



WDIS

On-Line System

User Guide

June 8, 2001

**Bureau of Workforce Education and Outcome
Information Services**

Florida Department of Education

WDIS On-Line System User Guide

Table of Contents

Overview	5
List screen conventions used	6
List of reports that can be requested	7
Getting onto the system and into the WDIS On-Line System	8
Northwest Regional Data Center Log-In Screen	8
Application Selection Menu Screen	9
NWRDC Sign-on to CICS Region Screen	10
Student/Staff/Finance Main Menu Screen	11
WDIS Component Menu Screen	12
Browsing records on the system	13
WDIS Student Demographic/End of Term Browse Screen	13
WDIS Vocational Student Course Browse Screen	14
WDIS AGE Student Course/Teacher Course Browse Screen	15
Finding record errors on the system	16
WDIS Browse Menu	16
WDIS District/Program Browse Screen	17
WDIS District/School Browse Screen	18
WDIS District/School/Program Browse Screen	19
WDIS School Browse Screen	20
WDIS Program Browse Screen	21
WDIS Course Browse Screen	22
Adding a record	23
Student Demographic Data Screen	23
Adult General Education Student Course Data Screen	24
WDIS Teacher Course Data Screen	25
End Of Term Status Data Screen	26
Vocational Student Course Data Screen	27
Making an initial submission	28

Table of Contents

Changing a record	29
Student Demographic Data Screen	29
Adult General Education Student Course Data Screen	30
WDIS Teacher Course Data Screen	31
End Of Term Status Data Screen	32
Vocational Student Course Data Screen	33
Deleting a record	34
Student Demographic Data Screen	34
Adult General Education Student Course Data Screen	35
WDIS Teacher Course Data Screen	36
End Of Term Status Data Screen	37
Vocational Student Course Data Screen	38
Checking edit status on the system	39
Edit Status Table Browse Screen #1	39
Edit Status Table Browse Screen #2	40
Requesting a Report on the System	41
Final Report On-Line Browse Screen	41
Reports for Request Screen #1	42
Reports for Request Screen #2	43
Reports for Request Screen #3	44
Reports/Files Requested Screen	45
Contacts	47

WDIS On-Line System User Guide

OVERVIEW

The Workforce Development Information System (WDIS) On-Line System is an important tool for school district and state staff to use in dealing with a variety of questions about school district WDIS data. The WDIS On-Line System displays, allows maintenance of, or reports on WDIS data that have been processed. Data displayed in the On-Line System have passed the initial or batch reject edits, or the On-Line screen edits, and have been loaded onto DB2 tables at Northwest Regional Data Center (NWRDC). From this point on, in the processing of WDIS data, records are no longer subject to rejection. Once these records are loaded to DB2 tables, DOE has accepted them for use.

They are still liable to be excluded from subsequent processes based upon other requirements that are enforced. One of the prominent examples of this is the rule that any student course records that lack relational integrity will not be moved to the WDIS Oracle 8i Server Application or included in the WDEF Funding Allocation Formula. Relational integrity involves requiring that WDIS Vocational or AGE Student Course records have matching WDIS Student Demographic and WDIS Student End of Term Status records. Such records would be missing critical information needed in analysis performed on the server and in the formula.

In the past, the WDIS On-Line System only displayed individual records and allowed maintenance on those records. Other useful but little known functions were available with the system. Many people did not realize that they could have their DB2 records put back into the original reporting formats and reported back to the district. That way, the user could see exactly which records the DOE had accepted.

New functionality has been added to the WDIS On-Line System that puts more power into the hands of the user. The user can now use the new browse screens to look for data errors by checking attribute counts by reporting format, by program, by school or by program in a school. When an question appears regarding one or more of these counts, the low-level browse screens can be used to “narrow-down” the search for the specific record or records containing the problem. The new browse screens give the user new ability to look at their data in different ways to help them gain confidence in the quality of that data. Now the user can look at a body of data at once, to get the “big picture.”

Also, in the Reports for Request area of the On-Line System, four new reports have been added. These are called the Reasonableness Reports. They are listed on the system as the Comparison Reports. These reports show the submitted and loaded data by attribute and reporting format, by program, by school, and by district. They provide a point of reference so that local staff can gauge whether their district has submitted all of its data to DOE.

WDIS On-Line System User Guide

List Screen Conventions Used

The screen conventions consist of the **PF** keys listed at the bottom of each screen. Their functions seldom vary from one screen to another but their availability will change between certain screens. Generally:

PF2 will refresh the screen for the user.

PF3 will take the user to the WDIS Component Menu.

PF5 will take the user to the Main Menu. This might be used for leaving WDIS and going to the K-12 system.

PF6 will take the user to the Low-Level Browse Menu.

PF7 will take the user to the first screen of a browse sequence.

PF8 will allow the user to browse forward to later pages within a browse sequence of screens.

PF9 will allow the user to exit the on-line system. This is the first step in logging off and closing the session.

ENTER will display the data requested by the user.

CLEAR will erase the data on a particular screen.

The instructions for the use of each screen are always shown on the screen as needed. Read carefully the instructions at the bottom of each screen for what to do next. Someone "off the street" will not be comfortable in operating this system without some prior knowledge of WDIS programs, students and WDIS in general. However, the user will be able to use the browse screens if they don't know detailed information about program numbers, district numbers, school numbers, and similar information.

This is not a personal computer application, with all its programmed user-friendliness. This is a mainframe application. It will seem a lot more intimidating and less user-friendly. For instance, on a mainframe application it is often difficult to determine where a data field begins and ends. It is generally best to **TAB** from field to field when using the On-Line System. The cursor will automatically be positioned at the beginning of the next field. Hold **SHIFT** and hitting **TAB** will allow the user to move the cursor back to the previous field.

On-Line System only looks at records loaded onto the DB2 tables. These records have passed the initial or batch reject edits at NWRDC. You cannot use the On-Line System to look at records that have not been processed yet. Once the records have been processed through the edits and loaded to the tables, the On-Line System is useful in looking for and resolving additional problems with the data. These include the exception errors and validation flags that have been noted for your perusal.

WDIS On-Line System User Guide

List of Reports for Request through the On-Line System

The list of reports that can be requested through the On-Line System is a long one. Among the reports that can be requested are the following.

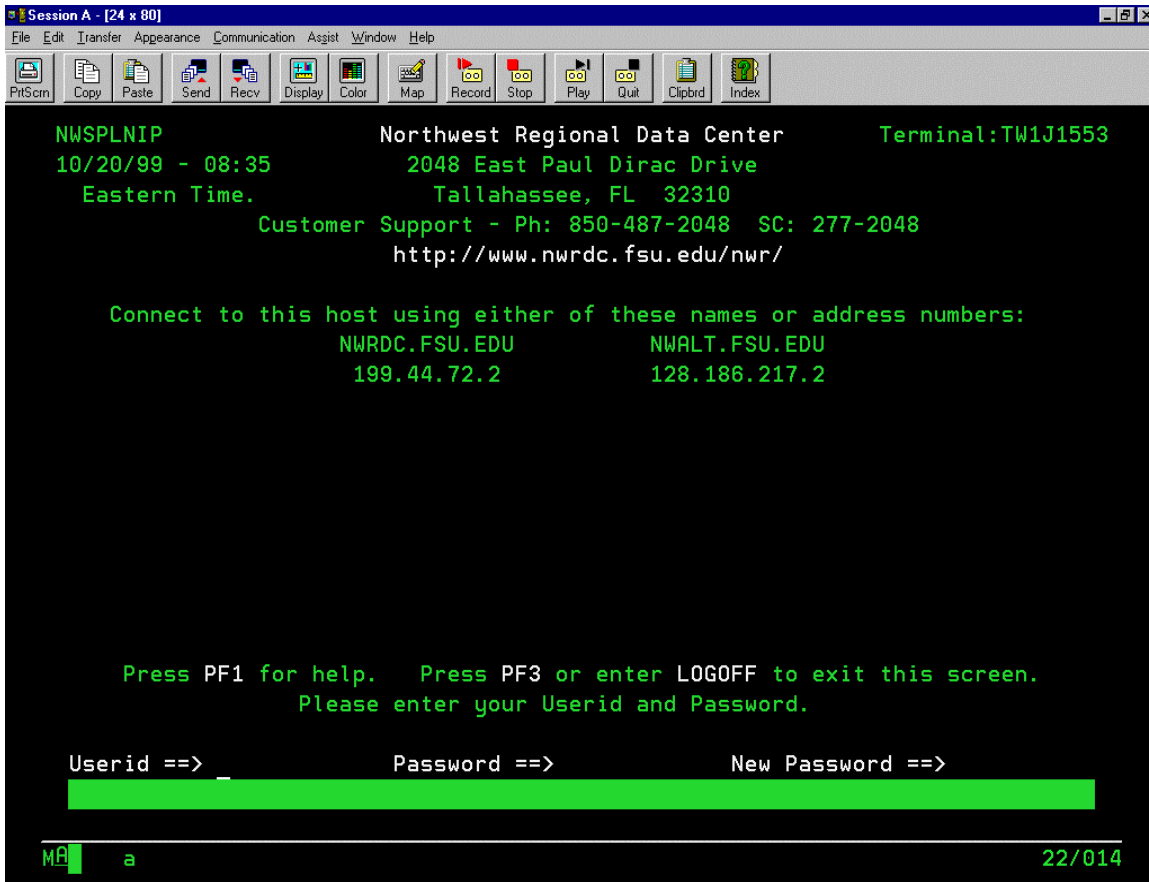
<u>Data Set Name</u>	<u>Report Title</u>
F634170	WDIS Adult Course Data in File Format
F634220	WDIS Student Demographic Data in File Format
F634270	WDIS End of Term Data in File Format
F634320	WDIS Teacher Course Data in File Format
F634420	WDIS Vocational Course Data in File Format
F63448	WDIS Adult Course Validation/Exception Report
F63450	WDIS Student Demographic Validation/Exception Report
F63452	WDIS End of Term Validation/Exception Report
F63454	WDIS Teacher Course Validation/Exception Report
F63458	WDIS Vocational Course Validation/Exception Report
F63459	WDIS Adult Course Online Journal File
F63460	WDIS Student Demographic Online Journal File
F63461	WDIS End of Term Online Journal File
F63462	WDIS Teacher Course Online Journal File
F63465	WDIS Vocational Student Course Online Journal File
F70010	WDIS Comparison Report – Format Totals
F70011	WDIS Comparison Report – School Totals
F70012	WDIS Comparison Report – Program Totals
F70013	WDIS Comparison Report –School, Program Totals

Reports requested through the On-Line System screens will be produced during the evening of the request and will be ready for retrieval by the requesting district the next business day by logging onto the system and pulling them down. Local staff can only request reports on their district's data and not on the data reported by other districts.

WDIS On-Line System User Guide

Getting onto the system and into the WDIS On-Line System

This is the sign-on screen at North West Regional Data Center (NWRDC) that is used for the input of your **User ID** and **password**. Everyone who has logged on to NWRDC has seen this screen.



After entry of your **User ID** and **password**, press **ENTER** and you will go to the next screen. If this is your first time in this system, you will be using your User ID as your initial password. You will need to change your password. Enter the new **password** on the right at the bottom. You will go to another screen for conformation of your new **password**. After that, you will go to the next screen.

Someone in your district knows your User ID. Every district has at least one. If your district's User ID is lost call WEOIS to request information on the old one or for getting a new one. WEOIS can be reached at (850) 487-0900 or Suncom 277-0900. Ask for someone on staff who can help you with this problem.

WDIS On-Line System User Guide

This is the screen, the Application Selection Menu, where the user selects **2 - NWRCICC** in order to get to the WDIS On-Line System. Again, there are no changes to this screen.

```
1 - Session1 (nwrdc.fsu.edu)
File Edit Transfer Fonts Options Macro View Window Help
|| [Icons] [?] [X] PA1 PA2 PA3 ENT CLR
NWSPMUIP Northwest Regional Data Center Terminal:TW1J0332
05/03/2000 08:27 Application Selection Menu Userid:DEJUAA

Enter number of application to select, or enter H for help.
PF1 = Help PF3 = Logoff PF7 = PageUp PF11 = Bottom
PF2 = Description-toggle PF8 = PageDown PF12 = Top

  Num Appl Status Num Appl Status
  1  NWRCICS ACTIVE 11  SAMNASOS ACTIVE
  2  NWRCICC ACTIVE 12  SAMPBAP ACTIVE
  3  NWRCTDE ACTIVE 13  SAMV22 ACTIVE
  4  FILLER INACTIVE 14  SAMNACA ACTIVE
  5  NWRIACT ACTIVE 15  ACLMNU02 INACTIVE

  6  NWRTSO ACTIVE 16  DGSMENU ACTIVE
  7  NWRMUSS ACTIVE 17  FPCPINFO ACTIVE
  8  NWRNCCF ACTIVE 18  FPCTINFO ACTIVE
  9  NWRCPDE INACTIVE 19  SAMGET ACTIVE
 10  SAMNAS ACTIVE 20  TMCCICS ACTIVE

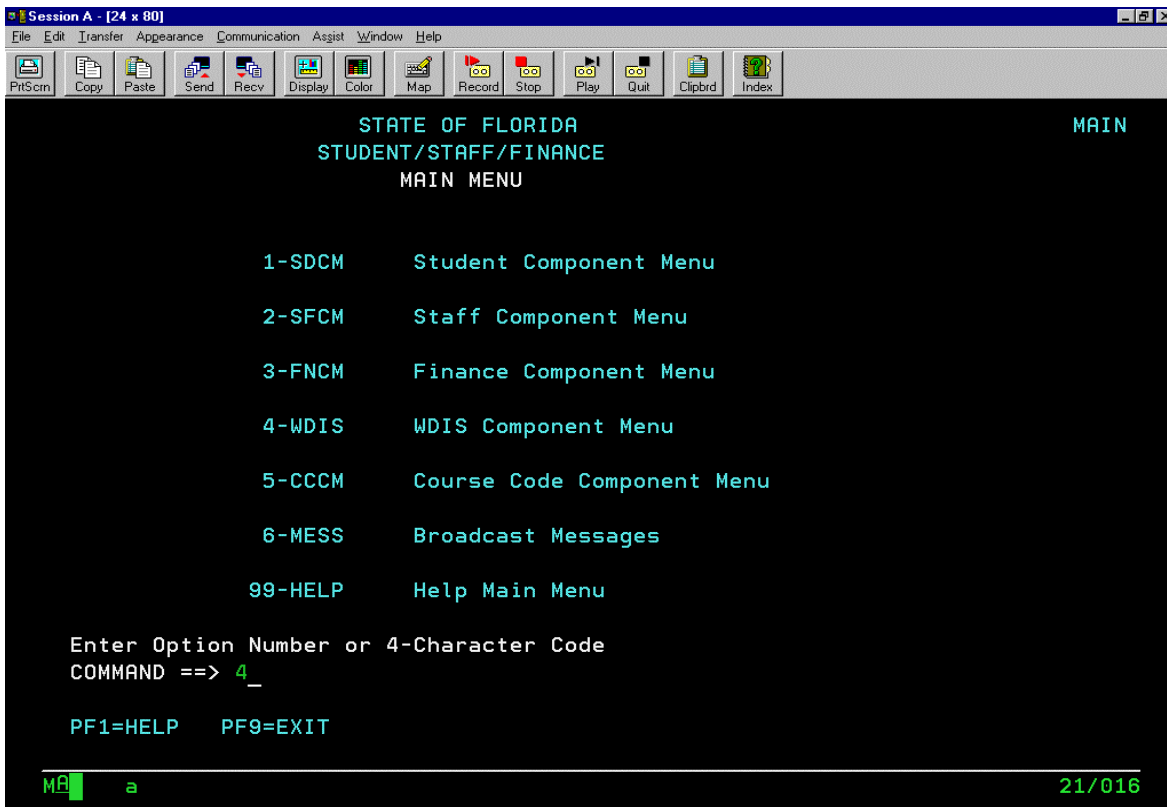
Customer Support - Ph: 850-487-2048 SC: 277-2048

Command => 2 new-logmode = dlogmod = SNX32702
4@ 1 Sess-1 199.44.72.2 24/14
Start Inbox - Microsoft O... Microsoft Word - S... 1 - Session1 (nwrdc... 8:30 AM
```

The entry of any number on the command line other than what you are authorized for will result in a security violation and immediate ejection from the system. Authorization for each of these selections must be specifically granted before the user can go there. The assumption here is that you already have authorization for the WDIS On-Line System. Enter **2** and press **ENTER**.

WDIS On-Line System User Guide

This is the Main Menu (hence the “mm” entered on the previous screen) to the Student/Staff/Finance System. To get to the WDIS On-Line System, the user must select **4** on the command line of this screen. Alternatively, one can enter **WDIS** on the command line to get to the same place.



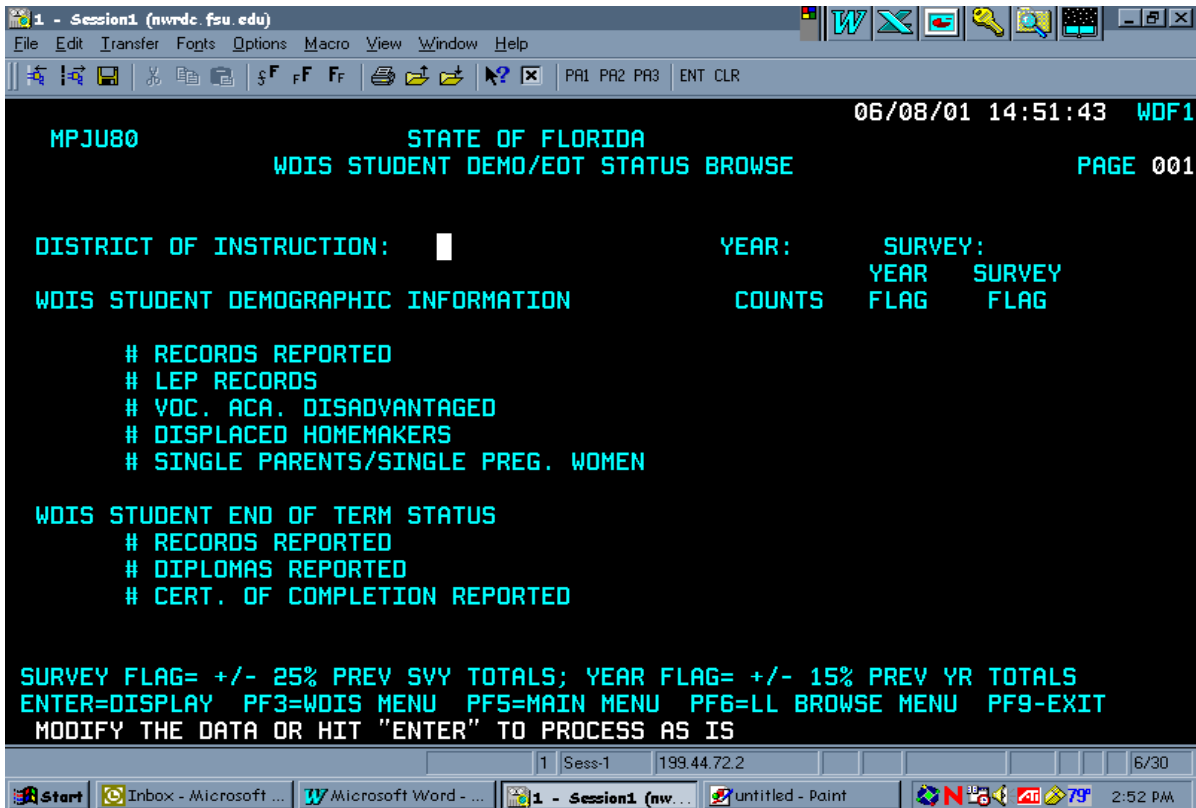
Enter **4** (or **WDIS**) and press **ENTER** to go to the WDIS Component Menu.

Entering any other selection at this screen may result in a security violation, depending on the authorization granted the user. If you do not have the proper authorization to the WDIS system, and you should have it, call WEOIS to request assistance. Someone in your district’s MIS unit might also be able to assist you. WEOIS can be reached at (850) 487-0900 or Suncom 277-0900.

WDIS On-Line System User Guide

Browsing records on the system

This is the first of the Format Browse Screens (selections **10 – 12** from the WDIS Component Menu). This is the screen to which you will go by selecting **10** at the WDIS Component Menu or any of the other browse screens. It covers the WDIS Student Demographic and WDIS Student End of Term Status formats.

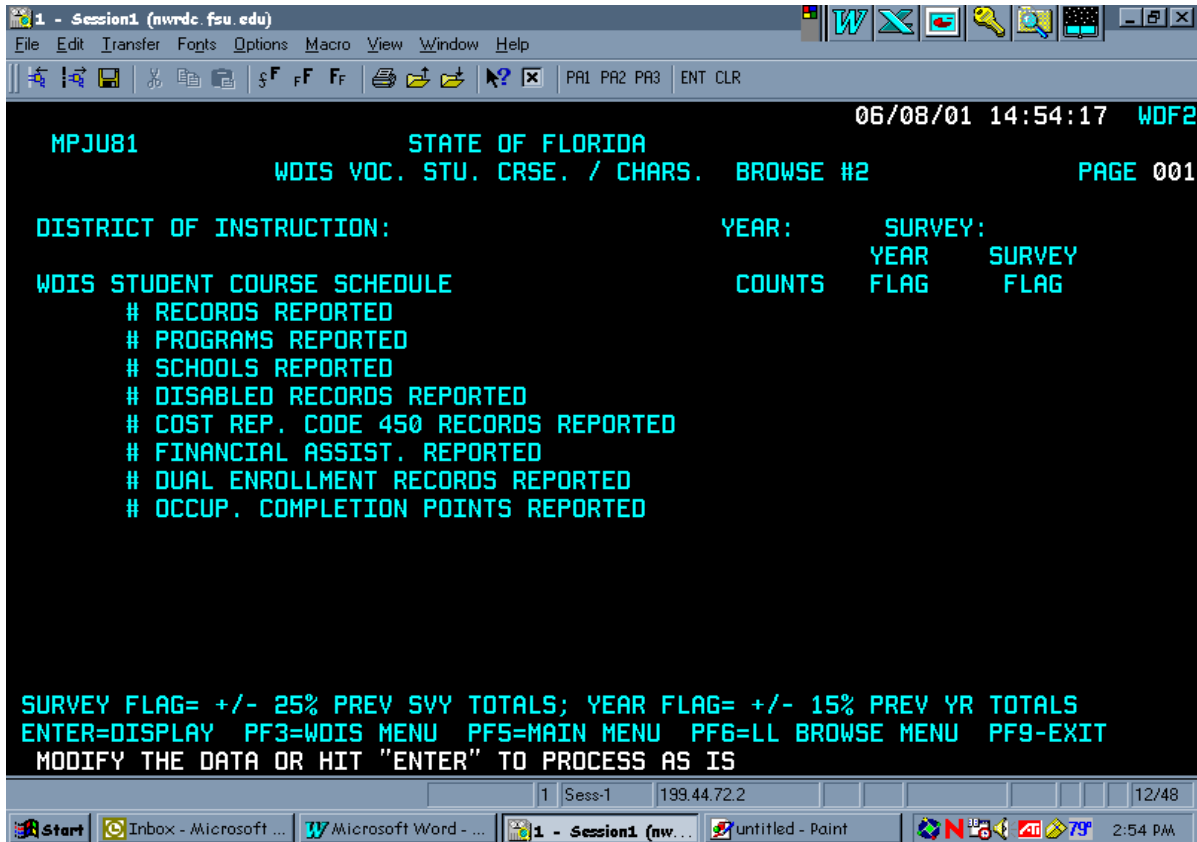


This screen provides the same information as the first column of the F70010 version of the Reasonableness Reports (Cross-Window Data Comparisons by Format). Since the of the columns of that report are missing, there are flags provided with each count. The first of these, the Year Flag (+/-Y), indicates a deviation of greater than 15 percent from the current count and the count for the same window of the previous year. The second flag, the Survey Flag (+/-S), will indicate a deviation of greater than 25 percent from the current count and the immediately previous survey's count.

The user may prefer to use the hardcopy Reasonableness Reports and then go directly to the various browse screens (selections **13-19**) to find any errors detected. Enter the **district number**, **year** and **survey** to specify which data to see. Press "**ENTER**" one time.

WDIS On-Line System User Guide

This is the second WDIS Format Browse Screen. This is the screen to which you will go by selecting **11** at the WDIS Component Menu or any of the other browse screens. It covers the WDIS Vocational Student Course and WDIS Vocational Student Characteristics reporting formats.

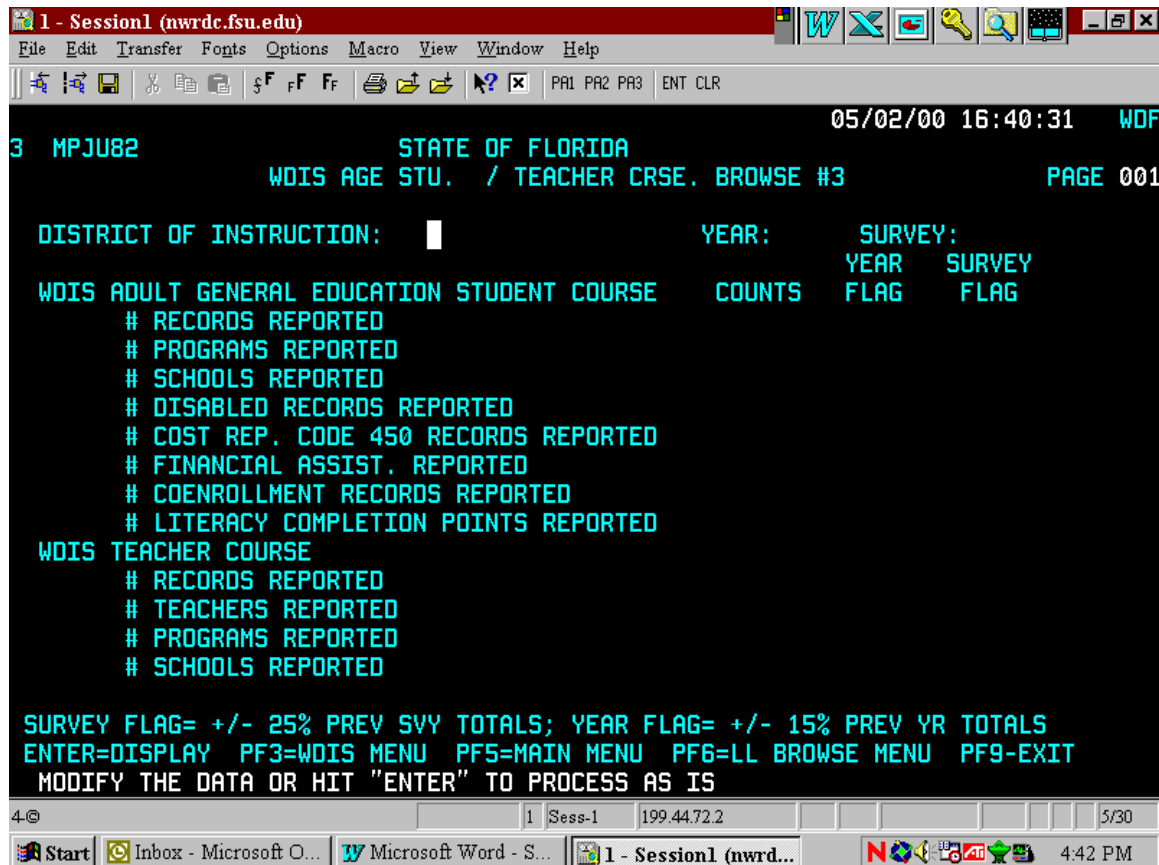


The purpose and functionality of each screen is the same as the previous and next screens. There are the same flags provided on this screen as well. The “+/- Y” flag with each count that indicates a deviation of greater than 15 percent from the current count and the count for the same window of the previous year. The “+/-S” flag indicates a deviation of greater than 25 percent from the current count and the immediately previous count.

Again, you will want to enter the **district number** (of instruction), **year** (such as 9900) and the reporting **survey** to specify which data will be displayed on this screen. Press “**ENTER**” one time.

WDIS On-Line System User Guide

This is the third WDIS Format Browse Screen. This is the screen to which you will go by selecting **12** at the WDIS Component Menu or any of the other browse screens. It covers the WDIS AGE Student Course and WDIS Teacher Course formats.



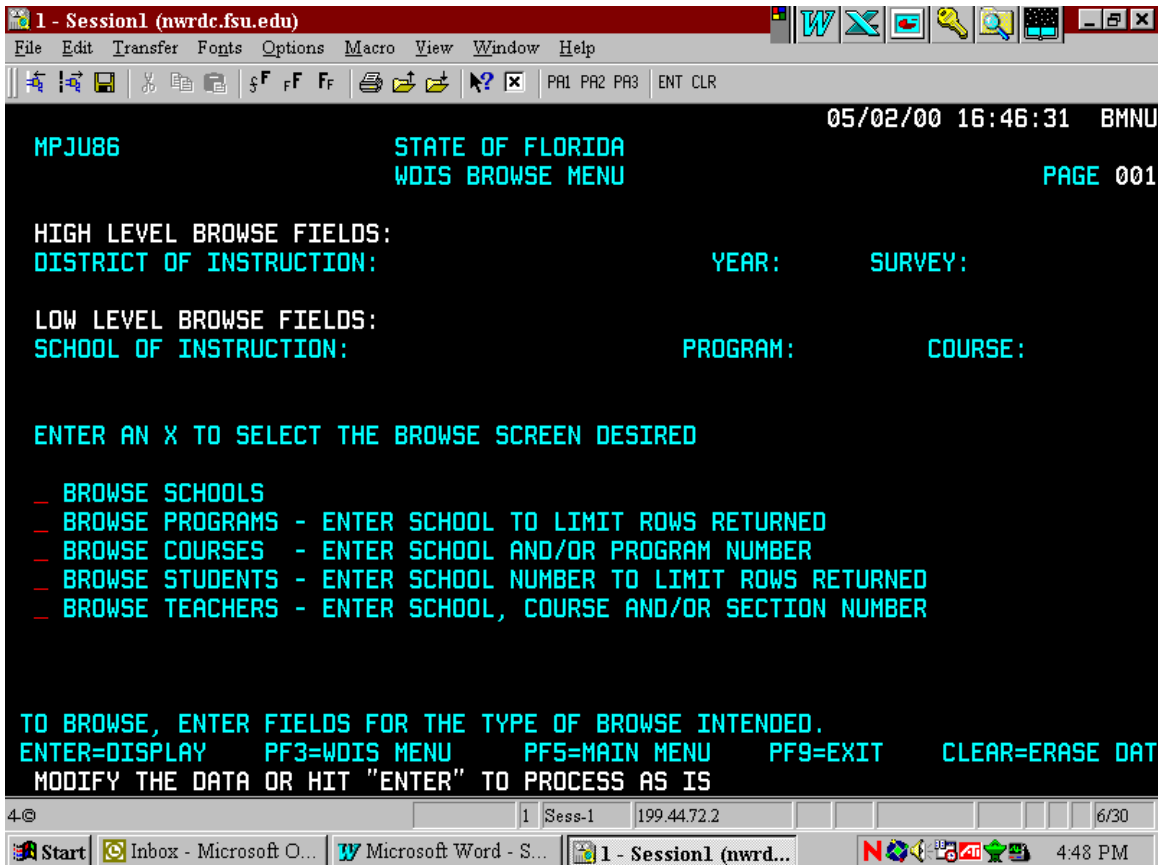
The purpose and functionality on this screen is the same as the previous two. Let's say that a local data person spots a couple of flags that indicate that certain records may not have been reported in numbers consistent with reality. The data person may not know, right away, where the shortfall occurred from looking at these screens. That person can go to the Low Level Browse Screens to narrow the search for where the records, or values, may be missing or in error.

For instance, the data person would know which format and type of element has drawn a flag. Experience may lead the data person to look at a particular school or program for the source of the problem. Failing that, the data person may resort to using the low-level browse screens to hunt for similar flags that will point the way to the error. From there, they can use the screens for the format in question to go to the offending records and fix them.

WDIS On-Line System User Guide

Finding record errors on the system

This is the WDIS Browse Menu. This is the first screen you get after you select the WDIS Browse Menu selection of **16** from the WDIS Component Menu or any of the other browse screens.

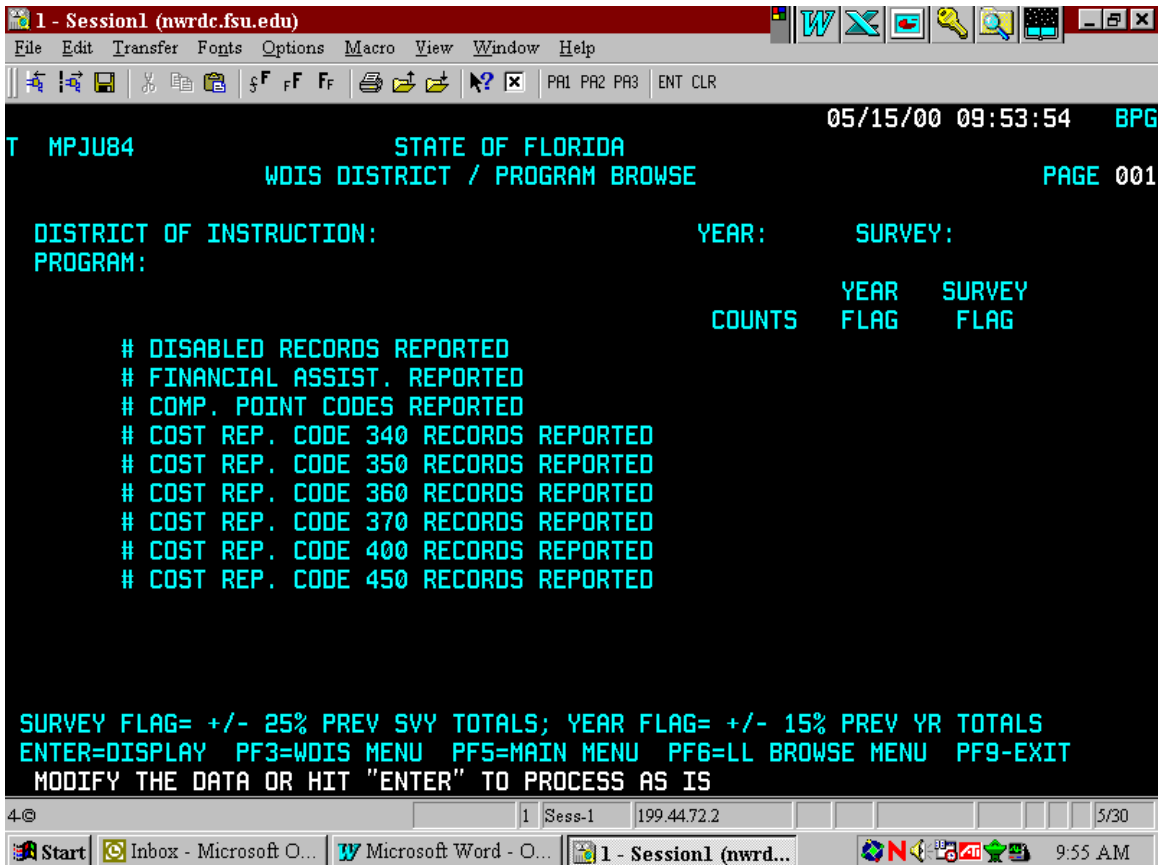


The user may enter **district**, **year**, **survey** and press **ENTER twice** to go to the high-level browse screens. If no **School Number** is entered, you go to the School Browse. You may enter information into the low-level Browse fields, **school**, **program** and **course**, in addition to the high browse entries, to enter the low-level Browse Screens at specific locations. Otherwise, you automatically go to the first School Browse Screen. Note the **PF**-keys, listed at the bottom of the screen. They help the user navigate around the On-Line System.

When the entry fields are filled-in on this screen, the values are carried over to the browse screen to which the user is directed. Thus, you will not have to enter that information on that browse screen once you get there.

WDIS On-Line System User Guide

The data person can go to the WDIS District/Program Browse Screen and page from program to program (using the prior knowledge of where the flags occurred) to locate the program(s) where flags are indicated. This is the screen that results from the selection of **14** on the WDIS Component Menu or any of the other browse screens.



If, for example, the flags occurred on the WDIS Adult General Education Student Course format there will be no good reason to browse vocational programs for those flags. The data person would enter **9900000** in the program field and start the search with the Adult General Education programs. On this screen, the user must always enter the **district number**, **year** and **survey** and hit, "**ENTER.**" If the district, year and survey are already shown just hit, "**ENTER.**" Additional **PF**-key instructions will appear at the bottom of the screen.

After the flags are narrowed down to specific programs, the data person may go to the next screen to narrow the hunt for the error down to a particular school.

WDIS On-Line System User Guide

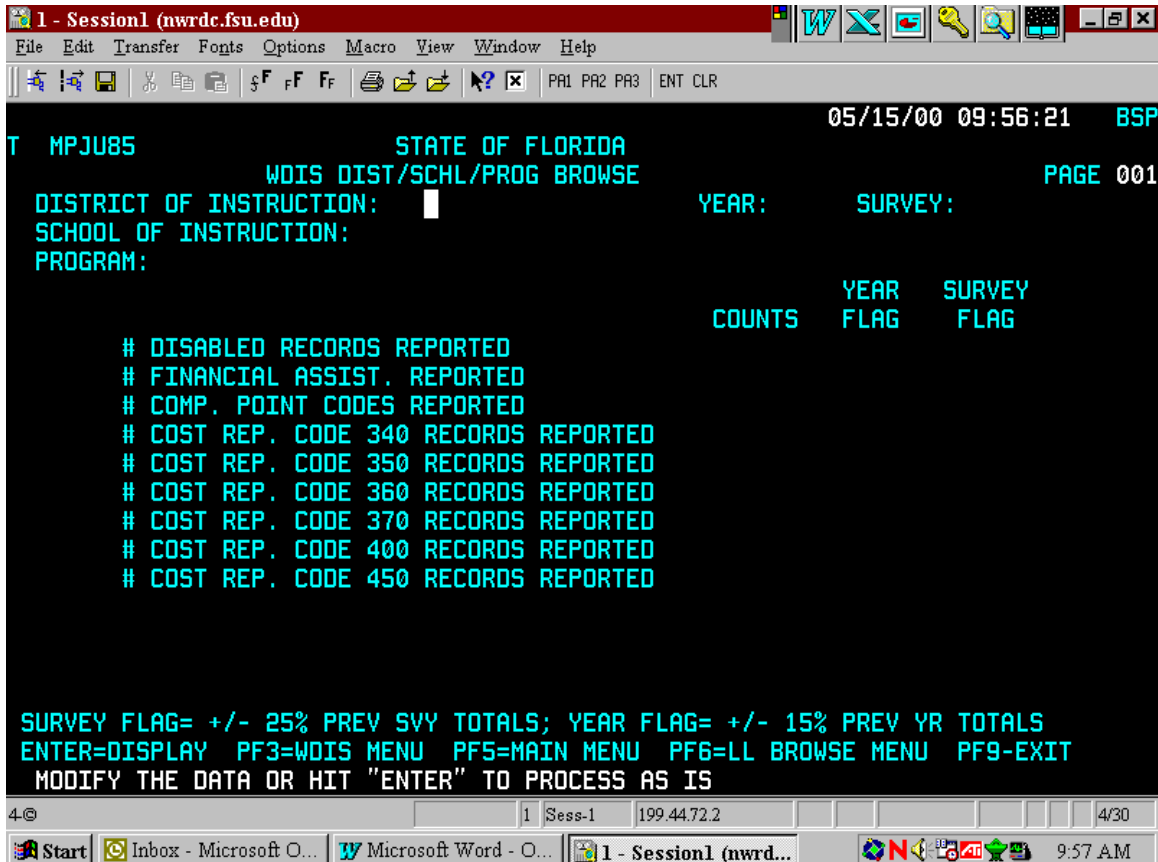
This is the WDIS District/School Browse. Once the data person determines which program at the district level has deficient data reported, he or she can go to this screen to narrow the search down to specific schools where the error may have occurred. This is the screen that results from the selection of **13** on the WDIS Component Menu or any of the other browse screens.

```
1 - Session1 (nwrdc.fsu.edu)
File Edit Transfer Fonts Options Macro View Window Help
PR1 PR2 PR3 ENT CLR
05/15/00 09:55:35 BSC
T MPJU83 STATE OF FLORIDA
WDIS DISTRICT / SCHOOL BROWSE PAGE 001
DISTRICT OF INSTRUCTION: YEAR: SURVEY:
SCHOOL OF INSTRUCTION:
COUNTS YEAR SURVEY
FLAG FLAG
# PROGRAMS REPORTED
# DISABLED RECORDS REPORTED
# FINANCIAL ASSIST. REPORTED
# COMP. POINT CODES REPORTED
# COST REP. CODE 340 RECORDS REPORTED
# COST REP. CODE 350 RECORDS REPORTED
# COST REP. CODE 360 RECORDS REPORTED
# COST REP. CODE 370 RECORDS REPORTED
# COST REP. CODE 400 RECORDS REPORTED
# COST REP. CODE 450 RECORDS REPORTED
SURVEY FLAG= +/- 25% PREV SVY TOTALS; YEAR FLAG= +/- 15% PREV YR TOTALS
ENTER=DISPLAY PF3=WDIS MENU PF5=MAIN MENU PF6=LL BROWSE MENU PF9=EXIT
MODIFY THE DATA OR HIT "ENTER" TO PROCESS AS IS
4@ 1 Sess-1 199.44.72.2 4/30
Start Inbox - Microsoft O... Microsoft Word - O... 1 - Session1 (nwrdc... 9:56 AM
```

The data person can page from school to school on this screen to look for the year or survey flags that indicate the problem needed resolution. They will want to enter the **district number**, **year**, **survey** and **school number** to specify the school on which to begin the browse. Page forward on this screen using **PF8**. Return to the first page using **PF7**. On this screen, the user must always enter the **district number**, **year** and **survey** and hit, “**ENTER.**” If the district, year and survey are already shown just hit, “**ENTER.**” Additional **PF**-key instructions will appear at the bottom of the screen.

WDIS On-Line System User Guide

This is the District/School/Program Browse Screen. Once the data person has narrowed the location of the problem down to school and program, they can go to this screen to verify the location of the error. Following the clues to where the search leads is essential to figuring out the nature and magnitude of the error. This is the screen that results from selecting **15** on the WDIS Component Menu or any of the other browse screens.

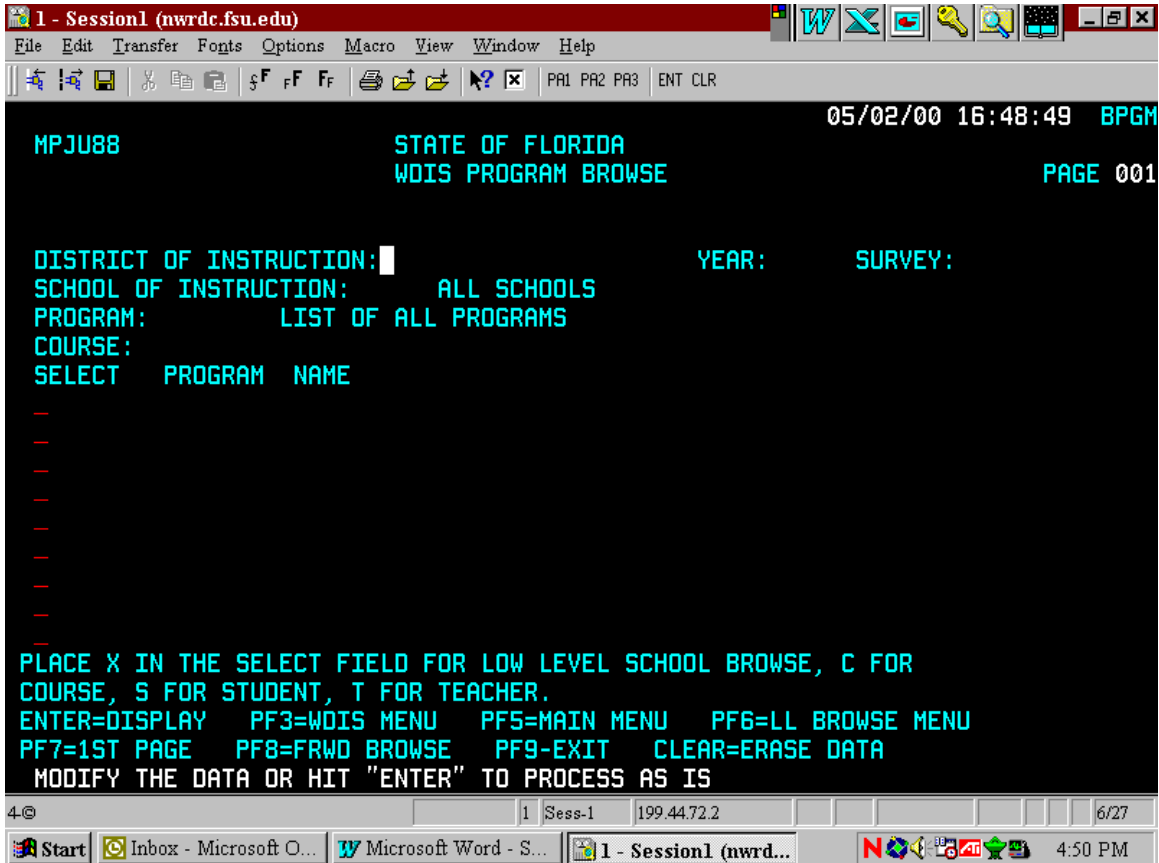


Some types of data reporting errors will only be revealed at this level of analysis. The errors from one program to another or one school or another may cancel each other out and not be revealed at a higher level of browse. The data person can do some quality control work by scanning the district's data at this level. Of course, as any good data person knows, some growth or shrinkage from one year to the next will be normal and expected. These flags will allow verification of these changes. Hit **"ENTER"** to show the numbers on this screen also.

The user will want to enter **district number**, **year**, **survey**, **school number** and **program code** to specify the combination of these elements to focus the browse.

WDIS On-Line System User Guide

This is the WDIS Program Browse Screen. It is the screen to which you go by selecting **18** on the WDIS Component Menu or any of the other browse screens. If School of Instruction is already indicated on the screen, this screen will show the programs at the school.



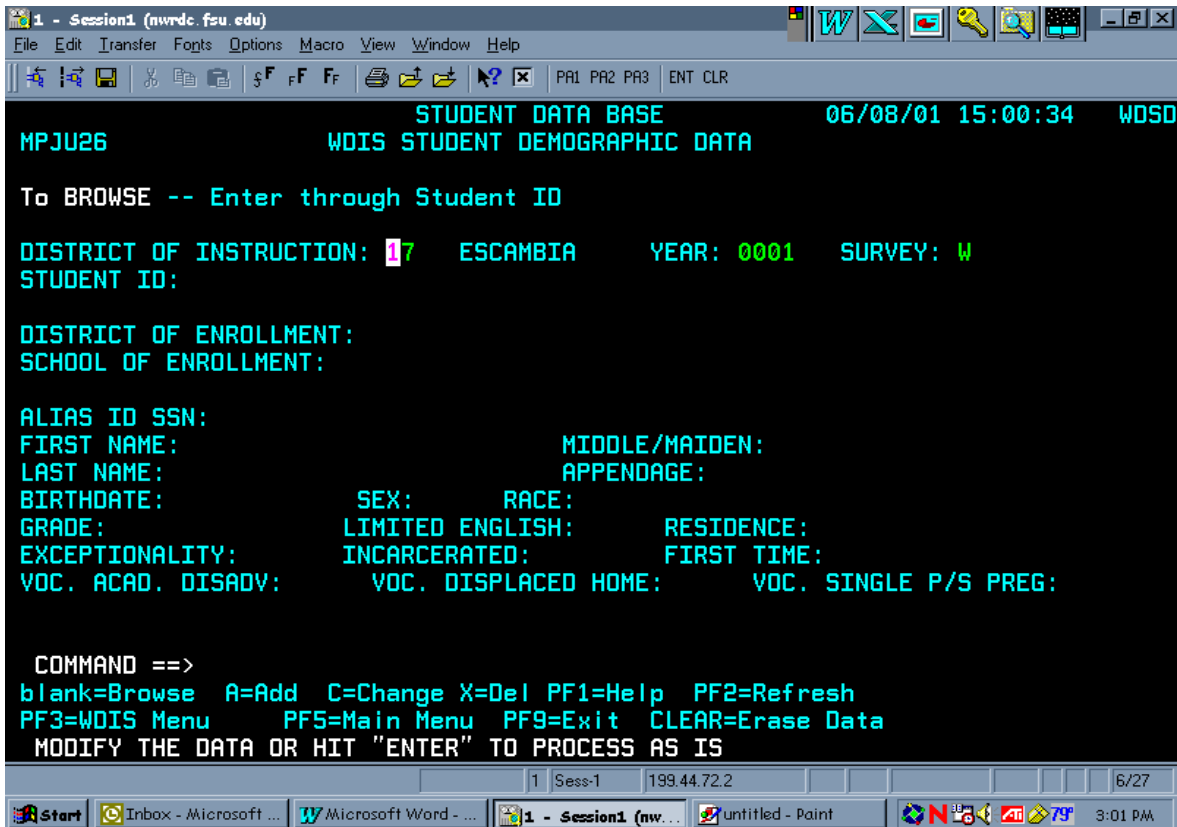
From here, the system user can go anywhere in the low-level browse screens. The local user can go to the WDIS Course Browse Screen only in AGE programs. The WDIS Course Browse Screen does not work for WDIS vocational programs, since they have no courses. The user can go from this screen to individual student records, those screens will be the student records for students in that program. This way, individual student records can be corrected more quickly. Hitting **ENTER** with District, year and survey indicated will yield the list of programs in that district for the year and survey. Entering district, school, year, and survey will yield the list of programs in that school, district, year and survey.

Note the Select field on the left side of this screen. In this field, the user may enter an **X** to go directly to a Low Level Browse of schools with this program. They may enter a **C** to go directly to a Low Level Browse of courses in this

WDIS On-Line System User Guide

Adding a record

This is an example of the WDIS Student Demographic Information Record in the On-Line System. It is the screen to which the user is directed by selecting **1** on the WDIS Component Menu or any of the other screens.

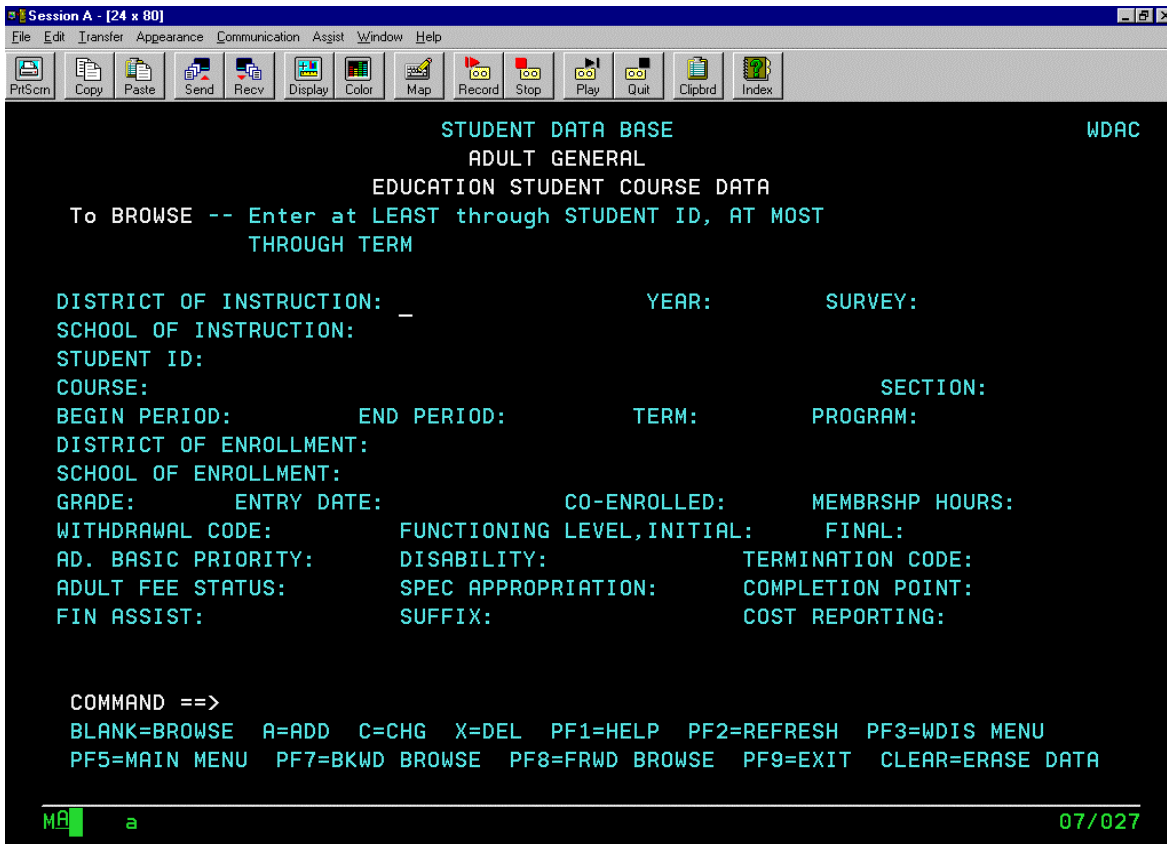


This is the screen on which the user can verify, change, add or delete student demographic information on a specific record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Enter the district, year, survey and Student ID and press **"ENTER"** twice to see the data on the record. Records are added by entering the data related to the student, entering an **A** on the Command line and pressing **"ENTER."**

Entered data element values that fall outside of acceptable ranges will be highlighted in red and the user will be asked to correct the element to a more acceptable value.

WDIS On-Line System User Guide

This is an example of the WDIS AGE Student Course record already on the On-Line System. This is the screen to which the user goes by selecting **2** on the WDIS Component Menu or any of the other screens.

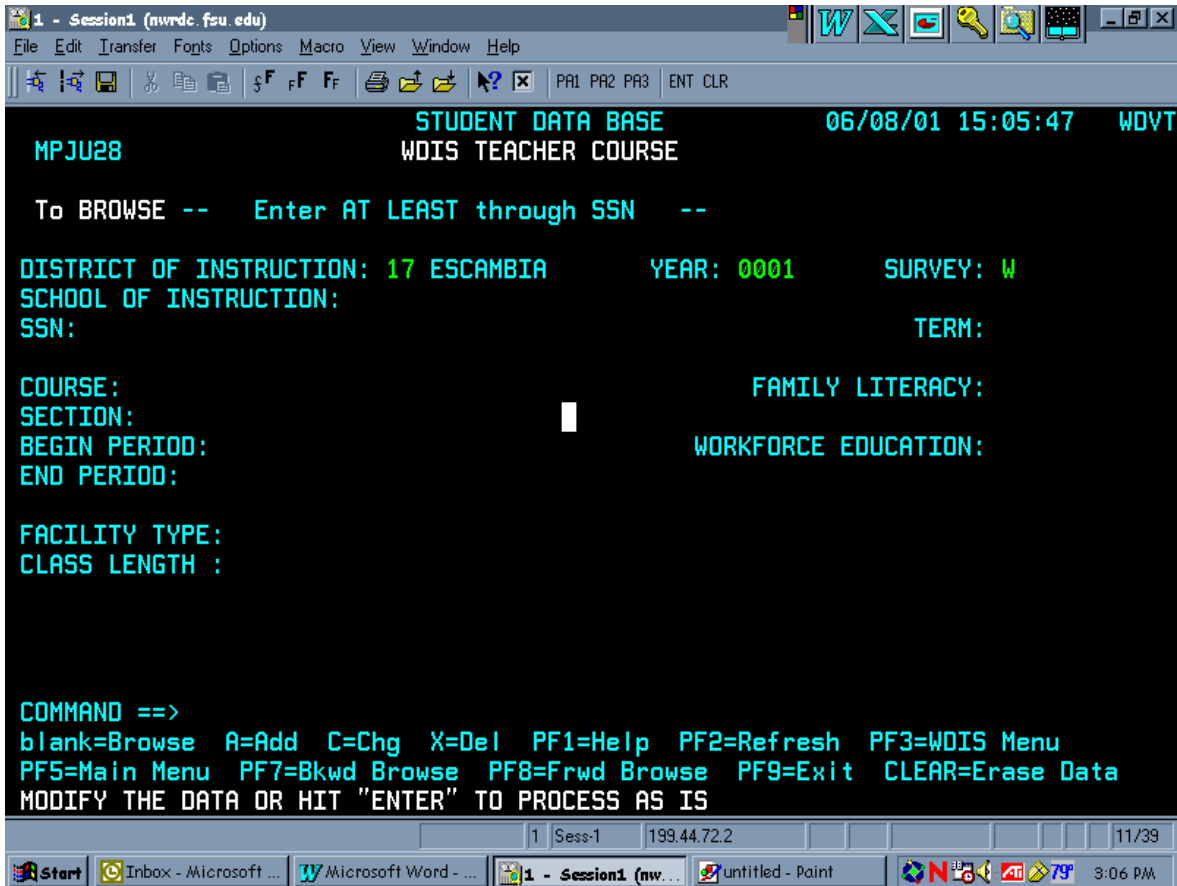


This is the screen on which the user can verify, change, add or delete student course information on a specific Adult General Education Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Enter the district, year, survey and Student ID and press “**ENTER**” twice to see the data on the record. Records are added by entering the data related to the student, entering an **A** on the Command line and pressing “**ENTER**.”

Entered data element values that fall outside of acceptable ranges will be highlighted in red and the user will be asked to correct the element to a more acceptable value.

WDIS On-Line System User Guide

This is an example of the WDIS Teacher Course Record already on the On-Line System. It is the screen to which the user goes by selection of **3** on the WDIS Component Menu or any of the other screens.

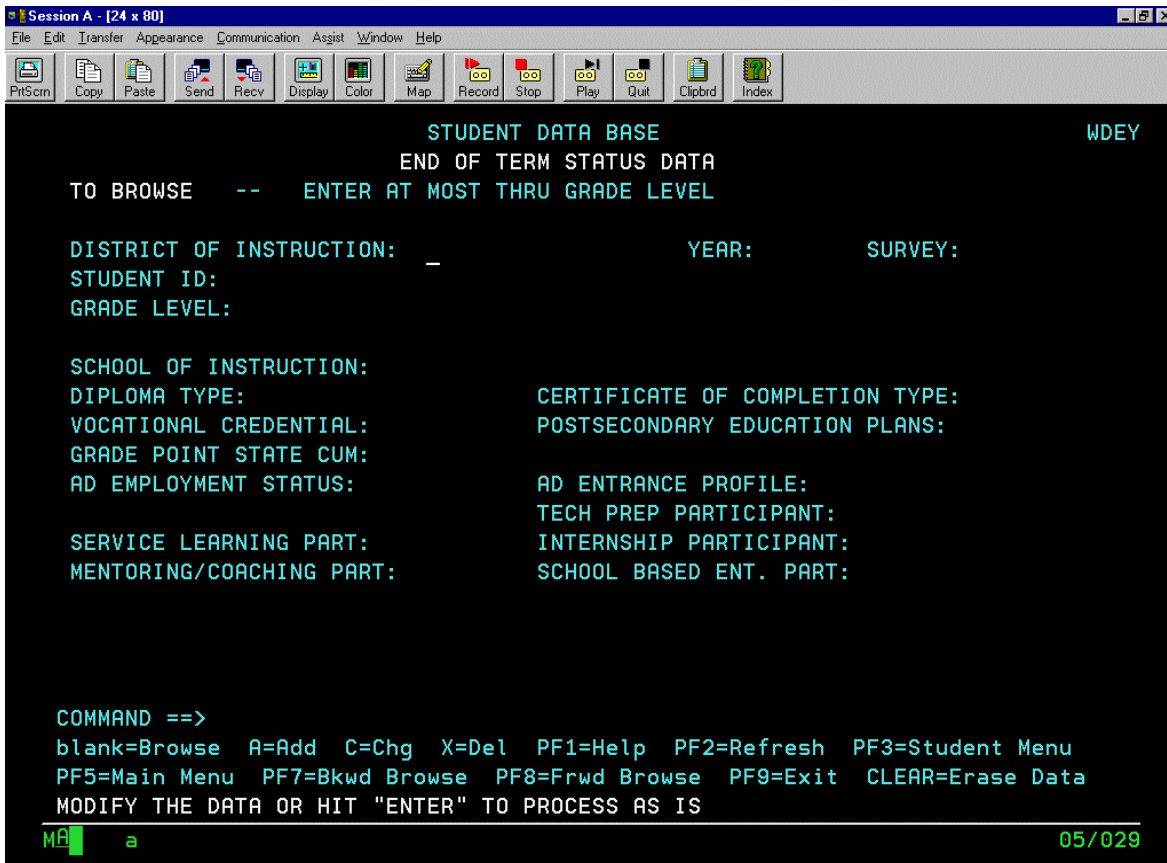


This is the screen on which the user can verify, change, add or delete teacher course information on a specific Teacher Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Enter the district, year, survey and Student ID and press "**ENTER**" twice to see the data on the record. Records are added by entering the data related to the teacher's class, entering an **A** on the Command line and pressing "**ENTER**."

Entered data element values that fall outside of acceptable ranges will be highlighted in red and the user will be asked to correct the element to a more acceptable value.

WDIS On-Line System User Guide

This is an example of the WDIS Student End of Term Status Record screen already on the On-Line System. This is the screen to which the user goes by selecting **4** on the WDIS Component Menu or any of the other screens.

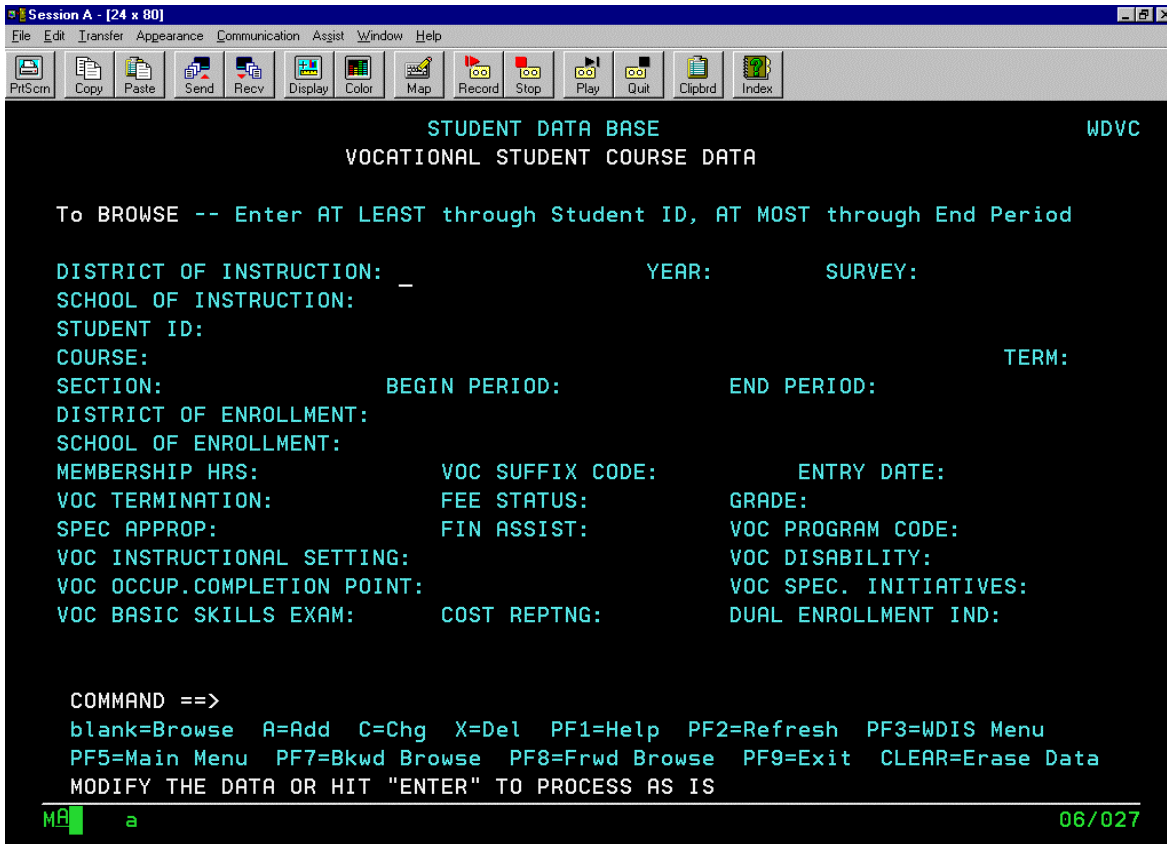


This is the screen on which the user can verify, change, add or delete student end of term status information on a specific student end of term status record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Enter the district, year, survey and Student ID and Press **“ENTER”** twice to see the data on the record. Records are added by entering the data related to the student, entering an **A** on the Command line and pressing **“ENTER.”**

Entered data element values that fall outside of acceptable ranges will be highlighted in red and the user will be asked to correct the element to a more acceptable value.

WDIS On-Line System User Guide

This is an example of the WDIS Vocational Student Course Screen already on the On-Line System. This is the screen to which the user goes by selecting **6** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student course information on a specific Vocational Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Enter the district, year, survey and Student ID and Press “**ENTER**” twice to see the data on the record. Records are added by entering the data related to the student, entering an **A** on the Command line and pressing “**ENTER**.”

Entered data element values that fall outside of acceptable ranges will be highlighted in red and the user will be asked to correct the element to a more acceptable value.

WDIS On-Line System User Guide

Making an initial submission

The way that the Automated Student Database works is that an “initial” submission must be made prior to any “batch” update submissions. Generally, both of these are done in the batch mode of submitting data to the mainframe computer at Northwest Regional Data Center (NWRDC). That is, by transmitting a batch of data to NWRDC, generally through the Florida Information Resource Network (FIRN). Both of these require a label indicating that the submission is either an initial or a batch. The logic of this is that before changes can be made to data there must be data to change. This applies to each of the reporting formats.

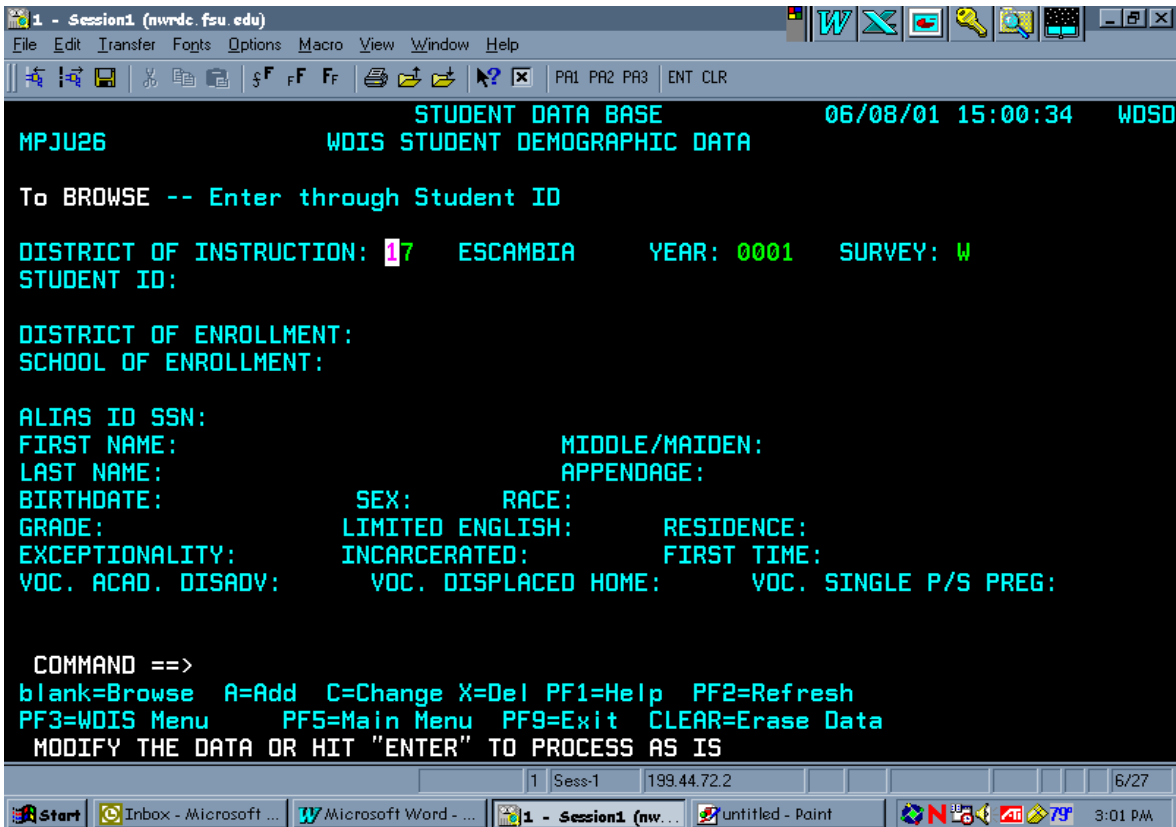
While it is not necessarily recommended, initial submissions can be made using the on-line system. The local user may access the WDIS on-line system, go to one data record screen for each format and add a record. From that point forward, “batch” update submissions can be made to DOE of WDIS data records.

Large districts tend to use the batch update process because of the economies of scale. They haven't the time to get onto the on-line system and correct individual records one at a time. Some smaller districts tend to use the on-line system because they don't have that many records to fix anyway. But for the need to make a few specific corrections the on-line system is just the tool needed once the problem has been pinpointed.

WDIS On-Line System User Guide

Changing a record

This is an example of the WDIS Student Demographic Information Record already in the On-Line System. It is the screen to which the user is directed by selecting **1** on the WDIS Component Menu or any of the other screens.



```
1 - Session1 (nwrdc.fsu.edu)
File Edit Transfer Fonts Options Macro View Window Help
MPJU26 STUDENT DATA BASE 06/08/01 15:00:34 WDSO
WDIS STUDENT DEMOGRAPHIC DATA

To BROWSE -- Enter through Student ID

DISTRICT OF INSTRUCTION: 17 ESCAMBIA YEAR: 0001 SURVEY: W
STUDENT ID:

DISTRICT OF ENROLLMENT:
SCHOOL OF ENROLLMENT:

ALIAS ID SSN:
FIRST NAME: MIDDLE/MAIDEN:
LAST NAME: APPENDAGE:
BIRTHDATE: SEX: RACE:
GRADE: LIMITED ENGLISH: RESIDENCE:
EXCEPTIONALITY: INCARCERATED: FIRST TIME:
VOC. ACAD. DISADV: VOC. DISPLACED HOME: VOC. SINGLE P/S PREG:

COMMAND ==>
blank=Browse A=Add C=Change X=Del PF1=Help PF2=Refresh
PF3=WDIS Menu PF5=Main Menu PF9=Exit CLEAR=Erase Data
MODIFY THE DATA OR HIT "ENTER" TO PROCESS AS IS

1 Sess-1 199.44.72.2 6/27
Start Inbox - Microsoft ... Microsoft Word - ... 1 - Session1 (nw... untitled - Paint 3:01 PM
```

This is the screen on which the user can verify, change, add or delete student demographic information on a specific record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. There are two processes for changing data on these screens.

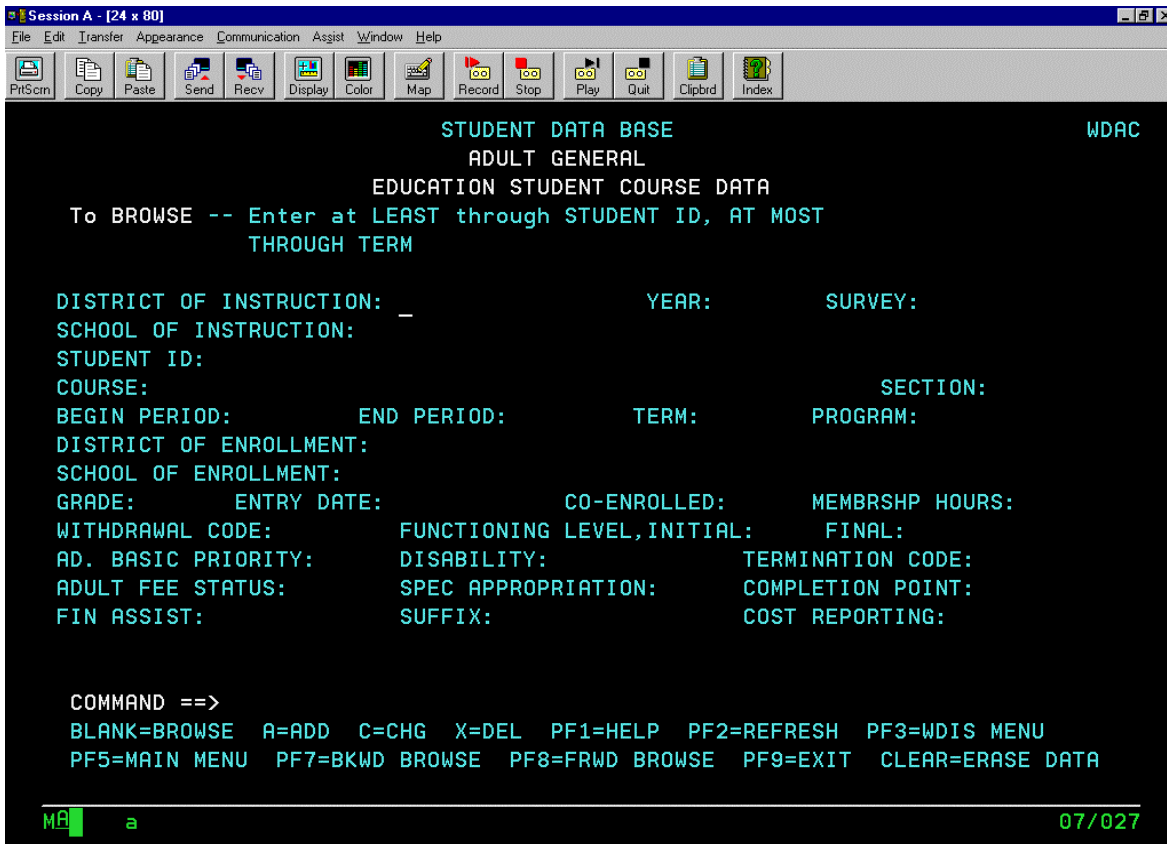
Non-key fields: Records are changed by entering the correct data related to the student, entering a **C** on the Command line and pressing “**ENTER.**”

Key-Fields: When key fields need to be changed the user must delete (**X** on the command line) the original record and add a new record (**A** on the command line) with the corrected information in the key field. Press “**ENTER.**”

Entered data element values that fall outside of acceptable ranges will be highlighted in red.

WDIS On-Line System User Guide

This is an example of the WDIS AGE Student Course record already on the On-Line System. This is the screen to which the user goes by selecting **2** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student course information on a specific Adult General Education Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. There are two processes for changing data on these screens.

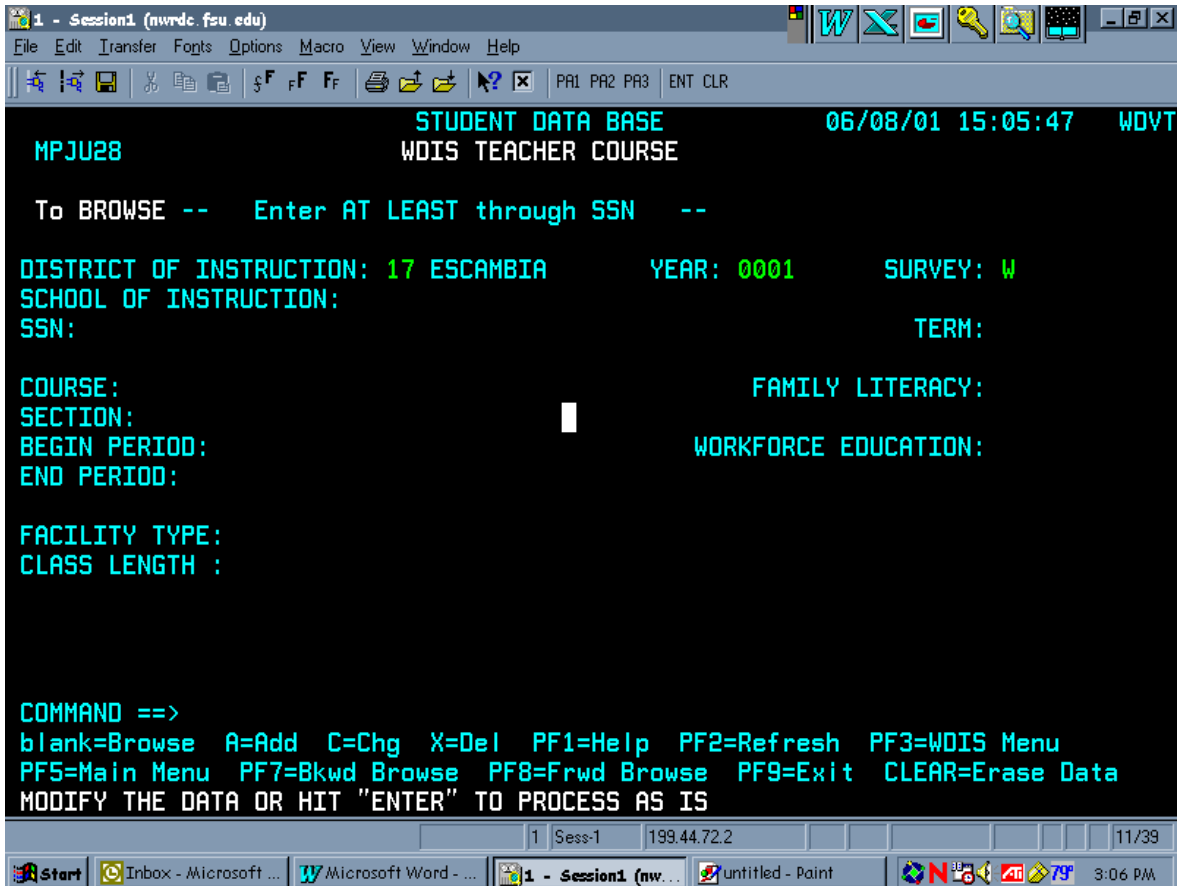
Non-key fields: Records are changed by entering the correct data related to the student, entering a **C** on the Command line and pressing “**ENTER.**”

Key-Fields: When key fields need to be changed the user must delete (**X** on the command line) the original record and add a new record (**A** on the command line) with the corrected information in the key field. Press “**ENTER.**”

Entered data element values that fall outside of acceptable ranges will be highlighted in red.

WDIS On-Line System User Guide

This is an example of the WDIS Teacher Course Record already on the On-Line System. It is the screen to which the user goes by selection of **3** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete teacher course information on a specific Teacher Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. There are two processes for changing data on these screens.

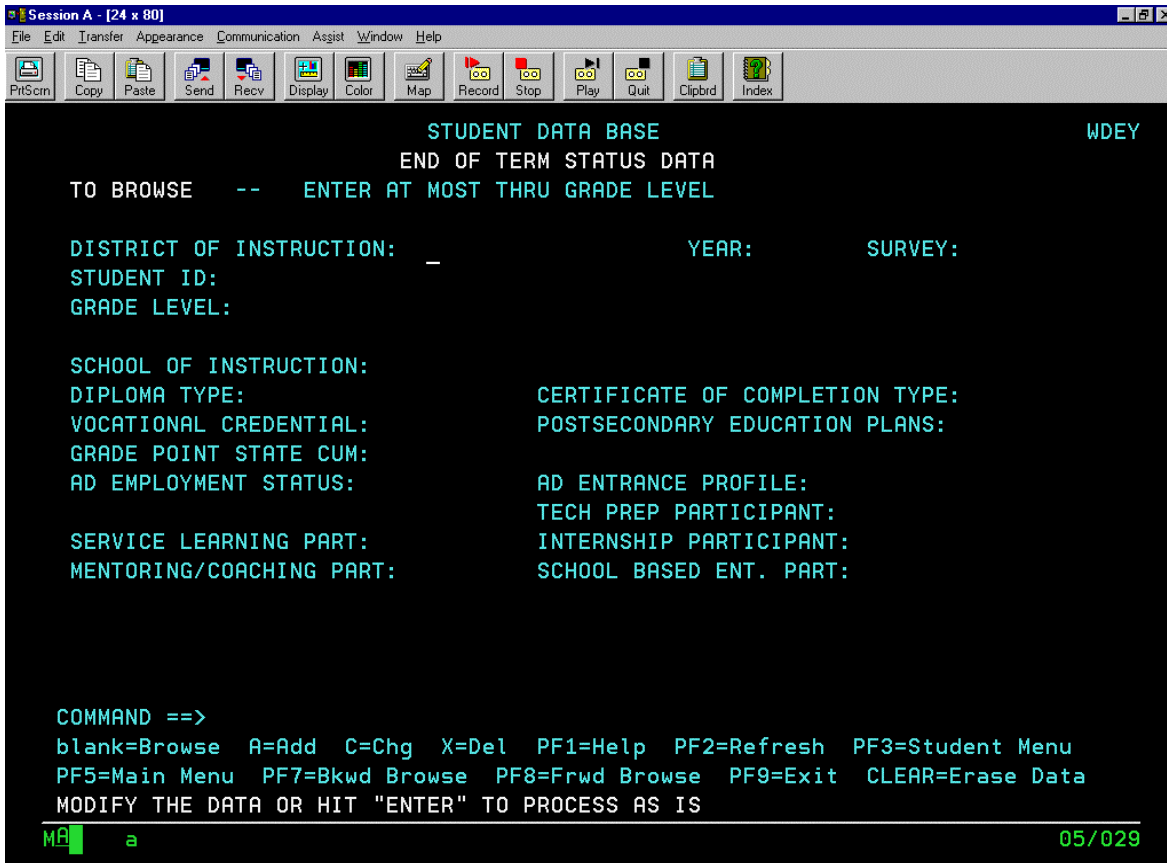
Non-key fields: Records are changed by entering the correct data related to the teacher's class, entering a **C** on the Command line and pressing "**ENTER**."

Key-Fields: When key fields need to be changed the user must delete (**X** on the command line) the original record and add a new record (**A** on the command line) with the corrected information in the key field. Press "**ENTER**."

Entered data element values that fall outside of acceptable ranges will be highlighted in red.

WDIS On-Line System User Guide

This is an example of the WDIS Student End of Term Status Record screen already on the On-Line System. This is the screen to which the user goes by selecting **4** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student end of term status information on a specific student end of term status record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. There are two processes for changing data on these screens.

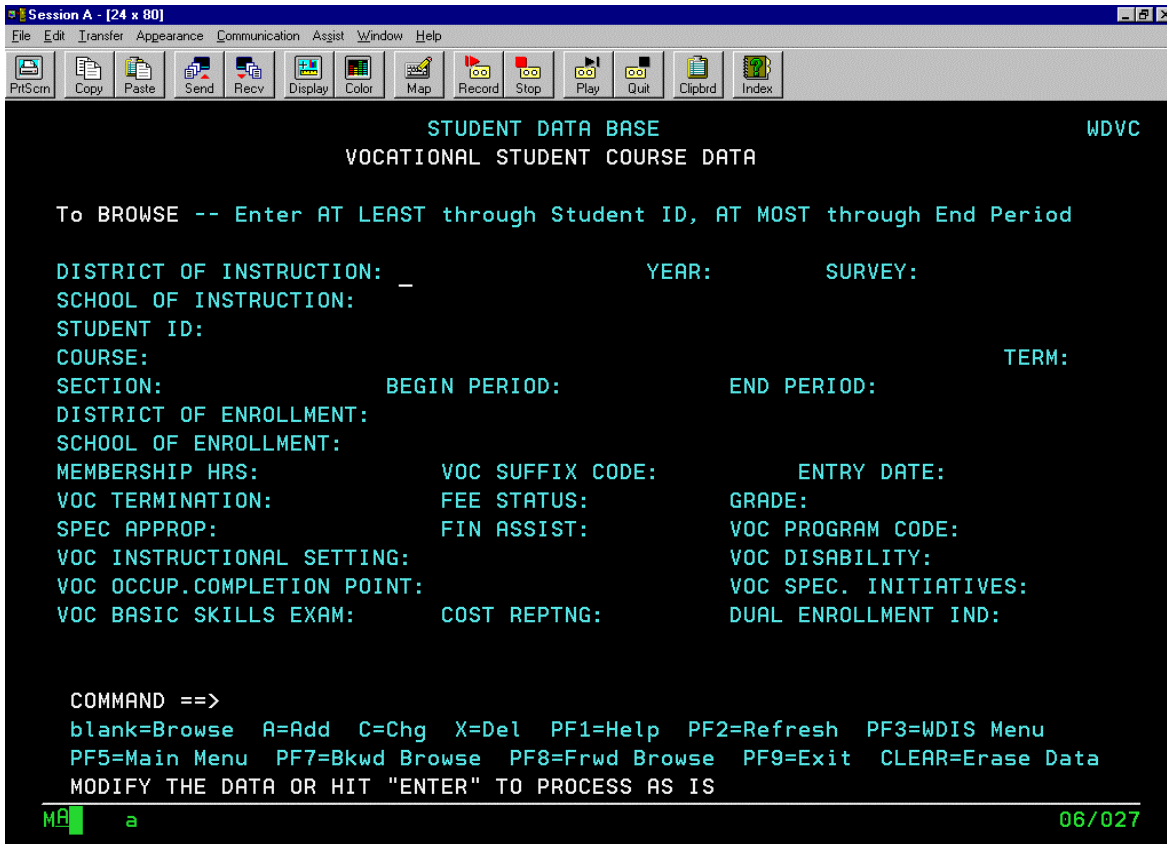
Non-key fields: Records are changed by entering the correct data related to the student, entering a **C** on the Command line and pressing "**ENTER.**"

Key-Fields: When key fields need to be changed the user must delete (**X** on the command line) the original record and add a new record (**A** on the command line) with the corrected information in the key field. Press "**ENTER.**"

Entered data element values that fall outside of acceptable ranges will be highlighted in red.

WDIS On-Line System User Guide

This is an example of the WDIS Vocational Student Course Screen already on the On-Line System. This is the screen to which the user goes by selecting **6** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student course information on a specific Vocational Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. There are two processes for changing data on these screens.

Non-key fields: Records are changed by entering the correct data related to the student, entering a **C** on the Command line and pressing “**ENTER.**”

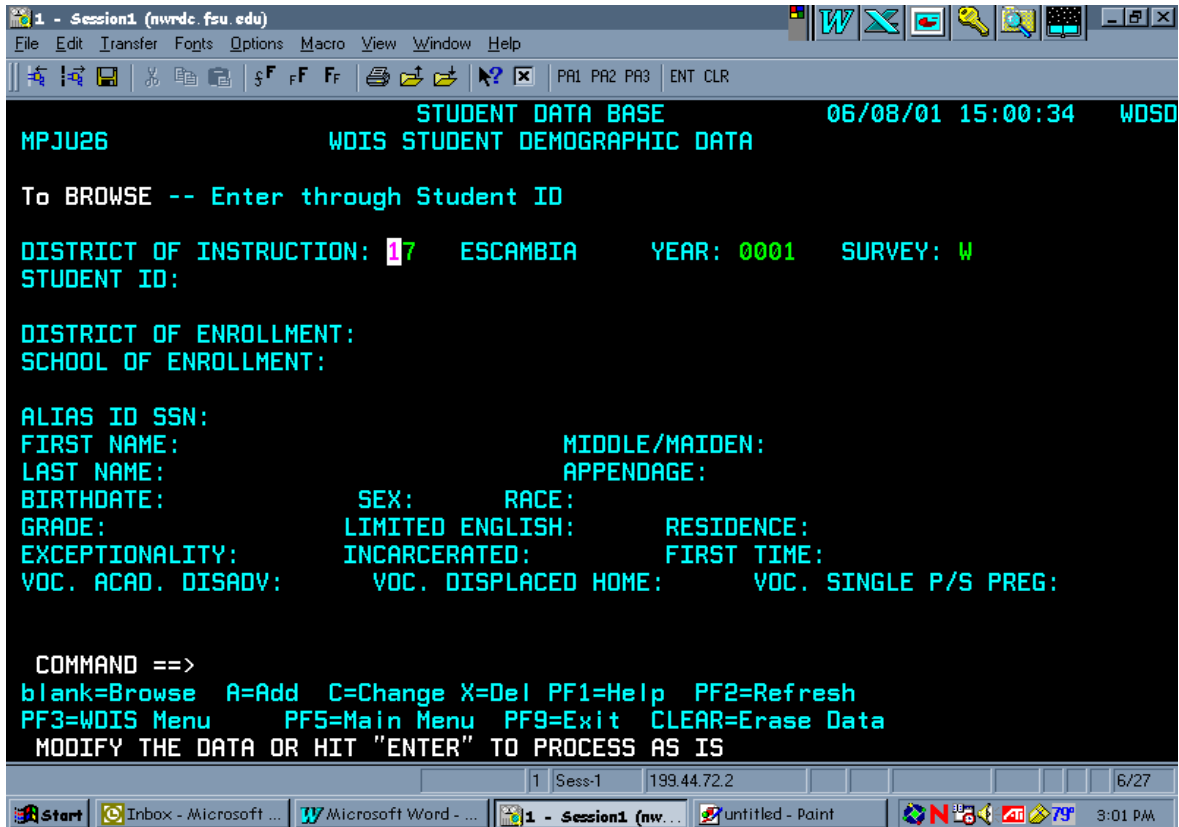
Key-Fields: When key fields need to be changed the user must delete (**X** on the command line) the original record and add a new record (**A** on the command line) with the corrected information in the key field. Press “**ENTER.**”

Entered data element values that fall outside of acceptable ranges will be highlighted in red.

WDIS On-Line System User Guide

Deleting a record

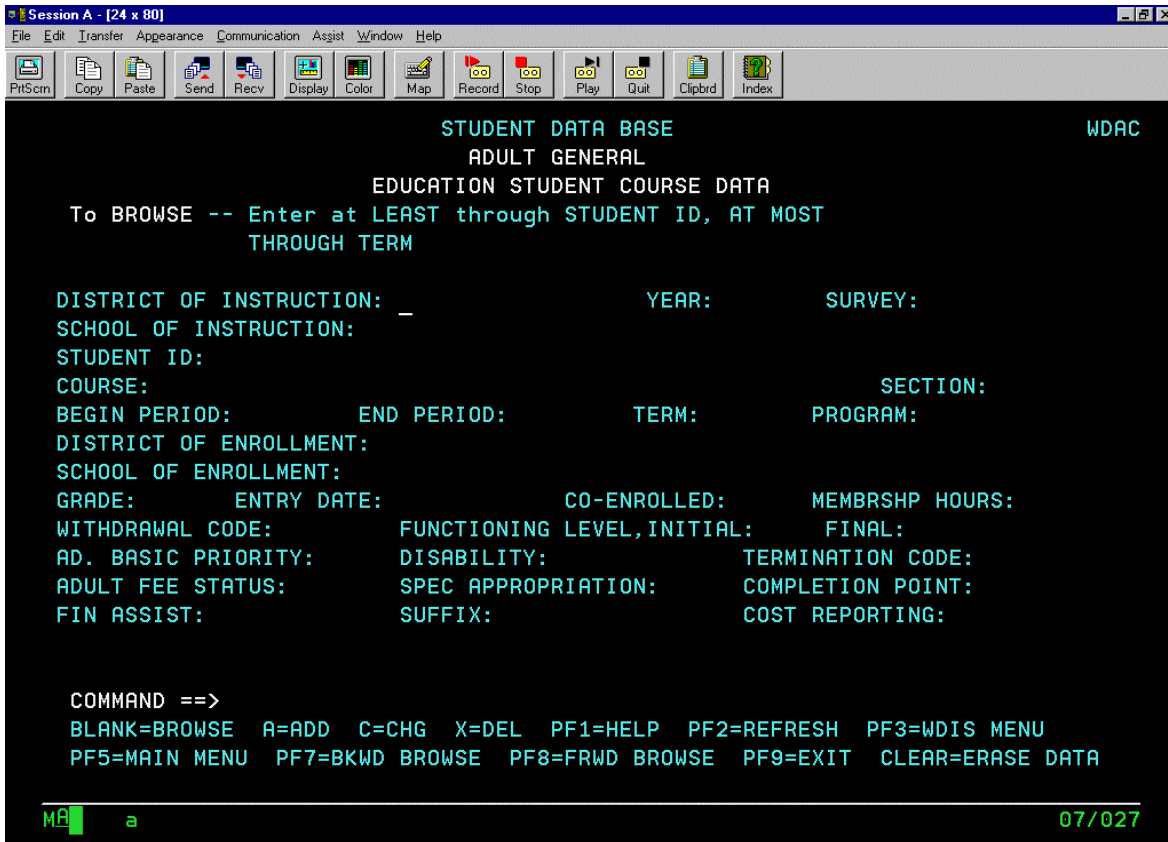
This is an example of the WDIS Student Demographic Information Record already in the On-Line System. It is the screen to which the user is directed by selecting **1** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student demographic information on a specific record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Records are deleted by entering **X** on the Command line and pressing **“ENTER.”**

WDIS On-Line System User Guide

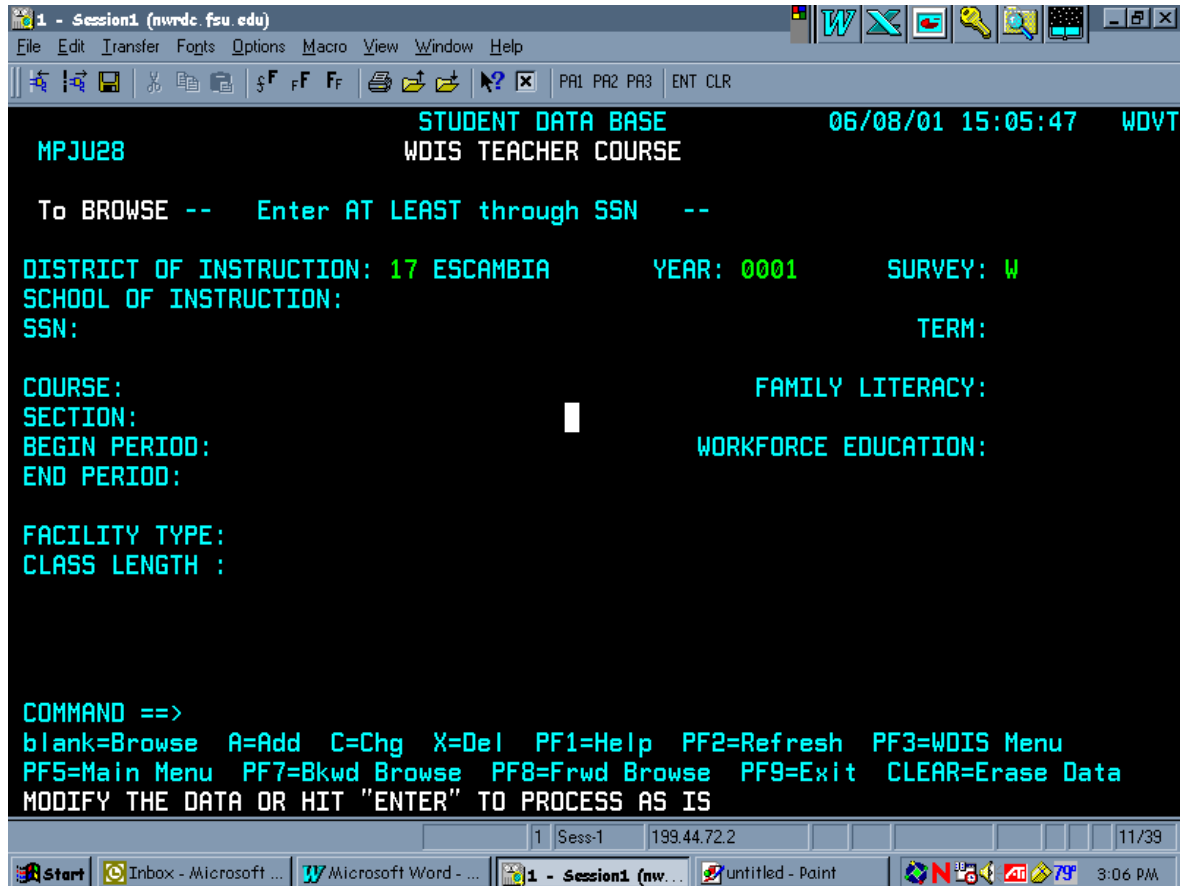
This is an example of the WDIS AGE Student Course record already on the On-Line System. This is the screen to which the user goes by selecting **2** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete student course information on a specific Adult General Education Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Records are deleted by entering **X** on the Command line and pressing "**ENTER**."

WDIS On-Line System User Guide

This is an example of the WDIS Teacher Course Record already on the On-Line System. It is the screen to which the user goes by selection of **3** on the WDIS Component Menu or any of the other screens.



This is the screen on which the user can verify, change, add or delete teacher course information on a specific Teacher Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Records are deleted by entering **X** on the Command line and pressing "**ENTER**."

WDIS On-Line System User Guide

This is an example of the WDIS Student End of Term Status Record screen already on the On-Line System. This is the screen to which the user goes by selecting **4** on the WDIS Component Menu or any of the other screens.

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipboard Index

STUDENT DATA BASE WDEY
END OF TERM STATUS DATA
TO BROWSE -- ENTER AT MOST THRU GRADE LEVEL

DISTRICT OF INSTRUCTION: _ YEAR: SURVEY:
STUDENT ID:
GRADE LEVEL:

SCHOOL OF INSTRUCTION:
DIPLOMA TYPE: CERTIFICATE OF COMPLETION TYPE:
VOCATIONAL CREDENTIAL: POSTSECONDARY EDUCATION PLANS:
GRADE POINT STATE CUM:
AD EMPLOYMENT STATUS: AD ENTRANCE PROFILE:
SERVICE LEARNING PART: TECH PREP PARTICIPANT:
MENTORING/COACHING PART: INTERNSHIP PARTICIPANT:
SCHOOL BASED ENT. PART:

COMMAND ==>
blank=Browse A=Add C=Chg X=Del PF1=Help PF2=Refresh PF3=Student Menu
PF5=Main Menu PF7=Bkwd Browse PF8=Frwd Browse PF9=Exit CLEAR=Erase Data
MODIFY THE DATA OR HIT "ENTER" TO PROCESS AS IS

MA a 05/029
```

This is the screen on which the user can verify, change, add or delete student end of term status information on a specific student end of term status record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Records are deleted by entering **X** on the Command line and pressing **“ENTER.”**

WDIS On-Line System User Guide

This is an example of the WDIS Vocational Student Course Screen already on the On-Line System. This is the screen to which the user goes by selecting **6** on the WDIS Component Menu or any of the other screens.

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipboard Index

STUDENT DATA BASE
VOCATIONAL STUDENT COURSE DATA
WDVC

To BROWSE -- Enter AT LEAST through Student ID, AT MOST through End Period

DISTRICT OF INSTRUCTION: _ YEAR: SURVEY:
SCHOOL OF INSTRUCTION:
STUDENT ID:
COURSE: TERM:
SECTION: BEGIN PERIOD: END PERIOD:
DISTRICT OF ENROLLMENT:
SCHOOL OF ENROLLMENT:
MEMBERSHIP HRS: VOC SUFFIX CODE: ENTRY DATE:
VOC TERMINATION: FEE STATUS: GRADE:
SPEC APPROP: FIN ASSIST: VOC PROGRAM CODE:
VOC INSTRUCTIONAL SETTING: VOC DISABILITY:
VOC OCCUP.COMPLETION POINT: VOC SPEC. INITIATIVES:
VOC BASIC SKILLS EXAM: COST REPTNG: DUAL ENROLLMENT IND:

COMMAND ==>
blank=Browse A=Add C=Chg X=Del PF1=Help PF2=Refresh PF3=WDIS Menu
PF5=Main Menu PF7=Bkwd Browse PF8=Frwd Browse PF9=Exit CLEAR=Erase Data
MODIFY THE DATA OR HIT "ENTER" TO PROCESS AS IS

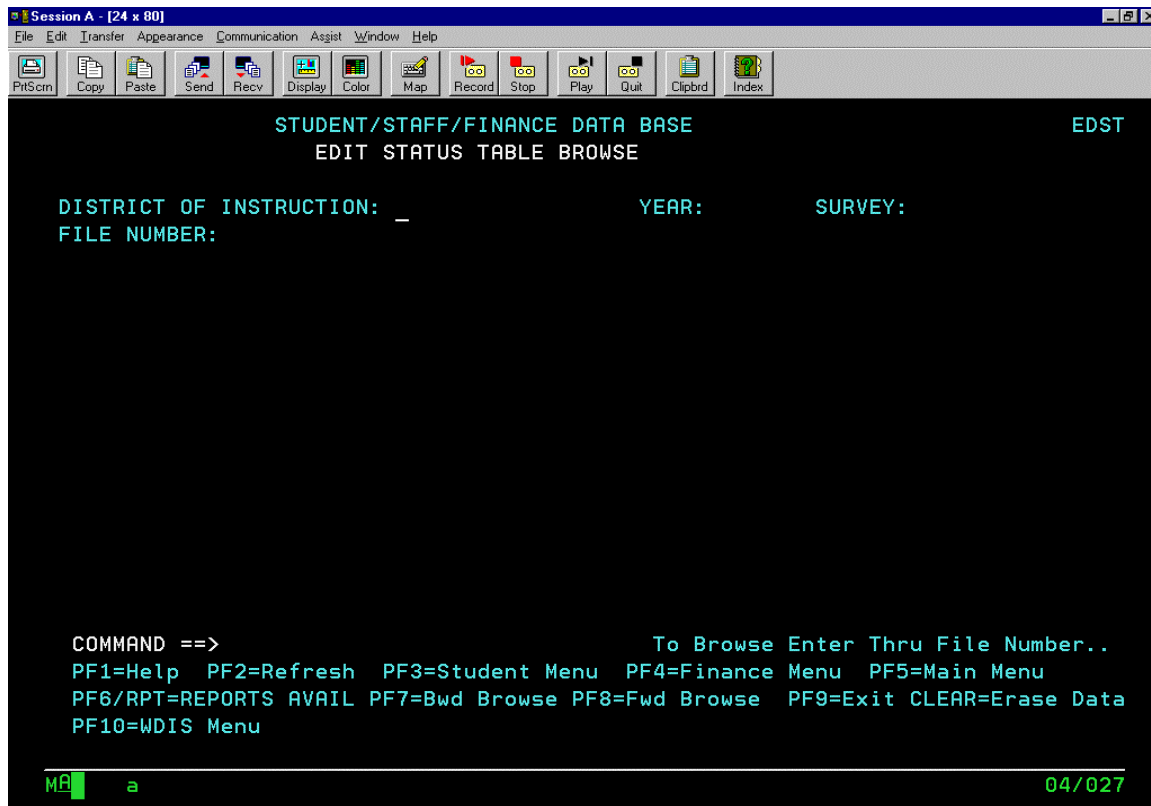
MA a 06/027
```

This is the screen on which the user can verify, change, add or delete student course information on a specific Vocational Student Course record on the DB2 tables. This screen is unchanged from the previous functionality of the On-Line System. Records are deleted by entering **X** on the Command line and pressing **"ENTER."**

WDIS On-Line System User Guide

Checking edit status on the system

This is an example of the Edit Status Table Browse Screen already available on the On-Line System. This is the screen to which the user goes by selecting 7 on the WDIS Component Menu or any of the other screens.



By entering **district number of instruction**, **year**, **survey** (reporting window) and **file number** the user can determine the processing status of reporting formats that were previously sent to the Department. Entering the **file number** of the reporting format in question will take the user to the screen example that follows on the next page.

WDIS On-Line System User Guide

This is an example of the second page of the Edit Status Table Browse. This screen shows real information, such as a user might find on his or her district's Edit Status Table.

```

STUDENT/STAFF/FINANCE DATA BASE
EDIT STATUS TABLE BROWSE

DISTRICT OF INSTRUCTION: 52 PINELLAS YEAR: 9900 SURVEY: F
FILE NUMBER: 63417 WDIS ADULT COURSE
-----ACTIVITY----- DATE TIME RECORDS RECORDS RECORDS NON-FATAL
TYPE SEQ NO (MMDDYY) PROCESSED REJECTED CLEAN ERRORS
EDIT COMPLETE 1 101299 081819 10,226 1,028 9,198 0
BATCH COMPLETE 1 101899 114811 2 2 0 0
BATCH COMPLETE 2 101899 115703 682 238 444 0
VALID PENDING 1 101999 123036 0 0 0 0

COMMAND ==> To Browse Enter Thru File Number..
PF1=Help PF2=Refresh PF3=Student Menu PF4=Finance Menu PF5=Main Menu
PF6/RPT=REPORTS AVAIL PF7=Bwd Browse PF8=Fwd Browse PF9=Exit CLEAR=Erase Data
PF10=WDIS Menu
END OF BROWSE KEY
MA a 20/015

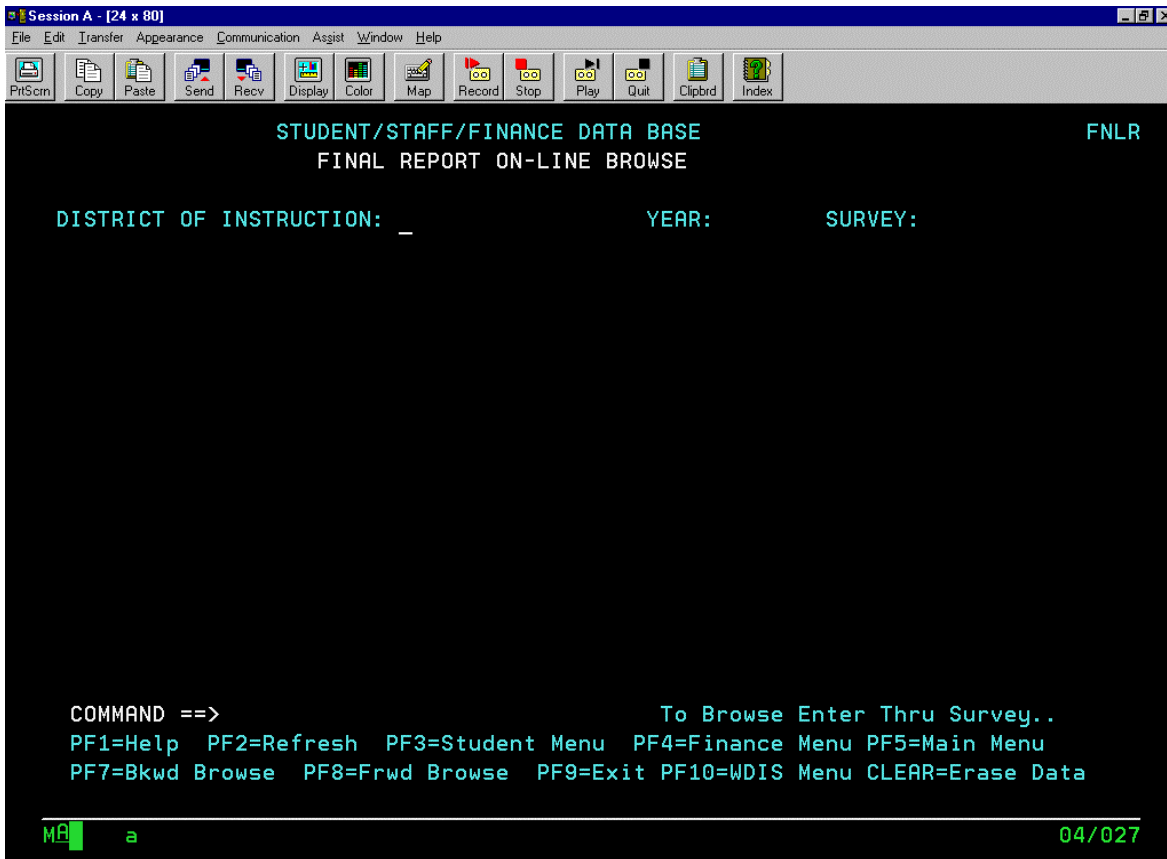
```

From this example, this district's WDIS Adult General Education Student Course format had one initial submission and two batch submissions processed on the dates and time shown. There is also one validation pending processing through the reject edits.

WDIS On-Line System User Guide

Requesting a Report on the System

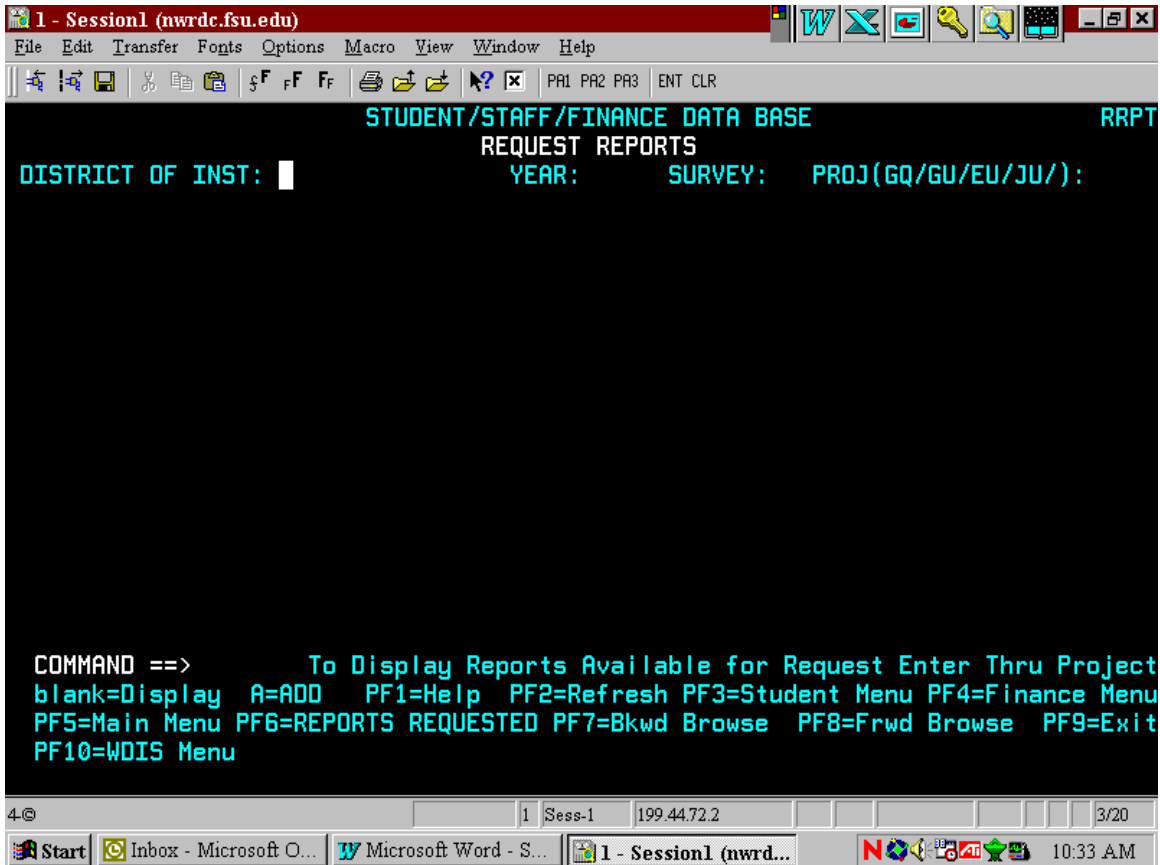
This is an example of the Final Report On-Line Browse screen already on the On-Line System. This is the screen to which the goes upon selection of **8** on the WDIS Component Menu or any of the other screens.



This is the screen that shows whether requested reports are awaiting the user in the report queue of the WDIS On-Line System. The user must enter **district number of instruction, year** and **survey** (reporting window) to get the list of available reports.

WDIS On-Line System User Guide

This is an example of the Reports for Request screen. This is the screen to which the user is directed by selecting 9 on the WDIS Component Menu or any of the other screens.



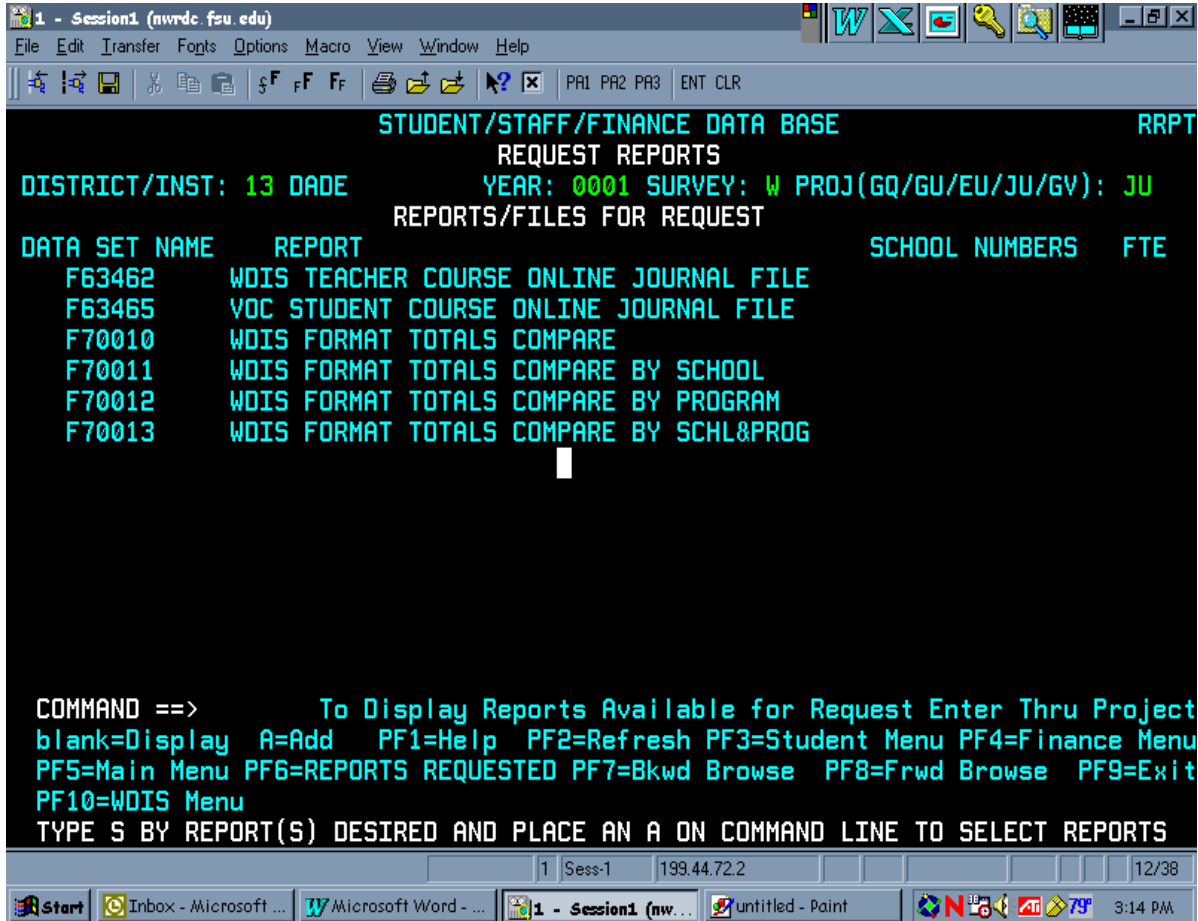
By entering **district number of instruction**, **year**, **survey** (reporting window) and **project**, the user may select various reports from the list that will appear on this screen.

The reports will be generated over night and will be ready the next business day to be pulled down by the requesting district.

The Project Designation for WDIS is **JU**.

WDIS On-Line System User Guide

By pressing **PF8** on the previous screen this page of the Reports for Request screen comes up to show the user the rest of the requestable reports.



```
1 - Session1 (nwrdc.fsu.edu)
File Edit Transfer Fonts Options Macro View Window Help
PA1 PA2 PA3 ENT CLR

STUDENT/STAFF/FINANCE DATA BASE
REQUEST REPORTS
DISTRICT/INST: 13 DADE YEAR: 0001 SURVEY: W PROJ(GQ/GU/EU/JU/GV): JU
REPORTS/FILES FOR REQUEST

DATA SET NAME REPORT SCHOOL NUMBERS FTE
F63462 WDIS TEACHER COURSE ONLINE JOURNAL FILE
F63465 VOC STUDENT COURSE ONLINE JOURNAL FILE
F70010 WDIS FORMAT TOTALS COMPARE
F70011 WDIS FORMAT TOTALS COMPARE BY SCHOOL
F70012 WDIS FORMAT TOTALS COMPARE BY PROGRAM
F70013 WDIS FORMAT TOTALS COMPARE BY SCHL&PROG

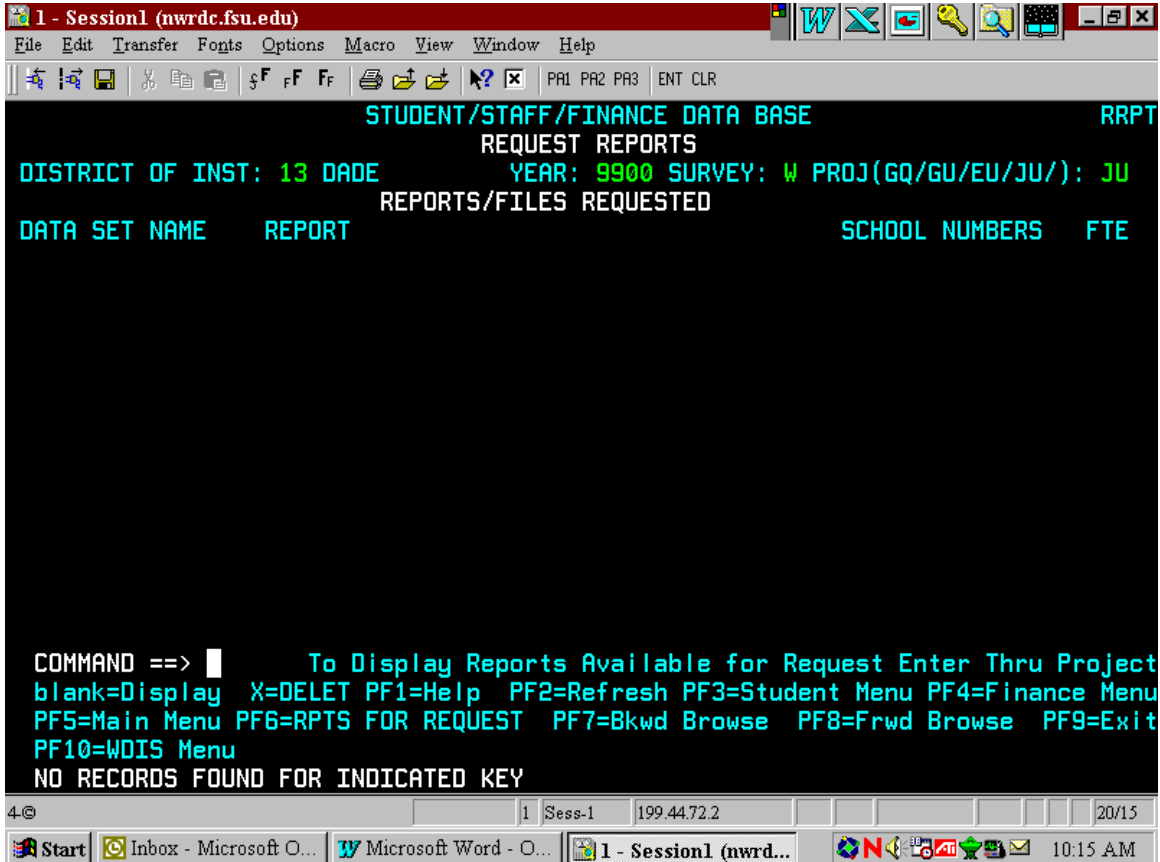
COMMAND ==> To Display Reports Available for Request Enter Thru Project
blank=Display A=Add PF1=Help PF2=Refresh PF3=Student Menu PF4=Finance Menu
PF5=Main Menu PF6=REPORTS REQUESTED PF7=Bkwd Browse PF8=Frwd Browse PF9=Exit
PF10=WDIS Menu
TYPE S BY REPORT(S) DESIRED AND PLACE AN A ON COMMAND LINE TO SELECT REPORTS
```

To select a report for production, type an **S** by the report or reports desired and place an **A** on the command line to add the requested report(s) to the list to be produced that evening.

The reports F70010 through F70013 are the new Reasonableness Reports that the user will find very useful in determining the completeness of their district's reporting of WDIS data.

WDIS On-Line System User Guide

On this screen, the user can view a list of the reports that have been requested and will be produced that evening.



The next morning, these reports should be available for the user to pull down to their local printer for their perusal.

WDIS On-Line System User Guide

Put together by the people from:

The Bureau of Workforce Education and Outcome Information Services (WEOIS)
The Division of Technology
The Florida Department of Education

Telephone Number: (850) 487-0900
Suncom Number: 277-0900
FAX Number: (850) 488-2405

Mailing Address:

WEOIS
Florida Department of Education
325 W. Gaines St. Suite 844
Tallahassee, FL 32399-0400

E-mail address: WEOIS@mail.doe.state.fl.us

We welcome your comments and suggested additions to this Guide.

Brian Savon at	savonb@mail.doe.state.fl.us
Rod Nedeau at	nedeaur@mail.doe.state.fl.us
Dave Islitzer at	islitzd@mail.doe.state.fl.us
Vicky Feldman at	feldmav@mail.doe.state.fl.us
Jeff Bacen at	bacenj@mail.doe.state.fl.us
John McCloskey at	mcclosj@mail.doe.state.fl.us
Nivas Pabbathi at	pabbatn@mail.doe.state.fl.us
Diana Gazaway at	gazawad@mail.doe.state.fl.us
Christine Allen at	allenc@mail.doe.state.fl.us
John Nedeau at	nedeauj@mail.doe.state.fl.us

