**ADVISER**

NEBRASKA DEPARTMENT OF EDUCATION
DATA, RESEARCH, & EVALUATION

# ADVISER VALIDATION GUIDE

UPDATED: OCTOBER 2020

**NEBRASKA**
DEPARTMENT OF EDUCATION

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# HOME

## Menus

**ADVISER Validation Home** will always return user to the home page.



As will the **NDE Seal**.



The **simple navigation (or hamburger) menu** offers a Home selection as well.
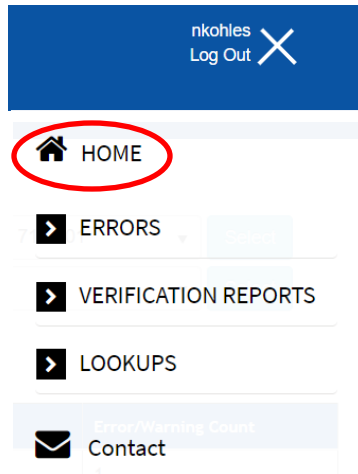
## Contact

Opens an email To: ADVISERHelp@nebraskacloud.org, which automatically creates a Helpdesk ticket when sent.
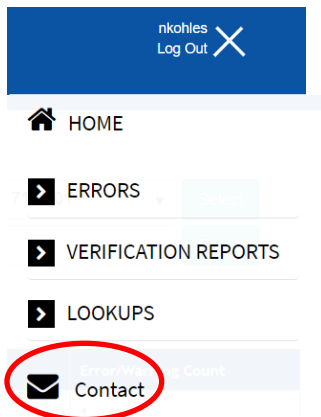


## Current District

Displays the district in current view and if user has access to multiple districts, the drop down menu lists those available to view. Note: Must hit blue Select button to view another district.

# School Year

Displays the school year in current view and allows user to change the school year to review. Note: Must hit blue Select button to view another school year.



# Domain

Error categories and count within.



Domain Options may include:
Assessments
Attendance/Calendar
Career Education
Course Sections / Grades
Discipline
Early Childhood
Graduation Cohort
High Ability Learner
LEP / Immigrant
Special Education
Staff
State Aid
Student Demographics
Student Enrollment
Title I

# Data Group

Record types and the number within.



Data Groups may include:
District, School & Calendar
Staff
Student, Parent & Demographics
Courses & Sections
Enrollment
Attendance
Programs
Discipline
Course Grades
Transcripts
Post-Graduate Activities

# ERRORS

## Review Errors

Lists errors currently in ADVISER.

**ADVISER VALIDATION HOME**

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  Review Errors
  Reprocess Errors
  Error Summary
VERIFICATION REPORTS
  Students
  Staff
  District Admin Sign Off

**Current District:** Beatrice Public Schools [34-0015-000]

**School Year:** 2018-2019

| Beatrice Public Schools 34-0015 ▼ | Select |
| 2018-2019 ▼ | Select |

### Review Errors

| Domain | Error/Warning Count |
|---|---|
| SPECIAL EDUCATION | 1 |

Errors are listed by Domain. Click on the Domain name itself to open the list of errors associated with the specific category. Note: Additional activation codes may be needed to view certain types of errors (those containing Special Education, Discipline and Food Program data.) See District Administrator for more details.

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  District Admin Sign Off

**Current District:** Beatrice Public Schools [34-0015-000]

**School Year:** 2018-2019

| Beatrice Public Schools 34-0015 ▼ | Select |
| 2018-2019 ▼ | Select |

### Review Errors

| Domain | Error/Warning Count |
|---|---|
| SPECIAL EDUCATION | 1 |

A list of errors, including the Error # and Description, will display. The Error Description states what is wrong with the data.

**Current District:** Beatrice Public Schools [34-0015-000]

**School Year:** 2018-2019

| Beatrice Public Schools 34-0015 ▼ | Select |
| 2018-2019 ▼ | Select |

### Error Details

Showing results for Error Domain: Special Education

| Error # | Error Description | Errors | Archive Count |
|---|---|---|---|
| 711 | Special Education Course Listed for Student That Does Not Have a Special Education Program Record | 1 | 0 |

To view the list of students impacted by each Error, click on the blue number under the Error Count or Archive / Warning / Information Count column.

| Error Count | Archive / Warning / Information Count |
|---|---|
| 20 | 0 |
| 1 | 0 |
| 1 | 0 |
| 0 | 10 |

# Error Count

These are errors that need to be fixed.

       Critical – have to be fixed

       Regular – may be archived, if extenuating circumstances allow

# Archive/Warning/Info Count

These errors include those that have been archived, 'errors' that are just warnings, and informational counts. Examples:

       Archive – student is reported correctly even though it doesn't 'fit' into a typical scenario

       Warning – current data is likely erred and will impact final reporting

       Info Count – head's up, current data reported is likely erred

Clicking through the error count displays the details on how to fix the error (a description under the error number and name). ***Note: Read the error message carefully*** – It will explain exactly what is wrong and in most cases how to fix it.

### Error Details

Error # 716: Student Demographics Record Missing for Student Enrolled in District
A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.

Reprocess Errors for (716)

| | Export to Excel | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Student ID | Local ID | Last Name | First Name | Grade | Birth Date | Location Name | Location ID | Comments |

A list of student(s) impacted will be under the blue bar.

| | Export to Excel | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Student ID | Local ID | Last Name | First Name | Grade | Birth Date | Entry Date | School | Comments |
| 1234567890 | 258 | Jones | Sam | 10 | 6/19/2003 | 4/9/2019 | EXAMPLE HIGH SCHOOL | | ⊘ Edit |

⊮ ◄ 1 ► ⊯             1 - 1 of 1 items

# Exporting Errors to Excel

Errors can be exported into an Excel document by selecting the Export to Excel button, then saving the download.

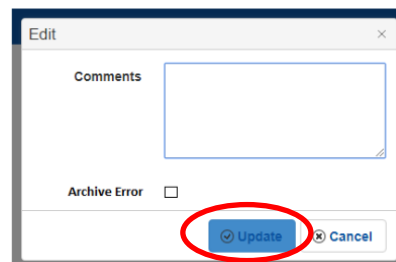| | Export to Excel | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Student ID | Local ID | Last Name | First Name | Grade | Birth Date | Entry Date | School | Comments |
| 1234567890 | 258 | Jones | Sam | 10 | 6/19/2003 | 4/9/2019 | EXAMPLE HIGH SCHOOL | | ⊘ Edit |

⊮ ◄ 1 ► ⊯             1 - 1 of 1 items

# Comment the Error

To add or edit a Comment, simply select the **Edit** button within the error description screen.
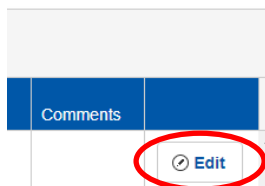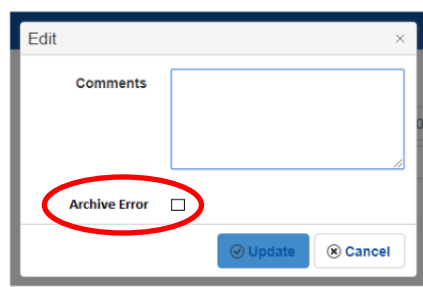
A pop up will appear. Type comments in the box. Click **Update** when done.
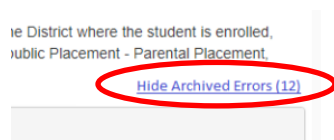
# Archive Errors

To Archive the error, select the **Archive Error** button before Updating the Comment.

To view Archived Errors, click **Show Active Errors**.

**Show Active Errors (42)**

To return to errors which are not archived, click **Hide Archived Errors.**

# Reprocess Errors

Errors reprocess automatically overnight after data is changed in the Student Information System (SIS). For immediate reprocessing, Errors can be reprocessed as a whole or individually.

# Reprocess Individual Error

For individual error reprocessing, select the **Reprocess Errors for (xxx)** button within the error itself.

### Error Details

**Error # 716:** Student Demographics Record Missing for Student Enrolled in District
A student has a School Enrollment record within your district, but the student's Demographics record has not been reported for your district.

**Reprocess Errors for (716)**

📑 Export to Excel

| Student ID | Local ID | Last Name | First Name | Grade | Birth Date | Location Name | Location ID | Comments | |
|---|---|---|---|---|---|---|---|---|---|

# Reprocess All Errors

To reprocess all errors, or to view the status of any reprocessing, go to **Reprocess Errors**.

**ADVISER VALIDATION HOME**
- ERRORS
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  - Reprocess Errors
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  - Staff
- LOOKUPS
  - Enrollment Lookup by ID
  - Student Lookup by ID
  - Student Lookup by Demographics
  - Special Education Programs Lookup

**Current District:** Mullen Public Schools [46-0001-000]    Mullen Public Schools 46-0001 ▼ | Select

**School Year:** 2017-2018    2017-2018 ▼ | Select

### Adviser Validation Home

| Domain | Error/Warning Count |
|---|---|
| ATTENDANCE / CALENDAR | 0 |
| EARLY CHILDHOOD | 7 |

| Data Group | Records |
|---|---|
| DISTRICT, SCHOOL, & CALENDAR | -1 |

Select **Reprocess Errors**.

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  - Student Lookup by ID
  - Student Lookup by Demographics
  - Special Education
  - Programs Lookup

**Current District:** Palmyra District O R 1 [66-0501-000]    Palmyra District O R 1 66-0501 ▼ | Select

**School Year:** 2018-2019    2018-2019 ▼ | Select

### Reprocess Errors

**Reprocess Errors**

Refresh Status

| School Year | Request | Request Date | Status |
|---|---|---|---|
| 2018-2019 | Error #: 716 | 04/09/2019 12:11:49 PM | Pending |

|◄ ◄ **1** ► ►|    1 - 1 of 1 items  ↻

Reprocessing can take a while. By selecting the **Refresh Status** button, you can see where in the reprocess status ADVISER is.



## Error Summary

Lists <u>all</u> validation errors currently being run against data – whether the district actually has the error or not.



Search by the Error #, selecting a specific Domain from the dropdown menu, or Error Name Contains.

# VERIFICATION REPORTS

Student and Staff data reports are located here. These reports are NOT errors. They are summary and detail reports of the data entered into ADVISER from the SIS.



It is important to review these reports regularly, to verify information has been reported correctly. If something is not showing correctly, the correction is made in the SIS, and the report refreshed to view it again.

## Students



There are multiple Student Verification Reports available for each Data Group. Select the individual Data Group category to open the reports under the section.

Each report provides a description and timeline for when to review the report.



Click on the report title to open and view details. Note: Additional activation codes may be needed to view certain reports (those containing Special Education, Discipline and Food Program data.) See District Administrator for more details.



## Reporting Window

Each report has various ways to narrow the data scope. This is the window of time during which the report should be run.



Value options vary throughout the year and may include:

Full Year - Any students enrolled in the district at any time during the school year, even if already exited.

As of Today - Students enrolled in the district today.

As of October 1st - Students enrolled in membership or SPED programs on 10/1, according to what is currently in ADVISER.

As of October 1st (Locked) - Students enrolled in membership or SPED programs on 10/1, according to state accountability data locked on/around 11/1.

End of Year – Students who were enrolled on the last day of their school year. This includes graduates, students with no exits and students who transferred out after the last day of school. It does not include students who transferred out before the end of the school year. The student's last day of their school year is determined by the last Instructional Day within the student's calendar.

As of End of Year (Locked) – Students enrolled on the last day of their school year, according to state accountability data locked on/around 7/1.

## Location/School

Breaks data by district or school levels.

Once options have been selected, click View Report.

Reports typically contain more information within. Read the descriptor at the top of the page for nuances within the report itself.
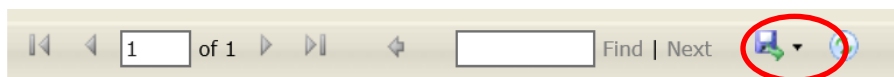
DISTRICT HIGH ABILITY LEARNER ELIGIBLE TOTAL: 84

This report displays all of the High Ability Learner Eligible students and their High Ability Learner Participant status and their Honors or Advanced Placement status. All students are included with and Full Time Equivalency (FTE) of 1% or greater. The main use of this report is to validate the data that will be used by the High Ability Learner Funds Application. This application is due in the fall following the close of the school year. Therefore it is important to get the data correct by the end of the current school year.

If this verification report lists students who were not in membership in the current school year, but transferred out before school started, please be sure they have an exit code from your school.

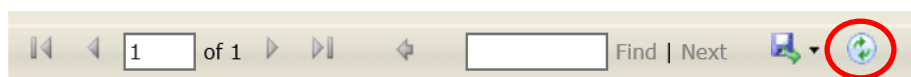Reports may have multiple pages and can be saved, printed or refreshed.

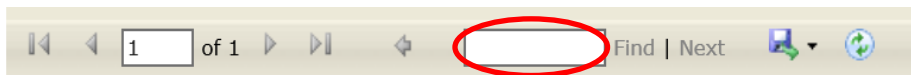To save or print the report, select the disc button.

The report can be saved as various file types and printed, if desired.

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word
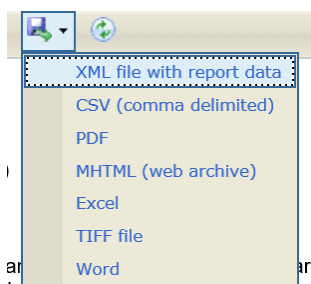
To refresh the report data, select the refresh button. This will reprocess data with any revised SIS information.

Reports are also searchable by ID, Name, anything.

# Staff



There are two Data Groups for Staff.



**ADVISER Dashboard Staff Reports**
These reports are specific to Dashboard only.

### ADVISER Dashboard Staff Reports

| REPORT | DESCRIPTION | REVIEW |
|---|---|---|
| ADVISER Staff Position Titles & Dashboard Access | Lists all staff records that have been uploaded by your SIS, which are required for accessing the ADVISER Dashboard. | If using the Dashboard |

**Staff Courses**
These reports are also available in the Student section of Verification Reports.

### Staff Courses

| REPORT | DESCRIPTION | REVIEW |
|---|---|---|
| Teacher Courses | Course information, grouped by Teacher | Each Term & Year-End |
| Teachers No Courses | List of teachers who have not been linked to any Section or Grade records. | Each Term & Year-End |

**Note:** Staff Reporting remains a separate collection from ADVISER. It is located in the NDE Portal. The NSSRS Validation collection provides Errors/Warnings and Staff Verification Reports for the Staff Reporting collection.

# District Admin Sign Off

This is where District Administrators approve collections. District users are able to view the page, but only District Administrators can make the approval.

The Collection Name and associated school years are listed in the Select Sign Off Name dropdown menu.

## District Sign Off

**Select Sign Off Name:**          2019-2020 Year End Collection          ⌄          Select

Selected SignOff: 2019-2020 Year End Collection
Signoff Open 2020-06-15 through 2020-09-15

The Signoff Open dates will list the time frame when the collection is available for sign off.

## District Sign Off

**Select Sign Off Name:**          2019-2020 Year End Collection          ⌄          Select

Selected SignOff: 2019-2020 Year End Collection
Signoff Open 2020-06-15 through 2020-09-15

If a collection is open, the red font will indicate as such.

## District Sign Off

**Select Sign Off Name:**          2020-2021 Fall Collection          ⌄          Select

Selected Collection: * 2020-2021 Fall Collection (* = actively open sign off.)

Signoff Open 2020-10-26 through 2020-10-31

An acknowledgement section and reports to view will be listed.

By approving this collection I, as the district administrator or their designee, certify that to the best of my knowledge and belief the information herein submitted in this collection is true, complete and accurate. I understand and agree that the information herein submitted may be used by the Nebraska Department of Education, consistent with all applicable state and federal laws, for purposes of, but not limited to, public reporting and state aid calculations.

To ensure accuracy in your data, before you approve, the following reports should be reviewed for accuracy by you or your staff in Verification Reports for Student. DO NOT APPROVE until these reports have been reviewed and are considered accurate:

**General and Miscellaneous**
- Food Program Eligibility by Grade
- E-Rate Report
- Home Languages
- Student Group Counts

**Early Childhood**
- Early Childhood – For State Aid Purposes

**Membership and Attendance**
- Membership by Grade, Race and Gender
- Membership Roster

The listed reports should always be reviewed before any approval occurs.

Once ready to approve, select the **I Agree** button. Note: the 'I agree to the above statement' check box is pre-selected.



A message will indicate successful approval.



The District Administrator User Name and a timestamp will be listed.



It is also possible to remove the approval by de-selecting the 'I agree to the above statement' checkbox and hitting the I Agree button.

# LOOKUPS

Lookups are used to view Student Data in a variety of ways.

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- Student Lookup by ID
- Student Lookup by Demographics
- Special Education
- Programs Lookup

**Current District:** Mullen Public Schools [46-0001-000]     Mullen Public Schools 46-0001   ▼   Select

**School Year:** 2017-2018     2017-2018   ▼   Select

## Adviser Validation Home

| Domain | Error/Warning Count |
|---|---|
| ATTENDANCE / CALENDAR | 0 |
| EARLY CHILDHOOD | 7 |

| Data Group | Records |
|---|---|
| DISTRICT, SCHOOL, & CALENDAR | -1 |

## Enrollment Lookup by ID

This lookup is for an individual student. It shows all enrollment data for one student, over multiple school years and at multiple districts. The Enrollment Lookup by ID is a great assistant in resolving Enrollment and Cohort errors.

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- Special Education
- Programs Lookup

**Current District:** Mullen Public Schools [46-0001-000]     Mullen Public Schools 46-0001   ▼   Select

**School Year:** 2017-2018     2017-2018   ▼   Select

## Adviser Validation Home

| Domain | Error/Warning Count |
|---|---|
| ATTENDANCE / CALENDAR | 0 |
| EARLY CHILDHOOD | 7 |

| Data Group | Records |
|---|---|
| DISTRICT, SCHOOL, & CALENDAR | -1 |

Enter the NDE Student Uniq ID# of the student to view and click **Submit**.

## STUDENT ENROLLMENT LOOKUP BY ID

👤 Enter NDE Student ID

Submit   Reset

A list of the Enrollment records for this student display; including all years and districts/schools this student has attended.

| School Year | Student ID | Local ID | Student Name | District | School | Entry Date | Entry Type | Withdraw Date | Withdraw Type | Grade Level | Residence Status | District of Residence | School of Residence | Full Time Equival |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-2019 | | 31477 | | KEARNEY PUBLIC SCHOOLS (10-0007) | SUNRISE MIDDLE SCHOOL (015) | 02/28/2019 | Transfer In (102) | | | 08 | Not applicable | 10-0007 | 100007015 | 100 |
| 2018-2019 | | 31477 | | PLEASANTON PUBLIC SCHOOLS (10-0105) | PLEASANTON HIGH SCHOOL (001) | 08/13/2018 | Transfer In (102) | 02/25/2019 | Transfer Out (201) | 08 | Not applicable | 10-0105 | | 100 |
| 2017-2018 | | 31477 | | KEARNEY PUBLIC SCHOOLS (10-0007) | SUNRISE MIDDLE SCHOOL (015) | | | 05/22/2018 | Transfer Out | 07 | Not Applicable | 10-0007 | | 100 |
| 2017-2018 | | 31477 | | KEARNEY PUBLIC SCHOOLS (10-0007) | SUNRISE MIDDLE SCHOOL (015) | 08/16/2017 | Still Enrolled | | | 07 | Not Applicable | 10-0007 | | 100 |

If viewing a student not enrolled in own district, the following message will display. Click the **I Agree** button to verify a legitimate educational interest in accessing this information, before being able to view the student's data.

NDE does not have a record of your agency having submitted an NSSRS Student template for NDE Student ID

By accessing personally identifiable information (enrollment history) regarding any student of a school district other than the school district that employs/contracts with you, you are assuring that:

1. The school district that employs or contracts with you has determined that you have a legitimate educational interest in accessing this information; and

2. You are accessing this information because the student is seeking or intending to enroll in your school district, or has enrolled in your district.

I Agree    Cancel

# Student Lookup by ID
This lookup is for individual student data for the current school year, at the district selected.



Enter the NDE Student Uniq ID# of the student to view and click **Submit**.



A display of all data reported for this student will be listed by Data Groups.

# Student Lookup by Demographics

This Lookup groups students who are specific to the selected demographic criteria.



Instructions for this specific section can be found through the hyperlink **Instructions**.



To run this report, select a Reporting Window from the dropdown box.

Check the box for each item to limit the search by. These are **Field to Limit Results On**.



*For example,* to view 4th grade girls attending Elementary today; select School, Grade Level and Gender in the first column.



For each of the items selected in the first column, limit the search by selecting the specific values. *From the example above*, choose Mullen Elementary School for **School**, 4th for **Grade**, and Female for **Gender**. To highlight multiple fields, select the *Ctrl* button with a mouse click on each field desired*.

In the third column, **Columns on Report,** select the Fields to display in the results.

Please select value from Dropdown

| Please select | ⌄ |

| Field to Limit Results On (Check box, then make selection in next column) | Field Selections | Columns On Report |
|---|---|---|
| ☐ School | MULLEN HIGH SCHOOL (001) MULLEN ELEMENTARY SCHOOL (002) | ☐ |

*For example*, to view the 4th Grade Females from the example above who are LEP Eligible or not, check the box in the Columns to Report which corresponds to LEP Eligible. A column will be included on the report listing the student's eligibility as Yes or No.

Once all Fields are selected, click the **Submit** button at the bottom of the page to get the final report.

| ☐ Nonpublic Targeted Assistance | ○ Yes ○ No | ☐ |
| ☐ Parent In Military | ○ Yes ○ No | ☐ |

Submit    Reset

The final report will include Student ID, Local ID, Last Name, First Name, Middle Initial and Birthdate.

**Student Lookup by Demographics Results**

Selected Value:

📄 Export to Excel

| Student ID | Local ID | Last Name | First Name | Middle Initial | BirthDate |
|---|---|---|---|---|---|

Additionally, results can be exported to Excel by selecting Export to Excel.

**Student Lookup by Demographics Results**

Selected Value:

📄 Export to Excel

| Student ID | Local ID | Last Name | First Name | Middle Initial | BirthDate |
|---|---|---|---|---|---|

Tip: To narrow results, the more items limited in the search, the fewer results received.

# Special Education

Looks up and groups students specific to selected demographic and Special Education data.



View the step by step guide for Student Lookup by Demographics for specific step by step details. The two Lookups operate the same.

# Programs Lookup

Groups students related to a specific program.



Select the Type of program from the dropdown box.



Follow prompts for additional Location and other program specific option to select.