

APPENDIX B

NAEP POLICIES REGARDING PUBLIC ACCESS

TO TEST QUESTIONS AND INSTRUMENTS

B. NAEP POLICIES REGARDING PUBLIC ACCESS TO TEST QUESTIONS AND INSTRUMENTS

On May 13, 1995, the National Assessment Governing Board (NAGB) issued a “Policy Statement on Public Access to Test Questions and Instruments of the national assessment”. In response, the National Center for Education Statistics (NCES) has outlined below its plans and practices for insuring public access to NAEP. THE NAGB policies and procedures are quoted first in italics, then the plans for the NAEP assessments are described.

- **POLICY:** Special efforts shall be made to permit parents whose children are participating in the national assessment to review NAEP booklets. Background questionnaires shall be made available at participating schools. Within the limits of staff and resources parents may review cognitive items at the school site or nearby, provided test security is maintained.
- **PLAN:** A “Demonstration Booklet” is being prepared for each grade (4, 8, and 12) containing the complete student background questionnaire, the subject area background questions, and sample cognitive items for each assessment subject. Distribution plans are as follows:
 - Copies will be sent with the list of sampled schools to the state department of education and to each district with sampled schools.
 - Copies will be sent to the principals of schools in the national sample along with a letter explaining that the booklet may be copied or distributed to any interested party, including parents. The letter and the back of the booklet will explain how additional copies may be obtained from NCES.
 - Two copies will be given to each of the assessment administrators from each school in the state assessment -- one copy for themselves and one for the principal.
 - The cover letter accompanying the booklet will explain that anyone wishing to see the actual assessment booklets, that is the cognitive items, may do so, but that to maintain security of the test items and since the actual assessment booklets are not in the possession of the school, the school will need to coordinate with NAEP staff (as described further in item three below).
- **POLICY:** Background questionnaires shall be sent promptly to anyone wishing to obtain them.
- **PLAN:** The telephone number and address of NCES will be included on all publications so that anyone wanting copies of materials, including the background questionnaires, will know who to call. Any requests for background questionnaires received by NAEP grantee staff will be filled promptly.

- **POLICY:** Within the limits of staff and resources, procedures shall be developed for the examination of secure NAEP items by members of the public, provided test security is maintained. Efforts shall be made to permit such examination promptly within the state of persons making such a request.
- **PLAN:** For individuals or small groups wanting to see the assessment booklets, the NAEP data collection field supervisor in the state will bring copies of all assessment booklets for the individuals to review. Those present attend with the understanding that the items are secure and therefore they will not remove the booklets from the room, copy them, or take notes. The ability to accommodate requests for these meetings are limited by two factors: the field supervisor's schedule of NAEP activities, and the fact that booklets will not be printed and therefore available until mid-December.
- For larger groups, or groups wanting more general information about NAEP, such as how the items were constructed, how they are scored, and how the data will be reported, arrangements must be made through NCES to meet with the group. Assuming that requests will generally be made to the data collection field staff, these staff will be instructed at training to forward requests of this type to NCES.
- **POLICY:** Detailed procedures shall be established to ensure the confidentiality of all information obtained by NAEP about individual students and schools in accordance with provisions of the Federal Privacy Act (Section 552a of Title 5, U.S. Code). No personally identifiable information shall be used by NAEP after initial data collection and editing. These guarantees of privacy shall be mentioned in NAEP publications and reports, and details regarding their implementation shall be made available upon request.
- **PLAN:** NAEP does not release the names of participating schools. Names of participating students and teachers are not collected on any assessment documents. Lists providing the link between assessment documents and names of students and teachers are kept by the schools, and the schools are instructed to destroy these links after six months.
 - All assessment instruments contain a statement explaining the voluntary nature of the assessment and that all information will be kept confidential.
 - All contractor staff working with NAEP data must sign an affidavit of confidentiality, which is filed with NCES.
 - The manuals and materials developed for the assessment, including letters to parents, teachers, and principals, explain the importance of maintaining the confidentiality of assessment participants and specify the procedures that must be used.
 - Finally, the reports produced by the national assessment are very careful to be sure that only group statistics are reported that do not permit the identification of individuals.
 - In addition to implementing these procedures, all manuals and training sessions for data staff and field staff will review this policy statement and the

importance of assuring public access to the maximum extent possible within the constraints of time and staff.

APPENDIX C

THE STATE COORDINATOR SYSTEM

C. THE STATE COORDINATOR SYSTEM

C.1 Overview

The State Coordinator System (SCS) was developed to assist state offices in managing the preparation activities for the 2000 NAEP state assessment. State coordinators have been using the system to:

- Update information about sampled schools and districts with sampled schools in their state;
- Enter the school participation status for each sampled school grade;
- Introduce substitute schools as replacements for original schools that have refused to participate;
- Indicate the enrollment for each sampled grade;
- Note whether the list of eligible students has been received for the grade;
- Schedule specific times for each assessment, and, if necessary, change the designated assessment date for a session;
- Designate the address to which all NAEP assessment materials should be sent;
- Designate an Assessment Administrator (AA) for each school;
- Run reports to review information in the system about sampled schools;
- Generate mail merge files from which labels and letters to districts, schools, and AAs and specialized reports can be produced using your own word-processor or spreadsheet, and
- Transmit information to the NAEP office on a weekly basis.

As the state supervisor, you will be using the same system. However, this version has additional information and fields for your use. The additional information includes:

- Whether the school has been selected to be monitored;
- Which session should be dropped if necessary; and
- Two additional reports to help you monitor the sampling, QCM assignments, and the status of the Quality Control Forms.

The additional fields will allow you to:

- Draw the sample of students in each cooperating school;
- Record which QCM will be assigned to each school;
- Indicate when you have edited the QC Form and the date it is mailed to Westat;
- Record the Federal Express airbill numbers and dates the assessment materials were shipped; and
- Print out reports to assist you in monitoring the information that you have entered.

This guide will give you a brief introduction to the SCS as well as how you will use those features of the system designed for state supervisors.

C.2 Starting the Program

We recommend that you use the AC adapter whenever possible to save the computer's battery. If you want to use the external mouse, BE SURE THAT THE MOUSE IS PLUGGED IN BEFORE TURNING ON THE COMPUTER.



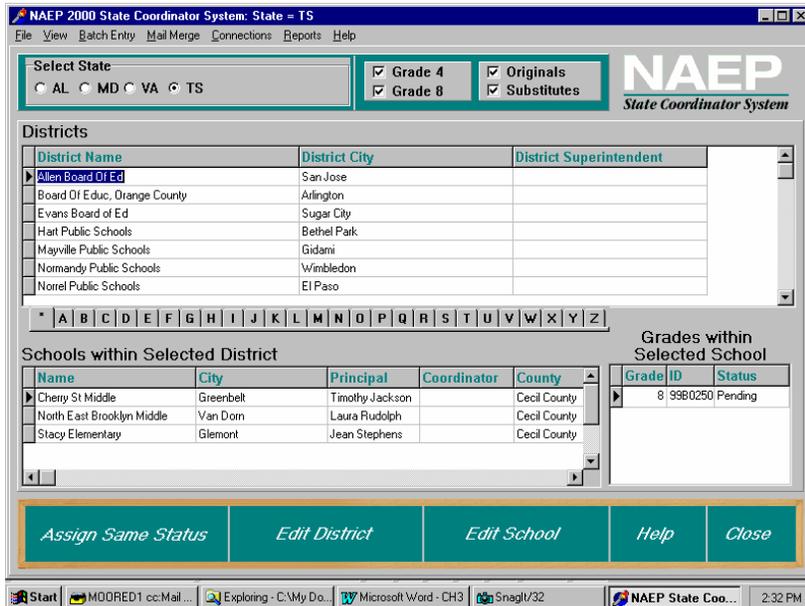
After the computer goes through its internal check, it will load Windows95 and take you to the Desktop screen.

Double click on the NAEP2K icon to start the State Coordinator System.

It may take a minute or so for the SCS and the databases to be loaded. The main screen of the system is called the View and is described in Section 3.

C.3 Basic Features of the System

C.3.1 The View or Main Screen



The View for the SCS contains:

- A menu bar from which you will make selections.
- The dataset which has been selected -- your state or practice test data
- The “View” that you used in your last session with the system (Districts, Schools, User IDs, or NAEP IDs).

When you access the SCS for the first time, you will see the View as presented above – showing the list of districts from which you may make a selection. If you change the View, for example, to be that of the list of schools and then you exit the system, the View you will see when you access the system the next time will be that of the list of schools. Since most of your work in the SCS will involve working with the school data, the “main screen” concept has been replaced in this version of the SCS with the View.

Across the top of the View is the menu bar, common to Windows applications. Remember that most of these features were designed to assist the state coordinator. The features of the system are outlined and briefly explained below. Instructions for using the routines that you will use are given in the sections specified.

File	View	Batch Entry	Mail Merge	Connections	Reports	Help
Assign Shipping Addresses Exit	Districts Schools User IDs NAEP IDs	User ID Status Codes SLF Status Enrollment Assessment Date & Time Training Session Airbill Information QCM Information	(Goes directly to Mail Merge function)	Transmit and Retrieve Create Data File Process Data File	(Goes directly to report menu screen.)	Version Help

C.3.1.1 File

Assign Shipping Addresses. Allowed “global” assignment of shipping addresses for NAEP materials to principals or assessment administrators.

Exit. You should choose this to close the SCS before shutting down the computer (or select *Close* at the bottom right of the screen). (Section 3.9)

C.3.1.2 View

Districts. State coordinators updated district information as necessary.

Schools will present you with a list of sampled schools from which you can select one school and then move to its school edit form which consists of five pages: (Section 4)

- **School Information.** General information about the school including name, address, principal, and test director.
- **Grade Information.** The sampled grade(s) and fields for the school’s participation status, receipt of student lists, grade enrollment, drawing the student sample, and recording when the assessment materials were shipped;
- **Session Information.** Assessment dates for the sessions were recorded here. You will record the initials of the assigned QCM, note when the QCF has been edited, and the date the QCF has been sent to Westat;
- **AA Information.** The name and address of the Assessment Administrator for the school; and
- **Shipping Information.** Information for NAEP materials.

User IDs. Allowed the state coordinator to see a list of schools sorted by a unique, state ID if one was entered in the User ID field.

NAEP IDs presents you with a list of the schools sorted by their NAEP ID number. A search function allows you to search by NAEP ID number. (Note that schools selected for more than one grade level will be listed multiple times, since each grade level has a unique NAEP school identification number.)

C.3.1.3 Batch Entry

This feature allows one to make entries for several schools by working from a list of schools rather than going to each school file individually. The options available to the state coordinators were: User ID, Status Codes, SLF Status, Enrollment, and Assessment Time and Date.

Three additional options have been added to your system: (Section 5)

- *Training Session.* Enter the training session number for each school's AAs.
- *Airbill Information.* Enter the Federal Express airbill number and date the materials were shipped to Iowa. and
- *QCM Information.* Enter QCM initials for each session in each school, verify the edit check on the QCF has been performed, and the date the QCF was mailed to Westat.

C.3.1.4 Mail Merge

This feature permits the state coordinator to create electronic files that can then be used with a word-processing system to create personalized letters and address labels. This feature can also be used to create specialized "reports" that can be read by a spreadsheet application such as Excel.

You can also use this feature to create your own reports and view them. (Section 6)

C.3.1.5 Connections

Transmit and Retrieve. The option you will use with the NAEP laptop computer to send data to NAEP electronically via modem will be Transmit and Retrieve. Updates might also be downloaded at the same time. If necessary, you will be instructed to select Retrieve Only and data will be downloaded to your NAEP laptop computer with no corresponding upload of data. (Section 7)

Create Data File. This procedure can be used to create a back up of your state's data to be stored on a diskette. State coordinators who could not transmit electronically could use this option to store the state's data on a diskette that was then sent to Westat or copied onto their desktop computer and sent attached to an e-mail message.

Process Data File. If necessary, an updated data file could be sent to the state coordinator attached to an e-mail message.

C.3.1.6 Reports

Five reports were available to help the state coordinator monitor the progress of assessment preparations. Reports can be customized by setting filters and changing the way information is sorted. Reports can be generated for viewing and/or printing.

Two additional reports have been added to the system to assist you keep track of the progress of student sampling (Report 6) and assignment of QCMs and status of the QCFs. (Section 8)

C.3.1.7 Help

Version. This will give the SCS version number.

Help. Click to see reminders of how to use the system (based on information from these instructions).

C.3.2 Selecting the State or Test Data

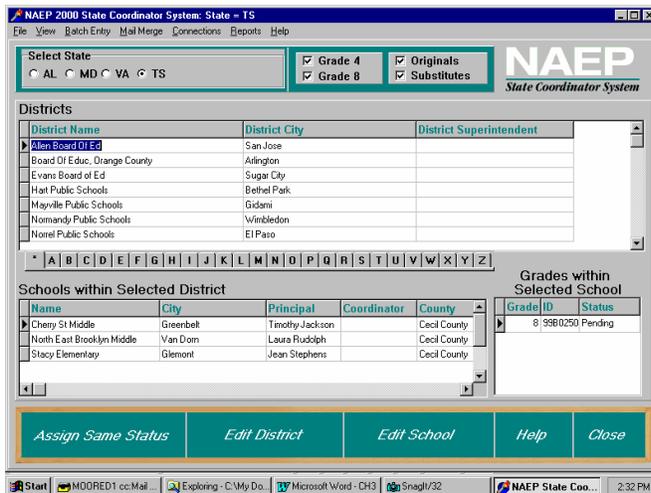
Your system is loaded with two sets of data: 1) the sampled schools in your state and their districts, and 2) a set of fictitious schools and districts which are called the test data.

You should always select the test data when you are practicing with the system, especially as you become familiar with the editing techniques to be sure that no changes are made to your state's data.

To remind you that you are working with the test data, instead of your state's abbreviation, TS will be displayed at the top of the screen.

C.3.3 Using the Views to Select Districts or Schools

The Views are designed to give you quick access to the school districts and the sampled schools working with lists based on district names, school names, user IDs, or NAEP IDs. Except for the grade and school type filters (explained below), none of the fields displayed in the Views can be edited. The district View (the default) is shown below.



Click on the scroll bar beside the list of names to scroll down one screen listing.

Access the district's edit screen by either double clicking on the district name or, with the name of the district highlighted, click on the Edit District button.

Access a school's edit screen in a similar way (double click on the school name or click on Edit School).

Click on an alpha tab under the list of districts to see a list of districts beginning with that letter. Click on the first tab (with the asterisk) to return to the list of all districts.

The View that you are using when you exit the system will become the default view and will be displayed the next time you access the system.

REMINDER: If you click on a school's status or disposition (for example) on this screen, even though it becomes highlighted you cannot change it here. All fields are "read only". You must go to the school's or district's edit screen to make any changes or corrections.

C.3.4 Restricting (Filtering) the List of Districts or Schools

When you access the SCS, all active schools and their districts are listed in the View. If you want to restrict the list to include only the schools and districts for a particular grade level or school type (originals or substitutes), you can easily do so as discussed below.



C.3.4.1 Grade Selection

If you want to restrict the list to include only the schools with one grade level, click on the grade NOT wanted (since the default is for both grades to be selected for viewing). For example, to see only the fourth-grade schools, click on the box next to grade 8 (or click on the word "grade 8") to delete the check mark.

NOTE: Schools sampled for both grades will continue to be displayed even if you restrict the list to one grade level.

C.3.4.2 Originals or Substitutes

If substitute schools have been activated, it will be possible to see only the substitute schools or only the originally sampled schools. Since the default is for all active schools to be displayed, both of these options are checked.

Restrict the list to the substitute schools by clicking on Originals. This will eliminate them from the currently displayed list.

Substitute schools will be easily recognizable in the list of all active schools since their names will appear in full capital letters.

C.3.6 General Editing Information

When the mouse pointer is over a field and it changes to an I-beam, this indicates that when you click on this field (placing the cursor in that location), you can enter or edit information. Note that when you place the mouse pointer over the name of a school (or any of the other school-related fields) in the school selection screen, the pointer DOES NOT change to an I-beam. You cannot edit any of these fields on the school selection screen.

When a school or district edit screen first appears, the first field will be highlighted by default. YOU CAN MOVE FROM FIELD TO FIELD BY PRESSING THE TAB KEY. Go directly to a field by moving the mouse pointer to the field and clicking once.

When you enter data, it will be in insert mode. All characters that you type will be inserted.

If the entire contents of a field are highlighted and you begin to type, you will delete the entire contents of the field and enter new data. You can replace the original contents of the field by pressing the Esc key BEFORE you move the cursor to another field.

To CHANGE ONE NUMBER in an address, use the following steps:

- Place the I-beam to the left of the number to be changed.
- Click the left mouse button to place the cursor to the left of the number;
- Press the Delete key to delete the number; and
- Type the correct number.

Similarly, you can CORRECT THE SPELLING of a person's name or of an address by placing the cursor to the left of the characters needing to be replaced and press the delete key to delete the characters. Then, type in the correct letters.

To REPLACE A WHOLE WORD and enter a correct word (an entire principal last name, for example), place the pointer on the word (it will turn into an I-beam) and double click. This will highlight the entire word. As you begin to type, the word will be deleted and replaced with what you type. As

noted above, if you make a mistake and want to replace the word deleted, press the Esc key before you move the cursor out of the field.

To REPLACE TWO OR MORE WORDS, use the following steps:

- Click to the left (or right) of the words and hold the mouse button down as you drag across and highlight the words to be replaced; and
- With the words highlighted, begin typing the new text.

In the above procedures (replacing one or more words), if you want to delete the word(s), after highlighting the word(s), press the Delete key.

There is an option at the bottom of every page labeled *Cancel*. Clicking on this will reset the information in every field on that screen to what it was before you made any changes.

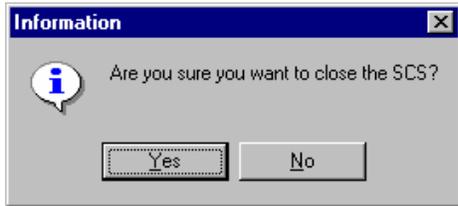
C.3.8 Assignment of Status Codes

Initially, the status codes were set to Pending for all originally sampled schools in your state. The codes that were available to the state coordinator are displayed in Exhibit C-1.

Exhibit C-1. NAEP participation status codes

NAEP PARTICIPATION STATUS CODES	
CODE	EXPLANATION
Pending	The school has not been contacted (though you may have spoken with the district and are awaiting information about the school).
Cooperating	The school will definitely participate in the assessment.
Interim Refusal	The school has indicated that they do not wish to participate, but there is a possibility that they will agree.
School Refusal	The school has said that they will definitely NOT participate in the assessment. Once this status code has been assigned it cannot be changed.
School by District Refusal	The school district has refused for this one school to participate. Other sampled schools in the district will cooperate. Once this status code has been assigned it cannot be changed.
District Refusal	The district has refused to allow any of its sampled schools to participate. Once this status code has been assigned it cannot be changed.
Closed	This school has officially closed.
Has Grade, No Students	This school has the sampled grade, but no eligible students.
No Sampled Grade	This school does not contain the sampled grade.
Not a Regular School	This school does not offer a traditional academic or comprehensive educational program to the general student population. Examples of such ineligible schools would be Special Education Schools, Vocational schools, and Alternative Schools.

C.3.9 Exiting the SCS



You should always exit the State Coordinator System by selecting File, Exit or by clicking on *Close* at the bottom of a View. As a fail safe, a small dialog box opens and asks you if you are sure that you want to close the application.

Since Yes is the default, you can press the Enter key to select this.

If you are ready to turn the computer off, it is a good idea to double check the Task Bar to see if there are any other applications open that you need to shut down.

To turn the computer off, click on Start on the Task Bar and move up to and click on Shut Down.

The Shut Down Windows dialog box appears as fail-safe. Since shutting down the computer is the default, you can press the enter key to say Yes.



If you are using the NAEP laptop, the computer will turn itself off.

C.4 Selecting a School

C.4.1 Purpose

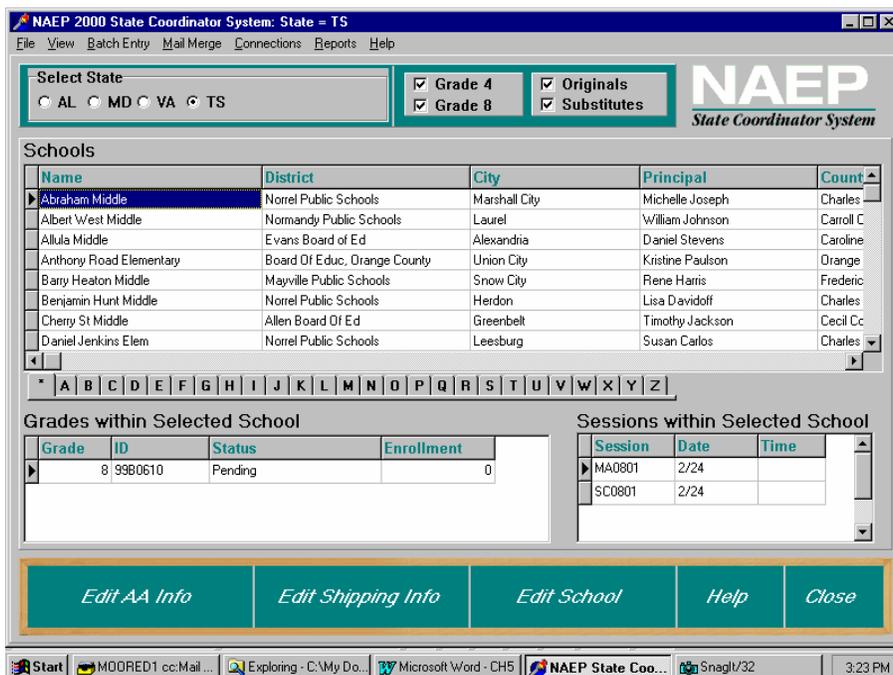
Use the Schools View to quickly select a school so you can draw the sample of students or make updates to the QCM and QCF information. Once a school is selected, the School Edit Screen appears. This form is divided into five pages as indicated by the tabs at the top of the form. You can move from one page to the other by clicking on a tab.

C.4.2 Calling Up the School Edit Screen

There are several ways that you can access the information on a school. You can select a school:

- In a particular district from within the District View by double clicking on the school's name and go directly to the school's screen; or
- From a list of all active schools (main menu View, Schools); or
- By its NAEP ID number from View on the main menu

If you select View, Schools, the following View will appear:



You can locate a school by:

- Clicking on an alpha tab to get a list of all schools beginning with that letter; or
- Clicking on the scroll bar on the right side of the list (or press the Page Down key) to drop down one window at a time; or
- Clicking on the name of one of the schools and then, pressing the Down Arrow key to move down the list one line at a time.

C.4.3 NAEP ID

A NAEP ID View is also available if you want to list the schools by their NAEP ID number. Remember, however, that the NAEP ID is assigned by sampled grade. Schools selected for both grade 4 and 8 will have two NAEP IDs and, thus, be listed twice. This View will allow searching for a NAEP ID number to facilitate locating a particular school.

C.4.4 School Information

The School Information page is shown below.

The screenshot shows a web-based form titled "SchoolEditForm" with a blue header and a teal background. The form is divided into several sections for data entry. At the top, it displays "District Name: Norrel Public Schools" and "Grade 4 ID: 9980610" and "Grade 8 ID: 9980610". The main form fields include: School Name (Abraham Middle), School Phone (999)555-1234, Fax () -, School Coordinator Email, School Address (1230 Vivian Adams Dr), County (Charles County), Year Round (checkbox), Additional School Address Line, School Principal (Michelle Joseph), % Off Track (0), School City (Marshall City), State (TS), School Coordinator, User ID, ZIP (12345-1234), School Coordinator Phone () -, Area (6), and a large text area for Comments/Special Instructions and Accommodations (Yes). At the bottom, there are navigation buttons for "All Pages" and "School Page", and "OK", "Cancel", and "Help" buttons. The Windows taskbar at the bottom shows the Start button and several open applications: MODRED1 cc:Mail..., Exploring - C:\My Do..., Microsoft Word - CH5, NAEP State Co..., and SnagIt/32. The system clock shows 3:26 PM.

The state coordinator could update the school information on the school as needed.

C.4.5 The Grade Information Page

The screenshot shows a software interface for entering school information. At the top, there are tabs for School Information, Grade Information, Session Information, AA Information, and Shipping Information. The main area is divided into several sections: School Name (Allula Middle), District Name (Evans Board of Ed), and Grade IDs (Grade 4 ID: 9980050, Grade 8 ID: 9980050, User ID). Below this, there are fields for Original/Substitute (Original), Substitute Available (Yes), Monitor Status (No), and Session information (Sess. Orig. Sched: 1 Math and 1 Science, Session to Drop if Necessary: Science). The Enrollment Data section shows Grade 4 Enrollment (154) and Grade 8 Enrollment (0), with a Status dropdown set to Pending. The Shipment Information section has three rows for Airbill Number and Airbill Date. The Sampling Information section includes a Sampling Date field, Number on SLF (0), and a Sample button. At the bottom, there are buttons for All Pages, OK, Cancel, Help, and Grade 8 Page.

Identifying information on this page includes:

- The school name;
- The district name;
- The NAEP ID number for sampled grade(s);
- The User ID (if entered by the state coordinator);
- Whether this is an original school, and if there is a substitute; and
- The estimated grade enrollment.

There are two tabs on this page, one for each of the potentially sampled grades. If there is only one sampled grade in the school, the page under the other tab will be blank. The state coordinator was requested to record information about the following for the school's sampled grade(s):

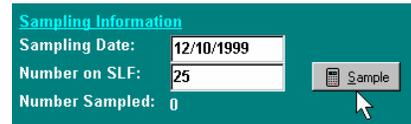
- The participation status of the selected grade in the school,
- The actual number of students in the selected grade; and
- Receipt of the list of eligible students (SLF) from the school.

Your version of the SCS has more information on this page than the state coordinator's. You can see the school's monitor status as well as which session will be dropped if necessary. In addition, there are additional fields for you to use during the assessment field period.

- Up to three Federal Express airbill numbers and shipping dates can be entered for each sampled grade.
- Fields for entering the sampling date and number of eligible students on the SLF.
- Selecting the Sample button will result in the list of selected line numbers and a record of the total number sampled being displayed at the bottom of the screen.

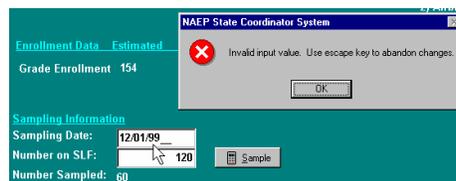
C.4.6 Sampling

After you have verified that the SLF is complete, enter the date and the number of students listed on the SLF (or equivalent) and click on the Sample button.



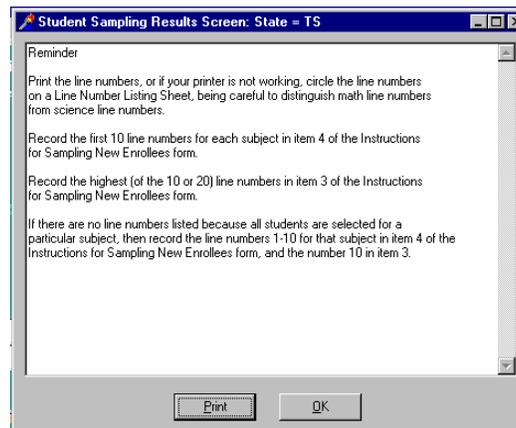
The screenshot shows a teal-colored form titled "Sampling Information". It contains three input fields: "Sampling Date:" with the value "12/10/1999", "Number on SLF:" with the value "25", and "Number Sampled:" with the value "0". To the right of the "Number on SLF:" field is a button labeled "Sample" with a printer icon. A mouse cursor is pointing at the "Sample" button.

A word of caution. You must enter four digits for the year. If you do not, you will get the following error message (which is not entirely self-explanatory) – “Invalid input value. Use escape key to abandon changes”.



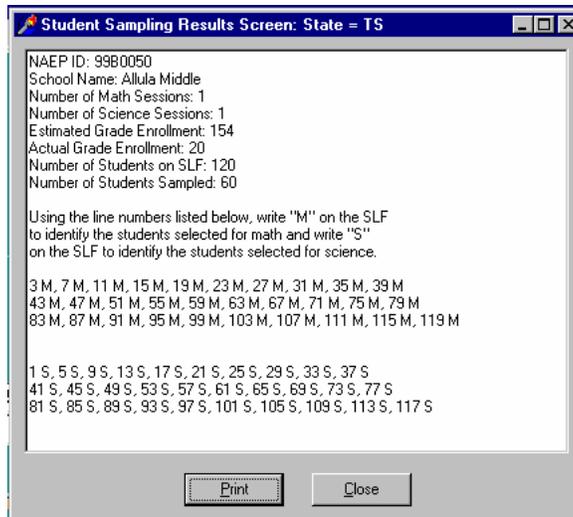
Click on the OK button, move the pointer back onto the date field, and correct the date. You do not need to press the escape key.

A reminder note is displayed after you click on the Sample button as shown below.



This window displays the reminders of the steps that must be completed when the computer displays the line numbers for the selected students. Print this screen to use as a reference, and be sure to complete these steps for each school.

Click on the OK button to close this window and go to the window that will show the sample for the school. An example of this window is shown below.

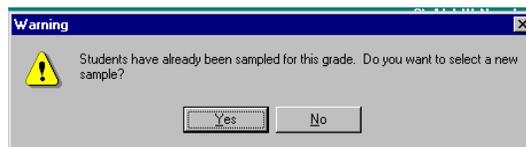


If your printer is working, be sure to print this so that you have a copy to refer to as you sample.

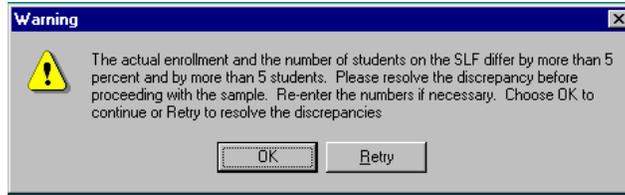
If all students are selected and assigned to one session, you will receive a message such as reproduced below along with all of the identifying information shown at the top of the sampling result window above.

Assess all students in mathematics. There will be no science session.

If you have selected the sample for a school and click on the Sample button again, the system will warn you with the following window.



Respond Yes if you made an error or did not print the line numbers the first time and you wish to select a new sample or start over again. If you select a new sample, the students listed on the Administration Schedule must be those in the new sample.



This reminder will appear if the number of students on the SLF differs by more than five percent and by more than five students. You should double-check your entries and investigate the difference between the number of students you counted on the SLF and the actual enrollment as entered by the state coordinator. Select Retry if you wish to revise the entries (the number of students) or choose OK if you are certain the entries are correct. If you need time to resolve the discrepancy, and wish to return to this school to select the sample at another time, select Retry and OK on the next screen.



Sampling Information

Sampling Date: 12/1/1999

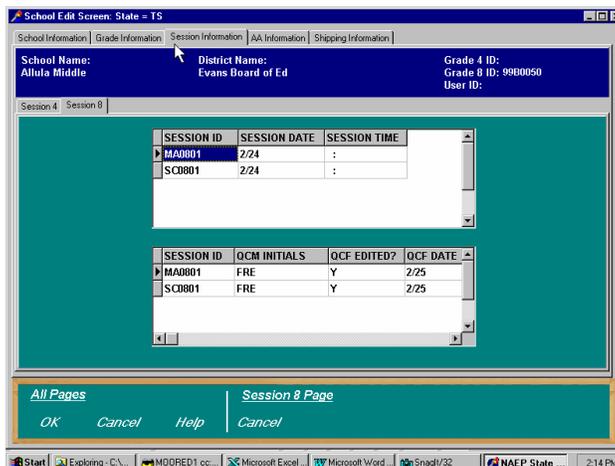
Number on SLF: 120

Number Sampled: 60

When the sampling is completed, the Sampling Information section of the Grade Information Page will display the results in terms of the number of students sampled.

C.4.7 Session Information

Assessment scheduling information is recorded on the Session Information page. Click on the Session Information tab at the top of the School Edit Screen.



The school's name, district name, NAEP ID number, and, if recorded, the User ID are displayed at the top of the screen.

Each session scheduled for the school is listed along with the assessment date. (See Session ID explanation below.)

The bottom half of the screen contains fields for you to enter the initials of the QC Monitor assigned to the school and for you to note when you have edited the QC Form and sent it to Westat. This information can also be entered using the Batch Entry option. (See Section 5)

Each sampled grade's sessions are listed on a separate tab (labeled Session 4 and Session 8).

C.4.7.1 Session ID

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

- MA -- mathematics; and
- SC -- science.

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

C.4.7.2 Session Date

A suggested assessment date for each session was entered in the SCS before it was sent to the state coordinator. Any changes made to the assessment dates should have been discussed with the field manager before they were made in the SCS.

C.4.7.3 Session Time

The times for the sessions could be entered as hours and minutes or simply as morning or afternoon sessions by entering AM or PM.

C.4.8 Assessment Administrator and NAEP Shipping Information

The state coordinator entered the name and address of the school's Assessment Administrator (or lead AA if there is more than one) and the number of AAs assigned to the school in the AA Information page. S/he also entered the information needed for shipping the NAEP materials to the school in the Shipping information page.

C.4.9 Close School Edit Screen

To close the entire School Edit Screen (School, Grade, Session, AA, and Shipping Information screens), click on OK under All Pages at the bottom of the screen. You should use this way to leave this section to be sure that your entries are saved. Clicking on OK will take you back to the View from which you came to the School Edit Screen.

Notice that each of the pages give you the option of canceling what you have entered for that page only, or canceling changes to all of the pages in the School Edit Screen.

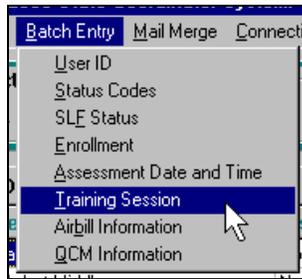
In a system such as this, you should get in the habit of always using one of the options provided on the screen as a way of closing a window rather than using the X button at the top right. If you click on the X button, your changes may not be saved.

C.5 Batch Entries

This option allows you to make a "batch" of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up school screens individually.

The first five options were used by the state coordinators. The last three, which were not part of the system the state coordinators used, allow you to quickly:

- Assign training session numbers for the AAs in each school.
- Record the airbill number and date the assessment materials were shipped to Iowa.
- Assign QCMs to each school and report on the status of the QC forms for each school.



When you click on Batch Entry menu option, a drop down menu of options appears.

Click on the option you want to select.

C.5.1 **Sorting the List**

Initially, the Batch Entry screens are sorted by school district. At the bottom of each of the Batch Entry screens is a series of sort buttons that will allow you to sort by multiple columns, if you want to

C.5.2 **Procedures for Making Entries in Batch Mode**

To make entries in the batch mode:

- Click on the row where you want to make your entry.
- Make your entry.
- To move down one row, press either the down arrow key or the Tab key.
- To move down one full screen, either press the Page Down key or click on the scroll bar on the right.
- When you have completed your entries, click on Close at the bottom right of the screen to store your entries and return to the previous View.

C.5.3 Training Session

District Name	School Name	School County	Training Sess
Allen Board Of Ed	Cherry St Middle	Cecil County	2
Allen Board Of Ed	North East Brooklyn Middle	Cecil County	2
Allen Board Of Ed	Stacy Elementary	Cecil County	0
Board Of Educ. Orange County	Anthony Road Elementary	Orange County	0
Board Of Educ. Orange County	Springfield Road Elementary	Orange County	0
DURANGO COUNTY BOARD OF ED	RHODE ISLAND AVE SCHOOL	Wilcomco County	
Evans Board of Ed	Allia Middle	Caroline County	0
Evans Board of Ed	Marion City Elementary	Caroline County	0
HARDLUCK COUNTY PUBLIC SCHLS	CHURCH CREEK ELEMENTARY	Hartford County	
HOWARD SHAW PUBLIC SCHOOLS	FORESTGLEN ELEMENTARY	Howard County	
HOWARD SHAW PUBLIC SCHOOLS	MURRAY HILL MIDDLE	Howard County	
Hart Public Schools	East Town Middle	Calvert County	0
Hart Public Schools	Franklin Middle	Calvert County	0
Hart Public Schools	Palm Point Middle	Calvert County	0
Hart Public Schools	Parson Elementary	Calvert County	0
Hart Public Schools	Patrick Elementary	Calvert County	0
MILLERS CITY PUBLIC SCHOOLS	CITY RISE MIDDLE	Baltimore County	
MILLERS CITY PUBLIC SCHOOLS	LAYMON CARLOS ELEMENTARY	Baltimore County	
Mayville Public Schools	Bary Heaton Middle	Fredrick County	0
Mayville Public Schools	Douglas Elementary	Fredrick County	0
Mayville Public Schools	EDWARD MARK ELEMENTARY	Fredrick County	0
Mayville Public Schools	Jackson City Elementary	Fredrick County	0
Mayville Public Schools	Mickleton Middle School	Fredrick County	0
Mayville Public Schools	Middletown Middle	Fredrick County	0

This list displays all selected schools and activated substitutes. To enter a training session number, click on the line with the school’s name in the last column on the right and enter the session number.

Use the tab key or down arrow to quickly move to the next line down the list.

Click on the *Close* button in the lower right of the screen to close this screen and return to the previous View.

C.5.4 Airbill Information

This list is a grade-level list. Thus, schools selected for both grades will be listed twice.

While the Grade Information page provides three fields per grade for entering this information, there is only one field per grade here.

Enter the airbill number and press the tab key to move to the Date Sent field.

District Name	School Name	Grade	Airbill	Date Sent
Allen Board Of Ed	Cherry St Middle	8		
Allen Board Of Ed	North East Brooklyn Middle	8		
Allen Board Of Ed	Stacy Elementary	4		
Board Of Educ. Orange County	Anthony Road Elementary	4		
Board Of Educ. Orange County	Springfield Road Elementary	4		
DURANGO COUNTY BOARD OF ED	RHODE ISLAND AVE SCHOOL	4		
Evans Board of Ed	Allia Middle	8		
Evans Board of Ed	Marion City Elementary	4		
HARDLUCK COUNTY PUBLIC SCHLS	CHURCH CREEK ELEMENTARY	4		
HOWARD SHAW PUBLIC SCHOOLS	FORESTGLEN ELEMENTARY	4		
HOWARD SHAW PUBLIC SCHOOLS	MURRAY HILL MIDDLE	8		
Hart Public Schools	East Town Middle	8		
Hart Public Schools	Franklin Middle	8		
Hart Public Schools	Palm Point Middle	8		
Hart Public Schools	Parson Elementary	4		
Hart Public Schools	Patrick Elementary	4		
MILLERS CITY PUBLIC SCHOOLS	CITY RISE MIDDLE	8		
MILLERS CITY PUBLIC SCHOOLS	LAYMON CARLOS ELEMENTARY	4		
Mayville Public Schools	Bary Heaton Middle	8		
Mayville Public Schools	Douglas Elementary	4		
Mayville Public Schools	EDWARD MARK ELEMENTARY	4		
Mayville Public Schools	Jackson City Elementary	4		
Mayville Public Schools	Mickleton Middle School	8		
Mayville Public Schools	Middletown Middle	8		

C.5.5 QCM Information

District Name	School Name	Session ID	Initials	Edit Check	Date Sent
Allen Board Of Ed	Cherry St Middle	MA0801	abe	Y	2/11
Allen Board Of Ed	Cherry St Middle	SC0801		N	/
Allen Board Of Ed	North East Brooklyn Middle	MA0801		N	/
Allen Board Of Ed	North East Brooklyn Middle	SC0801		N	/
Allen Board Of Ed	Stacy Elementary	SC0401		N	/
Allen Board Of Ed	Stacy Elementary	MA0401		N	/
Board Of Educ, Orange County	Anthony Road Elementary	MA0401		N	/
Board Of Educ, Orange County	Anthony Road Elementary	SC0401		N	/
Board Of Educ, Orange County	Springfield Road Elementary	MA0401		N	/
Board Of Educ, Orange County	Springfield Road Elementary	SC0401		N	/
DURANGO COUNTY BOARD OF ED	RHODE ISLAND AVE SCHOOL	SC0401		N	/
DURANGO COUNTY BOARD OF ED	RHODE ISLAND AVE SCHOOL	MA0401		N	/
Evans Board of Ed	Aljula Middle	MA0801	FRE	Y	2/25
Evans Board of Ed	Aljula Middle	SC0801	FRE	Y	2/25
Evans Board of Ed	Malton City Elementary	MA0401		N	/
Evans Board of Ed	Malton City Elementary	SC0401		N	/
HARDLUCK COUNTY PUBLIC SCHLS	CHURCH CREEK ELEMENTARY	MA0401		N	/
HARDLUCK COUNTY PUBLIC SCHLS	CHURCH CREEK ELEMENTARY	SC0401		N	/
HOWARD SHAW PUBLIC SCHOOLS	FORESTGLEN ELEMENTARY	SC0401		N	/
HOWARD SHAW PUBLIC SCHOOLS	FORESTGLEN ELEMENTARY	MA0401		N	/
HOWARD SHAW PUBLIC SCHOOLS	MURRAY HILL MIDDLE	SC0801		N	/
HOWARD SHAW PUBLIC SCHOOLS	MURRAY HILL MIDDLE	MA0801		N	/
Hart Public Schools	East Town Middle	MA0801		N	/
Hart Public Schools	East Town Middle	SC0801		N	/

For each cooperating school, you will enter the initials of the QCM assigned in the column labeled Initials.

Change the N to a Y to note that you have edited the QC Form for the school and record the date it is mailed to Westat in the Date Sent column.

C.6 Mail Merge

The Mail Merge function was developed to assist state coordinators in preparing mailing labels, customized letters, and generate their own reports. Using this section of the SCS, an electronic file is created that can be used with a word processor to generate individualized letters or used with a spreadsheet application to generate specialized reports.

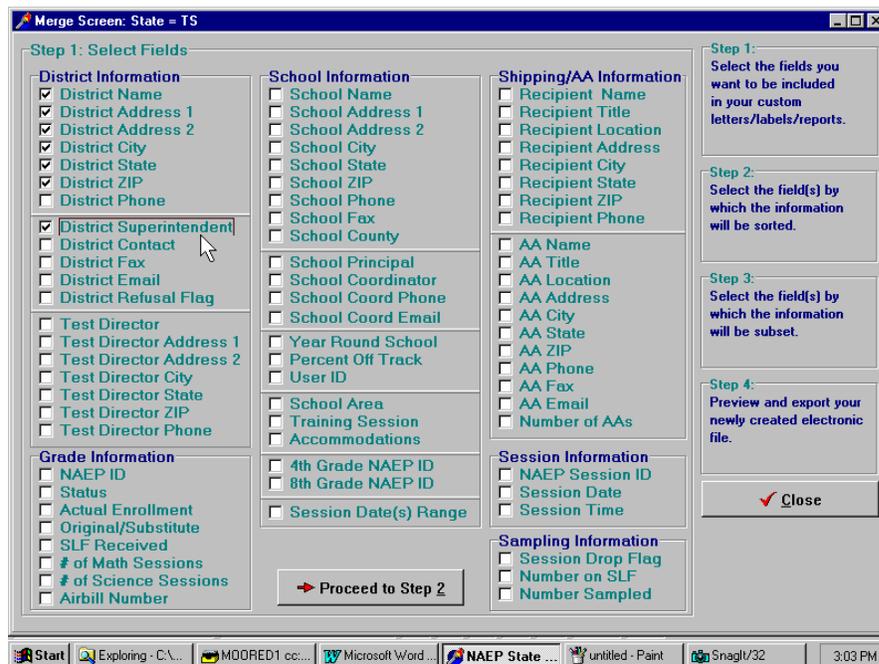
You can also use this function if you want to look at reports you generate yourself. There is no direct print out option in this function. As you will see below, you can view the report, but the file that is created is meant to be loaded into a spreadsheet application such as Excel, which is not on your laptop. However, you can view the report to see what information you have updated in your system. A few examples will help explain this function.

The first example below comes from the state coordinator instructions for using the SCS. It is included here solely to walk you through the steps involved in creating the mail merge file. It is followed by an example of how you, as the state supervisor, might use this mail merge feature to create a report.

C.6.1 Example #1: Producing a File for District Mailing Labels and Letters

In this example, you want to create a file so that you can print labels addressed to district superintendents and for the initial notification letter. To produce the file that you will need, select Mail Merge from the Menu line in one of the Views and proceed with the following steps.

Step 1. Select Fields



As it notes on the right of this screen, in Step 1 you will select the fields you want to be included. You will do this by clicking on the name of the field or the small box in front of it.

For this mail out, we will select District Superintendent, District Name, District Address (1 and 2 to be sure that we have complete addresses), and District City, State, and ZIP. After clicking on each of these fields, click on the button labeled Proceed to Step 2 at the bottom of the screen. (Since the number 2 is underlined on the button, pressing the Alt and 2 keys would be the same as clicking on the button.)

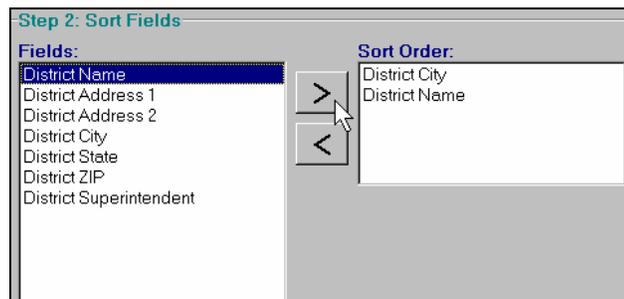
Step 2. Sort Fields

In this step you will select the field(s) by which the information will be sorted. If you want to be sure that the labels are sorted by district name (alphabetically, that is), then you would select this as the sort order. You can have multiple sort orders if needed.

For this example, we will sort the labels and letters by the name of the city and the district name within the city (if there are more than one district in a city).

First, put the focus of the computer on the first sort field by clicking on District City in the list under Fields (on the left of the screen). Next, click on the button with the right arrow (➤) to indicate that you want to “send” that field into the box labeled “Sort Order”.

The second sort order will be district name within city, so click on District Name and then the right arrow to place this field in the Sort Order box as well.



If you make a mistake, or change your mind after moving a field from the list of fields to the Sort Order list, highlight the field in the Sort Order list and click on the left (←) arrow to delete it from the Sort Order list.

When your Sort Order is correctly set up, click on the Proceed to Step 3 button.

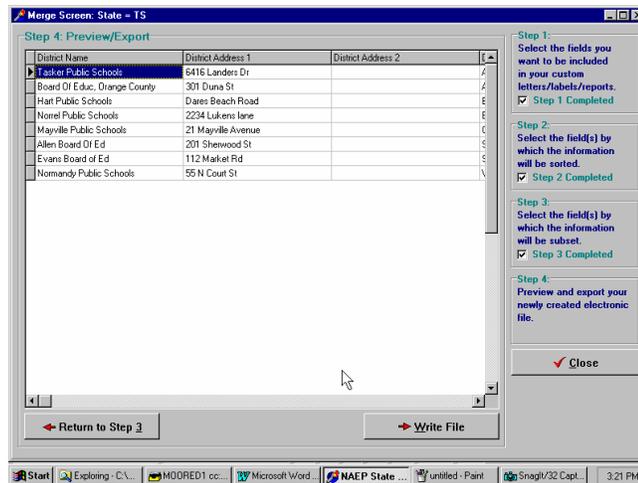
Step 3. Subset File

In this step you will indicate if you want to subset the information. Do you want to send letters to SOME of the districts, or do you want to send letters to ALL of the districts that have sampled

schools? Since this example was to produce a file so that you can send letters to every district, you do not need to subset the information. Later, we will show an example in which the list will be subset.

Click on the Proceed to Step 4 button.

Step 4. Preview/Export



This is the list from which your labels and letters will eventually be generated. (There are only eight districts in the Test Data set.) The list (the data in all of the fields) will be saved in a format that your word-processor should be able to read (not in columns as you see here; the columns are just for your benefit). The file that is created is called a comma-delimited file. Each field is enclosed by quotation marks and commas separate the fields. This is the most common format for mail-merge files.

In this step you can view the results of your efforts in the proceeding steps before you actually create the electronic file. Do not worry if not all of a district name can be seen. This column can be made wider on this screen if you want. Move your pointer to the dark line separating the first two columns at the top of the columns. It is just to the left of the heading in the second column. When your pointer is right on the line, it will turn into a two-headed arrow that looks something like this $\leftarrow||\rightarrow$ (only smaller). This indicates that you can change the width of the first column. Click and drag the line to the right and watch the column get wider.

You can scroll to the right and back to the left of the columns by clicking on the scroll bar at the bottom of the window. Likewise, you can scroll down and up the list by clicking on the scroll bar on the right.

When you scroll to the extreme right of your list, you will notice that the name of the superintendent is in the last column. When the word-processing system is used to format the labels, the superintendent field will be listed first resulting in the superintendents' names being at the top of the mailing labels when they are printed. Therefore, the order in which the fields appear in your electronic file will not matter here or in subsequent examples.

If you want to move a column, you can do so by clicking on the column header and dragging it to the left.

When you are sure that this is the list that you want to use for your labels, click on the button labeled Write File.



A dialog box will appear giving you the opportunity to name the file and save it. In the field labeled “File name”, enter a name that you will remember and associate with your district mailing label file, such as District Mailing Labels. It is not necessary to enter anything in the field under this labeled “Save as type”. The system will take care of this for you and add the extension CSV to the name of your file as you will see in the next dialog box. You can change the location of the file, but we will leave it in the Docs folder. Click on save.



The next dialog box that appears shows you exactly where the file that you have created is stored. In this case it is located in C:\WESTAT\SCS\DOCS. The complete name of the file is also shown: District Mailing Labels.csv.

You should make note of where you file is located so that you can find it again to use with your word processor or to move it to a diskette, if you need to.

This is the end of Example #1. As noted above, it is included to show you how you work through the steps involved. The last step, Step 4, shows, in some detail, how you can view the information shown on the screen even though it might appear that you can't see everything. It also shows how you can change the column widths and move columns if you want to so that you can better see the data. This can be very useful since data will often be off to the right out of view on these reports.

Now let's look at an example of how you might be able to use this feature to create a "report".

C.6.2 Example #2: Creating a report to display how many AAs will attend each training session.

Step 1. Select Fields

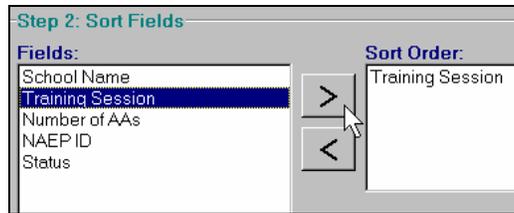
Select the following fields to create the report:

- NAEP ID
- Status
- School Name
- Training Session
- Number of AAs

Click on Proceed to Step 2.

Step 2. Sort Fields

You will want to sort your report on the training session numbers. As illustrated below, click on Training Session in the Fields window and then on the right arrow. If you want your list further sorted by numbers of AAs or by school name, you can select either of these (or both).

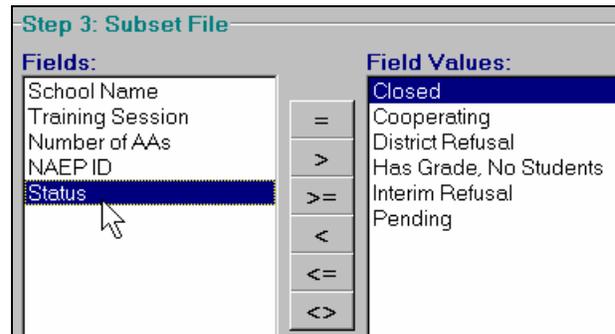


Click on the Proceed to Step 3 button.

Step 3. Subset Fields

Since you only want to see this list for cooperating and pending schools, we will subset (or filter) the list to only show us those.

In this step, when you click on Status within the Fields window, all of the status codes (or Field Values) are displayed in the window on the right. Likewise, if you were to click on School Name, all of the schools in this region would be displayed.

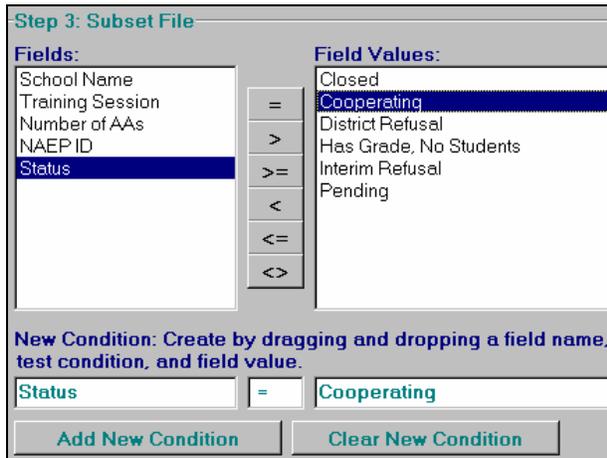


The buttons between the two small windows are available for you to create the “conditions” you are seeking. They are briefly explained below:

- = Equals
- > Greater than (can be used with numbers and alpha lists)
- >= Greater than or equal to (sometimes shown as \geq)
- < Less than
- <= Less than or equal to (sometimes shown as \leq)
- <> Not equal to.

In our report, we will want the Status to be equal to Cooperating and Pending. Note the statement under these two windows:

New Condition: Create by dragging and dropping a field name, test condition, and field value.

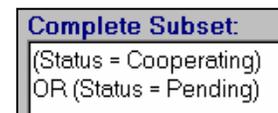


To subset the file, first click on the name of the first field by which the file will be subset (Status) and drag this field name down to the small window immediately below the list of fields. Next, click on the equals sign since we want the Field Value for Status to be (or to equal) Cooperating. Then, click and drag Cooperating down to the window immediately below the Field Value window.

At this point, we have created a “condition” and we need to add it to the window below labeled “Complete Subset”. Clicking on the button labeled Add New Condition will format the condition properly and move it into the window as shown here.



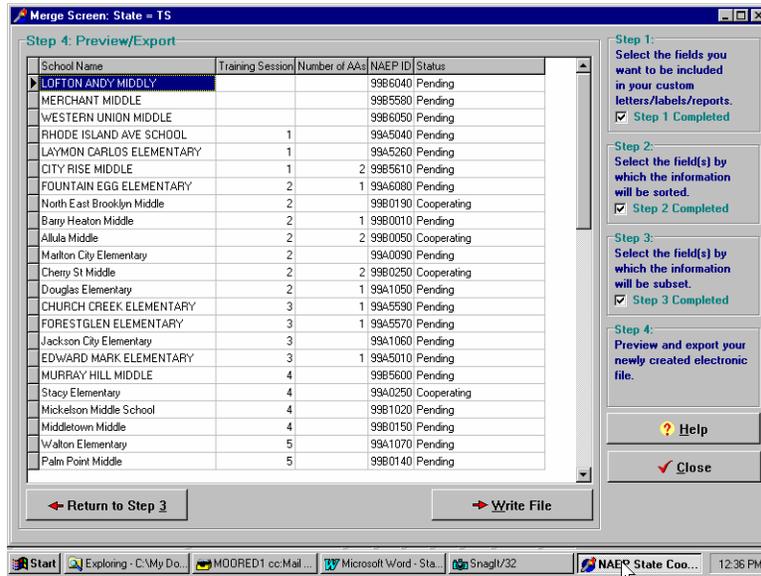
Since we also want the list to contain pending schools, you should create a second condition. Click and drag Status down as you did before and then click on the equals sign. Next, click and drag Pending down. Finally, click on the Add New Condition button and you should have both conditions displayed as your “Complete Subset” as shown here.



Click on the Proceed to Step 4 button.

Step 4. Preview/Export

The actual list of schools and session numbers that you see will obviously depend on what you have entered in your system prior to running this. The example below will show you what your screen might look like.



You can scroll up and down the list by clicking on the scroll bar on the right.

Other Report Capabilities

The following were among the suggestions provided in the instructions for state coordinators as additional reports that they might find useful. You might find these useful as well.

- If you want to see a list of schools in your state that have been selected for both grades 4 and 8, you could select the following list of fields: District Name, School Name, fourth grade NAEP ID, and eighth grade NAEP ID.
- In Step 3, the subset will be fourth grade NAEP ID \geq the first ID listed in the Field Values and eighth grade NAEP ID \geq also the first ID listed. This will give you any school that has an ID for both grades 4 and 8, which will occur rarely except in some states.
- You could see a list of the schools selected for only one of the subjects being assessed by selecting the school name field and the fields # of Math Sessions and #of Science Sessions. When you get to Step 3, you can subset the data as follows: (# of Math

Sessions ≥ 1) and (#of Science Sessions = 0). This would give you those few schools with only math being assessed.

- The schools with more than 1 session in math or science would be of interest. These schools might well need more than one assessment administrator. These schools can easily be identified with the following. Select the following fields: School Name, # of Math Sessions, and # of Science Sessions. Sub set as follows (Step 4): (#of Math Sessions > 1). If you added # of Science Sessions > 1 , the system will place the condition of AND between the two fields, meaning that the system will look for schools that have both more than 1 math session AND more than 1 science session.

When you are in Step 3 and click on # of Math Sessions in the list of fields, it will show you the full range of possible numbers in the Field Values window. So, if there are no schools with more than one math session, you will not see the number 2 as a value in this list. You can do this for the number of science sessions as well, of course. If neither has a value available greater than one, this will answer your question. If one of the subjects does have a value greater than one, you could search for that subject only to see which school(s) have the larger number of sessions.

C.7 Connections

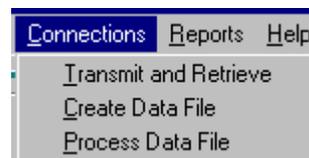
C.7.1 Purpose

The main purpose in this menu option is to send your up-dated data files to the NAEP office electronically via the computer's modem

As a secondary feature, you can create a back-up copy of your data files and store it on diskette. This is highly recommended.

When you select this menu option, the drop down menu offers you three choices:

- Transmit and Retrieve;
- Create Data File; and
- Process Data Only.



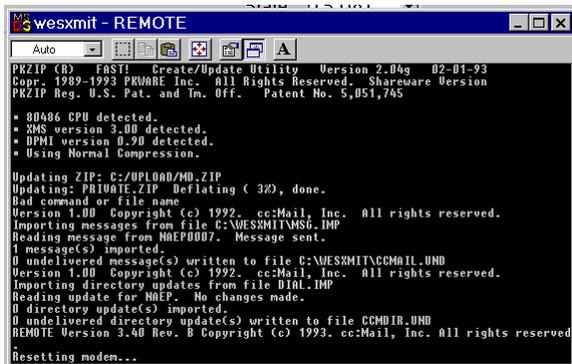
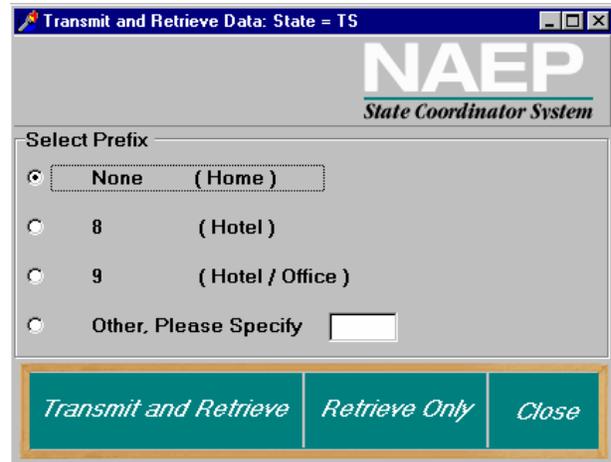
C.7.2 Transmit and Retrieve Data

Each week, you will send an updated dataset to NAEP. This information will then be sent by the office to the NAEP Field Managers to keep them up to date on the progress of work in the schools. While this process will only involve your sending in data, if it is necessary for data to be sent to you, it can be done 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. Then, click on the main screen menu Connections, Transmit and Retrieve. The system will put your SCS “on hold” and a dialog box will appear.

If you need to add an 8 or 9 to the telephone number to call from your office, 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 before continuing to dial the toll free number to NAEP.)

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 the *Transmit and Retrieve* button.



The application will take over at this point and a window will appear on your screen showing that the system is preparing your state’s 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.

When the modem is turned on and begins to dial, you should hear it through the computer's speaker. If you DO NOT hear these sounds, this does not necessarily mean that the transmission will not go through. Continue watching the screen to see if it appears to be connecting to the NAEP office and transmitting data. As it transmits, there should be a number at the bottom of the screen counting down.

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 SCS. The message you will see is:

SUCCESS: Transmission Completed.
Press any key to continue.

To close the transmission window, press any key on the keyboard, as instructed. After you transmit, you can continue with your work on the SCS, or close the SCS and turn the computer off.

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 the NAEP help desk. The toll free number is 1-888-826-6607.

C.7.3 Retrieve 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, Transmit and Retrieve and follow the same procedures as outlined above for selecting the dialing prefix. To start the communication process, click on the *Retrieve Only* button at the bottom of the pop-up window.

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 data transmission, you should not attempt this operation while running the laptop computer on its battery. Be sure that it is plugged into an AC outlet before beginning this process.

C.7.4 Create Data File

Using this menu option will permit you to create an electronic file of your state's database. Originally, this option was developed for those state coordinators who could not transmit directly to Westat. Using this option, they could create a file that they could send attached to an e-mail message. This option can also be used to create a back up copy of your state's database as a precaution against problems with your computer's hard drive or system crash.

The default is for the file that is created to be stored on a diskette in the computer's A drive. Insert a diskette before you begin the following procedures. (If you forget to do so, you will be reminded by the system.)

With a 3.5 inch diskette in the A drive, select Create Data File from the Connections drop down menu. The computer will check to be sure that there is a disk in the A drive and this pop up window will appear.



Click on the Save button to accept the default settings. The file name should not be changed.



After the file has been saved, you will be reminded of the file's name and location by this pop up window.

Copies of data files made as backup copies of your data can be stored on 3.5 inch diskettes. Be sure to clearly label the diskette. You may create back-up diskettes as often as you like. At a minimum, it is recommended that you back up your data once a week. It is also a good idea to alternate between two diskettes as you back up.

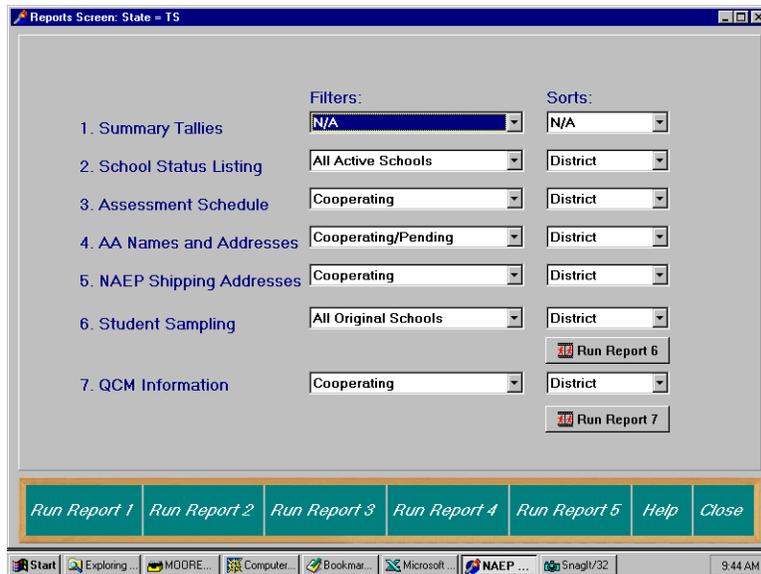
C.7.5 Process Data File

If it is necessary for the NAEP office to send you an electronic file (to update the SCS, for example), you will use this routine to load it into the State Coordinator System. At the Connections drop down menu, select Process Data File and follow the instructions.

C.8 Reports

C.8.1 Purpose

Clicking on Reports on the main menu 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. While Reports 1-5 were originally developed to assist the state coordinators as they recruited schools, you might find them of interest as well. Reports 6 and 7 were developed for state supervisors use and were not on the state coordinator system.



To run a report, click on the button with the corresponding report's number. 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. After viewing the report, you can print all or part of the report (before you close the screen view).

After viewing the report on the screen, return to the report menu by clicking on the X in the upper right corner of the screen.

C.8.2 Viewing and Printing 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 SCS.

NAEP 2000 State Coordinator System			8/5/1999
Report 1: Summary Tallies			12:46PM
State: TS			
Grade: 4			
Subject: Math			
1. Status of Original Schools			
	Number	Percent	
A. Pending	10	55.6	
B. Cooperating	2	11.1	
C. District Refusal - All Schools	6	33.3	
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	0	0.0	
K. Interim Refusal	0	0.0	
L. Total Original Schools	18	100.0	
2. Status of Activated Substitute Schools			
A. Pending	0	0.0	
B. Cooperating	0	0.0	
C. Refusal	0	0.0	
D. Closed	0	0.0	
E. Ineligible	0	0.0	
F. 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. They are explained in the following sections.



- ↑ View settings for a page.
- ↑ Opens the Export dialog box.
- ↑ Print report.

C.8.2.1 View Settings

The default setting for viewing a report has been set to 88 percent. This allows you to see the full width of the page. Click on the down arrow button to the right of this small window to reveal several options available for viewing the page.

C.8.2.2 Exporting a Report

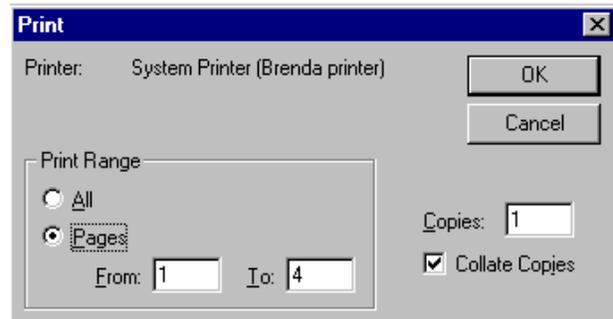
Selecting this option results in the Export dialog box opening. While the reports can be saved as separate files, due to the formatting of the reports, the headers will not be exported with the data. This option is not recommended.

C.8.2.3 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 how many pages there are to be printed. For report 1, the 1 of 1+ should change to 4 of 4 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.

C.8.3 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: In this application, 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.

C.8.4 Filters and Sorts

Filter and sorting options make it possible to generate a number of variations on four of the five 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 appropriate sections below.

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

C.8.5 Report 1: Summary Tallies

This report (Exhibit C-2) provides summary numbers on the status of the recruitment activities for all sampled schools in your state, one page per grade and subject. This report summarizes the participation status of all originally sampled schools as well as the status of activated substitute schools. Data are provided for each grade and subject level on three pages:

- Page 1: Grade 4 mathematics
- Page 2: Grade 4 Science
- Page 3: Grade 8 mathematics
- Page 4: Grade 8 science

NAEP 2000 State Coordinator System			8/5/1999
Report 1: Summary Tallies			12:46PM
State:	TS	Grade:	4
Subject:	Math		
1. Status of Original Schools			
	Number	Percent	
A. Pending	10	55.6	
B. Cooperating	2	11.1	
C. District Refusal - All Schools	6	32.3	
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	0	0.0	
K. Interim Refusal	0	0.0	
L. Total Original Schools	18	100.0	
2. Status of Activated Substitute Schools			
A. Pending	0	0.0	
B. Cooperating	0	0.0	
C. Refusal	0	0.0	
D. Closed	0	0.0	
E. Ineligible	0	0.0	
F. Total Activated Substitutes	0	0.0	

Each page provides a breakdown of the participation status for sampled grades including weighted and unweighted response rates and indicates the progress you have made in scheduling assessment sessions, entering enrollment information, receiving Student Listing Forms, designating AAs, and specifying NAEP shipping addresses.

Schools identified as Interim Refusals are counted as refusals in the response rates for this report.

Exhibit C-2. Example of Report 1

NAEP 2000 State Coordinator System		8/5/1999	
Report 1: Summary Tallies		12:46PM	
State TS	Grade 4	Subject Math	
1. Status of Original Schools		Number	Percent
A. Pending		10	55.6
B. Cooperating		2	11.1
C. District Refusal - All Schools		6	33.3
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		0	0.0
K. Interim Refusal		0	0.0
L. Total Original Schools		18	100.0
2. Status of Activated Substitute Schools			
A. Pending		0	0.0
B. Cooperating		0	0.0
C. Refusal		0	0.0
D. Closed		0	0.0
E. Ineligible		0	0.0
F. Total Activated Substitutes		0	0.0
3. All School Summary			
A. Total Pending Schools		10	
B. Total Cooperating Schools		2	
C. Unweighted Response Rate Before Substitution		11.1	
D. Unweighted Response Rate After Substitution		11.1	
E. Weighted Response Rate Before Substitution		9.2	
F. Weighted Response Rate After Substitution		9.2	
G. Original Refusals Without Substitutes		0	
4. Status of Other Activities (Cooperating Schools Only)			
A. Total Cooperating Schools (% of Originals)		2	11.1
B. Enrollment Information Entered		0	0.0
C. Student Listing Form Returned		0	0.0
D. Session Scheduled		2	100.0
E. Shipment Name Entered		2	100.0
F. AA Designated		1	50.0

NOTE: If your state has schools sampled for multiple grades, these schools will be tallied separately on the individual pages of this report. Accordingly, summing the corresponding entries across grades will yield totals higher than the number of sampled schools in your state.

C.8.6 Report 2: School Status Listing

C.8.6.1 Purpose

This report (see Exhibit C-3) is useful as a general reference for reviewing information about sampled schools. A variety of filters and sorting options (described below) are available.

In your version of this report as well as the others, the column headed “User Info” will contain the area number to which the school is assigned (A: 6, for example) and whether the school is monitored (M: 0 = not monitored; M: 1 = monitored).

To access the filter and sort options, click on the down arrow next to the appropriate box.

Exhibit C-3. Example of Report #2

NAEP 2000 State Coordinator System							8/5/1999	
Report 2: School Status Listing for TS Schools							12:51PM	
Filter: All Active Schools				Sort: District				
School Name	User Info	NAEP ID	Status	Enroll	Sess Date	SLF Sent	AA Name	Ship Name
Allen Board Of Ed								
Cherry St Middle		99B0250	District Refusal	0	2/22	Y	Y	Y
North East Brooklyn Middle		99B0190	District Refusal	0	2/17	Y		Y
Stacy Elementary		99A0250	District Refusal	0	2/23	Y		Y
Board Of Educ, Orange County								
Anthony Road Elementary		99A0170	Cooperating	0	2/24	N	Y	Y
Springfield Road Elementary		99A0190	Cooperating	0	2/01	N		Y
DURANGO COUNTY BOARD OF ED								
RHODE ISLAND AVE SCHOOL		99A5040	Pending	0		N		
Evans Board of Ed								
Allula Middle		99B0050	Pending	0	2/24	N		Y
Marlton City Elementary		99A0090	Pending	0	2/01	N		Y
HARDLUCK COUNTY PUBLIC SCHLS								
CHURCH CREEK ELEMENTARY		99A5590	Pending	0		N		
Hart Public Schools								
East Town Middle		99B0130	Pending	0	2/16	N		Y
Franklin Middle		99B0120	Pending	0	2/22	N		Y
Palm Point Middle		99B0140	Pending	0	2/15	N		Y
Parson Elementary		99A0120	Pending	0	2/17	N		Y
Patrick Elementary		99A0160	Pending	0	2/23	N		Y
HOWARD SHAW PUBLIC SCHOOLS								
FORESTGLEN ELEMENTARY		99A5570	Pending	0		N		
MURRAY HILL MIDDLE		99B5600	Pending	0		N		
Mayville Public Schools								
Barry Heaton Middle		99B0010	School Refusal	0	2/17	N	Y	Y
Douglas Elementary		99A1050	Pending	0	2/23	N		Y
EDWARD MARK ELEMENTARY		99A5010	Pending	0		N		

C.8.6.2 Report Filters

The filter options for Report 2 are:

Filter	Effect on Report
All Active	All schools in the original sample plus substitutes which are currently active will be listed.
All Original	All schools in the original sample will be listed (i.e., status is not Inactive or Retired).
Active Substitutes	All substitutes which have been activated by the refusal of original schools will be listed.
Cooperating Schools	All original and substitute schools with a status of cooperating will be listed.
Pending Schools	All original and substitute schools with a status of pending will be listed.
Cooperating/Pending	All original and substitute schools with a status of cooperating or pending will be listed.
Refusal Schools	All original and substitute schools with refusals at the district-level, school-level, or districts refusing for a specific school will be listed.
Cooperating, Missing Info.	All cooperating schools with missing information will be listed.

Use the Cooperating, Missing Info filter to quickly identify:

- Schools with no assessment date, indicating the predesignated date has been deleted and not updated;
- Schools with an “N” for the Student Listing Form, indicating it has not been received;
- Schools with a “0” for enrollment, indicating that it has not been entered;
- Schools with an “N” for the Ship Name, indicating that shipping information has not been entered for the school; and/or
- School with a “N” in the AA Name column, indicating that an AA has not been named for this school.

C.8.6.3 Report Sorting Options

Report #2 may be sorted in any of the following ways to meet a specific requirement:

Sort	Effect on Report
District	Schools are listed in alphabetical order under district header lines. Districts appear in alphabetical order.
County	Schools are listed in alphabetical order under county header lines. Counties appear in alphabetical order.
School	Schools are listed in alphabetical order (no header line).
Status	Schools are listed in alphabetical order under status code header lines.
Date	Assessment date. Schools are listed in alphabetical order under assessment date header lines.
Area/Date	Schools are listed in order of area within the state and assessment date within area.
NAEP ID	Schools are listed in order of their NAEP ID number.
User Info.	Schools are listed in order of the User ID or other coding entered in this field.
Training Sessions	Schools are listed in order of the training sessions.

NOTE: This is a grade-level report. Schools sampled for both fourth and eighth grades will be listed twice on this report.

C.8.7 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 C-4.)

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.

Exhibit C-4. Example of Report #3

NAEP 2000 State Coordinator System 8/5/1999						
Report 3: Assessment Schedule Listing for TS Schools 12:52PM						
Filter: Cooperating/Pending Schools				Sort: District		
School Name	User Info	NAEP ID	Session	Date	Time	AA Name
Board Of Educ, Orange County						
Anthony Road Elementary		99A0170	MA0401	2/24		Glenna Glendale
Anthony Road Elementary		99A0170	SC0401	2/24		Glenna Glendale
Springfield Road Elementary		99A0190	MA0401	2/01		
Springfield Road Elementary		99A0190	SC0401	2/01		
DURANGO COUNTY BOARD OF ED						
RHODE ISLAND AVE SCHOOL		99A5040	MA0401			
RHODE ISLAND AVE SCHOOL		99A5040	SC0401			
Evans Board of Ed						
Allula Middle		99B0050	MA0801	2/24		
Allula Middle		99B0050	SC0801	2/24		
Marlton City Elementary		99A0090	MA0401	2/01		
Marlton City Elementary		99A0090	SC0401	2/01		
HARDLUCK COUNTY PUBLIC SCHLS						
CHURCH CREEK ELEMENTARY		99A5590	MA0401			
CHURCH CREEK ELEMENTARY		99A5590	SC0401			
Hart Public Schools						
East Town Middle		99B0130	MA0801	2/16		
East Town Middle		99B0130	SC0801	2/16		
Franklin Middle		99B0120	MA0801	2/22		
Franklin Middle		99B0120	SC0801	2/22		
Palm Point Middle		99B0140	MA0801	2/15		
Palm Point Middle		99B0140	SC0801	2/15		

C.8.7.1 Report Filters

Any of the following filters may be selected to restrict the output of this report:

Filter	Effect on Report
Cooperating	All original and substitute schools with a status of cooperating will be listed.
Cooperating/Pending	All cooperating schools and pending originals will be listed.
Cooperating, Missing Date	All cooperating schools missing one or more session dates will be listed.
Cooperating, Missing AA	All cooperating schools without a designated Assessment Administrator will be listed.
Cooperating, Missing Shipping	All cooperating schools without NAEP shipping information will be listed.

C.8.7.2 Report Sorting Options

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

Sort	Effect on Report
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.
User Info.	Schools are listed in order of the User ID or other coding entered in this field.
Area	Schools are listed in the order of the area within the state to which they have been assigned.
Area/Date	Schools are listed in order of area within the state and assessment date within area.
Training Sessions	Schools are listed in order of the training sessions.

C.8.8 Report 4: AA Names and Addresses

This report (see Exhibit C-5) lists the names and addresses of AAs that you have assigned to cooperating schools. For each AA assigned, the following information is provided:

- Based on entries made, the AA's name, title, location, and address.
- The school the AA is associated with. If the AA has been assigned to two or more schools, his/her name will appear for each school.
- The User ID assigned to the school, if any; and
- The NAEP ID assigned to the school.

Exhibit C-5. Example of Report #4

NAEP 2000 State Coordinator System				8/5/1999
Report 4: AA Name and Address Listing for TS Schools				12:56PM
Filter: Cooperating/Pending Schools		Sort: District		
School Name	User Info	NAEP ID	AA Name and Address	
Board Of Educ, Orange County				
Anthony Road Elementary		99A0170	Glenna Glendale 301 Anthony Rd Union City, TS 12345-	
Springfield Road Elementary		99A0190	Mary Burton 309 Roosevelt Ave Wheaton, TS 12345-1234	
DURANGO COUNTY BOARD OF ED				
RHODE ISLAND AVE SCHOOL		99A5040		
Evans Board of Ed				
Allula Middle		99B0050	Sue Smith 253 Richardson Ave Alexandria, TS 12345-1234	
Marlton City Elementary		99A0090		
HARDLUCK COUNTY PUBLIC SCHLS				
CHURCH CREEK ELEMENTARY		99A5590		
Hart Public Schools				
East Town Middle		99B0130		
Franklin Middle		99B0120		
Palm Point Middle		99B0140		
				1 of 4

C.8.8.1 Report Filters

Any of the following filters may be selected to restrict the output of this report.

Filter	Effect on Report
Cooperating/Pending	All original and substitute schools with a status of pending cooperating will be listed.
Cooperating	All original and substitute schools with a status of cooperating will be listed.
Cooperating, With AA	All cooperating schools with a designated AA will be listed.
Cooperating, Without AA	All cooperating schools without a designated AA will be listed.

8.8.2 Report Sorting Options

Sort	Effect on Report
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).
NAEP ID	Schools are listed in order of their NAEP ID number.
User Info.	Schools are listed in order of the User ID or other coding entered in this field.
AA Name	Assessment Administrator name. Schools are listed sorted by AA names.
Training Session	School are listed in the order of the training sessions to which the AAs have been assigned.

C.8.9 Report 5: NAEP Shipping Addresses

This report (see Exhibit C-6) lists the NAEP shipping addresses that the state coordinator has assigned for cooperating schools

If a school is conducting multiple sessions, materials for all sessions are shipped to the designated address.

C.8.9.1 Report Filters

Any of the following filters may be selected to restrict the output of this report.

Filter	Effect on Report
Cooperating	All original and substitute schools with a status of cooperating will be listed.
Cooperating/Pending	All original and substitute schools with a status of cooperating or pending will be listed.
Cooperating, With Address	Only cooperating schools with a designated shipping address will be listed.
Cooperating, Without Address	Only cooperating schools without a designated shipping address will be listed.

Exhibit C-6. Example of Report #5

NAEP 2000 State Coordinator System		8/5/1999
Report 5: NAEP Materials Shipment Listing for TS Schools		12:57PM
Filter: Cooperating/Pending Schools		Sort: District
School Name	User Info	NAEP ID Shipping Name and Address
Board Of Educ, Orange County		
Anthony Road Elementary		99A0170 Kristine Paulson 301 Anthony Rd Union City, TS 12345-
Springfield Road Elementary		99A0190 Jennifer Jose 309 Roosevelt Ave Wheaton, TS 12345-1234
DURANGO COUNTY BOARD OF ED		
RHODE ISLAND AVE SCHOOL		99A5040
Evans Board of Ed		
Allula Middle		99B0050 Daniel Stevens 253 Richardson Ave Alexandria, TS 12345-1234
Marlton City Elementary		99A0090 Pamela Adams 625 North Main St Marlboro, TS 12345-1234
HARDLUCK COUNTY PUBLIC SCHLS		
CHURCH CREEK ELEMENTARY		99A5590
Hart Public Schools		
East Town Middle		99B0130 Sarah Evans 933 Truman Ave Glemont, TS 12345-1234
Franklin Middle		99B0120 Deborah Ericson 4356 Solomons Island Rd Prince Luis, TS 12345-1234
Palm Point Middle		99B0140 Randy Bolton 1475 South King Hwy Huntington, TS 12345-1234
Parson Elementary		99A0120 Stella Evans 113 Hagerstown Rd Vienna, TS 12345-1234

C.8.9.2 Report Sorting Options

Sort	Effect on Report
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).
NAEP ID	Schools are listed in NAEP ID order.
User Info.	Schools are listed in the order of the ID you have assigned..
Training Sessions	Schools are listed in order of the training sessions.

C.8.10 Report 6: Student Sampling Report

This report (see Exhibit C-7) will help you to keep up to date on the schools that have been sampled. It includes columns for school name, ID, and status. In addition, the following are included:

- Sess Date – the assessment date recorded for each session
- SLF Sent – whether the school has received the list of eligible students (SLF)
- SLF Num – the number of students on the SLF
- Samp Num – the number of students selected for the assessment by session.

Exhibit C-7. Report 6: Student Sampling Report

NAEP 2000 State Coordinator System								10/14/1999
Report 6: Student Sampling Report for TS Schools								3:18PM
Filter: All Original Schools				Sort: District				
School Name	User Info	NAEP ID	Status	Sess Date	SLF Sent	SLF Num	Samp Num	
Allen Board Of Ed								
Cherry St Middle	A: 6 M: 0	99B0250	Cooperating	2/22	Y	224	60	
North East Brooklyn Middle	A: 6 M: 0	99B0190	Cooperating	2/17	Y	234	60	
Stacy Elementary	A: 6 M: 0	99A0250	Cooperating	2/23	N	0	0	
Board Of Educ, Orange County								
Anthony Road Elementary	A: 7 M: 0	99A0170	Closed	2/24	N	0	0	
Springfield Road Elementary	A: 7 M: 0	99A0190	Has Grade, No Students	2/01	N	0	0	
Evans Board of Ed								
Allula Middle	A: 6 M: 0	99B0050	Cooperating	2/24	Y	120	60	
Marlton City Elementary	A: 6 M: 0	99A0090	Pending	2/01	N	0	0	
Hart Public Schools								
East Town Middle	A: 6 M: 0	99B0130	Interim Refusal	2/16	N	0	0	
Franklin Middle	A: 6 M: 0	99B0120	Pending	2/22	N	0	0	
Palm Point Middle	A: 6 M: 0	99B0140	Pending	2/15	N	0	0	
Parson Elementary	A: 6 M: 0	99A0120	Pending	2/17	N	0	0	
Patrick Elementary	A: 6 M: 0	99A0160	Pending	2/23	N	0	0	
Mayville Public Schools								
Barry Heaton Middle	A: 6 M: 0	99B0010	Pending	2/17	N	25	25	
Douglas Elementary	A: 6 M: 0	99A1050	Pending	2/23	N	0	0	
Jackson City Elementary	A: 6 M: 0	99A1060	Pending	2/16	N	0	0	
Mickelson Middle School	A: 6 M: 0	99B1020	Pending	2/22	N	0	0	
Middletown Middle	A: 1 M: 1	99B0150	Pending	2/07	N	0	0	
Walton Elementary	A: 6 M: 0	99A1070	Pending	2/10	N	0	0	
Normandy Public Schools								
Albert West Middle	A: 6 M: 0	99B0290	Interim Refusal	2/08	N	0	0	
Eldersburg Elementary	A: 2 M: 1	99A0180	Pending	2/15	N	0	0	
Hill Park Middle	A: 2 M: 1	99B0180	Pending	2/14	N	0	0	
Hillside Elementary	A: 6 M: 0	99A0150	Pending	2/10	N	0	0	

C.8.10.1 Report Filters

Any of the following filters may be selected:

Filter	Effect on Report
All Original Schools	All schools in the original sample will be listed (i.e., status is not Inactive or Retired).
Active Substitutes	All substitutes that have been activated by the refusal of original schools will be listed.
Cooperating Schools	All original and substitute schools with a status of cooperating will be listed.
Pending Schools	All original and substitute schools with a status of pending will be listed.
Cooperating/Pending	All original and substitute schools with a status of cooperating or pending will be listed.
Refusal Schools	All original and substitute schools with refusals at the district-level, school-level, or districts refusing for a specific school will be listed.
Cooperating, Missing Info.	All cooperating schools with missing information (SLF received, SLF number, and/or sample number) will be listed.

C.8.10.2 Report Sorting Options

Report 6 may be sorted in any of the following ways to meet a specific requirement:

Sort	Effect on Report
District	Schools are listed in alphabetical order under district header lines. Districts appear in alphabetical order.
County	Schools are listed in alphabetical order under county header lines. Counties appear in alphabetical order.
School	Schools are listed in alphabetical order (no header line).
Status	Schools are listed in alphabetical order under status code header lines.
Date	Assessment date. Schools are listed in alphabetical order under assessment date header lines.
Area/Date	Schools are listed in order of area within the state and assessment date within area.
NAEP ID	Schools are listed in order of their NAEP ID number.
User Info.	Schools are listed in order of the User ID or other coding entered in this field.
Training Sessions	Schools are listed in order of the training sessions.

C.8.10.2.1 Report 7: QCM Information

This report is useful for reviewing the assignment of QC Monitors for each school and your activity regarding the QC Forms for each school (edited and mailed). (See Exhibit C-8.) It includes columns that display the QCM initials, whether you have edited the QC Form, and when the QCF has been sent to Westat.

C.8.10.3 Report Filters

While there are other filter options, those you will most likely use are:

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

Exhibit 8. Report 7: QCM Information

NAEP 2000 State Coordinator System						10/14/1999
Report 7: QCM Information Listing for TS Schools						3:19PM
Filter: Cooperating/Pending Schools			Sort: School Name			
School Name	User Info	NAEP ID	Session	QCM Initials	Booklet Checked	Date Sent to Westat
Allula Middle	A: 6 M: 0	99B0050	MA0801	FRE	Y	2/25
Allula Middle	A: 6 M: 0	99B0050	SC0801	FRE	Y	2/25
Barry Heaton Middle	A: 6 M: 0	99B0010	SC0801		N	
Cherry St Middle	A: 6 M: 0	99B0250	MA0801	ABE	Y	2/11
Cherry St Middle	A: 6 M: 0	99B0250	SC0801	ABE	Y	2/11
CHURCH CREEK ELEMENTARY	A: 0 M: 0	99A5590	MA0401		N	
CHURCH CREEK ELEMENTARY	A: 0 M: 0	99A5590	SC0401		N	
CITY RISE MIDDLE	A: 0 M: 1	99B5610	MA0801		N	
CITY RISE MIDDLE	A: 0 M: 1	99B5610	SC0801		N	
Douglas Elementary	A: 6 M: 0	99A1050	MA0401		N	
Douglas Elementary	A: 6 M: 0	99A1050	SC0401		N	
EDWARD MARK ELEMENTARY	A: 0 M: 0	99A5010	SC0401		N	
Eldersburg Elementary	A: 2 M: 1	99A0180	MA0401		N	
Eldersburg Elementary	A: 2 M: 1	99A0180	SC0401		N	
FORESTGLEN ELEMENTARY	A: 0 M: 0	99A5570	MA0401		N	
FORESTGLEN ELEMENTARY	A: 0 M: 0	99A5570	SC0401		N	
FOUNTAIN EGG ELEMENTARY	A: 0 M: 0	99A6080	MA0401		N	
FOUNTAIN EGG ELEMENTARY	A: 0 M: 0	99A6080	SC0401		N	
Franklin Middle	A: 6 M: 0	99B0120	MA0801		N	
Franklin Middle	A: 6 M: 0	99B0120	SC0801		N	
Hill Park Middle	A: 2 M: 1	99B0180	MA0801		N	
Hill Park Middle	A: 2 M: 1	99B0180	SC0801		N	
Hillside Elementary	A: 6 M: 0	99A0150	MA0401		N	
Hillside Elementary	A: 6 M: 0	99A0150	SC0401		N	
Jackson City Elementary	A: 6 M: 0	99A1060	MA0401		N	
Jackson City Elementary	A: 6 M: 0	99A1060	SC0401		N	
LAYMON CARLOS ELEMENTARY	A: 0 M: 0	99A5260	MA0401		N	
LAYMON CARLOS ELEMENTARY	A: 0 M: 0	99A5260	SC0401		N	
LOFTON ANDY MIDDLY	A: 0 M: 1	99B6040	MA0801		N	
LOFTON ANDY MIDDLY	A: 0 M: 1	99B6040	SC0801		N	
Marlton City Elementary	A: 6 M: 0	99A0090	MA0401		N	
Marlton City Elementary	A: 6 M: 0	99A0090	SC0401		N	

C.8.10.4 Report Sorting Options

Report 7 may be sorted in any of the following ways:

Sort	Effect on Report
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.
User Info.	Schools are listed in order of the User ID or other coding entered in this field.
Area	Schools are listed in the order of the area within the state to which they have been assigned.
Area/Date	Schools are listed in order of area within the state and assessment date within area.
Training Sessions	Schools are listed in order of the training sessions.