

# How to... Re-load Last Year's Course Data

If your school reported unique attendance codes in L0 last year, you can quickly reload these into L0 for the current school year with these directions.

1. Log into L0
2. From the L0 dashboard, change the **SCHOOL YEAR** with the dropdown
3. Hover over **REPORTS** and click on **INFORMATION/WARNING REPORTS**
4. Use the **SELECT DATA TYPE** field dropdown to tap on **COURSE**
5. Tap on **DOWNLOAD ALL...**

**School Year:**

- School Year Ending 2023-06-30
- School Year Ending 2024-06-30
- School Year Ending 2023-06-30

**Reports** Admin

- Information/Warning Reports
- Data Quality Reports
- Dashboard
- RIC Level Reports

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

**Information/Warning Reports**

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate where info checks exist):

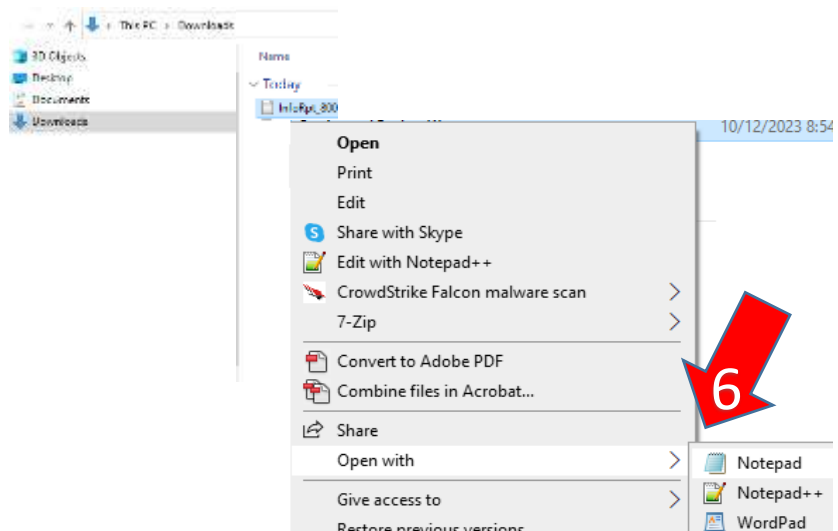
**Course** Run Report

**Download All Course Records**

Easily update the file for import by opening it as a text file.

You can now edit the CSV file directly.

6. Find the downloaded file right-click  
On the file name and tap on  
**OPEN WITH** Notepad  
or another text editor.



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Only the school year needs to be updated.

7. Hover over EDIT and tap on REPLACE

The screenshot shows a software interface with a menu bar (Edit, Format, View, Help) and a list of course data. A red arrow points to the 'Edit' menu, and another red arrow points to the 'Replace' option. The 'Replace' dialog box is open, showing 'Find what: 2023' and 'Replace with: 2024'. A red arrow points to the 'Replace All' button.

8. Enter the years: FIND (last) and REPLACE (new)  
And tap on REPLACE ALL

The screenshot shows a software interface with a menu bar (File, Edit, Format, View, Help) and a list of course data. A red arrow points to the 'Save' option.

9. Hover over FILE and tap on SAVE

10. Return to Level 0 and change back to the **current school year**

The screenshot shows the NYS-Level 0 interface. A red arrow points to the 'School Year' dropdown menu, which is set to 'School Year Ending 2024-06-30'.

11. Hover over **ELECT. Import** and  
Tap on **COURSE**

The screenshot shows the NYS-Level 0 interface. A red arrow points to the 'ELECT. Import' menu, which is open, showing options like 'Enrollment', 'Program Fact', 'Assessment', and 'Course'. A red arrow points to the 'COURSE' option.

# How to...

## Re-load Last Year's Course Data

**Course Import:**  
Step 1 - Select Import file type:  
(Note: First line of file must contain a course record.)  
☐ Comma Delimited Text  
Step 2 - Insert/Update Choices:  
☒ Update EXISTING Records in Level 0 AND Level 1 ☐ Insert NEW Records Only  
Step 3 - Import File Location: (Use browse button to find file)  
 No file chosen  
Step 4 - Click button to prepare for validation:  
  
Step 5 - Click button to validate data file:

- 12a. Skip to STEP 3 and tap on **Choose File**  
Identify the file to be loaded.  
12b. Tap on **Prepare Import File**  
12c. Tap on **Validate Data**.

**L1-Data Prep. Reports**  
Demographics  
Enrollment  
\*Program Fact  
\*Assessment  
\*Course

13. Hover over **L1 – Data Prep**. Click on **Stu/Attend/Codes**.  
14. Click on **Validate Now &**

**CREATE FILE FOR LEVEL 1 SUBMISSION**

**Verification Checks:**  
Perform a final level of error checking. When Level 0 has it's WF error level set to 'Fatal', Student Attendance Codes data can not be sent to Level 1 until this process has been completed with no errors.  
Red background indicates that data has been updated since last Level 1 file was created.  
**Last Level 1 File Created: 11/1/2014 1:00 PM**  
  
Validation results...  
Click the button below to create export file for Level 1.

*Congratulations, you're done!!*

### Does your school have new Courses this year?

Add these directly into Level 0 with our Manual Input directions:

<https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=jpaMDJDJryk%3d&tabid=120&portalid=0&mid=516>

**Some Course might not be offered every year**, report all Courses each year, so that this information is there for when you need it.

### Need an SED Course Code? [LO SED Course Code Lookup](#)

Search the lookup table for the SED course/code that matches the TOPIC of each course at your school.  
I.E. Students in Biology and Honors Biology all take the NYSED Living Environment test each year:  
03051 Biology.