Welcome to XThePORTALX!

XThePORTALX offers a new way to access WVEIS applications on the Web. It offers several advantages over WOW:

- An improved User Interface
- Customizable menu experience
- Improved performance
- Ability to add SEQUEL queries and other web applications to user menus
- Single sign on, which will allow a user to log in once to access multiple resources – not only WVEIS, but also ZoomWVe, LiveGrades, and more

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Accessing XThePORTALX

XThePORTALX uses different URLs for each county or RESA. All of the URLs have the same basic structure:

> https://*organization*.sis.k12.wv.us/

The "https://" portion is very important. Without it, several parts of XThePORTALX won't work properly, especially Single Sign-On.

Organization should be replaced with the name of your county or RESA, making the address something like https://tucker.sis.k12.wv.us/ or https://resa1.sis.k12.wv.us/.

Logging into XThePORTALX

1) Users can log into XThePORTALX in two different ways.

2) To use the Login box, complete the boxes your normal WVEIS User ID and Password, the press **ENTER** on your keyboard. (Note: Logging in with your WVEIS ID will require you to log in again to access other applications like ZoomWVe.)

3) Alternatively, you can choose "Sign in with SSO", which will allow you to log in using your email address and password. This information will be used to simplify logging into any service (such as ZoomWVe, or LiveGrades) that has been made compliant with the WVDE Single Sign On process.

4) "Sign in with SSO" loads the WVDE Authentication Portal:


5) Enter your Webtop User Name or your email address
6) Enter your Webtop or email password
7) Click Submit or press ENTER
8) If you have more than one WVEIS User ID associated with your email address, you will receive one additional dialogue to choose a User ID. Use the dropdown to choose the User ID you wish to use to access WVEIS, then click Go.

Multiple User Profiles

ⓘ Please select a user profile, and click 'Go'

JSB12001 ▾   Go   8

🚫 **WARNING** – When using Single Sign On, even when you click Logout, you are actually still logged in. This is a feature of the Single Sign On process. To ensure no one else logs on with your information, you must also close your browser window.

XThePORTALX Main Screen

1) Right away, XThePORTALX looks quite different from WOW. Instead of a hierarchical menu system, layers of menus group related programs. This is combined with Quick Launch, Favorites, and a robust Recent screen to make opening applications fast and easy. Here's a quick guide to the initial screen's features:
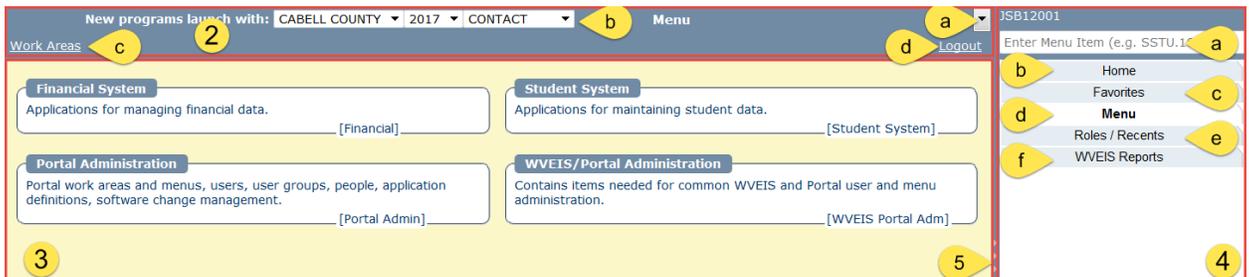
2) Administration Panel – Provides controls for navigating through menus, changing roles, and switching between programs.

   a. Jump Dropdown – Lists the programs currently running so you can switch between them. This serves as an alternative to the Jump Panel (see number 4 below) when that is minimized.

   b. Role – If you have access to multiple Roles, Years, or even Counties, these dropdown boxes will control the way new programs launch. (Programs already launched will continue to operate with the Role and Year that applied when they were launched.)

   c. Breadcrumb Trail – As you dig into menus, the Breadcrumb Trail will provide a glimpse of how you arrived at the current menu. By clicking on any of the prior menus, you can jump directly to that menu.

   d. Logout – Logs out of XThePORTALX

3) Programs Panel – This is the area that contains the menus, the links that launch programs, and is where programs run once launched.

4) Jump Panel – All currently running programs appear in this pane. Items a-e are always running by default. Any programs opened from the Quick Launch, Favorites, or Windows and Programs Panel will appear below these five.

   a. Quick Launch – To quickly launch a program, type the program's proper name, such as STU.301 for Maintain Student Information, and press **ENTER** on your keyboard. The program will open in the Programs Panel.

b. Home is an area specifically defined by your RESA/District administrator based on their interruption of local needs.
   c. Favorites stores programs you've marked as a favorite on one page.
   d. Menu switches from whatever program may be running to the current menu level in the Programs Panel.
   e. Roles/Recents contains an impressive system to record programs recently used, as well as controls to change your current role, year, and county (if you have multiple roles, access to multiple years, or access to multiple counties).
   f. WVEIS Reports launches the interface to manage your WVEIS print queue and display WVEIS reports as PDF documents.
5) Panel Adjustment Arrows – The Panel Adjustment Arrows are used to resize or minimize either the Jump or Programs Panel:
   a. Clicking on the right arrows minimizes the Jump Panel. Click on the left arrows to restore it to normal size. This could be useful on a portable device with a small screen.
   b. Clicking on the left arrows minimizes the Programs Panel. Click on the right arrows to restore it to normal size.
   c. Clicking and dragging on the line between the panes will allow you to resize them.
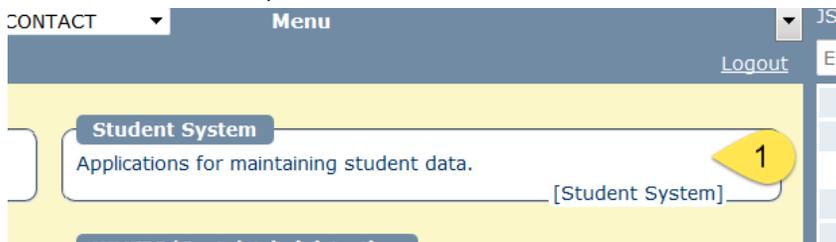
Navigating XThePORTALX

There are three primary ways to navigate to and launch programs in XThePORTALX: drilling through menus to the program level, using the Quick Launch, and using Favorites. The following sections will illustrate how to open STU.301 through each of these methods.
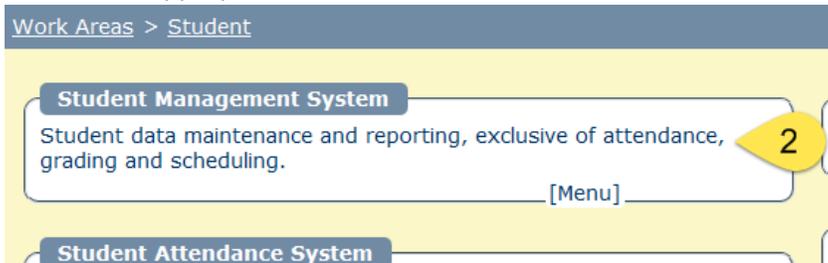
🚫	**WARNING – As with WOW, XThePORTALX does not support the use of the back and forward buttons. The good news is that use of these buttons will simply log you off of XThePORTALX, rather than cause larger problems.**

Drilling Through Menus

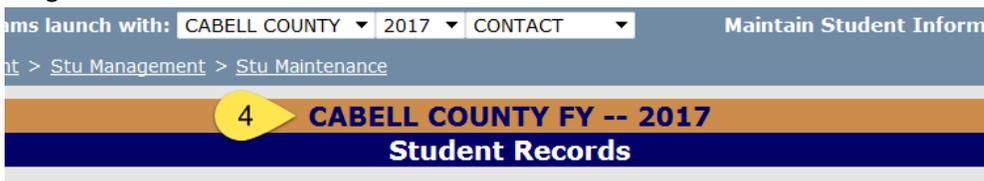1) From the main screen, click on the desired Work Area.

2) Click on the appropriate menu

Work Areas > Student

Student Management System
Student data maintenance and reporting, exclusive of attendance, grading and scheduling.

[Menu]

Student Attendance System

3) Continue through menus until you reach the program you need, in this case STU.301. Click on the program to open it. Notice how the Breadcrumb Trail shows the menus you've passed through to reach the program? Also, note the proper name of the program in the lower right corner. This is important to use the Quick Launch.

Work Areas > Student > Stu Management > Stu Maintenance

Maintain Student Information ⭐
Use Maintain Student Information to add a new student or to access various records for existing students, such as family information, attendance, discipline, schedules, enrollment history, grades, and transcripts.

[STU.301]

4) When you click on the program, it opens with the current Role, Year, and County in the Programs Panel.

ms launch with: CABELL COUNTY ▼ 2017 ▼ CONTACT   ▼   Maintain Student Informa

nt > Stu Management > Stu Maintenance

CABELL COUNTY FY -- 2017
Student Records

Using the Quick Launch

1) From the main window, click in the Quick Launch box above the Jump Panel
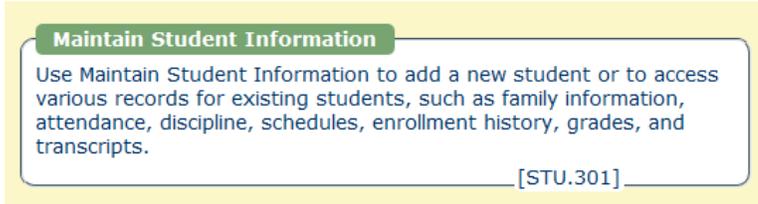
1] ▼ JSB12001

Enter Menu Item (e.g. SSTU.100)

Home
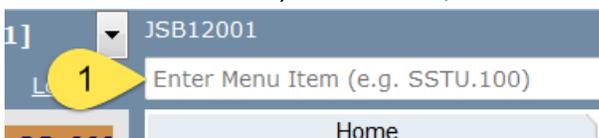
2) Type the proper name of the program, which appears in the lower right hand corner of the program launch button. (See example in Step 3 in the previous section.)
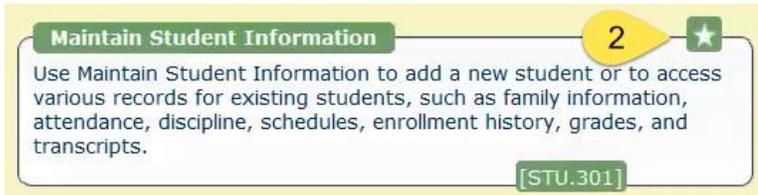
] ▼ JSB12001

STU.301|

Home
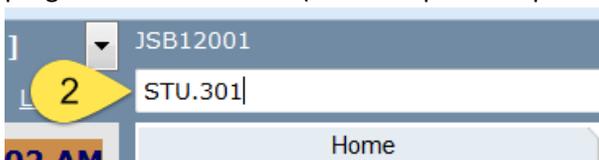
3) When you press **ENTER** on your keyboard, the program you selected opens with the current Role, Year, and County in the Programs Panel.
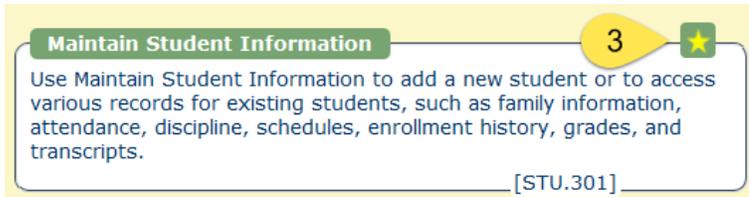
Using Favorites

1) Favorites are easy to use in XThePORTALX. To mark a program as a favorite, first navigate to it using the menus. At first glance, there is no way to mark the program as a favorite.
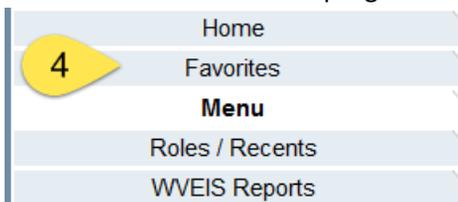
Maintain Student Information

Use Maintain Student Information to add a new student or to access various records for existing students, such as family information, attendance, discipline, schedules, enrollment history, grades, and transcripts.

[STU.301]

2) Once you move your cursor over the program, however, a small star appears in the upper right corner.

Maintain Student Information

2

Use Maintain Student Information to add a new student or to access various records for existing students, such as family information, attendance, discipline, schedules, enrollment history, grades, and transcripts.
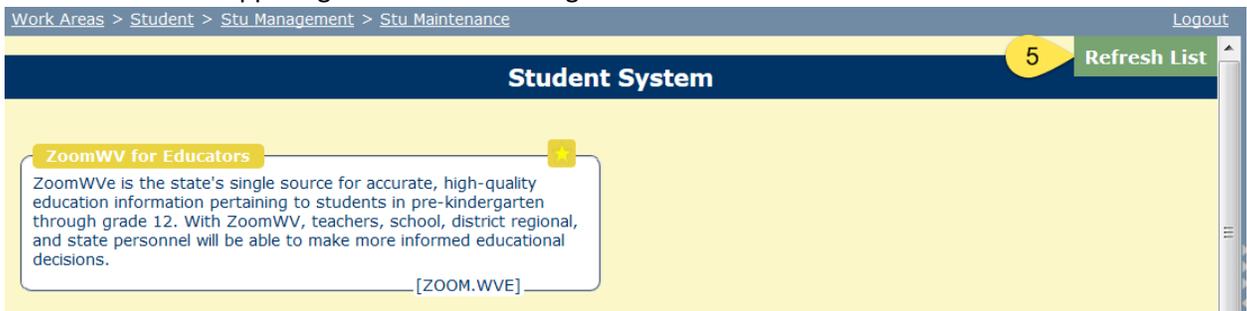
[STU.301]

3) Clicking that star will mark the program as a Favorite. The star will be yellow, indicating that you've marked that program.

Maintain Student Information
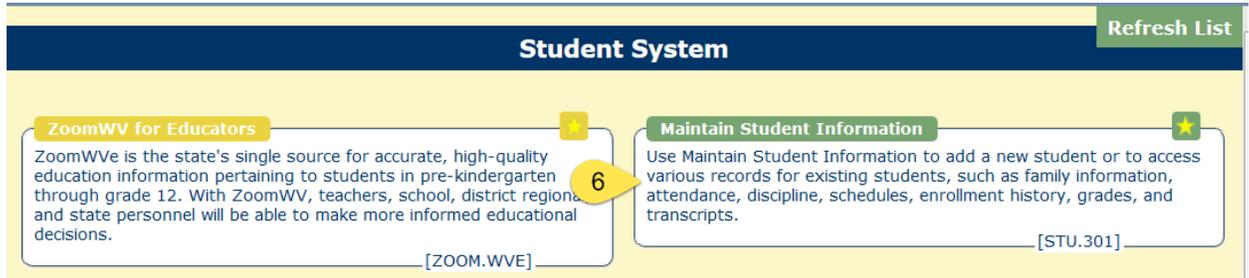
3

Use Maintain Student Information to add a new student or to access various records for existing students, such as family information, attendance, discipline, schedules, enrollment history, grades, and transcripts.

[STU.301]

4) Next click on the Favorites program in the Jump Panel

Home
4   Favorites
Menu
Roles / Recents
WVEIS Reports

5) The Favorites list doesn't refresh automatically. If you've marked new Favorites, or unmarked programs you no longer want to be a Favorite, you'll need to refresh the list. To do so, click Refresh List in the upper right corner of the Programs Panel.

Work Areas > Student > Stu Management > Stu Maintenance   Logout

5   **Refresh List**

Student System

ZoomWV for Educators

ZoomWVe is the state's single source for accurate, high-quality education information pertaining to students in pre-kindergarten through grade 12. With ZoomWV, teachers, school, district regional, and state personnel will be able to make more informed educational decisions.

[ZOOM.WVE]

6) The new favorites will appear in the order you've selected them when the pane refreshes.

7) To remove a program from Favorites, click the yellow star on the program.

Using the Jump Panel

The first five programs on the Jump Panel run constantly, and allow you to access a webpage set by your county, your favorites, the current menu (as indicated by the Breadcrumb Trail), your recently used programs, and the WVEIS reports.

1) Programs you have opened appear below the first five programs. They appear as separate tabs, one for each program.
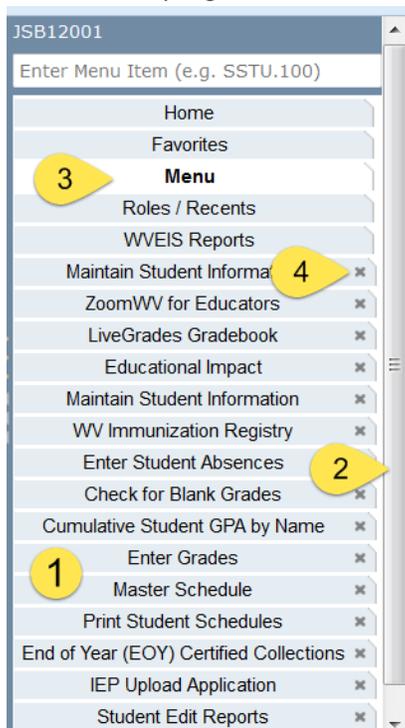
2) Unlike WOW, the number of programs that can run at one time is not limited. It is possible to run your gradebook alongside ZoomWVe, Maintain Student Information, and many more. If the list of programs exceeds the length of the column, then a scroll bar will appear to allow you to access all the programs.

> **BE CAREFUL – Just because you can have many programs open, that doesn't make it a good idea. STU.301, Maintain Student Records, is a good example. When one user has a student's record open, other users cannot update that record. This could create huge problems!**

3) The tab currently showing in the Programs Panel will be white. All other tabs will be blue.
4) You may close a tab that's no longer needed by clicking the X at the end of the tab.
5) Hovering over a tab will show the Role, Year and County for the program on that tab. This is useful when you have multiple tabs with the same program running.

Working with Recent Programs

The Roles/Recents represents a significant upgrade in functionality. It offers several features not found in other versions of WVEIS, including keeping notes on program use. Also, the list of recent programs

1) Click on Roles/Recents. The Recent Programs screen will open in the Programs Panel.

2) At the top of the pane are settings to change your County, Year, and Role. This duplicates the functionality available at the top of the window.
3) Clicking on the program name in the Item column will open that program with the currently selected County, Year, and Role.
4) Underneath the program title, there is an area to record notes about the program. This area will support hundreds of characters. These notes are individual to each user, and any updates to the program notes will appear under all listings of that same program, regardless of the year.
5) The Active checkmark controls whether a program appears in this list. Because the list is not limited to just a few programs, it could get very long. By unchecking Active, programs will be hidden from this list.
6) It is possible to click on the Year, Role, or County columns instead of the Item column. Clicking on any of these three columns will open the program using those values instead of the ones currently selected above. This will allow you to work with Discipline from a prior year, for example, while working with students in the current year.

7) Clicking on the star at the beginning of the line will mark the program as a Favorite.
8) If you need to see programs you have marked inactive, clicking the box next to Include Inactive will show them in the list until you uncheck it.
9) The Roles/Recents page may not reflect programs you have opened since you logged into XThePORTALX. If so, click Refresh to display those programs.

Troubleshooting

IE Compatibility View Settings

When logging in with IE 11, the Programs Panel may appear strange such as:

The menus are elongated and the box doesn't line up correctly. This is caused by *.k12.wv.us being listed in the Compatibility View Settings. If this is happening to you, delete this listing by following these steps:
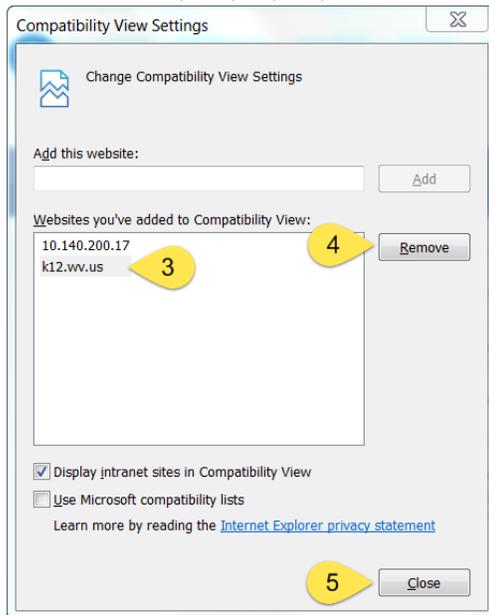
1) Open Internet Explorer and click the Tools button

2) Click Compatibility View Settings
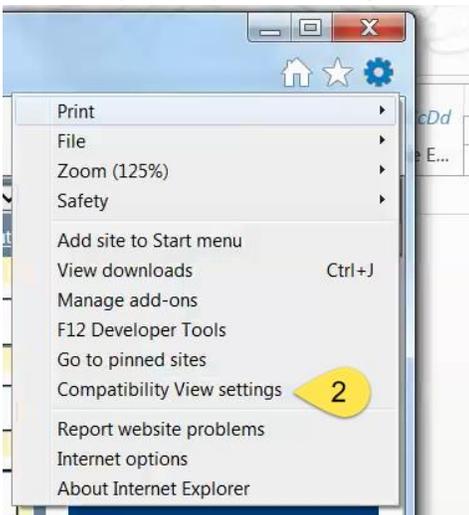
3) Select the listing for "k12.wv.us". (This could also be "sis.k12.wv.us", or something similar, if IE has been set up improperly.)

4) Click Remove
5) Click Close
6) Close and reopen IE. This should correct the problem with XThePORTALX not displaying properly.