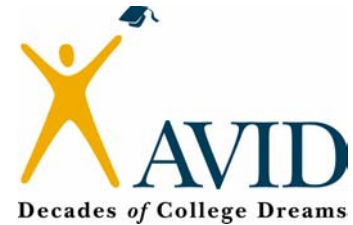


AVID Coordinator/Teacher Instructions Spring 2006 Senior Data Collection

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Introduction

This is the third year AVID Center is conducting the Senior Data Collection program-wide. We are excited about the quality of the information we are going to get from seniors and need your assistance to facilitate this process at your school.

- 2006 Senior Data Collection begins on October 10th and ends on June 2nd.**
- October 10th – March 17th:** Data collection forms distributed to seniors and data is input via data collection website. **March 17th** is the deadline for seniors to submit the online forms for Site Coordinators to review.
 - March 20th – April 28th:** Data is reviewed and approved by Site Coordinators and submitted to AVID Center for approval by **April 28th**.
 - May 1st – June 2nd:** Data is reviewed and approved by AVID Center. No data will be accepted after **June 2nd** for reporting or certification purposes.

Site Coordinators and/or Teachers will need the following to participate in this process:

- **SENIORS** – This collection is designed to collect data on AVID Seniors only. If your AVID program does not have seniors this year you are off the hook!
- **DATA COLLECTION FORMS** – Seniors will fill out these paper forms before they input their data online.
- **EMAIL ADDRESSES** – Ideally each senior will have an email address. (Most kids do these days.) However, if a senior doesn't have an email address, he or she will still be able to participate.
- **TRANSCRIPTS** – You will want to have a recent copy of each senior's transcript available. Experienced AVID Coordinators have found these to be a big help.
- **COMPUTERS with INTERNET ACCESS** – High speed access is best, but dial-up access will do if that is what you have. If there is no access at school, then students can login and enter information from home or a public library. (Most kids know where to find access when they need it!)
NOTE: Student information is entered through a secure connection with the same level of encryption as online banking sites. We do not share/sell individual student contact information.

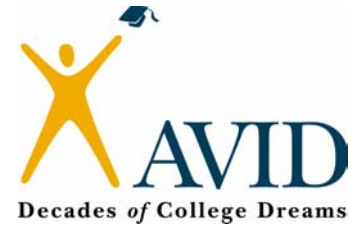
The following instructions will guide you in downloading and distributing the paper forms to your seniors, creating MyAVID accounts for your seniors, helping them to enter their data online, and approving their data once it has been entered online.

As you go through this process, please send questions, comments, or suggestions to aviddata@avidcenter.org or call us at 858.623.2843. We want this to be as painless as possible for you and your AVID seniors.

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Instructions

I. DOWNLOAD AND DISTRIBUTE PAPER FORMS TO YOUR SENIORS

Before your seniors can enter their data online, they need to fill out the paper data form.

- 1. To download the senior data collection form** go to <http://www.avidonline.org>, click on Data Collection in the bottom left corner, then on Senior Data Collection in the left margin. Here you will find the form available as a PDF.
NOTE: If you are in **CA, TX, or NV**, be sure to **download your state's form**. All other states should use the General Senior Data Form.
You may also receive the forms by mail OR in an email directly to you from AVID Center OR from your Regional or District AVID Director.
- 2. Take time to review and become familiar with the form.** We ask that each AVID senior complete the data form and enter their information online at the AVID Center website. Note that there is an **Instructions and Strategies** section at the end of the form to assist you and your seniors.
- 3. Print out the form, duplicate and distribute to each senior.** Again, seniors need to fill out the paper forms before entering the data online. Please provide class time for your seniors to do this. Having each senior's transcript available will also be a big help. Encourage your seniors to enter their data accurately and to the best of their knowledge. These data will be used to demonstrate the effectiveness of your AVID program and inform program improvement efforts. Participating in this data collection is one way your AVID seniors can give back to your AVID program.

II. CREATE MyAVID ACCOUNTS FOR YOUR AVID SENIORS:

While seniors are filling out their paper forms, you can create accounts for them so they will be able to enter their data online. For each student you will need four pieces of information:

- first name
- last name
- login ID (usually email but can be first initial and last name)
- password (can be anything, but student school ID# is recommended)

To set up MyAVID accounts for your seniors:

- 1.** Go to www.avidonline.org and click on MyAVID at the top of the page.
- 2.** Login to your MyAVID account by entering your complete email address and password. If you have any difficulty logging in, please call us at 858.623.2843 or email us at aviddata@avidcenter.org.
- 3.** Once logged in, click on AVID Data Entry System under MyAVID Tools near the bottom of the page.
- 4.** Once on the Data Entry System page, click on Add a New Student under Senior Data Collection in the left margin.
- 5.** If you are the Site Coordinator for multiple schools, you will be asked to select the senior's school from a pull-down list. If not, you will be asked for the First and Last name of your first student.

6. Type in the First and Last name of your first student and click continue.
7. Type in that student's email address and a password.
 NOTE: If the student does not have an email address or you do not know it, then type in something they can use as a login name in the email address field. We suggest using first initial and last name. For example, *Jesus Ortega* would be *jortega*. If a login is taken, you might want to try *jortega2*.
 HINT: You might want to use the student's school ID number for a password. This way you will be able to let all your seniors know that they can login using first initial and last name and their student ID. Once logged in, they can update their email address and password by clicking on Edit your profile.
8. Select 2005-2006 from the popup menu and click OK.
9. Verify the student's information. If correct, click yes. If incorrect, click no to edit.
10. Now click on Add another student to this same school and repeat steps 6 thru 9 for each AVID senior.
11. When finished adding your last senior, click on Student List.
12. Select 2005-06 from the popup menu and click OK. This will generate a list of all of your students' emails (login names) and passwords. Clicking a student's name in the Student List will display that student's contact page where information can be updated.
 IMPORTANT: Double-check your list to be sure that there aren't any typos, as typos could prevent your seniors from being able to login.
13. Click on Printable List and print by either clicking on Send to Printer or File and then Print in your browser's menu bar.
14. Distribute individual login names and passwords to students so they can enter their data online.
 NOTE: Instructions for seniors entering data are on the last page of the Senior Data Collection Form.

III. ONLINE ENTRY OF DATA BY SENIORS

There are many ways you can assist your students in entering the data from their paper forms online. If you have a computer with internet access in your classroom you might want to allow students to individually enter their data there. Another option would be to schedule time in your school's computer lab if you have one available that has internet access.

We ask that you do provide class-time for your seniors to get their data entered online and hold them accountable for getting their data input on-time. Last year some teachers made the completion of the paper form and the online entry of the data two separate assignments worth points towards each senior's final grade in AVID. This worked well to motivate the students to get the data in.

NOTE: If your students don't have all of the information for the form yet, you can still have them get started in the data entry online. Once they have entered the data they have they can select Save for Later on the last page of the form and come back later to finish it. (They might need to put in place holder data to get through some of the pages of the online form.)

COMPUTER OPERATING SYSTEM AND BROWSER COMPATABILITY

- PC with Windows 98, 2000, 2003, or XP should use Microsoft Internet Explorer 6.0 or higher.
- Macintosh with OS 10.x should use Apple Safari.
- Macintosh with OS 9.x should use Microsoft Internet Explorer 5.1.

If you are having trouble finding computers on campus that your seniors can use to enter their data online, please contact Brian Kick at bkick@avidcenter.org or 858.623.2843 x115.

IV. REVIEW AND APPROVAL OF SENIOR DATA

Once your seniors have entered their data online, we ask that you login and check the data they have entered for accuracy. If inaccurate, you can have them edit it or edit it yourself. If accurate, you send it on to AVID Center. Once we receive the data we'll look at it and run it through some statistical analysis. If we find any errors or possible mistakes, we will send it back to you to review, correct if necessary, and then return to us.

To review your AVID senior's data:

1. Go to www.avidonline.org and click on MyAVID at the top of the page.
2. Login to your MyAVID account by entering your complete email address and password. If you have any difficulty logging in, please call us at 858.623.2843 or email us at aviddata@avidcenter.org.
3. Once logged in, click on AVID Data Entry System under MyAVID Tools near the bottom of the page.
4. Once on the Data Entry System page, click on Senior Form Approval under Senior Data Collection in the left margin.
5. Click on the name of the senior whose form you would like to review.
6. Review the senior's information for accuracy. If you choose to, you can edit each section by clicking on the edit button at the bottom right of each section. Once the information is correct, scroll to the bottom of the page and click on Submit to AVID. If you would like the senior to edit the information, then select Return to Student at the bottom of the page.
NOTE: If you choose to send it back to the student, be sure to notify the student you have sent it back for editing. Also, once the student resubmits the form you will be required to review it again.
7. To monitor your seniors' progress click on Senior Data Status List. This will show you a list of your seniors alphabetically by last name, their form's status and the last time it was updated.

Please send your questions or comments to aviddata@avidcenter.org or call us at 858.623.2843. We're here to help.