

4 MAKING BATCH ENTRIES

4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.

Batch entries can be made to update district information, school information, or schools’ grade fields.

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(*)

Batch Entry

Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.

[District values](#) [School values](#) [Grade values](#)

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

Batch Entry Field Selection

(Will need to be updated when ready)

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade and click on the appropriate link to see the list of available fields. Then within that column, select which field or fields you need to update. Note that it is possible to select more than one field within one set of data. To select multiple fields to update, simply click in the boxes for the two or more field labels. Don’t select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default (depending on the list that you are working with.)

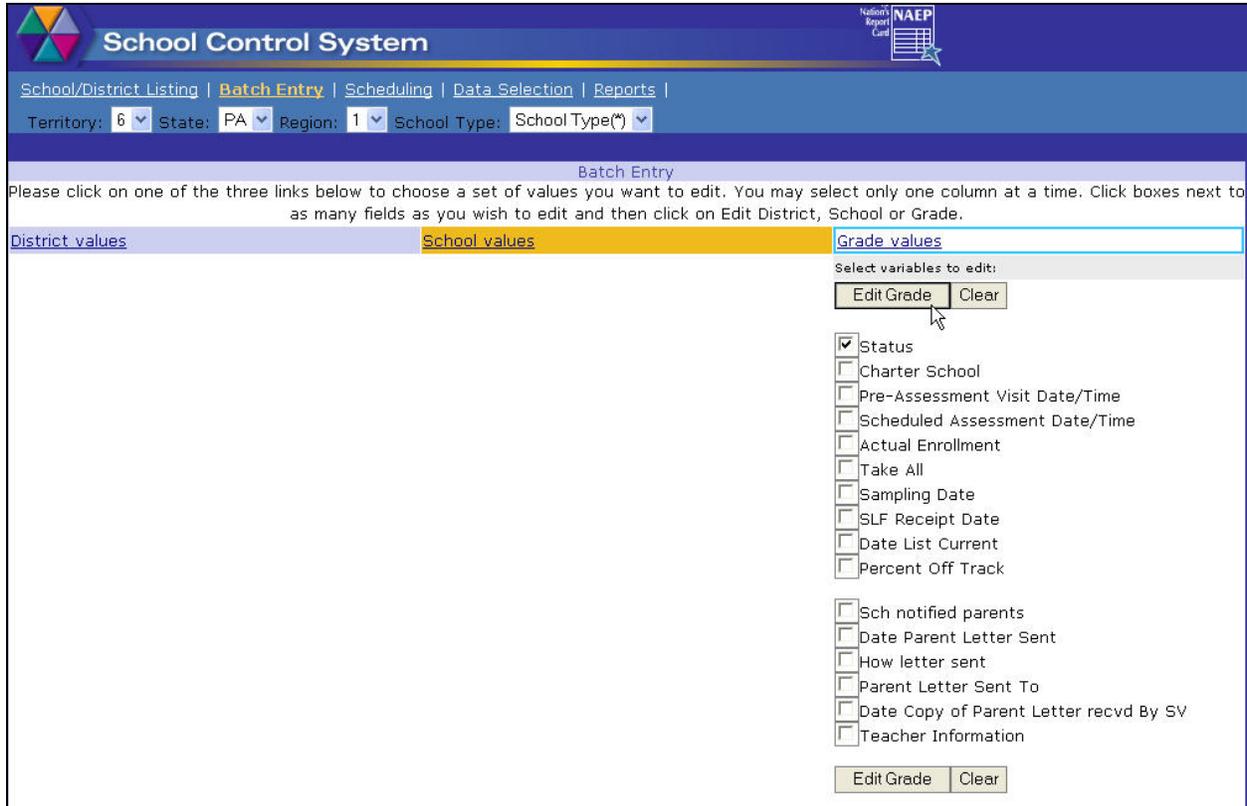
To explain how to use this option, we will work through the steps using an example of updating status codes for several schools.

4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

Step 1. Select the set of data and the value or field to be changed or updated.

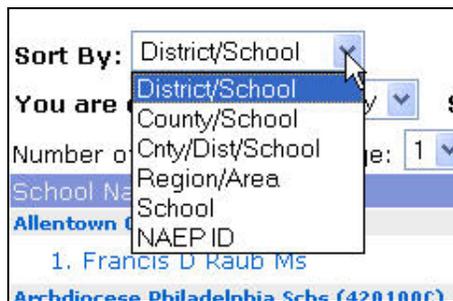
In this example, we clicked on Grade Values to reveal the values and selected the Status value by clicking in the box. Then, click on the **Edit Grade** button.



Selecting Status Code to Update

Step 2. Locate the school(s) to be updated.

All schools within the region will be displayed sorted by district. However, if you want to change the list, that option is available.



The sort order can be changed to:

- Schools by county and school,
- Schools by their county and district,
- Schools by their geographical NAEP region and area,
- Alpha sort by school name, or
- Schools by their NAEP ID.

The list can be subset to only one grade level and also subset to one of the status codes.

A sample of the sort by district (the default) is shown below.

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 is a search bar for 'School Name' with an alpha filter (A-Z) and an 'Apply All' button. The main area displays a table of schools, sorted by district. The table has columns for 'School Name', 'School ID', and 'Status Code'. The status codes are displayed in dropdown menus next to each school name. The schools are grouped by district: 'Archdiocese Of Boston (250100C)' and 'Archdiocese Philadelphia Schs (420100C)'. The status codes for the schools are: Pending, Pending, Pending, School Refusal, Pending, Pending, School Refusal, School Refusal, School Refusal, District Refusal, School Refusal, School Refusal, School Refusal, Pending, and School Refusal.

School Name	School ID	Status Code
Archdiocese Of Boston (250100C)		
1. Arlington Catholic High School	2530053	Pending
2. Central Catholic High School	2530083	Pending
Archdiocese Philadelphia Schs (420100C)		
3. All Saints Elementary School	4210053	Pending
4. Archbishop John Carroll High S	4230082	School Refusal
5. Coatesville Area Cath Elem Sch	4210103	Pending
6. Country Day School Of The Sacr	4220043	Pending
7. Northeast Catholic High School	4230052	School Refusal
8. Our Mother Of Sorrows School	4210052	School Refusal
9. St Catherine Of Siena School	4210092	School Refusal
10. St Cyril Of Alexandria School	4210082	District Refusal
11. St Francis Of Assisi School	4210093	School Refusal
12. St James Elementary School	4210032	School Refusal
13. St Margaret Elementary School	4220042	School Refusal
14. St Maria Gareth School	4220062	School Refusal
15. St Rose Of Lima	4220063	Pending
16. St William School	4210102	School Refusal

Batch Entry Updating Status Codes

Using this sort, schools within a district can easily be located. If you want to search for schools beginning with the same letter, use the alpha tabs at the top of the screen.

Step 3. Change or Update the value.

Click on the **Down Arrow** button next to the "Status Code" field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

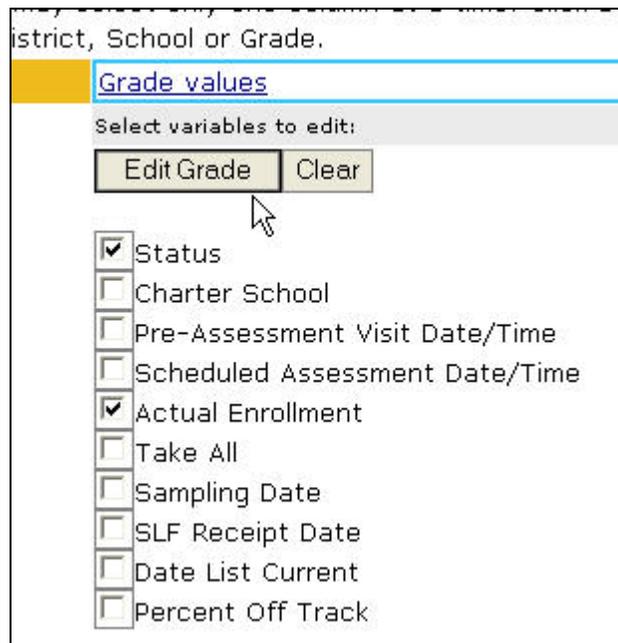
PLEASE NOTE: After you have updated information on one screen or page, you must click on the **Save Page** button before going to the next page of listings or returning to the main Batch Entry screen. If you do not, your changes will **NOT** be saved.

4.3 Using Batch Entry to Update Multiple Fields

If you want to select more than one field to update, you can do so, but only within one of the lists – district, school, or grade. You cannot select one value from the school list and one from the grade list.

All of the data entry fields for each of the district and school contact persons are available for updating through the Batch Entry process. If you want to have access to all of the fields for one of these positions – superintendent, for example – the first entry should be selected. For the superintendent this would be “Superintendent Information (All)” in which case all of the fields listed under this entry would be displayed for each of the districts.

To manually select more than one field, click in the boxes for each value to be selected. In the example below, we have selected two values in the school files to update – status code and actual grade enrollment.



Batch Entry Multiple Selection

After double checking your selections, click on the **Edit Grade** button.

School Control System

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

School Name * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

To enter the same data for ALL schools on this page, select a field from the first box, enter the data in the second box, and then click on the "Apply All" button.

Sort By:

You are editing Grade: Status:

Number of Records: 41 Page: of 3 Page Size:

School Name:	School ID:	Status Code:	Enrollment:
Archdiocese Of Boston (250100C)			
1. Arlington Catholic High School	2530053	<input type="text" value="Pending"/>	<input type="text" value="0"/>
2. Central Catholic High School	2530083	<input type="text" value="Pending"/>	<input type="text" value="0"/>
Archdiocese Philadelphia Schs (420100C)			
3. All Saints Elementary School	4210053	<input type="text" value="Pending"/>	<input type="text" value="0"/>
4. Archbishop John Carroll High S	4230082	School Refusal	<input type="text" value="0"/>
5. Coatesville Area Cath Elem Sch	4210103	<input type="text" value="Pending"/>	<input type="text" value="0"/>
6. Country Day School Of The Sacr	4220043	<input type="text" value="Pending"/>	<input type="text" value="0"/>
7. Northeast Catholic High School	4230052	School Refusal	<input type="text" value="0"/>
8. Our Mother Of Sorrows School	4210052	School Refusal	<input type="text" value="0"/>
9. St Catherine Of Siena School	4210092	School Refusal	<input type="text" value="0"/>
10. St Cyril Of Alexandria School	4210082	District Refusal	<input type="text" value="0"/>
11. St Francis Of Assisi School	4210092	<input type="text" value="School Refusal"/>	<input type="text" value="0"/>

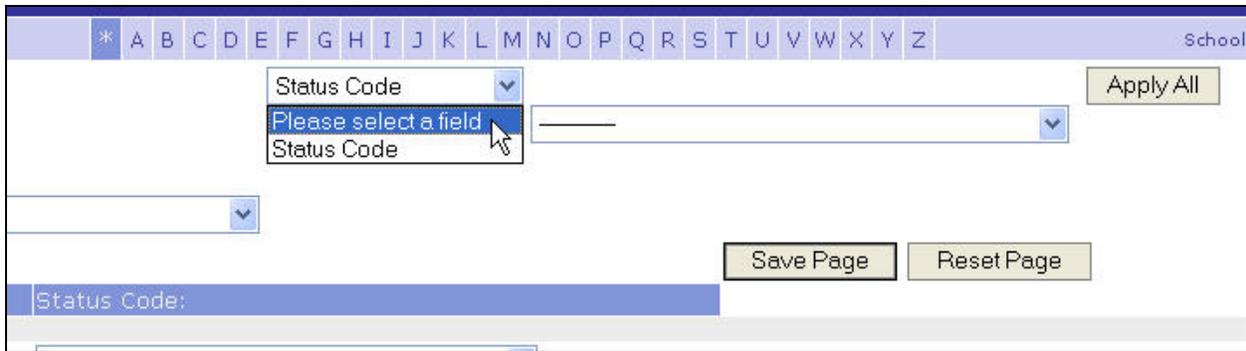
Batch Entry Updating School Status and Enrollment

Both fields will be listed. If the fields are too wide to be displayed on the screen, you will need to scroll to the right.

Don't forget to click on the **Save Page** button before leaving any screen in the Batch Entry option of the SCS. After making your updates, you can return to the main Batch Entry selection screen by selecting Batch Entry from the menu choices at the top of the screen.

4.4 Updating Data for Multiple Schools

In the upper right of the screen is a data entry box that will allow you to update the same data for all schools listed on the current page.



Batch Entry, Apply All

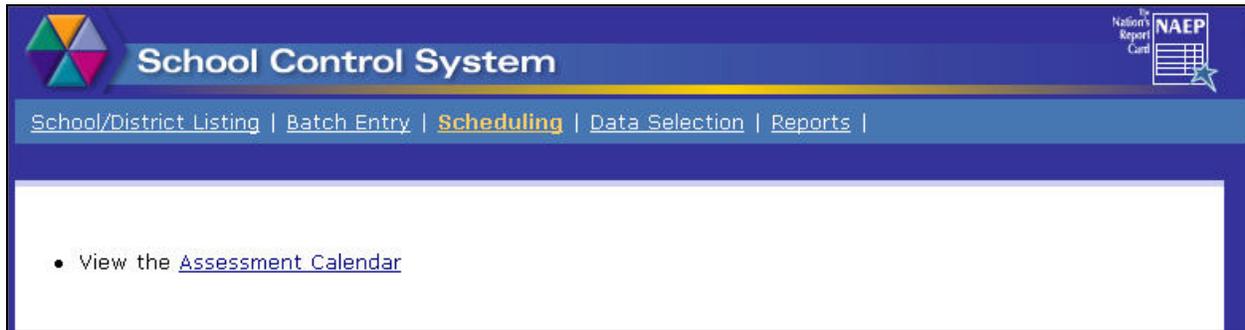
Click on the button beside “Please select a field” to see the drop-down list of fields. Click on the one to be updated and the list of values will be available as a drop down list in the next small window. Click on the button to see the list and click on the value to be entered for all of the schools on the current page.

After updating the data on one page, click the **Save Page** button, go to the next page of schools/districts and update the values on that page.

5 SCHEDULING

5.1 Overview

Selecting the Scheduling menu option will take you to a menu:



Scheduling Menu Screen

The Assessment Calendar option will take you to the 6-week assessment calendar showing assessment dates for your Region/Area. This option is described below.

5.2 The Calendar

The schedule for all of the schools in a region and area can be viewed in the calendar. Displayed are the school's name, number of sessions, the NAEP ID, and the school's status. The calendar for each region and area you are responsible for should be checked carefully and frequently as you contact schools and discuss assessment dates. Public and nonpublic schools are displayed so you can see the entire schedule for a region and area.

If and when a school is scheduled for a make-up session, that school will be shown on the make-up date on the calendar as well. (See February 10 on calendar below.)

A sample of a calendar is shown below.

School Control System

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

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

Print Version Print List of Events

Assessment Calendar

Area(*)

Mon	Tue	Wed	Thr	Fri
Jan 30	Jan 31 PA Willow Grove Fitzwater El Sch 4210140 Sessions: 3 PreAssessDate: 1/10/2006 <i>Cooperating</i>	Feb 1 PA Lansdale Pennedale Ms 4220190 Sessions: 3 PreAssessDate: 1/11/2006 <i>Cooperating</i>	Feb 2 PA Fort Washington Upper Dublin Hs 4230320 Sessions: 3 PreAssessDate: <i>Cooperating</i>	Feb 3
Feb 6	Feb 7 PA Philadelphia Washington George Hs 4230060 Sessions: 3 PreAssessDate: <i>Cooperating</i>	Feb 8 NY Springfield Gardens Christopher Robin Academy 3630213 Sessions: 1 PreAssessDate: 1/12/2006 <i>Cooperating</i>	Feb 9	Feb 10 NY, Springfield Gardens Christopher Robin Academy 3630213 <i>Make_up assess.</i>
Feb 13	Feb 14 PA Exton Downingtown Hs East Campus 4230300 Sessions: 3 PreAssessDate: <i>Pending</i>	Feb 15 PA Oxford Oxford Area Hs 4230470 Sessions: 3 PreAssessDate: <i>Pending</i>	Feb 16 NJ Jackson Jackson Memorial High 3430530 Sessions: 3 PreAssessDate: 1/3/2006 <i>Pending</i>	Feb 17
Feb 20	Feb 21	Feb 22	Feb 23	Feb 24

Sample Assessment Calendar

Field managers, state coordinators, and home office staff will be checking the calendars. As you determine that a school is not eligible to participate (closed, does not have the sampled grade, or does not have any grade-eligible students), its status should be updated as soon as possible and its assessment date removed.

Schools will only be displayed on the calendar if they have an assessment date recorded in the SCS and their status code is one of the following: Pending, Pending Cooperation, Cooperating, or Interim Refusal. Once a school's status is changed to a final refusal or ineligible, the school will no longer be displayed on the calendar.

Remember, you cannot actually change any information on the calendar. If you need to record a different assessment date for a school, for example, you will need to go to the school's School Edit page and make the change there.

Information displayed on the calendar is:

- School state and city
- School name
- School’s NAEP ID
- Number of sessions
- Preassessment date
- School’s participation status

The school name is underlined indicating it is a hyperlink. If you want to go directly to a school’s information, click on the school name and go to the School Edit page.

If you want to print out the calendar, a “printer version” of the calendar is available. You will note in the upper left of the screen is the printer version hyperlink. The result will be more calendar and less header printed out. Return to the previous version by clicking on the link provided at the top of the calendar.

A “List of Events” is also available. This link will take you to a listing of schools for each day. The information will be the same as on the calendar simply organized in a different way as you can see below.

[Click to Print This Page](#) [Back to Calendar](#) **State: PA Region: 1 Area: 1 - List of Events**

1/31/2006	<p><u>PA Willow Grove</u> <u>Fitzwater El Sch</u> 4210140 Pre-Assessment Date: None Sessions: 3 Pending</p>
2/1/2006	<p><u>PA Lansdale</u> <u>Perndale Ms</u> 4220190 Pre-Assessment Date: None Sessions: 3 Pending</p>
2/2/2006	<p><u>PA Fort Washington</u> <u>Upper Dublin Hs</u> 4230320 Pre-Assessment Date: None Sessions: 3 Cooperating</p>
2/7/2006	<p><u>PA Philadelphia</u> <u>Washington George Hs</u> 4230060 Pre-Assessment Date: None Sessions: 3 Cooperating</p>
2/14/2006	<p><u>PA Exton</u> <u>Downingtown Hs East Campus</u> 4230300 Pre-Assessment Date: None Sessions: 3 Pending</p>
	<p><u>PA Oxford</u> <u>Oxford Area Hs</u></p>

Calendar “List of Events”