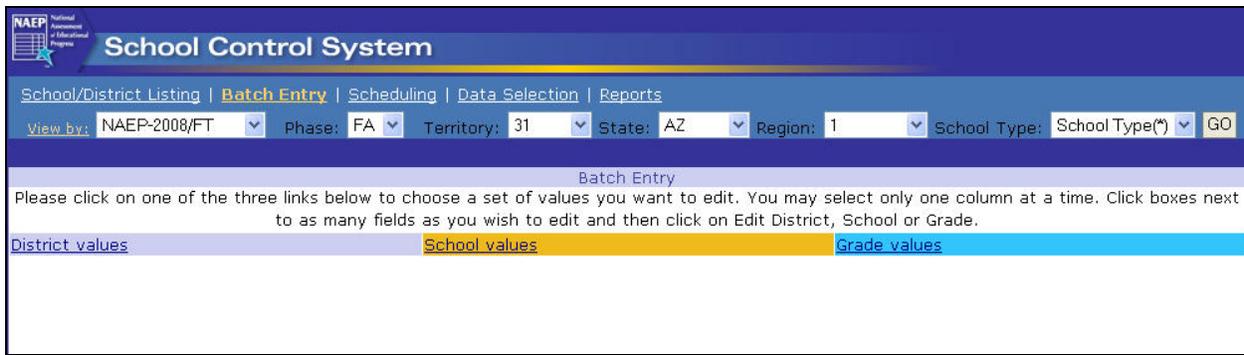


4. MAKING BATCH ENTRIES

4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.

Batch entries can be made to update district information, school information, or schools’ grade information.



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 'View by:' (set to NAEP-2008/FT), 'Phase:' (FA), 'Territory:' (31), 'State:' (AZ), 'Region:' (1), and 'School Type:' (School Type(*)). A 'GO' button is to the right. The main content area is titled 'Batch Entry' and contains the instruction: 'Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.' Below this instruction are three links: 'District values' (blue), 'School values' (yellow), and 'Grade values' (light blue).

Batch Entry

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade – and click on the appropriate link to see the list of available fields. Then, within that column, select which field or fields you need to update. To select multiple fields to update, click in the boxes for the two or more field labels. Don’t select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default (depending on the list that you are working with.).

To explain how to use this option, we will walk through the steps updating status codes (section 4.2), multiple fields (section 4.3), and multiple schools (section 4.4).

4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

Step 1. Select the set of data and the value or field to be changed or updated.

In this example, we clicked on Grade Values to reveal the values and selected the Status value by clicking in the box. Then, click on the **Edit Grade** button.

School Control System

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

View by: NAEP-2008/FT Phase: FA Territory: 31 State: AZ Region: 1 School Type: School Type(*) GO

Batch Entry

Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.

[District values](#) [School values](#) [Grade values](#)

Select variables to edit:

- Status
- Charter School
- Preassessment Visit Date/Time
- Scheduled Assessment Date/Time
- Actual Enrollment
- Sampling Date
- Completed New School Check
- SLF Receipt Date
- Calendar
- Sch Notified Parents
- Date Parent Letter Sent
- How Letter Sent
- Parent Letter Sent to
- Date NAEP Rep Recvd Prnt Ltr.
- School Using NCES Parent Letter
- State Provided Its Version Of Parent Letter to Schools
- Date State Sent Parent Letter to School
- Date State Coordinator Discussed Parent Notification w/ School
- NSC Confirms that School Has Sent Letter
- School Packet Sent Date
- Teacher Information

If you have any questions or comments please contact the [Help Desk](#) .

Selecting Status Code to Update

Step 2. Locate the school(s) to be updated.

A sample of the sort by district (the default) is shown below.

School Control System

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

School Name: * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School

Sort By: District/School Next Page >>

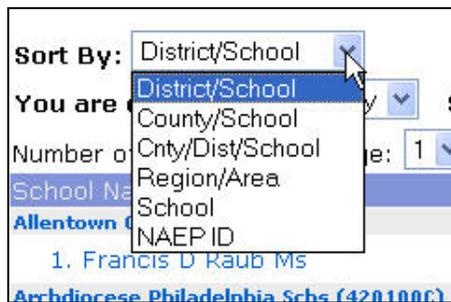
You are editing Grade: Any Status: Any

Number of Records: 25 Page: 1 of 2 Page Size: 20 Save Page Reset Page

School Name:	School ID:	Status Code:
Az Non-Public Non-Catholic Schools (04PPPPP)		
1. Berean Christian Academy	0430157	Pending
2. Blue Hills Academy	0420297	Other ineligible
3. Blue Hills Academy	0430167	Pending
4. Cornerstone Christian Academy	0420287	Pending
5. Montezuma School	0430147	Cooperating
6. Verde Valley Christian School	0410147	Pending
Bagdad Unified District (0401000)		
7. Bagdad High School	0420332	Cooperating
8. David C Lincoln School	0410172	Pending
Camp Verde Unified District (0401600)		
9. Camp Verde High School	0430202	Pending
Canon Elementary District (0401650)		
10. Canon School	0420342	Pending
Center For Creative Education, Inc (0400320)		

Batch Entry Updating Status Codes

All schools within the region will be displayed sorted by district/diocese. However, you can change the way the list is sorted by picking on of the Sort By options.



The sort order can be changed to:

- Schools by county and school,
- Schools by their county and district/diocese,
- Schools by their geographical NAEP region and area,
- Alpha sort by school name, or
- Schools by their NAEP ID.

The list also can be subset to only one grade level and also subset to one of the status codes.

If you want to search for schools beginning with the same letter, use the alpha tabs at the top of the screen.

Step 3. Change or Update the value.

Click on the **Down Arrow** button next to the “Status Code” field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

NOTE: After you have updated information on one screen or page, you must click on the Save Page button before going to the next page of listings or returning to the main Batch Entry screen. If you do not, your changes will NOT be saved.

4.3 Using Batch Entry to Update Multiple Fields

If you want to select more than one field to update, you can do so, but only within one of the lists – district, school, or grade. You cannot select one value from the school list and one from the grade list.

All of the data entry fields for each of the district and school contact persons are available for updating through the Batch Entry process. If you want to have access to all of the fields for one of these positions – superintendent, for example – the first entry should be selected. For the superintendent this would be “Superintendent Information (All)” in which case all of the fields listed under this entry would be displayed for each of the districts.

To manually select more than one field, click in the box for each value to be selected. In the example below, we have selected two values in the school files to update – status code and actual grade enrollment.

istrict, School or Grade.

Grade values

Select variables to edit:

Status

Charter School

Pre-Assessment Visit Date/Time

Scheduled Assessment Date/Time

Actual Enrollment

Take All

Sampling Date

SLF Receipt Date

Date List Current

Percent Off Track

Batch Entry Multiple Selection

After double checking your selections, click on the **Edit Grade** button.

School Control System

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

School Name: * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School

Sort By: District/School [Next Page >>](#)

You are editing Grade: Any Status: Any

Number of Records: 25 Page: 1 of 2 Page Size: 20

School Name:	School ID:	Status Code:	Enrollment:
Az Non-Public Non-Catholic Schools (04PPPPP)			
1. Berean Christian Academy	0430157	Pending	0
2. Blue Hills Academy	0420297	Other ineligible	0
3. Blue Hills Academy	0430167	Pending	0
4. Cornerstone Christian Academy	0420287	Pending	0
5. Montezuma School	0430147	Cooperating	0
6. Verde Valley Christian School	0410147	Pending	0
Bagdad Unified District (0401000)			
7. Bagdad High School	0420332	Cooperating	0
8. David C Lincoln School	0410172	Pending	0
Camp Verde Unified District (0401600)			
9. Camp Verde High School	0430202	Pending	0
Canon Elementary District (0401650)			
10. Canon School	0420342	Pending	0

Center For Creative Education, Inc (0400328)

Batch Entry Updating School Status and Enrollment

Both fields will be listed. If the fields are too wide to be displayed on the screen, you will need to scroll to the right.

Don't forget to click on the **Save Page** button before leaving any screen in the Batch Entry option of the SCS. After making your updates, you can return to the main Batch Entry selection screen by selecting Batch Entry from the menu choices at the top of the screen.

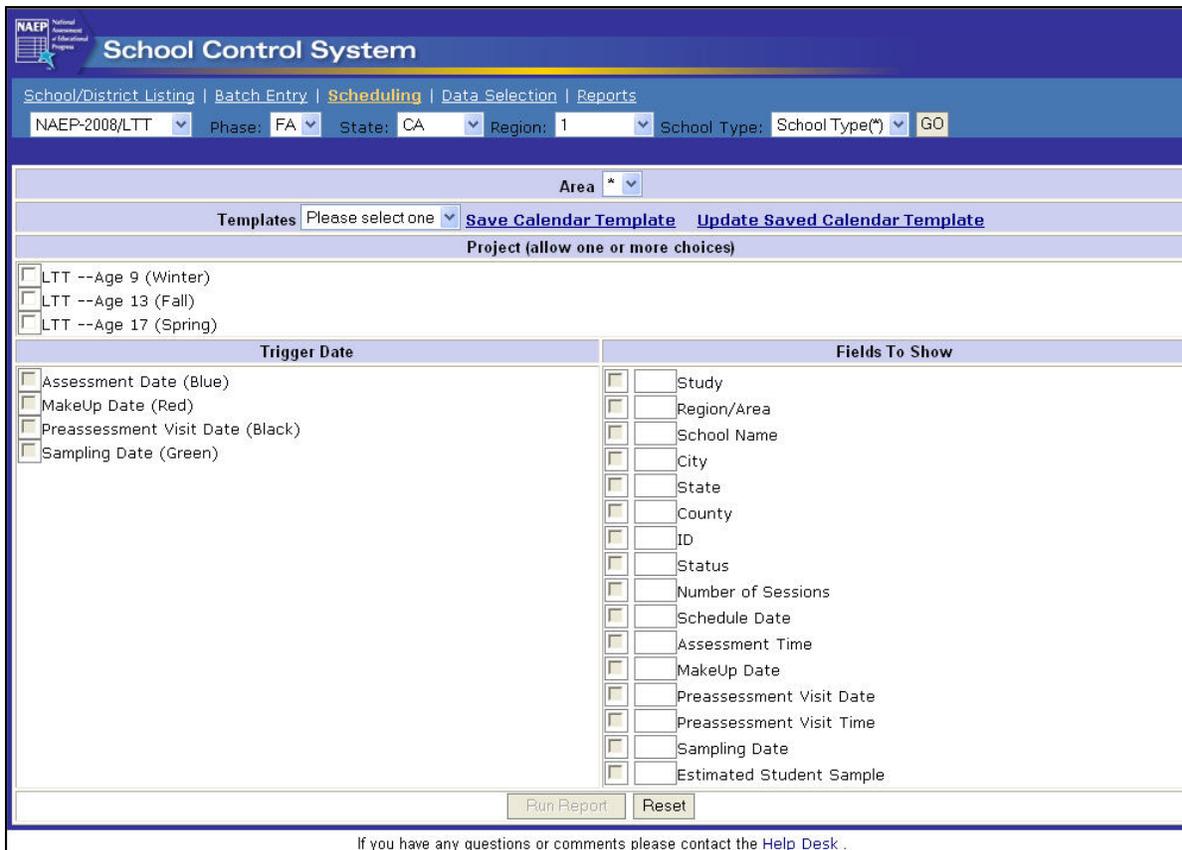
5. SCHEDULING

5.1 Overview

When you click on the Scheduling menu option, you will be taken to a page which will let you select the type of calendar – assessment schedule dates, makeup dates, preassessment visit dates, or sampling dates – and what fields to be displayed for each date.

5.2 Setting up the Calendar

On the left, under “Trigger Date,” select which dates you want displayed – assessment, makeup, preassessment visits, or in-field sampling. – by clicking in the corresponding box. Then, under “Fields to Show,” click in the box next to the fields you want displayed. The order of display will be indicated as you make your selection. As shown below, LTT supervisors will have three assessment calendar options, one for each of the 3 ages and field periods. You will need to select the age sample first, then the type of calendar from the “Trigger Date” options.



NAEP National Assessment Administration
School Control System

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

NAEP-2008/LTT Phase: FA State: CA Region: 1 School Type: School Type(*) GO

Area *

Templates Please select one Save Calendar Template Update Saved Calendar Template

Project (allow one or more choices)

Trigger Date	Fields To Show
<input type="checkbox"/> LTT --Age 9 (Winter)	<input type="checkbox"/> Study
<input type="checkbox"/> LTT --Age 13 (Fall)	<input type="checkbox"/> Region/Area
<input type="checkbox"/> LTT --Age 17 (Spring)	<input type="checkbox"/> School Name
<input type="checkbox"/> Assessment Date (Blue)	<input type="checkbox"/> City
<input type="checkbox"/> MakeUp Date (Red)	<input type="checkbox"/> State
<input type="checkbox"/> Preassessment Visit Date (Black)	<input type="checkbox"/> County
<input type="checkbox"/> Sampling Date (Green)	<input type="checkbox"/> ID
	<input type="checkbox"/> Status
	<input type="checkbox"/> Number of Sessions
	<input type="checkbox"/> Schedule Date
	<input type="checkbox"/> Assessment Time
	<input type="checkbox"/> MakeUp Date
	<input type="checkbox"/> Preassessment Visit Date
	<input type="checkbox"/> Preassessment Visit Time
	<input type="checkbox"/> Sampling Date
	<input type="checkbox"/> Estimated Student Sample

Run Report Reset

If you have any questions or comments please contact the [Help Desk](#).

Select Fields for Calendar

A Schedule Date calendar for fall age 13 LTT is shown below.

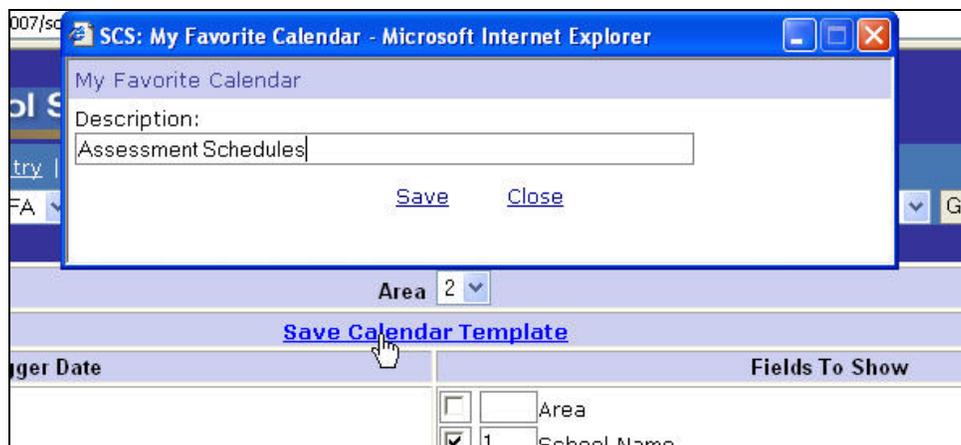
Run Date: 06/08/2007
Run Time: 2:15 PM

NAEP 2008 Schedule Dates Calendar
State = CA, Region = 1, Area = All
School Type = All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct 8 Columbus Day	Oct 9 Muir John Middle CA Pending	Oct 10 Boeger August Junior High CA Pending	Oct 11 Chaboya Middle CA Pending	Oct 12	Oct 13
Oct 14	Oct 15 Miramonte School CA Pending	Oct 16 International School Of The Pe CA Pending	Oct 17 Stanford Jane Lathrop Middle CA Pending	Oct 18 St Francis High School CA Pending	Oct 19	Oct 20
Oct 21	Oct 22 Peninsula Christian School CA Pending	Oct 23 Franklin Benjamin Intermedia CA Pending	Oct 24 St Elizabeth School CA Pending	Oct 25 Katherine Delmar Burke Sch CA Pending	Oct 26	Oct 27
Oct 28	Oct 29 Mission Hills Sda Christian Sc CA Pending	Oct 30 Calvary Lutheran School CA Pending	Oct 31 Iron Horse Middle CA Pending	Nov 1	Nov 2	Nov 3

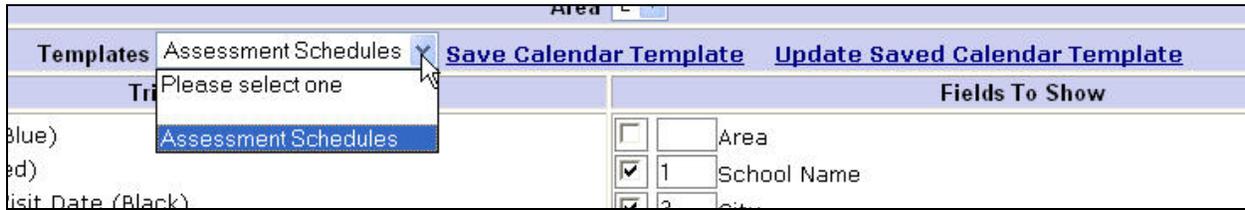
5.3 Save the Calendar Template

After creating and displaying the calendar, if you want to save this set up, click on the Return link to go back to the list of fields. At the top of the page, click on the Save Calendar Template link.



Save a Calendar Template

After giving your template a name, click on Save and the template will be available to be used again.



Selecting Calendar Template to Display

As you create additional templates, they will be available from the dropdown list. They can also be modified later by clicking on Update Saved Calendar Template.

5.4 Keeping the Information in the Calendar Up to Date

Field managers, state coordinators, and home office staff will be checking the calendars. As you determine that a school is not eligible to participate (closed, does not have the sampled grade, or does not have any grade-eligible students), its status should be updated as soon as possible and its assessment date removed.

Schools will only be displayed on the calendar if they have an assessment date recorded in the SCS and their status code is one of the following: Pending, Pending Cooperation, Cooperating, or Interim Refusal. Once a school's status is changed to a final refusal or ineligible, the school will no longer be displayed on the calendar.

You cannot actually change any information on the calendar. If you need to record a different assessment date for a school, for example, you will need to go to the school's School Edit page and make the change there.

The school name is underlined indicating it is a hyperlink. If you want to go directly to a school's information, click on the school name and go to the School Edit page.

If you want to print out the calendar, click on "Click to Print This Page" in the upper left of the screen. This will open the Print dialog box. Click on the OK button to print.

6. DATA SELECTION

6.1 Overview

The most powerful application of the Data Selection option is to generate specialized reports which can be exported and manipulated in Excel. It can also be used to create an electronic file that can be used with other applications, such as a word processor to generate individualized letters, mailing labels, etc.

Data Selection involves four steps:

1. Selecting the fields to be included;
2. Indicating how you want the data sorted (if necessary);
3. Indicating which of the records you want included (subsetting or filtering, if necessary); and then
4. Viewing the results and creating an electronic file of the data to be saved and/or printed.

If you do not need to sort or subset the data, you can go directly from Step 1 to Step 4 and see the list of data that you have requested.

This section will guide you step by step in producing a report that is not available through the system's regular Reports menu option.

6.2 Creating a Report

In this example, we will walk you through the process of creating a report showing schools by "school type."

Step 1. Select Fields.

School Control System

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

Project: Main NAEP Phase: FA Territory: 15 State: MT Region: 1 School Type: School Type(*) GO

Steps: **1. Select Fields** | 2. Sort Fields | 3. Subset/Filter | 4. Preview/Export | My Data Selections (3)

Select the fields you want to be included in your custom letters/labels/reports. [Reset](#) | [Next >>](#)

District Information	School Information	Grade Information	Session Information
<input type="checkbox"/> District Name	<input checked="" type="checkbox"/> 1 School Name	<input checked="" type="checkbox"/> 2 NAEP ID	<input type="checkbox"/> NAEP ID
<input type="checkbox"/> Dist MyNAEP Reg ID	<input type="checkbox"/> State School ID	<input type="checkbox"/> Territory	<input type="checkbox"/> Session ID
<input type="checkbox"/> Dist Address 1	<input type="checkbox"/> MySchool Reg ID	<input type="checkbox"/> Region	<input type="checkbox"/> Strnts W/Name
<input type="checkbox"/> Dist Address 2	<input type="checkbox"/> Sch Address 1	<input type="checkbox"/> Area	<input type="checkbox"/> Sched Date
<input type="checkbox"/> Dist City	<input type="checkbox"/> Sch Address 2	<input checked="" type="checkbox"/> 4 Status	<input type="checkbox"/> Classroom
<input type="checkbox"/> Dist State	<input type="checkbox"/> Sch City	<input type="checkbox"/> Gr Ref Form	<input type="checkbox"/> Orig Samp
<input type="checkbox"/> Dist ZIP	<input type="checkbox"/> Sch State	<input type="checkbox"/> Gr Inelig Form	<input type="checkbox"/> New Enroll Samp
<input type="checkbox"/> Dist Phone	<input type="checkbox"/> Sch ZIP	<input type="checkbox"/> Sub Exists	<input type="checkbox"/> Tot in Samp
<input type="checkbox"/> Dist Fax	<input type="checkbox"/> Sch Phone	<input type="checkbox"/> Orig/Sub	<input type="checkbox"/> Wd/Inelig
<input type="checkbox"/> Dist Comment	<input type="checkbox"/> Sch Fax	<input type="checkbox"/> Samp Gr	<input type="checkbox"/> Excluded
<input type="checkbox"/> Dist FlgTuda	<input type="checkbox"/> County	<input type="checkbox"/> Scheduled Asmt Date	<input type="checkbox"/> TB Assessd
<input type="checkbox"/> Dist Smalldst	<input checked="" type="checkbox"/> 3 Sch Type	<input type="checkbox"/> Scheduled Asmt Time	<input type="checkbox"/> Absent
<input type="checkbox"/> Superint Prefix	<input type="checkbox"/> Non-Pub Sch Srvy	<input type="checkbox"/> Est Enroll	<input type="checkbox"/> Refused
	<input type="checkbox"/> Sch Comment	<input type="checkbox"/> Actual Enroll	<input type="checkbox"/> Assesmt Date

Data Selection Step 1

As it states at the top of this screen, in Step 1 you select the fields you want to be included in your report. Do this by clicking on the name of the field or in the small box in front of it. This will establish the order of the fields as they are displayed in the report.

For this report, the following fields were selected:

- School Name
- NAEP ID
- Sch Type
- Status

After double checking that you have the fields you want displayed, click on the second tab and go to Step 2 Sort Fields.

Step 2. Sort Fields

How do you want the report or list of schools sorted? For this report, we'll sort by school type and school name.



Step 2: Select Sort Fields

Click on the field name in the left panel and then on the right arrow (>) to put the field in the “Sort Order” panel. Note that the default is ascending order. To change this, click in the radio button above “Descending.”

If you make a mistake or change your mind after copying a field from the “Fields” panel to the “Sort Order” panel, click on the field name in “Sort Order” and click on the left arrow (<) to remove it from that panel.

When you are finished with your selections here, go to Step 3 Subset/Filter.

Step 3. Subset/Filter

In this step, you will tell the system that you want a report for only the schools for which the status is Pending.

Subset Fields:	Operators	Fields Values:
School Name NAEP ID Sch Type Status	<input checked="" type="radio"/> = <input type="radio"/> > <input type="radio"/> < <input type="radio"/> >= <input type="radio"/> <= <input type="radio"/> ≠ Multiple Conditions <input type="radio"/> AND (<input type="radio"/> OR (<input checked="" type="radio"/> AND <input type="radio"/> OR Parenthesis (Click to add) <input type="radio"/> (<input type="radio"/>)	Missing Values (NULL VALUES) Cooperating Initial contact, pending Other ineligible Pending School Refusal

Note: Open parenthesis (can only be added as the first item of the condition.

Subsetting Status

To subset for Pending schools, indicate that you want the Status to equal Pending by clicking on “Status” in the left panel and, “Pending” under “Fields Values.” The “Operator” (middle panel) default is “equal to” as shown by the dot in the radio button beside the equal sign.

Next, add this condition to the complete subset by clicking on the **Add Condition** button.

Subset Fields:	Operators	Fields Values:
School Name NAEP ID Sch Type Status	<input checked="" type="radio"/> = <input type="radio"/> > <input type="radio"/> < <input type="radio"/> >= (>=) <input type="radio"/> <= (<=) <input type="radio"/> #	Missing Values (NULL VALUES) Cooperating Initial contact pending Other ineligible Pending School Refusal
Multiple Conditions <input type="radio"/> AND (<input type="radio"/> OR (<input checked="" type="radio"/> AND <input type="radio"/> OR		
Parenthesis (Click to add) <input type="radio"/> (<input type="radio"/>)		
Note: Open parenthesis (can only be added as the first item of the condition.		
<div style="display: flex; justify-content: space-around;"> Add Condition Remove Condition </div>		
Complete Subset: <div style="border: 1px solid black; padding: 5px; display: inline-block;">(Status = 'Pending')</div>		

Adding the “Status=Pending” condition

Now we are ready to see the list, so go to Step 4.

Step 4. Preview, Saving, and Exporting

Here you can see the results of your efforts in the preceding steps. If you need to modify any of the report, you can go back to Steps 1, 2, or 3.