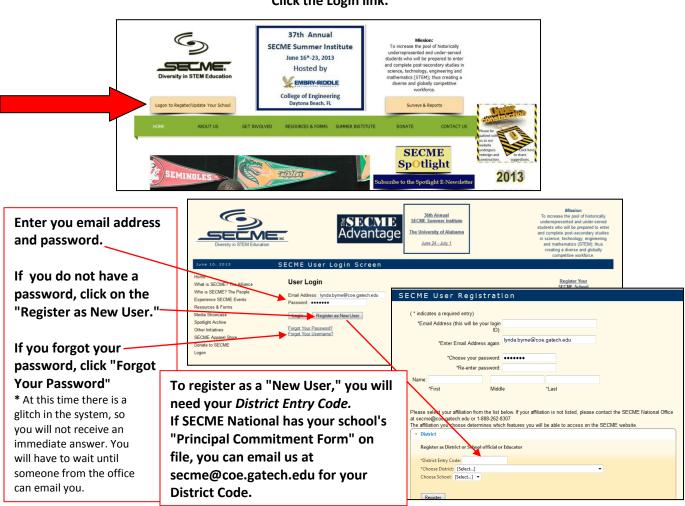
SECME Data Compliance How do I register my school and enroll my students?

Registering or updating your school and enrolling your students in the SECME database is required <u>each year</u> 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.

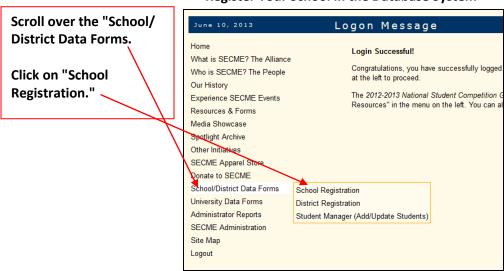
- 1) New schools are asked to <u>register your school</u> in the SECME database system for the current year. Registering your school doesn't require you to have an after school program or club -- Your "SECME Program" can be embedded in your classroom activities. In subsequent years, we ask that you then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

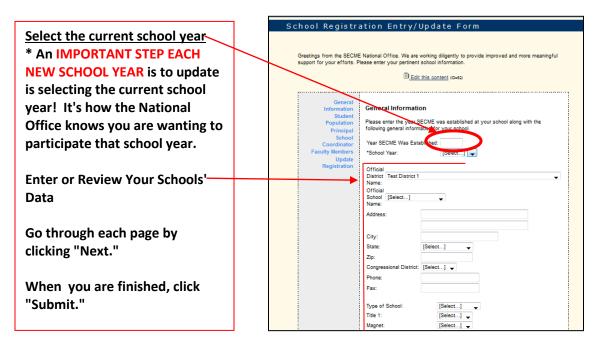
Step One
We all start from the same place: SECME's homepage -- www.secme.org.
Click the Login link.



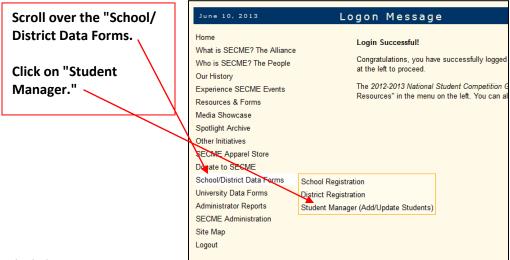
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Step Two
Register Your School in the Database System

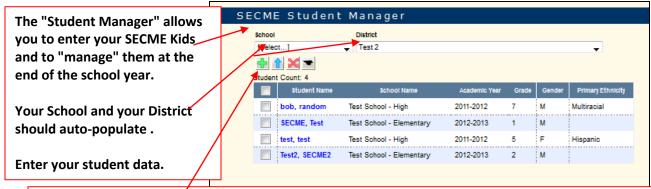




Step Three
Enroll Your Students in the Database System



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



- Enroll +(add) new students
- Update select data for multiple students 1
- Transfer X 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 <u>you</u> to delete them from the system.

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- 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 our 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 your 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.

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