



NECAP Analysis and Reporting System User and Training Manual January 2011

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

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

© 2011 Measured Progress, Inc.

Firefox is a registered trademark of the Mozilla Foundation in the United States and/or other countries.

Macintosh, Mac OS and Safari are registered trademarks of Apple Inc. in the United States and/or other countries.

Pentium and Intel Pentium are registered trademarks of Intel Corporation in the United States and/or other countries.

Windows, Windows Vista, Windows XP, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

NECAP Analysis and Reporting System (NARS)

| | |
|--|----|
| Introduction | 2 |
| About the Manual / User Assistance | 3 |
| Technical Requirements | 4 |
| Log in to the NECAP Analysis and Reporting System | 5 |
| NECAP Analysis and Reporting System Home Page | 7 |
| Filtering Options in the Reports and Interactive Menus | 11 |
| Sorting Data in the Interactive Reports | 13 |
| Export an Interactive Report | 14 |
| Reports Menu | 16 |
| Interactive Menu | 17 |
| Item Analysis Report (Interactive Menu) | 18 |
| Achievement Level Summary (Interactive Menu) | 22 |
| Released Items Summary Data (Interactive Menu) | 24 |
| Longitudinal Data (Interactive Menu) | 27 |
| Supporting Documents Menu | 29 |
| Account Management Menu | 30 |

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.

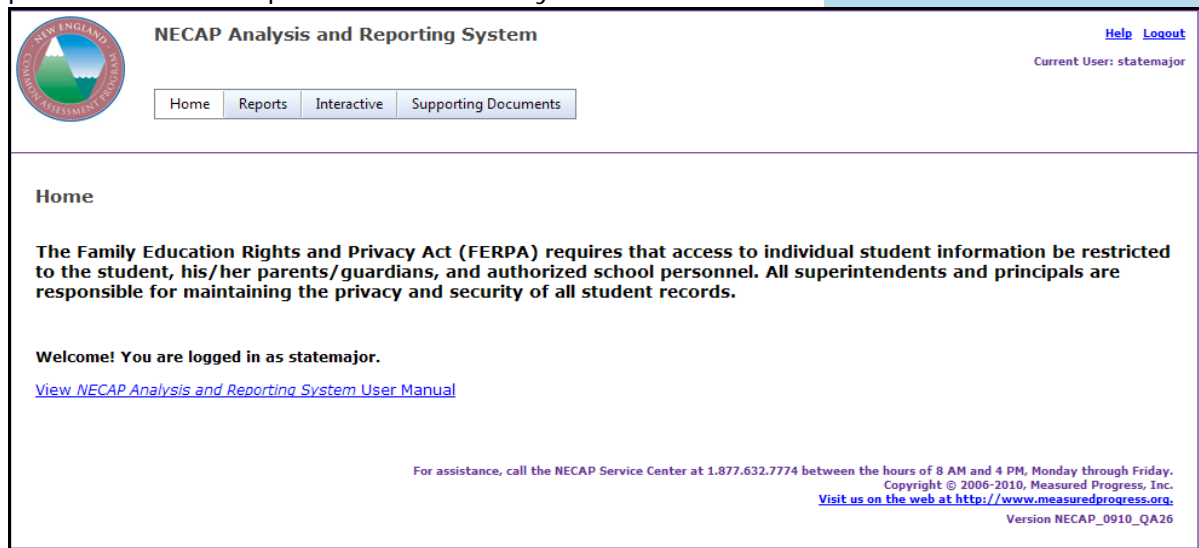


FIGURE 1. NECAP Analysis and Reporting System Home Page



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





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.

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

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.x | Safari® 3.1.2 to 3.2.3 Firefox 3.5.x |
| Keyboard/Mouse | Standard | |
| Monitor | 32-bit color or greater, 1024 x 768 resolution or greater | |

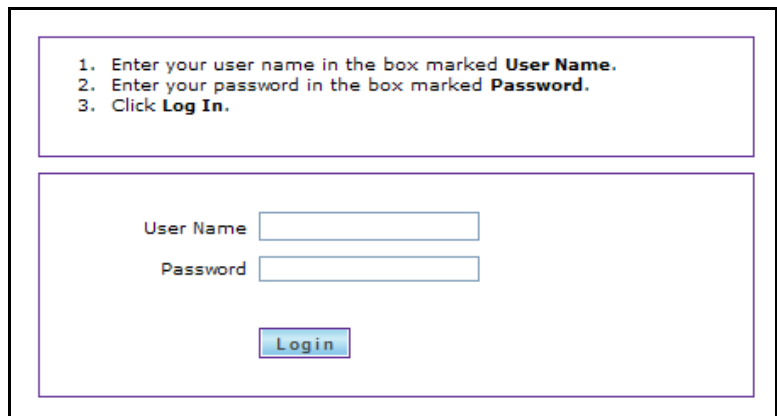


Technical Specifications are subject to change pending release of new browsers or operating systems. Please contact the NECAP Service Center at 877-632-7774 for more information.

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' followed by a text box, and 'Password' followed by a text box. At the bottom center is a blue button labeled 'Login'.

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 35.

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 School District Profile site. Clicking the link for RI opens the public reporting web site where district and school public records can be accessed.

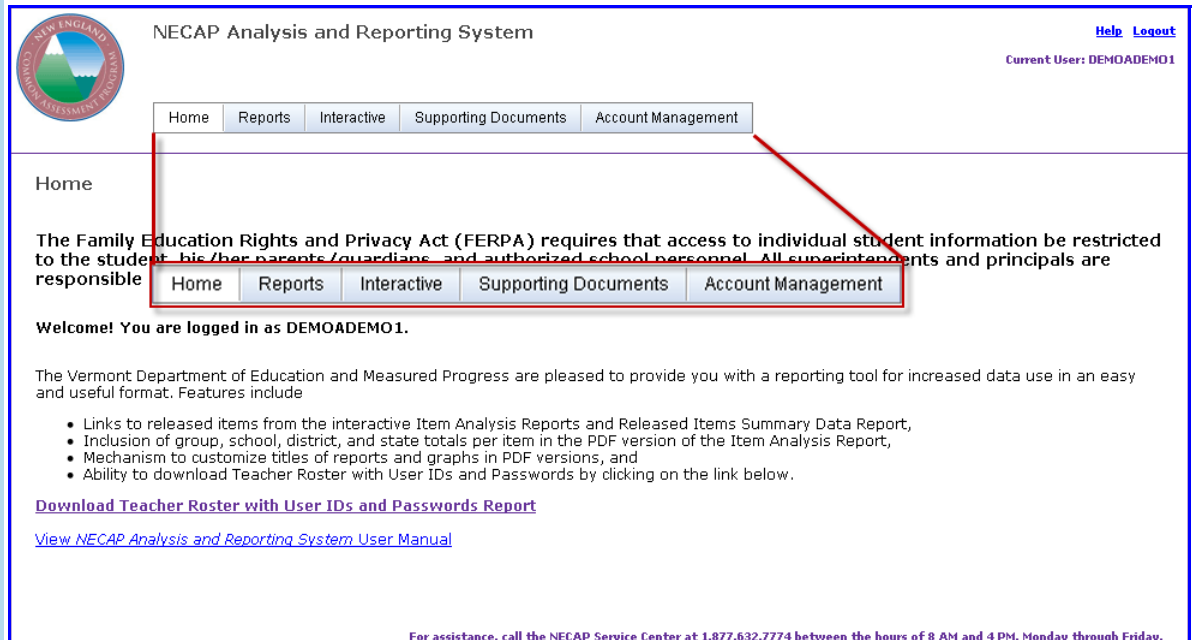


FIGURE 3. Home Page Menu for the School Account

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 30.



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 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"> <input type="checkbox"/> District and School Results Reports <input type="checkbox"/> District and School Summary Reports <input type="checkbox"/> District and School Student Data Files |
| Interactive | District School Teacher | Access interactive reports: <ul style="list-style-type: none"> <input type="checkbox"/> Item Analysis Report <input type="checkbox"/> Achievement Level Summary <input type="checkbox"/> Released Items Summary Data <input type="checkbox"/> Longitudinal Data |
| Supporting Documents | District School Teacher | <ul style="list-style-type: none"> <input type="checkbox"/> Guides & Report Shells <input type="checkbox"/> Released Items Documents |
| Account Management | School | Manage Teacher accounts including: <ul style="list-style-type: none"> <input type="checkbox"/> Create New User <input type="checkbox"/> User Accounts |

| 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 |



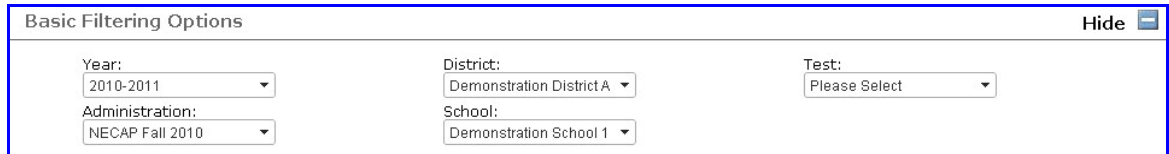
Filtering Options in the Reports and Interactive Menus

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
- Test



The screenshot shows a panel titled "Basic Filtering Options" with a "Hide" button in the top right corner. The panel contains five dropdown menus arranged in two rows. The first row contains "Year:" (set to "2010-2011"), "District:" (set to "Demonstration District A"), and "Test:" (set to "Please Select"). The second row contains "Administration:" (set to "NECAP Fall 2010") and "School:" (set to "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 | |



The SES Filter is not available for NH.

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: All Students Ethnicity: All Students LEP: All Students
IEP: All Students SES: All Students

Submit **Clear All**

Item Analysis Data

Filter by Group:
Please Select a Group
Please Select a Group
Teaching
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.

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.

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.



Sortable fields vary across interactive reports. See “Interactive Menu” on page 17.

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

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

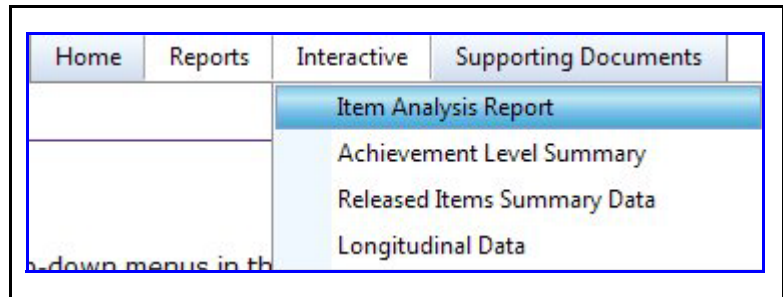


FIGURE 6. Interactive Menu



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:

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 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** if needed. For more information on exporting reports see “Export an Interactive Report” on page 14.
6. Released Item Summary data is seen at the bottom of the last page of the report.
7. Click **Export Legend** for definitions of row and column headings.



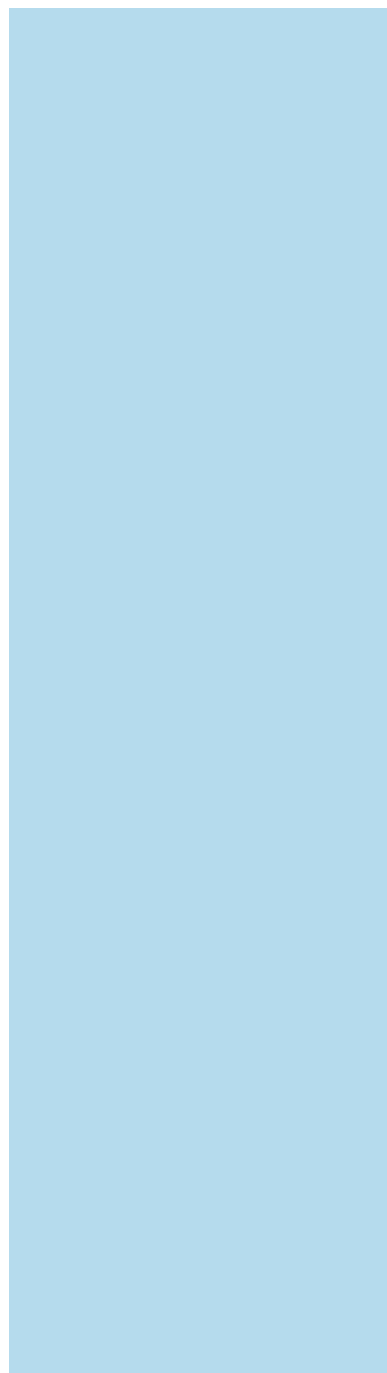
Principals will have access to all assessment data for the school. Teachers will have access only to those students to whom they have been assigned by the principal via the Student Assignment functionality under the **Account Management** menu.

| Item Analysis 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 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ReleasedItem | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | NO | GM | FA | DP | TPE | SS | AI | | |
| Content | | NO | 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 | 2 | | | | | | | | | |
| ItemType | | MC | MC | MC | MC | MC | MC | MC | MC | MC | MC | MC | 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 | 1 | 2 | 2 | 2 | | | | | | | | | |
| Lastname | Firstname | MI | ID | | | | | | | | | | | | | | NO | GM | FA | DP | TPE | SS | AI | | | |
| 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 | 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 | 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 | 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 | 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 | 0 | 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. Math Item Analysis Data

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 11.
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** if needed. For more information on exporting reports see “Export an Interactive Report” on page 14.
6. Released Item Summary data is seen at the bottom of the last page of the report.
7. Click **Export Legend** for definitions of row and column headings.



| Item Analysis Data | | | | | | | | | | | | | | | | | | |
|---|-------------|-----------|---------|--|-----|-----|-----|---|-----|-----|-----|-----|----------------------|-----|---------------|-----|-----|----|
| Filter by Group: School Level | | | | Filter by Session: Released Inquiry Tasks | | | | 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: 30 | | | | | | | | | | | | | | | | | | |
| | | View Item | | | | | | | | | | | | | | | | |
| ItemNumber | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | |
| Domain | | INQ | INQ | INQ | INQ | INQ | INQ | INQ | INQ | | | | | | | | | |
| InquiryConstruct | | 5 | 3 | 12 | 6 | 12 | 7 | 11 | 11 | | | | | | | | | |
| DOKcode | | 2 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | | | | | | | | | |
| ItemType | | SA | SA | SA | SA | SA | CR | CR | SA | | | | | | | | | |
| PtsPossible | | 2 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | | | | | | | | | |
| Lastname | Firstname | MI | ID | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | PS | ESS | LS | INO | TPE | SS | AL |
| Barnes | Sawyer | | D083050 | 1 | 1 | 0 | 2 | 3 | 0 | 0 | 1 | 7 | 8 | 9 | 8 | 32 | 835 | 2 |
| Barrett | Sebrina | | D083023 | 2 | 2 | 3 | 1 | 3 | 2 | 1 | 1 | 10 | 12 | 12 | 15 | 49 | 848 | 3 |
| Broadbrooks | Ryan | | D083001 | 1 | 0 | | | | | | | 7 | 6 | 5 | 1 | 19 | 826 | 1 |
| Brown | Mika | | D083004 | 1 | 2 | | 2 | 2 | 1 | 0 | 0 | 9 | 9 | 7 | 8 | 33 | 836 | 2 |
| Charon | Alec | | D083038 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 1 | 7 | 5 | 13 | 6 | 31 | 835 | 2 |
| Fredette | Noah | | D083032 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 4 | 6 | 6 | 2 | 18 | 825 | 1 |
| Furtado | Emily | | D083027 | 2 | 1 | 1 | 2 | 3 | 1 | 0 | 1 | 7 | 8 | 14 | 11 | 40 | 841 | 3 |
| Godair | Bryan | | D083033 | 1 | 1 | 1 | 2 | 3 | 0 | 2 | 2 | 14 | 10 | 11 | 12 | 47 | 847 | 3 |
| Godfrey | Aaron | | D083030 | 1 | 2 | 0 | 1 | 2 | 1 | 0 | 0 | 6 | 5 | 3 | 7 | 21 | 827 | 1 |
| Gudde | Madeline | | D083044 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 4 | 3 | 1 | 15 | 822 | 1 |
| Guo | William | | D083026 | | | | | | | | | 0 | 0 | 0 | 0 | 0 | | W |
| Handy | Crystal | | D083007 | 1 | 1 | 1 | 0 | 3 | 1 | 0 | 1 | 9 | 12 | 13 | 8 | 42 | 843 | 3 |
| Hanshew | Charles | | D083002 | | | | | | | | | 5 | 3 | 2 | 0 | 10 | 814 | 1 |
| Iacovelli | Nicholas | | D083021 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 1 | 8 | 6 | 12 | 6 | 32 | 835 | 2 |
| Lacasse | Zachary | | D083024 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 10 | 7 | 10 | 5 | 32 | 835 | 2 |
| Leadbetter | Olivia | | D083045 | 1 | 1 | 1 | 1 | 3 | 0 | 0 | 0 | 9 | 7 | 8 | 7 | 31 | 835 | 2 |
| Leffler | Rayce | | D083058 | 0 | 0 | 1 | 0 | 3 | 1 | 0 | 0 | 13 | 8 | 8 | 5 | 34 | 837 | 2 |
| Lintner | Kateri | | D083015 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 10 | 4 | 10 | 4 | 28 | 833 | 2 |
| Livengood | David | | D083003 | | | | | | | | | 6 | 4 | 4 | 0 | 14 | 820 | 1 |
| Marcelino | Lyka | | D083040 | 1 | 2 | 2 | 2 | 3 | 1 | 0 | 0 | 5 | 5 | 9 | 11 | 30 | 834 | 2 |
| Martin | Morgan | | D083041 | 1 | 1 | 2 | 2 | 3 | 1 | 1 | 0 | 12 | 8 | 12 | 11 | 43 | 843 | 3 |
| Moheddin | Omar | | D083022 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 11 | 3 | 7 | 3 | 24 | 830 | 2 |
| Rivera | Alenis | | D083052 | 0 | 1 | 1 | 1 | 3 | 1 | 2 | 1 | 11 | 10 | 14 | 10 | 45 | 845 | 3 |
| Robins | Jon | | D083056 | 0 | 1 | 0 | 2 | 3 | 0 | 1 | 1 | 9 | 6 | 11 | 8 | 34 | 837 | 2 |
| Sanders | Casey | | D083048 | 1 | 0 | 0 | 1 | 3 | 0 | 1 | 1 | 9 | 2 | 9 | 7 | 27 | 832 | 2 |
| Spillman | Ashley | | D083017 | 1 | 1 | 2 | 1 | 3 | 1 | 1 | 0 | 11 | 7 | 8 | 10 | 36 | 838 | 2 |
| Stanley | Caileb | | D083057 | 1 | 1 | 0 | 1 | 3 | 2 | 0 | 1 | 14 | 8 | 10 | 9 | 41 | 842 | 3 |
| Wessenyelah | Ayeishanaom | | D083012 | 0 | 0 | 0 | 2 | 3 | 1 | 1 | 0 | 4 | 5 | 5 | 7 | 21 | 827 | 1 |
| Whitman | Gabriel | | D083006 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 1 | 1 | 6 | 800 | 1 |
| Williams | Deshawn | | D083055 | 1 | 1 | 0 | 1 | 3 | 1 | 1 | 0 | 8 | 9 | 8 | 8 | 33 | 836 | 2 |
| Released Item Number | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | |
| Percent Correct/Avg. Score: Group | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8.4 | 6.5 | 8.4 | 6.6 | | | |
| Percent Correct/Avg. Score: School | | | | 0.7 | 0.7 | 0.6 | 1.1 | 2.1 | 0.6 | 0.4 | 0.4 | 8.4 | 6.5 | 8.4 | 6.6 | | | |
| Percent Correct/Avg. Score: District | | | | 0.7 | 0.8 | 0.5 | 1.1 | 2 | 0.6 | 0.5 | 0.5 | 8.6 | 6.8 | 8.6 | 6.8 | | | |
| Percent Correct/Avg. Score: State | | | | 0.9 | 1 | 0.6 | 1.1 | 2 | 0.7 | 0.6 | 0.6 | 8.7 | 6.6 | 8.9 | 7.6 | | | |

FIGURE 8. Science Item Analysis Data

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 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 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.
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 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**.

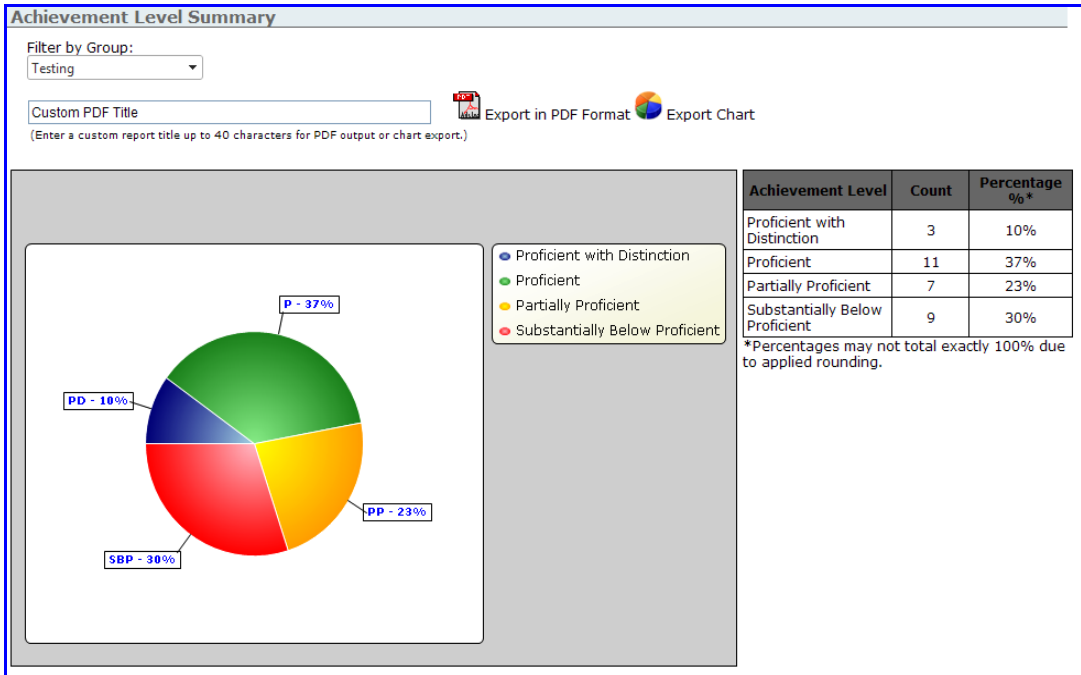


FIGURE 9. Achievement Level Summary

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 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 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.

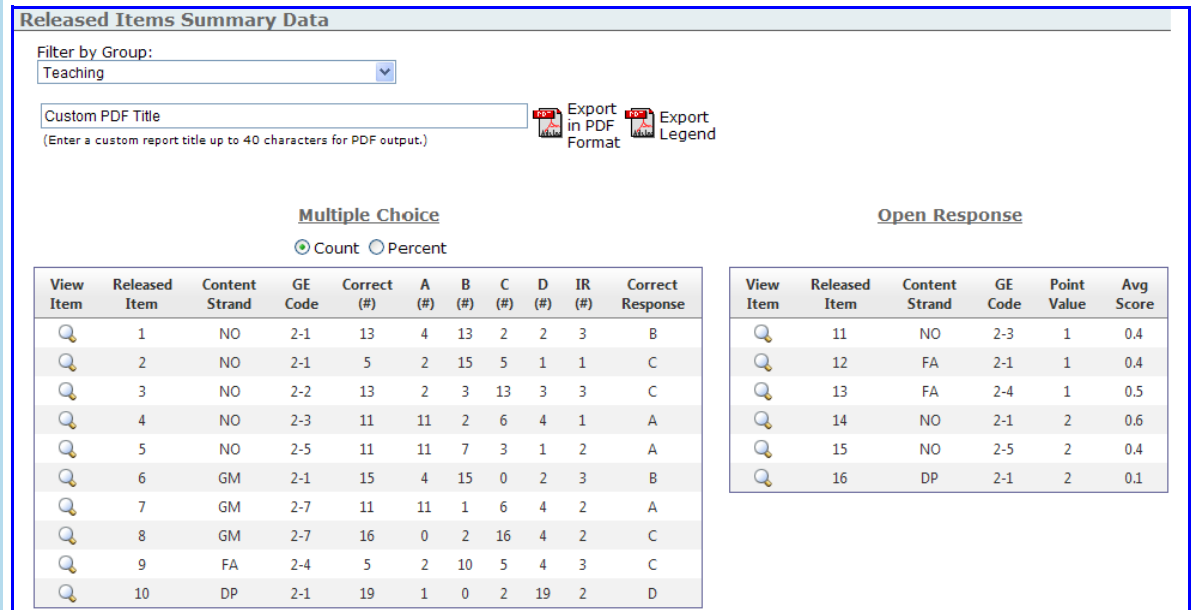


FIGURE 10. Math Released Items Summary

Released Items Summary Data (Interactive Menu)

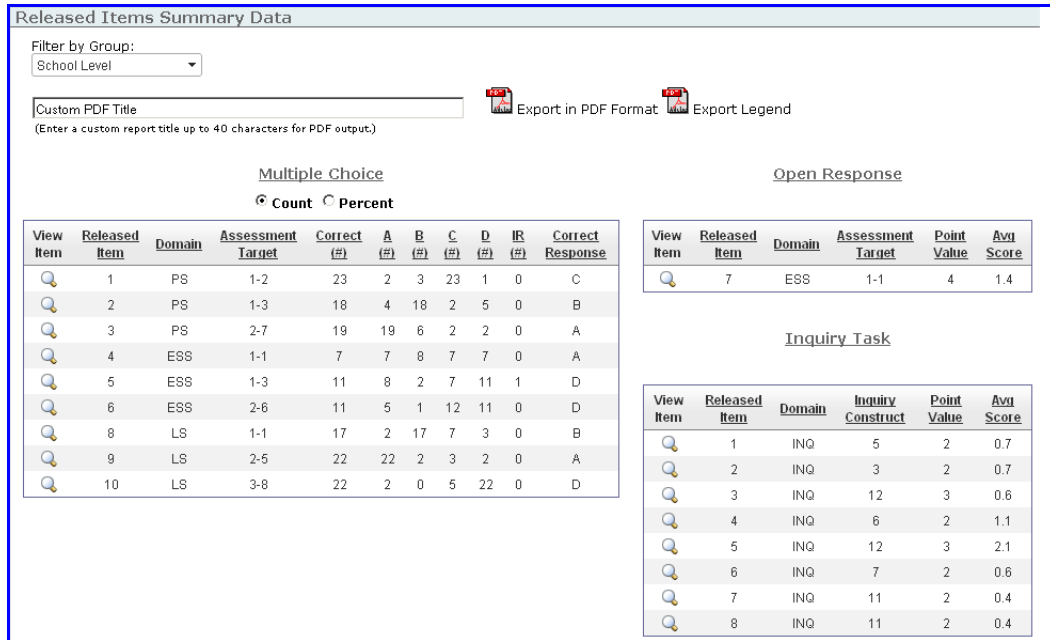


FIGURE 11. Science Released Items Summary

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

Longitudinal Data

Filter by Grade:  Export Selected Student  Export All Students

| Year | Enrolled Grade | School | Administratiior | Test Name | Content Area | Score | Achievement Level |
|------|----------------|------------------------|-----------------|----------------------|--------------|-------|-----------------------------|
| 1011 | 08 | Demonstration School 1 | NECAP Fall 2010 | Grade 08 Mathematics | mat | 843 | Proficient |
| 1011 | 08 | Demonstration School 1 | NECAP Fall 2010 | Grade 08 Reading | rea | 859 | Proficient with Distinction |
| 1011 | 08 | Demonstration School 1 | NECAP Fall 2010 | Grade 08 Writing | wri | 844 | Proficient |

Please Select A Student ▲
Sawyer Barnes
Sawyer Barnes
Sebrina Barrett
Micheal Bergeron
Perla Bernal
Thomas Blushi
Danielle Boekankamp
Christop Brayton
Katie Brewer
Ryan Broadbrooks
Mika Brown
Jacob Byrd

FIGURE 12. Reading and Math Longitudinal Data

Supporting Documents Menu

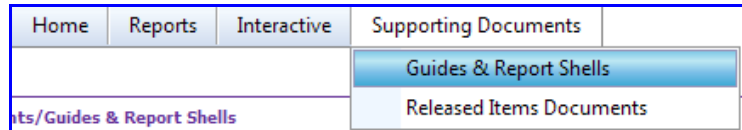
A screenshot of a web application's navigation menu. The menu is a horizontal bar with four main sections: 'Home', 'Reports', 'Interactive', and 'Supporting Documents'. The 'Supporting Documents' section is expanded, showing two sub-items: 'Guides & Report Shells' and 'Released Items Documents'. The 'Guides & Report Shells' item is highlighted with a blue background. Below the 'Supporting Documents' section, there is a breadcrumb trail that reads 'Home / Reports / Guides & Report Shells'.

FIGURE 13. Supporting Documents Menu

The Supporting Documents menu offers the following items:

- ❑ **Guides & Report Shells:** *Guide to Using the 2010 NECAP Reports, Guide to Using the 2010 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 case-sensitive and must contain a minimum of five alphanumeric characters.

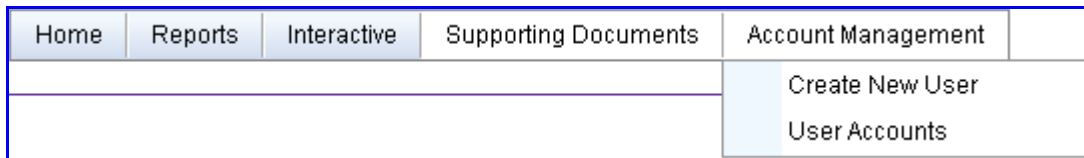


FIGURE 14. Account Management Menu

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 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 15. 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.

NECAP Analysis and Reporting System

Help Logout
Current User: demodemo1

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 | Edit Student Assignments | Edit Test Assignments |
| <input type="checkbox"/> | Teacher2 | Active | Edit Student Assignments | Edit Test Assignments |
| <input type="checkbox"/> | Teacher3 | Active | Edit Student Assignments | Edit Test Assignments |
| <input type="checkbox"/> | Teacher4 | Inactive | | |
| <input type="checkbox"/> | Teacher5 | Inactive | | |
| <input type="checkbox"/> | Teacher6 | Inactive | | |

Selected Items: **Make Inactive**

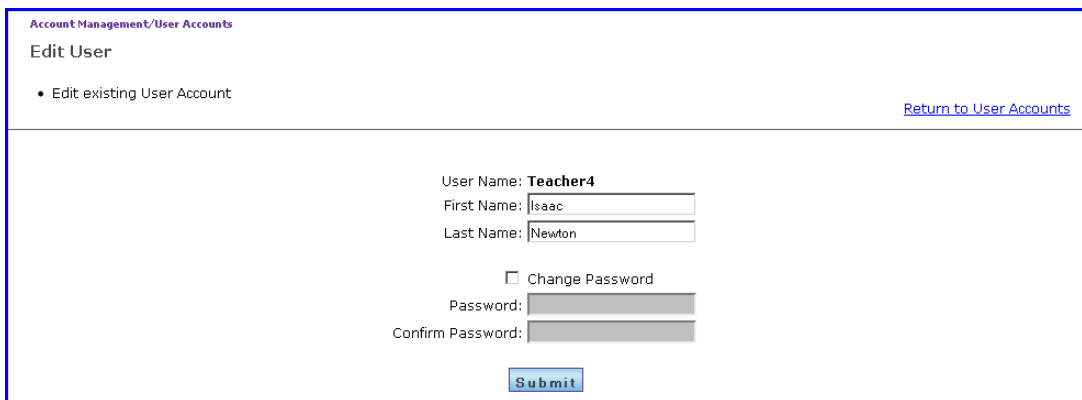
Delete
Make Active
Make Inactive

Copyright © 2010, Measured Progress, Inc.
Visit us on the web at <http://www.measuredprogress.org>.
Version 1.00.0000

FIGURE 16. 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.



Account Management/User Accounts

Edit User

- Edit existing User Account

[Return to User Accounts](#)

User Name: **Teacher4**

First Name:

Last Name:

Change Password

Password:

Confirm Password:

FIGURE 17. 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.

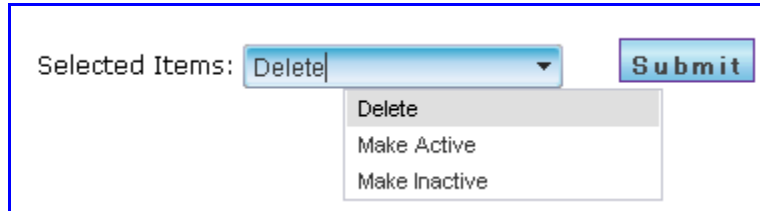


FIGURE 18. **Selected Items** Drop-down list

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

Account Management/User Accounts
Edit Student Assignment

• Edit student Assignments [Return to User Accounts](#)

User Name: **User1**
Grade: Grade 03

Submit

| <input type="checkbox"/> | Last Name | First Name | M.I. | Grade | Birth Date | Student Identifier |
|--------------------------|-----------|-------------|------|-------|------------|--------------------|
| <input type="checkbox"/> | Cashen | Nicholas | | 03 | 09/17/2001 | G14621263 |
| <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 | F96311300 |

FIGURE 19. 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.
2. 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.

- 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 20. Edit User Tests

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