American Welding Society (AWS)

Data Collection Procedures

To capture the students' Unique Identifier codes (UIC), AWS has created an Identification Number field to enter the students' 10-digit UIC. The students' SENSE ID as well as the UIC should be entered in the student's profile.

Students may either take a paper-based exam or an online exam. For the online testing exam, scores are automatically entered into a grade book. To ensure credibility of students' scores, AWS keeps a record of the actual score that is received by the student who takes an online assessment. If a student's grade is overridden, AWS will be able to report the original score and the overridden score.

Student data (students' last and first names, location, issue date, SENSE ID, UIC code, and pass/fail scores) will be compiled by AWS and sent in batch to the Office of Career and Technical Education. Programs should also upload student information via Moodle and this information will be cross-referenced with student data sent by AWS.

1. In an Excel Spreadsheet, list the following fields:

   a. Student's UIC

   b. Last Name

   c. First name

   d. Building Name

   e. Building Number

   f. Result – Pass or Fail

PLEASE DO NOT SEND SPREADSHEET VIA EMAIL DUE TO STUDENT CONFIDENTIALITY

2. Save Spreadsheet and Upload into secure Moodle website. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the CTE Skills Assessment Website under the Data Coordination and Collection Section.** http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970---,00.html.

3. The Moodle room that is required for registration is the **SENSE Certification** room.

To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:

- o Michigan Project Rooms

- o OCTE Connect Project Rooms

- o District Communication Project Rooms

- o SENSE Certification

4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.

5. To complete Step 7, please enter the Enrollment Key: **SENSE2019**

6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.

7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File in Moodle.

If you have issues entering the **SENSE Certification** room to upload student data, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066. If you have questions regarding registration of students and capturing the students' UIC codes, please contact Ivan Santa-Cruz at the American Welding Society at 305-443-9353 x228.