

Data Portal Manual

Introduction

The U.S. Network of Virtual Enterprises Data Portal has been created as a tool for management of many VE functions. Many functions have already been brought online, and others will be developed and added as the need becomes apparent. This manual will present the various functions and instructions for use at each of the access levels - Central Office, Teacher/School or Student. Please note that functions common to multiple levels will be described in each section of this manual so that a complete explanation of functions appears in each section.

Each level of access will have features unique to that level, plus the ability to access and edit all features from lower levels. As the access level rises, additional features are added, thereby giving the Central Office (CO) level the ability to enter and edit all data from lower access levels. There will also be some data that is not visible to lower access levels, and that will be further explained in the appropriate section.

Access to Data Portal

General access to the Data Portal is found on the NYC VE homepage at <http://veinternational.org>. The portal link is found on the Resources page. You may log in using the direct link to the data portal: <https://ve.nvskedula.com/ve/>

Access levels are as follows:

Central Office Level-(Page 3) Access will be granted to those who meet the criteria for this level as described in the contract entered into with Virtual Enterprises, InternationalTM. At this level, all functions are available to enter and/or edit data for schools, firms, teachers and students, and the ability to generate reports that will be described in the text that follows. Username and password for this level will be supplied by the VEC Central Office.

Teacher/School Level-(Page 4) Access will be granted at this level for teachers whose firm is part of a central office. Teachers will be able to enter/edit data for their school, firm and students, and the ability to generate reports at the appropriate level. Usernames and passwords for this level will be supplied to teachers by their individual Central Office.

Student Level-(Page 5) Access at this level will allow students to update their individual profiles with the required information. Usernames and passwords for this level will be supplied by the teacher who enters the students into the system.

E-mail Communication

E-mail functionality is available across all levels of the application. This is an internal and independent function for all VE communications integrated into the portal that negates the need for use of personal email accounts through other providers, and the ability to attach files for transmission. Some special considerations apply, and they will be discussed in the appropriate sections that follow.

Upon login, the Home Page will appear for the user. The page has a menu bar with a series of tabs for the available functions with dropdown menus. The space below is divided into three segments:

Announcements- This space is reserved for system-wide announcements from VEC. Announcements can be posted only by the VEC office. If you have an announcement for posting, please let us know.

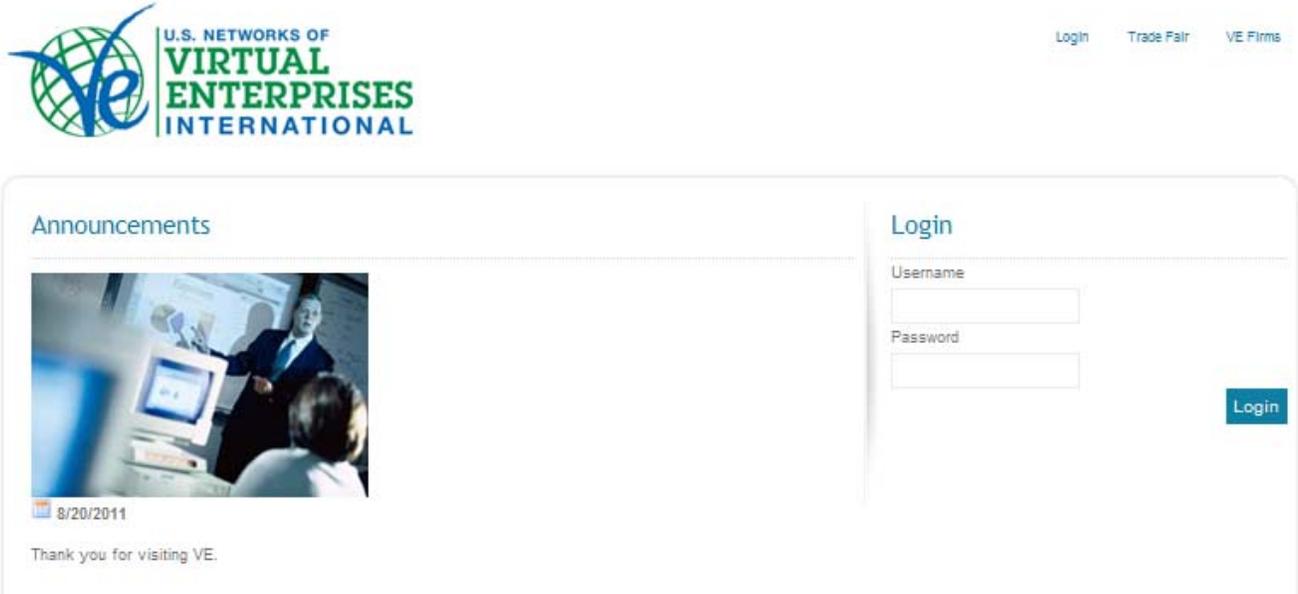
Inbox- This area is reserved for your inbox where all incoming message headers will appear when you receive a message from another VE user.

Hot Links- This area is also reserved for links posted by the VEC central office. If you have a link you would like to have posted, please let us know.

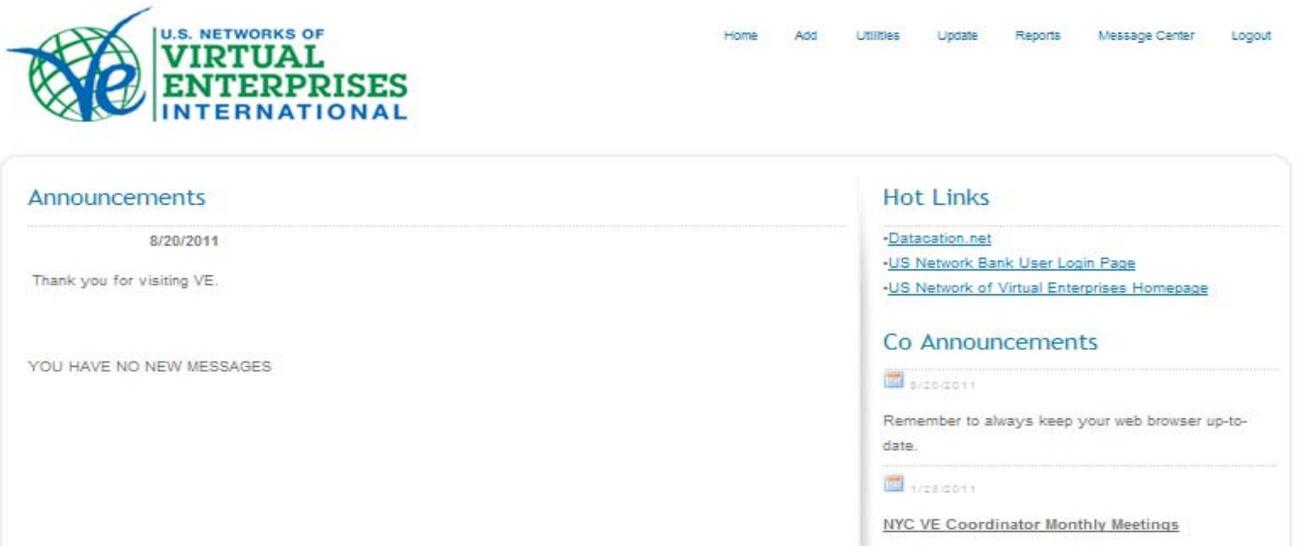
Operation of the various functions in the messaging system will become apparent upon use. All functions are similar in operation to email providers already in use in the real world, and should not be difficult to master very quickly.

Login and Home Page

1. Login to the Data Portal using the link on the VE homepage <https://ve.nvskedula.com/ve/> (see Fig.1) using the Username and Password supplied by the VEC office. Type them in the spaces provided, then left-click Login, or press the Enter key.



2. You will now see the Home page displayed. Select all functions from the dropdown menus at the upper right corner of the page.



Tabs & Dropdown Menus

All portal functions are accessed using the menu bar tabs (Home, Add, Utilities, Update, Reports, Message Center, Logout). The next series of illustrations will show each tab with its associated dropdown links.

Home- returns the user to the home page from all functions at every login level.

Logout- used to log out and close the portal window when finished at

All other functions will have different dropdown links depending on login level.

The Central Office (CO) Interface

The following table (*Table 1*) represents all of the tabs and their respective dropdown links appearing at the Central Office level. Login at this level is reserved for the Central Office or Regional Office. Access at this level grants access to add/modify/update Central Office Level/Teacher Level/Student Level data. Note that the Home and Logout headers have not been included as they have been explained in the previous text.

Table 1

Add	Utilities	Update	Reports	Message Center
School	Activate Firm	Update Profile	Custom Reports	Address Search
Firm	Assign Teachers	Update School	Attendance Report	Address Book
Teacher	Assign Students	Update Firm	Full Data Report	Compose Message
Student	Assign College Grades	Update Teacher		Inbox
Workshop	Workshop Approval	Update Student		Upload Files
				View/Delete Files

Home-return to home page of portal.

Add-The links from this menu allow only “Add” functions. After completing an add page, proceed to the Utilities menu.

School- add a school to your network.

Firm- add a firm to your network.

Teacher- add a teacher to your network.

Student- add a student to your network.

Workshop- add a workshop for your network.

Utilities- These links are used to associate data entered in the “Add” functions.

Activate Firm- to activate or deactivate a firm.

Assign Teachers- to assign a teacher to a firm as coordinator/teacher.

Assign Students- to assign a student to a firm (add to firm’s roster).

Assign College Grades- to enter college course grades for students registered in a College Now class. Students must have been previously registered online by the teacher in the teacher interface.

Workshop Approval- approval for students to attend workshops scheduled by the central office and for which teacher has registered students.

Update-These links are used to update data that was entered in the “Add” process described above.

Profile- allows change of Central Office password for login.

School- to update information pertinent to school data.

Firm- to update information pertinent to firm data.

Teacher- to update teacher data.

Student- to add/update student data.

Reports

Custom Reports

Learning Express Custom Report- for NYC and NYC-affiliated firms to monitor online testing through Learning Express. This does not apply to non-NYC offices/firms at this time.

Workshop Custom Report- Opens a report of all scheduled workshops in your Central Office and allows approval for registrations, downloading of attendee data, etc.

College Registration Custom Report- Presently for NYC only, this allows downloading and printing of data for students participating in College Now or similar program who are taking/have completed college classes.

Attendance Report- allows drill-down reports for attendance for firm, school or central office provided daily attendance has been entered by teacher.

Full Data Report- gives a drill down report of all student data at firm, school or central office level. Report includes all data that student would enter or have visible in the student profile.

Message Center- This is the internal email system for the U.S. Network of Virtual Enterprises. All communications between students, firms and teachers should occur in this network. This is similar to existing commercial email systems.

Address Search- locate internal email addresses for teachers, students, firms in a search page. Various search categories are provided.

Address Book- This is the address book where email addresses are stored. There are various categories sorted by level (school/firm/teacher, etc)

Compose Message- this is where your new message is composed.

Inbox- access, view, delete, etc., from this inbox.

Upload Files- used to attach files to outgoing mail. Please use common sense in loading large files.

View/Delete Files- Attachments are stored here for viewing or deletion. Files that are periodically transmitted can be stored here.

Logout-Use this link to log out of the Data Portal.

The Teacher Interface

The following table (*Table 2*) represents all of the tabs and their respective dropdown links appearing at the Teacher level. Login at this level is reserved for the Teacher, and available for the Central Office. Access at this level grants access to add, modify, or update Teacher Level/Student Level data.

Table 2

Add	Utilities	Update	Reports	Message Center
Student	Assign Students	Update Profile	Attendance Report	Address Search
College Registration	Delete College Registration	Update Firm	Full Data Report	Address Book
Take Attendance	Register Student Workshops	Update Student		Compose Message
	Register Trade Fair	Update Attendance		Inbox
				Upload Files
				View/Delete Files

Home-return to home page of portal.

Add

Student- add a student to your database.

College Registration- enter student data for those registering for a College Now class.

Take Attendance- enter daily attendance for each student in your firm(s)

Utilities

Assign Students- assign or remove a student from your firm.

Delete College Registration- remove a student from a college class.

Register Student Workshops- assign students to attend workshops. The Central Office must approve the registration before the registrant may attend.

Update

Update Profile- teacher completes his/her personal profile data from this link.

Update Firm- teacher completes his/her firm's data.

Update Student- teacher updates students' data (including optional fields not visible to student).

Update Attendance- to edit/adjust daily attendance records for the students/firm.

Reports

Attendance Report- access to download a drill-down report for firm or individual student.

Full Data Report- download complete student data into an Excel worksheet.

Message Center

Address Search- locate internal email addresses for teachers, students, firms in a search page. Various search categories are provided.

Address Book- This is the address book where email addresses are stored. There are various categories sorted by level (school/firm/teacher, etc)

Compose Message- this is where your new message is composed.

Inbox- access, view, delete, etc., from this inbox.

Upload Files- used to attach files to outgoing mail. Please use common sense in loading large files.

View/Delete Files- Attachments are stored here for viewing or deletion. Files that are periodically transmitted can be stored here.

Logout-Use this link to log out of the Data Portal.

The Student Interface

The following table (*Table 3*) represents all of the tabs and their respective dropdown links appearing at the Student level. Login at this level is reserved for the student, and available for the Central Office and the Teacher. Access at this level grants access to add, modify, or update Student Level data.

Table 3

Home	Update	Message Center	Workshops	Logout
	Update Profile	Address Search		
		Address Book		
		Compose Message		
		Inbox		
		Upload Files		
		View/Delete Files		

Home-return to home page of portal.

Update

- Update Profile- to complete and/or update personal profile information.

Message Center

Address Search- locate internal email addresses for teachers, students, firms in a search page. Various search categories are provided.

Address Book- This is the address book where email addresses are stored. There are various categories sorted by level (school/firm/teacher, etc)

Compose Message- this is where your new message is composed.

Inbox- access, view, delete, etc., from this inbox.

Upload Files- used to attach files to outgoing mail. Please use common sense in loading large files.

View/Delete Files- Attachments are stored here for viewing or deletion. Files that are periodically transmitted can be stored here.

Workshops- displays information re workshops that student is enrolled to attend.

Logout-Use this link to log out of the Data Portal.

Tech Notes Regarding Sequence of Operations

The different operations needed for addition of schools, firms, teachers and students have been outlined in the previous sections. Only one more item remains to explain the correct sequence of operations for these tasks. Failure to perform these operations in the correct sequence may create the appearance of a problem in the portal, but informed use of the portal will eliminate these glitches.

Central Office Sequence:

- 1 Add school.
- 2 Add teacher.
- 3 Add firm (class).
- 4 Add student (normally performed by teacher).
- 5 Assign teacher to firm (class).
- 6 Assign student to firm (normally performed by teacher).

Teacher Sequence:

- 1 Update personal profile.
- 2 Update school profile.
- 3 Update firm profile.
- 4 Add student.
- 5 Assign student to firm (class)
- 6 Update student profile fields. There are some optional descriptive fields in the student profile. These fields are not visible to the student, and are for teacher use only.

Student Sequence:

1. Update personal profile.

Technical Support

Should you need technical support or assistance, please contact Eric Spinner espinne@schools.nyc.gov or by telephone at (212) 769-2710.