

D

Appendix D

Student Sampling Summary Report Error Messages

These are the error messages that may be printed on the Student Sampling Summary Reports. If there is a report for a school, you must discuss the error message(s) with the school coordinator and indicate on the report either:

- the error message(s) are Corrected on the Administration Schedule, or
- the error message(s) are verified as correct.

This information must also be entered on in the SCS.

The definitions and text of the error messages are included in this appendix.

Check #	Variable	Error Message Text
1	Year of Birth	____% of the students in grade (4/8/12) have birth years outside of the expected range
2	Sex	<p>____% of the students are female and ____% are male. / 100% of the students are female/ale.</p> <p><input type="checkbox"/> CCD data shows ____% female and ____% male.</p> <p><input type="checkbox"/> Data for this school filed in a previous year shows ____% female and ____% male.</p> <p><input type="checkbox"/> The first names of the students classified as (male/female) are name commonly given to (males/females).</p>
3	Students with Disabilities (SD)	<p>____% of the students are shown as Students with Disabilities. / 100% of the students are shown as Students with Disabilities.</p> <p><input type="checkbox"/> Data for this school filed in a previous year shows ____% Students with Disabilities.</p>
4	English Language Learners (ELL)	<p>____% of the students are shown as English Language Learners. / 100% of the students are shown as English Language Learners.</p> <p><input type="checkbox"/> Data for this school filed in a previous year shows ____% English Language Learners.</p>
5	National School Lunch Program (NSLP)	<p>____% of the students are shown as eligible for free or reduced price lunch. / 100% of the students are shown as eligible for free or reduced price lunch.</p> <p><input type="checkbox"/> CCD data shows ____% eligible for free or reduced price lunch.</p> <p><input type="checkbox"/> Data for this school filed in a previous year shows ____% eligible for free or reduced price lunch.</p>

Check #	Variable	Error Message Text
6	Race	The race/ethnicity data composition of the students in grade (4/8/12) differs substantially from the (data shown on CCD/data for this school filed in a previous year).
7	Race/Name	As a quality control check, please review the race/ethnicity for all students.
8	Enrollment	The number of students in grade (4/8/12) differs substantially from the (data shown on CCD/data for this school filed in a previous year).

**2006 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS**

Appendix E

Student Data System (SDS)
User Guide

October 2005

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1. Introduction

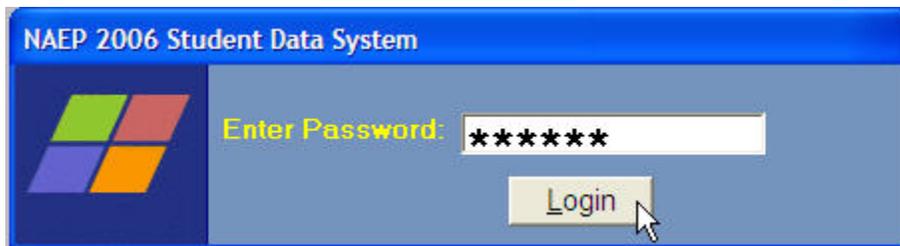
You will be using the Student Data System (SDS) as you prepare for the assessments in your schools generally using the SDS for:

- Sampling from lists of eligible students;
- Printing lists of sampled students for schools;
- Printing labels and report for SD and ELL questionnaire preparation (new for 2006);
- Compare data against the CCD data and resolving differences when necessary; and
- Transmitting data files to Westat.

To launch the application, double click on the SDS icon on your laptop.

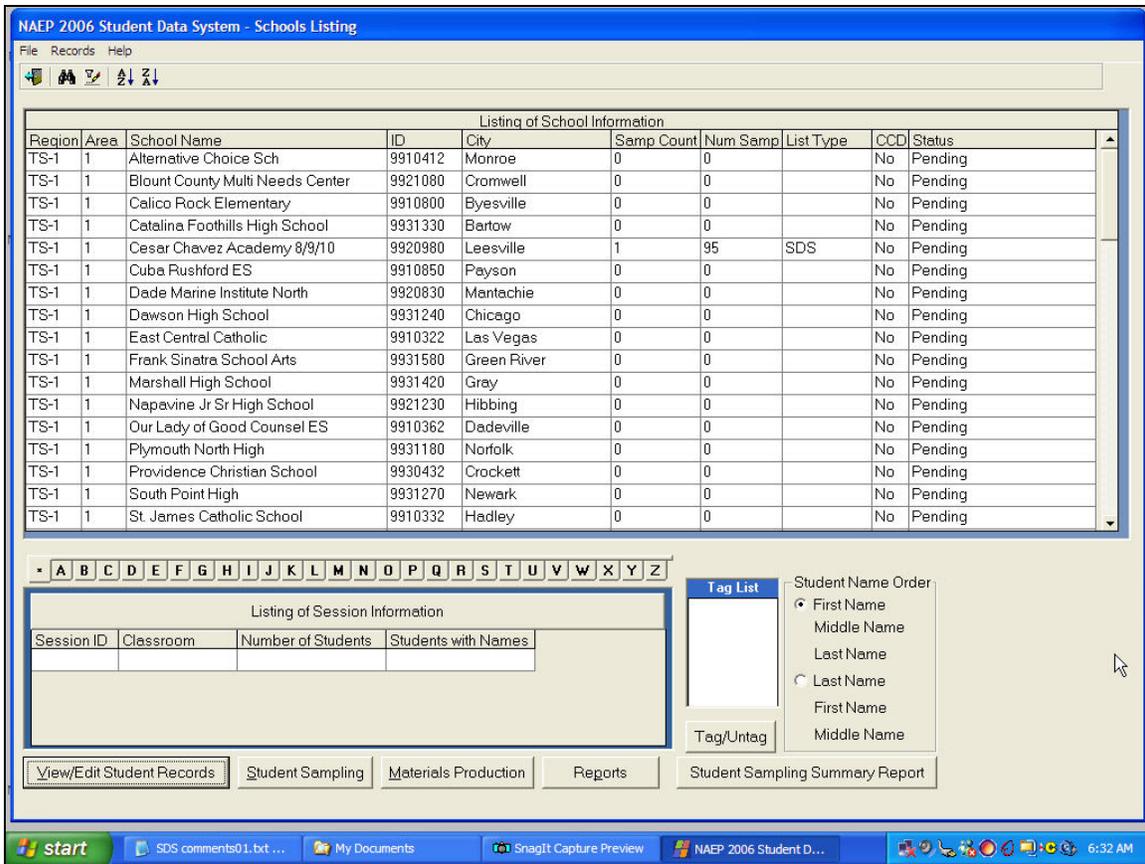


The SDS is password protected, so you will need to enter the password (sds2006).



2. Overview of the SDS

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



SDS Main View

2.1 Menu Items and Icons

As you click on the menu item a drop down list will be presented. Many of the functions that are available with the drop down options are also available with the icons below the menu bar. The menu options are shown below.

File	Records	Help
Export > Export to Excel format Export to SDS format <u>Import from SDS and Excel Formats</u> Change Database > Main Database Test Database Exit Student Data System	Find <u>Filter</u> Sort records by column > Sort Ascending Sort Descending	About NAEP 2006 SDS

2.1.1 File

The option to export a school to another laptop is available to facilitate data entry. This option is further explained in section 12.3.

When you have both test data and real data, when you open the SDS, the default will be to display the real data. The test data are accessed clicking on 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 Records 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 NAEP 2006 SDS.

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 area. 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 column headed “Samp Count” records the number of times the student sample has been selected for a school. This is important information for the statisticians and all previous sampling information is saved for future reference, though only the most recent will be displayed for you to see.

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.

“List Type” refers to how the student sample was selected. Those schools submitting their lists through E-Filing will be noted as E-Filing. The schools that are sampled in the field with the SDS will say SDS.

The SSSR (Student Sampling Summary Report) column will show whether you have run the program that compares the data for the sampled students that have been entered in the SDS against the summary data for that school in the Common Core of Data (public schools) or the Private School Survey (nonpublic), the database from which the school was sampled. See section 10 for more information on running this comparison report.

The “Status” column will note the disposition status of each school when the data are loaded on your laptop. As the field period proceeds, these status codes should continue to reflect the status codes noted in the SCS if you transmit regularly.

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

Sessions are assigned to schools when the student sample is drawn. Thus, before the student sample has been selected, the session information matrix will not show any session information.

Listing of Session Information			
Session ID	Classroom	Number of Students	Students with Names

Session matrix before sample is drawn

After the sample is selected, the matrix will show the allocation of sessions as shown in the example below.

Listing of Session Information for Cesar Chavez Academy 8/9/10 (9920980) Session HI0801			
Session ID	Classroom	Number of Students	Students with Names
HI0801		31	0
OP0801		32	0
OP0802		32	0

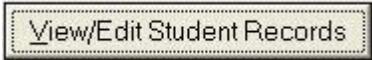
Session matrix after sample is drawn

After the sample has been drawn, 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),
- Classroom information (if recorded during the sampling),
- The number of students sampled for each session, and
- The number of students for which you have entered names.

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 the SDS. (See Section 4.)



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.



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 including a new SD/ELL report, or print labels for student assessment materials and SD and ELL questionnaires. See Section 8 for more on this part of the system.



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.

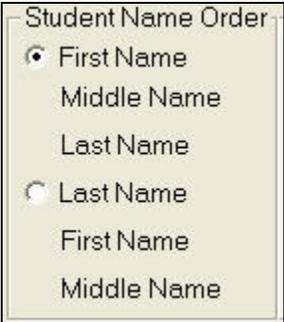
The reports are discussed in more detail in section 9.

Student Sampling Summary Report

After entering the student names and demographic data you will double check the data entry. When the data are confirmed as being correct, you will run the Student Sampling Summary Report which will produce a report to be printed out. See section 10 for further information on this procedure.

2.5 Student Name Order

Schools provide student data with names listed first name first and last name first. To facilitate data entry, at the bottom of the main view you can select the order that matches the list you are working from.

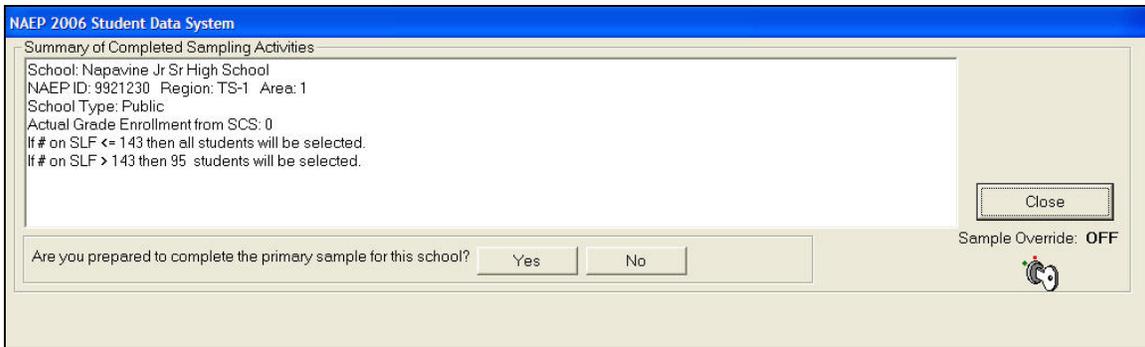


The default is for the name fields to be displayed for data entry and viewing first, middle, and last. However, the can be changed at any time to last, first, and middle by clicking in the circle before “last name.”

3. Student Sampling

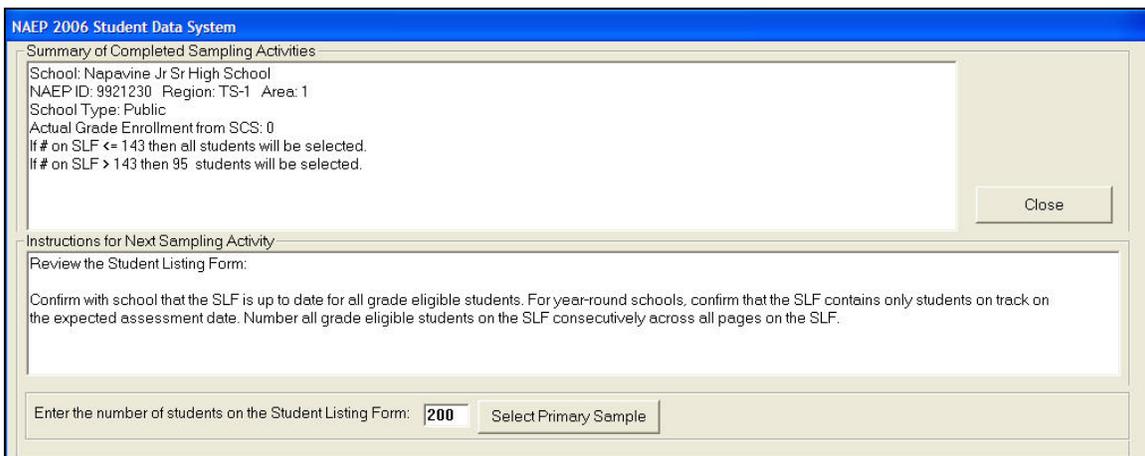
We will begin discussing how you will use the SDS by going through the steps that you will follow to draw the sample of students.

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 Napavine Jr Sr High School, one of the schools in the test data as our example.



Beginning Student Sampling

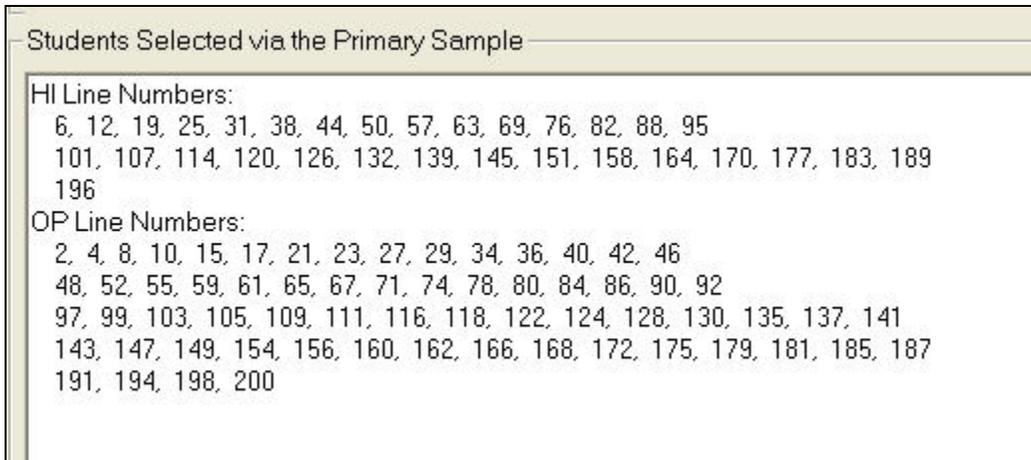
This screen provides you with several useful pieces of information that you should review before proceeding. When you are ready to complete the primary sample (original sample) for this school, click on the *Yes* button and you will get the screen shown below.



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.

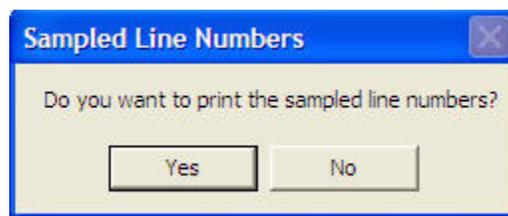
¹ SLF stands for Student Listing Form. This form may or may not have been used by the school. The shorthand way of referring to the list of eligible students is used throughout the system and should be interpreted as the list of eligible students received from the school.



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.

When you click Print Page, after a brief delay, 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.

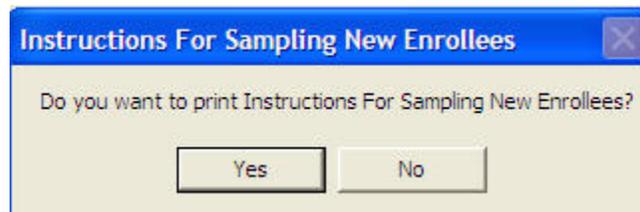
3.1 The Sample of Newly Enrolled Students

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 in January during the preassessment visits to schools that submitted their lists in the fall.

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 October 1,

2005. A form, The New Enrollee Listing Form, is provided for them to use for this purpose.

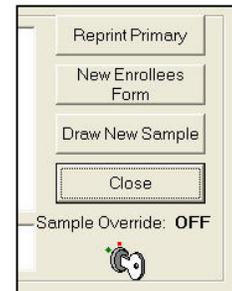
After the student sample has been selected, when you print out the sampled line numbers, the print dialog box will appear a second time so that you can print out Instructions for Sampling New Enrollees. (New enrollees are sampled at the same rate as the original sample.)



Place these Instructions in the school folder. You will need these instructions when you go to the school for the preassessment visit in January.

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

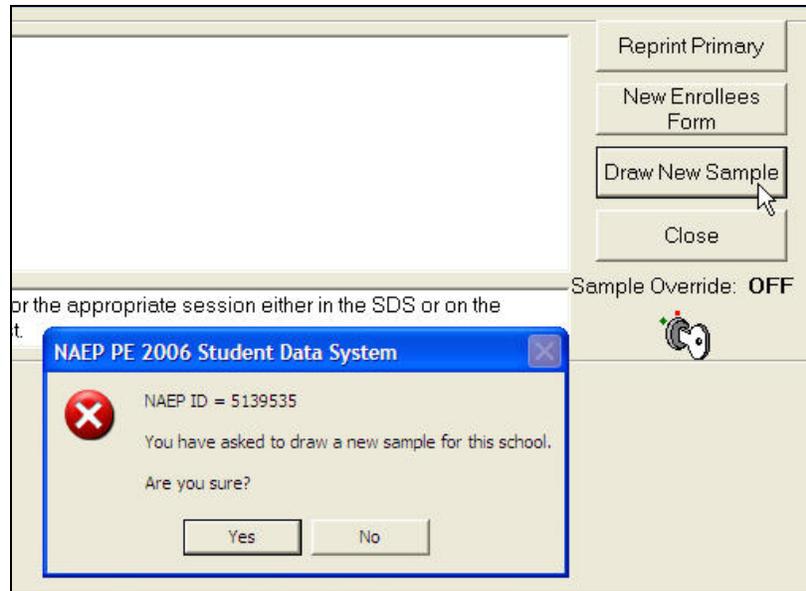
If there is a problem with your printer and you cannot print these instructions, you can print them later.



3.2 Draw New Sample

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 button on the right labeled *Draw New Sample* 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.



New sample confirmation

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

After selecting the *Yes* button, you are returned to the sample window.

Click on the *Yes* button to indicate you are prepared to select the sample and proceed.

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 – student name, grade, 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.

4.1 Entering Data

Individual student data are entered in the bottom part of the screen. Depending on which option you selected on the main page, student names will be entered either first name first or last name first.

With the cursor flashing in the first field at the bottom of this page, type the first or last name of the first sampled student. After typing the student's first name, use the Tab key to move to the Middle Name field. Middle names are not required, but if included should be entered. Next, tab to the Last Name field and type the student's last name.

Tab 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 – 1 for males, 2 for females. Enter the number value and tab to the next field. Continue entering the number values and tabbing to the next field.

To facilitate date entry, for most fields (except for name and month of birth), 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.

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

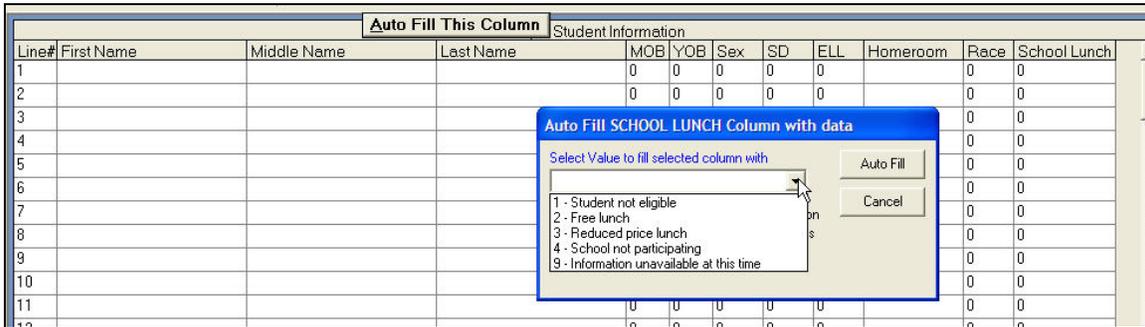
In most schools, some of the student information will be virtually the same for every student. Most students will be SD = No and most will be ELL = No, for example. To facilitate data entry for such data, the SDS will allow you to enter the same information for every student in a session (or for all sessions in a school) as a “batch” (all at the same time). 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 “4 - 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.
- Click once in a cell in the Lunch column to reveal the button labeled “Auto Fill this Column” at the top of the grid.
- Click on the *Auto Fill* button to reveal the dialog box. Notice that the option is available to set the same value for all sampled students in the school or just this session. This session is the default.

- Click on the down arrow button to reveal the codes and the options as shown below.



Auto Fill School Lunch

- Click on your selection (“4-School not participating”, for this example) and then on the *Auto Fill* button.

Immediately, this field will be filled with “4” for every record in this session, including those records for which no other information has been entered.

After using Auto Fill to set one of the values for all students in this session, if one or more of the students need to be changed, go to that student’s record and change the information.

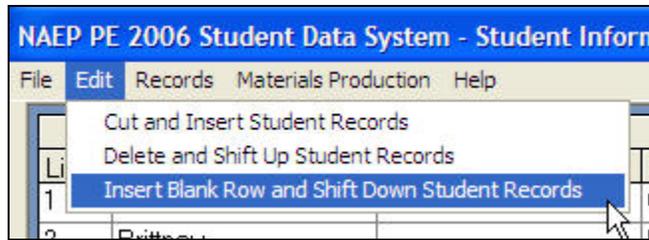
Please note that batch entry can be used before or after you have started doing data entry on students.

6. Correcting Mistakes in Data Entry

After entering the student information, you should print out the data using the Student Information Report (see Section 8.3) and have someone other than the person who entered the data double check the data. Any mistakes should be corrected immediately.

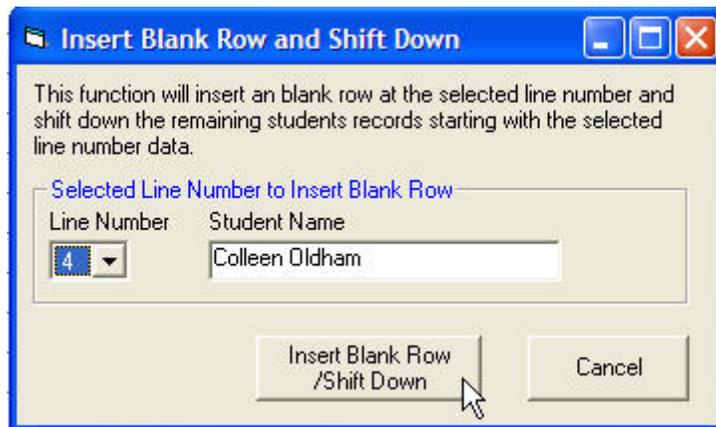
If you discover that a student was inadvertently left out of a session for which he/she was selected, it will be possible to insert the student as follows if you have not completed data entry for the session.

Click on Edit, and on the option, Insert Blank Row and Shift Down Student Records.



Edit, Insert Blank Row

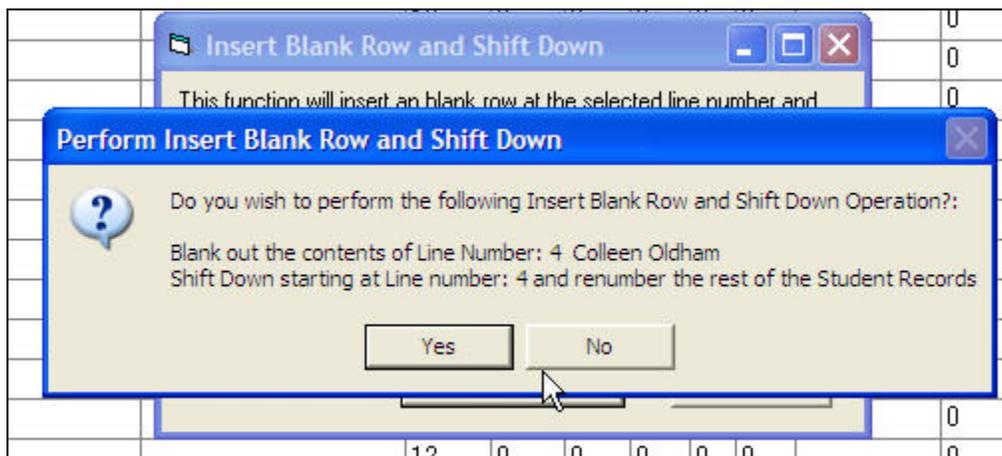
This will open the following dialog box.



Insert Blank Row here

Click on the down arrow button and select the row into which you need to insert the student's name and demographic data.

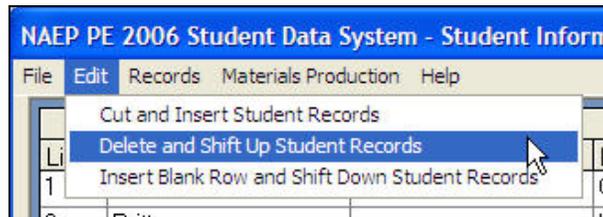
Click on the **Insert Blank Row/Shift Down** button and you will get a confirmation dialog box.



Insert confirmation

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

If you discover that you have entered information for a student who does not belong in this session, another feature allows you to delete a student record and shift all other records up one line.



Edit, Delete and Shift Up

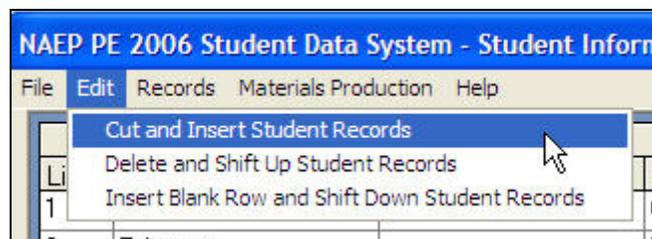
As you see in the following screen shot, after you select the option Edit, Delete and Shift Up Student Records, you are asked which line number and corresponding student name you want to delete.



Delete Student Record

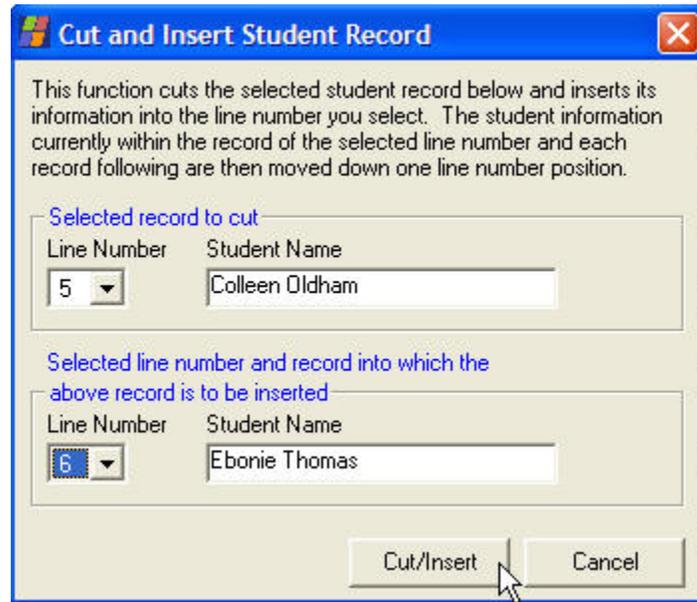
Select the line number of the student record you want deleted and double check the name to be sure that you have selected the correct line number. Click on the *Delete/Shift Up* button and the records will be updated.

The third option available under Edit, is Cut and Insert Student Record.



Edit, Cut and Insert Student Record

When you select this option, the following dialog box will open.



Cut and Insert Dialog Box

Select the line number to be cut and the line number where it is to be inserted. Click the Cut/Insert button and the record will be moved and the other records will be moved down.

7. Special Situations and Exceptions

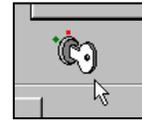
When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions 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 (hard copy and on the SCS) 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. Additional approval from NCES will also be required. If this option is permitted, the SDS will add the students to all sessions assigned to the school, proportionately.

To override the sample size in a school, select the *Student Sampling* button and locate the “key” on the right side of the screen labeled “Sample Override.” 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. The key will then be labeled “Sample Override: Yes” as a reminder.

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 #56 - 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.

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.

In these schools, the student demographic information must be recorded for each student record in the SDS even in the session(s) or subjects that will not be conducted. (Do not enter student names.) On the Administration Schedule, the Administration Code for each student in the session not being conducted must be recorded as #49 – Session Refusal.

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.