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APPENDIX A. SCHOOL CONTROL SYSTEM (SCS) USER'S GUIDE

2008 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS

Supervisor
School Control System (SCS)
User Guide

Conducted for:
National Center for Education Statistics
U.S. Department of Education

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Westat
Rockville, Maryland

November 2007

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1. INTRODUCTION

1.1 Background

Westat field managers and supervisors and the NAEP State Coordinators and home office staff will all access the same Internet-based computer system as sampled schools are contacted and recruited to participate in the National Assessment and during the assessment field period. This guide describes the features of the School Control System (SCS) as used by Westat supervisors. While the screen shots in this guide are from the Field Test SCS, they reflect the Arts SCS as well.

The SCS is located on a server at Westat. While all users of the system will be accessing the same database of schools, only those schools for which you are responsible will actually be visible to you and you will only be able to make updates to those schools. To access the SCS, you will log on to the Internet using the Web browser on the laptop supplied to you for this study or through any computer connected to the Internet.

The SCS was designed to be viewed using the default screen resolution of the NAEP laptops (1024 x 768) as will be seen in the screen shots in this user guide. If you change the screen resolution of your NAEP laptop to a lower resolution or increase the font size, you will not be able to see all of the SCS views without scrolling to the right and down.

Since all of the project staff and state coordinators will have immediate access to the NAEP data, it is very important that the information be as up-to-date and accurate as possible.

It is important to remember that some of the basic school information also will be available to the individual sampled schools via the MySchool Web site which makes it imperative that the information about the schools is correct and kept up to date. (More about this below.)

State coordinators also use the School Control System with a few minor differences in the screens and data. Those of you who will be working closely with these coordinators must remember that some of the screens that they see when they work in the SCS will look different from the screens that you have access to. For example, the only schools that they will have access to are the public schools in their states.

1.2 SCS Revisions and New Features

The SCS has remained relatively stable over the past few years, though there continue to be modifications and revisions in response to suggestions from users and reflecting changes in the study.

You are strongly encouraged to read through this user guide to fully understand the modifications in this version of the SCS.

As in past years, we ask you to forward suggestions for improvements and additional programmed reports to Dward Moore via email at DwardMoore@westat.com as you work with the system.

1.3 Linking Data Between the SCS and the MySchool Web Site

The letter being sent to schools inviting them to participate in NAEP will encourage them to log on to the MyNAEP MySchool Web site. The MySchool site will have information on the National Assessment, links to other Web sites related to NAEP, the name of the NAEP representative who will be working with the school, and specific information about the sampled school. In addition, schools wishing to submit their student lists electronically for student sampling will access the E-File system through step 2 of MySchool. The NAEP representative for the public schools will be the state coordinator and for the nonpublic schools initially it will be the field manager. Eventually, these names will be replaced with the name of the supervisor responsible for the schools.

The MySchool site will be personalized with information in our sample database on the school. An example is shown below.

Your Information	
School Name:	Andover Middle School
Principal:	
School Coordinator:	
Address:	1628 N Andover Rd Andover, KS 67002
Telephone Number:	(316) 733-5061
NAEP School ID Number:	2020040
Grade(s) to be Assessed:	8
Enrollment in Selected Grade:	0
Assessment Date:	02/01/2007

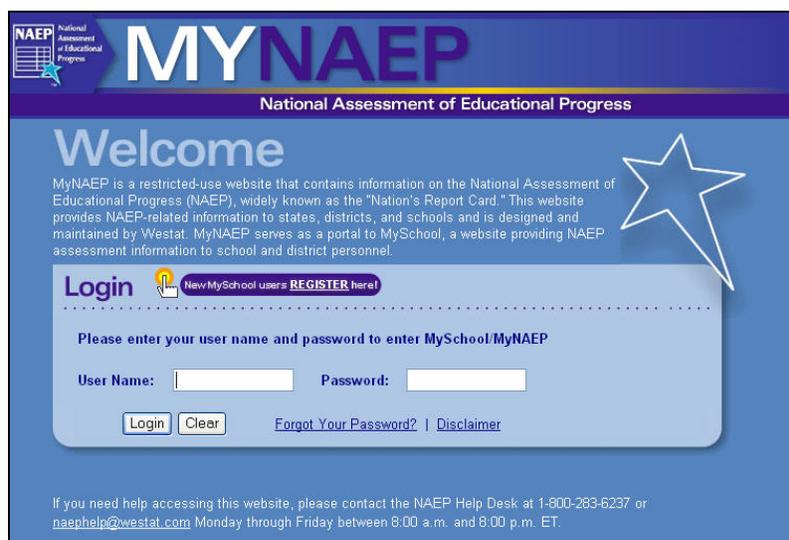
As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day. The link to E-Filing for student sampling will also be available unless, for public schools, the state coordinator has indicated that the district or the state will provide the student data for sampling purposes. Registered MySchool users will be sent an email message notifying them of new information available for them in their MySchool site.

Since the school-specific information in the MySchool site will come from the same database as the SCS, the supervisors must be very careful to double-check the school information in the SCS and be sure that it is up-to-date and accurate.

1.4 Getting Started in the SCS

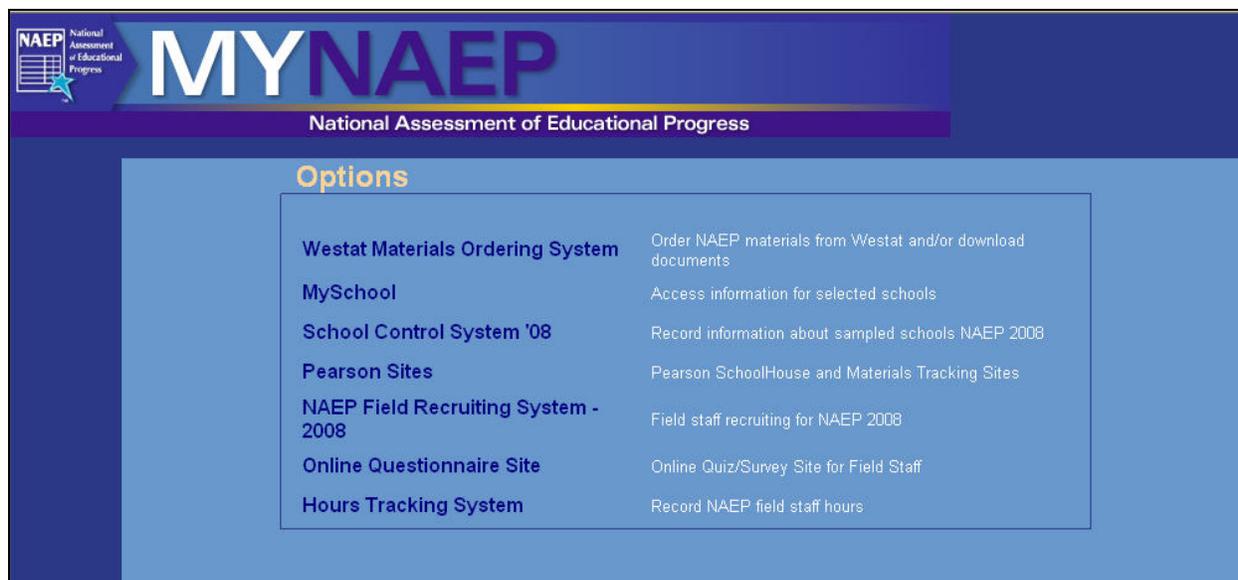
All work on the School Control System will be online. This will allow you to access the SCS using your NAEP laptop or any computer connected to the Internet.

When you are connected to the Internet with the NAEP laptop, the MyNAEP Welcome page should be your homepage. If not, go to **www.mynaep.com** which will take you to the Welcome page. Enter your user name and password and click on **Login**.



MyNAEP Log in Screen

After you enter your user name and password, you will go to the MyNAEP Options screen. Shown below is an example of the Options screen.



MyNAEP Options Screen

The list of options that one has will depend on what their position is and, therefore, which site they have access to.

Move the mouse pointer over the School Control System option and click.

1.5 Logging On Dos and Don'ts

It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user names and passwords, then your system will not be very safe. We strongly recommend that you do not set the browser to save such information. Internet Explorer on your NAEP laptop will not save such information. If you use your own computer to access the SCS, you also should have this feature turned off on your computer.

To log onto the system, you will need to enter two items, your user name and your password. Note that the password has a mixture of upper and lower case letters as well as numbers and a symbol.

The user name and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user name and password have been provided to you. Everyone will have a unique password and user name, which must be kept CONFIDENTIAL. Remember that we have promised the schools that their data are confidential. You must do your part to ensure that no one has access to this Web based database.

To enter your user name, mouse over the blank field following "User name:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user name. Then, press the **Tab** key or mouse over the blank field following the label "Password" and click to place the cursor in the field.

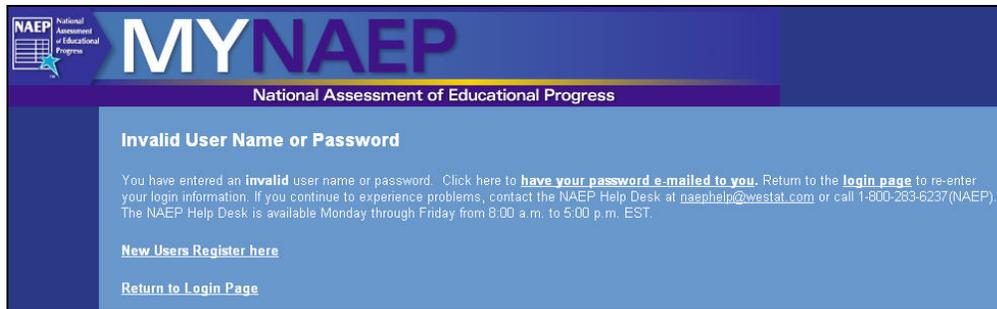
Be careful not to press the **Enter** key after typing your user name. If you do, the system will think that you are trying to log in without entering the password and you will get the following pop-up message.



If this happens, click on the OK button and then, click on the password field.

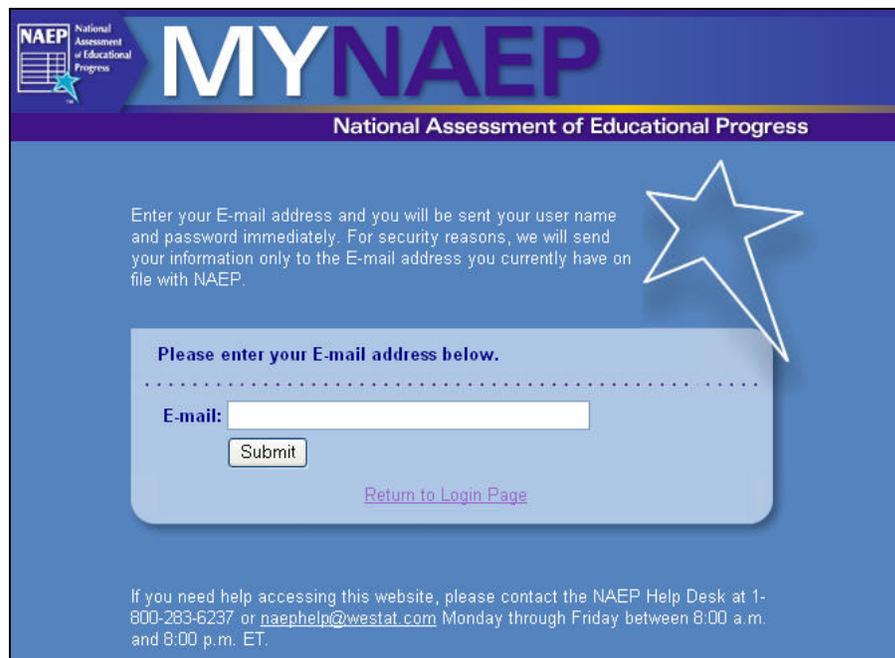
As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user name or password, you will get the invalid user name or password message shown below. If this happens, select the return hyperlink and carefully enter your user name and password again.



Invalid User Name or Password

The system will allow you to try as many times as you need. However, if you continue to have problems, call the Help Desk at the toll free number **888-499-6237**.



If you Forgot Your Password

If you have forgotten your password, as the screen shot above notes, enter your e-mail address and click on the **Submit** button. Your user name and password will be sent to you in an email message.

1.6 Basics for Using the System

Below is the default district listing.

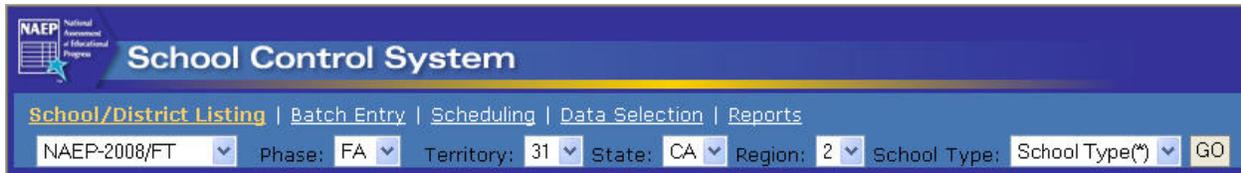
District:	Superintendent:	District Contact:	District City:	District State:
1. Adelanto Elementary			Adelanto	CA
2. Ca Non-Public Non-Catholic Schools				CA
3. Central Elementary			Rancho Cucamonga	CA
4. Chaffey Joint Union High			Ontario	CA
5. Chino Valley Unified			Chino	CA
6. Corona-Norco Unified			Norco	CA
7. Desert Sands Unified			La Quinta	CA
8. Diocese Of San Bernardino Schs	SARAH KANE		San Bernardino	CA
9. Gorman Elementary			Gorman	CA
10. Moreno Valley Unified			Moreno Valley	CA
11. Palm Springs Unified			Palm Springs	CA
12. Rim Of The World Unified			Blue Jay	CA
13. Riverside Unified			Riverside	CA
14. San Bernardino City Unified			San Bernardino	CA
15. San Jacinto Unified			San Jacinto	CA

Default District Listing

The icons and menu items above the SCS banner are related to the functions of Internet Explorer browser. They are completely functional while you are using the SCS. However, you generally will not need to use any of the browser buttons or functions while you are working in the SCS.

You are especially warned **do not use the browser's Back arrow** (usually green). As you move from screen to screen in an application such as the SCS, the screen is actually temporarily copied to your computer in an area called cache. When you use the Back arrow to move to a screen you have previously seen, you may be seeing the temporarily stored screen from your browser's cache rather than the actual screen from the server at Westat. Changes you made on the screen may not be on the screen that you see which could be very confusing. To move within the SCS, you should use the SCS menu options in the blue area at the top of the screen and other links (Next page>>, <<Previous page, etc.) that are provided within the SCS to be sure that you are always going where you want to go.

At the top of the SCS screen are several menu options (hyperlinks). As you move the mouse over a menu item, the pointer turns into a "hand" indicating that if you click you will go to that part of the system.



These menu hyperlinks will be available while you are working in the various views of the SCS. They are briefly described below followed by the user guide sections where you will find a more complete description:

School/District Listing	Two default lists are available –schools and districts. Personalized lists can be created that include fields you wish to see. (Section 1.7)
Batch Entry	Using this feature, you can make entries for several schools by working from a list of schools. (Section 4)
Scheduling	This option leads to a calendar of your assessments. (Section 5)
Data Selection	Use this function to generate special reports or data to be sent to a word-processor or spreadsheet from which you can print individualized letters and labels. (Section 6)
Reports	Generate reports on recruitment and scheduling activities and the progress of the assessments in your region. (Section 7)

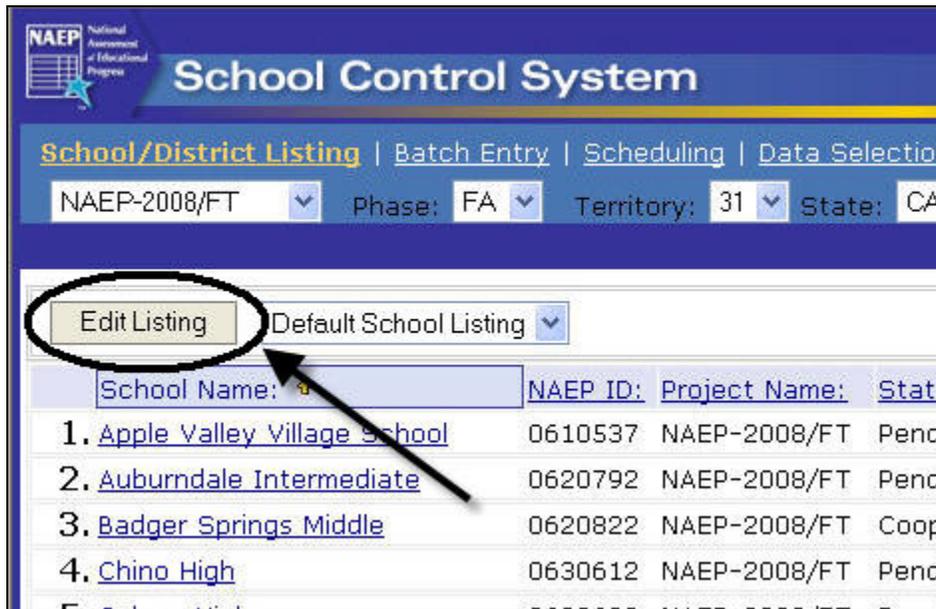
The alpha tabs across the top of the screen allow you to subset or filter the list in the current view to show only those entries in the first column that start with the letter you choose. If an alpha character is not shown, there are no entries that start with that character. To see all schools/districts, click on the tab with the asterisk (“*”).

If you are logged on to the SCS and the Westat server does not detect any keyboard or mouse activity for 20 minutes, the server will lock you out. For example, if you are logged into the SCS and leave it running in the background for 20 minutes while you do something else, your connection with the server at Westat will be terminated. When you try to move from one view to another, you will be directed to a screen that explains that you have been logged out. There will be a link on this screen to return to the Login screen.

This is a security feature so that the database does not remain open for hours and available to hacking by someone outside NAEP.

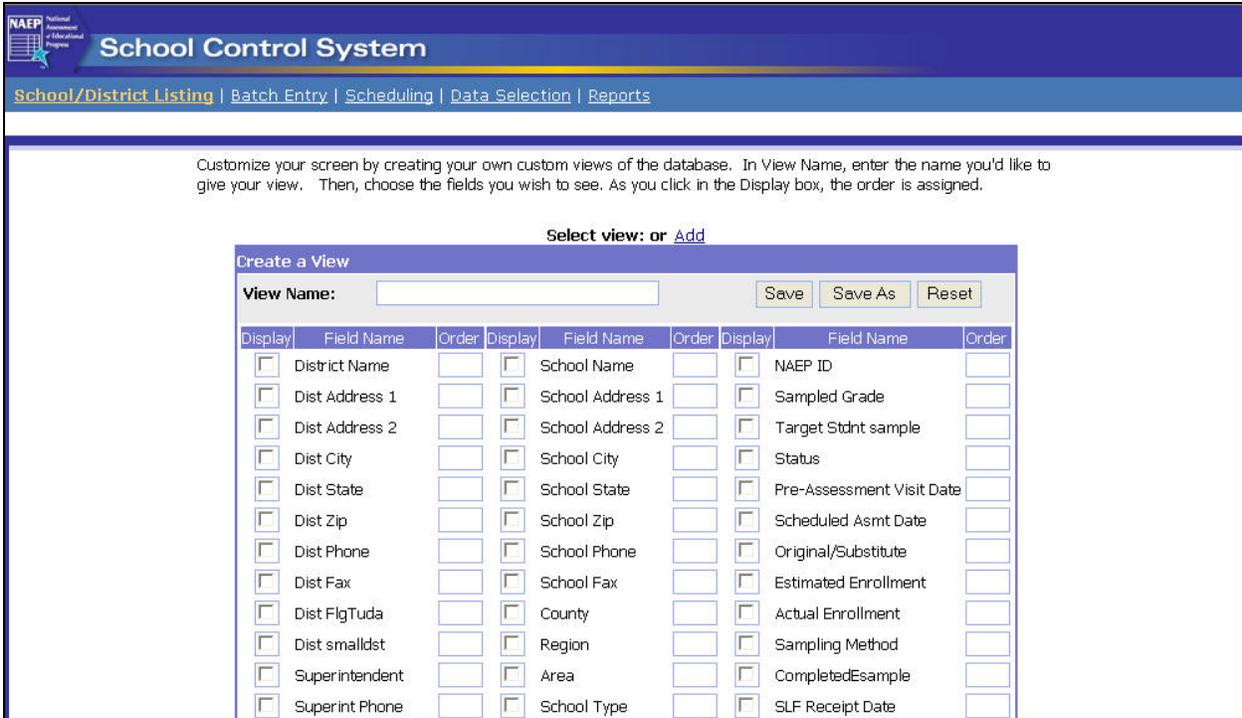
1.7 Customizing Your List of Schools/Districts

Customized lists of schools or districts that display the fields you are interested in can be created for the School/District Listing page. Since you will mainly be working with non-public schools, this explanation will focus on customizing the school listing.



Edit Listing Button

To personalize your list of schools, click on the **Edit Listing** button in the upper left of the screen, next to Default School Listing and the following screen will appear.



Edit or Customize your School/District Listing

The scroll bar on the right reminds you that there are more fields available if you scroll down the page.

Instructions for creating your customized list are provided at the top of the page. “Customize your screen by creating your own custom views of the database. In View Name, enter the name you'd like to give your view. Then, choose the fields you wish to see. As you click in the Display box, the order is assigned.”

Click a second time on a field to de-select it.

An example of selected fields is shown below.

Select view: or [Add](#)

Create a View

View Name:

Display	Field Name	Order	Display	Field Name	Order	Display	Field Name	Order
<input checked="" type="checkbox"/>	District Name	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	School Name	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	NAEP ID	<input type="text" value="2"/>
<input type="checkbox"/>	Dist Address 1	<input type="text"/>	<input type="checkbox"/>	School Address 1	<input type="text"/>	<input type="checkbox"/>	Sampled Grade	<input type="text"/>
<input type="checkbox"/>	Dist Address 2	<input type="text"/>	<input type="checkbox"/>	School Address 2	<input type="text"/>	<input type="checkbox"/>	Target Stdnt sample	<input type="text"/>
<input type="checkbox"/>	Dist City	<input type="text"/>	<input type="checkbox"/>	School City	<input type="text"/>	<input checked="" type="checkbox"/>	Status	<input type="text" value="5"/>
<input type="checkbox"/>	Dist State	<input type="text"/>	<input type="checkbox"/>	School State	<input type="text"/>	<input type="checkbox"/>	Pre-Assessment Visit Date	<input type="text"/>
<input type="checkbox"/>	Dist Zip	<input type="text"/>	<input type="checkbox"/>	School Zip	<input type="text"/>	<input type="checkbox"/>	Scheduled Asmt Date	<input type="text"/>
<input type="checkbox"/>	Dist Phone	<input type="text"/>	<input type="checkbox"/>	School Phone	<input type="text"/>	<input type="checkbox"/>	Original/Substitute	<input type="text"/>
<input type="checkbox"/>	Dist Fax	<input type="text"/>	<input type="checkbox"/>	School Fax	<input type="text"/>	<input type="checkbox"/>	Estimated Enrollment	<input type="text"/>
<input type="checkbox"/>	Dist FlgTuda	<input type="text"/>	<input type="checkbox"/>	County	<input type="text"/>	<input type="checkbox"/>	Actual Enrollment	<input type="text"/>
<input type="checkbox"/>	Dist smalldst	<input type="text"/>	<input checked="" type="checkbox"/>	Region	<input type="text" value="3"/>	<input type="checkbox"/>	Sampling Method	<input type="text"/>
<input type="checkbox"/>	Superintendent	<input type="text"/>	<input checked="" type="checkbox"/>	Area	<input type="text" value="4"/>	<input type="checkbox"/>	CompletedEsample	<input type="text"/>
<input type="checkbox"/>	Superint Phone	<input type="text"/>	<input type="checkbox"/>	School Type	<input type="text"/>	<input type="checkbox"/>	SLF Receipt Date	<input type="text"/>

Fields Selected for Custom Listing

Here, we have selected School Name, NAEP ID, Region, Area, Status, and District Name and given our custom listing the name of New School Listing. Click the **Save** button and then on “School/District Listing” to return to the School/District Listing screen. (You can return at any time to modify your new view.) Select the new listing.

After creating your personalized listing, when you return to the School/District Listing page, you will not see your new listing until you change the view. Click on the button beside “Default School Listing” and click on your new listing.

School Control System

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

NAEP-2008/FT Phase: FA Territory: 31 State: CA Region: 1 School Type: School Type(*) GO

Edit Listing New School Listing

School Name: 	NAEP ID:	Region:	Area:	Status:	District Name:
1. Adams Elementary	0610242	CA-1	1	Cooperating	San Diego Unified
2. Bell Junior High	0620372	CA-1	1	Cooperating	San Diego Unified
3. Crown Point Elementary	0610252	CA-1	1	Pending	San Diego Unified
4. Cuyamaca Elementary	0610212	CA-1	1	Pending	Cajon Valley Union Elementary
5. Grace Lutheran School	0620337	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
6. Juniper Elementary	0610222	CA-1	1	Pending	Escondido Union Elementary
7. Light Life Christian School	0620347	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
8. Linfield Christian School	0620757	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
9. Madison Middle	0620402	CA-1	1	Pending	Vista Unified
10. Mann Middle	0620382	CA-1	1	Pending	San Diego Unified
11. Mesa Verde Middle	0620362	CA-1	1	Pending	Poway Unified
12. Mt Carmel High	0630282	CA-1	1	Pending	Poway Unified
13. National City Middle	0620392	CA-1	1	Pending	Sweetwater Union High
14. Oak Grove Middle	0620352	CA-1	1	Pending	Jamul-Dulzura Union Elementary
15. Rolando Elementary	0610232	CA-1	1	Pending	La Mesa-Spring Valley

Next Page >>

Search for IN School Name Find Number of Records: 23 Page: 1 of 2

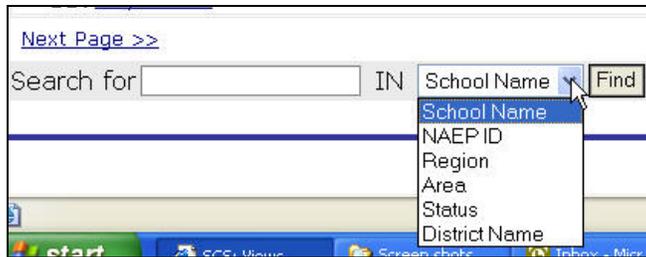
Customized Listing Selected

1.8 Using the Sort and Search Functions

By default, the list of schools is **sorted** alphabetically by the information in the first column. To sort the list alphabetically in reverse order, click on the first column header (“School Name” in this case). Likewise, to sort the list by one of the other columns, click on that column header.

Notice the small yellow arrow appearing on the column header of the column by which the list is sorted. If the arrow is pointed up, the column is sorted in ascending order. If it points down, the order is descending. Resting your mouse pointer on the column header for a second will cause a pop-up that reads: “Click to sort by [column header name].” If your pointer is on the arrow, the pop-up will state: “Sorted (Asc)” or “Sorted (Desc)” depending on whether the sort is ascending or descending.

Since the list can be quite long for some users (especially the list of sampled schools), a **search function** is available to assist in locating a school or group of schools. At the bottom of the School/District Listing screen is a field labeled “Search for” and a drop-down list of options based on the columns in the view.



Search Function

The search function is intelligent, allowing you, for example, to enter “Middle” in the Search for window and obtain a list of schools with the word “Middle” anywhere in the school name.

To reset the list to contain all of the districts or schools, delete anything in the Search for field and click on the **Find** button or click on the tab with the asterisk.

1.9 Moving Among the SCS Screens

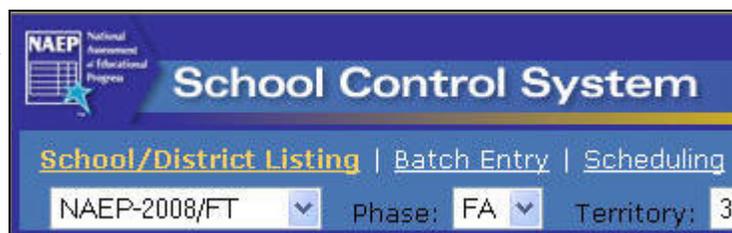
If you are looking at a district’s District Edit screen and wish to return to the list of districts, click on the School/District Listing menu option at the top left of the screen. You can also go directly from one section of the system to another by selecting any of the menu options any time they are visible at the top of the screen.

As noted in section 1.6, you should always use the links within the SCS to move from one page to another and not the Back arrow on the browser icon bar.

1.10 Leaving the SCS

When you leave the SCS, click on the NAEP logo to the left of the blue banner, as shown below.

Click the NAEP logo to leave the SCS and return to the Options screen.



This will take you back to the MyNAEP Options screen. At this point, you can either make another choice on this screen or log out of the MyNAEP site by clicking on the same logo on the choices page.

1.11 Database Not Available

When editing information in the SCS, when you click on the **Save** button, if you get the following message you should select the **Retry** option. If you do not, your changes will not be saved. Do not click the **Cancel** button.



While this warning screen has only been seen by people testing the SCS, it is possible that you might see it with so many people accessing the SCS (Westat staff and state coordinators). The programmers think this is a momentary instance of the database not being available due to heavy system use.

2. EDITING DISTRICT INFORMATION

2.1 Selecting a District

The list of districts with sampled schools will be displayed if you select the Default District Listing. An example is shown below.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with links for 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below this is a filter bar with dropdown menus for 'NAEP-2008/FT', 'Phase: FA', 'Territory: 31', 'State: CA', 'Region: 2', and 'School Type: School Type(*)', followed by a 'GO' button. The main content area has a 'Default District Listing' dropdown and a table of districts. The table has columns for 'District', 'Superintendent', 'District Contact', 'District City', and 'District State'. The districts listed are:

District	Superintendent	District Contact	District City	District State
1. Adelanto Elementary			Adelanto	CA
2. Ca Non-Public Non-Catholic Schools				CA
3. Central Elementary			Rancho Cucamonga	CA
4. Chaffey Joint Union High			Ontario	CA
5. Chino Valley Unified			Chino	CA
6. Corona-Norco Unified			Norco	CA
7. Desert Sands Unified			La Quinta	CA
8. Diocese Of San Bernardino Schs	SARAH KANE		San Bernardino	CA
9. Gorman Elementary			Gorman	CA
10. Moreno Valley Unified			Moreno Valley	CA
11. Palm Springs Unified			Palm Springs	CA
12. Rim Of The World Unified			Blue Jay	CA
13. Riverside Unified			Riverside	CA
14. San Bernardino City Unified			San Bernardino	CA
15. San Jacinto Unified			San Jacinto	CA

At the bottom of the screen, there is a search bar with 'Search for' and 'IN District' dropdown, a 'Find' button, and a status bar showing 'Number of Records: 15' and 'Page: 1 of 1'.

Default District List

Districts are listed alphabetically by district name. Nonpublic, non-Catholic schools will be grouped under a “district” name of Nonpublic, non-Catholic schools since the database structure requires that all schools have a “district.” Catholic schools will be associated with their diocese or archdiocese which functions like a district for our purposes.

Search for a particular district by typing at least part of that district’s name in the search field at the bottom of the screen. If you want to see a list of all districts beginning with the same letter, click on the appropriate alpha tab at the top of the screen.

2.2 Editing District Information

Click on a district's name to go to the district information screen. (See example below.) While complete district-level information is not essential to the assessment preparations, you should make updates and corrections as necessary to the district name and address fields since this information is used for mailing information to the districts and dioceses.

School Name	NAEP ID	Project
Adams Elementary	0610242	NAEP-2008/FT
Bell Junior High	0620372	NAEP-2008/FT
Crown Point Elementary	0610252	NAEP-2008/FT
Mann Middle	0620382	NAEP-2008/FT

If you have any questions or comments please contact the [Help Desk](#).

District Edit Screen

The main district information is on this screen. Note the MySchool Registration ID number. Districts will need this to log onto the MyNAEP site to see the MySchool sites for their schools. The screen also contains hyperlinks for adding the superintendent, test director, district contact information, and district assessment coordinator. To add the superintendent's name, click on the "Add" hyperlink.

Adding Superintendent Name

Enter the superintendent’s name. If you want to use the district address information for the superintendent, click on “District Address.” After completing the fields, click on the **Save** button to return to the District Edit screen. You can return to this superintendent information window later if you need to update any information.

When you return to the District Edit screen, the superintendent’s name and phone number (if entered for the superintendent) will be displayed as shown below.

Superintendent:	Dr. Adam Jones 215-299-7001	Edit
Test Director:	Select..	Add
District Contact:	Select..	Add
District Assessment Coordinator:	Select..	Add

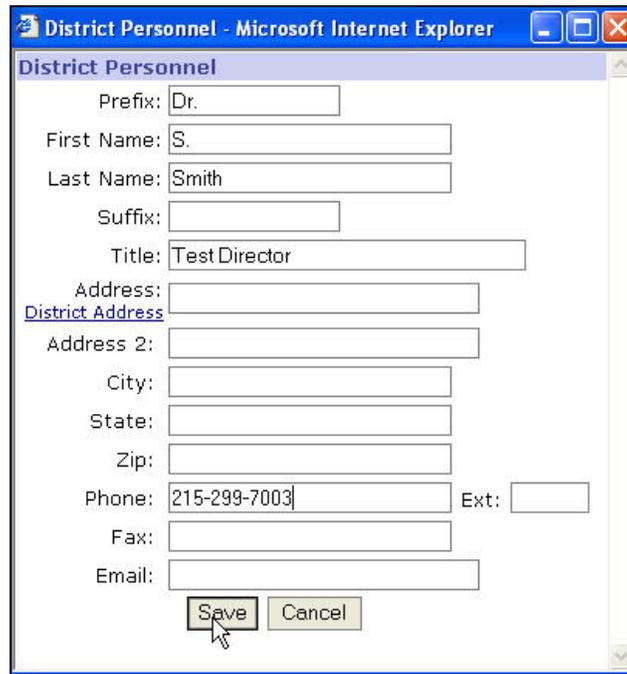
Superintendent Name and Phone Displayed

The superintendent's name will also be available to associate with other district fields such as the "district contact person" if this is appropriate. Select the "Add" hyperlink to add another name. To update the superintendent's name, click on the "Edit" link.

NOTE: District and school information were obtained from a database (Common Core of Data) compiled by the U.S. Department of Education from data sent by the states. Procedures involved in drawing the current NAEP sample began over a year ago. Thus, some information on districts and schools may be blank or contain out-of-date information. The district superintendent and test director and school principal fields are blank initially for all districts and schools since these fields are not in the CCD database. The CCD database can be accessed via the Internet at nces.ed.gov/ccd.

2.3 District Test Director

To update the system with information on the test director, select the "Add" hyperlink and complete the information.



The screenshot shows a web browser window titled "District Personnel - Microsoft Internet Explorer". The page content is a form titled "District Personnel" with the following fields and values:

- Prefix:
- First Name:
- Last Name:
- Suffix:
- Title:
- Address:
- [District Address](#)
- Address 2:
- City:
- State:
- Zip:
- Phone: Ext:
- Fax:
- Email:

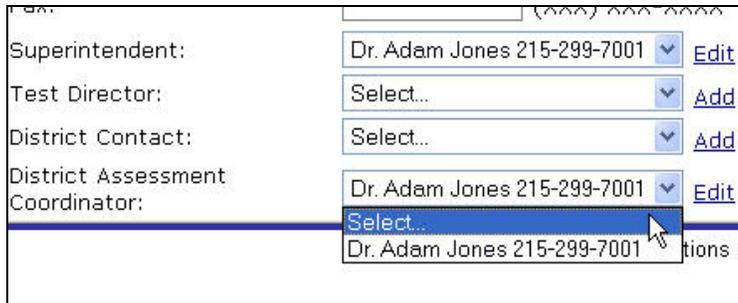
At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button.

District Test Director Screen

A similar process will be followed to update the information about the district contact and the district assessment coordinator.

2.4 Changing Name of Contact Person

If you have selected the superintendent's as the district assessment coordinator and need to enter a different name, first, click on the down arrow next to the name.



Superintendent:	Dr. Adam Jones 215-299-7001	▼	Edit
Test Director:	Select...	▼	Add
District Contact:	Select...	▼	Add
District Assessment Coordinator:	Dr. Adam Jones 215-299-7001	▼	Edit
	Select...		
	Dr. Adam Jones 215-299-7001		tions o

Click on “Select” and then on the “Save” button. The “Edit” link will change to “Add” allowing you to enter a new name for the District Assessment Coordinator.

2.5 Comments

In the right panel of the District Information screen is an area available for users to record comments about contacts or attempted contacts with the district or diocese. If there is more information than will fit on this screen, the text will scroll up as you type. The lines will wrap around as they do in a word processor. Use the **Page Up** and **Page Down** keys or scroll bar to move up and down if you have entered more text than will fill one window.

Remember, if there is information that your field manager or the home office should know about this district, you must either call or send an e-mail with that information. Do not expect your field manager or the office staff to check the comments field for every district and school looking for such information.

Information entered in the Comments area will be available to the state coordinators. Likewise, any information that they enter will be available to all you and your field manager.

2.6 Selected Schools in the District

All of the schools in your assignment selected for NAEP in this district are listed in the right panel along with their NAEP ID. The names are links to the school's School Edit page.