

Manually Input Student Class Grade Detail

Expedite this reporting by collecting a list of all K-12 classes, their students and final grades.

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/irs/sirs/>

Manual input is ONLY recommended for schools with fewer than 100 new or additional records to report.

Go to our [NYC Charter Data Central](#) website

- Hover over **Secure** and click on Level 0. Login.
- On the grey menu bar, go to **Manual Input**
- Click on **Stu/Class/Gr/Detail**

Find the first student: enter either the Student ID or the Student's last name (in the correct field), click **Search**.

Searching is easy with the * key. Enter "*ith" and Level 0 will display all names that end in "ith" or enter "for*" and select from all names that start with "for".

Level 0 will display the student name(s) that match your search.

Click on "View" for the student needing AO/IP/dual credit course reported.

Note- you can also navigate through other records for the student by clicking on any of the links in this area.

In Level 0, * denotes required fields. Additional fields are required to report details for advanced classes.

Be sure to complete all required fields

ONLY enter # awarded for dual classes of students that passed and earned college credit.

Don't forget to click the **Validate & Save Student Data** button *after each record*.

- Enter the Student ID number (copy and paste from above)
- Choose the Location Code (drop-down)
- Choose the Course Code (drop-down)
- Enter the Section Code
- Enter the Marking Period/Term Code (drop-down)
- Enter Reporting Date: 20XX-06-30
- Grade Detail Code- choose FG (Final Grade from drop down)
- Choose Outcome Code (drop-down)
- Leave Supp. Crse. Diff as NA
- Assessment-Is a regent's score factored into the Final Grade? (Y or N in dropdown)
- Credits Attempted- required for Final Grades
- Credits Earned- If outcome F = 0, else = Credits Attempted
- Postsecondary- dual credit courses ONLY- Enter College Credits earned for the class (0-10)
- Credit Recovery- (If the student repeated the class for credit = Y)
- Click the **Validate & Save Student Data** button when done.

Are there multiple records for this student? Use the Curr. Student/Add New button.

Add another student? Click the Clear button to clear out any previous data, then search for the next student at the top of the screen by ID or Name (letter*), click on VIEW, and add a new record(s).

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

Don't forget to click the **Validate and Save Student Data** button *after each record*.

Finished? Lock and Submit the data.

Hover over **L1-Data Prep**

Click on **Stu/Class/Gr/Detail**

Click the **"Validate Now"** button – you should get a green

Success message Click in the **check box**

Click the green **"Create File for Level 1 Submission"** button.

You will get an additional Success message. **Complete!**

Your Student Class Grade Detail data has been queued for transfer to the NYCDOE for submission to NYSED.
(Data is submitted every Wednesday at 9AM)

If you get any error messages in the L1-Data Prep area, give us a call at 631.218.4134.



New York State Education Dept. - Level 0, version 13.03			
Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	
		Assessment	
		Assess/Acc/Mod	
		Course	
		Course/Instr/Assign	
		Day Calendar	
		SE Event	
		SE Snapshot	
		Staff/Stu/Course	
		Stu/Class/Entry/Exit	
		Stu/Class/Gr/Detail	

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

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...

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 Class Grade Detail

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

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

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