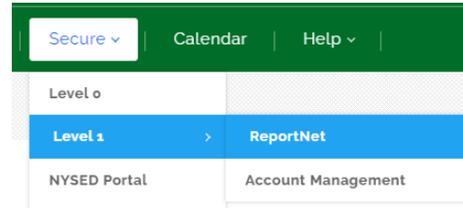


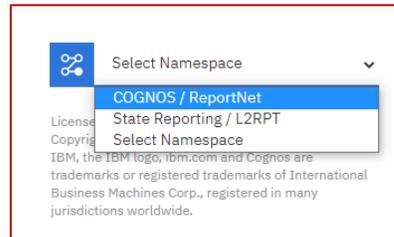
Staff Snapshot From ReportNet

1. Start at the NYC Charter Data Central website at <https://nyccharterdatacentral.esboces.org>

Hover over Secure
Click Level 1> ReportNet



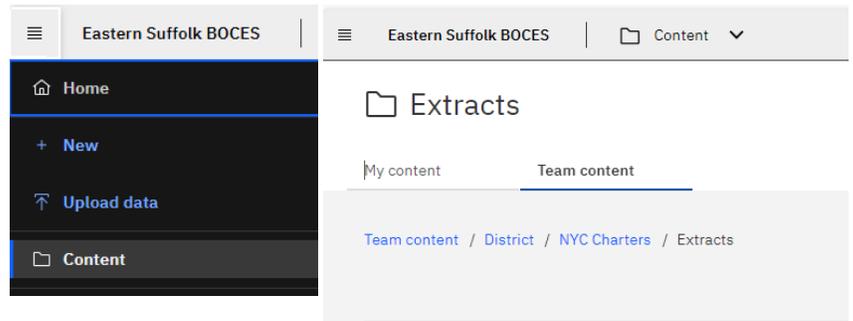
2. Select COGNOS/ReportNet from the dropdown and login.



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

3. Click on the following folders:

Content>
 Team Content Folder>
 District>
 NYC Charters>
 Extracts>
 Prior Years



(The data pulled is from the previous year to build upon for the current year)

4. Select STAFF SNAPSHOT Data
5. Select School/Year & click on NEXT

Staff Snapshot From ReportNet

6. Open the Excel file that downloads: follow the instructions in rows 1-10. ROW 6: BE SURE to immediately change the format of all cells to TEXT.

Staff Snapshot - NYC Charter - Excel

Blue Column Headers indicate required fields

Orange Column Headings indicate fields that are required for some staff members

Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete these columns.

FORMAT SHEET AS TEXT PRIOR TO DATA ENTRY. Instructions below:
Click upper left-hand corner and press CTRL + 1. In the Format window click **Number** tab. In the **Category** list, click **text**, and click OK to close window.
When complete, save as an Excel file with headers and again as a CSV file without directions and headers.

Schools are encouraged to survey your staff for this information. There is NO requirement to verify their responses.
Race Codes: 1-American Indian/Alaska Native, 2-Asian, 4-Black or African American, 5-White, D-Native Hawaiian/Other Pacific Islander, DECLINED (ALL UPPER CASE)
Gender Codes: F-Female, M-Male, X-Nonbinary

DISTRICT CODE	STAFF ID Enter 9	TEACHER TITLE	LOCATIO N CODE	GE ND	RACE 1 CODE IF	TEACHER HIRE DATE	EXIT DAT	BIRTH DATE	ACTI VE/IN	YEARS EXPERIEN	SNAPSHOT DATE Enter	ANNUA L	CONT RACT	EMPLO YMENT	ITI NE	ALTERNAT E STAFF ID Enter 8	EMP LOY	FIRST NAME	LAST NAME	HISP ANIC	
90001001	001234567	TEACHER	000011	F	5	2020-09-08		1985-01-01	A	1	2022-06-30	68331	192		N	001234567	1.00	First 1	First 1	N	S
90001001	001234568	TEACHER	000011	F	4	2020-01-20		1965-01-01	A	2	2022-06-30	73691	192		N	001234568	1.00	First 2	First 2	N	S
90001001	001234569		000011	F	DECLINED			1994-01-01	A	1	2022-06-30	63905	192		N	001234569	1.00	First 3	First 3	Y	S
90001001	001234570	TEACHER	000011	F	DECLINED	2020-08-24		1981-01-01	A	1	2022-06-30	68331	192		N	001234570	1.00	First 4	First 4	N	S
90001001	001234571	TEACHER	000011	F	4	2019-08-19		1984-01-01	A	2	2022-06-30	67831	192		N	001234571	1.00	First 5	First 5	N	S
90001001	001234572	TEACHER	000011	F	4	2019-09-03		1983-01-10	A	2	2022-06-30	67831	192		N	001234572	1.00	First 6	First 6	N	S
90001001	001234573	TEACHER	000011	M	DECLINED	2020-08-17		1997-01-01	A	1	2022-06-30	59291	192		N	001234573	1.00	First 7	First 7	Y	S
90001001	001234574	TEACHER	000011	M	4	2020-10-23		1979-01-01	A	1	2022-06-30	60970	192		N	001234574	1.00	First 8	First 8	N	S
90001001	001234575	TEACHER	000011	F	DECLINED	2019-08-19		1991-01-01	A	2	2022-06-30	60970	192		N	001234575	1.00	First 9	First 9	Y	S
90001001	001234576	TEACHER	000011	M	5	2020-08-24		1959-01-01	A	1	2022-06-30	66652	192		N	001234576	1.00	First 10	First 10	N	S
90001001	001234577	TEACHER	000011	M	5	2019-08-19		1972-01-01	A	2	2022-06-30	87272	192		N	001234577	1.00	First 11	First 11	N	S
90001001	001234578		000011	M	5			1961-01-10	A	5	2022-06-30	210000	192		N	001234578	1.00	First 12	First 12	N	S

In the above view, **Row 10:** Headers have “WRAP TEXT” on to see more data at once
Columns with black text are hidden as these are not required but MUST be in the file.

Blue text headers indicate required field,

Orange text headers required in certain circumstances

Green text header contains extra data to make reporting easy by seeing the course name (only the code is required) delete this column before creating the CSV for upload

What you need to report:

This report provides in Excel file of data that was exported in the previous school year.

You will need to update this file before saving to a .csv file and importing to Level 0 for the current school year. Be sure to check each column for accuracy. **Review the following:**

- Delete records for any staff members that were not employed by your school at any time during the current school year
- Add records for all new teachers, principals, and non-teaching staff members who were/are employed by your school at any time during the current school year (beginning with July 1st)
- Change Snapshot Date, Column AX, to the current reporting year (20XX-06-30)
- Change Years' Experience in District, column AQ
(add a year, or update as necessary only full years)
- *Change Total Years of Professional Educational Experience, column CX (add a year, or update as necessary).
- Update Annual Salary, column AZ, if necessary
- Update as needed: Educational Level, email, Gender, etc.

Enter all dates in Level 0 as yyyy-mm-dd

*NYSED has requested that teachers provide how many total years they have been teaching when they are first hired with your school. This information should be provided in the Total Year's Educational Experience field within Staff Snapshot

Staff Snapshot From ReportNet

Finished?

Once you have updated your spreadsheet with this year's information, save it as

1) an Excel file (with headers)

- then DELETE rows 1-8
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - 2) Find the first empty row at the bottom: select multiple rows & hit DELETE

2) save the file again in the file format .csv (comma separated values).

Loading the CSV into Level 0.

Log into Level 0

Hover over ELECTRONIC IMPORT

Click on STAFF SNAPSHOT

Step 1 & Step 2: default settings do not need to be adjusted

Step 3: Click on CHOOSE FILE to select your CSV

STEP 4: Click on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134

Green message? Proceed to...

Step 5: Validate

If a red message pops up, the file has loaded with some errors. Click on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Hover over **L1-DATA PREP**

Click on **STAFF SNAPSHOT**

Complete two clicks on this screen to
CREATE a file. Great job!

Staff Snapshot Import:

Step 1 - Select import file type:

(Note: First line of file must contain a staff record.)

Comma Delimited Text

Step 2 - Insert/Update Choices:

Update EXISTING Records in Level 0 AND Insert NEW Records Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

No file chosen

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:

Import/Validation Messages:

Staff Snapshot 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', Staff Snapshot data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validation results...

Click the button below to create export file for Level 1

Data Prep. messages...

Staff Snapshot From ReportNet

Ensure that SED has the correct data by reviewing the SIRS 320 Staff Snapshot Report. Corrections to the SIRS 320 are made by updating Level 0. ALL reporting must be completed by deadline posted on NYC Charter website. nyccharterdatacentral.org

You can also view Staff Certification Reports based on current Staff Snapshot reporting. This data can assist with the Course Instructor Assignment reporting:

- **SIRS 328: Staff Out of Certification Report**
- **SIRS 329: Staff Certification Report**

Need Help? Call us at 631.218.4134