

6 DATA SELECTION

6.1 Overview

The most powerful application of this option is to generate specialized reports which can be exported and manipulated in Excel. It can also be used to create an electronic file that can be used with another application, such as a word processor to generate individualized letters, mailing labels, etc.

Using the Data Selection feature, you will use up to four steps as you:

1. Select the fields to be used;
2. Indicate how you want the data sorted (if necessary);
3. Indicate which of the records you want included (subsetting or filtering, if necessary); and then
4. View the results and create an electronic file of the data to be printed.

If you do not need to sort or subset the data, you can go directly from Step 1 to Step 4 and see the list of data that you have requested.

This section will guide you step by step in producing a report that is not available through the system's regular Reports menu option.

See also Appendix A for suggestions on how to create your own school listing and log.

6.2 Creating a Missing Data Report

In this example, we will walk you through the process of creating a report that recruiting supervisors might find useful subsetting the list to nonpublic schools without a principal name.

Step 1. Select Fields.

Steps:	1. Select Fields	2. Sort Fields	3. Subset/Filter	4. Preview/Export
Select the fields you want to be included in your custom letters/labels/reports.				
District Information			School Information	
<input type="checkbox"/> District Name	<input checked="" type="checkbox"/> School Name	Grade Information		
<input type="checkbox"/> Dist MyNAEP Reg ID	<input type="checkbox"/> State School ID	<input checked="" type="checkbox"/> NAEP ID		
<input type="checkbox"/> Dist Address 1	<input type="checkbox"/> MySchool Reg ID	<input type="checkbox"/> Area		
<input type="checkbox"/> Dist Address 2	<input type="checkbox"/> Sch Address 1	<input type="checkbox"/> Samp Gr		
<input type="checkbox"/> Dist City	<input type="checkbox"/> Sch Address 2	<input type="checkbox"/> Target Stdnt samp		
<input type="checkbox"/> Dist State	<input type="checkbox"/> Sch City	<input checked="" type="checkbox"/> Status		
<input type="checkbox"/> Dist Zip	<input checked="" type="checkbox"/> Sch State	<input type="checkbox"/> Sr Ref Form		
<input type="checkbox"/> Dist Phone	<input type="checkbox"/> Sch Zip	<input type="checkbox"/> Gr Inelig Form		
<input type="checkbox"/> Dist Fax	<input type="checkbox"/> Sch Phone	<input type="checkbox"/> Pre-Assmt Visit Date		
<input type="checkbox"/> Dist Comment	<input type="checkbox"/> Sch Fax	<input type="checkbox"/> Pre-Assmt Visit Time		
<input type="checkbox"/> Dist FlgTuda	<input type="checkbox"/> County	<input type="checkbox"/> Scheduled Asmt Date		
<input type="checkbox"/> Dist smalldst	<input checked="" type="checkbox"/> Sch Type	<input type="checkbox"/> Scheduled Asmt Time		
<hr/>				
<input type="checkbox"/> Superint Prefix	<input type="checkbox"/> Non-pub Sch Srvy	<input type="checkbox"/> Orig/Sub		
<input type="checkbox"/> Superint Fname	<input type="checkbox"/> Region	<input type="checkbox"/> Est Enroll		
<input type="checkbox"/> Superint Lname	<input type="checkbox"/> Sch Comment	<input type="checkbox"/> Actual Enroll		
<input type="checkbox"/> Superint Suffix	<input type="checkbox"/> SDCF Cmpltd By Sch	<input type="checkbox"/> Spec Situation Assess a		
<input type="checkbox"/> Superint Address 1	<input type="checkbox"/> SDCF Received/Reviewed Date	<input type="checkbox"/> Spec Situation Fewer S		
<input type="checkbox"/> Superint Address 2	<hr/>			
<input type="checkbox"/> Superint City	<input type="checkbox"/> Princpl Prefix	<input type="checkbox"/> Spec Situation Other Si		
<input type="checkbox"/> Superint State	<input type="checkbox"/> Princpl Fname	<input type="checkbox"/> Spec Situation Resolutio		
	<input checked="" type="checkbox"/> Princpl Lname	<input type="checkbox"/> Assess all		
		<input type="checkbox"/> New Sch Ck Req		
		<input type="checkbox"/> Cmpltd New Sch ck		

Data Selection Step 1

As it states at the top of this screen, in Step 1 you select the fields you want to be included in your report. You will do this by clicking on the name of the field on in the small box in front of it.

For this report, select the following fields:

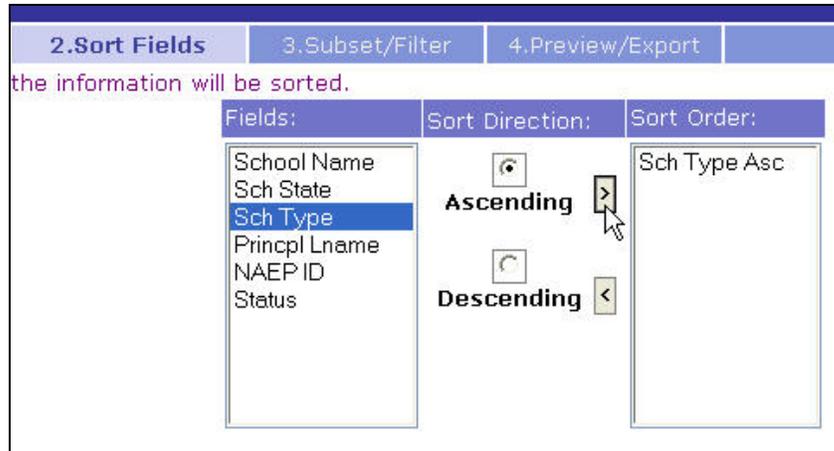
- School Name
- Sch State
- Sch ZIP
- Sch Type
- Principl Lname
- NAEP ID
- Status

The order in which you select these fields does not matter. You will set the sort order in the next step.

Next, click on the second tab and go to Step 2 in Data Selection.

Step 2. Sort Fields

How do you want the report or list of schools sorted? For this report, we'll sort by school type to more easily see the different categories of nonpublic schools.



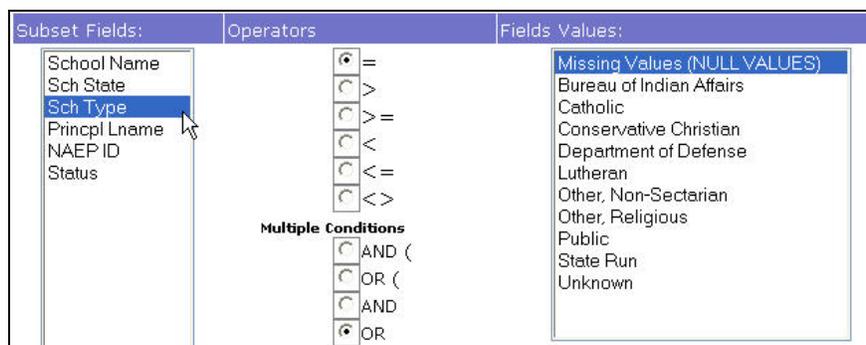
Step 2: Select Sort Fields

If you make a mistake or change your mind after copying a field from the list of fields to be “Sort Order” list, click on the field name in the “Sort Order” list and click on the left (<) arrow to remove it from the list.

When you are finished with your selections here, go to Data Selection Step 3.

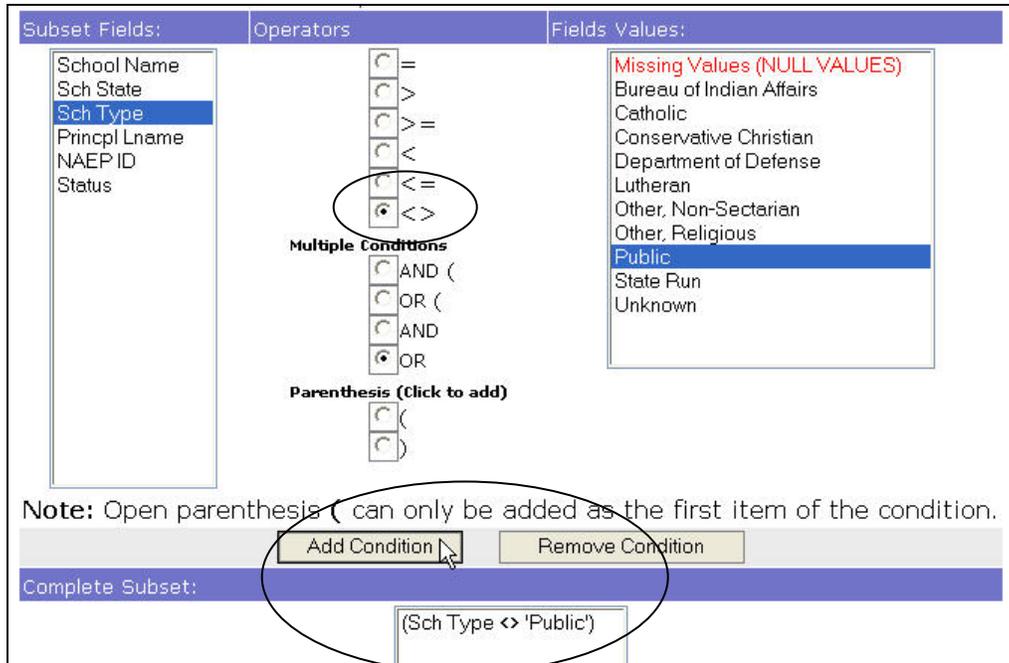
Step 3. Subset/Filter

In this step, you will tell the system that you want a report for only the nonpublic schools. Click on Sch Type to reveal the values for this field that have been recorded in the system.



Sch Type Values

To subset for nonpublic schools, you will indicate that you want school type to not equal public since there is no “nonpublic” value available. Use the “not equal to” symbol of \neq and then, add this condition to the complete subset by clicking on the **Add Condition** button.



Adding the “not public” condition

If you only want to see schools in one state, select a second field “Sch State,” set the operator to equal, and the Multiple Conditions to AND (without any parenthesis), click on the state abbreviation, and click on the **Add Condition** button.

Subset Fields:	Operators	Fields Values:
School Name Sch State Sch Type Princpl Lname NAEP ID Status	<input checked="" type="radio"/> = <input type="radio"/> > <input type="radio"/> > = <input type="radio"/> < <input type="radio"/> < = <input type="radio"/> < > Multiple Conditions <input type="radio"/> AND (<input type="radio"/> OR (<input checked="" type="radio"/> AND <input type="radio"/> OR Parenthesis (Click to add) <input type="radio"/> (<input type="radio"/>)	CA CO CT DC FL GA HI IA ID IL IN KY LA
<p>Note: Open parenthesis (can only be added as the first item of the condition.</p> <p style="text-align: center;"> <input type="button" value="Add Condition"/> <input type="button" value="Remove Condition"/> </p> <p>Complete Subset:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> (Sch Type <> 'Public') and (Sch State = 'CA') </div>		

Adding the State to the Filter

The report can be filtered further to show schools with missing principal names by selecting the field “Princpl Lname,” the operator “equals,” and the value of “Missing Values.” Add this to the complete subset and the result should look like the example below.

Subset Fields:	Operators	Fields Values:
School Name Sch State Sch Type Princpl Lname NAEP ID Status	<input checked="" type="radio"/> = <input type="radio"/> > <input type="radio"/> > = <input type="radio"/> < <input type="radio"/> < = <input type="radio"/> < > Multiple Conditions <input type="radio"/> AND (<input type="radio"/> OR (<input checked="" type="radio"/> AND <input type="radio"/> OR Parenthesis (Click to add) <input type="radio"/> (<input type="radio"/>)	Missing Values (NULL VALUES) Barnes Bird birndk Brown burton Coleman DeLauder Dodger Dymowski Einstein Haynes
<p>Note: Open parenthesis (can only be added as the first item of the condition.</p> <p style="text-align: center;"> <input type="button" value="Add Condition"/> <input type="button" value="Remove Condition"/> </p> <p>Complete Subset:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> (Sch Type <> 'Public') and (Sch State = 'CA') and (Princpl Lname = 'Missing Values (NULL VALUES)') </div>		

Filtering for Missing Values

Now we are ready to see the list, so go to Step 4.

Step 4. Preview, Saving, and Exporting

Here you can see the results of your efforts in the proceeding steps before you create the electronic file. If you need to modify any of the report, you can go back to Steps 3 or 2.

School Control System

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

Steps: 1.Select Fields | 2.Sort Fields | 3.Subset/Filter | **4.Preview/Export**

Preview and export newly created electronic file. << Back

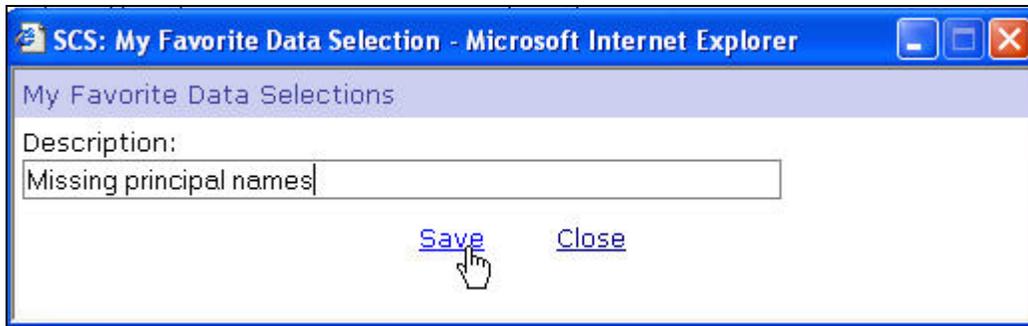
[Export Data to File](#) [Save Data Selection Template](#)

Sch Type	School Name	Sch State	Princpl Lname	NAEP ID	Status
Catholic	Holy Trinity Elementary School	CA		0620762	Pending
Catholic	Jesuit High School	CA		0630762	Pending
Catholic	Marian Catholic High School	CA		0630782	Pending
Catholic	Notre Dame High School	CA		0630772	Pending
Catholic	Our Lady Of Fatima Elem School	CA		0610612	School Refusal
Catholic	Our Lady Of Guadalupe Academy	CA		0611092	Cooperating
Catholic	Sacred Heart Cathedral Prepara	CA		0630752	Pending
Catholic	St Clement School	CA		0620712	Pending
Catholic	St Cyril Of Jerusalem School	CA		0610592	Pending
Catholic	St David School	CA		0620722	Pending
Catholic	St John Of The Cross School	CA		0620732	Pending
Catholic	St Martin Of Tours Elem School	CA		0620742	Pending
Catholic	St Mary Magdalen	CA		0621352	Pending
Catholic	St Thomas Apostle School	CA		0610602	Pending
Catholic	St Thomas More Elem School	CA		0610582	Pending

Step 4 – Review of Report

If your report looks all right, select the “Save Data Selection Template” option at the top of the screen. This will allow you to save the report format or template in the “My Data Selections” tab so that you can quickly recreate the report again.

When you click on the “Save Data Selection Template” link, a small dialog box will open giving you the opportunity to give your report a name. Enter the name and click on **Save**.



Naming and Saving Custom Data Selection

You should print out this report before going any farther. Click on the print icon at the top of the screen (being sure that your printer is connected and turned on).

Web sites unfortunately do not always print out very well. It is quite possible that, at a page break, part of a line will print at the bottom of one piece of paper and part of it on the top of the next page. An option would be to save or “export” the report to an Excel file and print it from Excel. See Section 6.4 for details on exporting report to Excel.

6.3 Explanation of Data Selection Symbols

If you are not familiar with the symbols used in Step 3, subsetting the fields, they are explained below.

- = Equals (the default)
- > Greater than
- >= Greater than or equal to
- < Less than
- <= Less than or equal to
- <> Does not equal

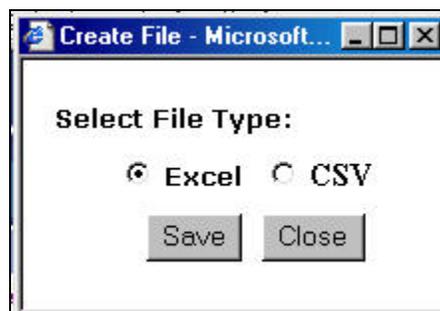
If you are familiar with these mathematical symbols, you are also aware that they are not displayed completely accurately within the SCS. However, it is not always possible to use the actual mathematical symbols when designing screens such as this.

The other symbols are for use by those with programming backgrounds who will produce more complex “conditions.”

6.4 Export Data

After you have created a report with Data Selection, you can save the entire report in an Excel file. While the option discussed in Step 4 (Section 6.2) saves the format (“condition”), the “Export Data” option saves the actual data that you have put in a report.

With the report displayed in Step 4 of the Data Selection steps, click on the “Export Data” link at the top of the screen. A small dialog box will appear asking if you want to save an Excel or CSV file.



Excel is the default. The file type CSV (for “comma separated values”) is a format that can be used by a wide variety of applications (including Excel). Saving the file in Excel will make it immediately available to you.

7 REPORTS

7.1 Overview

On the menu options at the top of the SCS screen, click on Reports and select which report you want as you see below.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with the following menu items: School/District Listing, Batch Entry, Scheduling, Data Selection, and Reports (which is highlighted). Below the navigation bar, there are dropdown menus for Territory (6), State (PA), Region (1), and School Type (School Type(*)). The main content area displays a list of reports, each with a 'School Type' dropdown, a 'Filter' dropdown, a 'Sorts' dropdown, and a 'Run Report' button.

Report Name	School Type	Filter	Sorts	Run Report
1. Summary Tallies	Public Schools	N/A	N/A	Run Report
2. School Status Listings	All	Active Schools	District	Run Report
3. Assessment Schedule	All	Cooperating Schools	District	Run Report
4. Student Sampling Listing	All	Active Schools	District	Run Report
5. Summary School Recruiting Report	All	All	Region	Run Report
6. Sampling Report	All	Not Designated	Region	Run Report
7. Preassessment Visit Report	All	Cooperating Schools	Region	Run Report
8. Assessment Progress Report	All	Cooperating Schools	Region	Run Report

Report Menu

Filter and sort options are available for all except the first, summary report. There is no sort available for it, but you can select the school type – public or nonpublic.

After selecting the school type, on the remaining reports you can set the filter and sort options (explained below), and click on the **Run Report** button. After the report is “run,” it will be displayed on the screen. If you want to print the report, you must do so before closing the report (see below). The reports can also be saved as Excel files. (See Section 7.1.5.)

7.1.1 Viewing Reports

Below is an example of Report 2 viewed on the screen.

Preview

Run Date: 09/01/2005
Run Time: 1:47 PM
[Save](#) in Excel

NAEP 2006 Report 2 - School Status Listings
State = PA, Region = 1
School Type = All
Filter = Active Schools
Sort = District

District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Of Boston	Arlington Catholic High School	2530053	12	Pending		0
	Central Catholic High School	2530083	12	Pending		0

[Back to SCS Reports Page](#)

District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Philadelphia Schs	All Saints Elementary School	4210053	4	Pending		0

Report 2

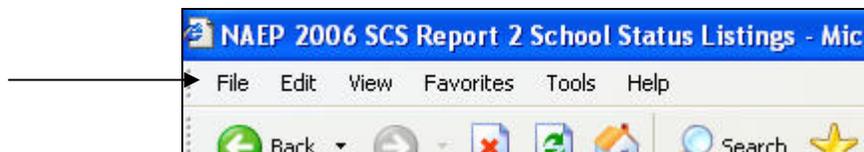
On the left, the Preview pane shows you the list of districts by which the report was sorted. If you click on one of the district/county names, the system will jump to that part of the report. The Preview pane on the left can be made narrower by clicking and dragging on the bar that separates it from the report.

For this report, we used the default criteria:

School type = All
Filter = Active schools (pending, cooperating, refusing, etc.)
Sort = District

7.1.2 Working With the Displayed Reports

The reports are not displayed within the SCS, but rather in your browser window. Thus, to print the report or search for a particular school (for example), you will use the browser options at the top of the window. It is recommended that you use the options on the menu bar (shown below) rather than the icons.



7.1.3 Printing the Report

There are options available to you for printing the report or parts of it. If you want to print the entire report, select File, Print. Using the printer icon will also result in printing the entire report, but without any intermediate opportunity to select only part of the report to print.

Selecting File, Print Preview will give you the opportunity to locate a particular page or range of pages that you can print rather than the entire report. If you use this option, you may need to change the view in print preview as shown below.

NOTE: The new reports have been added to the SCS (Reports 5-8) will require printing out on legal size paper. Be sure to have legal size paper in your printer before starting to print these reports.

NAEP 2006 SCS Report 2 School Status Listings Page 1 of 1

Run Date: 09/02/2005
Run Time: 10:28 AM
[Save in Excel](#)

NAEP 2006 Report 2 - School Status Listings
State = PA, Region = 1
School Type = All
Filter = Active Schools
Sort = District

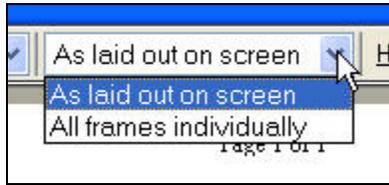
District	School Name	NAEP ID	Grade	Status	Scheduled Date	Actual Enrollment
Archdiocese Of Boston	Arlington Catholic High School	2530053	12	Pending		0
	Central Catholic High School	2530083	12	Pending		0

[Back to SCS Reports Page](#)

Print Preview “As laid out on screen”

Note at the top of this screen it states “As laid out on the screen.” If you used the Sort by district default, unless you want to see the list of districts on the left side of the page when you print this,

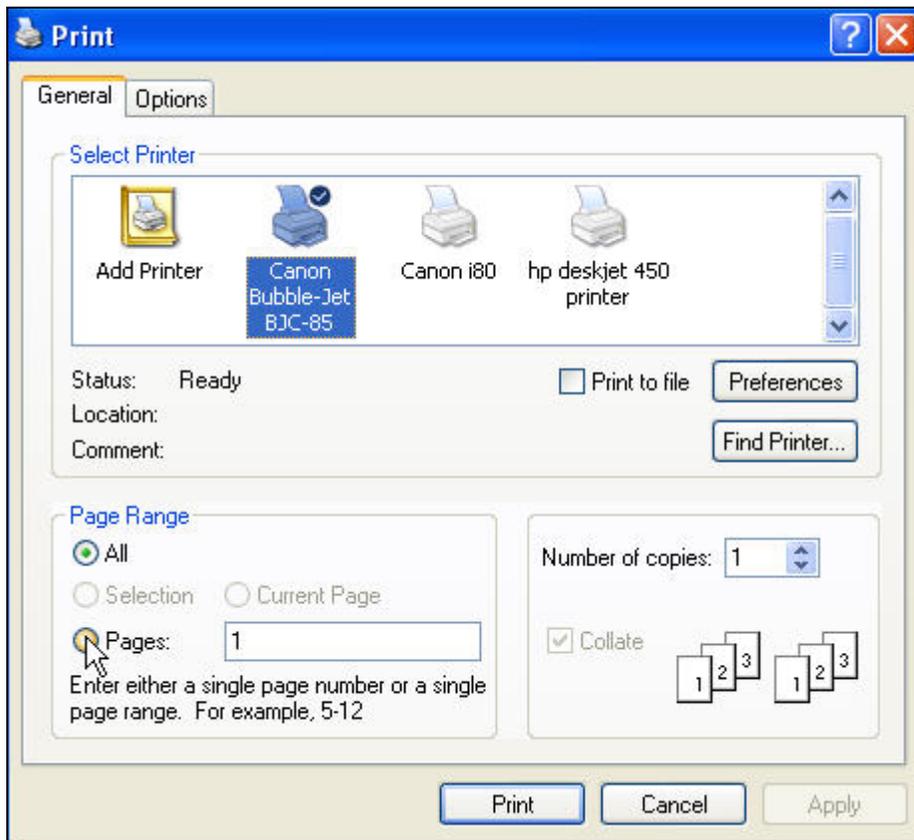
you should change that to “All frames individually.” (“Frames” refers to the way the report is designed, into sections or “frames.”)



Print Preview Viewing Options

By selecting this option, you will be able to print out only the information in the main part of the screen, on the right.

Scroll down to the district you want to print to see what the page number is. (Refer to the page numbers at the top of the screen.) When you know the page number or range of numbers, click on Print in the upper left of the preview screen to access the print pop-up window.



Print Preview Print Window