

Instructions for using Data Validation site

1. Get a Username and Password by emailing Courtney (Courtney.hall@state.nm.us) your name and email address.
2. Navigate to <https://webapp.ped.state.nm.us/soaptpe/logon.aspx>
3. Log on using your username (email address) and password (sent to you by Courtney)

The screenshot shows the login interface for the NMPED Teacher Prep Program Eval. At the top, there is the NMPED logo and the text "NEW MEXICO PUBLIC EDUCATION DEPARTMENT TEACHER PREP PROGRAM EVAL". Below this is a "LOGON" tab. The main heading is "Logon" in blue. A red message states "Valid Login User required to Access site!". There are two input fields: "Email:" with the value "courtney.hall@state.nm.us" and "Password:" with masked characters. A "Logon" button is below the fields. A red asterisk and the word "Required" are at the bottom of the form. The footer contains navigation links: "NMPED Web Site", "Web Application Portal", "Site Map", and "Contact Us". It also shows "Colors: blue" and "Mailing address: 300 Don Gaspar Santa Fe, NM 87501" and "Production Environment V15.04.09".

4. This is the home page with key buttons defined.

The screenshot shows the home page of the NMPED Teacher Prep Program Eval. At the top, there is the NMPED logo and the text "NEW MEXICO PUBLIC EDUCATION DEPARTMENT TEACHER PREP PROGRAM EVAL". Below this is a green navigation bar with "HOME", "WELCOME, COURTNEY HALL", and "LOGOUT". The main heading is "Teacher Prep Program Eval" with a dropdown menu set to "2014-2015". In the center is a graphic of a tablet displaying "Welcome!" and an apple. There are four callout boxes with arrows pointing to specific buttons: "Students" (under "Data:"), "Change Log" (under "Data:"), "Upload" (under "Transfers:"), and "Download" (under "Transfers:"). There are also "REPORTS" (under "Reporting:") and "DOCS" (under "Document Library:") buttons. A "Quit/Logout" button is at the bottom right. The footer contains navigation links: "Web Application Portal", "Site Map", and "Contact Us". It also shows "Colors: green" and "Mailing address: 300 Don Gaspar Santa Fe, NM 87501" and "Production Environment V15.04.09".

Students: This is where you can fill out validation data online for the teachers who attended your institution

Upload: This is where you upload the populated spreadsheets

REPORTS: This is where you can download a spreadsheet with all of the data from your instituion

DOCS: This is where you download and re-upload your institution's variable definitions.

The first step is to define the variables for your institution. Then, you can enter the data in one of two ways: Enter the data online, or download a spreadsheet and fill out the data in excel.

DEFINING VARIABLES:

1. Click on “DOCS” from the main screen. You will be directed to the Document Library:

The screenshot shows the NMPED Teacher Prep Program Eval interface. At the top, there is a header with the NMPED logo and the text 'NEW MEXICO PUBLIC EDUCATION DEPARTMENT TEACHER PREP PROGRAM EVAL'. Below this is a green navigation bar with 'HOME', 'WELCOME, COURTNEY HALL', and 'LOGOUT'. The main content area is titled 'TPPE DOC Library List'. There is a 'Main Menu' button. Below that, there is a dropdown menu for 'Institution: *All Institutions*' and a checkbox for 'Show Inactivated Items'. A table displays a list of documents with columns for 'Title', 'DistrictName', 'Description', and 'Date'. The first row shows 'Institution Definition Worksheet' with a date of '5/22/2015'. Below the table is an 'Add Record' button. At the bottom, there is a footer with navigation links and contact information.

Click on the document to open it.

Main Menu: To Return to Home Screen

Add Record: Click to re-upload your Institution’s Definition Worksheet

2. The only document in the library will be the Institution Definition Worksheet. Click on the document to open it in word.

Institution Name:

Variable	Definition for Your Institution	Other Comments
High School GPA		
Undergraduate GPA		
Post Undergraduate GPA		
Prep Program GPA		
ACT		
Student Teaching District		
Student Teaching School		
Hours Student Teaching		

3. Fill out the form, save it, and re-upload it using the “Add Record” button in the Document library.

DATA ENTRY OPTION 1: Enter data online

1. Select "Students" from the main menu. You will be directed to a page like this for your institution:

**NEW MEXICO PUBLIC EDUCATION DEPARTMENT
TEACHER PREP PROGRAM EVAL**

HOME WELCOME, COURTNEY HALL LOGOUT

Student List

Main Menu

These are students in your district or school.

- Use filter options to narrow the list
- Click on a heading to sort
- Click on edit button to edit student ID

Institution: Training Institution (777)
Students: All Students

Page: 1 of 2 Filter: Last Name # Items 25

	InstitutionID	InstitutionName	Attended	Alternative	SSN	Staff Last Name	Staff First Name	Staff Middle Initial	Staff Birth Date	Certification Level	Certification Type Code	Certificate Number
Edit	777			1	999999928	SMITH	ALEXANDRIA	R	7/20/1988	PRE-LEVEL 1 INTERNSHIP LICENSE	200	[REDACTED]
Edit	777			0	999999902	SMITH	AMANDA		8/22/1985	LEVEL ONE	200	[REDACTED]
Edit	777			1	999999945	SMITH	AMANDA	J	3/22/1990	PRE-LEVEL 1 INTERNSHIP LICENSE	200	[REDACTED]
Edit	777			1	999999908	SMITH	ARNONA	F	8/3/1953	PRE-LEVEL 1 INTERNSHIP LICENSE	400	[REDACTED]
Edit	777			0	999999915	SMITH	ASHLEY		5/27/1987	LEVEL ONE	200	[REDACTED]
Edit	777			1	999999944	SMITH	AUGUSTINA	H	1/21/1985	PRE-LEVEL 1 INTERNSHIP LICENSE	200	[REDACTED]
Edit	777			0	999999919	SMITH	BERTHA		7/5/1982	LEVEL ONE	200	[REDACTED]
Edit	777			1	999999934	SMITH	CATHERINE		10/18/1973	PRE-LEVEL 1 INTERNSHIP LICENSE	200	[REDACTED]

2. Click the Edit button for each teacher to input their information. Input the data, press save, and go back to the student list.

HOME WELCOME, COURTNEY HALL LOGOUT

Student Details

3) Go Back to Student list Students List

Record: 1 of 1 Cancel Save

Name: SMITH, ALEXANDRIA
SSN: 999999928

STARS DATA

Institution ID	Staff Last Name	Staff First Name	Staff Birth Date	Alternative
777	SMITH	ALEXANDRIA	7/20/1988	1
Certification Level	Certification Type Code	Certificate Number		
PRE-LEVEL 1 INTERNSHIP LICENSE	200	[REDACTED]		

INSTITUTION DATA

High School GPA	Undergraduate GPA	Post Undergraduate GPA	Prep_Program_GPA	ACT
Student Teaching District 1	Student Teaching School 1	Hours Student Teaching School 1	Alternative Internship Year School 1	
Select District			N	
Student Teaching District 2	Student Teaching School 2	Hours Student Teaching School 2	Alternative Internship Year School 2	

1) Input Data here

DATA ENTRY OPTION 2: Download a Spreadsheet and Edit Offline

1. From the home screen, click the REPORTS button.

HOME WELCOME, COURTNEY HALL LOGOUT

Reports

Main Menu

Institution: Training Institution (777)

Page: 1 of 1 Filter: *Show All* GO # Items: 25

Title	Export	
Student Listing - All	CSV	XLS
Student Listing - Alternative	CSV	XLS
Student Listing - Non Alternative	CSV	XLS

Main Menu

Export to CSV (text file) or XLS (Excel 97-2003)

Three data set options: All students, Only Alternative Licenses, and only Non-Alternative Licenses

Main Menu: To Return to Home Screen

2. Download either All Students, or both the Alternative and Non-Alternative Student files (so you always have all students).
3. Fill out the spreadsheet according to the definitions you provided and save it as an .xls or .csv
4. You will find the list of District and School Names in the Document library ("DOCs" on the home page)
5. Return to home screen and click on the "Upload" button. Upload your file.

HOME WELCOME, COURTNEY HALL LOGOUT

File Upload

Main Menu

Institution: Training Institution (777)

File Type: File Format(s) Info

Test Name:

Select your file to Upload:

Browse... No file selected.

Upload

File Type: Select File Type (CSV or XLS)

Submission Status Table

Page: 1 of 1 Filter: *Show All* GO # Items: 25

ID	District Code	Location ID	File Name	File Status	Status Desc	Name	Email	Date Uploaded
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Main Menu

Main Menu: To Return to Home Screen