STATE OF THE SCHOOLS REPORT 2014-2015
CONSOLIDATED DATA COLLECTION

INSTRUCTIONS FOR ACCESSING AND COMPLETING DISTRICT ASSESSMENT INFORMATION AND STANDARDS REPORTING OPTIONS IN THE CONSOLIDATED DATA COLLECTION (CDC)

The Consolidated Data Collection (CDC) is a system designed to collect data for Federal and State reporting that is not collected through the Nebraska Student and Staff Record System (NSSRS). CDC is a data collection available on the NDE Portal. The NDE Portal is available via a link on the NDE homepage: www.nde.state.ne.us or by directly accessing the link: http://portal.nde.state.ne.us

Find the Collection:

1) Log in to the portal > Click on the tab for "Data Collections"
2) Choose "Consolidated Data Collection (CDC)
3) From the "Open Collections" list, choose "State of the Schools Report"*

Each report screen has navigation buttons at the top of the screen as well as a "Click for Instructions" bar. At the bottom the report has buttons for "Save" and "Save and Close." As you enter information into each report, you may want to save periodically. When finished with a report, select the "Save and Close" option.

Pre-populated data will not be considered complete, even if there are no changes, unless "Save Data" or "Save Data and Close" is clicked. A checkmark in the status column indicates the report is complete.

Complete the section: **"District Assessment Information"**

4) Choose "Enter district information"
   Item A: District description—this is the district description that will appear on the State of the Schools Report. The text boxes will be prepopulated from the previous year. You may edit if needed, or, if no changes need to be made, click "Save."

"Save" or, "Save Data and Close" to return to the SOSR screen.

5) Click "Enter graduation requirements"
   Information on this screen is prepopulated from the previous year. Edit if needed and "Save" or, if there are no changes, click "Save." Return to the SOSR screen, and again, you will see the green beside this item to indicate that it is completed.

When completed, the main SOSR screen should have status after each item marked complete:

2013-2014 STATE OF THE SCHOOLS REPORT
District Assessment Information and Reporting
District Assessment Information and Reporting Options

Contact Us | Click for Instructions | Reports

District Assessment Information

Select report to complete:	STATUS
Enter district information	✓
Enter graduation requirements	✓

6. Student Performance by School

1) Select a school to enter the school building description.
Item A: School description—this is the school description that will appear on the State of the Schools Report. The text boxes will be prepopulated from the previous year. You may edit if needed, or, if no changes need to be made, click "Save."

"Save" or, "Save Data and Close" to return to the SOSR screen.

7. View Summary Report When the district has finished the State of the Schools Reports, click the "View Summary Report" button. This is a summary of each of the items in the CDC/State of the Schools Report collection. You may print a copy for future reference.

8. Approve & Submit When the district's "State of the Schools Report" CDC collection is complete, there are two final steps to complete the submission to NDE. The collection must be both submitted and approved. Data can be edited at any time before the collection has been approved. When you make a change to the data, you must "Save" again.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

To make changes after approval, the district contact will need to call the NDE Assessment office: 402-471-2495

9. Submit

The person who actually enters data into the collections will usually fulfill "Submit" role. This "Submit" person will not be able to "Approve" the collection. Once the collection is completely finished, the "Submit" person should click on the SUBMIT button to verify that the data is complete. Submission of the collection cannot be completed until all reports are

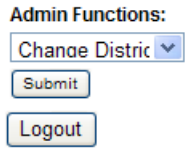
checked in the “Status” column**.** Data can be updated and edited after it has been submitted but not after the APPROVE button has been selected.

10. Approve

Only one person in the district can be assigned as the APPROVER with access to APPROVE button on the Approver’s screen. The APPROVER can also “Submit” collections. After the data has been submitted and if there are no further edits, the collection is ready for approval. After the school district’s APPROVER is satisfied with the collection, the APPROVER clicks on the “APPROVE” button to officially submit the data in the collection to the NDE.

Editing Data After Approval: Once the data has been approved, the data cannot be edited. If additional editing is needed, then district will have to contact NDE to re-open the collection. Contact the Statewide Assessment office at 402 471-2495 or nde.stateassessment@nebraska.gov The collection will need to be submitted and approved after re-opening.

Notes:

*If you do not have the State of the Schools Report in your list of open collections, you will need to obtain an activation code from your superintendent. Click “Add” and enter the activation code when instructed.

**If a user is responsible for more than one district, they will need to enter the appropriate activation codes for each district. Once all activation codes have been entered, changing districts is done by clicking on the “Change Districts”, then “Submit” button on the left hand side of the screen. This will take you to a screen that will allow you to change districts.