

## 5. MY SCHOOL WEB SITE

### 5.1 What is the MySchool Web site?

The MySchool Web site is a restricted-use web site designed to provide information to schools participating in the current NAEP assessment. This site contains school-specific information and useful facts about what to expect during each stage of the assessment process. Schools can obtain information about the current program, submit their student sample online, receive reminders about assessment activities, and send feedback about their experience. There are a variety of features, including: online registration; tools for communicating with the school's NAEP representative; a personalized timeline of NAEP activities; online chats with NAEP staff; and access to relevant NAEP publications and documents.

The diocese of each participating Catholic school will also be informed of the MySchool service, and if they choose, the dioceses can have access to their schools' sites.

Once schools register for MySchool, they will receive an email for each of the five steps of the assessment administration process:

- **Step 1: NAEP 2003**  
Upon registering for MySchool, users will receive an email message with a link to the NAEP 2003 web page. The NAEP 2003 page is an overview of the 2003 National Assessment of Educational Progress.
- **Step 2: The Student Sample**  
The link to this page will be e-mailed to registered schools soon after they agree to participate. The Student Sample page contains information about sampling students, sending in student lists and E-Filing. NAEP encourages schools to E-File their list of students.
- **Step 3: Preparing NAEP**  
The Preparing for NAEP web page contains information about how to prepare for the assessment. An email with a link to this page will be emailed on or around 2 weeks before the assessment date.
- **Step 4: Assessment Day**  
Around one week before the assessment date, schools will receive an email message with a link to the Assessment Day web page. This page will have information about assessment day procedures.
- **Step 5: After the Assessment**  
One week after the assessment, schools will receive an email with a link to the After the Assessment web page. This page has information about what happens after the assessment and how the results are scored, analyzed and reported.

### **5.1.1 Registering for MySchool**

Schools and dioceses can register for the site by going to [www.mvnaep.com](http://www.mvnaep.com) and entering their seven-digit NAEP ID number in the user name box, and “guest” in the password box. Sections 5.1.2 and 5.1.3 explains the process for contact schools and dioceses more extensively.

### **5.1.2 MySchool Information for Contacting Dioceses**

During your initial contact with the dioceses, briefly describe the MySchool site and ask the diocese representative if they would like to have access to the web pages of the schools in their diocese. If the diocese representative wants access to MySchool, they will need to register by following the steps in the previous section (Section 5.1.1). The diocese MySchool ID number is on the school listing that indicates which schools were selected for NAEP. After typing the 7-digit ID number, the registrant will be prompted to complete a short registration form that will ask for his/her e-mail address. On the final web page of the registration process, the registrant will receive a user name and password. The user name and password will also be mailed to the user. An unlimited number of diocese staff members can register to access the MySchool site. However, all users only need to register once. (Exhibit 5-1).

Once logged on, the user can select the school they wish to see from a drop-down box. They will be able to access the MySchool site throughout the assessment period.

If a diocese expresses concern that schools who do not have Internet e-mail, or who do not access the web site, will be “missing out” on information, assure the diocese that all schools will receive information through the materials their NAEP representative send out. We want schools accessing the web site to obtain information about NAEP when it is most convenient for the schools, and to enhance communication between NAEP and schools.

Exhibit 5-1. Example of the MySchool Site Registration Process (Page 1 of 2)

**MYNAEP**  
National Assessment of Educational Progress

## Welcome

MyNAEP is a secure web site that allows teachers to manage all the schools included in the 2003 National Assessment of Educational Progress and Web 2.0 data. From the assessment process, it helps to develop the plan for the assessment and is designed and maintained by Knowledge Media Systems of the National Center for Educational Statistics (NCEES) and the U.S. Department of Education. MyNAEP is available in both English and Spanish.

Please read the MyNAEP helpbook, which can be downloaded from the MyNAEP website at [www.ncees.gov/naep](http://www.ncees.gov/naep). The helpbook is available in both English and Spanish. (NCEES, 2007)

User ID:  Password:

**MYNAEP**  
National Assessment of Educational Progress

## Is this your School?

Region:  State:  County:  School ID:

Yes  No

Please read the MyNAEP helpbook, which can be downloaded from the MyNAEP website at [www.ncees.gov/naep](http://www.ncees.gov/naep). The helpbook is available in both English and Spanish. (NCEES, 2007)

**MYNAEP**  
National Assessment of Educational Progress

## Registration Form

Please read the MyNAEP helpbook, which can be downloaded from the MyNAEP website at [www.ncees.gov/naep](http://www.ncees.gov/naep). The helpbook is available in both English and Spanish. (NCEES, 2007)

Please enter your personal information in the following fields and click on the 'Continue' button. The registration process will be completed. The MyNAEP website will be available to you.

First Name:

Last Name:

Title:

Phone:

Password:

E-mail:

Confirm E-mail:

Please read the MyNAEP helpbook, which can be downloaded from the MyNAEP website at [www.ncees.gov/naep](http://www.ncees.gov/naep). The helpbook is available in both English and Spanish. (NCEES, 2007)



### **5.1.3 MySchool Information for Contacting Schools**

During your contact with the school principal, briefly describe the MySchool site and ask the principal if they want access to the MySchool web site. If the principal would like access to MySchool, they will need to register by going to [www.mynaep.com](http://www.mynaep.com) and typing the 7-digit NAEP ID number in the user name box and “guest” in the Password box then click the “Submit” button. You should reiterate the seven-digit ID number to the principal and where the ID number can be found. After typing the 7-digit ID number, they will be prompted to complete a short registration form that will ask for their e-mail address. On the final web page of the registration process, schools will receive their user name and password. The user name and password will also be emailed to the principal.

The School Coordinator and the principal are the two staff members that may be most interested in accessing the MySchool pages, however, other school staff can, and should be encouraged to register at anytime during the assessment period. All users only need to register once. Exhibit 5-2 shows an example of Step 1 of the assessment administration process on the MySchool web site. Exhibit 5-3 shows an example of Step 2 of the MySchool web site.

### **5.1.4 The MySchool Site and the SCS**

Certain fields in the MySchool site will come directly from the information you enter and update in the SCS:

- MySchool Name
- Principal
- School Address
- Phone Number
- School Coordinator
- Enrollment
- Assessment Date and Time

It is very important that this information is entered accurately because it will appear on the web page exactly how it is entered. (Exhibit 5-4)




## WELCOME Anytown Elementary School

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### What is NAEP?

The National Assessment of Educational Progress (NAEP) is the only nationally representative, continuing assessment of what America's students know and can do in school in a variety of key subject areas. NAEP assessments have been given at the fourth, eighth, and twelfth grades in reading, mathematics, science, writing, and other subjects. In 2003, NAEP will assess students in reading and mathematics between January 27 and March 7.

NAEP is mandated by the U.S. Congress and is administered by the National Center for Education Statistics (NCES), within the Office of Educational Research and Improvement at the U.S. Department of Education. Policies for NAEP are set by the National Assessment Governing Board (NAGB), whose members are appointed by the Secretary of Education.

NAEP has produced more than 200 reports since 1969, chronicling trends over time in fourth, eighth, and twelfth grade. NAEP plays an integral role in evaluating the conditions and progress of the Nation's education. While NAEP only collects information related to academic achievement, NAEP guarantees that all data related to individual students and their families will remain confidential.

In the 2001 legislation "No Child Left Behind," NAEP is mandated to assess reading and mathematics in grades four and eight for individual states participating in Title I beginning in the 2002-2003 school year. State assessments in reading and mathematics are mandated for grades three through eight beginning in the 2005/2006 school year.

### Assessment Timeline

Your area here:

Item to be assessed	State NAEP Year	State	NAEP Year	Other info
Fourth grade reading and mathematics	2003	Anytown	2003	Assessment in 2003
Fourth grade reading and mathematics	2005	Anytown	2005	Assessment in 2005
Fourth grade reading and mathematics	2007	Anytown	2007	Assessment in 2007

Click to see Timeline as a Full-size view.

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### Assessment Information

- Between January 27 and March 7, 2003, NAEP will assess students in grades 4 and 8 in reading and mathematics. In a small number of grade 12 schools, NAEP will also conduct a field test assessment in reading and math.
- All assessments will be conducted by NAEP field staff and materials will be provided by NAEP.
- Your school has been selected to take the fourth grade assessment. In most grade 4 schools, NAEP will assess all eligible students up to a maximum of 62. In schools that have fewer than 121 fourth graders, the school can choose to have ALL of its fourth graders assessed in intact classrooms. Each student will be assessed in either reading or mathematics.
- In states with fewer than 100 schools, additional students will be selected at each grade.
- Assessments will take 90 minutes.
- In grades 4 and 8, questionnaires will be distributed to the teachers of the sampled students and a questionnaire will be distributed to the principal. Teachers of the selected students with disabilities (SD) and limited English proficiency (LEP) will also be given questionnaires.
- School principals must designate a school coordinator to assist NAEP staff with in-school arrangements.

### Chat

Ask questions and learn more about NAEP and this year's assessment in our featured chat:

*Celebrating 33 years of the National Assessment of Educational Progress*

Peggy G. Carr, the Associate Commissioner for the National Center for Education Statistics, will host this important discussion.

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### A Word from your NAEP State Coordinator

The NAEP State Coordinator works at your State Department of Education. Read what your State Coordinator, Susan Jones, has to say about the 2003 NAEP assessment:

*Welcome schools and thanks for participating! There are a lot of activities over the next few months and this website is designed to walk you through each one. If you have any questions, feel free to contact me Monday through Friday, 8:30 AM - 5:00 PM at:*

Susan Jones  
 Department of Education  
 555 South Street  
 Washington, DC 20000  
 Phone: 333-222-5555  
 Fax: 333-222-5400  
 susanjonas@aemail.com

### Links of Interest

Below are some of the popular web tools on the [Nation's Report Card](#) web site. To browse the links below, you will leave this site. Use the BACK button at the top of your screen to return to this page.

See the latest information about the subjects being assessed in NAEP this year and browse through the reports from previous years. Visit the [reading](#) and [mathematics](#) pages on the Nation's Report Card web site.

Use the [NAEP Data Tool](#) provides you with tables of detailed results from previous NAEP assessments. The data are based on information gathered from the students, teachers, and schools that participated in NAEP.

The [NAEP Questions Tool](#) provides easy access to NAEP questions, student responses, and scoring guides that are released to the public.

The [NAEP State Profiles](#) present key data about each state's student and school population and its NAEP testing history and results. The profiles also contain links to other sources of information on this web site, including the most recent state report cards for all available subjects.

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### How Can We Help You?

- Find [more information](#) about contacting NAEP
- Change your [My School](#) password.
- Report a [technical problem](#) or send NAEP [feedback](#) about the web site.

### Your Information

Below is information we have for your school's assessment. You may [update this information](#) if anything has changed.

School Name	Anytown Elementary School
Principal	Karen Smith
Address	123 Main Street Washington, DC 20000
Phone Number	333-224-4455
NAEP ID Number	101-101-1
Enrollment in Selected Grade	40
Sessions to be conducted	2 Reading/Mathematics
Grade to be assessed	4th grade
Assessment Date	January 29, 2003

Exhibit 5-3. Example of MySchool Step 2



**WELCOME Anytown Elementary School**

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### Students' Sampling

Schools will need to provide NAEP with a list of all students enrolled in the grade being assessed. The list may be sent hardcopy or through E-File, as instructed below. NAEP staff will select a sample of students from the provided list and prepare the assessment materials for the selected students.

Lists of students should be submitted as soon as possible, but no later than November 15, 2002.

### How Do I Send My List of Students?

There are 2 options for sending in your list of students:

1. Prepare a hardcopy list from your school records computer database following the NAEP **Instructions for Providing a Hardcopy List of Students (PDF)**. Then mail or fax your list to your NAEP Representative listed below.
2. Prepare an Excel file from your school records computer database following the NAEP **Instructions for Providing an Electronic List of Students (PDF)**.

### Submit Name

Department of Education  
333 South Street  
Washington, DC 20000  
Phone: 202-222-3333  
Fax: 202-222-3400  
esamjones@email.com

NAEP will select a sample of students from your list of students. Please take a moment and complete the following questions about your school and student list. Who will prepare the hardcopy or electronic student list for your school?

Name:

Phone:

Email:

Date list or file is created?  (MM/DD/YYYY)

Is this a year-round school?  No  Yes

If no, what percentage of the students will be off-track on the assessment date?

Total enrollment in the 4th Grade:

In most schools, a sample of 62 fourth-grade students will be selected. If your school has less than 121 fourth-grade students, we can assess all of them in intact classrooms, if you prefer. Let us know how you wish to assess your fourth-grade students.

Assess a sample of fourth-grade students  
 Assess all fourth-grade students

Number of 4th grade teachers who teach both reading and mathematics:

**NOTE**

This process will take just a few minutes. Once you click on the button below, you may send your file. You will be asked a series of questions to help NAEP match the codes on your student lists to the codes that NAEP uses.

You can stop and restart from where you are at anytime during this process.

Before you begin this process, you must answer the questions regarding your student lists.

If you have any questions, call the NAEP Technical Support Hotline at 800-283-6287 between 7:00 a.m. and 6:00 p.m. Eastern Time.

[E-File with Us Now](#)

### A Message From Your NAEP State Coordinator

Read what your State Coordinator, Susan Jones, has to say about E-File.

Your student lists are due by November 15, 2002. E-File, mail or fax the lists to the address below:

Submit Name  
Department of Education  
333 South Street  
Washington, DC 20000  
Phone: 202-222-3333  
Fax: 202-222-3400  
esamjones@email.com

### Assessments' Timeline

See key here:

Activity	Due Date	Activity	Due Date	Activity	Due Date
Provide list of students	11/15/02	NAEP Sampling	11/15/02	Assessment	12/10/02
NAEP Sampling	11/15/02	Assessment	12/10/02	Results	1/10/03
Assessment	12/10/02	Results	1/10/03	Reporting	2/10/03

Click to see timeline or a full-size view.

### FAQ

Ask questions and learn more about the sampling process and procedures for selecting schools and students in our [Frequently Asked Questions](#).

**How is the NAEP sample determined?**

Keith Rust, the Market Director of NAEP Sampling and Statistical Operations, will host a discussion on NAEP sampling methods.

### Your Information

Below is information we have for your school's assessment. You may update this information if anything has changed.

School Name	Anytown Elementary School
Principal	Karen Smith
Address	123 Main Street Washington, DC 20000
Phone Number	202-224-4433
NAEP ID Number	101-101-1
Enrollment in Selected Grade	48
Teachers to be conducted	2 Reading/Mathematics
Grade to be assessed	4th grade
Assessment Date	January 25, 2003

### Resources

- The **Summary of NAEP Act's NAEP** is a two-page document that briefly defines the NAEP program, and the roles of participating schools and school staff.
- The **Administrative Booklet** contains student background questions and examples of the subject questions similar to those used in this year's assessment.
- By law, parents of children selected to participate in NAEP must be informed before the administration that their child may be assessed prior to participation for any reason. It is not required to finish the assessment, and is not required to answer any test question. NAEP will provide schools with a **Parental Notice** to modify or adapt as necessary.

### Accessibility: Assisted Computer Use

- What is "assistive" or "assistive" software for NAEP assessments?
- What is a "screen" and how do I use it?
- Can NAEP use a screen that contains content in screen instead of the screen of the computer?
- What is Microsoft Word and how do I use it?
- Are schools required to provide students who have a disability (DIP) or have a physical disability (DIP) with a screen? We do not have a code for the students who are not allowed to use a screen.
- NAEP has different reading materials than the school staff use. Do you have to use the NAEP reading materials in the Student List?
- Who does NAEP send student information to, and not send to the assessment center?
- If a school has students who have a physical disability, how do you send to the center or a school location, when to the assessment?
- What other actions do you have to provide your grade list, if you do not use E-File?

### FAQ: Core Info: Hello, Yes?

- Find more information about contacting NAEP.
- Change your E-File status.
- Report a technical problem or send NAEP feedback about the web site.

Exhibit 5-4. Example of SCS School Edit Page

School Control System		NAEP	
<a href="#">No View</a> <a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a> <a href="#">Print</a> <a href="#">Help</a>			
<b>School Edit</b>			
Name:	Abbotston Elementary		
School ID#:			
MysName:	Abbotston Elementary		
Address:	1300 Gorsuch Ave		
Address (cont'd):			
City, State:	Baltimore	MD:	21218-3620
Zip:			
County:	Baltimore City	Comments:	
User ID:	300050		
Phone:	(410) 396-6448	(xxx) xxx-xxxx	
Fax:		(xxx) xxx-xxxx	
Principal:	Lonnie Broadnax	Edit	
Coordinator:	Select...	Add	
Year Round:	Yes	Percent Off Track:	0
Charter School:	Not Answered		
<b>Grade 4 (2-310118)</b> <a href="#">General</a> <a href="#">Special</a> <a href="#">Season</a>			
<b>Original School (No Substitute Available)</b>			
<b>Enrollment</b>			
Estimated:		Actual:	0
Status:	Pending		
Scheduled Assessment Date:	1/27		
Scheduled Assessment Time:			
Date/Method Parent Letters Sent:	Not Sent add		