

Manually Input Student/Class/Entry/Exit Records

These directions will be helpful to fix a SCEE record(s) with an error or to add a few new classes for a student(s). Sign into Level 0, go to hover over **Manual Input** and click on **Student/Class/Entry Exit**.

What you need: either a student's schedule or a class list.

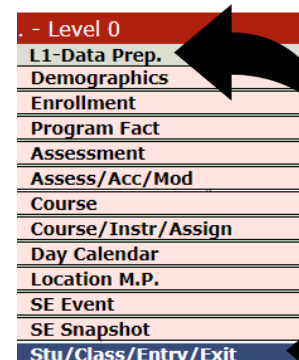
The screenshot shows the 'Student Search' section with fields for 'Student ID' and 'Last Name Search', and a 'Search' button. A blue arrow points to the 'Search' button with the text 'Search by last name to find an ID'. Below this is a navigation bar with tabs: Demographics, Enrollment, Programs, Assessment, Assess/Acc/Mod, and SE Event. The main form area has fields for 'Current Student', 'Record Status', and 'Last Update: By:'. Below these are fields for '*Student ID:', '*Location Code:', '*Course Code:', '*Class Entry Date:', '*Class Exit Date:', '*Section Code:', '*Term Code:', '*Marking Period Code:', '*Supp. Crse. Diff.', and '*Dual Credit Indicator:'. Each field is numbered 1 through 10. Below the form is a section for 'Import Validation Messages' with buttons for 'Delete Record', 'Validate & Save Student Data' (highlighted in red), 'Curr. Student / Add New', and 'Clear'. At the bottom, there is a section for 'Stu/Class/Entry/Exit Records' with a message 'No Stu/Class/Entry/Exit Records found.' and a red number 11 next to it. A red number 12 is next to the 'Curr. Student / Add New' button.

Anything with an asterisk is a required field.

1. **Enter student Local ID: Need help?** Use the search by name and copy an ID into this field.
2. **Location Code:** Select the DBN.
3. **Course Code:** Select a Course from the dropdown.
4. **Class Entry Date:** Enter the exact date the student enrolled in the course (yyyy-mm-dd).
5. **Class Exit Date:** ONLY needed if the student left the course before it ended (yyyy-mm-dd).
6. **Section Code:** Enter the section number for correct session of the (must match CIA record).
7. **Term Code:** Enter the appropriate code as reported in Location Marking Period.
8. **Marking Period Code:** Prepopulated with NA (skip)
9. **Supplemental Course Differentiator:** Prepopulated with NA (skip)
10. **Dual Credit Indicator:** Is this a HS classes AND a college course for credit?
 - Answer "Y" if this HS course also entitles students to a college transcript/credit.
 - Most classes do not award college credit: enter "N".
11. **Validate and Save:** Click the red button after entering each record. You will get an error in red if any required field is missing, complete the record and click Valid and Save again.
12. **Need to enter another record?** Adding new info in a record will WRITE OVER the original record.
 - **For the same student? Click on Curr. Student/Add New** to add another record
 - **For another student? Click on Clear** to enter a new record for another student.

Finished? After all records are added, the file must be locked and submitted.

Hover over L1-Data Prep. Data in the grey menu bar and tap on **Student/Class/Entry/Exit**.



Manually Input Student/Class/Entry/Exit Records

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

Save As

Data Prep. messages...

Complete the three steps on this screen

- Click on **Validate Now**
- Click on **Create File for Level 1 Submission** button.

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:

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates
<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> No Enrollment Rpt	<input type="radio"/> 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:

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> Course/Tchr/Student	<input type="radio"/> Import Message Log

Run Verification Rpt

Two possible solutions

1. **Bad code in SCEE**- Course Code 1 DAN was entered incorrectly, it should have been 1DRA.
2. 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>