

**FINANCIAL & BUSINESS SERVICES**

North Carolina Department of Public Instruction

**2011 GRADUATE DATA VERIFICATION SYSTEM**

**USER MANUAL**

Last Updated: 03/14/2011

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### **I. INTRODUCTION**

The Graduate Data Verification System (GDVS) is designed to:

- Collect the names, demographic info, course of study and post-graduate intentions of North Carolina high school graduates.
- Forward collected data to agencies and individuals responsible for utilizing the data for state and/or federal government reporting purposes. These agencies / individuals may include but not limited to: the state university system, the Employment Security Commission, the NC Department of Community Colleges, military recruiters, researchers, and many other agencies and individuals.
- Provide each LEA with an authoritative list of graduates.
- Provide data for the annual North Carolina Public Schools Statistical Profile.
- Provide data to the State Archives, which occasionally has become the only existing record of an individual's graduation.

WHAT is it?

A web-based data verification system that utilizes selected data elements from NC WISE to generate reports

WHY is it required?

- Federal and State polices
- No Child Left Behind
- Annual Yearly Progress (AYP) calculations
- The 4 and 5 Years Cohort Graduation Rates
- Career Technical Education
- North Carolina School Statistical Profile

WHO prepares it?

- Principals / Charter School Directors
- Principal / Charter School Director designees
- Guidance Counselors
- LEA Testing Coordinators / Directors

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### **INTRODUCTION** (continued)

HOW do you submit?

Verified data is submitted using the Graduate Data Verification System. *Submit Data* tab

WHEN is it due?

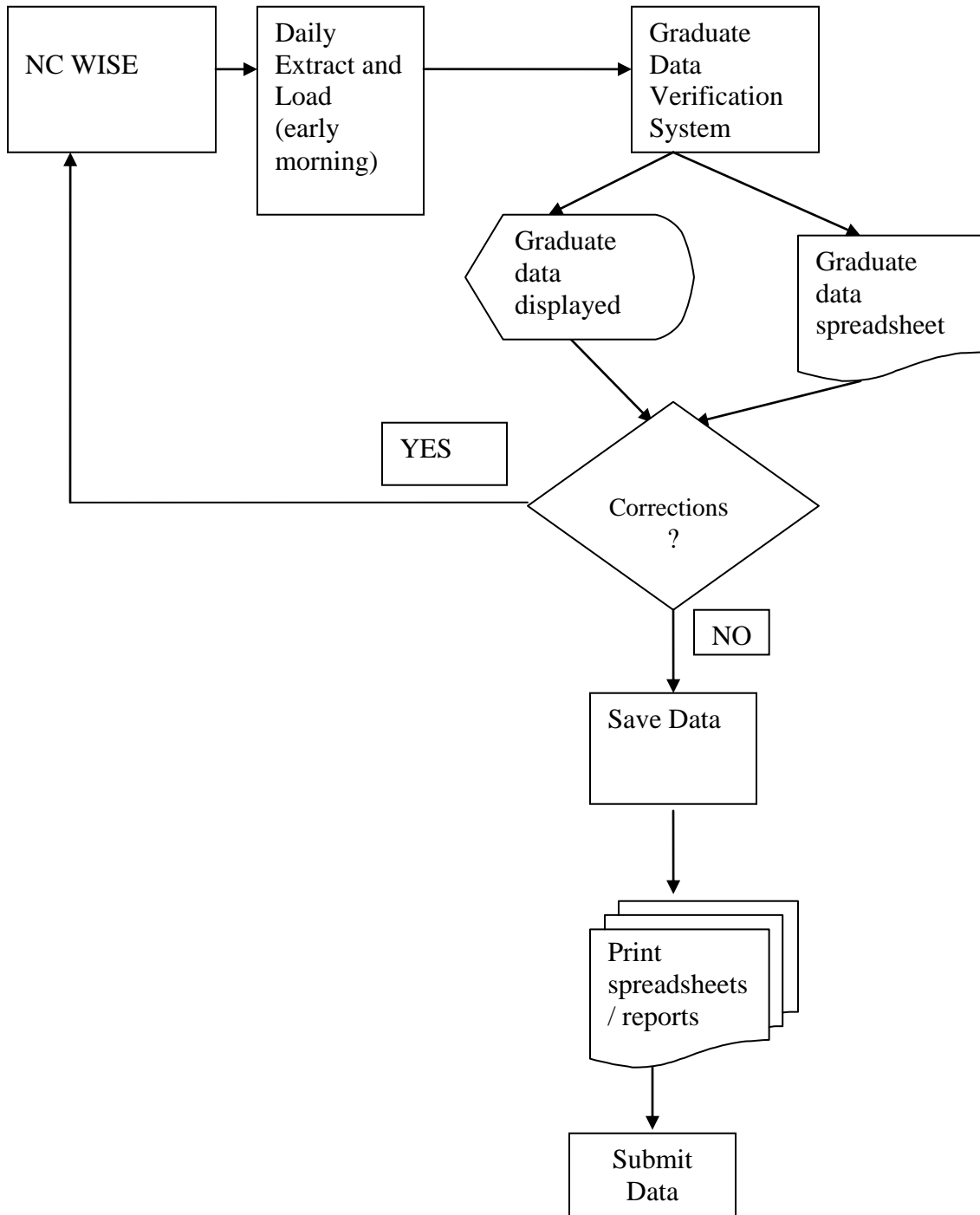
**DUE BY JUNE 15, 2011.**

HOW do you access it?

1. Obtain a North Carolina Identity Management Service (NCID) user id – reference links: <https://ncid.nc.gov> and/or contact your LEA NCID Administrator listed at <https://www.ncid.its.state.nc.us/LEAListing.asp>
2. Subscribe to the Graduate Data Verification System, using the NCID user id and password – reference link: The Graduate Data Verification System

**II. SYSTEM OVERVIEW**

**User Process Flow**



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## **III. GETTING STARTED**

The following process guides you through security access preparations required to use the Graduate Data Verification System.

**Step 1** Identify your user level or user role from one of the following:

- Regional Accountability Coordinator
- Principal
- Charter School Director / Administrator
- Guidance Counselor
- LEA Testing Coordinator / Director
- Principal Designee
- NCWISE Coordinator

**Step 2** Determine Application Administrator based on your user level / user role. The Application Administrator approves or denies access to the GDVS. Select from the following Application Administrator based on your user level / user role:

<u>User Level/User Roles</u>	<u>Application Administrator</u>	<u>Contact Information</u>
Regional Accountability Coordinator	NCDPI Administrator	<a href="mailto:ncwise.incidents@its.nc.gov">ncwise.incidents@its.nc.gov</a>
Principal Charter School Director	NCDPI Administrator	ncwise.incidents@its.nc.gov
Guidance Counselor Principal Designee Charter School Designee Central Office	Principal	
LEA Testing Coordinator/ Directors	Regional Accountability Coordinator	<a href="http://www.ncpublicschools.org/accountability/directory/staff">www.ncpublicschools.org/accountability/directory/staff</a>

**Step 3** Application Administrator and User (User Level/User Roles) contact each other to acknowledge and confirm who is assigned to work with the system.

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### **III. GETTING STARTED (continued)**

**Step 4** Obtain / Verify if you have a North Carolina Identity Management Service (NCID) user id and password.

**Security** – GDVS has three levels of security access:

1. State Level, known as NCID
2. Application Level, known as subscribing
3. Logging In, full access to GDVS data

**You must complete item numbers 1 and 2 above in order to log into GDVS.**

**Step 5** If you have an NCID user id, you are ready to subscribe, go to Section IV, Using The Graduate Data Verification System. Otherwise, go to Step 6.

**Step 6** Register with the North Carolina Identity Management Service (NCID) by accessing the web site <https://ncid.nc.gov>  
Questions on activating or verifying an NCID is available by contacting your LEA NCID Administrator listed at <https://www.ncid.its.state.nc.us/LEAListing.asp>

**Step 7** Secure in a safe location the NCID User ID and Password. This will be required to access the GDVS.

**Step 8** Subscribe to the Graduate Data Verification System; go to Section IV, Using The Graduate Data Verification System.

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### **SUMMARY – User Security Access Checklist**

Required before accessing GDVS

Step	Item	Action	Process	Comment
1	Security – State Level	Register with North Carolina Identity Management Service (NCID)	<p>If you need an NCID go to the following website: <a href="https://ncid.nc.gov">https://ncid.nc.gov</a> )</p> <p>Go to Step 2</p> <p>If you already have an NCID but forgot your user id or Password, Contact your LEA NCID Administrator listed at <a href="https://www.ncid.its.state.nc.us/LEAListing.asp">https://www.ncid.its.state.nc.us/LEAListing.asp</a></p> <p>Go to Step 2</p>	An NCID user id and password is required for anyone requesting access to the GDVS.
2	Security – Application Level			
2a	Application Administrator - <i>Regional Accountability Coordinator (RAC)</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to NCDPI Administrator. NCDPI Administrator gives approval.
2b	Application Administrator - <i>Principal</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to NCDPI Administrator, and Principal. NCDPI Administrator gives approval.
2c	Application Administrator  <i>LEA Testing Coordinators / Directors</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to Regional Accountability Coordinator (RAC), and LEA Testing Coordinator/Director . RAC gives approval.

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2d	Application Administrator <i>Guidance</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to Principal and Guidance Counselor. <i>Principal</i> gives approval.
2e	Application Administrator <i>Principal designee(s)</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to Principal and Principal designee. Principal gives approval.
2f	Application Administrator <i>Charter School Directors</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to Charter School Director. NCDPI Administrator gives approval.
2g	Application Administrator <i>Charter School Director designee(s)</i>	Subscribe to GDVS	Log into GDVS for the 1 <sup>st</sup> time	Automatic email notification sent to Charter School Director designee(s). <i>Charter School Director</i> gives approval.

## **IV. USING THE GRADUATE DATA VERIFICATION SYSTEM**

### **IV-A. Subscribing (only required when logging in for the first time)**

Subscribing is another lever of security. It requires a person to identify their role in using the GDVS to an Application Administrator. Subscribing does not grant full access to the data. The Application Administrator will validate if a person should be granted or denied access to the GDVS data. (Refer to User Security Access Checklist – page 8).

**Step 1** Print and read the Graduate Data Verification User Manual sections:

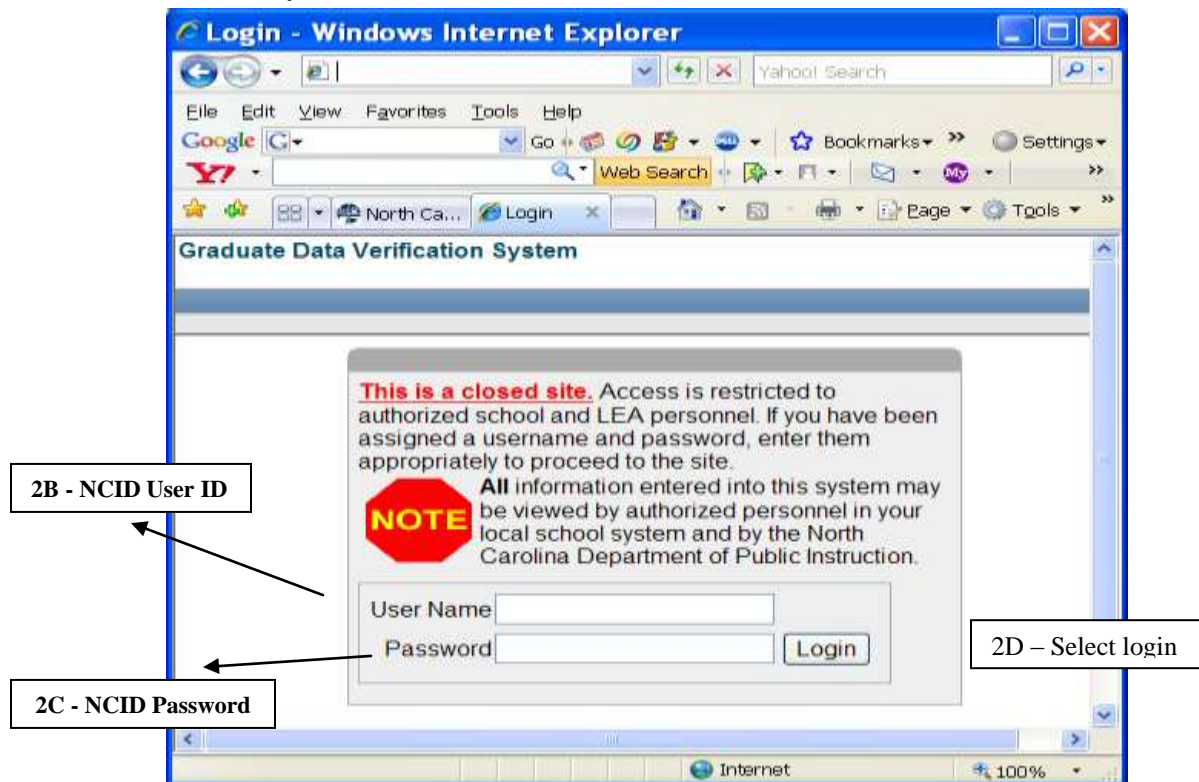
- I. Introduction
- II. System Overview
- III. Getting Started

**Step 2** Upon successful completion of receiving an NCID user id and password, access the Graduate Data Verification System.

- A. Access the [GDVS](#)
- B. Type in your User Name - this is your NCID user id
- C. Type in your Password - this is your NCID password
- D. Select Login

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GDVS Log In Screen

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### **WARNING:**

This message appears if you do not have an NCID or you did not enter the NCID exactly as registered.

The screenshot shows the 'Graduate Data Verification System' login interface. At the top, the title 'Graduate Data Verification System' is displayed. Below the title bar, a grey message box contains the text 'Invalid Login Credentials'. In the center, there is a login form with a red octagonal 'NOTE' icon. The note text reads: 'This is a closed site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site. All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.' The login form includes fields for 'User Name' and 'Password', and a 'Login' button. Below the form, another grey message box displays 'Invalid Login Credentials' and provides instructions: 'If you forgot your username or password, or if you were instructed to apply for NCID account, go to <https://ncid.nc.gov/login/login.html>.' Green circles highlight the 'Invalid Login Credentials' messages in both the top bar and the bottom message box.

Contact your LEA NCID Administrator listed at <https://www.ncid.its.state.nc.us/LEAListing.asp> or by contacting the NCDPI Service Desk ( [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us) or 919-807-HELP).

**Step 3** You will now see the Graduate Data Verification System **Welcome tab** for subscribing. You are now ready to subscribe; request access to GDVS.

**Step 4** Select a User Role, LEA and School Name:

- A. School Guidance Counselor / Principle Designee
- B. School Principal or Charter School Director
- C. LEA Test Coordinator/Director
- D. Regional Accountability Coordinator

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**4-A. School Guidance Counselor/Principal Designee Option View**

Graduate Data Verification System Logout  
Welcome

**You have not subscribed to access the system.  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.**

**Application Administrators:**

- 1) For Guidance Counselor/Principal Designees, the Principal/Charter School Director is the administrator.
- 2) For Principals and Regional Accountability Coordinators, an NCDPI Administrator is the administrator.
- 3) For LEA Testing Coordinators/Directors, the Regional Accountability Coordinator is the administrator.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

**Subscribe to Graduate Data Verification System**

NCID User Name: angela\_gc

\* **User Role:**  School Guidance Counselor/Principal Designee School Counselor or Principal Designee subscribing to GDVS  
 School Principal or Charter School Director  
 LEA Test Coordinator/Director  
 Regional Accountability Coordinator

\* **LEA:** Demo LEA - 999

\* **School:** Demo School - 999301

\* **Your First Name:** Angela Demo      \* **Your Last Name:** Counselor

Today's Date: 02-FEB-10

\* **Your E-Mail Address:** aharrison@dpi.state.nc.us      \* **Your Phone Number:** 111-555-5555

**Note to Application Administrator:**  
  
0 of 2000

Subscribe to the Graduate Data Verification System

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**4-B. School Principal, or Charter School Director Option View**

Graduate Data Verification System Logout  
Welcome

You have not subscribed to access the system.  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.

**Application Administrators:**  
1) For Guidance Counselor/Principal Designees, the Principal/Charter School Director is the administrator.  
2) For Principals and Regional Accountability Coordinators, an NCDPI Administrator is the administrator.  
3) For LEA Testing Coordinators/Directors, the Regional Accountability Coordinator is the administrator.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

**Subscribe to Graduate Data Verification System**

NCID User Name: angela\_prin

\* User Role:  School Guidance Counselor/Principal Designee  
 School Principal or Charter School Director  
 LEA Test Coordinator/Director  
 Regional Accountability Coordinator

\* LEA: SELECT LEA

\* School: SELECT SCHOOL

\* Your First Name:  \* Your Last Name:

Today's Date: 02-FEB-10

\* Your E-Mail Address:  Your Phone Number:

Note to Application Administrator:

0 of 2000

Selecting School Principal or Charter School Director generates two additional fields with drop down menus: LEA and School

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**4-C. LEA Test Coordinator/Director Option View**

Graduate Data Verification System Logout  
Welcome

**You have not subscribed to access the system.  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.**

**Application Administrators:**

- 1) For Guidance Counselor/Principal Designees, the Principal/Charter School Director is the administrator.
- 2) For Principals and Regional Accountability Coordinators, an NCDPI Administrator is the administrator.
- 3) For LEA Testing Coordinators/Directors, the Regional Accountability Coordinator is the administrator.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

**Subscribe to Graduate Data Verification System**

NCID User Name: angela\_prin

\* **User Role:**  School Guidance Counselor/Principal Designee  
 School Principal or Charter School Director  
 LEA Test Coordinator/Director  
 Regional Accountability Coordinator

\* **LEA:** SELECT LEA

\* **Your First Name:**  \* **Your Last Name:**

Today's Date: 02-FEB-10

\* **Your E-Mail Address:**  **Your Phone Number:**

**Note to Application Administrator:**

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**Selecting LEA Test Coordinator/Director option generates an LEA drop down field**

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**4-D. Regional Accountability Coordinator Option View**

Graduate Data Verification System Logout  
Welcome

**You have not subscribed to access the system.**  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.

**Application Administrators:**  
1) For Guidance Counselor/Principal Designees, the Principal/Charter School Director is the administrator.  
2) For Principals and Regional Accountability Coordinators, an NCDPI Administrator is the administrator.  
3) For LEA Testing Coordinators/Directors, the Regional Accountability Coordinator is the administrator.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

**Subscribe to Graduate Data Verification System**

NCID User Name: angela\_prin

\* **User Role:**  School Guidance Counselor/Principal Designee  
 School Principal or Charter School Director  
 LEA Test Coordinator/Director  
 Regional Accountability Coordinator

\* **Region:** SELECT REGION

\* **Your First Name:**  \* **Your Last Name:**


Today's Date: 02-FEB-10

\* **Your E-Mail Address:**  **Your Phone Number:**

**Note to Application Administrator:**

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**Selecting the Regional Accountability Coordinator option generates the Region drop down field**



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Graduate Data Verification System Logout  
Welcome

**You have not subscribed to access the system.**  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.

**Application Administrators:**  
1) For Guidance Counselor/Principal Designees, the Principal/Charter School Director is the administrator.  
2) For Principals and Regional Accountability Coordinators, an NCDPI Administrator is the administrator.  
3) For LEA Testing Coordinators/Directors, the Regional Accountability Coordinator is the administrator.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

**Subscribe to Graduate Data Verification System**

NCID User Name: angela\_prin

**\* User Role:**  School Guidance Counselor/Principal Designee 4  
 School Principal or Charter School Director  
 LEA Test Coordinator/Director 5  
 Regional Accountability Coordinator

**\* Your First Name:**  **\* Your Last Name:**  5

Today's Date: 02-FEB-10

**\* Your E-Mail Address:**  **Your Phone Number:**  7

**Note to Application Administrator:**  8  
0 of 2000

10

**Step 5** Enter First and Last Name

**Step 6** Enter your E-Mail address used. This is the same email address used when registering for your NCID.

**Step 7** Enter your work phone number.

**Step 8** If you desire to send your Application Administrator a message, do so here.  
2000 character limit, count displays beneath message box.

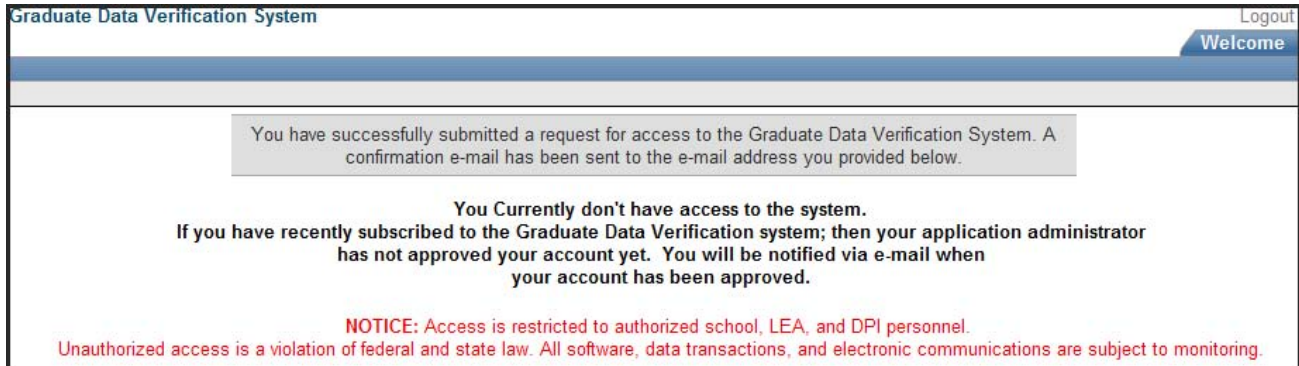
**Step 9** Review and correct any information.

**Step 10** Select the Subscribe to the Graduate Data Verification System button.

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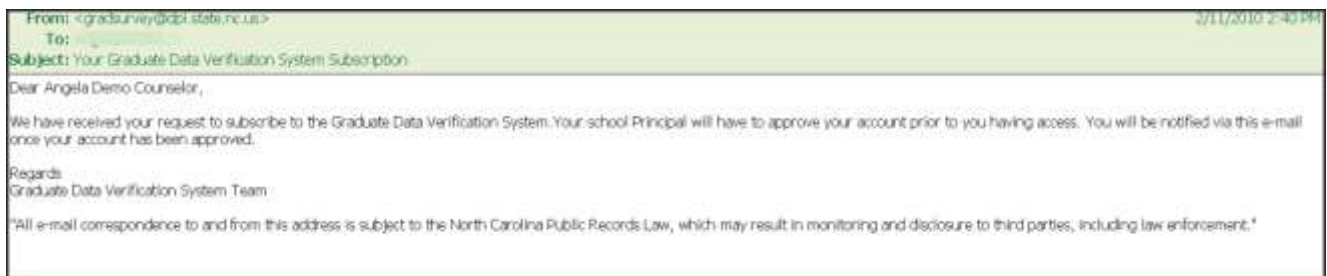
**Step 11** Confirmation message is displayed, notification is sent to your e-mail address, and the NC DPI Application Administrator.



Confirmation message displayed



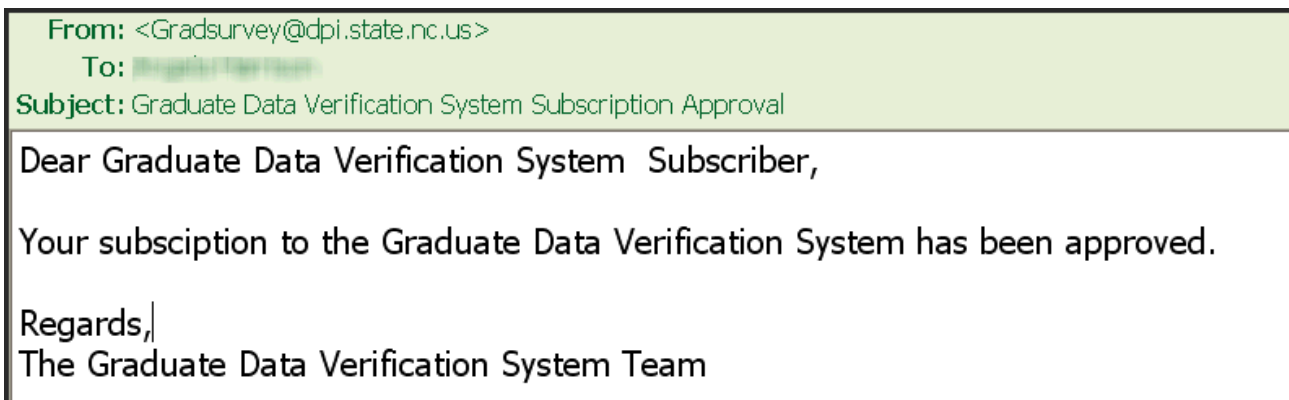
Sample email confirmation notification generated in Step 11 for a principal or charter school director subscribing



Sample email confirmation notification generated in step 11 for a counselor who has subscribed.

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**Step 12 Subscription approval** notification received via email.



Sample notification of subscription approval

**Step 13** Requirements for subscribing to GDVS have been completed.  
Proceed to Section IV-B, Logging In / Navigating The System.

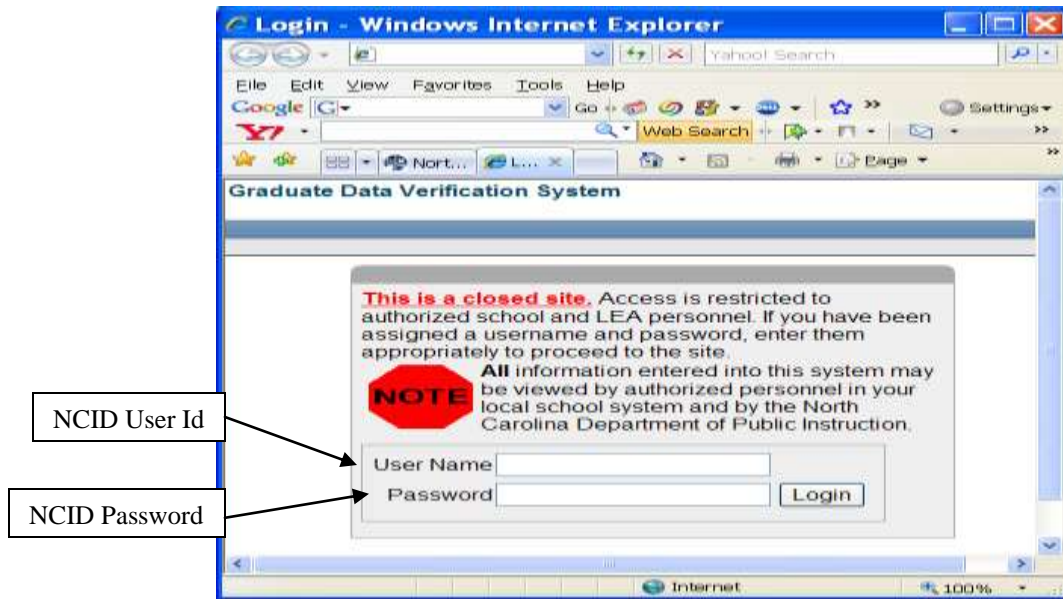
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**IV. USING THE GRADUATE DATA VERIFICATION SYSTEM**

**IV-B. Logging In / Navigating The System**

**School Principals or Charter School Directors**

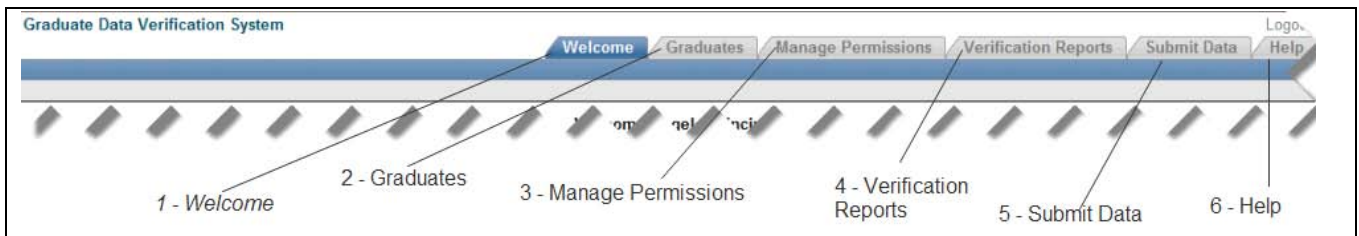
**Step 1** Log in to the GDVS system using your NCID User Id and Password



**Step 2 Tab Functions**

The Graduate Data Verification System displays 6 tabs for Principals, and Charter School Directors. The User Role selected when subscribing determines how many tabs are displayed. (reference Section IV-A, Subscribing, Step 4-A)

**Principal and Charter School Director View**

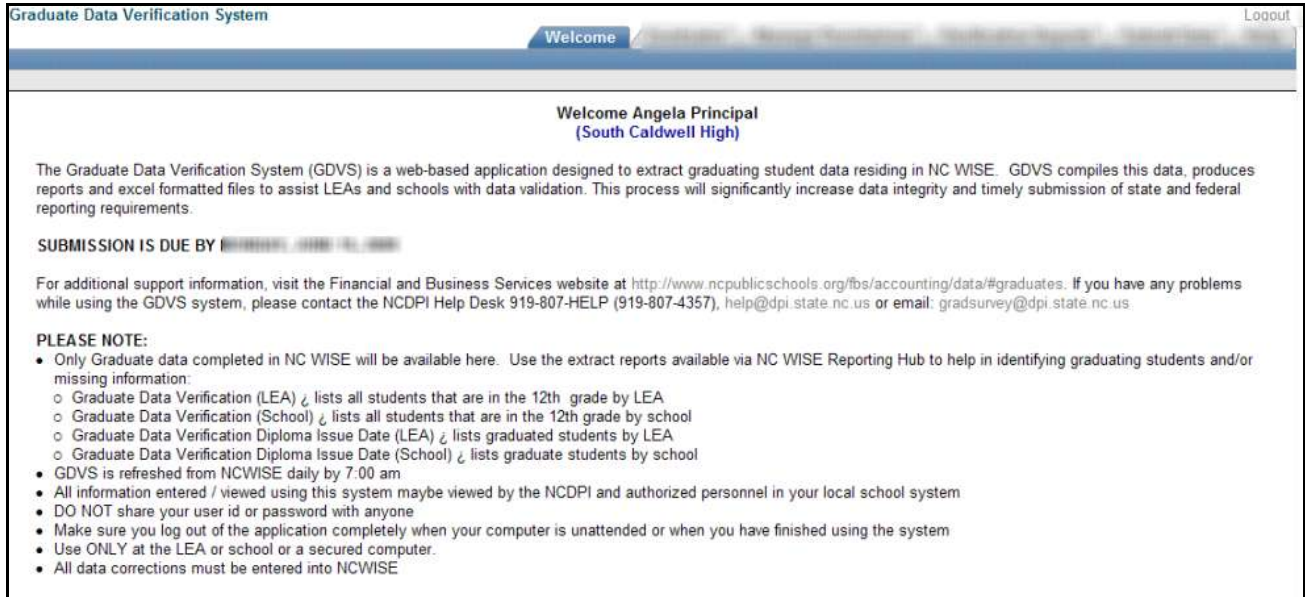


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### 2-1. Welcome tab:

The Welcome screen appears with your Name and the name of the school.  
 If this screen does not appear, you have NOT subscribed to GDVS, refer to Section IV-A, Subscribing.

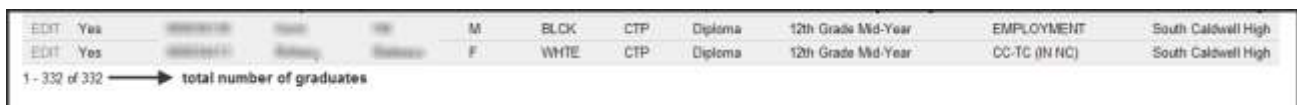


### 2-2. Graduates tab:

The Graduates tab displays information about students who will graduate and the total number of students selected to graduate. Students displayed on this screen are selected based on the date entered in the NCWISE Diploma Issue Date field. (Excludes upcoming summary school students)  
 Information can also be downloaded to an excel spreadsheet to assist with validating results.



Graduates tab displaying graduate information



Graduates tab displaying total number of graduates selected at the bottom of the screen

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#### 2-2 . Graduates tab (continued)

The following table provides a description of each column displayed on the Graduates tab and how it relates to NC WISE.

<b>Item</b>	<b>Column Heading</b>	<b>eSIS Student Diploma Screen</b>	<b>Description</b>
1	Edit	N/A	System feature. Controlled by NCDPI Administrator. Allows for editing of selected student data with permission of the NCDPI Administrator.
2	Complete	N/A	System feature. Identifies if all <u>required</u> fields for a student has been entered in NC WISE. Yes = student has all required fields No= student has missing information. Must be corrected in NCWISE. <u>All students must have YES in this column before a submission will be allowed.</u>
3	Student ID	Pupil Number	Pupil Number
4	First Name	Legal First Name	Legal First Name
5	Last Name	Legal Last Name	Legal Last Name
6	Gender	eSIS Demographic Screen	Gender
7	Ethnicity	eSIS Demographic Screen	Ethnicity
8	Course of Study	Diploma Type	Defined in NC WISE: Career Prep – CRP Occupational Course of Study – OCS College Prep – CP College Tech Prep – CTP College Prep and College Tech Prep combination – CTCP Refer to Section IV-F, Verification Report tab, Course of Study
9	Diploma/Certificate	Diploma Type	NC WISE conversion: GCER = Certificate all other values = Diploma
10	Classification	Diploma Dates	<b>2010 Summer School graduates</b> must have a diploma issue date <b>BETWEEN</b> the last day of school of the previous year and <b>BEFORE</b> the beginning of the current year; and they are in Grade 12 or GR and have taken a summer school course. (Note: Be sure the summer school course is defined in eSIS as a summer school course.)  <b>Mid-Year / Early graduates</b> must have a diploma issue date that is <u>prior</u> to the last day of school according to the 2010-2011 school calendar.  <b>Regular Program graduates</b> must have a diploma issued date on or after the last day of

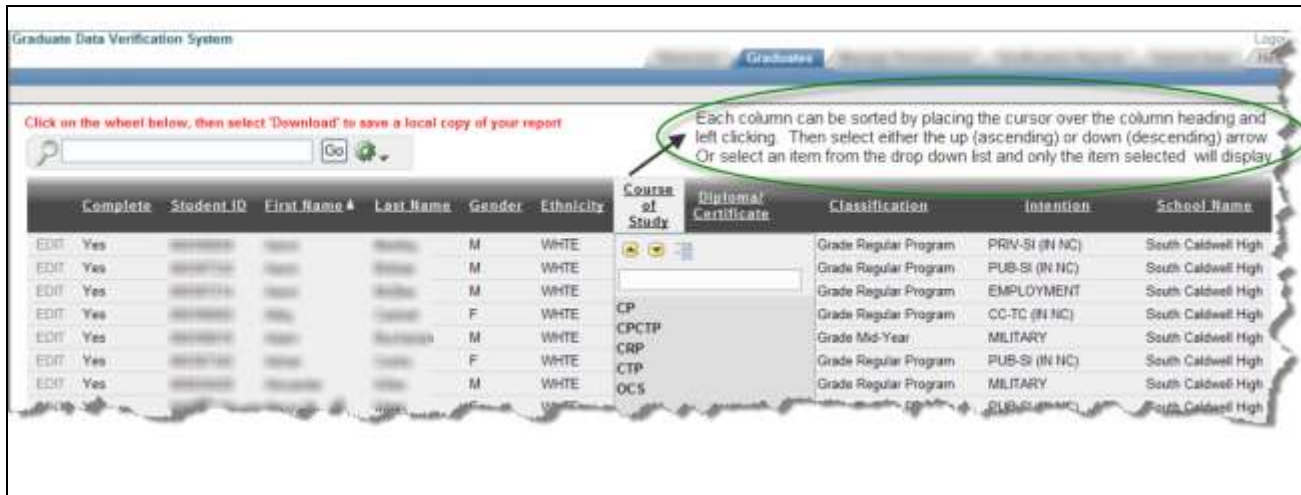
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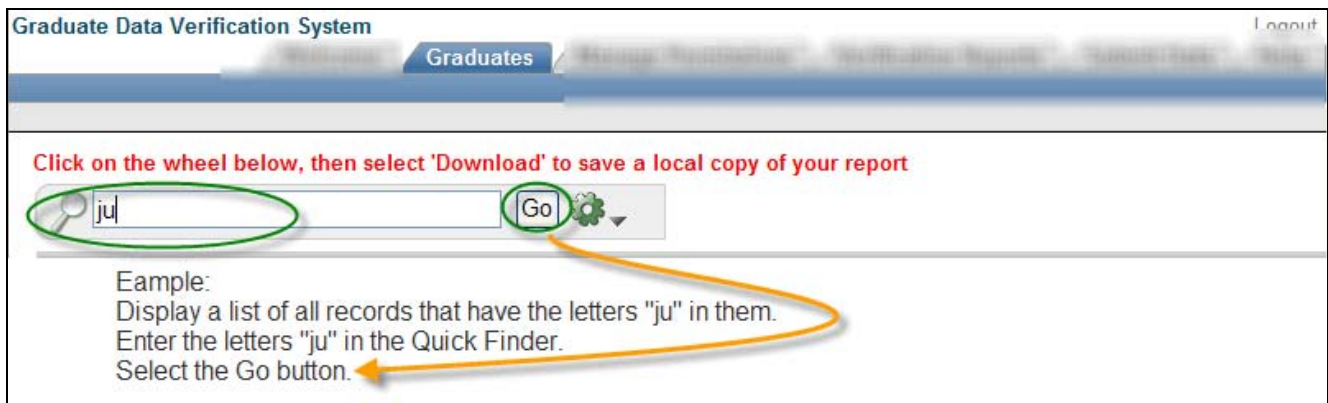
Item	Column Heading	eSIS Student Diploma Screen	Description
			school according to the school calendar.
11	Intention	Bound For	Indicates where the student plans to go after graduation. Defined in NC WISE. Refer to Section IV-F, Verification Report tab, Intention.
12	School Name	eSIS Demographic Screen	Name of School
13	Quick Finder	N/A	System feature. Allows user to search for specific data – in whole or part. Enter the information to be searched for and select the Go button.
14	Analyze Options	N/A	System feature. Allows user to select specific functions designed to assist with validating data. Refer to Section IV-C. Viewing, Verifying, Downloading and Saving Data.

### Sorting

Each column on the **Graduates** tab can be sorted



### Quick Finder





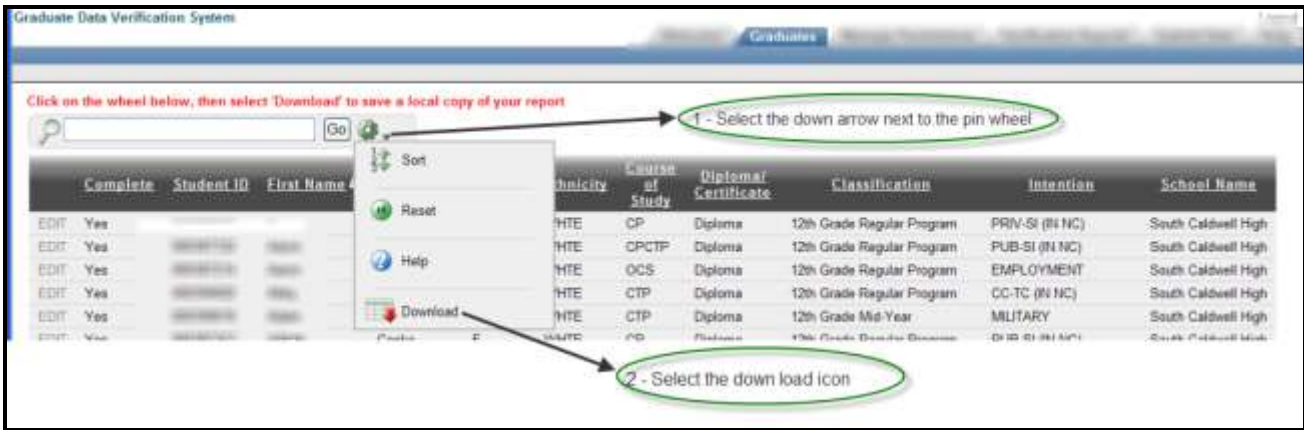
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### IV-C. Viewing, Verifying, Downloading and Saving Data

#### Download student data to Excel spreadsheet

All student data displayed on the **Graduates tab** can be downloaded to an Excel spreadsheet and saved for future reference, analysis and reporting.



#### Download student data to Excel spreadsheet



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**IV-C. Viewing, Verifying, Downloading and Saving Data - continued**

Completed spreadsheet ready for manipulating, saving and printing.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Complete	Student ID	First Name	Last Name	Gender	Ethnicity	Course	Diploma/	Classificat	Intention	School Name	
2	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	PRIV-SI (IN	South Caldwell High	
3	Yes	999999	Angela	Demo	F	WHITE	CPCTP	Diploma	12th Grade	PUB-SI (IN	South Caldwell High	
4	Yes	999999	Angela	Demo	F	WHITE	OCS	Diploma	12th Grade	EMPLOYM	South Caldwell High	
5	Yes	999999	Angela	Demo	F	WHITE	CTP	Diploma	12th Grade	CC-TC (IN	South Caldwell High	
6	Yes	999999	Angela	Demo	F	WHITE	CTP	Diploma	12th Grade	MILITARY	South Caldwell High	
7	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	PUB-SI (IN	South Caldwell High	
8	Yes	999999	Angela	Demo	F	WHITE	CPCTP	Diploma	12th Grade	MILITARY	South Caldwell High	
9	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	PUB-SI (IN	South Caldwell High	
10	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	PUB-SI (IN	South Caldwell High	
11	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	CC-TC (IN	South Caldwell High	
12	Yes	999999	Angela	Demo	F	WHITE	CTP	Diploma	12th Grade	CC-TC (IN	South Caldwell High	
13	Yes	999999	Angela	Demo	F	WHITE	CP	Diploma	12th Grade	CC-TC (IN	South Caldwell High	

**IV-D. Manage Permissions tab** (Available to Principals and Charter School Directors – only):

The Manage Permissions tab has 4 sub tabs



**1. Pending Accounts**

Displays users that have subscribed to GDVS and requires an Application Administrator (Principal or Charter School Director) to accept or deny access to GDVS.

Pending Accounts are generated when a school counselor, principal designee subscribes to GDVS. Refer to Section IV-A, Subscribing.

Principal selects Pending Accounts tab and reviews request for access



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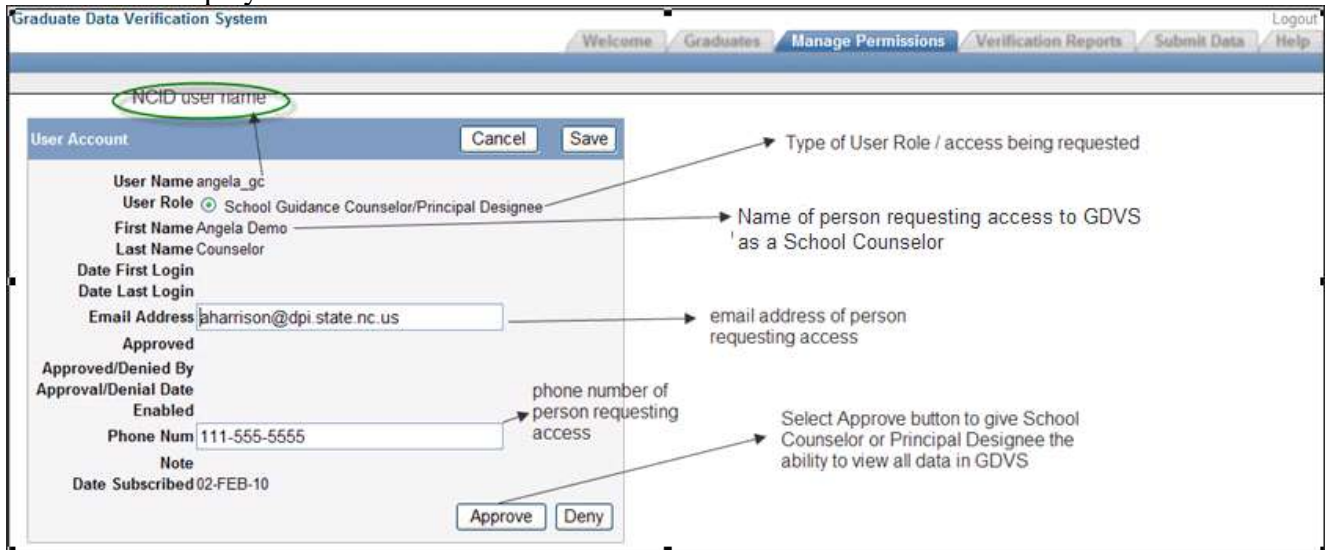
### IV-D. Manage Permissions tab (Available to Principals and Charter School Directors – only) continued

#### 1. Pending Accounts – continued

Principal selects Edit Icon



Information displayed after Edit Icon is selected.



#### 2. Active Accounts

Displays users whose subscriptions have been approved.

Principal selects **Approve or Deny** buttons. If **Approve button** selected, user appears under the **Active Accounts tab** (see below).

- Principal verifies user is active :
- Log in to GDVS
- Select Manage Permissions tab
- Select Active Accounts tab
- Look for name of activated user

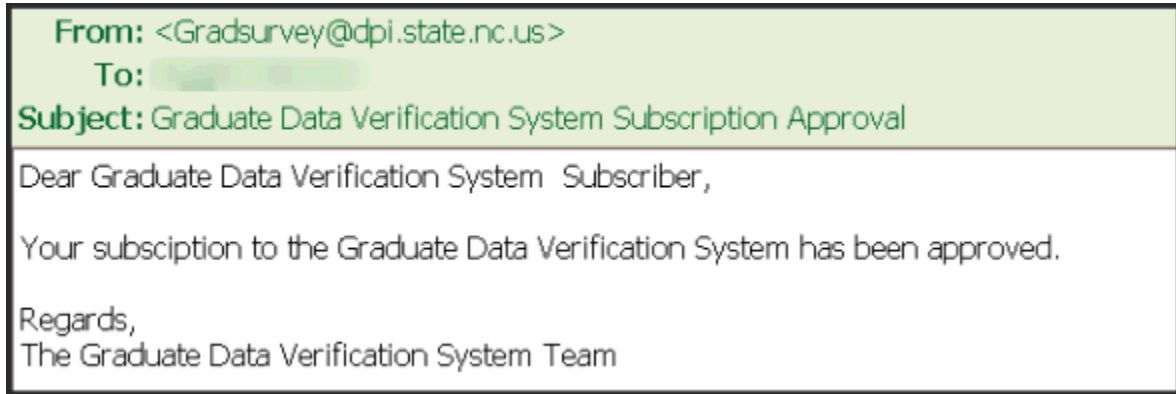
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Active Accounts tab displaying subscribers who have been approved by a principal.

Email approval notifications sent to counselor or principal designee. Once notification is received, counselor must log in to GDVS to access the graduate data.



Sample email sent to subscriber after principal has approved

### 3. Disabled Accounts

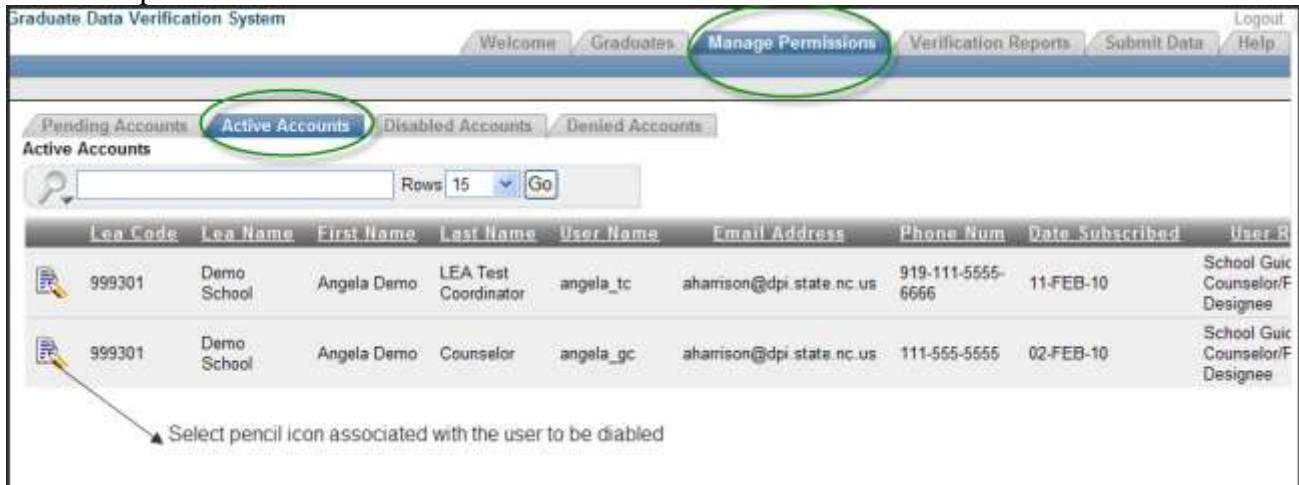
Disable a user who is currently active

Principal logs in to GDVS

Select Manage Permissions tab

Select Active Accounts

Select the pencil icon associated with the user whose access is to be disabled



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Select the Disable button

Graduate Data Verification System

Welcome Graduates **Manage Permissions** Verification Reports Submit Data Logout Help

User Account [Cancel] [Save]

User Name angela\_gc  
User Role School Guidance Counselor/Principal Designee  
First Name Angela Demo  
Last Name Counselor  
Date First Login 11-FEB-10  
Date Last Login 11-FEB-10  
Email Address aharrison@dpi.state.nc.us  
Approved Y  
Approved/Denied By Angela Demo  
Approval/Denial Date 10-FEB-10  
Enabled Y  
Phone Num 111-555-5555  
Note  
Date Subscribed 02-FEB-10

[Disable] Revoke this user's ability to submit the data to the NCDPI

select this button to remove a user who currently has access to GDVS but no longer needs access

### Principal verifies user is disabled

Principal logs in to GDVS  
Select Manage Permissions tab  
Select Disabled Accounts tab  
Look for name of user disabled

Graduate Data Verification System

Welcome Graduates **Manage Permissions** Verification Reports Submit Data Logout Help

Pending Accounts Active Accounts **Disabled Accounts** Denied Accounts

Disabled Accounts

Rows 15 [Go]

Lea Code	Lea Name	First Name	Last Name	User Name	Email Address	Phone Num	Date Subscribed	User R
999301	Demo School	Angela Demo	Counselor	angela_gc	aharrison@dpi.state.nc.us	111-555-5555	02-FEB-10	School Guidance Counselor/Principal Designee

name of user with denied access

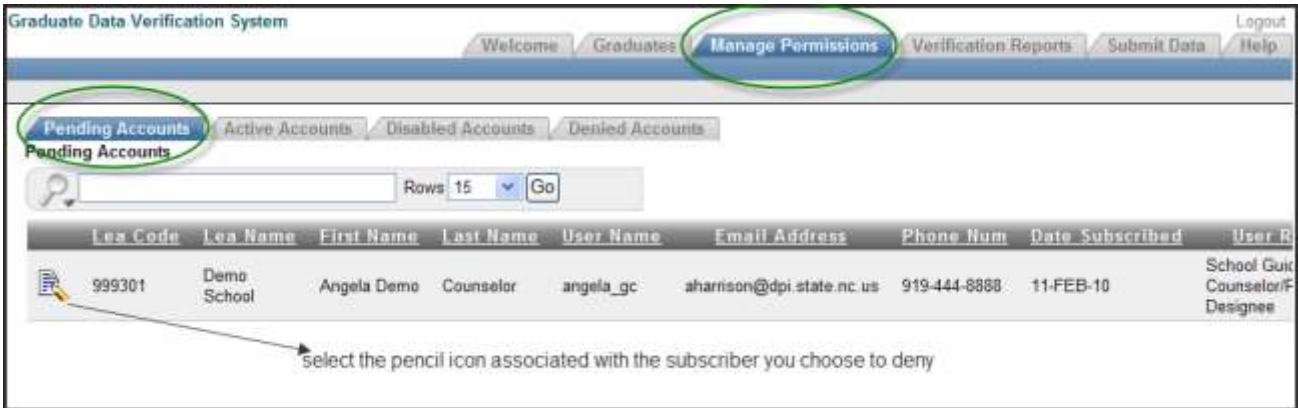
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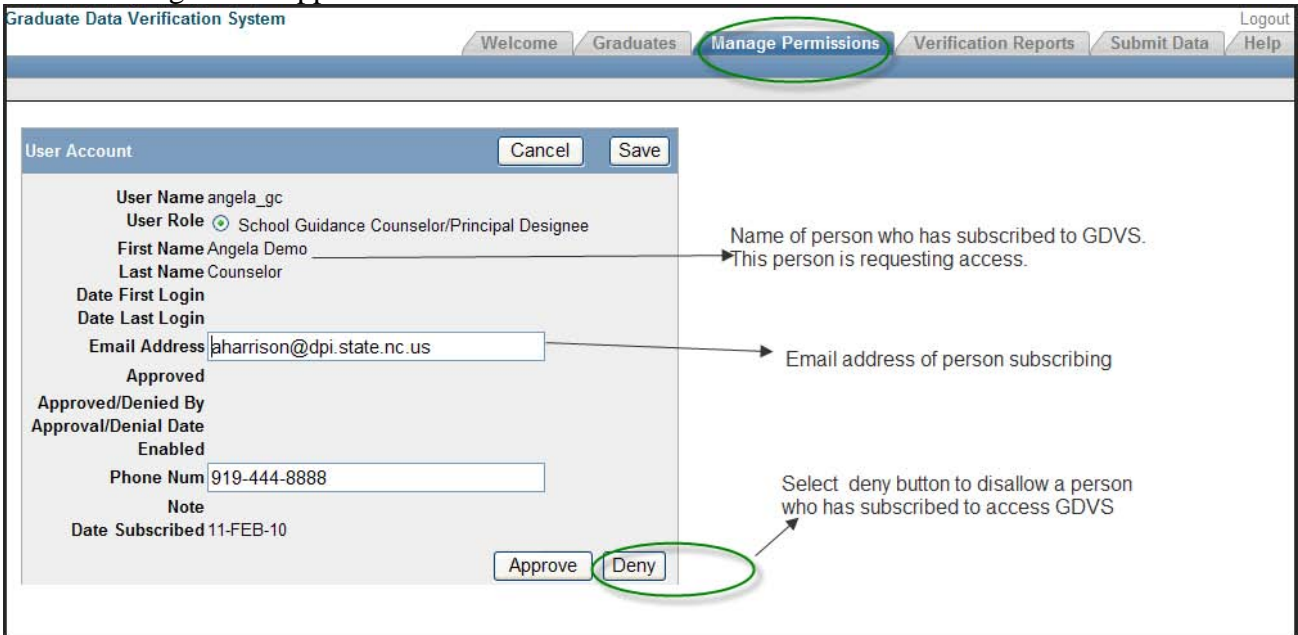
### 4. Denied Accounts

Denied Accounts are users who subscribed to GDVS but were not approved by the Application Administrator.

- Principal logs in to GDVS
- Selects Manage Permissions tab
- Selects Pending Accounts tab
- Selects pencil icon associated with user name to be denied



The following screen appears



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**Principal verifies acceptance of denial**

Select Manage Permissions tab  
Select Denied Accounts tab  
Look for the name of the user denied



**IV-D Manage Permissions tab – Counselors and Principal Designees**

**School Counselor or Principal Designee View**



After the principal approves a school counselor or principal designee, the school counselor or principal designee must log in to GDVS and will have the above view.

The Welcome tab and Graduates tab processes remain the same as for the principal.  
Refer to Section IV-B, Logging In / Navigating The System; 2-1, Welcome tab and 2-2 Graduates tab.

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### IV-E. Submitting Data

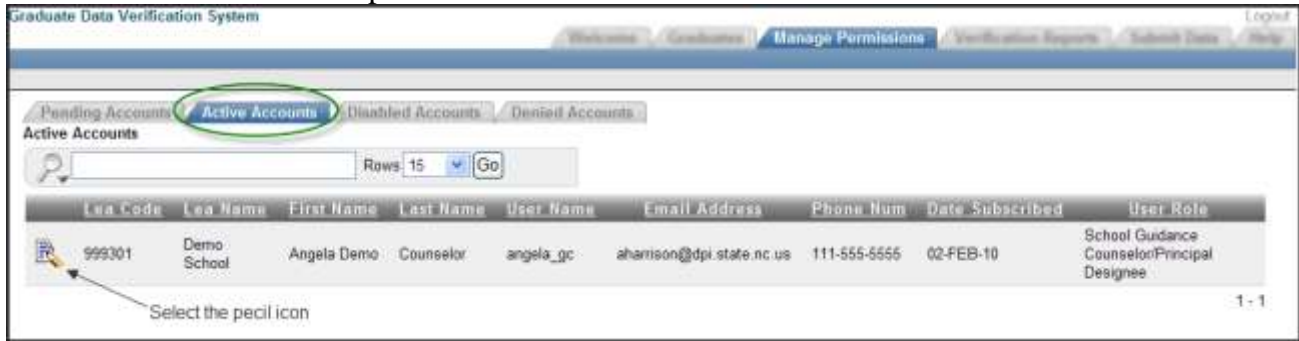
#### Assigning Submit Rights

Principals may assign submit rights to another GDVS user (ex. school counselor) provided the user has been granted access to GDVS by the principal.

Principal / Charter School Director logs in to GDVS

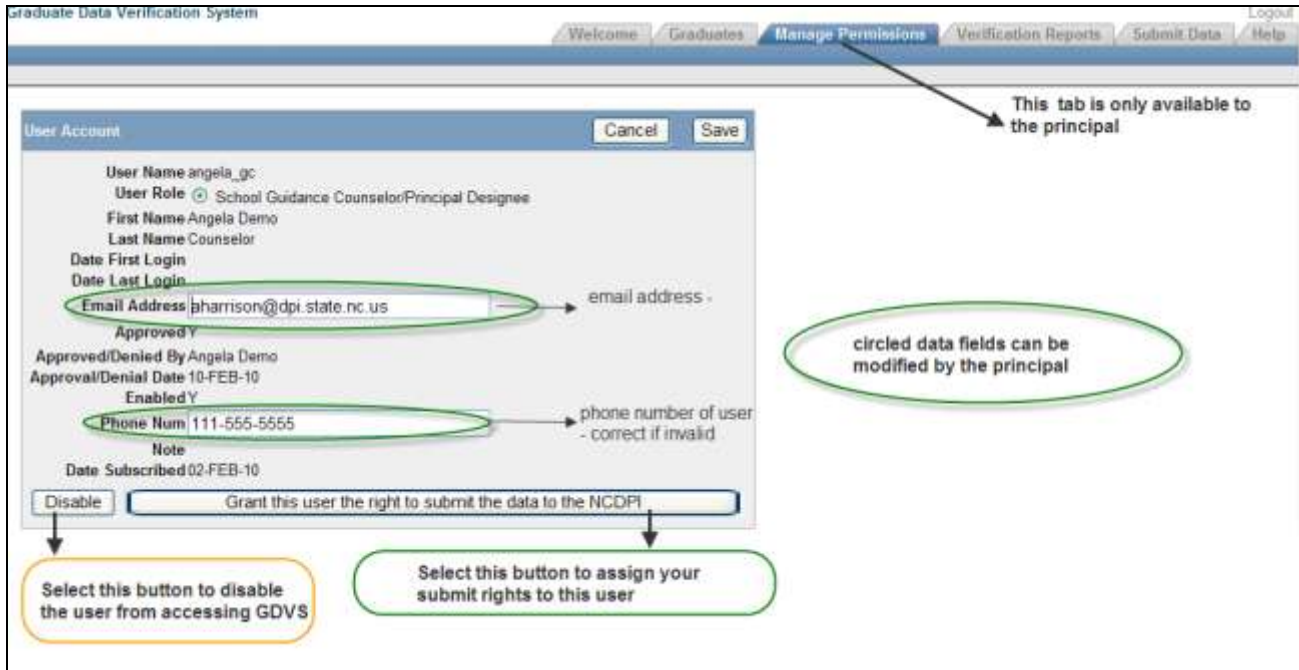
Select Manage Permissions tab

Select Active Accounts and pencil icon



The following screen appears after the pencil icon is selected.

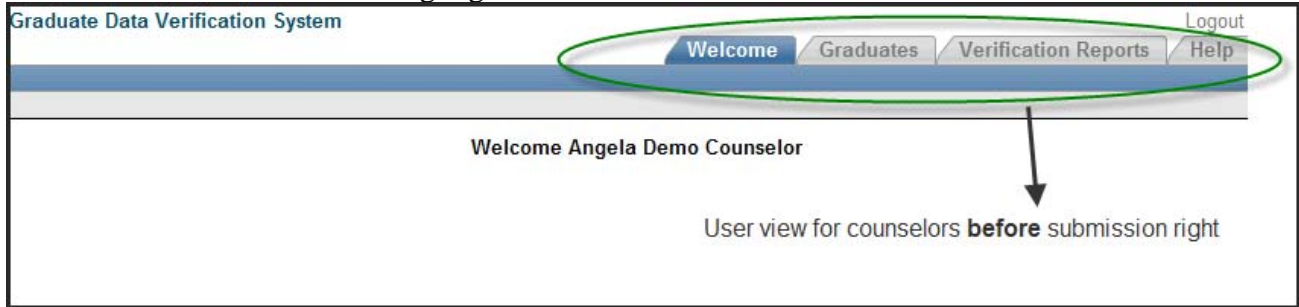
Select the **Grant this user the right to submit the data to NCDPI** button to give user authority to submit on your behalf.



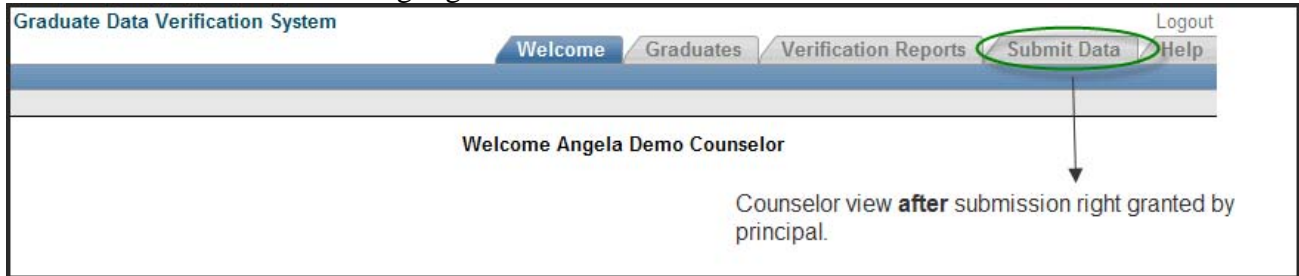
**FINANCIAL & BUSINESS SERVICES**  
 North Carolina Department of Public Instruction  
**IV-E. Submitting Data - continued**

Counselor verifies permission has taken place by logging in to GDVS

Counselor view before submit right granted



Counselor view after submit right granted. Submit Data tab is available.



**Revoking / removing submit rights**

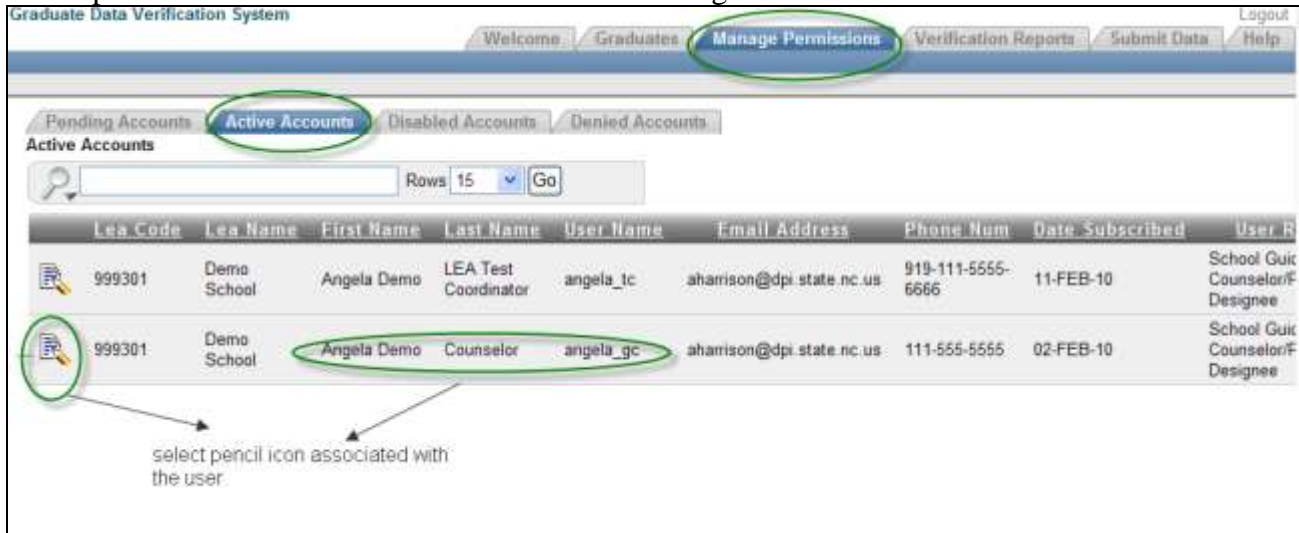
Revocation can only be done by the principal

Principal logs in to GDVS

Select Manage Permissions tab

Select Active Accounts tab

Select pencil icon associated with user whose submit rights are to be revoke / removed



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### Revoking / removing submit rights - continued

The following screen appears.

Select **Revoke this user's ability to submit the data to NCDPI** button.

The **submit tab** will be removed from the user's view

Graduate Data Verification System

Welcome Graduates **Manage Permissions** Verification Reports Submit Data Logout Help

**User Account** Cancel Save

User Name angela\_gc  
User Role  School Guidance Counselor/Principal Designee  
First Name Angela Demo  
Last Name Counselor  
Date First Login 11-FEB-10  
Date Last Login 11-FEB-10  
Email Address   
Approved Y  
Approved/Denied By Angela Demo  
Approval/Denial Date 10-FEB-10  
Enabled Y  
Phone Num   
Note  
Date Subscribed 02-FEB-10

Disable

Principal selects this button to revoke / remove submission right granted to a user

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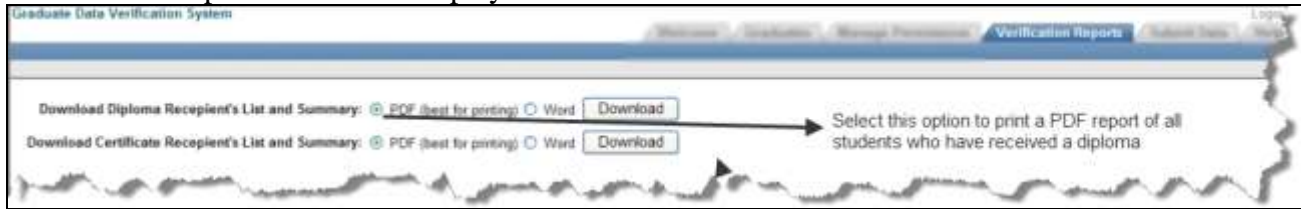
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### IV-F. Verification Report tab

GDVS has four standard downloadable reports designed to print all selected graduates categorized by Diploma or Certificate recipient. Required student counts are also generated.

These reports are available in PDF or Word formats.

Verification Reports tab screen display



Select desired type of report: Diploma or Certificate Summary



Example of selecting the Diploma Recipient report in PDF format

Sample display of Diploma Recipient Report listing graduates receiving diplomas

Diploma Recipients Report							
for (1/22/10)							
Student Id	Last Name	First Name	Sex	Ethnicity	Course of Study <sup>1</sup>	Classification	Intention <sup>2</sup>
00000000	...	...	M	White	CP	12th Grade Regular Program	CC-TC (IN NC)
00000000	...	...	F	White	CP	12th Grade Regular Program	PUB-SI (IN NC)
00000000	...	...	F	White	CTP	12th Grade Regular Program	CC-TC (IN NC)
00000000	...	...	M	White	CTP	12th Grade Regular Program	CC-TC (IN NC)

# FINANCIAL & BUSINESS SERVICES

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## IV-F. Verification Report tab - continued

Sample display of Diploma Recipient Report, summary totals of graduates by ethnicity, gender, course of study and intentions

**Diploma Recipients by Ethnicity, Gender, and Course of Study <sup>1</sup>**  
(M= Male, F=Female)

	White	Hispanic	Multi-Racia l	Black	Asian	Total
<b>M</b>	165	4	1	2	0	172
CP	41	1	0	0	0	42
CTP	83	3	1	2	0	89
CRP	6	0	0	0	0	6
CPCTP	27	0	0	0	0	27
OCS	8	0	0	0	0	8
<b>F</b>	147	8	1	1	1	158
CP	50	0	0	1	1	52
CPCTP	29	3	0	0	0	32
CTP	61	5	1	0	0	67
CRP	4	0	0	0	0	4
OCS	3	0	0	0	0	3
<b>Total</b>	312	12	2	3	1	330

**Diploma Recipients By Ethnicity, Gender, and Intention <sup>2</sup>**  
(M= Male, F=Female)

	White	Hispanic	Multi-Ra cial	Black	Asian	Total
<b>M</b>	165	4	1	2	0	172
CC-TC (IN NC)	86	2	1	0	0	89
PRIV-SI (IN NC)	13	0	0	0	0	13
MILITARY	17	0	0	0	0	17
PUB-SI (IN NC)	29	1	0	0	0	30
EMPLOYMENT	13	1	0	1	0	15
TSBSNS - ETC. (IN NC)	3	0	0	1	0	4
OTHERS (UNKNOWN)	3	0	0	0	0	3
CC-TC (OUT OF NC)	1	0	0	0	0	1
<b>F</b>	147	8	1	1	1	158
PRIV-SI (OUT OF NC)	1	0	0	0	0	1
CC-TC (IN NC)	91	5	1	0	0	97
PRIV-JC (IN NC)	2	0	0	0	0	2
PRIV-SI (IN NC)	12	2	0	0	1	15
PUB-SI (IN NC)	32	0	0	1	0	33
OTHERS (UNKNOWN)	2	0	0	0	0	2
EMPLOYMENT	6	0	0	0	0	6
PUB-SI (OUT OF NC)	1	0	0	0	0	1
TSBSNS - ETC. (IN NC)	0	1	0	0	0	1
<b>Total</b>	312	12	2	3	1	330

# **FINANCIAL & BUSINESS SERVICES**

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## **IV-F. Verification Report tab - continued**

Sample display of Diploma Recipient Report definitions

### 1 Course of Study

CRP	Career Prep
OCS	Occupational Course of Study
CP	College Prep
CTP	College Tech Prep
CPCTP	College Prep and College Tech Prep combination

### 2 Intention

PUB-SI (IN NC)	PUBLIC SENIOR INSTITUTION (IN NC)
PUB-SI (OUT OF NC)	PUBLIC SENIOR INSTITUTION (OUT OF NC)
PRIV-SI (IN NC)	PRIVATE SENIOR INSTITUTION (IN NC)
PRIV-SI (OUT OF NC)	PRIVATE SENIOR INSTITUTION (OUT OF NC)
CC-TC (IN NC)	COMMUNITY & TECHNICAL COLLEGE (IN NC)
CC-TC (OUT OF NC)	COMMUNITY & TECHNICAL COLLEGE (OUT OF NC)
PRIV-JC (IN NC)	PRIVATE JUNIOR COLLEGE (IN NC)
PRIV-JC (OUT OF NC)	PRIVATE JUNIOR COLLEGE (OUT OF NC)
TSBSNS - ETC. (IN NC)	TRADE, BUSINESS, NURSING SCHOOL, ETC. (IN NC)
TSBSNS - ETC. (OUT OF NC)	TRADE, BUSINESS, NURSING SCHOOL, ETC. (OUT OF NC)
MILITARY	MILITARY
EMPLOYMENT	EMPLOYMENT
OTHERS (UNKNOWN)	OTHERS (UNKNOWN)

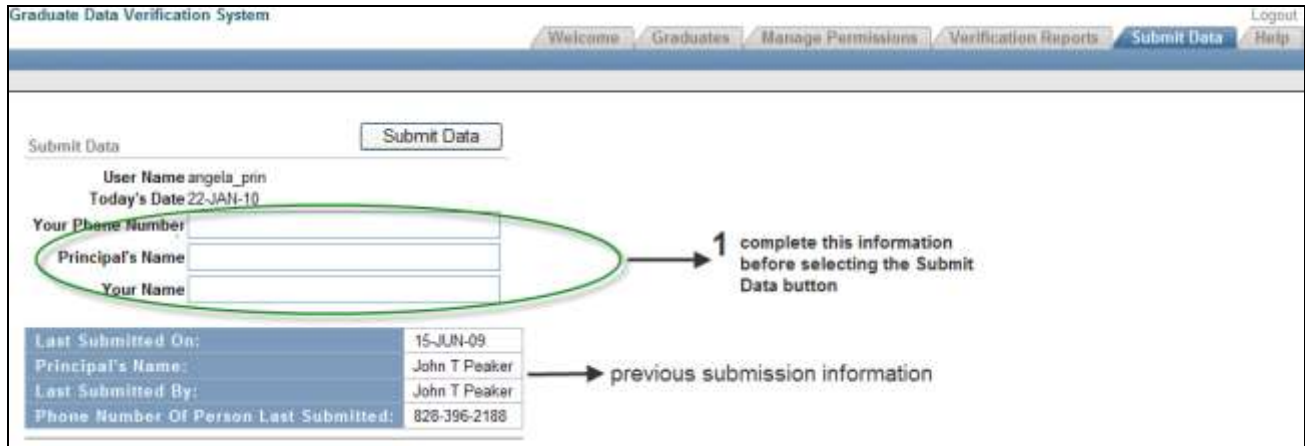
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## **IV-G. Submitting Data**

After student data has been verified and students have a "YES" in the Complete column on the Graduates tab, select Submit tab.

**BE SURE YOU HAVE SAVED ALL FILES AND REPORTS BEFORE SUBMITTING.**



Step 1 Enter the submitter's work phone number, Principal's name and the submitter's name.

Step 2 Click "Submit Data" located above the User Name.

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### **V. Revision Notes**

Page	Section	Subject	Purpose	Revision
21	2.2 Graduates tab (continued), item #10	NCWISE Diploma Issue Date  GDVS classification of high school graduates	Classifies students graduating as Regular Program graduates in GDVS (not summer school or early graduates).	Have a Diploma Issued date <u>on or after</u> the last day of school according to the school calendar. (5/13/10)