

Coursework Completion System User Guide

Developed by
CWCS Communication Team
Department of Public Instruction



Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent
Madison, Wisconsin

This publication is available from:

DATA MANAGEMENT SERVICES
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703

WLS/ISES Help Desk 800-507-5744
[24x7 DPI Online Helpdesk Application](#)

Coursework Completion Collection

© June 2011 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.



Printed on Recycled Paper

Table of Contents

| | |
|---|-----------|
| Welcome to CWCS | 1 |
| Course and Teacher Data | 1 |
| Course and Teacher Data Fields | 2 |
| Student and Completion Data | 2 |
| Student and Completion Data Fields | 2 |
| Browser Compatibility | 2 |
| General Instructions | 3 |
| User Roles | 3 |
| How to: Access CWCS | 3 |
| Preferences and Contact Information..... | 4 |
| How to: Enter Preferences at the Beginning of a Collection Cycle | 5 |
| How to: Enter or Edit District/School Preferences | 5 |
| How to: Search the Preferences List by School Name | 6 |
| Main Menu | 7 |
| Summary of Schools | 9 |
| How to: Access the Summary of Schools Screen | 9 |
| Section, Course and Teacher Records | 11 |
| How to: Access Section Record List | 11 |
| How to: Display Existing Section Records | 12 |
| How to: Search/Edit Existing Section Records | 13 |
| How to: Add/Delete/Save a Section Record..... | 15 |
| How to: Add/Remove a Course from the Individual Section Record Screen | 17 |
| How to: Add/Remove a Teacher from the Individual Section Record Screen | 19 |
| Section, Student Completion Records | 21 |
| How to: Access Student Record List..... | 21 |
| How to: Display Existing Student Records | 22 |
| How to: Search/Edit Existing Student Records..... | 23 |
| How to: Add/ Delete/Save a Student Record | 25 |
| Validation | 29 |
| Check for Validation Errors..... | 29 |
| Validating Records..... | 29 |
| How to: Validate Course and Teacher Data at the School Level..... | 30 |

| | |
|--|-----------|
| How to: Validate Student and Completion Data at the School Level | 31 |
| How to: Cancel School Validation | 31 |
| How to: Validate at the District Level | 32 |
| How to: Cancel District Validation | 32 |
| Lock and Submit..... | 33 |
| How to: Lock School Records | 33 |
| How to: Lock and Submit the CWCS Collection | 33 |
| File Upload..... | 35 |
| How to: Upload Course and Teacher or Student and Completion Files | 35 |
| Validation During File Upload | 36 |
| Submission Message: No Existing Records | 36 |
| Submission Message: Existing Records | 37 |
| Processing Message | 37 |
| Review Process Status and Results | 39 |
| Process Status..... | 39 |
| How to: View Process Status Information | 42 |
| Process Status Hyperlinks..... | 43 |
| How to: View a File from the File Name Hyperlink..... | 43 |
| How to: Download a File from the File Name Hyperlink..... | 45 |
| Retrieve Records from Backup..... | 45 |
| How to: Retrieve Records from Backup..... | 45 |
| Results..... | 47 |
| How to: Open Result Reports..... | 50 |
| Result Screen Hyperlinks..... | 51 |
| How to: View a File from the File Name Hyperlink..... | 51 |
| How to: Recover from File Upload Failure | 53 |
| File Download..... | 55 |
| Review Data Accuracy and Completeness | 55 |
| When to Request a File Download File | 55 |
| Baseline Data Filename Format..... | 55 |
| Reporting Data Filename Format..... | 56 |
| How to: Create a Baseline or Reporting Data Download File | 56 |
| Reports..... | 59 |
| Progress and Summary Reports | 59 |

| | |
|--|-----------|
| How to: Access Progress and Summary Reports | 60 |
| Teacher Workload Report..... | 61 |
| School Course Enrollment Report | 61 |
| Section Review Report | 61 |
| How to: Download a Progress and Summary Report | 62 |
| CWCS Process Queue Reports | 63 |
| How to: Access CWCS Process Queue Reports | 63 |
| Info, Warning and Error Summary Reports..... | 64 |
| How to: View Info Messages | 64 |
| Warning Summary Reports..... | 66 |
| How to: View and Acknowledge Warning Messages | 66 |
| How to: View Error Messages..... | 68 |
| Support | 71 |
| Appendix A: Data Elements | 73 |
| Academic Service Learning | 73 |
| Alternative Education Program..... | 74 |
| Alternative Education Program (continued) | 75 |
| Bilingual/ESL | 76 |
| Classroom Type | 77 |
| Collection Type..... | 78 |
| College Credits Earned | 79 |
| Completion Status | 80 |
| Course Code (Refer to: WI DPI Course Codes for complete list of valid course codes.) | 81 |
| Distance Education | 83 |
| DPI Educator File Number | 84 |
| Dual Enrollment Credit..... | 85 |
| Dual Enrollment Credit (continued) | 86 |
| Enroll Date | 87 |
| Equivalency..... | 88 |
| Grade Earned | 89 |
| Grade Level Placement | 90 |
| Grade Level Placement (continued)..... | 91 |
| High School Credits Earned..... | 93 |
| Part-time Open Enrollment District | 94 |
| Project Based Learning | 95 |
| Record Type..... | 96 |

| | |
|----------------------------------|-----|
| School Code | 96 |
| Section ID | 97 |
| Submitting District..... | 98 |
| Teacher Former Last Name | 98 |
| Teacher Last Name | 99 |
| Teacher Role | 99 |
| Term | 101 |
| Virtual/Online Education | 102 |
| WSN ID | 103 |
| Year..... | 104 |
| World Language..... | 104 |
| World Language (continued) | 105 |

Welcome to CWCS

Welcome to the Coursework Completion System (CWCS) User Guide. This document provides an overview of the steps involved in using the CWCS online application. The CWCS is part of a suite of applications known as the Individual Student Enrollment System or ISES. CWCS joins the following data collections: Year End, 3rd Friday of September, Child Count and Discipline. Users familiar with WSLs or any of the ISES applications will find the CWCS is structured in much the same way.

The CWCS collects data specific to all courses completed by students, grade levels K3-12. This data collection facilitates the standardization of student coursework information across the state, provides the data necessary to answer important questions at the local and state levels, and enables Wisconsin to meet federal requirements.

As recipients of Federal State Fiscal Stabilization Funding in 2009, Wisconsin is required to capture this data along with 11 other elements of the America Competes Act. It is the intention of the Department of Public Instruction (DPI) to accomplish this in as positive and proactive manner by replacing the PI-1215 Course Offering Report by school year 2011-2012. Data from this system is integrated into our existing data warehouse, enabling DPI, districts, and schools to better understand educational outcomes for Wisconsin students.

Due to the complexity of all that is part of a child's education, many fields and options need to be available to tell the full story. This collection captures details about a child's education beyond a WKCE score including, for example, all staff connected with educating the student, the type of learning environment (e.g., online, bilingual), and grades and credits earned.

Course and Teacher Data

Historically course offerings and aggregated enrollment were collected on the PI-1215. In CWCS data is collected based on characteristics of the course (e.g., online, language immersion, dual credit), providing information on district and state-level trends. Student data from the ISES collections may be linked to course level data via the unique Wisconsin Student Number (WSN), enabling much deeper analysis. Example: Are districts increasing, decreasing, or keeping level the number of languages offered; what are the demographics of students taking different languages; and how many semesters of a language are students studying?

Course and Teacher Data Fields

| | |
|---|------------------------------|
| Submitting District | School Code |
| Year | Term |
| Record Type | Section ID |
| Course Code | Local Course Title |
| Dual Enrollment/Credit Indicator | Distance Education Indicator |
| Virtual/Online Education Indicator | Project Based Indicator |
| Academic Service Learning Indicator | Equivalency Course Indicator |
| World Languages Indicator | Bilingual/ESL Indicator |
| Alternative Education Program Indicator | Teacher Role |
| DPI Educator File Number | Last Name (Teacher) |
| Former Last Name (Teacher) | |

Student and Completion Data

CWCS captures data at the student level. Data from this collection enables educators and researchers to answer questions more accurately, quickly, and with greater detail at both the state and local levels. Example: What do local course enrollment patterns reveal about students preparation for postsecondary success?

Student and Completion Data Fields

| | |
|--------------------------------------|------------------------------------|
| Submitting District | School Code |
| Year | Term |
| Record Type | Section ID |
| WSN Number | Enrollment Date of Student |
| Grade Level Placement of the Student | Grade Earned (9-12 only) |
| Successful Completion | High School Credits Earned |
| College Credits Earned | Part-Time Open Enrollment District |

Browser Compatibility

DPI supports Internet Explorer 7.x and 8.x or Firefox 3.x. as newer versions of these browsers have not been tested. Therefore, we cannot guarantee CWCS will function properly when using any other browser or browser version. Also, Apple based computers are NOT compatible with CWCS.

General Instructions

User Roles

District staff must be individually authorized to access CWCS. Having a Wisconsin Web Access Management System (WAMS) User ID is necessary but alone does not provide access to the CWCS application. Access must be specifically authorized by your local WSLs/ISES Administrator through the Delegated Authority application. Each CWCS user must be assigned an ISES All Functions user role. User roles for CWCS are either All Functions district wide or All Functions school level.

To learn more about the Delegated Authority, review the Delegated Authority Web Application information page:

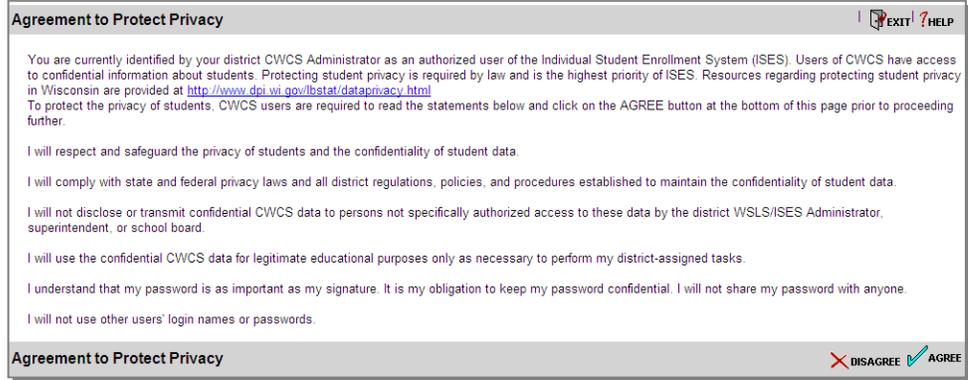
<http://dpi.wi.gov/lbstat/delauthapp.html>.

How to: Access CWCS

- 1) From the **CWCS Home Page**, select the **CWCS Application** hyperlink.
- 2) From the CWCS login screen, enter your **WAMS User ID** and **Password**.
- 3) Click the **Login** button.

The screenshot shows the login interface for the CWCS system. At the top left is the Wisconsin state logo with the text 'YOU ARE ON WISCONSIN.GOV'. To the right, it says 'State of WISCONSIN'. The main heading is 'Please log In'. Below this are two text input fields labeled 'User ID' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the form, there are two blue hyperlinks: 'Forgot your password?' and 'Request a Wisconsin User ID and Password.'

This action usually opens the CWCS Main Menu. However, those new to CWCS are required to first review and accept the Agreement to Protect Privacy conditions before accessing the CWCS application. If these conditions are not accepted, access to CWCS is denied.



- 4) Click the **Agree** graphic on the Agreement to Protect Privacy screen.
 - This action opens the Preferences selection screen. Review the contents.

Preferences and Contact Information

The District/School CWCS Preferences screen is used by districts and schools to set the following important indicators:

- CWCS contact person at the district and school who can answer CWCS data related questions
- If the district or school has a Student Information System (SIS) used to interface with CWCS
- File format a district or school use to upload and download files from CWCS

Districts and schools can update or change preferences at any time during the CWCS collection cycle. Example: Districts normally submitting data using XML files can switch this indicator to CSV, request a File Download and view data in a spreadsheet tool.

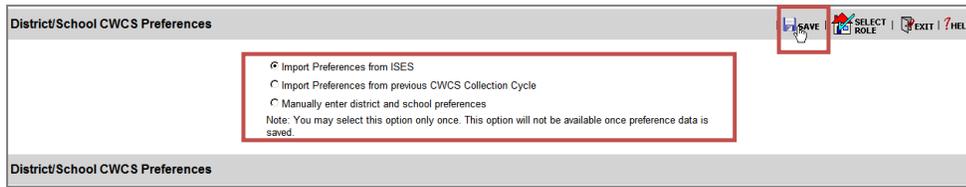
At the beginning of each CWCS collection cycle, a District Wide All Functions User must enter district wide '0000 – All Schools' Preferences before other users can access CWCS functions.

⚡ District All Functions User must enter Preferences before other CWCS functions are accessible.

🔗 How to: Enter Preferences at the Beginning of a Collection Cycle

District Wide All Functions User

- 1) From the CWCS login screen, enter your **WAMS User ID** and **Password**.
- 2) Click the **Login** button.
- 3) Since this is the first time CWCS is launching a new collection cycle, the District/School CWCS Preferences screen displays with options to import or enter preferences.



- 4) Select one of the following three options:
 - Import Preferences from ISES
 - Import Preferences from previous CWCS Collection Cycle
 - For use after first CWCS Collection Cycle
 - Manually enter district and school preferences
- 5) Click the **Save** graphic.

🔗 How to: Enter or Edit District/School Preferences

- 1) From the **Main Menu**, select the **District/School Preferences** hyperlink to launch the District/School Preferences screen.
- 2) Select the **'0000 – All Schools'** hyperlink from the table at the top of the District/School CWCS Preferences screen to open district preferences on the bottom of the screen.
- 3) Complete the following required fields for each school within the district as well as the **'0000 – All Schools'** district preferences.
 - Student Information System Indicator (Yes or No)
 - Data Submit Method (CSV or XML)
 - Primary Contact Name, E-mail, and Phone number
 - District Preferences also require: Secondary Contact Name, E-mail, and Phone number
- 4) Click the Save graphic

📌 *Similar to WSLs and other ISES applications, CWCS has a Main Menu for navigating the various application screens and functions.*

Though not required, the Update Comments field is useful for documenting free-form text comments.

| District | School | School Name | SIS Indicator | Data Submit Method |
|----------|--------|-------------|---------------|--------------------|
| 0870 | 0000 | All Schools | Y | XML |
| 0870 | 0020 | Cadott_EJ | Y | XML |
| 0870 | 0040 | Cadott_Hi | Y | XML |
| 0870 | 0060 | Cadott_Jr | Y | XML |

Search by School Name SEARCH
 Note : If school is not found, contact DPI Education Statistics helpline at (608) 267-3166.

Add or Modify Record

District: 0870 - Cadott Community School: 0000 - All Schools

*Student Information System Indicator: Yes *Data Submit Method Indicator: XML

Primary Contact: *Name: Alesha Filiatraut *Phone: 608-111-1111 Ext:
 *Email: alesha.filiatraut@dpi.wi.gov

Secondary Contact: Name: Bob Flint Phone: 608-111-1111 Ext: 2
 Email: Bob.Flint@dpi.wi.gov

Pupils Services Contact: Name: Phone: -- Ext:
 Email:

Update Comments:

Pupil Services Contact information is available for reference only and may not be modified within the CWCS. This field could be blank as some districts do not have Pupil Services Department.

How to: Search the Preferences List by School Name

- 1) From the **District/School CWCS Preferences** screen, enter a school name in the Search by School Name field.
- 2) Click the **Search** graphic to refine the list of schools.

| District | School | School Name | SIS Indicator | Data Submit Method |
|----------|--------|-------------|---------------|--------------------|
| 0870 | 0000 | All Schools | Y | XML |
| 0870 | 0020 | Cadott_EJ | Y | XML |
| 0870 | 0040 | Cadott_Hi | Y | XML |
| 0870 | 0060 | Cadott_Jr | Y | XML |

Search by School Name SEARCH
 Note : If school is not found, contact DPI Education Statistics helpline at (608) 267-3166.

Add or Modify Record

District: 0870 - Cadott Community School: 0000 - All Schools

*Student Information System Indicator: Yes *Data Submit Method Indicator: XML

Primary Contact: *Name: Alesha Filiatraut *Phone: 608-111-1111 Ext:
 *Email: alesha.filiatraut@dpi.wi.gov

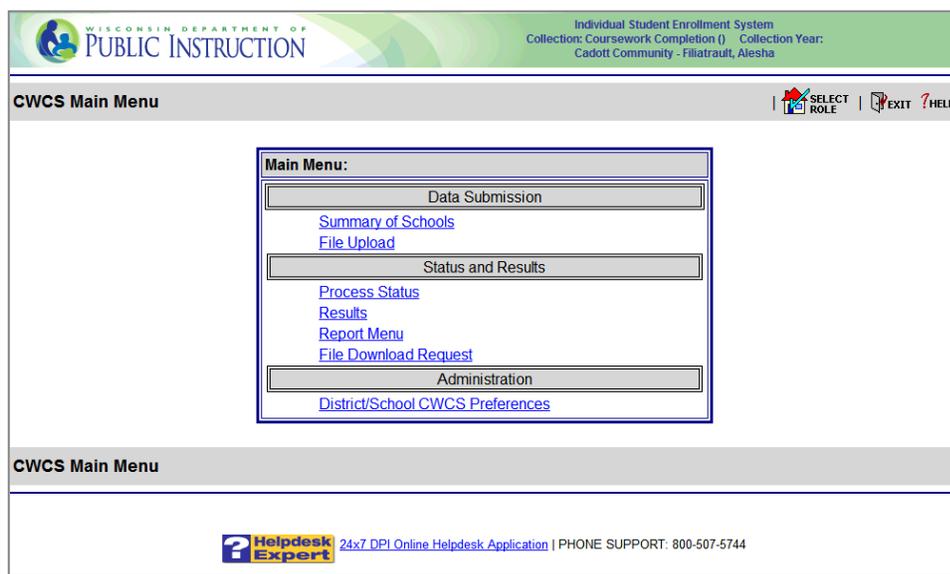
Secondary Contact: Name: Bob Flint Phone: 608-111-1111 Ext: 2
 Email: Bob.Flint@dpi.wi.gov

Pupils Services Contact: Name: Phone: -- Ext:
 Email:

Update Comments:

If one of your schools does not appear on the District/School CWCS Preferences list, contact DPI Education Statistics helpline at (608) 267-3166.

Main Menu



For security reasons, the application will 'time out' or disconnect from the DPI server after 20 minutes of inactivity.

Similar to other ISES online applications, CWCS has a Main Menu to navigate its various functions.

Data Submission

- **Summary of Schools** – used to search, add and/or modify Section, Course and Teacher and Section, Student and Completion data.
- **File Upload** – used to load Section, Course and Teacher and Section, Student and Completion files.

Status and Results

- **Process Status** – used to check the status of a submission files and processes.
- **Results** – used to retrieve the results for submission files and processes.
- **Report Menu** – used to check data for accuracy. The Report Menu includes Progress and Summary, CWCS Process Queue, and Info, Error, and Warning reports.
- **File Download Request** – used to to request baseline and reporting data from CWCS.

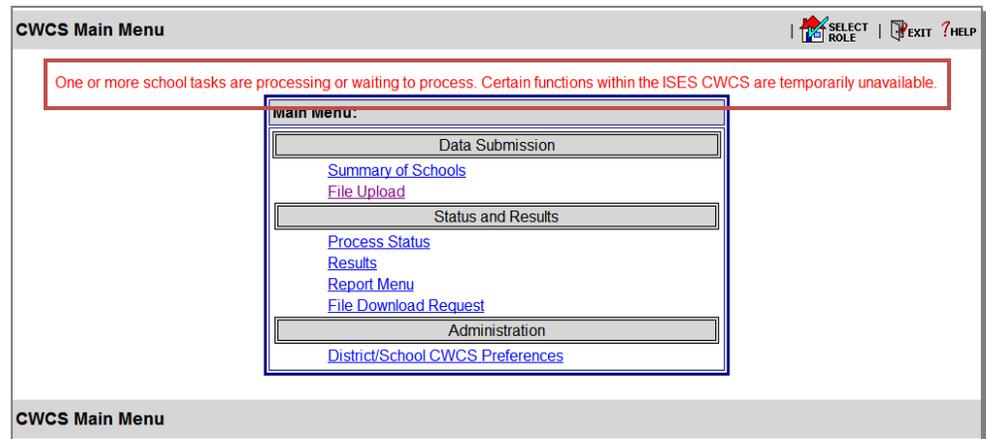
Administration

- **District/School CWCS Preferences** – used to add/modify district and school contacts and other important indicators.

Several messages appear at the top of the CWCS Main Menu screen. These messages indicate that the system is processing and certain functions within the CWCS are temporarily unavailable.

These process include:

- **File Upload** – red text message
- **School or District Validation** – red text message
- **School or District Lock** – school message is red, district lock message is green



Sample of the CWCS Main Menu while one or more school tasks are processing or waiting to process – note the message is red



Sample of the CWCS Main Menu when district is locked – note message is green

Summary of Schools

As with other ISES online applications, CWCS has two options for entering CWCS data: 1) File Upload, using a file generated by a Student Information System, or 2) manual entry, using the Summary of School screens. The Summary of Schools screens are made up of Course/Teacher and Student screens. Once initial data is uploaded or entered into CWCS, the Summary of Schools screens are also used to modify data.

There are two data types in CWCS: Course/Teacher and Student Completion. **Course/Teacher data must be submitted and any Info, Error, and Warnings resolved prior Student Completion submission as student records build off of Course and Teacher data.**

The Summary of Schools screen provides information and/or access to following CWCS functions and features:

- Access additional school level screens to create, review, modify, and remove CWCS records
 - Section Record List screens
 - Student Record List screens
 - Individual Section Record screens
 - Individual Student Record screens
- Count of district and school Info, Error, and Warning messages
- Validation for district data and a link to individual schools for school validation
- Last Lock date by school and district
- Lock and Unlock process for individual schools
- Lock process for district

 If you have files for data submission, refer to this User Guide's File Upload, Process Status, and Results sections for further instruction.

How to: Access the Summary of Schools Screen

- From the **Main Menu**, select the **Summary of Schools** hyperlink

| School | Last Update Date | Error/Info/Warning Status | School Locked Date | Last Validation Date | Lock | Unlock |
|---|------------------|----------------------------|--------------------|----------------------|--|--------|
| 0020 - Cadott Elementary | 04/20/2011 | 0 error, 0 info, 0 warning | | 02/23/2011 |  LOCK | |
| 0040 - Cadott High | 04/20/2011 | 0 error, 0 info, 0 warning | | 02/23/2011 |  LOCK | |
| 0060 - Cadott Junior High | 04/20/2011 | 0 error, 0 info, 0 warning | | 02/28/2011 |  LOCK | |

The following information is available from the top of the Summary of Schools screen:

District – defaults to your district and cannot be changed on this screen

Record Type – Course and Teacher data displays by default,

- select 'Student' from the 'Record Type' drop down list to display Student Completion data

Lock – when all warnings are acknowledged and Errors resolved, the Lock graphic is used to lock all unlocked schools within the district as well as the district itself

Validate – used to run validation on all unlocked schools within the district as well as the district itself

Lock Date – if the district is Locked, the date the district was locked displays and the Lock icon no longer displays

The following information is available for each school within the district to which the user has access:

- **School** – number and name of each school within the district to which the user has access
- **Last Update Date** – date the student data was last updated via Create Student Record List, Upload File or Individual Student Record
- **Error/Info/Warning Status** – displays one of three possible results:
 - Unknown, if validation has not been run
 - Locked, if a school or district Lock is in place
 - number of Error, Information, and Warning messages as of the last validation
- **School Locked Date** – date of school lock, the date is cleared if the school is unlocked
- **Last Validation Date** – date of school validation
- **Lock** – used to lock an individual school
- **Unlock** – used to unlock an individual school, the unlock icon only displays when the school is unlocked, a School process is in the queue or the entire District is locked

Section, Course and Teacher Records

It is important to note that Course and Teacher data **must** be successfully submitted and any Info, Error, and Warnings resolved prior to the entry of Student Completion data as student records link to Course and Teacher data.

How to: Access Section Record List

- 1) From the **Summary of Schools** screen, select **Course and Teacher** from the Record Type drop down list.
- 2) Select the **school name** hyperlink to open the Section Record List screen to open the Section Record List screen.

Summary of Schools

District: 0870 - Cadott Community Record Type: Course and Teacher REFRESH LOCK VALIDATE Lock Date:

| School | Last Update Date | Error/Info/Warning Status | School Locked Date | Last Validation Date | Lock | Unlock |
|---|------------------|-----------------------------|--------------------|----------------------|------|--------|
| 0020 - Cadott Elementary | 02/03/2011 | 2 errors, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0040 - Cadott High | 01/31/2011 | 0 error, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0060 - Cadott Junior High | 02/17/2011 | 8 errors, 0 info, 0 warning | | | LOCK | |

Summary of Schools

The Section Record List screen contains a number of filter options to refine a search and display a specific set of results.

School – displays the school or schools to which you have access

Section Record List

Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Course and Teacher Term: All Status: All

Subject Area: All VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Section Record List.
Total Results: 0

Choose one to search by:

Section ID: [] DPI Educator Number: [] Course Code: [] SECTION SEARCH ADD SECTION

Section Record List

Status – used to refine results by the following values: All, Unknown, or Info, Error, Warning messages

Term – indicates when the course is offered, varying by district, school, and/or grade level

Subject Area – used to select one of the twenty-two general content categories

- 3) The 'Choose one to search by' is used to filter results by Section ID, DPI Educator Number, or Course Code.

How to: Display Existing Section Records

- 1) From the **Section Record List** screen, either leave the default settings selected or use the drop down lists to filter for specific results.
- 2) Click the **Refresh** graphic to display results.

To view ALL records, do not select any filters and click the Refresh graphic.

Section Record List | STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Validation Date: 02-28-2011

School: 0060-Cadott Jr
 Record Type: Course and Teacher
 Subject Area: All
 Status: All
 Term: All

VALIDATE CLEAR REFRESH Refresh

Click on the REFRESH icon to view the Section Record List.
 Total Results: 0

Choose one to search by:

Section ID: _____ DPI Educator Number: _____ Course Code: _____ SECTION SEARCH ADD SECTION

Section Record List

Click the Clear graphic to reset all filter and/or search criteria back to default settings.

Student Record List | SECTION | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Error/Info/Warning Status: 1 errors, 1 info, 0 warning Validation Date: 02-23-2011

School: 0040-Cadott Hi
 Record Type: Student
 Grade Level Placement: All
 Term: All
 Status: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Student Record List.
 Total Results: 0

WSN: _____ STUDENT SEARCH ADD WSN

Student Record List

Section Record List screen without search results.

Section Record List | STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Error/Info/Warning Status: 7 errors, 0 info, 0 warning Validation Date: 02-28-2011

School: 0060-Cadott Jr
 Record Type: Course and Teacher
 Subject Area: Mathematics
 Status: All
 Term: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Section Record List.

RESET

| Section ID | Term | Course Code | EDU File # | Last Name (Former Name) | E/I/W Status | |
|---------------------------------|------|-------------|------------|-------------------------|----------------------------|--------|
| BLDJRGL7RM200MA | 1S | 02002G | 210471 | SMITH | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL7RM201MA | 2S | 02003G | Multiple | Multiple | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL7RM203MA | 1S | 02051G | 698056 | YANG | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM204MA | 2S | 02002G | 210471 | SMITH | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM205MA | 1S | 02003G | 627678 | YANG | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM206MA | 1S | 02051G | Multiple | Multiple | 0 error, 0 info, 0 warning | Delete |

Choose one to search by:

Section ID: _____ DPI Educator Number: _____ Course Code: _____ SECTION SEARCH ADD SECTION

Section Record List | STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Section Record List screen with search results.

Error/Info/Warning Statuses – displays the number of errors, informational messages, and warnings as of the last validation date

Validation Date – the date validation was last performed

Section, Course and Teacher record tables – displays all records that meet the selected filter criteria. These records display in a table in the middle of the screen.

- **Section ID** – unique identifier defined by the district to differentiate courses into units associated with a specific teacher or group of teachers and a specific group of students
- **Term** – an indicator for when the course is offered that varies by district, school, and/or grade level
- **Course Code** – unique identifier assigned to a subject, course description, and course level
- **ED File #** – unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin.
- **Last Name (Former Last Name)** – legal last or former name of the educator assigned to a Section ID which may be used to authenticate the DPI Educator File Number provided
- **E/I/W** – number of Error, Information, and Warning messages since last validation
- **Delete button** – used to delete section record. Will also delete any associated course, teacher, and student records

↓ For more information about errors, informational messages, and warnings, refer to the Reports section of this User Guide.

📖 How to: Search/Edit Existing Section Records

- 1) From the Section Record List screen, enter a value in one of the following fields: Section ID, DPI Educator File Number, or Course Code.
- 2) Click the **Section Search** graphic.

The screenshot shows the 'Section Record List' interface. At the top, there are navigation icons for STUDENT, SUMMARY OF SCHOOLS, MAIN MENU, EXIT, and HELP. A red-bordered box highlights the error message: 'Section Id does not exist.' Below this, the 'Validation Date' is 02-23-2011. The 'School' dropdown is set to '0040-Cadott Hi'. 'Record Type' is 'Course and Teacher', 'Status' is 'All', and 'Term' is 'All'. 'Subject Area' is 'All'. There are buttons for VALIDATE, CLEAR, and REFRESH. A note says 'Click on the REFRESH icon to view the Section Record List.' 'Total Results: 0'. A section titled 'Choose one to search by:' contains input fields for 'Section ID: BLDHSRM500BAND', 'DPI Educator Number:', and 'Course Code:'. A red-bordered box highlights the 'SECTION SEARCH' and 'ADD SECTION' buttons, with a mouse cursor pointing to the 'SECTION SEARCH' button.

If no records exist for the search criteria, a red error message displays.

Section Record List | STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT | HELP

Error/Info/Warning Status: 1 errors, 0 info, 0 warning Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Course and Teacher Status: All Term: All

Subject Area: All VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Section Record List.

| Section ID | Term | Course Code | EDU File # | Last Name (Former Name) | E/I/W Status |
|--------------------------------|------|-------------|------------|-------------------------|--------------|
| BLDHSRM499BAND | 1S | 05103G | 061076 | JONES | Unknown |

If a record exists for the search criteria, it displays in a table.

- 3) Click the Section ID hyperlink to open the Individual Section Record screen populated with section, course and teacher data.

| Section ID | Term | Course Code | EDU File # | Last Name (Former Name) | E/I/W Status |
|--------------------------------|------|-------------|------------|-------------------------|--------------|
| BLDHSRM499BAND | 1S | 05103G | 061076 | JONES | Unknown |

Individual Section Record (*Required to save record) | SECTION LIST | SAVE | MAIN MENU | EXIT | HELP

Section

Section ID:* BLDHSRM499BAND Term:* 1S-1st Semester Record Type: Course and Teacher

Virtual Online Education: Distance Education: Classroom Type: M-Multiple grade level

Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|--------|--------------------|------------|
| 05103G | | |

Subject Area:* 05-Fine and Performing Arts

Course Identifier:* 103-Marching Band 05103

Course Level:* G-General or Regular

Academic Service Learning: Local Course Title:

Equivalency: Alternative Education Program:

World Language:

Teacher

| Teacher Role | Educator File Number | Last Name | Former Last Name | Add Teacher |
|----------------|----------------------|-----------|------------------|-------------|
| Single Teacher | 061076 | JONES | | |

Teacher Role: ST-Single Teacher Educator File Number:* 061076

Last Name:* JONES Former Last Name:

Errors:
Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Individual Section Record | SAVE

- 4) The Individual Section Record screen is made up of three parts:
 - Section fields
 - Course table and fields
 - Teacher table and fields
- 5) Use the [CWCS Data Elements](#) guide in the Appendix of this document as a resource for revising the section, course and teacher fields of an existing record from the Individual Section Record screen.
- 6) Click the **Save** graphic to save revised Section, Course and Teacher data to the CWCS database.
- 7) Click the **Section List** graphic (at the top of the screen) to return to the Section Record List screen.

How to: Add/Delete/Save a Section Record

Add and Save a Record

- 1) From the **Section Record List** screen, enter a value in the Section ID field.
- 2) Click the **Add Section** graphic to open an empty Individual Section Record screen.

Section Record List

Validation Date: 02-28-2011

School: 0040-Cadott Hi

Record Type: Course and Teacher

Subject Area: All

Status: All Term: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Section Record List.

Total Results: 0

Choose one to search by:

Section ID: BLDHSRM500ORCHESTRA DPI Educator Number: Course Code: SECTION SEARCH

ADD SECTION

Add Section

Individual Section Record (*Required to save record)

SECTION LIST SAVE MAIN MENU EXIT HELP

Section

Section ID:* BLDHSRM500ORCHESTRA Term:* Record Type: Course and Teacher

Virtual Online Education: Distance Education: Classroom Type:

Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

Subject Area:* Course Identifier:* Course Level:* Academic Service Learning: Local Course Title:

Equivalency: Alternative Education Program: World Language:

Teacher

Teacher Role: Educator File Number:* Last Name:* Former Last Name:

Individual Section Record SAVE

- 3) Use the [CWCS Data Elements](#) guide in the Appendix of this document as a resource for completing section, course and teacher fields on the Individual Section Record screen.
- 4) Click the **Save** graphic.

Individual Section Record (*Required to save record)

Data saved successfully.

Section

Section ID:* BLDHSRM500ORCHESTR
 Term:* 1S-1st Semester
 Record Type: Course and Teacher
 Virtual Online Education:
 Distance Education:
 Classroom Type: M-Multiple grade level
 Dual Enrollment Credit:
 Bilingual/ESL:
 Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|--------|--------------------|------------|
| 05103G | | |

Subject Area:* 05-Fine and Performing Arts

- 5) A message displays indicating that the record was saved to the CWCS database.
- 6) Click the **Section List** graphic (at the top of the screen) to return to the Section Record List screen.

Delete a Record

- 1) From the **Section Record List** screen, either leave the default settings selected or use the drop down lists to filter for specific results.
- 2) Click the **Refresh** graphic to display results.
- 3) Click the **Delete** button to the right of the record.

Section Record List

STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT | HELP

Error/Info/Warning Status: 7 errors, 0 info, 0 warning Validation Date: 02-28-2011

School: 0060-Cadott Jr

Record Type: Course and Teacher Status: All Term: All

Subject Area: Mathematics VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Section Record List.

[B | RESET](#)

| Section ID | Term | Course Code | EDU File # | Last Name (Former Name) | E/I/W Status | Delete |
|---------------------------------|------|-------------|------------|-------------------------|----------------------------|--------|
| BLDJRGL7RM200MA | 1S | 02002G | 210471 | SMITH | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL7RM201MA | 2S | 02003G | Multiple | Multiple | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL7RM203MA | 1S | 02051G | 698056 | YANG | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM204MA | 2S | 02002G | 210471 | SMITH | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM205MA | 1S | 02003G | 627678 | YANG | 0 error, 0 info, 0 warning | Delete |
| BLDJRGL8RM206MA | 1S | 02051G | Multiple | Multiple | 0 error, 0 info, 0 warning | Delete |

Choose one to search by:

Section ID: DPI Educator Number: Course Code: SECTION SEARCH ADD SECTION

Section Record List

STUDENT | SUMMARY OF SCHOOLS | MAIN MENU | EXIT | HELP

Section deleted.

Error/Info/Warning Status: 0 error, 0 info, 0 warning Validation Date: 02-23-2011

- 4) A message displays indicating that the record was deleted from the CWCS database.

How to: Add/Remove a Course from the Individual Section Record Screen

There are times when it is necessary to report multiple courses within one Section ID to report courses with several ...

- 1) From a Individual Section Record screen, with the data of (at least) one Course previously entered, click the **Add Course** button in the Course table.

Section

Section ID: BLDHSRM224PE Term: 1S-1st Semester Record Type: Course and Teacher

Virtual Online Education: Distance Education: Classroom Type: M-Multiple grade level

Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| 08052G | | |

Subject Area: 08-Physical, Health, and Safety Education

Course Identifier: 052-Health and Fitness 08052

Course Level: G-General or Regular

Academic Service Learning: Local Course Title:

Equivalency: Alternative Education Program:

World Language:

Teacher

| Teacher Role | Educator File Number | Last Name | Former Last Name | Add Teacher |
|----------------|----------------------|-----------|------------------|-------------|
| Single Teacher | 012345 | DANIELS | | |

Teacher Role: ST-Single Teacher Educator File Number: 012345

Last Name: DANIELS Former Last Name:

Errors:

Though it is possible to report multiple courses for one section, the preferred CWCS reporting method is **one** course to **one** Section ID.

- 2) Enter **additional course information** in the empty course fields.

Individual Section Record (*Required to save record)

SECTION LIST | SAVE | MAIN MENU | EXIT | HELP

Section

Section ID: BLDHSRM224PE Term: 1S-1st Semester Record Type: Course and Teacher

Virtual Online Education: Distance Education: Classroom Type: M-Multiple grade level

Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| 08052G | | |

Subject Area:

Course Identifier:

Course Level:

Academic Service Learning: Local Course Title:

Equivalency: Alternative Education Program:

World Language:

Empty Course entry fields can now be populated with data for second course. The previous Course data remains in the CWCS database. To access previous Course information, click the Course number hyperlink in the Course table.

- 3) Click the **Save** graphic to save additional Course data to the CWCS database.

Individual Section Record (*Required to save record)

SECTION LIST | **SAVE** | MAIN MENU | EXIT | HELP

Section

Section ID:* BLDHSRM224PE Term:* 1S-1st Semester Record Type: Course and Teacher
 Virtual Online Education: Distance Education: Classroom Type: M-Multiple grade level
 Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| 08052G | | |

Subject Area:* 08-Physical, Health, and Safety Education
 Course Identifier:* 051-Health Education 08051
 Course Level:* G-General or Regular
 Academic Service Learning: Local Course Title:
 Equivalency: Alternative Education Program:
 World Language:

Teacher

Use the Local Course Title field to distinguish courses.

Data saved successfully.

Section

Section ID:* BLDHSRM224PE Term:* 1S-1st Semester Record Type: Course and Teacher
 Virtual Online Education: Distance Education: Classroom Type: M-Multiple grade level
 Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| 08052G | Health | Delete |
| 08099G | Phy Ed | |

Subject Area:* 08-Physical, Health, and Safety Education
 Course Identifier:* 052-Health and Fitness 08052
 Course Level:* G-General or Regular
 Academic Service Learning: Local Course Title: Health
 Equivalency: Alternative Education Program:
 World Language:

Course table displays both courses with the data for the Health course displayed in entry fields and a delete button. To edit or delete the data for the Phy Ed course, select the corresponding hyperlink.

- 4) From the Course table, select the Course number hyperlink to display Course data.
- 5) Click the **Delete** button to the right of the record to remove the selected Course data from the CWCS database.

How to: Add/Remove a Teacher from the Individual Section Record Screen

- 1) From an Individual Section Record screen, with the data of (at least) one Teacher previously entered, click the **Add Teacher** button in the Teacher table.

The screenshot shows the 'Individual Section Record' form. The 'Section' section includes fields for Section ID (BLDHSRM224PE), Term (1S-1st Semester), Record Type (Course and Teacher), Virtual Online Education, Distance Education, Classroom Type (M-Multiple grade level), Dual Enrollment Credit, Bilingual/ESL, and Project Based Learning. The 'Course' section has a table with columns 'Course', 'Local Course Title', and 'Add Course'. The 'Teacher' section has a table with columns 'Teacher Role', 'Educator File Number', 'Last Name', 'Former Last Name', and 'Add Teacher'. The 'Add Teacher' button is highlighted with a red box. Below the table, there are fields for 'Teacher Role' (MT-Multiple Teachers), 'Educator File Number' (012345), 'Last Name' (DANIELS), and 'Former Last Name'.

The screenshot shows the 'Individual Section Record' form with the same 'Section' and 'Course' sections as above. The 'Teacher' section table now has two rows: one with 'Multiple Teachers', '012345', 'DANIELS', and an empty 'Former Last Name' field; and a second row with empty fields for 'Teacher Role', 'Educator File Number', 'Last Name', and 'Former Last Name'. The 'Add Teacher' button is still present and highlighted.

Both Multiple Teacher and Collaborating Teacher roles require the entry of more than one teacher.

Empty Teacher entry fields can now be populated with data for an additional teacher. The previous Teacher data remains in the CWCS database. To access the previous Teacher information, click the Educator File number hyperlink in the Teacher table.

- 2) Enter **additional teacher information** in the empty teacher fields.
- 3) Click the **Save** graphic to save an additional Teacher data to the CWCS database.

Individual Section Record (*Required to save record)

SECTION LIST | SAVE | MAIN MENU | EXIT | HELP

Data saved successfully.

Section

Section ID:* Term:* Record Type: Course and Teacher

Virtual Online Education: Distance Education: Classroom Type:

Dual Enrollment Credit: Bilingual/ESL: Project Based Learning:

Course

| Course | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| 08052G | Health | |
| 08099G | Phy Ed | |

Teacher

| Teacher Role | Educator File Number | Last Name | Former Last Name | Add Teacher |
|-------------------|------------------------|-----------|------------------|-------------|
| Multiple Teachers | 012345 | DANIELS | | |
| Multiple Teachers | 234567 | SCHULTZ | | Delete |

Teacher Role: Educator File Number:*

Last Name:* Former Last Name:

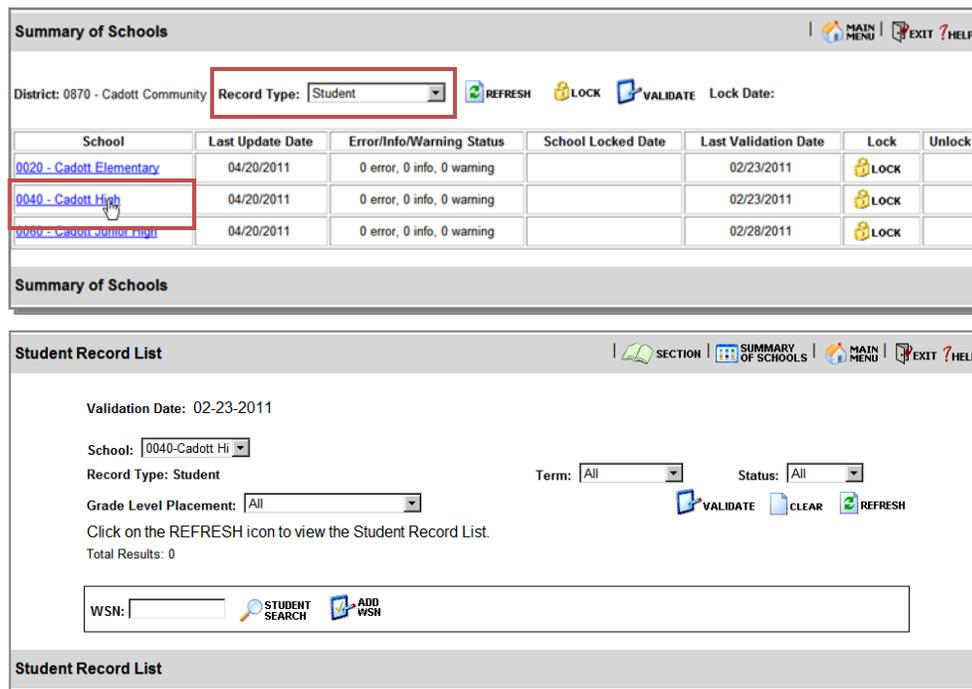
- 4) From the Teacher table, select the Educator File number hyperlink to display that teacher's data.
- 5) Click the **Delete** button to the right of the record to remove the selected teacher data from the CWCS database.

Section, Student Completion Records

It is important to note that Course and Teacher data **must** be successfully submitted and any Info, Error, and Warnings resolved prior to the entry of Student Completion data as student records link to Course and Teacher data.

How to: Access Student Record List

- 1) From the Summary of Schools screen, select **Student** from the Record Type drop down list.
- 2) Select the **school name** hyperlink to open the Student Record List screen.



The image shows two screenshots from a software interface. The top screenshot is titled "Summary of Schools" and shows a table with columns: School, Last Update Date, Error/Info/Warning Status, School Locked Date, Last Validation Date, Lock, and Unlock. The "Record Type" dropdown is set to "Student". The "0040 - Cadott High" row is highlighted with a red box. The bottom screenshot is titled "Student Record List" and shows filter options: Validation Date (02-23-2011), School (0040-Cadott Hi), Record Type (Student), Term (All), Status (All), and Grade Level Placement (All). It also includes buttons for VALIDATE, CLEAR, and REFRESH, and a search bar for WSN.

The Student Record List screen contains a number of filter options to refine a search and display a specific set of results.

School – displays the school or schools to which you have access. Select the ‘0000 – All Schools’ to view the district wide results

Term – indicates when the course is offered, varying by district, school, and/or grade level

Status – used to refine results by the following values: All, Unknown, or Info, Error, Warning messages

Grade Level Placement – placement of student in educational program

WSN – used to search or add student records

How to: Display Existing Student Records

- 1) From the **Student Record List** screen, either leave the default settings selected or use the drop down lists to filter for specific results.
- 2) Click the **Refresh** graphic to display results.

To view ALL records, do not select any filters - click the **Refresh** graphic.

Student Record List | SECTION | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Student

Grade Level Placement: All

Term: All

Status: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Student Record List.

Total Results: 0

WSN: STUDENT SEARCH ADD WSN

Student Record List | SECTION | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Error/Info/Warning Status: 1 errors, 1 info, 0 warning Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Student

Grade Level Placement: All

Term: All

Status: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Student Record List.

Total Results: 0

WSN: STUDENT SEARCH ADD WSN

Section Record List screen without search results.

Click the **Clear** graphic to reset all filter and/or search criteria back to default settings.

Student Record List | SECTION | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Error/Info/Warning Status: 1 errors, 1 info, 0 warning Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Student

Grade Level Placement: All

Term: All

Status: All

VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Student Record List.

[B](#) [G](#) [I](#) [L](#) [I](#) [S](#) [I](#) [W](#) [I](#) [Z](#) [R](#) [E](#) [S](#) [E](#) [T](#)

| WSN | Name | Term | Grade Level | Race/Ethnicity | Gender | Birth Date | E/I/W Status | Delete |
|----------------------------|--------------------|------|-------------|----------------|--------|------------|--------------|--------|
| 1622001227 | BURNETT, MORGAIN M | 1S | 11 | I | F | 01/01/1994 | Unknown | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1Q | 11 | I | F | 01/01/1994 | Unknown | Delete |
| 1622001236 | BUSH, JARRETT J | 1S | 11 | H A | M | 01/01/1994 | Unknown | Delete |
| 1622001236 | BUSH, JARRETT J | 1Q | 11 | H A | M | 01/01/1994 | Unknown | Delete |
| 1622001249 | GRECO, MICHELE | 1Q | 11 | H W | F | 01/01/1994 | Unknown | Delete |
| 1622001273 | JONES, BRAD | 1Q | 11 | A | M | 01/01/1994 | Unknown | Delete |
| 1622001273 | JONES, BRAD | 1S | 11 | A | M | 01/01/1994 | Unknown | Delete |

WSN: STUDENT SEARCH ADD WSN

Section Record List screen with search results.

Error/Info/Warning Statuses – displays the number of errors, informational messages, and warnings as of the last validation date

Validation Date – the date validation was last performed

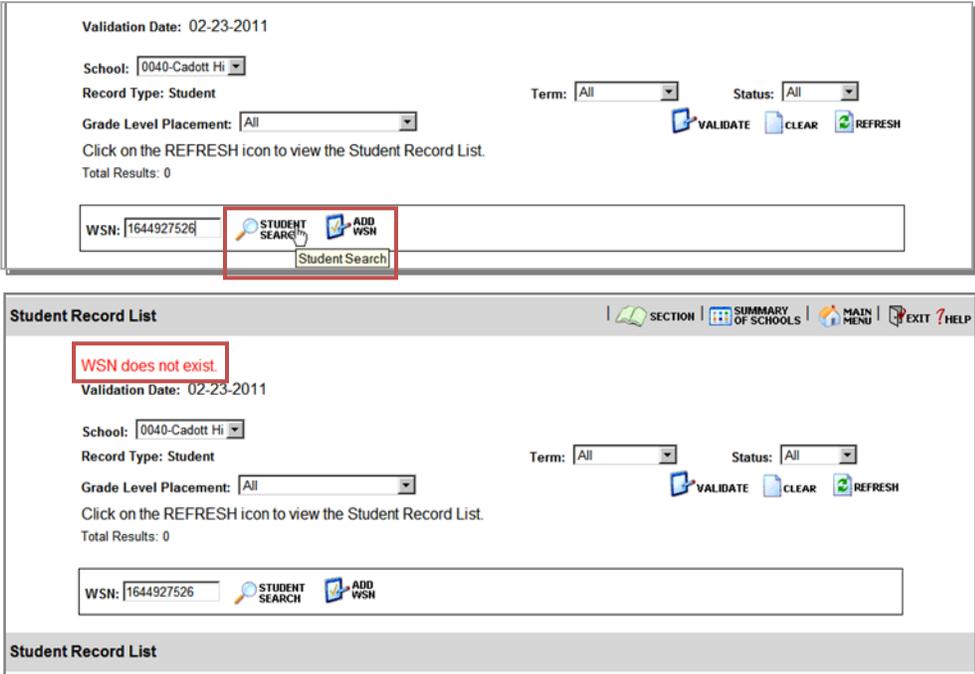
Section, Student Completion record tables – displays all records that meet the selected filter criteria. These records display in a table in the middle of the screen.

- **WSN** – Wisconsin Student Number from WSLs
- **Name** – student last, first names and middle initial as it is entered in WSLs
- **Term** – an indicator for when the course is offered that varies by district, school, and/or grade level
- **Grade Level** – current grade as it is as it is entered in WSLs
- **Race/Ethnicity** – race/ethnicity as it is as it is entered in WSLs
- **Gender** – gender as it is as it is entered in WSLs
- **Birth Date** – date as it is as it is entered in WSLs
- **E/I/W** – number of Error, Information, and Warning messages since last validation
- **Delete button** – used to delete section record. Will also delete any associated course, teacher, and student records

 For more information about errors, informational messages, and warnings, refer to the Reports section of this User Guide.

How to: Search/Edit Existing Student Records

- 3) From the Student Record List screen, enter a WSN.
- 4) Click the **Student Selection** graphic.



The screenshot shows the 'Student Record List' interface. At the top, it displays 'Validation Date: 02-23-2011'. Below this, there are several dropdown menus: 'School: 0040-Cadott Hi', 'Record Type: Student', 'Term: All', and 'Status: All'. There are also buttons for 'VALIDATE', 'CLEAR', and 'REFRESH'. A message says 'Click on the REFRESH icon to view the Student Record List.' and 'Total Results: 0'. Below the search area, there is a search bar with 'WSN: 1644927526' and a 'STUDENT SEARCH' button. A red box highlights the 'STUDENT SEARCH' button and the text 'WSN does not exist.' which appears above the search bar. At the bottom, there is a navigation bar with 'SECTION', 'SUMMARY OF SCHOOLS', 'MAIN MENU', and 'EXIT ? HELP'.

If no records exist for the search criteria, a red error message displays.

Student Record List | SECTION | SUMMARY OF SCHOOLS | MAIN MENU | EXIT ? HELP

Error/Info/Warning Status: 1 errors, 1 info, 0 warning Validation Date: 02-23-2011

School: 0040-Cadott Hi

Record Type: Student Term: All Status: All

Grade Level Placement: All VALIDATE CLEAR REFRESH

Click on the REFRESH icon to view the Student Record List.

| WSN | Name | Term | Grade Level | Race/Ethnicity | Gender | Birth Date | E/I/W Status | |
|----------------------------|--------------------|------|-------------|----------------|--------|------------|--------------|--------|
| 1622001227 | BURNETT, MORGAIN M | 1Q | 11 | | F | 01/01/1994 | Unknown | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | 11 | | F | 01/01/1994 | Unknown | Delete |

WSN: 1622001227 STUDENT SEARCH ADD WSN

Student Record List

If a record exists for the search criteria, it displays in a table.

- 5) Click the **WSN** hyperlink to open the Individual Student Record screen.

Individual Student Record (*Required to save record) | STUDENT LIST | SAVE | MAIN MENU | EXIT ? HELP

| WSN | Name | Term | Section ID | Grade | School | Enroll Date | |
|------------|--------------------|------|---|-------|--------|-------------|--------|
| 1622001227 | BURNETT, MORGAIN M | 1Q | BLDHSRM30012GLUSHISTORY | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1Q | BLDHSRM499JAZZ | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM101GL9THELA | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM105GL10THALGEBRAII | 11 | 0040 | 09/01/2010 | Delete |

WSN: 1622001227

District: 0870-Cadott Community School: 0040-Cadott High Record Type: Student

Section ID:* Term:*

Completion Status: Grade Earned:

Grade Level Placement:* PTO Enroll District: Local Student ID:

College Credit Earned: HS Credit Earned: Enrollment Period:*

Race/Ethnicity: Gender: Birth Date:

Individual Student Record | SAVE

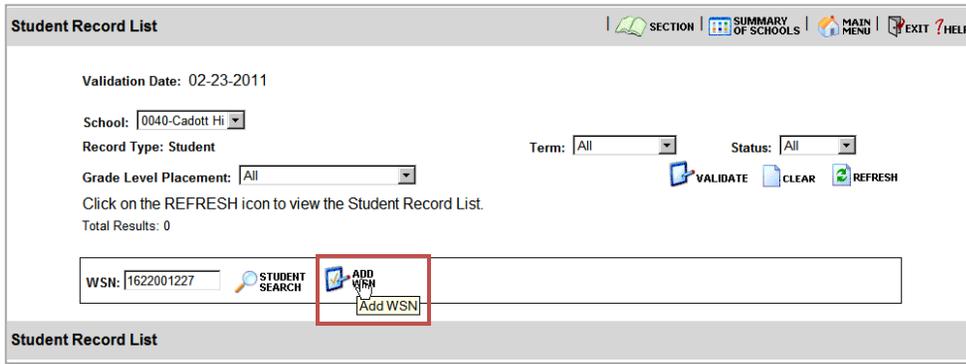
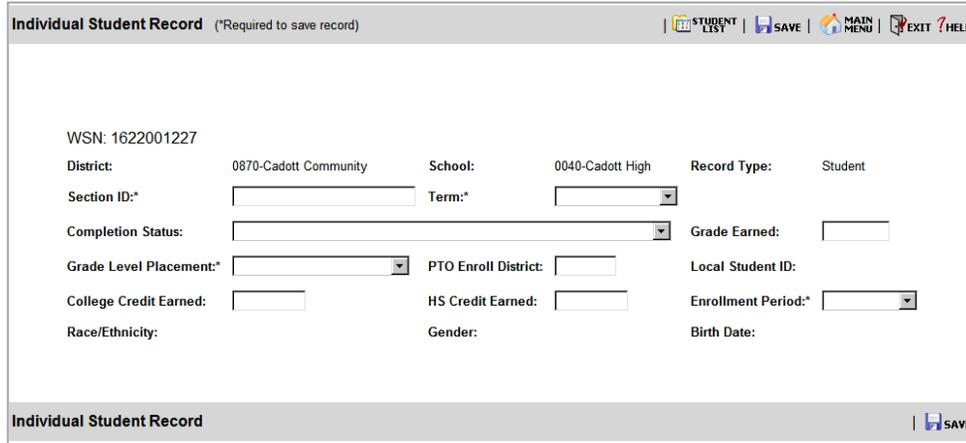
- 6) The Individual Student Record screen is made up of two parts:
 - WSN/Section ID table, listing all course currently entered for the student.
 - Section, student completion fields.
- 7) Click the **Section ID** hyperlink to open the Individual Student Record fields populated with section, student completion data.

- 8) Use the [CWCS Data Elements](#) guide in the Appendix of this document as a resource for revising the section, student completion fields of an existing record from the Individual Student Record screen.
- 9) Click the **Save** graphic to save revised data to the CWCS database.
- 10) Click the **Student List** graphic (at the top of the screen) to return to the Student Record List screen.

How to: Add/ Delete/Save a Student Record

Add and Save a Record

- 1) From the Student Record List screen, enter a valid **WSN**.
- 2) Click the **Add WSN** graphic to open the Individual Section Record screen.

- 3) Use the [CWCS Data Elements](#) guide in the Appendix of this document as a resource for completing section, student completion data on the Individual Section Record screen.
- 4) Click the **Save** graphic.

Individual Student Record (*Required to save record)

STUDENT LIST | SAVE | MAIN MENU | EXIT ? HELP

WSN: 1622001227

District: 0870-Cadott Community School: 0040-Cadott High Record Type: Student

Section ID:* BLDHSRM101GL9THELA Term:* 1S-1st Semester

Completion Status: Passing status was assigned for a specific course or program. Grade Earned: 3.0

Grade Level Placement:* 11-Eleventh Grade PTO Enroll District: Local Student ID:

College Credit Earned: HS Credit Earned: Enrollment Period:* 09/01/2010 -

Race/Ethnicity: Gender: Birth Date:

Individual Student Record | SAVE

Individual Student Record (*Required to save record)

STUDENT LIST | SAVE | MAIN MENU | EXIT ? HELP

Data saved successfully.

| WSN | Name | Term | Section ID | Grade | School | Enroll Date | ADD SECTION |
|------------|--------------------|------|--|-------|--------|-------------|-------------|
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM101GL9THELA | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM105GL10THALGEBRAI | 11 | 0040 | 09/01/2010 | Delete |

WSN: 1622001227

District: 0870-Cadott Community School: 0040-Cadott High Record Type: Student

Section ID:* BLDHSRM105GL10THALGEBR Term:* 1S-1st Semester

Completion Status: Passing status was assigned for a specific course or program. Grade Earned: 4.0

Grade Level Placement:* 11-Eleventh Grade PTO Enroll District: Local Student ID:

College Credit Earned: HS Credit Earned: Enrollment Period:* 09/01/2010 -

Race/Ethnicity: I Gender: F Birth Date: 01/01/1994

A message displays indicating that the record was saved to the CWCS database.

- 5) Click the **Student List** graphic, at the top of the screen, to return to the Section Record List screen.

Delete a Record

- 1) From the Individual Student Record screen, click the **Section List** icon (at the top of the screen) to return to the Section Record List screen.

Individual Student Record (*Required to save record)

STUDENT LIST | SAVE | MAIN MENU | EXIT ? HELP

'Section ID' is not valid for the submitted school and term. 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.

| WSN | Name | Term | Section ID | Grade | School | Enroll Date | |
|------------|--------------------|------|---|-------|--------|-------------|--------|
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM101GL9THELA | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM105GL10THALGEBRAII | 11 | 0040 | 09/01/2010 | Delete |

WSN: 1622001227

District: 0870-Cadott Community School: 0040-Cadott High Record Type: Student

Section ID:* Term:*

Completion Status: Grade Earned:

Grade Level Placement:* PTO Enroll District: Local Student ID:

College Credit Earned: HS Credit Earned: Enrollment Period:*

Race/Ethnicity: Gender: Birth Date:

- 2) From the Student Record List, enter a valid WSN in the WSN field.
- 3) Click **Student Search** graphic to display record.
- 4) Click the **Delete** button to the right of the record.
- 5) A message displays indicating that the record was deleted from the CWCS database.

Individual Student Record (*Required to save record)

STUDENT LIST | SAVE | MAIN MENU | EXIT ? HELP

| WSN | Name | Term | Section ID | Grade | School | Enroll Date | |
|------------|--------------------|------|---|-------|--------|-------------|--------|
| 1622001227 | BURNETT, MORGAIN M | 1Q | BLDHSRM30012GLUSHISTORY | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1Q | BLDHSRM499JAZZ | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM101GL9THELA | 11 | 0040 | 09/01/2010 | Delete |
| 1622001227 | BURNETT, MORGAIN M | 1S | BLDHSRM105GL10THALGEBRAII | 11 | 0040 | 09/01/2010 | Delete |

WSN: 1622001227

District: 0870-Cadott Community School: 0040-Cadott High Record Type: Student

Section ID:* Term:*

Completion Status: Grade Earned:

Grade Level Placement:* PTO Enroll District: Local Student ID:

College Credit Earned: HS Credit Earned: Enrollment Period:*

Race/Ethnicity: Gender: Birth Date:

Vertical line

Validation

Check for Validation Errors

It is critical to verify data integrity prior to submission of CWCS data. CWCS includes a validation process which checks data to ensure compliance with certain standards set by DPI called ‘business rules’. It is the responsibility of each school and district to ensure that data is complete and accurate.

Validating Records

There are several types of CWCS validations:

Screen or Manual Validation using the Section Record List and Student Record List. Validation on these screens checks for a limited set of business rule errors documented in the CWCS Interface Specifications document (B.2) which can be found at the following url:

<http://dpi.wi.gov/lbstat/cwcsspec.html>

File Upload Validation checks for a limited set of business rule errors related to file formatting.

Full Validation checks all business rule errors documented in the CWCS Interface Specifications (B.2) and may be user-initiated by clicking the Validation graphic on the Summary of Schools screen, or by placing a checkmark in the Perform Final Validation checkbox on the File Upload screen during File Upload.

To address the results of the validation process, edit data on-line or correct data locally using your Student Information System (SIS) and upload a new file.

Cautions

During school validation CWCS is locked for affected schools. Validate only if you have made a significant number of modifications or additions to your CWCS data on-line. It is unnecessary to run Validation immediately after the Upload/Create if you have selected the Perform Final Validation checkbox.

It is not possible to detect all incorrect data during the validation process. It is necessary to manually review data. CWCS Progress and Summary reports are provided to facilitate the review process.

How to: Validate Course and Teacher Data at the School Level

- 1) From the **Summary of Schools** screen, select a **school** hyperlink to open the Section Record List screen.

| School | Last Update Date | Error/Info/Warning Status | School Locked Date | Last Validation Date | Lock | Unlock |
|---|------------------|-----------------------------|--------------------|----------------------|------|--------|
| 0020 - Cadott Elementary | 02/03/2011 | 2 errors, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0040 - Cadott High | 01/31/2011 | 0 error, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0060 - Cadott Junior High | 02/17/2011 | 8 errors, 0 info, 0 warning | | | LOCK | |

- 2) Click the **Validate** graphic on the **Section Record List** screen to perform a validation of Section, Course and Teacher data for the selected school.

- 3) The message **Validation requested** displays on the Section Record List and another message displays on the Main Menu stating that certain functions within CWCS are unavailable during the validation process.

How to: Validate Student and Completion Data at the School Level

- 1) From the **Summary of Schools** screen, select a **school** hyperlink to open the Section Record List screen.

| School | Last Update Date | Error/Info/Warning Status | School Locked Date | Last Validation Date | Lock | Unlock |
|---|------------------|-----------------------------|--------------------|----------------------|------|--------|
| 0020 - Cadott Elementary | 02/03/2011 | 2 errors, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0040 - Cadott High | 01/31/2011 | 0 error, 0 info, 0 warning | | 01/31/2011 | LOCK | |
| 0060 - Cadott Junior High | 02/17/2011 | 8 errors, 0 info, 0 warning | | | LOCK | |

- 2) Click the **Validate** graphic on the **Student Record List** screen to perform a validation of Section, Student and Completion data for the selected school.
- 3) The message **Validation requested** displays on the Section Record List and another message displays on the Main Menu stating that certain functions within CWCS are unavailable during the validation process.

One or more school tasks are processing or waiting to process. Certain functions within the ISES CWCS are temporarily unavailable.

Main Menu:

- Data Submission
- [Summary of Schools](#)
- [File Upload](#)
- Status and Results
- [Process Status](#)
- [Results](#)
- [Report Menu](#)
- [File Download Request](#)
- Administration
- [District/School CWCS Preferences](#)

How to: Cancel School Validation

- 1) From the Student Record List for the selected school, click the **Cancel Validation** graphic.

Section Record List

Validation requested

Validation Date: 02-23-2011

School: 0020-Cadott EI

Record Type: Course and Teacher

Subject Area: All

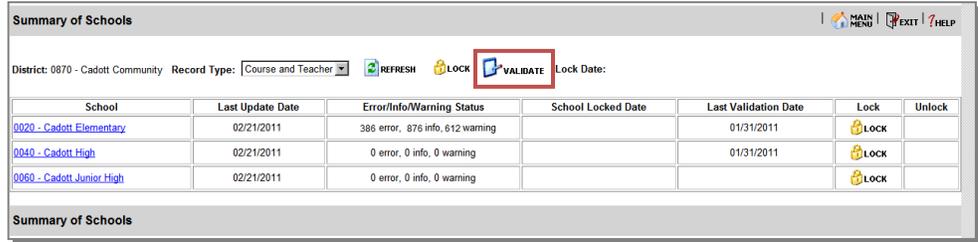
Status: All

Term: All

CANCEL VALIDATE CLEAR REFRESH

How to: Validate at the District Level

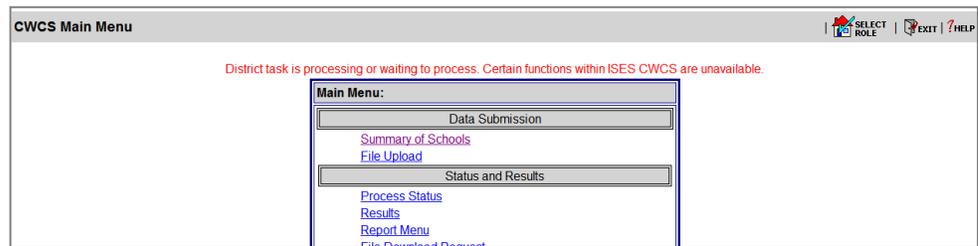
- 1) From the **Summary of Schools** screen, click the **Validate** graphic to perform a validation for the district.



- 2) A message displays stating that the validation process has begun and no data modification is possible, nor will reports be available during the validation process.
- 3) Click the **Validation** button to continue the validation process or click the **Cancel Validation** icon to cancel the validation process.

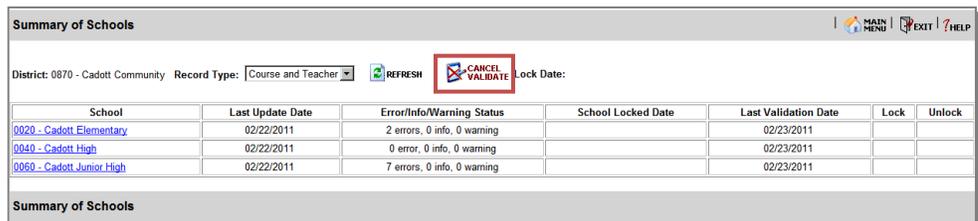


- 4) An additional message now displays on the **Main Menu** stating that certain functions within CWCS are unavailable during the validation process.



How to: Cancel District Validation

- 5) From the Summary of Schools screen, click the **Cancel Validation** graphic. This action cancels validation for the district and all schools within the district.



Lock and Submit

The following items must be completed to submit CWCS data to the DPI.

- Resolve All Errors
- Acknowledge or Resolve All Warnings
- Review the accuracy and completeness of the data
- Individual schools may be locked. This may be a useful tracking tool, but is not required.
- A district submission is not complete until a district lock is successful. Locking all individual schools is not equivalent to a district lock.

How to: Lock School Records

While each individual school in a district can be locked, locking all individual schools is not equivalent to a district lock. Data submission is not complete for a district until a district lock is completed successfully.

- 1) From the Main Menu select the **Summary of Schools** hyperlink.
- 2) From the **Summary of Schools** screen, click the **Lock** button. The Lock icon is replaced by a Cancel Lock icon.

How to: Lock and Submit the CWCS Collection

- 1) From the Main Menu select the **Summary of Schools** hyperlink.
- 2) From the Summary of Schools click the **Lock** button. The Lock icon is replaced by a Cancel Lock icon.
- 3) Select the **Lock** icon again to continue. The Cancel Lock icon is available while the District is waiting to process.
- 4) To review the status of the Lock, return to the Process Status screen. If the status of a Lock is listed as 'Failure, an Error or Warning may have been found during the lock process. Review the Error and Warning Summary Reports to find and correct these issues.

If Lock and Submit succeeds, but data is later found to be incomplete or inaccurate, and if district data are not locked, a district All Functions user may click on the 'Unlock' icon for the appropriate school so new data may be submitted.

The 'Unlock' icons are no longer available from the Summary of Schools once a district is locked. No data within the district may be modified at this time. Only DPI may unlock a district.

 *Certain functions are temporarily unavailable because a process such as validation or file upload is in progress.*



File Upload

As with other ISES online applications, CWCS has two options for entering CWCS data: 1) File Upload, using a file generated by a Student Information System, or 2) manual entry, using the Summary of School screens. The Summary of Schools screens are made up of Course/Teacher and Student entry screens. Once initial data is uploaded or entered into CWCS, the Summary of Schools screens are also used to modify data.

There are two record types in CWCS: Course/Teacher and Student Completion. **Course/Teacher data must be submitted and any Info, Error, and Warnings resolved prior Student Completion submission as student records build off of Course and Teacher data.**

Districts and schools have several options for uploading data within a file: all schools for all terms, multiple schools with multiple terms, an individual school with multiple terms, and multiple schools with one term.

Here are sample load file names using the Cadott school district number:

CWCS Course and Teacher Data File (WCL)

- S_0870_0000_02212011_WCL_00001.CSV

- S_0870_0000_02212011_WCL_00001.XML

CWCS Student and Completion Data File (WSL)

- S_0870_0000_02212011_WSL_00001.CSV

- S_0870_0000_02212011_WSL_00001.XML

For more information regarding file naming or file layouts refer to the CWCS Interface specifications: <http://dpi.wi.gov/lbstat/cwcsspec.html>

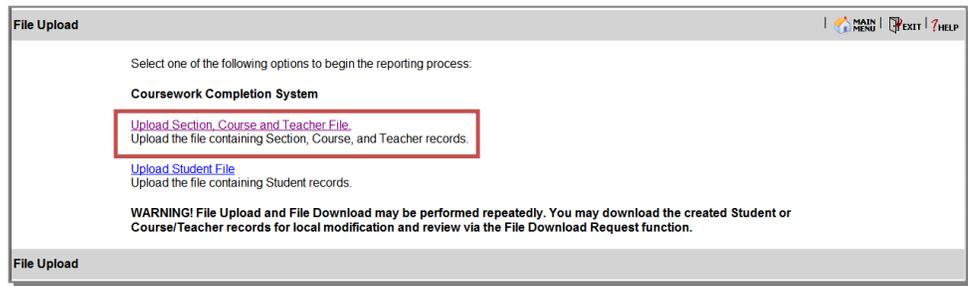
How to: Upload Course and Teacher or Student and Completion Files

- 1) From the **Main Menu**, select the **File Upload** hyperlink to open the File Upload selection screen containing two options:
 - Upload Section, Course and Teacher File
 - Upload Student File
- 2) Select the **Upload Section, Course and Teacher File** hyperlink to open the File Upload Course/Teacher screen.
 - Remember: Course/Teacher data must be submitted, Error and Warnings free prior to submission of Student data.

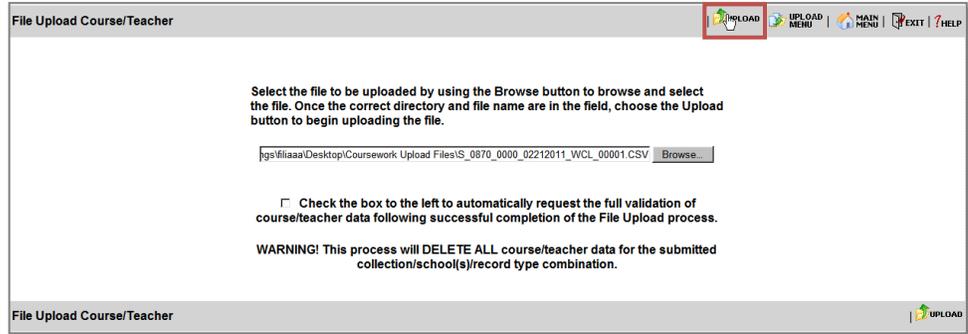
⚠ *If you do not have files for data submission, refer to this User Guide's Summary of Schools section to input Course/Teacher and Student records.*

⚠ *These examples indicate 0000 or All Schools/District files. Individual school files can also be uploaded.*

 When resubmitting a file on the same day, change **only** the five digit sequence number. In this example the number is 00001.



- 3) Click the **Browse** button and navigate to upload file.
- 4) Click the **Upload** graphic to upload file to CWCS.



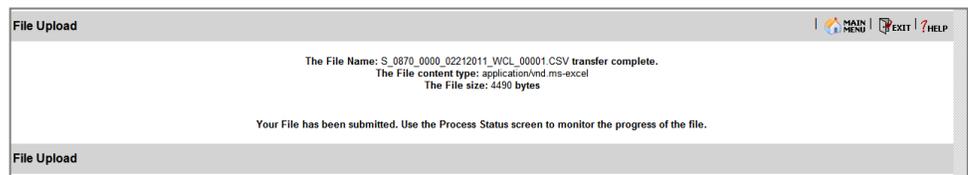
Validation During File Upload

Notice this screen includes a checkbox which allows users to choose whether or not the system performs a full validation during file upload. Refer to the Validation section of the User Guide for instructions on this function as it is important to run validation prior to school or district lock.

Limited validations run at the time of course and teacher file upload. Once the school submits an error free file, all of the course and teacher information for the school is stored in the CWCS database. More complex validations are performed during the “Validate” Process.

Submission Message: No Existing Records

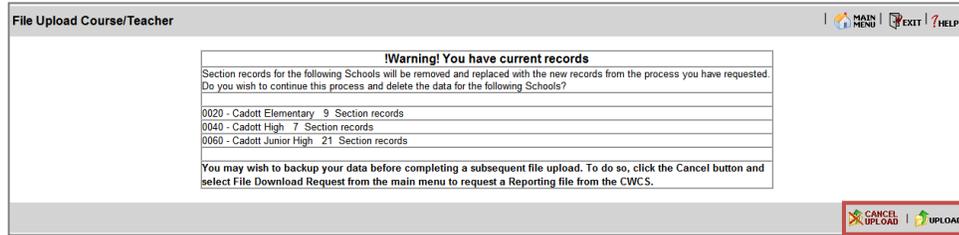
The following message displays indicating a file has been submitted. Verify the file size is greater than 0. If the file size is 0, the file must be renamed and uploaded again.



Submission Message: Existing Records

The following warning appears when a school or schools has existing records. These records are removed and replaced with new records as a result of the upload Acknowledged Warnings are deleted as well.

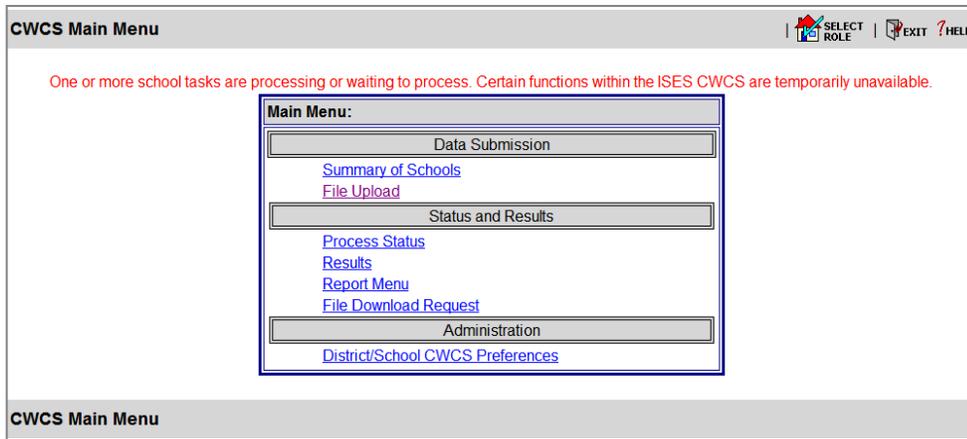
To back out of the File Upload process, click the Cancel Upload graphic.



! When a file is successfully uploaded, CWCS creates a backup file. This file is available from the Process Status screen.

Processing Message

The following message appears at the top of the CWCS Main Menu screen during File Upload indicating that the system is processing and certain functions within the CWCS are temporarily unavailable.





Review Process Status and Results

The Process Status and Results screens are the logical steps following a File Upload as they are used to determine if a file is done processing and if the file upload was a success. They are also an essential part of data validation and locking.

Process Status

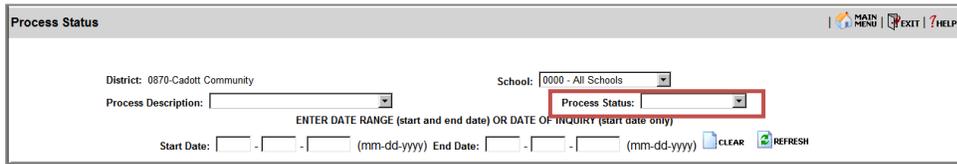
The Process Status screen displays information about the status of upload files as well as processes initiated, such as validations or locks.

As with the Results screen, a number of filter options are available on the Process Status screen to refine a search and display a specific set of results.

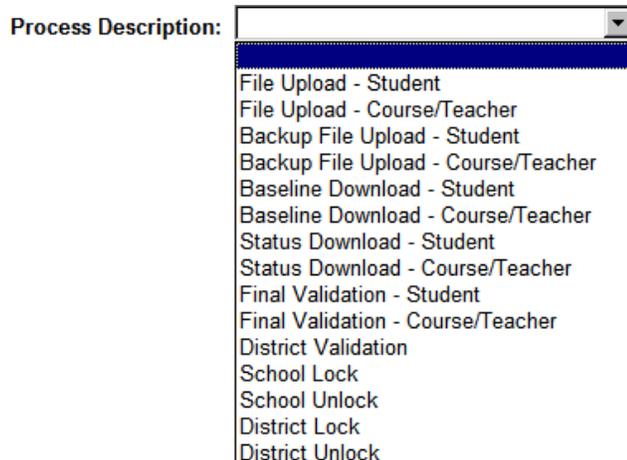
District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the ‘0000 – All Schools’ to view the district wide results.

Start and End Dates (Optional) – retrieve processes on a specific date by entering a start date field. To return to a list of processes during a range of dates entering dates in the start and end date fields. Use MM-DD-YYYY format. Start Date is optional – however, Start Date must be entered if End Date is specified.



The screenshot shows the 'Process Status' interface. At the top right, there are navigation icons for 'MAIN MENU', 'EXIT', and 'HELP'. Below these, the 'District' is set to '0870-Cadott Community'. The 'School' dropdown is set to '0000 - All Schools'. The 'Process Description' dropdown is currently empty, and the 'Process Status' dropdown is also empty. Below these are fields for 'Start Date' and 'End Date' in MM-DD-YYYY format, with a 'CLEAR' button and a 'REFRESH' button. A red box highlights the 'Process Status' dropdown menu.



The screenshot shows the 'Process Description' dropdown menu. The menu is open, displaying a list of process types. The items in the list are: File Upload - Student, File Upload - Course/Teacher, Backup File Upload - Student, Backup File Upload - Course/Teacher, Baseline Download - Student, Baseline Download - Course/Teacher, Status Download - Student, Status Download - Course/Teacher, Final Validation - Student, Final Validation - Course/Teacher, District Validation, School Lock, School Unlock, District Lock, and District Unlock.

Process Description (Optional) – click the Process Descriptions dropdown and select a process description.

- **File Upload** – select this option to view the status of Section, Course and Teacher or Section, Student and Completion files submitted to CWCS via File Upload.
- **Backup File Upload** – select this option to view the status of Section, Course and Teacher or Section, Student and Completion Backup files of existing CWCS records. A backup is initiated automatically after a successful File Upload.
- **Baseline Download** – select this option to view the status of Section, Course and Teacher or Section, Student and Completion Baseline Download files created from the File Download screen.
- **Status Download** – select this option to view all data elements in the CWCS database and four WSLs elements.
- **Final Validation** – select this option to view the status of a school level validation request.
- **District Validation** – select this option to view the status of validations initiated from the Summary of Schools screen for an entire district or during File Upload. By selecting the Perform Final Validation checkbox the Summary of Schools, the Student Record List, and the Section Record List screens display for an individual school.
- **School Lock** – select this option to view the status of a School Lock initiated from the Summary of Schools Screen.
- **School Unlock** – select this option to view the status of a School Unlock initiated by the DPI.
- **District Lock** – select this option to view the status of a District Lock initiated from the Summary of Schools screen.
- **District Unlock** – select this option to view the status of a District unlock as performed from the Summary of Schools screen.

Process Status:

- Cancelled
- District Lock
- District Unlock
- Failure
- File Available
- Processing
- Reports Available
- Request Submitted
- Results Available
- School Lock
- Success
- System Failure
- Waiting To Process

Process Status (Optional) – click the Process Status dropdown and select an option. The process statuses include:

- **Cancelled** – process was cancelled by a local user (Validation, Lock and Submit or File Upload)
- **District Lock** – all records within the district are locked; modification is not allowed (Lock and Submit)
- **District Unlock** – districts cannot perform this function; but the district unlock appears if requested by the DPI Help Desk
- **Failure** – Lock and Submit process was initiated for an individual school or the entire district, but failed because errors or unacknowledged warnings exist (Lock and Submit), or a file was uploaded via File Upload but failed due to errors in the file.
- **File Available** – a Backup – File Upload process has occurred and the file may be viewed or downloaded (Backup – File Upload)
- **Processing** – process in progress (File Upload or Validation)
- **Reports Available** – Validation process is complete and the CWCS Error, Warning and Info Reports are ready for review or a File Download Request is complete (Validation, File Download Request)
- **Request Submitted** – File Download is requested, but not yet processing

- **Results Available** – File Upload process has completed processing and the results may now be viewed using the Results screen (File Upload)
- **School Lock** – all records within the school are locked; modification is not allowed (Lock and Submit)
- **Success** – process was a success
- **System Failure** – system failed during a process
- **Waiting for Processing** – process initiated and is waiting to begin processing (File Upload or Validation)

🔗 How to: View Process Status Information

- 1) From the **Main Menu**, select the **Process Status** hyperlink.
- 2) From the School drop down list, select one of the following:
 - ‘0000 – All Schools’ to view district wide processes
 - A specific school to view processes for that school
- 3) Use the remaining optional criteria from the Process Status screen to filter results based on:
 - Process Description
 - Process Status
 - Start and End Dates
- 4) Click the **Refresh** graphic to view a list of function and file processes meeting the selection criteria displays.

📌 To view the status of ALL processes do not select any filters - click the Refresh graphic.

| Process Description | School | Process Date | File Name | Status |
|-------------------------------------|-------------------------|---------------------|------------------------------------|--------------------|
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 22:08:25 | S_0870_0000_02212011_WCI_00002.CSV | Waiting To Process |
| Backup File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 17:34:59 | B_0870_0000_02212011_WCI_00001.CSV | Results Available |
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 17:34:59 | S_0870_0000_02212011_WCI_00001.CSV | Results Available |
| Baseline Download - Course/Teacher | 0000 - Cadott Community | 02-21-2011 16:51:28 | S_0870_0000_02212011_WCB_00001.CSV | File Available |
| Status Download - Student | 0040 - Cadott Hi | 02-17-2011 15:17:41 | S_0870_0040_02172011_WSS_00009.CSV | File Available |
| Status Download - Course/Teacher | 0040 - Cadott Hi | 02-17-2011 15:07:52 | S_0870_0040_02172011_WCS_00008.CSV | File Available |
| File Upload - Student | 0020 - Cadott El | 02-04-2011 18:31:16 | S_0870_0020_02042011_WSI_00007.CSV | Failure |
| Status Download - Student | 0020 - Cadott El | 02-04-2011 18:17:36 | S_0870_0020_02042011_WSS_00002.CSV | File Available |
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-04-2011 16:24:08 | S_0870_0000_02042011_WCI_00005.CSV | Cancelled |

The following information is available for each result:

- **Process Description** – short description of the process
- **School** – number and name of the school for which the process was initiated

- **Process Date** – date and time the process was initiated
- **File Name** – name of the file (if any) associated with the process
- **Status** – short description of the process status

Frequently, one process automatically initiates an additional process or processes. For example, when Final Validation is requested, three processes are initiated: System (System Lock), Validation and System (System Unlock).

When a process is initiated for the entire district or a file is uploaded that contains multiple schools, System and Validation processes for each individual school displays.

Process Status Hyperlinks

A file name hyperlink provides a link to view the file contents. The Process Status screen provides this option for File Upload and Backup files. A backup file is created for a school with existing CWCS data when the File Upload process is completed successfully using the File Upload screen.

How to: View a File from the File Name Hyperlink

XML File

- 1) From the Process Status screen, click a file name hyperlink in the File Name column. The file displays in a new browser window.

```

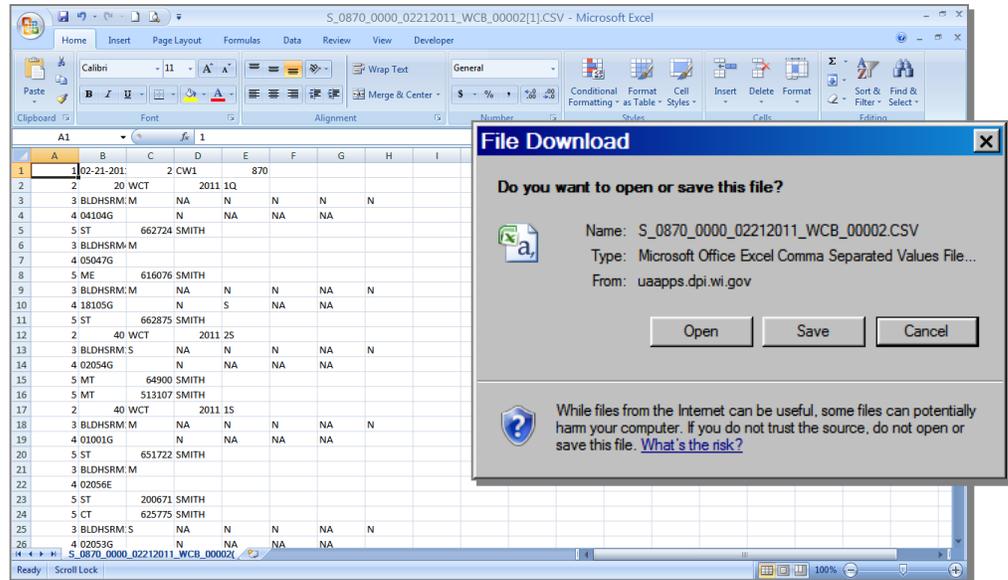
<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
<!DOCTYPE CWCS_TRANS (View Source for full doctype...)>
- <CWCS_TRANS>
  <DTG>02-21-2011 22:45:25 CST</DTG>
  <SEQ_NUM>00003</SEQ_NUM>
  <COLLECTION>CW1</COLLECTION>
  <DISTRICT>0870</DISTRICT>
- <SCHOOLS>
  <SCHOOL>0020</SCHOOL>
  <RECORD_TYPE>WCT</RECORD_TYPE>
  <YEAR>2011</YEAR>
  <TERM>1Q</TERM>
- <SECTION>
  <SECTION_ID>BLDEL324GLKLA</SECTION_ID>
- <COURSE>
  <COURSE_CODE>01E01B</COURSE_CODE>
</COURSE>
- <TEACHER>
  <TEACHER_ROLE>ST</TEACHER_ROLE>
  <ED_FILE_NUMBER>691240</ED_FILE_NUMBER>
  <LAST_NAME>VANG</LAST_NAME>
</TEACHER>

```

- 2) Click the **Back** button to return to the Process Status screen.

CSV File

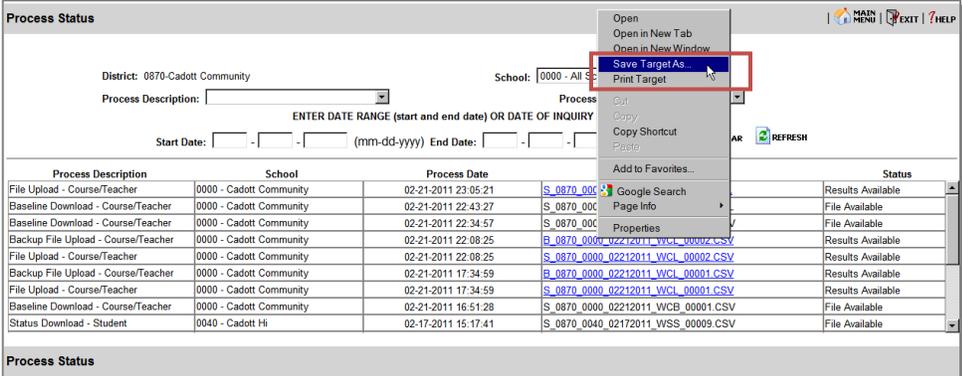
- 1) From the **Process Status** screen, click a **file name** hyperlink in the File Name column. The File Download box opens with options to Open or Save the file.
- 2) Click the **Open** button to display the CSV file in a spreadsheet program
- 3) Close the spreadsheet program and return to the Process Status screen.



NOTE: Do not make changes to the file here. There is a very specific procedure to follow that works with CWCS and other CSV files containing leading zeros in Excel. See the following url for a document containing this procedure: <http://dpi.wi.gov/lbstat/datacsvfile.html>

📖 How to: Download a File from the File Name Hyperlink

- 1) From the **Process Status** or **Results** screens, right-click the **File Name** hyperlink and select the **Save Target As...** option.



The screenshot shows the 'Process Status' interface. At the top, there are filters for District (0870-Cadott Community) and School (0000 - All Schools). Below these are fields for Process Description and Date Range. A table lists various process entries with columns for Process Description, School, Process Date, and Status. A right-click context menu is open over a file name hyperlink in the table, with 'Save Target As...' highlighted. Other menu options include 'Open', 'Open in New Tab', 'Print Target', 'Out', 'Copy', 'Copy Shortcut', 'Paste', 'Add to Favorites...', 'Google Search', 'Page Info', and 'Properties'. A 'REFRESH' button is visible to the right of the table.

| Process Description | School | Process Date | Status |
|-------------------------------------|-------------------------|---------------------|-------------------|
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 23:05:21 | Results Available |
| Baseline Download - Course/Teacher | 0000 - Cadott Community | 02-21-2011 22:43:27 | File Available |
| Baseline Download - Course/Teacher | 0000 - Cadott Community | 02-21-2011 22:34:57 | File Available |
| Backup File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 22:08:25 | Results Available |
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 22:08:25 | Results Available |
| Backup File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 17:34:59 | Results Available |
| File Upload - Course/Teacher | 0000 - Cadott Community | 02-21-2011 17:34:59 | Results Available |
| Baseline Download - Course/Teacher | 0000 - Cadott Community | 02-21-2011 16:51:28 | File Available |
| Status Download - Student | 0040 - Cadott Hi | 02-17-2011 15:17:41 | File Available |

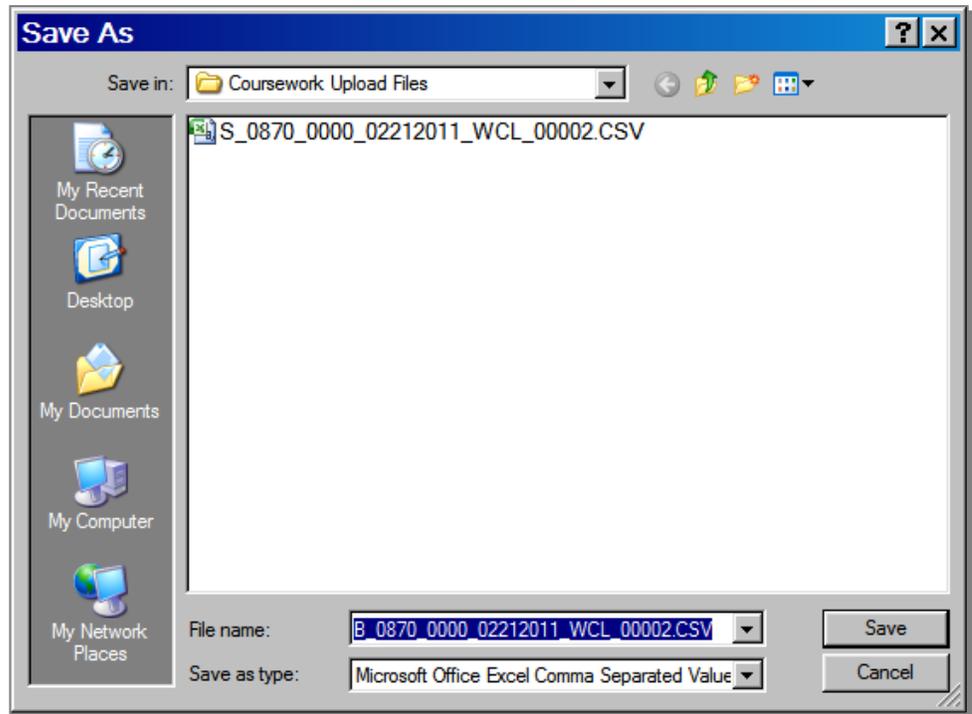
- 2) Save the file to a directory designated by your SIS vendor or your district/school and click the **Save** graphic.

Retrieve Records from Backup

A backup file is created for a school with existing CWCS data each time the File Upload process is completed. This backup file contains CWCS data used to upload back to the CWCS system allowing schools and districts a way of recovering data. To use this file, you must first download it to your computer.

📖 How to: Retrieve Records from Backup

- 1) From the **Process Status** screen, select a school from the **School** dropdown list.
- 2) From the Process Description dropdown list, select **Backup – File Upload**.
- 3) Click the **Refresh** graphic. This action displays a list of all backup files created by the CWCS system in the Process Status list. Names of the backup files are nearly identical to the corresponding uploaded files.
- 4) Right-click the desired File Name hyperlink and select **Save Target As...**
- 5) Save the file to a directory designated by your SIS vendor or your district/school.
- 6) Select the folder in the directory (such as: c:\CWCS\RESULTS*) and click the **Save** button.



- 7) In order to upload the file and recover your CWCS data, the file name must be changed. Right-click on the file and replace the file type **WCB** with **WCL** and click **OK**.
- 8) When resubmitting on the same date, change the **five digit sequence** number in the file and the file name.
- 9) Upload the 'new' data file using the **File Upload** screen.

Results

The Results screen provides files produced within the CWCS system to be viewed and/or downloaded.

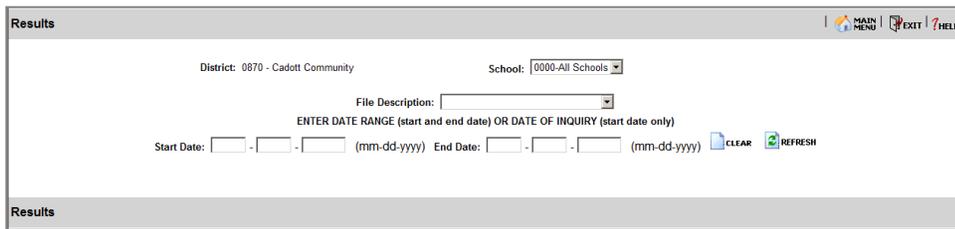
As with Process Status, a number of filter options are available on the Results screen to refine a search and display a specific set of results.

There are four types of result files:

District – defaults to your district and cannot be changed on this screen

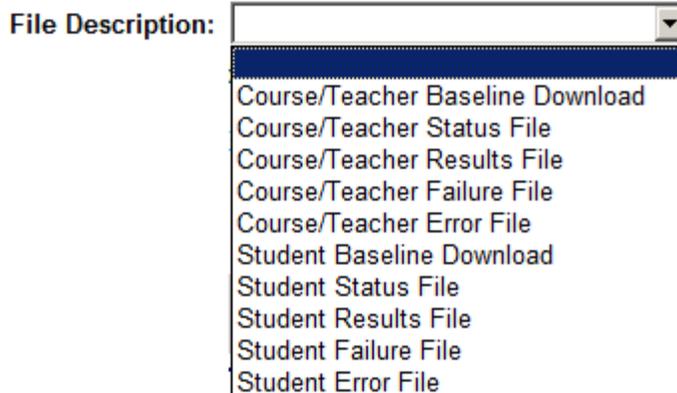
School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the '0000 – All Schools' to view the district wide results.

Start and End Dates (Optional) – retrieve processes on a specific date by entering a start date field. To return a list of processes during a range of dates – enter dates in the start and end date fields. Format is MM-DD-YYYY. Start Date is optional – however, Start Date must be entered if End Date is specified.



The screenshot shows the 'Results' screen with the following elements:

- District: 0870 - Cadott Community
- School: 0000-All Schools
- File Description: [Dropdown menu]
- ENTER DATE RANGE (start and end date) OR DATE OF INQUIRY (start date only)
- Start Date: [] - [] - [] (mm-dd-yyyy)
- End Date: [] - [] - [] (mm-dd-yyyy)
- CLEAR button
- REFRESH button



The close-up shows the 'File Description' dropdown menu with the following options:

- Course/Teacher Baseline Download
- Course/Teacher Status File
- Course/Teacher Results File
- Course/Teacher Failure File
- Course/Teacher Error File
- Student Baseline Download
- Student Status File
- Student Results File
- Student Failure File
- Student Error File

File Description – (Optional) – click on the dropdown arrow and select a file description.

– **Course and Teacher or Student Baseline Download** – select this option to open or save a Baseline Download Files. This file is created from the File Download Request screen, has the same format as the Load file, and can be used to add and/or modify data for re-upload to CWCS using File Upload.

Do not modify a csv file from a spreadsheet application as this will alter required formatting such as the stripping of leading zeros. Refer to the following document to ensure the csv file formatting is not altered:

<http://dpi.wi.gov/lbstat/datacsvfile.html>

○ **Course and Teacher Baseline Download Files**

- S_0870_0000_04012011_WCB_00001.csv
- S_0870_0000_04012011_WCB_00001.xml

○ **Student and Completion Baseline Download Files**

- S_0870_0000_04012011_WSB_00001.csv
- S_0870_0000_04012011_WSB_00001.xml

– **Course and Teacher or Student Status File** – The record status helps identify the specific records that caused the Load File to fail during upload. File status Success indicates that the CWCS Load File processed successfully and that all records were inserted into the database. File Status Failure indicates that NONE of the records in the Load File were inserted into the database so all of the records must be resubmitted. Record Status is listed below the File Status.

○ **Course and Teacher Status Files**

- S_0870_0000_04012011_WCS_00001.csv
- S_0870_0000_04012011_WCS_00001.xml

○ **Student and Completion Status Files**

- S_0870_0000_04012011_WSS_00001.csv
- S_0870_0000_04012011_WSS_00001.xml

- **Course and Teacher or Student Results File** – select this option to determine if an upload file is a success or failure. SUCCESS indicates that the file uploaded successfully, it does not reflect the result of the validation process required before data is locked in the CWCS web application. This file is generated in HTML format for every file that is processed.
 - o **Course and Teacher Load Result Report**
 - R_0870_0000_04012011_WCL_00001.html
 - o **Student and Completion Load Result Report**
 - R_0870_0000_04012011_WSL_00001.html
- **Course and Teacher or Student Failure File** – select this option to determine which records violated file upload business rules and the reason for the error. Only records that have Errors are listed in the Result File. A Record Error always prevents data in the record from being updated in the database. A Record Error indicates that a value in that record did not pass the business rule for the specified field (see CWCS Interface Specifications section B.2 for more information).

A Failure File is also generated to provide this information in a downloadable file. Details provided about any record Error include information to identify the errant record, the relevant Data Element Value, Line, or Data Element of the relevant record, and Reason for the record Error. The Reason is a link to a further explanation of the Error. Districts and schools can use the Load Result Report to go to the local SIS, correct the field(s) in question, and generate a new file.

- o **Course and Teacher Load Failure File**
 - S_0870_0000_04012011_WCF_00001.csv
 - S_0870_0000_04012011_WCF_00001.xml
- o **Student and Completion Load Failure File**
 - S_0870_0000_04012011_WSF_00001.csv
 - S_0870_0000_04012011_WSF_00001.xml
- **Course and Teacher or Student Error File** – this file indicates there was a significant problem with an upload file. Contact you SIS vendor or local technical staff for assistance. Also, refer to the User Guide section: Recovering from File Upload Failure later in the document.

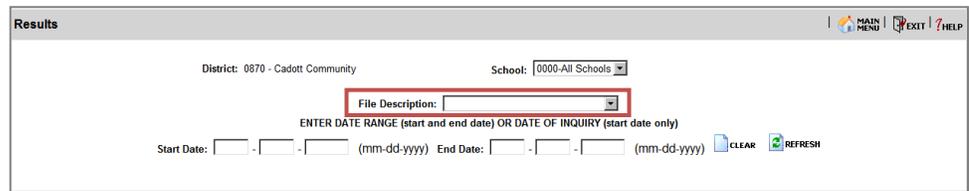
For more information regarding file naming or file layouts refer to the CWCS Interface specifications:

- <http://dpi.wi.gov/lbstat/cwcsspec.html>

🔗 How to: Open Result Reports

- 1) From the **Main Menu**, select the **Results** hyperlink.
- 2) From the School drop down list, select one of the following:
- 3) '0000 – All Schools' to view district wide processes
- 4) A specific school to view processes for that school
- 5) Use the remaining optional criteria from the Results screen to filter results based on:
- 6) File Descriptions
- 7) Start and End Dates
- 8) Click the **Refresh** graphic to view a list of function and result files meeting the specified selection criteria display.

📌 To view the status of ALL results do not select any filters - click the **Refresh** graphic.



The screenshot shows the 'Results' interface. At the top right, there are navigation icons for 'MAIN MENU', 'EXIT', and 'HELP'. Below these, the 'District' is set to '0970 - Cadott Community' and the 'School' is set to '0000-All Schools'. A 'File Description' dropdown menu is highlighted with a red box. Below this, there is a prompt to 'ENTER DATE RANGE (start and end date) OR DATE OF INQUIRY (start date only)'. At the bottom, there are input fields for 'Start Date' and 'End Date' in 'mm-dd-yyyy' format, along with 'CLEAR' and 'REFRESH' buttons.

The following information is available for each result:

- **File Description** – file process
- **File Name** – name of the file associated with the results
- **Date** – date and time the process was initiated
- **School Description** – number and name of the school for which the process was initiated
- **Course and Teacher or Student Error File** – The presence of Course and Teacher or Student Error file indicates that there was a significant problem with an uploaded file. Contact your SIS vendor or your local technical staff member for assistance. Also, see the section titled Recovering from File Upload Failure later in this document.

Result Screen Hyperlinks

A file name hyperlink provides a link to view the file contents. The Results screen provides this option for various Results files.

How to: View a File from the File Name Hyperlink

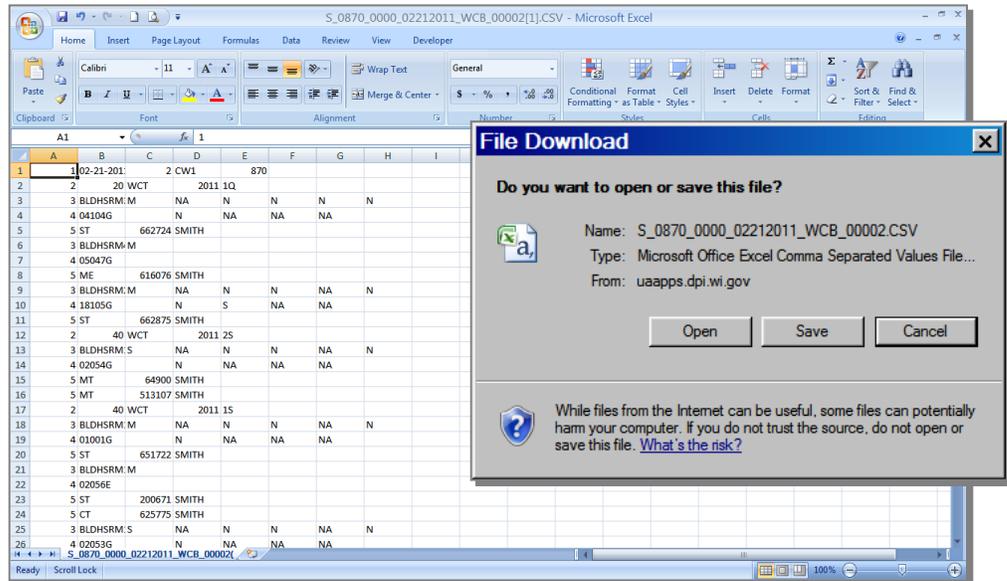
XML File

- 1) From the **Result** screen, click a **file name** hyperlink in the File Name column. The file displays in a new browser window.
- 2) Click the **Back** button to return to the Results screen.

```
<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
<!DOCTYPE CWCS_TRANS (View Source for full doctype...)>
- <CWCS_TRANS>
  <DTG>02-21-2011 22:45:25 CST</DTG>
  <SEQ_NUM>00003</SEQ_NUM>
  <COLLECTION>CW1</COLLECTION>
  <DISTRICT>0870</DISTRICT>
- <SCHOOLS>
  <SCHOOL>0020</SCHOOL>
  <RECORD_TYPE>WCT</RECORD_TYPE>
  <YEAR>2011</YEAR>
  <TERM>1Q</TERM>
- <SECTION>
  <SECTION_ID>BLDELRM324GLKLA</SECTION_ID>
- <COURSE>
  <COURSE_CODE>01E01B</COURSE_CODE>
</COURSE>
- <TEACHER>
  <TEACHER_ROLE>ST</TEACHER_ROLE>
```

CSV File

- 1) From the **Result** screen, click a **file name** hyperlink in the File Name column. The File Download box opens with options to Open or Save the file.
- 2) Click the **Open** button to display the CSV file in a spreadsheet program
- 3) Close the spreadsheet program and return to the Results screen.



NOTE: Do not make changes to the file here. There is a very specific procedure to follow to work with CWCS and other CSV files containing leading zeros in Excel. See the following url for a document containing this procedure:

<http://dpi.wi.gov/lbstat/datacsvfile.html>

HTML File

- 1) From the **Results** screen, click the **file name** hyperlink in the File Name column. The file displays in a new browser window.
- 2) Click the **Back** button to return to the Results screen.

The screenshot shows a web browser window displaying an error page from the 'Wisconsin Coursework Completion System'. The page contains the following information:

District Number: 0870 - Cadott Community
School Number: 0870 - Cadott Community
File Name: R_0870_0000_02212011_WCL_00003
Status: FAILURE

| Data Element | Given Value | School | Term | Section ID | Course Code | Educator File Number |
|--------------|-------------|--------|------|-----------------|-------------|----------------------|
| TEACHER_ROLE | 0060 | 0060 | 1S | BLDJRGL8RM104LA | | 136450 |
| TEACHER_ROLE | 0060 | 0060 | 1S | BLDJRGL8RM105LA | | 037249 |

Below the table, there are three error messages: 'ERROR - Though the XML tag is provided, the value TEACHER_ROLE is missing.' for each row in the table.

🔗 How to: Recover from File Upload Failure

When a file upload generates a Load Result Report with the status of FAILURE, review the FAILURE notices for each record. All Errors must be corrected and Warnings reviewed and acknowledged. Data corrections should be made within the local SIS in order to generate a new file for upload. Possible Solution for a File Upload Failure:

Was an Error file generated or does the Results File indicate the file was improperly formatted?

- If so, the file does not adhere to the layout and formatting as published in the CWCS Interface Specifications, which can be found at the following url: <http://dpi.wi.gov/lbstat/cwcsspec.html>. Consult your vendor or the technical staff responsible for the local SIS.

Does the failure notice state that the file length is incorrect for a CSV file?

- If so, verify that all rows contain the correct number of elements.

Was the CSV file opened in a spreadsheet tool such as MS Excel after being generated from the local SIS or a CWCS File Download Request?

- If yes, open the file in a simple document tool such as MS Notepad.
- Does the first line begin with 1, or 01?
- If so, then leading zeros have been stripped from the file and the file is unusable in the CWCS. The file must be recreated. Use the following instructions to modify a file and retain leading zeros and other formatting using MS Excel:

<http://dpi.wi.gov/lbstat/datacsvfile.html>

Was the file modified in any way after it was generated from the local SIS or the CWCS File Download Request?

- If yes, then review modified data elements to verify that affected XML tags are well-formed and that valid characters have been used (CSV and XML files). Refer to CWCS Interface Specifications for both XML and CSV files: <http://dpi.wi.gov/lbstat/cwcsspec.html>

Is the source of the file failure still unknown?

- Contact your local SIS support staff for further assistance.

Does the file contain special characters?

- Special characters ! @ # \$ % ^ * () { } are not accepted in local course title or section id fields. Section ID also **does not** accept spaces or blanks, whereas Local Course Title accepts spaces.

📌 *It is recommended that you do not manually create a file for upload or revision.*

Vertical line

File Download

Review Data Accuracy and Completeness

CWCS data must be reviewed for accuracy and completeness before final submission to the DPI. Validation alone is not enough to ensure that your data is complete and accurate—data must be manually reviewed by district staff. Whether access to the on-line application is granted to such reviewers or a File Download Request is generated and distributed, the appropriate district staff must review the aggregate data. District staff responsible for the day to day tasks in the WSLs and ISES may not be the same staff responsible to review accuracy and completeness of CWCS data.

A Baseline Data File is created from the File Download Request screen, has the same format as the Load file, and can be used to add and/or modify data for re-upload to CWCS using File Upload.

A Reporting Data File is created from the File Download Request screen as a snapshot of the current data within the CWCS database. Status Files Contain: Section, course and teacher data; section, student and completion data; fields populated from WSLs data; error, warning and informational messages; validation status information.

When to Request a File Download File

Request a download file if you have created data (Individual Section and/or Student Record screens) and wish to add and modify data for subsequent file upload in addition to or in place of manual on-line data entry.

Request a download file if you have previously uploaded data (File Upload) and wish to add and modify data for subsequent file upload in addition to or in place of manual on-line data entry.

Request a download file if you want to reconcile this CWCS data with your local Student Information System (SIS). Data added on-line will be included in the Baseline Data File you download and can be used in subsequent file uploads so these data are not deleted.

 *The file is not generated immediately and may take some time to appear in the Results screen.*

Baseline Data Filename Format

Course and Teacher Baseline Download Files

- S_0870_0000_04012011_WCB_00001.csv
- S_0870_0000_04012011_WCB_00001.xml

Student and Completion Baseline Download Files

- S_0870_0000_04012011_WSB_00001.csv
- S_0870_0000_04012011_WSB_00001.xml

Reporting Data Filename Format

Course and Teacher Status Files

- S_0870_0000_04012011_WCS_00001.csv
- S_0870_0000_04012011_WCS_00001.xml

Student and Completion Status Files

- S_0870_0000_04012011_WSS_00001.csv
- S_0870_0000_04012011_WSS_00001.xml

File Download Request

District: 0870-Cadott Community School: 0000-All Schools

Collection Year: 2010-2011-CW1 Record Type: Work Section, Course and Teacher-WCT

Baseline Data
Download existing current Student or Course/Teacher data for your School from CWCS. You may add Student or Course/Teacher records to this data and re-upload the file into CWCS using the File Upload selection.

Reporting Data
Download CWCS data for the selected school.

File Download Request SUBMIT

District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the ‘0000 – All Schools’ to view the district wide results.

Collection Year – option to filter current or most previous collection cycle

Record Type – option to filter by Section, Course and Teacher Files or Section Student files

How to: Create a Baseline or Reporting Data Download File

- 1) From the **Main Menu**, select the **File Download** hyperlink to open the File Download screen.

File Download Request

District: 0870-Cadott Community School: 0000-All Schools

Collection Year: 2010-2011-CW1 Record Type: Work Section, Course and Teacher-WCT

Baseline Data
Download existing current Student or Course/Teacher data for your School from CWCS. You may add Student or Course/Teacher records to this data and re-upload the file into CWCS using the File Upload selection.

Reporting Data
Download CWCS data for the selected school.

File Download Request SUBMIT

- 2) Select from the School and Collection Year drop down lists to refine results.
- 3) Click the **Record Type** drop down list, select one of the following:
 - 4) Section, Course and Teacher
 - 5) Section Student
 - 6) Select one of the following:
 - 7) Baseline Data option
 - 8) Reporting Data option
 - 9) Click the **Submit** graphic.

A message displays, at the top of the screen, indicating the File Download request was submitted and file name was generated by CWCS. Use this file name to locate the file on the Results screen.

How to: Open a File Download File

- 1) From the **Main Menu**, select the **Results** hyperlink.
- 2) From the Results screen select either the ‘**CWCS Baseline File Download**’ or ‘**CWCS Status File Download**’ from the File Description drop down list.
- 3) Click the **Refresh** icon to return the list of files to the screen.

- 4) Select the file name hyperlink in the File Name column to open the file.

- 5) If the file is an **XML** file, the file displays in a new browser window.
- 6) If the file is a **CSV** file, a prompt displays to open or save the file. Click Open to view the file. Close the spreadsheet.
- 7) Use the CWCS Interface Specifications as reference when reviewing this file. CWCS Interface Specifications for both CSV and XML files which can be found at the following url:
<http://dpi.wi.gov/lbstat/cwcsspec.html>

Results MAIN MENU | EXIT ? HELP

District: 0870 - Cadott Community School: 0000-All Schools

File Description: Course/Teacher Baseline Download

ENTER DATE RANGE (start and end date) OR DATE OF INQUIRY (start date only)

Start Date: - - (mm-dd-yyyy) End Date: - - (mm-dd-yyyy)

| File Description | File Name | Date | School Description |
|----------------------------------|--|------------------------|--------------------|
| Course/Teacher Baseline Download | S_0870_0000_05132011_WCB_00002.CSV | 05-13-2011 02:35:27 PM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_05132011_WCB_00001.CSV | 05-13-2011 11:05:24 AM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_02282011_WCB_00001.CSV | 02-28-2011 02:01:05 PM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_02242011_WCB_00001.CSV | 02-24-2011 05:30:51 AM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_02212011_WCB_00003.XML | 02-21-2011 10:45:26 PM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_02212011_WCB_00002.CSV | 02-21-2011 10:35:33 PM | 0000-All Schools |
| Course/Teacher Baseline Download | S_0870_0000_02212011_WCB_00001.CSV | 02-21-2011 04:55:34 PM | 0000-All Schools |

Results

Reports

There are three types of reports available within CWCS to assist districts and schools at various times during the process of submitting and locking data. First, Progress and Summary Reports are used to review data to used to determine accuracy. Second, there are several CWCS Process Queue reports used to determine where files are in the processing order. The third CWCS report type is made up of Informational, Error, and Warning messages used to determine file and record validity.

Progress and Summary Reports

There are three types of Progress and Summary Reports used to review and analyze local CWCS data.

The School Course Enrollment Report includes courses offered and student participation by school year and reporting term for grade levels K3–12 showing how many students were enrolled in a course by grade, term, and school. It also adds students by subject area in a specific grade, school, and term. This information can be analyzed at the district or individual school level. Data is rolled up to the true aggregate level through our Longitudinal Data System (LDS), similar to the data previously collected through PI-1215 Course Offerings Report. The records are then compiled by school year, broken out by student sub group completion and reported through WINSS for grade levels 6–12 by course title. This is currently the only data being reported from the Coursework Completion System publicly.

The Teacher Workload Report is an overview of educators reported through CWCS and their teaching assignments based on school year by each reporting term (semester, quarter, trimester, annual). The Teacher Workload Report can be compiled at the district or school level to quickly review educator workload based on a reporting term.

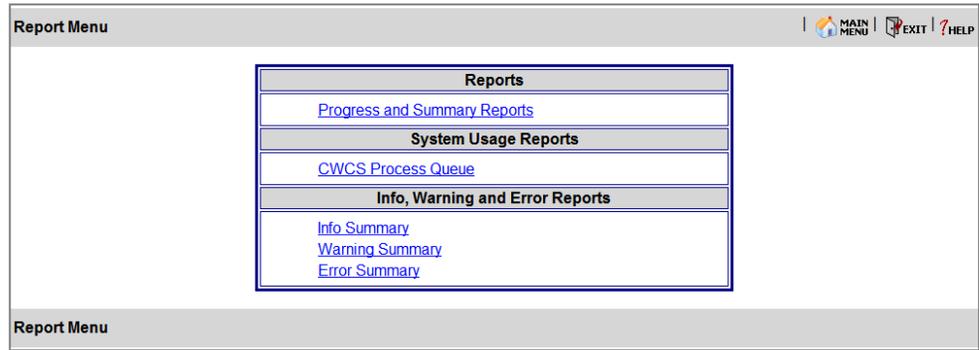
This information is also reported through the PI-1202 Fall Staff Report which addition, accounts for each district staff member and their current position, salary, fringe, local/total years of experience, and FTE.

The Section Review Report is an overview of course mappings that allow districts to take an inventory of curriculum taught based on school year, reporting term, section ID, teacher(s), course title and/or local course title. This data enables districts to quickly review the distribution of student placement within courses and teacher workload.

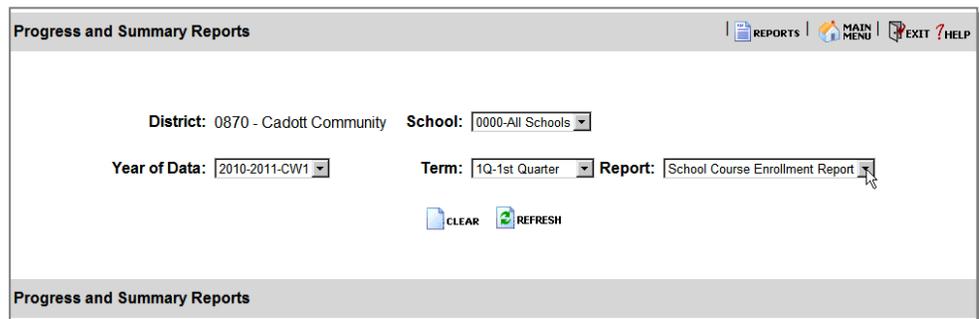
These reports, as part of the sub reporting screens, allows teams an overview of curriculum mapping scope and sequence for short and long-term planning to close the achievement gap meeting the needs of all learners.

How to: Access Progress and Summary Reports

- 1) From the **Main Menu**, select the **Reports** hyperlink to open the **Report Menu** screen.



- 2) From the **Report Menu**, select the **Progress and Summary** hyperlink to open the Progress and Summary screen.



District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the ‘0000 – All Schools’ to view the district wide results.

Year of Data – option to filter current or most previous collection cycle

Term – indicator for when the course is offered that varies by district, school, and/or grade level

Report – option to filter by School Course Enrollment Report, Teacher Workload Report, and Section Review Report

- 3) Select from the School, Year of Data, and Term drop down lists.
- 4) Select from the Report drop down list options:
 - School Course Enrollment Report
 - Teacher Workload Report
 - Section Review Report
- 5) Click the **Refresh** graphic to view results.

Teacher Workload Report

| Teacher Workload | | | | | | | | | | |
|------------------|----------------|--|--|--|--|--|--|--|--|--|
| Teacher Name | Ed File Number | Course Title | | | | | | | | |
| 0040-Cadott High | | | | | | | | | | |
| JOHNSON | 221346 | Miscellaneous -Alternative Education Programs General or Regular | English/Language Arts IV (12th grade) 01004 General or Regular | | | | | | | |
| JOHNSON | 091575 | Arabic IV 06724 Honors | | | | | | | | |
| SMITH | 200671 | Algebra II 02056 Enriched or Advanced | | | | | | | | |
| SMITH | 513107 | Algebra I-Part 1 02053 General or Regular | | | | | | | | |
| SMITH | 604926 | Arabic IV 06724 Honors | | | | | | | | |
| SMITH | 616076 | Miscellaneous -Alternative Education Programs General or Regular | Distribution and Logistics-Workplace Experience 20198 Enriched or Advanced | AP U.S. History 04104 Enriched or Advanced | | | | | | |

School Course Enrollment Report

| School Course Enrollment Report | | | | | | | | | | | | | | | | |
|---|-------|----|----|----|---|---|---|---|---|---|---|---|---|-------|----|----|
| Course Title | Grade | | | | | | | | | | | | | Total | | |
| | K3 | K4 | PK | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 |
| English Language and Literature | | | | | | | | | | | | | | | | |
| General Studies English Language and Literature | | | | | | | | | | | | | | | | 0 |
| Total By Subject Area | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mathematics | | | | | | | | | | | | | | | | |
| General Studies Mathematics | | | | | | | | | | | | | | | | 0 |
| Total By Subject Area | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Life and Physical Sciences | | | | | | | | | | | | | | | | |
| General Studies Life and Physical Sciences | | | | | | 1 | | | | | | | | | | 1 |
| Total By Subject Area | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Social Sciences and History | | | | | | | | | | | | | | | | |
| AP U.S. History 04104 | | | | | | | | | | | | | 1 | 1 | 2 | 4 |
| General Studies Social Sciences and History | | | | | | | | | | | | | | | | 0 |
| Total By Subject Area | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 | 4 |
| Fine and Performing Arts | | | | | | | | | | | | | | | | |
| Dance-Independent Study 05047 | | | | | | | | | | | | | 1 | | 2 | 3 |
| Total By Subject Area | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 3 |
| Agriculture, Food, and Natural Resources | | | | | | | | | | | | | | | | |

Section Review Report

| Section Review | | | | |
|----------------------------|----------------|----------------|--|--|
| Section ID | No of Students | No of Teachers | Course Title | Local Course Title |
| 0040-Cadott High | | | | |
| BLDHSRM101GL9THELA | 4 | 1 | English/Language Arts I (9th grade) 01001 | |
| BLDHSRM105GL10THALGEBRAII | 4 | 2 | Algebra II 02056 | |
| BLDHSRM111GL9THALGEBRAPRT1 | 4 | 2 | Algebra I-Part 1 02053 | |
| BLDHSRM601DUALEINROLLMENT | 1 | 1 | Distribution and Logistics-Workplace Experience 20198 | Apprenticeship at Dept of Transportation |
| BLDHSRM602DISTANCEED | 2 | 2 | Arabic IV 06724 | |
| BLDHSRM603VIRTUAL | 4 | 1 | Computer Graphics 10202 | |
| BLDHSRM997ALTED | 1 | 1 | English/Language Arts IV (12th grade) 01004,Miscellaneous-Alternative Education Programs | |

How to: Download a Progress and Summary Report

- 1) From the Report Menu screen, click the **Download** button to open the File Download dialog box.
- 2) Click the **Open** button to view the Progress and Summary Report in a spreadsheet program.

The screenshot shows an Excel spreadsheet with the following data:

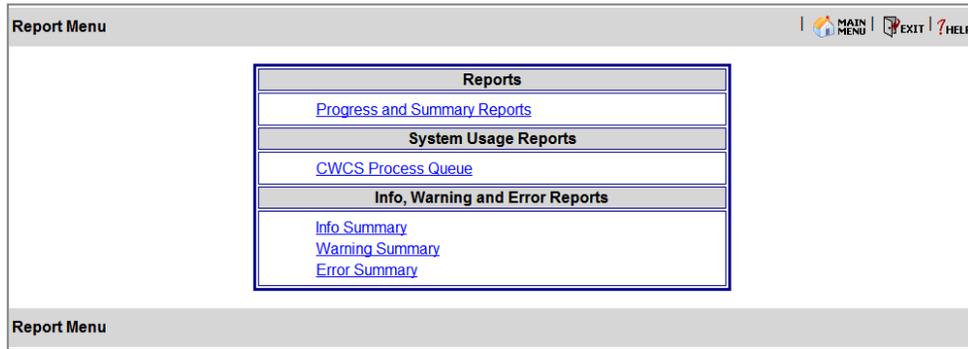
| | A | B | C | D | E |
|----|---|---|----|----|----|
| 1 | School Course Enrollment Report | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | Course Title | 9 | 10 | 11 | 12 |
| 5 | English Language and Literature | | | | |
| 6 | English/Language Arts I (9th grade) 01001 | 1 | 1 | 2 | 4 |
| 7 | English/Language Arts IV (12th grade) 01004 | | | 1 | 1 |
| 8 | Total By Subject Area | 1 | 1 | 2 | 5 |
| 9 | | | | | |
| 10 | Mathematics | | | | |
| 11 | Algebra I-Part 1 02053 | 1 | 1 | 2 | 4 |
| 12 | Algebra II 02056 | 1 | 1 | 2 | 4 |
| 13 | Total By Subject Area | 2 | 2 | 4 | 8 |
| 14 | | | | | |
| 15 | Social Sciences and History | | | | |
| 16 | AP U.S. History 04104 | | | 2 | 2 |
| 17 | Total By Subject Area | 0 | 0 | 0 | 2 |
| 18 | | | | | |
| 19 | Foreign Language and Literature | | | | |
| 20 | Arabic IV 06724 | | | 2 | 2 |
| 21 | Total By Subject Area | 0 | 0 | 0 | 2 |
| 22 | | | | | |
| 23 | Computer and Information Sciences | | | | |
| 24 | Computer Graphics 10202 | 1 | | 2 | 4 |
| 25 | Total By Subject Area | 1 | 0 | 2 | 4 |
| 26 | | | | | |
| 27 | Transportation, Distribution and Logistics | | | | |
| 28 | Distribution and Logistics-Workplace Experience 20198 | | | | 1 |
| 29 | Total By Subject Area | 0 | 0 | 0 | 1 |
| 30 | | | | | |
| 31 | Miscellaneous | | | | |
| 32 | Miscellaneous-Alternative Education Programs | | | 2 | 2 |
| 33 | Total By Subject Area | 0 | 0 | 0 | 2 |
| 34 | | | | | |

CWCS Process Queue Reports

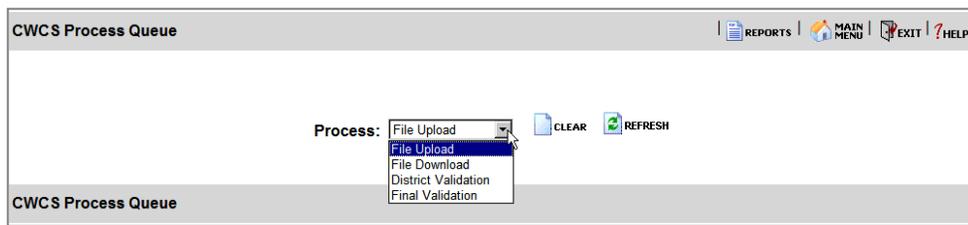
There are four types of CWCS Process Queue Reports used to determine the position in the CWCS processing queue during file upload and download as well as district and final validation.

How to: Access CWCS Process Queue Reports

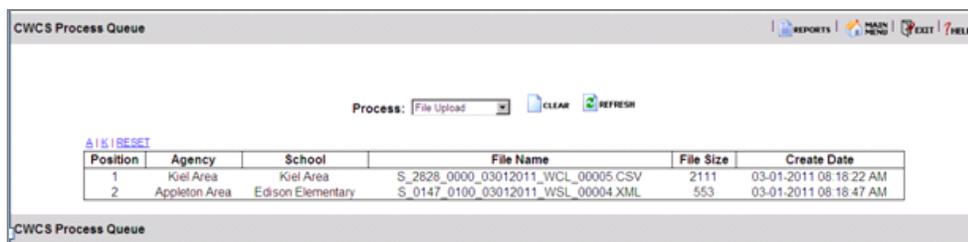
- 1) From the Main Menu, select the **Reports** hyperlink to open the **Report Menu** screen.



- 2) From the **Report Menu**, select the **CWCS Process Queue** hyperlink to open the CWCS Process Queue screen.



- 3) Select from the Process drop down list options:
 - File Upload
 - File Download
 - District Validation
 - Final Validation
- 4) Click the **Refresh** graphic to view results.



Info, Warning and Error Summary Reports

Three reports are generated in CWCS as a result of validations to course, teacher, and student data against business rules during the validation process.

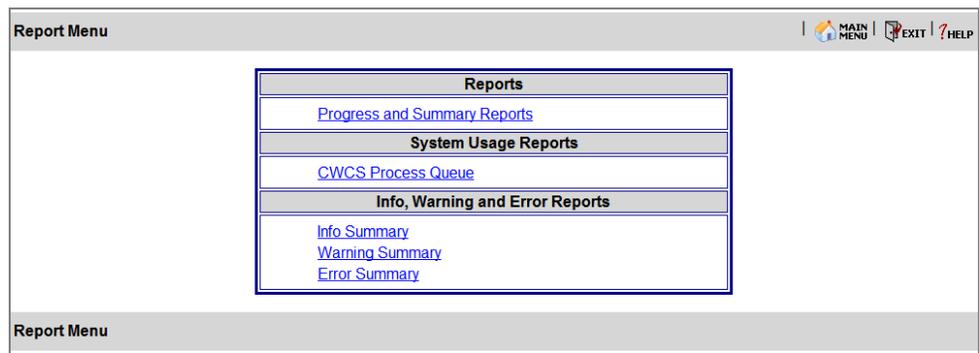
The Info Summary Report allows districts and schools to view Info messages generated from the validation process. An Info message is generated when the validation process changes the data in CWCS. **All Info messages should be reviewed promptly as they will not be retained during subsequent validations.**

The Error Summary Reports allow districts and schools to view Errors generated from the validation process. All Errors must be corrected before a district/school can be locked.

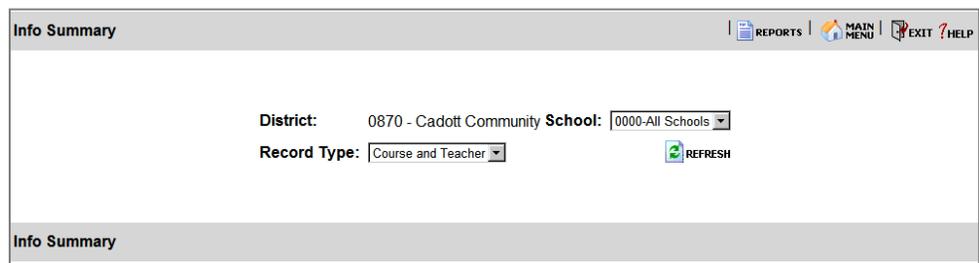
The Warning Summary Reports allow districts and schools to view and acknowledge Warnings generated from the validation process. **All Warnings must be acknowledged before a district/school can be locked.**

How to: View Info Messages

- 1) From the Main Menu, select the **Reports** hyperlink to open the **Report Menu** screen.



- 2) From the Report Menu, select the **Info Summary** hyperlink to open the first of two Info screens – the Info Summary screen.



*To view ALL results on Info, Warning and Error Summary screens do not select any filters - click the **Refresh** graphic.*

District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the '0000 – All Schools' to view the district wide results.

Record Type – option to filter by Course and Teacher or Student records

- 3) Select from the School drop down list.
- 4) Click the **Record Type** drop down list, select one of the following:
 - Section, Course and Teacher
 - Section Student
- 5) Click the **Refresh** button to view Info Messages in a table.
- 6) Click the **Info Message** hyperlink to view Info message details.
- 7) Click the **message** hyperlink to view the message detail.
- 8) Click the browser **Information Summary** or **the Reports** buttons to return to previous screens.

Info Summary

REPORTS | MAIN MENU | EXIT ? HELP

District: 0870 - Cadott Community School: 0040-Cadott Hi

Record Type: Work Section and Student-WS REFRESH

| Description | Total |
|---|-------|
| 'Grade Earned' reset to 'E', Exempt | 1 |

Info Summary

Info Detail

REPORTS | INFORMATION SUMMARY | MAIN MENU | EXIT ? HELP

- ['Grade Earned' reset to 'E', Exempt](#)

District: 0870 - Cadott Community School: 0040-Cadott Hi

Record Type: Student REFRESH

| WSN | Enroll Date | Section ID | Term | Field Value |
|----------------------------|-------------|---------------|------|-------------|
| 0040 - Cadott Hi | | | | |
| 1670011623 | 08-15-2010 | BLDHS999ALTED | A | |

Info Detail

Warning Summary Reports

As stated previously, each Report has the same functionality. However, the Warning Report provides additional functionality. This functionality allows districts and schools to view and acknowledge Warnings generated from the validation process. All Warnings must be acknowledged before a district/school can be locked by the district/school.

📖 **How to:** View and Acknowledge Warning Messages

- 1) From the **Report Menu**, select the **Warning Summary** hyperlink to open the Warning Summary screen.
- 2) Click the **Record Type** drop down list, select one of the following:
 - Section, Course and Teacher
 - Section Student
- 3) Click the School drop down and select the '0000-All Schools' option for all schools within the district or one of the individual schools.
- 4) Click the **Acknowledgement Status** drop down list, select one of the following:
 - All Records – lists all Warnings
 - Unacknowledged Only – lists only the Unacknowledged Warnings
- 5) Click the **Refresh** button to view results.

Warning Summary

District: 0870 - Cadott Community School: 0000-All Schools

Record Type: Work Section, Course and Teacher-WCT

Acknowledgment Status: All Records

REFRESH

Warning Summary

District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the '0000 – All Schools' to view the district wide results.

Record Type – option to filter by Course and Teacher or Student records

Acknowledgment Status – select All Records or Unacknowledged only to view records with unacknowledged records

📌 *All warnings must be reviewed and acknowledge before locking.*

📌 *Warnings cannot be updated if the school or district data is locked.*

- 6) Click the **Warning Message** hyperlink to open the Warnings detail screen.

Warning Summary REPORTS | MAIN MENU | EXIT | HELP

District: 0870 - Cadott Community School: 0000-All Schools

Record Type: Work Section and Student-WS REFRESH

Acknowledgment Status: All Records

| Description | Total | Unacknowledged |
|--|-------|----------------|
| School within district has no students reported to CWCS. | 1 | 0 |

Warning Summary

Warning Detail REPORTS | WARNING SUMMARY | MAIN MENU | EXIT | HELP

- [School within district has no students reported to CWCS.](#)

Acknowledge For Entire District:

District: 0870 - Cadott Community School: 0000-All Schools

Record Type: Student REFRESH

Acknowledgement Status: All Records

| School | Acknowledge |
|------------------|-------------------------------------|
| 0060 - Cadott Jr | <input checked="" type="checkbox"/> |

Warning Detail SAVE

- 7) Review the student records listed with the Warning Detail Report.
- 8) Click the Warning message hyperlink at the top of the screen to view details of a Warning listed for a student or group of students. A new window opens displaying the selected message.

(I34 - WS) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

(E35 - WS) Invalid 'High School Credits Earned'. 'High School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .1, .125, .166, .167, 2, .222, .25, .3, .333, .375, 4, 444, 5, 6, .625, .666, .667, 7, .75, 8, 875, 888 and 9.

(E36 - WS) Invalid 'College Credits Earned'. 'College School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .1, .125, .166, .167, 2, .222, .25, .3, .333, .375, 4, 444, 5, 6, .625, .666, .667, 7, .75, 8, 875, 888 and 9.

(E37 - WS) Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.

(E38 - WS) Invalid 'Part Time Open Enrollment District'. Must be either, 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.

(W39 - WS) Unexpected grade level placement for elementary course. The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', or '08' taught using an elementary model.

(W40 - WS) Less than 75% of students enrolled on the 3rd Friday are reported to CWCS.

(W41 - WS) School within district has no students reported to CWCS.

(E48 - WS) WSN ID not found. WSN ID entered was not found in WSLs system.

(E42 - WS) Review the student record and complete the missing field.

(E43 - WS) A school and term was provided without students in header row '03' for CSV file or STUDENT tag for XML file.

(E44 - WS) Date Time Group is a Required Field.

(E45 - WS) A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

Acknowledge Warnings for Entire Distict

- 1) Click the **Acknowledge Warnings Entire Distict** check box.
- 2) Click the **Save** graphic to return to the **Warning Summary** screen.

Acknowledge Warnings by Individual Student Record

- 1) Click the **Acknowledge** check box for each record.
- 2) Click the **Save** graphic to return to the **Warning Summary** screen.

How to: View Error Messages

- 3) From the **Report Menu**, select the **Error Summary** hyperlink to open the Error Summary screen.

The screenshot shows the 'Error Summary' interface. At the top right, there are navigation links: 'REPORTS', 'MAIN MENU', 'EXIT', and 'HELP'. Below these, there are three filter fields: 'District: 0870 - Cadott Community', 'School: 0000-All Schools', and 'Record Type: Work Section and Student-WS'. The 'Record Type' field is highlighted with a red box. To the right of the filters is a 'REFRESH' button with a circular arrow icon.

District – defaults to your district and cannot be changed on this screen

School – depending on user role, the School drop down list displays the school or schools to which you have access. Select the '0000 – All Schools' to view the district wide results.

Record Type – option to filter by Course and Teacher or Student records

- 1) Click the **Record Type** drop down list, select one of the following:
 - Section, Course and Teacher
 - Section Student
- 2) Click the **Refresh** button to view results.
- 3) Click the **Error Message** hyperlink to view message details.
- 4) Click the browser **Back** button to return to the **Error Summary** screen.

The screenshot shows the 'Error Summary' interface with the same filters as above. Below the filters, there is a table with two columns: 'Description' and 'Total'. The table contains two rows of error messages.

| Description | Total |
|---|-------|
| [Section ID] exists with no students though students have been submitted for this school and term | 29 |
| [Grade Level Placement] is not within expected range. | 1 |

CWCS Detailed Error Explanation Report

- (E1 - WS) Invalid 'Collection Type'. 'Collection Type' must be a valid Collection Type code.
- (E2 - WS) Missing 'Collection Type'. 'Collection Type' is a required field.
- (E3 - WS) Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
- (E4 - WS) Invalid 'School Code' for Submitting District. The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (E5 - WS) Invalid 'School Code'. 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (E6 - WS) Invalid 'Year'. 'Year' is required, must use the format YYYY and must equal the collection year.
- (E7 - WS) Invalid 'Term'. Term is required and must be a valid Term code.
- (E9 - WS) Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.
- (E10 - WS) Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#%*&*"?+=<>.,|.

After all Error messages within the CWCS system are resolved and all Warnings acknowledged, additional review of aggregate and individual student data is required to verify the quality of the data. Errors in aggregate data may still exist after errors in individual student records have been resolved.

Support

A number of options are available to schools and districts for assistance with the CWCS system.

DPI Help Desk Tool should be the primary method for submitting questions regarding the WSLs and ISES. Visit the following url to access the HelpDesk Expert Tool:

<http://dpi.wi.gov/lbstat/helptool.html>

For a complete list of Data Elements, Validation messages, technical information, and links to training materials, visit the following url:

<http://www.dpi.wi.gov/lbstat/isesapp.html>

Additionally, the DPI holds bi-weekly Conference Calls where schools and districts can ask questions of DPI Help Desk staff and other districts. Visit the following url for more information and instructions on how to join the Conference Calls:

<http://www.dpi.wi.gov/lbstat/eseaphconf.html>

For assistance with the CWCS Collection, set up an account in the HelpDesk Tool at <http://www.dpi.state.wi.us/lbstat/helptool.html> and communicate with us through the ticket creation process. Messages are routed to the individual best able to respond to your specific query; if you haven't received a reply by the end of the next business day, please indicate so in a second message.

 *We ask that you no longer use the DPI Help Phone Line and DPISTATS mailbox.*



Appendix A: Data Elements

Academic Service Learning

Definition

- Indicator of instruction via Academic Service Learning

Definition (Expanded)

- A model that allows meaning from direct experience through high quality service that is performed for the benefit of others. Components of service learning include student voice, curricular integration, diversity, collaboration, partnerships, reflection, and assessment.

Specifications

- Optional on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Y or N

Validation/Business Rules

- (CT29) When provided 'Academic Service Learning' indicator value must equal 'Y' or 'N'.

| ASL Indicator | Description/Comments |
|---------------|---|
| Y | Yes, this is an ASL course. |
| N | No, this course/program is not an ASL course. |

Alternative Education Program

Definition

- Alternative Education Program Type

Definition (Expanded)

- Available for alternative education programs that are not credit producing (e.g. s.118.15 contracts for HSED, GEDO#2, competency-based). Should not be used when local course title and credits are available.

Specifications

- Optional on upload, conditional on lock
- Data type: Alphanumeric
- Size (bytes): 5
- Value/Format: Must be valid alternative education program code from DPI table.

Validation/Business Rules

- (CT33) When provided, 'Alternative Education Program' must be a valid Alternative Education code.
- (CT34) 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required. Null or 'NA' are not valid codes when 22A01G course code is provided.
- (CT20) 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- (SC32) Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- (SC34) Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

Alternative Education Program (continued)

| Alternative Education Program | Code | Description/Comments |
|---|-------|---|
| Challenge Academy | CA | An Alternative Education Program operated by the Wisconsin Department of Military Affairs open to students' ages 16.9 to 19. |
| Competency-Based and Project-Based Programs | CBPB | Middle school and high school programs that rely on completion of competencies, not credits. |
| GEDO #2 | GEDO2 | GED Option 2 program for high school youth operated by a school district for 11th and 12th graders. |
| 118.15 Contracts | HSED | Students who are enrolled at a technical college or with a community based organization for HSED preparation for 11th and 12th graders. |
| Jail and Detention | JD | Students who are enrolled to a school district where a county jail or detention center is located, generally for a short duration. Long-term enrollment may result in course and credit completion. |
| MPS Partnership Schools | PS | Alternative Education Programs operated by community based programs under contract with Milwaukee Public Schools for at-risk youth in grades 6-12. |
| Not Applicable | NA | This course is not associated with an Alternative Education Program. |

Bilingual/ESL

Definition

- Type of Bilingual or ESL instruction for course designed specifically for students whose native language is not English.

Definition (Expanded)

- Bilingual/English as a Second Language (ESL) class includes a course of study designed specifically for students whose native language is not English, delivered either in English or primarily in the native language of the students. Additionally, a class may include a course of study delivered in English and the target language as part of a two-way immersion program to also qualify as Bilingual/ESL.

Specifications

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be a valid bilingual / ESL code from DPI table.

Validation/Business Rules

- (CT32) When provided, 'Bilingual / ESL' must be a valid Bilingual / ESL code.

| Bilingual/ESL | Code | Description/Comments |
|------------------------------------|------|--|
| Bilingual | B | A course of study designed specifically for students whose native language is not English, and delivered primarily in the native language of the students. |
| English as a Second Language (ESL) | E | A course of study designed specifically for students whose native language is not English. |
| Two-Way Immersion | T | A course of study that is delivered in English and/or the target language as part of a two-way immersion program. |
| Not Applicable | NA | The course is not designed specifically for students whose native language is not English, nor is it part of a two-way immersion program. |

Classroom Type

Definition

- Indicator of single or multiple grade level classroom

Definition (Expanded)

- Classroom type indicates the grade level(s) of students within a classroom, either single or multiple.

Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be a valid classroom type code from a DPI table.

Validation/Business Rules

- (CT21) When provided, 'Classroom Type' must be a valid Classroom Type code.

| Code | Description/Comments |
|------|---|
| S | Single – a single grade level classroom. For example; when you have an elementary classroom comprised of all second grade level students. |
| M | Multiple – a multiple grade level classroom. For example; when you have a high school course and the classroom is comprised of ninth and tenth grade level students. |

Collection Type

Definition

- Collection Type

Definition (Expanded)

- Coursework Completion System will offer two collection periods during the first program year 2010-11. The third collection period is intended to collect summer school data and it will not be available until program year 2011-12. Each collection will be identified by a unique collection type.

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid Collection from DPI Table

Validation/Business Rules

- (CT1) 'Collection Type' must be a valid Collection Type code
- (CT2) 'Collection Type' is a required field
- (SC1) 'Collection Type' is a required field
- (SC2) 'Collection Type' must be a valid Collection Type code

| Code | Description/Comments |
|------|---|
| CW1 | Collection 1 – Generally intended to gather 1st & 2nd quarter, 1st semester and 1st trimester term data. |
| CW2 | Collection 2 – Generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data. |
| CW3 | Collection 3 – Generally intended to gather summer school data.(will not be collected in program year 2010-11) |

College Credits Earned

Definition

- Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.

Specifications

- Optional field on upload and lock
- Data Type: Numeric
- Size (bytes): 5,3
- Value/Format: NN.NNN
- Valid decimal values are decimal values are .0, .125, .166, .167, .2, .222, .25, .3, .333, .375, .4, .444, .5, .625, .666, .667, and .888.
- Must be a numeric value 0.000 and 10.000.

Validation/Business Rules

- (SC36) 'College School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .125, .166, .167, .2, .222, .25, .3, .333, .375, .4, .444, .5, .625, .666, .667, and .888.
- (SC37) College credits earned was provided as a value greater than 0, Local Course Title must be provided.

Completion Status

Definition

- Completion Status is an indicator of whether the student completed the course (pass or fail), withdrew, or ended the term with an incomplete status.

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be valid COMPLETION_STATUS from DPI Table.

Validation/Business Rules

- (SC29) Completion Status must be a valid completion status code.
- (SC30) Completion Status is a required for all student and completion records.

| Completion Status | Code | Description/Comments |
|-----------------------|------|--|
| Incomplete | I | The student's coursework was not completed within the specified term hence this course is ineligible to be assigned a grade earned or credits earned. |
| Failing | F | The student's coursework recorded for this course or program was assigned a failing completion status. |
| Passing | P | The student's coursework recorded for this course or program was assigned a passing completion status. |
| Withdrawal or Dropped | WD | The student withdrew or dropped the course within the specified term and was assigned a completion status of withdrawal or dropped. A student receiving a withdrew or dropped completion status is ineligible to be assigned a grade earned or credits earned for that course. |
| Not Applicable | NA | Not Applicable |

Course Code (Refer to: [WI DPI Course Codes](#) for complete list of valid course codes.)

Definition

- Unique identifier assigned to a subject, course description, and course level

Definition (Expanded)

- A unique identifier assigned to a course. The course code will utilize the NCES standards where applicable.
- Course code This is a 6 character alphanumeric field consisting of three parts:
 - Subject Area represented by a two-digit code
 - 22 general content categories
 - Course Identifier represented by three-digit code
 - The codes carry no meaning within themselves
 - As with all entries in the NCES Handbook series, “999” is reserved for courses coded as “other.”
 - The course descriptions are fairly general. They provide enough specificity to identify the course’s topic and to distinguish it from other courses in that Subject Area. However, the course descriptions do not include course objectives.
 - Course Level (also known as ‘rigor’) conveys the course’s level of rigor.
 - B for basic or remedial
 - G for general or regular
 - E for enriched or advanced,
 - H for honors

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 6
- Value/Format: Must be a valid course code from DPI table.

Course Code (Continued)

Validation/Business Rules

- (CT14) 'Course Code' must be a valid Wisconsin Course Code.
- (CT15) At least one 'Course Code' is required for each section.
- (CT16) 'Subject Area', 'Course Indicator', and 'Course Level' are combined to form the Course Code. Course Code must be a valid Wisconsin Course Code. At least one Course Code is required for each section.
- (CT17) 'Subject Area' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT18) 'Course Indicator' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT19) 'Course Level' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT20) 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- (CT50) Though multiple course codes are allowed for a single section, any single course code may be included only once.
- (SC39) The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

Distance Education

Definition

- Indicator of instruction by distance communication methods

Definition (Expanded)

- Includes participation by a student in a course where the educational materials are provided through cable television, satellite classes, videotapes or correspondence courses.

Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be "Y" or "N".

Validation/Business Rules

- (CT24) When provided, 'Distance Education' must equal 'Y' or 'N'.
- (CT25) Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

| Distance Education Indicator | Description/Comments |
|-------------------------------------|---|
| Y | Yes, the educational materials for this course/program were provided through cable television, satellite classes, videotapes or correspondence courses thus qualifying as Distance Education. |
| N | No, this course does not meet the guidelines to qualify as Distance Education. |

DPI Educator File Number

Definition

- Unique six digit identifier assigned by Teacher Licensing

Definition (Expanded)

- This is the unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin. In the Coursework Completion System the DPI Educator File Number is used for educator identification, record matching against Teacher Licensing, and linking course and teacher data.

Specifications

- Mandatory on upload and on lock
- Data Type: Numeric
- Size (bytes): 6
- Value/Format:
 - 000009
- The teacher record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD_TYPE, YEAR, TERM, SECTION_ID and ED_FILE_NUMBER.

Validation/Business Rules

- (CT39) 'DPI File Educator Number' is a required number for each teacher provided for a section.
- (CT41) 'DPI Educator File Number' must be 6 numeric digits. Leading zeroes must be included, if appropriate.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.
- (CT51) Though multiple DPI Educator File Numbers are allowed for a single section, any single DPI Educator File Number may be included only once.

Dual Enrollment Credit

Definition

- A program through which high school students are dually enrolled in both high school and college (e.g., youth options, youth apprenticeship, advanced standing, transcribed credit) and earn both high school and college credit.

Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be valid dual enrollment credit code from DPI table.

Validation/Business Rules

- (CT23) When provided, 'Dual Enrollment Credit' must be a valid Dual Enrollment Credit code.

Dual Enrollment Credit (continued)

| Dual Enrollment Credit | Code | Description/Comments |
|--|------|--|
| Advanced Standing | AS | High school courses or competencies that result in advanced college standing in the technical college system. |
| Cooperative Academic Partnership Program | CAPP | The CAPP program existing in some Wisconsin school districts which allows students to take college-level courses and receive college credits without attending the college campus. |
| Transcripted Credit | TC | High school courses that also result in the simultaneous earning of college credit. |
| Youth Apprenticeship | YA | Students enrolled in a work-based learning program generally revolving around articulated and transcripted credit; 11th and 12th grade students. |
| Youth Options – Private College | YOPC | Students are enrolled in a WI private college course for high school credit (student also receives college credit); available only for 11th and 12th grade students. |
| Youth Options – Technical College | YOTC | Students are enrolled in a WI technical college course for high school credit (student also receives college credit); available only for 11th and 12th grade students. |
| Youth Options – UW-System | YOUW | Students are enrolled in a UW-system course for high school credit (student also receives college credit); available only for 11th and 12th grade students. |
| Not Applicable | NA | This course is not associated with a dual enrollment credit indicator. |

Enroll Date

Definition

- The school enrollment date is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System.
- This should be the enroll date as reported in the WSLS.

Specifications

- Mandatory field on upload and lock
- Data type: Date
- Size (bytes): 10
- Value/Format: FORMAT MM/DD/YYYY or MM-DD-YYYY.

Validation/Business Rules

- (SC19) Enroll Date is expected in this format MM/DD/YYYY or MM-DD-YYYY.
- (SC20) Enroll Date is a required for all student and completion records.
- (SC21) The enrollment period identified by the WSN, District, School and Enroll Date is required for every student and completion record.
- (SC22) No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.
- (SC23) The enrollment period identified by the WSN, District, School and Enroll Date does not include days within the current school year, 7/1 to 6/30.

Equivalency

Definition

- Graduation Equivalency Type

Definition (Expanded)

- The terminology “equivalent graduation policy” refers to approved courses that are by subject area that permit selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.
- Through an approval process established by the Department of Public Instruction (DPI) school districts may apply to have courses approved for equivalency to other courses.
- Chapter PI 18.02 defines “equivalent graduation policy” as “a board policy which meets the credit requirements specified (s. 118.33, Wis. Stats.) for each subject area, but which permits selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.”
- Only courses that have been approved by DPI should be identified as such in this field.

Specifications

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid equivalency value from DPI table.

Validation/Business Rules

- (CT30) When provided, 'Equivalency' must be a valid equivalency code.

| Code | Equivalency |
|------|-----------------------|
| ELA | English Language Arts |
| M | Math |
| S | Science |
| SS | Social Studies |
| NA | Not Applicable |

Grade Earned

Definition

- An alphanumeric grade assigned by a licensed educator indicating a student's level of accomplishment in a course. Grade earned is based on a 4.000 numeric point scale and should be unweighted. DPI has included several alternative grade earned indicators for courses when a numeric grade earned is not appropriate.

Specifications

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be a numeric value between 0.000 and 4.000 or a valid value from DPI Table.

Validation/Business Rules

- (SC31) Grade Earned must be a numeric value between 0.000 and 4.000 or a valid grade earned code.
- (SC32) Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- (SC33) Grade Earned is a required all student and completion records where Grade Level Placement is '09', '10', '11' or '12'.
- (SC34) Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

| Code | Description/Comments |
|-------|---|
| N.NNN | Based on a 4.000 numeric point scale. |
| CBC | Competency Based Credit – credit based on the competency level and/or proficiency level achieved. |
| E | The course or program is exempt from receiving a grade earned. |
| O | Other is available for grading exceptions ONLY. DPI will be auditing school districts that report other as a grade earned in an effort to evaluate the need for additional grade earned indicators/codes. |
| NA | The value of not applicable is restricted for usage when the course completion status equals incomplete. |

Grade Level Placement

Definition

- Grade level is the level of the educational program studied by a student.

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format:
- Must be a valid Grade Level Placement from DPI table.
- Must be within the Low High Range for the school.

Validation/Business Rules

- (SC24) 'Grade Level Placement' must be a valid grade level code.
- (SC25) 'Grade Level Placement' is a required for all student and completing records.
- (SC26) 'Grade Level Placement' must be within the low to high range of the submitting school.
- (SC39) The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.

Grade Level Placement (continued)

| Grade Level | Code | Description/Comments |
|---|--|--|
| 3-yr-old kindergarten | K3 | Only used by Milwaukee Public Schools. |
| 4-yr-old kindergarten | K4 | Students at K4 must be 4 years old on or before September 1 in the year that he or she proposes to enter school. (See Section 118.14, Wis. Stats.) |
| Pre-kindergarten | PK | Pre-kindergarten level programs such as early childhood special education, Title I preschool, district operated at-risk programs, and Head Start. If a student is simultaneously enrolled in a K3, K4, or KG program, then use that code not PK |
| Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 | KG 01 02 03 04 05 06 07 08 09 | Grade level of the prescribed course of the study. For students who are in multiage classrooms consider how the curriculum taught best fits into the traditional grade structure. Unless early admission criteria under s. 120.12(25), Wis. Stats. are met, students at KG (5-year-old kindergarten) must be 5 years old on or before September 1 in the year he or she proposes to enter school. Students at Grade 1 must be 6 years old, on or before September 1 in the year he or she proposes to enter school. (See Section 118.14, Wis. Stats.) Exception: for students with the most significant cognitive disabilities, record the grade to which children of the same age would be assigned if that school applied a traditional grade structure. |
| Grade 10 | 10 | The # of credits earned must at least equal the (credits required for graduation * 1/4) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade. |

| Grade Level | Code | Description/Comments |
|-------------|------|--|
| Grade 11 | 11 | <p>The # of credits earned must at least equal the (credits required for graduation * 1/2) minus (credits required for graduation *1/7). See table and exception below.</p> <p>Districts may establish additional or more rigorous requirements for placement at each grade.</p> |
| Grade 12 | 12 | <p>The # of credits earned must at least equal the (credits required for graduation * 3/4) minus (credits required for graduation *1/7). See table and exception below.</p> <p>Districts may establish additional or more rigorous requirements for placement at each grade.</p> |

High School Credits Earned

Definition

- High School Credits Earned in recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

Specifications

- Optional field on upload and lock
- Data Type: Numeric
- Size (bytes): 5,3
- Value/Format: NN.NNN
- Valid decimal values are .0, .125, .166, .167, .2, .222, .25, .3, .333, .375, .4, .444, .5, .625, .666, .667, and .888.
- Must be a numeric value 0.000 and 10.000.

Validation/Business Rules

- (SC35) 'High School Credits Earned' must be a numeric value between 0 and 10. Valid decimal values are .0, .125, .166, .167, .2, .222, .25, .3, .333, .375, .4, .444, .5, .625, .666, .667, and .888.
- Local Course Title

Definition

- The Local Course Title is a free-form text field which an LEA may choose to use as a better descriptor for the college course title. A Youth Options course section, Local Course Title could contain the course name and number of the college course; for example, "UW-Madison Math 221 Calculus and Analytic Geometry".
- This free-form text field will have a maximum of 100 characters.
- Avoid use of special characters.

Specifications

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 100
- Value/Format: Must be 100 characters or less.

Validation/Business Rules

- (CT22) Local Course Title must be 100 characters or less. Avoid use of special characters !@#\$%^*?=<>,{}

Part-time Open Enrollment District

Definition

- For part-time open enrollment students taking up to two courses in a district other than the submitting district, identify the district providing educational services for this section.

Definition (Expanded)

- Part-time open enrollment district will be a parallel collection for 2010-11, as the data will be collected within the PI 1215 under the 4th Tab
- Part 1 includes the number of resident students attending another school district for purposes of participation as a part-time student in the Open Enrollment Program.
- Part 2 includes the number of non-resident students attending courses offered within your district.
- This count does not include resident private school and home based students who take courses under s. 118.145(4), Wis. Stats. Nor does it include students' enrolled in a postsecondary program. This data is used to complete the School performance Report (SPR) s. 115.38, Wis. Stats. In addition, the courses offered by your district and the student count for only non-resident students.
- Part-time open enrollment district will be collected as an optional field for 2010-11 CWCS data collection and DPI will use this data to validate against the data reported by district within the PI 1215 for accuracy.

Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: 'NA' or valid District Code

Validation/Business Rules

- (SC38) Must be, either 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.

| P-T OE District Code | Description/Comments |
|----------------------|---|
| FORMAT 0009 | 1) Must be a valid District Code from DPI Table. 2) District must be open at some point during the school year identified by YEAR. |
| NA | Not applicable. This student does not qualify as part-time open enrollment. |

Project Based Learning

Definition

- Indicator of instruction via project based or extended inquiry process

Definition (Expanded)

- A model contrary to traditional teaching that permits learners to identify and formulate their own problems they have a desire to solve. The learning activities are spread over a period of time, are interdisciplinary and student-centered. The student designs, develops knowledge, executes critical thinking and typically demonstrates learning publicly for project completion.

Specifications

- Optional field on upload, conditional on lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be “Y” or “N”.

Validation/Business Rules

- (CT27) When provided, 'Project Based Education' indicator must equal 'Y' or 'N'.
- (CT28) Generic project based learning course code was provided, '22P01B', '22P01G', '22P01E', or '22P01H', but 'Project Based' indicator was either null or 'N'. 'Project Based' indicator has been reset to 'Y', Yes.

| PBL Indicator | Description/Comments |
|----------------------|--|
| Y | Yes, this is a project based learning course/program. |
| N | No, this course does not meet the guidelines to qualify as project based learning. |

Record Type

Definition

- CWCS has two record types: Student, Course and Teacher

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid District Code from DPI Table.

Validation/Business Rules

- (CT13) 'Record Type' must equal 'WCT' for CWCS course and teacher load file.
- (SC13) 'Record Type' must equal 'WS' for CWCS student load file.

School Code

Definition

- School within the district submitting CWCS data

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format:
- Must be a valid District Code from DPI Table.
- District must be open at some point during the school year identified by YEAR.
- FORMAT 0009 – Leading Zeroes

Validation/Business Rules

- (CT4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (CT5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (CT45) School within district has no sections reported to CWCS.
- (SC4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (SC5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (SC41) School within district has no students reported to CWCS.

Section ID

Definition

- Unique identifier defined by the district to differentiate courses into units associated with a specific teacher or group of teachers and a specific group of students

Definition (Expanded)

- A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught.
- This identifier must be unique within the school for a given collection.
- A section may be a classroom unit, a project unit, or other group of students associated with a specific time, block, or other period of time. For example, American Literature 205A held during period 1 in room 34 could be 00205AF2010, AmLit205A, 01054AmLitP1R34, 01054010034, or any other identifier deemed appropriate by the district.

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 25
- Value/Format:
- Must be 25 characters or less and may not contain spaces or blanks.
- The section record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD_TYPE, YEAR, TERM, SECTION_ID, and COURSE_CODE.

Validation/Business Rules

- (CT10) 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$\$%^ *"?=<>,{ }.
- (CT11) 'Section ID' must be provided for all CWCS records.
- (CT12) 'Section ID' must be unique based on collection type, district, year, school, term, record type, course code, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (SC10) 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$\$%^ *"?=<>,{ }.

- (SC11) 'Section ID' must be provided for all CWCS records.
- (SC12) 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.

Submitting District

Definition

- District submitting data

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format:
- Must be a valid District Code from DPI Table.
- District must be open at some point during the school year identified by YEAR.
- FORMAT 0009 – Leading Zeroes.

Validation/Business Rules

- (CT3) 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
- (SC3) 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

Teacher Former Last Name

Definition

- Teacher former last name

Specifications

- Conditional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 20
- Value/Format: Must be a valid value from DPI table when Last Name is not a valid value from DPI table.

Validation/Business Rules

- (CT43) 'Former Last Name' must be 20 characters or less and may only contain the letters A-Z, a space, a dash or a single quote. A special character (space, dash, or single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Teacher Last Name

Definition

- Teacher last name

Specifications

- Mandatory on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 20
- Value/Format: Must be a valid value from DPI table when Former Last Name is not provided.

Validation/Business Rules

- (CT40) 'Last Name' is a required for each teacher provided for a section.
- (CT42) 'Last Name' must be 20 characters or less, may contain A-Z, a space, a dash or a single quote. A special character (space, dash, single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

Teacher Role

Definition

- Teacher Role Type

Definition (Expanded)

- A teacher can have many roles. As an educator a “teacher role” could be to monitor students, develop curriculum, student assessment or work with another educator on a course.

- In CWCS a teacher role is defined by what the teacher does in a given section. An individual, assigned to a Section ID, which assists in the acquisition of knowledge by another.

Specifications

- Optional on upload, mandatory on lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be a valid teacher role code from DPI table.

Validation/Business Rules

- (CT35) 'Teacher Role' must be a valid Teacher Role code.
- (CT36) 'Teacher Role' is a required for each teacher provided for a section.
- (CT37) When Teacher Role equals 'MT', Multiple Teacher, two or more teachers must be provided for the section.
- (CT38) The collaborating educator role is available to identify a secondary teacher associated with a section. The primary teacher must also be associated with the section and must have a role other than 'CT', Collaborating educator.

| Teacher Role | Code | Description/Comments |
|------------------------|-------------|--|
| Collaborating Educator | CT | An educator working in collaboration with another teacher assigned to a section. |
| Monitoring Educator | ME | An educator (teacher, administrator, pupil services personnel) who is assigned to monitor students who are taking courses or enrolled in a program not being taught by a district teacher. |
| Multiple Teachers | MT | A member of a group of two or more educators assigned to a section and who is equally responsible for curriculum development and assessment. |
| Single Teacher | ST | The educator assigned to a section who is responsible for curriculum development and assessment. |

Term

Definition

- An indicator for when the course is offered that varies by district, school, and/or grade level.

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format:
- Must be a valid District Code from DPI Table.
- Many terms may be submitted per file.

Validation/Business Rules

- (CT7) Term is required and must be a valid Term code.
- (CT9) 'Term' must be provided for all CWCS records.
- (SC7) Term is required and must be a valid Term code.
- (SC9) 'Term' must be provided for all CWCS records.

| Code | Description/Comments |
|------|---|
| 1S | First Semester |
| 2S | Second Semester |
| 1T | First Trimester |
| 2T | Second Trimester |
| 3T | Third Trimester |
| 1Q | First Quarter |
| 2Q | Second Quarter |
| 3Q | Third Quarter |
| 4Q | Fourth Quarter |
| A | Annual |
| SM | Summer School (will not be collected in program year 2010-11) |

Virtual/Online Education

Definition

- Indicator of instruction in on-line or virtual environment

Definition (Expanded)

- Virtual online education programs where student's enrollment and participation in the course is done through the internet (online). These types of educational programs are available for students at grade levels K-12.

Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be "Y" or "N".

Validation/Business Rules

- (CT25) Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.
- (CT26) When provided, 'Virtual / On-line Education' indicator must equal 'Y' or 'N'.

| Virtual Online Indicator | Description/Comments |
|--------------------------|---|
| Y | Yes, the educational materials for this course/program were provided through the internet (online) thus qualifying as virtual online education. |
| N | No, this course does not meet the guidelines to qualify as virtual online education. |

WSN ID

Definition

- The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools. The Wisconsin Student Number Locator System is used to assign a WSN. The WSN is intended to be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system.

Specifications

- Mandatory field on upload and lock
- Data Type: Numeric
- Size (bytes): 10
- Value/Format:
 - 0000000009
- Each student record must match an existing WSLs record for this DISTRICT and SCHOOL using the following field combination: WSN_ID and ENROLL_DATE

Validation/Business Rules

- (SC17) WSN_ID must use format 9999999999.
- (SC18) 'WSN ID is required for every student and completion record.
- (SC28) A student may have only one record per section ID per term.
- (SC40) Less than 75% of students enrolled on the 3rd Friday are reported to CWCS.

Year

Definition

- School Year

Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: YYYY, i.e. '2011' for files submitted for the 2010-11 school term.

World Language

Definition

- Additional language other than native language (English)

Definition (Expanded)

- World Language Courses are domestic courses of study in languages other than English. Courses may be designed to meet the needs of heritage or second language learners. Such courses were previously commonly referred to as "Foreign Language" courses.

Specifications

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 9
- Value/Format: Must be a valid world language code from a DPI table.

Validation/Business Rules

- (CT31) When provided, 'World Language' code must be a valid World Language code.

World Language (continued)

| World Language | Code | Description/Comments |
|---|-------------|---|
| Foreign Language Exploratory (FLEX) Programs | FLEX | Exploratory Foreign language model at the middle school level that introduces learners to one or more languages during a short period usually no more than nine weeks. FLEX models are topic focused with an emphasis on: vocabulary, awareness and appreciation for the culture and motivation to start a formal foreign language program. |
| Foreign Language in the Elementary School (FLES) Programs | FLES | Foreign language model delivered at the elementary level-varies on frequency of meeting times and minutes per session. Instruction is delivered by a qualified foreign language teacher with a focus on language proficiency cultural knowledge and content integration. |
| Two-Way Immersion Programs | IMMR | Fifty percent or more of the student's day is spent learning in a language other than English. |
| World Language | WL | A world language program included within the 'Foreign Language and Literature' subject area of the NCES course codes. |
| Not Applicable | NA | Not applicable. |