

i4see Workbench Overview

This video provides an overview of the i4 see workbench web access, demonstrating how to get to the workbench and previewing what can be done on the web page.

From the i4 see home page go to the myNHDOE , the single sign on link

Log in to your account.

You will now see the various icons for Department of Education applications that you have access to. Click on the i4see icon.

If you are from a single district SAU, the i4see application will open directly on the home page of that district. If you are from a multi-district SAU, you will need to select one of the districts within your SAU. Because I am an administrator I have the complete list of districts. I will select Eaton School District for this demonstration.

No matter which district you select, the workbench will open on the “Home Page” for that district. We are now on Eaton’s home page . At the top of the page, for easy reference, are the district number and the School Administrative Unit (SAU) number. For Eaton, for example, they are district number 159 which is in SAU 9. This page contains helpful hints and tips [*point to red font notices*] regarding submissions that are due, and other information for i4see contacts. The page also displays the person to call if you have questions on the use of the workbench. At the bottom of the home page is the name of the person who must certify the files that are uploaded for this district. [*Point to Superintendent’s name*] This is usually the Superintendent.

The “Workqueue” tab is the location of all the files that a district has uploaded over the years arranged from most recent at the top. These files include the BOY, EOY and other submissions for this district.

Files are uploaded by selecting the “Upload Files” tab. This tab will allow you to select the type of submission that you want to upload or import. It allows you to browse for the files on your computer. These files have usually been downloaded from your student information system and stored on your computer prior to logging in.

On the student’s tab we have several screens available. Real-time entry, Request for a SASID #, student search, and a race/ethnicity look-up. The race and ethnicity look up allows you to put in the race/ethnicity information you have and generate a code number to be used in your student information system.

The analysis tab leads to two types of reports: District and State. The “District Review” reports display a summarization of the data uploaded by your district. District review reports need to be confirmed, check marked and, finally, certified by the district.

The “Anomaly and State” reports page displays data that has been compared with other districts state-wide. This allows us to post potential data problems in the Anomaly reports and to summarize data from other districts that may have an impact on your district. For example, students who are tuitioned to other school districts can be included in the state reports.

The Anomaly reports need to be completely clear of any potential problems. Once records are corrected, they disappear from the anomaly reports. The state summary reports allow your district to be sure that the data for your district is complete and correct.

The “Help” tab allows you to access the i4see Home page or the Data Dictionary quickly and easily.

Thank you for viewing this video.