

Report 8 Upload update

June 2, 2008

There are a couple of items to be aware of when getting your files ready to upload. If you find any other hints or corrections that need to be made please contact me so that I can share them with others that are working on NSSRS. Hopefully this will make the process go a easier.

Send them to lvermaas@esu6.org

Lenny

Comment 1

In general when manually entering data into the tabs for NSSRS make sure that your numbers are in the "text" format. An easy way to notice this is the numbers will line up on the right hand side of the cell.

This will apply for sure when you are working on the ALT ed worksheet and entering the level for the student in STEP 11 of the Assessment Response (ALT ed)

Changing format of cell to Text

- Click or highlight the cell
- Select "format" from the menu on the top
- Select "cells"
- From the "number" tab go down and select "text"
- This should move the number to the left hand side of the cell

Comment 2

The assessment FACT worksheet ask in column "O" if the student has taken 75% of the assessments. Make sure that the cell CE15 reflects the number of assessments that will be uploaded.

A problem will be encountered if a student was not present for the entire year, either moving in during the year or moving out during the year, AND has completed 75% of the assessments. Most of the time students not present for the entire year will not take 75% of the assessments. If this is the case

- Go to the FACT tab
- Go to row O for that student
- A "2" will be there indicating the student did not take 75% of the assessments
- Change the "2" to a "1"
- Change the format of the cell to text rather than number.