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INTRODUCTION

Student dental examination data are collected online via a secure connection over the Internet known as the Illinois State Board of Education (ISBE) Web Application Security (IWAS) System. Dental examinations are applicable only to children attending kindergarten and grades 2 and 6. Please complete the online survey of dental examination data as of May 15 and submit the completed survey to ISBE by June 30 of each calendar year.

IWAS USER ACCESS

The Student Health Data–Dental System has multiple-level users, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators are granted automatic access to the Student Health Data–Dental System. Please consult the IWAS user guide located on the IWAS home page at ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf.

IWAS User Levels

**Document Author**—this is typically the lowest level user (i.e., Clerk, Secretary, etc.). The Document Author has the ability to enter and/or edit dental information and submit it to the **school principal for public schools** or **RCDT Administrator for nonpublic schools** for approval. Once submitted for approval, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator (district superintendent).

**School Administrator**—this level is typically assigned to **public school principals**. The School Administrator has the ability to enter and/or edit dental information and submit it to the RCDT Administrator (district superintendent) for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator (district superintendent).

**District Document Author**—this level is typically assigned to a **public school district** level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school unless the data have been disapproved and returned by the RCDT Administrator (district superintendent).

**RCDT Administrator**—this level is typically assigned to **public school** district superintendents and **nonpublic school** principals/administrators. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

**ISBE Administrator**—this level is reserved for qualified ISBE personnel.
HOW TO GET STARTED IN IWAS

You will need an IWAS account to be able to access the Student Health Data–Dental System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link on the ISBE home page (www.isbe.net).

Once you have acquired an account, you will need to request access to the Student Health Data–Dental system. Instructions for obtaining authorization are included in the IWAS User Guide, located on the IWAS home page. Please contact the ISBE Helpdesk at 217/558-3600 if you need assistance.

If you have an existing IWAS account, with access to the Student Health Data–Dental system, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data–Dental system:

Log in to IWAS. (You will need a “login” name and password.)

IWAS Home Page
Click on **System Listing** on the left menu of the *IWAS Message Page*, as shown below:

**IWAS Message Page**
Clicking on **System Listing** will take you to the *My Systems Page*, as shown below.

**IWAS My Systems Page**

On the *My Systems Page*, click on **Student Health Data–Dental**, which is under the category of *Reporting, Annual*. This will take you to the **School Listing Screen**, as on the following page.

*Note: If you do not see the Student Health Data–Dental option, contact the ISBE Helpdesk at 217/558-3600.*
School Listing Screen (RCDT Document Author group and RCDT Administrator group)

School Document Author group and School Administrator group users will see a similar screen, but with only one school.

Select the school link for which you want to enter data. This will take you to Data Entry Screen 1, as on the following page.
If all of the students in kindergarten and grades 2 and 6 come from other private or public schools for service, select the bottom option (bottom radio button); otherwise, select the top option (top radio button).
If you selected the bottom option on **Data Entry Screen 1** and clicked “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message window.

If you selected the top option on **Data Entry Screen 1**, a “Next” button will be activated at the bottom of the screen. Clicking on “Next” will take you to **Data Entry Screen 2**, as on the following page.
Data Entry Screen 2

If you modify “Grades Served,” a new screen will appear, with a “Save” button only. Clicking on “Save” on this page will save the selected grades and return you to the previous page.
When you have finished entering/editing data, click on “Save” at the bottom left of the screen. **You must click on “Save” BEFORE clicking on “Next Page” or you will lose your data.** Clicking on “Next Page” will take you to the next data entry page.
Data Entry Screen 3 (empty, top part)
From this screen:

1. Select a grade and then enter values in other fields, as appropriate. Click on “Save.” A row that corresponds to the selected grade will appear under the “Grades Entered” data grid at the top of the page.

2. Repeat Step 1 for each of the grades (K, 2, or 6) served by your school.

3. To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid. You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.

4. If an error occurred during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).

5. If any of the kindergarten or grades 2 or 6 served by your school have no children in them, select the appropriate grade and enter “0” (zero) in “Total student count in selected grade.” Do not enter anything in the other fields. Click on “Save.”
Data Entry Screen 3 (showing a saved record for grade 6, top part)
When you have finished entering data for all of the grades appearing in the “Select a Grade” list, the “Approve Data” button will appear at the bottom of the screen, as shown below.

If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the School/District Administrator (as appropriate), click on “Approve Data.”

A warning will appear on Data Entry Screen 3, as shown on the following page.
Data Entry Screen 3 (pre-submission warning)

If you are ready to submit the data, click on “OK” to submit the data to the School/District Administrator (as appropriate) for approval.

The resulting page (in this example, a submission to the District Administrator) is shown on the following page.
Data Entry Screen 3 (post-submission)
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS
(School Administrators)

A. When all of the students in kindergarten and grades 2 and 6 come from other schools/districts for service.

After the School Document Author has submitted data for School Administrator approval, the School Administrator must access Data Entry Screen 1, as shown below.

From this screen, the School Administrator may choose one of the following options:

1. Click on “Disapprove Selection” to return the data for corrections.

2. Click on “Approve Selection” to approve and submit the data to the RCDT Administrator.
B. When NOT all of the students in kindergarten and grades 2 and 6 come from other schools/districts for service.

After the School Document Author has submitted data for School Administrator approval, the School Administrator must access Data Entry Screen 3, the bottom portion of which is shown below.

From this screen, the School Administrator may choose one of the following options:

1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.

2. Click on “Disapprove Data” to return the data for corrections.

3. Click on “Approve Data” to approve and submit the data to the RCDT Administrator.

4. Click on “Return to District Summary” to return to the school summary screen.
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS
(RCDT Administrators)

After the RCDT Document Author or School Administrator has submitted data for District Administrator approval, the RCDT Administrator must access the school data awaiting approval from the list of school submissions, with various submission statuses. The district submission status screen, with submission statuses for different schools, is accessible only by the RCDT Administrator and the RCDT Document Author. A sample district submission status screen is shown below.
A. When all of the students in kindergarten and grades 2 and 6 come from other schools/districts for service.

The RCDT Administrator may select a school with “Waiting RCDT Admin Approval” status by clicking on the school name and navigating to Data Entry Screen 1. A sample screen is shown below.

From this screen, the RCDT Administrator may choose one of the following options:

1. Click on “Disapprove Selection” to return the data for corrections.

2. Click on “Approve Selection” to approve and submit the data to ISBE.

3. Click on “Return to District Summary” to return to the district summary screen.
B. When NOT all of the students in kindergarten and grades 2 and 6 come from other schools/districts for service.

The RCDT Administrator may select a school with “Waiting RCDT Admin Approval” status by clicking on the school name and navigating to Data Entry Screen 3. A sample screen is shown below.

From this screen, the RCDT Administrator may choose one of the following options:

1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.

2. Click on “Disapprove Data” to return the data for corrections.

3. Click on “Approve Data” to approve and submit the data to ISBE.

4. Click on “Return to District Summary” to return to the district summary screen.
HOW TO PRINT SCHOOL/DISTRICT SUMMARIES

To print a **school** dental data summary, click on “School Summary” on the top menu bar. Printing a school summary is possible only when the school dental data have been submitted to ISBE.

To print a **school district** dental summary, click on “District Summary” on the top menu bar. Printing a school district summary is possible only when the dental data for all of the eligible schools in the district have been submitted to ISBE.

*School Summary Report Sample Screen (top part)*

![School Summary Report Sample Screen](image)
School Summary Report Sample Screen (bottom part)
DATA SUBMISSION HIERARCHY

1. **School Document Author** submits data—
   Only the **School Administrator**, **RCDT Document Author**, and **RCDT Administrator**
   will be able to enter or edit data.

2. **School Administrator** submits data—
   Only the **RCDT Administrator** will be able to enter or edit data.

3. **RCDT Document Author** submits data—
   Only the **RCDT Administrator** will be able to enter or edit data.

4. **RCDT Administrator** submits data—
   The **School Document Author** and none of the **School Administrators**, **RCDT Document Authors**, or **RCDT Administrators**
   will be able to enter or edit data.

When any **School Administrator** or **RCDT Administrator** disapproves data and/or returns the
data for correction, each of the four users (**School Document Author**, **School Administrator**, **RCDT Document Author**, and **RCDT Administrator**) will be able to enter or edit data.