

IS YOUR LAPTOP CLOCK RIGHT?

The internal clock on your laptop computer provides the time and date “stamps” that are applied to e-mail messages, data transmissions, stored data files, and any number of other activities by your computer. Since it is assumed that the date that appears with an e-mail message, for example, is the date the message was sent, the clock obviously has to have the correct date or the date of the message will be misleading.

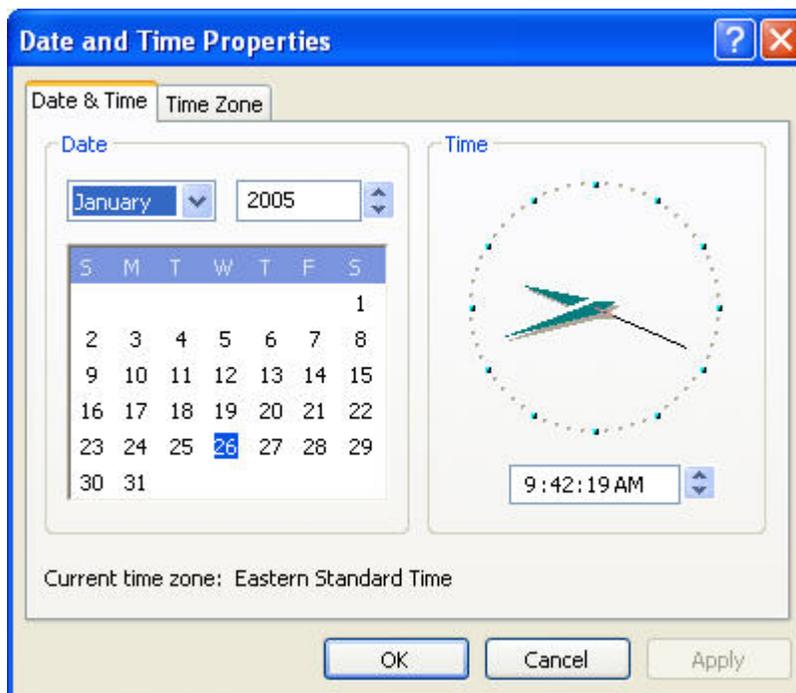
If the date in your laptop clock isn't right, you should change it.

To check the date, move your mouse pointer to the extreme lower right of your screen, over the time and leave it there. After a couple of seconds, the date and time will be displayed. The time being off by an hour or so won't have any serious consequences, but the date being off does. If the date is wrong it must be fixed!



Double-click on the time being displayed.

This will open the date and time window so that you can correct the month, year, and/or date. You do not need to worry about having the correct time zone indicated as long as the date and time are appropriate for where you are working.

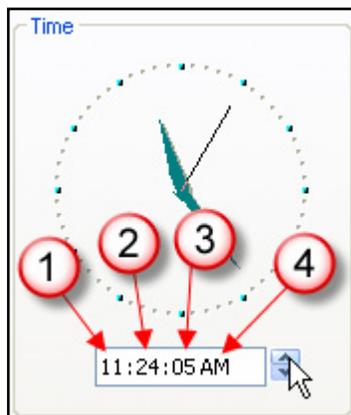
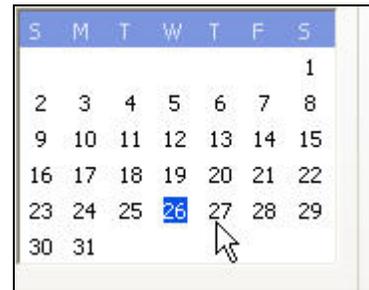
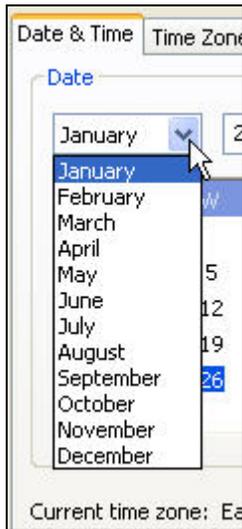


The screen shots below show you how to update the various parts of the computer's clock as necessary.

Click on down arrow to change the month.

Click to change the year.

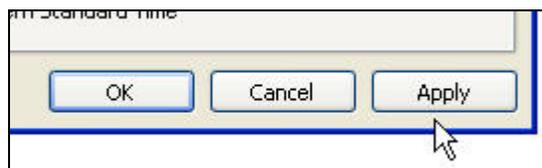
Click on the right date.



To change the time, select the component you want to change:

- (1) For hour (in this case click on the 11);
- (2) For minute (in this case click on the 24);
- (3) For second (in this case click on the 05); or
- (4) AM/PM (in this case click on AM).

Then use the arrow buttons (the mouse pointer is over) to cycle through the options.



After updating the calendar and clock, click on the Apply button and then OK.

If you need help with any of these procedures, please contact the NAEP help desk at:
888-499-6237

How to Use the AC School Log Excel File: A Supervisor's Guide

1 The School Log

In NAEP 2007, the School Log will be an Excel file sent out to supervisors. Supervisors will modify the School Log by adding column headings and updating any information that may be out of date. Then, supervisors will print out the School Log for each area and send each area's School Log to that area's AC. The School Log is thus used by the supervisor to inform the ACs of the types of data they should record from their contacts with schools. Additionally, the School Log serves as a way for ACs to keep track of contacts with the school and information received stored in a single location making it easy to report that information back to their supervisor.

1.1 What is the School Log?

The School Log used to be a hard copy list of every school in a supervisor's region, usually broken out by area. This list contained columns displaying school district contact information, school contact information, and other information supplied by Westat. In the past, by the time supervisors received the logs, much of the information printed on them had changed.

This year, supervisors will be responsible for adding their own column headings in addition to the four provided by Westat. They are free to assign the column headings that will reflect what they want their ACs to report on and to help ACs manage their work. Examples of previous column headings and some suggestions are provided in section 3.

1.2 The School Log as a School Communication Recordkeeping Tool

One of the two important ways the School Log assists ACs is by providing them with a tool to systematically record their communication with schools and report this information to their supervisor. This allows more efficient and effective recordkeeping and provides information gathered over time in one consolidated location.

1.3 The School Log as a Supervisor-AC Communication Tool

The School Log assists communication between the supervisor and ACs by letting the supervisor explicitly state the information they would like to receive from their ACs.

2 The School Log Design

The School Log is an Excel file. When the supervisor receives the file each area in their region will be in a separate worksheet.



The first four columns of the Excel file contain information regarding the school district, the school, the school's cooperating status, and the assessment date. This information is provided by Westat. The remaining column headers will be blank initially, allowing the supervisor to insert column headings.

	A	B	C	D	E	F	G	H
	District Name	School Name Principal						
	Superintendent	Street Address						
	Street Address	City State Zip						
	City State Zip	Phone #	School Disp	Assessment				
1	Phone #	NAEP ID#	Code	Date				
2		Grade:						
3								
4								
5								

3 Column Headings

In addition to the column headings that come with the electronic file, this section provides some ideas for different column headings used in the past. Past column headings included:

Session Boxes Rcvd	Confirmation Call Complete?	Scheduling Call Complete?	Team Members	Sessions (estimated)
Completed Session Box Ship Date / Track No.	(C)all (M)ail (V)isit (G)ainCoop (P)reassess (S)ample	Assess Date/Time Make-Up Date/Time	(E)File, (F)ax, (S)chool E-sa(M)pled (P)ending (C)omplete	PAV Date and Time Entered into the SCS?
Special Study	Flags Assess Type	Comments / Notes	Session No. & No. of Students	Pre-assessment Visit (PAV)
# students w/Accomm & Accomm Type	Short Shipment Ordered / Recieved			

4 Customizing the School Log

Supervisors are free to customize the blank column headings any way they desire. This section is to show how to copy the column headings used in one worksheet (area) to another.

You will want the same column headings for each area so that all of the ACs will be reporting the same information back to you.

4.1 Copying and Pasting Column Headings

After you have finalized and entered in the column headings in the Area 1 worksheet, you copy those column headings to other worksheets through the following steps:

Step 1

The first step is to click and hold on the first column heading you want to copy. Do not let go.

	E	F	G	H	I
ent	Column Heading 1	Column Heading 2	Column Heading 3	Column Heading 4	

Step 2

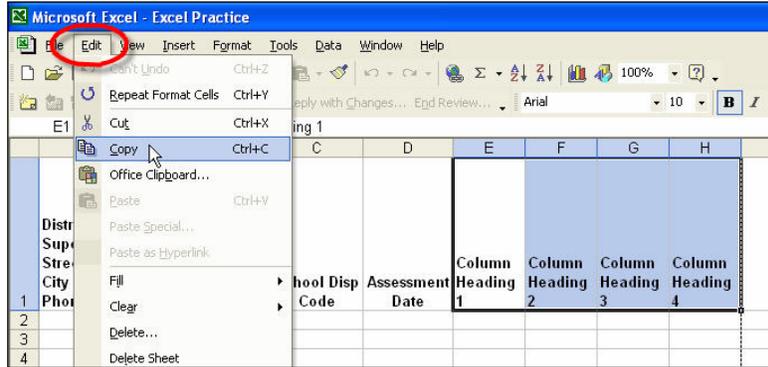
Now drag the mouse to the right, highlighting all the column headings you wish to copy. Release the mouse button.

NOTE: Even though the first column is white, it is, in fact, highlighted.

	E	F	G	H	I
ent	Column Heading 1	Column Heading 2	Column Heading 3	Column Heading 4	

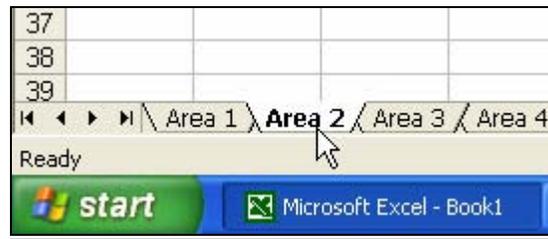
Step 3

Click on the “Edit” tab in the menu bar. Scroll down and click on “Copy.”



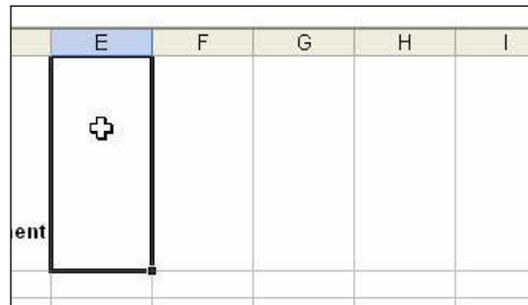
Step 4

You have now copied the column headings. Next change to the 'Area 2' worksheet.



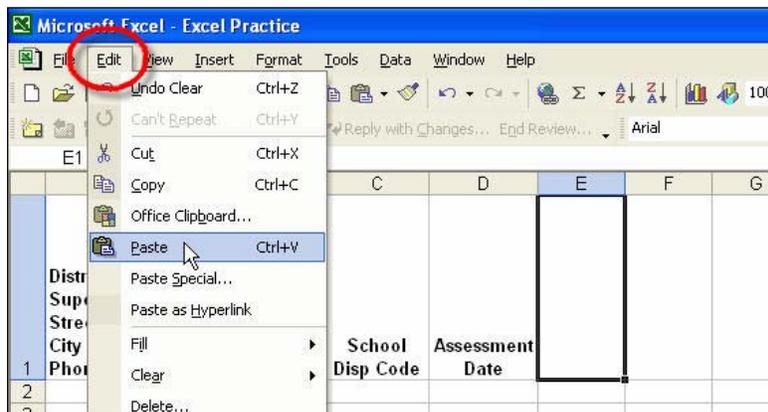
Step 5

Click in the cell E1 to place your column headings.



Step 6

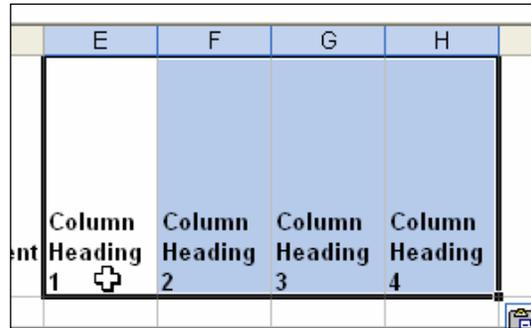
Click on the “Edit” tab in the menu bar. Scroll down and click on “Paste.”



Step 7

Your column headings are now pasted in the second area worksheet, E-H. You might have to resize the column widths to fit your text.

Repeat steps 4-7 for each area.

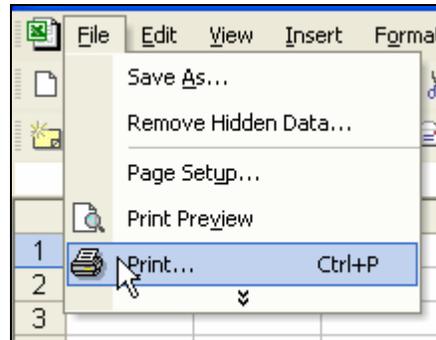


5 Printing the Logs

There are two choices for printing. You can choose to print each worksheet (area) individually, which is useful if you need to reprint and resend a single area to a single AC. Or, you can print all the worksheets (areas) at once, which is useful for sending a log to each AC once you have finalized the School Log.

Printing Individually

After customizing the logs they can be printed out one worksheet at a time either by clicking on the print icon in Excel or by clicking on 'File' and then clicking 'Print' from the drop-down options. Then repeat the process with the next worksheet.



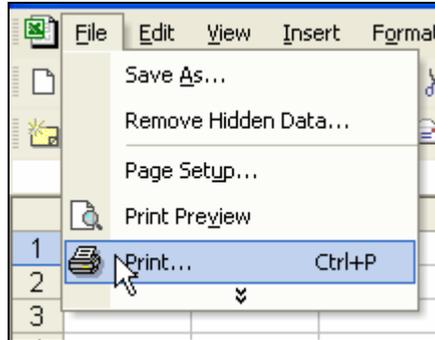
9/15/2006

Printing All Worksheets at Once

There is a second option, however. You can choose to print all the worksheets at one time through the following steps:

Step 1

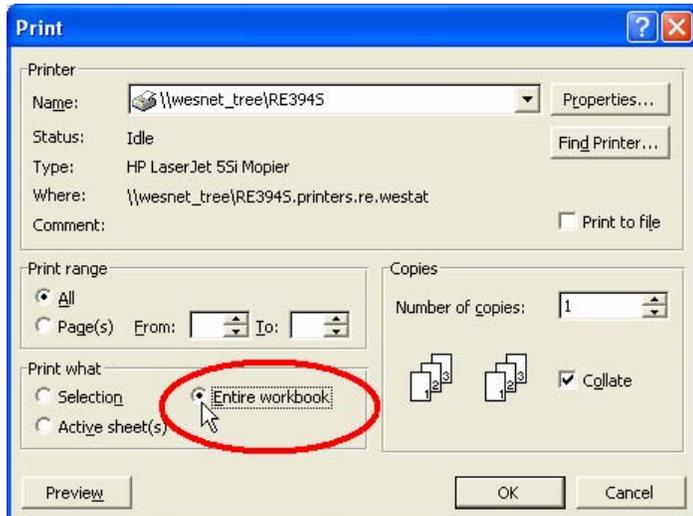
Click on '**F**ile' and then click on '**P**rint.'



Step 2

In the 'Print' box that opens up, click on the radio button next to "**E**ntire workbook."

Click "OK."



This will print all of your worksheets in that Excel file at once, eliminating the need for you to print them individually.

PEARSON SYSTEMS

- NAEP 2007 Pearson SchoolHouse Materials Order System And Materials Tracking System Home Office, Field Manager, And Supervisor User's Guide

