

## Table vs. School Navigation

The Civil Rights Data Collection (CRDC) submission system provides users with the option of navigating the school form by “Table” or “School,” once the user selects the **School Form Submissions** link from the Home page. This document explains in depth how this navigational feature works.

### School Form Submission

#### Table Navigation

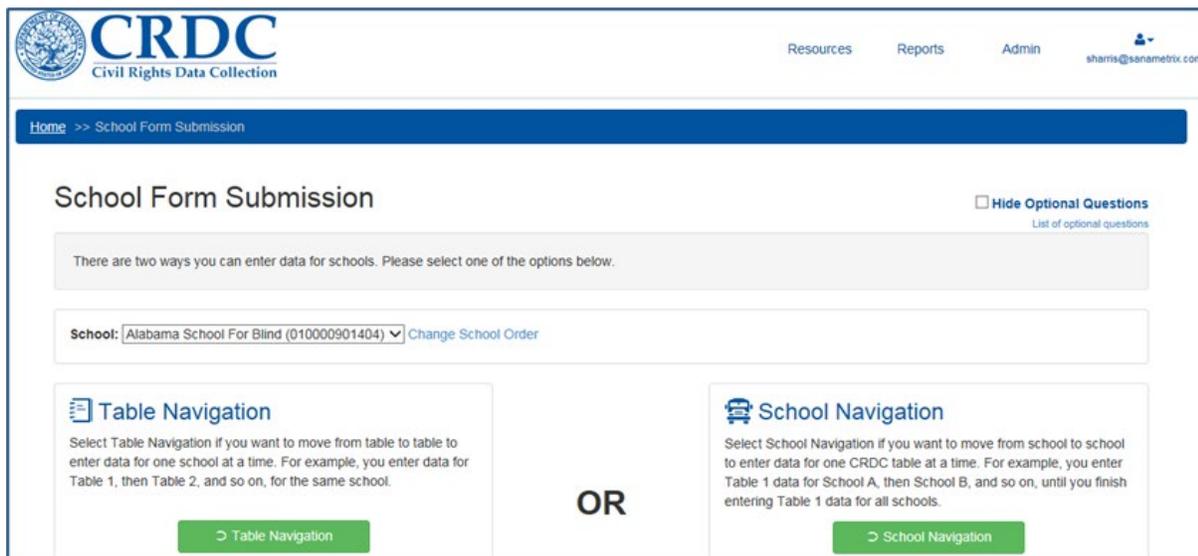
Allows users to easily navigate from table to table within a school form

- Most useful for respondents who delegate data entry responsibilities to individuals on a school-by-school basis
- For users wanting to enter all available data for a given school

#### School Navigation

Allows users to easily navigate from school to school, while viewing the same table within the School Form

- Most useful for respondents who delegate data entry responsibilities to individuals by data type across the local educational agency (LEA)
- For users entering the same sort of data for multiple schools during a data entry session



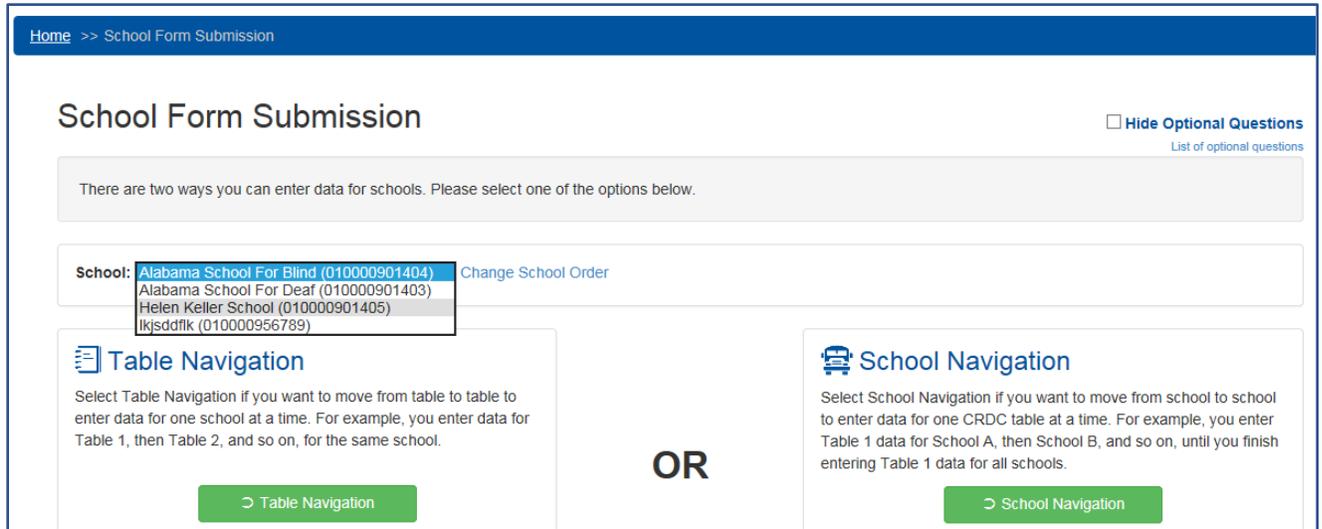
The screenshot shows the CRDC 'School Form Submission' page. At the top, there is a navigation bar with 'Home >> School Form Submission'. Below this, the page title 'School Form Submission' is displayed, along with a 'Hide Optional Questions' checkbox and a link to 'List of optional questions'. A message states: 'There are two ways you can enter data for schools. Please select one of the options below.' Below this message is a 'School:' dropdown menu currently set to 'Alabama School For Blind (010000901404)' with a 'Change School Order' link. The page is divided into two main columns. The left column is titled 'Table Navigation' and includes the text: 'Select Table Navigation if you want to move from table to table to enter data for one school at a time. For example, you enter data for Table 1, then Table 2, and so on, for the same school.' Below this text is a green button labeled 'Table Navigation'. The right column is titled 'School Navigation' and includes the text: 'Select School Navigation if you want to move from school to school to enter data for one CRDC table at a time. For example, you enter Table 1 data for School A, then School B, and so on, until you finish entering Table 1 data for all schools.' Below this text is a green button labeled 'School Navigation'. A large 'OR' is centered between the two columns.

Figure 1. Table Navigation and School Navigation Option Page.

The **School Form Submission** screen allows for easy navigation between the two data entry modes, and users can quickly toggle between the two modes.

### School Order

Prior to selecting a navigation mode, the user may select the order in which the schools within an LEA will appear using the **School** selection dropdown menu (see Figure 2).



Home >> School Form Submission

## School Form Submission

Hide Optional Questions  
[List of optional questions](#)

There are two ways you can enter data for schools. Please select one of the options below.

School: **Alabama School For Blind (010000901404)** [Change School Order](#)

- Alabama School For Deaf (010000901403)
- Helen Keller School (010000901405)
- lkjsdflk (010000956789)

### Table Navigation

Select Table Navigation if you want to move from table to table to enter data for one school at a time. For example, you enter data for Table 1, then Table 2, and so on, for the same school.

[Table Navigation](#)

## OR

### School Navigation

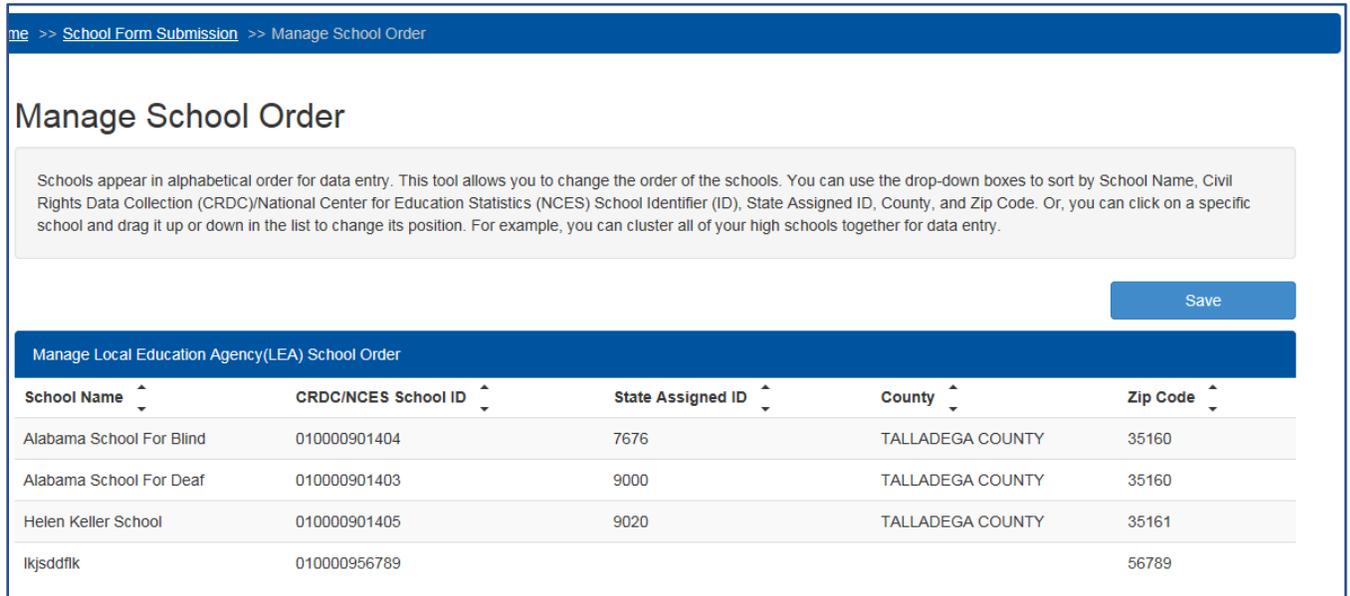
Select School Navigation if you want to move from school to school to enter data for one CRDC table at a time. For example, you enter Table 1 data for School A, then School B, and so on, until you finish entering Table 1 data for all schools.

[School Navigation](#)

Figure 2. Example of School Selection Dropdown Menu

The order of schools displayed is managed by selecting the **Change School Order** link next to the dropdown menu.

Selecting **Change School Order** brings up the **Manage School Order** screen (see Figure 3).



Home >> School Form Submission >> Manage School Order

## Manage School Order

Schools appear in alphabetical order for data entry. This tool allows you to change the order of the schools. You can use the drop-down boxes to sort by School Name, Civil Rights Data Collection (CRDC)/National Center for Education Statistics (NCES) School Identifier (ID), State Assigned ID, County, and Zip Code. Or, you can click on a specific school and drag it up or down in the list to change its position. For example, you can cluster all of your high schools together for data entry.

[Save](#)

School Name	CRDC/NCES School ID	State Assigned ID	County	Zip Code
Alabama School For Blind	010000901404	7676	TALLADEGA COUNTY	35160
Alabama School For Deaf	010000901403	9000	TALLADEGA COUNTY	35160
Helen Keller School	010000901405	9020	TALLADEGA COUNTY	35161
lkjsdflk	010000956789			56789

Figure 3. Manage School Order Screen

The **Manage School Order** screen allows the user to organize the school order within an LEA by School Name (default), NCES School ID, State Assigned ID, County, or Zip Code, or to manually drag and drop schools into a preferred order. This order will then be reflected both within the dropdown selection on the **School Form Submission** screen and within the display of schools when using **School Navigation**.

## Table Navigation

The Module Landing page opens when the user selects **Table Navigation**. Select a topical module to enter data for either the first school in the defined school order, or the school previously selected in the school dropdown on the **School Form Submission** screen.

The Module Landing page consists of a table of the topical modules the user can view within the School Form, listing each module's acronym, full name, and current data entry status. See Figure 4 for an example of the Navigation Module Landing Page.

School Form Submission				Error Report
Acceleration Day and Evening Academy (NCES School ID: 010000901404)				<input type="checkbox"/> Hide Optional Questions <a href="#">List of optional questions</a>
<p>The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses &amp; Classes module. Each module has a 4-letter module acronym which is used to number tables within modules. For example, the first table in the Courses &amp; Classes module is labeled COUR-1.</p> <p>Select any module acronym or name to begin data entry or data review for the school listed.</p>				
Acronym	Name	Status	Percentage Complete	Data Entry Done
DIND	COVID-related Directional Indicators	Not Started	0.00%	<input type="checkbox"/>
NBIN	Nonbinary Student Indicator	Not Started	0.00%	<input type="checkbox"/>
SCHR	School Characteristics	Not Started	0.00%	<input type="checkbox"/>
PSCH	Preschool	Not Started	0.00%	<input type="checkbox"/>

Figure 4. Navigation Module Landing Page

**Note:** The Module Landing page for the **School Navigation** data entry mode is the same as for **Table Navigation**.

## Table Navigation 'Breadcrumbs'

The breadcrumbs (>>) in the blue bar below displays where a user is in the submission system (see Figure 5). The breadcrumbs indicate: 1) the type of navigation being used, 2) the state where the LEA is located, 3) the name of the LEA, and 4) the school within the LEA being edited. Selecting a module from the Module Landing page opens instructions for the selected module.



Figure 5. The 'breadcrumbs' in the blue bar

This screen provides links to the individual tables within the module, instructions, and when available, links to key definitions. (see Figure 6).

Select a module to open the corresponding table (see Figure 7).

SCHR: School Characteristics		
Acceleration Day and Evening Academy (NCES School ID: 010019702432)		
Review the module instructions, then select a table for data entry or review. Entered data is automatically saved when users navigate between tables.		
Table	Percentage	Module Instructions
SCHR-1: Fully Virtual School Indicator	100.00%	<p><b>DATES</b></p> <p>Report data from the 2023-24 school year. The data reported should be as of October 1 (or the closest school day to October 1), unless otherwise noted. This is known as a "Fall snapshot." LEAs should use the same Fall snapshot date to report data in this module.</p> <p><b>WHEN to REPORT ZERO (0) and WHEN to USE BLANKS (i.e., NULL VALUES)</b></p> <p>Zeros represent an actual count or number for fields that are applicable to a given school or LEA. Report a zero ("0") only if the LEA has collected the information and the amount to report for that field is zero. Do not report a "0" for data not collected. Leave a field blank if the LEA does not collect data for that field, if the amount asked is unknown, or if the question does not apply to the LEA.</p>
SCHR-2: Justice Facility Indicator	100.00%	
SCHR-3: Grades with Students Enrolled	100.00%	
SCHR-4: Ungraded Detail	N/A	
SCHR-5: School Characteristics	100.00%	
SCHR-6: Magnet School Detail	N/A	
SCHR-7: Alternative School Detail	N/A	

Figure 6. Table Navigation Module Instruction Screen

**SCHR-3: Grades with Students Enrolled** Save Save & Go To Module Landing Page Switch Mode Save & Go To Next Table

Acceleration Day and Evening Academy (NCES School ID: 010019702432) Table Navigation

**Instructions:**

- Students must be counted in the school where they physically attend for more than 50% of the school day.
- Check ungraded if that applies. You may check grades and also check ungraded if some students are classified by grade and others are not.

**LEGEND:** Errors Warnings

For the Fall 2021 snapshot date, indicate whether this school had at least one student enrolled in each grade in the table. Please select "Yes" or "No" for each grade.

	Yes/No
<a href="#">Preschool</a>	<input type="radio"/> Yes <input type="radio"/> No
Kindergarten	<input type="radio"/> Yes <input type="radio"/> No
Grade 1	<input type="radio"/> Yes <input type="radio"/> No

**Additional Information**

- [Does the school have preschool or kindergarten?](#)
- What is ungraded?
- Is the school wholly ungraded?
- Need more help with transitional kindergarten?
- Need more help with EDFacts Warnings?

Figure 7. Example of Table within a Module

Use the navigation buttons in the upper right-hand corner of the screen to navigate to the module landing page, previous, and next tables. The system saves in real time and navigating to a new screen will save what has been entered on the previous screen.

The first table within a module allows a user to navigate back to the Module Landing Page or to the next table (see Figure 8).

Save & Go To Prev table Switch Mode Save & Go To Next table

Table Navigation

Figure 8. First table within a module - table navigation

Within a module, a user can return to the previous table or proceed to the next table (see Figure 9). In the last table, a user can navigate back to the previous table or navigate to the Module Landing Page, if finished entering data (see Figure 10).

Save & Go To Module Landing Page Switch Mode Save & Go To Next table

Table Navigation

Figure 9. Within in a module – table navigation

Save & Go To Prev table Switch Mode Save & Go To Module Landing Page

Table Navigation

Figure 10. In the last table of a module - table navigation

## School Navigation

When the user is in **School Navigation** mode, the **Previous** and **Next** navigation buttons in the upper right-hand corner of the screen will take the user to the same table in a module at the previous or next school within the LEA. Navigation operates according to the default order of schools or the order defined by the user through the **Change School Order** functionality (discussed in the "School Order" section).

## Switch Mode

The **Switch Mode** selection, located between the navigation buttons, allows users to switch between **Table Navigation** to **School Navigation** from any table screen. Selecting **Switch Mode** will keep the user on the same table regardless of the school (see Figure 11).



Figure 11. Example of Switch Mode table navigation

## LEA Form Submissions

A majority of users will only submit data for one LEA. (see Figure 12).

There is no navigation between LEAs that allow a user to stay on the same table within a module for the **LEA Form Submissions** process. A user reporting data for multiple LEAs will have separate logins for each LEA or select a different LEA on the CRDC system's Home page prior to selecting **District Form Submissions**.



Figure 12. Table Navigation by Table for District Form

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