

2008-2009 NovaNET Data Requirements

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Office of Accountability, Assessment, Research and Evaluation

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Purpose

In order for an evaluation of NovaNET to be completed, data must be collected from the NovaNET system. For the data to be useful, it is imperative that each school within the district use the same conventions when enrolling users and creating sections. The purpose of this document is to set forth the requirements necessary for consistent data practices within the NovaNET system for Richland District One.

Evaluation Plan

In previous years, schools have completed implementation and/or program plans for NovaNET usage to be used for evaluation and other purposes. Due to difficulties encountered with schools being able to provide consistently useful evaluation measures and the complexity involved with every school having possibly different goals, these plans will not be used for evaluation. Instead, the staff at the Office of Research and Evaluation will use previous NovaNET data to determine the best strategy for present and future evaluation.

Contact Information

If there are any questions regarding these data requirements, please contact Mary Margaret Hoy at the Office of Research and Evaluation.

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Creating/Maintaining Users in the NovaNET System

Student test scores, SASI course credit reports, etc. can be used to evaluate most NovaNET program goals. In order to match individual students to their appropriate score information, certain guidelines for creating or maintaining users (including students and others) in the system must be followed as described below.

Type of User	Instructions	Example
Student	<p>When enrolling students, you must use the student’s complete first and last names and include the 12-digit SASI ID number in the “Middle name” field of the student’s profile.</p> <p style="text-align: center;"> First name: Complete first name Middle name: 12-digit SASI ID number Last name: Complete last name </p>	<p>First name: John Middle name: 780099999999 Last name: Smith</p>
NonStudent	<p>When enrolling users that are not students (teachers, lab managers, “fake” or temporary users), you must use the user’s complete first and last names and include “NONSTUDENT” in the “Middle name” field of the user’s profile.</p> <p style="text-align: center;"> First name: Complete first name Middle name: NONSTUDENT Last name: Complete last name </p>	<p>First name: Jane Middle name: NONSTUDENT Last name: Doe</p>

Please also be aware of the following when creating and maintaining NovaNET users.

- 1.) **It is recommended to allow only NovaNET lab managers to roster students.** In order to ensure compliance with these data requirements, it is recommended to restrict data management to the lab manager only.
- 2.) **At the beginning of the school year/semester, inactivate users as appropriate.** It is important to inactivate users who will no longer be using NovaNET in order to keep the system organized and manageable. Please refer to the section of this document titled “Inactivating Users and Deleting Sections in NovaNET” (p. 3).
- 3.) **It is recommended to only create accounts for users that use NovaNET.** In the past, some schools have created accounts for every student enrolled regardless of whether or not the student uses NovaNET. This situation causes extraneous data that makes maintaining the system, running reports and data collection overly difficult, so it is recommended that students are only enrolled as needed.

- 4.) **Do not create multiple logins for a single user within NovaNET.** Multiple logins for an individual sometimes cause NovaNET reports to not calculate correctly, and it is important to obtain accurate data from the system. If a spelling error is made or any information needs to be changed, modify the information in the original account rather than creating a new account.
- 5.) **Records without SASI IDs will not be used in data analysis.** Please be sure to either list a SASI ID or “NONSTUDENT” for each user in the “Middle name” field.
- 6.) **Do not inactivate students in the middle of the school year if they have used NovaNET during the year.** Inactivating these students will cause their usage to not be used in analysis because only active students are included when exporting data.

Inactivating Users and Deleting Sections in NovaNET

It is important to inactivate users and delete sections at the beginning of each school year to clean up old data from the previous year and start the new school year fresh. While there may be a number of ways to accomplish this, below are two methods. Feel free to use whichever method better suits the situation at your school.

Method 1: Inactivating All Students and Reactivating Students Individually as Necessary
For each section, first go into the section and inactivate the users as a group using Sections → Highlight section → Modify a Set of Users → Deactivate → Select all users → Deactivate. Then delete the section using Sections → Highlight section → Delete Section. Users should then be reactivated individually as necessary for the current year. If the same first and last names are used when entering a user’s information, the system should recognize that the user already exists and ask whether to create a new account or use the existing account.

Method 2: Inactivating Students Individually
First, delete the existing sections using Sections → Highlight section → Delete Section. Then inactivate users individually as appropriate. This method may best be used by checking whether or not each NovaNET user appears on a class roster for a class using NovaNET in the new school year.

However, before inactivating students or deleting sections please contact Mary Margaret Hoy (see p. 1) to be sure that all reports for the existing sections and students have been submitted to or run by the Office of Research and Evaluation. Prematurely inactivating students or deleting sections could make evaluation impossible due to data loss.

Creating/Maintaining Sections in the NovaNET System

Students may be placed into multiple sections depending on their individual NovaNET goals. For instance, one student may need SAT preparation and English II credit recovery. In order to distinguish NovaNET usage for these different purposes, the following coding system must be used when naming NovaNET sections. Note that following the syntax exactly is very important. **Please always use an asterisk * as a separator.**

Section Type	Definition	Required Syntax	Example(s)
AP Course Enrichment	AP course enrichment activities	AP* <i>course</i>	AP*AP Calculus AB
Basic Achievement Skills Inventory	Students taking the Basic Achievement Skills Inventory for NovaNET	BASI	BASI
Credit Accrual	Credit accrual for a course with enrollment of less than 10 students; students receive most instruction through NovaNET	CA* <i>course</i>	CA*Economics
Credit Recovery	Credit recovery for a course student has failed either with a grade of 65-69 or due to excessive absences	CR* <i>course</i>	CR*Geometry
Curriculum Support	Curriculum support used by a teacher for one student or an entire class; also use for classes that have an end-of-course exam (see note below)	CS* <i>course</i>	CS*Physics
GED Preparation	Students preparing to take the GED	GEDprep	GEDprep
HSAP Remediation	HSAP remediation for students who failed one or more subtests and are preparing to retake HSAP	HSAP* <i>subtest</i>	HSAP*ELA HSAP*Math
Other	Other sections with no specific academic purpose; these sections will not be included in the evaluation	OTH	OTH
SAT/ACT Preparation	Students preparing to take the SAT or ACT	SAT/ACTprep	SAT/ACTprep
Windows of Opportunity	Windows of Opportunity adult education classes at LR	WOP* <i>course</i>	WOP*English II

Course: Use the Course List (pp. 6-7) to fill in the specific values for “*course*”. It is very important to type the course name exactly as given.

Note: Previously, the CS syntax included the teacher's name. Although the teacher's name is no longer part of the required syntax, it is still recommended that you include the teacher's name for internal school reference (CS**course***teacher*).

Please also be aware of the following when creating and maintaining NovaNET sections.

- 1.) **It is recommended to allow only NovaNET lab managers to create sections.** In order to ensure compliance with these data collection policies, it is recommended to restrict data management to the lab manager only.
- 2.) **At the beginning of the school year/semester, delete all sections.** Deleting all sections from the previous year/semester will force the section information to be put into history in order to keep the system organized and manageable. New sections should then be added as necessary. Please refer to the section of this document titled "Inactivating Users and Deleting Sections in NovaNET" (p. 3).
- 3.) **Do not combine courses into a single NovaNET section.** For sections where it is necessary to list a course within the name, every different course must have a different section in NovaNET. For instance, if a teacher is using NovaNET for both Algebra I and Geometry classes, two NovaNET sections should be set up, one for each course.
- 4.) **It is recommended to only create sections that will be used.** In the past, some schools have created sections that have had no NovaNET use. This situation causes extraneous data that makes maintaining the system, running reports and data collection overly difficult, so it is recommended that sections are only created as needed.
- 5.) **Additional information may be added to the section names after the given syntax.** As long as the beginning of the syntax is entered correctly, any additional information a school wishes to include in the section name may be entered following the last asterisk '*'. For example, if it is desirable to include a teacher name and period number in the section name for curriculum support, the syntax would be "CS*Physics*C. Johnson*4th".
- 6.) **Sections without the appropriate syntax for the section name will not be used in data analysis.** Please be sure to use the appropriate syntax when naming sections.
- 7.) **Do not delete sections in the middle of the school year if the section has been used during the year.** Deleting these sections will cause the usage data for the section to be categorized incorrectly in analysis, losing both the type of usage (CR, CS, etc.) and for what course NovaNET was being used.

Monitoring Data

Throughout the year, NovaNET data will be monitored periodically to ensure that the previous mentioned practices are being used. Any existing problems will be brought to the attention of the lab manager who should make all necessary corrections within a reasonable time frame.

Course List

This list of courses was obtained from previous NovaNET usage. For data linkage purposes, please use the exact syntax when including courses within section names. **If a specific course is not listed, please contact Mary Margaret Hoy (see p. 1) so that it can be added to the list.**

8 th Grade Math	Communication
Academic Literacy	Community Health
Accounting I	Computer Applications
Accounting II	Computer Programming
ACT Prep	Computer Repair
Adv Eng Lit Seminar	Cosmetology
Algebra I	Critical Reading
Algebra I A	Culinary Arts
Algebra I B	Dance I
Algebra II	Dance II
Algebra III/Trig	Dance III
American Government	Dance IV
Anatomy/Physiology	Desktop Publishing
AP American Government	Drawing
AP Biology	Driver Safety
AP Calculus AB	Earth Science
AP Calculus BC	Economics
AP English Language	Emergency Services
AP English Literature	English I
AP Human Geography	English I Seminar
AP US History	English II
Art Foundation	English III
Auto Collision	English IV
Auto Mechanics	English Elective
Auto Serv Tec	English Support
Band	Entrepreneurship
Biology I	Environmental Science
Biology II	Environmental Studies
Biology Tech I	ESL
Biology Tech II	Exam Power
Building Construction	Family & Consumer Sciences
Business Law	Family Life I
CAD	Family Life II
Carpentry I	Financial Fitness
Carpentry II	Financial Management
Carpentry III	French I
Ceramics	French II
Chemistry I	French III
Chemistry II	Fundamental Communication
Chemistry Tech	Fundamental Domain
Child Development I	Geometry
Child Development II	Geometry Concepts
Cisco Networking	German I

German II
German III
Global Issues
Graphic Communications
Health
Health Sciences
High School 101
IB German
IB Math Studies
Industrial Tech
Int Bus Applic I
Int Bus Applic II
Intro Calculus
Journalism
Journalism II
Keyboarding
Latin I
Latin II
Latin III
Latin IV
Law Education
Marine Biology
Marketing
Math Seminar I
Math Seminar II
Math Support
Music Appreciation I
Music Appreciation II
Music Appreciation III
Music Appreciation IV
Nutrition I
Nutrition II
Personal Awareness
Personal Fitness
Personal Health
Photography I
Photography II
Physical Education

Physical Science
Physics
Pre-Algebra
Pre-Calculus
Prob and Stat
Probability
Psychology
Reading
SAT Math
SAT Prep
SC English
SC Life Skills
SC Math
SC Reading
SC Science
SC Social Studies
Spanish I
Spanish II
Spanish III
Spanish IV
Spanish V
Speech
Sports Marketing I
Sports Marketing II
Sports Medicine
Statistics
Strategy Math I
Strategy Math II
Strategy R/W I
Strategy R/W II
Support
US History
Web Page
Weightlifting
Welding
World Geography
World History

Running NovaNET Period Usage Report

Lab managers will be required to run the Period Usage Report for every NovaNET section at the end of the school year and in summer (when applicable). The files must be exported and sent electronically to the Office of Research and Evaluation by the end of each period. Memos regarding deadlines will be sent to lab managers and principals.

Note that these reports should not be run until all users and sections are correctly rostered. **Please contact Mary Margaret Hoy to determine if all information for your school has been entered correctly before running these reports.**

- 1.) Login to NovaNET.
- 2.) Click the “Reports” button.
- 3.) Select the report by doing the following.
 - a.) Under “Usage Data” at the bottom left, select “Period Usage Summary”.
 - b.) Click the “Next” button.
- 4.) Select the section by doing the following.
 - a.) Select one section for which to run the report by clicking the appropriate box in the left pane. Note that you may need to deselect any other sections that are selected. The bottom right of the list of sections gives an indication of how many sections are selected out of the total number of sections.
 - b.) Under “Show”, select “Active Users”.
 - c.) Make a note of the section number that will be needed when assigning a name to the file you will export. The section numbers are obtained by sequentially numbering the sections as they appear in the left pane. I suggest that the first time you run one of these reports, you write down all sections and their numbers as a checklist. Below is an example.
 - d.) Click the “Next” button.

Section Number	Sections
1	Site Roster (All Users)
2	BASI*A
3	BASI*B
4	CA*Chemistry I
5	CA*Entrepreneurship
6	CA*Family Life I
7	CA*Keyboarding
8	CA*Personal Awareness
9	CA*Personal Health
10	CA*Physical Science
11	CA*US History
12	CA*World Geography
13	CR*Algebra I
14	CR*Algebra II
15	CR*Biology I

- 5.) Refine the data by doing the following.
- Enter a range of dates in m/d/yyyy format in the “From:” and “To:” input boxes. Use the dates as given below. Note: These reports must be run no earlier than the To: date in order to encompass all relevant work in NovaNET for the given semester.

Time Period	From:	To:
1 – Spring	8/18/2008	5/29/2009
2 – Summer	5/30/2009	8/16/2009

- Select “Data from selected section only” if it is not grayed out. If running the report for the Site Roster (All Users), no selection is necessary.
 - Click the “Next” button.
- 6.) Export the report by doing the following.
- When the report appears on the screen (it may take several minutes depending on the number of users included in the report, internet speed, etc.), click the “Export” button.
 - Type the appropriate file name using the following syntax: *SchoolAbbreviation_TimePeriodAbbreviation_Section#*. The tables below specify the school and time period abbreviations.

School	Abbreviation
A. C. Flora	ac
C. A. Johnson	ca
Columbia	co
C. R. Neal	cr
Dreher	dr
Eau Claire	ea
Heyward	he
Keenan	ke
Lower Richland	lr
Olympia Learning Center	lc

Time Period	Abbreviation
1 – Spring	sp
2 – Summer	su

The section numbers are obtained by sequentially numbering the sections as they appear in the left pane when you select the section as described in 4.) above. In the A. C. Flora example given in 4.), the name for the file for A. C. Flora, Spring, Section #13 (CR*Algebra I) would be “ac_sp_13”.

- Click the “Export” button.
- 7.) You may use the “Back” button to run the same report for a different range of dates or for a different section.
- 8.) Click the “Close” button to return to the main NovaNET screen when you have exported all files.

- 9.) Close the NovaNET application.
- 10.) Check that all reports exported correctly by doing the following.
 - a.) Go to C:\WPORTAL. All of the exported reports should be here with “.htm” extensions
 - b.) Double-click on a file to open it with your web browsing application.
 - c.) For section #1 reports, the Site Roster (All Users) reports, the first few lines of the report should be as shown below.

 Period Usage Summary

Name of High School
xx/xx/200x to xx/xx/200x
 Students in all sections
 All usage on the NovaNET system

If the first few lines do not match the above example (with the appropriate school and dates inserted), export the report again.

- d.) For reports for sections other than #1, sections related to specific courses/purposes, the first few lines of the report should be as shown below.

 Period Usage Summary


Name of High School
xx/xx/200x to xx/xx/200x
 Students in the following section: *Specific Section Name*
 Usage in the following section: *Specific Section Name*

If the first few lines do not match the above example (with the appropriate school, dates and section name inserted), export the report again.

- 11.) All exported files are in C:\WPORTAL and have a “.htm” extension. These files must be emailed to Mary Margaret Hoy in the Office of Research and Evaluation at mhoy@richlandone.org. Below are instructions for sending email with attachments with separate instructions for accessing email directly with GroupWise on your hard drive (recommended) as well as for accessing email through the district web site.

a.) Accessing Email Through GroupWise on Your Computer (Recommended)

- i.) Open a new email message using File → New → Mail.
- ii.) Type mhoy@richlandone.org in the “To:” box.
- iii.) Type “NovaNET Reports” in the “Subject:” box.
- iv.) Include any text message you feel necessary.
- v.) Click the “Attach” button.
- vi.) In the “Look in” box, navigate to C:\WPORTAL.
- vii.) Click on the file(s) you wish to attach. To select multiple files, hold down the “Ctrl” key to select one at a time or the “Shift” key to select a group of contiguous files. Once all the desired files have been selected, click the “OK” button.
- viii.) Repeat steps (v) through (vii) to add any other attachments necessary.

- ix.) Click the “Send” button to send the email message.
- b.) Accessing Email Through District Web Site
 - i.) Open a new email message using the Compose icon  on the left of the screen.
 - ii.) Type mhoy@richlandone.org in the “To:” box.
 - iii.) Type “NovaNET Reports” in the “Subject:” box.
 - iv.) Include any text message you feel necessary.
 - v.) Click the “Attach” button.
 - vi.) Click the “Browse” button.
 - vii.) In the “Look in” box, navigate to C:\WPORTAL.
 - viii.) Click on the file you wish to attach and click the “Open” button.
 - ix.) Click the “Add” button.
 - x.) Repeat steps (vi) through (ix) to add any other attachments necessary.
 - xi.) Click the “OK” button.
 - xii.) Click the “Send” button to send the email message.