

4.1 Entering Data

Individual student data are entered in the bottom part of the screen. Depending on which option you selected on the main page, student names will be entered either First Name, Middle Name, Last Name or Last Name, First Name, Middle Name.

With the cursor flashing in the first field at the bottom of this page, type the name for the first field and use the tab key to move to the next field. Middle names are not required, but if included on the student list, they should be entered.

Tab to the MOB (month-of-birth) field, enter the month. (It is NOT necessary to zero fill for the month.) Tab to the YOB (year-of-birth) field and enter the year. It will be necessary to enter all four digits of the birth year for every student.

When you reach the field for the student's sex, a pop up window is activated displaying the choices and values – 1 for males, 2 for females.

The screenshot shows a data entry form with a pop-up window titled "Listing of Codes and Descriptions for Sex". The pop-up window lists two options: "1 - Male" and "2 - Female". Below the pop-up window, the form fields are visible, including MOB (1), YOB (1994), Sex (1), Race (0), School Lunch (0), SD (0), and ELL (0).

MOB	YOB	Sex	Race	School Lunch	SD	ELL
1	1994	1	0	0	0	0

Listing of Codes

Enter the code number and tab to the next field. Continue entering the code numbers and tabbing to the next field.

To facilitate date entry, for most fields (except for name and month of birth), it is possible to automatically fill all students' records with the same codes in a process is explained in section 5.

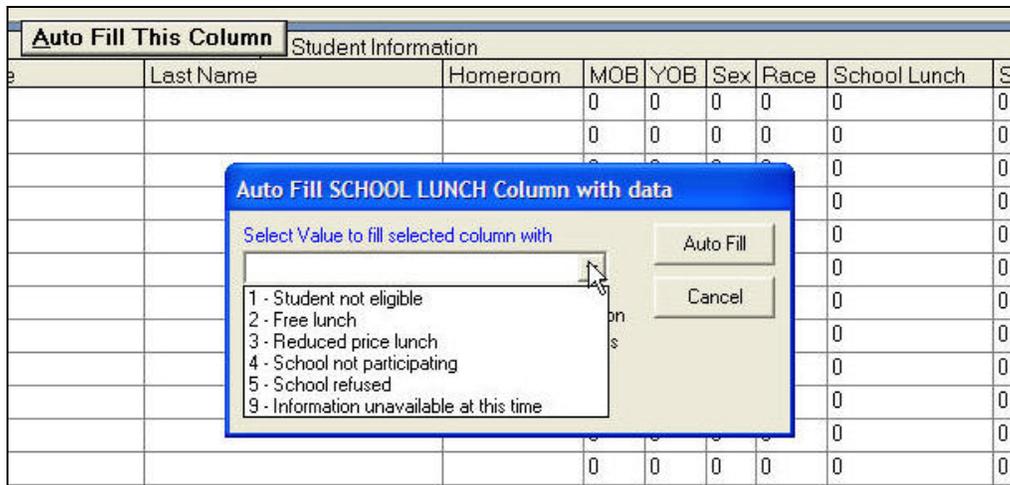
5. Batch Entry of Student Data – “Auto Fill”

In most schools, some of the student information will be virtually the same for every student. For example, most students will be SD = No and most will be ELL = No. To facilitate data entry for these fields, the SDS will allow you to enter the same information for every student in a session or for all sessions in a school, as a “batch” (all at the same time). The process is explained below.

As an example, after entering information for one student, you notice on the list of students that the school lunch field for all of the students in this session will be coded as “4 - School not participating”. Follow the steps below.

To access the batch entry feature:

- Move the mouse pointer into the grid at the top of the window in the field you want to change for all students, the “Lunch” field in this example.
- Click once in a cell in the Lunch column to reveal the button labeled “Auto Fill this Column” at the top of the grid.
- Click on the *Auto Fill* button to reveal the dialog box. Notice that the option is available to set the same value for all sampled students in the school or just this session. This session is the default.
- Click on the down arrow button to reveal the codes and the options as shown below.



Auto Fill School Lunch

- Click on your selection (“4-School not participating”, for this example) and then on the *Auto Fill* button.

Immediately, this field will be filled with “4” for every record in this session, including those records for which no other information has been entered.

Sometimes, most students have the same code, but a few do not. In these cases, after using Auto Fill to set the code for all students in this session, if one or more of the students' codes need to be changed, go to the students' records and change the codes using the data entry fields at the bottom of the screen.

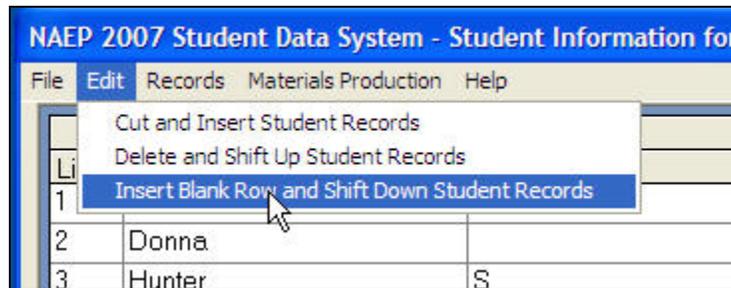
Please note that Auto Fill can be used before or after you have started student data entry.

6. Correcting Mistakes in Data Entry

After entering the student information, you should print out the data using the Student Information Report (see Section 8.3) and have someone other than the person who entered the data double check the data. Any mistakes should be corrected immediately.

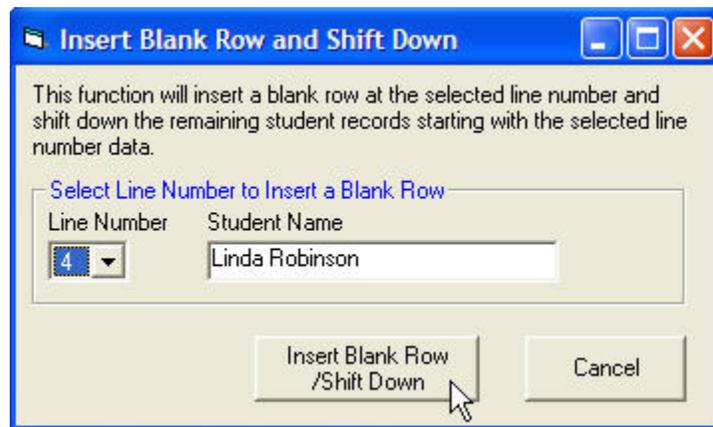
If you discover that a student was inadvertently left out of a session for which he/she was selected, it will be possible to insert the student as follows if you have not completed data entry for the session.

Click on "Edit," and on the option, "Insert Blank Row and Shift Down Student Records."



Edit, Insert Blank Row

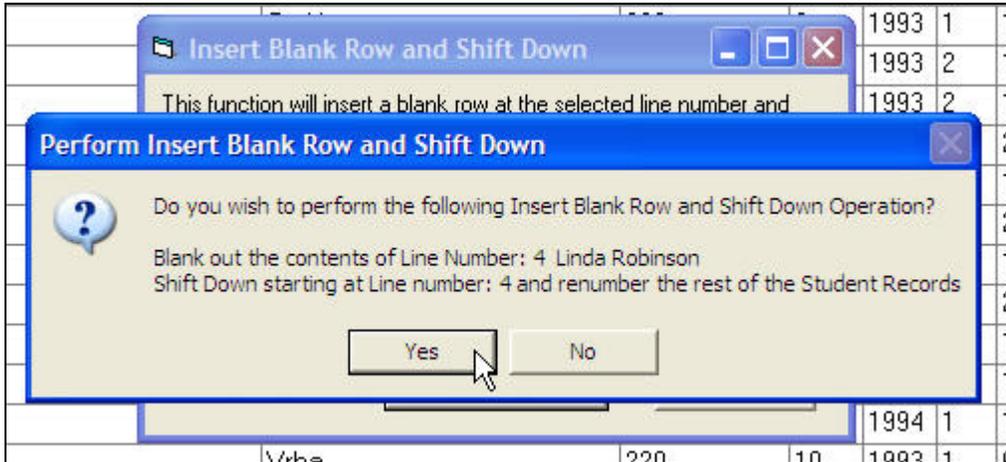
This will open the following dialog box.



Insert Blank Row here

Click on the down arrow button and select the row into which you need to insert the blank row for a student's name and demographic data.

Click on the **Insert Blank Row/Shift Down** button and you will get a confirmation dialog box.



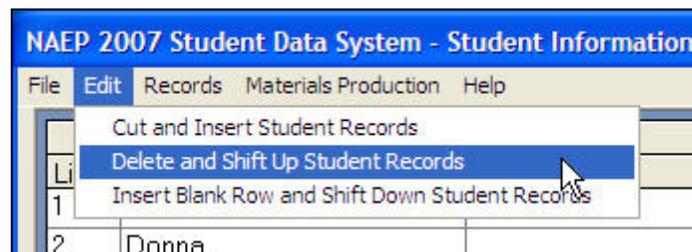
Insert confirmation

Read it carefully and click the *Yes* button (unless you made a mistake and need to back up) and the record you have identified and all other records moved down.

2	Donna		Reed
3	Hunter	S	Robert
4			
5	Linda		Robins
6	Scott		Schmid

Blank Row Inserted

If you discover that you have entered information for a student who does not belong in this session, another feature allows you to delete a student record and shift all other records up one line.



Edit, Delete and Shift Up

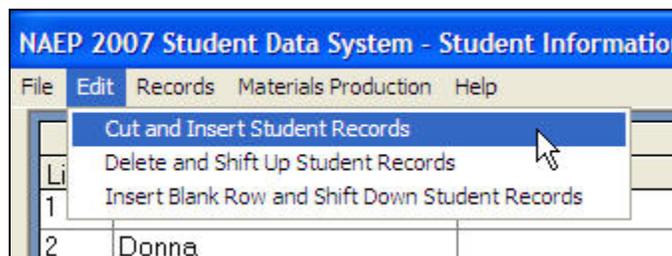
As you see in the following screen shot, after you select the option Edit, Delete and Shift Up Student Records, you are asked which line number and corresponding student name you want to delete.



Delete Student Record

Select the line number of the student record you want deleted. Double check the name to be sure that you have selected the correct line number. Click on the *Delete/Shift Up* button and the records will be updated.

The third option available under “Edit,” is “Cut and Insert Student Record” which will allow you to move (“cut”) a student record from one line number and add it to (“insert in”) another line.



Edit, Cut and Insert Student Record

When you select this option, the following dialog box will open.



Cut and Insert Dialog Box

Select the line number to be cut and the line number where it is to be inserted. Click the Cut/Insert button and the record will be moved and the other records will be moved down.

7. Special Situations and Exceptions

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number.

If permission has been given to for either of the exceptions noted below, a Special Situation Form will have been completed. The hard copy form will be in the school folder. The information will also appear in the Special Situation section of the Sampling tab of the School Edit page in the SCS.

7.1 Assess All Students

While this is seldom allowed for public schools, if permission has been given by NECS for a school to assess all students instead of the number to be sampled, an override option is available in the SDS.

To over ride the sample size in a school, select the *Student Sampling* button and locate the “key” on the right side of the screen. When the mouse pointer is held on the key for a second, it will be identified as “Take All



Students Override”.

Click on the key and a confirmation box will appear in case you selected this in error. Click on “Yes” and you are returned to the sampling screen. The key will then be labeled “Sample Override: Yes” as a reminder.

Proceed with the sampling procedure described in section 3.

If a school requests that unsampled students be added to a session after the student sample is selected, you should obtain approval from your field manager. This not-in-sample option will require more materials and possibly additional assessment staff. If approved, these students will be assessed and given the administration code #56.

7.2 Assess Fewer Students

Assessing fewer students may involve assessing a smaller number of students or not assessing a particular subject. This request should have already been resolved. You must discuss this with your field manager.

If your field manager tells you that this has been approved, the sample should be drawn as usual. The student demographic data must be recorded in the SDS for the session(s) in which some or all students will not be assessed. (Do not enter the student names.) If an entire session will not be conducted, the Administration Code for each student must be recorded on the Administration Schedule as Administration Code **49**, Session/subject refused by school.

In some instances, a school may refuse to assess students in a particular subject. In this case, all students who were sampled to be assessed in that subject should be coded with Administration Code **49**, Session/subject refused by school.

7.3 No Other Options

The two options above are the only special options that might be allowed. It is **not** possible to sample whole classrooms, or to select the sample from a list of students in only some classes.

8. Materials Production

The Materials Production section of the SDS will allow you to print out the following either for one session at a time or for all sessions in the school:

- A list of sampled students;
- Booklet labels;

- Student Information Report;
- SD and ELL Report;
- SD and ELL Student Name Labels; and
- Inclusion Worksheet

On the main view, click on the school name to put the focus of the system on that school. At the bottom of the main view, click on the button labeled *Materials Production*. The following dialog box will appear.

Materials Production Menu

8.1 List of Sampled Students

The default for this option is to print a list of the sampled students by session in the school. If there is more than one session, the arrow button to the right of the displayed session number will reveal a drop down list of all sessions in the school from which to select. To see a list of the students for one session in the school, click on Report Type – Sampled Students. Under Report Options, click on Session. The first session number will appear under Sessions. If this is the session for which you want a list, click on the **Run Report** button.

To print out the list, while looking at the list, click on the print icon at the top of the screen. This list could be put in the school folder and eventually sent to or given to the school coordinator for use in locating and notifying the selected students.

See section 8.6 below for more information on viewing and printing these lists and the other materials from the Materials Production section of the SDS.

8.2 Booklet Labels

Pearson will print booklet labels for all of the sessions in all of your schools. If the school E-Filed, Pearson will print those booklet labels with sampled student names (if names were provided for sampling) as well as school and session IDs.

Schools that do not submit their lists electronically nor send information to the state office for sampling will have booklet labels as well. However, these labels will not contain student names (only school, session, and booklet IDs). If you draw the sample using the SDS and want to print booklet labels with sampled student names, use this option in the Materials Production option of the SDS.

Click on Booklet Labels. This will give you the option of printing on small labels (80 per sheet) or large labels (30 per sheet). The same information will be printed on each label, only the font size will change.

The screenshot shows a software window titled "Materials Production for Strasburg Franklin Jr High School (9921130)". The window contains several sections for configuring a report. On the left, under "Report Type", the "Booklet Labels" radio button is selected. Below it, a "Labels Types" sub-section has "Large Labels" selected. Other report types listed are "Sampled Students", "Student Information", "SD and ELL Report", "SD and ELL Student Names Labels", and "Inclusion Worksheet". In the center, under "Report Options", the "Sessions" radio button is selected. On the right, the "Sessions" dropdown menu is set to "RS0801". At the bottom right, there are "Run Report" and "Close" buttons.

Booklet Labels Options

The labels can be printed by session or for the entire school (sorted by session). A school with only two sessions of 20 students, each printed on small labels, would use one sheet of labels. The same school printed by session will take two sheets of labels with several blank and wasted labels on each sheet whether printed on small or large labels.

See Section 8.6 for information on viewing and printing.

8.3 Student Information Report

After sampled student demographic information has been entered for a school, you should print out a copy of the data to double-check the data entry. The Student Information option will give you a printout of all of the student data that have been entered for each session.

When you select this option, the Student Information Report is displayed so that you can see what fields have been completed. Click on the print icon to get a hard copy to use in checking the data entry against the original information from the school.

If any of the student demographic data that was requested was indicated as unavailable (school lunch information, for example), you will enter the code number “9.” However, the Student Information Report will not print a “9” (the cell will be blank) so that the school coordinator will be alerted to supply the information.

After you have double checked student data entry and made any necessary corrections, print out another copy of the Student Information Report to be sent to the school. The bottom of the report contains a legend of on the NAEP demographic codes used on the report to assist schools in identifying incorrect and/or missing data. An example of this code information is shown below.

30	Grav, Randal	110	6	1993	1	3	1	2	2
31	Handler, Stacey M	110	1	1993	2	1	3	2	2
32	Harris, Samantha	110	2	1993	2	1	1	2	1

STUDENT DEMOGRAPHIC CODES		
Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No; 9=Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL 9=Information unavailable
Race/Ethnicity		National School Lunch Program (NSLP)
1=White, not Hispanic	5=American Indian/Alaska Native	1=Student not eligible
2=Black, not Hispanic	6=Other	4=School not participating
3=Hispanic	7=School does not collect this information	5=School refused
4=Asian/Pacific Islander	9=Information unavailable	3=Reduced price lunch
		9=Information unavailable

Student Information Report Demographic Codes Explained

You will also print the Student Information Reports for all schools that E-Filed successfully. The sampled student data from these schools will be downloaded to your SDS in early December. You will include these Student Information Reports in the Preassessment Packets for those schools.

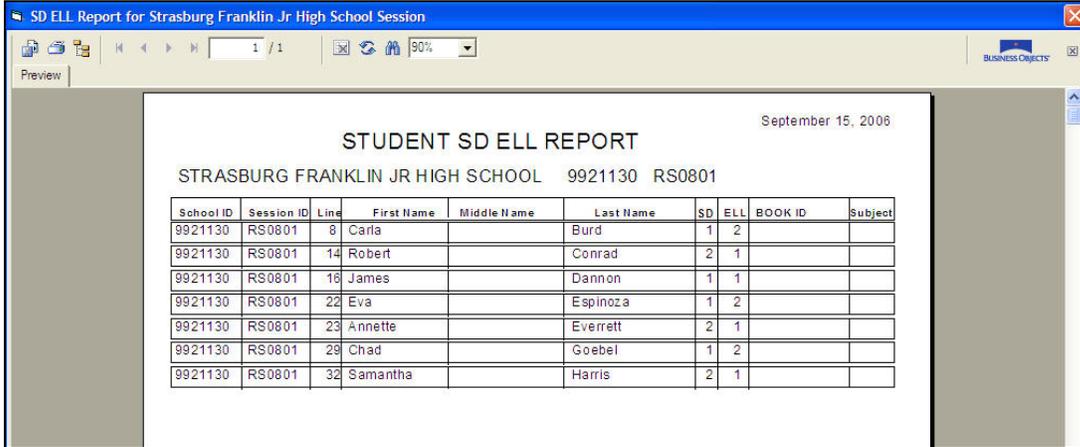
See Section 8.6 for information on viewing and printing.

8.4 SD and ELL Report

This report will provide a listing by session of the students who have been coded as SD, ELL, or both SD and ELL. If you select to run the report for the school, the list of students for each session will be printed on a separate page.

In December, student booklet IDs and the subject in which they will be assessed will be available through transmission. This information will also print on these reports.

The SD ELL student name labels (see section 8.5) contains all of the information that you need to complete the SD ELL questionnaires.



School ID	Session ID	Line	First Name	Middle Name	Last Name	SD	ELL	BOOK ID	Subject
9921130	RS0801	8	Carla		Burd	1	2		
9921130	RS0801	14	Robert		Conrad	2	1		
9921130	RS0801	16	James		Dannon	1	1		
9921130	RS0801	22	Eva		Espinoza	1	2		
9921130	RS0801	23	Annette		Everrett	2	1		
9921130	RS0801	29	Chad		Goebel	1	2		
9921130	RS0801	32	Samantha		Harris	2	1		

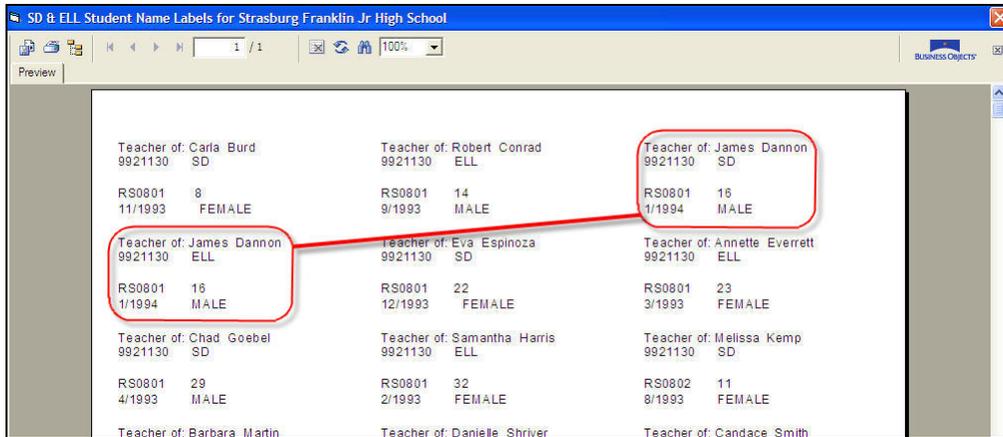
SD ELL Report

8.5 SD and ELL Student Name Labels

The SD ELL labels contain all of the information need to complete the SD and ELL Questionnaires. They should be printed on the peel-off labels provided in your bulk supplies. These labels have the following information on them after the students booklet IDs and subject abbreviations have been transmitted in early December.

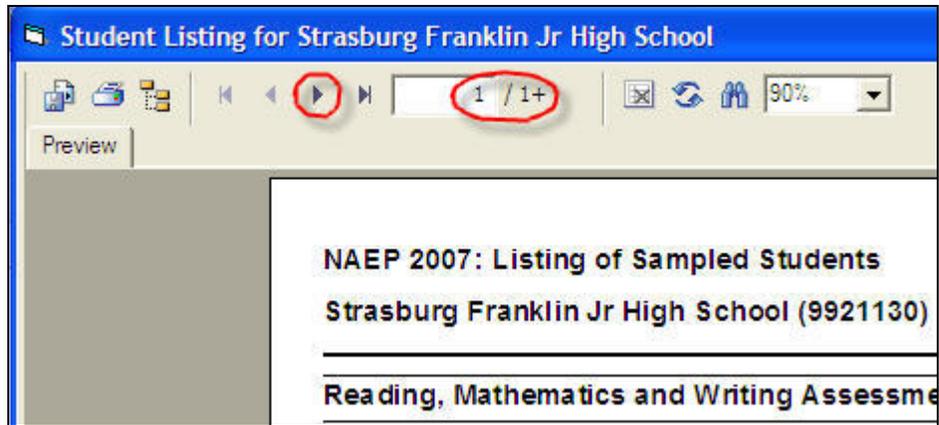
Teacher of:	STUDENT NAME
School ID	SD/ELL
Booklet ID	Subject abbreviation
Session ID	Administration Schedule Line#
Month of Birth /Year of Birth	Gender

Two labels will be generated for students who are coded as both SD and ELL as will be seen in the following screen shot. Notice that James Dannon has two labels.



Teacher of: Carla Burd 9921130 SD RS0801 8 11/1993 FEMALE	Teacher of: Robert Conrad 9921130 ELL RS0801 14 9/1993 MALE	Teacher of: James Dannon 9921130 SD RS0801 16 1/1994 MALE
Teacher of: James Dannon 9921130 ELL RS0801 16 1/1994 MALE	Teacher of: Eva Espinoza 9921130 SD RS0801 22 12/1993 FEMALE	Teacher of: Annette Everett 9921130 ELL RS0801 23 3/1993 FEMALE
Teacher of: Chad Goebel 9921130 SD RS0801 29 4/1993 MALE	Teacher of: Samantha Harris 9921130 ELL RS0801 32 2/1993 FEMALE	Teacher of: Melissa Kemp 9921130 SD RS0802 11 8/1993 FEMALE
Teacher of: Barbara Martin	Teacher of: Danielle Shriver	Teacher of: Candace Smith

SD ELL Labels for Questionnaires

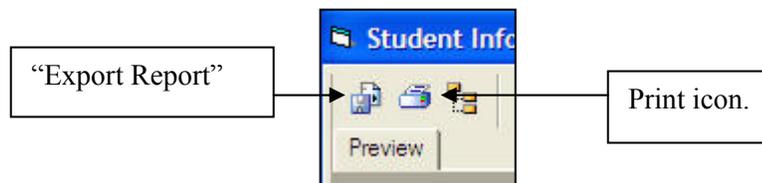


Report Menu Bar

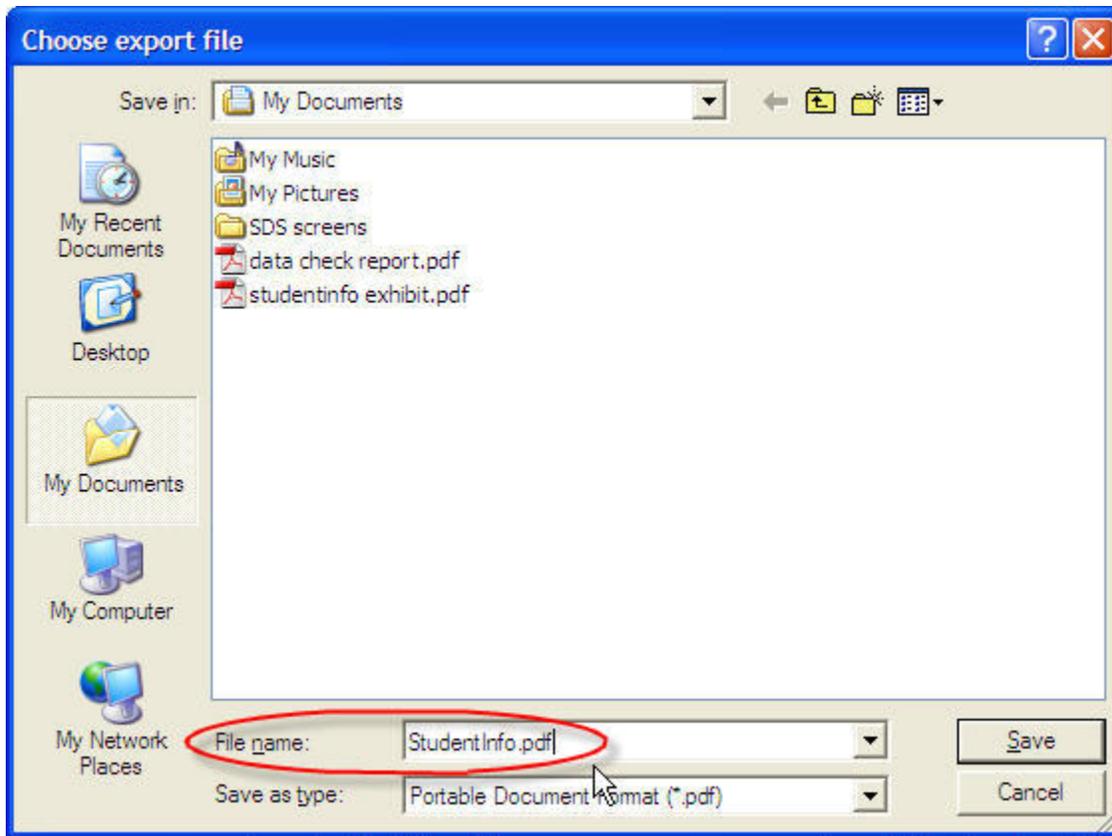
If your list is more than one page long, in this application, the system tells you in the upper left of the screen that you are looking at page 1 and that there is more than one page (Page 1 / 1+). When there is more than one page, you must view another page before the total number of pages is displayed at the top of the screen. (In this case, there are only 31 students selected for this session, so the report is only 1 page.)

Move to page 2 of the list of students by clicking on the right arrow button.  The scroll bar on the right of the screen will scroll down the page, but will not scroll to page 2.

You can **save** the report as a pdf file that can be read by Adobe Reader by clicking on the “Export Report” icon in the upper left of the screen. Next to the save icon is the **print** icon.



Carefully note the name given to reports that are saved as pdf files by the SDS. Since the system decides what name to give the reports, they are often given a generic name that does not include any reference to the school. If you save the same report for more than one school, you may overwrite a report from a previous school if you are not careful. If the report name is not clear, you can change it in the “File name” window in the “Choose Export File” pop-up window.



File Name Needs Clarifying

In this case, the school's NAEP ID should be added as part of the file name.

To close this view and return to the SDS, click on the small icon in the extreme upper left of the screen and then select on Close. The X in the upper right it may also be used to close this since it is a separate application.

9. Reports

Two categories of reports are available – a Student Data Report and a Sampling Progress Report. These are explained in sections 9.1 and 9.2.

9.1 Student Data Report

The Student Data Report will allow you to print out student data for one session or all sessions in a school.

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”