

Level 0 Overview

Level 0 is a web based application used by BOCES to collect the data needed to print and process NYS assessments. Each student taking an assessment must have a ***Demographic*** and ***Enrollment*** record entered into Level 0. These instructions are an overview of the process of entering your students' data. More detailed step by step instructions can be found on the BOCES website, datacentral.esboces.org. Once on the website, under the **Information Menu**, go to **Test Scoring** and look for **Jewish Education Project**.

- Log In to Level 0 using your assigned **User Name** and **Password**
- Move mouse over **Manual Input** from the Navigation Bar at the top-select **Demographics** first

Demographics

- Each student's record begins with entering information in the **Demographics** screen
- Each field marked with an asterisk (*) **must** be completed
- Additional information such as ***Address*** or ***Guardian Name*** is useful
- **Validate** and **Save** each record before going to the next student

*****Note: Students must be assigned one unique id number that should never be reused for a different student. *****

Enrollment

- Move mouse over **Manual Input** from the Navigation Bar at the top-select **Enrollment** (after **Demographics** are completed)
- Each student must have both a **Demographic** and **Enrollment** record
- Each field marked with an asterisk (*) must be completed
- The student id must match the id assigned to the student in demographics
- Entry Date is the date the student started in this school year
- Students must be tested on the grade level entered
- **Validate** and **Save** each record before going to the next student

Locking Data

After Demographic and Enrollment records are complete for all students, you must lock your data for BOCES to collect.

- Move mouse over **L1-Data Prep** from the Navigation Bar at the top-select **Demographics** first and repeat process to lock **Enrollment**
- Select **Validate Now**
- Place **Check (✓)** in small white box (this is the last step)
- **DO NOT** select *Create File for Level 1 Submission*
- Once Demographics and Enrollment are locked, remember to **Log Off**

See datacentral.esboces.org for complete Level 0 instructions