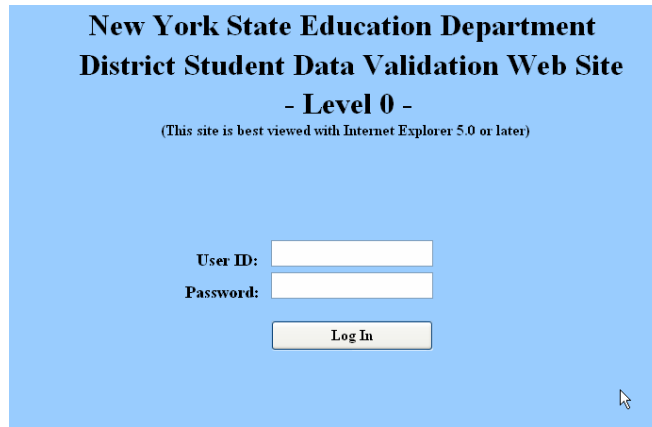


Assessment

How to Enter Data, Check for Errors, and Submit to Level 1

1) Begin by going to the **Level 0 website**: <https://level0.wnyric.org/>
 *Please note that the address contains “https” and not just “http”

2) You will see the following screen

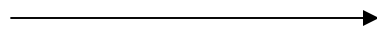


3) If you have not obtained a username and password, coordinate with your district Chief Information Officer (CIO) to get a username and password.

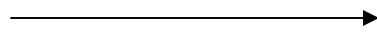
4) If you have this information already, you may type in your **username and password** and then click on the **Log-In** button.

5) The first screen you will see is the **Main Menu**. To return here, click  at any time.

Be sure that your district name appears here.





Be sure the current year (Ending 2006-06-30) appears here.



Version 1.04.1 New York State Education Department - Student Data Validation

Main Menu

Choose a district to work with and the desired school year in the list boxes below. Then select the Function you wish to perform and click on a Data Type button to continue.
 Note: For consistent navigaton, please use the menu  to return to this page button rather than the browser back button.

My Available Districts (Choose One):  Current # of users logged on: 5

Data is for School Year (Choose One): Change My Password

Select Function: AND **Select Data Type:**

<input checked="" type="radio"/> Electronic Data Import & Validation <input type="radio"/> Manual Data Input & Validation <input type="radio"/> Data Preparation For Level 1 <input type="radio"/> Reports	<input type="button" value="Demographics"/> <input type="button" value="Enrollment"/> <input type="button" value="Program Service"/> <input type="button" value="Assessment"/>	<input type="button" value="Log Off"/> RIC functions: <input type="button" value="RIC options"/> <input type="button" value="SQL functions"/> <input type="button" value="User Setup"/>
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6) Choose the **Function** and then **Data Type**, on which you would like to perform the function.

Select Function: AND

Electronic Data Import & Validation

Manual Data Input & Validation

Data Preparation For Level 1

Reports

Select Data Type:

Demographics

Enrollment

Program Service

Assessment

- For the purpose of adding Reading First data, select the function “Manual Data Import & Validation” then the data type “Assessment”.

Manual Data Entry Screen

* Indicates a required field for validation – Every field with a * must be completed before you select validate and save student data.

New York State Education Department - Student Data Validation Menu

Student Assessment Fact Data Manual Input:

District: NY - Year Ending: 2006-06-30 * denotes a required field

Find Student in Current District:

Student ID > OR Last Name Search >

Last Name Search Results:

Stud. ID	Last Name:	First Name:	M.I.	Grade:
2				

Current Record: Status = No Record Selected Last Name: First Name:

*District: *Test Description and Version: *Student ID: *Test Location:

*Test Date: yyyy-mm-dd *Item Description: Test Language:

Standard Achieved Code: Test Modification: Scoring Model Code: Survey Ind.?

Find a Student in Level 0

1 Finding a student in Level 0 will always be done by using the student ID. Enter a student ID in the 'Student ID' search box and click the 'Search' button. If the student ID is found for the current selected district in the current selected school year then the data will display on the screen. This will most likely only happen for students in grade 3 who have an assessment record for the NYS Testing Program. If no record is found then the screen will clear.

If you do not know the student ID for a particular student then you can perform a Last Name Search. Simply enter the last name of the student in the 'Last Name Search' box and click the 'Search' button. If more than one record is found with this last name, then the search results will be visible in the 'Last Name Search Results' grid (See step 2 for further details). If only one record is found with this last name, then the record will be displayed on the screen. (Note: The 'Student ID' search box must be blank to perform a last name search.)

2 Last Name Search Results: This grid will display the results of your search for students by last name. This grid uses paging with a maximum of 3 records on each page. So if there were 9 records found for a last name search, then the grid will contain 3 pages, with 3 records on each page. Click on the page numbers at the bottom of the grid to view all of the records.

When you find the student you are searching for, you still must add the student ID to the 'Student ID' search box. Any easy way to do this is to double-click on the student ID in the data grid to highlight the student ID, hold down the control key on your keyboard and press the 'c' key, go to the 'Student ID' box **3**, and hold down the control key again and press the 'v' key. This process copies the student ID and pastes it into the 'Student ID' box. If you know the student's ID, you can type it into the 'Student ID' box **3**.

4 Select RFIRST: 2006-06-30

5 Test Location: Select the location where the student took the assessment

6 Test Date: Enter the date: 2006-05-15 (This is the first day of the third benchmark period)

7 Item Description: select the assessment for which you are entering data for the student (DIBELS or TerraNova subtest)

8 Select the test language

9 Standard achieved code: if the student scored below the standard, select 31. If they scored at or above the standard, select 32.

10 If the student received test modifications for the assessment, enter the code of the modification per the directions below.

Use all the codes applicable to the student. Enter the codes into one field, in ascending order. For example, if a student used test accommodations of 1, 2, and 6, data is entered as: 126

- | |
|--|
| 1 = Flexibility in scheduling/timing |
| 2 = Flexibility in setting |
| 3 = Method of presentation (excl. Braille) |
| 4 = Method of response |
| 5 = Other |
| 6 = Braille |

11 Enter N/A for the scoring model code.

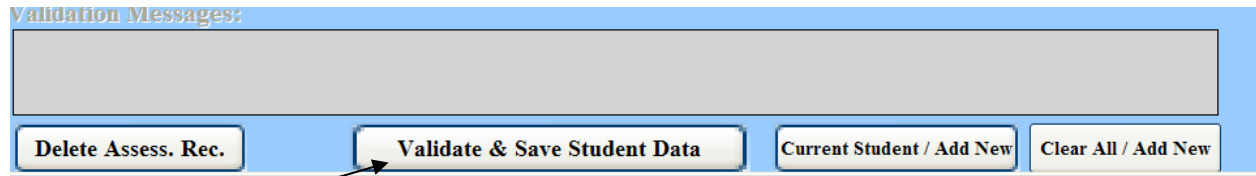
Alpha Score:	<input type="text"/>	Numeric Score:	<input type="text"/>	Norm Curve Eq.:	<input type="text"/>	Raw Score:	<input type="text"/>
Scale Score:	<input type="text"/>	Percent Score:	<input type="text"/>	Local Stanine:	<input type="text"/>	National Stanine:	<input type="text"/>
Nat. % by Age:	<input type="text"/>	# of Items	<input type="text"/>	Obj. Mast. Score:	<input type="text"/>	Deg. Reading	<input type="text"/>
Intel. Quotient:	<input type="text"/>	Correct:	<input type="text"/>	Stand. Perf. Level:	<input type="text"/>	Power:	<input type="text"/>
		Stand. Perf. Index:	<input type="text"/>			Grade Equivalent:	<input type="text"/>

12 Enter the student's raw score in the Numeric Score field.

You can leave the remainder of the fields blank.

Validating and Saving Student Data

Validation Messages:



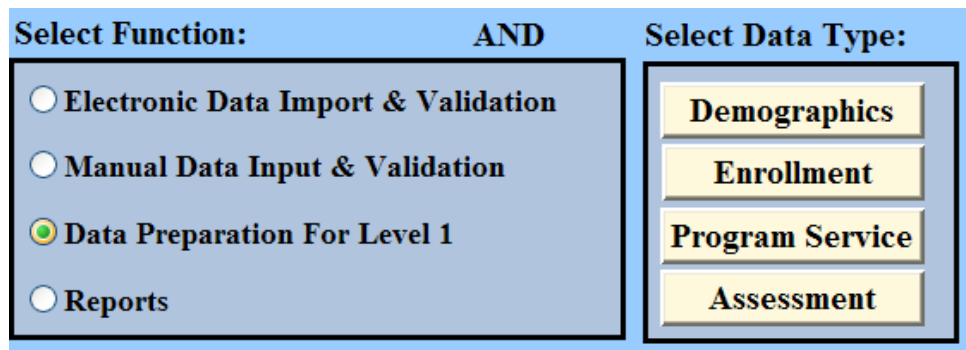
Validate button: Click on this button anytime you want to validate the record that is displayed on the screen. If there are any errors found a message will appear in the 'Validation Messages' box describing the errors. If there are no errors found, you will receive a Success message.

Clear All/Add New: Click on this button to clear the screen in order to enter a new record.

Preparing Data for Level 1

Once all of the data are entered, return to the front menu and select the function “**Data Preparation for Level 1**” then the data type “**Assessment**”.

Select Function:	AND	Select Data Type:
<input type="radio"/> Electronic Data Import & Validation		<input type="button" value="Demographics"/>
<input type="radio"/> Manual Data Input & Validation		<input type="button" value="Enrollment"/>
<input checked="" type="radio"/> Data Preparation For Level 1		<input type="button" value="Program Service"/>
<input type="radio"/> Reports		<input type="button" value="Assessment"/>



You will be prompted to check the box indicating that you are ready to submit the data to the Level 1 warehouse. It is strongly recommended that you contact your district Chief Information Officer before performing this step, as they will ultimately be responsible for the accuracy of the data.