Wyoming Integrated Statewide Education (WISE) Data System

WYOMING DEPARTMENT OF EDUCATION

WDE638 - WISE Course Inventory Data Collection

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE638 Data Collection Guidebook

2011 © Wyoming Department of Education; all rights reserved.
Hathaway Building • Second Floor
2300 Capitol Avenue
Cheyenne, WY 82002
Phone 307.777.7690 • Fax 307.777.6234
http://www.k12.wy.us

Brian Wuerth
Data Quality Specialist
307-777-6748
brian.wuerth@wyo.gov

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office of Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.

Table of Contents

Introduction 1
WDE638 Authority 1
Instructions 2
Data Compilation 2
Spreadsheet File 2
Collection Schedule 7
Distance Education and WDE638 Reporting 7
Data Upload 7
Errors in Data 8
Send to WDE 8
Downloading Data and Reports 8
Frequently Asked Questions 9

Introduction

The WDE638- WISE Course Inventory data collection is a comprehensive listing of all courses provided by a school district.

This guidebook serves as the definitive instruction set for the data contained within the WDE638 Data Collection.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. As Wyoming works to prepare high school students for the demands of the workforce and higher education, educators and policymakers need the ability to match data on student achievement. WDE638 data are utilized in a variety of ways, including calculating class sizes and determining funding for Advanced Placement Courses and Career Vocational Education.

WDE638 Authority

There are several authorities that allow the WDE to collect data for the WDE638 collection they are listed below:

> Title I, Part G, Sections 1701-1707 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).
>
> W.S. § 21-3-110, xxi
>
> W.S. § 21-2-304(a)(v)

Instructions

The WDE638 is the official collection for course information. This report includes content area, duration, and delivery information for courses taught in Wyoming public schools. The WDE638 is a forward-looking collection of all courses a district will offer at all grade levels during the upcoming school year.

Data Compilation

Prior to submission, each district must compile their data.

The compiled data will be uploaded using a Comma Separated Value (CSV) file. Data will be entered into a spreadsheet file that includes the appropriate data elements for this collection. Once compiled, each spreadsheet must be saved as a Comma Separated Value file (.CSV).

The data elements are fully defined within this document. The Data Element document on the WISE website (https://www.k12.wy.us/wise/) contains brief definitions of each required element. All WDE638 Data Elements are explained below in the order in which they appear on the CSV submission.

Spreadsheet File

The purpose of this file is to submit information for each course. It contains 28 elements.

- DistrictID
- SchoolID
- LocalCourseId
- LocalCourseName
- SCEDcode
- ContentArea
- NumberOfCredits
- SequencePart
- SequenceTotal
- ~~MethodOfDelivery~~
- CourseDuration
- GradePK
- GradeKG
- Grade01
- Grade02
- Grade03
- Grade04
- Grade05
- Grade06
- Grade07
- Grade08
- Grade09
- Grade10
- Grade11
- Grade12
- HathawayIndicator
- AdvancedPlacement
- StateStandards
- Description

DistrictID
The WDE assigned 7-digit ID for the district from which the course is provided. This is the district submitting the file.

SchoolID
The WDE assigned 7-digit ID for the school where the course originates.

LocalCourseID
What is the locally used identification number for this course?

This field can be up to 38 characters long.

LocalCourseName
What is the locally used name for this course?

This field can be up to 50 characters long.

SCEDcode
What is the valid SCED Code for this course?

This element is conditional. If a SCED Code is provided, fields 6, 7, 8, and 9 may be left blank. If fields 6, 7, 8, and 9 are provided, SCEDcode may be left blank.

SCED Code can be identified via use of the NCES document, Secondary School Course Classification System: School Codes for the Exchange of Data (SCED). This resource is available for download at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341

WDE does not require districts to go back in time and map previous years' course catalogs. SCED codes are required on senior classes for the graduating students for school year 2009-10. Similarly, a sophomore's transcript for the 2009-10 school year will have SCED codes for his/her 10th grade classes, but not the 9th grade classes. The 2009-10 freshman class will be the first cohort to have SCED codes on all classes in their transcript when they graduate in 2013.

Superintendent's memo #2009-002 announced the project and can be found at: http://www.k12.wy.us/A/supt_memos/2009/2009_002.pdf

ContentArea
What is the subject matter for this course?

RE - Reading
LA - English and Language Arts
MA - Mathematics
SC - Science

SS - Social Studies and History
FL - Foreign Language
PE - Physical Education and Health
FA - Fine and Performing Arts
VE - Vocational Education
OT - Other (ROTC, Driver's Education, etc)
EL – Elementary
NA – Non Academic (Attendance, etc.)

This field is required if SCED Code is not present.

NumberOfCredits

How many Carnegie credits are offered for this course?
The valid number format is one digit before the decimal, two after.

This field is required if SCED Code is not present.

SequencePart

Which part of a sequence is this course?

For example, where a course is a part of a multiple course sequence, say Biology 1A and Biology 1B, then report as 1 and 2, accordingly. If the course is not a part of a multiple course sequence, report "1".

This field is required if SCED Code is not present.

SequenceTotal

What is the total number of courses in this sequence?

In the Biology example provided under SequencePart, report the total number of courses as 2. If the course is not a part of a multiple course sequence, report "1".

This field is required if SCED Code is not present.

CourseDuration

What is the duration of the course?

Q – Quarter
S – Semester
F – Full Year
C – Continuous or Ongoing
U – Summer

GradePK

Does this course serve Pre-Kindergarten students?

Y (Yes) or N (No)

GradeKG
Does this course serve Kindergarten students?
Y (Yes) or N (No)

Grade01
Does this course serve First Grade students?
Y (Yes) or N (No)

Grade02
Does this course serve Second Grade students?
Y (Yes) or N (No)

Grade03
Does this course serve Third Grade students?
Y (Yes) or N (No)

Grade04
Does this course serve Fourth Grade students?
Y (Yes) or N (No)

Grade05
Does this course serve Fifth Grade students?
Y (Yes) or N (No)

Grade06
Does this course serve Sixth Grade students?
Y (Yes) or N (No)

Grade07
Does this course serve Seventh Grade students?
Y (Yes) or N (No)

Grade08
Does this course serve Eighth Grade students?
Y (Yes) or N (No)

Grade09
Does this course serve Ninth Grade students?
Y (Yes) or N (No)

Grade10
Does this course serve Tenth Grade students?
Y (Yes) or N (No)

Grade11

Does this course serve Eleventh Grade Students?
Y (Yes) or N (No)

Grade12

Does this course serve Twelfth Grade Students?
Y (Yes) or N (No)

HathawayIndicator

Has this course been approved as a Hathaway Scholarship Program indicator course?
Y (Yes) or N (No)

AdvancedPlacement

Is this an Advanced Placement Course?
Y (Yes) or N (No)

StateStandards

Does this course meet established Common Core State Standards?
Y (Yes) or N (No)

As of the release of this Guidebook these standards have not yet been defined, so this field may be left blank. When StateStandards are defined this Guidebook will be updated and the Districts will be notified.

Description

Please provide a description of the course.

This field is a text field to describe aspects of the course not covered by the other data fields. This field may contain new lines. If there are new lines in the text, then the value must be surrounded by double quotes.

This field is required if SCED Code is not present.

Collection Schedule

The Certified 2012-2013 collection of the WDE638 is a required collection. The SRM window will remain open until July 27th, 2012.

Certified 2012-2013 Collection Window:
Closes 7/27/2012

The Certified 2012-2013 WDE638 is due July 27th, 2012.

School district personnel may upload data and submit files at any time on any day of the collection window.

Distance Education and WDE638 Reporting

Districts are required to report on the WDE638 all courses provided by their personnel, regardless of the students' resident districts or physical locations. Distance Education is governed per guidance in Distance Education Rules & Regulations and program administration documents.

Distance Education guidance documents:

- WSN Resident District Handbook - http://www.k12.wy.us/TCD/WSN/DOCS/WSNRDHB.pdf
- Chapter 41 Rules for Distance Education - http://soswy.state.wy.us/Rules/RULES/7334.pdf
- WS 21-2-202(a)(xxxi), WS 21-13-330 - http://legisweb.state.wy.us/statutes/dlstatutes.htm

Data Upload

The WDE638 is submitted to the WDE via the SRM. The SRM is used because it is secure. The SRM infrastructure allows school districts to submit data more effectively and efficiently. Once logged-in to the secure SRM website, the user will click the on the orange "New Trial" button.

State Report Manager (SRM)
Each school district has one SRM contact person. This person knows the unique URL, username, and password. It will be necessary to work together to submit data.

Spreadsheet files must be saved in the Comma Separated Value (CSV) format prior to uploading. The district SRM user will upload this file into the SRM.

- In the next screen, click the "Browse" button and locate the CSV file.
- Then click "Import" to upload the file.
- While the file is uploaded, the SRM checks the data for errors.

Errors in Data

The next step is to resolve errors and warnings. There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in an attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections in their Student Information System, submit a corrected version.

Send to WDE

Once all errors have been corrected and warnings have been reviewed, the user is ready to send the data to WDE. The "Send to WDE" button will turn blue. After clicking the "Send to WDE" button, the trial report page will list "Report Sent to Report Authority" as the Send Status. This is the confirmation that your data was delivered to WDE.

Vision Statement: Wyoming has a nationally recognized education data system that is uniform, trusted, effective, efficient, and user-friendly; it reflects and advances Wyoming values, assists a wide variety of policy leaders to make fully informed decisions, and helps provide a remarkable, high quality and equitable education for all Wyoming students.

Downloading Data and Reports

The submitted files can be downloaded from the SRM. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. The reports are useful tools for sharing and analyzing.

The SRM has the ability to generate reports from the submitted data files. From the SRM main menu:

- Click on the "Sent Trial" link for the WDE638.
- Click on the "Reports" link on the right side of the window that corresponds with the Submitted data.
- All available reports are listed on the right side of the window. Click the desired report.
- If your report is PDF format, it will open in a new browser window. Click "File" and "Save As" to save to your computer.

- If your report is MS Excel format, a dialog box will provide a choice to "Save" or "Open".
- Please keep at least one copy of each report in a secure location.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING WDE638 CONTENT QUESTIONS?

Brian Wuerth – 307-777-6748 or brian.wuerth@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION QUESTIONS OR PROBLEMS?

Brian Wuerth – 307-777-6748 or brian.wuerth@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS FOR THE STATE REPORT MANAGER?

Your district's WISE Coordinator.

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Brian Wuerth – 307-777-6748 or brian.wuerth@wyo.gov

WHOM DO I CONTACT FOR MORE INFORMATION ON DISTANCE EDUCATION?

Scott Bullock (scott.bullock@wyo.gov, 777-7418)
or
Lachelle Brant (lachelle.brant@wyo.gov, 777-3679)

WHOM DO I CONTACT FOR MORE INFORMATION ON THE NCES SCED CODE?

Brian Wuerth (brian.wuerth@wyo.gov, 777-6748)

Index

Advanced Placement, 6
Brant, Lachelle, 9
Bullock, Scott, 9
Carnegie credits, 4
Collection Schedule, 7
Comma Separated Value files
  CSV files, 2
content area, 3
credits, 4
Data Compilation, 2
Data Upload, 7
Distance Education, 7
DistrictID, 3
Downloading Data and Reports, 8
Due date, 7
duration, 4
Elementary and Secondary Education Act of 1965
  ESEA, 1
Errors in Data, 8
ESEA
  Elementary and Secondary Education Act, 1
FAQ, 9
Hathaway Scholarship Program indicator, 6
Instructions, 2
Introduction, 1
Lallak, Cassie, 9
Local Course Name, 3
LocalSectionID, 3
No Child Left Behind Act
  NCLB, 1
Resident District Handbook, 7
SCED Code, 3
SchoolID, 3
Send to WDE, 8
Sent Trial, 8
sequence, 4
sequence part, 4
sequence total, 4
Solvang, Geir, 9
Spreadsheet File, 2
State Report Manager
  SRM, 7
subject matter, 3
Vision Statement, 8
WDE638 Authority, 1
Zimmerschied, Leslie, i