Annual Program Report 2011-2012

Report Window: October 1st - November 30th
To begin, go to [http://www.isbe.net/default.htm](http://www.isbe.net/default.htm). This is the ISBE website.

Once on the ISBE page, click on **IWAS** in the top bar menu.
If you are a **first-time user**, you must call the HelpDesk at (217) 558-3600 to have an account set up for you.

For **return-users**, enter your **Login Name** and **Password** and click ‘**LOG IN**’. If you experience difficulties, please call the HelpDesk.
Once you have logged into IWAS, you will be brought to this screen. Click on ‘System Listing’ to see which systems you are authorized to access.
After clicking on ‘System Listing’, you will be brought to this screen. Click on ‘Annual Program Report – Institutions of Higher Education’
Welcome to the Annual Program Report web application.

This is a program report. Each section should be completed in careful consideration of the specific program.

"Each recognized educational unit shall submit a separate annual program report for each approved program to the State Superintendent of Education, in a format defined by the State Superintendent, no sooner than October 1 and no later than November 30." (23.115h)

For information on how to use this application, please click here for the Annual Report User Manual.

Click on the ‘Continue’ button.
The Unit enters **Campuses** and edits **Faculty** for the entire Unit from this page. This **must** be done before any Program Reports are started. Programs will not be able to successfully complete their report if this is not completed first. If you need to add a Campus or edit Faculty, click on those options.
If you clicked on ‘Campus’, you will be brought to this screen. Type in a campus for your Unit (1) and select ‘Add New’ (2). If you have multiple campuses, continue until all campuses are entered. Then, return to the Main Menu (3).
Now, click on ‘Faculty’ to update faculty information.
To update faculty information, click ‘Select’ next to that faculty member’s name.

If there is a faculty member listed who is no longer with your Unit, click ‘Delete’ next to that faculty member’s name. You no longer need to contact us to do this.
If you click ‘Select’, this screen will appear. Complete each field.

**Ethnicity:** Choose from the drop-down list.  
**Highest degree:** Choose from the drop-down list.  
**Qualifying Experience:** Choose from the drop-down list.  
**Campus:** Select at least 1 from the choices provided.  
**Status:** If this faculty member is active, select ‘Active’. If this faculty member is not active, but you wish to keep that faculty member’s information in the system, select ‘Inactive’.

Once this information has been entered, you must click ‘SAVE’. 
If not all current faculty are listed for the Unit, you may add new faculty members by selecting ‘Click here’.

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New Faculty Addition

Enter all data for new faculty member just as you updated existing faculty. New faculty entered will appear on the Unit faculty list. Then click ‘Save’.
When all Unit faculty have been updated and/or added, return to the Main Menu.
Once Unit faculty and campuses have been entered, completion of the Program Report may begin.

Select ‘**Program Listing**’.
Please verify that all approved programs are listed. Then, ‘Select’ a Program to begin the Annual Program Report.

If there is a Program which does not appear, please call Henri Fonville at (217) 782-3007 or email at hfonvill@isbe.net.
After selecting a Program, you will have the opportunity to copy 'Program Information' and 'Faculty Information'.

If you wish to copy data from last year, select the area(s) to be copied and click 'Yes, Copy Selected Items'.

Program Information includes Delivery Mode, Executive Summary, Campus and Partnerships.

If you wish to enter new data (test scores, summary), click 'No, Continue With New Data Entry'.
Program Information Page

Delivery Mode must be selected before you are able to navigate from section to section. The top buttons allow you to move from section to section easily, without changes being saved. The bottom buttons will save your data as well as allow you to move back or forward one screen.
If the selected program did not have any enrollment for this reporting year (11-12), check the box ‘This program has no (0) enrollment’.
The ‘Executive Summary’ is an opportunity to provide a context for the information reported. If you do not wish to make a comment, put ‘N/A’ or ‘none’ in the textbox.
You **must** select at least one (1) option in the ‘Delivery Mode’ before you can complete any other portion of this report.
This portion of the page is found directly below the Delivery Mode section.

Select a Campus for this program. More than one (1) campus may be selected. Identify the number of candidates and faculty at each location. Campuses should have been added at the beginning, at the same time as Faculty, before entering into the Program Listing.

List any Partnerships. If a Partnership does not exist at this time, enter ‘N/A’ or ‘none’.

Click Save. Then you may move on to the next section, ‘Candidate Information’.
Enter the number of candidates who were **admitted** and **enrolled** in the Fall of 2011, as well as the number of candidates who **completed** the program.

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Enter the number of Full-time and Part-time Candidates in each category.

<table>
<thead>
<tr>
<th></th>
<th>First Bachelors</th>
<th>Second Bachelors</th>
<th>Certification Only (Post Bachelors)</th>
<th>Traditional</th>
<th>Csite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Part-time</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Initial Certificate</th>
<th>Advanced Certificate</th>
<th>Traditional</th>
<th>Csite</th>
<th>Alternative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Part-time</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Number of Full-time Candidates:** 0

Enter the Total Number of Full-time Candidates in the program in the box beneath the charts.
Enter the number of candidates in a particular ethnic group for each category.

List each effort which ensures that candidates are engaged with diverse groups.

Click Save. Then move on to ‘Faculty Information’.
Programs must select the faculty that are involved in the program.

Select ‘Add Faculty Member’.
By clicking on the box next to their name, select from the list every faculty member who is part of the Program.

Once all faculty has been selected, click on ‘Add to Program’. You will then be returned to the Faculty Information page.
If a Program Faculty member is not listed for some reason, you may enter that person from this screen by selecting ‘Click here’ while still in the Program Report.

This option is only provided to save you from having to back out of the Program Report to add a faculty member from the Main Menu.
List your efforts ensuring that your candidates interact with the institution and school faculty from a broad range of diverse groups.

Enter the number of faculty members teaching content for this program.

Describe in the text box how the expertise of adjunct faculty was determined.

Click Save. Then move on to ‘Tests’.
If no one took the Content-Area test during this reporting year, or if this is a New Program, check the appropriate box in the upper left.

Notice that last year’s data has been pre-populated for you.

‘Sub-test titles’ will be pre-populated from last year’s data. If you need to enter new ones, space is provided in #6, #7, and #8. Add the ‘Sub-scores’ in the 2011-2012 column.
Enter the appropriate totals for the ‘Number of candidates who took’ and ‘Number of candidates who passed’. The pass rate % will be computer generated. Then, enter the Number of candidates who did NOT pass on their first try.

If you do not have data to report for ‘Number of candidates who did not pass on the first try’, enter “0” AND indicate in the textbox that “0” stands for ‘No Information’.
If no candidates took this test this year, check the box at the top under #2.

In the 2011-2012 column, enter ‘**Total Test**’ and ‘**Average Sub-scores**’. Then, enter # of candidates who took and passed the test, as well as the # of candidates who did NOT pass on their first try.

In the box at the bottom, if you had candidates who did NOT pass, you must list your efforts to assist these candidates.

**Save** and click on ‘**Assessments**’.
This is something new this year. You are required to attach your Local Assessment Data to the Annual Program Report.

Read the directions under Unit/Program Developed Assessments. Then click on Blank Template for Download.
This is the first page of the Local Assessments Template. Please read the following directions carefully. Also, note that the Local Assessment Template should be downloaded as explained in the previous slide, by clicking on Blank Template for Download.
To complete, place your cursor in the gray box and enter required information. If you need to include a chart, insert chart in the gray response box also. Do NOT send separately. Please note that there is NO character limit. However, we ask that you be brief and concise in your explanations.
When you have completed the ‘Local Assessment’ Template, Save file to your computer. The Year, RCDT, and Program are pre-loaded. Please add the name of your institution to your file name.

Please note that when you Upload File, anything previously uploaded will be PERMANENTLY overwritten for the given academic year and program. In other words, if you upload a file and then later, before submitting, upload again, it will overwrite anything already there.
Once you have saved the completed template to your computer, you may then click on ‘Browse’, which is under the ‘Blank Template for Download’ option. When you click ‘Browse’, you will be brought to a window similar to this. Scroll down to find the name under which you saved your Local Assessment Template. Select that file and click ‘Open’.  

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Now, you will be able to ‘Upload File’ to IWAS.
After clicking on ‘Upload File’, you will have confirmation that your file was uploaded successfully to IWAS. Furthermore, you are able to see the file name.

*Remember that if you need to make changes to your Local Assessment Template before submitting to ISBE, you may do that. However, anything previously uploaded will no longer be available.*
The Results page will be generated for you based on the sub-scores entered for the Program Content-Area Test and Assessment of Professional Teaching. Only those sub-tests with a pass-rate below 80% or a sub-score below 240 will appear.

If this screen appears, provide comments in the textbox(es) that address your intervention plan or plan for helping candidates improve in those sub-areas.

When completed, Save and continue to ‘Changes’.
Please indicate any **program changes** in the textbox. If no changes were made, you must mention that in the textbox. Do **NOT** leave the textbox blank.
This last section will provide you with a review of all of the data that has been entered.

At the top of this section, areas that are **incomplete** are identified and must be completed before the report can be designated as ‘complete’.

Please scroll down to verify that all errors have been addressed.
When all errors have been corrected, you will be able to check the box to identify the program as complete. You will also fill in the ‘Completed by’ box. You will NOT be able to check this box or fill in the ‘Completed by’ box until all sections have been completed.

If you discover that a change needs to be made to a Program Report after the Program has been marked as completed, return to this page (Results Page), de-select the ‘complete’ box, make changes in any section and save, then return to the Results Page and re-select ‘complete’.
Unit personnel may check the status of completion for all programs in the Unit by selecting ‘Program Listing’ on the Main Page.

<table>
<thead>
<tr>
<th>Approved Program Name</th>
<th>Started</th>
<th>Completed</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blind or Visually Impaired</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Chief School Business Official</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Director of Special Education</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Elementary Education</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>


An annual report must be completed for each of the below approved programs. If a program is not listed or one is no longer active, please contact the Preparation and Evaluation Division at 217-762-2948.
Once **ALL** Programs are complete, the Unit will submit your Institution’s data to ISBE by clicking the ‘**Confirm**’ button.

This button will not be available until all Programs are complete, and will not be available after the **November 30th** deadline.
Units will receive an IWAS message verifying submission and reception of the Annual Program Report through IWAS.