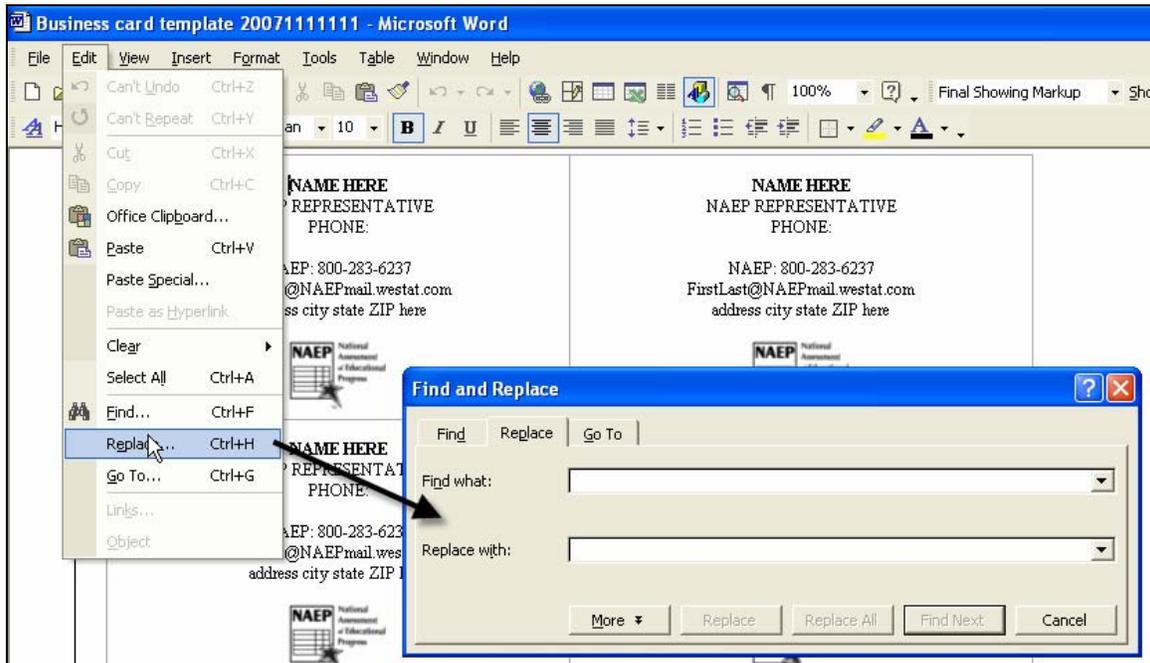


Begin by selecting **Edit, Replace**. This will open a small dialog box labeled **Find and Replace**.



Step 3: Customize the Name

In this step, you can either type **NAME HERE** in the **Find what** box, or copy and paste from the template.

To copy and paste:

- 3.1 Click somewhere off that small box and highlight **NAME HERE** on the template;
- 3.2 Right click on top of the highlighted text or select **Edit** from the top of the screen;
- 3.3 Click on **Copy**;
- 3.4 Then click inside the **Find what** field on the dialog box;
- 3.5 To paste this text into the find box, use the key combination **Ctrl V**. (Edit, Paste will not work here nor will a right click.)

Next, type your name in the **Replace with** box exactly the way you want it to appear on the business cards. Double check what you have in both boxes before continuing.

Click the **Find Next** button and **NAME HERE** should be highlighted on the template somewhere. (It will locate the first instance of that text after the location of the cursor. Where the cursor is will depend on where you last clicked on the template.) If you cannot see where the highlighted text is, move the Find and Replace dialog box by

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clicking on the blue banner at the top of the dialog box and drag it either down or up until you can see the highlighted text.

Click the **Replace** button. If the correct text was replaced, you can click **Replace All**.

Step 4: What to Change:

- 4.1 Replace **NAME HERE** with the actual name.
- 4.2 Update **PHONE:** - You need to add the appropriate phone number here (to use find and replace you need to find 'PHONE:' and replace it with 'PHONE: 555-555-5555').
- 4.3 Replace **FirstLast** with the first name and last name you used in number 1. Do NOT put a space in between. It will make it more readable if you capitalize the first letter of each name. (It also does not matter if they capitalize the letters in the e-mail address, it will be delivered as long as the address is correct.)
- 4.4 Replace **address city state ZIP here** with the appropriate mailing address

Step 5: After Updating

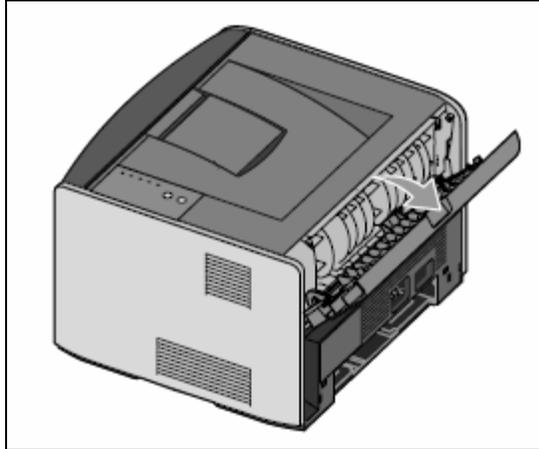
When you are finished, click on 'File,' then 'Save As' and add your name as part of the file name so you can go back and print more in the future if needed.

Step 6: Printing

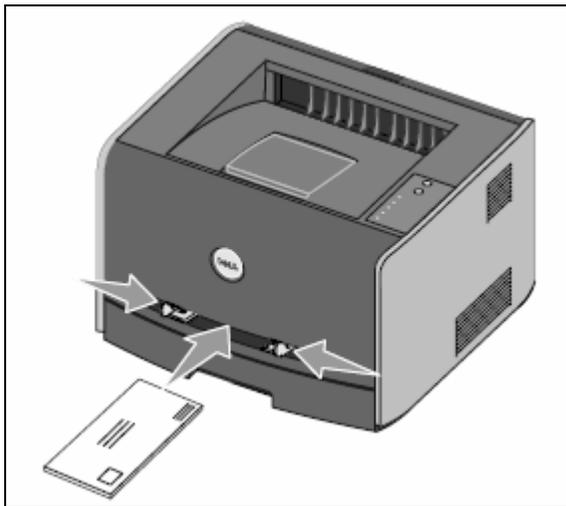
- 6.1. You may want to print on regular paper (which will need to be fed through the manual feed tray as shown in Step 6.2.b) first to see if everything looks all right. If you hold the printed page up to the light with the card stock in front, you can be sure that the printed text will line up correctly on the blank business cards.

6.2. To print on the business cardstock on your Dell Laser Printer you need to:

- a. Open the back tray by pressing on the depression on the back of the machine (the arrow in the screenshot ² points to it).



- b. Feed the business card paper (the type is found in the footnote on page 1) into the manual tray in the front of the machine one at a time as indicated in the screenshot below³. (This example shows feeding an envelope, of course, but feeding a sheet of business card paper works the same way. You may have to adjust the green aligning tongs.)



² Image used from pdf file “**Dell™ Laser Printer 1710/1710n Owner’s Guide,**” downloadable at <http://www.dell.com> pg 23 ©2005.

³ Image used from pdf file “**Dell™ Laser Printer 1710/1710n Owner’s Guide,**” downloadable at <http://www.dell.com> pg 22 ©2005.

Troubleshooting Printing Problems

Problem: The Paper Jams!

Solution: Did you remember to open the back of the printer in Step 6.2.a?

Problem: Help! My cardstock jammed!

Solution: Did you remember to open the back of the printer as outlined in Step 6.2.a? If not, open the back of the printer and gently pull the cardstock out. Be careful to apply steady, even pressure otherwise the cardstock might come apart as you try to pull it out. If this does not help you un-jam your printer, contact the NAEP HelpDesk.

Problem: It prints a single business card on multiple pages!

Solution: Did you use Avery 8376. 10 cards per sheet; SKU # 717-541 cardstock paper?

Problem: It won't print!

Solution: Is there a flashing yellow light on the top of the printer with the text "Load | Remove Paper"? If so you need to feed the paper the paper as described in Step 6.2.b.

Problem: The yellow light next to 'Paper Jam' is on!

Solution: Make sure the back of the printer is open as outlined in Step 6.2.a. Once it is open (or if it is open) press the 'Continue' button once. Wait 15 seconds. If there is no paper jam the machine should process your print job.

Problem: Every time I try to manually feed the cardstock it jams!

Solution: To properly feed the manual tray:

- Step 1 – Insert the card stock until you meet resistance;
- Step 2 – Push in slightly but firmly;
- Step 3 – Let the printer grab the paper and pull it in about half an inch;
- Step 4 – The printer will briefly stop, immediately release the paper
- Step 5 – Repeat

The Dell laser printer manual feed tray is a little quirky at first. If you don't push the paper in right at first it will jam, if you continue pushing it will jam. It is a little quirky to get used to at first, but you pick up a feel for it fairly quickly.

Problem: My problem isn't listed here or the solution didn't work!

Solution: Contact the HelpDesk at 1-888-499-6237.

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.

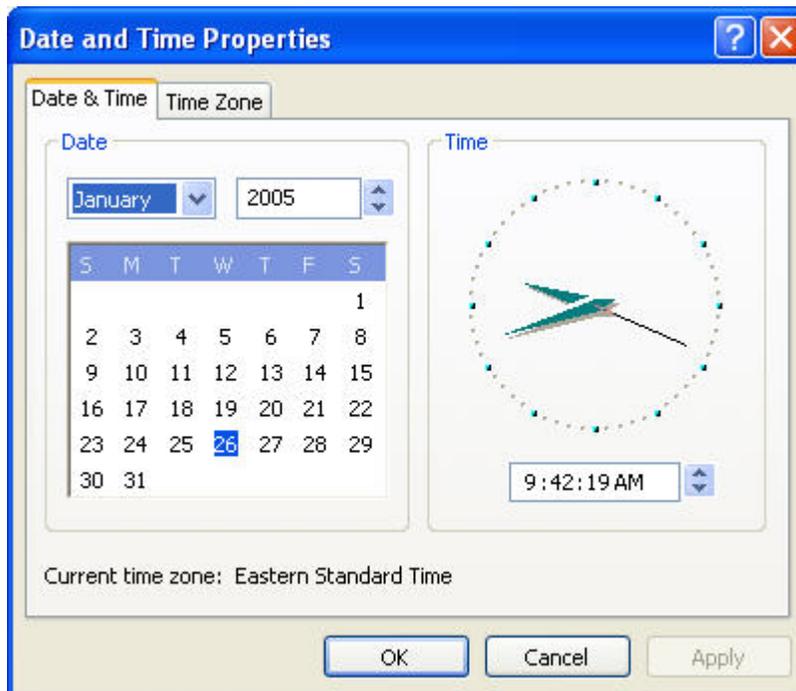
If the date in your laptop clock isn't right, you should change it.

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 and 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.

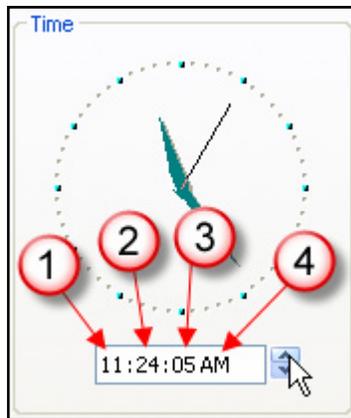
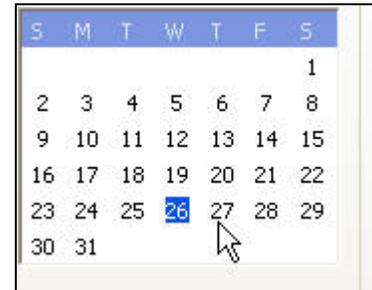
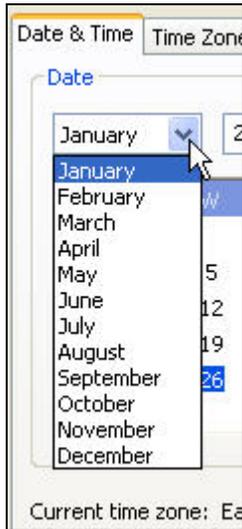


The screen shots below show you how to update the various parts of the computer's clock as necessary.

Click on down arrow to change the month.

Click to change the year.

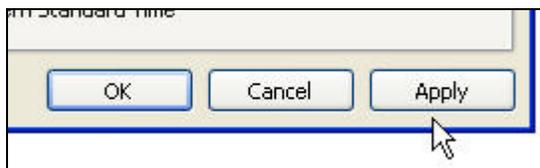
Click on the right date.



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, contact the NAEP help desk at:
888-499-6237.

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NAEP 2007/2008

**THE NAEP FIELD OPERATING SYSTEM
SUPERVISOR'S USER GUIDE**

July 2007

7-26-2007

Overview

The Field Operating System (NAEPFOS) is a secure website hosted on Westat's servers with two links supervisors need to use. The first link is used to transmit SDS data to Westat and to receive both SDS data and other files from Westat. The second is a link to update the Anti-Virus software on the NAEP Laptop.

To reach the NAEPFOS you need to:

1. Dial Westat (remember to use the appropriate prefix 8 or prefix 9 Westat link if calling from a location requiring a prefix).
2. Open Internet Explorer
3. From the favorites menu, select the 'NAEPFOS' favorite

The Data Transmission and Anti-Virus Update links are only two links you should use as a supervisor, which are listed under the yellow 'Supervisor Only Links' heading. For everything else you should use your AT&T account. This is because connecting to Westat has per-minute charges, which are valid to protect the data in the SDS, while AT&T is a flat-fee.

Supervisor Only Links	
Data Transmission	Backup SDS Data and Recieve New Documents and Software Updates
Anti-Virus Update	Select This To Update Your Command Anti-Virus (CAV)

Data Transmission – This link will initiate a secure data transfer between your laptop and Westat. Your laptop will send all SDS data to Westat's servers and receive new SDS data (such as e-filed schools or roster data from Pearson), new documents, and any new program updates from the Westat servers.

- a. During the sampling period data transmissions should be completed daily in order to backup data.
- b. IMPORTANT – Data will only be transmitted from your laptop to Westat's servers if the SDS has been opened and closed since the previous data transmission. When the SDS is closed a backup data file is created and time-stamped. During transmission, the system at Westat checks for files with dates more recent then those stored on the Westat server. If there is not a more recently time-stamped file, then there will be no record at Westat of a recent transmission even if you have been transmitting and you may be contacted asking why you have not transmitted recently. To avoid this, open and close the SDS, even if there is no need to enter new or updated data, between transmissions.

Anti-Virus Update – This link will update the Command Anti-Virus (CAV) program on the laptop with any new definitions since the last update. This process should be performed at least weekly, if not more often.

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Transmitting and Receiving Data

It is important and beneficial to you to transmit on a daily basis for two reasons.

1. First, this will ensure that your current SDS data are transmitted to the home office. Data at the home office are backed up on a daily basis. If you encounter computer problems, regular transmissions will help to ensure that data loss, if any, will be minimal.
2. Second, a benefit of daily transmissions is to ensure that you have all the latest versions of computer software, data, and documents necessary to complete your tasks.

Close all programs before starting the transmission process. This will ensure that the proper files are transmitted to Westat and the files you receive from Westat are placed in the appropriate places.

Please watch the transmission process for any possible disconnects or error messages. The specific steps in the process are outlined below:

1) Connect to Westat

Connect to Westat using the dial-up connection on your desktop. You will use the same phone number that you use in calling Westat to send and receive e-mail messages.

2) Open Internet Explorer

When you are connected (look for the double computer icon on the task bar in the lower right of your screen), double click on the Internet Explorer icon to open the browser.

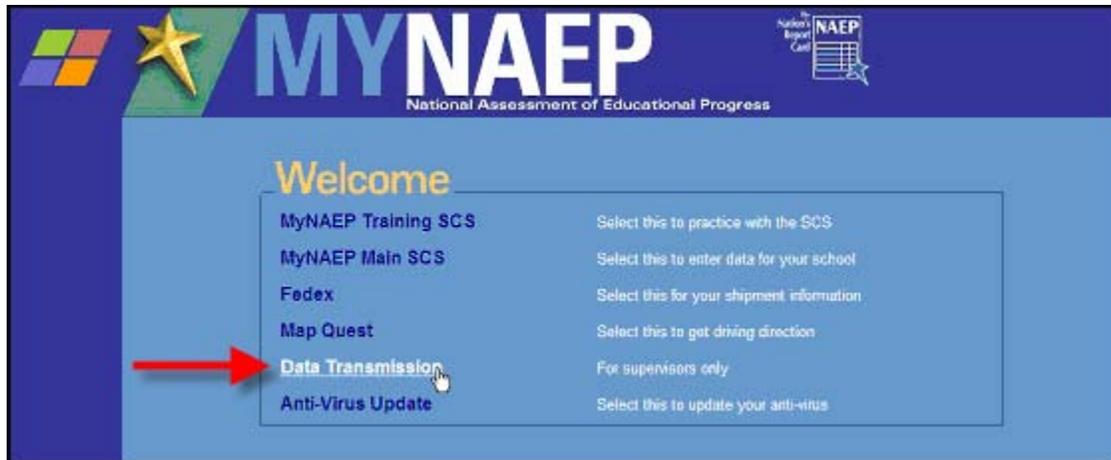
3) Select the NAEPFOS Favorite

With the browser open, click on **Favorites** and select **NAEPFOS** which will take you to the web site **MYNAEP.FOS.WESTAT.COM**.

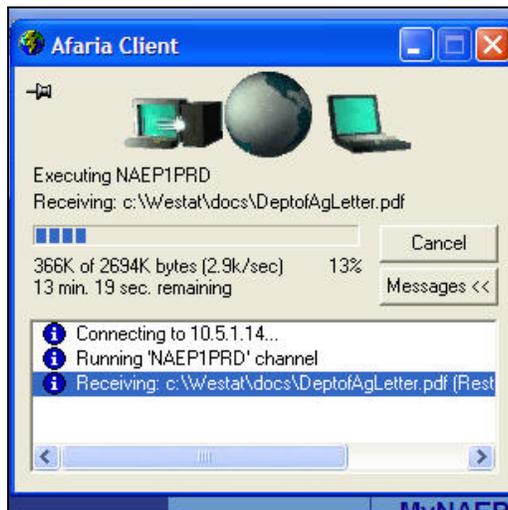
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4) Data Transmission link

When you get to the welcome screen, single click on the **Data Transmission** option to begin the electronic file transfer.



A new window, called the Afaria Client, will appear in the upper left-hand corner of your screen. This window will show you the progress of the transmission.



This process is automatic and does not require any user intervention. All you need to do is check to make sure the download hasn't timed out, otherwise simply sit back and enjoy the show! During the first step in the transmission process, data are sent from the laptop to the home office. In the second step, new and/or updated files for your computer will be sent down to you. These additions or updates may include new project documents, updated versions of software, and eventually, updated student data from E-Sampled schools.

At the end of the transmission process, messages will indicate that the procedure has finished and the **Close** button will become active. Single click on the **Close** button to close the Afaria Client window.



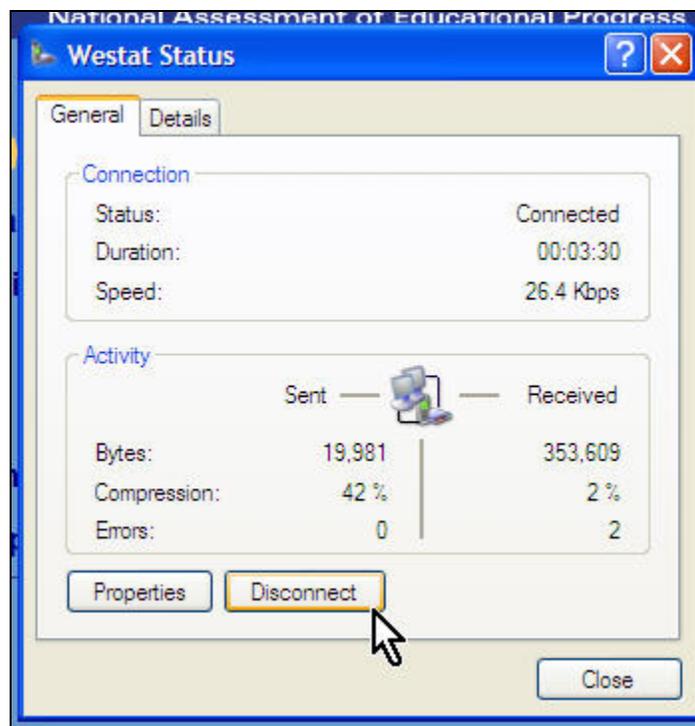
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5) Close Internet Explorer

When the transmission is complete and you have closed the Afaria Client window, close Internet Explorer. You will then be returned to your computer's desktop.

6) Disconnect from Westat

If the disconnect dialog box does not appear, double click on the connection icon on the task bar (two computer screens). Click on the **Disconnect** button to end the telephone call to Westat. This is an important step since the connection time is billed to the study.



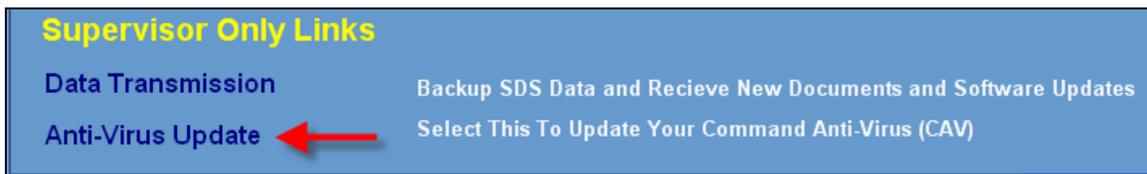
Command Antivirus - Updating Definitions

Since new viruses are introduced on the Internet daily, it is extremely important that you keep the anti-virus definitions up to date on your laptop. Command Antivirus uses these definitions to identify malicious files, which it then removes in order to keep your computer safe from these viruses.

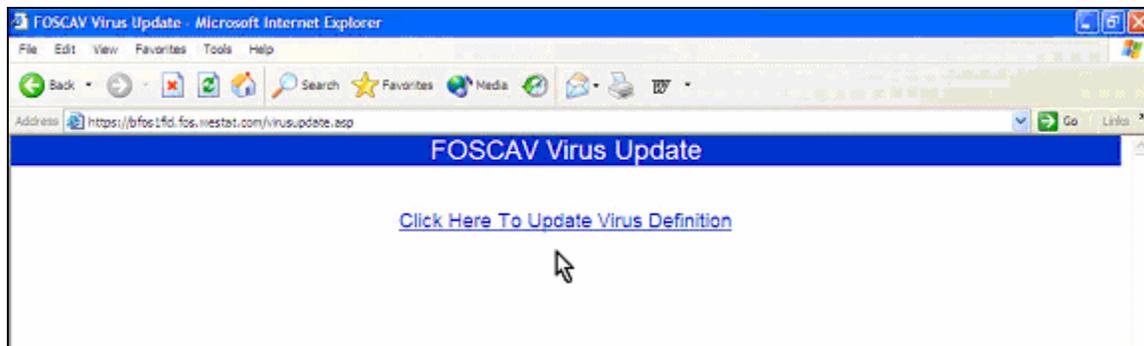
What is a **'Definition'**? Definitions are just that – they are a description of a virus that the anti-virus program uses to spot it (and then remove it). Very similar to a bird-watching book a sight seer would use.

The link to updating the definitions is in the same location as the Data Transmission link. First, connect to Westat, then open Internet Explorer. On the Favorites drop-down list, select NAEPFOS (NAEPFOS is the NAEP portion of Westat's Field Operating System).

Click on the link on the Options screen -- "Anti-Virus Update."



And another window will open.

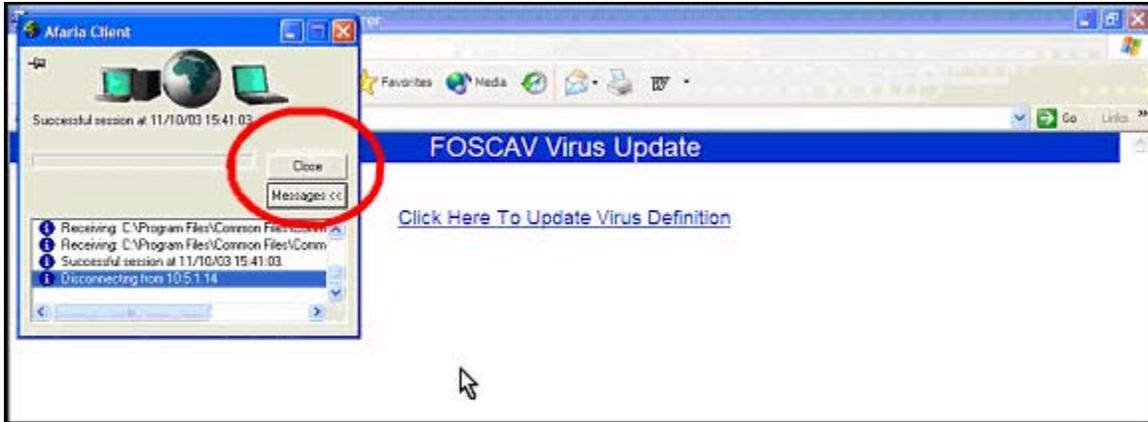


On the screen will be a link "Click here to update virus definition." Click once on that link.

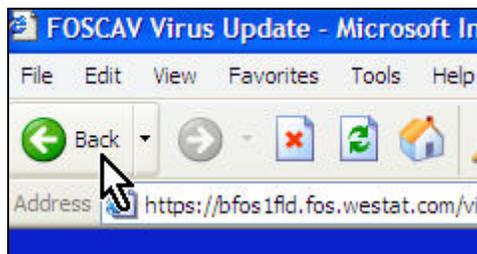
The small Afaria Client window will open in the upper left of your screen similar to when you are transmitting data to Westat. The download may take several minutes depending on the speed of your connection and the amount of information ("definitions") that needs to be downloaded.

When the download is finished, the "Close" button will appear in the Afaria window. Click on it and the Afaria window closes.

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Then, click on the browser's green "Back" button (upper left of your screen) to return to the MyNAEP options page.



You should update the virus definitions on your laptop at least once a week. This should help to protect you and your laptop from the latest viruses. (The more frequently you update the virus definitions, the less time each download should take and the more secure your system will be from infection.)

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NAEP 2007/2008

CREATING A LOG OF SCHOOLS: A SUPERVISOR'S GUIDE

July 2007

7-27-2007

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In the past, the Home Office has attempted to produce a Log of Schools for Supervisors and/or ACs. However, it has become increasingly difficult to have a one-size fit all approach. Therefore, for 2008, we are not producing or listing any Log of Schools. This decision is made based on input from the debriefing forms of 2007 that indicated most of you are making up your own logs based on what is important to you. Thus, for NAEP 2008, each supervisor will use the Data Selection process of the School Control System to develop a log from the fields available.

At the back of this guide you will find a copy of the SCS Data Selection Planning Sheet for Long-Term Trend, which displays all the fields you have access to. The number of fields available in Data Selection has increased significantly from 2007. Additional copies of this form will be provided in bulk supply and are available via the MOS as either electronic files or hardcopies.

Let's create a Log to be used to make our calls to School Coordinators to schedule the Preassessment Visits.

The first step in creating your log is to determine what fields of information you desire to have in your report. Using the Planning Sheet for SV Data Selection 2008, highlight all the fields that you would like to be in your report. Next, decide how you would like the order of your fields and number them one through the last number.

The second step is to sign onto MyNAEP.com, choose SCS 2008 and go to Data Selection. Using your planning sheet, click the box beside the first field (number one on your planning sheet) and proceed through this process until you have clicked each field selected on your planning sheet. Doing this in numerical order allows you to skip step 2 on the Data Selection screen because it automatically sorts them in the order you check them.

For the example used in this guide, the fields selected will be:

Field 1: Scheduled Asmt Date (under Grade Information)

Field 2: School Name (under School Information)

Field 3: Coord FName (Under School Information)

Field 4: Coord LName (Under School Information)

Field 5: Sch Phone (Under School Information)

Field 6: Coord Phone (Under School Information)

Field 7: Coord Email (Under School Information)

Field 8: Status (under Grade Information)

Since you want all schools in your region and because you clicked the fields in the order that you want to see them on your report; just click step 4 (Preview/Export) in the Data Selection process to Preview/Export the report. This is the simplest way of getting the data you desire through the Data Selection process.

The next two screen shots illustrate the end product of this Data Selection for the first few schools in the region. Two shots had to be displayed because the numbers of fields being displayed were so wide that it is necessary to scroll across the page in order to view all the selected fields.

School Control System

School/District Listing | Batch Entry | Scheduling | **Data Selection** | Reports

Steps: 1. Select Fields | 2. Sort Fields | 3. Subset/Filter | **4. Preview/Export**

Preview and export newly created electronic file.

 [Export Data to File](#) [Save Data Selection Template](#)

Scheduled Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status
	Philippi Christian Acad			(304) 457-5862			Closed
1/28/2008	Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible
1/29/2008	Kasson Elementary Middle School			(304) 457-1485			Pending
1/30/2008	Junior Elementary School			(304) 823-1200			Pending
1/31/2008	Belington Middle School			(304) 823-1281			Pending
2/5/2008	Petersburg High School			(304) 257-1444			Pending
2/6/2008	Petersburg High School			(304) 257-1444			Pending
2/7/2008	Petersburg Elementary School			(304) 257-1110			Pending
2/8/2008	North Fork Christian School			(304) 257-5313			Pending
2/8/2008	Union Educational Complex			(304) 693-7612			Pending
2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970			Pending
2/13/2008	Moorefield High School			(304) 538-6034			Pending
2/14/2008	Moorefield Middle School			(304) 434-3000			Pending

School Control System

ng | Batch Entry | Scheduling | **Data Selection** | Reports

ect Fields | 2. Sort Fields | 3. Subset/Filter | **4. Preview/Export**

t newly created electronic file. << Back

 [Export Data to File](#) [Save Data Selection Template](#)

School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
Philippi Christian Acad			(304) 457-5862			Closed	5410017
Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible	5420122
Kasson Elementary Middle School			(304) 457-1485			Pending	5410032
Junior Elementary School			(304) 823-1200			Pending	5410022
Belington Middle School			(304) 823-1281			Pending	5420022
Petersburg High School			(304) 257-1444			Pending	5430022
Petersburg High School			(304) 257-1444			Pending	5420032
Petersburg Elementary School			(304) 257-1110			Pending	5410042
North Fork Christian School			(304) 257-5313			Pending	5420017
Union Educational Complex			(304) 693-7612			Pending	5420042
East Hardy Early Middle Childhood Center			(304) 897-5970			Pending	5410052
Moorefield High School			(304) 538-6034			Pending	5430032

The only thing not on the first screen is the NAEP ID. You should note that NAEP ID was not a field selected in Step 1. In SCS Data Selections the NAEP ID will automatically be included whether you check it or not. If you want it somewhere other than the last column, you need to check it within the order that you want displayed.

The next step would be to export this report into an Excel document for proper format to be able to use as a Log.

Due to the size of this report, we must Export this to an Excel file to allow for modifications to make it useful to us. At the top of the page you will find a small picture of a disc with Export Data to File. You now must click this to obtain the following screen:



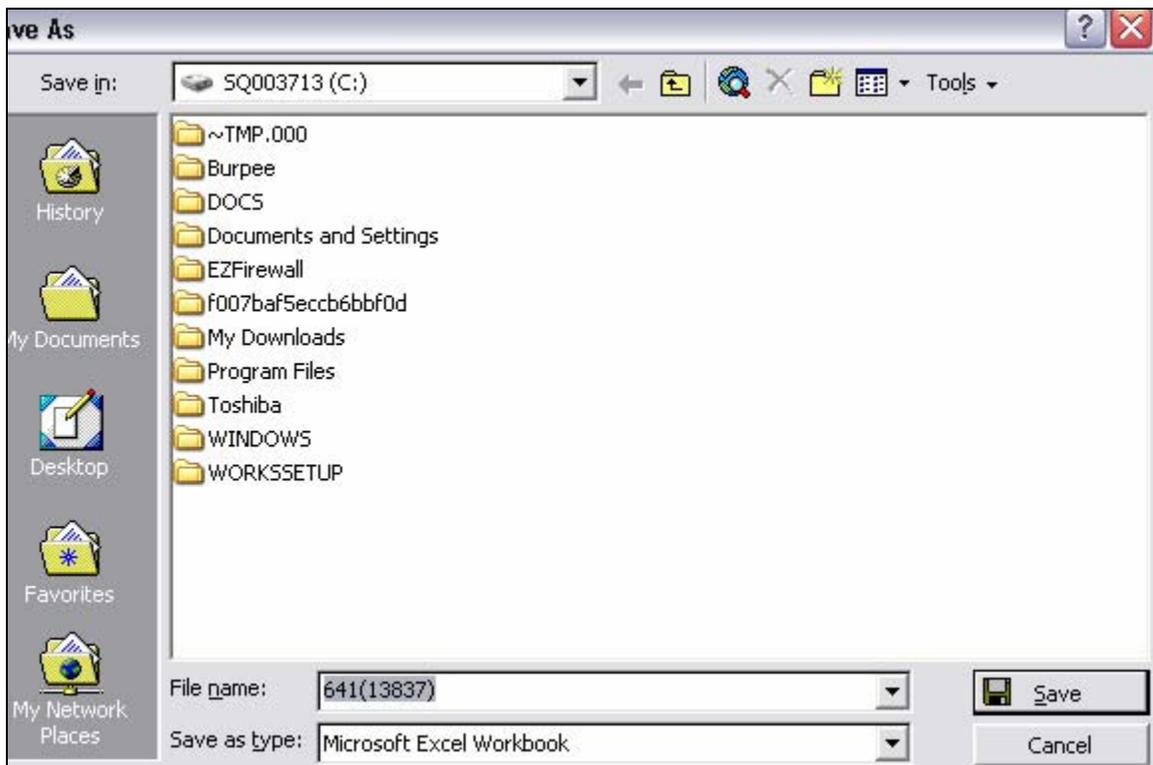
Choose Save and you will receive the following:



You now need to click on the word, [here](#), to download the report. The file will appear in a small window with an <https://www.mynaep.....> Url. You should maximize this page by clicking on the middle box.



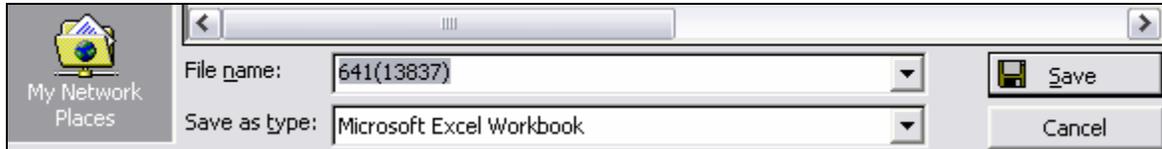
At this point, you should save this file in My Documents by selecting File, Save As. Then when the box below opens, click on the 'My Documents Icon' in the panel on the left side. Please note that virtually all of your computers may have something different in the list displayed within this box.



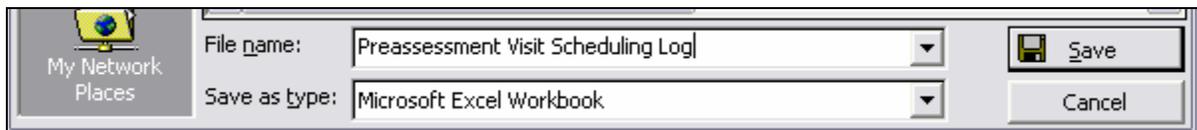
Once you have My Documents in your tool bar



Type in the name you desire in box titled File Name. Note that there is already something in the box and it is highlighted.



When you start typing this will disappear and your file name will be created once you click the Save button at the right.



At this time it is also recommended that you sign out of SCS as you will now be working with the Excel file and not the SCS. Close all open browser windows.

To open the Excel file you just saved, double click on the 'My Documents' icon on the desktop to open up your 'My Documents' folder. Find the file you just saved and double click on the file name.

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A	B	C	D	E	F	G	H	I
Scheduled Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
	Philippi Christian Acad			(304) 457-5862			Closed	5410017
1/28/2008	Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible	5420122
1/29/2008	Kasson Elementary Middle School			(304) 457-1485			Pending	5410032
1/30/2008	Junior Elementary School			(304) 823-1200			Pending	5410022
1/31/2008	Belington Middle School			(304) 823-1281			Pending	5420022
2/5/2008	Petersburg High School			(304) 257-1444			Pending	5430022
2/6/2008	Petersburg High School			(304) 257-1444			Pending	5420032
2/7/2008	Petersburg Elementary School			(304) 257-1110			Pending	5410042
2/8/2008	North Fork Christian School			(304) 257-5313			Pending	5420017
2/8/2008	Union Educational Complex			(304) 693-7612			Pending	5420042
2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970			Pending	5410052
2/13/2008	Moorefield High School			(304) 538-6034			Pending	5430032
2/14/2008	Moorefield Middle School			(304) 434-3000			Pending	5420052
2/15/2008	Moorefield Elementary School			(304) 538-6356			Pending	5410062
2/20/2008	Davis Thomas Elementary Middle School			(304) 463-4422			Pending	5420072
2/21/2008	Tucker County High School			(304) 478-2651			Pending	5430052
2/22/2008	Allredge Academy	Mike	Mazzolini	(304) 259-2262	304/866-4953	MIKEMAZZOLINI@ALLDREDGEACADEMY.ORG	Cooperating	5430017
2/26/2008	Flemington Elementary School			(304) 739-4749			Pending	5410082
2/27/2008	Grafton High School			(304) 265-3046			Pending	5430042
2/28/2008	Taylor County Middle School			(304) 265-0722			Pending	5420062
2/29/2008	Brandywine Elementary School			(304) 249-5381			Pending	5410072
3/4/2008	Fayetteville Elementary School			(304) 574-1011			Pending	5410112
3/5/2008	Fayetteville Middle School			(304) 574-2449			Pending	5410122
3/6/2008	Midland Trail High School			(304) 658-5184			Pending	5430072
3/7/2008	Gauley Bridge High School			(304) 632-2511			Pending	5420112

You can see everything on the screen that we selected in the Data Selection. However, that does not mean everything will print out onto a paper copy. To see how it would look prior to printing, click on



the Print Preview icon  from your toolbar (   ) and you can determine if it prints on one or more pages.