

**2006 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS**

Appendix G

Other Systems
User's Guides

October 2005

NAEP

OTHER SYSTEMS USER'S GUIDES, ETC.

Westat Materials Ordering System User Guide

Outlook Express User Guide

IceWarp User Guide

Systems Reference Materials

“How Do I Get to....”

“Using the Various Dial-Up Connections”

“Updating Telephone Numbers in AT&T Dial-Up Connection”

“Command AntiVirus Updating Definitions”

“Is Your Laptop Clock Right?”

“Cleaning the Print Head on a BJC 80/85 Printer”

Pearson SchoolHouse Materials Ordering and Materials Tracking Sites User Guides

NAEP 2006

WESTAT MATERIALS ORDERING SYSTEM

USER GUIDE

September 2005

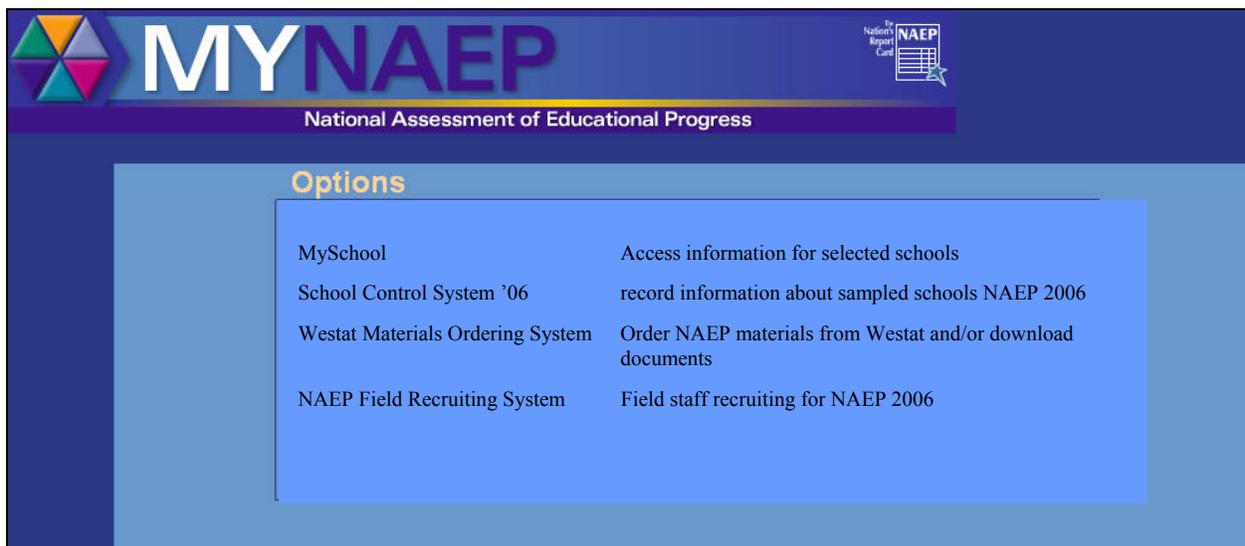
Table of Contents

| <u>Section</u> | <u>Page</u> |
|-----------------------------------|-------------|
| 1 Introduction..... | 1 |
| 2. Using the MOS | 2 |
| 3. Placing an Order | 3 |
| 4. Order Confirmations | 6 |
| 5. Item Descriptions | 8 |
| 6. Checking Order Status | 9 |
| 7. Document Download | 11 |
| 8. Logging Out of the System..... | 14 |

1. Introduction

The Westat Materials Ordering System (MOS) will be used by NAEP field staff to order materials from Westat. This site should not be confused with the new materials order site at Pearson¹ which provides assessment-related items such as accommodation booklets and teacher questionnaires. If, for example, you need additional time sheets or session scripts, you will order these from Westat.

You will access the Westat MOS through a link on the MyNAEP Options page; the same place that you select the link to the School Control System and the Field Recruiting System as shown in the mocked-up Options page below.



MyNAEP Options

When you have placed an order, you will receive an email message immediately to confirm that the order has been recorded and will be filled as soon as possible. When the order is shipped, another email message will be sent to your NAEP email address so that you will know when it is on the way.

¹ The Pearson Materials Ordering and Materials Tracking Sites will be available in December when the assessment materials are being shipped out.

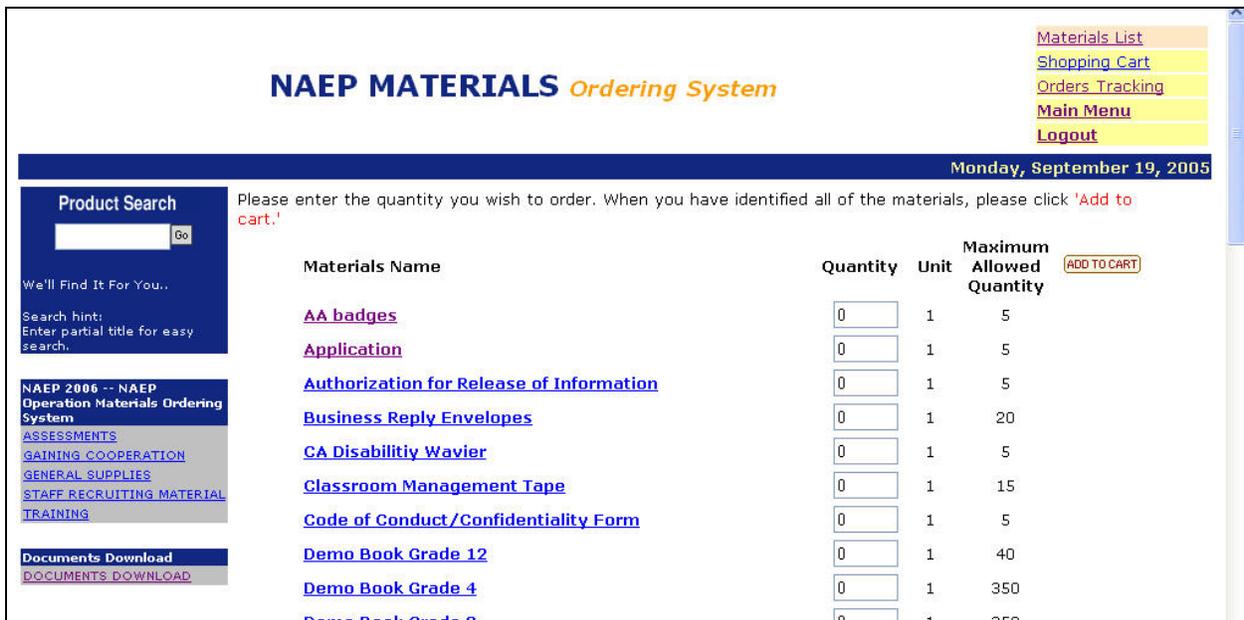
2. Using the MOS

The Main Menu of the MOS contains the link to the main NAEP (or operations) materials list. If there were special studies with materials in the MOS, these would be listed separately.



MOS Main Menu

This user guide will focus on the using the MOS for operations materials. Click on this link to go to the page listing the materials.



MOS Materials List (sample listing)

Since this list is quite long, you will need to scroll down to see the entire list. Two other options are available for locating an item:

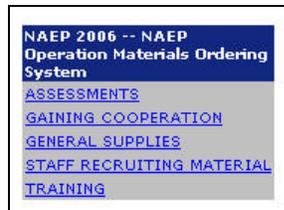
- A search field in the upper left of the page.



Enter the item name (or partial name such as “brochure”) in the search field to see a list of only items with that name or word in the title.

NOTE: We recommend that you not enter NAEP or the year in the search field since the resulting list may be nearly as long as the total list.

- Links to subsets of lists (under the search field) also in the upper left of the page.



Initially, the links available will be “Gaining Cooperation,” “General Supplies,” and “Staff Recruiting Material.” Click the link to see a subset of materials. Eventually, assessment related materials and training materials (additional materials for the AA training, for example) also will be available.

3. **Placing an Order**

There are only a few steps involved in placing an order.

Step 1 – Locate the item on the list (as described above).

Step 2 – Enter the quantity.

When you have located the item you need to order, enter the quantity in the “Quantity” box. You will be ordering by “units.” In other words, if the unit is “1” (as most are) and you want 5 of an item, you’ll enter 5, of course. If you are ordering an item that comes bundled in a larger unit, 5 for example, entering a 1 in the quantity box will get you 5 of the items. If you enter 5 in the quantity box, you will get 5 times the size of the unit or 25 of the item.

After entering the quantity you need for the one or more items, click the **Add to Cart** button at the very top or bottom of the list. For this example, we’ll order 5 additional Time and Expense Reports.

| | | | |
|---|--------------------------------|---|-----|
| The Teacher's Guide to NAEP | <input type="text" value="0"/> | 1 | 450 |
| Time and Expense form | <input type="text" value="5"/> | 1 | 20 |

Ordering T&Es

Step 3 – Check your shipping information.

When you click on the **Add to Cart** button, you will go to the Shopping Cart page shown below.

MOS Shopping Cart Page

The system reads your address information from the FRS and enters it in the Shopping Cart page. If you are traveling or for some other reason need the items shipped to a different address, change the address information appropriately. Changing the address here will not affect the address in the FRS nor will this become the default address for you in the MOS.

Enter the “Desired Arrival Date” especially if there is a need for the item to arrive at a specific date. Most orders received before 3:00 PM Eastern Time, will be filled and shipped for next-day delivery. If you want your order to arrive on a different day, then enter that date in this field. For example, if you want your materials shipped to a hotel where you will be staying three days from today, enter the hotel address and the Desired Arrival Date of (today + 3).

Options for the Shipping Method include:

- Federal Express (FedEx) Priority – default method; shipment due to arrive next business morning; shipment may be tracked via www.FedEx.com;
- FedEx Standard – shipment due to arrive next business afternoon; shipment may be tracked via www.FedEx.com;
- FedEx Saturday – shipment due to arrive Saturday; shipment may be tracked via www.FedEx.com;
- FedEx International – for international shipments, including Puerto Rico; shipment may be tracked via www.FedEx.com;
- Express Mail – shipment due to arrive in one to three business days; tracked via www.USPS.gov; and
- U.S. Regular Mail – due to arrive in three to five business days, not tracked.

If the materials are not needed first thing the next morning, you may select a shipping method that suits your needs and that will save on cost. When the order is shipped, an email is sent to you that will include the tracking information, if applicable.

Special Instructions may include notes like:

- Pack materials in boxes no more than 10 lbs. each (can’t lift big, heavy boxes); or
- Do NOT leave with neighbor – Require Signature.

The item(s) that you ordered is displayed at the bottom of this page.

| Quantity | Item No. | Item Name | |
|--------------------------------|-----------|-----------------------|------------------------|
| <input type="text" value="5"/> | NXPXC4114 | Time and Expense form | delete |

Item Ordered

Double check this information before clicking on the **Submit Order** button. At this point, you can change the quantity (and then save the new quantity by clicking on the **Save Quantity** button), return to the materials list to continue shopping, or submit your order.

Each item will have an Item Number that will appear in the lower right corner on the documents that Westat reproduces. When ordering, use this item number as a double check of the item you are ordering. (This new item number is being added to documents and will eventually be on every Westat produced document.)

4. Order Confirmations

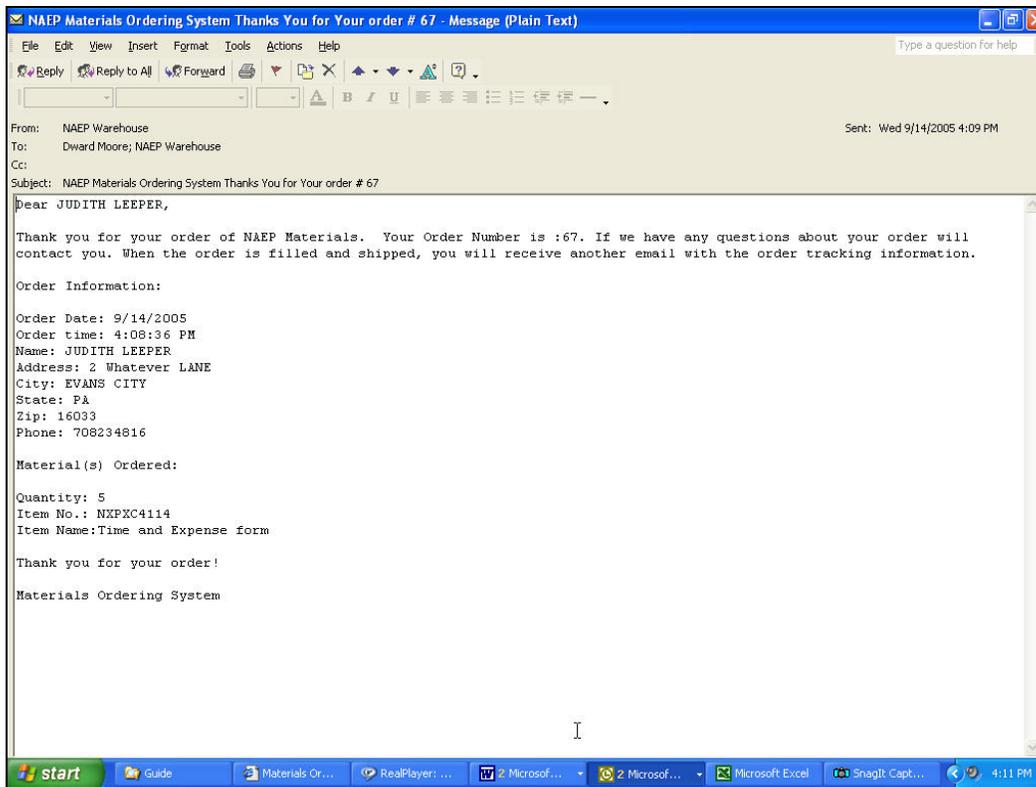
When you click on the **Submit Order** button, the order confirmation shows you the order number as well as the specifics of your order.



MOS Order Confirmation

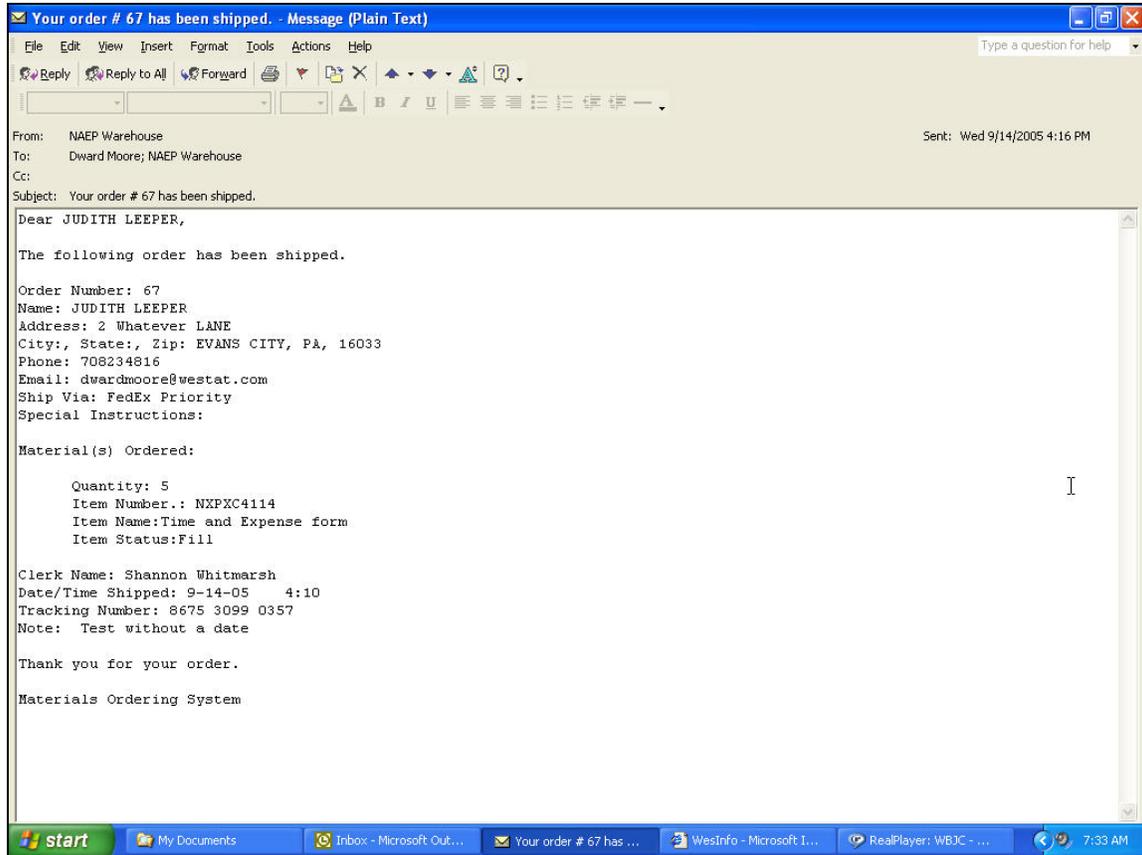
You should print this as a record of your order. Use the print icon at the top of your browser to print the page.

When you check your NAEP email, you will find a confirmation email message as well.



Order Confirmation E-Mail Message

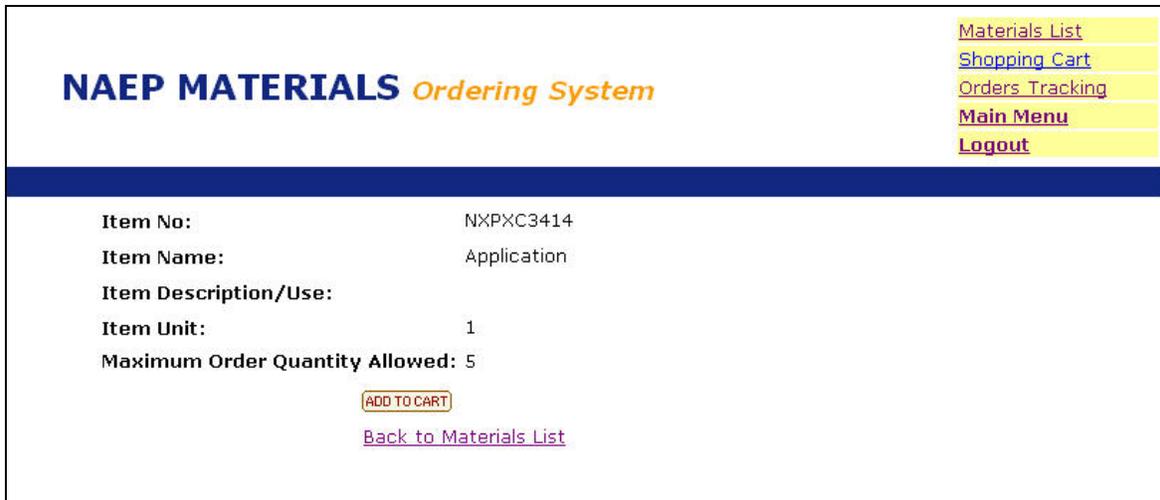
When the order has been shipped, you will receive another email message to let you know your order is on the way.



“Your Order has been Shipped” Email Message

5. Item Descriptions

With the large number of items used throughout the NAEP study, it might be necessary to check a description of an item to be sure it is what you want and need. If you click on the name of an item in the Materials List of items, you will see such a description. (Descriptions will be available in the production version of the MOS.)



MOS Item Description Page

6. Checking Order Status

You can log onto the MOS at any time and check the status of your order by selecting “Orders Tracking” from the menu in the upper right of the materials screen.



Select “Orders Tracking” to See Status of Order

The Orders Tracking section of the MOS will list each of the orders you have placed, their order IDs, and, for shipped items, the date and time the item(s) was shipped and the tracking number. If the order has not been processed as yet, the “Status” will show as Pending.

7. Documents Download



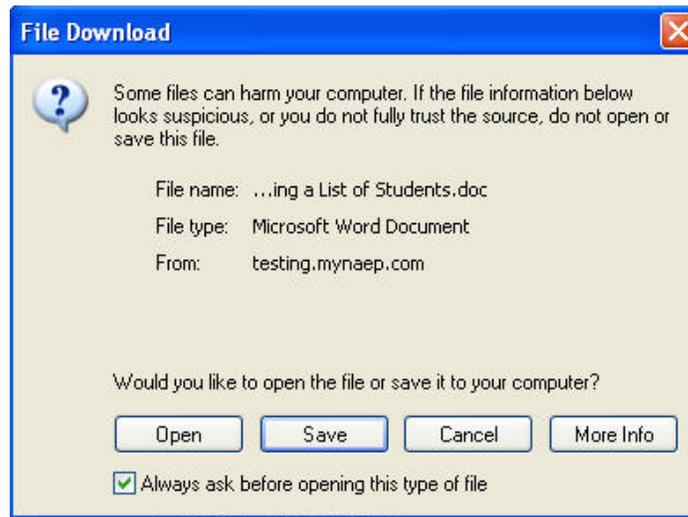
Link to Documents Download

Under the list of subset categories is the link to downloading documents. Click on the link to see the list of files that is available. An example list is shown below.

A screenshot of a Microsoft Internet Explorer browser window displaying the 'NAEP MATERIALS Ordering System' website. The browser's address bar shows the URL 'http://testing.mynaep.com/haepmaterial/documents/documents.asp?ProjectID=1'. The page features a navigation menu on the right with links for 'Materials List', 'Shopping Cart', 'Orders Tracking', 'Documents Download', 'Main Menu', and 'Logout'. The main content area is titled 'Documents Download' and includes a message: 'Please click on the document title link in order to download the document.' Below this message is a table with three columns: 'Title', 'Description', and 'Date'. The table lists several documents, including 'Instructions for Preparing a List of Students', 'New Enrollee Listing Form', 'New School Report Form', 'Nonpublic School Survey Form', 'Refusal Report Form', 'School Data Collection Form', 'Special Situation Form', and 'Student Listing Form'. At the bottom of the table, there is a prompt: '-Select document to download'. The page number 'Page: 1 of 1' is displayed in the bottom right corner of the content area. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microsoft Out...', 'SystemChangeReque...', 'Materials Ordering Sy...', 'RealPlayer: WBJC - ...', and 'MOS comments-9-14-...'. The system clock shows '8:38 AM'.

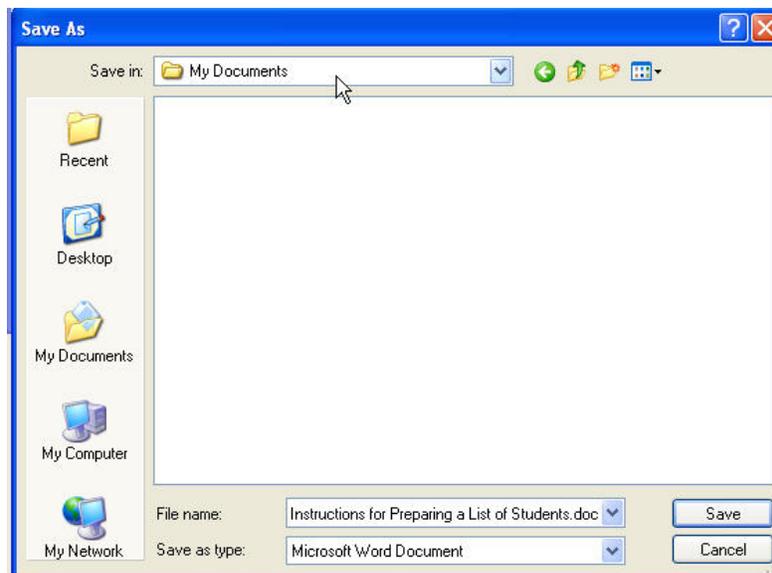
Sample List of Documents to Download

When you click on the download link (the name of the document), in most cases the system will ask you what you want to do next. (This pop-up window will not appear if the “Always ask...” box has not been checked.)



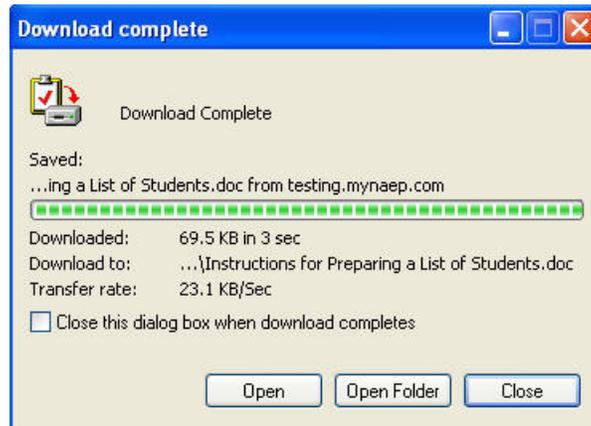
Download Options

Click the **Save** button and tell the system where you want the file saved.



Save to My Documents (Default)

The default for Microsoft products is to save in My Documents. Save there or wherever you want the file to be saved and click the **Save** button.



Download Complete

When the download is complete the system will tell you. At this point, you should close this window before opening the document since you are still connected to the MOS and your Internet connection is still open.

Initially, this list will supplement the list of files that you have on your laptop in the NAEP documents folder. As new documents are made available, you can obtain them through the normal transmission procedure or you can download them from the MOS site. If you are using your own computer with a high-speed Internet connection, you might prefer to download files with it than with the slower laptop dialup connection.

8. Logging out of the SYSTEM

Click on the Logout option in the upper right when you have completed your order.



This takes you back to the MyNAEP Options page so that you can go to the SCS, the Pearson sites (beginning in late December), or close MyNAEP and disconnect from the Internet.