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HELPFUL HINTS FOR LEVEL 2

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TO ACCESS LEVEL 2

Go to the BOCES website - <https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>

From the **Secure** menu, select **L2RPT**.

(Remember, you are not clicking on the Login link in the upper right corner.)

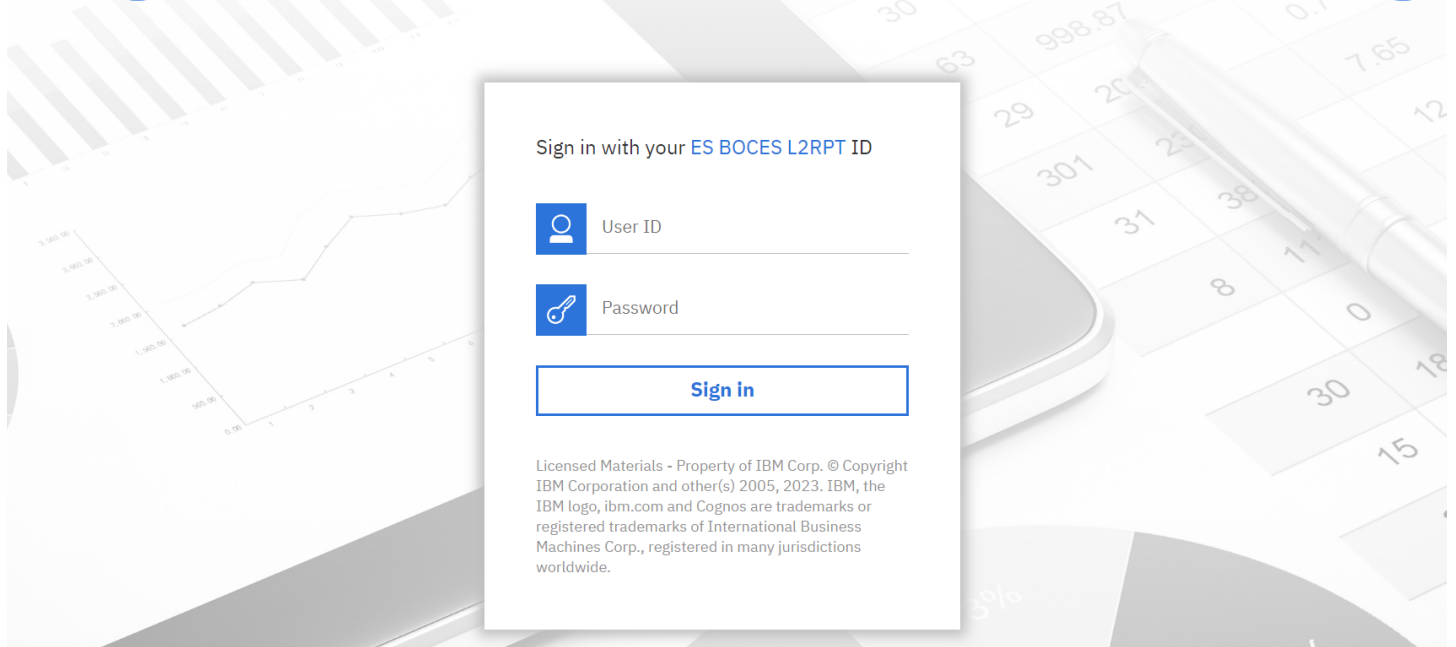


The screenshot shows the website interface with the following callouts:

- DO NOT CLICK HERE TO LOG IN!**: A red box highlights the 'Login' link in the top right corner.
- ALL PROCESSES ARE SELECTED FROM THIS MENU!**: A red box highlights the 'Secure' dropdown menu in the navigation bar.
- Click here to order NYS tests/Regents and access Regents Scoring Key passwords.**: A red arrow points to the 'NYSED Portal' menu item.
- Click here to edit prior year's records from Level 0.**: A red arrow points to the 'Level 0 Historical' menu item.
- Click here to access Level 0.**: A red arrow points to the 'Level 0' menu item.
- Click here to clear the NYSSIS queue and resolve potential duplicate records.**: A red arrow points to the 'NYSSIS' menu item.
- Click here to view/print/save NYS exam score reports and high school graduation reports. These are the reports that MANDATED SERVICES uses for reimbursement claims!**: A red arrow points to the 'L2RPT' menu item.
- Click here to view/print/save Regents score reports that are only created if the Regents answer sheets are scanned.**: A red arrow points to the 'ASAP' menu item.
- Click here for the Admin Console for NYS Grades 3-8 ELA/Math/Science Computer-Based Test administration.**: A red arrow points to the 'CBT Admin Console' menu item.

You should now see the following screen for the Regional Information Center Reporting:

Regional Information Center Reporting



Log in using the same Username and Password you use for the **NYSED Portal** (where you order the NYS test booklets).



TIP: LEVEL 2 LOGIN DATA

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)
- On the top menu bar, click **Reset Your Password** (to the left of the Log In button)
- Follow the directions and then log into Level 0 Historical again

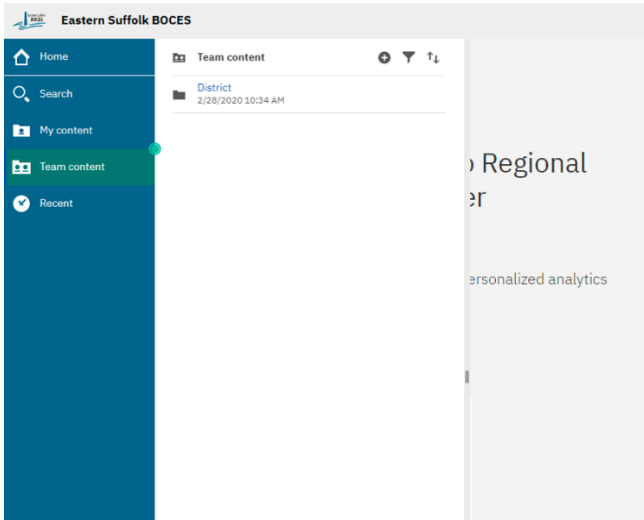
If there are any questions about the login data not working when the data is accurate, please contact the SEDDAS Help Desk - seddas@nysed.gov (be sure to include the school name, BEDS number, and principal's name).



TO FIND REGENTS SCORE REPORT AND GRADUATION FOLDERS

Once in Level 2, you should now see the following folders in the blue sidebar:

- My content
- Team content

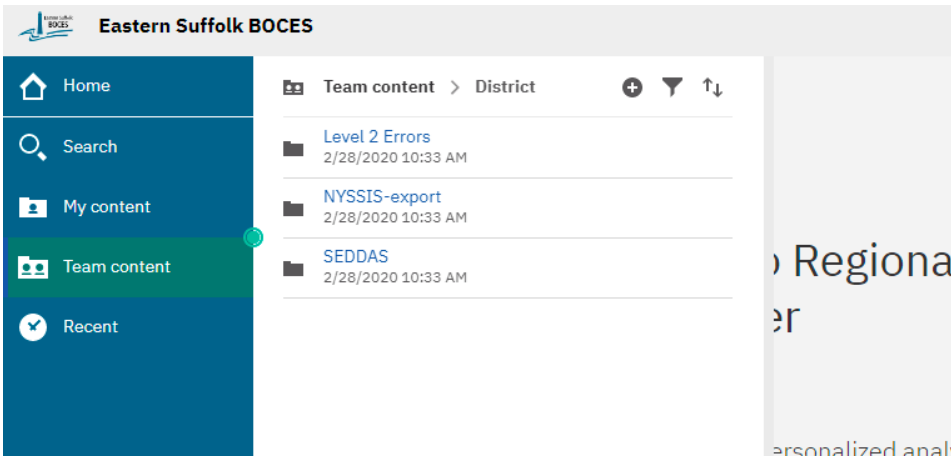


Click the **Team content** folder and you should then see the **District** folder appear.

Click the **District** folder.

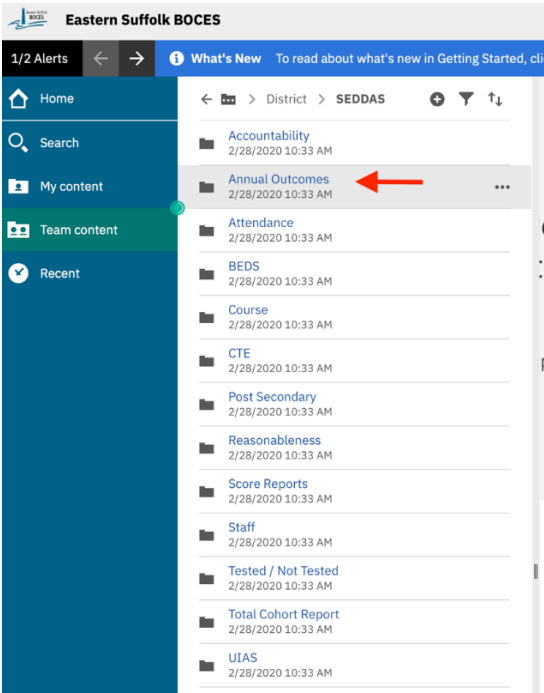
You should now see the following 3 folders:

1. **Level 2 Errors** (errors by data domain)
2. **NYSSIS-export** (NYSSIS numbers created in a specific school year)
3. **SEDDAS** (all subfolders for L2RPT reporting)



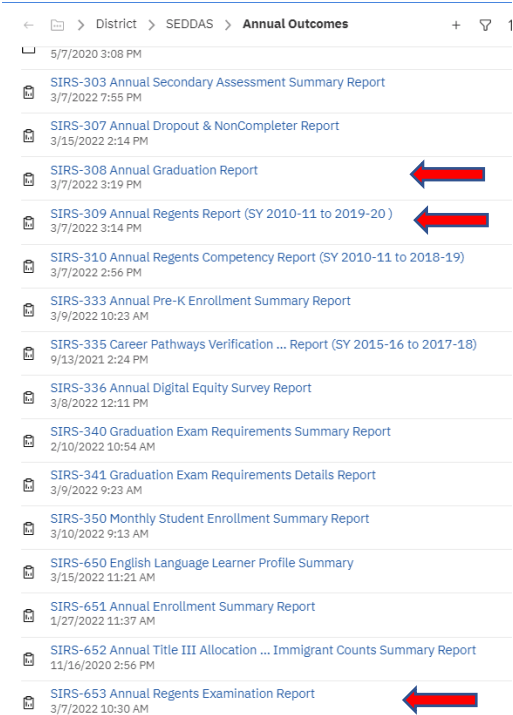
Click the **SEDDAS** folder.

You should now see the following list of folders:



Click the **Annual Outcomes** folder.

You should now see the following listing of reports:



The high school graduation report can be found in the **SIRS-308 Annual Graduation Report** if the data had been properly entered into **Level 0** that year.

The Regents score reports can be found in either of two folders, based on the school year:

- The **SIRS-309 Annual Regents Report** only lists school years 2010/11 through 2019/20.

- The **SIRS-653 Annual Regents Exam** Report will list school years 2020/21 through the present.

TO VIEW THE SCORE REPORTS

Depending upon which school year you need, click either the **SIRS-309 Annual Regents Report** or the **SIRS-653 Annual Regents Examination Report**:

- Select the **School Year** you want.
 - Please keep in mind that August is considered part of the next school year – ex. the report for August 2022 will be included in the 2022-23 year and not in the 2021-22 year.
- Wait a few seconds for it to process and then select your **School Name** from the **School or District** field.
- Wait a few seconds for it to process and then select the **Exam** you want from the **Assessment** field.
- After a few seconds, you will then see an overall summary for that Exam. For example:

| Student Subgroup (accountability subgroups are marked by an asterisk(*)) a | Number Tested b | Number of Students Scoring | | | | | Percentage of Tested Students Scoring | | | | |
|--|--------------------|----------------------------|--------------------------|--------------------------|--------------------------|--|---------------------------------------|--------------------------|--------------------------|--------------------------|--|
| | | Performance Level 1 c | Performance Level 2 d | Performance Level 3 e | Performance Level 4 f | Performance Level 5 (common core assessments only) g | Performance Level 1 h | Performance Level 2 i | Performance Level 3 j | Performance Level 4 k | Performance Level 5 (common core assessments only) l |
| * All Students * | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| Female | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| * White * | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| General Education Students | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| Not English Language Learner | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| Not Economically Disadvantaged | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |
| Not Migrant | 43 | 3 | 1 | 10 | 5 | 24 | 7.0% | 2.3% | 23.3% | 11.6% | 55.8% |

Please keep in mind that:

- the **total Number Tested** includes **all administrations of the exam** – August, January, and June
- the **PHE column** will list all students who had exemptions properly entered into Level 0 for Regents that had been cancelled.

Click the hyperlink for the **Number Tested** (or **PHE**) for **All Students**.

A new tab will open listing the report for that one exam which will list all the students sorted by last name. The different administration dates will, therefore, be combined in the list.



To Check the Score Reports for Accuracy while Level 0 is still Open for that Year:

- **If there is a student missing:**
 - Check the **ASAP report** for that exam (the report generated after the exam’s answer sheets were scanned) to see if the student was listed.
 - If yes, it likely means the data wasn’t processed into Level 2 due to a problem in Level 0.
 - Access Level 0 and check that the student is entered in Level 0; run all error reports, resolving all errors; lock records; and click the buttons to create the files for Level 1. All steps can be found in the **Helpful Hints for Level 0** document available for download from our [website](#).
 - If no, it likely means the answer sheet wasn’t scanned.
 - If there is still time to scan that exam’s answer sheets, e-mail the request to [Shelley Hill](#). Otherwise, create an Assessment Record for that student’s score in Level 0.

- **If you see an incorrect student name listed:**
 - Check the answer sheet for the ID number listed in the report to see who used the ID.
 - Check Level 0 for that student’s record to see what the correct ID number is for the student.
 - If there is still time to scan the sheet, e-mail a detailed explanation of the problem to [Shelley Hill](#). For example, on the January ELA report, Student A (ID 999999999) is listed but A did not take the exam. The report should have listed Student B who had that ID on the answer sheet. But B’s Level 0 ID is really 111111111.
 - If it is no longer possible to scan that sheet’s exam, create an Assessment Record in Level 0 for that student’s score and email a detailed explanation of the problem to [Shelley Hill](#) to see if the record can be deleted from the incorrect student.
- **If you see that there is a discrepancy in the student’s score:**
 - Scanning the answer sheets calculates student scores **based on the completed student bubbles and teacher score bubbles**. Discrepancies are most likely due to human error: incorrectly calculating the student’s short answers; incorrectly completing a score bubble; incorrectly adding score bubbles; and/or incorrectly converting the final score.
 - If it is necessary to change the score bubbles and re-scan the sheet, email the request to [Shelley Hill](#) and be specific as to which exam, which question, which bubble, etc.
 - If it is no longer possible to scan the sheet, enter an Assessment Record of the correct score into Level 0.
 - The principal may assign the higher of the two scores to the student.
 - If the discrepancy means the difference between passing and failing and there is no scoring bubble to change, the principal should contact NYSED’s Office of Assessment for guidance – 518-474-5902.



Checking Reports for Accuracy after Level 0 Closed for that Year:

Once Level 0 has closed for the school year, any student who was missing from a Level 2 report must have the Assessment Record added to:

- Level 0 when it re-opens in the next school year, if the student remains in the school
- Level 0 Historical when it re-opens in February, if the student is no longer in the school.

Adding Assessment Records after that Level 0 account has closed for the year will not update that year’s Level 2 reports; it only ensures that the student records are accurate.



TIP: GRADUATION REPORT (SIRS-308 FOLDER)

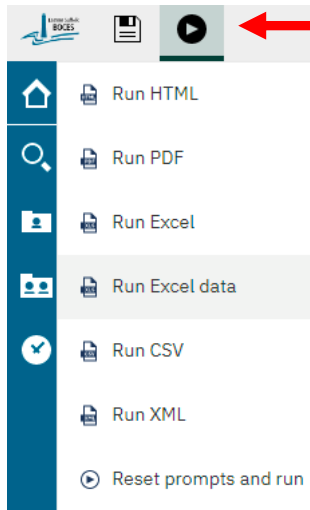
Please keep in mind that the Graduation Report will only list your students if you properly entered and processed the graduation data in Level 0 **prior to Level 0 closing for the school year**.

If there are problems in Level 0, the graduation data will not be properly processed, and the Level 2 graduation report will be inaccurate or missing. Problems include but are not limited to:

- Entering graduation data in the student’s Demographic Record but not the Enrollment Record.
- Entering all graduation data but not clicking the buttons to create the files for Level 1.
- Entering all graduation data after Level 0 has closed for that year.

If Level 0 has closed for the year, the only way to enter the graduation data for students missing from that year’s Level 2 graduation report is to add the data in Level 0 Historical when it opens in February.

TO DOWNLOAD/SAVE LEVEL 2 REPORTS



Click the icon in the top grey menu bar to see the listing of options for viewing the report and then select your preferred method (PDF is generally most efficient).

Then, save the report to your computer files, changing the name if you prefer to reflect the year and exam name.



TIP - ADDING RECORDS LATE (after Level 0 closed for that year)

Once Level 0 closes, at the end of August, for a school year, **LEVEL 0 DATA IS NO LONGER PROCESSED**, therefore, the Level 2 reports can no longer be updated.

After a school year's Level 0 is closed, adding any missing data or records to Level 0 or Level 0 Historical for that year makes sure the student records are accurate but it **will not update that year's Level 2 reports**.

Therefore:

- **DO NOT WAIT until the week of the Level 0 August deadline** to check Level 2 reports for accuracy due to the risk of changes not being implemented in time to update the reports.
- **DO NOT WAIT until the Fall/Winter**, when filing Mandated Services claims, to check reports for accuracy due to the complexity of adding the records late which will not update the reports.



TIP – MANDATED SERVICES

Mandated Services uses the Level 2 reports to verify schools' claims for reimbursement. **That is why it is extremely important that you make sure your Level 2 reports are accurate while Level 0 is open for that school year.**

Once Level 0 closes for the year and it is no longer possible to update the Level 2 reports, schools adding records to Level 0 or Level 0 Historical will have to take screenshots of the records to show Mandated Services that the data was added.



Shelley Hill

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