



NECAP Analysis and Reporting System User and Training Manual January 2010

**Audience: All users of the
NECAP Analysis and Reporting System**

NECAP Service Center
Toll-Free#: 877-632-7774

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NECAP Analysis and Reporting System (NARS)

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Introduction

The NECAP Analysis and Reporting System is a Web-based reporting system which supports the interactive disaggregation of data into subgroups of students and/or items; provides tabular and graphic displays of results; and permits users to export data in a variety of formats.

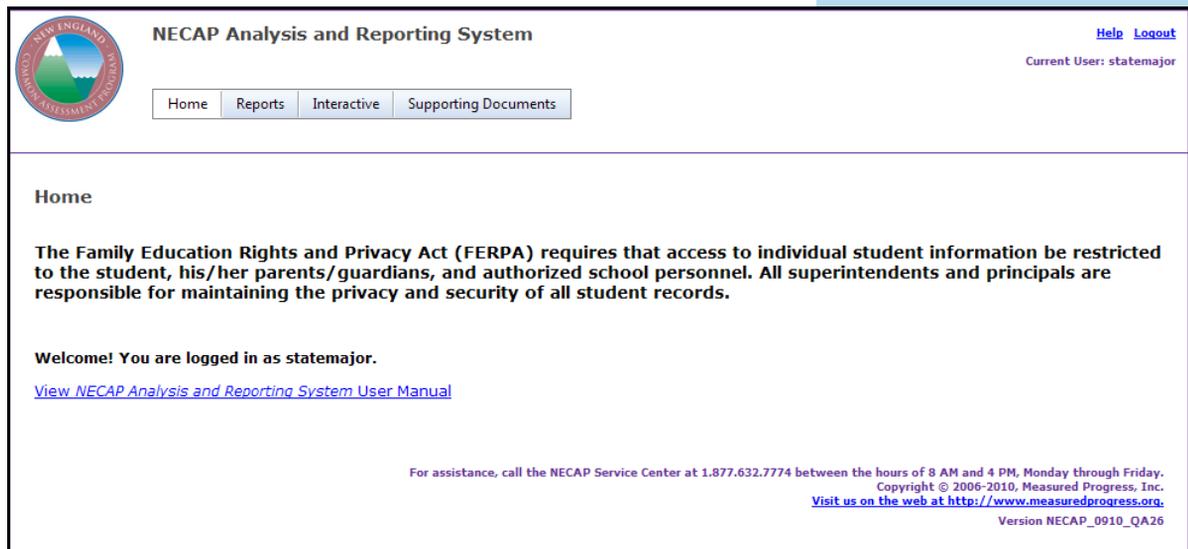


FIGURE 1. NECAP Analysis and Reporting System Home Page



This document does not contain any confidential student information. Any figures including student-level data have been created using artificial student names.

About the Manual / User Assistance

This manual is designed to guide you through the basic procedures for using the NECAP Analysis and Reporting System Application.

Table 1: Typographic conventions used in this manual

Format	Meaning
Bold font	In procedural text, denotes items on the screen such as the names of fields, buttons, and windows.
<i>Italic</i> font	In procedures indicates text which needs to be entered by the user such as 'Enter your <i>user name</i> and <i>password</i> .'
UPPERCASE	Indicates a key to press on the keyboard such as 'Press the ENTER key.'
	Indicates important information.
	Indicates a note of interest.

User Assistance

For user assistance, please contact the NECAP Service Center:

Toll-free: 877-632-7774

Hours: 8AM - 4PM, Monday through Friday



Screenshots contained within the manual are from various NECAP states. Your view of the system may be slightly different from what is shown. Any major differences have been noted.

Technical Requirements

	Windows	Macintosh®
Operating System	Windows XP® SP3 or Windows Vista® SP2	OS X® 10.4 or 10.5
RAM	Windows XP SP3: 512 MB or greater Windows Vista: SP2 1 GB or greater	OS X 10.4: 256 MB or greater OS X 10.5: 512 MB or greater
Processor	Pentium® III 1.33 GHz or greater	G4 867 MHz or greater
Hard Drive	100 MB	100 MB
Internet Browser	Internet Explorer® 7.x or 8.x Firefox® 3.5	Safari® 3.1.2 or greater Firefox 3.5
Keyboard/Mouse	Standard	
Monitor	32-bit color or greater, 1024 x 768 resolution or greater	

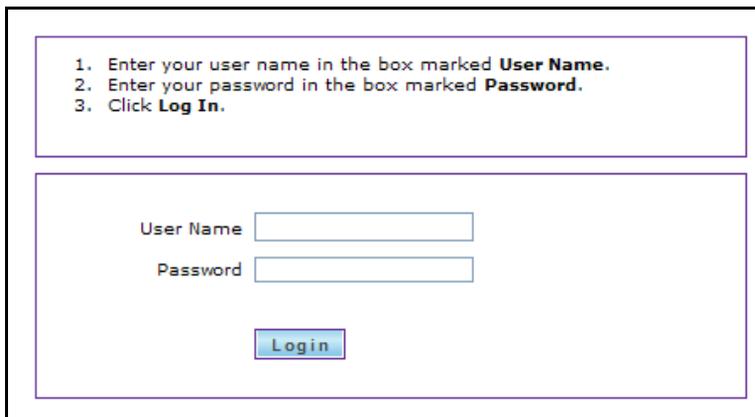


Technical Specifications are subject to change pending release of new browsers or operating systems. Please contact the NECAP Service Center at 877-632-7774 for more information.

Log in to the NECAP Analysis and Reporting System

Access the NECAP Analysis and Reporting System:

1. Open your Web browser.
2. Enter the URL,
http://iservices.measuredprogress.org
and press the ENTER or RETURN key.
3. Select **New England Common Assessment Program** from the drop-down list and click the **Enter** button.
4. Click the link on the left for **NECAP Reporting**.
5. Click your state map.
6. Enter your *User Name* and *Password* in the specified fields of the **Log In** page.
7. Click the **Login** button.



The screenshot shows a login interface with a purple border. At the top, there are three numbered instructions: 1. Enter your user name in the box marked **User Name**. 2. Enter your password in the box marked **Password**. 3. Click **Log In**. Below the instructions are two input fields: 'User Name' and 'Password', each with a corresponding text box. At the bottom center is a blue 'Login' button.

FIGURE 2. Log In Screen

Account Types

- ❑ District: This account is for the district level user and allows access to all reports including static and interactive.
- ❑ School: This account is intended for the school principal. One school principal account exists for each school. This account has full access to the respective school data, including account management.
- ❑ Teacher: This account is intended for school teachers who will see only the students to whom they have been assigned via the Student Assignment option. If a teacher needs access to multiple groups of students they will need a separate account for each group. See "Assign students to a user account:" on page 32.

Password Assistance:

Use the following list to determine whom to contact for assistance with your User Name and Password:

- ❑ Superintendents: Contact the NECAP Service Center at 877-632-7774
- ❑ Principals: Contact the NECAP Service Center at 877-632-7774
- ❑ Teachers: Contact the school principal.

NECAP Analysis and Reporting System Home Page

The home page displays important information from each state's Department of Education. It contains a menu for accessing standard reports and interactive reports, as well as account management functions.

The NH and RI home pages also contain a link labeled **View Public Reports** in the upper right-hand corner of the screen. Clicking the link for NH brings you to the NH School District Profile site. Clicking the link for RI brings you to their public reporting web site where district and school public reports can be accessed.

The Account Management menu is available to school principals only. This menu does not appear at the district or teacher levels.

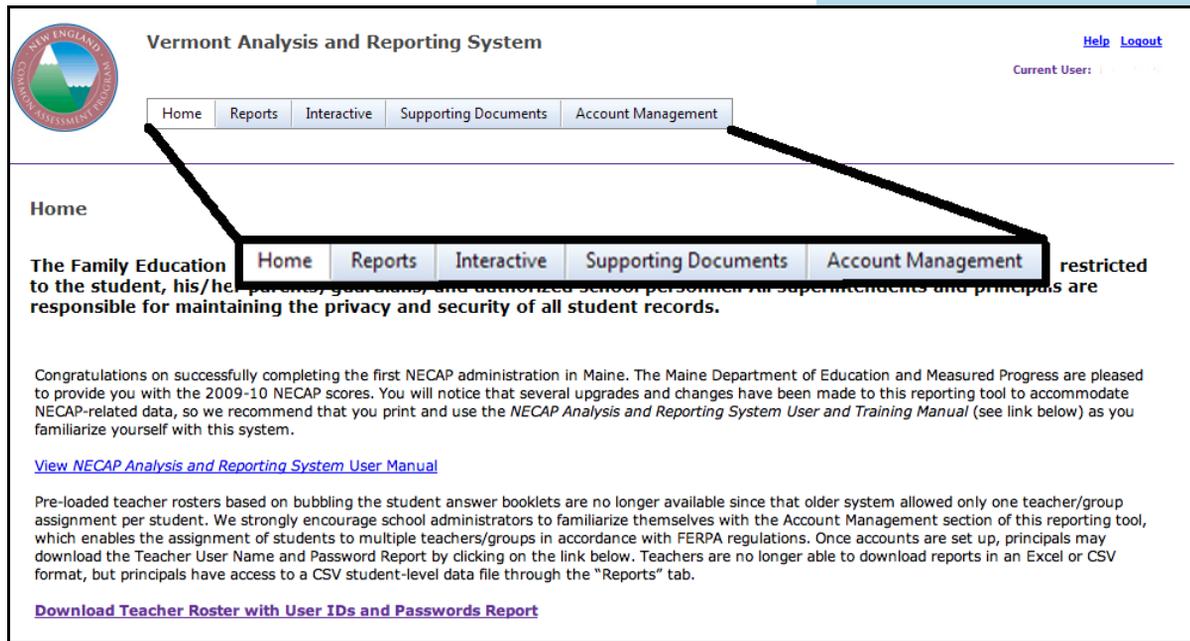


FIGURE 3. Home Page Menu for the School Account

Teacher Roster with User IDs and Passwords Report:

Once accounts have been created, a list of teacher user names and passwords is available on the home page when logged in at the School Principal level via the **Download Teacher Roster with User IDs and Passwords Report** link.

To create a teacher account, See "Account Management Menu" on page 28.

Home Page Options:

Menu Option	Access Level	Description
Home	District School Teacher	Returns the user to the home page from anywhere within the application.
Reports	District School Teacher	Access static reports: <ul style="list-style-type: none"> ❑ District and School Results Reports ❑ District and School Summary Reports ❑ District and School Student Data Files
Interactive	District School Teacher	Access interactive reports: <ul style="list-style-type: none"> ❑ Item Analysis Report ❑ Achievement Level Summary ❑ Released Items Summary Data ❑ Longitudinal Data
Supporting Documents	District School Teacher	<ul style="list-style-type: none"> ❑ Guides & Report Shells ❑ Released Items Documents
Account Management	School	Manage Teacher accounts including: <ul style="list-style-type: none"> ❑ Create User ❑ Delete User ❑ Set Active Users ❑ Student Assignment



Links	Access Level	Description
Help	District School Teacher	Access this manual
View Public Reports (NH and RI only)	District School Teacher	Access the state specific public reporting site
Logout	District School Teacher	Exit the system

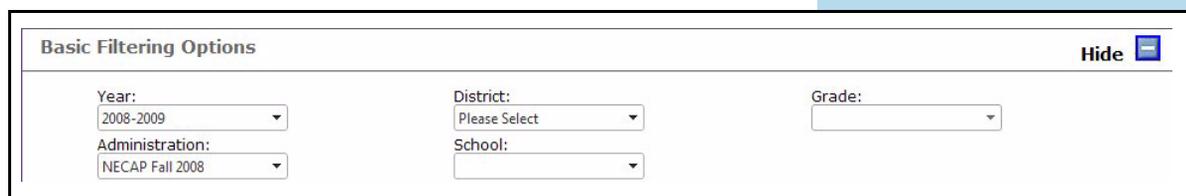
Filtering Options in the Reports and Interactive Menus

Basic Filtering:

The **Basic Filtering Options** panel is shown by default when selecting either the **Reports** menu or the **Interactive** menu. Select **Show +** or **Hide -** to expand or collapse the filtering options.

Use the **Basic Filtering Options** panel to set the following filters. Once filters have been set, the report will display in the lower portion of the window.

- Year
- Administration
- District
- School
- Grade



The screenshot shows a panel titled "Basic Filtering Options" with a "Hide" button and a minus sign icon in the top right corner. The panel contains five dropdown menus arranged in two rows. The first row includes "Year:" (set to "2008-2009"), "District:" (set to "Please Select"), and "Grade:" (empty). The second row includes "Administration:" (set to "NECAP Fall 2008") and "School:" (empty).

FIGURE 4. Basic Filtering Options

Advanced Filtering:

The **Advanced Filtering Options** panel is hidden by default when selecting a report from the **Interactive** menu. Select **Show +** at the right of the window to display the filtering options.

Use the **Advanced Filtering Options** panel to select a subgroup of the students in a report. Select the **Submit** button after specifying filter options. The following options are available:

Gender	Ethnicity	LEP
IEP	SES	

Clear the Advanced Filtering Options:

Click the **Clear All** button in the **Advanced Filtering Options** panel to default options back to **All Students**.

The screenshot shows a software interface with three main sections:

- Basic Filtering Options:** Includes dropdowns for Year (2009-2010), Administration (NECAP Fall 2009), District (North Country S.U.), School (E. Taylor Hatton School), and Test (Grade 04 Mathematics).
- Advanced Filtering Options:** Includes dropdowns for Gender (All Students), Ethnicity (All Students), LEP (All Students), and IEP (All Students). It also features 'Submit' and 'Clear All' buttons.
- Achievement Level Summary:** Includes a 'Filter by Group' dropdown menu with options: 'Please Select a Group', 'Teaching', and 'Testing'.

FIGURE 5. Advanced Filtering Options

Sorting Data in the Interactive Reports

Reports available in a table format can be sorted by field.

To Sort Data in a Report:

1. Select the column heading to sort by that field.
2. Select the column heading a second time to reverse the sort order of the field.



Sortable fields vary across interactive reports. See "Interactive Menu" on page 18.

Export a Report

District and School level reports from the **Reports** menu can be exported as PDF files. After data have been filtered and sorted to your specifications, interactive reports from the **Interactive** menu can also be exported as PDF files. In addition, the Achievement Level Summary report from the **Interactive** menu can also be exported as a JPG file. Data files from the **Reports** menu can be exported as .xls or .csv files.

Export a report using Internet Explorer®:

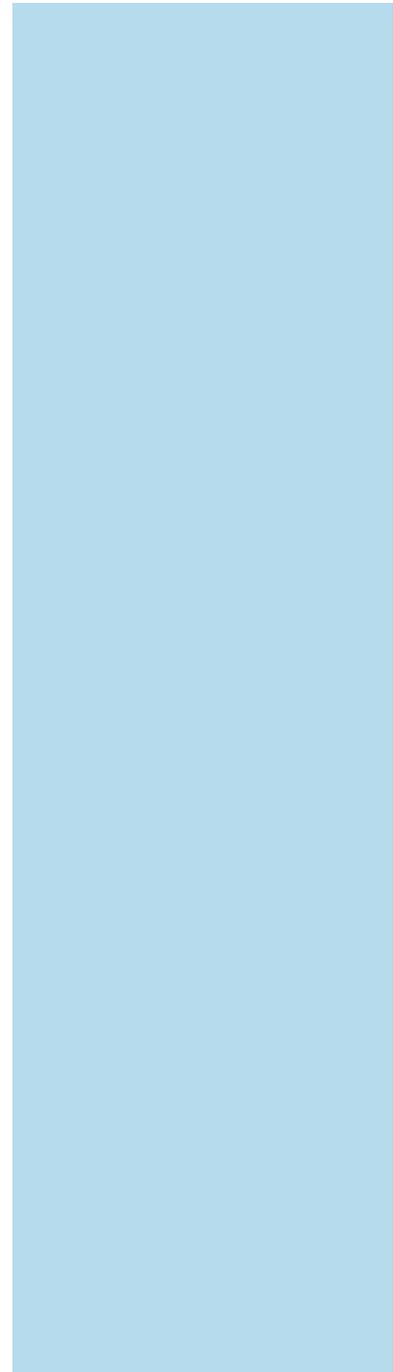
1. Select the **Export in PDF Format, Export Legend** or **Export Chart** icon and the **File Download** dialog box opens.
2. Select **Save** to open the **Save As** dialog box.
3. Enter a file name in the **File Name** field or use the default name provided.
4. Browse to the location where you would like to save the file.
5. Select **Save** to complete the export process.

Export a report using Safari®:

1. Select the **Export in PDF Format, Export Legend** or **Export Chart** icon
2. If the file does not open automatically select the file from the **Download** dialog box when download is complete.

Export a report using Firefox®:

1. Select the **Export in PDF Format**, **Export Legend** or **Export Chart** icon and the **File Download** dialog box opens.
2. Select **Save to Disk** and the file is saved to your default download directory.
3. Select the file from the **Downloads** dialog box when download is complete. Select *CTRL-J* to open the **Downloads** dialog box if it has closed automatically.





All reports from the Reports menu will be exported in a compressed ZIP format and can be extracted using your operating system's compression utility.

Reports Menu

View Static Reports:

1. Select the menu option **Reports** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options for the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 12.

3. To access district results, select **District-Level** from the **School** drop-down list.

To access school results, select the school name from the **School** drop-down list.

4. A list of available reports will be shown below the **Filtering Options** panel. Select the check-box next to the reports to be exported.
5. Select the **Download** button to export the reports. See "Export a Report" on page 15.

Interactive Menu

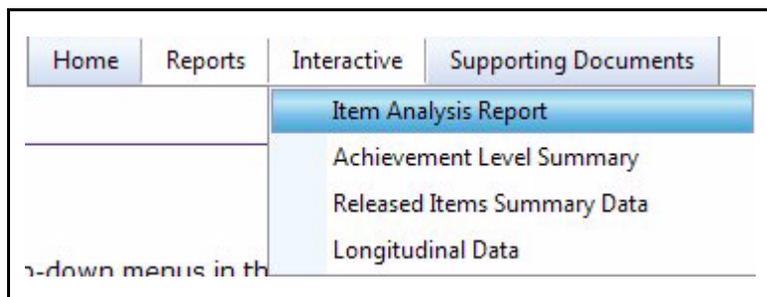


FIGURE 6. Interactive Menu

The Interactive menu offers the following items:

- ❑ **Item Analysis Report:** Provides individual student performance data on the released items and total test results.
- ❑ **Achievement Level Summary:** Provides a visual display of the percentage of students in each of the four achievement levels.
- ❑ **Released Items Summary Data:** Provides a summary of student responses to the released items.
- ❑ **Longitudinal Data:** Provides performance data for an individual student for multiple test administrations.



Teachers may want to focus on these items: Item Analysis Report, Released Items Summary Data, and Longitudinal Data.

Principals will have access to all assessment data for the school. Teachers will have access only to those students to whom they have been assigned by the principal via the Student Assignment functionality under the **Account Management** menu.



Item Analysis Report (Interactive Menu)

View an Item Analysis Report:

1. Select the menu option **Item Analysis Report** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists. For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 12.

FIGURE 7. Basic Filtering Options

3. Select a group from the **Filter by Group** drop-down list. Reports can be filtered by **Testing** or **Teaching**.
4. Enter a report title in the **Custom PDF Title** field if the report is going to be exported.
5. View the report and **Export in PDF Format** if needed. For more information on exporting reports see “Export a Report” on page 15.

Achievement Level Summary (Interactive Menu)

View an Achievement Level Summary:

1. Select the menu option **Achievement Level Summary** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 12.

3. Select a group from the **Filter by Group** drop-down list. Reports can be filtered by **Testing** or **Teaching**.
4. Enter a report title in the **Custom PDF Title** field if the report is going to be exported.
5. View the report and **Export in PDF Format** or **Export Chart** in JPG format if needed. For more information on exporting reports see “Export a Report” on page 15.

Filtering options remain selected when moving between the **Item Analysis Report**, the **Achievement Level Summary** and the **Released Items Summary Data**.

Achievement Level Summary (Interactive Menu)

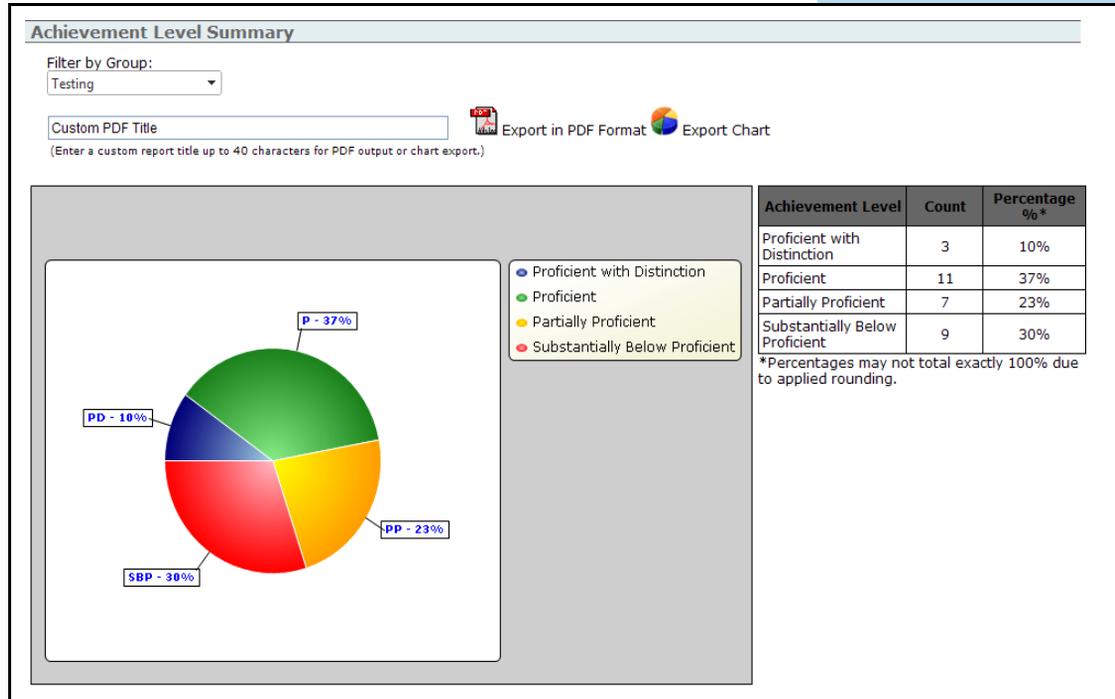


FIGURE 9. Achievement Level Summary

Released Items Summary Data (Interactive Menu)

View Released Item Summary Data:

1. Select the menu option **Item Analysis** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 12.

3. Select **Teaching** or **Testing** from the **Filter by Group** drop-down list.
4. Enter a report title in the **Custom PDF Title** field if the report is going to be exported.
5. View the report and **Export in PDF Format** if needed. For more information on exporting reports see “Export a Report” on page 15.
6. For help on reading this report, click **Export Legend**, which defines the column headings.

Released Items Summary Data (Interactive Menu)

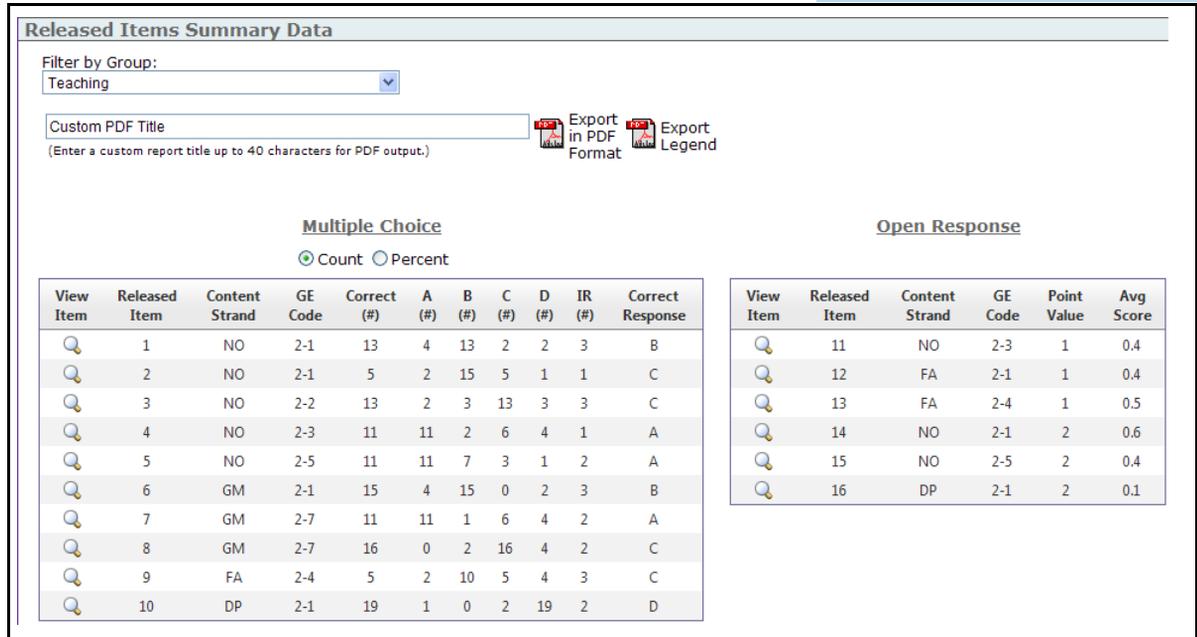


FIGURE 10. Released Items Summary

Longitudinal Data (Interactive Menu)

View Longitudinal Data for a Student:

1. Select the menu option **Longitudinal Data** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 12.

3. Select a grade from the **Filter by Grade** drop-down list.
4. Select a student from the list of available students on the left and the report displays on the right with all available data for the selected student.
5. View the report and **Export in PDF Format** if needed. For more information on exporting reports see “Export a Report” on page 15.

Column Labels:

- Year
- Enrolled Grade
- School
- Administration
- Test Name
- Content Area
- Score
- Achievement Level

Longitudinal Data (Interactive Menu)

Longitudinal Data

Filter by Grade:
Grade 11  Export in PDF format

Please Select A Student:
Nicholas Cashen
Bridget Caudill
Christopher Clark
Bethany Fedora
Dominic Giardini
Kelley Gibbs
Harley Gibson
Angus Gill
Marsha Haigh

Year	Enrolled Grade	School	Administration	Test Name	Content Area	Score	Achievement Level
0910	11	Demonstration School 1	NECAP Fall 2009	Grade 11 Mathematics	mat	1148	Proficient
0910	11	Demonstration School 1	NECAP Fall 2009	Grade 11 Reading	rea	1151	Proficient
0910	11	Demonstration School 1	NECAP Fall 2009	Grade 11 Writing	wri	8	Proficient

FIGURE 11. Longitudinal Data

Supporting Documents Menu

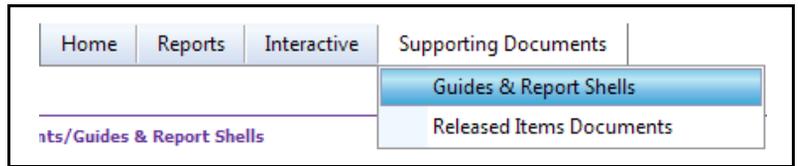


FIGURE 12. Supporting Documents Menu

The Supporting Documents menu offers the following items:

- ❑ **Guides & Report Shells:** *Guides to Using the 2009 NECAP Reports* and *Sample Student Report Shells* in PDF format

NOTE: Sample Student Report Shells are blank report templates that do not contain any data.

- ❑ **Released Items Documents:** Released Items, Released Items Support Material, Student Work Samples and Science Inquiry Task documents available in PDF format

Account Management Menu

The **Account Management** menu option is only available to a School Principal. For more information on accounts see “Account Types” on page 7. Use the **Account Management** menu to create, add or delete user accounts; set active users and assign students to a specific teacher account.



Passwords are case-sensitive and can only use alpha-numeric characters.

The password must contain a minimum of five characters.

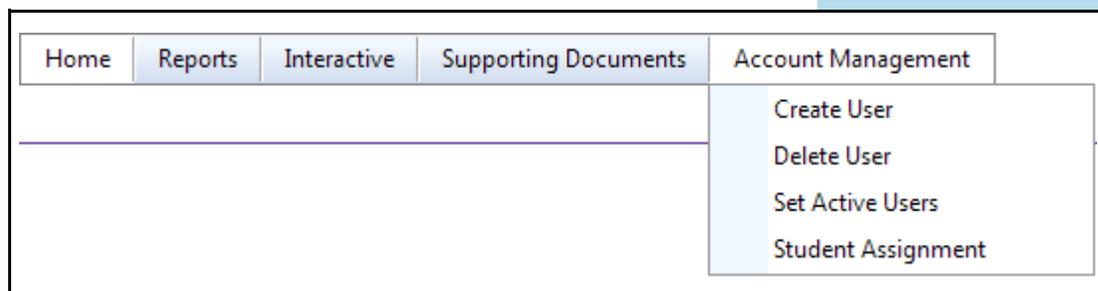


FIGURE 13. Account Management Menu

Create User

Create a user:

1. Select the menu option **Create User** from the **Account Management** menu to open the **Create User** screen.
2. Create a user name and password for the new account. Re-enter the new password for verification.

You will be prompted if the two passwords do not match. Re-enter if needed.

A user name must be unique within a state. If a user name already exists you will be prompted to create a user with a different user name.



A unique user account must be created for each teacher with multiple groups of students assigned to them.

3. Select the checkbox next to each test for the teacher or select the checkbox next to **Test Name** to select all tests.
4. Click the **Create User** button.

A message will display indicating the new account has been successfully created. The user name is active and ready for student assignment.

Create User

- Sign Up for your New Account

User Name:

Password:

Confirm Password:

<input type="checkbox"/>	Test Name
<input type="checkbox"/>	Grade 03 Mathematics
<input type="checkbox"/>	Grade 03 Reading
<input type="checkbox"/>	Grade 04 Mathematics
<input type="checkbox"/>	Grade 04 Reading
<input type="checkbox"/>	Grade 05 Mathematics
<input type="checkbox"/>	Grade 05 Reading
<input type="checkbox"/>	Grade 06 Mathematics
<input type="checkbox"/>	Grade 06 Reading

FIGURE 14. Create User Screen

Delete User

Delete a user:

1. Select the menu option **Delete User** from the **Account Management** menu to open the **Delete User** screen.

2. Select the user to be deleted from the **User Name** drop-down list.
3. Click the **Delete User** button.
A message will display indicating the account has been successfully deleted.

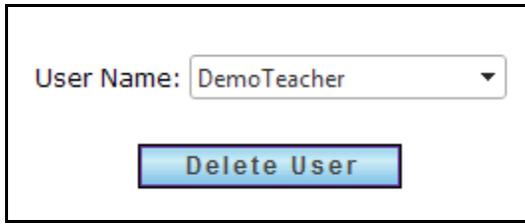


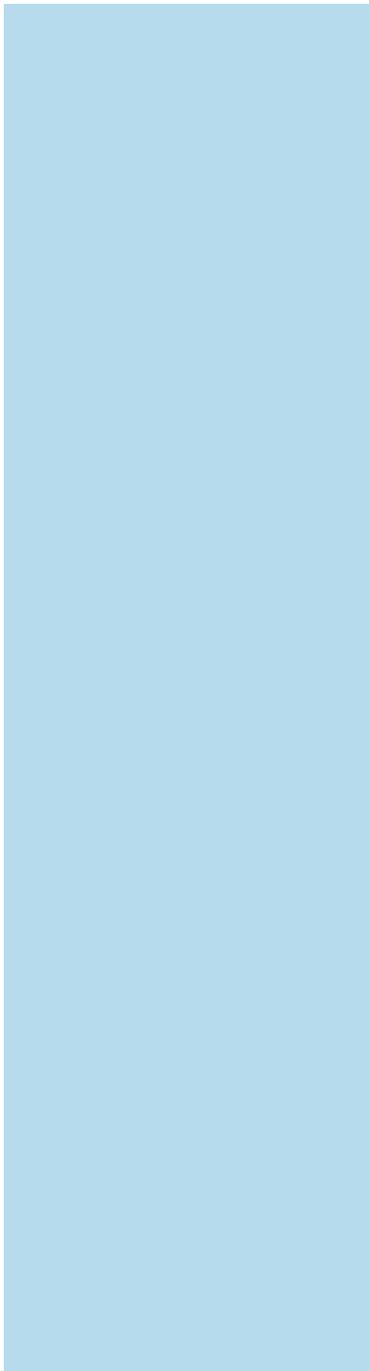
FIGURE 15. Delete User Screen

Set Active Users

Activate/Deactivate:

1. Select the menu option **Set Active Users** from the **Account Management** menu to open the **Set Active Users** screen.
2. Select the check box to change the status of a user name. The user name is active when a checkmark appears in the check box. The change is saved immediately.
3. Select the check box next to **User Name** to set all users active.

When a user name is set inactive, the user is unable to log in to the system and receive a message stating, "Your login attempt was not successful. Please try again."



Account Management/Set Active Users

Set Active Users

<input checked="" type="checkbox"/> User Name
<input checked="" type="checkbox"/> Daymon
<input checked="" type="checkbox"/> Clark

Student Assignment – (Account Management)

Assign students to a user account:

1. Select the menu option **Student Assignment** from the **Account Management** menu to open the **Student Assignment** screen.
2. Select a user name from the **User** drop-down list.
3. Select a grade from the **Grade** drop-down list.

Initially, the **Student Assignment** table displays with a checkbox next to each student name.

4. Select the checkbox to add (or remove) a student assignment. If the checkbox in the heading row is selected, all students are assigned to the user.
5. The student list can be sorted; select the column heading to sort by that field. Select the column heading a second time to reverse the sort order of the field.

Students may be assigned to multiple users.

6. This process may be repeated for users who are assigned multiple groups of students. Each group must be identified with a unique user name.
7. Click the **Submit** button to save the changes.

Student Assignment

User: Grade:

<input type="checkbox"/>	Last Name	First Name	M.I.	Grade	Birth Date	Student Identifier
<input type="checkbox"/>	Caudill	Bridget		04	01/10/2000	L15941209
<input type="checkbox"/>	Clark	Christopher	T	04	12/17/1998	F85051214
<input type="checkbox"/>	Cilett	Tiana		04	12/08/1999	G58011300
<input type="checkbox"/>	Feely	Felicia	E	04	08/28/2000	F05251076
<input type="checkbox"/>	Gibbs	Mckenna		04	02/12/1999	N51791178
<input type="checkbox"/>	Gibson	Robyn	L	04	05/26/1997	K09031171
<input type="checkbox"/>	Gill	Angus	C	04	05/15/2000	J44911211

FIGURE 16. Student Assignment Screen

Once accounts have been created, a list of teacher user names and passwords is available on the home page via **Download Teacher Roster with User IDs and Passwords Report** link.