



NMTEACH: Accuroster 40 and 80 Day Review
February 2019

What is Accuroster

- An opportunity and a system for district and charter schools to ensure the veracity of the Student, Teacher, Course Linkage.
- Data is reported into STARS at 40 day, 80 day and 120 day
- Data is verified in Accuroster after each snapshot



Through out the school year districts and charter schools are required to report data to the NMPED through STARS

After the 40, 80, and 120 day snapshots NMPED through the NMTEACH team opens Accuroster to allow districts and charter schools one final review of the data that will be used on NMTEACH summative reports

This system was created and modified by the NMPED based on feedback received from district and charter schools

This is an important step in the data validation process for NMTEACH summative reports

Tools available to use as data is reviewed: Course, Assessment linkage document (NMTEACH website), STARS manual, STARS person in your district or charter school, NMTEACH liaison

Updates

- Opens for 40 and 80 day review in February and will remain open through June 14, 2019.
- Will close briefly in April to load 120 day data from STARS. Email notification will be sent before the system closes to upload the new data.
- LEAs may update all snapshots throughout the year
- No EOY review

Accuroster: Accessing System

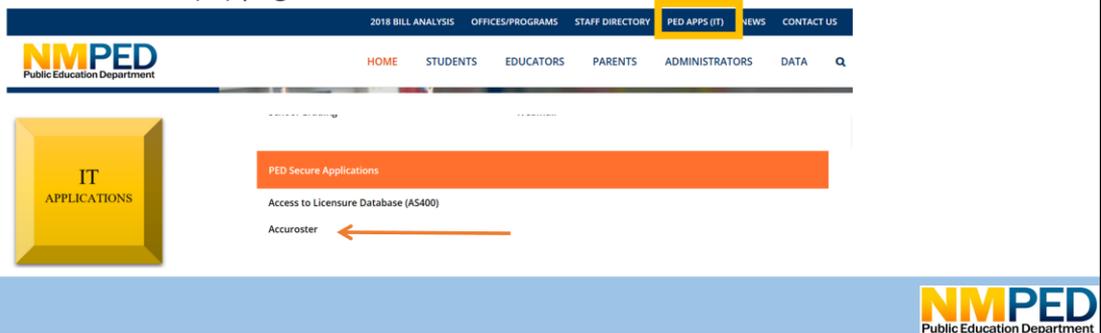
- Use the same credentials you used last year for Accuroster and to access the NMTEACH reports
- Access is limited to superintendent, charter school leaders and/or their designee
- There is **not** individual teacher access

Accuroster: Accessing System

To access the system you will log in at this link:

<https://eesaccuroster.ped.state.nm.us/TSDL/logon.aspx>

The link can also be found on the PED website under the PED APPS (IT) page



You can find the link on the NMTEACH IT webpage, the link is the same as last year.
May need to clear browser history to get the application to load
Tested and works on explorer, safari, chrome, and Firefox

Accuroster: Using the System

NMPED
Public Education Department

**NEW MEXICO PUBLIC EDUCATION DEPARTMENT
NMTEACH TSDL**

Logon

Email: * seana.fanagan@state.nm.us
Password: * ****

Logon

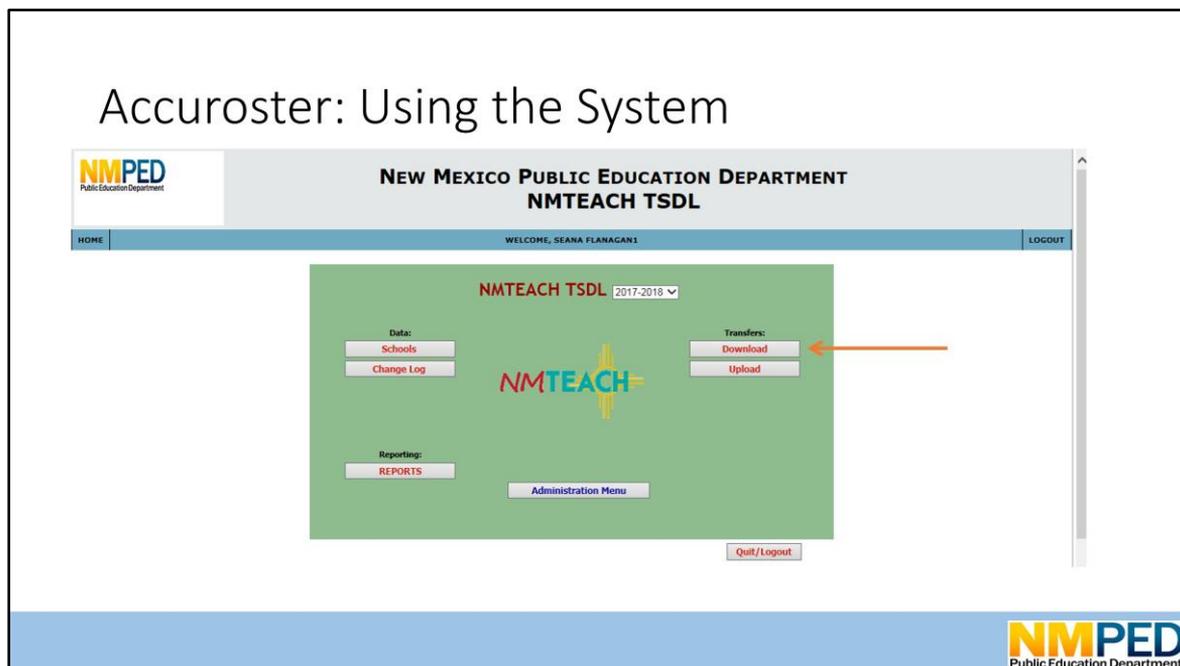
Did you forget your password? You can [get your password here](#).

* Required

If your credentials aren't working email:
teacher.evaluation@state.nm.us for assistance.

Any challenges send an email to teacher.evaluation@state.nm.us, email is monitored through out the day for timely responses

Accuroster: Using the System



Main menu, date will default to this year

Click on download to access data from your district or charter schools

Accuroster: Using the System

HOME WELCOME, SEANA FLANAGAN! LOGOUT

Snapshot Verification Download

Man Menu

School Year: 2017-2018

District: ALAMOGORDO

School: - Pick a School -

File: Snapshot Verification

NMPED Web Site | Site Map | Contact Us Color: blue

Mailing address: 300 Don Gaspar Santa Fe, NM 87501 Production Environment V12.12.21

School year will default to 2018-19

Select your district, at this point you may select snapshot verification or

Select each school individually to download

Once all selections are made select snapshot verification

****show example of downloaded spreadsheet****

Accuroster: Updates to Reported Data

- Updates should begin with columns AA (CourseType40D) and AB (CourseType80D). These columns will prepopulate:
 - 1 which denotes a student, teacher, course link for that snapshot was reported in STARS
 - Remains blank there is not a student, teacher, course link for that snapshot that was reported in STARS
 - Place a 2 in the column to disassociate the student, teacher, course link

CourseType40D	CourseType80D
1	1
1	1
1	
1	
1	
1	
1	
1	
1	
1	
1	2
2	2
2	2
2	2



Now updates begin, updates should begin with columns AA and AB these are the course type columns

When downloaded these columns will populate with a 1 = a teacher, student, course link was reported by the district or charter school for that snap shot or it will remain blank = no students, teacher, course link reported for that snap shot

Place a 2 in the column to remove the student, teacher, course link for that snap shot

Once a 2 is placed in the column there is no need to update any other columns

Why would you use a 2

Accuroster: Updates to Reported Data

When would a student, teacher, course link be removed

- Student is reported linked to the teacher for multiple course codes that are aligned to the same assessment

M	N	AA	AB
CourseID	CourseName	CourseType40D	CourseType80D
2	SECOND LIFE LONG LEARNING	1	2
1025	SECOND ELA	1	1
2	SECOND PM - HR	1	2
2738	SECOND SOC STUDIES	1	1
2020	SECOND MATH	1	1
2	SECOND AM - HR	1	2
1717	SECOND SCIENCE	1	1

In this example course code 0002 and 1025 are both associated with elementary ELA (Istation in 2nd grade). As reported this student would count **4** times for this teacher in the reported student growth data.



Now updates begin, updates should begin with columns AA and AB these are the course type columns

When downloaded these columns will populate with a 1 = a teacher, student, course link was reported by the district or charter school for that snap shot or it will remain blank = no students, teacher, course link reported for that snap shot

Place a 2 in the column to remove the student, teacher, course link for that snap shot

Once a 2 is placed in the column there is no need to update any other columns

Why would you use a 2:

*multiple course codes aligned to the same assessment

*

Accuroster: Updates to Reported Data

When would a student, teacher, course link be removed

- Student is reported linked to the teacher for multiple course codes that are aligned to the same assessment
- Student, teacher course link was reported in error

When **wouldn't** you use a 2

- When the teacher reported was not a teacher of record, you will use the Sub40D or Sub80D to make an update
 - Long term sub
 - EA

Now updates begin, updates should begin with columns AA and AB these are the course type columns

When downloaded these columns will populate with a 1 = a teacher, student, course link was reported by the district or charter school for that snap shot or it will remain blank = no students, teacher, course link reported for that snap shot

Place a 2 in the column to remove the student, teacher, course link for that snap shot

Once a 2 is placed in the column there is no need to update any other columns

Why would you use a 2:

- *multiple course codes aligned to the same assessment
- *link reported in error

Accuroster: Updates to Reported Data

- Column X (Sub40D) and Column Y (Sub80D)
 - Mark a 1 if the teacher was a substitute
- Column AG (StudentTeacher40D) and Column AH (StudentTeacher80D)
 - Place a 1 in this column if the teacher hosted a student teacher in their classroom during the snapshot

Accuroster: Updates to Reported Data

- Column AD (SubjectStaff40D) and Column AE (SubjectStaff80D)
 - ELA, Math, Social Studies, Science

M	N	AD	AE
CourseID	CourseName	SubjectStaff40D	SubjectStaff80D
4	Fourth Grade		

M	N	AD	AE
CourseID	CourseName	SubjectStaff40D	SubjectStaff80D
4	Fourth Grade	ELA, Math	ELA, Math
4	Fourth Grade	Science, Social Studies	Science, Social Studies
4	Fourth Grade	Math	Math
4	Fourth Grade	ELA	ELA



Fields will populate as blank

To update add the core subject that the teacher is responsible for

May only add core subjects (ELA, Math, Science, Social Studies)...No PE, Art, Music

must use the proper course codes for these subjects

Use a comma between each core subject

Only use this field for elementary course codes

Elementary “homeroom” course codes are linked to all assessments

0000 (Kindergarten) Istation

0001 (First Grade) Istation

0002 (Second Grade) Istation

0003 (Third Grade) NMSBA ELA and NMSBA Math

0004 (Fourth Grade) NMSBA ELA, NMSBA Math, NMSBA Science

0005 (Fifth Grade) NMSBA ELA and NMSBA Math

Accuroster: Updates to Reported Data

Column M: CourseID

If you need to make an update to this column please partner with an NMTEACH liaison on guidance to ensure these updates are made correctly.

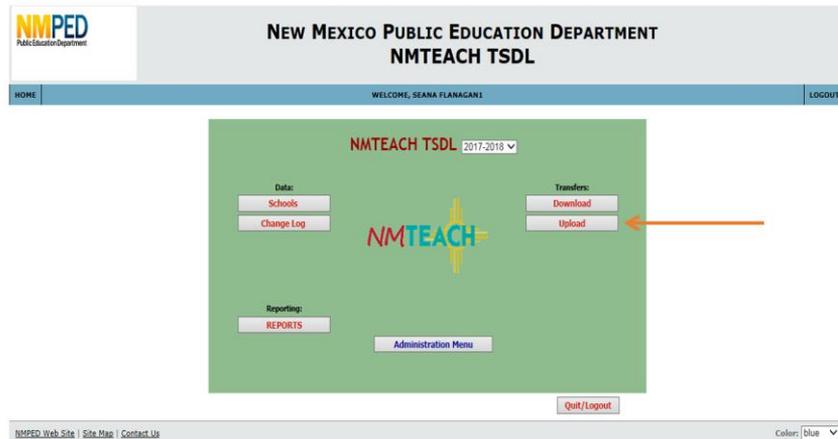
Accuroster: Updates to Data the Don'ts

- May not delete a full row of data
- May not add row/rows of data to the spreadsheet
- May not add or delete column/s
- May not manipulate the column headers
 - Change the order
 - Put spaces

Accuroster: Updates to Data the Don'ts

- May not make changes to the following columns:
 - SnapshotValidationID
 - SchoolYear
 - DistrictCode
 - DistrictName
 - LocationID
 - SchoolName
 - StaffID
 - Teacher
 - StudentID
 - Student First, Middle, Last name
 - CourseName
 - CourseSection
 - CurrentPeriod
 - CourseId8digit

Accuroster: Using the System



When all updates are reflected on the spreadsheet save the document to your computer as a CSV, the system will not accept any other file type
If updates were made by individual school on separate school specific spreadsheets upload each sheet individually, once all are uploaded download to ensure updated data is reflected
If updates were made by multiple people on copies of the full spreadsheet , all information must be copied onto one master spreadsheet before uploading
If multiple copies of the full spreadsheet are uploaded the data will override what is already in the system

Accuroster: Using the System

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
NMTEACH TSDL

WELCOME, SEANA FLANAGAN

Snapshot Verification Upload

Main Menu

School Year: 2017-2018

District: ALAMOGORDO

Download: not upload for 40 day cut Browse...

Upload

NMPED Web Site | Site Map | Contact Us Color: blue

Mailing address: 300 Don Gaspar Santa Fe, NM 87501 Production Environment V12.12.21

Select this school year

Select the district, even if uploads will be by individual school only district needs to be selected here

Select browse and locate the document you saved on your computer

Select upload

Accuroster: Using the System (Successful Upload)

The screenshot displays the NMTEACH TSDL interface. At the top left is the NMPED logo. The main header reads "NEW MEXICO PUBLIC EDUCATION DEPARTMENT NMTEACH TSDL". A navigation bar includes "HOME", "WELCOME, SEANA FLANAGAN1", and "LOGOUT". The central section is titled "Snapshot Verification Upload" and contains a "Main Menu" button. A confirmation message states: "You uploaded the file: test upload for 40 day.csv. It is 1495084 bytes long. The system changed the file name to: V046ALL20180102T132959.csv. The file was successfully uploaded. The system found 9353 rows in the file." Below this message are dropdown menus for "School Year" (set to 2017-2018) and "District" (set to ALAMOGORDO). A "Download:" section includes a "Browse..." button and an "Upload" button. The footer contains links for "NMPED Web Site", "Site Map", and "Contact Us", along with a "Color:" dropdown set to "blue".

Once your upload is accepted you will receive a message that the file was uploaded successfully

The number of rows reported will match the number of rows on your spreadsheet
Once you've received the success message, download the document again to verify that the updates you made are there, then save a copy of this to your computer for reference in the future

Accuroster: Using the System Unsuccessful Upload

The screenshot displays the 'Snapshot Verification Upload' page in the Accuroster system. At the top, a blue banner reads 'WELCOME, SEANA FLANAGAN1'. Below this is the title 'Snapshot Verification Upload' and a 'Main Menu' button. A message states 'Exception occurred, Please contact administrator.' The form includes fields for 'School Year' (set to 2017-2018), 'District' (set to TRUTH OR CONS.), and a 'Download' section with a 'Browse...' button. An 'Upload' button is also present. The bottom right corner features the NMPED Public Education Department logo.

If the upload is not successful you will get the message Exception occurred, Please contact administrator
Prior to contacting the administrator review your spreadsheet and the action you took while updating

Accuroster: Using the System Unsuccessful Upload

Before contacting the administrator follow the process below to check the work

1. Was the file saved as a CSV? If not, save as a CSV and resubmit.
2. Were any rows and/or columns of data deleted? If yes then put the rows and/or columns back and resubmit.
3. Were any rows and/or columns added to the spreadsheet? If yes, remove the added rows and/or columns and resubmit.
4. Was an incorrect character use in a field? If yes, correct the character and resubmit.
5. Were the column headers changed? If yes, correct and resubmit.
6. Was the order of the rows and/or columns changed? If yes, correct and resubmit.

Once the spreadsheet is reviewed if there is still an error message please contact the NMTEACH team at teacher.evaluation@state.nm.us for support.

Put upload error in the subject of the message.

Do not send the file via email until requested to do so by the NMTEACH team.



If the upload is not successful you will get the message Exception occurred, Please contact administrator

Accuroster: Best Practices

- Review data with building level administrators and teachers.
- Limit access to one or two administrators that are able to access the system and make updates.
- Once updates are made and uploaded into the system, download a copy of the spreadsheet to verify that the changes went through and save a copy of the spreadsheet.

Ask for best practices from participants.

Accuroster: Who to contact for support

Email teacher.evaluation@state.nm.us with your questions and one of the NMTEACH team will be in touch to assist you with in an hour (during normal business hours) or by 10 AM the next day for after hour emails.