

NSSRS Desktop Database Version 11.0

User Guide

Version 1.0 – July 15, 2015



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NSSRS Desktop Database User Guide

Table of Contents

How to Obtain the Desktop Database	1
Access 2007 – Security Warning.....	2
Create Template Files.....	3
Datasheet View Versus Form View	4
Student Lookup.....	5
Copy/Create Tables	6
Assessment Data.....	7
Programs Fact	8
Export Template Files	9
Delete Data from Templates	10
Create File for the Nebraska Unique ID System.....	10
Transfer Data from One Version to Another	12
Importing Files from NSSRS Data Manager.....	13
Import Students from Nebraska Uniq ID System.....	18
Create School Enrollment Records	19

How to Obtain the Desktop Database

Download the Microsoft NSSRS Desktop Database. This database is located in the NSSRS Secured Information Website, which can be accessed through the NDE Portal under the Student and Staff Record System tab. These files will be compressed in a zip file.

Once open, save the database from the zip folder to a folder on your computer. (To transfer files from one version of the desktop database to another, see instructions in this document entitled *Transfer Data from One Version to Another*.)

Following are instructions that may be of assistance when downloading the NSSRS Desktop Database:

Create a folder on your desktop for the NSSRS Desktop Database:

1. Compress simultaneously the **Windows Key** and the letter **E** on your keyboard
2. Click on **Desktop** on the left hand menu (top entry)
3. Then click on **File** at the upper left (under the banner at the very top)
4. Then click on **New**
5. Then click on **Folder**
6. It will then show the new folder in picture form on the middle to right side of the screen among your other folders
7. Click in the box below the picture of the new folder. Delete the name the system has automatically given it. Type in a name for that folder. Click on the white space to exit that box once you have named the folder
8. Click on the **X** at the top right and exit from this program

TIP: If you name it, for example, as *NSSRS Desktop Database v10.0 2014-2015*, you will know that within this folder is data for that particular school year.

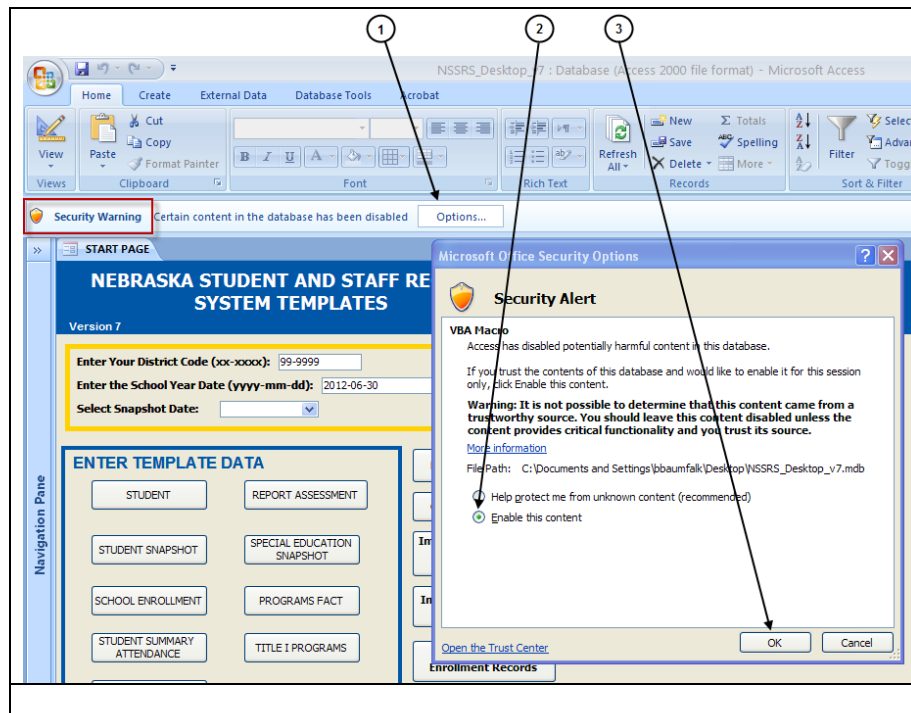
To bring in the NSSRS Desktop Database to the folder:

1. Go to the NDE Portal (<https://portal.education.ne.gov/>) and sign in with your Login ID and Password. The Portal Sign In is on the left side of the page. Click on the words **Sign In** to process your request
2. Click on the **Student & Staff (NSSRS)** tab found on the top of the page. It is the fourth one in the row
3. Click on the **NSSRS Secured Information Website**
4. Scroll down to midway and find the section called Files Available
5. Click on **NSSRS Desktop Database** (it will list a version behind this name)

6. It will open a window asking you *Do you want to open or save this file?* Click on **Save**
7. A window will open. Using the drop down menu in the *Save In* window at the top, find the **folder** you created and click on it to put it in this window. Then, Click on **Save**. Leave it in the Compress (zipped) Folder type. (You will see it extract and when done, the words “Download Complete” will appear.)
8. Click on **Open Folder**
9. Double Click on the **zipped** file
10. Click on **Extract all files** in the left hand column.
11. The Extraction Wizard will open... Click on **Next**, and you will be asked to *Select a Destination*. You will not need to browse to another folder if the one you want is showing. Click on **Next** then click on **Finish**
12. **Go** to your desktop and double click on the **folder**. It will open with a zipped file (ignore this) *and* the NSSRS Desktop Database folder. Double click on the **folder**. Double click on the **NSSRS Desktop Database**. You will be asked if you want to open the file. Click on **Open**

Access 2007 – Security Warning

When you open the Desktop DB in Microsoft Office 2007, you may get this security message. The Desktop DB does contain macros to function properly. You will need to enable the security.



1. Click on **Options...**
2. Click on **Enable this content**
3. Click on **OK**

Create Template Files

The NSSRS Desktop Database will open to the following page:

1. Enter your **district code**, **school year** and the **snapshot date** before continuing.
2. Select a template and enter data.
3. Once you enter the district code and school year, this information will automatically populate in the templates.
4. There will be drop-down items to choose from in some template fields.

Sample of Student Template

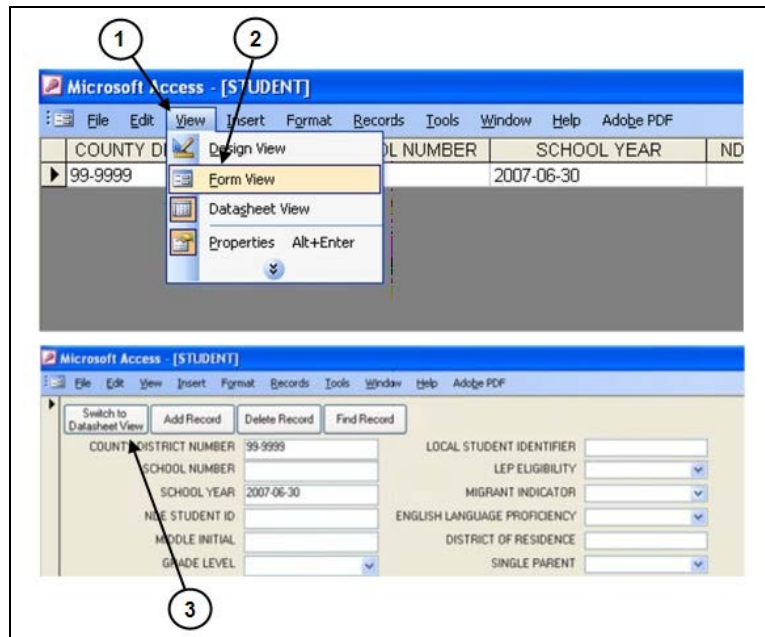
Tips:

- Data will remain in each template until it is deleted.
- You can use your **Tab** key to move from field to field.
- Refer to Instruction Manuals on the public website <http://www.education.ne.gov/nssrs/Resources.html> and template documentation located on the NSSRS Secured Information Website (through the portal at <http://portal.education.ne.gov/> for information related to individual data elements.

Datasheet View versus Form View

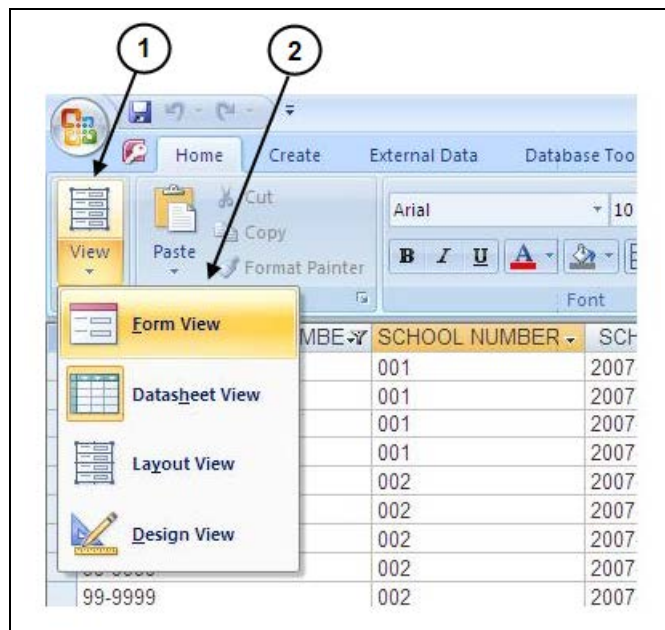
Microsoft Versions before 2007:

The NSSRS Desktop Database will open each template in the Datasheet view. If you would like to enter data using the Form view:



1. Click on **View**
2. Click on **Form View**
3. Once in the Form View, you can return to the Datasheet view at any time by clicking on the **Switch to Datasheet View** button.

Microsoft Office 2007 and 2010:



1. Click on **View**
2. Click on **Form View**
3. To return to the Datasheet View from the Form View, follow instructions for *Microsoft Versions Before 2007* above.

Student Lookup

A Look-Up feature was added to the School Enrollment, Student Summary Attendance, Title 1, Post School Survey, Special Education Snapshot, Student Grades, Assessment Fact and Assessment Response **form view**. This feature will allow you to look-up students that have been entered in the student templates. Please Note: The Student template will need to be completed to use this feature. This feature is only available in form view.

The screenshot shows the 'SCHOOL ENROLLMENT' form view. At the top, there are two tabs: 'START PAGE' and 'SCHOOL ENROLLMENT'. Below the tabs, there is a section for 'Select Student to Populate StudentID' with a dropdown menu. Below this, there is a 'Selected Student:' label and a text box. In the center, there are four buttons: 'Switch to Datasheet View', 'Add Record', 'Delete Record', and 'Find Record'. Below the buttons, there are several input fields for student information, each preceded by a red asterisk: 'COUNTY DISTRICT NUMBER' (with value '99-9999'), 'SCHOOL NUMBER', 'SCHOOL YEAR' (with value '2012-06-30'), 'NDE STUDENT ID', 'ENROLLMENT DATE', and 'ENROLLMENT CODE'. A dropdown menu is open next to the 'ENROLLMENT CODE' field, showing a list of student names. Two arrows are present: arrow '1' points to the dropdown menu, and arrow '2' points to the list of student names.

To search, begin to type name in the box and scroll through until you find them.

1. Select name in **dropdown**.
2. Automatically populates **Student ID**

Copy/Create Tables

You can access these features by clicking on the **COPY/CREATE DATA** button on the Start Page.

NEBRASKA STUDENT AND STAFF RECORD SYSTEM TEMPLATES
Version 11.0

COPY/CREATE DATA

COPY DATA

INSTRUCTIONS: If you have data from the previous school year in this database, you can create a copy to use as a starting point to make any changes for the new school year by clicking on the buttons below. Data will be created for the School Year date indicated below. Once the data is created, you can go to the template from the START PAGE of this application and make changes as appropriate. The grade level of the student will not be populated. You will need to update this for each student.

School Year:

Previous School Year:

CREATE STUDENT

CREATE TITLE I PROGRAMS

1

CREATE SNAPSHOT DATA

INSTRUCTIONS: A copy of the STUDENT template can be used to create the student snapshot table required by the NSSRS. The STUD_SNAPSHOT data is created using the current STUDENT data. This button will be disabled if there is data in this table for the snapshot date selected. If you choose to use this feature, keep in mind that you will need to update the Snapshot template to reflect the students in your district at the time of the snapshot. This is "date-in-time" data. (NOTE: You will only be able to create an October Student Snapshot. Change snapshot date on the START PAGE)

Snapshot Date:

CREATE STUDENT SNAPSHOT

2

SPECIAL EDUCATION SNAPSHOT:

INSTRUCTIONS: A copy of the OCTOBER SPECIAL EDUCATION SNAPSHOT template can be used to create the YEAR-END SPECIAL EDUCATION SNAPSHOT template required by the NSSRS. The YEAR END SPECIAL_ED_SNAPSHOT template is created using the OCTOBER SPECIAL EDUCATION SNAPSHOT data. This button will be disabled if there is data in this table for the snapshot date selected. If you choose to use this feature, keep in mind that you will need to update the Snapshot template to reflect the students in your district at the time of the snapshot. This is "date-in-time" data. (NOTE: You will only be able to create a YEAR-END SPECIAL EDUCATION Snapshot. Change snapshot date on the START PAGE)

Snapshot Date:

CREATE SPECIAL EDUCATION SNAPSHOT

3

Close Form

1. Using the COPY DATA feature, you can copy data from the **STUDENT, TITLE I PROGRAMS** templates from the previous year to the current year. You can only use this feature if you have previous year data stored in the NSSRS Desktop Database. Clicking on these buttons will take the data in the database from last year and copy it with the current School Year Date. You can then go in and make any updates necessary to the data for the current year.
2. Using the CREATE SNAPSHOT DATA is a way to create the STUD_SNAPSHOT template using the STUDENT template. Once you have your STUDENT files updated, click on **CREATE STUDENT SNAPSHOT** and your snapshot files will be completed. You will need to go into the newly created template and update your students to just the students that are there on the snapshot date. You are then ready for export. You can only create this template if you have data in the STUDENT template for the current year. If there is already data created for the year selected on the Start Page, the Create button will be disabled.

3. A copy of the OCTOBER SPECIAL EDUCATION SNAPSHOT template can be used to create the YEAR-END SPECIAL EDUCATION SNAPSHOT template required by the NSSRS. The YEAR END SPECIAL_ED_SNAPSHOT template is created using the OCTOBER SPECIAL EDUCATION SNAPSHOT data. This button will be disabled if there is data in this table for the snapshot date selected. If you choose to use this feature, keep in mind that you will need to update the Snapshot template to reflect the students in your district at the time of the snapshot. This is "date-in-time" data. (NOTE: You will only be able to create a YEAR-END SPECIAL EDUCATION Snapshot. Change snapshot date on the START PAGE)

Assessment Data

The screenshot displays the NSSRS Desktop Database interface. On the left, under the heading "ENTER TEMPLATE DATA", there is a grid of buttons: STUDENT, REPORT ASSESSMENT, STUDENT SNAPSHOT, SPECIAL EDUCATION SNAPSHOT, SCHOOL ENROLLMENT, PROGRAMS FACT, STUDENT SUMMARY ATTENDANCE, and TITLE I PROGRAMS. The "REPORT ASSESSMENT" button is highlighted with a blue border and a circled "1" below it. An arrow points from this button to the right-hand section. The right-hand section is titled "NEBRASKA STUDENT AND STAFF RECORD SYSTEM TEMPLATES" and includes a "Version 8" label. It features a large yellow-bordered box labeled "ASSESSMENT" which contains a button labeled "ENTER NATIONAL ASSESSMENT INSTRUMENT RESULTS" and a "Close Form" button at the bottom. A circled "2" is placed below the "ASSESSMENT" box with an arrow pointing to the "ENTER NATIONAL ASSESSMENT INSTRUMENT RESULTS" button. The Nebraska Department of Education logo is visible in the top right corner of the right-hand section.

To report Assessment data:

1. Click on the **Report Assessment** button on the Start Page of the NSSRS Desktop Database.
2. Click here to report your **NAI (National Assessment Instrument)** Results

Programs Fact

**NEBRASKA STUDENT AND STAFF
RECORD SYSTEM TEMPLATES**

Version 11.0

PROGRAMS FACT

Click on the button that corresponds to the Programs Fact section to complete.

Career Education	Expected at year-end
Early Childhood	Expected in Fall and at year end
Homeless	Expected at year end
Rule 18 Interim Program	Expected at year end

Open All Records in Programs Fact

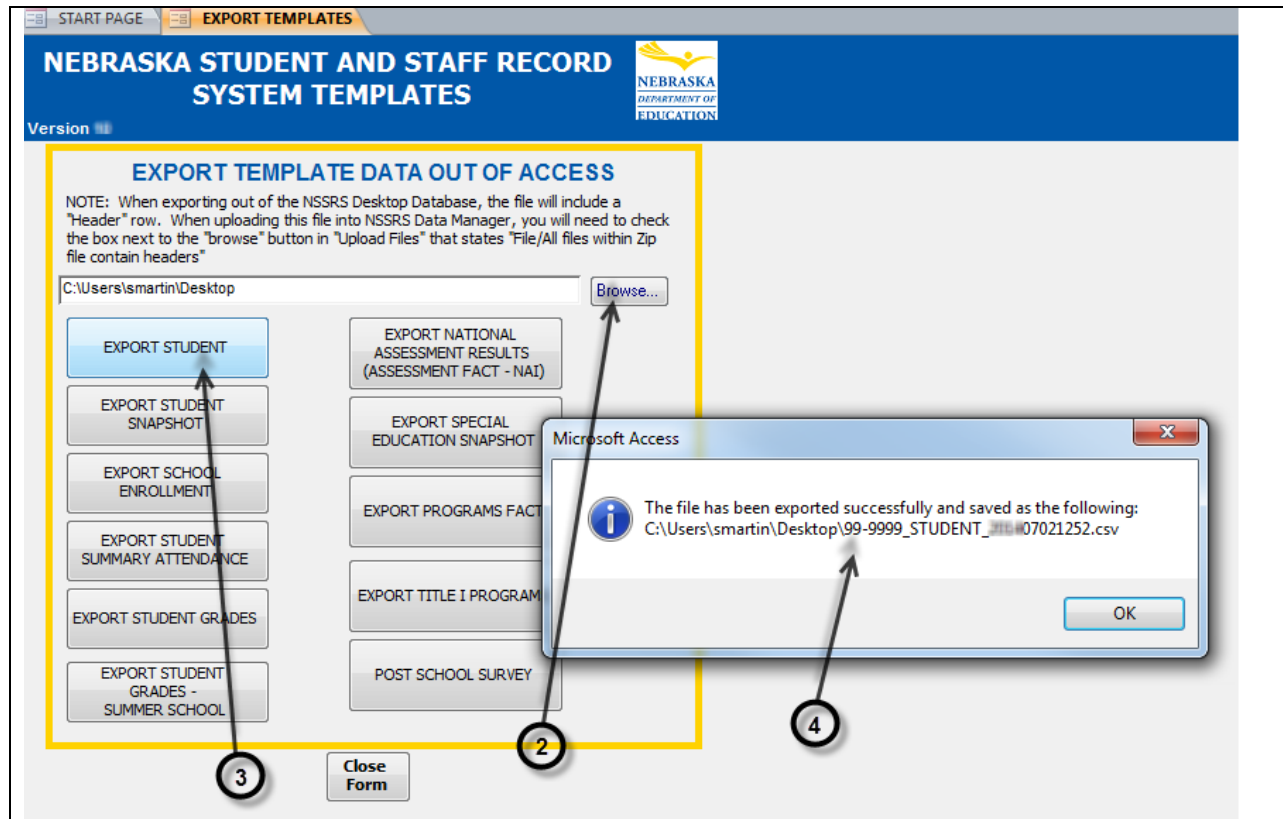
Close Form

1 2 3 4 5

The Programs Fact template will allow you to enter sections separately or all at one time.

1. Click when reporting **Career Education**
2. Click when reporting **Early Childhood**
3. Click when reporting **Homeless**
4. Click when reporting **Rule 18 Interim Program**
5. Click when you would like to view all the records in **Programs Fact**, or you would like to enter from any of the sections above.

Export Template Files



1. To export data out of the NSSRS Desktop Database, click on the **Export Templates** button to view the following menu:
2. Click on the **Browse** button and select where you would like to save the exported files.
3. Click on the button of the **template** you would like to export. The system will export the file as a .csv (comma separated value) file.
4. After exporting is complete, you will receive a pop-up window stating where the template was saved and the name of the file (including: district code, primary target table, and date & time of creation).

The export will name the file in the appropriate format for uploading to the NSSRS Data Manager (refer to the eScholar Data Source Templates Document).

This template is now ready to be uploaded through the NSSRS Data Manager. Please refer to *Steps to Processing NSSRS Files* which can be found under *Resources* on the NSSRS Public Website

(<http://www.education.ne.gov/nssrs/>).

Delete Data from Templates

START PAGE DELETE TEMPLATE DATA

NEBRASKA STUDENT AND STAFF RECORD SYSTEM TEMPLATES

Version 11.0

DELETE DATA FROM TEMPLATES

STUDENT ASSESSMENT FACT - NAI

STUDENT SNAPSHOT SPECIAL EDUCATION SNAPSHOT

SCHOOL ENROLLMENT PROGRAMS FACT

STUDENT SUMMARY ATTENDANCE TITLE I PROGRAMS

STUDENT GRADES POST SCHOOL SURVEY

STUDENT GRADES SUMMER SCHOOL

Delete Data from All Templates Close Form

To delete data out of the NSSRS Desktop Database, click on the **Delete Data from Templates** button to view the following menu:

1. To delete data, click on the button associated with the **template**
2. To delete data from ALL templates, click on the **Delete Data from All Templates** button

Use extreme caution when using the delete buttons. Deleting means you will be deleting all information that you have stored in your templates. Before deleting any information in your templates, you may want to create a back-up copy of your NSSRS Desktop Database.

Create File for the Nebraska Unique ID System

You can export your student file out of the NSSRS Desktop Database in the format for uploading into the Nebraska Unique ID System to obtain NDE Student ID's.

PLEASE NOTE: In order to use this feature, you must have completed your STUDENT records in the STUDENT template. This includes making sure that each student record contains the following: Gender, Ethnicity, Date of Birth, Grade and Local ID. A unique Local ID is important so that the Nebraska Student ID can be imported back to the student in the STUDENT template correctly.

There will be two options for exporting, 1) Export All Students in the STUDENT file and 2) Export Students without Nebraska Student ID's only. It is recommended that at the beginning of the year, you use option number 1 and Export All Students in the

STUDENT file. When you use this option, it will also update all of these students in the NDE Unique ID system. If you would use this option at the end of the school year, and you have students in the student file that have left your district, it will update the records in the Unique ID system with your district again, even though they have left and went to another district. It is recommended that you use option 2) when you are adding new students to your file and do not know their Nebraska Student ID.

START PAGE UNIQ_ID_MAIN

NEBRASKA STUDENT UNIQUE IDENTIFIER (UNIQ-ID) TEMPLATE

Version 11.0

NEBRASKA DEPARTMENT OF EDUCATION

From this form, you will be able to create a batch file from your STUDENT template to upload into the Nebraska Student Unique Identifier (UNIQ-ID) system to obtain or update Nebraska Student ID's. Part 1 will create the export file for upload into the UNIQ-ID system. Part 2 will import the file back in to the Desktop Database to update your Nebraska State ID's. Please complete Part 1 before completing Part 2.

PART 1:

In order to complete Part 1, you will need to have students in the STUDENT template, complete with a Local ID. You will need to have a Local ID assigned to each student. The Local ID must be unique for each student. No two students may have the same Local ID. Also required fields are Gender, Ethnicity and Date of Birth. Once the student file is ready, click on the "Browse" button and browse to the folder where you want to save the file after exported. Next, click on the "Export Student File" or "Export Students without Nebraska Student ID's Only" to create a file to upload into the Nebraska Unique ID system. This system is found in the NDE's Portal and is used to assign or obtain Nebraska Student ID's for all Nebraska students.

You have two options for your export: 1) Export ALL students in the STUDENT file. When you upload this file in the Nebraska Unique ID system, it will update all student information, such as Grade, School, etc. It is recommended you use this option at the beginning of the year. 2) Export only those students that do not have a Nebraska Student ID assigned yet. It is recommended you use this option during the year. Everytime you upload a file in the Nebraska Unique ID system, it will update all students in the file and during the year, you may only want to update those students that have come into your district after the beginning of the year.

Find and select where to export the report files.

2 3 1 4

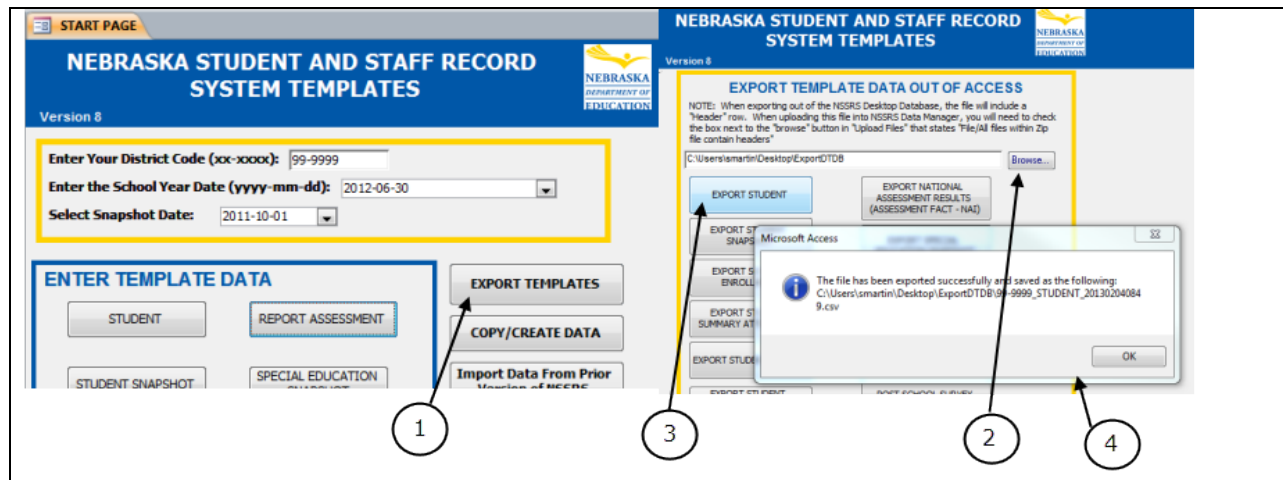
1. Click the **Browse** button to select where to save the exported files.
2. Click to **Export** all Students in the STUDENT template (see recommendation above)
3. Click to **Export** only students in the STUDENT template that do not have State ID's.
4. Click to **Import** the file that was processed by the Nebraska Unique ID System

Transfer Data from One Version to Another

How to Obtain the Current Version of the Desktop Database

Download the Microsoft NSSRS Desktop Database. (See “How to Import the NSSRS Desktop Database” instructions at the beginning of this document.)

Export Template Files from the Previous Version of the Desktop Database



1. Click on the **Export Templates** button on the old version of the NSSRS Desktop Database.
2. Click on the **Browse** button and select where you would like to save the exported files.
3. Click on the button of the **template** you would like to export. The system will export the file as a .csv (comma separated value) file.
4. After exporting is complete you will receive a pop-up window stating where the template was saved and the name of the file.

The export will name the file and put the file in the appropriate format for importing into the new version of the NSSRS Desktop Database. Please note the names of the files and where you saved them so that you can retrieve them when importing into the new version. These are the same file names that would be used if you were uploading to the NSSRS File Manager.

IMPORTANT: once you get these files exported, DO NOT open them in any program before importing them using the current version of the NSSRS Desktop Database.

Import Template Files from a Previous Version of the NSSRS

NEBRASKA STUDENT AND STAFF RECORD SYSTEM TEMPLATES
Version 8

Enter Your District Code (xxx-xxxx): 99-9999
Enter the School Year Date (yyyy-mm-dd): 2013-06-30
Select Snapshot Dates: 2012-10-01

ENTER TEMPLATE DATA

STUDENT, REPORT ASSESSMENT, STUDENT SNAPSHOT, SPECIAL EDUCATION SNAPSHOT, SCHOOL ENROLLMENT, PROGRAMS FACT, STUDENT SUMMARY ATTENDANCE, TITLE I PROGRAMS, STUDENT GRADES, POST SCHOOL SURVEY, STUDENT GRADES - SUMMER SCHOOL

EXPORT TEMPLATES, COPY/CREATE DATA, Import Data From Prior Version of NSSRS Desktop DB, Import Students From Unique ID Batch File, Create School Enrollment Records, NSSRS UNIQUE ID, DELETE DATA FROM TEMPLATES, EXIT ACCESS PROGRAM

IMPORT DATA FROM A PREVIOUS VERSION OF THE NSSRS DESKTOP DATABASE
Version 8

From this form, you will be able to IMPORT files that you have exported out of a previous version of the NSSRS Database. Before importing files into these templates, make sure that you have exported all of the following templates out of the previous version of the NSSRS Database:

STUDENT; STUDENT SNAPSHOT; SCHOOL ENROLLMENT; STUDENT SUMMARY ATTENDANCE; STUDENT GRADES; ASSESSMENT FACT (RAI); SPECIAL EDUCATION SNAPSHOT; PROGRAMS FACT; TITLE I PROGRAMS; POST SCHOOL SURVEY

After exporting these files, it is important that you do not open and look at them in another program. If you do open and look at them, make sure that you do not change any of the columns, etc. After exporting, you should use the buttons below to import your files.

Import Student, Import Student Snapshot, Import School Enrollment, Import Student Summary Attendance, Import Student Grades, Import Assessment Fact - RAI, Special Education Snapshot, Import Programs Fact, Import Title I Programs, Post School Survey, Close Form

To Import the files you exported in the instructions above, follow the process below:

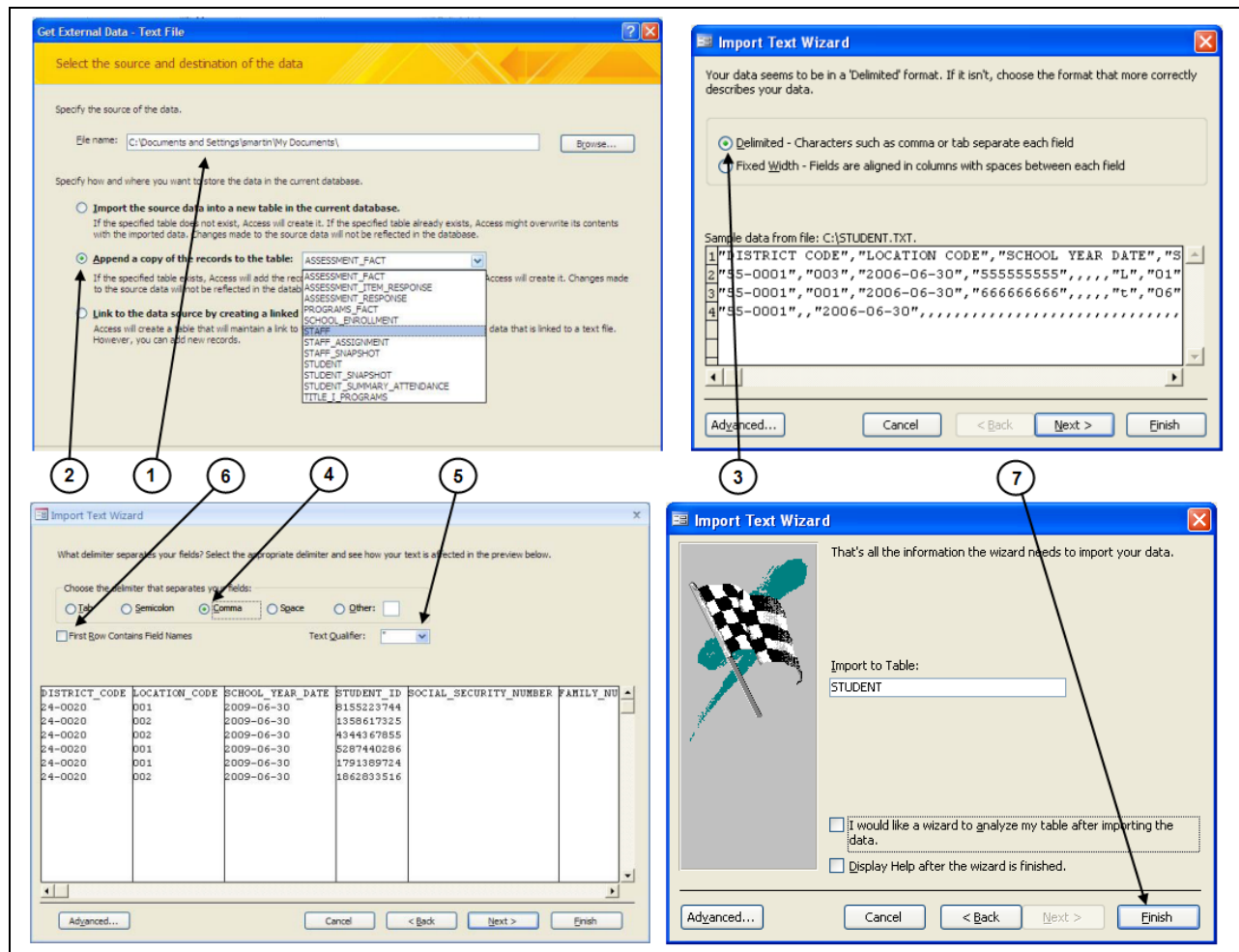
1. Click on the **Import Data from Prior Versions of NSSRS Desktop DB**
2. Click on each button to import **templates** that you exported out of a previous version of the NSSRS Desktop Database. (See "Export Templates From A Previous Version Of The NSSRS Desktop Database" in this document).

Importing Files from NSSRS Data Manager

Download File from NSSRS Data Manager

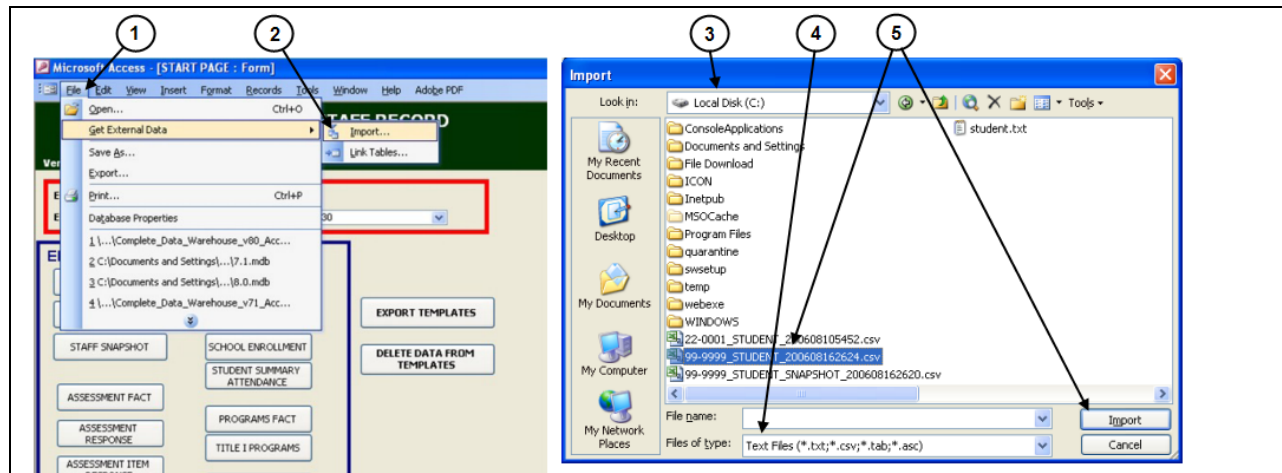
You may have a need to obtain a file from the Data Manager and want to import it into the NSSRS Desktop Database. This section contains instructions on how to download the file from the NSSRS Data Manager.

1. Login to the NDE Portal
2. Go to the **Student & Staff (NSSRS)** red tab
3. *NSSRS Data Manager*
4. *Batch Manager*
5. Find batch that has the file you want to download
6. Click on the **magnifying glass** under the *Actions* column

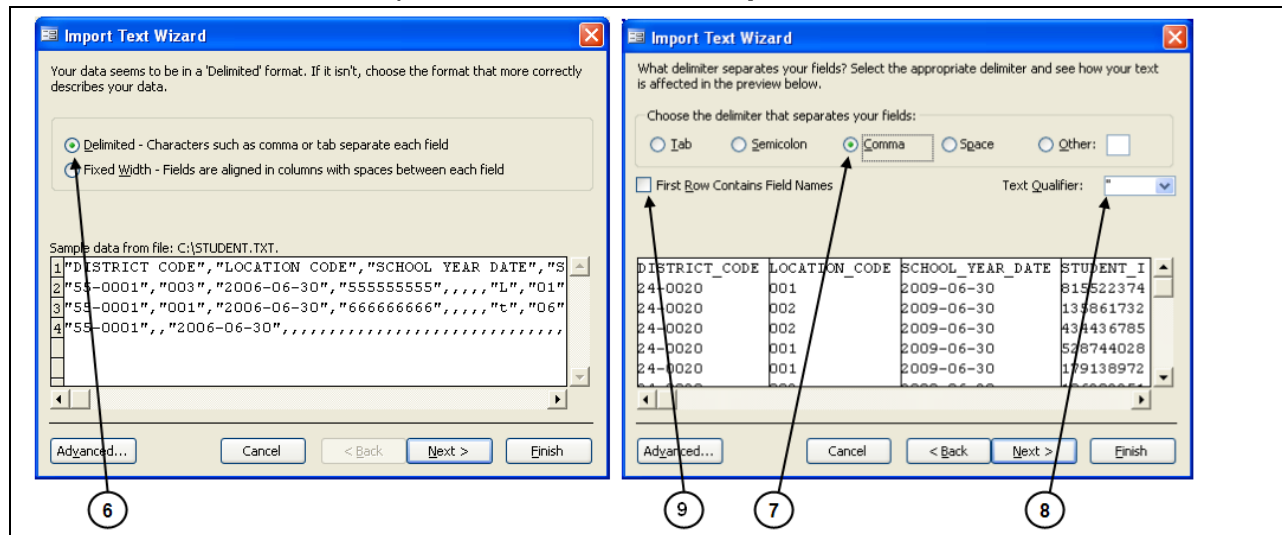


1. Click **Browse** to navigate to the location of the file that you want to import (the file you downloaded from the NSSRS Data Manager).
2. Select **Append a copy of the records to the table** then select the name of the table you want to import into. Make sure that before doing so, you have deleted all previous data in the table
3. Make sure **Delimited** is selected in the wizard and select **Next**
4. Make sure **Comma** is selected in Wizard and select **Next**
5. Select quotes (") in the Text Qualifier dropdown
6. Make sure that **First Row Contains Field Names** is **NOT** checked. *NOTE: The field names in the file downloaded from the NSSRS Data Manager are not the same naming convention as in the NSSRS Desktop Database, so if you include the field names, the data will not import correctly.*
7. Click on **Finish**

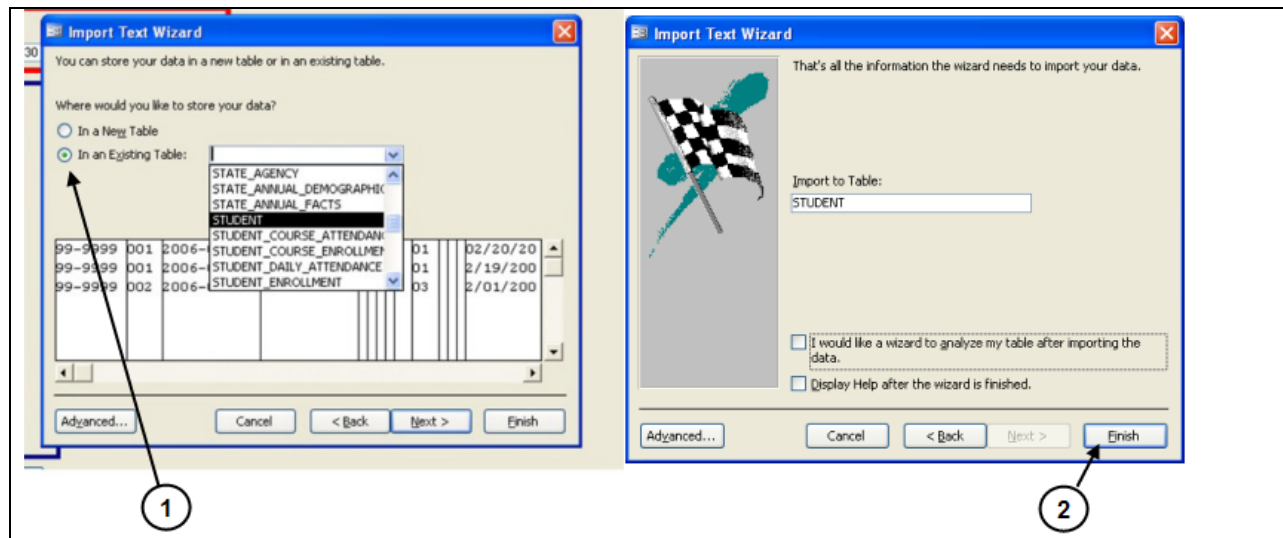
INSTRUCTIONS FOR ACCESS 2000/2003



1. Click on **File** then **Get External Data**
2. Click on **Import**
3. Navigate to the location of the **file** that you want to import.
4. Change the **File of type** to **text** file so that you can find your file.
5. Select the **file** to import, then click on the **Import** button.

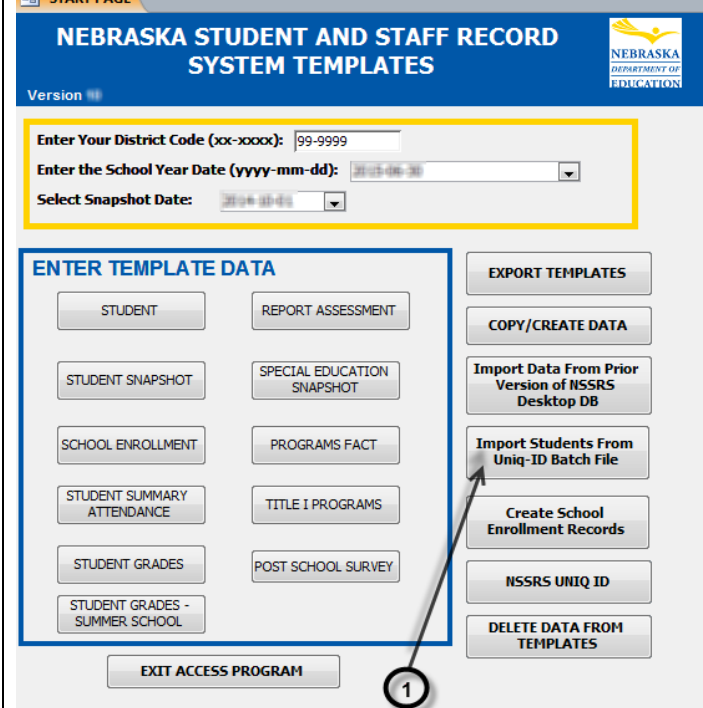


6. Make sure **Delimited** is selected in the wizard and select **Next**
7. Make sure **Comma** is selected in Wizard and select **Next**.
8. Select quotes (") in the **Text Qualifier** dropdown
9. Make sure **First Row contains Field Names** is **NOT** checked. *NOTE: The field names in the file downloaded from the NSSRS Data Manager are not the same naming convention as in the NSSRS Desktop Database, so if you include the field names, the data will not import correctly.*



1. Change the selection to **In an Existing Table** and select the table (template) that you would like to import the data to. Make sure that before doing this, you have deleted all previous data in the table.
2. Click on **Finish**. You will complete these steps for each of the templates you would like to import.

Import Students from Nebraska Unique ID System



1. Click Import Students from Uniq-ID Batch File to import student from the Nebraska Unique ID System into the STUDENT template

IMPORTANT: Before importing, make sure that you have visited the Nebraska Unique Identifier System through the NDE portal and down loaded a file of your students. Instructions for downloading a file from the Nebraska Unique Student ID System

1. Log into the *Nebraska Unique Student ID System* through the NDE Portal
2. Click on **Download By Location** under the MENU on the left side of the page.
3. Click the **Download** button for the school you would like to download. You will need to do this step for each school (download separate files for each school).
Make the following choices:
Field Delimiter: Comma
Field Qualifier: Leave blank
Date Format: ISO Format (YYYY-MM-DD)
Include Header/Footer: Yes
 Then click on the **Download** button.
4. Under the Status column, click on **here** to download the file.
5. **Save** to a place (folder or desktop) where you can find the file later to Import into the NSSRS Desktop Database.

Once you have all your school files saved, you can close the Nebraska Unique Student ID System and import the files, one at a time, using the Import button. When using this feature, it will insert students into the STUDENT template for all students who are currently not in the template, based on the NDE Student ID for the school year referenced above. Make sure you have the school year selected on the Main Page of this application.

The following fields will be imported:

STUDENT LAST NAME, STUDENT FIRST NAME, MIDDLE INITIAL, GENDER, DATE OF BIRTH, GRADE, NEBRASKA STUDENT ID. After importing this file, you will need to go into the STUDENT template and made any changes/additions/deletions.

Create School Enrollment Records

1. Click **Create School Enrollment Records** to create School Enrollment records for all students in the STUDENT template, giving them the Enrollment Code of 100, which is *Still Enrolled*.

The advantage to using this feature is, you can copy your students from the previous year (use the Copy/Create feature in the NSSRS Desktop Database), then create the *Still Enrolled* school enrollment records from the new student file. When using this feature, it will insert students into the SCHOOL ENROLLMENT template for all students who are currently in the STUDENT template for the School Year referenced above. Make sure you have the school year selected on the Main Page of this application. The insert will not replace students already in the SCHOOL ENROLLMENT template.

The following fields will be inserted from the STUDENT template:

DISTRICT_CODE

LOCATION_CODE

SCHOOL_YEAR_DATE

STUDENT_ID

ENROLLMENT_CODE will be automatically populated with "100" (Still Enrolled)

You will be prompted for the ENROLLMENT_DATE. Remember to enter this date the ISO Date Format (YYYY-MM-DD). This date will be inserted into each record. After copying this file, you will need to go into the SCHOOL_ENROLLMENT template and make necessary changes or additions.