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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Current Period</th>
<th>Do/Not Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>12000</td>
<td></td>
</tr>
<tr>
<td>12000</td>
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<tr>
<td>12000</td>
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<tr>
<td>12000</td>
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</tr>
</tbody>
</table>

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 theses columns there is no need to update any other columns.
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
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 snapshot or it will remain blank = no students, teacher, course link reported for that snapshot
Place a 2 in the column to remove the student, teacher, course link for that snapshot
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
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.

<table>
<thead>
<tr>
<th>CurrentPeriod DoNotUpdate</th>
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</thead>
<tbody>
<tr>
<td>1200D</td>
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<td>1200D</td>
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</tbody>
</table>
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
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.
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
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.
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.
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.