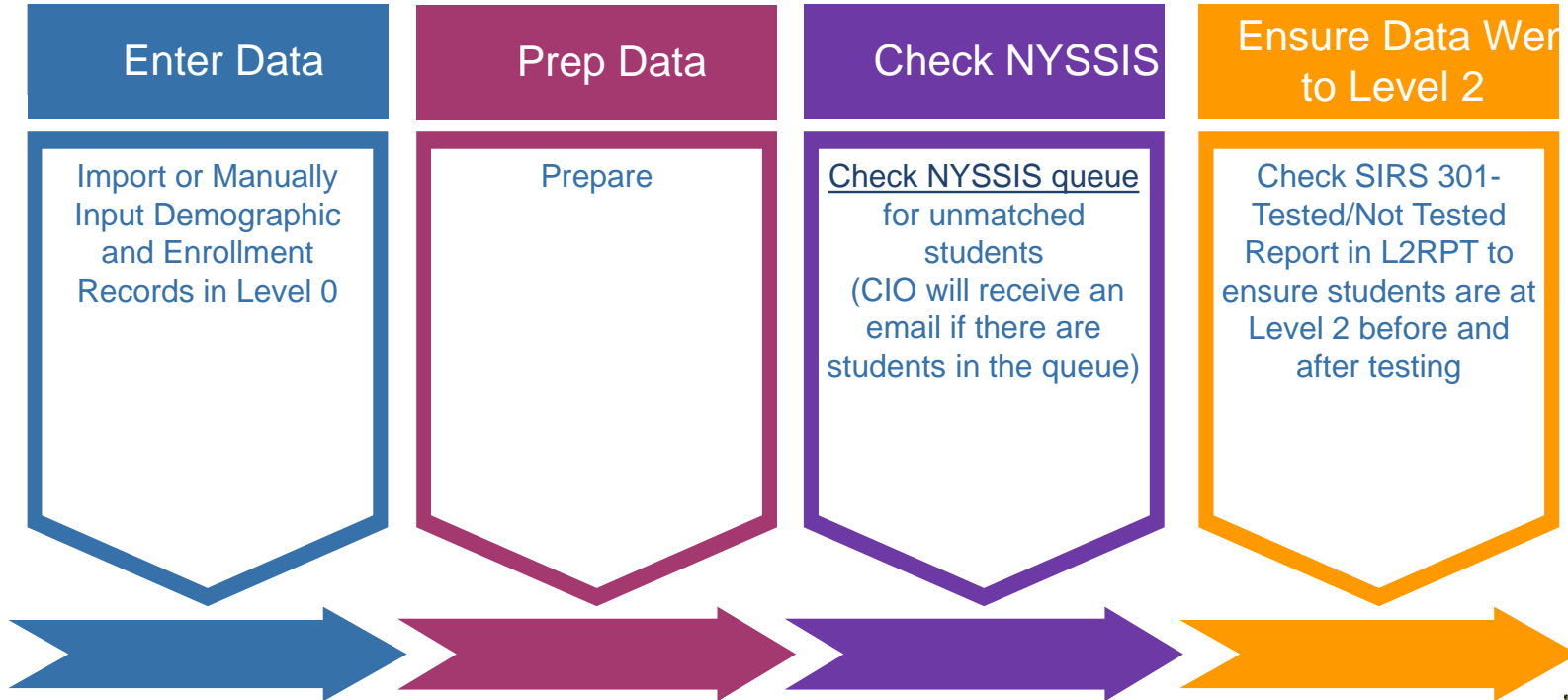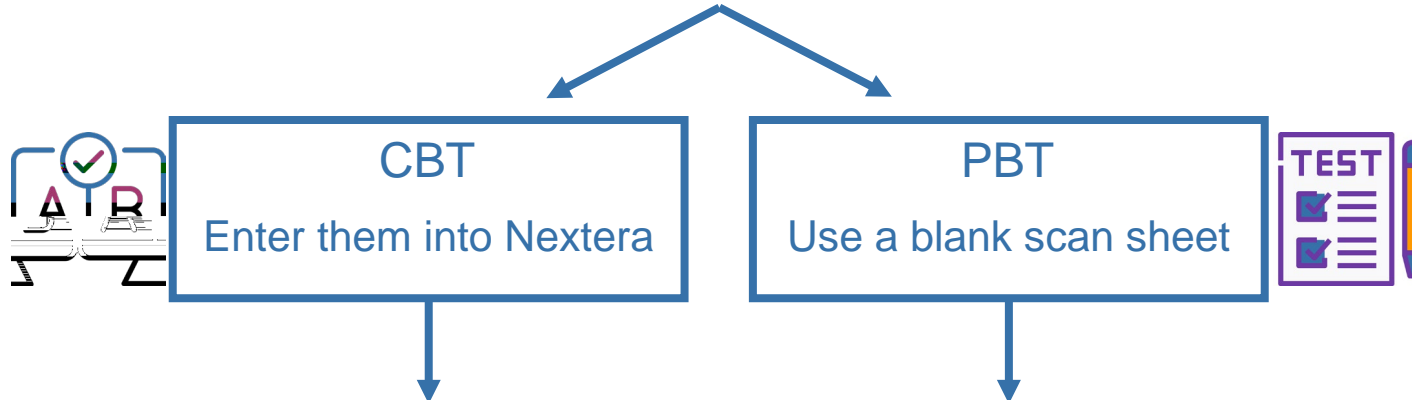| Enter Data	Prep Data	Check NYSSIS	Ensure Data Wen to Level 2
Import or Manually Input Demographic and Enrollment Records in Level 0	Prepare	<u>Check NYSSIS queue</u> for unmatched students (CIO will receive an email if there are students in the queue)	Check SIRS 301-Tested/Not Tested Report in L2RPT to ensure students are at Level 2 before and after testing

Before Testing

Verify data in the SIRS -301 Tested/Not Tested Report

Ensure the counts in the "No Assessment" and "Total Not Tested" columns are correct (see next slide for details)

If you are missing students…

CBT

Enter them into Nextera

PBT

Use a blank scan sheet

All missing students must also be added to Level 0

This is to ensure student scores can be loaded

& Parent Letters can be generated.

After the Tests are Taken

Important!!!

Did you make sure you added the missing students to Level 0?

Check the SIRS -301 Tested/Not Tested Report Again

After the scores are loaded, check the

Tested

AFTER TESTING
(AND SCORES ARE IN LEVEL 2)

New York State Education Department

Run this for all Assessments

1. Login to L2RPT (Use your SEDDAS credentials, NOT Level 0) > Click Team Content > L2RPT Reports > Annual Outcomes > 301 Tested/Not Tested Report
2. Select the school year and Assessment (or view for all assessments at once)
3. Click on one of the numbered hyperlinks to drill down to a list of students

Verify this is the correct number of students tested and performance levels.

Help with Level 0
Laura Caulin
lcaulin@nasboces.orgHelp with Le-EMC w 03 0.20[(B (b1TJ Eeo)-0.3 d T)61T