

Information Sheet
Collection of Assessment Results (CAR) Web Application
<https://web16.gov.mb.ca/car/login.jsp>

Please forward to all users of this web application in your school.

CAR Accessibility Grades 3 and 4 October 24 to December 2, 2011
 Grades 7 and 8 January 16 to February 24, 2012

A. Before Accessing the Web Application CAR

1. Each school year principals must self-register on the User Account Administration (UAA) web application <<https://web16.gov.mb.ca/eduadmin/login.jsp>>.
2. Once principals (primary delegators) have self-registered successfully on UAA, they must request an account for users (administrative assistant or teachers in the school). This request is done through the UAA web application.
3. The request is sent to Manitoba Education, and two emails are sent from <edu.help.aide@gov.mb.ca> to users. The first email provides the user ID and web address; the second provides a temporary password.

B. Getting Started on the CAR Application

1. User logs in to the CAR web application and enters the user ID and temporary password received from the Department.
2. Principal provides the organization code.

Tip: This application is best viewed in a resolution of 1024 by 768 pixels. If you are unable to see the entire screen, open the Windows control panel, double click on Display, then click on the Settings tab. Drag the tab in the Screen Resolution box to obtain a resolution of 1024 by 768 pixels. Click on the Apply button. At the prompt which asks, "Do you want to keep these settings?" click on Yes, and then on OK.

C. Data Entry and Reporting Screen

Follow the steps listed at the top of the screen.

Student List Screen

- You can change the number of students per screen to display whenever you want, but it will need to be reset each time you go back into the student list screen, if your setting is different than the default number of 10 names per screen.
- If you have more than 10 students in the grade, you can scroll to the bottom of the first student list screen to the "Go to page:" and a link to additional screens of student names.
- You can sort the student list by using the underlined column headers; for example, Student Name or MET # can be viewed in ascending or descending order. Click on the column header you want for your sort criterion, and click a second time to arrange the list in reverse order.
- If you plan to enter your student data by classroom, follow these steps:
 - Click on **Hide Competencies**.
 - Enter the classroom indicator for every student. (The classroom indicator is case sensitive and can be a number or a name.)
 - Click **Save and Return to Data Entry** after the classroom indicator has been entered for every student.
 - Sort the list of students by clicking on **Classroom**.

By entering a classroom indicator, your verification and parent reports will also sort by classroom.

- Some students who have transferred into your school may not appear in the list provided. Click Add a New Student and follow the prompts. All data entered must match information in the Departmental database.
- If a student listed is not recorded in the correct grade, or should be exempted from the assessment, follow the instructions in the policy document (link is on the Navigation Bar).
- If a student is no longer enrolled in your school, check the No longer enrolled box.
- To verify a MET # or other student information, please call Professional Certification and Student Records at 1-800-667-2378 or, if you have access to MET # Lookup, go to <<https://web16.gov.mb.ca/met/login.jsp>>.
- If the student is new to Manitoba, go to the Department's website at <www.edu.gov.mb.ca/k12/studrec/metno.html> and follow the prompts to print an application form. The process for obtaining a MET number usually takes about three business days.

There are three methods to enter assessment data:

- Use the Tab key to move from field to field and use the arrow keys to select the performance level.
- Use the Tab key to move from field to field and use the number keys to type in the number which corresponds to the performance level.
- Use the mouse to click and drag down the number which corresponds to the performance level.

Navigate from screen to screen by using the Go to page links at the bottom of the screen.

Do not use the Back button (←) as it has been disabled in this application.

D. Verification

- When data has been entered, click on Verification Report on the Data Entry and Reporting screen to verify that the data has been entered correctly.
- If any errors are found, return to the student list, change the values, and save the data, before re-verifying.

E. Reports

- When verification is complete, print and/or save the outputs (school summary report, data file, and parent reports) to a secure location. The reports will not be available when the web application is closed.

F. Submitting Data

- When all data has been entered, a Submit Data button will become available beside each competency on the Data Entry and Reporting screen.
- After all data has been verified and reports printed and/or saved, click the Submit Data button to send the data to the Department. You will receive a confirmation message that the data have been sent.

Help Desk Contact Information

Email: edu.help.aide@gov.mb.ca

Telephone: 204-945-6156 or toll-free at 1-800-282-8069, extension 6156