Last Updated – February 24, 2020

Helpful Hints for Level 0 – Regents Assessment Records

If your school's Level 2 Regents score report was missing students who took a Regents 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 Grey Menu Bar, select **Reports**.

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

- o from the drop-down menu, select **Demographics**.
- o Select the option: **Dist. School Summary**.
- o Click your school's listing with the 4-digit location code (not the one with "0000").
- o A list of your school's students in Level 0 will appear (sorted by last name)
- o Search for the "missing" student and click his/her ID number.
- o On 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.

Demographics   Enrollment   Programs   Assessment   Assess/Acc/Mod   SE Event SE Snapshot   Staff/Stu/Course   Stu/Class/Entry/Exit   Stu/Class/Gr/Detail   Stu/Credit/GPAStu/Daily/Attend

- o Paste the student's ID number in the **Student ID** field.
- o 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 next school year (ex. if a student took an August 2019 Regents, select the option for "Regents:: 2020-06-30).
- o In the **Subtest Identifier** field, select the specific exam/month.
- o In the **Test Location** field, select the school with the 4-digits, not "0000".
- o 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.
- o In the **Test Language** field, select the language – "ENG::English".
- o In the **Std. Ach. Code** field, select the appropriate grade range for the student's score.

- o 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 2020 year, if you enter data for students who took 2018 August or 2019 January or June Regents, you <u>must</u> enter the <u>current</u> year in this field: **2020-06-30**.
    - Ex. In this current 2020 year, if you enter data for students who took 2019 August or 2020 January or June Regents, you would leave the field blank.
  - o 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.
  - o 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 Grey Menu Bar, select **Reports**.
- From the drop-down menu, select **Information Rpt**.
- From the **Select Data Type** drop-down list, select **Assessments**.
  - o Click the **Run Report** button.
  - o 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).**
      - This report will not list the School Name (only the District Code); the Student Names (only the ID numbers); nor the date of when the records were created.
- From the Grey Menu bar, select **Reports**.
- From the drop-down menu, select **Assessments**.
- Click the **Run Verification Rpt** button.
  - o 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 Grey Menu Bar, select **L1-Data Prep**.

- From the drop-down list, select **Assessments**.
  - o Click the **Validate Now** button.
  - o 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 <u>unlock</u> the records.)

TIP: To View Level 0's Dashboard Report
- From the Grey Menu Bar, select **Reports**.
- From the drop-down menu, select **Dashboard Rpt**.

80012345 : "Your School Name" - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	150	NO	9/17/19 09:47 AM	9/17/19 09:50 AM	9/4/19 09:51 AM
Enrollment	0	150	672	NO	9/17/19 09:48 AM	9/17/19 09:52 AM	9/17/19 09:53 AM
Program Fact	0	0	120	--	--	--	--
ELL Eligibility	0	0	40	NO	9/17/19 02:43 PM	9/17/19 02:49 PM	9/17/19 02:50 PM
ELL Programs	0	0	40	NO	9/17/19 02:43 PM	9/17/19 02:51 PM	9/17/19 02:52 PM
ESEA	0	0	40	NO	9/17/19 02:43 PM	10/26/19 02:50 PM	4/10/19 04:48 PM
Assessment	0	1	2	--	--	--	--
REGENTS	0	1	2	NO	9/17/19 01:52 PM	9/17/19 01:52 PM	9/10/19 08:53 AM

- If any import or verification errors are noted:
  - o Fix the errors
  - o Run all error reports
  - o Lock Level 0
  - o Run **Dashboard Rpt** again.
- Make sure that the total number of Demographic and Enrollment Records match.
  - o 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.
    - o If this date is <u>prior</u> to the **Last Update** date/time (the cell will be shaded in deep red), it means your Level 0 data <u>was not</u> processed since that date <u>and</u> that you must lock Level 0 <u>and</u> click the **Create File for Level 1 Submission** button (see page 6).
    - o Level 0 will no longer be locked after the files have been created and it is ready for new data.
- Take a screenshot of the table if you need to include the overall summary data with a printed Assessments report.
    - o The table will show your school name and the date of when the records were processed but not the individual student names.

TIP: To Add an Assessment Record for a Student No Longer in Level 0

If a student is no longer in your school but was missing from a Level 2 report, you must create the Assessment Record in **Level 0 Historical**.

- Go to the **BOCES** website (**https://datacentral.esboces.org/Services/DataReporting/Regents.aspx**).
- From the **Secure Menu**, select **Level 0 Historical.**
    - o You will need your **NYSED Portal login data** to access Level 0 Historical.
        - ▪ If forgotten, you will need to contact the **SEDDAS Help Desk** or 518-473-8832.
- Search for the student's Demographic Record and follow the above steps for creating the Assessment Record.
- Level 0 Historical does not have the ability to print a list of Assessment Records so if you require "proof" the records were added, you will need to take a screenshot of each Assessment Record.

TIP: Updating Level 2 Reports with Assessment Records

In order to update a school year's Level 2 report, the Assessment Record(s) must be properly added and processed **BEFORE** Level 0 closes for the year. Once Level 0 closes, data is no longer processed so it will not be possible to update that year's Level 2 Reports.

If Mandated Services requires "proof" that missing Level 2 students had taken the exams:

- For students still in Level 0, you would have to submit the exported Assessment Records Excel file and a screenshot of the Dashboard Report.
- For students no longer in Level 0, you would have to submit screenshots of each Assessment Record you added in Level 0 Historical.

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