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APPENDIX B. STUDENT DATA SYSTEM (SDS) USER'S GUIDE

10/19/2007

**2008 NATIONAL ASSESSMENT
OF
EDUCATIONAL PROGRESS**

Field Test and Arts Assessments

Student Data System (SDS)
User Guide

November 2007

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INTRODUCTION

The main function of the Student Data System (SDS) is to select the student sample for schools that do not submit their lists to NAEP electronically via E-Filing. In addition, the SDS is used to produce:

- Lists of sampled students for schools, including the Student Information Report;
- E-File Student Rosters used in the process of selecting samples of new enrollees;
- Labels and reports for SD and ELL questionnaire preparation; and
- The Inclusion Worksheets.

While the screen shots used throughout this document show screens from the SDS for the Field Test, they also apply to the Arts assessment. Where functions of the SDS have not changed for a few years, the screens may reflect previous versions of the SDS.

To launch the application, double click on the SDS icon on your laptop.



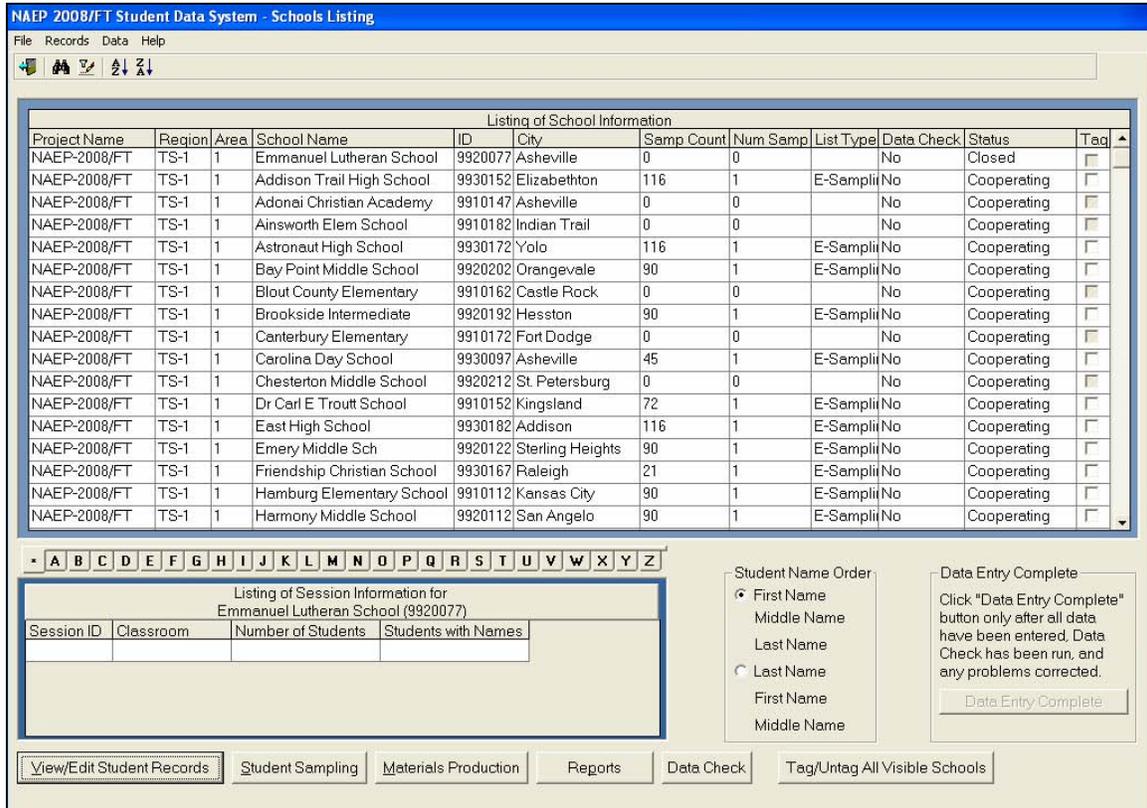
To ensure that the data cannot be accessed by someone other than those who should have access to the data, your NAEP user name and password are required to open the SDS.



The **Change Password** button should only be used if you are directed to do so by the NAEP help desk. This would only happen in the unlikely chance that you experience a problem accessing the system and called the help desk for assistance.

2. OVERVIEW OF THE SDS

Give the system a few seconds and you will see the main view.



SDS MAIN VIEW

2.1 Menu Items and Icons

As you click on the menu item a drop down list will be presented. Many of the functions that are available with the drop down options are also available with the icons below the menu bar. The menu options are shown below.

File	Records	Data	Help
Export > Export to Excel format Export to SDS format <u>Import from SDS and Excel Formats</u> Change Database > Main Database Test Database Exit Student Data System	Find <u>Filter</u> Sort records by column > Sort Ascending Sort Descending	Transmit and Close Sort	About NAEP 2008 SDS

2.1.1 File

The “export” and “import” options are available if someone is helping you with data entry. This option is further explained in section 10.

When you open the SDS, the default will be to display your “production” data or real schools. The test data (or training data) are made-up schools that are available for training and practicing with the SDS. These schools are accessed clicking on Change Database and selecting Test Database.

When you have completed your work in the SDS, click on File, Exit Student Data System to close the SDS. A confirmation box will be displayed in case you have selected this option by mistake.

Also, you can click on the “open door” icon (first on the left) to close the application. 

Windows applications usually have a button in the upper right with a red X in them allowing you to close the application. This has been eliminated from the SDS to ensure that data you have entered, updated, and/or corrected in the SDS are properly saved when you exit the system.

2.1.2 Records

The options in the Records dropdown list give you several ways to locate a school, as do the icons under the menu bar.

Find. Clicking on this menu option or on the binoculars icon will open the Find a Record dialog box. The default is to search for school name. To find a school by its ID, click on any school’s ID in the list of schools to put the focus of the system on that field. Then, click on Find or the binoculars icon (second from left).



Filter. Clicking on this menu option or the third icon will open the Filter dialog box. In this example, the focus of the system was on the NAEP ID field, so it will filter IDs. For example, if you enter 983 and click on the *OK* button, the list of schools will be “filtered” to display only those beginning with 983.

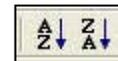


When you change the order of the schools in the main view using the Filter option, a Refresh Records button will appear at the top right of the main view. To restore the list to display all schools alphabetically by school name, click on this *Refresh Records* button.



Suggestions for using the filter include selecting all of the schools from one city or all cooperating schools. If the filter option is used for the School Name field, the information entered in the filter field must match the first word of school names.

Sort Records by Column – Ascending or Descending. When you click on this menu item or on one of the two sort icons, the list of schools will be sorted in ascending or descending order. The default is to sort on school name. To sort by another field, click on an entry in that column before selecting this option. Click on the *Refresh Records* button to show all schools in their original order, alphabetically by school name.



2.1.3 Data

This new menu option presents two new features: initiating the transmission process from within the SDS and multiple-level sorting the list of schools.

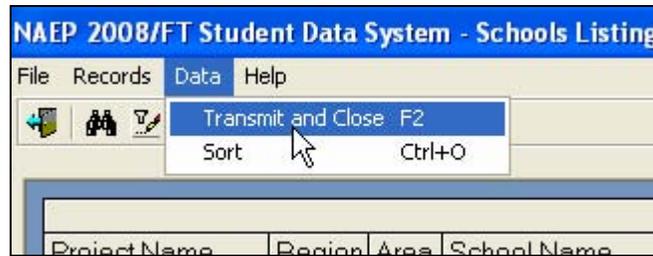
2.1.3.1 Transmit and Close

After you have completed work in the SDS for the day, it is now possible to initiate the transmission of data from within the SDS. The transmission procedure has been added to facilitate your transmissions and to encourage you to transmit as often as possible. Section 9 describes the transmission procedure that can be initiated with the SDS closed.

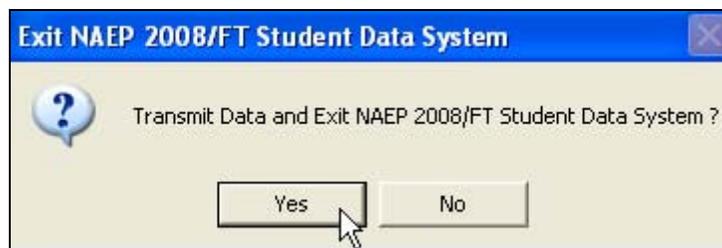
With the SDS open, follow the steps below¹ to transmit your data being sure that your computer is connected to the telephone.

¹ The screen shots in this section were made using the SDS for LTT. However, the screens will look exactly the same for the FT and Arts SDS for NAEP 2008.

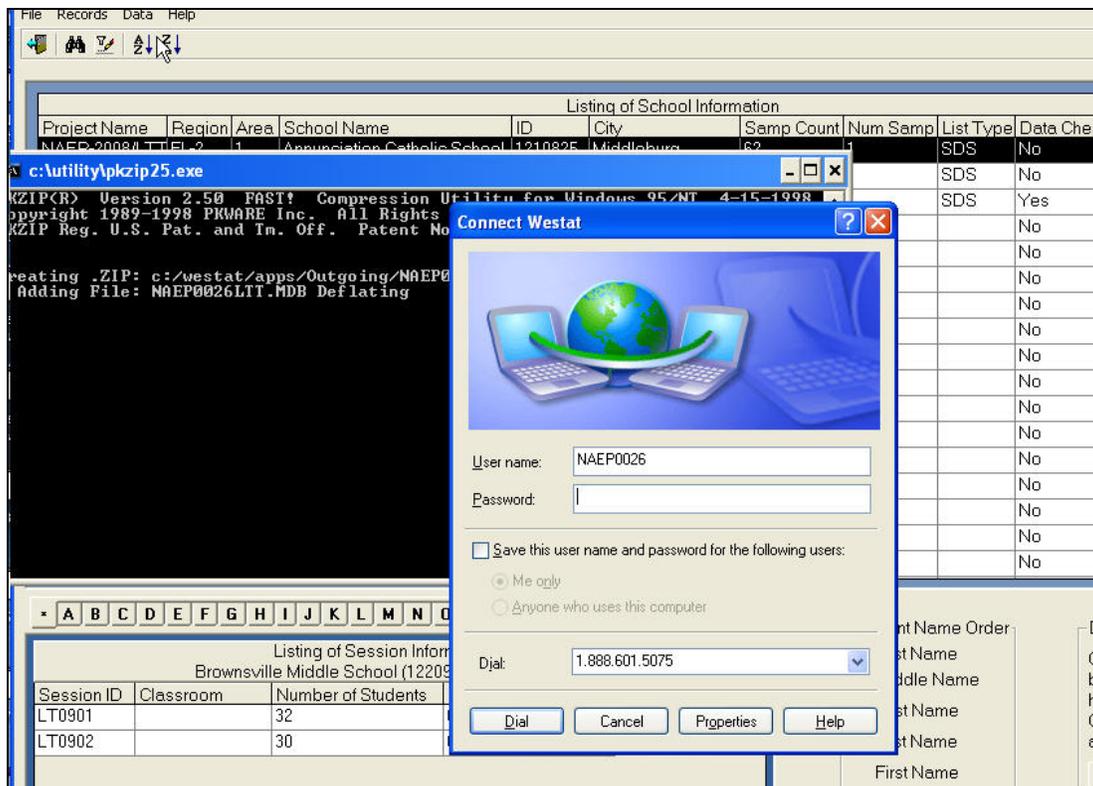
Step 1. At the top of the main SDS screen, select Data, Transmit or press the F2 key.



A transmit confirmation popup will appear. Click OK.

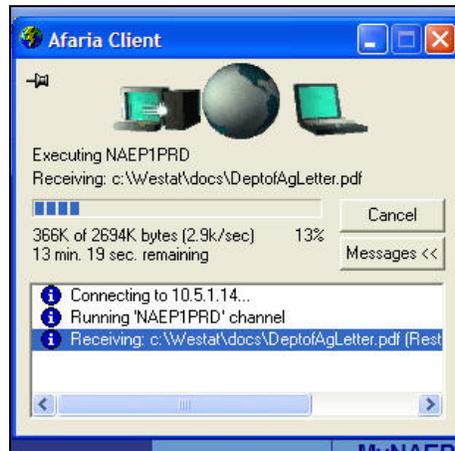


Another popup window will appear as the system gets the data ready to transmit and the dialup connection window opens.



Step 2. Enter your password and click the Connect button. Notice that the system opens the Westat dialup connection with no prefix. If you need to use a prefix, such as the 9 if you are in a hotel, you can enter it temporarily for this call. Click in the box displaying the phone number and type the 9 before the 1.

The system takes over, closes the SDS, and launches your browser when you are connected to Westat. The small Afaria Client window opens in the upper left and the transmission begins.



When the transmission is complete (sending files down to your computer as well as sending SDS data files to Westat), the Close button appears in the Afaria window.

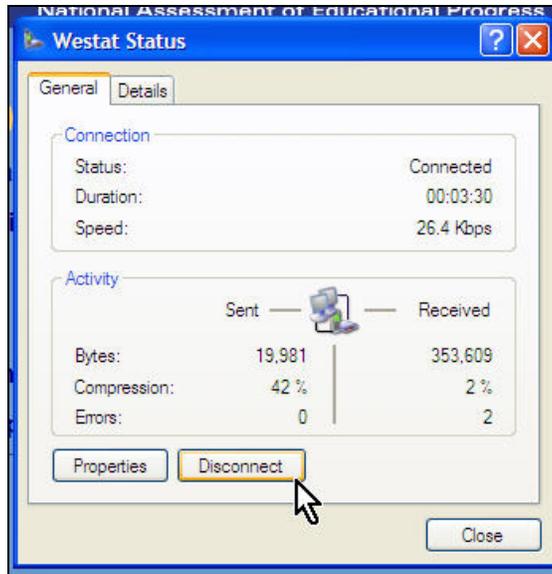
Step 3. Click the Afaria close button.

Step 4. Locate the internet connection icon on the task bar next to the time. It looks like two computer screens.



Internet connection icon.

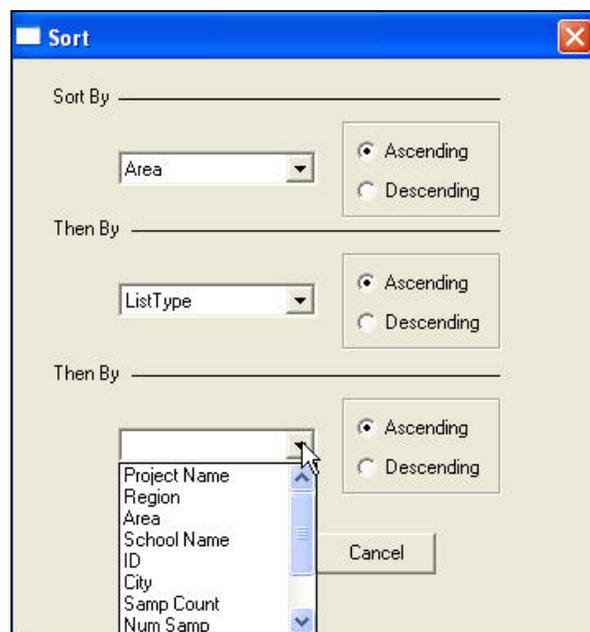
Double click on it to open the connection status window.



Step 5. Click the Disconnect button to close your telephone connection to the internet.

2.1.3.2 Sort

The sort function allows multi-level sorts of the list of schools similar to sorting within Excel files. When you click on Data, Sort (or Ctrl + O), the following pop up window opens.



Data Sort Options

Up to three levels of sorting are available. Click on the down arrow to reveal the list of fields which reflects the columns in the list of schools in the main view. In the example above, Area was selected as the main sort followed by List Type. Ascending or descending order can be selected.

After making your selection, click the OK button (hidden in this screen shot by the list of fields). The screen below shows the results of sorting by Area and List Type.

NAEP 2008/FT Student Data System - Schools Listing

File Records Data Help

Refresh Records

Listing of School Information											
Project Name	Region	Area	School Name	ID	City	Samp Count	Num Samp	List Type	Data Check	Status	Tag
NAEP-2008/FT	TS-1	1	Adonai Christian Academy	9910147	Asheville	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Ainsworth Elem School	9910182	Indian Trail	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Blount County Elementary	9910162	Castle Rock	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Canterbury Elementary	9910172	Fort Dodge	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Chesterton Middle School	9920212	St. Petersburg	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Emmanuel Lutheran School	9920077	Asheville	0	0		No	Closed	
NAEP-2008/FT	TS-1	1	Grace Christian School	9920177	Raleigh	0	0		No	School Refusal	
NAEP-2008/FT	TS-1	1	Hope Christian School	9925177	Durham	0	0		No	Pending	
NAEP-2008/FT	TS-1	1	Melba High School	9930192	Meriden	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Monroe County Middle School	9920222	San Antonio	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	New Hope Christian School	9910087	Candler	0	0		No	Pending	
NAEP-2008/FT	TS-1	1	Oregon Trail Jr High	9920142	Gainesville	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Richardson Middle School	9920132	Wilmington	0	0		No	Cooperating	
NAEP-2008/FT	TS-1	1	Walter S Grove Christian Academy	9930107	Lexington	0	0		No	Has sampled gr	
NAEP-2008/FT	TS-1	1	Addison Trail High School	9930152	Elizabethton	116	1	E-Sampling	No	Cooperating	
NAEP-2008/FT	TS-1	1	Astronaut High School	9930172	Yolo	116	1	E-Sampling	No	Cooperating	
NAEP-2008/FT	TS-1	1	Bay Point Middle School	9920202	Orangevale	90	1	E-Sampling	No	Cooperating	

Listing of Session Information for Adonai Christian Academy (9910147)

Session ID	Classroom	Number of Students	Students with Names

Student Name Order:
 First Name
 Middle Name
 Last Name
 Last Name
 First Name
 Middle Name

Data Entry Complete
 Click "Data Entry Complete" button only after all data have been entered, Data Check has been run, and any problems corrected.
 Data Entry Complete

View/Edit Student Records Student Sampling Materials Production Reports Data Check Tag/Untag All Visible Schools

List Sorted by Area and ListType

If the list had been sorted in descending order, the SDS-sampled schools would appear at the top of this list.

To return the list to its original order, click the Refresh Records button that appears above the list whenever the list is sorted.

2.1.4 Help

The version number and system information are available under About NAEP 2008 SDS. If it is necessary to update the SDS on your laptop, you will be sent an e-mail message telling you to transmit. The message will also tell you the version number of the SDS that you should have after you have transmitted. To ensure that you have received the new version of the SDS, you will check here.

2.2 School Information

Your schools are listed in the top matrix of the main screen of the SDS. The order is alphabetical by school name within area. The school status codes will be updated when you transmit if they have been changed in the SCS. This will help you to keep track of the schools for which sampling will not be required (refusals, out of scope, etc.) as well as those for which you will need to sample.

The column headed *Samp Count* displays the number of times the student sample has been selected for a school in the SDS. This is important information for the statisticians and all previous sampling information is saved for future reference, though only the most recent sample results will be displayed for you to see.

The number sampled column *Num Samp* displays the number of sampled students. This will help you to keep track of those schools for which the sampling has been done and its results.

List Type refers to how the student sample was selected. Those schools submitting their lists through E-Filing will be noted as E-Filing. You must not sample these schools. The schools that are sampled in the field with the SDS will say SDS.

The *Data Check* column will show whether you have run the checks on the data you have entered in the SDS. See section 8 for more information on running this report.

The *Status* column will note the disposition status of each school when the data are loaded on your laptop. As the field period proceeds, these status codes should continue to reflect the status codes noted in the SCS if you transmit regularly.

Schools can be tagged or selected by clicking in the *Tag* column which will put a check mark in the box. No Tag check boxes will be displayed when you scroll down the list until you have clicked on one of the schools in the view. That will place the focus of the system on that view of 17 schools. This function is explained in section 3.

The bottom of the screen shows session information for the school you have selected in the list of schools. The default is to display the session information for the first school in the list.

Scroll down the list of schools by using the scroll bar on the right.

Select an alpha tab to see only the schools beginning with that letter. Return to the full list by clicking on the first tab with the asterisk.

2.3 Session Information Matrix

Sessions are assigned to schools when the student sample is drawn. Thus, if the student sample has not been selected, the session information matrix will not show any session information.

Listing of Session Information for Blout County Elementary (9910162)			
Session ID	Classroom	Number of Students	Students with Names

Session matrix before sample is drawn

After the sample is selected, the matrix will show the allocation of sessions as shown in the example below.

Listing of Session Information for Astronaut High School (9930172) Session FT1201			
Session ID	Classroom	Number of Students	Students with Names
FT1201		32	32
FT1202		32	32
FT1203		32	32
FT1204		1	1

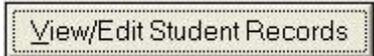
Session matrix after sample is drawn

After the sample has been drawn, the information in this matrix shows:

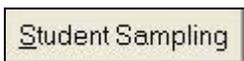
- The sessions assigned to the school (one session per line with its assigned session ID),
- Classroom information (if recorded during the sampling),
- The number of students sampled for each session, and
- The number of students for which you have entered names.

2.4 Main View Buttons

You will use the buttons at the bottom of the main view for the various options available in the SDS. Their functions are briefly described below. Before clicking on any of these buttons, be sure that the school on which you want to work is highlighted by clicking on the school name or ID first.



Click on the *View/Edit Student Records* button to see or to edit the student demographic data for a session in a selected school. Since this is session-level information, be sure that you have indicated which session in the school you want to view or edit by clicking on the session ID before clicking on the *View/Edit Student Records* button. After you sample the students, you (or an assistant) will click on this button to access the screen where you will enter the sampled students' demographic information in the SDS. (See Section 5.)



Click on the *Student Sampling* button to begin the process of selecting the primary sample and printing out the sampled line numbers.

You will also use this button if you want to print out a second copy of the sampled line numbers for a school. (See Section 4 for more details on sampling.)

When necessary, you can resample the school (deleting the original sample and all student data) through this option.

Materials Production

Click on the *Materials Production* button access a menu of reports and labels that can be printed with student data. See Section 6 for more on this part of the system and the new functionality available that allows you to print forms for several schools at the same time.

Reports

When you select this menu option, the system launches the Reports set up screen. Using this option you can create a specialized Student Data Report allowing you to specify which fields to include and how you want the list sorted.

The reports option also includes a Sampling Progress Report. This report lists the schools and, for each, indicates the sampling method, the number of eligible students (“Number on SLF”), the number sampled, and the next sampling step for the school.

The reports are discussed in more detail in section 7.

Data Check

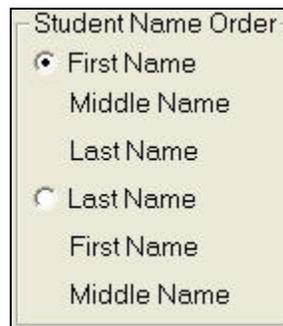
After the student names and demographic data have been entered, the data must be double checked against the original list from the school. When the data are confirmed, you will run the Data Check Report which will produce a report on the data as another check on the data entry. See section 8 for further information on this report.

Tag/Untag All Visible Schools

Schools may be tagged or selected individually or by clicking on this button. Clicking the Tag/Untag button results in check marks being displayed in the Tag boxes of all sampled schools in the current view of 17 schools. See section 3 for more information on using the Tag function.

2.5 Student Name Order

Some of your schools will provide lists of student with the first name first (Judy Smith, for example) and some of your schools will have the student names with the last names first (Smith, Judy, for example). To facilitate data entry, at the bottom of the main screen you can select the order that matches the list you are working from.



The default is for the name fields to be displayed for data entry and viewing first, middle, and last. However, the can be changed at any time to last, first, and middle by clicking in the circle before “last name.”

2.6 Data Entry Complete

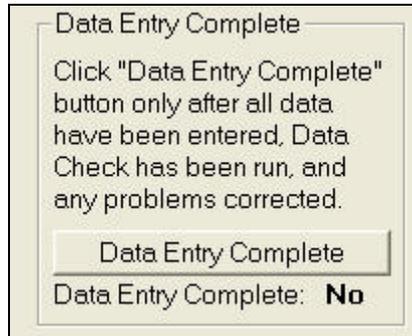
After all student data have been entered and double checked (including running the Data Check Report), you will click on the “Data Entry Complete” button in the lower right of the main view.

Before running the Data Check Report, this button will be grayed out, not available.



“Data Entry Complete” Before Running Data Check

After you run the Data Check Report and made any necessary corrections, the button will be available.



“Data Entry Complete” After Running Data Check

When you click the “Data Entry Complete” button and confirm your choice, the “No” will be changed to “Yes” and when you transmit, the complete data analysis can be run on the student demographic data.

If you make any changes to the student data after clicking on the “Data Entry Complete” button, it will be reset to inactive and you will need to run the Data Check again. Then, click the “Data Entry Complete” after making sure that any issues noted on the Data Check Report have been addressed.

If you do not click on this button, the reports generated in the home office will show that you have not completed your sampling work in this school and you will be contacted to explain why you have not completed your work.

3. TAGGING SCHOOLS

Tagging schools could also be thought of as flagging, marking, selecting, or picking schools. Before a school can be tagged, the student sample line numbers must have been selected either by the SDS or the school must have been E-Filed and E-Sampled at Westat. When you scroll down the list of schools, the tag boxes in the Tag column will not be available until you click on one of the schools so that the focus of the system is on one of the 17 schools currently in view.

Tagging one or more schools in the main list of schools in the SDS will identify those schools for special action. Tagging will permit you to:

- Export the sampled school(s) so that another staff member can assist you in student data entry; or
- Identify several sampled schools for which you want to print the same document(s)

Exporting schools for assistance in data entry (see section 10) has been available as a feature of the SDS for several years. The only modification to this procedure for NAEP 2008 is the way in which you “tag” the school. The new Tag column permits you to tag schools individually by clicking in the Tag cell for the school. To select or tag all of the sampled schools in the list of 17 that you can see at one time, use the button at the bottom of the screen labeled “Tab/Untag All Visible Schools.”

After the school or schools that you want to export have been tagged, proceed with the export procedure as explained in section 10.

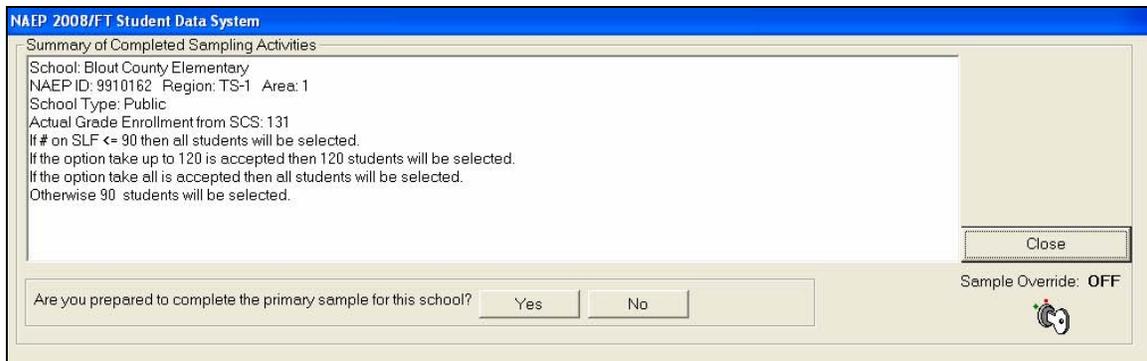
The tagging procedure also facilitates printing by identifying several schools for which you want to print the same or several forms more quickly than in the past. After tagging the schools, click on the Materials Production button and select the form to be printed. Section 6 contains more information on this new procedure.

4. STUDENT SAMPLING

We will begin discussing how you will use the SDS by going through the steps that you will follow to draw the sample of students.

4.1 Steps in Selecting the Sample

When you are prepared to sample the students (you have double checked the list of eligible students from the school and it is accurate, up to date, and complete), locate the school's name on the list of school in the SDS. Click on the school's ID or name to put the focus of the system on the school. Next, click on the *Student Sampling* button at the bottom of the screen and you will see a screen similar to the one displayed below. In this series of steps, we will use Blout County Elementary, one of the schools in the test data as our example.



Beginning Student Sampling

This screen provides you with several useful pieces of information that you should review before proceeding. When you are ready to complete the primary sample (original sample) for this school, click on the Yes button and the screen will refresh and you can enter the total number of eligible students.

Note. If you proceed at this point and select the line numbers, transmit, and do not enter the student data within a few days, you will receive an e-mail message from the Westat statisticians asking why the student data have not been entered. Do not begin this procedure unless you are prepared to enter the data right away (or have help in doing so). If you need estimates on the sampling results for a school (i.e., the number of sessions to be held and how many students might be selected), see the SCS User Guide section 3.4.4 Student Sampling Result Preview.

NAEP 2008/FT Student Data System

Summary of Completed Sampling Activities

School: Blount County Elementary
 NAEP ID: 9910162 Region: TS-1 Area: 1
 School Type: Public
 Actual Grade Enrollment from SCS: 131
 If # on SLF <= 90 then all students will be selected.
 If the option take up to 120 is accepted then 120 students will be selected.
 If the option take all is accepted then all students will be selected.
 Otherwise 90 students will be selected.

Instructions for Next Sampling Activity

Review the Student Listing Form:

Confirm with school that the SLF is up to date for all eligible students. For year-round schools, confirm that the SLF contains only students who will not be on break on the expected assessment date. Number all eligible students on the SLF consecutively across all pages on the SLF.

Enter the number of students on the Student Listing Form:

Ready to Enter Number from SLF for Sampling

Follow the instructions carefully and then enter the total number of eligible students from the list provided by the school (referred to as the SLF², here) in the small window. The cursor will be flashing and the zero will be highlighted. When you enter the number of students, the zero will be deleted. Click on the *Select Primary Sample* button to sample.

Students Selected via the Primary Sample

C1 Line Numbers:
 6, 28, 50, 72, 94, 116

C2 Line Numbers:
 18, 40, 62, 84, 105, 127

FT Line Numbers:
 1, 2, 4, 5, 8, 9, 11, 12, 14, 15, 17, 20, 21, 22, 24
 25, 27, 30, 31, 33, 34, 36, 37, 38, 41, 43, 44, 46, 47, 49
 52, 53, 55, 56, 57, 59, 60, 63, 65, 66, 68, 69, 71, 73, 75
 76, 78, 79, 81, 82, 85, 87, 88, 89, 91, 92, 95, 97, 98, 100
 101, 103, 104, 107, 108, 110, 111, 113, 114, 117, 119, 120, 121, 123, 124
 126, 129, 130

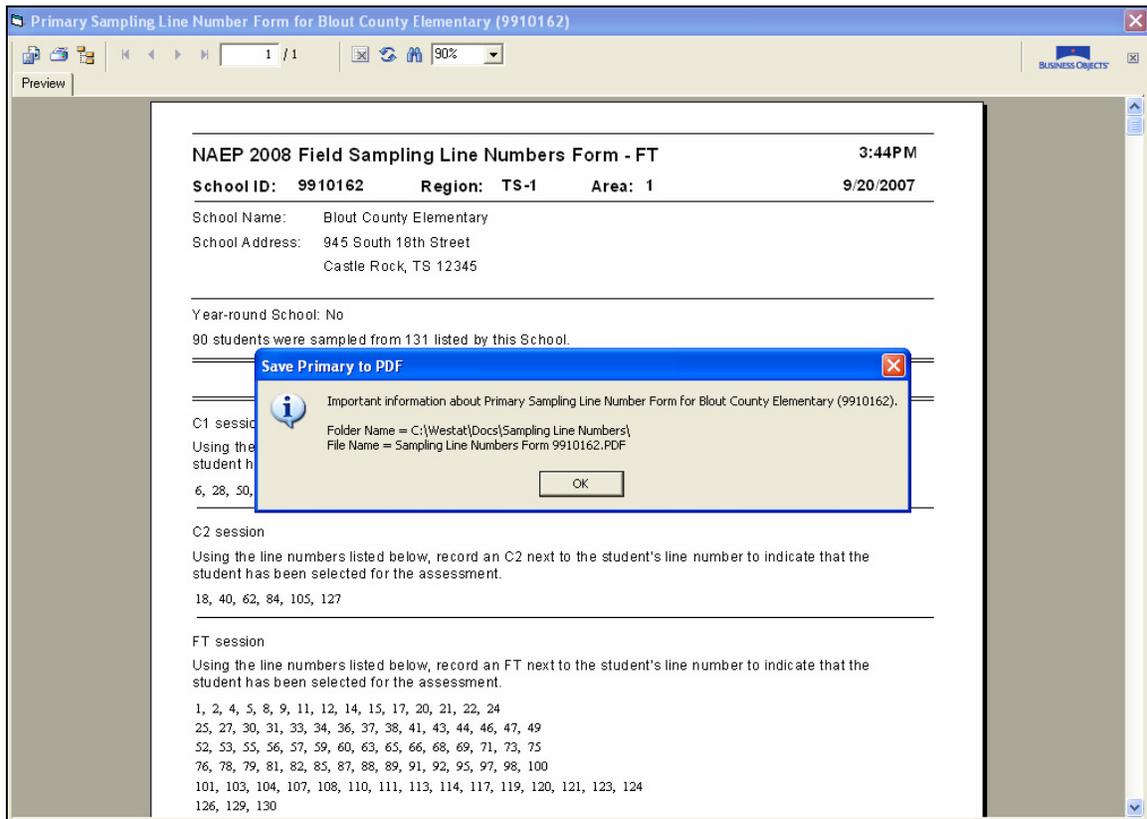
Primary Sample Line Numbers

The selected line numbers are displayed for the sessions to be conducted in the school. (There will be 15 numbers on each line displayed.) Click on the *Print Page* button to print the list of numbers (there is no other option available). If there is a problem with your printer and the numbers do not successfully print, it will be possible for you to return and print these later.

² SLF stands for Student Listing Form. This form may or may not have been used by the school. The shorthand way of referring to the list of eligible students is used throughout the system and should be interpreted as the list of eligible students received from the school.

When you click *Print Page*, after a brief delay, the Field Sampling Line Numbers Form will be displayed.

A pop up window will appear on top of the Form, notifying you that a file containing this report will be saved to the Sampling Line Numbers subdirectory on the laptop. The name of the file (which contains the school ID) is displayed along with the complete path to the file. This will allow you to reprint these lists of sample line numbers without having to reopen the SDS, if you want to.



To locate the sampling line numbers file without opening the SDS, click Start, My Computer, double click Local Disk (C:) double click Westat, double click Docs, and double click Sampling Line Numbers. This should give you the list of files for the schools for which sampling line numbers have been created.

After you click on the OK button in the small pop up window, the Instructions for Sampling New Enrollees will be displayed. It will also have a pop up window on top of it reminding you that a pdf file of these Instructions will also be saved to your hard drive.