



Encoding Project SMART 2019 in NGS

Below are the three steps that must be completed in order to encode the data needed for the 2019 Project SMART program in NGS.

Please note that Project SMART data may ONLY be entered for students in grades K-8. PreK students may NOT be enrolled in Project SMART.

Step 1: Create a summer enrollment line for each student.

Step 2: Encode Project SMART 2019 pre-test and post-test scores as Formal Assessments in NGS. NOTE: The scores are reported as:

$$\frac{\text{number of points earned}}{\text{number of points possible}}$$

For example, on the Third Grade assessment, there are 18 points possible. If a student earns 10 points, the score is reported in NGS as 10/18.

Step 3: Encode Supplemental Program Data for Project SMART 2019

Step 1: Create a summer enrollment line

If needed, refer to p. 10 in the New Generation System User Manual v. 21.2 for directions. This manual is stored on NGS and may be viewed by clicking on the following NGS sections: Reports, NGS Documents/File, NGS manuals.

Step 2: Encode Project SMART 2019 pre-test and post-test scores as Formal Assessments in NGS.

Select the *Formal Assessment* menu link at the top of the Update Student Information screen as captured below.

Enter data to update a student record. Required fields must contain valid entries or the record cannot be accepted.

Help Contents	Screen Help	Transfer Document	Student Search	
Formal Assessments	Informal Assessments	Pre-K Assessments	State Assessments	
Medical Alerts	Immunizations	Health	Graduation	Special Needs
Enrollments	Alternate Student ID	Course History	Recommended Courses	

Bi-National

USID: 81826549YPL

Student Name

Last 1: CALDERON Last 2: ORTIZ Suffix: First: JUAN Middle: MARTIN

Sex: Male Ethnicity: 1 - Hispanic or Latino

Race:

- ☐ 1 - American Indian or Alaska Native
- ☐ 2 - Asian
- ☐ 3 - Black or African American
- ☐ 4 - Native Hawaiian or Other Pacific Islander
- ☒ 5 - White

NGS will display the Formal Assessment Results, if available, on the View Student Formal Assessments Information screen as captured below.

Click on the Formal Test ID to view or update a Student Formal Assessment record. To add a Formal Assessment, click on Add Formal Assessment.

Help Contents	Screen Help	Add Formal Assessment	Student Record	Student Search
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Formal Test ID	Assessment Type	Assessment Name	Assessment Score	Assessment Interpretation	Assessment Date	SSID	Grade Level
1424670	Lang Prof 2 - Reading/Eng	ACCESS - Speak	375	Bridging	01/30/2015	COBTDW	K
1426202	Lang Prof 2 - Reading/Eng	ACCESS - Listen	333	Reaching	01/30/2015	COBTDW	K
1427741	Lang Prof 2 - Reading/Eng	ACCESS - Read	280	Bridging	01/30/2015	COBTDW	K
1429277	Lang Prof 2 - Reading/Eng	ACCESS - Write	234	Emerging	01/30/2015	COBTDW	K
1430812	Lang Prof 2 - Reading/Eng	ACCESS - Oral	354	Reaching	01/30/2015	COBTDW	K

The information on this screen indicates the latest test scores, dates and the SSID of the facility at which the test was administered.

Note: If no Formal Assessments have been entered for this student, a red message will display on this screen stating “*No matching entries found.*”

The NGS Data Specialist will need to add two Formal Assessments for Project SMART 2019. One Formal Assessment will capture the program pre-test data; the other will capture the post-test data.

To add a Formal Assessment:

Select the *Add Formal Assessment* menu link at the top of the View Student Formal Assessment Information screen as captured on the next page.

Click on the Formal Test ID to view or update a Student Formal Assessment record. To add a Formal Assessment, click on Add Formal Assessment.

Help Contents	Screen Help	Add Formal Assessment	Student Record	Student Search
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Formal Test ID	Assessment Type	Assessment Name	Assessment Score	Assessment Interpretation	Assessment Date	SSID	Grade Level
1424670	Lang Prof 2 - Reading/Eng	ACCESS - Speak	375	Bridging	01/30/2015	COBTDW	K
1426202	Lang Prof 2 - Reading/Eng	ACCESS - Listen	333	Reaching	01/30/2015	COBTDW	K
1427741	Lang Prof 2 - Reading/Eng	ACCESS - Read	280	Bridging	01/30/2015	COBTDW	K
1429277	Lang Prof 2 - Reading/Eng	ACCESS - Write	234	Emerging	01/30/2015	COBTDW	K
1430812	Lang Prof 2 - Reading/Eng	ACCESS - Oral	354	Reaching	01/30/2015	COBTDW	K

The next window will prompt you to select a state to add the assessment for. Make sure “TX-Texas” is selected and click “Submit Record”.

Select the State to Add a Formal Assessment for.

Help Contents	Student Record	Student Search
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State

TX - TEXAS ▼

Submit Record

The following screen will appear:

Enter data in all required fields to add a new Student Formal Assessment. Required fields must contain valid entries or the record cannot be accepted.

Help Contents		Screen Help		Student Record		Student Search	
Formal Test ID	1450636						
State	TX						
Assessment Type	<input type="text"/>						
Assessment Name	<input type="text"/>						
Assessment Date	<input type="text"/>						
SSID (search)	<input type="text"/>						
Assessment Score	<input type="text"/>						
Assessment Interpretation	<input type="text"/>						
Result Type	<input type="text"/>						
Grade Level	<input type="text"/>						
<input type="button" value="Submit Record"/>							

Populate the data fields as shown below:

Assessment Type:

Select one of the assessment types listed below:

- Program Pre-Test
- Program Post-Test

Assessment Name:

Enter the name of the assessment test.
(i.e., Making Mathematics Meaningful 2019)

Assessment Date:

Enter the date the assessment was given.

SSID:

Enter the SSID designating the campus or facility where the assessment was given.

Assessment Score:

Enter the test score as the number of correct answers (points earned) over the total number possible (i.e., 8/17).

Assessment Interpretation:

Enter *N/A*.

Result Type:

Select *Not Applicable*.

Grade Level:

Select the appropriate grade level.

Example of Completed NGS Screen for Project SMART Pre- Test 2019

Enter data in all required fields to add a new Student Formal Assessment. Required fields must contain valid entries or the record cannot be accepted.

Help Contents	Screen Help	Student Record	Student Search
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Formal Test ID	1648130
State	TX
Assessment Type	Program Pre-Test
Assessment Name	MAKING MATHEMATICS MEANINGFUL 2019
Assessment Date	06/10/2019
SSID (search)	TXABCD
Assessment Score	8/17
Assessment Interpretation	N/A
Result Type	Not Applicable
Grade Level	Grade 7

Submit Record

Make sure to enter both the Pre Test and the Post Test data as two separate Formal Assessments.

Step 3: Encoding Supplemental Program Data for Project SMART 2019

For all students who participated in the Making Mathematics Meaningful summer program, NGS data specialists must encode, for each student's NGS record, the Instructional supplemental of *Project SMART Making Mathematics Meaningful 2019*. Refer to p. 30 in the *New Generation System User Manual v.21.2* for directions.