

Digital Equity Survey ReportNet Extract Instructions

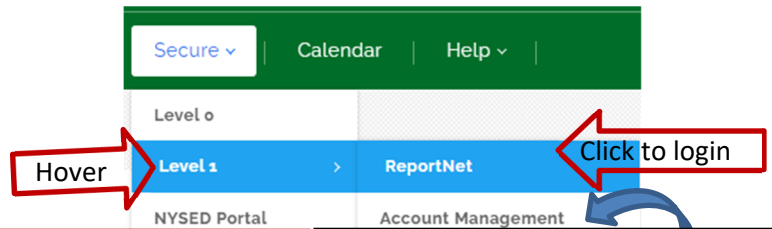
This report will be helpful for compiling survey responses into an electronic format for importing into Level 0. This ReportNet extract creates one line per student at your school, you will need to add information in each column to correspond to the survey responses of each question for each student.

If you have survey results already in electronic format (I.E. Google Sheets from a Google Form survey) check our YouTube channel for an [SDR Video on how to align an electronic file for import into Level 0.](#)

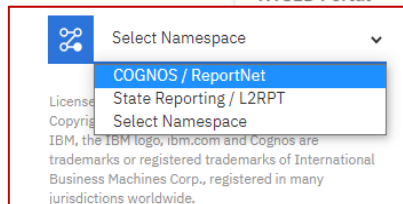
If you have paper surveys and need to get this data to SED, review our manual input direction. Reporting this data directly in Level 0 will prevent typos and utilize dropdowns saving you from needing to type every response. **ALL** responses MUST match SED options exactly (list at the bottom of this document).

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

Hover over Secure
Click on Level1>ReportNet



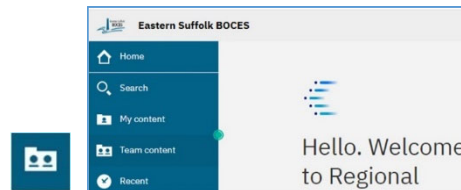
2. Select **COGNOS/ReportNet**



Forgot your Username or Password?

Back on the NYC Data Central website and click on SECURE > REPORTNET > **Account Management**

3. Click on the following folders:
Team Content Folder >
District >
NYC Charters >
Extracts >



4. Select **STUDENT DIGITAL RESOURCES**

Download a list based on your needs:

- ALL Active Students at the school, any responses already in Level 1 will be prepopulated
- Only Student Surveys missing 1 or all responses

Select the Name

Select School Year (SY)

Select ALL or MISSING

Enter District, School Year and Enrollment

District Name	School Year	All Students
	School Year	All or Missing Only
	Jun 30, 2023	All Students
		Only Students with Missing Digital Equity Codes

Cancel Finish

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- Open the Excel file that downloads: follow the instructions at the top
 - New** Row 5: Click on this hyperlink to view the REQUIRED codes for this template.
 - Row 7: immediately change the format of all cells to TEXT.

Student Digital Equity Survey(2022-2023)

Blue Column Headers indicate required fields

Green Column Header(s) indicate extra information for your convenience. DELETE this column before creating the CSV.

Black Column Header(s) 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.

[Click here to access the required SEDS SIRS Codes](#)

WARNING - Students may appear more than once if they exited and returned to school. One record is required per student. An additional record is ONLY required if their digital access has changed.

FORMAT SHEET AS TEXT PRIOR TO DATA ENTRY. TAP on a blank cell > HIT "CTRL & A" (select All cells) > Right-click and tap on FORMAT CELLS > from the pop-up tap on TEXT > tap OK TURN ON CAPS L

Responses to ALL survey questions MUST match SED'S codes exactly. ALL TEXT MUST BE IN CAPS.

When complete, save as an Excel file with headers then delete the columns for student name and grade ad delete row of directions/headers (rows 1-9) SAVE again as a CSV

DISTRICT CODE	LOCATION CODE	YEAR	STUDENT ID	STUDENT NAME	ENROLL START	ENROLL END	PRIMARY LEARNING DEVICE TYPE CODE	SCHOOL PROVIDED DEVICE INDICATOR (Enter "Y" for Yes and "N" for No)	PRIMARY LEARNING DEVICE PROVIDER CODE	PRIMARY LEARNING DEVICE ACCESS CODE	PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR (Enter "Y" for Yes and "N" for No)	INTERNET ACCESS IN RESIDENCE INDICATOR (Enter "Y" for Yes and "N" for No)	INTERNET ACCESS BARRIER CODE	INTERNET ACCESS TYPE CODE	INTERNET PERFORMANCE CODE (Enter "Y" for Yes and "N" for No)	SURVEY DATE (yyyy-mm-dd)
90000001	84A123	2022-06-30	000000006	Last, First #6	2022-07-02		SMARTPHO	No	PERSONAL	NOT SHARE	No	Yes	AVAILABILITY	RESBROAD	N	2022-11-19
90000001	84A123	2022-06-30	000000007	Last, First #7	2022-07-01		LAPTOP	No	PERSONAL	NOT SHARE	Yes	Yes	OTHER	RESBROAD	N	2022-11-17
90000001	84A123	2022-06-30	000000008	Last, First #8	2022-07-01		LAPTOP	No	PERSONAL	NOT SHARE	Yes	Yes	NONE	RESBROAD	Y	2022-11-17
90000001	84A123	2022-06-30	000000009	Last, First #9	2022-07-01		SMARTPHO	Yes	SCHOOL	NOT SHARE	Yes	Yes	NONE	OTHER	Y	2022-11-17
90000001	84A123	2022-06-30	000000010	Last, First #10	2022-07-03											
90000001	84A123	2022-06-30	000000011	Last, First #11	2022-07-03	2022-09-12										
90000001	84A123	2022-06-30	000000012	Last, First #12	2022-07-01	2022-09-12										
90000001	84A123	2022-06-30	000000013	Last, First #13	2022-07-01		LAPTOP	No	SCHOOL	NOT SHARE	Yes	Yes	NONE	DSL	N	2022-11-19
90000001	84A123	2022-06-30	000000014	Last, First #14	2022-11-29											

The Excel download, in the image above was adjusted for easy viewing:

- the widths of the columns were narrowed to view more data on the screen at one time
- headers (row 10) is formatted as "WRAP TEXT"
- column H is hidden: the header was plain text denoting that it MUST be blank and included in the file

Blue text headers indicate required field

Green text header contains data to make reporting easier; delete these columns before creating the CSV for upload

Enter students' information for each survey question using the exact SED's codes: capitalization and abbreviations. All response entries **MUST be reported** in 1) **ALL CAPS** and 2) **match SED's abbreviations exactly**

NYSED expects a full record for every student. Partial records can be reported in the file and loaded to Level 0 but will be flagged as errors.

*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	

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Review the following:

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

- If a student's Exit Date is prior to when the survey was performed, delete the row for that student(s). No record is required.
- Survey Date: Report the actual date the survey information was collected. If portions of the survey were collected on different days, report the last day of the survey was completed. *The date must fall within current school year.*
- A survey/record is required for all students K-12 and ungraded (13 & 14).
- If a student has multiple households, report the record with the least access in order for SED to capture when additional resources are needed.
- One record is expected for each student. If multiple records exist for a student, the latest record is used by NYSED.
- A record is expected for each new student that transfers into your school, at any time during the year.

Finished?

Once you have updated your spreadsheet, save it as

1) an Excel file (with headers)

- DELETE all columns with a **Green** headers (E, F & G)
- DELETE rows 1-9 (all directions and headers)
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple empty columns & hit DELETE, then
 - 2) Find the first empty row at the bottom: select multiple empty 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 STUDENT DIGITAL RESOURCES

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



New York State Education Dept.
Elect. Import
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

How to...

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corrections and import the data again. Need help? Call us at 631.218.4134
Green message? Yeah!

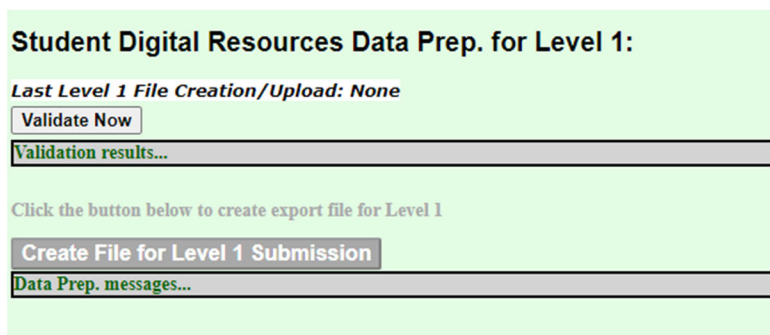
Finished? Lock and Submit the data.

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**



The screenshot shows a web interface for 'Student Digital Resources Data Prep. for Level 1'. It features a light green background. At the top, it says 'Last Level 1 File Creation/Upload: None'. Below this is a 'Validate Now' button. Underneath the button is a grey bar with the text 'Validation results...'. Further down, there is a line of text: 'Click the button below to create export file for Level 1'. Below this text is a 'Create File for Level 1 Submission' button. At the bottom of the interface is another grey bar with the text 'Data Prep. messages...'.

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

Your school is expected to verify the successful reporting of all data to NYSED via the corresponding SIRS report(s) in [L2RPT](#). Data successfully reported in Level 0 is NOT CONFIRMATION of submissions to NYSED. Only your school can confirm the completeness and accuracy of data in NYSED’s Level 2 of the data warehouse.

L2RPT > Annual Outcomes Folder > SIRS 336- Annual Digital Resources Survey Report