Level 0 Historical

1. Level 0 Historical Tutorial

1.1 Introduction

Notes:

Welcome to the Level 0 Historical tutorial. Let's begin with some navigation tips.

There are several ways to move through this tutorial: (1) You can click the buttons on the screen - General Overview, Demo, or Test Your Knowledge to immediately move to that portion of the program; (2) You can use the Next or Previous button on the lower, right hand corner of the screen; (3) You can use the Seekbar on the bottom of the screen to play, pause, or replay content; AND/OR (4) You can use the navigation Menu on the left side of the screen to move to a specific topic.

For a full transcript of the audio portion of the tutorial, please select the Notes tab on the left side of the screen next to the Menu.

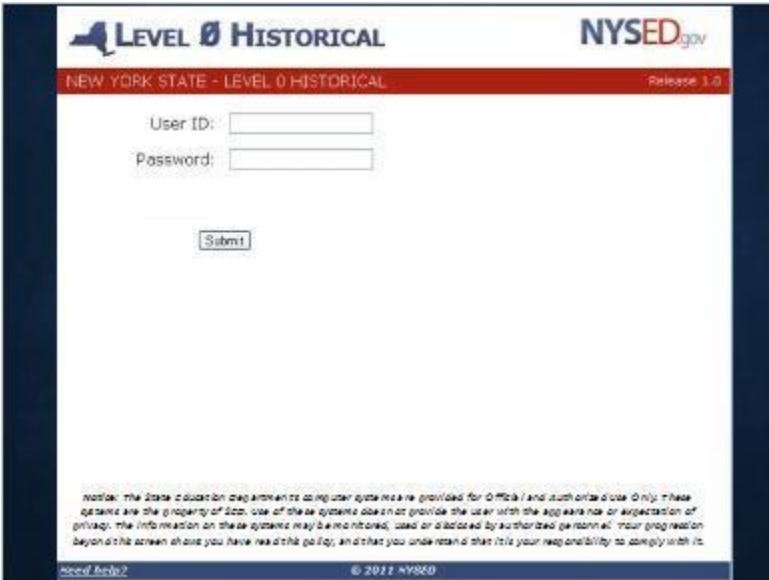## 1.2 General Overview

General Overview

- The Level 0 Historical application will provide the sole process for updating individual student historical data that currently reside in the data warehouse.

- Data areas available for view and update:
  Demographics
  Enrollment
  Programs Fact
  Assessment Fact

Notes:

The Level 0 Historical application will provide the sole process for updating individual student historical data that currently reside in the data warehouse.

Historical records are defined as any data warehouse record submitted prior to the current school year.

The data areas currently available for view and update are: Demographics; Enrollment; Programs Fact; and Assessment Fact.

1.3 Log-In Screen

Notes:

When you access the Level 0 Historical application, you will need to enter your User ID and Password, and click the Submit button. The web address to access Level 0 Historical can be found in the Resources tab located on the top, right side of the window.

Please note that, in order to log in to Level 0 Historical, you must first be entitled to the application using the State Education Department's Delegated Account System accessible through the NYSED Business Portal. User rights can be granted with View Only capabilities or Updating capabilities. Once you have been entitled to Level 0 Historical, you will use your SED Delegated Account System managed ID and Password to access the application.

The *Need Help* link in the bottom, left corner of the screen will open a separate window with login instructions.

1.4 Main Screen

Notes:

Once authenticated as a valid user, the main screen of the application will be displayed. From this screen, you will be able to access SIRS school district information using district name, school year, and local student id as identifiers. Before retrieving a student's data, however, let's look at two links available on this screen: (1) *Need help?* and (2) *Log Out*.

The *Need help?* link appears in the upper, right-hand corner. When clicked, it will open a separate window containing notes on the necessary steps for retrieving and updating student data as well as any error messages you might encounter within each category. For your convenience, a link to the help documentation can also be accessed from this tutorial by clicking the Resources option that appears on the top, right portion of the screen.

The *Log Out* link appears on the top, left-hand side of the window, and you can click the link to end your session. Please note, though, that sessions will automatically log you out after 15 minutes of inactivity.

1.5 Retrieving a Student

Notes:

To retrieve a student, you will first need to select a District from the drop-down menu. If you have access to only one district, the district name will be selected for you. Next, use the drop-down menu to select the School Year you wish to view. Finally, enter the desired student's local Student ID. You will enter the id exactly as it is used in your district; the number does **not** have to be 9-digits in length.

If a district, school year, or student id are not selected, a message will appear to prompt you for the missing data.

To start the student search, click the *Get Student* button or click on a Category tab. The Get Student button will default to the Demographics view and return all authorized available records for the selected student. Clicking a specific Category tab will allow you to view the records associated with that tab (Enrollment, Programs Fact, or Assessment Fact) first.

Before moving on, let's look at the *Clear Student* link next to the Get Student button. Clicking on this link serves two functions: (1) It is used when you are ready to search for another student; and (2) It can be used to clear or cancel out of a student before any changes are submitted.

## *1.6 Viewing a Student*   *Special Notes (Slide Layer)*

Notes:

Once you have retrieved a student, you can view available information by clicking the appropriate Category and School Year. If there is no data available for your selection, a message will indicate "No viewable records for the school year selected exist".

Here are a few special notes about viewing a student:

(1) Use scroll bars as necessary to view all available data (left to right, top to bottom);

(2) Only NYS Reporting fields will be displayed for all categories;

(3) Records that are not owned by your district will be italicized and shaded in gray; and

(4) If the business rule changes for a data element, the supported rule will be the rule that was in place during the particular school year you are viewing.

1.7 Viewing Demographics
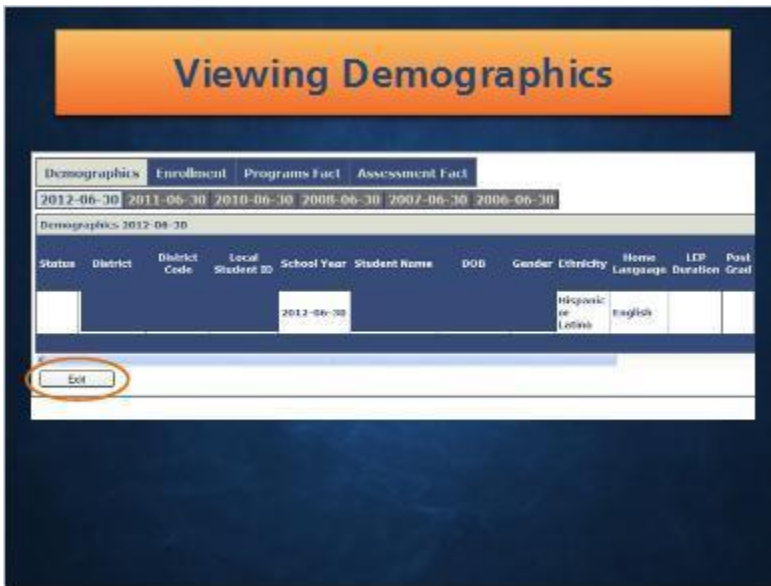
Notes:

Demographic data elements describe the individual student and include fields such as Local Student ID, Student Name, DOB, Gender, Ethnicity, and LEP Duration. The scroll bar underneath the data will move left to right in order to allow you to view all fields.

Right now, you are viewing a partial representation of the demographic fields. Some fields have been blocked to protect sensitive data; and as we proceed with the tutorial, this technique will be utilized in other examples as well.

To update a demographic record for the selected student, click the *Edit* button which appears on the screen beneath the retrieved data.

Please note that students cannot be added or deleted through Level 0 Historical. Additionally, NYSSIS IDs or Local Student IDs will not be updated through this application.

1.8 Updating Demographics

Validation Errors (Slide Layer)

Submitting Changes (Slide Layer)

Pending Status (Slide Layer)

Notes:

When you click the *Edit* button, a separate area will appear underneath the current demographic data as well as under records in all other available categories and school years. This is where you can make your changes. Use the scroll bar as needed to navigate to the fields you want to update. While some fields are free form, others are only populated from drop-down values.

Once a field has been changed, it will be outlined in green. As you complete your changes, click the *Validate* button below the Edit area to verify your changes. Validation to all fields will be consistent with Level 0 Validation Checks and Error Messages.

On the example shown on the screen, changes have been made. Please click the *Validate* button to see if any errors exist.

In our example, we do have errors. Pop-up windows will display any errors (by school year) encountered in the validation process. Additionally, fields in error will be outlined in red and will be displayed at the bottom of the screen.

When all changes have been validated, use the *Submit* button to save changes. Please click the *Submit* button to continue.

Once you have submitted your changes, the screen will redisplay showing the original record(s) with pending updates. The pending status will be removed when the update process is complete. If you need to make changes to any pending record(s), click the *Edit* button, and the most recent changed record(s) will be presented for additional editing.

All pending updates will be applied in the Level 0 Historical application during the overnight process. However, changes will only be applied in the Level 1 and Level 2 environments according to your Level 1 Operator or State Education Department's schedule.

1.9 Viewing Enrollment

Notes:

School enrollment data elements define reportable enrollment actions (entries and exits). When viewing the enrollment for a selected student and school year in Level 0 Historical, all activity will be displayed including entries for enrollment in other New York State schools.

In this example, the two records italicized and shaded in gray represent entries from other districts. Please note that Office of Mental Health (OMH) enrollment data will not be displayed.

To get a closer look, click the magnifying glass in the lower, right corner.

When you want to update an enrollment record, click the *Edit* button which appears on the screen beneath the retrieved data. You will only be able to update enrollment entries made by your own district.

1.10 Updating Enrollment

End of Year Enrollment (Slide Layer)
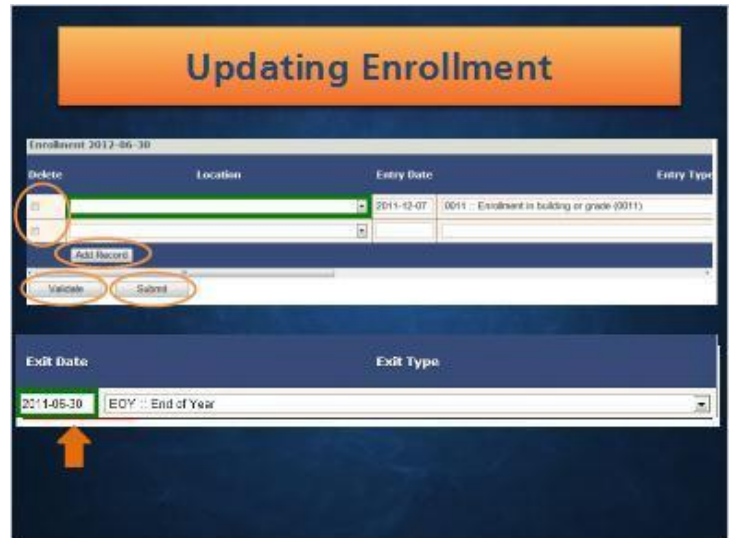
Notes:

In the Edit mode, student enrollment records can be added, deleted, or changed.

To add a new record, click on the *Add Record* button, located below the existing records. A new, blank record will appear where you can complete information as required.

To remove a record, click the associated *Delete* check box located at the beginning of the record.

To make changes, update the fields in the appropriate enrollment record.

All enrollment records require an *Exit Date* and *Exit Type.* For a student that was "still enrolled" at the end of the school year, use *Exit Date* "YYYY-06-30" and *Exit Type* "EOY:: End of Year".

Once your changes are complete, click the *Validate* button to verify them against Level 0 Validation Checks. If errors exist, they will appear on the screen. Additionally, If errors exist in any other category or school year where you have made changes, the category and/or school year will be outlined in red.

When all changes have been validated, use the *Submit* button to save changes. Please note that if you have made changes in other categories and/or school years and have not submitted those changes, clicking the *Submit* button will submit changes made in all categories and school years.
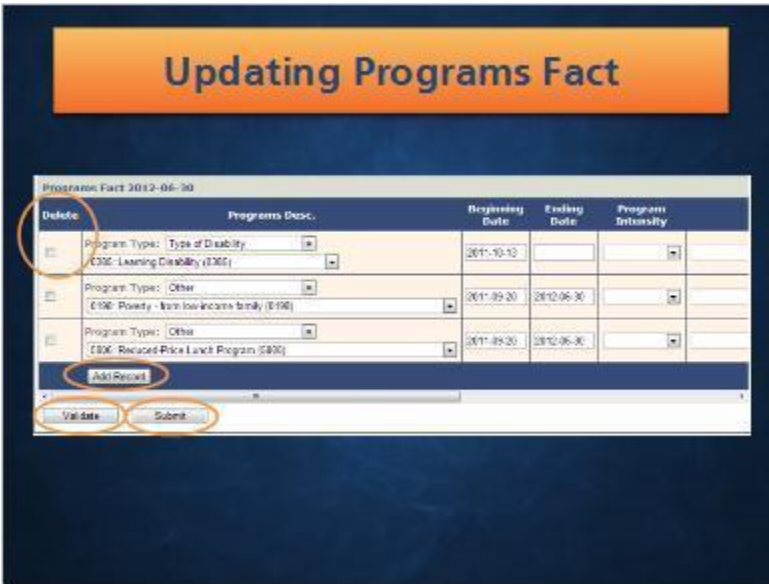
1.11 Viewing Programs fact

Notes:

Programs Fact data elements define students' involvement in reportable program services. Each program service must be reported for each student for every applicable school year. Programs are defined as attributes of a student that can change over time and have specific starting and ending points.

In Level 0 Historical, districts can only view Program records that they submitted. However, districts cannot view any calculated program records (i.e. former LEP or formerly disabled).

To update a student's program services, click the *Edit* button.

1.12 Updating Programs Fact

Notes:

Student program records can be added, deleted, or changed through this application as long as student demographic and enrollment records exist for the selected school year.

To add a new record, click the *Add Record* button, located below the existing records. A new, blank record will appear where you can complete information as required.

To remove a record, click the associated *Delete* check box located at the beginning of the record.

To make changes, update the fields in the appropriate Programs Fact record.

Once your changes are complete, click the *Validate* button to verify them against Level 0 Validation Checks. If errors exist, they will appear on the screen. Additionally, If errors exist in any other category or school year where you have made changes, the category and/or school year will be outlined in red.

When all changes have been validated, use the *Submit* button to save your changes. Please note that if you have made changes in other categories and/or school years and have not submitted those changes, clicking the *Submit* button will submit changes made in all categories and school years.

1.13 Viewing Assessment Fact

Notes:

Assessment Fact records display testing data for the selected student and school year. Please note that vendor scored assessments will not be displayed (This includes NYSTP Grade 3-8 ELA/Math, NYSAA, and NYSESLAT exams). Additionally, future assessments reported by another district will not be displayed.

To update a student's Assessment Fact record, click the *Edit* button.

1.14 Updating Assessment Fact   Location (Slide Layer)

Submit (Slide Layer)

Notes:

District owned assessments can be added or changed. They can be deleted as well; however, if a district owned assessment is deleted, any associated item response data will also be deleted.

Missing assessment information can be added from a prior district. You would be adding this assessment as though your district administered it.

To add a new record, click on the *Add Record* button, located below the existing records. A new, blank record will appear where you can complete information as required.

To remove a record, click the associated *Delete* check box located at the beginning of the record.

To make changes, update the fields in the appropriate Assessment Fact record.

The last field in any Assessment Fact record is *Location*. Please note that, although the *Location* field is blank in existing records, it is required when adding or updating any Assessment Fact record.

Once your changes are complete, click the *Validate* button to verify them against Level 0 Validation Checks. If errors exist, they will appear on the screen. Additionally, If errors exist in any other category or school year where you have made changes, the category and/or school year will be outlined in red.

When all changes have been validated, use the *Submit* button to save changes. Please note that if you have made changes in other categories and/or school years and have not submitted those changes, clicking the *Submit* button will submit changes made in all categories and school years.