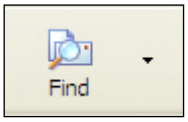
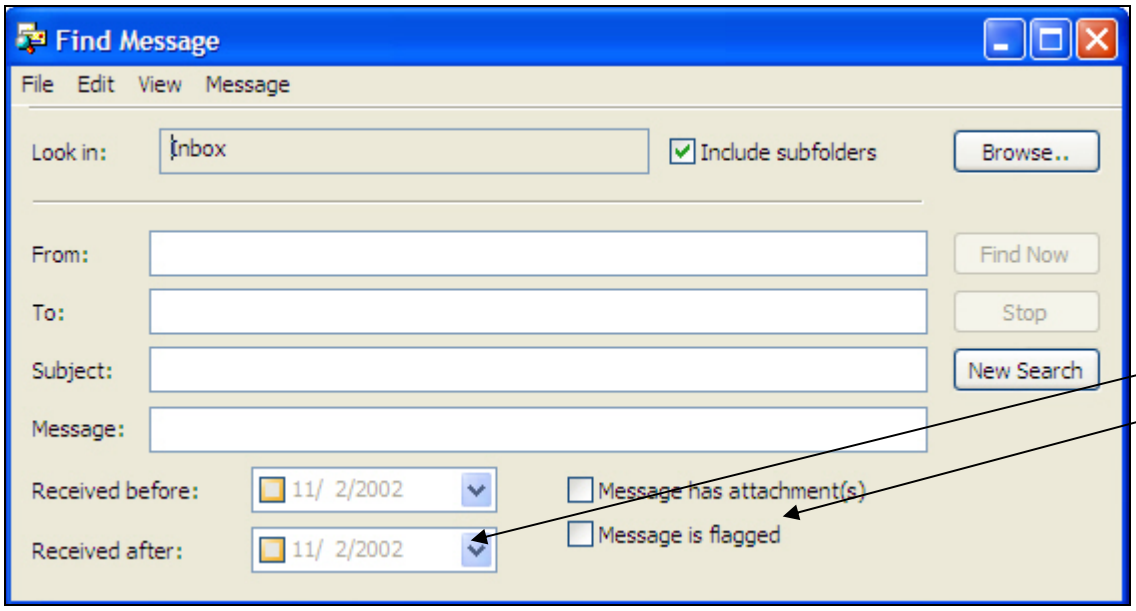
3.6 Searching for Specific Messages



If you are trying to find a specific message or messages about a specific topic then using the 'Find' feature will save you a good deal of time over searching each message. You can also search specific folders, who sent it, words in the subject or words in the message itself, for messages received before or after a certain date, by flag, and by whether the message has an attachment.



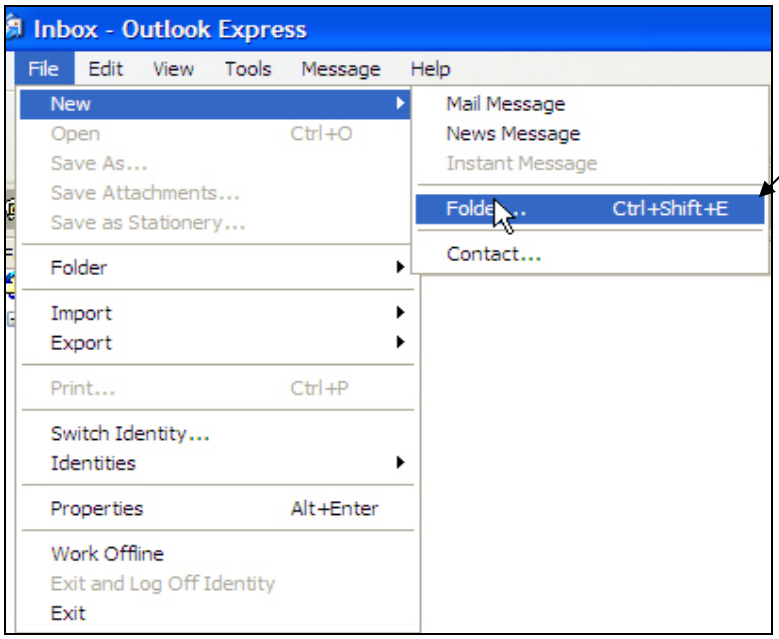
You can combine any of these selections with your search criteria.

Click on "Find Now" and OE will search for all messages meeting your criteria, then list them below the Find Message window. To view a message, simply double-click on it.

3.7 Creating Folders

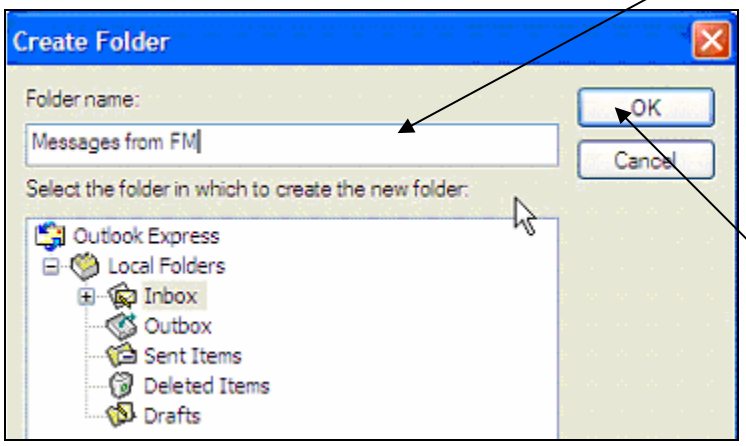
Creating your own folders allows you to organize your email messages. You can **add a new folder** at any time by clicking on the folder under which you want the new folder (a subfolder) to be shown. Messages can be moved from one folder to another by dragging and dropping with the mouse.

As an illustration, we will create a folder called "Messages from FM". Since we want it to be under the Inbox folder, we begin by clicking on the Inbox folder. Then, choose **File** (menu item), **New**, and **Folder**, as shown below.

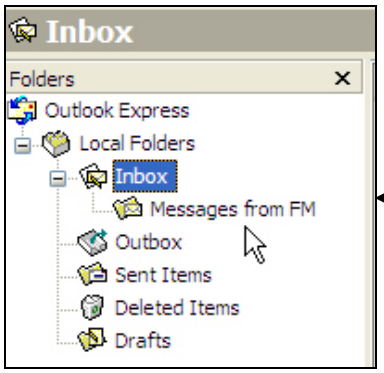


Click on File, New, Folder to begin the process.

Type name of new folder here. You may use spaces and upper/lower case letters.



When done naming the folder click on "OK" to create the folder.



The new folder appears in the list under Inbox.

3.7.1 Viewing Folders Besides the Inbox

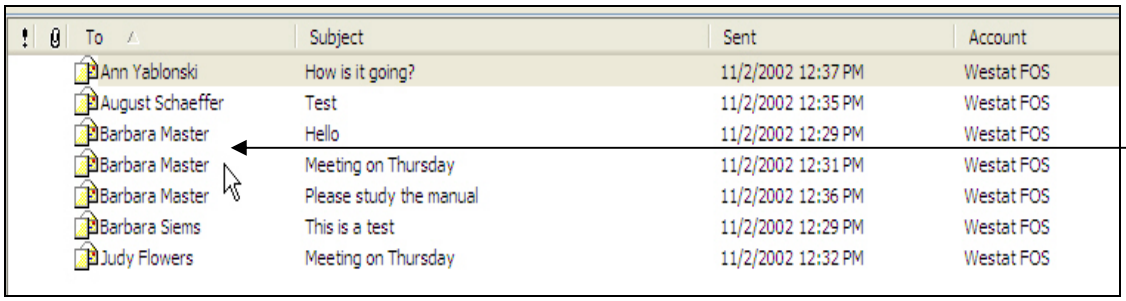
Click once on the folder name to change to the folder and see a list of messages in it. If a folder has a '**+**' sign next to it means there are sub folders. Click on the plus sign to show the subfolders. When a folder is expanded to show subfolders it will have a '**-**' sign next to it. Click on the minus sign to hide the subfolders.

3.7.2 Moving Messages Between Folders

You can move a message from one folder to another by clicking on the message and dragging it to the new location.

3.7.3 Sorting Messages in a Folder

In any of the folders – **Inbox, Outbox, Sent Items, Deleted Items** and **Drafts** - you can sort the messages to appear in an order you would like. The default it that the newest message always appears on the top. As an illustration, suppose you want to see all messages you sent to Barbara Master. Click on **Sent Items** (to highlight it) then click on '**To**' in order to sort the messages by recipient.



!	@	To	Subject	Sent	Account
		Ann Yablonski	How is it going?	11/2/2002 12:37 PM	Westat FOS
		August Schaeffer	Test	11/2/2002 12:35 PM	Westat FOS
		Barbara Master	Hello	11/2/2002 12:29 PM	Westat FOS
		Barbara Master	Meeting on Thursday	11/2/2002 12:31 PM	Westat FOS
		Barbara Master	Please study the manual	11/2/2002 12:36 PM	Westat FOS
		Barbara Siems	This is a test	11/2/2002 12:29 PM	Westat FOS
		Judy Flowers	Meeting on Thursday	11/2/2002 12:32 PM	Westat FOS

All messages to Barbara Master appear together.

The messages will appear alphabetically by sender. If you want to reverse the order click on **To** again. You can now scroll down to view the messages you sent to a particular person, which will now all be grouped together. The field by which messages have been sorted contains an arrow pointing up or down to indicate the direction of the sort order.

You can sort your messages by any of the fields from the list of messages displayed. For example, in the **Inbox**, you can sort by the **!** field, which sorts according to priority that the message was sent, the **Paper Clip** sign field if you want to easily find messages that had attachments, the **Flag** sign field, which sorts by whether the messages have been flagged, the **From** field which sorts by the senders' names, the **Subject** field, which sorts alphabetically by subject title, and the **Received** field which sorts by date the messages were received (default).

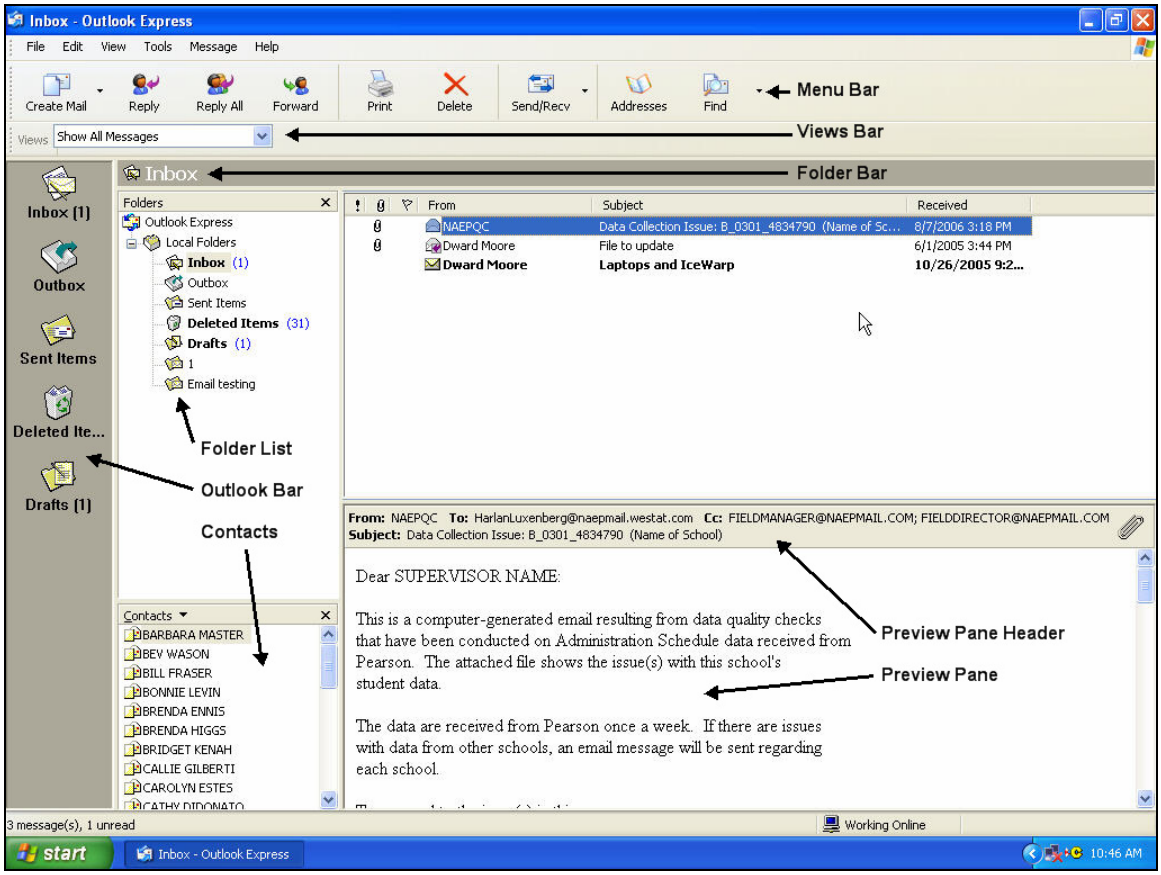
3.8 Goodies

Outlook Express has many features that you may find useful. This section addresses two of them. Customizing the layout 'Main' Outlook Express view (including adding back accidently removed pieces) and creating an auto-signature.

3.8.1 Customizing Main View

With so many different ways to set up the 'Main View' of Outlook Express it is quite possible that you would prefer the layout be different. This section will explain how to change the layout of Outlook Express' 'Main View'.

First, what are the options? The different elements of the 'Main View' that you can have shown or hidden are:



IMPORTANT When you open up Outlook Express for the first time the Outlook Bar and Views Bar will NOT be visible. They are visible in this image to show you what each option is.

If you wish to customize the layout of the 'Main View' then you need to:

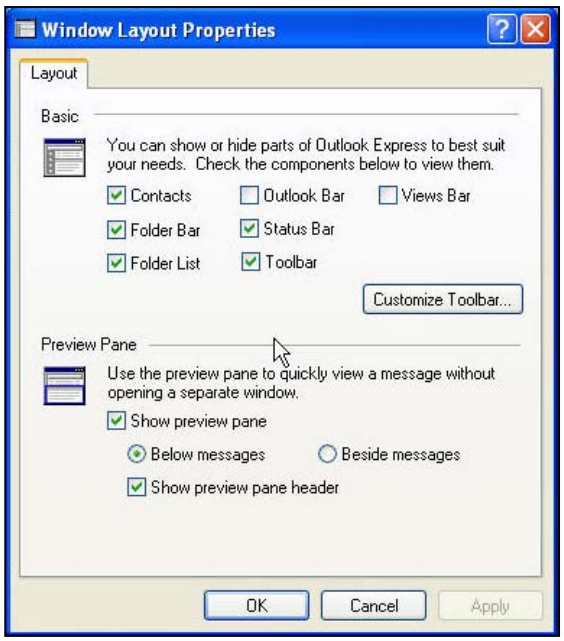
Step 1

Click on the 'View' tab, scroll down and click on 'Layout'

Step 2

Select which of the elements you wish to remove or add.

When you have finished making your selection click on 'OK'. The box will close and the 'Main View' will refresh to reflect the changes you decided upon.



3.8.1.1 Where did my Folders/Contact Pane Go?!?!

If you found you have accidentally removed the 'Contacts' or 'Folder List' from the 'Main View' you can add them back by following the steps in section 3.8.1. Just makes sure that in Step 2 that there is checkmark in the box next to 'Contacts' and 'Folder List' (not 'Folder Bar' that is a different feature).

3.8.2 Creating and Using an Auto-Signature

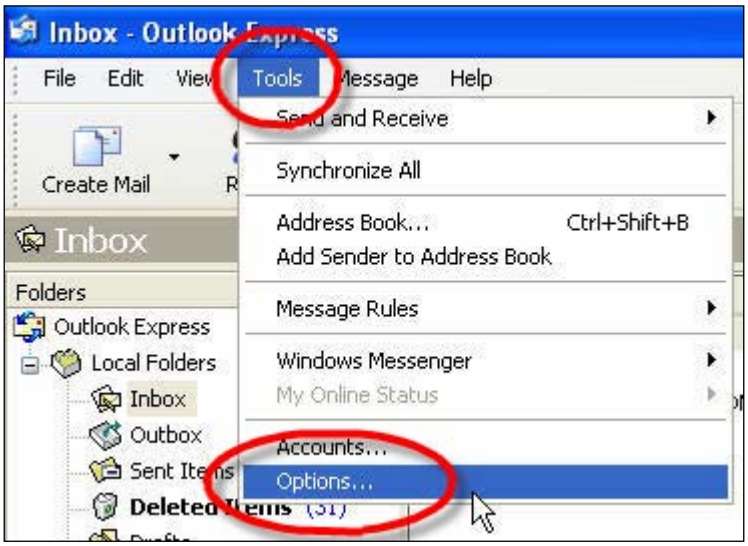
Adding a signature (name and contact information) to e-mails you send is a useful tool for providing people with your contact information, especially if they are away from their computer and only have a print out of your e-mail.

Additionally, a well designed auto-signature helps project the professional demeanor associated with the NAEP assessment.

Creating an auto-signature is a very quick process. The steps are:

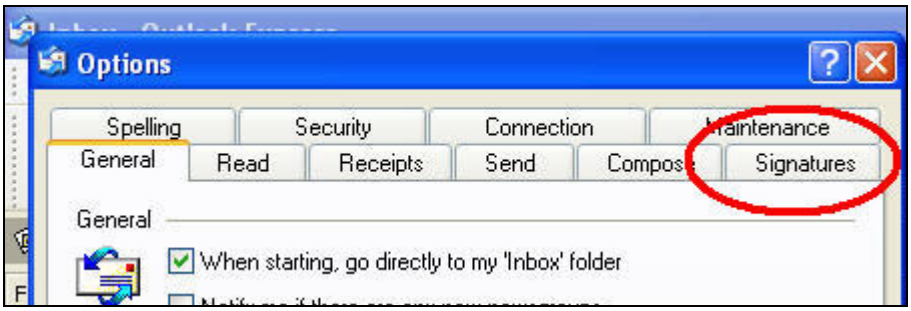
Step 1

In the Main OE View click on 'Tools' in the menu bar at the top. Scroll down and click on 'Options'.



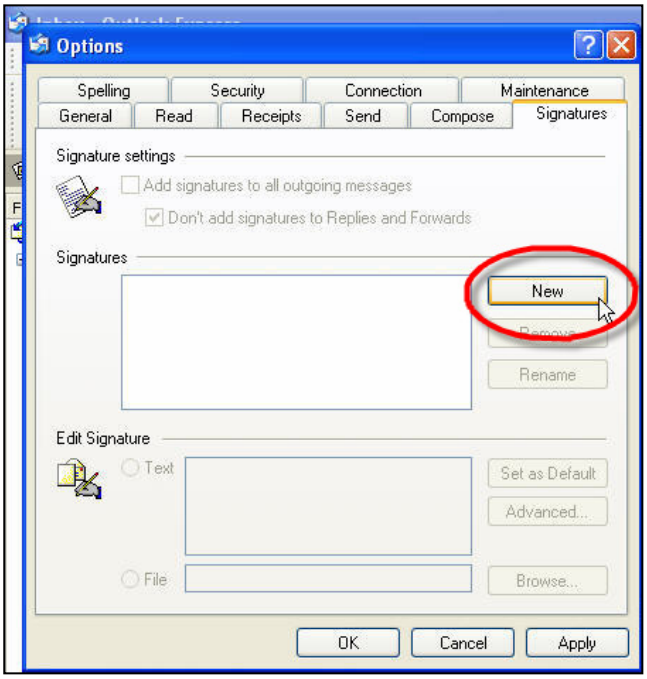
Step 2

In the 'Options' window that opens, click on the 'Signatures' tab.



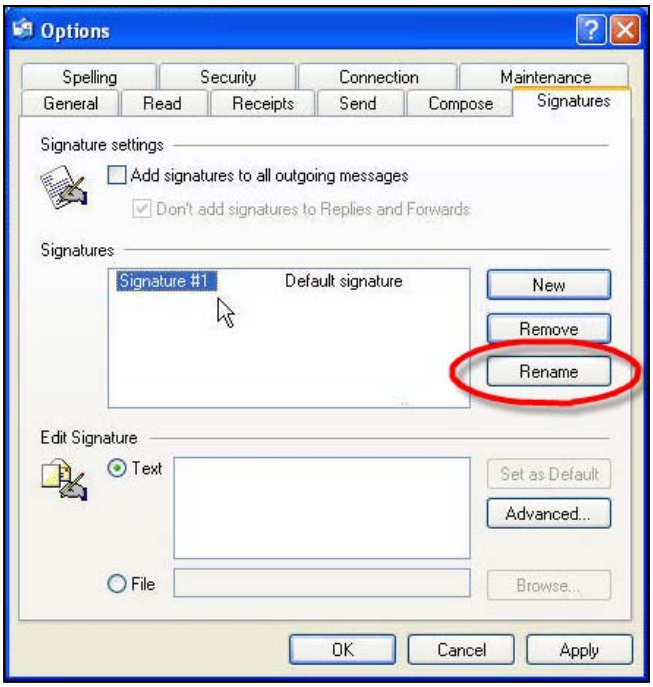
Step 3

In the signatures tab, click on the 'New' button



Step 4

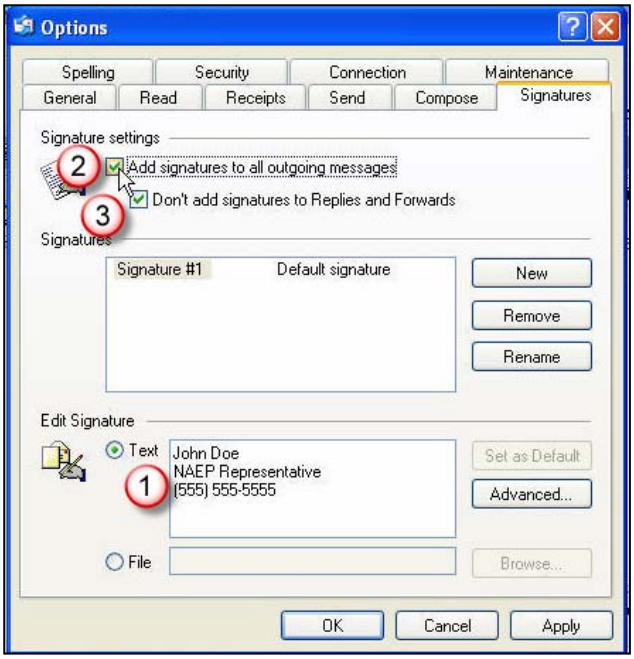
A new, blank, signature is created with the defaulted name of 'Signature #1'. If you would like to change this click on the rename button (circled), though you do not need to rename it.



Step 5

Enter your signature (1) and select if you want to have the signature automatically added to all new messages (2).

Additionally you can decide if you want your signature added to all the messages you reply to as well. It is recommended, at least at first, that you do not attach signatures to your replies to messages as well (make sure the box next to (3) is checked). You can always enable this feature in the future.



That's it. Your auto-signature will now be automatically attached to every new message you send out.

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Outlook Express Quick Guide

OVERVIEW

1. Open Outlook Experess (OE) by double clicking on the icon.
2. Draft all messages
3. *Send* all drafted messages and simultaneously *receive* all incoming mail.
4. System disconnects
5. Read all messages and, if necessary generate replies
6. Repeat step 2 and 3 if necessary
7. Close OE

To create a message:

C1. Click *Create Mail* icon.

C2. Address the message:
- If addressee is in your address list, begin typing name of person in the field labeled "To:" and the system will display names that match. Stop typing when his/her name is displayed.
- If addressee is NOT in your address list, type his/her complete email address in the field labeled "To:"

C3. Press Tab key to move to CC field.

C4. If you want to send a copy of this message to someone in addition to the addressee, follow steps in number 2; otherwise, press Tab key to move to the Subject field.

C5. Give the message a subject.

C6. Press Tab key to move to message area.

C7. Type your message including your name at the end ("sign" the message).

C8. Proofread your message for spelling and grammar.

C9. Click the *Send* icon to send the message to your Outbox.
- Spell check will run. If a word is identified as not being in the dictionary, you will be given an opportunity to add it to the dictionary or ignore it.
- Go To S1

To create additional messages, go through Steps C1 – C9 for each additional message.

Sending messages:

S1. Click the *Send/Recv* icon.

S2. Select the "service" you want to connect to:
- If you are at home, you can accept the default "Connect to" setting of "1)Westat".
- If you are in a hotel/motel, click on the down arrow button and click on the 8 or 9 prefix option, whichever prefix is needed for outgoing calls at the hotel/motel you are staying in.

S3. Press the Tab key to move to the User Name field.

S4. If your User name (NAEPXXXX) is not displayed, type it in.

S5. Press the Tab key to move to the Password field.

S6. Type your password very carefully as it is case-sensitive (it must be typed exactly as it was given to you).

S7. Make sure that the telephone line is plugged into the computer.

S8. Click on the *Connect* button.

To read messages:
- Double click on the message information (under From, Subject, Received) in the list of messages.
- Read the message.
- To close the message, click once on the red X in the upper right corner.

To reply to a message:
- Open the message by double clicking on it
- Click on the Reply icon.
- Type your reply and sign the message.
- Click the Send icon.

Close Outlook Express by clicking on the red X in the upper right corner.

REFERENCE MATERIAL

- Creating Business Cards
- Is Your Laptop Clock Right?
- NAEP Field Operating System (NAEPFOS)
- Creating Your Own School Logs
- Using the Various Dial-Up Connections

D

APPENDIX D. FREQUENTLY ASKED QUESTIONS

What is NAEP?

NAEP is the only national assessment that shows what students across the country know and can do in subjects such as reading and mathematics. NAEP has two major goals: (1) to compare student achievement in states and other regions, and (2) to track changes in achievement of fourth-, eighth-, and twelfth-graders over time in mathematics, reading, writing, science, history, and other content areas. Not every subject is assessed every year. NAEP assesses students in grades 4, 8, and 12 in reading and mathematics every 2 years, and other subjects in alternating years. The results of NAEP are used regularly in making education policy decisions.

Will our school receive the results from the assessments taken by our students?

No. NAEP does not collect data or provide results at the student or the school level. NAEP provides data for large groups of students only. Typically, state, regional, and national results are reported.

What are the responsibilities of the school staff? What do they have to do for the assessment?

School coordinators receive a packet of materials with instructions. A NAEP representative is available to provide assistance with any questions. School coordinators schedule assessment dates and times; make arrangements for the assessments to be conducted at their schools; send letters to notify the parents/guardians of the selected students; distribute and collect questionnaires; and gather any missing information needed for the assessments. School principals sign the Parent/Guardian Notification Letters and support classroom teachers with assessment logistics. Classroom teachers work with students to motivate them and answer any questions they have about the assessment. Teachers also assist in making sure that students in the selected sample are present at the assessment site.

Is participation in NAEP voluntary?

The participation of individual students in NAEP is, and always has been, voluntary. At the school level, the recent No Child Left Behind legislation (signed into law by President Bush in January 2002) mandates that public schools that receive federal money under Title I must participate in NAEP in order to receive those funds. Schools that do not receive federal funds participate in NAEP on a voluntary basis, if they are selected for the sample.

Why should students participate in NAEP?

The participation of each student selected is important to the success of NAEP because a representative sample is needed to ensure that the assessment provides fair, accurate, and useful information about student achievement. Each student that is selected to participate represents hundreds of students across the nation.

If the selection of schools is random, why is our school always selected?

In some geographic areas where school populations are less dense, the same schools participate regularly in the assessments. Only a sample of the students in each school participates, however. When the potential number of participants in an area is lower, the chances of a given school participating increases.

Why are personal questions (for example, questions about race or ethnicity, school attendance, homework habits, and reading materials that are available in the home) asked as part of the assessment?

NAEP collects information about student and school characteristics and factors that are believed to influence academic performance so that the data provided can be used to strengthen our schools and the educational process. NAEP ensures that these questions do not infringe on a student's privacy, and that each question asked has been shown by research to be relevant to educational success. Questions about personal beliefs or attitudes are not asked, and students may decline to answer any question in the assessment book that they do not wish to answer. All responses are confidential, and neither individual nor school results are reported.

What should I do if a parent asks to see the assessment booklet?

NAEP has Sample Questions Booklets available that may be copied and given to parents who request them. These booklets contain all of the background questions that appear on the assessment, as well as a representative sample of the subject area questions. Requests to see the actual assessment booklets should be directed to your NAEP State Coordinator. Westat staff (home office, field directors, field managers, supervisors, and AAs) are not authorized to show actual assessment booklets to anyone.

What should I do if a reporter shows up at the school on the day of the assessment and wants to do a video story about the school's participation in NAEP?

In keeping with NAEP's pledge of confidentiality for schools and individual students, NAEP does NOT permit videotaping or photographing of ANY part of an actual assessment. The National Center for Education Statistics can provide videotape and/or photographs of a simulated assessment to the news media upon request. Unauthorized persons, including reporters, are NOT permitted in the testing areas to observe sessions.

Where can I obtain additional information about NAEP?

Additional information can be found on the NAEP website at http://nces.ed.gov/nationsreportcard. The website provides an overview and history of NAEP, a description of the assessments, and specific answers about student participation and other questions. Highlights of recent assessments may be downloaded from the website.

E

APPENDIX E. GLOSSARY OF TERMS

Glossary for Supervisors

AA (Assessment Administrator)
Westat field staff member hired and trained to administer the assessment and to assist the supervisor with other NAEP activities in the school.

Accommodation Code
Code entered on the Administration Schedule for each selected student. This code is used to indicate whether a student will be assessed with or without accommodations, in a regular session, or in a separate accommodation session.

Accommodations
Alterations in the administration of standardized assessments such as NAEP that are provided to certain students with disabilities (SD) and/or English language learners (ELL), as specified in the student's Individualized Education Program (IEP).

Administration Code
Participation status code entered on the Administration Schedule for each selected student. This code is used to identify if and how students participated in NAEP.

Administration Schedule
The central document used to list the students in a given school selected to participate in NAEP. It links the student demographic and performance data to produce aggregate reports.

Arts
An assessment in music and visual arts that will mark the fourth time these two subjects have been assessed nationally for NAEP.

Assessment Booklets
Developed to assess the selected students in grades 4, 8, and 12 in various subject areas specified for the 2008 Field Test. Assessment booklets consist of four parts: two cognitive blocks and two background question blocks.

Assessment Information Form (AIF)
Form used and completed by the supervisor to communicate specific information to an AA about an assignment.

Assessment Session
The period of time during which test booklets are administered to a group of students.

Bundle Slip
Form packaged with each bundle of test booklets listing session information and the first three digits of the booklet ID numbers contained in the bundle.

ELL (English language learner)
A term used to describe students who are in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term “limited English proficiency” or “LEP.”

ELL Questionnaire
NAEP questionnaire completed for each selected student identified as ELL by the school staff member most knowledgeable about the student.

ETS (Educational Testing Service)
Contractor responsible for the design, analysis, and reporting of NAEP data.

Field Manager
Westat field staff member hired to coordinate all NAEP field activities with the state departments of education and the Westat home office staff.

Field Test (FT)
The second stage of pretesting NAEP assessments after pilot testing. Field tests are administered to a nationally representative sample of students 1 year before the operational assessment. Field test subjects for 2008 are reading, mathematics, and science.

Framework
Under the Governing Board’s direction, the objectives for each assessment are described in a framework document that delineates the important content and process area to be measured for a given subject areas as well as the types of questions to be included on the assessment. The framework development process is congressionally mandated and involves widespread participation and review by policymakers, educators, and members of the general public.

Fulcrum IT
Contractor responsible for the NAEP web operations and web maintenance.

HumRRO (Human Resources Research Organization)
Contactor responsible to conduct independent quality assurance activities throughout the NAEP assessment cycle.

IEP (Individualized Education Program)
Generally, each public school student who receives special education and related services should have an IEP. The IEP includes any accommodations needed in order for the student to participate in standardized tests such as NAEP.

Long-Term Trend (LTT)
An assessment designed to give information on the changes in the basic achievement of America's youth by monitoring trend lines first established in 1971 for reading and 1973 for mathematics.

MySchool
The website that provides participating schools and districts with a convenient way to access details about the NAEP assessment.

NAEP (National Assessment of Educational Progress)
NAEP is a continuing national survey of the knowledge and skills of American students in major learning areas taught in school. It is often called "the Nation's Report Card."

NAEP Code of Ethics
The Code of Ethics is a set of principles that NAEP expects all staff members to follow. The Code defines principles that are the foundation for fair and accurate test administration and data collection.

NAEP in Your School
Officially titled "NAEP in Your Schools," this document provides an overview of NAEP. It is included in the recruitment materials sent to sampled schools.

NAEP School ID Number
Unique ID number for each participating school used on all NAEP materials.

NAEP State Coordinator
Staff member at the state department of education who works with the Westat field manager to coordinate all NAEP activities in the state.

NAEP Storage Envelope
Used by the school to hold the NAEP material needed by the NAEP team on assessment day and for storage of the material at the school following the assessment.

NCES (National Center for Education Statistics)
NAEP is directed by NCES of the U.S. Department of Education.

NSLP (National School Lunch Program)
A federally assisted meal program that provides low-cost or free lunches to eligible students.

Pearson (Pearson Educational Measurement)
Contractor responsible for NAEP materials distribution and processing. It is also responsible for scoring the student responses to the test questions. Formerly known as NCS Pearson.

Preassessment Packet
Contains important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

Quality Control Booklet (QCB)
Document used by the NAEP supervisor to track the work with the school throughout the entire process of planning and supervising assessment activities.

Sample
A portion of a population, or a subset from a set of units, that is selected by some probability mechanism for the purpose of investigating the properties of the population. NAEP does not assess an entire population of schools or students, but it selects a representative sample from the population to participate in the assessment.

Sample Parent Notification Letter
A No Child Left Behind requirement, the letter explains the assessment and its importance to parents of students selected for the assessment. It may be modified to satisfy any parental notification requirements of the district and/or school.

Sample Questions Booklet
Contains NAEP 2008 background questionnaires accompanied by explanations, rationales, and sample assessment items.

School Coordinator
The principal or other school staff member assigned to coordinate all NAEP activities at the school.

School Folder
Contains all of the official recordkeeping documents and information relating to conducting the school assessment.

School Questionnaire
NAEP questionnaire completed for the school by the principal or other official. It is used to gather information concerning school administration, staffing patterns, curriculum, and student services.

Science Interactive Computer Tasks (SICT)
A prepilot of online test items and procedures that will be piloted during the 2008 Field Test.

SD (Student with a Disability)
A student with a disability needs specially designed instruction to meet his/her learning goals. A student with a disability will usually have an IEP, which guides his/her special education instruction. Students with disabilities are often referred to as special education students and may be classified by the school as learning disabled (LD) or emotionally disturbed (ED).

SD and/or ELL Roster of Questionnaires
Form used to keep track of the SD and ELL Questionnaires distributed to school staff members.

SD Questionnaire
NAEP questionnaire completed for each selected student identified as SD by the school staff member most knowledgeable about the student.

Session Debriefing Form
Form used by AAs to document certain details about an assessment session.

Session Number
The Session Number consists of two letters and four numbers. The two letters indicate that it is a Field Test assessment. The first two numbers indicate the grade of the students being assessed and the last two numbers uniquely identify the session from the other sessions that may be conducted at the school.

Session Scripts
Script and instructions used by AAs to conduct all NAEP assessments in a uniform manner.

Statistical Validity
For NAEP, when the analyses and reports from the assessment data precisely reflect student achievement across the nation.

Supervisor
Westat field staff member hired to manage assessment teams, to select the samples of students to be assessed, and to oversee all NAEP activities in the schools.

Teacher Questionnaire
Questionnaire completed by teachers of students selected to participate in NAEP. It is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers.

TestNav
Testing software developed for schools to conduct assessments online.

"The Governing Board"
This independent organization is appointed by the U.S. Secretary of Education and develops the content "frameworks" or test blueprints. The National Assessment Governing Board sets policy for NAEP and selects the subject areas to be assessed and develops guidelines for reporting.

Title I
A federally funded assistance program for economically and educationally disadvantaged students.

Westat
Contractor responsible for NAEP sampling, data collection, and quality control monitoring activities.