

6. MATERIALS PRODUCTION

The Materials Production section of the SDS will allow you to print documents and forms either for one session at a time or for all sessions in the school or for all tagged schools. This new option (printing all tagged schools) will permit users to print the same form/labels/etc. for several schools without having to print them for one school at a time.

- A list of sampled students;
- Booklet labels;
- Student Information Report;
- SD and ELL Report;
- SD and ELL student name labels;
- Inclusion Worksheet; and
- E-File Student Roster

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

Materials Production for Annunciation Catholic School (1210825)

Report Type

- Sampled Students Report
- Booklet Labels
- Student Information Report
- SD and ELL Report
- SD and ELL Labels
- Inclusion Worksheet
- E-File Student Roster

Report Options

- Sessions
- School
- Tagged Schools

Report Types

- Sessions
- Schools

Tag List

- 1210825
- 1220970
- 1220980

Run Report Save Report Close

Materials Production Menu

6.1 Sampled Students Report

A list of the sampled students can be printed for one session in the school, all sessions, or for all tagged schools. 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.

The report shows the students' homerooms if they have been entered as well as the students' names and session numbers.

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

6.2 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.

The labels can be printed by session or for the entire school (sorted by session) or for all tagged schools.

Note: If you print labels for several schools at the same time, you must be aware that these will print continuously. There will not be a page break for each school. Multiple sessions and multiple schools can be on one page of labels, so it is extremely important to match the school and session ID as you affix the labels to the booklets.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.

See Section 6.8 for information on viewing and printing.

6.3 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 were requested were 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.

29	WARD, RICHARD	5	1992	1	1	1	1	2
STUDENT DEMOGRAPHIC CODES								
Sex: 1=Male; 2=Female	SD: 1=Yes, IEP; 2=Yes, 504; 3=Yes, IEP/504 plan in process; 4=No, not SD; 9= Information unavailable		ELL: 1=Yes; 2=No; 3=Formerly ELL; 9=Information unavailable					
Race/Ethnicity 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander			5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable			National School Lunch Program (HSLP) 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 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 6.8 for information on viewing and printing.

6.4 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.

You will be notified when the 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 6.5) contain 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

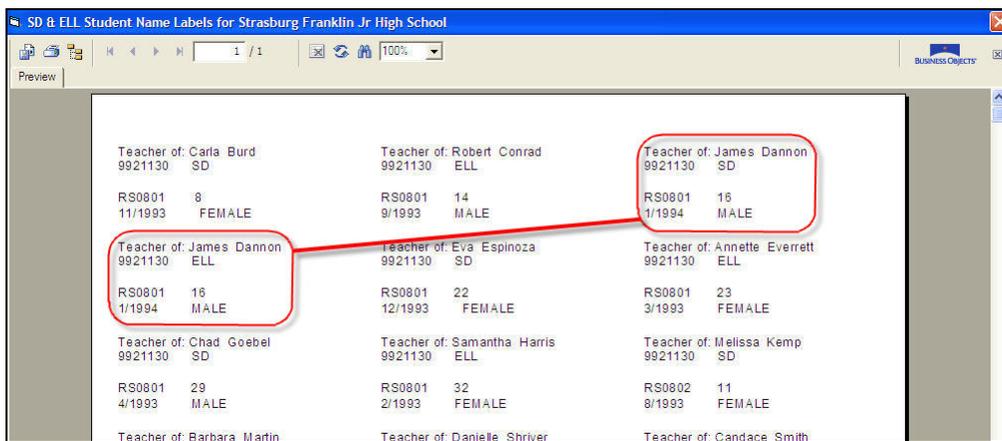
6.5 SD and ELL Student Name Labels

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 to your SDS.

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.



SD ELL Labels for Questionnaires

Note: If you select to print these labels for all tagged schools, there will not be any page breaks between schools. It is important that you carefully match the school ID and session ID against the rosters to be sure you affix the labels to the right questionnaires.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.

6.6 Inclusion Worksheet

The next report on the list is the Inclusion Worksheet.

These lists, the Instructions for Sampling New Enrollees, and the list of currently enrolled eligible students will be used during the preassessment visit with schools that E-Filed.

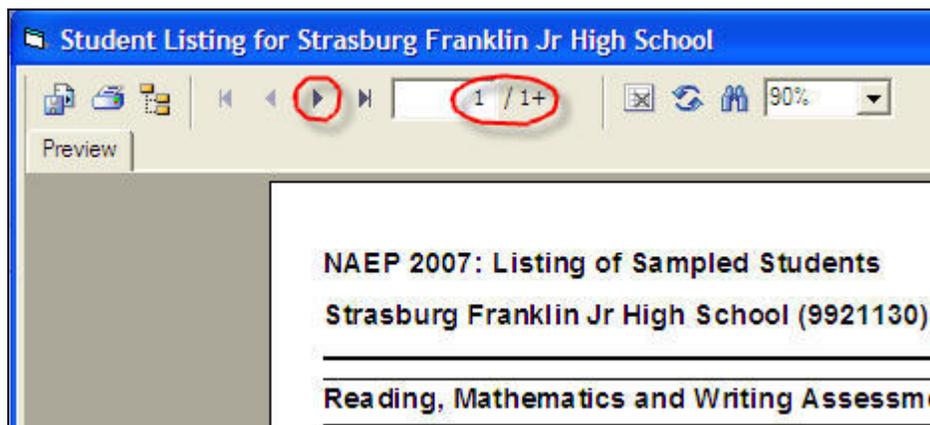
After going through the new enrollee procedure, the E-File Student Roster will be stored in the school's NAEP Storage Envelope.

6.8 Viewing, Saving, and Printing Reports

When the SDS produces the student lists, booklet labels, or Student Information Report discussed above, it launches a separate application so that you can view and print out the information.

To produce any of these materials, click on the *Run Reports* button to launch a preview of the material selected. This preview application has a menu bar at the top of the screen.

Below is an explanation of the contents of the menu bar and how you navigate within this application.

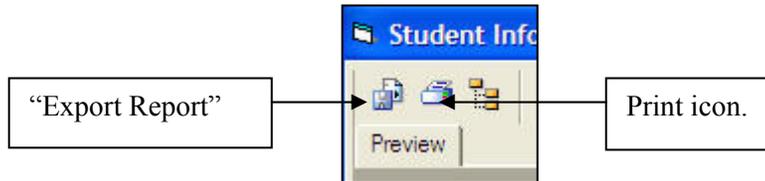


Report Menu Bar

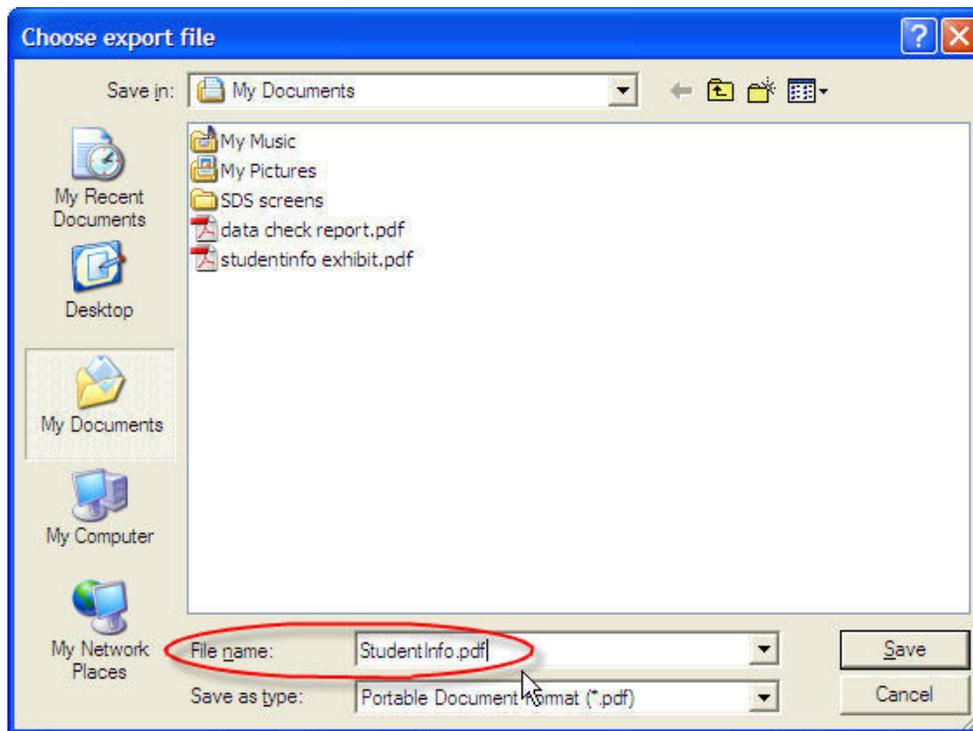
If your list is more than one page long, in this application, the system tells you in the upper left of the screen that you are looking at page 1 and that there is more than one page (Page 1 / 1+). When there is more than one page, you must view another page before the total number of pages is displayed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

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 may be used to close this since it is a separate application from the SDS.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.

7. REPORTS

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

7.1 Student Data Report

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

The screenshot shows a web interface titled "Reports" with a blue header. Below the header, there are two radio buttons: "Student Data Report" (selected) and "Sampling Progress Report". The main area is a table with columns: "Fields:", "Field Include:", "Operators:", "Data SubSet:", "Conjunction:", and "Sort By:". The "Fields:" column lists various fields with checkboxes. The "Field Include:" column has checkboxes for each field. The "Operators:" column has dropdown menus, all set to "=". The "Data SubSet:" column has dropdown menus, with "9921130" selected for ID and "All" for others. The "Conjunction:" column has dropdown menus, all set to "AND". The "Sort By:" column has dropdown menus, with "ID" selected. At the bottom right, there are three buttons: "View Reports", "Run Report", and "Close".

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”

The screen shot below shows this procedure in progress:

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 checked="" type="checkbox"/>	=	9		
Lunch	<input type="checkbox"/>				

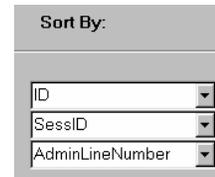
Selecting Fields for Missing Data Report

If the code number 9 is not in the drop down list for a field, this tells you that there are no students coded with number 9, thus there are no students in this school who are missing

this information. In that case, you can click on the check box and uncheck this field so that it will not be included in your report. This is why the Race field was not selected. There were no students missing the race/ethnicity code.

Step 3. Sort

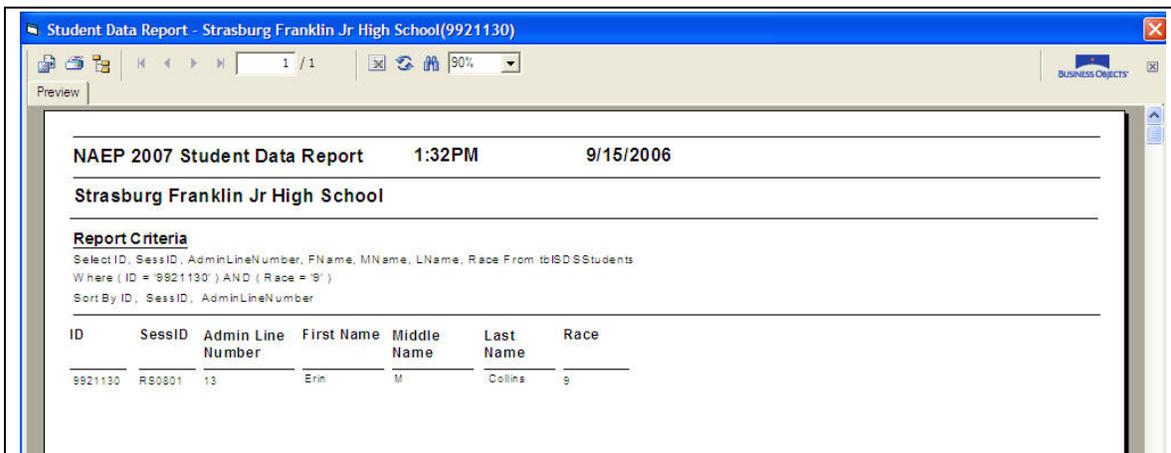
On the right are the sort options. The default is to sort by school ID, then by Session ID, and then by the Administration Schedule line number. Leave these as they are for this example.



Step 4. Run Report

Run the report by clicking on the Run Report button and a dialog box will appear asking you if you want to save this report. If you plan to use it again, click “yes” and give the report a name such as “Missing Data.” When you want to run this for another school, this report will be available when you click the button labeled View Reports.

After naming your report, it will be displayed. To print the report, click on the print icon at the top of the page. Below is a reproduction of how the missing data report will look for a school.



Missing Data Report

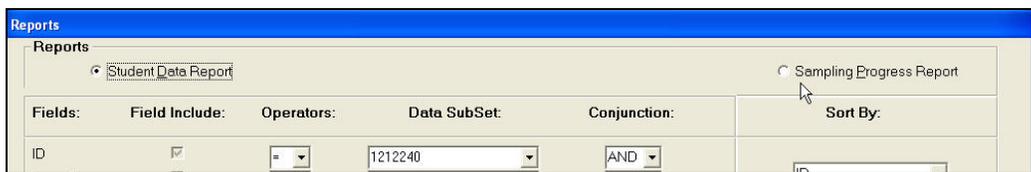
7.2 View Reports

Steps 1 through 3 above produce a report that can be saved if you expect to use this same report in the future. For the above example, the report was saved as “Missing Data”.

Click on the *View Reports* button to display the report names and to run a saved report. Reports may be deleted by highlighting the name and clicking on the *Delete Report* button.

After viewing the list of reports, close the list by selecting Hide Reports.

7.3 Sampling Progress Report



The Sampling Progress Report will produce a list of all schools in your system in alphabetical order showing NAEP ID, school name, school status, Samp Count (number of times you sampled the school), Samp Method, number on SLF, and the number sampled. An example is shown below.

The screenshot shows a window titled "Sampling Progress Report" displaying a table of school data. The table is titled "NAEP 2007 SAMPLING PROGRESS REPORT" and includes a timestamp "1:35PM" and a date "9/15/2006". The table has seven columns: NAEP ID, SCHOOL NAME, STATUS, SAMP COUNT, SAMP METHOD, NUM ON SLF, and NUMBER SAMPLED. The data is sorted alphabetically by school name.

NAEP ID	SCHOOL NAME	STATUS	SAMP COUNT	SAMP METHOD	NUM ON SLF	NUMBER SAMPLED
9910412	Alternative Choice Sch	School Refusal	0		0	0
9921080	Blount County Multi Needs Center	School Contacted, Pending	0		0	0
9910800	Calico Rock Elementary	Cooperating	0		0	0
9910413	CASTLE-IN-THE-CLOUDS-KDGN	Pending	0		0	0
9931330	Catalina Foothills High School	Cooperating	0		0	0
9920980	Cesar Chavez Academy 8/9/10	Cooperating	0		0	0
9910850	Cuba Rushford ES	Cooperating	0		0	0
9921090	Cuba Rushford ES	Cooperating	0		0	0
9920830	Dade Marine Institute North	Cooperating	0		0	0
9931240	Dawson High School	Cooperating	0		0	0
9921230	Dixon Middle School	Cooperating	1	SDS	200	93
9910322	East Central Catholic	Closed	0		0	0
9931580	Frank Sinatra School Arts	Cooperating	0		0	0
9931420	Marshall High School	Cooperating	0		0	0
9910362	Our Lady of Good Counsel ES	Cooperating	0		0	0
9931180	Plymouth North High	Cooperating	0		0	0
9930432	Providence Christian School	Cooperating	0		0	0
9931270	South Point High	Cooperating	0		0	0
9910332	St. James Catholic School	Cooperating	0		0	0
9921130	Strasburg Franklin Jr High School	Cooperating	1	SDS	175	93
9920502	Western Day School	School Contacted, Pending	0		0	0
9910680	Wing Elementary School	Cooperating	0		0	0

Sampling Progress Report

8. DATA CHECK REPORT

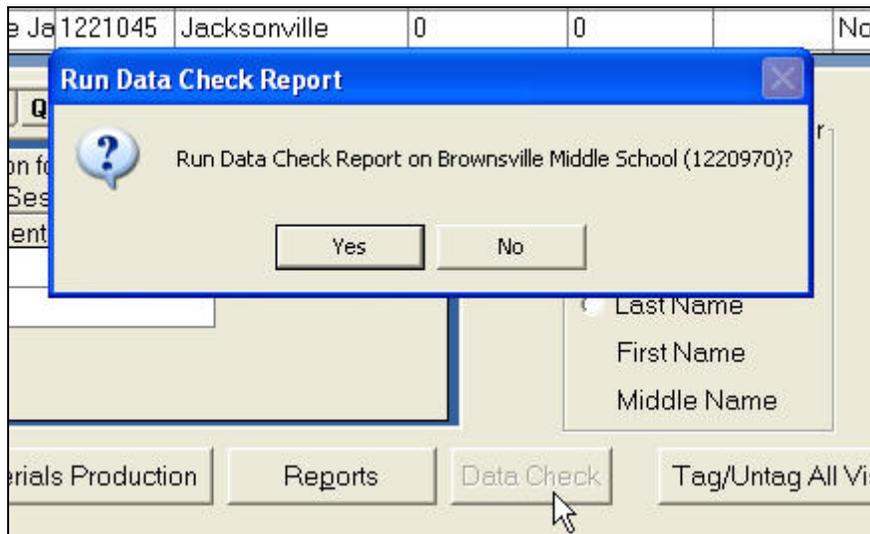
The Data Check report will check for the following:

- Missing or duplicate student names
- Missing date of birth
- Universal Codes (Race/Ethnicity; School Lunch)

You will run the data check after entering the student data and double checking your data entry and correcting any problems that were discovered.

To begin the procedure, click on the Data Check button on the main view.

This will bring up a confirmation window in case you clicked on this button in error. To proceed, click on the **Yes** button.



Confirmation to Run Data Check Report

The report will be run and displayed as shown in the example below.

Data Check Report for Blout County Elementary (9910162)

1 / 1 90%

Preview

NAEP-2008/FT Data Check Report

Blout County Elementary (9910162)

Total Number on Student Listing Form: 131
Estimated number of students based on CCD: 130

Demographic Category	SDS Counts	SDS Percentage	CCD Percentage	CCD / SDS Warning
Check 1: Missing Values				
Student Name (First and Last)	0	0.0	N/A	
Date of Birth (Month and Year)	0	0.0	N/A	
Check 3: Duplicate records				
Student Name (First, Last and Middle)	0	0.0	N/A	
Date of Birth (Month and Year)				
Sex				
Check 4: Universal Codes				
Race/Ethnicity				
White (1)	0	0.0	66.7	
Black (2)	0	0.0	17.7	
Hispanic (3)	0	0.0	8.8	
Asian/Pacific Islander (4)	0	0.0	6.2	

Please correct your list of sampled students

Data Check Report

Next, you should print out a copy of this report.

The first thing for you to check will be the information at the top of the report. Here the total number on the list of students is compared to the estimated number in the sampled grade according to the CCD. A similar comparison was made when you started the sampling process, though that comparison was between the number on the list and the total in the grade entered in the SCS. If the difference between the numbers was greater than 5, you received a notice when you started the sampling procedure in the SDS.

You should note the number of missing and/or potential duplicate student names. Duplicate last names may not be a problem, but they should be checked along with their first names to be sure that you don't have the same student located in different sessions, which would not be so easy to notice otherwise.

If there are any entries with missing names, the names must be entered to proceed.

If there are any missing birth dates, this will be noted in the report. These dates must be entered to continue.

After you transmit your SDS data, they will be processed in the home office. If there are any issues about the data, a Student Sampling Summary Report will be created and posted to the Preassessment tab of the School Edit page in the SCS. You will receive an email alerting you to the SSSR so that you can print it out and put in the School Folder. Take the SSSR to the school for the preassessment visit.

Discuss the data issues with the school coordinator and note the results of the discussion on the printed SSSR and then update the information in the SCS.