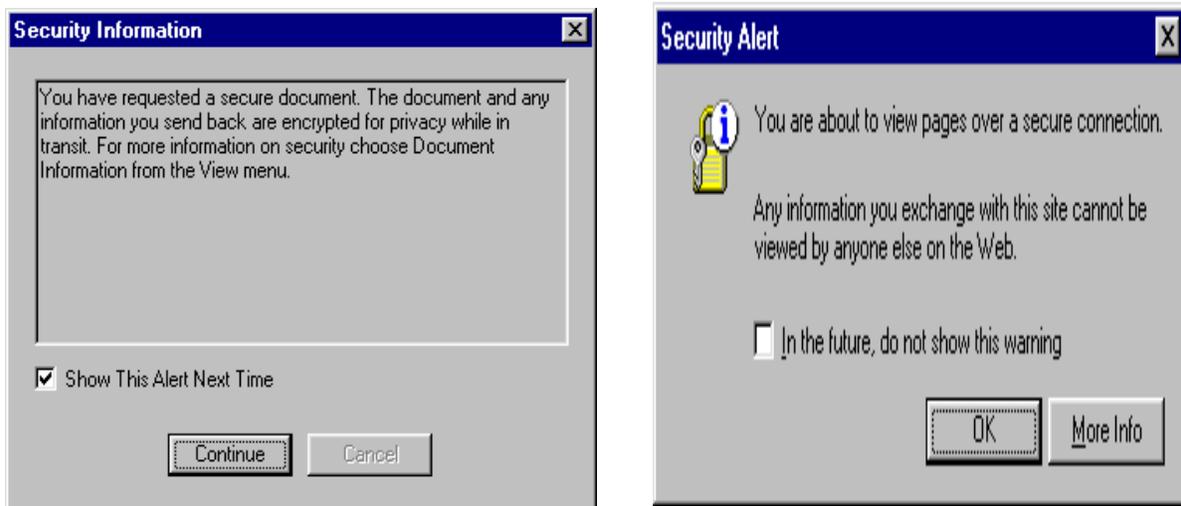


Figure 4 – Security Screens

You will now be at the screen which allows you to log into the system. See Figure 5.

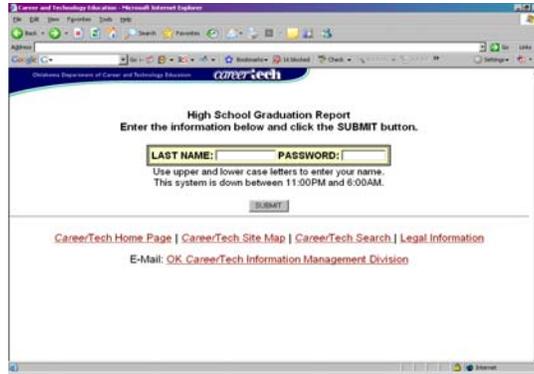


Figure 5 - Login Screen for Superintendents

Enter your last name using upper and lower case (for example, Smith). Tab to the password box and enter your password as indicated by the letter you received. If you have forgotten or lost your password, contact the Information Management Division. Click on the Submit button to continue in the system.

You will now be viewing the Welcome Screen which lists your name and school information. If any of the information is incorrect, you may either call us with the correct information or click on the link to e-mail us the information. Click on the "Continue" button.

Selecting Your School(s):

The next screen allows you to select one of the individual schools within your system. Scroll down until you see the school needed, highlight the school's name and click on the Select button. **You will need to complete this process for each school listed within your school system.** See Figure 6.



Figure 6 - Selecting Individual School

Main Menu:

You should now be at the Main Menu Screen. See Figure 7. You now have the option of entering student information, editing student information, changing schools, printing reports or exiting the system.

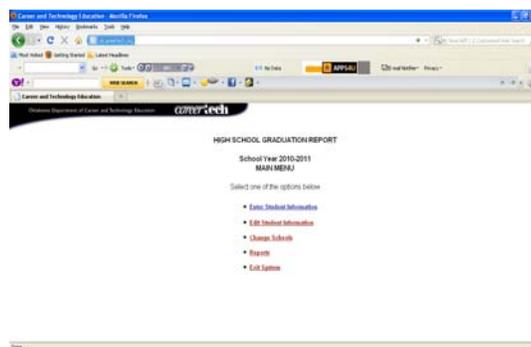


Figure 7 – Main Menu Screen

Enter Student Information

You will now see a listing of all **twelfth grade student names that were enrolled in a career and technology education career major and/or course last year**. See Figure 8. The career and technology career major and/or course they attended may have been offered locally or they may have attended a career major offered at their technology center.

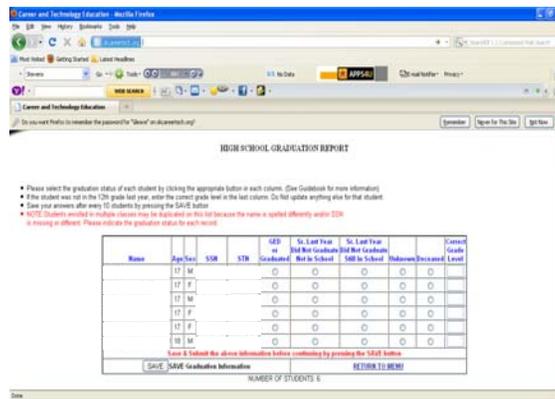


Figure 8 - Student Listing

For each student, click the button that indicates his or her high school graduation as follows:

GED or Graduated – the student did graduate from high school last year or received their GED.

Sr. Last Year, Did Not Graduate, Not in School – the student did not graduate from high school last year and is no longer in school.

Sr. Last Year, Did Not Graduate, Still in School – the student did not graduate from high school last year but is still attending school.

Unknown – the graduation status of this student is unknown.

Deceased - the student was deceased before graduation.

Correct Grade Level – this student was not a senior last year. Enter the correct grade that the student should have been enrolled in last year.

NOTE: Do not answer the graduation status for students in which the grade is being corrected.

For schools with more than ten student names listed, you will be given the opportunity to save the information after every tenth name. Click on the “Save” button and proceed to the next grouping of student names. When finished (and after clicking the “Save” button), click on the “Menu” button to return to the main menu.

NOTE: After selecting the “Save” button, the student names that have been updated will be removed from your screen. Do not panic! The information has been saved and can be viewed when you select Edit Student Information from the Main Menu. **Also, students enrolled in multiple classes will be duplicated on this list. Please update each record accordingly.**

Edit Student Information

Use this option in the event you need to change the information previously entered for a student. After selecting, you will see a listing of all student names, which have been updated, as well as the answer selected. To select a student, click on the button beside their name and press the “Edit” button at the

bottom of the screen. You can now change their information. After doing so, click on the "Save" button. To select another student to edit, click on the "Back" button and select another student. Continue to save and go back until all student names have been corrected. When finished, select the "Menu" button.

This option also allows you to print a hard copy of the information for your files if needed. After updating all student information, select this option. Using your browser's print function, print the screen.

Change Schools

This option allows you to select another school in your district. Click on the down arrow to have all school names displayed. Click on the school name desired and then click on the "Select" button. You will be returned to the Main Menu. **Please remember, you will need to complete this process until all schools are completed.**

Reports Option

Once you have completed entering your information, you may select this option to view or print the information you have entered. Click on the down arrow to have your options displayed. You may view and/or print your reports in the following sorts: 1 – Graduated; 2 - Not Graduated; Not in School; 3 – Not Graduated; Still in School; 4 – Unknown; 5 - No Graduation Status; and 6 – Summary. You may select any of these options and the information will be displayed on your screen. Once the information is displayed, go to the top of your screen and select File, Print, and OK to print a hard copy of the information.

Exit System

Select this option to exit the system. Depending on which browser you are using, you may be notified that you are leaving a secure site. If so, click the "Yes" button or "Continue" button.

FAQ's

1) How do I check to see what version I have of Netscape or Internet Explorer?

From your top menu, select Help and then select About Communicator (or About Internet Explorer). This will provide you with the version you currently have on your system. If it is not Netscape version 4.5 or Internet Explorer version 5.5 or higher, you will need to download a new version before updating this report.

2) I checked the box to save my password when I was in the system earlier. Now I can't get back in. What do I do?

To fix this, go to the main screen and click in the box where you are asked for your last name. Use the backspace key and backspace across that box. Do the same for the PID box and password box. Remember to select NO if asked to save your password.

3) I forgot my password. What do I do?

This password was sent to you in mid-October. If you do not have the original letter, call the Information Management Division.

4) Why am I getting a message saying my login failed?

There could be several reasons for this. Verify that you are typing in your last name in upper/lower case (for example, Smith). Verify that your password is being entered correctly. If this does not solve the problem, contact the Information Management Division to verify how your name is being stored in our database.

5) After I log in to the High School Graduation page, I'm getting a screen that says something about "Bad Data". What's the problem?

There are several reasons why this may be happening. Try to resolve the problem by following one or more of the following suggestions:

Once you have logged into the system, you will be entering data into a secure site. Your school may have set a filter on your system that prohibits you from entering secure sites. Check with your network administrator to see if that is the case. Many times, they can override the system to allow you to enter specific secure sites such as ours.

Some versions of Netscape have had problems with secure sites. Their solution to this problem is as follows:

- Select the **Security** button on the tool bar (looks like a pad lock)
- Select **Navigator** from the Security Information Menu
- Scroll down to **Advanced Security (SSL) Configuration**
- Uncheck (de-select) **Enable SSL (Secure Sockets Layer) V3.**
- Do not uncheck (de-select) **SSL V2.**

6) Is it okay if I have my student aide enter my High School Graduation data?

No. This information is considered confidential. It is your responsibility to protect the privacy of each student's information by not allowing unauthorized individuals to view the information.

7) What if a student's name is duplicated on the report?

Update each record with the correct information.