

School Control System

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

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

Preview and export newly created electronic file. << Back

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

| Sch Type | School Name | NAEP ID | Status |
|--------------------------|------------------------|---------|---------|
| Bureau of Indian Affairs | Two Eagle River School | 5920950 | Pending |
| Other, Religious | Log Cabin School | 3021912 | Pending |
| Public | Alberton School | 3011120 | Pending |
| Public | Arlee 7 8 | 3020680 | Pending |
| Public | Bigfork 7 8 | 3021360 | Pending |
| Public | Bigfork School | 3011180 | Pending |
| Public | Bonner 7 8 | 3020130 | Pending |
| Public | Cayuse Prairie 7 8 | 3020720 | Pending |
| Public | Charlo Elementary | 3010900 | Pending |
| Public | Cherry Valley School | 3010700 | Pending |

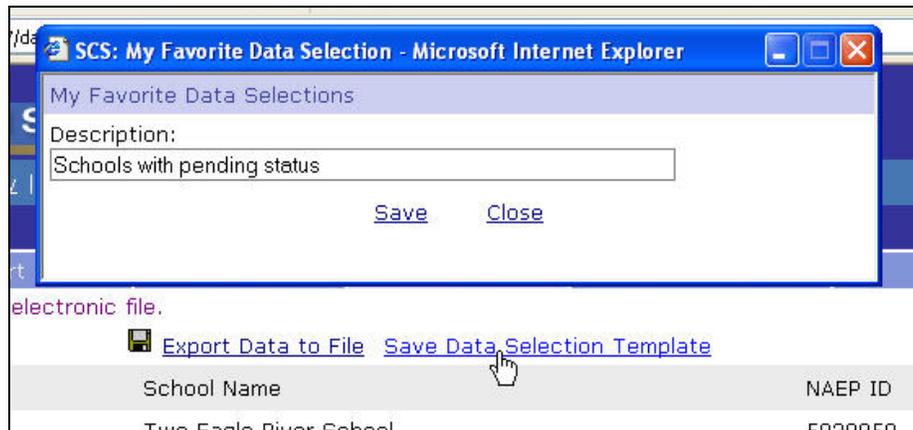
Step 4 – Review of Report

If your report looks all right, you have three options at this point:

- View the report
- Save the template or format of the report for future use
- Export the data to an Excel file

Often, Data Selection is used to create a report to take a quick look at data. Viewing the report may be all that is necessary at this point. However, if you will want to see the data later when some of the schools’ status codes have changed, you can save the format of this report as a template to be used later.

To save the format of the report, select the “Save Data Selection Template” option at the top of the screen. This opens a small dialog box giving you the opportunity to give your report a name. Enter the name and click on **Save**.



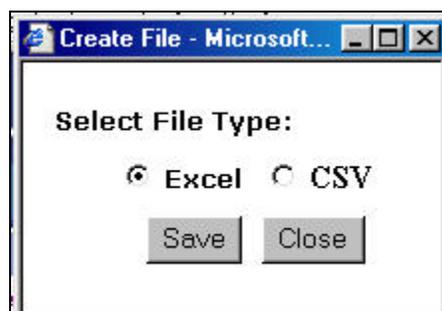
Naming and Saving Custom Data Selection

To print out this report, click on the browser print icon at the top of the screen (being sure that your printer is connected and turned on). However, web sites unfortunately do not always print out very well. It is quite possible that, at a page break, part of a line will print at the bottom of one piece of paper and part of it on the top of the next page. One option would be to save or “export” the report to an Excel file and print it from Excel. See Section 6.3 for details on exporting reports to Excel.

6.3 Export Data

After you have created a report with Data Selection, you can save the entire report on your computer in an Excel file. While saving the template saves the format (or “condition”) of the report, the “Export Data” option saves the actual data in the report.

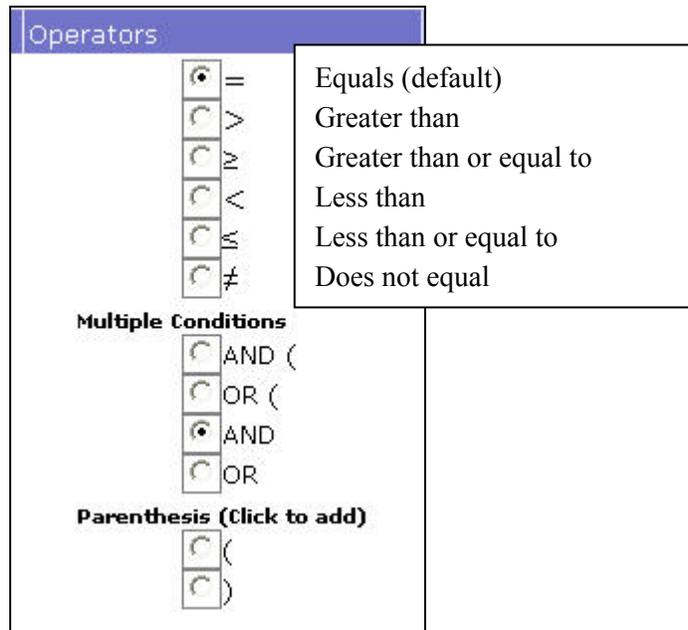
With the report displayed in Step 4, click on the “Export Data” link at the top of the screen. A small dialog box will appear asking if you want to save an Excel or CSV file.



Excel is the default. Saving the file in Excel will make it immediately available to you. The other file type is CSV (for “comma separated values”) a format that can be used by a wide variety of applications which could make it more useful if you are using a program other than Excel.

6.4 Explanation of Data Selection Symbols

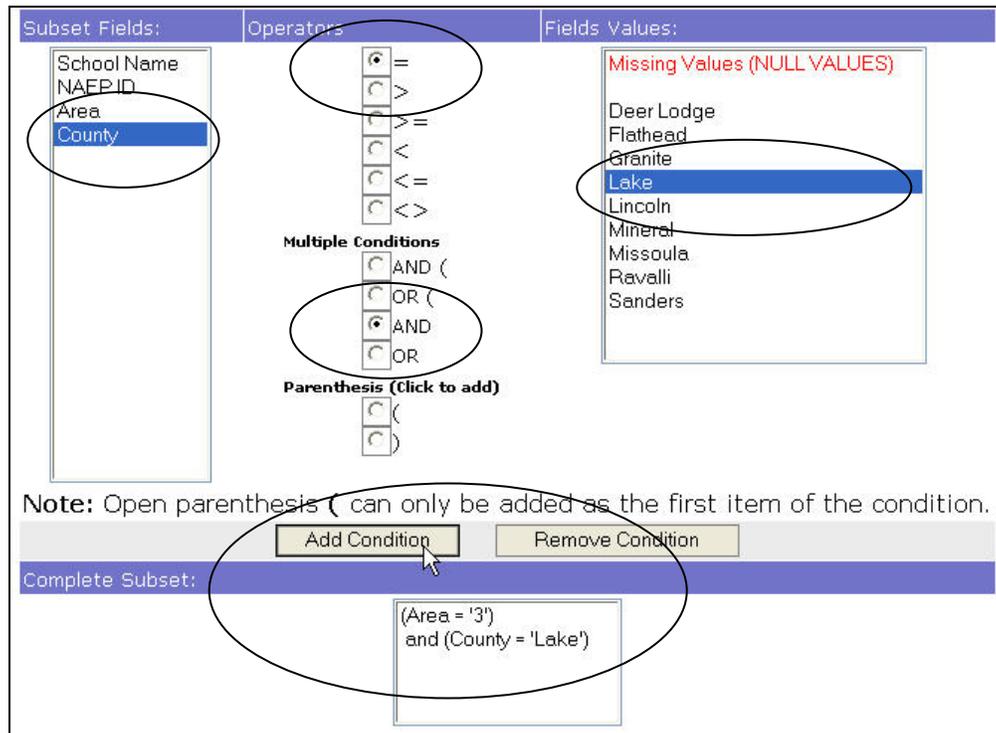
If you are not familiar with the symbols used in Step 3, subsetting the fields, explanations have been added to the symbols in the screen shot below:



6.5 Multiple Conditions]

The “multiple conditions” and “parenthesis” options allow more complex operations. To illustrate, we will go through the steps to create a list of schools in a specific area and county.

- Step 1 – select school name, NAEP ID, area, and county.
- Step 2 – sort by school name
- Step 3 – For the first condition, we selected the field “Area,” left the Operator with the default of Equals, and selected the field value of “3.”
The second condition is shown below.



Selecting Multiple Operators

For the second condition, we selected the field “County,” the default operator of “=,” and selected the multiple condition of “AND,” and then selected the field value of “Lake.” The final part of the process is to click on the “Add Condition” button. The complete subset is shown as (Area = ‘3’) and (County = ‘Lake’).

The resulting list for this example is shown below.

| School Control System | | | |
|---|---------|------|--------|
| School/District Listing Batch Entry Scheduling Data Selection Reports | | | |
| Steps: 1. Select Fields 2. Sort Fields 3. Subset/Filter 4. Preview/Export My Data Selections (4) | | | |
| Preview and export newly created electronic file. << Back | | | |
| Export Data to File Save Data Selection Template | | | |
| School Name | NAEP ID | Area | County |
| Arlee 7 8 | 3020680 | 3 | Lake |
| Charlo Elementary | 3010900 | 3 | Lake |
| Cherry Valley School | 3010700 | 3 | Lake |
| K William Harvey Elem | 3010880 | 3 | Lake |
| Linderman School | 3010690 | 3 | Lake |
| Pablo School | 3010890 | 3 | Lake |
| Polson 7 8 | 3020410 | 3 | Lake |
| Ronan Middle School | 3020530 | 3 | Lake |
| St Ignatius Middle School | 3020510 | 3 | Lake |
| Two Eagle River School | 5920950 | 3 | Lake |
| Valley View School | 3010920 | 3 | Lake |

7. REPORTS

7.1 Overview

On the menu options at the top of the SCS screen, click on Reports to see the list shown below.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with 'Reports' highlighted. Below the navigation bar, there are several dropdown menus for filtering: 'FT 08', 'Phase: FA', 'Territory: 12', 'State: NC', 'Region: 3', and 'School Type: School Type(*)'. A 'GO' button is next to the 'School Type' dropdown. The main content area is titled '1. Summary Tallies' and contains a list of nine reports, each with its own 'School Type', 'Filter', and 'Sorts' dropdown menus, and a 'Run Report' button. The reports are:

| Report Name | School Type | Filter | Sorts | Run Report |
|-------------------------------------|----------------|---------------------|----------|------------|
| 1. Summary Tallies | Public Schools | N/A | N/A | Run Report |
| 2. School Status Listings | All | Active Schools | Status | Run Report |
| 3. Assessment Schedule | All | Cooperating Schools | District | Run Report |
| 4. Student Sampling Listing | All | Active Schools | Method | Run Report |
| 5. Summary School Recruiting Report | All | All | School | Run Report |
| 6. Sampling Report | All | Not Designated | Region | Run Report |
| 7. Preassessment Visit Report | All | Cooperating Schools | Region | Run Report |
| 8. Assessment Progress Report | All | Cooperating Schools | Region | Run Report |
| 9. Number Sampled SD & ELL | All | Cooperating Schools | Region | Run Report |

At the bottom of the screen, there is a link to the 'Help Desk'.

Report Menu

Filter and sort options are available for all except the first, summary report. There is no sort available for it, but you can select the school type – public or nonpublic.

The School Type options for all reports are public and nonpublic schools. All reports, except report 1, have the added (default) option of generating a report on “All” schools (public and nonpublic). Report 6 also provides options for seeing only grade 4, 8, or 12 schools.

After selecting the school type, on the remaining reports you can set the filter and sort options (explained below), and click on the **Run Report** button. After the report is “run,” it will be displayed on the screen. If you want to print the report, do so before closing the report. The reports can also be saved as Excel files. (See Section 7.1.5.)

7.1.1 Viewing Reports

First, select the school type, filter, and sorts. For this report, we used the default criteria: Then click on the Run Report button.



2. School Status Listings

School Type: All Filter: Active Schools Sorts: Status **Run Report**

Below is an example of Report 2 viewed on the screen.

[Back to SCS Reports Page](#)

Run Date: 06/08/2007
Run Time: 2:36 PM
[Save](#) in Excel

NAEP 2008 Report 2 - School Status Listings
Territory = 11, State = CA, Region = 1
School Type = All
Filter = Active Schools
Sort = Status, Project = NAEP-2008/LTT

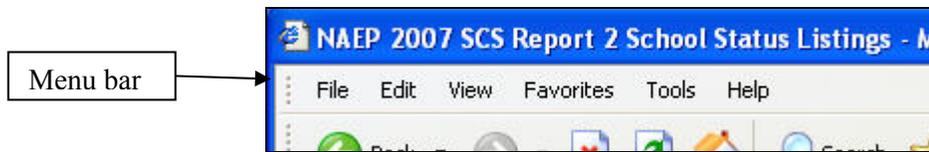
| Status | School Name | NAEP ID | Scheduled Date | Actual Enrollment |
|-------------|-------------------------|---------|----------------|-------------------|
| Cooperating | Bryant Elementary | 0610350 | 02/12/2008 | 167 |
| Cooperating | Chester Elementary | 0610030 | 01/17/2008 | 34 |
| Cooperating | Delta View Elementary | 0610330 | 02/20/2008 | 0 |
| Cooperating | Diablo Vista Elementary | 0610320 | 02/21/2008 | 0 |
| Cooperating | Maidu Elementary | 0610090 | 02/27/2008 | 0 |
| Cooperating | Mckinley Elementary | 0610070 | 01/15/2008 | 0 |
| Cooperating | Modoc Middle | 0620050 | 11/28/2007 | 0 |
| Cooperating | Nustrom | 0610340 | 02/19/2008 | 0 |

Report 2

Scroll down to see the entire report.

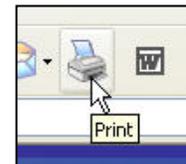
7.1.2 Working With the Displayed Reports

The reports are displayed in your browser window. To print the report or search for a particular school (for example), you will use the browser options at the top of the window. It is recommended that you use the options on the menu bar (shown below) rather than the icons.



7.1.3 Printing the Report

To print Reports 1 – 4, while viewing the report, click on the browser print icon.



Selecting File, Print Preview will give you the opportunity to locate a particular page or range of pages that you can print rather than the entire report.

NAEP 2007 SCS Report 2 School Status Listings Page 1 of 4

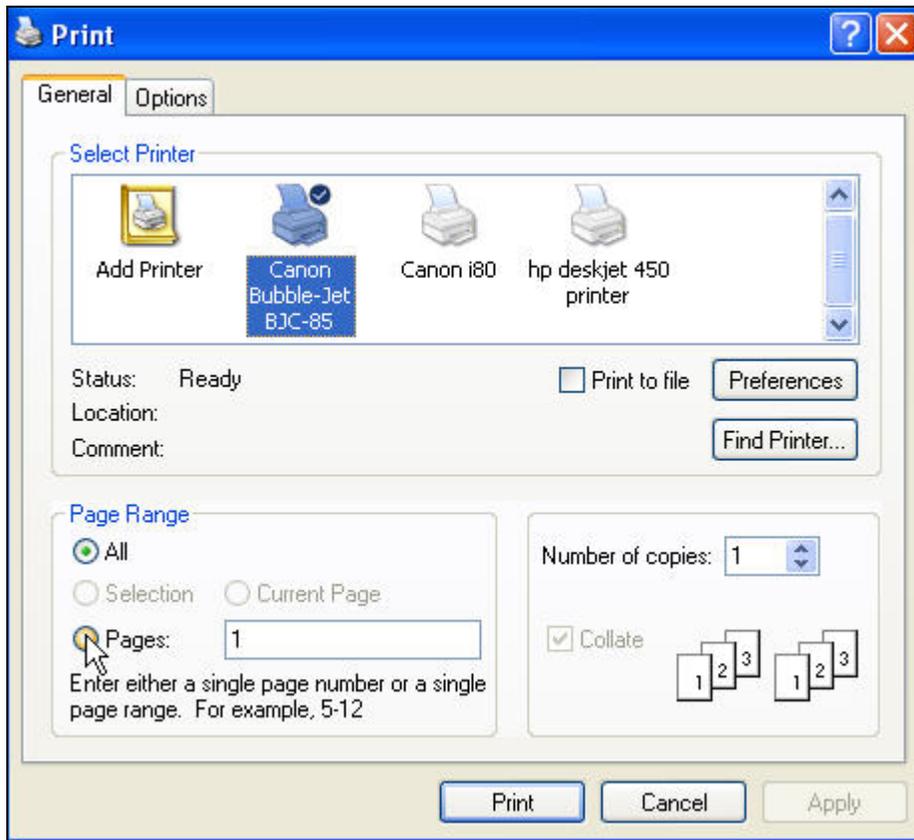
[Back to SCS Reports Page](#) Run Date: 08/15/2006
Run Time: 2:30 PM
[Save in Excel](#)

NAEP 2007 Report 2 - School Status Listings
Territory = 15, State = MT, Region = 1
School Type = All
Filter = Active Schools
Sort = Status

| Status | School Name | NAEP ID | Grade | Scheduled Date | Actual Enrollment |
|-------------|-----------------|---------|-------|----------------|-------------------|
| Cooperating | Alberton 7 8 | 3021320 | 8 | 02/20/2007 | 15 |
| Cooperating | Daly School | 3010450 | 4 | 02/14/2007 | 88 |
| Pending | Alberton School | 3011120 | 4 | 02/20/2007 | 0 |
| Pending | Arlee 7 8 | 3020680 | 8 | 02/07/2007 | 0 |
| Pending | Bigfork 7 8 | 3021360 | 8 | 01/30/2007 | 0 |
| Pending | Bigfork School | 3011180 | 4 | 01/23/2007 | 0 |
| Pending | Bonner 7 8 | 3020130 | 8 | 02/06/2007 | 0 |

Report 2 Using Print Preview

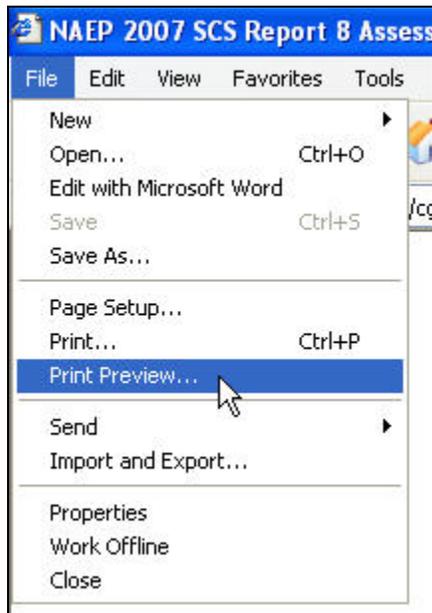
Scroll down the page and use the arrows at the top of the screen to move from page to page to locate the schools you want. The page numbers are displayed at the top of the screen as you move from page to page. When you know the page number or range of numbers, click on Print in the upper left of the preview screen to access the print pop-up window.



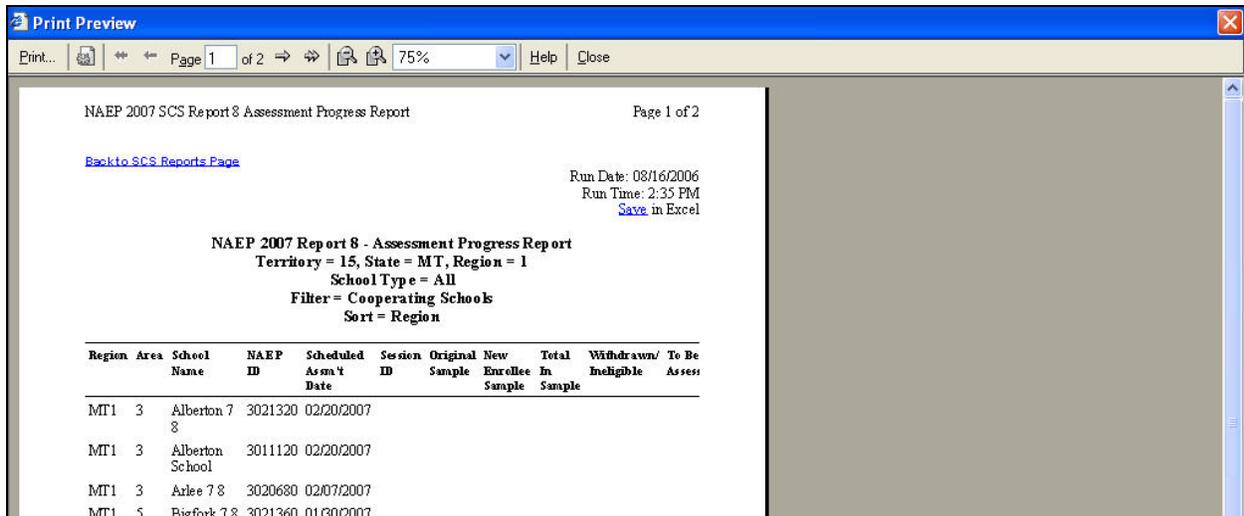
Print Preview Print Window

To print only 1 page or a range of pages, click on the radio button next to “Pages.” Then, click in the little window where the number 1 is displayed and type the page number(s). Then, click the **Print** button.

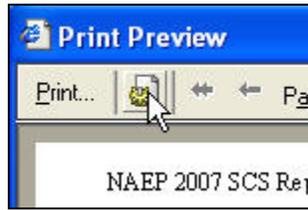
Printing reports 5, 6, and 8 requires changing some of the print settings since these reports are too wide to fit on letter-size paper. To see the report with the default print settings, run the report and with the report open, click File, Print Preview...



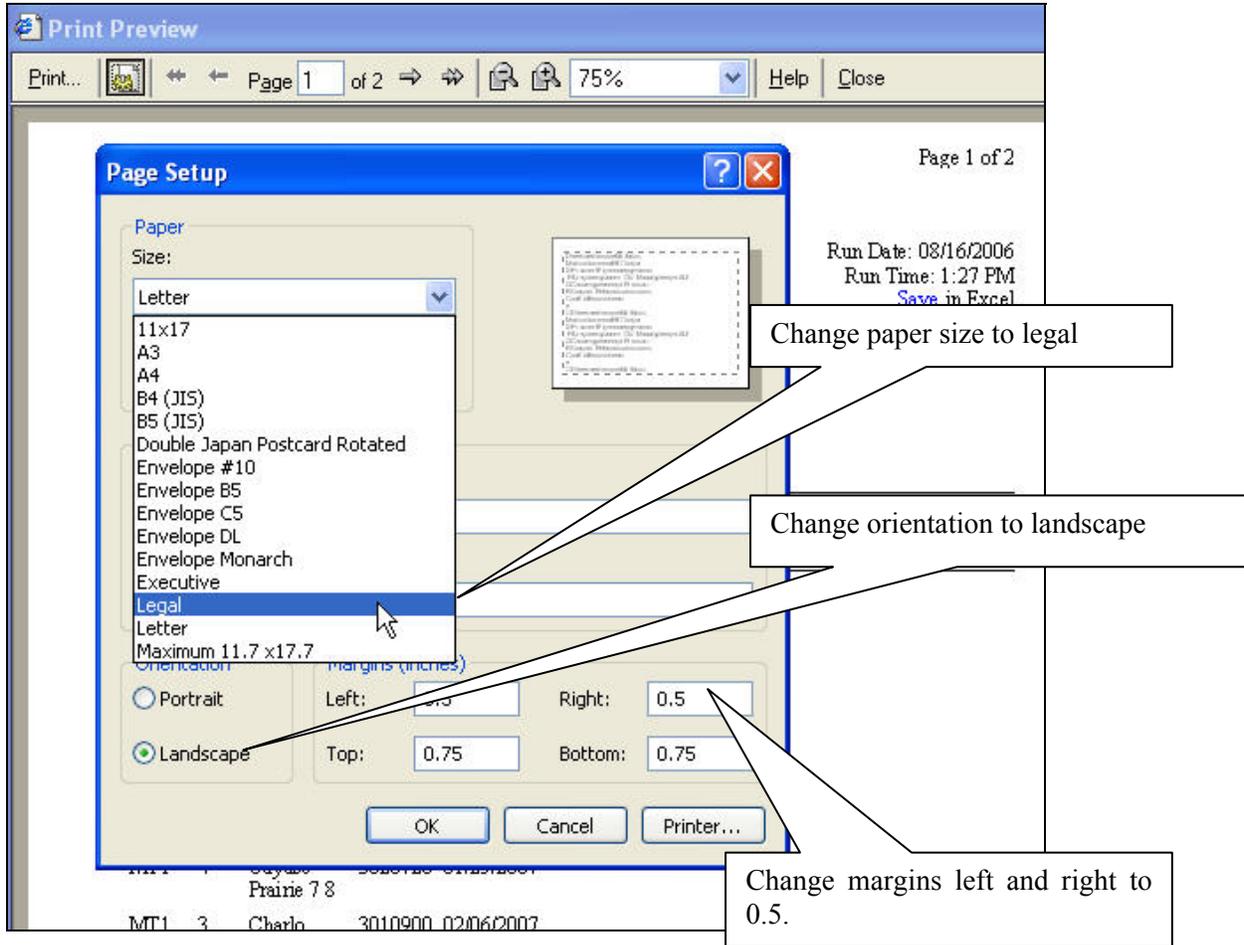
As you can see from the screen shot below, Report 8 does not fit on the page. The last column on the right should have the heading “SD ELL Data Recorded.”



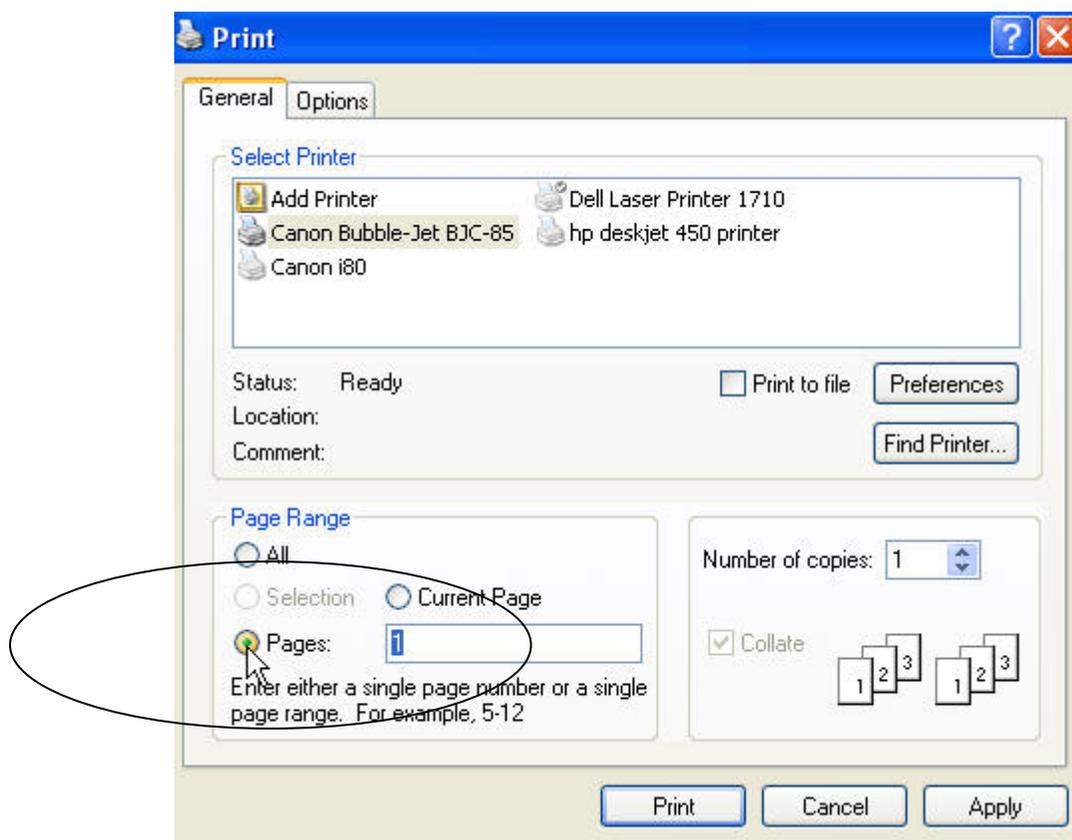
The page setup should be changed so that the orientation of the page is landscape rather than portrait. Given the width of the report, it will need to be printed on legal (14 inch long) paper. To change the setup, locate the Page Setup icon next to the Print button in the top left of the screen. Click on this icon.



In Page Setup window, make the following changes.



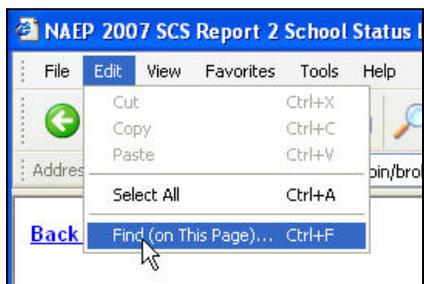
After making the changes, click OK and you will return to print preview with the new settings. If print preview shows that the report fits on the page alright, click the print link in the upper left.



In print dialog box, you can set the “print range” to print only page 1 if you want to check the print out before printing several pages. (Be sure to have legal size paper in your printer before starting to print these reports.)

7.1.4 Finding a School on the Report

To find the name of a school (or district) on the report, select Edit, Find (on This Page), and then type the school’s name in the “Find what” window.



Select Edit, Find (on This Page)

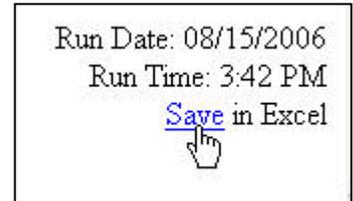


Type School Name (Find is not case sensitive)

To print the page that the school is on, note the page number at the top of the screen, then click File, Print and enter the page number as discussed in the section above.

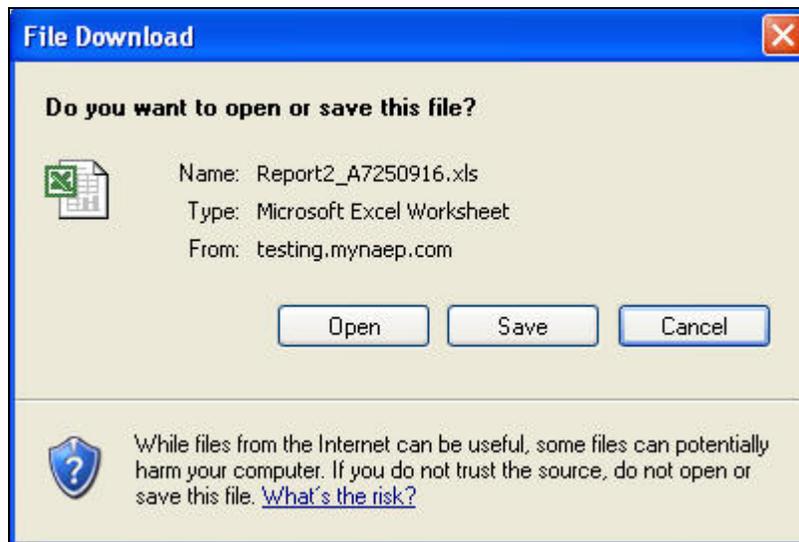
7.1.5 Saving Reports to Excel

The report that you are looking at can be saved in Excel format on your hard drive. Initiate this process by clicking on the [Save](#) link in the upper right of the screen.



Depending on your computer set up, some of the following pop-up windows may or may not appear.

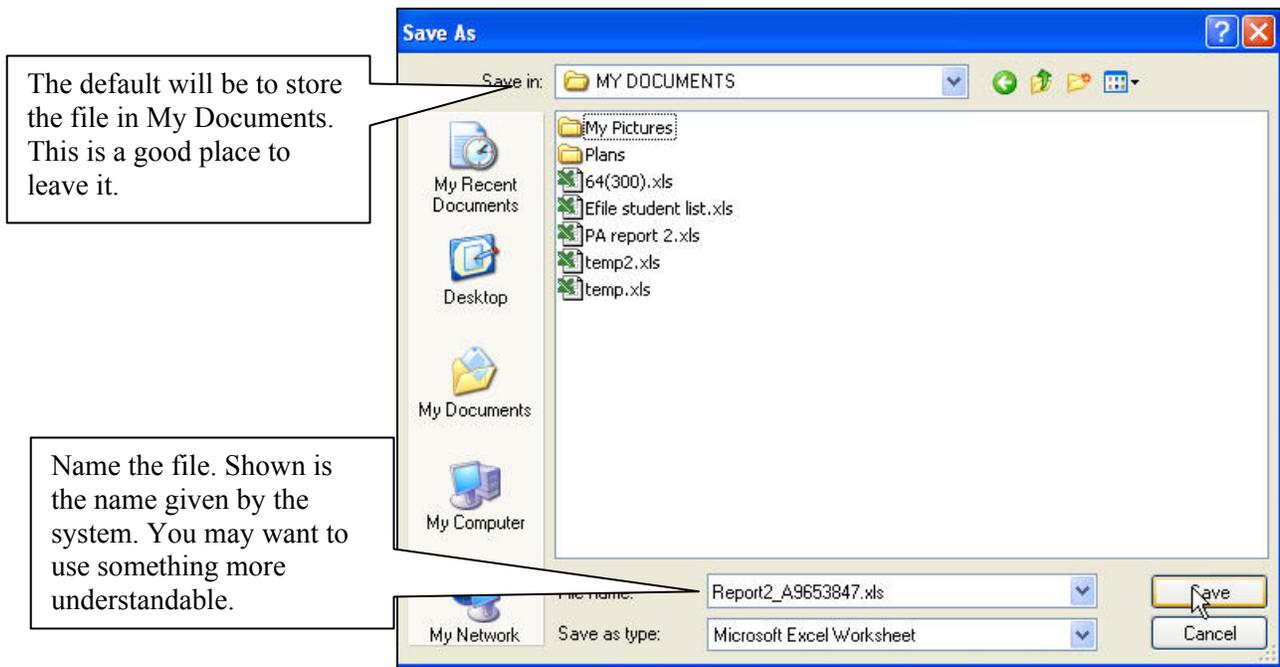
The first pop-up is the “File Download” window.



File Download

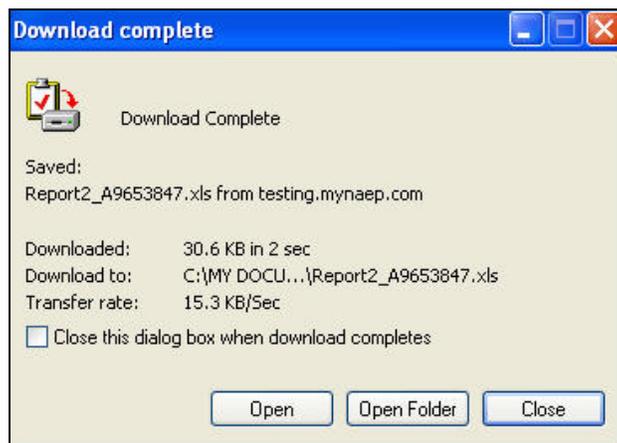
Click on the **Save** button.

Next, you will tell the system where to save the file and give it a name.



Saving the File

Click on the **Save** button and the following pop-up window may appear as the file is downloaded.



Download Complete

How long it takes to download the file will depend on the size of the file and the speed of your Internet connection.

When the download is complete, click on the **Close** button. If you want to work with the file, don't forget to close the SCS so that you can free up that connection and not time out.

The Excel file of your data will appear similar to the following, depending on the report that you save. If you have downloaded reports previously, you will notice a marked difference in the format of the resulting Excel files in NAEP 2008. They have been reformatted so that it will be easier to manipulate the data in these files in Excel.

| 1 | Status | School Name | NAEP ID | Scheduled Date | Actual Enrollment |
|----|-------------|--------------------------------|---------|----------------|-------------------|
| 2 | Cooperating | Brighton Middle School | 4720060 | 12/7/2007 | 0 |
| 3 | Cooperating | Christian Brothers High School | 4730065 | 5/22/2008 | 0 |
| 4 | Cooperating | Collierville Middle School | 4720050 | 12/5/2007 | 0 |
| 5 | Cooperating | Cordova High School | 4730040 | 5/20/2008 | 0 |
| 6 | Cooperating | Cordova Middle School | 4720010 | 12/4/2007 | 0 |
| 7 | Cooperating | Dunbar Elementary School | 4710040 | 3/12/2008 | 0 |
| 8 | Cooperating | Fairley High School | 4730010 | 5/19/2008 | 0 |
| 9 | Cooperating | Germantown High School | 4730050 | 5/23/2008 | 0 |
| 10 | Cooperating | Goodlett Elementary School | 4710020 | 3/5/2008 | 0 |
| 11 | Cooperating | Hamilton Middle School | 4720020 | 12/3/2007 | 0 |
| 12 | Cooperating | Margolin Hebrew Academy | 4720095 | 11/20/2007 | 0 |
| 13 | Cooperating | Memphis Recovery Center | 4730075 | 5/15/2008 | 0 |
| 14 | Cooperating | Memphis University School | 4720085 | 11/14/2007 | 0 |

Report 2 Saved and Viewed in Excel

At this point, you have complete control of the data and can resort and move data around.

7.1.6 Closing Reports

Throughout the report will be links labeled “Back to SCS Reports Page” that you can use to return to the reports menu.