

2006 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS

Appendix F

School Control System (SCS)
User Guide

for
Supervisors and Field Managers

Conducted for:
National Center for Education Statistics
U.S. Department of Education

Conducted by:
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1. INTRODUCTION

1.1 Background

Westat field managers and supervisors and the NAEP State Coordinators and home office staff 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.

The SCS was designed to be viewed using the screen resolution of the NAEP laptops (1024 x 768) as will be seen in the screen shots in this user guide. If you change the screen resolution of your NAEP laptop to a lower resolution, you will not be able to see all of the SCS views without scrolling to the right and down.

Since all of the project staff and state 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 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 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 modifications and revisions in response to suggestions from users and reflecting changes in the study.

For NAEP 2006, the screens or pages of the SCS have changed, new features have been added, and performance enhanced.

You are strongly encouraged to read through this user guide to fully understand this new version of the SCS.

Several new reports have been added to the Reports option. These were based on Data Selection reports saved by field managers and supervisors that appear to be useful for all field managers and supervisors.

Some of the SCS users in 2006 will be conducting the Participation and Engagement (P&E) Study at grade 12 in a different sample of schools from main NAEP. These supervisors might notice a couple of differences from main NAEP 2006. Main NAEP will not be collecting individual student Title I status, P&E will collect this information for each student. The former “Limited English Proficient (LEP)” category has been changed to the more widely used English Language Learner (ELL). P&E will continue using the LEP label. One place this will be noticeable will be when you enter the summary information after the sessions are complete in a school. The link on the page where you enter the session summary information is labeled SD/ELL Summary. (See section 3.7.3.)

As in past years, we encourage you to forward suggestions for improvements and additional programmed reports to Dward Moore via email at as you work with the system.

1.3 Linking Data Between the SCS and the MySchool Web Site

The letter being sent to schools inviting them to participate in NAEP will encourage them to log on to the MyNAEP MySchool Web site. To register, new users will click on the link (“REGISTER if you are a new user”) on the MyNAEP log in page which takes them to the registration page. 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 coordinator name (as soon as it is entered in the SCS)
- School address
- Phone number
- NAEP ID number
- Grade to be assessed
- Assessment date

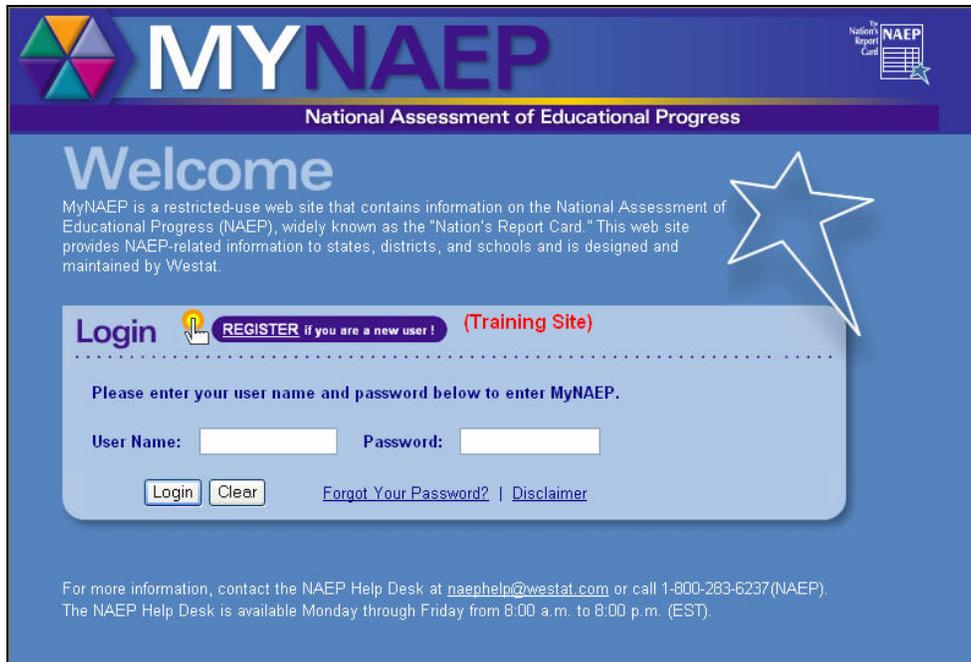
As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day. The link to E-Filing for student sampling will also be available unless, for public schools, 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 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

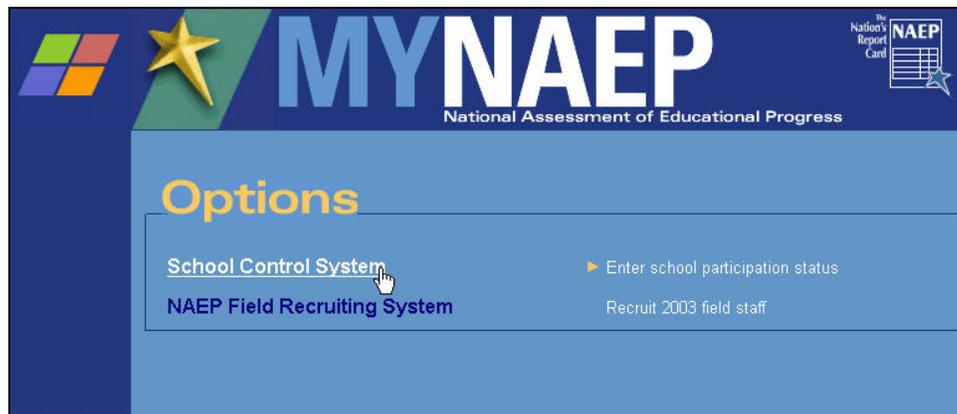
All work on the School Control System will be online. This will allow you to access the SCS using your NAEP laptop or any computer connected to the Internet.

When you are connected to the Internet with the NAEP laptop, the MyNAEP Welcome page should be your homepage. If not, go to **www.mynaep.com** which will take you to the Welcome. Enter your user name and password and click on **Login**.



MyNAEP Log in Screen (Training Site)

After you enter your user name and password, you will go 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 and click.

1.5 Logging On Dos and Don'ts

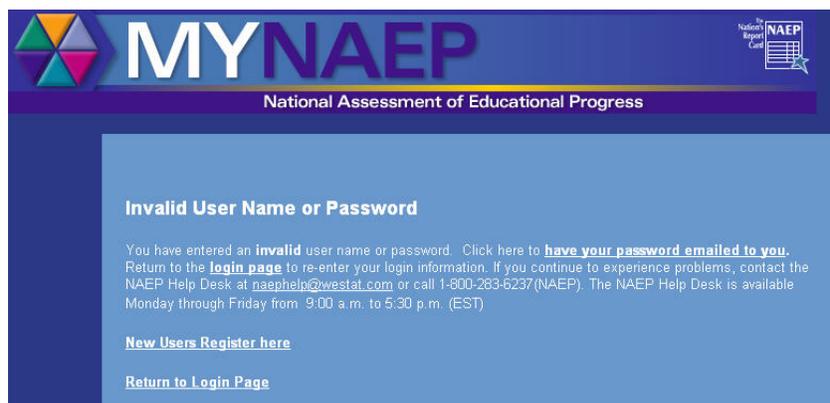
It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user names and passwords, then your system will not be very safe. We strongly recommend 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 name 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 name and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user name and password have been provided to you. Everyone will have a unique password and user name, 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 name, mouse over the blank field following "User name:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user name. Then, press the **Tab** key or mouse 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 name. If you do, the system will think that you are trying to log in without entering the password and you will get the following message.



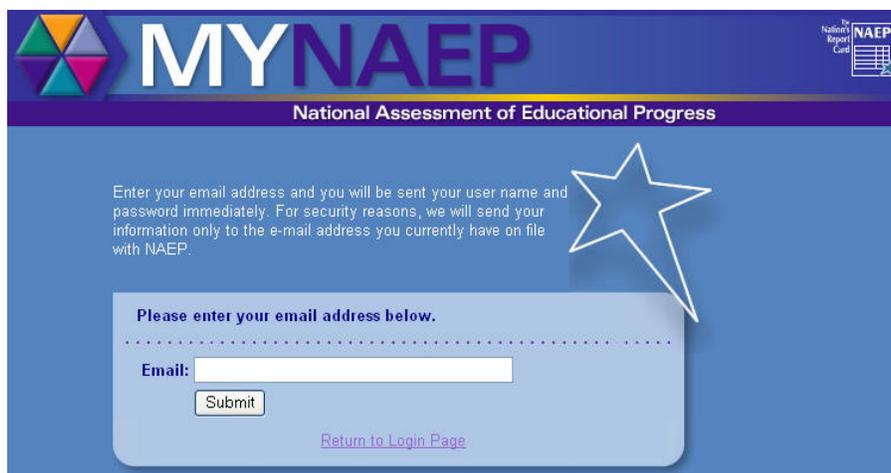
Invalid User Name or Password

If this happens, click on the Return hyperlink and enter your user name 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 name 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 name 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 name and password will be sent to you in an email message.

1.6 Basics for Using the System

Below is the default district listing.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with links for 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below this, there are dropdown menus for 'Territory: 6', 'State: PA', 'Region: 1', and 'School Type: School Type(*)'. The main content area is titled 'Default District Listing' and contains a table with the following data:

District:	Superintendent:	District Contact:	District City:	District State:
1. Archdiocese Of Boston			Dorchester	MA
2. Archdiocese Philadelphia Schs			Philadelphia	PA
3. Downingtown Area SD			Downingtown	PA
4. Jackson Twp			Jackson	NJ
5. Leadership Lrng Partners Cs			Philadelphia	PA
6. New York City Public Schools			Brooklyn	NY
7. Norristown Area SD			Norristown	PA
8. North Penn SD			Lansdale	PA
9. Ny Non-Public Non-Catholic Schools				NY
10. Oxford Area SD			Oxford	PA
11. Pa Non-Public Non-Catholic Schools				PA
12. Philadelphia City SD	Dr. Adam Jones		Philadelphia	PA
13. Upper Dublin SD			Maple Glen	PA

At the bottom of the table, there is a search bar with the text 'Search for: [] IN [District] Find'. To the right of the search bar, it says 'Number of Records: 13' and 'Page: 1 of 1'.

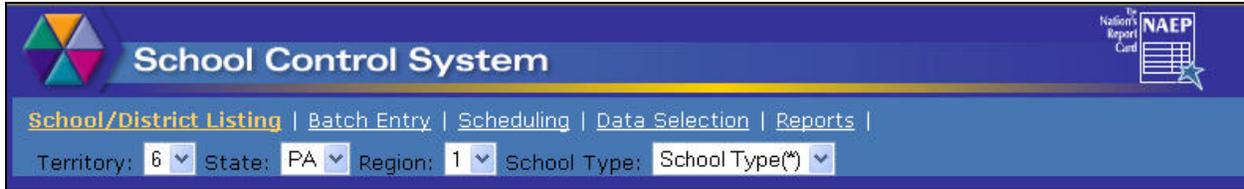
Default District List

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.

You are especially warned **do not use the browser's Back arrow** (usually green). As you move from screen to screen in an application such as the SCS, the screen is actually temporarily copied to your computer in an area called cache. When you use the Back arrow to move to a screen you have previously seen, what you see may well be the temporarily stored screen from your cache rather than the actual screen from the server at Westat. If you made any changes on the screen, they may not be on the screen that you see which could be very confusing. To move within the SCS, you should use the links (Next page>>, <<Previous page, etc.) that are provided within the SCS to be sure that you are always going where you want to go.

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



These menu hyperlinks will be available while you are working in the various views of the SCS. They are briefly described below followed by the user guide sections where you will find a more complete description:

School/District Listing	Two lists are available –schools and districts. These lists can be edited to include those fields you wish to see. (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 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 and the progress of the assessments in your region. (Section 7)

The alpha tabs across the top of the screen allow you to subset the list in the current view to show only those entries in the first column that start with the letter you choose. The tabs sort on the information in the first column of the listing. (If an alpha tab is “missing,” there is no district or school beginning with that letter.)

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 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 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 that 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 List of Schools/Districts

You can change the information that is displayed on the School/District Listing page. Since you will mainly be working with non-public schools, this explanation will focus on customizing the default school listing.

School Control System

NAEP National Report Card

School/District Listing | Batch Entry | Scheduling | Data Selection | Reports

Territory: 6 State: PA Region: 1 School Type: School Type(*)

Edit Listing Default School Listing

School Name:	NAEP ID:	Status:	Region:	Area code:	County:	District Name:
1. Avella Area Jshs	4230520	Cooperating	1	1	Washington County	Avella Area SD
2. Baldi C C A Ms	4220050	Cooperating	1	1	Philadelphia County	Philadelphia City SD
3. Bangor Area Hs	4232920	Closed	1	1	Northampton County	Bangor Area SD
4. Beaver Area Shs	4230230	Cooperating	1	1	Beaver County	Beaver Area SD
5. Emmaus Hs	4232950	Cooperating	1	1	Lehigh County	East Penn SD
6. Francis D Raub Ms	4221980	Cooperating	1	1	Lehigh County	Allentown City SD
7. Howe El Sch	4210150	Cooperating	1	1	Allegheny County	Mt Lebanon SD
8. Knoxville Ms	4220100	Cooperating	1	1	Allegheny County	Pittsburgh SD
9. Leadership Lrng Partners Cs	4210110	Cooperating	1	1	Philadelphia County	Leadership Lrng Partners Cs
10. Oblock Jhs	4220170	Cooperating	1	1	Allegheny County	Plum Borough SD
11. Our Lady Help Of Christian Sch	4220832	Cooperating	1	1	Lehigh County	Diocese Of Allentown Schools
12. Rush Benjamin Ms	4220020	Cooperating	1	1	Philadelphia County	Philadelphia City SD
13. St Cyril Of Alexandria School	4210082	District Refusal	1	1	Delaware County	Archdiocese Philadelphia Schs
14. St Edmunds Academy	4220202	Cooperating	1	1	Allegheny County	Pa Non-Public Non-Catholic Schools
15. St James Elementary School	4210032	School Refusal	1	1	Montgomery County	Archdiocese Philadelphia Schs

Next Page >>

Search for IN School Name Number of Records: 20 Page: 1 of 2

Default School List

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

School Control System NAEP
National
Assessment
Educational
Progress

[School/District Listing](#) | [Batch Entry](#) | [Scheduling](#) | [Data Selection](#) | [Reports](#)

Customize your screen by creating your own custom views of the database. In View Name, enter the name you'd like to give your view. Then, choose the fields you wish to see. As you click in the Display box, the order is assigned.

Select view: or

Create a View

View Name:

Gaining Coop

Display	Field Name	Order	Display	Field Name	Order	Display	Field Name	Order
<input type="checkbox"/>	District Name		<input type="checkbox"/>	School Name		<input type="checkbox"/>	NAEP ID	
<input type="checkbox"/>	Dist Address 1		<input type="checkbox"/>	School Address 1		<input type="checkbox"/>	Sampled Grade	
<input type="checkbox"/>	Dist Address 2		<input type="checkbox"/>	School Address 2		<input type="checkbox"/>	Target Stdnt sample	
<input type="checkbox"/>	Dist City		<input type="checkbox"/>	School City		<input type="checkbox"/>	Status	
<input type="checkbox"/>	Dist State		<input type="checkbox"/>	School State		<input type="checkbox"/>	Pre-Assessment Visit Date	
<input type="checkbox"/>	Dist Zip		<input type="checkbox"/>	School Zip		<input type="checkbox"/>	Scheduled Asmt Date	
<input type="checkbox"/>	Dist Phone		<input type="checkbox"/>	School Phone		<input type="checkbox"/>	Original/Substitute	
<input type="checkbox"/>	Dist Fax		<input type="checkbox"/>	School Fax		<input type="checkbox"/>	Estimated Enrollment	
<input type="checkbox"/>	Dist FlgTuda		<input type="checkbox"/>	County		<input type="checkbox"/>	Actual Enrollment	
<input type="checkbox"/>	Dist smalldst		<input type="checkbox"/>	Region		<input type="checkbox"/>	Sampling Method	
<input type="checkbox"/>	Superintendent		<input type="checkbox"/>	Area code		<input type="checkbox"/>	CompletedEsample	
<input type="checkbox"/>	Superint Phone		<input type="checkbox"/>	Principal Name		<input type="checkbox"/>	DateReceived	
<input type="checkbox"/>	Superint Email		<input type="checkbox"/>	Principal Phone		<input type="checkbox"/>	Substitute Exists	
<input type="checkbox"/>	Superint Fax		<input type="checkbox"/>	Principal Email		<input type="checkbox"/>	Percent Off-Track	
<input type="checkbox"/>	Test Director		<input type="checkbox"/>	Principal Fax		<input type="checkbox"/>	Area	
<input type="checkbox"/>	Test Dir Phone		<input type="checkbox"/>	Coordinator name		<input type="checkbox"/>	Charter Flag	
<input type="checkbox"/>	Test Dir Email		<input type="checkbox"/>	Coord Phone		<input type="checkbox"/>	Num of Stdnts	
<input type="checkbox"/>	Test Dir Fax		<input type="checkbox"/>	Coord Email		<input type="checkbox"/>	School Data Collection Form Completed	
<input type="checkbox"/>	Contact Name		<input type="checkbox"/>	Coord Fax		<input type="checkbox"/>	School Using NCES PL	
<input type="checkbox"/>	Contact Phone		<input type="checkbox"/>	Coord Title		<input type="checkbox"/>	State Provided PL To School	
<input type="checkbox"/>	Contact Email		<input type="checkbox"/>	Grade 4 NAEP ID		<input type="checkbox"/>	Date State PL Sent To School	
<input type="checkbox"/>	Contact Fax		<input type="checkbox"/>	Grade 8 NAEP ID		<input type="checkbox"/>	Date SC Recd PL From School	
<input type="checkbox"/>	Contact Title		<input type="checkbox"/>	Grade 12 NAEP ID		<input type="checkbox"/>	sccdate_discuss_pnot	
<input type="checkbox"/>	AssessCoord Name					<input type="checkbox"/>	Assessment Complete	
<input type="checkbox"/>	AssessCoord Phone							
<input type="checkbox"/>	AssessCoord Email							
<input type="checkbox"/>	AssessCoord Fax							
<input type="checkbox"/>	AssessCoord Title							

If you have any questions or comments please contact the [Help Desk](#).

Edit or Customize your School/District Listing

As it notes at the top of the screen, you can give your custom view a name and select the fields to be displayed. 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.

Select view: or [Add](#)

Create a View

View Name:

Gaining Coop

Display	Field Name	Order	Display	Field Name	Order	Display	Field Name	Order
<input checked="" type="checkbox"/>	District Name	6	<input checked="" type="checkbox"/>	School Name	1	<input checked="" type="checkbox"/>	NAEP ID	2
<input type="checkbox"/>	Dist Address 1		<input type="checkbox"/>	School Address 1		<input type="checkbox"/>	Sampled Grade	
<input type="checkbox"/>	Dist Address 2		<input type="checkbox"/>	School Address 2		<input type="checkbox"/>	Target Stdnt sample	
<input type="checkbox"/>	Dist City		<input type="checkbox"/>	School City		<input checked="" type="checkbox"/>	Status	5
<input type="checkbox"/>	Dist State		<input type="checkbox"/>	School State		<input type="checkbox"/>	Pre-Assessment Visit Date	
<input type="checkbox"/>	Dist Zip		<input type="checkbox"/>	School Zip		<input type="checkbox"/>	Scheduled Asmt Date	
<input type="checkbox"/>	Dist Phone		<input type="checkbox"/>	School Phone		<input type="checkbox"/>	Original/Substitute	
<input type="checkbox"/>	Dist Fax		<input type="checkbox"/>	School Fax		<input type="checkbox"/>	Estimated Enrollment	
<input type="checkbox"/>	Dist FlgTuda		<input type="checkbox"/>	County		<input type="checkbox"/>	Actual Enrollment	
<input type="checkbox"/>	Dist smalldst		<input checked="" type="checkbox"/>	Region	3	<input type="checkbox"/>	Sampling Method	
<input type="checkbox"/>	Superintendent		<input checked="" type="checkbox"/>	Area	4	<input type="checkbox"/>	CompletedExample	
<input type="checkbox"/>	Superint Phone		<input type="checkbox"/>	School Type		<input type="checkbox"/>	SLF Receipt Date	
<input type="checkbox"/>	Superint Email		<input type="checkbox"/>	Principal Name		<input type="checkbox"/>	Substitute Exists	
<input type="checkbox"/>	Superint Fax		<input type="checkbox"/>	Principal Phone		<input type="checkbox"/>	Percent Off-Track	
<input type="checkbox"/>	Test Director		<input type="checkbox"/>	Principal Email		<input type="checkbox"/>	Num of Stdnts	
<input type="checkbox"/>	Test Dir Phone		<input type="checkbox"/>	Principal Fax		<input type="checkbox"/>	School Data Collection Form Completed	
<input type="checkbox"/>	Test Dir Email		<input type="checkbox"/>	Coordinator name		<input type="checkbox"/>	School Using NCES PL	
<input type="checkbox"/>	Test Dir Fax		<input type="checkbox"/>	Coord Phone		<input type="checkbox"/>	State Provided PL To School	

Fields Selected for Custom Listing

Here, we have selected School Name, NAEP ID, Region, Area, Status, and District Name and given our custom listing the name of New School Listing. Click the **Save** button and then on “School/District Listing” to return to the School/District Listing screen. (You can return at any time to modify your new view.) Select the new listing.

School Control System National Report Card **NAEP**

School/District Listing | Batch Entry | Scheduling | Data Selection | Reports |

Territory: 6 State: PA Region: 1 School Type: School Type(*)

Edit Listing | New School Listing

School Name:	NAEP ID:	Region:	Area code:	Status:	District Name:
1. Avella Area Jshs	4230520	1	1	Cooperating	Avella Area SD
2. Baldi C C A Ms	4220050	1	1	Cooperating	Philadelphia City SD
3. Bangor Area Hs	4232920	1	1	Closed	Bangor Area SD
4. Beaver Area Shs	4230230	1	1	Cooperating	Beaver Area SD
5. Emmaus Hs	4232950	1	1	Cooperating	East Penn SD
6. Francis D Raub Ms	4221980	1	1	Cooperating	Allentown City SD
7. Howe El Sch	4210150	1	1	Cooperating	Mt Lebanon SD
8. Knoxville Ms	4220100	1	1	Cooperating	Pittsburgh SD
9. Leadership Lrng Partners Cs	4210110	1	1	Cooperating	Leadership Lrng Partners Cs
10. Oblock Jhs	4220170	1	1	Cooperating	Plum Borough SD
11. Our Lady Help Of Christian Sch	4220832	1	1	Cooperating	Diocese Of Allentown Schools
12. Rush Benjamin Ms	4220020	1	1	Cooperating	Philadelphia City SD
13. St Cyril Of Alexandria School	4210082	1	1	District Refusal	Archdiocese Philadelphia Schs
14. St Edmunds Academy	4220202	1	1	Cooperating	Pa Non-Public Non-Catholic Schools
15. St James Elementary School	4210032	1	1	School Refusal	Archdiocese Philadelphia Schs

Next Page >>

Search for: IN School Name Find Number of Records: 20 Page: 1 of 2

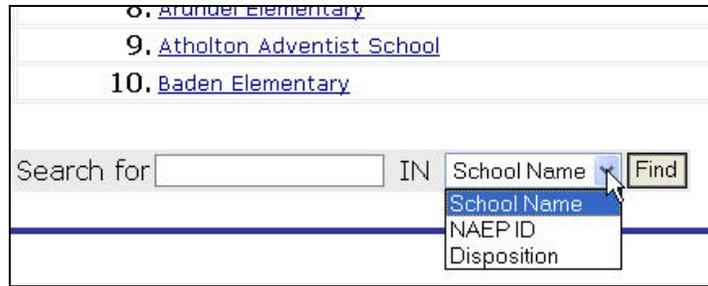
Customized Listing Selected

1.8 Using the Sort and Search Functions

By default, the list of schools is **sorted** alphabetically by the information in the first column. 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 can be quite long (especially the list of sampled schools), a **search function** is available to assist in locating a school or group of schools. At the bottom of the School/District Listing 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 School/District Listing 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 School/District Listing 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.

As noted above, you should always use the links within the SCS to move from one page to another and not the Back arrow on the browser icon bar.

1.10 Leaving the SCS

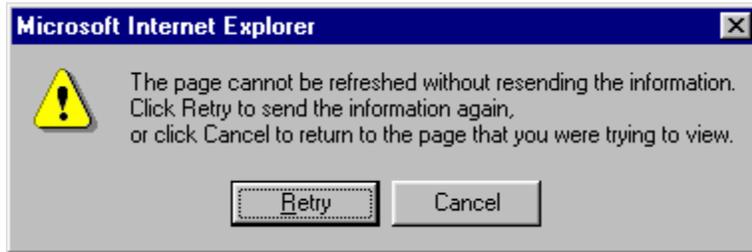
When you leave the SCS, click on the logo to the left of the system name, as shown below.



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

1.11 Database Not Available

When editing information in the SCS, when you click on the **Save** button, if you get the following message you should select the **Retry** option. If you do not, your changes will not be saved. Do not click the **Cancel** button.



While this warning screen has only been seen by people testing the SCS, it is possible that you might see it with so many people accessing the SCS (Westat staff and state coordinators). The programmers think this is a momentary instance of the database not being available due to heavy system use.