



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

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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. Student Grade Level
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 website in a browser window. The address bar displays <http://www.webxam.org/>. The page features the webxam logo and the tagline "put your pencils down™".

What is Webxam?

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.

For more information about Webxam, click one of the following:

-  [Flyer in PDF format](#)
-  [Summary in HTML format](#)

I'm new to Webxam; how do I get started?

- To become a **new** OCTCA District Testing Coordinator [click here](#).
- To become a **new** A*5*K user [click here](#)
- If you are interested in having us develop and/or host your assessments, please contact Kathy Summerfield at summerfield.1@osu.edu or (614) 688-4000.

I'm a returning user; how do I get started?

- If you are an administrator or teacher, your login credentials are the same as they were before. Just login.
- If you are a student, obtain your login credentials from your teacher.

The login form on the right side of the page includes:

- Username:
- Password:
-
- [Forgot password?](#)

Navigation links include [Contact Us](#) and [About Us](#). A VeriSign Secured logo is also present.

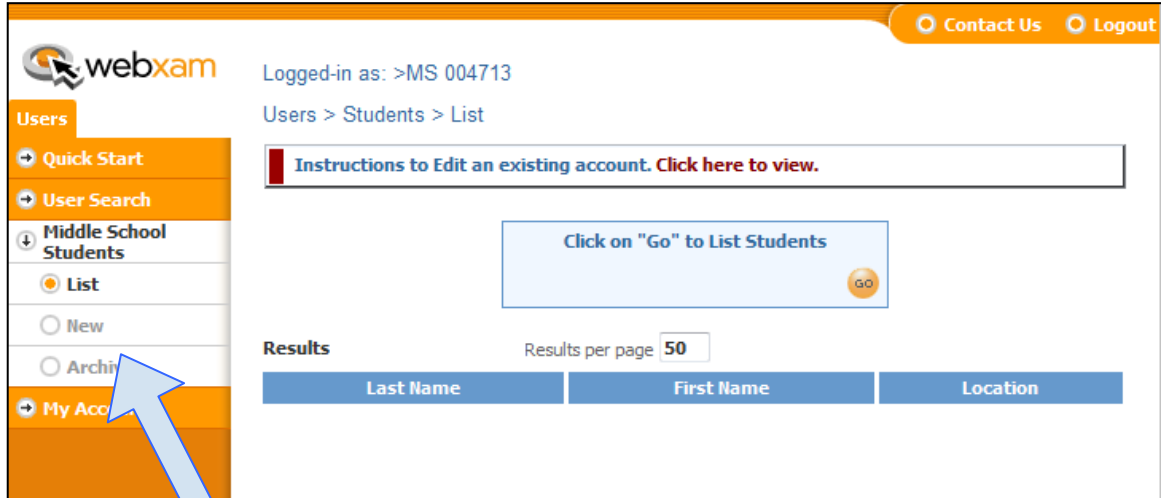
2. Enter the username and password into the matching fields and click on "Login".

3. 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.

The screenshot shows the webxam application interface. At the top left is the webxam logo. To its right, it says "Logged-in as: >MS 004713". In the top right corner, there are links for "Contact Us" and "Logout". A left-hand navigation menu is visible with the following items: "Users", "Quick Start", "User Search", "Middle School Students", and "My Account". The main content area is titled "Webxam Quick-Start" and "Welcome Project Lead the Way User!". Below this, a message states: "The following documents require Adobe Acrobat Reader:" followed by a PDF icon and a link to "Instructions for entering middle school students". To the right of this link is a "Get ADOBE READER" button. A blue header bar contains the text "Information Needed to Complete a Middle School Student Data Form". Below this bar is a numbered list of five items: 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 (6-8) Another blue header bar contains the text "Entering the Student Data". Below this bar is another numbered list of five items: 1. Click on "Middle 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 “Middle School Students” and you will see the following screen:



The screenshot shows the webxam interface. The top navigation bar includes the webxam logo, the text "Logged-in as: >MS 004713", and links for "Contact Us" and "Logout". A left sidebar menu is titled "Users" and contains items: "Quick Start", "User Search", "Middle School Students" (expanded), "List" (selected), "New", "Archiv", and "My Acc". A blue arrow points to the "New" option in the sidebar. The main content area shows the breadcrumb "Users > Students > List", a red notification box with the text "Instructions to Edit an existing account. Click here to view.", a blue button labeled "Click on 'Go' to List Students" with a "GO" icon, and a "Results" section with a "Results per page" dropdown set to "50". Below this is a table header with columns "Last Name", "First Name", and "Location".

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.

The screenshot shows the webxam user management interface. The top navigation bar includes 'Contact Us' and 'Logout'. The user is logged in as '>MS 004713'. The breadcrumb trail is 'Users > Middle School Students > New'. A message box contains the text: 'Instructions to create a new account. Click here to view.' The left sidebar has a 'Users' menu with options: 'Quick Start', 'User Search', 'Middle School Students' (expanded), 'List', 'New' (selected), 'Archive', and 'My Account'. The main content area is titled 'Your Student's Personal Information:' and contains a form with the following fields: '*First Name', '*Last Name', 'Email Address', '*EMIS ID', '*Gender', '*Race', and '*Grade Level'. A 'Submit' button is located at the bottom of the form.

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

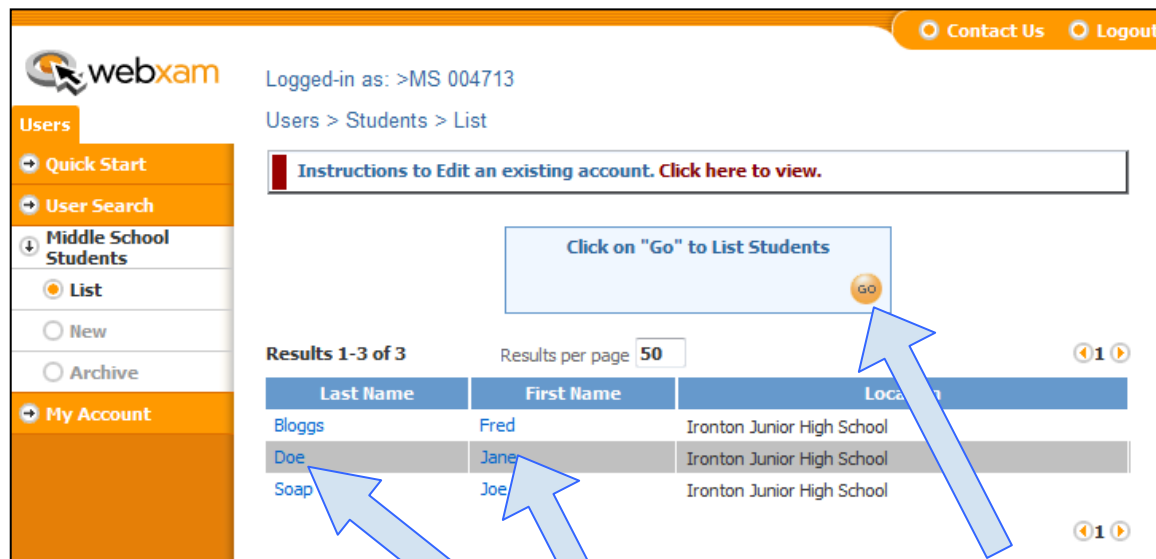
The screenshot shows the webxam user management interface after a student has been added. The top navigation bar and breadcrumb trail are the same as in the previous screenshot. The message box now contains the text: 'Instructions to create a new account. Click here to view.' The left sidebar is the same. The main content area displays a confirmation message: 'New Middle School Student added successfully! Click on "New" to add another Middle School Student.' Below the message, the details of the added student are listed: 'First Name Jane', 'Last Name Doe', 'Email Address', 'EMIS ID 9999999999999999', 'Gender Female', 'Race African-American/Black', and 'Grade Level 8'.

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

Editing the Data

1. Click on “Middle 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 ">MS 004713". The breadcrumb trail is "Users > Students > List". A message box contains the text: "Instructions to Edit an existing account. [Click here to view.](#)". A callout box points to a "GO" button with the text "Click on 'Go' to List Students". Below this is a table of student records. The table has columns for "Last Name", "First Name", and "Location". The data rows are:

Last Name	First Name	Location
Bloggs	Fred	Ironton Junior High School
Doe	Jane	Ironton Junior High School
Soap	Joe	Ironton Junior High School

Additional interface elements include a "Results 1-3 of 3" indicator, a "Results per page 50" dropdown, and a "My Account" link in the sidebar.

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

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 ">MS 004713". The left sidebar contains navigation options: "Users", "Quick Start", "User Search", "Middle School Students", and "My Account". The main content area displays the user's profile information:

First Name	Jane
Last Name	Doe
Email Address	
EMIS ID	9999999999999999
Gender	Female
Race	African-American/Black
Grade Level	8

Below the profile information is an orange "Edit" button, which is highlighted by a blue arrow. Below the button is a link that says "Go back after editing a user".

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

The screenshot shows the webxam user interface in edit mode. The user is logged in as ">MS 004713". The left sidebar is the same as in the previous screenshot. The main content area displays the "Personal Information:" form:

Personal Information:

*First Name:

*Last Name:

Email Address:

*EMIS ID:

*Gender:

*Race:

*Grade Level:

At the bottom of the form is an orange "Save Changes" button, which is highlighted by a blue arrow.

5. Make changes or add information.

6. Click on "Save Changes".