



**FY09  
Instructions for Entering PLTW  
High School Student Data**

***CONTENTS***

<b>LOGGING IN TO WEBXAM.ORG.....</b>	<b>2 - 4</b>
<b>ENTERING THE DATA.....</b>	<b>5 - 7</b>
<b>EDITING THE DATA.....</b>	<b>8 - 9</b>

## Step by Step Instructions for Entering PLTW Student Data

1. You will need the following information to complete a student data form:
  - a. Student Name
  - b. Student EMIS ID (Obtain from your EMIS Coordinator or your ITC.)
  - c. Student Gender
  - d. Student Ethnicity (Race)
  - e. Project Lead The Way Course Title(s)
  - f. Part A Test Score (whole number)
  - g. Part C Test Score (whole number) for Pre-engineering  
– OR –  
Part B Test Score (whole number) for Biomedical
  - h. PLTW Course Letter Grade
2. Your school will be issued a single username, based on each school's IRN number. The person designated to enter data for that school will be issued a password by the PLTW Ohio staff to access the system and enter the information for each PLTW class taught within that school.



The screenshot shows the webxam.org website. The browser address bar displays "http://www.webxam.org/". The page features the webxam logo and tagline "put your pencils down™". A navigation bar includes "What is Webxam?", "I'm new to Webxam; how do I get started?", and "I'm a returning user; how do I get started?". The "What is Webxam?" section explains that Webxam is a 24/7 online assessment delivery system created by the Center on Education and Training for Employment (CETE) at The Ohio State University. It provides links for "Flyer in PDF format" and "Summary in HTML format". The "I'm new to Webxam; how do I get started?" section lists instructions for new users, including becoming a new OCTCA District Testing Coordinator or a new A\*S\*K user, and provides contact information for Kathy Summerfield. The "I'm a returning user; how do I get started?" section provides instructions for administrators, teachers, and students. On the right side, there is a "Login" form with fields for "Username" and "Password", a "Login" button, and a "Forgot password?" link. Below the login form are links for "Contact Us" and "About Us", and a "VeriSign Secured" logo.



3. Enter the username and password into the matching fields and click on "Login".
4. Once your login credentials are accepted, you will be taken to the "Quick Start" page that has some reminders of the information contained in this document.

webxam Logged-in as: >HS 017491 [Contact Us](#) [Logout](#)

**Webxam Quick-Start**

**Welcome Project Lead the Way User!**

The following document requires Adobe Acrobat Reader:

 [Instructions for entering high school students](#) 

**Information Needed to Complete a High School Student Data Form**

You may enter scores and grades for up to 3 PLTW courses.

1. Student Name (Actual name is optional. A place holder such as first name and last initial or student1, student2, etc. may be used if desired)
2. Student EMIS ID\* or unique 9-digit school generated identifier. **\*The EMIS ID is usually a 9 digit code. If you are unsure about this, check with your administrator or EMIS Coordinator.**
3. Student Gender
4. Student Ethnicity (Race)
5. Student Grade Level (9-12)
6. Project Lead The Way Course Title
7. Part A Test Score - Number of questions answered correctly
8. Part C Test Score - Number of questions answered correctly
9. PLTW Course Grade (**Expressed as a percentage less than or equal to 100%**)

**Entering the Student Data**

1. Click on "High School Students" in the left navigation bar.
2. Click on "New".
3. After the "New" page loads, enter all information listed above on the "New" page.
4. Click on "Submit".
5. Repeat steps 2-4 until all your students have been entered.

## Entering the Data

1. Click on “High School Students” and you will see the following screen:

The screenshot displays the webxam application interface. At the top right, there are links for 'Contact Us' and 'Logout'. The user is logged in as '>HS 017491'. The breadcrumb trail indicates the current location: 'Users > High School Students > List'. A message box contains the text: 'Instructions to Edit an existing account. Click here to view.' Below this is a button that says 'Click on "Go" to List Students' with a 'GO' icon. The 'Results' section shows a table with columns for 'Last Name', 'First Name', and 'Location'. The 'Results per page' is set to 50. A blue arrow points to the 'New' option in the left-hand navigation menu.

2. Next Click on “New”.  
A page will be displayed that will accept your student’s data.

3. After Clicking on “New” the page below will be displayed. Enter all the required information. You must enter data for at least 1 PLTW course but you may enter data for up to 3 courses. When you are done, click on the “Submit” button at the bottom of the page.

webxam Logged-in as: >HS 017491 [Contact Us](#) [Logout](#)

Users > High School Students > New

**Instructions to create a new account. [Click here to view.](#)**

**Note: All student information entered below must be for students enrolled in PLTW courses taught at your school.**

**Enter 0 for the score if not applicable to your course.**

**Your Student's Personal Information:**

\* indicates required field

\*First Name

\*Last Name

Email Address

\*EMIS ID

\*Gender

\*Race

\*Grade Level

\*PLTW Course 1 Title

\*Part A Score Course1

\*Part C Test Score Course1 or Part B

**Score Biomedical Only**

\*PLTW Course 1 Grade (expressed as a percentage %)

PLTW Course 2 Title

Part A Score Course2

Part C Test Score Course2 or Part B

**Score Biomedical Only**

PLTW Course 2 Grade (expressed as a percentage %)

PLTW Course 3 Title

Part A Score Course3

Part C Test Score Course3 or Part B

**Score Biomedical Only**

PLTW Course3 Grade (expressed as a percentage %)

4. Click "Submit" to save the information. You will see a confirmation screen.

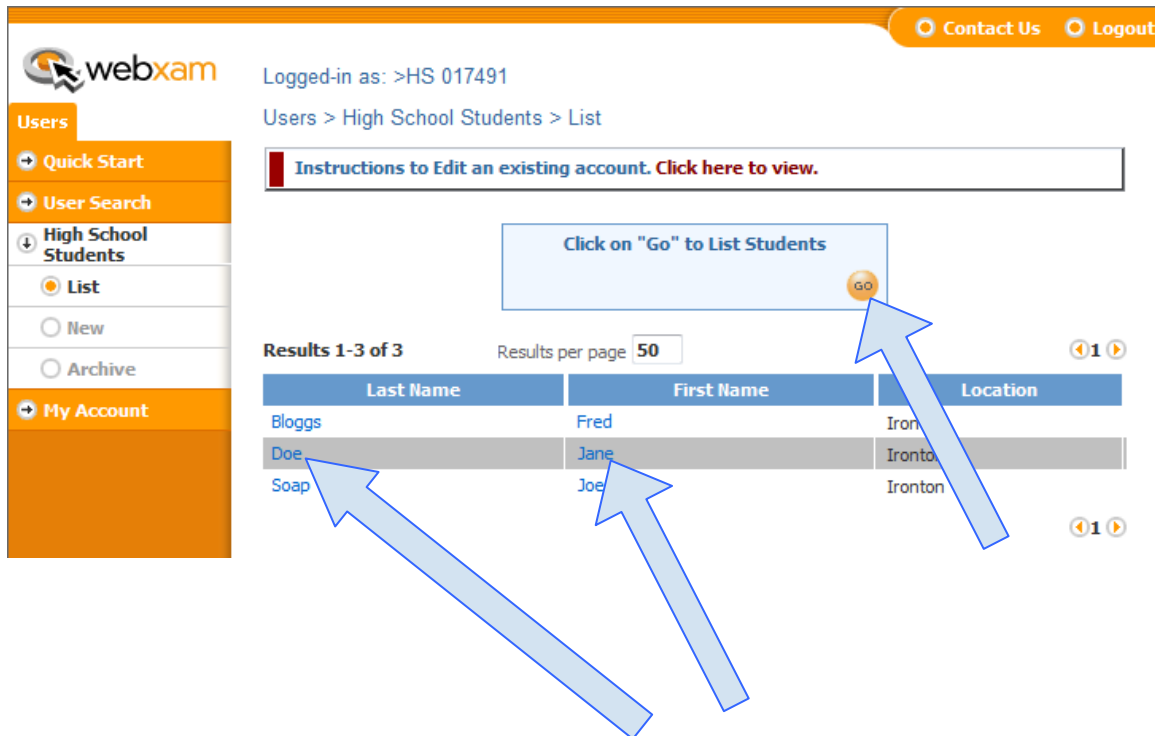
The screenshot shows the webxam user management interface. The top navigation bar includes the webxam logo, a user ID 'Logged-in as: >HS 017491', and links for 'Contact Us' and 'Logout'. A left sidebar menu contains options: 'Users', 'Quick Start', 'User Search', 'High School Students' (with sub-options 'List', 'New', and 'Archive'), and 'My Account'. The main content area shows the breadcrumb 'Users > High School Students > New' and a link for 'Instructions to create a new account. Click here to view.' A red note states: 'Note: All student information entered below must be for students enrolled in PLTW courses taught at your school.' Below this, a red instruction says: 'Enter 0 for the score if not applicable to your course.' A light blue confirmation box contains the following text: 'New High School Student added successfully! Click on "New" to add another High School Student.' The student details are: First Name Jane, Last Name Doe, Email Address janedoe@ohioschool.k12.oh.us, EMIS ID 88888888, Gender Female, Race Hispanic/Mexican-American /Chicano/Puerto Rican/Cuban, Grade Level 10, PLTW Course 1 Title Computer Integrated Manufacturing, Part A Score Course1 37, Part C Test Score Course1 or Part B Score Biomedical Only 32, PLTW Course 1 Grade (expressed as a percentage %) 96, PLTW Course 2 Title, Part A Score Course2, Part C Test Score Course2 or Part B Score Biomedical Only, PLTW Course 2 Grade (expressed as a percentage %), PLTW Course 3 Title, Part A Score Course3, Part C Test Score Course3 or Part B Score Biomedical Only, and PLTW Course3 Grade (expressed as a percentage %).

5. To add another student, click the "New" menu option again and repeat steps 3 and 4.

## Editing the Data

1. Click on “High School Students” and click “GO”, and you will see the following screen.

The students you have entered into the system already will be displayed.



The screenshot shows the webxam user management interface. The top navigation bar includes "Contact Us" and "Logout". The user is logged in as ">HS 017491". The breadcrumb trail is "Users > High School Students > List". A message box contains the text: "Instructions to Edit an existing account. Click here to view." Below this is a button labeled "Click on 'Go' to List Students" with a "GO" button next to it. The main content area displays a table of students with columns for Last Name, First Name, and Location. The table shows three results: Bloggs, Fred, Iron; Doe, Jane, Ironto; and Soap, Joe, Ironton. Blue arrows point to the "GO" button and the first and second rows of the table.

Last Name	First Name	Location
Bloggs	Fred	Iron
Doe	Jane	Ironto
Soap	Joe	Ironton

2. Click on a student's first or last name to view the current information on file.

3. After clicking on the first or last name you will see a page with current information:

The screenshot shows the webxam user interface. At the top right, there are links for "Contact Us" and "Logout". The user is logged in as ">HS 017491". On the left, a navigation menu includes "Users", "Quick Start", "User Search", "High School Students", and "My Account". The main content area is titled "View Contact Information" and displays the following details:

First Name	Jane
Last Name	Doe
Email Address	janedoe@ohioschool.k12.oh.us
EMIS ID	888888888
Gender	Female
Race	Hispanic/Mexican-American/Chicano/Puerto Rican/Cuban
Grade Level	10
PLTW Course 1 Title	Computer Integrated Manufacturing
Part A Test Score Course1	37
Part C Test Score Course1	32
PLTW Course 1 Grade (expressed as a percentage %)	96
<hr/>	
PLTW Course 2 Title	
Part A Test Score Course2	
Part C Test Score Course2	
PLTW Course 2 Grade (expressed as a percentage %)	
<hr/>	
PLTW Course 3 Title	
Part A Test Score Course3	
Part C Test Score Course3	
PLTW Course3 Grade (expressed as a percentage %)	

At the bottom of the information box, there is an "Edit" button. A blue arrow points from the bottom right corner of the information box to the "Edit" button. Below the button is a link: [Go back after editing an account.](#)

4. To add information or to change information, click on the "Edit" button.

webxam Contact Us Logout

Logged-in as: >HS 017491

Users > Edit

**Users**

- Quick Start
- User Search
- High School Students
- My Account

**Personal Information:**

\*First Name

\*Last Name

Email Address

\*EMIS ID

\*Gender

\*Race

\*Grade Level

\*PLTW Course 1 Title

\*Part A Test Score Course1

\*Part C Test Score Course1

\*PLTW Course 1 Grade (expressed as a percentage %)

---

PLTW Course 2 Title

Part A Test Score Course2

Part C Test Score Course2

PLTW Course 2 Grade (expressed as a percentage %)

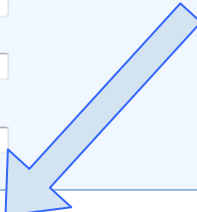
---

PLTW Course 3 Title

Part A Test Score Course3

Part C Test Score Course3

PLTW Course3 Grade (expressed as a percentage %)



5. Make changes or add information.
6. Click on "Save Changes".