

**2003-2004 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS**

Student Data System (SDS)
User Guide

Conducted for:
National Center for Education Statistics
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Conducted by:
Westat
Rockville, Maryland

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NAEP STUDENT DATA SYSTEM USER GUIDE

1. Introduction

You will be using the Student Data System (SDS) as you prepare for the assessments in your schools generally using the SDS for

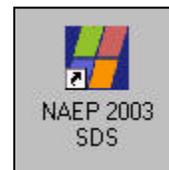
- Sampling from lists of eligible students; and
- Transmitting data files to Westat.

Each round of NAEP and NAEP special study will require certain modifications to the SDS to reflect the focus of the study. This may include, for example, different session types, oversampling, sampling from new enrollees, or additional student data to record. The basic Student Data System is described in this document followed in Section 11 by the specific features of the SDS for the current study. Thus, some of the screens shown in Sections 1 – 10 may not look exactly like the version of the SDS you are using. However, updated screens will be added to Section 11.

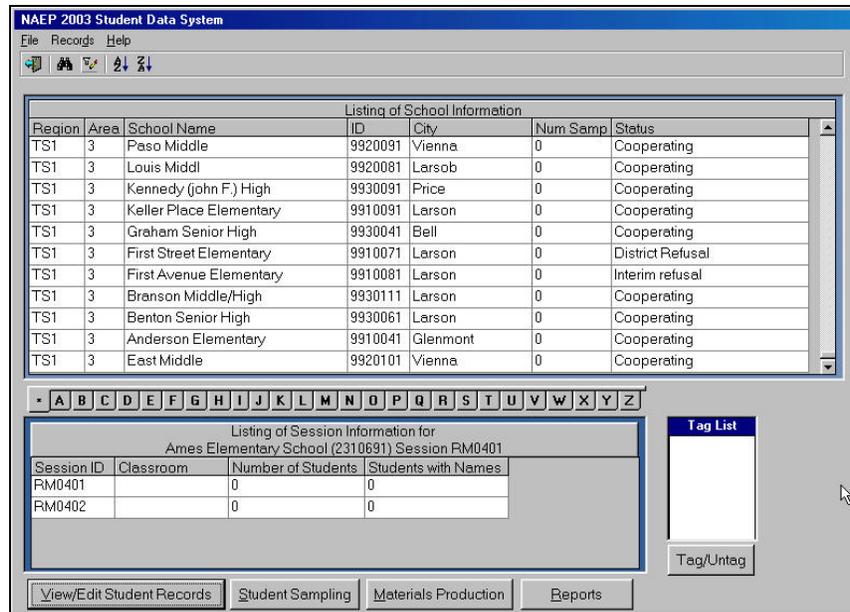
Those who are familiar with the basic SDS may want to go directly to Section 11 to see “What’s New in the SDS for This Year”.

2. Overview of the SDS

Double click on the SDS icon on your laptop to launch the application.



Give the system a few seconds and you will see the main view as shown in the example below.



SDS Main View

2.1 Menu Items and Icons

As you click on the menu item a drop down list will be presented. The same functions that are available with the drop down options are also available with the icons below the menu bar. These are briefly explained below.

File	Records	Help
Export sampled schools	Find	Contents...
<u>Import sampled schools</u>	<u>Filter</u>	
Change Database >	Sort records by column >	About Student Data System
Main Database	Ascending	
<u>Test Database</u>	Descending	
Exit Student Data System		

2.1.1 File

The option to export a school to another laptop for data entry may be available if the size of the study warrants.

The test data are accessed by moving your pointer to the option labeled Change Database and selecting Test Database.

When you have completed your work in the SDS, click on File, Exit Student Data System to close the SDS. A confirmation box will be displayed in case you have selected this option by mistake.

Also, you can click on the first icon to close the application.



Windows applications usually have a button in the upper right with an X in them allowing you to close the application. This has been eliminated from the SDS to ensure that data you have entered, updated, or corrected in the SDS are saved when you exit the system.

2.1.2 Records

The options in the dropdown list give you several ways to locate a school, as do the icons under the menu bar.

Find. Clicking on this menu option or on the binoculars icon will open the Find a Record dialog box. The default is to search for school name. To find a school by its ID, click on any school's ID in the list of schools to put the focus of the system on that field. Then, click on Find or the binoculars icon (second from left).



Filter. Clicking on this menu option or the third icon, will open the Filter dialog box. In this example, the focus of the system was on the NAEP ID field, so it will filter IDs. For example, if you enter 983 and click on the *OK* button, the list of schools will be “filtered” to display only those beginning with 983.



To restore the list to display all schools alphabetically by school name, click on the *Refresh Records* button at the top right of the main view. (This button will only be available if you have changed the order of the schools in the main view.)

Suggestions for using the filter include selecting all of the schools from one city or all cooperating schools. If the filter option is used for the School Name field, the information entered in the filter field must match the first word of school names.

Sort Records by Column – Ascending or Descending. When you click on this menu item or on one of the two sort icons (A-Z or Z-A), the list of schools will be sorted in ascending or descending order. The default is to sort on school name. To sort by another field, click on an entry in that column before selecting this option. Click on *Refresh Records* button to show all schools in their original order, alphabetically by school name.

2.1.3 Help

The version number and system information are available under About Student Data System.

2.2 School Information

The schools for which you are responsible are listed in the top matrix of the main screen or view. The order is school name within region. The school status code will be set by the SCS. This will help you to keep track of the schools for which sampling will not be required (refusals, out of scope, etc.) as well as those for which you will need to sample.

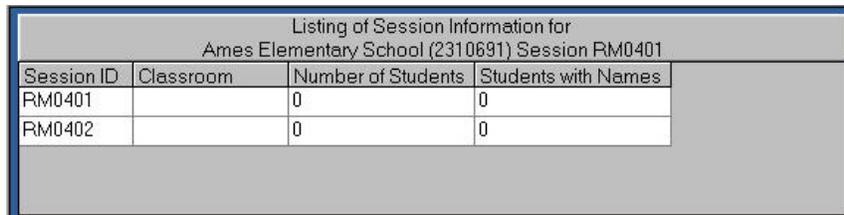
The number sampled column (Num Samp) will help you to keep track of those schools for which the sampling has been done and not done.

The bottom of the view shows session information for the school you have selected from the list of schools. The default is to display the session information for the first school on the list.

Scroll down the list of schools by using the scroll bar on the right.

Select an alpha tab to see only the schools beginning with that letter. Return to the full list by clicking on the first tab with the asterisk.

2.3 Session Information Matrix



Listing of Session Information for Ames Elementary School (2310691) Session RM0401			
Session ID	Classroom	Number of Students	Students with Names
RM0401		0	0
RM0402		0	0

The session information matrix at the bottom of the main view shows:

- The sessions assigned to the school (one session per line with its assigned session ID),
- The number of students sampled for each session; and
- The number of students for which you have entered names.

As shown in the above example, the only column with any information displayed before you have sampled will be the session ID column.

2.4 Main View Buttons

You will use the buttons at the bottom of the main view for the various options available in the SDS. Their functions are briefly described below. Before clicking on any of these buttons, be sure that the focus of the computer is actually on the school on which you want to work by clicking on the school name or ID first.



Click on the *View/Edit Student Records* button to access the student data for a session in a selected school. Since this is session-level information, be sure that you have indicated which session in the school you want to view or edit by clicking on the session ID before clicking on the *View/Edit Student Records* button. After you sample the students, you (or an assistant) will enter the sampled student information in SDS in this section. (See Section 4.)

A rectangular button with a light gray background and a thin black border. The text "Student Sampling" is centered in a black, sans-serif font.

Click on the *Student Sampling* button to begin the process of selecting the primary sample and printing out the sampled line numbers.

You will also select this button if you want to print out a second copy of the sampled line numbers for a school. (See Section 3 for more details on sampling.)

When necessary, you can resample the school (deleting the original sample and all student data) by selecting this option.

A rectangular button with a light gray background and a thin black border. The text "Materials Production" is centered in a black, sans-serif font.

Click on the *Materials Production* button to access a menu from which you select to print student data to double check data entry, a list of sampled students by session or school, or print labels for student assessment materials. See Section 8 for more on this part of the system.

A rectangular button with a light gray background and a thin black border. The text "Reports" is centered in a black, sans-serif font.

When you select this menu option, the system launches the Reports set up screen. Using this option you can create a specialized Student Data Report for which you specify which fields to include and how you want the list sorted.

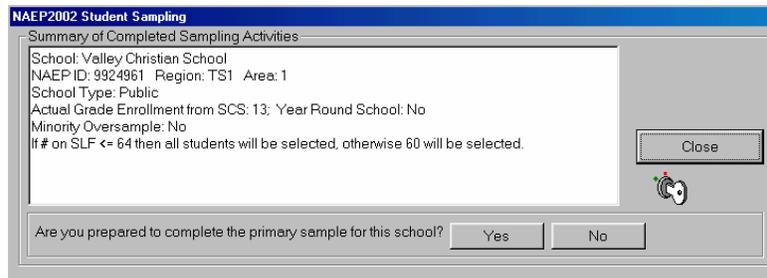
The reports option also includes a Sampling Progress Report. This report lists the schools and for each indicates the sampling method, the number of eligible students (“Number on SLF”), the number sampled, and the next sampling step for the school.

The reports are discussed in more detail in Section 9.

3. Student Sampling

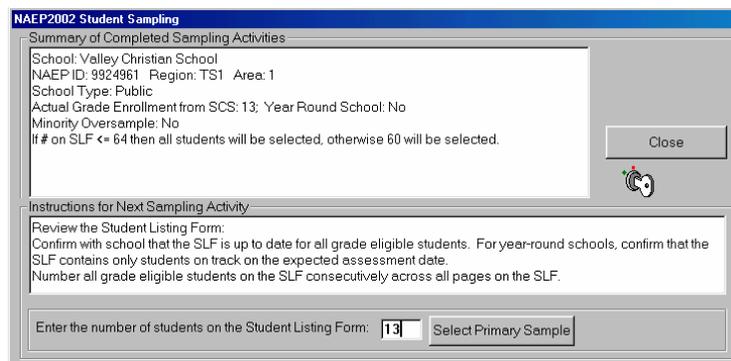
We will begin discussing how you will use the SDS by going through the steps that you will follow to draw the sample of students.

When you are prepared to sample the students (you have double checked the list of eligible students from the school and it is accurate, up to date, and complete), locate the school’s name on the list of school in the SDS. Click on the school’s ID or name to put the focus of the system on the school. Click on the *Student Sampling* button at the bottom of the screen and you will see a screen similar to the one displayed below. In this series of steps, we will use Valley Christian, one of the schools in the test data as our example.



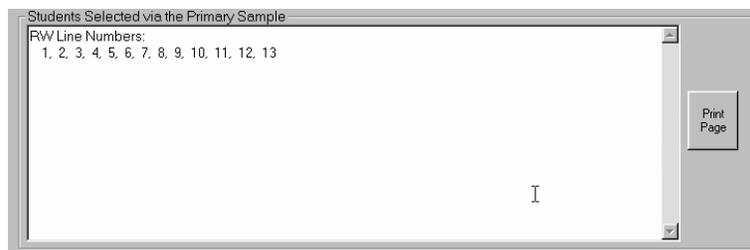
Beginning Student Sampling

This screen provides you with several useful pieces of information that you should review before proceeding. When you are ready to complete the primary sample (original sample) for this school, click on the *Yes* button and you will get the screen shown below.



Ready to Enter Number from SLF for Sampling

Follow the instructions carefully and then enter the total number of eligible students from the list provided by the school (referred to as the SLF¹, here) in the small window. The cursor will be flashing and the zero will be highlighted. When you enter the number of students, the zero will be deleted. Click on the *Select Primary Sample* button to sample.



Primary Sample Line Numbers

The selected line numbers are displayed for the sessions to be conducted in the school. (There will be 15 numbers on each line displayed.) Click on the *Print Page* button to print the list of numbers (there is no other option available to you). If there is a problem with your printer and the numbers do not successfully print, it will be possible for you to return and print these later.

¹ SLF stands for Student Listing Form. This form may or may not have been used by the school. The shorthand way of referring to the list of eligible students is used throughout the system and should be interpreted as the list of eligible students received from the school.

When you click Print Page, a small dialog box will appear giving you the opportunity to print the sampled line numbers. You can press the Enter key to accept the default *OK* button.

Using the sample line numbers, mark the selected students on the list of eligible students.

3.1 The Sample of Newly Enrolled Students

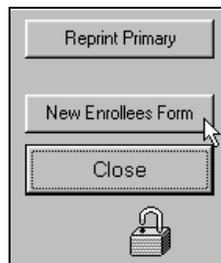
Often for NAEP, schools submit their list of eligible students and the samples are drawn a month or more before the assessment is conducted. If the sample is selected in the fall and the assessment is conducted in February, it is quite possible that new students will have enrolled in the sampled grade. Thus, procedures are in place for these newly enrolled students to be sampled a few weeks before the assessment is conducted.

Schools that submit an electronic file of their students for sampling and those sending in their list of students are asked to maintain a list of students who enrolled after the list or electronic file was produced. A form, The New Enrollee Listing Form, is provided for them to use for this purpose.

After the student sample has been selected, when you print out the sampled line numbers, the print dialog box will appear a second time so that you can print out Instructions for Sampling New Enrollees. (New enrollees are sampled at the same rate as the original sample.)

Place these Instructions in the school folder. The assessment coordinator will need these instructions when he/she calls the school prior to the assessment.

Note that the *New Enrollee Form* and *Reprint Primary* buttons are available if you need to reprint the sampled line numbers.



3.2 Delete Previous Sampling Step

If an error is made and you need to resample the school, you can remove the previous sample that was drawn. This should be done only if you are sure that the original information was incorrect.

On the main view of the SDS, locate the school and select the *Student Sampling* button. Locate the lock icon on the right and click on it. When you do this, a dialog box will appear asking you to confirm that you want to remove the previous sampling step for this school. Click on the *Yes* button.



Remember that completing this step will remove the previous sampling step and all student data that might have been entered for this school.

A dialog box will appear telling you that the sample for the school has been removed. Click on the *OK* button and you are returned to the sample window.

4. Entering Student Data in the SDS

After the Student Data System has selected the sample and you have identified the sampled students on the list of eligible students, begin entering the student information in the SDS – students’ name, birth date, sex, race/ethnicity, etc.

To be sure that you are entering information for the correct school and the correct session, follow the steps below carefully:

- Locate the **school name** on the SDS list of schools and click on the school’s name or ID.
- In the session matrix in the bottom of the screen, locate the **session ID** for the session for which you want to enter student data. Click on the session ID.
- Click on the *View/Edit Student Records* button at the bottom of the screen.

Once you are in the data entry screen, you should double-check the school name and session ID displayed at the top of this screen to be sure that you are in the correct school and session database.

Verify school name & session ID.

Verify school & session ID

Line#	Student Name	MOB	YOB	Sex	SD	LEP	Homeroom	Race	Lunch	Title1
1		0	0	0	0	0		0	0	0
2		0	0	0	0	0		0	0	0
3		0	0	0	0	0		0	0	0
4		0	0	0	0	0		0	0	0
5		0	0	0	0	0		0	0	0
6		0	0	0	0	0		0	0	0
7		0	0	0	0	0		0	0	0
8		0	0	0	0	0		0	0	0
9		0	0	0	0	0		0	0	0
10		0	0	0	0	0		0	0	0
11		0	0	0	0	0		0	0	0
12		0	0	0	0	0		0	0	0
13		0	0	0	0	0		0	0	0
14		0	0	0	0	0		0	0	0
15		0	0	0	0	0		0	0	0
16		0	0	0	0	0		0	0	0

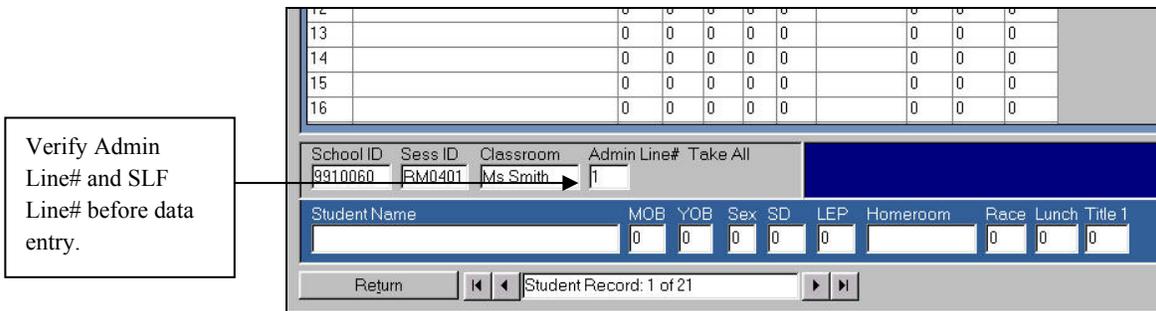
School ID: 9910060 Sess ID: RM0401 Classroom: Ms Smith Admin Line#: 1

Student Name: MOB: 0 YOB: 0 Sex: 0 SD: 0 LEP: 0 Homeroom: Race: Lunch: Title 1

Return Student Record: 1 of 21

Student Data Entry Screen

Before you begin data entry on any student, double-check the Administration Schedule line number and the SLF line number.



Entering Student Data

Individual student data are entered in the bottom part of the screen. With the cursor flashing in the Student Name field, type the name of the first sampled student. (See “Hint” below.) After typing the student’s name, use the Tab key to move to the MOB (month-of-birth) field, enter the month. (It is NOT necessary to zero fill for the month.) Tab to the YOB (year-of-birth) field and enter the year (2 digits).

When you reach the field for the student’s sex, a pop up window is activated displaying the choices and values. Enter the number value and tab to the next field. Continue entering the values and tabbing to the next field.

When you are on the last data entry field, you are ready to move to the next selected student. After typing the data for the last field, press the Enter key and you will be moved to the next student record with the cursor flashing in the student name field.

To facilitate data entry, for most fields (school lunch and Title 1, for example), it is possible to automatically fill all students’ records with the same value working in the grid at the top of the screen. This process is explained in Section 5 below.

HINT. The reports produced by the SDS sort student names alphabetically by the first word in the student name field. Thus, you should enter the student names last name first for the school to have an easy to use list.

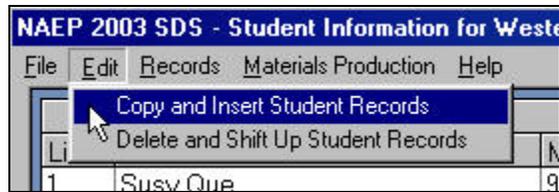
5. Batch Entry of Student Data – “Auto Fill”

In most schools, some of the student information will be virtually the same for every student. Most students will be SD = No and most will be LEP = No, for example. To facilitate data entry for such data, the SDS will allow you to enter the same information for every student in a session (or for all sessions in a school) as a “batch” (all at the same time). Auto fill is available for every field except student name and month of birth. The process is explained below.

As an example, after entering information for one student, you notice on the SLF that the school lunch field for all of the students in this session will be coded as 6 - School not participating. Follow the steps below.

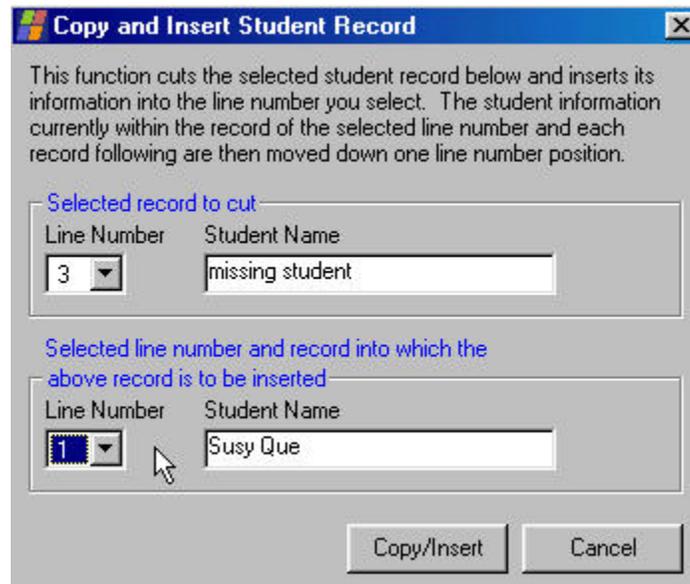
To access the batch entry feature:

- Move the mouse pointer into the grid at the top of the window in the field you want to change for all students, the “Lunch” field in this example.



Edit, Copy and Insert

Click on the Copy and Insert option to open the following dialog box.



Copy and Insert Dialog Box

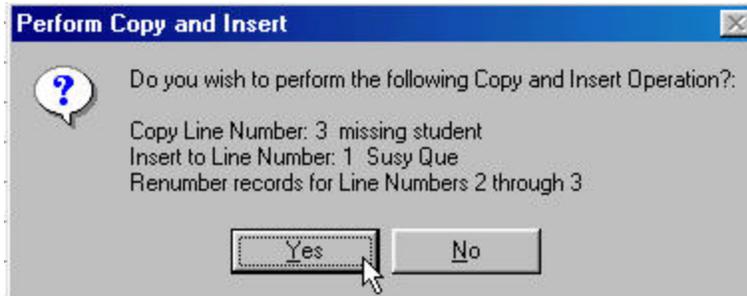
The text in this dialog box states:

This function cuts the selected student record below and inserts its information into the line number you select. The student information currently within the record of the selected line number and each record following are then moved down one line number position.

If the line number showing under “Selected record to cut” is not the line number of the student record that you want to move, click on the down arrow and select the appropriate line number. The text below this states:

Selected line number and record into which the above record is to be inserted.

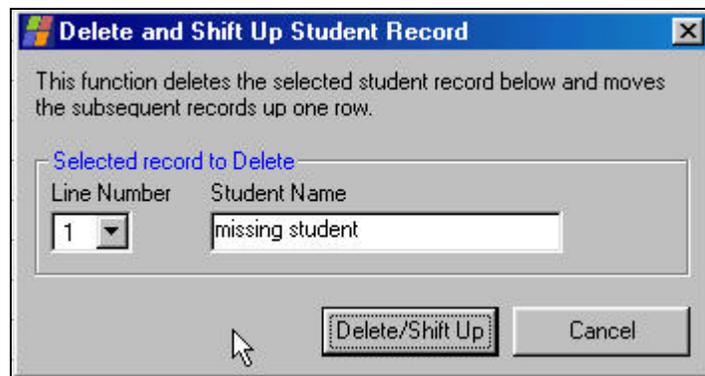
Click on the down arrow and select the line into which you want to insert this record. When you click on the *Copy/Insert* button, you will get a confirmation dialog box.



Read it carefully and click the *Yes* button (unless you made a mistake) and the record you have identified will be inserted and all other records moved down as in the example below.

Line#	Student Name	MOB	YOB	Se
1	missing student	2	90	1
2	Susy Que	9	90	2
3	Jim Jones	8	90	1
4		0	0	0

If you discover that you have entered information for a student who does not belong in this session, another new feature allows you to delete a student record and shift all other records up one line. As you see in the following screen shot, after you select the option Edit, Delete and Shift Up Student Records, you are asked which line number and corresponding student name you want to delete.



Delete Student Record

Select the line number of the student record you want deleted and double check the name to be sure that you have selected the correct line number. Click on the *Delete/Shift Up* button and the records will be updated.

7. Special Situations and Exceptions

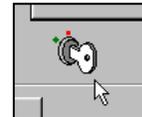
When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions are allowed, however. These are explained below.

Before agreeing to or offering these special situations, you must check with your field manager. A Special Situation Form must be completed for any of the following exceptions.

7.1 Assess All Students

If a school wishes to assess all students instead of only the number we expected to sample, that can be done through an override option in the SDS. However, you must obtain permission from your field manager before doing this. If this option is permitted, the SDS will add the students to all sessions assigned to the school, proportionately.

To over ride the sample size in a school, select the *Student Sampling* button and locate the “key” on the right side of the screen. When the mouse pointer is held on the key for a second, it will be identified as “Take All Students Override”.



Click on the key and a confirmation box will appear in case you selected this in error. Click on “Yes” and you are returned to the sampling screen. Click on the *Yes* button (yes, “you are prepared to complete the primary sample for this school”) and enter the total number of eligible students in the selected grade in the box. The SDS will select all of the students and assign them proportionately to the sessions in the school. These students are considered part of the primary sample and will be given the appropriate administration code when the assessment is complete in the school.

As always, if a school wants to add an unsampled student to a session after the student sample is selected, then that student (or students) can be assessed and will be given the administration code Not In Sample. However, this not-in-sample option will require more materials and possibly additional assessment staff. This option must be discussed with your field manager before you can agree to it, especially if it involves large numbers of additional students.

7.2 Assess Fewer Students

If a school objects to the number of students that we wish to assess, it may be possible to assess fewer students if that is necessary for the school to participate. You must discuss this option with your field manager before agreeing to do this. In some studies, this will not be an allowed option.

If this option is allowed, and your field manager concurs, the sample should be drawn as usual. Then, identify the session(s) that will not be conducted.

The student demographic information must be recorded for each student record in the SDS even in the session(s) that will not be conducted. (Do not enter student names.) The Administration Code for each student in the session not being conducted must be set to Absent – Other (#24) on the Administration Schedule.

7.3 No Other Options

The two options above are the only special options that might be allowed. It is **not** possible to sample whole classrooms, or to select the sample from a list of students in only some classes.

8. Materials Production

The Materials Production section of the SDS will allow you to print out the following either for one session at a time or for all sessions in the school:

- A list of sampled students;
- Booklet labels; and
- Student Information Report.

On the main view, click on the school name to put the focus of the system on that school. At the bottom of the main view, click on the button labeled *Materials Production*. The following dialog box will appear.



Materials Production Menu

8.1 List of Sampled Students

The default for this option is to print a list of the sampled students by session in the school. If there is more than one session, the arrow button to the right of the displayed session number will reveal a drop down list of all sessions in the school from which to select. To see an alphabetical list of all sampled students in the school click on the Report Option - School. (Names must be entered last name first if you want a list sorted by last name.)

To print out the list, while looking at the list, click on the print icon at the top of the screen. This list could be put in the school folder and eventually sent to or given to the school coordinator for use in locating and notifying the selected students.

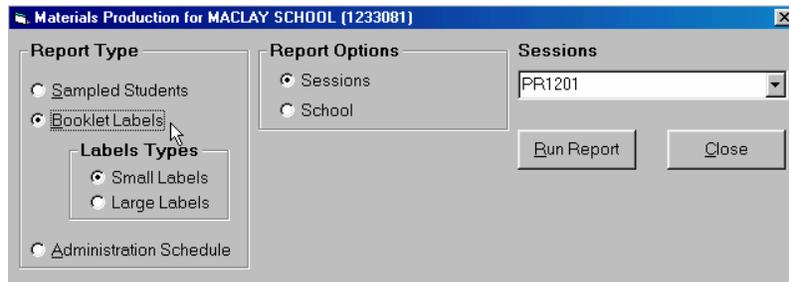
See Section 8.4 below for more information on viewing and printing these lists and the other materials from the Materials Production section of the SDS.

8.2 Booklet Labels

Pearson will print booklet labels for all of the sessions in all of your schools. If E-Filing is an option used by schools, Pearson will print those booklet labels with sampled student names (if names were provided for sampling) as well as school and session IDs.

Schools that do not submit their lists electronically nor send information to the state office for sampling will have booklet labels as well. However, these labels will not contain student names (only school, session, and booklet IDs). If you go to a school to draw the sample and want to print booklet labels with sampled student names, use this option in the Materials Production option of the SDS.

Click on Booklet Labels. This will give you the option of printing on small labels (80 per sheet) or large labels (30 per sheet). The same information will be printed on each label, only the font size will change.



Booklet Labels Options

The labels can be printed by session or for the entire school (sorted by session). A school with only two sessions of 20 students each printed on small labels for the entire school will only use one sheet of labels. The same school printed by session will take two sheets of labels with several blank and wasted labels on each sheet whether printed on small or large labels.

See Section 8.4 for information on viewing and printing.

8.3 Student Information Report

After sampled student demographic information has been entered for a school, you should print out a copy of the data to double-check the data entry. The Student Information option will give you a printout of all of the student data that has been entered for each session.

When you select this option, the Student Information Report is displayed so that you can see what fields have been completed. Click on the print icon to get a hard copy to use in checking the data entry against the original information from the school.

See Section 8.4 for information on viewing and printing.

8.4 Viewing and Printing Materials

When the SDS produces the student lists, booklet labels, or Student Information Report discussed above, it launches a separate application so that you can view and print out the information.

To produce any of these materials, click on the *Run Reports* button to launch a preview of the material selected. This preview application has a menu bar at the top of the screen.

Below is an explanation of the contents of the menu bar and how you navigate within this application. In this example, the Student Information report has been displayed for Western Avenue Elementary School (reduced to 75% so it fits the screen).

Student Information for Western Ave Elem Session RM0401

1 of 1 75% Total:21 100% 21 of 80

Student Information Report

Western Ave Elem 9910060 September 25, 2002

	Student Name	MOB	YOB	Sex	SD	LEP	Homeroom	Race	Lunch	Title1
1	missing student	2	90	1	2	2		1	1	2
2	Susy Que	9	90	2	2	0		0	0	0
3	Jim Jones	8	90	1	0	0		1	1	2
4		0	0	0	0	0		0	0	0
5		0	0	0	0	0		0	0	0
6		0	0	0	0	0		0	0	0
7		0	0	0	0	0		0	0	0
8		0	0	0	0	0		0	0	0

Student Information Report

If your list is more than one page long, in this application, the system tells you in the upper left of the screen that you are looking at page 1 and that there is more than one page (Page 1 of 1+). When there is more than one page, you must view the other page before the total number of pages is displayed at the top of the screen. (In this case, there are only 21 students selected for this session, so the report is only 1 page.)

Move to page 2 of the list of students by clicking on the right arrow button. The scroll bar on the right of the screen will scroll down the page, but will not scroll to page 2.



If you want a printed copy of the document, click on the print icon at the top of the page.



The icon that looks like an envelope (third from the left) is not functional for this study.

The figures to the right of the size indicator are indicators of record sizes. They are not important for your purposes with this application.

To close this view and return to the SDS, click on the small icon in the extreme upper left of the screen and then select on Close. The X in the upper right it may also be used to close this since it is a separate application.

9. Reports

Two categories of reports are available – a Student Data Report and a Sampling Progress Report. These are explained below.

9.1 Student Data Report

The Student Data Report will allow you to print out student data for one session in a school or for all sessions in a school.

Fields:	Field Include:	Operators:	Data SubSet:	Conjunction:	Sort By:
ID	<input checked="" type="checkbox"/>	=	9910060	AND	ID
SessID	<input checked="" type="checkbox"/>	=	RMD0401	AND	SessID
Admin Line Number	<input checked="" type="checkbox"/>	=	All	AND	AdminLineNumber
Student Name	<input checked="" type="checkbox"/>	=	All		
Home Room	<input type="checkbox"/>				
Mob	<input type="checkbox"/>				
Yob	<input type="checkbox"/>				
Sex	<input type="checkbox"/>				
Race	<input type="checkbox"/>				
Lunch	<input type="checkbox"/>				
Title 1	<input type="checkbox"/>				
SD	<input type="checkbox"/>				
LEP	<input type="checkbox"/>				

Main Report Screen

When you access the menu, the default will be to run the report for the school that was the focus of the system on the main SDS view.

The report defaults are set to give you a report that would include the school ID, session ID, administration schedule line number, and student name as indicated by the checks in the boxes. You can add fields to the report by checking other boxes and eliminate default fields by clicking on the check mark to remove them.

Below is an example of how to set up a report for students in a session that are coded as SD and/or LEP.

Step 1. School and Session IDs

First, make sure that the school ID is set for the correct school. The SessID should be set for the session ID within this school. If it is not, click on the down arrow to reveal the Session IDs. Scroll down to find the correct session ID for this school.

Step 2. Fields and Values to be Displayed

In addition to the default fields to be displayed, select SD (click in the box) and change to value from All to "1" ("Yes" for SD) by clicking on the down arrow button to the right of the value field. Then, select LEP and set its value to "1". Since we want to see students who are coded as SD or LEP, select OR.

SD = 1 OR
 LEP = 1

Step 3. Sort

On the right are the sort options. The default is to sort by school ID, then by Session ID, and then by the Administration Schedule Line Number. Leave these as they are for this example.

Sort By:

Step 4. Run Report

Run the report by clicking on the *Run Report* button and a dialog box will appear asking you if you want to save this report. If you plan to use it again, click yes and it will be available when you click the button labeled View Queries.

After you select your answer to the question about saving the report, the report will be displayed. To print the report, click on the print icon at the top of the page. Below is an example of how the SD/LEP report might look for a school.

Student Data Report

1 of 1 100% Total:2 100% 2 of 80

NAEP 2003 Student Data Report

Report Criteria
 Select ID, SessID, AdminLineNumber, StudentName, SD, LEP From tblReports
 Where ID = '9910060' AND SessID = 'RM0401' AND SD = '1' OR LEP = '1'
 Sort By ID, SessID, AdminLineNumber

ID	SessID	Admin Line Number	Student Name	SD	LEP
9910060	RM0401	2	Susy Que	2	1
9910060	RM0401	3	Jim Jones	1	1

Student Data Report on SD and LEP Students

9.2 Saving Queries

Steps 1 through 3 above produce what is called a “Query”. This can be saved if you expect to use this same report in the future. For the above example, the query was saved as “SD/LEP Students”. Shown here is the list of saved queries including a report saved as “Data entry check”.

Click on the *View Queries* button to display the query names and to run a saved query. Queries may be deleted by highlighting the name and clicking on the *Delete Report* button.

After viewing the list of queries, close the list by selecting Hide Queries.



9.3 Sampling Progress Report

The Sampling Progress Report will produce a list of all schools in your system in ID order showing NAEP ID, school name, school status, number on SLF, and the total sampled. An example is shown below.

A screenshot of a window titled "Sampling Progress Report". The window shows a table with the following data:

NAEP ID	SCHOOL NAME	STATUS	SAMPLING METHOD	NUMBER ON SLF	NUMBER SAMPLED
0010010	Rison Elementary	Pending	Not Designated	0	0
0010025	Anastasia Elementary	Pending	Not Designated	0	0
0010030	Anderson Elementary	Pending	Not Designated	0	0
0010040	First Avenue Elementary	Pending	Not Designated	0	0
0010050	Keller Place Elementary	Pending	Not Designated	0	0
0010060	Western Ave Elem	Pending	Not Designated	80	80
0010071	Sty Divine Catholic School	Pending	Not Designated	0	0
0010081	Brooks Academy	Pending	Not Designated	0	0
0010091	St. Joe Christian School	Pending	Not Designated	0	0
0010101	Riggswell Christian School	Pending	Not Designated	0	0
0010111	Eastern Lutheran	Pending	Not Designated	0	0
0020010	Jackson Intermediate	Pending	Not Designated	0	0
0020020	Parkside Middle School	Pending	Not Designated	0	0
0020030	Branson Middle High	Pending	Not Designated	0	0
0020041	Assumption School	Pending	Not Designated	0	0
0020051	Chapel Hill School of Learning	Pending	Not Designated	0	0
0020061	Jamestown	Pending	Not Designated	0	0
0020071	The Academy for Excellence	Pending	Not Designated	0	0
0030010	Graham Senior High	Pending	Not Designated	0	0
0030021	Arrow High	Pending	Not Designated	0	0

Sampling Progress Report

10. Transmitting Data

Transmitting your data to Westat will help ensure that they are backed up! You should transmit at least once a day when you are sampling. See the document on transmitting for the procedures you will follow to transmit.