



Instructions for Navigating the 2017-2018 Evidence-Based Analysis (EBA) Collection

Prepared by

Data, Research and Evaluation
Nebraska Department of Education
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Contact Information

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Scope

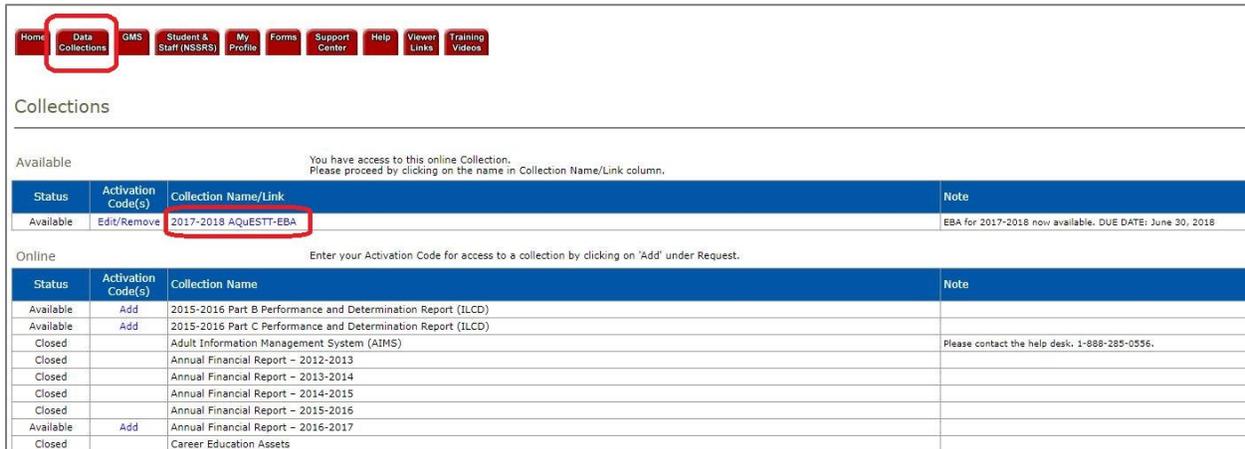
All public school systems are required to complete the 2017-2018 AQuESTT Evidence-Based Analysis (EBA) as directed by the Commissioner pursuant to Section 79-528(2) by **June 30, 2018**. The EBA is designed to provide information in support of AQuESTT classification processes, which will inform continuous improvement efforts. This collection helps public districts and schools access their EBA links in a streamlined fashion and provide feedback, if any, to NDE.

Column Headers

District ID:	ID of district
District Name:	Name of district
School ID:	ID of school building
School Name:	Name of school building
AQuESTT School Type:	Elementary, Middle, or High, based on the grade levels that are present in the school building (see “Unit of Analysis for the EBA” in the Technical Assistance Guide for more information)
Received Date:	Date when the EBA link was made available on the collection
AQuESTT EBA Link:	Opens the EBA in a new tab for district/school user to complete
Feedback Form:	Form for district/school user to send inquiries or feedback to NDE
View Date:	Date when district/school user last clicked on the EBA link

Navigating the EBA Collection

1. First, click on the “2017-2018 AQuESTT-EBA” collection at your NDE Portal account (see the [FAQs](#) for more information on how to access the collection):



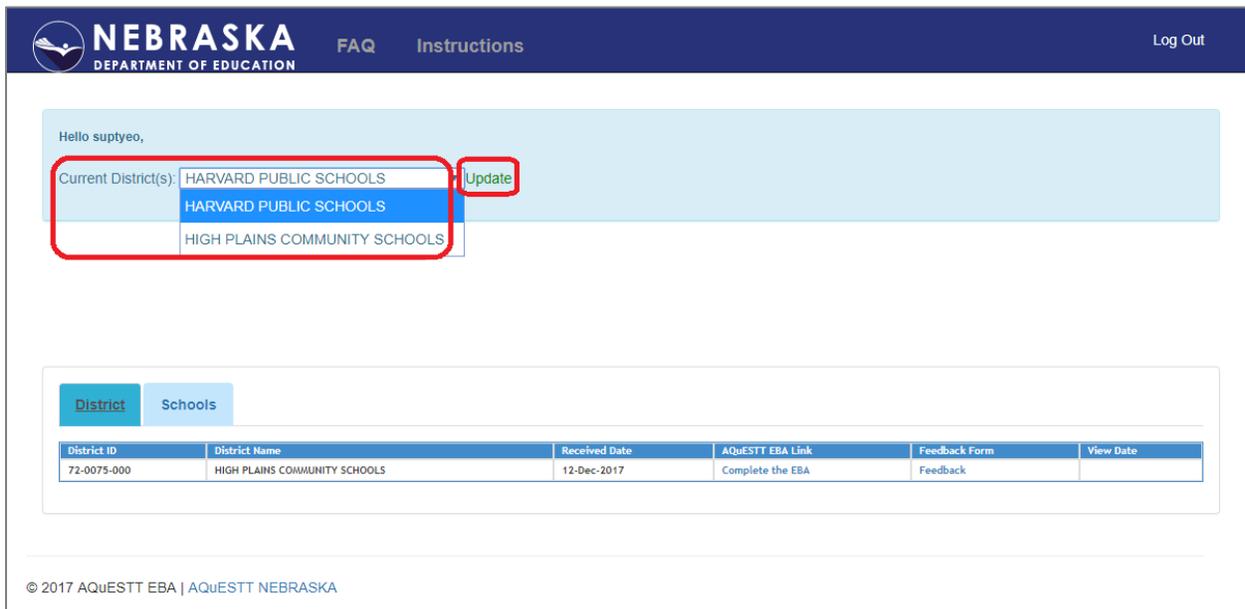
Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Activation Code(s)	Collection Name/Link	Note
Available	Edit/Remove	2017-2018 AQuESTT-EBA	EBA for 2017-2018 now available. DUE DATE: June 30, 2018

Online Enter your Activation Code for access to a collection by clicking on 'Add' under Request.

Status	Activation Code(s)	Collection Name	Note
Available	Add	2015-2016 Part B Performance and Determination Report (ILCD)	
Available	Add	2015-2016 Part C Performance and Determination Report (ILCD)	
Closed		Adult Information Management System (AIMS)	Please contact the help desk. 1-888-285-0556.
Closed		Annual Financial Report - 2012-2013	
Closed		Annual Financial Report - 2013-2014	
Closed		Annual Financial Report - 2014-2015	
Closed		Annual Financial Report - 2015-2016	
Available	Add	Annual Financial Report - 2016-2017	
Closed		Career Education Assets	

2. If you are the superintendent of more than one district, you may select which district EBA you would like to view and complete. Don't forget to click on the “Update” button upon selecting your district:



Hello suptyeo,

Current District(s): HARVARD PUBLIC SCHOOLS

HARVARD PUBLIC SCHOOLS

HIGH PLAINS COMMUNITY SCHOOLS

District Schools

District ID	District Name	Received Date	AQUESTT EBA Link	Feedback Form	View Date
72-0075-000	HIGH PLAINS COMMUNITY SCHOOLS	12-Dec-2017	Complete the EBA	Feedback	

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3. To access the district EBA, simply click on the appropriate district EBA link:

NEBRASKA DEPARTMENT OF EDUCATION

FAQ Instructions Log Out

Hello suptyeo,

Current District(s): HARVARD PUBLIC SCHOOLS Update

District Schools

District ID	District Name	Received Date	AQUESTT EBA Link	Feedback Form	View Date
18-0011-000	HARVARD PUBLIC SCHOOLS	12-Dec-2017	Complete the EBA	Feedback	

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Note: NDE Portal users with District access to the collection will also have access to the school EBAs for the schools within their district.

4. To access the school EBA, simply click on the appropriate school EBA link:

NEBRASKA DEPARTMENT OF EDUCATION

FAQ Instructions Log Out

Hello principalyeo,

Schools under this user: OSCEOLA MIDDLE SCHOOL Update

District Schools

District ID	District Name	School ID	School Name	AQUESTT School Type	Received Date	AQUESTT EBA Link	Feedback Form	View Date
72-0019-000	OSCEOLA PUBLIC SCHOOLS	72-0019-003	OSCEOLA MIDDLE SCHOOL	Middle School Grades	12-Dec-2017	Complete the EBA	Feedback	

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5. Upon clicking the link, you will be re-directed to the EBA. Please check to ensure that the correct district or school is listed, as well as read the introductory page:



Evidence-Based Analysis (EBA)

The purpose of this Evidence-Based Analysis (EBA) is to obtain information supporting AQuESTT processes required by [Neb. Rev. Stat. Sections 79-760.06 and 79-760.07](#). This information will also guide the prioritization of statewide investments towards AQuESTT Systems of Support.

Your responses should be reflective of **LINCOLN PUBLIC SCHOOLS** during the school year.

It is important that you provide an accurate and honest response. Please give thoughtful consideration to school processes that provide support or evidence for your selections. Completion of the EBA does NOT require you to assemble or submit such evidence. However, the Nebraska Department of Education reserves the right to request evidence for your selections. Your responses will be publicly displayed on school and district profiles.

To assist you, please use this guide as you complete the EBA: [Technical Assistance Guide](#)

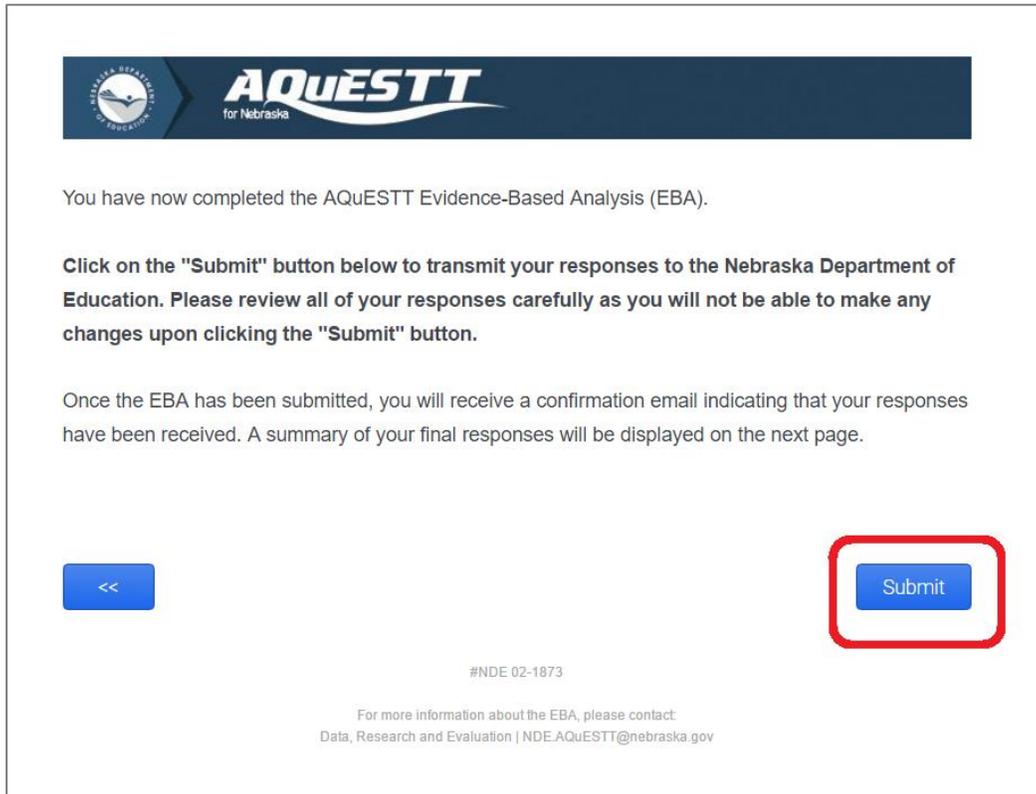
As you move through the EBA, your responses will be saved automatically. There is no need to click any sort of "save" button. If you must close your web browser before completing the EBA, simply return and complete any remaining items.

If you have any questions, please direct an email to nde.aquestt@nebraska.gov for support.

[>>](#)

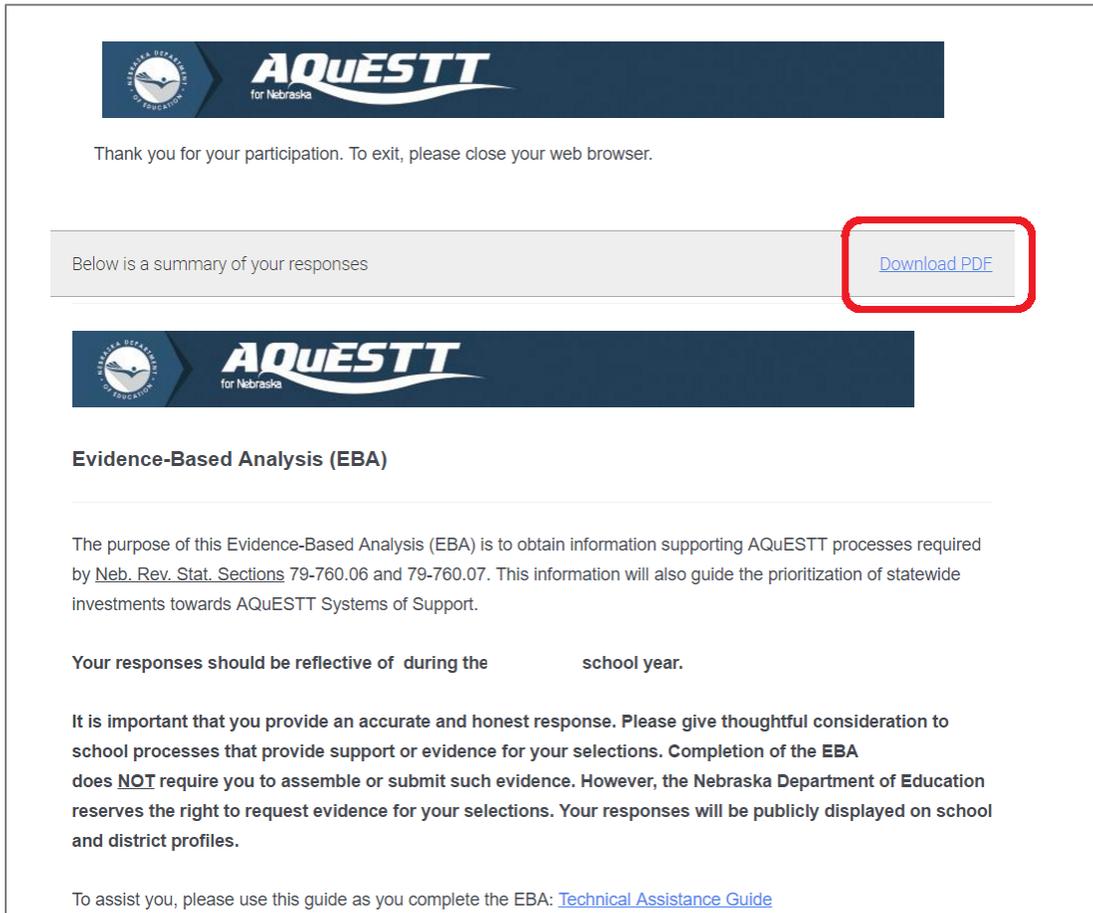
#NDE 02-1873
For more information about the EBA, please contact:
Data, Research and Evaluation | NDE.AQUESTT@nebraska.gov

6. After completing the EBA, please hit the “Submit” button to transmit your responses to NDE:



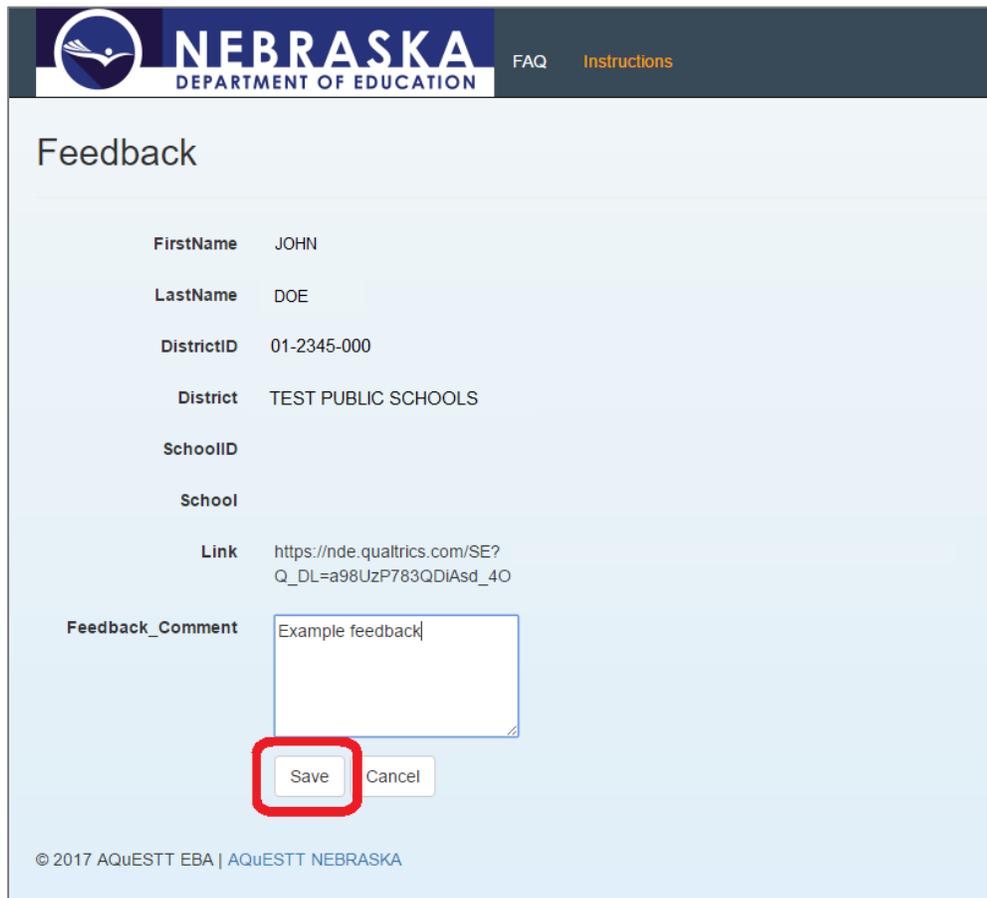
The screenshot shows a confirmation page for the AQUESTT Evidence-Based Analysis (EBA). At the top, there is a dark blue header with the AQUESTT logo and the Nebraska Department of Education logo. Below the header, the text reads: "You have now completed the AQUESTT Evidence-Based Analysis (EBA)." This is followed by a bold instruction: "Click on the 'Submit' button below to transmit your responses to the Nebraska Department of Education. Please review all of your responses carefully as you will not be able to make any changes upon clicking the 'Submit' button." Below this, another paragraph states: "Once the EBA has been submitted, you will receive a confirmation email indicating that your responses have been received. A summary of your final responses will be displayed on the next page." At the bottom of the page, there are two buttons: a blue button with a double left arrow (back) and a blue button labeled "Submit". The "Submit" button is highlighted with a red rectangular border. Below the buttons, the text "#NDE 02-1873" is displayed, followed by contact information: "For more information about the EBA, please contact: Data, Research and Evaluation | NDE.AQUESTT@nebraska.gov".

7. Upon submission, NDE highly recommends that you download a PDF of your responses for record-keeping:



The screenshot shows a confirmation page from the AQUESTT system. At the top, there is a dark blue header with the AQUESTT logo and the Nebraska Department of Education logo. Below the header, a message reads: "Thank you for your participation. To exit, please close your web browser." A light gray box contains the text "Below is a summary of your responses" and a blue "Download PDF" button, which is highlighted with a red rectangular border. Below this box is another dark blue header with the AQUESTT logo. The main content area is titled "Evidence-Based Analysis (EBA)" and contains the following text: "The purpose of this Evidence-Based Analysis (EBA) is to obtain information supporting AQUESTT processes required by Neb. Rev. Stat. Sections 79-760.06 and 79-760.07. This information will also guide the prioritization of statewide investments towards AQUESTT Systems of Support." Below this is a sentence: "Your responses should be reflective of during the school year." followed by a blank space. The next paragraph states: "It is important that you provide an accurate and honest response. Please give thoughtful consideration to school processes that provide support or evidence for your selections. Completion of the EBA does **NOT** require you to assemble or submit such evidence. However, the Nebraska Department of Education reserves the right to request evidence for your selections. Your responses will be publicly displayed on school and district profiles." The final sentence reads: "To assist you, please use this guide as you complete the EBA: [Technical Assistance Guide](#)".

- Should you encounter any error while navigating your way around the EBA collection, you may inform NDE via the “Feedback Form” feature:



The screenshot shows a web interface for a feedback form. At the top, there is a dark blue header with the Nebraska Department of Education logo and the text "NEBRASKA DEPARTMENT OF EDUCATION". To the right of the header are links for "FAQ" and "Instructions". Below the header, the page title "Feedback" is displayed. The form contains several fields with pre-filled values: "FirstName" (JOHN), "LastName" (DOE), "DistrictID" (01-2345-000), "District" (TEST PUBLIC SCHOOLS), "SchoolID", and "School". The "Link" field contains a URL: "https://nde.qualtrics.com/SE?Q_DL=a98UzP783QDIAsd_4O". The "Feedback_Comment" field is a text area containing the text "Example feedback". Below the text area are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border. At the bottom left of the page, there is a copyright notice: "© 2017 AQUESTT EBA | AQUESTT NEBRASKA".