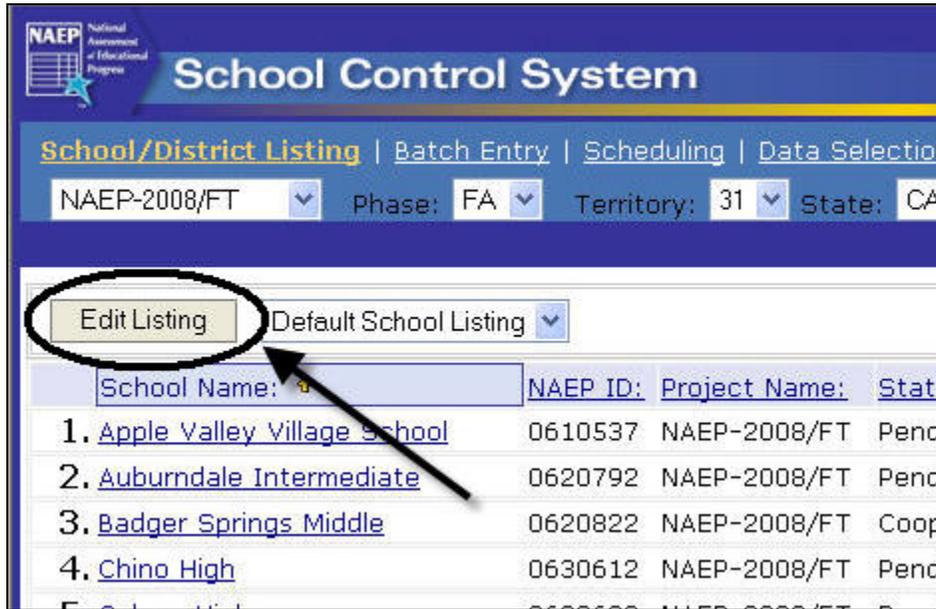


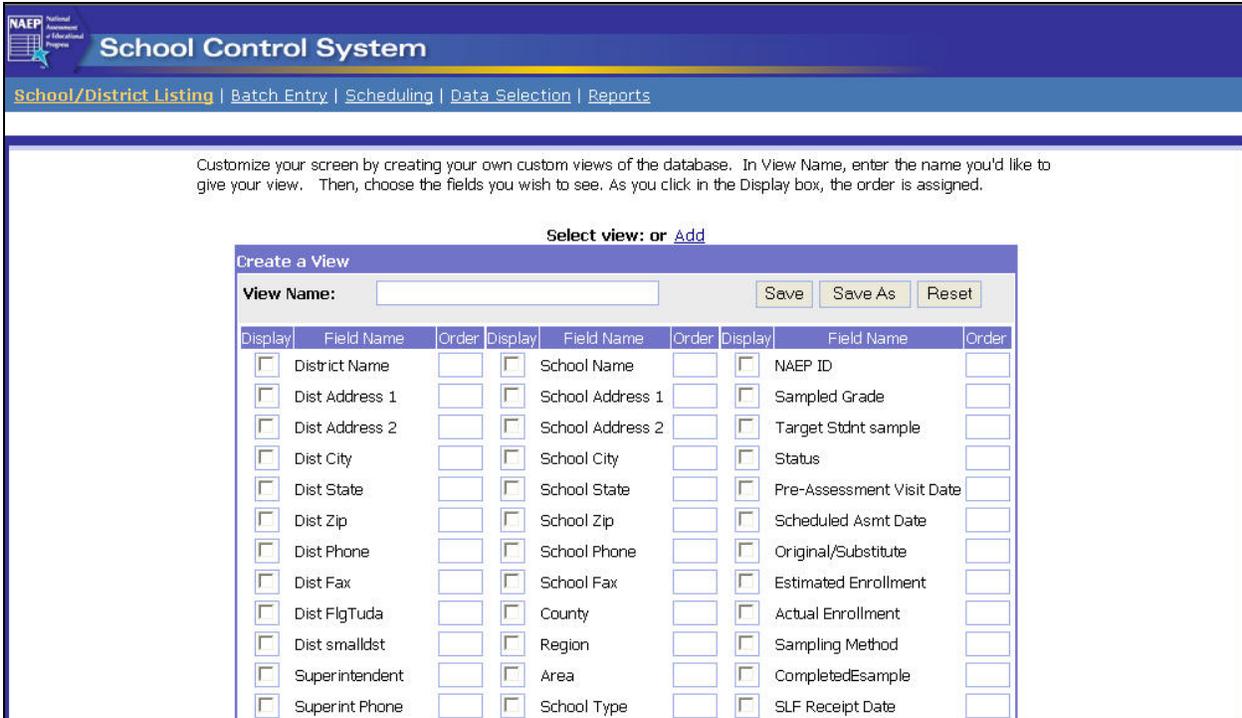
## 1.7 Customizing Your List of Schools/Districts

Customized lists of schools or districts that display the fields you are interested in can be created for the School/District Listing page. Since you will mainly be working with non-public schools, this explanation will focus on customizing the school listing.



Edit Listing Button

To personalize your list of schools, click on the **Edit Listing** button in the upper left of the screen, next to Default School Listing and the following screen will appear.



### Edit or Customize your School/District Listing

The scroll bar on the right reminds you that there are more fields available if you scroll down the page.

Instructions for creating your customized list are provided at the top of the page. “Customize your screen by creating your own custom views of the database. In View Name, enter the name you'd like to give your view. Then, choose the fields you wish to see. As you click in the Display box, the order is assigned.”

Click a second time on a field to de-select it.

An example of selected fields is shown below.

Select view: or [Add](#)

**Create a View**

**View Name:**

Display	Field Name	Order	Display	Field Name	Order	Display	Field Name	Order
<input checked="" type="checkbox"/>	District Name	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	School Name	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	NAEP ID	<input type="text" value="2"/>
<input type="checkbox"/>	Dist Address 1	<input type="text"/>	<input type="checkbox"/>	School Address 1	<input type="text"/>	<input type="checkbox"/>	Sampled Grade	<input type="text"/>
<input type="checkbox"/>	Dist Address 2	<input type="text"/>	<input type="checkbox"/>	School Address 2	<input type="text"/>	<input type="checkbox"/>	Target Stdnt sample	<input type="text"/>
<input type="checkbox"/>	Dist City	<input type="text"/>	<input type="checkbox"/>	School City	<input type="text"/>	<input checked="" type="checkbox"/>	Status	<input type="text" value="5"/>
<input type="checkbox"/>	Dist State	<input type="text"/>	<input type="checkbox"/>	School State	<input type="text"/>	<input type="checkbox"/>	Pre-Assessment Visit Date	<input type="text"/>
<input type="checkbox"/>	Dist Zip	<input type="text"/>	<input type="checkbox"/>	School Zip	<input type="text"/>	<input type="checkbox"/>	Scheduled Asmt Date	<input type="text"/>
<input type="checkbox"/>	Dist Phone	<input type="text"/>	<input type="checkbox"/>	School Phone	<input type="text"/>	<input type="checkbox"/>	Original/Substitute	<input type="text"/>
<input type="checkbox"/>	Dist Fax	<input type="text"/>	<input type="checkbox"/>	School Fax	<input type="text"/>	<input type="checkbox"/>	Estimated Enrollment	<input type="text"/>
<input type="checkbox"/>	Dist FlgTuda	<input type="text"/>	<input type="checkbox"/>	County	<input type="text"/>	<input type="checkbox"/>	Actual Enrollment	<input type="text"/>
<input type="checkbox"/>	Dist smalldst	<input type="text"/>	<input checked="" type="checkbox"/>	Region	<input type="text" value="3"/>	<input type="checkbox"/>	Sampling Method	<input type="text"/>
<input type="checkbox"/>	Superintendent	<input type="text"/>	<input checked="" type="checkbox"/>	Area	<input type="text" value="4"/>	<input type="checkbox"/>	CompletedEsample	<input type="text"/>
<input type="checkbox"/>	Superint Phone	<input type="text"/>	<input type="checkbox"/>	School Type	<input type="text"/>	<input type="checkbox"/>	SLF Receipt Date	<input type="text"/>

Fields Selected for Custom Listing

Here, we have selected School Name, NAEP ID, Region, Area, Status, and District Name and given our custom listing the name of New School Listing. Click the **Save** button and then on “School/District Listing” to return to the School/District Listing screen. (You can return at any time to modify your new view.) Select the new listing.

After creating your personalized listing, when you return to the School/District Listing page, you will not see your new listing until you change the view. Click on the button beside “Default School Listing” and click on your new listing.

**School Control System**

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

NAEP-2008/FT Phase: FA Territory: 31 State: CA Region: 1 School Type: School Type(\*) GO

Edit Listing New School Listing

School Name: ↑	NAEP ID:	Region:	Area:	Status:	District Name:
1. <a href="#">Adams Elementary</a>	0610242	CA-1	1	Cooperating	San Diego Unified
2. <a href="#">Bell Junior High</a>	0620372	CA-1	1	Cooperating	San Diego Unified
3. <a href="#">Crown Point Elementary</a>	0610252	CA-1	1	Pending	San Diego Unified
4. <a href="#">Cuyamaca Elementary</a>	0610212	CA-1	1	Pending	Cajon Valley Union Elementary
5. <a href="#">Grace Lutheran School</a>	0620337	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
6. <a href="#">Juniper Elementary</a>	0610222	CA-1	1	Pending	Escondido Union Elementary
7. <a href="#">Light Life Christian School</a>	0620347	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
8. <a href="#">Linfield Christian School</a>	0620757	CA-1	1	Pending	Ca Non-Public Non-Catholic Schools
9. <a href="#">Madison Middle</a>	0620402	CA-1	1	Pending	Vista Unified
10. <a href="#">Mann Middle</a>	0620382	CA-1	1	Pending	San Diego Unified
11. <a href="#">Mesa Verde Middle</a>	0620362	CA-1	1	Pending	Poway Unified
12. <a href="#">Mt Carmel High</a>	0630282	CA-1	1	Pending	Poway Unified
13. <a href="#">National City Middle</a>	0620392	CA-1	1	Pending	Sweetwater Union High
14. <a href="#">Oak Grove Middle</a>	0620352	CA-1	1	Pending	Jamul-Dulzura Union Elementary
15. <a href="#">Rolando Elementary</a>	0610232	CA-1	1	Pending	La Mesa-Spring Valley

Next Page >>

Search for  IN School Name Find Number of Records: 23 Page: 1 of 2

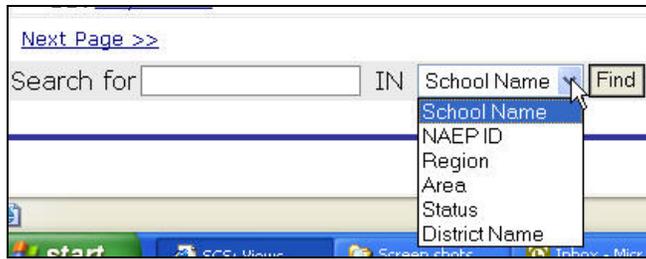
Customized Listing Selected

## 1.8 Using the Sort and Search Functions

By default, the list of schools is **sorted** alphabetically by the information in the first column. To sort the list alphabetically in reverse order, click on the first column header (“School Name” in this case). Likewise, to sort the list by one of the other columns, click on that column header.

Notice the small yellow arrow appearing on the column header of the column by which the list is sorted. If the arrow is pointed up, the column is sorted in ascending order. If it points down, the order is descending. Resting your mouse pointer on the column header for a second will cause a pop-up that reads: “Click to sort by [column header name].” If your pointer is on the arrow, the pop-up will state: “Sorted (Asc)” or “Sorted (Desc)” depending on whether the sort is ascending or descending.

Since the list can be quite long for some users (especially the list of sampled schools), a **search function** is available to assist in locating a school or group of schools. At the bottom of the School/District Listing screen is a field labeled “Search for” and a drop-down list of options based on the columns in the view.



Search Function

The search function is intelligent, allowing you, for example, to enter “Middle” in the Search for window and obtain a list of schools with the word “Middle” anywhere in the school name.

To reset the list to contain all of the districts or schools, delete anything in the Search for field and click on the **Find** button or click on the tab with the asterisk.

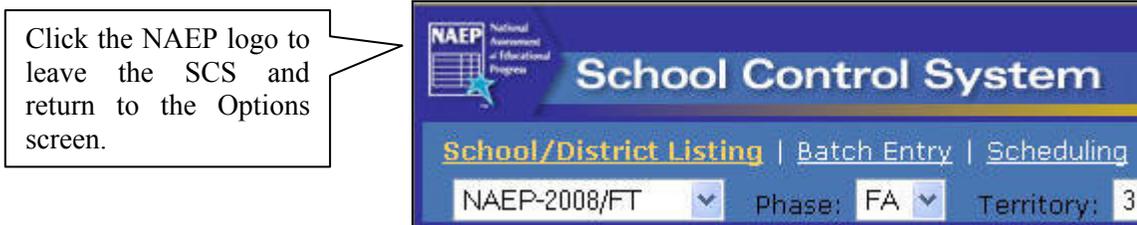
## 1.9 Moving Among the SCS Screens

If you are looking at a district’s District Edit screen and wish to return to the list of districts, click on the School/District Listing menu option at the top left of the screen. You can also go directly from one section of the system to another by selecting any of the menu options any time they are visible at the top of the screen.

As noted in section 1.6, you should always use the links within the SCS to move from one page to another and not the Back arrow on the browser icon bar.

## 1.10 Leaving the SCS

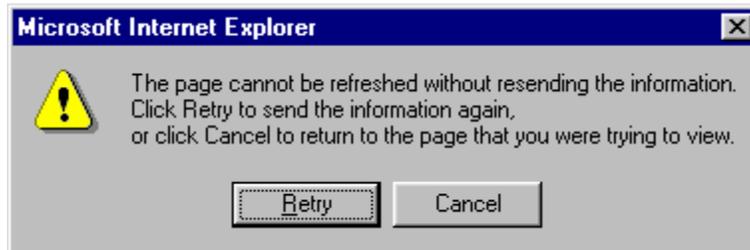
When you leave the SCS, click on the NAEP logo to the left of the blue banner, as shown below.



This will take you back to the MyNAEP Options screen. At this point, you can either make another choice on this screen or log out of the MyNAEP site by clicking on the same logo on the choices page.

## 1.11 Database Not Available

When editing information in the SCS, when you click on the **Save** button, if you get the following message you should select the **Retry** option. If you do not, your changes will not be saved. Do not click the **Cancel** button.



While this warning screen has only been seen by people testing the SCS, it is possible that you might see it with so many people accessing the SCS (Westat staff and state coordinators). The programmers think this is a momentary instance of the database not being available due to heavy system use.

## 2. EDITING DISTRICT INFORMATION

### 2.1 Selecting a District

The list of districts with sampled schools will be displayed if you select the Default District Listing. An example is shown below.



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 section 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 with columns for 'District', 'Superintendent', 'District Contact', 'District City', and 'District State'. The table lists 15 districts, with the 8th entry, 'Diocese Of San Bernardino Schs', having 'SARAH KANE' listed as the superintendent. At the bottom of the interface, there is a search field 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. <a href="#">Adelanto Elementary</a>			Adelanto	CA
2. <a href="#">Ca Non-Public Non-Catholic Schools</a>				CA
3. <a href="#">Central Elementary</a>			Rancho Cucamonga	CA
4. <a href="#">Chaffey Joint Union High</a>			Ontario	CA
5. <a href="#">Chino Valley Unified</a>			Chino	CA
6. <a href="#">Corona-Norco Unified</a>			Norco	CA
7. <a href="#">Desert Sands Unified</a>			La Quinta	CA
8. <a href="#">Diocese Of San Bernardino Schs</a>	SARAH KANE		San Bernardino	CA
9. <a href="#">Gorman Elementary</a>			Gorman	CA
10. <a href="#">Moreno Valley Unified</a>			Moreno Valley	CA
11. <a href="#">Palm Springs Unified</a>			Palm Springs	CA
12. <a href="#">Rim Of The World Unified</a>			Blue Jay	CA
13. <a href="#">Riverside Unified</a>			Riverside	CA
14. <a href="#">San Bernardino City Unified</a>			San Bernardino	CA
15. <a href="#">San Jacinto Unified</a>			San Jacinto	CA

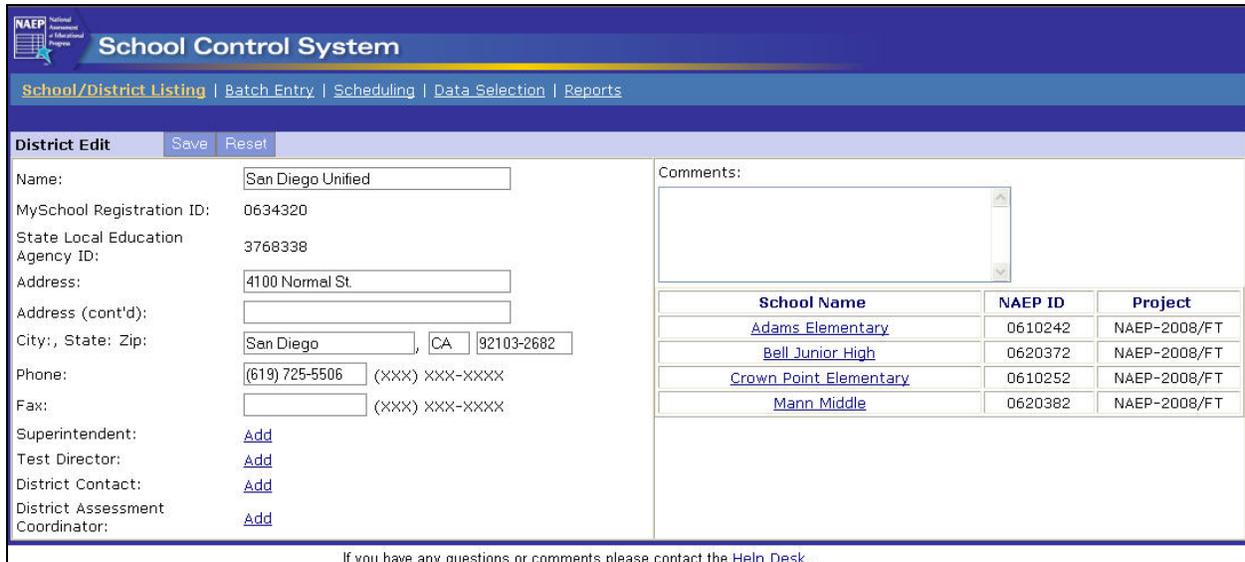
Default District List

Districts are listed alphabetically by district name. Nonpublic, non-Catholic schools will be grouped under a “district” name of Nonpublic, non-Catholic schools since the database structure requires that all schools have a “district.” Catholic schools will be associated with their diocese or archdiocese which functions like a district for our purposes.

Search for a particular district by typing at least part of that district’s name in the search field at the bottom of the screen. If you want to see a list of all districts beginning with the same letter, click on the appropriate alpha tab at the top of the screen.

## 2.2 Editing District Information

Click on a district's name to go to the district information screen. (See example below.) While complete district-level information is not essential to the assessment preparations, you should make updates and corrections as necessary to the district name and address fields since this information is used for mailing information to the districts and dioceses.



School Name	NAEP ID	Project
<a href="#">Adams Elementary</a>	0610242	NAEP-2008/FT
<a href="#">Bell Junior High</a>	0620372	NAEP-2008/FT
<a href="#">Crown Point Elementary</a>	0610252	NAEP-2008/FT
<a href="#">Mann Middle</a>	0620382	NAEP-2008/FT

District Edit Screen

The main district information is on this screen. Note the MySchool Registration ID number. Districts will need this to log onto the MyNAEP site to see the MySchool sites for their schools. The screen also contains hyperlinks for adding the superintendent, test director, district contact information, and district assessment coordinator. To add the superintendent's name, click on the "Add" hyperlink.

Adding Superintendent Name

Enter the superintendent’s name. If you want to use the district address information for the superintendent, click on “District Address.” After completing the fields, click on the **Save** button to return to the District Edit screen. You can return to this superintendent information window later if you need to update any information.

When you return to the District Edit screen, the superintendent’s name and phone number (if entered for the superintendent) will be displayed as shown below.

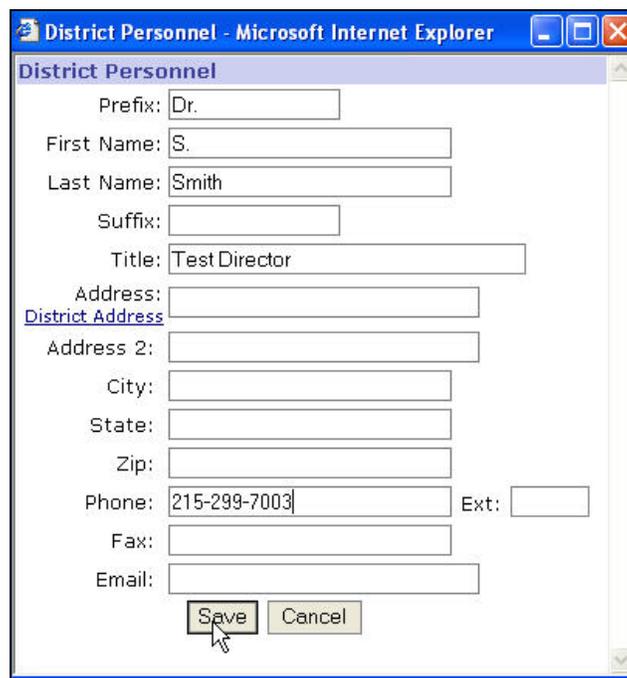
Superintendent Name and Phone Displayed

The superintendent’s name will also be available to associate with other district fields such as the “district contact person” if this is appropriate. Select the “Add” hyperlink to add another name. To update the superintendent’s name, click on the “Edit” link.

**NOTE:** District and school information were obtained from a database (Common Core of Data) compiled by the U.S. Department of Education from data sent by the states. Procedures involved in drawing the current NAEP sample began over a year ago. Thus, some information on districts and schools may be blank or contain out-of-date information. The district superintendent and test director and school principal fields are blank initially for all districts and schools since these fields are not in the CCD database. The CCD database can be accessed via the Internet at [nces.ed.gov/ccd](http://nces.ed.gov/ccd).

### 2.3 District Test Director

To update the system with information on the test director, select the “Add” hyperlink and complete the information.



The screenshot shows a web browser window titled "District Personnel - Microsoft Internet Explorer". The main content area is titled "District Personnel" and contains a form with the following fields and values:

- Prefix:
- First Name:
- Last Name:
- Suffix:
- Title:
- Address:
- District Address:
- Address 2:
- City:
- State:
- Zip:
- Phone:  Ext:
- Fax:
- Email:

At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button.

District Test Director Screen

A similar process will be followed to update the information about the district contact and the district assessment coordinator.

### 2.4 Changing Name of Contact Person

If you have selected the superintendent's as the district assessment coordinator and need to enter a different name, first, click on the down arrow next to the name.

Superintendent:	Dr. Adam Jones 215-299-7001	<a href="#">Edit</a>
Test Director:	Select...	<a href="#">Add</a>
District Contact:	Select...	<a href="#">Add</a>
District Assessment Coordinator:	Dr. Adam Jones 215-299-7001	<a href="#">Edit</a>
	Select...	
	Dr. Adam Jones 215-299-7001	

Click on “Select” and then on the “Save” button. The “Edit” link will change to “Add” allowing you to enter a new name for the District Assessment Coordinator.

## 2.5 Comments

In the right panel of the District Information screen is an area available for users to record comments about contacts or attempted contacts with the district or diocese. If there is more information than will fit on this screen, the text will scroll up as you type. The lines will wrap around as they do in a word processor. Use the **Page Up** and **Page Down** keys or scroll bar to move up and down if you have entered more text than will fill one window.

**Remember**, if there is information that your field manager or the home office should know about this district, you must either call or send an e-mail with that information. Do not expect your field manager or the office staff to check the comments field for every district and school looking for such information.

Information entered in the Comments area will be available to the state coordinators. Likewise, any information that they enter will be available to all you and your field manager.

## 2.6 Selected Schools in the District

All of the schools in your assignment selected for NAEP in this district are listed in the right panel along with their NAEP ID. The names are links to the school’s School Edit page.

### 3. EDITING SCHOOL INFORMATION

#### 3.1 School Listing

The default listing of schools is shown below.

**School Control System**

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

NAEP-2008/FT Phase: FA Territory: 31 State: CA Region: 2 School Type: School Type(\*) GO

Edit Listing Default School Listing

School Name:	NAEP ID:	Project Name:	Status:	Region:	Area:	County:	District Name:
<a href="#">1, Apple Valley Village School</a>	0610537	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Ca Non-Public Non-Catholic Schools
<a href="#">2, Auburndale Intermediate</a>	0620792	NAEP-2008/FT	Pending	CA-2	1	Riverside	Corona-Norco Unified
<a href="#">3, Badger Springs Middle</a>	0620822	NAEP-2008/FT	Cooperating	CA-2	1	Riverside	Moreno Valley Unified
<a href="#">4, Chino High</a>	0630612	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chino Valley Unified
<a href="#">5, Colony High</a>	0630602	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chaffey Joint Union High
<a href="#">6, Desert Springs Middle</a>	0620832	NAEP-2008/FT	Pending	CA-2	1	Riverside	Palm Springs Unified
<a href="#">7, Gorman Learning Center</a>	0620812	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Gorman Elementary
<a href="#">8, King Martin Luther Jr High</a>	0630632	NAEP-2008/FT	Pending	CA-2	1	Riverside	Riverside Unified
<a href="#">9, Los Osos High</a>	0630592	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Chaffey Joint Union High
<a href="#">10, Mountain High Cont</a>	0630622	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Rim Of The World Unified
<a href="#">11, Musser Ruth Middle</a>	0620782	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Central Elementary
<a href="#">12, North Mountain Middle</a>	0620842	NAEP-2008/FT	Pending	CA-2	1	Riverside	San Jacinto Unified
<a href="#">13, Palm Avenue Elementary</a>	0610572	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	San Bernardino City Unified
<a href="#">14, Peace In The Valley Academy</a>	0630587	NAEP-2008/FT	Pending	CA-2	1	San Bernardino	Ca Non-Public Non-Catholic Schools
<a href="#">15, Rivera Tomas Elementary</a>	0610562	NAEP-2008/FT	Pending	CA-2	1	Riverside	Riverside Unified

Next Page >>

Search for [ ] IN School Name Find Number of Records: 22 Page: 1 of 2

Default School Listing

Click on the underlined school name to go to the school's School Edit page.

#### 3.2 Organization of the School Edit Screens

An example of the School Edit screen is shown below.

**School Control System**

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

School Edit

District: **San Diego Unified** Search for NAEP ID    
Region: CA 1 Area: 1

**General** | **Sampling** | **Preassm't** | **Special Studies** | **Post Assm't**

School Name: **Bell Junior High** Sampled Grade: **8** NAEP ID: **0620372** Project Name: **NAEP-2008/FT**

Name:   
Address:   
Address (cont'd):   
City, State: Zip:  ,    
County:   
Phone:  (xxx) xxx-xxxx  
Fax:  (xxx) xxx-xxxx  
Principal: [Add](#)  
Coordinator: [Add](#)  
MySchool  
Registration ID:   
School Type:

**Original School. (Substitute Available)**  
**Charter School Flag:**    
**Enrollment**  
Estimated: 557 Actual:  **Data Required.**  
Status:    
Scheduled Assessment Date:  [Previous Assess. dates](#)  
**Reason for changing assessment date?**    
Scheduled Assessment Time:   
Comments:

School Edit Screen, General tab

### 3.2.1 Search for A School

In the upper right of the screen is a search field. It is available in each of the School Edit tabs. By entering a school ID in this field, you can quickly go to the same tab for that school.

### 3.2.2 School Edit Tabs

The School Edit section is divided in to several screens each of which is accessed by selecting the appropriate tab at the top of the screen.



The tabs have been organized to reflect the various phases of the field activities relating to preparing for, conducting, and wrapping up the assessments in the schools.

Tab	Data Entry Fields
General	Contact information, assessment scheduling, and participation information. (Section 3.3)
Sampling	Target and actual sample sizes; Student Listing Information; Year-Round School information, and the Special Situation Form. (Section 3.4)
Preassessment	Preassessment visit date, Teacher counts, Student Sampling Summary Report, New Enrollee Procedure, numbers of excluded students, and Parent notification information; (Section 3.5)
Special Studies	Will have a note if the school is selected for a special study. May also contain data entry fields. (Section 3.6)
Post Assessment	Session summary data are recorded here. (Section 3.7)

Use the scroll bar on the right to scroll down the page and reveal all of the fields, as necessary.

### 3.2.3 School Information

General	Sampling	Preassessm	Special Studies	Post Assessment
School Name: <b>Bethel Christian Academy</b>	Sampled Grade: <b>8</b>	NAEP ID: <b>3720107</b>	Project Name: <b>FT 08</b>	
Name: <input type="text" value="Bethel Christian Academy"/>			<input type="text" value="Original School (No Substitute Available)"/>	

Immediately below the tabs is information about the school that will be available on each of the several tabs. This includes the school's name, the sampled grade (or age for LTT), the NAEP ID for the sampled grade or age in the school, and the project for which the school was sampled.

The structure of the NAEP ID allows you to determine which grade/age is sampled (the third digit), whether it is a public or nonpublic school (digits 4-6 = 1-499 original schools and 500+ substitute schools), and whether it is an original or substitute school (last digit = 0-3 public and 5-8 private schools).

If more than one grade or age has been sampled in a school, there will be two records for this school – one for each of the sampled grades/ages.

If a school that has been sampled for two or more grades has different principals or coordinators for the grades, contact the Help Desk. The programmers will split the record so that it is possible to enter different contact information for each sampled grade.