
Student Data Services

Level 0 New User Manual

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Level 0 Introduction

level0.esboces.org

Level 0 is a web-based application supported by the Regional Information Center. The webpage, the Level 0 server, and the data, are hosted by Eastern Suffolk BOCES and are protected by the latest and most advanced security methods.

Level 0 can be accessed in the following ways:

- Type **level0.esboces.org** in your internet browser's address bar.
or
- Type **datacentral.esboces.org** in your internet browser's address bar. Once you arrive at the EISS Student Data Services website, select **Secure** from the horizontal menu bar, then **Level 0** from the drop_down menu.

The Level 0 application provides LEAs the ability to collect and verify certain data required by NYSED. Data can be imported or entered directly into Level 0, then verified and locked.

Locked data will be exported (pulled) from Level 0 and loaded to Level 1 by the Eastern Suffolk BOCES Level 0 support team. Data is pulled on Monday, Tuesday, Wednesday and Thursday at noon. On Fridays, all data that has been loaded to Level 1 during the week is loaded to the Level 1 container.

Data can be imported into Level 0 for Demographics, Enrollment, Program Services, Assessments, Special Education Snapshots, Special Education Events, Grade Detail, Credit GPA, Staff/Student/Course, Accommodations, Daily Attendance, Day Calendar, Student Contact, Contact, Staff Assignment, and Staff Evaluation using the same file layouts required for the Level 1 Data Warehouse. The Demographic file must be imported first.

For Level 0 support from Student Data Services please call:

631-218-4195

Level 0 data types:

- ♦ Demographic Data - Student Lite file from Student Management System (SMS)
- ♦ Enrollment Data - School Entry Exit file from SMS
- ♦ Program Service Data - Program Fact files from SMS and SE System
- ♦ Assessments – Assessment Fact file from SMS and SE System
- ♦ S.E. Snapshot – Special Education Snapshot files from SE System
- ♦ S.E. Events – Special Education Events files from SE System
- ♦ Grade Detail – Student Class Grade Detail file from SMS @
- ♦ Credit GPA – Student Credit GPA file from SMS
- ♦ Staff/Student/Course – Staff Student Course file from SMS +
- ♦ Accommodations – Assessment Acc Mod Fact file from SMS
- ♦ Daily Attendance – Student Daily Attendance file from SMS++
- ♦ Day Calendar – Day Calendar file from SMS
- ♦ Student Contact- Student Contact Fact file from SMS*
- ♦ Contact – Contact Fact file from SMS
- ♦ Staff Assignment – Staff Assignment file (Districts enter manually in Level 0) #
- ♦ Staff Evaluation – Staff Evaluation Rating file from HR System#

+ Level 0 Express must have been previously populated with the district's Course, Staff Snapshot and Location Marking Period data in order for this data type to import into Level 0 successfully.

++ Level 0 Express must have been previously populated with the district's Attendance Codes in order for this data type to import into Level 0 successfully.

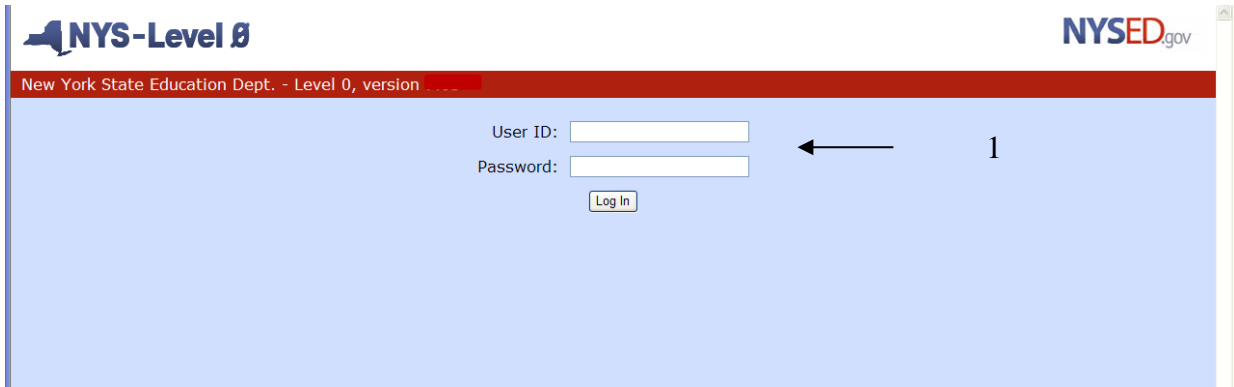
Level 0 Express must have been previously populated with the district's Staff Snapshot in order for this data type to import into Level 0 successfully.

* Contact must have been previously populated in Level 0 in order for Student Contact to import into Level 0 successfully.

@ Level 0 Express must have been previously populated with the district's Course and Location Marking Period data in order for this data type to import into Level 0 successfully.

The functions and procedures for each type of data are virtually the same. The data is imported and prepared for the Level 1 data warehouse. Error reports can be viewed and downloaded to provide a list of the problems that exist with your data. Student information can manually be corrected if need be, but we do not recommend that. ***Corrections should be made in your Student Management System and the corrected information should be re-imported into Level 0.***

Login Screen

The screenshot shows the login interface for NYS-Level 0. At the top left is the 'NYS-Level 0' logo. At the top right is the 'NYSED.gov' logo. Below these is a red header bar with the text 'New York State Education Dept. - Level 0, version'. The main area is light blue and contains a 'User ID:' label with a text input field, a 'Password:' label with a text input field, and a 'Log In' button below the password field. An arrow points from the number '1' to the User ID input field.

The Log In screen identifies the website you are on.

You must enter your User ID and Password to continue.

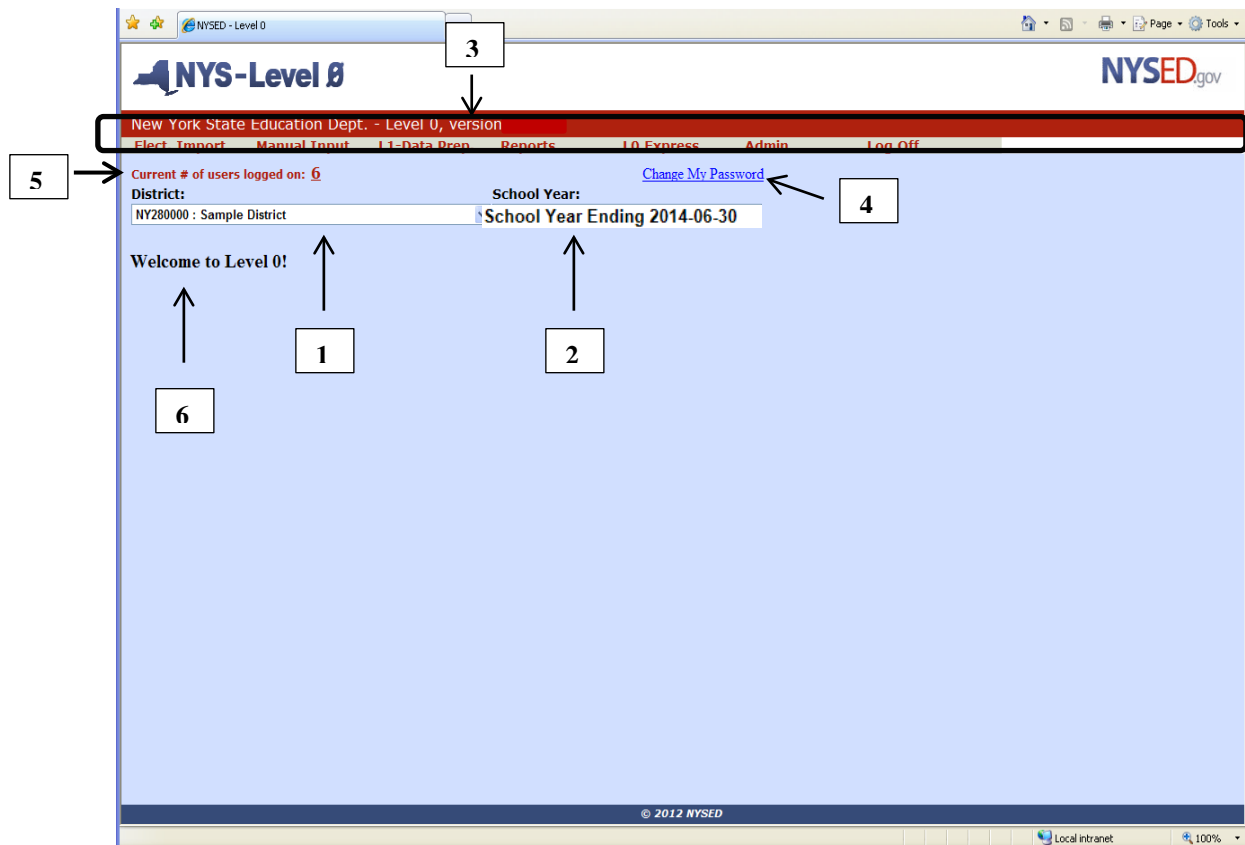
Login Screen Reference

1. **User ID and Password:** Your User ID and Password will be created by the RIC Administrator for this web site.
 - Type in your User ID and Password and click the 'Log In' button.
 - A successful log in will take you to the Main Menu.
 - An unsuccessful log in will give you an invalid log in message and will prompt you to try again.


If you do not have a Level 0 User ID and Password contact your district's Chief Information Officer (CIO). Only your CIO can request a User ID and Password from Student Data Services.

Main Menu

**** The Main Menu** is the starting point for every function in Level 0.



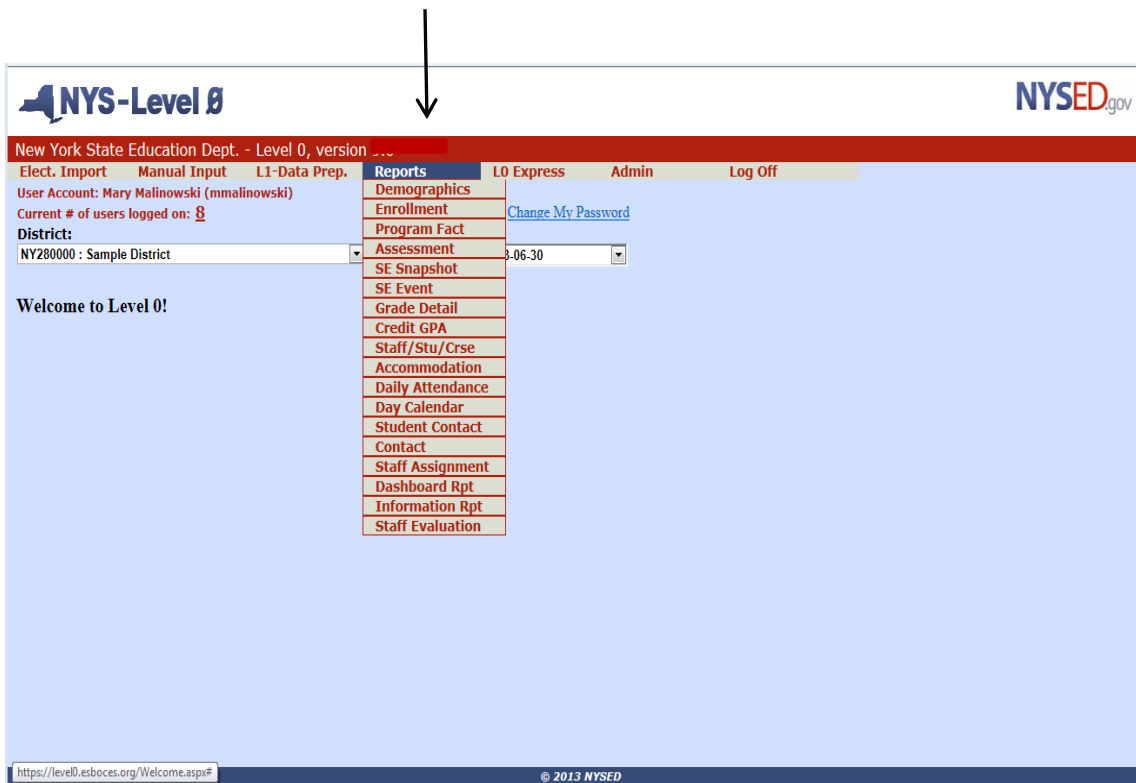
You will always be just one click away from this page.

Click on the  logo in the top left corner of any page to return to the Main Menu.

Main Menu Reference

1. **District:** Select the district you wish to work with.
2. **School Year:** The default is the current school year.
3. **Navigation Bar:** Choose one of the following: (Each of these will be explained later in this manual.)
 - **Elec. Import:** Make this selection when you wish to import data into Level 0 (see page 6 for a list of data types). The various files are extracted from your Student Management, Special Education, and HR systems, as appropriate. Data files must be in Comma Delimited Text format. Only .csv and .txt files are accepted by Level 0.
 - **Manual Input:** Make this selection when you want to manually input or update one record at a time. A search feature is available once a data type is selected.
 - **L-1 Data Prep.:** This selection will enable the district administrator to validate and lock data so it may be loaded to Level 1 by the Regional Information Center. (Note: The user must be designated with unrestricted access to perform this function.)
 - **Reports:** This selection will enable you to view various reports based on the selected school year.
 - **L0 Express:** This selection will enable you to enter\import and lock Course, Staff Snapshot, Location Marking Period and Attendance Code data. Course, Staff Snapshot, Location Marking Period and Attendance code data entered\imported and locked in Level 0 Express will be used to populate lookup tables used in Level 0 Grade Detail, Staff Student Course, Daily Attendance, Staff Assignment and Staff Evaluation modules.
 - **Admin.:** This function will only be visible to those with Level 0 Administrative rights. This function is not covered in this manual.
 - **Log Off:** This selection will log you out of Level 0. Use this selection when you are finished working in Level 0. Do not simply “x” out of the application.
4. **Change My Password:** This link will send you to a page that will allow you to change your password. You may change your password as often as you like.
5. **Current # of users logged on:** This number simply lets you know how many users are currently using this web site. If there are a large number of users logged on, there might be a delay when performing certain functions such as Importing & Validating a large data file.
6. **Message Area:** Messages from your RIC will be displayed in the message area of the Main Menu screen.

Basic Navigation



Selecting a function from the Navigation Bar will open a drop-down menu.

Example: Selecting Reports from the Navigation Bar opens a list of reports and categories of reports available in Level 0.

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Electronic Data Import and Validation Screens

Electronic Data Import And Validation Screens

Selecting **Elec. Import** from the Navigation Bar opens a drop_down menu from which you will select the type of data you wish to import. Each of the selections will be discussed in the pages that follow.

The screenshot shows the NYS-Level 0 web application interface. The top navigation bar includes the NYS-Level 0 logo and the NYSED.gov logo. Below the navigation bar, a red header displays "New York State Education Dept. - Level 0, version 1". The main navigation menu on the left lists various data import options: Elec. Import, Demographics, Enrollment, Program Fact, Assessment, SE Snapshot, SE Event, Grade Detail, Credit GPA, Staff/Stu/Crse, Accommodation, Daily Attendance, Day Calendar, Student Contact, Contact, Staff Assignment, and Staff Evaluation. An arrow points to the "Elec. Import" option. The main content area shows a "School Year" dropdown menu set to "School Year Ending 2014-06-30" and a "Change My Password" link.

All import files must be in Comma Delimited Text format. Only .txt and .csv files will be accepted by Level 0.

The first row of data in each file must contain a student record. The first row of your file may not contain column headings or a blank record.

Demographics

When you select the **Elect. Import** function and then select **Demographics** as the data type, the following screen will appear.

The screenshot shows the NYS-Level 0 interface for the Demographics Import function. The top navigation bar includes 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The current user is 'Z' and the school year is '2014-06-30'. The 'Demographics Import' section contains the following steps and callouts:

- Step 1 - Select Import file type:** (Note: First line of file must contain a student record.)
Callout 1 points to the radio button for 'Student Lite - Comma Delimited Text'.
- Step 2 - Insert/Update Choices:**
Callout 2 points to the radio button for 'Update EXISTING Records in Level 0 AND Insert NEW Records'.
- Step 3 - Import File Location:** (Use browse button to find file)
Callout 3 points to the 'Browse...' button.
- Step 4 - Click button to prepare file for validation:**
Callout 4 points to the 'Prepare Import File' button.
- Step 5 - Click button to validate data file:**
Callout 5 points to the 'Validate Data' button.
- Import/Validation Messages:**
Callout 6 points to the message area.

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Demographic Electronic Data Import and Validation Reference

1. **Select import file type:** Select the type of import file you have. Your demographic import file should be in Student Lite layout and Comma Delimited Text format.
2. **Insert/Update Choices:** There are two choices.
 - ♦ If **Update EXISTING Records in Level 0 AND Insert New Records** is selected, the existing demographic records in Level 0 will be updated with the data in the import file, and new records will be added.
 - ♦ If **Insert NEW Records Only** is selected only new students will be added. The system looks at Student ID when determining if a student currently exists in Level 0.

Generally you will select the option to Update Existing Records in Level 0 AND Insert New Records.

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's demographic screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

- 6. Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

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Enrollment

When you select the **Elect. Import** function and then select **Enrollment** as the data type, the following screen will appear.

The screenshot shows the 'NYS-Level 0' interface for enrollment import. At the top, there's a header with the NYS logo and 'NYS-Level 0'. Below it, a navigation bar includes 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The 'Elect. Import' tab is active. Below the navigation bar, it shows 'Current # of users logged on: 5' and a 'Change My Password' link. The 'District' is set to 'NY280000 : Sample District' and the 'School Year' is 'School Year Ending 2014-06-30'. The main section is titled 'Entry/Exit Enrollment Import:' and contains five steps: Step 1: Select Import file type (with a radio button for 'Comma Delimited Text'). Step 2: Delete current Level 0 valid enrollment records for this district and school year? (with radio buttons for 'DO NOT Delete Level 0 Enrollment Records' and 'Delete All Enrollment records for current district and current year'). Step 3: Import File Location: (Use browse button to find file) (with a 'Browse...' button). Step 4: Click button to prepare file for validation: (with a 'Prepare Import File' button). Step 5: Click button to validate data file: (with a 'Validate Data' button). Below the steps is an 'Import/Validation Messages:' section. Numbered callouts 1 through 6 point to specific elements: 1 points to Step 1, 2 points to Step 2, 3 points to Step 3, 4 points to Step 4, 5 points to Step 5, and 6 points to the 'Import/Validation Messages:' section. The footer shows '© 2012 NYSED' and a 'Local intranet' link.

NYS-Level 0 NYSED.gov

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

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

Current # of users logged on: 5 [Change My Password](#)

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

Entry/Exit Enrollment Import:

Step 1 - Select Import file type: (Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid enrollment records for this district and school year?

☐ DO NOT Delete Level 0 Enrollment Records ☒ Delete All Enrollment records for current district and current year

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

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:

© 2012 NYSED

Done Local intranet 100%

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Enrollment Electronic Data Import and Validation Reference

1. **Select import file type:** The import file must be in the School Entry/Exit layout and Comma Delimited Text format.
2. **Delete current Level 0 valid enrollment records for this district and school year?**
Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 Enrollment Records
 - Delete All Enrollment records for current district and current year

You should always choose Delete All Enrollment records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's enrollment data.)

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's enrollment screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

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Program Fact

When you select the **Elect. Import** function and then select **Program Fact** as the data type, the following screen will appear.

NYS-Level 0

New York State Education Dept. - Level 0, version 3.0.0

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 6 [Change My Password](#)

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

Program Service Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)
☒ Comma Delimited Text

Step 2 - Check any category type(s) that you would like to import:
☒ ~~Click All~~

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> LEP Eligibility	<input type="checkbox"/> LEP Programs	<input type="checkbox"/> NCLB	<input type="checkbox"/> Type of Disability
<input type="checkbox"/> 0198::Poverty	<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch
<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation	<input type="checkbox"/> 8261::Single Parent/Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title I TAS
<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Local Programs	

Step 3 - 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 4 - Import File Location: (Use browse button to find file)

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Program Fact Electronic Import and Validation Screen Reference

1. **Select import file type:** The import must be in Programs Fact layout and Comma Delimited Text format.
2. **Check any category type(s) that you would like to import:** Program Service data is imported electronically by category. Choose the categories of data that your import file contains by selecting one or more program service categories. You may have as many program service categories as you like in one data file.

Some categories of Program Fact data are stored in your Student Management system while others are stored in your Special Education system. It will be necessary for you to import Program fact files from both your Student Management and Special Education systems in order to populate Level 0 with all of the Program Service data required for state reporting.

When importing a Program Fact file from your Student Management system, you must check the categories of data that are contained in the file. These will be different than the categories of data that you check when importing your Program Fact file from your Special Education system.

When you are importing a Program Fact file from your Special Education system, you must check the categories of data that are contained in the file. These will be different than the categories of data that you check when importing your Program Fact file from your Student Management system.

NOTE!!!!

Step 2 of the Program Service Electronic Import screen shows a Check All box. *You should **never** use the **Check All** box when **importing** Program Service data* unless you are working with an Eastern Suffolk BOCES Level 0 support staff member and have been instructed to do so. Only check the categories of data that are contained in the particular file which you are importing. Later in this document you will see that when *locking* Program Service data you must use Check All.

The rules are: When **Importing** Program Service data **do not use** Check All.
 When **Locking** Program Service data **you must use** Check All.

3. **Delete current Level 0 valid P.S. records for this district and school year?**
The options are:

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

Generally, you want to select Delete All Valid P.S. records (selected categories only).

4. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
5. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 5 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's program fact screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

7. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 5 is performed, and again after step 6 is performed.

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Assessment Fact

When you select the **Elect. Import** function and then select **Assessment** as the data type, the following screen will appear.

NYS-Level 0

New York State Education Dept. - Level 0, version 9.0

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 0 [Change My Password](#)

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

Assessment Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)
☒ Comma Delimited Text

Step 2 - Check any test group(s) that you would like to import:
☐ Check All
☐ ALTRCT ☐ COSF ☐ NYSAA ☐ Regents ☐ ALTREG ☐ CTE ☐ NYSESLAT ☐ RFIRST ☐ AAOS ☐ NYS ☐ RCT ☐ SLP ☐ CCR

Step 3 - Delete current Level 0 valid Assessment records for this district and school year?
☒ DO NOT Delete Level 0 Assessment Records ☐ Delete All Valid Assessment records (selected test groups only)

Step 4 - Import File Location: (Use browse button to find file)

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Assessment Fact Electronic Import and Validation Screen Reference

1. **Select Import file type:** The import file must be in the Assessment Fact layout and Comma Delimited Text format.
2. **Check any test group(s) that you would like to import:** Assessment fact data is imported electronically by category. Choose the categories of data that your import file contains by selecting one or more assessment fact categories. You may have as many assessment fact categories as you like in one data file.

Generally, all categories of Assessment Fact data are stored in your SMS, except for COSF (Child Outcome Summary Form), which is generally stored in your SE system. Assessment Fact data from your SMS needs to be reported every year. COSF data from your SE system only needs to be reported in those years which your district's special education department is responsible for reporting and certifying Federal Indicator 7 data. (Federal Indicator 7 is the Preschool Outcomes Report and is also known as the VR15 report in the PD system.)

When importing an Assessment Fact file from your SMS, you must check the categories of data that are contained in the file and that you wish to import.

When you are importing an Assessment Fact file from your SE system, you must check the category of data that is contained in the file. The only category that you will check when importing an Assessment Fact file from your SE system is COSF.

3. **Delete current Level 0 valid Assessment records for this district and school year?**
The options are:

- DO NOT Delete Level 0 Assessment Records
- Delete All Valid Assessment records (selected test groups only)

It is recommended that you DO NOT Delete Level 0 Assessment Records unless you are working with an Eastern Suffolk BOCES Level 0 support staff member, and have been instructed to do so.

4. **Import file location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
5. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported.

Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

- 6. Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 5 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's assessment fact screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

- 7. Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 5 is performed, and again after step 6 is performed.

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Special Ed Snapshot

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: **1** [Change My Password](#)

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

S.E. Snapshot Validation and Import:

Step 1 - Select Import file type: **1**
(Note: First line of file must contain a student record.)
☒ Comma Delimited Text

Step 2 - Check the Snapshot data type you would like to import: **2**
☐ BEDS Day Snapshot ☐ End of Year Snapshot

Step 3 - Delete current Level 0 valid Snapshot records for this district and school year? **3**
☐ DO NOT Delete Level 0 Snapshot Records ☒ Delete All Valid Snapshot records (selected snapshot type only)

Step 4 - Import File Location: (Use browse button to find file) **4**
 [Browse...](#)

Step 5 - Click button to prepare file for validation: **5**
[Prepare Import File](#)

Step 6 - Click button to validate data file: **6**
[Validate Data](#)

Import/Validation Messages: **7**

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

SE Snapshot Electronic Data Import and Validation Reference

1. **Select import file type:** The import file must be in the SE Snapshot layout and Comma Delimited Text format.
2. **Check the Snapshot data type you would like to import:** Select BEDS Day Snapshot if your file contains BEDS Day Snapshot data. Select End of Year Snapshot if your file contains End of Year Snapshot data.
3. **Delete current Level 0 valid snapshot records for this district and school year?:**
Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 Snapshot Records
 - Delete All Valid Snapshot records (selected snapshot type only)

You should always choose Delete All Valid Snapshot records (selected snapshot type only) as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's BEDS Day or EOY data.)

4. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
5. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 5 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's SE Snapshot screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

7. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 5 is performed, and again after step 6 is performed.

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Special Ed Events

The screenshot shows the 'NYS-Level 0' interface for Special Education Events. At the top, there's a header with the NYS logo and 'NYS Level 0'. Below it, a navigation bar includes links like 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The main content area is titled 'SE Event Import:' and contains a series of steps: Step 1: Select Import file type (with a note about the first line of the file). Step 2: Delete current Level 0 valid Event records (with radio buttons for 'DO NOT Delete' and 'Delete All'). Step 3: Import File Location (with a 'Browse...' button). Step 4: Click button to prepare file for validation (with a 'Prepare Import File' button). Step 5: Click button to validate data file (with a 'Validate Data' button). Step 6: Import/Validation Messages (a large empty box for messages). Arrows point from numbered boxes (1-6) on the right to each step. The footer shows '© 2012 NYSED' and a 'Local Intranet' link.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2 [Change My Password](#)

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

SE Event Import:

Step 1 - Select Import file type: (Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Event records for this district and school year?

☐ DO NOT Delete Level 0 Event Records ☒ Delete All Event records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

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Local Intranet 100%

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

SE Events Electronic Data Import and Validation Reference

1. **Select import file type:** The import file must be in the SE Events layout and Comma Delimited Text format.
2. **Delete current Level 0 valid Event records for this district and school year?:** Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 Event Records
 - Delete All Event records for current district and current year

NOTE:

Depending upon your SE software, you may need to extract multiple SE Events files from your SE system in order to capture all the events information that you are required to report in a given year.

If your SE software exports ALL of your events data in a single file, you will use the option to Delete All Event records for current district and current year when importing that file into Level 0.

If you need to export multiple files from your SE software in order to capture all of the event data that you need to report, you will use the option to Delete All Event records for current district and current year when importing the first events file in the set, and use the DO NOT Delete Level 0 Event Records when importing the remaining files in the set.

If you need assistance, please contact the Eastern Suffolk BOCES Level 0 support team.

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate a success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's SE events screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

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Grade Detail (a.k.a. Student Class Grade Detail)

The screenshot shows the 'NYS-Level 0' interface for the New York State Education Dept. The top navigation bar includes links for 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below this, it shows 'Current # of users logged on: 5' and a 'Change My Password' link. The 'District' is set to 'NY280000 : Sample District' and the 'School Year' is 'School Year Ending 2014-06-30'.

Student Class Grade Detail Import:

- Step 1 - Select Import file type:** (Note: First line of file must contain a student record.)
☒ Comma Delimited Text
- Step 2 - Delete current Level 0 valid grade detail records for this district and school year?**
☐ DO NOT Delete Level 0 grade detail Records ☒ Delete All grade detail records for current district and current year
- Step 3 - Import File Location: (Use browse button to find file)**
[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:**

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Local intranet 100%

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Grade Detail Data Import and Validation Reference

1. Select import file type: The import file must be in the Student Class Grade Detail layout and Comma Delimited Text format.

2. Delete current Level 0 valid grade detail records for this district and school year? Be sure you make the correct selection. The choices are:

- DO NOT Delete Level 0 Grade Detail Records
- Delete All grade detail records for current district and current year

You should always choose Delete All grade detail records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's grade detail data.)

3. Import File Location: This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.

4. Click button to prepare file for validation: Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.



5. Click button to validate data file: Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's grade detail screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. Import/Validation Messages: This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Credit GPA



New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 2 [Change My Password](#)

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

Student Credit GPA Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid student credit gpa records for this district and school year?

☐ DO NOT Delete Level 0 student credit gpa Records ☒ Delete All student credit gpa records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

1

2

3

4

5

6

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Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Credit GPA Data Import and Validation Reference

1. Select import file type: The import file must be in the Student Credit GPA layout and Comma Delimited Text format.

2. Delete current Level 0 valid student credit gpa records for this district and school year? Be sure you make the correct selection. The choices are:

- DO NOT Delete Level 0 student credit gpa Records
- Delete All student credit gpa records for current district and current year

You should always choose Delete All student credit gpa records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's student credit gpa data.)

3. Import File Location: This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.

4. Click button to prepare file for validation: Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.



5. Click button to validate data file: Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's credit gpa screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. Import/Validation Messages: This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Staff/Student/Course



New York State Education Dept. - Level 0

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 9 [Change My Password](#)

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

Staff/Student/Course Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Select reporting date group(s) for the import process: (mouse-over a selection to see associated tests for each date.)

☐ Check: All

☐ 2014-06-30 - Roster Group ☐ 2013-08-13 Assessment Group ☐ 2014-01-27 Assessment Group ☐ 2014-04-01 Assessment Group
☐ 2014-04-30 Assessment Group ☐ 2014-05-21 Assessment Group ☐ 2014-06-03 Assessment Group

Step 3 - Delete current Level 0 valid staff/student/course records for this district and school year?

☐ DO NOT Delete Level 0 staff/stu/crse Records ☒ Delete All staff/stu/crse records for current dist and year (for selected reporting date group only)

Step 4 - Import File Location: (Use browse button to find file)

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Staff/Student/Course Import and Validation Reference

1. **Select import file type:** The import file must be in the Staff Student Course layout and Comma Delimited Text format.
2. **Select reporting date group(s) for the import process:(mouse-over a selection to see associated tests for each date.)**

It is important that you know what reporting date group(s) are contained in your file so that you can make the appropriate selections when importing staff/student/course files.

If your SMS extracts all Staff/Student/Course records for all reporting date groups in a single file, choose “Check All.”

If your SMS does not extract all Staff/Student/Course records for all reporting date groups in a single file, select only the reporting date group or groups that are contained in your import file.

3. **Delete current Level 0 valid staff/stu/crse records for this district and school year?** Be sure you make the correct selection. The options are:

- DO NOT Delete Level 0 staff/stu/crse Records
- Delete All staff/stu/crse records for current district and current year (for selected reporting date group only).

Generally, you want to select Delete All staff/stu/crse records for current district and current year (for selected reporting date group only) .

4. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
5. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 5 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's staff/student/course screen, where you can manually correct the error although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

7. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 5 is performed, and again after step 6 is performed.

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Accommodation

The screenshot shows the 'NYS-Level 0' interface for the New York State Education Dept. The top navigation bar includes links for 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below this, it displays 'Current # of users logged on: 8' and a 'Change My Password' link. The 'District' dropdown is set to 'NY280000 : Sample District' and the 'School Year' dropdown is set to 'School Year Ending 2014-06-30'.

The main section is titled 'Assessment Accommodation Import:' and contains five steps:

- Step 1 - Select Import file type:** (Note: First line of file must contain a student record.)
☒ Comma Delimited Text
- Step 2 - Delete current Level 0 valid assess. accommodation records for this district and school year?**
☒ DO NOT Delete Level 0 Accommodation Records ☐ Delete All Accommodation records for current district and current year
- Step 3 - Import File Location: (Use browse button to find file)**
A text input field with a 'Browse...' button.
- Step 4 - Click button to prepare file for validation:**
A 'Prepare Import File' button.
- Step 5 - Click button to validate data file:**
A 'Validate Data' button.

Below the steps is an 'Import/Validation Messages:' section with a horizontal line for output. Numbered callouts 1 through 6 point to specific elements: 1 points to Step 1, 2 points to Step 2, 3 points to Step 3, 4 points to Step 4, 5 points to Step 5, and 6 points to the 'Import/Validation Messages:' section.

The footer of the interface shows '© 2012 NYSED' and a 'Local Intranet' status bar.

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Accommodation Data Import and Validation Reference

1. **Select import file type:** The import file must be in the Assessment Acc Mod Fact layout and Comma Delimited Text format.
2. **Delete current Level 0 valid assess. accommodation records for this district and school year?** Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 Accommodation Records
 - Delete All Accommodation records for current district and current year

It is recommended that you DO NOT Delete Level 0 Accommodation Records unless you are working with an Eastern Suffolk BOCES Level 0 support staff member, and have been instructed to do so.

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's accommodation screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Daily Attendance

The screenshot shows the 'NYS-Level 0' interface for the New York State Education Dept. The top navigation bar includes links for 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The user is logged in as 'Mary Malinowski (mmalinowski)' with 8 users currently logged on. The interface is set for 'District: NY280000 : Sample District' and 'School Year: School Year Ending 2014-06-30'. The main section is titled 'Daily Attendance Import:' and contains five steps: Step 1: Select Import file type (with a 'Comma Delimited Text' button); Step 2: Delete current Level 0 valid daily attendance records (with radio buttons for 'DO NOT Delete' and 'Delete All'); Step 3: Import File Location (with a 'Browse...' button); Step 4: Click button to prepare file for validation (with a 'Prepare Import File' button); Step 5: Click button to validate data file (with a 'Validate Data' button). A section for 'Import/Validation Messages:' is at the bottom. Numbered callouts 1 through 6 point to specific elements: 1 points to the 'Comma Delimited Text' button; 2 points to the 'Delete All' radio button; 3 points to the 'Browse...' button; 4 points to the 'Prepare Import File' button; 5 points to the 'Validate Data' button; and 6 points to the 'Import/Validation Messages:' section.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski) [Change My Password](#)

Current # of users logged on: 8

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

Daily Attendance Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid daily attendance records for this district and school year?

☐ DO NOT Delete Level 0 daily attendance Records ☒ Delete All daily attendance records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Daily Attendance Import and Validation Reference

1. **Select import file type:** The import file must be in the Student Daily Attendance Fact layout and Comma Delimited Text format.
2. **Delete current Level 0 valid daily attendance records for this district and school year?** Be sure you make the correct selection. The choices are:

- DO NOT Delete Level 0 daily attendance Records
- Delete All daily attendance records for current district and current year

You should always choose Delete All Daily Attendance records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's daily attendance data.)

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's daily attendance screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Day Calendar

The screenshot shows the 'NYS-Level 0' interface for the New York State Education Department. At the top, there is a navigation bar with links: 'Elect. Import', 'Manual Input', 'L1 Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below this, it displays the user account 'Mary Malinowski (mmalinowski)' and the current number of users logged on, which is 8. A link to 'Change My Password' is also present. The 'District' is set to 'NY280000 : Sample District' and the 'School Year' is 'School Year Ending 2014-06-30'. The main section is titled 'Day Calendar Import:' and contains five steps: Step 1: Select import file type (with a note that the first line must contain a day calendar record). Step 2: Delete current Level 0 valid day calendar records for this district and school year? (with radio buttons for 'DO NOT Delete Level 0 day calendar Records' and 'Delete All day calendar records for current district and current year'). Step 3: Import File Location: (with a 'Browse...' button). Step 4: Click button to prepare file for validation: (with a 'Prepare Import File' button). Step 5: Click button to validate data file: (with a 'Validate Data' button). At the bottom, there is a section for 'Import/Validation Messages:'. Numbered callouts 1 through 6 point to specific elements: 1 points to the 'Comma Delimited Text' radio button; 2 points to the 'DO NOT Delete Level 0 day calendar Records' radio button; 3 points to the 'Browse...' button; 4 points to the 'Prepare Import File' button; 5 points to the 'Validate Data' button; and 6 points to the 'Import/Validation Messages:' section.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 8 [Change My Password](#)

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

Day Calendar Import:

Step 1 - Select import file type:
(Note: First line of file must contain a day calendar record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid day calendar records for this district and school year?

☒ DO NOT Delete Level 0 day calendar Records ☐ Delete All day calendar records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Day Calendar Import and Validation Reference

1. **Select import file type:** The import file must be in the Day Calendar layout and Comma Delimited Text format.
2. **Delete current Level 0 valid day calendar records for this district and school year?** Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 day calendar Records
 - Delete All day calendar records for current district and current year

It is recommended that you DO NOT Delete Level 0 Day Calendar records unless you are working with an Eastern Suffolk BOCES Level 0 support staff member, and have been instructed to do so.

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt #1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a School Date will bring you to the Day Calendar Manual Entry screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Student Contact

The screenshot shows the 'NYS-Level 0' interface for student contact import. At the top, there's a header with the NYS logo and 'NYS-Level 0'. Below it, a navigation bar includes links like 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The user account is 'Mary Malinowski (mmalinowski)' and the current number of users logged on is 5. A 'Change My Password' link is also present. The 'District' is set to 'NY280000 : Sample District' and the 'School Year' is 'School Year Ending 2014-06-30'. The main section is titled 'Student Contact Import:' and contains five steps: Step 1: Select Import file type (with a dropdown set to 'Comma Delimited Text'); Step 2: Delete current Level 0 valid Student Contact records for this district and school year? (with radio buttons for 'DO NOT Delete Level 0 Student Contact Records' and 'Delete All Student Contact records for current district and current year'); Step 3: Import File Location: (Use browse button to find file) (with a 'Browse...' button); Step 4: Click button to prepare file for validation: (with a 'Prepare Import File' button); Step 5: Click button to validate data file: (with a 'Validate Data' button). At the bottom, there is an 'Import/Validation Messages:' section. Numbered callouts 1 through 6 point to specific elements: 1 points to the 'Student Contact Import:' title; 2 points to the 'Delete current Level 0 valid Student Contact records' step; 3 points to the 'Import File Location' step; 4 points to the 'Prepare Import File' button; 5 points to the 'Validate Data' button; and 6 points to the 'Import/Validation Messages' section.

NYS-Level 0 NYS-ED.gov

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

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

User Account: Mary Malinowski (mmalinowski) [Change My Password](#)

Current # of users logged on: 5

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

Student Contact Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Student Contact records for this district and school year?

☐ DO NOT Delete Level 0 Student Contact Records ☒ Delete All Student Contact records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Student Contact Import and Validation Reference

1. **Select import file type:** The import file must be in the Student Contact Fact layout and Comma Delimited Text format.
2. **Delete current Level 0 valid Student Contact records for this district and school year?** Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 Student Contact Records
 - Delete All Student Contact records for current district and current year

You should always choose Delete All Student Contact records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's student contact data.)

3. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
4. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.



5. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors.

Red error messages are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt # 1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's student contact screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Contact



New York State Education Dept. - Level 0, version

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

User Account: [Mary Malinowski \(mmalinowski\)](#)

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

District: School Year:

Contact Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a contact record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid contact records for this district and school year?

☒ DO NOT Delete Level 0 contact Records ☐ Delete All contact records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Contact Import and Validation Reference

1. Select import file type: The import file must be in the Contact layout and Comma Delimited Text format.

2. Delete current Level 0 valid Contact records for this district and school year? Be sure you make the correct selection. The choices are:

- DO NOT Delete Level 0 contact Records
- Delete All contact records for current district and current year

It is recommended that you DO NOT Delete Level 0 Contact records unless you are working with an Eastern Suffolk BOCES Level 0 support staff member, and have been instructed to do so.

3. Import File Location: This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.

4. Click button to prepare file for validation: Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

5. Click button to validate data file: Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors. Red error messages indicate errors.

Red errors are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display the **Dist. Import Errors (Error Rpt #1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Primary ID will bring you to the contact's manual entry screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

6. Import/Validation Messages: This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Staff Assignment

The screenshot shows the 'NYS-Level 0' interface for staff assignment import. It includes a navigation bar with links like 'Elect. Import', 'Manual Input', and 'Reports'. Below this, there's a header for 'New York State Education Dept. - Level 0, version'. The main content area is titled 'Staff Assignment Import:' and contains five steps: Step 1 (Select import file type), Step 2 (Delete current records), Step 3 (Import file location), Step 4 (Click button to prepare file for validation), and Step 5 (Click button to validate data file). Each step has a corresponding numbered callout box (1-5) with an arrow pointing to the relevant UI element. A sixth callout box (6) points to the 'Import/Validation Messages:' section at the bottom.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

User Account: Mary Mallnowski (mmallnowski) [Change My Password](#)

Current # of users logged on: 8

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

Staff Assignment Import:

Step 1 - Select import file type:
(Note: First line of file must contain a staff record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid staff assignment records for this district and school year?

☐ DO NOT Delete Level 0 staff assignment Records ☐ Delete All staff assignment records for current district and current year

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

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Staff Assignment Import and Validation Reference

- 1. Select import file type:** The import file must be in the Staff Assignment layout and Comma Delimited Text format.
- 2. Delete current Level 0 valid staff assignment records for this district and school year?** Be sure you make the correct selection. The choices are:
 - DO NOT Delete Level 0 staff assignment Records
 - Delete All staff assignment records for current district and current year

You should always choose Delete All staff assignment records for current district and current year as long as you are importing a FULL district file (i.e.: the file you are importing contains your entire district's staff assignment data.)

- 3. Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
- 4. Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

- 5. Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 4 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate success. Messages in red indicate errors. Errors should be fixed at the source and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

- 6. Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 4 is performed, and again after step 5 is performed.

Staff Evaluation

NYS-LEVEL 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

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

Staff Evaluation Validation and Import:

Step 1 - Select Import file type: (Note: First line of file must contain a staff record.)

☒ Comma Delimited Text

Step 2 - Check any evaluation type(s) that you would like to import:

☐ Check All

☐ Local ☐ State ☐ Composite ☐ Other

Step 3 - Delete current Level 0 valid Staff Eval. records for this district and school year?

☐ DO NOT Delete Level 0 Staff Eval. Records ☒ Delete All Valid Staff Eval. records (selected eval. types only)

Step 4 - Import File Location: (Use browse button to find file)

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:

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Please note that if you have manually updated data in Level 0 and you import another file, you could overwrite your manual updates with the information in the new import.

Staff Evaluation Import and Validation Reference

1. **Select import file type:** The import file must be in the Staff Evaluation Rating layout and Comma Delimited Text format.
2. **Check any evaluation type(s) that you would like to import:** *Select **Check All** only if you are importing a file that contains **all** of your district's Staff Evaluation Rating data. Otherwise check only the evaluation types contained in the file you are importing.*

If you will be importing separate files for Local, State, Other, and Composite data, check only the category or categories of data contained in the file you are importing.

3. **Delete current Level 0 valid Staff Eval. records for this district and school year?** Be sure you make the correct selection. The choices are:

- a. DO NOT Delete Level 0 Staff Eval. Records
- b. Delete All Valid Staff Eval. records (selected eval. Types only)

You should always choose Delete All Valid Staff Eval. Records (selected eval. Types only as long as you are importing a FULL district file for the selected evaluation type(s).

4. **Import File Location:** This is the location of the import file on your computer or network drive. The browse button is a convenient way to navigate to the import file.
5. **Click button to prepare file for validation:** Click the **Prepare Import File** button. This step is needed to upload a copy of the import file to the web server. It could be time consuming if the file is very large or if you have a slow internet connection.

Once the import preparation is complete, check the **Import/Validation Messages** section of the screen to ensure that the file was successfully prepared for import. Messages in green indicate a successful preparation of data for import. Messages in red indicate errors.

6. **Click button to validate data file:** Click the **Validate Data** button. This final step will validate the data. Select this option only if step 5 completed successfully. This process can be quite time consuming if the import file is large so please be patient.

Once the validation is complete, check the **Import/Validation Messages** section of the screen to ensure that the data successfully validated. Messages in green indicate successful. Messages in red indicate errors. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

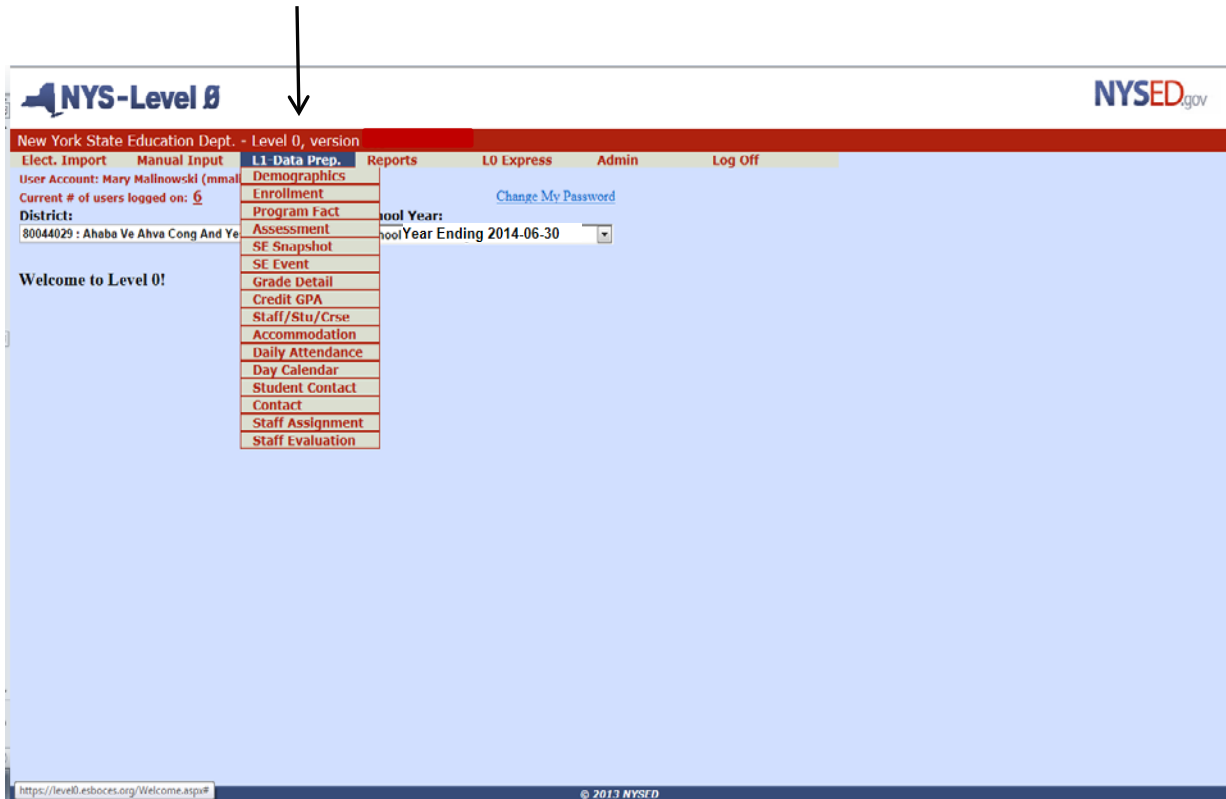
Red errors are sometimes accompanied by a pink **View Error Report** button. Clicking that button will display **the Dist. Import Errors (Error Rpt #1)** report. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Teach ID will bring you to the teacher's staff evaluation manual entry screen where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

7. **Import/Validation Messages:** This section of the screen will be populated with green success messages and red error messages after step 5 is performed, and again after step 6 is performed.

Level 1 Data Preparation

L1 Data Preparation Screens

Selecting **L1-Data Prep** from the Navigation Bar opens a drop_down menu from which you will select the type of data you wish to prepare for Level 1. Each of the selections will be discussed in the pages that follow.



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Demographics Data Preparation for Level 1

NYS-ED - Level 0

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

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

Demographics Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#)

[Validation results...](#)

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the Demographics 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 district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create File](#) [Submission](#) [Save As](#)

[Data Prep. messages...](#)

1

2

3

Demographics Data Preparation for Level 1 Reference

1. **Verification Checks:** Click the **Validate Now** button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Demographics Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
2. **Checkbox:** Check the box to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff "pulls" your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you have finished updating it.

3. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Demographic data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and the data will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Enrollment Data Preparation for Level 1



New York State Education Dept. - Level 0, version


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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 6 [Change My Password](#)


District: School Year:

Entry/Exit Enrollment Data Prep. for Level 1:

Verification Checks: 



Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', entry/exit enrollment data can not be sent to Level 1 until this process has been completed with no errors.

[Validation results...](#)

Check the box below and click the button to create export file 

☐ By checking this box I (the District Admin.) assert that the Entry/Exit Enrollment data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Enrollment data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Data Prep. messages...](#)

1

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Enrollment Data Preparation for Level 1 Reference

1. **Verification Checks:** Click the **Validate Now** button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Entry/Exit Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
2. **Checkbox:** Check the box to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff "pulls" your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you have finished updating it.

3. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Enrollment data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Program Service Data Preparation For Level 1



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

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 6 [Change My Password](#)

District: 80044029 : Ahava Ve Ahva Cong And Yeshiva School Year: School Year Ending 2014-06-30

Program Service Data Prep. for Level 1:

Check the desired programs below and verify, then click Create File for Level 1 Submission button to create export file.
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.
Note: Checking a box below will lock the data for the selected program. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the program.

☐ Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> LEP Eligibility	<input type="checkbox"/> LEP Programs	<input type="checkbox"/> NCLB	<input type="checkbox"/> Type of Disability
<input type="checkbox"/> 0198::Poverty	<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch
<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation	<input type="checkbox"/> 6261::Single Parent Pregnant	<input type="checkbox"/> 6272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS
<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Local Programs	

Validation results...

Create File for Level 1 Submission

Data Prep. messages...

1

2

3

Program Service Data Preparation for Level 1 Reference

1. Check the desired programs below and verify:

*You must always click the **Check All** box when **locking** program service data.*

- 2. Validate Now button:** Click this button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, all program service categories will be unlocked and you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Program Service Report Choices** screen where categories that have errors are highlighted in red. Clicking the button to the left of an error category will display a list of that category's errors. The reports can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Read messages carefully. Once your program service data has validated successfully, it is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you have finished updating it.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Program data, **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Assessment Data Preparation for Level 1

Home

NYS-Level 0

NYSED.gov

New York State Education Dept. - Level 0, version

Elect. Import

Manual Input

L1-Data Prep.

Reports

L0 Express

Admin

Log Off

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 6

[Change My Password](#)

District:
NY280000 : Sample District

School Year:
School Year Ending 2014-06-30

Assessment Data Prep. for Level 1:

Check the desired programs below and verify, then click Create File for Level 1 Submission button to create export file.

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', assessment data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will lock the data for the selected test group. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the test group.

☐ Check All

☐ ALTRCT ☐ COSF ☐ NYSAA ☐ Regents ☐ ALTREG ☐ CTE ☐ NYSESLAT ☐ RFIRST ☐ AAOS ☐ NYS ☐ RCT ☐ SLP ☐ CCR

Validate Now

Validation results...

Create File for Submission

Save As

Data Prep. messages...

1

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Assessment Data Preparation for Level 1 Reference

1. Check the desired programs below and verify:

You may check individual categories of assessment data or use the Check All box.

- 2. Validate Now button:** Click this button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors in your selected categories, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Assessment Report Choices** screen where **Verif. Errors (Error Rpt#2)** will be displayed. The reports can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Read messages carefully. Once your assessment data has validated successfully, it is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you are finished updating it.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Assessment data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**

S.E. Snapshot Data Preparation for Level 1:

NYS-ED - Level 0

NYS-ED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2 [Change My Password](#)

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

SE Snapshot Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Select Snapshot Type for verification and Level 1 submission:

☐ BEDS Day Snapshot ☐ End of Year Snapshot

[Validate Now](#)

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the selected Snapshot data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the selected Snapshot data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create File](#) [Submission](#) [Save As](#)

Data Prep. messages...

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S.E. Snapshot Data Preparation For Level 1 Reference

1. **Select Snapshot Type for verification and Level 1 submission:** Select the Snapshot type that describes the data you are validating, either BEDS Day Snapshot or End of Year Snapshot.
2. **Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Clicking the View Error Report button will bring you to the **SE Snapshot Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Checkbox: The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you when you have finished updating it.

4. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 SE Snapshot data, **do not click the Create File For Level 1 Submission button.** This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

S.E. Events Data Preparation for Level 1:

NYS-Level 0 NYS ED.gov

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

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

Current # of users logged on: **6** [Change My Password](#)

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

SE Event Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', event data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#) ← **1**

Validation results...

Check the box below and click the button to create export file

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

Note: Checking this box will lock the Event data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create File for Submission](#) ← **2** [Save As](#) **3**

Data Prep. messages...

SE Events Data Preparation for Level 1 Reference

1. **Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **SE Events Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

2. **Checkbox:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff "pulls" your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you when you have finished updating it.

3. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 SE Events data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Grade Detail Data Preparation for Level 1:



New York State Education Dept. - Level 0, version

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

Current # of users logged on: **4** [Change My Password](#)

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

Class Grade Detail Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', class grade detail data can not be sent to Level 1 until this process has been completed with no errors.

Validate Now

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the class grade detail data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the class grade detail data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Create File for Submission

Save As

Data Prep. messages...

1

2

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Class Grade Detail Data Preparation for Level 1 Reference

1. **Validate Now button:** Click this button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Class/Grade/Detail Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

2. **Checkbox:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you when you have finished updating it.

3. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Class/Grade/Detail data **do not click the Create File For Level 1 Submission button.** This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Credit GPA Data Preparation for Level 1:



New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 2 [Change My Password](#)

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

Credit GPA Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', student credit gpa data can not be sent to Level 1 until this process has been completed with no errors.

← 1

Validation results... 2

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the student credit gpa data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the student credit gpa data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

← 3

Data Prep. messages...

Credit GPA Data Preparation for Level 1 Reference

- 1. Validate Now button:** Click this button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Student Credit GPA Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
- 2. Checkbox:** The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff "pulls" your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you when you have finished updating it.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Credit GPA data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Staff/Student/Course Data Preparation For Level 1



New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 15 [Change My Password](#)

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

Staff/Student/Course Data Prep. for Level 1:
Check the desired programs below and verify, then click Create File for Level 1 Submission button to create export file.
Select reporting date group(s) for the upload process: (mouse-over a selection to see associated tests for each date.)

☐ Check All

☐ 2013-06-30 - Roster Group ☐ 2013-01-22 Assessment Group ☐ 2013-04-16 Assessment Group ☐ 2013-04-24 Assessment Group
☐ 2013-05-22 Assessment Group ☐ 2013-06-11 Assessment Group

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', staff/student/course data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#)

Validation results...

Create Level 1 Submission [Save As...](#)

Data Prep. messages...

1

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Staff/Student/Course Data Preparation for Level 1 Reference

1. **Select a reporting date group for the upload process: (mouse-over a selection to see associated tests for each date.)**

*You must always click the **Check All** box when **locking** program service data.*

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you have finished updating it.

2. **Validate Now button:** Click this button to validate your data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Staff/Student/Course Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student’s manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors
3. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Staff/Student/Course data, **do not click the Create File For Level 1 Submission button.** This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Accommodations Data Preparation for Level 1 Reference

NYS Level 0

NYS-**Level 0**

NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

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

Assessment Accommodation Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', assess. accommodation data can not be sent to Level 1 until this process has been completed with no errors.

←

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the assess. accommodation data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the assess. accommodation data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

←

Data Prep. messages...

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Accommodations Data Preparation for Level 1 Reference

1. **Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Assessment Accommodation Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Checkbox: The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

2. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Assessment Accommodation data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Daily Attendance Preparation for Level 1 Reference

NYS-Level 0 NYS-ED.gov

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski) [Change My Password](#)

Current # of users logged on: 9

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

Daily Attendance Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', daily attendance data can not be sent to Level 1 until this process has been completed with no errors.

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the daily attendance data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the daily attendance data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Data Prep. messages...

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Daily Attendance Data Preparation for Level 1 Reference

1. **Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Daily Accommodation Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Checkbox: The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)


Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

2. **Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Daily Attendance data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Day Calendar Preparation for Level 1 Reference

 **NYS-Level 0**

NYSED.gov

New York State Education Dept. - Level 0, version

Elect. ImportManual InputL1-Data Prep.ReportsL0 ExpressAdminLog Off

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 0

[Change My Password](#)

District:NY280000 : Sample District

School Year:School Year Ending 2014-06-30

Day Calendar Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', day calendar data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#)

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the day calendar data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the day calendar data for this district. The data will be unlocked when the file for level 1 submission has been created or by manually unchecking this check box.

Create L1 Submission

Save As

Data Prep messages...

1

2

3

Day Calendar Data Preparation for Level 1 Reference

- 1. Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Daily Accommodation Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a School Date will bring you to manual input screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
- 2. Check the box below and click the button to create export file:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Day Calendar data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Student Contact Preparation for Level 1 Reference



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

Elect. ImportManual InputL1-Data Prep.ReportsL0 ExpressAdminLog Off

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 5

[Change My Password](#)

District: NY280000 : Sample District

School Year: School Year Ending 2014-06-30

Student Contact Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Student Contact data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#)

Validation results...

Check the box below and click the button to create export file

☐ By clicking this box I (the District Admin.) assert that the Student Contact data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Student Contact data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create Submission](#)

[Save As...](#)

Data Prep. messages...

1

2

3

Student Contact Data Preparation for Level 1 Reference

- 1. Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Student Contact Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Student ID will bring you to the student's manual input screens, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
- 2. Check the box below and click the button to create export file:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff "pulls" your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Student Contact data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Contact Preparation for Level 1 Reference



New York State Education Dept. - Level 0, version 9.0

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 4 [Change My Password](#)

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

Contact Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', contact data can not be sent to Level 1 until this process has been completed with no errors.

[Validate Now](#) ← 1

Validation results... 2

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the contact data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the contact data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

[Create Level 1 Submission](#) ← 3 [Save As](#)

Data Prep. messages...

Contact Data Preparation for Level 1 Reference

- 1. Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Contact Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Primary ID will bring you to the manual input screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
- 2. Check the box below and click the button to create export file:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)



Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Contact data **do not click the Create File For Level 1 Submission button.** This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Staff Assignment Preparation for Level 1 Reference



New York State Education Dept. - Level 0, version 3.0

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 4 [Change My Password](#)

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

Staff Assignment Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Staff Assignment data can not be sent to Level 1 until this process has been completed with no errors.

Validate Now

1

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the staff assignment data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the Staff Assignment data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Create L1 Submission

3

Save As

Data Prep. messages...

Staff Assignment Data Preparation for Level 1 Reference

- 1. Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Staff Assignment Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Teach ID will bring you to the manual input screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.
- 2. Check the box below and click the button to create export file:**

The purpose of this step is to lock your data. You will only be able to click the checkbox if you have Administrator rights in Level 0. Data will remain locked until the Eastern Suffolk BOCES support staff “pulls” your data (see pull schedule on page 5.)

Once you click on the checkbox, your data is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.


Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Staff Assignment data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*


(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

Staff Evaluation Data Preparation for Level 1 Reference

NYS Level 0



NYS Level 0



NYS

New York State Education Dept. - Level 0, version

Elect. Import

Manual Input

L1-Data Prep.

Reports

L0 Express

Admin

Log Off

Current # of users logged on: 2

[Change My Password](#)

District: NY280000 : Sample District

School Year: School Year Ending 2014-06-30

Staff Evaluation Data Prep. for Level 1:

Check the desired eval. types below and verify, then click Create File for Level 1 Submission button to create export file.

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', staff eval. data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will lock the data for the selected evaluation type. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the type.

☐ Check All

☐ Local ☐ State ☐ Composite ☐ Other

Validate Now

Validation results...

Create File for Level 1 Submission

Save As

Data Prep. messages...

1

2

3

Staff Evaluation Data Preparation for Level 1 Reference

1. Check the desired eval. types below and verify:

When **locking** Staff evaluation data, you must always select **Check All**.

- 2. Validate Now button:** Click this button to validate your locked data. (This validation is in addition to the validation that was performed when you imported your file.) If there are validation errors, you will be unable to proceed to the next step. Error messages will appear in the **Validation Results** area found below the Validate Now button. Error messages are sometimes accompanied by a pink **View Error Report** button. Clicking the View Error Report button will bring you to the **Staff Evaluation Report Choices** screen where **Verif. Errors (Error Rept#2)** will be displayed. This report can be sorted by any column heading simply by clicking on the column heading. Clicking on a Teach ID will bring you to the manual input screen, where you can manually correct the error, although this is not recommended. Errors should be fixed at the source, and a new file imported into Level 0. Call Eastern Suffolk BOCES Level 0 support if assistance is needed in resolving errors.

Read messages carefully. Once your data has validated successfully, it is locked and ready to be pulled by Eastern Suffolk BOCES Level 0 support staff as per the pull schedule on page 5.

Note: You cannot import a new file or make manual changes to your data while it is locked. If you wish to import a new file or make manual changes to your data, you must first unlock your data by unchecking any checked boxes. Remember to re-validate and re-lock your data when you have finished updating it.

- 3. Create File For Level 1 Submission button:** *Unless you want to create a backup of your Level 0 Staff Evaluation data **do not click the Create File For Level 1 Submission button**. This option unlocks your data, and it will not be taken by the RIC Admin and loaded to Level 1 unless re-validated and re-locked.*

(If you click the Create file for Level 1 Submission button a **Save As** button will activate. Once you click the Save As button you will have the opportunity to specify the location where you would like the file to be saved and you will also be able to keep the suggested file name or rename the file. **Remember, clicking the Create File for Level 1 Submission button unlocks your data. If you want your data to be pulled by Eastern Suffolk BOCES Level 0 support staff and loaded to Level 1, you need to perform steps 1 and 2 again.**)

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Reports

**This Page
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Report Screens

Selecting **Reports** from the Navigation Bar opens a drop_down menu from which you will select the report, or category of report, that you wish to run. Selecting Dashboard Rpt from the Reports drop_down will generate a Dashboard Rpt. If you select any other option from the Reports drop_down, you will be presented with an additional screen where you can further refine your report choice. Each of the reports will be discussed in the pages that follow.

The screenshot displays the NYS-Level 0 application interface. At the top left is the "NYS-Level 0" logo, and at the top right is the "NYSED.gov" logo. Below the logos is a red navigation bar with the text "New York State Education Dept. - Level 0, version 1.1-Data Prep." and several menu items: "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". The "Reports" menu is currently open, showing a list of report categories: Demographics, Enrollment, Program Fact, Assessment, SE Snapshot, SE Event, Grade Detail, Credit GPA, Staff/Stu/Crse, Accommodation, Daily Attendance, Day Calendar, Student Contact, Contact, Staff Assignment, Dashboard Rpt, Information Rpt, and Staff Evaluation. The "Dashboard Rpt" option is highlighted. On the left side of the interface, there is a section for user information: "User Account: Mary Malinowski (mmalinowski)", "Current # of users logged on: 6", and "District: NY280000 : Sample District". Below this is a "Welcome to Level 0!" message. On the right side, there is a "Change My Password" link and a date/time display showing "1-06-30".

Demographic Reports Reference

When you select the **Reports** function and then select **Demographics** as the data type, the Demographics Report Choices screen, shown below, will appear.

The screenshot displays the NYS Level 0 Reports interface. At the top, the header includes the NYS Level 0 logo and the NYSED.gov logo. Below the header, a navigation bar contains links for Elect. Import, Manual Input, L1-Data Prep., Reports, L0 Express, Admin, and Log Off. The Reports link is highlighted. The main content area shows the current number of users logged on (3) and a link to Change My Password. Below this, there are dropdown menus for District (NY280000 : Sample District) and School Year (School Year Ending 2014-06-30). A section for Download Chosen Report to: offers options for .txt file and .csv file, with a Download button. The Demographics Report Choices section lists various report options: Dist. Import Errors (Error Rpt #1), Dist(s) Summary, Dist. School Summary, Dist. Upload Log Dates, Dist. Dup. IDs, Import Log, Blank Fields, Lock History, View Verif. Errors (Error Rpt #2), and Unlock History. A Run Verification Rpt button is also present. The bottom of the screen shows the text "0 Demographic errors for district NY280000" and a copyright notice "© 2012 NYSED".

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Demographics Report Choices: [Run Verification Rpt](#)

<input checked="" type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Dist. Dup. IDs
<input type="radio"/> Import Log	<input type="radio"/> Blank Fields	<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History

0 Demographic errors for district NY280000

© 2012 NYSED

Demographic Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent demographic import. See sample below.

1 → Student ID: 000000555

2 → 000000619

3 → Download

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
000000555	Sample	Lisa	0011	Sample Location	DM1010: Missing or Invalid Grade Level:
000000619	Sample	Jill	0011	Sample Location	DM1010: Missing or Invalid Grade Level:

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid demographic records and the number of demographic error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a school level. See sample below.

District:	Valid Records:	Error Records:	Data Lock Date/Person:
Sample District	3713	2	

Demographic Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid demographic records and the number of error records that currently exist in level 0. See sample below.

The screenshot shows the NYS-Level 0 interface. At the top, there's a header for "New York State Education Dept. - Level 0, version ...". Below this are navigation tabs: "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". A status bar indicates "Current # of users logged on: 2" and a link to "Change My Password".

The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2014-06-30". A "Download" button is visible.

The "Demographics Report Choices:" section includes radio buttons for various reports: "Dist. Import Errors (Error Rpt #1)", "Dist(s) Summary", "Dist. School Summary" (selected), "Dist. Upload Log Dates", "Dist. Dup. IDs", "Import Log", "Blank Fields", "Lock History", "View Verif. Errors (Error Rpt #2)", and "Unlock History". A "Run Verification Rpt" button is also present.

The "School Summary for District: NY280000" table is displayed below:

Loc. Code:	School: (Click on School to view students)	Valid Records:	Error Records:
0011	Sample Location	3711	2
910094	ESB Masera LC	2	0
034586	FERNCLIFF MANOR	0	0

Clicking on a school name will generate a **Students with Valid Demographic Records** report that lists all the students with a valid demographic record for the selected school and year. The report can be sorted by any column by clicking on the column header. Clicking on a Student ID will bring you to the student's demographic screen. See sample report below.

The screenshot shows the NYS-Level 0 interface with the "Students with valid demographic records in school - 0011" report displayed. The header is the same as the previous screenshot, but the "Reports" tab is selected, and the "Dist. School Summary" radio button is selected.

The report table has the following columns: "Student ID:", "Last Name:", and "First Name:". The data is as follows:

Student ID:	Last Name:	First Name:
000004567	Sample	Janet
00000619	Sample	Jill
00000555	Sample	Lisa
100000001	SampleLN1	SampleFN1
100000010	SampleLN10	SampleFN10
100000100	SampleLN100	SampleFN100
100001000	SampleLN1000	SampleFN1000
100001001	SampleLN1001	SampleFN1001
100001002	SampleLN1002	SampleFN1002
100001003	SampleLN1003	SampleFN1003
100001004	SampleLN1004	SampleFN1004
100001005	SampleLN1005	SampleFN1005
100001006	SampleLN1006	SampleFN1006
100001007	SampleLN1007	SampleFN1007
100001008	SampleLN1008	SampleFN1008
100001009	SampleLN1009	SampleFN1009
100000101	SampleLN101	SampleFN101
100001010	SampleLN1010	SampleFN1010
100001011	SampleLN1011	SampleFN1011
100001012	SampleLN1012	SampleFN1012
100001013	SampleLN1013	SampleFN1013
100001014	SampleLN1014	SampleFN1014
100001015	SampleLN1015	SampleFN1015

Demographic Reports Reference

Dist. Upload Log Dates: This report shows: the dates and times when a text file containing the district's demographic data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES “pulled” and loaded your demographic data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the “Create File for Level 1 Submission” button when performing demographic L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing demographic L1-Data Prep, the demographic data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. See sample report below.

The screenshot displays the NYS-Level 0 interface. At the top, there's a header for 'New York State Education Dept. - Level 0, version'. Below this, navigation tabs include 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The 'L1-Data Prep.' tab is active. The interface shows the current number of users logged on (3) and a 'Change My Password' link. The 'District' is set to 'NY280000 : Sample District' and the 'School Year' is 'School Year Ending 2014-06-30'. There are radio buttons to select the download format: '.txt file' (selected) or '.csv file', with a 'Download' button. Below this, the 'Demographics Report Choices' section includes options like 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. School Summary', 'Dist. Upload Log Dates' (selected), 'Dist. Dup. IDs', 'Import Log', 'Blank Fields', 'Lock History', 'View Verif. Errors (Error Rpt #2)', and 'Unlock History'. A 'Run Verification Rpt' button is also present. The 'Upload Log Records' section contains a table with columns for 'Data Uploaded By:', 'Data Upload Date:', and 'Record Count:'.

Data Uploaded By:	Data Upload Date:	Record Count:
Mary Malinowski	10/9/2012 2:47:00 PM	3713
Mary Malinowski	10/5/2012 10:33:00 AM	3713
Mary Malinowski	9/27/2012 12:08:00 PM	3713
John Kelly	9/24/2012 8:45:00 AM	3713
Bill Ritchie	9/24/2012 8:39:00 AM	3713

Dist. Dup. IDs: Report not functional at this time.

Demographic Reports Reference

Import Log: This report is a history of all demographic imports for the district. Each time a user imports a demographic file into Level 0, the username and date\time of the import are added to the import log.

NYS-Level 0
New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Demographics Report Choices: [Run Verification Rpt](#)

- ☒ Dist. Import Errors (Error Rpt #1)
- ☐ Dist(s) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Dist. Dup. IDs
- ☒ Import Log
- ☐ Blank Fields
- ☐ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☐ Unlock History

District Data Import Log Records.

Imported By:	Date of Demographics Import:
Mary Malinowski	10/10/2012 1:25:00 PM
Mary Malinowski	10/10/2012 1:23:00 PM
Mary Malinowski	10/10/2012 9:25:00 AM
Mary Malinowski	10/9/2012 2:43:00 PM
Mary Malinowski	10/9/2012 1:58:00 PM
Mary Malinowski	10/9/2012 1:55:00 PM
Mary Malinowski	10/5/2012 10:30:00 AM
Mary Malinowski	10/5/2012 9:55:00 AM
Mary Malinowski	10/5/2012 9:52:00 AM
Mary Malinowski	10/1/2012 9:06:00 PM
Mary Malinowski	10/1/2012 9:05:00 PM
Mary Malinowski	10/1/2012 9:04:00 PM

Blank Fields: The left hand column of this report lists all of the non-required Level 0 demographic fields. A number is displayed to the right of each non-required field. That number represents the number of records where the field contains no data.

This is a handy report for those instances where you want to make sure all records contain data in a particular non-required field. For example, the Address field is not a required field at present, but you may want to ensure that address information exists in Level 0 for every student. Clicking on a field name in the Blank Fields report (in this example you would click on Address) will generate a list of all student records whose address field is blank. While viewing the list of student records, clicking on the student ID will bring you to the student's demographic record in Level 0.

Demographics Report Choices: [Run Verification Rpt](#)

- ☐ Dist. Import Errors (Error Rpt #1)
- ☒ Dist(s) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Dist. Dup. IDs
- ☐ Import Log
- ☒ Blank Fields
- ☐ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☐ Unlock History

Non-Required fields - Number of Records with Blanks

Field:	# records with blank in field:
Middle Initial	3712
Home Room	227
Home Lang. Code	5
LEP Duration	3629
Post Grad Code	3702
Diploma Type Code	3708
Inoculation Date	231
Address	3713
Address 2	3713
City	3713
State	3713
Zip Code	3713
Home Phone	3713
Guardian	3713
Guardian 2	3713
Place Of Birth	3713
Date of Entry to U.S.	3627
Num. Years in U.S. Schools	3627
Country Of Origin	3627
Dist. Of Residence	0
Race 2	3670
Race 3	3713
Race 4	3713
Race 5	3713
Homeless Primary Nighttime Res.	3656

Demographic Reports Reference

Lock History: The lock history report is a history of the dates and times when the district's demographic data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Demographics Report Choices: [Run Verification Rpt](#)

- ☒ Dist. Import Errors (Error Rpt #1)
- ☐ Dist(s) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Dist. Dup. IDs
- ☐ Import Log
- ☐ Blank Fields
- ☒ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:
Mary Malinowski	10/9/2012 2:52:42 PM
Mary Malinowski	10/9/2012 2:47:42 PM
Mary Malinowski	10/9/2012 2:46:13 PM
Mary Malinowski	10/5/2012 10:38:48 AM
Mary Malinowski	10/5/2012 10:34:54 AM
Mary Malinowski	10/5/2012 10:32:59 AM
Mary Malinowski	10/2/2012 9:40:49 AM
Mary Malinowski	10/1/2012 8:31:52 PM
Mary Malinowski	10/1/2012 2:54:40 PM
Mary Malinowski	9/27/2012 12:07:39 PM
John Kelly	9/24/2012 8:45:27 AM
John Kelly	9/24/2012 8:44:42 AM

Unlock History: The unlock history report is a history of the dates and times when the district's demographic data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Demographics from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the demographic data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing demographic L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing demographic L1-Data Prep, the demographic data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Demographics Report Choices: [Run Verification Rpt](#)

- ☒ Dist. Import Errors (Error Rpt #1)
- ☐ Dist(s) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Dist. Dup. IDs
- ☐ Import Log
- ☐ Blank Fields
- ☐ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	10/10/2012 9:05:05 AM	Manual unlock by User
Mary Malinowski	10/9/2012 2:51:59 PM	Manual unlock by User
Mary Malinowski	10/9/2012 2:46:37 PM	Automatic unlock - upload to Level 1
Mary Malinowski	10/9/2012 8:29:51 AM	Manual unlock by User
Mary Malinowski	10/5/2012 10:38:14 AM	Manual unlock by User
Mary Malinowski	10/5/2012 10:33:23 AM	Automatic unlock - upload to Level 1
Mary Malinowski	10/2/2012 9:52:22 AM	Manual unlock by User
Mary Malinowski	10/1/2012 8:31:54 PM	Manual unlock by User
Mary Malinowski	10/1/2012 2:54:55 PM	Manual unlock by User

Demographic Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking demographic data.

This report shows errors found after running verification checks during demographic L1-Data Prep., or by clicking on the Run Verification Rpt. Button on the Demographic Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Demographics Report Choices:

[Run Verification Rpt](#)

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

☐ Import Log ☐ Blank Fields ☐ Lock History ☒ View Verif. Errors (Error Rpt #2) ☐ Unlock History

2 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Error Msg:
000000619	Sample	Jill	0011	Sample Location	DM1092: W/F - No Grade 9 entry date.
000000555	Sample	Lisa	0011	Sample Location	DM1092: W/F - No Grade 9 entry date.

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Enrollment Reports Reference

When you select the **Reports** function and then select **Enrollment** as the data type, the Entry/Exit Enrollment Report Choices screen, shown below, will appear

The screenshot displays the NYS-Level 0 Reports interface. At the top, the header includes the NYS-Level 0 logo and the NYSED.gov logo. Below the header, a navigation bar contains links for Elect. Import, Manual Input, L1-Data Prep., Reports, L0 Express, Admin, and Log Off. The Reports section is currently active. The interface shows the current number of users logged on (3) and a link to Change My Password. The District is set to NY280000 : Sample District, and the School Year is set to School Year Ending 2012-06-30. Below this, there is a section for Download Chosen Report to, with options for .txt file, .csv file, and a Download button. The main section is titled Entry/Exit Enrollment Report Choices, with a Run Verification Rpt button. A grid of report options is displayed, including 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), Credential Counts, and Unlock History. The bottom of the screen shows the message: 0 Enrollment errors for district NY280000.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment Report Choices: [Run Verification Rpt](#)

<input checked="" type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Credential Counts	<input type="radio"/> Unlock History	

0 Enrollment errors for district NY280000

Enrollment Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent enrollment import. See sample below.

1

2

3

NYS-Level 0

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment 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)
- ☐ Credential Counts
- ☐ Unlock History

4 Enrollment errors for district NY280000

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
100000001	SampleLN1	SampleFN1	0011	Sample Location	EE2009: Missing or Invalid Entry Code: 2424
100000002	SampleLN2	SampleFN2	0011	Sample Location	EE2009: Missing or Invalid Entry Code: 2424
100000003	SampleLN3	SampleFN3	0011	Sample Location	EE2009: Missing or Invalid Entry Code: 2424
100000004	SampleLN4	SampleFN4	0011	Sample Location	EE2009: Missing or Invalid Entry Code: 2424

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid enrollment records and the number of error enrollment records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

NYS-Level 0

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment 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)
- ☐ Credential Counts
- ☐ Unlock History

Enrollment Summary for My Available Districts

District:	Valid Records:	Error Records:	Data Lock Date/Person:
Sample District	3678	4	

Enrollment Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid enrollment records and the number of error enrollment records that currently exist in level 0. See sample below.

NYS-Level 0
New York State Education Dept. - Level 0, version
Elect. Import Manual Input L1-Data Prep. Reports L0 Express Admin Log Off
Current # of users logged on: 2 [Change My Password](#)
District: NY280000 : Sample District School Year: School Year Ending 2012-06-30
Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)
Entry/Exit Enrollment 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) ☐ Credential Counts ☐ Unlock History
School Summary for District: NY280000

Loc. Code:	School: (Click on School to view students)	Valid Records:	Error Records:
0011	Sample Location	3678	4
910094	ESB Masera LC	0	0
034586	FERNCLEIFF MANOR	0	0

Clicking on a school name will generate a **Students with valid enrollment records in school-xxx** report that lists all the students with a valid enrollment record for the selected school and year. The report can be sorted by any column by clicking on the column header. . Clicking on a Student ID will bring you to the student's enrollment screen. See sample report below.

NYS-Level 0 **NYSED.gov**
New York State Education Dept. - Level 0, version
Elect. Import Manual Input L1-Data Prep. Reports L0 Express Admin Log Off
Current # of users logged on: 3 [Change My Password](#)
District: NY280000 : Sample District School Year: School Year Ending 2012-06-30
Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)
Entry/Exit Enrollment 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) ☐ Credential Counts ☐ Unlock History
Students with valid enrollment records in school - 0011

Student ID:	Last Name:	First Name:
100000010	SampleLN10	SampleFN10
100000100	SampleLN100	SampleFN100
100001000	SampleLN1000	SampleFN1000
100001001	SampleLN1001	SampleFN1001
100001002	SampleLN1002	SampleFN1002
100001003	SampleLN1003	SampleFN1003
100001004	SampleLN1004	SampleFN1004
100001005	SampleLN1005	SampleFN1005
100001006	SampleLN1006	SampleFN1006
100001007	SampleLN1007	SampleFN1007
100001008	SampleLN1008	SampleFN1008
100001009	SampleLN1009	SampleFN1009
100000101	SampleLN101	SampleFN101
100001010	SampleLN1010	SampleFN1010
100001011	SampleLN1011	SampleFN1011
100001012	SampleLN1012	SampleFN1012
100001013	SampleLN1013	SampleFN1013
100001014	SampleLN1014	SampleFN1014
100001015	SampleLN1015	SampleFN1015
100001016	SampleLN1016	SampleFN1016
100001017	SampleLN1017	SampleFN1017

Enrollment Reports Reference

Dist. Upload Log Dates This report shows: the dates and times when a text file containing the district's enrollment data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff member name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your enrollment data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing enrollment L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing enrollment L1-Data Prep, the enrollment data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

The screenshot shows the NYS-Level 0 interface. At the top, there's a header for "New York State Education Dept. - Level 0, version". Below this are navigation tabs: "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". The "Reports" tab is selected. The interface shows the "Current # of users logged on: 3" and a "Change My Password" link. The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2012-06-30". Below this, there's a "Download Chosen Report to:" section with radio buttons for ".txt file" (selected) and ".csv file", and a "Download" button. The "Entry/Exit Enrollment Report Choices:" section has several radio buttons: "Dist. Import Errors (Error Rpt #1)", "Dist(s) Summary", "Dist. School Summary", "Dist. Upload Log Dates" (selected), "Import Log", "Lock History", "View Verif. Errors (Error Rpt #2)", "Credential Counts", and "Unlock History". A "Run Verification Rpt" button is also present. The "Upload Log Records." section contains a table with the following data:

Data Uploaded By:	Data Upload Date:	Record Count:
Mary Malinowski	10/9/2012 2:47:00 PM	3713
Mary Malinowski	10/5/2012 10:33:00 AM	3713
Mary Malinowski	9/27/2012 12:08:00 PM	3713
John Kelly	9/24/2012 8:45:00 AM	3713
Bill Ritchie	9/24/2012 8:39:00 AM	3713

Import Log: This report is a history of all enrollment imports for the district. The first column of the report displays the name of the user who performed the import. The second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing enrollment data when importing.

The screenshot shows the NYS-Level 0 interface with the "Reports" tab selected. The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2012-06-30". The "Download Chosen Report to:" section has radio buttons for ".txt file" (selected) and ".csv file", and a "Download" button. The "Entry/Exit Enrollment Report Choices:" section has several radio buttons: "Dist. Import Errors (Error Rpt #1)", "Dist(s) Summary", "Dist. School Summary", "Dist. Upload Log Dates", "Import Log" (selected), "Lock History", "View Verif. Errors (Error Rpt #2)", "Credential Counts", and "Unlock History". A "Run Verification Rpt" button is also present. The "District Data Import Log Records." section contains a table with the following data:

Imported By:	Date of Enrollment Import:	All Data Purged before Import:
Mary Malinowski	10/15/2012 9:57:00 AM	YES
Mary Malinowski	10/9/2012 2:00:00 PM	YES
Mary Malinowski	10/5/2012 9:58:00 AM	YES
Mary Malinowski	10/1/2012 12:26:00 PM	YES

Enrollment Reports Reference

Lock History: The lock history report is a history of the dates and times when the district's enrollment data was locked, and by whom the data was locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment 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) ☐ Credential Counts ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:
Mary Malinowski	10/15/2012 3:50:08 PM
Mary Malinowski	10/9/2012 2:48:04 PM
Mary Malinowski	10/5/2012 10:35:10 AM
Mary Malinowski	10/2/2012 9:53:36 AM
Mary Malinowski	10/1/2012 8:32:02 PM
Mary Malinowski	10/1/2012 2:58:28 PM
Mary Malinowski	9/27/2012 12:39:49 PM
John Kelly	9/24/2012 8:45:47 AM
John Kelly	9/24/2012 8:45:17 AM

Unlock History: The unlock history report is a history of the dates and times when the district's enrollment data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Enrollment from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the enrollment data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing enrollment L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing enrollment L1-Data Prep, the enrollment data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment 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) ☐ Credential Counts ☒ Unlock History

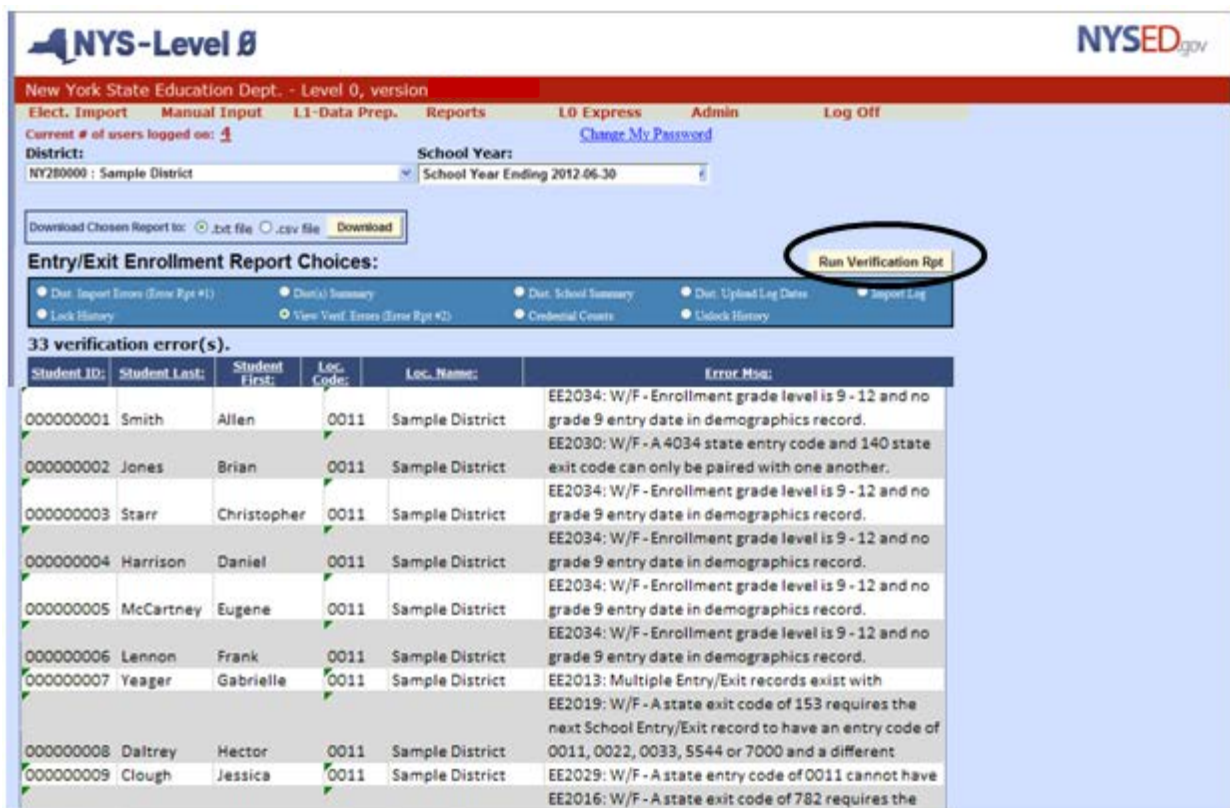
District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	10/15/2012 3:50:21 PM	Automatic unlock - upload to Level 1
Mary Malinowski	10/10/2012 9:05:10 AM	Manual unlock by User
Mary Malinowski	10/9/2012 8:29:55 AM	Manual unlock by User
Mary Malinowski	10/2/2012 9:56:25 AM	Manual unlock by User
Mary Malinowski	10/1/2012 8:32:04 PM	Manual unlock by User
Mary Malinowski	10/1/2012 2:58:38 PM	Manual unlock by User
Mary Malinowski	9/27/2012 12:42:19 PM	Manual unlock by User
John Kelly	9/24/2012 8:45:51 AM	Manual unlock by User
John Kelly	9/24/2012 8:45:18 AM	Automatic unlock - upload to Level 1

Enrollment Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking enrollment data.

This report shows errors found after running verification checks during enrollment L1-Data Prep., or by clicking on the Run Verification Rpt. Button on the Enrollment Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below.



NYS-Level 0 NYSSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 1 [Change My Password](#)

District: NY20000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment Report Choices:

[Dist. Import Errors \(Error Rpt #1\)](#) [Dist\(s\) Summary](#) [Dist. School Summary](#) [Dist. Upload Log Dates](#) [Import Log](#)
[Lock History](#) [View Verif. Errors \(Error Rpt #2\)](#) [Credential Counts](#) [Unlock History](#)

33 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Error Msg:
000000001	Smith	Allen	0011	Sample District	EE2034: W/F - Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.
000000002	Jones	Brian	0011	Sample District	EE2030: W/F - A 4034 state entry code and 140 state exit code can only be paired with one another.
000000003	Starr	Christopher	0011	Sample District	EE2034: W/F - Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.
000000004	Harrison	Daniel	0011	Sample District	EE2034: W/F - Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.
000000005	McCartney	Eugene	0011	Sample District	EE2034: W/F - Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.
000000006	Lennon	Frank	0011	Sample District	EE2034: W/F - Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.
000000007	Yeager	Gabrielle	0011	Sample District	EE2013: Multiple Entry/Exit records exist with EE2019: W/F - A state exit code of 153 requires the next School Entry/Exit record to have an entry code of 0011, 0022, 0033, 5544 or 7000 and a different
000000008	Daltrey	Hector	0011	Sample District	EE2029: W/F - A state entry code of 0011 cannot have
000000009	Clough	Jessica	0011	Sample District	EE2016: W/F - A state exit code of 782 requires the

Enrollment Reports Reference

Credentials Counts: This report contains counts of student who earned a credential in the selected school year. Students will be included in the count if their enrollment has been ended with one of the following codes:

- 799 — *Graduated (earned a Regents or local diploma)*
- 085 — *Earned an IEP diploma*
- 629 — *Previously earned an IEP diploma*
- 816 — *Earned High School Equiv. diploma – GED*

Counts are provided for both the selected level 0 year, and the prior year. If there is a difference of greater than 5% between the selected year and the prior year, the report line containing that credential type will be highlighted in red.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Entry/Exit Enrollment Report Choices: [Run Verification Rpt](#)

- ☒ Dist. Import Errors (Error Rpt #1)
- ☐ Dist(a) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Import Log
- ☐ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☒ Credential Counts
- ☐ Unlock History

Counts for District: NY280000 (Red highlight indicates > 5% difference between years)

Description/Code:	Current Year Count:	Prior Year Count:
Graduated with Regents or local diploma (799)	651	642
Earned IEP diploma (085)	17	8
Previously earned IEP diploma (629)	1	0
Earned High School Equiv. diploma - GED (816)	0	0

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Program Fact Reports Reference

When you select the **Reports** function and then select **Program Fact** as the data type, the Program Service Report Choices screen, shown below, will appear.

The screenshot shows 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 these is a red header bar with the text 'New York State Education Dept. - Level 0, version'. Underneath the header is a navigation bar with tabs: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports' (which is highlighted), 'L0 Express', 'Admin', and 'Log Off'. Below the navigation bar, it says 'Current # of users logged on: 3' and has a link 'Change My Password'. There are two dropdown menus: 'District:' with 'NY280000 : Sample District' selected, and 'School Year:' with 'School Year Ending 2012-06-30' selected. Below these is a section for downloading reports with radio buttons for '.txt file' (selected) and '.csv file', and a 'Download' button. The main section is titled 'Program Service Report Choices:' and contains a grid of radio button options: 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. School Summary', 'Category Breakdown', 'Import Log', 'Dist. Upload Log Dates', 'Lock History', 'Waiting For Level 1', 'View Verif. Errors (Error Rpt #2)', and 'Unlock History'. To the right of this grid is a 'Run Verification Rpt' button. At the bottom, it says '0 Prog. Service errors for district NY280000'.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

<input checked="" type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Category Breakdown	<input type="radio"/> Import Log
<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Lock History	<input type="radio"/> Waiting For Level 1	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History

[Run Verification Rpt](#)

0 Prog. Service errors for district NY280000

Program Fact Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent program fact import. See sample below.

1 →

2 →

3 →

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid program fact records and the number of program fact error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

Program Fact Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid program fact records and the number of error program fact records that currently exist in level 0. See sample below.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☒ Dist. School Summary
 ☐ Category Breakdown
 ☐ Import Log
 ☐ Dist. Upload Log Dates
 ☐ Lock History
 ☐ Waiting For Level 1
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History
 [Run Verification Rpt](#)

School Summary for District: NY280000

Loc. Code:	School:	Valid Records:	Error Records:
0000	Sample District Wide	2434	2
0011	Sample Location	170	0
910094	ESB Masera LC	0	0

Category Breakdown: This report lists each of the program fact categories. For each category the following information is displayed: number of valid records in the prior school year, number of valid records in the selected school year, and if the data is currently locked, the user who locked the file and when. If there is a difference of $> 10\%$ between the number of records in the selected school year and the prior year, the category with the difference will be highlighted in red. Clicking on any of the underlined counts will generate a list of the students to who each of the records belong. Clicking on a student ID will bring you to the student's program fact manual entry screen.

NYS-Level 0

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☒ Dist. School Summary
 ☐ Category Breakdown
 ☐ Import Log
 ☐ Dist. Upload Log Dates
 ☐ Lock History
 ☐ Waiting For Level 1
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History
 [Run Verification Rpt](#)

Program Category Summary for District: NY280000 (Red highlight indicates $> 10\%$ difference between years)

Program Category:	Prior Year Valid Count:	Valid Records (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
Safety Net	3	12	0	
CTE / Tech Prep	75	29	0	
LEP Eligibility	83	86	0	
LEP Programs	83	85	0	
NCLB	132	148	0	
Type of Disability	783	774	0	
0198::Poverty	745	677	0	
0220::Alt. Assess.	37	37	0	
0242::NYSESAT	6	2	0	
0264::Section 504 Plan	159	173	0	
Summer School Participation	79	40	0	
5753::Intervening Serv.	0	0	0	
5806::Reduced Lunch	224	203	0	
5817::Free Lunch	519	474	0	
5272::Homeless Youth	6	10	0	
8261::Single Parent/Pregnant	0	0	0	
Local Programs	0	0	0	
UPK	0	76	0	
Title 1 TAS	0	0	0	
Prekindergarten Program	0	76	0	
2618::Inter-Dist. Transfer	0	0	0	
1232::SIFE	0	0	0	

Import Log: This report is a history, by category, of all program fact imports for the district. The first column of the report displays the name of the user who performed the import. The second column displays the data category, the third column displays the date and time of the import, and the fourth column displays “YES” if the user elected to delete existing data when importing. The report can be sorted by any column by clicking on the column heading.

NYS-Level 0

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

☒ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Category Breakdown ☐ Import Log

☐ Dist. Upload Log Dates ☐ Lock History ☐ Waiting For Level 1 ☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History

[Run Verification Rpt](#)

District Data Import Log Records.

Imported By:	Data Category:	Date of Program Import:	All Data Purged before Import:
Mary Malinowski	0198::Poverty	10/9/2012 2:05:00 PM	YES
Mary Malinowski	0198::Poverty	10/5/2012 10:07:00 AM	YES
Mary Malinowski	0198::Poverty	10/1/2012 10:14:00 PM	YES
Mary Malinowski	0198::Poverty	10/1/2012 10:08:00 PM	YES
Mary Malinowski	0198::Poverty	10/1/2012 3:51:00 PM	YES
Mary Malinowski	0198::Poverty	10/1/2012 12:32:00 PM	YES
Mary Malinowski	0220::Alt. Assess.	10/9/2012 2:05:00 PM	YES
Mary Malinowski	0220::Alt. Assess.	10/5/2012 10:07:00 AM	YES
Mary Malinowski	0220::Alt. Assess.	10/1/2012 10:14:00 PM	YES
Mary Malinowski	0220::Alt. Assess.	10/1/2012 10:08:00 PM	YES
Mary Malinowski	0220::Alt. Assess.	10/1/2012 3:51:00 PM	YES
Mary Malinowski	0220::Alt. Assess.	10/1/2012 12:32:00 PM	YES
Mary Malinowski	0242::NYSESLAT	10/9/2012 2:05:00 PM	YES
Mary Malinowski	0242::NYSESLAT	10/5/2012 10:07:00 AM	YES

Dist. Upload Log Dates: This report shows, by category: the dates and times when a text file containing the district’s program fact data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff member name listed, it means that Eastern Suffolk BOCES “pulled” and loaded the program fact data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the “Create File for Level 1 Submission” button when performing program fact L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button when performing program fact L1-Data Prep, the program fact data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Category Breakdown ☐ Import Log

☒ Dist. Upload Log Dates ☐ Lock History ☐ Waiting For Level 1 ☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History

[Run Verification Rpt](#)

Upload Log Records.

Data Uploaded By:	Data Upload Category:	Data Upload Date:	Record Count:
Dennis W Brooks	0198::Poverty	12/5/2011 12:02:00 PM	675
Karen Barbaro	0198::Poverty	11/30/2011 12:09:00 PM	675
Karen Barbaro	0198::Poverty	11/21/2011 12:02:00 PM	674
Karen Barbaro	0220::Alt. Assess.	8/9/2012 12:04:00 PM	37
Dennis W Brooks	0220::Alt. Assess.	8/7/2012 12:04:00 PM	37
Karen Barbaro	0220::Alt. Assess.	7/26/2012 12:07:00 PM	37

Program Fact Reports Reference

Lock History: The lock history report is a history, broken down by category, of the dates and times when the district's program fact data was locked, the number of records locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Category Breakdown ☐ Import Log
☐ Dist. Upload Log Dates ☒ Lock History ☐ Waiting For Level 1 ☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Program Type:	Date And Time Data was Locked:	# Records when Locked:
Mary Malinowski	0198::Poverty	10/16/2012 1:05:07 PM	674
Mary Malinowski	0198::Poverty	10/9/2012 2:52:51 PM	674
Mary Malinowski	0198::Poverty	10/9/2012 2:52:14 PM	674
Mary Malinowski	0198::Poverty	10/9/2012 2:49:03 PM	674
Mary Malinowski	0220::Alt. Assess.	10/16/2012 1:05:07 PM	35
Mary Malinowski	0220::Alt. Assess.	10/9/2012 2:52:52 PM	35
Mary Malinowski	0220::Alt. Assess.	10/9/2012 2:52:15 PM	35
Mary Malinowski	0220::Alt. Assess.	10/9/2012 2:49:03 PM	35
Mary Malinowski	0242::NYSESLAT	10/16/2012 1:05:08 PM	4
Mary Malinowski	0242::NYSESLAT	10/9/2012 2:52:52 PM	4
Mary Malinowski	0242::NYSESLAT	10/9/2012 2:52:15 PM	4
Mary Malinowski	0242::NYSESLAT	10/9/2012 2:49:04 PM	4

Unlock History: The unlock history report is a history, broken down by category, of the dates and times when the district's program fact data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User*, *Automatic unlock – upload to Level 1*, or *Automatic unlock because of errors in data*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Program Fact from the Level 0 navigation bar and unchecking the checkbox. *Automatic unlock because of errors in data* indicates that the verification errors were found when locking program facts, resulting in **all** program service categories being unlocked. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the program fact data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing enrollment L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing program fact L1-Data Prep, the program fact data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Category Breakdown ☐ Import Log
☐ Dist. Upload Log Dates ☒ Lock History ☐ Waiting For Level 1 ☐ View Verif. Errors (Error Rpt #2) ☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	5817::Free Lunch 10/17/2012 9:14:33 AM	Automatic unlock - upload to Level 1
Mary Malinowski	8272::Homeless Youth 10/17/2012 9:14:33 AM	Automatic unlock - upload to Level 1
Mary Malinowski	Each Program Type 10/16/2012 1:05:13 PM	Automatic unlock because of errors in data. Option set to unlock data when errors are found.
Mary Malinowski	Each Program Type 10/10/2012 9:05:15 AM	Manual unlock by User

Program Fact Reports Reference

Waiting for Level 1: This report is a list of all categories of program fact data that are currently locked and waiting to be “pulled” by Eastern Suffolk BOCES. Data is displayed for any district for which you have Level 0 access.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30 Current school year not selected.

Program Service Report Choices:

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Category Breakdown
 ☐ Import Log
 ☐ Dist. Upload Log Dates
 ☐ Lock History
 ☒ Waiting For Level 1
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History

Locked P.S. categories (Waiting for Level 1) for my available districts:

District	Lock Date:	Locked By:	Category:
Sample District	10/17/2012	Mary Malinowski	0198::Poverty
Sample District	10/17/2012	Mary Malinowski	0220::Alt. Assess.
Sample District	10/17/2012	Mary Malinowski	0242::NYSESLAT
Sample District	10/17/2012	Mary Malinowski	0264::Section 504 Plan
Sample District	10/17/2012	Mary Malinowski	5806::Reduced Lunch
Sample District	10/17/2012	Mary Malinowski	5817::Free Lunch
Sample District	10/17/2012	Mary Malinowski	8272::Homeless Youth
Sample District	10/17/2012	Mary Malinowski	LEP Eligibility
Sample District	10/17/2012	Mary Malinowski	LEP Programs
Sample District	10/17/2012	Mary Malinowski	NCLB
Sample District	10/17/2012	Mary Malinowski	Prekindergarten Program
Sample District	10/17/2012	Mary Malinowski	Safety Net
Sample District	10/17/2012	Mary Malinowski	Summer School Participation
Sample District	10/17/2012	Mary Malinowski	Type of Disability

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking program fact data.

This report shows errors found after running verification checks during program fact L1-Data Prep or by clicking on the Run Verification Rpt. Button on the Program Fact Report Choices screen. Categories with errors will be highlighted in red. To view the errors for a particular category, click the button to the immediate left of the category. Clicking on the Student ID associated with an error message will bring you to the student’s manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 1 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Program Service Report Choices:

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Category Breakdown
 ☐ Import Log
 ☐ Dist. Upload Log Dates
 ☐ Lock History
 ☐ Waiting For Level 1
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History

Choose Verification Rpt. Category

☒ Disability
 ☒ LEP Eligibility
 ☒ LEP Programs
 ☒ NCLB
 ☐ Safety Net
 ☐ 0198 Poverty
 ☐ 0220 Alt. Assess.
 ☐ 0242 NYSESLAT
 ☐ 0264 Sect. 504
 ☐ Summer School Part.
 ☐ 5753 Inter. Serv.
 ☐ 5806 Red. Lunch
 ☐ 5817 Free Lunch
 ☐ 8272 Homeless Youth
 ☐ 0261 Single Parent/Pregnant
 ☐ CTE / Tech Prep
 ☐ UPK
 ☐ Title I TAS
 ☐ Prekindergarten Program
 ☐ 2618 Inter-Dist. Transfer
 ☐ 1232 SIFE

2 verification error(s) for : NCLB.

Student ID:	Student Last:	Student First:	Prog. Code:	Loc. Code:	Loc. Name:	Begin Date:	Error Msg:
100000001	SampleLN1	SampleFN1	5720	0011	Sample Location	2011-07-01	PS3041: W/F - Duration of LEP greater than 0 required in demographics record.
100001203	SampleLN1203	SampleFN1203	5720	0011	Sample Location	2011-07-01	PS3050: W/F - No 0231 LEP Eligibility record found for this student.

Assessment Reports Reference

When you select the **Reports** function and then select **Assessment** as the data type, the Assessment Report Choices screen, shown below, will appear.

The screenshot shows the NYS-Level 0 web interface. At the top, there's a header with the NYS logo and 'NYS-Level 0' text. Below this is a navigation bar with tabs: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports' (which is highlighted), 'L0 Express', 'Admin', and 'Log Off'. A red banner below the navigation bar says 'New York State Education Dept. - Level 0, version'. Below the banner, there's a status bar showing 'Current # of users logged on: 3' and a link 'Change My Password'. The main content area has two dropdown menus: 'District:' with 'NY280000 : Sample District' selected, and 'School Year:' with 'School Year Ending 2012-06-30' selected. Below these is a 'Download Chosen Report to:' section with radio buttons for '.txt file' and '.csv file', and a 'Download' button. The 'Assessment Report Choices:' section is highlighted with a blue background and contains a grid of buttons: 'Dist. Report Errors (Error Pgt #0)', 'Dist. Summary', 'Dist. School Summary', 'Dist. Hybrid Log Data', 'Report Log', 'Lock History', 'View Year's Errors (Error Pgt #0)', 'Test Breakdowns Pgt', and 'Unlock History'. A 'Run Verification Rpt' button is also present. At the bottom, it says '0 Assessment errors for district NY280000'.

Assessment Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent assessment import. See sample below.

1 →

2 →

3 →

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
100000026			0011	Sample Location	AS6107 - No matching Demographics record.

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid assessment records and the number of error assessment records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

Assessment Summary for My Available Districts

District:	Valid Records:	Error Records:
Sample District	158	1

Assessment Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid assessment records and the number of error records that currently exist in level 0. See sample below.

The screenshot shows the NYS-Level 0 interface. At the top, it says "New York State Education Dept. - Level 0, version". Below this are navigation tabs: "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". The "Reports" tab is selected. Under "Reports", there is a link "Change My Password". The "Current # of users logged on: 2" is displayed. The "District:" dropdown is set to "NY280000 : Sample District" and is circled. The "School Year:" dropdown is set to "School Year Ending 2012-06-30". Below these, there is a "Download Chosen Report to:" section with radio buttons for ".txt file" (selected) and ".csv file", and a "Download" button. The "Assessment Report Choices:" section has several radio buttons: "Dist. Import Errors (Error Rpt #1)", "Dist(s) Summary", "Dist. School Summary" (selected), "Dist. Upload Log Dates", "Import Log", "Lock History", "View Verif. Errors (Error Rpt #2)", "Test Breakdown Rpt.", and "Unlock History". A "Run Verification Rpt" button is also present. Below this is the "School Summary for District: NY280000" table.

Loc. Code:	School:	Valid Records:	Error Records:
0011	Sample Location	158	1
910094	ESB Masera LC	0	0
034586	FERNCLIFF MANOR	0	0


Dist. Upload Log Dates: This report shows, by test group: the dates and times when a text file containing the district's assessment data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your assessment data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing assessment L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button when performing assessment L1-Data Prep, the assessment data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

The screenshot shows the NYS-Level 0 interface with the "Dist. Upload Log Dates" report selected. The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2012-06-30". The "Assessment Report Choices:" section has "Dist. Upload Log Dates" selected. Below this is the "Upload Log Records." table.

Data Uploaded By:	Test Group:	Data Upload Date:	Record Count:
Karen Barbaro	CTE Assessment	8/24/2012 8:15:00 AM	59
Karen Barbaro	CTE Assessment	8/23/2012 12:11:00 PM	59
Debi Wachter	CTE Assessment	8/23/2012 11:23:00 AM	59
Debi Wachter	CTE Assessment	8/9/2012 12:50:00 PM	59
Dennis W Brooks	CTE Assessment	8/8/2012 12:04:00 PM	59
Dennis W Brooks	CTE Assessment	8/7/2012 12:05:00 PM	59
Tanganyika Blair	CTE Assessment	8/1/2012 12:23:00 PM	59
Dennis W Brooks	CTE Assessment	7/31/2012 12:03:00 PM	59
Karen Barbaro	CTE Assessment	7/26/2012 12:08:00 PM	59
Mary Malinowski	CTE Assessment	7/23/2012 12:11:00 PM	59
Karen Barbaro	RCT Assessment	8/24/2012 8:15:00 AM	413
Karen Barbaro	RCT Assessment	8/23/2012 12:11:00 PM	413
Debi Wachter	RCT Assessment	8/23/2012 11:23:00 AM	413
Debi Wachter	RCT Assessment	8/9/2012 12:50:00 PM	413
Dennis W Brooks	RCT Assessment	8/8/2012 12:04:00 PM	413
Dennis W Brooks	RCT Assessment	8/7/2012 12:05:00 PM	413
Tanganyika Blair	RCT Assessment	8/1/2012 12:23:00 PM	413
Dennis W Brooks	RCT Assessment	7/31/2012 12:03:00 PM	413

Assessment Reports Reference

Import Log: This report is a history, by test group, of assessment imports for the district. The first column of the report displays the name of the user who performed the import. The second column displays the test group, the third column displays the date and time of the import. The fourth column displays “YES” if the user elected to delete existing assessment data when importing. The report can be sorted by any column by clicking on the column heading.



New York State Education Dept. - Level 0, version

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

Current # of users logged on: 2
[Change My Password](#)

District: NY280000 : Sample District
School Year: School Year Ending 2012-06-30

Assessment 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)
☐ Test Breakdown Rpt.
☐ Unlock History

District Data Import Log Records.

Imported By:	Test Group:	Date of Assessment Import:	All Data Purged before Import:
Mary Malinowski	AAOS Assessment	10/17/2012 10:50:00 AM	YES
Mary Malinowski	AAOS Assessment	10/17/2012 10:49:00 AM	YES
Mary Malinowski	AAOS Assessment	10/17/2012 10:46:00 AM	YES
Mary Malinowski	AAOS Assessment	10/17/2012 10:44:00 AM	YES
Mary Malinowski	ALTRCT Assessment	10/17/2012 10:50:00 AM	YES
Mary Malinowski	ALTRCT Assessment	10/17/2012 10:49:00 AM	YES
Mary Malinowski	ALTRCT Assessment	10/17/2012 10:46:00 AM	YES
Mary Malinowski	ALTRCT Assessment	10/17/2012 10:44:00 AM	YES
Mary Malinowski	ALTREG Assessment	10/17/2012 10:50:00 AM	YES
Mary Malinowski	ALTREG Assessment	10/17/2012 10:49:00 AM	YES
Mary Malinowski	ALTREG Assessment	10/17/2012 10:46:00 AM	YES
Mary Malinowski	ALTREG Assessment	10/17/2012 10:44:00 AM	YES
Mary Malinowski	COSF Assessment	10/17/2012 10:50:00 AM	YES
Mary Malinowski	COSF Assessment	10/17/2012 10:49:00 AM	YES
Mary Malinowski	COSF Assessment	10/17/2012 10:46:00 AM	YES
Mary Malinowski	COSF Assessment	10/17/2012 10:44:00 AM	YES
Mary Malinowski	CTE Assessment	10/17/2012 10:50:00 AM	YES
Mary Malinowski	CTE Assessment	10/17/2012 10:49:00 AM	YES
Mary Malinowski	CTE Assessment	10/17/2012 10:46:00 AM	YES

Assessment Reports Reference

Lock History: The lock history report is a history, by test group, of the dates and times when the district's assessment data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment 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) ☐ Test Breakdown Rpt. ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:	Test Group:
Laura Barranco	10/16/2012 8:38:36 AM	NYSAA Assessment
Laura Barranco	10/16/2012 8:20:01 AM	NYSAA Assessment
Laura Barranco	10/15/2012 2:25:56 PM	NYSAA Assessment
Laura Barranco	10/16/2012 8:38:36 AM	RCT Assessment
Laura Barranco	10/16/2012 8:20:02 AM	RCT Assessment
Laura Barranco	10/15/2012 2:25:58 PM	RCT Assessment

Unlock History: The unlock history report is a history, by test group, of the dates and times when the district's assessment data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Assessment from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the assessment data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing assessment L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing assessment L1-Data Prep, the assessment data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment 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) ☐ Test Breakdown Rpt. ☒ Unlock History



District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Test Group:	Reason for Unlock:
Mary Malinowski	10/9/2012 8:31:13 AM	Each Test Assessment	Manual unlock by User
Mary Malinowski	10/1/2012 8:33:08 PM	Each Test Assessment	Manual unlock by User
Mary Malinowski	10/16/2012 12:17:07 PM	NYSAA Assessment Assessment	Manual unlock by User
Laura Barranco	10/16/2012 8:20:08 AM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/15/2012 3:52:09 PM	NYSAA Assessment Assessment	Manual unlock by User
Laura Barranco	10/15/2012 2:25:48 PM	NYSAA Assessment Assessment	Manual unlock by User
Laura Barranco	10/15/2012 2:25:07 PM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/10/2012 9:05:23 AM	NYSAA Assessment Assessment	Manual unlock by User
Laura Barranco	10/10/2012 8:49:19 AM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/9/2012 8:30:55 AM	NYSAA Assessment Assessment	Manual unlock by User
Laura Barranco	10/2/2012 3:20:09 PM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/2/2012 2:10:58 PM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/2/2012 1:41:30 PM	NYSAA Assessment Assessment	Manual unlock by User
Mary Malinowski	10/16/2012 1:02:49 PM	RCT Assessment Assessment	Manual unlock by User
Laura Barranco	10/16/2012 8:20:10 AM	RCT Assessment Assessment	Manual unlock by User
Mary Malinowski	10/15/2012 3:52:12 PM	RCT Assessment Assessment	Manual unlock by User

Assessment Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking assessment data.

This report shows errors found after running verification checks during assessment L1-Data Prep or by clicking on the Run Verification Rpt. Button on the Assessment Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt. button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment 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) ☐ Test Breakdown Rpt. ☐ Unlock History

2 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Test Group:	Error Msg:
100000194	SampleLN194	SampleFN194	0011	Sample Location	NYSAA	AS6034: W/F - NYSAA assessments require an associated 0220 Alt. Assessment program record.
100000194	SampleLN194	SampleFN194	0011	Sample Location	NYSAA	AS6035: W/F - NYSAA assessments require the student to have an ungraded K-6 or 7-12 grade ordinal.

Test Breakdown Rpt: This report lists each of the assessment test groups. For each test group the following information is displayed: number of valid records in the selected school year, the number of error records. If the data is currently locked, the report will display the name of the user who locked the file and when they locked it. Clicking on any of the underlined counts will generate a list of the students to who each of the records belong. Clicking on a student ID will bring you to the student's assessment screen.



New York State Education Dept. - Level 0, version 1.0

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

Current # of users logged on: 5
 [Change My Password](#)

District: NY280000 : Sample District
 School Year: School Year Ending 2012-06-30

Assessment 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)
 ☐ Test Breakdown Rpt.
 ☐ Unlock History

Assessment Test Group Summary for District: NY280000

Test Group:	Valid Records (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
ALTRCT	0	0	
ALTRG	0	0	
COSF	0	0	
CTE	0	0	
NYS	0	0	
NYSAA	0	0	
NYSSESLAT	0	0	
RCT	34	0	
Regents	124	1	

Special Education Snapshot Reports Reference

When you select the **Reports** function and then select **SE Snapshot** as the data type, the SE Snapshot Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 Reports interface. At the top, the header includes the NYS-Level 0 logo and the NYSED.gov logo. Below the header, a navigation bar shows the following tabs: Elect. Import, Manual Input, L1-Data Prep., Reports (selected), L0 Express, Admin, and Log Off. The main content area shows the current user count as 18 and a link to Change My Password. The District dropdown is set to NY280000 : Sample District, and the School Year dropdown is set to School Year Ending 2012.06.30. Below these, there is a section for downloading the report, with options for .txt file and .csv file, and a Download button. The SE Snapshot Report Choices section includes a dropdown menu and a Run Verification Rpt button. The choices are: Dist. Import Errors (Error Rpt #1), Dist(s) Summary, Dist. School Summary, Dist. Upload Log Dates, Import Log, Lock History, Verif. Errors BEDS (Error Rpt #2), Verif. Errors EOY (Error Rpt #2), and Unlock History. At the bottom, it states 0 Snapshot errors for district NY280000.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: **18** [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012.06.30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Snapshot 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 ☐ Verif. Errors BEDS (Error Rpt #2) ☐ Verif. Errors EOY (Error Rpt #2) ☐ Unlock History

0 Snapshot errors for district NY280000

SE Snapshot Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent SE Snapshot import. See sample below.

1 → The report can be sorted by any of the columns by clicking on the column heading.

2 → Click on the student ID to view a student's record.

3 → The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
100000886			0000	Sample District Wide	SS4107: No matching Demographics record.
100001208			0000	Sample District Wide	SS4107: No matching Demographics record.

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report displays counts of valid BEDS snapshot records, valid End of Year snapshot records, error BEDS snapshot records, and error End of Year snapshot records. If snapshot data is locked, the report displays the date the data was locked and the name of the user who locked it. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

District:	BEDS Valid Cnt:	EOY Valid Cnt:	BEDS Error Cnt:	EOY Error Cnt:	Data Lock Date/Person:
Sample District	0	0	0	0	

SE Snapshot Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report displays counts of: Valid BEDS snapshot records, valid End of Year snapshot records, error BEDS snapshot records, and error End of Year snapshot records that exist in level 0. See sample below.

The screenshot shows the NYS-Level 0 interface. At the top, there's a navigation bar with links: Elect. Import, Manual Input, L1-Data Prep., Reports, L0 Express, Admin, and Log Off. Below this, it says "Current # of users logged on: 2" and "Change My Password". The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2012-06-30". There's a "Download Chosen Report to:" section with radio buttons for ".txt file" and ".csv file", and a "Download" button. Below this is the "SE Snapshot Report Choices:" section with several radio buttons: "Dist. Import Errors (Error Rpt #1)", "Dist(s) Summary", "Dist. School Summary" (which is selected), "Dist. Upload Log Dates", "Import Log", "Lock History", "Verif. Errors BEDS (Error Rpt #2)", "Verif. Errors EOY (Error Rpt #2)", and "Unlock History". A "Run Verification Rpt" button is also present. Below the choices is the "School Summary for District: NY280000" table.

Loc. Code:	School:	BEDS Valid Cnt:	EOY Valid Cnt:	BEDS Error Cnt:	EOY Error Cnt:
0000	Sample District Wide	615	0	2	0
0011	Sample Location	3	0	0	0
910094	ESB Masera LC	0	0	0	0
034586	FERNCLIFF MANOR	0	0	0	0


Dist. Upload Log Dates: This report shows, by snapshot type: the dates and times when a text file containing the district's SE snapshot data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your SE snapshot data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing SE snapshot L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing SE snapshot L1-Data Prep, the SE snapshot data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

The screenshot shows the NYS-Level 0 interface with the "Upload Log Records" section. It has the same navigation bar and user information as the previous screenshot. The "SE Snapshot Report Choices:" section is the same, but the "Dist. Upload Log Dates" radio button is now selected. Below this is the "Upload Log Records" table.

Data Uploaded By:	Snapshot Type:	Data Upload Date:	Record Count:
Karen Barbaro	EOY Snapshot	8/24/2012 8:16:00 AM	292
Karen Barbaro	EOY Snapshot	8/23/2012 12:14:00 PM	292
Mary Malinowski	EOY Snapshot	8/10/2012 8:11:00 AM	292
Dennis W Brooks	EOY Snapshot	8/8/2012 12:05:00 PM	292
Dennis W Brooks	EOY Snapshot	8/7/2012 12:07:00 PM	292
Mary Malinowski	EOY Snapshot	8/3/2012 8:16:00 AM	292
Tanganyika Blair	EOY Snapshot	8/1/2012 12:24:00 PM	292
Dennis W Brooks	EOY Snapshot	7/31/2012 12:04:00 PM	292
Karen Barbaro	EOY Snapshot	7/26/2012 12:09:00 PM	292
Dennis W Brooks	BEDS Day Snapshot	1/20/2012 7:59:00 AM	1602
Mary Malinowski	BEDS Day Snapshot	1/17/2012 12:13:00 PM	1602
Dennis W Brooks	BEDS Day Snapshot	12/2/2011 7:54:00 AM	1590

SE Snapshot Reports Reference

Import Log: This report is a history, by SE snapshot type, of SE snapshot imports for the district. The first column of the report displays the name of the user who performed the import. The second column displays the snapshot type, the third column displays the date and time of the import, and the fourth column displays “YES” if the user elected to delete existing data when importing.

**NYS-Level 0**

New York State Education Dept. - Level 0, version

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

Current # of users logged on: **9** [Change My Password](#)

District: School Year:

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Snapshot 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 ☐ Verif. Errors BEDS (Error Rpt #2) ☐ Verif. Errors EOY (Error Rpt #2) ☐ Unlock History

District Data Import Log Records.

Imported By:	Snapshot Type:	Date of Snapshot Import:	All Data Purged before Import:
Karen Barbaro	EOY Snapshot	7/25/2012 8:37:00 AM	YES
Karen Barbaro	EOY Snapshot	7/18/2012 7:51:00 PM	
Mary Malinowski	BEDS Day Snapshot	12/28/2011 10:15:00 AM	
Dennis W Brooks	BEDS Day Snapshot	12/19/2011 11:15:00 AM	YES
Dennis W Brooks	BEDS Day Snapshot	12/1/2011 11:58:00 AM	YES
Mary Malinowski	BEDS Day Snapshot	11/15/2011 12:08:00 PM	

SE Snapshot Reports Reference

Lock History: The lock history, by SE snapshot type, of the dates and times when the district's SE snapshot data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year:

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

SE Snapshot Report Choices:

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

☒ Lock History ☐ Verif. Errors BEDS (Error Rpt #2) ☐ Verif. Errors EOY (Error Rpt #2) ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Snapshot Type:	Date And Time Data was Locked:
Karen Barbaro	EOY Snapshot	8/23/2012 2:23:34 PM
Karen Barbaro	EOY Snapshot	8/23/2012 11:25:49 AM
Mary Malinowski	EOY Snapshot	8/9/2012 12:50:18 PM
Dennis W Brooks	EOY Snapshot	8/8/2012 10:35:02 AM
Dennis W Brooks	EOY Snapshot	8/7/2012 8:09:13 AM
Mary Malinowski	EOY Snapshot	8/2/2012 2:46:08 PM
Tanganyika Blair	EOY Snapshot	8/1/2012 12:01:37 PM
Dennis W Brooks	EOY Snapshot	7/31/2012 11:20:45 AM
Karen Barbaro	EOY Snapshot	7/26/2012 9:19:11 AM
Dennis W Brooks	BEDS Day Snapshot	1/19/2012 2:00:55 PM
Mary Malinowski	BEDS Day Snapshot	1/17/2012 11:34:16 AM
Dennis W Brooks	BEDS Day Snapshot	12/1/2011 3:11:13 PM

Unlock History: The unlock history report is a history, by SE Snapshot type, of the dates and times when the district's SE snapshot data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\SE Snapshot from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the snapshot data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing snapshot L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing SE Snapshot L1-Data Prep, the snapshot data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

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

SE Snapshot Report Choices:

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

☐ Lock History ☐ Verif. Errors BEDS (Error Rpt #2) ☐ Verif. Errors EOY (Error Rpt #2) ☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Snapshot Type:	Reason for Unlock:
Karen Barbaro	8/24/2012 8:15:57 AM	EOY Snapshot	Automatic unlock - upload to Level 1
Karen Barbaro	8/23/2012 12:13:58 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Mary Malinowski	8/10/2012 8:10:31 AM	EOY Snapshot	Automatic unlock - upload to Level 1
Dennis W Brooks	8/8/2012 12:04:30 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Dennis W Brooks	8/7/2012 12:06:48 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Mary Malinowski	8/3/2012 8:16:08 AM	EOY Snapshot	Automatic unlock - upload to Level 1
Tanganyika Blair	8/1/2012 12:23:41 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Dennis W Brooks	7/31/2012 12:03:54 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Karen Barbaro	7/26/2012 12:08:37 PM	EOY Snapshot	Automatic unlock - upload to Level 1
Dennis W Brooks	1/20/2012 7:58:33 AM	BEDS Day Snapshot	Automatic unlock - upload to Level 1
Mary Malinowski	1/17/2012 12:12:56 PM	BEDS Day Snapshot	Automatic unlock - upload to Level 1
Dennis W Brooks	12/2/2011 7:54:26 AM	BEDS Day Snapshot	Automatic unlock - upload to Level 1

SE Snapshot Reports Reference

View Verif. Errors BEDS (Error Rpt #2):

These reports displays verifications errors which will prevent the user from locking BEDS snapshot data.

View Verif. Errors EOY (Error Rpt #2):

This report displays verifications errors which will prevent the user from locking EOY snapshot data.

These reports show errors found after running verification checks during SE Snapshot L1-Data Prep., or by clicking the Run Verification Rpt. Button on the SE snapshot Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.)

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

SE Snapshot 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

☒ Verif. Errors BEDS (Error Rpt #2)

☐ Verif. Errors EOY (Error Rpt #2)

☐ Unlock History

5 BEDS Day verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Snapshot Date:	Error Msg:
100000001	SampleLN1	SampleFN1	0000	Sample District Wide	2011-10-05	SS4014: W/F - Student must be enrolled in the district on the snapshot date.
100001024	SampleLN1024	SampleFN1024	0000	Sample District Wide	2011-10-05	SS4013: W/F - An active Disability record is required for this S.E. student.
100001094	SampleLN1094	SampleFN1094	0000	Sample District Wide	2011-10-05	SS4013: W/F - An active Disability record is required for this S.E. student.
100000002	SampleLN2	SampleFN2	0000	Sample District Wide	2011-10-05	SS4014: W/F - Student must be enrolled in the district on the snapshot date.
100003447	SampleLN3447	SampleFN3447	0000	Sample District Wide	2011-10-05	SS4026: W/F - Invalid grade ordinal for non-school aged student.

Special Education Events Reports Reference

When you select the **Reports** function and then select **SE Event** as the data type, the SE Event Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 Reports interface. At the top, the header includes the NYS-Level 0 logo and the NYSED.gov logo. Below the header, a navigation bar contains links for Elect. Import, Manual Input, L1-Data Prep., Reports, L0 Express, Admin, and Log Off. The Reports link is highlighted. The main content area shows the current number of users logged on (3) and a link to Change My Password. Below this, there are dropdown menus for District (NY280000 : Sample District) and School Year (School Year Ending 2012-06-30). A section for downloading reports is present, with radio buttons for .txt file and .csv file, and a Download button. The SE Event Report Choices section features a Run Verification Rpt button and a grid of report options: Dist. Import Errors (Error Rpt #1), Dist(s) Summary, Dist. School Summary, Dist. Upload Log Dates, Import Log, Lock History, Event Type Breakdown, Verif. Errors (Error Rpt #2), and Unlock History. At the bottom, it states 0 Event errors for district NY280000.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: **3** [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event Report Choices: [Run Verification Rpt](#)

<input checked="" type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> Event Type Breakdown	<input type="radio"/> Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	

0 Event errors for district NY280000

SE Events Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent SE events import. See sample below.

NYS-Level 0
New York State Education Dept. - Level 0, version 1.0.0.0

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event 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
- ☐ Event Type Breakdown
- ☐ Verif. Errors (Error Rpt #2)
- ☐ Unlock History

3 Event import error records for district NY280000. 3 actual error(s). (displayed below)

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Init. Event Code:	Init. Event Date:	Errors:
100001275			0000	Sample District Wide	CSE01	2011-11-07	EV5107: No matching Demographics record.
100001275			0000	Sample District Wide	CSE01	2011-11-07	EV5107: No matching Demographics record.
100001275			0000	Sample District Wide	CSE01	2011-11-07	EV5107: No matching Demographics record.

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid SE Event records and the number of SE Event error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

NYS-Level 0
New York State Education Dept. - Level 0, version 1.0.0.0

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event 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
- ☐ Event Type Breakdown
- ☐ Verif. Errors (Error Rpt #2)
- ☐ Unlock History

Event Summary for My Available Districts

District:	Valid Cnt:	Error Cnt:	Data Lock Date /Person:
Sample District	229	3	

SE Events Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid SE Event records and the number of error records that currently exist in level 0. See sample below.


Loc. Code:	School: (Click on School to view students)	Valid Records:	Error Records:
0011	Sample Location	3711	2
910094	ESB Masera LC	2	0
034586	FERNCLEIFF MANOR	0	0

Dist. Upload Log Dates: This report shows: the dates and times when a text file containing the district's SE event data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your SE Event data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing SE event L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing SE event L1-Data Prep, the SE event data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

Data Uploaded By:	Data Upload Date:	Record Count:
Karen Barbaro	8/24/2012 8:17:00 AM	156
Tanganyika Blair	8/15/2012 12:19:00 PM	156

SE Events Reports Reference

Import Log: This report is a history of SE event imports for the district. The first column of the report displays the name of the user who performed the import. The second displays the date and time of the import. The third column displays “YES” if the user elected to purge existing data when importing

**NYS-Level 0**

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 9 [Change My Password](#)

District: NY280000 : Sample District School Year:

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

SE Event Report Choices:

☒ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Dist. Upload Log Dates ☒ Import Log
☐ Lock History ☐ Event Type Breakdown ☐ Vent. Errors (Error Rpt #2) ☐ Unlock History

District Data Import Log Records.

Imported By:	Date of Event Import:	All Data Purged before Import:
Mary Malinowski	10/18/2012 7:55:00 PM	YES
Mary Malinowski	10/18/2012 7:53:00 PM	YES
Mary Malinowski	10/18/2012 7:47:00 PM	YES
Mary Malinowski	10/9/2012 2:30:00 PM	YES
Mary Malinowski	10/1/2012 12:52:00 PM	YES
Mary Malinowski	10/1/2012 12:50:00 PM	

SE Events Reports Reference

Lock History: The lock history report is a history of the dates and times when the district’s SE Event data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year:

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event 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 ☐ Event Type Breakdown ☐ Verif. Errors (Error Rpt #2) ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:
Mary Malinowski	10/18/2012 8:31:35 PM
Mary Malinowski	10/9/2012 2:54:16 PM
Mary Malinowski	10/5/2012 10:43:57 AM

Unlock History: The unlock history report is a history of the dates and times when the district’s SE Event data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\SE events from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the SE Event data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing SE Event L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing SE Event L1-Data Prep, the SE Event data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event 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 ☐ Event Type Breakdown ☐ Verif. Errors (Error Rpt #2) ☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	10/18/2012 8:31:37 PM	Automatic unlock - upload to Level 1
Mary Malinowski	10/10/2012 9:05:47 AM	Manual unlock by User
Mary Malinowski	10/9/2012 8:30:18 AM	Manual unlock by User

SE Events Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking SE event data.

This report shows errors found after running verification checks during SE Event L1-Data Prep., or by clicking on the Run Verification Rpt. Button on the SE Event Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version 0.0.0.0

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year: 2011-12-12

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event Report Choices:

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

☐ Lock History ☐ Event Type Breakdown ☒ Verif. Errors (Error Rpt #2) ☐ Unlock History

2 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Init. Event Code:	Init. Event Date:	Error Msg:
100000711	SampleLN711	SampleFN711	0000	Sample District Wide	EI01	2011-12-12	EV5034: W/F - Missing Non Compliance Reason.
100000711	SampleLN711	SampleFN711	0000	Sample District Wide	EI01	2011-12-12	EV5028: W/F - Link 1 record needed or event type mis-match.

Event Type Breakdown: This report shows a breakdown, by event type, of the number of event records in Level 0. For each event type, the following information is displayed: Count of valid records, count of valid chains, count of students with valid records, count of event records with errors, count of event chains with errors, and number of students whose event records have errors. Clicking on a count in either the Valid Students or Error Students columns will generate a list the students included in the count. Clicking on a Student Id will bring you to the student's SE Event manual input screen.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

SE Event 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 ☒ Event Type Breakdown ☐ Verif. Errors (Error Rpt #2) ☐ Unlock History


Event Type Breakdown for district NY280000:

Event Type:	Valid Cnt:	Valid Chain Cnt:	Valid Students (Click to View):	Error Cnt:	Error Chain Cnt:	Error Students (Click to View):
CPSE	48	16	16	0	0	0
CSE	161	54	54	0	0	0
CSENP	0	0	0	0	0	0
EI	20	6	6	0	0	0
VRS	0	0	0	0	0	0

Class/Grade/Detail Reports Reference

When you select the **Reports** function and then select **Grade Detail** as the data type, the Class/Grade/Detail Report Choices screen, shown below, will appear.





New York State Education Dept. - Level 0, version

Elect. Import

Manual Input

L1-Data Prep.

Reports

L0 Express

Admin

Log Off

Current # of users logged on: **3**

[Change My Password](#)

District:
NY280000 : Sample District

School Year:
School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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)

☐ Course Roster by Teacher

☐ Unlock History

0 class grade detail errors for district NY280000

Class/Grade/Detail Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent grade detail import. See sample below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

[View All](#)

Over 500 error records - showing first 500 only. Click 'View All' button to see all errors.

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
071980000	SampleLN10	SampleFN10	Sample District Wide	Sample District Wide	SG7013: Missing or invalid Marking Period/Term Code and Location combination for selected school year: 8/1
071980000	SampleLN100	SampleFN100	Sample District Wide	Sample District Wide	SG7013: Missing or invalid Marking Period/Term Code and Location combination for selected school year: 8/1

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid class grade detail records and the number of class grade detail error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

Class Grade Detail Summary for My Available Districts

District:	Valid Records:	Error Records:	Data Lock Date/Person:
Sample District	15401	0	

Class/Grade/Detail Reports Reference

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid class grade detail records and the number of error records that currently exist in level 0. See sample below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

School Summary for District: NY280000

Loc. Code:	School: (Click on School to view students)	Valid Records:	Error Records:
910094	ESB Masera LC	6014	0
034586	FERNCLIFF MANOR	3339	0
0000	Sample District Wide	2646	0
0011	Sample Location	994	0

Clicking on a school name will generate a **Students with valid class grade detail records in school - xxx** report that lists all the students with valid class grade detail records for the selected school and year. Students with multiple class grade detail records will be listed in this report multiple times. The report can be sorted by any column by clicking on the column header. Clicking on a Student ID will bring you to the student's demographic screen. See sample report below.

NYS-Level 0 NYSed.gov

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

Students with valid class grade detail records in school - 0005

Student ID:	Last Name:	First Name:
000004567	Sample	Janet
000000619	Sample	Jill
000000555	Sample	Lisa
100000001	SampleLN1	SampleFN1
100000010	SampleLN10	SampleFN10
100000100	SampleLN100	SampleFN100
100001000	SampleLN1000	SampleFN1000
100001001	SampleLN1001	SampleFN1001
100001002	SampleLN1002	SampleFN1002
100001003	SampleLN1003	SampleFN1003
100001004	SampleLN1004	SampleFN1004
100001005	SampleLN1005	SampleFN1005
100001006	SampleLN1006	SampleFN1006
100001007	SampleLN1007	SampleFN1007
100001008	SampleLN1008	SampleFN1008
100001009	SampleLN1009	SampleFN1009
100000101	SampleLN101	SampleFN101
100001010	SampleLN1010	SampleFN1010
100001011	SampleLN1011	SampleFN1011
100001012	SampleLN1012	SampleFN1012
100001013	SampleLN1013	SampleFN1013
100001014	SampleLN1014	SampleFN1014
100001015	SampleLN1015	SampleFN1015

Local intranet 100%

Class/Grade/Detail Reports Reference

Dist. Upload Log Dates This report shows: the dates and times when a text file containing the district's grade detail data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your grade detail data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing grade detail L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing grade detail L1-Data Prep, the grade detail data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. See sample report below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

Upload Log Records.

Data Uploaded By:	Data Upload Date:	Record Count:
Mary Malinowski	7/23/2012 12:15:00 PM	15401
Karen Barbaro	7/19/2012 12:06:00 PM	15400

Import Log: This report is a history of grade detail imports for the district. The first column of the report displays the name of the user who performed the import. The second displays the date and time of the import. The third column displays "YES" if the user elected to delete existing data when importing.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

District Data Import Log Records.

Imported By:	Date of Grade Detail Import:	All Data Purged before Import:
Mary Malinowski	7/19/2012 10:51:00 AM	
Mary Malinowski	7/19/2012 10:42:00 AM	
Mary Malinowski	7/19/2012 10:40:00 AM	
Mary Malinowski	7/19/2012 10:14:00 AM	
Mary Malinowski	7/19/2012 10:01:00 AM	
Mary Malinowski	7/19/2012 9:42:00 AM	
Mary Malinowski	7/19/2012 9:42:00 AM	
Mary Malinowski	7/19/2012 9:40:00 AM	YES
Mary Malinowski	7/19/2012 9:20:00 AM	YES

Class/Grade/Detail Reports Reference

Lock History: The lock history report is a history of the dates and times when the district's class/grade/detail data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 5 [Change My Password](#)

District: NY280000 : Sample District School Year:

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:
Mary Malinowski	10/9/2012 2:52:42 PM
Mary Malinowski	10/9/2012 2:47:42 PM
Mary Malinowski	10/9/2012 2:46:13 PM
Mary Malinowski	10/5/2012 10:38:48 AM
Mary Malinowski	10/5/2012 10:34:54 AM
Mary Malinowski	10/5/2012 10:32:59 AM
Mary Malinowski	10/2/2012 9:40:49 AM
Mary Malinowski	10/1/2012 8:31:52 PM
Mary Malinowski	10/1/2012 2:54:40 PM
Mary Malinowski	9/27/2012 12:07:39 PM
John Kelly	9/24/2012 8:45:27 AM
John Kelly	9/24/2012 8:44:42 AM

Unlock History: The unlock history report is a history of the dates and times when the district's class/grade/detail data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep/Grade Detail from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the class/grade/detail data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing grade detail L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing grade detail L1-Data Prep, the class/grade/detail data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 4 [Change My Password](#)

District: NY280000 : Sample District School Year:

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Class/Grade/Detail 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) ☐ Course Roster by Teacher ☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	10/10/2012 9:05:05 AM	Manual unlock by User
Mary Malinowski	10/9/2012 2:51:59 PM	Manual unlock by User
Mary Malinowski	10/9/2012 2:46:37 PM	Automatic unlock - upload to Level 1
Mary Malinowski	10/9/2012 8:29:51 AM	Manual unlock by User
Mary Malinowski	10/5/2012 10:38:14 AM	Manual unlock by User
Mary Malinowski	10/5/2012 10:33:23 AM	Automatic unlock - upload to Level 1
Mary Malinowski	10/2/2012 9:52:22 AM	Manual unlock by User
Mary Malinowski	10/1/2012 8:31:54 PM	Manual unlock by User
Mary Malinowski	10/1/2012 2:54:55 PM	Manual unlock by User

Class/Grade/Detail Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking class/grade/detail data.

This report shows errors found after running verification checks during grade detail L1-Data Prep or by clicking on the Run Verification Rpt. Button on the Class/Grade/Detail Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt. button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.)

Course Roster by Teacher: Selecting this report will generate a list of district staff who have a Staff Snapshot record in Level 0 express.

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

Class/Grade/Detail Report Choices:

☐ 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) ☒ Course Roster by Teacher ☐ Unlock History

Staff listing for district NY280000

Staff ID: (Click on ID to view students)	Staff Last Name:	Staff First Name:	Staff Location:	Location Code:
1811274	Neutron	James	Sample School	005
1754109	Paul	Les	Sample School	005
1889110	Wray	Link	Sample School	005
1785315	James	Jesse	Sample School	005

Clicking on a Staff ID will generate a list of students who have a staff/student/course relationship with the teacher. Students will appear on the list multiple times if they have multiple staff/student/course records linking them to the selected teacher.

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

Class/Grade/Detail Report Choices:

☐ 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) ☒ Course Roster by Teacher ☐ Unlock History

Students with a staff/student/course relation to - James Neutron

Course and Section:	Course Name:	Student ID:	Last Name:	First Name:
J0111 - 10	ENG 8	000320524	Jones	Johnny
J0111 - 10	ENG 8	000320524	Jones	Johnny
J0111 - 10	ENG 8	000310120	Smith	Sara
J0111 - 10	ENG 8	000310120	Smith	Sara

Student Credit GPA Reports Reference

When you select the **Reports** function and then select **Credit GPA** as the data type, the Student Credit GPA Report Choices screen, shown below, will appear.

NYS-Level 0

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District **School Year:** School Year Ending 2013-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Student Credit GPA Report Choices: [Run Verification Rpt](#)

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log	<input type="radio"/> Lock History
<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History			

No upload log records were found for this district.

Student Credit GPA Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent Credit GPA import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on the student ID to view a student's record.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid credit gpa records and the number of credit gpa error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level

Dist. Upload Log Dates This report shows: the dates and times when a text file containing the district's credit gpa data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your credit gpa data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing credit gpa L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing credit gpa L1-Data Prep, the credit gpa data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data.

Import Log: This report is a history of credit gpa imports for the district. The first column of the report displays the name of the user who performed the import. The second displays the date and time of the import. The third column displays "YES" if the user elected to delete existing data when importing.

Lock History: The lock history report is a history of the dates and times when the district's credit gpa data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

Unlock History: The unlock history report is a history of the dates and times when the district's credit gpa detail data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* **or** *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Credit GPA from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB "pulled" the credit gpa data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the "Create File for Level 1 Submission" button when performing credit gpa L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing credit gpa L1-Data Prep, the credit gpa data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Student Credit GPA Detail Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking credit gpa data.

This report shows errors found after running verification checks during Credit GPA L1-Data Prep or by clicking on the Run Verification Rpt. Button on the Student Credit GPA Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.)

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Staff/Stu/Crse Reports Reference

When you select the **Reports** function and then select **Staff/Stu/Crse** as the data type, the Staff/Student/Course Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 Reports interface. At the top, the header reads "NYS-Level 0" and "NYS ED.gov". Below this, a navigation bar includes "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". The "Reports" tab is currently selected. The interface shows the "Current # of users logged on: 3" and a "Change My Password" link. The "District:" dropdown is set to "NY280000 : Sample District" and the "School Year:" dropdown is set to "School Year Ending 2012-06-30". Below these, there is a "Download Chosen Report Rpt." section with radio buttons for ".txt file" and ".csv file", and a "Download" button. The "Staff/Student/Course Report Choices:" section is highlighted, showing a grid of report options: "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)", "Course Roster by Teacher", and "Unlock History". A "Run Verification Rpt." button is also present. At the bottom, it states "0 staff/student/course errors for district NY280000".

Staff/Stu/Crse Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent grade detail import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on the student ID to view a student's record.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid staff/student/course records and the number of staff/student/course error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

District:	Valid Records:	Error Records:	Data Lock Date/Person:
Sample District	35865	0	

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid staff/student/course records and the number of error records that currently exist in level 0. See sample below.

Loc. Code:	School: (Click on School to view students)	Valid Records:	Error Records:
910094	ESB Masera LC	14803	0
034586	FERNCIFF MANOR	7892	0
0000	Sample District Wide	5778	0
0011	Sample Location	2168	0

Staff/Stu/Crse Reports Reference

Dist. Upload Log Dates: This report shows, by data reporting group: the dates and times when a text file containing the district's staff/student/course data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded staff/student/course data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing staff/student/course L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing staff/student/course L1-Data Prep, the staff/student/course data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. See sample report below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Staff/Student/Course 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) ☐ Course Roster by Teacher ☐ Unlock History

Upload Log Records.

Data Uploaded By:	Data Upload Date:	Data Upload Group(s):	Record Count:
Mary Malinowski	5/29/2012 12:11:00 PM		35865
Mary Malinowski	5/15/2012 12:11:00 PM	2012-06-30	17728
Dennis W Brooks	5/11/2012 7:51:00 AM		16823
Karen Barbaro	5/10/2012 12:11:00 PM		16797

Import Log: This report is a history, by reporting date group, of staff/student/course imports for the district. The first column of the report displays the name of the user who performed the import. The second displays the date and time of the import. The third column displays the data reporting group. The forth column displays "YES" if the user elected to purge existing data when importing

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Staff/Student/Course 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) ☐ Course Roster by Teacher ☐ Unlock History

District Data Import Log Records.

Imported By:	Date of Staff/Stu/Crse Import:	Data Import Group(s):	All Data Purged before Import:
Joan Jett	5/26/2012 8:02:00 AM	ALL	
Joan Jett	5/25/2012 3:36:00 PM	2012-04-17	
Joan Jett	5/25/2012 3:34:00 PM	2012-06-30	
Joan Jett	5/25/2012 3:33:00 PM	2012-06-30	
Joan Jett	5/25/2012 3:24:00 PM	2012-06-30	YES
Joan Jett	5/25/2012 3:12:00 PM	ALL	

Staff/Stu/Crse Reports Reference

Lock History: The lock history report is a history of the dates and times when the district's staff/student/course data was locked. The report displays the name of the user who locked the data, the date and time the data was locked, and which Staff/Student/Course groups were locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

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

Staff/Student/Course Report Choices:

☒ 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)
☐ Course Roster by Teacher
☐ Unlock History

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:	Data lock Group(s):
Joan Jett	5/29/2012 8:44:33 AM	ALL
Joan Jett	5/25/2012 2:44:29 PM	ALL
Joan Jett	5/15/2012 11:07:54 AM	2012-06-30
Joan Jett	5/10/2012 5:57:52 PM	2012-06-30
Joan Jett	5/9/2012 10:41:52 PM	2012-06-30

Unlock History: The unlock history report is a history of the dates and times when the district's staff/student/course data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Staff/Student/Course from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the Staff/Student/Course data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing Staff/Student/Course L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing Staff/Student/Course L1-Data Prep, the staff/student/course data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

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

Staff/Student/Course Report Choices:

☐ 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)
☐ Course Roster by Teacher
☒ Unlock History

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Data unlock Group(s):	Reason for Unlock:
Joan Jett	5/29/2012 12:11:24 PM		Automatic unlock - upload to Level 1
Joan Jett	5/25/2012 3:12:01 PM	ALL	Manual unlock by User
Joan Jett	5/15/2012 12:11:06 PM	2012-06-30	Automatic unlock - upload to Level 1
Joan Jett	5/11/2012 7:51:13 AM		Automatic unlock - upload to Level 1
Joan Jett	5/10/2012 12:11:04 PM		Automatic unlock - upload to Level 1

Staff/Stu/Crse Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking Staff/Student/Course data.

This report shows errors found after running verification checks during Staff/Stu/Crse L1-Data Prep or by clicking on the Run Verification Rpt. Button on the Staff/Stu/Crse Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into 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

User Account: Mary Malinowski (mmalinowski) [Change My Password](#)

Current # of users logged on: 14

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

Download Chosen Report to: ☐ .txt file ☐ .csv file [Download](#)

Staff/Student/Course 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) ☐ Course Roster by Teacher ☐ Unlock History ☐ Group Breakdown

4 staff/student/course errors for district NY280000

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
000000619	Sample	Jill	0011	Sample Location	SR7726: Missing or invalid Term Code: 1
100000001	SampleLN1	SampleFN1	0011	Sample Location	SR7726: Missing or invalid Term Code: 1
100000001	SampleLN1	SampleFN1	910094	ESB Masera LC	SR7726: Missing or invalid Term Code: 1
100000001	SampleLN1	SampleFN1	0011	Sample Location	SR7726: Missing or invalid Term Code: 1

Course Roster by Teacher: This report is a list of district staff who have a Staff Snapshot record in Level 0 express.

Download Chosen Report to: ☐ .txt file ☐ .csv file [Download](#)

Staff/Student/Course 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) ☐ Course Roster by Teacher ☐ Unlock History

Staff listing for district NY280000

Staff ID: (Click on ID to view students)	Staff Last Name:	Staff First Name:	Staff Location:	Location Code:
1811274	Neutron	James	Sample School	005
1754102	Paul	Les	Sample School	005
1889110	Wray	Link	Sample School	005
1785315	James	Jesse	Sample School	005

Clicking on a Staff ID will generate a list of students who have a staff/student/course relationship with the teacher. Students will appear on the list multiple times if they have multiple staff/student/course records linking them to the selected teacher.

Download Chosen Report to: ☐ .txt file ☐ .csv file [Download](#)

Staff/Student/Course 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) ☐ Course Roster by Teacher ☐ Unlock History

Staff/Student/Course Report Choices:

Course and Section:	Course Name:	Student ID:	Last Name:	First Name:
J0111 - 10	ENG 8	000320524	Jones	Johnny
J0111 - 10	ENG 8	000320524	Jones	Johnny
J0111 - 10	ENG 8	000310120	Smith	Sara
J0111 - 10	ENG 8	000310120	Smith	Sara

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Assessment Accommodation Reports Reference

When you select the **Reports** function and then select **Accommodation** as the data type, the Assessment Accommodation Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 Reports interface. At the top, the header includes the NYS-Logo and 'NYS-Level 0' on the left, and 'NYSED.gov' on the right. Below the header, a navigation bar contains links: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports' (highlighted), 'LO Express', 'Admin', and 'Log Off'. A status bar indicates 'Current # of users logged on: 3' and a link to 'Change My Password'. Below this, there are dropdown menus for 'District:' (set to 'NY280000 : Sample District') and 'School Year:' (set to 'School Year Ending 2012-06-30'). A 'Download' button is present with radio buttons for '.txt file' and '.csv file'. The main section is titled 'Assessment Accommodation Report Choices:' and features a grid of report options: 'Dist. Report Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. Upload Log Data', 'Report Log', 'Lock History', 'New Year' Errors (Error Rpt #2)', 'Unlock History', and 'Test Breakdown Rpt'. A 'Run Verification Rpt' button is located to the right of the grid. At the bottom, it states '0 assessment accommodation errors for district NY280000'.

New York State Education Dept. - Level 0, version

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

Current # of users logged on: 3 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2012-06-30

Download Chosen Report for: ☐ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices: [Run Verification Rpt](#)

<input type="radio"/> Dist. Report Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. Upload Log Data	<input type="radio"/> Report Log	<input type="radio"/> Lock History
<input type="radio"/> New Year' Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> Test Breakdown Rpt		

0 assessment accommodation errors for district NY280000

Assessment Accommodation Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent assessment accommodation import. See sample below.

Assessment Accommodation Report Choices:

1 assessment accommodation errors for district NY280000

Student ID:	Last Name:	First Name:	Test Desc:	Item Desc:	Errors:
100000010	SampleLN10	SampleFN10	RCT	RCT Math - Jun	AA6205: Missing or Invalid Test Date. Test Date must be in YYYY-MM-DD format and fall within the selected school year: 2011-06-01

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on the student ID to view a student's record.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid assessment accommodation records and the number of error assessment accommodation records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

Assessment Accommodation Summary for My Available Districts

District:	Valid Records:	Error Records:	Data Lock Date/Person:
Sample District	131	1	

Assessment Accommodation Reports Reference

Dist. Upload Log Dates: This report shows the dates and times when a text file containing the district's assessment accommodation data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your accommodation data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing accommodation L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button when performing accommodation L1-Data Prep, the accommodation data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data. See sample report below.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☒ Dist. Upload Log Dates ☐ Import Log ☐ Lock History

☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ Test Breakdown Rpt.

Upload Log Records.

Data Uploaded By:	Data Upload Date:	Record Count:
Mary Malinowski	8/10/2012 8:13:00 AM	2403
Dennis W Brooks	8/8/2012 12:07:00 PM	2403
Dennis W Brooks	8/7/2012 12:10:00 PM	2403
Mary Malinowski	7/20/2012 8:14:00 AM	1319

Import Log: This report is a history of assessment accommodation imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing assessment accommodation data when importing.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☒ Import Log ☐ Lock History

☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ Test Breakdown Rpt.

District Data Import Log Records.

Imported By:	Date of Accommodation Import:	All Data Purged before Import:
Joan Jett	8/6/2012 8:39:00 AM	
Joan Jett	8/6/2012 8:13:00 AM	
Joan Jett	7/19/2012 12:53:00 PM	
Joan Jett	7/19/2012 12:52:00 PM	
Joan Jett	7/19/2012 12:52:00 PM	

Assessment Accommodation Reports Reference

Lock History: The lock history report is a history of the dates and times when the district's assessment accommodation data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report. See sample lock history and sample unlock history reports below.

Lock History

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices:

[Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☒ Lock History
☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ Test Breakdown Rpt.

District Data Lock History Records.

Data Locked By:	Date And Time Data was Locked:
Mary Malinowski	8/9/2012 12:50:23 PM
Mary Malinowski	8/8/2012 10:35:10 AM
Mary Malinowski	8/7/2012 8:09:49 AM
Mary Malinowski	7/19/2012 12:53:23 PM

Unlock History: The unlock history report is a history of the dates and times when the district's assessment accommodation data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Accommodation from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the accommodation data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing accommodation L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing accommodation L1-Data Prep, the accommodation data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Unlock History

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices:

[Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☒ Lock History
☐ View Verif. Errors (Error Rpt #2) ☒ Unlock History ☐ Test Breakdown Rpt.

District Data Unlock History Records.

Data Unlocked By:	Date And Time Data was Unlocked:	Reason for Unlock:
Mary Malinowski	8/10/2012 8:12:34 AM	Automatic unlock - upload to Level 1
Dennis W Brooks	8/8/2012 12:06:59 PM	Automatic unlock - upload to Level 1
Dennis W Brooks	8/7/2012 12:09:54 PM	Automatic unlock - upload to Level 1
Mary Malinowski	7/20/2012 8:14:26 AM	Automatic unlock - upload to Level 1

Assessment Accommodation Reports Reference

View Verif. Errors (Error Rpt #2): Report not applicable. No verification error checks exist for assessment accommodation records at this time

Test Breakdown Rpt: This report lists each of the assessment test groups. For each test group number of valid accommodation records and the number of error records is displayed. Clicking on any of the underlined counts will generate a list of the students to who each of the records belong. Clicking on a student ID will bring you to the student's assessment screen.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Assessment Accommodation Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☐ Lock History
☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☒ Test Breakdown Rpt.

Assesment Accommodation Test Group Summary for District: **NY280000**

Test Group:	Valid Records (Click to View):	Error Records (Click to View):
ALTRCT	<u>0</u>	<u>0</u>
ALTREG	<u>0</u>	<u>0</u>
COSF	<u>0</u>	<u>0</u>
CTE	<u>0</u>	<u>0</u>
NYS	<u>0</u>	<u>0</u>
NYSAA	<u>0</u>	<u>0</u>
NYSLAT	<u>0</u>	<u>0</u>
RCT	<u>1082</u>	<u>0</u>
Regents	<u>1321</u>	<u>0</u>

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Daily Attendance Reports Reference

When you select the **Reports** function and then select **Daily Attendance** as the data type, the Daily Attendance Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 web application interface. At the top, the header includes the NYS-Level 0 logo and the NYSED.gov logo. Below the header, a navigation bar contains links for 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The 'Reports' link is highlighted. Below the navigation bar, the user account information is displayed: 'User Account: Mary Malinowski (mmalinowski)' and 'Current # of users logged on: 2'. A link for 'Change My Password' is also visible. The 'District' dropdown menu is set to 'NY280000 : Sample District' and the 'School Year' dropdown menu is set to 'School Year Ending 2013-06-30'. Below these dropdowns, there is a 'Download Chosen Report to:' section with radio buttons for '.txt file' and '.csv file', and a 'Download' button. The 'Daily Attendance Report Choices:' section is highlighted, showing a grid of report options: '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)', and 'Unlock History'. A 'Run Verification Rpt' button is located to the right of the report choices. Below the report choices, the text '0 daily attendance errors for district NY280000' is displayed. The footer of the page shows the copyright notice '© 2013 NYSED'.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 2 [Change My Password](#)

District: NY280000 : Sample District School Year: School Year Ending 2013-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Daily Attendance Report Choices: [Run Verification Rpt](#)

<input checked="" type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History		

0 daily attendance errors for district NY280000

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Daily Attendance Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent assessment daily attendance import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on the student ID to view a student's record.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid daily attendance records and the number of error daily attendance records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a school level. See sample below.

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid daily attendance records and the number of error records that currently exist in level 0. See sample below

Dist. Upload Log Dates: This report shows the dates and times when a text file containing the district's daily attendance data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your daily attendance data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing daily attendance L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button when performing accommodation L1-Data Prep, the daily attendance data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data.

Import Log: This report is a history of daily attendance imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing daily attendance data when importing.

Lock History: The lock history report is a history of the dates and times when the district's daily attendance data was locked, and by whom the data was locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

Daily Attendance Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking daily attendance data.

This report shows errors found after running verification checks during daily attendance L1-Data Prep., or by clicking on the Run Verification Rpt. Button on the Daily Attendance Report Choices screen. Clicking on the Student ID associated with an error message will bring you to the student's manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.) See sample report below

Unlock History: The unlock history report is a history of the dates and times when the district's daily attendance data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* **or** *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Daily Attendance from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the daily attendance data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing accommodation L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing accommodation L1-Data Prep, the daily attendance data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

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Day Calendar Reports Reference

When you select the **Reports** function and then select **Day Calendar** as the data type, the Day Calendar Report Choices screen, shown below, will appear.

The screenshot displays the NYS-Level 0 Reports interface. At the top left is the "NYS-Level 0" logo, and at the top right is the "NYSED.gov" logo. A red header bar contains the text "New York State Education Dept. - Level 0, version". Below this is a navigation bar with tabs: "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "L0 Express", "Admin", and "Log Off". The "Reports" tab is selected. The user account is "Mary Malinowski (mmalinowski)" and the current number of users logged on is 13. A link "Change My Password" is available. The "District" dropdown is set to "NY280000 : Sample District" and the "School Year" dropdown is set to "School Year Ending 2014-06-30". A "Download Chosen Report to:" section offers ".txt file" and ".csv file" options with a "Download" button. The "Day Calendar Report Choices:" section includes a "Run Verification Rpt" button and a list of report options: "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)", and "Unlock History". The bottom of the screen shows the text "0 day calendar errors for district NY280000".

NYS-Level 0 **NYSED.gov**

New York State Education Dept. - Level 0, version

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: **13** [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file **Download**

Day Calendar 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

0 day calendar errors for district NY280000

Day Calendar Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent assessment daily attendance import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on a School Date to view the Day Calendar manual input screen for that date.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid day calendar records and the number of error day calendar records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level.

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid day calendar records and the number of error records that currently exist in level 0.

Dist. Upload Log Dates: This report shows the dates and times when a text file containing the district's day calendar data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your day calendar data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing day calendar L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button when performing day calendar L1-Data Prep, the day calendar data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data.

Import Log: This report is a history of day calendar imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing day calendar data when importing.

Lock History: The lock history report is a history of the dates and times when the district's day calendar data was locked, and by whom the data was locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

Day Calendar Reports Reference

View Verif. Errors (Error Rpt #2): This report displays verification errors which will prevent the user from locking daily attendance data.

This report shows errors found after running verification checks during day calendar L1-Data Prep., or by clicking on the Run Verification Rpt. Button on the Day Calendar Report Choices screen. Clicking on the school date associated with an error message will bring you to the manual input screens. If manual changes are made to correct errors, you must click the Run Verification Rpt button again to refresh Verif. Error Rpt #2. (Manual corrections are not recommended, errors should be fixed at the source, and a new file imported into Level 0.)

Unlock History: The unlock history report is a history of the dates and times when the district's day calendar data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Day Calendar from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the day calendar data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing day calendar L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing day calendar L1-Data Prep, the day calendar data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

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Student Contact Reports Reference

When you select the **Reports** function and then select **Student Contact** as the data type, the Student Contact Report Choices screen, shown below, will appear.

The screenshot shows the NYS-Level 8 web application interface. At the top left is the 'NYS-Level 8' logo, and at the top right is the 'NYSED.gov' logo. Below the logos is a red header bar with the text 'New York State Education Dept. - Level 0, version 9.01'. Underneath the header bar is a navigation menu with tabs: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports' (which is highlighted), 'L0 Express', 'Admin', and 'Log Off'. Below the navigation menu, the user account information is displayed: 'User Account: Mary Malinowski (mmalinowski)' and 'Current # of users logged on: 14'. There is a link 'Change My Password' next to the user account information. Below this, there are two dropdown menus: 'District:' with 'NY280000 : Sample District' selected, and 'School Year:' with 'School Year Ending 2014-06-30' selected. Below the dropdown menus, there is a section for downloading reports. It says 'Download Chosen Report to:' followed by radio buttons for '.txt file' (selected) and '.csv file', and a 'Download' button. Below this is a section titled 'Student Contact Report Choices:' with a 'Run Verification Rpt' button. Underneath this section is a table with five columns: 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. Upload Log Dates', 'Import Log', and 'Lock History'. The first column has a sub-row 'View Verif. Errors (Error Rpt #2)'. Below the table, it says '0 Student Contact errors for district NY280000'.

NYS-Level 8 NYSED.gov

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

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 14 [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Student Contact Report Choices: [Run Verification Rpt](#)

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log	<input type="radio"/> Lock History
<input checked="" type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History			

0 Student Contact errors for district NY280000

Student Contact Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent student contact import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on the student ID to view a student's record.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid student contact records and the number of student contact error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a school level.

Dist. Upload Log Dates: This report shows: the dates and times when a text file containing the district's student contact data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your student contact data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing student contact L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing student contact L1-Data Prep, the student contact data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data.

Import Log: This report is a history of student contact imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing student contact data when importing.

Lock History: The lock history report is a history of the dates and times when the district's student contact data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

View Verif. Errors (Error Rpt #2): Report not applicable. No verification error checks exist for student contact records at this time

Unlock History: The unlock history report is a history of the dates and times when the district's student contact data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Student Contact from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB "pulled" the student contact data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the "Create File for Level 1 Submission" button when performing student contact L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission"

Student Contact Reports Reference

button while performing student contact L1-Data Prep, the student contact data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

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Contact Reports Reference

When you select the **Reports** function and then select **Contact** as the data type, the Student Contact Report Choices screen, shown below, will appear.

The screenshot shows 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 header bar with the text 'New York State Education Dept. - Level 0, version 9.01'. Underneath the header bar is a navigation menu with tabs: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. The 'Reports' tab is selected. Below the navigation menu, the user account information is displayed: 'User Account: Mary Malinowski (mmalinowski)'. To the right of the user account is a link 'Change My Password'. Below the user account is the text 'Current # of users logged on: 17'. Below this is a form with two dropdown menus: 'District:' with the value 'NY280000 : Sample District' and 'School Year:' with the value 'School Year Ending 2014-06-30'. Below the form is a section titled 'Download Chosen Report to:' with radio buttons for '.txt file' and '.csv file', and a 'Download' button. Below this is a section titled 'Contact Report Choices:' with a 'Run Verification Rpt' button. The 'Contact Report Choices:' section contains a grid of radio buttons for various report types: 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. Upload Log Dates', 'Import Log', 'Lock History', 'View Verif. Errors (Error Rpt #2)', and 'Unlock History'.

NYS-Level 0 NYSED.gov

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

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

User Account: Mary Malinowski (mmalinowski) [Change My Password](#)

Current # of users logged on: 17

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Contact Report Choices: [Run Verification Rpt](#)

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log	<input type="radio"/> Lock History
<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History			

Contact Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent contact import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on the Primary ID to view a contact's record.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid contact records and the number of contact error records that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level.

Dist. Upload Log Dates: This report shows: the dates and times when a text file containing the district's contact data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your contact data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing contact L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing contact L1-Data Prep, the contact data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data.

Import Log: This report is a history of contact imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing contact data when importing.

Lock History: The lock history report is a history of the dates and times when the district's contact data was locked, and by whom. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

View Verif. Errors (Error Rpt #2): Report not applicable. No verification error checks exist for contact records at this time.

Unlock History: The unlock history report is a history of the dates and times when the district's contact data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* **or** *Automatic unlock – upload to Level 1.* *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Contact from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB "pulled" the contact data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the "Create File for Level 1 Submission" button when performing contact L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing contact L1-Data Prep, the contact data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Staff Assignment Reports Reference

When you select the **Reports** function and then select **Staff Assignment** as the data type, the Staff Assignment Report Choices screen, shown below, will appear.

The screenshot shows the NYS-Level 8 interface. At the top left is the 'NYS-Level 8' logo. At the top right is the 'NYSED.gov' logo. Below the logo is a red navigation bar with the text 'New York State Education Dept. - Level 8, version 9.01'. Underneath the red bar is a yellow navigation bar with links: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'L0 Express', 'Admin', and 'Log Off'. Below the yellow bar is a blue header area containing the text 'User Account: Mary Malinowski (mmalinowski)', 'Current # of users logged on: 10', and a link 'Change My Password'. Below the blue header is a white area with two dropdown menus: 'District: NY280000 : Sample District' and 'School Year: School Year Ending 2014-06-30'. Below the dropdowns is a white box with the text 'Download Chosen Report to: .txt file .csv file' and a 'Download' button. Below the white box is a blue box with the text 'Staff Assignment Report Choices:' and a 'Run Verification Rpt' button. The blue box contains a grid of report options: '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)', and 'Unlock History'. Below the blue box is a white area with the text '0 Staff Assignment errors for district NY280000'. At the bottom of the page is a dark blue footer bar with the text '© 2013 NYSED'.

NYS-Level 8 NYSED.gov

New York State Education Dept. - Level 8, version 9.01

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: 10 [Change My Password](#)

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

Download Chosen Report to: .txt file .csv file [Download](#)

Staff Assignment 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

0 Staff Assignment errors for district NY280000

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Staff Assignment Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent staff assignment import.

- The report can be sorted by any of the columns by clicking on the column heading.
- Click on a Staff ID to view the Staff Assignment manual input screen for that staff member.
- The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid staff assignment records and the number of error day staff assignment that are in Level 0 for the selected school year. If a district's data is locked in preparation for Level 1 submission, this report will show the date the data was locked and the name of the person who locked the data. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a school level.

Dist. School Summary: This report lists each of the *schools* in the selected district's level 0 location table. For each of these schools, the report shows the number of valid staff assignment records and the number of error records that currently exist in level 0.

Dist. Upload Log Dates: This report shows the dates and times when a text file containing the district's staff assignment data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded your staff assignment data to Level 1 on the date/time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing staff assignment L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button when performing staff assignment L1-Data Prep, the staff assignment data is unlocked and will not be pulled by Eastern Suffolk until the district re-validates and relocks the data.

Import Log: This report is a history of staff assignment imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays the date and time of the import. The third column displays "YES" if the user elected to delete existing staff assignment data when importing.

Lock History: The lock history report is a history of the dates and times when the district's staff assignment data was locked, and by whom the data was locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

View Verif. Errors (Error Rpt #2): Report not applicable. No verification error checks exist for staff assignment records at this time.

Unlock History: The unlock history report is a history of the dates and times when the district's staff assignment data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* **or** *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Staff Assignment from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB “pulled” the staff assignment data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the “Create File for Level 1 Submission” button when performing staff assignment L1-Data Prep. When a district user clicks the “Create File for Level 1 Submission” button while performing staff assignment L1-Data Prep, the staff assignment data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

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Dashboard Report

When you select the **Reports** function and then select **Dashboard Rpt.**, the report below will be generated. Be patient, because of the large amount of data being compiled it may take a minute or so for the report to generate.

This dashboard report is a useful snapshot of the state of your data. For each data type, the following information is displayed: Import errors, verification errors, valid record counts, whether the data is currently locked, the last import date, the last update date (most recent date any record in the category was modified by either an import or manual update), and last upload (the last time either a district user or ESBOCES created a file for Level 1 submission.)

Some of the ways you can use this report:

- Spot data categories that should have data but don't.
- Ensure that your data imports are as current as you wish them to be.
- Compare Last Update columns and Last Upload columns. If your Last Update column is more recent than your Last Upload column, and the locked column shows NO, you may have updated your data and forgotten to lock it.



New York State Education Dept. - Level 8, version 9.01

Elect. Import

Manual Input

L1-Data Prep.

Reports

L0 Express

Admin

Log Off

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 10

Change My Password

District:

School Year:

NY280000 : Sample District

School Year Ending 2014-06-30

Dashboard Summary for NY280000

Data Type:	Import Errors:	Verif. Errors:	Valid Rec. Count:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	3631	NO	10/2/13 11:21 AM	10/22/13 12:31 PM	10/22/13 12:32 PM
Enrollment	0	0	3674	NO	10/4/13 11:04 AM	10/22/13 12:33 PM	10/22/13 12:34 PM
Programs	0	0	2574	--	--	--	--
Safety Net	0	0	11	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
LEP Eligibility	0	0	81	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
LEP Programs	0	0	81	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
NCLB	0	0	134	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
Type of Disability	0	0	689	NO	10/4/13 11:28 AM	10/4/13 11:27 AM	None
0198::Poverty	0	0	665	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
0220::Alt. Assess.	0	0	35	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
0242::NYSESLAT	0	0	4	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
0264::Section 504 Plan	0	0	163	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
Summer School Participation	0	0	38	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
5806::Reduced Lunch	0	0	200	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
5817::Free Lunch	0	0	464	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
8272::Homeless Youth	0	0	8	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
Prekindergarten Program	0	0	1	NO	10/4/13 11:24 AM	10/4/13 11:24 AM	None
Assessment	0	0	157	--	--	--	--
RCT	0	0	34	NO	10/4/13 11:37 AM	10/4/13 11:37 AM	None
Regents	0	0	123	NO	10/4/13 11:37 AM	10/4/13 11:37 AM	None
Assessment Accommodation	0	NA	131	NO	10/7/13 10:18 AM	10/7/13 10:17 AM	None
Staff/Stu/Crse	0	0	0	--	--	--	--
2013-08-13	0	0	0	NO	None	None	None
2014-01-27	0	0	0	NO	None	None	None
2014-04-01	0	0	0	NO	None	None	None
2014-04-30	0	0	0	NO	None	None	None
2014-05-21	0	0	0	NO	None	None	None
2014-06-03	0	0	0	NO	None	None	None
2014-06-30	0	0	0	NO	None	None	None
Class Grade Detail	0	0	0	NO	None	None	None
Student Credit GPA	0	0	2	NO	None	10/17/13 11:17 AM	10/22/13 01:26 PM
Day Calendar	1	0	1	NO	None	10/10/13 11:09 AM	10/22/13 01:46 PM
Daily Attendance	0	0	0	NO	None	None	None
Student Contact	0	NA	0	NO	None	None	None
Contact	1	NA	0	NO	None	None	None
Staff Evaluation	0	NA	0	--	--	--	--
Staff Assignment	1	NA	0	NO	None	None	None
BEDS Day Snapshot	0	0	592	NO	10/4/13 12:02 PM	10/4/13 12:01 PM	None
EOY Snapshot	0	0	0	NO	None	None	None
S.E. Event (more below...)	0	0	45	NO	10/4/13 12:07 PM	10/4/13 12:07 PM	None

Event Type:	# Valid Recs.:	# Valid Chains:	Valid Students:	# Error Recs.:	# Error Chains:	Error Students:
CPSE	24	8	8	0	0	0
CSE	9	3	3	0	0	0
CSENP	0	0	0	0	0	0
EI	12	3	3	0	0	0
VRS	0	0	0	0	0	0

Information Report

When you select the **Reports** function and then select **Information Rpt.**, you will be presented with the screen below. Click the down arrow button located to the left of the Run Report button to open up the data type drop_down.

NYS-Level 0

NYS-ED.gov

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

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

User Account: Mary Malinowski (mmalinowski)

Current # of users logged on: 2

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

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

Information Reports

These reports are only for your information. Any findings displayed in these reports only represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

Download All Records ☒ .txt file ☐ .csv file



DEMOGRAPHICS
ENTRY/EXIT
PROGRAM SERVICE
ASSESSMENT
SNAPSHOT
SE Event
Staff/Stu/Crs
GRADE DETAIL
Accommodation
Daily Attendance
Student Contact
Contact
Staff Assignment
STAFF SNAPSHOT
Student Credit GPA
Day Calendar

There are two types of functions that can be performed from this screen.

1. Selecting a data type and clicking the **Run Report** button will generate an information report for the selected data type. The information report is a list of potential errors. The errors contained in the information report will not prevent the data from being locked, but rather alert the district to inconsistencies in the data.
2. Selecting a data type, selecting either **.txt** or **.csv**, and then clicking the **Download All Records** button, will generate a file containing the valid records in Level 0 for the selected data type.

Staff Evaluation Reports

When you select the **Reports** function and then select **Staff Evaluation** as the data type, the Staff Evaluation Report Choices screen, shown below, will appear.



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

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

User Account: Mary Malinowski (mmalinowski)
Current # of users logged on: **12** [Change My Password](#)

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

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Staff Evaluation Report Choices: [Run Verification Rpt](#)

☒ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☐ Lock History
☐ Unlock History ☐ Eval. Type Breakdown ☐ View Verif. Errors (Error Rpt #2)

0 Staff Evaluation errors for district NY280000

Staff Evaluation Reports Reference

Dist. Import Errors (Error Rpt #1): This report shows a list of errors, if any, generated by most recent staff evaluation import. See sample report below:

The screenshot shows the 'Staff Evaluation Report Choices' interface. At the top, there are radio buttons for '.txt file' and '.csv file', and a 'Download' button. Below this is a section titled 'Staff Evaluation Report Choices:' with several report options: 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Dist. Upload Log Dates', 'Import Log', 'Lock History', 'Unlock History', 'Eval. Type Breakdowns', and 'View Verif. Errors (Error Rpt #2)'. A 'Run Verification Rpt' button is also present. The main section displays '1 Staff Evaluation errors for district NY280000'. Below this is a table with columns: Teach ID#, Last Name, First Name, Record Type, Loc. Name, and Errors. A single row is shown with Teach ID# 000000002, Last Name Kent, First Name Clark, Record Type State, Loc. Name Sample Location, and an error message: 'SE7909: Evaluation Criteria Rating points missing/invalid or value is outside valid range for Criteria Code: 99'. Numbered callouts 1, 2, and 3 point to the column headers, a data row, and the download buttons respectively.

Teach ID#	Last Name	First Name	Record Type	Loc. Name	Errors
000000002	Kent	Clark	State	Sample Location	SE7909: Evaluation Criteria Rating points missing/invalid or value is outside valid range for Criteria Code: 99

1. The report can be sorted by any of the columns by clicking on the column heading.
2. Click on Teach ID to view a staff member's staff evaluation records.
3. The error report can be downloaded. Choose either .txt or .csv format and click the Download button.

Dist(s) Summary: This report shows the number of valid staff evaluation records and the number of staff evaluation error records that are in Level 0 for the selected school year. *If you have access to more than one district, the data will be displayed for each district for which you have level 0 access.* This report displays data at a district level. This report does not display information at a *school* level. See sample below.

The screenshot shows the 'Staff Evaluation Summary for My Available Districts' report. It features a table with columns: District, Valid Records, and Error Records. A single row is shown for 'Sample District' with 8 Valid Records and 0 Error Records. The interface also includes a 'Download Chosen Report to:' section with radio buttons for '.txt file' and '.csv file', and a 'Download' button. A 'Run Verification Rpt' button is also present.

District	Valid Records	Error Records
Sample District	8	0

Staff Evaluation Reports Reference

Dist. Upload Log Dates: This report shows, by evaluation type: the dates and times when a text file containing the district's staff evaluation data was created for submission to Level 1, the name of the person that created the text file, and the number of records contained in the file. If you see an Eastern Suffolk BOCES staff name listed, it means that Eastern Suffolk BOCES "pulled" and loaded staff evaluation data to Level 1 on the date\time indicated. If you see a district user name listed, it means that the user clicked the "Create File for Level 1 Submission" button when performing staff evaluation L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing staff evaluation L1-Data Prep, the staff evaluation data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data.

Import Log: This report is a history, by evaluation type, of staff evaluation imports for the district. The first column of the report displays the name of the user who performed the import, the second column displays evaluation type, the third column displays the date of the import, the fourth column displays "YES" if the user elected to delete existing staff evaluation data when importing.

Lock History: The lock history report is a history of the dates and times when the district's staff evaluation data was locked. The report displays the name of the user who locked the data, the date and time the data was locked, and which evaluation types were locked. It is suggested that users who generate the lock history report also generate the companion **unlock history** report.

Unlock History: The unlock history report is a history of the dates and times when the district's staff evaluation data was unlocked, and by whom. The Reason for Unlock column will display *Manual unlock by User* or *Automatic unlock – upload to Level 1*. *Manual unlock by User* indicates that the user unlocked the data by selecting L1-Data Prep\Staff Evaluation from the Level 0 navigation bar and unchecking the checkbox. An *Automatic unlock-upload to Level 1* by an Eastern Suffolk BOCES staff member means that ESB "pulled" the Staff Evaluation data and loaded to Level 1. An *Automatic unlock-upload to Level 1* by a district user indicates that the user clicked the "Create File for Level 1 Submission" button when performing Staff Evaluation L1-Data Prep. When a district user clicks the "Create File for Level 1 Submission" button while performing Staff Evaluation L1-Data Prep, the staff evaluation data is unlocked and will not be pulled by Eastern Suffolk BOCES until the district re-validates and relocks the data. It is suggested that users who generate the unlock history report also generate the companion **lock history** report.

Staff Evaluation Reports Reference

Eval. Type Breakdown:

Lists, by evaluation type: The number of valid staff evaluation records in Level 0, the number of error staff evaluation records in Level 0, and if the data is currently locked, the name of the person who locked the data.

Clicking on a category's record count will bring you to a list of staff members who have records in that particular category.

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Staff Evaluation Report Choices: [Run Verification Rpt](#)
☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☐ Lock History
☐ Unlock History ☒ Eval. Type Breakdown ☐ View Verif. Errors (Error Rpt #2)

Staff Evaluation Evaluation Type Summary for District: NY280000

Eval Type:	Valid Records (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
Local	2	0	
State	2	0	
Composite	2	0	
Other	2	0	

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

Staff Evaluation Report Choices: [Run Verification Rpt](#)
☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. Upload Log Dates ☐ Import Log ☐ Lock History
☐ Unlock History ☐ Eval. Type Breakdown ☐ View Verif. Errors (Error Rpt #2)

Staff Eval. - Local - staff Valid records.

Teach ID:	First Name:	Last Name:	Eval Type:
000000002	Clark	Kent	Local
000000001	Lois	Lane	Local

View Verif. Errors (Error Rpt #2): Report not applicable. No verification error checks exist for contact records at this time.



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