



## **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.

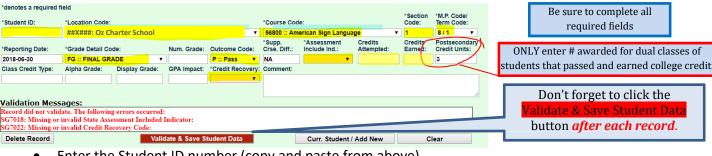
Searching is easy with the \* key. Enter "\*ith" and Level 0 will display all names that end in "ith" or enter "for\*" and select from all names that start with "for".

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.

Demographics Enrollment Assess/Acc/Mod SE Snapshot Staff/Stu/Course Stu/Class/Entry/Exit Stu/Credit/GPA Stu/Daily/Attend

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



- 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.

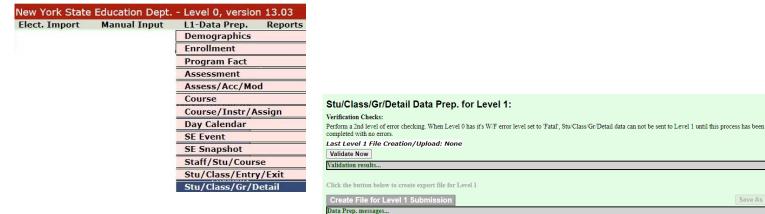
Hover over L1-Data Prep Click on Stu/Class/Gr/Detail Click the "Validate Now" button – you should get a green Success message Click in the check box Click the green "Create File for Level 1 Submission" button.

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.





## Data Verification in L2RPT IBM Cognos Analytics (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.