

## 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;
- Student Information Report;
- SD and ELL Report; and
- SD and ELL Student Name Labels.

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.

The screenshot shows a dialog box titled "Materials Production for Cesar Chavez Academy 8/9/10 (9920980)". It is divided into three main sections. The "Report Type" section on the left has five radio button options: "Sampled Students" (which is selected), "Booklet Labels", "Student Information", "SD and ELL Report", and "SD and ELL Student Names Labels". The "Report Options" section in the middle has two radio button options: "Sessions" (selected) and "School". The "Sessions" section on the right features a dropdown menu currently displaying "HI0801". At the bottom right of the dialog box are two buttons: "Run Report" and "Close".

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 a list of all sampled students in the school, click on Report Type – Sampled Students. Under Report Options, click on School. Then click on the **Run Report** button.

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 8.6 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.

The screenshot shows a software dialog box titled "Materials Production for Cesar Chavez Academy 8/9/10 (9920980)". It contains several sections: "Report Type" with radio buttons for "Sampled Students", "Booklet Labels" (selected), "Student Information", "SD and ELL Report", and "SD and ELL Student Names Labels". Under "Booklet Labels", there is a sub-section "Labels Types" with radio buttons for "Small Labels" and "Large Labels" (selected). To the right, "Report Options" has radio buttons for "Sessions" (selected) and "School". A "Sessions" dropdown menu shows "HI0801". At the bottom right are "Run Report" and "Close" buttons.

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 8.6 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.

After you have double checked student data entry and made any necessary corrections, print out another copy of the Student Information Report to be sent to the school. The bottom of the report will contain information on the NAEP demographic codes used on the report to assist schools in identifying incorrect and/or missing data. An example of this code information is shown below.

30	WHEELER, ZACHARY WHITE	222	4	1992	1	2	2	1	4
31	WILLIS, CANDIE	222	1	1992	2	2	2	1	1

STUDENT DEMOGRAPHIC CODES		
Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No; 9=Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL 9=Information unavailable
<b>Race/Ethnicity</b> 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander	5=American Indian/Alaskan Native 6=Other 9=Information unavailable	<b>National School Lunch Program (NSLP)</b> 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 5=School refused 9=Information unavailable

Student Information Report Demographic Codes Explained

See Section 8.6 for information on viewing and printing.

## 8.4 SD and ELL Report

This report will provide a listing by session of the students who have been coded as SD, ELL, or both SD and ELL. If you select to run the report for the school, the list of students for each session will be printed on a separate page.

In December, student booklet IDs and the subject in which they will be assessed will be available through transmission. This information will also print on these reports. This will allow you to complete the SD ELL questionnaires for the students before receiving the Administration Schedules.

SD ELL Report for Strasburg Franklin Jr High School

September 29, 2005

STUDENT SD ELL REPORT

STRASBURG FRANKLIN JR HIGH SCHOOL 9921130

School ID	Session ID	Line	First Name	Middle Name	Last Name	SD	ELL	BOOK ID	Subject
9921130	HI0801	1	TIMOTHY	CHARLE	AUSTIN	1	1		
9921130	HI0801	7	ELIZABETH	LOUI	DAVIS	1	1		
9921130	HI0801	8	JONATHAN	FRANK	DWIGGINS	1	1		
9921130	HI0801	19	JOHN	EDWARD	MCDANIEL	1	2		
9921130	HI0801	22	ELISHA	YVONNE	PEEBLES	1	2		
9921130	HI0801	27	KACEY	MARIE	STUTTS	1	2		
9921130	OP0801	2	HERBERT	BRENT	ARNOLD	1	9		
9921130	OP0801	16	JENNA	ROBIN	DURHAM	1	2		
9921130	OP0801	24	ALEX	RANDALL	GRUBB	1	1		
9921130	OP0801	27	EBER	OBED	HERNANDEZ	2	1		
9921130	OP0802	3	ASHLEY	LEIGH	LOPER	1	2		
9921130	OP0802	5	HERIBERTO		MALDONADO	2	1		
9921130	OP0802	6	DONALD	RAY	MCCRACKEN JR	1	2		
9921130	OP0802	9	ANDREA	ELISE	NAYLOR	1	2		
9921130	OP0802	12	DERRICK	RESHAU	PARKS	1	2		
9921130	OP0802	26	TIMOTHY	RICHAR	VARONA	1	2		
9921130	OP0802	32	MATTHEW	R	SHERRILL	1	2		

SD ELL Report

### 8.5 SD and ELL Student Name Labels

These labels have been added to the SDS to be printed on the peel-off labels and put on the SD and ELL questionnaires. They have the following information on them:

Teacher of: Student Name  
 SchID SESSID AdminSchedLine#  
 MOB/YOB Gender SD/ELL

Two labels will be generated for students who are coded as both SD and ELL as will be seen in the following screen shot. Notice that on the first line, Elizabeth Davis has two labels.



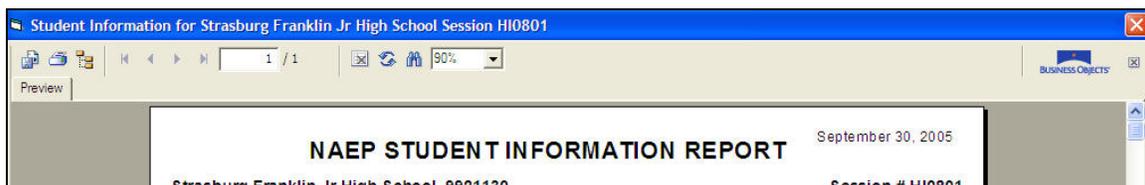
SD ELL Labels for Questionnaires

## 8.6 Viewing, Saving, and Printing Reports

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 run for a school.



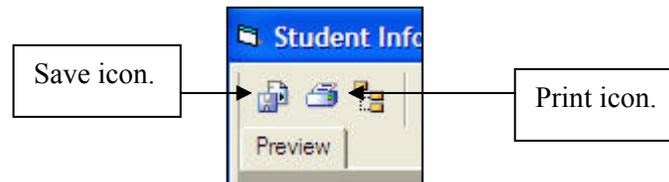
Report Menu Bar

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 / 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 31 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.

You can **save** the report in a format that can be read by Adobe Reader (a pdf file) by clicking on the save icon in the upper left of the screen. Next to the save icon is the **print** icon.



Carefully note the name given to reports that are saved as pdf files by the SDS. Since the system decides what name to give the reports, they are often given a generic name that does not include any reference to the school. If you save the same report for more than one school, you may overwrite a report from a previous school if you are not careful. If the report name is not clear, you can change it in the "File name" window in the "Choose Export File" pop-up window.

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"/>	=	9921130	AND	ID
SessID	<input checked="" type="checkbox"/>	=	All	AND	SessID
Admin Line Number	<input checked="" type="checkbox"/>	=	All	AND	AdminLineNumber
First Name	<input checked="" type="checkbox"/>	=	All	AND	
Middle Name	<input checked="" type="checkbox"/>	=	All	AND	
Last Name	<input checked="" type="checkbox"/>	=	All	AND	
Home Room	<input type="checkbox"/>				
MOB	<input type="checkbox"/>				
YOB	<input type="checkbox"/>				
Sex	<input type="checkbox"/>				
SD	<input type="checkbox"/>				
ELL	<input type="checkbox"/>				
Race	<input type="checkbox"/>				
Lunch	<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 first, middle, and last 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 school who are missing demographic data.

### 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 all sessions within this school, thus you should select “All”. If it is not, click on the down arrow to reveal the options and select “All”.

### Step 2. Fields and Values to be Displayed

In addition to the default fields to be displayed, select the demographic fields to be included and indicate the value for “Information Unavailable” which is coded as number 9. To do this,

- Click in the check boxes after SD, ELL, Race, and Lunch.
- In the column labeled “Data SubSet”, select number 9 for each field
- The “Conjunction” for each field should be set to “OR”

The screen shot below shows this procedure in progress:

Fields:	Field Include:	Operators:	Data SubSet:	Conjunction:	Sort By:
ID	<input checked="" type="checkbox"/>	=	9921130	AND	ID
SessID	<input checked="" type="checkbox"/>	=	All	AND	SessID
Admin Line Number	<input checked="" type="checkbox"/>	=	All	AND	AdminLineNumber
First Name	<input checked="" type="checkbox"/>	=	All	AND	
Middle Name	<input checked="" type="checkbox"/>	=	All	AND	
Last Name	<input checked="" type="checkbox"/>	=	All	AND	
Home Room	<input type="checkbox"/>				
MOB	<input type="checkbox"/>				
YOB	<input type="checkbox"/>				
Sex	<input type="checkbox"/>				
SD	<input checked="" type="checkbox"/>	=	9	OR	
ELL	<input checked="" type="checkbox"/>	=	9	OR	
Race	<input type="checkbox"/>				
Lunch	<input checked="" type="checkbox"/>	=	All		

Selecting Fields for Missing Data Report

If the code number 9 is not in the drop down list for a field, this tells you that there are no students coded with number 9, thus there are no students in this school who are missing this information. In that case, you can click on the check box and uncheck this field so that it will not be included in your report. This is why the Race field was not selected. There were no students missing the race/ethnicity code.

### 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.

### 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 give the report a name such as “Missing Data.” When you want to run this for another school, this report will be available when you click the button labeled View Reports.

After naming your report, it will be displayed. To print the report, click on the print icon at the top of the page. Below is a reproduction of how the missing data report will look for a school.

<b>NAEP 2006 Student Data Report</b>			<b>9:55AM</b>			<b>9/30/2005</b>		
<b>Strasburg Franklin Jr High School</b>								
<b>Report Criteria</b>								
Select ID, SessID, AdminLineNumber, FName, MName, LName, SD, ELL, SchoolLunch From tblSDSSStudents Where ( ID = '9921130' ) AND ( SD = '9' OR ELL = '9' OR SchoolLunch = '9' ) Sort By ID, SessID, AdminLineNumber								
ID	SessID	Admin Line Number	First Name	Middle Name	Last Name	SD	ELL	Lunch
9921130	HI0801	15	JULIAN	MILLARD	JOHNSON	9	9	9
9921130	HI0801	21	MICHAEL	BRYCE	ONEAL	2	2	9
9921130	OP0801	2	HERBERT	BRENT	ARNOLD	1	9	9
9921130	OP0802	1	CHRISTOPHER	EV	KNIGHT	2	2	9

### Missing Data Report

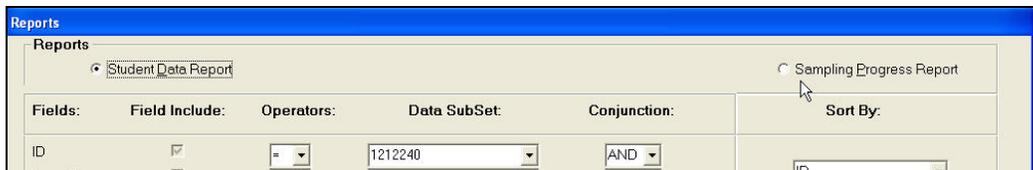
## 9.2 View Reports

Steps 1 through 3 above produce a report that can be saved if you expect to use this same report in the future. For the above example, the report was saved as “Missing Data”.

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

After viewing the list of reports, close the list by selecting Hide Reports.

## 9.3 Sampling Progress Report



The Sampling Progress Report will produce a list of all schools in your system in alphabetical order showing NAEP ID, school name, school status, Samp Count (number of times you sampled the school), Samp Method, number on SLF, and the number sampled. An example is shown below.

Sampling Progress Report

1 of 1+ 90% Total:144 100% 144 of 144

NAEP 2005 SAMPLING PROGRESS REPORT						8:16AM	10/5/2004
NAEP ID	SCHOOL NAME	STATUS	SAMP COUNT	SAMP METHOD	NUM ON SLF	NUMBER SAMPLED	
1212943	Aletheia Christian Academy	Pending	0		0	0	
1222181	Avalon Middle School	Pending	0		0	0	
	Formerly Pace						
1212240	Bagdad Elementary School	Pending	1	SDS	100	100	
1210811	Bellview Elementary School	Pending	0		0	0	
1220980	Bellview Middle School	Pending	0		0	0	
1210850	Beulah Elementary School	Pending	1	SDS	120	90	
1220991	Brentwood Middle School	Pending	0		0	0	
1221000	Brownsville Middle School	Pending	1	SDS	250	90	
1210860	C. A. Weis Elementary School	Pending	0		0	0	
1230271	Choctawhatchee Senior High School	Pending	0		0	0	
1222623	Covenant Christian School	Pending	0		0	0	
1221480	Davidson Middle School	Pending	0		0	0	
1221490	Destin Middle School Regatta Bay	Pending	0		0	0	
1230421	Gulf Breeze High School	Pending	0		0	0	
1230663	Jubilee Christian Academy	Pending	0		0	0	
1210940	L. D. McArthur Elementary School	Pending	1	SDS	85	85	
1221471	Lance C. Richbourg Middle School	Pending	0		0	0	
1210820	Montclair Elementary School	Pending	0		0	0	
1212723	Panama City Christian School	Pending	0		0	0	
1220040	Surfside Middle School	Pending	0		0	0	
1210050	Waller Elementary School	Pending	0		0	0	
1213043	Warrington Christian School	Pending	0		0	0	
1210830	West Pensacola Elementary School	Pending	0		0	0	
1221100	Adams Middle School	Pending	0		0	0	
1212963	Anointed Word Academy	Pending	0		0	0	
1210950	Ballast Point Elementary School	Pending	0		0	0	

Sampling Progress Report

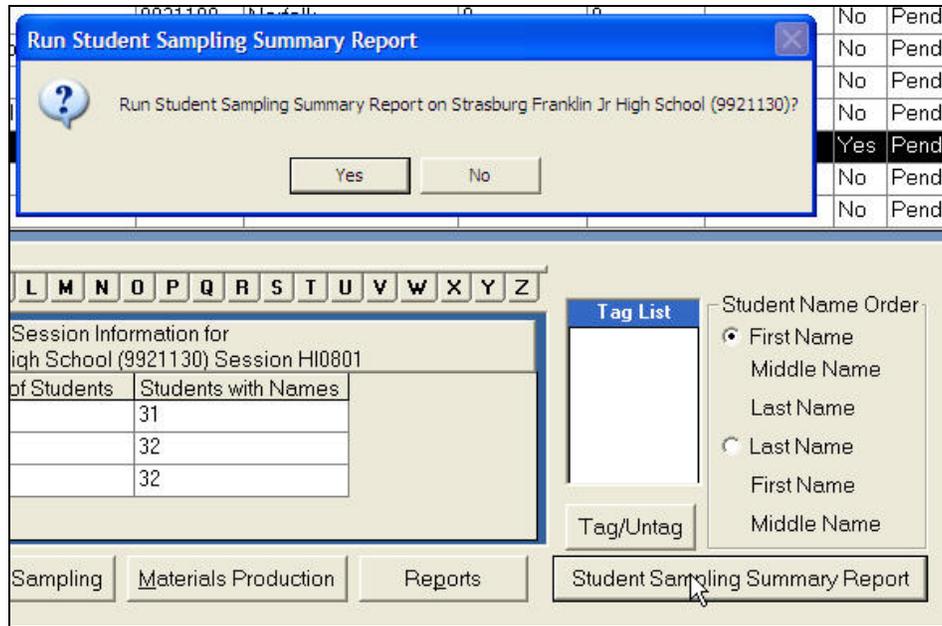
## 10. Student Sampling Summary Report

The Student Sampling Summary Report (SSSR) is produced by running the CCD Data Analysis tool. The SSSR has been added to the SDS as a way for you to check to be sure that the demographic data that the school has provided are accurate. Though the CCD data are a couple of years old, they still provide the best data against which to compare the data the school has provided. Similar comparisons are done on all E-Filed schools to ensure the highest quality data possible. Nonpublic school data are compared to data from the Private School Survey which is also conducted by NCES yearly.

You will run the SSSR after entering the student data and double checking your data entry and correcting any problems that were discovered.

To begin the procedure, click on the SSSR button on the main view.

This will bring up a confirmation window in case you clicked on this button in error. To proceed, click on the **Yes** button.



Confirmation to Run Student Sampling Summary Report

The report will be run and displayed as shown in the example below.

Student Sampling Summary Report for Strasburg Franklin Jr High School (9921130)

### NAEP 2006 Student Sampling Summary Report

Strasburg Franklin Jr High School (9921130)

Total Number on Student Listing Form: 175  
Estimated number of students based on CCD: 506

Demographic Category	SDS Counts	SDS Percentage	CCD Percentage	CCD/ SDS Warning
<b>Student Name</b>				
First Name or Last Name Missing	0	0.0	N/A	
Number of Duplicate	0	0.0	N/A	
<b>Gender</b>				
Male (1)	56	58.9	55.2	
Female (2)	39	41.1	44.7	
<b>Race/Ethnicity</b>				
White (1)	75	78.9	31.1	**Difference of White Students > 10%.
Black (2)	16	16.8	38.5	**Difference of Black Students > 10%.
Hispanic (3)	4	4.2	27.8	**Difference of Hispanic Students > 10%.
Asian/Pacific Islander (4)	0	0.0	2.0	
American Indian (5)	0	0.0	0.4	
Other (6)	0	0.0	N/A	
Sch does not collect this info (7)	0	0.0	N/A	
Missing Student Information (8)	0	0.0	N/A	

SSSR

Next, you should print out a copy of this report.

The first thing for you to check will be the information at the top of the report. Here the total number on the list of students is compared to the estimated number in the sampled grade according to the CCD. A similar comparison was made when you started the sampling process, though that comparison was between the number on the list and the total in the grade entered in the SCS. If the difference between the numbers was greater than 5, you received a notice.

Here, the CCD total is printed for reference purposes. If you know that the school has grown considerably in the past couple of years, then the difference in the totals can be explained. The differences will not affect the comparisons made in the report since they are made on percentages rather than raw numbers.

You should note the potential duplicate student names and birth date problems. Duplicate last names may not be a problem, but they should be checked along with their first names to be sure that you don't have the same student located in different sessions, which would not be so easy to notice otherwise.

The demographic data below the line show comparisons between the SDS data you have entered and the CCD data when there are CCD data to compare. There will be no comparisons when the CCD column shows "N/A". If the differences are considered significant, the report will show a "warning" message. This should be checked carefully. If you do not know the reason for the difference, check with the school coordinator and write his or her explanation on the form.

When the system detects that 100% of the students have been coded the same, it will always note this in the warning messages. This may or may not be an actual problem. However, if the report shows 100% of the students coded "Yes" for SD, for example, this should be checked as it is highly unlikely that all eligible students are considered students with disabilities, but can take the assessment.

In some cases, it may be necessary to resample the school if it is determined that you did not receive a complete list of eligible students.

When you have discussed the data issues with the school coordinator, write the results of the discussion on the printed SSSR for future reference. The SCS, School Edit, Preassessment tab has a new section for the SSSR. After you transmit your SDS data, they will be processed in the home office and resulting issues will be displayed on the School Edit, Preassessment tab for the school. See the SCS User Guide, section 3.5 for further information.

The printed report and the comments you have written on it should be kept in the school folder for future reference.