

11. Transmitting Data

It is important and beneficial to you to transmit on a daily basis. This will ensure that your current SDS data are transmitted to the home office. Data at the home office are backed up on a daily basis. If you encounter computer problems, regular transmissions will help to ensure that data loss, if any, will be minimal. Another benefit of daily transmissions is to ensure that you have all the latest versions of computer software, data, and documents necessary to complete your tasks.

Close all programs before starting the transmission process. This will ensure that the proper files are transmitted to and from Westat.

Please watch the transmission process for any possible disconnects or error messages. The specific steps in the process are outlined below:

1) Connect to Westat and open Internet Explorer

Before opening your browser, connect to Westat using the dial-up connection on your desktop. You will use the same phone number that you use in calling Westat to send and receive e-mail messages.

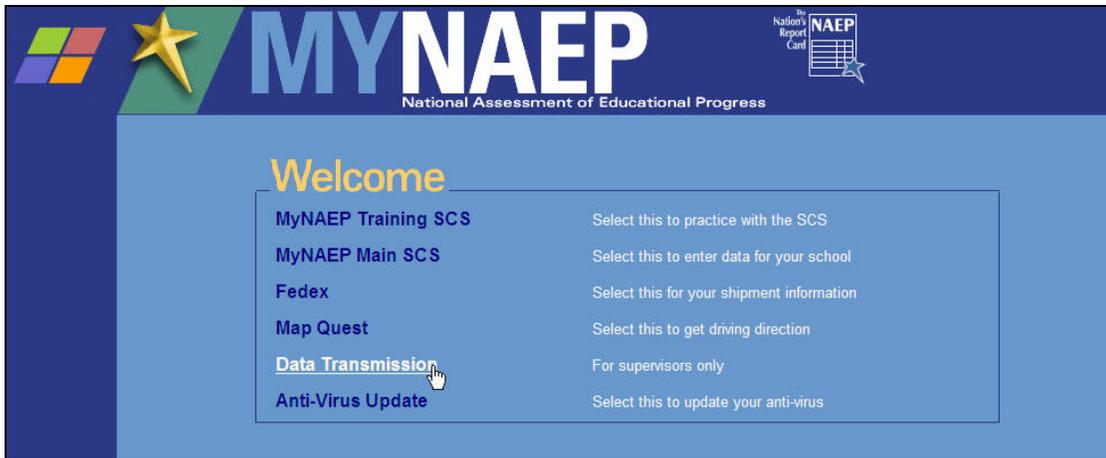
When you are connected (look for the double computer icon on the task bar in the lower right of your screen), double click on the Internet Explorer icon to open the browser.

2) Go to NAEPFOS

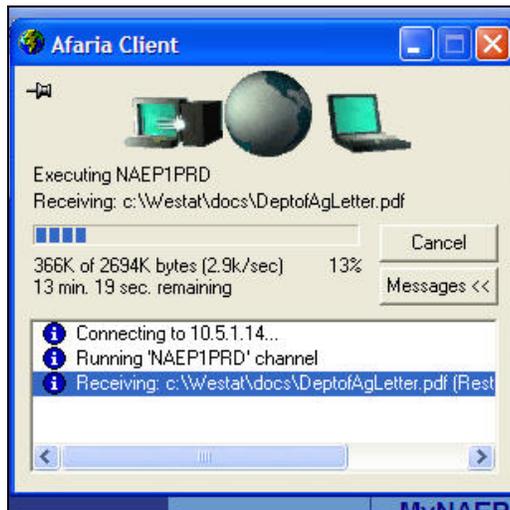
With the browser open, click on **Favorites** and select **NAEP FOS** which will take you to the web site **MYNAEP.FOS.WESTAT.COM**.

3) Data Transmission link

When you get to the welcome screen, single click on the **Data Transmission** option to begin the electronic file transfer.



A new window, called the Afaria Client, will appear in the upper left-hand corner of your screen. This window will show you the progress of the transmission.



This process is automatic and does not require any user intervention. Simply sit back and enjoy the show! During the first step in the transmission process, data are sent from the laptop to the home office. In the second step, new and/or updated files for your computer will be sent down to you. These additions or updates may include new project documents, updated versions of software, and, eventually, updated student data from E-Sampled schools.

At the end of the transmission process, messages will indicate that the procedure has finished and the **Close** button will become active. Single click on the **Close** button to close the Afaria Client window.

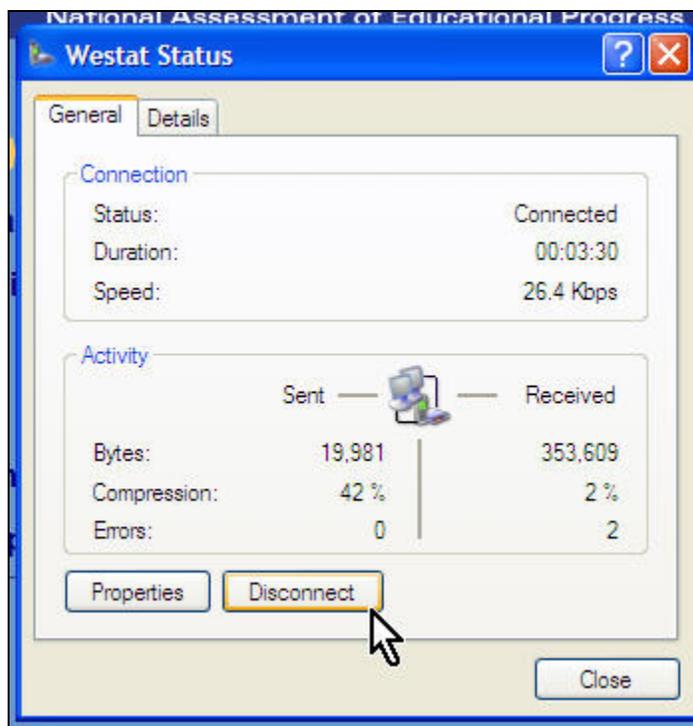


4) Close Internet Explorer

When the transmission is complete and you have closed the Afaria Client window, close Internet Explorer. You will then be returned to your computer's desktop.

5) Disconnect from Westat

If the disconnect dialog box does not appear, double click on the connection icon on the task bar (two computer screens). Click on the **Disconnect** button to end the telephone call to Westat. This is an important step since the connection time is billed to the study.



12. Tagging, Exporting, and Importing Files

12.1 Introduction

To facilitate data entry after the sample has been drawn, school files can be exported to another NAEP laptop with the SDS and student data entered with that laptop. Also, it is possible to export an Excel file from the SDS allowing for data entry using a computer that does not have the SDS, but has Excel. The procedures for tagging, exporting, and importing to and from the SDS and Excel and data entry using Excel are discussed in this section.

Since the procedures described here will result in student data being copied onto diskettes, it is very important that the supervisor know at all times where every disk is located that contains student data. Disks may be returned to Rob Dymowski at Westat at any time during sampling if you want to clear your desk.

All disks containing student data not returned earlier must be returned with your laptop at the end of the field period.

The supervisor who is currently assigned in the FRS as the supervisor for a particular region will have that region's school data on his/her laptop. This supervisor will be referred to here as the "region supervisor."

Other laptops (issued to other supervisors) will have the SDS, but not the region's data. However, by following the instructions in this section, they can import a school file after the sample has been selected and use the SDS on their laptop for data entry after the sample has been drawn by the region supervisor.

Please note that the student sample must be drawn using the region supervisor's laptop.

After the region supervisor has selected the sample of students for a school and printed out the line numbers, he/she can follow the steps below so that another individual can do the student data entry.

Region supervisor activities:

1. Selects the sample with the SDS and prints the sampled line numbers.
2. Marks selected students on school's list of eligible students.
3. Tags the school record in the SDS.
4. Exports the data file to a floppy disk.

Other supervisor or AC activities:

5. Double-checks the selected students on the school's list of eligible students against the list of sampled line numbers.
6. Imports the data file to his/her SDS.
7. Types in the names and demographic information for each sampled student.
8. Runs the SDS Student Information Report.
9. Has someone else Double check data entry against the original list of students and makes necessary corrections in the SDS.
10. Tags the school record for export.
11. Exports the school's data file to a floppy disk.

Region supervisor activities:

12. Imports the school data file.
13. Transmits data to Westat.

These tagging, exporting, and importing procedures are explained in detail in the sections that follow.

12.2 Tagging a School Record

With the SDS open:

- Locate the name and NAEP ID of the school records to be exported.
- Click once on the school's name to highlight it.

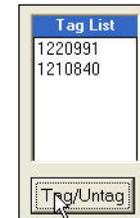
FL-2	1	Beulah Elementary School	1210850
FL-2	1	Brentwood Middle School	1220991
FL-2	1	Brownsville Middle School	1221000
FL-2	1	C. A. Weis Elementary School	1210860

- Click on the **Tag/Untag** button in the lower right of the SDS main view under the Tag List window. The school ID will appear in the Tag List window.



If more than one school is to be exported to another laptop, continue this process until all schools to be exported to one diskette have been tagged and their IDs are displayed in the Tag List window.

Suggestion: Keep the number of schools you export to 10 or 15 per laptop so that you know who has which schools.

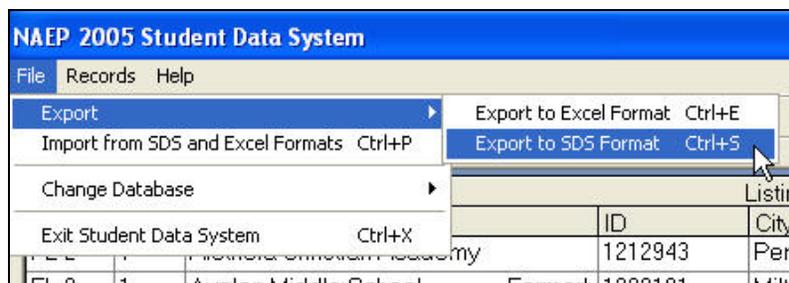


If you try to tag a school that has not been sampled, you will see a reminder.

Click **OK** and sample the school, then you can export it.

12.3 Exporting a School Record for Data Entry Using SDS

- Insert a new, blank diskette into the laptop.
- Select **File, Export, Export to SDS Format** from the menu bar in the SDS.



Export Files to Another Laptop

- You should see a window (with a black background) open and close on your screen. The SDS file is being compressed by PKZIP.
- The files will be copied onto the diskette and a list of the school names and other information will be displayed on the screen as shown in the example below.

<u>Region</u>	<u>Area</u>	<u>School Name</u>	<u>ID</u>	<u>City</u>	<u>Number Sampled</u>
FL-2	1	Brentwood Middle School	1220991	Pensacola	44

Summary report of school files exported to diskette

- Print out this list of schools that have been copied.
- Remove the disk from the disk drive.
- Write the NAEP ID number for each school on the diskette label.

If you forget to put a disk in drive A, you will get a reminder as shown below.



Warning – no disk in drive A

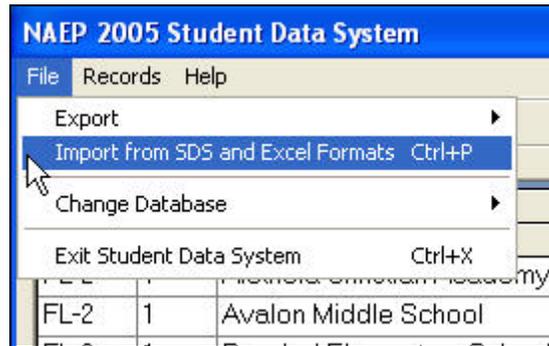
When this happens, click the **OK** button, put the disk in drive A and select **File, Export** again.

12.4 Importing School Data Files (SDS Format)

The following procedure will be used to copy a school data file from a diskette into the SDS on a laptop.

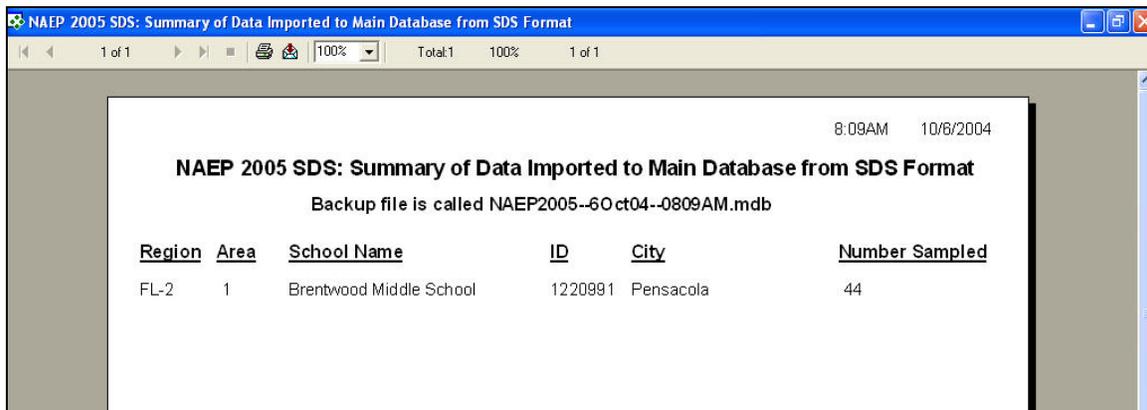
- Open the SDS
- Insert the diskette into the laptop

- Select **File, Import from SDS and Excel Formats** from the menu bar in the SDS.



Import Files

- All of the school files on the disk will be copied onto the laptop and a list of the schools will be displayed on the screen.

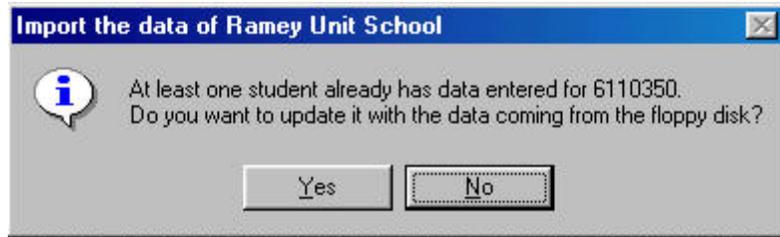


Import SDS File

- If a printer is attached to the laptop, print out a copy of the list of schools and compare it to the list of schools exported. Write the school names and IDs on a piece of paper if no printer is available.
- The school information (region, area, name, ID, etc.) will be displayed on the main SDS screen.

As the file is imported, you will be instructed on the pop up window to click on the **Refresh Records** button after the file has been imported.

When the region supervisor imports a file back onto his/her laptop in which some student data have been entered (in the record in the laptop), the following notice will appear.



Import Reminder

This is a reminder that a session for this school already has some data in it on the importing laptop. Only click **Yes** if you want to overwrite the data already in the student records.

12.5 Untagging a School

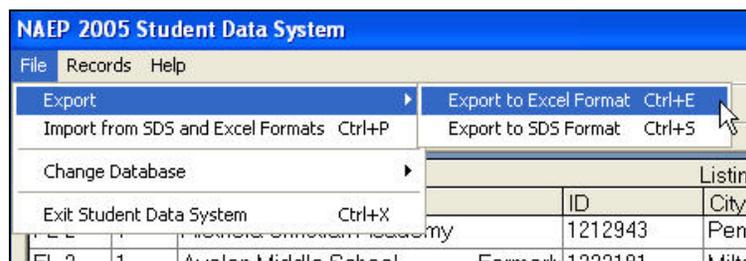
If, during the process of tagging schools for export, you discover that the wrong school was tagged (its ID appears in the Tag List window, but should not), the school can be untagged so that it will not be copied onto the diskette.

- In the Tag List window, click on the school ID that you want to untag.
- Click on the **Tag/Untag** button under the Tag List window and the school's ID will be removed from the list.

12.6 Exporting a School Record for Data Entry Using Excel

Exporting a school record as an Excel file, will help facilitate data entry allowing student data to be entered using a computer without the SDS.

- After tagging one or more schools as described above (Section 12.2), select **File, Export, Export to Excel**.



Export to Excel

- After you select this option, the system will create one Excel file per tagged school using the school ID number as the file name.
- After the file has been created, a report is generated by Crystal Reports showing the school information. Print the report so you have a record of the files. On the report, write the name of the person to whom you have given the disk and the date.

Region	Area	School Name	ID	City	Number Sampled
FL-2	1	L. D. Mcarthur Elementary School	1210840	Pensacola	85

Summary Report of Data Exported

Write the NAEP ID number(s) on the diskette label.

12.7 Data Entry in Excel

NOTE: The school file(s) will be accessed on the diskette using Excel. **The school file(s) shall not be copied onto the hard drive on another computer.**

When the file is open, it will look similar to the example shown below.

ListType	SampleNumber	SampleType	ID	Sessid	AdminLineNumber	SLFLineNumber	FName	MName
S	1	P	1210840	RSD0401	1	1		
S		1	1210840	RSD0401	2	2		
S		1	1210840	RSD0401	3	3		
S		1	1210840	RSD0401	4	4		
S		1	1210840	RSD0401	5	5		
S		1	1210840	RSD0401	6	6		
S		1	1210840	RSD0401	7	7		
S		1	1210840	RSD0401	8	8		

Excel File Ready for Data Entry

While it is not apparent from the screen shot above, if there is more than one session in the school, all sessions will be on this one worksheet. When doing data entry with the Excel worksheet, it is important to keep track of the “**Sessid**” – the Session ID – to be sure that the students are assigned to the correct session.

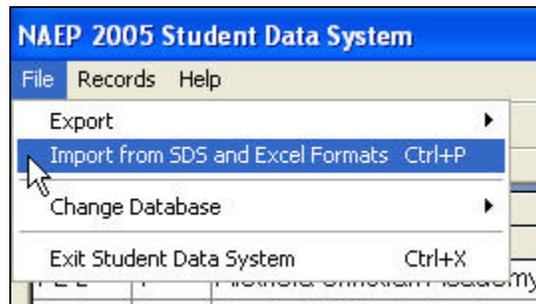
Parts of the Excel worksheet will be protected to avoid any changes. The columns A-G and first row are read-only. The data in columns A-G and the column set up (column width, for example) cannot be changed.

Data entry must be done very carefully when using these Excel files. Unlike the SDS, no error checking or range checking will be made when doing data entry in these Excel files, nor will there be any reminder of the codes for SD, ELL, etc. or the birth years that are allowed. Any data entered that are outside the allowed codes within the SDS will not be copied in the SDS for that school.

After data entry is complete, the file should be printed out so that the data can be compared against the hardcopy list of students from the school and corrected before importing the data back to the region supervisor's laptop.

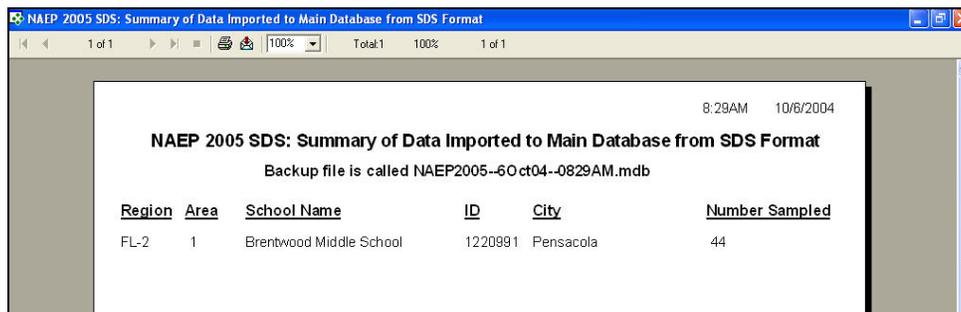
12.8 Importing Completed Excel Files to the SDS

After the student data have been entered and double checked and the file saved on the diskette, the diskette should be inserted in the region supervisor's laptop. Select **File, Import from SDS and Excel Formats**. (The system will look for both types of files and import all that are on the disk.)



Import File From SDS or Excel Formats

The file(s) will be copied into the SDS and a report will be generated. Print the report so that you have a record of the schools.



Summary Report of Data Imported from Excel File

Remember:

- All diskettes containing student data must be returned to Westat no later than the end of the field period.
- If school files are exported onto a diskette for data entry using Excel, DO NOT copy the files from the diskette to the hard drive of the computer with Excel. All data entry must be done directly onto the diskette.