

STATE OF THE SCHOOLS REPORT 2012-13 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 and Reporting Options”**

- 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.”

Item B: “District School Improvement Goals”-- the text boxes are prepopulated from the previous year. You may edit if needed, or, if no changes need to be made, click “Save.”

Item C: NAI results – in the drop down boxes, choose the grade at each level that you will use to report your NRT scores in 2012-13.

“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.

6) Enter District Contact –

Enter the name of the person in the district who is responsible for completing the District Assessment Information on the CDC. It is important to include summer contact information for your district as well.

Click “Save Data and Close” to return to the SOSR screen.

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

2012-2013 STATE OF THE SCHOOLS REPORT
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	
Enter District Contacts	

7) Student Performance by School

This section contains the school description and school improvement goals that will appear on the State of the Schools Report for each of the buildings in the district. The format is the same as the district description above. When you click on each building, the School Description (Item 1) and the School Improvement Goals (Item 2) will be prepopulated from the previous year. Edit as needed, or click “Save Data and Close” to return to the SOSR screen and choose the next building; repeat for every building in your district.

Item 3 – This item pertains only to districts that have schools without grade levels included in the assessment system (i.e., K-2.) This item will only appear for those individual school buildings. On the State of the Schools Report, those schools will be given the same status and held to the requirements of the school to which the majority of their graduates attend. If you are a district with such a school, enter the

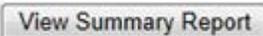
school building that represents the school to which the majority of this school’s graduates attend in the drop-down box that appears. (A drop down list of schools specific to your district will appear)

3) All schools without grades included in the assessment system (i.e., K-2) will be given the same status and held to the requirements of the school to which the majority of their graduates (i.e. - 2nd graders) attend. Select the school from the dropdown list below that represents the school to which the majority of this schools graduates will attend next.

--Select-- 

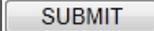
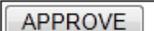
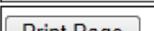
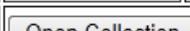
Click “Save Data and Close” as the district completes the descriptions for each building; a checkmark should appear in the “Status” column on the SOSR Main Page indicating the buildings that are complete. Repeat for each building in the district.

Student Performance by School			
Select a school to enter school description			
	CODISTSCH	NAME	STATUS
	99-0099-001	SUNNYDALE HIGH SCHOOL	
	99-0099-002	SUNNYDALE MIDDLE SCHOOL	
	99-0099-003	SUNNYDALE ELEMENTARY SCHOOL	



8. 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.

9. 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
	Not Submitted	N/A	N/A
	Not Approved	N/A	N/A
			

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

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.

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.

Admin Functions:

Change District ▼

Submit

Logout