

Fields:	Field Include:	Operators:	Data SubSet:	Conjunction:	Sort By:
ID	<input checked="" type="checkbox"/>	=	9921130	AND	ID
SessID	<input checked="" type="checkbox"/>	=	All	AND	SessID
Admin Line Number	<input checked="" type="checkbox"/>	=	All	AND	AdminLineNumber
First Name	<input checked="" type="checkbox"/>	=	All	AND	
Middle Name	<input checked="" type="checkbox"/>	=	All	AND	
Last Name	<input checked="" type="checkbox"/>	=	All	AND	
Home Room	<input type="checkbox"/>				
MOB	<input type="checkbox"/>				
YOB	<input type="checkbox"/>				
Sex	<input type="checkbox"/>				
SD	<input type="checkbox"/>				
ELL	<input type="checkbox"/>				
Race	<input type="checkbox"/>				
Lunch	<input type="checkbox"/>				

Main Report Screen

When you access the menu, the default will be to run the report for the school that you had selected on the main SDS view.

Reports will always include the school and session IDs. A few other fields are checked as defaults to be included. These are the Administration Schedule line number, and student first, middle, and last name. You can add fields to the report by checking other boxes and eliminate default fields by clicking on the check mark to remove them.

Below is an example of how to set up a report for students in a school who are missing demographic data.

Step 1. School and Session IDs

First, make sure that the school ID is set for the correct school. The SessID should be set for all sessions within this school, thus you should select “All”. If it is not, click on the down arrow to reveal the options and select “All”.

Step 2. Fields and Values to be Displayed

In addition to the default fields to be displayed, select the demographic fields to be included and indicate the value for “Information Unavailable” which is coded as number 9. To do this,

- Click in the check boxes after SD, ELL, Race, and Lunch.
- In the column labeled “Data SubSet”, select number 9 for each field
- The “Conjunction” for each field should be set to “OR”

The screen shot below shows this procedure in progress:

Fields:	Field Include:	Operators:	Data SubSet:	Conjunction:	Sort By:
ID	<input checked="" type="checkbox"/>	=	9921130	AND	ID
SessID	<input checked="" type="checkbox"/>	=	All	AND	SessID
Admin Line Number	<input checked="" type="checkbox"/>	=	All	AND	AdminLineNumber
First Name	<input checked="" type="checkbox"/>	=	All	AND	
Middle Name	<input checked="" type="checkbox"/>	=	All	AND	
Last Name	<input checked="" type="checkbox"/>	=	All	AND	
Home Room	<input type="checkbox"/>				
MOB	<input type="checkbox"/>				
YOB	<input type="checkbox"/>				
Sex	<input type="checkbox"/>				
SD	<input type="checkbox"/>				
ELL	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	=	9		
Lunch	<input type="checkbox"/>				

Selecting Fields for Missing Data Report

If the code number 9 is not in the drop down list for a field, this tells you that there are no students coded with number 9, thus there are no students in this school who are missing this information. In that case, you can click on the check box and uncheck this field so that it will not be included in your report. This is why the Race field was not selected. There were no students missing the race/ethnicity code.

Step 3. Sort

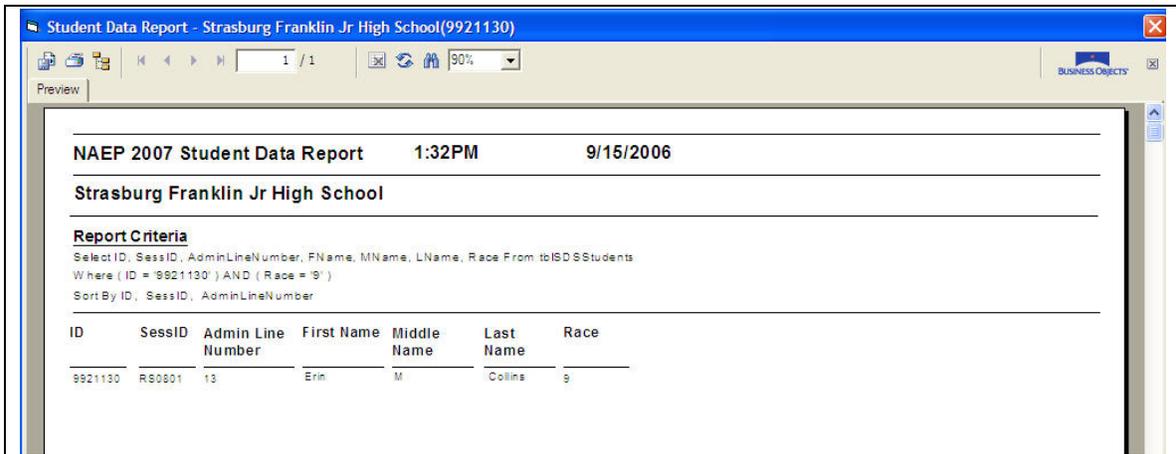
On the right are the sort options. The default is to sort by school ID, then by Session ID, and then by the Administration Schedule line number. Leave these as they are for this example.

Sort By:
ID
SessID
AdminLineNumber

Step 4. Run Report

Run the report by clicking on the *Run Report* button and a dialog box will appear asking you if you want to save this report. If you plan to use it again, click “yes” and give the report a name such as “Missing Data.” When you want to run this for another school, this report will be available when you click the button labeled View Reports.

After naming your report, it will be displayed. To print the report, click on the print icon at the top of the page. Below is a reproduction of how the missing data report will look for a school.



Missing Data Report

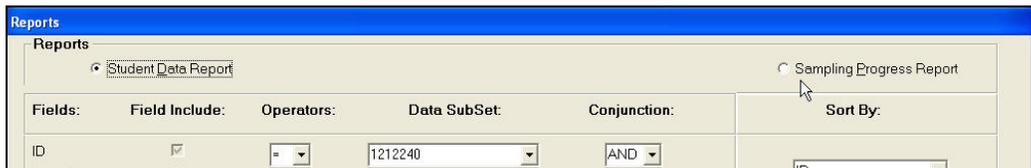
9.2 View Reports

Steps 1 through 3 above produce a report that can be saved if you expect to use this same report in the future. For the above example, the report was saved as “Missing Data”.

Click on the *View Reports* button to display the report names and to run a saved report. Reports may be deleted by highlighting the name and clicking on the *Delete Report* button.

After viewing the list of reports, close the list by selecting Hide Reports.

9.3 Sampling Progress Report



The Sampling Progress Report will produce a list of all schools in your system in alphabetical order showing NAEP ID, school name, school status, Samp Count (number of times you sampled the school), Samp Method, number on SLF, and the number sampled. An example is shown below.

NAEP 2007 SAMPLING PROGRESS REPORT 1:35PM 9/15/2006

NAEP ID	SCHOOL NAME	STATUS	SAMP COUNT	SAMP METHOD	NUM ON SLF	NUMBER SAMPLED
9910412	Alternative Choice Sch	School Refusal	0		0	0
9921080	Blount County Multi Needs Center	School Contacted, Pending	0		0	0
9910800	Calico Rock Elementary	Cooperating	0		0	0
9910413	CASTLE-IN-THE-CLOUDS-KDGN	Pending	0		0	0
9931330	Catalina Foothills High School	Cooperating	0		0	0
9920980	Cesar Chavez Academy 8/9/10	Cooperating	0		0	0
9910850	Cuba Rushford ES	Cooperating	0		0	0
9921090	Cuba Rushford ES	Cooperating	0		0	0
9920830	Dade Marine Institute North	Cooperating	0		0	0
9931240	Dawson High School	Cooperating	0		0	0
9921230	Dixon Middle School	Cooperating	1	SDS	200	93
9910322	East Central Catholic	Closed	0		0	0
9931580	Frank Sinatra School Arts	Cooperating	0		0	0
9931420	Marshall High School	Cooperating	0		0	0
9910362	Our Lady of Good Counsel ES	Cooperating	0		0	0
9931180	Plymouth North High	Cooperating	0		0	0
9930432	Providence Christian School	Cooperating	0		0	0
9931270	South Point High	Cooperating	0		0	0
9910332	St. James Catholic School	Cooperating	0		0	0
9921130	Strasburg Franklin Jr High School	Cooperating	1	SDS	175	93
9920502	Western Day School	School Contacted, Pending	0		0	0
9910680	Wing Elementary School	Cooperating	0		0	0

Sampling Progress Report

10. Data Check Report

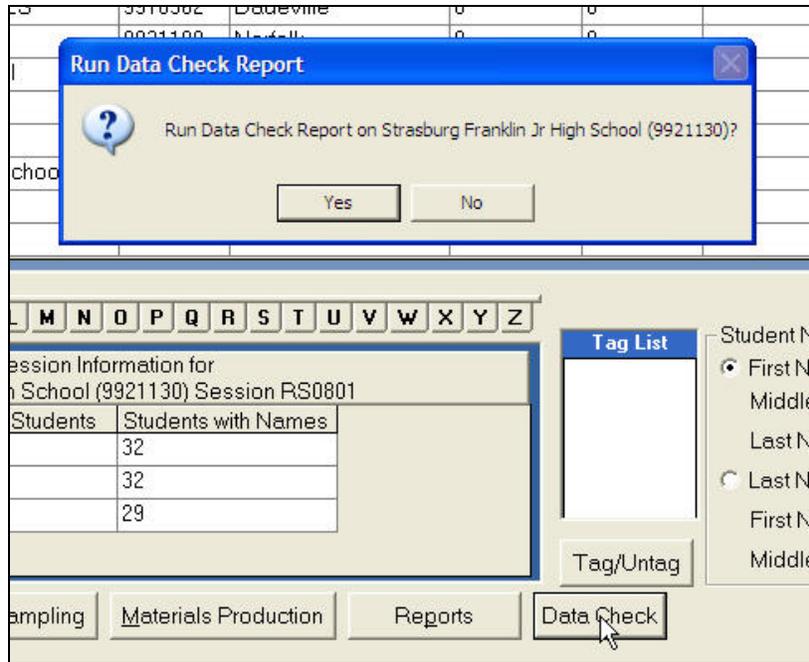
The Data Check report will check for the following:

- Missing student names
- Missing date of birth
- Duplicate student record

You will run the data check after entering the student data and double checking your data entry and correcting any problems that were discovered.

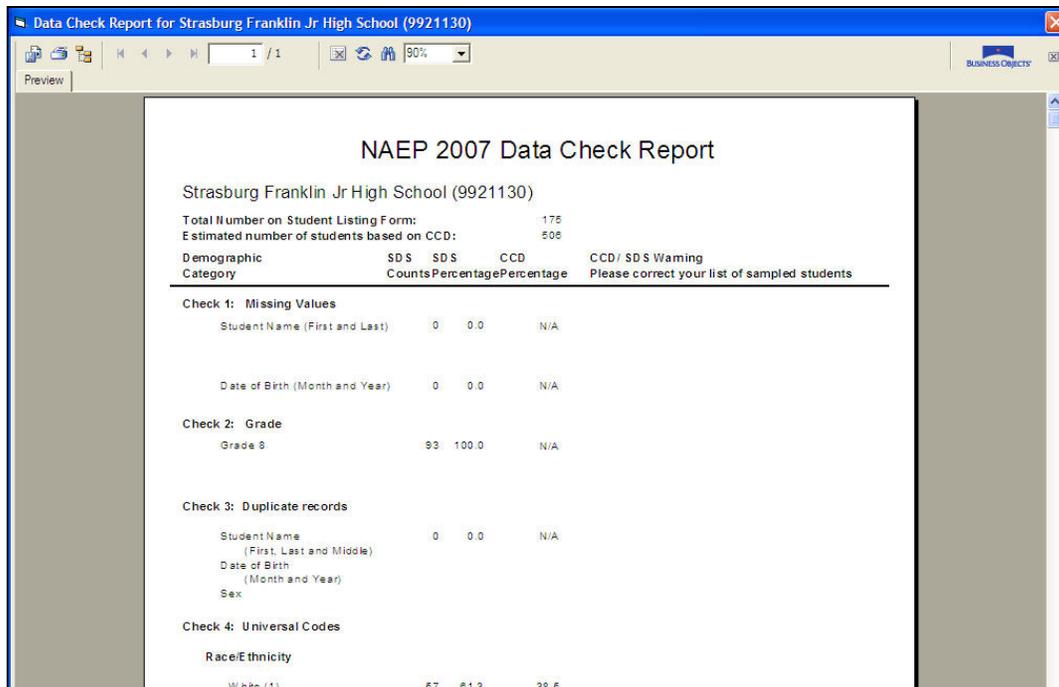
To begin the procedure, click on the Data Check button on the main view.

This will bring up a confirmation window in case you clicked on this button in error. To proceed, click on the **Yes** button.



Confirmation to Run Data Check Report

The report will be run and displayed as shown in the example below.



Data Check Report

Next, you should print out a copy of this report.

The first thing for you to check will be the information at the top of the report. Here the total number on the list of students is compared to the estimated number in the sampled grade according to the CCD. A similar comparison was made when you started the sampling process, though that comparison was between the number on the list and the total in the grade entered in the SCS. If the difference between the numbers was greater than 5, you received a notice when you started the sampling procedure in the SDS.

You should note the number of missing and/or potential duplicate student names. Duplicate last names may not be a problem, but they should be checked along with their first names to be sure that you don't have the same student located in different sessions, which would not be so easy to notice otherwise.

If there are any entries with missing names, the names must be entered to proceed.

If there are any missing birth dates, this will be noted in the report. These dates must be entered to continue.

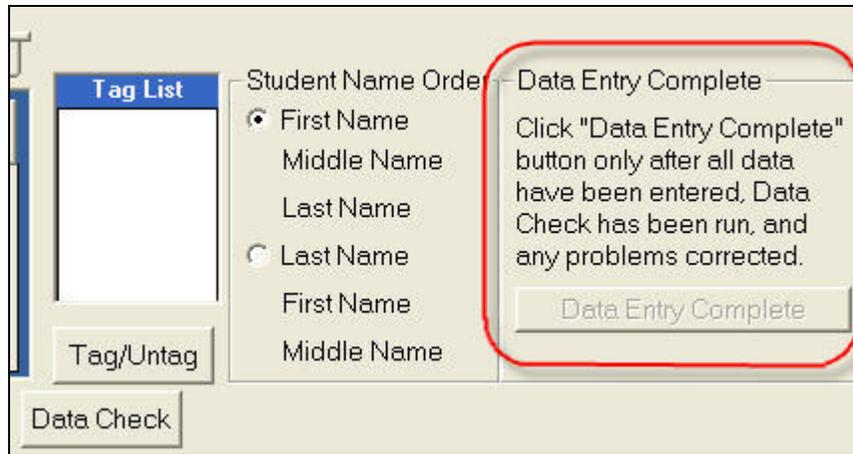
After you transmit your SDS data, they will be processed in the home office. If there are any issues about the data, a Student Sampling Summary Report will be created and posted to the Preassessment tab of the School Edit page in the SCS. You will receive an email alerting you to the SSSR so that you can print it out and put in the School Folder. The AC will take the SSSR to the school for the preassessment visit.

The AC will discuss the data issues with the school coordinator and note the results of the discussion on the printed SSSR and then update the information in the SCS.

11. Data Entry Complete

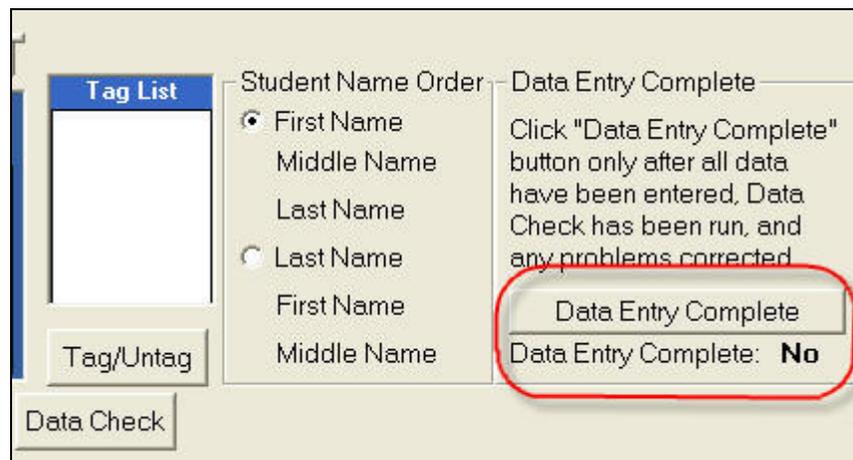
After all student data have been entered and double checked (including running the Data Check Report), you will click on the “Data Entry Complete” button in the lower right of the main view.

Before running the Data Check Report, this button will be grayed out, not available.



“Data Entry Complete” Before Running Data Check

After you run the Data Check Report and made any necessary corrections, the button will be available.



“Data Entry Complete” After Running Data Check

When you click the “Data Entry Complete” button and confirm your choice, the “No” will be changed to “Yes” and when you transmit, the complete data analysis can be run on the student demographic data.

If you do not click on this button, the reports generated in the home office will show that you have not completed your sampling work in this school and you will be contacted to explain why you have not completed your work.

12. Transmitting Data

You should transmit on a daily basis. This will ensure that your current SDS data are transmitted to the home office and provide a back up of your data. Data at the home office are backed up on a daily basis. If you encounter computer problems, regular transmissions will ensure that data loss, if any, will be minimal. Another benefit of daily transmissions is to ensure that you have all the latest versions of computer software, data, and documents necessary to complete your tasks.

Close all programs before starting the transmission process. This will ensure that the proper files are transmitted to and from Westat.

Please watch the transmission process for any possible disconnects or error messages. The specific steps in the process are outlined below:

1) Connect to Westat and open Internet Explorer

Before opening your browser, connect to Westat using the dial-up connection on your desktop. You will use the same phone number that you use in calling Westat to send and receive e-mail messages.

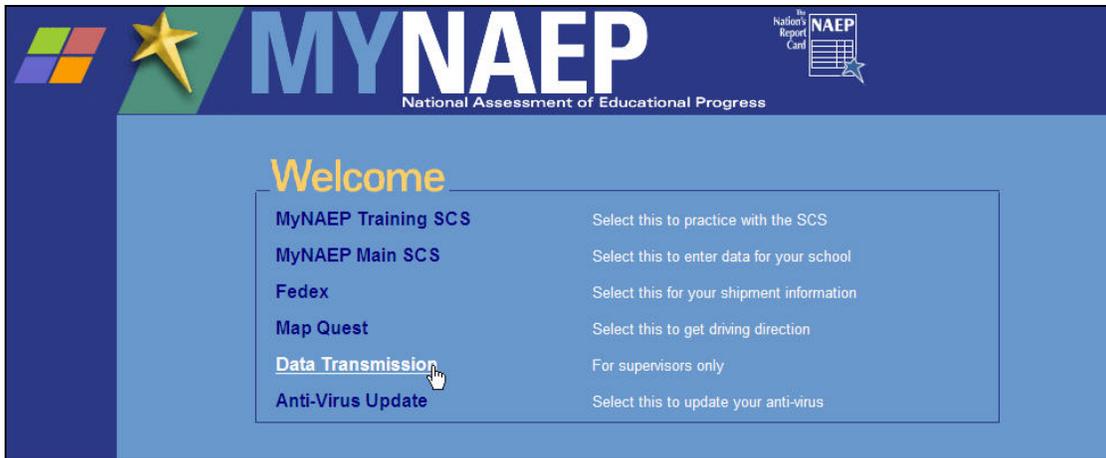
When you are connected (look for the double computer icon on the task bar in the lower right of your screen), double click on the Internet Explorer icon to open the browser.

2) Go to NAEPFOS

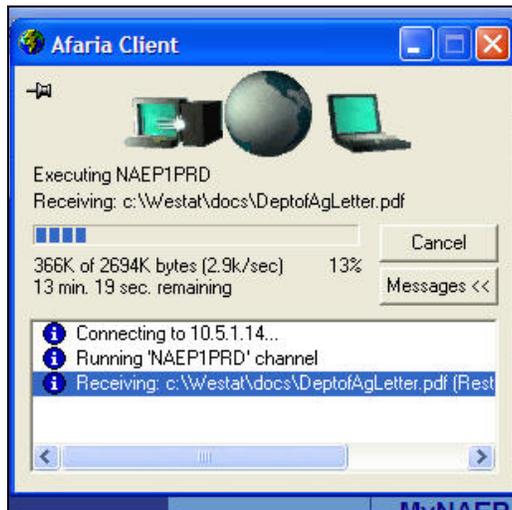
With the browser open, click on **Favorites** and select **NAEP FOS** which will take you to the web site **MYNAEP.FOS.WESTAT.COM**.

3) Data Transmission link

When you get to the welcome screen, single click on the **Data Transmission** option to begin the electronic file transfer.



A new window, called the Afaria Client, will appear in the upper left-hand corner of your screen. This window will show you the progress of the transmission.



This process is automatic and does not require any user intervention. During the first step in the transmission process, data are sent from the laptop to the home office. In the second step, new and/or updated files for your computer will be sent to you. These additions or updates may include new project documents, updated versions of software, and, eventually, updated student data from E-Sampled schools.

At the end of the transmission process, messages will indicate that the procedure has finished and the **Close** button will become active. Single click on the **Close** button to close the Afaria Client window.

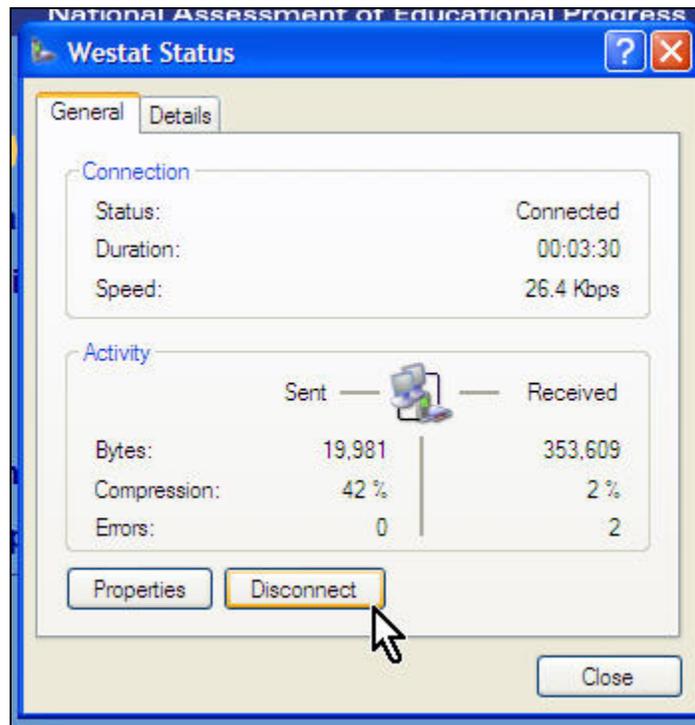


4) Close Internet Explorer

When the transmission is complete and you have closed the Afaria Client window, close Internet Explorer. You will then be returned to your computer's desktop.

5) Disconnect from Westat

If the disconnect dialog box does not appear, double click on the connection icon on the task bar (two computer screens). Click on the **Disconnect** button to end the telephone call to Westat. This is an important step since the connection time is billed to the study.



13. Tagging, Exporting, and Importing Files

13.1 Introduction

To facilitate data entry after the sample has been drawn, school files can be exported to another NAEP laptop with the SDS and student data entered with that laptop. Also, it is possible to export an Excel file from the SDS allowing for data entry using a computer that does not have the SDS, but has Excel. The procedures for tagging, exporting, and importing to and from the SDS and Excel and data entry using Excel are discussed in this section.

Since the procedures described here will result in student data being copied onto diskettes, it is very important that the supervisor know at all times where every disk is located that contains student data. Disks may be returned to Rob Dymowski at Westat at any time during sampling if you want to clear your desk.

All disks containing student data not returned earlier must be returned with your laptop at the end of the field period.

The supervisor who is currently assigned as the supervisor for a particular region in the FRS will have that region's school data on his/her laptop. This supervisor will be referred to here as the "region supervisor."

Other laptops (issued to other supervisors) will have the SDS, but not the region's data. However, by following the instructions in this section, they can import a school file after the sample has been selected and use the SDS on their laptop for data entry after the sample has been drawn by the region supervisor.

Please note that the student sample must be drawn using the region supervisor's laptop.

After the region supervisor has selected the sample of students for a school and printed out the line numbers, he/she can follow the steps below so that another individual can do the student data entry.

Region supervisor activities:

1. Selects the sample with the SDS and prints the sampled line numbers.
2. Marks selected students on school's list of eligible students.
3. Tags the school record in the SDS.
4. Exports the data file to a floppy disk (in SDS or Excel format).

Other supervisor or AC activities:

5. Double-checks the selected students on the school's list of eligible students against the list of sampled line numbers.
6. Imports the data file to his/her SDS (or work with Excel).
7. Types in the names and demographic information for each sampled student.
8. Runs the SDS Student Information Report.
9. Has someone else double check data entry against the original list of students and makes necessary corrections in the SDS.
10. Tags the school record for export.
11. Exports the school's data file to a floppy disk in SDS format.

Region supervisor activities:

12. Imports the school data file.
13. Transmits data to Westat.

13.2 Sharing Files Among Field Staff

Occasionally, it is necessary to use field staff who live in other locations to help with data entry in the SDS. For these staff to assist in data entry, they will need the following:

- The school's list of students with the sampled students clearly marked.
- The Field Sampling Line Numbers Form for this school from the SDS.
- A diskette with the exported file from the SDS either in SDS or Excel format.

If the field staff who will be doing the data entry lives far enough away from the supervisor who selected the sample and printed the Field Sampling Line Numbers Form, the above 3 items must be sent using Federal Express.

As noted in the supervisor manual sampling chapter (Chapter 3), schools should not send field staff electronic files with student names and demographic data. All student information will be sent as hard-copy lists with the school's demographic codes clearly explained on the list on in an accompanying document from the school.

Field staff will not work with electronic files of students nor send files of students as attachments to email messages.

If a school wants to send a supervisor an Excel file, the school should be encouraged to submit their file electronically (E-File) using the MySchool site.

If, for some reason, the school cannot or will not E-File their information, you should request that they print out the student information, clarify all codes used, and send the hard copy to you for sampling with the SDS.

13.3 Tagging a School Record

With the SDS open:

- Locate the name and NAEP ID of the school records to be exported.
- Click once on the school's name to highlight it.

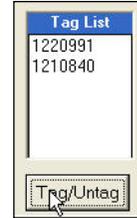
FL-2	1	Beulah Elementary School	1210850
FL-2	1	Brentwood Middle School	1220991
FL-2	1	Brownsville Middle School	1221000
FL-2	1	C. A. Weir Elementary School	1210860

- Click on the **Tag/Untag** button in the lower right of the SDS main view under the Tag List window. The school ID will appear in the Tag List window.



If more than one school is to be exported to another laptop, continue this process until all schools to be exported to one diskette have been tagged and their IDs are displayed in the Tag List window.

Suggestion: Keep the number of schools you export to 10 or 15 per laptop so that you know who has which schools.



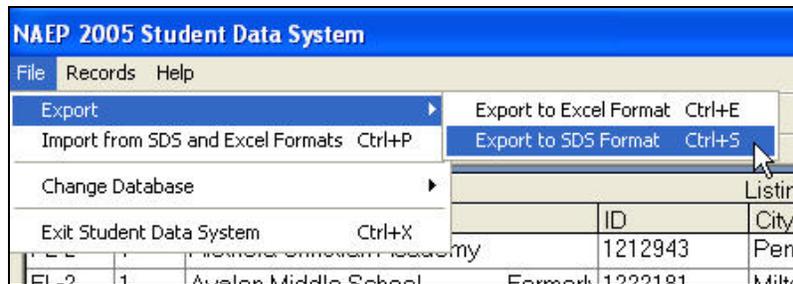
If you try to tag a school that has not been sampled, you will see a reminder.

Click **OK** and sample the school, then you can export it.

WARNING: All files that are exported in SDS format will have the same name – EXP2006.zip. If you plan to export more than one school to a diskette, all schools must be tagged and exported at the same time. If they are tagged separately and exported in SDS format, the succeeding files will replace the previous files on the disk.

13.4 Exporting a School Record for Data Entry Using SDS

- Insert a new, blank diskette into the laptop.
- Select **File, Export, Export to SDS Format** from the menu bar in the SDS.



Export Files to Another Laptop

- You should see on your laptop screen a window (with a black background) open and close quickly. The SDS file is being compressed.
- The files will be copied onto the diskette and a list of the school names and other information will be displayed on the screen as shown in the example below.

<u>Region</u>	<u>Area</u>	<u>School Name</u>	<u>ID</u>	<u>City</u>	<u>Number Sampled</u>
FL-2	1	Brentwood Middle School	1220991	Pensacola	44

Summary report of school files exported to diskette

- Print out this list of schools and write the name of the person to whom you are giving the diskette on the report.
- Remove the disk from the disk drive.
- Write the NAEP ID number for each school on the diskette label.

If you forget to put a disk in drive A, you will get a reminder as shown below.



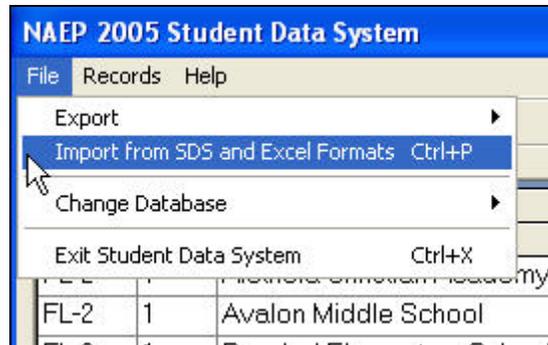
Warning – no disk in drive A

When this happens, click the **OK** button, put a blank disk in drive A and select **File, Export** again.

13.5 Importing School Data Files (SDS Format)

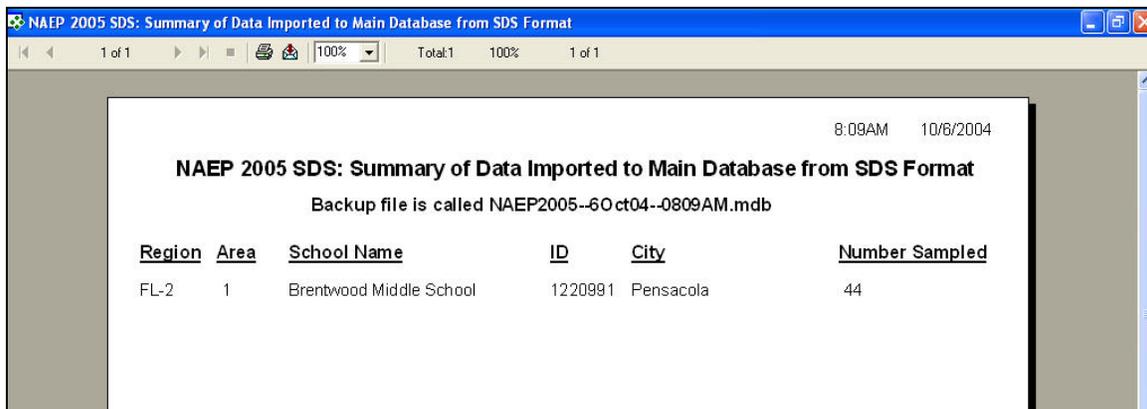
The following procedure will be used to copy a school data file from a diskette into the SDS on a laptop.

- Open the SDS
- Insert the diskette into the laptop
- Select **File, Import from SDS and Excel Formats** from the menu bar in the SDS.



Import Files

- All of the school files on the disk will be copied onto the laptop and a list of the schools will be displayed on the screen.

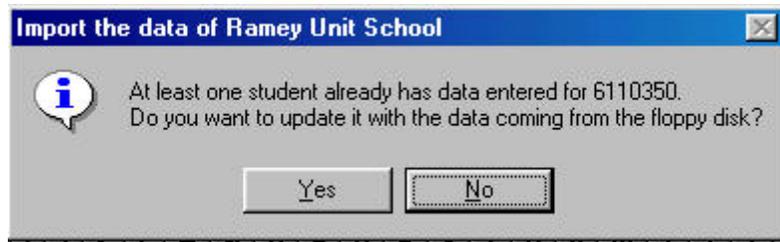


Import SDS File

- If a printer is attached to the laptop, print out a copy of the list of schools and compare it to the list of schools exported. Write the school names and IDs on a piece of paper if no printer is available.
- The school information (region, area, name, ID, etc.) will be displayed on the main SDS screen.

As the file is imported, you will be instructed on the pop up window to click on the **Refresh Records** button after the file has been imported.

When the region supervisor imports a file back onto his/her laptop in which some student data have been entered (in the record in the laptop), the following notice will appear.



Import Reminder

This is a reminder that a session for this school already has some data in it on the importing laptop. Only click **Yes** if you want to overwrite the data already in the student records.

13.6 Untagging a School

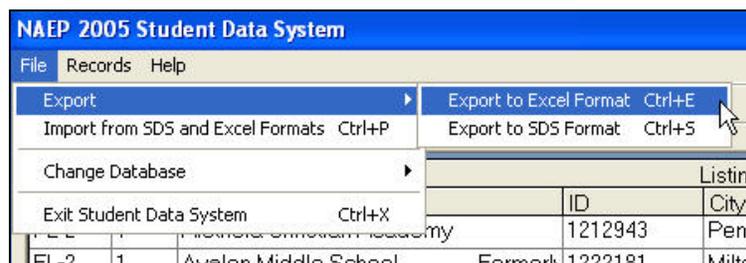
If, during the process of tagging schools for export, you discover that the wrong school was tagged (its ID appears in the Tag List window, is not the school that you wanted to tag), the school can be untagged so that it will not be copied onto the diskette.

- In the Tag List window, click on the school ID that you want to untag.
- Click on the **Tag/Untag** button under the Tag List window and the school's ID will be removed from the list.

13.7 Exporting a School Record for Data Entry Using Excel

Exporting a school record as an Excel file, will allow student data entry with a personal computer that does not have the SDS.

- After tagging one or more schools as described above (Section 12.2), select **File, Export, Export to Excel**.



Export to Excel

- After you select this option, the system will create one Excel file per tagged school using the school ID number as the file name (for example 9924500.xls).
- After the file has been created, a report is generated by Crystal Reports showing the school information. Print the report so you have a record of the files. On the report, write the name of the person to whom you are giving the disk and the date.

Region	Area	School Name	ID	City	Number Sampled
FL-2	1	L. D. McArthur Elementary School	1210840	Pensacola	85

Summary Report of Data Exported

Write the NAEP ID number(s) on the diskette label.

13.8 Data Entry in Excel

NOTE: The school file(s) will be accessed on the diskette using Excel. **The school file(s) shall not be copied onto the hard drive on another computer.**

When the file is open, it will look similar to the example shown below.

ListType	SampleNumber	Samplettype	ID	Sessid	AdminLineNumber	SLFLineNumber	FName	MName
S		1 P	1210840	RS0401		1		
S		1 P	1210840	RS0401	2	2		
S		1 P	1210840	RS0401	3	3		
S		1 P	1210840	RS0401	4	4		
S		1 P	1210840	RS0401	5	5		
S		1 P	1210840	RS0401	6	6		
S		1 P	1210840	RS0401	7	7		
S		1 P	1210840	RS0401	8	8		

Excel File Ready for Data Entry

While it is not apparent from the screen shot above, if there is more than one session in the school, all sessions will be on this one worksheet. When doing data entry with the Excel worksheet, it is important to keep track of the “**Sessid**” – the Session ID – to be sure that the students are assigned to the correct session.

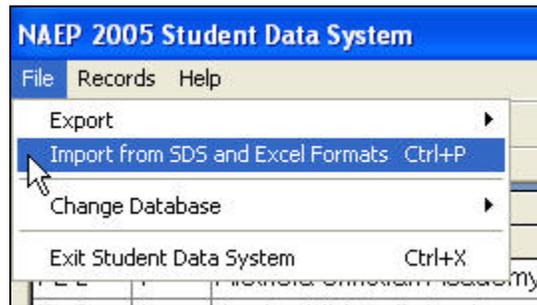
Parts of the Excel worksheet will be protected to avoid any changes. The columns A-G and first row are read-only. The data in columns A-G and the column set up (column width, for example) cannot be changed.

Data entry must be done very carefully when using these Excel files. Unlike the SDS, no error checking or range checking will be made when doing data entry in these Excel files, nor will there be any reminder of the codes for SD, ELL, etc. or the birth years that are allowed. Any data entered that are outside the allowed codes within the SDS will not be copied in the SDS for that school.

After data entry is complete, the file should be printed out so that the data can be compared against the hardcopy list of students from the school and corrected before importing the data back to the region supervisor’s laptop.

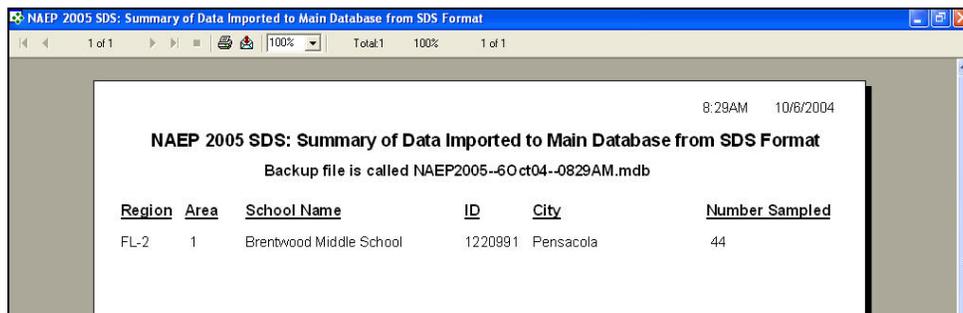
13.9 Importing Completed Excel Files to the SDS

After the student data have been entered and double checked and the file saved on the diskette, the diskette should be inserted in the region supervisor’s laptop. Select **File, Import from SDS and Excel Formats**. (The system will look for both types of files and import all that are on the disk.)



Import File From SDS or Excel Formats

The file(s) will be copied into the SDS and a report will be generated. Print the report so that you have a record of the schools.



Summary Report of Data Imported from Excel File

Remember:

- All diskettes containing student data must be returned to Westat no later than the end of the field period.
- If school files are exported onto a diskette for data entry using Excel, DO NOT copy the files from the diskette to the hard drive of the computer with Excel. All data entry must be done directly onto the diskette.
- Student data sent to supervisors by schools will always be in hard-copy format.

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