

5.8 Session Edit Screen

Click on the Session Information tab at the top of the School Edit Form or on the Edit Session button on the School View to access this screen. As with the other pages associated with the School Edit Form, this page has tabs for each of the three grades. On this screen these tabs are labeled Session 4, Session 8, and Session 12.

The screenshot shows a software window titled "School Edit Screen, Region - N99". It has three tabs: "School Information", "Grade Information", and "Session Information". The "Session Information" tab is active. At the top, it displays school and district information: School Name: Franklin Middle, District Name: Board Of Educ. Orange County, Grade 4 ID: 9991050, Grade 8 ID: (blank), and Grade 12 ID: (blank). Below this, there are three tabs for sessions: "Session 4", "Session 8", and "Session 12". The "Session 4" tab is selected. The main area contains two tables. The first table, "Original Sessions", lists sessions with columns for Session ID, Date, Time, Tot n Samp, Withdrawn, Excl, and Absent. The second table, "Makeup Sessions (if applicable)", lists sessions with columns for Session ID, Makeup Date, Status, and Ased Makeup. To the right of the second table is a legend for "Makeup Status Codes": 1-Makeup Completed, 2-School Deadline, 3-No Time, 4-No Available Students. At the bottom, there are buttons for "All Pages", "Session 4 Page", "OK", "Cancel", and "Help".

Session	Date	Time	Tot n Samp	Withdrawn	Excl	Absent
MT0401	/		0	0	0	0
RD0401	/		0	0	0	0
SI0401	/		0	0	0	0

Session	Makeup Date	Status	Ased Makeup
N	MS0401	/	0
N	RD0401	/	0
N	SI0401	/	0

Makeup Status Codes:
 1-Makeup Completed
 2-School Deadline
 3-No Time
 4-No Available Students

The school and district name and NAEP ID number(s) are displayed at the top of the screen.

Each session scheduled for the school is listed by its Session ID number along with fields for entering assessment date and time. (See Session ID explanation below.) If the date has not been entered, you should do so as soon as possible.

5.8.1 Session ID

The sessions assigned to a school are identified by unique NAEP Session ID numbers. The first two letters of the ID indicate the subject:

MT -- mathematics;

MS – math short form.

SI – science; and

RD – reading (grade 4 only).

The grade level is next (04, 08, or 12) followed by a sequential numbering of the sessions within subject type and grade in a school.

In the example above, the session IDs are MS0401, RD0401, SI0401 -- math short form, reading, and science all for the 4th grade.

5.8.2 Recording Session Information

It is recommended that you enter session information in the Session Information Screen as you move through the various steps within a school – sampling, assessing, and make-ups. This way you can compare your calculations on the School worksheet with the automatic calculations of the Session Information Screen.

Once the sample is selected, you can enter the information in this screen. As shown below, 25 students were sampled and 1 was excluded. The column labeled **To Be Assd** is highlighted to remind you that this is a calculated field; the system will calculate the number that goes here. Even though you can highlight the numbers in this field and appear to be able to edit it, you cannot.

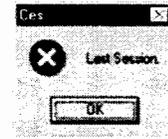
Original Sessions										
Session	Date	Time	Tot in Samp	Withdrawn	Excl	To Be Assd	Absent	Mkup Req	Response Rate	Mkup Req
SI0401	1/26	AM:	25	0	1	24		23	95.83	N

Move from field to field with the tab key. The **Assd Orig**, **Response Rate**, and **Mkup Req** columns are automatically calculated for you. As you enter the number of absent students in a session, the system will calculate the response rate. If this is less than 90 percent for a session type, you will attempt to hold a make-up session.

If a make-up session is needed, record the results of this session in the matrix in the bottom half of the screen. Note the Make-up Status Codes listed in the pane on the right. Enter the proper code in the column headed Status.

Makeup Status Codes:
1-Makeup Completed
2-School Declined
3-No Time
4-No Available Students

When you get to the last data entry field within the session grid (the Absent field), if you press the tab key, you will see this notice:



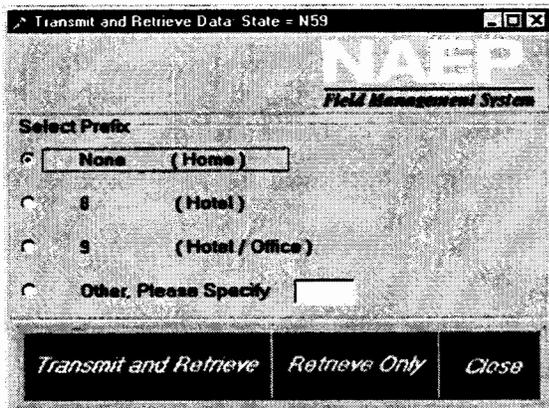
Simply press the enter key to accept the OK default button. If you want to move to another field within the grid, move the pointer with the mouse and click.

6. Transmission

When you select this option from any of the Views, you will be presented with a dialog box that offers you the chance to select a dialing prefix and two transmission choices – Transmit and Retrieve or Retrieve Only.

6.1 Transmitting and Retrieving Data

Each week, you will send an updated dataset to the Westat home office. This information will then be sent by the office to the field managers to keep them up to date on the progress of the work within the schools. While this process will normally only involve your sending in data, if it is necessary for data to be sent to you, it can be during the same transmission and with no additional operations on your part.



To initiate this process, first, be sure that the telephone cord provided with your computer is plugged in to the computer and to the phone line. Then, click on the main screen menu Transmission. The system will put your FMS "on hold" and a dialog box will appear.

If you need to add an 8 or 9 to the telephone number to call from an office or motel, click on the appropriate number. (A pause has also been added to the system so that when you select the 8 or 9,

the system will pause a couple of seconds after the 8 or 9 before continuing to dial the toll free NAEP number.)

If you need to add any other prefixes to your dialing routine, enter these in the field labeled "Other (please specify)". (An example might be *70 to disable call waiting.) Next, click on *Transmit and Retrieve*.



Another application will take over at this point and a window will appear on your screen showing that the system is preparing your regions' data files for transmission. The first thing it does is to compress the files so that their size is much reduced. This means a shorter transmission time.

We know that you will not be able to read most of the information appearing on your screen during this preparation phase. However, it is helpful to be able to see that something is happening

At the end of the transmission, a message will be displayed in the window indicating that the transmission is complete and directing you to exit this part of the system and return to the FMS. The message you will see is:

SUCCESS: Transmission Completed.
Press any key to continue.

To close the transmission window, press a key on the keyboard and the transmission window will close. After you transmit, you can continue with your work with the FMS, or close the FMS and shut down the computer.

Occasionally, you may receive a message indicating that the transmission was not successful. In this case, one of the following error messages will be displayed:

ERROR: RIMPORT Error Encountered.
Please contact Home Office for further assistance

Or, you might see:

ERROR: Failed to Connect to Home Office
Please try again later. If problem persists,
please contact Home Office for further assistance.

If you see either of these messages, you should wait a few minutes and try again. If you encounter repeated failed attempts in transmitting (DO NOT try more than three times), make a note of the error message that you have received and call your field manager.

Since all data transmissions and e-mail communications are routed through the NAEP office, if there is a problem in transmitting data, there will most likely be a problem with e-mail transmissions as well. They both use the same basic system at the NAEP offices.

If you are experiencing problems in connecting as you try to send and/or receive messages, we suggest that you wait a short while and try again. The systems are monitored during weekdays (but, **not** on the weekends) and, if there is a problem on our end, it is usually corrected within a few hours at most (on weekdays only).

When you attempt to send data or e-mail messages, you should hear the following through the computer speaker: the telephone dial tone, the electronic tones as the computer dials the NAEP toll-free number, and the computer answering at Westat. If you DO NOT hear any of these sounds, the first thing you should check is the telephone cord connection. If this appears to be a good connection, it is possible that the Hotkey combination of Fn + F4 could have been pressed turning off the laptop speaker. Try pressing this Hotkey combination to see if you can hear the dial tone.

6.2 Retrieve Data Only

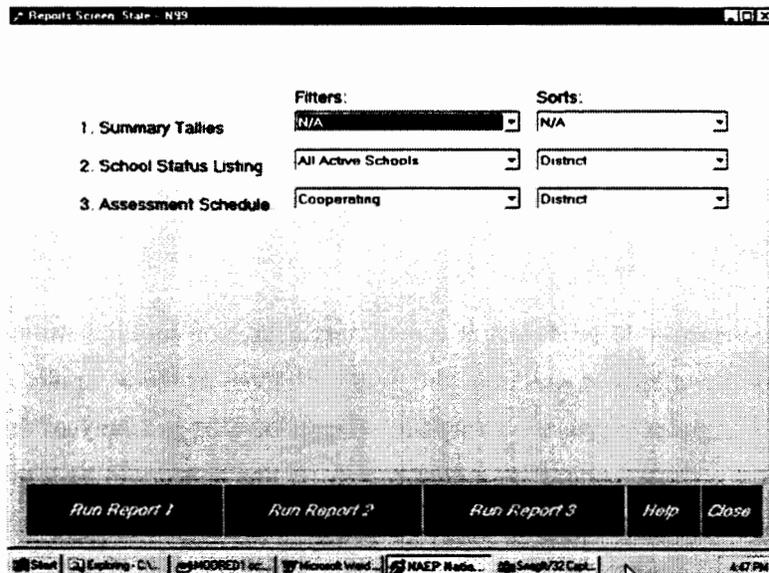
If it is necessary for NAEP to send you an updated data set, you will be notified to connect to the office and download the dataset. In this case, you will select Connection and follow the same procedures as outlined above for selecting the dialing prefix. To start the communication process, you should click on *Retrieve Only* at the bottom of this dialog box.

The dataset which you will receive will be automatically added to your system after it is copied (or downloaded) from NAEP.

NOTE: Due to the power consumption during transmission (e-mail or data transmission), you should not attempt this operation while running the computer on its battery. Be sure that it is plugged into an AC outlet before beginning this process.

7 Reports

Clicking on Reports on the menu bar will take you directly to the list of reports that are available.



Filter and sort options are available for all except the first, summary report.

To run a report, click on the Run button associated with the report. If you want to select a filter and/or sort option, click on the down arrow on the right end of the filter or sort window. This will bring up the options available. Click on your choice with the mouse.

After you press the Run button, the report will be run and displayed on the screen. If you want to print the report, you should do so before closing the report (see below). The reports are not

saved. Return to the report selection screen by double clicking on the icon in the upper left corner of the screen or click once and then click on Close.

7.1 Viewing Reports

Below is an example of what Report 1 might look like on your computer screen. It is produced by a separate application called by the FMS.

NAEP 2000 Field Management System			
Report 1: Summary Tallies			
Region N99 Grade 4			
		Number	Percent
1. Status of Original Schools			
A	Pending	11	84.6
B	Cooperating	1	7.7
C	District Refusal - All Schools	0	0.0
D	School Refusal	0	0.0
E	School Refusal - by District	0	0.0
F	School Closed	0	0.0
G	Ineligible - Has Grade/No Elig Students	0	0.0
H	Ineligible - Does not have Grade	0	0.0
I	Ineligible - Not a Regular School	0	0.0
J	Ineligible - Other	1	7.7
K	Interim Refusal	0	0.0
L	Total Original Schools	13	100.0
2. Status of Activated Substitute Schools			
M	Total Original Sc		
N	Cooperating	0	0.0
O	Refusal	0	0.0
P	Closed	0	0.0
Q	Ineligible	0	0.0
R	Total Activated Substitutes	0	0.0

You can scroll up and down one page by clicking on the scroll bar on the right. To move to page 2 of the report, use the arrow at the top left of the screen. (See below.)

These are the viewing and printing buttons that you see at the top left of your screen.



↑ This setting lets you see the width of the page.
 ↑ You will not use this Exporting function. (It does to really work.)
 ↑ Print report.

View Settings. Clicking on the View Setting to change the amount of the page that you can see.

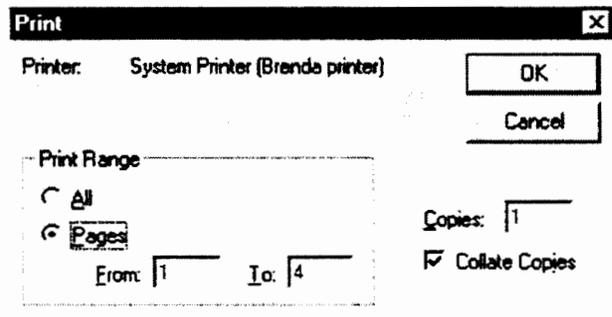
Exporting a Report. This option will not be used.

Printing the Report.

Before you print the report, you should notice the top of the screen where it tells you how many pages there are in the report. When you first look at a multi-page report, it will say that you are viewing page 1 of 1+. To see how many pages there are in total, press the button with the right arrow and line to jump to the end of the report.  Now, the system will know and display the number of pages to be printed. For Report 1, the 1 of 1+ should change to 3 of 3 when you press this button.

When you press the Print button, the Print dialog box appears.

To print only one page or a selected range of pages, enter the page numbers that you wish to print in the boxes labeled From and To.

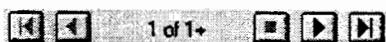


To print the entire report, press the Enter key since All is the default and the OK button is highlighted.

The printer type displayed at the top of this box will differ from that shown above when you make this selection. It will be set to the type of printer supplied with your system.

NOTE: If you want to print the report, you should do so before you leave the report (exit from that screen). The reports are NOT saved automatically. If you want to print a report or look at a report again after you leave the report, you will need to run it again.

7.2 Moving Among Report Pages



If your report is more than one page long, click on the button at the top left of the screen to move to another page.

In the middle of the arrow buttons, the current page number is displayed. If you want to move to the next page, click on the right facing arrow. Click on the right arrow with a bar to jump to the last page. This will also set the page counter so that you will know how many total pages there are to the report. After you have left page one, click on the left arrow to move to the previous page and the left arrow with bar to jump to the first page.

Note: When looking at reports, you cannot scroll from one page to another by clicking on the scroll bar on the right of the screen as you can in many other applications.

7.3 Filters and Sorts

Filter and sort options make it possible to generate a number of variations on two of the reports.

Filter: The setting of a report filter allows you to restrict the report to records of specific interest, such as only original schools or only cooperating schools.

Sorts: You have the capability of sorting the report output in a variety of ways, such as by district, county, or school.

Since Report 1 is a summary report, there are no filter or sort options available. The options available for the reports vary by report and are discussed in the sections below.

Filters and sorts will not affect the column ordering of the reports.

7.4 Report 1: Summary Tallies

This report provides summary numbers on the status of the recruitment activities for all sampled schools in your region, one page per grade. This report summarizes the participation status of all originally sampled schools as well as the status of activated substitute schools.

Since this report was developed for monitoring the status of school recruiting and scheduling, it is not likely that you will need to use it.

7.5 Report 2: School Status Listing

This report was useful as a general reference for reviewing information about sampled schools during the recruiting and scheduling phase. . Since this report includes a column for the FedEx airbill dates, you might find it useful to keep track of the dates you have entered by viewing this report occasionally.

7.6 Report 3: Assessment Schedule

This report is useful for reviewing the assessment schedule at the session level. The filter selections restrict you to displaying cooperating schools. (See Exhibit 2.)

For each cooperating school, the report lists:

- The NAEP ID number for the sampled grade;
- The session type and number for each session;
- The assessment date entered on the school edit screen; and
- The assessment time you have entered for each session, if any.

Note: This is a session-level report. If two sessions for a school are scheduled on different dates, they will appear independently on the report when sorted by assessment date.

7.6.1 Report Filters

Filters that may be selected to restrict the output of this report are:

<u>Filter</u>	<u>Effect on Report</u>
Cooperating	All original and substitute schools with a status of cooperating will be listed.
Cooperating/ Pending	All cooperating and pending schools will be listed.

Exhibit 2. Example of Report #3

National NAEP 2000 Field Management System						9/16/1999
Report 3: Assessment Schedule Listing for N99 Schools						4:16PM
Filter: Cooperating/Pending Schools			Sort: District			
School Name	NAEP ID	Session	Date	Time	Assessed in Orig	Assessed in MkUp
Allen Board Of Ed						
Jackson Middle	9991020	MS0401			0	0
Diocese Of Rome						
Allula Middle	9992011	MT0801			0	0
Allula Middle	9992011	SI0801			0	0
East Town Middle	9991061	MT0401			0	0
East Town Middle	9991061	RD0401			0	0
Eldersburg Elementary	9991081	SI0401			0	0
Hillside Elementary	9991071	MS0401			0	0
Hillside Elementary	9991071	SI0401			0	0
Hillside Elementary	9992021	SI0801			0	0
Marlton City Elementary	9993031	MT1201			0	0
Marlton City Elementary	9993031	SI1201			0	0
Evans Board of Ed						
Northeast Beach Elementary	9991122	MT0401			0	0
Northeast Beach Elementary	9992032	SI0801			0	0
Northeast Beach Elementary	9993020	MT1201			0	0
Northeast Beach Elementary	9993020	MT1202			0	0
Northeast Beach Elementary	9993020	SI1201			0	0
Northeast Beach Elementary	9993020	SI1202			0	0
Hart Public Schools						
Glen Elementary	9993010	MT1201			0	0
Glen Elementary	9993010	MT1202			0	0
Glen Elementary	9993010	SI1201			0	0
Glen Elementary	9993010	SI1202			0	0
SOUTH MIRO ELEMENTARY	9991053	MS0401			0	0
SOUTH MIRO ELEMENTARY	9991053	RD0401			0	0
SOUTH MIRO ELEMENTARY	9991053	SI0401			0	0
Lisare School Dist						
Patrick Elementary	9992020	MT0801			0	0
Patrick Elementary	9992020	SI0801			0	0
Mayville Public Schools						
Parson Elementary	9991040	MT0401			0	0
Parson Elementary	9991040	RD0401			0	0
Norrel Public Schools						
Palm Point Middle	9991030	MT0401			0	0
Palm Point Middle	9991030	RD0401			0	0
Palm Point Middle	9991030	SI0401			0	0

Cooperating, Missing Date	All cooperating schools missing session dates will be listed.
Cooperating, Public	All cooperating public schools will be listed.
Cooperating, Non- Public	All cooperating non-public schools will be listed.
Cooperating, NAIS Schools	All cooperating schools affiliated with the National Association of Independent Schools will be listed.

7.6.2 Report Sorting Options

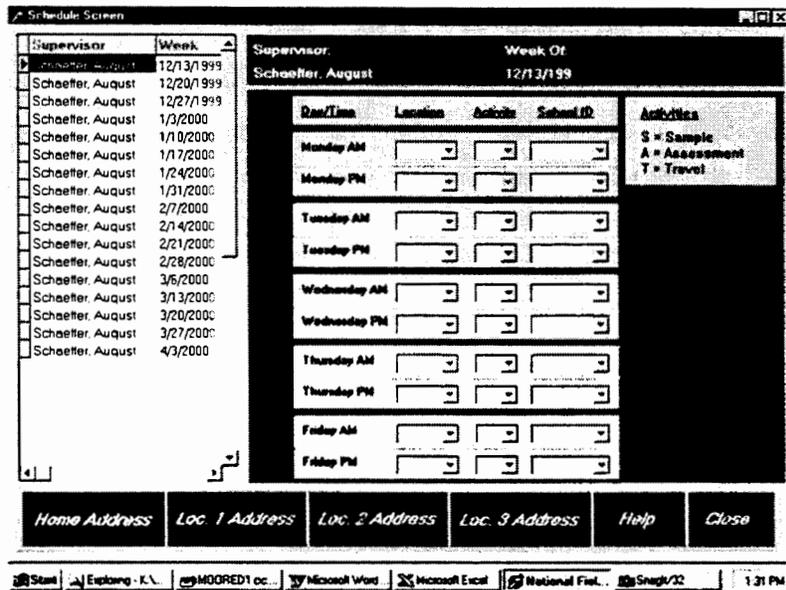
Report #3 may be sorted in any of the following ways:

<u>Sort</u>	<u>Effect on Report</u>
District	Sessions are listed in school order under district header lines. Districts appear in alphabetical order.
County	Sessions are listed in school order under county header lines. Counties appear in alphabetical order.
School	Sessions are listed in school order (no header line).
Date	Assessment date. Sessions are listed in school order under assessment date header lines.
NAEP ID	Schools are listed in order of their NAEP ID number.
Religious Reporting Group	Schools will be listed according to their affiliation.

8 Project

8.1 Schedule

This option brings you to a schedule screen that allows you to enter your schedule information into the computer. This includes the activities you are participating in (sample, assessment, or travel), which day of the week they are taking place, the location, and the school ID.



At the bottom of the screen are options to record your home address and up to three other locations for that particular week. These other location addresses are not copied from one week to another. They need to be updated each week. (Your home address will be displayed no matter what week you are looking at.)

On the left side of the screen is a list of weeks with your name. Highlight the week for which you are recording information and then record the data on the schedule screen for that week.

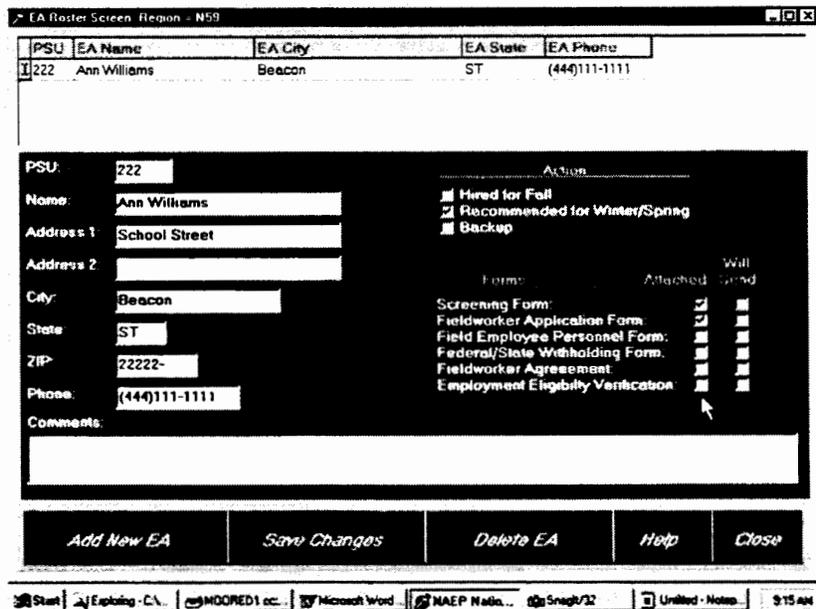
Click on the button beside the field for a drop-down list of Locations, Activities, and/or School ID numbers. Click on the option you want to be displayed. For the school ID, after you reveal the list, begin entering the ID of the school in which you will be working and the list will display the ID which matches the number as you enter. If the number you enter does not match any IDs on the list, the list will be displayed from the beginning of the number sequence. (In other words, it is possible for you to enter a number that does not exist on your list, so be careful with your keystrokes.)

8.2 Shipping

Given the time period for the study, you will not be using this feature of the FMS.

8.3 EA Roster

As individuals were recruited for the position of Exercise Administrator in the various PSUs, the scheduling supervisor kept track of this information in this part of the FMS. If you recruit additional EAs, you will use this to record information as well.



To add an individual to the system, **first, click on *Add New EA* at the bottom of the screen.** As you enter the EA candidate's name and address information on the left side, selected fields will also be filled in in the matrix at the top of the screen. The Comments area at the bottom of the screen provides you with ample space to note information about the individual that you want to remember and/or pass along to the supervisor who will be working with the individual in the future.

To access an individual's information that you have already entered, click on the person's name in the matrix at the top of the screen. Use the scroll bar on the right to move up and down through the list.

When editing an individual's information (correcting the telephone number, for example), click on *Save Changes* before entering information on a new EA or going on to another EA's information to up date.

Be sure to keep the information up to date on the employment forms that the EA candidate has submitted. These are listed on the right of the screen with fields for you to indicate if the form has been received or will be forthcoming.

The Toshiba 225 Laptop Computer

THE TOSHIBA 225 LAPTOP COMPUTER

1. Introduction

Toshiba laptop computers are being provided for use on this study. This brief overview is intended to familiarize you with the basic features of the Toshiba 225 computer. Please note that the focus here will be on the features that you will be using, rather than on providing a complete operating guide.

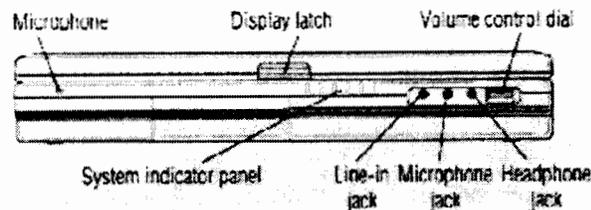
Along with the computer, you will also receive the following:

- Large carrying case with shoulder strap
- External mouse
- AC adapter and cord for computer
- Modem cable with phone connector
- Printer, cable, and electrical cord

2. Where Things are Located

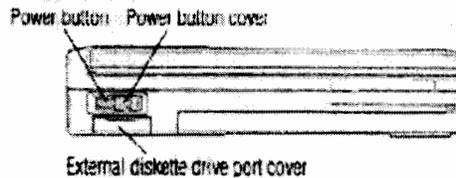
The following exhibits illustrate where buttons, indicators, and plug-ins are found.

The Front with the Display Closed



- Pressing the **Display Latch** opens the display panel.
- The **System Indicator Panel** provides information about various system functions. (See Section 6 for description of the panel lights.)
- The **Volume Control Dial** lets you adjust the loudness of the system speaker.

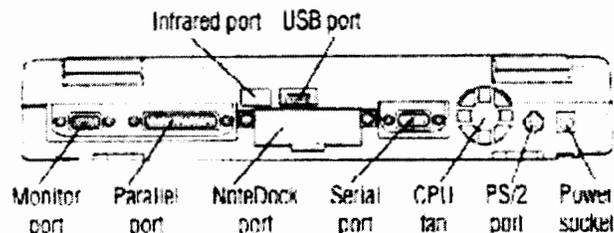
The Left Side



The left side

- Pressing the **Power Button** turns the computer on. (Note that you will not press this button to turn the computer off. See Section 5.)
- The **Power Button Cover** protects the Power Button. Slide this cover toward the front of the computer to reveal the Power Button.

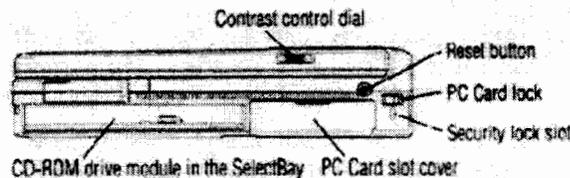
The Back



The back

- The **Parallel Port** lets you connect a printer to the laptop.
- The **PS/2 Port** is where the external mouse will be plugged in. (See Section 7.)
- Plug the AC Adapter into the **Power Socket**. (See Section 3)
- The **CPU fan** prevents the computer's central processing unit from overheating. Be sure this is not blocked.

The Right Side

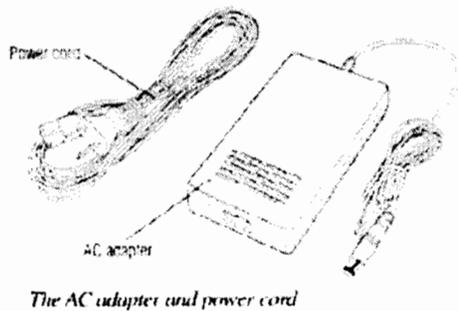


The right side

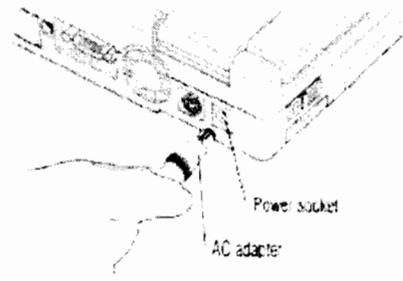
- The **SelectBay** contains the diskette drive for 3.5 inch diskettes in the model provided for this study.
- The **PC Card Slot Cover** protects the modem card. The modem card will have already been installed for you. (See Section 8.)
- Slide the **PC Card Lock** toward the back of the laptop to open the PC Card Slot Cover.

- The **Contrast Control Dial** adjusts the brightness of the screen.

3. Connecting to a Power Source

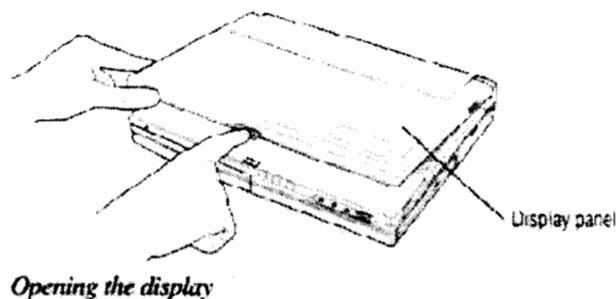


To connect your computer to a power source:



This Toshiba model comes with an external **AC adapter**. Connect the AC adapter to the Power Socket on the back of the laptop. Connect the **Power Cord** to the AC adapter. Connect the other end of the Power Cord to a live wall outlet. The AC Power Light on the System Indicator Panel will glow green. (See Section 6.)

4. Opening the Computer



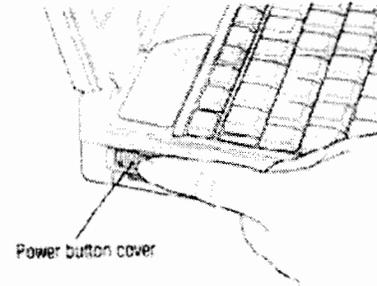
Locate the latch on the front center of the computer. Push on the latch and lift the display.

5. Turning the Computer on

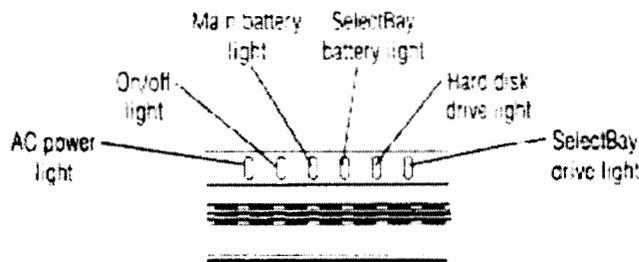
BEFORE TURNING THE COMPUTER ON:

- Be sure that there is no **diskette** in the diskette drive.
- If you have a **printer** connected to the computer, turn the printer on before turning the computer on. The system will look for the printer and be sure that the connection is good. (See Section 2, Back of the computer.)
- If you will be using an **external mouse**, be sure that it is connected to the PS/2 Port. If it is not connected, the computer will not recognize it after the computer is turned on. (See Section 7.)

Slide the Power Button Cover (on the left side of the laptop) toward the front of the laptop. Press the Power Button in and hold it in for a second until the On/Off light on the System Indicator Panel glows. (See Section 6.)



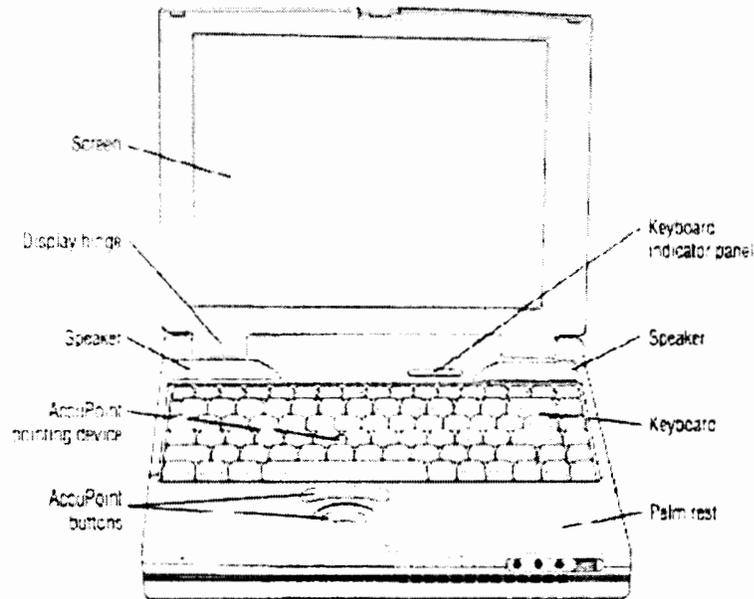
6. The System Indicator Panel



The system indicator panel

AC Power Light	Glows when the computer is on.
ON/Off Light	Glows when the computer is on.
Main Battery Light	Indicates the charge of the system's main battery.
Hard Disk Drive Light	Indicates the system's built-in hard disk drive is in use.
Select Bay Drive Light	Glows when a drive (the hard disk or diskette) is in use.

7. The Front With the Display Open



The front with the display open

The Screen

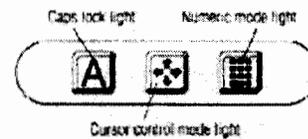
The display screen has an adjustable viewing position and is best viewed from directly in front. The **Contrast Control Dial**, which adjusts the brightness of the screen, is located on the right side of the display panel. (See Section 2, Right Side view)

The Keyboard Indicator Panel

Caps lock light glows when you press the Caps Lock key.

Cursor control mode light glows when the cursor control overlay is on. This is not a feature used by this study's application.

Numeric mode light glows when the numeric overlay is on. Activate numeric mode by pressing the Fn key plus F11. Press the same keys to toggle this function off. This is not a function that you will need for this study.



The keyboard indicator panel

Pointing Devices

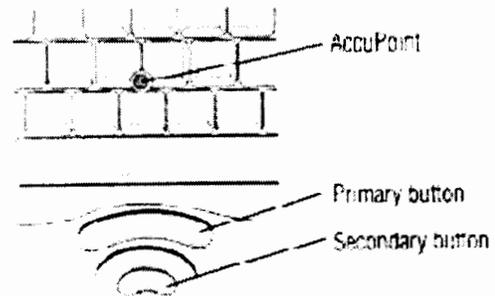
The Toshiba has a built-in pointing device called the AccuPoint. An external mouse has been provided for your use if you prefer.

AccuPoint

The AccuPoint provides all the functionality of a mouse without your hands leaving the keyboard.

The AccuPoint and buttons are located so that you can move the point with your index finger and click the buttons with your thumb at your wrist on the computer. To move the cursor, gently push the AccuPoint in the direction you want the cursor to move. Pushing harder on the AccuPoint moves the cursor faster.

When you are instructed to click or choose an item, move the cursor to the item. Then, press and release the primary button. The primary button corresponds to the left button on a mouse. The secondary button corresponds to the right button.



The AccuPoint pointing device

External Mouse

If you plan to use the external mouse, you must plug the mouse in to the back of the computer before turning the computer on, otherwise, the system will recognize the AccuPoint. (See Section 2, Back.)

8. The Modem

The modem is a thin metal card located in the PC Card Slot on the right side of the laptop. The modem cable supplied with your laptop has a regular modular phone jack on one end that you will plug into the phone outlet. You will plug the flat plug on the other end of the modem cable into the modem.

Open the PC Card Slot Cover by pulling gently on the lip of the cover. Making sure that the flat plug is turned so that it will plug into the modem. (The flat plug should have a white dot on the top of it to indicate which side is "up".)

To release the plug, squeeze the clips on both sides of the plug and gently pull it out. Be sure to remove the cord and close the PC Card Slot Cover when the modem is not in use.

The plug is rather vulnerable when it is attached to the modem. When not in use, it would be best to store it elsewhere so that it is not accidentally damaged.

9. Monitoring Battery Power

The computer's battery light (on the indicator panel) gives you an indication of the current battery charge by changing colors. The colors are:

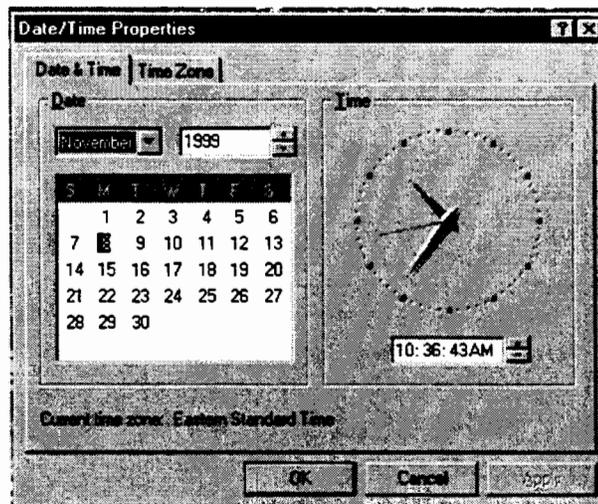
- Green – full charge
- Orange – battery is charging
- Flashing Orange – the charge is running low.

It is recommended that you have the computer plugged into an electrical outlet when you use it. The battery will only give you a few hours of power. How much time you have depends on the current rate of use of the program you are running. To charge the battery, connect the computer to a power source. The battery charges when the computer is on or off. It takes a minimum of two hours to charge the battery with the computer turned off, or approximately three to six hours when the computer is on.

10. Setting the Date and Time

The internal battery of the computer keeps track of the date and time. If your computer is not correct (you are located in the Central Time Zone, for example), you can reset your clock.

Notice the time at the lower right of the screen on the Task Bar. If you move the pointer onto the time, the date recorded in the system will appear for a couple of seconds. If you need to change either the date or the time, click the right mouse button (or secondary AccuPoint button) and then click on Adjust Date/Time.



The system displays the Date/Time Properties dialog box. If the time needs to be changed, click on the digital time display under the clock face and enter the correct time. Then click on the Apply button. It is not necessary to have the correct time zone as long as the time is correct. If the date is incorrect, click on the correct date on the calendar and then click on the Apply button.

When you have finished, click on the OK button.