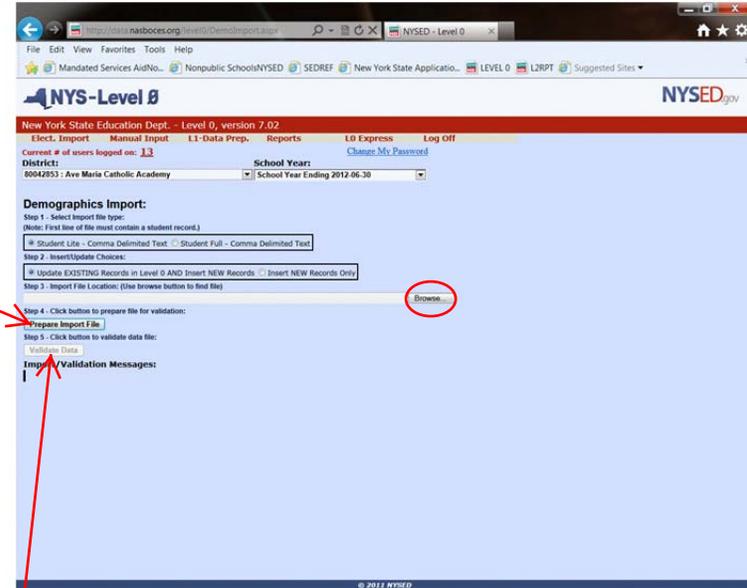
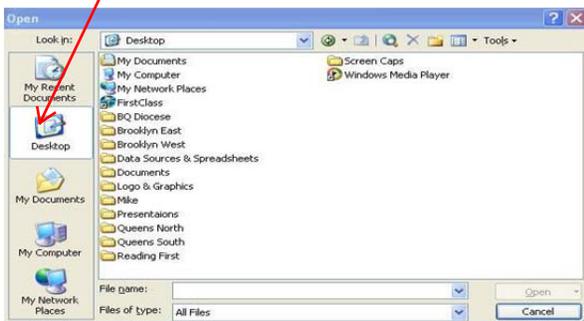
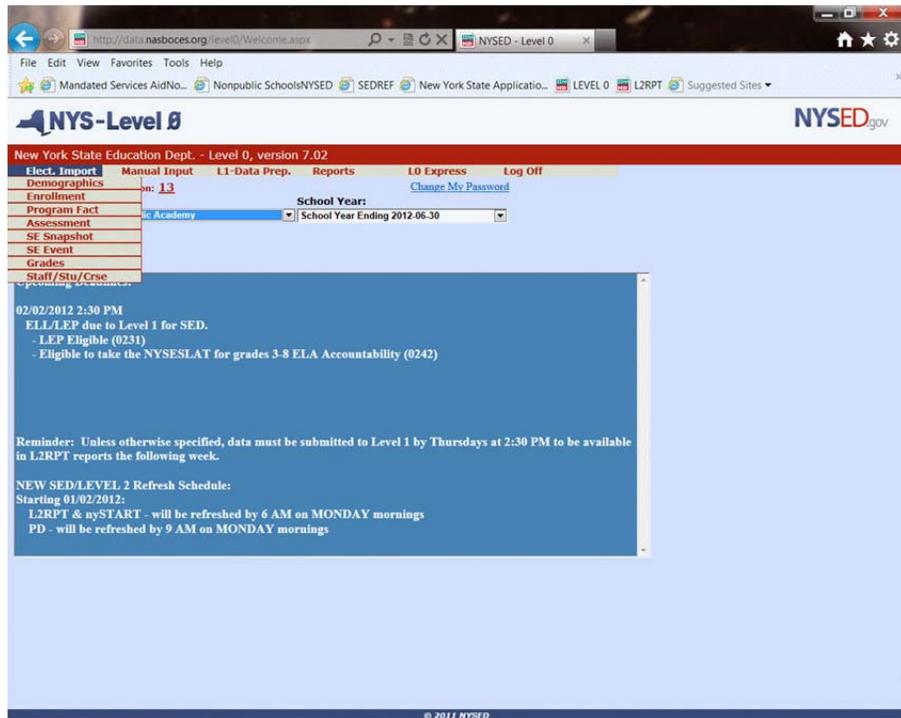


Go to: <http://level0.nasbores.org>

Log in with your assigned Username and Password
On the Main Menu, it should say your school name and the year ending should be 2022-06-30

PART 1: IMPORTING STUDENT DEMOGRAPHIC

1. Mouse over Elect. Import
2. Select Demographics from the List
3. Go to Step 3 & Click Browse
4. Navigate to your Desktop and select your Student Lite Data File
5. Click Open



6. After the File is Selected, Click Prepare Import File
7. If there are errors, they will appear under Import/Validation Messages in **RED**
 - a. Please read the ENTIRE ERROR REPORT.
 - b. If a problem has been identified at this step, there is something wrong with the file itself
 - c. To fix this error, export the Option C Data again and restart the Demographics Import Procedure.
8. Once there is a **GREEN** message, your data is ready for Validation
9. Click Validate Data. If the message is **GREEN**, you can move on. If the message is **RED**:
 - a. Please read the ENTIRE ERROR REPORT.
 - b. After the problem has been identified, go back to Option C and fix the errors.
 - c. Once fixed, export the Option C Data again and restart the Data Import Procedure.

PART 2: IMPORTING STUDENT ENTRY/EXIT DATA

1. Mouse over Elect. Import
2. Select Enrollment from the List.
3. In Step 2, select **“Delete All Enrollment Records for Current District and Current Year”**. This eliminates the possibility of duplicate records.

The screenshot shows the 'NYS-Level 0' web application interface. At the top, there's a navigation bar with 'Elect. Import' selected. Below that, the 'Entry/Exit Enrollment Import' section is visible. It contains five steps: Step 1 (Select Import file type), Step 2 (Delete current Level 0 valid enrollment records for this district and school year?), Step 3 (Import File Location), Step 4 (Click button to prepare file for validation), and Step 5 (Click button to validate data file). Step 2 has two radio button options, with 'Delete All Enrollment records for current district and current year' selected and circled in red. Step 3 has a 'Browse...' button circled in red. Step 4 has a 'Prepare Import File' button circled in red. A red arrow points from this button to step 4 in the list below. The 'Import/Validation Messages' section is empty.

4. Navigate to your Desktop and select your Entry/Exit Data File
5. Click Open
6. After the File is Selected, Click Prepare Import File
7. If there are errors, they will appear under Import/Validation Messages in **RED**
 - a. Please read the ENTIRE ERROR REPORT.
 - b. If a problem has been identified at this step, there is something wrong with the file itself
 - c. To fix this error, export the Data again and restart the Enrollment Import Procedure.
8. Once there is a **GREEN** message, your data is ready for Validation
9. Click Validate Data. If the message is **GREEN**, you can move on. If the message is **RED**:
 - a. Please read the ENTIRE ERROR REPORT.
 - b. After the problem has been identified, go back to Option C and fix the errors.
 - c. Once fixed, export the Option C Data again and restart the Enrollment Import Procedure.

***ALL ERROR CORRECTIONS MUST BE MADE IN OPTION C. DO NOT MAKE CHANGES IN LEVEL 0. AFTER CORRECTIONS ARE MADE IN OPTION C, YOU MUST EXPORT THE DATA TO YOUR DESKTOP AND UPLOAD IT TO LEVEL 0 AGAIN. THEN YOU CAN CONTINUE ON TO SUBMITTING DATA TO LEVEL 1. ***

PART 3: PUSHING DATA TO LEVEL 1

1. Mouse Over L1-Data Prep.
2. Click on Demographics
3. Click Validate Now. A message box will appear telling you what the status of your data is. As long as it is green you can continue. If the message is red, please contact me.

NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0, version 7.02

Elect. Import Manual Input **L1-Data Prep.** Reports L0 Express Log Off

Current # of users logged on: **12** [Change My Password](#)

District: School Year:

Demographics Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Check the box below and click the button to create export file

By checking this box I (the District Admin.) assert that the Demographics data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the Demographics data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

4. Check the box to lock your data and click Create File for Level 1 Submission.
5. If an error appears in the Data Prep. Messages box, please contact me.
6. To save a copy of your data, click Save As. This will save the file to your computer and allow you to view your data in Excel. This is optional.
7. Once completed, mouse over L1-Data Prep. And click Enrollment
8. Follow Steps 3 - 5 for your Enrollment Data.

***THIS PROCESS CAN ONLY BE DONE ONCE PER DAY. IF CORRECTIONS NEED TO BE MADE AFTER YOU COMPLETE THE DATA PREP FOR LEVEL 1, YOU MUST WAIT UNTIL THE NEXT DAY TO PUSH THE NEW DATA TO LEVEL 1. ***

***THE INFORMATION IN LEVEL 1 IS SENT TO THE STATE (LEVEL 2) EACH THURSDAY AT 2:30 PM. ANY DATA IN LEVEL 1 PRIOR TO THEN WILL BE AVAILABLE THE FOLLOWING MONDAY. IF DATA IS PUSHED AFTER 2:30 PM OR ON FRIDAY, IT WILL NOT BE AVAILABLE UNTIL THE SECOND MONDAY FOLLOWING THE PUSH. ***