



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

Prepared by

Office of Data, Research and Evaluation
Nebraska Department of Education
January 14, 2019

Contact Information

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Scope

All public school systems are required to complete the annual AQuESTT Evidence-Based Analysis (EBA) as directed by the Commissioner pursuant to Section 79-528(2) by **June 30th** of every school year. 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.
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 current “AQuESTT-EBA” collection at your NDE Portal account:

Home
Data Collections
GMS
Student & Staff (NSSRS)
My Profile
Forms
Support Center
Help
Viewer Links
Training Videos

Collections

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
Available	Edit/Remove	2018-2019 AQuESTT-EBA
Available	Edit/Remove	NEP Secure
Available	Edit/Remove	Rule 10 Assurance

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

Status	Activation Code(s)	Collection Name
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)
Closed		Annual Financial Report – 2012-2013
Closed		Annual Financial Report – 2013-2014
Closed		Annual Financial Report – 2014-2015
Closed		Annual Financial Report – 2015-2016
Closed		Annual Financial Report – 2016-2017
Available	Add	Annual Financial Report – 2017-2018
Internal	Add	Career Education Assets
Available	Add	Career Education: Program of Study Portal
Closed		Census Report 2016 (Census)

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:

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FAQ Instructions
Log Out

Hello suptyeo,

Current District(s):

HARVARD PUBLIC SCHOOLS
 HARVARD PUBLIC SCHOOLS
 HIGH PLAINS COMMUNITY SCHOOLS

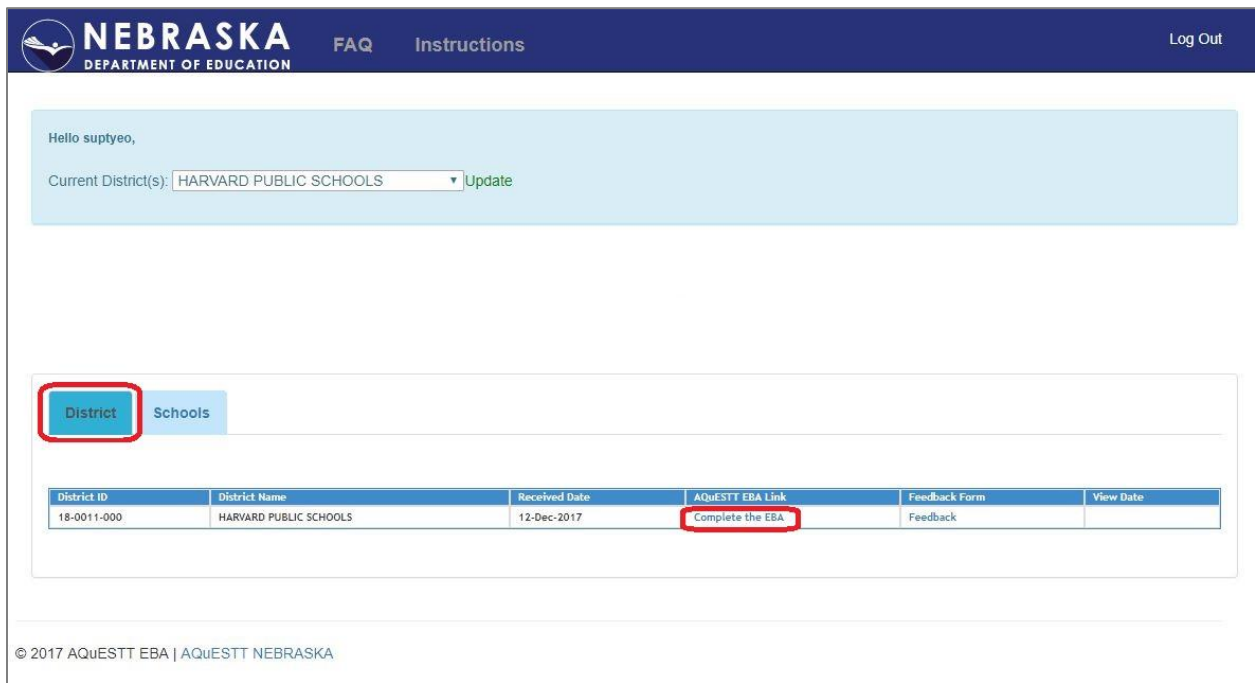
Update

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:



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Hello suptyeo,

Current District(s): HARVARD PUBLIC SCHOOLS Update

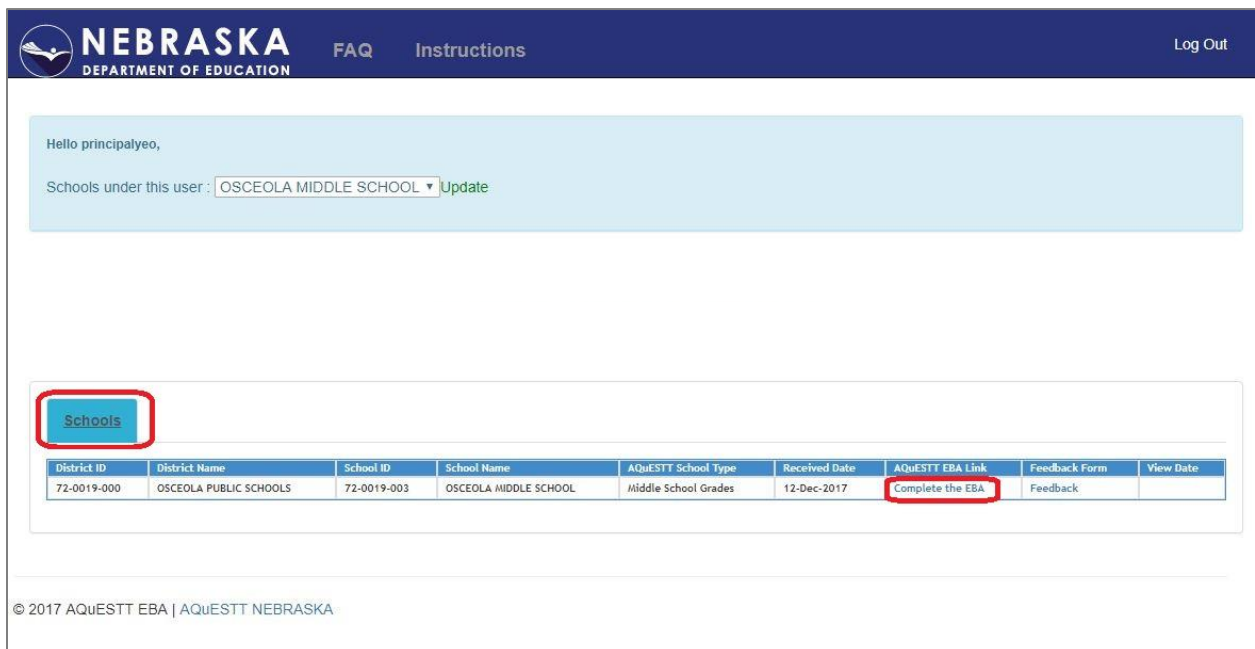
District Schools

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:



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Hello princpalyeo,


Schools under this user: OSCEOLA MIDDLE SCHOOL Update

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 2016-2017 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 provide your contact information, sign, and hit the “Submit” button to transmit your responses to NDE:



You have now completed the AQUESTT Evidence-Based Analysis (EBA).

Please provide the following information, then 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.

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 also be included in the email.

First name	<input type="text"/>
Last name	<input type="text"/>
Email	<input type="text"/>
Date (mm/dd/yyyy)	<input type="text"/>

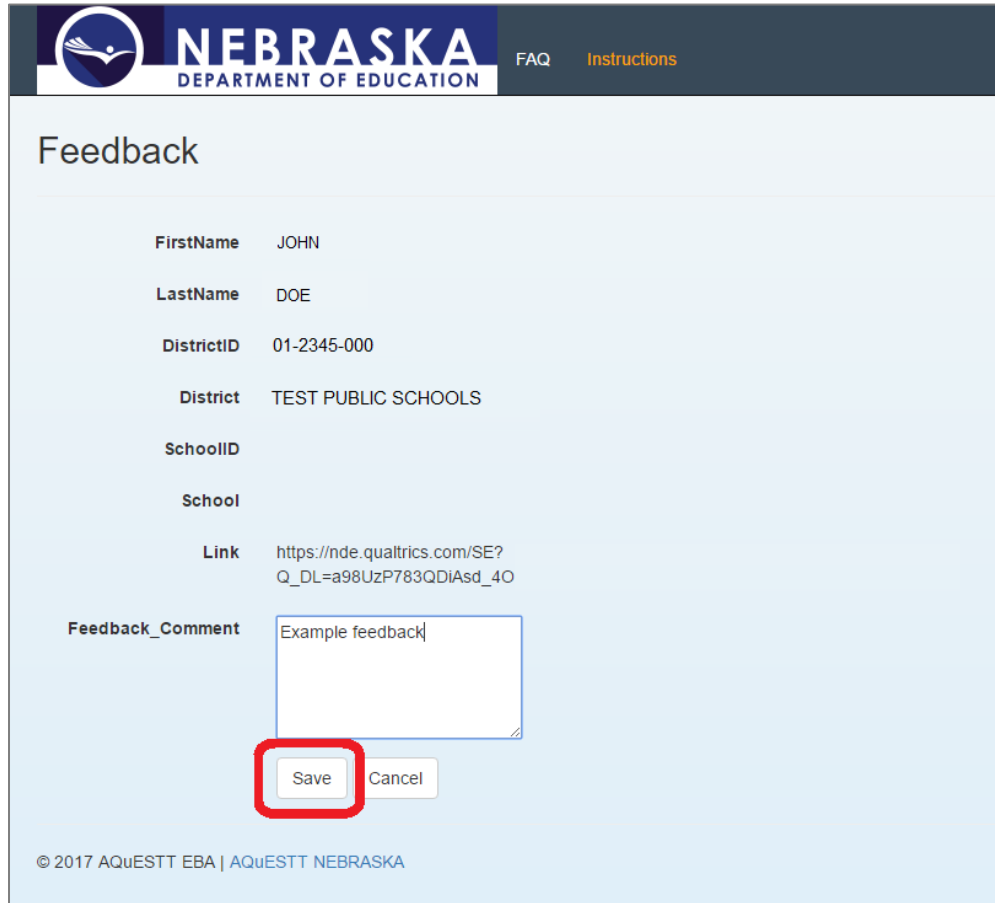
Signature (use your mouse if on a desktop, or your finger if on a mobile device)

x

SIGN HERE

clear

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



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FAQ [Instructions](#)

Feedback

FirstName JOHN

LastName DOE

DistrictID 01-2345-000

District TEST PUBLIC SCHOOLS

SchoolID

School

Link https://nde.qualtrics.com/SE?Q_DL=a98UzP783QDIAsd_4O

Feedback_Comment

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