



# NECAP Analysis and Reporting System User and Training Manual January 2012

Audience: All users of the NECAP Analysis and Reporting System

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

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Last updated: 1/20/12

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Last updated: 1/20/12

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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.

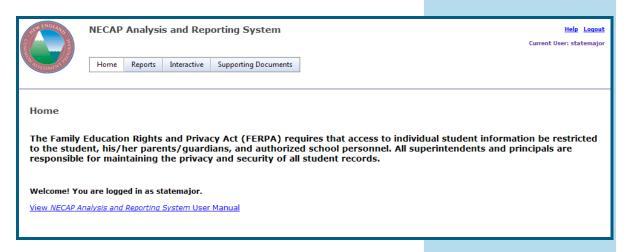


FIGURE 1. NECAP Analysis and Reporting System Home Page

not contain any confidential student information. Any figures including student-level data have been created

using artificial

student names.

This document does

### 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.
Italic font	In procedures indicates text which needs to be entered by the user such as 'Enter your user name and password.'
UPPERCASE	Indicates a key to press on the keyboard such as 'Press the ENTER key.'
i	Indicates important information.
	Indicates a note of interest.

manual are from various NECAP states. Your view of the system may be slightly different from what is shown. Any major

differences have

Screenshots

contained within the

# **User Assistance**

For user assistance, please contact the NECAP Service Center:

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

Hours: 8AM - 4PM, Monday through Friday

been noted.

### **Technical Requirements**

	Windows	Macintosh®	
Operating System	Windows XP® SP3 or Windows Vista® SP2 OS X® 10.4 or		
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® Safari® 3.1.2 to 3.2.3 Firefox® 3.5.x Firefox 3.5.x		
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 release or new prowsers or operating 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.
- 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.

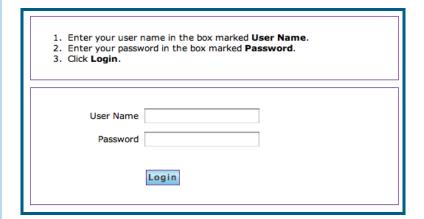


FIGURE 2. Login Screen

### **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 33.

#### Password Assistance:

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

- <u>Superintendents</u>: Contact the NECAP Service Center at 877-632-7774.
- Principals: Contact the NECAP Service Center at 877-632-7774.
- **■** <u>Teachers</u>: 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.

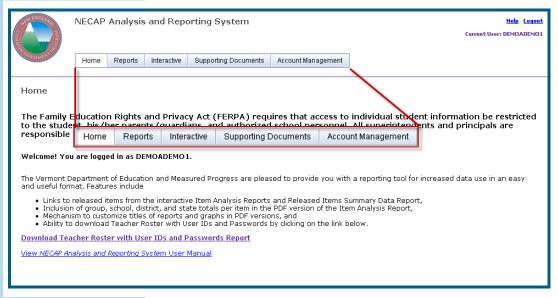


FIGURE 3. Home Page Menu for the School Account

# 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.



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

### **Home Page Options:**

Menu Option	Access Level	Description
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:  District and School Results Reports District and School Summary Reports District and School Student Data Files
Interactive	District/SAU School Teacher	Access interactive reports:  Item Analysis Report Achievement Level Summary Released Items Summary Data Longitudinal Data
Supporting Documents	District/SAU School Teacher	☐ Guides & Report Shells ☐ Released Items Documents
Account Management	School	Manage Teacher accounts including:  Create New User User Accounts

Links	Access Level	Description
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 **Report** 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

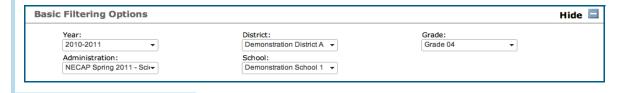


FIGURE 4. Basic Filtering Options

#### **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
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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.

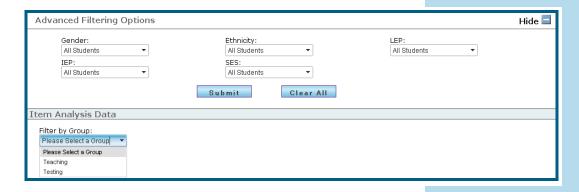


FIGURE 5. Advanced Filtering Options

### **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.

### **Export an Interactive Report**

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.

# 7

Sortable fields vary across interactive reports. See "Sorting Data in the Interactive Reports" on page 13.

# Export an interactive report using Internet Explorer®:

- 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®:

- Select the Export in PDF Format, Export Legend or Export Chart icon.
- 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®:**

- 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

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 11.

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.



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.

### Interactive Menu

Home	Reports	Interactive	Supporting Documents
		Item Ana	lysis Report
		Achiever	nent Level Summary
		Released	Items Summary Data
down m	onus in th	Longitud	inal Data

FIGURE 6. Interactive Menu



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

# 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.

# Item Analysis Report (Interactive Menu)

# View a Reading, Math, or Writing Item Analysis Report:

- Select the menu option Item Analysis Report from the Interactive menu and the Basic Filtering Options panel is displayed.
- Set the filtering and advanced filtering options to view the report by selecting values from the dropdown lists.
  - For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 11.
- 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 14.

### View a Science Item Analysis Report:

- Select the menu option Item Analysis Report from the Interactive menu and the Basic Filtering Options panel is displayed.
- Set the filtering and advanced filtering options to view the report by selecting values from the dropdown lists.

For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 11.

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.



- 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 14.

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

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

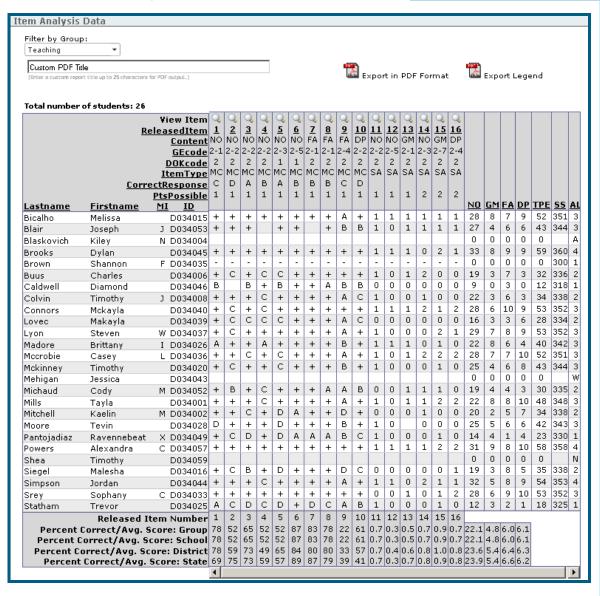


FIGURE 7. Item Analysis Data

# Achievement Level Summary (Interactive Menu)

### View an Achievement Level Summary:

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

For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 11.

- 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.
- 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 14.

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

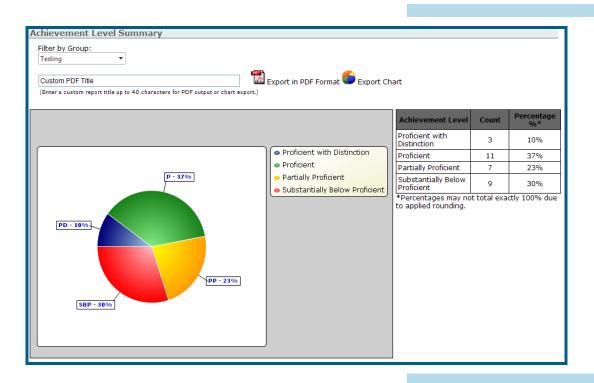


FIGURE 8. Level Summary

# Released Items Summary Data (Interactive Menu)

#### **View Released Item Summary Data:**

- Select the menu option Released I tems Summary
   Data from the Interactive menu and the Basic
   Filtering Options panel is displayed.
- Set the filtering and advanced filtering options to view the report by selecting values from the dropdown lists.

For more information on the **Filtering Options** see "Filtering Options in the Reports and Interactive Menus" on page 11.

- 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 14.
- 6. For help on reading this report, click **Export Legend**, which defines the column headings.

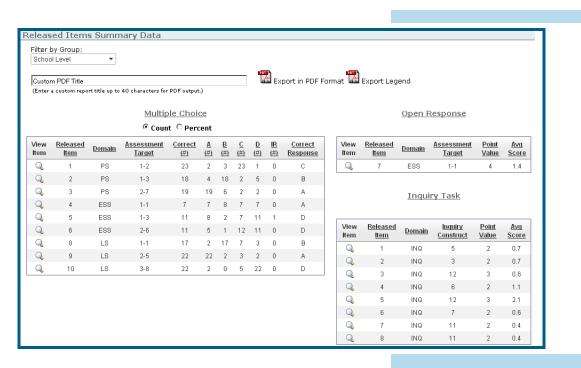


FIGURE 9. Science Released Items Summary

### **Longitudinal Data (Interactive Menu)**

#### 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 11.

- 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 14.

#### Column Labels:

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

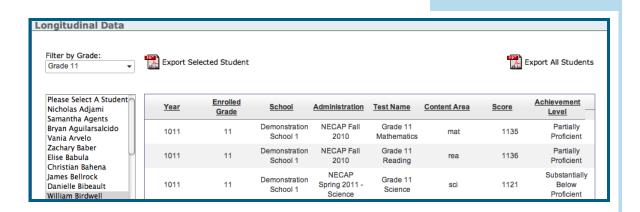


FIGURE 10. Longitudinal Data

### **Supporting Documents Menu**

Home	Reports	Interactive	Supporting Documents			
rts/Guides & Report Shells		Guides & Report Shells				
		Released Items Documents				

FIGURE 11. Supporting Documents Menu

# The Supporting Documents menu offers the following items:

☐ Guides & Report Shells: Guide to Using the 2011 NECAP Reports, Guide to Using the 2011 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

### **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.



Passwords are casesensitive and must contain a minimum of five alphanumeric characters.

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

FIGURE 12. Account Management Menu

### **Create New User**

#### Create a user:

- 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.

- 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.

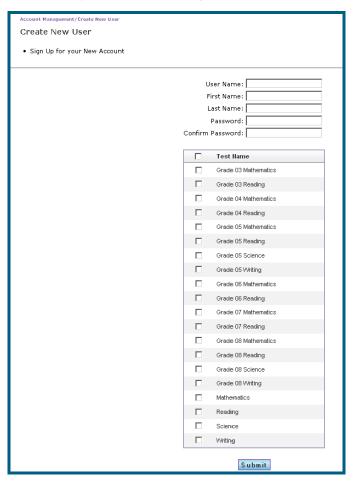


FIGURE 13. Create User Screen

#### **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.

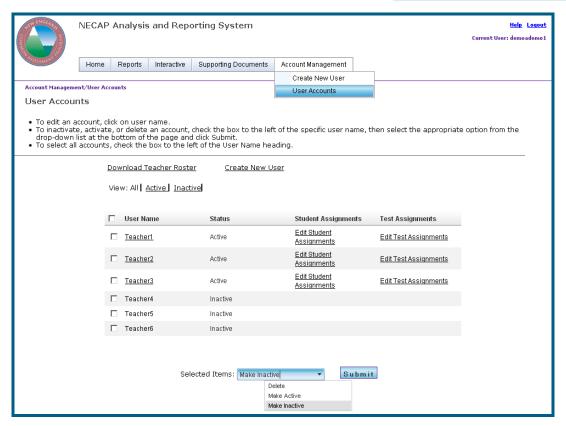
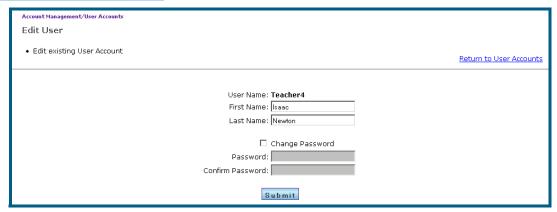


FIGURE 14. User Account Management

#### Edit a user account:

- 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.



#### FIGURE 15. Edit User

### Change a user's password:

- 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.
- Enter a new Password.
   Passwords are case-sensitive and must contain a minimum of five alpha-numeric characters.
- 5. Confirm the new Password.
- 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.
- Check the checkbox next to the user(s) to be deleted from the **User Name** list.
- 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

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

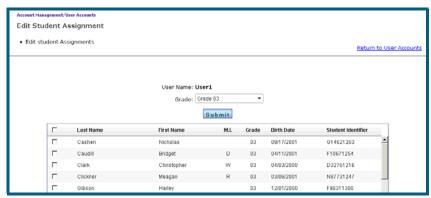


FIGURE 17. Student Assignment Screen

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:

- 1. 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.
- 3. 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.

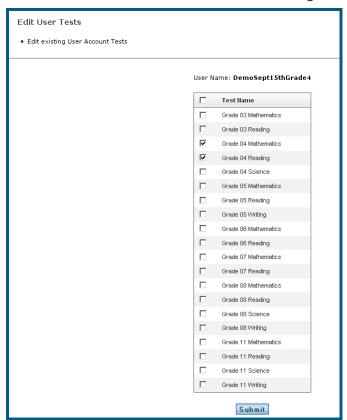


FIGURE 18. Edit User Tests

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