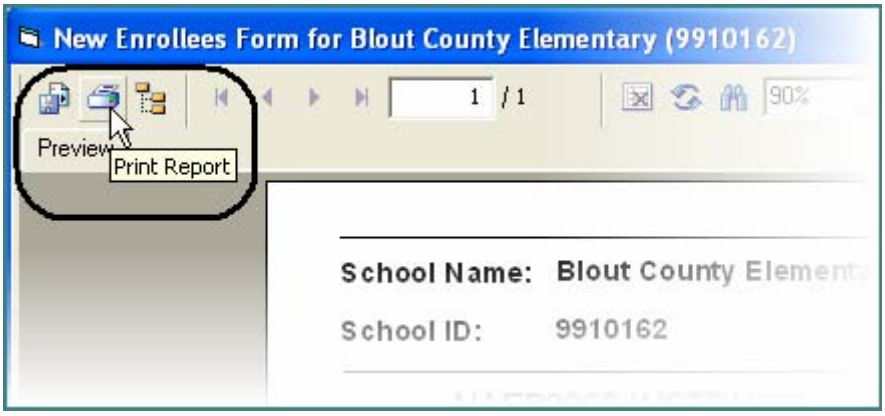
4.2 The Sample of Newly Enrolled Students

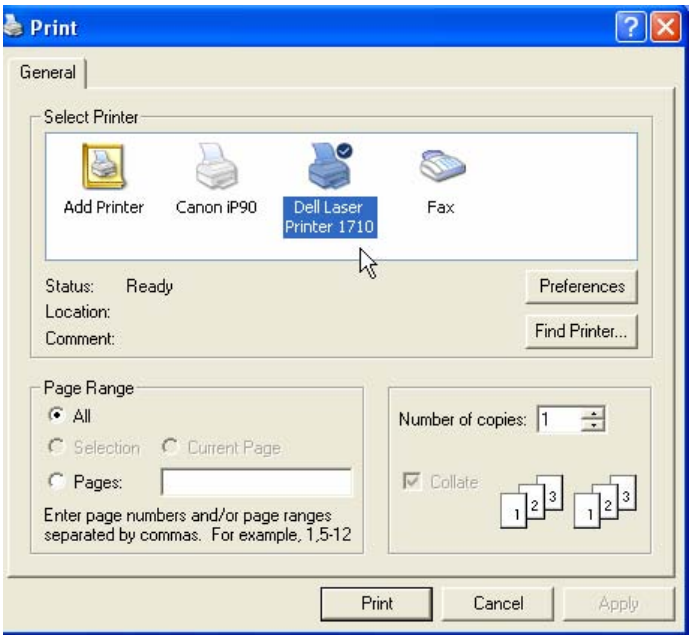
Most schools submit their list of eligible students and the samples are drawn several months before the assessments. When a school's student sample is selected in the fall and the assessment is conducted in February, it is quite possible that new students will have enrolled in the sampled grade. These newly enrolled students must be given a chance to be included in the sample. This sampling will be done during the preassessment visit.

4.3 Printing the Forms

Before closing the screen displaying the Instructions for Sampling New Enrollees, you should print out these instructions. Click on the print icon in the upper left corner of the window.



This will open the print dialog box which will give you the opportunity to change the printer, if you need to. When you travel and use the Canon portable printer, you may need to change the printer from the Dell laser printer which is normally the default printer.



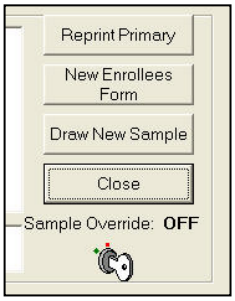
Print Dialog Box

After printing the Instructions, click on the red X in the upper right corner of that window to reveal the Field Sampling Line Numbers Form. It can be printed out in the same way and then closed by clicking on the red X.

Place the Instructions for Sampling New Enrollees in the school folder. It will be needed during the preassessment visit.

Follow the instructions on the Field Sampling Line Number Form and, using the sample line numbers, mark the selected students on the list of eligible students.

Note that *Reprint Primary* and *New Enrollee Form* buttons are available if you need to reprint the sampled line numbers while working in the SDS.

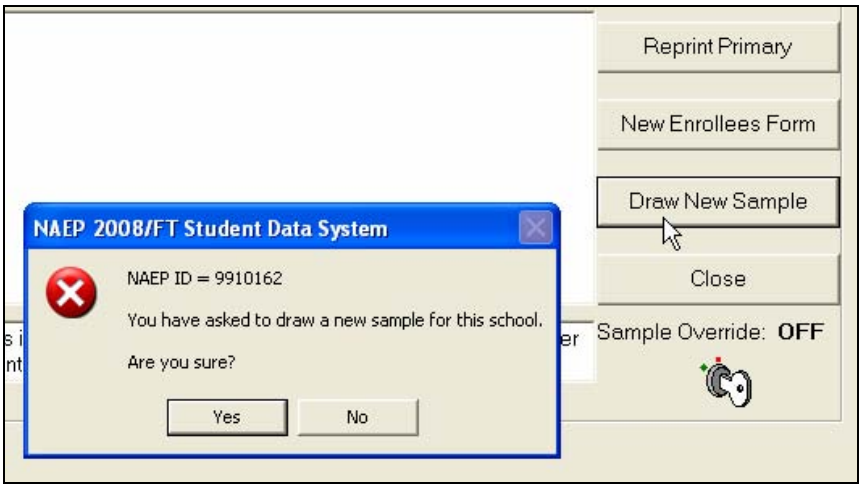


If there is a problem with your printer and you cannot print these instructions, you can print them later either from within the SDS or by locating the PDF files in C:\Westat\Docs\New Enrollees Form.

4.4 Draw New Sample

If an error is made and you need to resample the school, you can remove the previous sample that was drawn. This should be done only if you are sure that the original information was incorrect.

On the main view of the SDS, locate the school and select the *Student Sampling* button. Locate the button on the right labeled *Draw New Sample* and click on it. When you do this, a dialog box will appear asking you to confirm that you want to remove the previous sampling step for this school. Click on the *Yes* button.



New sample confirmation

Remember that completing this step will remove the previous sampling step and all student data that might have been entered for this school.

Click on the *Yes* button to indicate you are positive you want to resample the school. When you click the *Yes* button, <u>the previous sample and all data will be deleted</u> and you are returned to the sample window.

At this point, you can enter the newly determined number of eligible students and draw the new sample.

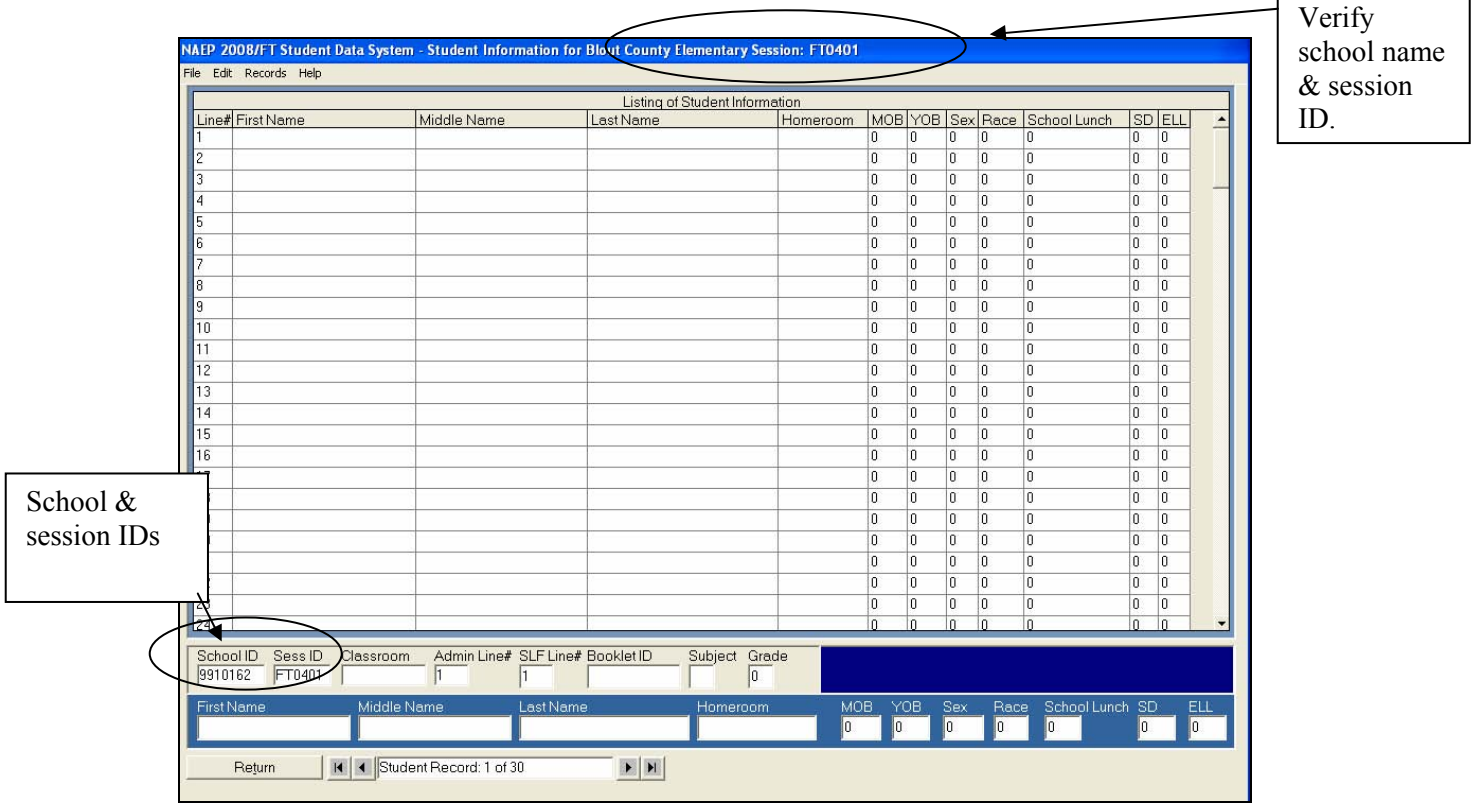
5. ENTERING STUDENT DATA IN THE SDS

After the Student Data System has selected the sample and the sampled students have been identified on the list of eligible students, the students' demographic information can be entered in the SDS.

To be sure that you are entering information for the correct school and the correct session, follow the steps below carefully:

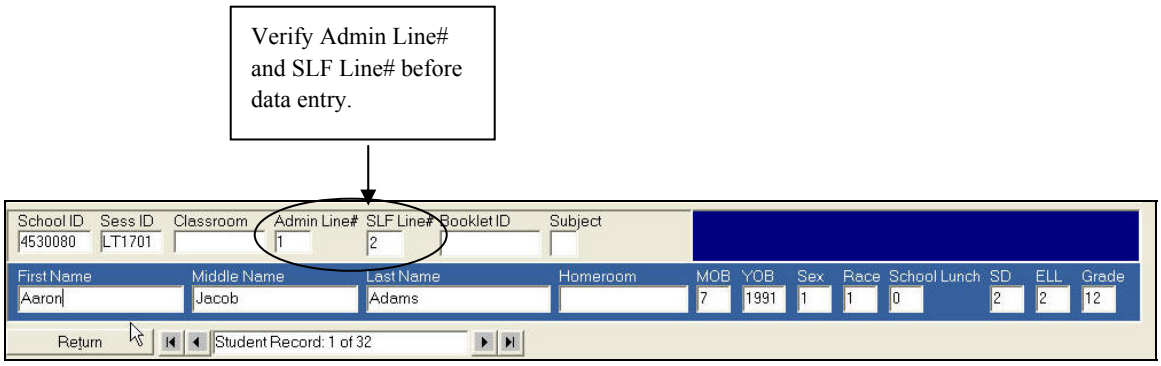
- Locate the **school name** on the SDS list of schools and click on the school's name or ID.
- In the session matrix in the bottom of the screen, locate the **session ID** for the session for which you want to enter student data. Click on the session ID.
- Click on the *View/Edit Student Records* button at the bottom of the screen.

Once you are in the data entry screen, double-check the school name and session ID (displayed at the top and bottom of this screen) to be sure that this is the correct school and session database.



Student Data Entry Screen

Before beginning data entry on any student, double-check the Administration Schedule line number and the SLF line number.



Entering Student Data

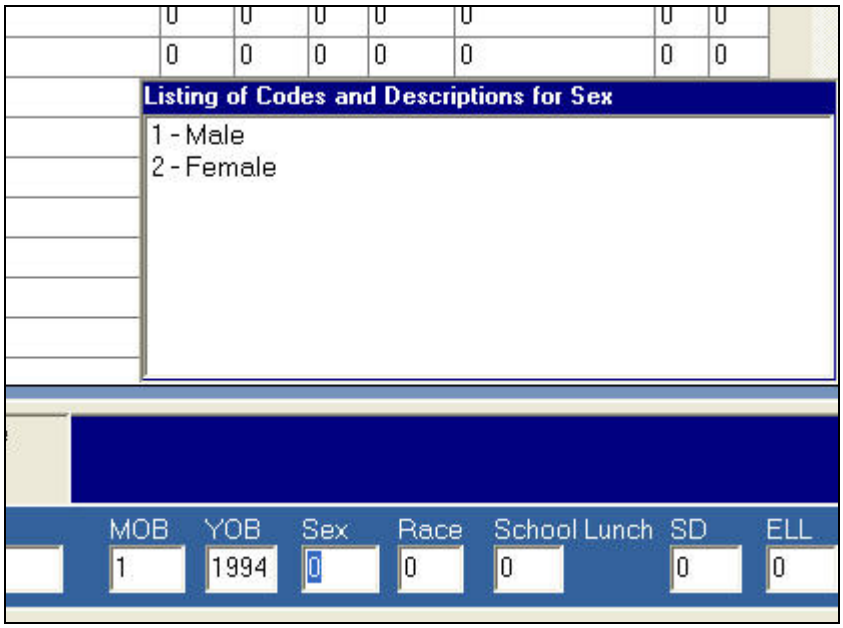
5.1 Entering Data

Individual student data are entered in the bottom part of the screen. Depending on which option you selected on the main page, student names will be entered either first name, middle name, last name or last name, first name, middle name.

With the cursor flashing in the first field at the bottom of this page, type the name for the first field and use the tab key to move to the next field. Middle names are not required, but if included on the student list, they should be entered.

Tab to the MOB (month-of-birth) field, enter the month. (It is NOT necessary to zero fill for the month.) Tab to the YOB (year-of-birth) field and enter the year. It will be necessary to enter all four digits of the birth year for every student.

When you reach the field for the student's sex, a pop up window is activated displaying the choices and values – 1 for males, 2 for females.



Listing of Codes

Enter the code number and tab to the next field. Continue entering the code numbers and tabbing to the next field.

When you have typed the data for the last field, press the Enter key rather than the Tab key. This will record the data for that student, clear the data-entry fields, and move your cursor to the first field so you can enter data for the next student.

To facilitate date entry, for most fields (except for name and month of birth), it is possible to automatically fill all students' records with the same codes in a process is explained in section 5.2.

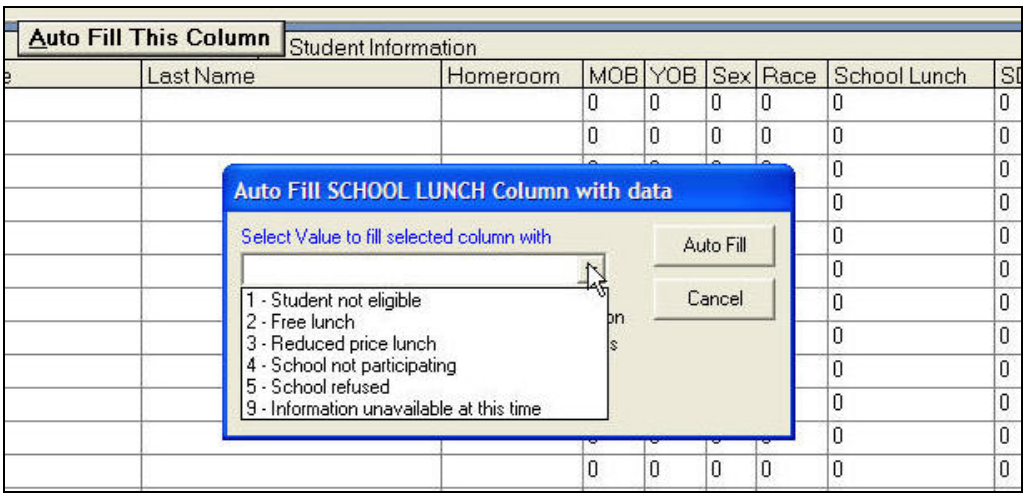
5.2. Batch Entry of Student Data – "Auto Fill"

In most schools, some of the student information will be virtually the same for every student. For example, most students will be SD = No and most will be ELL = No. To facilitate data entry for these fields, the SDS will allow you to enter the same information for every student in a session or for all sessions in a school, as a "batch" (all at the same time). The process is explained below.

As an example, after entering information for one student, you notice on the list of students that the school lunch field for all of the students in this session will be coded as "4 - School not participating". Follow the steps below.

To access the batch entry feature:

- Move the mouse pointer into the grid at the top of the window in the field you want to change for all students, the "Lunch" field in this example.
- Click once in a cell in the Lunch column to reveal the button labeled "Auto Fill this Column" at the top of the grid.
- Click on the *Auto Fill* button to reveal the dialog box. Notice that the option is available to set the same value for all sampled students in the school or just this session. This session is the default.
- Click on the down arrow button to reveal the codes and the options as shown below.



Auto Fill School Lunch

- Click on your selection ("4-School not participating", for this example) and then on the *Auto Fill* button.

Immediately, this field will be filled with "4" for every record in this session, including those records for which no other information has been entered.

Sometimes, most students have the same code, but a few do not. In these cases, after using Auto Fill to set the code for all students in this session, if one or more of the students'

codes need to be changed, go to the students' records and change the codes using the data entry fields at the bottom of the screen.

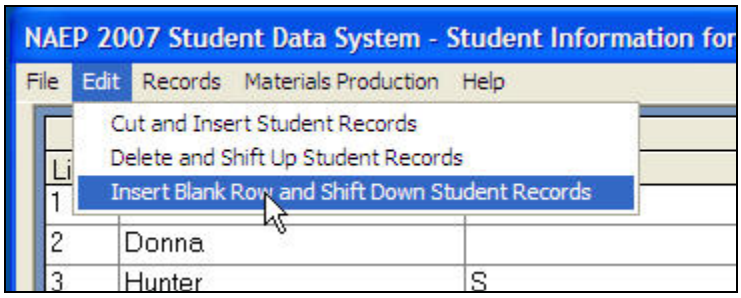
Auto Fill can be used before or after you have started student data entry.

5.3. Correcting Mistakes in Data Entry

After entering the student information, you should print out the data using the Student Information Report (see Section 6.3) and have someone other than the person who entered the data double check the data. Any mistakes should be corrected immediately.

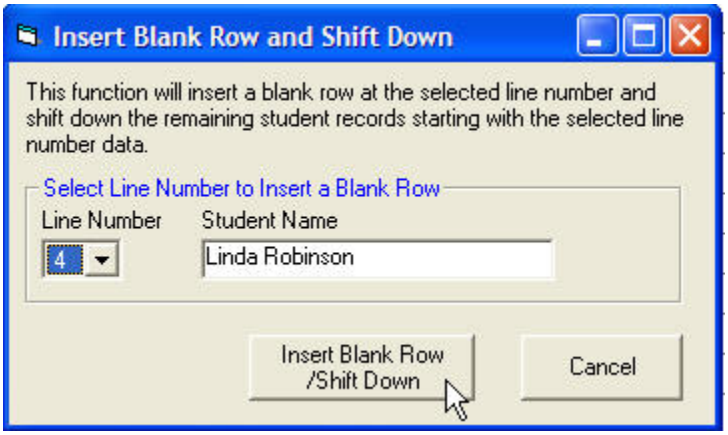
If you discover that a student was inadvertently left out of a session for which he/she was selected, it will be possible to insert the student as follows if you have not completed data entry for the session.

Click on "Edit," and on the option, "Insert Blank Row and Shift Down Student Records."



Edit, Insert Blank Row

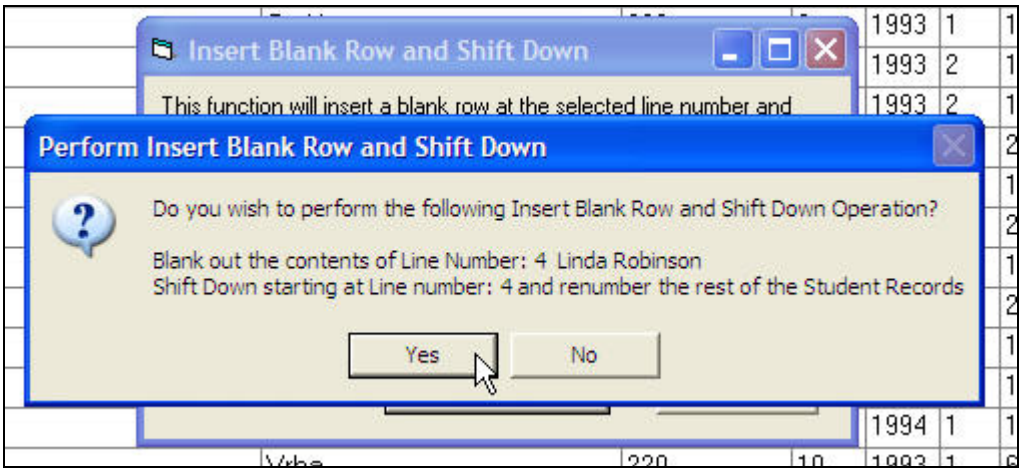
This will open the following dialog box.



Insert Blank Row here

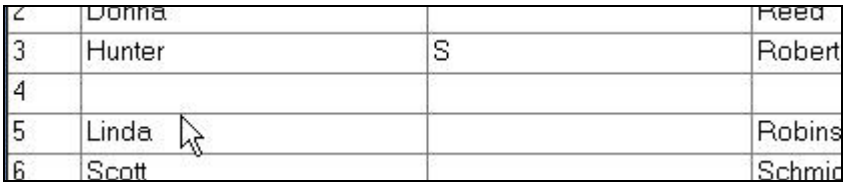
Click on the down arrow button and select the row into which you need to insert the blank row for a student's name and demographic data.

Click on the **Insert Blank Row/Shift Down** button and you will get a confirmation dialog box.



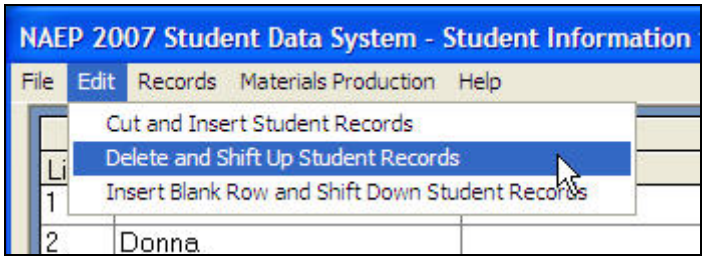
Insert confirmation

Read it carefully and click the *Yes* button (unless you made a mistake and need to back up) and the record you have identified and all other records moved down.



Blank Row Inserted

If you discover that you have entered information for a student who does not belong in this session, another feature allows you to delete a student record and shift all other records up one line.



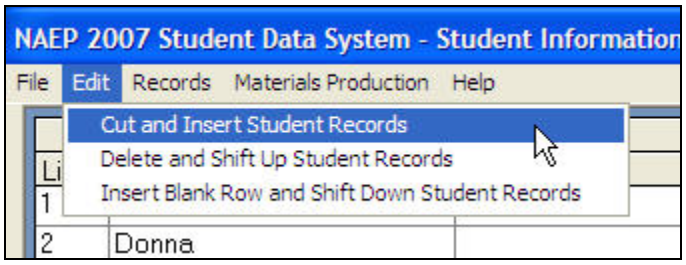
Edit, Delete and Shift Up

As you see in the following screen shot, after you select the option Edit, Delete and Shift Up Student Records, you are asked which line number and corresponding student name you want to delete.

Delete Student Record

Select the line number of the student record you want deleted. Double check the name to be sure that you have selected the correct line number. Click on the *Delete/Shift Up* button and the records will be updated.

The third option available under "Edit," is "Cut and Insert Student Record" which will allow you to move ("cut") a student record from one line number and add it to ("insert in") another line.



Edit, Cut and Insert Student Record

When you select this option, the following dialog box will open.

Cut and Insert Dialog Box

Select the line number to be cut and the line number where it is to be inserted. Click the Cut/Insert button and the record will be moved and the other records will be moved down.

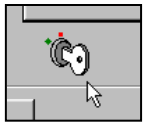
5.4. Special Situations and Exceptions

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number.

If permission has been given to for either of the exceptions noted below, a Special Situation Form will have been completed. The hard copy form will be in the school folder. The information will also appear in the Special Situation section of the Sampling tab of the School Edit page in the SCS.

5.4.1. Assess All Students

While this is seldom allowed for public schools, if permission has been given by NECS for a school to assess all students instead of the number to be sampled, an override option is available in the SDS.



To over ride the sample size in a school, select the *Student Sampling* button and locate the "key" on the right side of the screen. When the mouse pointer is held on the key for a second, it will be identified as "Take All Students Override".

Click on the key and a confirmation box will appear in case you selected this in error. Click on "Yes" and you are returned to the sampling screen. The key will then be labeled "Sample Override: Yes" as a reminder.

Proceed with the sampling procedure described in section 4.

If a school requests that <u>unsampled</u> students be added to a session after the student sample is selected, you should obtain approval from your field manager. This not-in-sample option will require more materials and possibly additional assessment staff. If approved, these students will be assessed and given the administration code #56.

5.4.2. Assess Fewer Students

Assessing fewer students may involve assessing a smaller number of students or not assessing a particular subject. This request should have already been resolved. You must discuss this with your field manager.

If your field manager tells you that this has been approved, the sample should be drawn as usual. The student demographic data must be recorded in the SDS for the session(s) in

which some or all students will not be assessed. (Do not enter the student names.) If an entire session will not be conducted, the Administration Code for each student must be recorded on the Administration Schedule as Administration Code **49**, Session/subject refused by school.

In some instances, a school may refuse to assess students in a particular subject. In this case, all students who were sampled to be assessed in that subject should be coded with Administration Code **49**, Session/subject refused by school.

5.4.3. No Other Options

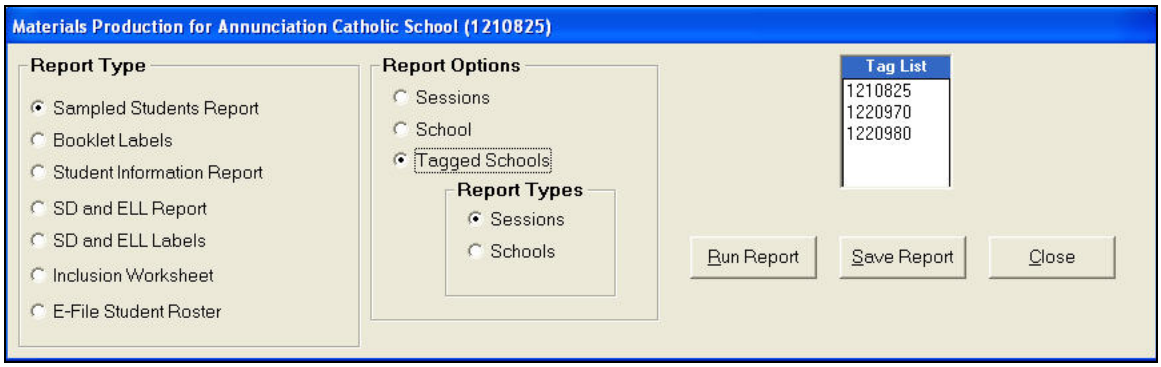
The two options above are the only special options that might be allowed. It is **not** possible to sample whole classrooms, or to select the sample from a list of students in only some classes.

6. MATERIALS PRODUCTION

The Materials Production section of the SDS will allow you to print documents and forms either for one session at a time or for all sessions in the school or for all tagged schools. This new option (printing all tagged schools) will permit users to print the same form/labels/etc. for several schools without having to print them for one school at a time.

- A list of sampled students;
- Booklet labels;
- Student Information Report;
- SD and ELL Report;
- SD and ELL student name labels;
- Inclusion Worksheet; and
- E-File Student Roster

On the main view, click on the school name to put the focus of the system on that school or tag several schools. At the bottom of the main view, click on the button labeled *Materials Production*. The following dialog box will appear.



Materials Production Menu

6.1 Sampled Students Report

A list of the sampled students can be printed for one session in the school, all sessions, or for all tagged schools. To see a list of the students for one session in the school, click on Report Type – Sampled Students. Under Report Options, click on Session. The first session

number will appear under Sessions. If this is the session for which you want a list, click on the **Run Report** button.

The report shows the students' homerooms if they have been entered as well as the students' names and session numbers.

To print out the list, while looking at the list, click on the print icon at the top of the screen. This list could be put in the school folder and eventually sent to or given to the school coordinator for use in locating and notifying the selected students.

See section 6.8 below for more information on viewing and printing these lists and the other materials from the Materials Production section of the SDS.

6.2 Booklet Labels

Pearson will print booklet labels for all of the sessions in all of your schools. If the school E-Filed, Pearson will print those booklet labels with sampled student names (if names were provided for sampling) as well as school and session IDs.

Schools that do not submit their lists electronically nor send information to the state office for sampling will have booklet labels as well. However, these labels will not contain student names (only school, session, and booklet IDs). If you draw the sample using the SDS and want to print booklet labels with sampled student names, use this option in the Materials Production option of the SDS.

The labels can be printed by session or for the entire school (sorted by session) or for all tagged schools.

Note: If you print labels for several schools at the same time, you must be aware that these will print continuously. There will not be a page break for each school. Multiple sessions and multiple schools can be on one page of labels, so it is extremely important to <u>match the school and session ID as you affix the labels to the booklets</u>.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.

See Section 6.8 for information on viewing and printing.

6.3 Student Information Report

After sampled student demographic information has been entered for a school, you should print out a copy of the data to double-check the data entry. The Student Information option will give you a printout of all of the student data that have been entered for each session.

When you select this option, the Student Information Report is displayed so that you can see what fields have been completed. Click on the print icon to get a hard copy to use in checking the data entry against the original information from the school.

If any of the student demographic data that were requested were indicated as unavailable (school lunch information, for example), you will enter the code number "9." However, the Student Information Report will not print a "9" (the cell will be blank) so that the school coordinator will be alerted to supply the information.

After you have double checked student data entry and made any necessary corrections, print out another copy of the Student Information Report to be sent to the school. The bottom of the report contains a legend of on the NAEP demographic codes used on the report to assist schools in identifying incorrect and/or missing data. An example of this code information is shown below.

29	WARD, RICHARD		5	1992	1	1	1	1	2

STUDENT DEMOGRAPHIC CODES

Sex: 1=Male; 2=Female	**SD**: 1=Yes, IEP; 2=Yes, 504; 3=Yes, IEP/504 plan in process; 4=No, not SD; 9= Information unavailable	**ELL**: 1=Yes; 2=No; 3=Formerly ELL; 9=Information unavailable

Race/Ethnicity 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander	5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable	**National School Lunch Program (NSLP)** 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 9=Information unavailable

Student Information Report Demographic Codes Explained

You will also print the Student Information Reports for all schools that E-Filed successfully. The sampled student data from these schools will be downloaded to your SDS in early December. You will include these Student Information Reports in the Preassessment Packets for those schools.

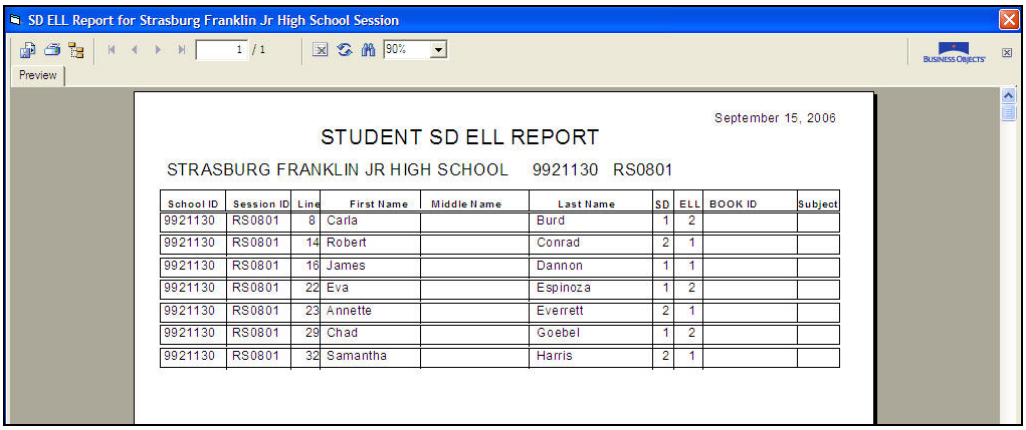
See Section 6.8 for information on viewing and printing.

6.4 SD and ELL Report

This report will provide a listing by session of the students who have been coded as SD, ELL, or both SD and ELL. If you select to run the report for the school, the list of students for each session will be printed on a separate page.

You will be notified when the student booklet IDs and the subject in which they will be assessed will be available through transmission. This information will also print on these reports.

The SD ELL student name labels (see section 6.5) contain all of the information that you need to complete the SD ELL questionnaires.



School ID	Session ID	Line	First Name	Middle Name	Last Name	SD	ELL	BOOK ID	Subject
9921130	RS0801	8	Carla		Burd	1	2		
9921130	RS0801	14	Robert		Conrad	2	1		
9921130	RS0801	16	James		Dannon	1	1		
9921130	RS0801	22	Eva		Espinoza	1	2		
9921130	RS0801	23	Annette		Everrett	2	1		
9921130	RS0801	29	Chad		Goebel	1	2		
9921130	RS0801	32	Samantha		Harris	2	1		

SD ELL Report

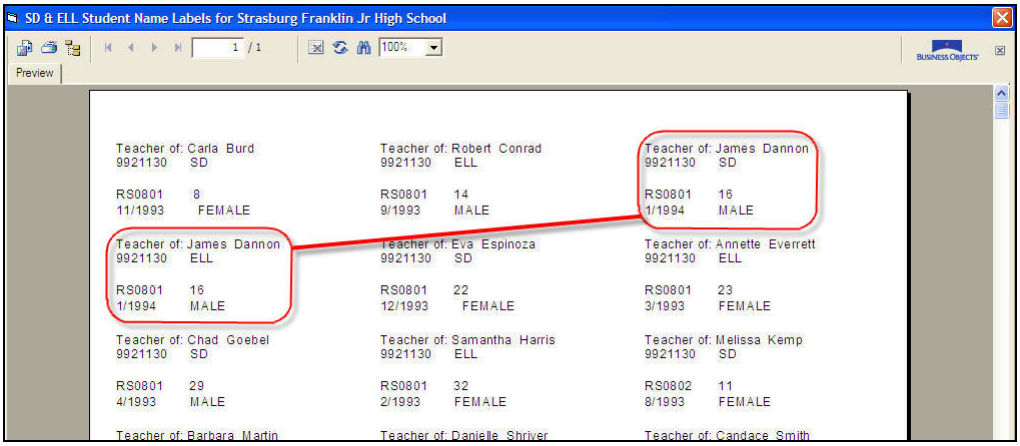
6.5 SD and ELL Student Name Labels

The SD ELL labels contain all of the information need to complete the SD and ELL Questionnaires. They should be printed on the peal-off labels provided in your bulk supplies.

These labels have the following information on them after the students' booklet IDs and subject abbreviations have been transmitted to your SDS.

Teacher of:	STUDENT NAME
School ID	SD/ELL
Booklet ID	Subject abbreviation
Session ID	Administration Schedule Line#
Month of Birth /Year of Birth	Gender

Two labels will be generated for students who are coded as both SD and ELL as will be seen in the following screen shot. Notice that James Dannon has two labels.



SD ELL Labels for Questionnaires

Note: If you select to print these labels for all tagged schools, there will not be any page breaks between schools. It is important that you carefully match the school ID and session ID against the rosters to be sure you affix the labels to the right questionnaires.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.

6.6 Inclusion Worksheet

The next report on the list is the Inclusion Worksheet.

INCLUSION WORKSHEET

School Name: Strasburg Franklin Jr High School School ID #: 9921130 Page 1 of 2

	Student Information				Accommodations Permitted in NAEP																																				
					NAEP Codes																																				
					71-BIB	72-BID	79-OTH	79-OTH	79-OTH	75-REA	75-REA	79-OTH	73-LRG	81-MAG	79-OTH	79-OTH	78-SCR	78-SCR	79-OTH	79-OTH	78-SMG	77-ONE	79-OTH	79-OTH	62SSA	74-EXT	80-BRK	79-OTH													
					S	E	S	E	S	E	S	S	E	E	S	E	S	E	E	E	S	S	E	E	S	E	S	E													
Group #	Student Name	Session # Line #	Subject M= Math R=Reading W=Writing	SD/ ELL	Bilingual mathematics booklet (m)	Bilingual dictionary without definitions (m)	Directions read aloud in native language (m,w)	Directions signed (r,m,w)	Test items signed (m,w)	Read aloud occasional (m,w)	Read aloud most or all (m,w)	Braille test (provided by school) (r,m,w)	Large print (r,m,w)	Magnification (r,m,w)	Responds in sign language (r,m,w)	Responds with Braille typewriter (r,m,w)	Responds orally to Scribe (r,m)	Responds by computer (r, m, w)	Uses template to respond (r,m,w)	Uses special writing tool (r, m, w)	Small group (r, m, w)	One-on-one (r, m, w)	Study carrel (r, m, w)	Preferential seat, light, furniture (r, m, w)	School staff administers (r, m, w)	Extended time (r, m, w)	Breaks during test (r, m, w)	Other	Include Without Accommodations	Include with any NAEP Permitted Accommodations	Exclude (Record reason in NOTES column)	NOTES
	Burd, Carla	RS0801 8		SD																												
	Conrad, Robert	RS0801 14		ELL																												
	Dannon, James	RS0801 16		SD ELL																												
	Espinoza, Eva	RS0801 22		SD																												
	Everrett, Annette	RS0801 23		ELL																												
	Goebel, Chad	RS0801 29		SD																												
	Harris, Samantha	RS0801 32		ELL																												
	Kemp, Melissa	RS0802 11		SD																												
	Martin, Barbara	RS0802 18		SD																												

Place a check mark in the following columns only if the responses to the specific questions noted below are as indicated.

Include Without Accommodations
Question 2 – response 'A'

Include With only NAEP Permitted Accommodations
Question 5 – response 'YES'
-OR-
Question 6 – response 'YES'

Exclude (Record reason in NOTES column)
Question 5 response 'NO'
-OR-
Question 6 response 'NO'

Inclusion Worksheet

You will put this in the School Folder. It will be used during the preassessment visit to record accommodation information from the SD and ELL Questionnaires and for discussing these with the school coordinator.

When you print these, you should print them for an entire school rather than by session and don't forget to put legal size (8 ½ x 14 inch) paper in Dell laser printer.

See section 6.8 on printing reports from the SDS.

6.7 E-File Student Roster

E-Filing is the procedure by which schools, districts, and states submit electronic files of eligible students through the MySchool site. These electronic files are used at Westat in selecting the sample of students. The lists from these files will be needed to determine if any students have enrolled since the files were submitted.

These electronic files will be available for you to download into the SDS for each of the E-Filed schools in your assignment. When they are ready for download, you will be notified. At that point, you may print out these lists and store them in the appropriate school folders.

These lists, the Instructions for Sampling New Enrollees, and the list of currently enrolled eligible students will be used during the preassessment visit with schools that E-Filed.

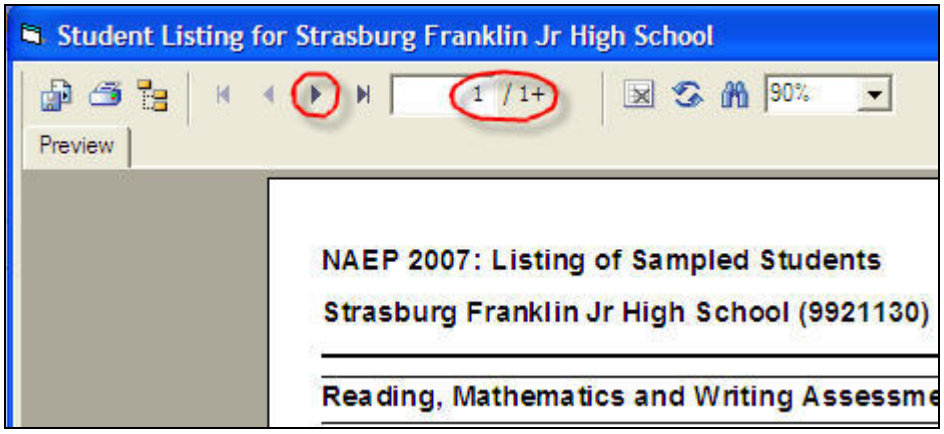
After going through the new enrollee procedure, the E-File Student Roster will be stored in the school's NAEP Storage Envelope.

6.8 Viewing, Saving, and Printing Reports

When the SDS produces the student lists, booklet labels, or Student Information Report discussed above, it launches a separate application so that you can view and print out the information.

To produce any of these materials, click on the *Run Reports* button to launch a preview of the material selected. This preview application has a menu bar at the top of the screen.

Below is an explanation of the contents of the menu bar and how you navigate within this application.

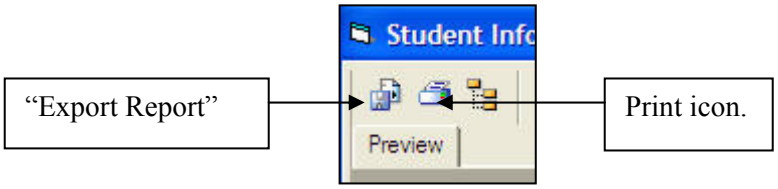


Report Menu Bar

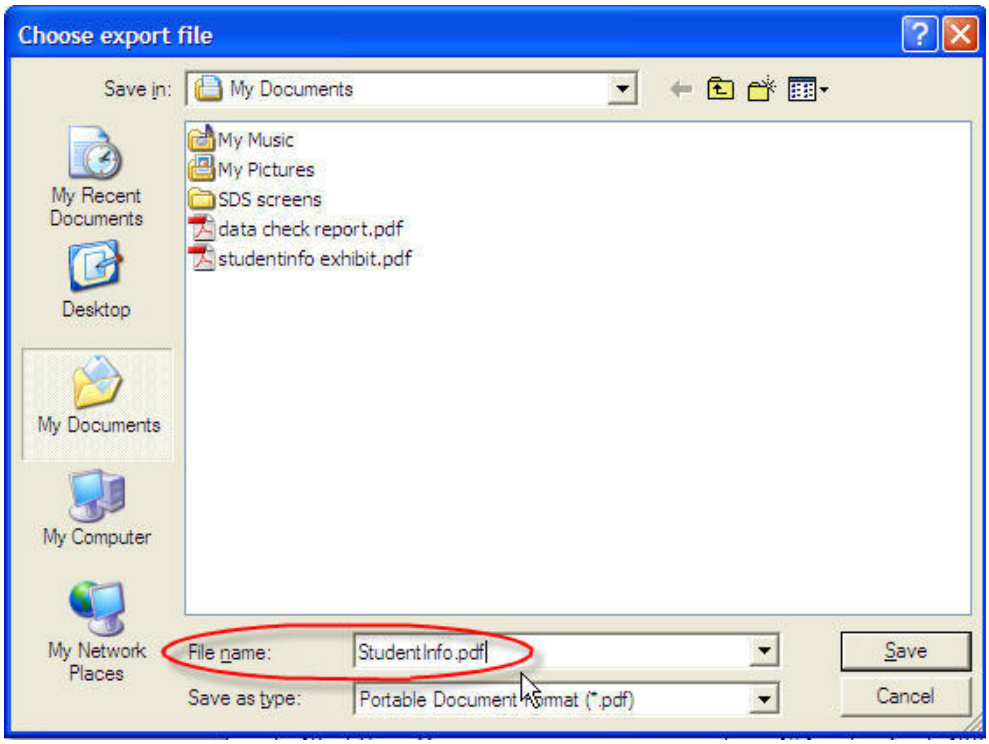
If your list is more than one page long, in this application, the system tells you in the upper left of the screen that you are looking at page 1 and that there is more than one page (Page 1 / 1+). When there is more than one page, you must view another page before the total number of pages is displayed at the top of the screen.

Move to page 2 of the list of students by clicking on the right arrow button. The scroll bar on the right of the screen will scroll down the page, but will not scroll to page 2.

You can **save** the report as a pdf file that can be read by Adobe Reader by clicking on the "Export Report" icon in the upper left of the screen. Next to the save icon is the **print** icon.



Carefully note the name given to reports that are saved as pdf files by the SDS. Since the system decides what name to give the reports, they are often given a generic name that does not include any reference to the school. If you save the same report for more than one school, you may overwrite a report from a previous school if you are not careful. If the report name is not clear, you can change it in the "File name" window in the "Choose Export File" pop-up window.



File Name Needs Clarifying

In this case, the school's NAEP ID should be added as part of the file name.

To close this view and return to the SDS, click on the small icon in the extreme upper left of the screen and then select on Close. The X in the upper right may be used to close this since it is a separate application from the SDS.

When printing labels with the Dell laser printer, each sheet of labels must be fed into the front of the printer and the back of the printer must be open. Select File, Print and only print one page at a time since each sheet must be fed manually one at a time.