

1. INTRODUCTION

1.1 Background

Westat field managers and supervisors and the NAEP state coordinators and the coordinators for the Trial Urban District Assessment (TUDA) will all access the same Internet-based computer system as sampled schools are contacted and recruited to participate in the National Assessment. This guide describes the features of the School Control System (SCS) as used by Westat field managers and supervisors.

The SCS is located on a server at Westat. While all users of the system will be accessing the same database of schools, only those schools for which you are responsible will actually be visible to you and you will only be able to make updates to those schools. To access the SCS, you will log on to the Internet using the Web browser on the laptop supplied to you for this study or through any computer connected to the Internet.

Since all of the project staff and state and TUDA coordinators will have immediate access to the NAEP data, it is very important that the information be as up-to-date and accurate as possible.

It is important to remember that some of the basic school information also will be available to the individual sampled schools via the MySchool Web site which makes it imperative that the information about the schools is correct and kept up to date. (More about this below.)

State and TUDA coordinators also use the School Control System with a few minor differences in the screens and data. Those of you who will be working closely with these coordinators must remember that some of the screens that they see when they work in the SCS will look a little different from the screens that you have access to. For example, the only schools that they will have access to are the public schools that they are recruiting.

1.2 SCS Revisions and New Features

The SCS has remained relatively stable over the past few years, though there continue to be minor modifications and revisions in response to suggestions from users and reflecting changes in the study. Below are brief summaries of the revisions to the SCS for NAEP 2005 that experienced users should be aware of.

The **Mail Merge** menu option has been renamed to more accurately reflect its function. For the SCS 2005 it is labeled **Data Selection**. Its functions remain the same as in previous years.

A new menu option has been added labeled **Student List Management**. This option allows state and TUDA coordinators to submit student data files for sampling. It also will be their and your vehicle for monitoring the process of submitting files by the coordinators and schools. See Section 9 for further details of this important new part of the SCS.

The **Documents** menu item has been eliminated this year since all of the documents located there were also available to state coordinators on the NAEP Network. Documents that you need will continue to be available to you on your laptop accessed using the Westat Documents icon on the desktop.

In response to requests from SCS users, the names of school and district contact persons (principals and superintendents, for example) have been brought forward from the schools and districts in the 2003 and 2004 NAEP that have been selected for NAEP 2005.

This year, the system that the state and TUDA coordinators use will be called the School Control System, rather than the State Coordinator System. Since the coordinators and NAEP field staff use virtually the same system with minor differences to some of the pages and options, it was felt the system name should be the same for all users.

Other modifications will be noticed as you use the system. As in past years, we encourage you to forward suggestions for improvements to Dward Moore via email as you work with the system.

1.3 Linking Data Between the SCS and MySchool Web Site

The letter being sent to schools inviting them to participate in NAPE will encourage them to log on to the MyNAEP MySchool Web site. The User Name they will use to logon will be the MySchool Registration ID provided to state coordinators and to you in the SCS on the School Edit Screen. The initial password will be "Register". Part of the registration process allows users to select their own user password to use after they register.

The MySchool site will have information on the National Assessment, links to other Web sites related to NAEP, the name of the NAEP representative who will be working with the school, and specific information about the sampled school. In addition, schools wishing to submit their student lists electronically for student sampling will access the E-File system through step 2 of MySchool. The NAEP representative for the public schools will be the state coordinator and for the nonpublic schools initially it

will be the field manager. Eventually, these names will be updated with the field staff responsible for the schools.

The MySchool site will be personalized with information in our sample database on the school. This information will include:

- School Name
- Principal name (as soon as it is entered in the SCS)
- School address
- Phone number
- NAEP ID number
- Grade to be assessed
- Assessment date
- Name of NAEP representative (this will be the NAEP state coordinator for public schools and the NAEP field manager for non-public schools initially.)

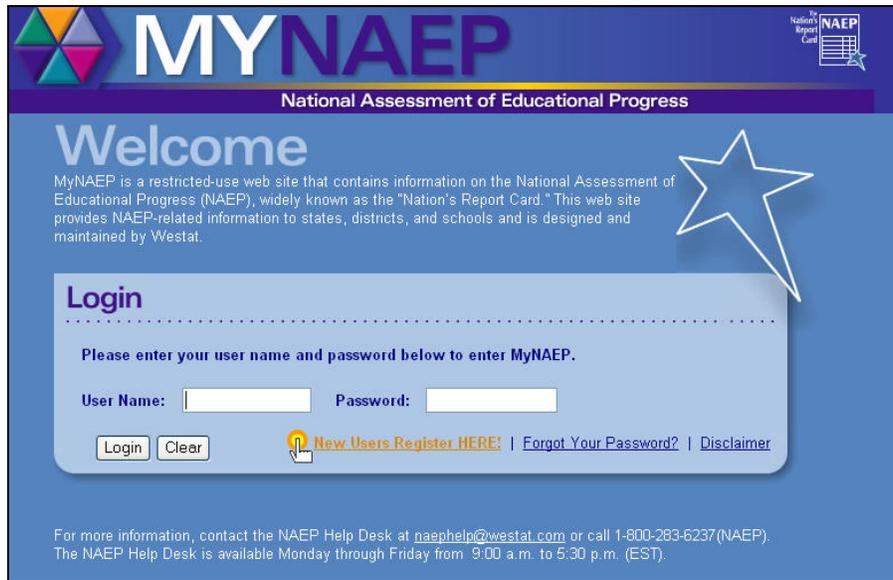
As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day and remind the school that we hope the questionnaires will be completed by then. Student sampling information will also be available to the public schools unless the state coordinator has indicated that the district or the state will provide the student data for sampling purposes. Registered MySchool users will be sent an email message notifying them of new information available for them in their MySchool site.

Since the school-specific information in the MySchool site will come from the same database as the SCS, the scheduling supervisors must be very careful to double-check the school information in the SCS and be sure that it is up-to-date and accurate.

1.4 Getting Started in the SCS

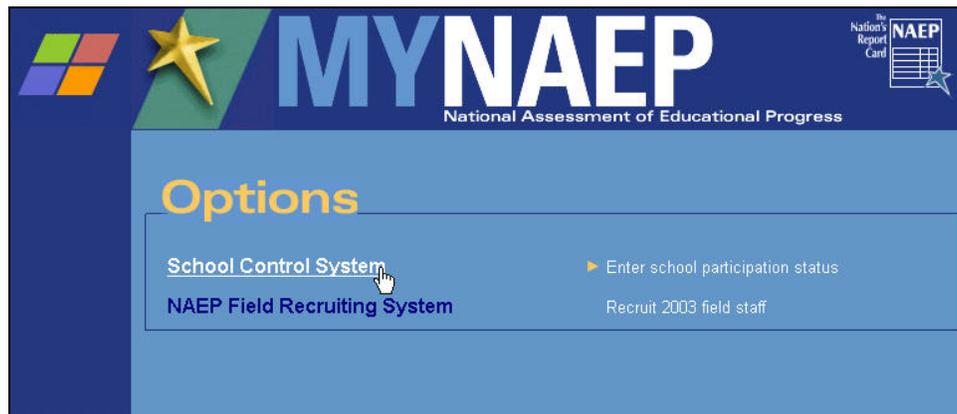
All work on the School Control System will be online. This will allow you to access the SCS using your NAEP laptop or any computer connected to the Internet.

When you are connected to the Internet, go to **www.mynaep.com** which will take you to the log in screen. Enter your user ID and password and click on **Login**.



MyNAEP Log in Screen

This will take you to the MyNAEP options screen. Shown below is an example of the options screen.



MyNAEP Options Screen

The list of options that one has will depend on what their position is and, therefore, which site they have access to.

Move the mouse pointer over the School Control System option click.

1.5 Logging On Dos and Don'ts

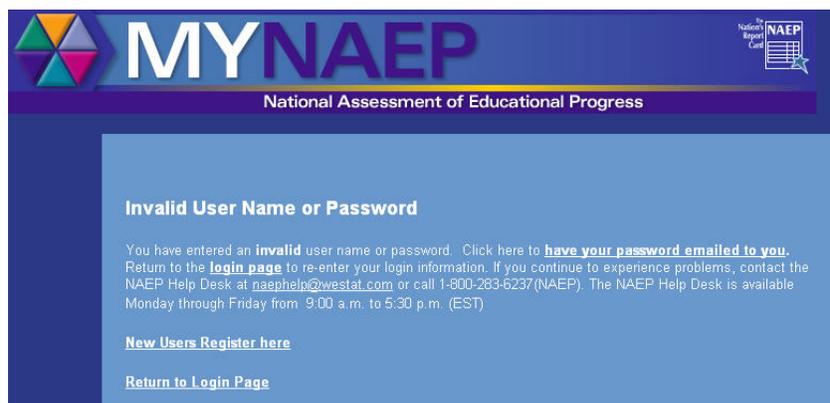
It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user IDs and passwords, then your system will not be very safe. We strongly recommend that you do not set the browser to memorize such information. The version of Internet Explorer that we have provided on your laptop will not save such information. If you use your own computer to access the SCS, you also should have this feature turned off on your computer.

To log onto the system, you will need to enter two items, your user ID and your password. Please note that the password has a mixture of upper and lower case letters as well as numbers and a symbol. The user ID and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user ID and password have been provided to you. Everyone will have a unique password and user ID, which must be kept CONFIDENTIAL. Remember that we have promised the schools that their data are confidential. You must do your part to ensure that no one has access to this Web based database.

To enter your user ID, move the mouse pointer over the blank field following "User ID:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user ID. Then, press the **Tab** key or move the mouse pointer over the blank field following the label "Password" and click to place the cursor in the field.

Be careful not to press the **Enter** key after typing your user ID. If you do, the system will think that you are trying to log on without entering the password and you will get the following message.



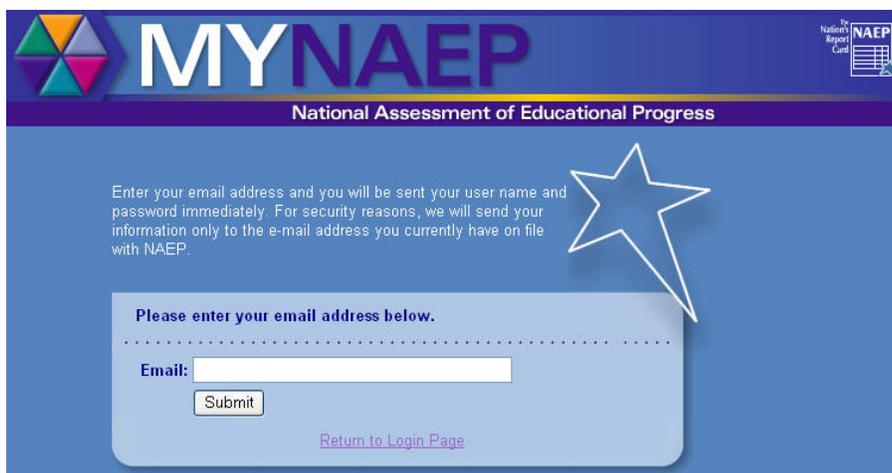
Invalid User Name or Password

If this happens, click on the Return hyperlink and enter your user ID again and move to the password field.

As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user ID or password, you will get the invalid user name or password message shown above. If this happens, select the return hyperlink and carefully enter your user ID and password again.

The system will allow you to try as many times as you need. However, if you continue to have problems, call the Help Desk at the toll free number **888-499-6237**.



If you Forgot Your Password

If you have forgotten your password, as the screen shot above notes, enter your e-mail address and click on the **Submit** button. Your user ID and password will be sent to you in an email message.

1.6 Basics for Using the System

Below is the default district listing using test data.

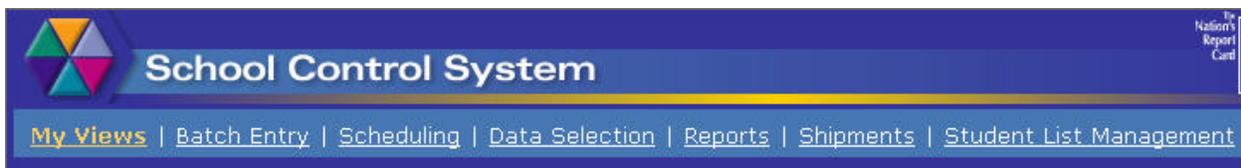
District:	District Address Line 1:	District City:	District State:	District Zip:
1. Anne Arundel County Pub Schls	2644 Riva Rd	Annapolis	MD	21401-730
2. Baltimore City Pub Sch System	200 E North Ave	Baltimore	MD	21202-591
3. Baltimore County Public Schls	6901 N Charles St	Towson	MD	21204-371
4. Board Of Ed Of Cecil County	201 Booth St	Elkton	MD	21921-568
5. Board Of Ed Of Kent County	215 Washington Ave	Chestertown	MD	21620-166
6. Board Of Ed, Washington County	820 Commonwealth Ave	Hagerstown	MD	21741-073
7. Board Of Ed, Worcester County	6270 Worcester Hwy	Newark	MD	21841-223
8. Board Of Ed, queen Annes County	202 Chesterfield Ave	Centreville	MD	21617-008
9. Board Of Educ, Allegany County	108 Washington St	Cumberland	MD	21502-293
10. Board Of Educ, Charles County	5980 Radio Station Rd	La Plata	MD	20646-017

Default District List

As you move your mouse pointer around the screen, you should see it change shape and, as the pointer goes over the name of a district, you should note that the name of the school district changes color. Let's briefly tour the screen and then investigate each of the functions.

Please note that all of the icons and menu items above the SCS banner are related to the functions of Internet Explorer browser. They are completely functional while you are using the SCS. However, you generally will not need to use any of the browser buttons or functions while you are working in the SCS.

At the top of the SCS screen are several menu options (hyperlinks). As you move the mouse pointer over a menu item, the pointer turns into a "hand" indicating that if you click you will go to that part of the system.



On the left, if you move the pointer over this link and click, you will return to the options screen that gives you access to the other NAEP Web sites.

This link plus the menu hyperlinks will be available while you are working in the various views of the SCS. Briefly, they are:

- My Views Two views are available – a list of schools and a list of districts. These views can be edited to include those fields you wish to see as

	part of the view. (Section 1.7)
Batch Entry	Using this feature, you can make entries for several schools by working from a list of schools. (Section 4)
Scheduling	This option leads to a calendar of your assessments.(Section 5)
Data Selection	Use this function (previously labeled Mail Merge) to generate special reports or data to be sent to a word-processor or spreadsheet from which you can print individualized letters and labels. (Section 6)
Reports	Generate reports on recruitment and scheduling activities for your region. (Section 7)
Shipment	The date the assessment materials were shipped from Pearson as well as the tracking number will be displayed here for you to verify receipt. When assessment materials are returned, the tracking number should be verified and date shipped entered. (Section 8)
Student List Management	This new option allows state coordinators to designate how student lists will be submitted for sampling and monitor this process. Supervisors will use it for its reporting capabilities. (Section 9)

The alpha tabs across the top of the screen allow you to subset the list in the current view to only show those that start with the letter you choose. The column that the tabs work with is identified at the extreme right of the alpha tabs. Click on this link to change the column that the tabs affect. To reset the list to include all schools or districts in alpha order, click on the asterisk tab.

Please notice that if you are logged on to the SCS and the Westat server does not detect any keyboard or mouse activity for 20 to 30 minutes, the server will lock you out. For example, if you are logged on the SCS and leave it running in the background for 20 to 30 minutes while you do something else, your connection with the server at Westat will be terminated. When you try to move from one view to another, you will be directed to a screen that explains why you have been logged out. There will be a link on this screen to return to the login screen.

This is a security feature so that the database does not remain open for hours and available to hacking by someone outside NAEP.

1.7 Customizing Your View

You can change the information that is displayed when you log onto the SCS on the page labeled My Views. The default view is the list of districts. Since you will mainly be working with non-public schools, this explanation will focus on customizing the default school list.

School Name	School City	School State	School Zip	School County	School Address Line 1
1. Aberdeen Middle	Aberdeen	MD	21001-2492	Harford County	111 Mount Royal Ave
2. Al-Huda School	College Park	MD	20740	Prince George's County	5301 Edgewood Rd.
3. Andrew Jackson Middle School	Forestville	MD	20747-3818	Prince George's County	3500 Regency Pky
4. Annapolis Middle	Annapolis	MD	21403-1423	Anne Arundel County	1399 Forest Dr
5. Antioch Christian School	Arnold	MD	21012	Anne Arundel County	1535 Ritchie Highway
6. Appeal Elementary	Lusby	MD	20657-2900	Calvert County	11655 Hg Trueman Rd
7. Archbishop Spalding High Sch	Severn	MD	21144-2399	Anne Arundel County	8080 New Cut Road
8. Arundel Elementary	Baltimore	MD	21225-1001	Baltimore City	2400 Round Rd
9. Atholton Adventist School	Columbia	MD	21044	Howard County	6520 Martin Road
10. Baden Elementary	Brandywine	MD	20613-8422	Prince George's County	13601 Baden Westwood

Default School List

To change the information that is displayed, click on the **Edit** button in the upper left of the screen, next to Default School List and the following screen will appear.

Select view: or Add

Create a View

View Name:

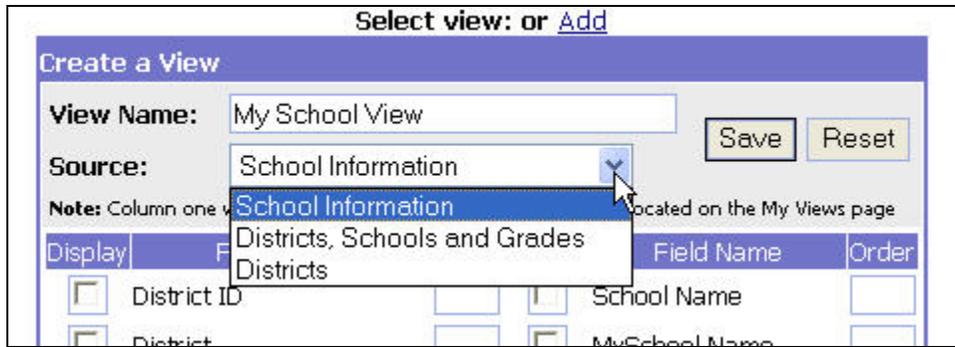
Source: Save Reset

Note: Column one will be used to control the Alpha-Search bar, located on the My Views page

Display	Field Name	Order	Display	Field Name	Order
<input type="checkbox"/>	District ID	<input type="text"/>	<input type="checkbox"/>	School Name	<input type="text"/>
<input type="checkbox"/>	District	<input type="text"/>	<input type="checkbox"/>	MySchool Name	<input type="text"/>
<input type="checkbox"/>	District State	<input type="text"/>	<input type="checkbox"/>	School Address Line 1	<input type="text"/>
<input type="checkbox"/>	Region	<input type="text"/>	<input type="checkbox"/>	School Address Line 2	<input type="text"/>
<input type="checkbox"/>	School Type	<input type="text"/>	<input type="checkbox"/>	School City	<input type="text"/>
<input type="checkbox"/>	School Principal	<input type="text"/>	<input type="checkbox"/>	School State	<input type="text"/>
<input type="checkbox"/>	School Principal Email	<input type="text"/>	<input type="checkbox"/>	School Zip	<input type="text"/>
<input type="checkbox"/>	School Coordinator Name	<input type="text"/>	<input type="checkbox"/>	School County	<input type="text"/>
<input type="checkbox"/>	School Coordinator Phone	<input type="text"/>	<input type="checkbox"/>	4th Grade NAEP ID	<input type="text"/>
<input type="checkbox"/>	School Coordinator Email	<input type="text"/>	<input type="checkbox"/>	8th Grade NAEP ID	<input type="text"/>
<input type="checkbox"/>	State School ID	<input type="text"/>	<input type="checkbox"/>	12th Grade NAEP ID	<input type="text"/>

Edit or Customize your My Views Screen

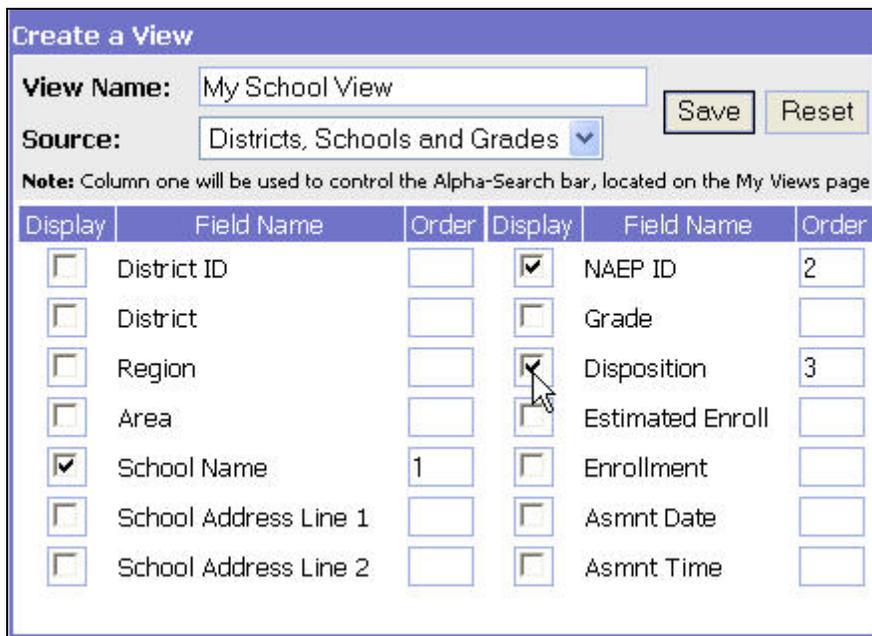
As it notes at the top of the screen, you can give your custom view a name and select the level of detail you would like displayed. After typing the name for your My Views, tab to the Level box and click on the down arrow to reveal the options as seen below. The “Level” that you select will determine what fields are available for you to choose among.



Select Level of Detail

Next, select the fields you want displayed in your custom view. As you select a field (by clicking on the box), you will notice that the field is given a number in sequence. This will determine the order in which the fields are displayed in your view. Click again on a field to de-select it.

An example of selected fields is shown below.



Fields Selected for Custom View

Click the **Save** button and then on “My Views” to return to the My Views screen. (You can return at any time to modify your new view.) Select your new view.

School Name:	NAEP ID:	Disposition:
1. Aberdeen Middle	2420600	Pending
2. Al-Huda School	2421393	Pending
3. Andrew Jackson Middle School	2421020	Pending
4. Annapolis Middle	2420020	Pending
5. Antioch Christian School	2411583	Pending
6. Appeal Elementary	2410570	Pending
7. Archbishop Spalding High Sch	2430173	Pending
8. Arundel Elementary	2410170	Pending
9. Atholton Adventist School	2411523	Pending
10. Baden Elementary	2411100	Pending

Search for IN Find

Number of Records: 342 Page: 1

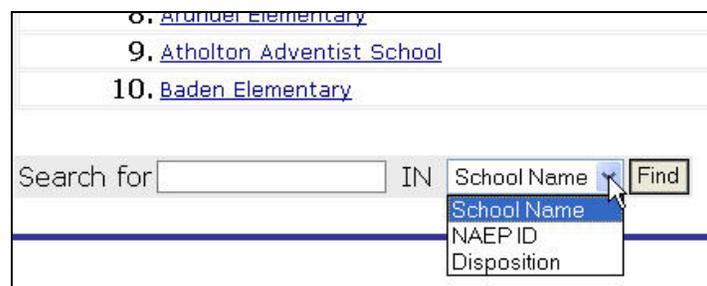
Customized View Selected

1.8 Using the Sort and Search Functions

The list of schools appears **sorted** alphabetically by default. To sort the list alphabetically in reverse order, click on the School Name column header. Likewise, to sort the list by one of the other columns, click on the column header.

Notice the small yellow arrow appearing on the column header of the column by which the list is sorted. If the arrow is point up, it column is sorted in ascending order. If it points down, the order is descending. Resting your mouse pointer on the column header for a second will also reveal the order by which the column has been sorted.

Since the list of districts and especially the list of sampled schools can be quite long, a **search function** is available to assist in locating a school or group of schools. At the bottom of the My Views screen is a field labeled “Search for” and a drop down list of options.



Search Function

The options appearing on the drop down list will be determined by the fields that are displayed in the My Views screen.

The search function is intelligent, allowing you, for example, to enter “Middle” in the Search for window and obtain a list of schools with the word “Middle” anywhere in the school name.

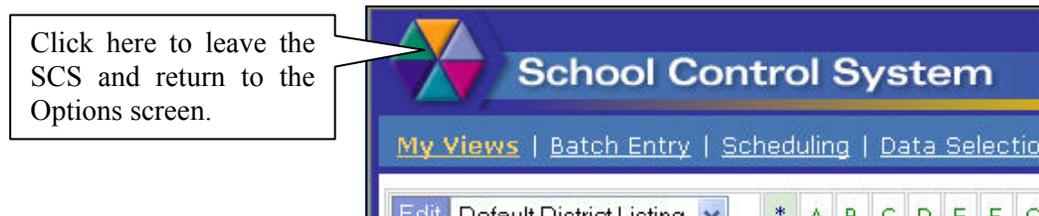
To reset the list to contain all of the districts or schools, delete anything in the Search for field and click on the **Find** button.

1.9 Moving Among the SCS Screens

If you are looking at a district’s District Edit screen and wish to return to the list of districts, click on the My Views menu option at the top left of the screen. You can also go directly from one section of the system to another by selecting any of the menu options any time they are visible at the top of the screen.

1.10 Leaving the SCS

When you leave the SCS, click on the logo to the left of the system name, as shown below.

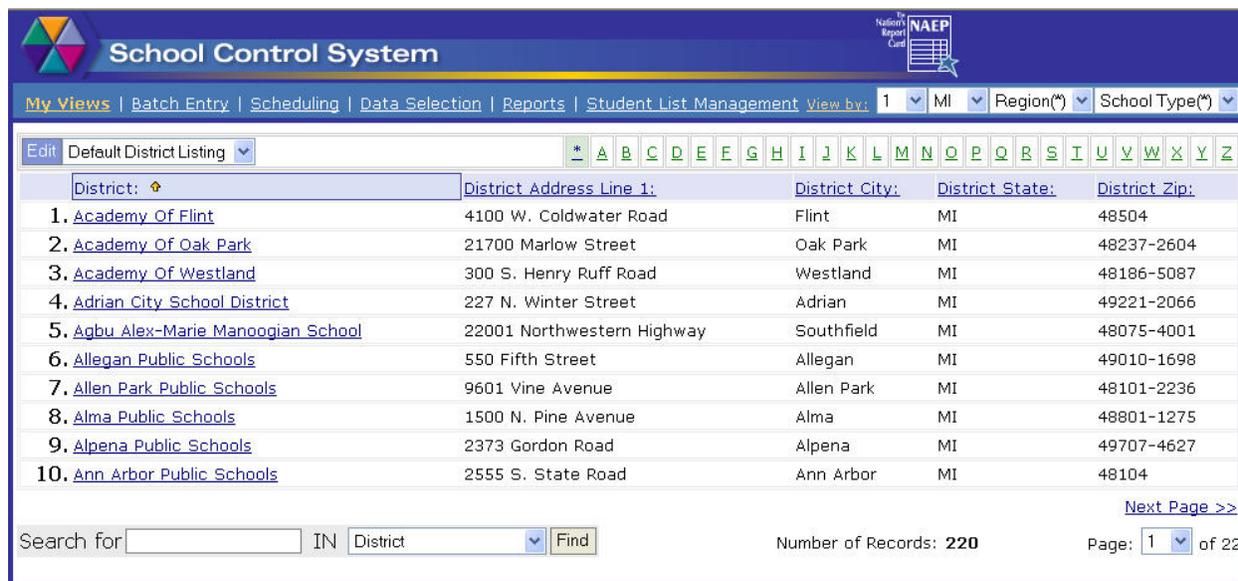


This will take you back to the My NAEP options screen. At this point, you can either make another choice on this screen or log out of the My NAEP site by clicking on the same logo on the choices page.

2 EDITING DISTRICT INFORMATION

2.1 Selecting a District

The list of districts with sampled schools will be displayed if you select the Default District List. The default view in the SCS is shown below.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with 'My Views' selected, and other options like 'Batch Entry', 'Scheduling', 'Data Selection', 'Reports', and 'Student List Management'. Below this is a table titled 'Default District Listing' with columns for 'District', 'District Address Line 1', 'District City', 'District State', and 'District Zip'. The table lists 10 districts, including 'Academy Of Flint', 'Academy Of Oak Park', 'Academy Of Westland', 'Adrian City School District', 'Agbu Alex-Marie Manoogian School', 'Allegan Public Schools', 'Allen Park Public Schools', 'Alma Public Schools', 'Alpena Public Schools', and 'Ann Arbor Public Schools'. At the bottom of the table, there is a search field with 'IN District' and a 'Find' button. The page number is 1 of 22.

District:	District Address Line 1:	District City:	District State:	District Zip:
1. Academy Of Flint	4100 W. Coldwater Road	Flint	MI	48504
2. Academy Of Oak Park	21700 Marlow Street	Oak Park	MI	48237-2604
3. Academy Of Westland	300 S. Henry Ruff Road	Westland	MI	48186-5087
4. Adrian City School District	227 N. Winter Street	Adrian	MI	49221-2066
5. Agbu Alex-Marie Manoogian School	22001 Northwestern Highway	Southfield	MI	48075-4001
6. Allegan Public Schools	550 Fifth Street	Allegan	MI	49010-1698
7. Allen Park Public Schools	9601 Vine Avenue	Allen Park	MI	48101-2236
8. Alma Public Schools	1500 N. Pine Avenue	Alma	MI	48801-1275
9. Alpena Public Schools	2373 Gordon Road	Alpena	MI	49707-4627
10. Ann Arbor Public Schools	2555 S. State Road	Ann Arbor	MI	48104

Default District List

Non-public, non-Catholic schools will be grouped under a “district” name of Non-public non-Catholic schools since every school must have a “district” associated with it. Catholic schools will be associated with their diocese which functions like a district for our purposes.

As with the school list, you have control over the fields that are displayed for the districts. Click on the **Edit** button and customize the list to display the fields you wish displayed.

Search for a particular district by typing at least part of that district’s name in the search field at the bottom of the screen. If you want to see a list of all districts beginning with the same letter, click on the appropriate alpha tab at the top of the screen.

2.2 Editing District Information

Click on a district’s name to go to the district information screen. (See example below.) While complete district-level information is not essential to the assessment preparations, you should make updates and corrections as necessary to the district name and address fields since this information is used for mailing information to the districts.

District Edit Screen

The main district information is on this screen. Note the MySchool Registration ID number. Districts will need this to log onto the MyNAEP site to see the MySchool sites for their schools. The screen also contains hyperlinks for adding the superintendent, test director, district contact information, and district assessment coordinator. To add the superintendent’s name, click on the “Add” hyperlink.

Adding Superintendent Name

Enter the superintendent’s name. If you want to use the district address information for the superintendent, click on “District Address”. After completing the fields, click on the **Save** button to return to the district screen. You can return to this superintendent information window later if you need to update any information.

When you return to the District Edit screen, the superintendent's name and phone number will be displayed as shown below.

Superintendent:	Adam Jones 666-543-4321	▼	Edit
Test Director:	Select...	▼	Add
District Contact:	Select...	▼	Add
District Assessment Coordinator:	Select...	▼	Add

Superintendent Name and Phone Displayed

The superintendent's name will also be available to associate with other district fields such as the "district contact person" if this is appropriate. Select the "Add" hyperlink to add another name or to update the superintendent's name if it changes during the study.

NOTE: District and school information were obtained from a database compiled by the U.S. Department of Education (Common Core of Data) which contains data sent from the states to the Department. Procedures involved in drawing the current NAEP sample began over a year ago. Thus, some information on districts and schools may be blank or contain out-of-date information. The district contact and test director fields are blank initially for all districts since these fields are not in the CCD database. The CCD database can be accessed via the Internet at nces.ed.gov/ccd.

2.3 District Test Director

In some districts, the test director needs to be copied on all information concerning external testing. In some districts, the test director may be the primary contact for the NAEP assessments. To update the system with information on the test director, select the "Add" hyperlink and complete the information.

District Personnel - Microsoft Internet Explorer

District Personnel

Prefix: Ms.

First Name: Cynthia

Last Name: Future

Suffix:

Title: Test Director

Address: 226 Main St

[District Address](#)

Address 2:

City: Lakewood

State: TS

Zip: 12345

Phone: 777-76543

Fax:

Email:

SAVE Cancel

District Test Director Screen

The data entry for test director works the same as for the superintendent. Select “District Address” to copy that information for the test director.

A similar process will be followed to update the information about the district contact and the district assessment coordinator.

2.4 District Assessment Coordinator

A field has been added to the system to accommodate the name of the district’s assessment coordinator at the request of state coordinators.

2.5 Comments

In the right panel of the District Information Screen is an area available for you to record comments about your contacts or attempted contacts with the district or diocese. If you have more information than will fit on this screen, the text will scroll up as you type. The lines will wrap around as they do in a word processor. Use the **Page Up** and **Page Down** keys to move up and down if you have entered more text than will fill one window.

Remember, if there is information that your field manager or the home office should know about this district, you must either call or send an e-mail with that information. Do not expect your field

manger or the office staff to check the comments field for every district and school looking for such information.

Information entered in the Comments area will be available to the state coordinators. Likewise, any information that they enter will be available to all you and your field manager.