



## Mid Year 2015-16

### ESOL Data Entry and Roster Certification Instructions

The ESOL Data Collection will be open from **January 25 to February 29, 2016.**

Please read the instructions carefully before attempting to enter student data!

#### **FOR SUPERINTENDENTS**

► All districts must certify rosters, even if there are no ESOL students.

► Once data entry is complete the rosters can be certified.

***Rosters can only be certified by the Superintendent.***

#### **1. How to log in**

- Click on “Data Collection and Reports” on the left side of the NHDOE home page
- Click on “myNHDOE (single sign-on)”
- Enter your user name and password, to log in
- Click on the “English for Speakers of Other Languages (ESOL)” web application with the globe icon

#### **2. Under the “Admin” tab Click on “certify”**

- Choose your district from the SAU drop down menu
- Click on Mid Year

#### **3. Click on “open” for each school and the word will change to “certified”**

#### **FOR DATA ENTRY STAFF**

#### **1. You need permission to use the English for Speakers of Other Languages web application.**

- If you do not have permission yet but have been assigned to do the data entry, please contact your i4see Coordinator. A list of Coordinators is available at <http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>
- If you only work in one school in a large school district, you need School-level permission.
- If you work in more than one school in a school district, you need District-level permission.
- If you work in several schools in an SAU that is composed of two or more districts, you need SAU-level permission.

#### **2. How to log in**

- Click on “Data Collection and Reports” on the left side of the NHDOE home page.
- Click on “myNHDOE (single sign-on)”. Enter your user account and password, and log in. If you are a certified NH teacher, you already have access to “myNHDOE”. If you don’t, contact your i4see Coordinator.
- Click on the “English for Speakers of Other Languages (ESOL)” web application with the globe icon.

### 3. How to locate the correct student roster

- a) On the ESOL home page, start by selecting your SAU from the drop-down menu.
- b) If you are a District or School-level user, you will also have to select the appropriate district or school from the middle and right-hand drop-down menus.
- c) Hover your cursor over the “Students” tab and click on “Mid Year”.
- d) If you cannot view the roster, please ask your i4see coordinator if the Beginning Of Year (BOY) data has been verified yet. You will not be able to update the ESOL data collection until the BOY data has been verified by your Superintendent.

► At the top of each roster, you will see the number of students in each status category i.e. currently receiving, parents declined, no ESOL teacher available, monitored year 1, monitored year 2, returned to LEP services, exited.

### 4. How to update Student data

- a) Click the “Edit” button to the right of the student’s name.
- b) Select the correct option from the “Student Status” drop-down menu.
- c) Select the number of “Service Minutes” for the *current* year from the drop-down menu. *You must update service minutes for every student who is receiving ESOL instruction.*
- d) For districts with magnet or newcomer classrooms, check (or uncheck) the “Self- contained” box.
- e) Click “Save”.

### 5. How to add a new student

- a) Gather the data you need for each student who enrolled by February 1, 2016: SASID number, country of birth, primary language, and date enrolled in US school
- b) Click “Add a new student” above your student roster.  
► **Caution: do NOT add students who enrolled after February 1, 2016.** *You will have an opportunity to add such students to your fall rosters in October 2016.*
- c) Enter the SASID number. You must use the SASID number, not the student’s name, to add the student to the roster.
- d) Follow the prompts and enter the student data in each field.
- e) Click “Save”.

### 6. How to handle problems with data entry

- a) If there are, “No student rosters for my school.” Contact your i4see Coordinator and ask if the BOY has been verified by the Superintendent. ESOL data cannot be updated until the BOY has been verified.
- b) If you “entered the wrong country of birth (or primary language) for a new student.” You cannot change this information yourself. Please email your local i4see Coordinator with the correct information. For a listing of i4see Contacts use the following link  
<http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>
- c) If you “have no ESOL students this year.” **The Superintendent still needs to certify the roster.**
- d) If you’re “having technical issues with the database.” Please email the DOE i4see Help desk at [i4see.Help@nh.gov](mailto:i4see.Help@nh.gov)

### 7. Student rosters must be certified.

► Once data entry is complete, and you have checked it for possible errors, contact your Superintendent’s office for certification.

***The roster can only be certified by the Superintendent.***

**8. Local Reports Feature -Title III Project Managers and district administrators:**

- a) Click on “Local Reports” under the “Reports” tab to view a drop-down menu of options, including Score Statistics, Students Not Improved, Enrollment Report, and others.
- b) Be sure to select the correct year, and then click “Go”.
- c) Be patient! Some large reports take a little while to load. You can print a report by choosing the Excel format.

**9. Student Returned to Service Status**

- a) If a student has: tested proficient in a prior year, or
- b) Has progressed through monitoring status, or
- c) Has fully exited from the program, and
- d) You want to re-enroll them in the program
- e) You will need to provide justification to the Title III/ESOL Office for the student to be re-entered into the program. Email Aaron Hughes at [Aaron.Hughes@doe.nh.gov](mailto:Aaron.Hughes@doe.nh.gov) for further information.