



NMTEACH: Accuroster 40, 80 and 120 Day Review

May 2019

What is Accuroster

An opportunity and a system for the LEA to ensure the veracity of the Student, Teacher, Course, Assessment Data Linkage.

Data is reported into STARS at 40 day, 80 day and 120 day

Data is verified in Accuroster after each snapshot



Data comes from what is reported by districts in STARS

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



Based on feedback received from almost every district and charter school leader these updates were made

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

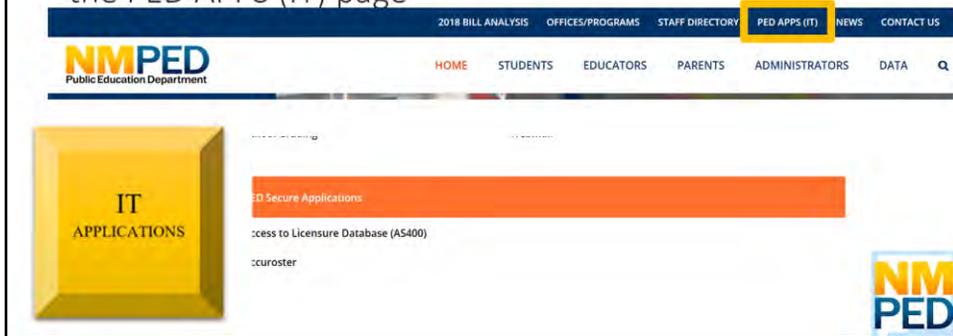


Accuroster: Accessing System

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



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](#)

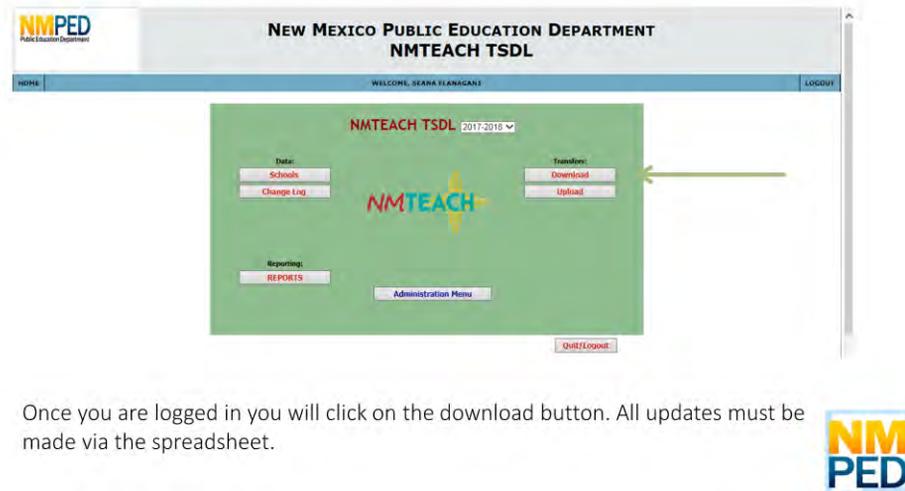
* Required

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



To log in you will enter your email (typically your district account) and your password. If you have trouble please email teacher.evaluation@state.nm.us for assistance.

Accuroster: Using the System



The screenshot displays the web application interface for the New Mexico Public Education Department's NMTEACH TSDL system. At the top left is the NMPED logo. The main header reads "NEW MEXICO PUBLIC EDUCATION DEPARTMENT NMTEACH TSDL". Below this is a navigation bar with "HOME" and "LOGOUT" links, and a user greeting "WELCOME, SEANA FLANIGAN!". The central content area is a green box titled "NMTEACH TSDL" with a dropdown menu set to "2017-2018". It contains several sections: "Data" with "Schools" and "Change Log" buttons; "Transfer" with "Download" and "Upload" buttons; "Reporting" with a "REPORTS" button; and an "Administration Menu" button. A "QUIT/Logout" button is located at the bottom right of the green box. A green arrow points to the "Download" button in the Transfer section.

Once you are logged in you will click on the download button. All updates must be made via the spreadsheet.

Once you are logged in you will click on the download button on the right hand side of the page. All updates will need to be made via the spreadsheet.

Accuroster: Using the System

The screenshot displays the NMTEACH TSDL web application interface. At the top left is the NMPED logo. The header includes the text 'NEW MEXICO PUBLIC EDUCATION DEPARTMENT' and 'NMTEACH TSDL'. A navigation bar contains 'HOME', 'WELCOME, SEANA FLANAGAN', and 'LOGOUT'. The main content area is titled 'Snapshot Verification Download' and contains a 'Main Menu' button, a 'School Year' dropdown menu (set to '2017-2018'), a 'District' dropdown menu (set to 'ALAMOGORDO'), a 'School' dropdown menu (set to '-- Pick a School --'), and a 'File' dropdown menu (set to 'Snapshot Verification'). Green arrows point to each of these five elements. The footer contains links for 'NMPED Web Site', 'Site Map', and 'Contact Us', along with 'Color: blue' and 'Production Environment V12.12.21'.

The download button will bring you to the next page here you will select:

School year

District

School (not necessary)

And click on snapshot verification

The system will then produce a spreadsheet (CSV) where you will be able to make any updates needed

Accuroster: Updates to Reported Data

During this final Accuroster verification period for school year 2018-2019 updates may be made to all three snapshots (40, 80, and 120 day)

All updates must be made using the spreadsheet in the system available for 120 day. This spreadsheet will have 120DD in column AJ.

CurrentPeriod-DoNotUpdate

120DD

120DD

120DD

120DD

No other spreadsheet will be accepted into the system. Do not edit column AJ in a different spreadsheet as this will negatively impact any changes you are trying to make.



Accuroster: Updates to Reported Data

Updates should begin with columns AA (CourseType40D), AB (CourseType80D), and AC (CourseType120D). 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

Once a 2 is placed in these columns there is no need to update any other columns.



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	AC
CourseID	CourseName	CourseType 40D	CourseType 80D	CourseType 120D
2	SECOND LIFE LONG LEARNING	2	2	2
1025	SECOND ELA	1	1	1
2	SECOND PM - HR	2	2	2
2738	SECOND SOC STUDIES	1	1	1
2020	SECOND MATH	1	1	1
2	SECOND AM - HR	2	2	2
1717	SECOND SCIENCE	1	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, AB, and AC 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, Sub80D, or Sub120D to make an update
 - Long term sub
 - EA



Now updates begin, updates should begin with columns AA, AB, and AC 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), Column Y (Sub80D), and Column Z (Sub120D)
 - Mark a 1 if the teacher was a substitute
- Column AG (StudentTeacher40D), Column AH (StudentTeacher80D), and AI (Student Teacher120D)
 - Place a 1 if the teacher hosted a student teacher in their classroom during the snapshot



Accuroster: Updates to Reported Data

- Column AD (SubjectStaff40D), Column AE (SubjectStaff80D), and Column AF (SubjectStaff120)
 - ELA, Math, Social Studies, Science

M	N	AD	AE	AF	M	N	AD	AE	AF
CourseID	CourseName	SubjectStaff40D	SubjectStaff80D	SubjectStaff120D	CourseID	CourseName	SubjectStaff40D	SubjectStaff80D	SubjectStaff120D
4	Fourth Grade				4	Fourth Grade	ELA, Math	ELA, Math	ELA, Math
4	Fourth Grade				4	Fourth Grade	Science, Social Studies	Science, Social Studies	Science, Social Studies
4	Fourth Grade				4	Fourth Grade	Math	Math	Math
4	Fourth Grade				4	Fourth Grade	ELA	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) Transition Assessment ELA and Math

0004 (Fourth Grade) Transition Assessment ELA and Math, NMSBA Science

0005 (Fifth Grade) Transition Assessment ELA and 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.



Review different types of updates

Column AA and AB should be the first stop for all reviews

Accuroster: Updates to Reported Data

Remember you must use the most current spreadsheet available in Accuroster. This is the spreadsheet that lists **120D** in column AJ.

CurrentPeriod-DoNotUpdate
120DD



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



Review what cannot be updated

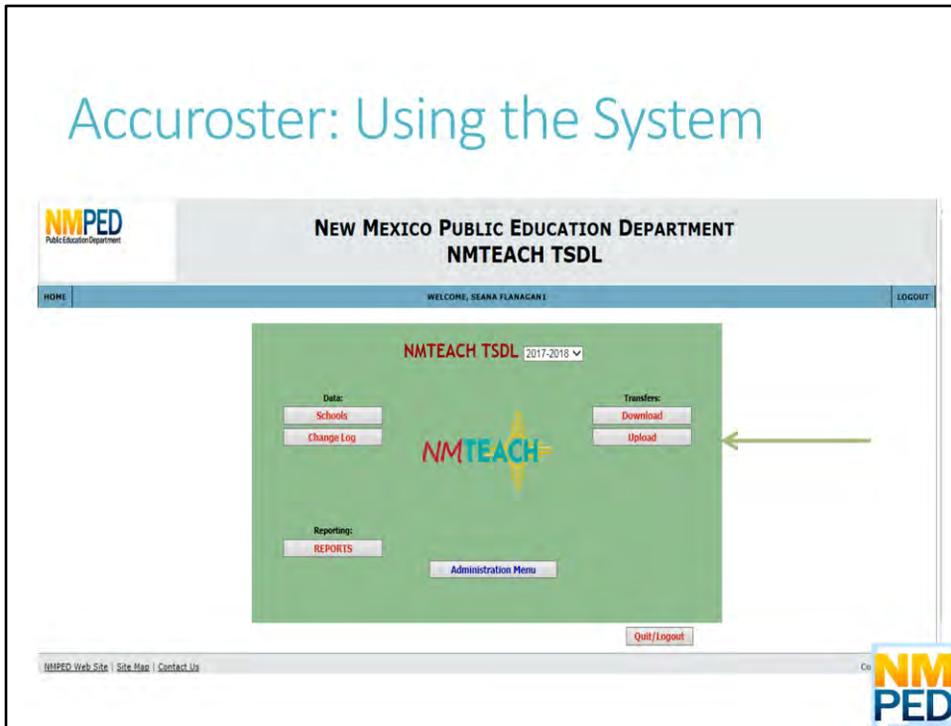
Accuroster: Updates to Data the Don'ts

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

Accuroster: Using the System

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
NMTEACH TSDL

WELCOME, SEANA FLANAGAN! LOGOUT

Snapshot Verification Upload

Main Menu

School Year: 2017-2018

District: ALAMOGORDO

Download: [not upload for 40 day osv](#) 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 web interface. At the top, the logo for NM PED (New Mexico Public Education Department) is visible on the left, and the text 'NEW MEXICO PUBLIC EDUCATION DEPARTMENT NMTEACH TSDL' is centered. Below this is a navigation bar with 'HOME', 'WELCOME, SEANA FLANAGAN', and 'LOGOUT'. The main content area is titled 'Snapshot Verification Upload' and includes a 'Main Menu' button. A message indicates a successful upload: 'You uploaded the file: test upload for 40 day.csv. It is 1495084 bytes long. The system changed the file name to: J0466AL20180102T132959.csv. The file was successfully uploaded. The system found 9353 rows in the file.' Below the message are form fields for 'School Year' (set to 2017-2018), 'District' (set to ALAMOGORDO), and a 'Download' section with a 'Browse...' button. An 'Upload' button is also present. The footer contains links for 'NMPED Web Site', 'Site Map', and 'Contact Us', along with the mailing address '300 Don Gaspar Santa Fe, NM 87501' and the text 'Production Environment V12.12.21'.

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' interface. At the top, a blue bar contains the text 'WELCOME, SEANA FLANAGAN1'. Below this, the title 'Snapshot Verification Upload' is centered. A 'Main Menu' button is located below the title. An error message reads: 'Exception occurred, Please contact administrator.' The form includes three fields: 'School Year' with a dropdown menu set to '2017-2018', 'District' with a dropdown menu set to 'TRUTH OR CONS.', and 'Download' with a 'Browse...' button. An 'Upload' button is positioned below the 'Download' field. The bottom of the page shows a greyed-out table structure.

If there were any errors in the data you uploaded (i.e. incorrect file type, added or deleted rows, changed file IDs, manipulated column headers) you will receive the message above. You will then need to review your data to find the error/s, correct them and then upload the corrected version into the system.

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 there were any errors in the data you uploaded (i.e. incorrect file type, added or deleted rows, changed file IDs, manipulated column headers) you will receive the message above. You will then need to review your data to find the error/s, correct them and then upload the corrected version into the system.

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.

Validate that the updates you made during the 40 day and 80 day Accuroster periods are reflected on the downloaded report.

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

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 7AM-5PM) or by 10 AM the next day for after hour emails.

