



# NCEA Reporting

SchoolSpeak Support –2020



# This session will cover

- Introduction to SchoolSpeak's NCEA support
- How to use SchoolSpeak's NCEA Report utility's features and functions
- How to enter data
- How to create new fields (*optional*)
- How to generate the NCEA report

# How does SchoolSpeak support NCEA reporting?

- Admins can generate the NCEA report from within SchoolSpeak Admin tools
  - Auto Calculate numbers - Use the data stored within SchoolSpeak profiles to aid in the data collection
  - Manual data entry
- Reports may be generated as either CSV or PDF
- Schools that belong to a SchoolSpeak implemented diocese may submit their reports directly to the diocese from within the NCEA tool
- Note: Some dioceses may gather this information as part of a census tool. But the fields should be completed.

# ! Check your groups

This is good time to make sure that your groups have been setup correctly for the tool.

1. Admin >> Manage Groups >> Edit Groups >> All groups
2. Verify that all grade groups/homeroom groups are setup correctly with **GRADE LEVEL**.

To make changes, click on ADMIN across from the group name

Click Configure group

Choose correct grade level and click UPDATE

## Notes:

- If your school has multiple sections per grade level you may assign to same grade level
- Grade level is only for true homerooms not sections that belong to a grade
  - Math 4A and Math 4B are not grade level groups

# Groups - Continued

- If you have "New" groups for use during registration
  - Use the new feature grade level for next year
  - At the group level, identify the grade level as a group for next year
- If you don't use the grade group for next year function – please make sure to remove grade level at least.

# !A little prep work

- Review your profiles to see if your school is tracking have Race, Religion and Ethnicity as fields
- Do this step in advance of running the report
- NO? – The fields can be added using the tool
- YES ?
  - You can use **Report Builder** to create a report to validate that you have all of the data needed. You may also check within the steps of the tool.
  - Create a report called NCEA Field check
  - Member type Students
  - Add fields – Member ID, First name, Last Name, Gender, Race, Religion, Ethnicity
  - Download as CSV
  - Fix fields
  - Use Batch member upload to upload new values

# Don't forget the teachers!

- Use report builder to check your teacher fields
- Fields – First Name, Last name, Gender, Employment type and Staff type
  - Make sure you have the correct number of Lay vs Religious teachers!

# How to use the NCEA Report tool

- Admin >>Manage Resource Section
  - Locate NCEA Report
  - If you are part of a SchoolSpeak implemented diocese, the diocese may have already setup the dates for your report submission.
    - Located at the top of the resource.
  - \*Some dioceses may collect this information as part of a census. Can still make sure that the fields are completed as required.





Step by Step

# !If you used the NCEA report last year and see an error

DON'T WORRY – it means that some members are missing data and we will fix as part of the process

⚠ There are students/staff with unknown ethnicity and are mapped to 'Non-Hispanic or Latino'.  
▶ 15 students have unknown ethnicity data.

[Click here to learn about this process](#)

[\[+\] Select Staff & Students for NCEA Data Collection](#)

[\[+\] School Settings](#)

[\[+\] Government Funded Programs](#)

[\[+\] Additional Information](#)

[\[+\] \(Optional\) If you want to take data from profile fields, create/map profile fields](#)

[\[+\] \(Optional\) If you want to take data from profile fields, download, edit and upload field data](#)

[\[+\] Calculate/Input student & staff data](#)

[\[+\] Run Report](#)

# Identify the Members

- Identify the members that should be included within the calculations
- Consider using groups to make the identification of members easier

**Select Staff & Students for NCEA Data Collection**

**⚠ PK gradelevel calculation includes gradelevels 'PK3', 'PS3', 'PK4', 'PS4', 'PK5', 'JK', 'PK', 'TK'**

Include students from:	<b>Included Groups:</b> <b>School</b>	<b>Edit</b>
Select Teachers:	<b>Included Groups:</b> <b>Staff</b>	<b>Edit</b>
Select Administrators:	List is empty.	<b>Edit</b>

# !Helpful Hints – Identifying the members

Groups make it easier to identify members

If “staff” group contains non-teachers, try to create a new group called “Teachers” and use that within teachers identification box.

If using specific names makes sure they are correct especially for principal.

# School Settings

- Enter all pertinent information about your school

## [+] Select Staff & Students for NCEA Data Collection

### School Settings

Principal:

Mrs. Jones

Category:

Elementary/Middle  Secondary

Location:

Urban  Inner City  Suburban  Rural

Sponsorship:

Single Parish  Interparish  Diocesan  Religious Cong/Private

Gender:

Male  Female  Coed

# Government Questions

- Complete all government related questions

## **Government Funded Programs**

- |   |   |
|---|---|
| 1. Total number of students who receive Title I services  | 2 |
| 2. Number of students who receive free or reduced price breakfast   | 8 |
| 3. Number of students who receive free or reduced price lunch   | 8 |
| 4. Number of students who receive subsidized transportation services (busing, travel passes, compensation to parents, etc.) | 3 |

# Additional Information

## Additional Information

1. Does the school have a Board, Commission or Council?  Yes  No
2. Does the school have an Extended Day Program?  Yes  No
3. Does the school have a waiting list for any grade?  Yes  No
4. Do students have school access to the Internet?  Yes  No
5. Did the school receive E-rate telecom discounts in the last school year?  Yes  No
6. Did the school apply for the E-rate discounts in this present school year?  Yes  No
7. Number of students with a diagnosed disability?

# Preparing Profile Fields

- If your account **does not** have the required student and teacher fields, you may opt to add them at this time.
  - To add all fields – Click ADD MISSING FIELDS
  - To add individual fields – Click ADD FIELD next to the field that needs to be added
- If you already have some fields, use the MAP field button to map your current profile values to the values that the NCEA report requests
- Don't worry if you don't have the values yet!



**(Optional) If you want to take data from profile fields, create/map profile fields**

**Students**

Add missing student-based NCEA fields

Religion

Religion

Map Religion Field

Ethnicity

Student - Ethnicity

Map Ethnicity Field

Race

Race

Map Race Field

**Staff - Admin**

Add missing admin-based NCEA fields

Religion

Religion

**Add Field**

Map Religion Field

Ethnicity

Ethnicity

**Add Field**

Map Ethnicity Field

Race

Race

**Add Field**

Map Race Field

Staff Type

Staff-Type

**Add Field**

Map Staff-Type Field

Employment Type

Staff-EmploymentType

**Add Field**

Map Employment-Type Fields

# Mapping Fields

**Map Field Values**

**Religion**

Field Value	NCEA Data Value
Catholic	Catholic ↕
Non-Catholic	Non-Catholic ↕
Unknown	Unknown ↕

OK Cancel

# Prepping the field data

- Use the download option by member type to view the data currently in the fields
- If the data is blank, you can easily update the data in the CSV form and then upload back into SchoolSpeak via *Batch Member Update*
- Update data for Students, teachers and admins
- Use the values that are listed within the Mapping section

# Field Values

## Religion

Catholic

Non-Catholic

Unknown

## Staff-Type

Religious

Clergy

Lay

## Ethnicity

Hispanic or Latino

Non-Hispanic or Latino

Unknown

## Staff Employment Type

Full-Time

Part-Time

## Race

Native American

Asian

Black

Native Hawaii/Pac ISL

White

Two or More Races

Unknown

# Helpful Hints

- When reviewing the member data note if some members have data and some do not
  - Update the fields in the downloaded spreadsheet!!
  - Make sure that the column headers are at the top of the workbook

	A	B	C	D	E	F
1	SchoolSpeak Member ID	Last Name	First Name	Religion	Ethnicity	Race
2	625274	Adrew	Robert	Catholic	Non-Hispanic	White
3	655626	Adrew	Scott	Catholic	Non-Hispanic	White
4	737885	Adrew	Sean	Unknown	Non-Hispanic	White



- SAVE FILE AS **CSV**

# Using Batch Member Update

Select file:  No file chosen  
(Please upload the file with list of members to be updated.)  
 First line has header

1. Click Choose File - Locate the CSV you saved after updating and click Open
2. Click Upload

3. Verify that the fields match or are mapped correctly.

CSV Header – Column header in the file  
Select Field – Field in profile

Use the dropdown to find a match if necessary. Be careful of duplicate field names.

When using Batch member update – make sure to check the box to the right if blank update

Select field type for each column:

#	Column Name	CSV Header	Value	Select Field	Empty data resets field?
1	A	SchoolSpeak Member ID	625274	SchoolSpeak Member ID	<input type="checkbox"/>
2	B	Last Name	Adrew	Last Name	<input type="checkbox"/>
3	C	First Name	Robert	First Name	<input type="checkbox"/>
4	D	Religion	Catholic	Religion	<input type="checkbox"/>
5	E	Ethnicity	Non-Hispanic	Ethnicity	<input type="checkbox"/>
6	F	Race	White	Race	<input type="checkbox"/>

# Calculate/Input Data

- Once the fields have been updated you may click the button to auto calculate
- You may also opt to calculate specific fields
- Enter the data manually

**Calculate/Input student & staff data**

📌 Data calculated on 9/6/2017 7:26:29 PM

Calculate all fields from profile

**Student**

*Totals of enrollment by ethnicity, enrollment by race and enrollment by grade level should match*

**Enrollment By Ethnicity**

Catholic AND Hispanic or Latino	<input type="text" value="1"/>	<a href="#">Calculate from profile</a>
Catholic AND Non-Hispanic or Latino	<input type="text" value="92"/>	<a href="#">Calculate from profile</a>
Non-Catholic AND Hispanic or Latino	<input type="text" value="0"/>	<a href="#">Calculate from profile</a>

# Things to look for!

- Once you calculate, SchoolSpeak will present 'errors' for you to review
- **If missing student data** – go back to your student download and verify that all of the fields have values
- **If error is about field mapping** – go back to your student data and make sure it equals what the mapping should be or that it has been mapped appropriately
- **If enrollment errors** – Check to make sure all students are in the school group or that all students in School group have valid grade levels



- **Counts do not match** – Verify that the student groups are correct and that all have data
- Make changes and re-upload data via Batch Member tool or visit the profile by clicking on the member name

**edit the enrollment**

There are number of

- ▶ **Adrew, Jane**
- ▶ **Brown, Calvin**
- ▶ **Cook, Kristyl**
- ▶ **Greyson, Abbie**

# Run Report

- May download in CSV (good for Excel) or in a PDF format
- Specific dioceses may submit the reports to the diocese. Schools may also be required to complete additional files.



Thank you.

*If you have any questions,  
please contact SchoolSpeak Support*