

10.6 Untagging a School

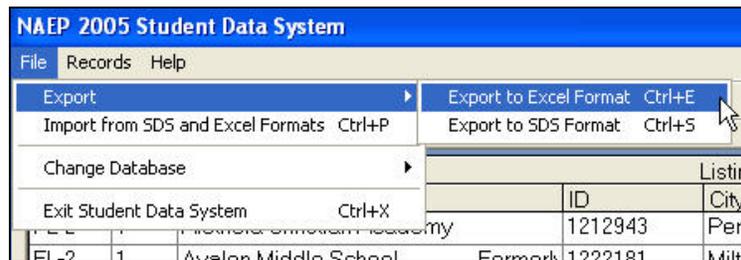
If, during the process of tagging schools for export, you discover that the wrong school was tagged, the school can be untagged so that it will not be copied onto the diskette.

- In the Main View, click on the school that you want to untag and click in the tag column to remove the check mark.

10.7 Exporting a School Record for Data Entry Using Excel

Exporting a school record as an Excel file, will allow student data entry with a personal computer that does not have the SDS.

- After tagging one or more schools as described above (Section 10.3), select **File, Export, Export to Excel**.



Export to Excel

- After you select this option, the system will create one Excel file per tagged school using the school ID number as the file name (for example 9924500.xls).
- After the file has been created, a report is generated by Crystal Reports showing the school information. Print the report so you have a record of the files. On the report, write the name of the person to whom you are giving the disk and the date.

8:13AM 10/6/2004

NAEP 2005: Summary of Data Exported to Excel Format

<u>Region</u>	<u>Area</u>	<u>School Name</u>	<u>ID</u>	<u>City</u>	<u>Number Sampled</u>
FL-2	1	L. D. McArthur Elementary School	1210840	Pensacola	85

Summary Report of Data Exported

Write the NAEP ID number(s) on the diskette label.

10.8 Data Entry in Excel

NOTE: The school file(s) will be accessed on the diskette using Excel. The school file(s) shall not be copied onto the hard drive on another computer.

When the file is open, it will look similar to the example shown below.

	A	B	C	D	E	F	G	H	I
1	ListType	SampleNumber	SampleType	ID	Sessid	AdminLineNumber	SLFLineNumber	FName	MName
2	S	1	P	1210840	RS0401	1	1		
3	S	1	P	1210840	RS0401	2	2		
4	S	1	P	1210840	RS0401	3	3		
5	S	1	P	1210840	RS0401	4	4		
6	S	1	P	1210840	RS0401	5	5		
7	S	1	P	1210840	RS0401	6	6		
8	S	1	P	1210840	RS0401	7	7		
9	S	1	P	1210840	RS0401	8	8		

Excel File Ready for Data Entry

While it is not apparent from the screen shot above, if there is more than one session in the school, all sessions will be on this one worksheet. When doing data entry with the Excel worksheet, it is important to keep track of the “**Sessid**” – the Session ID – to be sure that the students are assigned to the correct session.

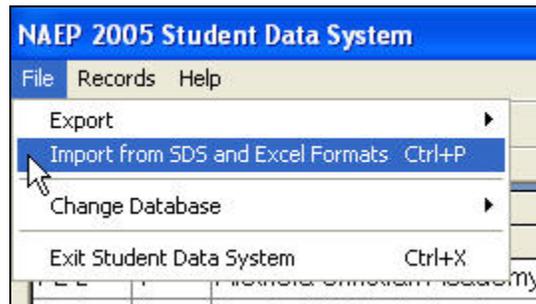
Parts of the Excel worksheet will be protected to avoid any changes. The columns A-G and first row are read-only. The data in columns A-G and the column set up (column width, for example) cannot be changed.

Data entry must be done very carefully when using these Excel files. Unlike the SDS, no error checking or range checking will be made when doing data entry in these Excel files, nor will there be any reminder of the codes for SD, ELL, etc. or the birth years that are allowed. Any data entered that are outside the allowed codes within the SDS will not be copied in the SDS for that school.

After data entry is complete, the file should be printed out so that the data can be compared against the hardcopy list of students from the school and corrected before importing the data back to the region supervisor's laptop.

10.9 Importing Completed Excel Files to the SDS

After the student data have been entered and double checked and the file saved on the diskette, the diskette should be inserted in the external drive of the region supervisor's laptop. Select **File, Import from SDS and Excel Formats**. (The system will look for both types of files and import all that are on the disk.)



Import File From SDS or Excel Formats

The file(s) will be copied into the SDS and a report will be generated. Print the report so that you have a record of the schools.

 A screenshot of a report window titled 'NAEP 2005 SDS: Summary of Data Imported to Main Database from SDS Format'. The window shows a table with one row of data. The table has columns for Region, Area, School Name, ID, City, and Number Sampled. The data row shows: FL-2, 1, Brentwood Middle School, 1220991, Pensacola, and 44. The report also includes a timestamp of 8:29AM on 10/6/2004 and a backup file name: NAEP2005--6Oct04--0829AM.mdb.

Region	Area	School Name	ID	City	Number Sampled
FL-2	1	Brentwood Middle School	1220991	Pensacola	44

Summary Report of Data Imported from Excel File

Remember:

- All diskettes containing student data must be returned to Westat no later than the end of the field period.
- If school files are exported onto a diskette for data entry using Excel, DO NOT copy the files from the diskette to the hard drive of the computer with Excel. All data entry must be done directly onto the diskette.
- Student data sent to supervisors by schools will always be in hard-copy format.

G

APPENDIX G. SCHOOL CONTROL SYSTEM (SCS) USER'S GUIDE

2008 NATIONAL ASSESSMENT
OF EDUCATIONAL PROGRESS

Supervisor
School Control System (SCS)
User Guide

Conducted for:
National Center for Education Statistics
U.S. Department of Education

Conducted by:
Westat
Rockville, Maryland

August 2007

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1. INTRODUCTION

1.1 Background

Westat field managers and supervisors and the NAEP State Coordinators and home office staff will all access the same Internet-based computer system as sampled schools are contacted and recruited to participate in the National Assessment and during the assessment field period. This guide describes the features of the School Control System (SCS) as used by Westat supervisors.

The SCS is located on a server at Westat. While all users of the system will be accessing the same database of schools, only those schools for which you are responsible will actually be visible to you and you will only be able to make updates to those schools. To access the SCS, you will log on to the Internet using the Web browser on the laptop supplied to you for this study or through any computer connected to the Internet.

The SCS was designed to be viewed using the default screen resolution of the NAEP laptops (1024 x 768) as will be seen in the screen shots in this user guide. If you change the screen resolution of your NAEP laptop to a lower resolution or increase the font size, you will not be able to see all of the SCS views without scrolling to the right and down.

Since all of the project staff and state coordinators will have immediate access to the NAEP data, it is very important that the information be as up-to-date and accurate as possible.

It is important to remember that some of the basic school information also will be available to the individual sampled schools via the MySchool Web site which makes it imperative that the information about the schools is correct and kept up to date. (More about this below.)

State coordinators also use the School Control System with a few minor differences in the screens and data. Those of you who will be working closely with these coordinators must remember that some of the screens that they see when they work in the SCS will look different from the screens that you have access to. For example, the only schools that they will have access to are the public schools in their states.

1.2 SCS Revisions and New Features

The SCS has remained relatively stable over the past few years, though there continue to be modifications and revisions in response to suggestions from users and reflecting changes in the study.

You are strongly encouraged to read through this user guide to fully understand the modifications in this version of the SCS.

As in past years, we ask you to forward suggestions for improvements and additional programmed reports to Dward Moore via email at DwardMoore@westat.com as you work with the system.

1.3 Linking Data Between the SCS and the MySchool Web Site

The letter being sent to schools inviting them to participate in NAEP will encourage them to log on to the MyNAEP MySchool Web site. The MySchool site will have information on the National Assessment, links to other Web sites related to NAEP, the name of the NAEP representative who will be working with the school, and specific information about the sampled school. In addition, schools wishing to submit their student lists electronically for student sampling will access the E-File system through step 2 of MySchool. The NAEP representative for the public schools will be the state coordinator and for the nonpublic schools initially it will be the field manager. Eventually, these names will be replaced with the name of the supervisor responsible for the schools.

The MySchool site will be personalized with information in our sample database on the school. An example is shown below.

Your Information	
School Name:	Andover Middle School
Principal:	
School Coordinator:	
Address:	1628 N Andover Rd Andover, KS 67002
Telephone Number:	(316) 733-5061
NAEP School ID Number:	2020040
Grade(s) to be Assessed:	8
Enrollment in Selected Grade:	0
Assessment Date:	02/01/2007

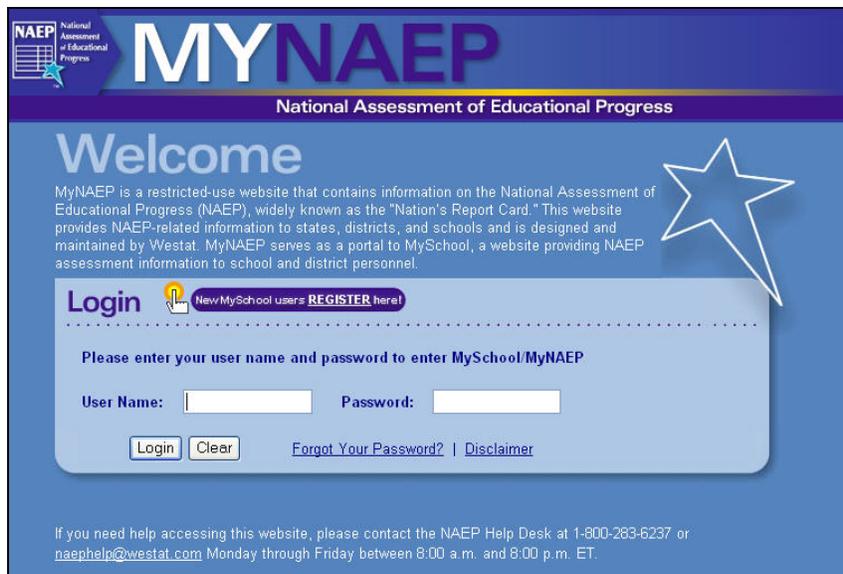
As the school moves through the various steps of cooperation, sampling, assessment, and post assessment, new pages of the MySchool site will be available with information specifically related to the various phases of the study. For example, prior to the assessment date, the Web page will remind the school that the NAEP representative is scheduled to come on a particular day. The link to E-Filing for student sampling will also be available unless, for public schools, the state coordinator has indicated that the district or the state will provide the student data for sampling purposes. Registered MySchool users will be sent an email message notifying them of new information available for them in their MySchool site.

Since the school-specific information in the MySchool site will come from the same database as the SCS, the supervisors must be very careful to double-check the school information in the SCS and be sure that it is up-to-date and accurate.

1.4 Getting Started in the SCS

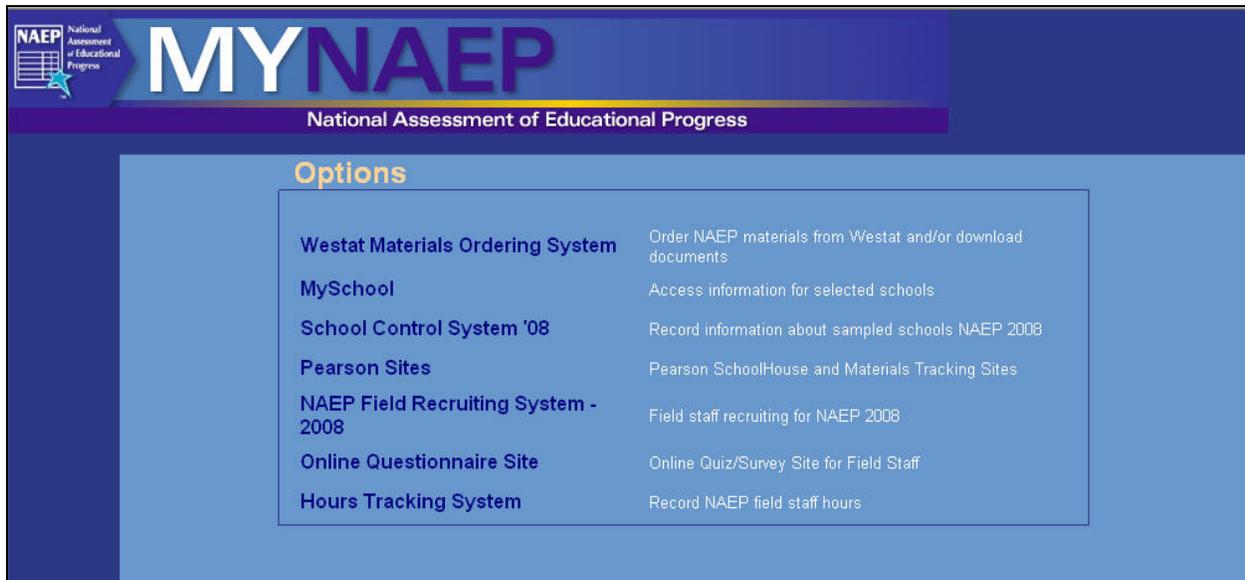
All work on the School Control System will be online. This will allow you to access the SCS using your NAEP laptop or any computer connected to the Internet.

When you are connected to the Internet with the NAEP laptop, the MyNAEP Welcome page should be your homepage. If not, go to **www.mynaep.com** which will take you to the Welcome page. Enter your user name and password and click on **Login**.



MyNAEP Log in Screen

After you enter your user name and password, you will go to the MyNAEP Options screen. Shown below is an example of the Options screen.



MyNAEP Options Screen

The list of options that one has will depend on what their position is and, therefore, which site they have access to.

Move the mouse pointer over the School Control System option and click.

1.5 Logging On Dos and Don'ts

It is possible to program your Web browser so that it will remember information and save keystrokes. However, this also means that other folks can see this information as well. If the information that is stored includes user names and passwords, then your system will not be very safe. We strongly recommend that you do not set the browser to save such information. Internet Explorer on your NAEP laptop will not save such information. If you use your own computer to access the SCS, you also should have this feature turned off on your computer.

To log onto the system, you will need to enter two items, your user name and your password. Note that the password has a mixture of upper and lower case letters as well as numbers and a symbol. The user name and password must match exactly with the information on the Westat end, so it is important that you enter these correctly.

Both your user name and password have been provided to you. Everyone will have a unique password and user name, which must be kept CONFIDENTIAL. Remember that we have promised the schools that their data are confidential. You must do your part to ensure that no one has access to this Web based database.

To enter your user name, mouse over the blank field following "User name:" until it turns into an I-beam and click once to place the flashing cursor in the field. Enter your user name. Then, press the **Tab** key or mouse over the blank field following the label "Password" and click to place the cursor in the field.

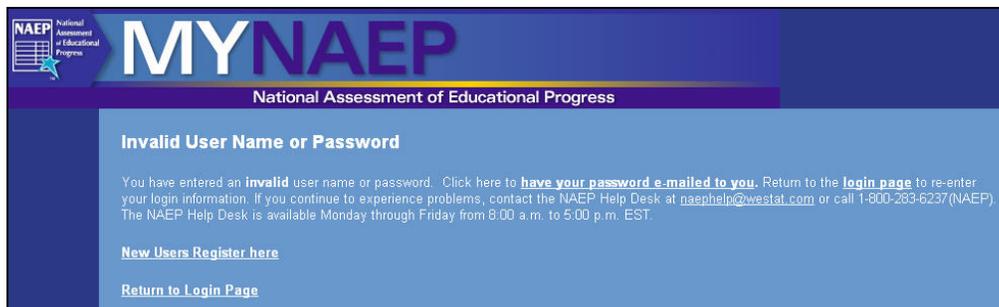
Be careful not to press the **Enter** key after typing your user name. If you do, the system will think that you are trying to log in without entering the password and you will get the following pop-up message.



If this happens, click on the OK button and then, click on the password field.

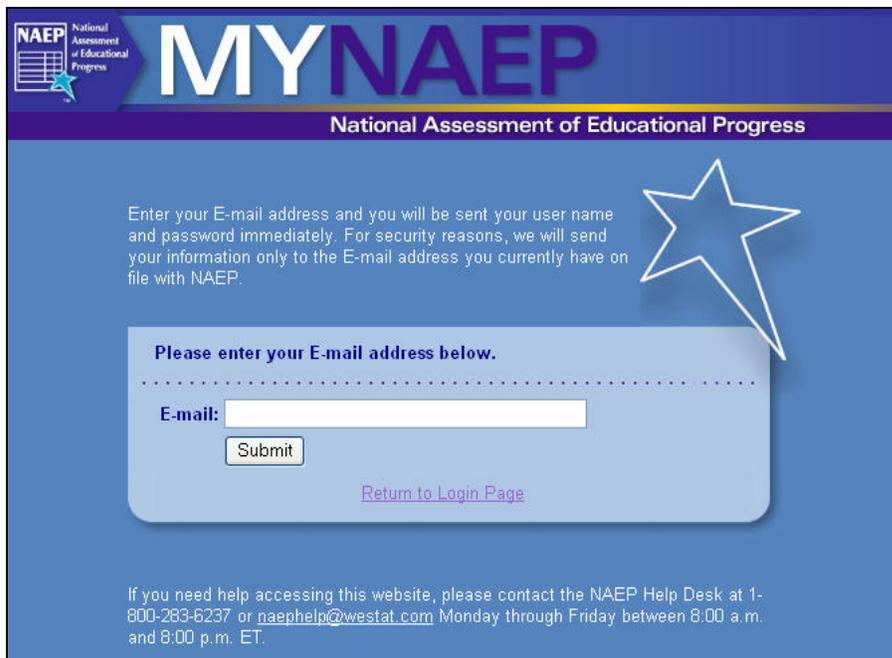
As you enter your password, all you will see is a series of dots (●●●●●) so that no one can see what you are typing. Since you will not be able to see what you are typing, it is important that you be careful as you type the password. After typing the password, click on the **Login** button.

If you make a mistake entering either your user name or password, you will get the invalid user name or password message shown below. If this happens, select the return hyperlink and carefully enter your user name and password again.



Invalid User Name or Password

The system will allow you to try as many times as you need. However, if you continue to have problems, call the Help Desk at the toll free number **888-499-6237**.



If you Forgot Your Password

If you have forgotten your password, as the screen shot above notes, enter your e-mail address and click on the **Submit** button. Your user name and password will be sent to you in an email message.

1.6 Basics for Using the System

Below is the default district listing.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with links for 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below this is a search and filter area with dropdown menus for 'NAEP-2008/FT', 'Phase: FA', 'Territory: 31', 'State: CA', 'Region: 2', and 'School Type: School Type(*)', followed by a 'GO' button. The main content area features a table titled 'Default District Listing' with columns for 'District', 'Superintendent', 'District Contact', 'District City', and 'District State'. The table lists 15 schools, with the 8th row for 'Diocese Of San Bernardino Schs' showing 'SARAH KANE' as the superintendent. At the bottom of the table, there is a search bar with 'IN District' and a 'Find' button, along with 'Number of Records: 15' and 'Page: 1 of 1'.

District:	Superintendent:	District Contact:	District City:	District State:
1. Adelanto Elementary			Adelanto	CA
2. Ca Non-Public Non-Catholic Schools				CA
3. Central Elementary			Rancho Cucamonga	CA
4. Chaffey Joint Union High			Ontario	CA
5. Chino Valley Unified			Chino	CA
6. Corona-Norco Unified			Norco	CA
7. Desert Sands Unified			La Quinta	CA
8. Diocese Of San Bernardino Schs	SARAH KANE		San Bernardino	CA
9. Gorman Elementary			Gorman	CA
10. Moreno Valley Unified			Moreno Valley	CA
11. Palm Springs Unified			Palm Springs	CA
12. Rim Of The World Unified			Blue Jay	CA
13. Riverside Unified			Riverside	CA
14. San Bernardino City Unified			San Bernardino	CA
15. San Jacinto Unified			San Jacinto	CA

Default District Listing

The icons and menu items above the SCS banner are related to the functions of Internet Explorer browser. They are completely functional while you are using the SCS. However, you generally will not need to use any of the browser buttons or functions while you are working in the SCS.

You are especially warned **do not use the browser's Back arrow** (usually green). As you move from screen to screen in an application such as the SCS, the screen is actually temporarily copied to your computer in an area called cache. When you use the Back arrow to move to a screen you have previously seen, you may be seeing the temporarily stored screen from your browser's cache rather than the actual screen from the server at Westat. Changes you made on the screen may not be on the screen that you see which could be very confusing. To move within the SCS, you should use the SCS menu options in the blue area at the top of the screen and other links (Next page>>, <<Previous page, etc.) that are provided within the SCS to be sure that you are always going where you want to go.

At the top of the SCS screen are several menu options (hyperlinks). As you move the mouse over a menu item, the pointer turns into a "hand" indicating that if you click you will go to that part of the system.



These menu hyperlinks will be available while you are working in the various views of the SCS. They are briefly described below followed by the user guide sections where you will find a more complete description:

School/District Listing	Two default lists are available –schools and districts. Personalized lists can be created that include fields you wish to see. (Section 1.7)
Batch Entry	Using this feature, you can make entries for several schools by working from a list of schools. (Section 4)
Scheduling	This option leads to a calendar of your assessments. (Section 5)
Data Selection	Use this function to generate special reports or data to be sent to a word-processor or spreadsheet from which you can print individualized letters and labels. (Section 6)
Reports	Generate reports on recruitment and scheduling activities and the progress of the assessments in your region. (Section 7)

The alpha tabs across the top of the screen allow you to subset or filter the list in the current view to show only those entries in the first column that start with the letter you choose. If an alpha character is not shown, there are no entries that start with that character. To see all schools/districts, click on the tab with the asterisk (“*”).

If you are logged on to the SCS and the Westat server does not detect any keyboard or mouse activity for 20 minutes, the server will lock you out. For example, if you are logged into the SCS and leave it running in the background for 20 minutes while you do something else, your connection with the server at Westat will be terminated. When you try to move from one view to another, you will be directed to a screen that explains that you have been logged out. There will be a link on this screen to return to the Login screen.

This is a security feature so that the database does not remain open for hours and available to hacking by someone outside NAEP.