



Quality School Portfolio

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CRESST

National Center for Research on Evaluation, Standards, and Student Testing

Table of Contents

Resource Kit

Getting Started	1
-----------------------	---

Data Manager

Getting Started	7
-----------------------	---

Starting a Project	11
--------------------------	----

Using Variables	15
-----------------------	----

Importing Data	23
----------------------	----

Using Groups	29
--------------------	----

Database View	35
---------------------	----

Working with Goals	41
--------------------------	----

Reports View	47
--------------------	----

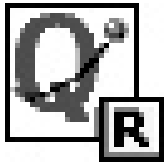
Exporting Data	99
----------------------	----

Appendices

I: Optimizing Your Data	103
-------------------------------	-----

II: Technical Information	107
---------------------------------	-----

The QSP Resource Kit



Getting Started

Background

The QSP Resource Kit is a collection of instruments (surveys, targeted questionnaires, interview and observation protocols) that can help gather data about a school's overall climate and instructional practices. These instruments were originally used in different contexts and programs, but they can be customized to fit your situation with a few minor adjustments.

How do I get started?

You will need to be sure that *Acrobat Reader™* is installed on your computer. If it is not, locate the install file *RS405ENG.EXE*, included on your CD-ROM. Double-click this file and follow the instructions on the installer.

To open the Resource Kit, double-click on the **QSP Resource Kit** icon. You will first get the *Home Menu* (see pg 2) for the Resource Kit. Moving the mouse cursor over an image displays the title of that resource section.

The Home Menu



The sections and corresponding color codes are as follows:

Safety & Security	<i>blue</i>
Parental Involvement	<i>green</i>
Technology & Innovation	<i>yellow</i>
Special Programs	<i>orange</i>
Curriculum & Instruction	<i>red</i>
Professional Development	<i>purple</i>

How do I choose an instrument?

Decide what section you are interested in and click on the appropriate image. This will take you to the *Available Instruments* screen for that section. On this screen, you will see a list of instruments (or measures) to choose from. If you want to explore a different section, click the **home** button to return to the Home Menu. Otherwise, click on the instrument about which you would like more information. This will take you to the instrument's *Navigation Menu*.

How do I use the Navigation Menu?

The active area of the Navigation Menu consists of four covered buttons. Moving the mouse cursor over a button uncovers the button and shows its title flag.



Home

Click to leave this section and return to the Home Menu.



Back

Click to leave this instrument and return to the Available Instruments screen for this section.



Instrument Details

Click to bring up more information about the instrument.



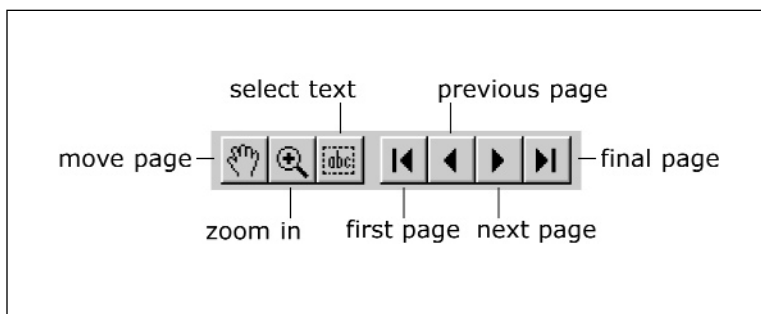
View Instrument

Click to bring up two options for viewing:
To open the instrument in Acrobat Reader™, click on the upper box. To open the instrument in rich text format in Microsoft Word®, choose the lower box.

What can I do in Acrobat Reader?

Once the instrument is open, read it over to see if it is exactly what you want. Acrobat's navigation tools will help you get around (see page 4).

*Navigation tools
in Acrobat Reader*

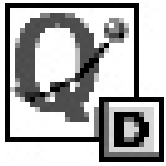


If you decide to use the instrument as is, simply select **Print** from the **File** menu. The instrument will print exactly as you see it on screen. However, if you want to customize the instrument to your particular needs, you'll need to open it in *rich text format* in Word.

What can I do in Microsoft Word?

Once the instrument is open in Word, its entire text is fully editable for customization. However, we ask that you refrain from making significant changes (such as removing large sections of the survey) unless you have prior experience developing measures. The intent is for you to change the headings or titles to match your school or project name.

The QSP Data Manager

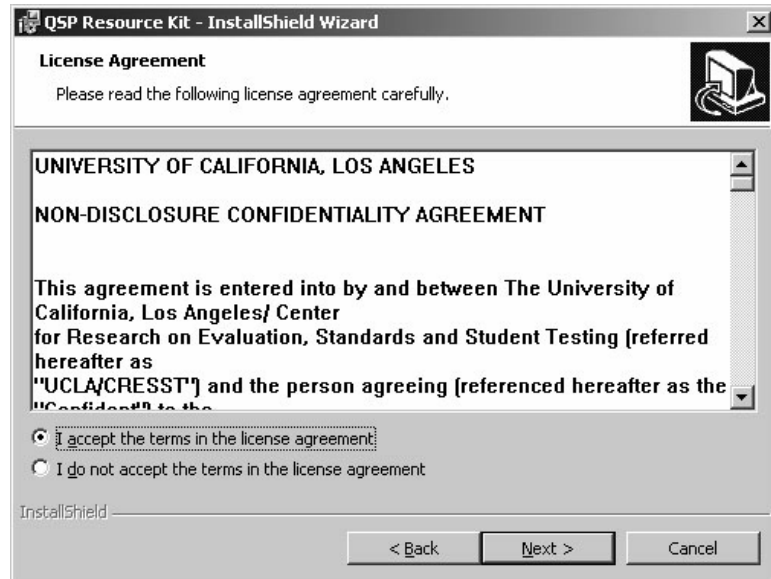


Getting Started

Installing the Data Manager

Put in the QSP CD into the CD-ROM drive of your computer. The main installer dialog box will appear. Click on the **Install Data Manager** button. When you see the *InstallShield Wizard* screen, click **Next** to continue. You will then see another dialog explaining that the Wizard will install QSP on your computer. Click **Next** to continue. You will see the *Non-Disclosure* screen (see pg 8).

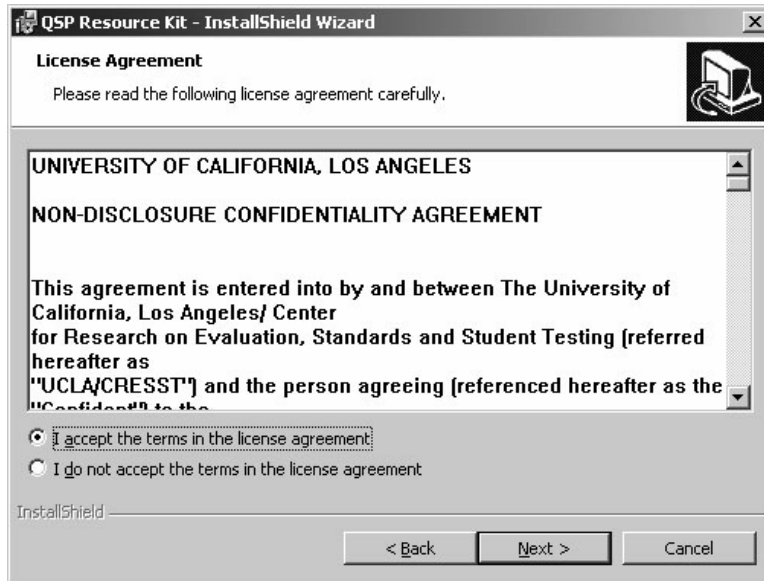
The
Non-Disclosure
screen



If you agree with the license agreement, then click **I accept the terms of the license agreement**, and click **Next** to continue.

You will now see the *Destination Folder* screen (see pg 9). Here, you need to choose a directory for QSP. Decide where you want to install QSP on your computer, and click **Next** to continue.

Finally, you will see a screen telling you that the installation of QSP has been completed. Click finish to exit the Wizard.



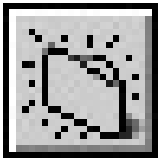
The Destination Folder screen

Starting the Data Manager

The Data Manager can be started by double-clicking the QSP Data Manager icon in the QSP folder in the Windows file menu, or by selecting Data Manager from the choices presented on the CD autorun menu screen.

Before any data can be accessed, however, you must first create a new Project for yourself.





Starting a Project

Background

The Data Manager stores its information in the form of Projects, which you define. Each Project has its own unique password and can contain anything from a few students' information to your entire school's data. To create a new Project, you must have a user profile. Your profile stores information about you, your school, and allows future back-door access to the database if you forget your password.

How do I create a User Profile?

When you first open QSP, you are prompted to choose a Project to open. Instead, click the **New** button. In the *User Info* screen (see pg 12), type in the appropriate information:

Your Name: First and last name, separated by a space

Position: Principal, administrator, etc.

ID#: Your employee identification number

School Name: The full name of your school

Type: Magnet, charter, etc.

District: The name of your school district

Code: The code for your school (if one exists)

Address: The street address of your school

Zip: The zip code for your school

The User Info Screen

The screenshot shows a dialog box titled "Project" with three tabs: "Options", "User Info", and "Additional Info". The "User Info" tab is active. The form contains the following fields:

Your Name	Position	ID#
John Doe	Principal	90210

School Name	Type
Anywhere High School	High School

District	Code

Address	Zip

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

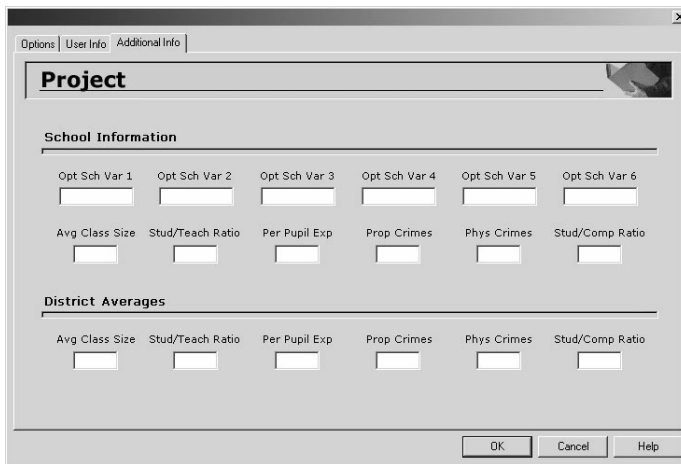
Once you have entered all the fields, click **OK**. You will then see a dialog box which asks you to title your QSP Project. Type in a descriptive name depending on how you decide to divide up your school either into several smaller datasets or one large dataset. For example, if you decide to keep a different project for each grade level, use a name like *1998 Grade 9*, *1998 Grade 10*, etc. If you have just one project for the whole school, use a name like *King Jr High*. Click **OK** to confirm.

The next dialog box will ask you to enter a password twice (note that the actual letters you type in will appear as asterisks, and remember that passwords are case sensitive). The password must have a minimum of eight characters. Click **OK** again. You will get a dialog box which displays *Current Data* of what you entered in the User Info screen. Verify the information in the box and then click **OK** to continue. QSP will now open an empty database file with your Project name ready for data to be imported into it.

If you would like to view the sample Project, the password is eight ones, or "11111111."

How can I edit my Projects?

Once you have created a Project file, you can access your Project Information by clicking on the Project button (see pg 91) or by selecting **Project Info** from the **Edit** menu. You will be presented with the Project View, consisting of three Tabs, or pages. The *User Info* Tab contains all the information you entered initially. The *Additional Information* Tab contains six Variables for both school-level and district-level data. Simply

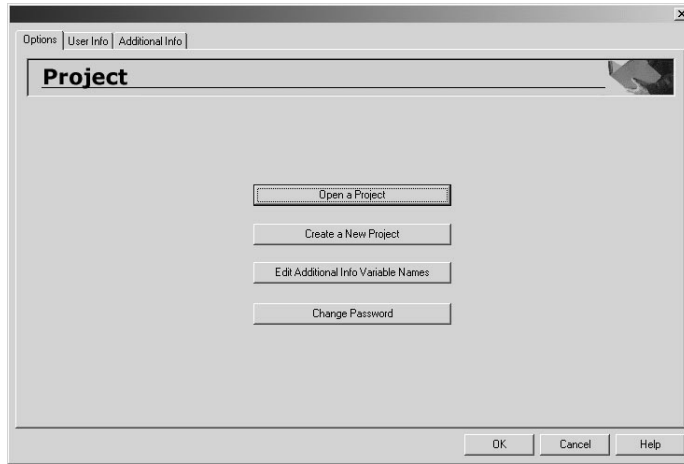


The screenshot shows a dialog box titled "Project" with three tabs: "Options", "User Info", and "Additional Info". The "Additional Info" tab is active. It contains two sections: "School Information" and "District Averages". Each section has six input fields for variables: "Opt Sch Var 1" through "Opt Sch Var 6" for school-level data, and "Avg Class Size", "Stud/Teach Ratio", "Per Pupil Exp", "Prop Crimes", "Phys Crimes", and "Stud/Comp Ratio" for district-level data. At the bottom are "OK", "Cancel", and "Help" buttons.

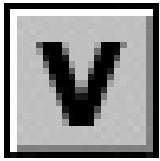
The Additional Information Tab

enter the values for your school and district. You can also enter up to six optional school Variables whose names you can change by clicking the **Edit Additional Info Variable Names** button on the *Options* Tab (see pg 14). This takes you to an edit dialog with two boxes: *Current Name* and *New Name*. Click on the arrow below *Current Name*, scroll down to the Variable you want to change, and click on it. Then, click inside the *New Name* box and type in the new name you would like. When you click **OK**, you will notice that the Variable names you changed now appear on the *Additional Information* Tab and you can enter the values that correspond

The Options Tab



to that information. The *Options* Tab also contains three more buttons. Clicking on **Open a Project** allows you to save your current Project and open another one. **Create a New Project** takes you through the same process of starting a Project, with a new user profile, as discussed earlier. Lastly, **Change Password** allows you to enter a new password for the current Project, provided that you know the current password.



Using Variables

Background

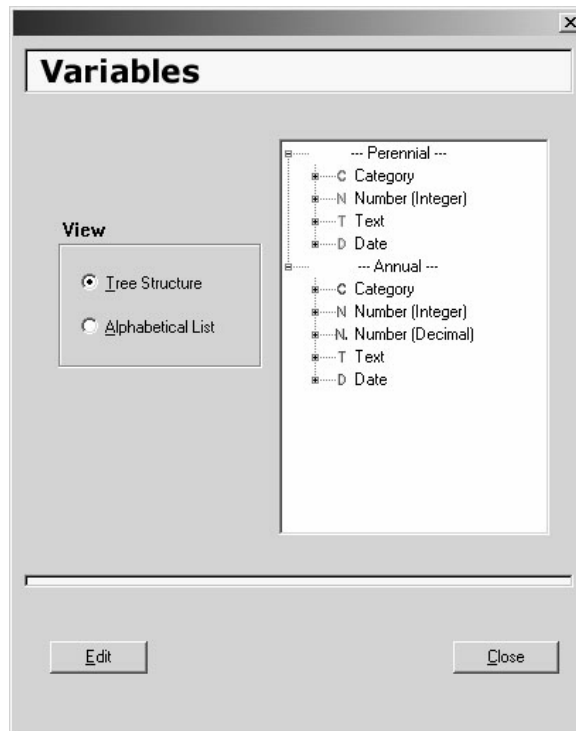
Variables and Groups (see pg 29) comprise the two major building blocks of QSP. Almost all your school's information contained in QSP is in the form of student Variables (such as ethnicity, test scores, grade level, etc), which are further broken down into Groups. There is a limit to the number of Variables allowed in QSP. Currently, the program supports 39 pre-built Variables of several Types and 108 optional Variables. .

How are Variables organized?

To understand the organization of Variables in QSP, first go to the *Variables* dialog (see pg 16) by clicking on the toolbar's **Variable** button (see Appx II). You will be presented with a "tree" containing all of QSP's Variables. The organization of this tree is based on the organization of Variables by *Type*. In the QSP Data Manager, Variables are either *Perennial* or *Annual*, and belong to one of five Types: *Categorical*, *Numerical*, *Numeric Decimal*, *Text*, and *Date*. Each Variable has a graphical icon associated with it to call out its Type.

Using

The Variables Dialog



Variable Types and their icons

Notice that to the Variable tree is first broken up into two parts: Perennial and Annual.

Perennial Variables contain data which is *essentially unchanging*, such as name, ethnicity, and zip code. Their icons are always **green**.

Annual Variables are designed to *change over time* such as grade, language proficiency, test scores, etc. They are stored from year to year, and their icons are always **blue**.

Both of the above options contain the same five Variable Types, and thus have the same icons (except for their color):

Categorical

This Type is used for Variables (such as *Ethnicity*) that can be broken down into *Groups* (such as *Black, Asian, etc.*) and then used for disaggregation.

Numerical

This Type is used for Variables (such as student test scores) which produce *whole number* results in all reporting and calculations.

Numeric Decimal

This Type is used for Variables (such as grade point averages) which produce *fractional number* results in all reporting and calculations.

Text

This Variable Type is *informational* in nature and will not be calculated or counted. This Variable can contain any kind of information in most combinations and can be used to identify specific students. Student street addresses and student ID numbers are examples of this Type.

Date

QSP can support dates in these formats: *MM/DD/YY*, *MM-DD-YY*, or *MMDDYY*. (Or *MDDYY* where the first digit of month is assumed to be 0).

The icons associated with these Types are:

C = Categorical

N = Numerical

N. = Numeric Decimal

T = Text

D = Date

green = Perennial Variable

blue = Annual Variable

How do I edit a Categorical Variable?

Go to the **Edit** menu and select **Edit Variable**, or just click the **Variables** button. In the *Variables* dialog, you have two viewing options. Clicking on **Tree Structure** shows all the Variables organized by Type. Clicking on **Alphabetical List** shows all the Variables in alphabetical order.

Note

Only Variables with active data have icons associated with them. Unless you're working with the Sample Project, your Variable list might have no icons.

Highlight the Variable of interest and click **Edit**. If you have selected a Categorical Variable, then you will see the following *Edit Variable* dialog:

*Edit Variable
Dialog*

QSP	File	Name
-1		Missing
0	N. A.	Not Applicable
1	1	African American
2	2	Asian
3	3	Hispanic
4	4	White
5	5	Other
6	7	Pac Islander

Here, you can edit the *Name* of the Variable, add a brief *Description* of the Variable, or edit the Category list.

How do I edit the Category list?

In the *Categories* box, you will see three columns. The first contains each Category's *QSP Value* (its assigned number in QSP). The second holds each Category's *File Value* (its name in the original data file). The third contains each Category's *Name* (its name in QSP).

To edit an existing Category, highlight the Category you wish to edit in the *Categories* box and click **Edit**. In the *Edit Category* dialog box, you can only edit the *Name*, not the *QSP Value*, or *File Value*. Click **OK** to confirm.

To add a Category, simply click the **Add** button. Enter the *Name*, *QSP Value*, and *File Value*. Keep in mind that the *QSP Value* should be a number not already used by another Category. Click **OK** to confirm.

Merging Categories can be useful to simplify your database. For instance, if you have very small numbers of Filipino, Vietnamese, and Chinese students, it might be easier to create a new *Asian* Category and merge them into it. To merge Categories, click the **Merge** button to get the *Merge* dialog. Select both the Category to be merged and the Category to merge into. Click **OK** to confirm. The first Category will be gone, and all of its data will be contained in the second.

Note

This process is irreversible, so only merge Categories when you are certain you won't need the original Category ever again. Also, merging deletes the Group (see pg 29) associated with the original Category, which could have effects in Reporting.



There are also two options for changing the display of the Category list. Clicking the **Sort A-Z** button rearranges the list so that it is presented alphabetically. Highlighting a Category and clicking the up or down arrow next to **Change Order** moves that Category up or down the list. Keep in mind that neither of these options changes the QSP Value or File Value of the Category.

How do I edit a Numerical Variable?

In the *Variables* dialog, highlight the Variable of interest and click **Edit**. If you have selected a Numerical Variable, then you will see the following *Edit Variable* dialog:

*Edit Variable
Dialog*

The **Edit Variable** dialog box contains the following fields and controls:

- Name:** Text field containing "Decimal Data".
- Type:** Dropdown menu set to "Numeric Decimal".
- Clear Variable:** Button below the Type dropdown.
- Numbers:** A sub-dialog containing:
 - Subtype:** Dropdown menu set to "Default".
 - Max:** Text field containing "105".
 - Min:** Text field containing "17", followed by "2 decimal places".
- Description:** Text field containing "For east coast data".
- OK** and **Cancel** buttons at the bottom right.

Here, you can edit the *Name* of the Variable, add a brief *Description* of the Variable, or edit the information in the *Numbers* box.

By default, QSP scans the data in the Variable and inserts the observed maximum and minimum values into the *Max* and *Min* boxes. You can change these numbers to increase or decrease the range of valid data for that Variable. Also, (only if you have selected a Numeric *Decimal* Variable) you can change the number of decimal places to make QSP round off any data beyond those places.

What are Subtypes?

In the *Numbers* box there is a pull-down list labeled *Subtype*. Subtypes are designations to aid you in making Charts and Reports with your data. When reporting, you should only make comparisons using Variables that have relevance with one another. Assigning Subtypes to your Variables allows you to put them into logical groups for logical comparisons.

All of your Numerical Variables should have one of the following Subtypes:

Stanine 1-9	NCE 10-999
Placement Test 1-6	Large Scale 101-2000
Percentile Rank 1-99	ACT 1-36
Percent 0-100	Default

All of your Numeric Decimal Variables should have one of the following Subtypes:

Probability 0-1	GPA 1-5
Percent 0-100	Default
NCE 1-99	

The numbers included in each name represent the Subtype's range. When you select a Subtype for a Variable, QSP auto-

matically inserts those numbers into that Variable's Max and Min boxes.

How do I edit a Text or Date Variable?

In the *Variables* dialog, highlight the Variable of interest and click **Edit**. For Text and Date Variables, you can only edit the *Name* and the *Description* of the Variable.

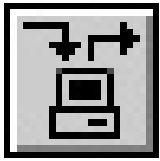
How do change a Variable's Type?

The only way to change a Variable's Type is to clear the Variable entirely, removing all data stored there. You can only change the Type for Categorical, Numeric, and Numeric Decimal Variables. (Text and Date Variables may be cleared, but their Type cannot be changed.) In the *Variables* dialog, highlight the Variable of interest and click **Edit**. In the *Edit Variable* dialog, click the **Clear Variable** button. You will be led through a series of confirmation dialogs warning you of the consequences of your actions.

Note

Remember, this CANNOT BE UNDONE. All the data for that Variable will be gone, all associated Groups will be deleted, and any Charts that you have created with that Variable will be affected.

If you're certain you want to continue, click **OK** to confirm. The *Type* pulldown will become active, and you can select one of the three Types listed. (You cannot, however, change a Perennial Variable to an Annual, or vice versa). In the *Variables* dialog, notice that the icon associated with that Variable has changed to reflect its new Type.



Importing Data

Background

Of the 143 Variables in the Data Manager, most are optional Variables, available for just about any data you would like. However, 27 of these Variables are predesignated to provide information used in compliance with Title I. We suggest you import this data from a separate source. Either your district or local data systems should be able to output the Variables listed below:

Perennial Student Information

Student ID	Date of Birth
Cohort	Ethnicity
First Name	Primary Language
Middle Name	Home Zip Code
Last Name	Home City
Gender	

Annual Outcomes

NRT Math	PBA Language Arts
NRT Language Arts	PBA Math

Data

Importing

Annual Student Information

School ID	Language Proficiency
Years at Current School	Disability Status
Grade Level	Lunch Code
AFDC Recipient	Special Ed.
Migratory	Gifted
Bussed	Attendance

Remember, different districts store data under different names. For example, the Variable name *Ethnicity* would be stored under the Variable name *Race* in some areas. *Primary Language* has been stored as *Home Language, L1*, and a number of other variations, but don't worry. Later, during the import process, you will be given the opportunity to map Variables in the file you are importing to their corresponding places in the Data Manager.

What do I need to know about the file I'm importing?

You need to know several things about the file you import. First off, you must have the necessary descriptions of the Variables within the file. Often the data is accompanied by a codebook or description sheet. If you do not know which Variables are which, then it will be difficult to know what it is you are importing.

Note

Every file being imported must have the student ID number as a Variable in the file. QSP uses this number to determine what data belongs with which record. Unless every record has a student ID number, the program will halt execution. You should look at the file in Excel or a similar program and remove the records that do not have ID numbers. Make a note to yourself to locate the ID numbers for the student records without one.

Next, you need to know what format the data is in. There are two pieces of key information concerning this: the *Item Separator* and the *Student Separator*. The QSP Data Manager can import the data in many different separator combinations, but you will need to tell the program which separators are in the file that you are importing.



The last bit of information you will need is related to the type of file being imported. The QSP Importer will prompt you for the type of file you would like to bring in. The Importer can read files of a number of different characteristics, but the file must have one of the following two extensions: a *text file* (*.txt), or a *comma-delimited file* (*.csv). Files without one of these extensions will not be viewable using QSP. For more on this, see Appendix I.

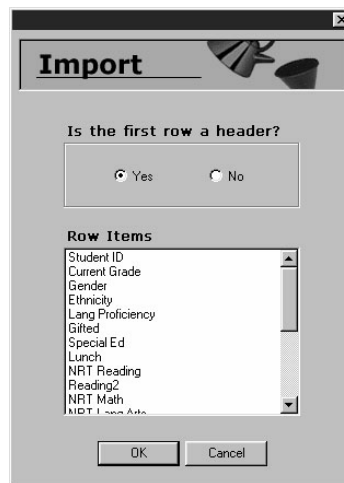
Text File
Separators

How do I import data into the Data Manager?

Select the File

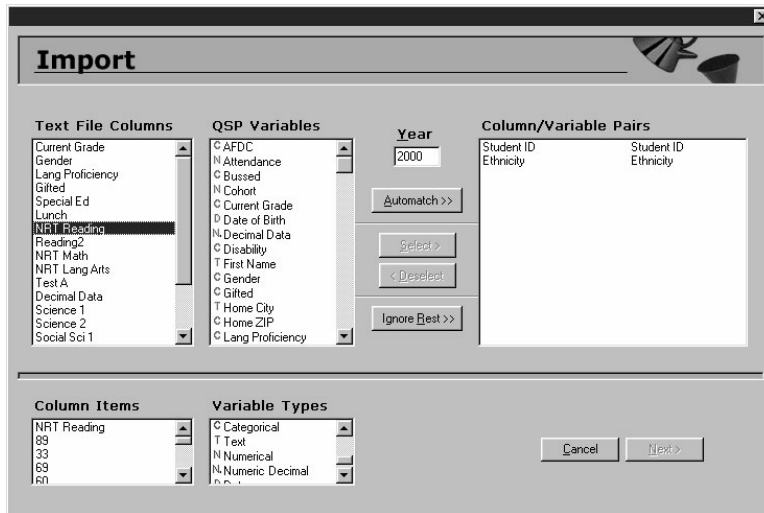
To begin the import process, select **Import** from the **File** menu or click the **Import/Export** button (see Appx II). You will see a dialog asking if you want to import or export your data. Click the button next to **Import new data**, then **OK**. Select the file that you want to import and click **Open**. During the selection process, the Importer will ask, *Is the first row a header?* and will display the first row in the *Row Items* box. If this row contains the column names of the data file, then it is a header, and you should click **Yes**. Examples of Column names are: ID, Gender, Ethnicity, etc. If it is alphanumerical data (the actual data only), you should click **No**. Click **OK** to confirm.

*Identifying
the header*



Select the Variables

The next screen (see pg 27) is where you tell the Importer where to put the new data, column by column. The *Text File Columns* box on the left contains the columns in the file to be imported. The *QSP Variables* box contains the QSP database Variables. The object here is to match the columns in the file



Matching Variables

being imported to the Variables in the QSP database. Initially, try clicking the **Automatch** button. This will pair up all the text file columns and QSP Variables that have exactly the same name. For the rest, you'll have to go column by column.

First, select a column in the imported file by clicking it. If you need to see what data is in that column of the file, look in the *Column Items* box. Next, select the matching QSP Variable from those listed and click the **Select** button. The *Variable Types* box explains the colored icons to help you select the appropriate Variable. When you click the **Select** button, you will note that the Variables disappear from their respective boxes and appear together in the *Column/Variable Pairs* box. If you make a mistake, click on the pair that is incorrect and then click **Deselect**. Note that the column and Variable are returned to the bottom of each list respectively.

If there are columns that you don't want to include in this Project, simply pair them up with **Ignore Item**, the last choice in the *QSP Variables* box. You may also match all the Variables you want first and then select the **Ignore the Rest** button

which will move all the remaining Variables to the *Column/Variable Pairs* box, listed as *Ignored*. Once you have matched or ignored all your Variables, enter the year for the data in the *Year* box. Click **Next** to continue.

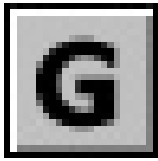
Note

You can select the year for the data only once. So, if you have data for multiple years of taking the same test, import the additional years in separate import sessions. Be careful not to overwrite annual data with data from an incorrect year.

The next screen is the *Import Summary*. It shows all of the column/Variable pairs along with either check marks or Xs. A check mark means that the match will import correctly into the Data Manager. An X means that there is a problem. For example, if you import a Numeric Decimal Variable that has 4 decimal places and the default for the file is set to 2 places, an X will appear. You can click on **Edit Variable** and it will show that the decimal places box is set to 2. You can enter 4 instead, and once you click **OK**, the X should change to a check mark. Scroll down the list to make sure you have all check marks then click **OK**.

The final screen gives you both naming and view options. For your Variable names, you can either select the **Imported file Variable names**, or the **Current QSP Variable names**. Simply click the appropriate button. For the viewing of your Variables, you have the option of putting the newly imported Variables directly into the Database View. If you would like to do so, then click the box next to this item so it is checked. Click **OK** to finish.

QSP will now import your data. This may take several minutes depending on the size of your original file.



Using Groups

Background

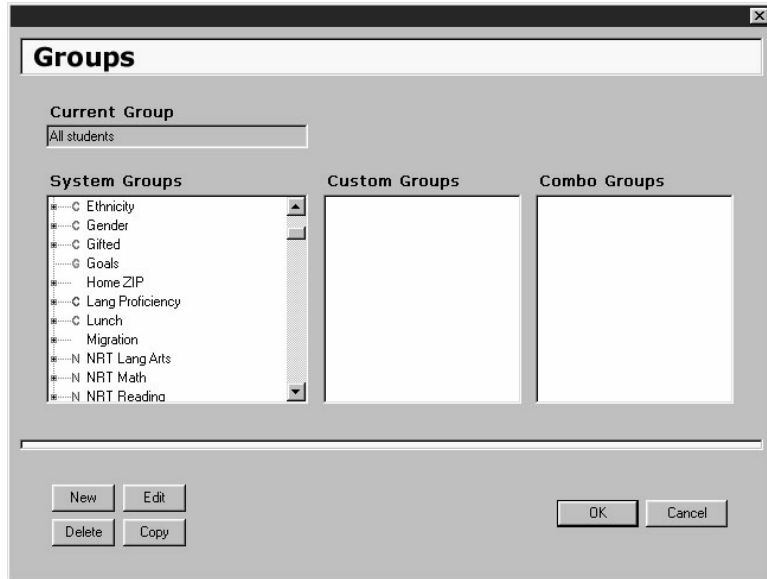
When looking at students' information, it is often helpful to limit a large, unwieldy database to only those students you are currently interested in. This is where Groups come in. When you import data into QSP, each Categorical Variable (such as *Ethnicity*) is automatically broken down into its component Groups (*Black, Asian, etc.*). In addition, Groups are created for each Variable's *Missing, Valid, Invalid, Not Applicable, or Out of Range* data. You can then view, analyze, and report on these Groups in any combination you like. You can also create your own Custom Groups, or combine Groups for even more specific analysis.

How do I access Groups?

Go to the **Database** menu and select **Groups**, or simply click on the Groups button (see Appx II). This will take you to the *Groups* dialog (see pg 30). At the top, you will see a box labeled *Current Group* with the default *All Students* in gray. This means that currently, your view of the database is not restricted to any one Group (see *Database View*, pg 35). There are three types of Groups: *System Groups, Custom Groups* and *Combo Groups*. System Groups are created by QSP upon

import and are based on the Variables imported. Custom Groups are Groups that you create based on your own criteria. Combo Groups are created by combining multiple Groups to get very specific subsets of the database.

The Groups Dialog

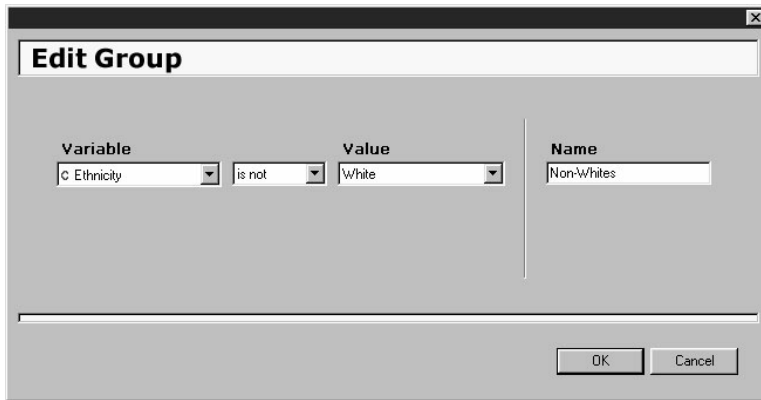


How do I create a Custom Group?

Click on the **New** button in the lower left-hand corner of the *Groups* dialog, and you will be presented with the *Add Group* dialog box. You can create either a new Custom Group or new Combo Group. Click the **Custom Group** button, and then click **OK**. You will now see the *Edit Group* dialog (see pg 31).

From a Categorical Variable

Here, we will create a Group to get all ethnicities other than caucasian. Click on the down arrow next to **Variable** to reveal all the Variables containing data and choose the Variable of interest (*Ethnicity*). Click on the down arrow of



Creating a Group

the next box to choose the comparison you would like to make (in our example, the choice would be *Is Not*). Click on the down arrow under **Value** and choose the appropriate Category (in our example, the choice would be *White*). In the *Name* box, type in the name of your new Group. Click **OK** to confirm.

From a Numerical Variable

The process here is identical, with a few exceptions. When you select the *Variable*, QSP automatically shows you the Variable's range. This can help in determining the correct *Value* (which will be number instead of a Category). You have several operators to choose from, such as "greater than," (>) "less than," (<) etc. The *between* operator allows you select a range for your Group, so you will need to enter two numbers for the *Value*.

How do I create a new Combo Group?

To create a new Combo Group click on the **New** button in the *Groups* dialog, click the **Combo Group** button, and click **OK**. Under the *Name* box type in the name of your new Combo Group. Now choose the Groups that you want to define the

Combo Group. For example, if you choose 90016, 90018, Black, Female and Magnet, it will give you all the black, female, magnet students who live in the 90016 and 90018 zip codes.

*Creating a
Combo Group*

Edit Combo Group

Name
Group 1

Contents
Female and Magnet and 90016, 90018 and Black

Groups

Female 90018
Magnet Black
90016

OK Cancel

Clicking on any of the eight *Groups* pulldowns will show you the option **Set Group**. Clicking on this will take you to the *Groups* dialog, where you can highlight the Group of interest and click OK. If you want to remove a Group, simply click on its pulldown and select Remove Group.

Note

Choosing *Groups* within the same *Variable* will expand your *Combo Group* (i.e. "Black" **OR** "White"). Choosing *Groups* from different *Variables* will tighten your *Combo Group* (i.e. "Black" **AND** "Female").

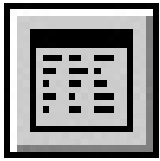
How do I edit, copy or delete a Group?

In the *Groups* dialog, click on the Group you want to edit (you cannot edit System Groups) and then click **Edit**. Simply change to fit your needs, and click **OK**.

If you want to make multiple Combo Groups that are very similar to each other, you don't have to recreate each one from scratch. Just click on the Combo Group of interest (you can only copy Combo Groups) and click **Copy**. You can then edit the new Combo Group by adding or removing Groups (up to eight) and changing its name.

To delete a Group, simply click on it (you cannot delete System Groups) and click **Delete**. You will see a confirmation dialog. Click **OK** to confirm.





Database View

Background

There are five entries in QSP's **View** menu. Two of these entries are different view options: **Toolbar** and **Status Bar**. Check marks appear to the left of these menu items to show if they are selected or not. When **Toolbar** is checked, you will see a column of tool icons (see pg 81) on the left side of the QSP window. These icons are shortcuts to various functions in QSP. When **Status Bar** is checked, a bar appears at the bottom right-hand side of the QSP window which shows how many records are in the current view and what Group is being shown.

There are three different views that you can select in the **View** menu. They are **Database**, **Goals** and **Reports**. When you first open a Project in QSP, you are taken to the *Database View* (see pg 36), where you see the actual database in table (or spreadsheet) format. Your "view" of this data can be changed by:

- Showing, hiding, or swapping Variables
- Sorting Variable records alphabetically or numerically
- Showing specific Groups
- Showing the Tab View of the database
- Adding or deleting students

The Database View

Student ID	Gender	Current Grade	Ethnicity	Gifted	Lunch	NRT Math	NRT Reading
123829	Male	Missing	Hispanic	Missing	Free or Reduce...		
127352	Male	Missing	Hispanic	Missing	Free or Reduce...		
128865	Female	Missing	African American	Missing	Full Pay Lunch		
129074	Male	Missing	African American	Missing	Full Pay Lunch		
129113	Female	Missing	African American	Missing	Full Pay Lunch		
1292390	Male	Missing	African American	Missing	Free or Reduce...		
1293478	Female	Missing	African American	Missing	Full Pay Lunch		
1297634	Female	Missing	African American	Missing	Full Pay Lunch		
1299498	Male	Missing	African American	Missing	Full Pay Lunch		
1299730	Male	Missing	African American	Missing	Full Pay Lunch		
130095	Female	Missing	African American	Missing	Free or Reduce...		
1301156	Male	Missing	Pac Islander	Missing	Free or Reduce...		
1303184	Female	Missing	African American	Missing	Full Pay Lunch		
1304825	Female	Missing	Hispanic	Missing	Free or Reduce...		
1306001	Male	Missing	African American	Missing	Free or Reduce...		
1306135	Female	Missing	Hispanic	Missing	Free or Reduce...		
1308713	Male	Missing	African American	Missing	Full Pay Lunch		
1310763	Male	Missing	African American	Missing	Full Pay Lunch		
1310928	Female	Missing	African American	Missing	Free or Reduce...		
1311641	Male	Missing	African American	Missing	Full Pay Lunch		
1313430	Female	Missing	African American	Missing	Full Pay Lunch		
1313501	Female	Missing	African American	Missing	Full Pay Lunch		
1315502	Male	Missing	Hispanic	Missing	Full Pay Lunch		
1315668	Male	Missing	African American	Missing	Full Pay Lunch		
1316663	Female	Missing	Hispanic	Missing	Free or Reduce...		
1319261	Male	Missing	African American	Missing	Free or Reduce...		
1320121	Male	Missing	Asian	Missing	Free or Reduce...		
1323015	Female	Missing	African American	Missing	Full Pay Lunch		
132605	Male	Missing	African American	Missing	Full Pay Lunch		
1327044	Male	Missing	African American	Missing	Free or Reduce...		

How do I show, hide, or swap a Variable?

To show a Variable

Right-click on the name of any Variable in the current view (say, *Ethnicity*). You will see a popup menu. Scroll down to highlight **Show Variable** and click to select. When the *Variables* dialog box appears, select the Variable you would like to add and click **OK**. The Database View will be updated with the new Variable added (placed to the right of *Ethnicity*).

To hide a Variable

Right click on the name of the Variable you want to hide and select **Hide Variable** from the popup menu. The Database View will be updated, and the Variable you hid will no longer be in view.

To swap a Variable

Right click on the name of the Variable you want to replace. Scroll down the popup menu to highlight **Swap Variable** and click to select. When the *Variables* dialog box appears, select the Variable you would like to add and click **OK**. The Database View will be updated to show the new Variable in place of the old.

Note

When you replace or hide a Variable, it will be removed from the current view. However, the underlying database still contains that Variable and the information (records) related to it.

How do I sort Variable records?

Click on the name of the Variable you want to sort in the Database View. A screen will appear asking if you want to sort the records. Click **OK** to confirm. The screen will refresh itself and show the database sorted from A-Z, or from lowest number to highest, based on that Variable's records.

How do I view a Group?

To view the Group you are interested in, go to the **Database** menu and choose **Groups**, or click the **Groups** button (see Appx II). Select the Group you want from any of the three sections, System, Custom or Combo, and click **OK**. For *System Groups*, you need to scroll to the Variable you are interested in and then click on the + icon to the left of the Variable name. This expands the Variable to show the Groups that are related to it. After selecting a Group and clicking **OK**, you will be returned to the Database View. Notice that only the students from the selected Group are available.



What is the Tab View?

The Tab View (see below) allows you to directly access and edit each student's particular information. Simply double-click anywhere on a student's row in the Database View, and

The Tab View

Profile	Scores 1	Scores 2	Background 1	Background 2	Additional Info
First Name	Mike				
Middle Name					
Last Name	Stevens				
Home City					
Home ZIP	Missing				
Date of Birth					
Gender	Male				
Cohort					
AFDC	Missing				
Bussed	Missing				
Gifted	Missing				
Attendance					
Ethnicity	African American				
Current Grade	Missing				
Lunch	Full Pay Lunch				
Migration	Missing				
Lang Proficiency	Missing				
Opt Profile 1	Missing				
Opt Profile 3	Missing				
Primary Lang	Missing				
Years at school					
Disability	Missing				
School ID					
Special Ed	Not Special Ed				
Opt Profile 2	Missing				
Opt Profile Date					

the Tab View for that student will appear. Every Variable in QSP (whether or not it contains data) is laid out across six different tabs. You can move between each tab by clicking the mouse on the tab you are interested in. To go to the next student, click on **Next** in the lower left corner of the Tab View. To go to the previous student, click on **Previous**.

Note

The Tab View only shows the students within the specific Group you have chosen in the Database View. So, when you click forward or back, you will get the next student in that Group, possibly skipping other students in the database.

How do I add or delete a student?

To add a student

Go to the **Database** menu and select **Add Student**. In the dialog box, enter the ID number and appropriate year for the student. The *Profile* tab of the Tab View will appear. Type in the student's name and other background information. Select the other tabs (*Scores 1*, *Scores 2*, etc.) and enter the appropriate information. Click **OK** to confirm.

To delete a student

In the Database View, click on the student's ID number to highlight it. Go to the **Database** menu and select **Delete Student**. Click **OK** to confirm.

How do I show one Year's data?

Select **Show Year** from the **Preferences** menu. When the *Show Year* dialog comes up, click the button next to **One year** to activate it. Next, use the *Year* pulldown to select the year that you are interested in. Click **OK** to confirm. When you return to the Database View, the year you have chosen will appear in



The Show Year Dialog

vate it. Next, use the *Year* pulldown to select the year that you are interested in. Click **OK** to confirm. When you return to the Database View, the year you have chosen will appear in

the bottom right corner (in the leftmost box of the status bar), and only that year's data will be in view.

Note

When you use Show Year, all other years' data will be removed from the current view. However, the underlying database still contains those years and the information (records) related to them.

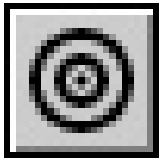
To view the data for all years in the database, return to the *Show Year* dialog and click the button next to *All years*. The *Year* box will grey out. Click **OK** to confirm. When you return to the Database View, *All years* will appear in the bottom right corner (in the leftmost box of the status bar), and the data for all years will be in view.

How do I save my Project?

In the Database View, simply go to the **File** menu and select **Save**. If you want to make a duplicate of your Project, select the **Save As...** option. You will see a dialog asking you to enter the new Project's *Name*. Do so and click **OK**. The password dialog will appear. Enter the password for the original Project and click **OK**. QSP will save and close the original Project and open the new duplicate Project. You can change the password of your new Project by going to the **Edit** menu and selecting **Change Password**.

Note

The Save As... option is helpful if you want to make a base Project (with all the necessary import matchings, Variable names, Charts, etc.) and then use it as a template for other Projects.



Working with Goals

Background

Goals allow you to set standards for a Group of students, and then track those standards in the context of specific Targets. Goals for your school should be set by a Site-Based Management Team (SBMT) composed of the key stakeholders for student progress at your school: teachers, administrators, parents, and community leaders. Goal setting should go hand in hand with the school planning process. Be very specific in defining your Goals. Be sure to include: the types of Goals, when you hope to reach them, how you will measure progress, and what plan of action will help you reach your Goals.

How do I create Goals?

Go to the **View** menu and select **Goals**. This takes you to the Goals View (see pg 42), where you will see an empty chart with columns labeled *Name*, *Target Year*, *Priority*, and *Type*. (This will eventually hold the Goals you create.) Go to the **Goals** menu and select **Add Goal**.

The Goals View

Name	Start Year	End Year	Priority	Type	Group
Goal 1	2001	2002	Low	Curriculum and Instruction	All students
Asian Parents Reading Goal	2001	2004	High	Parental Involvement	Asian
Reading Goal	2002	2006	Medium	Curriculum and Instruction	Reading Low Achievers

Creating a Goal

When you create a new Goal, you will first be presented with the dialog below. Enter the *Name* of the Goal, select the *Group* of interest, and decide how many Targets this Goal will contain by clicking on one of the three radio buttons. Next, decide which *Area* this Goal concerns by clicking on the pulldown menu. Your choices here are identical to the six Areas of the QSP Resource Kit:

- Curriculum and Instruction
- Technology and Innovation
- Professional Development
- Parental Involvement
- Safety and Security
- Special Programs

Next, select the *Priority* (High, Medium, Low) and the *Start* and *End* years for this Goal. Enter the name of the *Goal Monitor*. This should be someone from your Site-Based Management Team who can best observe and help the progress of this Goal.

Goals

Goal

Name: Group: Targets: 1 2 3

Area: Priority: Goal Plan:

Goal Monitor: Start: End:

< Back Next > Cancel Help

Creating a Goal

Finally, type in the *Goal Plan*, or how you hope to achieve your Goal, with some key milestone dates you would like to keep. Here's an example: For a Goal of increased performance in Language Arts, you might implement a professional development seminar on new instructional techniques for student writing. You might also implement an after school reading program, or invite parent volunteers to come and read to children. In your Plan, it's a good idea to enter start dates for activities or action items. Once you've completed your Plan, click on **Next** to continue.

Setting Targets

The next series of screens (see pg 44) deal with the creation of up to three specific Targets for your overall Goal. When you make a Target, you are essentially making a Group of potential students. For this reason, Target creation is almost identical to Group creation (the exception being that you can only choose an Annual Variable in your Target).

Creating a Target

The screenshot shows a window titled "Goals" with a dartboard icon in the top right corner. The main content area is titled "Target 1" and contains several input fields and dropdown menus. The "Variable" dropdown is set to "N NRT Reading", the operator is "between", the "Value" field has "10", and the "Name" field has "Target1". Below this, the "Area" dropdown is "Curriculum and Instruction", the "Priority" dropdown is "Low", and the "Target Monitor" field is empty. The "Start" and "End" dropdowns are both set to "2001". A large "Target Plan" text area is empty. At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In the *Target 1* box, select the *Variable*, operator, *Value*, and *Name* just as you would in creating a Group (see pp 30-31). Next, choose the *Area*, *Priority*, and *Start* and *End* years for this Target. The *Target Monitor* may be the same person as the Goal Monitor, or someone assigned to the progress of this particular Target. Finally, enter the *Target Plan*. Click **Next** when you are done. Depending on how many Targets you have, you will see this same screen for Target 2 and Target 3. Fill in the appropriate information as above, and click **Next** to get to the *Summary* screen.

Goal Summary

This screen contains two boxes. The *Goal* box shows an overview of the Goal, including the Goal's Name, Priority, etc. The *Target* box shows the Name, Priority, etc. for Target 1. Click the **2** or **3** buttons to see the overview for Target 2 or Target 3. (If you only have one Target, then these will be greyed out.) Review all the information and decide if you would like to change anything. If so, then click on the **Back** button until you reach the appropriate screen, edit where necessary, and click **Next** until you get back to this screen.

When all the information is correct, click the **Finish** button. You will now see your new Goal listed in the Goals View with its *Name, Target Year, Priority, and Type* listed.

Editing a Goal

To edit a Goal, double-click its name in the main Goals View. You will notice that the screens used in creating the Goal now appear as tabs. Click on the appropriate tab and edit where necessary. Note that you cannot add or delete Goal Targets here. If you want a different number of Targets, you will need to create a new Goal from scratch.

Deleting a Goal

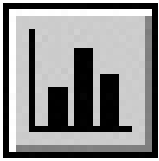
To delete a Goal, select **Delete Goal** from the **Goals** menu. You will get a dialog box asking which Goal to delete. Click the down arrow and highlight the Goal you wish to delete. Click **OK** to confirm. The next dialog box will ask to confirm deletion of the Target Groups. Click **OK** to confirm.

Note

When you create a Goal, a Group is automatically created for each Target, as well as the Goal itself. These can be accessed in the Groups dialog under System Groups. When you delete a Goal, all associated Target Groups are deleted as well.







Reports View

Background

QSP allows you to create various charts, graphs, and tables to represent your data. These Charts and Reports can be compiled in your favorite word processing program with added explanations and headings to generate informative accounts for various audiences.

How do I build Charts?

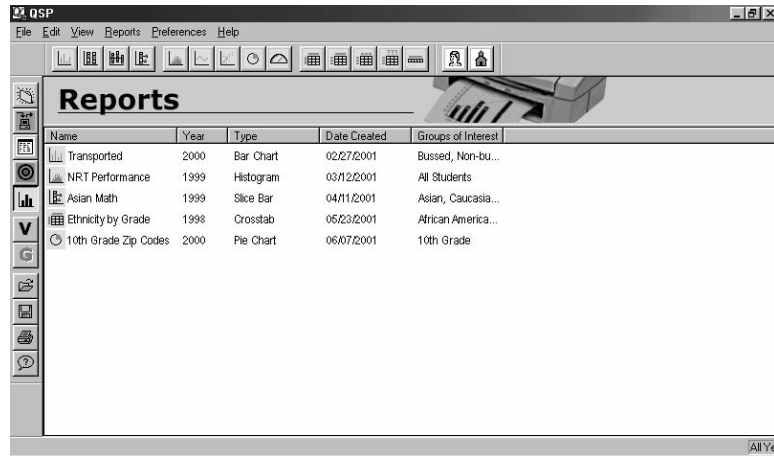
Go to the **View** menu and select **Reports**, or click the **Reports** button (see Appx II). This takes you to the Report View (see pg 48), where you will see an empty table with columns labeled *Name*, *Year*, *Type*, *Date Created*, and *Groups of Interest*. (This will eventually hold the Charts and Reports you create.)

Go to the **Reports** menu and select **New Chart**. A submenu will appear with all of the possible choices. Simply click on the type of Chart you would like to generate. Alternately, you can click on one of the Report Toolbar buttons (see Appx II) to take you to the Chart dialog of your choice.

View

Reports

The Reports View



Before creating Charts, it is important to understand a few conventions that are present in most of the Chart dialogs.

Questions

In creating each Chart, you are essentially asking a question. When there is an option, QSP allows you to ask one of five questions:

- How many?* This is for Categorical Variables only. Use this to get a count for each relevant Group.
- What percent?* This is for Categorical Variables only. Use this to find the percentage each relevant Group occupies of the total.
- What is the average?* This is for Numerical Variables only. Use this to get the mean score on tests, etc.
- What is the middle score?* This is for Numerical Variables only. Use this to get the median score on tests, etc.
- What % scored at or above?* This is for Numerical Variables only. Use this to get the percentage of students who scored at or above a certain cut point.

Add and Remove

In deciding what Variables and Groups to include in your Charts, you can be very flexible. Many Chart dialogs have a box or boxes with the buttons **Add** and **Remove** below. To add items to the box, click on Add. For Variables, this will take you to the *Variables* dialog. Simply scroll down and select the Variable to add, then click **OK**. Keep adding Variables this way until you are done. For Groups, clicking on **Add** will take you to the *Groups* dialog. Here, you can click on a Group of interest and click **OK** to add. To remove a Group or Variable from the Chart you're building, simply highlight it and then click **Remove**.

Repeated Elements

The Chart dialogs are all divided into three sections. The top and bottom sections contain elements which remain consistent throughout most of the Chart dialogs:

The top section always contains (except in special cases) the **Group** pulldown and the **Year** pulldown. Use these to limit your report to a specific Group and/or year.

The bottom section always contains the **Title** edit box. Your Chart must have a title.

The middle section contains all of the elements that are unique to that particular Chart.

Accessing Charts

To get to a Chart dialog, select New Chart from the Reports menu, then select the Chart. Or, simply click the Chart button of your choice on the Report Toolbar (see Appx II).

Descriptions of each Chart follow...



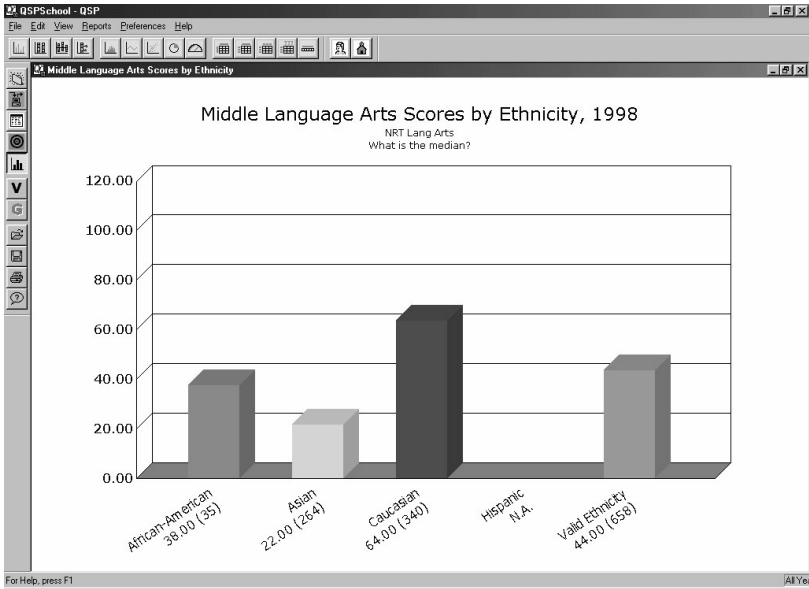
Bar Chart

The screenshot shows a 'Bar Chart' dialog box with the following fields and controls:

- Group:** A dropdown menu set to 'All students'.
- Year:** A dropdown menu set to '1998'.
- Question:** A dropdown menu set to 'What is the middle value?' (callout 1).
- Variable:** A dropdown menu set to 'NRT Lang Arts' (callout 2).
- Score:** An empty text input field.
- Bar Groups:** A list box containing 'African-American', 'Asian', 'Caucasian', 'Hispanic', and 'Valid Ethnicity' (callout 3). Below the list are 'Add', 'Remove', and a list manipulation icon.
- Title:** A text input field containing 'Middle Language Arts Scores by Ethnicity' (callout 4).
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

1. Select the question you wish to ask. If you ask *How many?* or *What percent?* then the Variable pulldown will grey, and step two will not be necessary.
2. If you asked *What is the average?* or *What is the middle value?* then select the Variable you wish to investigate. If you asked *What percent scored at or above?* then select a Variable and enter the cutpoint in the Score box.
3. Add the Groups you are interested in here. Each Group you add will be represented as a bar in the Chart.
4. Enter the *Title* of your Chart.
Click **OK** to confirm.

Here is the Bar Chart generated by our example. Each bar represents the median score of each Group on the Variable *NRT Language Arts*. The decimal number next to each Group name is the median, and the number in parenthesis is the Count.





Percentile Bar Chart

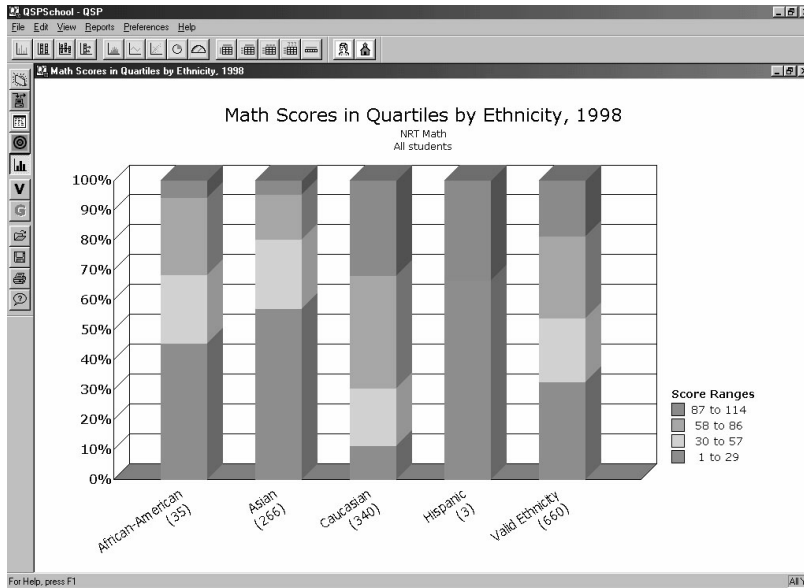
The screenshot shows a dialog box titled "Percentile Bar Chart" with a printer icon in the top right corner. The dialog is divided into several sections:

- Reports:** A section at the top containing a "Group" dropdown menu (set to "All students"), a "Year" dropdown menu (set to "1998"), and a checked "Show Count" checkbox. A callout 4 points to this section.
- Variable:** A dropdown menu set to "NRT Math". A callout 1 points to this dropdown.
- Distribution:** A section with the text "Break the scores down to" and two radio buttons: "4" (selected) and "5". Below the radio buttons is the word "sections". A callout 2 points to the "4" radio button.
- Groups:** A list box containing "African-American", "Asian", "Caucasian", "Hispanic", and "Valid Ethnicity". Below the list box are "Add", "Remove", and "OK" buttons. A callout 3 points to the list box.
- Title:** A text input field containing "Math Scores in Quartiles by Ethnicity". A callout 5 points to this field.

1. Choose the Variable you wish to examine by clicking on the down arrow and selecting the Variable of your choice. Here, selecting *NRT Math* will get you the range of scores for that outcome.
2. Select how many color-coded ranges you want to split the Variable scores into by clicking either 4 (quartiles) or 5 (quintiles). For *NRT Math* (scores from 0-99), selecting quartiles will create 4 ranges: (0-24), (25-49), (50-74), (75-99).
3. Add the Groups you are interested in here. Each Group you add will be represented as a bar in the Chart.

4. Checking the **Show Count** box will give you the number, in parenthesis, of individual students for each Group you have chosen.
5. Enter the *Title* of your Chart.
Click OK to confirm.

Here is the Percentile Bar Chart generated by our example. Think of each bar as an individual Pie Chart for each Group. For instance, we can see that out of the 266 Asians who took the NRT Math test, 57% scored in the lowest range, 23% scored in the next range, 15% scored in the next range, and 5% scored in the highest range.





Floating Bar Chart

Groups Mode

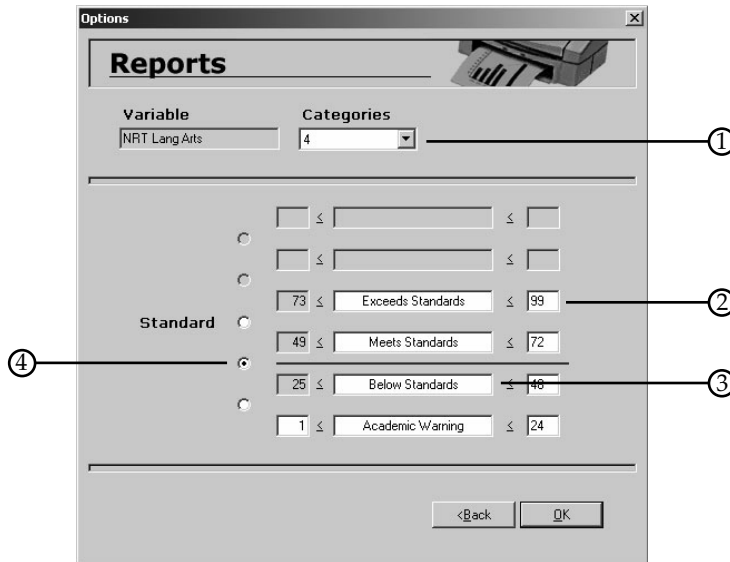
The screenshot shows a dialog box titled "Floating Bar Chart" with a "Reports" header and a printer icon. The "Group" dropdown is set to "All students" and the "Year" dropdown is set to "1998". The "Show Count" checkbox is checked. The "Mode" section has "Groups" selected. The "Groups" list contains "African American", "Asian", "Hispanic", "Other", and "Pacific Islander". The "Variable" dropdown is set to "N NRT Lang Arts". The "Title" field contains "NRT Lang Arts by Ethnicity".

1. Choose the *Mode* for your Floating Bar Chart. Clicking on **Groups** will give you the above dialog box and will generate a Chart analyzing how certain Groups performed on a certain test (Annual Variable).
2. Add the Groups you are interested in here. Each Group you add will be represented as a bar in the Chart.
3. Choose the **Variable** by clicking on the down arrow and selecting the Annual Variable of your choice. Here, we have chosen *NRT Lang Arts*.
4. Checking the **Show Count** box will give you the number, in parenthesis, of individual students for each Group you have chosen.

5. Give the Floating Bar Chart a title.

Click Next to continue.

Once you do, the *Options* dialog box will appear.

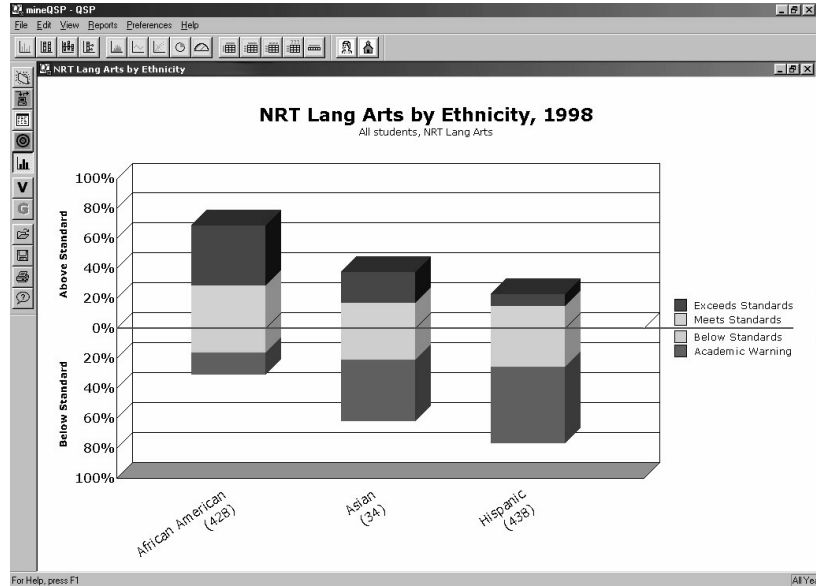


Setting the Standard for a Numerical Variable

1. Select the number of **Categories**, or ranges, you want to divide your Variable into (from three to six levels). Here, we are splitting the results of *NRT Lang Arts* into 4 possible Categories.
2. Enter the values that define the range of each Category.
3. Enter titles for each Category, or you can leave the pre-defined Categories shown above.
4. Select the *Standard* for the Floating Bar Chart. Scores falling above the Standard will be represented in shades of green, scores falling below in shades of red.

Click **OK**.

Here is the Floating Bar Chart generated by our example. The results are very similar to the Percentile Bar Chart, except that the bars are shifted relative to the *Standard*.



Choosing the **Variables** Mode will give you this dialog:

Reports

Group: All students Year: 1998 Show Count

Mode

Groups Variables

Variables

NRT Lang Arts - 1998
NRT Math - 1998

Add Remove

Numerical Categorical

Title

Breakdown of Lang Arts and Math

Next > Cancel

Variables Mode

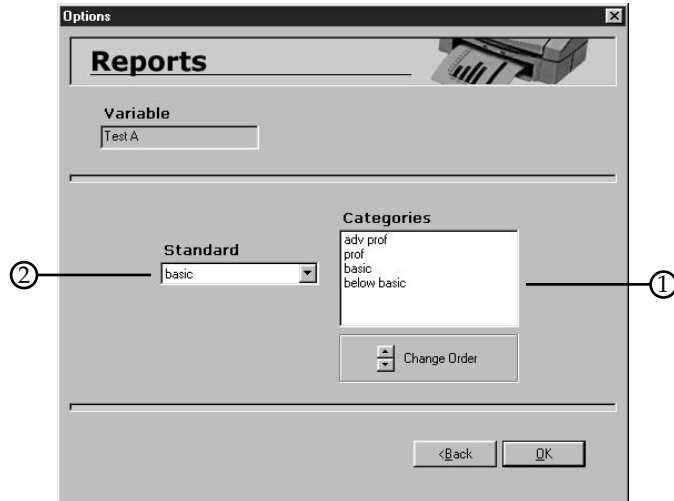
This will generate a Chart analyzing how one Group performed on multiple tests (Annual Variables).

1. Decide if the Variables you want to analyze are going to be **Categorical** or **Numerical** (they all must be the same Type).
2. Add the Variables you are interested in here. Each Variable you add will be represented as a bar in the Chart.
3. Checking the **Show Count** box will give you the number, in parenthesis, of students who took each test you have chosen.
4. Give the Floating Bar Chart a title.

Click Next to continue.

If you have selected **Numerical** Variables, you will get the same *Options* dialog box seen on page 55. Select the Categories and Standard as you do there. However, if you have selected **Categorical** Variables, then you will get the following *Options* dialog box:

*Setting the
Standard for a
Categorical
Variable*



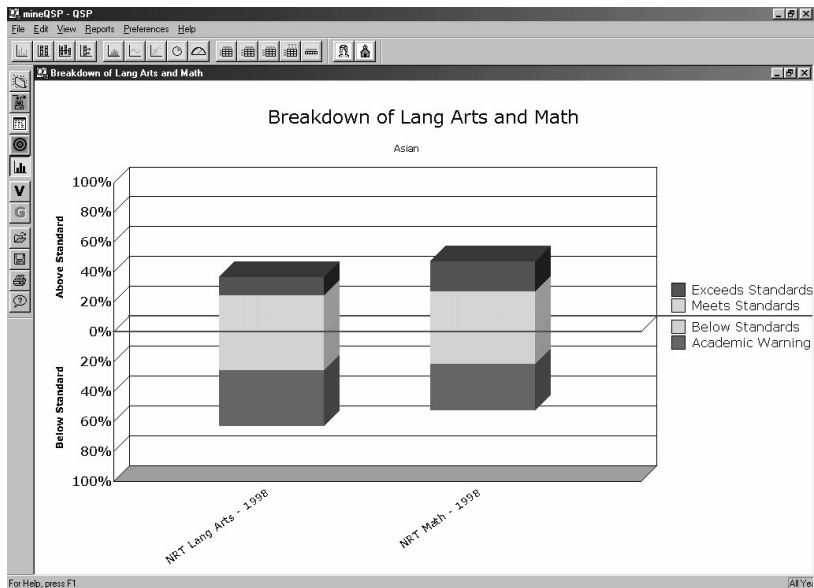
1. The Variables' Categories are listed here, in ascending order. If you would like to change a Category's position, click on it's name to highlight it, then click the up/down arrows next to **Change Order**.
2. Select the **Standard** via the pulldown menu. The Category you select as the Standard will be the first (green-shaded) one *above* the Chart's Standard line.

Click **OK** to finish.

Note

When adding Categorical Variables to a Floating Bar Chart, keep in mind that all Variables added must have the same exact Categories, or they will not appear in the Chart.

Here is the Floating Bar Chart generated by our (Numeric Variable) example. Notice that each bar represents the performance on each test (*NRT Lang Arts* and *NRT Math*) by one Group (*Asians*).





Slicebar Chart

The screenshot shows a dialog box titled "Slicebar Chart" with a "Reports" header and a printer icon. The dialog is divided into several sections:

- Group:** A dropdown menu set to "All students".
- Year:** A dropdown menu set to "1998".
- Show Count:** A checked checkbox.
- Question:** A dropdown menu set to "What is the middle value?".
- Variable:** A dropdown menu set to "N NRT Lang Arts".
- Main Group:** A dropdown menu set to "3rd Grade".
- Comparison Groups:** A list box containing "1st Grade", "2nd Grade", "4th Grade", and "5th Grade". Below it are "Add" and "Remove" buttons.
- Title:** A text field containing "3rd Grade NRT Lang Arts".

Numbered callouts (1-6) point to the Question, Variable, Main Group, Comparison Groups, Show Count checkbox, and Title field respectively.

1. Select the question you want to ask, either *What is the average?* or *What is the middle value?*
 2. Select the **Variable**. This is the test, or outcome, you will be analyzing. We have selected *NRT Lang Arts*.
 3. Select the **Main Group**. Here, selecting *3rd Grade* will give us the median score for all 3rd graders on *NRT Lang Arts*.
 4. Add up to four **Comparison Groups**. The median score for each of these Groups will be charted as well.
 5. Checking the **Show Count** box will give you the number of students in each Group you have chosen.
 6. Enter *Title* of your Chart.
- Click **Next** to continue.

Once you click **Next**, the following dialogue box will appear.

The screenshot shows a dialog box titled "Options" with a close button in the top right corner. Below the title bar is a section labeled "Reports" with a printer icon. The dialog is divided into two main sections: "Variable" and "Categories".

The "Variable" section contains a text box with the value "NRT Lang Arts".

The "Categories" section contains a dropdown menu showing the number "4".

Below these sections are five rows of category ranges, each consisting of a range box and a title box:

- Row 1: Range box is empty, title box is empty.
- Row 2: Range box contains "88" on the left and "117" on the right, title box contains "Exceeds Standards".
- Row 3: Range box contains "59" on the left and "87" on the right, title box contains "Meets Standards".
- Row 4: Range box contains "30" on the left and "60" on the right, title box contains "Below Standards".
- Row 5: Range box contains "1" on the left and "29" on the right, title box contains "Academic Warning".

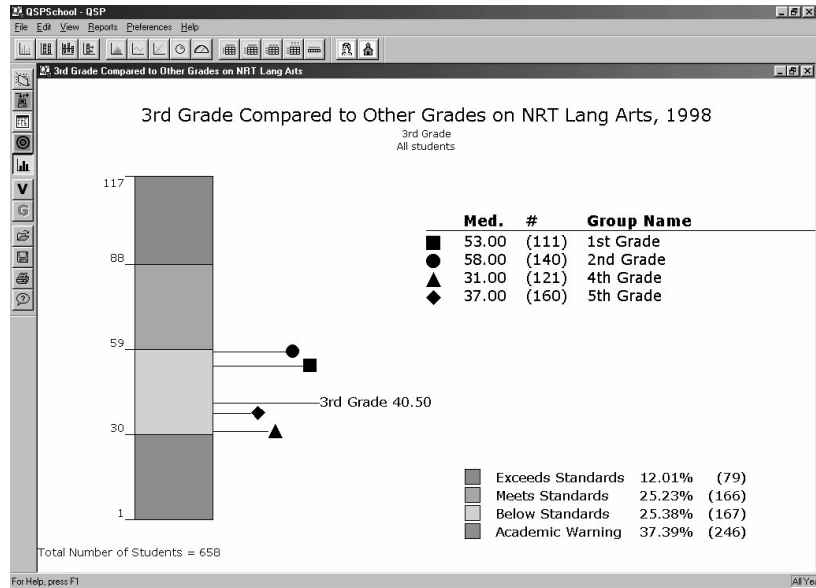
At the bottom of the dialog are two buttons: "<Back" and "OK".

Three numbered callouts (1, 2, 3) are present on the right side of the dialog, pointing to the "Categories" dropdown, the "Exceeds Standards" range, and the "Below Standards" range respectively.

1. Select the number of **Categories**, or ranges, you want to divide your Variable into (from three to six levels). Here, we are splitting the results of *NRT Lang Arts* into 4 possible Categories.
2. Enter the values that define the range of each Category.
3. Enter titles for each Category, or you can leave the pre-defined Categories shown above.

Click **OK**.

Here is the Slicebar Chart generated by our example. Notice that the Variable, *NRT Lang Arts*, is divided into four color-coded sections. The Main Group, *3rd Grade*, is named directly, while the Comparison Groups are represented by icons within the Chart.



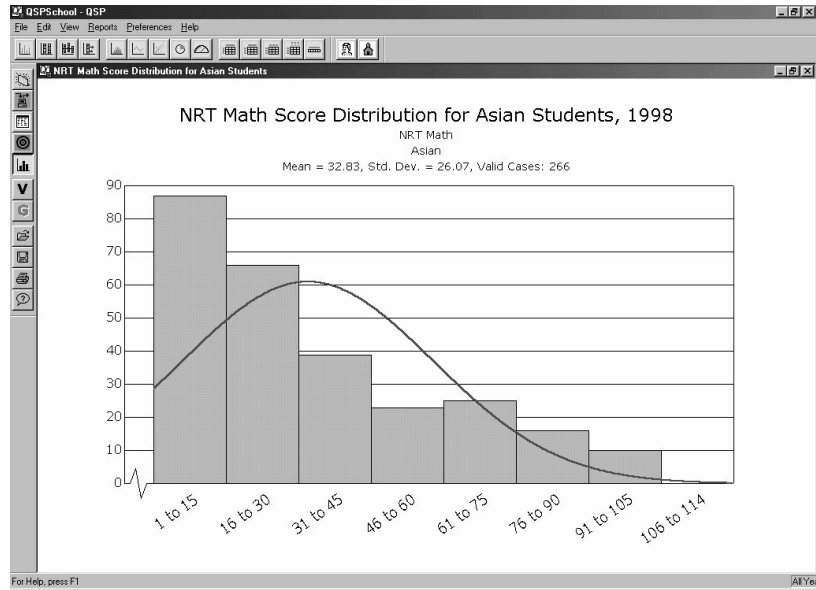


Histogram

The screenshot shows a dialog box titled "Histogram" with a "Reports" section. It includes a printer icon, a "Group" dropdown set to "Asian", and a "Year" dropdown set to "1998". Below this is a "Variable" dropdown set to "NRT Math". An "Options" section contains a "Bar width" field set to "15", with "99 = max value" and "1 = min value" labels. There are two checked checkboxes: "Show Mean and Standard Deviation" and "Show Normal Curve". At the bottom, there is a "Title" field containing "Math Scores for Asian Students" and "OK" and "Cancel" buttons. Numbered callouts 1 through 5 point to the Variable dropdown, Bar width field, Show Mean and Standard Deviation checkbox, Show Normal Curve checkbox, and Title field respectively.

1. Choose a **Variable** by clicking on the down arrow and selecting the Annual Numerical Variable you wish to examine. Here, we have selected *NRT Math*.
 2. Enter the *Bar width*. The wider you make each bar, the fewer bars (score ranges) will be represented in the Histogram.
 3. If you would like to see the *Mean* and *Standard Deviation* of the results, then check this box.
 4. If you would like the *Normal Curve* drawn over the bars, then check this box.
 5. Enter *Title* of your Chart.
- Click **OK**.

Here is the Histogram generated by our example. The entire range of scores for *NRT Math* (1-99) has been broken up into equal intervals (15) represented by each bar. The height of each bar shows how many students scored within that particular range.





Line Graph

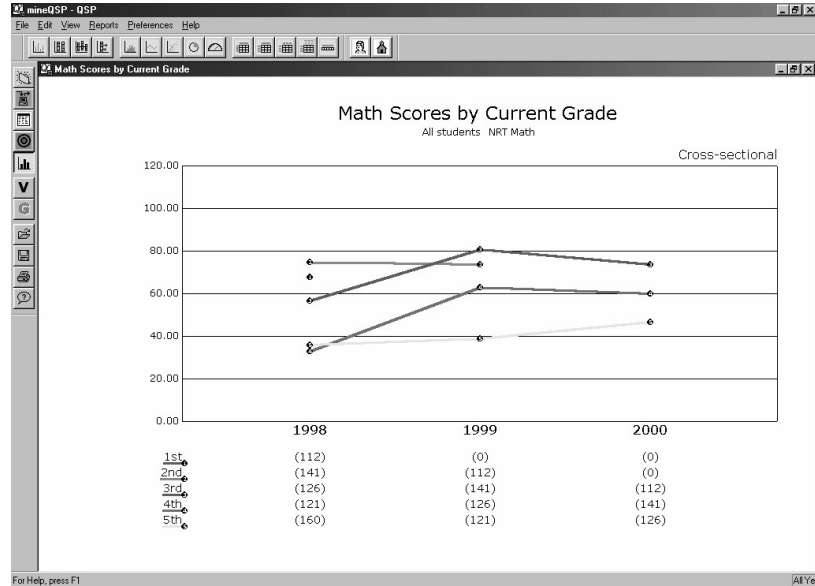
The screenshot shows a dialog box titled "Line Graph / Multi-Bar" with a "Reports" header and a printer icon. It contains several sections: "Group" with a dropdown set to "All students" and "Years" with dropdowns for "1998" and "2000"; "Mode" with radio buttons for "Groups" (selected) and "Variables"; "Type" with radio buttons for "Cross-sectional" (selected), "Longitudinal", and a "Show %" checkbox; "Question" with a dropdown set to "What is the middle value?"; "Variable" with a dropdown set to "NRT Math"; a "Groups" list box containing "1st", "2nd", "3rd", "4th", and "5th" with "Add" and "Remove" buttons below it; and a "Title" field set to "Math Scores by Current Grade" with "OK" and "Cancel" buttons at the bottom right. Numbered callouts 1 through 8 point to these specific elements.

Groups Mode

1. Enter the range of years for your Line Graph.
2. Choose the *Mode* for drawing. You can use either lines or bars to represent your data. Here, we have chosen lines.
3. If you want to know how various Groups (up to 8) performed on a certain test (Annual Numerical Variable), click on the **Groups** button. You will see the dialog above.
4. Select the question you want to ask. You can ask either *What is the average?* or *What is the middle value?*
5. Choose the **Variable** you want to examine. Here, we have chosen *NRT Math*.
6. Each Group you add here will be represented as a line in the Chart.

7. Choose the *Type* of calculation. If you choose **Cross sectional**, all students in each Group will be calculated. If you choose **Longitudinal**, only students with data in *all the years* of the graph will be calculated. You can show what percentage those students account for by checking the **Show %** box.
 8. Enter *Title* of your Chart.
- Click **OK**.

Here is the Line Graph generated by our example. Each line represents each grade's median scores on *NRT Math* from 1998-2000.



1. If you want to know how one Group performed on various tests (Annual Numerical Variables), click on the **Variables** button. You will see the dialog below.



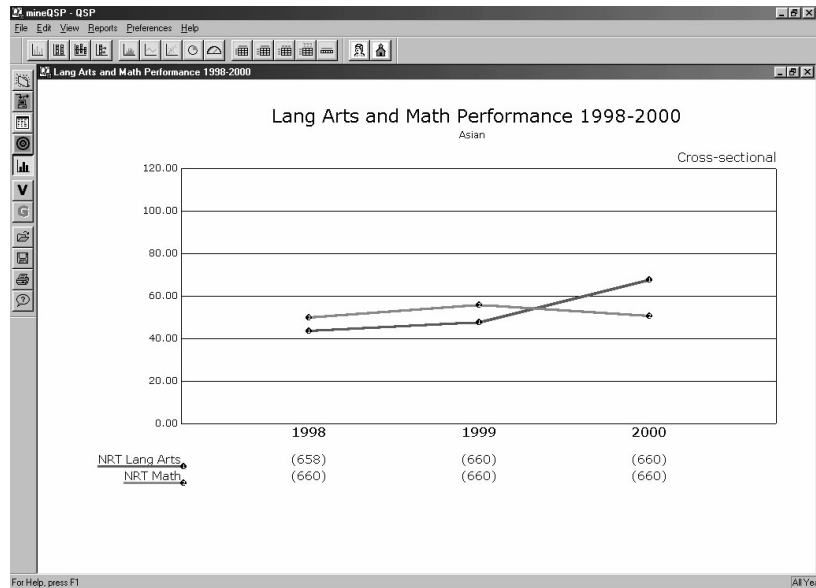
Variables Mode

2. Each Variable you add here will be represented as a line in the Chart. Here, we have chosen *NRT Lang Arts* and *NRT Math*.

Everything else in the dialog box works the same as it did in Groups Mode.

Click **OK**.

Here is the Line Graph generated by our example. Each line represents the Group's (*Asian's*) median scores on each test from 1998-2000. Here, we only have two lines; one for *NRT Math*, and one for *NRT Lang Arts*.





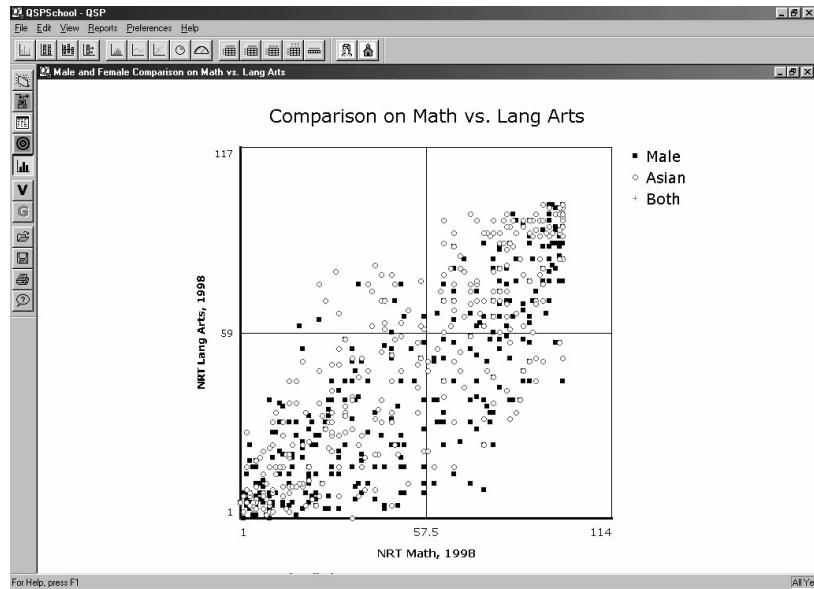
Scatter Plot

The screenshot shows a dialog box titled "Scatter Plot" with a "Reports" header and a printer icon. It contains the following elements:

- Group 1:** A dropdown menu with "Male" selected. Callout 1 points to this dropdown.
- Group 2:** A checked checkbox and a dropdown menu with "Asian" selected. Callout 2 points to this dropdown.
- X Variable:** A dropdown menu with "NRT Math" selected. Callout 3 points to this dropdown.
- Year (for X Variable):** A dropdown menu with "1998" selected.
- Y Variable:** A dropdown menu with "NRT Lang Arts" selected. Callout 4 points to this dropdown.
- Year (for Y Variable):** A dropdown menu with "1998" selected.
- Title:** A text field containing "Comparison on Math vs. Lang Arts". Callout 5 points to this field.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right.

1. Select the first Group of interest by clicking on the down arrow and choosing **Set Group**. Here, *Male* is selected.
 2. If you would like to compare another Group to the first, then check the **Group 2** box and select **Set Group**. Here, *Asian* is selected. If you only want to look at one Group's performance, then make sure this box is unchecked.
 3. Choose the *X Variable* (horizontally plotted) by clicking on the down arrow and selecting your choice. Also, select the *Year* for the Variable. Here, *NRT Math 1998* is selected.
 4. Next, choose the *Y Variable* (vertically plotted) and *Year*. Here, *NRT Lang Arts 1998* is selected.
 5. Enter *Title* of your Chart.
- Click **OK**.

Here is the Scatter Plot generated by our example. The blue circles mark each *Male's* score on *NRT Math 1998* horizontally against his score on *NRT Lang Arts 1998* vertically. The red plus signs mark each *Asian's* scores in the same manner. The black filled squares indicate the scores for students that are both *Male* and *Asian*.



Note

In the Chart, the circles and plus signs are mutually exclusive. For instance, in this example, the circles represent all students that are (Male and not Asian). The plus signs represent those that are (Asian and not Male). The squares represents those that are both (Male and Asian).



Pie Chart

The screenshot shows a 'Pie Chart' dialog box with the following elements:

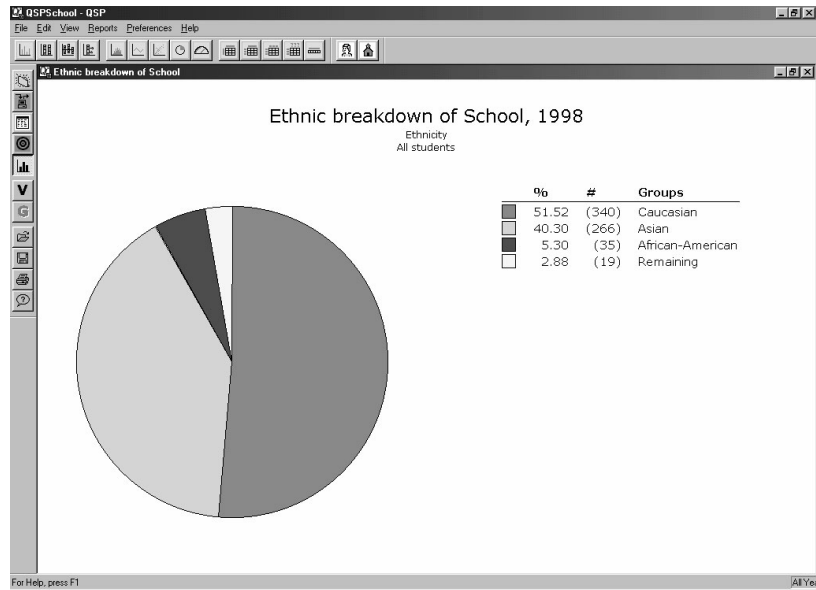
- Group:** All students
- Year:** 1998
- Variable:** Ethnicity
- Options:**
 - Ignore blank records
 - Show counts
- Title:** Ethnic breakdown of School
- Buttons:** OK, Cancel

Numbered callouts indicate the following steps:

1. Variable field (Ethnicity)
2. Options field (Ignore blank records)
3. Options field (Show counts)
4. Title field (Ethnic breakdown of School)

1. Choose the appropriate Variable by clicking on the down arrow and scrolling to your choice. Here, selecting *Ethnicity* will get you “wedges” of ethnic groups such as *White*, *Black*, or *Asian*.
2. Check **Ignore Blank Records** if you wish to eliminate the *Missing Group* from the Chart.
3. Check **Show Counts** if you want to display the number of students in each Group.
4. Enter *Title* of your Chart.
Click **OK** to confirm.

Here is the Pie Chart generated by our example.





Gauge

The screenshot shows the 'Gauge' dialog box with the following fields and options:

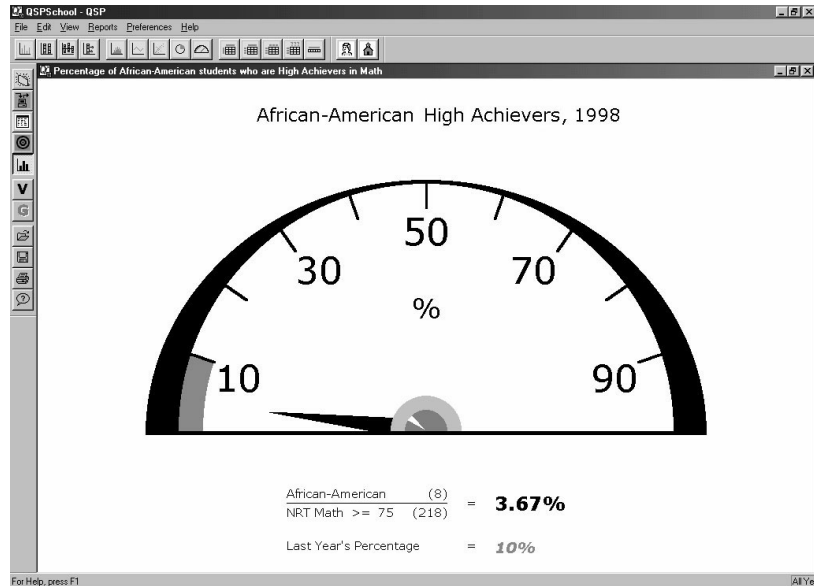
- Main Group:** NRT Math >= 75
- Sub Group:** African-American
- Year:** 1999
- Pointer:** What percent of NRT Math >= 75 are African-American?
- Redline:** Value: 10, Label: Last Year's Percentage
- Title:** African-American High Achievers

1. Choose the appropriate Main Group first by clicking on the down arrow and selecting **Set Group**. Here, *NRT Math >= 75* is selected.
2. Next, choose the appropriate Sub Group by clicking on the down arrow and selecting **Set Group**. Here, *African-American* is selected.
3. The *Pointer* essentially answers the question “What percent of (*Main Group*) are (*Sub Group*)?” Your selected Groups are entered here for clarification.
4. If you like, you can also include a *Redline* percentage that can serve as a comparison to the *Pointer* percentage. This

is not calculated by QSP, but rather provided by you. Simply enter the correct percentage of whatever value you would like compared.

5. Also, a *Label* may be included to explain what the Redline comparison percentage is. If you want to include a Label, check the box and enter a short, descriptive phrase. Here, the comparison percentage is *Last Year's Percentage*.
 6. Enter *Title* of your Chart.
- Click **OK**.

Here is the Gauge generated by our example.





Crosstab

Reports

Group: All students | Year: 1998

Row Variable: Ethnicity | Column Variable: Gender

Include (Row Variable):
 Not Applicable
 Missing
 % in row

Include (Column Variable):
 Not Applicable
 Missing
 % in column

Title: Ethnicity broken down by Gender

OK Cancel

1. Choose the appropriate Row Variable by clicking on the down arrow and scrolling to your choice. Here, *Ethnicity* will give you rows of *Asian*, *Caucasian*, *Hispanic*, etc.
2. If you want to include **Missing** or **Not Applicable** data in the rows of your Crosstab, check the appropriate boxes.
3. The Crosstab Report only gives you counts (thus, no *Question* box), but if you want to calculate the percentages in the rows as well, check **% in row**.
4. Choose the appropriate Column Variable in the same way as the Row Variable. Here, selecting *Gender* will give you columns of *Male* and *Female*.

5. Check the *Include* boxes for **Not Applicable**, **Missing**, or **% in column** as needed.
 6. Enter the *Title* for your Chart
- Click **OK**.

Here is the Crosstab generated by our example. It breaks *Ethnicity* down by *Gender* and gives you the number (and percentage) of *Male* and *Female* students within each ethnic Group.

Ethnicity	Gender		Total	
	Female	Male		
African-American	14	21	35	Count
	4.3	6.2	5.3	% of Ethnicity
	40.0	60.0	100.0	% of Gender
Asian	2.1	3.2	5.3	% of Total
	123	143	266	Count
	38.2	42.3	40.3	% of Ethnicity
Caucasian	46.2	53.8	100.0	% of Gender
	18.6	21.7	40.3	% of Total
	174	166	340	Count
Hispanic	54.0	49.1	51.5	% of Ethnicity
	51.2	48.8	100.0	% of Gender
	26.4	25.2	51.5	% of Total
Other	0	3	3	Count
	0.0	0.9	0.5	% of Ethnicity
	0.0	100.0	100.0	% of Gender
Total	0.0	0.5	0.5	% of Total
	11	5	16	Count
	3.4	1.5	2.4	% of Ethnicity
Total	68.8	31.3	100.0	% of Gender
	1.7	0.8	2.4	% of Total
	322	338	660	Count
Total	100.0	100.0	100.0	% of Ethnicity
	48.8	51.2	100.0	% of Gender
	48.8	51.2	100.0	% of Total



Table

Table

Reports

Group: All students Show Count

Question: What is the middle value?

Type: CrossSectional Longitudinal Show %

Row Groups: African-American, Asian, Caucasian, Hispanic, Valid Ethnicity

Column Variables: N NRT Lang Arts - 1998, N NRT Math - 1998

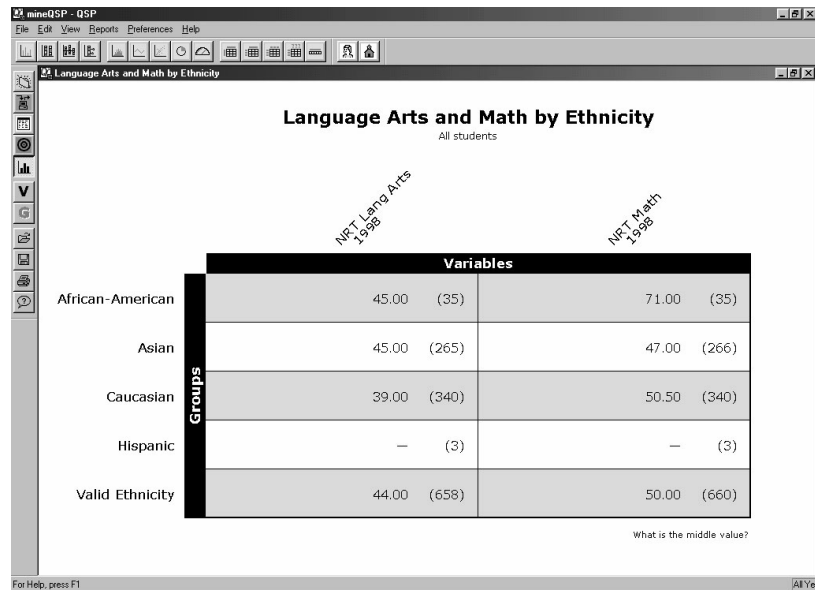
Title: Language Arts and Math by Ethnicity

OK Cancel

1. Select the question you want to ask. Since Tables only deal with Annual Numerical Variables, you can only ask *What is the average?* and *What is the middle value?*
2. Choose the *Type* of calculation. If you choose **Cross Sectional**, all students in each Group will be calculated. If you choose **Longitudinal**, only students with data in *all years* of the graph will be calculated. You can show what percentage those students account for by checking the **Show %** box.
3. Add the *Row Groups* here (up to 8). Here, we have selected various ethnic Groups.

4. Select the *Column Variables* here (up to 8). Here, we have selected *NRT Lang Art 1998* and *NRT Math 1998*.
 5. Check the **Show Count** box if you want the Table to show the number of students in each cell (in parenthesis).
 6. Enter *Title* of your Chart.
- Click **OK**.

Here is the Table generated by our example. It shows the median score for each ethnic Group on Language Arts and Math in 1998.



Note

Notice that there is no Year box in the Table dialog. This is because the Table report allows you examine Outcome Variables spanning as many years as you would like.



Advanced Table

Advanced Table

Reports

Group: All students Show Count

Question: What is the middle value?

Variable: NRT Lang Arts 1998

Row Groups: African-American, Asian, Caucasian, Hispanic, Valid Ethnicity

Column Groups: 1st, 2nd, 3rd, 4th, 5th

Title: Language Arts by Ethnicity and Grade Level

OK Cancel

1. Select the question you want to ask. If you ask *What is the Average?* or *What is the Middle Score?* you will be prompted to select an Annual Numerical Variable for a specific year. (Thus, no Year box in this dialog.) This prompt will not appear if you ask *How Many*.
2. The Variable you selected will appear here. We have chosen *NRT Lang Arts 1998*.
3. Add the *Row Groups* here (up to 8). Here, we have selected various ethnic Groups.
4. Select the *Column Groups* here (up to 8). Here, we have selected various grades.

5. Check the **Show Count** box if you want the Advanced Table to show the number of students in each cell (in parenthesis).
 6. Enter *Title* of your Chart.
- Click **OK**.

Here is the Advanced Table generated by our example. It shows the median score for each ethnic Group, within each grade level, on Language Arts in 1998. For instance, the first cell shows us that, for the seven African-American 1st Graders, the median score on *NRT Lang Arts* was 79.

The screenshot shows a software window titled "Language Arts broken down by Ethnicity and Grade Level, 1998" with the subtitle "All students, NRT Lang Arts". The window contains a table with the following data:

		1st	2nd	3rd	4th	5th
		Groups				
Groups	African-American	79.00 (7)	41.50 (12)	69.00 (7)	35.50 (4)	44.00 (5)
	Asian	50.00 (41)	56.00 (49)	45.00 (53)	34.50 (60)	41.00 (62)
	Caucasian	54.00 (62)	64.00 (75)	39.00 (58)	28.00 (55)	34.00 (90)
	Hispanic	64.00 (1)	74.00 (1)	98.00 (1)	0.00 (0)	0.00 (0)
	Valid Ethnicity	53.00 (111)	58.00 (140)	40.50 (126)	31.00 (121)	37.00 (160)



Questions Table

Questions Table

Reports

Group: All students Year: 1998

Row Groups

- Female
- Male
- Valid Gender
- African-American
- Asian
- Caucasian

Add Remove

Column Questions

Variable: NRT Math

- How many?
- How many tested?
- What percent?
- What is the middle score?
- What is the average?

Title: Math Scores broken down by Gender and Ethnicity

OK Cancel

1. Add the *Row Groups* you are interested in here.
2. Select the Annual Numerical Variable you are interested in.
3. Check the boxes of the questions you want to ask about the selected Groups' performance on the Variable. The questions **How many?** and **How many tested?** are automatically checked. Here, we have checked **What is the middle score?**
4. Enter *Title* of your Chart.
Click **OK**.

Here is the Questions Table generated by our example. It answers multiple questions about the performance of various ethnic and gender Groups on NRT Math 1998.

Math Scores broken down by Gender and Ethnicity, 1998
All students, NRT Math

Groups	Questions		
	How many?	How many tested?	What is the middle score?
African-American	35	35	71.00
Asian	266	266	47.00
Caucasian	340	340	50.50
Female	322	322	50.00
Hispanic	3	3	—
Male	338	338	52.50
Valid Gender	660	660	50.00

For Help, press F1

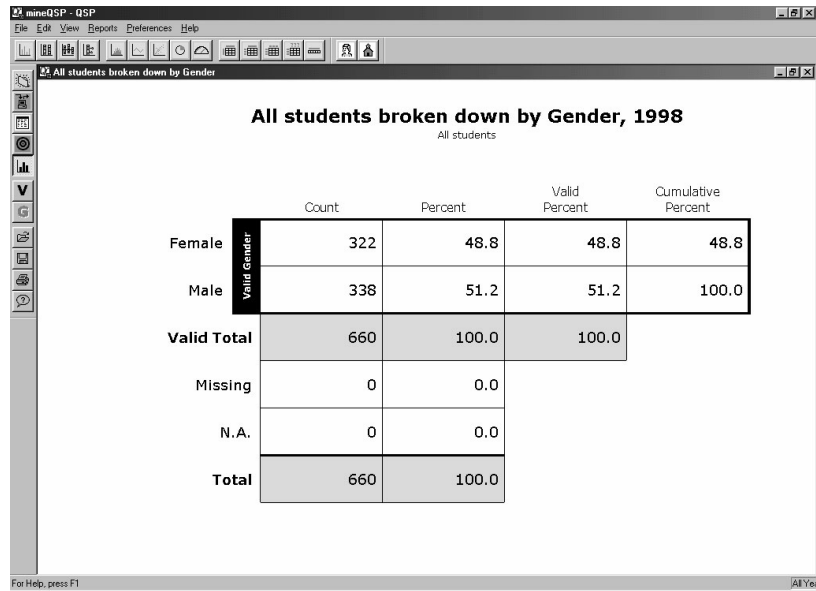


Frequency Table

The screenshot shows a dialog box titled "Frequency Table". At the top, there is a "Reports" section with a printer icon. Below this, there are two dropdown menus: "Group" (set to "All students") and "Year" (set to "1998"). In the center, there is a "Variable" dropdown menu set to "Gender", with a circled "1" pointing to it. At the bottom, there is a "Title" text field containing "All students broken down by Gender", with a circled "2" pointing to it. To the right of the title field are "OK" and "Cancel" buttons.

1. Think of the Frequency Table as a Pie Chart in table format. Choose the appropriate Variable by clicking on the down arrow and scrolling to the Categorical Variable of your choice. Here, selecting *Gender* will give you both the number and percentage of *Male* and *Female* students.
2. Enter *Title* of your Chart.
Click **OK**.

Here is the Frequency Table generated by our example.



The screenshot shows the QSP software interface with a window titled "All students broken down by Gender". The main content area displays a frequency table with the following data:

	Count	Percent	Valid Percent	Cumulative Percent
Female	322	48.8	48.8	48.8
Male	338	51.2	51.2	100.0
Valid Total	660	100.0	100.0	
Missing	0	0.0		
N.A.	0	0.0		
Total	660	100.0		

The table is presented in a pivot table format with "Valid Gender" as the row label. The software interface includes a menu bar (File, Edit, View, Reports, Preferences, Help), a toolbar, and a sidebar with various icons. The status bar at the bottom indicates "For Help, press F1" and "AllY8".

How do I manage my completed Charts?

When you create a Chart, it is added to the Reports View. You can see the *Name* of each Chart, the *Year* it concerns, the *Type*, the *Date Created*, and the *Groups of Interest* within it. If you right-click on a Chart, you will get a pop-up menu with the following options:

Show Chart

This option opens the selected Chart in graphical form. Alternately, you can double-click on a Chart in the Reports View, and it will open. Remember, if you don't recompute the Chart (see *Recompute Chart* below), it may not reflect the current state of your database.

Show Text Version

This option opens the selected Chart in textual form. You have the choice of printing the results (click **Print**) or returning to the Reports View (click **OK**).

Edit Chart

This option opens the selected Chart's original dialog box as it was when you created it. You can edit any of the fields and then click **OK** to save the Chart in its new form.

Recompute Chart

This option opens the selected Chart and redraws it based on the current data. Use this if you have recently changed the database, and want the Chart to reflect those changes.

Delete Chart

This option simply deletes the selected Chart. You will be asked to confirm your choice. Click **OK** to delete, or **Cancel** to leave the Chart as is.

Duplicate Chart

This option creates a copy of the selected Chart. Use this if you want to make a Chart similar to one that already exists. Instead of creating a whole new Chart, just copy the similar one and use **Edit Chart** to make changes.

Show Narrative

This option allows you to add a textual explanation to a Chart that you have created. You will see a dialog box where you can enter as much text as you would like. At any time you may return here to edit and save changes to the text.

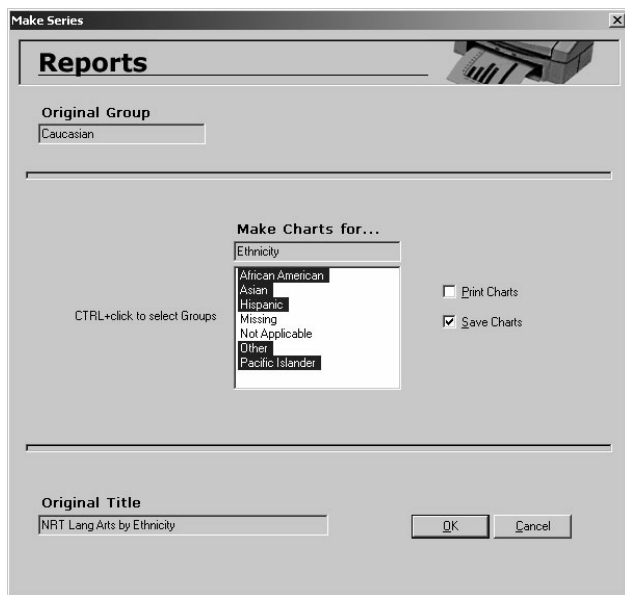
Save as BMP

This option allows you to save a Chart as a graphic image. When you select it, you will see a dialog asking where to save the BMP. Choose the appropriate place on your hard drive and click **Save**. You can then place this image into your own documents as you would any other graphic.

Make Series

This option allows you to create several Charts based on the selected Chart. In order to make a Series, the original Chart must use a *System* Group as the main Group (in the upper left corner of the Chart dialog box). For example, if you create a Bar Chart with *Caucasian* as the main Group, and you want to make the same Bar Chart for all other ethnicities, click on **Make Series**. You will be presented with the Make Series dialog (see next page).

Here, you select which Groups from the associated Variable (*Ethnicity*) you would like to generate Charts for. You do so by holding down **CTRL** and clicking on the appropriate Groups. You can immediately **Print** the Charts or simply **Save** them to the Reports View. Click **OK** to confirm.



Using the Make Series option

Setting Preferences

The **Preferences** menu offers a few choices to help you manage your Charts. You may want to set the minimum sample size for your Charts to eliminate insignificant data. Go to the **Preferences** menu and select **Minimum Sample Size**. You can set it from 5 to 15 students. In other words, if you set it to 10, then any Group with fewer than 10 students will not appear in your Charts.

The other option in the **Preferences** menu is **Recompute on Loading**. When checked, this automatically recomputes each Chart each time you open it. If you want *every* Chart to reflect the most current data, then click **Recompute on Loading** so that it is checked. If you want to keep the data in older Charts as is, then make sure this is unchecked. (You can still selectively recompute Charts with the **Recompute Chart** popup option.)

How do I use Folders?

As you create more and more Charts, the Reports View can get pretty crowded. This is where Folders come in. Folders help you to organize Charts created in QSP into topics of your choice. You have several options for customizing your folder organization:

Creating a Folder

To create a Folder, select **New Folder** from the **Reports** menu and click **OK**. Give a name to the Folder, for example, *6th Graders*. In order to view the contents of a Folder, simply double-click on it. If you want to return to the main Reports View, double-click on the **Root Folder** icon.

Creating Charts within a Folder

When you create a Chart, QSP will place that Chart inside the current Folder. For example, if you have the *6th Graders* Folder open and you create a Bar Chart, QSP will store it in that Folder.

Moving Charts between Folders

To move a Chart from one Folder to another, right-click on the Chart and select **Move to Folder**. Click on the down arrow and select the Folder of your choice and click **OK**. Your Chart can now be found in the Folder you selected.

Renaming a Folder

If you wish to rename a Folder you've already created, right-click on the Folder and select **Rename Folder**. Give the Folder a new name and click **OK**.

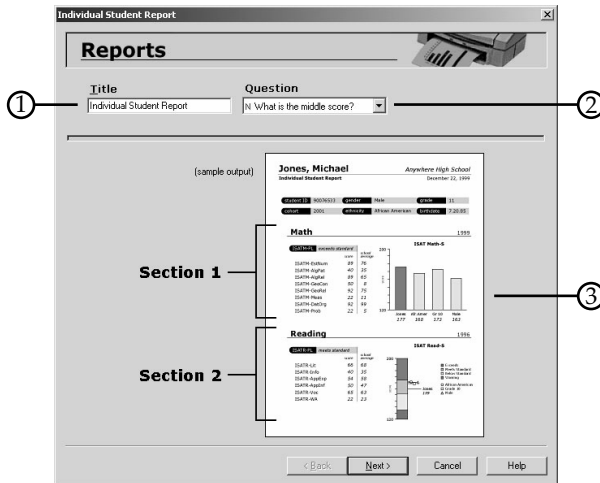
Deleting a Folder

In order to delete a Folder, right-click on the Folder and select **Delete Folder**. You will get a dialog box confirming that you want to delete the Folder. Please note that deleting the Folder

also deletes all the Charts stored within the Folder. Click **OK** to confirm the deletion of the Folder and all its contents.

How do I create an Individual Student Report?

The Individual Student Report (ISR) allows you to create a performance Report Sheet for each individual student within a specific Group. To start, click on the **ISR** button (Appx II).



1. Enter a *Title*, or you may choose to keep the default title.
2. Select the question you want to ask, either *What is the Middle Value?* or *What is the Average?*
3. This is a sample of what an ISR looks like. The top section contains background information such as *Name*, *Birthdate*, etc. QSP will enter all these values for you. **Section 1** is customizable, allowing for multiple Variables (ideally from the same subject area), plus a Bar Chart. **Section 2** is customizable as well, allowing for multiple Variables (ideally from the same subject area), plus a Slicebar.

Click **Next** to continue.

Section 1

Individual Student Report

Reports

Name: Year: Section 1

Student ID: 90076523 Gender: Male Grade: 11
 Cohort: 2001 Ethnicity: African American ISAT Date: 7.20.85

Main Variable
ISAT Math-PL

Sub-Variables
ISAT M-EstNum
ISAT M-AlgPat
ISAT M-GeoCon
ISAT M-GeoRel
ISAT M-Meas
ISAT M-DatOrg
ISAT M-Prob

Add Remove

Math 1999

ISAT Math-PL	Percent Standard	Score	Percent Average
ISAT M-EstNum	89	76	
ISAT M-AlgPat	40	35	
ISAT M-AlgRel	89	65	
ISAT M-GeoCon	50	8	
ISAT M-GeoRel	92	75	
ISAT M-Meas	22	11	
ISAT M-DatOrg	92	89	
ISAT M-Prob	22	5	

Reading 1996

ISAT R-Lit	Percent Standard	Score	Percent Average
ISAT R-Lit	65	69	
ISAT R-Info	40	35	
ISAT R-AlgPat	54	58	
ISAT R-AppPr	50	47	
ISAT R-Voc	65	63	

< Back Next > Cancel Help

1. Enter a *Name* for Section 1, this should reflect the Variables you choose for this section. Here, *Math* is entered.
 2. Select the **Main Variable** for Section 1. This should be a performance-level (Categorical) test from a general subject area (in this example, *Math*). Here, *ISAT Math-PL* is chosen.
 3. Add any **Sub-Variables** for Section 1 here. These should be (Numerical) subscales of the Main Variable, or at least other tests in the same general subject area (*Math*).
- Click **Next** to continue.

Individual Student Report

Reports

Name: Math Year: 1998 Section 1

Student ID: 90076333 Gender: Male Grade: 11
 Cohort: 2001 Ethnicity: African American SynchDate: 7.20.88

Math 1999

ISATM-CL	meets standard	score	primary
ISATM-ExpNum	89	76	
ISATM-AlgNat	45	35	
ISATM-AlgRel	89	65	
ISATM-GeoCon	50	8	
ISATM-GeoStat	92	25	
ISATM-Meas	22	11	
ISATM-DistOrg	92	99	
ISATM-Proof	22	8	

ISAT Math-S 1999

Reading 1996

ISATR-TL	meets standard	score	primary
ISATR-Lit	65	60	
ISATR-Info	40	35	
ISATR-AppExp	54	50	
ISATR-AppInf	50	47	
ISATR-Voc	65	63	

ISAT Read-S 1996

Bar Chart

Variable: ISAT Math

Comparison Groups: African American, Grade 10, Male

Buttons: Add, Remove

Navigation: < Back, Next >, Cancel, Help

1. Choose a **Variable** for your Bar Chart here. Again, this should be from the same general subject area (*Math*). Here *ISAT Math* is selected.
 2. Add any **Comparison Groups** here. Their median scores will be represented as bars in the Chart. Use these to compare to the individual student's score.
- Click **Next** to continue.

Section 2

Individual Student Report

Reports

Name: Reading Year: 1998 **Section 2**

Main Variable: ISAT Read-PL

Sub-Variables: ISATR-Lit, ISATR-Intro, ISATR-AppExp, ISATR-AppInf, ISATR-Voc, ISATR-WA

Reading

Test	Score
ISATR-Geo/Al	82
ISATR-Plans	22
ISATR-Geo/Eng	92
ISATR-Prob	22

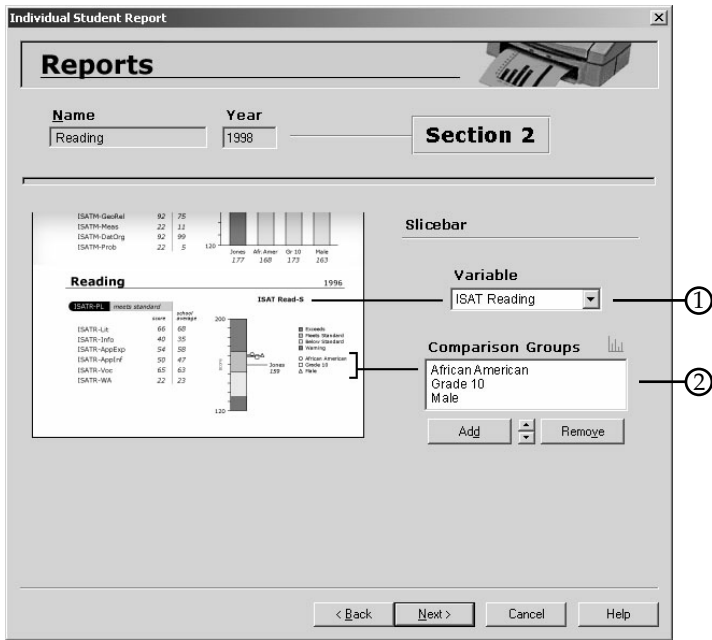
ISAT Read-5

Sub-Variable	Score
ISATR-Lit	66
ISATR-Intro	40
ISATR-AppExp	24
ISATR-AppInf	50
ISATR-Voc	65
ISATR-WA	22

< Back Next > Cancel Help

1. Enter a *Name* for Section 2, this should reflect the Variables you choose for this section. Here, *Reading* is entered.
2. Select the **Main Variable** for Section 2. This should be a performance-level (Categorical) test from a general subject area (in this example, *Reading*). Here, we have chosen *ISAT Read-PL*.
3. Add any **Sub-Variables** for Section 1 here. These should be (Numerical) subscales of the Main Variable, or at least other tests in the same general subject area (*Reading*).

Click **Next** to continue.



1. Choose a **Variable** for your Slicebar here. Again, this should be from the same general subject area (*Reading*). Here *ISAT Reading* is selected. After you select the Slicebar Variable, the *Options* dialog box will automatically appear. Select the Categories and ranges as you would in a regular Slicebar (see pg 61).
 2. Add any **Comparison Groups** here. Their median scores will be represented as icons in the Chart. Use these to compare to the individual student's score.
- Click **Next** to continue.

The final dialog box of the ISR gives you a summary of the information you selected for the Report:

Summary

Reports

Group: All students

Title: Individual Student Report

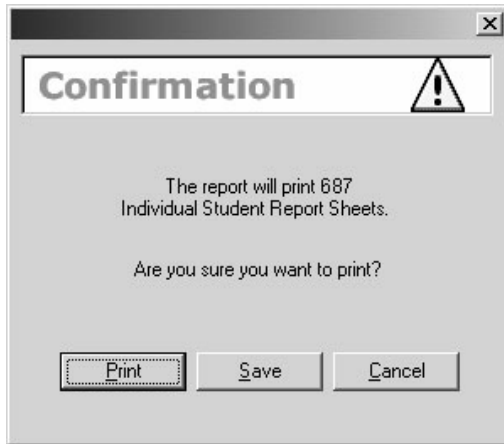
Section 1	Year
Math	1998
Section 2	Year
Reading	1998

School: Anywhere High School

< Back Finish Cancel Help

1. Examine the information here to make sure it is complete and correct. If you want to change anything, click the **Back** button, edit where appropriate, and click the **Next** button until you return to this dialog. To edit the *School* box, you must go to your *User Profile* and edit it there (see pg 11).
2. Select the **Group** you would like to print ISRs for. If you would like to print an ISR for one student only, create a Custom Group (see pg 30) that contains only that student. Click **Finish**.

The Print dialog box (see below) tells you how many Individual Student Report Sheets will be printed. Click **Print**

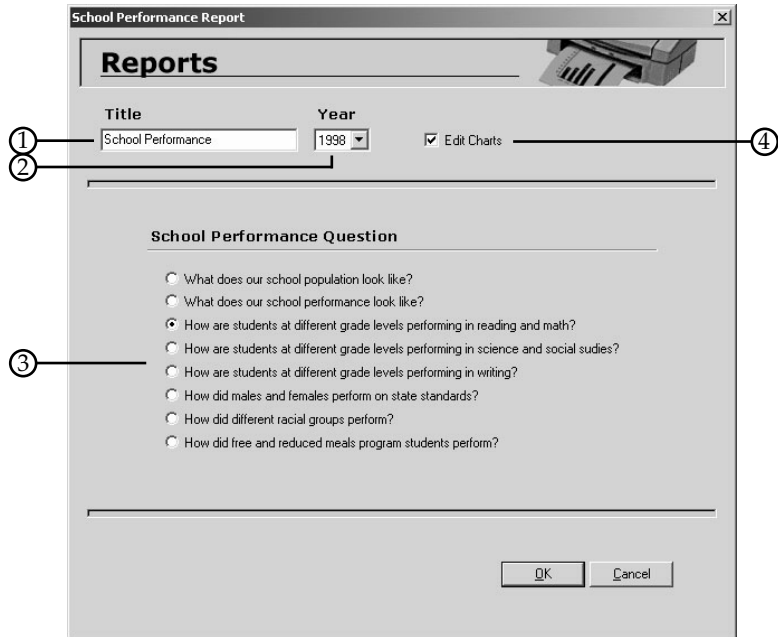


to print them all out immediately. Click **Save** to save the ISR in its current state. Later, when you want to print the Sheets, right-click on the name of the ISR within the Reports View. Select **Edit Report**. You will see the first dialog of the ISR. Click **Next** (making sure each dialog has the correct information) until you get to the *Summary* dialog. Click **Finish**, then **Print**.

How do I create a School Performance Report?

The School Performance Report (SPR) generates a series of informative Charts to answer one of eight common school-related questions. Before starting, we recommend you create a Folder (see pg 88), give it an appropriate name, and open it. By doing so, you will make the SPR place all the Charts it generates into this Folder, and thus keep everything organized nicely. Next, click on the **SPR** button (see Appx II).

You will get the following dialog:



1. Enter the *Title* of your Report. This is only for reference, but should reflect the name of the Folder you created for this particular SPR.
 2. Select the **Year** for the Report.
 3. Select one of the **School Performance Questions**.
 4. Checking the **Edit Charts** box will allow you to customize any of the Charts before the SPR generates them.
- Click **OK**.

You will then see the following dialog:



The screenshot shows a dialog box titled "School Performance Report" with a printer icon in the top right corner. The main heading is "Reports". Below this is a section titled "School Performance Question" with a text input field containing the question: "How are students at different grade levels performing in reading and math?". The dialog is divided into two columns: "Default Variables" and "Variables to Use".

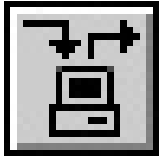
Default Variables	Variables to Use
Current Grade	C Current Grade
NRT Math	N NRT Math
NRT Language Arts	N NRT Lang Arts
PBA Math	
PBA Language Arts	

At the bottom of the dialog are "OK" and "Cancel" buttons.

Here, the SPR displays the *Default Variables*, or what Variables it's looking for. Under *Variables to Use*, select which Variables should be used for this Report. Accordingly, you can change the question itself (at the top of the dialog) to reflect the Variable changes. Click **OK** to continue.

If you chose the **Edit Charts** option, you will next see the dialog box for the first Chart the SPR is planning to generate. Edit where appropriate and click **OK**. Repeat this process until you have seen all the dialog boxes. The SPR will then generate the Charts and place them in the current Folder.





Exporting Data

Background

QSP gives you the ability to export the information in the database for use with other statistical software to do more complex analyses. QSP can export in a format that virtually all statistical software or database programs can import. You can also export data from one QSP project to another.

How do I export my QSP Database?

The exporting process is essentially the opposite of the import. Either select **Export** from the **File** menu, or click on the **Import/Export** button (see Appx II) and the Export Wizard opens. The first dialog (see pg 98) has two large boxes: *QSP Variables* on the left, and *Text File* on the right. In the Variables box, click on a Variable you might wish to export. Note that the contents of the Variable are shown in the *Variable Items* box. If this is a Variable you would like to export, click on **Select** to move it to the *Text File* box. If you want to export all of the Variables in your database, then simply click the **Select All** button. When you have selected all the Variables you want to export, click on the **Ignore Rest** button. Select the year of the data you wish to export with the *Year* pulldown. You also have some options for your export:

data

Exporting

You can export data for all students, or for a specific Group. Click on the *Group* pulldown and select **Set Group**. This will take you to the *Groups* dialog, where you can select the Group of interest. Also, you may want to export the header row (QSP Variable names) along with the data. If so, then click on the **Export Header Row** check box. Lastly, you may want to export a Codebook for your data that explains what is in each column. If so, then click on the **Export Codebook** checkbox. Click **Next** to continue.

Export Dialog

The screenshot shows the 'Export' dialog box with the following details:

- QSP Variables:** A list box containing: Gender, Date of Birth, Gifted, Lunch, Special Ed, Opt Profile Date, Current Grade, Lang Proficiency, Test B, NRT Lang Arts, NRT Math, PBA Lang Arts, PBA Math.
- Year:** A dropdown menu showing '1998'. Buttons below include 'Select All >>', 'Select >', '< Deselect', and 'Ignore Rest >>'.
- Text File:** A list box containing: Student ID, Year, Ethnicity. A 'Select >' button is below.
- Options:** A section with a 'Group' dropdown menu set to 'All students'. Two checkboxes are checked: 'Export Header Row' and 'Export Code Book'.
- Variable Items:** A list box containing: 51, 74, 68, 79, 83.
- Buttons:** 'Cancel' and 'Next >' are located at the bottom right.

If you have selected any Categorical Variables, you will next see a dialog box (see pg 99) that asks how you would like to name the various Categories. You can use the *QSP Name* (what you called it in QSP), the *QSP Value* (what QSP stored it as), or the *File Value* (what the original imported database stored it as). If your data is going back to the district, and that is where you imported your data from, we recommend you use the File Value so that it will match their system without having to be changed.

Export

For categorical variables, export

QSP Name
 QSP Value
 File Value

Example:

QSP Name	Hispanic	
QSP Value	3	File Value
		H

Category Values

Next, choose the *Item Separator* which separates each column (comma is the default) and the *Student Separator* which separates each student's record (return is the default). Click on **Next** to continue.

Export

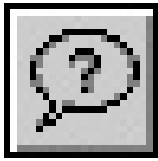
Select separators for

Items	Students
,	<return>

Separators

Finally, give the export file a *File Name* and select the directory where you want to save the exported file. Then click on **Save**.





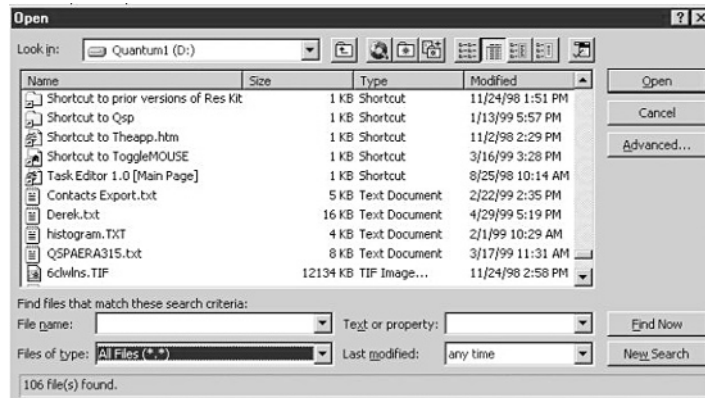
Appendix I: Optimizing Your Data

Background

QSP accepts data in two formats: *Text* (*.txt) and *Comma Separated Values* (*.csv). However, the .csv format provides a much more seamless Import into QSP. This section shows you how to convert your data into this format.

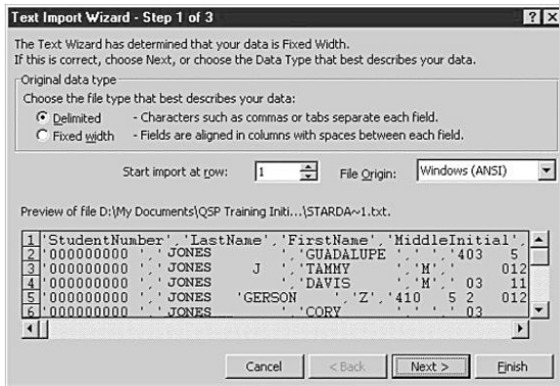
How do I convert my original database?

Open your file in Microsoft Excel. When you get to the Open dialog in Excel, click on the down arrow next to *Files of Type:* and select **All Files (*.*)**. Locate the filename for your data. It will typically be in one of two formats: *Excel* (*.xls or *.xlb) or *Text* (*.txt).



Select the file type (see below) by clicking on the button for **Delimited** or **Fixed width**. Your file will probably be in delimited format. Here, in the *Preview of File* box, you can see

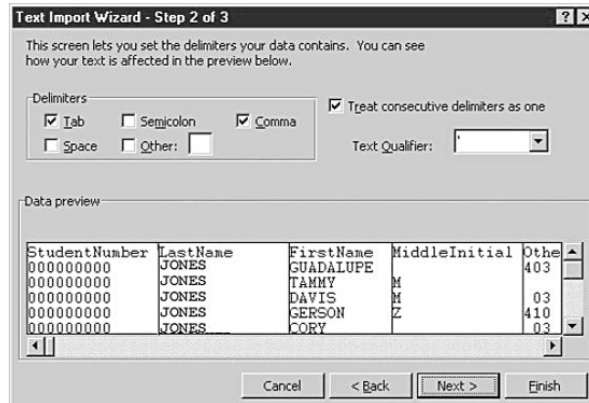
Selecting the file type



that this example is delimited. The file is comma separated, with single quotes around each field entry. Once you have selected the file type, click **Next** to continue.

Now you will need to check the delimiters that are being used (see below). You will notice that when you select the **Comma** checkbox, the *Data preview* box shows the columns separated correctly. Note for this case that the *Text Qualifier* chosen was a single quote ('). You may or may not have this in your file.

Checking the delimiters

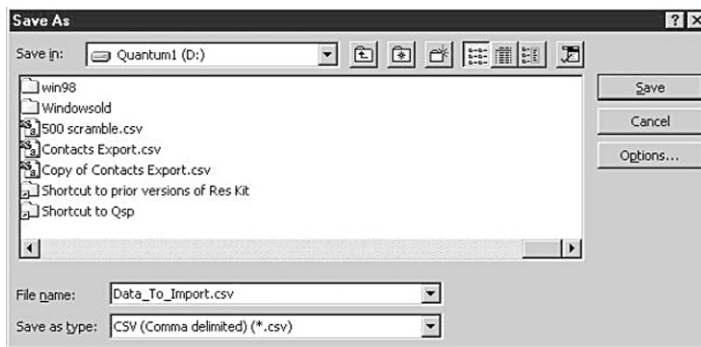


Click on **Finish**. Do not click **Next** because that step is for converting date formats, and QSP will not recognize date formats that are converted in Excel.

Header Rows

The example file here has a *header row* as part of it. A header row contains the column headings, such as *Student Number*, *Last Name*, etc. If your file does not have a header row, you can create one (we suggest you do this so that there is less chance of error). To add a header row in Excel, highlight the first row holding the first student's information by clicking on the number for that row (in this case, 1). Select **Row** from the **Insert** menu. Use a codebook to give the correct name for each field. Try to use short names and do not use punctuation marks, especially commas. Spaces are okay as are underscore marks (ex. *Student_ID*).

You are now ready to save the file as a Comma Separated Values (.csv) file. Select **Save As** from the **File** menu. In the *Save As* dialog box (see below), click on the arrow next to *Save*



Saving the file

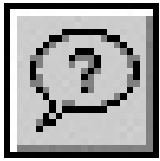
as type and select **CSV (Comma delimited) (*.csv)**. Give your file an appropriate name, and click **Save** to finish.

Error on import

During the importing process you might get something like the following error:



If this occurs, open your .csv file in Excel and select all the data so that it is highlighted. Select **Copy** from the **Edit** menu. Open a new workbook, select **Paste** from the **Edit** menu, and save the file as another .csv file. When you import again, the error should be gone.



Appendix II:

Technical Information

Background

It is important for the users to understand exactly what the Quality School Portfolio Data Manager does and does not do. Essentially, the Data Manager acts as a tool for grouping, viewing and reporting the data within a file. The program manages the data presented to it according to priorities determined by the user, for the purpose of empowering the user with the needed information with which to inform the school's reform processes.

Technically, the QSP Data Manager sits "on top of" a database file and restricts access to that file to the QSP program user only. Once the user activates the import process, the database file becomes the storage place for the data being imported. The Data Manager then clones that file each session, using the clone for all of the program's data manipulations. On user command, QSP saves all additions and changes back to the database file.

Different schools and districts store categorical data differently. Some utilize the variable Gender, while others call that same variable Sex. We have observed districts which store the gender data in all these configurations: *0/1*, *Male/Female*, and

M/F. QSP is a reporting tool concerned mostly with providing the school personnel with meaningful ways to utilize the data stored. The Data Manager provides unparalleled flexibility in this regard by allowing the user to determine how data is viewed regardless of the format in which it is stored. While the user may specify male students as *0*, *Male* or *M* in QSP, the database will always retain the original format for the data.

In addition, QSP creates a number of files for each database you create. Each of these files is important for the functionality of the program and will appear in the database folder. Their formats and corresponding extensions are shown below, where the asterisk refers to the name the user gives the data file.

- *.**ddf** The database instruction set for this file.
- *.**flt** The list of Groups available to this dataset.
- *.**gol** The list of Goals available to the dataset.
- *.**rpt** The list of Reports saved for the dataset.

There is a limit to the number of variables allowed in QSP. Present in the program are spaces for 39 pre-built variables of several types and 108 optional variables. There is no limit, however, to the number of records. It is *strongly* recommended, however, that the user create a separate QSP database for each different cohort being reviewed. In a single database, QSP can support data for a subset of students over an extended period of time with ease. However, the smaller the initial group of students, the faster QSP will analyze the data.

The Toolbar

Project

Create Projects

Database

See the Database view

Reports

See the Reports view

Groups

Edit your Groups

Save

Store any new changes

Help

See the user guide on-screen



Import/Export

Transfer your data

Goals

See the Goals view

Variables

Edit your Variables

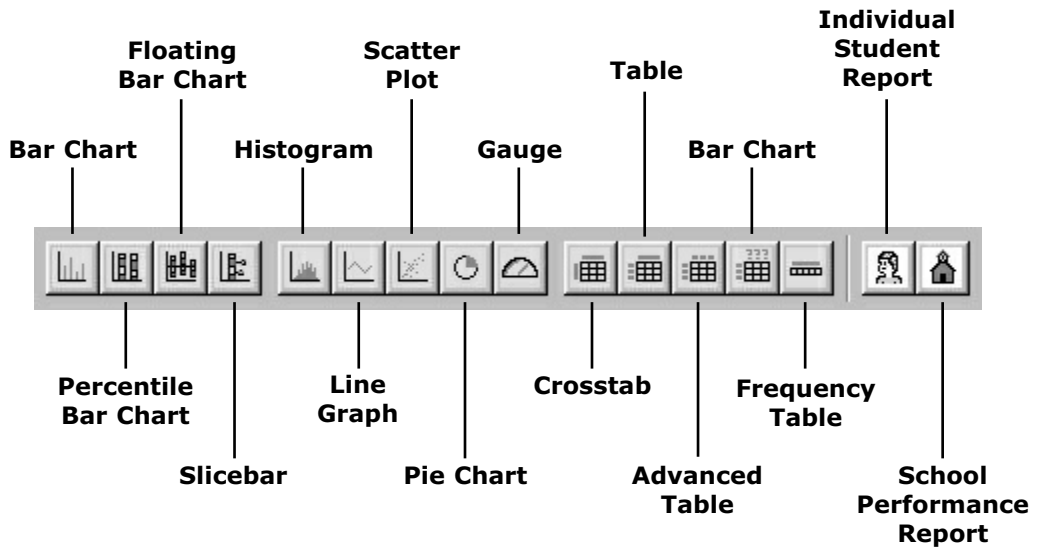
Open

Open a new Project

Print

Output the Database view

The Report Toolbar



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CRESST

National Center for Research on Evaluation, Standards, and Student Testing