

13
1*5+9
7+6-4

D. M. E.

Disaggregation Made Easy!

3.2 69
4+1-7.5

WITH



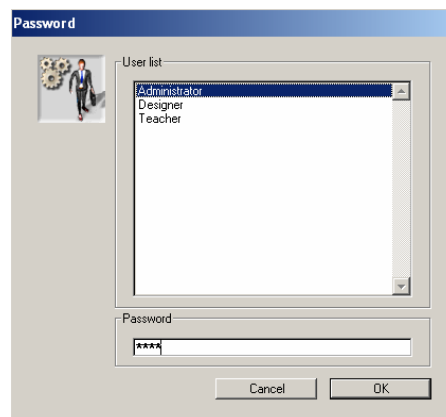
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Region 18 Education Service Center

OPENING AEIS IT

AEIS IT users are provided two levels of access: Administrator and Teachers. (The Designer option is reserved for the programmers.) Administrative access enables users to edit, modify, add, delete, disaggregate, conduct searches, print reports, create graphs and view all data within the database. Teacher access is only applicable if the database includes the campus or district's class roster. You will use Administrator access to open AEIS IT.

1. Open AEIS IT by double clicking the AEIS IT shortcut icon.
2. If using AEIS IT as an Administrator, click on 'Administrator' and enter the following password: (will be sent to you by an administrator)

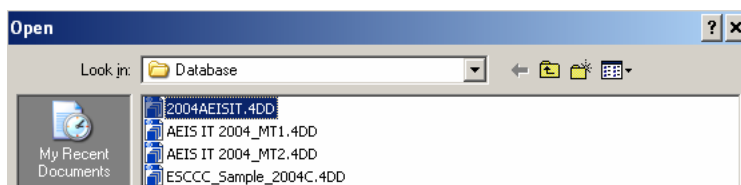
(Password is case sensitive)



The password is invisible and asterisks are displayed.

3. To open the database, hold down the 'Alt' key, and simultaneously click on 'OK'.
4. In the 'Open which datafile' window, double click on the 'Database' folder.
5. In the Database folder, click on the file (database) for your school or district.

(Some districts have their database divided by campus. That is why you would need to choose).






***** NOTE! *****

If AEIS IT asks you to update the database, follow the prompts on the screen answering yes to all.


IT IS A GOOD IDEA TO ALWAYS HOLD DOWN THE 'ALT' KEY WHILE CLICKING OK. AEIS IT DEFAULTS TO THE LAST DATABASE OPENED, BUT WILL SOMETIMES LOCK UP IF THE 'ALT' KEY IS NOT HELD DOWN. IF THERE IS NOT A CHANGE, CLICK OK AND IT WILL DEFAULT TO THE DATABASE YOU USE.

SEARCHING

Types of AEIS IT Searches

 Quick Search (Eyeball) <ul style="list-style-type: none">• Easiest to use• Searches all records every time	
 Search By Field (Small Magnifying Glass) <ul style="list-style-type: none">• Still easy to use• Allows searches within selection	 Class Roster Search (Three Heads) <ul style="list-style-type: none">• Allows you to search by current year teacher's ID• Allows you to search for current year students by campus ID

Basic Search Steps

- Click on the Show All Records icon
- Select the search type you prefer
- Select the data field (Example: Grade Level)
- Select the parameter (Example: 08)
- Click on the green check mark when you have made all of your selections. 



Quick Search

The "Quick Search" searches the **entire database** every time a search is conducted. The "Quick Search" displays a formatted screen showing numerous TAKS fields. Select the fields you want to use to conduct the search. Make your choices by using the point and click selection menu.

How to Access and Conduct a "Quick Search"

Click on the "Quick Search" button (eyeball). The "TAKS Data Quick Find" window opens. In the "TAKS Data Quick Find" window, there are six tabs, "Demographics", "Performance", "Local Obj Standards", "Composition", "Grade 3 Re-Test", "LDAA" and two types of entry fields: single entry and multiple entry fields. Clicking on the tab name will allow you to view the search options for each tab.

Tip: always include score code = S in your searches when you use the Performance Data Tab. This will return only entries that have been scored.

Primary Searches Demographics Local Obj Standards Composition Current Year History LDAA LAT

Primary Search Fields	
School Year	<input type="text"/>
Test Date	<input type="text"/>
Grade	<input type="text"/>
Campus Name	<input type="text"/>
Fall PEIMS Campus	<input checked="" type="checkbox"/>
District Name	<input type="text"/>
Fall PEIMS District	<input checked="" type="checkbox"/>
Test Version	<input type="text"/>
Not Enrolled	<input checked="" type="checkbox"/>
Student ID	<input type="text"/>
Last Name	<input type="text"/>

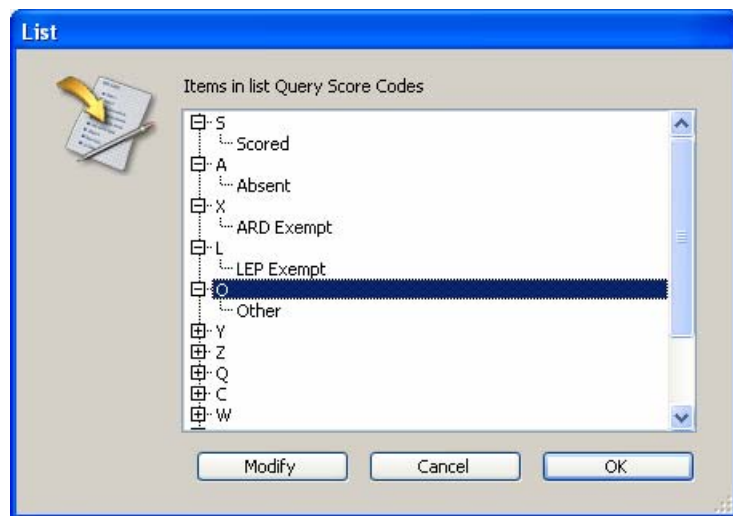
SubSet Searches						
	WR	RE	ELA	MA	SC	SS
AVP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Searches By Content Area					
	WR	RE/ELA	MA	SC	SS
Score Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Target	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LAT Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scale Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mastered All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04 Met Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met 1 SEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items Corr Pct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RPTE Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met THECB Std	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other SC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The shaded boxes to the left of field names are single entry

choices comparable to a yes or no response. To select a field, click on the shaded box to the left of the field. The first click changes the box to white, and a second click enters a checkmark in the box. A shaded box indicates the field is not active in the search. A white box or single click indicates the value of the search **"will not"** contain that field. A box with a checkmark indicates the value of the search **"will"** contain that field.

The white boxes to the right of each field name contain multiple entry choices from which users can choose the desired parameter. To enter data in a white box, click in the box next to the field. Most of the entry fields contain a pop menu listing the parameters available for that field. Certain fields contain code numbers or letters that are linked to a specific field item. Clicking on the plus in front of the number or letter



provides a description of the entry. When making a selection in this manner, select the number or letter and not the description. Click "OK" to enter the selected parameter into the "TAKS Data Quick Find" field box or click

“Cancel” to exit. A less than sign (<) or a greater than sign (>) may be used in some numeric fields to help specify the search.

Multiple fields can be searched simultaneously within the “Quick Search” by entering all the fields you wish to search before executing the search.



When you have specified the field(s) on which you wish to search, click on the green checkmark to execute the search, or on the red X to exit without searching for the records. If the search was executed, the records are displayed with the parameter(s) selected on the data window.



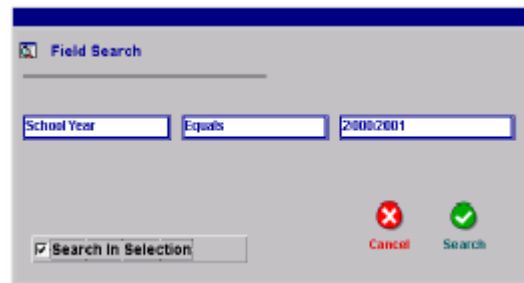
Show Last Selection of Records

To quickly move back to a previous search, AEIS IT includes an “undo” button that retrieves the last action conducted. To access the “Show Last Selection of Records” button, click on the blue, left arrow on the button bar.



Search by Field

The most frequently used TAKS fields, along with their respective choices, are included in the “Search by Field” search. The data are accessible by pointing and selecting the fields for your search. The “Search by Field” engine permits searches with ranges and refines a search each time a field is selected.



Conduct a “Field Search”:

1. Click on the “Field Search” button. In the bottom left corner of the “Field Search” window is a “Search in Selection” feature. A checked box indicates that the search will be performed within the data you previously selected. A box without a checkmark indicates the search is conducted using the entire database.
2. Clicking on the red circle with an X will cancel the search and exit the “Field Search” function.
3. To conduct a search, you will select the fields and related parameters to perform the search. Begin by clicking once on the default field, “School Year”. A drop menu of other fields is displayed. Click on the field you wish to search.
4. The second box is the comparison parameter. Clicking once on the default field, “Equals,” displays other comparisons in a drop menu. Click on the comparison you wish to use.

5. The final box is the value parameter. The values change according to the field entries selected. Once again, click in the value box, and select from the choices in the drop menu.
6. Click on the green circle with a check to execute the search.

Along with the infinite search capacities within AEIS IT are the unique reporting features. Users have almost unlimited choices of arranging student records to best review curriculum goals and analyze the needs of students, grade levels, and campuses. Reports can be generated from TAKS data, SDAII data, RPTE data, Scan data and through the Class Roster feature.

AEIS IT organizes student TAKS and demographic data onto separate tabs for easy review and access. The first tab provides student demographic information associated with PEIMS information. Each tab emphasizes a different TAKS content area and provides an individual item analysis display of student responses for the respective content areas.

Student Demographic and TAKS Information Record

To view a student record, double click on a student's name in the "TAKS Data" screen. An information screen on the selected individual appears on a new screen. Within the "TAKS Data" information screen is the student's PEIMS and demographic information (see example).

The screenshot displays the 'TAKS Data - Demographics' window. The title bar reads 'AEIS IT 2005 - [v11.3 - ESCCC_Sample_2005.ADD - TAKS Data: Record 9 of 1,427]'. The menu bar includes File, Edit, Enter, Search, Records, Scan, Tools, Support, Windows, and Help. The main content area is divided into several sections:

- Navigation:** A vertical sidebar on the left contains icons for back, forward, and search.
- Demographics Tab:** The 'Demographics' tab is selected, with other tabs for Writing, Reading, ELA 10,11, Math, Science, SS, LDAA, LAT, Hist-2003, Hist-2004, and Hist-2005.
- Student Information:**
 - First Name: IS
 - Last Name: CALL-245
 - Student ID: 589424569
 - Test Date: 02/01/2005
 - School Year: 2004/2005
 - Grade: 12
 - Gender: M
 - Ethnicity: 5 White, not Hispanic Origin
 - Test Version: E
- PEIMS and Demographic Data:**
 - District ID: 999999
 - District Name: ESCCC ISD
 - Campus ID: 999999001
 - Campus Name: ESC Campus 001
 - Loc Stud ID: [empty]
 - Birth Date: [empty]
 - Retention: [empty]
 - Misc: [empty]
 - Econ Disadv: 0 Not Econ Disadvantaged
 - Title I: 0 Not Eligible
 - Career/Tech Ed: 0 Not Participating
 - Special Ed Code: [empty]
 - Remediation Req: 0
 - Fall PEIMS Campus: 999999001
 - Document Number: 202300743
 - Local Use 1: [empty]
 - Local Use 2: [empty]
 - LEP: 0
 - Migrant: N
 - Migrant TMIP: N
 - ESL: N
 - Bilingual: N
 - Gifted/Talented: N
 - At Risk: N
 - Special Education: Y
 - History File Update: 0
 - Passing Standard: 2
- Checkboxes:**
 - Not Enrolled
 - Fall PEIMS District
 - Fall PEIMS Campus
 - LEP Postponement 1
 - LEP Postponement 2
 - Braille 1
 - Braille 2
 - Large Print 1
 - Large Print 2
 - Foreign Waiver 1
 - Foreign Waiver 2
- Agency and Header Information:**
 - Agency Use 1: [empty]
 - Agency Use 2: [empty]
 - Header Agency Use 1: [empty]
 - Header Agency Use 2: [empty]
 - Study Guide Gr 3-9; ELA & SS: N
 - Study Guide Gr 10-Ex MA & SC: N



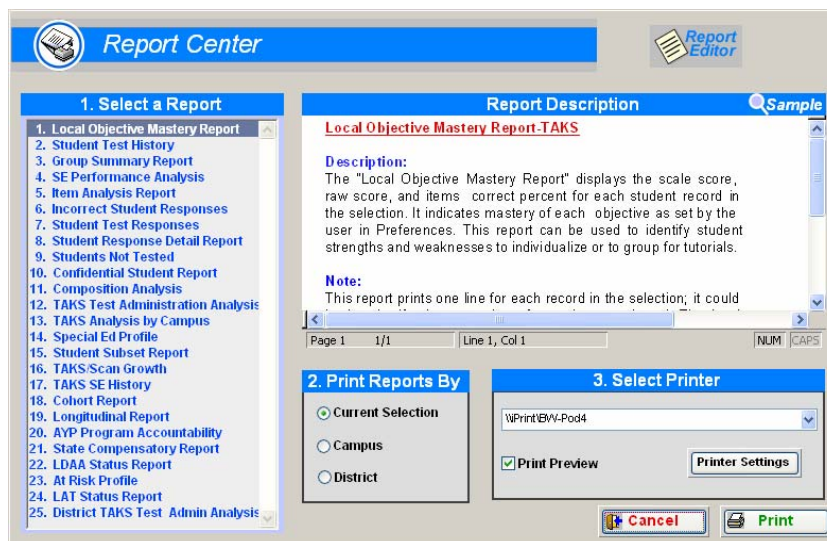
Reports

Each pre-generated report requires a selected group of student records. Some reports require current year data and others require the complete database. Currently AEIS IT includes 25 pre-made reports. Reports can also be custom made. To access and select a report to print, click on the "Print Reports" button. A brief description, search parameters and a thumbnail image of each report are provided. (Click "Sample" at the top of the screen to view a sample of the report). You may also choose to print reports from

the Current Record Selection, Each Campus in the Selection or Each District in the Selection.

Print a Report

- From the list of reports on the left side of the screen, select the report you wish to print and click Print.
 - A dialog box appears allowing you to specify the report further.



Read each screen carefully and make your selection from any of the drop menus. Clicking OK will allow you to proceed to the print setup screens.

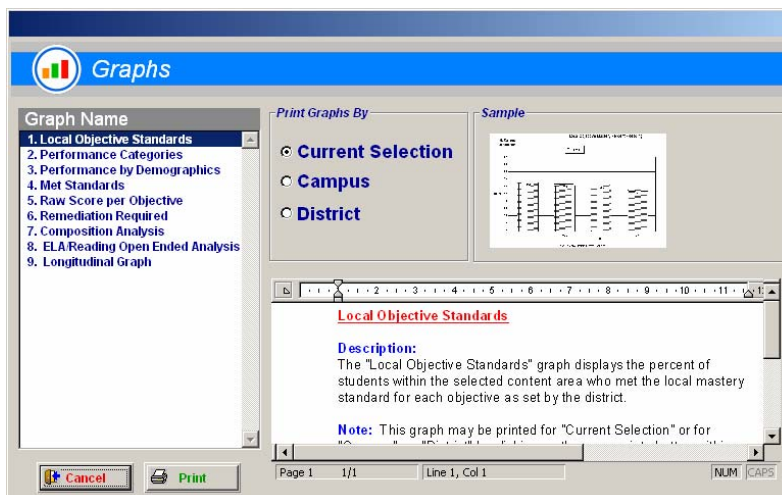
- If you would like to preview the report before printing, click the box "Print Preview" in the lower left hand corner of the second print setup screen.
- On the "Print Preview" screen of the report, clicking the printer icon will send the report to the printer. Clicking the icon with the hand and stop sign will cancel and exit the report. Clicking the left and right arrows will move between the screens of the report, and clicking the magnifying glass will enlarge the image.

Charts

Each pregenerated chart requires a selected group of student records. Some charts require current year data and others require the complete database.

To access and select a graph to print, Click on the Graph/Charts button. A brief description, search parameters and a thumbnail image of each graph are provided.

From the list of graphs on the left side of the screen, select the graph you wish to print and



click Print. For some graphs a dialog box appears allowing you to specify the graph further. Read each screen carefully and make your selection from any of the drop menus. Clicking OK will allow you to proceed to view the graph on the screen. On the graph preview screen, click on File and select Print to print the graph. Graphs can be customized.

This is just a sample of what AEIS IT can do for you! The more you use AEIS IT the more you will discover. Take the time to look around and see what other things you can do!

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