Eastern Suffolk BOCES
Educational Services That Transform Lives

Level 0

Student Data Services
Phone (631) 218-4195
Fax (631) 244-4003

https://level0.esboces.org

Quick Start Instructions

Level 0 is a web-based application hosted by the Regional Information Center. This application provides LEAs the ability to collect and verify their data. Data can be imported or entered directly into this system. Verified data can be exported from Level 0 in a format that can be loaded directly into the Level 1 repository.

Data can be imported into Level 0 for Demographics, Enrollment, Program Services, Assessments, Special Education Snapshot, Special Education Events, Grade Detail, Staff/Student/Course, Accommodations, and Staff Evaluations using the same file formats required for the Level 1 Data Warehouse. The Demographic file must be imported first.

The procedure to import and work with the data is similar regardless of which data type is being used. At the Main Menu Screen, you select the function you want to perform and then the type of data you want to work with.

If you have more then one file for each type of data, you will have to import each file separately. If there are errors when you import, you must correct the errors or download the error report before importing another file. The error report gets overwritten with each import.

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Go to the Website   https://level0.esboces.org

Log in with your User ID and Password

Main Menu Screen

      Your District is displayed in the My Available Districts Box.
      Current School Year should be displayed. The previous two school years are also available.

      All the navigation for the application will be from the Main Menu Screen.

      The Select Function Box and Select Data Type Box will take you to the subsequent screens to work with your data.

      You are never more than one click from the Main Menu.

      The following instructions will guide you through the Function and Data Selections.

Demographic Data

Electronic Data Import and Validation

♦ Main Menu
- Select Function
  - Electronic Data Import and Validation
- Select Data Type
  - Demographics

Demographic Data Import & Validation

Step 1   Select Import File type

You must know the type of file you have. Student Lite-comma delimited text is the most common.

Step 2   Insert /Update choices

Update EXISTING Records in Level 0 AND Insert New Records.

Step 3   Fields that should **NOT** be updated must be checked

If you have made changes manually in Level 0, you would NOT want to update existing records for the fields you changed.

Step 4   Import file location - Browse to select the file you want to import

This will be your Student Lite file. We are not yet receiving Student Full files.

Step 5   Click Prepare Import File Button

This will prepare your data from the file and you will get a message in the Import/Validate Message Box that your data is ready to import. If there is a problem with your data you will get an error message.

Step 6   Validate Data - Click on the Validate Data button

The Import/Validate Messages Box will show how many records you imported and how many had errors.

Click on the blue Menu button   **Menu**   at the top of the screen to return to the Main Menu

Reports

If there were errors in the Demographic import, you <u>must</u> go to the Reports Function to see the errors. Reports are available for errors, blank fields, summary numbers, etc.

- ◆ Main Menu
    - • Select Function
        - ◆ Reports
    - • Select Data Type
        - ◆ Demographics

        Reports choices for Demographics will be shown
        > *Click in the bullet for the report you want to view*
        > *Click Download errors as text file to export error information*

Remember:

- • If you have more then one file with data, you will need to import each file separately.

- • If there are errors when you import, you must correct the errors or download the error report before importing another file. The error log gets overwritten with each import.

Click on the Menu button to return to the Main Menu

Manual Data Input and Validation

- ◆ Main Menu
    - • Select Function
        - ◆ Manual Data Input and Validation
    - • Select Data Type
        - ◆ Demographics

        Student Demographics Data Manual Input Screen
        > *Manually enter, update, or change student information*
        > *Search for a particular student by Student ID*

        - ◆ Click on the Validate and Save Student Data button
        - ◆ Clear/Add New creates a screen to enter a new student

Click on the Menu button to return to the Main Menu

Data Preparation for Level 1

- ♦ Main Menu
    - Select Function
        - ♦ Data Preparation for Level 1
    - Select Data Type
        - ♦ Demographics

    Demographics Data Prep for Level 1

    - ♦ Click on the Validate Now button
        If errors are reported, they must be corrected before proceeding
        Go to Main Menu – Reports-Demographics – View report with errors

    - ♦ If data validates correctly, click on the check box to lock the data

        Only Users with District Admin/Lock access can perform this function

    - ♦ Click on the menu button to return to the Main Menu

        Data is now prepared for the RIC to upload

You have now completed all the functions using Demographic Data.

The process should now be repeated for Enrollment Data.

Enrollment Data

Electronic Data Import and Validation

- ◆ Main Menu
    - • Select Function
        - ⬩ Electronic Data Import and Validation
    - • Select Data Type
        - ⬩ Enrollment

            Enrollment Data Import and Validation

            Step 1   Select Import File type

            Step 2   Click on Bullet for District Wide Data

            Step 3   Select Delete All Enrollment Records

            Make sure you are importing a full enrollment file

            Step 4   Click on the Browse Button and select your Enrollment File

            Step 5   Click on Prepare Import File

            Step 6   Click on Validate Data

Click on the Menu button to return to the Main Menu

Reports

If there were errors in the import you <u>must</u> go to the Reports Function to see the errors.

- ◆ Main Menu
    - • Select Function
        - ⬩ Reports
    - • Select Data Type
        - ⬩ Enrollment

            Enrollment Reports
            Select bullet for the report you want to view or download
            Download errors as text file to export error information

Click on the Menu button to return to the Main Menu

Manual Data Input and Validation

- ♦ Main Menu
  - • Select Function
    - ⬧ Manual Data Input and Validation
  - • Select Data Type
    - ⬧ Enrollment

    Student Enrollment Data Manual Input

    Manually enter, update, or change enrollment information

    Search for a particular student by Student ID
    - ⬧ Click on the Validate and Save Student Data button
    - ⬧ Clear/Add New will give you a screen to enter a new student

Click on the Menu button to return to the Main Menu

Data Preparation for Level 1

- ♦ Main Menu
  - • Select Function
    - ⬧ Data Preparation for Level 1
  - • Select Data Type
    - ⬧ Enrollment

    Enrollment Data Prep for Level 1
    - ⬧ Click on Validate Now

      If errors are reported, they must be corrected before proceeding

      Go to Main Menu – Reports-Enrollment – View report with errors

    - ⬧ If Data Validates correctly, check box to lock the data

      Only Users with District Admin/Lock access can perform this function

    - ⬧ Click on the Menu to return to the Main Menu

      Data is now prepared for the RIC to upload

You have now completed all the functions using Enrollment Data.

The process should now be repeated for Program Service Data.

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Program Service Data

Electronic Data Import and Validation

♦ Main Menu
- Select Function
  ⬧ Electronic Data Import and Validation
- Data Type
  ⬧ Program Service

    Program Service Import and Validation

Step 1	Select Import File type
Step 2	Check any category the file contains that you <u>want to import</u>
Step 3	Select Delete Valid Level 0 P.S. Records
Step 4	Click on Browse Button and select your Program Service File
Step 5	Click on Prepare Import File
Step 6	Click on Validate Data

Click on the Menu button to return to the Main Menu

Reports

If there were errors in the import, you <u>must</u> go to the Reports Function to see the errors.

♦ Main Menu screen,
- Select Function
  ⬧ Reports
- Select Data Type
  ⬧ Program Service

    Program Service Reports
      Select bullet for the reports to view
      Download errors as text file to export error information

Click on the Menu button to return to the Main Menu

Manual Data Input and Validation

♦ Main Menu
- Select Function
  - Manual Data Input and Validation
- Select Data Type
  - Program Service

Student Program Service Data Manual Input

Manually enter, update, or change Program Service information

Search for a particular student by Student ID

- Click on the Validate and Save Student Data button
- Clear/Add New creates a screen to enter a new student

Click on the Menu button to return to the Main Menu

Data Preparation for Level 1

♦ Main Menu
- Select Function
  - Data Preparation for Level 1
- Select Data Type
  - Program Service

Program Service Data Prep for Level 1 Screen
- Use the "Check All" box to lock all categories at once
  - *Requires User ID with District Admin/Lock access*
- Click "Validate and Lock All Checked Programs"
  - *If there are errors in any category, the locking process can not continue*
- Click on the Menu button to return to the Main Menu
  - *Data is now prepared for the RIC to upload*

Click on the Log Off Button to close the session of Level 0

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