Eastern Suffolk
BOCES
Educational Services That Transform Lives
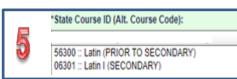
How to...

Manually Input Course Records

Sign into Level 0, go to **Manual Input** > **Course** Enter information into each of the required fields an optional fields as needed (Department & Subject Area)

Course Search: Search Results:
  Local Course ID:
      OR   Search
Course Name Search:

Current Course: Record Status: Last Update: By:
Course Manual Entry:
*denotes a required field
*Local Course ID (Course Code Long): Course Name: *Location Code:
  1   2   3
Course Department: *State Course ID (Alt. Course Code):   Subject Area Code: Supp. Crse. Diff.:
  4   5   6   NA   7

Validation Messages:
Delete   8 Validate & Save Course Data   Curr. Course / Add New   9 Clear

1. **Local Course ID (Long)**: If the code you use is the same as the State code, enter the State course code, otherwise, enter the code used by your school.
2. **Course Name:** enter a Course Name – it will make it easier to work with other templates.
3. **Location Code**: select the school's name and location code from the drop-down menu.
4. **Course Department**: optional, may be helpful, enter a valued if you wish.

5 *State Course ID (Alt. Course Code):

56300 :: Latin (PRIOR TO SECONDARY)
06301 :: Latin I (SECONDARY)

5. **State Course ID (Alt. Course Code)**: use the drop-down menu to select the correct SED code for the subject and grade levels of year course:
Prior to Secondary for grades K-6 and Secondary for 7-12.

6. **Subject Area Code**: optional, may be helpful, enter a valued if you wish.
7. **Supp. Crse. Diff.**: "NA", always.
8. **Validate & Save Course Data:** tap after entering each record.
9. **Finished? Clear**: When you are ready to add another Course, always click the clear button before entering the new Course information to avoid rewriting over the same class.
Be sure to click the Validate & Save Course Data button after each record is added.

When you have completed entering all of your courses, review a list of the courses:
- To ensure all courses are listed, records count.
- AND to ensure proper grade assignments to avoid errors in out of certification and the requirement to report Credits earned for elementary classes.

Hover over **Reports**
Tap on **Course**
Select **Dist. School Summary** (blue box)
Tap on **School Name**

School Summary for District:

Loc. Code:	School: (Click on School to view Course Codes)	Valid Records:	Error Records:
	CHARTER SCHOOL	113	0

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

Valid Course records in school

Course Code:	Course Name:	Department:	State Code:	Course Level:
	World Studies 3		54433	PRIOR TO SECONDARY
	World Studies 4		54434	PRIOR TO SECONDARY
	World Studies 5		54435	PRIOR TO SECONDARY
	Advanced English Seminar		01065	SECONDARY
	Advanced Korean		06444	SECONDARY
	Algebra I		02050	SECONDARY
	Algebra II		02056CC	SECONDARY

Finished?

Hover over **L1-Data Prep.** on the grey menu bar and click **Course**. **Click Validate Now**. Then click <mark>Create File for Level 1</mark> Course data will now be included in each 9 AM, Wednesday data transfer to the NYCDOE for submission to NYSED.

Course 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', Course 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...

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.

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