

## Extract Student Class Entry Exit From ReportNet

**Avoid Level 0 errors:** Pre-requisites for reporting Student Class Entry Exit, SCEE,

- I. Course,
- II. Location Marking Period.
- III. Course Instructor Assignment.

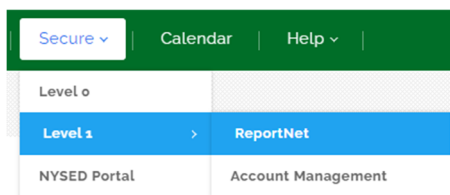
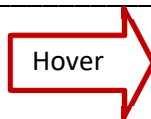
1. Start at the NYC Charter Data website at

<https://nyccharterdatacentral.esboces.org>

Hover over Secure

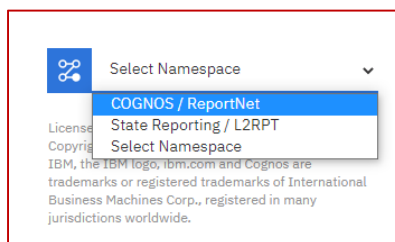
- Click on Level 1
- Click on ReportNet

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



Central

Tap to 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:

**Team Content Folder >**

**District >**

**NYC Charters >**

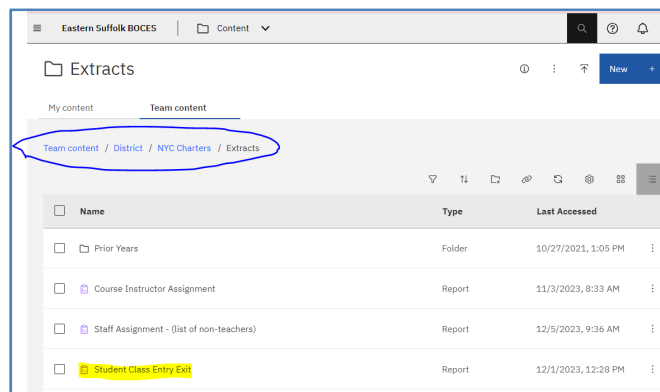
**Extracts**

4. Select Student Class Entry Exit

5. Select School/Year & click on Finish

6. Open the Excel file that downloads: follow the instructions in rows 1-9. ROW 6: BE SURE to immediately change the format of all cells to TEXT.

*Can't access the download?* This maybe a permission issue regarding a browser policy at your school. Please review the settings for our website to ALLOW pop-ups and downloads. Or, try using Internet Explorer or Edge.





# How to...

## Extract Student Class Entry Exit From ReportNet

Educational Services That Transform Lives

### Student Class Entry Exit - NYC Charter - Excel (2020-2021)

Blue Column Headers indicate required fields

Orange Column Headers indicate data that is required only if applicable

Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.

Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete these columns.

FORMAT SHEET AS TEXT PRIOR TO DATA ENTRY. Instructions below:

Click upper left hand corner and press CTRL + 1. In the Format window click Number tab. In the Category list, click text, and click OK to close window.

When complete, save as an Excel file with headers and again as a CSV file without directions, headers and green columns.

DISTRICT CODE	LOCATION CODE	COURSE CODE	COURSE NAME	SCHOOL YEAR DATE (June 30 of the current school year, yyyy-mm-dd)	SUPPLEMENTARY COURSE DIFFERENTIATOR (Use "NA" always)	SECTION CODE (as reported in CIA)	STUDENT ID 9 numeric characters (left pad with zero's if needed)	CLASS ENTRY DATE (yyyy-mm-dd)	CLASS EXIT DATE Enter date if student left class/school before end date (yyyy-mm-dd)	TERM CODE (as reported in LMP)	MARKING PERIOD CODE (Use "NA" always)	DUAL CREDIT INDICATOR (Enter Y or N)
90010001	000001	ENG10	English 10	2021-06-30	NA	1				0	NA	N
90010001	000001	ENG10	English 10	2021-06-30	NA	2				0	NA	N
90010001	000001	ENG10	English 10	2021-06-30	NA	3				0	NA	N
90010001	000001	ENG10	English 10	2021-06-30	NA	4				0	NA	N
90010001	000001	ENG10	English 10	2021-06-30	NA	5				0	NA	N
90010001	000001	WRIT10	Writing 10	2021-06-30	NA	1				0	NA	N
90010001	000001	WRIT10	Writing 10	2021-06-30	NA	2				0	NA	N
90010001	000001	WRIT10	Writing 10	2021-06-30	NA	3				0	NA	N
90010001	000001	WRIT10	Writing 10	2021-06-30	NA	4				0	NA	N
90010001	000001	WRIT10	Writing 10	2021-06-30	NA	5				0	NA	N
90010001	000001	ENG9	English 9	2021-06-30	NA	1				0	NA	N
90010001	000001	ENG9	English 9	2021-06-30	NA	2				0	NA	N
90010001	000001	ENG9	English 9	2021-06-30	NA	3				0	NA	N
90010001	000001	ENG9	English 9	2021-06-30	NA	4				0	NA	N
90010001	000001	ENG9	English 9	2021-06-30	NA	5				0	NA	N
90010001	000001	WRIT9	Writing 9	2021-06-30	NA	1				0	NA	N
90010001	000001	WRIT9	Writing 9	2021-06-30	NA	2				0	NA	N
90010001	000001	WRIT9	Writing 9	2021-06-30	NA	3				0	NA	N
90010001	000001	WRIT9	Writing 9	2021-06-30	NA	4				0	NA	N
90010001	000001	WRIT9	Writing 9	2021-06-30	NA	5				0	NA	N

In the above view,

**Row 9:** Headers have "WRAP TEXT" on to see more data at once

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

### What you need to report:

Class Rosters for each class/section for all teachers

Each year, all students in every course must be reported in this template during the regular school year. Student Class Entry Exit collects student course data to comply with State and federal laws; including information presented in the NYS School Report Card. Students' dates of entry and/or exit should be reported for each classes in which they were enrolled during the school year.

This extract provides a prepopulated row with basic course information for every section of each class reported for teachers in Course Instructor Assignment. This extract will help report information on the date every student in each section of all classes entered (enrolled) in a class. If students left the course prior to the end of the school year, the exit date must also be reported. Exit dates are not required when students finish a class, enrolled until the last day of term/year.

- **Identify a class/section:** how many students are enrolled in that class?
- **Copy the line and paste extra rows:** one line for each student enrolled in that sections.
- **Each row needs a student ID**
- **Enter the start date** for that student in that class
- **NO END DATE is needed** unless a student left a class/section prior to the end date (term, semester, trimester or the school year).

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**Need help with student IDs and Enrollment dates?** Download the **My Students** report from ReportNet in the main NYC Charter School folder. Listing of all students' grade level start and end dates at your school.

### Continue to...

Review the roster for each class,

Copy the SCEE row for each class and insert the # of rows to create one per student. Each row needs a unique

- Student ID
- Start date
- and End date (if prior to the end of the course) FUTRE dates are NOT allowed

### Finished?

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

#### 1 ) an Excel file (with headers)

- then DELETE rows 1-9 (all directions and headers)
- if you added an extra column(s) to view student names, delete that now
- 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

#### 2) save the file again in the file format .csv (comma separated values).

### Loading the CSV into Level 0.

Log into Level 0

Hover over **ELECTRONIC IMPORT**

Tap on **Stu/Class Entry/Exit Import**

**Step 1 & Step 2:** default settings do not need to be adjusted, unless you are importing a brand NEW file in its entirety. Call us 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/Entry/Exit 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/Entry/Exit records for this district and school year?

☒ DO NOT Delete Level 0 Stu/Class/Entry/Exit Records ☐ Delete All Stu/Class/Entry/Exit 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:**

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## Extract Student Class Entry Exit From ReportNet

Hover over **L1-DATA PREP**  
Click on **Stu/Class/Entry/Exit**  
Complete three taps on this screen to  
**CREATE** a file. Great job!

**Stu/Class/Entry/Exit 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 Entry/Exit data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Data Prep. messages...

Save As

**Complete!** Your Student Class Entry Exit data has been queued for transfer to the NYCDOE for submission to NYSED. (Data is submitted every Wednesday at 9AM)

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

Ensure that SED has the correct data by reviewing the **SIRS 330 Student Class/Course Instructor Summary Report**. Corrections to the SIRS 330 are made by updating Level 0.

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

**Common SCEE error:**

**No matching Course/Inst/Assign record for this Location/Course/Section/Term.**

This message warns you that there is no Course Instructor Assignment record or no Course Instructor Assignment with the same unique section number and term code, in L0 **that matches the class information in a student's SCEE records.** Review this error by opening each of the following options in Level 0:

**Stu/Class/Entry/Exit Report Choices:**

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Dist. Upload Log Dates

☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History
 ☐ No Enrollment Rpt
 ☐ Course Roster By Teacher

Students for: Location | Course - 1DAN; Section - 1; Term - 4.

Hover over **Reports** >  
select **Course**

From the blue box of  
report options,  
click on  
**Course/Tchr/Student**

**Course Report Choices:**

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Dist. Upload Log Dates
 ☐ Import Log

☐ Lock History
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History
 ☒ Course/Tchr/Student
 ☐ Import Message Log

Run Verification Rpt

**Two possible solutions**

- Bad code in SCEE-** Course Code 1 DAN was entered incorrectly, it should have been 1DRA.
- Missing CIA record** – if a section or class is missed, add the CIA record(s) as needed.

Course Code:	State Code:	Section:	Course Name:	Tchr. Cnt. (Click to View):	Students Cnt. (Click to View):
1DRA	55071	1	Drama 1	<u>1</u>	<u>53</u>