

7-27-2007

Microsoft Excel - Preassessment Visit Scheduling Log

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

Scheduled Asmt Date	School Name	Coord FName	Coord LName
	Philippi Christian Acad		
1/28/2008	Eastern Greenbrier Junior High School		
1/29/2008	Kasson Elementary Middle School		
1/30/2008	Junior Elementary School		
1/31/2008	Belington Middle School		
2/5/2008	Petersburg High School		
2/6/2008	Petersburg High School		
2/7/2008	Petersburg Elementary School		
2/8/2008	North Fork Christian School		
2/8/2008	Union Educational Complex		
2/12/2008	East Hardy Early Middle Childhood Center		
2/13/2008	Mooneteld High School		
2/14/2008	Mooneteld Middle School		
2/15/2008	Mooneteld Elementary School		
2/20/2008	Davis Thomas Elementary Middle School		
2/21/2008	Tucker County High School		
2/22/2008	Aldredge Academy	Mike	Mazzolini
2/26/2008	Flemington Elementary School		
2/27/2008	Graton High School		
2/28/2008	Taylor County Middle School		
2/29/2008	Brandywine Elementary School		
3/4/2008	Fayetteville Elementary School		
3/5/2008	Fayetteville Middle School		
3/6/2008	Midland Trail High School		
3/7/2008	Gauley Bridge High School		

Preview: Page 1 of 2

At the bottom of the page, it says this is Preview: Page 1 of 2. Click 'Next' at the top of the page to determine how much print is on page 2 of 2.

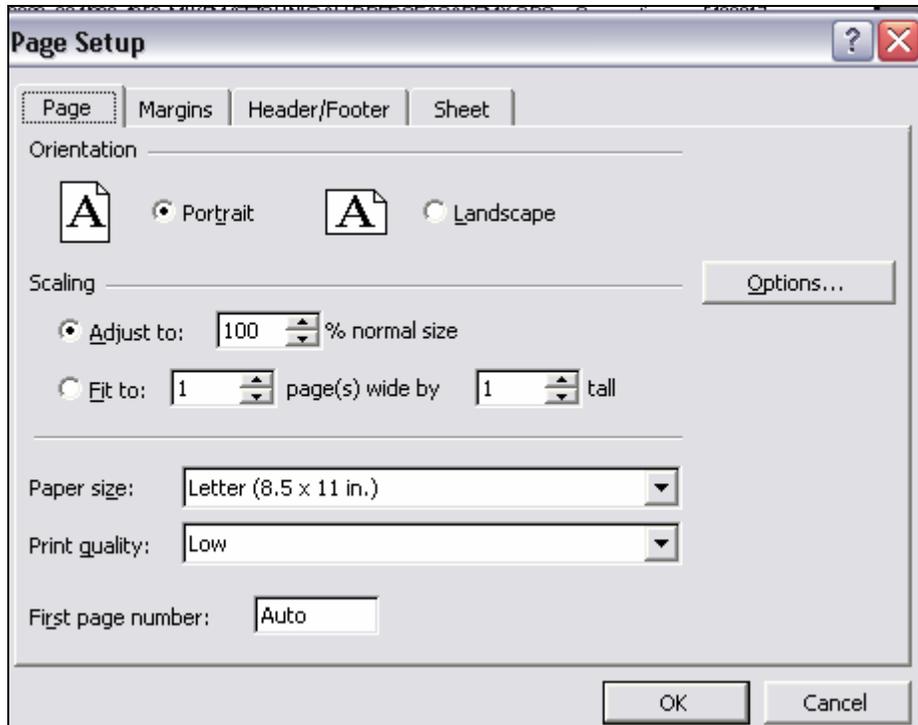
Microsoft Excel - Preassessment Visit Scheduling Log

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
(304) 467-5862			Closed	5410017
(304) 647-6498			Other ineligible	5420122
(304) 467-1485			Pending	5410032
(304) 823-1200			Pending	5410022
(304) 823-1281			Pending	5420022
(304) 257-1444			Pending	5430022
(304) 257-1444			Pending	5420032
(304) 257-1110			Pending	5410042
(304) 257-5313			Pending	5420017
(304) 693-7612			Pending	5420042
(304) 897-5970			Pending	5410052
(304) 538-6034			Pending	5430032
(304) 434-3000			Pending	5420052
(304) 538-6356			Pending	5410062
(304) 463-4422			Pending	5420072
(304) 478-2651			Pending	5430052
(304) 259-2262	304866-4953	MIKEMAZZOLINI@ALLREDGEACADEMY.ORG	Cooperating	5430017
(304) 739-4749			Pending	5410082
(304) 265-3046			Pending	5430042
(304) 265-0722			Pending	5420062
(304) 249-5381			Pending	5410072
(304) 574-1011			Pending	5410112
(304) 574-2449			Pending	5410122
(304) 658-5184			Pending	5430072
(304) 632-2511			Pending	5420112

Preview: Page 2 of 2

The vertical view is called the Portrait View. The view can be changed to a horizontal view, called Landscape by clicking  from the tool bar. This is what you see:



To change to Landscape: click on the little circle (also called a radio button) to the left of the word Landscape.

Unfortunately, this does not give us only one page so there will have to be changes made to allow us to make it fit on one page. Since the goal of this Log is to be able to call the School Coordinators to set up the Preassessment Visit, I do not need to see the Coord Email address. If we are unable to reach the SC by phone, we may want to follow-up with an email so we do not want to delete this column. Excel comes to the rescue by allowing the column to be hidden.

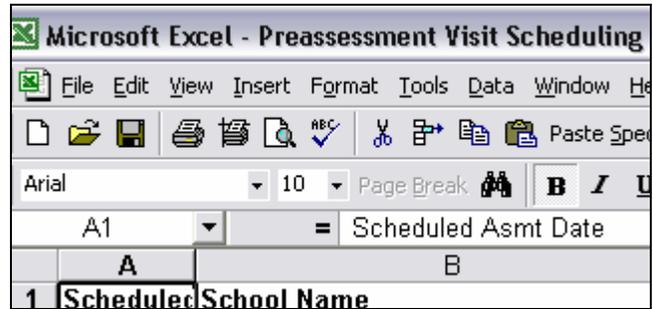
The easiest way to do this is to highlight the column by doing a right click of the mouse on the letter of the column, G. This will give a menu to allow you to hide the column. Go down to Hide and click it to make the column disappear from the screen.



You should note the columns are now lettered A-I but there is no G column. Any time you received a file with hidden columns, there will be a missing letter. Rows can also be hidden, thus creating missing numbers in that sheet as well. How to Unhide will be shown later.

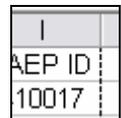
To see if this is down to one page, click the Print View tool bar . Unfortunately, it is still two pages. We need to review the size of the other columns. The column titled, Scheduled Asmt Date is much wider than is necessary so a reduction in the size of that column might get us to a one-page document. To resize the column, place the cursor on the line between columns A and B and drag left until you can view all dates with very little extra space and let go of the mouse. This will resize the column.

This reduces the column size but now the column Header reads, Scheduled. Look above Column B and you will see that Scheduled Asmt Date is still the full title.



The title can be changed to fit. With the cursor on cell A1, just type a new title. Asmt Date would be a good fit so type it and hit enter and the column will now be titled Asmt Date. You do not have to delete Scheduled because what you type automatically becomes the new title.

Looking at the screen you can see what looks like a dotted line running vertically at the end of column I.



This tells you that the page will break at this point and the document will print on one page. Of course, you can always do a print preview and observe the same thing.

The Preassessment Visit Scheduling Log is now ready for use. PAVs are only needed by Cooperating Schools. However, there are schools listed that have a status of Pending, Closed or Other Ineligible. Since Closed or Ineligible schools will not be called, you can delete them. Highlight the row by clicking on the numeral of the row. In this case, rows 2 and 3 are both not going to be called so click on the numeral 2 than drag the mouse to include row 3:

	A	B	C	D	E	F	H	I
1	Scheduled	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Status	NAEP ID
2		Philippi Christian Acad			(304) 457-5862		Closed	5410017
3	1/28/2008	Eastern Greenbrier Junior High School			(304) 647-6498		Other ineligible	5420122

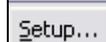
After highlighting: Choose Edit, then delete and hit enter. The information in the rows will now be deleted and all the contents of the other rows will move up to leave only the Pending and Cooperating schools:

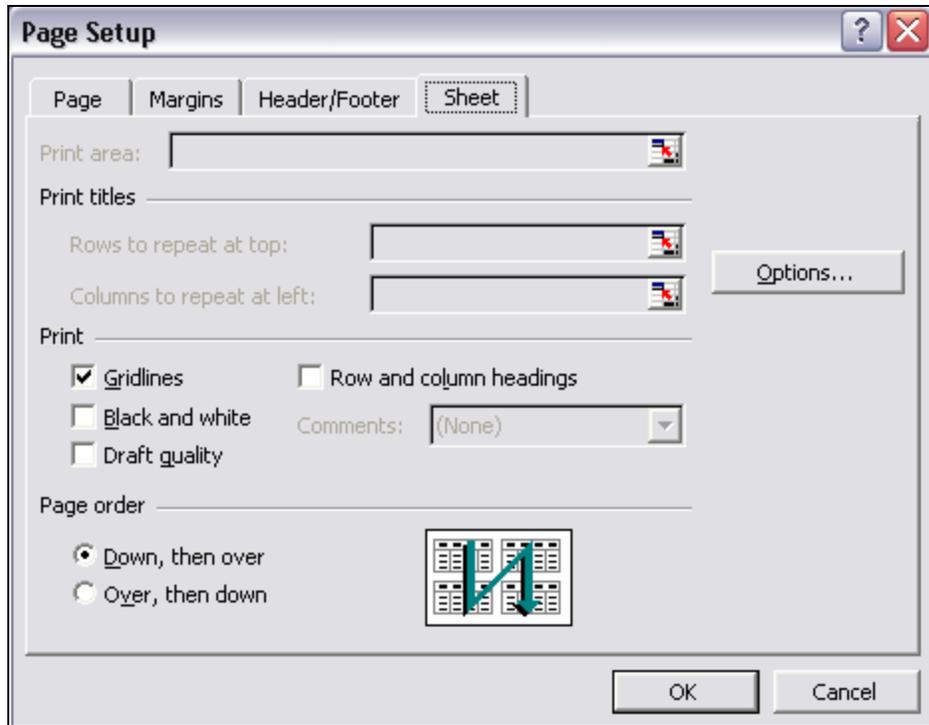
7-27-2007

	A	B	C	D	E	F	H	I
1	Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Status	NAEP ID
2	1/29/2008	Kasson Elementary Middle School			(304) 457-1485		Pending	5410032
3	1/30/2008	Junior Elementary School			(304) 823-1200		Pending	5410022
4	1/31/2008	Belington Middle School			(304) 823-1281		Pending	5420022
5	2/5/2008	Petersburg High School			(304) 257-1444		Pending	5430022
6	2/6/2008	Petersburg High School			(304) 257-1444		Pending	5420032
7	2/7/2008	Petersburg Elementary School			(304) 257-1110		Pending	5410042
8	2/8/2008	North Fork Christian School			(304) 257-5313		Pending	5420017
9	2/8/2008	Union Educational Complex			(304) 693-7612		Pending	5420042
10	2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970		Pending	5410052
11	2/13/2008	Moorefield High School			(304) 538-6034		Pending	5430032
12	2/14/2008	Moorefield Middle School			(304) 434-3000		Pending	5420052
13	2/15/2008	Moorefield Elementary School			(304) 538-6356		Pending	5410062
14	2/20/2008	Davis Thomas Elementary Middle School			(304) 463-4422		Pending	5420072
15	2/21/2008	Tucker County High School			(304) 478-2651		Pending	5430052
16	2/22/2008	Allredge Academy	Mike	Mazzolini	(304) 259-2262	304/866-4953	Cooperating	5430017
17	2/26/2008	Flemington Elementary School			(304) 739-4749		Pending	5410082
18	2/27/2008	Grafton High School			(304) 265-3046		Pending	5430042
19	2/28/2008	Taylor County Middle School			(304) 265-0722		Pending	5420062
20	2/29/2008	Brandywine Elementary School			(304) 249-5381		Pending	5410072
21	3/4/2008	Fayetteville Elementary School			(304) 574-1011		Pending	5410112
22	3/5/2008	Fayetteville Middle School			(304) 574-2449		Pending	5410122
23	3/6/2008	Midland Trail High School			(304) 658-5184		Pending	5430072
24	3/7/2008	Gauley Bridge High School			(304) 632-2511		Pending	5420112
25								

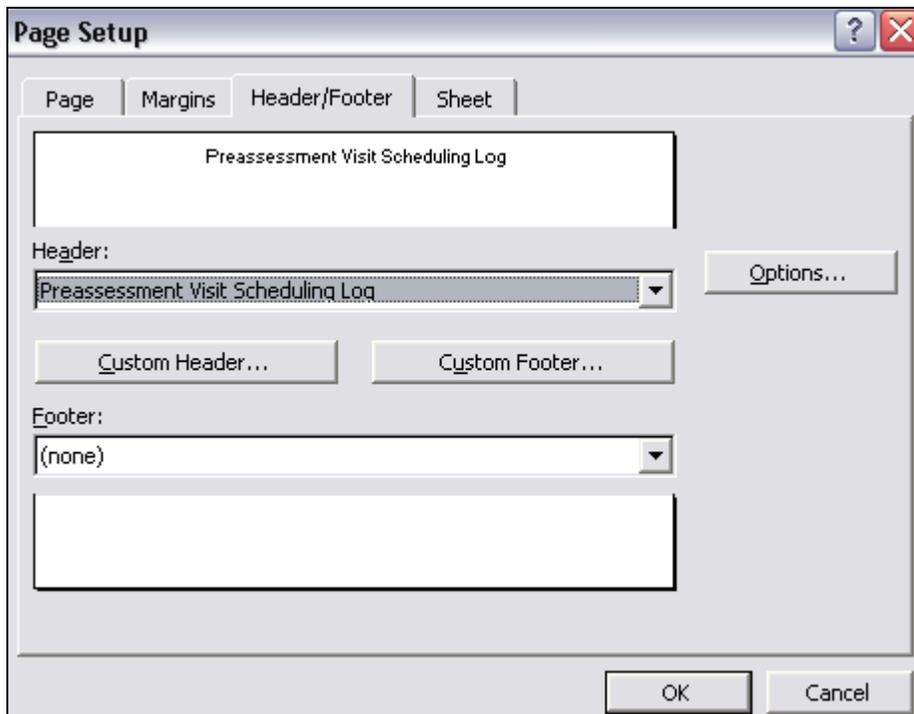
You now have a document that you can print and use as a check sheet for making your PAV scheduling calls.

Other things can be done in Excel to make your document look better. You have been provided a copy of Microsoft Excel XP Fundamentals that gives many tips for using Excel. It is recommended that you read and practice using Excel to better assist you in becoming more skilled with the software.

If you would like to “dress it up” you can make the header row Bold by highlighting row 1 and clicking the B in the Toolbar . If you prefer to have gridlines, go into Print Preview mode and choose the Setup box at the top . From that pop-up box, choose Sheet and check Gridlines:



You might also want to add a title to the document. Again, choose the Print View mode and click the Header/Footer section. You can use the title of your document by clicking the drop-down box and choosing the File Name to add it to your sheet. Click OK and your document now has a title.

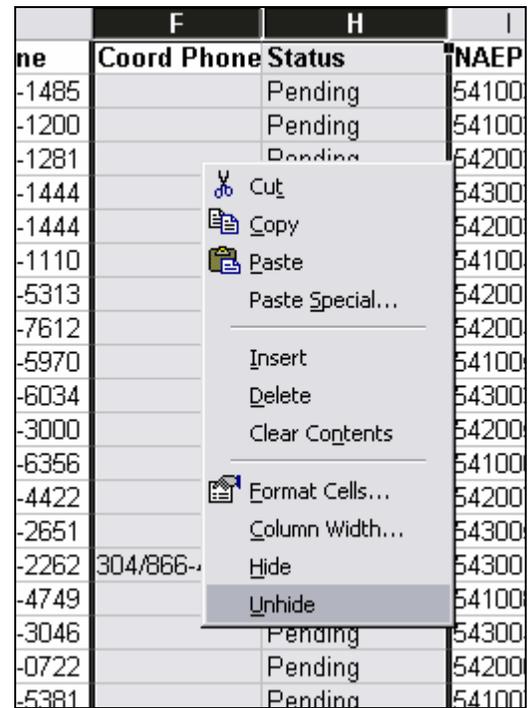


Your document now looks like this:

Preassessment Visit Scheduling Log

Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Status	NAEP ID
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	5430042
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	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

Now, pretend there was one school coordinator that you could not contact by phone and want to send an email. You can obtain the email address for “Unhiding” column G. The first step is to be place the cursor on column F and drag the mouse over to column H to cause both columns to be highlighted. Once they are highlighted, right click the mouse and select “Unhide” from the menu.



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Column G will reappear giving you the list of email addresses for the Coordinators and your document will look like this on the screen:

	A	B	C	D	E	F	G	H	I
1	Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
2	1/29/2008	Kasson Elementary Middle School			(304) 457-1485			Pending	5410032
3	1/30/2008	Junior Elementary School			(304) 823-1200			Pending	5410022
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10	2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970			Pending	5410052
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13	2/15/2008	Moorefield Elementary School			(304) 538-6356			Pending	5410062
14	2/20/2008	Davis Thomas Elementary Middle School			(304) 463-4422			Pending	5420072
15	2/21/2008	Tucker County High School			(304) 478-2651			Pending	5430052
16	2/22/2008	Alldredge Academy	Mike	Mazzolini	(304) 259-2262	304/866-4953	MIKEMAZZOLINI@ALLDREDGEACADEMY.ORG	Cooperating	5430017
17	2/26/2008	Flemington Elementary School			(304) 739-4749			Pending	5410082
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19	2/28/2008	Taylor County Middle School			(304) 265-0722			Pending	5420062
20	2/29/2008	Brandywine Elementary School			(304) 249-5381			Pending	5410072
21	3/4/2008	Fayetteville Elementary School			(304) 574-1011			Pending	5410112
22	3/5/2008	Fayetteville Middle School			(304) 574-2449			Pending	5410122
23	3/6/2008	Midland Trail High School			(304) 658-5184			Pending	5430072
24	3/7/2008	Gauley Bridge High School			(304) 632-2511			Pending	5420112

Good luck as you venture into making your own logs for NAEP 2008.

# SCS Data Selection Planning Sheet

## District Information

District Name  
 Dist MyNAEP Reg ID  
 Dist Address 1  
 Dist Address 2  
 Dist City  
 Dist State  
 Dist ZIP  
 Dist Phone  
 Dist Fax  
 Dist Comment  
 Dist FlgTuda  
 Dist Smalldst

Superint Prefix  
 Superint FName  
 Superint LName  
 Superint Suffix  
 Superint Address 1  
 Superint Address 2  
 Superint City  
 Superint State  
 Superint ZIP  
 Superint Phone  
 Superint Phone Extension  
 Superint Email  
 Superint Fax  
 Superint Title

Test Dir Prefix  
 Test Dir FName  
 Test Dir LName  
 Test Dir Suffix  
 Test Dir Address 1  
 Test Dir Address 2  
 Test Dir City  
 Test Dir State  
 Test Dir ZIP  
 Test Dir Phone  
 Test Dir Phone Extension  
 Test Dir Email  
 Test Dir Fax  
 Test Dir Title

Contact Prefix  
 Contact FName  
 Contact LName  
 Contact Suffix  
 Contact Address 1  
 Contact Address 2  
 Contact City  
 Contact State  
 Contact ZIP  
 Contact Phone  
 Contact Phone Extension  
 Contact Email  
 Contact Fax  
 Contact Title

AssessCoord Prefix  
 AssessCoord FName  
 AssessCoord LName  
 AssessCoord Suffix  
 AssessCoord Address 1  
 AssessCoord Address 2  
 AssessCoord City  
 AssessCoord State  
 AssessCoord ZIP  
 AssessCoord Phone  
 AssessCoord Phone Extension  
 AssessCoord Email  
 AssessCoord Fax  
 AssessCoord Title

## School Information

School Name  
 State School ID  
 MySchool Reg ID  
 Sch Address 1  
 Sch Address 2  
 Sch City  
 Sch State  
 Sch ZIP  
 Sch Phone  
 Sch Fax  
 County  
 Sch Type  
 Non-Pub Sch Srvy  
 Religious Orientation  
 Sch Comment  
 SDCF Cmpltd Flag  
 SDCF Date Cmpltd By Sch  
 SDCF Received/Reviewed Date

Princpl Prefix  
 Princpl FName  
 Princpl LName  
 Princpl Suffix  
 Princpl Phone  
 Princpl Phone Extension  
 Princpl Email  
 Princpl Fax  
 Princpl Title

Coord Prefix  
 Coord FName  
 Coord LName  
 Coord Suffix  
 Coord Phone  
 Coord Phone Extension  
 Coord Email  
 Coord Fax  
 Coord Title

Age 9 ID  
 Age 13 ID  
 Age 17 ID

## Grade Information

NAEP ID  
 Territory  
 Region  
 Area  
 Status  
 Gr Ref Form  
 Gr Inelig Form  
 Sub Exists  
 Orig/Sub  
 Samp Age  
 Scheduled Asmt Date  
 Reason for Asmt date change  
 Scheduled Asmt Time  
 Est Enroll  
 Actual Enroll  
 Assess All  
 Assess Cmpltd  
 Charter Sch  
 Fall visit status  
 Fall visit date

**Special Study**  
 Special Study

**Sampling**  
 Est Stdnt Samp  
 Samp Method  
 Cmpltd ESamp  
 Samp Date  
 SLF Rec Date  
 #Stdnts on SLF  
 #Stdnts Primary Samp  
 Calendar Type  
 % On Break  
 Spec Situation Assess All  
 Spec Situation Fewer Sess  
 Spec Situation Other Situation  
 Spec Situation Resolution

**Preassessment**  
 Sch Packet Sent Date  
 Pre-Assmt Visit Date  
 Pre-Assmt Visit Time  
 Sch Notify Prnt  
 Date Prnt Ltr Snt  
 How Letter Sent  
 Prnt Letter Sent To  
 Prnt Letter Contact Prefix  
 Prnt Letter Contact FName  
 Prnt Letter Contact LName  
 Prnt Letter Contact Suffix  
 Date NAEP Rep Recvd Prnt Ltr  
 Any parent/student refusals?  
 How many refusals  
 CurrEnrol List Obtained  
 # New Enrollees  
 Did NAEP Rep Sample  
 # Sampled  
 SSSR

## Number of Excluded Students

SD/ELL Data Rcorded  
 Tot # Excluded in Reading SD  
 Tot # Excluded in Reading ELL  
 Tot # Excluded in Reading SD ELL  
 Tot # Excluded in Reading  
 Tot # Excluded in Math SD  
 Tot # Excluded in Math ELL  
 Tot # Excluded in Math SD ELL  
 Tot # Excluded in Math  
 Tot # Excluded SD  
 Tot # Excluded ELL  
 Tot # Excluded SD ELL

#Stdnts Sampled for Reading SD  
 #Stdnts Sampled for Reading ELL  
 #Stdnts Sampled for Reading SD ELL  
 #Stdnts Sampled for Reading  
 #Stdnts Sampled for Math SD  
 #Stdnts Sampled for Math ELL  
 #Stdnts Sampled for Math SD ELL  
 #Stdnts Sampled for Math

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**NAEP 2007/2008**

**DIALUP CONNECTION**

**USER GUIDE**

July 2007

7/26/2007

To check e-mail in Outlook Express, transmit/receive data, or to update the anti-virus software use:



1. 'Shortcut to Westat' to connect from your home or from any location that does not require you to dial a number to reach an outside line.
2. 'Shortcut to 8 Prefix Westat' to connect from a hotel or other location which requires you to dial 8 to reach an outside line.
3. 'Shortcut to 9 Prefix Westat' to connect from a hotel or other location which requires you to dial 9 to reach an outside line.

To Access **Westat's** SCS, MOS, HTS, or FRS: or  
To Access **Pearson's** Schoolhouse MOS or MTS

4. 'Shortcut to AT&T' to connect from your home or from any location.

## UPDATING TELEPHONE NUMBERS IN AT&T DIAL-UP CONNECTION

The dial-up connection in Windows XP allows you to enter as many phone numbers as you want, which will be helpful if you travel and need 2 or 3 phone numbers stored for connecting to AT&T. The steps below will walk you through the process of adding phone numbers and selecting among the numbers you have stored.

To find "local" numbers for AT&T, see the file "ATT Access Numbers.doc" stored on your laptop in the Westat Documents folder. This file contains all numbers throughout the country and gives you the ATT web site to see if there are any new numbers since this list was downloaded.

### Adding numbers

1. Double click on the **Shortcut to AT&T** icon.



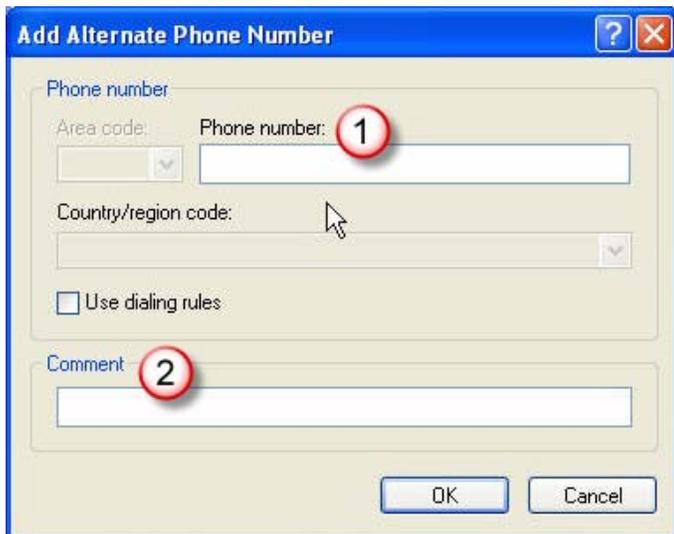
2. Click on **Properties** (at bottom of window)
3. The local number for Gaithersburg is displayed. Click on the **Alternates** button beside it.



- In the **Alternate Phone Numbers** window, the Gaithersburg number (9 301-556-2005) is highlighted. After training, you should delete this number (unless you will be working in the Gaithersburg, MD area). Click on the **Delete** button at the bottom of the window to delete the number.



- Click on the **Add** button to begin entering the local number for your area (if there is one).



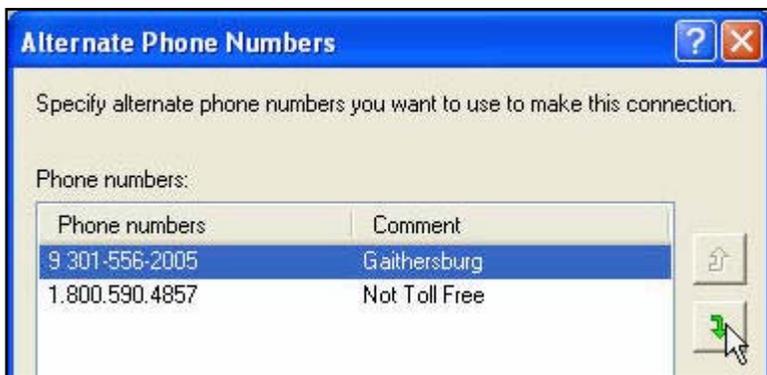
First you need to enter the number in the Phone Number box (1). When that is done enter the name of the city and state in the Comment box (2). This is to help you keep track of which numbers should be used in which areas to avoid long-distance charges. When finished click on the 'OK' button.

If you will be traveling and there are local numbers for AT&T access in the other locations, repeat step 5. You can add as many numbers to the dial-up connection as you want. Additionally on the last page is a guide on how to add numbers so you can access AT&T numbers from a hotel, even if it requires an 8 or 9 prefix.

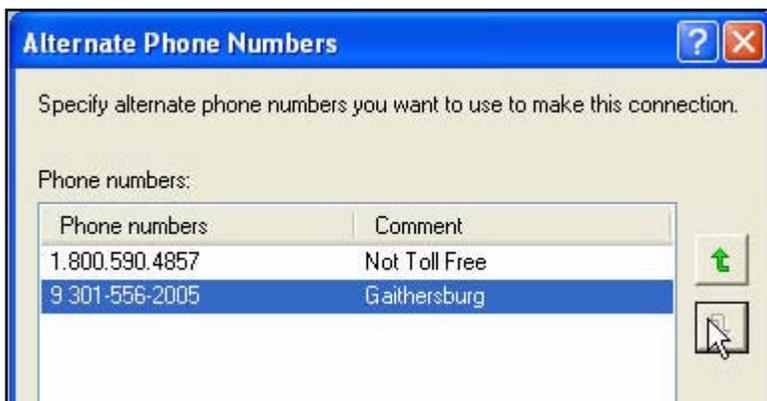
6. When you have entered the numbers you will need, note the statement near the bottom of the **Alternate Phone Numbers** window -- "If number fails, try next number". If you put a check in the box, the system will try to dial out with the first number on the list. Be careful activating this as it may try to dial the 800 Toll number, or if you travel much, a non-local AT&T number.

There is also a non-toll-free 800 number already entered into your list of numbers. The 800 number should be considered an option of last resort and used only when there is no local connection or you are unable to connect to the local number because Westat is charged an hourly rate rather than a flat fee.

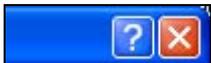
## Changing the Order of the Dial-up Numbers



You can change the order in which the dial-up numbers are listed in the **Alternates** list. Notice the arrow on the right side of the example below. If you want to move the number, make sure it is highlighted and then click on the arrow buttons to move it up or down in the dial sequence.



After clicking the down arrow the order is now reversed.



After setting up your alternate numbers, close the **Alternate Phone Numbers** window by clicking the 'X' in the top right corner of the box.

Open the AT&T dial-up connection and establish your Internet connection before opening Internet Explorer. When you open the dial-up connection from the desktop, if you need to dial an alternate number, notice the down-arrow button next to the phone number displayed near the bottom of the window. Click on it to reveal the other number(s) you have entered. If you entered "comments" (such as the city name) for the other numbers, they will be displayed as well.



## **Connecting to AT&T at a Hotel with a Prefix**

To connect to AT&T at a hotel that requires a prefix, enter the prefix and a comma before the number, such as:

- Eight comma → 8,
- Nine comma → 9,

For example, 555-555-5555 would become:

- 8, 555-555-5555 for a 8 prefix hotel; or
- 9, 555-555-5555 for a 9 prefix hotel

The 8 or 9 is the number you need to dial to reach a line that can call outside of the hotel. The comma is used by the computer to pause the dialing sequence for 2 seconds. This is because there is a brief period of time between dialing 8 or 9 to access the outside line and actually being connected to the outside line. If there was no pause then the first number or two might be entered by the computer before the outside line was established and you would dial the wrong number.

7/26/2007

**\*NOTE\*** Remember, when you want to transmit data to Westat, you must select one of the **Westat dial-up connections** since you need to connect to Westat in order to transmit.

### Student Data System (SDS)

The SDS is a program only available on your NAEP laptop. To access the SDS:

Step 1: Double left-click on the SDS icon on the desktop.

Step 2: Log in using your NAEP Username and Password.

### Updating Anti-Virus Software

To update your anti-virus software:

Step 1: On the desktop, double left-click on the appropriate “Westat” connection (Westat, 8-Prefix Westat, 9-Prefix Westat).

Step 2: Enter your NAEP Username and Password.

*After Connecting:*

Step 3: Double left-click on the Internet Explorer icon.

Step 4: Single left-click on ‘Favorites’ and select ‘NAEPFOS’ from the drop-down list.

Step 5: Single left-click on ‘Anti-Virus’ (Do this **weekly**).

### Transmitting SDS Data and Receiving New Files

Step 1: Open the SDS

Step 2: Left-click once on the ‘Data’ menu heading (between ‘Records’ and ‘Help’)

Step 3: Left-click once on ‘Transmit and Close’

Step 4: Enter your NAEP ID and Password in dial-up connection box

Step 5: Left-click once on the Aferia close button at end of transmission.

Step 64: Disconnect from internet

### Pearson Sites

Step 1: Connect to the Internet:

1.1 On the desktop, double left-click on “Shortcut to AT&T”;

1.2 Enter your AT&T Username and Password;

1.3 Select one of the local phone numbers;

1.4 After connecting to AT&T, double left-click on the Internet Explorer icon;

1.5 Log on to MyNAEP.com using your NAEP Username and Password.

Step 2: Single left-click on the *Pearson Sites* link.

Step 3: Select the Pearson system you wish to access.

Step 4: Enter your NAEP Username and Password.

From your Personal Computer:

Step 1: Connect to your internet service provider.

Step 2: Open Internet Explorer.

Step 3: In the address bar, enter:  
<https://naep.ncsschoolhouse.com>

Step 4: Select the Pearson system you wish to access.

Step 5: Log on with NAEP Username and Password.

## HOW DO I GET TO...

This brochure is designed to help you navigate the different systems and programs you’ll use to complete your assessments. It will also help guide you through which passwords you use for the different systems and programs.

### Use the Laptop

To access your NAEP laptop you will need to enter your NAEP Username and Password.

### www.MyNAEP.com

This section guides you through connecting to:

- SCS
- FRS
- Westat MOS
- HTS

Step 1: Connect to the Internet:

1.1 On the desktop, double left-click on “Shortcut to AT&T”;

1.2 Enter your AT&T Username and Password;

1.3 Select one of the local phone numbers;

1.4 After connecting to AT&T, double left-click on the Internet Explorer icon;

1.5 Log on to MyNAEP.com using your NAEP Username and Password.

Step 2: On the MyNAEP options page, click on the link to the system you wish to access.

### Outlook Express

Double left-click the Outlook Express icon on the desktop.

To send/receive mail:

- Single left-click on the “Send/Recv” button.
- A pop-up window will appear, select the appropriate Westat connection (Westat, 8 Prefix Westat, 9 Prefix West).
- Enter your NAEP Username and Password.
- Single left-click on the “Connect” button.

To compose a message:

- Single left-click on the “Create Mail” button.
- After creating your message single left-click on the “Send” button.

To reply to a message:

- Select the message you wish to reply to and single left-click on the “Reply” or “Reply All” button (as appropriate).
- After creating your reply, single left-click on the “Send” button.

**\*NOTE\*** Your message will not be sent until you single left-click on the “Send/Recv” button and follow the instructions above.

### IceWarp

IceWarp is provided primarily for staff who wish to check their e-mail on their own computer (with a high-speed connection) or are traveling and using internet cafes (or similar public access computers).

Step 1: Open your browser on your personal computer.

Step 2: In the address bar type in IceWarp’s address and press/enter/return (or single left-click on the ‘go’ button). The address is:

<https://198.232.250.29:32001/mail>

Step 3: Bookmark the site (if it’s your first time accessing it) so you do not need to re-enter the complicated address again.

Step 4: Log-in by using your NAEP Username and Password.

### Dialup Connections



Use this connection from home or locations where you do not need to dial 8 or 9 to reach an outside line.



Typically hotels – some hotels require you dial an 8 to reach an outside line.



Typically hotels – some hotels require you dial a 9 to reach an outside line.



Any location. However, you may need to add an 8 or 9 to the number you are dialing.

In Appendix H of your SV Manual there is a guide for adding additional numbers and how to add prefixes to numbers.

### NAEP Username and Password

NAEP Username = the letters NAEP followed by 4 numbers. (i.e. NAEP9999)

NAEP Username: **N A E P** \_ \_ \_ \_  
(write your NAEP username if needed)

NAEP Password = 3 letters, a symbol, and 4 numbers. (i.e. abc!1234)

NAEP Password: \_\_\_\_\_  
(write your NAEP password)

### AT&T Username and Password

AT&T Username: \_\_\_\_\_

AT&T Password: \_\_\_\_\_

# H

## APPENDIX H. NAGB POLICIES

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**The following are NAGB Policies for:**

- Notifying Parents;
- Filing Complaints; and
- Providing Access to Test Materials



**Adopted: August 3, 2002**

## **National Assessment Governing Board**

### **Policy Statement on Informing Parents About Participation in NAEP**

#### **INTRODUCTION**

The No Child Left Behind Act (P.L. 107-110) provides that student participation in the National Assessment of Educational Progress shall be voluntary, and the law contains the following section:

“STUDENT PARTICIPATION—Parents of children selected to participate in any [NAEP] assessment authorized under this section shall be informed before the administration of any authorized assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment, and is not required to answer any test question.”

However, the legislation also requires all states and school districts to provide assurances that they will participate in the National Assessment in reading and mathematics at grades four and eight, starting in 2003, as a condition for receiving Title I federal aid.

To implement the provision on parental notification, the National Assessment Governing Board hereby adopts the following:

#### **GUIDING PRINCIPLES**

1. The National Center for Education Statistics will assist schools, school districts, and states in notifying the parents of students selected for NAEP samples about the “opt out” provision in federal law. The manner of such notification shall be determined by the state, district, or school in which the students are enrolled.
2. NCES will provide brief explanatory information about the nature and importance of NAEP to accompany the notice to parents.
3. NCES will prepare and disseminate more detailed information on NAEP that is specifically designed for parents and the public. Such information shall be available in pamphlets and brochures and on the Internet.

The Governing Board shall monitor implementation of this policy. The Board will review relevant procedures and materials prepared by the National Center for Education Statistics.



## **National Assessment Governing Board**

### **Policies and Procedures for Complaints Related to the National Assessment of Educational Progress**

#### **Policy Statement**

The Governing Board views parents, students, representatives of participating states and schools, and members of the public as primary producers and consumers of National Assessment of Educational Progress (NAEP) data. As such, their experience with the National Assessment is of utmost concern and an important source of information for its continual improvement. It shall be the policy of the National Assessment Governing Board to respond promptly to written complaints about the National Assessment of Educational Progress submitted to the Governing Board. The Governing Board intends the process of handling complaints to be a means both of answering complaints that have been submitted and of enhancing the quality, integrity, and service orientation of the National Assessment.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.

#### **INTRODUCTION**

The National Assessment of Educational Progress (NAEP) legislation provides parents and members of the public the right to view, under secure conditions, all NAEP data, questions, and test instruments (Section 411(c)). The Governing Board has approved a Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, which is referenced herein.

The same section of the legislation also provides parents and members of the public the right to submit complaints to the National Assessment Governing Board about procedures or test questions.

“Parents and members of the public may submit written complaints to the National Assessment Governing Board... [The Board], in consultation with the Commissioner [of the National Center for Education Statistics (NCES)], shall review such complaints and determine whether revisions are necessary and appropriate. As determined by such review, the Board shall revise, as necessary and appropriate, the procedures or assessment items that have generated the complaint and respond to the individual submitting the complaint, with a copy of such response provided to the Secretary, not later than 30 days after so acting.”

The NAEP legislation explicitly extends to representatives of state or local educational agencies and chief state school officers the right to submit complaints about the National Assessment to the Governing Board (Section 411(d)(4)).

The legislation gives the responsibility for addressing complaints about NAEP to the National Assessment Governing Board. The purpose of this document is to provide policies and procedures for handling such complaints.

## **Complaint Process: Procedures**

### **1. What must be included in a complaint?**

A complaint about the National Assessment of Educational Progress must be submitted in writing to the National Assessment Governing Board (NAGB). The complaint must include the name and address of the person submitting the complaint and a description of the complaint. The complaint may also include the remedy being sought.

If the complaint is about a test question, special care must be taken by the person submitting the complaint because the security of test questions not released to the public must be protected. Unauthorized release of secure test questions is a felony, subject to fines and imprisonment. To protect the security of test questions, therefore, an individual submitting a written complaint about a test question should describe the specific complaint in a manner that does not reveal the content of the test question itself.

### **2. Where should complaints be sent?**

The mailing address is: National Assessment Governing Board, Suite 825, 800 North Capitol Street, N.W., Washington, DC 20002-4233. The e-mail address is [NAGB@ed.gov](mailto:NAGB@ed.gov). If submitting a complaint by e-mail, the person submitting the complaint must provide his/her full name and a mailing address because the response to the complaint will be in the form of a letter and will be sent by regular mail.

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### 3. What happens to complaints after they are received by the Governing Board?

#### A. Complaint Receipt

- a. A log shall be maintained of all complaints submitted. The log shall contain sufficient information to monitor the status of each complaint, such as the date received, date assigned, date acknowledged, and final disposition.
- b. Within 5 calendar days of receipt of a complaint, an acknowledgment letter shall be sent to the individual who submitted the complaint.
- c. The Executive Director shall:
  - i. forward, within 30 days of receipt, copies of the complaint to the NCES Commissioner, the Secretary of Education, and the State and local educational agencies from which the complaint originated;
  - ii. provide for consultation with NCES (as required by the legislation);
  - iii. forward copies of the notification to the person submitting the complaint and the Secretary, not later than 30 days after the final disposition has been determined.

#### B. Complaint Review

- I. **Administrative Review.** In the first level of review, a complaint shall be answered by the Governing Board Executive Director, with assistance from staff.
  - a. Background information related to the complaint shall be obtained, working in consultation with staff of the National Center for Education Statistics, as appropriate.
  - b. The Executive Director shall determine whether additional information is necessary.
  - c. The Executive Director, after consulting with the Commissioner of Education Statistics, shall respond in writing to the person submitting the complaint. The response shall describe the Executive Director's administrative determination in response to the complaint and the opportunity to appeal the administrative determination.

#### II. Appeals

- a. An individual may appeal an administrative determination of the Executive Director. The individual must submit the appeal in writing to the Governing Board at the address given above. The appeal must be postmarked or sent by e-mail no later than 25 calendar days after the date the Executive Director's determination is mailed.

- b. In response to an appeal of the Executive Director's administrative determination, the Chairman of the Governing Board shall decide whether the appeal will be addressed by the full Governing Board or by a panel of no less than three members of the Governing Board that will act on behalf of the Board.
- c. The complaint record shall be reviewed and a determination made of whether additional information is needed to complete the review of the complaint.
- d. A final decision on the complaint shall be made after consulting with the Commissioner of Education Statistics.
- e. The Executive Director shall provide written notification to the individual who submitted the complaint about the disposition of the complaint, with a copy of such notification to the Secretary, no later than 30 days after the Governing Board has taken final action with respect to the complaint.
- f. Decisions of the Governing Board are final and not subject to further appeal.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.



Adopted: May 18, 2002

**National Assessment Governing Board**

**Public Access to Test Questions,  
Item Release, and Confidentiality of Data for the  
National Assessment of Educational Progress**

**Policy Statement**

**INTRODUCTION**

As the Nation’s Report Card, the National Assessment of Educational Progress (NAEP) is an on-going, Congressionally-authorized project to collect data through surveys on the academic knowledge and skills of American students. Its primary goal is to report fair and accurate information on student achievement in reading, mathematics, and other subjects taught in elementary and secondary schools.

Since its inception, the National Assessment has administered both cognitive test questions and background questionnaires. The test questions assess student knowledge and skills in academic subject areas. The background questionnaires provide information for reporting categories and collect non-cognitive data, related to achievement, on students, their family background, teachers, and schools.

By statute (P.L. 107-110), “the public shall have access to all assessment data, questions, and complete and current assessment instruments” of the National Assessment with two important exceptions:

- a. “Personally identifiable” information about individual students, their families, and schools must remain confidential in accordance with the Federal Privacy Act (Sec. 552a of Title 5, U.S. Code), and
- b. Access to cognitive questions may be restricted to maintain security if such questions are to be reused, and breaches of security are punishable as a felony.

To fulfill the first requirement, NAEP has made sure since its inception that no information on individual students or schools is included in its data releases or reports. As part of its administration procedures, the names of students who have taken NAEP never leave the school building in which the assessment is given.

Although test questions may be kept secure, a substantial number of questions are released after each assessment in order to aid public understanding of the exam. In addition, under the statute, all secure cognitive questions must be made available within 45 days after a written request “in a secure setting that is convenient to both parties.” Local school districts must make “reasonable efforts” to inform parents and others about the access provided under law.

By statute, NAEP may “only collect information that is directly related to the appraisal of academic achievement, and to the fair and accurate presentation of such information.”

The National Assessment is conducted by the Commissioner of Education Statistics under the policy guidance of the National Assessment Governing Board. The Board’s areas of responsibility include the assessment methodology; guidelines for reporting and dissemination; and “appropriate actions needed to improve the form, content, use, and reporting” of the National Assessment.

To carry out these responsibilities, the Board hereby adopts guiding principles, policies, and procedures for public access to test questions, item release, and confidentiality of data for the National Assessment of Educational Progress. The policy shall be implemented in a manner that promotes wide public confidence in the integrity and appropriateness of NAEP questions and in the absolute confidentiality of all individual data obtained.

## GUIDING PRINCIPLES

1. By law, all questions and instruments of the National Assessment shall be accessible to the public, consistent with security considerations which pertain to test items that may be reused. The procedures for public access shall be user-friendly and designed to make the assessment as open to the public as possible.
2. Since security considerations do not apply, all background questionnaires shall be readily available to parents, state and local officials, and interested members of the public. Such questionnaires shall be available before field tests and operational use or at any other time members of the public wish to obtain them.
3. After each assessment, a substantial number of test questions shall be made publicly available with performance data to provide concrete examples of NAEP contents and results. Released items shall be widely distributed to promote public understanding of the National Assessment. As required by law, within 45 days of a written request, all NAEP test questions shall be available for public inspection, consistent with requirements for test security. Any breach of security is punishable as a felony.

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4. All information collected by NAEP about individual students and schools shall remain strictly confidential. The names of students who have taken NAEP shall not leave the school building in which the assessment is administered.
  5. The Governing Board shall monitor the implementation of this policy. The Board shall review all procedures regarding public access and confidentiality of NAEP, which are established by the National Center for Education Statistics.

## **POLICIES AND PROCEDURES**

1. NCES and its contractors shall assist school districts in informing parents and members of the public about the National Assessment. Special efforts shall be made to inform parents about the content, survey methodology, and uses of the assessment. Background questionnaires and released cognitive test items shall be available at schools participating in NAEP samples. Districts shall be given information about public access to current assessment questions and instruments, provided test security is maintained.
2. Background questionnaires shall be sent promptly to anyone wishing to obtain them and shall be posted on the Internet, accompanied by explanations and rationales.
3. Following each administration of the National Assessment, approximately 25 percent or more of the test questions shall be made public at the same time as the initial release of test results. These items shall illustrate the range of item types, difficulty levels, and content covered in the assessment, and shall also be useful as exemplars of achievement levels. Items shall be accompanied by performance data. A selection of released items shall be available in NAEP reports and information booklets. All released items shall be posted on the Internet.
4. Procedures shall be developed for the examination of secure NAEP items by members of the public within 45 days of a written request, provided test security is maintained. Efforts shall be made to permit such examination promptly within the state of persons making such a request. As provided by law, the review must take place in a secure setting, such as the offices of a state or local education agency that is convenient to both parties.
5. Detailed procedures shall be established to ensure the confidentiality of all information obtained by NAEP about individual students and schools in accordance with provisions of the Federal Privacy Act (Section 552a of Title 5, U.S. Code). No names of students who have taken the assessment shall leave the school building. No records shall be maintained by NCES or its contractors containing personally identifiable information about individual students and their families. These guarantees of privacy shall be mentioned in NAEP publications and reports, and details regarding their implementation shall be made available upon request.