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Helpful Hints for Level 0 – Regents Assessment Records

If your school's Level 2 Regents score report was missing students who took the exam, you must create an Assessment Record in Level 0 for that student for that exam.

- Go to the **BOCES** website
  (**https://datacentral.esboces.org/Services/DataReporting/Regents.aspx**).
- From the **Secure Menu**, select **Level 0.**
- Use your **Level 0 ID and Password** to log in.
- From the Red Menu Bar, select **Reports**.
  - from the drop-down menu, select **Demographics**.
  - Select the option: **Dist. School Summary**.
  - Click your school's listing with the 4-digit location code (not the one with "0000").
  - A list of your school's students in Level 0 will appear (sorted by last name)
  - Search for the "missing" student and click on his/her ID number.
  - From the student's Demographic record, select and copy his/her ID number.
- From the Blue Menu Bar, select **Assessment** - All fields with asterisks are required.
  - Paste the student's ID number in the **Student ID** field.
  - In the **Test Description and Version** field, select the appropriate type of exam for the year the student took the exam (ex. to enter a student who took a January 2019 ELA exam, select the option for "Regents:: 2019-06-30).
    - August Regents are considered part of the <u>next</u> school year (ex. if a student took an August 2018 Regents, select the option for "Regents:: 2019-06-30).
  - In the **Subtest Identifier** field, select the specific exam/month.
  - In the **Test Location** field, select the school with the 4-digits, not "0000".
  - In the **Test Date** field, enter the data of the test – yyyy-mm-dd.
    - Don't worry if the date automatically changes when the record is saved.
  - In the **Test Language** field, select the language – "ENG::English".
  - In the **Std. Ach. Code** field, select the appropriate grade range for the student's score.
  - The **School Year (prior year records)** field is only required if you are entering scoring data for a previous school year.
    - Ex. In this current 2019 year, if you enter data for students who took 2018 January or June Regents, you **must** enter the **current** year in this field: **2019-06-30**.
    - Ex. In this current 2019 year, if you enter data for students who took August 2018 or January or June 2019 Regents, you would leave the field blank.

- In the **Numeric Score** field, enter the student's Scale Score (after conversion).
- Click the red **Validate & Save Student Data** button.
- After the "Success" message appears, click the **Clear All/Add New** button if the student needs another Assessment Record added.
  - Repeat the same steps for the next record. So, if a student was missing from 3 Regents Level 2 reports, he/she would now have 3 Assessment records.
- Repeat the steps for each student requiring Assessment Records.

CHECK FOR ERRORS:
ALWAYS check for errors after adding/editing data in Level 0 BEFORE locking Level 0!
- From the Red Menu Bar, select **Reports**.
- From the drop-down menu, select **Information Rpt**.
- From the **Select Data Type** drop-down list, select **Assessments**.
  - Click the **Run Report** button.
  - If any errors are reported, <u>fix them</u>, and re-run the report until you get a message of "0 Assessments information error(s)."
    - **The report listing the student ID's, their exams, and scores can be downloaded and saved by clicking on either "Download" button (there is an option of saving as an Excel .csv version).**
- From the Red Menu bar, select **Reports**.
- From the drop-down menu, select **Assessments**.
- Click the **Run Verification Rpt** button.
  - If student records are listed, the specific error(s) will be noted.
    - Click the student's ID number.
    - Correct the field(s) containing the error(s).
    - Click the **Validate** button.
    - Run the report again until you receive a message that no verification errors were found.

LOCK LEVEL 0 AND UPLOAD DATA:
ALWAYS lock Level 0 after adding/editing data, BEFORE logging out of Level 0, or the new data will not be processed!
- From the red menu bar, select **L1-Data Prep**.
- From the drop-down list, select **Assessments**.
  - Click the **Validate Now** button.
  - If you get a red error message, <u>fix the error(s)</u>, and **Validate Now** again until you get a green "Success!" message.
- Check the box.
- **Click the Create File for Level 1 Submission button!** (This will then unlock the records.)

TIP: To View an Overall Status Report of all Aspects of Level 0
- From the Red Menu Bar, select **Reports**.
- From the drop-down menu, select **Dashboard Rpt**.
  - Fix any import or verification errors, if there are any.
  - Make sure that the total number of Demographic and Enrollment Records match.

- If not, add the missing record(s)
- The **Last Update** date/time refers to the last date/time your Level 0 account was edited.
- The **Last Upload** date/time refers to the last date/time your Level 0 data was processed and should be **after** the Last Update date/time.
  - If this date is <u>prior</u> to the **Last Update** date (the cell will be highlighted in deep red), it means your Level 0 data <u>was not</u> processed the last time you updated it <u>and</u> that you must lock Level 0 <u>and</u> click the **Create File for Level 1 Submission** button.
  - Level 0 will no longer be locked after the files have been created.
- Take a screenshot of the table if you need to include the overall summary data with a printed Assessments report.

Creating Assessment Records will not change any Level 2 report. It is simply recording the data to the students' records. If you must show Mandated Services that the records have been added, send them an exported list of the records (the step is included in above for checking for errors) and a screenshot of the Dashboard report.

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