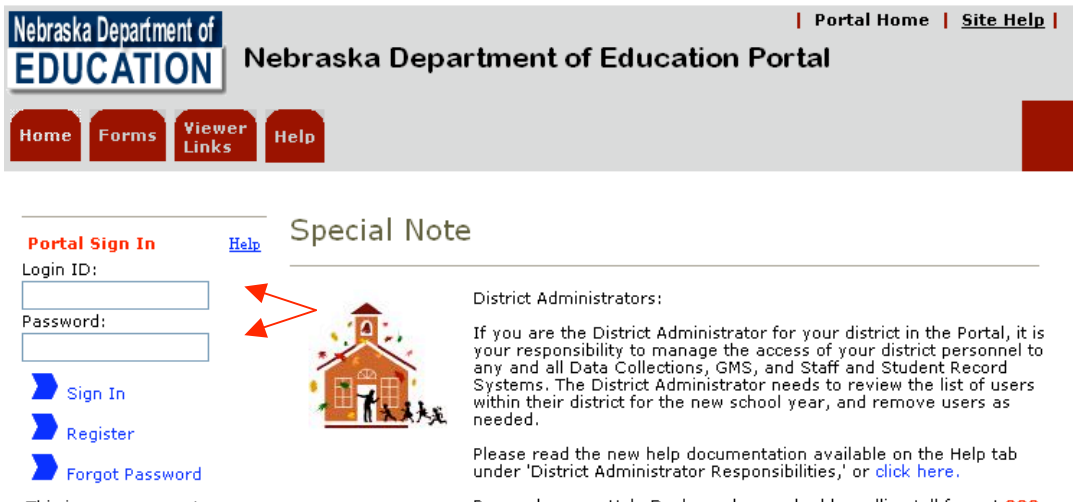


Improving Learning for Children with Disabilities (ILCD) Survey Upload Directions for the ILCD Website

1. Survey results are most commonly e-mailed as an attachment to district users as a data file (if a user is able to view more than one version of the data file, DLM should be saved). **This data file should not be opened but saved on the user's computer.**
2. After the data file has been saved, the user will access the ILCD website via the NDE Portal. The NDE homepage web address is as follows: <http://www.nde.state.ne.us/>
3. Access the portal by selecting "NDE Portal" at the top right corner of the NDE Homepage.



4. The district user selects the NDE Portal button at the top of the NDE homepage and proceeds to enter the NDE Portal by entering the appropriate Login ID and Password.



5. After successfully logging into the NDE Portal, click the “Data Collections” tab near the top of the webpage.

6. Click “ILCD Website” under the “Collection Name/Link” column.

Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Request	Collection Name/Link	Note
Available	Change	ILCD Website	If you have questions, please contact the help desk at 1-888-285-0556

If accessing the website for the first time, the user will need to “apply” for access, which requires an activation code from the district Superintendent. The user only needs to apply for access the first time visiting the site.

7. After successfully accessing the district ILCD website, the user will select the “Survey” button located at the bottom of the column found on the left side of the screen.

Survey

Welcome

Dear Nebraskans:

Nebraska public schools and Educational Service Units (ESU) have worked hard to meet the expectations of the new Nebraska Department of Education (NDE) Improving Learning for Children with Disabilities (ILCD) system. Through the NDE/ESU Collaborative Project, school districts now entering various phases of ILCD have received training on data collection, data analysis, and decision-making using data as they relate to school improvement activities.

The Nebraska School Improvement Process (SIP) and ILCD are both continuous improvement activities that guide planning, implementation, evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The SIP and ILCD focus on quality instruction, equity, accountability, and enhanced student learning. The process includes a periodic review and provides consultation with the local school and community regarding the implementation of the district's school improvement plans and goals.

In all districts, the School Improvement Process includes activities such as developing a mission statement, collecting data, and developing focused plans to improve the learning of all children over a five-year period of time.

8. The user will select the appropriate survey to be uploaded.

Provision of Appropriate Services
Inquiry 4 - FAPE: Behavior
Inquiry 5 - FAPE: Assessment
Inquiry 6 - FAPE: Least Restrictive Environment Services in Natural Environments
Inquiry 7 - FAPE: Transition
Inquiry 8 - FAPE: General Supervision
Survey
Parent Survey
Staff Survey
Family Survey
SP/SC Survey
PRT Survey
Reset All Surveys
File Review

Nebraska public schools and Educational Service Units (ESU) have worked hard to meet the expectations of the new Nebraska Department of Education (NDE) Improving Learning for Children with Disabilities (ILCD) system. Through the NDE/ESU Collaborative Project, school districts now entering various phases of ILCD have received training on data collection, data analysis, and decision-making using data as they relate to school improvement activities.

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In order to revise the current special education monitoring system to create better linkages to the School Improvement Process, the NDE Special Populations Office sought advice from the Special Education Advisory Council (SEAC). SEAC is the body responsible for advising the Department of Education on policies and procedures relating to the education of infants, toddlers, children, and youth with disabilities. Under SEAC's direction a committee was established to assist in the revision process. The committee included various stakeholders representing special

9. The user will select “**Survey Upload**” and click “**Submit**”

Inquiry 1 - Parent Involvement
Inquiry 2 - Identification
Inquiry 3 - FAPE: Provision of Appropriate Services
Inquiry 4 - FAPE: Behavior
Inquiry 5 - FAPE: Assessment
Inquiry 6 - FAPE: Least Restrictive Environment Services in Natural Environments
Inquiry 7 - FAPE: Transition
Inquiry 8 - FAPE: General Supervision
Survey
Parent Survey
Staff Survey
Family Survey
SP/SC Survey
PRT Survey
Reset All Surveys
File Review

Survey

Parent survey upload
 Parent survey sent no results obtained
 Other methods used
 No age 3-21 students with disabilities to report

Submit

10. The user will then “Browse” and select the saved survey data file (direction #1)

11. When the appropriate survey data file is selected, press submit.

Inquiry 1 - Parent Involvement	▶ Survey
Inquiry 2 - Identification	
Inquiry 3 - FAPE: Provision of Appropriate Services	Warning: previously imported surveys will be replaced by the file you select.
Inquiry 4 - FAPE: Behavior	File: <input type="text"/> <input type="button" value="Browse..."/>
Inquiry 5 - FAPE: Assessment	<input type="button" value="Submit"/>
Inquiry 6 - FAPE: Least Restrictive Environment Services in Natural Environments	
Inquiry 7 - FAPE: Transition	
Inquiry 8 - FAPE: General Supervision	
Survey	
Parent Survey	
Staff Survey	
Family Survey	
SP/SC Survey	
PRT Survey	
Reset All Surveys	
File Review	

12. After the file review data have been successfully submitted, a user will have the option to “View Survey Results”.

Involvement	▶ Survey
Inquiry 2 - Identification	
Inquiry 3 - FAPE: Provision of Appropriate Services	<input checked="" type="radio"/> Parent survey upload <input type="radio"/> Parent survey sent no results obtained <input type="radio"/> Other methods used <input type="radio"/> No age 3-21 students with disabilities to report
Inquiry 4 - FAPE: Behavior	
Inquiry 5 - FAPE: Assessment	<input type="button" value="Submit"/>
Inquiry 6 - FAPE: Least Restrictive Environment Services in Natural Environments	
Inquiry 7 - FAPE: Transition	
Inquiry 8 - FAPE: General Supervision	View Survey Results
Survey	
Parent Survey	
Staff Survey	