

Instructions for Saving the Advanced Placement Download for Level 0

A new report is available in the Instructional Data Warehouse (IDW) that provides districts with an Assessment Fact layout that can be imported directly into Level 0.

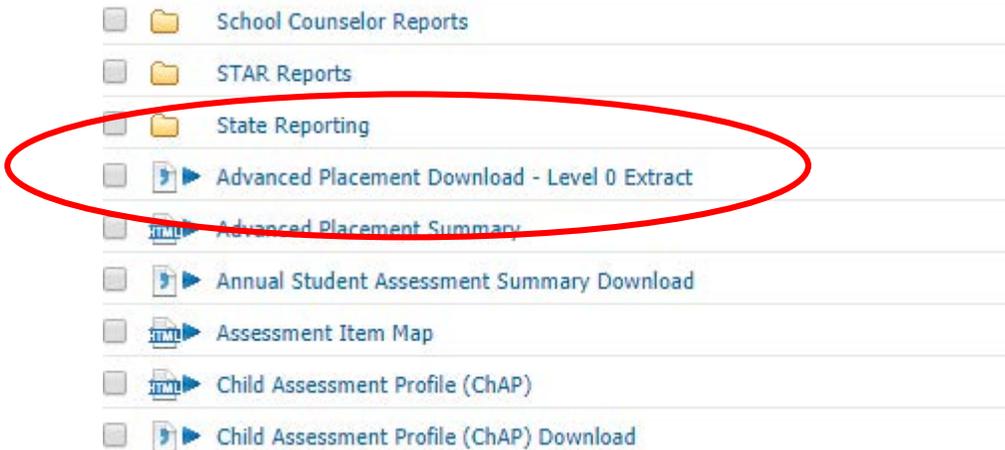
Please follow the steps below to save the **“Advanced Placement Download – Level 0 Extract”** to your PC.

For best results, do NOT open the report in Excel.

1. Login to <https://idw.nasboces.org>
2. From the Welcome Page, click on Report List



3. From the Report List (Public Folders), click on Advanced Placement Download – Level 0 Extract



4. From the prompt page, select a school year, check the disclaimer box, and click the Finish button on the bottom of the prompt page

Select School Year:
School Year

BY CHECKING THE BOX TO THE LEFT I ACKNOWLEDGE THE FOLLOWING DISCLAIMER: The Advanced Placement (AP) data contained in this extract are produced by a process that matches student records in Level 1 with records from the College Board Student Datafile download. Although great care has been taken with the matching process, Nassau BOCES IDW staff cannot guarantee a 100% match rate. This AP Level 0 extract should be reviewed by district staff prior to submission to Level 0.

5. **When the file downloads it will be in CSV format. You need it to remain in CSV format for upload**
6. Open Level 0 – complete Electronic Import- Be sure to check both ALTREG and CCR as you may have both.

NYS-Level 0

New York State Education Dept. - Level 0, version 13.03

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

User Account: Phillip DeGrazia (PDegrazia). Current Password Expires on 11/30/2018
Current # of users logged on: **11** [View All Users](#) [Change My Password/Email](#)

District: NY280210 : Baldwin UFSD School Year: School Year Ending 2018-06-30

Assessment Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)
 Comma Delimited Text

Step 2 - Check any test group(s) that you would like to import:
 Check All
 ALTRCT COSF Regents ALTREG CTE RCT CCR NYSITELL ALTLOC

Step 3 - Delete current Level 0 valid Assessment records for this district and school year?
 DO NOT Delete Level 0 Assessment Records Delete All Valid Assessment records (selected test groups only)

Step 4 - Import File Location: (Use browse button to find file) Browse...

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:
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BE SURE TO CHECK THE 'DELETE ALL' BOX-