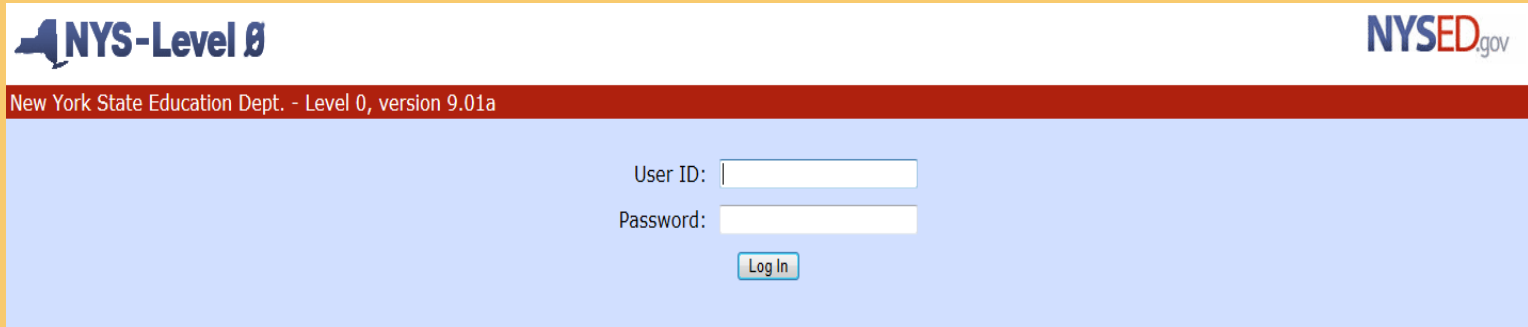




# ***Level 0 Overview***

## ***Version 9.0***

# Log In Screen



The screenshot shows the NYS Level 0 Log In Screen. At the top left is the logo "NYS-Level 0" with a blue outline of New York State. At the top right is the "NYSED.gov" logo. Below these is a red banner with the text "New York State Education Dept. - Level 0, version 9.01a". The main area is light blue and contains the following fields and button:

User ID:

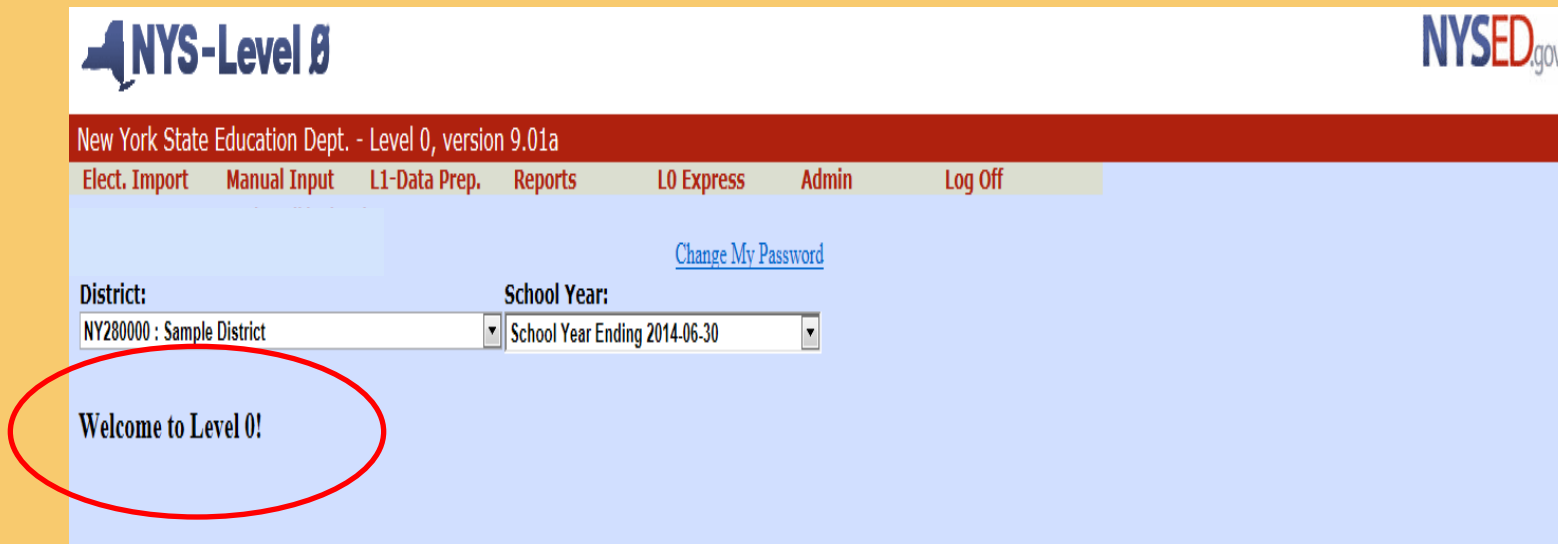
Password:

**Log In to Level 0 using your existing Level 0 User ID and Password.**

**If you do not have a Level 0 User ID and Password, a User ID and Password Security Form can be found on the *Student Data Services* website.**

**Go to *datacentral.esboces.org* and type *Security Form* in the search window**

# Welcome Screen and Message Area



The screenshot shows the NYS-Level 0 interface. At the top left is the 'NYS-Level 0' logo, and at the top right is the 'NYSED.gov' logo. Below these is a red banner with the text 'New York State Education Dept. - Level 0, version 9.01a'. Under the banner is a navigation bar with links: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below the navigation bar is a light blue area containing a 'District:' dropdown menu with 'NY280000 : Sample District' selected, and a 'School Year:' dropdown menu with 'School Year Ending 2014-06-30' selected. A link 'Change My Password' is positioned above the 'School Year' dropdown. Below the dropdowns, the text 'Welcome to Level 0!' is displayed and circled in red.

**NYS-Level 0** **NYSED.gov**

New York State Education Dept. - Level 0, version 9.01a

[Elect. Import](#) [Manual Input](#) [L1-Data Prep.](#) [Reports](#) [L0 Express](#) [Admin](#) [Log Off](#)

[Change My Password](#)

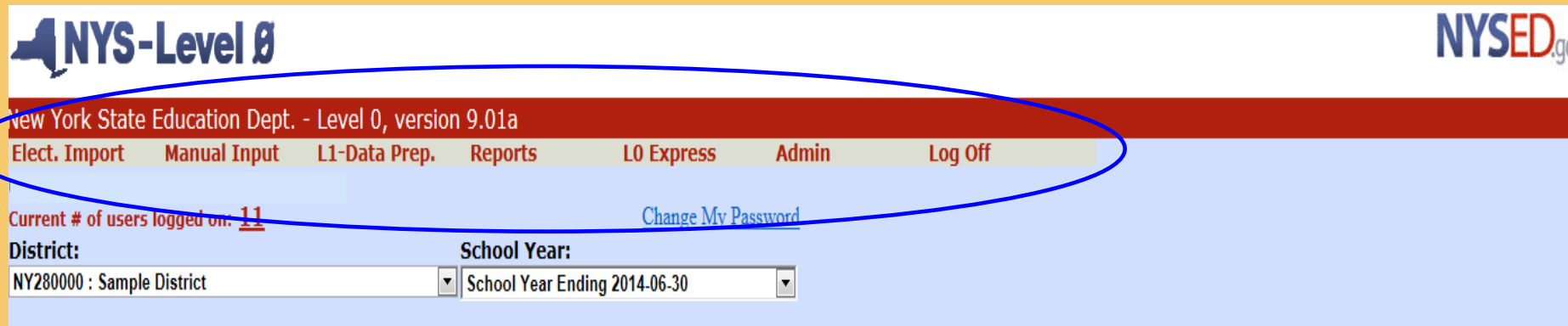
District: NY280000 : Sample District School Year: School Year Ending 2014-06-30

**Welcome to Level 0!**

**The first screen you will see after logging in will be the  
Welcome Screen.**

**Messages from Eastern Suffolk BOCES will be displayed on the  
Welcome Screen underneath the District and School Year drop  
down.**

# Basic Navigation

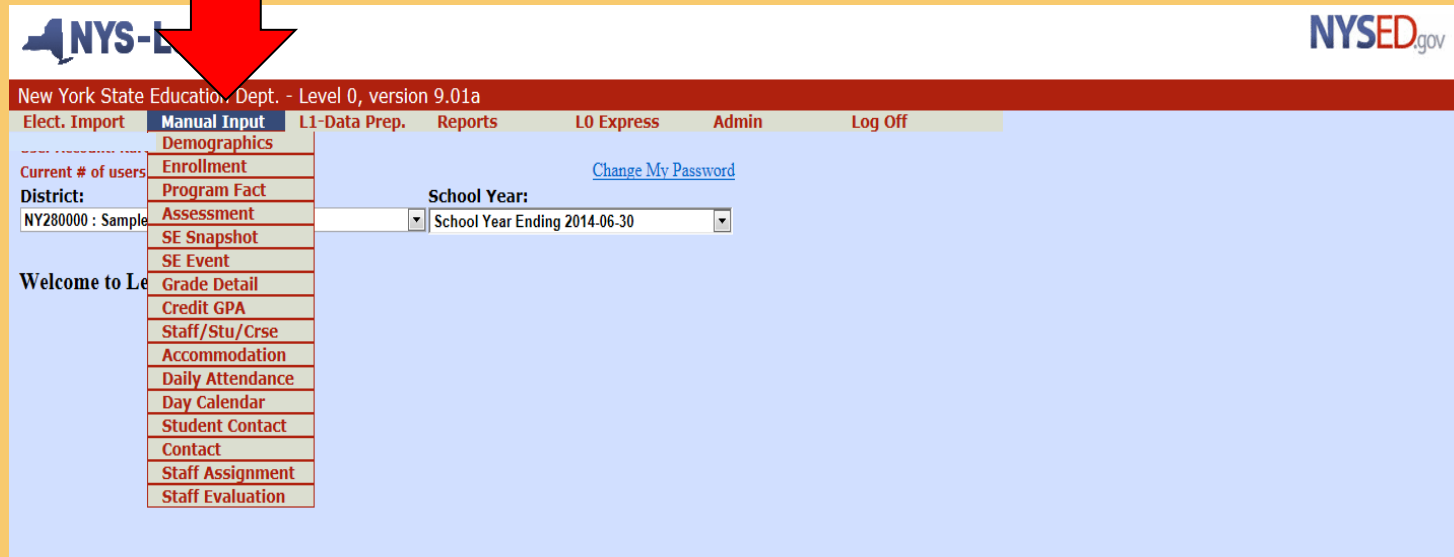


The screenshot displays the NYS-Level 0 interface. At the top left is the 'NYS-Level 0' logo. At the top right is the 'NYSED.gov' logo. Below the logo is a red banner with the text 'New York State Education Dept. - Level 0, version 9.01a'. Underneath the banner is a navigation bar with the following links: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below the navigation bar, the text 'Current # of users logged on: 11' is displayed. To the right of this text is a link 'Change My Password'. Below the navigation bar, there are two dropdown menus: 'District:' with the value 'NY280000 : Sample District' and 'School Year:' with the value 'School Year Ending 2014-06-30'. A blue oval highlights the navigation bar and the 'Current # of users logged on' text.

Each screen in Level 0 (with the exception of the Login Screen) contains a Menu/Navigation Bar from which you can navigate to your appropriate function by floating your mouse arrow over it and selecting the desired action:

- Elect. Import – ability to import electronic files
- Manual Input –ability to hand enter data
- L1-Data Prep. –ability to lock your data
- Reports –ability to see what data is in Level 0
- L0 Express –ability to import or enter teacher and course
- Log off-be sure to log off after each session

# Basic Navigation



**Selecting a function by floating your mouse arrow over the Menu/Navigation Bar will open a drop-down menu.**

**Example: When entering your students manually, select *Manual Input* from the Menu/Navigation Bar. A drop down will appear, select *Demographics* to begin entering student information.**

**This same drop down appears under each of the headings.**

# Manual Input: *Demographics*

Demographics	Enrollment	Programs	Assessment	SE Snapshot	SE Events	Grade Detail	Credit GPA	Staff/Stu/Crse
Accommodation	Attendance	Stu. Contact						

Current Student: Record Status: Last Update: By:

\*denotes a required field

*Student ID:	*Last Name:	*First Name:	MI:	*Gender:	*Birth Date:	*Location Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone:	Address:	Address 2:	City:	State:	Zip Code:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Inoc. Date:	Guardian:	Guardian 2:	*Status:	*Last Status Date:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Home Room:	*Grade Level:	Gr. 9 Entry Date:	Post-Grad Activity:	Diploma-Type:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
LEP Duration:	Back Map BEDS Code:	Migrant Status:	Home Language:	Place of Birth:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Country of Origin:	Date of Entry to US:	# Years in US Schools:	Homeless:	Homeless Primary Nighttime Residence:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Immigrant Ind.:	Neglected/Delinquent:	*Hispanic Indicator:	*Race 1 Code:	Race 2 Code:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Race 3 Code:	Race 4 Code:	Race 5 Code:	*Dist. Code of Residence:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

**Validation Messages:**

- Select *Demographics* from the Manual Input drop down when you want to enter or find a student.
- Each student needs a demographic and enrollment record. Demographics must be entered first.
- Complete all fields noted with an asterisk(\*). It is helpful to populate as many fields as you can.

**Note:** 9<sup>th</sup> Grade entry date is required for students in grades 9-12.

- Validate and save after each record is entered.
- To enter the next student , select **Clear All/Add new.**

# Student ID

Demographics	Enrollment	Programs	Assessment	SE Snap
Accommodation	Attendance	Stu. Contact		

Current Student: Record Status: Last Update: By:					
*denotes a required field					
*Student ID:	*Last Name:	*First Name:	MI:	*Gender:	*Birth Date:
123456789					
Home Phone:	Address:		Address 2:		

## Important Note:

***A student must only be assigned one ID for the entire time enrolled in your school. If a student was tested in your school in a previous year, he/she has a student ID already assigned. Be sure to use this student ID in the current year. For new students, assign a unique number that has never been assigned before.***

# Manual Input: Demographics

## District Code Of Residence

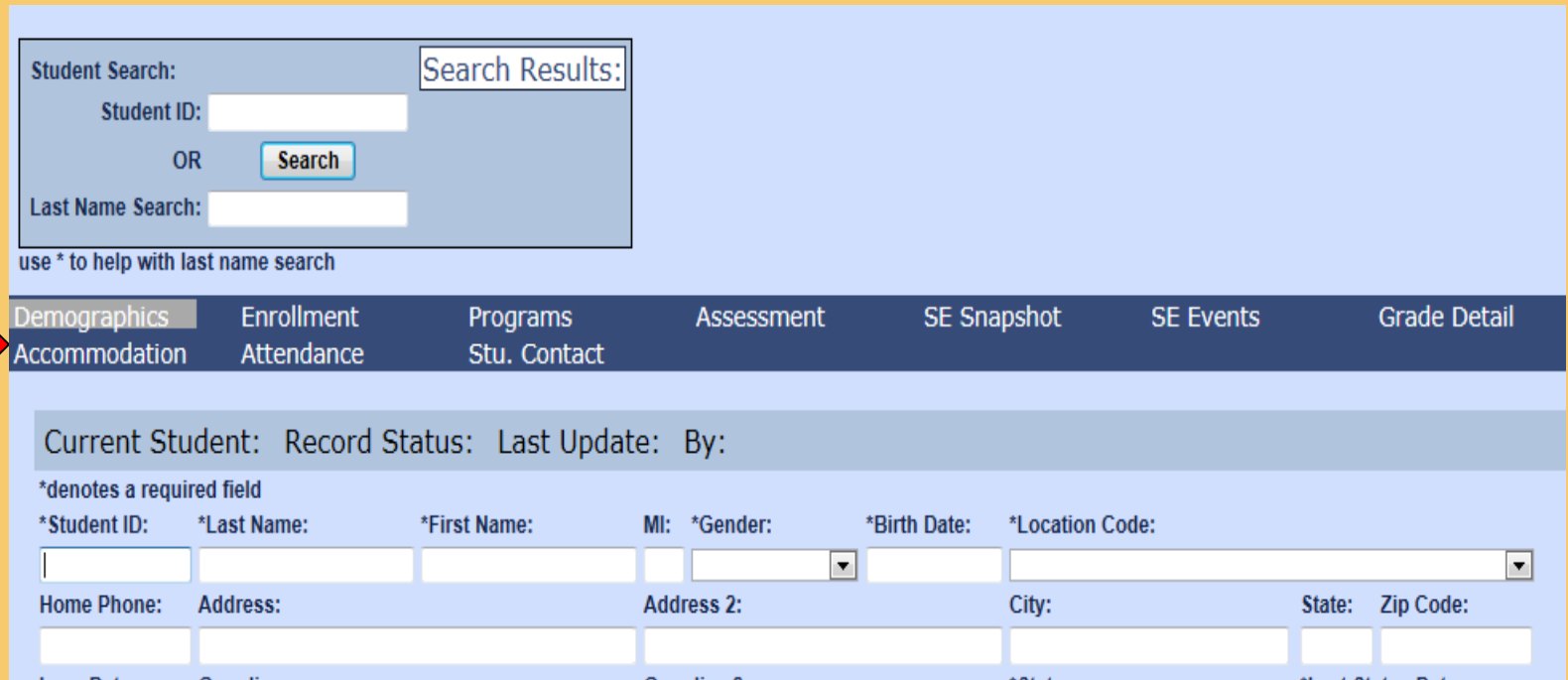
LEP Duration:	Back Map BEDS Code:	Migrant Status:	Home Language:	Place of Birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Origin:	Date of Entry to US:	# Years in US Schools:	Homeless:	Homeless Primary Nighttime Residence:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immigrant Ind.:	Neglected/Delinquent:	*Hispanic Indicator:	*Race 1 Code:	Race 2 Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race 3 Code:	Race 4 Code:	Race 5 Code:	*Dist. Code of Residence:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="NY123456"/>	

Validation Messages:

- The *District Code of Residence* field is used to record the BEDS number of the public school district where the **student lives**. The district code is the first six digits of the state issued BEDS code starting with *NY*.
  - ex: *NY123456*
- This field does not change unless the student moves to a different public school district.
- If the student is a resident of a state other than New York, use district code “80034366.”
- This is a mandatory field and must be completed.



# Manual Input



The screenshot shows a web form titled "Manual Input". At the top, there is a "Student Search" section with a "Search Results:" label, a "Student ID:" input field, an "OR" label, a "Search" button, and a "Last Name Search:" input field. Below this is a note: "use \* to help with last name search". A horizontal sub-menu is located below the search section, with a red arrow pointing to the "Demographics" option. The sub-menu includes: "Demographics", "Enrollment", "Programs", "Assessment", "SE Snapshot", "SE Events", "Grade Detail", "Accommodation", "Attendance", and "Stu. Contact". Below the sub-menu is a section for "Current Student: Record Status: Last Update: By:". This is followed by a note: "\*denotes a required field". The form then contains several input fields: "\*Student ID:", "\*Last Name:", "\*First Name:", "MI:", "\*Gender:" (with a dropdown arrow), "\*Birth Date:", "\*Location Code:" (with a dropdown arrow), "Home Phone:", "Address:", "Address 2:", "City:", "State:", and "Zip Code:". The bottom of the form is partially visible, showing "Last Date:", "Guardian:", "Guardian 2:", "\*Status:", and "Last Status Date:".

**All Manual Input screens contain a horizontal sub-menu from which you can easily navigate among the various record types for a selected student.**

**Example: If you are viewing a student's demographic record and want to view their enrollment record, simply click on *Enroll* from the horizontal sub-menu.**

# Manual Input: Enrollment

Demographics	<b>Enrollment</b>	Programs	Assessment	SE Snapshot	SE Events	Grade Detail
Accommodation	Attendance	Stu. Contact				

Current Student: **Student Test** Record Status: **Valid** Last Update: **11/8/13 11:49 AM** By: **Karen Barbaro**

\*denotes a required field

\*Student ID:  \*Location Code:  \*Grade Level:

\*Entry Date:  \*Entry Code:  Entry Comment:

Exit Date:  Exit Code:  Exit Comment:

**Entry/Exit Enrollment Records:**

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:
<a href="#">View</a>	Valid	123456789	0011 :: Sample Location	2013-09-01	0011		

**Validation Messages:**

Success! The record validated with no import errors. However no verification checks were performed on this record.

- Each student requires both a demographic and enrollment record for each school year.
- Complete all fields noted with an asterisk (\*). Validate and save after each record is entered.
- Select Entry Code 0011: Enrollment in building or grade from the drop down list.
- The grade level must be the same in demographics and enrollment. This grade level will determine the grade level of the test this student will take.  
*Example: A 4th grader must take ELA 4 and Math 4*
- Validate and Save after entering each enrollment record

# Manual Input: Search for a Student

New York State Education Dept. - Level 0, version 9.01a

Elect. Import   Manual Input   L1-Data Prep.   Reports   L0 Express   Admin   Log Off

Current # of users logged on: **13**   [Change My Password](#)

**District:** NY280000 : Sample District   **School Year:** School Year Ending 2014-06-30

**Student Search:**

Student ID:    OR  

Last Name Search:

use \* to help with last name search

	Student ID:	Last Name:	First Name:	M.I.	Gr:	School:
<a href="#">View</a>	123456789	Test	Student		06	Sample Location

You can search for an existing student by Student ID, Last Name or just the first letter of the last name followed by an asterisk. This will bring up all the students that start with that letter.

- Your search results are limited to the School Year displayed in the School Year field.
- The results window includes the School Name.
- Select a student by clicking the View link to the left of the desired student name.

# Manual Input

Regardless of the record type you are viewing, you have the several options available at the bottom of the screen:

Home Phone:	Address:		Address 2:	City:	State:	Zip Code:
123-456-7890	6 Main Street			Anywhere	NY	12345
Inoc. Date:	Guardian:		Guardian 2:	*Status:	*Last Status Date:	
	Female Parent		Male Parent	A :: Active	2014-06-30	
Home Room:	*Grade Level:	Gr. 9 Entry Date:	Post-Grad Activity:	Diploma-Type:		
	06 :: 6th					
LEP Duration:	Back Map BEDS Code:	Migrant Status:	Home Language:	Place of Birth:		
		N :: No	ENG :: English			
Country of Origin:	Date of Entry to US:	# Years in US Schools:	Homeless:	Homeless Primary Nighttime Residence:		
			N :: No			
Immigrant Ind.:	Neglected/Delinquent:	*Hispanic Indicator:	*Race 1 Code:	Race 2 Code:		
N :: No	N :: No	N :: No				
Race 3 Code:	Race 4 Code:	Race 5 Code:	*Dist. Code of Residence:			
			NY580211			

**Validation Messages:**

Record did not validate. The following errors occurred:  
DM1081: Missing or Invalid Race 1 Code:

Delete Validate & Save Student Data Clear All / Add New



Delete an existing record.



Validate and Save a record  
that was added or modified  
manually.



Bring up a blank entry  
screen to add a new  
record manually.

# Electronic Import: *Demographics*

New York State Education Dept. - Level 0, version 9.01a

**Elect. Import**

Manual Input

L1-Data Prep.

Reports

L0 Express

Admin

Log Off

Current # of users logged on: **12**

[Change My Password](#)

**District:**

NY280000 : Sample District

**School Year:**

School Year Ending 2014-06-30

## Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Student Lite - Comma Delimited Text ☐ Student Full - Comma Delimited Text

Step 2 - Insert/Update Choices:

☒ Update EXISTING Records in Level 0 AND Insert NEW Records ☐ Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

C:\Sample Data\Sample District Demographic.csv

[Browse...](#)

Step 4 - Click button to prepare file for validation:

[Prepare Import File](#)

Step 5 - Click button to validate data file:

[Validate Data](#)

**Import/Validation Messages:**

- Electronic files may be entered into Level 0 by selecting the file type under the *Elect. Tab*.
- Steps 1 and 2 are defaulted to the correct choices.
- Browse to the place on your computer where your electronic file is stored.
- Complete the process with Steps 4 and 5.
- Any errors will appear in the Import/Validation Window

# L1-Data Prep

**NYS-Level 0**

New York State Education Dept. - Level 0, version 9.01a

Elect. Import Manual Input **L1-Data Prep.** Reports L0 Express Admin Log Off

Current # of users logged on: 2

District: NY280000 : Sample District

**Demographics Data Prep. for School Year:** 2014-06-30

Verification Checks:  
Perform a 2nd level of error checking. When completed with no errors.

[Validate Now](#)

**Validation results...**

Check the box below and click the button to create the file for level 1 submission.

☐ By checking this box I (the District Administrator) certify that the data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Demographics data for this school district is ready for submission to the Level 1 database. It will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create File for Level 1 Submission](#) [Save As](#)

**Data Prep. messages...**

- Once your data is entered into Level 0 you must lock each data type so that ESBOCES can take your file. Click on *L1-DataPrep* in the grey menu bar.
- Select data type you wish to lock such as *Demographics, Enrollment, etc.*
- Select *Validate Now*
- Check the small white box
- Do Not select *Create File For level 1 Submission*
- Return to *L1-Data Prep* to choose the next data type to lock
- Log off when locking is complete

# Basic Navigation

New York State Education Dept. - Level 0, version 9.01a

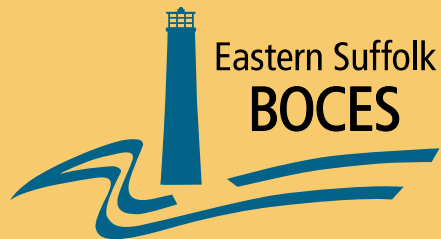
Elect. Import	Manual Input	L1-Data Prep.	Reports	L0 Express	Admin	Log Off
---------------	--------------	---------------	---------	------------	-------	---------

Current # of users logged on: 7 [Change My Password](#)

District: School Year:

NY280000 : Sample District School Year Ending 2014-06-30

**Always remember to *Log Off* when finished working in Level 0.**



# Eastern Suffolk BOCES Board and Administration

**President** – Lisa Israel

**Vice President** – Sandra Townsend

**Member and Clerk** – Fred Langstaff

## **Members**

Pamela Betheil  
Walter Wm. Denzler, Jr.  
Stephen Dewey, Ph.D.  
Chris Garvey

Katherine J. Heinlein  
William Hsiang  
Susan Lipman  
Joseph LoSchiavo

Anne Mackesey  
William K. Miller  
Jeffrey Smith  
John Wyche

## **District Superintendent**

Dean T. Lucera

## **Chief Operating Officer**

Gary D. Bixhorn

## **Deputy Superintendent**

Julie Davis Lutz, Ph.D. – Educational Services

## **Associate Superintendent**

Barbara M. Salatto – Management Services

## **Assistant Superintendent**

R. Terri McSweeney, Ed.D. – Human Resources

## **Directors/Managers**

Marilyn H. Adsitt – Education and Information Support Services

Keith Anderson – Building Services

Leah Arnold – Career, Technical and Adult Education

Robert Becker – Special Education

Maureen Kaelin – Business Services

Colleen Lipponer – Administrative Services

Grant Nelsen – Technology Integration

Jeanne K. Weber – Regional Information Center

Candace White-Ciraco, Ed.D. – Planning and Program Improvement

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. For further information or concerns regarding this statement, please contact the Eastern Suffolk BOCES Department of Human Resources at (631) 687-3029.