

Introduction

AEMIS



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Building Skills for Success 
WV Adult Basic Education

What Is AEMIS?

Adult Education Management Information System, better known as **AEMIS**, is a web-enabled management information system (MIS) developed to meet the individual needs of West Virginia's (WV) Adult Basic Education (ABE) program, while meeting the guidelines of the National Reporting System (NRS).

AEMIS is implemented as a ColdFusion web application, with a MS SQL server database. The server runs MS Windows Server 2003 Standard Edition.

This system includes:

- a set of student measures to allow assessment of the impact of adult education instruction
- methodologies for collecting the measures
- reporting forms and procedures
- training and technical assistance activities to assist in collecting the measures

Local programs have primary responsibility for collecting the measures using valid, uniform procedures to ensure comparability across programs. Programs must maintain the data in an individual student record system.

States must ensure that measures of educational gains are meaningful by establishing a standardized assessment system. The state must maintain a state database that includes data from all programs. States are also responsible for data matching procedures when they employ that follow-up methodology.

The National Reporting System (NRS) is a project to develop an accountability system for federally funded adult education programs.

AEMIS Roles & Responsibilities

Data Manager – Data Managers, including Assistant Data Managers, are responsible for “managing” AEMIS for individual grantees (programs). It is the responsibility of Data Managers to ensure that student data (enrollment, exit/withdrawal, attendance) is entered into AEMIS accurately and timely (minimally once a month). Data Managers are responsible for creating class sites and classes at the local level. Individual teachers are encouraged to enter their class data into AEMIS (i.e. 400A, 400B, attendance). However, it is the responsibility of the Data Manager to provide training and support to the local users. While Data Managers do NOT have to be current ABE employees, it is recommended that they become familiar with the ABE 400A/B and ABE 300.

Selected grantees and classes can forward their data to their Regional Coordinator of Adult Education (RCAE) for entry into AEMIS. Contact the RCAE for additional information. If the local RCAE enters the data, **the following completed forms should be forwarded to that office no later than the 5th of the month, for all students enrolled / updated/withdrawn in the prior month:**

For example, July data should be forwarded to the RCAE no later than August 5.

- ABE 400A for newly enrolled students
- Updated ABE 400A, as changes and updates are needed
- ABE 400B for withdrawn students
 - Goal(s) for Attending
 - Assessment Information
 - Student Achievements
- ABE 300 – individual instructor and student daily attendance

Grantee Administrator – A Grantee Administrator(s) is the contact for the specified grantee. This is the individual responsible for writing and submitting proposals to the WV Department of Education. S/he has full access to the data within his/her grantee. This individual, as well as, the assigned data manager(s), can perform the following functions within AEMIS for his/her grantee:

- Create/Edit/Deactivate/Activate Class Sites
- Create/Edit/Open/Close Classes
- Log attendance
- Enroll and Exit Students
- View Pre-service and Professional Development Records
- Run reports – 300A, Class, NRS, WVABE, Professional Development

RESA Administrator – The RESA Administrator can perform the same functions as the Grantee Administrator; only s/he can do so for the entire RESA s/he is assigned.

Instructor – The instructor can perform the following functions for the class s/he has been assigned: (The class site and class must be created by the Data Manager.)


- Log attendance
- Enroll and Exit Students
- View his/her Pre-service and Professional Development Records
- Run reports – 300A, Class, NRS, WVABE, Professional Development

There are additional roles specific to state and regional staff that directly relate to their areas of responsibility. Staff members only have access to data for which his/her job requires.

System Requirements

1. Screen Resolution
 - a. 1280 x 1024 pixels preferred
 - b. 800 x 600 pixels minimum
2. Internet Explorer 7.0 preferred
 - a. Mozilla Firefox is NOT supported
 - b. Netscape is NOT supported
3. Pop-up blockers must be turned off or set to accept pop-ups from <http://www.wvabe.org>
NOTE: To avoid a certificate error, include the "www" prior to "wvabe.org" within the web address.
4. Internet connection
 - a. Speed of 56K minimum; time-outs may be experienced
 - b. For optimum use, utilize a T1, DSL, or cable modem connection

General Operating Information

1. Clicking a printer friendly version button opens a new window displaying the form/report currently displayed in a format conducive to printing. A new window will open. Select File, Print from the menu toolbar. A print dialog box will open. Prior to printing the page, make sure the printer orientation is set to landscape. After printing the form, close the window.  **printer friendly version**
2. All dates should be entered in the following format: mm/dd/yyyy
3. Social security numbers should be entered in the following format: xxxxxxxxx
Do not include spaces, dashes, or slashes, only the 9 digit number. Do not hit the space bar at the end of the number.
4. Press the TAB key to move from field to field AND after entering the assessment scores.

5. Can't remember your password? After trying to login **TWO** times unsuccessfully with an incorrect password, click "Forgot Your Password?" on the login page. A *Request Password* dialog box will display. Enter the email address stored in your AEMIS profile and click *Submit*. A new password will be e-mailed to you within 24 hours. If you do not receive a new password within 24 hours or if you do not know the email address stored in your AEMIS profile, contact your assigned *AEMIS Technical Assistance Manager* (aka Baby Bear). A listing of *AEMIS Technical Assistance Managers*, are located later in this section. Logging in unsuccessfully the third time will deactivate (lock) your account. To have an account activated, refer to the next page.

WVABE - AEMIS

AEMIS

Request Password

Email Address *

Enter your email address to have a new password sent to you.

Submit

* indicates a required field



If the state's access email is down, passwords cannot be sent out and AEMIS will probably display an error message.

6. AEMIS is a dynamic, database driven, Web application. Content in AEMIS changes according to information that is entered into the system. Therefore, it is highly recommended that users navigate through AEMIS using the tools provided within the application.

Using the browser's **Back** and **Forward** buttons to go to a page is not the same as clicking a link to go to exactly the same page. The **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.

Avoid the **Back** and **Forward** button in order to always see the latest information.

Login

<http://www.wvabe.org/aemis>

A **user profile** must be created for all users of the AEMIS system. The Professional Development Coordinator or System Administrator creates new users. When a new user is created, s/he will be e-mailed a **temporary** password. As a result, all users of AEMIS **must** have an e-mail address. AEMIS users cannot access AEMIS until a user account has been created for them. The level of access a user has depends upon their role in the WVABE program.

* indicates a required field

If a user fails to login correctly after three attempts, his/her account will be locked. S/he must contact their assigned *AEMIS Technical Assistance Manager* (aka Baby Bear) via e-mail to reactivate the account. As a reminder, *after trying to login **TWO** times unsuccessfully with an incorrect password, click “Forgot Your Password?” on the login page.* A listing of **AEMIS Technical Assistance Managers**, are located later in this section. If you forget your password, click “Forgot Your Password” and AEMIS will automatically send a new password to the e-mail address specified in your User Profile.

E-mails and passwords are NOT case sensitive.

After **60** minutes of inactivity you will be logged out.
To resume working in AEMIS, complete the login screen.

Activity within AEMIS is defined as actually completing a task (i.e., submitting and/or saving). As a result, it is **very** important that you complete a task (i.e., submit and/or save) prior to the end of a 60-minute AEMIS working session. If you do not complete a task, you will be logged out and your work will **NOT** be saved (i.e. logging attendance without clicking save/submit for more than 60 minutes is not considered activity).

Logout

Clicking **Logout** from the menu will log you out of AEMIS and return you to the login screen. If you do not logout, AEMIS will automatically log you out after 60 minutes of inactivity, requiring you to login prior to continuing. Closing the browser automatically logs you out of AEMIS.

Edit Profile

A user has the ability to modify his/her own user profile (i.e., password).

To perform these changes:

1. Click **Edit Profile**.
2. An **Edit User Profile** dialog box will appear

Edit User Profile

AEMIS

User Information

First Name: Louise *

Last Name: Miller *

Email Address: lbmiller@access.k12.wv.us *

Password: *

Verify Password: *

Contact Information

Address One: RESA I *

Address Two: 400 Neville Street

City: Beckley * State: WV *

Zip Code: 25801 *

Phone No: 394-256-4712 *

Fax:

Cancel **Save**

* indicates a required field

3. Make the necessary changes to the profile.
4. Click the **[SAVE]** button to save your changes, click **[Cancel]** to return to the home screen.

Notes

1. The address in AEMIS will be used for all postal mailings. As a result, it is the responsibility of all AEMIS users to keep their mailing address current by following the steps indicated above.
2. When it is necessary for a regional or state staff person to contact a user via e-mail, their e-mail will be obtained from the individual user's profile. As a result, ***it is the responsibility of all AEMIS users to keep their e-mail current.*** AEMIS will not allow you to enter an e-mail address that is already in use by another user. All users' e-mail addresses must be unique to that user – in other words, you cannot share an e-mail address with another user; each individual must have his/her own. ***If you update your e-mail address in AEMIS, please contact Cathy Shank at cshank@access.k12.wv.us if you would also like the e-mail address updated on the various WVABE listservs.***
3. It is recommended that **ALL users use this procedure to change their password when logging into the site the first time.**
4. The ***e-mail address and mailing address*** utilized in AEMIS is subject to publication (web-based and print). If you do not want this information published, it will be necessary for you to create a new e-mail and update your profile accordingly, and utilize your work mailing address.

Professional Development

View Pre-service Record

Personal Information		Address	
Louise B. Miller State/Regional Administrative louise@wvabe.org		RESA I 400 Neville Street Beckley, WV 25801 800-766-7372 (ph)	
Current Qualifications			
Program	Date	Hours	Trainer
Computer Literacy	04/25/2005	6	Miller, Louise

AEMIS enables the creation and maintenance of each user's pre-service record. All users can **view** their pre-service record. The Professional Development Coordinator and the System Administrator **create** and **edit** the user's pre-service.

To view your pre-service record:

1. Select **Professional Development>View Pre-service Record** from the menu.
2. Depending upon the User's privileges in AEMIS, the User may be able to select more than one User's Pre-service Record to view:
 - Select the letter of the lastname of the user's record you would like to view
 - Select the name of the user's record
3. When you have finished viewing the record:
 - a. click [**Cancel**] to return to the main menu, or
 - b. make another menu choice.

A user **cannot** be assigned as an instructor to a class unless s/he has completed the appropriate pre-service requirements. For additional information regarding pre-service requirements, refer to the WVABE Teacher Handbook.

View Professional Development Record

To view your professional development record:

1. Select **Professional Development>View Professional Development** from the menu.

Personal Information				Address			
Louise B. Miller Employee Type: State/Regional Administrative Grantee: RESA Staff louise@wvabe.org				RESA I 400 Neville Street Beckley, WV 25801 800-766-7372 (ph)			
Professional Development Summary				Current Program Year Status			
Program Year	Core Hours	Elective Hours	Total Hours		Core Hours	Elective Hours	Unrestricted Hours
2008	3	0	3	Required	0	0	6
2007	0	11	11	Completed	0	0	3
2006	3	11	14	Remaining	0	0	3
Inservice History							
Inservice	Date	Hours	Core				
Management 100-IE: Managing Your Information System for Institutional Educators (MGMT-100IE)	09/28/2007	3.0	Yes				
Management 100-ABE: Managing Your Information System for ABE/ESL Instructors (MGT-100ABE)	02/26/2006	3.0	Yes				
Management 100-ABE: Managing Your Information System for ABE/ESL Instructors (MGT-100ABE)	12/04/2006	3.0	No				
Management 100-ABE: Managing Your Information System for ABE/ESL Instructors (MGT-100ABE)	10/25/2006	3.0	No				
AEMIS Q&A (AEMIS)	09/20/2006	3.0	No				
OIEP Adult Staff Development Conference (OIEP_Conf)	09/07/2006	1.0	No				

2. Review the record and if there are discrepancies, complete the confirmation information.

Confirmation	
Please confirm that the listed inservice history is accurate and up-to-date. If it is not use the provided space to explain the discrepancy. <input type="radio"/> Yes <input type="radio"/> No	Explanation <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

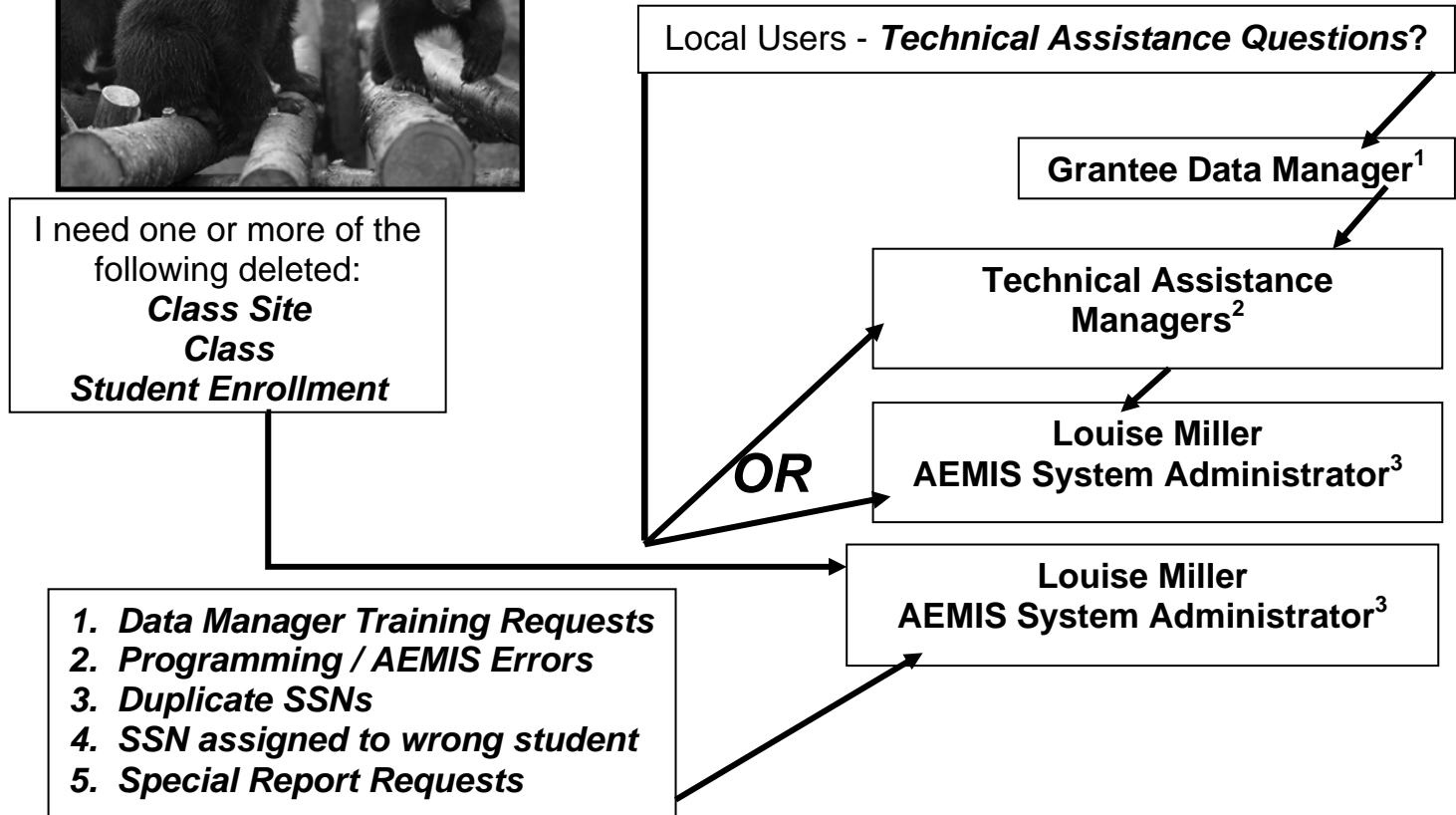
3. When you have finished viewing the record:
 - a. click **[Cancel]** to return to the main menu,
 - b. click **[Submit]** when confirming or requesting updates to your record, or
 - c. make another menu choice.

NOTE: As with viewing pre-service records, depending upon the User's privileges in AEMIS, the User may be able to select more than one User's In-service Record to view.



AEMIS Technical Assistance

I have questions about AEMIS! Who do I contact?



Grantee Data Managers¹ and **Assistant Grantee Data Managers¹** are responsible for “managing” AEMIS for individual grantees (programs). It is the responsibility of **Grantee Data Managers¹** to ensure that student data (enrollment, exit/withdrawal, attendance) is entered into AEMIS accurately and timely (by the 10th of the following month). **Grantee Data Managers¹** are responsible for creating class sites and classes at the local level. Individual teachers are encouraged to enter their class data into AEMIS (i.e. 400A, 400B, attendance). It is the responsibility of the **Grantee Data Managers¹** to provide training and support to the local users. While **Grantee Data Managers¹** do NOT have to be current ABE employees, it is recommended that they are. If not, at a minimum, they *must* become familiar with the ABE 400A/B and ABE 300 by attending ABE PEER Training and AEMIS4U their first year of providing technical assistance.

Technical Assistant Managers²:

- Provide technical assistance to **Grantee Data Managers¹** and **Assistant Grantee Data Managers¹** for their *assigned Region(s) / Grantees*
- Conduct "Data Manager Training," as arranged through the office of Louise Miller for their *assigned Region(s) / Grantees*
- Provide technical assistance to local AEMIS Users on an as needed basis via phone and e-mail for their *assigned Region(s) / Grantees*

AEMIS System Administrator³, Louise Miller, is available to answer all questions in all regions and can be reached at lbmiller@access.k12.wv.us or louise@wvabe.org and 1-800-766-7372, ext. 1122 or 1-304-256-4712, ext. 1122.

AEMIS Technical Assistance Contacts aka ... Baby Bears

Contact	Region / Grantee	Phone /E-mail
Shalom Tazewell AEMIS Technical Assistance Manager	RESAs 1 & 4 (Braxton, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, Wyoming)	shalomtazewell@frontier.net 304-466-4490
Carole Totten AEMIS Technical Assistance Manager	RESA 2 (Wayne, Cabell, Lincoln, Logan, Mason, Mingo) RESA 3 (Boone, Putnam, Clay)	caroletotten@yahoo.com 304-348-6670, ext. 111 Ask for Carole
Joan Carloni or Elizabeth Jarrett AEMIS Technical Assistance Manager(s)	Kanawha County <i>For data entry questions / concerns</i> <i>For NRS and data entry related questions / concerns</i>	joan_carloni@yahoo.com 304-348-6670, ext. 9 or ejarrett@access.k12.wv.us 304-727-2480
Julie Hagan AEMIS Technical Assistance Manager	RESA 5 (Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood)	jhagan@access.k12.wv.us 304-485-6513 ext. 127
Marilynn Schnupp Or Nancy Spohn AEMIS Technical Assistance Manager(s)	RESA 6 (Brooks, Hancock, Marshall, Wetzel, Ohio)	mschnupp@access.k12.wv.us Work - both: 304-214-8948 Nancy (pm): 304-218-2861
Juli Dilworth or Bunny Guido AEMIS Technical Assistance Manager	RESA 7 (Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur)	dilpickles@yahoo.com 304-472-3330 or eguido@access.k12.wv.us 304-363-7372
Jack Price AEMIS Technical Assistance Manager	RESA 8 (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Pendleton, Morgan)	jeprice@access.k12.wv.us 304-263-3897
Christina Harper AEMIS Technical Assistance Manager	SPOKES Programs Statewide	cdharper@access.k12.wv.us 1-800-257-3723, ext. 115
Mike Shaffer AEMIS Technical Assistance Manager	Institutional Educational Programs	mcshaffe@access.k12.wv.us 304-765-7904

NOTE: AEMIS Technical Assistance Managers were selected based upon their AEMIS expertise to assist local programs across the State. However, all AEMIS users are welcome to continue to contact Louise Miller for technical assistance for specific needs.

AEMIS System Administrator



Louise Miller
ABE Technology Coordinator
1-800-766-7372, ext. 1122
louise@wvabe.org
lbmiller@access.k12.wv.us



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