

SECME Data Compliance

How do I register my school and enroll my students?

Registering or updating your school and enrolling your students in the SECME database is required each year for eligibility to submit proposals for competitive classroom SECME mini-grants and for students to compete for scholarships and in regional and national SECME student competitions.

- 1) New schools are asked to register your school in the SECME database system for the current year. Registering your school doesn't require you to have an after school program or club -- Your "SECME Program" can be embedded in your classroom activities. In subsequent years, we ask that you then go through the simple process of reviewing your database information and update for that school year. It's really that simple. You will only have to click on and select the new school year, check your data fields, revise any that have changed, and click submit.
- 2) You are asked to enroll your students in the SECME database system for the in the fall of the current school year. In subsequent years, we ask that you go through the simple process of updating your students' data as shown in the following directions.

Step One

We all start from the same place: SECME's homepage -- www.secme.org.
Click the Login link.



Enter your email address and password.

If you do not have a password, click on the "Register as New User."

If you forgot your password, click "Forgot Your Password"

* At this time there is a glitch in the system, so you will not receive an immediate answer. You will have to wait until someone from the office can email you.

The image displays two screenshots of the SECME website's user interface. The top screenshot is the 'SECME User Login Screen' dated June 10, 2013. It features a sidebar with links like 'Home', 'What is SECME?', and 'Resources & Forms'. The main area has a 'User Login' section with fields for 'Email Address' (filled with 'lynda.byme@coe.gatech.edu') and 'Password'. Below these are links for 'Forgot Your Password?' and 'Forgot Your Username?'. A red arrow points from the 'Register as New User' link in the sidebar to the 'SECME User Registration' form on the right. The registration form has fields for 'Email Address (this will be your login ID)', 'Re-enter Email Address again', 'Choose your password', and 'Re-enter password'. It also has fields for 'Name' (First, Middle, Last). Below these is a section for 'Please select your affiliation from the list below' with a dropdown for 'District' and a dropdown for 'District Entry Code'. A red arrow points from the 'District Entry Code' field to the text box below. The bottom screenshot is the 'SECME User Registration' form, which includes a 'Register as District or School official or Educator' section with a 'District Entry Code' dropdown and a 'Choose District' dropdown. A red arrow points from the 'District Entry Code' field to the text box below.

To register as a "New User," you will need your *District Entry Code*. If SECME National has your school's "Principal Commitment Form" on file, you can email us at secme@coe.gatech.edu for your District Code.

Step Two

Register Your School in the Database System

Scroll over the "School/
District Data Forms.

Click on "School
Registration."

The screenshot shows the SECME website home page. On the left is a navigation menu with the following items: Home, What is SECME? The Alliance, Who is SECME? The People, Our History, Experience SECME Events, Resources & Forms, Media Showcase, Spotlight Archive, Other Initiatives, SECME Apparel Store, Donate to SECME, School/District Data Forms, University Data Forms, Administrator Reports, SECME Administration, Site Map, and Logout. A red box highlights the 'School/District Data Forms' item, and a red arrow points from the instruction 'Scroll over the "School/District Data Forms."' to it. Another red arrow points from the instruction 'Click on "School Registration."' to the 'School Registration' link within the highlighted box. The right side of the page shows a 'Login Message' with the text 'Login Successful! Congratulations, you have successfully logged at the left to proceed. The 2012-2013 National Student Competition Resources" in the menu on the left. You can al

Select the current school year
* An **IMPORTANT STEP EACH NEW SCHOOL YEAR** is to update is selecting the current school year! It's how the National Office knows you are wanting to participate that school year.

Enter or Review Your Schools' Data

Go through each page by clicking "Next."

When you are finished, click "Submit."

The screenshot shows the 'School Registration Entry/Update Form'. At the top, it says 'Greetings from the SECME National Office. We are working diligently to provide improved and more meaningful support for your efforts. Please enter your pertinent school information.' Below this is a link 'Edit this content (v=50)'. The form is divided into two main sections: 'General Information' and 'School Information'. The 'General Information' section includes a dropdown for 'Year SECME Was Established' (which is circled in red) and a dropdown for 'School Year'. The 'School Information' section includes dropdowns for 'Official District' (set to 'Test District 1'), 'Official School', 'Name', 'Address', 'City', 'State', 'Zip', 'Congressional District', 'Phone', 'Fax', 'Type of School', 'Title 1', and 'Magnet'.

Step Three

Enroll Your Students in the Database System

Scroll over the "School/
District Data Forms.

Click on "Student
Manager."

This screenshot is identical to the one for Step Two, showing the SECME website home page. A red box highlights the 'School/District Data Forms' item in the navigation menu. A red arrow points from the instruction 'Scroll over the "School/District Data Forms."' to it. Another red arrow points from the instruction 'Click on "Student Manager."' to the 'Student Manager (Add/Update Students)' link within the highlighted box.

The "Student Manager" allows you to enter your SECME Kids and to "manage" them at the end of the school year.

Your School and your District should auto-populate .

Enter your student data.

	Student Name	School Name	Academic Year	Grade	Gender	Primary Ethnicity
<input type="checkbox"/>	bob, random	Test School - High	2011-2012	7	M	Multiracial
<input type="checkbox"/>	SECME, Test	Test School - Elementary	2012-2013	1	M	
<input type="checkbox"/>	test, test	Test School - High	2011-2012	5	F	Hispanic
<input type="checkbox"/>	Test2, SECME2	Test School - Elementary	2012-2013	2	M	

There are four key icons that will guide you through managing your students:



- Enroll (add) new students
- Update select data for multiple students
- Transfer students from one school (SECME program) to another
- Promote to the next grade/Graduate students. When a student graduates from high school (students is in the 12th grade) and you "promote" them, the system re-categorizes them by removing them from your listing and coding them as an alum.

We know you have questions... We thought we'd add a "FAQ"

When do I "manage" my SECME students?

- You manage your students all year. SECME reviews the system four times a year as follows:
- 1st quarter (July – September), it's time to "manage" the previous years' students – promote, transfer and graduate them as well as add new students (if your program starts within this period). This will give you a clean roster for the current school year. If your program starts late, the only students you should have are your carry over students from the previous school year and they should all be in the correct (or current) grade for this school year.
- 2nd quarter (October – December), recruitment. You are now enrolling or adding "new" students to your SECME program.
- 3rd quarter (January – March), continuation (adding "new" students to your SECME program).
- 4th quarter (April – June), data validation. 1st place State/Regional winners must be in our database in order to qualify to compete at the National Competition level.

Again, for emphasis, the above timeline does not mean that these are the only times you need to access the system, this information is provided as a gauge for you to understand how SECME views and manages the student data. Please access the system to manage your students as often as you need to.

I don't know what school my student/s transferred to. Why can't I delete my students? Why am I seeing duplicate students in my SECME roster? Help! These are NOT my students!

These four situations can initially cause a little bit of frustration and/or annoyance. The solution to all four scenarios is basically the same:

Transfer - "x" icon the student from your roster into the "Unknown" school. It's just that simple. SECME will handle the rest.

However, we would like for you to understand why these four situations occur:

1. I don't know which school did my students transfer to. Please place student/s that you don't know what school they have transferred to in the "Unknown" school. This category applies to students who moved and will be attending a different school or students who are promoted to the next grade level and is no longer served at your school (your school serves grades K-5 and your student is now in the 6th grade) and you are not sure what school they will be attending.
2. Deleting students. Understanding the basic "once a SECME student always a SECME student," there is no option for you to delete them from the system.

3. Duplicate students. Not too long ago we discovered a minor hiccup in the database system. When "adding" a new student to your program, the system would create duplicate students all by itself! This hiccup has been corrected. However, it will take quite some time for us to remove all the duplicates because it is a manual process. When you are "managing" your students and you see duplicate names, transfer the duplicates to the "Unknown" school and SECME will handle the rest.
4. Not your students. Primarily, we've found this to be the case when there is a new SECME School Coordinator and there has been no activity with the SECME program at your school for sometime, or, sadly, the previous School Coordinator did not "manage" the students in the SECME Student Management System. These students are now at new schools or have possibly graduated from high school. Again, transfer them to the "Unknown" school.

Can I check to see if my student is already in the SECME database before I add him/her?

Yes. Each district has an "Unknown" school. Search here for students that participated in SECME previously. If you locate him/her, transfer them to your school. You can only search in your district. If the student was a participating SECME student in another school district, please contact us and we will search across districts.

How do I add multiple students?

- We are working on an "upload" your student data option. In the meantime, if you have more than 50 students in your SECME program, please send us an EXCEL spreadsheet with the required information and we will load your students into the system.
- Required information: First name, last name, grade, gender, ethnicity, email address (if known)

How do I update data for multiple students?

To get the most from this feature will require that you "group" your students. This section is probably the area that will require the most attention to detail.

There are three data update steps you will need to focus on:

EXAMPLE: Changing school year

All of your students are from the 2012-13 school year and we need to place them in the 2013-14 school year

- To select ALL the students, check the box on the the header row. This will place a check mark for all the students
- Click the blue(ish) up arrow icon - update select data for multiple students
- A new window will appear - General Update
- Select the current school year from the "Academic Year" drop down listing
- Click "Apply"

All of your students are now in the current school year. Of course, if you are cleaning up your student data, and you have some students in 2011-12 and some in 2012-13 you would check each student individually for that school year (group them) - check all 2011-12 students and then follow the same steps for the group of students that are in the 2012-13 school year.

EXAMPLE: Promoting students to the next grade (includes graduating students from high school)

All of your students need to be promoted to the next grade

- To select ALL the students, check the box on the the header row. This will place a check mark for all the students
- Click the graduate hat icon - promote/graduate students to the next grade

All of your students are now in the correct grade. If you are cleaning up your student data and you have students in different grades, you would check each student individually for that grade (group them) and then follow steps 3-4 above. Do this for each group of students that are in the same grade.

EXAMPLE: Transfer students

Here is where you will most likely work with smaller groups of students.

Identify WHERE you are transferring the students, either another school in your district that has a SECME program or the "Unknown" school

- Check all of your students according to their group (all students that will be going to ABC School)
- Click the "x" icon - transfer students

Your students will now reside at that school. For each group of transfers, follow steps 2-4.