

# December 2020 PS Admin Webinar

Zenobia Ealy

# AGENDA

- ▶ Precode
- ▶ Virtual Attendance
- ▶ Civil Rights Data Collection (CRDC)
- ▶ Early Graduates
- ▶ DOTS

# Precode

| Assessment                   | Grades Impacted                                                                        | Precode Deadline                                                                                                 |
|------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| End-of-Course Exam           | 9-12<br>(some 8 <sup>th</sup> grades if offered)                                       | Fall/Winter:<br>Phase 1: October 13<br>Final: October 22<br>Spring:<br>Phase 1: January 11<br>Final: February 22 |
| Performance Task Assessments | 2 <sup>nd</sup><br>(Identified 3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> ) | January 11                                                                                                       |
| ACCESS for ELLs              | K-12<br>Identified ELL Students                                                        | November 6                                                                                                       |
| SC-ALT                       | 3-8<br>Identified Students                                                             | November 6                                                                                                       |
| SC Ready & SC PASS           | 3-8                                                                                    | First Pull: January 11<br>Final Pull: February 22                                                                |
| Ready to Work                | 9GR19 & 9GR18 Retakes                                                                  | November 23                                                                                                      |

# Precode

- ▶ Precode Print: SC READY ELA & Math ( grades 3-8)
- ▶ SC PASS Science (grades 4 and 6)
- ▶ SCPASS will not test Social Studies in any grades
- ▶ Make sure that you work with your school's SPED Coordinator and Testing Coordinator.
- ▶ Make sure students have a Homeroom teacher selected for these grades
- ▶ Only one type of material can be ordered via a specific Precode field.
- ▶ Oral Administration, regardless of mode, is not allowed for grade 3 ELA.
- ▶ To be used properly, the PowerSchool Customized Material and Oral Administration fields should be used in conjunction with the oral/signed administration fields. Tables below detail proper use.

# Precode

► Valid Combinations of PowerSchool Customized Materials and Administration Fields

| SC READY / SCPASS TEST NEEDS                                | PS Values for Customized Test Materials | PS Values for Oral/Signed Administration | Materials Provided for Paper Testers | Materials Provided for Online Testers |
|-------------------------------------------------------------|-----------------------------------------|------------------------------------------|--------------------------------------|---------------------------------------|
| NO oral administration                                      | NA                                      | NA                                       | Regular / Non-Customized Test        | Regular / Non-Customized Test         |
| With an oral administration script (TA reads test aloud)    | NA                                      | OS, OS1, OS2, OS12                       | Oral Admin Script                    | ---                                   |
| With an oral administration using test-to-speech            | NA                                      | OA, OA1, OA2, OA12                       | --                                   | Text-to-Speech                        |
| LP with NO oral administration                              | LP                                      | NA                                       | LP with NO oral admin                | LP with NO oral admin                 |
| LP with an oral administration script (TA reads test aloud) | LP                                      | OS, OS1, OS2, OS12                       | Oral Admin Script                    | ---                                   |
| LP with an audio oral administration using text-to-speech   | LP                                      | OA, OA1, OA2, OA12                       | --                                   | Text-to-Speech                        |
| DH with NO signed administration                            | DH                                      | NA                                       | Regular/Non-Customized Test          | Regular/Non-Customized Test           |
| DH with a signed administration script (TA signs test)      | DH                                      | OS, OS1, OS2, OS12                       | Signed Admin Script                  | ---                                   |
| DH with an ASL-signed administration using video recording  | DH                                      | AV                                       | ---                                  | American Sign Language Video          |
| Braille with oral administration                            | BN<br>BU                                | OS, OS1, OS2, OS12                       | Oral Admin Script                    | ---                                   |

# Precode

► Invalid Combinations of PowerSchool Customized Material and Administration Fields

- The contractor will not provide materials and/or test tickets for invalid combinations:

| PS Values for Customized Test Materials | PS Values for Oral/Signed Administration | Paper | Online |
|-----------------------------------------|------------------------------------------|-------|--------|
| NA                                      | OS, OS1, OS2, OS12                       |       | X      |
|                                         | AV                                       | X     | X      |
| LP                                      | OS, OS1, OS2, OS12                       |       | X      |
|                                         | AV                                       | X     | X      |
| DH                                      | OS, OS1, OS2, OS12                       |       | X      |



| PS Values for Customized Test Materials | PS Values for Oral/Signed Administration | Paper | Online |
|-----------------------------------------|------------------------------------------|-------|--------|
|                                         | OA, OA1, OA2, OA12                       | X     | X      |
|                                         | AV                                       | X     |        |
| BN / BU                                 | NA                                       | X     | X      |
|                                         | OS, OS1, OS2, OS12                       |       | X      |
|                                         | OA, OA1, OA2, OA12                       | X     | X      |
|                                         | AV                                       | X     | X      |
|                                         | PV                                       | X     | X      |

# Precode

- ▶ **Online:** Test session groups are determined by the ELA, mathematics, science, and social studies material sort field values. Material sort fields should be populated for all applicable subjects. If left blank, grouping for the test is determined by the Home Room field. A user may have the same value for all fields.
- ▶ **Materials Sort:** Test materials are grouped for online administration according to the values in the “Sort” fields on the PowerSchool Precode page.
- ▶ The data entered in these fields determine the order and grouping of test materials and security checklists sent to schools. Pay special attention to the following information to ensure that materials are packaged appropriately. Use one of the following options for the sort fields:
  - An alphanumeric entry up to 9 characters (e.g., 321, A12, AAA, etc.) to sort materials by teacher, test administrator, or other grouping;
  - AWG to sort materials alphabetically within each grade.

# Precode

Select a student > State/Province - SC > Precode

---

|                        |                      |
|------------------------|----------------------|
| ELA Sort ID            | <input type="text"/> |
| Math Sort ID           | <input type="text"/> |
| Science Sort ID        | <input type="text"/> |
| Social Studies Sort ID | <input type="text"/> |

---

# Precode

- ▶ The SCDE removes leading spaces from the materials sort fields. Therefore, leading spaces do not need to be entered. If no information is entered in the materials sort fields the materials are sorted and grouped according to Home Room field value by default. If both field values (materials sort and Home Room fields) are blank, materials are sorted alphabetically within grade.
- ▶ **Paper**
  - ▶ **SC READY** uses only the ELA materials sort field for both tests. The following rules apply:
    - If the ELA field is left blank, the math materials sort field is used.
    - If both the ELA and math materials sort fields are left blank, the Home Room field is used.
  - ▶ **SCPASS** uses the sort field associated with the grade/subject the student is testing. If the materials sort field for the grade/subject testing are left blank, the Home Room field is used.
  - ▶ **Both SC READY and SCPASS** use the same sorting rules for students with labels generated from the update phase.

# Precode

► Scenarios:

- If the school does not want its materials to be sorted according to the Home Room field value, then complete the materials sort fields. For example, if the materials are to be sorted alphabetically within grade, then put AWG in the materials sort fields.
- If all students have accurate information in the Home Room field and the school prefers the sort order defined by Home Room, then leave the materials sort fields blank.
- If ALL values (materials sort and Home Room fields) are blank, materials are sorted alphabetically within grade.

# Precode

## Teacher Information

Teacher information is collected for the Teacher of Record in a course section with one of the following activity codes:

- ▶ Homeroom (0896, 0897)
- ▶ ELA in grades 3-8 (1001, 2001, 1010, 2012, 2010)
- ▶ Math in grades 3-8 (1110, 2110, 2112)
- ▶ Science in grades 4, 6, and 8 (1201, 2201, 2221, 2251)
- ▶ Social Studies in grades 5 and 7 (1301, 2301, 2310, 2320)

# Precode

The following teacher information is collected:

- Teacher Number
- Teacher Certificate Number
- Teacher Last, First, Middle Name
- Educator ID
- VSP Teacher Name (if applicable)
- VSP Certificate Number (if applicable)
- Teacher e-mail addresses are used if required by the contractor.

# Virtual Attendance

## Virtual Attendance

Refers to the delivery of instructional content that does not occur in a physical classroom on school grounds or school property. This includes instruction provided via an online or electronic platform, as well as instruction provided in a physical offsite location separate from school property.

Virtual attendance is determined by whether or not a student submits work or participates in assigned activities in accordance with the classroom teacher's written requirements. Students who submit assignments or participate in assigned learning experiences by the deadline established by the classroom teacher should be considered present. Students who fail to submit assignments or participate in assigned learning experience(s) by the deadline established by the classroom teacher should be considered absent. Again, whether the absence is "excused" or "unexcused" should be established by school procedures and policies and be consistent with state law and regulations.

# Virtual Attendance

The “SC-VTP” code is available to record attendance for virtual instruction. This a present code, which should be entered on the days or class periods for which a student is expected to receive virtual instruction. As detailed below, “SC-VTP” should be changed to an absent code if a student fails to participate or complete an assignment in accordance with the classroom teacher’s written requirements.

Schools should give teachers access to the “SC-VTP” code if its use is not limited to administrators only.

# Virtual Attendance

## Daily Attendance

- ▶ When recording daily attendance, the student should be marked absent or present in the bridge period. The “SC-VTP” code should be used when a student is participating in a virtual learning experience. When a determination is made a student marked “SC-VTP” failed to participate or complete an assignment in accordance with the classroom teacher’s written requirements, the student should be assigned an “excused” or “unexcused” absent attendance code for each day such a determination is made.

## Meeting Attendance

- ▶ When recording meeting attendance, the student should be marked absent or present in each period. The “SC-VTP” code should be assigned when a student is participating in a virtual learning experience. When a determination is made a student marked “SC-VTP” failed to participate or complete an assignment in accordance with the classroom teacher’s written requirements, the student should be assigned an “excused” or “unexcused” absent attendance code for each class period such a determination is made.

# Virtual Attendance

**Question:** If a student is required to quarantine for 14 days as a result of being a close contact of someone who recently tested positive for COVID-19, can the student attend virtually during this period?

**Answer:** Yes, students who are required to quarantine should be allowed to continue their learning through virtual instruction until they meet DHEC's criteria for returning to school.

**Question:** What code should be used in PowerSchool if a student is required to quarantine or has tested positive for COVID-19?

**Answer:** Absences associated with COVID-19 should be coded SC-FLU with "COVID-19" as the descriptor in the "Comment" field.

If the student is asymptomatic and is assigned to the virtual learning during the quarantine period, those attendance days associated with virtual learning should be marked as present using the virtual present code (SC-VTP), if the student completes assignments and participates in activities as required.

# Virtual Attendance

**Question:** What code should I use to document attendance for a student scheduled for virtual learning, either full-time or as part of a hybrid schedule.

**Answer:** The SC-VTP present code should be used to document student attendance on virtual days and hybrid virtual days when students submit assignments or participate in assigned learning experiences by the deadline established by the classroom teacher.

**Question:** How are K-5 students who are out for COVID-19 but take home learning packets to complete during the quarantine period coded for attendance?

**Answer:** The first day absent should be coded as SC-FLU (with COVID-19 noted in the comments). After the students have received and completed the assignments based on the teacher's deadline, the student can be marked as SC-VTP.

**Question:** If a student is out due to COVID-19 exposure and is signed up for virtual learning, but does not log in for class, should the absences for those days be coded as unexcused or SC-FLU COVID-19?

**Answer:** If a student who is out due to COVID-19 exposure fails to log in for a virtual class, the days on which the student fails to log in should be coded as SC-FLU-COVID-19.

# Virtual Attendance

**Question:** Can schools still use the early dismissal or tardy attendance codes on virtual days? How should that record be maintained?

**Answer:** If a student is not attending 50 percent of the instructional school day, the SC dismissal code can still be used in a virtual environment.

The tardy code is a present code and would overwrite the SC-VTP present code. At this time, the tardy code should not be used for virtual learning; it should only be used for onsite instruction.

# Virtual Attendance

**Question:** Which codes should be used to capture student attendance on virtual days?

**Answer:** To mark a student present for the entire school day or for an entire class period, the SC-VTP code should be used.

To mark a student absent for the day, the appropriate excused or unexcused absence code should be used.

**NOTE:** The **SC-DSML** code should be used when marking a student who is not attending school for 50 percent of the school day.

The **SC-LATE** code should be used when marking a student who is not attending 50 percent of the class period.

The tardy codes should not be used on the virtual days because it overwrites the SC-VTP present code.

# Civil Rights Data Collection (CRDC)

The purpose of the U.S. Department of Education's Civil Rights Data Collection is to obtain data related to the nation's public school districts' and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data, that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the Department's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used for policymaking by other ED offices, other federal agencies, and researchers outside of ED.

# Civil Rights Data Collection (CRDC)

## Introduction - PowerSchool Setup

- ▶ School > Sections > on the left click the Course Name > then on the course record click Section # > scroll to the bottom of the page and click the Civil Rights Data Collection (CRDC) link

PowerSchool  
School: [School Name] Term: 20-21 Year

Start Page > School Setup > 411400CW Algebra 1 > 01 > Civil Rights Data Collection 2017-2018

### Civil Rights Data Collection 2017-2018

Algebra 1 411400CW 01

Block Scheduled Class  
Note: Indicates a full-year course taken in one semester.

#### School Questions

PENR-6. Is this a credit recovery section?

Classes in Mathematics and Science Courses

Does this qualify as an Algebra I course? (COUR-1a/b to COUR-4a/b, COUR-6a/b, COUR-7a/b, COUR-8, COUR-9)

Does this qualify as a Geometry course? (COUR-5a/b, COUR-8, COUR-9)

Does this qualify as an Algebra II course? (COUR-8, COUR-9, COUR-9a)

Does this qualify as an Advanced Math course (trigonometry, elementary analysis, analytic geometry, statistics, precalculus, etc)? (COUR-8, COUR-9, COUR-9b)

Does this qualify as a Calculus course? (COUR-8, COUR-9, COUR-9c)

Does this qualify as a Biology course? (COUR-10, COUR-11a)

Does this qualify as a Chemistry course? (COUR-10, COUR-11b)

Does this qualify as a Physics course? (COUR-10, COUR-11c)

Does this qualify as a Computer Science course? (COUR-15, COUR-16, COUR-17)

COUR-12, COUR-13. Single-sex Academic Classes

Which subject category does this fall under?

Is this restricted to a single gender?  Not Restricted (Co-ed)

APIB-3 to APIB-12. Does this fall under a specific Advanced Placement (AP) subject area?

# Civil Rights Data Collection (CRDC)

- ▶ Start page > select Staff > search and select teacher > click Information > scroll to the bottom of the page and select Civil Rights Data Collection (CRDC) link.

### School Questions

---

**COUR-1b, COUR-9. Teacher Certifications in Mathematics**

Is this teacher certified in General Mathematics?

Is this teacher certified in Algebra I?

Is this teacher certified in Geometry?

Is this teacher certified in Algebra II?

Is this teacher certified in Advanced Mathematics?

Is this teacher certified in Calculus?

**COUR-14, COUR-16. Teacher Certifications in Science**

Is this teacher certified in General Science?

Is this teacher certified in Biology?

Is this teacher certified in Chemistry?

Is this teacher certified in Physics?

Is this teacher certified in Computer Science?

# Civil Rights Data Collection (CRDC)

- ▶ Start page > select Student> search and select student > click on State/Province - SC and click Civil Rights Data Collection (CRDC) link.

Exclude Student from CRDC

## LEA Questions

DSED-1, DSED-2. Is this a student enrolled in any distance education courses?

HSEE-2. Does this student participate in a High School Equivalency Exam preparation program (for ages 16-19) operated by this LEA?

## School Questions

PENR-3, PENR-4. Is this a student enrolled in Dual Enrollment or Dual Credit Programs?

PENR-6. Does this student participate in at least one credit recovery program?

APIB-2. Is this a student enrolled in the International Baccalaureate (IB) Diploma Program?

EXAM-1. SAT and ACT Participation

Did this student take the SAT?

Did this student take the ACT?

EXAM-2a/b. Advanced Placement (AP) Exams Taken

*(\*If student did not take any AP courses, then leave blank)*

*(\*Consider only exams for which the associated AP course was also taken)*

## Ungraded For CRDC

For CRDC, is this student considered ungraded?

# Civil Rights Data Collection (CRDC)

- ▶ Student Setup (Demographics)
  - ▶ Federal Ethnicity
  - ▶ Race
  - ▶ Gender
- ▶ All Enrollments
- ▶ Transfer Info
  - ▶ Entry Date
  - ▶ Exit Date
  - ▶ Exit Code
  - ▶ Grade Level

# Early Graduates

- ▶ PowerSchool does not have a function that allows administrators to graduate a student prior to the end of the school year.
- ▶ SCDE Early Graduates Manual: <https://ed.sc.gov/districts-schools/student-intervention-services/education-and-economic-development-act-eeda/career-specialist-services/early-graduates-guide-18-19/>
- ▶ The grade level for a student who requests to graduate early must be changed to senior status (grade 12) during the term he/she is expected to complete the requirements.
- ▶ The date of graduation and last date of enrollment may be as early as the date on which the school determined the student has met the requirements, but no later than the last day of the semester in which the student is actively enrolled in a course.
- ▶ Exit Code: Select **EG (Early Graduate)**



# Early Graduates

- ▶ Exclude Student from Class Rank - Graduates who complete requirements at the end of the fall, winter, or summer term will not be included in the class count for class rank calculations for SC scholarship purposes. Therefore, PS administrators will need to verify that the PS box for “**Exclude students**” is accurately checked for these students who will not graduate with their class. (Other Information page)
- ▶ Search and Select Student > Other Information > **Exclude From Class Ranking**
- ▶ Make sure Class Rank Methods is set up properly. (Start Page > School > Class Rank > Class Rank Methods)

|                         |                                                |                                   |                                                   |
|-------------------------|------------------------------------------------|-----------------------------------|---------------------------------------------------|
| Equip Flag              | <input type="text"/>                           |                                   |                                                   |
| Date Of Entry Into USA  | <input type="text" value="MM/DD/YYYY"/>        | MESA                              | <input type="text"/>                              |
| AFDC Application Number | <input type="text"/>                           | AFDC Approved                     | <input type="text"/>                              |
| Primary Language Code   | <input type="text" value="(blank) - English"/> | PHLOTE                            | <input type="text"/>                              |
| Secondary Language Code | <input type="text"/>                           | <b>Exclude From Class Ranking</b> | <input type="checkbox"/>                          |
|                         |                                                | Fee Exemption Status              | <input type="text" value="Student Not Exempted"/> |

# Early Graduates

- ▶ After Diploma is ordered through DOTS make sure student is manually transferred into the Graduated Students school. PowerSchool data must indicate that the early graduate transferred out of the current school at the end of the fall (Q1) or winter (December/January) term (S1) and transferred to the PS Graduated Students School.
- ▶ Make sure you print, save and archive student transcript.
- ▶ Regulations 43-234: Defined Program, Grades 9 -12 and Graduation Requirements - <https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/sbe-regulation-43-234-defined-program-grades-9-12-and-graduation-requirements1/>

# DOTS (Diploma Ordering & Tracking System)

- ▶ Once the student has graduated/met requirements (has demonstrated that all graduation requirements are completed at the end of the fall term.), principals will need to login to DOTS to certify their graduates.
- ▶ Users can choose to manually enter the student's name, grad date and honors code.
- ▶ Or users can choose to search the student database (PowerSchool) and build an order list for larger diploma orders, then adjust the student's name, grad date and honors code, as necessary.
- ▶ Make sure at least one staff member is set up in DOTS as "DOTS School Staff" and the principal or a principal designee has a "DOTS School Admin" role.

# DOTS (Diploma Ordering & Tracking System)

## DOTS User Roles and Descriptions

| <b>DOTS User Roles</b> | <b>Intended Audience</b>                   | <b>Capability/Responsibility</b>                                                                                                              |
|------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| DOTS District Staff    | District Support Staff                     | Ability to view diploma orders and verified Graduate lists.                                                                                   |
| DOTS School Admin      | High School Principal or Adult Ed Director | Abilities of DOTS School Staff and the ability to certify final Graduate Lists.                                                               |
| DOTS School Staff      | High School Staff and Adult Ed Staff       | Ability to view and correct data in DOTS. Ability to place diploma orders, and verify Graduate Lists before they go to the DOTS School Admin. |

# DOTS (Diploma Ordering & Tracking System)

## PowerSchool Data

**For a student to be included in the DOTS Diploma Order, the following information must be entered in PowerSchool:**

- Diploma Order Code must be an F.
- Exit/Graduation date fields (two separate fields) must be in the range currently being processed; the exact dates for each range will be posted in DOTS.
  - Winter Graduation: August through January
  - Summer Graduation: June through August  
(first day of new school year - the third Monday in August)
- Grade Level must be 10, 11, 12, or 99.
- If a student name is incorrect in PowerSchool, it should be corrected in PowerSchool prior to being imported into DOTS. If not, the name will need to be corrected in DOTS.

# DOTS (Diploma Ordering & Tracking System)

|                      |                         |                                  |                                                                                                                 |
|----------------------|-------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Ninth Grade Code     | 17 - 2016-2017          | Diploma Type (for Transcript)    | F - State of SC Diploma                                                                                         |
| Diploma Ordered      | F - State of SC Diploma | Award Ordered                    |                                                                                                                 |
| Diploma Earned       | F - State of SC Diploma | Award Earned                     | J - Academic Honors<br>Bronze - South Carolina Seal of Biliteracy<br>Silver - South Carolina Seal of Biliteracy |
| Diploma Order Number |                         | Scholarship Ordered              |                                                                                                                 |
| Graduation Date      | 01/22/2021              | Graduated School Number and Name | 0 -                                                                                                             |

# DOTS (Diploma Ordering & Tracking System)

## Diploma Ordering Process Overview

1. Early/Late Diploma orders are compiled from a pool of student names found within PowerSchool.
2. Schools confirm (enter/correct) information about the school and graduation which is needed to process the diploma order in DOTS.
3. After a diploma order has been created, schools need to confirm (correct) student names and then approve the diploma order in DOTS.
4. The diploma print vendor accesses DOTS to download the orders.

# DOTS (Diploma Ordering & Tracking System)

## Order Early/Late Diplomas

Early/Late Diploma orders include graduates from the following periods. Specific dates will be listed in DOTS.

- Winter - Students expected to graduate between August and January.
- Summer - Students expected to graduate between June and August.

Follow the instructions below:

1. Login to the SCDE Member Center <https://appportal.ed.sc.gov/my.policy> ; under Web Applications, select Diploma Order Tracking System.
2. Click the Diploma Orders tab.
3. Click Verify School Information and complete.
4. Click the Order Early/Late tab.
5. Be sure your school's information is there and correct.
6. Click Add Student; in the Search Box. Type a student's name or a portion of a name and click Search. All students with that last name or a close variation should populate the left side of the screen.
7. From this listing identify the student or students for the diploma order for the graduating period (winter, summer or late).
8. Click on the correct line with the student information.
9. The line(s) will turn green.
10. If you incorrectly click a student's name, one not graduating at this time, click the green line again, and it will turn white.

# DOTS (Diploma Ordering & Tracking System)

The screenshot shows the top portion of the South Carolina Department of Education website. At the top left is the department's logo, which includes a graduation cap and the text "SOUTH CAROLINA DEPARTMENT OF EDUCATION" and "ed.sc.gov". To the right of the logo are navigation links: "Skip to main content", "About SCDE", "Newsroom", "FOIA", "Jobs", and "Contact". Below these links are social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube. A search bar with the text "Q SEARCH" is also present. A dark teal navigation bar contains the following menu items: "Districts & Schools", "Tests", "Educators", "Instruction", "Data", "Policy", "Finance", "SBE", "How do I?", and "Login". The "Login" link is circled in red, with a red arrow pointing to it from the right side of the image.

## Member Center :: Important Information

### Note:

The South Carolina Department of Education is in the process of migrating all app available in the new Application Web Portal. For all other applications please use

## Application Web Portal

[Proceed to Application Web Portal Login](#)

The following applications are now available in our new Application Web Portal:

- Access Management Tool (AMT - WAA replacement)
- Accreditation Compliance Form
- Advanced Data Transfer System
- Calendar and Closures
- Certification Portal System (CPS)
- Diploma Order Tracking System (DOTS)
- District & Entity Information Management
- EPMS
- Financial Portal
- GED
- Grants Accounting Processing System (GAPS)
- HR Forms
- LEA Audit Reporting System
- Medicaid QA Review
- SC Educator
- School Facilities
- School Opinion Survey System
- School Report Card Narrative
- SDAC
- Summer Food Service Program (SFSP)
- School and District Data Tool (SDDT)
- SNT Claims Report
- Special Needs Transportation
- Strategic Renewal
- SUNS - Student Unique Numbering System
- Test Security Violations

[Proceed to Application Web Portal Login](#)

The screenshot shows the login page of the Application Web Portal. The browser's address bar displays "appportal.ed.sc.gov/my.policy". The page features the South Carolina Department of Education logo at the top. Below the logo, the text "Application Web Portal" is displayed. There are two input fields: "Username" and "Password". The "Password" field includes a toggle icon for password visibility. A "Logon" button is positioned below the input fields. At the bottom of the login form, there are two links: "Forgot your password? [Reset it](#)" and "Don't have an account? [Create it](#)".

# DOTS (Diploma Ordering & Tracking System)

## Diploma Orders

1. The Diploma Orders drop down menu has four options. Always begin with Verify School Information.
2. Next move to the type or time of an order, *Order Early/Late Diplomas* (winter/summer/additional graduates) or...
3. The final option is the Diploma Order Report.



# DOTS (Diploma Ordering & Tracking System)

## Verify School Information

The information on the screens below is required to process any diploma order. Therefore, the school information must be approved prior to processing an Early/Late or Spring Batch Diploma order.

1. General Information screen: Users may review the school district, the high school name, and the present diploma ordering period.



The screenshot shows a window titled "General Information" with a close button in the top right corner. It contains three dropdown menus:

- District:** Horry
- School:** St. James High School
- Period:** Winter 2016-17

2. Physical Address screen: Users may review the high school physical address.



The screenshot shows a window titled "Physical Address" with a close button in the top right corner. It contains four text input fields:

- Street:** 10000 Highway 707
- City:** Murrells Inlet
- State:** SC
- Zip:** 29576

# DOTS (Diploma Ordering & Tracking System)

Administration screen: Users may review the names of the school principal and the district superintendent.



The screenshot shows a window titled "Administration" with a blue close button in the top right corner. It contains two text input fields: "Principal:" and "Superintendent:", each with an empty text box next to it.

Other Information screen: Users may change the contact name and email. the high school physical address.



The screenshot shows a window titled "Other information" with a blue close button in the top right corner. It contains two text input fields: "Contact Name:\*" with the value "Johnathan Doe" and "Contact Email:\*" with the value "johndoe@ed.sc.k12.gov". At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (grey).

If the information needs to be corrected, contact your school principal. He or she will work with the District Accreditation Contact to make corrections. Once all school information is correct, click the Verify Information (green button) at the bottom of the screen.

# DOTS (Diploma Ordering & Tracking System)

## Order Early/Late Diplomas, Cont.

11. Once all graduating students from this list have been chosen, and they are showing as green; click the arrow at the bottom of the page pointing to the right.

12. The name(s) will be moved to the right side of the page.

The screenshot shows a web application window titled "D.C. High School Students". It features two side-by-side tables. The left table has a search bar at the top with a magnifying glass icon and the text "Search". Below it is a table with three columns: "Grade", "Student Id", and "Student Name". The right table also has a search bar and a table with the same three columns. At the bottom right of the window, there are "Save" and "Cancel" buttons.

| Grade | Student Id   | Student Name              |
|-------|--------------|---------------------------|
| 12    | XXXXXXXX005  | James Madison             |
| 12    | XXXXXXXX1071 | John Calvin Coolidge      |
| 12    | XXXXXXXX147  | Martin Van Buren          |
| 11    | XXXXXXXX6856 | Andrew Jackson            |
| 11    | XXXXXXXX4103 | Dwight David Eisenhower   |
| 11    | XXXXXXXX2968 | Franklin Delano Roosevelt |
| 11    | XXXXXXXX0961 | James Abram Garfield      |
| 11    | XXXXXXXX6867 | James Knox Polk           |
| 11    | XXXXXXXX2626 | John Adams                |
| 11    | XXXXXXXX2033 | John Quincy Adams         |
| 11    | XXXXXXXX3625 | Lyndon Baines Johnson     |
| 11    | XXXXXXXX2754 | Richard Milhous Nixon     |

| Grade | Student Id   | Student Name         |
|-------|--------------|----------------------|
| 12    | XXXXXXXX5746 | Ulysses S. Grant     |
| 11    | XXXXXXXX2031 | Barack Hussein Obama |
| 11    | XXXXXXXX6747 | Chester Alan Arthur  |
| 11    | XXXXXXXX8849 | Franklin Pierce      |
| 11    | XXXXXXXX7598 | George Walker Bush   |

13. Wipe out the name in the Search Box.

14. Type in the next winter/summer/late graduate's name or SUNS Number. Students with that last name or a close variation will populate the left side of the form.

15. Return to Step 6.

When you have gone through the entire class, the winter/summer/late graduates are now on the right side of the page.

# DOTS (Diploma Ordering & Tracking System)

## Order Early/Late Diplomas, Cont.

16. If you discover an error on the right side of the page, highlight that student and click the leftpointing arrow at the bottom of the right-hand column. That will remove the student from the winter/summer/late graduation diploma order list.

17. When the student list on right side of the page appears correct, click the Save (blue button). See the bottom, right side of the illustration above.

18. The diploma order list will appear below the School Information section. Here users may edit student information. A red triangle to the far right of a student's name informs the user errors have been detected. Click on the triangle to discover the error.

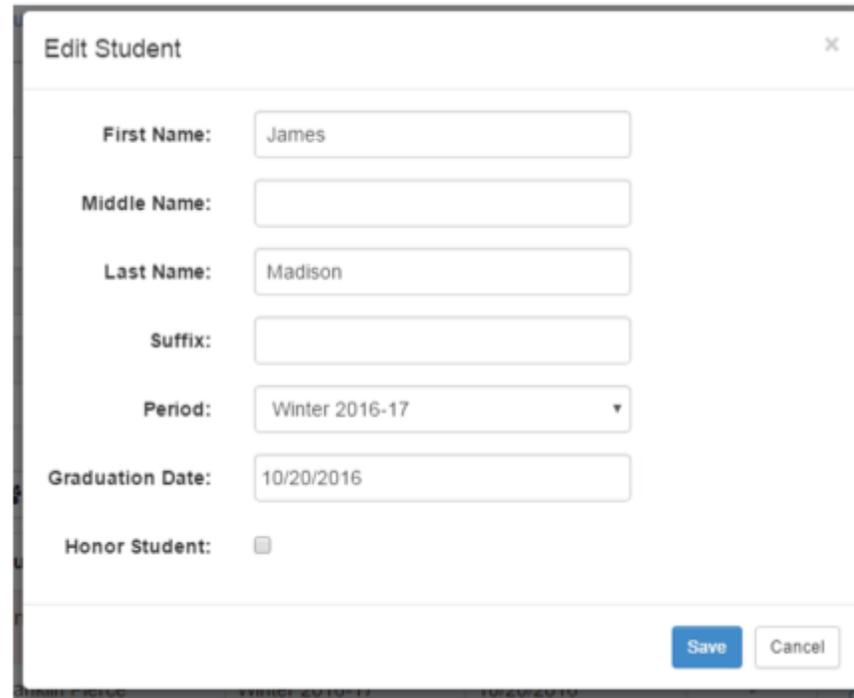
The screenshot displays the DOTS interface. At the top, the 'School Information' section includes dropdown menus for 'District: Washington District' and 'School: D.C. High School'. An 'Order Error' message box is overlaid on the right, stating: 'Your order contains errors, please correct them before proceeding'. Below this, there are buttons for 'Edit Students' and 'Add Students', along with a search bar. The main part of the interface is a table with the following columns: Student Id, Student Name, Graduation Period, Graduation Date, Honors, Edit, Remove, and Info. The table contains three rows of student data. The first row, for James Madison (Student Id: XXXXXX8005), is highlighted in red and has a red triangle icon in the Info column, indicating an error. The other two rows, for Franklin Pierce and Ulysses S. Grant, are in white and do not have error indicators.

| Student Id | Student Name     | Graduation Period | Graduation Date | Honors | Edit | Remove | Info |
|------------|------------------|-------------------|-----------------|--------|------|--------|------|
| XXXXXX8005 | James Madison    | -                 |                 | -      |      |        |      |
| XXXXXX8849 | Franklin Pierce  | Winter 2016-17    | 10/20/2016      | -      |      |        | -    |
| XXXXXX5746 | Ulysses S. Grant | Winter 2016-17    | 10/20/2016      | -      |      |        | -    |

# DOTS (Diploma Ordering & Tracking System)

## Order Early/Late Diplomas, Cont.

19. To edit an individual student's name, graduation date, graduation period or honors indicator, select the Edit icon to the far right of the respective student. The Edit Student screen will open. See below:



The screenshot shows a web form titled "Edit Student" with a close button (X) in the top right corner. The form contains the following fields and controls:

- First Name:** Text input field containing "James".
- Middle Name:** Empty text input field.
- Last Name:** Text input field containing "Madison".
- Suffix:** Empty text input field.
- Period:** Dropdown menu currently set to "Winter 2016-17".
- Graduation Date:** Text input field containing "10/20/2016".
- Honor Student:** A checkbox that is currently unchecked.

At the bottom right of the form, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

20. Special characters can be typed or pasted into name fields if necessary.

21. Students added to the order in error may be removed before submission by selecting the Remove icon (X). See the illustration below Step 18.

# DOTS (Diploma Ordering & Tracking System)

## Order Early/Late Diplomas, Cont.

22. Once all diploma order information has been entered and confirmed for accuracy, select Place Order (green button) at the bottom right. See the illustration below.

The screenshot displays the DOTS interface. At the top, under 'School Information', there are two dropdown menus: 'District' set to 'Washington District' and 'School' set to 'D.C. High School'. Below this, there are buttons for 'Edit Students' and 'Add Students', and a search box. The main part of the interface is a table with the following data:

| Student Id | Student Name            | Graduation Period | Graduation Date | Honors | Edit | Remove | Info |
|------------|-------------------------|-------------------|-----------------|--------|------|--------|------|
| X000008849 | Franklin Pierce         | Spring 2016-17    | 11/23/2016      | -      |      |        |      |
| X000007598 | George Walker Bush      | Winter 2016-17    | 10/13/2016      | -      |      |        |      |
| X000004103 | Dwight David Eisenhower | Spring 2016-17    | 12/01/2016      | ✓      |      |        | -    |

At the bottom of the table, it says 'Showing 1 to 3 of 3 students' and '10 students per page'. There is a pagination control showing '1' in a blue box. At the bottom left is a red 'Clear Order' button, and at the bottom right is a green 'Place Order' button.

# DOTS (Diploma Ordering & Tracking System)

Refer to documentation on SCDE site for further information on DOTS:

<https://ed.sc.gov/districts-schools/state-accountability/high-school-diploma/dots-manual/>

**HAPPY HOLIDAYS!!!**