NEW PIMS ADMINISTRATOR

REFERENCE GUIDE

Division of Data Quality

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PENNSYLVANIA INFORMATION MANAGEMENT SYSTEM

Welcome to the PIMS team! PIMS, which is an acronym for the Pennsylvania Information Management System, can be challenging. This primer, along with the assistance of the team at PDE and PIMS Support Services, is designed to help new PIMS Administrators overcome these challenges. More detailed information is available in the PIMS Manuals and other documents posted on the PIMS website at www.education.state.pa.us.

PIMS

OVERVIEW

PIMS is a longitudinal data system (or data warehouse) that the Pennsylvania Department of Education (PDE) uses to collect student, staff, course, and other data from school districts and other local education agencies (LEAs) such as; charter schools, intermediate units, and career and technical centers.

PIMS data is used by PDE to send mandated reports to the federal government and to evaluate Pennsylvania programs. The collection of PIMS data replaces the annual collection of many separate reports by various PDE departments.

PIMS ACCESS

PIMS data includes confidential information; therefore, a PDE login is required to access PIMS and PIMS Reports. A PIMS web portal login must be established before access to PIMS and PIMS reports can be granted.

PDE USER REGISTRATION

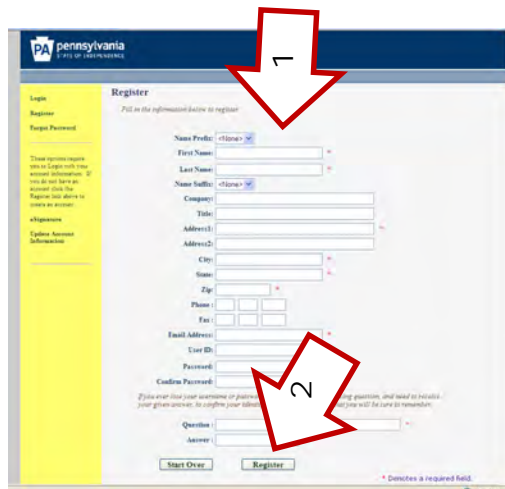The first step to accessing PIMS or PIMS Reports is to acquire a PDE web portal login. The

following instructions are for obtaining a PDE web portal login:

1. Navigate to www.education.state.pa.us

2. Click REGISTER

The Registration screen displays:

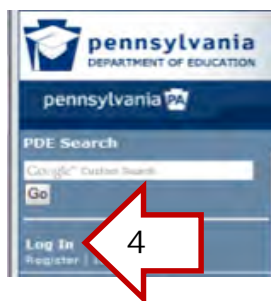1. Complete all required fields

2. Click REGISTER

NOTE: Fields with a red asterisk (*) on the Registration screen must be completed.
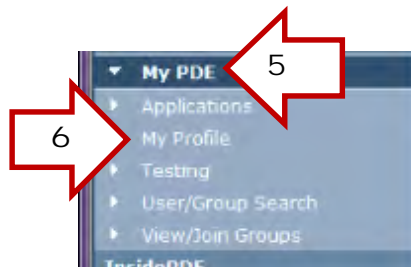
PROFILE ACTIVATION

Once the registration process is complete, the user profile must be updated to activate the profile. To update the user profile:

1. Close Browser

2. Re-open Browser

3. Navigate to www.education.state.pa.us

4. Click LOG IN

5. Click MY PDE
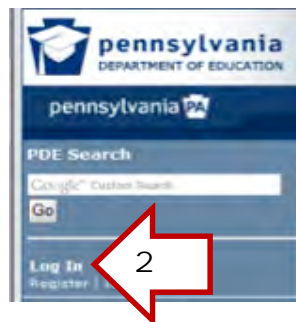
6. Click MY PROFILE

7. Update USER PROFILE

AUTHORIZATION/ACCESS

After the PDE web portal access is complete, the LEAs PIMS Security Administrator must grant authorization prior to accessing PIMS or PIMS Reports. To access PIMS after permissions are granted:

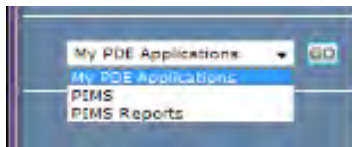1. Go to www.education.state.pa.us

2. Click LOG IN

3. Enter USERNAME and PASSWORD

4. Click LOG IN (You will be redirected to PDE's web page)

5. Scroll to MY PDE APPLICATIONS or Select MY PDE
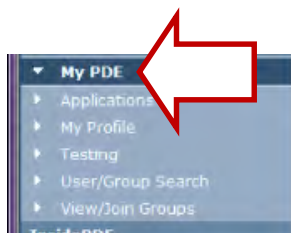
6. Select PIMS or PIMS Reports from one of the following:

    a. MY PDE APPLICATIONS drop-down
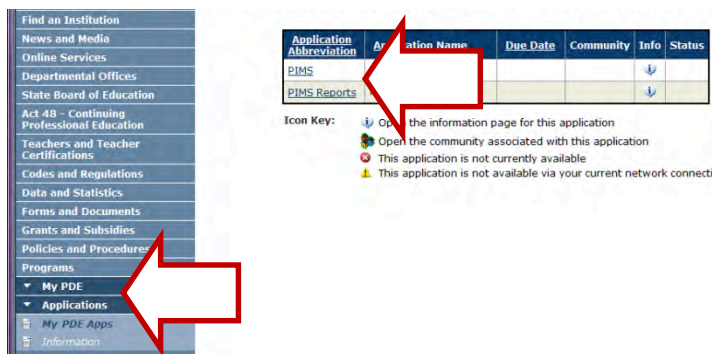

    b. Click MY PDE

7. To Open Application from:

    a. MY PDE APPLICATIONS - Click GO

    b. MY PDE - Click APPLICATIONS > PIMS or PIMS REPORTS

ESCHOLAR DATA MANAGER

eScholar Data Manager™ (eDM), is accessed through the PIMS application. It is a secure web interface that manages and controls data as it moves through the data Extract, Transform, and Load (ETL) process. The data is visibly validated against the eScholar Complete Data Warehouse™, also known as Data Warehouse or CDW.

PIMS uses eScholar Data Manager™ (eDM) to upload templates for each data collection. Templates are data files that have a specific format for collecting data.

NOTE: PIMS templates are also referred to as files or template files.

There are four methods to create PIMS template files:

1. Student or Staff Information System (SIS) – Create templates according to the instructions from the software vendor.

2. LEA Database - Extract or Export Data in the correct format.

3. PIMS Access Database – Data-entry tool provided by PDE to create template files after data is entered into the PIMS Access Database.

4. Excel® Spreadsheet or Text Editor – Create PIMS templates manually. (See NOTE below)

The templates are not provided but the specifications of the templates are available in the *PIMS User Manual Volume 1.*

NOTE: Prior to creating or editing PIMS template files in Excel, contact PIMS Support Services at 1-800-661-2423.

PIMS TEMPLATE NAMES

The PIMS template name is required to be in the following format; AUN_TargetTable_YYYYMMDDHHMM.xxx. The template name format provides the following information:

1. The AUN is the 9-digit Administrative Unit Number given to the LEA by PDE.

2. The Target Table is the name of the template. This can be found at the beginning of the Template Specification in *PIMS Manual Volume 1*.

3. The YYYYMMDDHHMM is the 4-digit Year (YYYY), 2-digit Month (MM), 2-digit Day (DD), 2-digit hour (HH) and 2-digit minute (MM).

4. The xxx is the file's extension.

   a. If the source information system generates the file, it is typically a TAB delimited (.tab) file.

   b. If the file is created in the PIMS Access Database or if the file is created in an Excel® spreadsheet the file should be a Comma delimited (.csv) file.

An example of a file name in:

- Tab delimited format - 999999999_Student_201103151134.tab
- Comma delimited format - 999999999_Student_201103151134.csv

NOTE: For files created by hand, see *How to Manually Edit a CSV template File without Losing Formatting* document.

DUPLICATE FILE NAME

Each file that is uploaded to PIMS must have a unique file name; therefore, the same file cannot be uploaded twice. If manual corrections are made to a file, the file name, typically the MMDDHHMM section of the filename needs to be revised so the file is recognized as a unique file.

For example, the first file uploaded has the unique file name of 999999999_Student_201207121139. If the same file is uploaded again, the file name needs to be revised or the file upload will fail. To prevent the file from failing for a duplicate file name, the MMDDHHMM section of the file name could be changed to: 999999999_Student_201207151245.

FILE NOT PART OF SUBMISSION

If a file that is not part of the Data Submission period is uploaded, the PIMS application will generate the FILE NOT PART OF SUBMISSION PERIOD error. If this error is generated, change the *Data Submission* drop-down to the correct submission. If necessary, click HOME to verify which files are available for the data collection submission period.

PIMS TEMPLATE UPLOAD

The upload of the data collection templates begins the submission of data to PDE. The PIMS Home page lists the data collections that are open for data submission. PIMS, through eDM, uploads templates in two steps:

1. FILE MANAGER
2. BATCH MANAGER

Templates can be uploaded one at a time, or in a batch. Templates uploaded in a batch must be processed in the appropriate data collection and in the proper sequence.

HOME PAGE

The PIMS Home page is where the process of submitting data begins. The Home page includes the:

    📖 Menu   📖 External Links

    📖 System Messages   📖 Open Collections

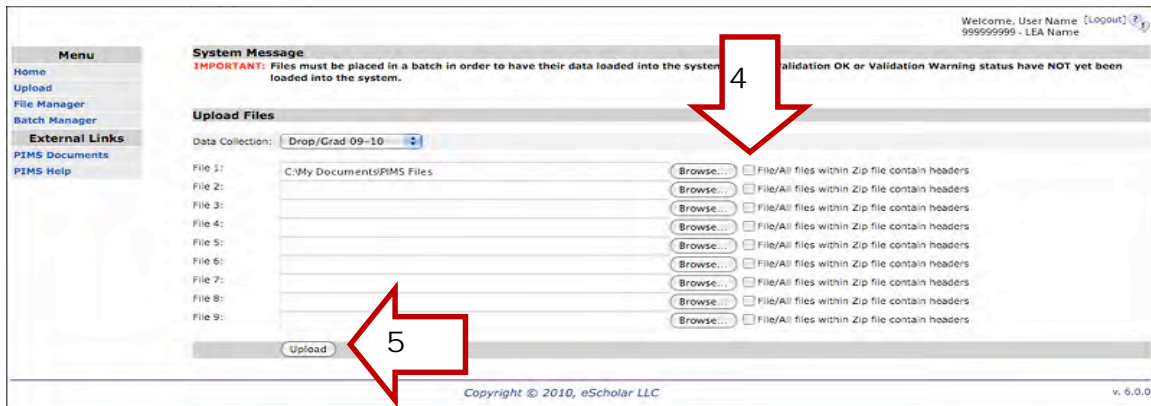To begin the process of uploading the PIMS templates, from the menu:

1. Click UPLOAD
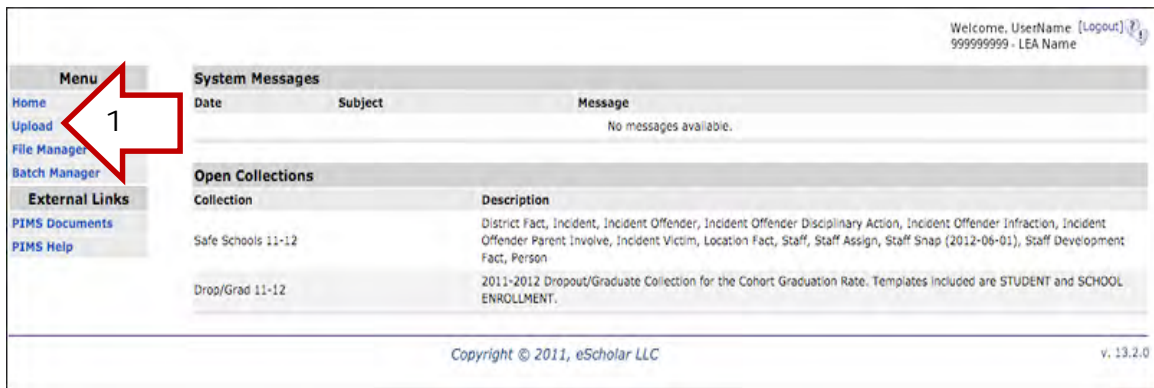
2. Select a DATA COLLECTION

3. Click BROWSE to locate the file
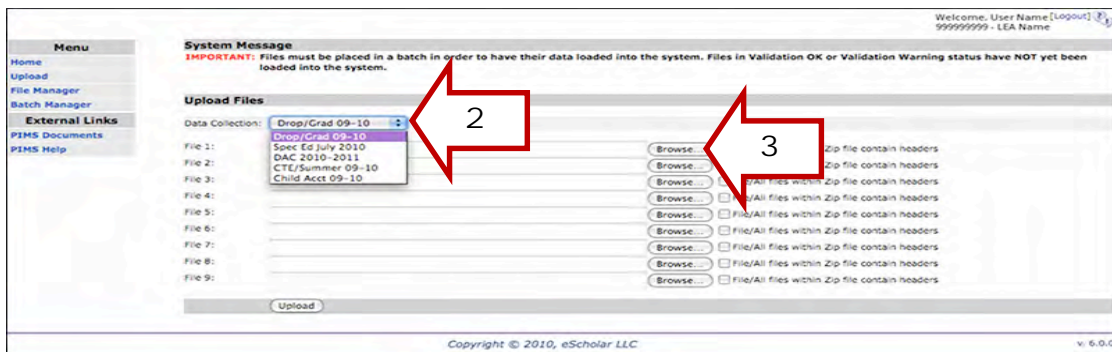
4. Click the FILE/ALL FILES WITHIN ZIP FILE CONTAIN HEADERS (Only if file contains a

    header row)

5. Click UPLOAD

If no errors are detected, the file is automatically moved to the File Manager.

If errors are detected, error messages will appear in:

  📖 The System Message Field

  📖 Above the System Message Field

  📖 Above the File Name

The most common errors are:

  📖 File Name is Incorrect

  📖 File Name is Duplicated

  📖 File is not part of selected Data Collection

NOTE: Templates must be uploaded in the order specified in the *PIMS User Manual Volume 1*.

The System message indicates the error and if the file has advanced to the File Manager. The error message above the System Message field indicates an error occurred and the selected files need to be uploaded again. A message will also appear above the file with errors. Files with errors are indicated by the message above the file name. The message states: *Error – roll over with mouse to view.*
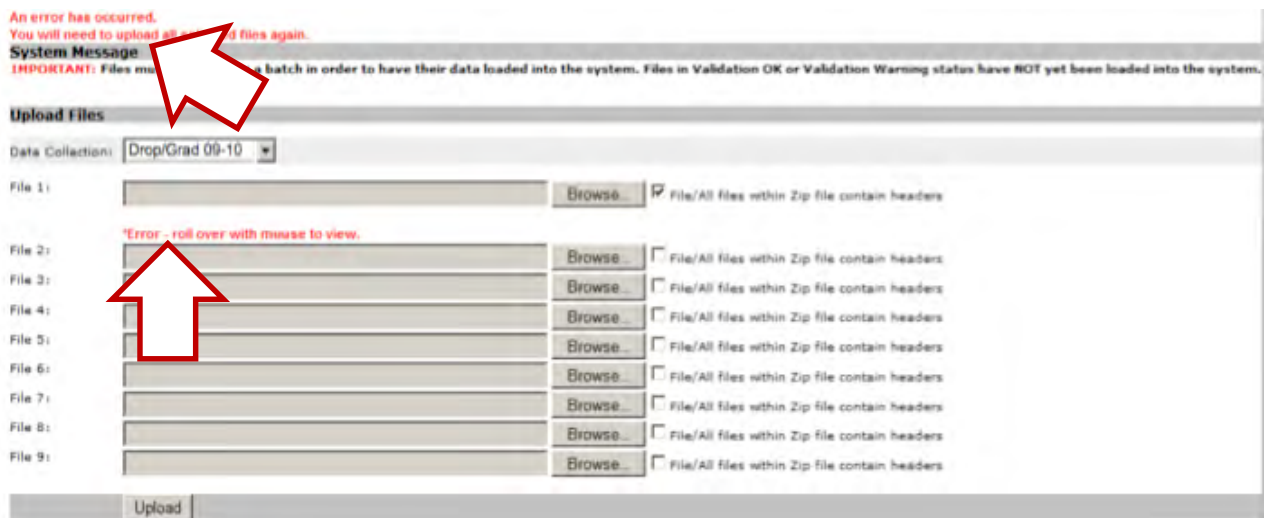
The errors must be corrected before the file can be uploaded and moved to the File Manager.

NOTE: The Student or Staff Information System (SIS) should be corrected prior to re-uploading the data file. This ensures the data file accurately reflects the information in the SIS.

FILE MANAGER

The File Manager is the first step in the eDM (PIMS) process. The File Manager validates the structure of the file including:

1. PASecureIDs

2. District Codes (File – Column A)

3. Snapshot Date

4. Various Code Sets

A file that successfully uploads will automatically move to the File Manager. The status of the file, indicated below, will change as it is processed through the File Manager.

FILE STATUS	ICON	DEFINITION
RECEIVED		File Received Validation in Process
VALIDATION OK		Validation Complete No Errors Ready for Batch Processing
VALIDATION WARNING		File Contains Errors, but less than the Threshold Records in Error Removed from the File Remaining Records can be Processed
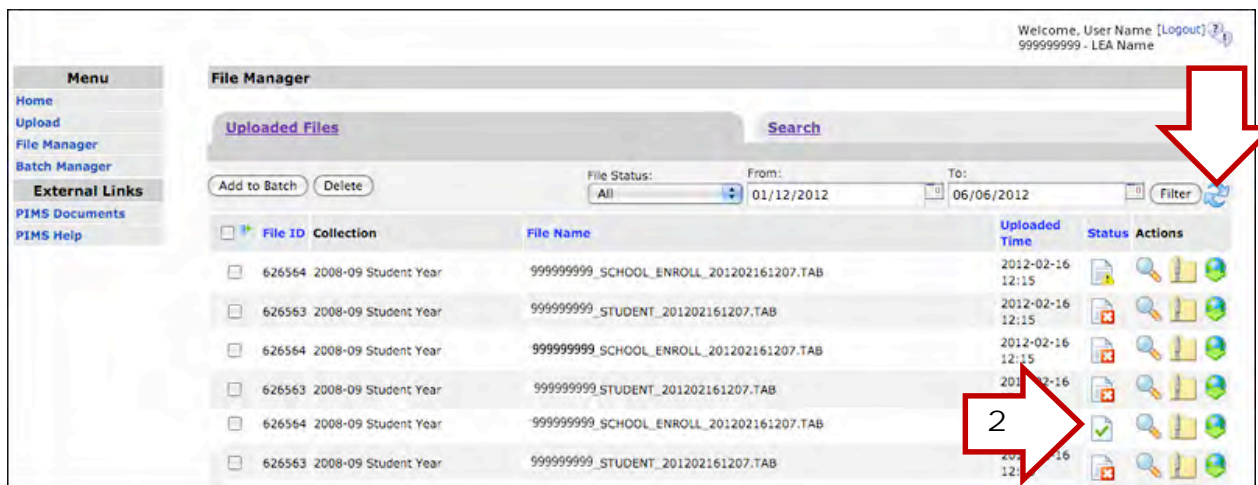
VALIDATION FAILED		File Contains more Errors than the Threshold File cannot be Processed

The File Manager screen displays with the Received status icon. This is the first status in the File Manager process. The file will remain in the Received status until the File Manager validations are processed.

1. Click REFRESH to view status changes

2. VALIDATION OK indicates the file processed correctly, no errors were found

The file is ready to be added to a batch.

If the file failed some of the validations, a validation warning icon will appear in the status field. The failed icon will appear in the status if the file contains more errors than the limit designated by PDE.

> NOTE: PDE recommends deleting the files with a warning or failed status and resubmitting _after_ the records with errors are corrected in the SIS.

VALIDATION WARNING

A validation warning indicates the file contains some errors but the errors are less than the threshold set by PDE. The file can be added to a batch, but the errors that caused the warnings are <u>removed</u> from the file. The records with errors need to be corrected and resubmitted to PIMS.
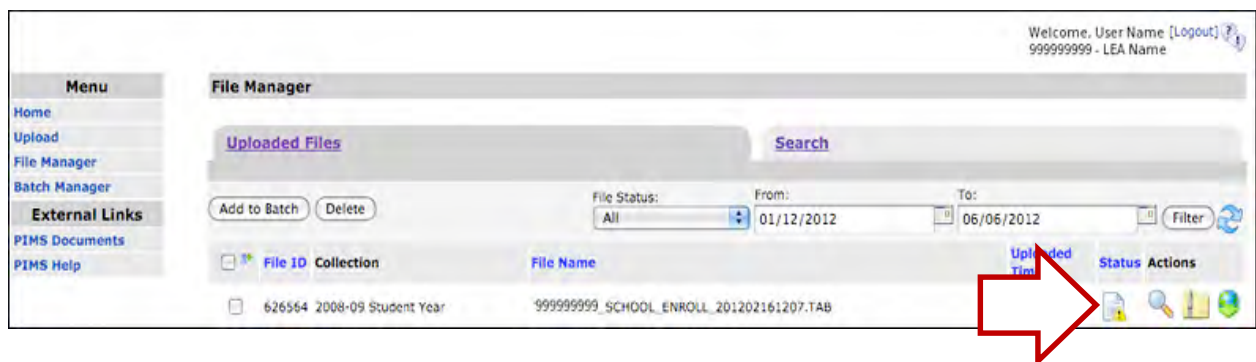
VALIDATION FAILED

A validation failed icon indicates the file contains more errors than the threshold set by PDE. The file <u>cannot</u> be processed. The file must be corrected and resubmitted to PIMS before it can be added to a batch.
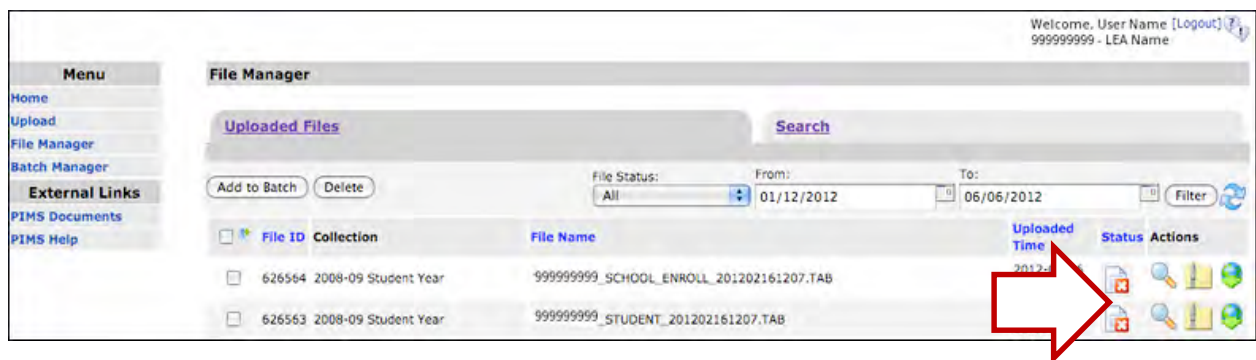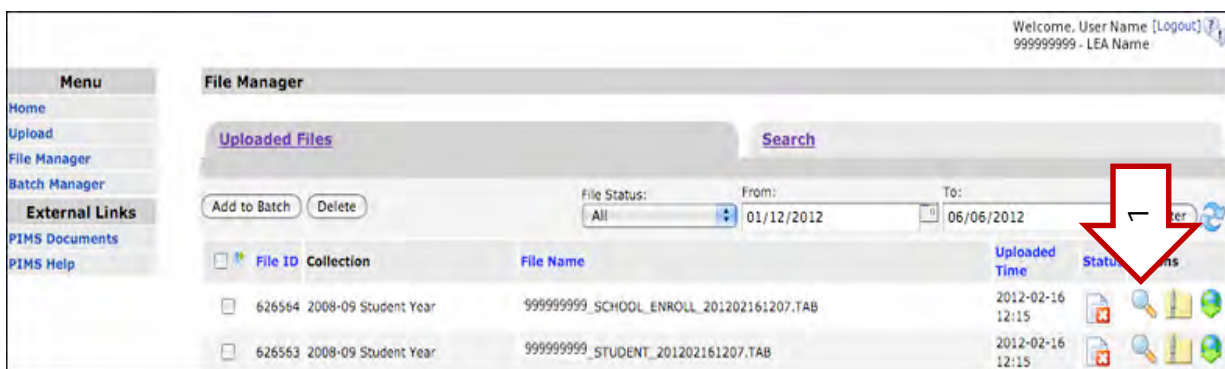
VIEW FILES

The file contents need to be viewed to determine the errors when a VALIDATION WARNING or

VALIDATION FAILED icon is displayed.

To view files:

1. Click VIEW 🔍

The page defaults to the GENERAL INFORMATION screen.

2. Click VALIDATION INFORMATION

3. Scroll to FILE CONTENTS

4. Locate ERROR.ZIP

    a. View number of RECORDS IN ERROR, Errors and WARNINGS

5. Click VIEW FILE CONTENT

The File Content screen displays in a view similar to an Excel® spreadsheet.

6. Use the scroll bars at the bottom and right side of the screen to view ERRORS and WARNINGS

7. ERRORS and WARNINGS are highlighted in red

Position the cursor over the highlighted field to view errors and warnings. A pop-up screen displays with a message such as; *Failed ISO Date.* Fields will <u>not</u> be highlighted if the data is reported in the wrong column.

To correct this issue:

1. Verify the source file is in the correct format

2. Correct the errors and warnings in the SIS

3. Extract the corrected file and upload to PIMS

> NOTE: The viewing screen is limited to 100 records. Files over 100 records need to be downloaded to view the entire list of errors.

DOWNLOAD FILE ERRORS

If the file has over 100 errors, the file will need to be downloaded to view the complete list of errors.

To download the file:

1. Click VIEW 🔍

The page defaults to the GENERAL INFORMATION screen.

2. Click VALIDATION INFORMATION

3. Scroll to FILE CONTENTS

4. Locate ERROR.ZIP

   a. View number of RECORDS IN ERROR, ERRORS and WARNINGS

5. Click VIEW FILE CONTENT

The File Content screen displays in a view similar to an Excel® spreadsheet.

6. Locate the DOWNLOAD FILE

7. Double click ERROR.ZIP FILE. If applicable, follow the instructions to:

   a. Unzip wizard instructions to open and view the file

                        OR

   b. Locate the unzipped document and double click the document to open it

File Content

First

Filename: er

Total Number of Records: 16

Action: Download File

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must d

TIP - If a record appears in the error file below but no field is highlighted in red, it is likely that the record failed validation due to
not accounted for in the delimted source file. Please check the source file to ensure that all template field positions are accounted

Source Record Number	DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE	ENROLLMENT PERIOD NUMBER	EFFECTIVE DATE	ENROLLMENT CODE	STUDENT ID	COURSE CODE	SECTION CODE	REQUEST SEQUENCE
26140	258963147	6791	2012-06-30	002	2011-09-07	E1	123456789			0
26479	258963147	6791	2012-06-30	002	2011-09-07	E1	234567891			0
26544	258963147	6791	2012-06-30	002	2011-09-07	E1	345678912			0
26581	258963147	6791	2012-06-30	002	2011-09-07	E1	456789123			1
27450	258963147	6791	2012-06-30	002	2011-09-07	E1	567891234			0
27483	258963147	6791	2012-06-30	002	2012-01-30	E1	678912345			0
27552	258963147	6791	2012-06-30	002	2012-01-30	E1	789123456			0
28597	258963147	6791	2012-06-30	002	2011-09-07	E1	891234567			0
28642	258963147	6791	2012-06-30	002	2012-01-30	E1	912345678			0
28699	258963147	6791	2012-06-30	002	2012-01-30	E1	987654321			0
29929	258963147	6791	2012-06-30	002	2011-09-07	E1	876543219			0
47057	258963147	6791	2012-06-30	002	2011-09-07	E1	765432198			0
47244	258963147	6791	2012-06-30	002	2011-09-07	E1	654321987			0
47339	258963147	6791	2012-06-30	002	2011-09-07	E1	543219876			0

8. Locate the ZIPPED FILE saved to computer

9. Locate the errors or warnings highlighted in red

10. Correct the errors or warnings in SIS

11. Extract the file from the SIS

12. Upload the corrected file to PIMS

ADD TO BATCH

Once the file has uploaded successfully in the File Manager, the file can be added to a batch.

A batch may contain one file or multiple files.

> NOTE: Files must have a status of VALIDATION OK or VALIDATION WARNING to be added to a batch.

To add a file to batch:

1. Select the File(s)

2. Click ADD TO BATCH
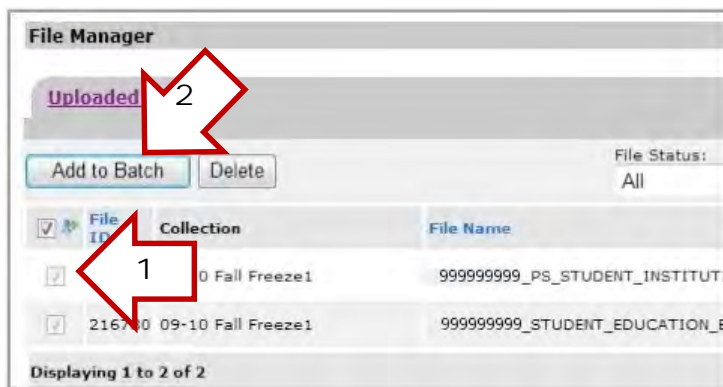
The batch can be viewed after the screen refreshes.

3. Click VIEW BATCH
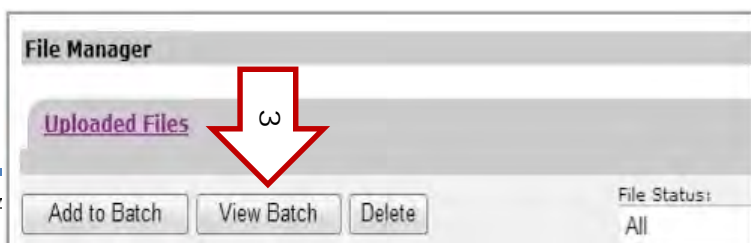
The VIEW BATCH screen displays:

4. Select FILE(S)

5. Add BATCH COMMENTS

6. Click PROCESS BATCH
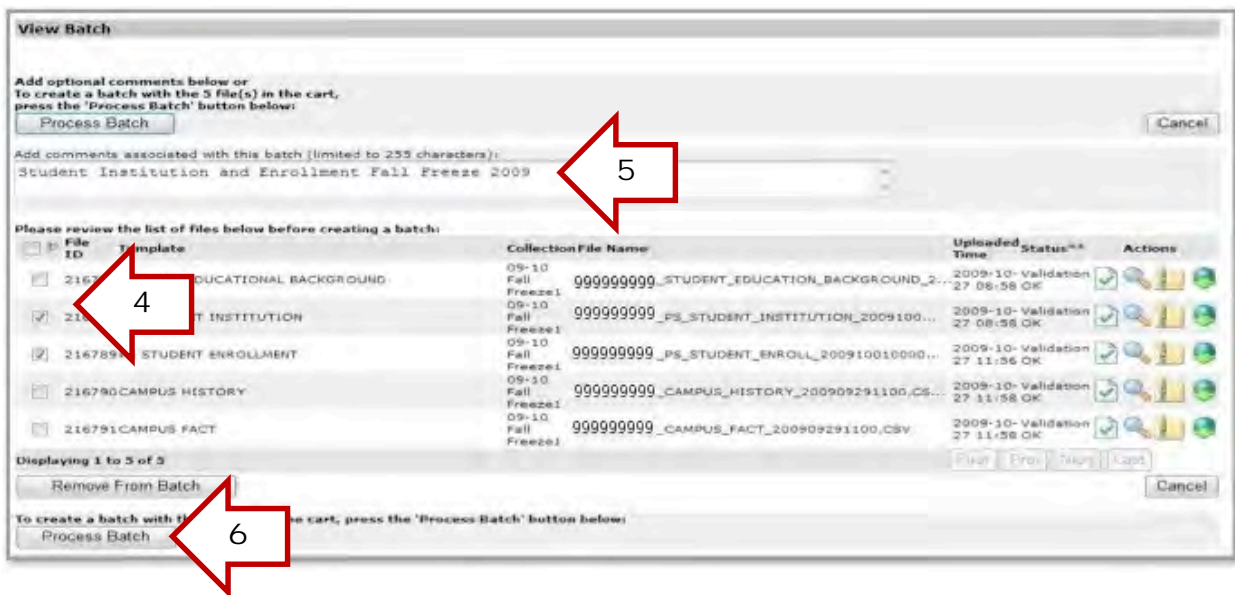
The Batch Manager screen displays.

NOTE: Add a BATCH COMMENT to make searching for batches easier.

BATCH MANAGER

The Batch Manager checks the contents of the data for validity and dependencies when loading the data into the PIMS Data Warehouse. Files added to a batch from the File Manager screen are processed by the Batch Manager.

Currently, the Batch Manager checks:

  📖 Required Dependencies – i.e. Student ID not in Student table

  📖 Various Code Sets – i.e. CIP Codes or State Course Codes

  📖 Other Validations – i.e. Location Codes of Residence or District Code of Residence

As the files are processed by the Batch Manager the status of the files are indicated by the following icons.

BATCH STATUS	ICON	DEFINITION
READY TO PROCESS		Indicates a Waiting or Queued Status
PROCESSING		Batch Processing
COMPLETE		Processing Complete No Errors Detected
COMPLETE WITH WARNINGS		Processing Complete Load Plan Warnings Generated All Records Loaded

Complete with Errors		Processing Complete
		Data Errors Found
		Records Not Loaded
		Review Errors
Failed		Processing Failed
		System Error – Report to PIMS Support Services

When a file is first added to a batch, the file is in the READY TO PROCESS or PROCESSING status. To update the processing status of the file click REFRESH. The VALIDATION OK (green checkmark) indicates the file processed correctly.

NOTE: Files with errors that were removed in File Manager are <u>not</u> included in Batch Process. The files with errors in File Manager need to be corrected in the SIS, and re-submitted to PIMS.

VALIDATION WARNING

There are only two categories of warnings in Batch Manager:

📖 Warn Staff – Indicates Course Instructor template has instructors who were not uploaded in the Staff template.

    o Correction –

        ▪ Upload Staff template with instructors in the Course Instructor template.

        ▪ Verify Course Instructor and Staff templates have correct PPIDs.

  📖 Warn Student – A record in the Student or Student Snapshot template has a

    different Last Name and Birth Date with an associated PASecureID that already has a

    record in the PIMS Warehouse.

     o Correction -

       ▪ Verify the PASecureID has the correct name and date of birth.

VALIDATION ERRORS

Validation errors are generated when the file contains more errors than the maximum set

by PDE. A batch with the status of VALIDATION ERROR cannot be processed. The file must be

corrected in the SIS and re-submitted to PIMS.
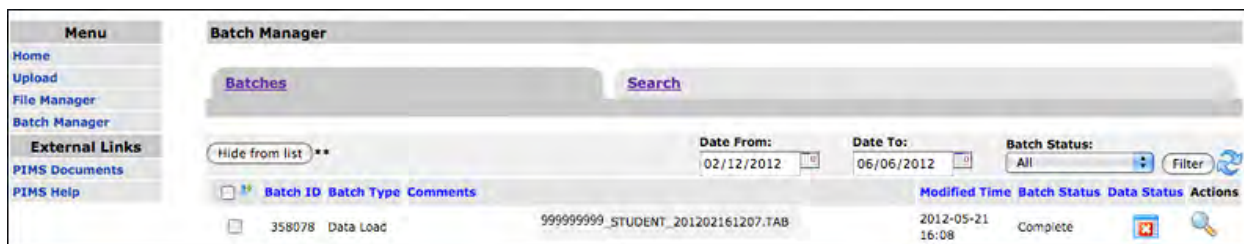
NOTE: The data in the files that processed correctly in the Batch Manager can be viewed
in PIMS Reports.

COGNOS®

Cognos, also known as PIMS Reports, is the application used to generate reports. The reports are used to:

📖 Verify and Validate data submitted to PIMS

📖 Generate the Accuracy Certification Statement (ACS)

NOTE: See Authorization/Access page 7, for instructions on accessing PIMS Reports.

Cognos provides verification and production reports for the PIMS Collections. The PDE department responsible for the collection distributes the information to the LEA. It is important for the LEA to attend the webinars for the most current information. See below for the Collection and the related Cognos folder for the PIMS reports.

Collection	Cognos® Folder
📖 Precode	📖 Precode Reports
📖 Child Accounting	📖 Child Accounting Reports
📖 Cohort Graduation Rate	📖 Graduation and Dropout Reports
📖 Course/HQT	📖 Course Reports
	📖 HQT Reports
📖 Graduates and Dropouts	📖 Graduation and Dropout Reports
📖 November Precode	📖 Precode Reports
📖 Oct 1 Student	📖 Enrollment Reports
	📖 Low Income Reports
📖 Safe Schools	📖 Safe Schools Reports
📖 Special Education	📖 Special Education Reports
📖 Staff (Professional Staff)	📖 Staff Profile Reports

📖 Summer CTE   📖 CTE Reports

FAQ'S

Q: Why do I get the *SQL 121 Error* when trying to run a report? Actual Error reads: An error occurred while performing operation 'sqlPrepareWithOptions' status='-121'.

A: Cognos has a refresh period two times a day. When an attempt to run a report during a refresh the *SQL 121 Error* is displayed. Sometimes the report will just spin or it might display another SQL error.

> NOTE: The refresh occurs two times a day - once from noon to 2:00p.m., and the other at 5:00 a.m. Some days the refresh may occur later or earlier in the day.

Q: Why do I get the *3rd Party Provider Encountered an Unrecoverable Exception* error when I try to log into Cognos?

A: The *3rd Party Provider* error is a time out issue. Shut down the browser completely and then re-launch it. Then log back into the PDE website and then back into Cognos.

> NOTE: If Cognos® or any of the PDE applications, including the PDE website, are left idle for several minutes, an error message is displayed.
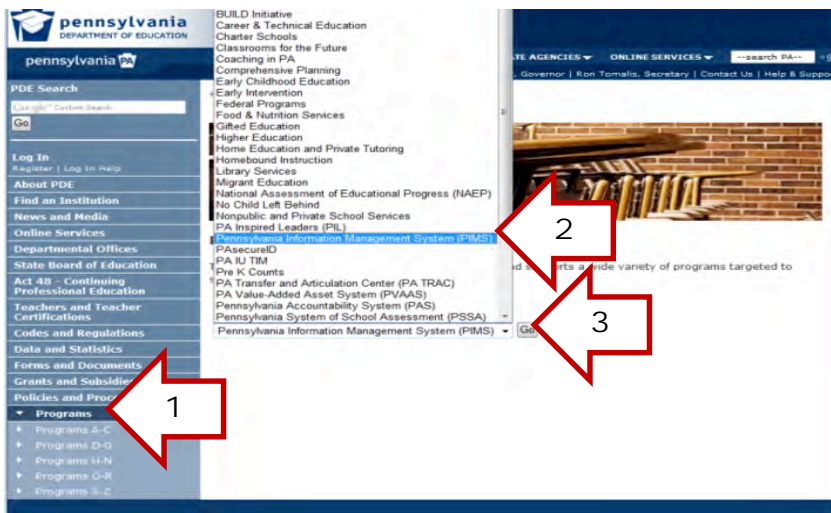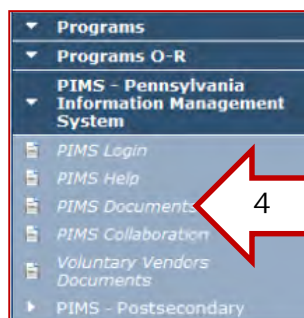
PIMS USER MANUAL AND TRAINING GUIDES

The *PIMS User Manuals* and training guides provide information on PIMS Collections, template requirements, and PIMS Reports. The user manuals and training guides are located on the PDE website www.education.state.pa.us.

1. Click PROGRAMS

2. Select PENNSYLVANIA INFORMATION MANAGEMENT SYSTEM (PIMS)

3. Click GO

4. Click PIMS DOCUMENTS

Select the folder icons to view the documents relevant to the folder name. It is highly recommended to view the *PIMS User Manuals*, the *PIMS How to Guides and Training Documents*, and the *PIMS Webinars*.

NOTE: The PIMS Documents page lists the PIMS Question & Answer Webinar Schedule.

PIMS USER MANUALS

The *PIMS User Manuals* contain the information necessary for creating and submitting complete and accurate PIMS collection templates. The *PIMS User Manual* is comprised of two volumes. Volume 1 consists of template details and volume 2 includes the appendices referenced in volume 1.

VOLUME 1

The beginning of the *PIMS User Manual Volume 1* includes general information such as:

- Pennsylvania Department of Education Administration
- Public Education Department PIMS Team
- PIMS User Manual Change Summary – Volume 1 and Volume 2
- Students to be Reported in PIMS
- Staff to be Reported in PIMS

In addition, the manual provides template specifications, and detailed information for each template in a PIMS Collection. (See Below)

- Child Accounting Domain
- Course and Grades Domain
- Discipline Domain
- District Domain
- Enrollment Domain
- Groups and Programs Domain

- Survey Domain
- Race/Ethnicity: Federal Race and Ethnicity Standards
- Staff Domain
- Student Domain
- Career and Technical Education (CTE) Domain
- Special Education Domain

FAQ's

Frequently Asked Questions (FAQ's) are located after each template specification in a collection. In addition, guidance on extracting data into template format and a web link to detailed documentation on Data Manager is provided at the end of *the PIMS User Manual Volume 1*.

Volume 2

The appendices that are referenced in the *PIMS User Manual Volume 1* are located in the *PIMS User Manual Volume 2*. This includes everything from Appendix A – Course Codes to Appendix AC – Program Provider Type Codes. The codes in the *PIMS User Manual Volume 2* must be used where indicated in the template specifications listed in the *PIMS User Manual Volume 1*.

PIMS HOW TO GUIDES AND TRAINING DOCUMENTS

The *PIMS How to Guides and Training Documents* folder contains a collection of resources that are often overlooked. The various documents provide guidance pertaining to PIMS that can be viewed on-line or downloaded to a computer.

> NOTE: Click on document name to view without downloading document.

The screen displays:

1. Document Format
2. Document Name
3. Date and Time Created
4. Download Document Icon

EMAIL

PDE frequently communicates with LEAs through emails. Therefore, it is extremely important for the PIMS Administrator to maintain email addresses in the PDE Web Portal. Accurate email addresses ensure essential information is received.

Emails inform LEAs of:

  📖 Collection Dates   📖 Missing Information

  📖 Data Errors   📖 Webinars

  📖 Updated/Revised Documents   📖 PIMS Maintenance

PIMS Administrators can maintain email addresses through the PDE website.

1. Go to WWW.EDUCATION.STATE.PA.US

2. Click HELP & SUPPORT

3. Scroll down to HELP & SUPPORT DOCUMENTS

4. Click Document Name to View
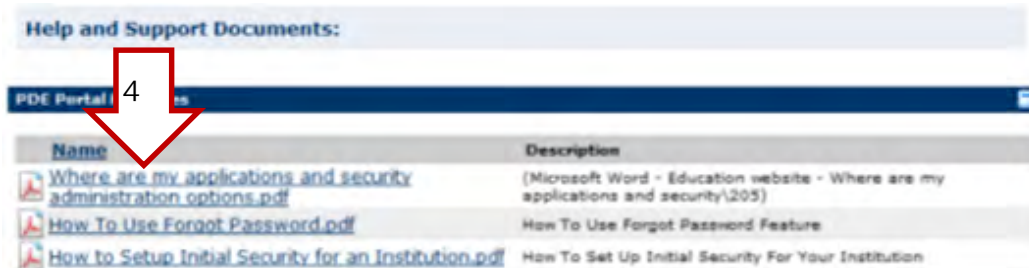
For further assistance, contact the eGrants Help Desk.

5. Click HELP DESK SUPPORT

NOTE: This is _not_ PIMS Support Services.

Log In Help

Log In Help and Tips -Detailed help and tips on how to log into the Pennsylvania Department of Education (PDE) website to access your authorized PDE applications.

Change Password, email address or profile information - You can change your password, email address or update your profile information on your user administration page. You will need to log in and then click the 'Update User Account' link.

Forgotten Password - If you have forgotten your password you may utilize the forgotten password tool to have a new password emailed to you. Please note that the password will be sent to the email associated with your profile. If the email associated with your profile is incorrect please ... t a Help Desk Support requ ... below).

5

Help Desk Support -If you cannot resolve your problem or answer your question through the resources on this page you may open a ticket with our Help Desk. Fill out the request form and a support person will be in contact with you.

Using Our Site

Web Browsers:
Although we make every effort on this site to accommodate all web browsers, the PDE web site is best viewed with Microsoft Internet Explorer Version 6.0 or higher, at a resolution of 1024x768. Mac users may experience some incompatibility with certain functions within the PDE website when using the Safari browser.

Additionally, some internet browsers require that PDE be labeled a Trusted Site for navigation purposes. Please add the following URL to your Trusted Site list: http://www.portal.state.pa.us.

Please note that pop-ups must be enabled on your web browser for this site

View an overview of our PDE website.

Additional Provided Files:
In addition to web pages, the PDE website also contains links to files created in Microsoft Word, Excel, PowerPoint and Adobe PDF.

WEBINARS

Webinars are conducted for the individual PIMS collections and for Questions and Answer sessions. The webinars are offered at different times and dates to allow LEA's the option to attend a webinar that best fits the LEAs schedule. PDE recommends that LEAs should attend one session of each appropriate PIMS collections webinar, and the Q & A webinars; or listen to the recording of the webinars.

NOTE: Webinars are limited in the amount of seats available for each session.

The individual PIMS collection webinars provide collection-specific information such as:

- Collection Schedule

- Accuracy Certification Statement (ACS) Due Date

- Best Practices

- Tips and Techniques

The Question and Answer (Q & A) webinars are open forums that include representatives from each of the PIMS collections. This webinar provides the LEAs an opportunity to ask the representatives questions for any of the PIMS collections.
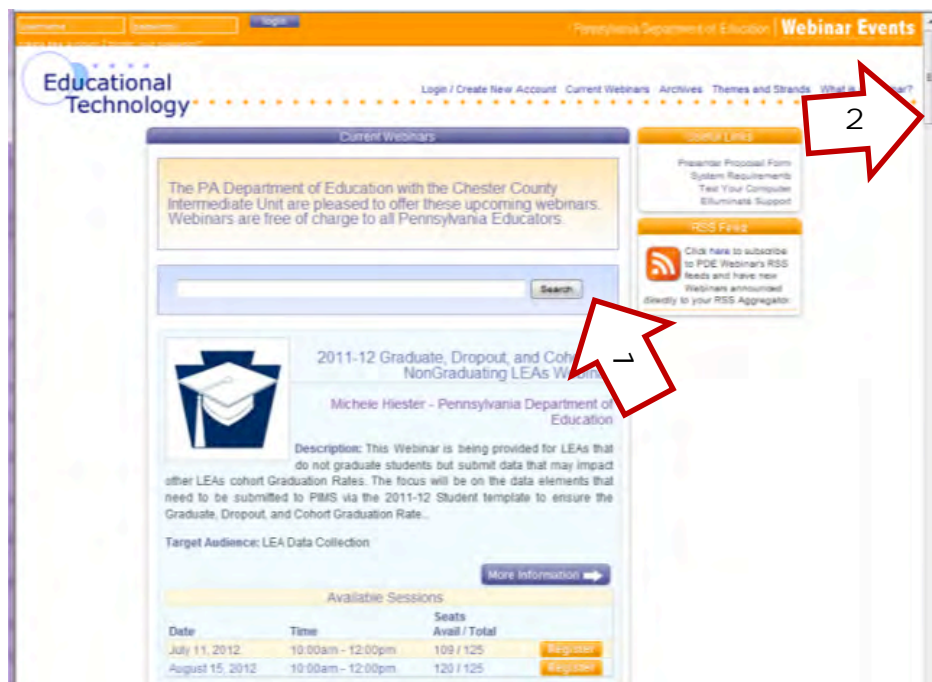
CURRENT WEBINARS

Current, future, and recorded webinar events are listed on www.pdewebinars.org. This website allows an LEA to view and select current and future events, register for a webinar, or join a webinar session.

The PDE webinar web page defaults to show a list of current webinars that can be searched by:

1. SEARCH FIELD

2. SCROLL BAR

Each webinar listing provides the:

1. Webinar Name	2. Name of Presenter
3. Agency of Presenter	4. Description of Webinar
5. Target Audience	6. Available Sessions
7. Date and Time	8. Total Number of Seats
9. Number of Available Seats	10. More Information
11. Register	

1 2011-12 Graduate, Dropout, and Cohort for NonGraduating LEAs Webinar

2 Michele Hiester – Pennsylvania Department of Education 3

4 Description: This Webinar is being provided for LEAs that do not graduate students but submit data that may impact other LEAs cohort Graduation Rates. The focus will be on the data elements that need to be submitted to PIMS via the 2011-12 Student template to ensure the Graduate, Dropout, and Cohort Graduation Rate...

5 Target Audience: LEA Data Collection

10 More Information ➡

6 Available Sessions

Date	Time	Seats Avail / Total	
July 11, 2012	10:00am - 12:00pm	109 / 125	Register 11
August 15, 2012	10:00am - 12:00pm	120 / 125	Register

7   8/9

NOTE: Registering for a webinar is not required, nor does it guarantee a seat; however, it does provide notice in the rare event a webinar is canceled.

ARCHIVED WEBINARS

Webinars are recorded during the live presentations. The recorded webinars are archived for future reference, and are accessible at www.pdewebinars.org/archives.php or through the navigation bar at the top of the screen.

NOTE: To return to current webinars click *Current Webinars* on the navigation bar.

USEFUL LINKS

PDE recommends that LEAs verify that their computer meet or exceed the minimum system requirements, and that the LEAs test their computer in advance of the webinars. Each web page contains a section that provides access to:

- Presenter Proposal Form
- Test Your Computer
- System Requirements
- Elluminate Support

Performing these two tasks well in advance of the webinar provides the necessary time to correct the problem and still attend the webinar.

NOTE: This process is not necessary for future webinars unless a new or different computer is used to attend the webinar.