



# Level 0 Cheat Sheet

- Run all verification reports in all categories before Locking and Loading anything.
- Fix all errors in all categories before locking and loading anything.

## How to Lock and Load to Level 1:

Changes to:	What to Lock and Load:
<b>Demographics</b>	Demographics
<b>Enrollment</b>	Demographics and Enrollment
<b>Program Services</b>	Demographics, Enrollment and ALL Program services
<b>Assessments</b>	Demographics, Enrollment and Assessment
<b>SE Snapshot</b>	Demographics, enrollment, ALL Program Services and Snapshot
<b>SE Events</b>	Demographics, enrollment, ALL Program Services and SE Events
<b>Student Grades</b>	Demographics, Enrollment and Student Grades
<b>Staff Snapshot (Level0 Express)</b>	Upload alone without uploading any other category
<b>Course Data (Level0 Express)</b>	Upload alone without uploading any other category

If you make changes to multiple areas, obviously push those up as well.

### \*\*\*A few notes about Locking and **Loading Program Services:**

*-CLICK EACH BOX SLOWLY SO THE VERIFICATION REPORT CAN RUN!*

If you click too fast, all the categories won't go up and your data will not be in Level 1.

*-ALWAYS CLICK THE "CHECK ALL" BOX* to make sure that you don't miss any data. A common mistake is to only select the category that you worked in. That is a no-no.



- Remember to click the "Create file for Level 1 submission" button.
- Click "Save As" if you want to save a copy of the data that is in Level 0 (Level 0 Express automatically saves as a text file, asking you to open it or save it).
- Level 0 now allows multiple years' worth of data submitted on the same day.



- Don't lock and load the same year more than once in the same day.
- Don't forget to talk to the others in your district who can also lock and load to make sure that they didn't do it, too.