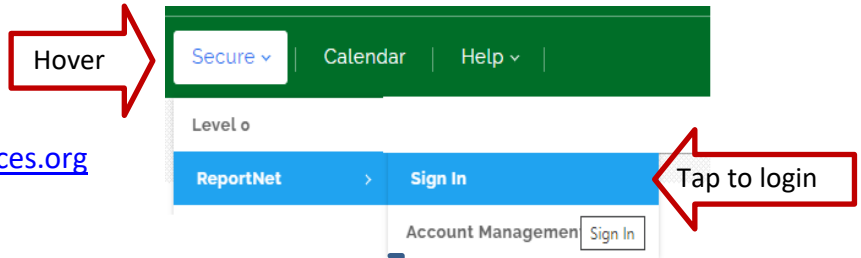


Extract Student Class Grade Detail (One Line per Student) From ReportNet

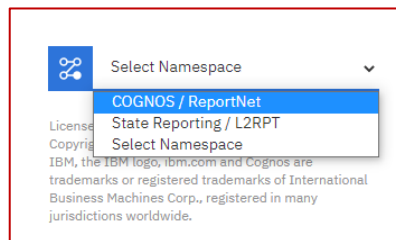
1. Start at the NYC Charter Data Central website at

<https://nyccharterdatacentral.esboces.org>

Hover over Secure
 Tap on ReportNet



2. Select COGNOS/ReportNet from the dropdown and login.



If you forgot your Username
 or password, return to our
 NYC Data Central website
 and use **Account
 Management** to reset your
 password.

3. Click on the following folders:

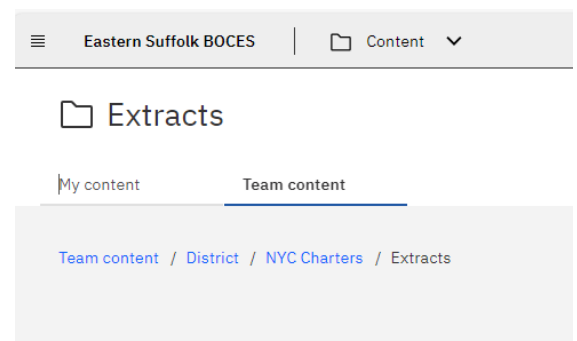
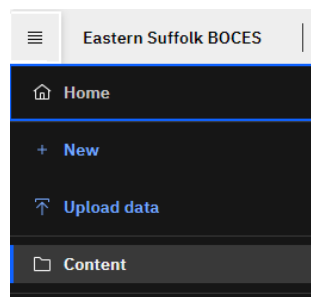
Content>

Team Content Folder>

District>

NYC Charters>

Extracts



4. Select Student Class Grade Detail – One Line per Student
5. Select School Name
6. Select Current School Year and click on NEXT
7. Select Students and click on Finish

8. Open the Excel file that downloads: follow the instructions in rows 1-11. ROW 9: BE SURE to immediately change the format of all cells to TEXT.

Under NYSED's ESSA Plan, AP/IB and dual credits class information will be used as part of the College, Career and Civic Readiness, CCCR, accountability rating determination. A dual credit course is defined in the SIRS manual as: *This may take the form where all students within a course are being instructed in the school through an approved institution of higher education or a situation where students may attend a college course for dual credit at an institution of higher education.* <http://www.p12.nysed.gov/jrs/sirs/>

[illegible]

Column headers are color coded to highlight different information:

- **Black text** no data required and the column can be hidden BUT DO NOT DELETE
- **Blue text** indicates a required field
- **Orange** data is required in certain circumstances
- **Green text** extra reference information, DELETE the column(s) before creating the CSV
- **Red Text:** required for courses appearing on transcripts. Required for class grades 7-12 (**NEW 2020 School Year**)

All K-12 courses taken by students during the current school year who have a Student Class Entry Exit record must have a Student Class Grade Detail to collect the Final Grade as Pass, Fail or Not Complete.

An SCGD record does not need to be reported if **ALL** of the following are true:

1. grade or other outcome is awarded for the class;
2. No credit is earned for the class; and
3. The linkage is not reflected on the student's report card or transcript.

Extract Student Class Grade Detail (One Line per Student) From ReportNet

This spreadsheet has one line for each student. All information should be reviewed and the following will require information to be entered:

Please Note: *Column letters below are prior to deleting Column D.*

- **Column C:** Enter the local course code the student was assigned to during the course of the school year. Multiple rows may be added for each student to include each of their courses
- **Column F:** Enter the Section Code that was entered in the Course Instructor Assignment file for the specific course to match the student with the cohort.
- **Column K:** Enter the associated Marking Period Code (as reported in LMP data set)
- **Column O:** Enter the Class Detail Outcome P – Pass, F- Fail, N – Not Complete (Example: student left course prior to the end date).
- **Column U:** Enter the Term Code (as reported in LMP data set)

ALL high school credit courses require additional information: including advanced coursework offered in 6th, 7th and 8th grades for Regents and/or high school course (technology, art, etc.). Enter half credits as “.5”

- **Column W:** Credits Attempted- required for Final Grades. Indicates the number of credits that may be earned upon completion of a course. This is generally associated with courses that are required for graduation
- **Column X:** Credits Earned- Indicates actual number of credits earned upon completion of course. If Column O outcome is P, enter credits earned, F or N = 0.

7 th and 8 th grade level courses in ELA, math, science, social studies, PE, art, music, health, home & careers, technology, etc.	Credits Attempted: 0 Credits Earned: 0
Advanced classes in 7 th & 8 th grade: <ul style="list-style-type: none"> • Regents courses in math, science, and social studies. • Commencement level courses in Studio Art, Design and Drawing for Production, Project Lead the Way technology courses, etc. • The second year studies in a foreign language and successful competition of the Checkpoint A test. 	Credits Attempted: 1 Credits Earned: 0 or 1
High School Commencement Level Classes	Credits Attempted: 1 - 5 Credits Earned: 0 - 5

- **Column Z:** Postsecondary - Dual Credit Code – Used to identify the setting in which the student is taking the course for college credit (BOCES, COLLEGE, INDST, OTH, OTHDST)
- **Column AK:** Postsecondary- **dual credit courses ONLY**- Enter College Credits earned for the class (0-10)
- **Column AL:** Credit Recovery- (If the student repeated the class for credit = Y, if the student did not repeat the class for credit = N)

Finished?

Once you have updated your spreadsheet with this year's information, save it as

1) an Excel file (with headers)

- then DELETE Column H, Student Name
- then DELETE rows 1-12
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - 2) Find the first empty row at the bottom: select multiple rows & hit DELETE
 - 3) **Save the file again in the file format .csv (comma separated values).**

Extract Student Class Grade Detail (One Line per Student) From ReportNet

Loading the CSV into Level 0.

Log into Level 0
Hover over **ELECTRONIC IMPORT**
Click on **STU/CLASS/GR/DETAIL**

Step 1: default settings do not need to be adjusted

Step 2: default settings do not need to be adjusted, *unless* you are replacing current Level 0 records with a FULL file. Please call with any questions.

Step 3: Click on CHOOSE FILE to select your CSV

STEP 4: Click on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up,

the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134

Green message? Proceed to...

Step 5: Validate

If a red message pops up, the file has loaded with some errors. Tap on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Stu/Class/Gr/Detail Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Class/Gr/Detail records for this district and school year?

☒ DO NOT Delete Level 0 Stu/Class/Gr/Detail Records ☐ Delete All Stu/Class/Gr/Detail records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

No file chosen

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Hover over **L1-DATA PREP**
Tap on **STU/CLASS/GR/DETAIL**
Complete three taps on this screen to **CREATE** a file.
Great job!

Stu/Class/Gr/Detail Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Stu/Class/Gr/Detail data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validation results...

Check the box below and click the button to create export file

☐ By checking this box I (the District Admin.) assert that the Stu/Class/Gr/Detail data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Stu/Class/Gr/Detail data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Data Prep. messages...

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the

SIRS 321: Student Attendance Count (by District) Report.

SIRS-108: College, Career, and Civic Readiness Accountability Report

Corrections to the SIRS 321 or 108 are made by updating Level 0. ALL Updates must be completed prior to close of Level 0.

As always, call us if you need us at 631-218-4134