



## Fall 2016-17

# ESOL Data Entry and Roster Certification Instructions

The ESOL Roster Certification will be open from **October 3-17, 2016.**  
Please read the instructions carefully before attempting to edit or enter student data!

- ▶ 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.**

### **FOR SUPERINTENDENTS**

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

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

#### **2. How to locate the correct School(s)**

- a) Start by selecting your SAU from the drop-down menu
- b) Hover over the “Admin” tab and click “Certify”
- c) Choose your district and Fiscal YR from the SAU drop down menu
- d) Select roster type “**Fall**”

#### **3. How to Certify**

- a) 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.**

- a) 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>
- b) If you only work in one school in a large school district, you need School-level permission.
- c) If you work in more than one school in a school district, you need District-level permission.
- d) 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

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

## 4. 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, school, and Fiscal Year from the middle and right-hand drop-down menus.
- c) Hover your cursor over the “Students” tab and click on “Student Roster”.
- 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.

## 5. How to update Student data

**\*\*NOTE-“Edits” cannot be made after the roster has been certified\*\***

- a) Click the “Edit” icon 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”.

## 6. How to add a new student

- a) Gather the data you need for each student who enrolled by **October 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 October 1, 2016.** *You will have an opportunity to add those students to your Mid-Year rosters in February 2017.*
- 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”.

## 7. 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)

**8. All Districts must certify the ESOL Student rosters.**

► Once data entry is complete, and you have checked it for possible errors, contact your Superintendent's office to let them know it's ready for certification.

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

**9. 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.