

Class List Reporting (CLR) Manual

Initial Designee Phase

Table of Contents

I.	Introduction and Overview.....	3
II.	CLR Phases.....	3
III.	CLR Timeline.....	4
IV.	CLR Support.....	4
V.	Using CLR during the Initial Designee Phase	4
	A. Principal Login.....	4
	B. Select a Designee	5
	C. Review/Update Class List Information in Initial Designee Phase	5
	a). Add a Course Section.....	5
	b). Edit a Course Section.....	6
	c). Remove a Course Section	7
	d). Add/Remove a Teacher or Substitute in a Course Section	7
	e). Add/Remove a Student in a Course Section	8
	f). Edit Student Information in a Course Section	8
	1). Update Start/End Date.....	8
	2). Update Linkage Amount.....	9
	3). When to Use the Exempt Function	9
	g). Action Items.....	10
	D. Certification of Data in Initial Designee Phase	10
	APPENDIX: CLR Tables.....	11
	Table 1: CLR Tab Descriptions	11
	Table 2: Linkage Amount Definitions.....	12
	Table 3: Action Item Corrections.....	12
	APPENDIX: CLR Screenshots.....	13
	Screenshot 1: Home Screen	13
	Screenshot 2: Summary Page.....	13
	Screenshot 3: Add a Designee.....	14
	Screenshot 4: Course List.....	14
	Screenshot 5: Course Sections	15
	Screenshot 5a: Add a Course Section	15
	Screenshot 6: Manage Teachers	16
	Screenshot 7: Manage Students.....	16
	Screenshot 8: Remove Course Section	17
	Screenshot 9: Manage Students – Edit Information.....	17
	Screenshot 10: Action Items	18
	Screenshot 11: Action Items – Student View	18
	Screenshot 12: Inactive Course Section.....	19
	Screenshot 13: Certification Tab	19

I. Introduction and Overview

What is CLR?

Class List Reporting (CLR) is a web application, developed by the NYCDOE, used by schools and teachers to update and confirm the accuracy of class list information (including teachers, core courses, students, and start/end linkage dates) being reported to the New York State Education Department (SED) in the school year 2012-13. All core ELA and math teachers in grades 3-8, and all core science teachers in grades 4 and 8, will use CLR to record and verify class list information. This information will then be reported the New York State Education Department (SED) and will be used to calculate educator growth scores as one of multiple measures of teacher effectiveness.

Why Use CLR?

CLR was developed to capture the most accurate class list information for schools and teachers. The CLR process occurs in three phases to allow schools to update inaccurate or incomplete information, as well as allow teachers to view class list information being submitted on their behalf and verify the accuracy of that information. Teachers with inaccurate or incomplete class list information will have the opportunity to request changes before the data are submitted to SED.

SED will use the data collected through CLR, as well as other information, to generate Educator Growth Score Reports. Therefore, accurate class lists are critical to ensure educators are associated with the correct courses and students, for the correct amount of time.

Who Uses CLR?

Only schools and teachers with students in grades 3, 4, 5, 6, 7, or 8 math and ELA courses and grades 4 or 8 science courses need to confirm class list information through the CLR web application.

New Reporting Requirements in 2012-13

In school year 2011-12, only core ELA and math teachers in grades 4 – 8 were required to submit class list information. The NYCDOE has updated the CLR web application to reflect new requirements specified in State Education Law §3012-c for the 2012-13 school year. In addition to the CLR reporting requirements for 2011-12, SED is requiring data collection and reporting of teachers in grade 3 core ELA and math courses, as well as data collection and reporting for teachers in grades 4 and 8 science courses.

II. CLR Phases

The first phase of CLR, the Initial Designee Phase, opened March 22 to principals and designees. This first phase should be used by principals to designate staff to view and edit all class list information on their behalf. Principals can also choose to act as their school's designee. The role and responsibilities of designees is described in more detail in the [Designee Role and Responsibilities](#) document on the [CLR wiki](#). The Initial Designee Phase will allow principals or designees to view and update any inaccurate or incomplete class list information prior to the second phase, the Teacher Verification Phase. Designees should make every effort to update class list information prior to the Teacher Verification Phase to lessen the burden on teachers during this phase.

The Teacher Verification Phase is scheduled to open April 12. This second phase will allow teachers to log into CLR and view class list information. Teachers will have the ability to request changes to any inaccurate or incomplete class list information associated with the teacher. Once a teacher has viewed his or her class list(s) and requested necessary changes, the teacher will then verify that all class list information associated with the teacher is accurate and complete (pending change requests updated by the designee in the third, and final, phase). In doing so, teachers will ensure accurate information is sent to SED to be used when generating educator growth scores reports.

The Final Designee Phase is the third, and final, phase. During this phase, designees will respond to teacher change requests, ensure no action item is left unresolved, and certify that all class list information for the current school year is

accurate and complete. Correctly completing this phase will ensure accurate information is sent to the New York State Education Department (SED) to produce educator growth scores.

III. CLR Timeline

<i>Date</i>	<i>Action</i>
March 22 – April 11	Principals log into CLR and select the designee(s). Designees review and update 2012- 2013 class list information.
April 11 at 5:00pm	Deadline for designees to prepare CLR prior to the Teacher Verification Phase.
April 12 – May 9	Teachers review 2012 - 2013 information and request changes, if needed.
May 9 at 5:00pm	Deadline for teachers to verify class list information in CLR.
May 10 – May 31	Designees review teacher change requests and respond accordingly.
By May 31 at 5:00pm	Principals and/or designees log into CLR and certify that all class list information is accurate and complete.

IV. CLR Support

For help with...	Visit...
Information about CLR →	CLR Wiki Page: https://wiki.nycenet.edu/display/HSST/Class+List+Reporting+-+CLR
Technical difficulties using the CLR web application (e.g. difficulty logging in) →	DIIT Help Desk (718) 935-5100

Additional Support for:	Contact...
Teachers →	Your principal's designee
Principals & Designees →	Network Data/Application Specialist
Network Data/Application Specialists →	Cluster Data Point
All CLR users →	CLR users can also contact the CLR Help Desk by phone or email <ul style="list-style-type: none"> • Email: CLRsupport@schools.nyc.gov • Phone: 718-935-4051 • Hours: Monday – Friday, 9am – 5pm

V. Using CLR during the Initial Designee Phase

A. Principal Login

Beginning March 22, principals should go to <http://www.nycenet.edu/clar> and log into CLR using their DOE username and password. If a principal is having difficulty logging in, contact the DIIT Help Desk at (718)935-5100 for assistance.

After logging into CLR, the home screen ([Screenshot 1](#)) will appear. On this page, a principal will see:

- Overview of actions a principal and/or designee can perform in CLR
- *Access Location*
 - Location code – code used in LCGMS to identify a school
 - Location name – name of the school associated with the location code
- *Role Access*
 - Role ID – identification number assigned by CLR

- Role Name – name of the role of the person logged into, and using, CLR
- Role Description – description of the role; different roles will have varying levels of access to view and update class list information
- *Location to Role Assignment*
 - Role ID – identification number assigned by CLR
 - User ID – username of the person logged into, and using, CLR
 - Locations – location where a person has designated role access (i.e. if role name is principal and the location is MS 555, the person has principal access at MS 555)

Principals should review this information and ensure they are associated with the correct school at the correct location.

B. Select a Designee

Designees are a crucial part of ensuring accurate class list information is submitted to the New York State Education Department (SED). [The Designee Role and Responsibilities document](#) will describe the responsibilities of designees in each phase in more detail.

After reviewing the welcome page, click on the Summary tab at the top of the screen.

- [Screenshot 2](#) will appear
- In the “Select a School” dropdown box, select the location name associated with the principal
 - Principals’ responsible for multiple locations will see all locations listed here
 - Only one location can be selected at a time
 - Designees will have access to the selected school
- Four items will appear for the selected school (these will be addressed in more detail in later sections):
 - Courses – number of courses at the selected school
 - Course Sections – number of course sections at the selected school
 - Action Items – number of items that need to be updated and/or corrected in the selected school; action items represent errors in CLR including, but not limited to:
 - No teacher assigned to a course section for a particular time span
 - Student not assigned to one or more core course section
- Under the three summary items described above, enter the staff member’s name whom you wish to select as designee
- Click “Add Designee” (see [Screenshot 3](#))
- Your designee’s name and information will appear in the box
- To remove a staff member from designee status, click “Remove Designee” to the right of the staff member’s name

C. Review/Update Class List Information in Initial Designee Phase

Designees should go to <http://www.nycenet.edu/clr> and log into CLR using their DOE username and password. If a designee is having difficulty logging in, contact the DIIT Help Desk at (718)935-5100 for assistance.

See [Principal Login](#) section for an overview of the Welcome Page designees view after logging into CLR.

a). Add a Course Section

To add a new course section, you will also have to assign the teacher to the course and add all of the students enrolled in the course on the same screen; otherwise, an [action item](#) will be created.

- In the [Course Sections](#) tab, click “Add Course Section”
- [Screenshot 5a](#) will appear
- Enter the following information:
 - Term
 - Subject
 - Grade
 - Course
 - Course Section
- Under “Teachers” section, click on “Manage Teachers” to assign a teacher to the new course section

- [Screenshot 6](#) will appear
- Type the teacher's name or ID number and scroll to the correct teacher to select
- Click the "Select Teacher" button
 - The teacher's information will appear in the box below
- Click "Confirm Changes" to assign the teacher to the new course section
 - A teacher(s) must be added to a new course in order for CLR to save the information
- Click Cancel to return to the "Course Section Information" page
- Under "Students" section, click on "Manage Students" to assign students to the new course
- [Screenshot 7](#) will appear
- Select the grade of the student you wish to add to the new course section in the "Grade" dropdown box
- Type in the student's name or OSIS ID in the "Student" box
- The start and end dates will be auto-filled to correspond with the term selected for the course section
 - To adjust the start date and end date of the student's linkage relationship to the teacher (i.e. how long the teacher taught that student in the course):
 - Click on the calendar to view and choose dates
 - Start and end dates should not exceed term dates of a course (see [Table 1](#) for term description)
- Adjust the linkage duration from 100% if, and only if, the teacher is a push-in or pull-out teacher
 - All core math, ELA, and science teachers not considered push-in or pull-out teachers should have a linkage amount of 100% for any student not receiving additional instruction from a push-in or pull-out teacher
- Click the "Select Student" student button
- The student's information will appear in the box below
 - If any edits need to be to the student's information, click the "Edit" button on the far right of the box
 - To remove the student completely from the course section, click the "Remove" button
- Add all students in the course section using the steps above
 - Each student must be added to the course section
- Click "Confirm Changes" to assign students to the new course section
 - This will return you to the "Course Section Information" page
- Click "Cancel" to return to the "Course Section Information" page without saving any recently added information
- Review the information for the new course section
- Click the "Save" button at the bottom of the page to save information
- Click the "Cancel" button to return to the "Course Sections" page
 - Any information entered will not be saved

b). Edit a Course Section

- In the Course Section tab, click "Edit" next to the course section you wish to edit
- [Screenshot 5a](#) will appear
- To edit teacher information within the course section, follow instructions in [Add/Remove a Teacher or Substitute in a Course Section](#)
- To add or remove a student within the course section, follow instructions in [Add/Remove Student in a Course Section](#)
- To edit student information, see the instructions for the action you wish to make:
 - [Update Start/End Date](#)
 - [Update Linkage Amount](#)
 - [When to Use Exempt Function](#)
- Click "Save" at the bottom of the page to save any updated information made to the course section
- Click "Cancel" to return to the [Course Sections](#) page
 - Any information entered will not be saved

c). Remove a Course Section

- In the Course Section tab, click “Remove” next to the course section you wish to delete
- [Screenshot 8](#) will appear
- Click “OK” if you want to remove the course section
- Click “Cancel” if you do not want to remove the course section
 - Course sections removed from the Course Sections List become “inactive”
 - A course section can be restored to “active” status, and placed back onto the Course Sections List, by clicking the “Restore” button on the Inactive Screen ([Screenshot 12](#))

d). Add/Remove a Teacher or Substitute in a Course Section

- In the Course Section tab, click “Edit” next to the course for which you wish to add and/or remove a teacher or substitute
- [Screenshot 5a](#) will appear
- Under “Teachers” section, click “Manage Teachers” to add/remove teachers/substitutes
- [Screenshot 6](#) will appear

Adding a Teacher/Substitute to a course section is a two-step process.

Step 1: Add the teacher/sub –

- To add a new teacher to an existing course section:
 - Type the teacher’s name or ID number and scroll to the correct teacher
 - Click the “Select Teacher” button
 - The teacher’s information will appear in the box below
 - Click “Confirm Changes” to assign the teacher to the course section
 - Click Cancel to return to the [Course Sections](#) page
- To add a substitute to a course section:
 - Click on the “Add a Substitute” button
 - The information will appear in the box below
 - Click “Confirm Changes” to assign the substitute to the course section
 - Click Cancel to return to the [Course Sections](#) page

Step 2: Add the students enrolled in the course –

- Under “Students” section, choose the teacher newly added to the course (in dropdown box), then click on “Manage Students” to link students to the added teacher
 - [Screenshot 7](#) will appear
- Select the grade of the student you wish to add to the new course section in the “Grade” dropdown box
- Type in the student’s name or OSIS ID in the “Student” box
- The start and end date will be auto-filled to correspond to the term selected for the course section
 - To adjust the start date and end date of the student’s enrollment in the new course:
 - Click on the calendar to view and choose dates
 - Start and end dates should not exceed term dates of the new course (see [Table 1](#) for term description)
- Adjust the linkage duration from 100% if, and only if, the teacher is a push-in or pull-out teacher
 - All core math, ELA, and science teachers not considered push-in or pull-out teachers should have a linkage amount of 100% for any student not receiving additional instruction from a push-in or pull-out teacher
- Click the “Select Student” student button
- The student’s information will appear in the box below
 - If any edits need to be to the student’s information, click the “Edit” button on the far right of the box
 - To remove the student completely from the course section, click the “Remove” button
- Add all students in the course section using the steps above
 - Each student must be added to the course section
- Click “Confirm Changes” to assign students to the new course section
- Click “Cancel” to return to the [Course Sections](#) page without saving any recently added information
- On the [Manage Course Section](#) page, click “Save” at the bottom of the page

- Any information entered on previous screens will not be saved to CLR until you push “Save” on this screen
- Click “Cancel” if you do not want to save any entered information

e). Add/Remove a Student in a Course Section

- In the Course Section tab, click “Edit” next to the course for which you wish to add and/or remove a student
- [Screenshot 5a](#) will appear
- To add a student –
 - Click “Manage Students”
 - [Screenshot 7](#) will appear
 - Select the grade of the student you wish to add to the new course section in the “Grade” dropdown box
 - Type in the student’s name or OSIS ID in the “Student” box
- The start and end date will be auto-filled to correspond to the term selected for the course section
 - To adjust the start date and end date of the student’s linkage relationship to the teacher (i.e. how long the teacher taught that student in the course):
 - Click on the calendar to view and choose dates
 - Start and end dates should not exceed term dates of a course (see [Table 1](#) for term description)
 - Adjust the linkage duration from 100% if, and only if, the teacher is a push-in or pull-out teacher
 - All core math, ELA, and science teachers not considered push-in or pull-out teachers should have a linkage amount of 100% for any student not receiving additional instruction from a push-in or pull-out teacher
 - Click the “Select Student” student button
 - The student’s information will appear in the box below
 - Add all students in the course section using the steps above
 - Each student must be added, one at a time, to the course section
 - Click “Confirm Changes” to assign students to the new course section
 - Click “Cancel” if you do not want to save any students added to the course
- To remove a student –
 - On [Manage Students](#) page, click “Remove” button next to the student you wish to remove
 - Click “OK” to remove the student
 - Click “Cancel” to return to Manage Students page
 - Click “Confirm Changes” to assign students to the new course section
 - Click “Cancel” if you do not want to save any students added to the course
 - Students removed from a course section become “inactive”
 - A student can be restored to “active” status and placed back into the course section, by clicking the “Restore” button on the Inactive Screen ([Screenshot 12](#))
- On the [Manage Course Section](#) page, click “Save” at the bottom of the page
 - Any information entered on previous screens will not be saved to CLR until you push “Save” on this screen
- Click “Cancel” if you do not want to save any entered information

f). Edit Student Information in a Course Section

All student information can be edited on the “Manage Students” page (Screenshot 6). In Course Sections tab, click “Edit” next to the course containing the students for which you wish to edit information.

1). Update Start/End Date

- Click “Manage Students”
 - [Screenshot 7](#) will appear
- Click “Edit” next to the student for which you want to edit start/end dates
 - Start and end dates should reflect the start/end date of the teacher-student linkage in that course (i.e. if a teacher began teaching the course 9/6 and stopped teaching 11/2, the start and end dates of each student in that course, associated with that teacher, should be 9/6 – 11/2)

- [Screenshot 9](#) will appear
- Adjust the start/end date of the student
 - To adjust the dates of all students in the list, check the box next to “Apply Date Changes to all Records”
 - Click “Update” to save changes
- Click “Confirm Changes” on [Manage Students](#) page to update start and end dates
 - Click “Cancel” if you do not want to save any students’ start/end date information
- On the [Manage Course Section](#) page, click “Save” at the bottom of the page
 - Any information entered on previous screens will not be saved to CLR until you push “Save” on this screen
- Click “Cancel” if you do not want to save any entered information

2). Update Linkage Amount

- Click “Manage Students”
 - [Screenshot 7](#) will appear
- Click “Edit” next to the student for which you wish to update linkage amount
 - Adjust the linkage amount from 100% if, and only if, the teacher is a push-in or pull-out teacher
 - All core math, ELA, and science teachers not considered push-in or pull-out teachers should have a linkage amount of 100% for any student not receiving additional instruction from a push-in or pull-out teacher
- [Screenshot 9](#) will appear
- Choose a linkage amount from the dropdown box (see [Table 2](#) to determine appropriate linkage amount)
 - To adjust the linkage amount of all students in the list, check the box next to “Apply Date Changes to all Records”
 - Click “Update” to save changes
- Click “Confirm Changes” on [Manage Students](#) page to update linkage amount
 - Click “Cancel” if you do not want to save any students’ linkage adjustment information
- On the [Manage Course Section](#) page, click “Save” at the bottom of the page
 - Any information entered on previous screens will not be saved to CLR until you push “Save” on this screen
- Click “Cancel” if you do not want to save any entered information

3). When to Use Exempt Function

The Exempt function should only be used to exempt “NYSAA Eligible” students (students NOT taking the standardized state assessment, and instead, taking the New York State Alternative Assessment). For more information on regarding NYSAA eligible students, see (FAQs on [CLR wiki](#)). Additionally, students in grades K-2 or 9-12 are also exempt from CLR.

- Click “Manage Students”
 - [Screenshot 7](#) will appear
- Click “Edit” next to the student eligible to be exempt
- [Screenshot 9](#) will appear
- Check the box next to “Exempt”
 - Click “Update” to save changes
- Click “Confirm Changes” on [Manage Students](#) page to update exemption status
 - Click “Cancel” if you do not want to save the information
- Once back on the [Manage Course Section](#) page, click “Save” at the bottom of the page
 - Any information entered on previous screens will not be saved to CLR until you push “Save” on this screen
- Click “Cancel” if you do not want to save any entered information

g). Action Items

Action items are indicators that appear in CLR when there is a conflict with the dates of a student's enrollment or teacher assignment, or there is information missing for a student. Action items result from student or teacher's information that does not follow the rules and requirements of CLR. All action items must be resolved in the system before principals or designees certify CLR data as accurate and complete.

- On Action Items screen ([Screenshot 10](#)), click on the "Export to Excel" button if you would like to view the Action Items list in an excel sheet.
- To view action items associated with individual students or teachers, click "View" in the far right column
- [Screenshot 11](#) will appear
- See [Table 3](#) for a list of potential action items and the appropriate section in the manual to use in order to correct the action item
- After correcting each action item in CLR, you will not automatically see those corrections appear on the Action Items screen
 - Click the "Generate Action Items" button to refresh CLR
 - Resolved action items will no longer appear on this screen, and the total number of action items at the bottom right of the page will reduce accordingly

D. Certification of Data in Initial Designee Phase

You cannot certify that all data is accurate and complete for the Teacher Verification Phase until you have resolved all pending action items.

Click on the Certification tab:

- [Screenshot 13](#) will appear
- Click "Confirm and Submit" button when all actions items are resolved and the class list information for your school is ready to be viewed by the teachers during the Teacher Verification Phase

APPENDIX: CLR Tables and Screenshots

CLR Tables

Table 1: CLR Tab Descriptions

Tab	Description
Home	<ul style="list-style-type: none"> • Overview (with links) of actions a principal and/or designee can perform in CLR • Describes user's role, role ID, and location associated with the user
Summary	<ul style="list-style-type: none"> • Courses – number of courses at the selected school • Course Sections – number of course sections at the selected school • Teacher Requests – number of active change requests made by teachers; in the first phase, there will be no teacher requests • Action Items – number of items that need to be updated and/or corrected in the selected school; action items represent errors in CLR including, but not limited to: <ul style="list-style-type: none"> ○ No teacher assigned to a course section for a particular time span ○ Student not assigned to one or more core course section
Courses	<ul style="list-style-type: none"> • Lists core ELA, math and science courses associated with a school and listed by grade level • Each core course should cover content leading the State assessment for that course • Term – indicates a course with one or more terms; multiple term courses will have multiple records to account for each term <ul style="list-style-type: none"> ○ Next to term number, STARS or ATS indicates the source system used to populate CLR • Course Code – local course code assigned by a school
Course Sections	<ul style="list-style-type: none"> • List of each course section within each core ELA, math, and science course • Shows all course sections associated with the selected school • Ability to view one course section at a time using dropdown menus • View all students enrolled in course section • View all teachers assigned to a course section • Add/edit/remove course sections including: <ul style="list-style-type: none"> ○ Add/edit/remove teachers in a course section ○ Add/edit/remove students in a course section • View active (not removed by designee) course sections in CLR • View inactive course sections in CLR (those removed by a designee)
Teacher Requests (Final Designee Phase only)	<ul style="list-style-type: none"> • List of each change request made by a teacher • More information on this tab will be in the Final Designee Phase manual
Action Items	<ul style="list-style-type: none"> • List of items in conflict with the rules and requirements of CLR
Certification	<ul style="list-style-type: none"> • Initial certification of class list information as accurate prior to Teacher Verification Phase • Final certification after Teacher Verification Phase • Principals and/or designees will certify all class list information as accurate and complete during the Final Designee Phase
Help	<ul style="list-style-type: none"> • CLR Manual • Link to CLR Wiki page with additional supporting documents • Support Structure and CLR Help Desk information

Table 2: Linkage Amount Definitions

Linkage Amount Percentage	Corresponds to...
20%	1 school day
40%	2 school days
60%	3 school days
80%	4 school days
100%	All core math, ELA, and science teachers not considered push-in or pull-out teachers should have a linkage amount of 100%

Table 3: Action Item Corrections

Action Item Description	Go to...
Student in grade 3-8 not enrolled in ELA/Math course section	<p>If the course section already exists:</p> <ul style="list-style-type: none"> • Add/Remove a Student in a Course Section <p>If the course section does not exist:</p> <ul style="list-style-type: none"> • Add a Course Section
Student in grade 4 or 8 not enrolled in science course section	<p>If the course section already exists:</p> <ul style="list-style-type: none"> • Add/Remove a Student in a Course Section <p>If the course section does not exist:</p> <ul style="list-style-type: none"> • Add a Course Section <p>If a school does not have separate science courses in grades 4 or 8 and meets state science curriculum requirements in other classes:</p> <ul style="list-style-type: none"> • Add a new course in STARS or ATS • Wait for CLR to refresh data (happens nightly) • Follow Add a Course Section instructions <ul style="list-style-type: none"> ○ Teacher of newly added science course should be the same teacher responsible for teaching science
Core course section has no staff-student linkage associated with it	<p>Edit a Course Section</p> <p>Add/Remove a Teacher/Substitute in a Course Section</p>
Student has gaps in staff-student association for a core course	Add/Remove a Teacher/Substitute in a Course Section
Student has staff-student linkage at a school later than last enrollment date at school	Update Start/End Date
Student has staff-student linkage at a school earlier than first enrollment date at school	Update Start/End Date

CLR Screenshots

Screenshot 1: Home Screen

home summary courses course sections teacher requests action items certification help Welcome, cmsuser1

Welcome to Class List Reporting (CLR)!

To begin reviewing your school's class list information, click on the Courses tab at the top of this page.

In the CLR web application you will be able to:

- [Assign a designee](#)
- View [class list information](#) for all core courses at your school
- [Update inaccurate or incomplete class list information](#)
- Respond to change requests made by teachers
- [Certify](#) that all class list information is complete and accurate

To begin reviewing your class list information, click on the Summary tab at the top of this page. For detailed instructions on how to use the CLR web application, download the [Class List Reporting \(CLR\) Manual](#)

Access Location

Location Code	Location Name
K084	P.S. 084 Jose De Diego
M811	P.S. M811 - Mickey Mantle School
Q256	P.S. Q256
Q310	Queens Collegiate: A College Board School
Q351	Rockaway Collegiate High School
Q540	Queens Academy High School
Q792	North Queens Community High School

Role Access

Role Name	Role Description
Principal	Only School Principal will be in this role.

Location to Role Assignment

User ID	Locations
	<ul style="list-style-type: none">• P.S. 084 Jose De Diego• P.S. M811 - Mickey Mantle School

In the CLR web application you will be able to:

- [Assign a designee](#)
- View [class list information](#) for all core courses at your school
- [Update inaccurate or incomplete class list information](#)
- Respond to change requests made by teachers
- [Certify](#) that all class list information is complete and accurate

To begin reviewing your class list information, click on the Summary tab at the top of this page. For detailed instructions on how to use the CLR web application, download the [Class List Reporting \(CLR\) Manual](#)

Screenshot 2: Summary Page

NYC Department of Education
Dennis M. Walcott, Chancellor

class list reporting

home summary courses course sections teacher requests action items certification help Welcome, cmsuser1

Select a School

P.S. 084 Jose De Diego (K084)

Summary

Home > Summary

Overview

- Courses: [7](#)
- Course Sections: [19](#)
- Action Items: [16](#)

Assign Designees

To assign a designee, search for a staff member using the searchbox and click the add designee button.

Search by staff Last Name, First Name or EIN

Add Designee

Full Name	Email Address	EIN
No records to display.		

Screenshot 3: Assign a Designee

- Course Sections: [19](#)
- Action Items: [16](#)

Assign Designees

To assign a designee, search for a staff member using the searchbox and click the add designee button.

Search by staff Last Name, First Name or EIN

Add Designee

Full Name	Email Address	EIN
-----------	---------------	-----

No records to display.

Screenshot 4: Course List

NYC Department of Education
Dennis M. Wolkoff, Chancellor

closs list reporting
Log Out | Welcome, cmsuser2

home summary courses course sections teacher requests action items certification help

Select a School
P.S. 084 Jose De Diego (K084)

Course List

[Home](#) > Course List

This page lists your school's core ELA, math, and science courses. Review the information below. To view and update course section information within each core course, click on the Course Sections tab at the top of this page.

Grade	Subject	Course Code	Term
Grade 03	English Language Arts	ELA_3	1 (ATS)
	Mathematics	Math_3	1 (ATS)
Grade 04	English Language Arts	ELA_4	1 (ATS)
	Mathematics	Math_4	1 (ATS)
	Science	Sci_4	1 (ATS)
Grade 05	English Language Arts	ELA_5	1 (ATS)
	Mathematics	Math_5	1 (ATS)

Screenshot 5: Course Sections

NYSED Education
Dennis M. Wolkoff, Chancellor

cross list reporting

home summary courses course sections teacher requests action items certification help

Select a School
P.S. 084 Jose De Diego (K084)

Course Sections

Home > Course Sections

Below is a list of each course section within all core ELA, math, and science courses at your school.

- To view the students enrolled in a course section, click on the number under the "Student" column.
- To view teachers assigned to a course section, click on the number under the "Teachers" column.
- For instructions on how to edit/update this information, download the [Class List Reporting \(CLR\) Manual](#).

Term: Subject: Grade: Course:

[Clear Filters](#)

Status: Active Inactive

[+ Add Course Section](#) [Refresh](#)

Instructional Level	Subject	Course Code	Course Section	Term	Students	Teachers		
03	English Language Arts	ELA_3	01	1	19	1	Edit	Remove
03	English Language Arts	ELA_3	02	1	19	1	Edit	Remove
03	English Language Arts	ELA_3	03	1	19	1	Edit	Remove
03	Mathematics	Math_3	01	1	19	1	Edit	Remove
03	Mathematics	Math_3	02	1	19	1	Edit	Remove

Screenshot 5a: Add a Course Section

NYSED Education
Dennis M. Wolkoff, Chancellor

cross list reporting

home summary courses course sections teacher requests action items certification help

Select a School
P.S. 10211 - Winckley Warble School (W0211)

Manage Course Section

Home > Course Sections > Manage Course Section

Course Section Information

A term, subject and grade **must** be selected to select a course. See the [Course List](#).

Term * Subject * Grade * Course * Section *

Teachers

[+ Manage Teachers](#) [Refresh](#)

First Name	Last Name	Teacher ID
No records to display.		

Students

Select a teacher

Screenshot 6: Manage Teachers

MANAGE TEACHERS

Please enter TEACHER info below.

Teacher *

Select Teacher Add as Substitute

First Name	Last Name	Teacher ID	Delete
			Remove

Confirm Changes Cancel

Screenshot 7: Manage Students

MANAGE STUDENTS

Confirm Changes Cancel

School: P.S. 084 Jose De Diego (K084) **Course Code:** ELA_3 **Section:** 100

Teacher:

To add students to this course section, fill in the fields below

Grade Student * Start Date * End Date * Linkage Exempt

Add Student

Note: The Start Date can not be earlier than **Term Start Date (09/06/2012)** AND the End Date can not be later than the **Assessment Date (04/16/2013)**

Status: Active Inactive

LastName Refresh

First Name	Last Name	Grade	Start Date	End Date	OSIS	Linkage	Exempt
No records to display.							

Confirm Changes Cancel

Screenshot 8: Remove Course Section

Select a School
 P.S. M811 - Mickey Mantle School (M811)

Course Sections

Home > Course Sections

Below is a list of each course section within all core ELA, math, and science courses at your school.

- To view the students enrolled in a course section, click on the course section.
- To view teachers assigned to a course section, click on the course section.
- For instructions on how to edit/update this information, click on the course section.

Term: Subject: Grade:

Status: Active Inactive

Instructional Level	Subject	Course Code	Course Section	Term	Students	Teachers		
03	English Language Arts	ELA_3	1000	1	0	0	Edit	Remove
03	English Language Arts	ELA_3	60	1	4	1	Edit	Remove
03	English Language Arts	ELA_3	62	1	7	1	Edit	Remove
03	English Language Arts	ELA_3	64	1	1	1	Edit	Remove

REMOVE COURSE SECTION?

Are you sure you want to remove this Course Section? This may take a minute to load.

Screenshot 9: Manage Students – Edit Information

MANAGE STUDENTS

LastName

First Name	Last Name	Grade	Start Date	End Date	OSIS	Linkage ?	Exempt ?		
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove

Start Date: End Date: Linkage:

Exempt Apply dates to all other records

<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove
<input type="text" value="OSIS"/>	<input type="text" value="OSIS"/>	03	09/06/2012	04/15/2013		100	<input type="checkbox"/>	Edit	Remove

Screenshot 10: Action Items





[home](#)
[summary](#)
[courses](#)
[course sections](#)
[action items](#)
[certification](#)

[Log Off](#)
 Welcome, cmsuser1

Select a School

P.S. M811 - Mickey Mantle School (M811) ▼

Action Items

[Home](#) > Action Items

Generate Action Items
Export to Excel

Action Item Id	Description	Issue Details	
▼ Student: [redacted]			
1030333	Student in grade 3-8 not enrolled in ELA course section	Student: /	View
1053391	Student in grade 3-8 not enrolled in Math course section	Student: /	View
1122991	Student in grade 4 or 8 not enrolled in Science course section	Student: /	View
▼ Student: [redacted]			
1018881	Student in grade 3-8 not enrolled in ELA course section	Student:	View
1018882	Student in grade 3-8 not enrolled in ELA course section	Student:	View
1043548	Student in grade 3-8 not enrolled in Math course section	Student:	View
1043549	Student in grade 3-8 not enrolled in Math course section	Student:	View
▼ Student: [redacted]			
1071324	Student in grade 3-8 not enrolled in Math course section	Student:	View
993436	Student in grade 3-8 not enrolled in ELA course section	Student:	View
▼ Student: [redacted] (Showing 1 of 3 items. Group continues on the next page.)			
1049440	Student in grade 3-8 not enrolled in Math course section	Student: [redacted]	View

1 2 3 4 5 6 7 8 9 10

Page size: 10

233 items in 24 pages

Screenshot 11: Action Item – Student View

Student View

[Home](#) > [Action Items](#) > Student View

OSIS:

Student Name: .

Grade: 04

Enrollment

- 7/1/2012 - 9/11/2012

Course Sections

Course Code	Section	Start Date	End Date
No records to display.			

Action Items

Action Item Id	Description	Issue Details
1030333	Student in grade 3-8 not enrolled in ELA course section	Student:
1053391	Student in grade 3-8 not enrolled in Math course section	Student:
1122991	Student in grade 4 or 8 not enrolled in Science course section	Student:

Screenshot 12: Inactive Course Sections

*Note: Screen will be the same for inactive students

Select a School
P.S. M811 - Mickey Mantle School (M811)

Course Sections

Home > Course Sections

Below is a list of each course section within all core ELA, math, and science courses at your school.

- To view the students enrolled in a course section, click on the number under the "Students" column.
- To view teachers assigned to a course section, click on the number under the "Teachers" column.
- For instructions on how to edit/update this information, download the [Class List Reporting \(CLR\) Manual](#).

Term: Subject: Grade: Course:

[Clear Filters](#)

Status: Active Inactive

[+ Add Course Section](#) [Refresh](#)

Instructional Level	Subject	Course Code	Course Section	Term	Students	Teachers	
03	English Language Arts	ELA_3	1000	1	0	0	Restore

Screenshot 13: Certification

NYC Department of Education
Denise M. Walcott, Chancellor

home summary courses course sections teacher requests action items certification help

Select a School
P.S. 084 Jose De Diego (K084)

Final Report

Your Final Report Status: InComplete

You must Resolve

- Action items: [16](#)

...before submitting this report.

[Confirm and Submit](#)

Screenshot 14: Help Tab

[Home](#) > [Help](#)

Help Resources

- [CLR Manual](#)
- [CLR Wiki](#)

Visit the CLR wiki for Frequently Asked Questions, recorded webinars, an overview of a designee's role and responsibilities, CLR 2012-13 timeline, and more.

CLR Support Structure

For Help with...	Visit...
Information about CLR <i>This page contains FAQs, webinars, and more information for teachers and designees</i>	CLR Wiki
Technical difficulties using the CLR web application (e.g. difficulty logging in) DIIT Help Desk (718) 935-5100	

Additional Support for:	Contact...
Teachers	Your principal's designee The name(s) of designee(s) at a teacher's school will be listed in the CLR application when teachers login.
Principals & designees	Network Data/Application Specialist CFNs will have full access to the CLR application to support schools.
Network Data/Application Specialists	Cluster Data Point