

**School Control System**

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

School Edit Save Reset District: **Harmony Grove School District** Search for NAEP ID  Find  
 Region: TS 1 Area: 1

General Sampling Preassm't Special Studies Post Assm't

School Name: **Dr Carl E Troutt School** Sampled Grade: 4 NAEP ID: **9910152** Project Name: **NAEP-2008/FT**  
 (Column headers for calculated data are in red text.)

**Original Session Information**

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/ Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
FT0401		None		30								
FT0402		None		30								
FT0403		None		12								

**Notice:**  
 Changes made to session dates on this page will not be reflected on the General tab page.

Assessment Complete?: Not Answered

**NAEPQC Section:**  
 No Issue Found

Number of students: 5 [Add Adhoc Issue](#)

School Edit Save Reset

NAEPQC Section Link to Creating Ad hoc Issue

“No Issue Found” indicates that no issue has been created by NAEPQC.

The Ad hoc data entry page will look similar to the other data entry pages. Session ID, Administration Schedule line number, and student assessment booklet number are required for each student record that needs to be changed.

**Other than session ID, line number, and booklet ID, the only data you should enter are the data that need to be changed.**

NAEP QC - Microsoft Internet Explorer

### DIRECTIONS FOR PROVIDING CORRECTIONS TO DATA ALREADY SUBMITTED

If more lines are needed for this school, enter the number of additional lines in the box and click 'Add Additional Lines.'

In the lines below, record the session ID, line number, and booklet ID for the data to be updated. These are required for each line of student data to be updated. Enter only corrected data in the remaining columns (F - P).

Click the Save button when you have entered and double checked the data to be changed.

NAEP-2008/FT School: Dr Carl E Troutt School; ID: 9910152; Territory: 36; Region: 1; Area: 1

Add Additional Lines Record Edited

	"D"	"N"	"E"	"E"	"F"	"G"	"H"	"I/J"	"K/L"	"M"	"P"	"Q"
SESS ID	Line #	Booklet ID	Month	Year	Sex	Race/ Eth	School Lunch	SD	ELL	New Enrollee	Accom Code	Admin Code
FT0803	3	9230987654					1					

Comments: (No more than 4000 Characters.) Add

Thank You. NAEP QC

Done Local intranet

#### Ad hoc Data Entry Page

After entering the data that need to be changed, you will be able to compare the information for that student if Westat has received the scanned Administration Schedule data from Pearson for that school. If the data have not been received, the Verify button will not be active.

When the Administration Schedule data have been received for this school from Pearson, you can proceed with verifying the data in the same way as the regular NAEPQC issues. In the example below, one student's school lunch data needed to be changed from a 3 to a 1.

NAEP QC - Microsoft Internet Explorer

### DATA VERIFICATION

School: Atlantic High School; ID: 1230630; Territory: 10; Region: 1; Area: 1  
 Session ID: LT1211

"D"	"O"	"F"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"Q"	"R"
Line #	Booklet ID	Month	Year	Sex	Race/Eth	School Lunch	SD	Final SD	ELL	Final ELL	New Enrollee	Accom Code	Admin Code
12	1231231456						1						
		01	1990	1	1	3	1		1		2		11

White Line(Top) = Updated Data.  
 Yellow Line(Bottom) = Original Data.

**Thank You. NAEP QC**

#### Ad hoc Data Verification Page

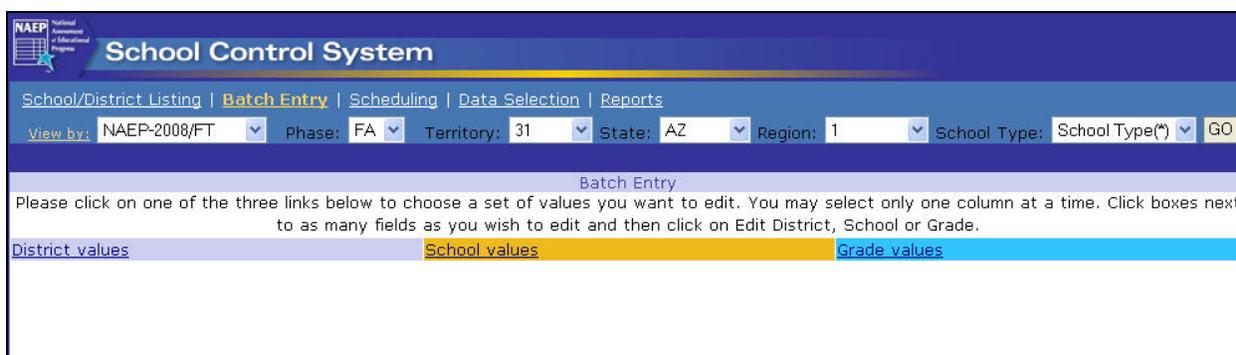
After you have checked your Ad hoc issue data against the Pearson data it may be necessary for you to withdraw your issue. Occasionally, the data change will already have been made. In that case, use the “No Action Necessary” icon on the NAEPQC Section of the Post Assessment tab to change the status of your Ad hoc issue.

## 4. MAKING BATCH ENTRIES

### 4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.

Batch entries can be made to update district information, school information, or schools’ grade information.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with the following links: 'School/District Listing', 'Batch Entry' (highlighted in yellow), 'Scheduling', 'Data Selection', and 'Reports'. Below the navigation bar, there are several dropdown menus for filtering: 'View by:' (set to 'NAEP-2008/FT'), 'Phase:' (set to 'FA'), 'Territory:' (set to '31'), 'State:' (set to 'AZ'), 'Region:' (set to '1'), and 'School Type:' (set to 'School Type(\*)'). A 'GO' button is located to the right of these filters. Below the filters, there is a section titled 'Batch Entry' with the following text: 'Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.' Below this text, there are three links: 'District values' (blue), 'School values' (yellow), and 'Grade values' (blue).

### Batch Entry

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade – and click on the appropriate link to see the list of available fields. Then, within that column, select which field or fields you need to update. To select multiple fields to update, click in the boxes for the two or more field labels. Don’t select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default (depending on the list that you are working with).

To explain how to use this option, we will walk through the steps updating status codes (section 4.2), multiple fields (section 4.3), and multiple schools (section 4.4).

### 4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

**Step 1.** Select the set of data and the value or field to be changed or updated.

In this example, we clicked on Grade Values to reveal the values and selected the Status value by clicking in the box. Then, click on the **Edit Grade** button.

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 'View by:' (set to 'NAEP-2008/FT'), 'Phase:' (set to 'FA'), 'Territory:' (set to '31'), 'State:' (set to 'AZ'), 'Region:' (set to '1'), and 'School Type:' (set to 'School Type(\*)'). A 'GO' button is also present.

The main content area is titled 'Batch Entry' and contains the instruction: 'Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.' There are three tabs: 'District values', 'School values', and 'Grade values'. The 'Grade values' tab is currently selected.

Under the 'Grade values' tab, there is a section titled 'Select variables to edit:' with two 'Edit Grade' and 'Clear' buttons. A list of checkboxes follows, with 'Status' checked. The other checkboxes are: Charter School, Preassessment Visit Date/Time, Scheduled Assessment Date/Time, Actual Enrollment, Sampling Date, Completed New School Check, SLF Receipt Date, Calendar, Sch Notified Parents, Date Parent Letter Sent, How Letter Sent, Parent Letter Sent to, Date NAEP Rep Recvd Prnt Ltr., School Using NCES Parent Letter, State Provided Its Version Of Parent Letter to Schools, Date State Sent Parent Letter to School, Date State Coordinator Discussed Parent Notification w/ School, NSC Confirms that School Has Sent Letter, and School Packet Sent Date. At the bottom of this list, there is another 'Teacher Information' checkbox and a second set of 'Edit Grade' and 'Clear' buttons.

At the bottom of the page, there is a footer that reads: 'If you have any questions or comments please contact the [Help Desk](#).'

### Selecting Status Code to Update

**Step 2.** Locate the school(s) to be updated.

A sample of the sort by district (the default) is shown below.

**School Control System**

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

School Name: \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School

Sort By: District/School [Next Page >>](#)

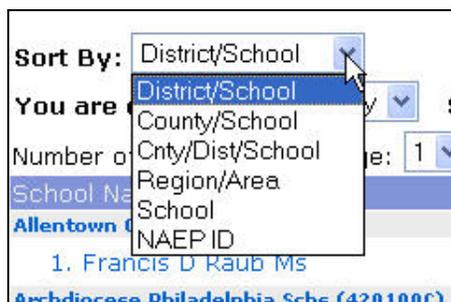
You are editing Grade: Any Status: Any

Number of Records: 25 Page: 1 of 2 Page Size: 20 [Save Page](#) [Reset Page](#)

School Name:	School ID:	Status Code:
<b>Az Non-Public Non-Catholic Schools (04PPPPP)</b>		
1. Berean Christian Academy	0430157	Pending
2. Blue Hills Academy	0420297	Other ineligible
3. Blue Hills Academy	0430167	Pending
4. Cornerstone Christian Academy	0420287	Pending
5. Montezuma School	0430147	Cooperating
6. Verde Valley Christian School	0410147	Pending
<b>Bagdad Unified District (0401000)</b>		
7. Bagdad High School	0420332	Cooperating
8. David C Lincoln School	0410172	Pending
<b>Camp Verde Unified District (0401600)</b>		
9. Camp Verde High School	0430202	Pending
<b>Canon Elementary District (0401650)</b>		
10. Canon School	0420342	Pending
<b>Center For Creative Education, Inc (0400328)</b>		

### Batch Entry Updating Status Codes

All schools within the region will be displayed sorted by district/diocese. However, you can change the way the list is sorted by picking on of the Sort By options.



The sort order can be changed to:

- Schools by county and school,
- Schools by their county and district/diocese,
- Schools by their geographical NAEP region and area,
- Alpha sort by school name, or
- Schools by their NAEP ID.

The list also can be subset to only one grade level and also subset to one of the status codes.

If you want to search for schools beginning with the same letter, use the alpha tabs at the top of the screen.

**Step 3.** Change or Update the value.

Click on the **Down Arrow** button next to the “Status Code” field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

**NOTE:** After you have updated information on one screen or page, you must click on the Save Page button before going to the next page of listings or returning to the main Batch Entry screen. If you do not, your changes will NOT be saved.

#### **4.3 Using Batch Entry to Update Multiple Fields**

If you want to select more than one field to update, you can do so, but only within one of the lists – district, school, or grade. You cannot select one value from the school list and one from the grade list.

All of the data entry fields for each of the district and school contact persons are available for updating through the Batch Entry process. If you want to have access to all of the fields for one of these positions – superintendent, for example – the first entry should be selected. For the superintendent this would be “Superintendent Information (All)” in which case all of the fields listed under this entry would be displayed for each of the districts.

To manually select more than one field, click in the box for each value to be selected. In the example below, we have selected two values in the school files to update – status code and actual grade enrollment.

istrict, School or Grade.

Grade values

Select variables to edit:

Status

Charter School

Pre-Assessment Visit Date/Time

Scheduled Assessment Date/Time

Actual Enrollment

Take All

Sampling Date

SLF Receipt Date

Date List Current

Percent Off Track

Batch Entry Multiple Selection

After double checking your selections, click on the **Edit Grade** button.

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School Name: \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School

Sort By: District/School [Next Page >>](#)

You are editing Grade: Any Status: Any

Number of Records: 25 Page: 1 of 2 Page Size: 20

School Name:	School ID:	Status Code:	Enrollment:
<b>Az Non-Public Non-Catholic Schools (04PPPPP)</b>			
1. Berean Christian Academy	0430157	Pending	0
2. Blue Hills Academy	0420297	Other ineligible	0
3. Blue Hills Academy	0430167	Pending	0
4. Cornerstone Christian Academy	0420287	Pending	0
5. Montezuma School	0430147	Cooperating	0
6. Verde Valley Christian School	0410147	Pending	0
<b>Bagdad Unified District (0401000)</b>			
7. Bagdad High School	0420332	Cooperating	0
8. David C Lincoln School	0410172	Pending	0
<b>Camp Verde Unified District (0401600)</b>			
9. Camp Verde High School	0430202	Pending	0
<b>Canon Elementary District (0401650)</b>			
10. Canon School	0420342	Pending	0
<b>Center For Creative Education, Inc. (0400328)</b>			

Batch Entry Updating School Status and Enrollment

Both fields will be listed. If the fields are too wide to be displayed on the screen, you will need to scroll to the right.

Don't forget to click on the **Save Page** button before leaving any screen in the Batch Entry option of the SCS. After making your updates, you can return to the main Batch Entry selection screen by selecting Batch Entry from the menu choices at the top of the screen.