

*i4see – Performance Pathways
Follow The Child Assistance Center
-- Awareness Training --*

The Initiative For School Empowerment and Excellence (i.4.see)

*“Empowering teachers, administrators, policy makers,
and parents to increase student achievement.”*

Support Resources

i4see Assistants

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You can see a list of schools and their corresponding i4see support person by going to:

<http://www.ed.state.nh.us/education/datacollection/i4see.htm>

Then scroll down to Tip Documents and click on the Field Support Contact List - Word or PDF file.

Goal

Loading Courses and
Classes

Security Requests

If you provide an employee in your district with a user ID they can access Performance Tracker to see all the students who took an assessment in your school and/or district.

- A code of 90 will give the teachers access to just the students in their class
- A code of 85 might be used for SPED or admin who need to see all students in a building

How do I upload a course and class submission?

There are two files you need to complete for the uploading of your classes and courses.

- Course Submission
- Student Class

The data is exported from your Student Information System unless you do not use a SIS. Most Student Information Systems have these file templates already built into their program.

The First File

- *Submission Course should be uploaded first and corrected* for errors before you upload Student Class. This is because Submission Course is used to check the validity and accuracy of Student Class
- This will include the courses which are available at your school and will be entered by submitting the **Submission Course file**.

Submission Course HS/MS Sample

SauNbr	DistNbr	SchoolNbr	Educator ID	Course ID	Section ID	Begin Date	End Date	School Year	Term ID	Credits	Primary Grade ID	Room Nbr	Local Class Code	Local Class Name
Required	Required	Required	Required	Optional	Required	Required	Required	Required	Required	Required for High School Only	Optional	Optional	Required	Required
School Administrative Unit Number	District Number	School Number	Educators Teacher Certification Id as issued by the NHDDE	A list of valid courses can be found on the Dept of Ed's website.	A valid integer - e.g '1', '2', '3'	Beginning date of when the course was taught	Ending date of when the course was (or will be taught)	e.g. 2008 represents the 2007-2008 school year.	Term that the course was taught, valid course can be found on the Department of Education's website.	Number of credits for the course.	Primary grade e.g. 09, 10, 11, 12	Room number	Local class code	Local class name
88	110	23045	123456		1	8/29/06	6/19/2007	2007	1	1	09	6	45678	Algebra
17	110	23045	789345		2	8/29/2006	6/19/2007	2007	2	0.5	10	8	1234	Biology
16	110	23045	809987		1	8/29/2006	6/19/2007	2007	11	0.25	11	3	2245	French
1	110	23045	333242		2	8/29/2006	6/19/2007	2007	7	1	12	24	7865	Economics
56	110	23045	562872		3	8/29/2006	6/19/2007	2007	4	1	9	15	8976	English
25	110	23045	887612		4	8/29/2006	6/19/2007	2007	8	1	9	8	2412	Speech

Remember, visit the data dictionary at www.ed.state.nh.us/i4see to view the details and valid values for each of these fields.

The license number of the teacher teaching the class.

The combination of Year (e.g. 2007), Term (e.g. 1), Section (e.g. 1) and Local Class Code (e.g. 2245) must be unique. For example, section 1 of Intro to Alegbra taught in Fall of 2007.

Submission Course Elementary Sample

	A	B	C	D	E	F	G	H	I	J	K
7	Required	Required	Required	Required	Optional	Required	Required	Required	Required	Required	Required for High School Only
8	School Administrative Unit Number	District Number	School Number	Educators Teacher Certification Id as issued by the NHDOE	A list of valid courses can be found on the Dept of Ed's website.	A valid integer - e.g '1', '2', '3'	Beginning date of when the course was taught	Ending date of when the course was (or will be taught)	e.g. 2008 represents the 2007-2008 school year).	Term that the course was taught. valid course can be found on the Department of Education's website.	Number of credits for the course
9	ELEMENTARY SCHOOL										
10	18	185	20640	20293		4Ba	8/29/2008	6/19/2009	2009	30	
11	18	185	20640	20293		4Ov	8/29/2008	6/19/2009	2009	30	
12	18	185	20640	20293		4Fo	8/29/2008	6/19/2009	2009	30	
13	18	185	20640	562872		3	8/29/2006	6/19/2007	2007	14	1
14	18	185	20640	887612		4	8/29/2006	6/19/2007	2007	8	1
15											
16											

Teacher Certification Numbers

You can find the certification numbers for the teachers in your district by:

- Logging into the ESS Workbench
- Click on District Review
- For Submission Type select General Reports
- Click on List of Teachers in SAU

The 2nd File - Student Class

This is the **Student Class** file where you list all the students that took each of the courses defined in the 1st file. For each student, you will enter him/her for every class they are taking.

Student Class HS/MS Sample

	A	B	C	D	E	F	G	H	I	J	K
6	SASID	Date of Birth	SAU Number	District Number	School Number	Local Class Code	Course Grade	Section ID	School Year	Term ID	
7	Required	Required	Required	Required	Required	Required	Optional	Required	Required	Required	
8	State Assigned Student Identifier	Date of Birth m/d/yyyy	School Administrative Unit Number	District Number	School Number	Local class code	Local class code	Section ID	School Year	Term ID	Term that the course was taught. valid course can be found on the Department of Education's website.
9	1234512323	2/12/1989	63	189	22580	45678	95	1	2007	1	
10	1234653521	6/13/1991	44	391	23045	1234	88	2	2007	2	
11	4393904042	4/15/1992	17	21	27135	2245	93	3	2007	11	
12	4393904042	7/3/1988	58	28	27490	7865	92	4	2007	7	
13	2342502031	5/2/1993	83	28	22130	8976	98	1	2007	14	
14	2342502031	1/4/1990	16	28	22125	2412	90	1	2007	8	
15											

The Local Class Code, School Year, Term and Section Id should match the course submission. So this combination for a given school would represent Intro to Algebra taught in Fall of 2007 in section 1. This file then includes a record for each SASID attending that course.

A valid integer -- Grades for example '1', '2', '3' -- represents the 2007-2008 school year).

Student Class Elementary Sample

SASID	Date of Birth	SAU Number	District Number	School Number	Local Class Code	Course Grade	Section ID	School Year	Term ID
Required	Required	Required	Required	Required	Required	Optional	Required	Required	Required
State Assigned Student Identifier	Date of Birth m/d/yyyy	School Administrative Unit Number	District Number	School Number	Local class code	Grades Received for the course	A valid integer -- for example '1', '2', '3'	e.g. 2008 represents the 2007-2008 school year).	Term that the course was taught. valid course can be found on the Department of Education's
Elementary School									
1234512323	2/12/1989	18	185	20640	4		4Ba	2009	30
1234653521	6/14/95	18	185	20640	4		4Ov	2009	30
4393904042	4/16/96	18	185	20640	4		4Fo	2009	30
4393904042	7/4/92	18	185	20640	3		3Sm	2009	30
2342502031	5/3/97	18	185	20640	3		3Tr	2009	30
2342502031	1/5/94	18	185	20640	4		4Ba	2009	30

Sample Submissions

The sample Submission Course and Student Class files can be downloaded from the section User Support Guides from the first page of the i4see site

<http://www.ed.state.nh.us/i4see.htm>

Elements Described

Go to: <http://www.ed.state.nh.us/i4see.htm>

Click On the Data Dictionary button

You will see the following files near the bottom:

- Security
- Student Class
- Submission Course

Click on each to see the element descriptions

Click on each element to get the definition or list

Submission Course - Element List

[Long Description](#)

[Sample Submission](#)

Element ID	Element Name	Required	Long Name
30	SauNbr	Required	School Administrative Unit Number
40	DistNbr	Required	District Number
50	SchoolNbr	Required	School Number
1200	EducatorId	Required	Teacher Certification Id
1300	CourseId	Optional	CourseId
1320	SectionId	Required	Section Id
1400	BeginDate	Required	Begin date of course
1410	EndDate	Required	End date of course
1420	SchoolYear	Required	School Year
1430	TermId	Required	Term Id
1440	Credits	Optional	Credits
1450	PrimaryGradeId	Optional	Primary Grade Id
1460	RoomNbr	Optional	Room Number
1470	LocalClassCode	Required	Local Class Code
1480	LocalClassName	Required	Local Class Name