Curriculum Reporting System Instruction Manual

Version 1.0 – Updated January 13, 2010

Curriculum Report (NDE 02-015)

Nebraska Department of Education

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GENERAL INSTRUCTIONS

The Curriculum Reporting System is a separate application from NSSRS but they are tightly connected. The Curriculum Reporting System relies on the data submitted in the NSSRS Staff Snapshot and Staff Assignment templates to know which staff need a curriculum report.

This data collection is for Public districts, Nonpublic systems, Educational Service Units and State Operated Systems. See 92NAC10-003.08 and 92NAC14-004.01G. Please check the NSSRS Validation, Verification Report, Current Personnel to ensure staff are reported correctly.

The Curriculum Reporting system will collect data on courses teachers teach for use in determining compliance with Rule 10/14 (i.e. Instructional Units and Percent of Teachers teaching in their Endorsed Area) and for determining if teachers are NCLB qualified.

The Curriculum Reporting system is located under the Data Collections Tab in the portal. The buttons you will see on the Main Form are:

Instructions – This instruction manual is located under this button along with Appendix D, Course Code list, Curriculum Report Upload Records Layout, Web-based Courses Form, Biennial Form, Cooperative Arrangements Form and the Interactive Audio-Visual Form.

Enter data – This button takes you to the online data entry page. Most small districts/systems will want to use this method to complete the Curriculum Report rather than downloading and uploading.

Upload Staging File Records – This button takes you to the page you can get information about uploading a file. Medium to large districts will want to use this option, entering data online will be too time-consuming.

Download Staging File Records – This button takes you to a page you can download last years information (if you haven't uploaded data yet) or get the current information after you upload. This file can be updated, renamed with the appropriate naming convention and uploaded. District's whose Student Information System vendor hasn't created an export might want to use this process or enter data online under the Enter data button.

Logout – Takes you out of the application.

Printing a Work Copy of the Curriculum Report

This is not required but might be helpful. To print a copy of the curriculum report by location/school click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up and then click on the printer icon. NOTE: If you do this function before you edit or upload data the errors will be included in the report BUT they are not annotated.

NSSRS Validations – Verification Reports

Currently there are no NSSRS Validations on the Curriculum data outside the Curriculum Reporting System. When these reports are activated they would be available a day after the data is submitted.

NDE will notify districts through the NDE bulletin when the following reports are available:
- Verification Reports in NSSRS Validation for the Curriculum Report,
- Instructional Units,
- Not Endorsed Teachers (Rule10/14),
- Not NCLB Qualified, and NCLB Qualified Teachers Report. These reports would be available a day after the data is submitted.

DUE DATE

February 26, 2010

SCOPE

Each staff person reported as a "teacher" in the NSSRS Staff Assignment Templates will need to report the courses they are teaching. If the teacher does not have any courses to report, please update the NSSRS Staff Assignment Template with the updated staff assignment.

The NSSRS Assignment Codes [Staff Assignment:Assignment Code (3)] for teacher are (X = Special Program Indicator):

X-1150   Head Teacher
X-1160   Teacher
S-1161   SPED Teacher Teaching Core Academic Subjects/Grading
S-1162   SPED Teacher Teaching Core Academic Subjects/Alternate Standards/Assessment
X-1170   Teacher – Facilitator

All teachers will need to report curriculum data. Teachers are staff members with [Staff Assignment:Assignment Code (3)] equal to one of the following Assignment codes: X-1150, X-1160, S-1161, S-1162, X-1170 (X being the Special Program Indicator). The course information must be reported for each section of each course taught. Do not combine sections that have the same course code unless they make up a year-long course. Be sure to report the minutes per session and sessions per year based on the instruction the students receive. If it is a year-long course, be sure to report semester code 3 with the number of sessions to reflect that.

Secondary and Middle School Teachers – For online entry, a record for each teacher will display. If a teacher is not listed, please check NSSRS Validation, Verification Report, Current Personnel to ensure staff are reported correctly.

> Teachers that reported curriculum in 2008-2009 will have data available to be edited. If the courses reported are the same for 2009-2010 (with the same minutes per session, sessions per year and semester code), please update the number of students in each course. Delete any courses that are not valid for 2009-2010. Add courses if appropriate.

Secondary & Elementary Special Education Teachers – For online entry, a record for each Special Education Teacher that was reported with the [Staff Assignment:Assignment Code (3)] S-1161 and S-1162 will be available to enter or update. If the courses reported are the same for 2009-2010 (with the same minutes per session, sessions per year and semester code), please update the number of students in each course. Delete any courses that are not valid for 2009-2010. Add courses if appropriate

Elementary Teachers – For online entry, a record for each teacher will be available to enter or update. Teachers teaching an elementary self contained class will use course code 180000, with the appropriate grade taught code, special course indicator will be 0, semester code will be 3, minutes per session might be 360 (for a 6.5 hour day, 30 minute lunch), sessions per year will be the number of days school is in session, and then the total number of students in the class.

Teachers teaching specific subjects (i.e. PE, Music, Art, Math or Science), they will report those specific courses.

Teachers that combine elementary self contained with departmentalized teaching example:

Class of 5th graders with four teachers they see during a day:

- All four teachers have a home room for 3 hours per day and will report course code 180000 Self-Contained, grade taught code=05, minutes per session= 180, sessions per year= 177, semester code = 3 and number of students. Then they will report the additional course(s) they teach. Example:

- Teacher A teaches Math for one period. Course code 112800 Mathematics-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in.

- Teacher B teaches English/Language Arts for one period. Course code 050800 Reading-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in.

- Teacher C teaches Science for one period. Course code 130801 Science-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in.

- Teacher D teaches Social Studies for one period. Course code 150011 Social Studies-Middle Grades/Junior High I, grade taught code = 05, minutes per session=50, sessions per year=177, semester code =3 and number of students. This class will be repeated four times because of the different groups of students coming in.

Example: An elementary teacher with 3rd grade home room for 5 hours per day – every day who also teaches a math class to 4th grade students for 30 minutes every day and a science class to 5th grade once a week for 30 min.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
Self-Contained	**180000**	**03**	**0**	**3**	**300**	**180**	**20**
Math MiddleGr /JR High I	**112800**	**04**	**0**	**3**	**30**	**180**	**10**
Science Middle Gr/JR High I	**130801**	**05**	**0**	**3**	**30**	**36**	**15**

Courses Being Taught by a Substitute

These courses should remain on the teacher of record's curriculum report. The substitute will not be reported in NSSRS.

Courses Being Taught by a New Hire
The new hire should be uploaded into NSSRS Staff Snapshot and NSSRS Staff Assignment templates before you can report their curriculum. After processing, the Curriculum Reporting System will reflect the update the next day. The course code displayed will be 000000 and will have to be edited with the appropriate course code and other information, then all other courses will be adds.

Courses Being Taught by Educational Service Unit (ESU) staff or staff coming from another district/system working in your district/system
Report the course codes of the courses the staff are teaching in your district/system.

Staff Not Shown on Curriculum Reporting System
If a teacher is not listed, please check NSSRS Validation; Verification Report, Current Personnel to ensure staff have been reported correctly with [Staff Assignment:Assignment Code (3)] X-1150, X-1160, S-1161, S-1162, X-1170. If staff were not reported correctly, please upload a correction to NSSRS, the next day the Curriculum Reporting System will reflect the change.

Staff Reported as Teachers that are not Teaching
If a teacher is not teaching any courses, please update their assignment code to accurately reflect their assignment. If a staff member shows up on the list that is not a teacher, please update the NSSRS Staff Assignment template and upload into NSSRS to accurately reflect their position, the next day the Curriculum Reporting System will reflect the change. Contact the NDE Helpdesk for deletes.

CURRICULUM REPORT FIELDS FOR UPLOADS

In describing the fields NDE will be collecting from the templates, there will be the NDE field name in **bold** followed by the field number in parenthesis.

The Curriculum report contains one record for every course a teacher teaches or monitors.

Record Number (1)
Report a sequential number, starting with 1 for every record in the file. This number will be used to identify unique courses that have the same course code.

County (2)
This is the 2-digit number that identifies the county the District/System headquarters is located in. This is the first two digits of the County District School Number (XX-9999-999). Include leading zeros.

District (3)
The 4-digit number assigned to your district/system. This is the middle four digits of the County District School Number (99-XXXX-999). Include leading zeros.

School (4)
The 3-digit number assigned to the school within the district/system. This is the last three digits of the County District School Number (99-9999-XXX). Include leading zeros. This number should not be 000 (district/system level), teachers must be assigned to schools.

NDE Staff ID (5)
Provide the 10-digit number to identify the teacher. For 2009-2010 and possibly 2010-2011 this number will be the Social Security Number of the teacher, no dashes, with a space at the end. The reason it is 10 digits is to prepare for the new NDE Staff ID which will be 10 digits long. Include leading zeros.

Course Code (6)
Provide the 6-digit code that identifies the course. Include leading zeros. You can find the valid course codes for 2009-2010 under the Instructions button or at: http://ess.nde.state.ne.us/DataCenter/DataCollections/Default.htm , click on 2009/10 Curriculum Report. Appendix D has course descriptions and the valid endorsements to teach the course. The Course Code list is a list of the courses by subject area. The Course Codes (Excel file) has the course code, course name (literal) and a short name (Short literal).

After consulting Appendix D and you are unable to associate a course with one of the defined course codes, you can use the course codes titled as "other" provided under that subject area. **(These course codes should be used after all other possibilities have been examined.)**

Please note: When using the online entry, if you see a course code of "000000" this could indicate the course code reported in 2008-2009 was valid for 2008-2009 but is no longer valid for 2009-2010. Please update the course code appropriately. Or this might indicate a new teacher reported in the 2009-2010 Staff Assignment data with no previous curriculum data. You will need to edit this record with the appropriate course information.

Grade Taught Code (7)
Provide the grade level or grade range of the students taking the course. Use the narrowest grade range that covers all the students in the class. Include leading zeros.

For special education courses, report the student's actual grade level not the highest instructional level. If you have any questions regarding this please contact Adria Bace @ (402)471-4312.

Please note, the highlighted grade taught codes are new. If grade taught codes 14, 15, 16 and 17 show up as errors in the Curriculum Reporting System, you might need to change the codes to 42, 43, 44, or 45. Please review the students in the course and report the appropriate grade range. Grade Taught Code 00 is not appropriate for the Curriculum Reporting System.

Code	Description	Code	Description
00	~~No Assigned Grade Level~~	25	Grades 4-6
01	1st Grade	26	Grades 4-8
02	2nd Grade	27	Grades 5-6
03	3rd Grade	28	Grades 5-7
04	4th Grade	29	Grades 5-8
05	5th Grade	30	Grades 6-7
06	6th Grade	31	Grades 6-8
07	7th Grade	32	Grades 7-8
08	8th Grade	33	Grades 7-9
09	9th Grade	34	Grades 7-12
10	10th Grade	35	Grades 8-9
11	11th Grade	36	Grades 9-10
12	12th Grade	37	Grades 9-11
14	Grades PK-2	38	Grades 9-12
15	Grades PK-3	39	Grades 10-11
16	Grades PK-6	40	Grades 10-12
17	Grades PK-8	41	Grades 11-12
18	Grades 1-2	42	Grades K-2
19	Grades 1-3	43	Grades K-3
20	Grades 2-3	44	Grades K-6
21	Grades 2-4	45	Grades K-8
22	Grades 3-4	97	PK-K
23	Grades 3-5	98	PreKindergarten
24	Grades 4-5	99	Kindergarten

Special Course Indicator (8)

Use this field to indicate if the course is a special course that meets the criteria below. Most courses will be coded with a zero. **School districts/systems should only use these codes for courses they receive.** See further instructions below:

Code	Description
0	Not applicable (used for most courses)
2	UNL Independent Study High Courses (either print-based or web-based courses)
3	Distance Learning Technology (i.e. satellite, web-based, interactive audio-video) This code is used only when the course is being received from another site, **not** if the local teacher is teaching both local students and students at sites in other districts/systems. Do not use this code for courses that utilize technology such as computer courses.

COURSES YOUR DISTRICT/SYSTEM WOULD LIKE TO COUNT FOR INSTRUCATIONAL UNITS THAT MAY NOT BE TAUGHT BY STAFF INCLUDED IN YOUR NSSRS SUBMISSION.

Certain courses must be reported on the specialized forms indicated below. These forms can be printed off (paper only) and are found under the Instructions button. These completed forms should be mailed to the Nebraska Department of Education, Accreditation/School Improvement, PO Box 94987, Lincoln, NE 68509. Contact the Accreditation and School Improvement Section of the Nebraska Department of Education if you have questions on completing these forms at (402) 471-2444.

COURSE TYPE	REPORT ON FORM #
Biennial Courses Counted for Accreditation……………………………..	NDE 08-023
Cooperative Arrangements Counted for the High School Instructional Program………………………………………………………	NDE 08-021
Integrated Courses Report……………………………………………………	NDE 02-015.2 (upon request)
Interactive Audio-Visual Form………………………………………………	NDE 08-045
Web-Based Courses Form………………………………………………………	NDE 08-048

Reporting Distance Learning Courses

1. <u>These instructions pertain only to those courses received from other schools or agencies.</u> If your students are enrolled in courses that are taught by your teachers that are also shared via distance learning technology with other schools, do <u>not</u> submit a separate Distance Learning Report, and do not enter a Special Course Indicator Code (SCI) on the Curriculum Report.

2. If students in a distance learning course receive college credit only, do NOT include the course on the Curriculum or Distance Learning Reports. (Reminder: All courses provided for high school credit only or for dual credit must be taught by a teacher holding a Nebraska Teaching Certificate pursuant to State Statute 79-802).

3. SPECIAL COURSE INDICATOR CODE (SCI) FOR DISTANCE LEARNING COURSES RECEIVED BY YOUR SCHOOL – Column 2

   A. <u>For all classes from the University of Nebraska Independent Study High School:</u>
      - Complete the Curriculum report for the local certificated teacher monitoring the course.
      - Enter a "2" in the column for Special Course Indicator Code.
      - Do NOT fill out a separate Distance Learning Form.

   B. <u>For two-Way Synchronous Interactive Audio-video Courses:</u>
      - Complete the Distance Learning Form for Interactive Audio-video Courses (NDE 08-045).
      - If the local monitor is a certificated teacher, report the course on the Curriculum Report of that teacher. Enter "3" in Column 2 (Special Course Indicator); then complete the rest of the line with the course information.

- If the local monitor is not certificated (a paraprofessional), complete only the Distance Learning Form (NDE 08-045). Do not include the course on the Curriculum Report.

C. <u>For Web-based Courses:</u>
- Complete the Distance Learning Form for Web-based Courses (NDE 08-048)
- Also report the course on the Curriculum Report of the monitoring teacher (place "3" in column 2 (SCI)).
  Note: Only certificated staff may monitor web-based courses. If an administrator or guidance counselor is assigned as a monitor, that assignment must be reported on a Curriculum Report Form. The NSSRS Staff Assignment should also reflect that facilitating/monitoring assignment as a percent of the individual's total assignment.

Semester Code (9)

Report the code to indicate when the course is offered and the length of the course.

Code	Description
1	One semester or shorter course beginning during the 1st semester.
2	One semester or shorter course beginning during the 2nd semester.
3	Year-long course.

Minutes per Session (10)

Provide the average number of minutes the class meets during the entire school year (excluding summer school), and not merely the number of minutes that is regularly scheduled on a normal school day. Take into account schedule changes (i.e. early dismissal, parent-teacher conferences, school improvement activities, shortened schedules).

Example: School is in session with teachers and students for 180 days. The regular class periods are 50 minutes in length. A simple calculation of instructional units would generate 10.0 instructional units (180 days x 50 minutes = 9,000 minutes/900 minutes).

However, the school schedules the regular length period only Monday through Thursday of each week.   On Fridays the school has periods of only 40 minutes and early dismissals for a variety of different reasons throughout the year. The average number of minutes each week is computed as follows:
Monday through Thursday: 4 x 50 minutes = 200 minutes.
Fridays: 40 minutes
Total 240 minutes each week
Average minutes per session is 240/5 or 48 minutes

<u>In this example, put 48 in Minutes Per Session (not 50). Early dismissals may result in a shortage of instructional units in required courses. The example shown below would generate only 9.6 instructional units, not 10.0.</u>

Sessions per Year (11)

Provide the number of times the class is scheduled to meet during the entire school year (excluding summer school). Count the number of days/times the class is scheduled to meet during the year on the official school calendar. REMEMBER the number of days in each semester may be different, be sure you have the correct number of sessions for each semester.

Total Students (12)

Provide the total number of students enrolled in the course. In courses that are 1st semester only report the total students as of the last class session. Report students in 2nd semester and year-long courses as of the reporting date.

A course that has zero students cannot be counted for instructional units; therefore it must be deleted and not reported.

ADDITIONAL INFORMATION

HIGH SCHOOL COURSES IN THE SAME SUBJECT AREA, SAME CLASSROOM, SAME TIME

Rule 10 (92 NAC10-004.04C2) allows High Schools to count instructional units for two courses in the same subject area in the same classroom at the same time if the courses are primarily individualized.

Example: Art III is a semester course for the 10th and 11th graders, Art IV is for independent projects and the courses are taught in the same classroom at the same time.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
ART III	**020300**	**39**	**0**	**1**	**50**	**90**	**4**
ART IV	**020400**	**12**	**0**	**1**	**50**	**90**	**2**

REPORTING TITLE I MIGRANT EDUCATION

If you used a Special Program Indicator Code of 9 (Title I Migrant Education) in the [Staff Assignment:Assignment Code (3)], please use the courses listed under the Title I Section of Appendix D.

TEAM TEACHING

One common alternative teaching method is Team Teaching. The following comments are intended to give some direction in reporting the pertinent information on the Curriculum Report.

The efforts of each teacher involved in team teaching should be reported by each teacher using an appropriate course code.

For example: two teachers are team teaching an American History class. Each teacher handles a separate but contributory portion.

Teacher A – Political Movements
Teacher B – The Wars

There are 33 students in the class, the teachers will report the same course code, same minutes per session, same sessions per year but divide the number of students.

Teacher A's Report:

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
AMER HIST	**150820**	**41**	**0**	**1**	**50**	**54**	**16**

Teacher B's Report

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
AMER HIST	**150820**	**41**	**0**	**1**	**50**	**54**	**17**

GUIDANCE FOR SPECIAL EDUCATION TEACHERS

Please note: The following instructions were revised to reflect changes made as the result of the November 2007 US Department of Education's NCLB IIA Monitoring Visit to Nebraska. It was determined that special education teachers who teach students who are assessed against Nebraska Statewide Academic Content Standards must be NCLB qualified for the **GRADE** level of the students. This determination affects special education teachers who have a Staff Assignment Code of **S-1161**. Special education teachers reported via NSSRS with a staff assignment code of S-1161 at the elementary and/or secondary level will no longer report the instructional level of students and will be required to report the **GRADE** level of the students. To be deemed NCLB qualified, special education teachers must hold an appropriate special education endorsement and appropriate content endorsement or hold other NCLB qualified approval at the grade level of the students in the class.

Special education teachers who have a [Staff Assignment:Assignment Code (3)] via NSSRS of **S-1162** must also report **GRADE** level of students. The staff assignment code of S-1162 describes teachers who are teaching students with the most significant disabilities and whose performance is measured using the Nebraska Extended (Alternate) Test. A special education teacher who has an elementary or secondary staff assignment of S-1162 and who holds an appropriate special education endorsement and an elementary or other NCLB qualified approval will be considered NCLB qualified regardless of grade level of students.

Special education teachers with FTE in Staff Assignment Codes of **S-1161 and/or S-1162** must complete a Curriculum Report for said portion of FTE. Course codes are listed in Appendix D of the Instruction Manual under the section "Special Education", starting on page 151**.** Course descriptions were designed to encompass a broad scope of instruction and specific academic content classes were created for S-1161 (course code numbers 19XX15, ending in 15) and S-1162 (course code numbers 19XX30, ending in 30). Remember to use the appropriate course code that corresponds with the specific staff assignment. Report all classes being taught by the teacher.

Special Education Academic Content Area Teacher Assignment Code S-1161
The S-1161 teacher is responsible for all aspects of academic content instruction for special education students based on statewide standards.

Special education teachers who teach core academic subjects to students with disabilities and are responsible for assigning the students' grades must demonstrate content knowledge in the subjects and at the grade level they teach. These assignments are to be reported at the **GRADE** level of the students. In order to be NCLB qualified, the teacher must hold a special education endorsement and a content endorsement or other NCLB qualified approval that is consistent with the grade level reported. These special education teachers are reported through NSSRS with a Staff Assignment Code of S-1161.

Special Education Extended Standards and Administering Alternate Assessment Teacher Assignment Code S-1162

The S-1162 teacher instructs students with the most significant disabilities. These students' academic and functional performance significantly impedes their participation in the general education curriculum even with modifications and accommodations. Students' performance is measured using the extended (Alternate) Test based on extended indicator items aligned with statewide standards. NCLB/IDEA allows states to consider the instructional level of students only when special education teachers are teaching extended (alternate) content standards.

Special education teachers who teach core academic subjects to students who are being assessed using the Extended (Alternate) Achievement Test must demonstrate content knowledge at the elementary instruction level. However, these assignments are to be reported at the **GRADE** level of the students.

In order to be NCLB qualified, the teacher must hold a special education endorsement and an elementary endorsement or hold other NCLB qualified approval at the elementary level. This holds true regardless of the grade level of the students. Special education teachers assigned S-1162 courses and who hold an elementary endorsement or other NCLB qualified approval are NCLB qualified for ALL grades K-12. These special education teachers are reported via NSSRS with a Staff Assignment Code of S-1162.

Special Education Collaborative/Co-Teaching/Consultative Teacher Assignment Code S-1163

The S-1163 teacher delivers instruction based on curriculum adopted by the school District/system to address Statewide Standards. This includes co-teaching, joint planning and academic content with departmental support that is based on District/system curriculum requirement/guidelines. The special education teacher has access to ongoing support from the consultation with appropriately endorsed general education staff. Responsibilities may include adjusting the learning environment, modifying instructional methods, adapting curriculum, using positive behavioral supports and interventions, designing and implementing appropriate accommodations, and other activities to meet students' needs.

Special education teachers who collaborate, consult, or co-teach core academic subjects with NCLB qualified general education teachers who assign the grades, must hold a special education endorsement to be considered NCLB qualified. These special education teachers should be reported via the NSSRS with a Staff Assignment Code of S-1163. **No Curriculum Report will be required for an S-1163 Staff Assignment.**

Special Education Teacher/Facilitator Assignment Code S-1164

The S-1164 teacher facilitates instruction provided through alternate delivery systems such as web-based courses (Nova Net, Plato, etc.), alternate programs and other similar circumstances.

Rule 18 programs are to report ALL special education staff via NSSRS with a staff assignment code of S-1164.

Special education teachers who facilitate instruction provided through an alternate delivery system such as web-based courses must hold a special education endorsement to be considered NCLB qualified. These special education teachers are to be reported via the NSSRS with a Staff Assignment Code of S-1164. In these situations, the special education teacher serves as a facilitator of the instruction and is not directly responsible for designing, delivering or assessing instruction. **No Curriculum Report will be required for an S-1164 Staff Assignment**.

To assist you in completing the Curriculum Report, please refer to the Instruction Manual and the Table of Contents. Follow guidance provided under sections General Instructions, Pre-printed Information and Curriculum Section. These sections in the manual include detailed instructions and examples.

Refer to Appendix D, Special Education Classes, and beginning on page 151**.**

Example 1: Staff Assignment Code S-1161

Special Education staff reported via NSSRS with a staff assignment code of S-1161 who is teaching Special Education Math to 24 students in grade 9 and 10. This is an all year course, 50 minutes per session every day. Staff is also teaching a Special Education Language Arts course to 20 students in grade 9. This is an all year course, 50 minutes per session every day. And staff is teaching a Special Education Independent Living course to students in grades 9 thru 12. This is an all year course, 50 minutes per session every day. Note: use course titles with PAC 1161.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
SE Math	**191115**	**36**	**0**	**3**	**50**	**180**	**24**
SE Lang Arts	**190515**	**09**	**0**	**3**	**50**	**180**	**20**
SE Ind Liv	**190215**	**38**	**0**	**3**	**50**	**180**	**25**

Example 2: Staff Assignment Code S-1162
Special Education staff reported via NSSRS with a Staff Assignment Code of S-1162 who is teaching Independent Living Skills to 15 students in grades 9 through 12. This is an all year course, 50 minutes per session every day. Staff is teaching a Special Education Exploratory Science class and an essential Lang Arts class to 8 students in grades 9 and10. Both courses are year long, 50 minutes per session, every day. Note: Use courses titles with PAC 1162.

Course Name	Course Code	Grade Taught Code	Special Course Indicator Code	Semester Code	Minutes Per Session	Number Of Sessions Per Year	Total Number Of Students
SE Funct	**192000**	**38**	**0**	**3**	**50**	**180**	**15**
SE Science	**191330**	**36**	**0**	**3**	**50**	**180**	**8**
SE Lang Arts	**190530**	**36**	**0**	**3**	**50**	**180**	**8**

APPENDIX A – UPLOAD INSTRUCTIONS

File Contents
A data file must include curriculum for ALL schools/locations within the district/system for ALL teachers that were reported in NSSRS Staff Snapshot and Staff Assignment templates with assignment codes of X-1150 Head Teacher, X-1160 Teacher, S-1161 Sped Teacher/Core Academic Subjects/Grading, S-1162 Sped Teacher/Core Academic Subjects/Alternative Standards/Assessment and X-1170 Teacher-Facilitator.

File Name
File Name must be XXXXXX_Curriculum_YYYYMMDD (xxxxxx = county district/system number with no dash).

File Format
File Format should be prepared as a comma separated value (.csv) or a tab separated value (.tab) in the Curriculum Record Layout in Appendix A**.** Your file must contain a field called Record Number beginning with 1 and followed in sequence for each record. **Do not include header row in your file when uploading.** Please note the fields that include leading zeros.

Upload Data Files
1. Go to the Portal

2. Click on the Data Collections Tab

3. Click on the Curriculum Reporting System

4. Click on the Upload Staging File Records button

5. Click on the Browse button to locate the file on your computer you are going to upload. When you have located the file you want to upload, select the file by highlighting it, then click on open.

6. Click on Upload Staging File. A box will appear on your screen that says "Loading Please Wait" until the file has been uploaded. Depending on the size of the file this could take several minutes. Please do not click anywhere else until this box is no longer visible.

If you get the error "The County or District field in the Upload file does Not match the CoDist value found in the file name in Record #1 or there is a 'header record' in this file". Check to see if you have a header record first and delete it, if no header record, check to be sure you have the right County District number. Update the file appropriately and start at Step 5 again.

7. You will receive messages in red that will indicate:
Total Number of Records Processed
Total Number of Errors Found
 Number of Records with NO Errors
Total Number of Records WITH Errors

8. Below these messages is the Upload Errors box. The Upload Errors box will display the record number, the number of fields that are in error for that record along with a description of the errors. All errors must be corrected in your source data file and a new upload done until all errors are resolved. Each time a file is uploaded it must be a **complete** file for the district/system. Each time you upload , **all** data from the previous upload is deleted.

9. Once the file has been successfully uploaded with no errors, you can review the data via the online entry.

NOTE: If you have errors on the grade taught codes 14, 15, 16, or 17, it is because you do not have Prekindergarten in your school, you will need to change the grade taught code to appropriately reflect the students in the class. Codes 42, 43, 44, and 45 have a similar grade range but start with Kindergarten instead of Prekindergarten.

Main Form
This button returns you to the main page of the Curriculum Report.

Logout
This button logs you completely out of the Curriculum Report Collection.

Printed Copy of the Curriculum Report (by location/school)
Clicking in the Select Desired Staff Member drop down box will show you all the teachers at that location. Once all errors have been resolved all should be showing as green in the print.

To print a copy of the curriculum report by location/school click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up and then click on the printer icon. All errors in the Upload Errors box should be resolved before you print a copy for your files.

Upload Record Layout

Your file should be prepared as a comma separated value file (.csv) or (.tab) in the following format, be sure to include leading zeroes if appropriate:

1 Record Number	Numeric (5)	This must be a sequential number that starts with 1 and it must be unique within the file submitted.
2 County	Char(2)	2 digit NDE assigned county number.
3 District	Char(4)	4 digit NDE assigned district/system number.
4 School	Char(3)	3 digit NDE assigned school number.
5 NDE_Staff_ID	Char(10)	Social security number (SSN) of the teacher no dashes with a space at the end. In the future the SSN will be replaced by a UNIQ identifier. For 2009-2010 and probably 2010-2011 NDE will need the SSN in this field.
6 Course_Code	Char(6)	See Appendix D for appropriate codes.
7 Grade_Taught_Code	Char(2)	See NSSRS [Staff Assignment:Assignment Grade Level(20)] for appropriate codes
8 Special_Course_Indicator_Code	Char(1)	0-Not Applicable (used for most courses) 2-UNL Independent Study High 3- Distance Learning
9 Semester_Code	Char(1)	1 - 1st semester 2 - 2nd semester 3 - All year course
10 Minutes_Per_Session	Numeric(3)	Range 1-800
11 Sessions_Per_Year	Numeric(3)	Range 1-800
12 Total_Students	Numeric(3)	Range 1-999

APPENDIX B – DOWNLOAD INSTRUCTIONS

Download Staging File Records will give you a file of last year's curriculum records in a .csv format to use as a starting point in creating a new file for the current year's collection to make changes/additions/deletions and then use the Upload Staging File Records option listed in Appendix A. You can only download this file **UNTIL** you try to upload a file into the Curriculum Reporting system, at that time this file is overwritten so if you download this file you should save it under another name and then have a separate copy to update.

Download Staging File Records

1. Go to the Portal

2. Click on the Data Collections Tab

3. Click on the Curriculum Reporting System

4. Click on the Download Staging File Records button.

5. In the Select District/System drop down box your district/system should show.

6. Click on the Download Staging File Records button.

7. A file will be created and appear under "Click on the link below to download the file". This will be a random named file with a .csv extension.

8. Click on the link and a box will appear to Open, Save or Cancel.

9. Click on Save. This will bring up the box asking where you would like to save the file and this is where you will want to change the name of the file (to whatever your want) and save the file as a .csv file. Once you have saved the file click on Cancel.

10. To edit this file you will want to follow the instructions for opening a .txt or .csv file with Microsoft Excel that are found under the NSSRS Secured Information Web Site. Under Documents find the Other Documents heading at the bottom of the page and you will find instructions for NSSRS Opening a .txt for .csv File with Microsoft Excel prior to version 2007 and NSSRS Opening a .txt or .csv File with Microsoft Excel version 2007. Follow these instructions to import the file. Updates can then be done to the information.

11. Once all the data has been updated you will want to save the file as a .csv or .tab delimited file and follow the instructions in Appendix A to upload the file.

PLEASE NOTE: NDE added fields at the end of this file with the teacher name, these fields will be ignored in the upload you do not have to remove them. We thought these fields would be helpful as you edit this file.

Main Form
This button returns you to the main page of the Curriculum Report.

Logout
This button logs you completely out of the Curriculum Report Collection.

APPENDIX C – ONLINE DATA ENTRY INSTRUCTIONS

The Curriculum Reporting System Online data entry option will be pre-populated with the teachers from NSSRS [Staff Assignment:Assignment Code (3)] = X-1150, X-1160, S-1161, S-1162 and X-1170 (X= Special Program Indicator). If the teacher reported curriculum data in 2008-2009, that data will be shown for editing (unless you tried to upload and wiped the data out for the whole district).

New teachers will also be listed but they will show "Curriculum Record (s) with 0 Students Exist" and all fields will show as 0. You will have to edit the one course shown and add the other courses they teach with all the data fields completed.

If the curriculum data is pre-populated you must update the Number of Students field which will show zero. Be sure to verify the Minutes Per Session and Sessions Per Year are correct for 2009-2010. Once you have completed editing the record, click Update. You will have to do this for each course for each teacher in your school.

If a course is listed that the teacher is no longer teaching, you can delete the course. If a teacher has added a course that is not on the pre-populated list, you can add that course but you must complete all the fields.

Teachers cannot be added or deleted in this application. If you have these issues, see the instructions in the Curriculum Reporting System Instruction Manual page 4 for instructions to resolve these issues.

Refer to the Curriculum Manual, Appendix D and the Course Code List under the Instructions button for more detailed information on each field that is to be reported.

On Line Entry

1. Go to the Portal

2. Click on the Data Collections Tab

3. Click on the Curriculum Reporting System

4. Select District/System
    The district/system name will show in the drop down box. If you are responsible for more than one district/system they should show in the drop down box and you will need to select which district/system you are reporting. Make sure that you have the appropriate Activation Code for the district/systems you are responsible to submit.

5. Select School
   Select each school/location within the district/system that you will be entering/updating data on. Teachers cannot be reported at the district/system level.

6. Select Teacher
   Select the teacher you want to edit. Please note only five courses show on the screen. If there were more than five courses reported in the previous year select the next page to complete the teachers form. It will show Page 1 of X on the screen.

7. Records Actions
   - Add Record – Adds a course to the teacher. In the drop down box (click on the down arrow on the right-hand side of the course code box) to select Course Code, Grade Taught Code and Special Course Indicator. You will need to enter the Semester Code, Minutes Per Session, Sessions per Year and the Number of students. Click on the Insert button to add a course code to the teacher's curriculum record. When you are done adding courses click the Cancel button. This will return you to the page and will show you all the courses you added. Click on the next teacher you need to update.

     All teachers must report courses, if they cannot report course information their assignment code needs to be changed in NSSRS (see Curriculum Reporting System Instruction Manual Page 4).

   - Edit – Edits the course reported for that teacher. This will bring up all the fields that you can edit for a teacher. It will show all the pre-populated data with zero in the # of Students field. You can edit any field. Once done click on Update.

   - Delete – Deletes the course code reported for that teacher. When you click on the Delete button for a course code a box will appear that will ask if you are sure you want to delete that record. Answer Ok or Cancel. Clicking on Ok will delete that course.

8. Rerun Edit Checks
   Once you have edited/added/deleted records for all teachers at a school you will want to click on Rerun Edit Check to make sure that you have updated all the teachers listed for that school. Once the Rerun Edit Check is run the staff should now be showing as green when all updates have been done.

9. Create School Rpt
   This will give you a printable copy of the Curriculum Report for each teacher at each school. You will need to select the school that you want to print a copy for. Once you are done printing close the window.

Clicking in the Select Desired Staff Member drop down box will show you all the teachers at that location. Once all errors have been resolved all teachers should be showing as green in the print.

To print a copy of the curriculum report by location/school click on the Enter Data button and click on Create School Report. Select the school for which you want to print this report. Click on Create School Report. A report will come up and then click on the printer icon. All errors in the Upload Errors box should be resolved before you print a copy for your files otherwise the errors will be included in the report you print.

10. On Line Validations
Semester Code – Error – Semester Code must be 1-3. The only valid codes for this field are 1, 2 or 3. See the manual for descriptions. Click OK and enter the appropriate semester code. Click Update.

Grade Taught Code – Error – Invalid Grade Taught Code for this School. The grade taught code selected is out of the grade range for this school. Click OK and select the appropriate grade taught code. Click Update.

Sessions Per Year – Error – Sessions per Year must be 1-800. The data entered is more than 800. Click on OK enter the appropriate amount. Click Update.

Minutes Per Session – Error – Minutes per Session must be 1-800. The data entered is more than 800. Click on OK and enter the appropriate amount. Click Update.

Main Form
This button will return you to the main form page.

Logout
This button will log out of the Portal.