

Manual Input Student Digital Resources Reporting

Expedite this reporting by collecting the information reported by family on EACH Student Equity Survey

- Log into **Level 0**
- On the grey menu bar, go to **Manual Input**
- Click on **Student Digital Resources**

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

Student Search:	Search Results:
Student ID: <input type="text"/>	
OR <input type="button" value="Search"/>	
Last Name Search: <input type="text"/>	

Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Course
Course/Instr/Assign
Day Calendar
Location M.P.
SE Event
SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Attend/Codes
Stu/Daily/Attend
Student Digital Resources

Find students quick: use the * to replace part of a last name. Find all names that start with a letter (*A) or the end in certain letters (*son)

Level 0 will display the student name(s) that match your search, copy and paste the correct ID from the search area.

NOTE: ALL fields are required in each record.

Current Student: Record Status: Last Update: By:			
*denotes a required field			
*Student ID:	*Location Code:	*Primary Learning Device Type Code:	*Primary Learning Device Provider Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*School Provided Device Indicator:	*Primary Learning Device Access Code:	CHROMEBOOK :: CHROMEBOOK DESKTOP :: DESKTOP LAPTOP :: LAPTOP NO DEVICE :: NO DEVICE NONE :: NO DEVICE SMARTPHONE :: SMARTPHONE TABLET :: TABLET	*Internet Access In Barrier Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Internet Access In Residence Indicator:	*Internet Access Type Code:		*Survey Date:
<input type="text"/>	<input type="text"/>		<input type="text"/>
Import Validation Messages:			
<input type="button" value="Delete Record"/>	<input type="button" value="Validate & Save Student Data"/>	<input type="button" value="Curr. Student / Add New"/>	<input type="button" value="Clear"/>

- Paste or enter the Student ID number
- Choose the Location Code from the dropdown
- Use the dropdowns for the following fields to report the student family's responses. (lists below)
 - *PRIMARY LEARNING DEVICE TYPE CODE
 - *PRIMARY LEARNING DEVICE PROVIDER CODE
 - *SCHOOL PROVIDED DEVICE INDICATOR
 - *PRIMARY LEARNING DEVICE ACCESS CODE
 - *PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR
 - *INTERNET ACCESS BARRIER CODE
 - *INTERNET ACCESS IN RESIDENCE INDICATOR
 - *INTERNET ACCESS TYPE CODE
 - *INTERNET PERFORMANCE CODE
- Enter the Attendance date as **YYYY-MM-DD**
- Be sure to click the **Validate & Save Student Data** button after each record is added.
- Tap **Clear** to enter the next record.

Response options for each question.

*PRIMARY LEARNING DEVICE TYPE CODE	*PRIMARY LEARNING DEVICE PROVIDER CODE	*SCHOOL PROVIDED DEVICE INDICATOR	*PRIMARY LEARNING DEVICE ACCESS CODE	*PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR	*INTERNET ACCESS BARRIER CODE	*INTERNET ACCESS IN RESIDENCE INDICATOR	*INTERNET ACCESS TYPE CODE	*INTERNET PERFORMANCE CODE
CHROMEBOOK	NO DEVICE	Y=Yes	NO DEVICE	Y=Yes	AVAILABILITY	Y=Yes	CELLULAR	Y=Yes
DESKTOP	PERSONAL	N=No	NOT SHARED	N=No	COST	N=No	COMMUNITYWIFI	N=No
LAPTOP	SCHOOL		SHARED		NONE		DIALUP	
NO DEVICE					OTHER		DSL	
SMARTPHONE							MOBILEHOTSPOT	
TABLET							NONE	
							OTHER	
							RESBROADBAND	
							SATELLITE	

Partial records can be saved but will be flagged as errors. **ERRORS CANNOT** be exported from L0. Unique to the Student Digital Resources template, L0 will allow ALL valid records to clear the L1 Data Prep process and be reported to NYSED. Partial Records and all Errors should be updated as soon as possible. Repeat the L1 Data Prep process whenever new valid records are available.

Current Student: Record Status: **Error** Last Update: 10/22/21 04:36 PM By: Tracy Davey

*denotes a required field

Back to Error Rpt

*Student ID: 02 *Location Code: CHARTER SCHOOL *Primary Learning Device Type Code: CHROMEBOOK :: CHROMEBOOK *Primary Learning Device Provider Code: NO DEVICE :: NO DEVICE

*School Provided Device Indicator: *Primary Learning Device Access Code: *Primary Learning Device Sufficiency Indicator: *Internet Access In Barrier Code:

*Internet Access In Residence Indicator: *Internet Access Type Code: *Internet Performance Code: *Survey Date:

Import Validation Messages:

DR6409: OODP students are to be reported by the District and Location where they attend: 84X491

DR6407: Missing or Invalid demographic record.

DR6411: School Provided Device Indicator must equal "Y" or "N":

DR6413: Missing or Invalid Primary Learning Device Access Code:

DR6414: Primary Learning Device Sufficiency Indicator must equal "Y" or "N":

DR6415: Internet Access in Residence Indicator must equal "Y" or "N":

DR6416: Missing or Invalid Internet Access Barrier Code:

DR6417: Missing or Invalid Internet Access Type Code:

DR6418: Missing or Invalid Internet Performance Code:

DR6419: Missing or Invalid Survey Date. Date must be in YYYY-MM-DD format and fall within the selected school year (2021-07-01 thru 2022-06-30):

Delete Record Validate & Save Student Data Curr. Student / Add New Clear

Easily find Error Records by clicking on the count of Errors on the landing page/ Dashboard or by opening the SDA template from the REPORTS dropdown.

Fix individual records by clicking on the student ID; all blue underlined words/numbers are hyperlinks to drill down to specific data.

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Tracy Davey (tdavey). Current Password: [REDACTED]

Current # of users logged on: 1 View All Users

District: [REDACTED]

Download Chosen Report to: .txt file .csv file Download

Student Digital Resources Report Ch...

Dist. Import Errors (Error Rpt #1) Dist(s) Summary View Verif. Errors (Error Rpt #2) Unlock History

Show Distinct Import Error Messages Only

1 Student Digital Resources errors for dis...

Student ID	Last Name	First Name	Loc. Code	Loc. Name	Pri	Co
02				CHARTER SCHOOL		

Stu/Class/Entry/Exit Stu/Class/Gr/Detall Stu/Attend/Codes Stu/Daily/Attend **Student Digital Resources** Staff Snapshot Staff Assignment Staff Attend. Codes Staff Attendance Staff Evaluation Staff Tenure Snapshot

are to be reported by the District and nd: 84X491 DR6407: Missing or Invalid 411: School Provided Device Indicator R6413: Missing or Invalid Primary Learning 414: Primary Learning Device Sufficiency or "N": DR6415: Internet Access in equal "Y" or "N": DR6416: Missing or arrier Code: DR6417: Missing or Invalid e: DR6418: Missing or Invalid Internet 19: Missing or Invalid Survey Date. Date Format and fall within the selected school year (2021-07-01 thru 2022-06-30):

NOTES:

1. A survey/record is required for all students K-12 and ungraded (13 & 14).
2. One record per student.
3. A new record is expected for each new student that transfers into your school.
4. If multiple records are loaded for one student, same location, the last record is reported.
 - If a student has multiple households, report the record with the least access in order for SED to capture the number of students across the state needing additional resources.
5. There is a Data Quality report to identify students without a survey. Check and update data periodically throughout the year.
 - Reports>>Data Quality>>Select Data Type: Student Digital Resources>>Select Report: SDR District/Location Summary

Download Chosen Report to: ☒ .txt file ☐ .csv file

Data Quality Reports

To help ensure accuracy, please resolve any outstanding errors before running these reports.

Select Data Type: Select Report:

☐ Include 0055 Enrollments in SDR Survey Summary

Report Criteria:
-Enrollment Codes Included: 0011,5544,7000,7011
-Grade Levels Excluded: Pre-School/Pre-K, GED
-Exited Enrollments before BEDS Day Excluded

Student Digital Resources Summary:

Location Name:	Location Code:	Enrollment	No Survey	Incomplete Survey	Completed Survey	% Complete
CHARTER SCHOOL		148	148	0	0	0
Totals:		148	148	0	0	0

Finished? Lock and Submit the data.

Hover over **L1-Data Prep.**

Click **Student Digital Resources** from the menu

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

Click the green **Create File for Level 1 Submission**

Student Digital Resources Data Prep. for Level 1:

Last Level 1 File Creation/Upload: None

Validation results...

Click the button below to create export file for Level 1

Data Prep. messages...

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