

3. TAGGING SCHOOLS

Tagging schools could also be thought of as flagging, marking, selecting, or picking schools. Before a school can be tagged, the student sample line numbers must have been selected either by the SDS or the school must have been E-Filed and E-Sampled at Westat. When you scroll down the list of schools, the tag boxes in the Tag column will not be available until you click on one of the schools so that the focus of the system is on one of the 17 schools currently in view.

Tagging one or more schools in the main list of schools in the SDS will identify those schools for special action. Tagging will permit you to:

- Export the sampled school(s) so that another staff member can assist you in student data entry; or
- Identify several sampled schools for which you want to print the same document(s)

Exporting schools for assistance in data entry (see section 10) has been available as a feature of the SDS for several years. The only modification to this procedure for NAEP 2008 is the way in which you “tag” the school. The new Tag column permits you to tag schools individually by clicking in the Tag cell for the school. To select or tag all of the sampled schools in the list of 17 that you can see at one time, use the button at the bottom of the screen labeled “Tab/Untag All Visible Schools.”

After the school or schools that you want to export have been tagged, proceed with the export procedure as explained in section 10.

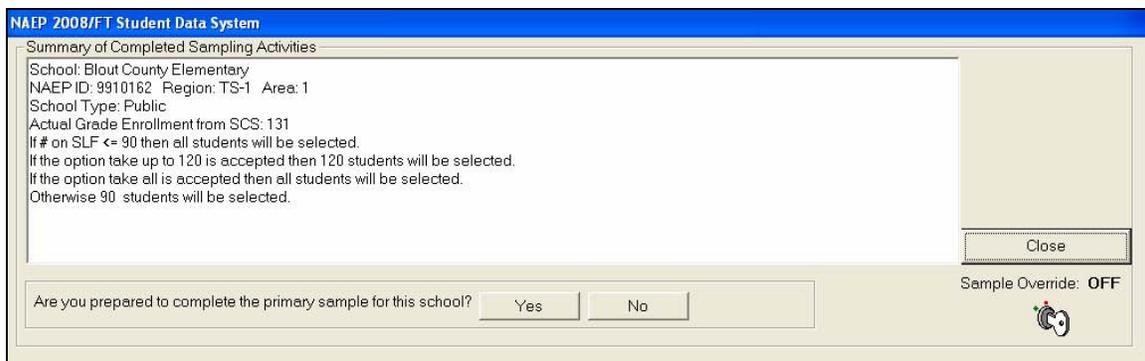
The tagging procedure also facilitates printing by identifying several schools for which you want to print the same or several forms more quickly than in the past. After tagging the schools, click on the Materials Production button and select the form to be printed. Section 6 contains more information on this new procedure.

4. STUDENT SAMPLING

We will begin discussing how you will use the SDS by going through the steps that you will follow to draw the sample of students.

4.1 Steps in Selecting the Sample

When you are prepared to sample the students (you have double checked the list of eligible students from the school and it is accurate, up to date, and complete), locate the school's name on the list of school in the SDS. Click on the school's ID or name to put the focus of the system on the school. Next, click on the *Student Sampling* button at the bottom of the screen and you will see a screen similar to the one displayed below. In this series of steps, we will use Blout County Elementary, one of the schools in the test data as our example.



The screenshot shows a window titled "NAEP 2008/FT Student Data System". Inside, there is a section titled "Summary of Completed Sampling Activities" with the following text: "School: Blout County Elementary", "NAEP ID: 9910162 Region: TS-1 Area: 1", "School Type: Public", "Actual Grade Enrollment from SCS: 131", "If # on SLF <= 90 then all students will be selected.", "If the option take up to 120 is accepted then 120 students will be selected.", "If the option take all is accepted then all students will be selected.", "Otherwise 90 students will be selected." Below this text is a "Close" button. At the bottom of the window, there is a question: "Are you prepared to complete the primary sample for this school?" with "Yes" and "No" buttons. To the right of the question, it says "Sample Override: OFF" and there is a small icon of a person with a speech bubble.

Beginning Student Sampling

This screen provides you with several useful pieces of information that you should review before proceeding. When you are ready to complete the primary sample (original sample) for this school, click on the Yes button and the screen will refresh and you can enter the total number of eligible students.

Note. If you proceed at this point and select the line numbers, transmit, and do not enter the student data within a few days, you will receive an e-mail message from the Westat statisticians asking why the student data have not been entered. Do not begin this procedure unless you are prepared to enter the data right away (or have help in doing so). If you need estimates on the sampling results for a school (i.e., the number of sessions to be held and how many students might be selected), see the SCS User Guide section 3.4.4 Student Sampling Result Preview.

NAEP 2008/FT Student Data System

Summary of Completed Sampling Activities

School: Blout County Elementary
 NAEP ID: 9910162 Region: TS-1 Area: 1
 School Type: Public
 Actual Grade Enrollment from SCS: 131
 If # on SLF <= 90 then all students will be selected.
 If the option take up to 120 is accepted then 120 students will be selected.
 If the option take all is accepted then all students will be selected.
 Otherwise 90 students will be selected.

Instructions for Next Sampling Activity

Review the Student Listing Form:

Confirm with school that the SLF is up to date for all eligible students. For year-round schools, confirm that the SLF contains only students who will not be on break on the expected assessment date. Number all eligible students on the SLF consecutively across all pages on the SLF.

Enter the number of students on the Student Listing Form:

Ready to Enter Number from SLF for Sampling

Follow the instructions carefully and then enter the total number of eligible students from the list provided by the school (referred to as the SLF², here) in the small window. The cursor will be flashing and the zero will be highlighted. When you enter the number of students, the zero will be deleted. Click on the *Select Primary Sample* button to sample.

Students Selected via the Primary Sample

C1 Line Numbers:
 6, 28, 50, 72, 94, 116

C2 Line Numbers:
 18, 40, 62, 84, 105, 127

FT Line Numbers:
 1, 2, 4, 5, 8, 9, 11, 12, 14, 15, 17, 20, 21, 22, 24
 25, 27, 30, 31, 33, 34, 36, 37, 38, 41, 43, 44, 46, 47, 49
 52, 53, 55, 56, 57, 59, 60, 63, 65, 66, 68, 69, 71, 73, 75
 76, 78, 79, 81, 82, 85, 87, 88, 89, 91, 92, 95, 97, 98, 100
 101, 103, 104, 107, 108, 110, 111, 113, 114, 117, 119, 120, 121, 123, 124
 126, 129, 130

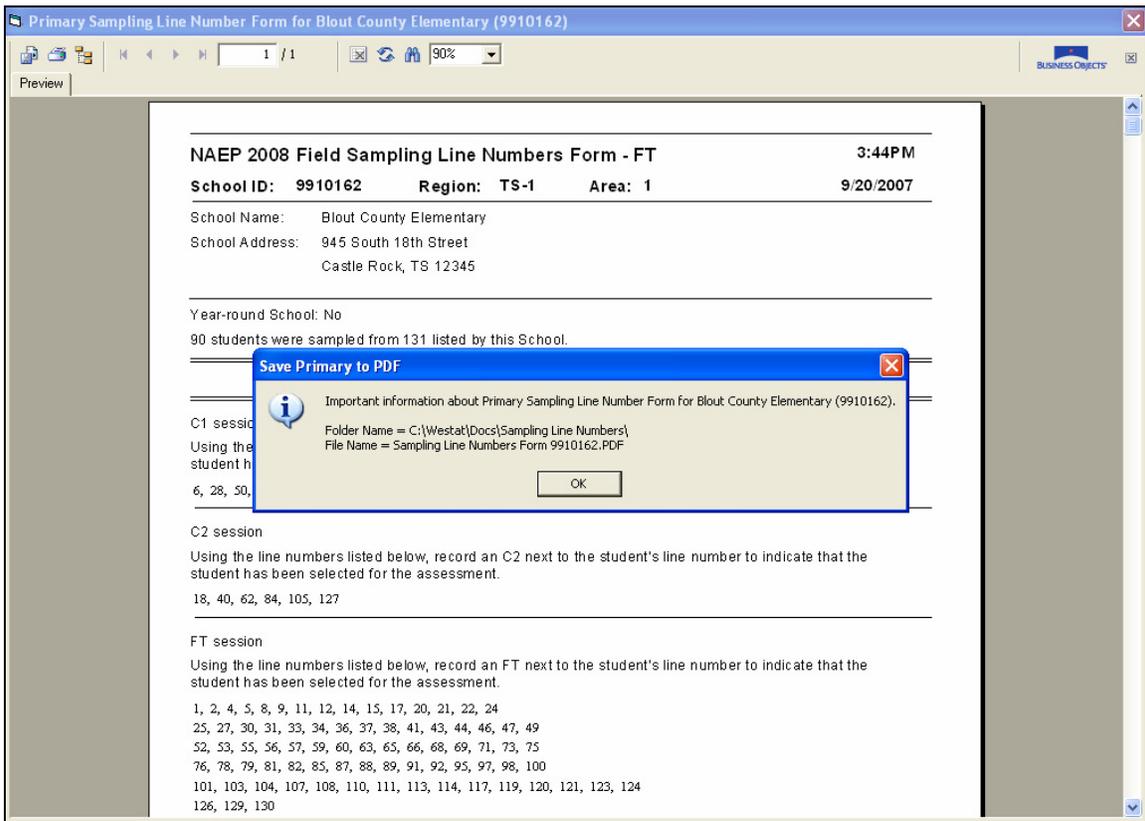
Primary Sample Line Numbers

The selected line numbers are displayed for the sessions to be conducted in the school. (There will be 15 numbers on each line displayed.) Click on the *Print Page* button to print the list of numbers (there is no other option available). If there is a problem with your printer and the numbers do not successfully print, it will be possible for you to return and print these later.

² SLF stands for Student Listing Form. This form may or may not have been used by the school. The shorthand way of referring to the list of eligible students is used throughout the system and should be interpreted as the list of eligible students received from the school.

When you click *Print Page*, after a brief delay, the Field Sampling Line Numbers Form will be displayed.

A pop up window will appear on top of the Form, notifying you that a file containing this report will be saved to the Sampling Line Numbers subdirectory on the laptop. The name of the file (which contains the school ID) is displayed along with the complete path to the file. This will allow you to reprint these lists of sample line numbers without having to reopen the SDS, if you want to.



To locate the sampling line numbers file without opening the SDS, click Start, My Computer, double click Local Disk (C:) double click Westat, double click Docs, and double click Sampling Line Numbers. This should give you the list of files for the schools for which sampling line numbers have been created.

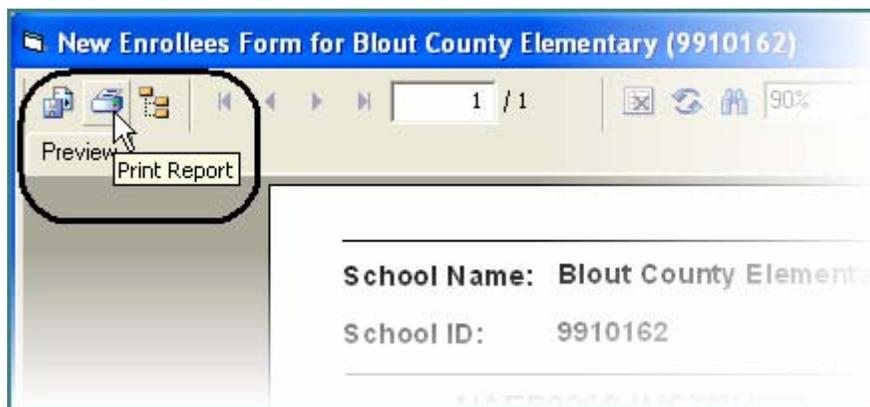
After you click on the OK button in the small pop up window, the Instructions for Sampling New Enrollees will be displayed. It will also have a pop up window on top of it reminding you that a pdf file of these Instructions will also be saved to your hard drive.

4.2 The Sample of Newly Enrolled Students

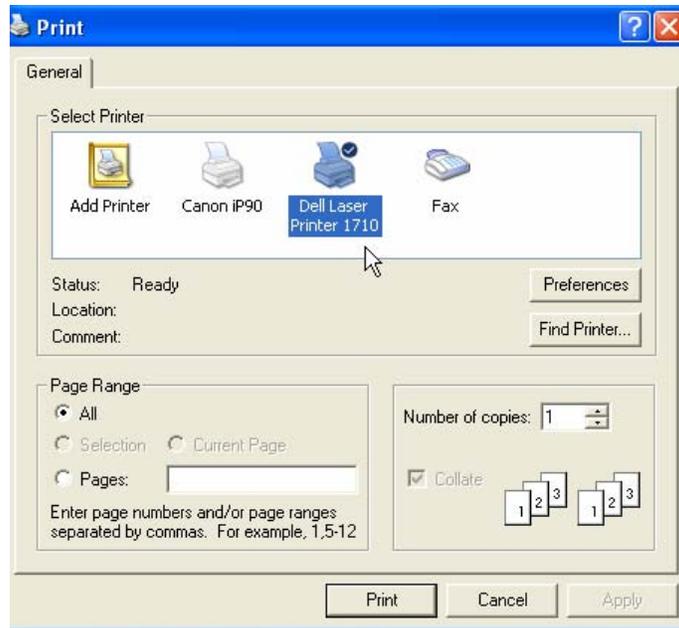
Most schools submit their list of eligible students and the samples are drawn several months before the assessments. When a school's student sample is selected in the fall and the assessment is conducted in February, it is quite possible that new students will have enrolled in the sampled grade. These newly enrolled students must be given a chance to be included in the sample. This sampling will be done during the preassessment visit.

4.3 Printing the Forms

Before closing the screen displaying the Instructions for Sampling New Enrollees, you should print out these instructions. Click on the print icon in the upper left corner of the window.



This will open the print dialog box which will give you the opportunity to change the printer, if you need to. When you travel and use the Canon portable printer, you may need to change the printer from the Dell laser printer which is normally the default printer.



Print Dialog Box

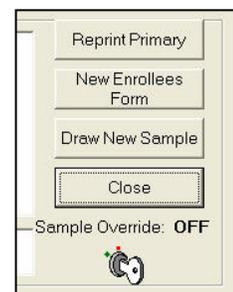
After printing the Instructions, click on the red X in the upper right corner of that window to reveal the Field Sampling Line Numbers Form. It can be printed out in the same way and then closed by clicking on the red X.

Place the Instructions for Sampling New Enrollees in the school folder. It will be needed during the preassessment visit.

Follow the instructions on the Field Sampling Line Number Form and, using the sample line numbers, mark the selected students on the list of eligible students.

Note that *Reprint Primary* and *New Enrollee Form* buttons are available if you need to reprint the sampled line numbers while working in the SDS.

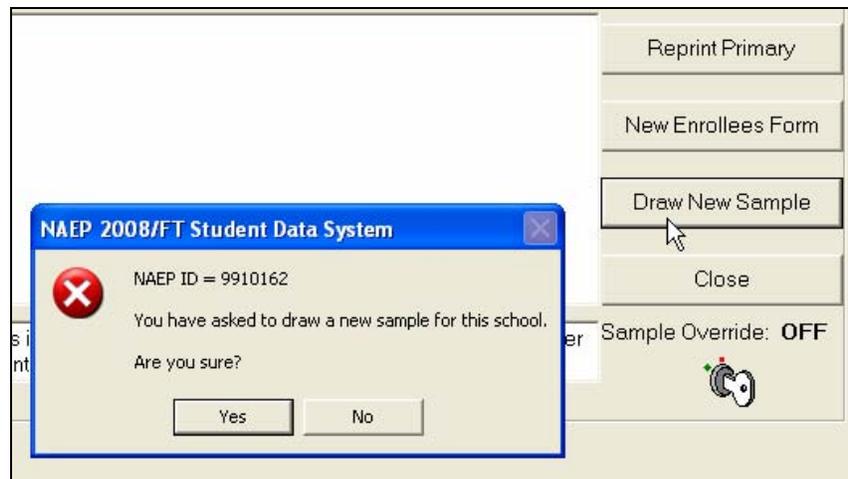
If there is a problem with your printer and you cannot print these instructions, you can print them later either from within the SDS or by locating the PDF files in C:\Westat\Docs\New Enrollees Form.



4.4 Draw New Sample

If an error is made and you need to resample the school, you can remove the previous sample that was drawn. This should be done only if you are sure that the original information was incorrect.

On the main view of the SDS, locate the school and select the *Student Sampling* button. Locate the button on the right labeled *Draw New Sample* and click on it. When you do this, a dialog box will appear asking you to confirm that you want to remove the previous sampling step for this school. Click on the *Yes* button.



New sample confirmation

Remember that completing this step will remove the previous sampling step and all student data that might have been entered for this school.

Click on the *Yes* button to indicate you are positive you want to resample the school. When you click the *Yes* button, the previous sample and all data will be deleted and you are returned to the sample window.

At this point, you can enter the newly determined number of eligible students and draw the new sample.

5. ENTERING STUDENT DATA IN THE SDS

After the Student Data System has selected the sample and the sampled students have been identified on the list of eligible students, the students' demographic information can be entered in the SDS.

To be sure that you are entering information for the correct school and the correct session, follow the steps below carefully:

- Locate the **school name** on the SDS list of schools and click on the school's name or ID.
- In the session matrix in the bottom of the screen, locate the **session ID** for the session for which you want to enter student data. Click on the session ID.
- Click on the *View/Edit Student Records* button at the bottom of the screen.

Once you are in the data entry screen, double-check the school name and session ID (displayed at the top and bottom of this screen) to be sure that this is the correct school and session database.

The screenshot displays the 'NAEP 2008/FT Student Data System - Student Information for Blount County Elementary Session: FT0401' window. The main area is a table titled 'Listing of Student Information' with 16 rows and 11 columns: Line#, First Name, Middle Name, Last Name, Homeroom, MOB, YOB, Sex, Race, School Lunch, SD, and ELL. All data cells in the table are currently empty. Below the table is a data entry form with the following fields: School ID (9910162), Sess ID (FT0401), Classroom, Admin Line# (1), SLF Line# (1), Booklet ID, Subject, and Grade. At the bottom of the form, there are fields for First Name, Middle Name, Last Name, Homeroom, MOB, YOB, Sex, Race, School Lunch, SD, and ELL. A 'Return' button and a status bar showing 'Student Record: 1 of 30' are located at the very bottom. Two callout boxes are present: one on the left pointing to the School ID and Sess ID fields, and one on the right pointing to the title bar of the application window.

Student Data Entry Screen

Before beginning data entry on any student, double-check the Administration Schedule line number and the SLF line number.

Verify Admin Line# and SLF Line# before data entry.

The screenshot shows a data entry form with the following fields and values:

School ID	Sess ID	Classroom	Admin Line#	SLF Line#	Booklet ID	Subject
4530080	LT1701		1	2		

First Name	Middle Name	Last Name	Homeroom	MOB	YOB	Sex	Race	School Lunch	SD	ELL	Grade
Aaron	Jacob	Adams		7	1991	1	1	0	2	2	12

Return [Navigation Buttons] Student Record: 1 of 32 [Navigation Buttons]

Entering Student Data

5.1 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.

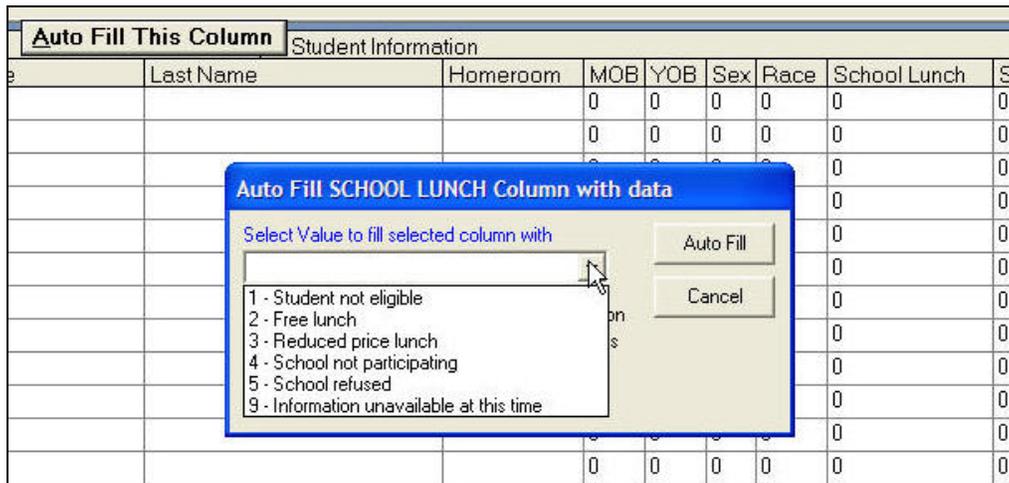
Tab to the MOB (month-of-birth) field, enter the month. (It is NOT necessary to zero fill for the month.) Tab to the YOB (year-of-birth) field and enter the year. It will be necessary to enter all four digits of the birth year for every student.

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.

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.

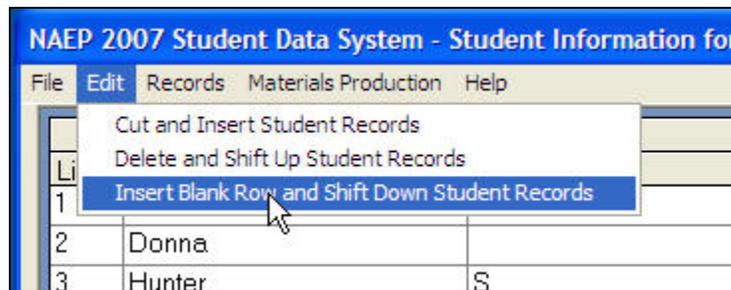
Auto Fill can be used before or after you have started student data entry.

5.3. Correcting Mistakes in Data Entry

After entering the student information, you should print out the data using the Student Information Report (see Section 6.3) and have someone other than the person who entered the data double check the data. Any mistakes should be corrected immediately.

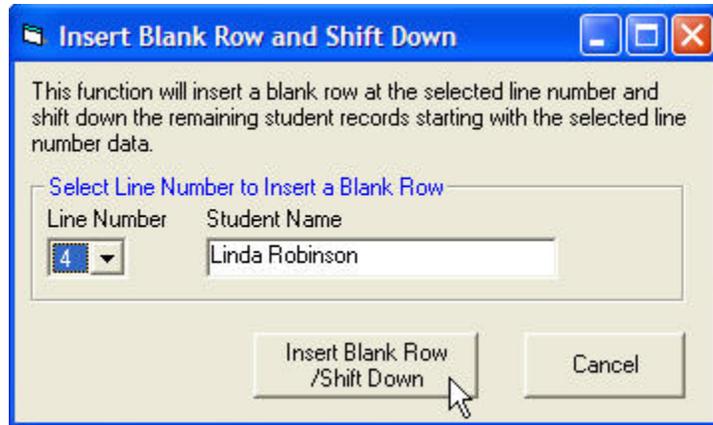
If you discover that a student was inadvertently left out of a session for which he/she was selected, it will be possible to insert the student as follows if you have not completed data entry for the session.

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



Edit, Insert Blank Row

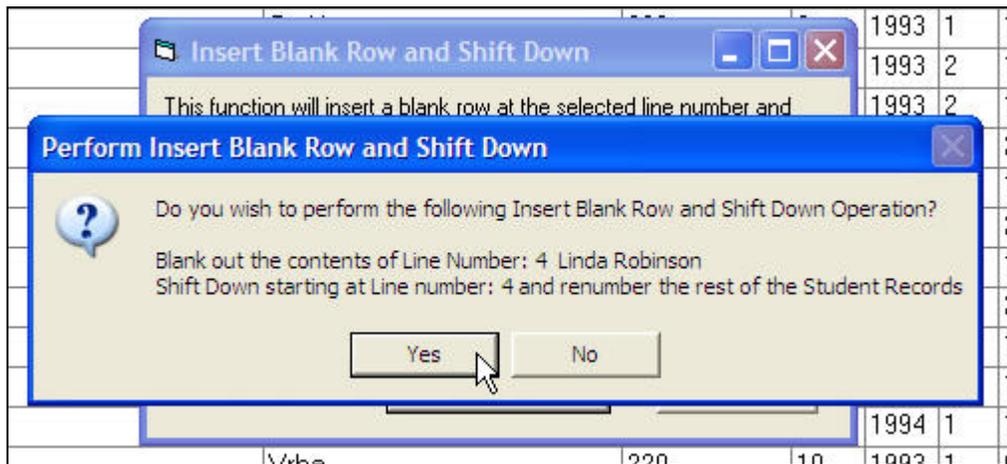
This will open the following dialog box.



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.



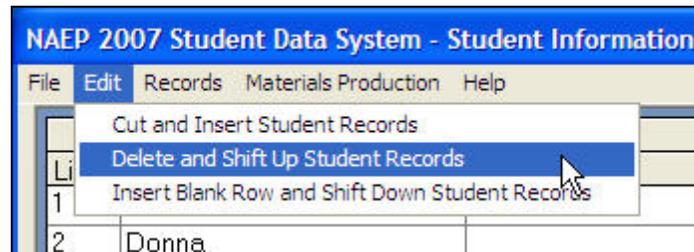
Insert confirmation

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

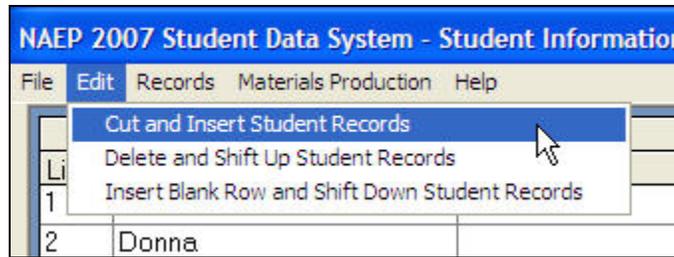
As you see in the following screen shot, after you select the option Edit, Delete and Shift Up Student Records, you are asked which line number and corresponding student name you want to delete.



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.

5.4. Special Situations and Exceptions

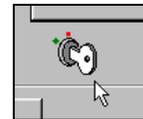
When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number.

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.

5.4.1. 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 4.

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.

5.4.2. 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.

5.4.3. 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.