![Eastern Suffolk BOCES logo — Educational Services That Transform Lives]

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 |

2

Reports | Admin

Information/Warning Reports
Data Quality Reports
Dashboard
RIC Level Reports

3

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

5

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.

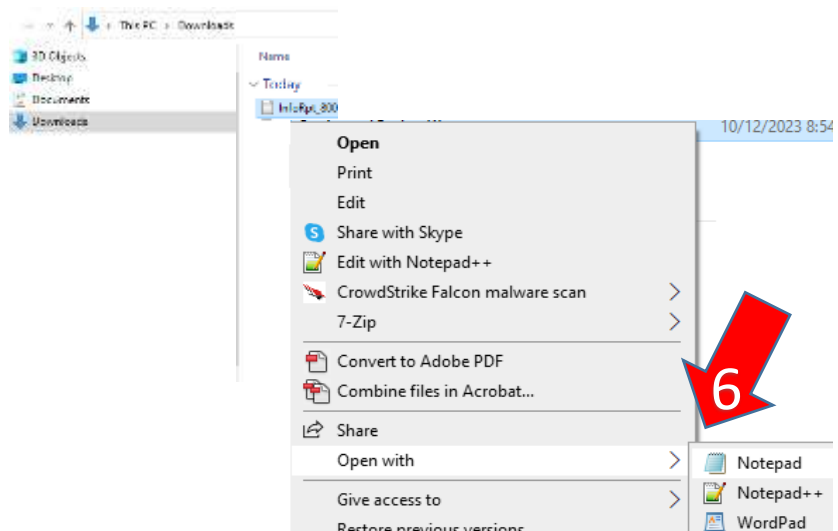Select Data Type (capitalized types indicate info checks exist):

Course ⌄ **Run Report**

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● .txt
○ .csv

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.

3D Objects	Name
Desktop	∨ Today
Documents	InfoRpt_800
Downloads	

10/12/2023 8:54

Open
Print
Edit
S Share with Skype
   Edit with Notepad++
   CrowdStrike Falcon malware scan >
   7-Zip >
   Convert to Adobe PDF
   Combine files in Acrobat…
↗ Share
Open with >   Notepad
Give access to >   Notepad++
Restore previous versions   WordPad

6

Only the school year needs to be updated.

7. Hover over EDIT and tap on REPLACE

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

9. Hover over FILE and tap on SAVE

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

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

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Course Import:

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

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? *L0 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.