A Guide to the 2013-14 LNS Year-End Report Back (YERB) Online Tool

An illustrated, step-by-step guide on how to complete the LNS Year-End Report Back (YERB) online tool.

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# Table of Contents

## Section 1
1.0 Purpose .......................................................................................................................... 3  
1.1 Introduction ................................................................................................................... 3  
1.2 YERB User Accounts ................................................................................................... 5  
1.3 YERB Detailed Instructions ......................................................................................... 8  
1.4 Accessing your 2013-2014 YERB ................................................................................ 9  
1.5 Completing the Board Report .................................................................................... 12  
  1. Board Information ........................................................................................................ 13  
  2. LNS Professional Learning Initiatives ........................................................................ 14  
  3. Participating Schools ..................................................................................................... 17  
  4. Part A: School Effectiveness Framework (SEF) ......................................................... 19  
  4. Part B: OFIP Tutoring .................................................................................................. 20  
  4. Part C: Tutors in the Classroom .................................................................................... 21  
  5. Board-Directed LNS Funding for Professional Learning .......................................... 22  
1.6 Completing the School Report ................................................................................... 25  
  1. School Information ..................................................................................................... 28  
  2. Professional Learning Initiatives ................................................................................ 29  
1.7 View Validation Reports ............................................................................................. 31  
1.8 Warnings and Errors ................................................................................................... 35  
1.9 Sign-Off ..................................................................................................................... 36  

## Section 2
2.0 Queries, Reports and Extracts ..................................................................................... 38  
  2.1 Run Verification/Validation Reports ........................................................................ 39  
  2.2 View All Reports ....................................................................................................... 40  

## Section 3
3.0 Appendix 1-YERB Checklist .................................................................................. 42
Section 1

1.0 Purpose

As part of the Ministry of Education’s ongoing commitment to better support the work of improving student achievement, the Literacy and Numeracy Secretariat (LNS) created the Year End Report Back (YERB) online tool to collect and compile information from district school boards (DSBs) on LNS initiatives for three primary purposes:

- implementation – to describe the activities undertaken;
- programming – to determine and share lessons learned; and
- financial accountability – to detail how LNS funding was spent

The YERB is an important component of the feedback and communication loop between DSBs and the LNS. It provides an opportunity for DSB’s to reflect on the good work that they have undertaken throughout the year in improving student achievement. The data collected in the YERB will also contribute to providing the LNS with building a better understanding of how its initiatives are implemented within schools and school districts, and to identify supports and challenges that may be associated with them. Additionally, data submitted through the YERB allows the LNS to consider the impact of professional learning, as reflected by the implementation activities, and the ways that the LNS can support and work with schools and DSBs in partnership to improve student achievement, decrease achievement gaps, and build confidence in public education.

1.1 Introduction

The 2013-14 YERB is customized for each DSB. Due to board feedback received with respect to the 2012-2013 entry period, the following changes/additions have been made to the 2013-2014 LNS YERB online tool.

1. Detailed error messaging
2. Larger text fields for open-ended responses (4000 word maximum)
3. Improved data saving protocols
4. Checklist of items requiring action before sign off (Appendix 1)
5. Specific questions regarding mathematics teaching and learning
6. Printing feature at the bottom of each section/form of the YERB

What is the YERB, and who completes it?

The YERB consists primarily of a Board Report. For those boards with OFIP schools, a School Report will be included for the OFIP School Principal (or designate) to complete. All boards must complete the Board Report, while only boards with OFIP schools must complete both the Board and School Reports.
The Board Report consists of the following sections/forms:

1. Board Information
2. LNS Professional Learning Initiatives
3. Participating Schools
4a. Part A: School Effectiveness Framework (SEF)
4b. Part B: OFIP Tutoring
4c. Part C: Tutors in the Classroom
5. Board Directed LNS Funding for Professional Learning

The School Report, which is solely for OFIP schools and completed by the OFIP school Principal (or designate) consists of the following sections:

1. School Information
2. LNS Professional Learning Initiatives

There are a variety of options for completing the board and school report. Some boards prefer to have a small team of people complete the YERB centrally at the board level, while others prefer each section be completed separately by the most relevant individual(s) at the board and/or school level. The latter option usually involves the identification of an individual responsible for coordination.

**Regardless of how a board completes the board and/or school report, please note the following:**

- Each individual selected to complete a form/section of the YERB requires a YERB user account, including OFIP school principals (or designate).
- The Chief Financial Officer (or designate) must check the Acknowledgement check box at the bottom of the Financial form.
- The Director of Education (or designate) must perform the final sign off.
1.2 YERB User Accounts

1. Who needs a YERB user account, and what is the process for creating one?

All individuals who will be involved in completing any portion of the online YERB submission, including Directors of Education who provide final sign-off, must be registered for a user account to have access to the LNS YERB online tool. It is recommended that, at minimum, the individuals in the following roles register for a user account: the Director of Education, the School Effectiveness Lead, the officer/staff member responsible for financial sign-offs, and the principal of each OFIP school for boards in which there are one or more schools in OFIP. As schools designated OFIP change year by year, 2013-2014 OFIP school principals (or their designate) that did not participate in OFIP in 2012-13 will need to complete the registration form attached. Research leads/officers and MISA leads may also register for accounts.

The Director of Education (or designate) selects which staff members will have a YERB account, as well as the type of account s/he will have.

There are three types of YERB user accounts. On the registration form, these are designated as the following roles:

- **User**: Able to view data, but unable to enter/edit/delete data and unable to sign off on the report.
- **Coordinator**: Able to add/edit/delete data, unable to sign off on completed report.
- **Administrator**: Able to enter/edit/delete data and sign off/submit the completed report to the LNS.

It is common for individuals who will be entering/editing information in the YERB to have a Coordinator account. It is highly recommended that only the Director of Education (or designate) have an Administrator account. Individuals with a Coordinator and Administrator account will be able to view all information entered into each YERB section, including the OFIP School Reports, however only the Administrator will have the ability to sign off.

To register, each individual must complete and sign the attached registration form. DSBs can register as many staff members as needed, however, all individuals must complete and sign their own form.

**NOTE: YERB user accounts from the 2012-13 school year are still valid for the 2013-14 school year.** Individuals who had an account in 2012-13 do not need to register for a new account. If individuals working within a specified role have changed, the new incumbent must register for a user account. In an effort to keep the LNS YERB user list up-to-date, each board will be contacted to confirm user accounts for 2013-14 and to delete accounts no longer required.
2. **How to fill out the User Account Registration Form**

Please read the instructions below carefully to ensure the form is completed correctly:

Top of the page: please indicate whether you have access to any of the listed applications, along with your username for that application in the space provided and continue to Section 1A. All applications listed on this form operate through the GO ACCESS platform, which means that if you have an account for one of the applications listed, we can simply add the YERB to your existing account and you may access it with your existing username and password. (If you have an existing account, **do not** fill in a ‘User Name for Log-in’ under **1B**, only **sign and date your signature** in the spaces provided under **1B**).

If you **do not** have access to one of the listed applications, please leave this space blank and continue to Section 1A.

Section 1A: Please fill in all information requested.

Section 1B: **If and only if** you did **not** indicate existing access to one of the applications listed at the very top of the page, please **complete Section 1B fully**: write your user name, then sign and date your signature in the spaces provided.

If you indicated existing access to one of the applications listed at the very top of the page, please **only sign and date your signature** in the spaces provided. Please leave the space for your user name blank.

Section 2:

Step 1 – Please check the box labeled ‘LNS YERB’
Step 2 – Please check the box labeled ‘Add a role’
Step 3 – Please check the appropriate box to indicate your account type

There are four different types of user accounts: (a) User (with read only access), (b) Coordinator (with add, update and delete access), (c) Administrator (with add, update, delete, sign-off/submission to the LNS, and request data correction access), and (d) Principal (with access to the school-level section for reporting on their school only).

Regardless of who fills out the form, the selected individual and the Director of Education (or designate) will both have to sign the form. The individual will sign under ‘User’s Acknowledgement’, and the Director of Education (or designate) will sign under ‘Authorizer’s Acknowledgement.’ Boards keep original form for their records to keep track of their YERB user list.

Please complete and return all signed registration forms by emailing a scanned copy to **Cristina.Dasilva@ontario.ca** or submitting by fax to 416-325-8565, by **May 1, 2014**. Upon receipt of the fully completed registration form, it takes 1-3 business days to create the user account. Newly registered individuals will receive an email with a link to access
the tool, followed by three separate emails from ministry IT staff providing their username, password and account information. In addition, all users will receive the 2013-2014 user guide with instructions for completing each section/form of the LNS YERB, inclusive of a completion checklist of items requiring action before sign off.

3. What is the process for changing/revoking a YERB user account?

Fill out the appropriate information for the individual as per the steps above. Under Section 2, step 2, you may indicate whether you would like to revoke a user, change a role, update user information or reset password. Completed forms should be scanned and emailed to Cristina.DaSilva@ontario.ca or submitted by fax to 416-325-8565.

4. What to do if you have forgotten your password and/or user name.

If you have forgotten your password, you may click on the ‘Forgot your password?’ option on the GO ACCESS login page, available here: https://www.gsa.gov.on.ca/apps/index.jsp

If you have forgotten your user name:
- Please search your Inbox and Junk Mail for the confirmation e-mail(s) you received when your account was created. These e-mails will contain your user name, as well as the temporary password you used to activate your account. Searching terms such as ‘GO ACCESS’ and ‘Profile’ may be helpful.
- If this search does not yield the e-mail containing your user name, please contact Cristina.DaSilva@ontario.ca or call 416 325-2620.

The LNS will email all registered users the link to access the site, once it has become active. This year’s LNS YERB online tool will be accessible to registered users as of May 5th, 2014. The deadline to submit Director signed-off board data into the LNS YERB tool is July 11th, 2014.
1.3 LNS YERB Online Tool - Detailed Instructions

IMPORTANT INFORMATION:

Please DO NOT use the browser ‘back’ button when using the YERB online tool. To navigate through the YERB sections/forms, use the ‘next’ or ‘previous’ buttons that appear on the bottom of the sections/form. Using the browser ‘back’ button will result in loss of unsaved data entries.

SAVE YOUR WORK as you navigate through the LNS YERB online tool. Save by clicking the Save button at the bottom-right corner of each page. If you attempt to leave a page without saving, a warning message will appear with the following text “You've made changes, do you wish to proceed without saving?”. It is recommended that you click No when receiving this prompt. After clicking No, click ‘save’ to save your work. If you would like to delete all information on a page, click the Delete button. A message will appear with the following text “Do you wish to delete this entry?”, choose Yes to delete all information entered into the form.

You can navigate between sections/forms by clicking the Previous/Next buttons at the bottom-right corner of each page, or by clicking the link to any section/form on the left side of each page.

As was the case last year, financial information and school information for each DSB is pre-populated. When a user logs in, the corresponding DSB and/or school information will appear automatically.

If there are any errors detected in the data that has been pre-populated, please outline this error in the Notes section at the bottom of each page. These errors and messages will be reviewed and revised for the final version of your district school board’s LNS-YERB.

Thank you for taking the time to complete the LNSYERB online tool. Please complete and submit all required information for your DSB into the YERB online tool by July 11, 2014. If you have any questions, please contact Cristina.DaSilva@ontario.ca or (416) 325.2620.
1.4 Accessing your 2013-2014 YERB

**Data Collection (Image 1)**

Once you are logged in, begin entering information by following the steps below:

1. Hover your mouse over ‘Data Collection’ at the top of the page,
2. Move cursor and hover over ‘LNS-YERB Data Submission’,
3. Click on Add/Update ‘LNS-YERB Data Submission’.

*Image 1 – Data Collection*
Submission Period (Image 2)

This section provides a list of each district school board’s YERB submission by year. In the ‘Submission Period’ drop-down menu, select ‘LNS Year End Report Back 2013-14 (2014/07/11)’ and press Apply. Click on LNS Year End Report Back in the bottom table labelled ‘Submission Period’.

Image 2 – Submission Period

![Submission Period Image]
Data Submission Menu (Image 3)

The Data Collection Menu provides links to the three main components of the site:

- Board Report, with financial details summary
- School Report (this link will only appear if your DSB has OFIP schools)
- Sign-Off

To get started on entering DSB information, click on ‘Board Report’.

Image 3 - Data Submission Menu
1.5 Completing the Board Report

*Board Report (Image 4)*

The Board Report section includes six sub-sections/forms:

1. Board Information
2. LNS Professional Learning Initiatives
3. Participating Schools
4. Part A: School Effectiveness Framework (SEF)
4. Part B: OFIP Tutoring
4. Part C: Tutors in the Classroom (this form will only appear if your DSB received funding for this initiative)
5. Board Directed LNS Funding for Professional Learning

The Summary Status page provides links to each of the sub-sections/forms outlined above. Please click on each sub-section/form link to enter data.

Should you need to navigate between the Board Report and School Report, click the *Data Collection Menu* link at the top-left corner of each page.

*Image 4 – Summary Status*

It is recommended that sub-sections 1–5 be completed by the DSB Director, Supervisory Officer and/or SEF Lead, in consultation with program/implementation staff as required. It is also recommended that section 6 be completed by the DSB Director, Senior Business Official and/or Financial Officer, in consultation with program/implementation staff as required.
1. Board Information (Image 5)

Your DSB name, DSB number, and total number of schools and elementary schools are pre-populated on this page. Please **fill in the name and role/title** of each person that has completed data entry in any of the sub-sections/forms of the Board Report (e.g. the person responsible for the content) To add a new person, click the green + button beside the role/title textbox. If you need to remove a person, click the red X button beside his or her role/title.

*Image 5 – Board Information*
2. LNS Professional Learning Initiatives (Image 6)

The initiatives in which each DSB participated are listed in the *Initiatives* drop-down menu at the top of the page. Please enter the name and position/title of the respondent in the boxes provided, and select the respondent’s level of participation in the initiative in the drop-down menu. Please note that the respondent is the person responsible for the content; this person is not necessarily the individual whose role is entering the information into the YERB online tool.

To report on the actions taken within the initiative, please check off the boxes next to the actions that were a focus of implementation. These 37 actions were developed through an analysis of previous DSB report backs.

As the actions listed are intended to reflect focus of implementation within a particular initiative, please repeat this step **for each initiative listed in the Initiatives drop-down menu.**

If there are additional actions that are not listed but were a focus of implementation within your DSB in a specific initiative, please enter these action(s) in the additional *Actions Being Implemented* box found in the *Other* section at the bottom of the page and click ‘+’ to add it. An unlimited number of additional actions can be added. Please choose only the actions **that were a specific and intentional focus of implementation for the initiative, leaving all others blank.**
NEW: All sections/forms now have a print feature at the bottom of the page. The *LNS Professional Learning Initiatives* section/form has an additional print feature that will allow users to choose more than one initiative at a time for ease of printing.
**Printing Initiatives (Image 7 & 8)**

All initiatives that are available to print are listed on this page. Select the initiatives you would like to print and choose **Confirm Selection**. Alternatively, you can return back to the **LNS Professional Learning Initiatives** response section/form if you no longer wish to print.

*(Image 7)-Initiative Selection*

Once you have clicked **Confirm Selection**, a new page will appear with your chosen initiatives for printing and the print menu below, shown on Image 8, will appear at the bottom of the page. You may choose to print, return back to the **LNS Professional Learning Initiatives** response section/form or return back to the **Initiative Selection** page (Image 7) to select other initiatives for printing.

*Image 8-Print Menu*
3. Participating Schools (Image 9)

A list of initiatives in which a DSB participated is provided in the Initiatives drop-down menu at the top of the page. Please identify the schools that participated in each of the initiatives from the Elementary Schools drop-down list. Alternatively, you may choose to select more than one school at a time by clicking the Multiple Elementary Schools or all schools at the same time by clicking the All Elementary Schools button. If applicable, please identify any secondary schools that participated in each initiative from the Secondary Schools drop-down list. Alternatively, you may choose to select more than one school at a time by clicking the Multiple Secondary Schools button.

For both elementary and secondary school drop-down lists, the school mident number is provided beside the name of the school to clearly identify each school, including those with the same name.

The names of the elementary and secondary (if applicable) schools that participated in each initiative need to be provided for each initiative listed in the Initiatives drop-down menu.

If you would like to delete a school from the chosen list, click the X button next to the name of the school to remove that school from the list.

If a participating elementary or secondary school is not listed in the appropriate drop-down menu under the selected initiative, please enter the name and mident number of the participating school in the Notes section at the bottom of the page.

*NEW: Please provide a descriptive response to the question: “What were the criteria used to determine which schools would participate in this initiative this year?” This question will require a response for each initiative that the DSB participated in.
### Image 9 – Participating Schools

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Select Elementary Schools</th>
<th>Select Secondary Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEL Lead / District Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please select the elementary schools involved in this initiative:**

**Select Multiple Elementary Schools**

**Please select the secondary schools involved in this initiative:**

**Select Multiple Secondary Schools**

What were the criteria used to determine which schools would participate in this initiative this year?

If the name of an elementary or secondary school is not included in the list above, please provide it (including school number) in the Notes section below.

Please respond to the questions regarding your DSB’s work with the SEF. Responses to questions 1a and 1b can be chosen from the drop-down menu. Please type in your responses to questions 2a and 2b (numeric values only) and provide descriptive responses to questions 3 and 4. Please note that question 4 contains two parts.

Note – The statement indicating the amount of Grants for Student Needs (GSN) funding your DSB received for the School Effectiveness initiative is for your reference only; the LNS YERB is not used for financial reporting regarding SEF funding.

Image 10 – SEF
4. Part B: OFIP Tutoring (Image 11)

Please respond to the questions regarding your DSB’s work in the OFIP Tutoring initiative. For question 1, please select your response for the drop-down menu. For question 2, please select up to three check-boxes for the criteria your DSB used to allocate the OFIP Tutoring Funding. If your DSB used a criterion that is not listed, please type it in the Other box and select the check-box for the new criterion.

The statement indicating the amount of GSN funding your DSB received for the OFIP Tutoring initiative is for your reference only; the LNS YERB is not used for financial reporting regarding OFIP Tutoring funding.

Image 11 – OFIP Tutoring
4. Part C: Tutors in the Classroom (Image 12)

This section will only appear if your DSB applied for and received funding for this initiative.

Please respond to the questions regarding your DSB’s work within the Tutors in the Classroom initiative. Please select up to three check-boxes for the criteria your DSB used to allocate the Tutors in the Classroom funding. If your DSB used a criterion that is not listed, please type it in the Other box and select the check-box for the new criterion.
5. Board-Directed LNS Funding for Professional Learning (Image 13)

Please respond to the questions about: how the LNS can best work with your DSB to support your goals for improving student achievement, the groups within your board that face particular achievement challenges, and the practices in mathematics achievement that are making a difference to student achievement in your district.

**Note:** If you have responded ‘no’ to question 1a, 1b should be left blank. Similarly, if you have responded ‘no’ to question 1c, 1d should be left blank.

**Image 13 – Board-Directed LNS Funding for Professional Learning**

Please note that the amount of funding your DSB received is pre-populated based on transfer payments made. Additionally, the Carry Forward from Previous Year has been pre-populated based on remaining amounts from the 2012-13 YERB responses for each initiative. If your DSB has additional Carry Forward money from the 2012-13 year, please fill it in for the appropriate initiative.

NEW: Boards have identified the need to adjust financial information entered into the 2012-2013 YERB due to expenditures that occurred after the July 15, 2013 submission period. As such, the financial section/form of the 2013-2014 YERB now allows users to enter a Carry Forward Adjustment amount to ensure your 2013-2014 carry forward balance is accurate, as well as an Explanation of the adjustment for ministry information purposes. Users cannot enter an amount that is in excess of the amount shown in the Carry Forward from Previous Year field. To this effect, the Carry Forward Adjustment amount must be less than or equal zero and the numeric entry must begin with ‘-’ (e.g. - $1000.00).

Please fill in the dollar amounts that your DSB was allocated under the appropriate Expenditure category for each of the initiatives listed across the page (scroll to the right to view all initiatives).

As you fill in amounts for Expenditure items, the Balance, Total Expenditure and Total (at farthest right side of the page) will automatically adjust.

If your DSB allocated Other Costs with Prior LNS Approval for an initiative, please describe the other costs directly below, and provide the Name of LNS Approval for Other Costs and the Date of LNS Approval for Other Costs in the appropriate entry boxes.

When there is a balance of over $10,000 remaining for an initiative, your DSB is required to provide a plan about how it will spend the remaining money for that initiative. Once you have completed filling in the expenditure amounts for all listed initiatives, please write a plan (one for each initiative) on how your DSB will spend any remaining money in the Submit a Plan for Expending Remaining Balance entry box. When there is a balance less than $10,000 (but over $100) for an initiative, it is strongly recommended that your DSB provide a plan on how your DSB will spend the remaining money for that initiative.

If your DSB transferred funding from one initiative to another, please provide an explanation in the Explanation of Variance in Allocated Budget entry box.

Once the form is completed, the Chief Financial Officer (or DSB Director of Education) should review the completed financial report and check the “I, the Chief Financial Officer (or designate), certify that the financial information provided above is accurate and complete” checkbox.
### LNS VERB - BOARD REPORT - 6. Financial Reporting

<table>
<thead>
<tr>
<th>Summary Status</th>
<th>System Implementation and Monitoring</th>
<th>SIM Regional Sessions</th>
<th>Tutor Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. LNS Professional Learning Initiatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Participating Schools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Part A: School Effectiveness Framework [SIF]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Part B: CRIP Tutoring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Part C: Tutors in the Classroom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Funding
- Total funds received for this program
- Carry Forward from previous year
- Carry forward adjustment
- Adjustment Explanation

#### Expenditures
- Total Funding
- Teacher release time
- Principal release time
- Salaries - 1. Teachers
- Salaries - 2. Tutors
- Travel costs
- Meeting Cost
- Professional resources (as recommended by LNS)
- Classroom resources
- Other costs with prior LNS approval
- Description of other costs
- Name of LNS approval for other costs
- Date of LNS approval for other costs
- Total Expenditures
- Balance

Please submit a plan for expending remaining balance for all initiatives for LNS review and approval. 4000 characters maximum

Explanation of variance in allocated budget. 4000 characters maximum

Notes 4000 characters maximum

Acknowledgement

I, the Chief Financial Officer [or designate], certify that the financial information provided above is accurate and complete.
1.6 Completing the School Report

**School Report (Image 15 & 16)**

This section will only appear if your DSB received funding for OFIP schools. If your DSB did not receive funding, please go to page 35 of this guide for sign-off instructions.

To access the School Report section, click on the *Data Collection Menu* link at the top-left part of the page. This link will take you to the following three components of the site:

- Board Report, with summary financial details
- School Report (this link will only appear if your DSB has OFIP schools)
- Sign-Off

**Image 15 – Data Collection Menu**

![Data Collection Menu Image]

To get started, click on *School Report*.

**Image 16 – School report**

![School Report Image]

<table>
<thead>
<tr>
<th>Financial Details</th>
<th>LNS YRBR Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funding</td>
<td>$1,551,848.66</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$1,376,848.66</td>
</tr>
</tbody>
</table>

To access the School Report, click on the link at the top-left part of the page. This will take you to the following three components of the site:

- Board Report, with summary financial details
- School Report (this link will only appear if your DSB has OFIP schools)
- Sign-Off
**List of Schools (Image 17)**

This section provides a list of all OFIP schools in your DSB. You can choose a school from the School drop-down menu, or select a letter from the *List of Schools* for a list all OFIP schools that start with that letter or you may choose a school from the list of schools under the School ID/School Name Section. If you are a principal of one of these schools, you will only be able to see your own school listed. Click on the link of the *School Name* to access a begin inputting information into that school’s *School Report*.

**Image 17– List of Schools**
Summary Status (Image 18)

The School Report section includes a Summary Status page with two sub-sections/forms:
   1. School Information
   2. LNS Professional Learning Initiatives

Please click on each sub-section link to enter data.

Should you need to navigate between the Board Report and School Report, click the Data Collection Menu link at the top-left corner of each page.

Image 18 – Summary Status
It is strongly recommended that the following sections be completed by the OFIP School Principal.

1. School Information (Image 19)

Your DSB name, DSB number, and school number are pre-populated on this page. Please fill in the name and role/title of the person that has completed the School Report. If more than one person contributed to the completion of each sub-section within the School Report, click the + button beside the role/title entry box to add each additional person. If you need to remove a person, click the X button beside their role/title.

Image 19 – School Information
2. LNS Professional Learning Initiatives (Image 20)

Please enter the name and position/title of the respondent in the boxes provided, and select the respondent’s level of participation in the drop-down menu. Please note that the respondent is the person responsible for the content; this person is not necessarily the individual whose role is entering the information into the YERB online tool.

To report on the actions taken within the initiative, please check off the boxes next to the actions that were a focus of implementation. These 37 actions were developed through an analysis of previous DSB report back forms.

If there are additional actions that are not listed but which your school focused on please enter these action(s) in the additional Actions Being Implemented box found in the Other section at the bottom of the page and click ‘+’ to add it. An unlimited number of additional actions can be added.

Please choose only the actions that were a focus of implementation within the OFIP initiative, leaving all others blank.
<table>
<thead>
<tr>
<th>Actions Being Implemented</th>
<th>Focus of Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-learning through inquiry</td>
<td></td>
</tr>
<tr>
<td>Developing expertise in learning about learning</td>
<td></td>
</tr>
<tr>
<td>Increasing excitement and personalization in teaching and learning</td>
<td></td>
</tr>
<tr>
<td>Analyzing student work to make instructional decisions</td>
<td></td>
</tr>
<tr>
<td>Analyzing student work to improve practice</td>
<td></td>
</tr>
<tr>
<td>Co-planning instruction</td>
<td></td>
</tr>
<tr>
<td>Co-teaching</td>
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<tr>
<td>Co-learning among principals and teachers</td>
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<tr>
<td>Differentiating instruction to close learning gaps</td>
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<tr>
<td>Designing instruction to engage students</td>
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<tr>
<td>Use of learning tools</td>
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<tr>
<td>Use of success criteria</td>
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<tr>
<td>Developing learning tasks based on curriculum expectations</td>
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<tr>
<td>Developing students’ meta-cognitive thinking skills</td>
<td></td>
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<tr>
<td>Incorporating student voice, perspectives and interests</td>
<td></td>
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<tr>
<td>Using teacher moderation in collaborative inquiry</td>
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<tr>
<td>Addressing equity of outcomes</td>
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<tr>
<td>Providing students with descriptive feedback</td>
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<tr>
<td>Gathering data through observations of students</td>
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<tr>
<td>Developing expertise in mathematics content and pedagogy</td>
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<tr>
<td>Implementing comprehensive numeracy program</td>
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<tr>
<td>Using manipulatives in math</td>
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<tr>
<td>Using numeracy coaches/facilitators</td>
<td></td>
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<tr>
<td>Developing expertise in literacy content and pedagogy</td>
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<tr>
<td>Implementing comprehensive literacy program</td>
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<tr>
<td>Using literacy coaches/facilitators</td>
<td></td>
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<tr>
<td>Engaging parents and community in student learning</td>
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<tr>
<td>Engaging parents in setting high expectations for students</td>
<td></td>
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<tr>
<td>Using the school effectiveness framework for developing priorities</td>
<td></td>
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<tr>
<td>Analyzing student data and classroom narrative to make evidence-informed decisions</td>
<td></td>
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<tr>
<td>Building instructional leadership capacity among system leaders</td>
<td></td>
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<tr>
<td>Focusing resources on the Instructional core (teacher, student, curriculum)</td>
<td></td>
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<tr>
<td>Using data from common assessments to inform instruction</td>
<td></td>
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<tr>
<td>Building school-level instructional leadership (classroom, school, system)</td>
<td></td>
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<tr>
<td>Making decisions collaboratively</td>
<td></td>
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<tr>
<td>Learning in networks across schools</td>
<td></td>
</tr>
<tr>
<td>Engaging school Improvement Teams in school improvement work</td>
<td></td>
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</tbody>
</table>

Other:

<table>
<thead>
<tr>
<th>Actions Being Implemented</th>
<th>Focus of Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>
1.7 View Validation Reports

To view your validation report, click on the Data Collection Menu and then click on Sign-Off.

![Image of Data Collection Menu]

Validation Report (Image 21-24)

The Validation Report summarizes any errors/missing information within your DSB’s LNS-YERB submission.

Prior to sign off, it is strongly recommended that the user run a validation report to review errors that require correction prior to sign off. Sign off cannot occur while errors are present, therefore the validation report will act as a helpful checklist indicating items that require completion/correction before sign off can occur.

There are two ways to run a validation report:

1. From the sign off page, click validation. A list of errors will now appear. (Image 21 & 22)

2. Hover over Queries, Reports and Extracts, move cursor and hover over Pre-defined Reports/Extracts, click on Run Reports/Extracts. Select the link titled Sign Off Validation Report Selection Screen. Once on this screen, from the drop-down menu, choose your organization, submission period and the title of the report you would like to run (in this case, the Sign Off Validation Report Selection Screen) and click the Run Immediately. (Image 23 & 24)
Image 21 - Validation List

Image 22 - Validation List
Image 23 - Validation Report

Image 24 - Validation Report
To address each warning and error, return to the appropriate Board Report or School Report and provide the required information. In order to do so, click on the Data Collection Menu link and click on the Board Report and/or School Report.

Once all errors/warnings have been fixed, your DSB’s YERB can be signed-off. Note that after sign-off, no new validation reports cannot generated as all existing errors/warnings will have been fixed and the report will not generate any content.

Please note all School Reports must be completed prior to sign-off (only applies to boards with OFIP schools).
1.8 Warnings and Errors

Warnings and Errors (Image 25 & 26)

Warnings will appear in orange text at the top of the YERB entry forms. They identify areas of missing information; however you will be able to save your work without entering this information.

Errors will appear in red text at the top of the YERB entry forms and will produce symbols near fields requiring completion. You will not be able to save your work on this page without correcting these errors. If cannot, at the time, enter the required fields, you will be able to skip the page without entering data or saving your work, and navigate to other pages.

When running a validation report prior to sign off, all areas that produced a warning and/or error will be listed as an ‘error’ requiring completion before sign-off can occur.

Image 25-Warning

Image 26-Error
1.9 Sign Off

**Sign-Off (Image 27 & 28)**

This section will only appear if you have an Administrator user account or Administrator privileges (see page 5 for a description of the various user accounts). Please note that ONLY the Director of Education or his or her official delegate is authorized to sign off.

To access the Sign-Off section, click on the *Data Collection Menu* link at the top-left part of the page (Image 27).

*Image 27-Data Collection Menu*

This link will take you to the following three options:
1. Board Report, with summary financial details
2. School Report (this link will only appear if your DSB has OFIP schools)
3. Sign-Off

To get started, click on *Sign-Off (Image 28).*

*Image 28-Sign Off*
Alternately, you can access this page by:

1. Hovering over Data Collection at the top of the page,
2. Move cursor and hover over LNS YERB Data Submission, and
3. Clicking on Sign-Off LNS YERB Data Submission by the Board

Once all errors listed in the validation report have been addressed, click on the Sign-off button. This will submit your district school board’s LNS-YERB. Once completed, your DSB will no longer be able to make any changes.

A staff member from the LNS will review your district school board’s LNS-YERB and, if there are no outstanding issues, will authorize the final submission of your YERB. All board registered users will receive an email notification indicating that their 2013-2014 YERB submission has been signed off by the ministry. If there are any outstanding issues, an LNS staff member will re-open your DSB’s LNS YERB for changes and you will receive an accompanying email from Cristina.Dasilva@ontario.ca indicating what changes need to be made.
Section 2

2.0 Queries, Reports and Extracts

This section of the guide will take you through the required steps to view validation reports generated prior to sign-off and verification reports of the data your DSB has entered into the LNS-YERB online tool. It is recommended that users run the validation report prior to sign off as it cannot be run after sign-off (see page 34). Reports are available for a 2 week period before they expire and are deleted from the system.

A Validation Report provides a document (PDF, Excel, etc.) that summarizes any errors/missing information within your DSB’s LNS-YERB Submission.

A Verification Report provides a document (PDF, Excel, etc.) containing the information that your DSB has entered into the various sub-sections/forms of the YERB. These reports are intended to enable your DSB to store and distribute the reported information.

There are seven possible Verification Reports your DSB can run:
- LNS YERB LNS Professional Learning Initiatives Report
- LNSYERB102 - Participating Schools Report
- LNSYERB102 - Participating Schools Report
- LNSYERB103 - LNS Professional Learning Initiatives and Participating Schools Report
- LNSYERB104 - SEF, OFIP, Tutors in the Classroom and Funding for Professional Learning Report
- LNSYERB106 - Board Financial Report
- LNSYERB108 - Full Board Report
- LNSYERB109 - Full School Report
2.1 Run Verification/Validation Reports

To run verification/validation reports:
1. Hover over **Queries, Reports and Extracts** at the top of the page,
2. Move cursor and hover over **Pre-Defined Reports/Extracts**,
3. Click on **Run Reports/Extracts**.

To run a Sign-off Validation Report - see page 31 and images 23 & 24.

To run a Verification Report, click on **LNS YERB Verification Reports Selection Screen**

**Image 29 – Run Report List**

**Verification Report** (Image 30)

Select the checkbox next to name of the report(s) you would like to run and click the **Run Immediately** button. You will receive an e-mail notification when your report is ready; the e-mail will provide a link to login to the LNS YERB to access the report.

**Image 30 – Verification Report**

Your DSB’s can run and download Verification Reports after final sign-off has occurred.
2.2 View All Reports

View Reports/Extracts (Image 31 & 32)

To view all Validation Reports and Verification Reports that you have generated:
1. Hover over Queries, Reports and Extracts at the top of the page,
2. Move cursor and hover over Pre-Defined Reports/Extracts,
3. Click on View Reports/Extracts.

To view a single Validation Report or Verification Report, select the report name listed under Report/Extract Code and Name. You will be taken to a new page from which you can download the report in various formats (PDF, Excel, etc.).

Image 31 – View Reports/Extracts

Image 32
If you would like to download more than one report at a time, select the checkboxes next to each report you wish to run and select the *Download* button. This will create a pop-up menu to download and view the document. *(Image 33)*

**Image 33**

You may also select all reports listed by clicking the *Check All* button, or you can deselect all reports by clicking the *Uncheck All* button. If you would like to cancel a report that you have just chosen to generate, select the checkbox of the report and click the *Cancel* button. If you would like to delete a report, select the checkbox of the report and click the *Delete* button.
The lists below show what is needed for in order for the 2013-14 LNS YERB to be completed, and is categorized by the various forms that make up the submission.

1. Board Information
   - Enter names and titles of individuals completing the LNS YERB Submission

2. LNS Professional Learning Initiatives
   *N.B. The items on this form’s checklist need to be completed individually for each of the initiatives listed in the drop-down menu at the top of the form*
   - Name of respondent completed
   - Position title of respondent completed
   - Respondent’s participation in initiative (direct or indirect) selected
   - Actions that were a focus of implementation for the selected initiative are checked off in the appropriate boxes.
   - (If applicable) When indicating an “Other action”, both the action being implemented and a check in the appropriate box to indicate whether it was a focus of implementation are completed
   - Grades in which the initiative was a focus are checked off
   - Answer provided to question: *Is the work of this initiative informing practice in your district beyond the classrooms with which it is directly involved? If so, how?*
   - Answer provided to question: *What was the impact of participating in this on actions/practices in the classroom, school, and system contexts?*

3. Participating Schools
   *N.B. The items on this form’s checklist need to be completed individually for each of the initiatives listed in the drop-down menu at the top of the form*
   - At least one elementary school is selected
   - Secondary schools that were involved is selected
   - Answer provided to question: *What were the criteria used to determine which schools would participate in this initiative this year?*

4. Part A: School Effectiveness Framework (SEF)
   - The extent to which the SEF process has assisted elementary schools is indicated
   - The extent to which the SEF process has assisted secondary schools is indicated
   - The number of elementary schools which have completed self-assessments is indicated (can only be entered as a number)
The number of secondary schools which have completed self-assessments is indicated (can only be entered as a number)

Answer provided to question: How has the SEF been used in your district?

Answer provided to questions: How does your district’s BIPSA inform the implementation of LNS-Funded initiatives? How does the implementation of LNS-funded initiatives inform your district’s BIPSA?

4. Part B: OFIP Tutoring (if applicable for your board)
   - Type of tutoring the funding was spent on is chosen from the drop down menu
   - Top 3 board criteria used to allocate OFIP Tutoring Funding is checked off in appropriate boxes

4. Part C: Tutors in the Classroom (if applicable for your board)
   - Top 3 board criteria used to allocate OFIP Tutoring Funding is checked off in appropriate boxes

5. Board Directed LNS Funding for Professional Learning
   - Answer is provided to question: How can the LNS best work with you to support the achievement of your goals for improving student achievement?
   - A yes or no response is provided in the appropriate checkbox to the question: Are there any groups of students in your district that have been identified as facing achievement challenges?
   - (If ‘yes’ is chosen to above question) Answer is provided to question: please describe these groups, their challenges, and the actions that are either planned or being taken to address these challenges
   - A yes or no response is provided in the appropriate checkbox to the question: Are First Nations, Métis, or Inuit (FNMI) students among the groups identified in the previous question?
   - (If ‘yes’ is chosen to above question) Answer is provided to question: what are the challenges and what actions are either planned or being taken to address these challenges?
   - Answer is provided to question: Please describe the practices in mathematics education that are making a difference to student achievement in your district. Examples could include practices that involve student engagement in learning, collaborative work among educators, building mathematics knowledge for teaching
   - Answer is provided to question: How do you know that these practices are making a difference to student achievement in mathematics?
   □ If applicable, carry forward adjustment amounts have been entered for funded initiatives
   □ Adjustment explanations are entered for any carry forward adjustment amounts
   □ If applicable, additional expenditure amounts have been entered
   □ A plan for expending remaining balance for all initiatives for LNS review and approval has been entered
   □ Explanation of variance in allocated budget has been entered
   □ The Chief Financial Officer (or designate), has certified that the financial information provided is accurate and complete by checking off the appropriate box