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APPENDIX C. OTHER SYSTEMS USER'S GUIDE

APPENDIX C

USER GUIDES AND REFERENCE MATERIAL FOR OTHER SYSTEMS USED IN NAEP ASSESSMENT

Westat Systems:

Hours Tracking System
Materials Ordering System

E-Mail:

IceWarp
Outlook Express User Guide
Outlook Express Quick Guide

Reference Material:

Creating Business Cards
Is Your Laptop Clock Right?
NAEP Field Operating System (Data Transmission & Anti-Virus Update)
Using the SCS to Create Your Own School Logs
Using the Various Dial-Up Connections

Pearson Systems:

NAEP 2007 Pearson SchoolHouse Materials Order System & Materials Tracking System

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NAEP 2007/2008

MAKING AND PRINTING NAEP BUSINESS CARDS

USER GUIDE

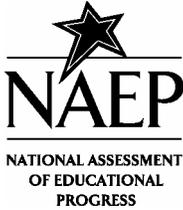
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A Word file is available in your 'NAEP Docs' folder called "Business Card Template 2008.doc". The file can be used to create your business cards. This has been set up to print on the card stock that has been provided to you¹.

The file contains a page with 10 cells, each cell representing a business card on the card stock provided¹; each box contains the text that will be printed on a business card form. Before you print these, you will need to customize your information.

 <p>NAME HERE NAEP REPRESENTATIVE</p> <p>PHONE: NAEP: 800-283-6237</p> <p>Address city state ZIP FirstLast @NAEPmail.westat.com</p>

To customize the business cards, follow the steps below.

Step 1: Open the file in Word

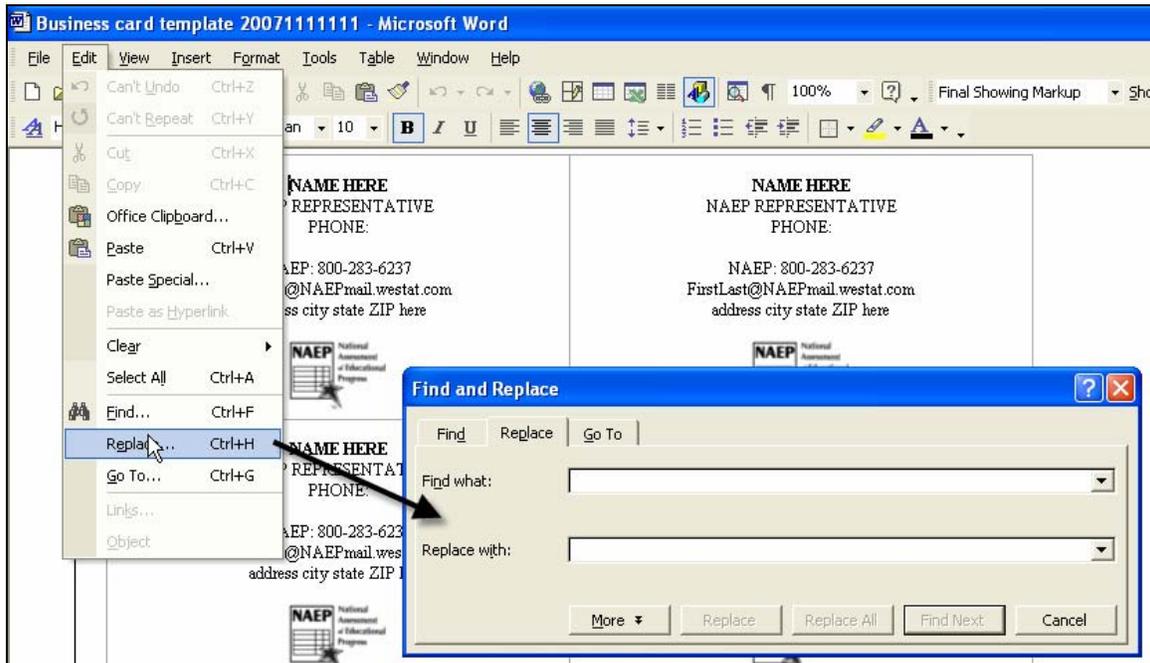
Locate the file in "NAEP Docs" folder on your desktop and double click on the file name (*Business Card Template 2008.doc*) to launch Word and open the file.

Step 2: Updating the Information

The easiest way to update the information will be to use Word's "Find and Replace" option to customize every occurrence of each word or phrase for the entire document at once.

¹ The card stock for the business cards is Office Depot Ivory Business Cards for inkjet & laser printers. The box notes that these are the same size as Avery 8376. 10 cards per sheet; SKU # 717-541. If you did not receive a box or need additional cards, you can purchase a box and include the expense on your time sheet.

Begin by selecting **Edit, Replace**. This will open a small dialog box labeled **Find and Replace**.



Step 3: Customize the Name

In this step, you can either type **NAME HERE** in the **Find what** box, or copy and paste from the template.

To copy and paste:

- 3.1 Click somewhere off that small box and highlight **NAME HERE** on the template;
- 3.2 Right click on top of the highlighted text or select **Edit** from the top of the screen;
- 3.3 Click on **Copy**;
- 3.4 Then click inside the **Find what** field on the dialog box;
- 3.5 To paste this text into the find box, use the key combination **Ctrl V**. (Edit, Paste will not work here nor will a right click.)

Next, type your name in the **Replace with** box exactly the way you want it to appear on the business cards. Double check what you have in both boxes before continuing.

Click the **Find Next** button and **NAME HERE** should be highlighted on the template somewhere. (It will locate the first instance of that text after the location of the cursor. Where the cursor is will depend on where you last clicked on the template.) If you cannot see where the highlighted text is, move the Find and Replace dialog box by

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clicking on the blue banner at the top of the dialog box and drag it either down or up until you can see the highlighted text.

Click the **Replace** button. If the correct text was replaced, you can click **Replace All**.

Step 4: What to Change:

- 4.1 Replace **NAME HERE** with the actual name.
- 4.2 Update **PHONE:** - You need to add the appropriate phone number here (to use find and replace you need to find 'PHONE:' and replace it with 'PHONE: 555-555-5555').
- 4.3 Replace **FirstLast** with the first name and last name you used in number 1. Do NOT put a space in between. It will make it more readable if you capitalize the first letter of each name. (It also does not matter if they capitalize the letters in the e-mail address, it will be delivered as long as the address is correct.)
- 4.4 Replace **address city state ZIP here** with the appropriate mailing address

Step 5: After Updating

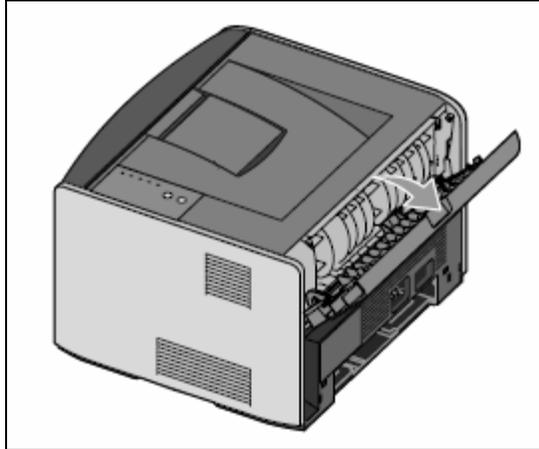
When you are finished, click on 'File,' then 'Save As' and add your name as part of the file name so you can go back and print more in the future if needed.

Step 6: Printing

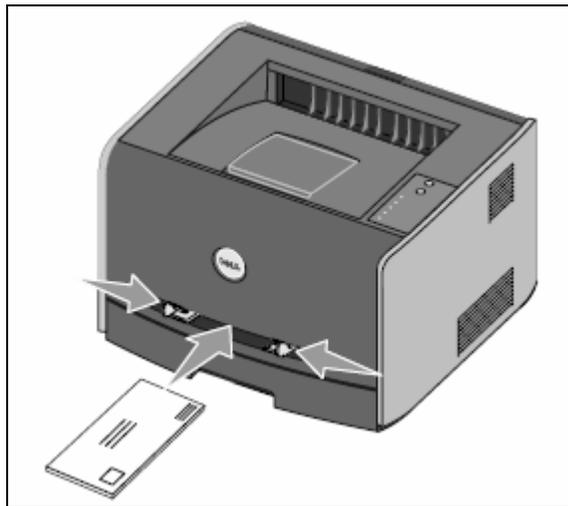
- 6.1. You may want to print on regular paper (which will need to be fed through the manual feed tray as shown in Step 6.2.b) first to see if everything looks all right. If you hold the printed page up to the light with the card stock in front, you can be sure that the printed text will line up correctly on the blank business cards.

6.2. To print on the business cardstock on your Dell Laser Printer you need to:

- a. Open the back tray by pressing on the depression on the back of the machine (the arrow in the screenshot ² points to it).



- b. Feed the business card paper (the type is found in the footnote on page 1) into the manual tray in the front of the machine one at a time as indicated in the screenshot below³. (This example shows feeding an envelope, of course, but feeding a sheet of business card paper works the same way. You may have to adjust the green aligning tongs.)



² Image used from pdf file “**Dell™ Laser Printer 1710/1710n Owner’s Guide,**” downloadable at <http://www.dell.com> pg 23 ©2005.

³ Image used from pdf file “**Dell™ Laser Printer 1710/1710n Owner’s Guide,**” downloadable at <http://www.dell.com> pg 22 ©2005.

Troubleshooting Printing Problems

Problem: The Paper Jams!

Solution: Did you remember to open the back of the printer in Step 6.2.a?

Problem: Help! My cardstock jammed!

Solution: Did you remember to open the back of the printer as outlined in Step 6.2.a? If not, open the back of the printer and gently pull the cardstock out. Be careful to apply steady, even pressure otherwise the cardstock might come apart as you try to pull it out. If this does not help you un-jam your printer, contact the NAEP HelpDesk.

Problem: It prints a single business card on multiple pages!

Solution: Did you use Avery 8376. 10 cards per sheet; SKU # 717-541 cardstock paper?

Problem: It won't print!

Solution: Is there a flashing yellow light on the top of the printer with the text "Load | Remove Paper"? If so you need to feed the paper the paper as described in Step 6.2.b.

Problem: The yellow light next to 'Paper Jam' is on!

Solution: Make sure the back of the printer is open as outlined in Step 6.2.a. Once it is open (or if it is open) press the 'Continue' button once. Wait 15 seconds. If there is no paper jam the machine should process your print job.

Problem: Every time I try to manually feed the cardstock it jams!

Solution: To properly feed the manual tray:

- Step 1 – Insert the card stock until you meet resistance;
- Step 2 – Push in slightly but firmly;
- Step 3 – Let the printer grab the paper and pull it in about half an inch;
- Step 4 – The printer will briefly stop, immediately release the paper
- Step 5 – Repeat

The Dell laser printer manual feed tray is a little quirky at first. If you don't push the paper in right at first it will jam, if you continue pushing it will jam. It is a little quirky to get used to at first, but you pick up a feel for it fairly quickly.

Problem: My problem isn't listed here or the solution didn't work!

Solution: Contact the HelpDesk at 1-888-499-6237.

IS YOUR LAPTOP CLOCK RIGHT?

The internal clock on your laptop computer provides the time and date “stamps” that are applied to e-mail messages, data transmissions, stored data files, and any number of other activities by your computer. Since it is assumed that the date that appears with an e-mail message, for example, is the date the message was sent, the clock obviously has to have the correct date or the date of the message will be misleading.

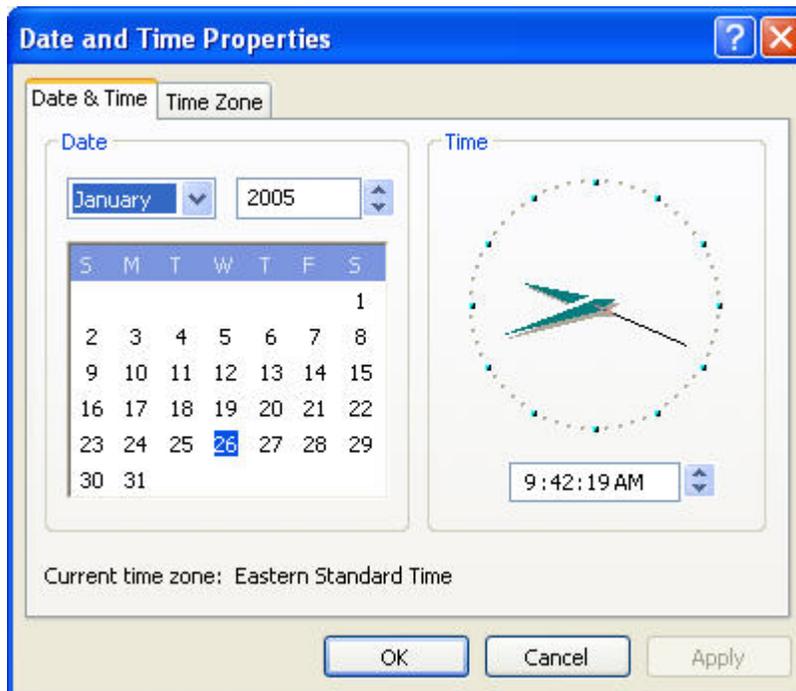
If the date in your laptop clock isn't right, you should change it.

To check the date, move your mouse pointer to the extreme lower right of your screen, over the time and leave it there. After a couple of seconds and the date and time will be displayed. The time being off by an hour or so won't have any serious consequences, but the date being off does. If the date is wrong it must be fixed!



Double click on the time being displayed.

This will open the date and time window so that you can correct the month, year, and/or date. You do not need to worry about having the correct time zone indicated as long as the date and time are appropriate for where you are working.

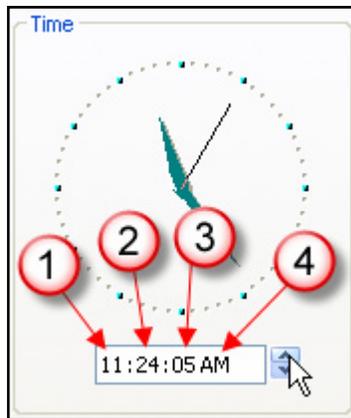
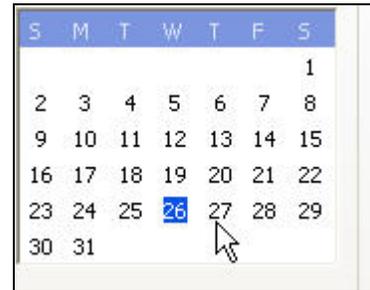
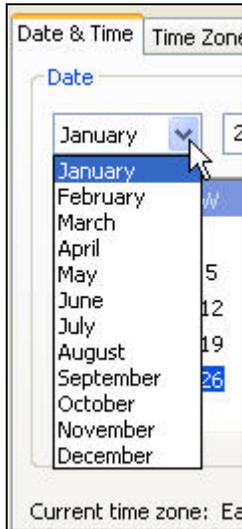


The screen shots below show you how to update the various parts of the computer's clock as necessary.

Click on down arrow to change the month.

Click to change the year.

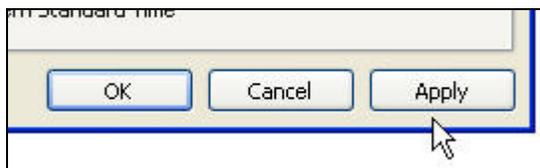
Click on the right date.



To Change the Time – Select the component you want to change

- (1) For hour (in this case click on the 11);
- (2) For Minute (in this case click on the 24);
- (3) For Second (in this case click on the 05); or
- (4) AM/PM (in this case click on AM)

Then use the arrow buttons (the mouse pointer is over) to cycle through the options.



After updating the calendar and clock, click on the Apply button and then OK..

If you need help with any of these procedures, contact the NAEP help desk at:
888-499-6237.

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NAEP 2007/2008

**THE NAEP FIELD OPERATING SYSTEM
SUPERVISOR'S USER GUIDE**

July 2007

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Overview

The Field Operating System (NAEPFOS) is a secure website hosted on Westat's servers with two links supervisors need to use. The first link is used to transmit SDS data to Westat and to receive both SDS data and other files from Westat. The second is a link to update the Anti-Virus software on the NAEP Laptop.

To reach the NAEPFOS you need to:

1. Dial Westat (remember to use the appropriate prefix 8 or prefix 9 Westat link if calling from a location requiring a prefix).
2. Open Internet Explorer
3. From the favorites menu, select the 'NAEPFOS' favorite

The Data Transmission and Anti-Virus Update links are only two links you should use as a supervisor, which are listed under the yellow 'Supervisor Only Links' heading. For everything else you should use your AT&T account. This is because connecting to Westat has per-minute charges, which are valid to protect the data in the SDS, while AT&T is a flat-fee.

Supervisor Only Links	
Data Transmission	Backup SDS Data and Recieve New Documents and Software Updates
Anti-Virus Update	Select This To Update Your Command Anti-Virus (CAV)

Data Transmission – This link will initiate a secure data transfer between your laptop and Westat. Your laptop will send all SDS data to Westat's servers and receive new SDS data (such as e-filed schools or roster data from Pearson), new documents, and any new program updates from the Westat servers.

- a. During the sampling period data transmissions should be completed daily in order to backup data.
- b. IMPORTANT – Data will only be transmitted from your laptop to Westat's servers if the SDS has been opened and closed since the previous data transmission. When the SDS is closed a backup data file is created and time-stamped. During transmission, the system at Westat checks for files with dates more recent then those stored on the Westat server. If there is not a more recently time-stamped file, then there will be no record at Westat of a recent transmission even if you have been transmitting and you may be contacted asking why you have not transmitted recently. To avoid this, open and close the SDS, even if there is no need to enter new or updated data, between transmissions.

Anti-Virus Update – This link will update the Command Anti-Virus (CAV) program on the laptop with any new definitions since the last update. This process should be performed at least weekly, if not more often.

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Transmitting and Receiving Data

It is important and beneficial to you to transmit on a daily basis for two reasons.

1. First, this will ensure that your current SDS data are transmitted to the home office. Data at the home office are backed up on a daily basis. If you encounter computer problems, regular transmissions will help to ensure that data loss, if any, will be minimal.
2. Second, a benefit of daily transmissions is to ensure that you have all the latest versions of computer software, data, and documents necessary to complete your tasks.

Close all programs before starting the transmission process. This will ensure that the proper files are transmitted to Westat and the files you receive from Westat are placed in the appropriate places.

Please watch the transmission process for any possible disconnects or error messages. The specific steps in the process are outlined below:

1) Connect to Westat

Connect to Westat using the dial-up connection on your desktop. You will use the same phone number that you use in calling Westat to send and receive e-mail messages.

2) Open Internet Explorer

When you are connected (look for the double computer icon on the task bar in the lower right of your screen), double click on the Internet Explorer icon to open the browser.

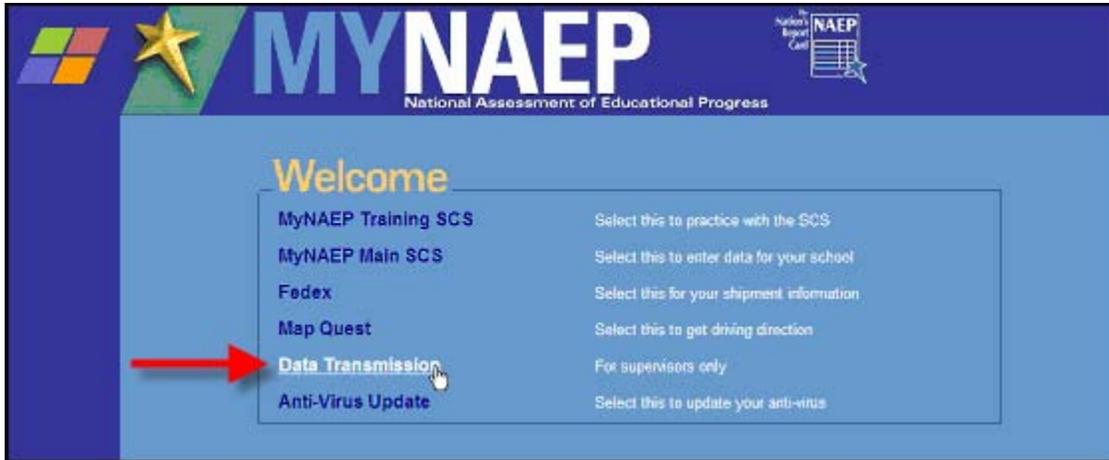
3) Select the NAEPFOS Favorite

With the browser open, click on **Favorites** and select **NAEPFOS** which will take you to the web site **MYNAEP.FOS.WESTAT.COM**.

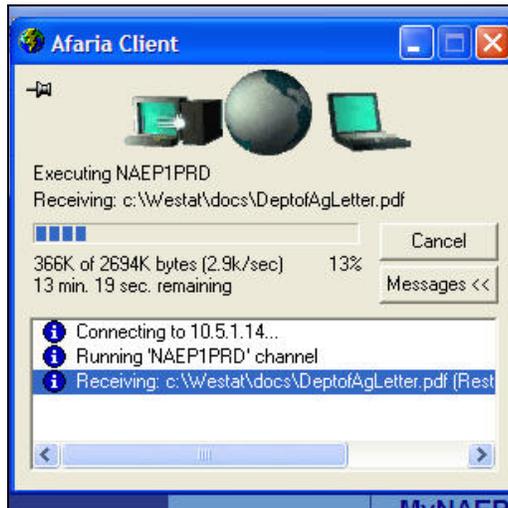
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4) Data Transmission link

When you get to the welcome screen, single click on the **Data Transmission** option to begin the electronic file transfer.



A new window, called the Afaria Client, will appear in the upper left-hand corner of your screen. This window will show you the progress of the transmission.



This process is automatic and does not require any user intervention. All you need to do is check to make sure the download hasn't timed out, otherwise simply sit back and enjoy the show! During the first step in the transmission process, data are sent from the laptop to the home office. In the second step, new and/or updated files for your computer will be sent down to you. These additions or updates may include new project documents, updated versions of software, and eventually, updated student data from E-Sampled schools.

At the end of the transmission process, messages will indicate that the procedure has finished and the **Close** button will become active. Single click on the **Close** button to close the Afaria Client window.



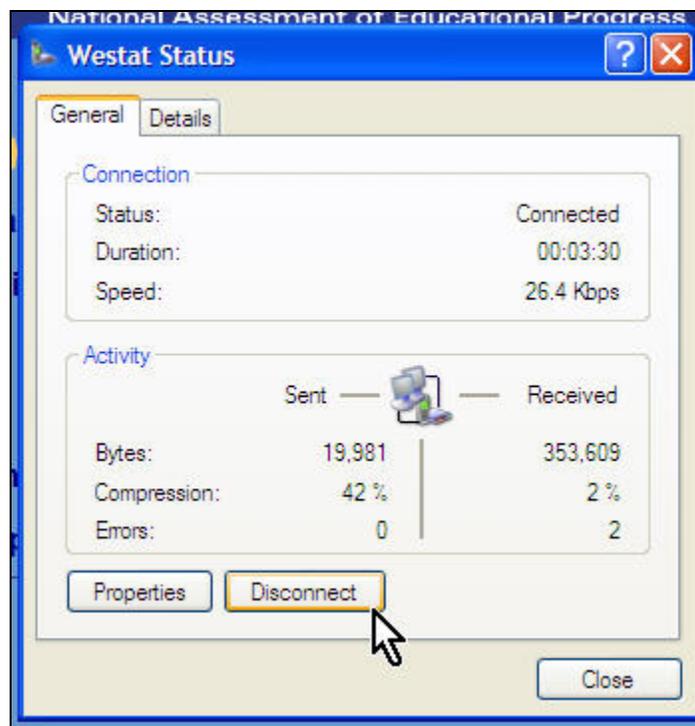
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5) Close Internet Explorer

When the transmission is complete and you have closed the Afaria Client window, close Internet Explorer. You will then be returned to your computer's desktop.

6) Disconnect from Westat

If the disconnect dialog box does not appear, double click on the connection icon on the task bar (two computer screens). Click on the **Disconnect** button to end the telephone call to Westat. This is an important step since the connection time is billed to the study.



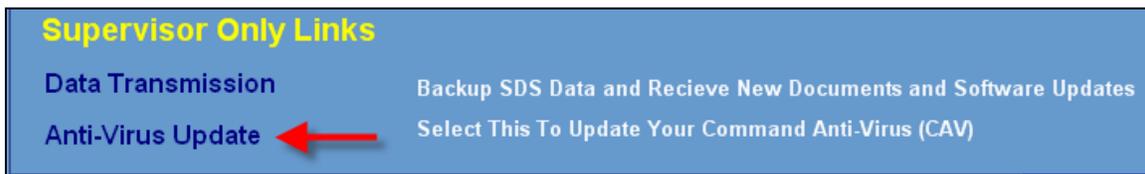
Command Antivirus - Updating Definitions

Since new viruses are introduced on the Internet daily, it is extremely important that you keep the anti-virus definitions up to date on your laptop. Command Antivirus uses these definitions to identify malicious files, which it then removes in order to keep your computer safe from these viruses.

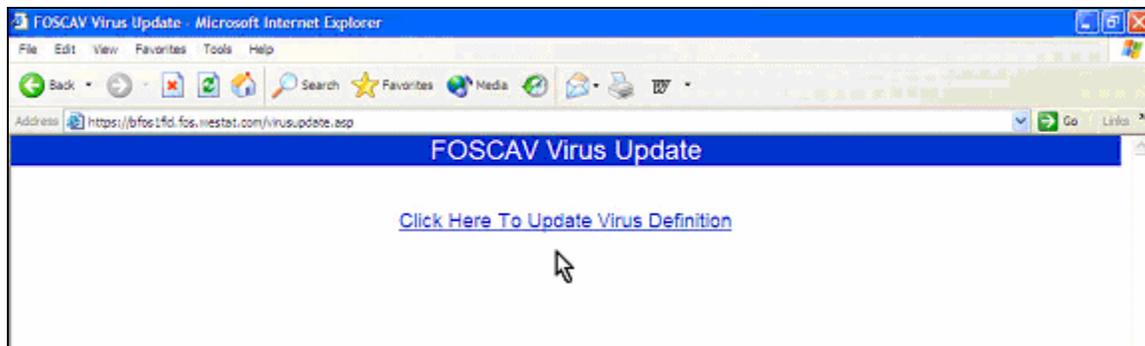
What is a **'Definition'**? Definitions are just that – they are a description of a virus that the anti-virus program uses to spot it (and then remove it). Very similar to a bird-watching book a sight seer would use.

The link to updating the definitions is in the same location as the Data Transmission link. First, connect to Westat, then open Internet Explorer. On the Favorites drop-down list, select NAEPFOS (NAEPFOS is the NAEP portion of Westat's Field Operating System).

Click on the link on the Options screen -- "Anti-Virus Update."



And another window will open.

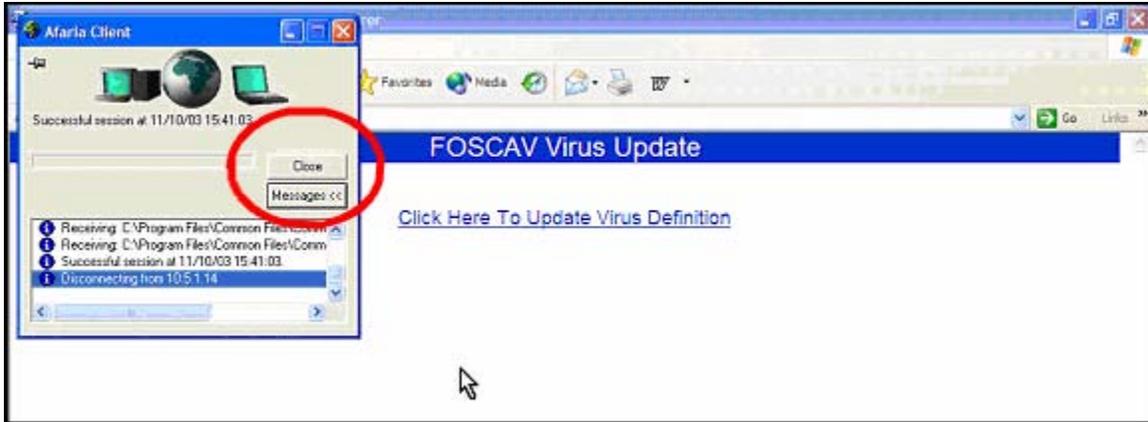


On the screen will be a link "Click here to update virus definition." Click once on that link.

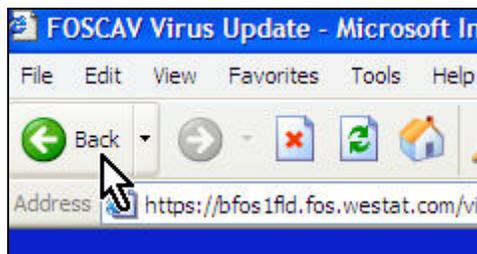
The small Afaria Client window will open in the upper left of your screen similar to when you are transmitting data to Westat. The download may take several minutes depending on the speed of your connection and the amount of information ("definitions") that needs to be downloaded.

When the download is finished, the "Close" button will appear in the Afaria window. Click on it and the Afaria window closes.

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Then, click on the browser's green "Back" button (upper left of your screen) to return to the MyNAEP options page.



You should update the virus definitions on your laptop at least once a week. This should help to protect you and your laptop from the latest viruses. (The more frequently you update the virus definitions, the less time each download should take and the more secure your system will be from infection.)

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NAEP 2007/2008

**CREATING A LOG OF SCHOOLS:
A SUPERVISOR'S GUIDE**

July 2007

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In the past, the Home Office has attempted to produce a Log of Schools for Supervisors and/or ACs. However, it has become increasingly difficult to have a one-size fit all approach. Therefore, for 2008, we are not producing or listing any Log of Schools. This decision is made based on input from the debriefing forms of 2007 that indicated most of you are making up your own logs based on what is important to you. Thus, for NAEP 2008, each supervisor will use the Data Selection process of the School Control System to develop a log from the fields available.

At the back of this guide you will find a copy of the SCS Data Selection Planning Sheet for Long-Term Trend, which displays all the fields you have access to. The number of fields available in Data Selection has increased significantly from 2007. Additional copies of this form will be provided in bulk supply and are available via the MOS as either electronic files or hardcopies.

Let's create a Log to be used to make our calls to School Coordinators to schedule the Preassessment Visits.

The first step in creating your log is to determine what fields of information you desire to have in your report. Using the Planning Sheet for SV Data Selection 2008, highlight all the fields that you would like to be in your report. Next, decide how you would like the order of your fields and number them one through the last number.

The second step is to sign onto MyNAEP.com, choose SCS 2008 and go to Data Selection. Using your planning sheet, click the box beside the first field (number one on your planning sheet) and proceed through this process until you have clicked each field selected on your planning sheet. Doing this in numerical order allows you to skip step 2 on the Data Selection screen because it automatically sorts them in the order you check them.

For the example used in this guide, the fields selected will be:

Field 1: Scheduled Asmt Date (under Grade Information)

Field 2: School Name (under School Information)

Field 3: Coord FName (Under School Information)

Field 4: Coord LName (Under School Information)

Field 5: Sch Phone (Under School Information)

Field 6: Coord Phone (Under School Information)

Field 7: Coord Email (Under School Information)

Field 8: Status (under Grade Information)

Since you want all schools in your region and because you clicked the fields in the order that you want to see them on your report; just click step 4 (Preview/Export) in the Data Selection process to Preview/Export the report. This is the simplest way of getting the data you desire through the Data Selection process.

The next two screen shots illustrate the end product of this Data Selection for the first few schools in the region. Two shots had to be displayed because the number of fields being displayed were so wide that it is necessary to scroll across the page in order to view all the selected fields.

NAEP National Assessment of Educational Progress

School Control System

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

Steps: 1. Select Fields | 2. Sort Fields | 3. Subset/Filter | **4. Preview/Export**

Preview and export newly created electronic file.

 [Export Data to File](#) [Save Data Selection Template](#)

Scheduled Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status
	Philippi Christian Acad			(304) 457-5862			Closed
1/28/2008	Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible
1/29/2008	Kasson Elementary Middle School			(304) 457-1485			Pending
1/30/2008	Junior Elementary School			(304) 823-1200			Pending
1/31/2008	Belington Middle School			(304) 823-1281			Pending
2/5/2008	Petersburg High School			(304) 257-1444			Pending
2/6/2008	Petersburg High School			(304) 257-1444			Pending
2/7/2008	Petersburg Elementary School			(304) 257-1110			Pending
2/8/2008	North Fork Christian School			(304) 257-5313			Pending
2/8/2008	Union Educational Complex			(304) 693-7612			Pending
2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970			Pending
2/13/2008	Moorefield High School			(304) 538-6034			Pending
2/14/2008	Moorefield Middle School			(304) 434-3000			Pending

School Control System

ng | Batch Entry | Scheduling | **Data Selection** | Reports

ect Fields | 2. Sort Fields | 3. Subset/Filter | **4. Preview/Export**

Preview and export newly created electronic file. << Back

 [Export Data to File](#) [Save Data Selection Template](#)

School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
Philippi Christian Acad			(304) 457-5862			Closed	5410017
Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible	5420122
Kasson Elementary Middle School			(304) 457-1485			Pending	5410032
Junior Elementary School			(304) 823-1200			Pending	5410022
Belington Middle School			(304) 823-1281			Pending	5420022
Petersburg High School			(304) 257-1444			Pending	5430022
Petersburg High School			(304) 257-1444			Pending	5420032
Petersburg Elementary School			(304) 257-1110			Pending	5410042
North Fork Christian School			(304) 257-5313			Pending	5420017
Union Educational Complex			(304) 693-7612			Pending	5420042
East Hardy Early Middle Childhood Center			(304) 897-5970			Pending	5410052
Moorefield High School			(304) 538-6034			Pending	5430032

The only thing not on the first screen is the NAEP ID. You should note that NAEP ID was not a field selected in Step 1. In SCS Data Selections the NAEP ID will automatically be included whether you check it or not. If you want it somewhere other than the last column, you need to check it within the order that you want displayed.

The next step would be to export this report into an Excel document for proper format to be able to use as a Log.

Due to the size of this report, we must Export this to an Excel file to allow for modifications to make it useful to us. At the top of the page you will find a small picture of a disc with Export Data to File. You now must click this to obtain the following screen:



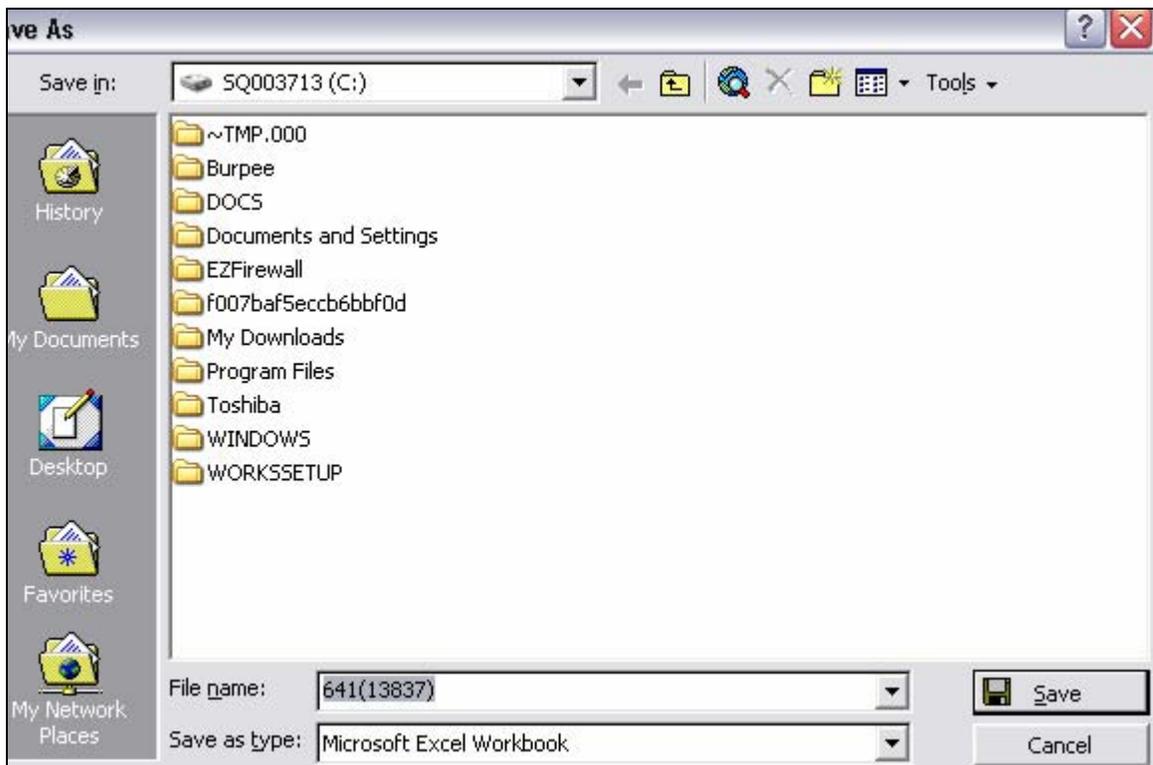
Choose Save and you will receive the following:



You now need to click on the word, here, to download the report. The file will appear in a small window with an https://www.mynaep..... Url. You should maximize this page by clicking on the middle box.



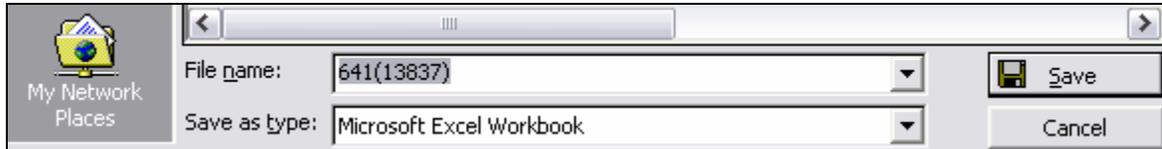
At this point, you should save this file in My Documents by selecting File, Save As. Then when the box below opens, click on the 'My Documents Icon' in the panel on the left side. Please note that virtually all of your computers may have something different in the list displayed within this box.



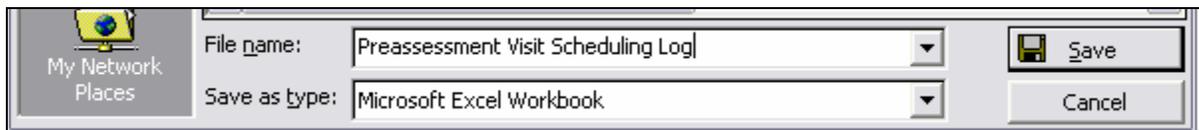
Once you have My Documents in your tool bar



Type in the name you desire in box titled File Name. Note that there is already something in the box and it is highlighted.



When you start typing this will disappear and your file name will be created once you click the Save button at the right.



At this time it is also recommended that you sign out of SCS as you will now be working with the Excel file and not the SCS. Close all open browser windows.

To open the Excel file you just saved, double click on the 'My Documents' icon on the desktop to open up your 'My Documents' folder. Find the file you just saved and double click on the file name.

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A	B	C	D	E	F	G	H	I
Scheduled Asmt Date	School Name	Coord FName	Coord LName	Sch Phone	Coord Phone	Coord Email	Status	NAEP ID
	Philippi Christian Acad			(304) 457-5862			Closed	5410017
1/28/2008	Eastern Greenbrier Junior High School			(304) 647-6498			Other ineligible	5420122
1/29/2008	Kasson Elementary Middle School			(304) 457-1485			Pending	5410032
1/30/2008	Junior Elementary School			(304) 823-1200			Pending	5410022
1/31/2008	Belington Middle School			(304) 823-1281			Pending	5420022
2/5/2008	Petersburg High School			(304) 257-1444			Pending	5430022
2/6/2008	Petersburg High School			(304) 257-1444			Pending	5420032
2/7/2008	Petersburg Elementary School			(304) 257-1110			Pending	5410042
2/8/2008	North Fork Christian School			(304) 257-5313			Pending	5420017
2/8/2008	Union Educational Complex			(304) 693-7612			Pending	5420042
2/12/2008	East Hardy Early Middle Childhood Center			(304) 897-5970			Pending	5410052
2/13/2008	Moorefield High School			(304) 538-6034			Pending	5430032
2/14/2008	Moorefield Middle School			(304) 434-3000			Pending	5420052
2/15/2008	Moorefield Elementary School			(304) 538-6356			Pending	5410062
2/20/2008	Davis Thomas Elementary Middle School			(304) 463-4422			Pending	5420072
2/21/2008	Tucker County High School			(304) 478-2651			Pending	5430052
2/22/2008	Allredge Academy	Mike	Mazzolini	(304) 259-2262	304/866-4953	MIKEMAZZOLINI@ALLDREDGEACADEMY.ORG	Cooperating	5430017
2/26/2008	Flemington Elementary School			(304) 739-4749			Pending	5410082
2/27/2008	Grafton High School			(304) 265-3046			Pending	5430042
2/28/2008	Taylor County Middle School			(304) 265-0722			Pending	5420062
2/29/2008	Brandywine Elementary School			(304) 249-5381			Pending	5410072
3/4/2008	Fayetteville Elementary School			(304) 574-1011			Pending	5410112
3/5/2008	Fayetteville Middle School			(304) 574-2449			Pending	5410122
3/6/2008	Midland Trail High School			(304) 658-5184			Pending	5430072
3/7/2008	Gauley Bridge High School			(304) 632-2511			Pending	5420112

You can see everything on the screen that we selected in the Data Selection. However, that does not mean everything will print out onto a paper copy. To see how it would look prior to printing, click on



the Print Preview icon from your toolbar () and you can determine if it prints on one or more pages.

7-27-2007

Microsoft Excel - Preassessment Visit Scheduling Log

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

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

Preview: Page 1 of 2

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

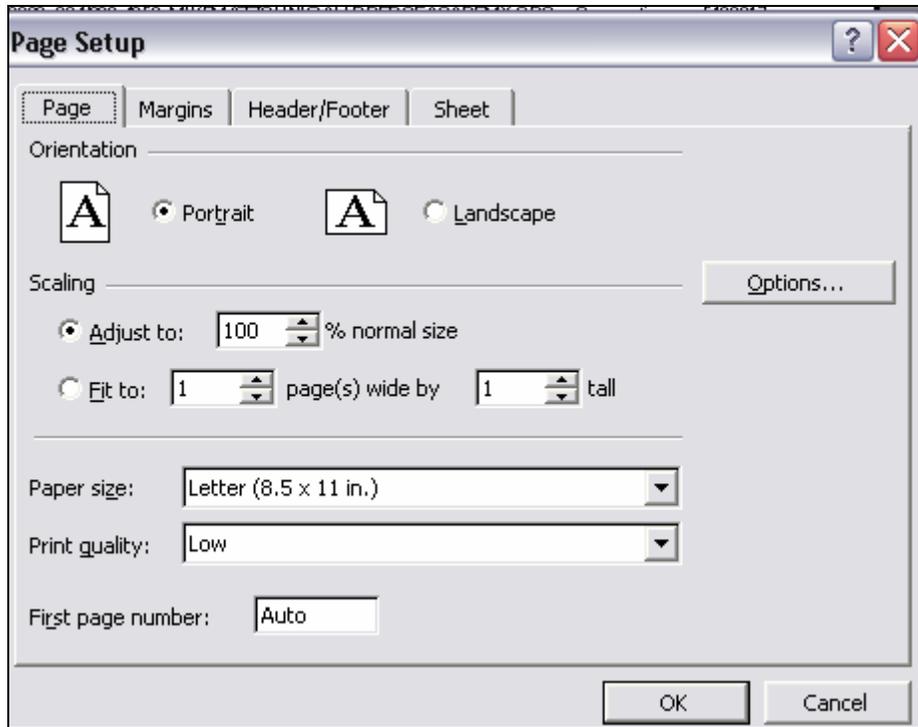
Microsoft Excel - Preassessment Visit Scheduling Log

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

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

Preview: Page 2 of 2

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



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

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

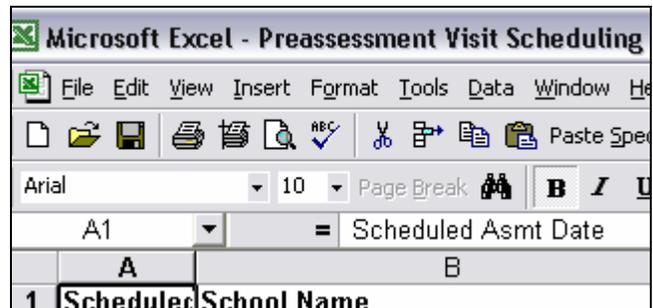
The easiest way to do this is to highlight the column by doing a right click of the mouse on the letter of the column, G. This will give a menu to allow you to hide the column. Go down to Hide and click it to make the column disappear from the screen.



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

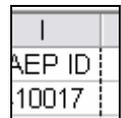
To see if this is down to one page, click the Print View tool bar . Unfortunately, it is still two pages. We need to review the size of the other columns. The column titled, Scheduled Asmt Date is much wider than is necessary so a reduction in the size of that column might get us to a one-page document.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

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



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

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



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

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

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

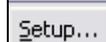
After highlighting: Choose Edit, then delete and hit enter. The information in the rows will now be deleted and all the contents of the other rows will move up to leave only the Pending and Cooperating schools:

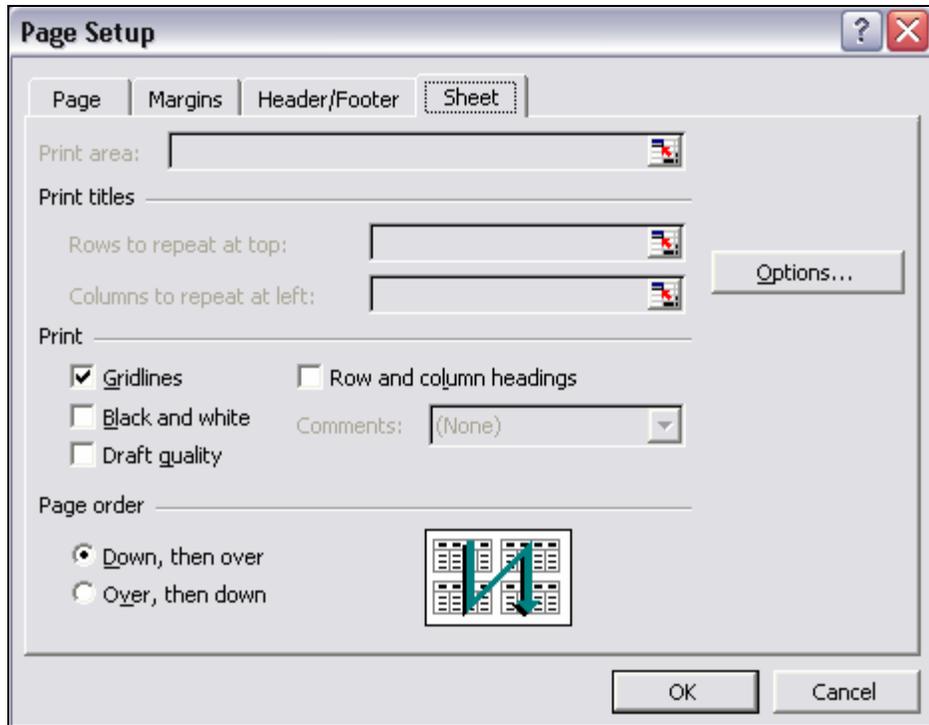
7-27-2007

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

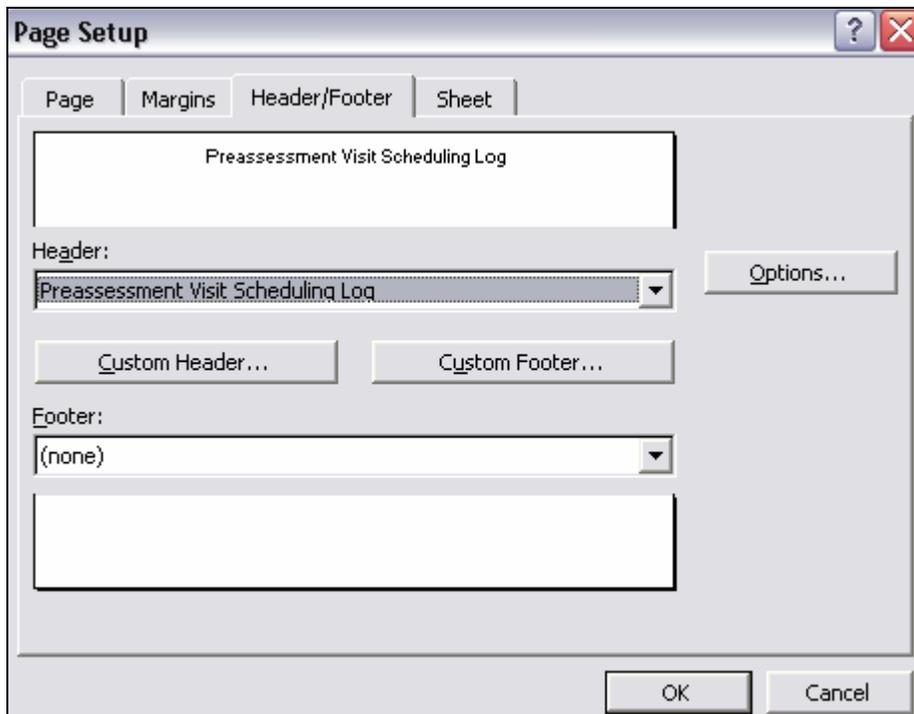
You now have a document that you can print and use as a check sheet for making your PAV scheduling calls.

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

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



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



Your document now looks like this:

Preassessment Visit Scheduling Log

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

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

ne	F	H	I
	Coord Phone	Status	NAEP
-1485		Pending	54100
-1200		Pending	54100
-1281		Pending	54200
-1444		Pending	54300
-1444		Pending	54200
-1110		Pending	54100
-5313		Pending	54200
-7612		Pending	54200
-5970		Pending	54100
-6034		Pending	54300
-3000		Pending	54200
-6356		Pending	54100
-4422		Pending	54200
-2651		Pending	54300
-2262	304/866-	Pending	54300
-4749		Pending	54100
-3046		Pending	54300
-0722		Pending	54200
-5381		Pending	54100

7-27-2007

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

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

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

SCS Data Selection Planning Sheet for Field Test

School Information

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

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

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

Gr 4 ID
 Gr 8 ID
 Gr 12 ID

#Gr 4 Tch
 #Gr 8 Math Tch
 #Gr 8 Lang Arts Tch
 #Gr 8 Sci Tch

Grade Information

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

Special Study

Special Study

Pearson Data QC

Issue ID
 Issue Status
 Created Date
 Resolved Date
 Updated By
 Completed By
 Comments Y/N

Sampling

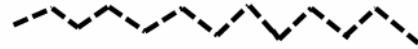
Est Stdnt Samp
 Samp Method
 Cmpltd ESamp
 Samp Date
 SLF Rec Date
 #Stdnts on SLF
 #Stdnts Primary Samp
 Calendar Type
 % On Break
 Spec Situation Assess All
 Spec Situation Fewer Sess
 Spec Situation Other Situation
 Spec Situation Resolution

Preassessment

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

Session Information

NAEP ID
 Session ID
 Stnts W/Name
 Sched Date
 Classroom
 Orig Samp
 New Enroll Samp
 Tot in Samp
 Wd/Inelig
 Excluded
 TB Assessd
 Absent
 Refused
 Assessd Orig
 Makeup Date
 Makeup Status
 Assessd MkUp



Number of Excluded Students

SD/ELL Data Rcorded

Tot # Excluded in Reading SD
 Tot # Excluded in Reading ELL
 Tot # Excluded in Reading SD ELL
 Tot # Excluded in Reading
 Tot # Excluded in Math SD
 Tot # Excluded in Math ELL
 Tot # Excluded in Math SD ELL
 Tot # Excluded in Math
 Tot # Excluded in Science SD
 Tot # Excluded in Science ELL
 Tot # Excluded in Science SD ELL
 Tot # Excluded in Science
 Tot # Excluded SD
 Tot # Excluded ELL
 Tot # Excluded SD ELL

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

Telephone QC and In-Person QC

TelQC Selected
 TelQC Rating
 TelQC Date Cmpltd
 TelQC Comment
 TelQC Cmpltd By
 InPrsnQC Rating
 InPrsnQC Date Cmpltd
 InPrsnQC Comment
 InPrsnQC Cmpltd By

