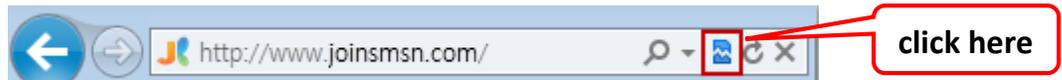


ELA & Math Day Scoring: Funds Allocation In Lieu Of Scorers

Under the “Funds in Lieu of Scorers” process, schools are given the opportunity to provide funding instead of staff time to fulfill their requirement for providing scorers during day scoring sessions. In order to accomplish this for ELA & Math, you must first allocate funds in Galaxy under the set-aside category titled “Ela Math Scoring Set Aside”.

Important Notes Before Proceeding With the Galaxy Steps:

- Ensure all funding allocations are made before the budget modification deadline for schools.
- For best results, please use the Microsoft Internet Explorer browser and ensure all 3rd party applications such as **Google toolbar** and **Pop-Up blocking** software are disabled.
- Additionally for best results, please enable (if available) Microsoft Internet Explorer’s compatibility view button on address bar:



#	FUNDS ALLOCATION STEPS	SCREEN SHOTS
1.	<p>From your Internet Explorer Browser window:</p> <ol style="list-style-type: none"> i. Enter the URL: http://mygalaxy.nycenet.edu ii. Logon Using: <Galaxy User ID> iii. Enter DOE User ID (e.g., jsmith) iv. Enter DOE Password (e.g., Welcome1) v. Click on the Logon button 	
2.	<p>You will now be presented with the myGalaxy InfoLink page:</p> <ol style="list-style-type: none"> i. Click on the link New Item ii. Drop down will appear, click on the option for Create New Item 	

3. You will now be presented with a pop-up window for **Academy/Section Navigation**:

i. Click on the option for **Setasides**

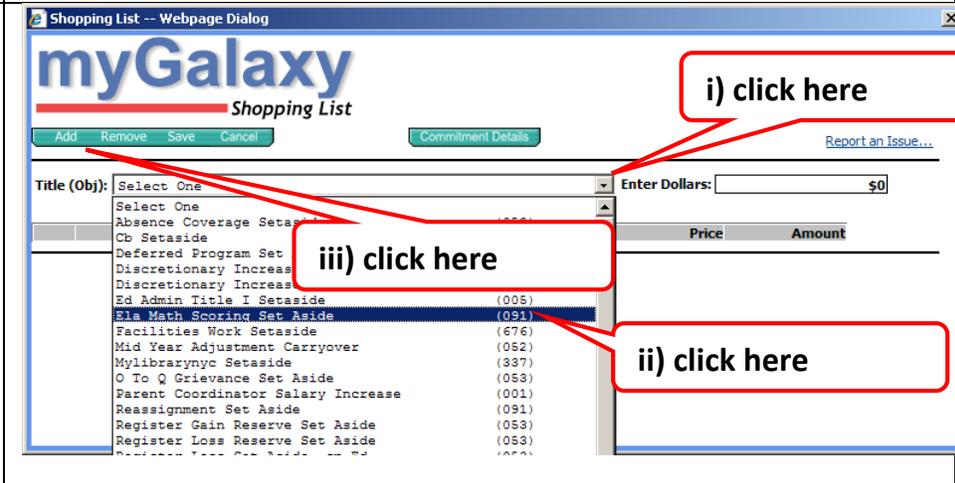


4. You will now be presented with a pop-up window for **myGalaxy Shopping List**:

i. Click on drop down arrow to expand menu for **Title (Obj)**:

ii. From drop down menu, click on option for **ElA Math Scoring Set Aside**

iii. Click on the **Add** button



5. You will now be presented with a new row for **Qty.**, **Description**, **Price**, and **Amount** in the pop-up window for **myGalaxy Shopping List**.

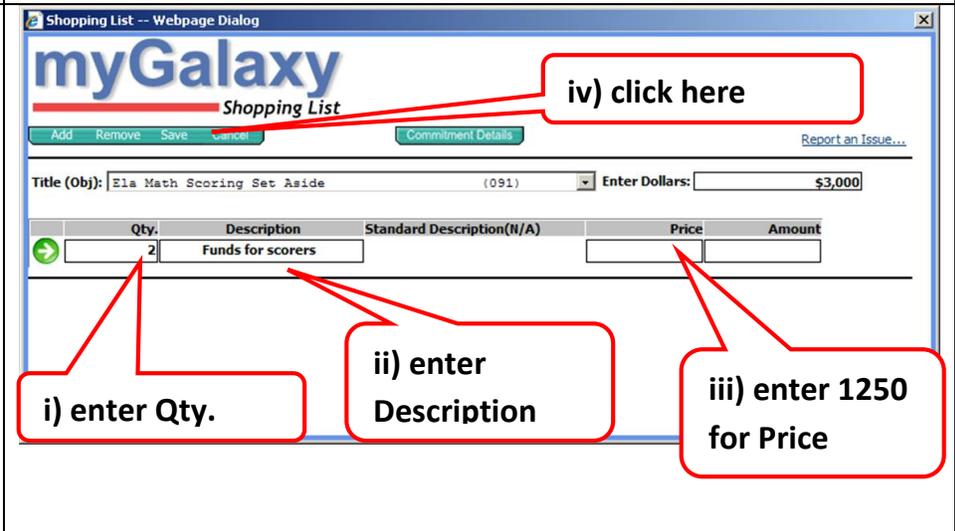
Note: The price to buy out 1 scorer for 1 full ELA scoring session equals \$1250.

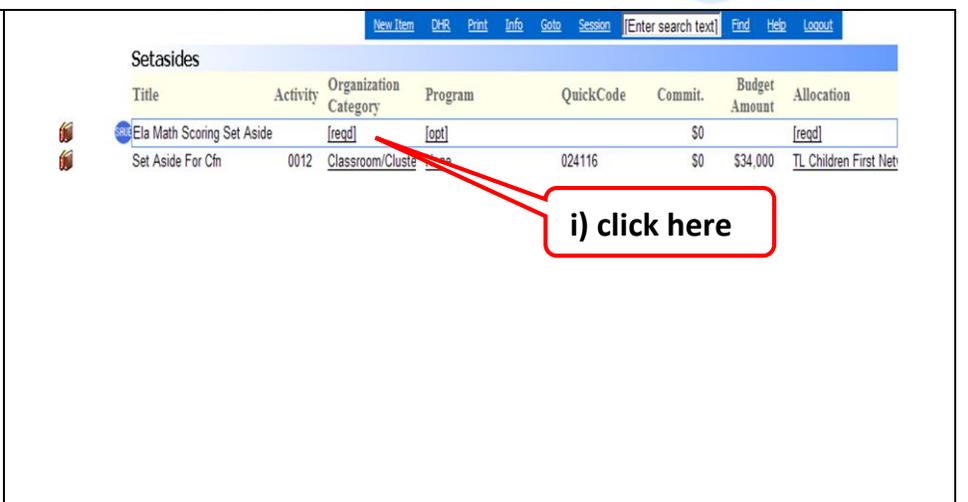
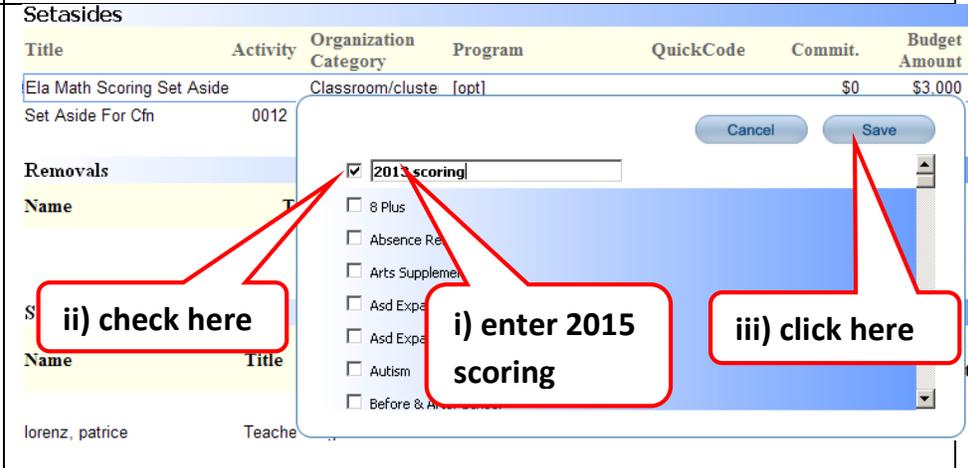
i. Enter the **Qty.** value (e.g., 2)

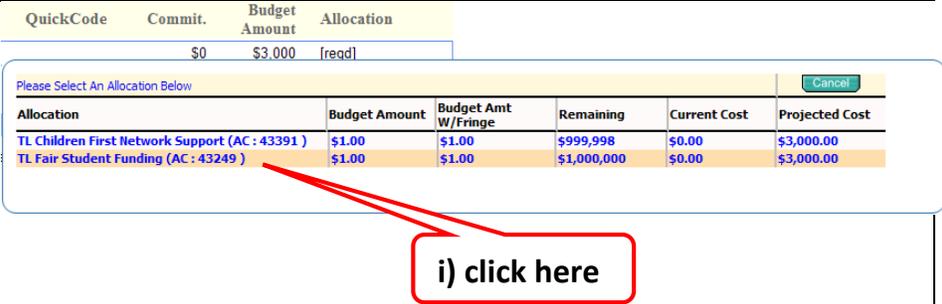
ii. Enter a **Description** (e.g., Funds for scorers)

iii. Enter 1250 for **Price**

iv. Click on the **Save** button



<p>6. You will now be brought back to the myGalaxy InfoLink page, already scrolled down to the Setasides section.</p> <p>Note: In this example, the Budget Amount for newly created Ela Math Scoring Set Aside is \$2500 (Qty. 2 * Price 1250).</p> <p>i. Under the Organization Category column, click on the [reqd] button</p>	 <p>Setasides</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Activity</th> <th>Organization Category</th> <th>Program</th> <th>QuickCode</th> <th>Commit.</th> <th>Budget Amount</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>Ela Math Scoring Set Aside</td> <td></td> <td>[reqd]</td> <td>[opt]</td> <td></td> <td>\$0</td> <td></td> <td>[reqd]</td> </tr> <tr> <td>Set Aside For Cfn</td> <td>0012</td> <td>Classroom/Cluste</td> <td></td> <td>024116</td> <td>\$0</td> <td>\$34,000</td> <td>TL Children First Net</td> </tr> </tbody> </table> <p>i) click here</p>	Title	Activity	Organization Category	Program	QuickCode	Commit.	Budget Amount	Allocation	Ela Math Scoring Set Aside		[reqd]	[opt]		\$0		[reqd]	Set Aside For Cfn	0012	Classroom/Cluste		024116	\$0	\$34,000	TL Children First Net
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Set Aside For Cfn	0012	Classroom/Cluste		024116	\$0	\$34,000	TL Children First Net																		
<p>7. You will now be presented with the organization categories drop down menu:</p> <p>i. Click on option for Classroom/cluster</p> <p>ii. Under the Program column, click on the [opt] button</p>	 <p>Setasides</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Activity</th> <th>Organization Category</th> <th>Program</th> <th>QuickCod</th> </tr> </thead> <tbody> <tr> <td>Ela Math Scoring Set Aside</td> <td></td> <td>[reqd]</td> <td>[opt]</td> <td></td> </tr> <tr> <td>Set Aside For Cfn</td> <td>0012</td> <td>Classroom/Cluste</td> <td></td> <td></td> </tr> </tbody> </table> <p>ii) click here</p> <p>i) click here</p>	Title	Activity	Organization Category	Program	QuickCod	Ela Math Scoring Set Aside		[reqd]	[opt]		Set Aside For Cfn	0012	Classroom/Cluste											
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Set Aside For Cfn	0012	Classroom/Cluste																							
<p>8. You will now be presented with a pop-up window for programs:</p> <p>i. A blank textbox will be available at top of window; enter "2015 scoring"</p> <p>ii. Check the checkbox for 2015 scoring</p> <p>iii. Click on the Save button</p>	 <p>Setasides</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Activity</th> <th>Organization Category</th> <th>Program</th> <th>QuickCode</th> <th>Commit.</th> <th>Budget Amount</th> </tr> </thead> <tbody> <tr> <td>Ela Math Scoring Set Aside</td> <td></td> <td>Classroom/Cluste</td> <td>[opt]</td> <td></td> <td>\$0</td> <td>\$3,000</td> </tr> <tr> <td>Set Aside For Cfn</td> <td>0012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>ii) check here</p> <p>i) enter 2015 scoring</p> <p>iii) click here</p>	Title	Activity	Organization Category	Program	QuickCode	Commit.	Budget Amount	Ela Math Scoring Set Aside		Classroom/Cluste	[opt]		\$0	\$3,000	Set Aside For Cfn	0012								
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<p>10. You will now be presented with a pop-up window listing all eligible allocation categories for Ela Math Scoring Set Aside:</p> <p>i. Click on allocation of your preference to acquire funds (e.g., TL Fair Student Funding)</p> <p>Note: you can combine multiple allocations to total the desired amount.</p>	
<p>11. You will now be brought back to the Setasides section:</p> <p>i. Click on the SAVE icon (do NOT close window while the save is being processed)</p>	
<p>12. Once save is complete, Setasides section will refresh data for Ela Math Scoring Set Aside row; Activity and QuickCode values will be assigned; and the row will turn green indicating it is pending approval from your BFSC Budget Lead.</p>	
<p>13. Next Steps:</p> <p>i. Follow up with your BFSC Budget Lead to ensure Ela Math Scoring Set Aside gets approved.</p> <p>ii. When approved, the row will appear in red font.</p> <p>iii. Funds will be available for use the next business day; at that time the row will appear in black font.</p>	
<p>14. Support: If you have any questions about the steps above (including the budget deadline), please contact your BFSC Budget Lead for assistance.</p>	