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# **School Control System (SCS) User's Guide**

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## 1. Overview

The NAEP School Control System (SCS) is used by assessment coordinators, supervisors, field managers and directors, NAEP State and TUDA Coordinators, and Westat home office staff throughout the NAEP field period to record and to obtain information about the schools selected for NAEP. This document will help you access the SCS, locate the information that needs to be updated, and show you how to record the appropriate information.

NAEP is a large study with a short field period. It is crucial that information regarding the study be available as quickly as possible. To provide needed information about assessment activities in participating NAEP schools, you will record the following information in the SCS for each of your cooperating schools:

|                                   |  |
|-----------------------------------|--|
| Schedules:                        | <ul style="list-style-type: none"><li>• Assessment, makeup session, and preassessment visit schedule updates as necessary.</li></ul>   |
| Preassessment visit results:      | <ul style="list-style-type: none"><li>• Resolution of Student Sample Summary Reports.</li><li>• New Enrollee Procedure results.</li><li>• Number of Excluded Students by subject.</li><li>• Parent Letter Information.</li></ul>   |
| Special Studies (as appropriate): | <ul style="list-style-type: none"><li>• ESBQ survey status.</li><li>• NIES summary data.</li></ul>   |
| Post Assessment:                  | <ul style="list-style-type: none"><li>• For each session, the number of ineligible, excluded, absent, and assessed students.</li><li>• If a makeup session was needed, when it was held.</li><li>• Reporting when the assessments are complete in each school.</li></ul> |

Before, during, and after the assessments in each school, you will update information in the SCS.

### 1.1 Getting to the SCS

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

If using a computer other than the NAEP laptop, the web address is WWW.MYNAEP.COM.

To access the SCS online with your NAEP laptop, you will call Westat and access the SCS via the Internet.

First, be sure that your computer is connected to the telephone line.

Double-click on the Internet Explorer icon to open the browser.



When your browser opens, the “Dial-up Connection” window will normally appear. Your browser has been set up so that you can connect to Westat from home and on the road.

The “Dial-up Connection” window is shown below.



“Dial-up Connection” Window

Click on the down-arrow button beside “9 Prefix Westat” to reveal the drop-down list you see above. When you are at home, you will use the dial-up connection labeled “Westat” without the prefix. When you are away from home, you will use the dial-up connection that contains the prefix 8 or 9, depending on the hotel telephone system. Click on the option that you need.

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**Note:** The first time you select one of the connection options, you may need to enter your User Name. After a successful connection, you will not need to enter your User Name again since the system will store it and display it when you use that connection option again.

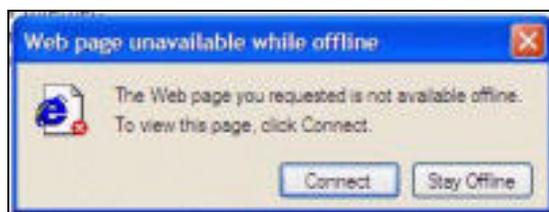
If your User Name is not displayed, click in the User Name field and type your NAEP User Name. Your NAEP User Name is in the format of NAEPXXXX where the Xs are numbers assigned to you.

Then, click in the password field, enter your password, and click on the **Connect** button.

If the **“Dial-up Connection”** window does not appear, locate the icon at the top of the screen shown here that looks like two green arrows going in a circle. Click on this **“Refresh”** icon and a small dialog box will open.



Refresh icon



“Web page unavailable while offline”

Click on the **Connect** button. The **“Dial-up Connection”** window should appear.

Type your password and click on the **Dial** button at the bottom of the window.

## 1.2 Accessing the SCS

When you are connected to the Internet with the NAEP laptop, the MyNAEP login page will be your homepage. The login page is shown below.

**NAEP** National Assessment of Educational Progress

# MYNAEP

National Assessment of Educational Progress

## Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as the "Nation's Report Card." This website provides NAEP-related information to states, districts, and schools and is designed and maintained by Westat. MyNAEP serves as a portal to MySchool, a website providing NAEP assessment information to school and district personnel.

**Login** New MySchool users **REGISTER** here!

Please enter your user name and password to enter MySchool/MyNAEP

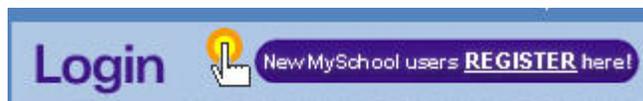
User Name:  Password:

[Forgot Your Password?](#) | [Disclaimer](#)

If you need help accessing this website, please contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8:00 a.m. and 8:00 p.m. ET.

MyNAEP Login Page

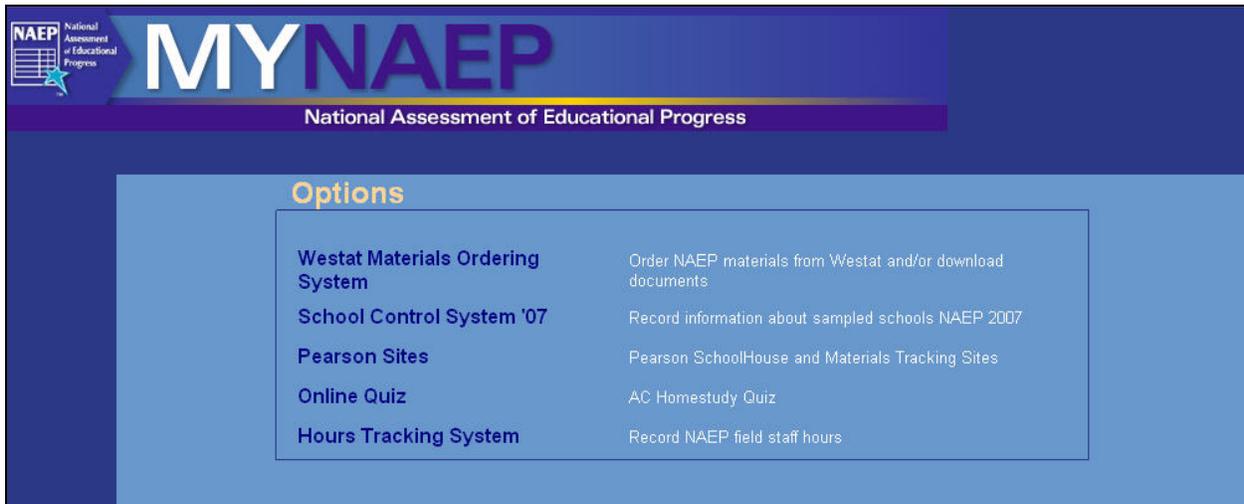
You have been “registered” for access to the SCS. The notice you see on the login page is for schools and districts who wish to access their MySchool site.



Since you are now trying to access a secure site on the Internet, you will need to enter your NAEP User Name and password to identify you as a registered and legitimate site user.

## 1.3 MyNAEP Welcome Page

After you enter your User Name and password, you will go to the MYNAEP Welcome page.



MyNAEP Welcome Page

From this page, you can go to one of the following sites:

- [Westat Materials Ordering System](#) – you will use this to order additional materials/supplies from Westat;
- [School Control System '07](#) — you will select this to get to your schools in the SCS;
- [Pearson Sites](#) – this will take you to the Pearson site to order additional assessment materials and to track shipments to you;
- [Online Quiz](#) – This link will be available until training for you to take the quiz on your home study materials; or
- [Hours Tracking System](#) – you will enter hours for your AAs in this system.

Move the mouse pointer over the option you want to access and the pointer will change to a hand with a pointing finger. Click once with the left mouse button.

#### 1.4 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 safe. We strongly recommend that you do not set the browser to save such information. Internet Explorer on your NAEP 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. 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 the identify of the schools in NAEP is 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.

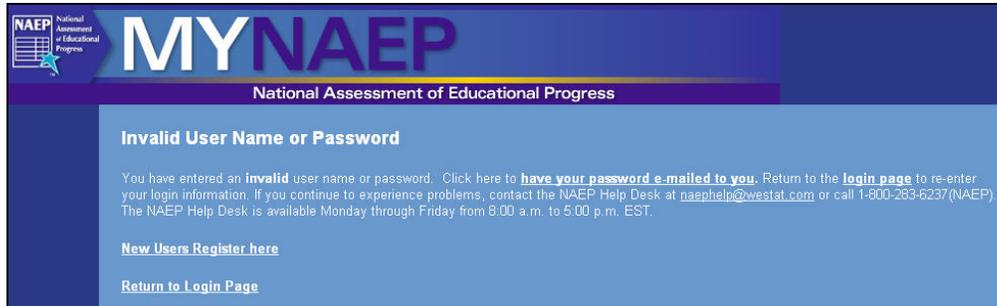
Be careful not to press the **Enter** key after typing your user name. If you do, the system will think that you are trying to log in without entering the password and you will get the following pop-up message.



If this happens, click on the **OK** button and then, click on the password field.

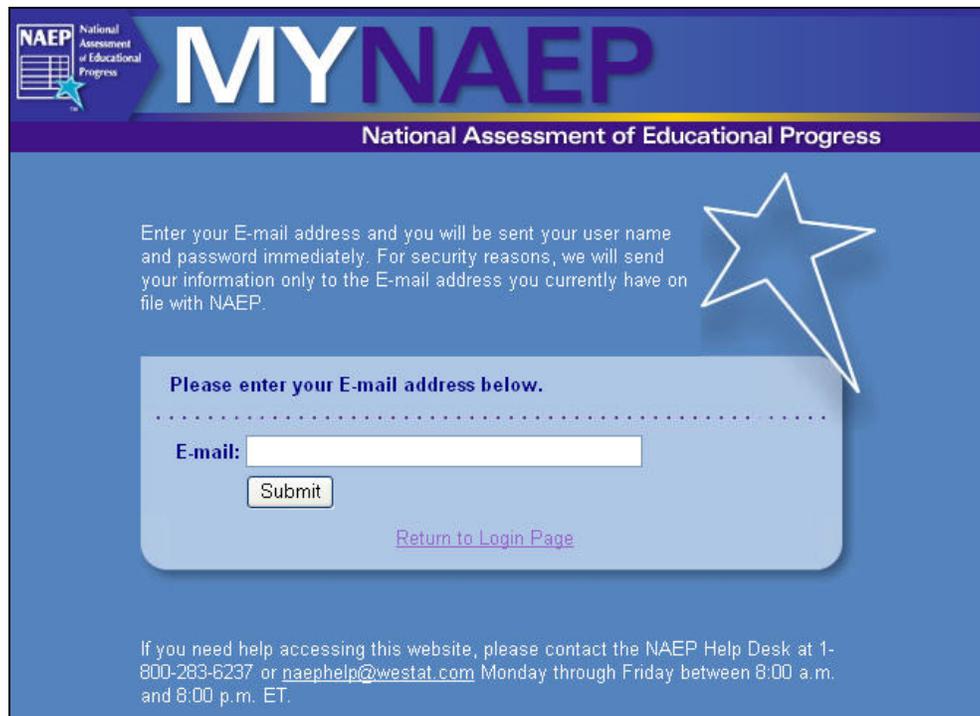
As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user name or password, you will get the invalid user name or password message shown on the next page. If this happens, select the return hyperlink and carefully enter your user name and password again.



### Invalid User Name or Password

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 **1-888-499-6237**.



### 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 e-mail message.

## 1.5 Basics for Using the System

The default school listing is on the following page.

Default School Listing

| School Name:                                      | NAEP ID: | Status:                     | Region: | Area: | County:            | District Name:                     |
|---|----------|-----------------------------|---------|-------|--------------------|------------------------------------|
| 1. <a href="#">Alternative Choice Sch</a>         | 1210412  | School Refusal              | FL-1    | 1     | Lander County      | TS Non-Public Non-Catholic Schools |
| 2. <a href="#">Blout County Elementary</a>        | 1210800  | Cooperating                 | FL-1    | 1     | Sanilac County     | Grand Valley Local SD              |
| 3. <a href="#">CASTLE-IN-THE-CLOUDS-KDGN</a>      | 1210413  | Does not have sampled grade | FL-1    | 1     | Mahnomon County    | TS Non-Public Non-Catholic Schools |
| 4. <a href="#">Catalina Foothills High School</a> | 1231330  | Cooperating                 | FL-1    | 1     | Scott County       | Woodland Sch Dist 404              |
| 5. <a href="#">Cesar Chavez Academy 8/9/10</a>    | 1220980  | Cooperating                 | FL-1    | 1     | Carroll County     | Woodland Sch Dist 404              |
| 6. <a href="#">Cuba Rushford ES</a>               | 1210850  | Cooperating                 | FL-1    | 1     | San Diego County   | Grand Valley Local SD              |
| 7. <a href="#">Cuba Rushford ES</a>               | 1221090  | Cooperating                 | FL-1    | 1     | San Diego County   | Grand Valley Local SD              |
| 8. <a href="#">Dade Marine Institute North</a>    | 1220830  | Cooperating                 | FL-1    | 1     | Morris County      | Grand Valley Local SD              |
| 9. <a href="#">Dawson High School</a>             | 1231240  | Cooperating                 | FL-1    | 1     | Hemphill County    | Grand Valley Local SD              |
| 10. <a href="#">Dixon Middle School</a>           | 1221221  | Cooperating                 | FL-1    | 1     | Curry County       | Grand Valley Local SD              |
| 11. <a href="#">East Central Catholic</a>         | 1210322  | Closed                      | FL-1    | 1     | Pinellas County    | Archdiocese of Rome                |
| 12. <a href="#">Frank Sinatra School Arts</a>     | 1231580  | Cooperating                 | FL-1    | 1     | Lubbock County     | Grand Valley Local SD              |
| 13. <a href="#">Marshall High School</a>          | 1231420  | Cooperating                 | FL-1    | 1     | Person County      | Grand Valley Local SD              |
| 14. <a href="#">Montgomery Multi Needs Center</a> | 1221080  | Initial contact, pending    | FL-1    | 1     | Los Angeles County | Grand Valley Local SD              |
| 15. <a href="#">Our Lady of Good Counsel ES</a>   | 1210362  | Cooperating                 | FL-1    | 1     | Westchester County | Archdiocese of Rome                |

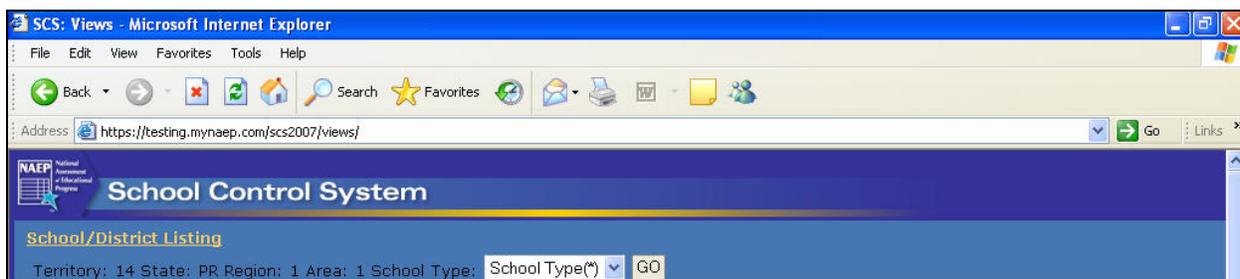
Next Page >>

Search for  IN  School Name  Find

Number of Records: 22 Page: 1 of 2

Default School Listing

The icons and menu items above the SCS banner are related to the functions of the 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.



SCS Banner and Browser Icons

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 temporarily copied to your computer in an area called a cache. When you use the 'Back' arrow to move to a screen you have previously seen, you may be seeing the temporarily stored screen from your browser's cache rather than

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the actual screen from the server at Westat. Changes you made on the screen may not be on the screen that you see, which could be very confusing. To move within the SCS, you should use the links in the SCS (including Next page>>, <<Previous page, etc.) to be sure that you are always going where you want to go.

The alpha tabs across the top of the screen allow you to subset or filter the list in the current view to show only those entries in the first column that start with the letter you choose. To see all schools, click on the tab with the asterisk (“\*”).

**NOTE:** 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 log you out. For example, if you are logged into the SCS and do not save any data or move to another page for 20 minutes, 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.

## 1.6 Leaving the SCS

When you leave the SCS, click on the NAEP logo to the left of the blue banner, 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.

## 2. Locating Your School in the SCS

There are two quick ways to locate a school in the SCS:

- Use the alpha tabs to get a list of all schools beginning with the same letter; or
- Enter part of the school’s name in the “Search for” field at the bottom of the screen.

To search for a school, use the alpha tabs or --

-- use the “Search for” field at the bottom of the

School Control System

School/District Listing

Territory: 11 State: FL Region: 1 Area: 1 School Type: School Type(\*) GO

| School Name                       | NAEP ID | Status                      | Region | Area | County             | District Name                      |
|-----------------------------------|---------|-----------------------------|--------|------|--------------------|------------------------------------|
| 1. Alternative Choice Sch         | 1210412 | School Refusal              | FL-1   | 1    | Lander County      | TS Non-Public Non-Catholic Schools |
| 2. Blout County Elementary        | 1210800 | Cooperating                 | FL-1   | 1    | Sanilac County     | Grand Valley Local SD              |
| 3. CASTLE-IN-THE-CLOUDS-KDGN      | 1210413 | Does not have sampled grade | FL-1   | 1    | Mahnomen County    | TS Non-Public Non-Catholic Schools |
| 4. Catalina Foothills High School | 1231330 | Cooperating                 | FL-1   | 1    | Scott County       | Woodland Sch Dist 404              |
| 5. Cesar Chavez Academy 8/9/10    | 1220980 | Cooperating                 | FL-1   | 1    | Carroll County     | Woodland Sch Dist 404              |
| 6. Cuba Rushford ES               | 1210850 | Cooperating                 | FL-1   | 1    | San Diego County   | Grand Valley Local SD              |
| 7. Cuba Rushford ES               | 1221090 | Cooperating                 | FL-1   | 1    | San Diego County   | Grand Valley Local SD              |
| 8. Dade Marine Institute North    | 1220830 | Cooperating                 | FL-1   | 1    | Morris County      | Grand Valley Local SD              |
| 9. Dawson High School             | 1231240 | Cooperating                 | FL-1   | 1    | Hemphill County    | Grand Valley Local SD              |
| 10. Dixon Middle School           | 1221221 | Cooperating                 | FL-1   | 1    | Curry County       | Grand Valley Local SD              |
| 11. East Central Catholic         | 1210322 | Closed                      | FL-1   | 1    | Pinellas County    | Archdiocese of Rome                |
| 12. Frank Sinatra School Arts     | 1231580 | Cooperating                 | FL-1   | 1    | Lubbock County     | Grand Valley Local SD              |
| 13. Marshall High School          | 1231420 | Cooperating                 | FL-1   | 1    | Person County      | Grand Valley Local SD              |
| 14. Montgomery Multi Needs Center | 1221080 | Initial contact, pending    | FL-1   | 1    | Los Angeles County | Grand Valley Local SD              |
| 15. St. Mary of Good Counsel ES   | 1210362 | Cooperating                 | FL-1   | 1    | Westchester County | Archdiocese of Rome                |

Search for  IN School Name Find Number of Records: 22 Page: 1 of 2

For example, to locate East Central Catholic, type “Central” in the “Search for” field and click on the **Find** button. The result is shown below.

School Control System

School/District Listing

Territory: 11 State: FL Region: 1 Area: 1 School Type: School Type(\*) GO

| School Name              | NAEP ID | Status | Region | Area | County          | District Name       |
|--------------------------|---------|--------|--------|------|-----------------|---------------------|
| 1. East Central Catholic | 1210322 | Closed | FL-1   | 1    | Pinellas County | Archdiocese of Rome |

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

If there were two schools on the list with the word “Central” in them, both would be displayed.

Open the school record by clicking on the underlined school name.

### 3. The School Edit Page

After you click on the school's name, the school information is displayed as you see in the example below.

The screenshot displays the 'School Edit' screen in the 'School Control System'. The page is titled 'School/District Listing' and shows the 'General' tab selected. The school information is as follows:

|                           |                     |                      |       |
|---------------------------|---------------------|----------------------|-------|
| Name:                     | Dixon Middle School |                      |       |
| Address:                  | 12399 Eastern Ave   |                      |       |
| Address (cont'd):         |                     |                      |       |
| City, State: Zip:         | Oakland             | FL                   | 12345 |
| County:                   | Curry County        |                      |       |
| Phone:                    | (309) 755-5234      | (XXX) XXX-XXXX       |       |
| Fax:                      |                     | (XXX) XXX-XXXX       |       |
| Principal:                | Marilyn Bernard     | <a href="#">Edit</a> |       |
| Coordinator:              | Sam Stewart         | <a href="#">Edit</a> |       |
| MySchool Registration ID: | 120150003225        |                      |       |

Additional information on the right side of the screen:

- NAEP ID 1221221
- Grade Sampled: 8
- Original School. (Substitute Available)
- School Type: Public
- Charter School Flag: No
- Enrollment: Estimated: 541, Actual: 540
- Status: Cooperating
- Scheduled Assessment Date: 2/19/2007
- Scheduled Assessment Time: 8:35
- Make-up Date: None
- Comments: (empty text area)

School Edit Screen, General tab

#### 3.1 Search for a School

In the upper right of the screen is a search field. It is available in each of the School Edit tabs. By entering a school ID in this field and clicking on the **Find** button, you can quickly go to the same part of the SCS for another school.

#### 3.2 School Edit Tabs

The School Edit section of the SCS is divided into several screens, each of which is accessed by selecting the appropriate tab at the top of the screen.

The screenshot shows the five tabs at the top of the School Edit screen: **General** (white), **Sampling** (yellow), **Preassm't** (blue), **Special Studies** (orange), and **Post Assm't** (green).

The tabs have been organized to reflect the various phases of the field activities relating to preparing for, conducting, and wrapping up the assessments in the schools.

| Tab  | Data Entry Fields   |
|--|---|
| <p style="text-align: center;"><a href="#">General</a></p>         | <p>Contact information, assessment scheduling, and participation information.</p>   |
| <p style="text-align: center;"><a href="#">Sampling</a></p>        | <p>Target and actual sample sizes; Student Listing Information; Year-Round School information, and the Special Situation Form.</p>                      |
| <p style="text-align: center;"><a href="#">Preassm't</a></p>       | <p>Preassessment visit date and time; Teacher counts; Student Sampling Summary Report; New Enrollee Procedure; and Parent notification information.</p> |
| <p style="text-align: center;"><a href="#">Special Studies</a></p> | <p>Will have a note if the school is selected for a special study. May also contain data entry fields.</p>  |
| <p style="text-align: center;"><a href="#">Post Assm't</a></p>     | <p>Session summary data are recorded here.</p>  |

The default is the General tab. On the left side of the General tab is basic school information.

|                           |  |   |                                    |
|---------------------------|--|---|------------------------------------|
| Name:                     | <input type="text" value="Dixon Middle School"/> |   |                                    |
| Address:                  | <input type="text" value="12399 Eastern Ave"/>   |   |                                    |
| Address (cont'd):         | <input type="text"/>                             |   |                                    |
| City:, State: Zip:        | <input type="text" value="Oakland"/>             | <input type="text" value="FL"/>             | <input type="text" value="12345"/> |
| County:                   | <input type="text" value="Curry County"/>        |   |                                    |
| Phone:                    | <input type="text" value="(309) 755-5234"/>      | <input type="text" value="(XXX) XXX-XXXX"/> |                                    |
| Fax:                      | <input type="text"/>                             | <input type="text" value="(XXX) XXX-XXXX"/> |                                    |
| Principal:                | <input type="text" value="Marilyn Bernard"/>     | <input type="button" value="Edit"/>         |                                    |
| Coordinator:              | <input type="text" value="Sam Stewart"/>         | <input type="button" value="Edit"/>         |                                    |
| MySchool Registration ID: | <input type="text" value="120150003225"/>        |   |                                    |

In this panel is the school's location information, the school's principal and, if appointed, the name of the school coordinator. In many elementary schools, the principal will also be the NAEP school coordinator.

The right panel of the General tab includes the school's NAEP ID and sampled grade, sampled grade enrollment, and the scheduled assessment date. If the time has not been recorded, you

should do so after discussing it with the school coordinator. If a makeup is necessary after the assessment, you will enter the date for the make-up session here.

|  |  |                         |     |
|--|--|-------------------------|-----|
| <b>NAEP ID 1221221</b>                                     |  | <b>Grade Sampled: 8</b> |     |
| <b>Original School. (Substitute Available)</b>             |  |                         |     |
| <b>School Type</b>   | Public                                       |                         |     |
| <b>Charter School Flag:</b>                                | No <input type="button" value="v"/>          |                         |     |
| <b>Enrollment</b>  | Estimated: 541                               | Actual:                 | 540 |
| <b>Status:</b>   | Cooperating <input type="button" value="v"/> |                         |     |
| <b>Scheduled Assessment Date:</b>                          | 2/19/2007 <input type="button" value="v"/>   |                         |     |
| <b>Scheduled Assessment Time:</b>                          | 8:35   |                         |     |
| <b>Make-up Date:</b>                                       | None <input type="button" value="v"/>        |                         |     |
| <b>Comments:</b>   |  |                         |     |
| <div style="border: 1px solid black; height: 40px;"></div> |  |                         |     |

**NOTE:** The date entered in the Make-up Date field will be displayed in the corresponding fields for all assessment sessions on the Post Assessment tab, summary of original session information. However, changes to these fields at the session level in the Post Assessment tab will not be displayed on this page since they will be session specific.

### 3.2.1 Preassessment Tab

This tab contains the fields you will need to update following your preassessment visit with the school coordinator. References are provided in the screen shot to the appropriate QCB pages.