



# NECAP Analysis and Reporting System User and Training Manual January 2013

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

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

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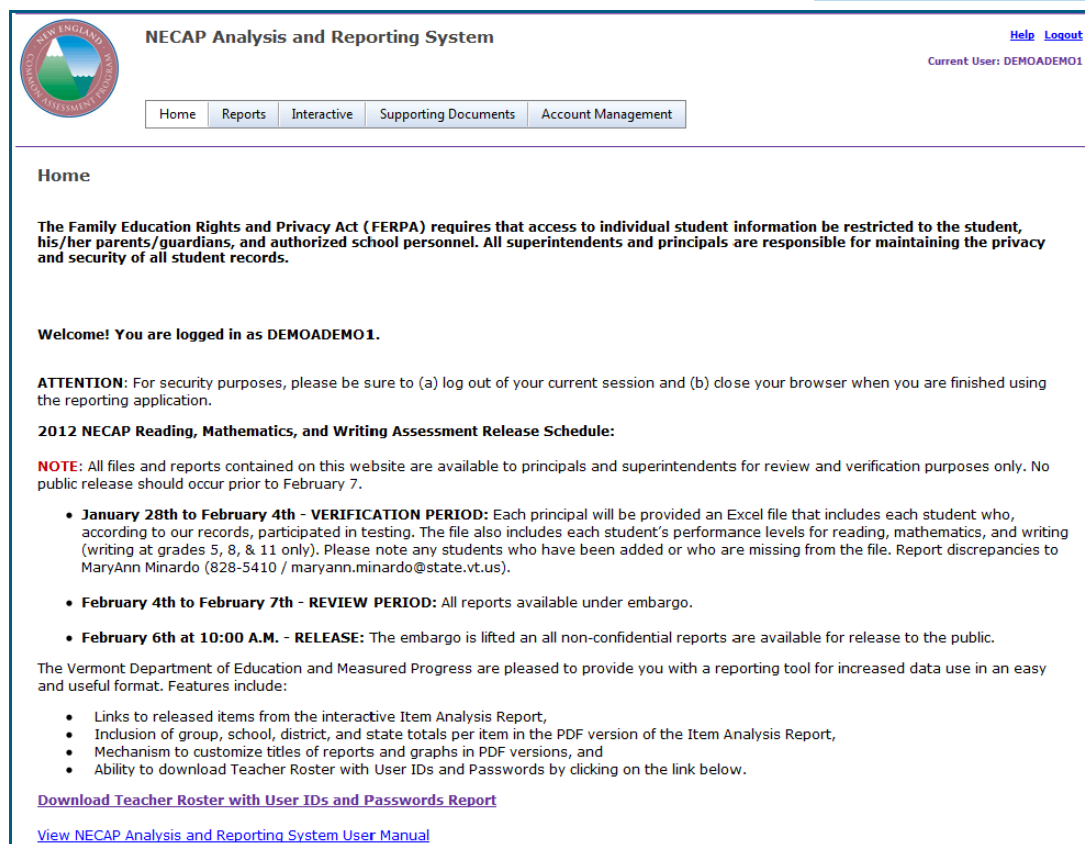
# NECAP Analysis and Reporting System (NARS)

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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
<b>Bold</b> 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.



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.

## User Assistance

For user assistance, please contact the NECAP Service Center:

**Toll-free:** 877-632-7774

**Hours:** 8AM - 4PM, Monday through Friday

## Technical Requirements

	<b>Windows</b>	<b>Macintosh®</b>
<b>Operating System</b>	Windows XP® SP3 or Windows Vista® SP2	OS X® 10.4 or 10.5
<b>RAM</b>	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
<b>Processor</b>	Pentium® III 1.33 GHz or greater	G4 867 MHz or greater
<b>Hard Drive</b>	100 MB	100 MB
<b>Internet Browser</b>	Internet Explorer® 7.x or 8.x Firefox® 3.5.x	Safari® 3.1.2 to 3.2.3 Firefox 3.5.x
<b>Keyboard/Mouse</b>	Standard	
<b>Monitor</b>	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

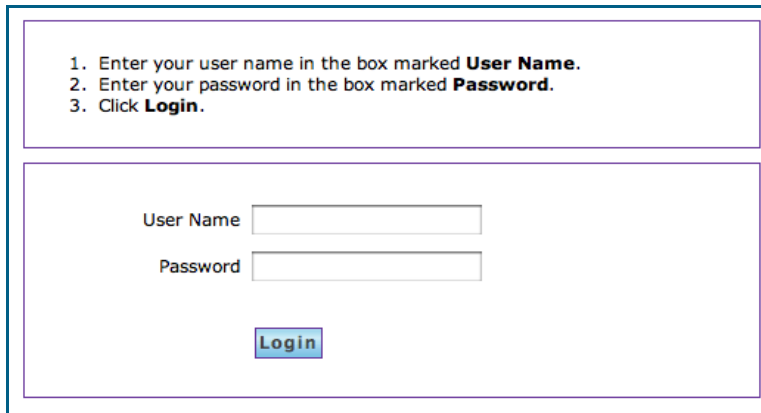


For security purposes, log out of your current session and close your browser completely when you are finished using the reporting system.

### 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 **Login** page.

7. Click the **Login** button.



The screenshot shows a login interface with a white background and a blue 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 **Login**. Below the instructions are two input fields: 'User Name' and 'Password', each with a corresponding text label to its left. At the bottom center is a blue button with the text 'Login' in white.

**FIGURE 2. Login Screen**

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## 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 34.



### **Password Assistance:**

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

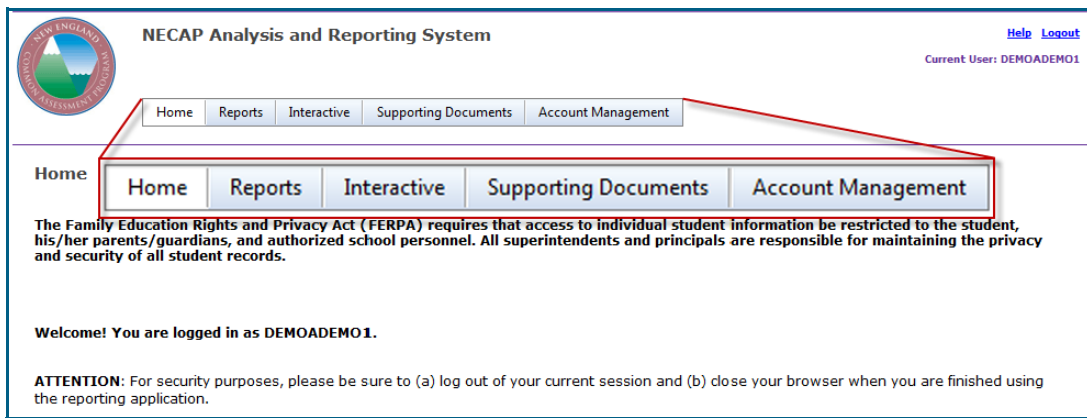
- ❑ Superintendents: Contact the NECAP Service Center at 877-632-7774.
- ❑ Principals: Contact the NECAP Service Center at 877-632-7774.
- ❑ Teachers: Contact the school principal.

## 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 opens the NH Assessment and AYP Public Reporting site. Clicking the link for RI opens the RI NECAP Public Reporting website where district and school public records 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**

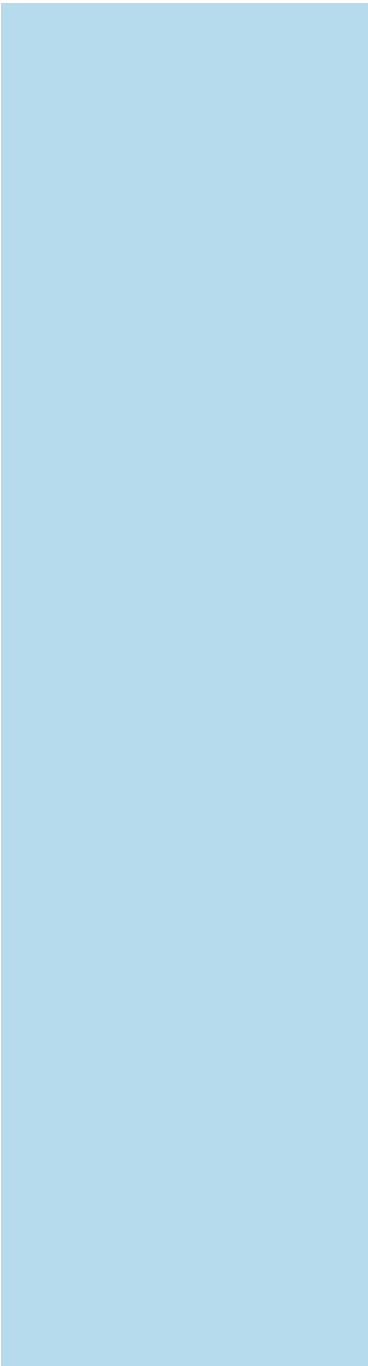
### **Teacher Roster with User IDs and Passwords Report:**

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 29.

**Home Page Options:**

<b>Menu Option</b>	<b>Access Level</b>	<b>Description</b>
Home	District/SAU School Teacher	Returns the user to the home page from anywhere within the application.
Reports	District/SAU School Teacher	Access static reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> District and School Results Reports</li> <li><input type="checkbox"/> District and School Summary Reports</li> <li><input type="checkbox"/> District and School Student Data Files</li> </ul>
Interactive	District/SAU School Teacher	Access interactive reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> Item Analysis Report</li> <li><input type="checkbox"/> Achievement Level Summary</li> <li><input type="checkbox"/> Released Items Summary Data</li> <li><input type="checkbox"/> Longitudinal Data</li> </ul>
Supporting Documents	District/SAU School Teacher	<ul style="list-style-type: none"> <li><input type="checkbox"/> Guides &amp; Report Shells</li> <li><input type="checkbox"/> Released Items Documents</li> </ul>
Account Management	School	Manage Teacher accounts including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Create New User</li> <li><input type="checkbox"/> User Accounts</li> </ul>



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

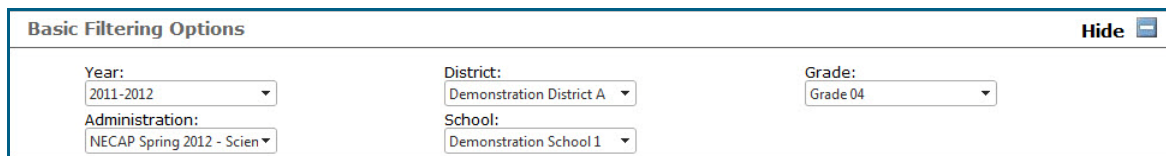
## Filtering Options in the Reports and Interactive Menus

### Basic Filtering:

The **Basic Filtering Option** panel is shown by default when selecting either the **Reports** menu or any of the selections from the Interactive menu drop-down list. 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/Test



The screenshot shows a panel titled "Basic Filtering Options" with a "Hide" button in the top right corner. The panel contains five filter categories, each with a dropdown menu:

Year: 2011-2012	District: Demonstration District A	Grade: Grade 04
Administration: NECAP Spring 2012 - Scien	School: Demonstration School 1	

**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**.

Advanced Filtering Options Hide

Gender:  Ethnicity:  LEP:

IEP:  SES:

Item Analysis Data

Filter by Group:  
  
Please Select a Group  
Teaching  
Testing

**FIGURE 5. Advanced Filtering Options**

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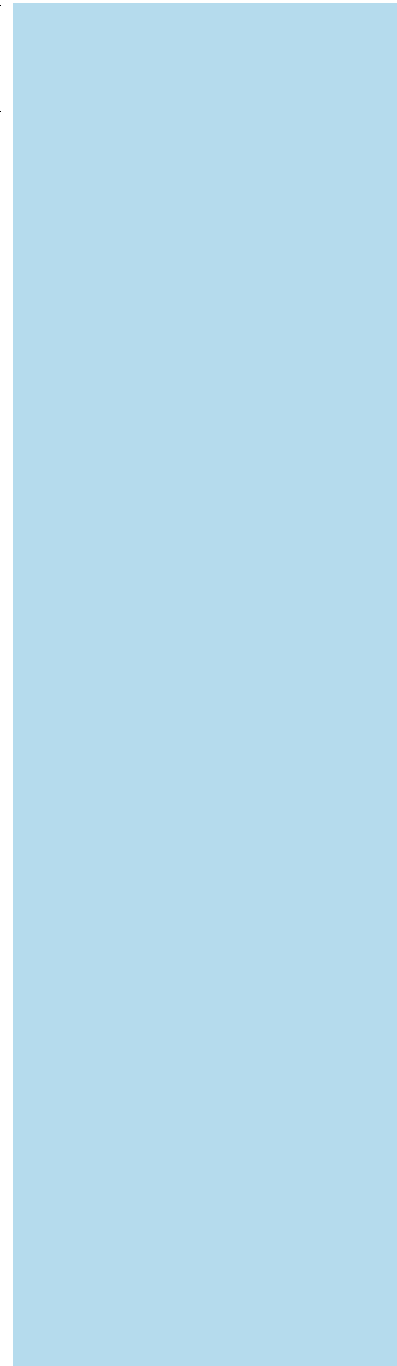
## Sorting Data in the Interactive Reports

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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.





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## Export an Interactive Report

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After data has been filtered and sorted to your specifications, interactive reports from the **Interactive** menu can be exported as PDF files. In addition, the Achievement Level Summary report from the **Interactive** menu can also be exported as a JPG file.

### Export an interactive report using Internet Explorer®:

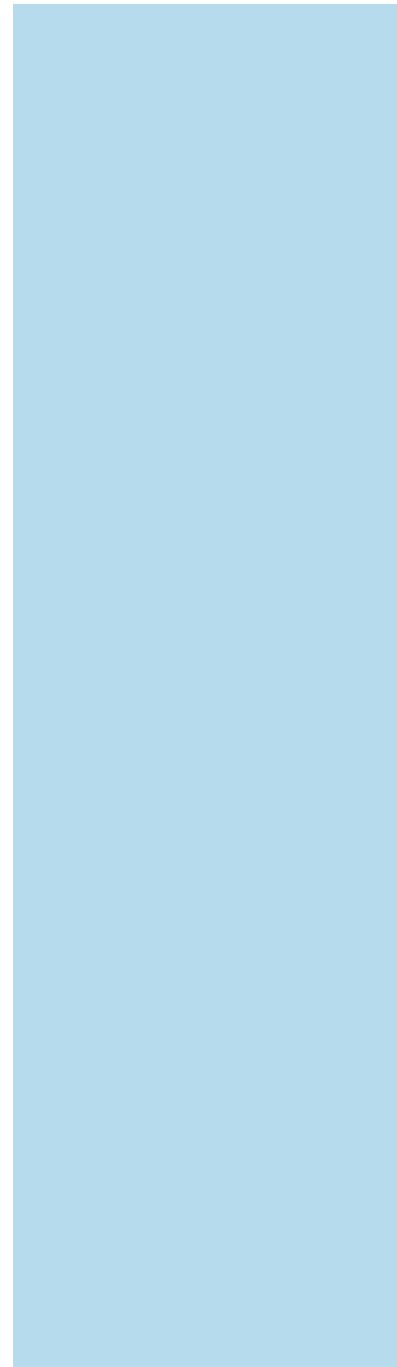
1. Select the **Export in PDF Format, Export Legend** or **Export Chart** icon and the **File Download** dialog box opens.
2. Select **Save** to open the **Save As** dialog box.
3. Enter a file name in the **File Name** field or use the default name provided.
4. Browse to the location where you would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

### Export an interactive 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 an interactive 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.



## Reports Menu



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.

District and School level reports from the **Reports** menu can be exported as PDF files.

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.

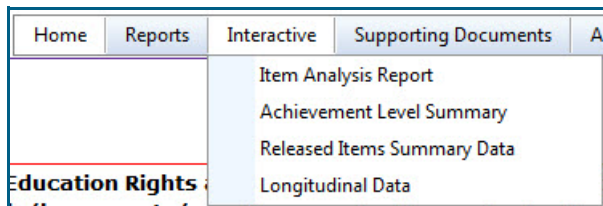
For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 12.

3. To access district results, select **District-Level** from the **District** 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.

## 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 a Reading, Math, or Writing 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 and advanced 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 click **Export in PDF Format**.

For more information on exporting reports see "Export an Interactive Report" on page 15

Released Item Summary data is seen at the bottom of the last page of the report. Click **Export Legend** for definitions of row and column headings.

### View a Science 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 and advanced filtering options to view the report by selecting values from the drop-down lists.

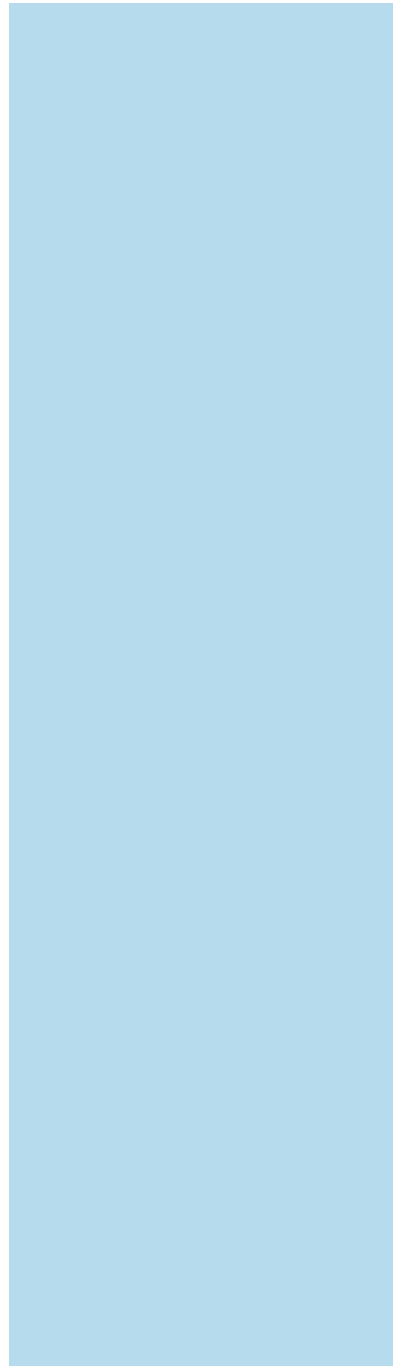
For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 12.

3. Select **Released Items** or **Released Inquiry Tasks** from the **Filter by Session** 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 click **Export in PDF Format**.

For more information on exporting reports see “Export an Interactive Report” on page 15.

Released Item Summary data is seen at the bottom of the last page of the report.

6. Click **Export Legend** for definitions of row and column headings.



Item Analysis Data

Filter by Group:

Teaching

Custom PDF Title

(Enter a custom report title up to 25 characters for PDF output.)



Export in PDF Format



Export Legend

Total number of students: 26

		View Item																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	NO	GM	FA	DP	TPE	SS	AL		
		Released	NO	NO	NO	NO	NO	FA	FA	FA	DP	NO	NO	GM	NO	GM	DP									
		Content	NO	NO	NO	NO	NO	FA	FA	FA	DP	NO	NO	GM	NO	GM	DP									
		GCode	2-1	2-2	2-2	2-2	2-3	2-5	2-1	2-1	2-4	2-2	2-2	2-5	2-1	2-3	2-7	2-4								
		DOKcode	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2									
		ItemType	MC	MC	MC	MC	MC	MC	MC	MC	MC	SA	SA	SA	SA	SA	SA									
		CorrectResponse	C	D	A	B	A	B	B	B	C	D														
		PtsPossible	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2									
Lastname	Firstname	MI	ID														NO	GM	FA	DP	TPE	SS	AL			
Bicalho	Melissa		D034015	+	+	+	+	+	+	+	+	A	+	1	1	1	1	1	1	28	8	7	9	52	351	3
Blair	Joseph	J	D034053	+	+	+		+	+			B	B	1	0	1	1	1	1	27	4	6	6	43	344	3
Blaskovich	Kiley	N	D034004																	0	0	0	0	0		A
Brooks	Dylan		D034045	+	+	+	+	+	+	+	+	+	+	1	1	1	0	2	1	33	8	9	9	59	360	4
Brown	Shannon	F	D034035	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	0	0	0	0	300	1
Buus	Charles		D034006	+	C	+	C	C	+	+	+	+	+	1	0	1	2	0	0	19	3	7	3	32	336	2
Caldwell	Diamond		D034046	B		B	+	B	+	+	A	B	B	0	0	0	0	0	9	0	3	0	12	318	1	
Colvin	Timothy	J	D034008	+	+	+	C	+	+	+	+	A	C	1	0	0	1	0	0	22	3	6	3	34	338	2
Connors	Mckayla		D034040	+	C	+	C	+	+	+	+	+	+	1	1	1	2	1	2	28	6	10	9	53	352	3
Lovec	Makayla		D034039	+	C	C	C	C	+	+	+	A	C	0	0	0	0	0	0	16	3	3	6	28	334	2
Lyon	Steven	W	D034037	+	C	+	+	+	+	+	+	A	+	1	0	0	0	2	1	29	7	8	9	53	352	3
Madore	Brittany	I	D034026	A	+	+	A	+	+	+	+	B	+	1	1	1	0	1	0	22	8	6	4	40	342	3
Mcrobie	Casey	L	D034036	+	+	C	+	C	+	+	+	A	+	1	0	1	2	2	28	7	7	10	52	351	3	
Mckinney	Timothy		D034020	+	C	+	+	C	+	+	+	B	+	1	0	0	0	1	0	25	4	6	8	43	344	3
Mehigan	Jessica		D034043																0	0	0	0	0		W	
Michaud	Cody	M	D034052	+	B	+	C	+	+	+	A	A	B	0	0	1	1	1	0	19	4	4	3	30	335	2
Mills	Tayla		D034001	+	+	+	C	+	+	+	+	A	+	1	0	1	1	2	2	22	8	8	10	48	348	3
Mitchell	Kaelin	M	D034002	+	+	C	+	D	A	+	+	D	+	0	0	0	1	0	0	20	2	5	7	34	338	2
Moore	Tevin		D034028	D	+	+	+	D	+	+	+	B	+	1	0		0	0	0	25	5	6	6	42	343	3
Pantojadiaz	Ravennebeat	X	D034049	+	C	D	+	D	A	A	A	B	C	1	0	0	0	1	0	14	4	1	4	23	330	1
Powers	Alexandra	C	D034057	+	+	+	+	+	+	+	+	+	+	1	1	1	1	2	2	31	9	8	10	58	358	4
Shea	Timothy		D034059																0	0	0	0	0		N	
Siegel	Malesha		D034016	+	C	B	+	D	+	+	+	D	C	0	0	0	0	1	1	19	3	8	5	35	338	2
Simpson	Jordan		D034044	+	+	+	C	+	+	+	+	A	+	1	1	0	2	1	1	32	5	8	9	54	353	4
Srey	Sophany	C	D034033	+	+	+	+	+	+	+	+	+	+	0	0	1	0	1	2	28	6	9	10	53	352	3
Statham	Trevor		D034025	A	C	D	C	D	+	D	C	A	B	1	0	0	0	1	0	12	3	2	1	18	325	1
Released Item Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16									
Percent Correct/Avg. Score: Group		78	52	65	52	52	87	83	78	22	61	0.7	0.3	0.5	0.7	0.9	0.7	22.1	4.8	6.0	6.1					
Percent Correct/Avg. Score: School		78	52	65	52	52	87	83	78	22	61	0.7	0.3	0.5	0.7	0.9	0.7	22.1	4.8	6.0	6.1					
Percent Correct/Avg. Score: District		78	59	73	49	65	84	80	80	33	57	0.7	0.4	0.6	0.8	1.0	0.8	23.6	5.4	6.4	6.3					
Percent Correct/Avg. Score: State		69	75	73	59	57	89	87	79	39	41	0.7	0.3	0.7	0.8	0.9	0.8	23.9	5.4	6.6	6.2					

FIGURE 7. Item Analysis Data

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## Achievement Level Summary (Interactive Menu)

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### View an Achievement Level Summary:

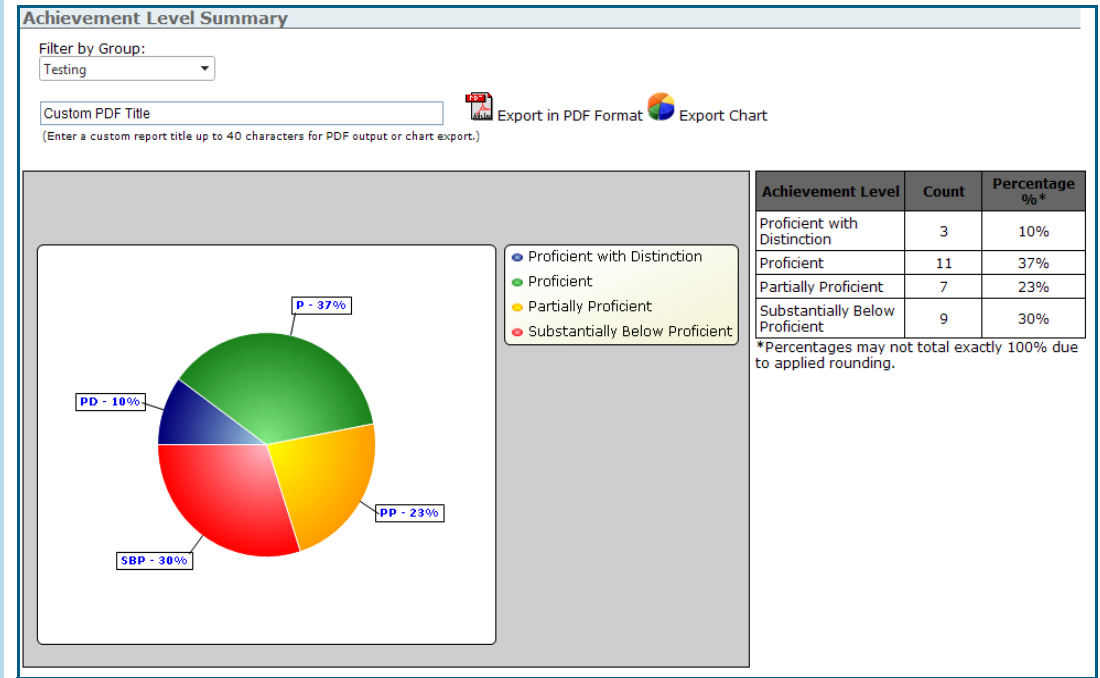
1. Select the menu option **Achievement Level Summary** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering and advanced filtering options to view the report by selecting values from the drop-down lists.

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 may 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 an Interactive Report" on page 15.

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





**FIGURE 8. Achievement Level Summary**

## Released Items Summary Data (Interactive Menu)

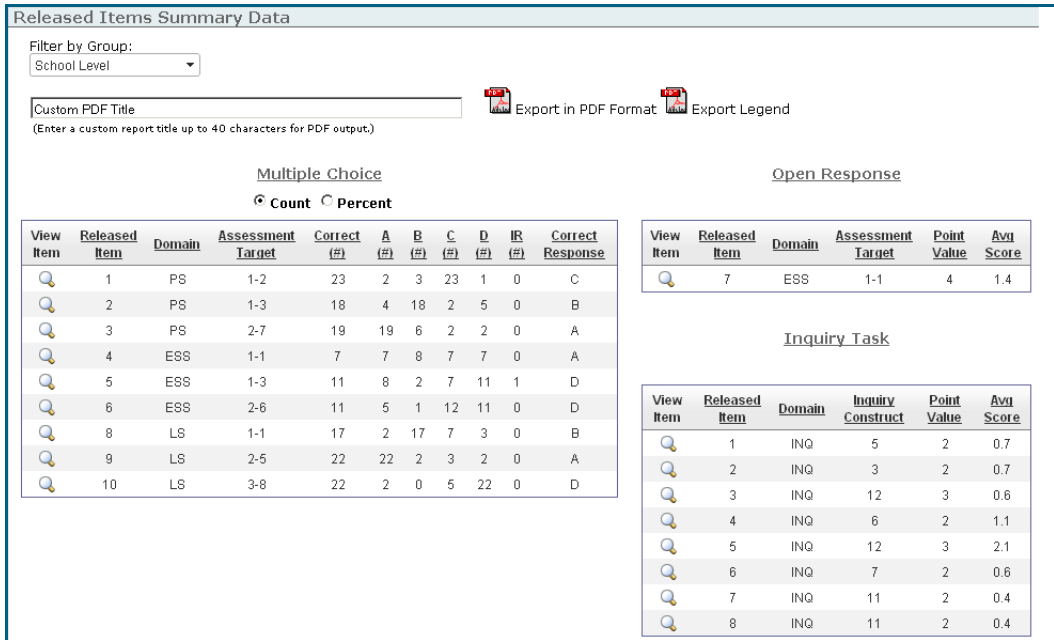
---

### View Released Item Summary Data:

1. Select the menu option **Released Items Summary Data** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering and advanced 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** if applicable 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 an Interactive Report" on page 15.
6. For help on reading this report, click **Export Legend**, which defines the column headings.



**FIGURE 9. Science Released Items Summary**

## Longitudinal Data (Interactive Menu)

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### 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 click **Export Selected Student** or **Export All Students** in PDF Format if needed. For more information on exporting reports see "Export an Interactive Report" on page 15.

### Column Labels:

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

**Longitudinal Data**

Filter by Grade: Grade 06 Export Selected Student Export All Students

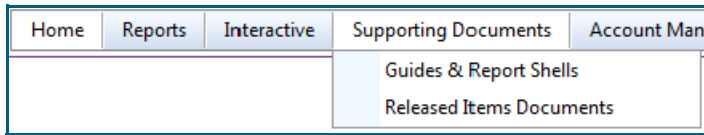
Please Select A Student

- Kelly Amadoflores
- James Anderson
- Ryan Broadbrooks
- Benjamin Broadhead
- Mika Brown
- Morgan Brown
- Brianna Burnham
- Peter Caffrey
- Keiby Campos
- Aren Carpenter
- Emily Castner
- Carmis Contreras**
- Chantel Cooper
- Amy Davis
- Joseph Deangelis
- Tyler Gannon
- Savannah Gardikis
- Ashley Gillespie
- Scot Gladstone
- Estevan Hatfield
- Tessa Howe
- Ryan Hunt
- Raeann Iacuzio
- Kadee Jensen
- Alisa Jones

Year	Enrolled Grade	School	Administration	Test Name	Content Area	Score	Achievement Level
1011	06	Demonstration School 1	NECAP Fall 2010	Grade 06 Mathematics	mat	658	Proficient with Distinction
1011	06	Demonstration School 1	NECAP Fall 2010	Grade 06 Reading	rea	659	Proficient with Distinction
1112	06	Demonstration School 2	NECAP Fall 2011	Grade 06 Mathematics	mat	654	Proficient with Distinction
1112	06	Demonstration School 2	NECAP Fall 2011	Grade 06 Reading	rea	661	Proficient with Distinction
1213	06	Demonstration School 1	NECAP Fall 2012	Grade 06 Mathematics	mat	660	Proficient with Distinction
1213	06	Demonstration School 1	NECAP Fall 2012	Grade 06 Reading	rea	657	Proficient

**FIGURE 10. Longitudinal Data**

## Supporting Documents Menu



**FIGURE 11. Supporting Documents Menu**

### The Supporting Documents menu offers the following items:

- ❑ **Guides & Report Shells:** *Guide to Using the 2012 NECAP Reports, Guide to Using the 2012 NECAP Science Reports, and Sample Student Report Shells* in PDF format

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

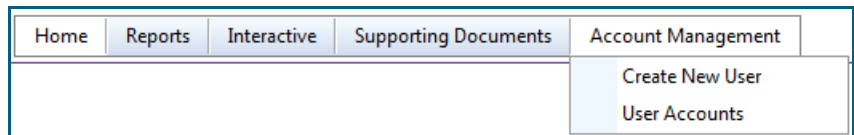
- ❑ **Released Items Documents:** Released Items, Released Items Support Material and Student Work Samples available in PDF format



Passwords are case-sensitive and must contain a minimum of five alpha-numeric characters.

## 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 6. Use the **Account Management** menu to create, add or delete user accounts; set active users and assign students to a specific teacher account.



**FIGURE 12. Account Management Menu**

## Create New User

### Create a user:

1. Select the menu option **Create New User** from the **Account Management** menu to open the **Create User** screen.
2. Enter a **User Name, First Name** and **Last Name**.
3. Enter a **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.

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

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

Account Management/Create New User

### Create New User

- Sign Up for your New Account

User Name:

First Name:

Last 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 05 Science
<input type="checkbox"/> Grade 05 Writing
<input type="checkbox"/> Grade 06 Mathematics
<input type="checkbox"/> Grade 06 Reading
<input type="checkbox"/> Grade 07 Mathematics
<input type="checkbox"/> Grade 07 Reading
<input type="checkbox"/> Grade 08 Mathematics
<input type="checkbox"/> Grade 08 Reading
<input type="checkbox"/> Grade 08 Science
<input type="checkbox"/> Grade 08 Writing
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Reading
<input type="checkbox"/> Science
<input type="checkbox"/> Writing

**FIGURE 13. Create New User Screen**



## User Accounts

Select the menu option **User Accounts** from the **Account Management** menu to display account management options.

Scrolling may be required to view an account in the User Account Management page depending upon how many accounts are in the system.

Checking the checkbox in the heading row of the list of user accounts selects all displayed user accounts.

NECAP Analysis and Reporting System [Help](#) [Logout](#)  
Current User: demo@demo1

Home Reports Interactive Supporting Documents Account Management  
Create New User  
User Accounts

Account Management/User Accounts

### User Accounts

- To edit an account, click on user name.
- To inactivate, activate, or delete an account, check the box to the left of the specific user name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all accounts, check the box to the left of the User Name heading.

[Download Teacher Roster](#)   [Create New User](#)

View: All | [Active](#) | [Inactive](#)

<input type="checkbox"/>	User Name	Status	Student Assignments	Test Assignments
<input type="checkbox"/>	Teacher1	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/>	Teacher2	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/>	Teacher3	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/>	Teacher4	Inactive		
<input type="checkbox"/>	Teacher5	Inactive		
<input type="checkbox"/>	Teacher6	Inactive		

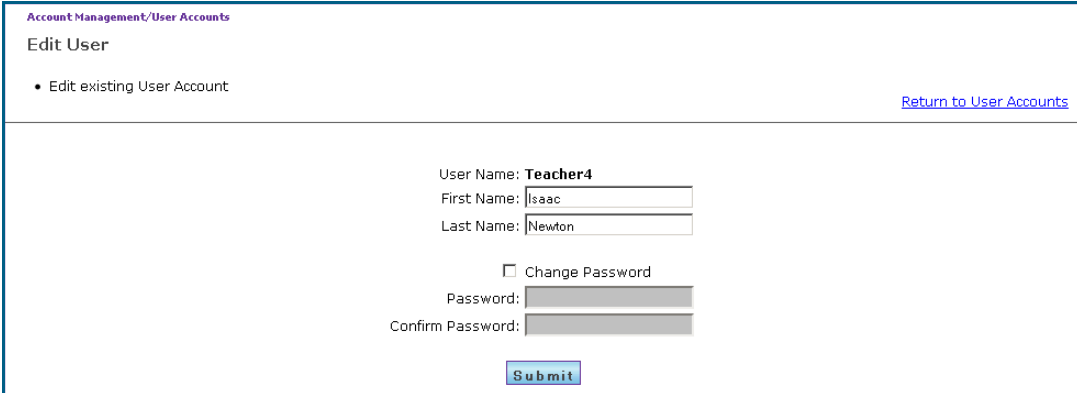
Selected Items: Make Inactive Submit

- Delete
- Make Active
- Make Inactive

**FIGURE 14. User Account Management**

### Edit a user account:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **User Name** of the user to modify.
3. Change the First Name and Last Name as needed.
4. Click **Submit**.
5. Click the **Return to User Accounts** link to return to the User Accounts page.



The screenshot shows a web interface for editing a user account. At the top left, it says "Account Management/User Accounts" and "Edit User". Below this, there is a bullet point: "• Edit existing User Account". On the right side, there is a blue link that says "Return to User Accounts". The main form area contains the following fields and options:

- User Name: **Teacher4**
- First Name:
- Last Name:
- Change Password
- Password:
- Confirm Password:
- 

**FIGURE 15. Edit User**

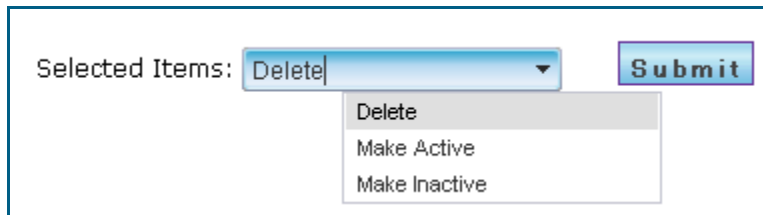
### Change a user's password:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **User Name** of the user to modify.
3. Check the **Change Password** checkbox.
4. Enter a new Password.  
Passwords are case-sensitive and must contain a minimum of five alpha-numeric characters.
5. Confirm the new Password.
6. Click **Submit**.

7. Click the **Return to User Accounts** link to return to the User Accounts page.

### Delete a user:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Check the checkbox next to the user(s) to be deleted from the **User Name** list.
3. Select **Delete** from the **Selected Items** drop-down list box.



**FIGURE 16. Selected Items Drop-down List**

4. Click the **Submit** button.

### Make Users Active or Inactive

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Check the checkbox next to the user(s) to make active or inactive from the **User Name** list.
3. Select **Make Active** or **Make Inactive** from the **Selected Items** drop-down list box.
4. Click the **Submit** button.

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

### **Assign students to a user account:**

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **Edit Student Assignments** link in the **Student Assignments** column in the row for the user account to modify.
3. Select a grade from the **Grade** drop-down list.
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.

- Click the **Return to User Accounts** link to return to the User Accounts page.

<input type="checkbox"/>	Last Name	First Name	M.I.	Grade	Birth Date	Student Identifier
<input type="checkbox"/>	Cashan	Nicholas		03	09/17/2001	014621263
<input type="checkbox"/>	Caudill	Bridget	D	03	04/11/2001	F10671254
<input type="checkbox"/>	Clark	Christopher	W	03	04/03/2000	D32761216
<input type="checkbox"/>	Clickner	Meagan	R	03	03/06/2001	N87731247
<input type="checkbox"/>	Gibson	Harley		03	12/01/2000	F96211200

**FIGURE 17. 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.

### Assign tests to a user account:

- Select the menu option **User Accounts** from the **Account Management** menu.
- Click the **Edit Test Assignments** link in the **Test Assignments** column in the row for the user account to modify.
- Select the checkbox to add (or remove) a test assignment. If the checkbox in the heading row is selected, all tests are assigned to the user.



Users do not need to create a new user account to access additional tests. Use the following procedure to assign tests, such as the science test, to an existing user account.

4. Click the **Submit** button to save the changes.

Edit User Tests

- Edit existing User Account Tests

User Name: **DemoSept15thGrade4**

<input type="checkbox"/>	Test Name
<input type="checkbox"/>	Grade 03 Mathematics
<input type="checkbox"/>	Grade 03 Reading
<input checked="" type="checkbox"/>	Grade 04 Mathematics
<input checked="" type="checkbox"/>	Grade 04 Reading
<input type="checkbox"/>	Grade 04 Science
<input type="checkbox"/>	Grade 05 Mathematics
<input type="checkbox"/>	Grade 05 Reading
<input type="checkbox"/>	Grade 05 Writing
<input type="checkbox"/>	Grade 06 Mathematics
<input type="checkbox"/>	Grade 06 Reading
<input type="checkbox"/>	Grade 07 Mathematics
<input type="checkbox"/>	Grade 07 Reading
<input type="checkbox"/>	Grade 08 Mathematics
<input type="checkbox"/>	Grade 08 Reading
<input type="checkbox"/>	Grade 08 Science
<input type="checkbox"/>	Grade 08 Writing
<input type="checkbox"/>	Grade 11 Mathematics
<input type="checkbox"/>	Grade 11 Reading
<input type="checkbox"/>	Grade 11 Science
<input type="checkbox"/>	Grade 11 Writing

**FIGURE 18. Edit User Tests**

5. Click the **Return to User Accounts** link to return to the User Accounts page.