Release 16.0 - Highlights:

Imports/exports modifications

- Assessment fact:
  - Future dates now fail on import
  - Removed the "ALTRCT" and "RCT" check boxes completely

- Course – will show Secondary/Prior to Secondary Course designations

- Course Instructor Assignment
  - Edit for Incidental Teaching Assignment – a teacher cannot have more than two (2) Incidental Teaching assignments set to "Y".

- Staff Student Course Template – Removed, no longer collected

- Student Daily Attendance – All instruction days including Pub health/inst days require negative attendance be reported

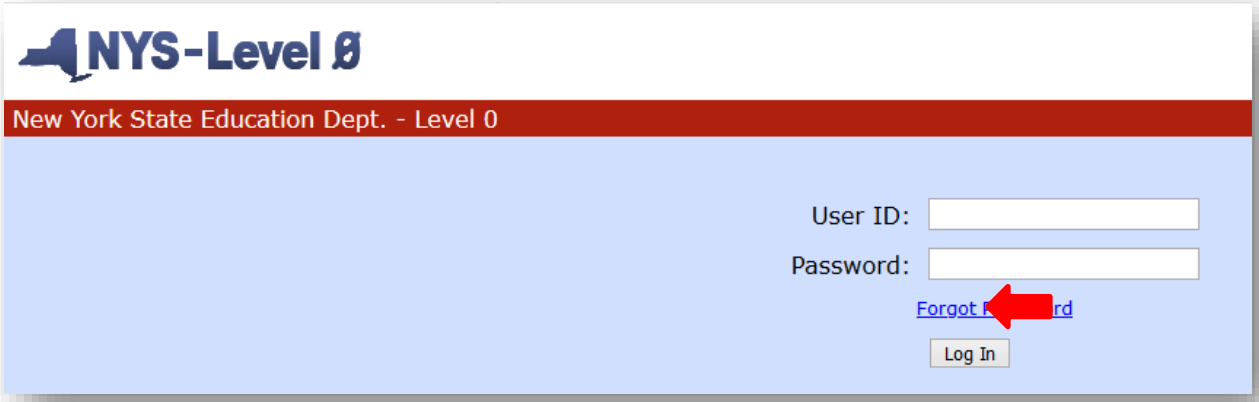
  Student Lite – **These fields will become reqired per the new NYSSIS system**. **Issues with these fields will be reported in information reports. These issues will become errors for the 2022 school year.**

  - **Fields now "*quasi-required*" for NYSSIS (fully required for the 2022 school year)**
    - ✓ **Address 1,**
    - ✓ **City**
    - ✓ **State**
    - ✓ **Zip Code**
    - ✓ **Primary Phone**
    - ✓ **Primary Guardian Name**
  - Report if available (NYSSIS accuracy):
    - ✓ Address2
    - ✓ Alternate Guardian Name

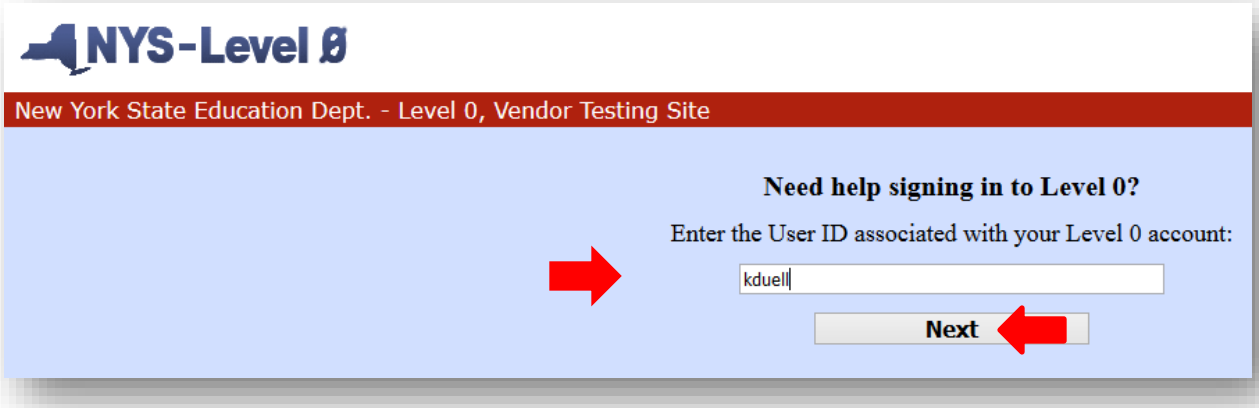
L0 Security

- New link for Users to “Reset Password” on the L0 Login Screen

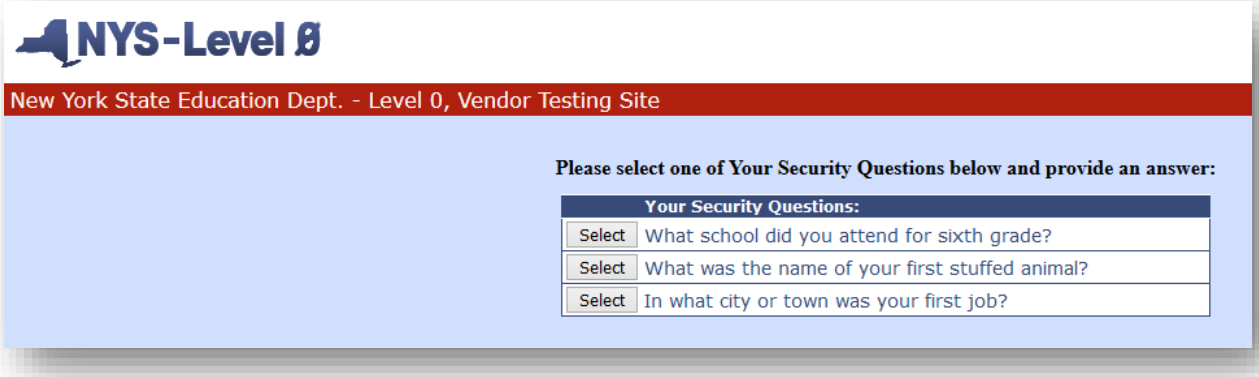
When a user can’t remember their password, they will select the **Forgot Password** link found on the Level 0 Log In Page:



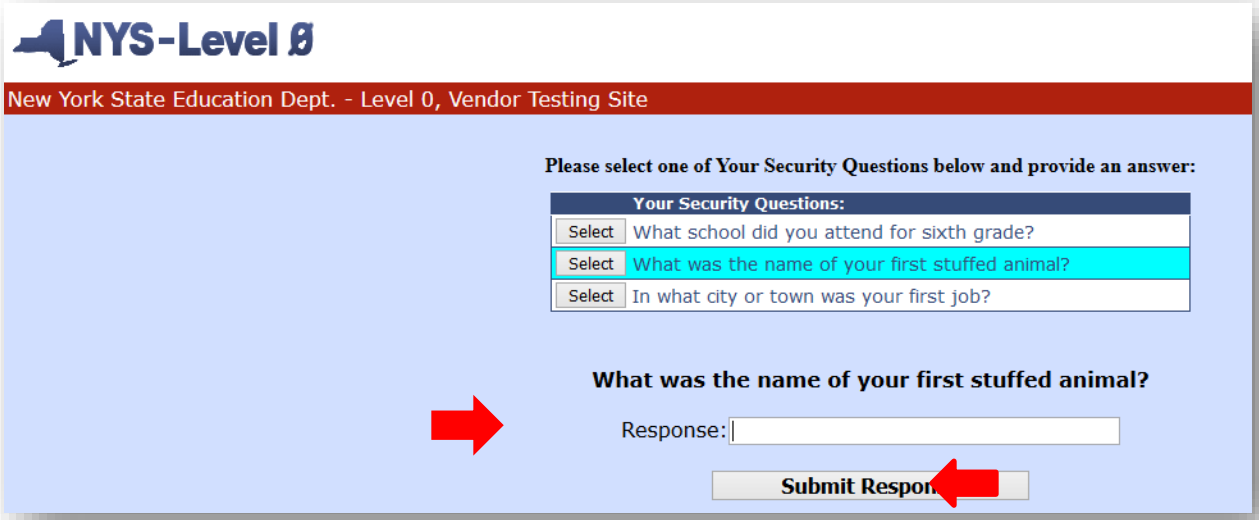
The user will enter their Level 0 **User ID** and click the **Next** button:



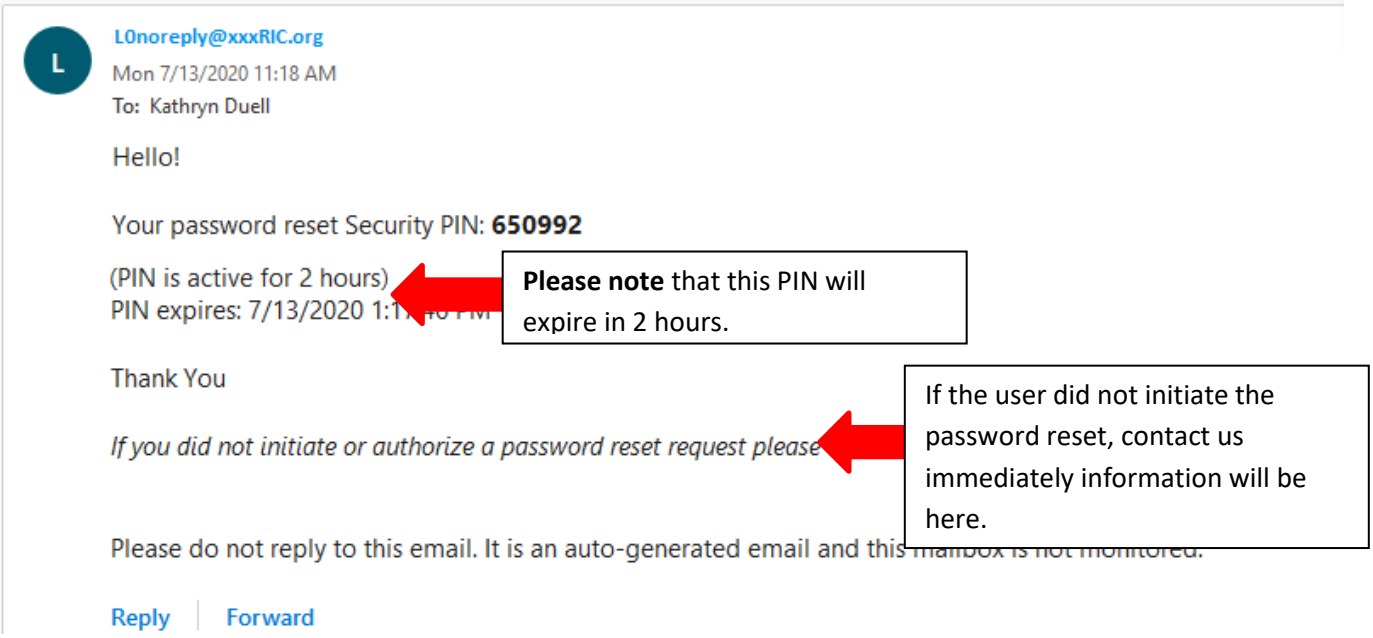
The user must select and answer **one** of their **Security Questions**:



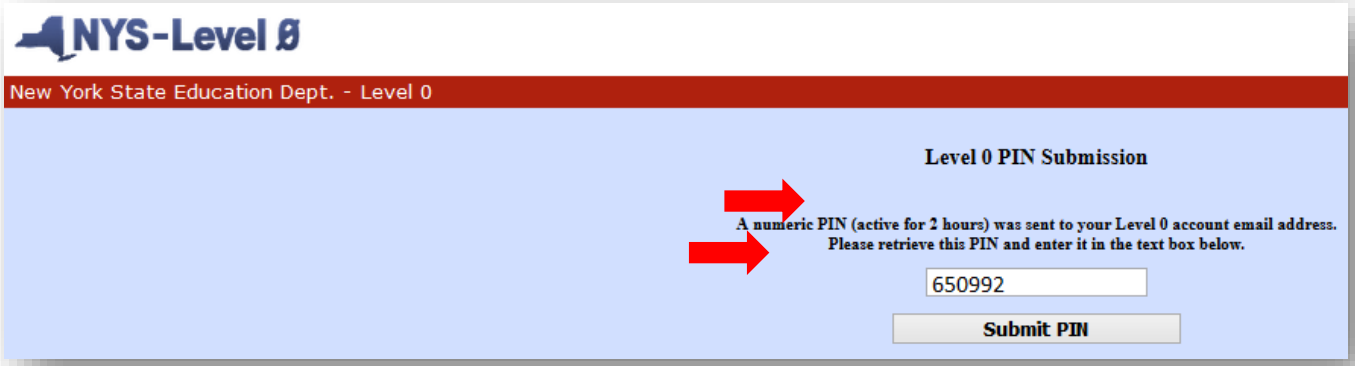
The user must key in the **Response** to the selected Security Question and click **Submit Response** button to receive a PIN via the email address associated with their User ID in Level 0:



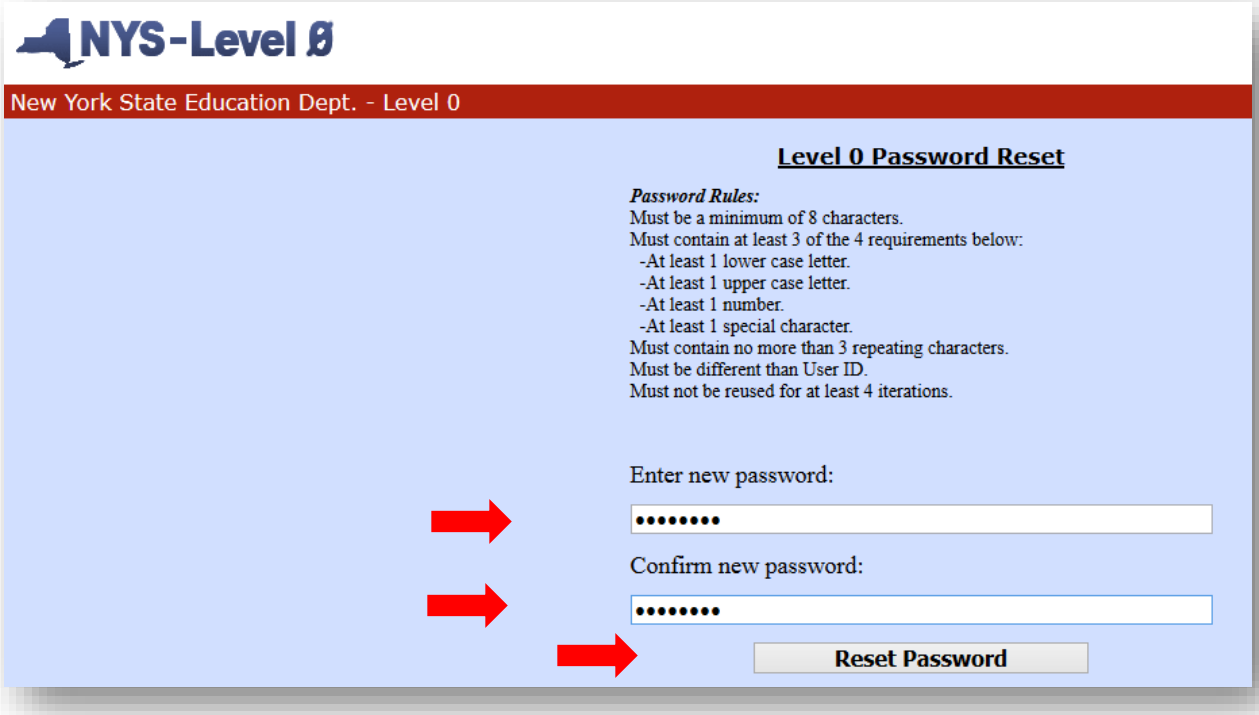
The user will receive an Email similar to the one below with a random **PIN**:



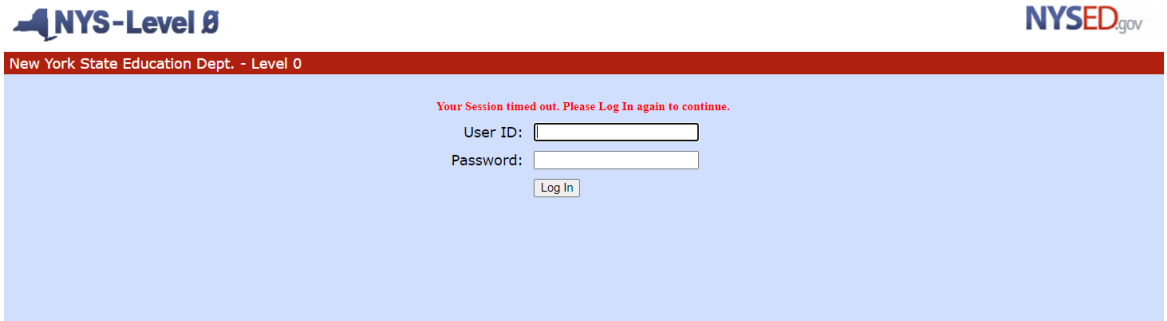
After the user clicks the **Submit Response** button, the user must enter the **PIN** that was sent to the email address associated with their **User ID** in Level 0, then click on the **Submit PIN** button:



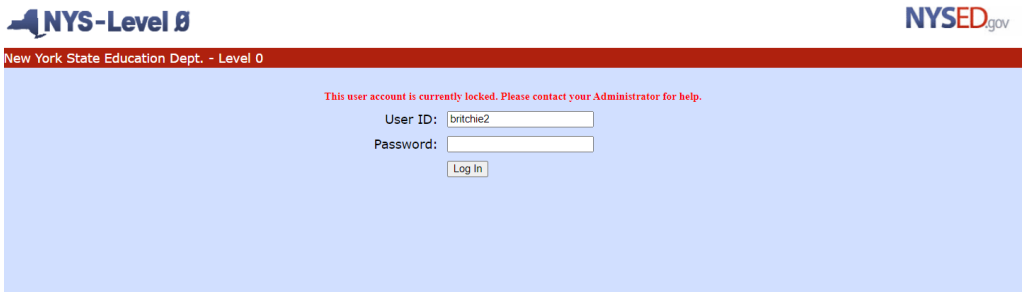
When the user enters/submits the **PIN** that was send to the email address associated with their **User ID** in Level 0, it will bring them to the **Level 0 Password Reset** screen to **Enter** and **Confirm** their new password (based on the ***Password Rules***), then click on the **Reset Password** button:



- **Logout vs Lockout**
  - **<u>Logout</u>** – Screen time out – after 10 minutes of user inactivity, user will be forced back to the log in screen



  - **<u>Lockout</u>** – Failed Login attempts – If the user fails logging into their account 6 times within 15 minute, the account will be locked for 15 minutes



Error Message: **This user account is currently locked. Please contact your Administrator for help.**

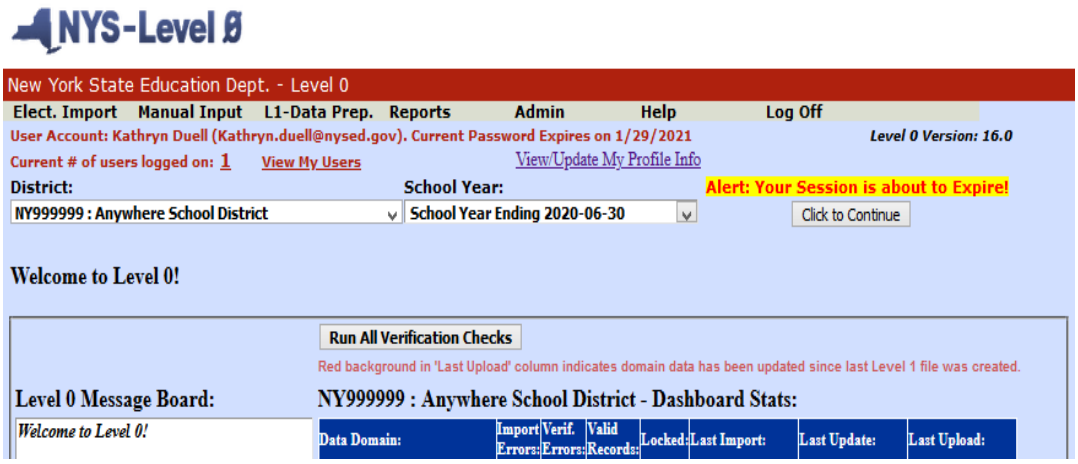
User Account will be locked for 15 minutes, but…

- ✓ The District CIO or **Ric staff** can override and email a link for the user to reset their password

Or

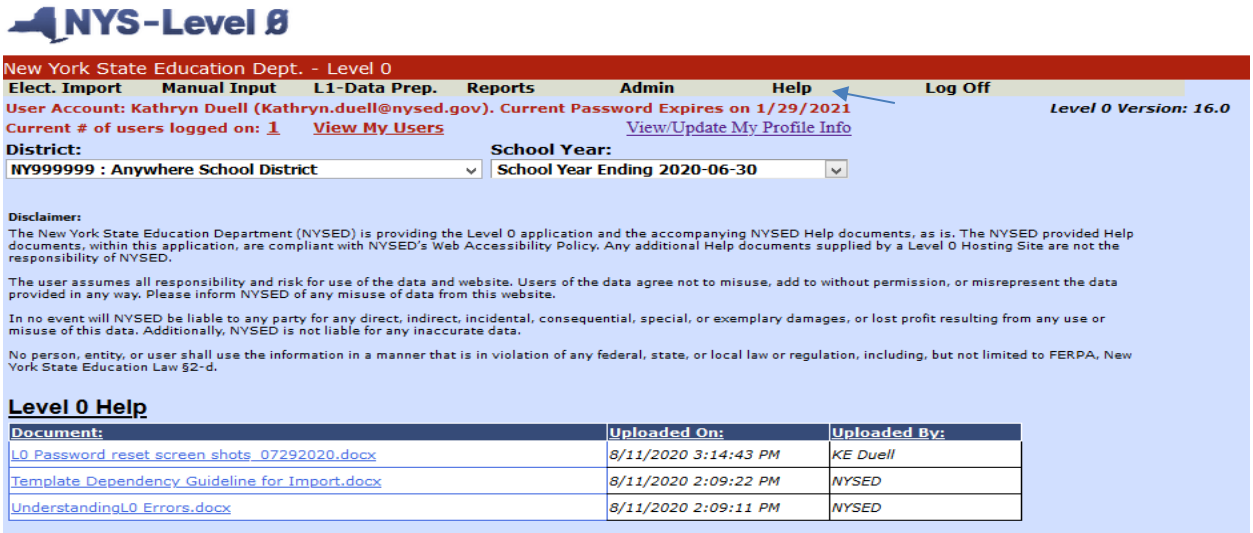
- ✓ User could click "Forgot Password" link on screen

  - Session Alert after 9 minutes of inactivity



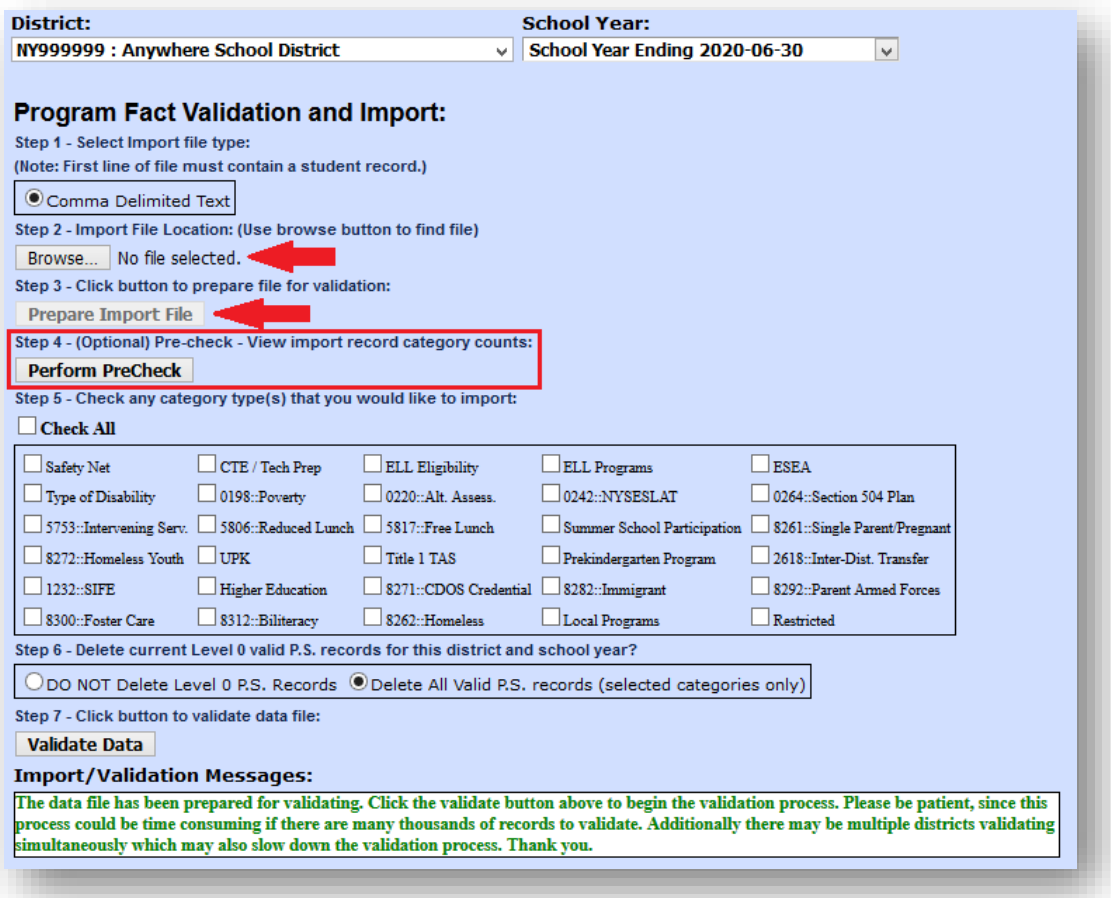
Help Menu

- Instructional documents will be available under the Help menu

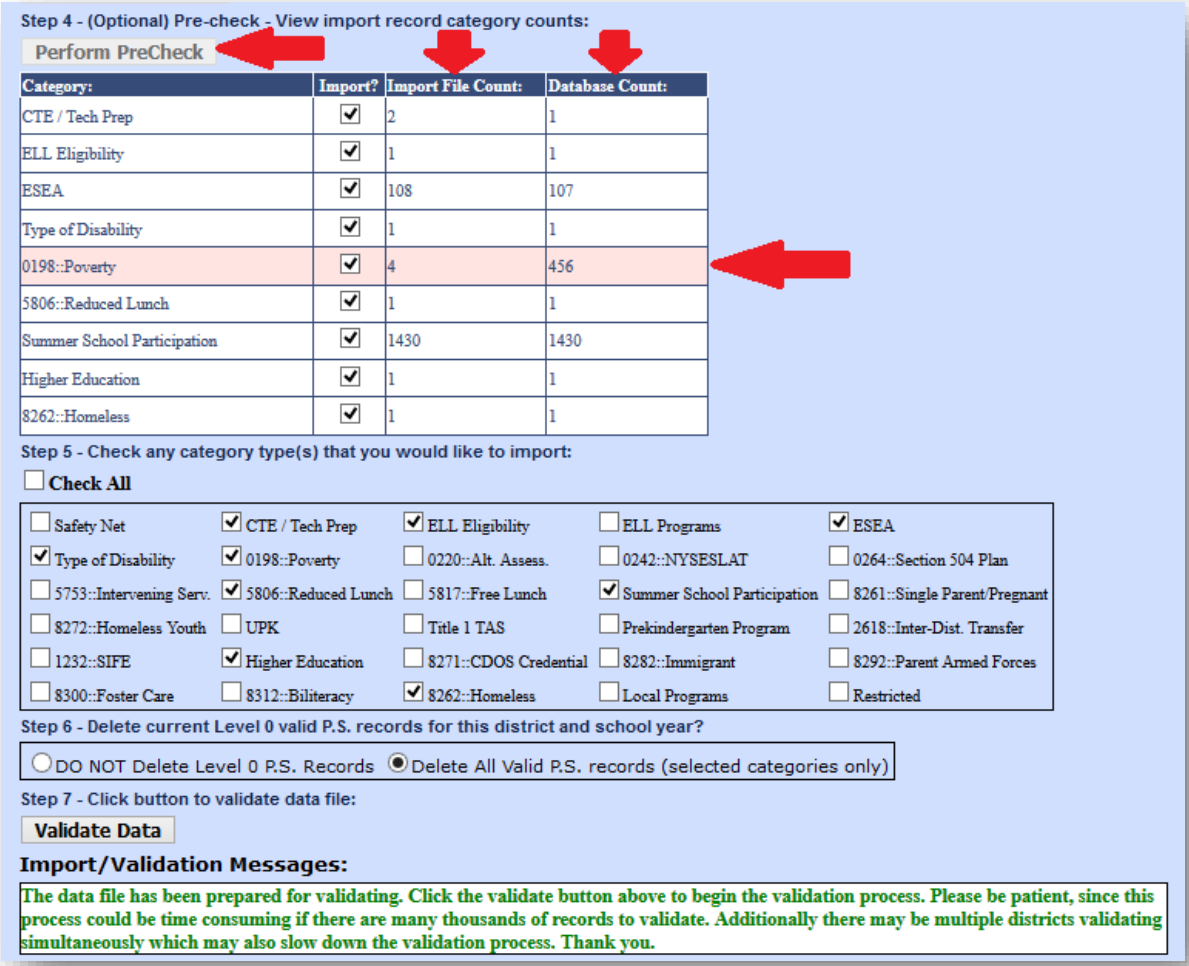


Fun Stuff!!!

- Program fact import – Precheck shortage protection - The program fact import now includes a pre-check record count for shortage protection



When the **Optional <u>Perform PreCheck</u>** button is selected, it will read the Import File (Step 2) and automatically place a check mark in each applicable **<u>Category</u>** for Import in both the **PreCheck** Category list (Step 4) and the full list of Category types (Step 5). If the **<u>Import File Count</u>** is **<u>less</u>** than the **<u>Database Count</u>** for any of the selected categories, that Category or Categories will be highlighted for manual review to ensure that the Category should continue to be imported:



Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Category:	Import?	Import File Count:	Database Count:
CTE / Tech Prep	☑	2	1
ELL Eligibility	☑	1	1
ESEA	☑	108	107
Type of Disability	☑	1	1
0198::Poverty	☑	4	456
5806::Reduced Lunch	☑	1	1
Summer School Participation	☑	1430	1430
Higher Education	☑	1	1
8262::Homeless	☑	1	1

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

☐ Safety Net	☑ CTE / Tech Prep	☑ ELL Eligibility	☐ ELL Programs	☑ ESEA
☑ Type of Disability	☑ 0198::Poverty	☐ 0220::Alt. Assess.	☐ 0242::NYSESLAT	☐ 0264::Section 504 Plan
☐ 5753::Intervening Serv.	☑ 5806::Reduced Lunch	☐ 5817::Free Lunch	☑ Summer School Participation	☐ 8261::Single Parent/Pregnant
☐ 8272::Homeless Youth	☐ UPK	☐ Title 1 TAS	☐ Prekindergarten Program	☐ 2618::Inter-Dist. Transfer
☐ 1232::SIFE	☑ Higher Education	☐ 8271::CDOS Credential	☐ 8282::Immigrant	☐ 8292::Parent Armed Forces
☐ 8300::Foster Care	☐ 8312::Biliteracy	☑ 8262::Homeless	☐ Local Programs	☐ Restricted

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

○ DO NOT Delete Level 0 P.S. Records ◉ Delete All Valid P.S. records (selected categories only)

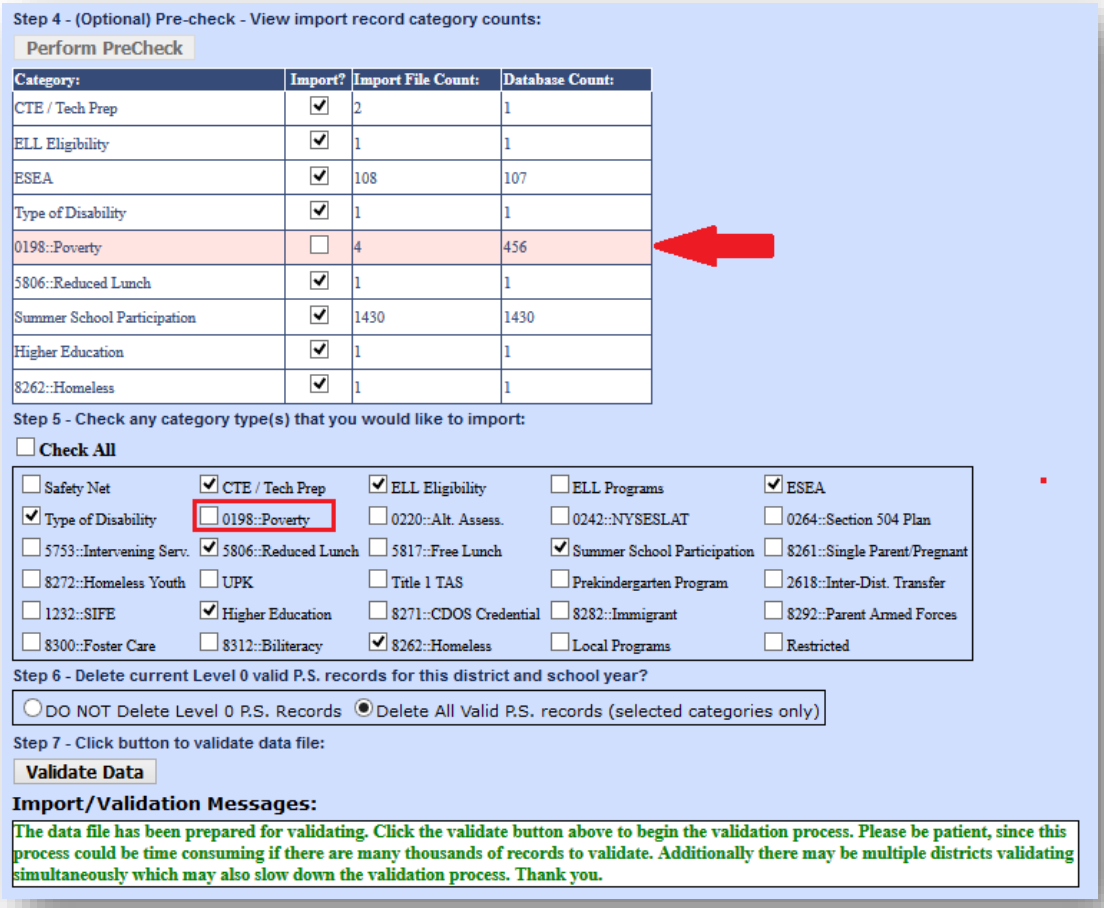
Step 7 - Click button to validate data file:

Validate Data

Import/Validation Messages:

The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

If it is determined that any **Category** should **<u>not</u>** be Imported, simply uncheck the check box in either the **PreCheck** (Step 4) or full Category type list (Step 5) and it will be unchecked in both places. When the Category check boxes are accurate, the **<u>Validate Data</u>** button can be selected to complete the **Program Fact Import** process for the selected **Categories**:



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Perform PreCheck

Category:	Import?	Import File Count:	Database Count:
CTE / Tech Prep	☑	2	1
ELL Eligibility	☑	1	1
ESEA	☑	108	107
Type of Disability	☑	1	1
0198::Poverty	☐	4	456
5806::Reduced Lunch	☑	1	1
Summer School Participation	☑	1430	1430
Higher Education	☑	1	1
8262::Homeless	☑	1	1

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

☐ Safety Net	☑ CTE / Tech Prep	☑ ELL Eligibility	☐ ELL Programs	☑ ESEA
☑ Type of Disability	☐ 0198::Poverty	☐ 0220::Alt. Assess.	☐ 0242::NYSESLAT	☐ 0264::Section 504 Plan
☐ 5753::Intervening Serv.	☑ 5806::Reduced Lunch	☐ 5817::Free Lunch	☑ Summer School Participation	☐ 8261::Single Parent/Pregnant
☐ 8272::Homeless Youth	☐ UPK	☐ Title 1 TAS	☐ Prekindergarten Program	☐ 2618::Inter-Dist. Transfer
☐ 1232::SIFE	☑ Higher Education	☐ 8271::CDOS Credential	☐ 8282::Immigrant	☐ 8292::Parent Armed Forces
☐ 8300::Foster Care	☐ 8312::Biliteracy	☑ 8262::Homeless	☐ Local Programs	☐ Restricted

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The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

- On the Manual Entry screen, “Error” records show in RED text

*denotes a required field

Back to Error Rpt

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

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

Delete Record | Validate & Save Student Data | Curr. Student / Add New | Clear

Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
View	Valid	990900024	0001 :: Elementary School 1	2020-06-01	0011			01
View	Error	990900024	0001 :: Elementary School 1	2019-07-01	0011	2020-05-26		01

- Staff Attendance Breakdown report similar to the Student Attendance Breakdown report

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import | Manual Input | L1-Data Prep. | Reports | Admin | Help | Log Off

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 *Level 0 Vers*

Current # of users logged on: 1 View All Users View/Update My Profile Info

District: NY999999 : Anywhere School District

School Year: School Year Ending 2020-06-30

Download Chosen Report to: .txt file .csv file Download

Staff Attendance Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1) | Dist(s) Summary | Dist. School Summary | Dist. Upload Log Dates | Import Log

Lock History | View Verif. Errors (Error Rpt #2) | Unlock History | Attendance Breakdown | Import Message Log

Staff Attendance Time Used totals for District: NY999999

Attendance Code:	Time Used LY Total:	Time Used LY (as of 2019-06-30):	Time Used TY (as of 2020-06-30):	Change:	Percent Change:	Error Records:
Bereavement Leave (B)	0	0	0	0	0%	0
Jury Duty (J)	0	0	0	0	0%	0
Maternity/Paternity Leave (M)	0	0	0	0	0%	0
Other (O)	0	0	0	0	0%	0
Personal Leave (P)	0	0	205	205	100%	0
Sick Leave (S)	0	0	0	0	0%	0