

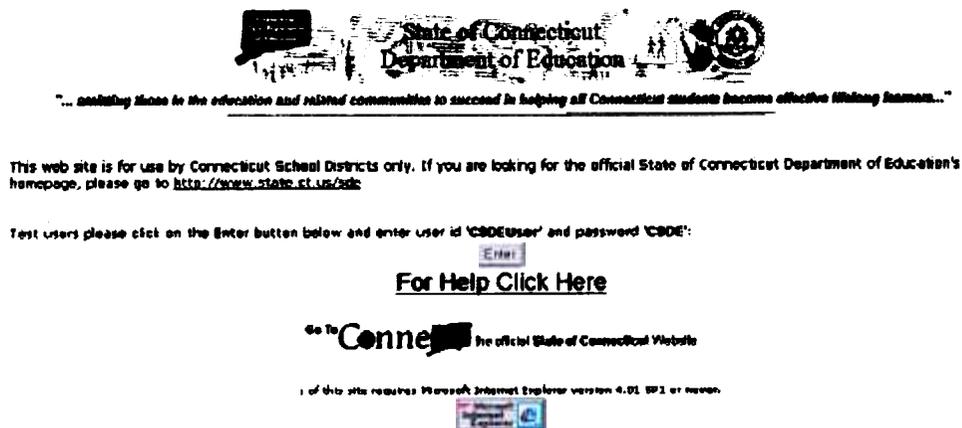
## Access the ICG system

### Precondition:

The requested is a valid user of the DOE secured WEB data collection site

### Description:

1. Using a standard browser (Internet Explorer 4.01 and up), the web site (<http://www.csde.state.ct.us/>) is accessed using the site's URL
2. User is presented with the following screen:



3. User clicks Enter button and User is presented with a Login Screen



4. User enters Username and Password Combination
5. Using the Username, the User record is fetched from the database
6. The password entered is compared to the password fetched from the User record
  - a. If the password doesn't match, the User is presented with a Login error message and is redirected to the Login Screen again
  - b. If the password matches, the User Authorization information from the User record is used to build the Program Selection screen

7. The user is presented with the various DOE Form options including ICG link



Select a menu option below by clicking on it

- **Bureau of Student Assessment and Research**
  - [Strategic School Profile Narrative Toolboxes](#) (Due Sep. 28, 2001)
  - [ED-228 - Assessment of Dominant Languages](#) (Due November 2,2001)
  - [ED-156 - Fall High School Survey](#) (Due October 8, 2001)
  - [ED-540 - 2001 Graduation Class Report](#) (Due Nov. 1, 2001)
  - [Education Directory \(Open\)](#)
- **Bureau of Program and Teacher Evaluation**
  - [ED-163 - Certified Staff Data Form](#) (Open)
  - [ICG - Interdistrict Cooperative Grant Program Survey](#) (In Design)
- **School Facilities Unit**
  - [SCGMS - School Construction Grant Management System](#) (Now Available)

[For Help Click Here](#)

If you are interested in summary statistics regarding these data collections, see [Commonly Requested Data Table](#)

If you are interested in a brief summary and interpretation of selected data from these data collections, see [Data Bulletin](#)

8. User clicks on ICG link and redirected to the Program Selection screen

9. User is presented with the Interdistrict Cooperative Program Selection screen, where each of the programs was previously pre-built and associated with the User's account



**Welcome Test User!**

Please click on the link below to select a program to work with or invoke [Return Page](#)

**ICG Programs for year 2001**

#	Program Code	Name	Status
1.	000005102	Saturday & Summer High School Program	Error
2.	000004111	Testing Program	Ready to sign-off
3.	000002001	'Be a Painter on Friday'	Signed-off
4.	000003108	Swimming for Senior Citizens	Empty
5.	000004000	Summer Math Classes	Ready to sign-off

**Post-Condition:**

The User is granted access to the application and presented with the appropriate option menu

## Program Selection Screen

### Precondition:

The Requester is a valid user of the application, logged in and redirected to the Program Selection Screen

### Description #1:

1. User is presented with Program choices, where each entry in the list has an associated title, activity code and filing status (Empty, Errors, Ready-to-signoff, Signed-off).



**Welcome Test User!**

Please click on the link below to select a program to work with or invoke [Sign Off Mode](#)

#### ICG Programs for year 2001

#	Program Code	Name	Status
1.	000065103	Saturday & Summer High School Program	Error
2.	000004111	Testing Program	Ready to sign-off
3.	000002001	'Be a Painter on Friday'	Signed-off
4.	000003108	Swimming for Senior Citizens	Empty
5.	000004000	Summer Math Classes	Ready to sign-off

2. User selects the desired program and clicks on the link  
User is redirected to a selected Program Status page

### Post-Condition #1:

The User has accessed the Program Status page

## Description #2:

1. Sign-off check box located on the left side of each program that has 'Ready-To-Signoff' status. User selects one or more programs by checking these boxes.

Connecticut State Department of Education  
Interdistrict Cooperative Grant Program Survey (ICGPS)

HELP  
LOG OFF

Hour:

**Welcome Test User!**

Please select program(s) desired to sign-off, enter your sign-off code and press Sign-Off button

ICG Programs for year 2001			
#	Program Code	Name	Status
1.	000005103	Saturday & Summer High School Program	Error
2.	<input type="checkbox"/> 000004111	Testing Program	Ready to sign-off
3.	000002001	"Be a Painter on Friday"	Signed-off
4.	000003108	Swimming for Senior Citizens	Empty
5.	<input type="checkbox"/> 000004000	Summer Math Classes	Ready to sign-off

2. User presses 'Sign-Off' button.
3. User is presented with a request of the Superintendent's Sign-off Code.
4. User enters code into appropriate text box.
10. Using the LEA code, the Superintendent's code is fetched from the database
11. The code entered is compared to the code fetched from the User record
  - a. If the code doesn't match, the User is presented with a Sign-off error message
  - b. If the code matches, the status of selected programs changes to 'Signed-Off'

## Post-Condition #2:

The User has signed off one or more ICG Programs

## Program Status Screen

### Precondition:

The User has selected desired program to browse/modify and been brought to the Program Status screen

### Description #1:

1. User is presented with a Program name, filing status and the status of each sub-component (*The Multicultural Curriculum, Skills and Assessments, Grades Served, Parent/Community Involvement, Abstract, Students and Staff*)

[Return to the List of Programs](#)

Program # 000005103  
Saturday & Summer High School Program

Program Filing Status: Errors

[Format for Printout](#)

Please click on a link below to work with desired survey section ...

<a href="#">Section Name</a>	<a href="#">Status</a>
<a href="#">Multicultural Curriculum</a>	Complete
<a href="#">Skills And Assessments</a>	Empty
<a href="#">Grades Served</a>	Errors
<a href="#">Parent / Community Involvement</a>	Complete
<a href="#">Abstracts</a>	Complete
<a href="#">Students</a>	Empty
<a href="#">Staff</a>	Empty

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2. User selects desired sub-component to browse/modify and clicks on a sub-component's link. Application redirects to the selected subcomponent data entry page

### Post-Condition #1:

The User has selected one of the sub-forms or returned to the Program Selection screen

## **Description #2:**

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1. User is presented with a Program name, filing status and the status of each sub-component (*The Multicultural Curriculum, Skills and Assessments, Grades Served, Parent/Community Involvement, Abstract, Students and Staff*)
2. User click 'Format for Printout' button
3. User is presented with printable version of the whole ICG Program information
4. User clicks browser's 'Print' button and prints the content of the survey

## **Post-Condition #2:**

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The User has printed the content of the survey.

## Section I. The Multicultural Curriculum Screen

### Precondition:

The User has selected The Multicultural Curriculum link on the program status screen

### Description:

1. User is presented with Multicultural Curriculum information formatted similar to image below:

Program # 00005103  
Saturday & Summer High School Program  
Section I. Multicultural Curriculum

Section Filing Status: Complete

Please answer the following questions:

Supports reducing racial, ethnics and economic isolation:

Reflects the cultures of the various diverse groups within the program:

Is designed to help student learn how to function effectively in various cultural environments:

Promotes values, attitudes and behaviors that support diversity:

Provides opportunities for intergroup cooperation:

Helps students develop effective interpersonal and intercultural group interactions:

Helps students develop greater self-understanding in the light of their diverse heritages, interests, and past learning experience:

Other:

2. User modifies the info by selecting appropriate answer from drop-down lists in each question and entering optional information into 'Other' text box. Valid answers for drop-downs are (None, Seldom, Occasionally, Regularly, Most of the time, Constantly).  
All fields are required to fill, except the 'Other' box. Other box is required to fill if all answers are 'None'.
3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
4. Entered data is validated (each drop-down box is required to have an answer, information in the 'Other' text box is optional):
  - a. If data passed the validation – sub-components status is changed to 'Complete'

- b. If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

**Post-Condition:**

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The User is browsing/modifying The Multicultural Curriculum data

## Section II. Skills and Assessments Screen

### Precondition:

The Requester has selected Skills and Assessments link on the program status screen

### Description:

1. User is presented with Skills and Assessments information formatted similar to image below:

Program # 000005103  
Saturday & Summer High School Program  
Section II. Skills & Assessments

Section Filing Status: Empty

Please answer the following questions:

**Skills Acquired by Students**

- Math
- Language Arts / Reading
- Social Studies
- Social Skills
- Science
- Technology
- Career Skills
- Art / Music / Drama / Dance

Other:

**Assessments Used**

		Response %	
		Pre	Post
<input checked="" type="checkbox"/> Survey Parents	<input type="checkbox"/> Pre / Post Test	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Survey of Students	<input checked="" type="checkbox"/> Pre / Post Test	<input type="text" value="12"/>	<input type="text" value="15"/>
<input checked="" type="checkbox"/> Standardized Tests	<input type="checkbox"/> Pre / Post Test	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Teacher Made Test	<input type="checkbox"/> Pre / Post Test	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Teacher Observations	<input checked="" type="checkbox"/> Pre / Post Test	<input type="text" value="55"/>	<input type="text" value="65"/>

Other:

2. User modifies the survey info by selecting appropriate options and entering information into text boxes
  - a. 'Skills Acquired by Students' section requires at least one check box checked or explanation in the 'Other' text box
  - b. 'Assessments Used' section requires at least one 1<sup>st</sup> column check box checked or explanation in the 'Other' text box. 2<sup>nd</sup> Column check box can be checked only if corresponding 1<sup>st</sup> column check box is checked. Also if 2<sup>nd</sup> column check box is checked - 'Pre' and 'Post' whole percent numbers must be entered.
3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
4. Entered data is validated:
  - a. If data passed the validation – sub-components status is changed to 'Complete'
  - b. If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

**Post-Condition:**

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The User is browsing/modifying Skills and Assessments data

**Section III. Grades Served Screen**

**Precondition:**

The User has selected Grades Served link on the program status screen

**Description:**

- 1. User is presented with Grades Served information formatted similar to image below:

Program # 000005103  
Saturday & Summer High School Program  
Section III. Grades Served

Section Filing Status: Errors

	Grades from	Grades to	Sessions	Hours
<input type="checkbox"/>	KG	3	2	3
<input type="checkbox"/>	6	3	2	4
<input type="checkbox"/>	8	3	3	5
<input type="checkbox"/>	12	3	5	6
<input type="button" value="Add"/> Add row				

- 2. User modifies the survey info by adding and changing grade data in the text boxes
  - a. User selects grade range ('From Grade' and 'To Grade' drop-downs)
  - b. User enters Number of Sessions (whole integer, positive number, 1-999)
  - c. User enters Number of Hours (decimal, allows 0.5 increments only,0.5-24)
- 3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
- 4. Entered data is validated (all columns and rows should contain the data):
  - a. If data passed the validation – sub-components status is changed to 'Complete'
  - b. If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

**Post-Condition:**

The User is browsing/modifying Grades Served data

## Section IV. Parent/Community Involvement Screen

### Precondition:

The Requester has selected Parent/Community Involvement link on the program status screen

### Description:

1. User is presented with Parent/Community Involvement information formatted similar to image below:

Program # 000005103  
Saturday & Summer High School Program  
Section IV. Parent/Community Involvement

Section Filing Status: Complete

**Parent Involvement**

None

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Parents Sent Flyers

Parents Attend Open House

Parents Attend Performance/Culminating Event

Parents Volunteer at Sessions

Parent Help Design/Redesign Program and/or Activities

Other:

**Community Involvement**

None

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Local ethnic and cultural community resources are included in the program

Field Trips to local ethnic and cultural communities are included in the program

Students study the local community

Partnerships with local businesses and colleges

Other:

2. User modifies the survey info by selecting appropriate options and entering information into text boxes.
  - a. Parent Involvement part requires user to check either 'None' or one or more 'Parent ...' check boxes or enter something in 'Other' box. Selection of 'None' is prohibited if any other answer is checked or text entered in the 'Other box'. At the same time 'None' has to be checked if none of the answers apply and no text entered into 'Other' box

- b. Community Involvement part requires user to check either 'None' or one or more answer check boxes or enter something in 'Other' box. Selection of 'None' is prohibited if any other answer is checked or text entered in the 'Other box'. At the same time 'None' has to be checked if none of the answers apply and no text entered into 'Other' box
3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
  4. Sub-components status is changed to 'Complete'. No data validation rules apply.

**Post-Condition:**

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The User is browsing/modifying Parent/Community Involvement data

## Abstracts Screen

### Precondition:

The Requester has selected Abstracts link on the program status screen

### Description:

1. User is presented with Abstracts information:

Program # 00005103  
Saturday & Summer High School Program  
Section V. Abstracts

Section Filing Status: Complete

Other:

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2. User modifies the Abstracts by entering information into text box. Abstract box is required to be filled.
3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
4. Entered data is validated (something must be entered):
  - a. If data passed the validation – sub-components status is changed to 'Complete'
  - b. If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

### Post-Condition:

The User is browsing/modifying Abstracts

## Section VI. Students Screen

### Precondition:

The User has selected Students link on the program status screen

### Description:

- 1 User Is presented with Students information formatted similar to image below:

Program # 000005103  
 Saturday & Summer High School Program  
 Section VI. Students

Section Filing Status: empty

Please fill the following data sheet:

District	Students Participation of the Inter-District Program Ethnic Statistical Information											Total
	Asian American		African American		Hispanic American		Native American		White American		Total	
	M	F	M	F	M	F	M	F	M	F		
- Select a district -	10	35	100	0	45	210	0	0	0	0	11	211
Hartford	10	35	100	0	45	210	0	0	0	0	11	211
Andover	10	35	100	0	45	210	0	0	0	0	11	211

Add New Section

2. User modifies the survey info by entering information into a table
  - a. User selects district from a drop-down, this field is required
  - b. User enters whole numbers into each racial column, field isn't required and will be turned into 0 after save
  - c. User enters total into total column. Row total must be equal to the entered total. This is added for validation purposes
3. User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
4. Entered data is validated (validation rules to be determined):
  - a. If data passed the validation – sub-components status is changed to 'Complete'
  - b. If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

### Post-Condition:

The User is browsing/modifying Students data

## Section VII. Staff Screen

### Precondition:

The User has selected Staff link on the program status screen

### Description:

- User is presented with Staff information formatted similar to image below

Program # 00005103  
 Saturday & Summer High School Program  
 Section VII. Staff

Section Filing Status: Empty

Save Changes Cancel Update

Please fill the following data sheet

Staff Participation of the Inter-District Program Ethnic Statistical Information									
Asian American		African American		Hispanic American		Native American		White American	
M	F	M	F	M	F	M	F	M	F
10	35	100	0	45	210	0	0	0	11

- User modifies the survey info by entering information into a table. Whole numbers should be entered into desired racial columns. Fields are not required and will be turned into 0 if empty. Entered amount in 'Total' box should be equal to row total.
- User Saves or Discards changes made to the data by clicking on 'Save' or 'Cancel' button
- Entered data is validated (validation rules to be determined):
  - If data passed the validation – sub-components status is changed to 'Complete'
  - If data did not pass the validation – sub-components status is changes to 'Errors' and appropriate error messages are displayed

### Post-Condition:

The User is browsing/modifying Staff data