

# School Coordinator Responsibilities

## A Guide to MyNAEP

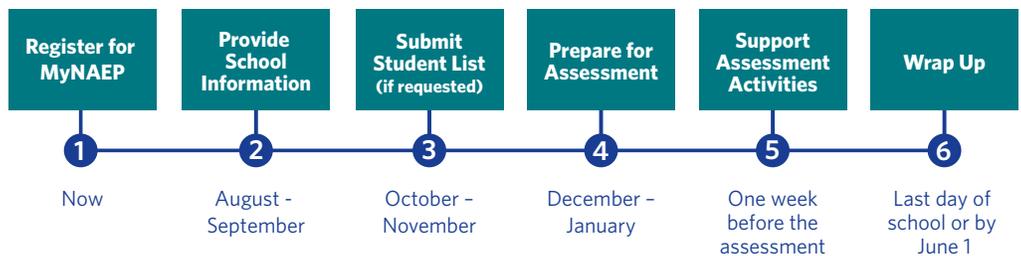
# 2016

The MyNAEP website provides participating schools with a convenient way to prepare for the upcoming National Assessment of Educational Progress (NAEP).

- MyNAEP will serve as your primary resource and action center throughout the assessment process.
- MyNAEP offers school coordinators an electronic way to prepare for the assessment at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators will need to complete throughout the school year, so it is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: [www.mynaep.com](http://www.mynaep.com).

*Each school participating in NAEP 2016 has a designated staff member to serve as its NAEP school coordinator. You have been selected to serve as coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!*

### MyNAEP Activity Timeline



### In the fall, you will be responsible for the following:

#### Registering for the MyNAEP website.

MyNAEP will provide you with all of the information your school needs to participate in NAEP, including information about what to expect at each stage. Multiple school staff members may register to access the site, but only school coordinators and principals will have full access. Register at [www.mynaep.com](http://www.mynaep.com) by entering the registration ID assigned by your NAEP State or Trial Urban District Assessment (TUDA) Coordinator. For detailed instructions on how to register, refer to page 3.

#### Completing and submitting school information.

Go to the **Provide School Information** page on MyNAEP to enter and submit your school's contact and characteristic information, including your school's name, address, and the number of students enrolled in the selected grade. Providing up-to-date information about your school ensures that materials can be accurately prepared for the assessment.

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For more information about NAEP, visit:

<http://nces.ed.gov/nationsreportcard>.

Find us on:   

## **Preparing and submitting a list of your school's students in the selected grade level (if requested).**

NAEP requires a complete list of students in the selected grade. This ensures that a random sample of students can be selected to participate in the assessment and that demographic information about these students can be collected. The [Submit Student List](#) page will appear for schools that need to prepare and upload this list. Student names will always be kept confidential, and individual student responses and scores on NAEP are never reported.

*In December, the NAEP representative responsible for administering NAEP in your school will contact you and discuss how to complete these tasks listed under the Prepare for Assessment menu:*

### **Reviewing student information and preparing for the assessment of students with disabilities and English language learners (SD/ELL).**

Visit the [Review and Verify List of Students Selected for NAEP](#) page to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information on the [Complete SD/ELL Student Information](#) page about how SD/ELL students will participate in the assessment and the accommodations they will receive.

### **Informing parents/guardians of student participation.**

By law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment. An electronic copy of the Parent/Guardian Notification Letter is available on the Notify Parents page for downloading, printing, and distributing.

## **Other Prepare for Assessment menu tasks will become available in January:**

### **Identifying any newly enrolled students.**

For NAEP to obtain an accurate picture of student achievement, all eligible students must have an opportunity to be selected. You will need to visit the [Identify Newly Enrolled Students](#) page and upload an Excel file of students currently enrolled in the selected grade or add newly enrolled students to NAEP's fall roster. NAEP will draw a random sample of newly enrolled students to select students who were not enrolled in the fall.

### **Managing the completion of questionnaires by school staff.**

You will be responsible for ensuring the completion of online questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the [Manage Questionnaires](#) page on MyNAEP.

### **Planning assessment day logistics.**

Assessment day details, including the location(s) and start time of the assessment, how students and teachers will be notified, and SD/ELL student accommodation logistics, will need to be entered via the [Plan for Assessment Day](#) page.

### **Promoting the importance of NAEP with school staff and students.**

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP will represent thousands of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available on the [Encourage Participation](#) page.

*On the assessment date, you will meet your NAEP representative and assessment team, and be responsible for the following:*

### **Ensuring that students attend the session.**

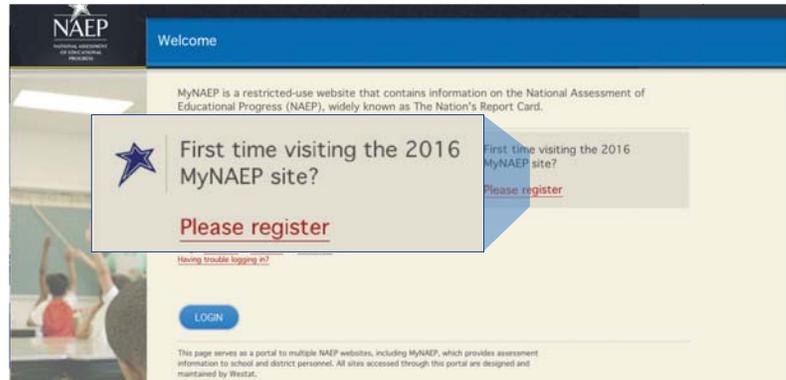
Prior to the assessment start time, you will need to be available to ensure that students attend

the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** page. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a make-up session will be necessary, and the

NAEP representative will schedule another date to administer the assessment to the students who were absent. After the assessment, please safeguard all NAEP materials until the last day of school. Visit the **Wrap Up** page to confirm that all materials have been shredded.

## How to Register for and Access MyNAEP

- 1 Go to **www.mynaep.com**. On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP representative and select **Continue**. If you cannot locate your registration ID, please contact your NAEP representative or the NAEP help desk at 800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com). Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



- 3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a confidentiality agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.



## MyNAEP Features

The diagram below identifies key features that will help you update information easily throughout the school year.

1. The Help and Contact Us links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
2. Your school's selected grade(s) and scheduled assessment date are shown in the blue banner.
3. Use the Provide School Information page to confirm your school's address, contact information, and other characteristics.
4. Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information.
5. The Prepare for Assessment menu has seven key tasks for the weeks leading up to the assessment. These tasks will become available starting in December.

The screenshot shows the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Georgetown School District (NJ)' is on the right. A blue banner below the header displays 'Welcome Jerry Davis Williamstown Middle School' with a '1' callout. A navigation menu on the left includes 'Live Chat', 'Home', 'Register More Schools', 'Provide School Information' (with a '3' callout), 'Prepare for Assessment' (with a '5' callout), and 'Support Assessment Activities'. The 'Provide School Information' page shows a list of tasks to complete, with 'School Contact Information' and 'School Characteristics Information' both checked and highlighted in green, marked with a '4' callout.

## Online Resources

Information for selected schools	<a href="http://nces.ed.gov/nationsreportcard/about/schools.aspx">http://nces.ed.gov/nationsreportcard/about/schools.aspx</a>
<i>Introducing NAEP to Teachers</i> Video	<a href="http://nces.ed.gov/nationsreportcard/videos/teachervideo">http://nces.ed.gov/nationsreportcard/videos/teachervideo</a>
<i>Introducing NAEP to Students</i> Video	<a href="http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx">http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx</a>
<i>What Every Parent Should Know About NAEP</i> Video	<a href="http://nces.ed.gov/nationsreportcard/videos/parentvideo">http://nces.ed.gov/nationsreportcard/videos/parentvideo</a>
Sample Questions Booklets	<a href="http://nces.ed.gov/nationsreportcard/about/booklets.aspx">http://nces.ed.gov/nationsreportcard/about/booklets.aspx</a>
NAEP Questions Tool	<a href="http://nces.ed.gov/NationsReportCard/nqt">http://nces.ed.gov/NationsReportCard/nqt</a>
Information for parents	<a href="http://nces.ed.gov/nationsreportcard/parents">http://nces.ed.gov/nationsreportcard/parents</a>
Assessment frameworks	<a href="http://www.nagb.org/publications/frameworks.html">http://www.nagb.org/publications/frameworks.html</a>