Connecticut State Department of Education - Research and Data Collection

Early Childhood Outcomes (ECO) USER Guide

Version 1.00.00

9/14/2010

Table of Contents

Objective

This document's purpose is to provide Districts with procedures and guidance for submitting data regarding the use of this data collection.

The document is organized into four sections:

Handbook or reference guide on purpose of this collection and definition of data collected

Step by step procedures for use of the system

Frequently Asked Questions (FAQs)

Appendix of terminology and references

Documentation Standards

Standards used in this documentation include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS
- Field **values** are highlighted in **bold**
- *Screens* are referenced using *italics*
- **Buttons** or **menu selections** are in **bold**

Look for   for new or changed information and FAQs.

Represents important information or cautionary instructions related to data reporting.

Represents helpful tips and references to other sections of documentation for related topics.

Represents reminders of information previously stated related to the current topic.

Documentation Change Log

Version	Section / Page	Date	Description
1.00.00		10/1/2010	To be published by this date

Contact Information

Contact	Name	E-mail	Phone
Bureau of Special Education Consultant	Maria Synodi	Maria.Synodi@ct.gov	860-713-6788
CSDE ECO Data Manager	Marquélle Middleton	Marquelle.Middleton@ct.gov	860-713-6877
Analyst	Diane Murphy	Diane.Murphy@ct.gov	860-713-6891

Handbook / Reference Guide

Early Childhood Outcomes (ECO) Overview

Congress, in the reauthorization of the IDEA 2004, has required all states to provide data on the functional and developmental progress of young children with an IEP. The specific purpose of the statewide assessment of preschool-age children with disabilities is to collect and report data (e.g., assessment information) on children's functional and developmental progress in three specific early childhood areas.

All preschool children who have been determined eligible for special education and who have their first IEP developed and implemented on and after May 1st 2006 will be administered an assessment to collect ECO information. All preschool children with an IEP include preschool children receiving a service – such as speech only children – as well as children receiving special education and related services in a classroom program. The federal requirement to collect and report assessment information applies to all young children with and IEP but does not apply to preschool children who do not have an IEP.

Children will be assessed at 2 points in time. They will be assessed upon entry to special education in the preschool grade and at exit from the preschool grade to kindergarten (or before for various reasons). Assessment for data collection at entry is to be conducted during the first 4 weeks that the child is receiving a program/service under an IEP. Assessment for data collection at exit must be conducted at the end of the school year before the child exits the preschool grade to kindergarten or must be conducted prior to the point in time when a child may be exiting preschool special education for other reasons such as a move to another state, discharge from special education or other reason. Administration of the assessment to collect exit data for those children exiting the preschool grade to kindergarten should be conducted during the last 10 weeks of the school year.

❧ Regulation

State Performance Plan (SPP) Indicator 7

The percent of preschool children who demonstrate improved:
- Positive social-emotional skills (including social relationships)
- Acquisition and use of knowledge and skills (including early language/communication and early literacy), and
- Use of appropriate behaviors to meet their needs.

20 U.S.C. 1416(a)(3)(A)

Measurement

Outcomes

A. Positive social-emotional skills (including social relationships);
B. Acquisition and use of knowledge and skills (including early language/communication and early literacy); and
C. Use of appropriate behaviors to meet their needs.
   Progress categories for A, B and C:
   a. Percent of preschool children who did not improve functioning = [(# of preschool children who did not improve functioning) divided by (# of preschool children with IEPs assessed)] times 100.
   b. Percent of preschool children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of preschool children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of preschool children with IEPs assessed)] times 100.
   c. Percent of preschool children who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of preschool children who improved functioning to a level nearer to same aged peers but did not reach it) divided by (# of preschool children with IEPs assessed)] times 100.
   d. Percent of preschool children who improved functioning to reach a level comparable to same aged peers = [(# of preschool children who improved functioning to reach a level comparable to same-aged peers) divided by (# of preschool children with IEPs assessed)] times 100.
   e. Percent of preschool children who maintained functioning at a level comparable to same-aged peers = [(# of preschool children who maintained functioning at a level comparable to same-aged peers) divided by (# of preschool children with IEPs assessed)] times 100.

❧ Time Periods and Deadlines

- *Early Childhood Outcomes* is accessible year round.

- Data represents activity from July 1 to June 30.

❧ Timely and Accurate District Reporting

- Timely deadline is typically November 1.

- Accurate deadline is typically November 15.

❧ District Certification

There is no formal or automated certification method. The collection Data Manager will monitor district submissions and progress.

Reporting Student Data

❧ Upload Rules

Districts that choose not to use *Early Childhood Outcomes* as their data entry tool are allowed to upload data directly into *Early Childhood Outcomes* via CSV format. Upload of data is accessible during specified periods during the year identified by the collections open and close dates.

- Data may be collected using a third-party vendor, database or spreadsheet entry and then uploaded to *Early Childhood Outcomes*
- Using a State-defined file format and file types
- Using upload tools provided within *Early Childhood Outcomes*.

Error messages for each of the student entries are displayed on the screen after the upload is processed. Errors may be corrected and the file resubmitted. Each submission of an upload replaces the previously saved data.

The data uploaded must meet strict requirements for all mandatory fields. Batches will only be accepted if each entry has all mandatory or conditionally mandatory fields completed in the proper format. If not compliant with the defined rules, the whole file will be rejected.

❧ Upload Requirements

Data Types:
Char - Character, Alphanumeric
Num - Numeric
Date - MM/DD/YYYY date where "MM" = Month, "DD" = Day, "YYYY" = Year

Requirements:
Mandatory – If this field is not complete an error is generated. Fields are mandatory for the SEDAC October 1 Collection, unless for a District that is otherwise mandated to keep their data up-to-date for mandatory off-cycle reporting.
Optional –Districts have the option to report this field or leave it blank.
Recommended – We recommend that this field be reported, but the district has the option to or leave it blank.
Conditional – This field may be required depending upon the response to a related field.
Disallowed – Districts may not report this field for this submission. This field is for display purposes only.

Origins of Data:
PSIS - Public School Information System; this needs to be further defined as to which module/ dataset is used. This depends on the time of entry and which collections are available.
ECO - *Early Childhood Outcomes* system
LEA - Local Education Agency

✎ Record Layout

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Origin	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
1.	SASID	A	Num					R	• Does not require PSIS Registration District to match • Does not require SASID to be located in PSIS
2.	LastName	B	Char					R	• Does not require match in PSIS
3.	DateOfBirth	C	Date					R	• Does not require match in PSIS • MMDDYYYY
4.	Pre or Post	D	Char					R	**Values**
5.	Date Assessment Completed	E	Date					R	• MMDDYYYY
6.	B1_mastery	F	Num					R	**Values** • 0-12
7.	B1_missed	G	Num					R	**Values** • 0-12
8.	B2_mastery	H	Num					R	**Values** • 0-15
9.	B2_missed	I	Num					R	**Values** • 0-15
10.	B4_mastery	J	Num					R	**Values** • 0-10
11.	B4_missed	K	Num					R	**Values** • 0-10
12.	B10_mastery	L	Num					R	**Values** • 0-9
13.	B10_missed	M	Num					R	**Values** • 0-9
14.	C1_mastery	N	Num					R	**Values** • 0-28
15.	C1_missed	O	Num					R	**Values** • 0-28
16.	C3_mastery	P	Num					R	**Values** • 0-15
17.	C3_missed	Q	Num					R	**Values** • 0-15
18.	D1_mastery	R	Num					R	**Values** • 0-28
19.	D1_missed	S	Num					R	**Values** • 0-28
20.	D3_mastery	T	Num					R	**Values** • 0-18
21.	D3_missed	U	Num					R	**Values** • 0-18
22.	D6_mastery	V	Num					R	**Values** • 0-20
23.	D6_missed	W	Num					R	**Values** • 0-20
24.	E4_mastery	X	Num					R	**Values** • 0-28

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Origin	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
25.	E4_missed	Y	Num					R	**Values** • 0-28
26.	E7_mastery	Z	Num					R	**Values** • 0-21
27.	E7_missed	AA	Num					R	**Values** • 0-21
28.	E8_1_mastery	AB	Num					R	**Values** • 0-27
29.	E8_1_missed	AC	Num					R	**Values** • 0-27
30.	E8_2_mastery	AD	Num					R	**Values** • 0-27
31.	E8_2_missed	AE	Num					R	**Values** • 0-27
32.	F1_mastery	AF	Num					R	**Values** • 0-19
33.	F1_missed	AG	Num					R	**Values** • 0-19
34.	F5_mastery	AH	Num					R	**Values** • 0-17
35.	F5_missed	AI	Num					R	**Values** • 0-17
36.	F6_mastery	AJ	Num					R	**Values** • 0-14
37.	F6_missed	AK	Num					R	**Values** • 0-14
38.	F7_mastery	AL	Num					R	**Values** • 0-16
39.	F7_missed	AM	Num					R	**Values** • 0-16
40.	G1_mastery	AN	Num					R	**Values** • 0-28
41.	G1_missed	AO	Num					R	**Values** • 0-28
42.	G3_mastery	AP	Num					R	**Values** • 0-28
43.	G3_missed	AQ	Num					R	**Values** • 0-28
44.	alt_A1_mastery	AR	Num					O	**Values** • 0-15
45.	alt_A1_missed	AS	Num					O	**Values** • 0-15
46.	alt_A2_mastery	AT	Num					O	**Values** • 0-10
47.	alt_A2_missed	AU	Num					O	**Values** • 0-10
48.	alt_A3_mastery	AV	Num					O	**Values** • 0-11
49.	alt_A3_missed	AW	Num					O	**Values** • 0-11
50.	alt_A4_mastery	AX	Num					O	**Values** • 0-12
51.	alt_A4_missed	AY	Num					O	**Values** • 0-12
52.	alt_E1_mastery	AZ	Num					O	**Values** • 0-18
53.	alt_E1_missed	BA	Num					O	**Values**

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Origin	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
									• 0-18
54.	alt_E2_mastery	BB	Num					O	**Values** • 0-12
55.	alt_E2_missed	BC	Num					O	**Values** • 0-12
56.	alt_E3_mastery	BD	Num					O	**Values** • 0-17
57.	alt_E3_missed	BE	Num					O	**Values** • 0-17
58.	End of Record	BF	Char					R	X

> ⚠ **REMEMBER:** The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

❧ ECO Data Fields

Following is a list of fields and guidance for reporting data for your students with disabilities.

> **NOTE:** Fields are presented in the order as displayed on SEDAC screens.

SASID

Student's State Assigned Student Identifier established in the PSIS REGISTRATION system.

Rules
- ❑ Required
- ❑ Hand-entry only- Must be registered in PSIS for your NEXUS DISTRICT
- ❑ Upload - Must be registered in PSIS, but not necessarily in same NEXUS DISTRICT

Values
- ▪ 10-digits

Source
- ▪ From your PSIS Data Manager

LAST NAME

Student's last name.

Rules
❑ Hand-entry only - Must match LAST NAME in PSIS Registration for SASID entered
Values
▪ N/A

DATE OF BIRTH

Student's date of birth.

Rules
❑ Hand-entry only - Must match DATE OF BIRTH in PSIS Registration for SASID entered
Values
▪ N/A

The following two fields represent the type and date of the tests for which the data is collected.

PRE / POST TESTS

Type of test administered.

Rules
❑ PRE-TESTS are required prior to entry of POST-TESTS
Values
▪ Pre
▪ Post

DATE BRIGANCE IED-II TESTING WAS COMPLETED

Date the test was provided to student.

Rules
❑ Required
❑ Cannot be future date
❑ When **PRE-TEST**, date must be **more than 23 months** after DATE OF BIRTH and **less than 78 months** after DATE OF BIRTH.
❑ When **POST-TEST**, date must be **more than 84 months** after DATE OF BIRTH.
❑ When **POST-TEST**, date must be **more than 6 months** after Pre-test DATE BRIGANCE IED-II TESTING WAS COMPLETED.
Values
▪ MM/DD/YYYY

PLEASE INDICATE IF EXIT DATA WILL NOT BE SUBMITTED ON THIS STUDENT DUE TO:

If no Post-test will be administered, select the reason this will not occur.

Rules
❑ Required if Post-test data is not reported
❑ Not allowed if Post-test data is reported
Values
▪ Services less than 6 months
▪ Exited unexpectedly
▪ Other
▪ Other Nexus Responsible

REASON - OTHER   Additional description of reason for post-test data.

Rules
❑ Required if Reason is **Other**
Values
▪ N/A

The following fields are collected for each of the tests within these 6 separate categories:
- Sec B - *Gross Motor Skills*
    - ▪ B1 Standing
        - Alternate tests:
            - A1 Supine
            - A2 Prone
            - A3 Sitting
            - A4 Standing
    - ▪ B2 Walking
    - ▪ B4 Running
    - ▪ B10 Rolling & Throwing
- Sec C - *Fine Motor Skills and Behaviors*
    - ▪ C1 General Eye, Hand, Finger Skills
    - ▪ C3 Handwriting
- Sec D - *Self-Help Skills*
    - ▪ D1 Feeding & Eating
    - ▪ D3 Dressing
    - ▪ D6 Toileting
- Sec E - *Speech & Language Skills*
    - ▪ E4 General Speech & Language Development
        - Alternate tests:
            - E2 Pre-Speech Gestures
            - E3 Pre-Speech Vocalization
    - ▪ E7 Verbal Directions
    - ▪ E8-1 Picture Vocabulary (Receptive – Points)
    - ▪ E8-2 Picture Vocabulary (Expressive – Names)
        - Alternate tests:
            - E1 Pre-Speech Receptive Language
- Sec F - *General Knowledge & Comprehension*
    - ▪ F1 Response to Experience with Books
    - ▪ F5 Quantitative
    - ▪ F6 Directional
    - ▪ F7 Classifying
- Sec G - *Social & Emotional*
    - ▪ G1 General Social-Emotional Development
    - ▪ G3 Initiative, Engagement, Behaviors

MASTERY ITEM

Description

Rules
❑ If B1 MASTERY ITEM is **0**, skip subtests B2, B4, B10 and complete alternate subtests **A1-A4**
❑ If E4 MASTERY ITEM is **0**, complete alternate subtests **E2-E3**
❑ If E8-1 or E8-2 MASTERY ITEM are **0**, complete alternate subtests **E1**

Values
▪ N/A

 # OF ITEMS MISSED

Description

Rules
❑ Must be less than MASTERY ITEM
❑ May be equal if MASTERY ITEM is 0

Values
▪ N/A

District Reports Used to Manage Collection

The reports provided within *Early Childhood Outcomes* will aid the district in management of this data collection process, identifying students that need further information and follow-up, and identifying non-compliance issues.

District Reports
District Students that Require a Pre Test
District Students that Require a Post Test
Preschool Social, Knowledge and Behavior Skills - Student Level
Preschool Social, Knowledge and Behavior Skills - Aggregate

❧ District Students that Require a Pre Test

These students were reported as GRADE **PK**, with a SPECIAL EDUCATION indicator of **Y-Yes** in a recent PSIS Collection with your district as nexus district, but an ECO Pre-test has not been entered and a reason why the test is no longer necessary has not been provided. This report includes students from all prior PSIS Collections.

- Students are not listed on this report, if they have a reason for no pre-test of:

o No pre-IEP implemented prior to May 1, 2006 (continuous service from May 1st to present)
o No pre- entry after February and exit to kindergarten in June (same school year).
o Exclude students with any reason for no pre-test that is dated prior to December 1 of previous collection year. So for the period January 2010 to December 2010, Districts would not see students where a reason was provided prior to December 1, 2009.

- If the district has given a pre-test reason of "Other", the student will still appear in the report.
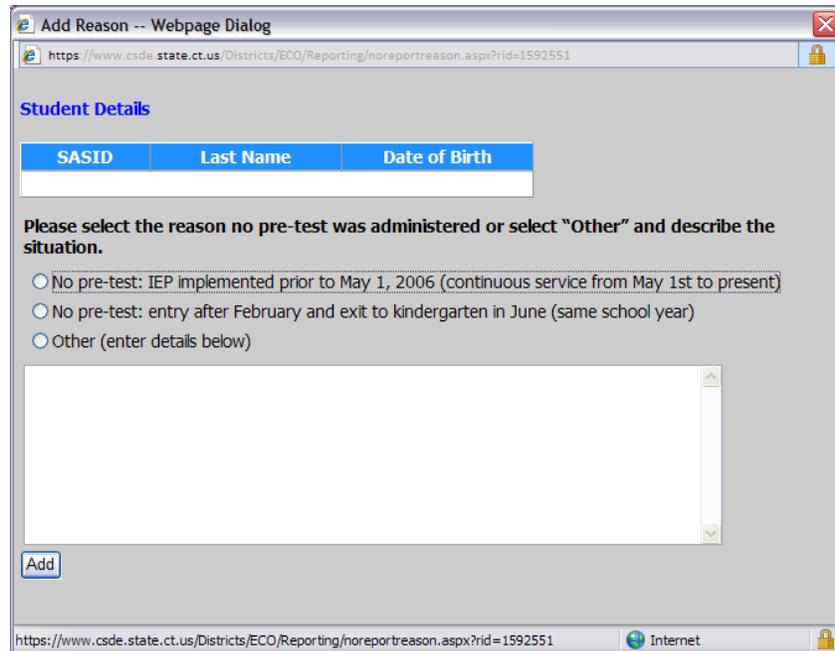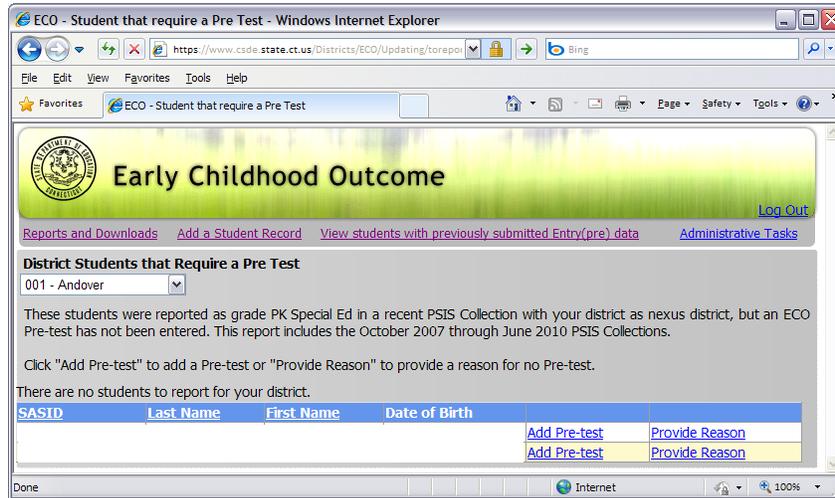
☙ District Students that Require a Post Test

These students have an ECO Pre-test entered by your District, but the students have been reported in a subsequent PSIS October Collection in GRADE K-Kindergarten and an ECO Post-test has not been entered.

Example: if it is October 2010 and Districts are finalizing their ECO reporting for July 1, 2009 – June 30, 2010, targeted October PSIS Collection is the October 2010 Collection.
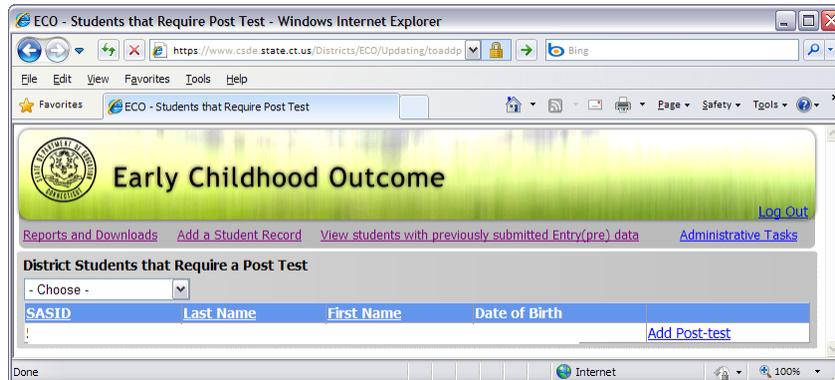
☙ Preschool Social, Knowledge and Behavior Skills - Student Level

Did the child not improve functioning?
The child's Point 2 data indicate that the child did not demonstrate skills at a level comparable to same age peers ("post-test score age" *determined by the average of highest post-test score items mastered* was less than actual post-test age) and at Point 2 the child did not demonstrate any new skill on any of the subtests administered for a particular outcome question (on all subtests, post-test highest item mastered is less than or equal to pre-test highest item mastered).

Did the child improve but not at a level comparable to same-age peers?
The child's Point 2 data indicate that the child did not demonstrate skills at a level comparable to same age peers ("post-test score age" *determined by the average of highest post-test score items mastered* was less than actual post-test age) and between Point 1 and Point 2 the child was able to demonstrate the acquisition of one or more new skills, although the growth in score age was less than the growth in actual age (amount of learning is less than the amount of passed time in special education).

Did the child improve functioning close to same-age peers?
The child's Point 2 data indicate that the child did not demonstrate skills at a level comparable to same age peers ("post-test score age" *determined by the average of highest post-test score items mastered* was less than actual post-test age) and between Point 1 and Point 2 the child was able to demonstrate the acquisition of one or more new skills AND the growth in score age was equal to or greater than the growth in actual age (the amount of learning is greater than or equal to the amount of passed time in special education).

Did the child reach functioning at a level comparable to same age peers?
The child's Point 1 data indicate that the child did not demonstrate skills at a level comparable to same age peers and at Point 2 the child was able to demonstrate skills at a level comparable to same age peers.

Did the child maintain functioning at a level comparable to same-age peers?

The child's Point 1 data indicate the child was demonstrating skills at a level comparable to same age peers and at Point 2 the child continued to demonstrate skills at a level comparable to same age peers.

PSR: Positive Social Emotional Skills
AUKS: Acquisition and Use of Knowledge and Skills
AMN: Action to Meet Needs

PSR Pre Age-Appropriate - Y, N
PSR Post Age-Appropriate - Y, N
PSR Progress-A, B, C, D, E
AUKS Pre Age-Appropriate - Y, N
AUKS Post Age-Appropriate - Y, N
AUKS Progress-A, B, C, D, E
AMN Pre Age-Appropriate - Y, N
AMN Post Age-Appropriate - Y, N
AMN Progress-A, B, C, D, E

❧ Preschool Social, Knowledge and Behavior Skills - Aggregate

![123] **Procedures**

How to Access the Early Childhood Outcomes System

Prerequisites

- Authorization for the State of Connecticut Department of Education District website at https://www.csde.state.ct.us/
- Authorization for the Early Childhood Outcomes system.

Step   Action

1   Using Internet Explorer, go to the https://www.csde.state.ct.us/ website. The system displays the State Department of Education Home Page.

2   Select the **ENTER** button. The system displays the *Connect to sdectw.doit.state.ct.us* network login screen.
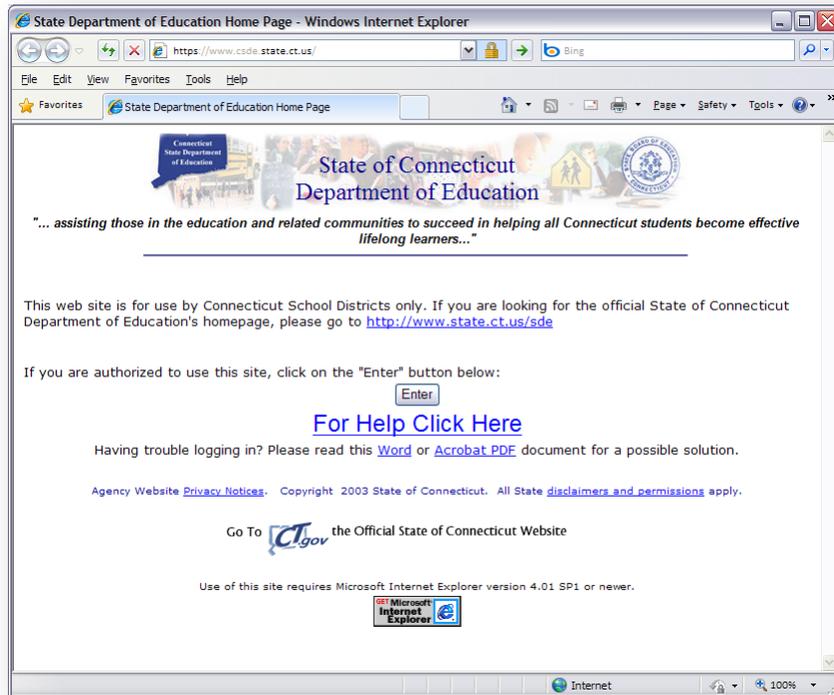
3 Enter your network **User name** and **Password** and select OK. The system displays the *State Department of Education Home Page*.

> **NOTE**: If you do not have a network user name or password, please contact your Superintendent for authorization procedures.

4 Select the **Early Childhood Outcomes (ECO) data collection** menu option. The system displays the *Login* screen.
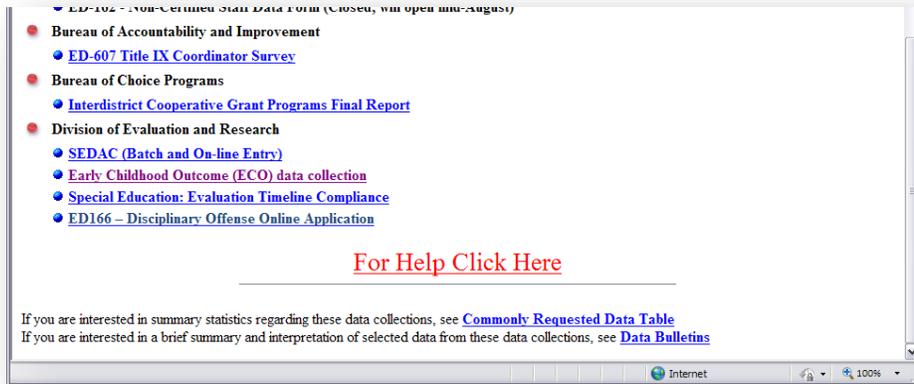
5   Enter your **USER ID** and **PASSWORD** and select **Login**. The system displays the *Early Childhood Outcomes* welcome screen.
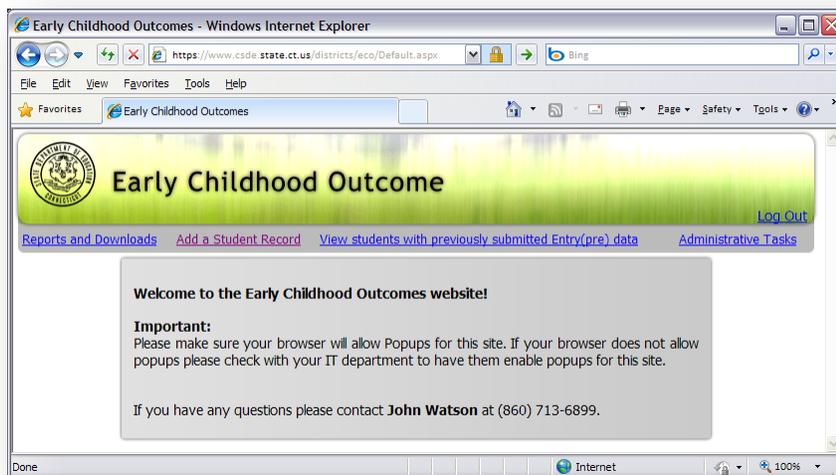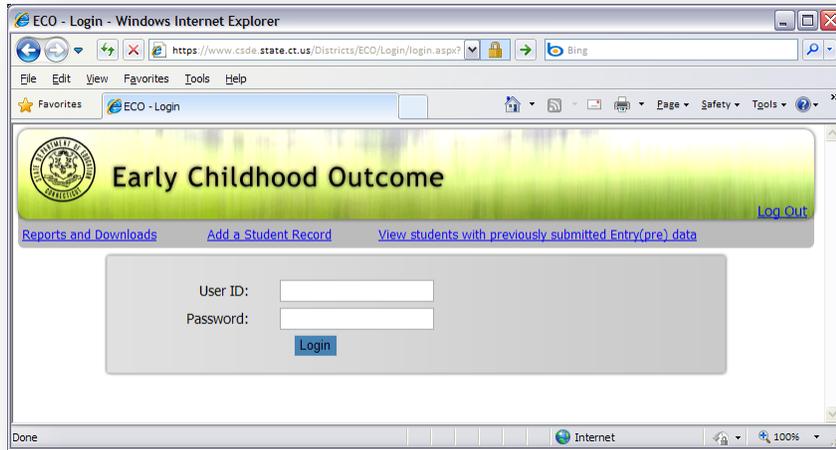
6   This procedure is complete.

How to Add a New Student

Use this procedure to create a new student record for your district and enter Brigance IED-II information.

Prerequisites

- Access for the Early Childhood Outcomes (ECO) data collection system

- Early Childhood Outcomes collection open for your district

- The following data for a student
  - Student registered in PSIS Registration in your Reporting District
  - SASID
  - LAST NAME
  - DATE OF BIRTH

Step   Action

1   Using the navigation menu on the top of the screen, select the **Add a Student Record** menu option. The system displays the *Add a Student Record* screen.

2 Enter a SASID, LAST NAME and DATE OF BIRTH and select **Search**. The system displays the student for verification.

NOTE: To appear in the Search results, the student's PSIS Registration record must have your district as Nexus district. The student also must still be registered with your district. If you have verified the student's last name, SASID, and date of birth, contact your local PSIS Registration staff to compare this info to the student's Registration record and verify that the Nexus district has been entered. They can click the Edit Registration link in the PSIS Registration Module and update the record.

If your student was not located on PSIS Registration, this message is displayed "The student was not found. Please check the SASID, Last Name and Date of Birth. Also ensure the student has an active registration with your district as the Nexus District."

3 Select **Add Pre** to add pre-test data. If pre-test data already exists for this student, select **Add Post** to add post-test data. The system displays test information data collection screen.

4   Enter the DATE BRIGANCE IED-II TESTING WAS COMPLETED.

> **Pre-test**

> ➤ Date must be more than 23 months after DATE OF BIRTH and less than 78 months after DATE OF BIRTH. If this condition is encountered, this message is displayed "Student must be at least 2 years old and less than 6.5 years old at time of testing. Please check Date Testing Completed."

> ➤ Date cannot be a future date.

> **Post-test**

> ➤ Date must be more than 6 months after Pre-test DATE BRIGANCE IED-II TESTING WAS COMPLETED. If this condition is encountered, this message is displayed "Post Test date must be more than 6 months after Pre Test Date. Change Pre- or Post-test date or contact Technical Support for assistance."

> ➤ Date must be more than 84 months after DATE OF BIRTH. If this condition is encountered, this message is displayed "Student must be at less than 7 years old at time of testing. Please check Date Testing Completed."

> ➤ Date cannot be a future date.

5   Under the Section B tab, select *Gross Motor Skills* MASTERY ITEM and # OF ITEMS MISSED for each test.

> ➤ The # OF ITEMS MISSED cannot be greater than the value selected in MASTERY ITEM.

6   Do you want to add Alternative Assessments for Section B?

> ➤ **Yes** - Enter **0** in B1 MASTERY ITEM and select **Save**. The system displays "If the child cannot demonstrate mastery for item #1 on subtest B1, skip subtest B2, B4, and B10, and complete subtests A1-A4 in the ALTERNATE SUBTESTS to the right."

>> • Enter test values for A1 through A4.

> ➤ **No** - Go to Step 14.

7   Under the Section C tab, select *Fine Motor Skills and Behaviors* MASTERY ITEM and # OF ITEMS MISSED for each test.

8   Under the Section D tab, select *Self-Help Skills* MASTERY ITEM and # OF ITEMS MISSED for each test.

9   Under the Section E tab, select *Speech & Language Skills* MASTERY ITEM and # OF ITEMS MISSED for each test.

10   Do you want to add Alternative Assessments for Section E4?

> ➤ **Yes** - Enter **0** in E4 MASTERY ITEM and select **Save**. The system displays "If the child cannot demonstrate mastery for item 1 on subtest E4, complete subtests E2-E3 to the right."

- Enter test values for E2 through E3.

➢ **No** - Go to Step 14.

11 Do you want to add Alternative Assessments for Section E8-1?

➢ **Yes** - Enter **0** in E8-1 MASTERY ITEM and select **Save**. The system displays "If the child cannot demonstrate mastery for item 1 on subtest E8-1, complete subtests E1 to the right."

- Enter test value for E1.

➢ **No** - Go to Step 14.

12 Under the Section F tab, select *General Knowledge & Comprehension* MASTERY ITEM and # OF ITEMS MISSED for each test.

13 Under the Section G tab, select *Social & Emotional* MASTERY ITEM and # OF ITEMS MISSED for each test.

14 Select **Save**. The system validates the options selected and produces an error report if errors encountered, otherwise your data is saved. The system displays the *Viewing Your Students* screen.

IMPORTANT: For each item in each sub-test, the number of items missed cannot exceed the mastery item number.

15 If any errors exist, the system displays the Error Report in another window or tab on your browser. You may print this report if needed. To view the errors at any time during data entry, select **View Error Report**.

16 Review the errors and correct any necessary data and select **Save**. The system displays the *Viewing Your Students* screen.
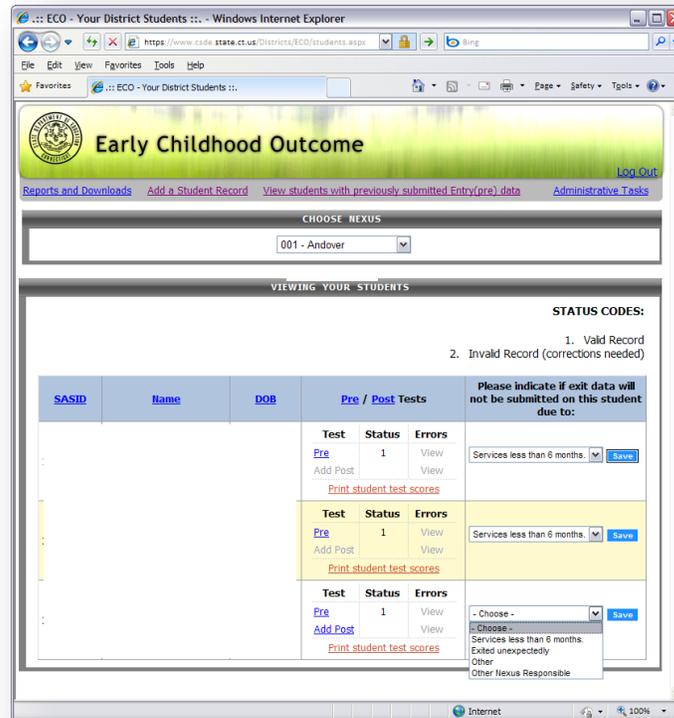
17 This procedure is complete.

How to Change Student Data

Prerequisites

- Pre-test or Post-test administered

Step   Action

1 Using the menu selection at the top of the screen, select **View students with previously submitted Entry (pre) data**. The system displays a list of your students on the *VIEWING YOUR STUDENTS* screen.

2 Locate your student.

> **NOTE:** Press CTRL-F to use your browser's *Find* features to locate your student by SASID or Name.
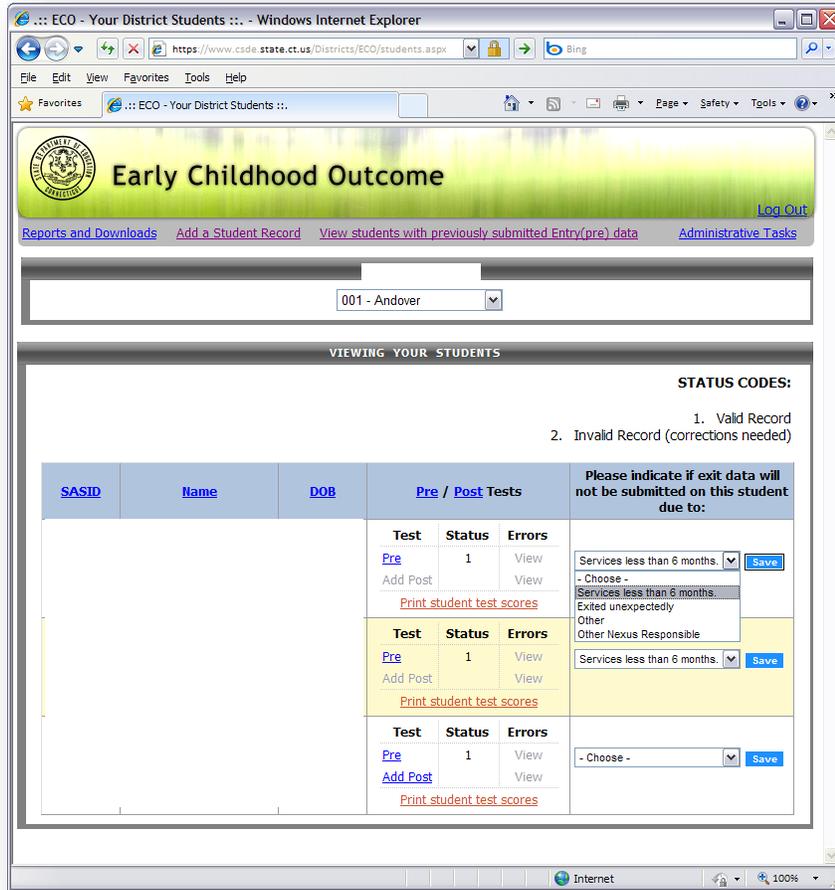
3   Select either **Pre** or **Post** to change existing test scores.

➢   Status values:
• 1-Complete
• 2-Incomplete with errors.

NOTE: Select **Print student test scores** to print the current values for review or for student file records.

4   Select **Add Post** to add new scores for Pre-test.

5   Complete your data entry and select Save.

6   This procedure is complete.

How to Enter a Reason Why a Post-test was not Administered

Prerequisites

- Pre-test administered

Step   Action

1   Using the menu selection at the top of the screen, select **View students with previously submitted Entry (pre) data**. The system displays a list of your students on the *VIEWING YOUR STUDENTS* screen.

2   Locate your student.

> **NOTE:** Press CTRL-F to use your browser's *Find* features to locate your student by SASID or Name.

3   Select the appropriate reason in the column **Please indicate if exit data will not be submitted on this student due to**.

> ➢ Valid Values are:
>> - Services less than six months
>> - Exited unexpectedly
>> - Other
>> - Other Nexus Responsible

4   Select **Save**. The system displays confirmation the reason was added successfully.

5   This procedure is complete.