Nebraska
Statewide Writing Assessment
2007-2008

Instructions:
Electronic Submission of New Student Information Forms

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Electronic Submission of New Student Information Forms

Starting this year (2007-2008) districts may submit New Student Information Forms for the Statewide Writing Assessment using the Electronic Holding Area. (Districts may continue to submit New Student Information Forms using the handwritten form included in the Administration Manual.)

The Electronic Holding Area is a component of the electronic submission process for New Student Information Forms. The Electronic Holding Area stores student demographic information pending confirmation by Statewide Writing Assessment data personnel. The Holding Area allows the user (district data entry personnel) to submit additions, changes, or exits of student demographic data at times other than the data submission window (October 16 through November 14, 2007).

Districts may submit and print their New Student Information Forms using this process. A student's printed form MUST be stapled to the student's assessment booklet. DO NOT staple the form to the booklet until AFTER the assessment is given. For identification purposes, the student's name is written on the test booklet where the label would have been affixed.

Data may be entered into the Holding Area in either of two methods:

- Bulk uploads (26 students or more)
- Individual student data entry (25 students or less)

The Holding Area will receive ALL transfers made outside the data submission window for data validation.

New Student Information Forms are used for students...

- who did not receive a pre-printed label because they entered the district after the deadline for submitting student information
- whose pre-printed labels contain incorrect information
- who have transferred from one building to another within the district

Districts may continue to submit New Student Information Forms using the handwritten form included in the Administration Manual.

You may contact **402.597.4889** or **writing@esu3.org** if you have questions.

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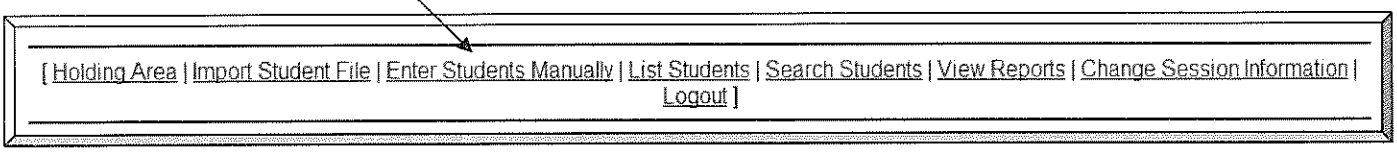
Holding Area Directions for Electronically ADDING Students

The new Holding Area stores student demographic information until updates are confirmed by Statewide Writing data personnel. The Holding Area allows the user (district SWA data entry personnel) to submit additions and changes of demographic data at times other than during the data submission window (10/16 –11/14). Data may be entered into the Holding Area in one of two methods: bulk data uploads (26 or more students) or individual student data entry (25 or fewer students). The Holding Area will receive **ALL** transfers made at times other than during the data submission window for data validation. For assistance, contact **402.597.4889** or **writing@esu3.org**.

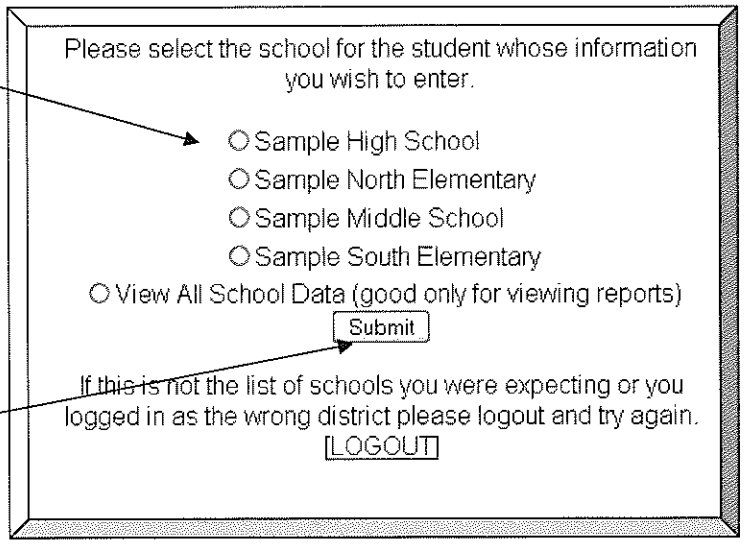
Individual Student Data Entry

1. Use a mainstream Internet browser such as Internet Explorer, Mozilla Firefox, or Camino to connect to https://ndeweb.esu3.org (Safari tends to be problematic when viewing reports).
2. Enter your Username **(your county-district number; refer to mailing re: 2007 holding area directions).**
3. Enter the appropriate password **(each district has two passwords; refer to mailing re: 2007 holding area directions). Passwords will remain the same for this school year but WILL BE CHANGED for the 08-09 year.**
4. Click the **Login** button.
5. Select the year for which you are entering students **(2007-2008).**
6. Click the **Submit** button.
7. Select the event for which student data will be entered **(07-08 Statewide Writing Scoring).**
8. Click the **Submit** button.
9. Select the **Enter Students Manually** link located in the hyperlink menu.



10. The next screen will list all schools within your district. Check to see if all information is correct. Should there be errors, contact **402.597.4889** or **writing@esu3.org**.

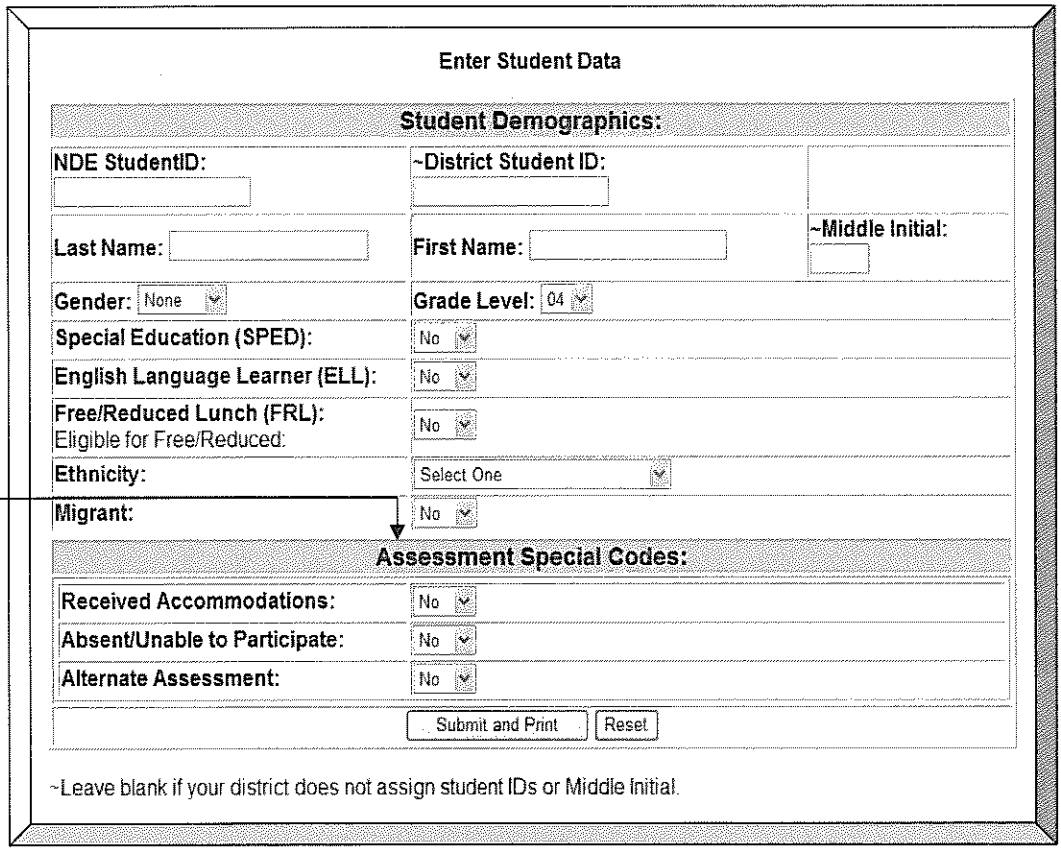
    Single click the radio button for the school in which you want to enter student demographic data.



11. Click the **Submit** button.

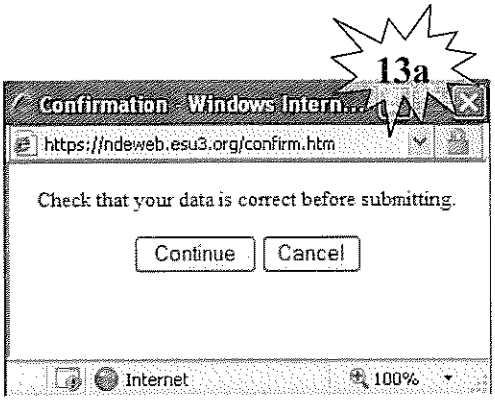
12. A blank New Student Information Form will appear on the next screen (shown below).
    a. The system will automatically enter the **DISTRICTID** and **SCHOOLID**.
    b. Complete each required demographic field (optional fields are indicated with ~).
    c. The **NDE StudentID** is the 10-digit NSSRS number; it is a required field.
    d. **~Student ID** is not a required field. Leave this field blank if the district does not assign a local student ID.
    e. **~Middle Initial** is not a required field. If the middle initial is entered, DO NOT place a period behind the initial.
    f. An Assessment Special Codes section has been added to the New Student Information Form. The Assessment Special Codes fields automatically default to NO. If a response cannot be provided at this time, the defaulted answer (NO) should remain. ***NOTE** – The user will not be able to electronically update the Received Accommodations, Absent/Unable to Participate, or Alternate Assessment fields at a later time. If changes need to be made to the Assessment Special Codes after the student has been entered, the user must hand mark those changes on the printed New Student Information Form.

Make sure a period is not placed behind the MIDDLE INTIAL



    g. To make a change after the form has been printed, refer to 14d for instructions.

13. After entering the student's data, click the **Submit and Print** button.
    a. A confirmation window will appear. If the information being viewed is correct, click the **Continue** button.



14. An electronic New Student Information Form will appear for the student that was submitted into the system. Click the print button located at the bottom of the New Student Information Form, or use the Internet browser's print feature to print the New Student Information Form.
    a. After printing the New Student Information Form, click the **Continue** button.
        i. Attach the New Student Information Form to the front of the student assessment booklet. DO NOT attach the form (14 below) until AFTER the assessment has been given. Write the student's name directly on the assessment booklet in the space designated for the label (for identification purposes during the assessment)
    b. A blank student entry form will appear. Data may be entered into the blank form for the next student.
    c. Follow steps 12-14 to complete the process of creating electronic new student information forms.
    d. If a change in any field is needed after the form has been printed, the user may:
        i. Update the student's demographic data and print a new electronic form, OR
        ii. Hand mark the change(s) directly on the printed form (this option must be used to <u>update</u> the Received Accommodations, Absent/Unable to Participate, and Alternate Assessment codes) **Please highlight hand marked changes. Destroy the form that is no longer accurate.**

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New Student Information Form		
SystemID: 395570	**HoldingID:** 1234	
DistrictID: 999999	**BuildingID:** 002	
NDE StudentID: 13#######34	**District Student ID:** 797654	
Last Name: Last	**First Name:** First	**Middle Initial:** T
Gender: M	**Grade Level:** 04	
Special Education: Yes	**English Language Learner:** Yes	
Absent/Unable to Participate: No		
Free/Reduced Lunch (FRL) : Yes		**Ethnicity:**
Migrant: No		White/Not Hispanic
Recieved Accommodations: No		
Alternate Assessment: No		Print Date:1/14/2008
	Print Continue	

The HoldingID is for NDE use only.

15. Periodically select the **Holding Area** hyperlink to view students that have been entered into the Holding Area that same day. When working in the Holding Area, the user will only be able to view Holding Area data. Only the additions, changes, and exited students that were entered will appear in this list.
    a. **Changes made in the Holding Area are indicated in four columns:**
        i. **Status Date** – The date the change was submitted to the system.
        ii. **Holding Type –** Indicates what action was taken to the student's record (Holding Types: Edit – Indicates the Change Type that is to be updated; Verified – Indicates that the system did not find a change; Exited – Student was removed from the district; Add – A new student was entered in the system).
        iii. **Change Type** – Indicates what was changed, added, or exited from the system.
        iv. **Status** – Indicates whether the change is waiting for confirmation (pending) or has been approved.

System ID	DistID	SchID	Status Date	Holding Type	Change Type	Status	Student Name	NDE StudentID	Student ID	Grade	SPED	Gender	Ethnicity	Migrant	FRL
405143	99-9999	001	01/14/08	Edit	FirstName	Pending	Last, First R.	4########9	none	04	X	M	White/Not Hispanic	X	X
405143	99-9999	001	01/14/08	Add		Pending	Last First, R.	4########9	none	04	X	M	White/Not Hispanic	X	X
405150	99-9999	001	01/14/08	Edit	Ethnicity	Pending	Last, First	2########8	200	04		F	White/Not Hispanic		
405141	99-9999	002	01/14/08	Edit	SPED	Pending	Last, First D.	8########3	123	04	X	M	Black/Not Hispanic		

16. To see a list of students in your school or district, select the **List Students** hyperlink in the main hyperlink menu.

[Holding Area | Import Student File | Enter Students Manually | List Students | Search Students | View Reports | Change Session Information | Logout]

    a. A Status column has been added to the List Students page. Pending changes will be identified with an **asterisk** in the Status column. If more information is needed, click on the **System ID** and all changes will be listed in date order.

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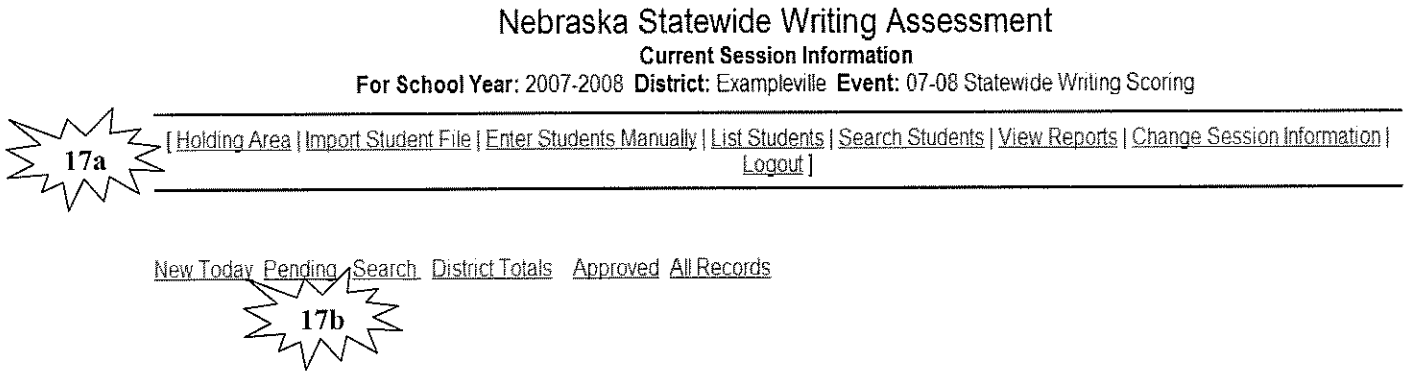
Click the **System ID** of the student to view details and/or make changes to that student's information.

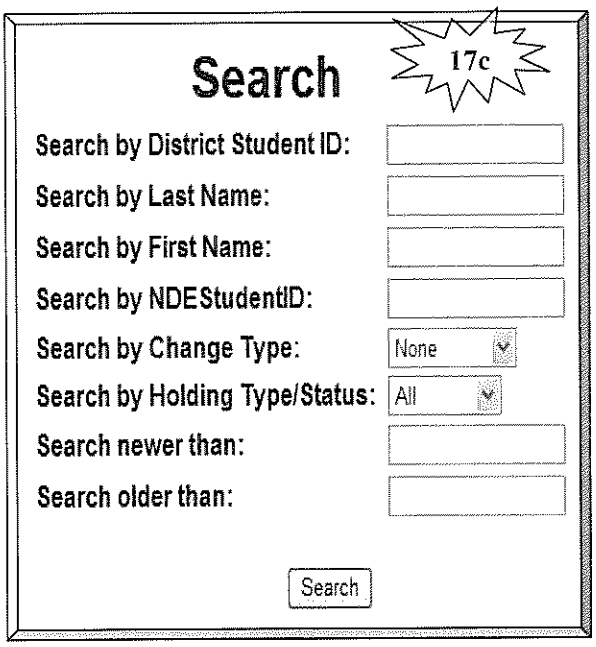
System ID	SchID	Student Name	NDE StudentID	Student ID	Grade	SPED	ELL	Gender	Ethnicity	Migrant	FRL	Status
395562	001	Last, First A	6#######13	245878965	11		X	F	White/Not Hispanic			*
395551	001	Last, First B	6#######13	AB12345	11		X	F	White/Not Hispanic			
395563	001	First, Last	9#######83	123456	11		X	M	Black/Not Hispanic			

    b. If an error is found, select the student's **SYSTEMID**. The student's demographic information will appear in an editable format. Make the necessary changes, and click the **Submit and Print** button.

17. To search for students that have been added, changed, or exited in the Holding Area:
    a. Select the **Holding Area** link in the main menu.
    b. Select the **Search** hyperlink in the second row. (Do not confuse **Search** with **Search Students. Search Students** is a search of all students in the database.)



c. Once at the **Holding Area Search Page**, there are eight different search options. Each type of search is explained below.



i. **Search by District Student ID:** Apply a quick search by entering the district's local student ID
ii. **Search by Last Name:** Apply a quick search by entering the student's last name
iii. **Search by First Name:** Apply a quick search by entering the student's first name
iv. **Search by NDE Student ID:** Apply a quick search by entering the student's ten-digit student identifier assigned by the Nebraska Department of Education
v. **Search by Change Type:** Apply a quick search by selecting a search criteria from the drop-down menu. Refer to step 15 for a description of Change Type
vi. **Search by Holding Type/Status:** Apply a quick search by selecting a search criteria from the drop-down menu. Refer to step 15 for a description of Holding Type and Status
vii. **Search newer than:** A date may be entered to return all entries newer than the specified date. The recommended format to enter the date is MM/DD/YYYY
viii. **Search Older Date:** A date may be entered to return all entries older than the specified date. The recommended format to enter the date is MM/DD/YYYY

18. After entering the search criteria and clicking on the Search button, scroll down the webpage to view your search results.

19. Select the **Logout** link when you are finished entering students. Student demographic data may be added, exited, or updated at any time during the specified time frame.

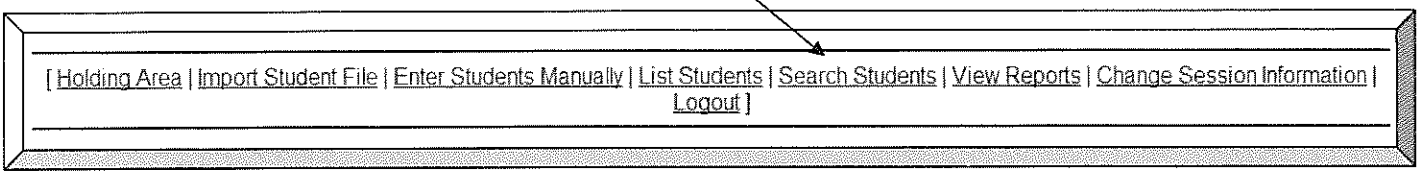
If you have questions, contact **402.597.4889** OR **writing@esu3.org.**

Holding Area Directions for Electronically CHANGING and Exiting Data

The new Holding Area stores student demographic information until updates are confirmed by Statewide Writing data personnel. The Holding Area allows the user (district SWA data entry personnel) to submit additions and changes of demographic data at times other than during the data submission window (10/16 –11/14). Data may be entered into the Holding Area in one of two methods: bulk data uploads (26 or more students) or individual student data entry (25 or fewer students). The Holding Area will receive **ALL** transfers made at times other than during the data submission window for data validation. For assistance, contact **402.597.4889** or **writing@esu3.org**.

Changing and Exiting Individual Student Data

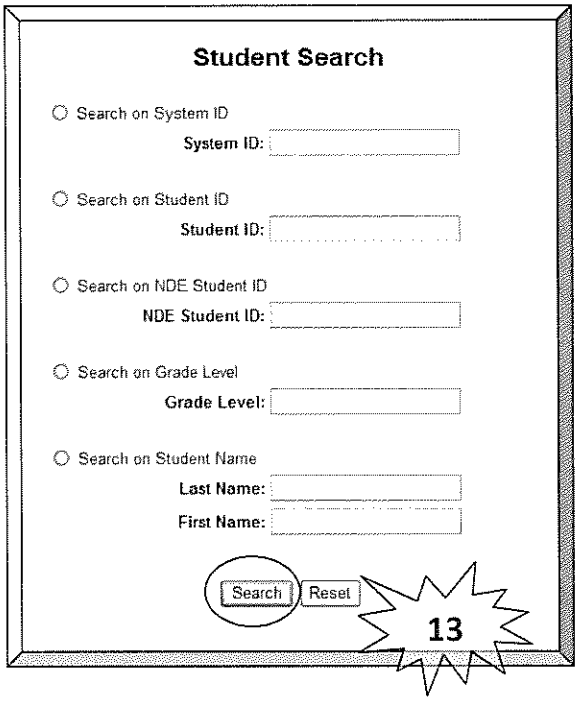
1. Use a mainstream Internet browser such as Internet Explorer, Mozilla Firefox, or Camino to connect to https://ndeweb.esu3.org (Safari tends to be problematic when viewing reports).
2. Enter your Username **(your county-district number; refer to mailing re: 2007 holding area directions).**
3. Enter the appropriate password **(each district has two passwords; refer to mailing re: 2007 holding area directions). Passwords will remain the same for this school year but WILL BE CHANGED for the 08-09 year.**
4. Click the **Login** button.
5. Select the year for which you are entering students **(2007-2008).**
6. Click the **Submit** button.
7. Select the event for which student data will be entered **(07-08 Statewide Writing Scoring).**
8. Click the **Submit** button.
9. Click the **School** hyperlink.
10. Single click the radio button for the school in which you would like to change student demographic data. ***Note** – *to work with data in a different school within your district, return to this page, and single click the radio button for the appropriate school.*
11. Click the **Submit** button.
12. Select the **Search Students** hyperlink in the main menu. Search Students will search the students in the school that you selected in step 10.



Choose **ONE** of the following options to perform your search:

a. **Search on System ID**: The student's ID assigned by the system
b. **Search on Student ID**: The district's local student ID
c. **Search on NDE Student ID**: The student's ten-digit NSSRS number assigned by the Nebraska Department of Education
d. **Search on Grade Level**: The student's grade level
e. **Search on Student Name**: The student's First and Last Name

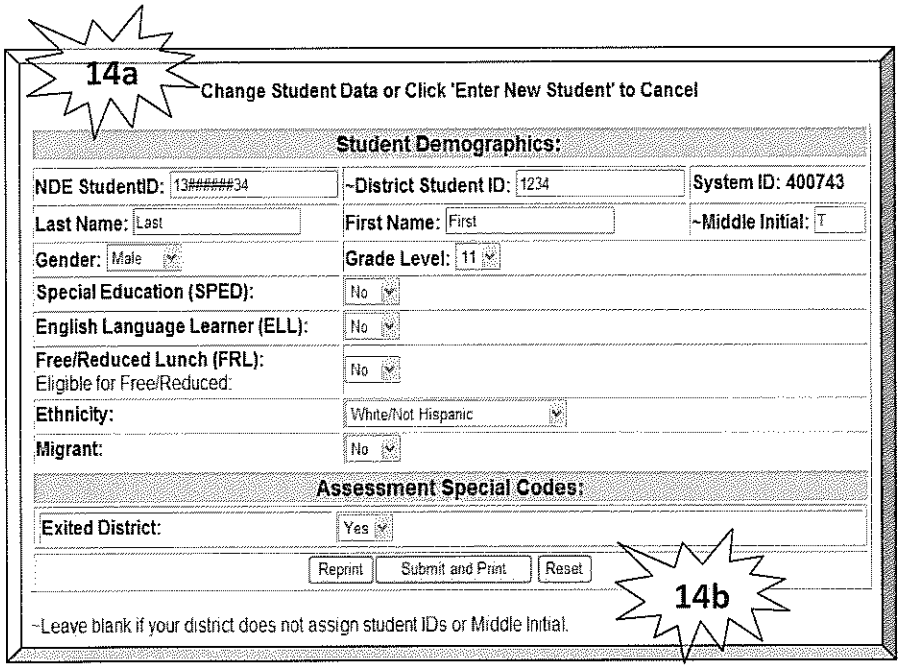
13. Click the **Search** button located at the bottom of the screen. The student's demographic information will appear in a list format.



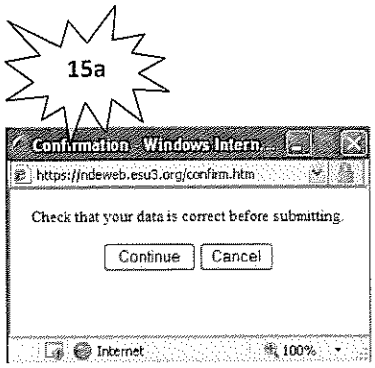
14a. Click the student's system ID to view demographic data in an editable format. You may update the student's record, or exit the student from the district at this time.

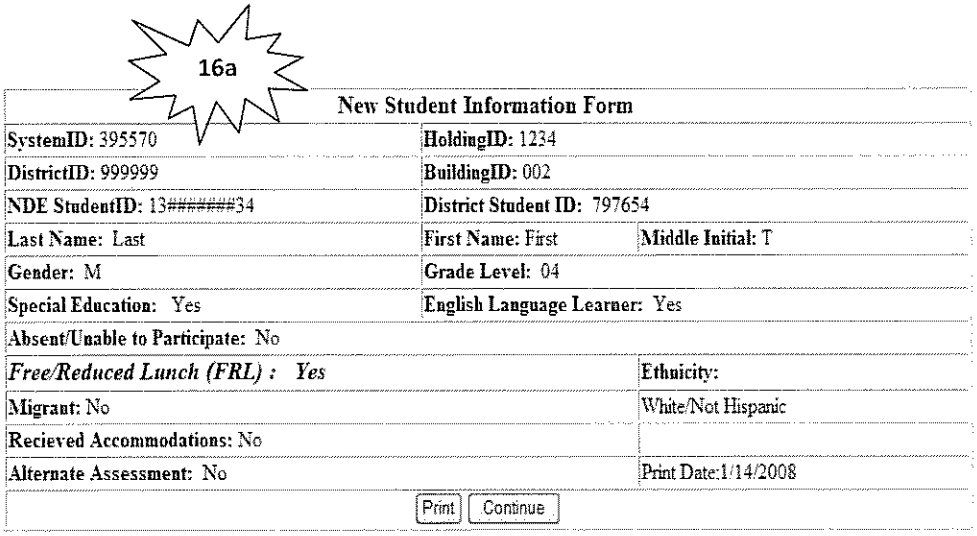
14b. An Assessment Special Codes section has been added to the New Student Information Form. When making changes to a record, Exited District is the only Assessment Special Code that will appear for edits. If you would like to exit a student from your district, select **YES** from the **Exited District** drop-down menu. The Assessment Special Codes field automatically defaults to NO. If the student has not exited the district, then the defaulted answer (NO) should remain. If a change occurs after the form has been printed, refer to number 16d.

NOTE: If a student has exited the district, and you have a label for that student, attach the label to an assessment booklet, and check the Exited District box.



15. After entering the student's updated data, click the **Submit and Print** button.
    a. A confirmation window will appear. If the information being viewed is correct, click the **Continue** button.





New Student Information Form		
SystemID: 395570	**HoldingID:** 1234	
DistrictID: 999999	**BuildingID:** 002	
NDE StudentID: 13#######34	**District Student ID:** 797654	
Last Name: Last	**First Name:** First	**Middle Initial:** T
Gender: M	**Grade Level:** 04	
Special Education: Yes	**English Language Learner:** Yes	
Absent/Unable to Participate: No		
Free/Reduced Lunch (FRL) : *Yes*		**Ethnicity:**
Migrant: No		White/Not Hispanic
Recieved Accommodations: No		
Alternate Assessment: No		Print Date:1/14/2008
Print Continue		

16. An electronic New Student Information Form containing the student's updated data will appear for printing. Click the print button located at the bottom of the New Student Information Form, or use the Internet browser's print feature to print the New Student Information Form.
    a. After printing the New Student Information Form, click the **Continue** button.
        i. Attach the New Student Information Form to the front of the student assessment booklet. DO NOT attach the form (16a above) until AFTER the assessment has been given. Write the student's name directly on the assessment booklet in the space designated for the label (for identification purposes during the assessment).
    b. A blank student entry form will appear.
    c. Follow steps 12-16 to exit a student, or to complete the process of creating an updated electronic New Student Information Form.
    d. If a change in any field is needed after the form has been printed, the user can:
        i. Update the student's demographic data and print a new electronic form, OR
        ii. Hand mark the change(s) directly on the printed form (This option must be used to <u>update</u> the Received Accommodations, Absent/Unable to Participate, and Alternate Assessment codes) **Please highlight hand marked changes. Destroy the form that is no longer accurate.**

17. Periodically select the **Holding Area** hyperlink to view students that have been entered into the Holding Area that same day. When working in the Holding Area, the user will only be able to view Holding Area data. Only the additions, changes, and exited students that were entered will appear in this list. .
    a. **Changes made in the Holding Area are indicated in four columns:**
        i. **Status Date** – The date the change was submitted to the system.
        ii. **Holding Type –** Indicates what action was taken to the student's record (Holding Types: Edit – Indicates the Change Type that is to be updated; Verified – Indicates that the system did not find a change; Exited – Student was removed from the district; Add – A new student was entered in the system).
        iii. **Change Type** – Indicates what was changed, added, or exited from the system.
        iv. **Status** – Indicates whether the change is waiting for confirmation (pending) or has been approved.

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System ID	DistID	SchlID	Status Date	Holding Type	Change Type	Status	Student Name	NDE StudentID	Student ID	Grade	SPED	Gender	Ethnicity	Migrant	FRL
405143	99-9999	001	01/14/08	Edit	FirstName	Pending	Last, First R.	4########9	none	04	X	M	White/Not Hispanic	X	X
405143	99-9999	001	01/14/08	Add		Pending	Last First, R.	4########9	none	04	X	M	White/Not Hispanic	X	X
405150	99-9999	001	01/14/08	Edit	Ethnicity	Pending	Last, First	2########8	200	04		F	White/Not Hispanic		
405141	99-9999	002	01/14/08	Edit	SPED	Pending	Last, First D.	8########3	123	04	X	M	Black/Not Hispanic		

18. To see a list of students in your school or district, select the **List Students** hyperlink in the main hyperlink menu.

[Holding Area | Import Student File | Enter Students Manually | List Students | Search Students | View Reports | Change Session Information | Logout]

a. A Status column has been added to the List Students page. Pending changes will be identified with an **asterisk** in the Status column. If more information is needed, click on the **System ID** and all changes will be listed in date order.

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Click the **System ID** of the student to view details and/or make changes to that student's information.

System ID	SchlID	Student Name	NDE StudentID	Student ID	Grade	SPED	ELL	Gender	Ethnicity	Migrant	FRL	Status
395562	001	Last, First A	6#######13	245878965	11		X	F	White/Not Hispanic			*
395551	001	Last, First B	6#######13	AB12345	11		X	F	White/Not Hispanic			
395563	001	First, Last	9#######83	123456	11		X	M	Black/Not Hispanic			

b. If an error is found, select the student's **SYSTEMID**. The student's demographic information will appear in an editable format. Make the necessary changes, and click the **Submit and Print** button.

19. To search for students that have been added, changed, or exited in the Holding Area:
    a. Select the **Holding Area** link in the main menu.
    b. Select the **Search** hyperlink in the second row. (Do not confuse **Search** with **Search Students. Search Students** is a search of all students in the database.)

Nebraska Statewide Writing Assessment

Current Session Information

For School Year: 2007-2008 **District:** Exampleville **Event:** 07-08 Statewide Writing Scoring

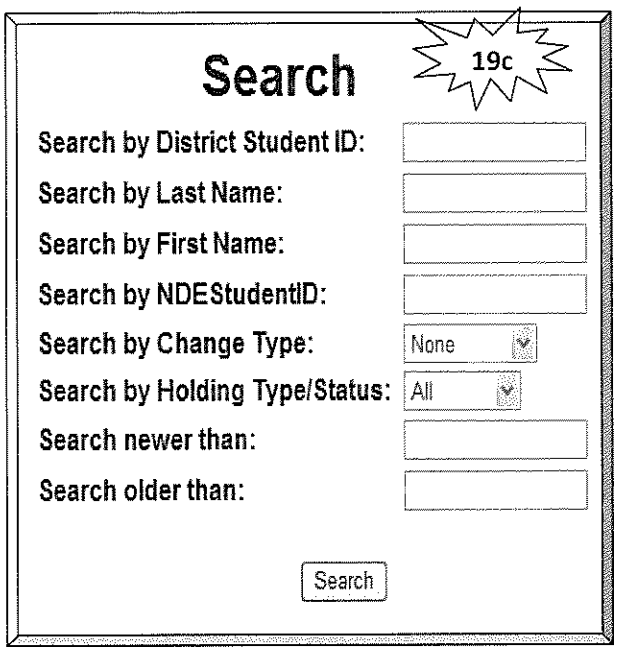
19a

[Holding Area | Import Student File | Enter Students Manually | List Students | Search Students | View Reports | Change Session Information | Logout]

New Today Pending Search District Totals Approved All Records

19b

c. Once at the **Holding Area Search Page**, there are eight different search options. Each type of search is explained below.



i. **Search by District Student ID:** Apply a quick search by entering the district's local student ID
ii. **Search by Last Name:** Apply a quick search by entering the student's last name
iii. **Search by First Name:** Apply a quick search by entering the student's first name
iv. **Search by NDE Student ID:** Apply a quick search by entering the student's ten-digit student identifier assigned by the Nebraska Department of Education
v. **Search by Change Type:** Apply a quick search by choosing a search criteria from the drop-down menu. Refer to step 17 for a description of Change Type
vi. **Search by Holding Type/Status:** Apply a quick search by choosing a search criteria from the drop-down menu. Refer to step 17 for a description of Holding Type and Status
vii. **Search newer than:** A date may be entered to return all entries newer than the specified date. The recommended format to enter the date is MM/DD/YYYY
viii. **Search Older Date:** A date may be entered to return all entries older than the specified date. The recommended format to enter the date is MM/DD/YYYY

20. After entering the search criteria and clicking on the Search button, scroll down the webpage to view your search results.

21. Select the **Logout** link when you are finished entering students. Student demographic data may be added, exited, or updated at any time during the specified time frame.

If you have questions, contact **402.597.4889** OR **writing@esu3.org.**

Creating a TEXT FILE for the Holding Area

Districts choosing to create a txt file may want to consult the district technology specialist.

The new Holding Area stores student demographic information until updates are confirmed by Statewide Writing data personnel. The Holding Area allows the user (district SWA data entry personnel) to submit additions and changes of demographic data at times other than during the data submission window (10/16 –11/14). Data may be entered into the Holding Area in one of two methods: bulk data uploads (26 or more students) or individual student data entry (25 or fewer students). The Holding Area will receive **ALL** transfers made at times other than during the data submission window for data validation. For assistance, contact **402.597.4889** or **writing@esu3.org**.

1. Open a new blank document in SimpleText or Notepad.

2. On the first line of the document, enter the following headings just as they are shown below. It may be easier to copy and paste this heading off the website into the document. To reach the heading, follow the steps in "Directions for Submitting a CSV File into the Holding Area." Once you reach step 10 and click on the **Import Student File** link, scroll down the page, and you will see the heading below. Copy and paste this heading into your SimpleText or Notepad text file.

```
NDESTUDENTID,STUDENTID,DISTRICTID,SCHOOLID,FIRSTNAME,MIDDLEINITIAL,LASTNAME,GRADELVL,SPED,ELL,GENDER,ETHNICITY,
MIGRANT,FRL,ACCOMMODATIONS,ABSESNT,ALTASSESSMT,EXITED
```

Note: Four sections have been added to the student form reflecting assessment special codes:

a. Accommodations
b. Absent/Unable to Participate
c. Alternate Assessment
d. Student Exited District

Space

3. On the second line, type in the student demographic data for each of the eighteen headings. Place a comma between each data item. Do not use spaces. (Incorrect example of STUDENTID: ab45872 , Correct example of STUDENTID: ab45872,)
   a. There are sixteen fields where student demographic data is required. The only two fields not requiring student demographic data are **STUDENTID** and **MIDDLEINITIAL**. If you are not entering a Student ID or a Middle Initial, be sure to include a comma where that information would have been entered. If the district does not assign **STUDENTID's,** or a **MIDDLEINITIAL** is not available, follow examples one and two below.

      Example of no STUDENTID: 1234859413,,999999,1,First,M,Last,8,1,1,F,2,0,0,0,0,0,0
      Example of no MIDDLEINITIAL: 4256789452,222,999999,1,First,,Last,4,1,0,F,5,1,1,0,0,0,1
      Example of all information: 5375246912,AAA,999999,1,First,M,Last,4,0,1,M,4,0,1,0,1,0,0

   b. The only characters allowed in the student demographic data are A-Z, a-z, 0-9, commas, spaces, apostrophes, tics, and hyphens. All other characters such as the following will result in an error when the file is imported. [.? / " " \ # * ^ | & ( )] Spaces may be used between a first name such as Mary Lou, or a last name such as Mac Laughlin. A tic mark may be used after a name such as O'Reilly. You may not use periods.
   c. Enter the ten-digit Unique Identifier that the student was assigned through NSSRS in the **NDESTUDENTID** field.
   d. Enter your six-digit county-district number without the hyphen. (Example: 999999 instead of 99-9999)
   e. If the **SCHOOLID** number is 001, only enter 1. If the **SCHOOLID** is 016, enter 16. Errors will occur if you accidentally put an "o" (letter) instead of a "0" (number). (Incorrect example: 1o; Correct example: 10)
   f. Enter a 0 or a 1 in the SPED and ELL fields.
      i. No=0
      ii. Yes=1

   DO NOT write YES or NO, or place a check or X in the box. The system will only accept 0 or 1.

g. Enter an M or F for the Gender fields to indicate whether the student is a male or a female. DO NOT write the entire word.

h. There are five demographic subcategories included with ethnicity. Enter the corresponding number that follows the demographic. Do not write out the ethnicity, simply enter the number that represents the ethnicity of the student. Listed below are the ethnicities to be chosen from:
   i. American Indian/Alaska Native = 1
   ii. Asian or Pacific Islander= 2
   iii. White/Not Hispanic=3
   iv. Black/Not Hispanic=4
   v. Hispanic=5

i. Enter a 0 or a 1 in the Migrant and FRL (Free and Reduced Lunch) fields.
   i. No=0
   ii. Yes=1

Note: Four sections have been added to the student form reflecting assessment special codes.
If at the time of upload, a response cannot be provided for the special codes, default the field to 0. Once the information is available, and only IF it changes (after the assessment has been taken), the user must hand mark the change(s) directly on the printed New Student Information Form.

j. Enter a 0 or a 1 in the Accommodations field to indicate whether the student received accommodations during the administration of the assessment.
   i. No=0
   ii. Yes=1

k. Enter a 0 or 1 in the Absent and Alternate Assessment fields to indicate whether the student was absent or took an alternate assessment.
   i. No=0
   ii. Yes=1

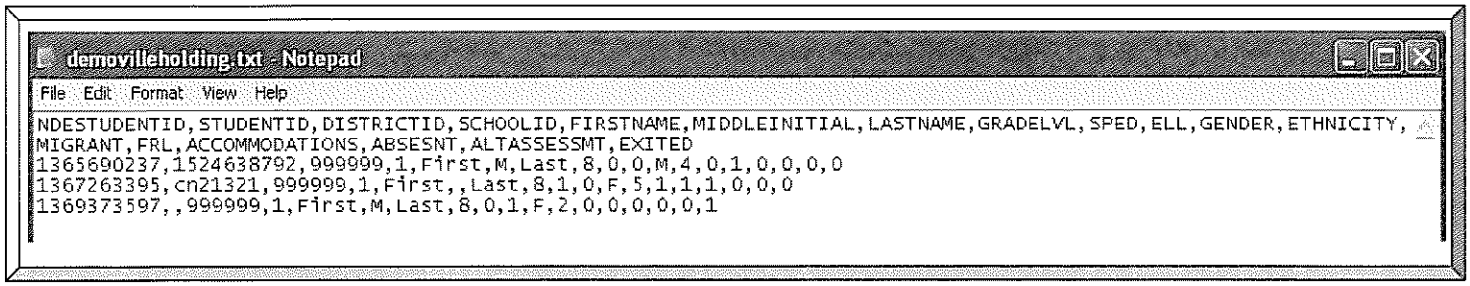
l. Enter a 0 or a 1 in the Exited District field to indicate if the student has exited the district.
   i. No=0
   ii. Yes=1

4. When the student demographic data has been entered, select **File, Save As**. Name the file and make sure the file has an extension of .csv or .txt. It is recommended that you use only lower case letters (Example: demoville.txt). Click **Save** to save the file.

5. Remember that the file should contain your entire district's student demographic data. Also, remember that how the information is typed is how it will appear in reports.

6. To upload the file, follow the instructions on the page: "Directions for Submitting a CSV File into the Holding Area."

Below is an example of what the csv file should look like when finished.




```
NDESTUDENTID,STUDENTID,DISTRICTID,SCHOOLID,FIRSTNAME,MIDDLEINITIAL,LASTNAME,GRADELVL,SPED,ELL,GENDER,ETHNICITY,
MIGRANT,FRL,ACCOMMODATIONS,ABSESNT,ALTASSESSMT,EXITED
1365690237,1524638792,999999,1,First,M,Last,8,0,0,M,4,0,1,0,0,0,0
1367263395,cn21321,999999,1,First,,Last,8,1,0,F,5,1,1,1,0,0,0
1369373597,,999999,1,First,M,Last,8,0,1,F,2,0,0,0,0,0,1
```

If you have any questions, contact **402.597.4889** OR **writing@esu3.org.**

Holding Area Directions to Create a CSV FILE Using EXCEL

Districts choosing to create a csv file may want to consult with their district technology specialist.

The new Holding Area stores student demographic information until updates are confirmed by Statewide Writing data personnel. The Holding Area allows the user (district SWA data entry personnel) to submit additions and changes of demographic data at times other than during the data submission window (10/16 –11/14). Data may be entered into the Holding Area in one of two methods: bulk data uploads (26 or more students) or individual student data entry (25 or fewer students). The Holding Area will receive **ALL** transfers made at times other than during the data submission window for data validation. For assistance, contact **402.597.4889** or **writing@esu3.org**.

1. Launch Excel. In the first row of your document, enter the following 18 headings just as they are shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	NDESTUDENTID	STUDENTID	DISTRICTID	SCHOOLID	FIRSTNAME	MIDDLEINITIAL	LASTNAME	GRADELVL	SPED	ELL	GENDER	ETHNICITY	MIGRANT	FRL	ACCOMODATIONS	ABSENT	ALTASSESSMENT	EXITED

Note: Four sections have been added to the student form reflecting assessment special codes.

a. Accommodations
b. Absent/Unable to Participate
c. Alternate Assessment
d. Student Exited District

Space

2. In subsequent lines, type in the corresponding student demographic data under the appropriate heading. (Incorrect example of **STUDENTID**: ab45872 , Correct example of **STUDENTID**: ab3456,)
   a. There are sixteen required fields for student demographic data. The two fields that do not require data are **STUDENTID** and **MIDDLEINITIAL**. If you are not entering a **STUDENTID** or a **MIDDLEINITIAL**, leave the cell blank. See Row 3 below for an example of a student entered without a **STUDENTID** number. See Row 4 for an example of a student entered without a **MIDDLEINITIAL**. Row 2 shows all cells filled.

Student ID Middle Initial

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	NDESTUDENTID	STUDENTID	DISTRICTID	SCHOOLID	FIRSTNAME	MIDDLEINITIAL	LASTNAME	GRADELVL	SPED	ELL	GENDER	ETHNICITY	MIGRANT	FRL	ACCOMODATIONS	ABSENT	ALTASSESSMENT	EXITED
2	1370405634	aaa	999999	3	First	M	Last	8	0	0	M	4	0	1	0	1	0	0
3	1370589824		999999	3	First		Last	8	1	0	F	5	1	1	1			
4	1371626499	ab21321	999999	3	First	M	Last	8	0	1	F	2	0	0	0	0	0	0

   b. It is important NOT to leave empty rows between the header and body, OR between any columns of student information. (Rows run across, Columns extend down)
   c. The only characters allowed in your student demographic data are: A-Z, a-z, 0-9, commas, spaces, apostrophes, tics, and hyphens. All other characters, such as the following, will result in an error when the file is imported. [.?/""\ #*^|&()] You may include a space between a first name such as Mary Lou, or a last name such as Mac Laughlin. Please make sure that you do not put a space before or after the name and the next field. You may also place a tic ` or an apostrophe ' after a name such as O'Reilly. You may not use periods.
   d. Enter the ten-digit **Unique Identifier** that the student was assigned through **NSSRS** in the **NDESTUDENTID** field.
   e. Enter your six-digit county-district number without the hyphen. (Example: 999999 instead of 99-9999)
   f. If the **SCHOOLID** number is 001, only enter 1. If the **SCHOOLID** is 016, enter 16. Errors will occur if you accidentally put an "o" (letter) instead of a "0" (number). (Incorrect example:1o; Correct example: 10)
   g. Enter a 0 or a 1 in the SPED and ELL fields.
      i. No=0
      ii. Yes=1

      DO NOT write **YES or NO,** or place a check or X in the box. The system will only accept 0 or 1.

h. Enter an M or F for the Gender fields to indicate whether the student is a male or a female. **DO NOT** write the entire word.
i. There are five demographic subcategories included with ethnicity. Enter the corresponding number that follows the demographic. Do not write out the ethnicity, simply enter the number that represents the ethnicity of the student. Listed below are the ethnicities to be chosen from:
    i. American Indian/Alaska Native = 1
    ii. Asian or Pacific Islander= 2
    iii. White/Not Hispanic=3
    iv. Black/Not Hispanic=4
    v. Hispanic=5
j. Enter a 0 or a 1 in the Migrant and FRL (Free and Reduced Lunch) fields.
    i. No=0
    ii. Yes=1

Note: Four sections have been added to the student form reflecting assessment special codes.
If at the time of upload, a response cannot be provided for the special codes, default the field to 0. Once the information is available, and only IF it changes (after the assessment has been taken), the user must hand mark the change(s) directly on the printed form.

k. Enter a 0 or a 1 in the Accommodations field to indicate whether the student received accommodations during the administration of the assessment.
    i. No=0
    ii. Yes=1
l. Enter a 0 or 1 in the Absent and Alternate Assessment fields to indicate whether the student was absent or took an alternate assessment.
    i. No=0
    ii. Yes=1
m. Enter a 0 or a 1 in the Exited District field to indicate if the student has exited the district.
    i. No=0
    ii. Yes=1

Below is an example of what the csv file may look like when completed.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	STUDENTID	DISTRICTID	SCHOOLID	FIRSTNAME	MIDDLEINITIAL	LASTNAME	GRADELVL	SPED	ELL	GENDER	ETHNICITY	MIGRANT	FRL	ACCOMMODATIONS	ABSENT	ALTASSESSMENT	EXITED
2	aaa	999999	2	First	M	Last	4	1	1	M	3	0	1	1	1	0	0
3	ab453	999999	2	Aaaaaa		Ccccc	4	0	1	F	4	1	1	0	1	0	0
4	aaa	999999	3	First	M	Last	8	0	0	M	4	0	1	0	0	0	0
5	1374745324	999999	3	First		Last	8	1	0	F	5	1	1	0	0	1	0
6		999999	3	First	C	Last	8	0	1	F	2	0	0	0	0	0	0
7	125478	999999	1	Aaaaaa	B	Ccccc	11	0	0	M	1	0	0	0	0	0	0
8	1380650984	999999	1	Ddddd		Eeeee	11	0	0	F	1	0	0	0	0	0	1

3. When the student demographic data has been entered, select **File**, **Save As**. Name the file and make sure the file has an extension of .csv or .txt. It is recommended that you use only lower case letters (Example: demoville.txt).

4. Change the **Save as Type, or Format** drop down menu to CSV (Comma Delimited) located below the file name box.

5. Navigate to the location on the hard drive for which the file should be saved.

6. Click on the **Save** button.

7. If using Excel on a Windows platform computer or version X on a Macintosh platform computer, a window will appear indicating, "The selected file type does not support workbooks that contain multiple sheets. To save only the active sheet, click 'OK'." Click the **OK** button.

8. A window will appear on both platforms indicating, "Your text may contain features that are not compatible with CSV (Comma Delimited) files." It will ask if the workbook is to be kept in this format. Click **Yes**.

9. When closing the spreadsheet, Excel will ask if you want to save the changes you made. Click **Don't Save** (Mac) or **No** (Windows).

10. To upload the file, follow the instructions on the page: "Directions for Submitting a CSV File Into the Holding Area."

If you have any questions, you may contact **402.597.4889** OR **writing@esu3.org.**

Directions for SUBMITTING a CSV FILE into the Holding Area

Districts choosing to send a text file, may want to consult with their district technology specialist.

The new Holding Area stores student demographic information until updates are confirmed by Statewide Writing data personnel. The Holding Area allows the user (district SWA data entry personnel) to submit additions and changes of demographic data at times other than during the data submission window (10/16 –11/14). Data may be entered into the Holding Area in one of two methods: bulk data uploads (26 or more students) or individual student data entry (25 or fewer students). The Holding Area will receive **ALL** transfers made at times other than during the data submission window for data validation. For assistance, contact **402.597.4889** or writing@esu3.org.

Submitting CSV Files

****You will have ONE file per district containing your student demographic data. Example: If Sampleville Public Schools includes two elementaries, one middle school, and one high school; one file would be exported. *****

1. Using a mainstream Internet browser such as Internet Explorer, Mozilla Firefox, or Camino connect to https://ndeweb.esu3.org. (Safari tends to be problematic when viewing reports)

2. Enter your Username **(your county-district number; refer to mailing re: 2007 holding area directions).**

3. Enter the appropriate password **(each district has two passwords, refer to mailing re: 2007 holding area directions) Passwords will remain the same for this school year but WILL BE CHANGED for the 08-09 year.**

4. Click the **Login** button.

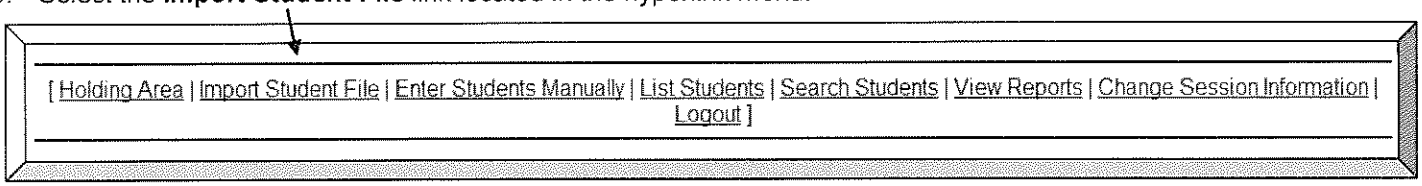
5. Select the year for which you are entering students **(2007-2008).**

6. Click the **Submit** button.

7. Select the event for which student data will be entered **(07-08 Statewide Writing Scoring).**

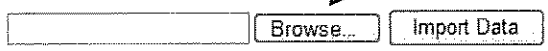
8. Click the **Submit** button.

9. Select the **Import Student File** link located in the hyperlink menu.



10. The upload page provides information regarding how your Comma Separated Value (CSV) file should look.

11. Scroll to the bottom of the page to view the **Browse** and **Import Data** buttons.
    Keep in mind that you will have the entire district's data in one file.



    a. Click the **Browse** button to navigate to the file on your computer. After finding the file, double click. You should see it in the window below.

12. Click the **Import Data** button.

13. The system will check your file for errors, it will either be ready for processing, or it will NOT be accepted.
    a. If your file is valid and is ready to be processed, your students will appear on the screen as they will be imported. Each student will have a large green check in front of the record.

Process File

Valid	NDESTUDENTID	STUDENTID	DISTRICTID	SCHOOLID	FIRSTNAME	MIDDLEINITIAL	LASTNAME	GRADELVL	SPED	ELL	GENDER	ETHNICITY	MIGRANT	FRL	ACCOMMODATIONS	ABSENT	ALTASSESSMEN
✓	1######84	125478	999999	3	First		Last	08	0	0	F	1	0	0	1	0	0
✓	3######90	464643316	999999	3	First	L	Last	08	0	0	M	1	0	0	0	0	0
✓	3######98	797654	999999	3	First		Last	08	1	1	M	3	0	1	0	0	0

    b. If your file was not accepted, the error message will be listed along with the student(s) record causing the error. The necessary changes need to be made to the file before the next upload.

There were errors with your file. Please correct the errors and try again.
(To avoid more errors, check that the error was not on all lines.)
Try Again

Getting Errors? Print the first page of errors and compare them with the error list for help in fixing them.
Line Number #2: The NDESTUDENTID is not valid. (Error No:6)
3#######87,125478,999999,3,First,B,Last,8,0,0,F,1,0,0,1,0,0,0

Your file has not been processed, below are the results from the data validation.
If there were no errors please press the Process File button to import your file.

Valid	NDESTUDENTID	STUDENTID	DISTRICTID	SCHOOLID	FIRSTNAME	MIDDLEINITIAL	LASTNAME	GRADELVL	SPED	ELL
✗	3#######87	125478	999999	3	First	B	Last	08	0	0

    i. If you do not understand the error, select the **Error List** hyperlink shown below.

Getting Errors? Print the first page of errors and compare them with the error list for help in fixing them.

    ii. Reloading files can be done in one of two ways:
        (a) Scroll to top of error page, click the **Try Again** button.
        (b) Scroll to top of webpage; click the **Import Student File** hyperlink.

    c. If your file is valid AND ready to be reprocessed, your students will be listed with a green check, preceding the record, showing that the data is now valid. Click the **Process File** button.

14. If the file is accepted, a confirmation screen will replace the import screen informing you that the transmission was successful.
    a. Student information can be verified by selecting the **Verify Students** link.

It is <u>important</u> that you check this information for any duplicate entries or missing students.

    b. If corrections need to be made, select the student's **SYSTEMID**. The student demographic information will appear in editable form. Make necessary changes and click the **Submit and Print** button. For more information on electronic additions, changes, or exits of students information; please refer to the Electronically Changing and Exiting Data instructions (begins on page 10 of this document).

14b

Click the **System ID** of the student to view details and/or make changes to that student's information.

System ID	SchID	Student Name	NDE StudentID	Student ID	Grade	SPED	ELL	Gender	Ethnicity	Migrant	FRL	Status
395551	003	Last, First B.	3905412187	125478	08			F	American Indian/Alaska Native			*
395562	003	Last, First L.	9799685583	464643316	08			M	American Indian/Alaska Native			*
395552	003	Last, First A.	2725786029	797654	08	X	X	M	White/Not Hispanic		X	*
395563	003	Last, First	3498657303	ab453	08		X	F	Black/Not Hispanic	X	X	*

15. To search for students uploaded in the bulk text file
    a. Select the **Holding Area** hyperlink on the main menu
    b. Select the **Search** hyperlink in the second row of links. (Do not confuse **Search** with **Search Students. Search Students** is a search of "active" students in the database.) The **Search** option that is available in the Holding Area will only include those students in the database who have had additions or changes made to their record after the data submission window has closed.

Nebraska Statewide Writing Assessment

Current Session Information

For School Year: 2007-2008 **District:** Exampleville **Event:** 07-08 Statewide Writing Scoring

15a

[Holding Area | Import Student File | Enter Students Manually | List Students | Search Students | View Reports | Change Session Information | Logout]

15b

New Today Pending Search District Totals Approved All Records

c. Once at the **Holding Area Search Page**, there are eight different search options. Each type of search is explained below.

15c

Search

Search by District Student ID:

Search by Last Name:

Search by First Name:

Search by NDEStudentID:

Search by Change Type: None

Search by Holding Type/Status: All

Search newer than:

Search older than:

Search

i. **Search by District Student ID:** Apply a quick search by entering the district's local student ID
ii. **Search by Last Name:** Apply a quick search by entering the student's last name
iii. **Search by First Name:** Apply a quick search by entering the student's first name
iv. **Search by NDE Student ID:** Apply a quick search by entering the student's ten-digit student identifier assigned by the Nebraska Department of Education
v. **Search by Change Type:** Apply a quick search by selecting a search criteria from the drop-down menu
vi. **Search by Holding Type/Status:** Apply a quick search by selecting a search criteria from the drop-down menu
vii. **Search newer than:** A date may be entered to return all entries newer than the specified date. The recommended format to enter the date is MM/DD/YYYY
viii. **Search Older Date:** A date may be entered to return all entries older than the specified date. The recommended format to enter the date is MM/DD/YYYY

16. After entering the search criteria and clicking on the Search button, scroll down the webpage to view your search results

17. To view students in the building that they reside, click the **Change Session information** hyperlink.

    a. Select the radial button for the School to be viewed.

    b. Click the **Submit** button at the bottom of the page.

18. Select the **Logout** link when finished. Student demographic data may be added, deleted, or updated at any time during the specified time frame.

If you have any questions, please contact **402.597.4889** OR **writing@esu3.org.**