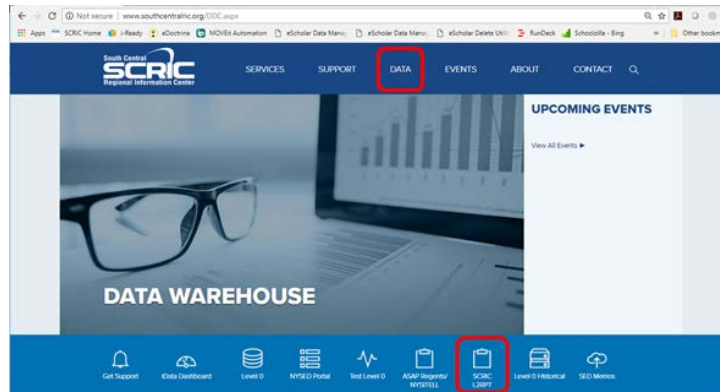
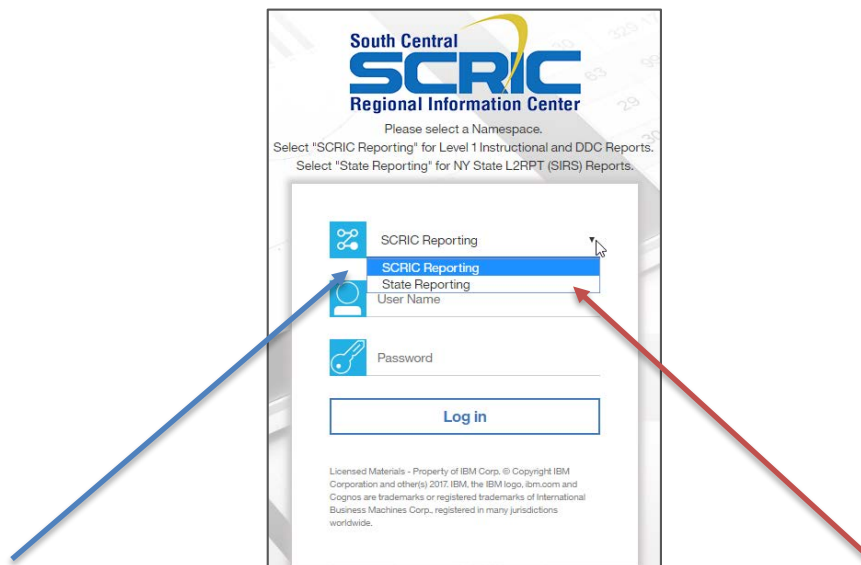


Start at the South Central RIC web page at <http://www.scric.org>. Click the **Data** tab in the top ribbon to get to the Data Warehouse page, then **SCRIC/L2RPT** to get to the Cognos application.



The Cognos application has 2 namespaces. You may have access to one or the other namespace, or both. Credentials are different for each namespace (see more detail below). **SCRIC Reporting** has student assessment analysis reports and DDC/CIO reports. **State Reporting** has the Level 2 SIRS reports.

At the Cognos log on screen, choose which Namespace you want to login to: **SCRIC Reporting** or **State Reporting**.



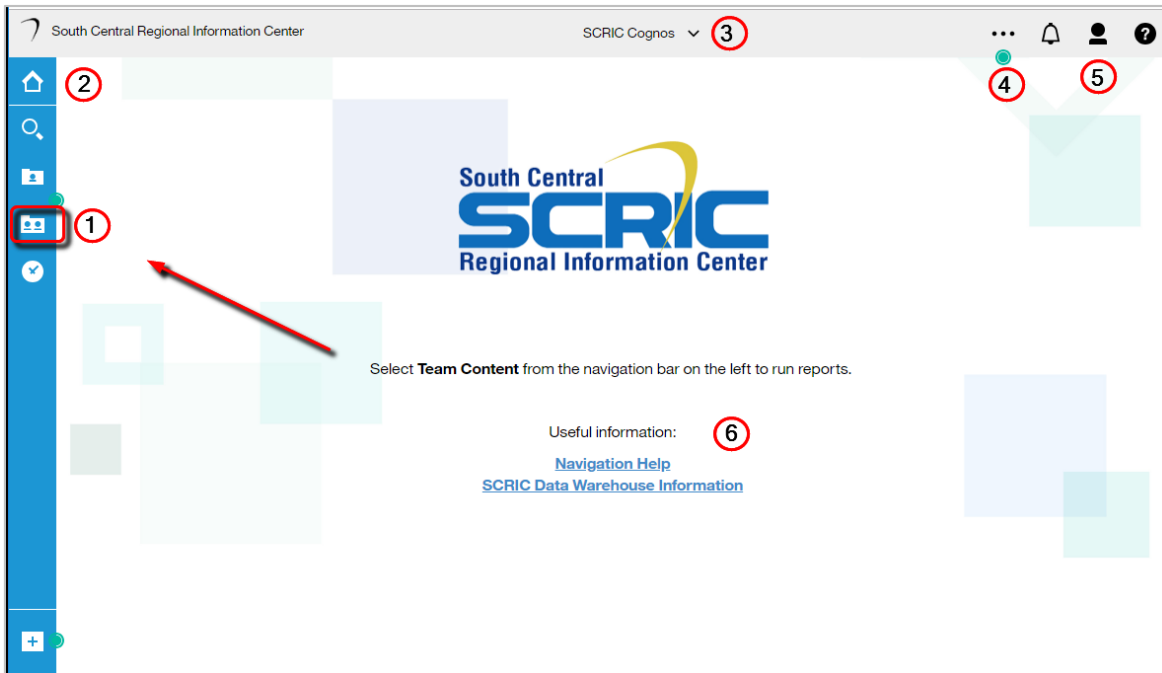
To view Level 1 Reports:

- Select **SCRIC Reporting** from dropdown.
- Enter your User ID and Password.
 - Managed IT districts, your login credentials are your school email address and network password.
 - Non-Managed IT districts, your login credentials are generally first-initial-lastname@scric.org.
 - If you don't have credentials, contact your DDC/CIO to initiate a request for credentials.

To view Level 2 Reports:

- Select **State Reporting** from dropdown
- Enter your **SEDDAS** User ID and Password.
 - If you don't have SEDDAS credentials, contact your district superintendent to grant you access to L2RPT.
 - Your login credentials are generally firstname.lastname.

The Home Page:



1 Team Content

- The folders of reports can be found here. After clicking the icon, the fly out pane can be 'stretched' wider to read long file names by dragging the double bar edge further to the right.

2 Home

- Click here from any screen to return to the home page

3 The Switcher

- Click the dropdown here to close a report output or switch between multiple report outputs

4 Hints

- Hints to help you learn the new interface. Click [turn off hints](#) to turn all hints off. Hints can be turned back on by going to the Personal Menu > Preferences > Show Hints.

5 Personal Menu

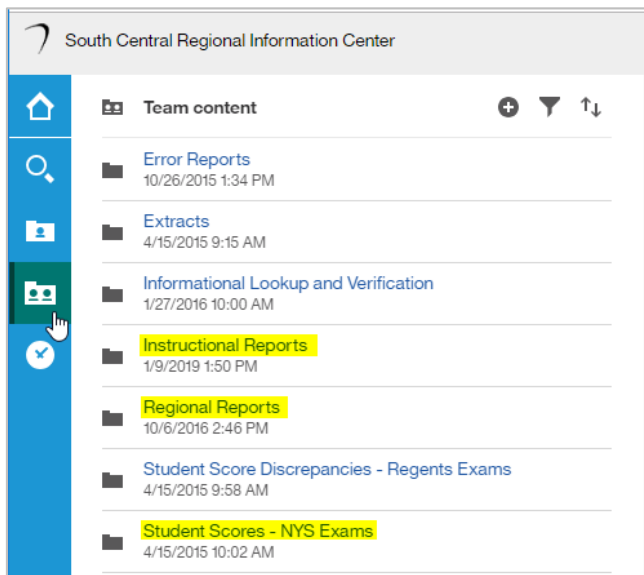
- Preferences and Sign Out can be found here.

6 Useful Information

- Navigation Help – a link to a short SCRIC video showing how to navigate the new user interface
- SCRIC Data Warehouse Information – will open a new browser tab displaying the SCRIC Data Warehouse webpage.

SCRIC Reports (Level 1)

You should see some or all of the folders shown below. If you do not see any folders, please notify the Data Warehouse Team at 763-3592 or email sirshelp@btboces.org.



Note: Instructional Users only have access to **Instructional Reports**, **Regional Reports**, and **Student Scores – NYS Exams**. DDCs/CIOs have access to all folders shown above.

Instructional Reports: Statewide Common Data Views, assessment reports for 3-8, Regents, NYSAA and NYSESLAT. Reports show individual performance, gap analysis, released questions, results by skill, assessment trends and more (see report samples link below for more detail).

Regional Reports: Charts of aggregate student performance and proficiency on the 3-8 and Regents assessments within each BOCES region.

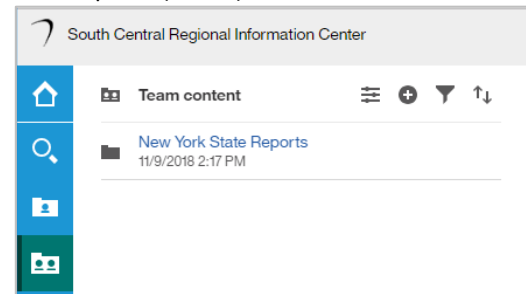
Student Scores: Summary and roster reports of student performance on the NYS assessments.

Helpful websites:

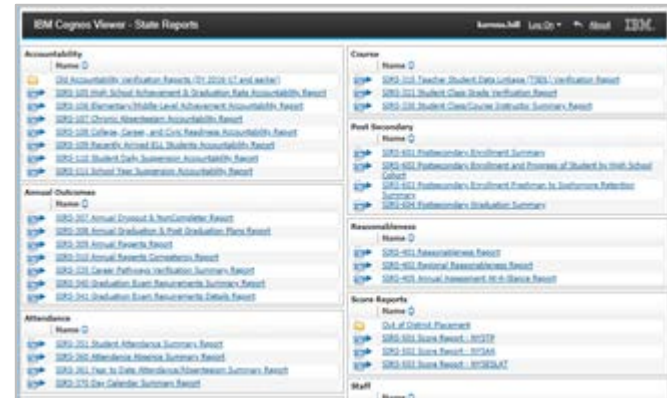
- Instructional report samples:
<https://www.southcentralric.org/DataAnalysis.aspx>
- L2 Report Guides:
<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>
- SED SIRS Policy Manual:
<http://www.p12.nysed.gov/irs/sirs/>
- engageNY:
<http://www.engageny.org/>

State Reports (Level 2)

SIRS Reports (L2RPT) are in one folder.



New dashboard view:



Accountability Reports for High School, Elementary/Middle Level, and NYSESLAT

Annual Outcomes for Dropout & Non-Completer, Graduation & Post Graduation, Regents, and Regents Competency

Attendance Summary Report (Students)

BEDS Day Enrollment: For State Aid, By Enrollment Location, By District of Residence, For District PK, By Resident District, For Free/Reduced Lunch Eligible Students, and Monthly Student Enrollment Summary

Course Reports: By Teacher/Course, By Teacher Student Data Linkage, and By Student Class Grade

Career and Technical Education Report

Post Secondary: Enrollment Summary, Enrollment & Progress of Student by HS Cohort, Enrollment Freshman to Sophomore Retention, and Graduation Summary

Reasonableness: Report and Annual Assessment at-a-glance

Score Report: NYSTP [ELA 3-8, Math 3-8, Science 4/8], Score Report NYSAA, and Score Report NYSESLAT

Staff Reports: by Staff Evaluation Rating, Staff Assignment, Staff Snapshot, and Staff Tenure

Tested/Not Tested: Reports by NYSITELL, T/NT Confirmation, and T/NT Confirmation All Assessments

Total Cohort: Summary and Total Cohort Assessment Summary

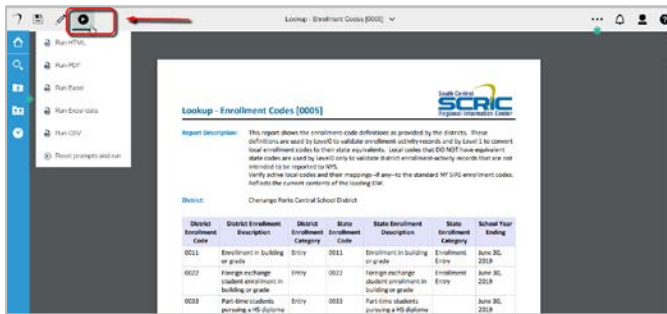
UIAS: Audit Report

Exporting Reports in a Different Format:

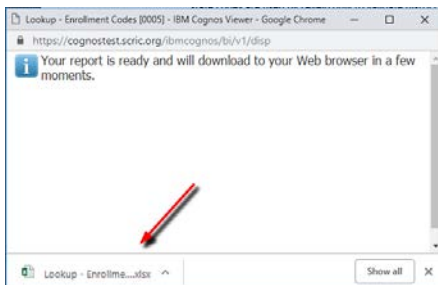
The options for changing the format of a report still exist, but look slightly different in v11.

Exporting SCRIC Reports (Level 1)

Most reports in SCRIC Reporting will default to PDF format. To export any Cognos report as another format (i.e. Excel or Excel data), click on the **Run As** icon in the upper left side of the bar. Select the format you desire.

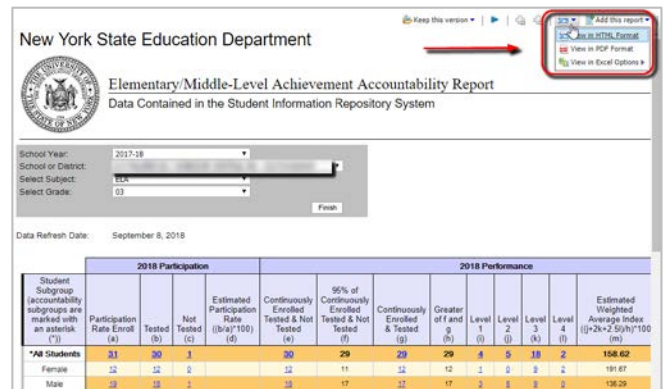


A new window will pop-up, giving you access to the downloaded file, in the format you specified.



Exporting State Reports (Level 2)

SIRS reports will default to HTML format. To export any Cognos report as another format (i.g. PDF or Excel), click on the **View In** icon in the upper right side of the bar. Select the format you desire.



A new window will pop-up, giving you access to the downloaded file, in the format you specified. Or if PDF was selected, a window will pop-up with your PDF reader displaying the report.

For more information contact the State Reporting and Testing team:

Email: SIRSHelp@BTBOCES.ORG

Phone: (607) 763-3592

