

## 5. SCHEDULING

### 5.1 Overview

Selecting the Scheduling menu option will take you to a link to the assessment calendar:



Assessment Calendar Link

When you click on this link, you will be taken to a page which will let you select the type of calendar – assessment schedule dates, makeup dates, preassessment visit dates, or sampling dates – and what fields to be displayed for each date.

### 5.2 Setting up the Calendar

On the left, under “Trigger Date,” select which dates you want displayed – assessment, makeup, preassessment visits, or in-field sampling. – by clicking in the corresponding box. Then, under “Fields to Show,” click in the box next to the fields you want displayed. The order of display will be indicated as you make your selection.

**NAEP National Assessment of Educational Progress**

## School Control System

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

Project: Main NAEP Phase: FA Territory: 15 State: MT Region: 1 School Type: School Type(\*) GO

Area 2

**Save Calendar Template**

Trigger Date	Fields To Show
<input checked="" type="checkbox"/> Schedule Date (Blue)	<input type="checkbox"/> Area
<input type="checkbox"/> MakeUp Date (Red)	<input checked="" type="checkbox"/> 1 School Name
<input type="checkbox"/> Preassessment Visit Date (Black)	<input checked="" type="checkbox"/> 3 City
<input type="checkbox"/> Sampling Date (Green)	<input type="checkbox"/> State
	<input checked="" type="checkbox"/> 2 ID
	<input checked="" type="checkbox"/> 4 Status
	<input type="checkbox"/> Number of Sessions
	<input type="checkbox"/> Schedule Date
	<input type="checkbox"/> Assessment Time
	<input type="checkbox"/> MakeUp Date
	<input type="checkbox"/> Preassessment Visit Date
	<input type="checkbox"/> Preassessment Visit Time
	<input type="checkbox"/> Sampling Date
	<input checked="" type="checkbox"/> 5 Estimated Student Sample
	<input type="checkbox"/> NIES Status
	<input type="checkbox"/> NIES Survey Date
	<input type="checkbox"/> NIES Survey Time

Run Report Reset

### Select Fields for Calendar

The fields selected for a Schedule Date calendar above are shown in the calendar below.

[Click to Print this Page](#) [Return](#)

Run Date: 08/15/2006  
Run Time: 8:16 AM

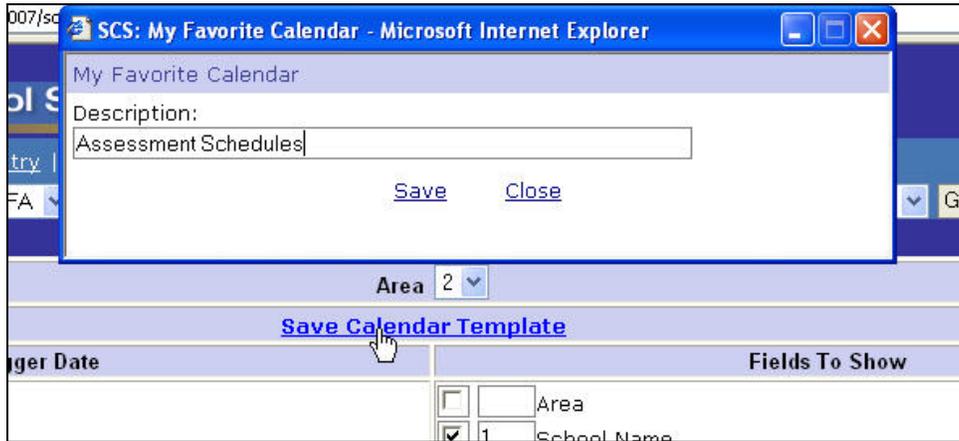
### NAEP 2007 Schedule Dates Calendar

State = MT, Region = 1, Area = 2  
School Type = All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 22	Jan 23 <a href="#">Lewis Clark School</a> 3010170 Missoula Pending Estimated Student Sample:75	Jan 24 <a href="#">Hawthorne School</a> 3010180 Missoula Pending Estimated Student Sample:62	Jan 25 <a href="#">Hellgate Middle School</a> 3020140 Missoula Pending Estimated Student Sample:93	Jan 26	Jan 27
Jan 28	Jan 29	Jan 30 <a href="#">Target Range 7 8</a> 3020110 Missoula Pending Estimated Student Sample:58	Jan 31 <a href="#">Chief Charlo School</a> 3010270 Missoula Pending Estimated Student Sample:81	Feb 1 <a href="#">Lolo Middle School</a> 3021050 Lolo Pending Estimated Student Sample:67	Feb 2	Feb 3
Feb 4	Feb 5	Feb 6 <a href="#">Potomac 7 8</a> 3021850 Bonner Pending Estimated Student Sample:17	Feb 7 <a href="#">Frenchtown School</a> 3012040 Frenchtown Pending Estimated Student Sample:88	Feb 8 <a href="#">Frenchtown 7 8</a> 3020950 Frenchtown Pending Estimated Student Sample:93	Feb 9	Feb 10

### 5.3 Save the Calendar Template

After creating and displaying the calendar, if you want to save this set up, click on the Return link to go back to the list of fields. At the top of the page, click on the Save Calendar Template link.



Save a Calendar Template

After giving your template a name, click on Save and the template will be available to be used again.



Selecting Calendar Template to Display

As you create additional templates, they will be available from the dropdown list. They can also be modified later by clicking on Update Saved Calendar Template.

### 5.4 Keeping the Information in the Calendar Up to Date

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.

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.

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, click on "Click to Print This Page" in the upper left of the screen. This will open the Print dialog box. Click on the OK button to print.

## 6. DATA SELECTION

### 6.1 Overview

The most powerful application of the Data Selection 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 other applications, such as a word processor to generate individualized letters, mailing labels, etc.

Data Selection involves four steps:

1. Selecting the fields to be included;
2. Indicating how you want the data sorted (if necessary);
3. Indicating which of the records you want included (subsetting or filtering, if necessary); and then
4. Viewing the results and creating an electronic file of the data to be saved and/or 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.

### 6.2 Creating a Report

In this example, we will walk you through the process of creating a report showing schools by "school type."

#### Step 1. Select Fields.

**School Control System**

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

Project: Main NAEP Phase: FA Territory: 15 State: MT Region: 1 School Type: School Type(\*) GO

Steps: **1. Select Fields** | 2. Sort Fields | 3. Subset/Filter | 4. Preview/Export | My Data Selections (3)

Select the fields you want to be included in your custom letters/labels/reports. [Reset](#) | [Next >>](#)

District Information	School Information	Grade Information	Session Information
<input type="checkbox"/> District Name	<input checked="" type="checkbox"/> 1 School Name	<input checked="" type="checkbox"/> 2 NAEP ID	<input type="checkbox"/> NAEP ID
<input type="checkbox"/> Dist MyNAEP Reg ID	<input type="checkbox"/> State School ID	<input type="checkbox"/> Territory	<input type="checkbox"/> Session ID
<input type="checkbox"/> Dist Address 1	<input type="checkbox"/> MySchool Reg ID	<input type="checkbox"/> Region	<input type="checkbox"/> Strnts W/Name
<input type="checkbox"/> Dist Address 2	<input type="checkbox"/> Sch Address 1	<input type="checkbox"/> Area	<input type="checkbox"/> Sched Date
<input type="checkbox"/> Dist City	<input type="checkbox"/> Sch Address 2	<input checked="" type="checkbox"/> 4 Status	<input type="checkbox"/> Classroom
<input type="checkbox"/> Dist State	<input type="checkbox"/> Sch City	<input type="checkbox"/> Gr Ref Form	<input type="checkbox"/> Orig Samp
<input type="checkbox"/> Dist ZIP	<input type="checkbox"/> Sch State	<input type="checkbox"/> Gr Inelig Form	<input type="checkbox"/> New Enroll Samp
<input type="checkbox"/> Dist Phone	<input type="checkbox"/> Sch ZIP	<input type="checkbox"/> Sub Exists	<input type="checkbox"/> Tot in Samp
<input type="checkbox"/> Dist Fax	<input type="checkbox"/> Sch Phone	<input type="checkbox"/> Orig/Sub	<input type="checkbox"/> Wd/Inelig
<input type="checkbox"/> Dist Comment	<input type="checkbox"/> Sch Fax	<input type="checkbox"/> Samp Gr	<input type="checkbox"/> Excluded
<input type="checkbox"/> Dist FlgTuda	<input type="checkbox"/> County	<input type="checkbox"/> Scheduled Asmt Date	<input type="checkbox"/> TB Assessd
<input type="checkbox"/> Dist Smalldst	<input checked="" type="checkbox"/> 3 Sch Type	<input type="checkbox"/> Scheduled Asmt Time	<input type="checkbox"/> Absent
<input type="checkbox"/> Superint Prefix	<input type="checkbox"/> Non-Pub Sch Srvy	<input type="checkbox"/> Est Enroll	<input type="checkbox"/> Refused
	<input type="checkbox"/> Sch Comment	<input type="checkbox"/> Actual Enroll	<input type="checkbox"/> Assesmt Date

### 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. Do this by clicking on the name of the field or in the small box in front of it. This will establish the order of the fields as they are displayed in the report.

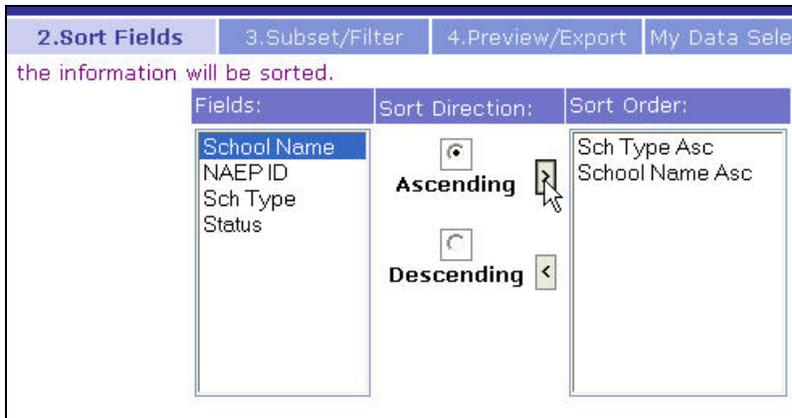
For this report, the following fields were selected:

- School Name
- NAEP ID
- Sch Type
- Status

After double checking that you have the fields you want displayed, click on the second tab and go to Step 2 Sort Fields.

### Step 2. Sort Fields

How do you want the report or list of schools sorted? For this report, we'll sort by school type and school name.



Step 2: Select Sort Fields

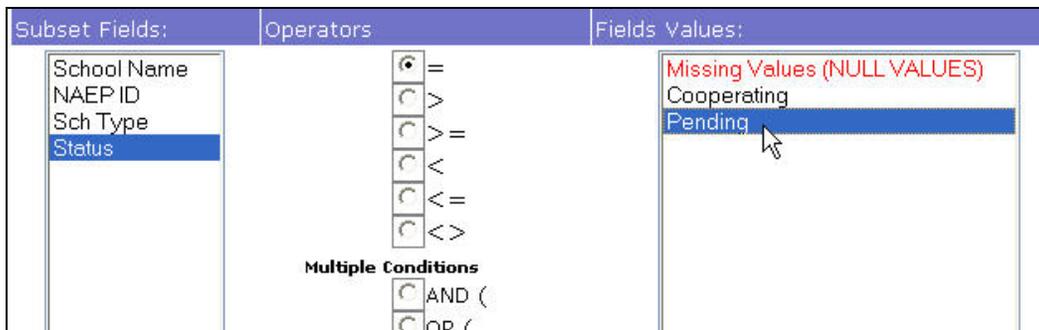
Click on the field name in the left panel and then on the right arrow (>) to put the field in the “Sort Order” panel. Note that the default is ascending order. To change this, click in the radio button above “Descending.”

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

When you are finished with your selections here, go to Step 3 Subset/Filter.

### Step 3. Subset/Filter

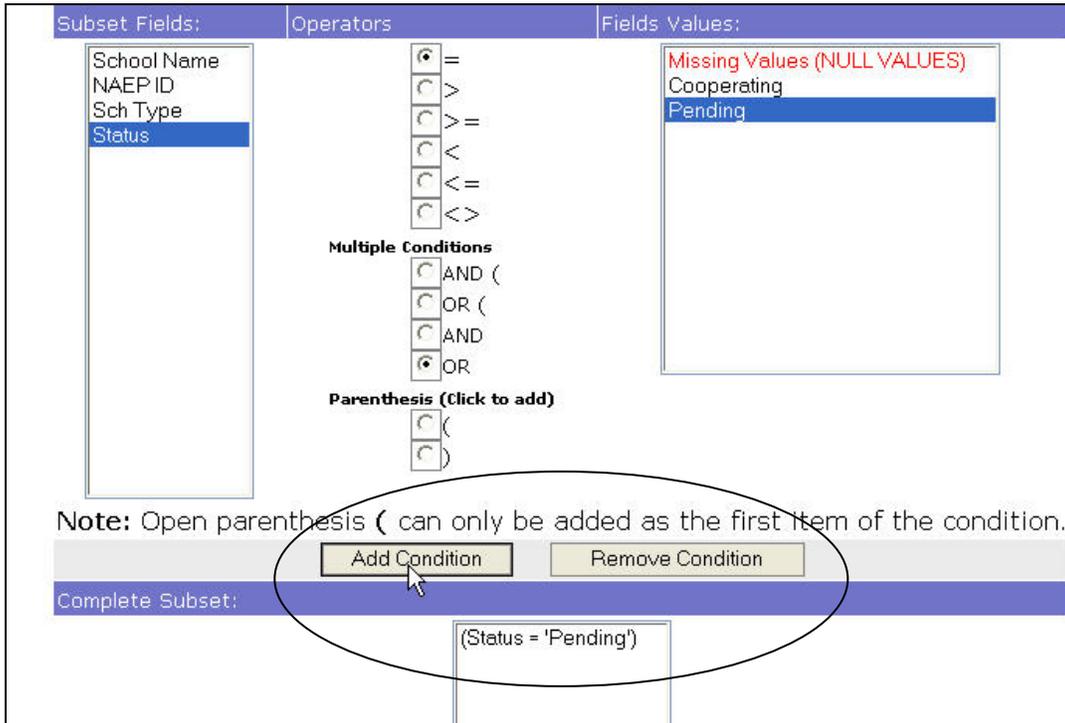
In this step, you will tell the system that you want a report for only the schools for which the status is Pending.



Subsetting Status

To subset for Pending schools, indicate that you want the Status to equal Pending by clicking on “Status” in the left panel and, “Pending” under “Fields Values.” The “Operator” (middle panel) default is “equal to” as shown by the dot in the radio button beside the equal sign.

Next, add this condition to the complete subset by clicking on the **Add Condition** button.



Adding the “Status=Pending” condition

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 preceding steps. If you need to modify any of the report, you can go back to Steps 1, 2, or 3.

**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** | My Data Selections (3)

Preview and export newly created electronic file. << Back

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

Sch Type	School Name	NAEP ID	Status
Bureau of Indian Affairs	Two Eagle River School	5920950	Pending
Other, Religious	Log Cabin School	3021912	Pending
Public	Alberton School	3011120	Pending
Public	Arlee 7 8	3020680	Pending
Public	Bigfork 7 8	3021360	Pending
Public	Bigfork School	3011180	Pending
Public	Bonner 7 8	3020130	Pending
Public	Cayuse Prairie 7 8	3020720	Pending
Public	Charlo Elementary	3010900	Pending
Public	Cherry Valley School	3010700	Pending

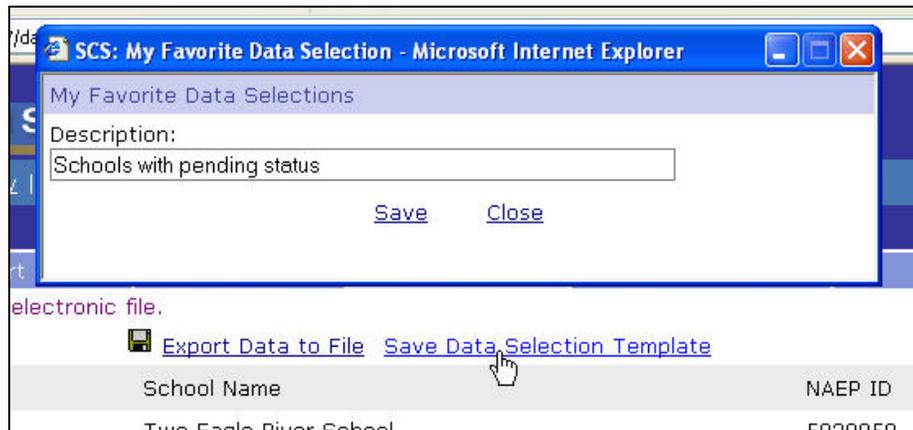
#### Step 4 – Review of Report

If your report looks all right, you have three options at this point:

- View the report
- Save the template or format of the report for future use
- Export the data to an Excel file

Often, Data Selection is used to create a report to take a quick look at data. Viewing the report may be all that is necessary at this point. However, if you will want to see the data later when some of the schools’ status codes have changed, you can save the format of this report as a template to be used later.

To save the format of the report, select the “Save Data Selection Template” option at the top of the screen. This opens a small dialog box giving you the opportunity to give your report a name. Enter the name and click on **Save**.



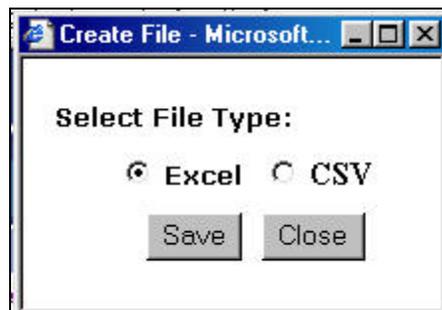
Naming and Saving Custom Data Selection

To print out this report, click on the browser print icon at the top of the screen (being sure that your printer is connected and turned on). However, 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. One option would be to save or “export” the report to an Excel file and print it from Excel. See Section 6.3 for details on exporting reports to Excel.

### 6.3 Export Data

After you have created a report with Data Selection, you can save the entire report on your computer in an Excel file. While saving the template saves the format (or “condition”) of the report, the “Export Data” option saves the actual data in the report.

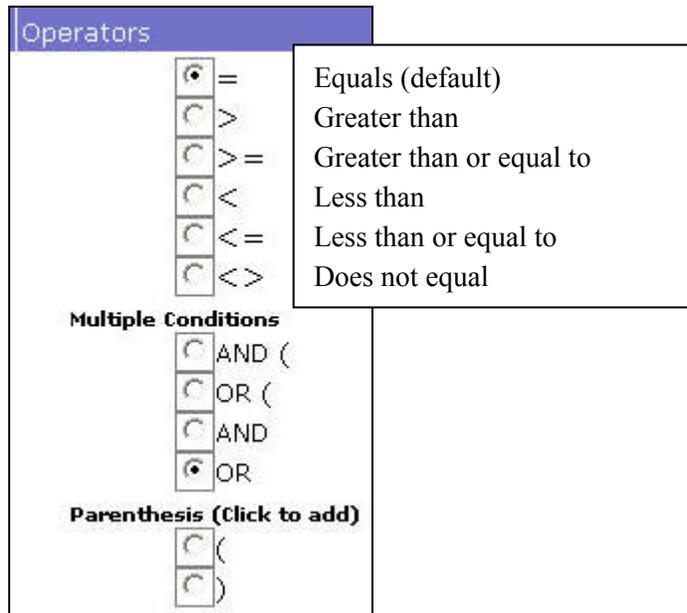
With the report displayed in Step 4, click on the “Export Data” link at the top of the screen. A small dialog box will appear asking if you want to save an Excel or CSV file.



Excel is the default. Saving the file in Excel will make it immediately available to you. The other file type is CSV (for “comma separated values”) a format that can be used by a wide variety of applications which could make it more useful if you are using a program other than Excel.

## 6.4 Explanation of Data Selection Symbols

If you are not familiar with the symbols used in Step 3, subsetting the fields, explanations have been added to the symbols in the screen shot below:



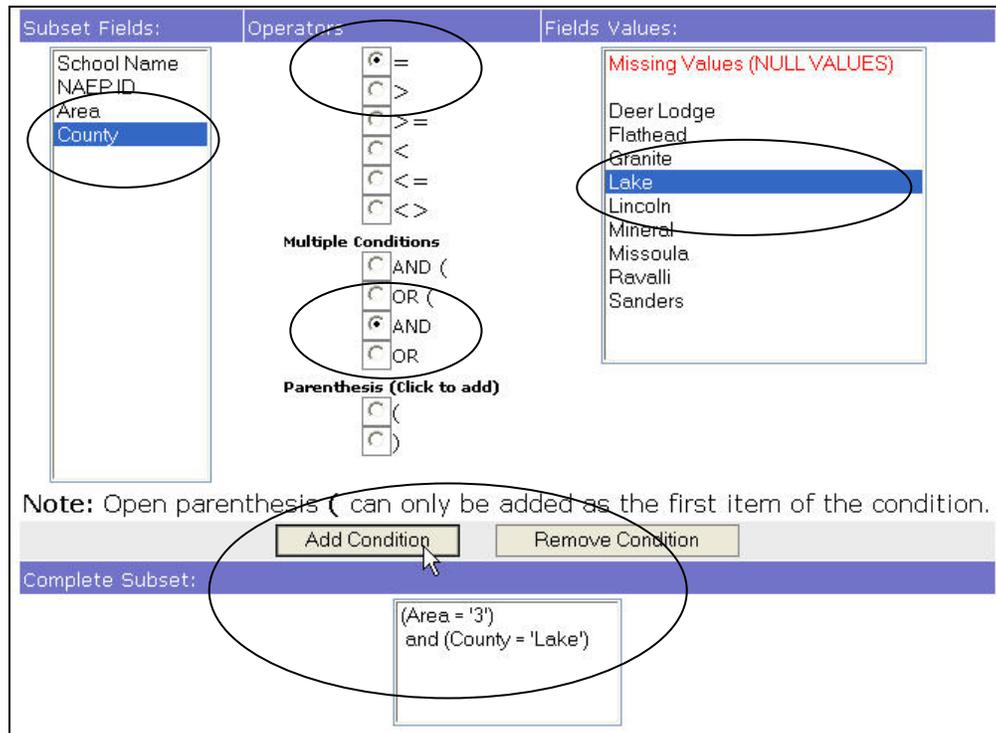
The “multiple conditions” and “parenthesis” options allow more complex operations. To illustrate, we will go through the steps to create a list of schools in a specific area and county.

Step 1 – select school name, NAEP ID, area, and county.

Step 2 – sort by school name

Step 3 – For the first condition, we selected the field “Area,” left the Operator with the default of Equals, and selected the field value of “3.”

The second condition is shown below.



Selecting Multiple Operators

For the second condition, we selected the field “County,” the default operator of “=,” and selected the multiple condition of “AND,” and then selected the field value of “Lake.” The final part of the process is to click on the “Add Condition” button. The complete subset is shown as (Area = ‘3’) and (County = ‘Lake’).

The resulting list for this example is shown below.

NAEP National Assessment of Educational Progress			
School Control System			
School/District Listing   Batch Entry   Scheduling   <b>Data Selection</b>   Reports			
Steps: 1. Select Fields   2. Sort Fields   3. Subset/Filter   <b>4. Preview/Export</b>   My Data Selections (4)			
Preview and export newly created electronic file. <a href="#">Export Data to File</a> <a href="#">Save Data Selection Template</a> <a href="#">Back</a>			
School Name	NAEP ID	Area	County
Arlee 7 8	3020680	3	Lake
Charlo Elementary	3010900	3	Lake
Cherry Valley School	3010700	3	Lake
K William Harvey Elem	3010880	3	Lake
Linderman School	3010690	3	Lake
Pablo School	3010890	3	Lake
Polson 7 8	3020410	3	Lake
Ronan Middle School	3020530	3	Lake
St Ignatius Middle School	3020510	3	Lake
Two Eagle River School	5920950	3	Lake
Valley View School	3010920	3	Lake