



Helpful Hints for Level 0 – Regents Assessment Records

Last Updated – October 5, 2023

When to enter an Assessment Record in Level 0:

- 1) **If the student took a 2024 Regents exam (August 2023, January or June 2024) but:**
 - a) did not appear in that administration’s ASAP or Level 2 report
 - b) and it is too late to scan the answer sheet
 - c) and Level 0 is still open for 2024.
- 2) **If the student took a 2024 Regents exam (August 2023, January or June 2024) but:**
 - a) appeared in the ASAP report with N/A as the student’s name
 - b) and did not appear in the Level 2 report
 - c) and it is too late to scan the answer sheet
 - d) and Level 0 is still open for the school year.
- 3) **If the student took a Regents exam prior to 2024 (June 2023 or earlier) but:**
 - a) was not in that year’s Level 2 report
 - b) and is still enrolled in the school for 2024 with a record in Level 0.

Go to the **BOCES** website –

<https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>

- From the **Secure Menu**, select **Level 0**.
- Use your **Level 0 ID and Password** to log in.
 - If you don’t remember your password, or if it doesn’t work, click the “Forgot Password” link and follow the directions in the time-sensitive email you will receive (it will be sent to the email address associated with the username).
- From the Grey Menu Bar, select **Reports**.

Elect. Import Manual Input L1-Data Prep. Reports L0 Express Log Off

- from the drop-down menu, select **Demographics**.
- Select the option: **Dist. School Summary**.
- Click your school’s listing with the 4-digit Location Code (not one with “0000”).
- A list of your school’s students in Level 0 will appear (sorted by last name)
- Search for the “missing” student and click his/her ID number.
- On the student’s Demographic record, select and copy his/her ID number.
- From the Blue Menu Bar, select **Assessment** - All fields with asterisks are required.

Demographics Enrollment Programs Assessment Assess/Acc/Mod SE Event SE
Snapshot Staff/Stu/Course Stu/Class/Entr Exit Stu/Class/Gr/Detail Stu/Credit/GPASTu/Daily/Attend



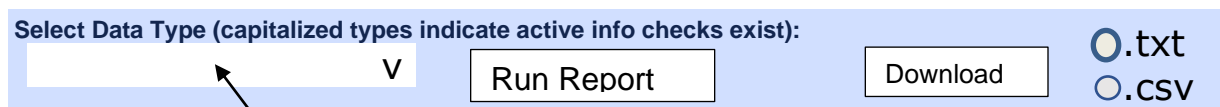
Level 0 Assessment Records

- Paste the student's ID number in the **Student ID** field.
- In the **Test Description and Version** field, select the appropriate type of exam for the year the student took the exam (ex. to enter a student who took a January 2023 ELA exam, select the option for "Regents:: 2023-06-30").
 - August Regents are considered part of the next school year (ex. if a student took an August 2023 Regents, select the option for "Regents:: 2024-06-30").
- In the **Subtest Identifier** field, select the specific exam/month.
- In the **Test Location** field, select the school with the 4-digits, not "0000".
- In the **Test Date** field, enter the date of the test in the format of – yyyy-mm-dd.
 - Don't worry if the date automatically changes when the record is saved.
 - The NYSED Office of State Assessment has an archive of the Regents schedules, found [here](#).
- In the **Test Language** field, select the language – "ENG::English".
- In the **Std. Ach. Code** field, select the appropriate grade range for the student's score.
- The **School Year (prior year records)** field is only required if you are entering scoring data for a previous school year.
 - Ex. In this current 2024 year, if you enter Assessments for January 2024 exams, you would leave the field blank.
 - Ex. In this current 2024 year, if you enter Assessments for exams prior to August 2023, you must enter the current year in this field: **2024-06-30**.
- In the **Numeric Score** field, enter the student's Scale Score (after conversion).
- Click the red **Validate & Save Student Data** button.
- After the "Success" message appears, click the **Clear All/Add New** button if the student needs another Assessment Record added.
 - Repeat the same steps for the next Assessment. If a student was missing from 3 Regents Level 2 reports, he/she would now have 3 Assessment records listed in the grid at the bottom of the screen.
- Repeat the steps for each student requiring Assessment Records.

CHECK FOR ERRORS:

ALWAYS check for errors after adding/editing data in Level 0 BEFORE locking Level 0!

- From the Grey Menu Bar, select **Reports**.
- From the drop-down menu, select **Information/Warning Reports**



- From the **Select Data Type** drop-down list, select **Assessments**.
 - Click the **Run Report** button.
 - If any errors are reported, fix them, and re-run the report until you get a message of "0 Assessments information error(s)."

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- **The report listing the student ID's, their exams, and scores can be downloaded and saved by clicking on either "Download" button (select the .csv format so that the file will be an Excel file).**
 - This report will not list the School Name (only the District Code); the Student Names (only the ID numbers); nor the date of when the records were created.
- From the Grey Menu bar, select **Reports**.
- From the drop-down menu, select **Assessments**.
- Click the **Run Verification Rpt** button.
 - If student records are listed, the specific error(s) will be noted.
 - Click the student's ID number.
 - Correct the field(s) containing the error(s).
 - Click the **Validate** button.
 - Run the report again until you receive a message that no verification errors were found.

LOCK LEVEL 0 AND UPLOAD DATA TO LEVEL 1:

ALWAYS lock Level 0 after adding/editing data, BEFORE logging out of Level 0, or the new data will not be processed!

- From the Grey Menu Bar, select **L1-Data Prep**.
- From the drop-down list, select **Assessments**.
 - Check the box for **Regents**

Check All

COSF Regents ALTREG CTE CCR NYSITELL CDOS LOTE SEQ

- Click the **Validate Now** button.
- If you get a red error message, fix the error(s), and **Validate Now** again until you get a green "Success!" message.

- **Click the green Create File for Level 1 Submission button!**

Regents results: Success! No verification errors found.

Click the button below to create export file for Level 1

Create File for Level 1 Submission Save As

The checked categories above are locked and waiting to be prepared for Level 1 submission.

- This step pulls the data from Level 0 and processes it into Level 1.
- Once the data is pulled, the records will automatically unlock for you to add/edit further.

Level 0 Assessment Records

View Level 0's Dashboard Report

Always check your Dashboard BEFORE logging out of Level 0 to make sure whatever data you've added/edited has been processed!

- From the Grey Menu Bar, select **Reports**.
- From the drop-down menu, select **Dashboard**.

80012345 : "Your School Name" - Dashboard Stats:							
Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	150	NO	9/17/22 09:47 AM	9/17/22 09:50 AM	9/4/22 09:31 AM
Enrollment	0	150	672	NO	9/17/22 09:48 AM	9/17/22 09:52 AM	9/17/22 09:53 AM
Program Fact	0	0	120	--	--	--	--
ELL Eligibility	0	0	40	NO	9/17/22 02:43 PM	9/17/22 02:49 PM	9/17/22 02:50 PM
ELL Programs	0	0	40	NO	9/17/22 02:43 PM	9/17/22 02:51 PM	9/17/22 02:52 PM
ESEA	0	0	40	NO	9/17/22 02:43 PM	9/17/22 02:50 PM	9/17/22 04:48 PM
Assessment	0	1	2	--	--	--	--
REGENTS	0	1	2	NO	9/17/22 01:52 PM	9/17/22 01:52 PM	9/10/22 08:53 AM

- If any Import or Verification (Verif.) errors are noted:
 - Run the error reports
 - Fix the errors
 - Re-run the error reports
 - Lock the records
 - Click the buttons to create the files for Level 1
 - Run **Dashboard Rpt** again.
- Make sure that the total number of Demographic and Enrollment Records match.
 - If not, add the missing record(s).
- The **Last Update** date/time refers to the last date/time your Level 0 account was edited.
- The **Last Upload** date/time refers to the last date/time your Level 0 data was processed and should be **after** the Last Update date/time.
 - If this date is prior to the **Last Update** date/time (the cell will be shaded in red), it means your Level 0 data was not processed since that date and that you must lock Level 0 and click the **Create File for Level 1 Submission** button.
 - Level 0 will no longer be locked after the files have been created and it is ready for you to enter/edit new data.
- Take a screenshot of the table if you need to include the overall summary data with a printed Assessments report.

Level 0 Assessment Records

- The table will show your school name and the date of when the records were processed but not the individual student names.

TIP: To Add an Assessment Record for a Student No Longer in Level 0

If a student is no longer in your school but was missing from a prior year's Level 2 report, you the Assessment Record should be created in **Level 0 Historical** for that particular school year.

- Go to the **BOCES** website (<https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>).
- From the **Secure Menu**, select **Level 0 Historical**.
 - **Log in using the same Username and Password you use for the NYSED Portal** (where you order the NYS test booklets).
 - **Level 2 login data IS NOT the same as your Level 0 login data!**
 - The user name is generally the principal's **firstname.lastname**. If the password is forgotten or needs to be re-set:
- From the **Secure** menu on the BOCES site, select **NYSED Portal** (it's first on the list)
- Click the **Reset Your Password** tab (to the left of the Log In button)
- Follow the directions and then log into Level 0 Historical again
 - If there are any questions about the login data not working when the data is accurate, please contact NYSED directly: seddas@nysed.gov or datasupport@nysed.gov (be sure to include the school name, BEDS number, principal's name, and the username).
- Search for the student's Demographic Record and follow the above steps for creating the Assessment Record.
 - **There are no error reports to run in Level 0 Historical.** There is a **status bar** which will list if the data is being processed and if the record was saved (it may take time so you can always check the next day).
- **Level 0 Historical does not have the ability to print a list of the Assessment Records that were entered.** If you require "proof" the records were added (particularly for Mandated Services), **you must take a screenshot of each saved Assessment Record.**

TIP: Updating Level 2 Reports with Assessment Records

A school year's Level 2 report can **ONLY** be updated when the Assessment Records have been properly added and processed **BEFORE** Level 0 closes for the year in August.

Once Level 0 closes for the year in August, Level 0 data is no longer processed so it will not be possible to update that year's Level 2 Reports.

The Assessment Records may still be added to make sure that the students' records are accurate but **adding the records late WILL NOT** update that year's Level 2 reports.

If Mandated Services requires "proof" that missing Level 2 students had taken the exams and it is no longer possible to enter the records in that year's Level 0, the records can be added in:

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- The current year's Level 0 if the student is still enrolled in the school:
 - You would take a screenshot of the student's Assessment Record after it has been added.
- Level 0 Historical if the student is no longer enrolled in the school:
 - You would take a screenshot of the student's Assessment Record after it has been added.
 - Level 0 Historical is open from February through August (closing on the same date that Level 0 closes that year).

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