

Using MyNAEP to Prepare for the 2017 Assessment

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Monday, September 26, or Tuesday September 27, 2016
Shelly Pollnow, EdD
Shelly.Pollnow@azed.gov
AZ Director NAEP/International Assessments
602-364-1583

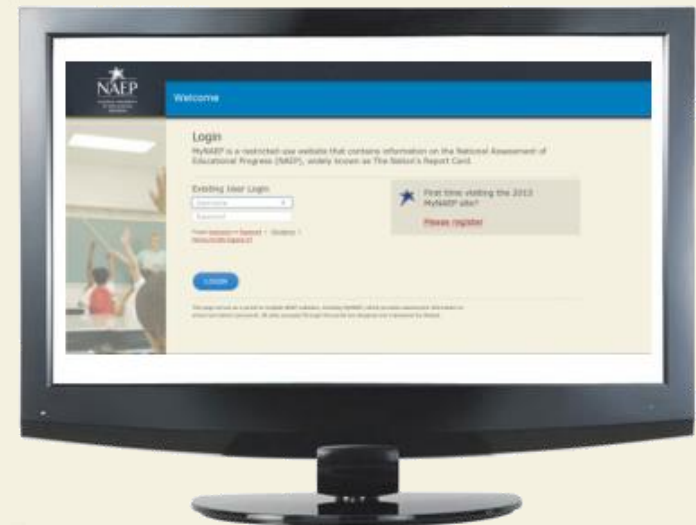
Topics for Today's Training

- What is MyNAEP
- What do I need to do as School Coordinator?
- NAEP 2017 Q & A

What is MyNAEP?

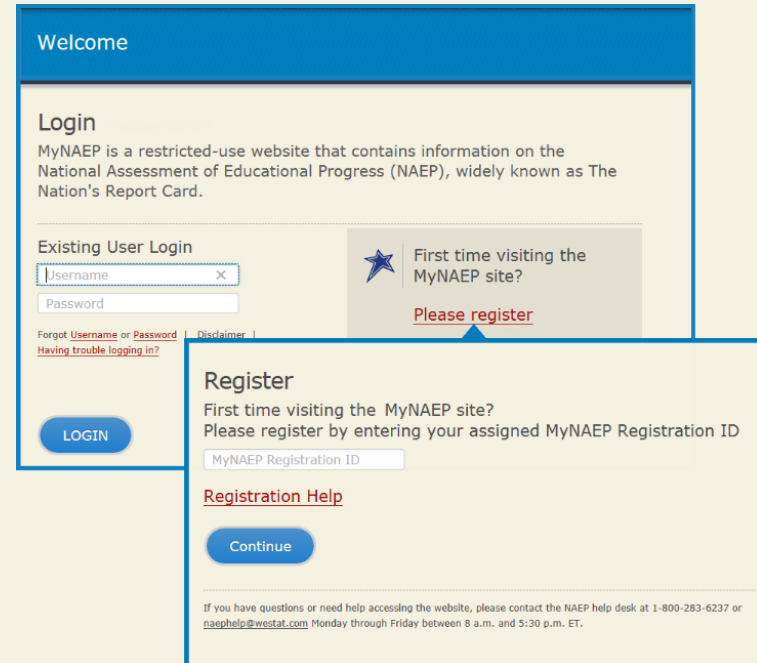
- MyNAEP serves as your primary resource and action center for the NAEP assessment.
 - All preassessment activities are completed via MyNAEP.
 - The site contains confidential information, so all users will be prompted to accept a confidentiality agreement.
 - Requires a username and password.

www.mynaep.com



How do I register for the site?

- Each school received a MyNAEP registration ID in a School Coordinator letter and folder sent to your principal **8/22**.
 - Multiple school staff can use the registration ID to register for the website.
 - Select **Please register**, then enter the registration ID in the text box to get started. (Only one person can select the School Coordinator role.)



The screenshot displays the MyNAEP website interface. At the top is a blue header with the text "Welcome". Below this is a "Login" section with a disclaimer: "MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card." The login section includes fields for "Username" and "Password", a "Forgot Username or Password" link, a "Having trouble logging in?" link, and a "Disclaimer" link. A blue "LOGIN" button is at the bottom left of the login section. To the right of the login fields is a grey box with a star icon and the text "First time visiting the MyNAEP site?" and a red "Please register" link. A blue arrow points from this link to a "Register" section. The "Register" section also has the text "First time visiting the MyNAEP site?" and "Please register by entering your assigned MyNAEP Registration ID". It features a text input field for the "MyNAEP Registration ID", a red "Registration Help" link, and a blue "Continue" button. At the bottom of the page, there is a footer with contact information: "If you have questions or need help accessing the website, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com Monday through Friday between 8 a.m. and 5:30 p.m. ET."

How do I register for the site?

- Make sure to select the correct role during the registration process.
- A username will be assigned to you, but you will create your own password.
- The password must have:
 - » 8-14 characters
 - » At least one of each:
 - uppercase letter
 - lowercase letter
 - numerical digit
 - special character
(*!,~%#@#\$%?^+=&)
 - » Sample password: KnightsR#1
 - » For future MyNAEP access, you can use your username or email address to log on to MyNAEP.



MyNAEP Registration

Are you the principal at **John Smith High School**?

☐ Yes
☒ No

Exit Continue

MyNAEP Registration

Are you the assigned NAEP School Coordinator for **John Smith High School**? The school coordinator will be the main contact for NAEP staff, and will be responsible for completing all assessment preparation tasks.

☒ Yes
☐ No

Back Continue

What do I need to do as School Coordinator?

- Provide School Information
- Submit the Student List
- Prepare for the Assessment
- Support Assessment Activities
- Wrap Up

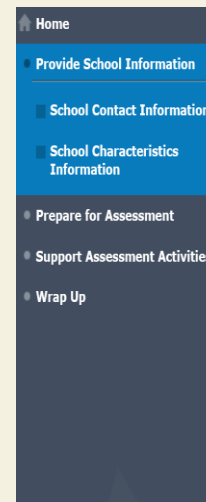
MyNAEP Activity Timeline



Provide School Information

- Visit the Provide School Information page and confirm or enter the following information:
 - ✓ School & principal contact information
 - ✓ School Coordinator contact info
 - ✓ Student enrollment for the selected grade (included in the blue banner)
 - ✓ Dates for the following:
 - » School adjourns for winter break
 - » School returns from winter break
 - » Last day of school
 - » School start and end times

Due: 9/2



Provide School Information

Please use the links below to ensure that NAEP has the most up-to-date information about your school.

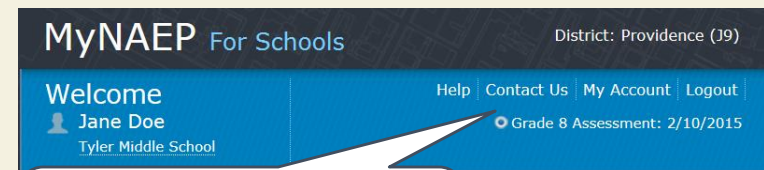
Complete the following:

School Contact Information

- School name and address
- Shipping address
- Principal contact information
- School coordinator contact information

School Characteristics Information

- Student enrollment
- Date school adjourns for winter break in December
- Date school returns from winter break in January
- School start and end times

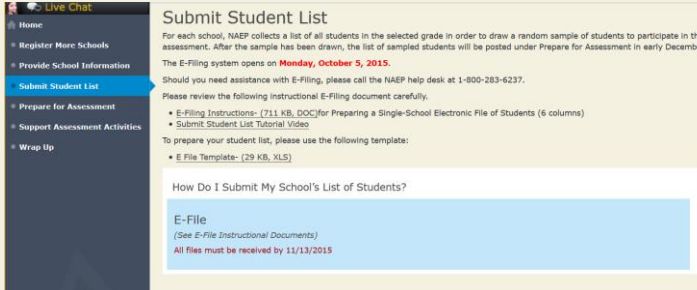


Selected grade and assessment date available here in the banner

Submit Student List

- For each school, NAEP collects a list of all students in the selected grade in order to draw a random sample of students to participate in the assessment.
 - ✓ The list must be in Excel.
 - ✓ E-Filing starts **October 3rd**.
 - ✓ After the sample has been drawn, the list of sampled students will be posted under Prepare for Assessment in early **December**.

Due: **10/31/2016**



The screenshot shows the 'Submit Student List' page on the NAEP website. On the left is a dark sidebar with a 'Live Chat' button at the top and a menu with options: Home, Register More Schools, Provide School Information, Submit Student List (highlighted), Prepare for Assessment, Support Assessment Activities, and Wrap Up. The main content area has the title 'Submit Student List' and explains that NAEP collects a list of all students in the selected grade to draw a random sample. It states that the E-Filing system opens on **Monday, October 5, 2015**. It provides a phone number for assistance: 1-800-283-6237. Below this, it asks users to review instructional E-Filing documents and lists two links: 'E-Filing Instructions- (711 KB, DOC) for Preparing a Single-School Electronic File of Students (6 columns)' and 'Submit Student List Tutorial Video'. It then says 'To prepare your student list, please use the following template:' and lists a link: 'E File Template- (29 KB, XLS)'. At the bottom, there is a section titled 'How Do I Submit My School's List of Students?' with a sub-section 'E-File' that includes a link to 'E-File Instructional Documents' and a note: 'All files must be received by 11/13/2015'.

Student List Requirements

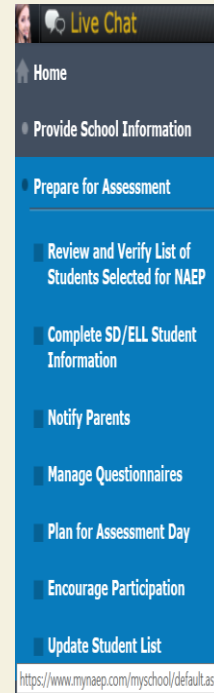
- Your Excel student list should include the following information for each student in the selected grade:
 - Student Unique ID
 - Student first name
 - Student last name
 - Grade in school (4 or 8)
 - Homeroom or other grouping information
 - Month of birth (in M or MM number format, not spelled out as in "July, but 7 or 07").
 - Year of birth (in YYYY format).
 - Sex (M or F)
 - SD indicator - to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP)-***NOTE: Students with a 504 plan are not reported as "SD"***
 - ELL indicator - to identify English language learners, as defined by your school
 - Race/Ethnicity - use **six** columns per student
 - National School Lunch Program eligibility indicator
 - Student Zip Code

4 Basic Steps to Submitting your NAEP Excel File

- **Upload** – Submit your list to the E-Filing automated system.
- **Identify Columns** - Match the column headings in your list to those in a standard list provided by the system.
- **Identify Format/Codes** - Match the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
- **Verify** that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Prepare for Assessment

- An assigned NAEP representative will contact you in early December.
 - A preassessment packet will arrive in your school in **early December**.
 - Shortly after, the NAEP representative will contact you to discuss how to complete the prepare for assessment activities.
 - The NAEP representative will schedule a **preassessment review call**.



Prepare for Assessment

The list of students selected for NAEP will become available in early December. The school coordinator will need to complete some activities after the list is available. Completion of these activities will ensure a successful administration of NAEP. Use the links in the checklist on the left-hand menu under Prepare for Assessment to:

- Review and verify the list of students selected for NAEP
- Complete information about how students with disabilities and English language learners will participate in NAEP
- Notify parents/guardians of sampled students
- Manage school and/or teacher questionnaires
- Plan assessment day logistics
- Encourage participation and motivate students to do their best
- Update the student list to include any new grade 8 students at your school

Your NAEP representative will contact the school coordinator in early December to explain how to complete these activities and to schedule a preassessment review call. Please complete all activities before the preassessment review call date.

A storage envelope and the *Instructions for School Coordinator* brochure will be mailed in early December. **Store any printed reports that include student names and information in the red**

Prepare for Assessment

- The Prepare for Assessment menu includes 7 activities.
 - **Principals and school coordinators have full access to this menu.**
 - The list of selected students will be available under Review and Verify Student Information in early December.

Due: **Before the preassessment review call**

Prepare for Assessment

The list of students selected for NAEP will become available in early December. The school coordinator will need to complete some activities after the list is available. Completion of these activities will ensure a successful administration of NAEP. Use the links in the checklist on the left-hand menu under Prepare for Assessment to:

- Review and verify the list of students selected for NAEP
- Complete information about how students with disabilities and English language learners will participate in NAEP
- Notify parents/guardians of sampled students
- Manage school and/or teacher questionnaires
- Plan assessment day logistics
- Encourage participation and motivate students to do their best
- Update the student list to include any new grade 4 students at your school

Your NAEP representative will contact the school coordinator in early December to explain how to complete these activities and to schedule a preassessment review call. Please complete all activities before the preassessment review call date.

A storage envelope and the *Instructions for School Coordinator* brochure will be mailed in early December. **Store any printed reports that include student names and information in the red NAEP Storage Envelope.**

Prepare for Assessment: How does it work?

- Each activity has a **Tutorial and resources needed to complete the task.**
 - This section explains the information you will need to collect at your school before starting the MyNAEP activity.

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

NAEP reports results for student demographic groups, so it is important to collect accurate data. Review the list of students to be tested at your school and update their enrollment status and demographic information as needed.

Complete the following:

- [Watch the Review and Verify List of Students Selected for NAEP Tutorial \(8:01\)](#)
- [Review and Verify Student Information](#)
- [Print Reports](#)
- [Update Students Who Are Not SD/ELL But Need Accommodations \(Field Staff Only\)](#)

Additional Resources

- [Information Needed to Review and Verify List of Students Selected for NAEP](#)
- [Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP](#)

Prepare for Assessment: How does it work?

- Each task should be completed in chronological order.
 - The menu serves as a “virtual checklist.”
 - Checkmarks will appear after activities are completed.
 - White checkmarks indicate information that will be confirmed by your NAEP representative during the preassessment review call.

Prepare for Assessment: How does it work?

- The first 6 activities will be available in early December.
 - Review and Verify List of Students Selected for NAEP
 - Complete SD/ELL Student Information
 - Notify Parents
 - Manage Questionnaires
 - Plan for Assessment Day
 - Encourage Participation
- Update Student List be available in January.
 - Update Student List

■ Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- Plan for Assessment Day
- Encourage Participation

■ Update Student List

Prepare for Assessment: Review and Verify List of Selected Students

● Prepare for Assessment

■ Review and Verify List of Students Selected for NAEP

■ Complete SD/ELL Student Information

■ Notify Parents

■ Manage Questionnaires

■ Plan for Assessment Day

■ Encourage Participation

■ Update Student List

- Review the list of selected students, and make the following updates.
- ✓ Identify any students who cannot take the NAEP

Reasons Students Cannot Take NAEP

Guidelines for NAEP Participation Status:

- Withdrawn
- Graduated
- Expelled
- Does not attend any academic classes on campus
- Home schooled and receives limited services on campus
- Student listed more than once
- Not in tested grade
- Foreign exchange student
- Student deceased
- Long-term illness/homebound
- Parent notified about NAEP and refused NAEP testing
- Student notified about NAEP and refused NAEP testing
- Enrolled in U.S. schools less than one full academic year before the NAEP assessment and cannot access NAEP (applies only to English language learners)
- Meets (or met) participation criteria for one or more state alternate assessments (applies only to students with disabilities)

Prepare for Assessment: Review and Verify List of Selected Students

● Prepare for Assessment

- **Review and Verify List of Students Selected for NAEP**
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- Plan for Assessment Day
- Encourage Participation
- Update Student List

- Review the list of sampled students, and make the following updates.
- ✓ Identify 504 students who need accommodations.
- ✓ Update any missing or incorrect demographic information.
- ✓ Update classifications for students with disabilities and English Language Learners.

Prepare for Assessment: Review and Verify List of Selected Students

- Prepare for Assessment
 - Review and Verify List of Students Selected for NAEP
 - Complete SD/ELL Student Information
 - Notify Parents
 - Manage Questionnaires
 - Plan for Assessment Day
 - Encourage Participation
 - Update Student List

- Provide additional information about students with disabilities (SD) and English language learners (ELL).
- Print the Inclusion Guidelines
 - ✓ How each student is assessed on the state assessment.
 - ✓ Testing accommodations that each student typically receives.
 - ✓ The IDEA category that best describes the student's disability.
 - ✓ How long each student has been enrolled in U.S. schools (ELL).
 - ✓ Level of English proficiency (ELL).

Prepare for Assessment: Complete SD/ELL Student Information

- School coordinators can assign this task to SD/ELL specialists.

Prepare for Assessment

Complete SD/ELL Student Information

To ensure that NAEP reflects the educational progress of all students, **students with disabilities (SD) and English languages learners (ELL) must be included to the fullest extent possible.**

NAEP provides accommodations only for SD and ELL. Therefore, this section only includes students whose SD status is "Yes, IEP" or "Yes, 504" or ELL status is "Yes, ELL." **Changes to these status codes can only be made in the Review and Verify List of Students Selected for NAEP section.**

The information that you provide in this section indicates how students will participate in NAEP and the accommodations they will receive.

Complete the following:

- [Watch Complete SD/ELL Student Information Tutorial \(9:40\)](#)
- [Review NAEP Inclusion Policy](#)
- [Give Access to SD and/or ELL Specialist\(s\) \(optional\)](#)
- [Provide Information for Students Who Are Both SD and ELL](#)
- [Provide Information for SD \(IEP or 504 Plan\) Only](#)
- [Provide Information for ELL Only](#)
- [Print Reports](#)

Additional Resources

- [Inclusion on NAEP Fact Sheet](#)
- [Letter from Department of Education Encouraging Inclusion](#)
- [Information Needed to Include SD/ELL Students](#)

Prepare for Assessment: Notify Parents

● Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- **Notify Parents**
- Manage Questionnaires
- Plan for Assessment Day
- Encourage Participation
- Update Student List

- Download and distribute the parent/guardian notification letter template.
 - ✓ Customize text and include school letterhead.
 - ✓ Upload an electronic copy of the customized parent letter.
 - ✓ Verify that parents/guardians of all students selected to take NAEP were notified by entering the date the letter was sent.

Prepare for Assessment: Manage Questionnaires

● Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- **Manage Questionnaires**
- Plan for Assessment Day
- Encourage Participation
- Update Student List

- Enter the names and email addresses of questionnaire recipients, then send welcome emails
 - ✓ The school questionnaire is assigned to the principal.
 - ✓ Teachers at Grades 4 & 8 schools should be assigned teacher questionnaires. Monitor and send reminders as needed.

Prepare for Assessment: Plan for Assessment Day

● Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- **Plan for Assessment Day**
- Encourage Participation
- Update Student List

- Assign a location and time for each assessment session and answer logistics questions.
 - ✓ Determine how students and teachers will be notified.
 - ✓ Plan SD/ELL student accommodation logistics.
 - ✓ Let the NAEP representative know where to park at the school, how to check in, and what to do if there is a weather delay.

Prepare for Assessment: Encourage Participation

● Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- Plan for Assessment Day
- **Encourage Participation**
- Update Student List

- Meet with the school principal and ask if it's possible to use recommended strategies for informing students and teachers about NAEP.
 - ✓ Includes short 5 minute videos for teachers and students about the importance of NAEP.

Prepare for Assessment: Update Student List

● Prepare for Assessment

- Review and Verify List of Students Selected for NAEP
- Complete SD/ELL Student Information
- Notify Parents
- Manage Questionnaires
- Plan for Assessment Day
- Encourage Participation
- Update Student List

■ Update Student List **after January 1, 2017.**

- ✓ NAEP uses this list to give newly eligible students an opportunity to be sampled.
- ✓ Choose how you will Update the Student List
 - You may submit the current roster as an Excel file,
 - or review the original list of students submitted in the fall and add any newly enrolled students.
 - Pros and cons of each method

Prepare for Assessment: Submit Current Roster

- School coordinators can assign this task to a district or school-level student data specialist.

Prepare for Assessment

Update Student List

A list of **grade 8** students was submitted in the fall, and NAEP selected students from that list to participate. **Any new students, or students who were mistakenly left off this list last fall, must have an opportunity to be selected.**

In this section, upload a list of all currently enrolled grade 8 students **or** add any missing students to your fall list. The updated list should reflect **January 2017 enrollment**.

Complete the following:

- [Watch Update Student List Tutorial \(4:22\)](#)
- [Give Access for Student Data Specialist \(optional\)](#)
- [Designate Method](#)

Support Assessment Activities

- Print reminders about the scheduled NAEP assessment.

Due: **One week before the assessment**

- ✓ Student appointment cards
- ✓ Teacher notification letter
- ✓ List of sampled students (attachment for letters)

Support Assessment Activities

Help students remember the date, time, and location of the assessment. Use the link below to print **Student Appointment Cards** and distribute them to the students.

Circulate the **Measure Up** newsletter and **Teacher Notification Letter**. Attach the **Listing of Sampled Students** to the letter so that teachers can direct students to the correct assessment location. This list is confidential and should be returned to you and placed in the red **NAEP Storage Envelope** after the assessment.

Complete the following:

- [Print Student Appointment Cards](#)
- [Print Teacher Notification Letter for distribution to teachers](#)
- [Print Listing of Sampled Students](#)

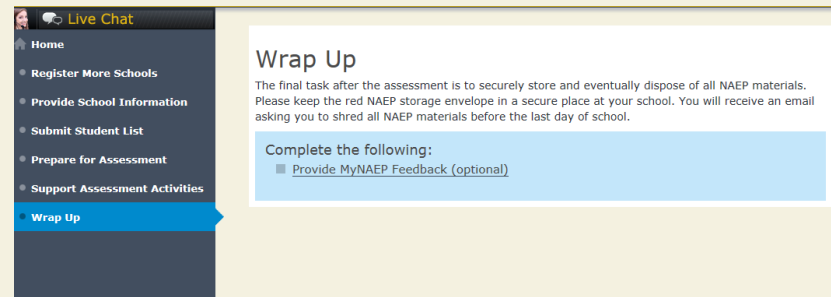
Additional Resources

- [Measure Up News for the School Community](#)
- [Facts for Teachers](#)

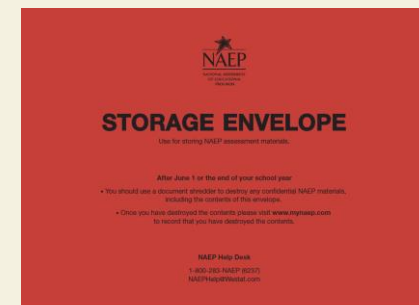
Wrap Up

- You will receive an email in late spring that contains links for this activity.
- ✓ Confirm that you have shredded the red storage envelope that contains all student reports.
- ✓ Participate in an optional feedback survey.

**Due: Shred all materials
by May 1, 2017 or
last day of school**



The screenshot shows a sidebar menu on the left with options: Home, Register More Schools, Provide School Information, Submit Student List, Prepare for Assessment, Support Assessment Activities, and Wrap Up (highlighted). The main content area is titled 'Wrap Up' and contains the text: 'The final task after the assessment is to securely store and eventually dispose of all NAEP materials. Please keep the red NAEP storage envelope in a secure place at your school. You will receive an email asking you to shred all NAEP materials before the last day of school.' Below this, a light blue box says 'Complete the following:' followed by a link: 'Provide MyNAEP Feedback (optional)'.



Professional Growth Certificate PDF

- School Coordinators will receive a Thank You Email after the NAEP window closes
- 18 hour ADE Professional Growth Certificate PDF attached
 - ✓ Completing the MyNAEP Tasks
 - ✓ Coordinating NAEP in your school

Arizona Department of Education

Assessment Section

This verifies that

«First_Name»

«Last_Name»

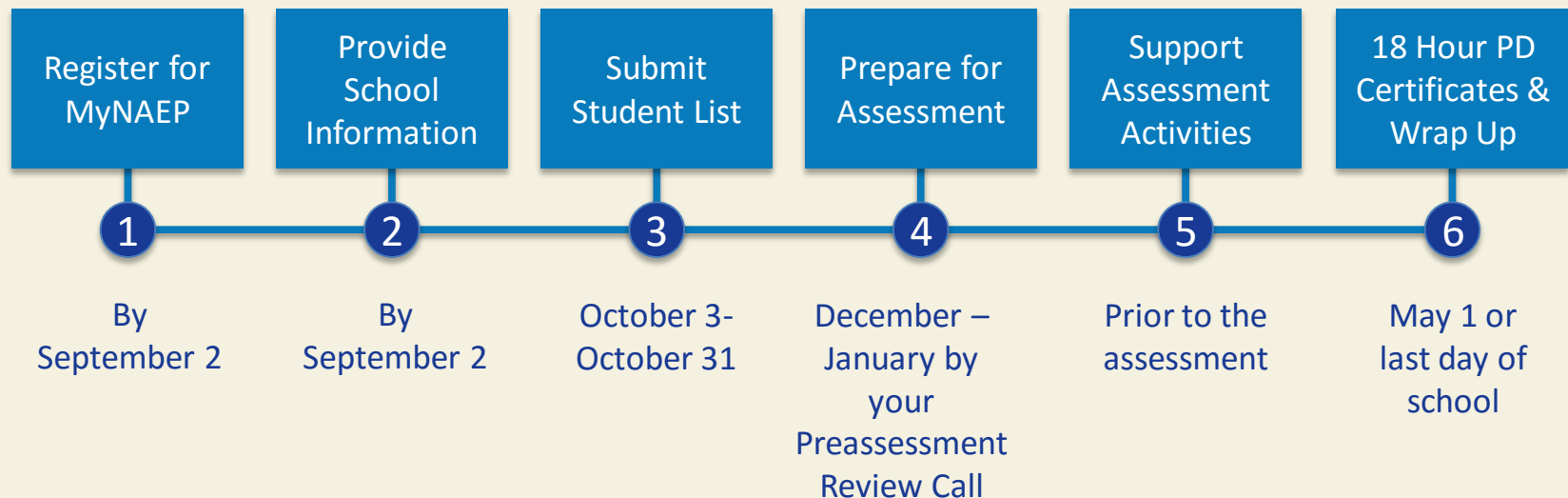
*Served as the School Test Coordinator for the
National Assessment of Educational Progress 2017/
and is eligible for 18 hours of
Professional Development credit.*



Associate Superintendent
Assessment

Activity Timeline Recap

- Your assigned NAEP representative will contact you in early December before the Prepare for Assessment activities begin.
- Instructions, video tutorials, and live help will be available for each task.





Questions or Comments?

Thank you for supporting the National Assessment of Educational Progress.

For recent assessment results and additional information, visit www.nationsreportcard.gov

Thank you!

For support along the way to complete any task, please contact:

- the NAEP Help line at **1-800-283-6237**
naephelp@westat.com
- or Shelly.Pollnow@azed.gov
602-364-1583