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APPENDIX K. USER GUIDES AND REFERENCE MATERIAL FOR OTHER SYSTEMS USED IN NAEP ASSESSMENT

Overview:

- How do I get to...?”
- Using the Various Dial-Up Connections

Westat Systems:

- AC Quiz – Checking Scores
- Hours Tracking System
- Materials Ordering System

E-Mail:

- IceWarp
- Outlook Express
- Outlook Express Quick Guide

NAEP Field Operating System (NAEPFOS):

- NAEPFOS Overview
- Transmitting and Receiving Data
- Updating Anti-Virus Definitions

Reference Material:

- Creating Business Cards
- Is Your Laptop Clock Right?
- Supervisor’s Guide to the AC Log of Schools

Pearson Systems:

- Materials Tracking Site NCS SchoolHouse Materials Ordering System

OVERVIEW

- “How Do I Get To...”
- Using The Various Dial-Up Connections

How Do I Get To...?

Westat SCS, MOS, HTS, FRS Pearson SchoolHouse MOS, MTS	SDS	Outlook Express
<p>1. Connect to the Internet</p> <ul style="list-style-type: none"> • Double-click "Shortcut to AT&T" on Desktop • Use <u>AT&T username and password</u>* • Use local telephone number when possible • When connected, double-click on Internet Explorer icon to open browser. • Go to www.mynaep.com • Log on with <u>NAEP username and password</u>** <p>2. On MyNAEP Options page, select from:</p> <ul style="list-style-type: none"> • <u>Westat</u> <ul style="list-style-type: none"> ▪ School Control System (SCS) ▪ Materials Ordering System (MOS) ▪ Hours Tracking System (HTS) ▪ Field Recruiting Systems (FRS) • <u>Pearson Sites</u> <p>Through a personal computer, you can access Pearson's site at:</p> <p>https://naep.ncsschoolhouse.com/</p> <p>The Pearson site contains:</p> <ul style="list-style-type: none"> • the Pearson NCS SchoolHouse Materials Ordering System • the Pearson Materials Tracking System 	<p>The SDS is on your laptop (<u>not</u> on the internet).</p> <ul style="list-style-type: none"> • Double-click SDS icon on Desktop • Log in with <u>NAEP username and password</u>** <p>To transmit SDS data, see the box below.</p>	<p>Double-click Outlook Express (OE) icon on Desktop</p> <p>To send and/or receive messages:</p> <ul style="list-style-type: none"> • Click Send/Receive • Select Westat or the appropriate prefix (8 Prefix Westat or 9 Prefix Westat) • Use <u>NAEP username and password</u>** • Click Connect <p>[Some users prefer to minimize OE after composing a message and connecting to Westat using the dial-up connection on the desktop, then maximize OE and click Send/Receive.]</p>
	Update Anti-Virus Software / Transmit SDS Data to Westat	IceWarp
	<p>Connect to Westat and then to the transmit site as follows:</p> <ul style="list-style-type: none"> • Double-click on appropriate Shortcut to Westat (with or without prefix) • <u>Use NAEP username and password</u>** <p>When connected to Westat:</p> <ul style="list-style-type: none"> • Double-click on Internet Explorer to open browser • Click Favorites and select NAEPFOS (which takes you to mynaep.fos.westat.com) • Click Transmit in list of options (do this <u>daily</u>) • Click AntiVirus update link (do this at least <u>weekly</u>) 	<p>Using your personal computer with high-speed Internet connection, enter this URL in your browser:</p> <p>https://198.232.250.29:32001/mail/</p> <p>Use your <u>NAEP username and password</u>** to access the IceWarp system.</p>

***AT&T Login**

****NAEP Login**

AT&T User Username: _____
(AT&T User Username)

AT&T password: _____
3 letters 3 numbers (AT&T Password)
(letters & numbers same as in NAEP password)
[AT&T has 6 digits, NAEP 7 digits]
AT&T passwords do not use symbols

NAEP Username: **NAEP** _____
NAEP plus 4 numbers (NAEP User Username)

NAEP password: _____
3 letters, a symbol, 3 numbers (NAEP Password)
(letters & numbers same as AT&T password plus a symbol as the 4th character)

USING THE VARIOUS DIAL-UP CONNECTIONS

To check e-mail in Outlook Express, transmit/receive data, or to update the anti-virus software use:



1. 'Shortcut to Westat' to connect from your home or from any location that does not require you to dial a number to reach an outside line.
2. 'Shortcut to 8 Prefix Westat' to connect from a hotel or other location which requires you to dial 8 to reach an outside line.
3. 'Shortcut to 9 Prefix Westat' to connect from a hotel or other location which requires you to dial 9 to reach an outside line.

To Access **Westat's** SCS, MOS, HTS, or FRS or **Pearson's** Schoolhouse MOS or MTS:

4. 'Shortcut to AT&T' to connect from your home or from any location.

UPDATING TELEPHONE NUMBERS IN AT&T DIAL-UP CONNECTION

The dial-up connection in Windows XP allows you to enter as many telephone numbers as you want, which will be helpful if you travel and need two or three telephone numbers stored for connecting to AT&T. The steps below will walk you through the process of adding telephone numbers and selecting among those you have stored.

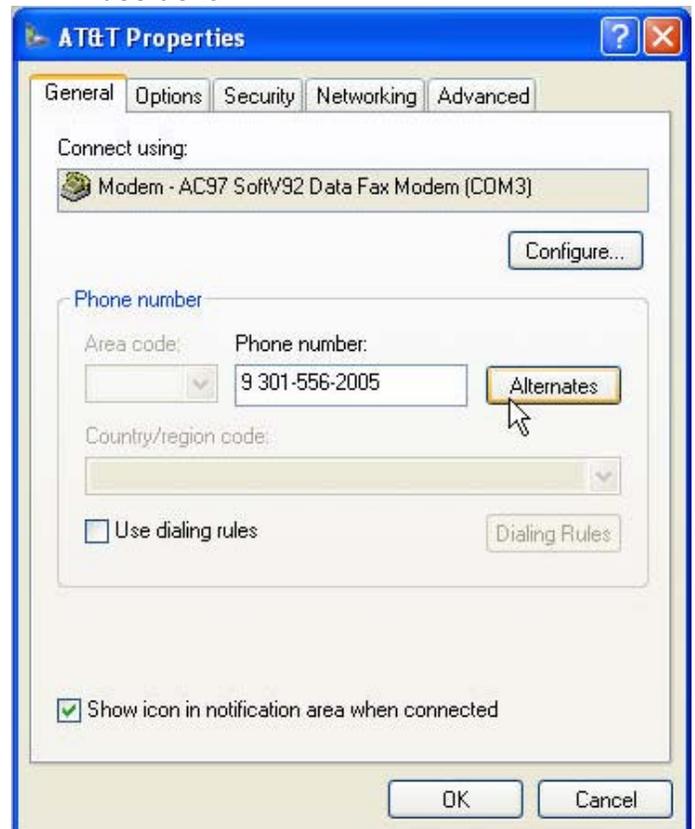
To find "local" numbers for AT&T, see the file "ATT access numbers 2007.doc" stored on your laptop in the Westat Documents folder. This file contains all numbers throughout the country and gives you the ATT website to see if there are any new numbers since this list was downloaded.

Adding numbers

1. Double-click on the **Shortcut to AT&T** icon.



2. Click on **Properties** (at bottom of window).
3. The local number for Gaithersburg is displayed. Click on the **Alternates** button beside it.



4. In the **Alternate Phone Numbers** window, the Gaithersburg number (9 301-556-2005) is highlighted. After training, you should delete this number (unless you will be working in the Gaithersburg, MD area). Click on the **Delete** button at the bottom of the window to delete the number.



5. Click on the **Add** button to begin entering the local number for your area (if there is one).



First, you need to enter the number in the Phone Number box (1). When that is done, enter the name of the city and state in the Comment box (2). This is to help you keep track of which numbers should be used in which areas to avoid long-distance charges. When finished click on the **OK** button.

If you will be traveling and there are local numbers for AT&T access in the other locations, repeat step 5. You can add as many numbers to the dial-up connection as you want. Additionally, a guide is on the last page on how to add numbers so you can access AT&T numbers from a hotel, even if it requires an 8 or 9 prefix.

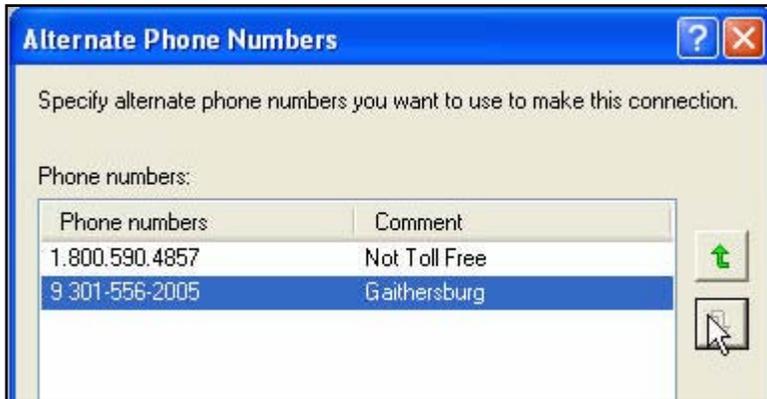
6. When you have entered the numbers you will need, note the statement near the bottom of the **Alternate Phone Numbers** window -- "If number fails, try next number." If you put a check in the box, the system will try to dial out with the first number on the list. If that number does not work, it will go to the next number. If you only have a couple of local numbers (such as if all your teams are in two or three cities) this is a useful feature.

There is also a non-toll-free 800 number already entered into your list of numbers. The 800 number should be considered an option of last resort and used only when there is no local connection or you are unable to connect to the local number because Westat is charged an hourly rate rather than a flat fee.

Changing the Order of the Dial-up Numbers



You can change the order in which the dial-up numbers are listed in the **Alternates** list. Notice the arrow on the right side of the example below. If you want to move the number, make sure it is highlighted and then click on the arrow buttons to move it up or down in the dial sequence.



After clicking the down arrow the order is now reversed.



After setting up your alternate numbers, close the **Alternate Phone Numbers** window by clicking the 'X' in the top-right corner of the box.

Open the AT&T dial-up connection and establish your Internet connection before opening Internet Explorer. When you open the dial-up connection from the desktop, if you need to dial an alternate number, notice the down-arrow button next to the phone number displayed near the bottom of the window. Click on it to reveal the other number(s) you have entered. If you entered "comments" (such as the city name) for the other numbers, they will be displayed as well.



Connecting to AT&T at a Hotel With a Prefix

To connect to AT&T at a hotel that requires a prefix, enter the prefix and a comma before the number, such as:

- Eight comma → 8,
- Nine comma → 9,

For example, 555-555-5555 would become:

- 8, 555-555-5555 for a 8 prefix hotel; or
- 9, 555-555-5555 for a 9 prefix hotel

The 8 or 9 is the number you need to dial to reach a line that can call outside of the hotel. The comma is used by the computer to pause the dialing sequence for 2 seconds. This is because there is a brief period of time between dialing 8 or 9 to access the outside line and actually being connected to the outside line. If there was no pause then the first number or two might be entered by the computer before the outside line was established and you would dial the wrong number.

NOTE Remember, when you want to transmit data to Westat, you must select one of the **Westat dial-up connections** since you need to connect to Westat in order to transmit.

WESTAT SYSTEMS

- AC Quiz – Checking Scores
- Hours Tracking System
- Materials Ordering System

Supervisors Guide to Checking AC Quiz Scores

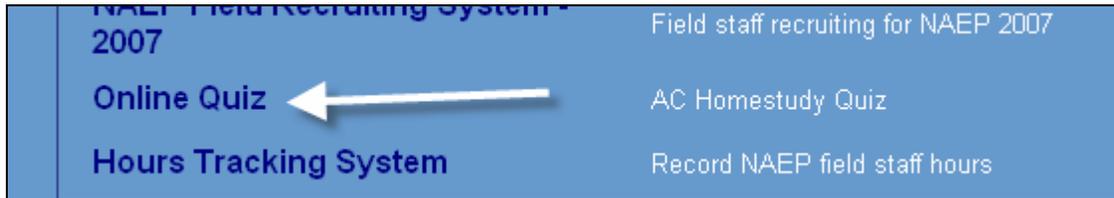
Overview

The AC Homestudy Quiz is a quiz all ACs will take prior to AC training. It contains 30 questions based on the AA training DVD. ACs need to watch the AA training DVD and then take the quiz. If they like, ACs may take the quiz more than once.

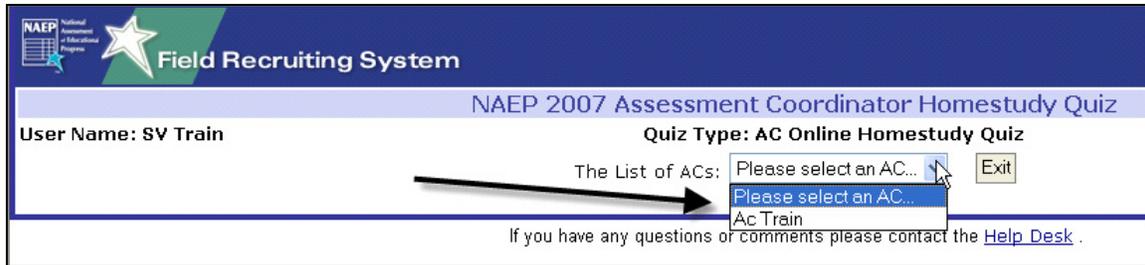
Supervisors use the Online Quiz link on the MyNAEP Welcome page to view their ACs' scores.

Checking AC Scores

The process for checking AC Quiz scores is straightforward. First, supervisors need to select the Online Quiz link from the www.mynaep.com page.



Second, supervisors need to select the AC from the drop-down box. Supervisors will only be able to view quizzes for ACs assigned to areas in their region. Troubleshooting supervisors will not see any ACs unless they are assigned to a specific region to oversee in addition to their troubleshooter duties; in which case they will see the ACs for that region.



Once the AC name is selected from the drop-down box, there will be a momentary pause before the AC's list of scores page will appear.

9/21/2006

If the AC has not yet started a quiz, then the screen will show no scores.

The screenshot shows the NAEP Field Recruiting System interface. At the top, it says "NAEP National Assessment of Educational Progress" and "Field Recruiting System". Below that, it says "NAEP 2007 Assessment Coordinator Homestudy Quiz". The user name is "SV Train" and the quiz type is "AC Online Homestudy Quiz". There is a dropdown menu for "The List of ACs" set to "Ac Train" and an "Exit" button. At the bottom, there is a table with two columns: "Test DateTime" and "Score".

Test DateTime	Score
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If the AC has started, but has not completed a quiz, then the page will display that time the quiz was initiated.

The screenshot shows the NAEP Field Recruiting System interface. At the top, it says "NAEP National Assessment of Educational Progress" and "Field Recruiting System". Below that, it says "NAEP 2007 Assessment Coordinator Homestudy Quiz". The user name is "SV Train" and the quiz type is "AC Online Homestudy Quiz". There is a dropdown menu for "The List of ACs" set to "Ac Train" and an "Exit" button. At the bottom, there is a table with two columns: "Test DateTime" and "Score".

Test DateTime	Score
9/21/2006 9:02:08 AM	In Progress

Once the AC has completed the quiz, the raw score (number correct, which is out of 30 possible) and percent correct will be displayed.

The screenshot shows the NAEP Field Recruiting System interface. At the top, it says "NAEP National Assessment of Educational Progress" and "Field Recruiting System". Below that, it says "Assessment Coordinator Homestudy Quiz". The user name is "SV Train" and the quiz type is "AC Online Homestudy Quiz". There is a dropdown menu for "The List of ACs" set to "Ac Train" and an "Exit" button. At the bottom, there is a table with two columns: "Test DateTime" and "Score".

Test DateTime	Score
9/21/2006 9:02:08 AM	30 (100%)
9/21/2006 9:08:07 AM	27 (90%)

If you have any questions or comments please contact the [Help Desk](#) .

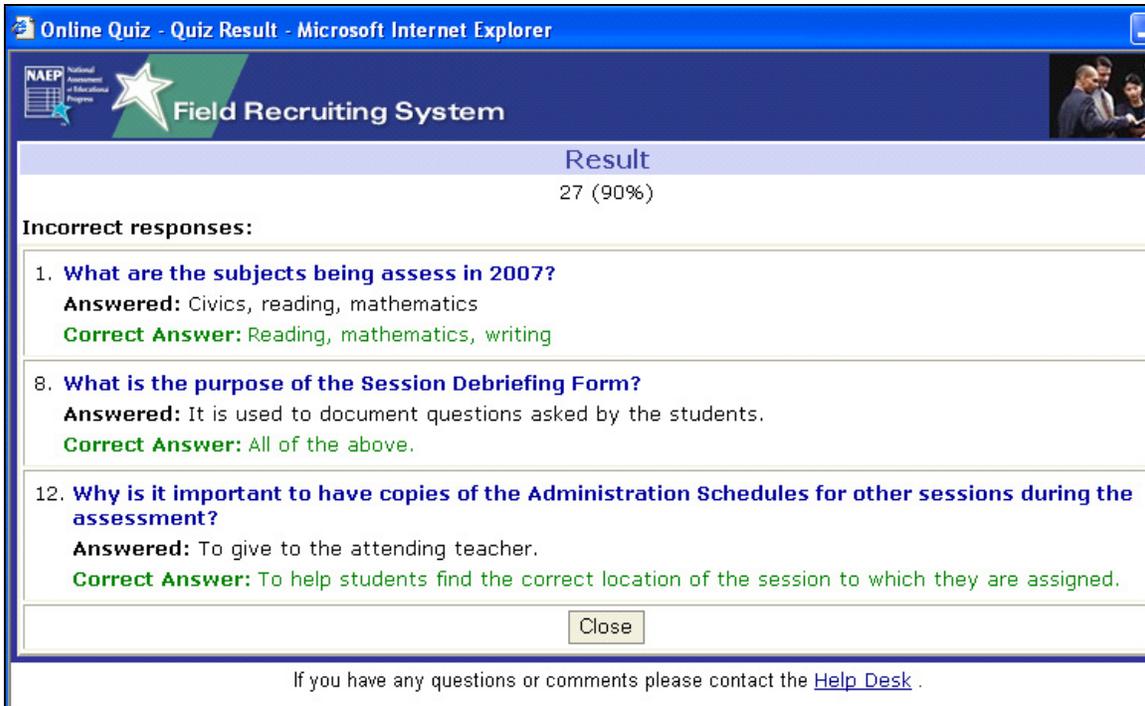
Supervisors can see the questions the AC missed by clicking on the score, which is a link to a page that will display the missed questions.

This is a close-up of the table from the previous screenshot. It shows two rows of data. The first row has the date "9/21/2006 9:02:08 AM" and the score "[30 \(100%\)](#)". The second row has the date "9/21/2006 9:08:07 AM" and the score "[27 \(90%\)](#)". A black arrow points from the text "Supervisors can see the questions the AC missed by clicking on the score" to the "27 (90%)" link in the second row.

Test DateTime	Score
9/21/2006 9:02:08 AM	30 (100%)
9/21/2006 9:08:07 AM	27 (90%)

9/21/2006

After clicking on the score a new window will open displaying the questions that were missed, the answer the AC chose, and the correct answer. When finished looking over the incorrect responses the supervisor needs to click the 'Close' button at the bottom of the list or the red 'X' in the top right-hand corner of the pop-up window.



Online Quiz - Quiz Result - Microsoft Internet Explorer

NAEP National Assessment of Educational Progress

Field Recruiting System

Result
27 (90%)

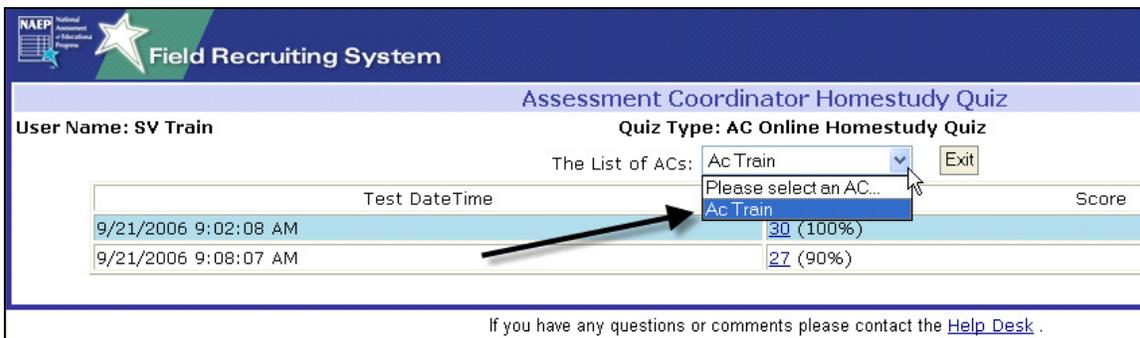
Incorrect responses:

- 1. What are the subjects being assess in 2007?**
Answered: Civics, reading, mathematics
Correct Answer: Reading, mathematics, writing
- 8. What is the purpose of the Session Debriefing Form?**
Answered: It is used to document questions asked by the students.
Correct Answer: All of the above.
- 12. Why is it important to have copies of the Administration Schedules for other sessions during the assessment?**
Answered: To give to the attending teacher.
Correct Answer: To help students find the correct location of the session to which they are assigned.

Close

If you have any questions or comments please contact the [Help Desk](#) .

When finished looking at the scores for that AC, the supervisor can view another AC's score by selecting his/her name from the drop-down box.



NAEP National Assessment of Educational Progress

Field Recruiting System

Assessment Coordinator Homestudy Quiz

User Name: SV Train

Quiz Type: AC Online Homestudy Quiz

The List of ACs: Ac Train [v] [Exit]

Test DateTime	Score
9/21/2006 9:02:08 AM	30 (100%)
9/21/2006 9:08:07 AM	27 (90%)

If you have any questions or comments please contact the [Help Desk](#) .

Supervisors simply repeat this process until they have reviewed all of their ACs' scores for those who have completed the AC Homestudy Quiz.



To return to the NAEP Welcome screen, click on the NAEP icon in the top left corner of the screen.